



**REGULAR MEETING OF COUNCIL  
AGENDA**

**Monday, June 26, 2017, 6:00 PM**

**Council Chambers**

**2021 Division Road N**

**Kingsville, Ontario N9Y 2Y9**

**Pages**

**A. CALL TO ORDER**

**B. CLOSED SESSION**

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

1. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, being update from Solicitor C. Riley RE: expropriation of waterfront property

**C. MOMENT OF SILENCE AND REFLECTION**

**D. PLAYING OF NATIONAL ANTHEM**

**E. DISCLOSURE OF PECUNIARY INTEREST**

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

**F. PRESENTATIONS/DELEGATIONS**

1. Tourism Windsor Essex Pelee Island (TWEPI)--Gordon Orr, CEO and Lynnette Bain, VP, Tourism Programs and Development

1

PowerPoint presentation to provide a review of 2016 activities and to outline Tourism Month activities.

**G. MATTERS SUBJECT TO NOTICE**

1. ENGINEER'S REPORT CONSIDERATION-McDonald Drain

24

## **Improvements, Town of Kingsville**

Tony Peralta, P. Eng., and Drainage Superintendent K. Vegh

i) Notice of Meeting to consider the Engineer's Report, dated May 15, 2017

ii) Engineer's Report, dated April 28, 2017

iii) Proposed By-law 61-2017, being a by-law to provide for improvements to the McDonald Drain in the Town of Kingsville, in the County of Essex (N. J. Peralta Engineering Ltd. Project No. D-13-028) to be provisionally adopted at this Regular Meeting

### **Recommended Action**

Council adopt Engineer's Report dated April 28, 2017 for the McDonald Drain Improvements (N. J. Peralta Engineering Ltd. Project D-13-028), read By-law 61-2017 being a by-law to provide for improvements for the McDonald Drain in the Town of Kingsville, a first and second time at this Regular Meeting, and schedule Court of Revision for a future date.

## **H. AMENDMENTS TO THE AGENDA**

### **I. ADOPTION OF ACCOUNTS**

None

### **J. STAFF REPORTS**

#### **1. Rabies Clinic 162**

Jennifer Alexander, Deputy Clerk-Administrative Services

### **Recommended Action**

That Council receives this report from J. Alexander, Deputy Clerk-Administrative Services regarding the 2017 Rabies Clinic, dated May 30, 2017, for information.

#### **2. Long Term Financial Planning and Capital Budgeting 165**

S. Zwiers, Director of Financial Services

### **Recommended Action**

That Council approves in principle a 10 year plan to fully fund the infrastructure deficit in Kingsville which amounts to a 2.9% annual tax increase dedicated to lifecycle reserve contributions.

#### **3. Branch of Smith Newman Drain Extension Section 4 252**

K. Vegh, Drainage Superintendent

### **Recommended Action**

That Council appoint the engineering firm of R.C. Spencer and Associates to extend the Branch of the Smith Newman drain upstream and design the necessary improvements required by the requesting landowners.

**4. Lane Drain Improvements Section 78 (1) 257**

Ken Vegh, Drainage Superintendent

**Recommended Action**

That Council appoint the engineering firm of N.J. Peralta to design the necessary improvements to the Lane Drain and extend the Lane Drain to a sufficient outlet as outlined in Section 78 (1) of the *Drainage Act*.

**5. Road 11 Water Works Petition 262**

K. Girard, Manager of Municipal Services

**Recommended Action**

That Council receive the results of the Road 11 Water Works Petition and authorize Municipal Services to enter into an agreement with RC Spencer Associates Inc. for the complete design and tender of the approved water main and required appurtenances.

**6. Bridge and Culvert Inspections 278**

K. Girard, Manager of Municipal Services

**Recommended Action**

That Council consider administration to proceed with the tendering for services to complete a Bridge and Culvert Study; and That Council approves the transfer from the Development Charges Reserve in the amount of \$16,750 to be applied against the cost of the Bridge and Culvert Study.

**7. Lions Hall Park Development 281**

T. Del Greco, Manager of Facilities

**Recommended Action**

That Council reallocate 2017 capital funding in account 01-171-360-71645 for the purpose of hiring a Landscape Architect and creating a site master plan for developing Lions Park.

**8. Kings Landing Architectural / Engineering Services 284**

T. Del Greco, Manager of Facilities

**Recommended Action**

Recommend Council approve the proposal of Glos Associates Incorporated in the amount of \$79,800 for architectural and engineering services in order to facilitate demolition of the former Kings Landing Restaurant and construction of a new recreational facility.

**9. Marina Fuel Pump Location 287**

T. Del Greco, Manager of Facilities

**Recommended Action**

Recommend that Council endorse the current location at 599 Cedar Island Road as the continued location for fuel sales and service. Recommend Council consider the cost of developing a Marina Master Plan during the 2018 budget deliberations.

**10. Vote by Mail – 2018 Election Service Provider 298**

J. Astrologo, Director of Corporate Services

**Recommended Action**

That Council dispense with the requirements of the Procurement Policy and authorize the Director of Corporate Services to negotiate with Dominion Voting Systems Corporation for the supply of Vote by Mail services for the 2018 municipal election.

**11. Medical Marihuana 301**

J. Astrologo, Director of Corporate Services

**Recommended Action**

That Council receives the Report of J. Astrologo, Director of Corporate Services, regarding medical marihuana regulation, dated May 23, 2017, for information.

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

**1. Ontario Municipal Fire Prevention Officers Association 307**

**Recommended Action**

That Council consider the Ontario Municipal Fire Prevention Officers Association request for endorsement in their 2017 yearbook magazine.

**L. MINUTES OF THE PREVIOUS MEETINGS**

**1. Special Meeting of Council--June 6, 2017 309**

**2. Special Meeting of Council-June 9, 2017 313**

**3. Special 'Closed Session' Meeting of Council--June 9, 2017**

**4. Regular Meeting of Council--June 12, 2017 316**

**5. Regular 'Closed Session' Meeting of Council--June 12, 2017**

**M. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

**Recommended Action**

Council receive Parks and Recreation and Arts and Culture Committee Meeting Minutes dated, May 11, 2017.



1. **Kingsville Heritage Advisory Committee Meeting Minutes for May 9, 2017** 330  
  
**Recommended Action**  
Council receive Kingsville Advisory Committee Meeting Minutes dated, May 9, 2017.
2. **Economic Development and Tourism Committee Minutes for May 11, 2017** 333  
  
**Recommended Action**  
Council receive Economic Development and Tourism Committee Meeting Minutes dated, May 11, 2017.
3. **Drainage Advisory Committee Minutes for February 16, 2017** 338  
  
**Recommended Action**  
Council receive Drainage Advisory Committee Meeting Minutes dated, February 16, 2017.
4. **Parks and Recreation and Arts and Culture Committee from May 11, 2017.** 341  
  
**Recommended Action**  
That Council receive the Parks and Recreation and Arts and Culture Committee Meeting Minutes dated, May 11, 2017.

**N. BUSINESS CORRESPONDENCE - INFORMATIONAL**

1. **Union Gas - Correspondence dated June 2017 RE: Initiation of Environmental Study for Union Gas Kingsville Transmission Reinforcement Project** 362
2. **The College of Physicians and Surgeons of Ontario--Correspondence dated June 2017 calling for Nominations for the 2018 Council Award** 364  
  
Brochure and Nomination Form available in Corporate Services Dept.
3. **Ministry of Tourism, Culture and Sport and Ministry of Transportation- Correspondence dated June 15, 2017 RE: Ontario Municipal Commuter Cycling Program** 365
4. **County Council Resolution and Change to Traffic By-law** 367
5. **Ontario Municipal Board Decision Issued, By-law No. 64-2016 Town of Kingsville** 381  
  
**Recommended Action**  
That Council receive business correspondence items 1-5 for information.

**O. NOTICES OF MOTION**

1. **Deputy Mayor Queen may move, or cause to have moved:** 390  
  
That Council receive a report from Administration including

Fire Department and Parks and Recreation Department staff regarding:

a) The First Aid and CPR Training that Council authorized with details as to the Program success and suggestions for the provision of same in the year 2018;

b) The ability to assist with other Community Groups and Community Functions in the provision of backup First Aid Services, or Emergency Services:

i) with detail as to what was done in past years;

ii) with detail as to what is done now;

iii) with recommendations to Council as to what might be done in the future;

such written report on both topics to be provided back to Council by the end of 2017.

**2. Deputy Mayor Queen may move, or cause to have moved: 391**

That Council approve the cost of fire hydrants for the Road 11 Water Line Extension project as a preapproved expense for the 2018 budget

**P. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES**

**Q. BYLAWS**

**1. By-law 61-2017 396**

Being a by-law to provide for improvements to the McDonald Drain in the Town of Kingsville, in the County of Essex

To be read a first and second time

**R. REPORT OUT OF CLOSED SESSION**

**S. ADJOURNMENT**

**T. CONFIRMATORY BY-LAW**

**1. By-law 73-2017 409**

Being a by-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its June 26, 2017 Regular Meeting

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

Presentation to Kingsville Town Council  
June 26, 2017

# TOURISM WINDSOR ESSEX PELEE ISLAND

**Gordon Orr**, Chief Executive Officer

**Lynnette Bain**, Vice President, Tourism Programs & Development

**Kris Racine**, Director, Marketing & Special Events

# VISION, MISSION & MANDATE

**Vision:** Windsor Essex Pelee Island will be a top of mind regional tourism destination in Ontario offering authentic and diverse visitor experiences.

**Mission:** We are a tourism industry collaborative committed to enhancing the region's economy and quality of life through:

- *Supporting industry development and individual operators*
- *Effectively marketing our destination*
- *Actively facilitating partner engagement*

**Mandate:** The core functions of Tourism Windsor Essex Pelee Island in building a united tourism industry are:



# ORGANIZATIONAL GOVERNANCE

## BOARD OF DIRECTORS



### Executive Team

Mayor Nelson Santos - Chair

Councillor Irek Kusmierczyk – Vice-Chair

Scott Fischburg – Caesars Windsor – Director-At-Large

Gordon Orr – Secretary-Treasurer

### Directors

Mayor Drew Dilkens

Warden Tom Bain

Mayor Rick Masse

Mayor John Paterson

Councillor Rino Bortolin

Suzanne Dajczak – North 42 Degrees Estate Winery

Danielle Stuebing – Essex Region Conservation Authority

Adriano Ciotoli – Windsor Eats

# 2016-2020 STRATEGIC PLAN

Growing the Tourism Industry and Visitor Experiences

Maximizing Key Industry Partnerships and Relationships

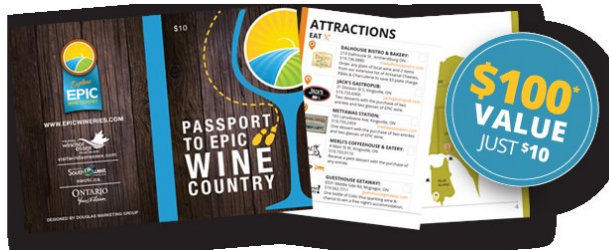
Building our Capacities to Support the Tourism Industry



# 2016 YEAR-IN-REVIEW

## Awards:

- Winner of the Ontario Culinary Tourism Experience Award
- Winner of the Motorcities National Heritage Area's 2016 Award of Excellence in Tourism
- Finalist for the Ontario Culinary Tourism Leadership Award



## Destination Development:

- Workshops
  - Birding Tourism
  - Two-Wheeled Tourism
  - Trip Advisor
  - Social Media





# 2016 PROGRAM LAUNCHES

Regional Tourism Committee

Barrels, Bottles & Brews Trail



WINDSOR  
LASALLE  
TECUMSEH  
LAKESHORE  
AMHERSTBURG  
ESSEX  
KINGSVILLE  
LEAMINGTON  
PELEE ISLAND



Waterfront Trail – Pelee Island  
Honourable Eleanor McMahon  
Minister of Tourism, Culture and Sport

# 2016 YEAR-IN-REVIEW

## Event Development:

- Canadian Society of Professional Event Planners Conference
- CARHA Hockey World Cup
- Association of Municipalities Ontario Annual Conference
- FINA World Swimming Championships (25m)



**Fina**  
WORLD SWIMMING  
CHAMPIONSHIPS (25M)

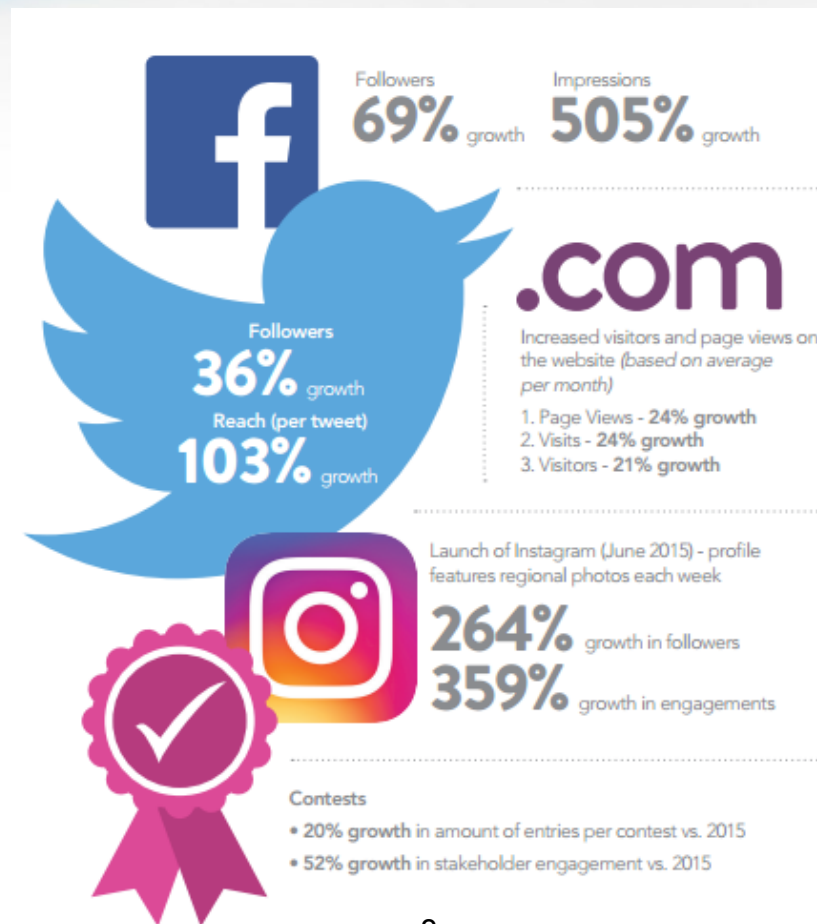


## Marketing:

- 60 days/60 reasons
- Best of Windsor Essex Campaign
- Windsor Essex Staycation Giveaway



# 2016 YEAR-IN-REVIEW





# CANADA 150 CELEBRATIONS



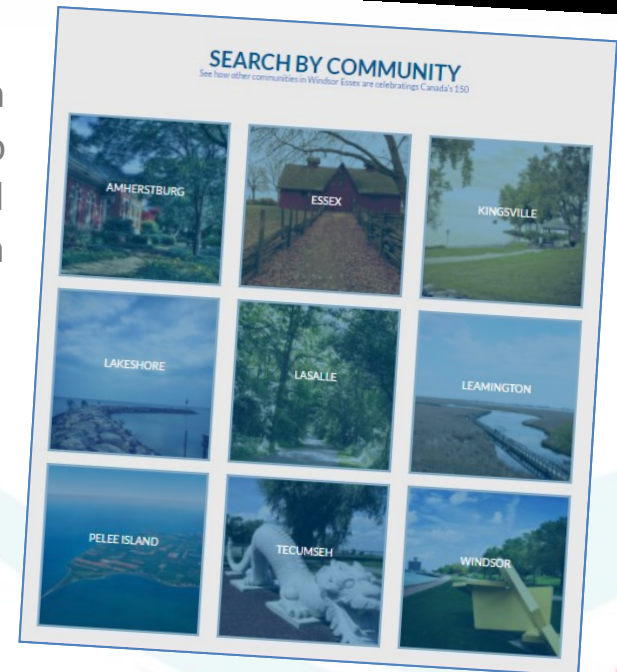
ONTARIO  
150



# CANADA 150 CELEBRATIONS

WE150.ca website & #WE150

- Serves as a hub to gather information on Canada 150 celebrations
  - Discusses our place in Canadian history:
    - Black History
    - Automotive History
    - Prohibition
    - War of 1812
- Offers event information  
searchable by community to  
showcase the patriotic spirit in all  
the municipalities in our region







**ARTS & CULTURE**  
Cultural Districts/Arts Initiatives



**OUTDOOR ADVENTURE**  
Two Wheel Adventures/Waterfront

# 2017/2018 MARKETING PLAN & DESTINATION DEVELOPMENT STRATEGY



**FOOD & DRINK**  
Culinary & Wine, Bottles & Brews



**ENTERTAINMENT**  
Gaming/Events/Shopping

# 2017/2018 MARKETING PLAN & DESTINATION DEVELOPMENT STRATEGY



## Campaign Creative: “Reasons”

- Encapsulates our many diverse offerings in a clear, concise and captivating way.
- We use rich storytelling “snapshots”, with engaging photography and direct testimonial-style copy.



# 2017/2018 MARKETING PLAN & DESTINATION DEVELOPMENT STRATEGY

## U.S. Cross Border Initiative

- Campaign Creative: Plenty of Reasons
- Focused mainly on digital and social
- The campaign starts in August and runs through Q3 & Q4.
- \$100,000 in total buy
- Received \$30,000 Tourism Industry Partners Program (TIPP) grant from OTMPC
- Have secured participation from:
  - Adventure Bay / Chimczuk Museum
  - Caesars Windsor
  - EPIC Wineries
  - Sunray Hotel Group
  - Windsor Crossing
  - Windsor Essex Economic Development Corporation



Sample Creative





# 2017 STAKEHOLDER INITIATIVES

## Tourism Windsor Essex Pelee Island Partner Portal



WELCOME TO THE TOURISM WINDSOR ESSEX  
PELEE ISLAND PARTNER PORTAL!

### UPCOMING ENGAGEMENT OPPORTUNITIES

#### ANNUAL TOURISM WINDSOR ESSEX PELEE ISLAND NETWORKING OPPORTUNITIES:

- June 2017- Tourism Windsor Essex Pelee Island Annual General Meeting
- 18 September 2017- 6th Annual Tourism Windsor Essex Pelee Island Premiere Golf Tournament
- December 2017- Tourism Windsor Essex Pelee Island Holiday Social

#### 2017 CONSUMER SHOW OPPORTUNITIES:

- 17-19 February 2017- London Golf Show
- 24-26 February 2017- Toronto Golf Show
- 11-12 March 2017- Michigan Golf Show
- 7-9 April 2017- Hamilton Food & Drink Fest
- 8 April 2017- Go Wild Grow Wild
- 16-18 June 2017- London Beer & BBQ Show

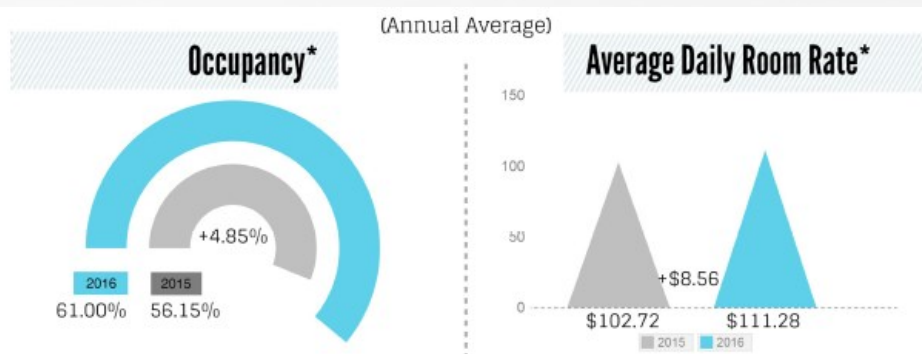


Windsor Essex Coffee Trail

# YEAR OVER YEAR FIGURES 2015 vs 2016

## Hotel Stats:

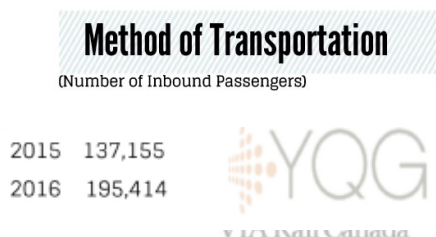
↑  
**4.85%**



↑  
**\$8.56**

## Industry Stats

↑  
**42.5%**



Year	Passengers
2016	2,354,491
2015	2,264,574

↑  
**3.97%**

# YEAR OVER YEAR FIGURES

## 2015 vs 2016

### Website Statistics

2015	2016
Total Unique Visitors: 210,602	Total Unique Visitors: 260,520
Total Visits: 255,700	Total Visits: 317,408
Average Pages per Visit: 2.76	Average Pages per Visit: 2.63
Average Time Spent per Visit: 2:06	Average Time Spent per Visit: 2:02

↑  
**21.4%**  
Page Views

### Social Media\*

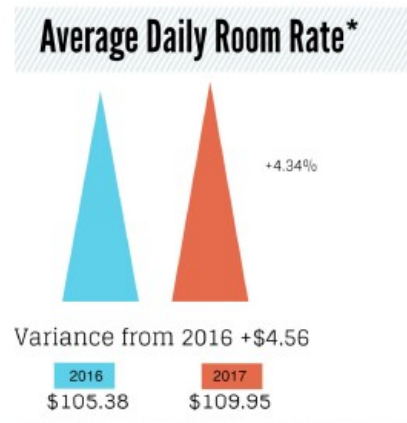
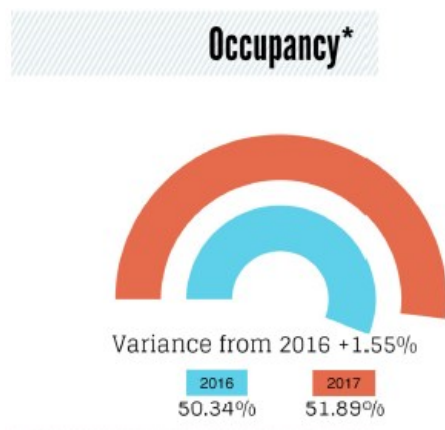
2015	2016	
4,830 Followers Reach of 937 per post	8,172 Followers Reach of 6,055 per post	↑ 69%
4,633 Followers Reach of 561 per tweet	6,302 Followers Reach of 588 per tweet	↑ 36%
456 Followers Reach of 17 per picture	1,658 Followers Reach of 34 per picture	↑ 264%

# YEAR OVER YEAR FIGURES

## Q1 - 2016 vs 2017

### Hotel Stats

↑  
**1.55%**



↑  
**\$4.56**



# YEAR OVER YEAR FIGURES

## Q1 - 2016 vs 2017

### Website Statistics

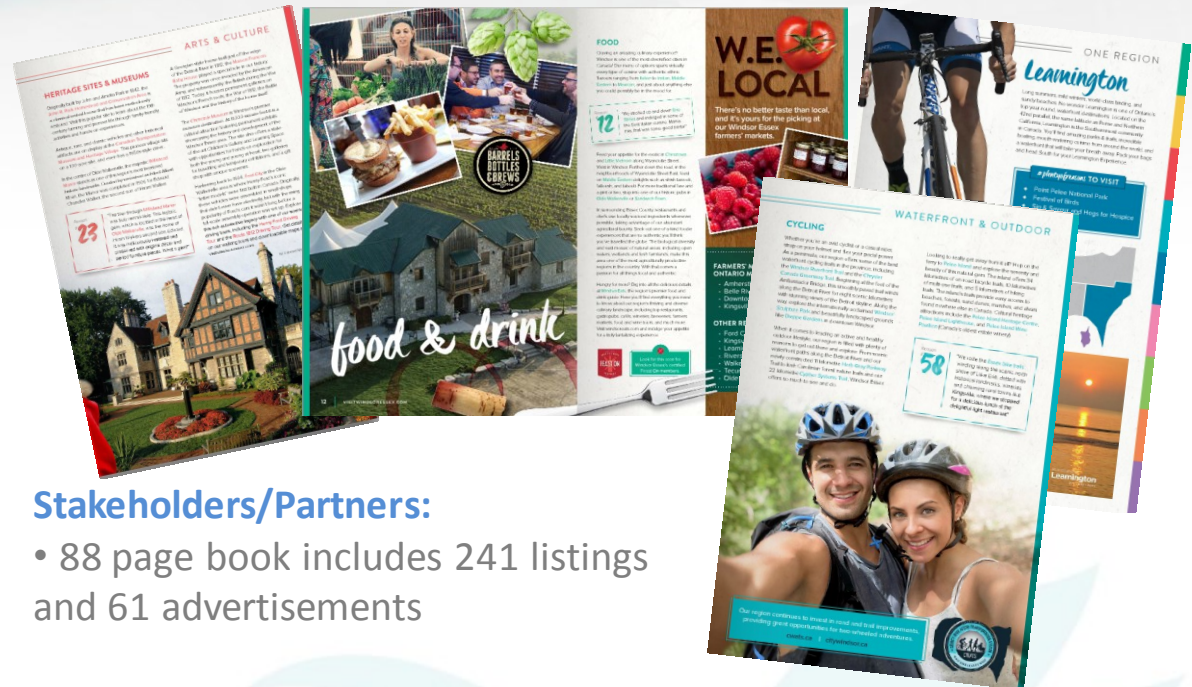
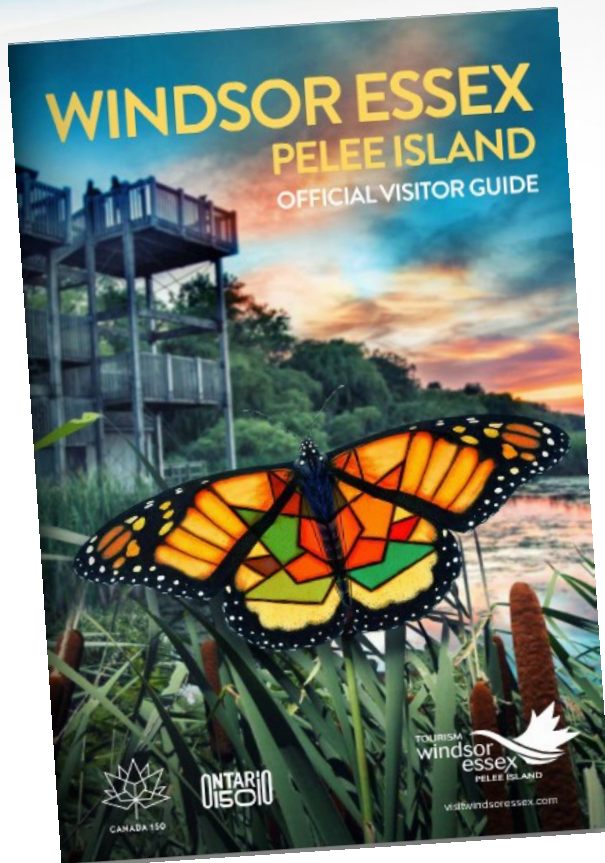
2016	2017
Total Visits: 52,868	Total Visits: 71,293
Total Page Views: 144,993	Total Page Views: 199,643
Average Pages per Visit: 2.76	Average Pages per Visit: 2.82
Average Time Spent per Visit: 2:17	Average Time Spent per Visit: 2:04

↑  
**32.9%**  
Unique Visitors

### Social Media

2016	2017	
5,404 Followers Reach of 4,118 per post	8,985 Followers Reach of 7,871 per post	↑ 66%
4,990 Followers Reach of 622 per tweet	6,683 Followers Reach of 602 per tweet	↑ 34%
690 Followers Reach of 25 per picture	2,011 Followers Reach of 45 per picture	↑ 191%

# 2017/2018 OFFICIAL VISITOR GUIDE



## Stakeholders/Partners:

- 88 page book includes 241 listings and 61 advertisements

## Distribution:

- Ontario Travel Information Centres, targeted Tourist Information Outlets in Ontario, Michigan and Ohio
- Provided to all stakeholders & meetings/conventions
- 95,000 print quantity



# TWEPI CELEBRATES JUNE AS TOURISM MONTH

## Key activities:

- Video highlighting Tourism Month
- Ontario's Tourism Week at the OTIC Open House
- TWEPI Annual General Meeting
- We Heart Local campaign launch
- Sponsor of the Chamber of Commerce After Business event
- Launch EPIC Wine Country's new 18.67 wine
- Social Media promotion of [WE150.ca](http://WE150.ca), particularly during the lead into Canada Day.



# 2017 ANNUAL GENERAL MEETING



Thursday, June 8 2017  
12 pm – 2 pm  
Capitol Theatre

Lunch and networking followed by the business portion of the meeting hosted by Tourism Windsor Essex Pelee Island Board Chair Mayor Nelson Santos and Tourism Windsor Essex Pelee Island CEO Gordon Orr.

## Guest Speakers



**Honourable  
Eleanor McMahon**  
Minister of  
Tourism, Culture  
and Sport



**Beth Potter**  
President & CEO  
Tourism Industry  
Association  
of Ontario



# 2017 GOLF TOURNAMENT



**MONDAY, SEPTEMBER 18, 2017  
KINGSVILLE GOLF & COUNTRY CLUB**



# THANK YOU

Questions?



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

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

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

### To All Affected Property Owners:

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

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

This meeting will take place:

**Date:** Monday, June 26<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 15<sup>th</sup> day of May, 2017.

*Ken Vegh*

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

**MCDONALD DRAIN IMPROVEMENTS**  
**(Geographic Township of Gosfield South)**  
**TOWN OF KINGSVILLE**

**N. J. PERALTA ENGINEERING LTD.**  
**Consulting Engineers**  
45 Division St. N., Kingsville, Ontario N9Y 1E1  
Tel. (519) 733-6587

*Project No. D-13-028*



April 28th, 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:

**SUBJECT: MCDONALD DRAIN IMPROVEMENTS**  
**(Geographic Township of Gosfield South)**  
**Town of Kingsville, County of Essex**  
**Project No. D-13-028**

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## **I. INTRODUCTION**

In accordance with the instructions received by letter of October 18th, 2013, from the Drainage Superintendent, Mr. Ken Vegh, we have prepared the following report that provides for the general improvements to the McDonald Drain, along with the replacement and improvements to existing access bridges and road crossing culverts within the McDonald Drain. These investigations were initiated by a resolution passed by Council for our firm to undertake a review to evaluate the functionality of the McDonald Drain, along with the inspection of the existing culvert within said drain, and report on same in accordance with the Drainage Act. A plan showing the alignment of the McDonald Drain, the general location of all of the existing structures within the drain, and the lands affected within the general watershed area of the drain, is included herein as part of this report.

The request to provide an engineer's report to address the repair and improvements to the McDonald Drain was submitted by Triple K. Farms (390-01200).

Our appointment and the works relative to the general improvements to the McDonald Drain, along with the replacement and/or improvements to the existing structures within the McDonald Drain, proposed under this report, is in accordance with Section 78 of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended in 2010". We have performed all of the necessary survey, investigations, etc., for the McDonald Drain, and its structure improvements, and we report thereon as follows.

## **II. BACKGROUND AND WATERSHED CHARACTERISTICS**

The McDonald Drain is an existing open municipal drain which provides drainage to the lands primarily located in Lot 10 to Lot 13, Concession 3 E.D., Lot 22 to Lot 24, Concession 4, and

**Report** - McDonald Drain Improvements  
(Geographic Township of Gosfield South)  
Town of Kingsville - D-13-028

Lot 23 to Lot 24, Concession 5, within the Town of Kingsville and also in Part of Lot 1, Concession 4 in the Municipality of Leamington. The upper end of the McDonald Drain commences at the south side of the Road 5 East and extends downstream in a southerly and easterly direction through Lot 24, Concession 4 to a point where it turns southerly on the west side of County Road 31. The drain continues southerly along the west side of County Road 31 across County Road 18 and along Lot 13, Concession 3 E.D., to its outlet in the Sturgeon Creek Drain.

The McDonald Drain is predominantly located within the Colwood Fine Sandy Loam and Berrien Sandy Loam soils types. These soils are categorized as Hydrological Soil Group C and are described as poorly drained with low infiltration rate when thoroughly wetted and consists chiefly of soils with a layer that impedes downward movement of water and soil with moderately fine to fine structure. As a result, these soils require effective artificial drainage to be productive.

Additionally, the soil types within the overall watershed varies between Colwood Fine Sandy Loam, Berrien Sandy Loam, Burford Loam, Harrow Loam and Muck.

### **III. DRAINAGE HISTORY**

A review of the Town of Kingsville's drainage records indicate that the McDonald Drain is an existing open Municipal Drain that has been repaired and improved on a number of previous occasions under the provisions of the Drainage Act.

From our review of the drainage information, we have established the following engineer's reports that we utilized as reference for carrying out this project:

- a) **February 14th, 1923** engineer's report for the "McDonald Drain", prepared by J.J. Newman, C.E. was carried out under Gosfield South Drainage By-Law No. 111. The works conducted under this report generally provided for the initial construction and improvements, as petitioned for, within the entire length of the McDonald Drain. The work conducted under this report also provided for cleaning for a short distance within the Sturgeon Creek.
- b) **November 20th, 1940** engineer's report for the "McDonald Drain", prepared by J.J. Newman, C.E. was carried out under Gosfield South Drainage By-Law No. 142. The works conducted under this report generally provided for drain excavation and improvements, within the entire length of the McDonald Drain. The work conducted under this report also provided for cleaning for a short distance within the Sturgeon Creek.

**Report** - McDonald Drain Improvements  
(Geographic Township of Gosfield South)  
Town of Kingsville - D-13-028

- c) **October 1st, 1948** engineer's report for the "McDonald Drain Outlet", prepared by C.G.R. Armstrong, P.Eng., was carried out under Gosfield South Drainage By-Law No. 190. The works conducted under this report generally provided for drain excavation and improvements, along the outlet portion of the McDonald Drain and within the Sturgeon Creek.
- d) **May 11th, 1951** engineer's report for the "McDonald Drain", prepared by C.G.R. Armstrong, P.Eng., was carried out under Gosfield South Drainage By-Law No. 218. The works conducted under this report generally provided for drain excavation and improvements, within the entire length of the McDonald Drain.
- e) **September 19th, 1958** engineer's report for the "McDonald Drain", prepared by C.G.R. Armstrong, P.Eng., was carried out under Gosfield South Drainage By-Law No. 260. The works conducted under this report generally provided for drain relocation onto private lands to accommodate for roadway improvements along Townline Road (County Road 31), along with general improvements and access bridge replacements within the entire length of the McDonald Drain.

This report included for the initial construction of **Bridge ②**, **Bridge ④** and **Road Crossing ⑦**, as identified within this report for the McDonald Drain.

- f) **May 28th, 1965** engineer's report for the "McDonald Drain", prepared by C.G.R. Armstrong, P.Eng., was carried out under Gosfield South Drainage By-Law No. 301. The works conducted under this report generally provided for drain excavation and improvements, within the entire length of the McDonald Drain. The work conducted under this report also provided for cleaning for a short distance within the Sturgeon Creek.

This report serves as the last major work of repair and improvement to the entire length of the McDonald Drain. However, this engineer's report did not provide for the wholesale replacement of any of the existing access bridges, but did make provisions for the repair of several of the headwalls. Furthermore, this report did not specifically refer to or identify any access bridges and/or enclosures which existed in the drain at that time.

- g) **July 6th, 1970** engineer's report for the "McDonald Drain (Access Bridge - Nobile Pannunzio)", prepared by William J. Setterington, P.Eng., was carried out under Gosfield South Drainage By-Law No. 367. The works conducted under this report generally provided for the replacement of an access bridge located at the Northeast Part of Lot 13, Concession 3 E.D., serving the lands of Nobile Pannunzio.



**Report** - McDonald Drain Improvements  
(Geographic Township of Gosfield South)  
Town of Kingsville - D-13-028

The access bridge identified within the above mentioned report provides for a portion of **Enclosure ⑥**, as identified within this report for the McDonald Drain.

- h) **November 30th, 1983** engineer's report for the "McDonald Drain and 4th Concession Road Branch", prepared by William J. Settingington, P.Eng., was carried out under Gosfield South Drainage By-Law No. 486. This report provided for maintenance works and included an updated Maintenance Schedule which generally provides for the reassessment of costs for the McDonald Drain and the 4th Concession Road Branch, so that costs for future maintenance works on this drain may be fairly assessed.

- i) **May 6th, 1985** engineer's report for the "McDonald Drain (Bridge Structure - Chang-Chu Tu)", prepared by William J. Settingington, P.Eng., was carried out under Gosfield South Drainage By-Law No. 502. The works conducted under this report generally provided for the replacement of an access bridge located at the Northeast Part of Lot 13, Concession 3 E.D., serving the lands of Chang-Chu Tu.

The access bridge identified within the above mentioned report provides for the initial construction of **Bridge ①**, as identified within this report for the McDonald Drain.

- j) **July 31st, 1990** engineer's report for the "Farm Access Bridge Over the McDonald Drain (Rita Coste)", prepared by Lou Zarlenga, P.Eng., was carried out under Gosfield South By-Law No. 61-1990. The works conducted under this report generally provided for the initial construction of an access bridge located at the Northeast Part of Lot 13, Concession 3 E.D., serving the lands of Rita Coste.

The access bridge identified within the above mentioned report provides for the initial construction of **Bridge ②**, as identified within this report for the McDonald Drain.

- k) **April 12th, 1993** engineer's report for the "Farm Access Bridge Over the McDonald Drain (Ermy DiMenna)", prepared by Lou Zarlenga, P.Eng., was carried out under Gosfield South By-Law No. 32-1993. The works conducted under this report generally provided for the initial construction of an access bridge located at the Northeast Part of Lot 24, Concession 4 E.D., serving the lands of Ermy DiMenna.

The access bridge identified within the above mentioned report provides for the initial construction of **Bridge ③**, as identified within this report for the McDonald Drain.

- l) **July 18th, 1994** engineer's report for the "Residential Access Bridge Over the McDonald Drain (Sam Pannunzio)",

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prepared by Lou Zarlenga, P.Eng., was carried out under Gosfield South By-Law No. 52-1994. The works conducted under this report generally provided for the initial construction of an access bridge and lawn piping connected to the existing access bridge to the south, located at the Northeast Part of Lot 13, Concession 3 E.D., serving the lands of Sam Pannunzio.

The access bridge identified within the above mentioned report provides for the remaining portion of **Enclosure ⑥**, as identified within this report for the McDonald Drain.

- m) **May 10th, 1996** engineer's report for the "McDonald Drain Relocation - For Mastron Enterprises Ltd. (130-010)", prepared by Nick J. Peralta, P.Eng., was carried out under Gosfield South By-Law No. 21-1996. The works conducted under this report generally provided for drain re-alignment and improvements to a portion of this drain through the lands of Mastron Enterprises Ltd, to make efficient use of their land for a proposed greenhouse development.

This report provided general design and future maintenance provisions that govern a portion of the open drain adjacent to said greenhouse development.

- n) **November 22nd, 2002** engineer's report for the "New Residential Access Bridge Over the McDonald Drain (Rita Coste)", prepared by Dennis Averill, P.Eng., was carried out under Town of Kingsville By-Law No. 100-2002. The works conducted under this report generally provided for the initial construction of an access bridge for a severed parcel located within Lot 13, Concession 3 E.D., serving the lands of Rita Coste.

The access bridge identified within the above mentioned report provides for the initial construction of **Bridge ③**, as identified within this report for the McDonald Drain.

- o) **February 4th, 2008** engineer's report for the "Maintenance Schedule - McDonald Drain", prepared by Nick J. Peralta, P.Eng., was carried out under Town of Kingsville By-Law No. 38-2008. This report provided an updated Maintenance Schedule which generally provides for the reassessment of costs for the McDonald Drain, so that costs for future maintenance works on this drain may be fairly assessed. Furthermore, this report reviewed all existing access bridges within the subject drain and provided for future cost sharing provisions for each.

The Schedule of Assessment included therein represents the current governing Schedule of Assessment for maintenance purposes for this drain, along with all access bridges.

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From our detailed research of the above listed engineer's reports we have determined that generally speaking, the May 28th, 1965 report serves as the current governing by-law for the majority of the open drain, with the exception of the works conducted within the May 10th, 1996 report, that provided improvements to a portion of the open drain for the development of the lands currently owned by Mastron Enterprises Inc. (390-00600). Collectively, these two (2) engineer's reports govern the design provisions for any future maintenance works on this open channel. Currently, the costs for such maintenance works are to be assessed against the lands and roads outlined within the February 4th, 2008 Updated Maintenance Schedule. All of the structures within the McDonald Drain have all been constructed under the above mentioned By-Laws and are all therefore, legal entities with respect to this Municipal Drain. Therefore, the identified bridge and enclosure structures are currently eligible to have the costs for their replacement and/or improvements be shared with the lands and roads within the drains watershed contributing their runoff into the drain, upstream of said structures.

**III. PRELIMINARY INVESTIGATIONS AND ON-SITE MEETING**

After reviewing all of the drainage information provided by the Town of Kingsville, we arranged for a site meeting to be scheduled for November 26th, 2013. The following people were in attendance at said meeting: Rita Coste, Ross Whaley, Tom Keller, Laszlo Lakotos, Bob Carder, Margo Carder, Sean Beaul, Chris Carder, Don Huber (representative of the County of Essex), Ken Vegh (Town Drainage Superintendent), and Tony Peralta (N.J. Peralta Engineering Ltd.).

Upon introductions, it was generally discussed that a written notice has been submitted by Mr. Tom Keller, on behalf of Triple K. Farms Limited (390-01200), requesting an engineer's report to review the functionality of the McDonald Drain.

Mr. Tom Keller elaborated on his concerns with respect to the McDonald Drain. He advised that his property is located at the upper end of the open drain. Since the last maintenance performed on the drain in 2008, they have found that the water has been stagnant in the open drain year round and the water level has been constantly over one (1) foot above their tile outlets. Mr. Vegh also advised that there may be concerns that some of the culverts downstream may be undersized and request that they be inspected and reviewed as part of this project.

Further to Mr. Keller's concerns, we briefly reviewed the 2008 Updated Maintenance Schedule report, prepared by our office. It was identified that this report was not intended to review the functionality of the drain, nor provide any improvements. This report was prepared to provide the reassessment of costs for the

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McDonald Drain, based on the various change within the watershed. These reassessments were made to fairly distribute costs for future maintenance on this drain. This report also provided for future cost sharing provisions for maintenance on the existing structures within the drain.

We reviewed the drain characteristics with the landowners present. Based on the governing 1965 report, the McDonald Drain comprises of extremely flat gradient (0.04%) for the majority of its length. Furthermore, this area has been known to have a high water table within sandy clay loam soils. Under these conditions, this drain is susceptible to erosion. This was evident based on our general review of the existing cross-section of the open drain relative to the original design parameters.

The ratepayers were advised that based on Mr. Keller's concerns, it would be prudent to review the drain design grades, along with each bridge and enclosure structure to determine its condition and functionality. As a result, we confirmed that the entire length of the McDonald Drain shall be surveyed as part of our investigations. This survey will help identify area of concerns and potential blockages or obstructions.

Mr. Carder identified that in his opinion, the majority of the backup of water exists as a result of the bend in the drain behind his property at 2723 County Road 31 (390-01085). He further advised that this bend has experienced a great deal of bank erosion located across from the Stormwater Management discharge pipe for Mastron Enterprises Inc. (390-00600).

The landowners were advised that in the event that blockages or obstructions were not present, further geotechnical investigations for potential ground water and/or artesian aquifer may be required to identify the issue.

The Drainage Act processes were reviewed in great length with the owners present. In response to a question about cost, the owners were advised that the final costs of the project will be related to the amount of work required. The actual assessed cost will be based upon the final Tendered prices for the construction work, along with the proportional sharing of incidental costs, associated with carrying out the Engineering and Construction. The ratepayers were also advised that even though improvements may not be conducted to their individual bridges, they may be assessed for portion of the cost for other bridges and/or access bridge portion of the enclosures being improved downstream of their lands.

The landowners present were advised that the 2008 Updated Maintenance Schedule, prepared by our office, was passed through by-law for the McDonald Drain. Under this report, all bridge structures had been identified as a legal entity within the

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McDonald Drain and the information identified within that report will form as a basis for the assessments under this project.

The overall future maintenance processes, general timeframes, and grant eligibility were generally reviewed with the ratepayers. They were also advised that it was likely that the works in this drain were not to be undertaken between March 15th and June 30th, unless otherwise permitted by the Department of Fisheries and Oceans (D.F.O), Essex Conservation Authority (E.R.C.A), and the Ministry of Natural Resources and Forestry (M.N.R.F.).

The owners were also advised that the work conducted under this project would be subject to further approvals and mitigation measures of the D.F.O, E.R.C.A. and the M.N.R.F.

The ratepayers were also advised that, while we are doing extensive work within the McDonald Drain, it would be an opportune time to discuss or address any other issues within this Municipal Drain.

Further discussions ensued regarding the extent of the work required within the open drain and the current state of the ongoing erosion. The landowners advised that they were aware of the ongoing bank slumping and erosion. However, they expressed that the ongoing erosion has not posed as a major concern and advised that they would prefer that the extent of the work be limited to addressing the concerns brought forward by Mr. Keller and the review of the existing culverts. The landowners were advised that this information would be taken under advisement when conducting our review. We further discussed that we would work closely with Mr. Keller to ensure that we address his concerns.

Mr. Lakotos questioned his property's assessment into the McDonald Drain, as outlined within the 2008 Updated Maintenance Schedule. He requested that we accompany him to his property to review his drainage patterns and assessments. With no further questions from the landowners, we proceeded to Mr. Lakotos property at 1749 County Road 18 (340-08000), to review his site drainage. Upon our review, Mr. Lakotos' property is situated at the top end of the watershed where there is significant grade towards the McDonald Drain. Based on our review, we confirmed that the subject lands contribute to the McDonald Drain by means of a surface swales along the east limit of the property that discharges into the roadside ditch in front of his home. This roadside ditch conveys flows through a road crossing culvert that outlets to the north side of County Road 18 and into the Orchard property. This portion of the Orchard ultimately drains into the 4th Concession Branch of the McDonald Drain that ultimately discharged into the McDonald Drain. Mr. Lakotos had no further questions or concerns.

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On this note, the on-site meeting had concluded.

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

Prior to conducting our survey for this drainage project, we recognized that the primary concerns and issues with the drain primarily affected the lands of Triple K. Farms Limited. As a result, we felt that it would be prudent to contact Mr. Keller to review the details of his concerns.

A walkthrough was scheduled with Mr. Keller for March 31st, 2014. We commenced our walkthrough at the top end of the drain and proceeded downstream. Through our walkthrough, it became evident that the water levels at the top end of the drain were abnormally high. The water was stagnant and the levels were within 300mm to 400mm from the top of the drain banks. As a result, all tiles within this portion of the drain were under water. We acknowledge that the drain width was considerably wider than the governing design parameters, and that the drain banks have eroded and receded over the years. Based on our visual inspections, we also noticed that there appeared to be more sediment accumulated at the bends of the drain. As part of our walkthrough, we found that the water levels along County Road 31, downstream of Mr. Keller's properties and upstream of the intersection at County Road 18, were lower but still encompassed approximately half of the drain depth. We proceeded to review the road crossing culvert at the intersection of County Road 31 and County Road 18 and found that this structure was in extremely poor condition and there was a considerable amount of sediment accumulated at the upstream end of this culvert. We found that once we proceeded past this intersection, the water levels appeared to normalize. We commenced our walkthrough to the outlet portion of the McDonald Drain, where it outlets into the Sturgeon Creek. Mr. Keller was concerned that there may be additional accumulation at the top end of the Sturgeon Creek that we should also investigate. At the conclusion of our walkthrough, we advised Mr. Keller that our topographic survey will assist in identifying all of the issues within the drain, in order to address his concerns. We advised Mr. Keller that once we have completed our survey and investigations, we will review our findings with him, prior to completing our report.

Following the on-site meeting and subsequent walkthrough with Mr. Keller, we arranged for our survey crew to attend the site and perform a topographic survey, including taking necessary levels and details, along the entire length of the McDonald Drain. Our topographic survey also included the survey of the Sturgeon Creek for a distance of approximately 100.0 metres downstream of the McDonald Drain outlet. We also took numerous cross-sections of the McDonald Drain and the Sturgeon Creek at general locations and at each access bridge, road crossing, and

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enclosure as necessary, for us to complete our design calculations, estimates and specifications. Bench Marks were looped from previous work carried out on the drain in order to establish a site Bench Mark along the drain and near the location of each access bridge and enclosure.

A Ministry of Natural Resources and Forestry (M.N.R.F.) Species at Risk screening request pursuant to the Endangered Species Act, 2007, through an agreement in place with M.N.R.F. under Section 23, for Municipal Drainage Works, was submitted to the Town of Kingsville on November 28th, 2013 for this project. On December 4th, 2013, we received a response from the Town of Kingsville, on behalf of the M.N.R.F. We reviewed the E.R.C.A. and D.F.O. Species at Risk Mapping and submitted a request for review to the E.R.C.A. on November 26th, 2013 and received a preliminary response on December 4th, 2013.

For the purpose of establishing the watershed area, we investigated and reviewed all of the past Engineer's Reports on the McDonald Drain. Specifically, we utilized the Updated Maintenance Schedule Report prepared by Nick J. Peralta, P.Eng., dated February 4th, 2008 to establish the overall watershed contributing to entire system. All of the above investigations not only provided us with the correct watershed area affecting the size of the affected access bridges, but also provided us with the accurate information to assist us with the preparation of our Construction Schedule of Assessment for this project.

## **V. FINDINGS AND RECOMMENDATIONS**

### **DESIGN CONSIDERATIONS AND SUPPLEMENTAL MAINTENANCE**

Upon completing our detailed survey and investigations, we had reviewed the drain profile and details related to the access bridges within the McDonald Drain. Through our investigations, we confirmed that the drain had a significant build-up of sediment at various points within the existing drain. Specifically, through the upper portion of the drain and at the sharp bend at approximate Station 0+866.4. We also found that at the north end of the existing road crossing culvert at the intersection of County Road 31 and County Road 18 created a significant jump in water elevation within the drain. We also found that some of the access bridges were in poor condition and required replacement.

Upon conducting our investigations, we contacted Mr. Tom Keller and Mr. Ken Vegh to schedule a meeting to review our findings. A meeting was scheduled for September 26th, 2014. In this meeting, we had reviewed the parameters of the drain, including the existing soil characteristics and how they contribute to the erosion and sedimentation within the drain. We further reviewed the areas of significant sediment accumulation along with

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identifying potential culvert replacements. We identified that by undertaking these culvert replacements, there may be an opportunity to maximize the drain grades at the downstream section, to assist with flows from the upper end of the drain. The combination of soil characteristics and the design grade at the top end having such minimal grade, we provided Mr. Keller with the following options to consider in order to address the long-term issues within said portion of drain:

1. Stabilizing the existing drain banks with erosion control measures (ie. sloped quarried limestone) on both sides of the drain for the length abutting his property, to minimize erosion and sediment deposition.
2. Provide a drain enclosure through this portion of the drain together with a conveyance swale.
3. Provide erosion control measures at each of his tile outlets and at the sharp bend in the drain immediately downstream of his property, together with initiating a more frequent maintenance program to remove blockages and obstructions created by sediment deposition and accumulation.

Mr. Keller advised that the subject lands do not provide high crop yields. Therefore, based on the information provided, Mr. Keller felt that Option 3 would be the most feasible solution, that includes the benefits of a more frequent maintenance program, which provides the most appropriate solution for his concerns.

In May of 2015, Mr. Keller had informed Mr. Vegh that the current water levels in the drain were stagnant and are causing flooding on his property. On May 11, 2015 we met with Mr. Vegh to review Mr. Keller's concerns. With a more recent updated maintenance schedule prepared by our office in 2008, together with suitable drain parameters outlined within the governing report prepared by C.G.R. Armstrong, P.Eng., in 1965, We concluded that it would be appropriate to initiate maintenance on the upper portion of the drain, in order to provide immediate relief for Mr. Keller's lands. As a result, maintenance was performed on the upper portion of the drain in July of 2015. The cost of which were distributed as outlined within the 2008 Updated Maintenance Schedule report.

In late 2016, Mr. Vegh received a call from Mr. Carder at 2723 County Road 31 (390-01085). Mr. Carder had informed Mr. Vegh that the drain banks had failed at the Stormwater Management (S.W.M.) pond outlet for Mastron Enterprises Inc. (390-00600) located near the sharp bend at approximately Station 0+866.4. Mr. Vegh reviewed the bank failure and initiated an emergency repair at this location.



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Based on our topographic survey; detailed investigations; discussions and review with affected landowners, Town Staff, the Essex Region Conservation Authority, the Department of Fisheries and Oceans, the Ministry of Natural Resources and Forestry, and information derived from the on-site meetings and other meetings held with respect to this project; we have proceeded to establish the required improvements to adequately address all of the drainage issues which currently exist with respect to the McDonald Drain. Our findings and recommendations are outlined in the following paragraphs.

**E.R.C.A., D.F.O. and M.N.R.F. Considerations**

During the course of our investigations, this drainage project was discussed and reviewed in detail with Ms. Cynthia Casagrande, of the E.R.C.A., to deal with any E.R.C.A. issues and comments related to this Municipal Drain. The McDonald Drain is located within the regulated area and is under the jurisdiction of the E.R.C.A., and therefore an E.R.C.A. Permit is required for the improvements to the McDonald Drain. Upon their request, a design proposal was submitted to the E.R.C.A. for their review and consideration. Further to the above, the E.R.C.A. provided us with their comments and concerns through email correspondence, and said email is included herein as **Appendix "A"**.

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

As was required in 2013, under the Species At Risk Provincial Legislation, we had prepared and submitted a request for screening to the Town of Kingsville Drainage Superintendent as an Agreement had been set in place with the Ministry of Natural Resources and Forestry (M.N.R.F.) under Section 23 of the Endangered Species Act, 2007 for Drainage Works. This overall project falls under Section 78 of the Drainage Act which consists of improvement of existing Municipal Drains; therefore, the McDonald Drain had been screened using the Ministry of Natural Resources sensitive areas maps for fish, mussels, turtles, and snakes. The M.N.R.F. screening maps identified the risk of fish, turtles and snakes in this area. A copy of the

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Town of Kingsville's "Endangered Species Act Review" is included here as **Appendix "B"**.

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

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

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

### **The McDonald Drain Improvements**

Based on our detailed survey, investigations, examinations, discussions and review with the affected owners, we offer the following findings and recommendations relative to the drainage works to be carried out within the McDonald Drain.

As part of the request for improvements on the McDonald Drain, we had reviewed and analyzed the existing design parameters as they relate to the functionality of the McDonald Drain. We find that the report prepared by C.G.R. Armstrong, P.Eng., dated May 28th, 1965 for the improvements to the entire length of the drain, together with the May 10th, 1996 engineer's report prepared by Nick J. Peralta, P.Eng., to address the drain re-alignment within the lands of Mastron Enterprises Inc. (390-00600), currently govern the design parameters of the McDonald Drain. Upon our review of these reports, we find that this drain conveys water with relatively flat grades for the majority of the drain length. We further find that drain cross-section includes a bottom width that varies between 0.91 metres (3.0 feet) to 1.22 metres (4 feet) throughout the entire length. We also find that the design side slopes vary between 1.25

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Horizontal to 1.00 Vertical slope and 1.75 Horizontal to 1.00 Vertical slope throughout.

We found that the upper portion of the drain, where Mr. Keller had concerns, between Station 0+000.0 and Station 0+866.4 had pockets of accumulated sediment. This accumulation of sediment also blocked several tile outlets along both sides of the open drain. Furthermore, there was a considerable amount of sediment accumulated at the drain bend at approximately Station 0+866.4. We also found that there was a moderate amount of accumulation of sediment between Station 1+346.0 through Station 1+699.2.

The maintenance performed in July of 2015, extended from Station 0+000.0 to approximately Station 1+000.8. This maintenance work reduced the overall water levels within the upstream portion of the drain. As a result, this maintenance work provided the much needed relief for the upper portion of the McDonald Drain.

The emergency repairs to the drain banks at the drain bend performed in late 2016, at approximately Station 0+859.3 addressed the immediate concerns presented by Mr. Carder. However, upon our site visit in March of 2017, we recognized that the erosion protection at this location should be extended on both sides of the drain to help reduce future bank erosion around this bend.

As previously identified, the soils within the McDonald Drain consist of Colwood Fine Sandy Loam and Berrien Sandy Loam soils, categorized as Hydrological Soil Group C. The combination of the design grade parameters, together with saturated sandy loam soil types, create highly erodible conditions. As a result, the McDonald Drain has eroded beyond the design cross-section parameters as previously established within the governing reports.

In regards to the drain bank slumping and erosion, we recognize that without significant improvements to the drain, this issue will continue to persist over time. In order to properly address these ongoing issues, these improvements would include the benefit of bank rehabilitation with quarried limestone and/or enclosing the open drain. These improvements would result in a costly undertaking. Based on the landowner comments at the on-site meeting, they expressed that the current state of erosion and sedimentation is tolerable and requested that the works be limited to addressing the concerns of Mr. Keller. Through our discussions with the Town of Kingsville, the County of Essex and the various landowners, we understand that the drain bank erosion does not currently pose as a safety concerns. **Therefore, at this time we recommend that no major works be conducted to the open drain to address the ongoing erosion issues. However, it shall be noted that the erosion will likely continue to persist and that this matter will eventually need to be addressed. Therefore, in the interim, we strongly recommend**

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**that this drain be continually monitored and that drain maintenance shall be conducted on a more frequent basis.**

In light of the above information, we have identified key locations that will require general erosion protection, which shall be addressed at this time. These improvements are intended to address existing drain bank failures and to help reduce future issues with erosion and sediment build-up along the upper portion of the McDonald Drain. As a result, we recommend installing general erosion protection at the six (6) tile outlet locations between Station 0+000.0 and Station 0+846.8. We would also recommend that general erosion protection be extended through the bend in the drain from Station 0+854.6 to Station 0+881.5.

In efforts to further increase conveyance and help reduce the buildup and blockages caused by sedimentation within the McDonald Drain, we further recommend that the drain be cleaned out by means of a centre channel within the bottom of the drain and prohibit any excavation of the existing drain banks. The centre channel shall be excavated with a bottom width of 0.91 metres (3.0 feet) together with 1.50 Horizontal to 1.00 Vertical side slopes, along the entire length of the drain. The centre channel will assist in maximizing conveyance of base flows and increase velocities to improve self-cleaning of debris and sedimentation.

Based on the above information, the current drain design elevations, together with the existing elevations of the retained culverts, we find that the design grades of the McDonald Drain between Station 1+770.0 through Station 2+340.0, can be further improved to provide for better conveyance of flow from the upstream, and also through the existing and proposed downstream culverts. Therefore, we recommend re-establishing the design grades through this section of the McDonald Drain to maximize the drain conveyance. It shall be noted that these improvements shall extend downstream into the upper portion of Sturgeon Creek Drain, to ensure that the runoff is conveyed to a sufficient outlet. It shall be noted that the improvements to the design grades, together with the centre channel will not result in deepening, but rather provide a consistent grade within the existing drain bottom. We had made cross checks along the entire length of the drain, to verify that these improvements would not adversely impact the drain's cross section within this Municipal Drain.

Based on the above information, we find that the new design grades, centre channel and cross-sections of the McDonald Drain provided herein shall be performed as part of this project and shall govern until otherwise modified under the provisions of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2010" for future maintenance purposes.

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**McDonald Drain Bridges, Road Crossings, and Enclosure Improvements**

As part of our survey work, we also investigated all of the bridges, enclosures, and the road crossing culverts along the full length of the McDonald Drain. We find that all of the structures within the McDonald Drain were identified within the various engineer's reports previously mentioned. However, in order to establish a basis for replacement or improvement to each structure, we reviewed and analyzed each structure based on the following criteria:

1. The vintage of each structure.
2. The condition of the existing culvert and headwalls.
3. The culvert size and the capacity required for a minimum 1:2 year storm event.
4. The invert elevations of the culvert pipe relative to the design grade.

From our survey, investigations, and the criteria mentioned above, we find and recommend the following:

It shall be noted that in order to maintain consistency with the most recent Engineer's Report for the "Maintenance Schedule - McDonald Drain" dated February 4th, 2008, we have utilized the corresponding bridge reference number as outlined within this report.

**Bridge ① (Michael & Donna Mastronardi, 340-10300)**

The existing access bridge extending from Station 1+995.0 to Station 2+009.1, serving as the primary access to the agricultural lands of Michael & Donna Mastronardi (340-10300), within Lot 13, Concession 3 E.D., was constructed within the May 6th, 1985 engineer's report prepared by William J. Settingington, P.Eng. This access bridge was further identified within the February 4th, 2008 engineer's report for the "Maintenance Schedule - McDonald Drain", prepared by Nick J. Peralta, P.Eng. This existing culvert consists of 14.1 metres of 1800mm diameter corrugated steel pipe with bevelled ends and sloped riprap headwalls, that provides an adequate travelled top width. We find that the existing access bridge culvert to be in good condition, adequate sized and on grade relative to the new profile grades. Therefore, based on the vintage, condition and culvert size of the existing access bridge, we recommend that no improvements are required to this structure as part of this report. This structure has been labelled herein as **Bridge ①**.

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**Bridge ② (Bernardo & Margeretha Neufeld, 340-10200)**

The existing access bridge extending from Station 1+940.4 to Station 1+947.4, serving as the primary access to the residential lands of Bernardo & Margeretha Neufeld, 340-10200), within Lot 13, Concession 3 E.D., was constructed within the September 19th, 1958 engineer's report prepared by C.G.R. Armstrong, P.Eng. This access bridge was further identified within the February 4th, 2008 engineer's report for the "Maintenance Schedule - McDonald Drain", prepared by Nick J. Peralta, P.Eng. This existing culvert consists of 7.0 metres of 1675mm diameter corrugated steel pipe with stacked concrete pieces headwalls and a tall concrete barrier curb, that provides an adequate travelled top width. We find that the existing access bridge culvert to be in poor condition. Therefore, based on the vintage and the condition of the existing access bridge, we recommend that same be entirely replaced as part of this report, and labelled herein as **Bridge ②**.

All the particulars with respect to this bridge replacement was discussed and reviewed in detail with Mr. Bernardo (Ben) Neufeld. Mr. Neufeld recognized that this access was in poor condition and generally agreed with our evaluations. We discussed that the existing access bridge top width is currently at a width of 6.10 metres (20.0 ft.) and is consistent with a standard driveway top width. Mr. Neufeld confirmed that he is comfortable with the existing top width and would like to maintain a similar top width. As part of the replacement of the existing culvert and headwalls, Mr. Neufeld was advised that the existing concrete barrier curb will be removed, together with the associated light standards attached to same. Mr. Neufeld confirmed that the existing light standards have been disconnected and no longer function. He also confirmed that he would prefer that the barrier curbs not be replaced. He further requested that the structure be shifted slightly to the north to better accommodate his current driveway configuration. After reviewing various options, we established that in order to shift the new structure to the desired location, we would need to investigate connecting the new culvert to the adjacent culvert to the north (Bridge ③), together with a catch basin to collect surface water between the two (2) driveways. We reviewed the replacement structure and determined that the replacement structure would be more cost effective utilizing sloped quarried limestone end protection over a vertical headwall system. Mr. Neufeld agreed to proceed with the more cost effective end treatment configuration.

Based on our detailed survey, investigations, examinations, and discussions with the affected property owner, we recommend that the new access bridge be connected to the south end of existing Bridge ③ at Station 1+931.7, and shall be extended to Station 1+945.7 within the McDonald Drain. As a result, the existing

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culvert shall be replaced with approximately 14.0 metres of 2000mm diameter corrugated steel pipe, together with a fabricated saddle type catch basin at the north end. The south end of the new structure shall include a sloped quarried limestone end protection. This new access bridge shall be installed at the location and to the general parameters as established in our design drawings attached herein.

As a legal entity with respect to the McDonald Drain, we further recommend that the cost for the access bridge be shared by the bridge user and all lands and roads within the drain watershed, upstream of this structure. All of same has been provided for within the Construction Schedule of Assessment included within this report.

**Bridge ③ (Michael & Kelly Ingratta, 340-10150)**

The existing access bridge extending from Station 1+917.5 to Station 1+931.7, serving as the primary access to the residential lands of Michael & Kelly Ingratta (340-10150), within Lot 13, Concession 3 E.D., was constructed within the November 22nd, 2002 engineer's report prepared by Dennis Averill, P.Eng. This access bridge was further identified within the February 4th, 2008 engineer's report for the "Maintenance Schedule - McDonald Drain", prepared by Nick J. Peralta, P.Eng. This existing culvert consists of 14.2 metres of 1800mm diameter corrugated steel pipe with sloped riprap headwalls, that provides an adequate travelled top width. We find that the existing access bridge culvert to be in good condition, adequate sized and on grade relative to the new profile grades. Therefore, based on the vintage, condition and culvert size of the existing access bridge, we recommend that no improvements are required to this structure as part of this report. This structure has been labelled herein as **Bridge ③**.

**Bridge ④ (Heinrich & Agatha Janzen, 340-10105)**

The existing access bridge extending from Station 1+879.9 to Station 1+887.3, serving as the primary access to the residential lands of Heinrich & Agatha Janzen, 340-10105), within Lot 13, Concession 3 E.D., was constructed within the September 19th, 1958 engineer's report prepared by C.G.R. Armstrong, P.Eng. This access bridge was further identified within the February 4th, 2008 engineer's report for the "Maintenance Schedule - McDonald Drain", prepared by Nick J. Peralta, P.Eng. This existing culvert consists of 7.4 metres of 2200mm x 1350mm diameter corrugated steel arch pipe with stacked concrete pieces headwalls, that provides a relatively narrow travelled top width. We find that the existing access bridge culvert to be in poor condition. Therefore, based on the vintage and the condition of the existing access bridge, we

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recommend that same be entirely replaced as part of this report, and labelled herein as **Bridge ④**.

All the particulars with respect to this bridge replacement was discussed and reviewed in detail with Mr. Heinrich Janzen. Mr. Janzen recognized that this access was in poor condition and generally agreed with our evaluation. We discussed that the existing access bridge top width is currently at a width of approximately 4.20 metres (13.78'). As part of the improvements, we discussed that the existing driveway access adjacent to County Road 31, shall be improved to accommodate a standard 6.10 metre (20.0ft.) driveway top width that shall be blended into the existing driveway access to a point identified within the plans. He requested that the replacement access bridge be installed at the same location. He further requested that we attempt to salvage the existing tree adjacent to the north end of the existing structure and further requested that any extension required to this access shall be extended to the south. We reviewed the replacement structure and determined that the replacement structure would be more cost effective utilizing sloped quarried limestone end protection, over a vertical headwall system. Mr. Janzen agreed to proceed with the more cost effective end treatment configuration.

Based on our detailed survey, investigations, examinations, and discussions with the affected property owner, we recommend that the new access bridge be constructed between Station 1+877.2 and Station 1+892.2 within the McDonald Drain, consisting of approximately 15.0 metres of 2000mm diameter Aluminized Steel Type II corrugated steel pipe with sloped quarried limestone end protection. This new access bridge shall be installed at the location and to the general parameters as established in our design drawings attached herein.

As a legal entity with respect to the McDonald Drain, we further recommend that the cost for the access bridge be shared by the bridge user and all lands and roads within the drain watershed, upstream of this structure. All of same has been provided for within the Construction Schedule of Assessment included within this report.

**Bridge ⑤ (Rita Coste, 340-10100)**

The existing access bridge extending from Station 1+827.1 to Station 1+840.1, serving as the primary access to the residential lands of Rita Coste (340-10100), within Lot 13, Concession 3 E.D., was constructed within the July 31st, 1990 engineer's report prepared by Lou Zarlenga, P.Eng. This access bridge was further identified within the February 4th, 2008 engineer's report for the "Maintenance Schedule - McDonald Drain", prepared by Nick J. Peralta, P.Eng. This existing culvert consists of 13.0 metres of 1800mm diameter corrugated



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steel pipe with sloped riprap headwalls, that provides an adequate travelled top width. We find that the existing access bridge culvert to be in good condition, adequate sized and on grade relative to the new profile grades. Therefore, based on the vintage, condition and culvert size of the existing access bridge, we recommend that no improvements are required to this structure as part of this report. This structure has been labelled herein as **Bridge ⑤**.

**Enclosure ⑥ (Kevin & Carmen Dick - 340-10000, Salvatore Pannunzio & Claudio Salvatore - 340-09990 and Heritage Roofing Inc. - 340-09900)**

The existing enclosure extending from Station 1+699.2 to Station 1+755.0 serving as the primary access and lawn piping across the residential lands of Kevin & Carmen Dick (340-10000) and Salvatore Pannunzio & Claudio Salvatore (340-09990), along with the commercial lands of Heritage Roofing Inc. (340-09900), all within Lot 13, Concession 3 E.D. This existing enclosure has a total length of 55.8 metres. The upstream 7.0 metres was constructed under the July 6th, 1970 engineer's report prepared by William J. Setterington, P.Eng., consisting of a 1675mm (66 inch) corrugated steel pipe. The remaining 48.8 metres, connected to the downstream end of the original culvert, was constructed under the July 18th, 1994 engineer's report prepared by Lou Zarlenga, P.Eng., consisting of 1800mm diameter corrugated steel pipe. The entire structure is complete with vertical headwalls. The entire length of this enclosure was further identified within the February 4th, 2008 engineer's report for the "Maintenance Schedule - McDonald Drain", prepared by Nick J. Peralta, P.Eng.

We find that original section installed under the 1970 report to be in fair condition and on the profile grades. The remaining culvert installed in 1994 is in good condition, and on grade relative to the profile grades. Overall, this enclosure conveys flows at a rate slightly less than the 1:2 year storm event. After considerable review of the existing structure, we find that the deficiencies in the culvert size do not pose as a significant obstruction to the flows within the drain. Therefore, based on the overall vintage, condition and culvert size of the existing enclosure, we recommend that no improvements are required to this structure under this report. **However, when future maintenance is performed on this structure, we recommend that it be replaced with a 2000mm diameter Aluminized Steel Type II Smoothwall Ultra-Flo pipe. This increase in culvert size will address the deficiencies in culvert capacity, to convey a minimum 1:2 year storm event. This structure has been labelled herein as Bridge ⑤.**

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**Road Crossing ⑦ (County Road 18, County of Essex)**

The existing road crossing extending from Station 1+571.6 to Station 1+590.9, across County Road 18, was constructed within the September 19th, 1958 engineer's report prepared by C.G.R. Armstrong, P.Eng. This road crossing was further identified within the February 4th, 2008 engineer's report for the "Maintenance Schedule - McDonald Drain", prepared by Nick J. Peralta, P.Eng. This existing culvert consists of 19.3 metres of 2200mm x 1350mm diameter corrugated steel arch pipe with stacked concrete pieces headwalls. We find that the existing road crossing culvert to be in poor condition. Therefore, based on the vintage and the condition of the existing access bridge, we recommend that same be entirely replaced as part of this report, and labelled herein as **Road Crossing ⑦**.

Upon review of the existing condition of the existing road crossing, we contacted Mr. Richard Fazecash, P.Eng. (the former Assistant County of Essex Engineer) to discuss our findings. In addition to the poor condition of the overall structure, we found that the existing culvert was undersized relative to the standard design criteria for County Roads. After considerable discussion and review, it was determined that the roadway culvert should be replaced with the appropriate culvert sizing. Mr. Fazecash further requested that the culvert be extended to the north. We also discussed that a preliminary design shall be submitted to the County of Essex for their review and comments. We provided a proposal to the County that extends the road crossing culvert beyond the limit of the 4th Concession Branch outlet into the McDonald Drain, and included an appropriately sized culvert and stub to receive the flows from same. As part of the replacement installation, Mr. Fazecash advised that the County of Essex would prefer that the asphalt be restored with a diamond shape repair. He also advised that due to the relatively small nature of roadway restoration for this project, that no asphalt and granular testing would be required under this project, as long as we have an inspector present during installation.

As part of our investigations, we had requested utility locates and found that various utilities potentially be in conflict with the proposed culvert replacement. In light of the potential conflicts, we arrange for hydro-vacuum excavations to expose and establish depths for each potential conflicting utility. Based on the information provided by the Utility Companies, along with the findings from our hydro-vacuum excavations, we determined that Union Gas and Bell Canada infrastructure will be in major conflict with the proposed road crossing culvert replacement. Furthermore, Hydro One identified that they may be required to hold the existing adjacent hydro pole, during construction. Based on our discussions, we were to arrange for coordination with Union Gas and Bell Canada to initiate the relocation of their infrastructure.

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After a considerable amount of correspondence and meetings with both Union Gas and Bell Canada, we were able rectify all of the conflicts with the associated utilities. Union Gas and Bell Canada had agreed, and collaborated, to relocate all of their conflicting utilities to a sufficient depth below our proposed culvert locations and elevations. Hydro One confirmed that based on the proposed works, a "pole hold" will be required during the culvert replacement works. Based on this information, we were able to finalize our design and report.

Upon the completion of the Union Gas and Bell Canada infrastructure relocation, we had further discussion and correspondence with Mr. Peter Bziuk, P.Eng. (Manager of Design and Construction Services) to review the details of the road crossing replacement. Mr. Bziuk confirmed that the County would prefer to install the new culvert with an increased pipe thickness for additional strength and longevity, along with providing an interlocking block headwall system in lieu of concrete filled jute bag headwalls.

Based on our detailed survey, investigations, examinations, and discussions with representative of the County of Essex and Utility Companies, we recommend that the new road crossing culvert be constructed between Station 1+561.7 to Station 1+590.7 within the McDonald Drain, consisting of approximately 29.0 metres of 3300mm x 2080mm corrugated steel pipe arch with interlocking concrete block headwalls, together with an 1800mm diameter shop fabricated stub and culvert to receive flows from the 4th Concession Branch of the McDonald Drain. This new access bridge shall be installed at the location and to the general parameters as established in our design drawings attached herein.

With the replacement of the existing road crossing being provided entirely for County Road 18, all of the costs associated with said crossing are to be entirely assessed to the County of Essex. All of same has been provided for within the Construction Schedule of Assessment included within this report.

**Bridge ⑧ (Mastron Enterprises Inc., 390-00600)**

The existing access bridge extending from Station 1+328.6 to Station 1+346.0, serving as the primary access to the agricultural lands of Mastron Enterprises Inc. (390-00600), within Lot 24, Concession 4 E.D., was constructed within the April 12th, 1993 engineer's report prepared by Lou Zarlenga, P.Eng. This access bridge was further identified within the February 4th, 2008 engineer's report for the "Maintenance Schedule - McDonald Drain", prepared by Nick J. Peralta, P.Eng. This existing culvert consists of 17.4 metres of 1800mm diameter corrugated steel pipe with sloped riprap headwalls, that

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provides a travelled top width of approximately 9.14 metres (30.0 feet). We find that the existing access bridge culvert to be in fair condition, adequate sized and on grade relative to the new profile grades. Therefore, based on the vintage, condition and culvert size of the existing access bridge, we recommend that no improvements are required to this structure as part of this report. This structure has been labelled herein as **Bridge ⑧**.

**Road Crossing ⑨ (Road 5 East, Town of Kingsville)**

The McDonald Drain commences at the south end of the existing road crossing culvert under Road 5 East identified as Station 0+000.0. The existing road crossing culvert was not installed through the auspicious of the Drainage Act. This road crossing culvert conveys flows from within the watershed on the north side of Road 5 East into the top end of the drain. Therefore, we have included this road crossing culvert in our investigations. This existing road crossing culvert extends from Station 0+014.5 to Station 0+000.0 and consists of a culvert having a total length of 14.5 metres. The upstream portion consists of a 450mm diameter corrugated steel pipe and the downstream portion consists of a 375mm diameter corrugated steel pipe, together with sloped earthen end treatments. We find that the existing road crossing culverts to be in poor condition. Furthermore, we found that the existing gasmain on the north side of Road 5 East was bored through the centre of the road crossing culvert, which impedes the flow. Upon our review, we had contacted Andy Coghill (former Manager of Public Works) and Ken Vegh to discuss how the Town would like to address this road crossing. Through our discussion and correspondence, the Town requested that this road crossing culvert be replaced as part of the McDonald Drain improvements. Therefore, based on our discussions and the condition of the existing road crossing, we recommend that same be entirely replaced as part of this report, and labelled herein as **Road Crossing ⑨**.

In addition to the poor condition of the overall structure, we find that the existing culvert was undersized relative to the standard design criteria for Municipal Roads and the watershed contributing to this crossing. After considerable discussion and review, it was determined that the roadway culvert should be replaced with the appropriate culvert sizing.

Further to our findings, we had requested utility locates at the road crossing location. Union Gas confirmed that the gasmain located through the exiting culvert was part of their infrastructure and was live. In light of the conflicts, we arrange for hydro-vacuum excavations to expose and establish the depth and alignment of the conflicting utility. Based on our

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discussions, we were to arrange for coordination with Union Gas to initiate the relocation of their infrastructure.

After a considerable amount of correspondence and meetings with Union Gas, we were able to rectify the conflicts with the associated gasmain. Union Gas had agreed to relocate their conflicting gasmain to a sufficient depth below our proposed culvert locations and elevations. Based on this information, we were able to finalize our design and report.

Based on our detailed survey, investigations, examinations, and discussions with representative of the Town of Kingsville and Union Gas, we recommend that the new road crossing culvert be constructed between Station 0+014.5 and Station 0+000.0 within the McDonald Drain, consisting of approximately 14.5 metres of 800mm Aluminized Steel Type II corrugated steel pipe with interlocking concrete block headwalls. This new road crossing culvert shall be installed at the location and to the general parameters as established in our design drawings attached herein.

With the replacement of the existing road crossing being provided entirely for Road 5 East, all of the costs associated with said crossing are to be entirely assessed to the Town of Kingsville. All of same has been provided for within the Construction Schedule of Assessment included within this report.

In summary, we would recommend that the McDonald Drain be improved as detailed within the accompanying drawings and in accordance with this report and the attached specifications, which includes the replacement of existing **Bridge ②**, **Bridge ④**, **Road Crossing ⑦**, and **Road Crossing ⑨**. Furthermore, all of the works associated with this project shall be carried out in accordance with Section 78 of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2010".

## **VI. ALLOWANCES AND COMPENSATION**

The improvements conducted under this report are being undertaken across the right-of-way limits of Road 5 East and County Road 18, and further through private lands within the McDonald Drain. The improvements shall also be constructed entirely within the existing open McDonald Drain alignment. Where the McDonald Drain is situated within the private property, these affected lands have already been compensated for the land taken under previous Engineer's Reports and by-laws. Therefore, no further compensation for the use of these lands to conduct these improvements shall be required for this project.

We further find that each of the following Owners are entitled to and should receive the following amounts as compensation for damages to lands and crops, if any, namely:



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1)	390-01100 (Noreen & Philip Prince),	Owner,	Part Lot 24, Concession 4	\$ 757.00
2)	340-10300 (Michael & Donna Mastronardi),	Owner,	Part Lot 13, Concession 3 E.D.	\$ 125.00

**Municipality of Leamington**

3)	650-05900 (Erie Sand and Gravel Limited),	Owner,	Part Lot 1, Concession 3	\$ 14.00
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<b>Total for Damages</b>	<b>\$ 896.00</b>
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These allowances are based on spreading excavated material from the drain on the abutting agricultural lands to a maximum depth of 100mm and are based on a value of \$1,225.00 per acre for the affected land. At the location of all lawn areas, between Station 0+846.8 to Station 1+570.0, the excavated material shall be hauled away and all areas disturbed by this work are specified for full restoration. Therefore, no allowances have been provided to these abutting Owners for disposal of excavated material.

We have provided for these allowances in our estimate as is provided for pursuant to Section 30 of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2010".

**VI. ESTIMATE OF COST**

Our estimate of the total cost of this work, including all incidental expenses, is the sum of **THREE HUNDRED AND TWELVE THOUSAND EIGHT HUNDRED AND TWO DOLLARS (\$312,802.00)** made up as follows:

**CONSTRUCTION**

- Item 1) **Station 0+000.0 to Station 2+310.0;**  
Provide all material, labour and equipment to excavate, bottom dip and remove all accumulated sediment material from the drain and carry out brush and tree removal for the complete length of the drain as

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required; including leaving the excavated material in piles, spreading and levelling of the excavated material, and trucking and disposing of the excavated material, where applicable, flushing and cleaning of all accumulated sediment material within all existing remaining access culverts, cleanup and restoration, complete (approximately 2310 lineal metres), at \$7.50 per metre.

\$ 17,325.00

- Item 2) **Station 0+854.6 to Station 0+881.5;**  
Provide all material, labour and equipment to salvage all existing quarried limestone to be re-used; place all salvaged quarried limestone and supply and place new quarried limestone necessary to complete the erosion protection along both side slopes of the drain bend together with a 450mm wide x 450mm deep keyway along the toe of the slope, including the supply and placement of non-woven filter cloth underlay, excavation, compaction, grading and restoration, (this item shall include approximately 64.0 tonnes of new 100mm to 250mm graded quarried limestone pieces, and 124.0 square metres of filter cloth underlay), complete. Lump Sum

\$ 5,000.00

- Item 3) **Erosion Protection at Tile Outlets;**  
Provide all material, labour and equipment to install sloped quarried limestone erosion protection at each tile end between Station 0+000.0 to Station 0+854.6, together with a 450mm wide x 450mm deep keyway along the toe of the slope, including the supply and placement of non-woven filter cloth underlay, excavation, compaction, grading and restoration, complete, approximately 6 units at \$400 each.

\$ 2,400.00

- Item 4) **Bridge ② (Station 1+931.7 to Station 1+945.7);** Excavate, completely remove and dispose of existing access bridge culvert, end treatments and concrete curbs; provide all labour, equipment and materials to construct a new access bridge consisting of 14.0 metres (45.93 ft.) of 2000mm diameter, 2.8mm thick Aluminized Steel Type II Corrugated Hel-Cor pipe with

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rolled annular ends and 125mm x 25mm corrugations connected to the existing culvert to the north, including a 600mm diameter, 2.8mm thick, Aluminized Steel Type II Corrugated fabricated shop welded saddle type catch basin, with a sloped quarried limestone end treatment on the south end, granular bedding and backfill, granular driveway approach and transition, select clay backfill in boulevard areas and between driveways, excavation, compaction, topsoil, seeding and mulching, cleanup and restoration, complete.

\$ 26,000.00

Lump Sum

Item 5) **Bridge ④ (Station 1+877.2 to Station 1+892.2)**; Excavate, completely remove and dispose of existing access bridge culvert and end treatments; provide all labour, equipment and materials to construct a new access bridge consisting of 15.0 metres (49.21 ft.) of 2000mm diameter, 2.8mm thick Aluminized Steel Type II Corrugated Hel-Cor pipe with rolled annular ends and 125mm x 25mm corrugations, including sloped quarried limestone end treatments, granular bedding and backfill, granular driveway approach and transition, granular backfill in all gore areas, excavation, compaction, topsoil, seeding and mulching, cleanup and restoration, complete.

Lump Sum \$ 25,000.00

Item 6) **Road Crossing ⑦ (Station 1+561.7 to Station 1+590.7)**; Sawcut the existing asphalt pavement, excavate, completely remove and dispose of the existing roadway culvert and headwalls; provide all labour, equipment and materials to construct a new road crossing consisting of 29.0 metres (95.14 ft.) of 3300mm x 2080mm, 3.5mm thick Aluminized Steel Type II Corrugated Hel-Cor arch pipe with rolled annular ends and 125mm x 25mm corrugations, including a 1800mm diameter, 3.5mm thick, Aluminized Steel Type II Corrugated fabricated shop welded stub with 5.0 metres (16.40 ft.) of 1800mm diameter, 3.5mm thick Aluminized Steel Type II Corrugated Hel-Cor pipe with rolled annular ends and 125mm x 25mm corrugations, together with interlocking concrete block headwalls and concrete footings, sloped quarried limestone

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	erosion protection, granular bedding and backfill, address abandoned utilities, pavement restoration, providing and installing all required detour routes and site signage, restoration of traffic signs, excavation, compaction, topsoil, seed and mulch, cleanup and restoration, complete.	Lump Sum	\$ 125,000.00
Item 7)	<b><u>Road Crossing ⑨ (Station 0-014.5 to Station 0+000.0);</u></b> Sawcut the existing asphalt pavement, excavate, completely remove and dispose of the existing roadway culvert and headwalls; provide all labour, equipment and materials to construct a new road crossing consisting of 14.5 metres (47.57 ft.) of 800mm diameter, 2.8mm thick Aluminized Steel Type II Corrugated Hel-Cor pipe with rolled annular ends and 63mm x 13mm corrugations, together with interlocking concrete block headwalls and concrete footings, sloped quarried limestone erosion protection, granular bedding and backfill, address abandoned utilities, pavement restoration, providing and installing all required detour routes and site signage, excavation, compaction, topsoil, seed and mulch, cleanup and restoration, complete.	Lump Sum	\$ 27,000.00
Item 8)	Net H.S.T on Items above (1.76%)		\$ 4,008.00
<b>TOTAL FOR CONSTRUCTION</b>			<hr/> <b>\$ 231,733.00</b> <hr/>
<b><u>INCIDENTALS</u></b>			
1)	Report, Estimate, and Specifications		\$ 30,100.00
2)	Survey, Assistants, Expenses, and Drawings		\$ 29,000.00
3)	Cost of Preparing new Maintenance Schedule of Assessment		\$ 2,000.00
4)	Duplication Costs of Drawings and Report		\$ 1,700.00
5)	Estimated Cost of Letting the Contract including Preparation of Tender Documents, Tender Review, and Tender Advertisement in The Windsor Star		\$ 1,500.00

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6) Estimated Cost for Full-Time On-Site Inspections, and Periodic Supervision and Project Management during Construction (based on a 2.5 weeks duration)	\$ 12,300.00
7) Pre-Engineering Utility Locate Charges, including Hydro-Vacuum Excavation	\$ 1,400.00
8) Net H.S.T on Items above (1.76%)	\$ 1,373.00
9) Estimated Cost for E.R.C.A. Permit (if required	\$ 800.00
<b>TOTAL FOR INCIDENTALS</b>	<b>\$ 80,173.00</b>
<b>TOTAL FOR DAMAGES (brought forward)</b>	<b>\$ 896.00</b>
<b>TOTAL FOR CONSTRUCTION (brought forward)</b>	<b>\$231,953.00</b>
<b>TOTAL ESTIMATE</b>	<b>\$ 312,802.00</b>

**VII. DRAWINGS AND SPECIFICATIONS**

As part of this report, we have attached design drawings for the McDonald Drain Improvements, consisting of Sheets 1 through 4. The design drawings show the alignment of the McDonald Drain, and the approximate location of the various access bridges and road crossings within this drain. The drawings also illustrate the affected landowners, the approximate limit of the drain watershed, and the details relative to the various replacements and improvements of the bridges and road crossing culverts, where applicable.

Furthermore, Bench Marks were established therein for each structure detail. The drawings attached herein have been reduced in size and the scale therefore varies; however, full scale drawings can be viewed at the Kingsville Municipal Office, if required.

Also attached, we have prepared Specifications which set out the required construction details for the various aspects of the works to be conducted under this report. We have also included Standard Specifications related to the intended works, labelled herein as **Appendix "C"**.

**VIII. CONSTRUCTION SCHEDULE OF ASSESSMENT**

We would recommend that all of the costs associated with the construction of the improvements to the McDonald Drain,



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including the improvements for the drain access bridges and roadway crossings, be assessed in accordance with the attached **Construction Schedule of Assessment**.

On September 22nd, 2005, the Ontario Ministry of Agriculture, Food, and Rural Affairs (O.M.A.F.R.A.) issued Administrative Policies for the Agricultural Drainage Infrastructure Program (A.D.I.P.). This program has re-instated financial assistance for eligible costs and assessed lands pursuant to the Drainage Act. Sections 85 to 90 of the Drainage Act allow the Minister to provide grants for various activities under said Act. Sections 85 and 87 make it very clear that grants are provided at the discretion of the Minister. Based on the current A.D.I.P., "lands used for agricultural purposes" may be eligible for a grant in the amount of 1/3 of their total assessment. The new policies define "lands used for agricultural purposes" as those lands eligible for either the "Farm Property Class Tax Rate", the "Managed Forest Tax Incentive Program", or the "Conservation Land Tax Incentive Program". The Municipal Clerk has provided this information to the Engineer from the current property tax roll. Properties that meet the criteria for "lands used for agricultural purposes" are shown in the attached Assessment Schedule under the subheading **"5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable)"** and are expected to be eligible for the 1/3 grant from O.M.A.F.R.A. In accordance with same, we expect that this project will qualify for the grant normally available for agricultural lands. We would therefore, recommend that the Town of Kingsville make an application, on their behalf, for a Grant from the Ontario Ministry of Agriculture, Food, and Rural Affairs (O.M.A.F.R.A.) in the amount of 1/3 of their total assessment for this project, in accordance with the provisions of Sections 85 and 88 of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2010". Even though it is our opinion that certain lands shall likely be eligible for grants, there is no guarantee that these lands will qualify or that grants may be available in the future.

During our investigations, we determined that some agricultural lands, which are actually being used for agricultural purposes, are not eligible for grant primarily because they do not have a Farm Tax Classification. These lands are as follows:

340-09000 - 1859293 Ontario Limited

400-00300 - Jason Adamson

These lands, in the Construction Schedule of Assessment have been categorized and listed under the heading **"5. PRIVATELY OWNED - AGRICULTURAL LANDS (non-grantable)"** which means that said properties would not be eligible for the O.M.A.F.R.A. grant. If these lands, which are obviously being used for agricultural purposes had a Farm Tax Classification, they would have been eligible for grant. From our research into how the

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Farm Tax Classifications are determined, and from further discussions with Sid Vander Veen, P.Eng. from O.M.A.F.R.A. regarding same, we determined that in order for a property to gain a Farm Tax Classification, the owner would need to meet the following criteria.

- 1) make a minimum gross income of \$7,000.00.
- 2) must be a member, or be registered with, a farm organization or group.

For the agricultural lands currently listed under the heading **"5. PRIVATELY OWNED - AGRICULTURAL LANDS (non-grantable)"** Item 2 above is likely the reason why they are not eligible for the O.M.A.F.R.A. grant. We therefore encourage these landowners, which make a minimum gross income of \$7,000.00, to become a member, or be registered with a farm organization or group so that they may also become eligible for said grant.

As previously identified within the **May 10th, 1996** engineer's report for the "McDonald Drain Relocation - For Mastron Enterprises Ltd. (130-010)", prepared by Nick J. Peralta, P.Eng., the work conducted under this report was provided to facilitate the most efficient layout for the proposed greenhouse development. This report further outlines that, as a result of the greenhouse development, the excavated material can no longer be spread on the lands and that the removal of bottom sediment shall be trucked away. As outlined within the Specifications, all bottom sediment removed for the drain, between Station 0+846.8 to Station 1+570.0 be trucked away and that Mastron Enterprises Inc. (390-00600) be assessed the additional costs to haul this material away from the site versus casting and spreading the material onto the adjoining lands. The estimated net increase in cost to the project, to accommodate the trucking of material within this section of the drain including all necessary appurtenances, together with all related incidental costs is **\$4,489.00**. It shall be noted that based on the Ontario Ministry of Agriculture, Food and Rural Affairs (O.M.A.F.R.A.) current administrative policies for Agricultural Drainage Infrastructure Program (A.D.I.P.), we have reviewed the trucking of spoil material as it relates to grant eligibility. Based on the current O.M.A.F.R.A. A.D.I.P. Policy Section 1.3(j);

"The increased cost to a drainage project for hauling away of spoil material is not be eligible for grant."

Based on the above information, the trucking of the spoil material is not eligible for the 1/3 grant through the current A.D.I.P. Policy. Therefore, the assessments related to the trucking of the spoil material, shall be shown in the attached Construction Schedule of Assessment under the Subheading **"5. PRIVATELY OWNED - AGRICULTURAL LANDS (non-grantable)"**.

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As part of this project, we have provided a separate Maintenance Schedule of Assessment for the McDonald Drain. It should be noted that the preparation of a new Maintenance Schedule of Assessment under Section 76 of the Drainage Act is not normally eligible for grant; however, pursuant to Section 1.3(e) of the "Agricultural Drainage Infrastructure Program: Administrative policies", where the cost of developing a new Assessment Schedule is less than 25% of the engineering costs for the total project, the engineering cost expended towards the preparation of same shall be eligible for grant. Since the engineering costs for the preparation of Maintenance Schedules of Assessment included herein are **less** than 25% of the overall engineering costs, we would expect that all of the agricultural assessments associated with the preparation of the new maintenance schedule **shall** be eligible for grant.

We would therefore recommend that all of the costs associated to the preparation of the new Maintenance Schedule of Assessment, along with establishing Future Maintenance Provisions for all access bridges within this Municipal Drain, be charged against the lands and roads affected in accordance with the attached Construction Schedule of Assessment included herein. Lands which are used for agricultural purposes have been listed in the Construction Schedule of Assessment under Subheading **"5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable)"**.

The attached Construction Schedule of Assessment also reflects sharing of the bridge repair and improvement costs, partially as a Benefit to the lands served by the access bridge, with remaining costs assessed as an Outlet Liability charged to all of the upstream lands and roads affected by each bridge. The costs for the bridges were shared by the abutting landowner and upstream lands in accordance with the percentages shown in the following table:

**TABLE SHOWING COST SHARING FOR ACCESS BRIDGES**

<b><u>BRIDGE NO.</u></b>	<b><u>ROLL NUMBER</u></b>	<b><u>OWNERS</u></b>	<b><u>% TO ABUTTING OWNER</u></b>	<b><u>% TO UPSTREAM LANDS AND ROADS</u></b>
2.	340-10200	Bernardo & Margeretha Neufeld	41.0%	59.0%
4.	340-10105	Heinrich & Agatha Janzen	42.0%	58.0%

The sharing percentages between the bridge user and the upstream lands and roads affected by said bridges have been established on the basis of where it is located relative to the entire reach of the drain.

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(Geographic Township of Gosfield South)  
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**Special Assessments (Section 26)**

1. We determined that a Special Assessment should be charged to the **County of Essex** for the extra costs to the project caused by the existence of the **County Road 18** in accordance with Section 26 of the Drainage Act. This extra **non pro-ratable** cost pursuant to Section 26 is related to the construction of **Road Crossing ⑦** between Station 1+561.7 to Station 1+590.7 within the McDonald Drain. The construction of Road Crossing ⑦ generally consists of all of the work being provided in Construction Item 6 within this report. The estimated net increase in cost to the project, to accommodate the construction of Road Crossing ⑦, including all necessary appurtenances, together with all related incidental costs is **\$174,385.00.**

The above estimated Special Assessment to the County of Essex for the construction of Road Crossing ⑦, pursuant to Section 26 of the Drainage Act, is listed under Section 6 of the Construction Schedule of Assessment and is to be non pro-ratable. The incidental costs portion associated with the above estimate consists of an amount of **\$47,185.00.**

Once the construction work is complete, the County of Essex shall be assessed for the **actual construction costs** for Road Crossing ⑦ included in Construction Item 6 within the Tender, together with their share of the project incidental costs associated with same, in the amount of **\$47,185.00.** This amount represents the actual Special Assessment amount to be assessed to the County of Essex for this work and shall replace the estimated amount in Section 6 of the Construction Schedule of Assessment, when charging out the works to the affected landowners and road. Under Section 69 of the Drainage Act, the County of Essex may elect to carry out the works using their own forces. However, representatives of the County of Essex have indicated that they will not exercise this option and they have requested that these works be tendered as part of this project.

2. We determined that a Special Assessment should be charged to the **Town of Kingsville** for the extra costs to the project caused by the existence of the **Road 5 East** in accordance with Section 26 of the Drainage Act. This extra **non pro-ratable** cost pursuant to Section 26 is related to the construction of **Road Crossing ⑨** between Station 0-014.5 to Station 0+000.0 within the McDonald Drain. The construction of Road Crossing ⑨ generally consists of all of the work being provided in Construction Item 7 within this report. The estimated net increase in cost to the project, to accommodate the construction of Road Crossing ⑨ including all necessary appurtenances, together with all related incidental costs is **\$36,870.00.**

**Report** - McDonald Drain Improvements  
(Geographic Township of Gosfield South)  
Town of Kingsville - D-13-028

The above estimated Special Assessment to the Town of Kingsville for the construction of Road Crossing ⑨, pursuant to Section 26 of the Drainage Act, is listed under Section 6 of the Construction Schedule of Assessment and is to be non pro-ratable. The incidental costs portion associated with the above estimate consists of an amount of **\$9,395.00.**

Once the construction work is complete, the Town of Kingsville shall be assessed for the **actual construction costs** for Road Crossing ⑨ included in Construction Item 7 within the Tender, together with their share of the project incidental costs associated with same, in the amount of **\$9,395.00.** This amount represents the actual Special Assessment amount to be assessed to the Town of Kingsville for this work and shall replace the estimated amount in Section 6 of the Construction Schedule of Assessment, when charging out the works to the affected landowners and road. Under Section 69 of the Drainage Act, the Town of Kingsville may elect to carry out the works using their own forces. However, representatives of the Town of Kingsville have indicated that they will not exercise this option and they have requested that these works be tendered as part of this project.

These non pro-rateable assessments to the Town of Kingsville and the County of Essex do not include for any unforeseen costs that may arise during construction, nor does it include for any potential costs for appeals to the Tribunal or Referee. Any unforeseen construction costs directly related to this Section 26 works shall be assessed entirely, as an extra, to the applicable Road Authority. Any costs to the project associated to dealing with any appeals to the Tribunal and/or the Referee shall be shared by all assessments in the Construction Schedule of Assessment including all Section 6 non pro-ratable assessments, including the Special Benefit Assessments, on a pro-rata basis.

It should also be noted that the attached Construction Schedule of Assessment is to be utilized only for the sharing of all of the costs related to the works being provided for under this report. Therefore, this Construction Schedule of Assessment should not be utilized in any way for the sharing of any future maintenance works conducted to any part of the Municipal Drains established herein.

**IX. FUTURE MAINTENANCE**

As previously identified, the Engineer's Report prepared by Nick J. Peralta, P.Eng., dated February 4th, 2008 provided an updated Maintenance Schedule, along with future cost sharing provisions for all access bridge within the McDonald Drain. Upon review of the existing lands within the watershed, it was determined that

**Report** - McDonald Drain Improvements  
(Geographic Township of Gosfield South)  
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there has been additional lots created, along with other parcels of land that have been altered since the last report. Therefore, we have updated the Maintenance Schedule of Assessment for the McDonald Drain to reflect these changes.

After completion of all of the works associated with this engineer's report, we recommend that the McDonald Drain be kept up and maintained in the future by the Town of Kingsville. As part of this project, we have provided a separate **Maintenance Schedule of Assessment** for distributing costs for future maintenance in the McDonald Drain. The Maintenance Schedule of Assessment is included herein as **Appendix "D"**.

For the Maintenance Schedule of Assessment, the assessment proportions as outlined therein have been established on the basis of an estimated future maintenance cost of **\$20,000.00**. It should be clearly understood that the amounts shown within this Schedule is only for pro rating future maintenance costs for the drain and do not form part of the current cost for the work.

Within this report, the specifications and the accompanying drawings, we have provided profiles, details, dimensions, grades, working corridors, disposal of materials and other particulars that shall establish the necessary provisions for future maintenance within the McDonald Drain.

It should be noted that the previously mentioned 2008 report also provided a mechanism for the Municipality to undertake future maintenance works on the access bridges and road crossing culverts, so that the future maintenance costs for same can be properly assessed to the affected land owners. We find that these provisions still govern and we would therefore, recommend that all of these structures within the McDonald Drain, for which future maintenance costs are to be shared with upstream lands and roads within the watershed, be maintained by the Municipality per the recommendations under said report.

However, the road crossing labelled herein as Road Crossing ⑨, crossing under Road 5 East, was not identified within the above noted Updated Maintenance Schedule report. Therefore, we recommend that when maintenance is required on Road Crossing ⑨, it shall be maintained in the future entirely at the expense of the Town of Kingsville Roads Department.

It shall be noted that said maintenance work would include works to the access bridge and enclosure culverts, bedding and backfill, end treatment and other ancillary work. Should concrete, asphalt or other decorative driveway surfaces over these bridge culverts require removal as part of the maintenance works, these surfaces should also be repaired or replaced as part of the works. Likewise, if any fencing, gate, decorative walls, guard rails or other special features exist that will be impacted by the maintenance work, they are also to be removed



**Report** - McDonald Drain Improvements  
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and restored or replaced as part of the bridge maintenance work. However, the cost of the supply and installation of any surface material other than Granular "A" material, and the cost of removal and restoration or replacement, if necessary, of any special features, shall be totally assessed to the benefiting adjoining owner served by said access bridge.

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

All of which is respectfully submitted.

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

  
ANTONIO B. PERALTA, P.ENG.



ABP/sa  
Att.

**N. J. PERALTA ENGINEERING LTD.**  
Consulting Engineers  
45 Division Street North  
KINGSVILLE, Ontario  
N9Y 1E1

**CONSTRUCTION SCHEDULE OF ASSESSMENT**

**MCDONALD DRAIN IMPROVEMENTS**

**(Geographic Township of Gosfield South)**

**TOWN OF KINGSVILLE**

**TOWN OF KINGSVILLE**

**3. MUNICIPAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of			TOTAL VALUE
							Benefit	Value of Outlet	Special Benefit	
Road 5 East			4.60	1.862		Town of Kingsville	\$ 126.00	\$ 1,781.00	\$ -	\$ 1,907.00
County Road 18			8.90	3.602		County of Essex	\$ 168.00	\$ 3,154.00	\$ -	\$ 3,322.00
County Road 31			5.80	2.347		County of Essex	\$ 285.00	\$ 1,926.00	\$ -	\$ 2,211.00
<b>Total on Municipal Lands.....</b>							<b>\$ 579.00</b>	<b>\$ 6,861.00</b>	<b>\$ -</b>	<b>\$ 7,440.00</b>

**4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of			TOTAL VALUE
							Benefit	Value of Outlet	Special Benefit	
340-08205	3	11	0.88	0.88	0.356	Kevin & Barbara Fischer	\$ 5.00	\$ 179.00	\$ -	\$ 184.00
340-08250	3	11	1.08	0.78	0.316	John & Honorina Pavao	\$ 4.00	\$ 171.00	\$ -	\$ 175.00
340-08400	3	11	0.22	0.22	0.089	George Whaley & Sons Limited	\$ 1.00	\$ 59.00	\$ -	\$ 60.00
340-08401	3	11	0.41	0.41	0.166	Barbara Stewart	\$ 2.00	\$ 90.00	\$ -	\$ 92.00
340-08410	3	11	1.15	0.35	0.142	Stephanie Pavao & Tyler Clark	\$ 2.00	\$ 77.00	\$ -	\$ 79.00
340-08420	3	11	1.15	0.35	0.142	Abe & Tina Giesbrecht	\$ 2.00	\$ 77.00	\$ -	\$ 79.00
340-08430	3	11	1.41	0.43	0.174	Gilberto & Lucy Oliveira	\$ 2.00	\$ 94.00	\$ -	\$ 96.00
340-08700	3	12	34.14	2.50	1.012	County of Essex	\$ 36.00	\$ 1,084.00	\$ -	\$ 1,120.00
340-08900	3	12	3.05	3.05	1.234	Johan & Eva Klassen	\$ 43.00	\$ 460.00	\$ -	\$ 503.00
340-09490	3	13	0.93	0.93	0.376	Carmela Ingratta	\$ 23.00	\$ 190.00	\$ -	\$ 213.00
340-09600	3	13	0.46	0.46	0.186	Edward & Janet Hancharyk	\$ 23.00	\$ 115.00	\$ -	\$ 138.00
340-09700	3	13	3.6	3.60	1.457	Peter & Marie Costa	\$ 176.00	\$ 396.00	\$ -	\$ 572.00
340-09705	3	13	1.43	1.43	0.579	Maria Costa	\$ 70.00	\$ 202.00	\$ -	\$ 272.00
340-09800	3	13	1.64	1.64	0.664	Bernard & Helen Friesen	\$ 80.00	\$ 257.00	\$ -	\$ 337.00

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-09900	3	13	1.6	1.60	0.648	Heritage Roofing Inc.	\$ 78.00	\$ 497.00	\$ -	\$ 575.00
340-09990	3	13	0.47	0.47	0.190	Salavatore Pannunzio & Claudio Salvatore	\$ 23.00	\$ 138.00	\$ -	\$ 161.00
340-10000	3	13	0.98	0.98	0.397	Kevin & Carmen Dick	\$ 48.00	\$ 192.00	\$ -	\$ 240.00
340-10100	3	13	7.72	7.72	3.124	Rita Coste	\$ 236.00	\$ 647.00	\$ -	\$ 883.00
340-10105	3	13	0.85	0.85	0.344	Heinrich & Agatha Janzen	\$ 14,104.00	\$ 160.00	\$ -	\$ 14,264.00
340-10150	3	13	0.82	0.82	0.332	Michael & Kelly Ingratta	\$ 40.00	\$ 122.00	\$ -	\$ 162.00
340-10200	3	13	0.54	0.54	0.219	Bernardo & Margeretha Neufeld	\$ 14,302.00	\$ 44.00	\$ -	\$ 14,346.00
390-00800	4	24	1.44	1.44	0.583	Mastron Enterprises Ltd.	\$ 35.00	\$ 770.00	\$ -	\$ 805.00
390-00850	4	24	0.4	0.40	0.162	Mastron Enterprises Ltd.	\$ 10.00	\$ 214.00	\$ -	\$ 224.00
390-00900	4	24	0.27	0.27	0.109	Hydro One Networks Inc.	\$ 7.00	\$ 101.00	\$ -	\$ 108.00
390-01085	4	24	2.28	2.28	0.923	Margo Carder	\$ 112.00	\$ 386.00	\$ -	\$ 498.00
390-01095	4	24	1.09	1.09	0.441	Henry & Elena Peters	\$ 53.00	\$ 326.00	\$ -	\$ 379.00
390-01305	4	24	0.46	0.46	0.186	Jacobo & Helen Guenther	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01310	4	24	0.46	0.46	0.186	William & Sharon Bennett	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01315	4	24	0.46	0.46	0.186	Sean & Anna Beaul	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01320	4	23 & 24	0.46	0.46	0.186	Beatrice & David Sanders	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01325	4	23	0.46	0.46	0.186	Antonio & Joanne DeSantis	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01330	4	23	0.46	0.46	0.186	Edward & Charlene Bonyai	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01335	4	23	0.46	0.46	0.186	Johan & Abigail Froese	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01350	4	23	0.48	0.48	0.194	Steven & Jennifer Damore	\$ 12.00	\$ 139.00	\$ -	\$ 151.00
390-01500	4	23	0.57	0.57	0.231	John & Katharina Wall	\$ 7.00	\$ 167.00	\$ -	\$ 174.00
390-01600	4	23	1.21	1.21	0.490	Frederick & Elsie Sharp	\$ 15.00	\$ 252.00	\$ -	\$ 267.00
390-01700	4	23	0.77	0.77	0.312	Johan Leowen & Margaretha Friesen	\$ 9.00	\$ 161.00	\$ -	\$ 170.00
390-01800	4	23	1.75	1.75	0.708	Donald & Jill Ryall	\$ 10.00	\$ 366.00	\$ -	\$ 376.00
400-00100	5	24	20.52	3.00	1.214	Sterling Acre Farms Limited	\$ 37.00	\$ 454.00	\$ -	\$ 491.00
400-00200	5	24	30.07	0.30	0.121	538269 Ontario Limited	\$ 4.00	\$ 113.00	\$ -	\$ 117.00

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
400-00400	5	23	25.29	0.90	0.364	Erie Sand and Gravel Limited	\$ 6.00	\$ 136.00	\$ -	\$ 142.00
400-00405	5	23	0.46	0.36	0.146	Tammy Lapensee	\$ 4.00	\$ 109.00	\$ -	\$ 113.00
<b>Total on Privately Owned - Non-Agricultural Lands.....</b>							<b>\$ 29,698.00</b>	<b>\$ 9,862.00</b>	<b>\$ -</b>	<b>\$ 39,560.00</b>

#### 5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-08000	3	10	19.98	2.98	1.206	Laszlo Lakatos & Krisztina Szabo	\$ 8.00	\$ 936.00	\$ -	\$ 944.00
340-09100	3	12	17	8.00	3.238	Basil & Santina Mariotti	\$ 58.00	\$ 627.00	\$ -	\$ 685.00
340-09200	3	12	16	9.00	3.642	Vito & Louise Coppola	\$ 65.00	\$ 848.00	\$ -	\$ 913.00
340-09300	3	12	16	9.00	3.642	Jacob & Eva Schmitt	\$ 65.00	\$ 791.00	\$ -	\$ 856.00
340-09400	3	13	43.71	35.84	14.504	Carmela Ingratta	\$ 439.00	\$ 1,490.00	\$ -	\$ 1,929.00
340-10300	3	13	15.4	12.40	5.018	Michael & Donna Mastronardi	\$ 303.00	\$ 195.00	\$ -	\$ 498.00
390-00400	4	22 & 23	266.88	139.53	56.467	George Whaley & Sons Limited	\$ 683.00	\$ 9,192.00	\$ -	\$ 9,875.00
390-00600	4	24	91.73	91.73	37.123	Mastron Enterprises Inc.	\$ 2,245.00	\$ 9,027.00	\$ -	\$ 11,272.00
390-01100	4	24	49.35	49.35	19.970	Noreen & Philip Prince	\$ 1,208.00	\$ 3,580.00	\$ -	\$ 4,788.00
390-01200	4	24	44.55	44.55	18.029	Triple K Farms Limited	\$ 1,090.00	\$ 3,232.00	\$ -	\$ 4,322.00
390-01300	4	23 & 24	152.27	136.72	55.330	Erie Sand and Gravel Limited	\$ 909.00	\$ 9,484.00	\$ -	\$ 10,393.00
<b>Total on Privately Owned - Agricultural Lands (grantable).....</b>							<b>\$ 7,073.00</b>	<b>\$ 39,402.00</b>	<b>\$ -</b>	<b>\$ 46,475.00</b>

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

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-09000	3	12	11	11.00	4.452	1859293 Ontario Limited	\$ 80.00	\$ 761.00	\$ -	\$ 841.00
400-00300	5	24	9.75	9.75	3.946	Jason Adamson	\$ 60.00	\$ 921.00	\$ -	\$ 981.00
390-00600	4	24	91.73	0.00	0.000	Mastron Enterprises Inc.	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00
<b>Total on Privately Owned - Agricultural Lands (non-grantable).....</b>							<b>\$ 4,640.00</b>	<b>\$ 1,682.00</b>	<b>\$ -</b>	<b>\$ 6,322.00</b>

**6. SPECIAL NON PRO-RATEABLE ASSESSMENTS (non-agricultural (Sec.26)):**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Afftd	Hectares Afftd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Road 5 East				0.00	0.000	Town of Kingsville	\$ 36,870.00	\$ -	\$ -	\$ 36,870.00
County Road 18				0.00	0.000	County of Essex	\$ 174,385.00	\$ -	\$ -	\$ 174,385.00
Total on Special Non Pro-Rateable Assessments (non-agricultural (Sec.26)).....							\$ 211,255.00	\$ -	\$ -	\$ 211,255.00
TOTAL ASSESSMENT -TOWN OF KINGSVILLE							\$ 253,245.00	\$ 57,807.00	\$ -	\$ 311,052.00

**MUNICIPALITY OF LEAMINGTON**

**3. MUNICIPAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Afftd	Hectares Afftd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
County Road 18				0.60	0.243	County of Essex	\$ 29.00	\$ 218.00	\$ -	\$ 247.00
County Road 31				0.44	0.178	County of Essex	\$ 22.00	\$ 160.00	\$ -	\$ 182.00
Total on Municipal Lands.....							\$ 51.00	\$ 378.00	\$ -	\$ 429.00

**4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Afftd	Hectares Afftd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
660-01510		4	1	0.90	0.364	Dominic & Filomena Zaccardi	\$ 44.00	\$ 174.00	\$ -	\$ 218.00
Total on Privately Owned - Non-Agricultural Lands.....							\$ 44.00	\$ 174.00	\$ -	\$ 218.00

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

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
660-01600	4	1	9.10	9.10	3.683	Z.D.S. Farms Limited	\$ 223.00	\$ 880.00	\$ -	\$ 1,103.00
<b>Total on Privately Owned - Agricultural Lands (grantable).....</b>							<b>\$ 223.00</b>	<b>\$ 880.00</b>	<b>\$ -</b>	<b>\$ 1,103.00</b>
<b>TOTAL ASSESSMENT -MUNICIPALITY OF LEAMINGTON</b>							<b>\$ 318.00</b>	<b>\$ 1,432.00</b>	<b>\$ -</b>	<b>\$ 1,750.00</b>
<b>TOTAL ASSESSMENT -TOWN OF KINGSVILLE (brought forward)</b>							<b>\$ 253,245.00</b>	<b>\$ 57,807.00</b>	<b>\$ -</b>	<b>\$ 311,052.00</b>
<b>TOTAL ASSESSMENT</b>							<b>\$ 253,563.00</b>	<b>\$ 59,239.00</b>	<b>\$ -</b>	<b>\$ 312,802.00</b>

1 Hectare = 2.471 Acres

D-13-028

April 28th, 2017







## SPECIFICATIONS

### MCDONALD DRAIN IMPROVEMENTS

(Geographic Township of Gosfield South)

#### TOWN OF KINGSVILLE

##### I. GENERAL SCOPE OF WORK

The McDonald Drain comprises of an open Municipal Drain generally located west of County Road 31 and commences at its upper end at the south side of Road 5 East. This drain continues downstream southerly and easterly, through Lot 24, Concession 4 E.D. to a point where it turns southerly along the west side of County Road 31, and across County Road 18. It then continues southerly within Lot 13, Concession 3 E.D. to its outlet into the upper end of the Sturgeon Creek. The work under this project generally comprises of drain improvements along the entire length of the open drain, together with the removal and replacement of two (2) existing access bridges and two (2) existing road crossing culverts under County Road 31 and Road 5 East. These works include the removal of existing culverts and headwalls, the installation of new culvert pipes, new end protection comprising of sloped quarried limestone end protection or interlocking precast concrete block headwalls and concrete footings, sloped quarried limestone erosion protection, granular bedding, granular approach and backfill, granular transition areas, and all ancillary work related thereto including cleanup and restoration. The proposed work is intended to address the cleaning of the open drain and the replacement of deteriorated structures in accordance with the current standards. The Contractor is advised that the existing culverts that are not being improved shall be cleaned out as part of the work under this project.

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

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

The Contractor will be required to implement stringent erosion and sedimentation controls during the course of the work to minimize the amount of silt and sediment being carried downstream into the Sturgeon Creek. It is intended that work on this project be carried out during relatively dry weather to ensure proper site and drain conditions and to avoid conflicts with sediment being deposited into the outlet drainage systems.

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All disturbed areas shall be restored as quickly as possible with grass seeding and mulching installed to ensure a protective cover and to minimize any erosion from the work sites subsequent to construction. The Contractor may be required to provide temporary silt fencing and straw bales as outlined further in these specifications.

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

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

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

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Not only shall the Contractor comply with all of the above, it shall also be required to further comply with notes included within the email from Cynthia Casagrande, of the E.R.C.A. Furthermore, the Contractor shall also review and comply with the "Best Management Practices - Culvert Replacements in Municipal Drains" document prepared by the D.F.O. Both of which have been included within **Appendix "A"**.

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

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

The Town of Kingsville has completed an "Endangered Species Act Review" for the McDonald Drain. A copy of the Town of Kingsville's "Endangered Species Act Review" is included herein as **Appendix "B"**, including Town documents for the purpose of identification of known species at risk within the project area and mitigation measures for species and habitat protection. It is the responsibility of the Contractor to make certain that necessary provisions are undertaken to ensure the protection of all species at risk and their habitats throughout the course of construction.

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

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

The Contractor is advised that the majority of the work to be carried out on this project extends along the west side of County Road 31, and along the course of the existing open Municipal Drain within private lands. The Contractor shall have access for the full width of the roadway abutting the proposed drainage works. The Contractor may use the entire width of County Road 31 and Road 5 East right-of-ways as necessary to permit the completion of the work required to be carried out for this project.

When conducting work on the open drain, the Contractor shall gain access to the McDonald Drain from Road 5 East and County Road 31. The Contractor shall also have the means of accessing onto private lands by utilizing existing access bridges and culverts where deemed necessary, provided that they shall be responsible for any damage caused to same by their operations.

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The Contractor shall ensure that the travelling public is protected at all times while utilizing the roadway for its access. The Contractor shall provide traffic control, including flag persons when required. The Contractor shall be required to submit a Traffic Control Plan to the Consulting Engineer for approval from the governing Road Authorities. The Traffic Control Plan shall be carried out in accordance with the requirements of the Ontario Traffic Manual's Book 7 for Temporary Conditions. Under no circumstances shall the Contractor arrange to close Road 5 East, County Road 31 or County Road 18 for the proposed works, unless requested and subsequently authorized by the Town of Kingsville and/or the County of Essex. The Contractor shall also ensure that all emergency services, school bus companies, etc. are contacted about any disruption at least 48 hours in advance of same. Any and all detour routes shall be established in consultation with the Town of Kingsville and County of Essex Roads Departments.

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

**V. WORKING CORRIDORS AND OPEN DRAIN MAINTENANCE PROVISIONS**

When future maintenance is performed along the McDonald Drain, from Station 0+000.0 to Station 2+310.0, the Contractor is only required to excavate a centre channel within the bottom of the drain and no bank excavation is expected, as the material shall be mostly sediment accumulation.

Once access is obtained onto the site, the Contractor shall be expected to keep the construction equipment and forces within the following areas, and execute the specified provisions:

- 1) From Station 0+000.0 to Station 0+846.8: The Contractor shall utilize the east side of the McDonald Drain for a distance of 6.0 metres, measured from the east top of drain bank, for the excavation and levelling of spoil materials.

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- 2) From Station 0+846.8 to Station 1+592.6: The Contactor shall utilize the south and west side of the McDonald Drain for a distance of 6.0 metres, measured from the west top of drain bank, for the excavation of the spoil material. All material within this area shall be trucked away and disposed of by the Contractor to a site to be obtained by it at its own expense. Under no circumstances, shall the disposal of fill or leveling of material be permitted within this working corridor, without the explicit direction of the adjacent landowner.
- 3) From Station 1+592.6 to Station 1+966.4: The Contactor shall utilize the east side of the McDonald Drain, within the boulevard of County Road 31, for the excavation of the spoil material. All material within this area shall be trucked away and disposed of by the Contractor to a site to be obtained by it at its own expense. Under no circumstances, shall the disposal of fill or leveling of material be permitted within this working corridor.
- 4) From Station 1+966.4 to Station 2+282.6: The Contactor shall utilize the west side of the McDonald Drain for a distance of 6.0 metres, measured from the west top of drain bank, for the excavation and levelling of spoil materials.
- 5) From Station 2+282.6 to Station 2+310.0: The Contactor shall utilize the south side of the Sturgeon Creek for a distance of 6.0 metres, measured from the south top of drain bank, for the excavation and levelling of spoil materials.

In the event that a landowner owns property on both sides of the drain, the landowner can choose which side of the drain to place the spoil. The landowner shall notify the Drainage Superintendent of their preference of spoil placement prior to the commencement of the works on the drain.

Any damages caused, resulting from non-compliance of the above noted provisions, shall be restored by the Contractor to its original condition, at the Contractor's expense.

**VI. EXCAVATION AND DISPOSAL OF FILL**

The open drain shall be excavated to the lines, levels, grades and cross sections as shown on the accompanying drawings or as may be further established by the Town Drainage Superintendent or the Consulting Engineer at the time of the work. The drain shall be carefully excavated so as to not disturb the existing banks, rock protection, and vegetation, except for those portions of the drain where widening or restoration of a stable drain bank configuration is required. Where existing rock protection has to be removed to provide the proposed bank protection, the Contractor shall salvage the rock and use same to carry out the required bank protection as outlined further in



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these specifications. The bottom width of the drain and the side slopes of the excavation shall conform to the dimensions given on the drawings. In no case shall the drain bottom project above the grade line as shown on the accompanying drawings, and as determined from the Bench Marks. The finished side slopes of the drain shall be no steeper than 1.5 horizontal to 1.0 vertical on both the roadside and on the landward side. The Contractor shall be very careful to not unnecessarily deepen the drain. In the event that over-excavation of the drain has occurred, and drain banks have been compromised, the Contractor will not be permitted to place native fill compacted into place and reshaping. In this case, the Contractor will be required to obtain a Licensed Professional Engineer, at its own expense, to prepare a repair detail to ensure that long-term stability is maintained. Such repairs shall be subject to approval of the Town Drainage Superintendent and/or the Consulting Engineer. No extras shall be charged to the project for over-excavation repairs.

The Contractor is advised that all excavated material from the work along residential and lawn areas shall be hauled away and disposed of by the Contractor at its own expense. In all cases the disposal of any trucked material will be the responsibility of the Contractor, and any work at the disposal site shall be established between the Contractor and the site owner. The Contractor shall ensure that any permits required for fill disposal are obtained from the appropriate authority. The Contractor will be responsible for keeping all private and public roadways free and clear of mud and debris resulting from its use of same for access and hauling purposes. Along the course of the agricultural lands abutting the drain, the Contractor shall excavate and dispose of the materials from the drain on the abutting adjacent lands.

The excavated material to be cast onto the adjoining lands shall be well and evenly spread over a sufficient area so that no portion of the excavated earth is more than 300mm (12 in.) in depth. The material shall be kept at least 1.2 metres (4.0 ft.) clear from the finished edge of the drain, care being taken not to fill up any existing tiles, ditches, furrows or drains with the excavated material. The excavated material to be spread upon the lands shall be free from rocks, cobbles, boulders, stumps, rubble, rubbish or other similar material and these materials. If encountered, these deleterious materials shall be hauled away by the Contractor and disposed of at a site to be obtained by it at its expense.

The Contractor should visit the drain site and confirm for itself the extent of trucking required on this project. All culverts, bridges, and enclosures, along the drain being maintained on this project are to be flushed out and cleaned to the same grades and widths as the design parameters provided and attached herein for the drains and the cleaning out of all of same shall be performed to the full satisfaction of the Town Drainage Superintendent and/or Consulting Engineer. All of the

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excavated material within existing culverts and across the full width of the municipal roadways, including all of the sediment material cleaned from within the structures shall be completely trucked away by the Contractor and disposed of at its own expense. All areas disturbed by these works shall be fully restored to their original condition at the Contractor's expense.

**VII. REMOVAL OF BRUSH, TREES AND RUBBISH**

Where there is any brush, trees or rubbish along the course of the drainage works, including the full width of the access, all such brush, trees or rubbish shall be close cut and grubbed out, and the whole shall be chipped up for recycling, burned or otherwise satisfactorily disposed of by the Contractor. The Contractor shall also pay particular attention to protecting all of the existing decorative trees and shrubs, especially where the works are being carried out along the frontage of a residential grassed area. The only decorative trees and shrubs to be removed and replaced of are those that are referred to within the accompanying drawings and the specifications. The Contractor shall remove all stumps and associated tree roots in areas where the existing structures are being replaced, and as identified within the plans.

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

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

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

Any trees that need to be removed shall be cut and cleared to a maximum height of 75mm (3"). Brush and bushes shall be cut to ground level. Once all of the trees have been cut to the required level by the use of a chainsaw or other acceptable mechanical equipment, the Contractor may utilize a flail machine. The flail machine may be used to cut and trim all remaining brush and trees which are smaller than 100mm (4") in diameter along either side slope of the drain and the access area. The removal of rubbish and bulrushes or other debris shall be included in the Contractor's rate of payment for excavation. No excavation shall occur until after brush clearing and close cutting is completed.

The Contractor shall be required to remove any and all tree roots or stumps which obviously cause obstructions to the flow of water in the drain. If encountered, and directed by the Town Drainage Superintendent or the Consulting Engineer, they shall be removed and be chipped or burned together with the rest of the trees and brush at no extra cost to the project.

In no case will brush or trees be allowed to be buried in the spoil bank or within the excavated material. The Contractor will be required to brush-rake the excavated material to remove said brush and trees from the spoil, if so instructed by the Town Drainage Superintendent or the Consulting Engineer.

**VIII. FENCING**

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

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#### **IX. DETAILS OF BRIDGES AND ROAD CROSSING WORK**

The Contractor shall provide all material, labour and equipment to replace the existing access bridges and road crossings within the McDonald Drain requiring work, as outlined on the plans, the Schedule of items, and in these specifications.

The existing culvert pipes slated to be removed from the existing access bridge and road crossings along the McDonald Drain, shall be replaced with new Aluminized Steel Type II Corrugated Hel-Cor Pipe with rolled annular ends with all pipes having the minimum thickness and corrugation profiles as shown. All culvert pipes within this project shall be set to the grades as shown on the plans or as otherwise established herein and the Town Drainage Superintendent or the Consulting Engineer may make minor changes to the bridge alignment as they deem necessary to suit the site conditions. All work shall be carried out in general accordance with the **"STANDARD SPECIFICATIONS FOR ACCESS BRIDGE CONSTRUCTION INCLUDING ENDWALL TREATMENT, BACKFILLING AND INSTALLATION PROCEDURES"** attached to this report and labelled **Appendix "C"**.

#### **X. ALUMINIZED STEEL PIPE INSTALLATION**

The new Aluminized Steel Type II Corrugated Hel-Cor pipe to be installed on this project shall be installed with a minimum number of couplers and longer pipe sections are to be utilized whenever possible. Under no circumstances shall the culvert sections be less than 6.00 metres in length. All pipe lengths shall be of the size and gauge noted in the drawings and shall be coupled together with Aluminized Steel 10C (Corrugation) bolted couplers with similar thickness as the associated culvert pipe, unless otherwise noted in the accompanying drawings. The Aluminized Steel Type II Corrugated pipe for this installation must be inspected and approved by the Town Drainage Superintendent or the Consulting Engineer prior to its placement in the drain.

The Contractor shall note that the placement of any new culvert pipe shall be performed totally in the dry and it shall be prepared to take whatever steps are necessary to ensure same, all to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer.

The new Aluminized Steel pipes for these installations are to be provided with a minimum depth of cover from the top of the pipe of 300mm (12"). If the bridge culvert structures are placed at their proper elevations, same should be achieved. If the Contractor finds that the minimum cover is not being met, they shall notify the Drainage Superintendent and the Consulting Engineer immediately so that steps can be taken to rectify the condition prior to the placement of any backfill. The minimum cover requirement is **critical** and must be attained. In order for these

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new structures to properly fit the channel parameters, **all of the design grade elevations must be strictly adhered to.**

As a check, all of the above structure design grade elevations should be confirmed before commencing to the next stage of the access bridge or enclosure installation. The Contractor is also to check that the pipe invert grades and set structure elevations are correct by referencing the Benchmark.

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

Where the new culvert pipe is being installed across County Road 18, the Contractor shall backfill same with Granular "B" Type II compacted in place to a minimum 98% of Standard Proctor Density topped with a minimum 450mm thickness of Granular "A" compacted in place to a minimum 100% of Standard Proctor Density and same shall be provided and placed as shown and detailed in the **"Roadway Crossing Backfill Detail"** on Sheet 2 of the accompanying drawings. Where the new pipe is located under an existing driveway, the Contractor shall backfill the entire trench for the width of the driveway with Granular "B" Type II backfill compacted in place to a minimum 98% of Standard Proctor Density with the exception of the top 300mm which shall be backfilled with Granular "A" material also compacted in place to a minimum Standard Proctor Density of 98%. Where the new pipe is located within the boulevard and along a lawn area, the Contractor shall be required to backfill the entire trench with good clean native backfill material with the exception of the top 100mm which shall be good clean black loamy topsoil readied for seeding and mulching. It should be noted that if there is a shortage of native backfill material available once the existing culverts are removed, the Contractor shall supply same all at its own cost. The Contractor should also note that prior to commencing its excavation that all existing topsoil should be scavenged for reuse on the project; if there is a shortage, the Contractor shall be required to supply the balance of the topsoil needed, all at its own cost. All of the native backfill material and the topsoil shall be compacted in place to a minimum Standard Proctor Density of 96%. A **"Typical Backfill Detail for Boulevard Areas"** has been prepared and is included on Sheet 2 of the accompanying drawings, and the Contractor shall comply to same wherever possible.

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All native backfill material shall be placed in compacted lifts approximately 300mm thick. The Contractor is required to provide whatever mechanical equipment necessary, such as jumping jack and/or plate tamper, in order to achieve the necessary compaction levels, especially along the haunches of the new pipe. All boulevard areas shall be graded to provide positive drainage towards any catch basin or endwall as shown in the accompanying drawings.

The Contractor shall provide a shop fabricated aluminized steel welded stubs and saddle type catch basin at the location and to the size and invert elevation established in the accompanying drawings. The shop fabricated aluminized steel welded stubs being provided as part of the culvert are present in order to connect the 4th Concession Branch of the McDonald Drain into said culvert. The connection between the shop fabricated aluminized steel welded stub shall be connected utilizing a Aluminized Steel 10C (Corrugation) bolted couplers with similar thickness as the associated culvert pipe, unless otherwise noted in the accompanying drawings. The shop fabricated aluminized steel welded saddle type catch basin shall be fabricated in total compliance with the **"Bridge ② Saddle Type Catchbasin Detail"** shown on Sheet 4 of the accompanying drawings.

The Contractor shall also note that the placing of the replacement culverts shall be completed so that they totally comply with the parameters established and noted in the Bridge Details. These culverts shall be set on an even grade and the placement shall be performed totally in the dry, and the Contractor should be prepared to take whatever steps are necessary to ensure same, all to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer. The Contractor shall also be required to supply a minimum of 150mm (6") of 20mm (3/4") clear stone bedding underneath the culvert pipe extending from the bottom of the drain to the culvert invert grade, all to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer. Furthermore, if an unsound base is encountered, it must be removed and replaced with 20mm (3/4") clear stone satisfactorily compacted in place to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer. The Contractor is to note that when replacing the existing structures, it shall be required to excavate a trench having a width not less than the new pipe outside diameter plus a 600mm working width on both sides of the new pipe.

**XI. ASPHALT PAVEMENT**

Where the work encroaches on the existing asphalt roadway at Road 5 East and the County Road 18/ County Road 18 intersection, the Contractor shall neatly saw cut the asphalt and same shall be restored with fully compacted Granular "A" backfill and a minimum of 100mm thick hot mix asphalt, to be placed in a

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minimum two (2) equal lifts, or to the existing asphalt thickness if greater, to match the existing roadway elevation. All road asphalt shall be saw cut to a point 150mm beyond the trench limits and shall be restored as shown in the **"Road Crossing Backfill Detail"** on Sheet 2 of the accompanying drawings. The Contractor shall be required to dispose of all removed asphalt material, and shall compact the Granular "A" as well as the hot mix asphalt to 100% of Standard proctor Density, and complete all of the roadway restoration to the full satisfaction of the County of Essex Roads Department, the Town Drainage Superintendent, and the Consulting Engineer.

The Contractor shall supply and place hot-mix asphaltic concrete pavement, conforming to OPSS Form 310, base course Type Superpave 19 and Superpave 12.5 surface course. The Contractor shall supply asphaltic mix designs to the Engineer for approval prior to any asphalt being laid.

All equipment used for placing and compacting the asphalt shall be approved by the Engineer. A paver shall be used for spreading and initial compaction of the asphalt. It shall be equipped with a distributing screw in front, adjustable screeds and be capable of spreading the mixture without segregation, in thickness from 12.5mm to 75mm and in width from a minimum of 1.8m to a maximum width of 4.0m, in increments of 0.15m. It shall also be equipped with a 3.0m straight edge for detecting variations from horizontal of 3.8mm in 3.0 metres.

The Contractor shall spread and compact the course of asphaltic concrete on a dry and solid base. The asphaltic concrete pavement delivered shall have a minimum temperature of 118 degrees Celsius (245 degrees F) and a maximum temperature of 150 degrees Celsius (300 degrees F) after spreading and prior to initial rolling. The Engineer shall reject any material which does not meet temperature requirements.

The Contractor shall hand spread asphaltic concrete at base widening, deep or irregular sections, intersections, turnouts, etc.

The asphaltic concrete shall be rolled in accordance with OPSS Form 310. The contractor shall compact the asphaltic concrete until 97% of the density achieved in the laboratory has been reached. Hand tampers shall be used to compact asphaltic concrete in areas where machines have no access.

All joints, curbs, gutters, manholes, catch water basins and other structures at the point of contact with the asphaltic concrete, shall be painted with SS-1 Emulsion, OPSS Form 1102 or approved equal. The Contractor shall repair any faulty work under the Engineer's supervision.



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**XII. REMOVALS**

Where existing culverts are to be replaced, the Contractor shall completely remove and dispose of all broken concrete slab pieces, concrete filled jute bags of the existing headwalls and decorative concrete curbs, as well as the deteriorated pipe and any deleterious materials that may be encountered in removing same. Furthermore, all unsuitable or deleterious materials from the excavation and removal of existing culverts, the granular approaches to the bridge or installation of new headwalls shall be hauled away and disposed of by the Contractor to a site to be obtained by it at its own expense. Likewise, where indicated in the plans, or in the Schedule of Items, or in the Specifications, the Contractor shall remove the existing culvert pipe and dispose of all of same at a site to be obtained by it at its own expense. In all cases, the disposal of any trucked material with be the responsibility of the Contractor and it shall ensure that any permits required for fill disposal are obtained from the appropriate authority. The Contractor will be responsible for keeping all private and public roadways free and clear of mud and debris resulting from its use of same for access and hauling purposes.

The Contractor shall divert existing swales and tiles or pipes where they are impacted by the new bridge structures. The Contractor shall remove and dispose of unsuitable existing tile and extend and divert the tile with the same size Big 'O' Boss 2000 or equal material in general conformance with the **"Lateral Tile Outlet Detail"** on Sheet 4 of the accompanying drawings.

**XIII. GENERAL EROSION PROTECTION**

At the locations indicated on the plans, the Contractor shall protect the drain bank utilizing general erosion protection. Once the Contractor has cut and shaped the drain bank, the Contractor shall supply all material and labour to place general erosion protection on the banks of the drain as determined by the Town Drainage Superintendent or the Consulting Engineer during construction.

At the locations identified within the plans, the general erosion protection is to be embedded into the side slopes of the drain a minimum thickness of 305mm (12") and same shall be underlain in all cases with a non-woven synthetic filter mat. The Contractor shall protect the existing rock protection or restore all disturbed rock protected areas. For all other general erosion protection installations, the rock protection is to be embedded into the side slopes of the drain a minimum thickness of 305mm (12") and same shall be underlain in all cases with a non-woven synthetic filter mat. As part of the erosion protection, the Contractor shall also construct a 450mm (18") thick and 450mm (18") wide keyway along the toe of the slope of the drain, as illustrated within the **"Standard Erosion Protection Detail"** on Sheet 4 of the plans. Furthermore, all

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rock material shall be underlain with a non-woven synthetic filter mat. The synthetic filter mat shall not only be laid along the flat portions of the quarried limestone protection, but is also to be contoured to the exterior limits of same between the quarried limestone and the unprotected drain side slope. The Contractor, in placing the general erosion protection, shall carefully tamp the quarried limestone pieces into place with the use of the excavator bucket so that said protection, when completed, will be consistent, uniform, and tightly laid, and in no instance shall the quarried limestone pieces protrude beyond the exterior contour of the unprotected drain side slopes along either side of the drain. The general erosion protection shall be installed so that it extends up on the drain side slope as shown and detailed on the cross sections included within the plans. The synthetic filter mat to be used shall be non-woven, Geotextile GMN 160 conforming to O.P.S.S. 1860 Class I, as available from Armtec Construction Products, or equal. The quarried limestone to be used shall be graded in size from a minimum of 100mm (4") to a maximum of 250mm (10"). Said rock is available from Amherst Quarries Ltd. in Amherstburg, Ontario, or equal.

**XIV. SLOPED QUARRIED LIMESTONE END PROTECTION**

Once the new aluminized steel corrugated pipe has been set in place, the Contractor shall install sloped quarried limestone end protection at both ends of each access, where identified within the accompanying drawings. The top 305mm (12") of backfill material over the ends of the corrugated steel pipe, from the invert of said pipe to the top of the driveway elevation of the access bridge, shall be quarried limestone. The quarried limestone shall be provided as shown and detailed on the plans or as indicated in the Standard Specifications in **Appendix "C"**. The quarried limestone to be placed on the sloped ends of the access bridge or enclosure shall be underlain with a synthetic **non-woven** geotextile filter fabric. The sloped quarried limestone protection is to be rounded as shown on the plan details and shall also extend along the drain side slopes to a point directly in line with the ends of the culvert pipe. The road side approach to the entrance shall be provided with a minimum 5.0m radius at each end of the driveway entrance. All work shall be completed to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer.

The quarried limestone shall be provided as is shown and detailed and shall vary in size from a minimum of 100mm (4") to a maximum of 250mm (10"). The quarried limestone pieces shall be carefully tamped into place with the use of a shovel bucket so that, when complete, the quarried limestone erosion protection shall be consistent, uniform, and tightly laid in place. Prior to placing the quarried limestone, the Contractor shall place non-woven geotextile filter fabric "GMN160" conforming to O.P.S.S. 1860 Class 1 or approved equal, as an underlay. The Contractor shall take extreme care not to damage

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the geotextile filter fabric when placing the quarried limestone. The placement of the geotextile filter fabric and the quarried limestone, and the completion of the quarried limestone erosion protection shall be conducted to the full satisfaction of the Town Drainage Superintendent or Consulting Engineer.

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

**XV. PRECAST INTERLOCKING CONCRETE BLOCK HEADWALLS**

Once the new aluminized steel corrugated pipe has been set in place, the Contractor shall construct precast interlocking concrete block headwalls at both ends of the access, where identified within the accompanying plans. The precast interlocking concrete block headwalls are to be provided and laid out as is shown and detailed in the accompanying drawing, and as is noted in the Standard Specifications in **Appendix "C"**.

The standard precast interlocking concrete blocks shall be rectangular in shape with square corners and be a minimum size of 600mm x 600mm x 1200mm (2' x 2' x 4'), as available from Underground Specialties Inc., or equal. Blocks with modified lengths may be utilized to fill in staggered sections of the block wall. All blocks shall be cast in one pour with no cold joints and shall have a minimum compression strength of 20MPa at 28 days. All precast concrete blocks shall be formed with interlocking pockets and tenons and each block shall be assembled in a staggered formation to prevent sliding at the interface between blocks. All precast concrete blocks shall be uniform in size with relatively smooth and consistent joints. All precast concrete blocks shall have a relatively smooth and consistent exterior finish for all blocks above the invert of the culvert. Each block shall be fitted with a lifting ring that will not interfere with the assembly of the block wall once they are set in place. Cap blocks shall be utilized on the top course of the wall with the top of the cap blocks having a smooth, uniform finish.

Precast interlocking blocks that abut the culvert pipe shall be cut and shaped to fit closely around the perimeter of the pipe. The face of the wall shall not extend beyond the end of the pipe. All minor gaps between the blocks and the pipe shall be sealed with non-shrink grout for the full depth of the blocks. At the base of the wall, a base block shall be used at the

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bottom of the interlocking block wall. The base block shall be founded on a firm solid base. When necessary, the Contractor shall provide a minimum of 150mm thickness of level compacted granular bedding, or a lean concrete footing, as a firm foundation for the blocks. The base block shall be set level and shall convey a batter of 1 unit horizontal for every 5 units of vertical distance throughout its full height and shall include filter cloth behind the wall for the full height of the blocks to prevent soil migration through any joints. Filter cloth fabric shall be non-woven geotextile material and be minimum GMM-160 meeting O.P.S.S. Class I. The non-woven filter cloth are available from Armtex Construction Products, or equal.

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

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

The precast interlocking concrete block headwalls shall be installed on an inward slope no steeper than the specified batter, and shall extend from the end of the Aluminized Steel Corrugated Hel-Cor Pipe to the top elevation of the driveway. The precast interlocking concrete block headwall shall be installed perpendicular to the drain banks. The top elevation of the headwalls, opposite the travelled roadway, are to be set no less than 75mm (3"), below the existing ground elevation. The alignment of these headwalls shall be performed to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer.

The installation of the precast interlocking concrete block headwalls and the placement of the backfill shall be carried out at the same time and shall be provided in total compliance with Item 1, Item 3, and Item 4 of the **"STANDARD SPECIFICATIONS FOR ACCESS BRIDGE CONSTRUCTION INCLUDING ENDWALL TREATMENT, BACKFILLING AND INSTALLATION PROCEDURES"**. These are attached to the back of these specifications and labeled **Appendix "C"**. The Contractor shall also comply in all respects with the General Conditions included in Item 4 and the **"Typical Precast Interlocking Concrete Block Headwall End Protection Detail"** shown on Sheet 2 of the accompanying drawings. The installation

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of the precast interlocking concrete block headwalls shall also comply with the "Block Headwall Installation Instructions for Culverts" provided by Underground Specialties Inc., as outlined in **Appendix "C"**.

**XVI. BENCHMARKS**

Also, for use by the Contractor, we have established Benchmarks along the course of the work and especially at the locations where structures are being replaced.

For each of the structures, the plans include details illustrating the work to be carried out. For each bridge detail a Benchmark has been indicated and the Elevation has been shown and may be utilized by the Contractor in carrying out its work. The Contractor shall note that in each case a specific design elevation grade has been provided for the invert at each end of the pipe in the table accompanying each detail. The table also sets out the pipe size, materials, and other requirements relative to the installation of the culvert structure. In all cases, the Contractor is to utilize the specified drain grade to set any new pipe installation. The Contractor shall ensure that it takes note of the direction of flow and sets all pipes to assure that all grades flow from upstream to downstream to match the direction of flow within the drain. The Contractor's attention is drawn to the fact that the pipe invert grades established herein provide for the pipes to be set approximately 10% of their diameter below the existing drain bottom or the design grade of the drain, whichever is lower.

**XVII. ANCILLARY WORK**

During the course of any repair or improvements to the structures, the Contractor will be required to protect or extend any existing tile ends and connect them to the drainage works to maintain the drainage from the adjacent lands. All existing tiles shall be extended utilizing solid standard duty High Density Polyethylene (H.D.P.E.) or equal plastic pipe of the same diameter as the existing tile and shall be installed in accordance with the **"Standard Lateral Tile Detail"** included in the plans, unless otherwise noted. Connections shall be made using a manufacturer's coupling wherever possible. For other connections, the Contractor shall utilize a grouted connection. Grouted mortar joints shall be composed of three (3) parts of clean, sharp sand to one (1) part of Portland cement with just sufficient water added to provide a stiff plastic mix, and the mortar connection shall be performed to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer. The mortar joint shall be of a sufficient mass around the full circumference of the joint on the exterior side to ensure a tight, solid seal. The Contractor is to note that any intercepted pipes along the length of the existing culverts are to be extended and diverted to the downstream end of the new

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culvert unless otherwise noted in the accompanying drawings. All cuts or nicks to steel structures shall be touched up with a thick coat of zinc rich paint (Galvicon or equal) in accordance with the manufacturer's recommendations.

The Contractor shall also be required as part of the structure replacements to excavate and widen the drain bottom where required to fit the new pipes in order to provide a smooth transition between the new bridge culvert installations and the existing drain.

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

Each driveway access shall have a minimum top width of 6.10 metres (20.0ft.) and the roadside approach entrance shall be provided with a minimum 5.0 metre radius starting at the edge of the gravel shoulder, as shown and detailed in the plans. The Contractor shall provide a minimum of 300mm thick of compacted Granular "A" for the full width of the driveway access and shall be transitioned to the existing driveway width as outlined within the accompanying drawings.

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

**GENERAL CONSTRUCTION PROVISIONS**

The Contractor is to note that several legal survey bars exist within the work area and it is to take whatever steps necessary to protect all of same. If any iron bars are damaged or removed by the Contractor, it shall arrange for an Ontario Land Surveyor licensed in the Province of Ontario to restore same, all at its cost.

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The alignment of drains throughout shall be to the full satisfaction of the Municipal Drainage Superintendent. The whole of the work shall be done in a neat, thorough and workmanlike manner to the full satisfaction of the Municipal Drainage Superintendent.

The Contractor shall satisfy itself as to the exact location, nature and extent of any existing structure, utility or other object that it may encounter during the course of the work. The Contractor shall indemnify and save harmless, the Municipality and the Engineer for any damages which it may cause or sustain during the progress of the work. The Contractor shall not hold the Municipality or the Engineer liable for any legal action arising out of any claims brought about by such damage caused by it.

All of the work required towards the installation and improvements to all access bridges shall be performed in a neat and workmanlike manner and the general site shall be restored to its' original condition, and all of same is to be performed to the full satisfaction of the Town Drainage Superintendent and the Consulting Engineer.

**XVIII. UTILITIES**

All pipe shall be laid in trenches in the general location shown on the accompanying drawings or as may be specifically directed and laid out by the Engineer at the time of construction. The trench shall be located to clear all existing utilities and structures above, on, or below the ground level. The Contractor will be responsible at all times for complete investigation to determine the location of all such utilities or structures known or unknown, and it shall indemnify and save harmless the Engineer and the Municipality for any responsibility, injury, or liability arising from any damage to such utilities or structures by the Contractor.

The Contractor shall protect all other services located in the vicinity of the proposed drainage works including any sanitary sewers and connections, watermains and connections, telephone, hydro and gas services, along with any private systems and services. Any damaged components shall be replaced by the Contractor, totally at its own expense and it shall fully restore the functionality of same.

The Contractor shall further contact or notify such Utility Company or Commission of its intention to carry out work in the area and co-operate with such Utility Company or Commission in the location, maintenance and preservation of all such utilities. The location of the pipes and appurtenances as shown on the drawings is approximate and may be changed by the Engineer if deemed advantageous for the progress of the work.

Should the Contractor discover any conflicts with existing utilities during the course of the work, the Contractor shall



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give that utility the opportunity to make adjustments to their plant if required. This work shall be done at the expense of the utility pursuant to Section 26 of the Drainage Act.

**XIX. TOPSOIL, SEED AND MULCH**

As part of the project, all disturbed and newly filled areas shall be covered with approximately 100mm of scavenged topsoil, fine graded and readied for the seeding and mulching process. If there is a shortage of scavenged topsoil material, the Contractor shall supply the balance of the topsoil needed, all at its own expense. Along the frontage of residential properties, the lawn areas shall be restored by the placement of good quality OSECO Lawn Seed Mixture Canada No. 1 or equal. All existing roadway grass boulevard areas and open drain side slopes shall be restored utilizing a seed and mulch mixture which shall thoroughly restore same to their pre-construction conditions, or better. The placing and grading of all topsoil shall be carefully and meticulously carried out according to Ontario Provincial Standard Specifications, Form 570, dated November 2007, or as subsequently amended or as amended by these Specifications.

The Contractor is advised that control of erosion and sedimentation is a major requirement of this project. The Contractor will be expected to implement control measures including, but not limited to, utilizing silt fences and straw bales in the swale and drain bottoms to reduce the amount of sediment escaping downstream into the receiving water bodies. Said work shall be carried out in general conformance with Ontario Provincial Standard Specifications, Form 577, dated November 2006, or as subsequently amended or as amended by these Specifications. As an integral part of the sedimentation control, the Contractor will be required to carry out seeding and mulching on a timely basis so that no portion of the new swales or newly filled areas or open drain restored areas are left exposed for an extended period of time.

The seeding and mulching operations shall be carried out according to Ontario Provincial Standard Specifications, Form 572, dated November 2003, or as subsequently amended or as amended by these Specifications.

As part of the seeding and mulching operation, the Contractor will be required to provide either a hydraulic mulch mix or spread straw mulch with an adhesive binder in accordance with O.P.S.S. 1103.05.03, dated November 2007, or as subsequently amended, to ensure that the grass seed will be protected during germination and provide a thick uniform cover to protect against erosion, where necessary. The Contractor shall provide for the watering of newly seeded areas in accordance with O.P.S.S. requirements, and as part of the work, the Contractor must provide a full one (1) year guarantee on all seeding and mulching work, and will be required to repair all areas that erode or where the grass cover fails to catch. All work shall be meticulously done and completed

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in a good and workmanlike manner to the complete satisfaction of the Town Drainage Superintendent and the Consulting Engineer.

**XX. SPECIAL PROVISIONS FOR REPLACEMENT AND IMPROVEMENTS**

The Contractor shall provide for the construction and improvements to the structures along the McDonald Drain. We are providing below not only the general description of the works being carried out for each structure, but also detailed information regarding any special provisions also being provided as part of the structure improvements, as follows:

**Bridge ② (Bernardo & Margeretha Neufeld, 340-10200)**

The Contractor shall completely remove the existing corrugated steel pipe and end treatments and dispose of same as outlined previously in these specifications. In addition to the culvert pipe and headwalls, the Contractor shall also remove and dispose of the existing decorative concrete curb on both headwalls. The existing light fixtures attached to the existing curbs shall be removed and returned to the bridge owner. The Contractor shall then supply and install a new pipe as set out in the chart forming part of the details for **Bridge ②** on the plans. The Contractor shall note that the replacement culvert shall be shifted to the north and connected to the upstream culvert to the north, as identified within the plans. This connection shall include a shop fabricated aluminized steel welded saddle type catch basin and shall be fabricated in total compliance with the "**Bridge ② Saddle Type Catchbasin Detail**" shown on Sheet 4 of the accompanying drawings. The new access bridge shall be backfilled according to the preceding specifications, with the exception of the area between the new driveway and the existing driveway to the north. This area shall be backfilled according to the "**Typical Backfill Detail for Boulevard Areas**" included on Sheet 2 of the accompanying drawings.

The Contractor shall also note that the existing hedges north of the existing access bridge shall be removed in order to facilitate the new driveway location. These hedges shall be removed and re-planted to a location established by the Owner. The Contractor shall also protect all other existing trees located adjacent to the proposed driveway. All utility services shall be protected, with the exception of the hydro service connected to the existing light fixtures on the existing decorative concrete curbs. Furthermore, the existing mailbox, north of the existing driveway shall be relocated to the north end of the new driveway location. The Contractor shall provide a sloped quarried limestone end treatment at the south end of the new culvert installation, and extend same to the existing erosion protection already present. A gravel transition shall be installed from the new driveway topwidth to the existing driveway at a point approximately 10.50 metres west of the right-of-way limit. All works shall be carried out in accordance with these specifications and the accompanying drawings.

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**Bridge ④ (Heinrich & Agatha Janzen, 340-10105)**

The Contractor shall completely remove the existing corrugated steel pipe and end treatments and dispose of same as outlined previously in these specifications. The Contractor shall then supply and install a new pipe as set out in the chart forming part of the details for **Bridge ④** on the plans. The existing driveway top width is approximately 4.00 metres (13.12 ft.) wide. The replacement access bridge shall be installed with a standard 6.10 metres (20.00 ft.) driveway top width. As a result, the existing driveway shall be widened to the south to accommodate the new driveway top width. The Contractor shall protect all existing trees located adjacent to the existing driveway immediately north of the proposed existing structure. The Contractor shall further protect the existing utility services crossing the replacement access bridge. The Contractor shall provide sloped quarried limestone end treatments at each end the new culvert installation. A gravel transition shall be installed from the new driveway top width to the existing driveway at a point approximately 10.0 metres south of the property limit. All works shall be carried out in accordance with these specifications and the requirements in **Appendix "C"**.

**Road Crossing ⑦ (County Road 18, County of Essex)**

The Contractor shall completely remove the existing corrugated steel pipe and headwalls, and dispose of same as outlined previously in these specifications. The Contractor shall then supply and install a new pipe as set out within profile that form part of the details for **Road Crossing ⑦** of the plans. The Contractor shall note that the new culvert shall be fabricated with a welded stub, together with approximately 5.0 metres of 1800mm diameter aluminized steel Type II CSP extension, to receive flows from the 4th Concession Branch of the McDonald Drain. The Contractor shall provide interlocking concrete block headwalls, together with slope quarried limestone erosion protection, at each end of the new culvert installation. The interlocking concrete block headwalls shall be installed as per the configurations outlined within the preceding paragraphs and the accompanying detail.

The Contractor's attention is specifically drawn to the existing utilities located at the County Road 18/County Road 31 intersection. Union Gas and Bell Canada has recently relocated and lowered the existing gasmain and HDSL Cable that was in conflict with the existing road crossing culverts, along the north side of County Road 18. However, the abandoned infrastructure will conflict with the replacement of the road crossing culverts. Therefore, it is the Contractor's responsibility to coordinate with Union Gas and Bell Canada for 3rd party supervision by each Utility Company, to confirm whether the utility is "Dead or Alive". The Contractor shall note that when the abandoned line has been confirmed, the abandoned utility shall be removed within the trench width, pinched off and abandoned.

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It shall also be noted that the existing Bell cables on the south side of the County Road 18/County Road 31 intersection may partially conflict with the installation of the new road crossing culvert. It is anticipated that this conflict can be addressed by providing measures to partially expose a portion of these cables and carefully raise said cables above the new road crossing culvert. Any works to these cables shall be coordinated with Bell Canada for 3rd party supervision.

The Contractor shall also note that the existing hydro pole located at the south end of the County Road 18 road crossing culvert replacement will require the attention of Hydro One. The Contractor shall make arrangements with Hydro One to schedule a "Pole Hold" to ensure that the hydro pole is protected during the culvert replacement. Hydro One has specifically requested that the coordination shall be scheduled a minimum of 2 months prior to commencement of the road crossing replacement, and through the Consulting Engineer.

The Contractor's attention shall also be drawn to the existing watermain located on the south side of the County Road 18/County Road 31 intersection. This watermain shall be located and exposed prior to the replacement of the proposed road crossings culvert, to ensure that the structure will not conflict with same.

In the event that the existing utilities are still found to be in direct conflict with any of the new culvert pipes, then the Contractor is to immediately notify the Town Drainage Superintendent and/or the Consulting Engineer, together with the affected Utility Company, so that the necessary arrangements can be made to avoid conflict with the new culvert pipe. The Contractor shall not in any way perform any work on the utility without explicit permission and supervision from the Utility Company.

The Contractor shall also be required to carry out boulevard widening and improvements adjacent to the proposed headwalls. The Contractor shall also neatly sawcut, remove and restore the existing asphalt with the use of a minimum 100mm thick or match existing thickness of asphalt, with compacted hot mix asphalt placed in minimum two (2) 50mm thick lifts. The existing asphalt shall be carefully saw cut and disposed of. The placement of the new asphalt shall be in a diamond shape as illustrated within the accompanying plans and shall be placed as outlined within the preceding paragraphs.

The Contractor is to note that legal survey bars exist near each end of this road crossing and it is to take steps to protect same. If this iron bar is damaged by the Contractor in any way, it shall arrange for an Ontario Land Surveyor licensed in the Province of Ontario to restore same, all at its cost. Furthermore, all signs removed for the replacement of the existing road crossing culvert shall be replaced and restored to its original location.

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All the work associated with **Road Crossing ⑦** replacement and improvements shall be carried out to the full satisfaction of the Town Drainage Superintendent, the Consulting Engineer, and the County of Essex Roads Department. All works shall also be carried out in accordance with these specifications, the backfill detail identified on Sheet 2, and the requirements within **Appendix "C"**.

**Road Crossing ⑨ (Road 5 East, Town of Kingsville)**

The Contractor shall completely remove the existing corrugated steel pipe and headwalls, and dispose of same as outlined previously in these specifications. The Contractor shall then supply and install a new pipe as set out within profile that form part of the details for **Road Crossing ⑨** on the plans. The Contractor shall provide interlocking concrete block headwalls, together with slope quarried limestone erosion protection, at each end of the new culvert installation. The interlocking concrete block headwalls shall be installed as per the configurations outlined within the preceding paragraphs and the accompanying detail.

The Contractor's attention is specifically drawn to the existing gasmain located along the north side of Road 5 East. Union Gas has recently relocated and lowered the existing gas main that was in conflict with the existing road crossing culvert. However, the abandoned infrastructure is still in conflict with the replacement of the road crossing culvert. Therefore, it is the Contractor's responsibility to coordinate with Union Gas for 3rd party supervision, to confirm whether the utility is "Dead or Alive". The Contractor shall note that when the abandoned line has been confirmed, the abandoned utility shall be removed within the trench width, pinched off and abandoned.

In the event that the existing utilities are still found to be in direct conflict with the new culvert pipes, then the Contractor is to immediately notify the Town Drainage Superintendent and/or the Consulting Engineer, together with the affected Utility Company, so that the necessary arrangements can be made to avoid conflict with the new culvert pipe. The Contractor shall not in any way perform any work on the utility without explicit permission and supervision from the Utility Company.

The Contractor shall also be required to carry out boulevard widening and improvements adjacent to the proposed headwalls. The Contractor shall also neatly sawcut, remove and restore the existing asphalt with the use of a minimum 100mm thick or match existing thickness of asphalt, with compacted hot mix asphalt placed in minimum two (2) 50mm thick lifts.

All the work associated with **Road Crossing ⑨** replacement and improvements shall be carried out to the full satisfaction of the Town Drainage Superintendent, the Consulting Engineer, and the Town Public Works Department. All works shall also be

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carried out in accordance with these specifications, the backfill detail identified on Sheet 2, and the requirements within Appendix "C".

**XXI. GENERAL CONDITIONS**

- a) The Town Drainage Superintendent or Consulting Engineer shall have authority to carry out minor changes to the work where such changes do not lessen the efficiency of the work.
- b) The Contractor shall satisfy itself as to the exact location, nature and extent of any existing structure, utility or other object which it may encounter during the course of the work. The Contractor shall indemnify and save harmless the Town of Kingsville and the Consulting Engineer and its' representatives for any damages which it may cause or sustain during the progress of the work. It shall not hold the Town of Kingsville or the Consulting Engineer liable for any legal action arising out of any claims brought about by such damage caused by it.
- c) The Contractor shall provide a sufficient number of layout stakes and grade points so that the Drainage Superintendent and Consulting Engineer can review same and check that the work will generally conform with the design and project intent.
- d) The Contractor will be responsible for any damage caused by it to any portion of the Municipal road system, especially to the travelled portion. When excavation work is being carried out and the excavation equipment is placed on the travelled portion of the road, the travelled portion shall be protected by having the excavation equipment placed on satisfactory timber planks or timber pads. If any part of the travelled portion of the road is damaged by the Contractor, the Town shall have the right to have the necessary repair work done by its' employees and the cost of all labour and materials used to carry out the repair work shall be deducted from the Contractor's contract and credited to the Town. The Contractor, upon completing the works, shall clean all debris and junk, etc., from the roadside of the drain, and leave the site in a neat and workmanlike manner. The Contractor shall be responsible for keeping all public roadways utilized for hauling materials free and clear of mud and debris.
- e) The Contractor shall provide all necessary lights, signs, and barricades to protect the public. All work shall be carried out in accordance with the requirements of the Occupational Health and Safety Act, and latest amendments thereto. A Traffic Control Plan is required on this project. The Traffic Control Plan is to comply with The Ontario Traffic Manual's Book 7 for Temporary Conditions. A suitable Traffic Control Plan must be submitted to the Consulting Engineer,

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the Town and/or the County of Essex for approval, where applicable.

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

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



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- k) The Contractor shall be required, as part of this Contract, to provide Comprehensive Liability Insurance coverage for not less than \$5,000,000.00 on this project unless otherwise established in the Tender Documents, and shall name the Town of Kingsville and its' officials, and the Consulting Engineer and its staff as additional insured under the policy. The Contractor must submit a copy of this policy to both the Town Clerk and the Consulting Engineer prior to the commencement of work.
- l) Monthly progress orders for payment shall be furnished the Contractor by the Town Drainage Superintendent. Said orders shall be for not more than 90% of the value of the work done and the materials furnished on the site. The paying of the full 90% does not imply that any portion of the work has been accepted. The remaining 10% will be paid 45 days after the final acceptance and completion of the work and payment shall not be authorized until the Contractor provides the following:
- i) a Certificate of Clearance for the project from the Workplace Safety and Insurance Board
  - ii) proof of advertising
  - iii) a Statutory Declaration, in a form satisfactory to the Consulting Engineer and the Town, that all liabilities incurred by the Contractor and its Sub-Contractors in carrying out the Contract have been discharged and that all liens in respect of the Contract and Sub-Contracts thereunder have expired or have been satisfied, discharged or provided for by payment into Court.
- The Contractor shall satisfy the Consulting Engineer or Town that there are no liens or claims against the work and that all of the requirements as per the Construction Lien Act, 1983 and its' subsequent amendments have been adhered to by the Contractor.
- m) In the event that the Specifications, Information to Tenderers, or the Form of Agreement do not apply to a specific condition or circumstance with respect to this project, the applicable section or sections from the Canadian Construction Documents Committee CCDC shall govern and be used to establish the requirements of the work.



## APPENDIX "A"



**E.R.C.A.**  
**CORRESPONDENCE**



**Subject:** RE: McDonald Drain Improvements - Town of Kingsville - D13-028

**From:** Cynthia Casagrande <CCasagrande@erca.org>

**Date:** 1/18/2017 2:42 PM

**CC:** John Henderson <JHenderson@erca.org>

**To:** Tony Peralta <tony@peraltaengineering.com>

Dear Tony:

We have had an opportunity to review the preliminary information contained in your email below regarding proposed improvements to the McDonald Drain and the 4 culvert replacements. We find this preliminary information acceptable. We look forward to receiving a draft report for our review and comment.

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

Yours truly,

*Cynthia Casagrande*

Regulations Coordinator

Essex Region Conservation Authority

360 Fairview Avenue West, Suite 311

Essex ON N8M 1Y6

(519) 776-5209, Ext. 349

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

**Sent:** Wednesday, January 11, 2017 4:28 PM

**To:** Cynthia Casagrande <CCasagrande@erca.org>; John Henderson <JHenderson@erca.org>

**Subject:** Re: McDonald Drain Improvements - Town of Kingsville - D13-028

Cynthia and John;

My apologies for not including the attachment in my original email. Attached is the 2008 Updated Maintenance Schedule plan, as previously referenced.

Thank you for your time and attention to this matter.

Regards,

Tony Peralta, P.Eng.

N.J. Peralta Engineering Ltd.

45 Division Street North

Kingsville, ON

N9Y 1E1

(519) 733-6587 office

(519) 733-6588 fax

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

**Subject:** Re: McDonald Drain Improvements - Town of Kingsville - D13-028

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

**To:** Cynthia Casagrande <[CCasagrande@erca.org](mailto:CCasagrande@erca.org)>



Cc: John Henderson <[JHenderson@erca.org](mailto:JHenderson@erca.org)>, Ken Vegh <[kvegh@kingsville.ca](mailto:kvegh@kingsville.ca)>, Diane Broda <[dbroda@kingsville.ca](mailto:dbroda@kingsville.ca)>

Date: Wed Jan 11 2017 16:21:50 GMT-0500 (Eastern Standard Time)

Good afternoon Cynthia;

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

As identified in our previous correspondence, we were appointed by the Town of Kingsville, under Section 78 of the Drainage Act, to investigate the cause of water backup within the upper portion of the McDonald Drain. As part of these investigations we have determined that this drain is subject to significant sediment accumulation due to the erosive soil conditions and extremely flat drain grade (0.04%). Through discussions with the affected upstream landowner (who submitting the request), at this time we do not intend on performing any major improvements to the open channel of the McDonald Drain, other than implementing a more frequent drain maintenance program. However, through our investigations, we have found that there are access bridges and road crossings culverts that are in very poor condition and require replacement. With the replacement of these structures, the new culverts can be lowered to provide improvements to the design grades and the carrying capacity of the drain, near the downstream section of the drain.

As a result of the above, we will be replacing two (2) existing access bridges and two (2) road crossing culverts, along with providing new design profile grades for the entire length of the above noted drain. Please note that the following bridge numbers are consistent with the 2008 Updated Maintenance Schedule for the McDonald Drain prepare by our office. A copy of the 2008 plan is attached for your reference.

**Bridge #2 - Bernardo & Margeretha Neufeld (340-10200), 2477 County Road 31** - The existing access bridge for the subject residential lands currently consists of a 7.0m long 1700mm+/- CSP with stacked concrete pieces headwall. Immediately upstream of this bridge (approx. 10.0m) is a newer 14.0m long 1800mm dia CSP access bridge, with sloped quarried limestone end protection. Immediately downstream of this bridge (approx. 48.0m) is a 14.0m long 1800mm dia CSP access bridge with sloped quarried limestone end protection. Based on our evaluation, we propose to install a 2000mm dia. CSP pipe, embedded approximately 200mm below the design grade of the drain.

**Bridge #4 - Heinrich & Agetha Janzen (340-10105), 2481 County Road 31** - The existing access bridge for the subject residential lands currently consists of a 7.4m long 2200x1350mm CSP Arch with stacked concrete pieces headwall. Immediately upstream of this bridge (approx. 38.0m) is a 13.0m long 1800mm dia CSP sloped quarried limestone end protection. Immediately downstream of this bridge (approx. 48.0m) is a newer 14.0m long 1800mm dia CSP access bridge, with sloped quarried limestone end protection. Based on our evaluation, we propose to install a 2000mm dia. CSP pipe, embedded approximately 200mm below the design grade of the drain.

**Road Crossing #7 - County Road 18 Road Crossing (County of Essex)** - The existing road crossing culvert currently consists of a 19.2m long 2200x1350mm CSP Arch with stacked concrete pieces headwall. Approximately 225.0m upstream of this bridge is a 17.4m long 1800mm dia CSP sloped quarried limestone end protection. Approximately 108.0m downstream of this bridge is an enclosure consisting of 55.8m long 1800mm dia CSP access bridge, with vertical headwalls. Based on our evaluation and the sizing requirements for a road crossing, we

propose to install a 3300x2080mm CSP Arch pipe, embedded approximately 300mm below the design grade of the drain. Based on our discussions with the County of Essex, we are proposing to extend the north end of the road crossing culvert beyond the 4th Concession Branch of the McDonald Drain and provide an outlet stub for this intersecting drain. This culvert is being extended in order to provide for a safer intersection.

**Road 5 East Road Crossing (Town of Kingsville)** - The existing road crossing culvert currently consists of a 14.5m long 375mm/450mm CSP pipe with earthen end treatments. This crossing serves as an outlet for the roadside ditch on the north side of Road 5 East. Therefore, there are no culverts upstream of said road crossing. Approximately 1329m downstream of this road crossing is a bridge consisting of 17.4m long 1800mm dia CSP sloped quarried limestone end protection. Based on our evaluation, we propose to install a 700mm dia. CSP pipe across Road 5 East.

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

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

Regards,

Tony Peralta, P.Eng.

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

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

Subject: Re: McDonald Drain Improvements - Town of Kingsville - D13-028

From: Cynthia Casagrande <[CCasagrande@erca.org](mailto:CCasagrande@erca.org)>

To: Tony Peralta <[tony@peraltaengineering.com](mailto:tony@peraltaengineering.com)>, John Henderson <[JHenderson@erca.org](mailto:JHenderson@erca.org)>

Cc: "Ken Vegh" <[kvegh@kingsville.ca](mailto:kvegh@kingsville.ca)>, "Diane Broda" <[dbroda@kingsville.ca](mailto:dbroda@kingsville.ca)>

Date: Wed Dec 04 2013 16:59:44 GMT-0500 (Eastern Standard Time)

Dear Tony:

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

A review of our floodplain mapping for the McDonald Drain indicates that this drain is located within an area that is under the jurisdiction of the Essex Region Conservation Authority (ERCA) (Section 28 of the *Conservation Authorities Act*.) Prior to undertaking

works, a permit is required from this office.

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

With respect to the DFO concerns and comments, as of November 25, 2013 due to the amendments of the *Fisheries Act* coming into effect, the existing partnership agreements between DFO and CAs are null and void. DFO is providing all Conservation Authority staff information on the amended Act and DFO's new policies on December 10<sup>th</sup>. Once this office has received the revised information, we will then be able to provide direction and clarification on the processes involved to you.

We look forward to working with you to get this project going. If further information or clarification is required, please do not hesitate to contact this office.

Yours truly,

40logo.jpg

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

---

**From:** Tony Peralta [<mailto:tony@peraltaengineering.com>]  
**Sent:** Wednesday, November 27, 2013 3:36 PM  
**To:** John Henderson  
**Cc:** Cynthia Casagrande; Ken Vegh; Diane Broda  
**Subject:** McDonald Drain Improvements - Town of Kingsville - D13-028

Good afternoon John;

We have been appointed by the Town of Kingsville, under Section 78 of the Drainage Act, to investigate and provide an engineer's report for the McDonald Drain. The McDonald Drain is located along the west side of County Road 18 and outlets into the top end of the Sturgeon Creek Drain. Attached is a plan illustrating the general location and the watershed limits of the McDonald Drain.

The request was to investigate the cause of water backup within the upper end of the McDonald Drain. As part of our investigations, we intend on surveying the drain and bridges within the entire length of the drain. As a result, we may be required to do some drain improvements and possibly some access bridge replacements. However, at this stage, it is too premature to identify the extents of the work.

At this time, we would appreciate ERCA/DFO comments, concerns or considerations that may impact this project. We understand that we are at the early stages of this project and the works required is not yet identified. However, we intend on maintaining close consultation with your office to address our findings and recommendations.

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

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

--

Regards,

Tony Peralta, P.Eng.

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

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



## Best Management Practices – Culvert Replacements in Municipal Drains

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

### Potential Impacts to Fish Habitat

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

### Requirements

The following requirements must be met:

- There are no aquatic Species at Risk present in the work zone or impact zone. To confirm there are no aquatic Species at Risk present, refer to the document, A Guide for Interpreting Fish and Mussel Species at Risk Maps in Ontario which can be found at: <http://www.dfo-mpo.gc.ca/Library/356763.pdf>. Links for Ontario Conservation Area specific fish and mussel maps that include critical habitat extents and a list of aquatic Species at Risk found within the conversation authority boundary can be found on Page 5 of A Guide for Interpreting Fish and Mussel Species at Risk Maps in Ontario.
- The culvert is embedded into the streambed and must allow for the free passage of fish.
- The work involves like-for-like replacements of existing road or private access culverts on all drain types without SAR.
- On C and F Drains only, this can also include replacements with extensions and end walls for the purposes of providing the property or road with safe access, but the project permanent footprint will not increase more than 250 m<sup>2</sup> below the high water mark.
- The project does not involve replacing a bridge or arch with one or more culverts installed in parallel or a larger-diameter culvert with more than one culvert installed in parallel.



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

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

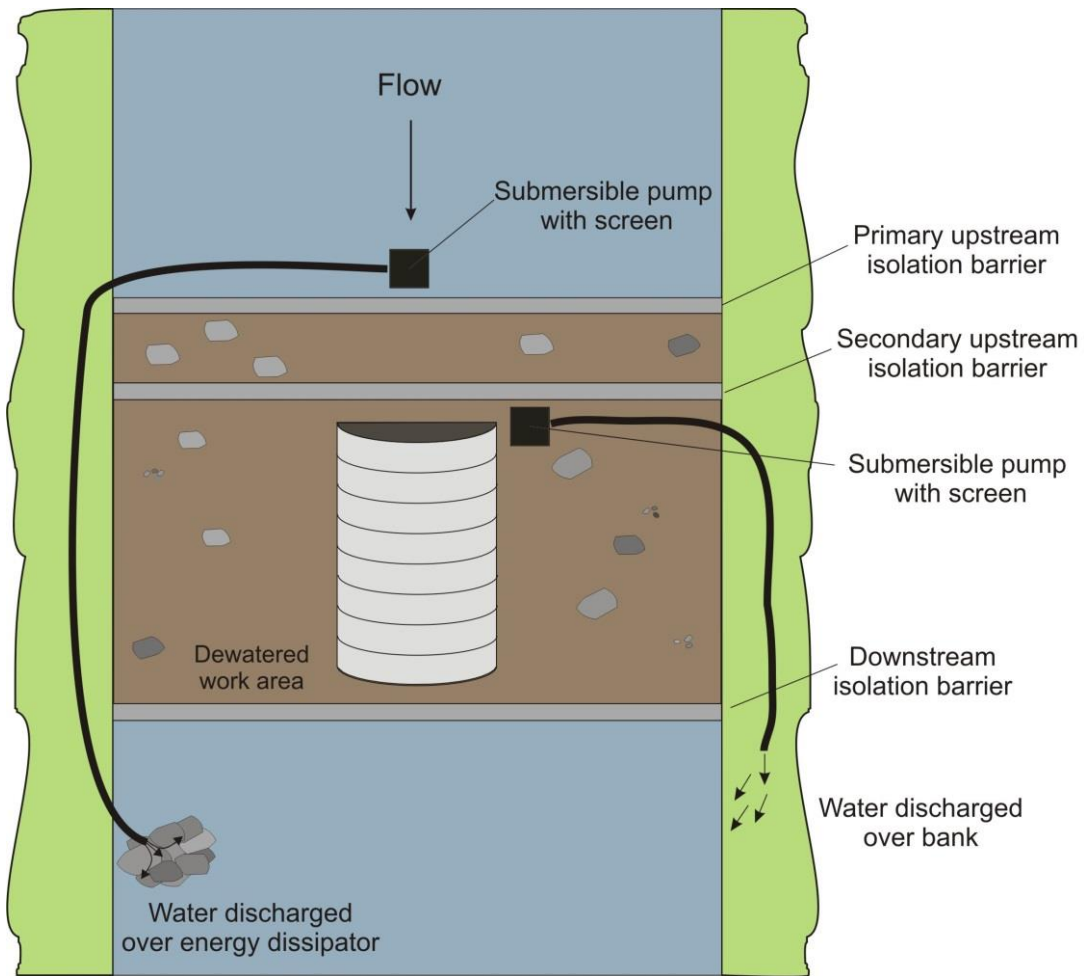
### **Culvert Removal Methodology**

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

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



**Figure 2. Isolation of Site**



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

## Timing Windows

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



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

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

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

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

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

### Standard Measures to Avoid Causing *Serious Harm to Fish*

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

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

## **APPENDIX “B”**

Note: The Endangered Species Act Review attachments have not been included herein. However, these attachments shall be included as part of the Tender Documents for use by the Contractor, during construction. A copy of these attachments shall be available for viewing at the Municipal Office for those interested.







# CORPORATION OF THE TOWN OF KINGSVILLE

2021 Division Road North  
Kingsville, Ontario N9Y 2Y9

Phone: (519) 733-2305 FAX: (519) 733-8108  
kvegh@kingsville.ca

**Subject: Endangered Species Act Review**

Dear: Tony

The Town of Kingsville has completed a review of works completed at the above-noted site. Provisions of the Endangered Species Act may apply at this site. Accordingly, the Drainage Department has provided the following comments for your consideration and attention.

**A. BACKGROUND:**

In accordance with Section 78 of the Drainage Act the following works have been proposed for the McDonald Drain within the Town of Kingsville.

Work to be completed: Investigate possible solutions to improve the functionality of the drain

It is anticipated that the project will take 14 days to complete with improvements beginning fall/winter, 2014.

**B. ENDANGERED SPECIES ACT MUNICIPAL AGREEMENT:**

Please be advised that the Town of Kingsville has entered into an agreement with the Ministry of Natural Resources under Section 23 of the Ontario Regulation 242/08 of the Endangered Species Act. This noted agreement allows the municipality to review drainage projects under the following sections of the Drainage Act to determine potential impact on Endangered Species identified as existing within the Town of Kingsville:

- a) Section 3(18) of the Drainage Act – Maintenance of a ditch constructed under the former Ditches and Watercourses Act;
- b) Section 74 of the Drainage Act – Maintenance and repairs of existing drains;
- c) Section 77 & 78 of the Drainage Act – Improvement of existing drains;
- d) Section 124 of the Drainage Act – Emergency work



Since the proposed work on the McDonald Drain will be completed under Section 78 of the Drainage Act, please be advised that the Town of Kingsville has completed the review of the endangered species under the Endangered Species Act.

The following is a list of the endangered species which may be encountered at the project site.

**1. Fish Species**

Drainage Department review of the Sensitive Areas Map for Fish Species at Risk showed no presence of endangered fish species in the proposed construction site.

**2. Mussels Species**

Drainage Department review of the Sensitive Areas Map for Mussels Species at Risk showed no presence of endangered mussel species in the proposed construction site.

**3. Turtle Species**

Drainage Department review of the Sensitive Areas Map for Turtle Species at Risk showed no presence of endangered turtle species in the proposed construction site.

**4. Snake Species**

Drainage Department review of the Sensitive Areas Map for Snake Species at Risk identifies the presence of endangered snake SPECIES. The Endangered Species Act agreement identifies the Butler's Garter Snake as threatened and the Eastern Foxsnake as endangered. Attached is a Snake's for Ontario Identifier Guide for further information.

**Or**

Drainage Department review of the Sensitive Areas Map for Snake Species at Risk showed no presence of endangered snake species in the proposed construction site.

**C. EXECUTIVE SUMMARY:**

Based on the review of the Endangered Species Act Municipal Agreement, please be aware of the following endangered species that may be present during construction:

- a) The Endangered Species Agreement identifies the proposed work area as an area that is sensitive for turtles and snakes as threatened under the Endangered Species Act. The mitigation plan and MNR Factsheet for snakes and turtles is attached.

The Contractor must be familiar with the mitigation plans and the Ontario Identifier Guides for turtles and snakes that are included with this letter. The Contractor will be responsible for providing the necessary equipment and materials required in the mitigation plans. The Contractor shall contact the Town of Kingsville Drainage Superintendent immediately if any endangered species are encountered during construction.

If you have any questions please contact Ken Vegh, Drainage Superintendent at (519) 733-2305 Ext. 267.

Respectfully yours,



Ken Vegh  
Drainage Superintendent/Weed Inspector

Attachments:

- Species Identification Sheets

## **PART C. TAXA-SPECIFIC MEASURES TO MINIMIZE ADVERSE EFFECTS**

### **ADDITIONAL MITIGATION MEASURES FOR FISH SPECIES**

#### **7. Activities undertaken In Sensitive Areas for Fish**

- 7.1. Subject to section 7.2, where a proposed Activity will occur in a Sensitive Area for a fish Species, the Municipality shall contact the MNR to seek further direction.
- 7.2. Section 7.1 does not apply where the applicable Drainage Works are:
- (a) in a naturally dry condition;
  - (b) classified as a Class F drain under DFO's *Class Authorization System for the Maintenance of Agricultural Municipal Drains in Ontario* (ISBN 0-662-72748-7); or
  - (c) a closed drain.

### **ADDITIONAL MITIGATION MEASURES FOR MUSSEL SPECIES**

#### **8. Activities undertaken In Sensitive Areas for Mussels**

- 8.1. Subject to section 8.2, where a proposed Activity will occur in a Sensitive Area for a mussel Species, the Municipality shall contact the MNR to seek further direction.
- 8.2. Section 8.1 does not apply where the applicable Drainage Works are:
- (a) in a naturally dry condition;
  - (b) classified as a Class F drain in DFO's *Class Authorization System for the Maintenance of Agricultural Municipal Drains in Ontario* (ISBN 0-662-72748-7); or
  - (c) a closed drain.

### **ADDITIONAL MITIGATION MEASURES FOR TURTLE SPECIES**

#### **9. Training and Required On Site Materials for Turtles**

- 9.1. The Municipality will ensure any person:
- (a) involved in the capture, temporary holding, transfer and release of any turtle Species has received training in proper turtle handling procedures; and
  - (b) who undertakes an Activity has a minimum of two Holding Tubs and cotton sacks on site at all times.

#### **10. Activities undertaken In Sensitive Areas and Sensitive Periods for Turtles**

- 10.1. Subject to section 10.2, where a proposed Activity will occur in a Sensitive Area for any turtle Species and during a Sensitive Period for that Species, the Municipality shall:
- (a) not undertake any Activities that include the excavation of sediment or disturbance to banks during the applicable Sensitive Period unless otherwise authorized;
  - (b) undertake Activities in accordance with any additional site-specific measures provided in writing by the MNR Designated Representative;
  - (c) avoid draw-down and de-watering of the Sensitive Area during the applicable Sensitive Period; and

- (d) if authorized by the MNR Designated Representative under (a) above to undertake Activities that include excavation of sediment or disturbance of banks, in addition to any other measures required under (b) above, ensure any person undertaking an Activity has at least two Holding Tubs on site at all times.

10.2. Section 10.1 does not apply where the applicable Drainage Works are:

- (a) in a naturally dry condition;
- (b) classified as a Class F drain in DFO's *Class Authorization System for the Maintenance of Agricultural Municipal Drains in Ontario* (ISBN 0-662-72748-7); or
- (c) a closed drain.

#### **11. Measures for Encounters with Turtles During a Sensitive Period**

- 11.1. Where one or more individuals belonging to a turtle Species is encountered in the undertaking of an Activity in any part of a Work Zone (including, but not limited to, a Sensitive Area) during a Sensitive Period for that Species, the Municipality shall:
- (a) capture and transfer all uninjured individuals of that Species into a Holding Tub;
  - (b) capture and transfer all individuals injured as a result of the Activities into a Holding Tub separate from any Holding Tub containing uninjured individuals;
  - (c) ensure that the Holding Tubs with the captured individuals are stored at a cool temperature to prevent freezing until the individuals can be transferred; and
  - (d) immediately Contact the MNR to seek direction and to arrange for the transfer of the individual turtles.

#### **12. Measures for Encounters with Turtles Laying Eggs or Nest Sites**

12.1. Where one or more individuals belonging to a turtle Species laying eggs, or an active ~~nest site of any turtle Species, is encountered in undertaking an Activity in a Work Zone,~~ the Municipality shall:

- (a) not disturb a turtle encountered laying eggs and not conduct any Activities within 20 metres of the turtle while it is laying eggs;
- (b) collect any displaced or damaged eggs and capture any injured dispersing juveniles and transfer them to a Holding Tub;
- (c) store all captured injured individuals and collected eggs out of direct sunlight;
- (d) immediately Contact the MNR to seek direction and to arrange for the transfer of any injured individuals and eggs;
- (e) immediately stop any disturbance to the nest site and recover exposed portions with soil or organic material to protect the integrity of the remaining individuals;
- (f) not drive any equipment over the nest site or conduct any Activities within 5 metres of the nest site;
- (g) not place any dredged materials removed from the Drainage Works on top of the nest site;
- (h) mark out the physical location of the nest site for the duration of the project but not by any means that might increase the susceptibility of the nest to predation or poaching; and
- (i) where there are no collected eggs or captured individuals, record relevant information and Contact the MNR within 72 hours to provide information on the location of the nest site.

### **13. Measures for Encounters with Turtles Outside of a Sensitive Period**

- 13.1. Where one or more individuals belonging to a turtle Species is encountered while undertaking an Activity in any part of a Work Zone (including, but not limited to, a Sensitive Area) but outside of any Sensitive Period for that Species, the Municipality shall:
- (a) briefly stop the Activity for a reasonable period of time to allow any uninjured individual turtles of that Species to leave the Work Zone;
  - (b) where individuals do not leave the Work Zone after the Activity is briefly stopped in accordance with (a) above, capture all uninjured individuals and release them in accordance with section 14.1;
  - (c) where circumstances do not allow for their immediate release, transfer captured uninjured individuals for a maximum of 24 hours into a Holding Tub which shall be stored out of direct sunlight and then release them in accordance with section 14.1;
  - (d) capture and transfer any individuals that have been injured into a Holding Tub separate from any Holding Tub containing uninjured individuals; and
  - (e) store all captured injured individuals out of direct sunlight and immediately Contact the MNR to seek direction and to arrange for their transfer.

### **14. Release of Captured Individuals Outside of a Sensitive Period**

- 14.1. Where uninjured individuals are captured under section 13.1, they shall be released:
- (a) within 24 hours of capture;
  - (b) in an area immediately adjacent to the Drainage Works;
  - (c) in an area that will not be further impacted by the undertaking of any Activity; and
  - (d) not more than 250 metres from the capture site.
- 14.2. Following a release under section 14.1, the Municipality shall Contact the MNR within 72 hours of the release to provide information on the name of the Drainage Works, the location of the encounter and the location of the release site.

### **15. Measures for Dead Turtles**

- 15.1. Where one or more individuals of a turtle Species is killed as a result of an Activity in a Work Zone, or if a person undertaking an Activity finds a deceased individual of a turtle Species within the Work Zone, the Municipality shall:
- (a) place any dead turtles in a Holding Tub outside of direct sunlight; and
  - (b) Contact the MNR within 72 hours to seek direction and to arrange for the transfer of the dead individuals.

## **ADDITIONAL MITIGATION MEASURES FOR SNAKE SPECIES**

### **16. Training and Required On Site Materials for Snakes**

- 16.1. The Municipality will ensure any person:
- (a) involved in the capture, temporary holding, transfer and release of any snake Species has received training in proper snake handling procedures; and
  - (b) who undertakes an Activity has a minimum of two Holding Tubs and cotton sacks on site at all times.

## **17. Activities undertaken in Sensitive Areas and Sensitive Periods for Snakes**

- 17.1. Where a proposed Activity involves physical infrastructure (e.g., culverts, pump houses, etc.) and will occur in a Sensitive Area for any snake Species and during a *Sensitive Period – Hibernation* for that Species, the Municipality shall undertake the Activity outside of the Sensitive Period, unless otherwise authorized by and in accordance with any site-specific measures provided in writing by the MNR Designated Representative.
- 17.2. Where a proposed Activity will occur at or adjacent to a known hibernacula (as identified by the MNR) for any snake Species and during a *Sensitive Period – Staging* for that Species, the Municipality shall:
- (a) erect effective temporary snake barriers approved by the MNR that will not pose a risk of entanglement for snakes and that shall be secured so that individual snakes may not pass over or under the barrier or between any openings to enter or re-enter the Work Zone;
  - (b) inspect the temporary snake barriers daily during periods when snakes are active, capture any individuals incidentally encountered within the area bounded by the snake barrier and release the captured individuals in accordance with section 21.1; and
  - (c) remove the temporary snake barriers immediately upon completion of the Activity.
- 17.3. Where a proposed Activity that does not involve physical infrastructure will occur in a Sensitive Area for any snake Species and during a *Sensitive Period – Staging* for that Species, the Municipality shall undertake the Activity outside of the Sensitive Period, unless otherwise authorized by and in accordance with any site-specific measures provided in writing by the MNR Designated Representative.

## **18. Measures for Encounters with Snakes During a Sensitive Period**

- ~~18.1. Where one or more individuals belonging to a snake Species is encountered, or should an active hibernacula be uncovered, while conducting an Activity in any part of a Work Zone (including, but not limited to, a Sensitive Area) during a Sensitive Period for that Species, the Municipality shall:~~
- ~~(a) capture and transfer all injured and uninjured individual snakes of that Species into individual light-coloured, drawstring cotton sacks;~~
  - ~~(b) place all cotton sacks filled with the captured individuals into a Holding Tub;~~
  - ~~(c) ensure that the Holding Tub with the captured individuals is stored at a cool temperature to protect the snakes from freezing until the individuals can be retrieved or transferred;~~
  - ~~(d) if an active hibernacula is uncovered, cease all Activities at the hibernacula site; and~~
  - ~~(e) immediately Contact the MNR to seek direction and to arrange for the transfer and/or retrieval.~~

## **19. Measures for Encounters with Snake Nests**

- 19.1. Where an active nest of any of the snake Species is encountered and disturbed while undertaking an Activity in any part of a Work Zone, the Municipality shall:
- (a) collect any displaced or damaged eggs and transfer them to a Holding Tub;
  - (b) capture and transfer all injured dispersing juveniles of that Species into a light-coloured drawstring cotton sack;
  - (c) place all cotton sacks with the captured injured individuals into a Holding Tub;



- (d) ensure that the Holding Tub with the captured injured individuals is stored out of direct sunlight;
- (e) immediately Contact the MNR to seek direction and to arrange for the transfer of the injured individuals;
- (f) immediately stop any disturbance to the nest site and loosely cover exposed portions with soil or organic material to protect the integrity of the remaining individuals;
- (g) not drive any equipment over the nest site or conduct any Activities within 5 metres of the nest site;
- (h) not place any dredged materials removed from the Drainage Works on top of the nest site;
- (i) mark out the physical location of the nest site but not by any means that might increase the susceptibility of the nest to predation or poaching; and
- (j) where there are no collected eggs or captured individuals, Contact the MNR within 72 hours to provide information on the location of the nest site.

## **20. Measures for Encounters with Snakes Outside of a Sensitive Period**

20.1. Where one or more individuals belonging to a snake Species is encountered while undertaking an Activity in any part of a Work Zone (including, but not limited to, a Sensitive Area) but outside of any Sensitive Period for that Species, the Municipality shall:

- (a) follow the requirements in section 16;
- (b) briefly stop the Activity for a reasonable period of time to allow any uninjured individual snakes of that Species to leave the Work Zone;
- ~~(c) if the individuals do not leave the Work Zone after the Activity is briefly stopped in accordance with (b) above, capture all uninjured individuals and release them in accordance with section 21.1;~~
- (d) where circumstances do not allow for the immediate release of captured uninjured individuals, they may be transferred into individual, light-coloured, drawstring cotton sacks before placing them in a Holding Tub which shall be stored out of direct sunlight for a maximum of 24 hours before releasing them in accordance with section 21.1;
- (e) capture and transfer any individuals injured as a result of conducting the Activities into a Holding Tub separate from any Holding Tub containing uninjured individuals; and
- (f) store all captured injured individuals out of direct sunlight and immediately Contact the MNR to seek direction and to arrange for their transfer.

## **21. Release of Captured Individuals Outside of a Sensitive Period**

21.1. Where uninjured individuals are captured under section 20.1, they shall be released:

- (a) within 24 hours of capture;
- (b) in an area immediately adjacent to the Drainage Works where there is natural vegetation cover;
- (c) in an area that will not be further impacted by the undertaking of any Activity; and
- (d) not more than 250 metres from the capture site.

- 21.2. Following a release under section 21.1, the Municipality shall Contact the MNR within 72 hours of the release to provide information on the name of the Drainage Works, the location of the encounter and the location of the release site.

## **22. Measures for Dead Snakes**

- 22.1. Where one or more individuals belonging to a snake Species is killed as a result of an Activity in a Work Zone, or if a person undertaking an Activity finds a deceased individual of a snake Species within the Work Zone, the Municipality shall:
- (a) collect and transfer any dead individuals into a Holding Tub outside of direct sunlight; and
  - (b) Contact the MNR within 72 hours to seek direction and to arrange for the transfer of the carcasses of the dead individuals.

## **ADDITIONAL MITIGATION MEASURES FOR HERBACEOUS PLANTS**

### **23. Activities Undertaken in Sensitive Areas for Herbaceous Plants**

- 23.1. Where a proposed Activity will occur that involves physical disturbance to vegetated banks or the killing and/or removal of vegetation through chemical or mechanical means in a Sensitive Area for any herbaceous plant Species, the Municipality shall:
- (a) undertake the Activity outside of the Sensitive Period, unless otherwise authorized;
  - (b) limit equipment access and operations to the side of the Drainage Works that will minimize disturbances where any of the plant Species occur;
  - (c) locate temporary storage sites for excavated sediments or bank materials on areas of open soil away from where any of the plant Species are likely to occur;
  - (d) not use any broad spectrum herbicides in Sensitive Areas; and
  - (e) undertake Activities in accordance with any additional site-specific measures provided in writing by the MNR Designated Representative.

## **ADDITIONAL MITIGATION MEASURES FOR TREE SPECIES**

### **24. Additional Measures for Butternut**

- 24.1. Where Butternuts may exist in a Work Zone and may be affected by an Activity, the Municipality shall:
- (a) identify and mark as retainable trees all individual Butternut trees within the Work Zone during work planning site visits unless the individual Butternut has been assessed as a non-retainable tree due to infection by Butternut canker by a person designated by the Minister as a Butternut Health Assessor;
  - (b) retain and avoid disturbance to all individuals identified under (a) above that have been identified as retainable trees or that have not been assessed, unless otherwise authorized in writing by the MNR Designated Representative;
  - (c) conduct Activities by:
    - (i) limiting equipment access and operations to the side of the Drainage Works that will minimize disturbance to where any of the individual Butternut trees occur,
    - (ii) working around trees,




# Seasonal Timing Windows Chart

Date Codes		Monthly Intervals: E=Early(days 1-10); M=Middle(days 11-20); L=Late(days 21-31)											
Dates		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Taxa/Common Name													
Aquatic Species													
Fish													
Mussels													
Turtles													
Fowler's Toad													
Jefferson Salamander													
Terrestrial Species													
Snakes - Hibernation													
Snakes - Staging													
Butler's Gartersnake - Hibernation													
Butler's Gartersnake - Staging													
Herbaceous Plants													
Birds													
NOT a Sensitive Time													
Sensitive Time													
On-site Consultation													
Staging refers to the time just after emergence from hibernation in the spring and the aggregation of individuals in the fall just prior to entering into hibernation sites.													

# Town of Kingsville: Sensitive Areas Map for Snake Species at Risk

**LEGEND**  Ontario

 Sensitive Areas for all Snake SAR

 Sensitive Areas for Butler's Garter Snake

 Municipal Drains

**Conservation Authority**  
 Essex Region

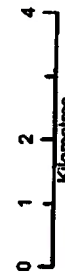
 Subwatershed Boundaries

 Municipal Boundaries

 First Nations Territories

 Urban Area

SCALE: 1:110,000



UTM NAD83 CRT Zone 17

Base data derived from the Natural Resource Values Information System (NRVIS). Sensitive Areas data from NRIS. Subwatershed Boundaries provided by Conservation Authorities. This map was produced by the Aylmer District Office GIS Unit, Ministry of Natural Resources.

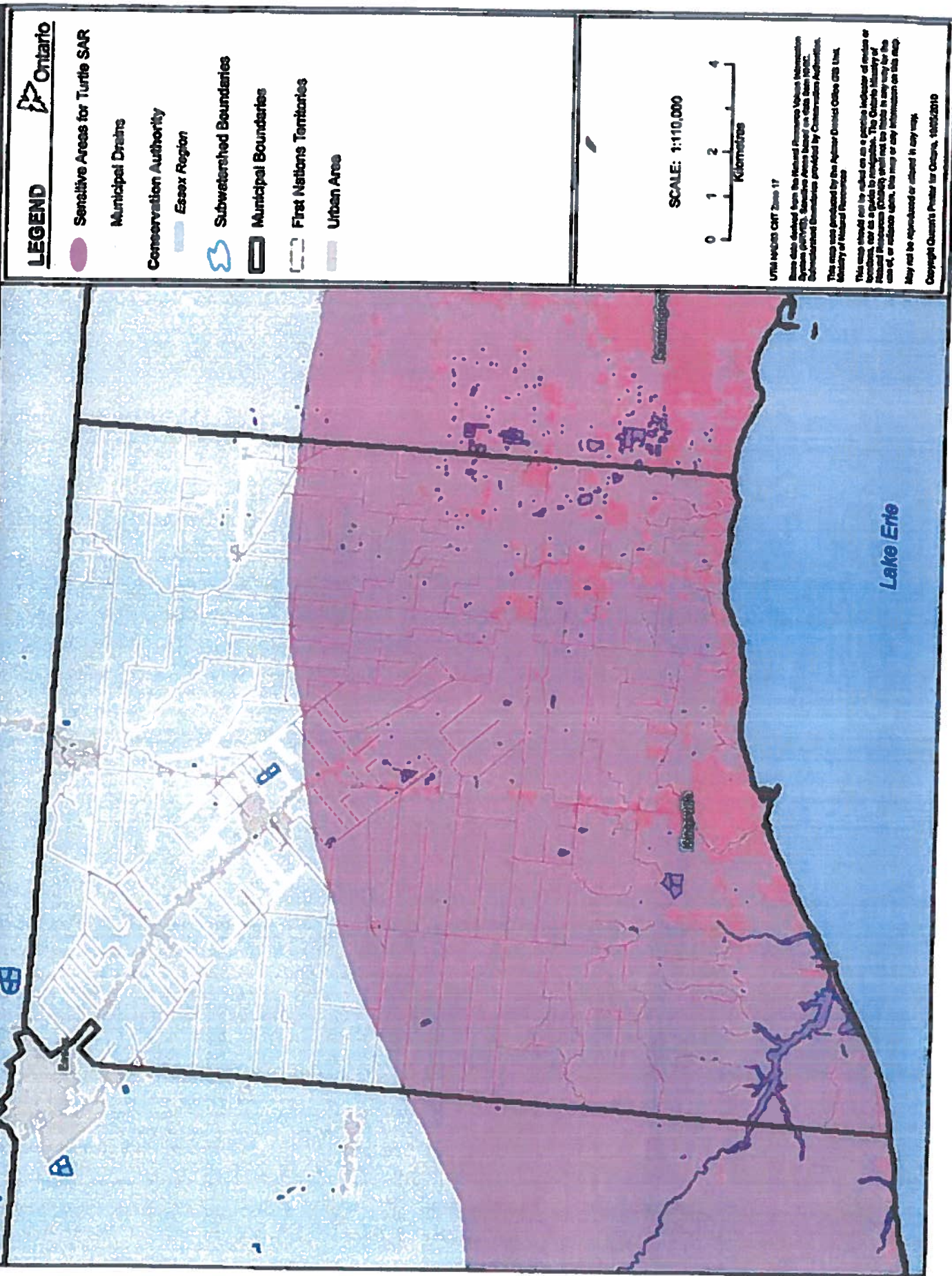
This map should not be relied on as a precise indicator of routes or locations of sensitive areas. The Ontario Ministry of Natural Resources (OMNR) does not warrant the accuracy, reliability, or use of, or reliance upon, this map or any information on this map. May not be reproduced or altered in any way.

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Lake Erie



# Town of Kingsville: Sensitive Areas Map for Turtle Species at Risk



## APPENDIX "C"



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

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

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

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

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

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

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

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

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

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

## **2. QUARRIED LIMESTONE ENDWALLS**

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

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

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

### 3. **BRIDGE BACKFILL**

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

### 4. **GENERAL**

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

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

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

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

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

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

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

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

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

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

### **Block Headwall Installation Instructions for Culverts**

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





## APPENDIX “D”



**MAINTENANCE SCHEDULE OF ASSESSMENT**

**MCDONALD DRAIN IMPROVEMENTS**

**(Geographic Township of Gosfield South)**

**TOWN OF KINGSVILLE**

**TOWN OF KINGSVILLE**

**3. MUNICIPAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of			Value of Special Benefit	TOTAL VALUE
							Benefit	Outlet	Benefit		
Road 5 East			4.60	1.862		Town of Kingsville	\$ 90.00	\$ 459.00	\$ -	\$	549.00
County Road 18			8.90	3.602		County of Essex	\$ 121.00	\$ 574.00	\$ -	\$	695.00
County Road 31			5.80	2.347		County of Essex	\$ 204.00	\$ 468.00	\$ -	\$	672.00
<b>Total on Municipal Lands.....</b>							<b>\$ 415.00</b>	<b>\$ 1,501.00</b>	<b>\$ -</b>	<b>\$</b>	<b>1,916.00</b>

**4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of			Value of Special Benefit	TOTAL VALUE
							Benefit	Outlet	Benefit		
340-08205	3	11	0.88	0.88	0.356	Kevin & Barbara Fischer	\$ 4.00	\$ 34.00	\$ -	\$	38.00
340-08250	3	11	1.08	0.78	0.316	John & Honorina Pavao	\$ 3.00	\$ 32.00	\$ -	\$	35.00
340-08400	3	11	0.22	0.22	0.089	George Whaley & Sons Limited	\$ 1.00	\$ 11.00	\$ -	\$	12.00
340-08401	3	11	0.41	0.41	0.166	Barbara Stewart	\$ 2.00	\$ 17.00	\$ -	\$	19.00
340-08410	3	11	1.15	0.35	0.142	Stephanie Pavao & Tyler Clark	\$ 1.00	\$ 14.00	\$ -	\$	15.00
340-08420	3	11	1.15	0.35	0.142	Abe & Tina Giesbrecht	\$ 1.00	\$ 14.00	\$ -	\$	15.00
340-08430	3	11	1.41	0.43	0.174	Gilberto & Lucy Oliveira	\$ 2.00	\$ 18.00	\$ -	\$	20.00
340-08700	3	12	34.14	2.50	1.012	County of Essex	\$ 26.00	\$ 202.00	\$ -	\$	228.00
340-08900	3	12	3.05	3.05	1.234	Johan & Eva Klassen	\$ 31.00	\$ 86.00	\$ -	\$	117.00
340-09490	3	13	0.93	0.93	0.376	Carmela Ingratta	\$ 16.00	\$ 35.00	\$ -	\$	51.00
340-09600	3	13	0.46	0.46	0.186	Edward & Janet Hancharyk	\$ 16.00	\$ 22.00	\$ -	\$	38.00
340-09700	3	13	3.60	3.60	1.457	Peter & Marie Costa	\$ 127.00	\$ 74.00	\$ -	\$	201.00
340-09705	3	13	1.43	1.43	0.579	Maria Costa	\$ 50.00	\$ 38.00	\$ -	\$	88.00
340-09800	3	13	1.64	1.64	0.664	Bernard & Helen Friesen	\$ 58.00	\$ 48.00	\$ -	\$	106.00

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-09900	3	13	1.60	1.60	0.648	Heritage Roofing Inc.	\$ 56.00	\$ 90.00	\$ -	\$ 146.00
340-09990	3	13	0.47	0.47	0.190	Salavatore Pannunzio & Claudio Salvatore	\$ 17.00	\$ 24.00	\$ -	\$ 41.00
340-10000	3	13	0.98	0.98	0.397	Kevin & Carmen Dick	\$ 34.00	\$ 34.00	\$ -	\$ 68.00
340-10100	3	13	7.72	7.72	3.124	Rita Coste	\$ 170.00	\$ 125.00	\$ -	\$ 295.00
340-10105	3	13	0.85	0.85	0.344	Heinrich & Agatha Janzen	\$ 30.00	\$ 32.00	\$ -	\$ 62.00
340-10150	3	13	0.82	0.82	0.332	Michael & Kelly Ingratta	\$ 29.00	\$ 32.00	\$ -	\$ 61.00
340-10200	3	13	0.54	0.54	0.219	Bernardo & Margeretha Neufeld	\$ 19.00	\$ 19.00	\$ -	\$ 38.00
390-00800	4	24	1.44	1.44	0.583	Mastron Enterprises Ltd.	\$ 25.00	\$ 144.00	\$ -	\$ 169.00
390-00850	4	24	0.40	0.40	0.162	Mastron Enterprises Ltd.	\$ 7.00	\$ 40.00	\$ -	\$ 47.00
390-00900	4	24	0.27	0.27	0.109	Hydro One Networks Inc.	\$ 5.00	\$ 19.00	\$ -	\$ 24.00
390-01085	4	24	2.28	2.28	0.923	Margo Carder	\$ 80.00	\$ 86.00	\$ -	\$ 166.00
390-01095	4	24	1.09	1.09	0.441	Henry & Elena Peters	\$ 38.00	\$ 87.00	\$ -	\$ 125.00
390-01305	4	24	0.46	0.46	0.186	Jacobo & Helen Guenther	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01310	4	24	0.46	0.46	0.186	William & Sharon Bennett	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01315	4	24	0.46	0.46	0.186	Sean & Anna Beaul	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01320	4	23 & 24	0.46	0.46	0.186	Beatrice & David Sanders	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01325	4	23	0.46	0.46	0.186	Antonio & Joanne DeSantis	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01330	4	23	0.46	0.46	0.186	Edward & Charlene Bonyai	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01335	4	23	0.46	0.46	0.186	Johan & Abigail Froese	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01350	4	23	0.48	0.48	0.194	Steven & Jennifer Damore	\$ 8.00	\$ 37.00	\$ -	\$ 45.00
390-01500	4	23	0.57	0.57	0.231	John & Katharina Wall	\$ 5.00	\$ 39.00	\$ -	\$ 44.00
390-01600	4	23	1.21	1.21	0.490	Frederick & Elsie Sharp	\$ 11.00	\$ 60.00	\$ -	\$ 71.00
390-01700	4	23	0.77	0.77	0.312	Johan Leowen & Margaretha Friesen	\$ 7.00	\$ 38.00	\$ -	\$ 45.00
390-01800	4	23	1.75	1.75	0.708	Donald & Jill Ryall	\$ 7.00	\$ 86.00	\$ -	\$ 93.00
400-00100	5	24	20.52	20.52	1.214	Sterling Acre Farms Limited	\$ 26.00	\$ 123.00	\$ -	\$ 149.00
400-00200	5	24	30.07	30.07	0.121	538269 Ontario Limited	\$ 3.00	\$ 31.00	\$ -	\$ 34.00

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
400-00400	5	23	25.29	0.90	0.364	Erie Sand and Gravel Limited	\$ 4.00	\$ 37.00	\$ -	\$ 41.00
400-00405	5	23	0.46	0.36	0.146	Tammy Lapensee	\$ 3.00	\$ 30.00	\$ -	\$ 33.00
<b>Total on Privately Owned - Non-Agricultural Lands.....</b>							<b>\$ 978.00</b>	<b>\$ 2,110.00</b>	<b>\$ -</b>	<b>\$ 3,088.00</b>

#### 5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-08000	3	10	19.98	2.98	1.206	Laszlo Lakatos & Krisztina Szabo	\$ 6.00	\$ 175.00	\$ -	\$ 181.00
340-09100	3	12	17.00	8.00	3.238	Basil & Santina Mariotti	\$ 42.00	\$ 117.00	\$ -	\$ 159.00
340-09200	3	12	16.00	9.00	3.642	Vito & Louise Coppola	\$ 47.00	\$ 158.00	\$ -	\$ 205.00
340-09300	3	12	16.00	9.00	3.642	Jacob & Eva Schmitt	\$ 47.00	\$ 148.00	\$ -	\$ 195.00
340-09400	3	13	43.71	35.84	14.504	Carmela Ingratta	\$ 315.00	\$ 420.00	\$ -	\$ 735.00
340-10300	3	13	15.40	12.40	5.018	Michael & Donna Mastronardi	\$ 218.00	\$ 135.00	\$ -	\$ 353.00
390-00400	4	22 & 23	266.88	139.53	56.467	George Whaley & Sons Limited	\$ 490.00	\$ 1,931.00	\$ -	\$ 2,421.00
390-00600	4	24	91.73	91.73	37.123	Mastron Enterprises Inc.	\$ 1,612.00	\$ 1,874.00	\$ -	\$ 3,486.00
390-01100	4	24	49.35	49.35	19.970	Noreen & Philip Prince	\$ 867.00	\$ 910.00	\$ -	\$ 1,777.00
390-01200	4	24	44.55	44.55	18.029	Triple K Farms Limited	\$ 783.00	\$ 822.00	\$ -	\$ 1,605.00
390-01300	4	23 & 24	152.27	136.72	55.330	Erie Sand and Gravel Limited	\$ 652.00	\$ 2,222.00	\$ -	\$ 2,874.00
<b>Total on Privately Owned - Agricultural Lands (grantable).....</b>							<b>\$ 5,079.00</b>	<b>\$ 8,912.00</b>	<b>\$ -</b>	<b>\$ 13,991.00</b>

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

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-09000	3	12	11.00	11.00	4.452	1859293 Ontario Limited	\$ 57.00	\$ 142.00	\$ -	\$ 199.00
400-00300	5	24	9.75	9.75	3.946	Jason Adamson	\$ 43.00	\$ 250.00	\$ -	\$ 293.00
390-00600	4	24	91.73	0.00	0.000	Mastron Enterprises Inc.	\$ -	\$ -	\$ -	\$ -
<b>Total on Privately Owned - Agricultural Lands (non-grantable).....</b>							<b>\$ 100.00</b>	<b>\$ 392.00</b>	<b>\$ -</b>	<b>\$ 492.00</b>

**6. SPECIAL NON PRO-RATEABLE ASSESSMENTS (non-agricultural (Sec.26)):**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Afftd	Hectares Afftd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Road 5 East				0.00	0.000	Town of Kingsville	\$ -	\$ -	\$ -	\$ -
County Road 18			0.00	0.00	0.000	County of Essex	\$ -	\$ -	\$ -	\$ -
Total on Special Non Pro-Rateable Assessments (non-agricultural (Sec.26)).....							\$ -	\$ -	\$ -	\$ -
TOTAL ASSESSMENT -TOWN OF KINGSVILLE							\$ 6,572.00	\$ 12,915.00	\$ -	\$ 19,487.00

**MUNICIPALITY OF LEAMINGTON**

**3. MUNICIPAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Afftd	Hectares Afftd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
County Road 18			0.60	0.60	0.243	County of Essex	\$ 21.00	\$ 43.00	\$ -	\$ 64.00
County Road 31			0.44	0.44	0.178	County of Essex	\$ 15.00	\$ 31.00	\$ -	\$ 46.00
Total on Municipal Lands.....							\$ 36.00	\$ 74.00	\$ -	\$ 110.00

**4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Afftd	Hectares Afftd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
660-01510		1	0.90	0.90	0.364	Dominic & Filomena Zaccardi	\$ 32.00	\$ 35.00	\$ -	\$ 67.00
Total on Privately Owned - Non-Agricultural Lands.....							\$ 32.00	\$ 35.00	\$ -	\$ 67.00

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

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
660-01600	4	1	9.10	9.10	3.683	Z.D.S. Farms Limited	\$ 160.00	\$ 176.00	\$ -	\$ 336.00
<b>Total on Privately Owned - Agricultural Lands (grantable).....</b>							<b>\$ 160.00</b>	<b>\$ 176.00</b>	<b>\$ -</b>	<b>\$ 336.00</b>
<b>TOTAL ASSESSMENT -MUNICIPALITY OF LEAMINGTON</b>										
							<b>\$ 228.00</b>	<b>\$ 285.00</b>	<b>\$ -</b>	<b>\$ 513.00</b>
<b>TOTAL ASSESSMENT -TOWN OF KINGSVILLE (brought forward)</b>										
							<b>\$ 6,572.00</b>	<b>\$ 12,915.00</b>	<b>\$ -</b>	<b>\$ 19,487.00</b>
<b>TOTAL ASSESSMENT</b>										
							<b>\$ 6,800.00</b>	<b>\$ 13,200.00</b>	<b>\$ -</b>	<b>\$ 20,000.00</b>

1 Hectare = 2.471 Acres

D-13-028

April 28th, 2017







## APPENDIX "E"



PLAN, PROFILE, SECTIONS & DETAILS

OF THE

McDONALD DRAIN IMPROVEMENTS

IN THE

TOWN OF KINGSVILLE (Geographic Township of Gosfield South)

IN THE

COUNTY OF ESSEX • ONTARIO

*A.B.P.*  
ANTONIO B. PERALTA, P.ENG.



N. J. PERALTA ENGINEERING LTD.

45 DIVISION STREET NORTH  
KINGSVILLE, ONTARIO  
N9Y 1E1

DATE: APRIL 28th, 2017

TOWN OF KINGSVILLE

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

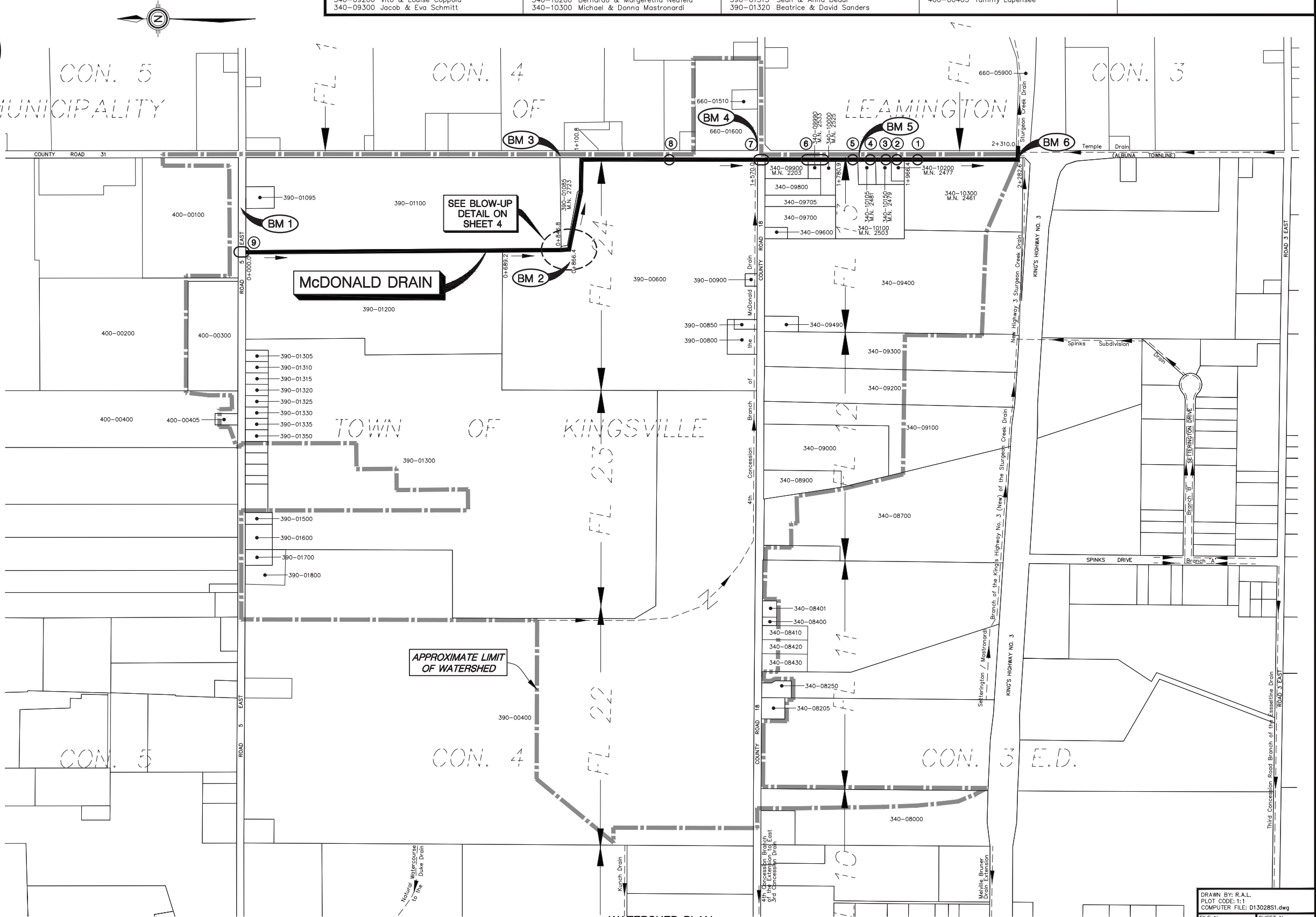
BENCHMARKS:

1. TOP NUT OF EXISTING FIRE HYDRANT (#K201) LOCATED ON THE NORTH SIDE OF ROAD 5 EAST, APPROXIMATELY 130.0m EAST OF THE TOP END OF THE McDONALD DRAIN.  
**ELEV. = 215.221m**
2. TOP OF NORTH SIDE OF CONCRETE PUMP STATION, LOCATED AT THE SOUTHEAST CORNER OF EXISTING GREENHOUSE STORMWATER MANAGEMENT POND NEAR STA. 0+867.0.  
**ELEV. = 212.890m**
3. TOP NUT OF EXISTING FIRE HYDRANT (#K450) LOCATED ON THE WEST SIDE OF COUNTY ROAD 31, LOCATED AT THE NORTH LIMIT OF M.N. 2723, APPROXIMATELY 55.0m NORTH OF THE BEND AT STA. 1+100.8.  
**ELEV. = 214.001m**
4. TOP NUT OF EXISTING FIRE HYDRANT LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF COUNTY ROAD 31 AND COUNTY ROAD 18.  
**ELEV. = 213.478m**
5. TOP NUT OF EXISTING FIRE HYDRANT (#K451) LOCATED ON THE WEST SIDE OF COUNTY ROAD 31, LOCATED BETWEEN M.N. 2481 AND M.N. 2503, AT APPROXIMATELY STA. 1+847.0.  
**ELEV. = 213.344m**
6. TOP OF NAIL SET THROUGH A PENNY LOCATED ON THE WEST CURB OF THE EXISTING CONCRETE SPAN BRIDGE CROSSING COUNTY ROAD 31, APPROXIMATELY 50.0m NORTH OF THE INTERSECTION OF COUNTY ROAD 31 AND M.T.O. HIGHWAY #3.  
**ELEV. = 212.473m**

THESE DRAWINGS HAVE BEEN REDUCED IN SIZE AND THE SCALE THEREFORE VARIES.  
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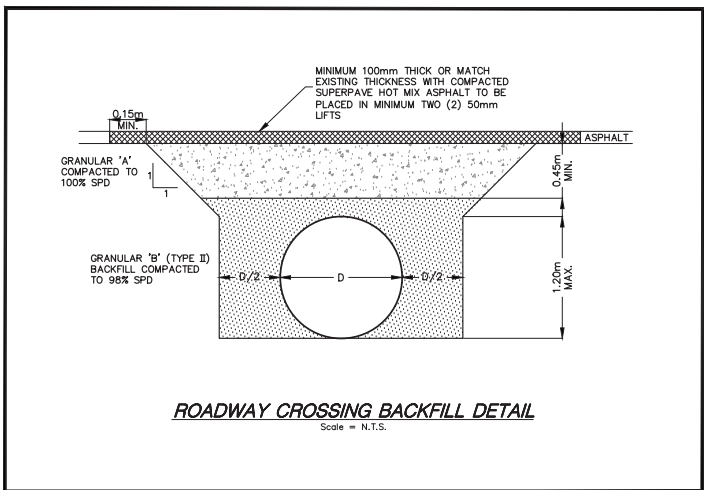
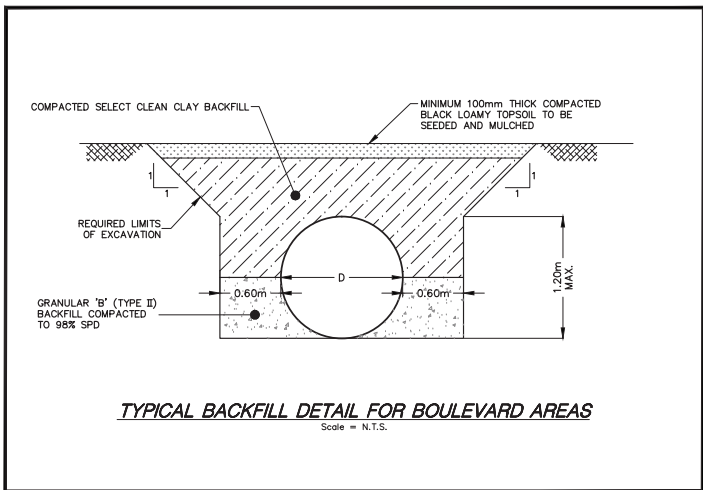
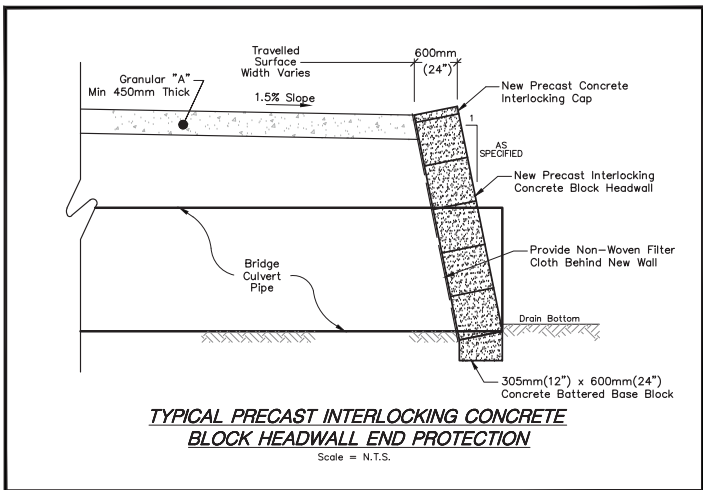
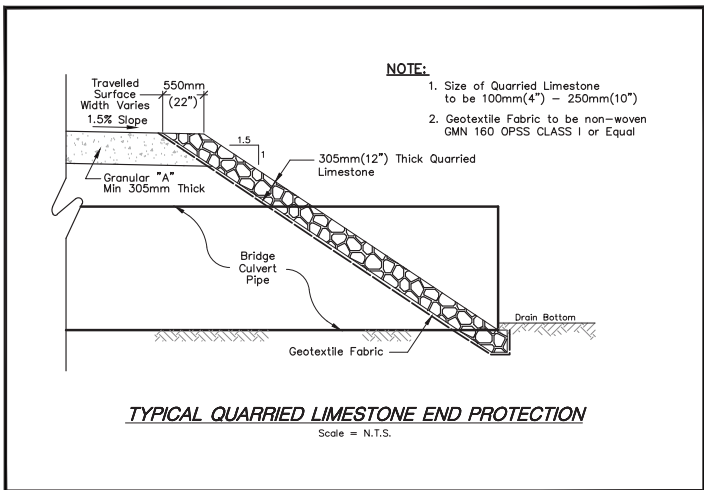
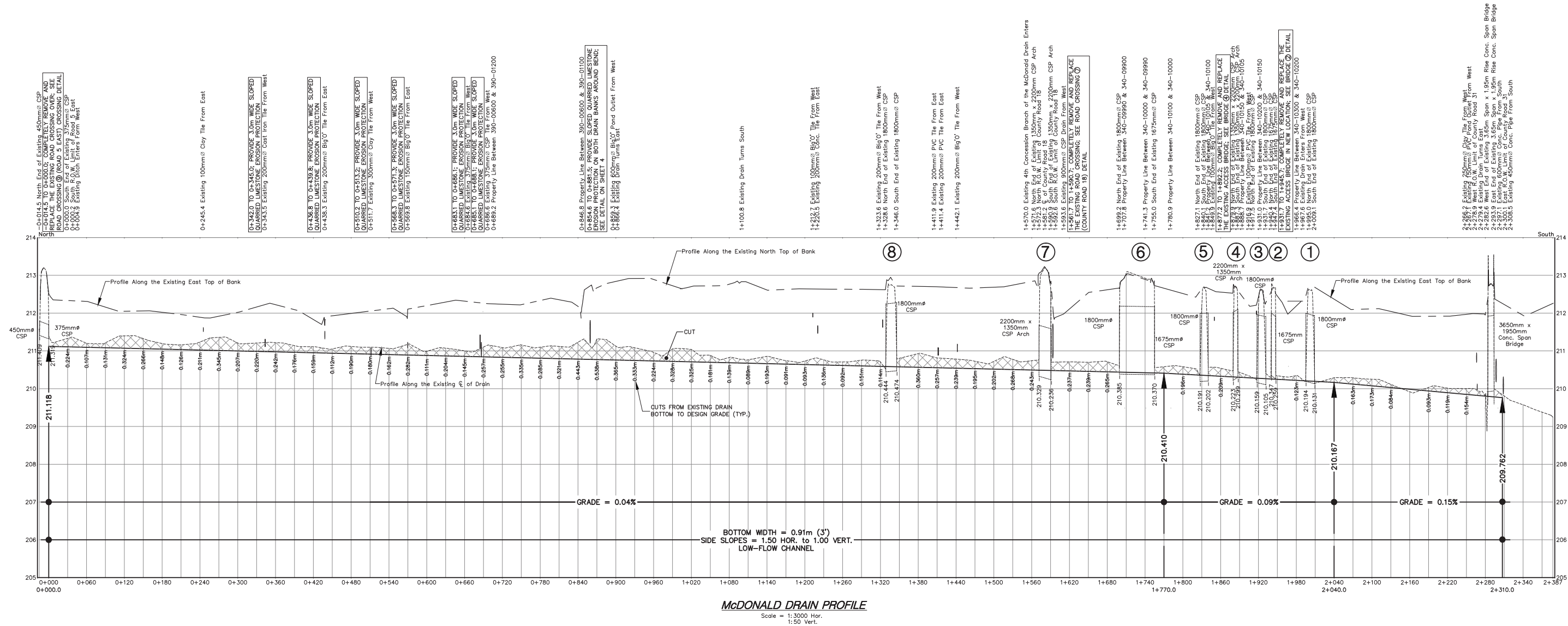
ROLL INFORMATION

KINGSVILLE				LEAMINGTON
340-08000 Laszlo Lakatos & Krisztina Szabo	340-09400 Carmela Ingrassia	390-00400 George Whaley & Sons Limited	390-01325 Antonio & Joanne Desantis	660-01510 Dominic & Filomena Zaccardi
340-08205 Kevin & Barbara Fischer	340-09490 Carmela Ingrassia	390-00600 Mastron Enterprises Inc.	390-01330 Edward & Charlene Bonyai	660-01600 Z.D.S. Farms Limited
340-08250 John & Honoringa Pavao	340-09600 Edward & Janet Hancharyk	390-00800 Mastron Enterprises Ltd.	390-01335 John & Abigail Froese	660-05900 Erie Sand and Gravel Limited
340-08400 George Whaley & Sons Limited	340-09700 Peter & Marie Costa	390-00850 Mastron Enterprises Ltd.	390-01350 Steven & Jennifer Damore	
340-08401 Barbara Stewart	340-09705 Maria Costa	390-00900 Hydro One Networks Inc.	390-01500 John & Katharina Wall	
340-08410 Stephanie Pavao & Tyler Clark	340-09800 Bernard & Helen Friesen	390-01085 Margo Carder	390-01600 Frederick & Elsie Sharp	
340-08420 Abe & Tina Giesbrecht	340-09900 Heritage Roofing Inc.	390-01095 Henry & Elena Peters	390-01700 Johan Loewen & Margaretha Friesen	
340-08430 Gilberto & Lucy Oliveira	340-09990 Pannunzio & Claudio Salvatore	390-01100 Noreen & Philip Prince	390-01800 Donald & Jill Ryall	
340-08700 County of Essex	340-10000 Kevin & Carmen Dick	390-01200 Triple K Farms Limited	400-00100 Sterling Acre Farms Limited	
340-08900 John & Eva Klassen	340-10100 Rita Coste	390-01300 Erie Sand & Gravel Limited	400-00200 538289 Ontario Limited	
340-09000 1859293 Ontario Limited	340-10105 Heinrich & Agatha Janzen	390-01305 Jacobo & Helen Guenther	400-00300 Jason Adamson	
340-09100 Basil & Santina Mariotti	340-10150 Michael & Kelly Ingrassia	390-01310 William & Sharon Bennett	400-00400 Erie Sand & Gravel Limited	
340-09200 Vito & Louise Coppola	340-10200 Bernardo & Margeretha Neufeld	390-01315 Sean & Anna Beaul	400-00405 Tammy Lapensee	
340-09300 Jacob & Eva Schmitt	340-10300 Michael & Donna Mastronardi	390-01320 Beatrice & David Sanders		



WATERSHED PLAN

Scale = 1:5,000



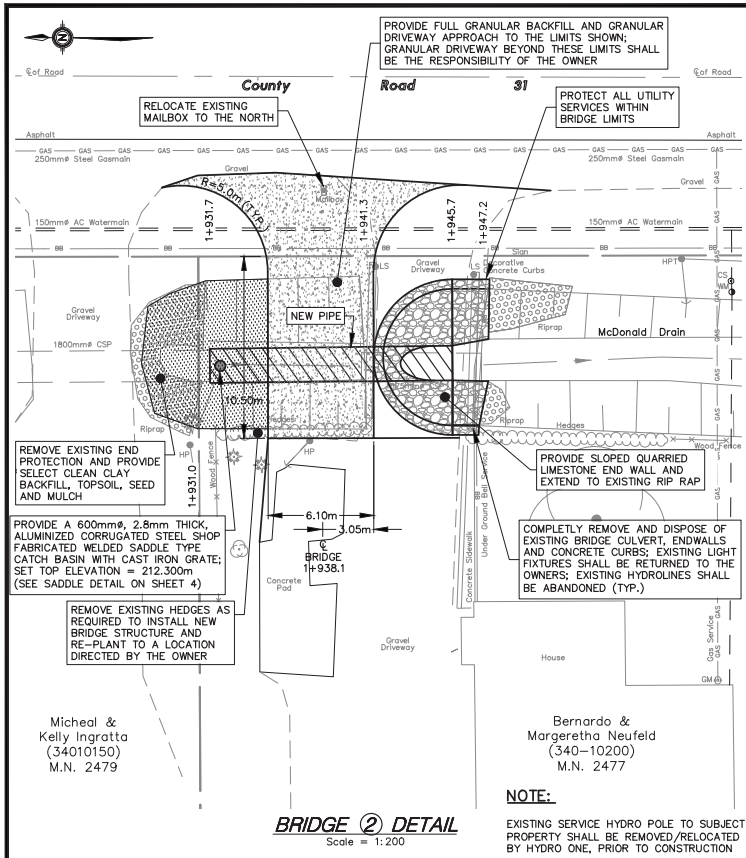
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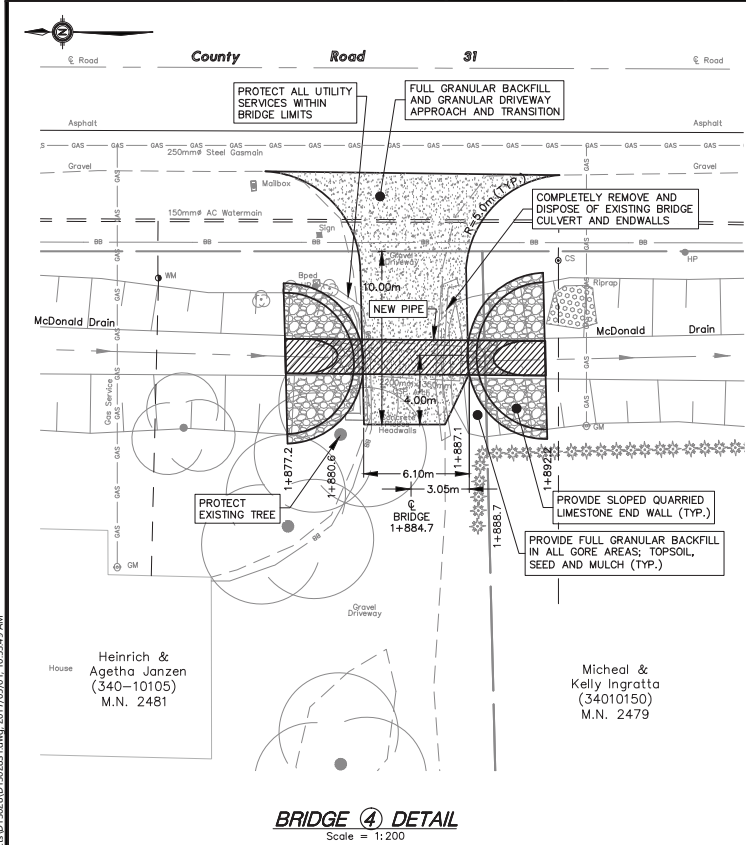




**BENCHMARK #5:**  
TOP NUT OF EXISTING FIRE HYDRANT (#K45) LOCATED ON THE WEST SIDE OF COUNTY ROAD 31, LOCATED BETWEEN M.N. 2481 AND M.N. 2503, AT APPROXIMATELY STA. 1+847.0  
ELEV. = 213.344m

PIPE SIZE	PIPE LENGTH	PIPE GAUGE	CORRUGATIONS	TYPE OF PIPE
2000mm	14.0m	2.8mm (12 GA.)	125mm x 25mm (5.0" x 1.0")	ALUMINIZED STEEL TYPE II CORRUGATED HEL-COR PIPE

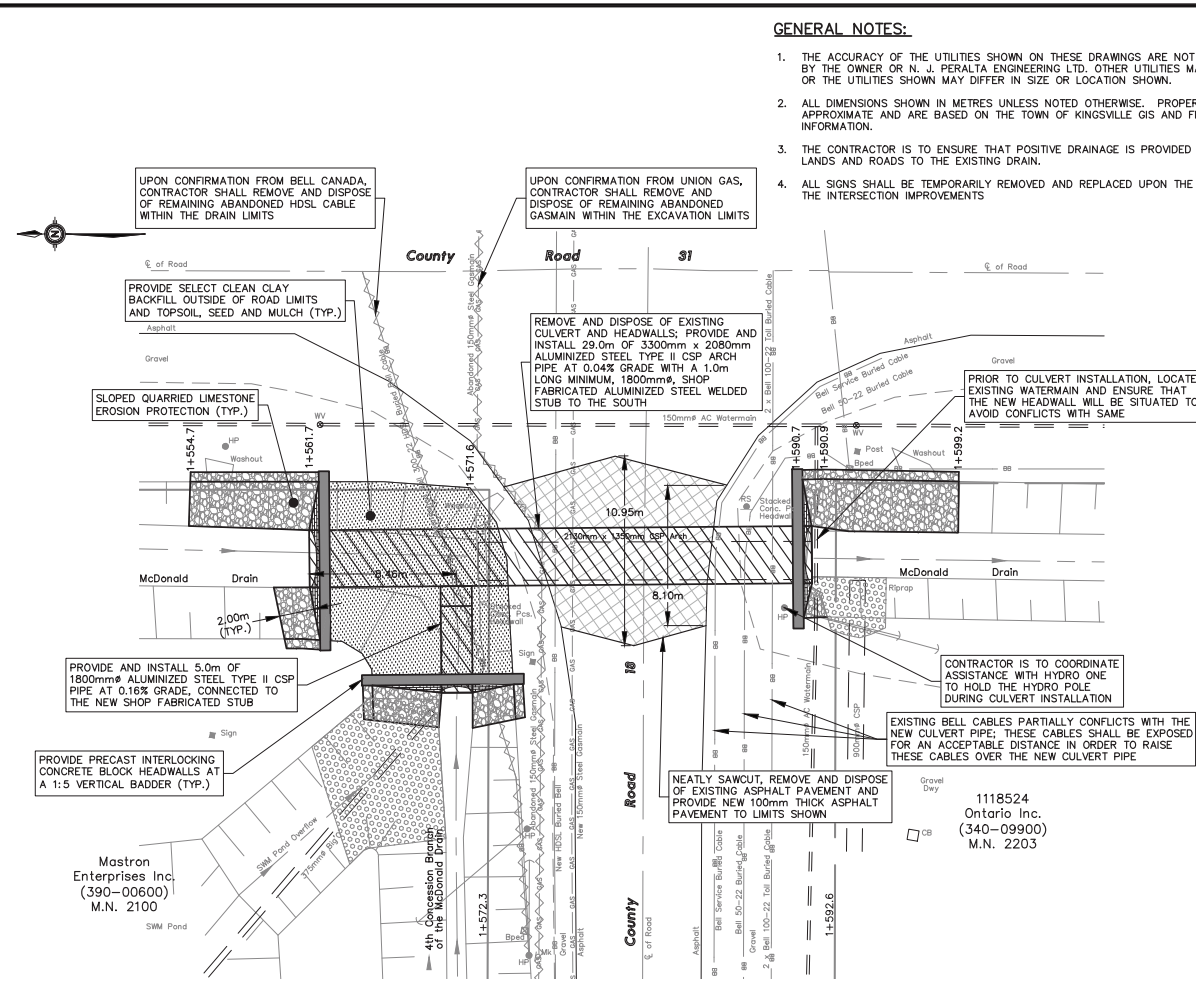
**PIPE & DRIVEWAY ELEVATIONS:**  
UPSTREAM INV. (N) = 210.064m  
DOWNSTREAM INV. (S) = 210.051m  
DESIGN GRADE = 0.09%  
% OF DRIVEWAY AT PAVEMENT EDGE = 212.766m  
% OF ACCESS AT PIPE CENTRELINE = 212.720m  
% OF ACCESS 10.5m WEST OF PROPERTY LIMIT = 212.700m  
DRIVEWAY CROSSFALL FROM CENTRELINE TO TOP OUT END OF END WALL = 1.50%



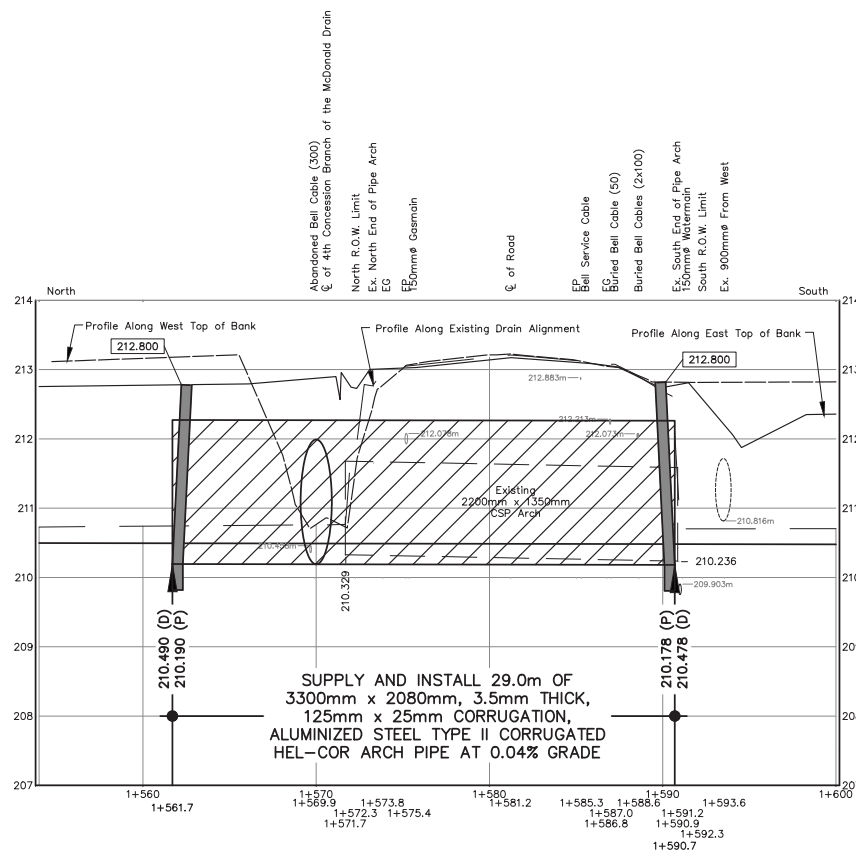
**BENCHMARK #5:**  
TOP NUT OF EXISTING FIRE HYDRANT (#K45) LOCATED ON THE WEST SIDE OF COUNTY ROAD 31, LOCATED BETWEEN M.N. 2481 AND M.N. 2503, AT APPROXIMATELY STA. 1+847.0  
ELEV. = 213.344m

PIPE SIZE	PIPE LENGTH	PIPE GAUGE	CORRUGATIONS	TYPE OF PIPE
2000mm	15.0m	2.8mm (12 GA.)	125mm x 25mm (5.0" x 1.0")	ALUMINIZED STEEL TYPE II CORRUGATED HEL-COR PIPE

**PIPE & DRIVEWAY ELEVATIONS:**  
UPSTREAM INV. (N) = 210.114m  
DOWNSTREAM INV. (S) = 210.100m  
DESIGN GRADE = 0.09%  
% OF DRIVEWAY AT PAVEMENT EDGE = 212.788m  
% OF ACCESS AT PIPE CENTRELINE = 212.725m  
% OF ACCESS 10.0m WEST OF PROPERTY LIMIT = 212.706m  
DRIVEWAY CROSSFALL FROM CENTRELINE TO TOP OUT END OF END WALL = 1.50%



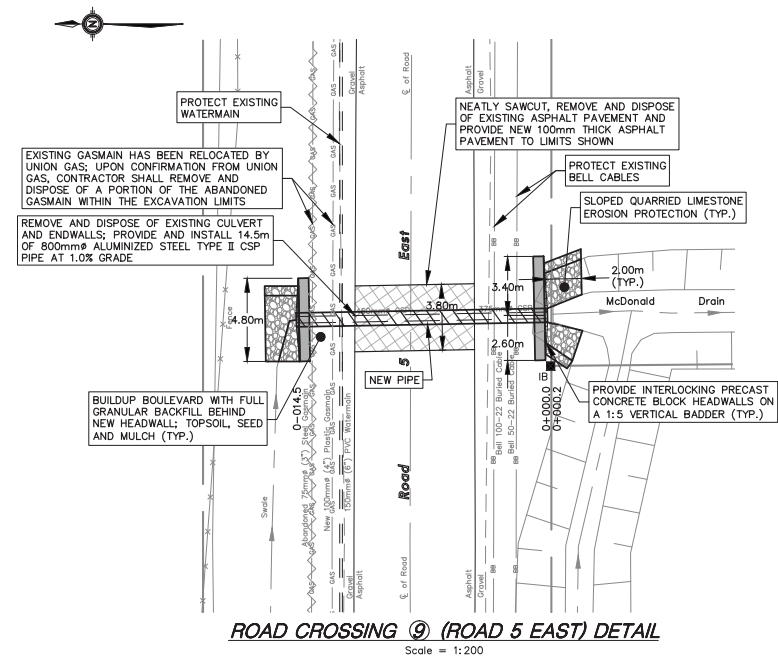
ROAD CROSSING 7 (COUNTY ROAD 18) DETAIL



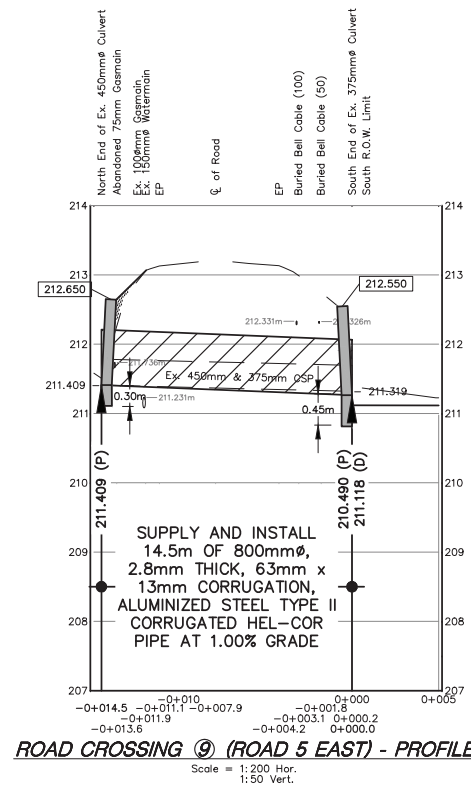
ROAD CROSSING 7 (COUNTY ROAD 18) PROFILE

GENERAL NOTES:

1. THE ACCURACY OF THE UTILITIES SHOWN ON THESE DRAWINGS ARE NOT GUARANTEED BY THE OWNER OR N. J. PERALTA ENGINEERING LTD. OTHER UTILITIES MAY BE PRESENT OR THE UTILITIES SHOWN MAY DIFFER IN SIZE OR LOCATION SHOWN.
2. ALL DIMENSIONS SHOWN IN METRES UNLESS NOTED OTHERWISE. PROPERTY LINES ARE APPROXIMATE AND ARE BASED ON THE TOWN OF KINGSVILLE GIS AND FIELD INFORMATION.
3. THE CONTRACTOR IS TO ENSURE THAT POSITIVE DRAINAGE IS PROVIDED FROM ADJACENT LANDS AND ROADS TO THE EXISTING DRAIN.
4. ALL SIGNS SHALL BE TEMPORARILY REMOVED AND REPLACED UPON THE COMPLETION OF THE INTERSECTION IMPROVEMENTS



ROAD CROSSING 9 (ROAD 5 EAST) DETAIL

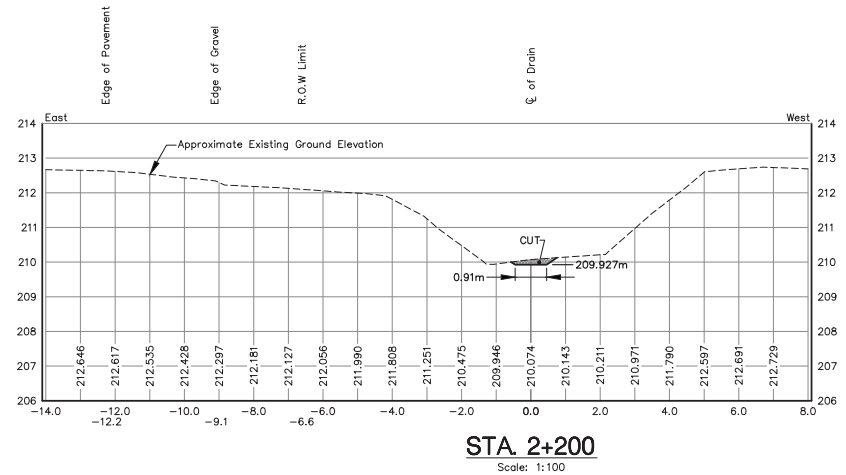
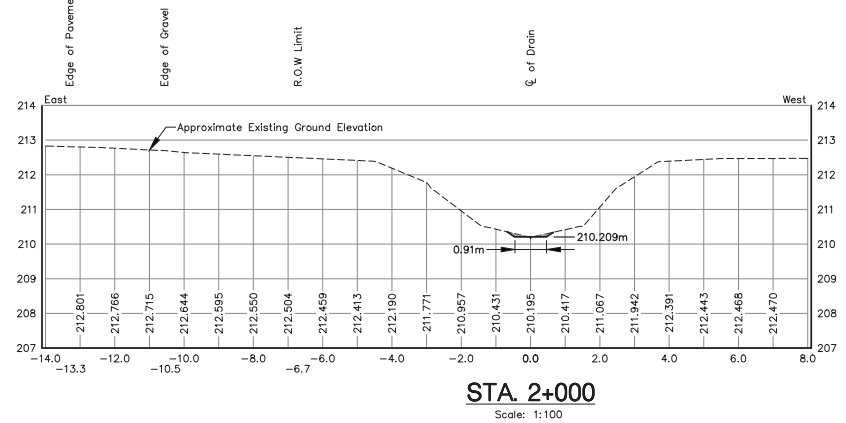
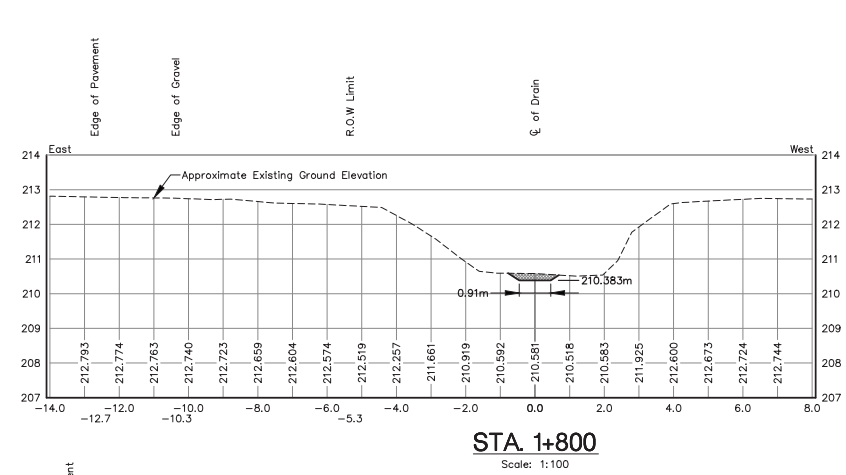
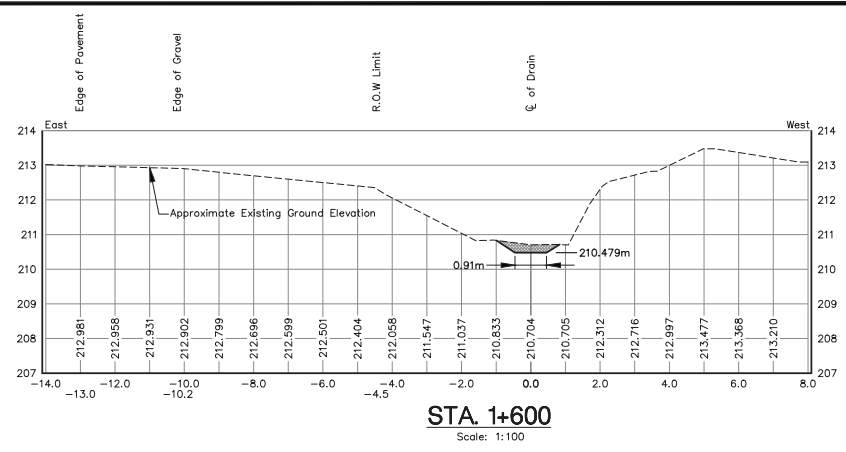
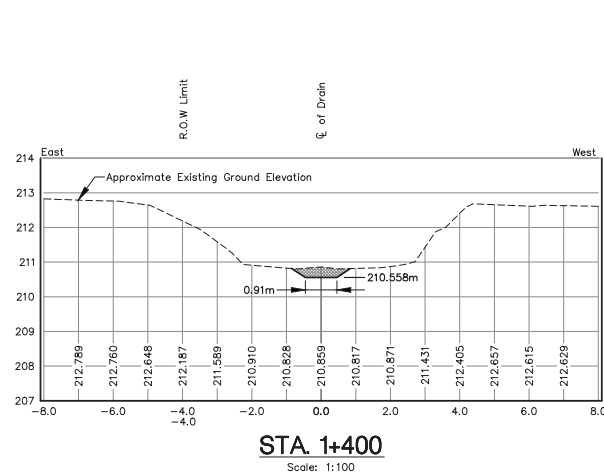
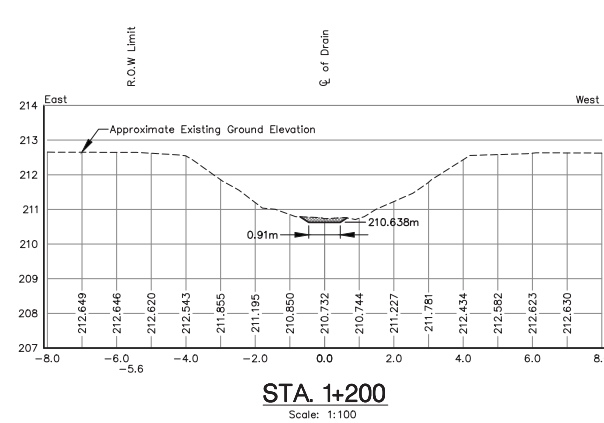
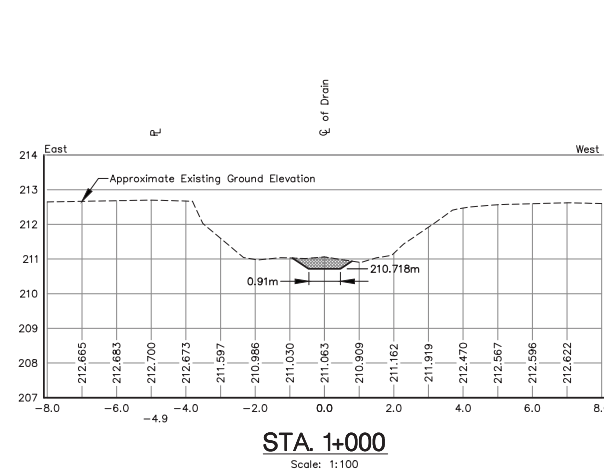
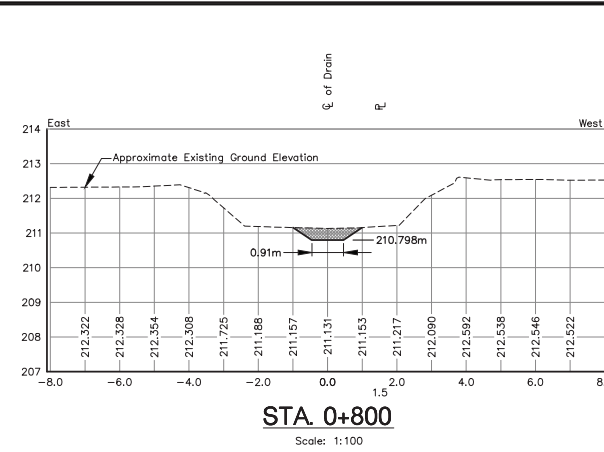
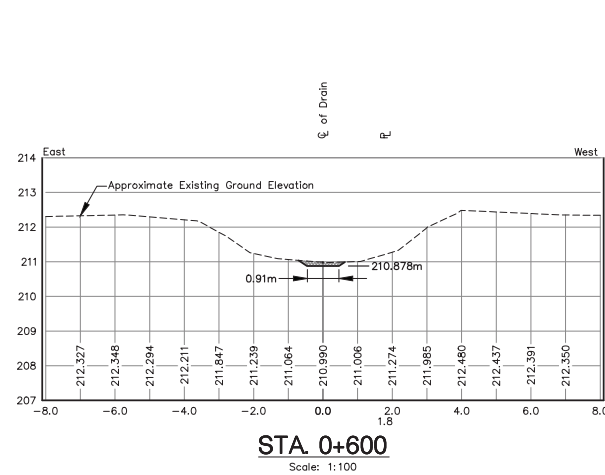
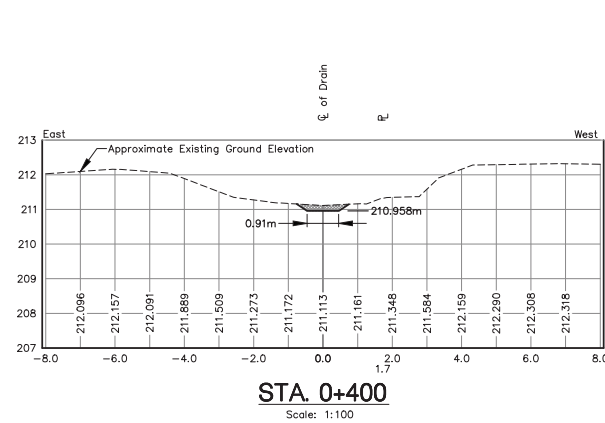
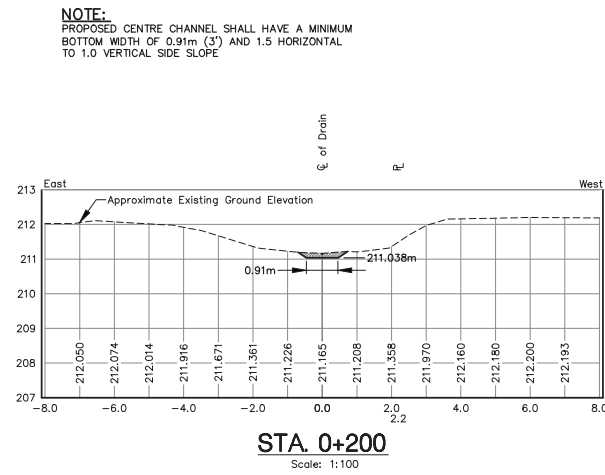
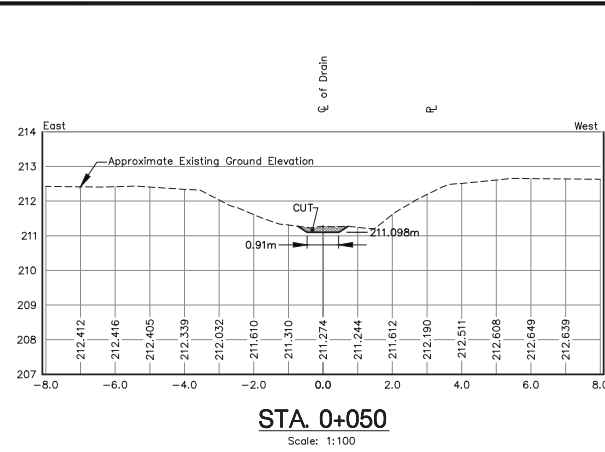
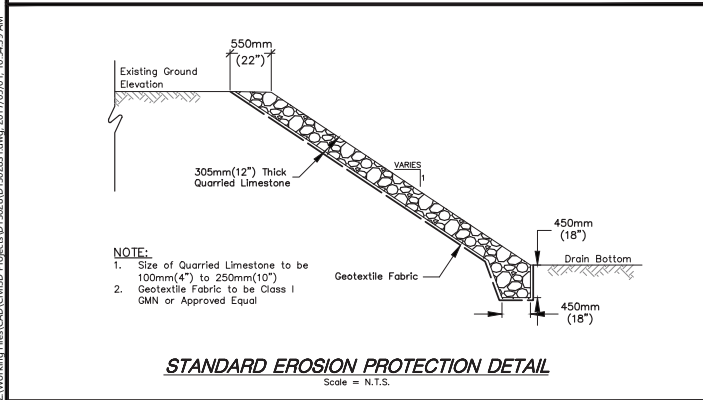
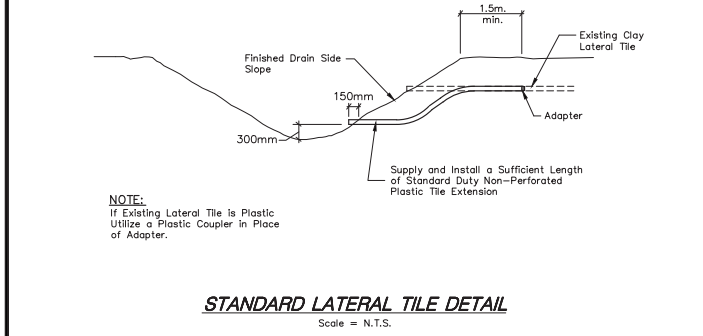
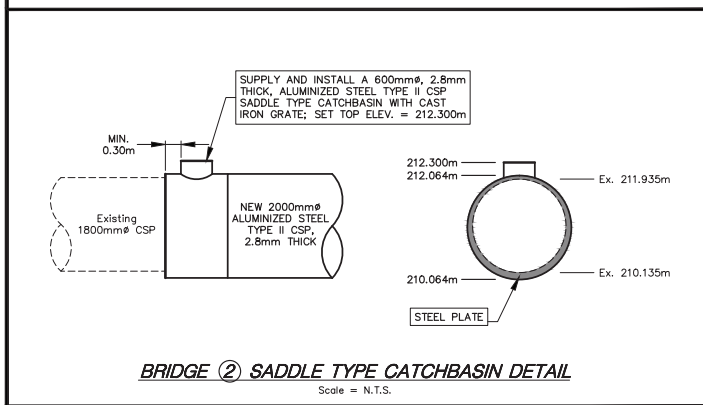
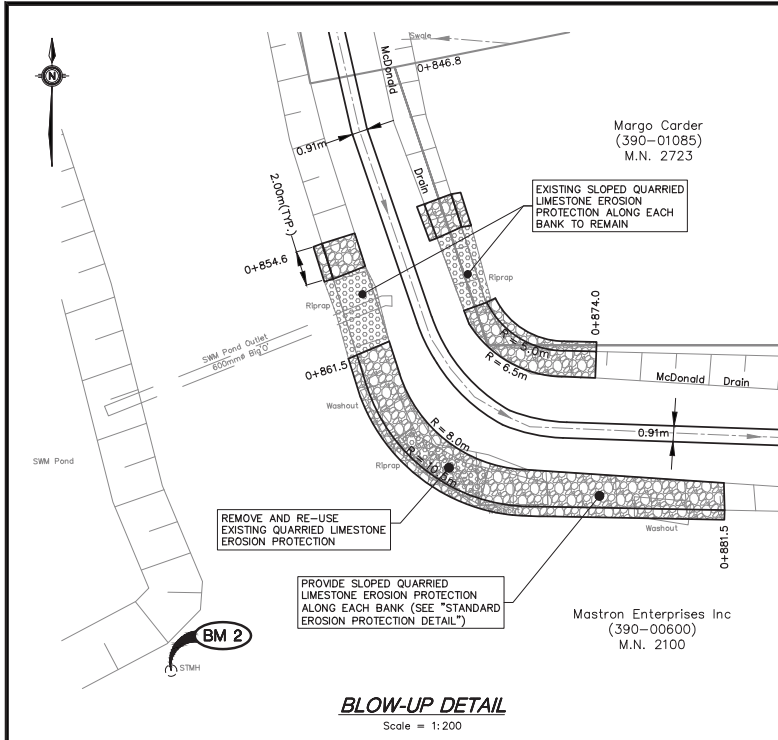


ROAD CROSSING 9 (ROAD 5 EAST) - PROFILE

THESE DRAWINGS HAVE BEEN REDUCED IN SIZE AND THE SCALE THEREFORE VARIES. FULL SCALE DRAWINGS CAN BE VIEWED AT THE MUNICIPAL OFFICES IF REQUIRED.



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FILE No.: 2017-04-23  
SHEET No.: 4 OF 4

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 61-2017

*Being a by-law to provide for  
improvements to the McDonald Drain  
in the Town of Kingsville, in the County of Essex*

**WHEREAS** the Council of the Town of Kingsville, in the County of Essex, has procured a report under section 78 of the *Drainage Act* for improvements to the McDonald Drain;

**AND WHEREAS** the report dated April 28<sup>th</sup>, 2017 has been authored by Antonio B. Peralta, P. Eng. and the attached report forms part of this by-law;

**AND WHEREAS** \$311,052.00 is the amount to be contributed by the Town of Kingsville for the drainage works;

**AND WHEREAS** \$1,750.00 is being assessed in the Municipality of Leamington 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 \$312,802.00 being the amount necessary for the completion of the drainage works.

**3. DEBENTURES**

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

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

**4. PAYMENT**

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

1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 2 (two) or 5 (five) years (as determined by the Director of Financial Services or designate) after the passing of this by-law.

2) For paying the amount \$312,802.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality, a special rate sufficient to pay the amount assessed



plus interest thereon shall be levied upon the whole rateable property in the Town of Kingsville in each year for 2 (two) or 5 (five) years (as determined by the Director of Financial Services or designate) after the passing of this by-law to be collected in the same manner and at the same time as other taxes collected.

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

## **5. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS**

# **CONSTRUCTION SCHEDULE OF ASSESSMENT**

## **McDONALD DRAIN IMPROVEMENTS**

(Geographic Township of Gosfield South)

### **TOWN OF KINGSVILLE**

#### **TOWN OF KINGSVILLE**

#### **3. MUNICIPAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Road 5 East				4.60	1.862	Town of Kingsville	\$ 126.00	\$ 1,781.00	\$ -	\$ 1,907.00
County Road 18				8.90	3.602	County of Essex	\$ 168.00	\$ 3,154.00	\$ -	\$ 3,322.00
County Road 31				5.80	2.347	County of Essex	\$ 285.00	\$ 1,926.00	\$ -	\$ 2,211.00
<b>Total on Municipal Lands.....</b>							<b>\$ 579.00</b>	<b>\$ 6,861.00</b>	<b>\$ -</b>	<b>\$ 7,440.00</b>

#### **4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-08205	3	11	0.88	0.88	0.356	Kevin & Barbara Fischer	\$ 5.00	\$ 179.00	\$ -	\$ 184.00
340-08250	3	11	1.08	0.78	0.316	John & Honoria Pavao	\$ 4.00	\$ 171.00	\$ -	\$ 175.00
340-08400	3	11	0.22	0.22	0.089	George Whaley & Sons Limited	\$ 1.00	\$ 59.00	\$ -	\$ 60.00
340-08401	3	11	0.41	0.41	0.166	Barbara Stewart	\$ 2.00	\$ 90.00	\$ -	\$ 92.00
340-08410	3	11	1.15	0.35	0.142	Stephanie Pavao & Tyler Clark	\$ 2.00	\$ 77.00	\$ -	\$ 79.00
340-08420	3	11	1.15	0.35	0.142	Abe & Tina Giesbrecht	\$ 2.00	\$ 77.00	\$ -	\$ 79.00
340-08430	3	11	1.41	0.43	0.174	Gilbert & Lucy Oliveira	\$ 2.00	\$ 94.00	\$ -	\$ 96.00
340-08700	3	12	34.14	2.50	1.012	County of Essex	\$ 36.00	\$ 1,084.00	\$ -	\$ 1,120.00
340-08900	3	12	3.05	3.05	1.234	Johan & Eva Klassen	\$ 43.00	\$ 460.00	\$ -	\$ 503.00
340-09490	3	13	0.93	0.93	0.376	Carmela Ingrassia	\$ 23.00	\$ 190.00	\$ -	\$ 213.00
340-09600	3	13	0.46	0.46	0.186	Edward & Janet Hancharyk	\$ 23.00	\$ 115.00	\$ -	\$ 138.00
340-09700	3	13	3.6	3.60	1.457	Peter & Marie Costa	\$ 176.00	\$ 396.00	\$ -	\$ 572.00
340-09705	3	13	1.43	1.43	0.579	Marie Costa	\$ 70.00	\$ 202.00	\$ -	\$ 272.00
340-09800	3	13	1.64	1.64	0.664	Bernard & Helen Friesen	\$ 80.00	\$ 257.00	\$ -	\$ 337.00

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hecla's Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Social Benefit	TOTAL VALUE
340-09900	3	13	1.6	1.50	0.648	Heritage Roofing Inc.	\$ 78.00	\$ 497.00	\$ -	\$ 575.00
340-09990	3	13	0.47	0.47	0.190	Salvatore Pannunzio & Claudio Salvatore	\$ 23.00	\$ 138.00	\$ -	\$ 161.00
340-10000	3	13	0.98	0.98	0.397	Kevin & Carmen Dick	\$ 48.00	\$ 192.00	\$ -	\$ 240.00
340-10100	3	13	7.72	7.72	3.124	Rita Coste	\$ 236.00	\$ 647.00	\$ -	\$ 883.00
340-10105	3	13	0.85	0.85	0.344	Heinrich & Agatha Janzen	\$ 14,104.00	\$ 160.00	\$ -	\$ 14,264.00
340-10150	3	13	0.82	0.82	0.332	Michael & Kelly Ingrassia	\$ 40.00	\$ 122.00	\$ -	\$ 162.00
340-10200	3	13	0.54	0.54	0.219	Bernardo & Margaretha Neufeld	\$ 14,302.00	\$ 44.00	\$ -	\$ 14,346.00
390-00800	4	24	1.44	1.44	0.583	Mastron Enterprises Ltd.	\$ 35.00	\$ 770.00	\$ -	\$ 805.00
390-00850	4	24	0.4	0.40	0.162	Mastron Enterprises Ltd.	\$ 10.00	\$ 214.00	\$ -	\$ 224.00
390-00900	4	24	0.27	0.27	0.109	Hydro One Networks Inc.	\$ 7.00	\$ 101.00	\$ -	\$ 108.00
390-01085	4	24	2.28	2.28	0.923	Margo Carder	\$ 112.00	\$ 386.00	\$ -	\$ 498.00
390-01095	4	24	1.09	1.09	0.441	Henry & Elena Peters	\$ 53.00	\$ 326.00	\$ -	\$ 379.00
390-01305	4	24	0.46	0.46	0.186	Jacobo & Helen Guenther	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01310	4	24	0.46	0.46	0.186	William & Sharon Bennett	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01315	4	24	0.46	0.46	0.186	Sean & Anna Beaul	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01320	4	23 & 24	0.46	0.46	0.186	Beatrice & David Sanders	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01325	4	23	0.46	0.46	0.186	Antonio & Joanne DeSanlis	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01330	4	23	0.46	0.46	0.186	Edward & Charlene Bonyai	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01335	4	23	0.46	0.46	0.186	Johan & Abigail Froese	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01350	4	23	0.48	0.48	0.194	Sтивен & Jennifer Damore	\$ 12.00	\$ 139.00	\$ -	\$ 151.00
390-01500	4	23	0.57	0.57	0.231	John & Katharina Wall	\$ 7.00	\$ 167.00	\$ -	\$ 174.00
390-01600	4	23	1.21	1.21	0.490	Fredrick & Elsie Sharp	\$ 15.00	\$ 252.00	\$ -	\$ 267.00
390-01700	4	23	0.77	0.77	0.312	Johan Leowen & Margaretha Friesen	\$ 9.00	\$ 161.00	\$ -	\$ 170.00
390-01800	4	23	1.75	1.75	0.708	Donald & Jill Ryall	\$ 10.00	\$ 366.00	\$ -	\$ 376.00
400-00100	5	24	20.52	3.00	1.214	Sterling Acre Farms Limited	\$ 37.00	\$ 454.00	\$ -	\$ 491.00
400-00200	5	24	30.07	0.30	0.121	538269 Ontario Limited	\$ 4.00	\$ 113.00	\$ -	\$ 117.00

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres		Hectares	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
			Owned	Alft'd						
400-00400	5	23	25.29	0.90	0.364	Erie Sand and Gravel Limited	\$ 6.00	\$ 136.00	\$ -	\$ 142.00
400-00405	5	23	0.46	0.36	0.146	Tammy Lapensee	\$ 4.00	\$ 109.00	\$ -	\$ 113.00
Total on Privately Owned - Non-Agricultural Lands.....							\$ 29,698.00	\$ 9,862.00	\$ -	\$ 39,560.00

5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres		Hectares	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
			Owned	Alft'd						
340-08000	3	10	19.98	2.98	1.206	Laszlo Lakatos & Krisztina Szabo	\$ 8.00	\$ 936.00	\$ -	\$ 944.00
340-09100	3	12	17	8.00	3.238	Basil & Santina Marotti	\$ 58.00	\$ 627.00	\$ -	\$ 685.00
340-09200	3	12	16	9.00	3.642	Vito & Louise Coppola	\$ 65.00	\$ 848.00	\$ -	\$ 913.00
340-09300	3	12	16	9.00	3.642	Jacob & Eva Schmitt	\$ 65.00	\$ 791.00	\$ -	\$ 856.00
340-09400	3	13	43.71	35.84	14.504	Carmela Ingratta	\$ 439.00	\$ 1,490.00	\$ -	\$ 1,929.00
340-10300	3	13	15.4	12.40	5.018	Michael & Donna Mastronardi	\$ 303.00	\$ 195.00	\$ -	\$ 498.00
390-00400	4	22 & 23	266.88	139.53	56.467	George Whaley & Sons Limited	\$ 683.00	\$ 9,192.00	\$ -	\$ 9,875.00
390-00600	4	24	91.73	91.73	37.123	Mastron Enterprises Inc.	\$ 2,245.00	\$ 9,027.00	\$ -	\$ 11,272.00
390-01100	4	24	49.35	49.35	19.970	Noreen & Philip Prince	\$ 1,208.00	\$ 3,580.00	\$ -	\$ 4,788.00
390-01200	4	24	44.55	44.55	18.029	Triple K Farms Limited	\$ 1,090.00	\$ 3,232.00	\$ -	\$ 4,322.00
390-01300	4	23 & 24	152.27	136.72	55.330	Erie Sand and Gravel Limited	\$ 909.00	\$ 9,484.00	\$ -	\$ 10,393.00
Total on Privately Owned - Agricultural Lands (grantable).....							\$ 7,073.00	\$ 39,402.00	\$ -	\$ 46,475.00

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

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres		Hectares	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
			Owned	Alft'd						
340-09000	3	12	11	11.00	4.452	1859293 Onlano Limited	\$ 80.00	\$ 761.00	\$ -	\$ 841.00
400-00300	5	24	9.75	9.75	3.946	Jason Adamson	\$ 60.00	\$ 921.00	\$ -	\$ 981.00
390-00600	4	24	91.73	0.00	0.000	Mastron Enterprises Inc.	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00
Total on Privately Owned - Agricultural Lands (non-grantable).....							\$ 4,640.00	\$ 1,682.00	\$ -	\$ 6,322.00

**6. SPECIAL NON PRO-RATEABLE ASSESSMENTS (non-agricultural (Sec.26))**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Road 5 East			0.00	0.00	0.000	Town of Kingsville	\$ 36,870.00	\$ -	\$ -	\$ 36,870.00
County Road 18			0.00	0.00	0.000	County of Essex	\$ 174,385.00	\$ -	\$ -	\$ 174,385.00
Total on Special Non Pro-Rateable Assessments (non-agricultural (Sec.26))							\$ 211,255.00	\$ -	\$ -	\$ 211,255.00
TOTAL ASSESSMENT -TOWN OF KINGSVILLE							\$ 253,245.00	\$ 57,807.00	\$ -	\$ 311,052.00

**MUNICIPALITY OF LEAMINGTON**

**3. MUNICIPAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
County Road 18			0.60	0.243	0.243	County of Essex	\$ 29.00	\$ 218.00	\$ -	\$ 247.00
County Road 31			0.44	0.178	0.178	County of Essex	\$ 22.00	\$ 160.00	\$ -	\$ 182.00
Total on Municipal Lands							\$ 51.00	\$ 378.00	\$ -	\$ 429.00

**4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
660-01510	4	1	0.90	0.90	0.364	Dominic & Filomena Zaccardi	\$ 44.00	\$ 174.00	\$ -	\$ 218.00
Total on Privately Owned - Non-Agricultural Lands							\$ 44.00	\$ 174.00	\$ -	\$ 218.00

5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
660-01600	4	1	9.10	9.10	3.683	Z D S Farms Limited	\$ 223.00	\$ 880.00	\$ -	\$ 1,103.00
Total on Privately Owned - Agricultural Lands (grantable).....							\$ 223.00	\$ 880.00	\$ -	\$ 1,103.00
TOTAL ASSESSMENT -MUNICIPALITY OF LEANINGTON							\$ 318.00	\$ 1,432.00	\$ -	\$ 1,750.00
TOTAL ASSESSMENT -TOWN OF KINGSVILLE (brought forward)							\$ 253,245.00	\$ 57,807.00	\$ -	\$ 311,052.00
TOTAL ASSESSMENT							\$ 253,563.00	\$ 59,239.00	\$ -	\$ 312,802.00

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1 Hectare = 2.471 Acres  
D-13-028  
April 28th, 2017

**MAINTENANCE SCHEDULE OF ASSESSMENT**

**McDONALD DRAIN IMPROVEMENTS**

(Geographic Township of Gosfield South)

**TOWN OF KINGSVILLE**

**TOWN OF KINGSVILLE**

**3. MUNICIPAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Allot'd	Heclares Allot'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Road 5 East				4.60	1.862	Town of Kingsville	\$ 90.00	\$ 459.00	\$ -	\$ 549.00
County Road 18			8.90	3.602		County of Essex	\$ 121.00	\$ 574.00	\$ -	\$ 695.00
County Road 31			5.80	2.347		County of Essex	\$ 204.00	\$ 468.00	\$ -	\$ 672.00
<b>Total on Municipal Lands:</b>							\$ 415.00	\$ 1,501.00	\$ -	\$ 1,916.00

**4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Allot'd	Heclares Allot'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-08205	3	11	0.88	0.88	0.356	Kevin & Barbara Fischer	\$ 4.00	\$ 34.00	\$ -	\$ 38.00
340-08250	3	11	1.08	0.78	0.316	John & Hononna Pavao	\$ 3.00	\$ 32.00	\$ -	\$ 35.00
340-08400	3	11	0.22	0.22	0.089	George Whaley & Sons Limited	\$ 1.00	\$ 11.00	\$ -	\$ 12.00
340-08401	3	11	0.41	0.41	0.166	Barbara Stewart	\$ 2.00	\$ 17.00	\$ -	\$ 19.00
340-08410	3	11	1.15	0.35	0.142	Stephanie Pavao & Tyler Clark	\$ 1.00	\$ 14.00	\$ -	\$ 15.00
340-08420	3	11	1.15	0.35	0.142	Abe & Tina Giesbrecht	\$ 1.00	\$ 14.00	\$ -	\$ 15.00
340-08430	3	11	1.41	0.43	0.174	Gilberto & Lucy Oliveira	\$ 2.00	\$ 18.00	\$ -	\$ 20.00
340-08700	3	12	34.14	2.50	1.012	County of Essex	\$ 26.00	\$ 202.00	\$ -	\$ 228.00
340-08900	3	12	3.05	3.05	1.234	Johan & Eva Klassen	\$ 31.00	\$ 86.00	\$ -	\$ 117.00
340-09400	3	13	0.93	0.93	0.376	Carmela Ingratta	\$ 16.00	\$ 35.00	\$ -	\$ 51.00
340-09600	3	13	0.46	0.46	0.186	Edward & Janet Hancharyk	\$ 16.00	\$ 22.00	\$ -	\$ 38.00
340-09700	3	13	3.60	3.60	1.457	Peter & Mane Costa	\$ 127.00	\$ 74.00	\$ -	\$ 201.00
340-09705	3	13	1.43	1.43	0.579	Mana Costa	\$ 50.00	\$ 38.00	\$ -	\$ 88.00
340-09800	3	13	1.64	1.64	0.664	Bernard & Helen Fresen	\$ 58.00	\$ 48.00	\$ -	\$ 106.00



Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres		Hectares	Owner's Name	Value of		Value of Special Benefit	TOTAL VALUE
			Owned	Alfrd			Benefit	Outlet		
340-09900	3	13	1.60	1.60	0.648	Heritage Roofing Inc.	\$ 56.00	\$ 90.00	\$ -	\$ 146.00
340-09990	3	13	0.47	0.47	0.190	Salvalore Pannunzio & Claudio Salvalore	\$ 17.00	\$ 24.00	\$ -	\$ 41.00
340-10000	3	13	0.98	0.98	0.397	Kevin & Carmen Dick	\$ 34.00	\$ 34.00	\$ -	\$ 68.00
340-10100	3	13	7.72	7.72	3.124	Rita Coste	\$ 170.00	\$ 125.00	\$ -	\$ 295.00
340-10105	3	13	0.85	0.85	0.344	Heinrich & Agatha Janzen	\$ 30.00	\$ 32.00	\$ -	\$ 62.00
340-10150	3	13	0.82	0.82	0.332	Michael & Kelly Ingratta	\$ 29.00	\$ 32.00	\$ -	\$ 61.00
340-10200	3	13	0.54	0.54	0.219	Bernardo & Margaretha Neufeld	\$ 19.00	\$ 19.00	\$ -	\$ 38.00
390-00800	4	24	1.44	1.44	0.583	Mastron Enterprises Ltd.	\$ 25.00	\$ 144.00	\$ -	\$ 169.00
390-00850	4	24	0.40	0.40	0.162	Mastron Enterprises Ltd.	\$ 7.00	\$ 40.00	\$ -	\$ 47.00
390-00900	4	24	0.27	0.27	0.109	Hydro One Networks Inc.	\$ 5.00	\$ 19.00	\$ -	\$ 24.00
390-01085	4	24	2.28	2.28	0.923	Margo Carder	\$ 80.00	\$ 86.00	\$ -	\$ 166.00
390-01095	4	24	1.09	1.09	0.441	Henry & Elena Peters	\$ 38.00	\$ 87.00	\$ -	\$ 125.00
390-01305	4	24	0.46	0.46	0.186	Jacobo & Helen Guenther	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01310	4	24	0.46	0.46	0.186	William & Sharon Bennett	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01315	4	24	0.46	0.46	0.186	Sean & Anna Beaul	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01320	4	23 & 24	0.46	0.46	0.186	Beatrice & David Sanders	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01325	4	23	0.46	0.46	0.186	Antonio & Joanne DeSanitis	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01330	4	23	0.46	0.46	0.186	Edward & Charlene Bonyai	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01335	4	23	0.46	0.46	0.186	Johan & Abigail Froese	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01350	4	23	0.48	0.48	0.194	Steven & Jennifer Damore	\$ 8.00	\$ 37.00	\$ -	\$ 45.00
390-01500	4	23	0.57	0.57	0.231	John & Katharina Wall	\$ 5.00	\$ 39.00	\$ -	\$ 44.00
390-01600	4	23	1.21	1.21	0.490	Fredrick & Elsie Sharp	\$ 11.00	\$ 60.00	\$ -	\$ 71.00
390-01700	4	23	0.77	0.77	0.312	Johan Leowen & Margaretha Friesen	\$ 7.00	\$ 38.00	\$ -	\$ 45.00
390-01800	4	23	1.75	1.75	0.708	Donald & Jill Ryall	\$ 7.00	\$ 86.00	\$ -	\$ 93.00
400-00100	5	24	20.52	3.00	1.214	Sterling Acre Farms Limited	\$ 26.00	\$ 123.00	\$ -	\$ 149.00
400-00200	5	24	30.07	0.30	0.121	538269 Ontario Limited	\$ 3.00	\$ 31.00	\$ -	\$ 34.00



Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Heclares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
400-00400	5	23	25.29	0.90	0.364	Erie Sand and Gravel Limited	\$ 4.00	\$ 37.00	\$ -	\$ 41.00
400-00405	5	23	0.46	0.36	0.146	Tammy Lapensee	\$ 3.00	\$ 30.00	\$ -	\$ 33.00
Total on Privately Owned - Non-Agricultural Lands.....							\$ 978.00	\$ 2,110.00	\$ -	\$ 3,088.00

#### 5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Heclares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-08000	3	10	19.98	2.98	1.206	Laszlo Lakatos & Krisztina Szabo	\$ 6.00	\$ 175.00	\$ -	\$ 181.00
340-09100	3	12	17.00	8.00	3.238	Basil & Santina Manotti	\$ 42.00	\$ 117.00	\$ -	\$ 159.00
340-09200	3	12	16.00	9.00	3.642	Vito & Louise Coppola	\$ 47.00	\$ 158.00	\$ -	\$ 205.00
340-09300	3	12	16.00	9.00	3.642	Jacob & Eva Schmitt	\$ 47.00	\$ 148.00	\$ -	\$ 195.00
340-09400	3	13	43.71	35.84	14.504	Carmela Ingratta	\$ 315.00	\$ 420.00	\$ -	\$ 735.00
340-10300	3	13	15.40	12.40	5.018	Michael & Donna Masironardi	\$ 218.00	\$ 135.00	\$ -	\$ 353.00
390-00400	4	22 & 23	266.88	139.53	56.467	George Whaley & Sons Limited	\$ 490.00	\$ 1,931.00	\$ -	\$ 2,421.00
390-00600	4	24	91.73	91.73	37.123	Mastron Enterprises Inc.	\$ 1,612.00	\$ 1,874.00	\$ -	\$ 3,486.00
390-01100	4	24	49.35	49.35	19.970	Noreen & Philip Prince	\$ 867.00	\$ 910.00	\$ -	\$ 1,777.00
390-01200	4	24	44.55	44.55	18.029	Triple K Farms Limited	\$ 783.00	\$ 822.00	\$ -	\$ 1,605.00
390-01300	4	23 & 24	152.27	136.72	55.330	Erie Sand and Gravel Limited	\$ 652.00	\$ 2,222.00	\$ -	\$ 2,874.00
Total on Privately Owned - Agricultural Lands (grantable).....							\$ 5,079.00	\$ 8,912.00	\$ -	\$ 13,991.00

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

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Heclares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-09000	3	12	11.00	11.00	4.452	1859293 Ontario Limited	\$ 57.00	\$ 142.00	\$ -	\$ 199.00
400-00300	5	24	9.75	9.75	3.946	Jason Adamson	\$ 43.00	\$ 250.00	\$ -	\$ 293.00
390-00600	4	24	91.73	0.00	0.000	Mastron Enterprises Inc.	\$ -	\$ -	\$ -	\$ -
Total on Privately Owned - Agricultural Lands (non-grantable).....							\$ 100.00	\$ 392.00	\$ -	\$ 492.00

**6. SPECIAL NON PRO-RATEABLE ASSESSMENTS (non-agricultural (Sec.26)):**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Road 5 East			0.00	0.000	Town of Kingsville	\$ -	\$ -	\$ -	\$ -
County Road 18			0.00	0.000	County of Essex	\$ -	\$ -	\$ -	\$ -
Total on Special Non Pro-Rateable Assessments (non-agricultural (Sec.26)).....						\$ -	\$ -	\$ -	\$ -
TOTAL ASSESSMENT -TOWN OF KINGSVILLE						\$ 6,572.00	\$ 12,915.00	\$ -	\$ 19,487.00

**MUNICIPALITY OF LEAMINGTON**

**3. MUNICIPAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
County Road 18			0.60	0.243	County of Essex	\$ 21.00	\$ 43.00	\$ -	\$ 64.00
County Road 31			0.44	0.178	County of Essex	\$ 15.00	\$ 31.00	\$ -	\$ 46.00
Total on Municipal Lands.....						\$ 36.00	\$ 74.00	\$ -	\$ 110.00

**4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
660-01510	4	1	0.90	0.364	Dominic & Filomena Zaccardi	\$ 32.00	\$ 35.00	\$ -	\$ 67.00
Total on Privately Owned - Non-Agricultural Lands.....						\$ 32.00	\$ 35.00	\$ -	\$ 67.00

5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of			
							Benefit	Value of Outlet	Special Benefit	TOTAL VALUE
660-01600	4	1	9.10	9.10	3.683	Z.D.S. Farms Limited	\$ 160.00	\$ 176.00	\$ -	\$ 336.00
Total on Privately Owned - Agricultural Lands (grantable).....							\$ 160.00	\$ 176.00	\$ -	\$ 336.00
TOTAL ASSESSMENT -MUNICIPALITY OF LEAMINGTON							\$ 228.00	\$ 285.00	\$ -	\$ 513.00
TOTAL ASSESSMENT -TOWN OF KINGSVILLE (brought forward)							\$ 6,572.00	\$ 12,915.00	\$ -	\$ 19,487.00
TOTAL ASSESSMENT							\$ 6,800.00	\$ 13,200.00	\$ -	\$ 20,000.00

=====

1 Hectare = 2.471 Acres  
D-13-028  
April 28th, 2017

**6. CITATION**

This by-law comes into force on the passing thereof and may be cited as the "McDonald Drain Improvements" by-law.

**READ A FIRST AND SECOND TIME AND PROVISIONALLY ADOPTED  
THIS 26<sup>th</sup> DAY OF JUNE, 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**



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

**Date:** May 30, 2017  
**To:** Mayor and Council  
**Author:** Jennifer Alexander, Deputy Clerk-Administrative Services  
**RE:** Results of Rabies Clinic  
**Report No.:** CS-2017-12

---

## **AIM**

To provide Council with an update on the results of the Rabies Clinic held on Tuesday, May 16, 2017.

## **BACKGROUND**

On April 10, 2017, Council authorized Administration to partner with the Windsor Essex Humane Society ("Humane Society") in hosting a Rabies Clinic as part of the Town's outreach to encourage compliance with the newly implemented requirements for dog licensing.

## **DISCUSSION**

The Rabies Clinic was held on Tuesday, May 16<sup>th</sup> from 1:00 p.m. to 7:00 p.m. at the Kingsville Arena. In total, 105 animals were vaccinated and 77 dog tags were sold. The success of the Clinic can be attributed to the location, advertising campaign and generosity of the Windsor Essex Humane Society to provide their services.

The Kingsville Arena was an ideal location to host a clinic as it provided veterinarian and licensing services in one place. The building is fully accessible to assist with older dogs, residents had access to all forms of payment (debit, credit and ATM), the reception area was spacious enough to handle many animals waiting, and the veterinarian had a room separate from the waiting area to administer the vaccine. The Humane Society was extremely pleased with the turnout, stating this is one of the biggest turnouts they have experienced in the County.

Advertising began two weeks prior to the Clinic. Advertisements were placed in The Kingsville Reporter, on the Town's digital sign and social media pages, in community

calendars on radio stations, and in web based magazines. Flyers were placed in many stores throughout the Town. Residents that had not purchased a dog tag for 2017 were also notified of the rabies clinic and requirement to purchase a dog tag through letter correspondence. On the day of the clinic, CTV Windsor and the Essex Free Press provided additional publicity of the event.

The Windsor Essex Humane Society was generous with their services. For the Clinic, the staff secured a reduced cost, one year rabies vaccination for \$20.00 per dog. Furthermore, the two veterinarian technicians and a veterinarian who attended the event provided their services free of charge for residents.

The feedback from residents about the Clinic was positive as the event provided a chance for residents to get the required vaccine and to pay for the dog tag after regular Town hours. Furthermore, it provided the Town an opportunity to engage with the community and promote the Linden Beach Dog Park.

## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

The Clinic received \$3,080.00 in dog licensing fees as a result of the Clinic. The expenses were relatively low due to the event hosted at a municipal building and donated veterinarian services. The advertising and staff overtime was \$800.00.

## **CONSULTATIONS**

None

## **RECOMMENDATION**

That Council receives this report regarding the 2017 Rabies Clinic for information.

*Jennifer Alexander*

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

*Jennifer Astrologo*

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

*Peggy Van Mierlo-West*

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



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**Date:** May 18, 2017  
**To:** Mayor and Council  
**Author:** Sandra Zwiers, Director of Financial Services  
**RE:** Long Term Financial Planning and Capital Budgeting  
**Report No.:** FS-2017-009

---

#### **AIM**

To provide council with a framework for moving the town's financial planning and budgeting process to a longer term focus.

#### **BACKGROUND**

The provincial and federal governments have placed an increasing importance on longer term planning at the local level. The requirement to establish asset management plans and integrate them into capital and operating budgets continues to be a key communication to local municipalities. Focusing on a single budget year at a time is no longer considered to be the best method of managing a healthy municipality.

Long term budgeting and financial planning can be quite challenging for a number of reasons. Staff turnover, a four year election cycle, a lack of clear strategic direction and changing demands of the public all work against a long term focus.

The largest deterrent to implementing a long term financial plan is the potential financial impact. All municipalities across the province are experiencing an infrastructure funding gap. Unfortunately, while the costs can be daunting, ignoring the need to establish a long term plan only increases the cost and resulting impact on taxpayers.

It is important to distinguish between long term financial planning and the budget. A long term financial plan provides the framework for spending forecasts and in turn, the budget whether it be an annual budget or a multi-year budget, works to put that financial plan into action.

The Municipal Act allows for both single year budgeting and multi-year budgeting (section 291.1 and 291.4). The distinction is that while a multi-year budget can be passed by a council in any given year (except for an election year), council must review the multi-year budget **annually** to approve the budget for the **current** year. A multi-year budget is



therefore a guiding tool to the achievement of a long term financial plan that still allows the council of the day to make changes in the current budget year if necessary.

## DISCUSSION

Administration was pleased with council's approval of the 2017 Budget that included, for the first time, additional tax dollars dedicated to lifecycle/asset management reserves. As highlighted in the presentation of the 2016 financial statements in May, approximately \$600,000 was included in the 2017 Budget to contribute to infrastructure reserves.

The asset management plan (AMP) prepared in 2013 included storm sewer, sanitary sewer, waterworks, bridges, culverts and roads. Based on 2012 replacement values, the total replacement value of these assets amounted to \$276.9 million. Since 2013, administration has been working towards adding the balance of the town's assets to the plan. These items include assets such as facilities, information technology and furniture and fixtures.

In 2013, the average cost on a per household basis to replace our assets was \$34,239. Over the last four years the cost to replace our assets has increased as has the number of assets we maintain. We've been fortunate during that time to also experience growth on a per household basis so it is reasonable to assume the average cost today remains at approximately \$35,000 per household despite these changes in asset replacement values and volumes.

The 2013 AMP proposed a number of funding options to address the infrastructure deficit. The following table was taken from page 68 of the AMP:

<b>Table 3. Revenue Options for Full Funding</b>				
	Tax Revenues			
	5 Years	10 Years	15 Years	20 Years
Annual tax increases required	11.5%	5.7%	3.8%	2.9%

The average home in Kingsville pays municipal property tax of \$1,320 (2017 tax rate). If a 20 year full funding plan was adopted, an average home would pay an additional \$35 a year in municipal taxes for the next 20 years in order to achieve full funding of asset management and replacement.

Administration recommends council adopt a financial plan that supports a dedicated annual tax rate increase to address asset management. As noted previously, this plan would establish the framework for the preparation of more detailed long term capital forecasts. These forecasts would then be incorporated into the annual budget and subsequently into a multi-year budget plan.

Administration is pleased to report that since the filing of the Asset Management Plan in 2013, the tax dollars directed to capital replacement and acquisition has increased. As a result, a 2.9% increase in the tax levy beginning in 2018 will actually result in a fully funded asset management strategy within 10 years instead of 20. This fact is especially important to note given the cautions expressed in our AMP that identify the increased volatility of replacement costs beyond a 10 year period. We're more likely to reach our fully funded target by adopting a financing plan that achieves our funding goals within 10 years than in 20.

## **LINK TO STRATEGIC PLAN**

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

To be recognized as a progressive, proactive environmental leader who promotes environmentally friendly practices and healthy natural lifestyle.

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

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

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

## **FINANCIAL CONSIDERATIONS**

If approved, the 2.9% 10 Year Fully Funded rate plan would be incorporated into the annual draft budget and/or multi-year budget for the next 10 years for council's annual consideration and approval.

## **CONSULTATIONS**

Senior Management Team

## **RECOMMENDATION**

That council approves in principle a 10 year plan to fully fund the infrastructure deficit in Kingsville which amounts to a 2.9% annual tax increase dedicated to lifecycle reserve contributions.

*Sandra Zwiers*

Sandra Zwiers, MAcc, CPA, CA  
Director of Financial Services

*Peggy Van Mierlo-West*

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



## THE ASSET MANAGEMENT PLAN FOR THE TOWN OF KINGSVILLE

**2013**

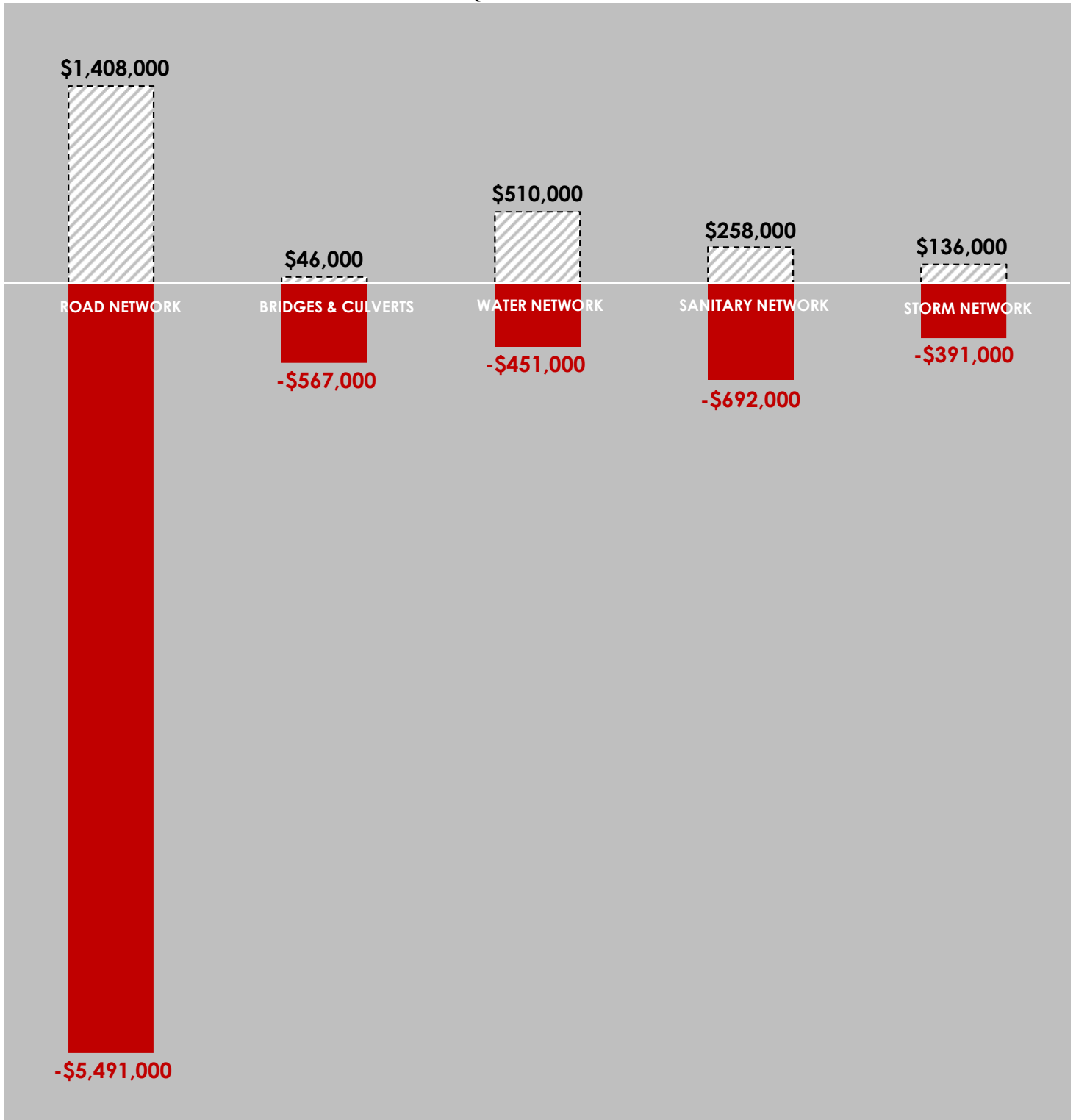
THE TOWN OF KINGSVILLE  
2021 DIVISION ROAD NORTH  
KINGSVILLE, ON N9Y 2Y9

SUBMITTED DECEMBER 2013  
BY PUBLIC SECTOR DIGEST  
148 FULLARTON STREET, SUITE 1410  
LONDON, ONTARIO  
N6A 5P3

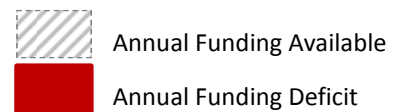
# State of the Infrastructure

## Town of Kingsville

AVERAGE ANNUAL FUNDING REQUIREMENT vs. AVAILABLE ANNUAL FUNDING



Total Annual Deficit: **\$7,592,000**



**PUBLIC SECTOR DIGEST**  
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December, 2013

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

**Attention:** Sandra Ingratta, Director of Corporate Services/Treasurer

We are pleased to submit the 2013 Asset Management Plan (AMP) for the Town of Kingsville. This AMP complies with the requirements as outlined within the provincial *Building Together Guide for Municipal Asset Management Plans*. It will serve as a strategic, tactical, and financial document, ensuring the management of the municipal infrastructure follows sound asset management practices and principles, while optimizing available resources and establishing desired levels of service. Given the broad and profound impact of asset management on the community, and the financial & administrative complexity involved in this ongoing process, we recommend that senior decision-makers from across the organization are actively involved in its implementation.

The performance of a community's infrastructure provides the foundation for its economic development, competitiveness, prosperity, reputation, and the overall quality of life for its residents. As such, we are appreciative of the Town's decision to entrust us with the strategic direction of its infrastructure and asset management planning, and are confident that this AMP will serve as a valuable tool.

Sincerely,  
The Public Sector Digest Inc.



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### **LEGAL NOTICE**

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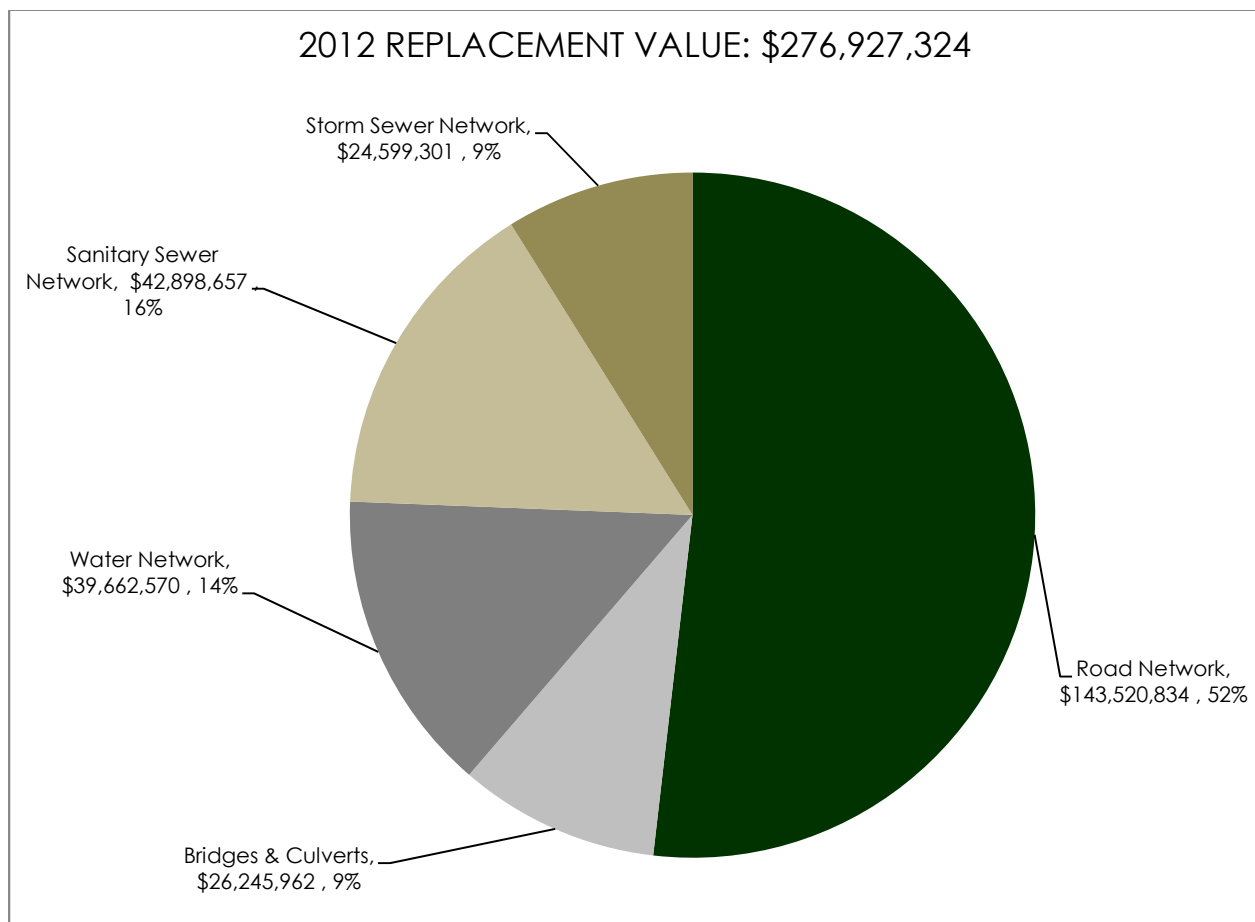
# 1.0 Executive Summary

The performance of a community's infrastructure provides the foundation for its economic development, competitiveness, prosperity, reputation, and the overall quality of life for its residents. Reliable and well-maintained infrastructure assets are essential for the delivery of critical core services for the citizens of a municipality.

A technically precise and financially rigorous asset management plan, diligently implemented, will mean that sufficient investments are made to ensure delivery of sustainable infrastructure services to current and future residents. The plan will also indicate the respective financial obligations required to maintain this delivery at established levels of service.

This Asset Management Plan (AMP) for the Town of Kingsville meets all requirements as outlined within the provincial *Building Together Guide for Municipal Asset Management Plans*. It will serve as a strategic, tactical, and financial document, ensuring the management of the municipal infrastructure follows sound asset management practices and principles, while optimizing available resources and establishing desired levels of service. Given the expansive financial and social impact of asset management on both a municipality, and its citizens, it is critical that senior decision-makers, including department heads as well as the chief executives, are strategically involved.

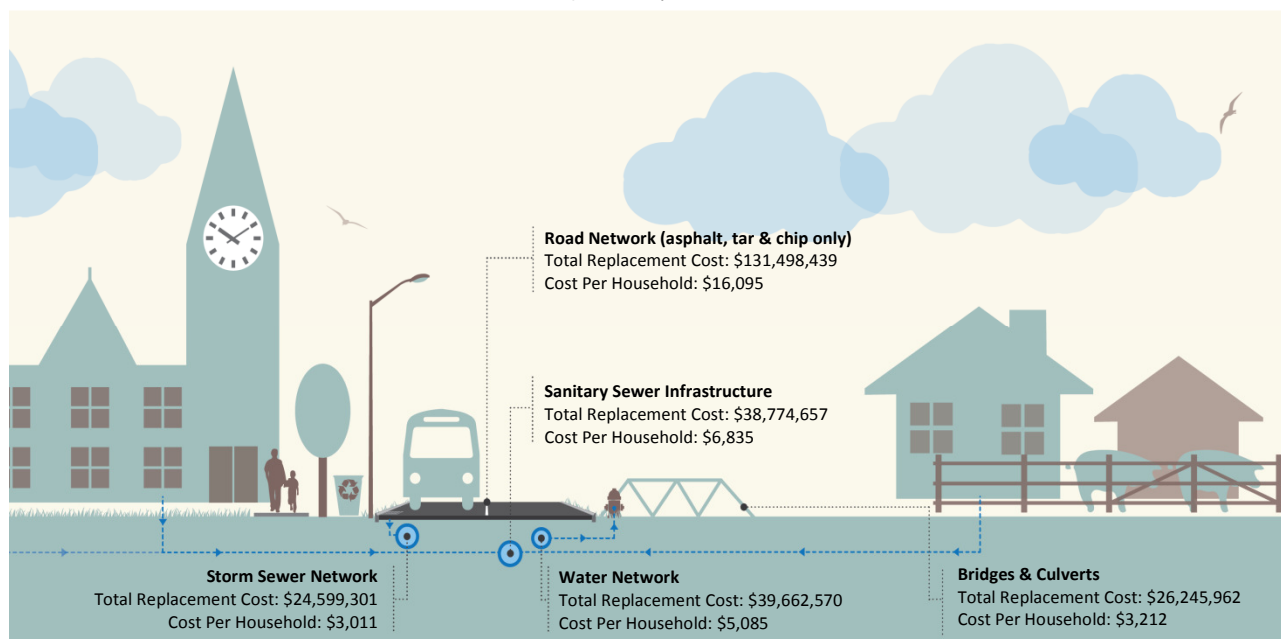
Measured in 2012 dollars, the replacement value of the asset categories analyzed totaled approximately **\$276.9 million** for the Town of Kingsville.



While the municipality is responsible for the strategic direction, it is the taxpayer in Kingsville that ultimately bears the financial burden. As such, a 'cost per household' (CPH) analysis was conducted for each of the asset categories to determine the financial obligation of each household in sharing the replacement cost of the municipality's assets. Such a measurement can serve as an excellent communication tool for both the administration and the council in communicating the importance of asset management to the citizen. The diagram below illustrates the total CPH, as well as the CPH for individual asset categories. To simplify analysis, we have excluded appurtenances and segments with a minor financial value, where applicable.

### Infrastructure Replacement Cost Per Household

Total: \$34,239 per household



In assessing the municipality's state of the infrastructure, we examined, and graded, both the current condition (Condition vs. Performance) of the asset categories as well as the municipality's financial capacity to fund the asset's average annual requirement for sustainability (Funding vs. Need). We then generated the municipality's infrastructure report card. The municipality received a **cumulative GPA of 'D'**, with an **annual infrastructure deficit of \$7.6 million**.

More than 70% of the town's bridges and culverts assets are in Poor to Critical condition, requiring urgent attention. As such, the town earned its only 'F' for Condition vs. Performance in the bridges & culverts assets. Despite its fair performance in all other categories, there are significant financial needs that must be met. For example, having 30% of its road network in Poor to Critical condition has generated nearly \$25 million in needs over the next five years. In establishing field condition assessment programs, and from a risk perspective, the entire road network should be a priority for the municipality.

Similarly, bridges & culverts require nearly \$10 million over the next five years. Structures are one of the highest liability assets a municipality owns. Therefore, a high priority should be to establish a condition assessment program. A full analysis of field condition will aid in prioritizing overall needs for rehabilitation and replacement and will assist with optimizing the long and short term budgets.

The majority of the town's water and sanitary mains are in Fair to Excellent condition. However, we recommend increasing the useful life of both sewer and water mains to be better aligned with industry standards of 80-100 years. Currently, based on accounting data, Kingsville's water mains are projected to

last 50 years and sewers to last 50 years. Increasing useful life projections will mitigate the financial demand associated with these asset categories.

In order for an AMP to be effectively put into action, it must be integrated with financial planning and long-term budgeting. We have developed scenarios that would enable the Town of Kingsville to achieve full funding within 5, 10, or 15 years for the following: tax funded assets, including road network (paved roads), bridges & culverts, storm sewer network, and; rate funded assets, including water network, and sanitary sewer network.

The average annual investment requirement for paved roads, bridges & culverts and storm sewers is \$8,039,000. Annual revenue currently allocated to these assets is \$1,590,000 leaving an annual deficit of \$6,449,000. To put it another way, these infrastructure categories are currently funded at 20% of their long-term requirements.

Kingsville has annual tax revenues of \$11,251,000 in 2013. Full funding would require an increase in tax revenue of 57.3% over time. We recommend a 15 year option which involves full funding being achieved over 15 years by:

- a) increasing tax revenues by 3.8% each year for the next 15 years solely for the purpose of phasing in full funding to the three asset categories covered by this AMP.
- b) allocating the \$1,026,000 of gas tax revenue to the paved roads category
- c) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

The average annual investment requirement for sanitary and water services is \$1,911,000. Annual revenue currently allocated to these assets for capital purposes is \$768,000 leaving an annual deficit of \$1,143,000. As a result, these infrastructure categories are currently funded at 40% of their long-term requirements.

In 2013, Kingsville has annual sanitary revenues of \$1,603,000 and water revenues of \$4,735,000. A move to full funding requires an increase to sanitary rates by 43.2% over time and water rates by 9.5% over time. We recommend a 10 year option that involves full funding being achieved over 10 years by:

- a) increasing rate revenues by 4.3% for sanitary services and 1.0% for water services each year for the next 10 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- b) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

The revenue options available to Kingsville allow the town to fully fund its infrastructure requirements without further use of debt. However, as explained in sections 7.3.2, based on the recommended condition rating analysis, it may be challenging to meet investment requirements for tax based assets without the use of debt. Reserves can alleviate some of the financial pressure. They play a critical role in long-term financial planning. However, there is considerable debate in the municipal sector as to the appropriate level of reserves that a municipality should have on hand. There is no clear guideline that has gained wide acceptance. Unfortunately, due to the relatively low level of reserves available for the asset categories covered by this AMP, the scenarios developed in this report do not draw on the above reserves during the phase-in period to full funding.

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## 2.0 Introduction

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This Asset Management Plan meets all provincial requirements as outlined within the Ontario Building Together Guide for Municipal Asset Management Plans. As such, the following key sections and content are included:

1. Executive Summary and Introduction
2. State of the Current Infrastructure
3. Desired Levels of Service
4. Asset Management Strategy
5. Financial Strategy

The following asset classes are addressed:

1. **Road Network:** Paved, tar & chip, gravel
2. **Bridges & Culverts:** Bridges and large culverts with a span greater than 3m
3. **Water Network:** Water mains, hydrants, valves
4. **Sanitary Sewer Network:** Sanitary sewer mains, manholes
5. **Storm Sewer Network:** Storm sewer mains, catch basins, manholes

Municipalities are encouraged to cover all asset categories in future iterations of the AMP.

This asset management plan will serve as a strategic, tactical, and financial document ensuring the management of the municipal infrastructure follows sound asset management practices and principles, while optimizing available resources and establishing desired levels of service.

**At a strategic level,** within the State of the Current Infrastructure section, it will identify current and future challenges that should be addressed in order to maintain sustainable infrastructure services on a long-term, life cycle basis.

It will outline a Desired Level of Service (LOS) Framework for each asset category to assist the development and tracking of LOS through performance measures across strategic, financial, tactical, operational, and maintenance activities within the organization.

**At a tactical level,** within the Asset Management Strategy section, it will develop an implementation process to be applied to the needs-identification and prioritization of renewal, rehabilitation, and maintenance activities, resulting in a 10 year plan that will include growth projections.

**At a financial level,** within the Financial Strategy section, a strategy will be developed that fully integrates with other sections of this asset management plan, to ensure delivery and optimization of the 10 year infrastructure budget.

Through the development of this plan, all data, analysis, life cycle projections, and budget models will be provided through the Public Sector Digest's CityWide suite of software products. The software and plan will be synchronized, will evolve together, and therefore, will allow for ease of updates, and annual reporting of performance measures and overall results.

This will allow for continuous improvement of the plan and its projections. It is therefore recommended that the plan be revisited and updated on an annual basis, particularly as more detailed information becomes available.

### 2.1 Importance of Infrastructure

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Municipalities throughout Ontario, large and small, own a diverse portfolio of infrastructure assets that in turn provide a varied number of services to their citizens. The infrastructure, in essence, is a conduit for the various public services the municipality provides, e.g.:

- the roads supply a transportation network service
- the water infrastructure supplies a clean drinking water service

A community's prosperity, economic development, competitiveness, image, and overall quality of life are inherently and explicitly tied to the performance of its infrastructure.

## 2.2 Asset Management Plan (AMP) - Relationship to Strategic Plan

The major benefit of strategic planning is the promotion of strategic thought and action. A strategic plan spells out where an organization wants to go, how it's going to get there, and helps decide how and where to allocate resources, ensuring alignment to the strategic priorities and objectives. It will help identify priorities and guide how municipal tax dollars and revenues are spent into the future.

The strategic plan usually includes a vision and mission statement, and key organizational priorities with alignment to objectives and action plans. Given the growing economic and political significance of infrastructure, the asset management plan will become a central component of most municipal strategic plans, influencing corporate priorities, objectives, and actions.

## 2.3 AMP - Relationship to other Plans

An asset management plan is a key component of the municipality's planning process linking with multiple other corporate plans and documents. For example:

- **The Official Plan** – The AMP should utilize and influence the land use policy directions for long-term growth and development as provided through the Official Plan.
- **Long Term Financial Plan** – The AMP should both utilize and conversely influence the financial forecasts within the long-term financial plan.
- **Capital Budget** – The decision framework and infrastructure needs identified in the AMP form the basis on which future capital budgets are prepared.
- **Infrastructure Master Plans** – The AMP will utilize goals and projections from infrastructure master plans and in turn will influence future master plan recommendations.
- **By-Laws, standards, and policies** – The AMP will influence and utilize policies and by-laws related to infrastructure management practices and standards.
- **Regulations** – The AMP must recognize and abide by industry and senior government regulations.
- **Business Plans** – The service levels, policies, processes, and budgets defined in the AMP are incorporated into business plans as activity budgets, management strategies, and performance measures.

## 2.4 Purpose and Methodology

The following diagram depicts the approach and methodology, including the key components and links between those components that embody this asset management plan:



It can be seen from the above that a municipality's infrastructure planning starts at the corporate level with ties to the strategic plan, alignment to the community's expectations, and compliance with industry and government regulations.

Then, through the State of the Current Infrastructure analysis' overall asset inventory, valuation, condition and performance are reported. In this initial AMP, due to a lack of current condition data, present performance and condition are estimated by using the current age of the asset in comparison to its overall useful design life. In future updates to this AMP, accuracy of reporting will be significantly increased through the use of holistically captured condition data. Also, a life cycle analysis of needs for each infrastructure class is conducted. This analysis yields the sustainable funding level, compared against actual current funding levels, and determines whether there is a funding surplus or deficit for each infrastructure program. The overall measure of condition and available funding is finally scored for each asset class and presented as a star rating (similar to the hotel star rating) and a letter grade (A-F) within the Infrastructure Report card.

From the lifecycle analysis above, the municipality gains an understanding of the level of service provided today for each infrastructure class and the projected level of service for the future. The next section of the

AMP provides a framework for a municipality to develop a Desired Level of Service (or target service level) and develop performance measures to track the year-to-year progress towards this established target level of service.

The Asset Management Strategy then provides a detailed analysis for each infrastructure class. Included in this analysis are best practices and methodologies from within the industry which can guide the overall management of the infrastructure in order to achieve the desired level of service. This section also provides an overview of condition assessment techniques for each asset class; life cycle interventions required, including those interventions that yield the best return on investment; and prioritization techniques, including risk quantification, to determine which priority projects should move forward into the budget first.

The Financing Strategy then fully integrates with the asset management strategy and asset management plan, and provides a financial analysis that optimizes the 10 year infrastructure budget. All revenue sources available are reviewed, such as the tax levy, debt allocations, rates, reserves, grants, gas tax, development charges, etc., and necessary budget allocations are analysed to inform and deliver the infrastructure programs.

Finally, in subsequent updates to this AMP, actual project implementation will be reviewed and measured through the established performance metrics to quantify whether the desired level of service is achieved or achievable for each infrastructure class. If shortfalls in performance are observed, these will be discussed and alternate financial models or service level target adjustments will be presented.

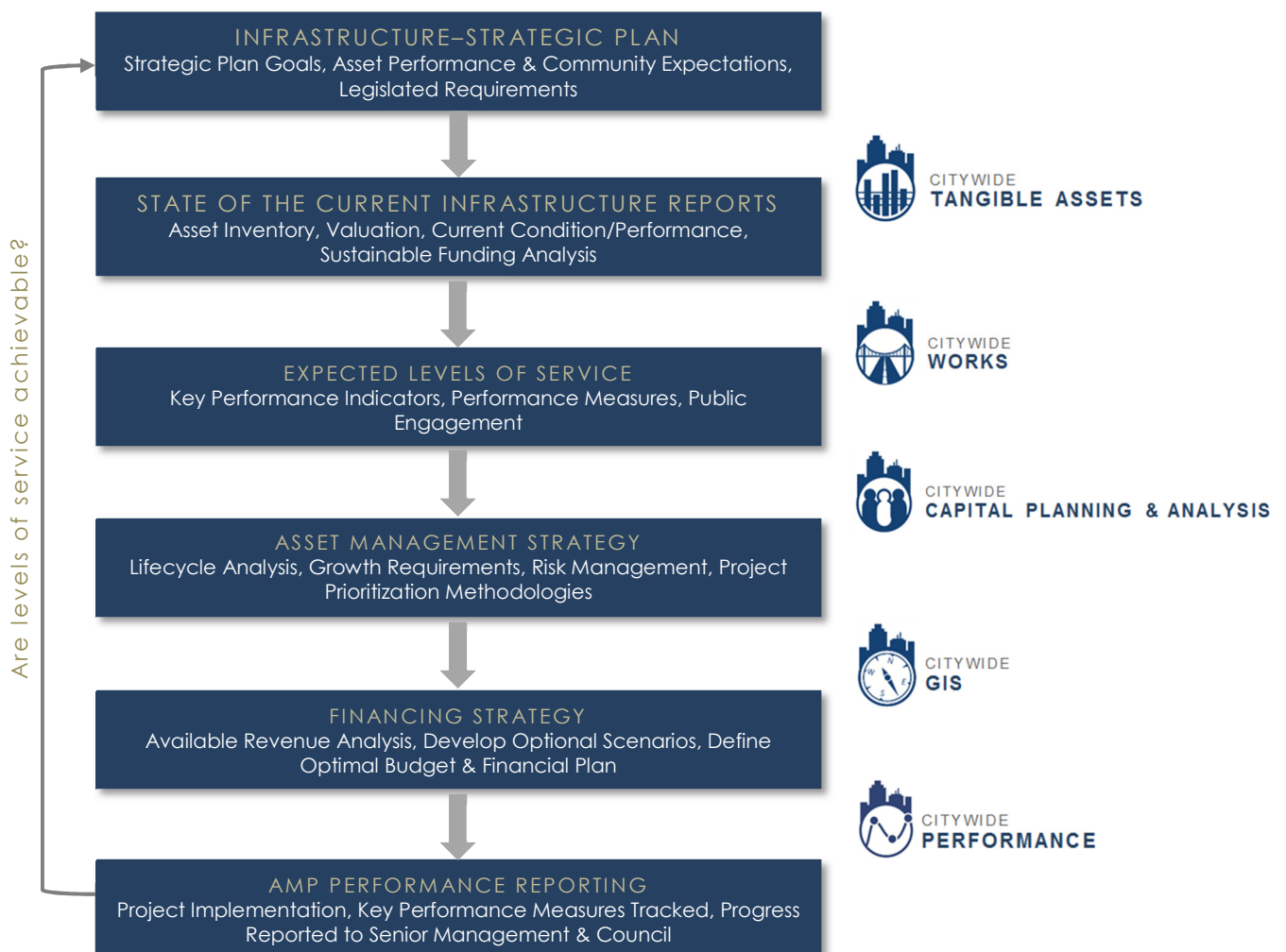


## 2.5 CityWide Software alignment with AMP

The plan will be built and developed hand in hand with a database of municipal infrastructure information in the CityWide software suite of products. The software will ultimately contain the municipality's asset base, valuation information, life cycle activity predictions, costs for activities, sustainability analysis, project prioritization parameters, key performance indicators and targets, 10 year asset management strategy, and the financial plan to deliver the required infrastructure budget.

The software and plan will be synchronized, and will evolve together year-to-year as more detailed information becomes available. This synchronization will allow for ease of updates, modeling and scenario building, and annual reporting of performance measures and results. This will allow for continuous improvement of the plan and its projections. It is therefore recommended that it is revisited and updated on an annual basis.

The following diagram outlines the various CityWide software products and how they align to the various components of the AMP.



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## 3.0 Approach and Methodology

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### 3.1 Objective and Scope

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**Objective:** To identify the state of the municipality's infrastructure today and the projected state in the future if current funding levels and management practices remain status quo.

The analysis and subsequent communication tools will outline future asset requirements, will start the development of tactical implementation plans, and ultimately assist the organization to provide cost effective sustainable services to the current and future community.

The approach was based on the following key industry "State of the Infrastructure documents":

- Canadian Infrastructure Report Card
- City of Hamilton's State of the Infrastructure reports
- Other Ontario Municipal State of the Infrastructure reports

The above reports are themselves based on established principles found within key, industry best practices documents such as:

- The National Guide for Sustainable Municipal Infrastructure (Canada)
- The International Infrastructure Management Manual (Australia / New Zealand)
- American Society of Civil Engineering Manuals (U.S.A)

**Scope:** Within this State of the Infrastructure report a high level review will be undertaken for the following asset categories:

1. **Road Network:** Paved, tar & chip, gravel
2. **Bridges & Culverts:** Bridges and large culverts with a span greater than 3m
3. **Water Network:** Water mains, hydrants, valves
4. **Sanitary Sewer Network:** Sanitary sewer mains, manholes
5. **Storm Sewer Network:** Storm sewer mains, catch basins, manholes

### 3.2 Approach

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The asset categories above were reviewed at a very high level due to the nature of data and information available. Subsequent detailed reviews of this analysis are recommended on an annual basis, as more detailed conditions assessment information becomes available for each infrastructure program.

#### 3.2.1 Base Data

In order to understand the full inventory of infrastructure assets within the Town of Kingsville, all tangible capital asset data, as collected to meet the PSAB 3150 accounting standard, was loaded into the CityWide Tangible Asset™ software module. This data base now provides a detailed and summarized inventory of assets as used throughout the analysis within this report and the entire Asset Management Plan.

#### 3.2.2 Asset Deterioration Review

Without detailed condition assessment, information captured holistically across entire asset networks (e.g., the entire road network), the deterioration review will rely on the 'straight line' amortization schedule approach provided from the accounting data. Although this approach is not as accurate for entire life cycle analysis as the use of detailed condition data, it does provide a reliable benchmark of future requirements. Each asset is analyzed individually. Therefore, while there may be inaccuracies in the data associated with any given asset, these imprecisions are minimized at the aggregate over entire asset

categories. It is a sound approach for a high level review. Please note for the road infrastructure, some condition data was available for a portion of the network and was therefore used as part of the analysis.

### 3.2.3 Identify Sustainable Investment Requirements

A gap analysis was performed to identify sustainable investment requirements for each asset category. Information on current spending levels and budgets was acquired from the organization, future investment requirements were calculated, and the gap between the two was identified.

The above analysis is performed by using investment and financial planning models, and life cycle costing analysis, embedded within the CityWide software suite of applications.

### 3.2.4 Asset Rating Criteria

Each asset category will be rated on two key dimensions:

- **Condition vs. Performance:** What is the condition of the asset today and how well does it perform its function?
- **Funding vs. Need:** Based on the actual investment requirements to ensure replacement of the asset at the right time, versus current spending levels for each asset group.

### 3.2.5 Infrastructure Report Card

The dimensions above will be based on a simple 1 – 5 star rating system, which will be converted into a letter grading system ranging from A-F. An average of the two ratings will be used to calculate one overall blended rating for each asset category. The outputs for all municipal assets will be consolidated within the CityWide software to produce one overall Infrastructure Report Card showing the current state of the assets and future projections for the Infrastructure.

Grading Scale: Condition vs. Performance			
What is the condition of the asset today and how well does it perform its function?			
Star Rating	Letter Grade	Color Indicator	Description
★★★★★	A		<b>Excellent:</b> No noticeable defects
★★★★	B		<b>Good:</b> minor deterioration
★★★	C		<b>Fair:</b> Deterioration evident, function is affected.
★★	D		<b>Poor:</b> Serious deterioration. Function is inadequate.
★	F		<b>Critical:</b> No longer functional. General or complete failure.

Grading Scale: Funding vs. Need		
Based on the actual investment requirements to ensure replacement of the asset at the right time, versus current spending levels for each asset group.		
Star Rating	Letter Grade	Description
★★★★★	A	Excellent: 91 to 100% of need
★★★★	B	Good: 76 to 90% of need
★★★	C	Fair: 61 to 75% of need
★★	D	Poor: 46 – 60% of need
★	F	Critical: under 45% of need

### 3.2.6 General Methodology and Reporting Approach

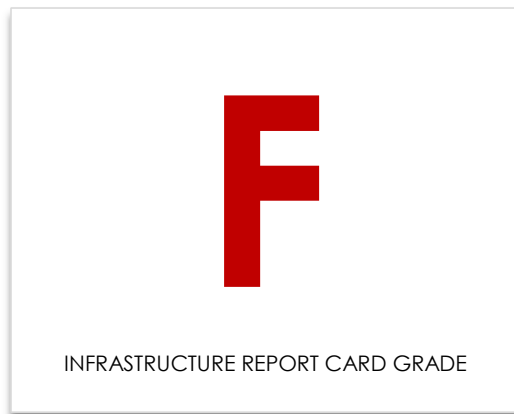
The report will be based on the seven key questions of asset management as outlined within the National Guide for Sustainable Municipal Infrastructure:

- What do you own and where is it? (inventory)
- What is it worth? (valuation / replacement cost)
- What is its condition / remaining service life? (function & performance)
- What needs to be done? (maintain, rehabilitate, replace)
- When do you need to do it? (useful life analysis)
- How much will it cost? (investment requirements)
- How do you ensure sustainability? (long-term financial plan)

The above questions will be answered for each individual asset category in the following report sections.

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## 3.3 Road Network



### 3.3 Road Network

Note: The financial analysis in this section includes paved and tar and chip roads. Gravel roads are excluded from the capital replacement analysis, as by nature, they require perpetual maintenance activities and funding. However, the gravel roads have been included in the Road Network inventory and replacement value tables.

#### 3.3.1 What do we own?

As shown in the summary table below, the entire network comprises approximately 242 centreline km of road.

Road Network Inventory		
Asset Type	Asset Component	Quantity/Units
Road Network	Gravel	39,155m
	Asphalt	83,694m
	Tar & Chip	119,589m
	Sidewalks	28,532m
	Street Lights	1,324

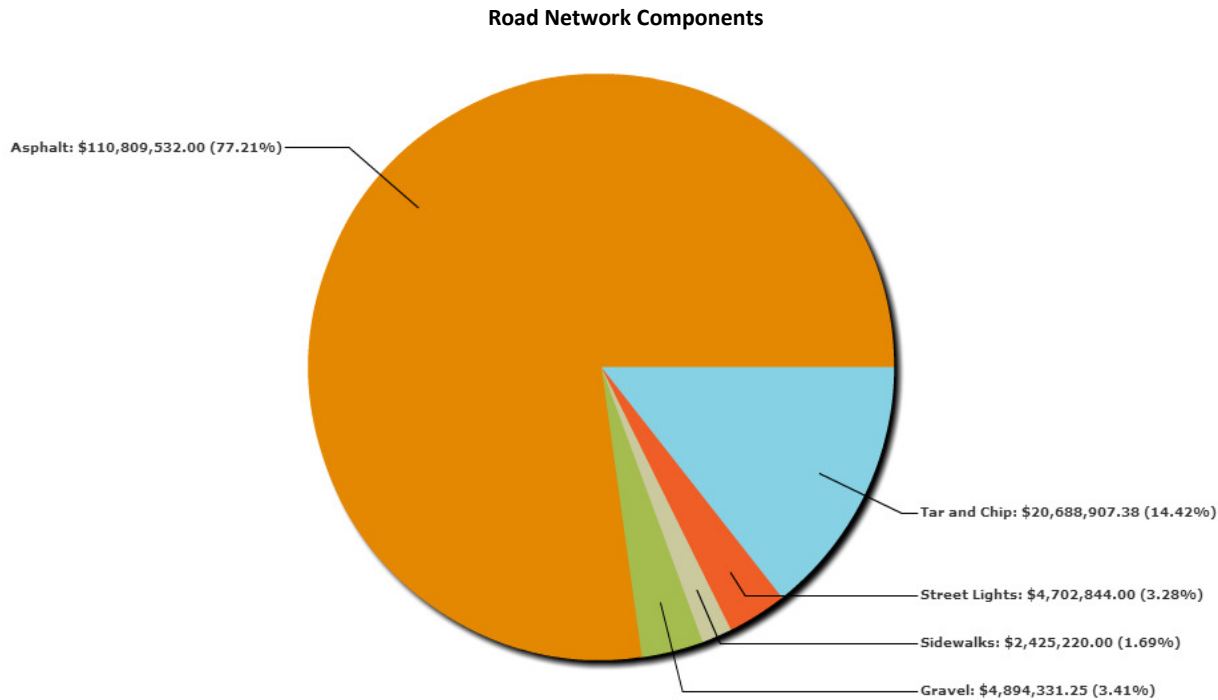
The road network data was extracted from the Tangible Capital Asset and G.I.S. modules of the CityWide software suite.

#### 3.3.2 What is it worth?

The estimated replacement value of the road network, in 2012 dollars, is approximately \$143.5 million. For the purpose of further analysis, we use a replacement cost of \$131,498,439 (excludes gravel roads and appurtenances with a minor financial value). The cost per household for the road network is \$16,095 based on 8,170 households.

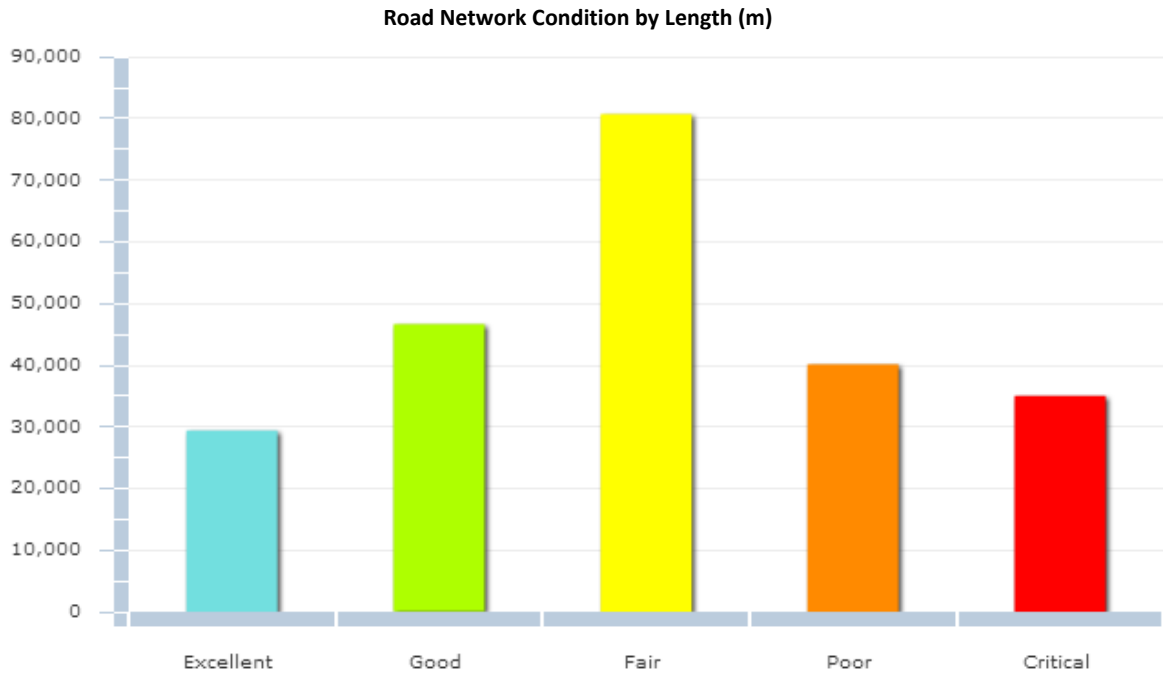
Road Network Replacement Value				
Asset Type	Asset Component	Quantity/Units	2012 Unit Replacement Cost	2012 Overall Replacement Cost
Road Network	Gravel	39,155	\$125/m	\$4,894,331
	Asphalt	83,693	\$1324/m	\$110,809,532
	Tar & Chip	119,589	\$173/m	\$20,688,907
	Sidewalks	28,532	\$85/m	\$2,425,220
	Street Lights	1,324	\$3,500	\$4,702,844
				<b>\$143,520,834</b>

The pie chart below provides a breakdown of each of the network components to the overall system value.



**3.3.3 What condition is it in?**

The majority, 72%, of the municipality's road network is in Fair to Excellent condition, with the remaining in Poor to Critical condition. As such, the municipality received a Condition vs. Performance rating of 'C' based on a weighted star rating of 3.1 stars.



### 3.3.4 What do we need to do to it?

There are generally four distinct phases in an asset's life cycle that require specific types of attention and lifecycle activity. These are presented at a high level for the road network below. Further detail is provided in the "Asset Management Strategy" section of this AMP.

Addressing Asset Needs		
Phase	Lifecycle Activity	Asset Life Stage
Minor maintenance	Activities such as inspections, monitoring, sweeping, winter control, etc.	1 <sup>st</sup> Qtr
Major maintenance	Activities such as repairing pot holes, grinding out roadway rutting, and patching sections of road.	2 <sup>nd</sup> Qtr
Rehabilitation	Rehabilitation activities such as asphalt overlays, mill and paves, etc.	3 <sup>rd</sup> Qtr
Replacement	Full road reconstruction	4 <sup>th</sup> Qtr

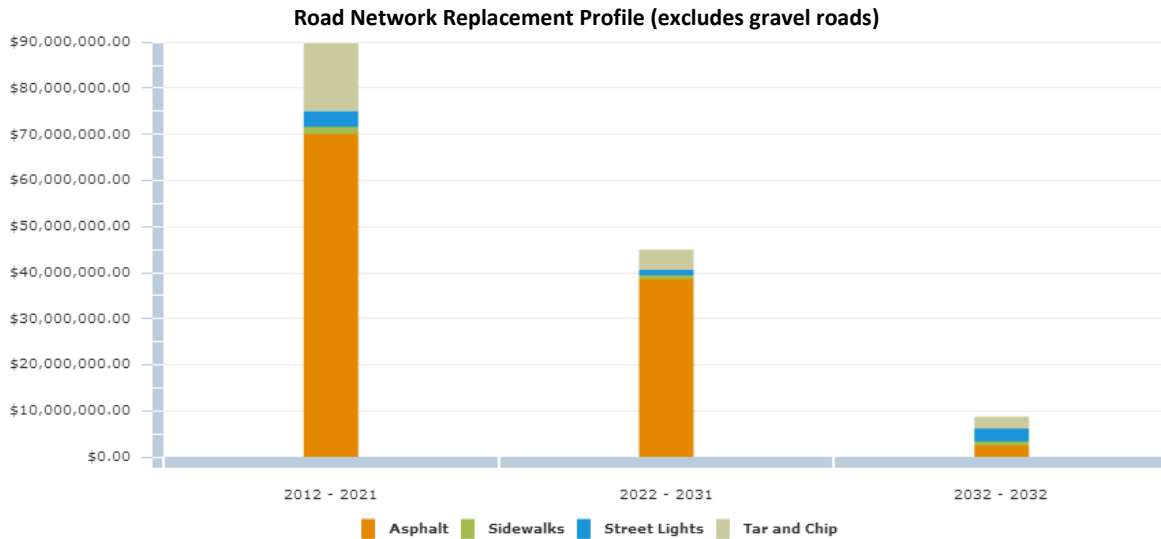
### 3.3.5 When do we need to do it?

For the purpose of this report, 'useful life' data for each asset class was obtained from the accounting data within the CityWide software database. This proposed useful life is used to determine replacement needs of individual assets. These needs are calculated and quantified in the system as part of the overall financial requirements.

Asset Useful Life in Years		
Asset Type	Asset Component	Useful Life in Years
Road Network	Gravel	20
	Asphalt	20
	Tar & Chip	20
	Sidewalks	20
	Street Lights	20

As additional field condition information becomes available, the data can be loaded into the CityWide system to increase the accuracy of current asset age and, therefore, that of future replacement requirements. The following graph shows the projection of road network replacement costs based on the age of the asset only.





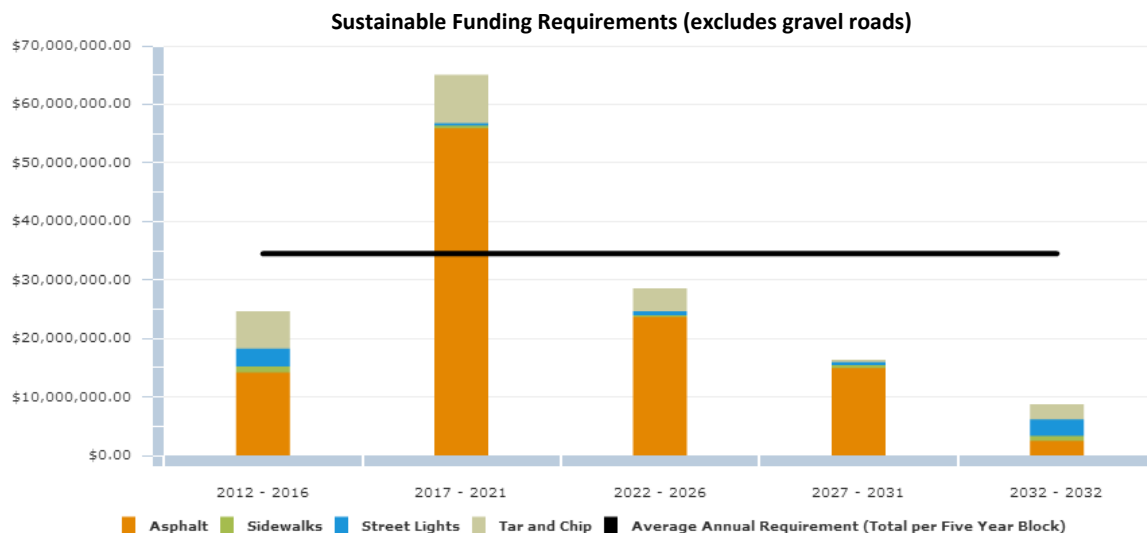
### 3.3.6 How much money do we need?

The analysis completed to determine capital revenue requirements was based on the following constraints and assumptions:

1. Replacement costs are based upon the unit costs identified within the "What is it worth" section.
2. The timing for individual road replacement was defined by the replacement year as described in the "When do you need to do it?" section.
3. All values are presented in (2012) dollars.
4. The analysis was run for a 50 year period to ensure all assets went through at least one iteration of replacement, therefore providing a sustainable projection.

### 3.3.7 How do we reach sustainability?

Based upon the above parameters, the average annual revenue required to sustain Kingsville's paved road network is approximately **\$6,899,000**. Based on Kingsville's current annual funding of **\$1,408,000**, there is an annual **deficit of \$5,491,000**. Given this deficit, the municipality received a Needs vs. Funding rating of 'F' based on a weighted star rating of 0 stars. The following graph illustrates the expenditure requirements in five year increments against the sustainable funding threshold line.



In conclusion, based on a mix of age and condition data, there is a significant portion of the road network in excellent, good and fair condition, however approximately 30% is in poor or critical condition generating needs that must be addressed totaling approximately \$24.6 Million in the next 5 years. In establishing field condition assessment programs, and from a risk perspective, the entire road network should be a priority for the municipality. A condition assessment program will aid in prioritizing overall needs for rehabilitation and replacement and will assist with optimizing the long and short term budgets. Further detail is outlined within the "asset management strategy" section of this AMP.

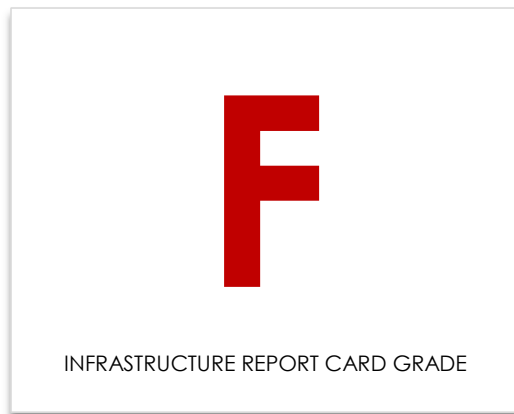
### **3.3.8 Recommendations**

The municipality received an overall rating of 'F' for its road network, calculated from the Condition vs. Performance and the Needs vs. Funding ratings. Accordingly, we recommend the following:

- A more comprehensive condition assessment program should be established for the entire paved road network to gain a better understanding of current condition and performance as outlined further within the "Asset Management Strategy" section of this AMP.
- As approximately 16% of the town's road network is gravel roads, a detailed study should be undertaken to assess the overall maintenance costs of gravel roads and whether there is benefit to converting some gravel roads to paved , or surface treated roads, thereby reducing future costs. This is further outlined within the "Asset Management Strategy" section of this AMP.
- The useful life projections used by the municipality should be reviewed for consistency with industry standards.
- Once the above studies are complete or underway, the condition data should be loaded into the CityWide software and an updated "current state of the infrastructure" analysis should be generated.
- An appropriate % of asset replacement value should be used for operations and maintenance activities on an annual basis. This should be determined through a detailed analysis of O & M activities and be added to future AMP reporting.
- The Infrastructure Report Card should be updated on an annual basis.

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## 3.4 Bridges & Culverts



## 3.4 Bridges & Culverts

### 3.4.1 What do we own?

As shown in the summary table below, the town owns 70 bridges and 29 large culverts.

Bridges & Culverts Inventory		
Asset Type	Asset Component	Quantity/Units
Bridges & Culverts	Bridges	70
	Culverts	29

The bridges & culverts data was extracted from the Tangible Capital Asset and G.I.S. modules of the CityWide software suite.

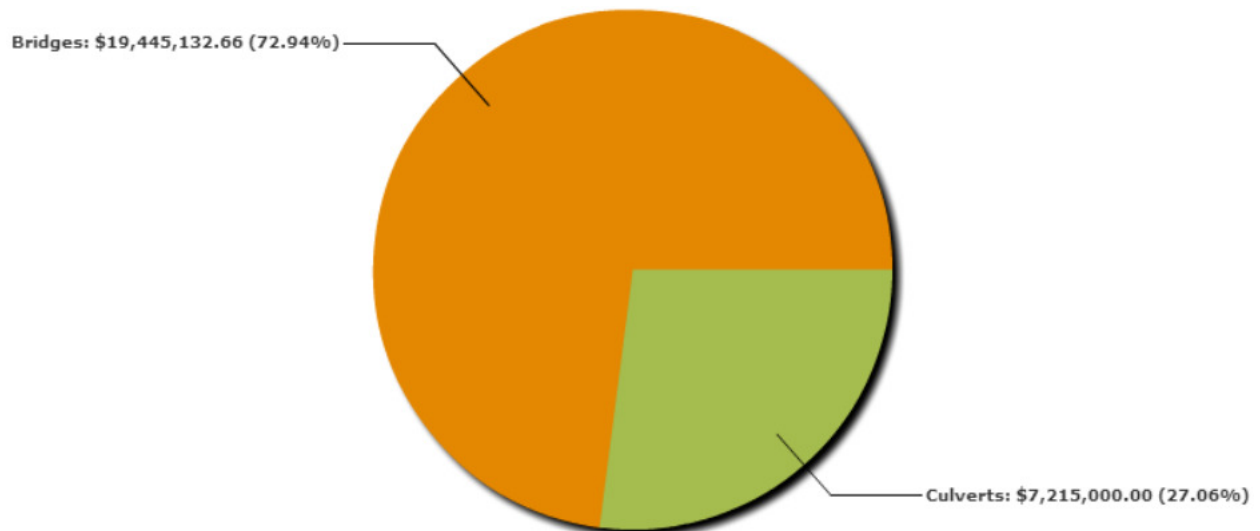
### 3.4.2 What is it worth?

The estimated replacement value of the town's bridges & culverts, in 2012 dollars, is approximately \$26.2 million. The cost per household for bridges & culverts is \$3,212 based on 8,170 households.

Bridges & Culverts Replacement Value				
Asset Type	Asset Component	Quantity/Units	2012 Unit Replacement Cost	2012 Replacement Cost
Bridges & Culverts	Bridges	70	User Defined	\$19,445,133
	Culverts	29	User Defined	\$6,800,829
				<b>\$26,245,962</b>

The pie chart below provides a breakdown of each of the bridges & culverts components to the overall structures value.

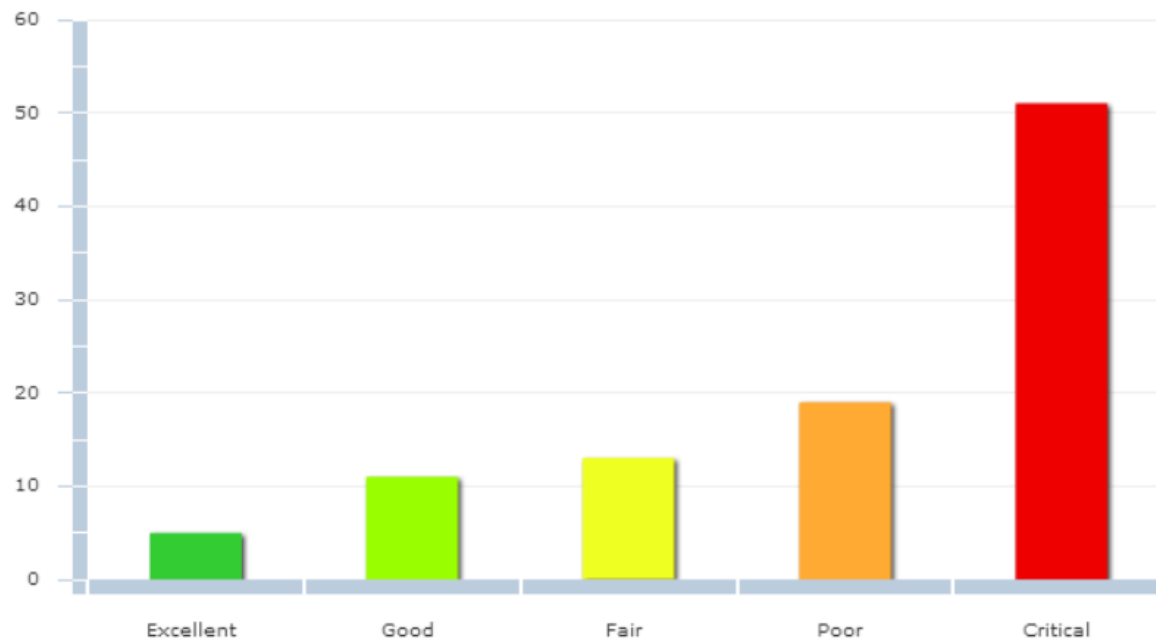
**Bridges & Culverts Components**



### 3.4.3 What condition is it in?

The vast majority, 71%, of the municipality's bridges & culverts are in Poor to Critical condition, with the remaining in Fair to Excellent. As such, the municipality received a Condition vs. Performance rating of 'F' based on a weighted star rating of 2 stars.

**Bridges and Culverts Condition by Quantity**



### 3.4.4 What do we need to do to it?

There are generally four distinct phases in an asset's life cycle. These are presented at a high level for the bridge and culvert structures below. Further detail is provided in the "Asset Management Strategy" section of this AMP.

Addressing Asset Needs		
Phase	Lifecycle Activity	Asset Life Stage
Minor Maintenance	activities such as inspections, monitoring, sweeping, winter control, etc.	1 <sup>st</sup> Qtr
Major Maintenance	activities such as repairs to cracked or spalled concrete, damaged expansion joints, bent or damaged railings, etc.	2 <sup>nd</sup> Qtr
Rehabilitation	rehabilitation events such as structural reinforcement of structural elements, deck replacements, etc.	3 <sup>rd</sup> Qtr
Replacement	full structure reconstruction	4 <sup>th</sup> Qtr

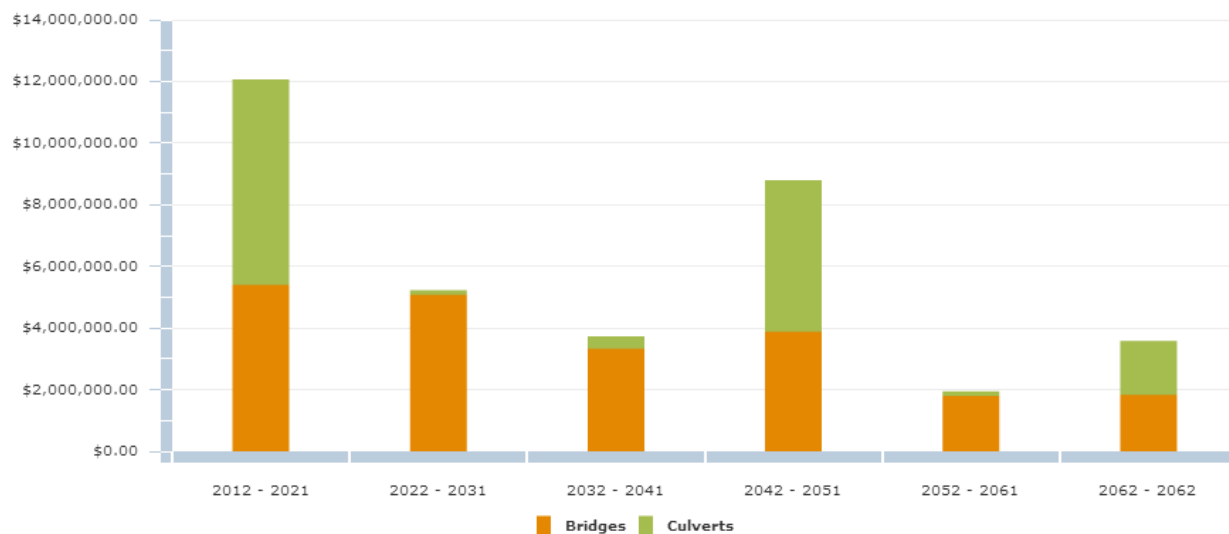
### 3.4.5 When do we need to do it?

For the purpose of this report, 'useful life' data for each asset class was obtained from the accounting data within the CityWide software database. This proposed useful life is used to determine replacement needs of individual assets, which are calculated in the system as part of the overall financial requirements.

Asset Useful Life in Years		
Asset Type	Asset Component	Useful Life in Years
Bridges & Culverts	Bridges	50
	Culverts	30

As field condition information becomes available in time, the data should be loaded into the CityWide system in order to have an increasingly more accurate picture of current asset age and, therefore, future replacement requirements. The following graph shows the current projection of structure replacements based on the age of the asset only.

**Structures Replacement Profile**



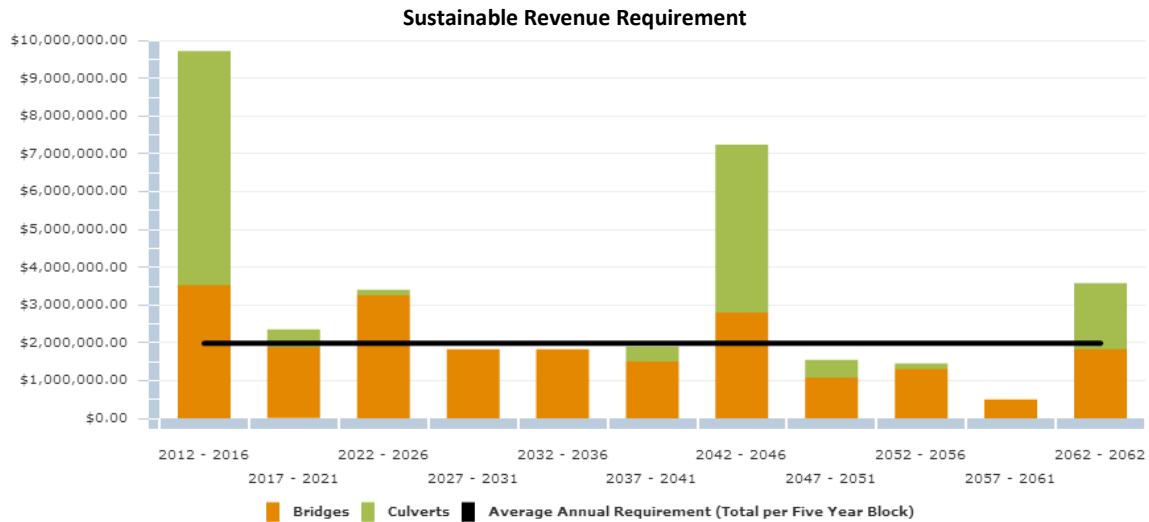
### 3.4.6 How much money do we need?

The analysis completed to determine capital revenue requirements was based on the following constraints and assumptions:

1. Replacement costs are based upon the "What is it worth" section above.
2. The timing for individual structure replacement was defined by the replacement year as described in the "When do you need to do it?" section above.
3. All values are presented in 2012 dollars.
4. The analysis was run for an 80 year period to ensure all assets cycled through at least one iteration of replacement, therefore providing a sustainable projection.

### 3.4.7 How do we reach sustainability?

Based upon the above assumptions, the average annual revenue required to sustain Kingsville's bridges & culverts is **\$613,000**. Based on Kingsville's current annual funding of **\$46,000**, there is an annual **deficit of \$567,000**. The municipality received a Needs vs. Funding rating of 'F' based on a weighted star rating of 0 stars. The following graph presents five year blocks of expenditure requirements against the sustainable funding threshold line.



In conclusion, based on the age data only, there is a noticeable percentage of bridges and large structures in poor and critical condition. There are significant needs to be addressed within the next 5 years totaling approximately \$9.7 million. Structures are one of the highest liability assets a municipality owns. Therefore, a high priority should be to establish a condition assessment program and/or enter completed condition results into the CityWide software for further analysis. A full analysis of field condition will aid in prioritizing overall needs for rehabilitation and replacement and will assist with optimizing the long and short term budgets. Further detail is outlined within the "asset management strategy" section of this AMP.

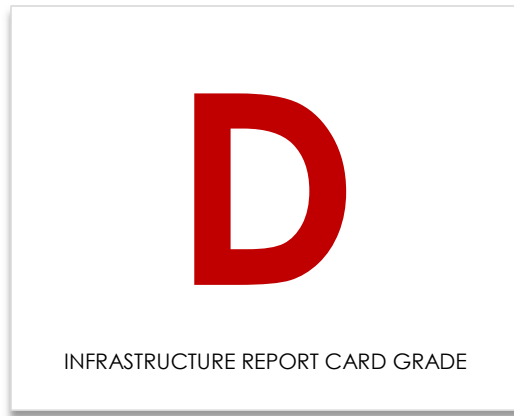
### 3.4.8 Recommendations

The municipality received an overall rating of 'F' for its bridges & culverts, calculated from the Condition vs. Performance and the Needs vs. Funding ratings. Accordingly, we recommend the following:

- As a result of the condition assessment policy and the subsequent OSIM inspections, condition data should be loaded into the CityWide software and an updated 'current state of the infrastructure' analysis should be generated.
- An appropriate % of asset replacement value should be used for operations and maintenance activities on an annual basis. This should be determined through a detailed analysis of O & M activities and added to future AMP reporting.
- The Infrastructure Report Card should be updated on an annual basis.

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## 3.5 Water Network





## 3.5 Water Infrastructure

### 3.5.1 What do we own?

Kingsville is responsible for the following water network inventory which includes approximately 260km of water mains:

Water Network Inventory		
Asset Type	Asset Component	Quantity/Units
Water Network	Mains - Local (50mm)	3,215.26m
	Mains - Local (100mm)	44,754.10m
	Mains - Local (150mm)	127,059.73m
	Mains - Local (200mm)	28,618.67m
	Mains - Local (250mm)	21,042.95m
	Mains - Local (300mm)	10,560.40m
	Hydrants	957
	Valves	1,496

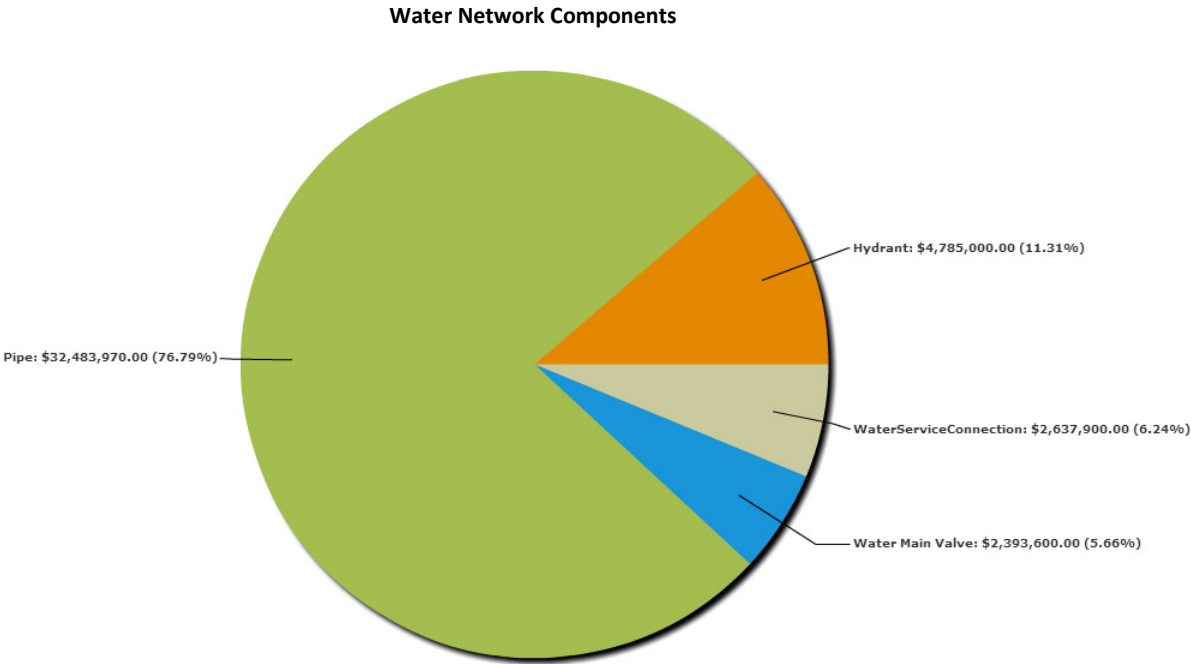
The water network data was extracted from the Tangible Capital Asset and G.I.S. modules of the CityWide software suite.

### 3.5.2 What is it worth?

The estimated replacement value of the water network, in 2012 dollars, is approximately \$39.7 million. The cost per household for the water network is \$5,085 based on 7,800 households.

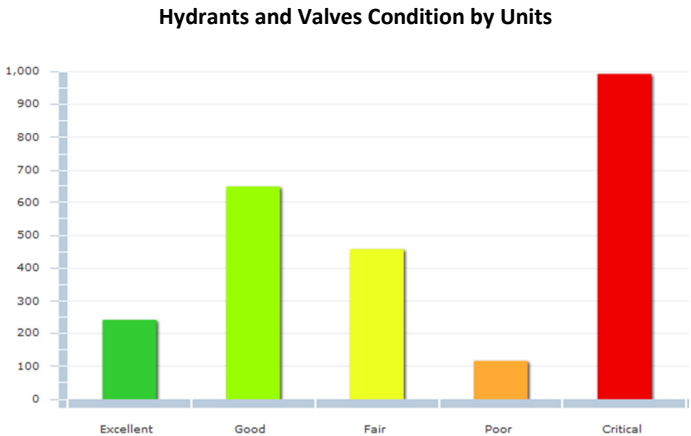
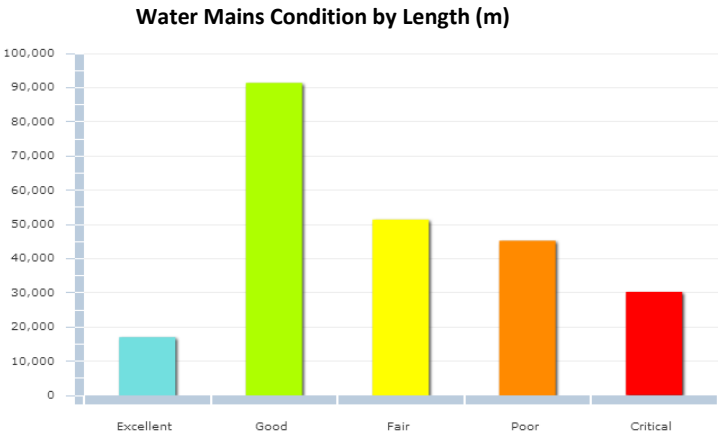
Water Network Replacement Value				
Asset Type	Asset Component	Quantity	2012 Unit Replacement Cost	2012 Overall Replacement Cost
Water Network	Mains - Local (50mm)	3,215.26m	\$120/m	\$385,831.20
	Mains - Local (100mm)	44,754.10m	\$120/m	\$5,370,492
	Mains - Local (150mm)	127,059.73m	\$120/m	\$15,247,167.60
	Mains - Local (200mm)	28,618.67m	\$160/m	\$4,578,987.20
	Mains - Local (250mm)	21,042.95m	\$200/m	\$4,208,590
	Mains - Local (300mm)	10,560.40m	\$255/m	\$2,692,902
	Hydrants	957	\$5,000	\$4,785,000
	Valves	1,496	\$1,600	\$2,393,600
				<b>\$39,662,570</b>

The pie chart below provides a breakdown of each of the network components to the overall system value.



**3.5.3 What condition is it in?**

Approximately 2/3 of the municipality's water mains are in Fair to Excellent condition, with the remaining in Poor to Critical condition. Further, 55% of the hydrants and valves are in Fair to Excellent condition, while the remaining are in Poor to Critical condition. As such, the municipality received a Condition vs. Performance rating of 'C' based on 3 stars.



### 3.5.4 What do we need to do to it?

There are generally four distinct phases in an asset's life cycle. These are presented at a high level for the water network below. Further detail is provided in the "Asset Management Strategy" section of this AMP.

Addressing Asset Needs		
Phase	Lifecycle Activity	Asset Age
Minor Maintenance	Activities such as inspections, monitoring, cleaning and flushing, hydrant flushing, pressure tests, visual inspections, etc.	1st Qtr
Major Maintenance	Such events as repairing water main breaks, repairing valves, replacing individual small sections of pipe etc.	2nd Qtr
Rehabilitation	Rehabilitation events such as structural lining of pipes and a cathodic protection program to slow the rate of pipe deterioration.	3rd Qtr
Replacement	Pipe replacements	4th Qtr

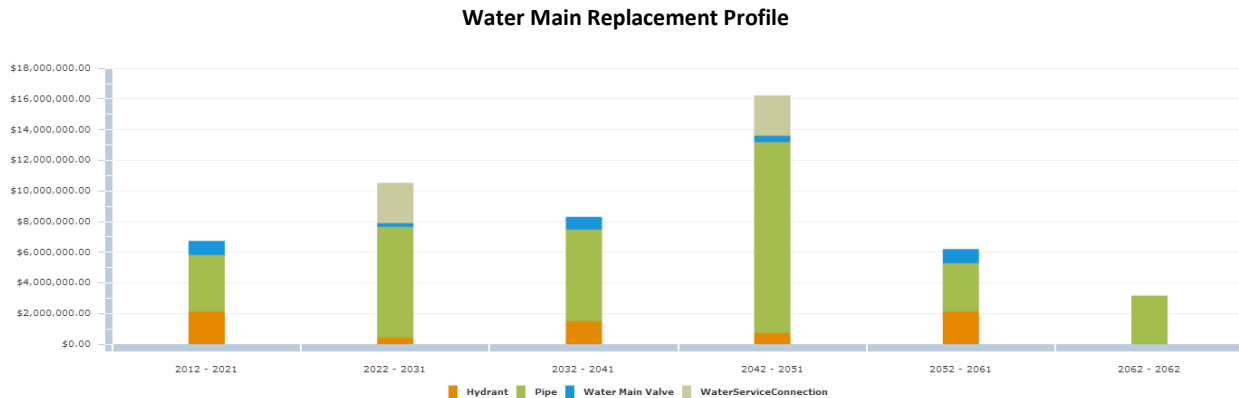
### 3.5.5 When do we need to do it?

For the purpose of this report "useful life" data for each asset class was obtained from the accounting data within the CityWide software database. This proposed useful life is used to determine replacement needs of individual assets, which are calculated in the system as part of the overall financial requirements.

Asset Useful Life in Years		
Asset Type	Asset Component	Useful Life in Years
Water Network	Mains - Local (50mm)	50
	Mains - Local (100mm)	50
	Mains - Local (150mm)	50
	Mains - Local (200mm)	50
	Mains - Local (250mm)	50
	Mains - Local (300mm)	50
	Hydrants	40
	Valves	40

As field condition information becomes available in time, the data should be loaded into the CityWide system in order to increasingly have a more accurate picture of current asset age and condition, therefore, future replacement requirements.

The following graph shows the current projection of water main replacements based on the age of the assets only.



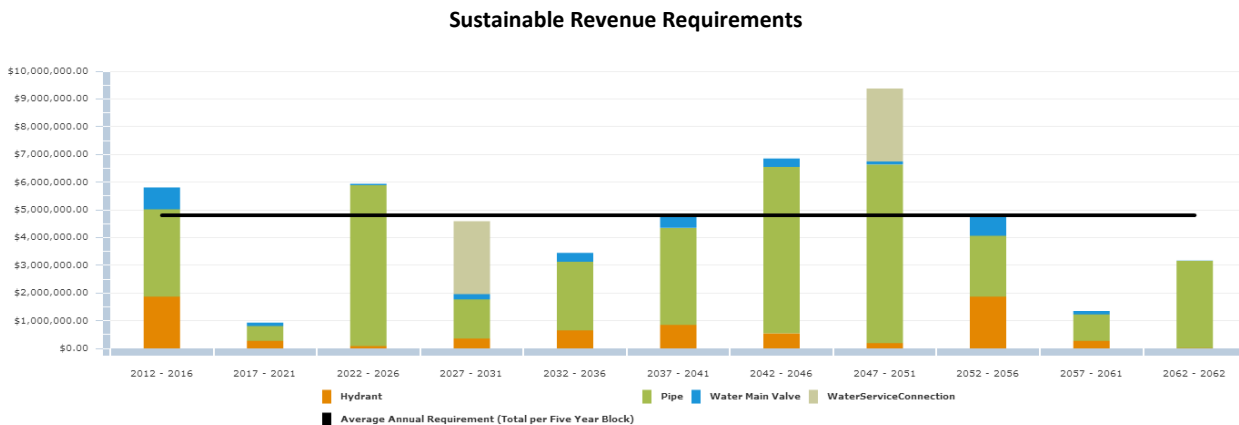
### 3.5.6 How much money do we need?

The analysis completed to determine capital revenue requirements was based on the following assumptions:

1. Replacement costs are based upon the unit costs identified within the "What is it worth" section above.
2. The timing for individual water main replacement was defined by the replacement year as described in the "When do you need to do it?" section above.
3. All values are presented in 2012 dollars.
4. The analysis was run for an 80 year period to ensure all assets went through at least one iteration of replacement, therefore providing a sustainable projection.

### 3.5.7 How do we reach sustainability?

Based upon the above assumptions, the average annual revenue required to sustain Kingsville's water network is approximately **\$961,000**. Based on Kingsville's current annual funding of **\$510,000**, there is a **deficit of \$451,000**. Given this surplus, the municipality received a Needs vs. Funding rating of 'D' based on a weighted star rating of 1.9 stars. The following graph presents five year blocks of expenditure requirements against the sustainable funding threshold line.



In conclusion, Kingsville's water distribution network is generally in good condition, however, based on age data only approximately 30% of water mains are in poor or critical condition and a number of hydrants and valves are due for replacement. It should also be noted that the useful life for water mains is projected at 50 years, while industry standards are usually 80 -100 years. Increasing the useful life projections for water mains, valves and hydrants will significantly reduce the immediate requirements listed above. In addition, a study to better understand field condition should be implemented to optimize the short and long term

budgets based on actual need. This is discussed further in the Asset Management Strategy portion of this Asset Management Plan.

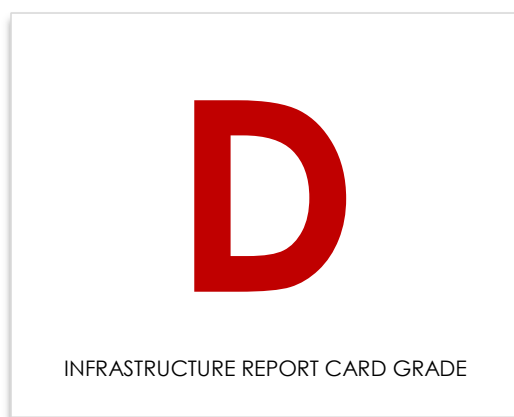
### **3.5.8 Recommendations**

The municipality received an overall rating of 'D' for its water network, calculated from the Condition vs. Performance and the Needs vs. Funding ratings. Accordingly, we recommend the following:

- A more detailed study to define the current condition of the water network should be undertaken as described further within the "Asset Management Strategy" section of this AMP.
- The useful life projections used by the municipality should be reviewed for consistency with industry standards.
- Once the above study is complete, a new performance age should be applied to each water main and an updated "current state of the infrastructure" analysis should be generated.
- An appropriate % of asset replacement value should be used for operations and maintenance activities on an annual basis. This should be determined through a detailed analysis of O & M activities and be added to future AMP reporting.
- The Infrastructure Report Card should be updated on an annual basis.

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## 3.6 Sanitary Sewer Network



## 3.6 Sanitary Sewer Network

### 3.6.1 What do we own?

The inventory components of the sanitary sewer network are outlined in the table below. The entire Network consists of approximately 95km of sewer main.

Sanitary Sewer Network Inventory		
Asset Type	Asset Component	Quantity/Units
Sanitary Sewer Network	Mains - Local (100mm)	812.8m
	Mains - Local (150mm)	3,132.58m
	Mains - Local (200mm)	43,327.53m
	Mains - Local (250mm)	21,872.63m
	Mains - Local (300mm)	7,924.75m
	Mains - Local (350mm)	1,437.69m
	Mains - Local (375mm)	5,425.40m
	Mains - Local (400mm)	243.9m
	Mains - Local (450mm)	3,850.94m
	Mains - Local (525mm)	2,561.26m
	Mains - Local (600mm)	1,545.38m
	Mains - Local (675mm)	1,296.46m
	Mains - Local (750mm)	1,220.16m
	Mains - Local (800mm)	875.8m
	Manholes	1,031
	Facilities	14

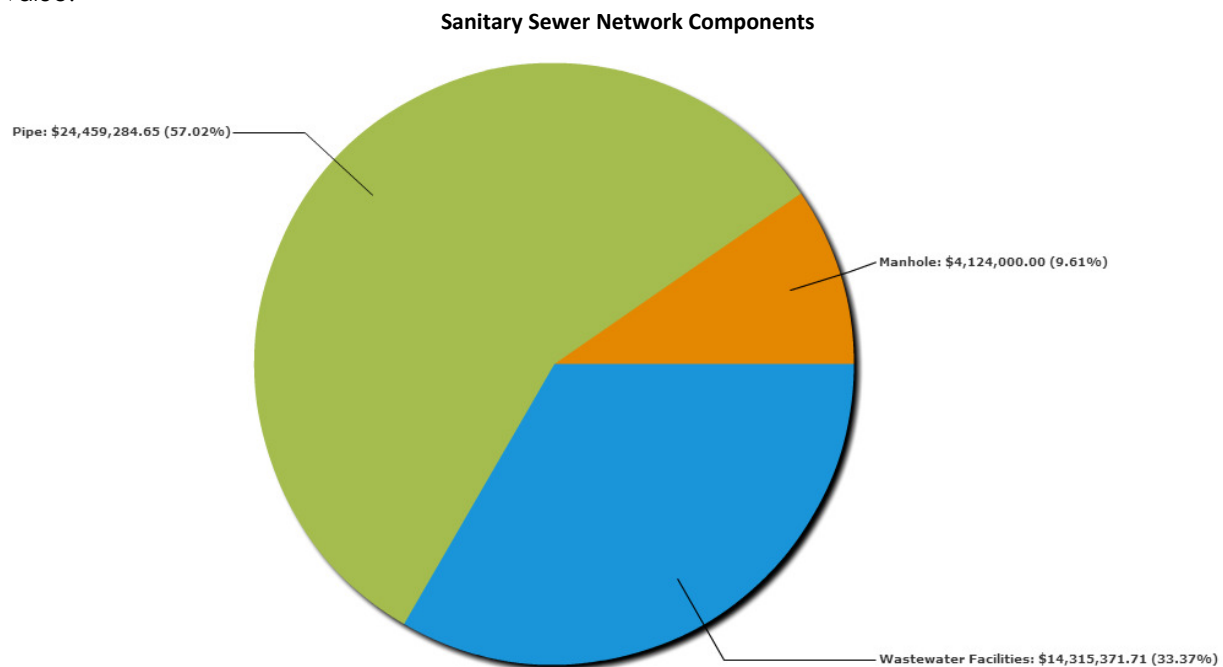
The Sanitary Sewer Network data was extracted from the Tangible Capital Asset and G.I.S. modules of the CityWide software application.

### 3.6.2 What is it worth?

The estimated replacement value of the sanitary sewer network, in 2012 dollars, is approximately \$42.9 million. For the purpose of further analysis, we use a replacement cost of \$38,774,657 (excludes manholes). The cost per household for the sanitary network is \$6,835 based on 5,673 households.

Sanitary Sewer Replacement Value				
Asset Type	Asset Component	Quantity/Units	2012 Unit Replacement Cost	2012 Overall Replacement Cost
Sanitary Sewer Network	Mains - Local (100mm)	812.8	\$150/m	\$121,920
	Mains - Local (150mm)	3,132.58	\$150/m	\$469,887
	Mains - Local (200mm)	43,327.53	\$225/m	\$9,748,694
	Mains - Local (250mm)	21,872.63	\$230/m	\$5,030,705
	Mains - Local (300mm)	7,924.75	\$250/m	\$1,981,188
	Mains - Local (350mm)	1,437.69	\$350/m	\$503,192
	Mains - Local (375mm)	5,425.40	\$350/m	\$1,898,890
	Mains - Local (400mm)	243.9	\$375/m	\$91,462
	Mains - Local (450mm)	3,850.94	\$375/m	\$1,444,103
	Mains - Local (525mm)	2,561.26	\$400/m	\$1,024,504
	Mains - Local (600mm)	1,545.38	\$400/m	\$618,152
	Mains - Local (675mm)	1,296.46	\$450/m	\$583,407
	Mains - Local (750mm)	1,220.16	\$450/m	\$549,072
	Mains - Local (800mm)	875.8	\$450/m	\$394,110
	Manholes	1,031	\$4,000	\$4,124,000
	Facilities	14	NRBCPI + user-defined	\$14,315,371
				<b>\$42,898,656</b>

The pie chart below provides a breakdown of each of the network components to the overall system value.

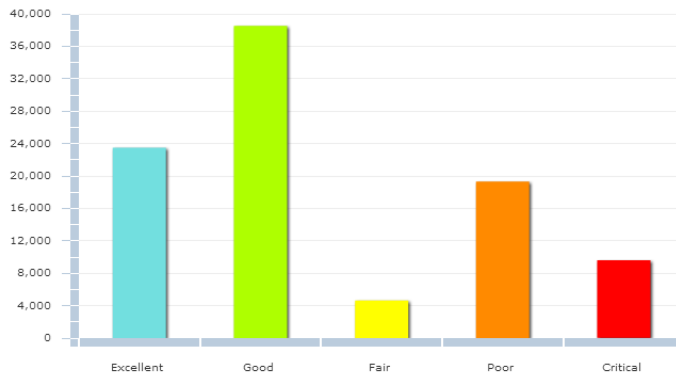




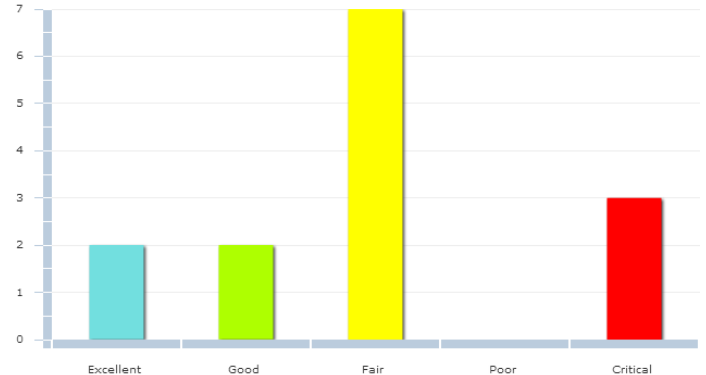
### 3.6.3 What condition is it in?

With 70% of the municipality's sanitary mains (based on quantity) in Fair to Excellent condition, and more than 90% of the facilities (based on replacement value) in Fair to Excellent condition, the municipality received a Condition vs. Performance rating of 'C' based on a weighted star rating of 3.3 stars.

**Sanitary Sewer Mains Condition by Length (m)**



**Sanitary Facilities Condition (base on replacement value)**



### 3.6.4 What do we need to do to it?

There are generally four distinct phases in an assets life cycle. These are presented at a high level for the sanitary sewer network below. Further detail is provided in the "Asset Management Strategy" section of this AMP.

Addressing Asset Needs		
Phase	Lifecycle Activity	Asset Life Stage
Minor Maintenance	Activities such as inspections, monitoring, cleaning and flushing, zoom camera and CCTV inspections, etc.	1 <sup>st</sup> Qtr
Major Maintenance	Activities such as repairing manholes and replacing individual small sections of pipe.	2 <sup>nd</sup> Qtr
Rehabilitation	Rehabilitation events such as structural lining of pipes are extremely cost effective and provide an additional 75 plus years of life.	3 <sup>rd</sup> Qtr
Replacement	Pipe replacements	4 <sup>th</sup> Qtr

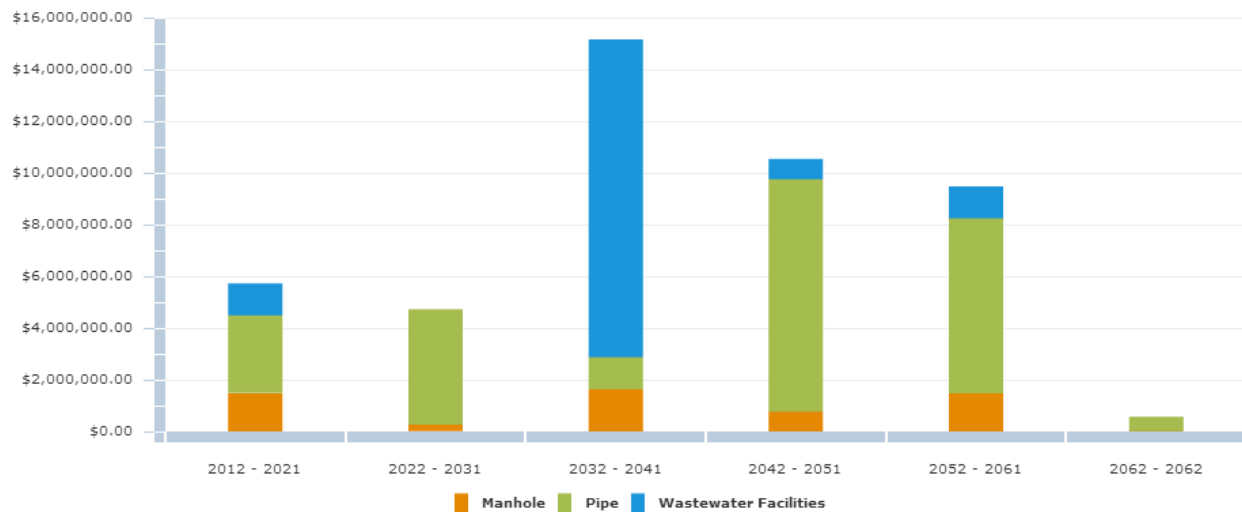
### 3.6.5 When do we need to do it?

For the purpose of this report "useful life" data for each asset class was obtained from the accounting data within the CityWide software database. This proposed useful life is used to determine replacement needs of individual assets, which are calculated in the system as part of the overall financial requirements.

Asset Useful Life in Years		
Asset Type	Asset Component	Useful Life in Years
Sanitary Sewer Network	Mains - Local (100mm)	50
	Mains - Local (150mm)	50
	Mains - Local (200mm)	50
	Mains - Local (250mm)	50
	Mains - Local (300mm)	50
	Mains - Local (350mm)	50
	Mains - Local (375mm)	50
	Mains - Local (400mm)	50
	Mains - Local (450mm)	50
	Mains - Local (525mm)	50
	Mains - Local (600mm)	50
	Mains - Local (675mm)	50
	Mains - Local (750mm)	50
	Mains - Local (800mm)	50
	Manholes	40
	Facilities	40

As field condition information becomes available in time, the data should be loaded into the CityWide system in order to increasingly have a more accurate picture of current asset performance age and, therefore, future replacement requirements. The following graph shows the current projection of sanitary sewer main replacements based on the age of the asset only.

### Sanitary Sewer Main Replacement Profile



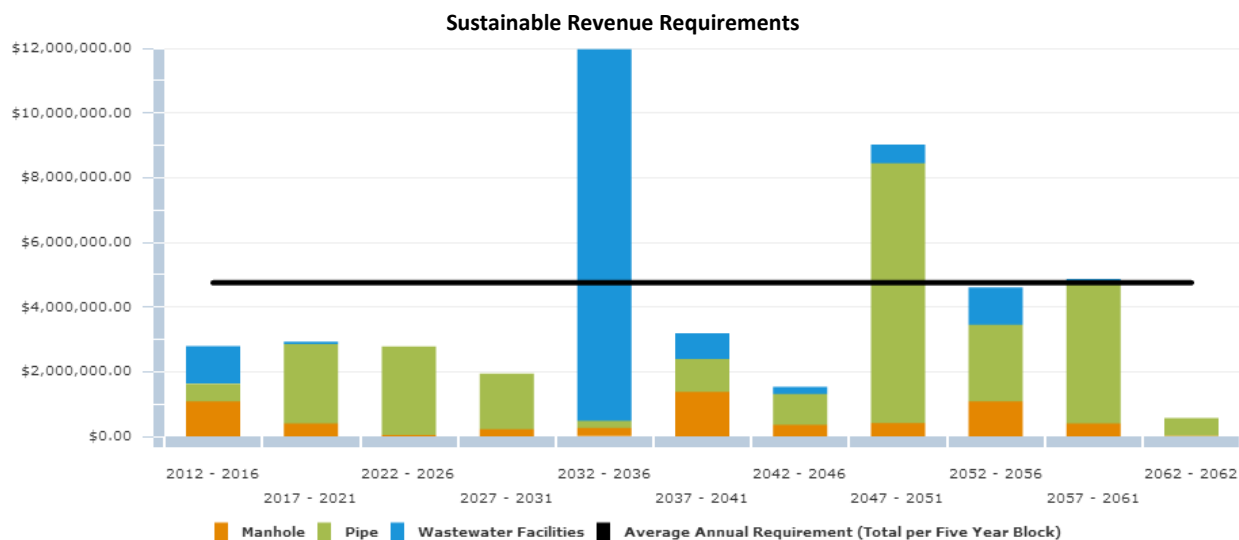
#### 3.6.6 How much money do we need?

The analysis completed to determine capital revenue requirements was based on the following assumptions:

1. Replacement costs are based upon the unit costs identified within the "What is it worth" section above.
2. The timing for individual sewer main replacement was defined by the replacement year as described in the "When do you need to do it?" section above.
3. All values are presented in 2012 dollars.
4. The analysis was run for a 50 year period to ensure all assets went through at least one iteration of replacement, therefore providing a sustainable projection.

#### 3.6.7 How do we reach sustainability?

Based upon the above assumptions, the average annual revenue required to sustain Kingsville's sanitary sewer network is approximately **\$950,000**. Based on Kingsville's current annual funding of **\$258,000**, there is an annual **deficit of \$692,000**. Given this deficit, the municipality received a Needs vs. Funding rating of 'F' based on weighted star rating of 1 star. The following graph presents five year blocks of expenditure requirements against the sustainable funding threshold line.



In conclusion, the sanitary sewer infrastructure, from an age based analysis only, has approximately 30% of mains and 20% of facilities in poor or critical condition, generating needs of approximately \$2.8 million over the next 5 years. It should be noted, however, that the useful life for sewer mains is projected at 50 years, while industry standards are usually 100 years. Increasing the useful life will significantly reduce the immediate requirements listed above. In addition, studies to better understand field condition should be implemented for both the sewer main network and the facilities to optimize the short and long term budgets based on actual need. This is discussed further in the Asset Management Strategy portion of this Asset Management Plan.

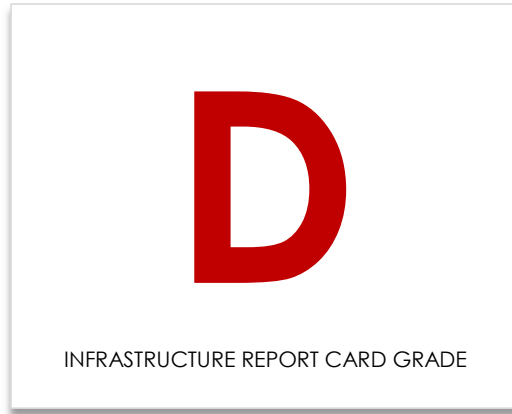
### 3.6.8 Recommendations

The municipality received an overall rating of 'D' for its sanitary sewer network, calculated from the Condition vs. Performance and the Needs vs. Funding ratings. Accordingly, we recommend the following:

- A condition assessment program should be established for the sanitary sewer network to gain a better understanding of current condition and performance as outlined further within the "Asset Management Strategy" section of this AMP.
- Also, a detailed study to define the current condition of the sanitary facilities and their components (structural, architectural, electrical, mechanical, process, etc.) should be undertaken, as collectively they account for 60% of the sanitary infrastructure's value.
- The useful life projections used by the municipality should be reviewed for consistency with industry standards.
- Other key asset classes within the sanitary sewer collection network such as manholes should be included in future reporting.
- Once the above studies are complete or underway, the data should be loaded into the CityWide software and an updated "current state of the infrastructure" analysis should be generated.
- An appropriate % of asset replacement value should be used for operations and maintenance activities on an annual basis. This should be determined through a detailed analysis of O & M activities and be added to future AMP reporting.
- The Infrastructure Report Card should be updated on an annual basis.

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## 3.7 Storm Sewer Infrastructure



## 3.7 Storm Sewer Network

### 3.7.1 What do we own?

The inventory components of the Storm Sewer Collection system are outlined in the table below.

Storm Sewer Network Inventory		
Asset Type	Asset Component	Quantity/Units
Storm Sewer Network	Mains - Local (150mm)	193.32m
	Mains - Local (200mm)	891.87m
	Mains - Local (250mm)	1,196.17m
	Mains - Local (300mm)	12,424.86m
	Mains - Local (375mm)	5,600.03m
	Mains - Local (450mm)	5,391.75m
	Mains - Local (525mm)	2,519.76m
	Mains - Local (600mm)	4,876.39m
	Mains - Local (675mm)	2,869.78m
	Mains - Local (750mm)	2,333.05m
	Mains - Local (825mm)	279.14m
	Mains - Local (900mm)	1,658.16m
	Mains - Local (1050mm)	1,198.06m
	Mains - Local (1200mm)	871.26m
	Mains - Local (1350mm)	105.96m
	Catch Basins & Pipe	1,320m
	Catch Basins	2,256
	Manholes	588

As shown in the summary table below the entire network consists of approximately 44 km of storm sewer main.

Storm Inventory (Summary)		
Asset Type	Asset Component	Quantity
Storm	Mains - Local (450mm and smaller)	25,698.00m
	Mains - Local (Larger Than 450mm)	18,031.56m
	Catch Basins	2,256
	Manholes	588

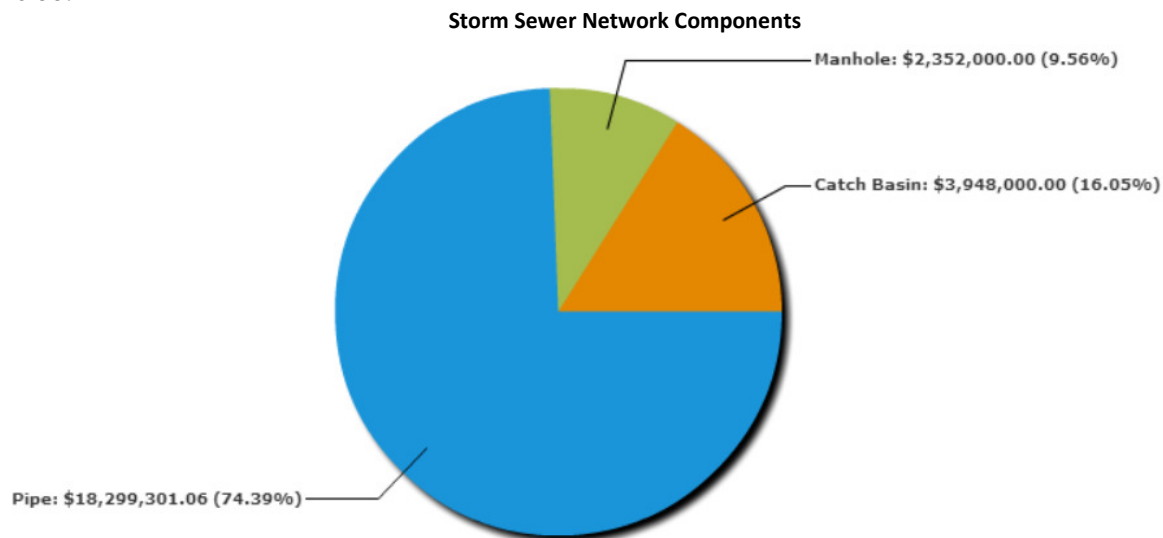
The storm sewer network data was extracted from the Tangible Capital Asset module of the CityWide software suite.

### 3.7.2 What is it worth?

The estimated replacement value of the storm sewer network, in 2012 dollars, is approximately \$24.6 million. The cost per household for the storm sewer network is \$3,011 based on 8,170 households.

Storm Sewer Network Replacement Value				
Asset Type	Asset Component	Quantity/Units	2012 Unit Replacement Cost	2012 Overall Replacement Cost
Storm Sewer Network	Mains - Local (150mm)	193.32m	\$150/m	\$28,997
	Mains - Local (200mm)	891.87m	\$225/m	\$200,671
	Mains - Local (250mm)	1,196.17m	\$230/m	\$275,119
	Mains - Local (300mm)	12,424.86m	\$250/m	\$3,106,226
	Mains - Local (375mm)	5,600.03m	\$350/m	\$1,960,015
	Mains - Local (450mm)	5,391.75m	\$400/m	\$2,156,686
	Mains - Local (525mm)	2,519.76m	\$425/m	\$1,070,898
	Mains - Local (600mm)	4,876.39m	\$500/m	\$2,438,195
	Mains - Local (675mm)	2,869.78m	\$575/m	\$1,650,124
	Mains - Local (750mm)	2,333.05m	\$675/m	\$1,574,813
	Mains - Local (825mm)	279.14m	\$700/m	\$195,398
	Mains - Local (900mm)	1,658.16m	\$750/m	1,243,619
	Mains - Local (1050mm)	1,198.06m	\$750/m	\$898,545
	Mains - Local (1200mm)	871.26m	\$875/m	\$762,356
	Mains - Local (1350mm)	105.96m	\$875/m	\$92,715
	Catch Basins & Pipe	1,320m	Non-Res Index	\$644,924
	Catch Basins	2,256	\$1,750/m	\$3,948,000
	Manholes	588	\$4,000	\$2,352,000
				<b>\$24,599,301</b>

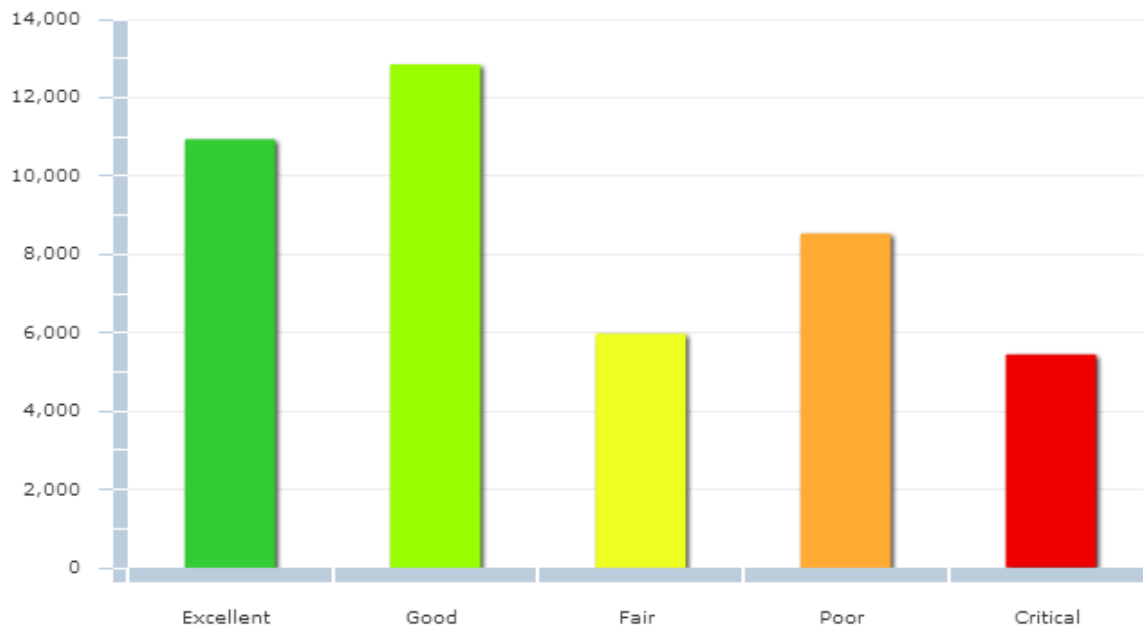
The pie chart below provides a breakdown of each of the network components to the overall system value.



### 3.7.3 What condition is it in?

Approximately 2/3 of the municipality's storm sewer mains and manholes & catch basins are in Fair to Excellent condition. As such, the municipality received a Condition vs. Performance rating of 'C' based on a weighted star rating of 3.3 stars.

**Storm Sewer Network Condition by Length (metres)**



### 3.7.4 What do we need to do to it?

There are generally four distinct phases in an assets life cycle. These are presented at a high level for the storm sewer network below. Further detail is provided in the "Asset Management Strategy" section of this AMP.

Addressing Asset Needs		
Phase	Lifecycle Activity	Asset Age
Minor Maintenance	Activities such as inspections, monitoring, cleaning and flushing, zoom camera and CCTV inspections, etc.	1 <sup>st</sup> Qtr
Major Maintenance	Activities such as repairing manholes and replacing individual small sections of pipe.	2 <sup>nd</sup> Qtr
Rehabilitation	Rehabilitation events such as structural lining of pipes are extremely cost effective and provide an additional 75 plus years of life.	3 <sup>rd</sup> Qtr
Replacement	Pipe replacements	4 <sup>th</sup> Qtr

### 3.7.5 When do we need to do it?

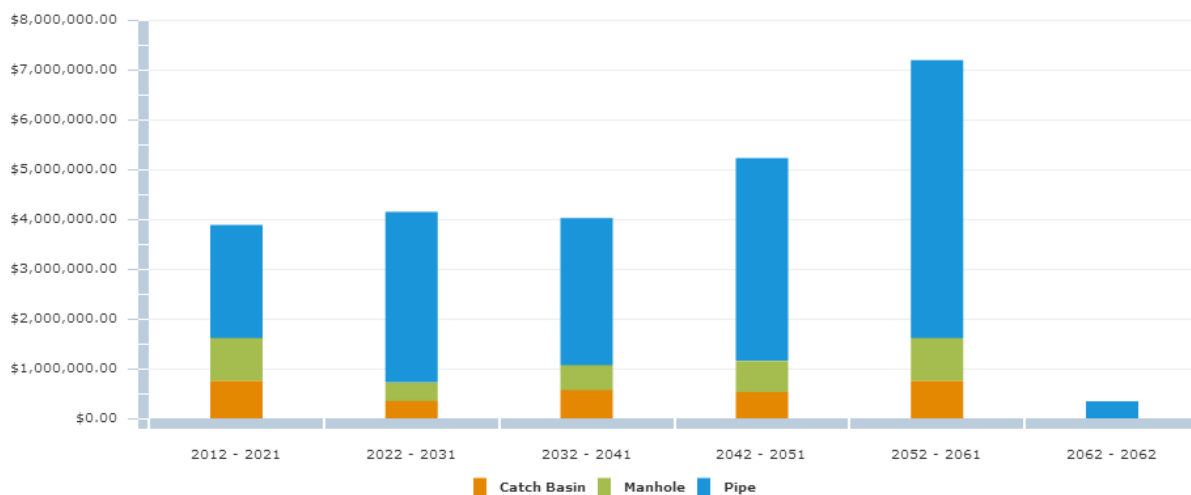
For the purpose of this report "useful life" data for each asset class was obtained from the accounting data within the CityWide software database. This proposed useful life is used to determine replacement needs of individual assets, which are calculated in the system as part of the overall financial requirements.



Asset Useful Life in Years		
Asset Type	Asset Component	Useful Life in Years
Storm Sewer Network	Mains - Local (Less Than 450mm)	50
	Mains - Trunks (Larger Than 450mm)	50
	Catch Basins	40
	Manholes	40

As field condition information becomes available in time, the data should be loaded into the CityWide system in order to increasingly have a more accurate picture of current asset performance age and, therefore, future replacement requirements. The following graph shows the current projection of storm sewer main replacements based on the age of the asset only.

**Storm Sewer Main Replacement Profile**



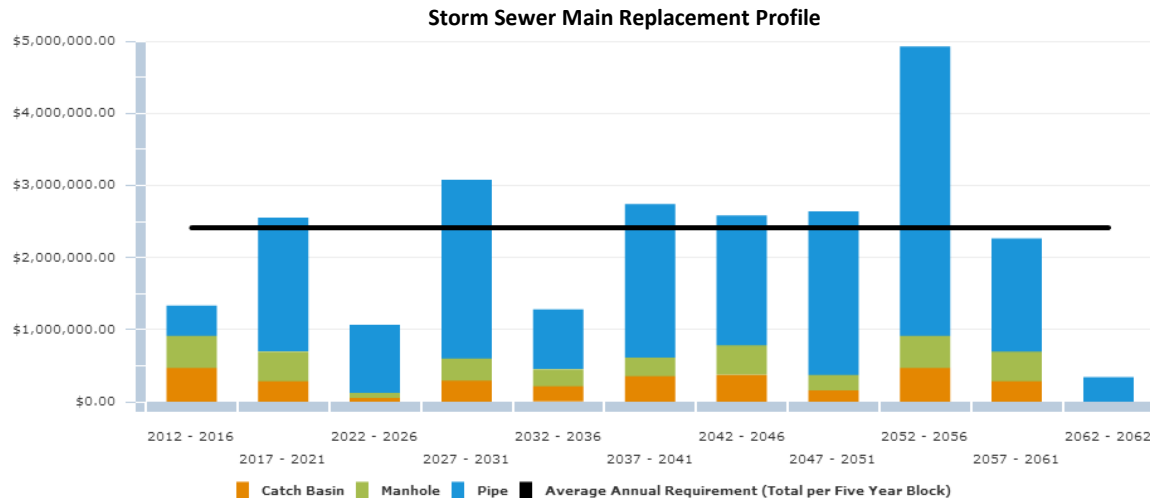
### 3.7.6 How much money do we need?

The analysis completed to determine capital revenue requirements was based on the following assumptions:

1. Replacement costs are based upon the unit costs identified within the "What is it worth" section above.
2. The timing for individual storm sewer main replacement was defined by the replacement year as described in the "When do you need to do it?" section above.
3. All values are presented in current (2012) dollars.
4. The analysis was run for an 80 year period to ensure all assets went through one iteration of replacement, therefore providing a sustainable projection.

### 3.6.7 How do we reach sustainability?

Based upon the above assumptions, the average annual revenue required to sustain Kingsville's storm sewer network is approximately **\$527,000**. Based on Kingsville's current annual funding of **\$136,000**, there is an annual **deficit of \$391,000**. As such, the municipality received a Needs vs. Performance rating of 'F' based on a weighted star rating of 1.0 star.



In conclusion, Kingsville's storm sewer collection network, based on age data only, has approximately 30% of mains in poor or critical condition and a significant portion of older catch basins and manholes. This has generated needs requiring an expenditure of approximately \$1.3 million over the next 5 years. It should be noted, however, that the useful life for storm mains is projected at 50 years, while industry standards are usually 100 years. Increasing the useful life will significantly reduce the immediate requirements listed above. In addition, a study to better understand field condition should be implemented to optimize the short and long term budgets based on actual need. This is discussed further in the Asset Management Strategy portion of this Asset Management Plan.

### 3.7.8 Recommendations

The municipality received an overall rating of 'D' for its storm sewer network, calculated from the Condition vs. Performance and the Needs vs. Funding ratings. Accordingly, we recommend the following:

- A condition assessment program should be established for the storm sewer network to gain a better understanding of current condition and performance as outlined further within the "Asset Management Strategy" section of this AMP.
- The useful life projections used by the municipality should be reviewed for consistency with industry standards.
- Once the above studies are complete or underway, the data should be loaded into the CityWide software and an updated "current state of the infrastructure" analysis should be generated.
- An appropriate % of asset replacement value should be used for operations and maintenance activities on an annual basis. This should be determined through a detailed analysis of O & M activities and be added to future AMP reporting.
- The Infrastructure Report Card should be updated on an annual basis.

## 4.0 Infrastructure Report Card

CUMULATIVE GPA

**D**

### Infrastructure Report Card The Town of Kingsville

1. Each asset category was rated on two key, equally weighted (50/50) dimensions: **Condition vs. Performance**, and **Needs vs. Funding**.
2. See the "**What condition is it in?**" section for each asset category for its star rating on the Condition vs. Performance dimension.
3. See the "**How do we reach sustainability?**" section for each asset category for its star rating on the Needs vs. Funding dimension.
4. The 'Overall Rating' below is the average of the two star ratings converted to a letter grade.

Asset category	Condition vs. Performance	Need vs. Funding	Overall grade	Comments
Road Network	<b>C</b> (3.1 Stars)	<b>F</b> (0 Stars)	<b>F</b>	The majority, 72%, of the municipality's road network is in Fair to Excellent condition, with the remaining in Poor to Critical condition. The average annual revenue required to sustain Kingsville's paved road network is approximately <b>\$6,899,000</b> . Based on Kingsville's current annual funding of <b>\$1,408,000</b> , there is an annual <b>deficit of \$5,491,000</b> .
Bridges & Culverts	<b>F</b> (2 Stars)	<b>F</b> (0 Stars)	<b>F</b>	The vast majority, 71%, of the municipality's bridges & culverts are in Poor to Critical condition, with the remaining in Fair to Excellent. The average annual revenue required to sustain Kingsville's bridges & culverts is <b>\$613,000</b> . Based on Kingsville's current annual funding of <b>\$46,000</b> , there is an annual <b>deficit of \$567,000</b> .
Water Network	<b>C</b> (3 Stars)	<b>D</b> (1.9 Stars)	<b>D</b>	Approximately 2/3 of the municipality's water mains are in Fair to Excellent condition, with the remaining in Poor to Critical condition. Further, 55% of the hydrants and valves are in Fair to Excellent condition, while the remaining are in Poor to Critical condition. The average annual revenue required to sustain Kingsville's water network is approximately <b>\$961,000</b> . Based on Kingsville's current annual funding of <b>\$510,000</b> , there is a <b>deficit of \$451,000</b> .
Sanitary Sewer Network	<b>C</b> (3.3 Stars)	<b>F</b> (1.0 Stars)	<b>D</b>	With 70% of the municipality's sanitary mains (based on quantity) in Fair to Excellent condition, and more than 90% of the facilities (based on replacement value) in Fair to Excellent condition, the municipality received a Condition vs. Performance rating of 'C'. The average annual revenue required to sustain Kingsville's sanitary sewer network is approximately <b>\$950,000</b> . Based on Kingsville's current annual funding of <b>\$258,000</b> , there is an annual <b>deficit of \$692,000</b> .
Storm Sewer Network	<b>C</b> (3.3 Stars)	<b>F</b> (1.0 Stars)	<b>D</b>	Approximately 2/3 of the municipality's storm sewer mains and manholes & catch basins are in Fair to Excellent condition. As such, the municipality received a Condition vs. Performance rating of 'C'. The average annual revenue required to sustain Kingsville's storm sewer network is approximately <b>\$527,000</b> . Based on Kingsville's current annual funding of <b>\$136,000</b> , there is an annual <b>deficit of \$391,000</b> .

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## 5.0 Desired Levels of Service

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Desired levels of service are high level indicators, comprising many factors, as listed below, that establish defined quality thresholds at which municipal services should be supplied to the community. They support the organization's strategic goals and are based on customer expectations, statutory requirements, standards, and the financial capacity of a municipality to deliver those levels of service.

Levels of Service are used:

- to inform customers of the proposed type and level of service to be offered;
- to identify the costs and benefits of the services offered;
- to assess suitability, affordability and equity of the services offered;
- as a measure of the effectiveness of the asset management plan
- as a focus for the AM strategies developed to deliver the required level of service

In order for a municipality to establish a desired level of service, it will be important to review the key factors involved in the delivery of that service, and the interactions between those factors. In addition, it will be important to establish some key performance metrics and track them over an annual cycle to gain a better understanding of the current level of service supplied.

Within this first Asset Management Plan, key factors affecting level of service will be outlined below and some key performance indicators for each asset type will be outlined for further review. This will provide a framework and starting point from which the municipality can determine future desired levels of service for each infrastructure class.

### 5.1 Key factors that influence a level of service:

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- Strategic and Corporate Goals
- Legislative Requirements
- Expected Asset Performance
- Community Expectations
- Availability of Finances

#### 5.1.1 Strategic and Corporate Goals

Infrastructure levels of service can be influenced by strategic and corporate goals. Strategic plans spell out where an organization wants to go, how it's going to get there, and helps decide how and where to allocate resources, ensuring alignment to the strategic priorities and objectives. It will help identify priorities and guide how municipal tax dollars and revenues are spent into the future. The level of importance that a community's vision is dependent upon infrastructure, will ultimately affect the levels of service provided or those levels that it ultimately aspires to deliver.

#### 5.1.2 Legislative Requirements

Infrastructure levels of service are directly influenced by many legislative and regulatory requirements. For instance, the Safe Drinking Water Act, the Minimum Maintenance Standards for municipal highways, building codes, and the Accessibility for Ontarians with Disabilities Act are all legislative requirements that prevent levels of service from declining below a certain standard.

#### 5.1.3 Expected Asset Performance

A level of service will be affected by current asset condition, and performance and limitations in regards to safety, capacity, and the ability to meet regulatory and environmental requirements. In addition, the design life of the asset, the maintenance items required, the rehabilitation or replacement schedule of the asset, and the total costs, are all critical factors that will affect the level of service that can be provided.

#### 5.1.4 Community Expectations

Levels of services are directly related to the expectations that the general public has from the infrastructure. For example, the public will have a qualitative opinion on what an acceptable road looks

like, and a quantitative one on how long it should take to travel between two locations. Infrastructure costs are projected to increase dramatically in the future, therefore it is essential that the public is not only consulted, but also be educated, and ultimately make choices with respect to the service levels that they wish to pay for.

### **5.1.5 Availability of Finances**

Availability of finances will ultimately control all aspects of a desired level of service. Ideally, these funds must be sufficient to achieve corporate goals, meet legislative requirements, address an asset's life cycle needs, and meet community expectations. Levels of service will be dictated by availability of funds or elected officials' ability to increase funds, or the community's willingness to pay.

## **5.2 Key Performance Indicators**

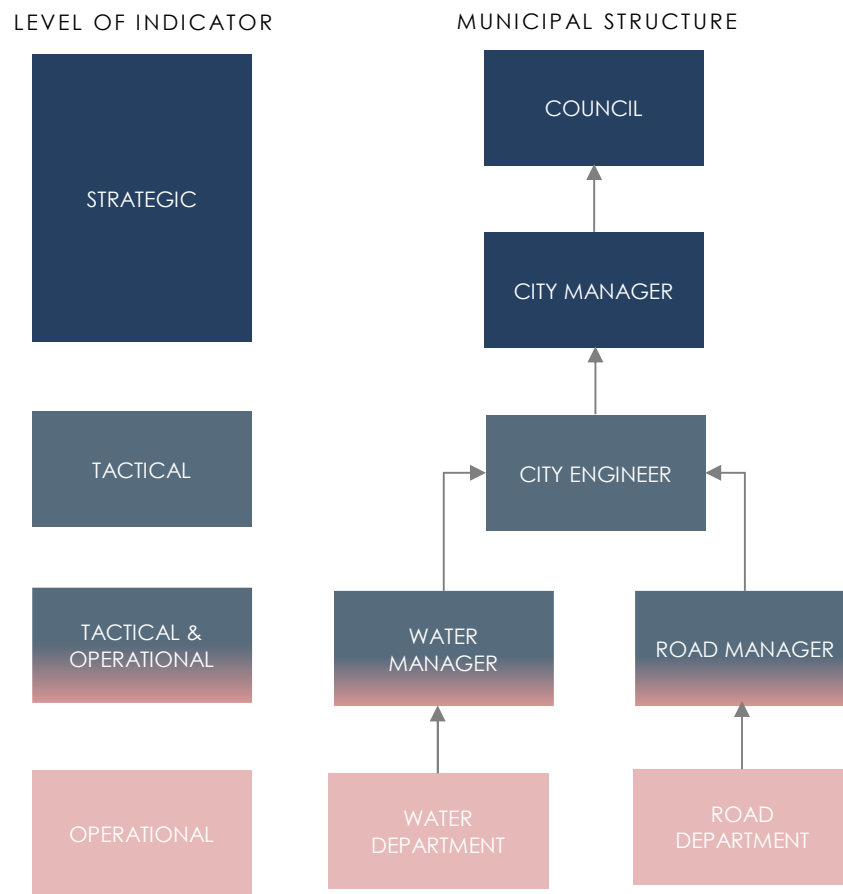
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Performance measures or key performance indicators (KPIs) that track levels of service should be specific, measurable, achievable, relevant, and timebound (SMART). Many good performance measures can be established and tracked through the CityWide suite of software products. In this way, through automation, results can be reviewed on an annual basis and adjustments can be made to the overall asset management plan, including the desired level of service targets.

In establishing measures, a good rule of thumb to remember is that maintenance activities ensure the performance of an asset and prevent premature aging, whereas rehab activities extend the life of an asset. Replacement activities, by definition, renew the life of an asset. In addition, these activities are constrained by resource availability (in particular, finances) and strategic plan objectives. Therefore, performance measures should not just be established for operating and maintenance activities, but also for the strategic, financial, and tactical levels of the asset management program. This will assist all levels of program delivery to review their performance as part of the overall level of service provided.

This is a very similar approach to the "balanced score card" methodology, in which financial and non-financial measures are established and reviewed to determine whether current performance meets expectations. The "balanced score card", by design, links day to day operations activities to tactical and strategic priorities in order to achieve an overall goal, or in this case, a desired level of service.

The structure of accountability and level of indicator with this type of process is represented in the following table, modified from the InfraGuide's best practice document, "Developing Indicators and Benchmarks" published in April 2003.



As a note, a caution should be raised over developing too many performance indicators that may result in data overload and lack of clarity. It is better to develop a select few that focus in on the targets of the asset management plan.

Outlined below for each infrastructure class is a suggested service description, suggested service scope, and suggested performance indicators. These should be reviewed and updated in each iteration of the AMP.

## 5.3 Transportation Services

### 5.3.1 Service Description

The town's transportation network comprises approximately 242 centreline km of road, of which approximately 39km are gravel and 203km are paved or surface treated roads. The transport network also includes 70 bridges, 29 large culverts, 28 km of sidewalk, and the associated curbs, lane markings, and street lights.

Together, the above infrastructure enables the town to deliver transportation and pedestrian facility services and give people a range of options for moving about in a safe and efficient manner.

### 5.3.2 Scope of Services

- **Movement** – providing for the movement of people and goods.
- **Access** – providing access to residential, commercial, and industrial properties and other community amenities.
- **Recreation** –providing for recreational use, such as walking, cycling, or special events such as parades.

### 5.3.3 Performance Indicators (reported annually)

Performance Indicators (reported annually)	
Strategic Indicators	<ul style="list-style-type: none"> <li>■ percentage of total reinvestment compared to asset replacement value</li> <li>■ completion of strategic plan objectives (related to transportation)</li> </ul>
Financial Indicators	<ul style="list-style-type: none"> <li>■ annual revenues compared to annual expenditures</li> <li>■ annual replacement value depreciation compared to annual expenditures</li> <li>■ total cost of borrowing compared to total cost of service</li> <li>■ revenue required to maintain annual network growth</li> </ul>
Tactical Indicators	<ul style="list-style-type: none"> <li>■ percentage of road network rehabilitated / reconstructed</li> <li>■ value of bridge / large culvert structures rehabilitated or reconstructed</li> <li>■ overall road condition index as a percentage of desired condition index</li> <li>■ overall bridge condition index as a percentage of desired condition index</li> <li>■ annual adjustment in condition indexes</li> <li>■ annual percentage of network growth</li> <li>■ percent of paved road lane km where the condition is rated Poor or Critical</li> <li>■ number of bridge / large culvert structures where the condition is rated Poor or Critical</li> <li>■ percentage of road network replacement value spent on operations and maintenance</li> <li>■ percentage of bridge / large culvert structures replacement value spent on operations and maintenance</li> </ul>
Operational Indicators	<ul style="list-style-type: none"> <li>■ percentage of road network inspected within last 5 years</li> <li>■ percentage of bridge / large culvert structures inspected within last two years</li> <li>■ operating costs for paved roads per lane km</li> <li>■ operating costs for gravel roads per lane km</li> <li>■ operating costs for bridge / large culvert structures per square metre</li> <li>■ number of customer requests received annually</li> <li>■ percentage of customer requests responded to within 24 hours</li> </ul>

## 5.4 Water / Sanitary / Storm Networks

### 5.4.1 Service Description

The town's water distribution network comprises 260 km of water main, 957 hydrants, and 1,496 valves. The waste water network comprises 95 km of sanitary sewer main, 1,031 manholes, and 14 facilities. The storm water network comprises 40 km of storm main, 1,253 catch basins and 588 manholes.

Together, the above infrastructure enables the town to deliver a potable water distribution service, and a waste water and storm water collection service to the residents of the town.

### 5.4.2 Scope of services

- The provision of clean safe drinking water through a distribution network of water mains and pumps.
- The removal of waste water through a collection network of sanitary sewer mains.
- The removal of storm water through a collection network of storm sewer mains, and catch basins

### 5.4.3 Performance Indicators (reported annually)

Performance Indicators (reported annually)	
Strategic Indicators	<ul style="list-style-type: none"> <li>■ Percentage of total reinvestment compared to asset replacement value</li> <li>■ Completion of strategic plan objectives (related water / sanitary / storm)</li> </ul>
Financial Indicators	<ul style="list-style-type: none"> <li>■ Annual revenues compared to annual expenditures</li> <li>■ Annual replacement value depreciation compared to annual expenditures</li> <li>■ Total cost of borrowing compared to total cost of service</li> <li>■ Revenue required to maintain annual network growth</li> <li>■ Lost revenue from system outages</li> </ul>
Tactical Indicators	<ul style="list-style-type: none"> <li>■ Percentage of water / sanitary / storm network rehabilitated / reconstructed</li> <li>■ Overall water / sanitary / storm network condition index as a percentage of desired condition index</li> <li>■ Annual adjustment in condition indexes</li> <li>■ Annual percentage of growth in water / sanitary / storm network</li> <li>■ Percentage of mains where the condition is rated Poor or Critical for each network</li> <li>■ Percentage of water / sanitary / storm network replacement value spent on operations and maintenance</li> </ul>
Operational Indicators	<ul style="list-style-type: none"> <li>■ Percentage of water / sanitary / storm network inspected</li> <li>■ Operating costs for the collection of wastewater per kilometre of main.</li> <li>■ Number of wastewater main backups per 100 kilometres of main</li> <li>■ Operating costs for storm water management (collection, treatment, and disposal) per kilometre of drainage system.</li> <li>■ Operating costs for the distribution/ transmission of drinking water per kilometre of water distribution pipe.</li> <li>■ Number of days when a boil water advisory issued by the medical officer of health, applicable to a municipal water supply, was in effect.</li> <li>■ Number of water main breaks per 100 kilometres of water distribution pipe in a year.</li> <li>■ Number of customer requests received annually per water / sanitary / storm networks</li> <li>■ Percentage of customer requests responded to within 24 hours per water / sanitary / storm network</li> </ul>



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## 6.0 Asset Management Strategy

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### 6.1 Objective

To outline and establish a set of planned actions, based on best practice, that will enable the assets to provide a desired and sustainable level of service, while managing risk, at the lowest life cycle cost.

The Asset Management Strategy will develop an implementation process that can be applied to the needs identification and prioritization of renewal, rehabilitation, and maintenance activities. This will assist in the production of a 10 year plan, including growth projections, to ensure the best overall health and performance of the municipality's infrastructure.

This section includes an overview of condition assessment techniques for each asset class; the life cycle interventions required, including interventions with the best ROI; and prioritization techniques, including risk, to determine which priority projects should move forward into the budget first.

### 6.2 Non-Infrastructure Solutions and Requirements

The town should explore, as requested through the provincial requirements, which non-infrastructure solutions should be incorporated into the budgets for the road, water, sewer (sanitary and storm), and bridges & culverts programs. Non- Infrastructure solutions are such items as studies, policies, condition assessments, consultation exercises, etc., that could potentially extend the life of assets or lower total asset program costs in the future.

Typical solutions for a municipality include linking the asset management plan to the strategic plan, growth and demand management studies, infrastructure master plans, better integrated infrastructure and land use planning, public consultation on levels of service, and condition assessment programs. As part of future asset management plans, a review of these requirements should take place, and a portion of the capital budget should be dedicated for these items in each programs budget.

It is recommended, under this category of solutions, that the town implement holistic condition assessment programs for their road, water, sanitary, and storm sewer networks. This will lead to higher understanding of infrastructure needs, enhanced budget prioritization methodologies, and a clearer path of what is required to achieve sustainable infrastructure programs.

### 6.3 Condition Assessment Programs

The foundation of good asset management practice is based on having comprehensive and reliable information on the current condition of the infrastructure. Municipalities need to have a clear understanding regarding performance and condition of their assets, as all management decisions regarding future expenditures and field activities should be based on this knowledge. An incomplete understanding about an asset may lead to its premature failure or premature replacement.

Some benefits of holistic condition assessment programs within the overall asset management process are listed below:

- Understanding of overall network condition leads to better management practices
- Allows for the establishment of rehabilitation programs
- Prevents future failures and provides liability protection
- Potential reduction in operation / maintenance costs
- Accurate current asset valuation
- Allows for the establishment of risk assessment programs
- Establishes proactive repair schedules and preventive maintenance programs
- Avoids unnecessary expenditures

- Extends asset service life therefore improving level of service
- Improves financial transparency and accountability
- Enables accurate asset reporting which, in turn, enables better decision making

Condition assessment can involve different forms of analysis such as subjective opinion, mathematical models, or variations thereof, and can be completed through a very detailed or very cursory approach.

When establishing the condition assessment of an entire asset class, the cursory approach (metrics such as Good, Fair, Poor, Critical) is used. This will be a less expensive approach when applied to thousands of assets, yet will still provide up to date information, and will allow for detailed assessment or follow up inspections on those assets captured as Poor or Critical condition later.

The following section outlines condition assessment programs available for road, bridge, sewer, and water networks that would be useful for the town.

### 6.3.1 Pavement Network Inspections

Typical industry pavement inspections are performed by consulting firms using specialised assessment vehicles equipped with various electronic sensors and data capture equipment. The vehicles will drive the entire road network and typically collect two different types of inspection data – surface distress data and roughness data.

Surface distress data involves the collection of multiple industry standard surface distresses, which are captured either electronically, using sensing detection equipment mounted on the van, or visually, by the van's inspection crew. Examples of surface distresses are:

- **For asphalt surfaces**  
alligator cracking; distortion; excessive crown; flushing; longitudinal cracking; map cracking; patching; edge cracking; potholes; ravelling; rippling; transverse cracking; wheel track rutting
- **For concrete surfaces**  
coarse aggregate loss; corner 'C' and 'D' cracking; distortion; joint faulting; joint sealant loss; joint spalling; linear cracking; patching; polishing; potholes; ravelling; scaling; transverse cracking

Roughness data capture involves the measurement of the roughness of the road, measured by lasers that are mounted on the inspection van's bumper, calibrated to an international roughness index.

Most firms will deliver this data to the client in a database format complete with engineering algorithms and weighting factors to produce an overall condition index for each segment of roadway. This type of scoring database is ideal for upload into the CityWide software database, in order to tag each road with a present condition and then further life cycle analysis to determine what activity should be completed on which road, in what timeframe, and to calculate the cost for the work will be completed within the CityWide system.

The above process is an excellent way to capture road condition as the inspection trucks will provide detailed surface and roughness data for each road segment, and often include video or street imagery. A very rough industry estimate of cost would be about \$100 per centreline km of road, which means it would cost the town approximately \$20,300 for the 203 centreline km of paved road network.

Another option for a cursory level of condition assessment is for municipal road crews to perform simple windshield surveys as part of their regular patrol. Many municipalities have created data collection inspection forms to assist this process and to standardize what presence of defects would constitute a Good, Fair, Poor, or Critical score. Lacking any other data for the complete road network, this can still be seen as a good method and will assist greatly with the overall management of the road network. The CityWide Works software has a road patrol component built in that could capture this type of inspection data during road patrols in the field, enabling later analysis of rehabilitation and replacement needs for budget development.

It is recommended that the town establish a pavement condition assessment program and that a portion of capital funding is dedicated to this.

### **6.3.2 Bridges & Culverts (greater than 3m) Inspections**

Ontario municipalities are mandated by the Ministry of Transportation to inspect all structures that have a span of 3 metres or more, according to the OSIM (Ontario Structure Inspection Manual). At present, in the town, there are 99 structures that meet this criterion.

Structure inspections must be performed by, or under the guidance of, a structural engineer, must be performed on a biennial basis (once every two years), and include such information as structure type, number of spans, span lengths, other key attribute data, detailed photo images, and structure element by element inspection, rating and recommendations for repair, rehabilitation, and replacement.

The best approach to develop a 10 year needs list for the town's relatively small structure portfolio would be to have the structural engineer who performs the inspections to develop a maintenance requirements report, and rehabilitation and replacement requirements report as part of the overall assignment. In addition to refining the overall needs requirements, the structural engineer should identify those structures that will require more detailed investigations and non-destructive testing techniques. Examples of these investigations are:

- Detailed deck condition survey
- Non-destructive delamination survey of asphalt covered decks
- Substructure condition survey
- Detailed coating condition survey
- Underwater investigation
- Fatigue investigation
- Structure evaluation

Through the OSIM recommendations and additional detailed investigations, a 10 year needs list will be developed for the municipality's bridges.

The 10 year needs list developed could then be further prioritized using risk management techniques to better allocate resources. Also, the results of the OSIM inspection for each structure, whether BCI (bridge condition index) or general condition (Good, Fair, Poor, Critical) should be entered into the CityWide software to update results and analysis for the development of the budget.

### **6.3.3 Sewer Network Inspections (Sanitary & Storm)**

The most popular and practical type of sanitary and storm sewer assessment is the use of Closed Circuit Television Video (CCTV). The process involves a small robotic crawler vehicle with a CCTV camera attached that is lowered down a maintenance hole into the sewer main to be inspected. The vehicle and camera then travels the length of the pipe providing a live video feed to a truck on the road above where a technician / inspector records defects and information regarding the pipe. A wide range of construction or deterioration problems can be captured including open/displaced joints, presence of roots, infiltration & inflow, cracking, fracturing, exfiltration, collapse, deformation of pipe and more. Therefore, sewer CCTV inspection is a very good tool for locating and evaluating structural defects and general condition of underground pipes.

Even though CCTV is an excellent option for inspection of sewers it is a fairly costly process and does take significant time to inspect a large volume of pipes.

Another option in the industry today is the use of Zoom Camera equipment. This is very similar to traditional CCTV, however, a crawler vehicle is not used but in it's a place a camera is lowered down a maintenance hole attached to a pole like piece of equipment. The camera is then rotated towards each connecting pipe and the operator above progressively zooms in to record all defects and information about each pipe. The downside to this technique is the further down the pipe the image is zoomed, the less clarity is available to accurately record defects and measurement. The upside is the process is far quicker and significantly less expensive and an assessment of the manhole can be provided as well. Also, it is important to note that 80% of pipe deficiencies generally occur within 20 metres of each manhole. The following is a list of advantages of utilizing Zoom Camera technology:

- A time and cost efficient way of examining sewer systems;
- Problem areas can be quickly targeted;
- Can be complemented by a conventional camera (CCTV), if required afterwards;
- In a normal environment, 20 to 30 manholes can be inspected in a single day, covering more than 1,500 meters of pipe;
- Contrary to the conventional camera approach, cleaning and upstream flow control is not required prior to inspection;
- Normally detects 80% of pipe deficiencies, as most deficiencies generally occur within 20 meters of manholes.

The following table is based on general industry costs for traditional CCTV inspection and Zoom Camera inspection; however, costs should be verified through local contractors. It is for illustrative purposes only but supplies a general idea of the cost to inspect Kingsville's entire sanitary and storm networks.

<b>Sanitary and Sewer Inspection Cost Estimates</b>				
Sewer Network	Assessment Activity	Cost	Metres of Main / # of Manholes	Total
Sanitary	Full CCTV	\$10 (per m)	95,000m	<b>\$950,000</b>
	Zoom	\$300 (per mh)	1,031 manholes	<b>\$309,300</b>
Storm	Full CCTV	\$10 (per m)	40,000m	<b>\$400,000</b>
	Zoom	\$300 (Per mh)	588 manholes	<b>\$176,400</b>

It can be seen from the above table that there is a significant cost savings achieved through the use of Zoom Camera technology. A good industry trend and best practice is to inspect the entire network using Zoom Camera technology and follow up on the Poor and Critical rated pipes with more detail using a full CCTV inspection. In this way, inspection expenditures are kept to a minimum, however, an accurate assessment on whether to rehabilitate or replace pipes will be provided for those with the greatest need.

It is recommended that the town establish a sewer condition assessment program and that a portion of capital funding is dedicated to this.

In addition to receiving a video and defect report of each pipe's CCTV or Zoom camera inspection, many companies can now provide a database of the inspection results, complete with scoring matrixes that provide an overall general condition score for each pipe segment that has been assessed. Typically pipes are scored from 1 – 5, with 1 being a relatively new pipe and 5 being a pipe at the end of its design life. This type of scoring database is ideal for upload into the CityWide software database, in order to tag each pipe with a present condition and then further life cycle analysis to determine what activity should be done to which pipe, in what timeframe, and to calculate the cost for the work will be completed by the CityWide system.

#### **6.3.4 Water network inspections**

Unlike sewer mains, it is very difficult to inspect water mains from the inside due to the high pressure flow of water constantly underway within the water network. Physical inspections require a disruption of service to residents, can be an expensive exercise, and are time consuming to set up. It is recommended practice that physical inspection of water mains typically only occurs for high risk, large transmission mains within the system, and only when there is a requirement. There are a number of high tech inspection techniques in the industry for large diameter pipes but these should be researched first for applicability as they are quite expensive. Examples are:

- Remote eddy field current (RFEC)
- Ultrasonic and acoustic techniques
- Impact echo (IE)
- Georadar

For the majority of pipes within the distribution network gathering key information in regards to the main and its environment can supply the best method to determine a general condition. Key data that could be used, along with weighting factors, to determine an overall condition score are listed below.

- Age
- Material Type
- Breaks
- Hydrant Flow Inspections
- Soil Condition

Understanding the age of the pipe will determine useful life remaining, however, water mains fail for many other reasons than just age. The pipe material is important to know as different pipe types have different design lives and different deterioration profiles. Keeping a water main break history is one of the best analysis tools to predict future pipe failures and to assist with programming rehabilitation and replacement schedules. Also, most municipalities perform hydrant flow tests for fire flow prevention purposes. The readings from these tests can also help determine condition of the associated water main. If a hydrant has a relatively poor flow condition it could be indicative of a high degree of encrustation within the attached water main, which could then be flagged as a candidate for cleaning or possibly lining. Finally, soil condition is important to understand as certain soil types can be very aggressive at causing deterioration on certain pipe types.

It is recommended that the town develop a rating system for the mains within the distribution network based on the availability of key data, and that funds are budgeted for this development.

Also, it is recommended that the town utilize the CityWide Works application to track water main break work orders and hydrant flow inspection readings as a starting point to develop a future scoring database for each water main.

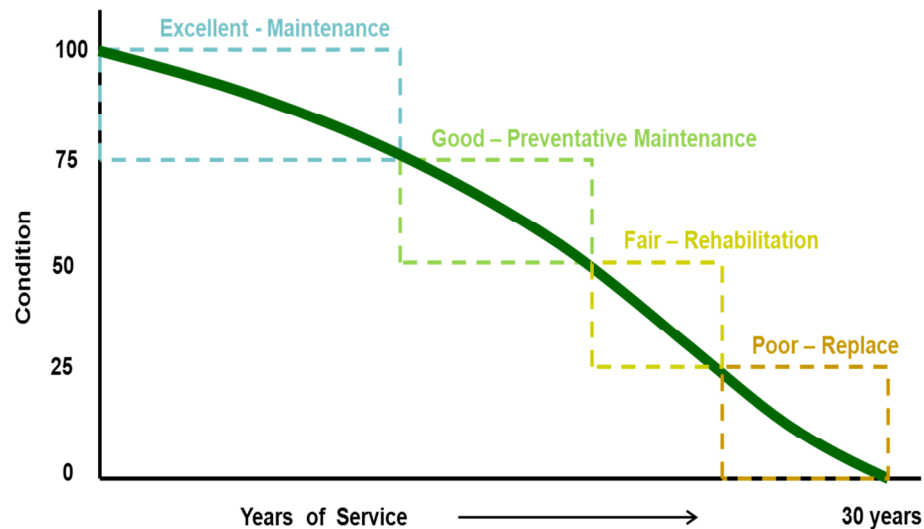
## 6.4 AM Strategy – Life Cycle Analysis Framework

An industry review was conducted to determine which life cycle activities can be applied at the appropriate time in an asset's life, to provide the greatest additional life at the lowest cost. In the asset management industry, this is simply put as doing the right thing to the right asset at the right time. If these techniques are applied across entire asset networks or portfolios (e.g., the entire road network), the town could gain the best overall asset condition while expending the lowest total cost for those programs.

### 6.4.1 Paved Roads

The following analysis has been conducted at a fairly high level, using industry standard activities and costs for paved roads. With future updates of this Asset Management Strategy, the town may wish to run the same analysis with a detailed review of town activities used for roads and the associated local costs for those work activities. All of this information can be input into the CityWide software suite in order to perform updated financial analysis as more detailed information becomes available.

The following diagram depicts a general deterioration profile of a road with a 30 year life.



As shown above, during the road's life cycle there are various windows available for work activity that will maintain or extend the life of the asset. These windows are: maintenance; preventative maintenance; rehabilitation; and replacement or reconstruction.

The windows or thresholds for when certain work activities should be applied to also coincide approximately with the condition state of the asset as shown below:

Asset Condition and Related Work Activity: Paved Roads		
Condition	Condition Range	Work Activity
Excellent condition (Maintenance only phase)	100-76	■ maintenance only
Good Condition (Preventative maintenance phase)	75 - 51	■ crack sealing ■ emulsions
Fair Condition (Rehabilitation phase)	50 -26	■ resurface - mill & pave ■ resurface - asphalt overlay ■ single & double surface treatment (for rural roads)
Poor Condition (Reconstruction phase)	25 - 1	■ reconstruct - pulverize and pave ■ reconstruct - full surface and base reconstruction
Critical Condition (Reconstruction phase)	0	■ Critical includes assets beyond their useful lives which make up the backlog, they require the same interventions as the "Poor" category above.

With future updates of this Asset Management Strategy the town may wish to review the above condition ranges and thresholds for when certain types of work activity occur, and adjust to better suit the town's work program. Also note: when adjusting these thresholds, it actually adjusts the level of service provided and ultimately changes the amount of money required. These threshold and condition ranges can be easily updated with the CityWide software suite and an updated financial analysis can be calculated. These adjustments will be an important component of future Asset Management Plans, as the Province requires each municipality to present various management options within the financing plan.

The table below outlines the costs for various road activities, the added life obtained for each, the condition range at which they should be applied, and the cost of 1 year added life for each (cost of activity / added life) in order to present an apples to apples comparison.

Road Lifecycle Activity Options				
Treatment	Average Unit Cost (per sq. m)	Added Life (Years)	Condition Range	Cost Of Activity/Added Life
Urban Reconstruction	\$205	30	25 - 0	\$6.83
Urban Resurfacing	\$84	15	50 - 26	\$5.60
Rural Reconstruction	\$135	30	25 - 0	\$4.50
Rural Resurfacing	\$40	15	50 - 26	\$2.67
Double Surface Treatment	\$25	10	50 - 26	\$2.50
Routing & Crack Sealing (P.M)	\$2	3	75 - 51	\$0.67

As can be seen in the table above, preventative maintenance activities such as routing and crack sealing have the lowest associated cost (per sq. m) in order to obtain one year of added life. Of course, preventative maintenance activities can only be applied to a road at a relatively early point in the life cycle. It is recommended that the town engage in an active preventative maintenance program for all paved roads and that a portion of the maintenance budget is allocated to this.

Also, rehabilitation activities, such as urban and rural resurfacing or double surface treatments (tar and chip) for rural roads have a lower cost to obtain each year of added life than full reconstruction activities. It is recommended, if not in place already, that the municipality engages in an active rehabilitation program for urban and rural paved roads and that a portion of the capital budget is dedicated to this.

Of course, in order to implement the above programs it will be important to also establish a general condition score for each road segment, established through standard condition assessment protocols as previously described.

It is important to note that a "worst first" budget approach, whereby no life cycle activities other than reconstruction at the end of a roads life are applied, will result in the most costly method of managing a road network overall.

#### **6.4.2 Gravel Roads**

The life cycle activities required for these roads are quite different from paved roads. Gravel roads require a cycle of perpetual maintenance, including general re-grading, reshaping of the crown and cross section, gravel spot and section replacement, dust abatement and ditch clearing and cleaning.

Gravel roads can require frequent maintenance, especially after wet periods and when accommodating increased traffic. Wheel motion shoves material to the outside (as well as in-between travelled lanes), leading to rutting, reduced water-runoff, and eventual road destruction if unchecked. This deterioration process is prevented if interrupted early enough, simple re-grading is sufficient, with material being pushed back into the proper profile.

As a high proportion of gravel roads can have a significant impact on the maintenance budget, it is recommended that with further updates of this asset management plan the town study the traffic volumes and maintenance requirements in more detail for its gravel road network.

Similar studies elsewhere have found converting certain roadways to paved roads can be very cost beneficial especially if frequent maintenance is required due to higher traffic volumes. Roads within the gravel network should be ranked and rated using the following criteria:

- Usage - traffic volumes and type of traffic
- Functional importance of the roadway
- Known safety issues
- Frequency of maintenance and overall expenditures required

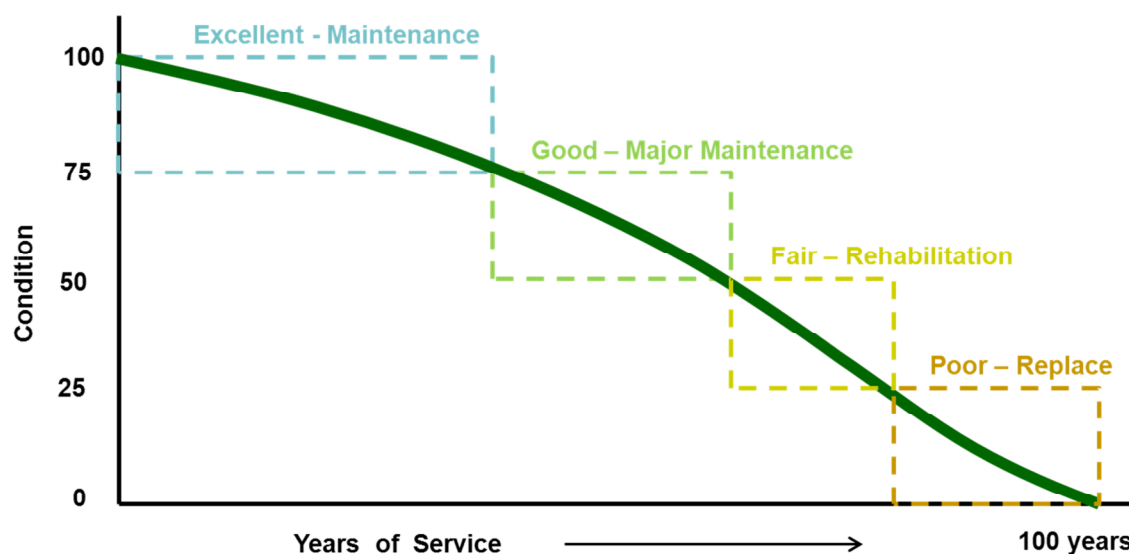
Through the above type of analysis, a program could be introduced to convert certain gravel roadways into paved roads, reducing overall costs, and be brought forward into the long range budget.

#### **6.4.3 Sanitary and Storm Sewers**

The following analysis has been conducted at a fairly high level, using industry standard activities and costs for sanitary and storm sewer rehabilitation and replacement. With future updates of this asset management strategy, the town may wish to run the same analysis with a detailed review of town activities used for sewer mains and the associated local costs for those work activities. All of this information can be input into the CityWide software suite in order to perform updated financial analysis as more detailed information becomes available.



The following diagram depicts a general deterioration profile of a sewer main with a 100 year life.



As shown above, during the sewer main's life cycle there are various windows available for work activity that will maintain or extend the life of the asset. These windows are: maintenance; major maintenance; rehabilitation; and replacement or reconstruction.

The windows or thresholds for when certain work activities should be applied also coincide approximately with the condition state of the asset as shown below:

Asset Condition and Related Work Activity: Sewer Main		
Condition	Condition Range	Work Activity
Excellent condition (Maintenance only phase)	100-76	■ maintenance only (cleaning & flushing etc.)
Good Condition (Preventative maintenance phase)	75 - 51	■ manhole repairs ■ small pipe section repairs
Fair Condition (Rehabilitation phase)	50 -26	■ structural relining
Poor Condition (Reconstruction phase)	25 - 1	■ pipe replacement
Critical Condition (Reconstruction phase)	0	■ critical includes assets beyond their useful lives which make up the backlog. they require the same interventions as the "Poor" category above.

With future updates of this Asset Management Strategy the town may wish to review the above condition ranges and thresholds for when certain types of work activity occur, and adjust to better suit the town's work program. Also note: when adjusting these thresholds, it actually adjusts the level of service provided and ultimately changes the amount of money required. These threshold and condition ranges can be easily updated with the CityWide software suite and an updated financial analysis can be calculated. These adjustments will be an important component of future Asset Management Plans, as the province requires each municipality to present various management options within the financing plan.

The table below outlines the costs, by pipe diameter, for various sewer main rehabilitation (lining) and replacement activities. The columns display the added life obtained for each activity, the condition range at which they should be applied, and the cost of 1 year added life for each (cost of activity / added life) in order to present an apples to apples comparison.

Sewer Main Lifecycle Activity Options				
Category	Cost (per m)	Added Life	Condition Range	1 year Added Life Cost (Cost / Added Life)
Structural Rehab (m)				
0 - 325mm	\$174.69	75	50 - 75	\$2.33
325 - 625mm	\$283.92	75	50 - 75	\$3.79
625 - 925mm	\$1,857.11	75	50 - 75	\$24.76
> 925mm	\$1,771.34	75	50 - 75	\$23.62
Replacement (m)				
	\$475.00	100	76 - 100	\$4.75
325 - 625mm	\$725.00	100	76 - 100	\$7.25
625 - 925mm	\$900.00	100	76 - 100	\$9.00
> 925mm	\$1,475.00	100	76 - 100	\$14.75

As can be seen in the above table, structural rehabilitation or lining of sewer mains is an extremely cost effective industry activity and solution for pipes with a diameter less than 625mm. The unit cost of lining is approximately one third of replacement and the cost to obtain one year of added life is half the cost. For Kingsville, this diameter range would account for over 95% of sanitary sewer mains and 80% of storm mains. Structural lining has been proven through industry testing to have a design life (useful life) of 75 years, however, it is believed that liners will probably obtain 100 years of life (the same as a new pipe).

For sewer mains with diameters greater than 625mm specialized liners are required and therefore the costs are no longer effective. It should be noted, however, that the industry is continually expanding its technology in this area and therefore future costs should be further reviewed for change and possible price reductions.

It is recommended, if not in place already, that the town engage in an active structural lining program for sanitary and storm sewer mains and that a portion of the capital budget be dedicated to this.

In order to implement the above, it will be important to also establish a condition assessment program to establish a condition score for each sewer main within the sanitary and storm collection networks, and therefore identify which pipes are good candidates for structural lining.

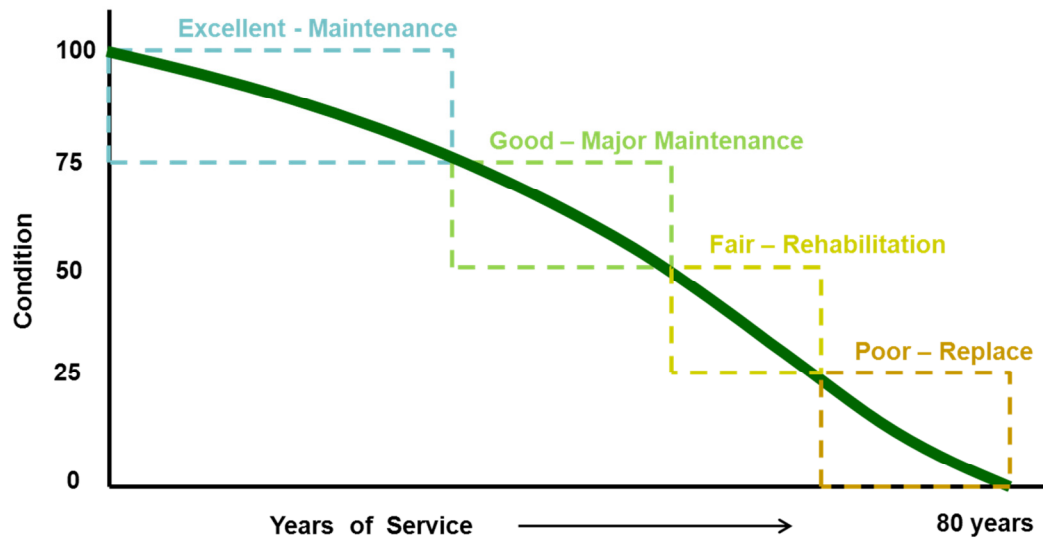
#### 6.4.4 Bridges & Culverts (greater than 3m span)

The best approach to develop a 10 year needs list for the town's relatively small bridge structure portfolio would be to have the structural engineer who performs the inspections to develop a maintenance requirements report, a rehabilitation and replacement requirements report and identify additional detailed inspections as required. This approach is described in more detail within the "Bridges & Culverts (greater than 3m) Inspections" section above.

#### 6.4.5 Water Network

As with roads and sewers above, the following analysis has been conducted at a fairly high level, using industry standard activities and costs for water main rehabilitation and replacement.

The following diagram depicts a general deterioration profile of a water main with an 80 year life.



As shown above, during the water main's life cycle there are various windows available for work activity that will maintain or extend the life of the asset. These windows are: maintenance; major maintenance; rehabilitation; and replacement or reconstruction.

The windows or thresholds for when certain work activities should be applied also coincide approximately with the condition state of the asset as shown below:

Asset Condition and Related Work Activity: Water Main		
Condition	Condition Range	Work Activity
Excellent condition (Maintenance only phase)	100-76	■ maintenance only (cleaning & flushing etc.)
Good Condition (Preventative maintenance phase)	75 - 51	■ water main break repairs ■ small pipe section repairs
Fair Condition (Rehabilitation phase)	50 -26	■ structural water main relining
Poor Condition (Reconstruction phase)	25 - 1	■ pipe replacement
Critical Condition (Reconstruction phase)	0	■ critical includes assets beyond their useful lives which make up the backlog. they require the same interventions as the "Poor" category above.

Water main Lifecycle Activity Option				
Category	Cost	Added Life	Condition Range	Cost of Activity / Added Life
Structural Rehab (m)				
0.000 - 0.150m	\$209.70	50	50 - 75	\$4.19
0.150 - 0.300m	\$315.00	50	50 - 75	\$6.30
0.300 - 0.400m	\$630.00	50	50 - 75	\$12.60
0.400 - 0.700m	\$1,500.00	50	50 - 75	\$30.00
0.700 m - & +	\$2,000.00	50	50 - 75	\$40.00
Replacement (m)				
0.000 - 0.150m	\$233.00	80	76 - 100	\$2.91
0.150 - 0.300m	\$350.00	80	76 - 100	\$4.38
0.300 - 0.400m	\$700.00	80	76 - 100	\$8.75
0.400 - 0.700m	\$1,500.00	80	76 - 100	\$18.75
0.700 m - & +	\$2,000.00	80	76 - 100	\$25.00

Water rehab technologies still require some digging (known as low dig technologies, due to lack of access) and are actually more expensive on a life cycle basis. However, if the road above the water main is in good condition lining avoids the cost of road reconstruction still resulting in a cost effective solution.

It should be noted, that the industry is continually expanding its technology in this area and therefore future costs should be further reviewed for change and possible price reductions.

At this time, it is recommended that the town only utilize water main structural lining when the road above requires rehab or no work.

## 6.5 Growth and Demand

Typically a municipality will have specific plans associated with population growth. It is essential that the asset management strategy should address not only the existing infrastructure, as above, but must include the impact of projected growth on defined project schedules and funding requirements. Projects would include the funding of the construction of new infrastructure, and/or the expansion of existing infrastructure to meet new demands. The town should enter these projects into the CityWide software in order to be included within the short and long term budgets as required.

## 6.6 Project Prioritization

The above techniques and processes when established for the road, water, sewer networks and bridges will supply a significant listing of potential projects. Typically the infrastructure needs will exceed available resources and therefore project prioritization parameters must be developed to ensure the right projects come forward into the short and long range budgets. An important method of project prioritization is to rank each project, or each piece of infrastructure, on the basis of how much risk it represents to the organization.

### 6.6.1 Risk Matrix and Scoring Methodology

Risk within the infrastructure industry is often defined as the probability (likelihood) of failure multiplied by the consequence of that failure.

$$\text{RISK} = \text{LIKELIHOOD OF FAILURE} \times \text{CONSEQUENCE OF FAILURE}$$

The likelihood of failure relates to the current condition state of each asset, whether they are in Excellent, Good, Fair, Poor or Critical condition, as this is a good indicator regarding their future risk of failure. The consequence of failure relates to the magnitude, or overall effect, that an asset's failure will cause. For instance, a small diameter water main break in a sub division may cause a few customers to have no water service for a few hours, whereby a large trunk water main break outside a hospital could have disastrous effects and would be a front page news item. The following table represents the scoring matrix for risk:

		Probability of Failure				
		1	2	3	4	5
Consequence of Failure	High					
	5	4 Assets 4,818.78 m, units \$2,458,018.61	1 Asset 1 units \$1,125,000.00	4 Assets 284.6 units, m \$15,035,335.42	No Assets - N/A	No Assets - N/A
	4	5 Assets 311.68 units, m \$1,558,029.50	3 Assets 843.1 units, m \$2,114,940.40	3 Assets 4,938.67 units, m \$2,689,516.91	8 Assets 5,450.82 units, m \$5,528,661.58	5 Assets 1,727.14 units, m \$3,014,085.36
	3	20 Assets 12,002.04 units, m \$6,036,070.95	20 Assets 30,010.88 units, m \$8,059,413.53	32 Assets 29,435.26 units, m \$15,533,558.27	12 Assets 9,782.49 m \$5,134,079.46	15 Assets 3,881.77 units, m \$5,307,987.06
	2	48 Assets 22,553.21 units, m \$7,206,401.02	68 Assets 40,407.15 units, m \$16,627,942.64	104 Assets 35,755.02 units, m \$25,758,003.64	61 Assets 21,652.11 units, m \$15,623,997.89	76 Assets 10,803.33 units, m \$20,588,001.48
	1	1030 Assets 42,015.607 units, m \$16,423,820.37	9763 Assets 129,838.024 units, m \$33,282,187.74	1967 Assets 82,547.7 units, m \$27,520,536.75	949 Assets 79,804.216 units, m \$23,006,832.86	3772 Assets 76,405.44 units, m \$39,041,320.09
		Low				High

All of the town's assets analyzed within this asset management plan have been given both a likelihood of failure score and a consequence of failure score within the CityWide software.

The following risk scores have been developed at a high level for each asset class within the CityWide software system. It is recommended that the town undertake a detailed study to develop a more tailored

suite of risk scores, particularly in regards to the consequence of failure, and that this be updated within the CityWide software with future updates to this Asset Management Plan.

The current scores that will determine budget prioritization currently within the system are as follows:

**All assets:**

The Likelihood of Failure score is based on the condition of the assets:

Likelihood of Failure: All Assets	
Asset condition	Likelihood of failure
Excellent condition	score of 1
Good condition	score of 2
Fair condition	score of 3
Poor condition	score of 4
Critical condition	score of 5

**Bridges** (based on valuation):

The consequence of failure score for this initial AMP is based upon the replacement value of the structure. The higher the value, probably the larger the structure and therefore probably the higher the consequential risk of failure:

Consequence of Failure: Bridges	
Replacement Value	Consequence of failure
Up to \$100k	score of 1
\$101-\$200k	score of 2
\$201-\$300k	score of 3
\$301-\$400k	score of 4
\$401k and above	score of 5

**Roads** (based on classification):

The consequence of failure score for this initial AMP is based upon the road classification as this will reflect traffic volumes and number of people affected.

Consequence of Failure: Roads	
Road Classification	Consequence of failure
Gravel	score of 1
Tar and chip	score of 3
Paved	score of 5

**Sanitary Sewer** (based on diameter):

The consequence of failure score for this initial AMP is based upon pipe diameter as this will reflect potential upstream service area affected.

Consequence of Failure: Sanitary Sewer	
Pipe Diameter	Consequence of failure
Up to 200mm	score of 1
201-300mm	score of 2
301-400mm	score of 3
401-700mm	score of 4
701mm and above	score of 5

**Water** (based on diameter):

The consequence of failure score for this initial AMP is based upon pipe diameter as this will reflect potential service area affected.

Consequence of Failure: Water	
Pipe Diameter	Consequence of Failure
Up to 100mm	score of 1
101-150mm	score of 2
151-200mm	score of 3
201-250mm	score of 4
251mm and above	score of 5

**Storm Sewer** (based on diameter):

The consequence of failure score for this initial AMP is based upon pipe diameter as this will reflect potential upstream service area affected.

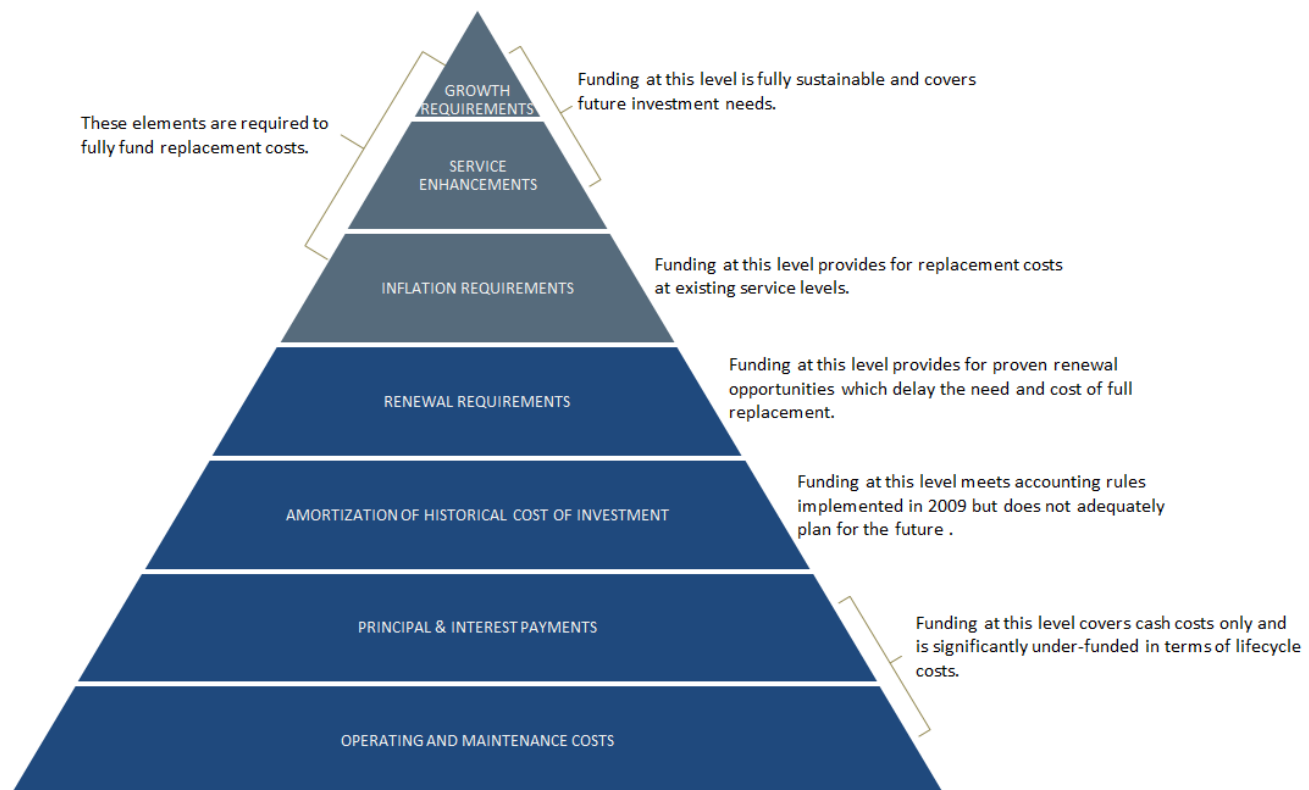
Consequence of Failure: Storm Sewer	
Replacement Value	Consequence of failure
Up to 250mm	score of 1
251-450mm	score of 2
451-650mm	score of 3
651-900mm	score of 4
901mm and above	score of 5

## 7.0 Financial Strategy

### 7.1 General overview of financial plan requirements

In order for an AMP to be effectively put into action, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow the Town of Kingsville to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service and projected growth requirements.

The following pyramid depicts the various cost elements and resulting funding levels that should be incorporated into AMP's that are based on best practices.



This report develops such a financial plan by presenting several scenarios for consideration and culminating with final recommendations. As outlined below, the scenarios presented model different combinations of the following components:

- a) the financial requirements (as documented in the SOTI section of this report) for:
  - existing assets
  - existing service levels
  - requirements of contemplated changes in service levels (none identified for this plan)
  - requirements of anticipated growth (none identified for this plan)
- b) use of traditional sources of municipal funds:
  - tax levies
  - user fees
  - reserves
  - debt (no additional debt required for this AMP)
  - development charges (not applicable)



- c) use of non-traditional sources of municipal funds:
  - reallocated budgets (not required for this AMP)
  - partnerships (not applicable)
  - procurement methods (no changes recommended)
- d) use of senior government funds:
  - gas tax
  - grants (not included in this plan due to Provincial requirements for firm commitments)

If the financial plan component of an AMP results in a funding shortfall, the Province requires the inclusion of a specific plan as to how the impact of the shortfall will be managed. In determining the legitimacy of a funding shortfall, the Province may evaluate a municipality's approach to the following:

- a) in order to reduce financial requirements, consideration has been given to revising service levels downward
- b) all asset management and financial strategies have been considered. For example:
  - if a zero debt policy is in place, is it warranted? If not, the use of debt should be considered.
  - do user fees reflect the cost of the applicable service? If not, increased user fees should be considered.

This AMP includes recommendations that avoid long-term funding deficits.

## 7.2 Financial information relating to the Town of Kingsville's AMP

### 7.2.1 Funding objective

We have developed scenarios that would enable the Town of Kingsville to achieve full funding within 5 years or 10 years for the following assets:

- a) Tax funded assets – Road network (paved roads); Bridges & Culverts; Storm Sewer Network
- b) Rate funded assets – Water Network; Sanitary Sewer Network

Note: For the purposes of this AMP, we have excluded the category of gravel roads since gravel roads are a perpetual maintenance asset and end of life replacement calculations do not normally apply. If gravel roads are maintained properly they, in essence, could last forever.

For each scenario developed we have included strategies, where applicable, regarding the use of tax revenues, user fees and reserves.

## 7.3 Tax funded assets

### 7.3.1 Current funding position

Tables 1 and 2 outline, by asset category, the Town of Kingsville's average annual asset investment requirements, current funding positions and funding changes required to achieve full funding on assets funded by taxes.

Table 1. Summary of Infrastructure Requirements & Current Funding Available						
Asset Category	Average Annual Investment Required	2013 Annual Funding Available				Annual Deficit
		Taxes	Gas Tax	Other	Total	
Paved Roads	6,899,000	382,000	1,026,000	0	1,408,000	5,491,000
Bridges & Culverts	613,000	46,000	0	0	46,000	567,000
Storm Sewers	527,000	136,000	0	0	136,000	391,000
<b>Total</b>	<b>8,039,000</b>	<b>564,000</b>	<b>1,026,000</b>	<b>0</b>	<b>1,590,000</b>	<b>6,449,000</b>

### 7.3.2. Recommendations for full funding

The average annual investment requirement for paved roads, bridges & culverts and storm sewers is \$8,039,000. Annual revenue currently allocated to these assets is \$1,590,000 leaving an annual deficit of \$6,449,000. To put it another way, these infrastructure categories are currently funded at 20% of their long-term requirements.

Kingsville has annual tax revenues of \$11,251,000 in 2013. As illustrated in table 2, full funding would require an increase in tax revenue of 57.3% over time.

Table 2. Overview of Revenue Requirements for Full Funding	
Asset Category	Tax Increase Required for Full Funding
Paved Roads	48.8%
Bridges & Culverts	5.0%
Storm Sewer Network	3.5%
<b>Total</b>	<b>57.3%</b>

As illustrated in table 8, Kingsville's debt payments for these asset categories will be decreasing by \$18,000 from 2013 to 2017 (5 years). Although not illustrated, debt payments will decrease by \$42,000 from 2013 to 2022 (10 years). Normally our recommendations include capturing those decreases in cost and allocating them to the infrastructure deficit outlined above. However, the amounts in this case are immaterial.

Through table 3, we have expanded the above scenario to present multiple options. Due to the significant increases required, we have provided phase-in options of up to 20 years:

Table 3. Revenue Options for Full Funding				
	Tax Revenues			
	5 YEARS	10 YEARS	15 YEARS	20 YEARS
Annual tax increases required	11.5%	5.7%	3.8%	2.9%

We recommend the 15 year option in table 3. This involves full funding being achieved over 15 years by:

- a) increasing tax revenues by 3.8% each year for the next 15 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- b) allocating the \$1,026,000 of gas tax revenue to the paved roads category.
- c) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

#### Notes:

1. We realize that raising revenues by 3.8% per year for infrastructure purposes will be very difficult to do. However, considering a phase-in window greater than ten years may have even greater consequences in terms of infrastructure failure.
2. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this funding cannot be incorporated into the AMP unless there are firm commitments in place.

Although this option achieves full funding on an annual basis in 15 years and provides financial sustainability over the period modeled (to 2050), the recommendations do require prioritizing capital projects to fit the resulting annual funding available. For example, as of 2013, age based data shows a pent up investment demand of \$24,148,000 for paved roads, \$7,915,000 for bridges/culverts and \$1,057,000 for storm sewers. Prioritizing these and future projects will require the age based data to be replaced by condition based data. Although our recommendations include no further use of debt, the results of the condition based analysis may demand otherwise.

## 7.4 Rate funded assets

### 7.4.1 Current funding position

Tables 4 and 5 outline, by asset category, the Town of Kingsville's average annual asset investment requirements, current funding positions and funding changes required to achieve full funding on assets funded by rates.

Table 4. Summary of Infrastructure Requirements & Current Funding Available						
Asset Category	Average Annual Investment Required	2013 Annual Funding Available				Annual Deficit (Surplus)
		Rates	Less: Allocated to Operations	Other	Total	
Sanitary Sewer Network	950,000	1,603,000	-1,345,000	0	258,000	692,000
Water Network	961,000	4,735,000	-4,225,000	0	510,000	451,000
<b>Total</b>	<b>1,911,000</b>	<b>6,338,000</b>	<b>-5,570,000</b>	<b>0</b>	<b>768,000</b>	<b>1,143,000</b>

### 7.4.2. Recommendations for full funding

The average annual investment requirement for sanitary and water services is \$1,911,000. Annual revenue currently allocated to these assets for capital purposes is \$768,000 leaving an annual deficit of \$1,143,000. As a result, these infrastructure categories are currently funded at 40% of their long-term requirements.

In 2013, Kingsville has annual sanitary revenues of \$1,603,000 and water revenues of \$4,735,000. As illustrated in table 5, a move to full funding require increasing sanitary rates by 43.2% over time and water rates by 9.5% over time.

Table 5. Overview of Revenue Requirements for Full Funding	
Asset Category	Rate Increases Required for Full Funding
Sanitary Sewer Network	43.2%
Water Network	9.5%

Through table 6, we have expanded the above scenario to present multiple options.

Table 6. Revenue Options for Full Funding				
	Sanitary Sewer Network		Water Network	
	5 YEARS	10 YEARS	5 YEARS	10 YEARS
Annual rate increase required	8.6%	4.3%	1.9%	1.0%

Considering all of the above information, we recommend the 10 year option in table 6. This involves full funding being achieved over 10 years by:

- c) increasing rate revenues by 4.3% for sanitary services and 1.0% for water services each year for the next 10 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- d) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

### Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this funding cannot be incorporated into an AMP unless there are firm commitments in place.
2. Any increase in rates required for operations would be in addition to the above recommendations.

Although this option achieves full funding on an annual basis in 10 years and provides financial sustainability over the period modeled (to 2050), the recommendations do require prioritizing capital projects to fit the resulting annual funding available. As of 2013, age based data shows a pent up investment demand of \$2,218,000 for sanitary services and \$4,792,000 for water services. Prioritizing future projects will require the age based data to be replaced by condition based data. Although our recommendations include no further use of debt, the results of the condition based analysis may require otherwise.

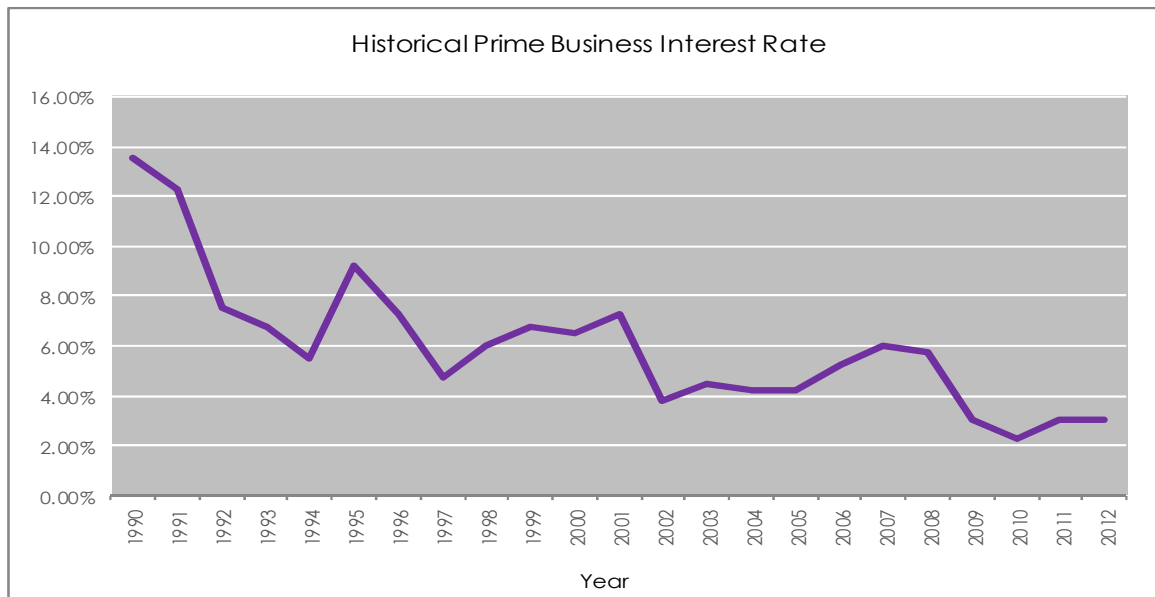
## 7.5 Use of debt

For reference purposes, table 7 outlines the premium paid on a project if financed by debt. For example, a \$1M project financed at 3.0%<sup>1</sup> over 15 years would result in a 26% premium or \$260,000 of increased costs due to interest payments. For simplicity, the table does not take into account the time value of money or the effect of inflation on delayed projects.

Table 6. Total Interest Paid as a % of Project Costs						
Interest Rate	Number Of Years Financed					
	5	10	15	20	25	30
7.0%	22%	42%	65%	89%	115%	142%
6.5%	20%	39%	60%	82%	105%	130%
6.0%	19%	36%	54%	74%	96%	118%
5.5%	17%	33%	49%	67%	86%	106%
5.0%	15%	30%	45%	60%	77%	95%
4.5%	14%	26%	40%	54%	69%	84%
4.0%	12%	23%	35%	47%	60%	73%
3.5%	11%	20%	30%	41%	52%	63%
3.0%	9%	17%	26%	34%	44%	53%
2.5%	8%	14%	21%	28%	36%	43%
2.0%	6%	11%	17%	22%	28%	34%
1.5%	5%	8%	12%	16%	21%	25%
1.0%	3%	6%	8%	11%	14%	16%
0.5%	2%	3%	4%	5%	7%	8%
0.0%	0%	0%	0%	0%	0%	0%

It should be noted that current interest rates are near all-time lows. Sustainable funding models that include debt need to incorporate the risk of rising interest rates. The following graph shows where historical lending rates have been:

<sup>1</sup> Current municipal Infrastructure Ontario rates for 15 year money is 3.2%.



As illustrated in table 6, a change in 15 year rates from 3% to 6% would change the premium from 26% to 54%. Such a change would have a significant impact on a financial plan.

Tables 7 and 8 outline how the Town of Kingsville has historically used debt for investing in the asset categories as listed. In terms of overall debt capacity, Kingsville currently has \$1,432,000 of total outstanding debt and \$165,000 of total annual principal and interest payment commitments. These principal and interest payments are well within its provincially prescribed annual maximum of \$5,388,000.

<b>Table 7. Overview of Use of Debt</b>						
Asset Category	Current Debt Outstanding	Use Of Debt In Last Five Years				
		2009	2010	2011	2012	2013
Paved Roads	1,333,000	0	0	0	0	0
Bridges & Culverts	0	0	0	0	0	0
Storm Sewer Network	0	0	0	0	0	0
Sanitary Sewer Network	0	0	0	0	0	0
Water Network	0	0	0	0	0	0
<b>Total for AMP Categories</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Non AMP Debt	0	0	0	0	0	0
<b>Overall Total</b>	<b>1,333,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 8. Overview of Debt Costs					
Asset Category	Principal & Interest Payments In Next Five Years				
	2013	2014	2015	2016	2017
Paved Roads	165,000	160,000	156,000	151,000	147,000
Bridges & Culverts	0	0	0	0	0
Storm Sewers	0	0	0	0	0
Sanitary Services	0	0	0	0	0
Water Services	0	0	0	0	0
<b>Total for AMP Categories</b>	<b>165,000</b>	<b>160,000</b>	<b>156,000</b>	<b>151,000</b>	<b>147,000</b>
Non AMP Debt	0	0	0	0	0
<b>Overall Total</b>	<b>165,000</b>	<b>160,000</b>	<b>156,000</b>	<b>151,000</b>	<b>147,000</b>

The revenue options outlined in this plan allow Kingsville to fully fund its long-term infrastructure requirements without further use of debt. However, as explained in sections 7.3.2 and 7.4.2, the recommended condition rating analysis may require otherwise.

## 7.6 Use of reserves

### 7.6.1 Available reserves

Reserves play a critical role in long-term financial planning. The benefits of having reserves available for infrastructure planning include:

- the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors
- financing one-time or short-term investments
- accumulating the funding for significant future infrastructure investments
- managing the use of debt
- normalizing infrastructure funding requirements

By infrastructure category, table 9 outlines the details of the reserves currently available to the Town of Kingsville.

Table 9. Summary of Reserves Available	
Asset Category	Balance at December 31, 2013
Paved Roads	0
Bridges & Culverts	0
Storm Sewer Network	0
<b>Total Tax Funded</b>	<b>0</b>
Sanitary Sewer Network	509,000
Water Network	510,000
<b>Total Rate Funded</b>	<b>1,019,000</b>

There is considerable debate in the municipal sector as to the appropriate level of reserves that a municipality should have on hand. There is no clear guideline that has gained wide acceptance. Factors that municipalities should take into account when determining their capital reserve requirements include:

- breadth of services provided
- age and condition of infrastructure
- use and level of debt

- economic conditions and outlook
- internal reserve and debt policies

The reserves in table 10 are available for use by applicable asset categories during the phase-in period to full funding. This, coupled with Kingsville's judicious use of debt in the past, allows the scenarios to assume that, if required, available reserves and debt capacity can be used for high priority and emergency infrastructure investments in the short to medium-term.

#### **7.6.2 Recommendation**

As the Town of Kingsville updates its AMP and expands it to include other asset categories, that future planning should include determining what its long-term reserve balance requirements are and a plan to achieve such balances in the long-term.

## 8.0 Appendix A: Report Card Calculations

### Key Calculations

1. "Weighted, unadjusted star rating":

*(% of assets in given condition) × (potential star rating)*

2. "Adjusted star rating"

*(weighted, unadjusted star rating) × (% of total replacement value)*

3. "Overall Rating"

*(Condition vs. Performance star rating) + (Needs vs. Funding star rating)*

---

2

### Grade Cutoffs

#### 1. Conditions vs Performance

Letter Grade	Star Rating
F	0
D	2
D+	2.5
C	2.9
C+	3.5
B	3.9
B+	4.5
A	4.9
A	5

#### 2. Funding vs Need

Funding %	Star rating	Grade
0.0%	0	F
25.0%	1	F
46.0%	1.9	D
61.0%	2.9	C
76.0%	3.9	B
91.0%	4.9	A
100.0%	5	A



## Roads Network: Town of Kingsville

### 1. Condition vs. Performance

Total category replacement value (excludes gravel/minor appurtenances)		\$131,498,439		Segment replacement value		\$131,498,439		Segment value as a % of total category replacement value		100.0%	
Segment 1 (of1)	Condition	Letter grade	Star rating	Quantity (m) in given condition	% of Assets in given condition	Weighted, unadjusted star rating	Segment adjusted star rating				
Tar & chip, and asphalt	Excellent	A	5	25,320	12%	0.6	3.07				
	Good	B	4	43,067	21%	0.8					
	Fair	C	3	77,761	38%	1.1					
	Poor	D	2	34,798	17%	0.3					
	Critical	F	1	22,337	11%	0.1					
			Totals	203,283	100%	3.1					
							Category star rating	Category letter grade			
							3.1	C			

### 2. Needs vs. Funding

Average annual investment required	2013 funding available	Funding percentage	Deficit			Category star rating	Category letter grade
\$6,899,000	\$1,408,000	20.4%	\$5,491,000			0.0	F

### 3. Overall Rating

Condition vs Performance star rating		Needs vs Funding star rating		Average star rating	Overall letter grade
3.1		0.0		1.5	F

## Bridges & Culverts: Town of Kingsville

### 1. Condition vs Performance

Total category replacement value		\$26,245,962		Segment replacement value		\$26,245,962		Segment value as a % of total category replacement value		100.0%	
Segment 1 (of 1)	Condition	Letter grade	Star rating	Units in given condition	% of Assets in given condition	Weighted, unadjusted star rating	Segment adjusted star rating				
Bridges & culverts	Excellent	A	5	5	5%	0.3	1.99				
	Good	B	4	11	11%	0.4					
	Fair	C	3	13	13%	0.4					
	Poor	D	2	19	19%	0.4					
	Critical	F	1	51	52%	0.5					
			Totals	99	100%	2.0					
							Category star rating	Category letter grade			
							2.0	F			

### 2. Needs vs Funding

Average annual investment required	2013 funding available	Funding percentage	Deficit			Category star rating	Category letter grade
\$613,000	\$46,000	7.5%	\$567,000			0.0	F

### 3. Overall Rating

Condition vs Performance star rating		Needs vs Funding star rating			Average star rating	Overall letter grade
2.0		0.0			1.0	F

# Water Network: Town of Kingsville

## 1. Condition vs Performance

Total category replacement value ( \$39,662,570				Segment replacement value \$32,483,970		Segment value as a % of total category replacement value 81.9%	
Segment 1 (of 2)	Condition	Letter grade	Star rating	Quantity (m) in given condition	% of Assets in given condition	Weighted, unadjusted star rating	Segment adjusted star rating
Water mains	Excellent	A	5	17,034	7%	0.36	2.53
	Good	B	4	91,340	39%	1.55	
	Fair	C	3	51,408	22%	0.66	
	Poor	D	2	45,252	19%	0.38	
	Critical	F	1	30,217	13%	0.13	
			<b>Totals</b>	<b>235,251</b>	<b>100%</b>	<b>3.08</b>	
Total category replacement value \$39,662,570				Segment replacement value \$7,178,600		Segment value as a % of total category replacement value 18.1%	
Segment 2 (of 2)	Condition	Letter grade	Star rating	Units in given condition	% of Assets in given condition	Weighted, unadjusted star rating	Segment adjusted star rating
Hydrants and valves	Excellent	A	5	240	10%	0.5	0.47
	Good	B	4	647	26%	1.1	
	Fair	C	3	458	19%	0.6	
	Poor	D	2	116	5%	0.1	
	Critical	F	1	992	40%	0.4	
			<b>Totals</b>	<b>2,453</b>	<b>100%</b>	<b>2.6</b>	
						Category star rating	Category letter grade
						<b>3.0</b>	<b>C</b>

## 2. Needs vs Funding

Average annual investment required	2013 funding available	Funding percentage	Deficit			Category star rating	Category letter grade
\$961,000	\$510,000	53.1%	\$451,000.00			1.9	D

## 3. Overall Rating

Condition vs Performance star rating		Needs vs Funding star rating		Average star rating	Overall letter grade
3.0		1.9		2.4	<b>D</b>

# Sanitary Sewer Network: Town of Kingsville

## 1. Condition vs Performance

Total category replacement value (excludes minor appurtenances)				Segment replacement value		Segment value as a % of total category replacement value	
\$38,774,657				\$24,459,286		63.1%	
Segment 1 (of 2)	Condition	Letter grade	Star rating	Quantity (m) of assets in given condition	% of Assets in given condition	Weighted, unadjusted star rating	Segment adjusted star rating
Mains/Pipes	Excellent	A	5	23,478	25%	1.23	2.20
	Good	B	4	38,505	40%	1.61	
	Fair	C	3	4,645	5%	0.15	
	Poor	D	2	19,313	20%	0.40	
	Critical	F	1	9,587	10%	0.10	
<b>Totals</b>				<b>95,528</b>	<b>100%</b>	<b>3.49</b>	

Total category replacement value				Segment replacement value		Segment value as a % of total category replacement value	
\$38,774,657				\$14,315,371		36.9%	
Segment 2 (of 2)	Condition	Letter grade	Star rating	Replacement cost in given condition	% of Assets in given condition (based on replacement cost)	Weighted, unadjusted star rating	Segment adjusted star rating
Facilities	Excellent	A	5	\$693,402	4.8%	0.2	1.10
	Good	B	4	\$902,611	6.3%	0.3	
	Fair	C	3	\$11,484,633	80.2%	2.4	
	Poor	D	2	\$0	0.0%	0.0	
	Critical	F	1	\$1,234,725	8.6%	0.1	
<b>Totals</b>				<b>\$14,315,371</b>	<b>100.0%</b>	<b>3.0</b>	

Category star rating	Category letter grade
3.3	C

## 2. Needs vs Funding

Average annual investment required	2013 funding available	Funding percentage	Deficit	Category star rating	Category letter grade
\$950,000	\$258,000	27.2%	\$692,000.00	1.0	F

## 3. Overall Rating

Condition vs Performance star rating	Needs vs Funding star rating	Average star rating	Overall letter grade
3.3	1.0	2.2	D

# Storm Network: Town of Kingsville

## 1. Condition vs Performance

Total category replacement value				Segment replacement value		Segment value as a % of total category replacement value	
\$24,599,301				\$18,299,301		74.4%	
Segment 1 (of 2)	Condition	Letter grade	Star rating	Quantity (m) of assets in given condition	% of Assets in given condition	Weighted, unadjusted star rating	Segment adjusted star rating
Mains/Pipes	Excellent	A	5	10,934	25%	1.25	2.49
	Good	B	4	12,852	29%	1.18	
	Fair	C	3	5,977	14%	0.41	
	Poor	D	2	8,527	19%	0.39	
	Critical	F	1	5,439	12%	0.12	
			<b>Totals</b>	<b>43,729</b>	<b>100%</b>	<b>3.35</b>	

Total category replacement value				Segment replacement value		Segment value as a % of total category replacement value	
\$24,599,301				\$6,300,000		25.6%	
Segment 2 (of 2)	Condition	Letter grade	Star rating	Units in given condition	% of assets in given condition	Weighted, unadjusted star rating	Segment adjusted star rating
Manholes and catch basins	Excellent	A	5	250	9%	0.4	0.82
	Good	B	4	1,478	52%	2.1	
	Fair	C	3	350	12%	0.4	
	Poor	D	2	146	5%	0.1	
	Critical	F	1	620	22%	0.2	
			<b>Totals</b>	<b>2,844</b>	<b>100%</b>	<b>3.2</b>	

Category star rating	Category letter grade
3.3	C

## 2. Needs vs Funding

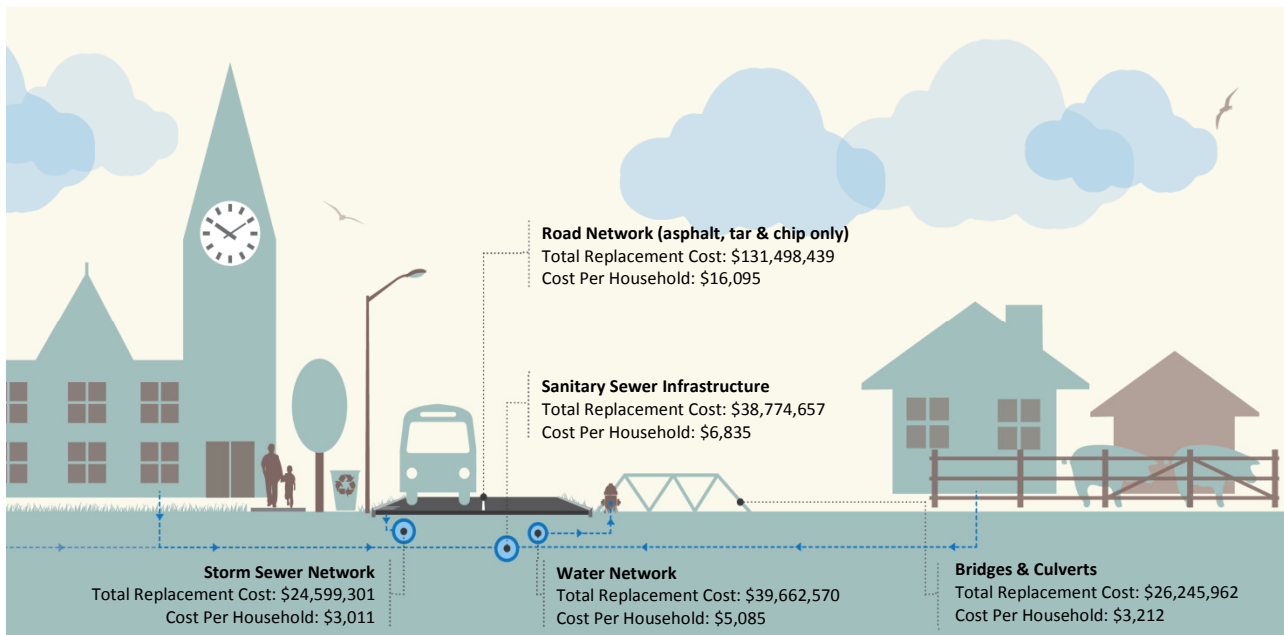
Average annual investment required	2013 funding available	Funding percentage	Deficit			Category star rating	Category letter grade
\$527,000	\$136,000	25.8%	\$391,000.00				
						1.0	F

## 3. Overall Rating

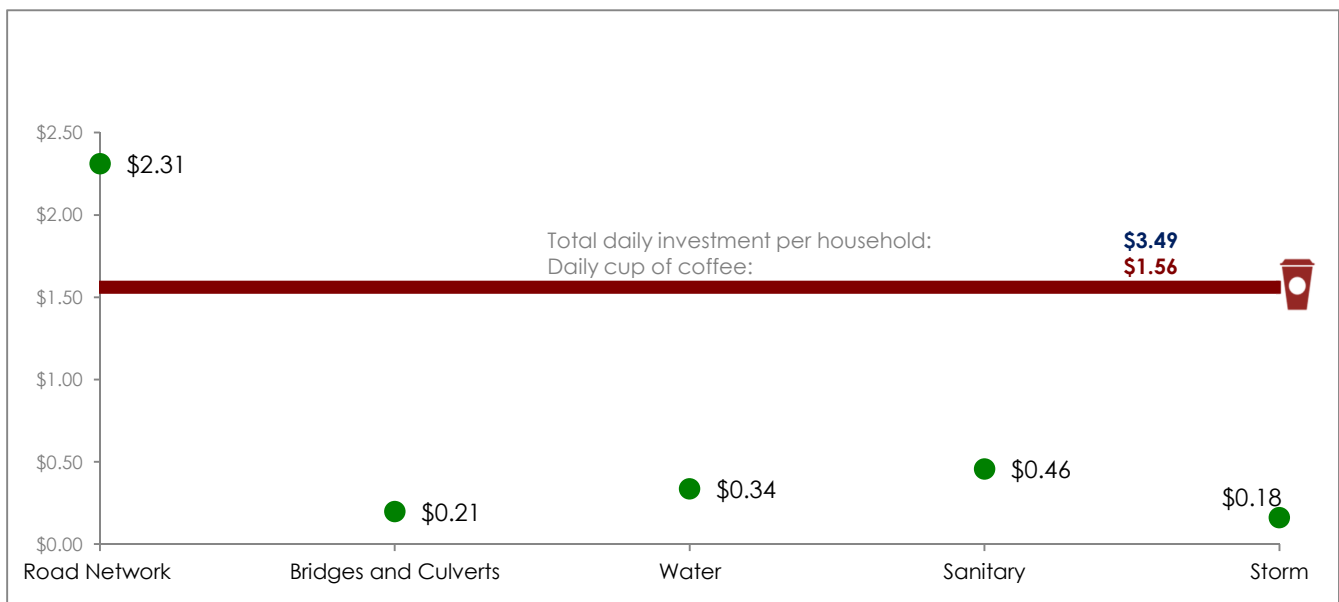
Condition vs Performance star rating		Needs vs Funding star rating		Average star rating	Overall letter grade
3.3		1.0		2.2	D

## Infrastructure Replacement Cost Per Household

Total: \$34,239 per household



## Daily Investment Required Per Household for Infrastructure Sustainability





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

**Date:** June 16, 2017  
**To:** Mayor and Council  
**Author:** Ken Vegh, CRS, Drainage Superintendent  
**RE:** Branch of Smith Newman Drain Extension Section 4  
**Report No.:** MS 2017-31

---

## **AIM**

To appoint the engineering firm of R.C Spencer and Associates to design and extend upstream drain improvements to the Branch of the Smith Newman Drain.

## **BACKGROUND**

The Town has received a request from the owners of the property known as 590-03450 to extend the Branch of the Smith Newman drain upstream and make the necessary improvements as determined by the project engineer.

## **DISCUSSION**

Section 4 of the *Drainage Act* is being used because extending a drain upstream is considered a new drain and requires a petition from the landowners.

## **LINK TO STRATEGIC PLAN**

To provide the residents of the Town of Kingsville with safe, adequate and affordable municipal services and infrastructure

## **FINANCIAL CONSIDERATIONS**

Typically, the project engineer will assess the necessary properties based on value of benefit and outlet taking into consideration the required sections of the *Drainage Act*.

## CONSULTATIONS

The project engineer as well as municipal services staff will be in contact with the necessary agencies once the appointment of the engineer is official.

## RECOMMENDATION

It is administrations recommendation that Council appoint the engineering firm of R.C. Spencer and Associates to extend the Branch of the Smith Newman drain upstream and design the necessary improvements required by the requesting landowners.

*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



This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

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

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

see sketch

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

**Purpose of the Petition (To be completed by one of the petitioners. Please type/print)**

Contact Person (Last Name) <u>Armstrong</u>	(First Name) <u>David</u>	Telephone Number <u>[REDACTED]</u>
--	------------------------------	---------------------------------------

Address	
Road/Street Number	Road/Street Name <u>County Rd 34</u>

Location of Project			
Lot <u>Pt. 269</u>	Concession <u>NTR</u>	Municipality <u>Kingsville</u>	Former Municipality (if applicable) <u>Gos. N</u>

What work do you require? (Check all appropriate boxes)

- ☒ Construction of new open channel  
☐ Construction of new tile drain  
☐ Deepening or widening of existing watercourse (not currently a municipal drain)  
☐ Enclosure of existing watercourse (not currently a municipal drain)  
☐ Other (provide description ▼)

Smith Newman Drain Branch  
Name of watercourse (if known)

Estimated length of project 1390'

General description of soils in the area  
Brookston Clay and Buford Loam Shallow Phase

What is the purpose of the proposed work? (Check appropriate box)

- ☐ Tile drainage only      ☐ Surface water drainage only      ☒ Both

Petition filed this 6 day of June, 20 17

Name of Clerk (Last, first name) <u>ASTROLOGO, Jennifer</u>	Signature <u>[Signature]</u>
--	---------------------------------

- 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.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

<b>Number</b>	<b>Property Description</b> <u>Pts 1 &amp; 2, 12R-26017 and Part 2, 12R-26659</u>
<b>Ward or Geographic Township</b>	<b>Parcel Roll Number</b>
<u>GOSN.</u>	<u>590 000 03450 0000</u>

I hereby petition for drainage for the land described and acknowledge my financial obligations.

**Ownership**

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☒ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

DAVID ARMSTRONG FARMS INC.

2017/04/20

2506665 ONTARIO LTD.

2017/04/20

WOBOCORP LTD.

2017/04/20

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

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

Signature

each person David Armstrong  
Brian Armstrong & Ed Hooker

Name of Corporation

has

Position Title

Date (yyyy/mm/dd)

I have the authority to bind the Corporation. left of  
their respective  
signatures

<b>Number</b>	<b>Property Description</b>
<b>Ward or Geographic Township</b>	<b>Parcel Roll Number</b>

I hereby petition for drainage for the land described and acknowledge my financial obligations.

**Ownership**

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☒ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

DAVID ARMSTRONG FARMS INC.

2017/04/20

2506665 ONTARIO LTD.

2017/04/20

WOBOCORP LTD.

2017/04/20

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

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

Signature

each person, David Armstrong,  
Brian Armstrong & Ed Hooker

Name of Corporation

has

Position Title

Date (yyyy/mm/dd)

I have the authority to bind the Corporation. left of their  
respective signatures

☐ Check here if additional sheets are attached

Clerk Initial

**Petitioners become financially responsible as soon as they sign a petition.**

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 8(1).*
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 10(4).*
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act, R.S.O. 1990, c. D. 17 s. 43.*
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act, R.S.O. 1990, c. D. 17 s. 61.*

**Notice of Collection of Personal Information**

Any personal information collected on this form is collected under the authority of the *Drainage Act, R.S.O. 1990, c. D. 17* and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.

# Kingsville Mapping



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

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 Teranet Enterprises Inc. Data layers that  
 appear on this map may or may not be accurate, current, or otherwise reliable.

Notes  
 Enter Map Description

0 46.33 92.7 Meters

1: 2,780 6/8/2017





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

**Date:** June 1, 2017  
**To:** Mayor and Council  
**Author:** Ken Vegh, CRS, Drainage Superintendent  
**RE:** Lane Drain Improvements Section 78 (1)  
**Report No.:** MS 2017-25

---

## **AIM**

To appoint the engineering firm of N.J.Peralta Engineering to extend and design improvements to the Lane Drain.

## **BACKGROUND**

The Town has received a request from the property known as 1115 Seacliff Drive Faith Reformed Church (roll# 300-15500) to extend the Lane Drain and make the necessary improvements adjacent to their property.

## **DISCUSSION**

The Lane Drain currently ceases to be a municipal drain approximately 200 meters north of Seacliff Drive and at that point becomes a natural watercourse until its outlet at Lake Erie. The requesting property's boundary begins directly south of Seacliff Drive and the deteriorating condition of the natural watercourse is causing significant erosion of the property and the potential for structure loss is imminent unless improvements are made.

The Lane Drain runs parallel with the Graham Sideroad and over the years there has been significant erosion and bank failure between Road 2 East and Seacliff Drive. The erosion in several areas has greatly compromised the shoulder of the Graham Sideroad to a point that it is less than 2 meters.

Preliminary discussions with Municipal Services management along with Mr. Tony Peralta have led to investigating potential improvements to the section of Lane Drain along the Graham Sideroad between Road 2 East and Seacliff Drive.

## **LINK TO STRATEGIC PLAN**

To provide the residents of the Town of Kingsville safe, adequate and affordable municipal services and infrastructure.

## **FINANCIAL CONSIDERATIONS**

Typically, the project engineer will assess the necessary properties based on value of benefit and value of outlet taking into the consideration the required sections of *Drainage Act*.

## **CONSULTATIONS**

The project engineer as well as Municipal Services staff will be in contact with the necessary agencies once the appointment of the engineer is made official.

## **RECOMMENDATION**

It is administrations recommendation that Council appoint the engineering firm of N.J. Peralta to design the necessary improvements to the Lane Drain and extend the Lane Drain to a sufficient outlet as outlined in Section 78 (1) of the *Drainage Act*.

*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: Lane 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:

Extending Lane Drain to a sufficient outlet as performing the required repairs and improvements from Road 2 East south on the Lane Drain to the sufficient outlet

**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**

1115 Seacliff Drive, N9Y2L8, Kingsville On, Con1 ED Pt Lot 7

Ward or Geographic Township  
Former Gosfield South

Parcel Roll Number  
300-15500

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)

VRIESEN, RICHARD

Name of Corporation

FAITH REFORMED CHURCH - KINGSVILLE

Position Title

PRESIDENT

Signature

*[Signature]*

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

2017/04/05

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

Last Name

Dekker

First Name

George

Middle Initial

Mailing Address

Unit Number

Street/Road Number

1115

Street/Road Name

Seacliff Dr.

PO Box

City/Town

Kingsville

Province

ON

Postal Code

N9Y 2L8

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

To be completed by recipient municipality:

Notice filed this 5<sup>th</sup> day of April 20 17

Name of Clerk (Last Name, First Name)

Astrologo, Jennifer

Signature of Clerk

*[Signature]*



# Kingsville Mapping



Notes

Enter Map Description

## Legend

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

0 46.33 92.7 Meters

1: 2,780 6/1/2017

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 Teranet Enterprises Inc. 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:** June 26, 2017  
**To:** Mayor and Council  
**Author:** Kevin Girard, Manager of Municipal Services  
**RE:** Road 11 Water Works Petition  
**Report No.:** MS 2017-26

---

## **AIM**

To provide Council with an update on the progress of the Road 11 Water Works Petition initiated in January of 2017.

## **BACKGROUND**

Council report MS 2017-12 (resolutions 359-2017 and 360-2017) was presented to Council on May 8<sup>th</sup>, 2017. This report presented Council with the Engineer's report and accompanying assessment schedule provided by RC Spencer in accordance with the Town's Water Works Policy.

The Engineer's report provided a total estimated cost for the proposed water main, including valves, hydrants, and connections to existing systems of approximately \$684,000 (not including HST). Therefore, the cost to each property would be \$24,428.57 (not including HST), not including the cost for private service connections from the proposed water main to the property line which RC Spencer estimates will cost each property approximately \$1,500.00 (not including HST). Given these figures, the benefitting property owners would each be responsible for an estimated cost of \$25,928.57 (not including HST).

As part of resolution 360-2017, permission was granted by Council to present the Engineer's report to the benefitting property owners of the Road 11 Water Works Petition.

## **DISCUSSION**

Since report MS2017-12, an adjustment was made to the assessment schedule where a property was removed that no longer exists according to the Town's Planning Department and Financial Services Department. Therefore, an adjustment was made to the

disbursement of the estimated costs to the benefitting property owners. The Owners would now be responsible for a total cost of \$26,833.33 each, not including HST, as opposed to the original estimate of \$25,928.57, not including HST. This was communicated and provided to the property owners at the June 8<sup>th</sup> meeting and can be found in the attached along with Agenda from the meeting.

On June 8<sup>th</sup>, 2017 the Road 11 Petition meeting was held in Council Chambers in order to present the Engineer's report and assessment schedule to the property owners. In accordance with the Town's Water Works Policy, the meeting was held with the purpose of presenting clearly how the Engineer's Report was created and what the next steps would be in the process. In addition, the Town's Manager of Financial Services delivered a presentation on the financial options and procedures for the benefitting property owners to consider. The presentation is found in the attached.

The meeting was an opportunity for the property owners to ask any specific questions of RC Spencer or the Town. All questions and responses were recorded in the Comments/Concerns Sheet attached and all those in attendance can be found in the Sign-in Sheet attached.

At the end of the meeting a vote was held to determine whether the property owners were in favour of moving forward to design and tendering of the project given the information provided in the public meeting. In accordance with the Town's Water Works Policy, a majority ( $\geq 50\%$ ) of property owners must accept and be in favour of the Engineer's report and assessment schedule for the petition to proceed to complete design and tender. The resulting vote of the petition was 15 for and 12 against. Therefore the benefitting property owners voted to moving forward with design and tendering.

Municipal Services, with Council's permission will now authorize RC Spencer to complete the design of the approved water main and proceed to tender. As per the Water Works Policy, if the tender value is less than the estimated value of the Engineer's report that was approved by property owners at the June 8<sup>th</sup>, 2017 meeting, the works will proceed without further permission from the benefitting property owners of Road 11. Whereas, if the tender value is greater, the benefitting property owners would be required to vote for the updated project costs.

## **LINK TO STRATEGIC PLAN**

Provide safe, adequate and affordable municipal services and infrastructure.

## **FINANCIAL CONSIDERATIONS**

As per the Engineer's report and the updated assessment schedule provided, a total estimated cost for the proposed water main, including valves, hydrants, and connections to existing systems of approximately \$684,000 (not including HST). Therefore, the potential cost to each property would be \$25,333.33 (not including HST), not including the cost for private service connections from the proposed water main to the property line which RC Spencer estimates will cost each property approximately \$1,500.00 (not including HST). Given these figures, the benefitting property owners would each be responsible for an estimated cost of \$26,333.33 (not including HST).

There is no financial impact to the Town at this time.

## **CONSULTATIONS**

RC Spencer Associates Inc.  
Municipal Services  
Financial Services  
Planning Department  
Corporate Services

## **RECOMMENDATION**

That Council receive the results of the Road 11 Water Works Petition and authorize Municipal Services to enter into an agreement with RC Spencer Associates Inc. for the complete design and tender of the approved water main and required appurtenances.

Respectfully Submitted,

*Kevin J. Girard*

Kevin J. Girard, P.Eng  
Manager of Municipal Services

*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



## AGENDA

**ROAD 11 WATER WORKS PETITION  
THURSDAY, JUNE 8TH, 2017 @ 7:00 P.M.  
Council Chambers, 2021 Division Road North, Kingsville**

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### **A. INTRODUCTIONS**

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<b>B. PRESENTATION FROM LEAD ENGINEER</b>	Richard C. Spencer, P.Eng President RC Spencer Associates
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<b>C. DESCRIPTION OF NEXT STEPS</b>	Kevin Girard, P.Eng Manager of Municipal Services Town of Kingsville
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### **D. GENERAL QUESTIONS**

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<b>E. VOTE</b>	Administered by the Town of Kingsville
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**RC SPENCER ASSOCIATES INC.**  
Consulting Engineers

28 April 2017  
File No. 17-645

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

**Attn: Mr. Kevin Girard, P.Eng.**  
**Manager of Municipal Services**

**Re: Engineer's Report for**  
**Council's Consideration**  
**Road 11E Watermain Petition**  
**Town of Kingsville**

Dear Sir:

In accordance with the requirements of RFP #MS17-201 and our proposal of 24 March 2017, we provide the following amended Engineer's Report in response to a property owner's request to commence the Water Works Petition process for the installation of a new 150mm diameter watermain from County Road 27 to North Talbot Road on Road 11E in the Town of Kingsville.

Our preliminary design of this 3.8km watermain places the main in the north grassed boulevard outside of the roadway. At North Talbot Road, an existing 150mm diameter water valve will be used for connection whereas at County Road 27, it will be necessary to live tap the existing 200mm diameter watermain.

Our preliminary cost estimate for the supply and installation of the 150mm diameter watermain, including valves, hydrants and connections to existing systems, is as follows:

a) 150mm diameter watermain	\$ 475,000
b) Valves	\$ 15,000
c) Tapping sleeve and water valve	\$ 5,000
d) Hydrants	\$ 60,000
<b>Sub-Total</b>	<b>\$ 555,000</b>
e) Contingencies (10%)	\$ 55,000
f) Engineering & contract administration	\$ 74,000
<b>Total</b>	<b><u>\$ 684,000</u></b>

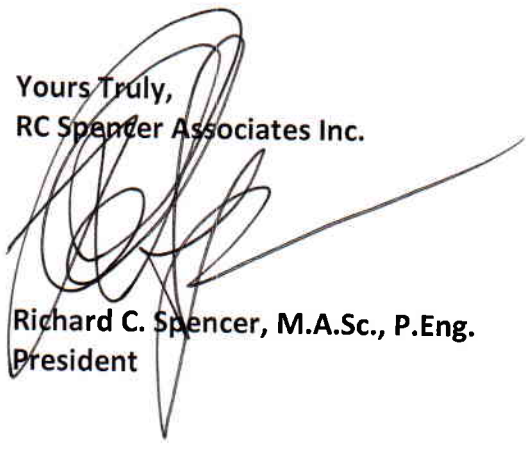


This does not include services for the 28 properties. Based on an equal sharing (1/28) of the total project cost by the 28 property owners, each property owner will pay \$25,928.57 (plus HST), which includes the private water service cost of \$1,500.00.

We attach the Petitioners Assessment Schedule, providing the individual assessments for the noted 28 properties.

We trust the foregoing is adequate for your needs in commencing the Water Works Petition process.

Yours Truly,  
RC Spencer Associates Inc.



Richard C. Spencer, M.A.Sc., P.Eng.  
President

cc: Andrew Plancke

**Road 11 E Water Main**  
**Petitioners Assessment Schedule**

**\*\*Revised on June 8th, 2017**

NAME OF PETITIONER		ADDRESS		CONC. LOT OR PLAN NO.	WATERMAIN COST	SERVICE CONNECTION COST	ASSESSMENT TO RESIDENT	50% DEFERAL (VACANT PROPERTIES)	ENGINEER'S REPORT COST	ANNUAL PAYMENT ON TAXES - 10 YEARS @ 4.5%
LYKOFF PHILIP EDWARD	LYKOFF GAIL KATHRYN	43	ROAD 11	CON 11 PT LOT 7	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
VRIESACKER DOROTHY	VRIESACKER ROBERT		ROAD 11	CON 11 PT LOT 8	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
DAMM MICHAEL STEVEN	MESSIER (DAME) STEPHANIE	69	ROAD 11	CON 11 PT LOT 8 RP 12R6676	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
SAWCHUCK KIMBERLEY LOUISE	SAWCHUK WILLIAM JOHN	79	ROAD 11	CON 11 PT LOT 9	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
KERR MARY		81	ROAD 11	CON 11 PT LOT 9 RP 12R12104	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
BUTTERS WILLIAM DOUGLAS		135	CONC 11 E	CON 11 PT LOT 10 RP 12R19959 PARTS 1 AND 2	\$25,333.33	\$1,500.00	\$26,833.33			\$3,398.65
DESCHENES FRANCOIS		169	ROAD 11 E	CON 11 PT LOT 11 RP 12R19958 PART 1	\$25,333.33	\$1,500.00	\$26,833.33			\$3,398.65
BIRCH DONALD WILMOT			CAMERON SDRD	CON 11 PT LOT 9 RP 12R11733 PART 1	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
CAMPBELL MARY ANN		189	ROAD 11	CON 11 PT LOT 11 RP 12R11737 PART 1	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)		\$1,703.07
TRIMBLE WILLIAM DAVID	TRIMBLE MARGARET PATRICIA	190	ROAD 11	CON 10 PT LOT 11	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
TRIMBLE MARGARET PATRICIA		345	ROAD 11	CON 10 PT LOT 11	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
HOLMAN CRAIG WILLIAM	HOLMAN MARIE ILENE	166	ROAD 11	CON 10 PT LOT 11	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
BRENNAN ROBERT ALLEN	BRENNAN MARY SUSAN	116	ROAD 11	CON 10 PT LOT 9 RP 12R10012 PART 1	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
BIRCH DONALD WILMOT			ROAD 11	CON 10 PT LOT 9	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
WINTERMUTE JOHN NEAL	WINTERMUTE LINDA DIANNE	94	ROAD 11	CON 10 PT LOT 9	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
BIRCH DONALD WILMOT			ROAD 11	CON 10 PT LOT 9 RP 12R13249 PART 1	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
ELFORD JAMES MILTON	ELFORD CAROL RITA	119	CAMERON SDRD E	CON 10 PT LOTS 8 & 9	\$25,333.33	\$1,500.00	\$26,833.33			\$3,398.65
VRIESACKER ROBERT	VRIESACKER JERRY		ROAD 11	CON 11 PART OF LOT 7 RP 12R6492 PARTS LOTS 1 AND 2	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)		\$1,703.07
BIRCH DONALD WILMOT			ROAD 11	CON 11 PT LOTS 9 & 10	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
DELISLE KENNETH RICHARD	DELISLE STEPHANIE ANN	133	ROAD 11 E	CON 11 PT LOT 10 RP 12R5951 PART 2	\$25,333.33	\$1,500.00	\$26,833.33			\$3,398.65
CAMPBELL JEAN MARIE	CAMPBELL MARY ANN	193	ROAD 11	CON 11 PT LOTS 11 & 12	\$25,333.33	\$1,500.00	\$26,833.33			\$3,398.65
TRIMBLE DOUGLAS STEPHEN	TRIMBLE BARBARA ANN		ROAD 11	CON 10 PT LOT 10	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
TRIMBLE BARBARA ANN			ROAD 11	CON 10 PT LOT 10	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
KERR TODD JEFFREY DONALD		130	ROAD 11	CON 10 PT LOT 10	\$25,333.33	\$1,500.00	\$26,833.33			\$3,398.65
RIVAIT VICTOR	RIVAIT LORRAINE IRENE	169	ROAD 11	CON 11 PT LOTS 10 AND 11 RP 12R5951 PT PART 1	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
RIVAIT VICTOR	RIVAIT LORRAINE IRENE		ROAD 11	GOSFIELD NORTH CON 11 PT LOT 7 PT BLIND RD RP 12R8994 PT PART 2	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)		\$1,703.07
RIVAIT RICHARD	RIVAIT SHEILA	11	ROAD 11	GOSFIELD NORTH CON 11 PT LOT 7 PT RD ALLOW RP 12R25934 PART 2	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
<b>TOTALS</b>					\$684,000	\$40,500	<b>\$724,500</b>	<b>(\$147,583.32)</b>	<b>\$1,600</b>	



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**PUBLIC INFORMATION SESSION – June 8<sup>th</sup>, 2017**  
**ROAD 11 WATER WORKS PETITION**  
**PRESENTATION OF ENGINEER'S REPORT & ASSESSMENT SCHEDULE**

**SIGN-IN SHEET**

Name	Address	Phone Number
Robert Brennan		
C. Holman		
Marie Holman		
Linda Wintermuth		
J. Meador Wintermuth		
Victor Rivait		
Rick RIVAIT		
Gail Lykoff		
PAUL LYKOFF		
Jim Elford		



Name	Address	Phone Number
Steph Damm		
Mike Damm		
Mary Ann Campbell		
Margaret Trinkl		
Bea Sen		
Ted Kerr		
Mary Brennan		
Doug Trinkl		
Francois Deschen		
Kim Sawchuk		
Mary Kerr		
SAWCHUK		



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**PUBLIC INFORMATION SESSION – June 8<sup>th</sup>, 2017**  
**ROAD 11 WATER WORKS PETITION**  
**PRESENTATION OF ENGINEER'S REPORT & ASSESSMENT SCHEDULE**

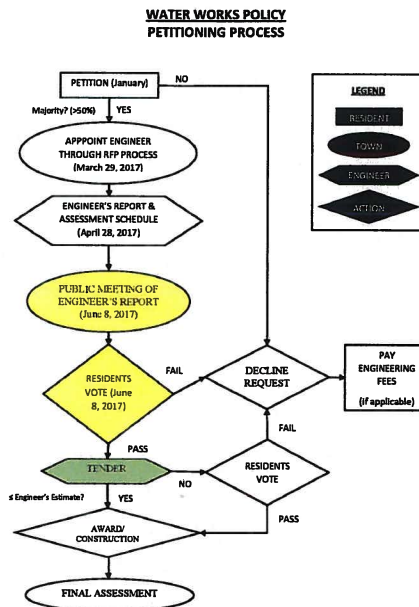
**Questions/Concerns**

<b>Name (First and Last)</b>	<b>Question/Concern</b>
Craig Holman	What is the Townships portion of the cost? The Town does not typically pay for new infrastructure. Infrastructure is paid by those who benefit from its use. (ie. If you were to buy a new lot in a subdivision, the costs for the infrastructure is lumped into the price of the lot)
Victor Rivait	How does the 50% payment work? The property owner is responsible for paying 50% of the total assessed cost for vacant land only. The remaining 50% will be paid upon purchasing a building permit to hook up to the water. Those who have the potential to hook up right away will be responsible for 100% of their assessment.
Neil Wintermute	Do you pay interest on the 50% that the Town holds for vacant land? For the remaining 50% that is held until the water is hooked up (for vacant land only) will not accumulate interest.
Philip Lykoff	Is there a grant for the project? There is no grant for this project.
Kim Sawchuck	Why would we have to pay \$60,000 for fire protection? In addition to the fire protection that hydrants provide the Town requires fire hydrants for maintenance purposes. They are required for flushing of the main in order to provide clean and safe water under Ministry of Environment standards.
Marie Holman	Will there be a sewage rate added to the water bill if the water main goes through? The Town only adds sewage rates to those bills that have sewers installed on their roads. Road 11 is not one

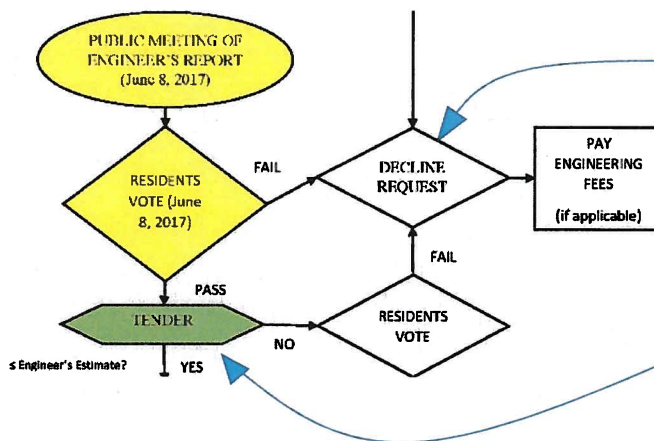
	of those roads, therefore, a sewage rate would not appear on the water bill.
Victor Rivait	Is the Engineer's report accurate? The Engineer has assured that the estimate he provided is based on current market rates. Although, it is an estimate, if the project is under budget, the property owners will pay the actual value of work completed.
Marie Holman	Will Gosfield Communications consider a joint project with the water main? The Engineer confirmed that Gosfield has expressed interest in working together. The Engineer will explore options for a cost savings with the Contractor after the project has been tendered.

# ROAD 11

## Water Works Petition



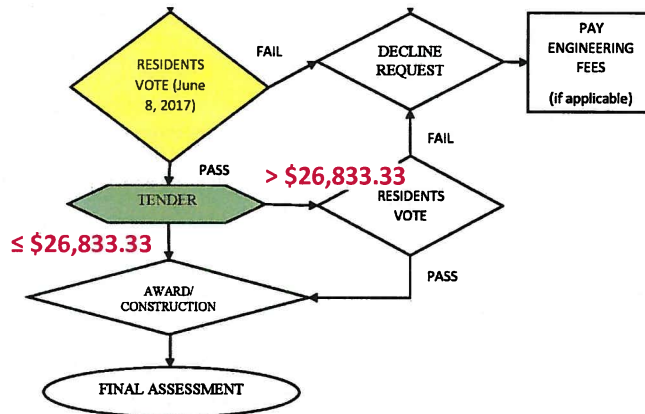
## Current Step



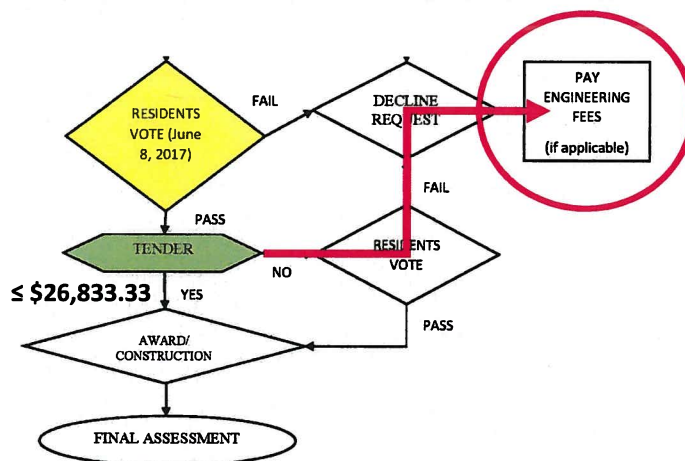
- Tonight's vote will determine whether or not Property Owners approve the cost estimate.
- A majority **against** the estimate will result in the termination of the petition process and the fees for the engineering services dispersed to those who originally signed the petition.
- A majority **for** the estimate will result in a report for Council's approval to enter into an agreement for Engineering Services with RC Spencer and to Tender a contract for Construction.

## Next Steps

- Council must approve Municipal Services to proceed with Tendering.
- *If the actual contract costs are equal to or lower than the estimate of \$26,833.33 per Property, Council has the ability to proceed with construction immediately.*
- *If the actual contract costs are above the engineer's estimate of \$26,833.33 per Property, Property Owners will be given another opportunity to vote whether to proceed with construction.*



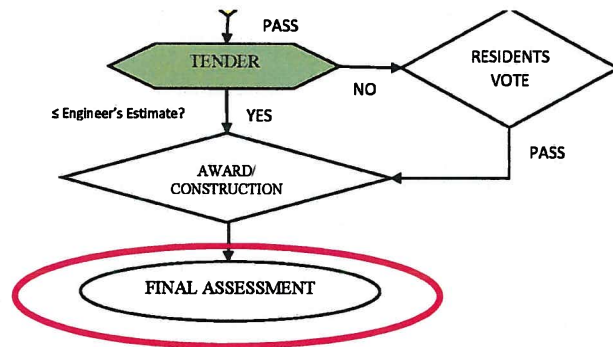
## Next Steps (Cont'd)



- If Property Owners vote to move to Tender; and
- Council approves/agrees to move to Tender; and
- The Contract costs are greater than the Engineer's estimate; and
- Property Owners vote against the increased costs of the contract.
- **ALL Property Owners will have 100% of the Engineer's costs assessed to them equally. (Including the cost for Engineer's Report)**

## Next Steps (Cont'd)

- Construction is estimated to take between 25 and 30 working days.
- The final installation cost of the project (administered by RC Spencer) to include:
  - Design Costs
  - Construction Administration Costs
  - Inspection Costs
  - Construction Costs



**Final costs will be dispersed equally amongst ALL Property Owners.**

## Financial Options & Procedures

## **Payment Options**

- Pay upon Invoice (completion of project)
  - Typically a 45 -90 day period to make a payment of any or all of the invoice amount
- Finance on Property Taxes
  - Any amount unpaid after the invoice period will be financed on taxes
    - 10 year term at 4.5% (estimated)
    - Interest rate to be confirmed upon project completion
    - Fixed rates for entire term
    - Once entered it cannot be paid off in advance

## **Amounts Financed on Taxes**

- Appear on tax bill annually for 10 years
- Charges are divided equally between August and November installments
- If you're on a monthly PAP, payments will be divided equally throughout the year

## **Vacant Lands**

- Any vacant property can defer 50% of the cost until a connection is required
- The remaining 50% is due in full when the building or water connection permit is issued
- There is no option to finance the remaining 50% on taxes

## **Additional Costs**

- Property owners are responsible for any costs to connect their home to the service connection at the property line.
- These costs are **not** included in the assessment schedule.
- Such costs include;
  - Private contracting services & materials
  - \$150 water line inspection permit
  - \$355 water meter and remote





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**Date:** June 26, 2017  
**To:** Mayor and Council  
**Author:** Kevin Girard, Manager of Municipal Services  
**RE:** Bridge and Culvert Inspections  
**Report No.:** MS 2017-27

---

## **AIM**

To provide Council with details in regards to bridge and culvert inspections that the Town is legislatively required to conduct.

## **BACKGROUND**

In 2013, Dillon Consulting was obtained to conduct a bridge and culvert needs study which was completed in 2015. This study summarized the findings of the inspections conducted and identified improvements to the structures that were deficient or will become deficient within a ten year span.

## **DISCUSSION**

As part of the *Highway Traffic Act* (Section 123(2)) and the *Bridges Act* (Section 2), regulations are outlined for municipal structures. Under the *Public Transportation and Highway Improvement Act*, inspections and evaluations of bridges shall conform to standards set out by the Ministry of Transportation in the following manuals (or equivalent):

- Structure Manual
- Structure Rehabilitation Manual
- Drainage Manual
- Roadside Safety Manual
- OPSS for Roads and Municipal Services
- Ontario Structure Inspection Manual (OSIM)
- Highway Traffic Act
- Ontario Highway Bridge Design Code (OHBDC)

The Town currently has an inventory of thirty-six (36) bridges and sixteen (16) culverts over the span three (3) metres as defined in the *Ontario Structure Inspection Manual (OSIM)*. The Town of Kingsville is responsible for ensuring that these structures are being kept safe and in good repair. This is completed by conducting regular bridge inspections biennially in accordance with the *Ontario Structure Inspection Manual (OSIM)*.

Municipal Services is preparing to obtain a Consulting Engineer through the Town's Request for Proposal (RFP) process in accordance with the current procurement policy.

## **LINK TO STRATEGIC PLAN**

Provide safe, adequate and affordable municipal services and infrastructure.

## **FINANCIAL CONSIDERATIONS**

The current DC Background Study includes funding for a Bridge and Culvert Study. At the time of setting the DC Study, the estimated cost for the Bridge and Culvert Study was \$25,000, of which \$16,750 was attributed to growth. The cost of a Bridge and Culvert Study in today's dollars amounts to approximately \$30,000. Funding can be taken from the development charges to offset this cost leaving a remaining balance of approximately \$13,250 which will require funding. This remaining balance will be funded through the Public Works approved operational budget for "Bridge/Culvert Inspections" which has allocated \$15,000 for 2017.

## **CONSULTATIONS**

Municipal Services  
Financial Services

## **RECOMMENDATION**

That Council approves administration to proceed with the tendering for services to complete a Bridge and Culvert Study; and

That Council approves the transfer from the Development Charges Reserve in the amount of \$16,750 to be applied against the cost of the Bridge and Culvert Study.

Respectfully Submitted,

Kevin J. Girard

Kevin J. Girard, P.Eng  
Manager of Municipal Services

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



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**Date:** June 12, 2017  
**To:** Mayor and Council  
**Author:** Tim Del Greco, Manager of Facilities and Properties  
**RE:** Lions Hall Park Development  
**Report No.:** MS 2017-29

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## **AIM**

To seek Council approval to reallocate capital funding originally designated for drainage at Lions Park.

## **BACKGROUND**

Over the past few years funding has been set aside annually for the development of recreational facilities specifically catering to seniors at Lions Park. Currently this funding totals \$101,500. A portion of this total (\$30,000) has been allocated in 2017 for the installation of drainage works at Lions Park.

Since 2014, the PRAC committee has continued to discuss Lions Park in an effort to determine what amenities and sports facilities should be constructed on site. Attached in Appendix I is the latest version of a map and layout supported by the committee.

## **DISCUSSION**

Although drainage is certainly required at Lions Park, it should be designed and constructed in conjunction with all other site amenities and facilities. With new development, it is preferred to have all design work completed and a site master plan finalized prior to entering the construction phase. Without an approved site plan in place, there is risk of developing components such as drainage only to disturb it later in future construction.

It was suggested to the PRAC committee that the drainage funding in 2017 be repurposed for the hiring of a Landscape Architect that can develop a master plan for the site including all amenities, sports fields, landscape, drainage, parking, trails, etc. The Architect would seek input from the PRAC committee, the public, town administration, as well as the

Kingsville Parks & Recreation Master Plan during the planning stages. In addition, the Architect will also provide budgetary pricing for all components as well as prepare the required specifications for tendering. Having budgetary pricing and specifications in place prior to construction will assist the Town in developing a timeline for implementation. Depending on the overall cost and funding available, it may be necessary to phase in construction over several years.

For your reference, P&R 36-2017:

*Motion made by S. l'Anson and seconded by B. Riddiford follow the recommendation of Facility Manager T. Del Greco and hire a consultant to guide the town through the process of deciding upon recommended components for the Lions Park Project.*

## **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 \$30,000 allocated for drainage at Lions Park. Approximately \$12,000 would be required for the hiring of a Landscape Architect to provide the services mentioned within this report.

## **CONSULTATIONS**

Municipal Services  
Administration Management Group

## **RECOMMENDATION**

That Council reallocate 2017 capital funding in account 01-171-360-71645 for the purpose of hiring a Landscape Architect and creating a site master plan for developing Lions Park.

*Tim Del Greco*

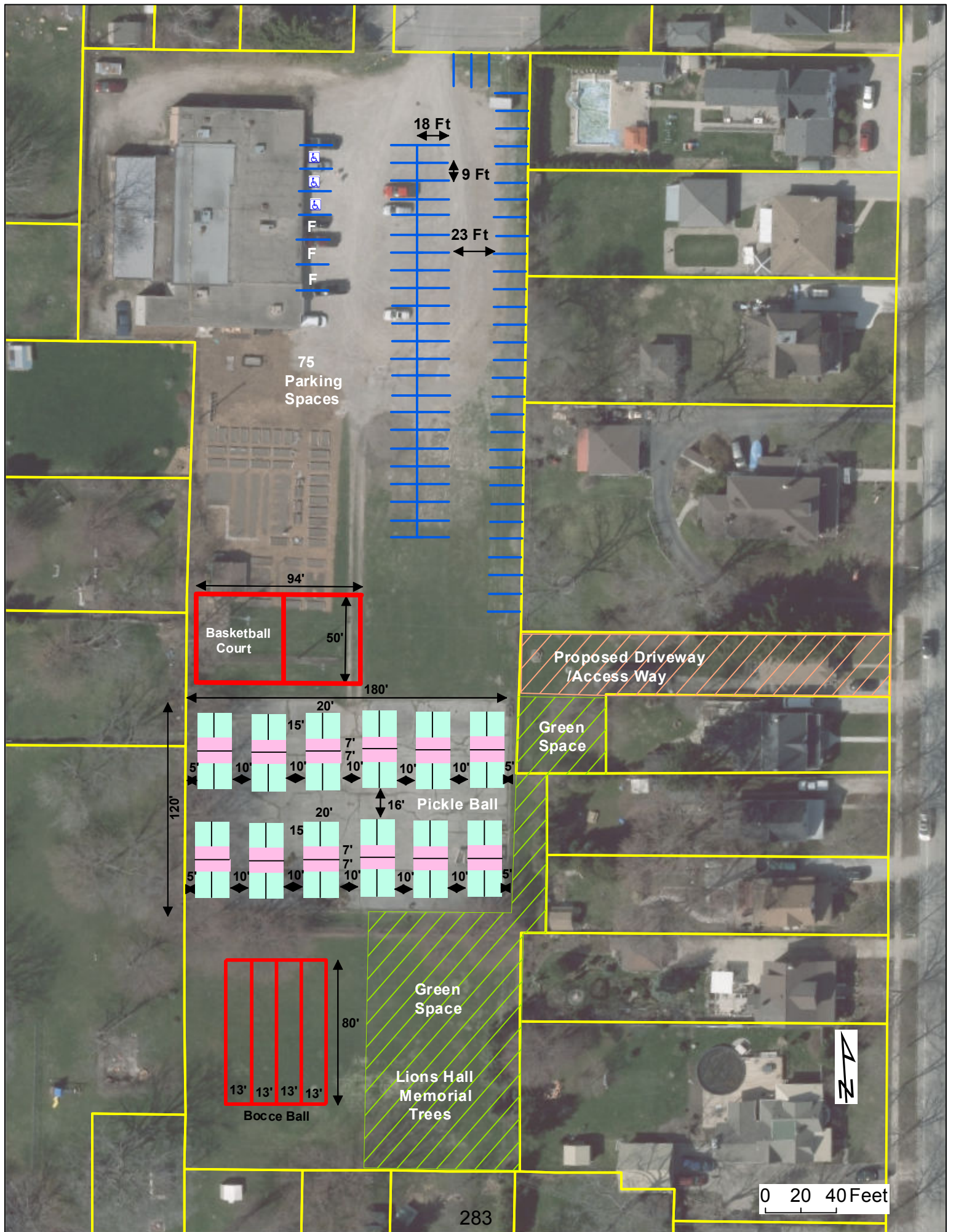
Tim Del Greco, P.Eng  
Manager of Facilities and Properties

*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







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**Date:** June 16, 2017

**To:** Mayor and Council

**Author:** Tim Del Greco, Manager of Facilities and Properties

**RE:** Kings Landing Architectural / Engineering Services

**Report No.:** MS 2017 – 30

---

#### **AIM**

To seek Council approval to procure architectural and engineering services for the development of the former Kings Landing Restaurant.

#### **BACKGROUND**

On May 23<sup>rd</sup>, 2017, Council approved Municipal Services proceeding with the next steps of development in regards to the former Kings Landing Restaurant:

#### **Recommended Action:**

##### **Grovedale House Community Response**

**385-2017** Moved by Councillor Thomas Neufeld  
Seconded by Deputy Mayor Gord Queen

*Council approves Municipal Services to move forward with the next step of this project, in keeping with the parameters as defined by the public information sessions.*

A Request for Proposal (RFP) was advertised to the public on May 25<sup>th</sup> inviting proponents to submit pricing for architectural and engineering services. The RFP closed on June 8<sup>th</sup> with six submissions collected.

#### **DISCUSSION**

Proposals were evaluated and scored based on a number of criteria including:

- Understanding of project scope and proposal quality
- Experience with similar projects and qualifications
- Proposed work plan and schedule
- Value added / innovate concepts
- Quality control and workplace safety
- Fee

Final results including their associated fee (excluding HST) are as follows:

<b>Name</b>	<b>Score</b>	<b>Price</b>
Glos Associates Incorporated	237.69	\$79,800
Baird AE Incorporated	228.56	\$69,300
ROA Studio Incorporated	216	\$64,575
Maged Basilious Architect	214.48	\$80,000
Architecttura Incorporated	184	\$128,300
Archon Architects Incorporated	182.42	\$121,500

Glos Associates Incorporated was able to demonstrate a number of key factors that ultimately secured their firm with the most points. These factors include a detailed work plan for achieving all objectives, an appropriate timeline for completion, innovative design technology, and an experienced multi-disciplined organizational team. Relevant work history also attributed to their score with past projects including renovations and/or construction of Adie Knox Recreation Complex, The Windsor Youth Centre, Sprucewood Shores Estate Winery Pavilion, St. Clair College Centre for the Arts, and St. Clair College Sportsplex.

Services provided by the selected bidder will include the comprehensive design, construction management, and control of all aspects of the project throughout all phases in order to achieve successful completion.

During the initial design phase, all relevant information will be shared with the Architect including the PRAC Master Plan and feedback from recent public input sessions. Using this information the Architect will create a minimum of three initial designs. These designs will be shared with administration and the public to gather additional feedback and assist in the final design selection. Construction will begin upon approval of the final design.

#### **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 \$640,000 allocated for the development of this project. \$79,800 would be required in order to procure architectural and engineering services from the recommended bidder.

#### **CONSULTATIONS**

Municipal Services  
Administration Management Group  
Glos Associates Inc.



## **RECOMMENDATION**

Recommend Council approve the proposal of Glos Associates Incorporated in the amount of \$79,800 for architectural and engineering services in order to facilitate demolition of the former Kings Landing Restaurant and construction of a new recreational facility.

*Tim Del Greco*

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

*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



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**Date:** June 8, 2017  
**To:** Mayor and Council  
**Author:** Tim Del Greco, Manager of Facilities and Properties  
**RE:** Marina Fuel Pump Location  
**Report No.:** MS2017 – 28

---

## **AIM**

To provide a recommendation to Council in regards to a fuel service location at Cedar Island Marina.

## **BACKGROUND**

The boat launch property at 599 Cedar Island Road is the current location of the municipal marina fueling station. Over the past several seasons there have been complaints from residents across the channel with respect to this fueling station, mainly the smell of fuel odor at their properties. These residents have voiced their desire for removal of the fueling operation whereas the marina users have indicated that this is an essential and required service.

As a result, possible alternative locations for the fueling service were investigated within Cedar Island and Cedar Beach.

## **DISCUSSION**

Attached in Appendix I of this report is a map detailing the current location of the fuel pump as well as two other possible locations. Below are key points to consider in regards to each location.

### **1<sup>st</sup> Proposed Location - Cedar Island**

In order to accommodate the fueling service at Cedar Island:

- A number of boat wells would have to be removed or repurposed to allow adequate space for the fueling operation.
- Reducing the number of wells will decrease annual dockage revenue.
- Reducing the number of wells will decrease annual fuel sales.

- Splitting the boat launching ramp and fueling operation into 2 locations would require the hiring of additional employees thus increasing operational costs.
- Funding would be required in order to facilitate the move from the current location to Cedar Island.
- Increased boating traffic in this area may cause congestion at times and create difficulties for navigation, as this is typically the busiest section of the channel.

## 2<sup>nd</sup> Proposed Location - Cedar Beach

In order to accommodate the fueling service at Cedar Beach:

- A number of boat wells would have to be removed or repurposed in order to allow adequate space for the fueling operation. Loss of dockage revenue is not much of a concern at this location as the wells are not typically rented. General feedback from boaters indicates they are unpopular due to lack of security in this area as well as the turbulent wave action.
- The turbulent wave action and water current in this area creates a safety concern for Town Employees and boaters in the event of an individual falling into the water.
- As with Cedar Island, there would be a need for funding additional labor as well as the cost of a relocation.
- The land at Cedar Beach is owned by Fisheries and Oceans Canada. Although they have given permission for such an installation, they have informed the municipality that it would be subjected to Federal Regulations (Regulation SOR/2008-197 - Federal Storage Tank Systems for Petroleum Products). It can be expected that additional funding as well as administrative time would be required to stay in conformance with these regulations.

## Current Location – Boat Launch Property

- The current site is approved by TSSA in accordance with applicable laws and safety regulations. TSSA regulates the safe transportation, storage, handling and use of fuels as to ensure conformance to the Technical Standards and Safety Act within the province of Ontario.
- In regards to safety conditions for Town Employees and boaters, there is minimal wave action at this location as it is further inland.
- One employee is able to manage both the launching ramp as well as the fuel service resulting in less operational costs.

With respect to the above information and our present level of marina service, it would appear that the current location is the most favorable location for fuel sales.

Increasing our level of marina service, staffing, infrastructure, fuel operations, marina revitalization and park development through the creation of a Marina Master Plan has been the topic of discussion at recent marina committee meetings. This Plan is also identified in the Parks, Recreation, Arts & Culture Master Plan as a recommended initiative:

*“Initiate a Park Master Plan for Cedar Beach. This Master Plan should include a long term vision for the beach and associated marina, and establish a phased implementation plan.”*

Creating a Master Plan along with detailed specifications, budgetary estimates, and timelines for implementation will provide a clear roadmap for future marina development.

The Plan will certainly address whether a marina of our type and capacity should be offering fuel as a service, and if so, the best location for doing so. Please see Appendix II for an example of a Marina Master Plan proposal.

## **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 July of 2015, budgetary estimates to relocate the fueling operation to the empty wells at Cedar Beach were presented to Council. During that time frame it was determined that approximately \$56,250 would be required to complete the re-location as well as \$8400 annually in additional manpower costs. Please see Appendix III for a review of these estimates.

Using a 4-year average (2013 – 2016) the marina has operated at an annual loss of \$330.25. With respect to this figure, it may be difficult to recover the expenses of a fuel relocation as well as future increased staffing.

## **CONSULTATIONS**

Administration Management Group  
MWH Petroleum  
Ministry of Fisheries and Oceans Canada  
Touristics Inc.

## **RECOMMENDATION**

Recommend that Council endorse the current location at 599 Cedar Island Road as the continued location for fuel sales and service. Recommend Council consider the cost of developing a Marina Master Plan during the 2018 budget deliberations.

*Tim Del Greco*

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

*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



## Legend

- Essex Municipalities
  - <all other values>
  - Kingsville
- Street
- Severance
- Kingsville Assessment

## Notes

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 Teranet Enterprises Inc. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

0 57.23 114.5 Meters

1: 3,433



4/30/2017



May 8, 2017

Tim De Greco  
Manager of Facilities and Property  
The Corporation of the Town of Kingsville

### **Cedar Island Marina and Beach Master Plan Proposal**

#### **TASK 1: SITE VISIT, MEETING, DOCK REVIEW**

Our team will visit the site, review local conditions and meet with the representatives of the municipality and obtain all relevant information pertaining to the existing marina facilities, other relevant reports, and information pertaining to the size, location and ownership situation of all the parcels of land to be considered as part of the marina, park and beach area master plan. We will be looking for comments from municipal representatives as to scope of facilities and services that the Town of Kingsville feel would be appropriate for the site.

Shoreplan Engineering will be looking for comments from local boaters with respect to their experiences in the entrance, information regarding any past maintenance dredging or other works, descriptions of the types of boats commonly using the harbour and wave action within the harbour during major storms. They will review physical condition of the existing docks and attempt to complete a limited bathymetric survey of the entrance channel along the walls. The extent of this survey will depend on the conditions of the lake and the shore at the time of the site visit.

NAK design will be seeking further background on municipal park, recreation and trail reports, master plans and other contextual issues that may have any bearing on the site. They will be also looking for comments from municipal representatives as to any conditions or constraints that would affect the type of facilities and amenities that could be considered to improve the area around the docks, beach and park areas as a result of the various ownership/lease agreements of the parcels of land to be included in the master plan. User group input and public input (as coordinated with the Town) will provide additional direction.

#### **TASK 2: BACKGROUND REVIEW AND MARKET RESEARCH**

**TOURISTICS** will analyze trends in boating and the boating industry in Ontario, Michigan and Ohio. We will also review current developments in the marina business to determine the size, type and mix of services and amenities that are required by seasonal and transient boaters. At the same time we will review current developments in the recreation and leisure sector to determine the nature and type of facilities that are considered essential on-site and those that may be provided at nearby marinas or marina-related properties. This will be accomplished through a review of secondary sources (e.g. our files, data available from the Ontario Marine Operators Association, Statistics Canada, the National Marine Manufacturers Association, Canadian Marine Manufacturers Association, Canadian Yachting Association and other documents relating to boating within the market area of the marina) as well as discussions with other private and public sector officials involved in the boating and marina industry and other representatives knowledgeable of the boating, tourism, and recreation situation in the area. We will also contact the Cedar Island Yacht Club for their input, as well as Erie View Marine and Melton Brothers Marina. We will also contact the local Chamber of Commerce and local and regional tourism

organizations in order to gain an insight into the type and extent of facilities and events which already exist that may be important in attracting the transient boating market to Kingsville.

Our purpose in conducting these interviews and analyzing these data and reports will be to determine boater trends; size of the seasonal and transient boater markets; historical and projected growth in these two boater markets; changing attitudes toward marina facilities and services; economic factors affecting these markets; shortfalls in capacity of the present marina facilities in the Kingsville area; and to identify facilities and services that might compliment both the Cedar Island Marina site and the Kingsville Municipal Marina site.

This analysis will also allow us to define the market area from which the majority of users of the existing marina are coming. In addition it will assist in identifying the demand for tourist opportunities including on- and off-site marina-related events and services attractive to transient boaters. It will also provide an indication as to the number of tourists (boaters and non-boaters) who will be attracted to the downtown and waterfront areas as a result of the facilities, services, and activities that may be part of the marina, park, beach master plan development.

Shoreplan Engineering will review available background information, including various coastal reports dealing with shoreline conditions along the central-north shore of Lake Erie. Shoreplan Engineering Limited has completed a number of studies along the north shore, including Shoreline Management Plans, sediment transport studies and harbour entrance studies. There are also a number of research reports. These reports will be reviewed. In addition, they will draw on information available from their work at Wheatley, Port Glasgow and Rondeau Harbours. They will look to the municipality to provide them with suitable mapping of the area to be used in their assessment.

### **TASK 3: ANALYSIS OF COMPARATIVE AND COMPETITIVE MARINAS**

**TOURISTICS** will identify and analyze all marinas within the seasonal market area (typically 50 kilometres or 30 minutes drive) and transient market area (typically 80 nautical miles) of the Cedar Island site. An on-site visit will be made to each of the marinas within the seasonal market area. To the extent possible we will determine the following for each marina:

- Location;
- Number and type of transient and seasonal slips;
- Amenities (e.g. repairs, fuel, pump-out, haul-out services, rentals, marine chandlery, launch ramp, storage, water, ice, washrooms and showers, telephones, hydro, etc.);
- Related services (e.g. convenience store, laundry services, food and beverage outlet, etc.);
- Rental rates;
- Hour of operation;
- Peak/non-peak months;
- Type and size of boats using slips;
- Ownership/management structure;
- Market mix;
- Market position;
- Type of special events/festivals held as part of marina operation;
- Average annual occupancy (over past three years, transient vs. seasonal);
- Average length of stay;
- Turnaway business (over the last three years);
- Condition of facilities (upkeep, etc.);
- Competitive strengths and weaknesses;
- Proposed plans for expansion; and,
- Proposed changes to existing facilities.

In addition we will contact each of the planning departments within the seasonal boater market area to identify and document available details of any proposed marina facilities or known marina expansions that are likely to constitute competition for any proposed changes to the Cedar Island Marina.

### **TASK 4: WAVE CLIMATE ANALYSIS**

Shoreplan Engineering will carry out a site specific wave hindcast and nearshore transformations. They have completed a detailed calibration of wind data for use at Wheatley Harbour and will use the same

wind data to complete the analysis at this site. Nearshore transformation will be completed to a node located directly in front of the harbour entrance in depth of approximately 5 metres. A statistical analysis of the wave climate at this location will be produced.

#### **TASK 5: SITE AND GENERAL AREA ANALYSIS**

In order to ensure that the recommended configuration of slips and other possible on-site facilities and services can be accommodated at the shoreline of the Cedar Island site our team will conduct a physical inspection of the site and surrounding waterfront area to determine its suitability for the recommended marina re-development and park and beach facilities and services. The site review will also allow us to provide a professional opinion as to the attributes and limitations of the proposed sites as a possible seasonal and transient marina location. The site analysis will include a review of the following:

- Access and egress (by land and water);
- Topographical relief;
- Size and configuration;
- Affect of changing water levels;
- Ease of dredging (if required);
- Visibility (by land and water);
- Compatibility of surrounding uses;
- Character and condition of adjacent properties;
- Adjacent land uses and their future potential;
- Potential for additional future expansion (if appropriate);
- Proximity to downtown Kingsville and community services;
- Zoning;
- Linkages to off-site facility requirements; and,
- Proximity to off-site facilities, commercial accommodation or attractions that might create a synergy with the development or be packaged with the marina, park and beach for marketing purposes.

#### **TASK 6: DEVELOPMENT OF MARINA ENTRANCE OPTIONS**

The information collected in the background review and generated for the local area will describe the local coastal conditions. This will serve as a base to begin understanding the problems of the present harbour entrance mooring area and allow Shoreplan Engineering to generate possible modifications to reduce the wave action in the entrance. They will consider various modifications of the existing breakwaters and alignment of the extensions to minimize wave penetration. They will also consider various construction methods.

#### **TASK 7: DEMAND PROJECTIONS**

Demand projections will be prepared for the first ten years of the proposed marina re-development. Annual demand projections for slips will be broken down for seasonal and transient use by size of slip utilized. The sources of seasonal demand will be determined according to latent demand and trade-ups from existing marinas. The transient use projections will reflect the expected typical week-day use, weekend-day use, and peak use for typical high traffic boater weekends such as Victoria Day, Memorial Day, Canada Day, etc. Assumptions will be made regarding a number of new boater-oriented “event days”.

In addition to annual occupancy projections for the slips, **TOURSTICS** we will provide demand/use projections for all other major components recommended as an integral part of the overall marina re-development.

#### **TASK 8: ASSESSMENT OF DOCKING OPTIONS/UPGRADES**

Shoreplan Engineering will complete an assessment of the entrance modification and docks options. The assessment will include approximate material quantity estimates, constructions cost estimates and estimates of improvements in the wave activity in the entrance. They will also consider any appropriate



upgrades or repairs to existing docks, both within the entrance and in the docking area along Cedar Island Drive.

### **TASK 9: MARINA, PARK AND BEACH DEVELOPMENT OPTIONS**

NAK Design, in collaboration with the project team, will develop a program for the public realm of the site. They will prepare a design concept, including concept options, if alternative design solutions need to be explored. The concept(s) will be refined with the Town. Optional public consultation and panel displays may be provided at the discretion of the Town and at additional expense.

Upon selection of the preferred concept, NAK will develop a detailed master plan drawing for the parcels of land included in the marina, park and beach area, including the spatial allocation of all elements included within the site. A rendered master plan will be developed. Additional perspective renderings are at the discretion of the Town, at additional expense. NAK will also develop a description of all facilities and services and approximate material quantity estimates, and cost estimates for all elements related to the lands around the docks as well as the park and beach area.

### **TASK 10: FINANCIAL PROJECTIONS**

TOURISTICS will prepare detailed projections of operating revenues and expenses for the first ten complete years of operation of the re-developed Cedar Island Marina and all of its related facilities. These financials will reflect the rental rates, and projected occupancies for the slips as well as rental rates, lease rates, and incomes from any other revenue sources.

Based on the capital cost estimates provided by Shoreplan Engineering and NAK Design we will determine the net operating income, and internal rate of return that will demonstrate the viability of the marina. This analysis will illustrate the overall performance of the recommended marina facilities and other associated on-site facilities, and be presented in a format that is suitable for presentation to the Town and any potential private and public sector partners.

The demand and financial projections may suggest a phased approach to a fully re-developed marina. If this is the case we will clearly outline the pros and cons of such an approach.

#### **TASK 10a: ECONOMIC IMPACT ANALYSIS (Optional)**

Based on the capital cost estimates for the proposed marina re-development and park and beach area enhancements and the ongoing revenues and expenses, we will determine the economic impact of the new facilities and services on the Town of Kingsville. These economic impacts will include direct, indirect, and induced domestic product expenditures; direct, indirect, and induced labour income; direct, indirect and induced jobs created; and, direct municipal, provincial and federal taxes generated.

Based on the information in our files, from other boater studies and surveys, and the surveys and interviews conducted as part of this study, we will provide a breakdown of the typical expenditure pattern of seasonal boaters at the marina as well as within the Town; and, day and overnight transient boaters at the Cedar Island Marina as well as within the Town.

### **TASK 11: DRAFT REPORT PREPARATION**

Our findings will be summarized in a draft report. The report will include all of our findings, conclusions, and recommendations regarding the marina, park and beach and any appropriate on-site facilities and services as well as the appropriate supportive data and documentation. The report will include plans and typical sections of the options considered. Assessments, including costs will be provided. A coloured master plan drawing will be included. At the present time we see the report as a resource document to guide the decision regarding the future of the boating facility, park and beach area rather than a document that makes specific recommendations. We will also describe approval requirements associated with the proposed works.

#### **TASK 12: CLIENT REVIEW MEETING**

We will meet with you to discuss our findings. We will make an informal presentation of our findings to the local representatives. If required, we can prepare a formal presentation for Council or a public meeting. However, this may require some additional preparation time, a price for which would be provided separately.

#### **TASK 13: REPORT FINALIZATION AND SUBMISSION**

We will finalize the report and master plan drawing based on your comments and submit five copies of the final report.

**Cedar Island Marina & Beach Master Plan****Cost Estimate**

Cost Estimate		TOURSTICS			Shoreplan Engineering Limited				NAK Design Strategies		Total Fees	Expenses	Total Cost
		Partner	Research	Support	Principal	Senior	Staff	Senior	Associate L.A.	Landscape			
FIRM		G. Pincombe	Analyst	Staff	M. Sturm	Engineer	Engineer	Technician	C. Bohme	Designer			
	Hourly Rate	\$195.00	\$100.00	\$50.00	\$200.00	\$150.00	\$125.00	\$80.00	\$150.00	\$100.00			
1	Site Visit, Meeting, Dock Review	8.0	0.0	0.0	16.0	0.0	16.0	0.0	8.0	0.0	\$7,960	\$2,000	\$9,960
2	Background Review and Research	4.0	12.0	0.0	2.0	0.0	4.0	4.0	4.0	12.0	\$5,000	\$0	\$5,000
3	Analysis of Comparative & Competitive Marinas	8.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$3,960	\$500	\$4,460
4	Wave Climate Analysis	0.0	0.0	0.0	2.0	8.0	0.0	5.0	0.0	0.0	\$2,000	\$0	\$2,000
5	Site and General Area Analysis	8.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0	8.0	\$2,960	\$1,000	\$3,960
6	Development of Marina Entrance Options	0.0	0.0	0.0	2.0	0.0	4.0	12.0	0.0	0.0	\$1,860	\$0	\$1,860
7	Demand Projections	8.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$3,160	\$0	\$3,160
8	Assessment of Docking Options/Upgrades	0.0	0.0	0.0	4.0	32.0	20.0	13.0	0.0	0.0	\$9,140	\$0	\$9,140
9	Marina, Park and Beach Development Options	6.0	8.0	0.0	0.0	0.0	0.0	0.0	28.0	48.0	\$10,970	\$1,500	\$12,470
10	Financial Projections	12.0	6.0	0.0	0.0	0.0	0.0	0.0	4.0	2.0	\$3,740	\$0	\$3,740
11	Draft Report Preparation	8.0	16.0	4.0	4.0	0.0	12.0	12.0	8.0	24.0	\$10,220	\$250	\$10,470
12	Client Review Meeting	8.0	0.0	0.0	8.0	0.0	0.0	0.0	8.0	0.0	\$4,360	\$1,500	\$5,860
13	Report Finalization and Submission	4.0	8.0	8.0	2.0	0.0	4.0	4.0	4.0	14.0	\$5,200	\$250	\$5,450
Total Hours		74.0	90.0	12.0	40.0	40.0	60.0	50.0	68.0	108.0			
Total Cost		\$14,430	\$9,000	\$600	\$8,000	\$6,000	\$7,500	\$4,000	\$10,200	\$10,800	\$70,530	\$7,000	\$77,530
Total Fees by Firm		\$24,030			\$25,500				\$21,000		\$70,530		
Total Expenses by Firm												\$7,000	
*Includes \$1,500 for display board													
10a	Economic Impact Analysis (Optional)	6.0	12.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$2,370	\$0.00	\$2,370

**NOTE: HST will be charged in addition to the estimated amount**

### Appendix III

A breakdown of the estimates required to relocate the fueling operation to Cedar Beach can be seen below.

Relocate the current pump and tank	\$20,000
A new kiosk (current kiosk to remain at ramp)	\$10,250
Electrical service to new kiosk	\$4,000
Perimeter fence around fuel tank	\$2,000
Remove docks and posts to allow for boat access	\$10,000
Stone and labor to install driveway access to new location for fuel deliveries	\$5,000
Miscellaneous costs (certified drawings, registrations, etc.)	\$5,000
<b>Total</b>	<b>\$56,250</b>

Other costs to consider:

Not factored into the pricing above is the cost of student labor to manage the fueling operation. We currently manage the fuel pump and boat launch with 1 student. Separating the 2 operations would double the amount of labor required. Cost of an additional student is approximately \$8400 in wages per year to man the fuel pump at the new location.



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**Date:** June 12, 2017  
**To:** Mayor and Council  
**Author:** Jennifer Astrologo, Director of Corporate Services  
**RE:** Vote by Mail – 2018 Election Service Provider  
**Report No.:** CS-2017-014

---

## **AIM**

To obtain Council's approval to waive the requirement to obtain a minimum of three (3) quotations for the provision of vote by mail ("VBM") services and enter into an agreement with Dominion Voting Systems Corporation ("Dominion") to provide VBM services for the 2018 election.

## **BACKGROUND**

On April 10, 2017, Council passed a motion authorizing the alternative voting method of VBM for the 2018 election:

"That Council approves Vote by Mail as the alternative voting method for the 2018 municipal election and have three (3) Ballot Return Stations, in Kingsville, Cottam and Ruthven on Voting Day for residents to return their mail in ballot."

## **DISCUSSION**

The Town's Procurement of Goods and Services Policy ("Procurement Policy") outlines the procedures to be followed depending on the cost of the good/service that is acquired. For services estimated to cost between \$10,000 and \$50,000, a minimum of three (3) quotations are to be received before the Town commits to a vendor.

It is estimated that the cost of VBM services would range between \$20,000 and \$30,000 and includes training, election-day support, rental of tabulators, shipping costs, accessibility services and necessary software to conduct the election. This amount does not include voter list services, VBM ballot kits or other election-day consumables.

The 2006 and 2010 elections were conducted by VBM and Dominion provided the necessary services to the Town to assist with the election in this regard. From the documentation reviewed, the Town did not experience any issues with the services provided by Dominion. In fact, neighbouring municipalities that have used Dominion have been pleased with the quality of the service they received.

It is anticipated that the Town of Lakeshore will be engaging Dominion to provide VBM services for the 2018 election as well, and therefore, the Town may be able to pair some services with Lakeshore and realize a small savings on the costs associated with a couple of services (i.e. training).

As part of its complement of services, Dominion can provide the necessary accessibility equipment to provide persons with disabilities the opportunity to vote privately and independently. For electors who cannot negotiate a paper ballot, a ballot marking device (monitor and software) is used to assist a voter through paddles, hand-held vote selector, headsets and/or a sip-and-puff device.

Recognizing that:

- i) the Town encountered several service provider issues during the previous election;
- ii) Council chose to return to the VBM method of election, which yielded strong turnout rates;
- iii) Dominion provided services to the Town during both the 2006 and 2010 VBM elections; and,
- iv) the Town was satisfied with the services that were provided by Dominion,

it is recommended that Council dispense with the requirements of the Procurement Policy and permit the Director of Corporate Services to negotiate with Dominion for the provision of VBM services for the 2018 election.

## **LINK TO STRATEGIC PLAN**

No direct link to the strategic plan.

## **FINANCIAL CONSIDERATIONS**

In Report No. CS-2017-007, presented to Council on April 10, 2017, the cost of a VBM election was estimated at \$55,000-\$65,000. The cost of the services, if provided by Dominion, are estimated to cost between \$20,000 and \$30,000 and were included in the election estimates previously provided to Council.

## **CONSULTATIONS**

CAO  
Manager of Financial Services  
Deputy Clerk – Administrative Services

## RECOMMENDATION

That Council dispense with the requirements of the Procurement Policy and authorize the Director of Corporate Services to negotiate with Dominion Voting Systems Corporation for the supply of Vote by Mail services for the 2018 municipal election.

*Jennifer Astrologo*

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

*Peggy Van Mierlo-West*

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



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kingsvilleworks@kingsville.ca

**Date:** May 23, 2017  
**To:** Mayor and Council  
**Author:** Jennifer Astrologo, Director of Corporate Services  
**RE:** Medical Marihuana  
**Report No.:** CS-2017-013

---

## **AIM**

The purpose of this report is to provide Council with information regarding the *Access to Cannabis for Medical Purposes Regulations* ("ACMPR").

## **BACKGROUND**

During the March 27, 2017 Regular Meeting of Council, the following motion was carried:

279-2017 Moved by Councillor Patterson, seconded by Deputy May Queen

That Administration provide a report setting out the rights of medical marihuana 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.

The authority to regulate medical marihuana production is within the jurisdiction of the Federal Government.

In 1999 the Federal Government originally provided for access to medical marihuana through an exemption provision of the *Controlled Drugs and Substances Act* (the "CDSA"). This subsequently led to the implementation of the *Marihuana Medical Access Regulations*



(“*MMAR*”) in 2001. As a result of various court decisions, the Federal Government sought changes to the *MMAR* and in June of 2013, the *MMAR* was repealed and the *Marihuana for Medical Purposes Regulations* were implemented.

Under the *MMPR* only licensed producers were permitted to sell medical marihuana products. Therefore, individuals with medical needs could only obtain these products from licensed producers. The constitutionality of this framework was challenged and in February 2016, the Supreme Court of Canada<sup>1</sup> held that requiring individuals to obtain medical marihuana products only from licensed producers was a *Charter* violation. In response to that decision the Federal Government enacted the *ACMPR* and the *MMPR* was repealed.

## DISCUSSION

Health Canada is the Federal Ministry responsible for the oversight and administration of the *ACMPR*.

The *ACMPR* is the enacted regulation under the *Controlled Drugs and Substances Act* which sets out the framework to produce medical marihuana as a licensed producer (commercial production) or as a designated person (individual production). It contains detailed provisions outlining the requirements that entities and individuals must fulfill before being permitted to produce medical marihuana. Licences and designations are issued exclusively by Health Canada.

### *Commercial Production – Licences*

There are stringent health and safety and security requirements that must be adhered to before producing and selling medical marihuana on a commercial level. The *ACMPR* requires the applicant to notify the municipality, the local fire department, and local law enforcement when it files an application to be a licensed producer. Further, licensed producers are expected to obey provincial and federal legislation, in addition to all municipal by-laws.

Provision 4.46 of the Town’s Comprehensive Zoning By-law outlines the zoning requirements for commercial facilities that produce medical marihuana. Specifically, any commercial operation would be subject to a number of requirements, including, but not limited to: site plan control, minimum setbacks from areas zoned residential, institutional or recreational, and signage restrictions.

### *Individual Production - Designation*

Being designated to produce marihuana for one’s own medical purposes is different than the commercial licence described above. Under Part 2 of the *ACMPR*, an individual can apply to Health Canada to produce, or to designate another individual to produce on their behalf, a limited amount of medical marihuana for personal consumption. This application process is administered exclusively by Health Canada. Similar to the commercial licensing process, there are stringent requirements that must be met before a designation will be

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<sup>1</sup> *Allard v. Canada*

issued. Once designated, an individual is required to take all necessary steps to ensure the security of the medical marihuana in his/her possession, storage and production.

However, a designated individual is not required to notify the municipality of his/her application and it is not uncommon for these types of operations to be contained within that individual's residence. In fact, Health Canada urges designated individuals to be discreet about their productions and makes a number of safety and security recommendations (i.e. installation of a home security/alarm system, ensuring plants are not visible from the outside, minimizing odours from the residence, disposal, storage of products in childproof containers etc).

Although the Town has some regulatory authority over a commercial production facility, that oversight does not apply to individuals who are designated under the legislation and who produce medical marihuana in their homes. In fact, the Town is not entitled to know the identity of a designated individual or the location to which that designation applies. With respect to waste material, Health Canada does recommend that excess marihuana is disposed of by rendering it unfit for consumption, which may include blending it with water and mixing with cat litter.

As noted above, it is commonplace for designated individuals to grow product in their homes. Although a municipality has no authority to outline specific requirements or controls as related to production, the *ACMPR* does prohibit a designated individual from growing both inside and outside simultaneously. Further, if production is outdoors, the land in which production occurs cannot have any points in common with the boundary of land on which a school, public playground, day care facility or other place frequented mainly by persons under 18 years of age.

The Ministry of Health has complete regulatory authority over individuals who are designated under the legislation to produce medical marihuana. The municipality has no ability to intervene or provide input on this process. Therefore, if there is a dispute between a designated individual and a neighbouring property owner, it is recommended that the property owner contact either the police or Health Canada with respect to their concerns.

## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

There are no financial considerations.

## **CONSULTATIONS**

None.

## RECOMMENDATION

That Council receives the Report of J. Astrologo, Director of Corporate Services, regarding medical marihuana regulation, dated May 23, 2017, for information.

*Jennifer Astrologo*

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

*Peggy Van Mierlo-West*

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

- iv) *Maximum ground floor area* of a temporary sales office shall be 200 m<sup>2</sup> (2,150 ft<sup>2</sup>).

#### 4.43 Wetland Overlay

An area depicted on Schedule 'A' maps *attached* hereto showing areas identified as *wetlands*. These are areas regulated by Essex Region *Conservation Authority* (ERCA) and will require approvals and permits for any works or *construction* within the areas defined as *Wetland*.

#### 4.44 Water lots

The only *permitted structure* or *building* within a water lot is a *boat dock accessory* to a residence that is affixed to the shoreline.

#### 4.45 Winery

The following provisions *shall* apply to a *winery*, where it is *permitted* by this By-law:

- a) the *winery buildings* and *accessory structures* shall occupy a *maximum* of 25% of the *permitted Lot coverage*;
- b) *secondary uses* may include a *cafe, restaurant, eating establishment*, or event *facility* associated with the *winery*;
- c) retail sales *facility* may include sale of secondary and associated products; and
- d) the *winery* is subject to site plan control under Section 41 of the *Planning Act*.

#### 4.46 Medical Marihuana Production Facilities

By-law  
129-2015

Notwithstanding other provisions of this By-law to the contrary, the following provisions and regulations *shall* apply to medical marihuana production facilities:

- a) Require a current and valid Medical Marihuana production license issued by Health Canada under the Marihuana for Medical Purposes Regulations (MMPR) as amended from time to time or any subsequent legislation which *may* be enacted in substitution thereof;
- b) Site Plan control *shall* apply to any *medical marihuana production facility* proposed within an *existing* or future *building(s)*. In addition to all other requirements pursuant to the Planning Act, R.S.O. 1990, c.P. 13 and the Town of Kingsville Site Plan Control By-law, the Town will require, at the owner's sole expense,: any study/studies that will satisfy any additional concerns that the Town of Kingsville or any other commenting agency *may* have with regard to security, emanating odours, provision of municipal services and stormwater/wastewater management;

- c) Prohibit *residential uses* on *lots* having a *medical marihuana production facility*;
- d) Prohibit a *medical marihuana production facility* as a *secondary/accessory use*;
- e) *Secondary/accessory uses* must be 100% associated with the *medical marihuana production facility*;
- f) Require a *minimum distance separation* of 100m (328 ft) between a *medical marihuana production facility* and any lands *Zoned* for *residential, recreational or institutional uses*;
- g) Require a *minimum distance separation* of 100m (328 ft) between a *medical marihuana production facility* and any *structure* currently used for *residential or institutional purpose (dwellings, schools, churches, etc.)*;
- h) Require that no outdoor signage or advertising *shall be permitted* that references cannabis, marihuana, or any other depiction of such, including on any *vehicle* associated with the *medical marihuana production facility*; and,
- i) Require that the *use* of a *medical marihuana production facility* on a *lot* not co-exist with any other *use* on the *lot*.
- j) *Shall* not be considered on any lands that are within 250m of Lake Erie.

June 20, 2017

Dear Town Council,

The Fire Prevention Officers in your communities are putting together their annual magazine. These are the men and women who educate our children in the schools and the community in fire prevention and safety.

We are asking for your support once again with an Advertisement in the magazine which will greatly help us put it together and mail it out to all the Fire Prevention Officers as well as the Fire Halls and Fire Colleges throughout Ontario for free. We have no outside funding and our only way of support is through your towns help with an advertisement in the magazine. Attached is a rate sheet for all ad sizes.

Please let me know if you will be supporting us with an Advertisement.

Regards,

Nick Kypriotis

OMFPOA Magazine

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## **OMFPOA 61<sup>ST</sup> ANNUAL TRAINING & EDUCATIONAL SYMPOSIUM**

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**SPECIAL MEETING OF COUNCIL  
MINUTES**

**Tuesday, June 6, 2017  
7:00 PM  
Lakeside Pavilion  
315 Queen Street  
Kingsville, ON N9Y 1Y8**

Members of Council	Mayor Nelson Santos (arrived at 8:21 p.m.) Councillor Thomas Neufeld Councillor Susanne Coghill Councillor Larry Patterson Deputy Mayor Gord Queen Councillor Sandy McIntyre
Absent	Councillor Tony Gaffan
Members of Administration	P. Van Mierlo-West, CAO J. Astrologo, Director of Corporate Services S. Kitchen, Deputy Clerk-Council Services J. Alexander, Deputy Clerk - Administrative Services

**A. CALL TO ORDER**

Deputy Mayor Queen called the Special Meeting to order at 7:00 p.m.

**B. MOMENT OF SILENCE AND REFLECTION**

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

**C. PLAYING OF NATIONAL ANTHEM**

**D. DISCLOSURE OF PECUNIARY INTEREST**



Deputy Mayor Queen 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. PUBLIC PRESENTATION**

Police Constable Gord Keen of the Ontario Provincial Police (OPP) Provincial Traffic Operations presented a PowerPoint presentation regarding Off-Road Vehicle regulation and restriction. OPP Staff Sergeant Jerry Rabble (Leamington Detachment), OPP Constable Steve Campbell (Kingsville Detachment) and OPP Constable Sean McKinnon (Essex Detachment) were also in attendance.

### **Presentation:**

Police Constable Gord Keen presented general background information pertaining to the Off Road Vehicles Act which regulates the use of ORVs on public lands, frozen waterways, and unorganized territories, and the Ontario Highway Traffic Act and Regulation 316/03. He stated that ORVs are not designed for or allowed on the highway as a general rule, that all ORVs are motor vehicles under the Highway Traffic Act and that under Reg. 316/03 there are 3 types of ORVs that are allowed on specific Highways in Ontario (ATVs, UTVs and ROVs). These highways are designated by Schedule B or C of the regulation or by way of municipal by-law. He detailed the regulatory requirements and provided examples of types of ORVs allowed under Reg. 316/03.

### **Comments from the audience:**

A member of the audience commented that it may appear that all ATV drivers are being punished 'for an odd few' who do not abide by the rules.

Constable Keen indicated the rules are made by the Government of Ontario and the goal is not to ticket but to keep riders and the public safe. The presentation is for information so that everyone is aware of the statistics and laws.

A member of the audience questioned rules regarding E-bikes and Constable Keen advised that he also does separate and distinct training and presentations for E-bike riders and the public. E-bikes are regulated under the Highway Traffic Act.

Constable McKinnon indicated that there is a big difference between an E-bike and an ATV (including speed, size); that one cannot be compared to the other.

To the question "where it is legal to ride ATVs", Constable Keen indicated that the residents can Google-search Ontario Regulation 316/03 and refer to

Schedules A and B. Schedule B points to where riders can ride on provincial highways. Constable Keen indicated that in Lakeshore, ATVs are allowed in a restrictive area close to the lakeshore, as a pilot project (Lighthouse Cove area). He indicated that Chatham-Kent has provided areas to allow off road vehicles and that recently statistics have been released showing a high number of impaired drivers.

Constable Keen noted there are exemptions for farmers. Golf carts are not permitted on roads.

Mayor Santos arrived at 8:21 p.m. and assumed the Chair.

Mayor Santos thanked Constable Keen for the presentation.

Councillor Patterson asked if the Essex Region Conservation Authority Chrysler Greenway (commonly known as the ERCA Greenway) would be able to be used by the ORVs, and Constable Keen indicated that that same issue came up with the Trans Canada Trail and ORVs are not allowed there.

There were no further questions from Council.

Mayor Santos indicated that following this information meeting, there may be further meetings to identify certain purposes or causes for certain areas where ATVs might be looked at. He indicated that this is a first step in information gathering and education and that Council may try to examine ways to make it work. He thanked the residents for attending this evening to get the information and recognized representatives of the Municipality of Leamington also in attendance in the audience. Mayor Santos indicated the presentation would be circulated to local Police Services Boards.

## **F. CONFIRMATORY BY-LAW**

### **1. By-law 67-2017**

#### **415-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

Council read by-law 67-2017 being a by-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at this Special Meeting a first, second, and third and final time.

**CARRIED**

## **G. ADJOURNMENT**

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**416-2017**

Moved by Councillor Sandy McIntyre

Seconded by Councillor Larry Patterson

Council adjourn this Special Meeting at 8:33 p.m.

**CARRIED**

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MAYOR, Nelson Santos

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CLERK, Jennifer Astrologo



**SPECIAL MEETING OF COUNCIL  
MINUTES**

**Friday, June 9, 2017  
3:30 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 Administration	P. Van Mierlo-West, CAO S. Kitchen, Deputy Clerk-Council Services

**A. CALL TO ORDER**

**416-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council waive the Section 14 requirement of the Town's procedure By-law 55-2016 to allow the Mayor to call a Special Meeting of Council without 48 hours' notice.

**CARRIED**

Mayor Santos called the Special Meeting to Order at 3:34 p.m.

**B. 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.

**C. CLOSED SESSION**

1. **Pursuant to Section 239(2) of the Municipal Act, 2001, Council will enter into Closed Session to Address the following item Section 239(2)(d) labour relations or employee negotiations, being Verbal Report of CAO P. Van Mierlo-West RE: Management employee**

**417-2017**

Moved by Councillor Thomas Neufeld

Seconded by Councillor Susanne Coghill

Council, at 3:35 p.m. and pursuant to Section 239(2) of the *Municipal Act, 2001*, entered into Closed Session to address the following item:

Section 239(2)(d) labour relations or employee negotiations, being verbal Report of CAO P. Van Mierlo-West regarding a management level employee

**CARRIED**

**D. REPORT OUT OF CLOSED SESSION**

At 4:11 p.m. the Special Meeting reconvened in Open Session.

**418-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

Council confirm direction to Administration regarding a management level employee.

**CARRIED**

**E. CONFIRMATORY BY-LAW**

1. **By-law 72-2017**

**419-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

Council read By-law 72-2017, being a by-law to confirm the proceedings of the June 9, 2017 Special Meeting of Council a first, second and third and final time.

**CARRIED**

**F. ADJOURNMENT**

**420-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council adjourn this Special Meeting at 4:11 p.m.

**CARRIED**

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MAYOR, Nelson Santos

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DEPUTY CLERK-COUNCIL SERVICES, Sandra Kitchen



**REGULAR MEETING OF COUNCIL  
MINUTES**

**Monday, June 12, 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 Councillor Sandy McIntyre
Members of Administration	P. Van Mierlo-West, CAO A. Plancke, Director of Municipal Services R. Brown, Manager of Planning & Development Services K. Brcic, Planner J. Astrologo, Director of Corporate Services S. Kitchen, Deputy Clerk-Council Services R. McLeod, Manager of Financial Services C. Parsons, Fire Chief

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

**C. PLAYING OF NATIONAL ANTHEM**

**D. DISCLOSURE OF PECUNIARY INTEREST**

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

**E. PRESENTATIONS/DELEGATIONS**

**1. Town of Kingsville Economic Development and Tourism Committee**

Member Dave Hunt introduced Ms. Marian Stranak, Committee Member, who was in attendance in the audience. He advised that other members who are currently serving on the Kingsville Tourism and Economic Development Committee include Mayor Nelson Santos, Councillor Tony Gaffan, and Members Jim Gaffan, Mike Lauzon, and Doug Quick. On behalf of the Committee, Mr. Hunt highlighted the 2016 activities, 2017 Committee actions to date, and ongoing 2017 initiatives.

**421-2017**

Moved by Councillor Thomas Neufeld

Seconded by Councillor Susanne Coghill

Council receive the PowerPoint Report of the Kingsville Tourism and Economic Development Committee, as presented by Member Dave Hunt, dated June 2017.

**CARRIED**

**F. MATTERS SUBJECT TO NOTICE**

**1. PUBLIC MEETING-Application for Zoning By-law Amendment Builder Direct Buy Corporation 2-20 & 25-37 Woodland St. & 113-121 & 104-120 Hazel Cres. Lots 18 to 39, 40 to 42 & 70 to 73, Plan 12M552**

K. Brcic, Town Planner.

i) Report of K. Brcic, Town Planner, dated June 5, 2017.

ii) Proposed By-law 69-2017, being a by-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville

Ms. Brcic presented her Planning Report including information regarding the requested Zoning By-law Amendment for lands known as 2-20 and 25-37 Woodland Street and 113-121 and 104-120 Hazel Crescent (Lots 18 to 39, 40 to 42, and 70 to 73, Plan 12M552 in the Millbrook Subdivision.

Council comments:



Councillor Neufeld asked if the permitted maximum lot coverage includes structures such as sheds. Ms. Brcic confirmed that the 50 per cent maximum includes all accessory buildings (accessory building maximums are calculated at up to ten per cent and are included as part of the overall fifty per cent maximum).

Deputy Mayor Queen asked if the house covers 50 per cent of the lot, does that mean that the homeowner is not allowed to build an accessory structure. Ms. Brcic explained that a small shed would not be permitted if the house covered 50 per cent of the lot.

Councillor Patterson asked if the new roadway will cause the Town to require more streetlights at the corner intersection, whether the Town can ask the developer to pay for those costs.

Ms. Brcic indicated that those types of provisions and requirements would have already been dealt with at the subdivision stage of development.

Comments from the audience:

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

Mayor Santos asked for clarification regarding storm water management. Ms. Brcic indicated that those matters are dealt with based on lot coverage at time of building permit review and issuance.

Councillor Gaffan asked if it is a concern that large executive homes will be constructed across the street from semi-detached dwellings and Ms. Brcic indicated that it is the same builder and that layout has been planned for such development.

#### **422-2017**

Moved by Councillor Larry Patterson

Seconded by Councillor Susanne Coghill

Council approve Zoning By-law Amendment ZBA/10/17 to rezone the subject lands from 'Residential Zone 2 Rural/Urban Exception 5 (R2.2-5)' to 'Residential Zone 2 Rural/Urban Exception 10 (R2.2-10)' for lands known as 2-20 and 25-37 Woodland Street and 113-121 and 104-120 Hazel Crescent, and adopt the implementing by-law.

**CARRIED**

## **G. AMENDMENTS TO THE AGENDA**

Deputy Mayor Queen added two Notices of Motion and two Announcements.  
Councillor Patterson added one Announcement.

Mayor Santos indicated that Agenda Item P-3, being By-law 68-2017, is hereby withdrawn from the Agenda.

## **H. ADOPTION OF ACCOUNTS**

- 1. Town of Kingsville Accounts for the monthly period ended May 31, 2017 being TD Cheque numbers 0062028 to 0062277 for a grand total of \$1,166,979.12**

**423-2017**

Moved by Councillor Sandy McIntyre  
Seconded by Deputy Mayor Gord Queen

Council approve Town of Kingsville Accounts for the period ended May 31, 2017 being TD cheque numbers 0062028 to 0062277, for a grand total of \$1,166,979.12

**CARRIED**

## **I. STAFF REPORTS**

- 1. Kingsville Alerts Mass Notification launch**

**424-2017**

Moved by Deputy Mayor Gord Queen  
Seconded by Councillor Tony Gaffan

Council receive Report of Kingsville Fire Chief Chuck Parsons titled Kingsville Alerts Mass Notification Launch, dated June 1, 2017.

**CARRIED**

- 2. Cottam Community Improvement Plan – Financial Incentive Options**

**425-2017**

Moved by Deputy Mayor Gord Queen  
Seconded by Councillor Sandy McIntyre

Council direct Administration recraft the Cottam Community Improvement Plan presentation in plain language and invite residents of Cottam to attend a Public Meeting to ensure that all residents are aware of the proposed Plan.

**CARRIED**

**426-2017**

Moved by Councillor Thomas Neufeld

Seconded by Councillor Larry Patterson

Council authorize Administration to allocate \$50,000.00 as a first-year funding commitment for inclusion in the draft Cottam Community Improvement Plan.

**CARRIED**

3. **JM Hydroponics Ltd. 2008 & 2044 Seacliff Drive (County Rd. 20) Pt. Lot 12, Concession 1 ED, Part 5, RP 12R 8532 & Part 4 & 5, RP 12R 20397 Roll Nos. 3711 290 0000 18750 & 19005**

**427-2017**

Moved by Councillor Thomas Neufeld

Seconded by Councillor Susanne Coghill

Council approve the proposed site plan, subject to the conditions outlined in the Site Plan Agreement, for a two phase 8.27 ha (20.44 ac.) greenhouse with auxiliary warehouse and supporting facilities, and authorize the Mayor and Clerk to sign the Site Plan Agreement with JM Hydroponics Ltd. and register said Agreement on title.

**CARRIED**

4. **County Lot Size Study – Feedback from Kingsville Council**

**428-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Tony Gaffan

Council direct the Manager of Planning and Development Services to provide the Manager of Planning Services for the County of Essex with Kingsville Council's feedback on the Essex County Lot Size Study and request that a flexibility provision be included in the amendment to the County Official Plan to require a minimum lot area of 40 ha (100 ac.) for the creation of new agricultural lots.

**CARRIED**

Mayor Santos called for a ten minute recess at 8:38 p.m. and the Regular Meeting of Council reconvened at 8:49 p.m.

**5. Main St. E. Traffic Congestion**

**429-2017**

Moved by Councillor Tony Gaffan

Seconded by Councillor Larry Patterson

Council direct Administration to review the potential costs and studies to construct an access road behind the existing Tim Horton's, McDonald's and other commercial properties in that area at Main St. East including the closing off of certain existing accesses to ease congestion at the Jasperson Lane intersection, and further to encourage Administration to look at including a right turn lane southbound on Jasperson at Main for future budget consideration.

**CARRIED**

**430-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Sandy McIntyre

Council receive Report of Director of Municipal Services A. Plancke RE: Main St. E. Traffic Congestion, dated May 29, 2017.

**CARRIED**

**6. Strategic Plan – Next Steps**

**431-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Sandy McIntyre

That Council approve the work plan in principle for the Council-Staff Strategic Plan Workshop scheduled for June 27, 2017.

**CARRIED**

**7. Council – Staff Workshop Next Steps**

**432-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

That Council receive the Report of CAO P. Van Mierlo-West titled Council-Staff Workshop Next Steps, dated June 6, 2017.

**CARRIED**

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

There were no items presented.

**K. MINUTES OF THE PREVIOUS MEETINGS**

**1. Regular Meeting of Council Minutes-May 23, 2017**

**2. Regular Closed Session Meeting of Council Minutes--May 23, 2017**

**433-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Sandy McIntyre

Council adopt Regular Meeting of Council Minutes, dated May 23, 2017 and Regular 'Closed Session' Meeting of Council Minutes, dated May 23, 2017.

**CARRIED**

**L. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

**1. Kingsville Accessibility Advisory Committee--March 21, 2017**

**434-2017**

Moved by Councillor Susanne Coghill

Seconded by Councillor Thomas Neufeld

Council receive Kingsville Accessibility Advisory Committee Meeting Minutes dated, March 21, 2017.

**CARRIED**

**2. Kingsville Police Services Board-April 26, 2017**

**435-2017**

Moved by Councillor Larry Patterson

Seconded by Councillor Sandy McIntyre

Council receive Police Service Board Meeting Minutes dated, April 26, 2017.

**CARRIED**

3. **Pelee Island Transportation Services Advisory Committee (PITSAC)--  
November 28, 2016**

**436-2017**

Moved by Councillor Susanne Coghill

Seconded by Councillor Tony Gaffan

Council receive Pelee Island Transportation Services Advisory Committee (PITSAC) Meeting Minutes dated, November 28, 2016.

**CARRIED**

4. **Union Water Supply System (UWSS) Joint Board of Management--April 19, 2017**

**437-2017**

Moved by Councillor Larry Patterson

Seconded by Councillor Thomas Neufeld

Council receive the Union Water Supply System Joint Board of Management Meeting Minutes dated, April 19, 2017.

**CARRIED**

**M. BUSINESS CORRESPONDENCE - INFORMATIONAL**

1. **Town of Shelburne Resolution No. 19 passed May 15, 2017 authorizing the purchase of a Hero Tree in the amount of \$150.00 and a Challenge to every Ontario Municipality to do the same RE: Highway of Heroes Canada 150 Tree Planting Initiative**
2. **City of St. Catharines--Resolution-Canada's 150th Birthday--Support of Township of Adjala-Tosorontio re: Request to Waive Taxes**
3. **Town of Amherstburg--RE: Amherstburg Resolutions and EMS Services Presentation**
4. **Municipality of Calvin--Resolution of Support for the Township of North Frontenac regarding Hydro Reductions**
5. **Municipality of East Ferris--Resolution of support of the letter from Cheryl Gallant, Member of Parliament RE: Removal of tax exempt portion of remuneration paid to local officials from 2017 Federal Deficit Budget.**

6. **Kingsville Golf and Country Club--Correspondence from President D. McConnell, dated May 25, 2017**
7. **Ministry of Community Safety and Correctional Services--Correspondence received June 1, 2017 RE: Property Count methodology used to calculate OPP billing costs (Billing Survey open until June 30, 2017)**
8. **Town of Essex Notice of Passing of By-law 1597, being a by-law to adopt Official Plan Amendment No. 6 to the Town of Essex Official Plan**

**438-2017**

Moved by Councillor Sandy McIntyre

Seconded by Councillor Susanne Coghill

Council receive Business Correspondence - Information items 1-8 as presented.

**CARRIED**

**N. NOTICES OF MOTION**

1. **Deputy Mayor G. Queen may move, or cause to have moved, the following motion or motions:**

i) That Council receive an update from Administration in respect to the sidewalk installation required under the Development Agreement for the Ruthven area.

ii) That Council amend the terms of the Kingsville Development Standards Manual and future subdivision servicing agreements to require developers to have sidewalks installed prior to the Town assuming ownership and/or Maintenance of any associated adjacent roadways.

**439-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

Council receive update an update from Administration in respect to the sidewalk installation required under the Development Agreement for the Ruthven area.

**CARRIED**

2. Deputy Mayor Queen indicated that he would not be proceeding with moving a motion regarding the Kingsville Development Standards Manual.

3. Deputy Mayor Queen indicated that at the next Regular Meeting of Council he may move, or cause to have moved, that Council receive a report from Administration including Fire Department and Parks and Recreation Department staff regarding:

a) The First Aid and CPR Training that Council authorized with details as to the Program success and suggestions for the provision of same in the year 2018;

b) The ability to assist with other Community Groups and Community Functions in the provision of backup First Aid Services, or Emergency Services:

i) with detail as to what was done in the past years

ii) with detail as to what is done now

iii) with recommendations to Council as to what might be done in the future

Such written report on both topics to be provided back to Council by the end of 2017.

4. Deputy Mayor Queen indicated that at the next Regular Meeting of Council he may move, or cause to have moved that Council approve the cost of fire hydrants for the Road 11 Water Line Extension project as a preapproved expense from the 2018 budget.

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

Councillor Patterson invited everyone in the community to visit the Cottam Splash Park to cool down during the hot summer.

Councillor Coghill commented on the large number of people participating in the various events at Cedar Island Beach on June 10, 2017, including many yoga participants and paddleboarders.

Deputy Mayor Queen was pleased to note that the O'Halloran Street sidewalks are installed, along with the second coat of asphalt on the road.

Deputy Mayor Queen commented that the Kingsville BIA has committed to install and plant trees at the Town Clock property.

## **P. BYLAWS**

### **1. By-law 65-2017**

#### **440-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill



Council read By-law 65-2017, being a by-law authorizing the entering into of an agreement with Giorgi Bros (1994) Inc. for the 2017 Sidewalk Program in the Town of Kingsville (Contract No. MS17-103-01) a first, second and third and final time.

**CARRIED**

**2. By-law 66-2017**

**441-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Sandy McIntyre

Council read By-law 66-2017, being a By-law to authorize the execution of a tax arrears extension agreement pursuant to Section 378 of the *Municipal Act, 2001* a first, second and third and final time.

**CARRIED**

**3. By-law 68-2017**

By-law 68-2017 was withdrawn.

**4. By-law 69-2017**

**442-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Thomas Neufeld

Council read By-law 68-2017, being a by-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (ZBA/10/17) a first, second and third and final time.

**CARRIED**

**5. By-law 70-2017**

**443-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Tony Gaffan

Council read By-law 70-2017, being a By-law to authorize the execution of a tax arrears extension agreement pursuant to Section 378 of the *Municipal Act, 2001*, a first, second and third and final time.

**CARRIED**

**Q. CLOSED SESSION**

- 1. Personal matters about an identifiable individual, including municipal or local board employees--RE: to receive a report regarding and discuss recommended action concerning an identifiable management level employee of the Town (S. 239(2)(b))**
- 2. A proposed or pending acquisition or disposition of land by the municipality or local board RE: To review and discuss the potential to purchase and or sell property (S. 239.(2)(c))**
- 3. Personal matters about an identifiable individual, including municipal or local board employees RE: Update from Personnel Committee (S. 239(2)(b))**

**444-2017**

Moved by Councillor Susanne Coghill

Seconded by Councillor Tony Gaffan

Council, at 9:46 p.m. and pursuant to Section 239(2) of the *Municipal Act, 2001*, entered into Closed Session to address the following items:

1. Personal matters about an identifiable individual, including municipal or local board employees--RE: To receive a report regarding and discuss recommended action concerning an identifiable management level employee of the Town (S.239(2)(b))
2. A proposed or pending acquisition or disposition of land by the municipality or local board RE: To review and discuss the potential to purchase and/or sell property (S.239(2)(c))
3. Personal matters about an identifiable individual, including municipal or local board employees RE: Update from Personnel Committee (S.239(2)(b)).

**CARRIED**

**R. REPORT OUT OF CLOSED SESSION**

Mayor Santos reported our of Closed Session as follows:

Item Q-3--Mayor Santos confirmed that CBO P. Valore has confirmed he will remain in his position of Chief Building Official of The Corporation of the Town of Kingsville.

Item Q-2--Mayor Santos reported that Council received information on the proposed acquisition or disposition of property.

Item Q-1--Mayor Santos reported that Council gave direction to Administration to proceed with a 360 evaluation of the CAO in 2017, and to proceed with a 360 evaluation of members of the management team in 2018.

**S. CONFIRMATORY BY-LAW**

**1. By-law 71-2017**

**445-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Tony Gaffan

Council read By-law 71-2017, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its June 12, 2017 Regular Meeting a first, second and third and final time.

**CARRIED**

**T. ADJOURNMENT**

**446-2017**

Moved by Councillor Tony Gaffan

Seconded by Councillor Sandy McIntyre

Council adjourn this Regular Meeting at 10:08 p.m.

**CARRIED**

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MAYOR, Nelson Santos

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CLERK, Jennifer Astrologo



## MINUTES

**KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE  
TUESDAY, MAY 9 2017 AT 7:00 P.M.  
Committee Room A, 2021 Division Road North, Kingsville**

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

Chair Miljan called the Meeting to order at 7:07 p.m. with the following Members in attendance:

#### **MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:**

Annetta Dunnion  
Danielle Truax  
Kimberly DeYong  
Corey Gosselin  
Anna Lamarche  
Margie Luffman  
Dr. Lydia Miljan

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

Sandra Kitchen, Deputy Clerk-Council  
Services

Absent: Mayor Nelson Santos  
Elvira Cacciavillani

Also in Attendance: Guests, Mike and Mary Tonietto

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

Dr. Miljan reminded that if any member has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at this meeting, the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter.

### **C. PRESENTATIONS / DELEGATIONS**

Mr. and Mrs. Michael Tonietto were in attendance regarding their home property, municipally known as 351 Lakeview

Ms. Brown explained the research process of historical homes generally-- research is conducted through investigating old title documents, newspaper archives and a review of assessment records. She indicated that from her research Mr. and Mrs. Tonietto's home was built in 1924 by Mr. Ernest Wigle. Ms. Brown presented the details as to history of the home and property, including the original plan of survey, which was viewed onscreen. Dr. Miljan explained that Council will not designate a property if the property owner does not wish to designate, and the Committee would recommend that the property be removed from the inventory list as a property of interest if that is the intention of the homeowners. If evaluated in terms of History, Architecture and Context pursuant to the Heritage Resources Evaluation sheet the property would not score over 75 points, being the threshold for a Class 1 property.

### **D. REPORTS**

#### **1. Updates re: Pending research reports**

Ms. Brown provided an update regarding the Devin property and further historical research information she was able to find, which she will provide to Ms. Dunnion for the Research Report.

Ms. Truax indicated she has other work commitments at present and will not be able to finalize the research report she has been assigned for a few months yet. Dr. Miljan indicated that this is not a problem as site visits will continue for other properties, and that research reports quite often take several months to complete.

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

**MH9-2017** Moved by C. Gosselin, seconded by M. Luffman that the April 12, 2017 Minutes be adopted as presented.

**CARRIED**

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

#### **1. CHONEWS SPRING 2017 NEWSLETTER**

Ms. Kitchen has contacted Community Heritage Ontario to ask that the newsletters be provided electronically.

#### **G. NEW AND UNFINISHED BUSINESS**

##### **1. Heritage Plaques**

Plaque presentations and a Committee update report to Council will be given at the May 23, 2017 Regular Meeting of Council.

##### **2. Ontario Heritage Conference**

It was confirmed that Ms. Dunnion, Ms. DeYong and Ms. Cacciavillani will be attending the June CHO conference.

##### **3. Update re: FastWeb server –Usage notification for [www.kingsvilleheritage.ca](http://www.kingsvilleheritage.ca) site.**

S. Kitchen advised as to the overage notification for emails to the [www.kingsvilleheritage.ca](http://www.kingsvilleheritage.ca) site. The webmail spam has now been removed from the system and there will be no further overage notifications. Members agreed that all individual email addresses should also be removed from the system, save and except the general 'info@kingsvilleheritage.ca' address.

#### **H. NEXT MEETING DATE**

Wednesday, June 14 at 7:00 p.m.

#### **I. ADJOURNMENT**

**MH10-2017** Moved by K. DeYong, seconded by A. Dunnion that the meeting adjourn at 8:15 p.m.

**CARRIED**

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Chair, Lydia Miljan

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Deputy Clerk-Council Services -S.  
Kitchen



## MINUTES

**TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE  
THURSDAY, MAY 11, 2017 @ 5:30 P.M.  
Committee Room 'A', 2021 Division Rd N, Kingsville**

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

Mayor Santos called the Regular Meeting to order at 5:33 p.m. with the following persons in attendance:

**Members:**

Mayor N. Santos  
J. Gaffan  
T. Gaffan  
D. Hunt  
D. Quick  
M. Stranak

**Members of Administration:**

CAO P. Van Mierlo-West  
Executive Assistant to the Mayor and CAO, T. Hewitt  
Tourism Coordinator, N. Cobby  
BIA Coordinator, K. Wettlaufer

**Regrets:**

M. Lauzon

### **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 reported.

### **C. PRESENTATIONS/DELEGATIONS**

### **D. STAFF REPORTS**

#### **1. Monthly Report: Operational Update – P. Van Mierlo-West**

P. Van Mierlo-West presented her Operation Report and provided follow-up on the following items.



*Explore the Shore:* P. Van Mierlo-West advised that PRACT / TEDC / and the Mettawas Fundraising Committee will partner on our planned fundraising BBQ at Explore the Shore. Planned activities include:

- Beach volleyball
- Stand Up Paddleboard
- Touch the Fire Rescue Boat
- Barbeque

P. Van Mierlo-West suggested the Farmer's Market may be a potential partner.

*Memorial Cup:* P. Van Mierlo-West stated the locations for the Memorial Cup Community Tour are Jack Miner's Bird Sanctuary and the Memorial Museum. She revealed that the Arena stop was omitted due to time constraints. She confirmed the downtown core will be painted in a hockey face-off theme. She also advised that pens will be given away at the booth that evening, and an interactive game is scheduled to engage participants.

*Staycation Expo:* P. Van Mierlo-West reported that the Town attended the Devonshire Staycation Expo.

*Move to Kingsville Commentary:* P. Van Mierlo-West explained 4 commentaries have been received and marketing materials will be put together by the new summer student, E. Peterson-King.

*Business Directory:* P. Van Mierlo-West followed-up on the Business Directory, indicating she had received interest from one potential participant so far, a coffee shop.

*FICE:* P. Van Mierlo-West stated OMAFRA is still reviewing possible partners for FICE.

*Council Report:* P. Van Mierlo-West requested one or two committee members to present to the June 12<sup>th</sup>, 2017 Council meeting. D. Hunt and M. Stranak volunteered. P. Van Mierlo-West will develop a power-point for their presentation.

*Photo Project:* P. Van Mierlo-West reported that the videographer has received drone footage of downtown, Lakeside Park and over the lake. They plan to film at the Memorial Cup event and the holiday weekend at the Marina. They also plan to film at the golf course and at Jack's Gastropub.

*Accommodation Review RFP:* P. Van Mierlo-West explained that the approved budget for the project is \$10,000 and has been allocated from the WEEDC grant. She will be emailing everyone the RFP and stated that, pending approval, it can be uploaded to the Town's Bids and Tenders site. Once the committee receives the RFP a decision to move forward can be made. There was discussion about the hotel D. Hunt saw in Fergus, as he believes something comparable can be done in Kingsville. P. Van Mierlo-West confirmed that a Marketability study will be included in the Accommodation Study as well.

*Regional Business Survey:* P. Van Mierlo-West reported that WEEDC along with its partners conducted an online survey and business outreach during small business week.

After discussion about the Operational Update, the committee reviewed the Financial Report and Kingsville Events Guide.

(i) **Financial Report – Committee Budget vs. Actuals Period Ending March 31, 2017**

(ii) **Kingsville Events Guide – N. Cobby**

N. Cobby confirmed that the Events Guide was popular at the Staycation Expo. There was also a lot of positive feedback from Staycation attendees about Kingsville. N. Cobby confirmed a variety of ages were represented at the event.

**12-2017** Moved by D. Quick, seconded by T. Gaffan, to receive the reports as presented.

**CARRIED**

**13-2017** Moved by D. Hunt, seconded by J. Gaffan, to obtain the RFP information from Administration.

**CARRIED**

## **2. 2017 Zoomer Show – P. Van Mierlo-West**

P. Van Mierlo-West provided the committee with information regarding the Zoomer Trade Show and possible ideas and items that will appear within the showcase. The following decisions were made. The Travel Zone was requested for the set-up area.

- 1) *Confirmation of attendees* – D. Hunt and N. Cobby volunteered to attend.
- 2) *Approval of corner 10x20 booth (\$2,700)* - Approval was confirmed. N. Cobby will handle community outreach to see if partnerships are possible.
- 3) *Theme of the booth* – The Committee decided to maintain last year's theme.
- 4) *Continuation of the online survey* – D. Hunt and N. Cobby will brainstorm potential improvements to the data collection process. It was recommended that one specific person focus on the data collection. D. Quick volunteered to assist on return emails. They will bring ideas back to the next meeting agenda.

(i) **Toronto Floor Plan**

(ii) *4<sup>th</sup> Annual Windsor 50 + Show 2017*: K. Wettlaufer presented information on the WFCU Centre Zoomer Show. She stated the BIA is not interested in having a booth at this show, but presented it for the Town's consideration. The committee discussed the advantages and disadvantages of investing in the opportunity.

Administration will investigate the Wine and Food Expo and bring information to the next committee meeting. A partnership with EPIC was recommended.

**14-2017** Moved by T. Gaffan seconded by D. Quick, that the committee receive the reports for their information.

**CARRIED**

## **E. BUSINESS/CORRESPONDENCE – ACTION REQUIRED**

### **1. Marketing Canada Awards Call for 2017 Submissions: Penny Gardiner, April 18, 2017**

P. Van Mierlo-West presented the committee with correspondence received from Penny Gardiner regarding the call for Submissions for the Marketing Canada Awards. P. Van Mierlo-West believes the Town has a good chance of being recognized in one of these awards. P. Van Mierlo-West explained that E. Peterson-King will take the lead on some films, Facebook Live and Snapchat initiatives, which would provide additional opportunities for recognition.

**15-2017** Moved by J. Gaffan, seconded by D. Quick, to support Administration's endeavor to submit to this competition.

**CARRIED**

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

### **1. Tourism/Economic Development Committee Meeting Minutes—April 13, 2017**

**16-2017** Moved by D. Hunt, seconded by T. Gaffan, to adopt the minutes of Tourism/Economic Development Committee Meeting dated April 13, 2017.

**CARRIED**

## **G. NEW AND UNFINISHED BUSINESS**

The committee discussed new and unfinished business. There was a dialogue on attracting new business. N. Santos explained that currently, Planning and the Office of the CAO handles much of the business attraction plan, and partner with various other organizations such as WEEDC to maximize efforts. He explained much of the business

attraction happens privately between business/corporations, citing examples such as non-compete agreements with franchises. D. Quick asked the committee what types of business we want to attract. Discussion regarding online complements; website, mapping, and social media to make information readily available were discussed. N. Santos indicated that the Service Industry appears to be the trend; gyms, computer repair, etc. T. Gaffan indicated a car dealership and license bureau would be successful.

K. Wettlaufer stated the BIA is attempting to organize an event after Labour Day.

There was discussion regarding the new school and what will happen with the surplus properties. It was stated that the Town will have the first right to purchase.

N. Santos updated the committee that mykingsville.ca will be updated, as per the last Council meeting.

There was an update on plans for our Canada150. N. Santos explained fireworks will happen at the church on the 30<sup>th</sup>, followed by activities at the Arena on July 1<sup>st</sup>. The committee will receive the posters that have been created.

There was discussion regarding the potential Canada150 partnership with Migration Festival.

An update on the Night Market was provided. There was discussion about the parking lot rental fee and whether or not the BIA would be willing to take it on as a for-profit event.


#### **H. NEXT MEETING DATE**

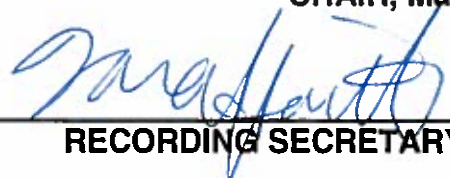
1. The next meeting of the Tourism/Economic Development Committee shall take place on Thursday, June 8, 2017 at Municipal Office Committee Room A @ 5:30 p.m.

#### **I. ADJOURNMENT**

**17-2017** Moved by M. Stranak, seconded by T. Gaffan, to adjourn this Meeting at 6:36 p.m.

**CARRIED**

  
\_\_\_\_\_  
CHAIR, Mayor Santos

  
\_\_\_\_\_  
RECORDING SECRETARY, T. Hewitt



# MINUTES

**DRAINAGE ADVISORY COMMITTEE MINUTES**  
**Thursday, February 16, 2017 at 10:00 a.m.**  
**Committee Meeting Room 'A'**  
**2021 Division Road North, Kingsville, Ontario N9Y 2Y9**

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## **A. CALL TO ORDER**

Chairperson, Larry Patterson called the Meeting to order at 9:58 a.m. with the following persons in attendance:

### **Members:**

Larry Patterson  
Thomas Neufeld  
Richard Welker  
Jeff Stevenson  
Henry Denotter  
Gerard Rood  
Tim Burnie  
Lyle Hall

### **Members of Administration:**

Ken Vegh, Drainage Superintendent  
Jennifer Alexander, Deputy Clerk-Admin. Services  
Shaun Martinho, Manager of Public Works  
Kevin Girard, Manager of Municipal Services  
Sandra Zwiers, Director of Financial Services

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

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

## **C. PRESENTATIONS/DELEGATIONS**

NONE PRESENTED

## **D. STAFF REPORTS**

NONE PRESENTED

## **E. BUSINESS/CORRESPONDENCE**

E.1. Essex Region Conservation, Annual General Meeting 2017. RE: Education Award Recipient, Henry Denotter.

H. Denotter received the honour of being inducted into the Essex County Hall of Fame at on April 6, 2017. He is one of five people selected. The Committee has directed administration to send out his draft paper on this work regarding soil management.

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

F.1. Adoption of the Committee Meeting Minutes of November 9, 2016.

**01-2017** Moved by T. Neufled, seconded by H.Denotter, that the Committee

adopt the November 9, 2016 minutes and amend the attendance list to include Gerard Rood.

**CARRIED**

## **G. NEW AND UNFINISHED BUSINESS**

### **G.1. Drainage Superintendent, Ken Vegh Re: Update on the Train Court and Cedarhurst, Esseltine Drain area projects.**

K. Vegh discussed the Train Court drain project as it continues to move forward with a new plan. This plan includes installing an inlet catch basin. T. Neufeld asked the Committee in relation to the new plan, what is the additional cost to the project? K. Vegh indicated an increase of \$3,500.00 to the original budget.

K. Vegh discussed the Esseltine drain project. The Town had a public consultation on the drain proposed project where 100 property owners attended to voice concerns and asked questions. K. Vegh indicated to the Committee that our next meeting, he will address all residents that have concern directly. This is the largest drain project in the history of Kingsville drainage projects. L. Patterson- commented on the success of the public consultation meeting and thanked administration. L. Patterson felt the meeting was an opportunity to address resident's concerns and communicate our plans with the drain.

H. Denotter asked a question to the Committee as one land owner approached him regarding evergreens on the ditch bank. He wanted to inquire if there is a policy from Essex Region Conservation Authority (ERCA) if they preserve evergreens? T. Burnie addressed the question and indicated that there is no specific policy, however they have a standard operating procedure directing their staff that if the evergreen blocks the flow of water, then the tree is removed on recommendation in the engineer's report.

K. Vegh discussed the update with Cedarhurst Park. It is moving forward with this project to address flooding. T. Neufeld asked the Committee what is the timeline on this project? G. Rood responded by indicating there are a few studies and reports to be completed with a projected fall or early spring start date.

### **G.2. Re: Drainage, Communication and Billing, issued on June 13, 2016 from Councillor Gord Queen.**

K. Vegh discussed the Town's resident communication issue with billing. The Town is striving to improve our communication with land owners and informing land owners when a drainage project is completed. S. Zwiers responded from a financial services view confirming that communication with residents is key. Zwiers explained that support staff are already overextended and do not have additional staff to add this responsibility. A compromise was proposed by Zwiers to the Committee that a letter can go out to residents if it exceeds if the notification timeline past the three month period explaining to land owners the reasons for the delay in billing.

H. Denotter indicated that communication regarding the *Drainage Act* be inserted in the tax bill and advertise the policy. Some new owners do not understand what their financial responsibilities are to land ownership and drains. S. Zwiers suggested that this can be added to the July tax flyer. Some residents could look at a property information report, when they are buying a property. We can add this to the July mailing.

### **G.3. Re: Notice to residents on drain projects update**

T. Burnie indicated that there is some excellent information from OMAFRA. They have Primers on the *Drainage Act* that can be posted on the Town's website. T. Byrne stated that there needs to be increased education with new farmers that are looking to taking over farms and their financial responsibilities through the *Drainage Act*. ERCA is receiving a lot of calls regarding this issue. R. Welker

indicated his frustration with the property assessments issues and culvert. New standards for bridges and culverts are still causing drainage issues and it is not financially viable. He would like to see the number assessed acreage on the Town billing.

**G.4. Letter from Richard Welker**

R. Welker indicated to the Committee that the Town has addressed this issue previously. T. Byrne stated that there are only a few projects assigned each year in their organization. K. Vegh and T. Byrne must abide by the rules set out in the Drainage Act. When a project begins with ERCA, there are set timelines and all conservation authority staff is dedicated in dealing with drainage work and requirements. For every project, staff has accountability reports and dates are recorded to track deadlines.

**02-2017** Moved by T. Neufeld, seconded by L. Patterson to receive the letter as information to the Committee.

**CARRIED**

**G.5 Paper by H. Denotter on Soil Management and the Cause of Feeding the World.**

The Committee directed Administration to circulate the paper through email to Committee members.

**H. ADJOURNMENT**

**03-2017** Moved by T. Neufeld, seconded by H. Denotter, that the Committee adjourn the meeting at 11:09 a.m. to meet again at the call of the chair or the third week in June.

**CARRIED**

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**CHAIRMAN, Larry Patterson**

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



## MINUTES

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### REGULAR MEETING OF PARKS/RECREATION/

### ARTS AND CULTURE COMMITTEE

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**THURSDAY MAY 18 2017**

**KINGSVILLE ARENA**

**7:00 P.M**

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

Deputy Mayor Queen called the meeting to order at 7:00 p.m. with the following persons in attendance:

Mayor N. Santos-arriving at 8:10 pm

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 made prior to each item being discussed.

#### **C. DELEGATIONS/PETITIONS/CORRESPONDENCE**

Tom Schinkleschoek and Andy Dowling Kingsville Kings

The delegates spoke to the group with respect to the possibility of the St. Clair Shores Federal Hockey League Team moving to Kingsville. The Team would play 10-16 games in Kingsville and require practice time. The Kings will provide some of their game time to the Federal Kings so that the impact on scheduling would be only 5-6 games in total.

The economic impact of having the new team is approximately \$150,000

The Federal Team is willing to use dead ice time as practice time.

T. Gaffan noted that priority is given to minor hockey



**P&R 30-2017** Moved by B. Riddiford and seconded by S.l' Anson to receive the delegation's report

**CARRIED**

### **Kingsville Minor Soccer Delegation**

#### **Mike Storey and Lori Taylor**

Members of Kingsville Soccer Association was present to inquire about the policy employed by the Town to book Fields.

Travel Soccer under Sun County Soccer Association does not finalize their schedules until later in May. Other teams –Caboto Team –Essex County Soccer required confirmation in March of specific fields.

Question asked what the current Field Allocation Policy is-First Come First Served

Caboto Team is using Field 12 4 days a week, with five home games per year. Colasanti cup is not affected

**P&R 31-2017** Moved by S. l'Anson and seconded by Councillor T. Gaffan to allow L. Taylor and M. Storey to respond to questions

**CARRIED**

In further discussion on this topic, Councillor T. Gaffan noted that home teams should have the run of the facility.

**P&R 32-2017** Moved by S. l'Anson and seconded by B. Riddiford to receive the delegation's report

**CARRIED**

**P&R 33-2017** Moved by Councillor T. Gaffan and seconded by B. Riddiford that a date needs to be set for soccer registration/scheduling for all teams

**CARRIED**

### **Kingsville minor Baseball Delegation**

#### **Jeremy Wood**

J. Wood was seeking the committee's input on the location of the new batting cage. The Batting cage is shovel ready and features a 17-18 foot high fence, and will be 75 feet long. Will accommodate girls and boys. Two different locations were discussed for the batting cage.

**P&R 34-2017** Moved by Councillor T. Gaffan and seconded by S.l' Anson that option A be recommended to T. Del Greco as it is the best fit, and is safest for all players.

**CARRIED**

Further discussion, was noted by M. Tremaine Snip that A is not the best location for the community. Question asked are all options being considered.

Diamonds are preset for specific ages. 12 and over play on Diamonds 2,3 and 4 and they will be the ones using the batting cage which will be located closest to these diamonds based on recommendation A. Girl's teams will now have the option to use this. Batting cages will be available to all Kingsville Minor Baseball Players, not open to the public and only used under adult supervision.

**P&R 35-2017** Moved by Councillor T. Gaffan and seconded by S.l' Anson to receive the delegation's report

**CARRIED**

#### **D. AMENDMENTS TO THE AGENDA**

S. l'Anson requested that Soccer Fields be added to the agenda

#### **E. STAFF REPORTS**

##### **Facility Managers Report**

Comments were received with reference proposed park equipment for Coghill and Timbercreek Park. M. Tremaine Snip requested that T. Del Greco survey residents about their thoughts on Natural Playground equipment

Drainage at Lions Hall discussed and T. Del Greco noted that a consultant should be engaged to assist with the determination of the final steps of this project.

**P&R 36-2017** Motion made by S. l'Anson and seconded by B. Riddiford follow the recommendation of Facility Manager T. Del Greco and hire a consultant to guide the town through the process of deciding upon recommended components for the Lions Park Project.

**CARRIED**

**P&R 37-2017** Moved by M. Tremaine Snip and seconded by Mayor N. Santos to receive the Facility Managers report as presented.

**CARRIED**

##### **Program Managers Report**

**P&R 38-2017** Moved by B. Riddiford and seconded by Mayor N. Santos to receive the Program Managers as presented.

**CARRIED**

**Items from Program Managers Report**

**P&R 39-2017**      Moved by S. l'Anson and seconded by Councillor T. Gaffan sanction the requested name change of the Older Adults Advisory Committee to the 55+ Advisory Committee.

**CARRIED**

**P&R 40-2017**      Moved by S. l'Anson and seconded by B. Riddiford that the Parks and Recreation Department not enter into an agreement with the Friendly Club for their purchase of their card tables.

**CARRIED**

**P&R 41-2017**      Moved by Mayor N. Santos and seconded by S. l'Anson that the Town not enter into an agreement with Country Side Chrysler for Tent Sale unless a contribution agreement is entered into, and without a 1-week escape clause in the event that Soccer Day of Champions needs to be scheduled for that weekend.

**CARRIED**

**F. Minutes of Previous Meetings**

Regular Committee Minutes dated Thursday March 23 2017

**P&R 42-2017**      Motion made by M. Tremaine-Snip and seconded by Councillor T. Gaffan to receive minutes of Parks, Recreation, Arts and Culture meeting dated March 23 2017

**CARRIED**

**G. Committee Reports**

**P&R 43-2017**      Motion made by Mayor N. Santos and seconded by Councillor T. Gaffan to receive minutes of the Fundraising Committee meeting dated February 7 2017

**CARRIED**

**P&R 44-2017**      Motion made by Councillor T. Gaffan and seconded by B. Riddiford to receive minutes of the Fantasy of Lights Committee meeting dated February 28 2017

**CARRIED**

**P&R 45-2017**      Motion made by Councillor T. Gaffan and seconded by B. Riddiford to receive minutes of the Communities in Bloom Committee meeting dated April 27 2017

**CARRIED**

**P&R 46-2017**      Motion made by Councillor T. Gaffan    and seconded by Mayor N. Santos to receive minutes of the Older Adults Committee dated March 23 2017

**CARRIED**

**P&R 47-2017**      Motion made by S. l’Anson and seconded by B. Riddiford to receive minutes of the Migration Festival Committee dated March 27 2017

**CARRIED**

**H.      New and Unfinished Business**

**CIB Pay it forward signs**

Following a review of the proposed signs, the committee did not support the use of these signs in 2017 by the communities in bloom committee. If budgeted for they may be something to initiate in 2018

**Municipal Alcohol Policy**

**P&R 48-2017**      Motion made by Councillor T. Gaffan    and seconded by M. Tremaine Snip    recommend to council that the MAP be updated.

**CARRIED**

**First Aid Coverage**

M. Durocher reported that Chief C. Parsons has indicated that the Fire Department will not be providing First Aid coverage at Events.

**Soccer Field Usage by outside groups**

Mayor N. Santos updated on the committee on what was being done to educate The neighboring greenhouse soccer leagues on field protocol

July 1 Activities

Mayor N. Santos asked that the Fireworks activities be included in the marketing Materials.

**CIB flyer approval**

**P&R 49-2017**      Motion made by S. l’Anson    and seconded by Councillor T. Gaffan to approve the flyer as presented

**CARRIED**

**Beach Volleyball**

Councillor T. Gaffan noted that he had heard from residents that they were Concerned about parking at Cedar Island Beach with the new volleyball leagues. M. Durocher noted that it would be monitored.

## **SERT Meeting**

### **Celebrate Canada**

**P&R 50-2017** Motion made by S. l'Anson and seconded by Councillor T. Gaffan that that the Celebrate Canada event be staged as in previous year, with cooperation as available from Kingsville O.P.P

That the PRAC committee consider the waiving of fees for the over the street banner

Confirmation is requested from Chief C. Parsons on Kingsville Fire Departments assistance.

**CARRIED**

### **July 1 Kingsville Arena Activities**

**P&R 51-2017** Motion made by S. l'Anson and seconded by Coucillor T. Gaffan to approve the report

**CARRIED**

### **KingsWoof Dog Show**

**P&R 52-2017** Motion made by Councillor T. Gaffan and seconded by Mayor N. Santos to approve the report

**CARRIED**

### **Kingsville Night Market**

**P&R 53-2017** Motion made by S. l'Anson and seconded by M. Tremaine-Snip to approve the report and further that an alternative August date be chosen by the organizer so not to conflict with Folk Fest.

**CARRIED**

**P&R 54-2017** Motion made by Councillor T. Gaffan and seconded by B. Riddiford to authorize M. Durocher to offer an alternative August date to the event organizer.

**CARRIED**

**I. Notice of Motion**

**J. Next Meeting**

**The Next meeting of the  
Parks Recreation and Culture Committee  
Will take place Thursday June 15 at 7pm  
Kingsville Arena**

**P&R 55-2017**      Moved by S. l’Anson and seconded by Mayor N. Santos to  
adjourn the meeting at 9:30 pm.

**CARRIED**

**CHAIR: DEPUTY MAYOR GORD QUEEN**

**RECORDING SECRETARY: M.  
DUROCHER**



## MINUTES

**FUNDRAISING COMMITTEE  
TUESDAY, FEBRUARY 7, 2017 @ 3:30 P.M.  
Committee Room 'A', 2021 Division Road North, Kingsville**

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

Mayor Santos called the Meeting to order at 3:34 p.m. with the following persons in attendance:

Councillor T. Neufeld  
M. Stewart  
L. DiGioia  
CAO Town of Kingsville, P. Van Mierlo-West  
Program Manager, M. Durocher

Also in attendance:  
Recording Secretary, Tara Hewitt

Regrets:  
S. l'Anson  
Councillor T. Gaffan

### **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. Mettawas Park Package – P. Van Mierlo-West**

P. Van Mierlo-West presented the Mettawas Park Fundraising package for committee input. She explained it will be put on the website as a flip book and also used for in-person meetings with corporate sponsors. It was requested additional park photographs be added to the end of the package. The committee requested the link to the flip book be forwarded once it is available online. P. Van Mierlo-West advised committee members to coordinate corporate sponsor contacts with Administration to reduce overlap. The booklet will be available at the Arena for Vegas Night and the Kings Landing Public Forums.

**01-2017** Moved by T. Neufeld seconded by M. Stewart to approve the messaging in the Mettawas Park Fundraising Package.

**CARRIED**

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

1. Mettawas Park Fundraising Committee Meeting Minutes dated Tuesday, December 13, 2016 were reviewed by the committee.

**02-2017** Moved by L. DiGioia, seconded by T. Neufeld to approve the minutes of the Mettawas Park Fundraising Committee Meeting dated Tuesday, December 13, 2016.

**CARRIED**

## **G. NEW AND UNFINISHED BUSINESS**

1. **RACE SUBCOMMITTEE**—Handouts were provided for the committee to review regarding the Red & White Wine Dash. M. Durocher took the committee through the race information sheet and clarified the need for committee involvement and volunteers. She stated that registration forms are done and currently accepting registrations. Hard registration forms will be required immediately. Waivers will also need to be created for the race packages. M. Durocher will encourage SERT to meet in March. She indicated the need for a finance chairman and reminded the committee of accessibility components to adhere to.

L. DiGioia volunteered to handle the registration component. It was recommended she enlist the help of ten volunteers. A social media post to recruit volunteers was requested. P. Van Mierlo-West volunteered to champion the course detail. Administration will send out an email with the route. It was recommended that the high school be approached to gauge interest in student volunteers for water



distribution. It was recommended that the date be added to the Race Information sheet.

T. Neufeld volunteered to handle food and water. There was discussion regarding the entertainment. It was recommended entertainment start at noon.

M. Stewart volunteered to take the lead on Traffic and Safety.

N. Santos will assist on Registration Day.

It was recommended a package be created for the after BBQ events to further delegate responsibilities. It was recommended that the first year be kept short, with entertainment and food available until 2pm. There was discussion regarding whether the race should be a 19+ event. It was recommended that there be a "little grapes" race to attract families. It was decided the registration forms will be changed to offer a little grapes race.

There was discussion regarding budgetary feasibility. M. Durocher will send the committee the budget list. It was decided that May 6<sup>th</sup> will be the deadline to determine if this event will be cancelled. There was discussion regarding how many people may sign up on the day of the event. The need for a Master Volunteer Coordinator was identified, and S. l'Anson was nominated for the role.

M. Durocher will do a schematic and send out the chart form to volunteers. It was recommended that the volunteers be secured by the end of March.

There was discussion on uniform requirements for volunteers and MyKingsville shirts were suggested to ensure volunteers would be easily identified.

P. Van Mierlo-West took the committee through the sponsorship package. P. Van Mierlo-West requested each committee member contact 5 potential sponsors and provide their list to the C.A.O office. She stated that Pelee Island Winery have expressed interest in sponsoring the wine glasses and she also has a meeting with Union Gas.

Once finalized, the package will be sent to the BIA for distribution. It was requested that both the Mettawas Fundraising Package and Red & White Wine Dash package be available for the committee to present simultaneously. There was discussion regarding whether or not EPIC would realistically be willing to sponsor the race. M. Durocher volunteered to speak with Mastronardi Wineries.

2. **PROPOSED LOGO FOR APPROVAL**—The group reviewed the handout with the proposed logo for the Red & White Wine Dash. It was recommended that the word VOLUNTEER be added to the back of t-shirts purchased for volunteers.

3. **MEDAL SAMPLE**—A sample of a potential race medal was provided, along with a hand-out with a quote from a custom medal supplier. Trophies and awards were discussed. T. Neufeld volunteered to look into additional options.
4. **CONTENT FOR CORPORATE SPONSOR PACKAGE**— A hand out of verbiage for the proposed Corporate Sponsor Package was provided to the committee for review along with a working document of the format – excluding photographs.
5. **VEGAS NIGHT UPDATE**— M. Durocher provided a verbal update on the Vegas Night event occurring February 18, 2017 at the Arena. She indicated there were only 50 tickets left and identified various elements of the fundraising event including dinner, game play and auction.
6. **UPDATE ON ROMA PRESENTATION TO MINISTER OF TOURISM & CULTURE**— N. Santos and P. Van Mierlo-West provided a verbal update on their meeting with the Minister of Tourism & Culture at the ROMA Conference January 30, 2017. They revealed that the presentation was well received and the Minister showed support for the initiative presented. There was discussion regarding J. Jones' involvement and the need for balance.

#### H. NEXT MEETING DATE

1. The next meeting of the Mettawas Park Fundraising Committee shall take place on Tuesday March 7, 2017 at the Municipal office @ 3:30 p.m.

#### I. ADJOURNMENT

03-2017      Moved by T. Neufeld, seconded by M. Stewart to adjourn this meeting at 4:54 p.m.

**CARRIED**



\_\_\_\_\_  
CHAIR, Mayor Santos



\_\_\_\_\_  
RECORDING SECRETARY, T. Hewitt



## MINUTES

**COMMUNITIES IN BLOOM COMMITTEE  
THURSDAY, APRIL 27, @ 3:00 P.M.  
Municipal Office, 2021 Division Rd. North, Kingsville**

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

Deputy Mayor Queen called the meeting to order at 3:00 P.M. with the following Persons in attendance:

Councillor Thomas Neufeld – *arrived at 3:20pm*  
Joan Cope  
Sue Cosford  
Joan Washburn  
Karen Wettlaufer – *BIA Coordinator*  
Liz Rogers  
M. Durocher – *Manager of Parks and Rec Programs*  
A. Batke  
K. Batke  
M. Tremaine-Snip  
J. Dupuis

Also present:  
Tara Hewitt – *Recording Secretary*

As there were new members beginning with the committee, Deputy Mayor Queen skipped forward to item F1 - "Welcome and Introduction of New Members". After introductions, the meeting proceeded in order.

### **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. AMENDMENTS TO THE AGENDA**

Deputy Mayor Queen explained that the committee cannot entertain new items, just announcements to expand upon items listed on the agenda. No amendments were announced.

#### **D. STAFF REPORTS**

##### **1. Door Hanger Proof—M. Durocher**

M. Durocher presented the revised door hanger from the printer and outlined the costs associated with moving forward.

**32-2017** Moved by A. Batke seconded by S. Cosford, to approve the revised door hanger, as presented, for printing.

**CARRIED**

##### **2. CiB Dates Follow-Up—M. Durocher**

M. Durocher discussed her latest attempt to get CiB to commit to dates. She reported that the dates will not be available until after April 30<sup>th</sup>, 2017.

##### **3. Day 2 Draft Judge's Tour—M. Durocher**

M. Durocher presented the draft Judge Tour for Day 2. She asked for committee input. There was consensus on the following time and location changes:

9:00 am meet judges  
9:15-10:15-Tour of Mucci Farms  
10:30-10:50-Lee and Marias  
11:00-11:20-Cindy Kok Garden  
11:30-12 noon-Jack Miner Bird Sanctuary  
12:10-12:30-Colasanti's Tropical Gardens  
1:00-1:45-Dairy Freeze North Ridge  
2:00-2:15-Sun Parlour Honey  
2:30-2:45-Barb Sisley Garden  
3:00-3:45-Pelee Island Winery  
4:00-4:30-Black Bear Winery

**33-2017** Moved by K. Batke, seconded by S. Cosford, to approve the Judge's Tour schedule.

**CARRIED**

Deputy Mayor Queen confirmed the next meeting will identify which people will be travelling to each location.

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

### **1. Communities in Bloom Committee Meeting Minutes—April 6, 2017**

The committee reviewed the minutes from the April 6, 2017 meeting and they were approved.

**34-2017** Moved by S. Cosford, seconded by J. Cope, to approve the minutes of the Communities in Bloom Committee meeting dated April 6, 2017.

**CARRIED**

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

### **1. Welcome and Introduction for New Members – G. Queen**

Deputy Mayor Queen welcomed M. Tremaine-Snip and J. Dupuis to the Communities in Bloom Committee and introductions were done around the table. He explained the terms of reference to the table.

### **4. Recycling Workshop & Clean Sweep Day: Post-Mortem Review**

The committee discussed the Recycling Workshop and Clean Sweep Day, which were held during Earth Week. S. Cosford stated the workshop was fantastic and that it was well-worth having the instructor come. J. Cope indicated that the Clean Sweep was a good start. She believes there may be some opportunity for expansion for next year. It was recommended another sweep occur at Lakeside Park before the Judge's Tour.

### **5. Judges Tour Updates (Mucci Farms / Cottam Honey) – J. Washburn / J. Cope**

J. Washburn and J. Cope provided updates on Mucci Farms and Cottam Honey. J. Washburn indicated Mucci's is interested in doing something similar to last year once we have dates they can confirm. Sun Parlour Honey provided a write up for the book. A. Batke indicated that Colasanti's has confirmed approval of the stop. L. Rogers will follow-up with Lee and Maria's to obtain the write up.

M. Durocher requested all write ups by the end of May.

M. Tremaine Snip and K. Wetlaufer will review the Profile Book and offer comments for improvement.

### **6. CIB Flyers – G. Queen**

A copy of the CiB trifold brochure was presented to the committee and G. Queen reminded the committee that changes need to be agreed upon around the table

and meet new AODA standards. Once changes come through, G. Queen will work with N. Santos on editing and proofreading the brochure before print. The committee members will email G. Queen with changes.

*T. Neufeld arrived at 3:20pm.*

**7. WHY LITTER / Potential Poster Guidelines from Legion / Fall CiB Poster Contest (Helpful Guidelines) – G. Queen**

G. Queen directed the committee's attention to the Poster Guidelines from the Legion and the Fall CiB Poster Contest for direction in the implementation of the Why Litter Poster contest in the fall. J. Cope, J. Washburn and L. Rogers volunteered to take the lead on this and will create a draft poster.

**8. Signage: Sponsors/CiB Judges Tour Stop/Pay Forward – L. Rogers**

L. Rogers discussed the CiB Sponsor Sign. It was decided that we do sponsor signs again this year.

**35-2017** Moved by A. Batke, seconded by L. Rogers, that the committee move forward with sponsor signs again this year.

**CARRIED**

Deputy Mayor Queen requested the committee recommend a sponsor or two at the next meeting.

**Pay it Forward:** L. Rogers proposed the committee consider a "Pay it Forward Sign" and explained how it works: someone is nominated, keeps the sign for a week, and then chooses the next garden to nominate. In the end, a company comes to pick up the signs.

There was discussion regarding the budget. G. Queen explained the idea for new signs will be brought to the Parks and Rec Committee to get feedback from senior administration.

**Judge's Stop:** L. Rogers recommended that the signs be placed at each site saying "CiB Judge's Stop" with the CiB logo and that the signs be removed from each site on Day 1 and moved to the sites for Day 2. There was discussion regarding the cost of coroplast signs.

**36-2017** Moved by L. Rogers seconded by J. Cope, that the committee request administration look into the purchase of 17 signs.

**CARRIED**

## **9. Proclamation Week – L. Rogers**

L. Rogers discussed Proclamation Week, which will include the flag raising on Tuesday May 23<sup>rd</sup>, a Compost Workshop at Merli's on Thursday May 25<sup>th</sup> at 7pm and a Mayor's Walk on Sunday May 28<sup>th</sup> at 1pm.

M. Durocher requested information for the composting workshop to create the poster.

M. Durocher requested clarification on parameters for the Mayor's Walk – length of time for the walk and any events planned afterward.

T. Neufeld will provide M. Durocher with the content for the Merli's Compost Workshop poster.

The Pollinator Workshop was discussed. It was decided that May 23<sup>rd</sup> at the Unico and/ or Arena will be pursued for the workshop. M. Durocher will inform the committee of the location once confirmed. The Batke's will provide M. Durocher with information for the Pollinator Workshop so a poster can be created.

The location for the Mayor's Walk was discussed. It was decided to walk the trails at Lakeside Park. M. Durocher will double-check availability at Lakeside to determine how far the walk can expand.

- 37-2017** Moved by A. Batke, seconded by J. Dupuis, that the Mayor's Walk take place along the trails at Lakeside Park.

**CARRIED**

There was consensus that the Mayor's Walk back-up plan would be to walk from the train station to the Legion.

- 38-2017** Moved by J. Washburn, seconded by K. Batke, that the Mayor's Walk take place from the train station to the legion, in the event that Lakeside Park is unavailable.

**CARRIED**

M. Durocher will follow-up with staff regarding chalkboard signs.

## **10. Compost Workshop Update – T. Neufeld**

T. Neufeld updated the committee on the status of the Compost Workshop at Merli's.

L. Rogers indicated that Sharon from Home Hardware would be willing to have composters on display at Merli's. M. Durocher will create a poster for social media sharing.

## 11. Mayor's Walk: Route Discussion

As this was discussed earlier no further discussion was necessary.

## 12. Notice of Motion

There were no notices of Motion.

## 13. Older Adults Expo

Committee volunteers were requested to help at the Older Adults Expo. A. Batke volunteered to manage the booth. The trifold brochures will likely be ready before the event.

## G. NEXT MEETING DATE

1. The date of the next Communities in Bloom Committee meeting is Wednesday May 10, 2017 at the Municipal Office @ 3:00 p.m.

## H. ADJOURNMENT

**39-2017** Moved by M. Tremaine-Snip, seconded by T. Neufeld, to adjourn this meeting at 4:15 p.m.

**CARRIED**

  
\_\_\_\_\_  
CHAIR, G. Queen

  
\_\_\_\_\_  
RECORDING SECRETARY, T. Hewitt





# Minutes

**MINUTES**  
**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**OLDER ADULTS ADVISORY COMMITTEE**  
**MARCH 23 2017 AT 12:00 P.M.**  
**Kingsville Arena**  
**1741 Jasperson Lane**

**A. CALL TO ORDER**

S. Hughes called the meeting to order at 11:25 am with the following members in attendance

A. Burrell  
M. Laman  
S. Child  
M. Durocher-Manager of Parks and Recreation Programs

**B. DISCLOSURE OF PECUNIARY INTEREST**

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

**C. PRESENTATIONS/DELEGATIONS**

None

**D. AMENDMENTS TO THE AGENDA**

**E. STAFF REPORTS**

None

**F. MINUTES OF THE PREVIOUS MEETINGS**

February 23 2017 meeting

**OAC 05-2017**

Moved by A. Burrell and seconded by M. Laman to adopt Regular Meeting of Older Adults Advisory Committee dated February 23, 2017

**CARRIED**

**G. NEW AND UNFINISHED BUSINESS**

1. **Workshops**

Members of the committee need to reach out to older adult communities and Senior Residences to promote workshops. Augustine Villas, Chartwell and Southgate need to be approached.

2. **Tea**

June 3 2017 at 2pm is booked for the Tea.

The following items will be required:

Linens-Elegant Touch  
Servers  
Tea Pots  
Creamers, Sugar  
Tea Cups  
Advertising  
Flower Arrangements  
Sandwiches to be made  
Silverware and Plates-Costco-M. Durocher

L. Rumble from the Friendly Club needs to be approached about using the card tables.

Tickets-Can be created and sold at Arena. Cost is \$5 per person. Tickets will also be available at door.

Entertainment-Murphy's Boys could be approached

Occupancy load at Unico is 120

3. **Expo**

Maggie and Marg to approach clothing stores.

H. **Adjournment**

**OAC-06-2017** Moved by M. Laman and seconded by A. Burrell to adjourn the meeting at 12:15 pm

**CARRIED**

**Next meeting:** April 27 2017 @ 12pm  
**Kingsville Arena**

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**Vice Chairman S. Hughes**

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**RECORDING SECRETARY,  
Durocher**



# Minutes

**MINUTES**  
**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**MIGRATION FESTIVAL**  
**MARCH 27 2017 @ 6:00 PM**  
**Kingsville Arena Room D 1741 Jasperson Lane,**  
**Kingsville, Ontario**

**A. CALL TO ORDER**

Chair T Brown called the meeting to order at 6:00 pm with the following members in attendance.

P. Bain  
L. Lucier  
N. Hickmott  
M. Baruth  
S. Girardin  
M. Uprichard  
Councillor S. Coghill  
Durocher-Manager of Parks and Recreation Programs

**B. DISCLOSURE OF PECUNIARY INTEREST**

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

**C. DELEGATIONS/PETITIONS/CORRESPONDENCE**

None.

**D. AMENDMENTS TO THE AGENDA**

**E. STAFF REPORTS**

NONE

**F. MINUTES OF THE PREVIOUS MEETINGS**

Minutes of meetings dated January 26 2017

**MF 04-2017**

Motion made by Councillor S. Coghill and seconded by M. Uprichard to receive the minutes of the January 26 2017 meeting

**CARRIED**

## **G. NEW AND UNFINISHED BUSINESS**

### **Opening Ceremonies**

Opening Ceremonies will be October 19 at Merlies as this was very well attended last year.

### **Children's Events**

Randy Fasen has already been booked for the carriage rides. Sarah Parks horses Need to be booked for the park. Will ask Home Hardware for bird houses for Children's crafts.

### **Parade**

No report at this time. Applications will be uploaded shortly

### **Photo and Art Contest**

No report

### **Market Update**

No Report

### **Food Sales**

For 2017 the little potato skins could be introduced, along with tortilla bowls

### **Fundraising**

T. Brown indicated that a quarter auction could be planned for June 22. We will need a letter of municipal significance in order to apply for the SOP. Also a Girls night out labeled Flannel Friday with upscale prizes, \$1 auction items along with Wine and Hors d'oeuvres was discussed.

### **Woodcarvers**

The committee wants to use Lakeside Pavilion for activities which would necessitate the removal of the woodcarvers. The Woodcarver activities could be relocated to Jack Miner. M. Durocher to write a letter to the Woodcarver Organization.

## **H. DATE OF NEXT MEETING**

The next meeting of the Migration Festival Committee shall take place on April 25 at 6pm in Room D at the Arena,

**MF 05-2017**

Motion made by Councillor S. Coghill and seconded by P.Bain that the meeting be adjourned at 7:00 pm

**CARRIED**

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**CHAIR, T. Brown**

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**RECORDING SECRETARY,  
MAGGIE DUROCHER**

June 21, 2017

Town of Kingsville  
Jennifer Astrologo  
Director of Corporate Services/Clerk  
2021 Division Road, Kingsville, Ontario N9Y 2Y9

**Subject: Initiation of Environmental Study for Union Gas Kingsville Transmission Reinforcement Project**

Dear Mayor Santos and Members of Council:

To meet the growing residential, commercial and industrial demand for natural gas in Windsor-Essex, Chatham-Kent and surrounding areas, including the fast growing greenhouse market in the Leamington and Kingsville area, Union Gas is proposing to construct up to a 20-inch natural gas pipeline in the Town of Lakeshore / Town of Kingsville. This project will help contribute to furthering economic development in the region by increasing access to affordable natural gas.

The proposed pipeline will be approximately 17 km in length and will begin at Union Gas' existing 20-inch Panhandle Pipeline, with a new valve site between Belle River Rd./CR 27 and French Line Rd./CR 31 in Lakeshore. The proposed pipeline will end at a new valve site located at Conc. Rd. 3 E. and Graham Side Rd., or at an existing valve site located at Conc. Rd. 2 East and Graham Side Rd., both in Kingsville. A map of the study area is included with the 'Initiation of Environmental Study' notice attached. A preferred pipeline route has yet to be determined and will be selected in consultation with key stakeholders, landowners and the surrounding community.

Ontario Energy Board (OEB) review and approval is required before this project can proceed. We plan to submit an application to the OEB in the spring of 2018. If approved, construction of the project could begin as early as the spring of 2019.

Stantec has been retained to prepare an environmental study to assess any potential environmental and socio-economic effects that may result from the project and outline plans for avoiding and/or mitigating any effects, where possible. As mentioned, a key part of the planning process involves consultation and engagement with landowners, municipalities, agencies, Indigenous and surrounding communities, and other interested parties through information notices, meetings, and public information sessions, the first of which is planned for the summer of 2017.

We value our longstanding relationship with the Town of Kingsville. With over 100 years of bringing safe and affordable natural gas to over 400 communities across Ontario, we know success lies in working with the communities we serve. You are invited to participate in this project and provide feedback to Stantec. Their contact information is located in the accompanying 'Initiation of Environmental Study.'

If you have any other questions about the project, please do not hesitate to contact me directly.

Sincerely,



Sean Collier  
District Manager, Windsor/Chatham  
Union Gas Limited  
Phone: 519-251-6806 ext. 5296806  
Email: [sacollier@uniongas.com](mailto:sacollier@uniongas.com)



# UNION GAS PIPELINE PROJECT INITIATION OF ENVIRONMENTAL STUDY

## Kingsville Transmission Reinforcement Project

To increase capacity and accommodate additional demand for natural gas, Union Gas is proposing to construct an up to 20-inch natural gas pipeline. The proposed pipeline will meet the growing residential, commercial, and industrial market demand for natural gas in the Windsor-Essex, Chatham-Kent, and surrounding areas, including the fast-growing greenhouse market in the Leamington and Kingsville area.

The proposed pipeline will be approximately 17 km in length and will begin at Union Gas' existing 20-inch Panhandle Pipeline, with a new valve site and tie-in between Belle River Road/County Road 27 and French Line Road/County Road 31 in the Town of Lakeshore, Essex County. The proposed pipeline will end at a new valve site located at the southwest corner of Concession Road 3 East and Graham Side Road, or at an existing valve site located at the northwest corner of Concession Road 2 East and Graham Side Road, both in the Town of Kingsville, Essex County.

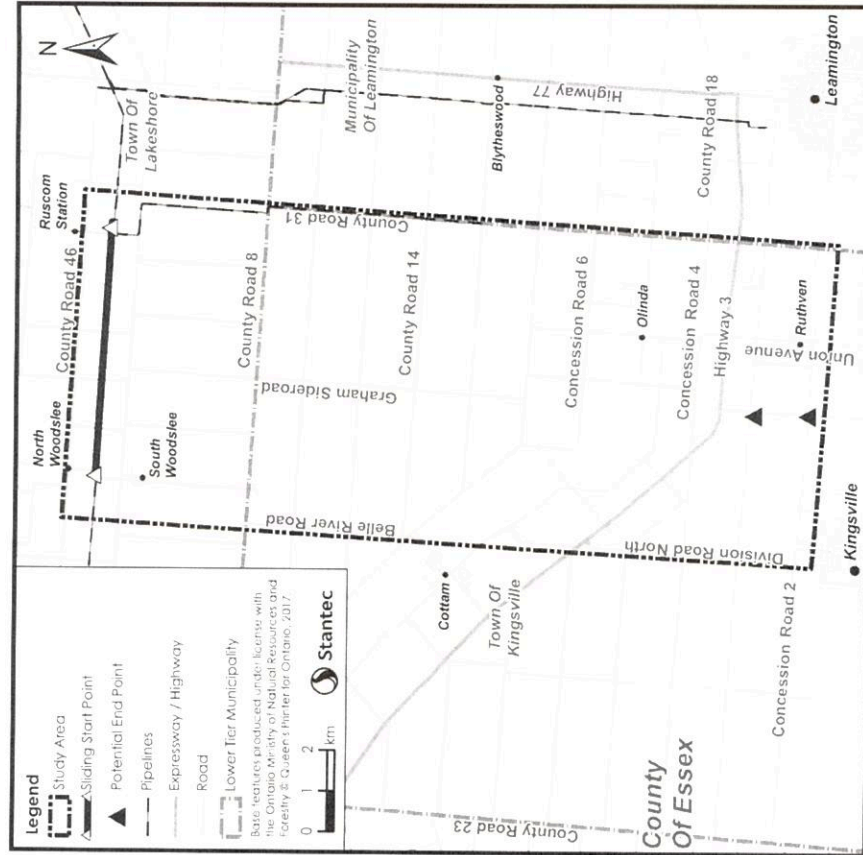
A preferred route for the proposed pipeline has not been determined at this time.

As an integral part of this project, Union Gas has hired Stantec Consulting Ltd. to undertake an environmental study of the construction and operation of the proposed pipeline and related facilities. The environmental study will fulfill the requirements of the Ontario Energy Boards' (OEB) *Environmental Guidelines for the Location, Construction and Operation of Hydrocarbon Pipelines and Facilities in Ontario (2016)*.

The environmental study process will include consultation and engagement with landowners, municipalities, agencies, Indigenous communities, and other interested parties through notices, mailouts, meetings, and Open Houses, the first of which is being planned for the summer of 2017. A Stantec-authored Environmental Report will accompany the Union Gas application to the OEB, whose review and approval is needed before the project can proceed. If approved, construction could begin as early as Spring/Summer 2019.

If you have questions or comments regarding the project or the environmental study process, please contact:

**Mark Knight, MA, MCIP, RPP**  
Senior Environmental Planner  
Stantec Consulting Ltd.  
100-300 Hagey Boulevard  
Waterloo, ON N2L 0A4  
Phone: (519) 585-7430  
Email: Mark.Knight@stantec.com



RECEIVED

JUN 09 2017



THE  
COLLEGE  
OF  
PHYSICIANS  
AND  
SURGEONS  
OF  
ONTARIO

June 2017

**TO: MAYOR, CITY CLERK AND COUNCILLORS:**

**Nominate an Outstanding Ontario Physician in Your Community  
The College of Physicians and Surgeons of Ontario Council Award**

The College of Physicians and Surgeons (CPSO) is now accepting nominations for the **2018 Council Award**. The Council Award honours outstanding Ontario physicians who have demonstrated excellence and embody a vision of the “ideal physician”.

The criteria for selecting a physician for the Council Award are outlined in the enclosed brochure and nomination form. The criteria are based upon eight “physician roles” that reflect society’s expectations of what is needed to practise modern medicine.

Through the award, the College honours Ontario physicians whose performance in each of these roles is outstanding, recognizing that individual physicians will demonstrate more extensive expertise in some roles than in others.

If you know of a physician who meets the selection criteria, please nominate him or her for the Council Award.

**The deadline for receipt of nominations is October 2, 2017 at 5 p.m.**

For further information, please contact the Council Awards Program at 416-967-2600 or 1-800-268-7096 extension 611 or [CPSOaward@cpso.on.ca](mailto:CPSOaward@cpso.on.ca).

**Ministry of Tourism,  
Culture and Sport**

*Minister*

9th Floor, Hearst Block  
900 Bay Street  
Toronto, ON M7A 2E1

**Ministry of  
Transportation**

*Minister*

3<sup>rd</sup> Floor, Ferguson Block  
77 Wellesley St W.  
Toronto, ON M7A 1Z8



June 15, 2017

Dear partners and stakeholders,

We are pleased to announce the launch of the Ontario Municipal Commuter Cycling Program (OMCC) on May 29, 2017. OMCC is a four year, cost-shared, direct funding program for infrastructure projects, with the goal to support and develop commuter cycling. OMCC is a key component of Ontario's Climate Change Action Plan, through which, Ontario is committing to increase funding to advance commuter cycling improvements. On behalf of the Ontario government, we are pleased to invite you to participate in the program.

The purpose of OMCC is to provide direct, dedicated and annual funding to Ontario municipalities to support the implementation of commuter cycling infrastructure. As OMCC is supported by proceeds from Ontario's cap and trade program, use of OMCC funding is directed to capital investments in creating or enhancing commuter cycling infrastructure. The goal is to encourage people to get out of their cars and onto bikes for their daily commute or other frequent trips. This investment will also support Ontario's Cycling Tourism Plan by providing funding to commuter cycling infrastructure at major destinations and tourist sites.

Every municipality in Ontario, large and small, will be eligible to apply for OMCC funding in any or all of its four years. Participating municipalities will be required to declare their interest and identify their eligible projects on an annual basis. The funding for any given participating municipality will be based upon the number of participating municipalities, and is anticipated to vary from year to year.

Municipalities interested in participating in OMCC for the 2017 Fiscal Year have until **August 18, 2017** to submit a Participation Declaration. OMCC funding for the 2017 Fiscal Year will be announced by September 25, 2017.

You can learn more about OMCC on the Ontario cycling web hub at <http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantOpportunities/PRDR017150> . Application and program information is located at Grants Ontario at [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca). You can also learn more by contacting the Ministry of Transportation about the program by phone: 416-325-6691 or 1-855-216-3090 or by email: [cycling@ontario.ca](mailto:cycling@ontario.ca).



Further information about Ontario's Climate Change Action Plan can be accessed at <https://www.ontario.ca/page/climate-change-action-plan>.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Steven Del Duca'.

Steven Del Duca  
Minister of Transportation

A handwritten signature in black ink, appearing to read 'Eleanor McMahon'.

Eleanor McMahon  
Minister of Tourism, Sport and Culture

- c. John Lieou, Assistant Deputy Minister, Ministry of Transportation
- c. Jamie Austin, Director, Transportation Policy Branch, Ministry of Transportation
- c. Steve Harlow, Assistant Deputy Minister, Sport, Recreation and Community Programs Branch, Ministry of Tourism, Culture and Sport



Office of the Director of Council Services/Clerk

Mary S. Brennan, B.A., C.M.O.  
Director of Council Services/Clerk

June 17, 2017

Ontario Provincial Police, Essex County  
1219 Hicks Rd.  
P.O. Box 910  
Essex, Ontario  
N8M 2Y2

**Re: County Council Resolution and Change to Traffic By-Law**

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On June 7, 2017 Essex County Council met and considered changes to the Essex County Traffic By-Law# 26-2002.

The following changes, (also attached as 'Schedule H' to By-Law 29-2017, *By-Law 26-2002 as amended*) were approved by Council.

Highway	From	To	Rate of Speed
27	285 metres south of Stove Road, Town of Lakeshore	Southerly to County Road 8, Town of Lakeshore	60 km/hr
34	600 metres east of County Road 27, Town of Kingsville	County Road 29 (Division Roads North) Town of Kingsville	60 km/hr

If you have any questions or concerns related to this, or another County matter, please feel free to contact the undersigned.

Regards,

Mary Brennan  
Director of Council Services/Clerk

ENCL: By-Law 29-2017

CC: Mary Masse, Clerk – Town of Lakeshore [mmasse@lakeshore.ca](mailto:mmasse@lakeshore.ca)  
Jennifer Astrologo, Director of Corporate Services/Clerk - Town of Kingsville  
[jastrologo@kingsville.ca](mailto:jastrologo@kingsville.ca)



## **The Corporation of the County of Essex**

### **By-Law Number 29-2017**

#### **A By-law to Amend By-law Number 26-2002, Being a By-law to Regulate Traffic and Parking on Highways within the Essex County Roads System.**

Whereas By-law Number 26-2002, being a by-law to regulate traffic and parking on highways within the Essex County Roads System, was adopted by the Corporation of the County of Essex on October 16th, 2002;

AND WHEREAS Section 5.3(a)(iii) of By-law Number 26-2002 provides that when Signs, marked in compliance with the regulations under The Highway Traffic Act, are on display, no person shall drive a Motor Vehicle upon the Highways named and/or described in Column 1 of Schedule "H" from the location or Highway named and/or described in Column 2 of the said Schedule to the location or Highway named and/or described in Column 3 of the said Schedule at a greater rate of speed than is described in Column 4 of the said Schedule;

AND WHEREAS it is deemed expedient that the maximum rate of speed for motor vehicles driven on certain highways under the jurisdiction of the Corporation of the County of Essex be either decreased or increased;

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

- 1) THAT Schedule "H", Section 5.3 (a)(iii) of By-law Number 26-2002 be amended by implementing the following speed limit reductions:

**By-Law Number 29-2017**

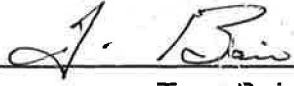
Page 2

- 2) THAT Schedule "H", Section 5.3 (a)(iii) of By-law Number 26-2002 be amended by implementing the following decrease to speed limit(s):

Column 1	Column 2	Column 3	Column 4
County Road Name	From	To	Rate of Speed
27	285 metres south of Stowe Road, Town of Lakeshore	Southerly to CR 8, Town of Lakeshore	60 km/hr
34	600 metres east of County Road 27, Town of Kingsville	County Road 29 (Division Road)	60 km/hr

- 3) This By-law shall come into force and take effect after the final passing.

**Read a first, second and third time and Finally Passed this 07<sup>th</sup> day of June, 2017.**

  
Tom Bain, Warden

  
Mary S. Brennan, Clerk

**Clerk's Certificate**

I, Mary S. Brennan, Clerk of the Corporation of the County of Essex, do hereby certify that the foregoing is a true and correct copy of **By-law Number 29-2017** passed by the Council of the said Corporation on the **07<sup>th</sup>**, day of **June 2017**.

---

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

Schedule "H"  
By-law #26-2002 as amended  
Section 5.3 (a)(iii)  
Rates of Speed

Column 1	Column 2	Column 3	Column 4
<b>Highway</b>	<b>From</b>	<b>To</b>	<b>Rate of Speed</b>
2	Centreline of Pike Creek Bridge	100 metres east of the eastern limit of the East Pike Creek Road, Town of Lakeshore	40 km/hr

Column 1 <b>Highway</b>	Column 2 <b>From</b>	Column 3 <b>To</b>	Column 4 <b>Rate of Speed</b>
2	County Road 22	Southern limit of County Road 2 (Tecumseh Road)	50 km/hr
2	100 metres east of the eastern limit of the East Pike Creek Road, Town of Lakeshore	County Road 22	50 km/hr
2	Duck Creek Town of Lakeshore	500 metres east of the eastern limit of County Road 2 (Charron Line Road)	50 km/hr
3	Southern limit of Reaume Road, Town of LaSalle	150 metres south of the centreline of Meagan Drive, Town of LaSalle	50 km/hr
3	300 metres south of the centreline of Canard Drive Town of LaSalle	Eastern limit of County Road 20	50 km/hr
8	County Road 3, Town of Amherstburg	200 metres east of the 3 <sup>rd</sup> Concession of the former Township of Anderdon	50 km/hr
8	East limit of the Former Town of Essex	200 metres east of the centerline of North Talbot Road	50 km/hr
8	300 metres west of the western limit of County Road 11	800 metres east of the eastern limit of County Road 11	50 km/hr
8	150 metres west of Rochester Townline Road, Town of Lakeshore	King's Highway 77, Town of Lakeshore	50 km/hr
11	210 metres north of the northern limit of County Road 8	Northern limit of the 14 <sup>th</sup> Concession of the former Township of Colchester North	50 km/hr
11	100 metres north of the 12 <sup>th</sup> Concession Town of Essex (former Township of Colchester North)	590 metres south of County Road 10	50 km/hr

Amended by By-law #29-2017 – June 7, 2017

Prior By-law Amendments: 33-2002, 42-2002, 10-2004, 52-2004, 55-2004, 32-2006, 51-2006, 60-2006, 11-2007, 74-2007, 83-2007, 54-2008, 56-2008, 44-2009, 28-2010, 53-2010, 37-2011, 19-2012, 27-2012, 67-2012, 51-2013 and 55-2015

Column 1	Column 2	Column 3	Column 4
<b>Highway</b>	<b>From</b>	<b>To</b>	<b>Rate of Speed</b>
12	620 metres west of Gesto Sideroad Town of Essex (former Township of Colchester North)	620 metres east of Gesto Sideroad Town of Essex (former Township of Colchester North)	50 km/hr
13	Southern limit of former Town of Harrow	Southerly to the south leg of Dunn Road	50 km/hr
18	Eastern limit of Meloche Road, Amherstburg	250 metres easterly	50 km/hr
19	Canadian National Railway Right-of-way Town of Tecumseh	Northerly limits of County Road 22	50 km/hr
20	Southern limit of Gary Avenue, Town of LaSalle	100 metres south of the centreline of Martin Lane, Town of LaSalle	50 km/hr
20	Eastern limit of the former Town of Harrow	480 metres west of the western limit of the Ferris Road, Town of Essex	50 km/hr
21	Northern limit of County Road 42	Via Rail crossing Town of Tecumseh	50 km/hr
22	Eastern limit of the former Town of Belle River at Duck Creek Town of Lakeshore	South-easterly a distance of 500 metres	50 km/hr
23	Former southern limit of the Town of Essex	170 metres southerly	50 km/hr
25	Northern limit of County Road 42	South limit of County Road 22, Town of Lakeshore	50 km/hr
27	165 metres south of the southern limit of Stowe Street Town of Lakehore	750 metres north of County Road 46 Town of Lakeshore	50 km/hr
27	Northern limit of County Road 34 Town of Kingsville	50 metres north of the northern limit of County Road 14	50 km/hr
31	Northern limit of County Road 46	580 metres northerly	50 km/hr
34	400 metres south of the southern limit of Road 3, Town of Kingsville	30 metres east of the eastern limit of Elgin Street, Town of Kingsville	50 km/hr

Amended by By-law #29-2017 – June 7, 2017

Prior By-law Amendments: 33-2002, 42-2002, 10-2004, 52-2004, 55-2004, 32-2006, 51-2006, 60-2006, 11-2007, 74-2007, 83-2007, 54-2008, 56-2008, 44-2009, 28-2010, 53-2010, 37-2011, 19-2012, 27-2012, 67-2012, 51-2013 and 55-2015



Column 1	Column 2	Column 3	Column 4
<b>Highway</b>	<b>From</b>	<b>To</b>	<b>Rate of Speed</b>
34	East of the former eastern limit of the Municipality of Leamington	300 metres east of the centerline of County Road 33	50 km/hr
39	30 metres south of the southern limit of CN rail	30 metres west of the Thames River	50 km/hr
42	Eastern limit of the Town of Lakeshore	100 metres west of the Richardson Sideroad	50 km/hr
42	Eastern limit of the City of Windsor	300 metres east of County Road 19	50 km/hr
46	Western lot line of Lot 21 Concession NMR/SMR, Town of Lakeshore	Concession Road 223, Town of Lakeshore	50 km/hr
50	County Road #20 Town of Amherstburg	Southerly 540 metres	50 km/hr
50	County Road #23 Town of Kingsville	Southern limit of the former Town of Kingsville	50 km/hr

Amended by By-law #29-2017 – June 7, 2017

Prior By-law Amendments: 33-2002, 42-2002, 10-2004, 52-2004, 55-2004, 32-2006, 51-2006, 60-2006, 11-2007, 74-2007, 83-2007, 54-2008, 56-2008, 44-2009, 28-2010, 53-2010, 37-2011, 19-2012, 27-2012, 67-2012, 51-2013 and 55-2015

Column 1 <b>Highway</b>	Column 2 <b>From</b>	Column 3 <b>To</b>	Column 4 <b>Rate of Speed</b>
1	Southern limit of Wheatley	Southerly to 30 metres north of the intersection with Road 4, former Mersea Twp	60 km/hr
2	500 metres east of the eastern limit of County Road 2 (Charron Line Road)	400 metres east of the eastern limit of County Road 31 (West Ruscom River Road)	60 km/hr
5	County Road 10	Southerly to a point 245 metres south of Texas Road	60 km/hr
7	Southern limit of Sandwich West Parkway, LaSalle	Western limit of County Road 9	60 km/hr
8	Eastern limit of Highway No. 3, Town of Essex	850 metres east of the eastern limit of Highway No. 3, Town of Essex	60 km/hr
8	200 metres west of the centerline of County Road 9	200 metres east of the centerline of County Road 9	60 km/hr
9	200 metres north of the centerline of County Road 8	200 metres south of the centerline of County Road 8	60 km/hr
9	King's Highway #3	335 metres south of the south limit of South Talbot Road	60 km/hr
9	200 metres north of the northern limit of County Road 18, Town of Amherstburg	200 metres south of the southern limit of County Road 18, Town of Amherstburg	60 km/hr
9	300 metres north of the centerline of County Road 10 Town of Amherstburg	300 metres south of the centerline of County Road 10 Town of Amherstburg	60 km/hr
9	300 metres north of North Sideroad, Town of Amherstburg	300 metres south of North Sideroad, Town of Amherstburg	60 km/hr
10	3 <sup>rd</sup> Concession for the former Township of Anderdon	4 <sup>th</sup> Concession of the former Township of Anderdon	60 km/hr
10	8 <sup>th</sup> Concession of the former Township of Anderdon	County Road 11	60 km/hr

Amended by By-law #29-2017 – June 7, 2017

Prior By-law Amendments: 33-2002, 42-2002, 10-2004, 52-2004, 55-2004, 32-2006, 51-2006, 60-2006, 11-2007, 74-2007, 83-2007, 54-2008, 56-2008, 44-2009, 28-2010, 53-2010, 37-2011, 19-2012, 27-2012, 67-2012, 51-2013 and 55-2015

Column 1	Column 2	Column 3	Column 4
<b>Highway</b>	<b>From</b>	<b>To</b>	<b>Rate of Speed</b>
10	County Road 20	Easterly to Pointe West Drive, Town of Amherstburg	60 km/hr
11	Southern boundary of the City of Windsor (northerly limit of Highway #401)	King's Highway #3	60 km/hr
11	300 metres south of South Talbot Road	King's Highway #3	60 km/hr
17	Southern limit of the City of Windsor	Northern limit of County Road 46, Town of Tecumseh	60 km/hr
18	Eastern limit of County Road 31	Easterly 1.77 kilometres	60 km/hr
19	300 metres north of County Road 42 Town of Tecumseh	300 metres south of County Road 42 Town of Tecumseh	60 km/hr
19	700 metres north of County Road 46	Southerly to a point 100 metres south of North Talbot Road	60 km/hr
20	805 metres west of the centreline of County Road 50 Town of Amherstburg	450 metres east of the centreline of County Road 50 Town of Amherstburg	60 km/hr
20	Eastern Limit of Roseborough Road, Town of Essex	Westerly for a distance of 700 metres	60 km/hr
20	425 metres west of County Road 45 (Union Avenue) Town of Kingsville	185 metres west of Sherk Street, Municipality of Leamington	60 km/hr
22	190 metres west of the West Puce River Road	540 metres west of the bridge over the Belle River	60 km/hr
25	County Road 42, Lakeshore	300 metres south of County Road 42, Lakeshore	60 km/hr
27	County Road 42, Town of Lakeshore	Southerly to 750 metres north of the northern limit of County Road 46, Town of Lakeshore	60 km/hr

Amended by By-law #29-2017 – June 7, 2017

Prior By-law Amendments: 33-2002, 42-2002, 10-2004, 52-2004, 55-2004, 32-2006, 51-2006, 60-2006, 11-2007, 74-2007, 83-2007, 54-2008, 56-2008, 44-2009, 28-2010, 53-2010, 37-2011, 19-2012, 27-2012, 67-2012, 51-2013 and 55-2015

Column 1	Column 2	Column 3	Column 4
<b>Highway</b>	<b>From</b>	<b>To</b>	<b>Rate of Speed</b>
27	County Road 42, Town of Lakeshore	300 metres north of County Road 42	60 km/hr
27	285 metres south of Stove Road, Town of Lakeshore	Southerly to County Road 8, Town of Lakeshore	60 km/hr
29	Northern limits of the former Town of Kingsville	700 metres north of the northern limit of Road 3, Town of Kingsville	60 km/hr
29	Southern limit of Highway #3 Town of Kingsville	Southerly 500 metres	60 km/hr
31	460 metres north of the northern limit of County Road 42	Southern limit of County Road #2	60 km/hr
31	Southern limit of Highway # 3	Southerly to the south limit of County Road 34	60 km/hr
33	South limit of County Road 34	North limit of Mersea Road 1	60 km/hr
34	North limit of King's Highway #3, 200 metres westerly of the line between lots 295 & 296, South Talbot Road, Town of Tecumseh	Easterly to the westerly limit of County Road 19, Town of Tecumseh	60 km/hr
34	Western limit of the former Town of Essex	Westerly 610 metres, Town of Lakeshore	60 km/hr
34	West limit of Marsh Road, Town of Kingsville	Westerly to the former eastern limit of the Town of Essex	60 km/hr
34	250 metres north of the northern limit of King's Highway #3, Town of Kingsville	400 metres south of the southern limit of Road 3, Town of Kingsville	60 km/hr
34	30 metres east of the eastern limit of Elgin Street, Town of Kingsville	Eastern limit of Oak Street, Municipality of Leamington	60 km/hr
34	Eastern limit of Oak Street, Municipality of Leamington	Western limit of the former Town of Leamington	60 km/hr
34	600 metres east of County Road 27, Town of Kingsville	County Road 29 (Division Roads North) Town of Kingsville	60 km/hr
41	North limit of County Road 50, Town of Essex	500 metres north of the northern limit of County Road 50	60 km/hr

Amended by By-law #29-2017 – June 7, 2017

Prior By-law Amendments: 33-2002, 42-2002, 10-2004, 52-2004, 55-2004, 32-2006, 51-2006, 60-2006, 11-2007, 74-2007, 83-2007, 54-2008, 56-2008, 44-2009, 28-2010, 53-2010, 37-2011, 19-2012, 27-2012, 67-2012, 51-2013 and 55-2015

Column 1	Column 2	Column 3	Column 4
<b>Highway</b>	<b>From</b>	<b>To</b>	<b>Rate of Speed</b>
42	300 metres west of County Road 25, 300 metres Town of Lakeshore	300 metres east of County Road 25, Town of Lakeshore	60 km/hr

Amended by By-law #29-2017 – June 7, 2017

Prior By-law Amendments: 33-2002, 42-2002, 10-2004, 52-2004, 55-2004, 32-2006, 51-2006, 60-2006, 11-2007, 74-2007, 83-2007, 54-2008, 56-2008, 44-2009, 28-2010, 53-2010, 37-2011, 19-2012, 27-2012, 67-2012, 51-2013 and 55-2015

Column 1	Column 2	Column 3	Column 4
<b>Highway</b>	<b>From</b>	<b>To</b>	<b>Rate of Speed</b>
42	300 metres west of County Road 27, Town of Lakeshore	300 metres east of County Road 27, Town of Lakeshore	60 km/hr
42	300 metres west of Patillo Road, Town of Lakeshore	300 metres east of Patillo Road, Town of Lakeshore	60 km/hr
43	Southern limit of City Windsor	Northern limit of County Road 42	60 km/hr
43	Southern limit of County Road 42	Northern limit of County Road 46	60 km/hr
46	Eastern limit of the City of Windsor, Town of Tecumseh	920 metres east of the City of Windsor	60 km/hr
46	County Road 1	Westerly to a point 200 metres west of Homesteads Drive	60 km/hr
50	100 metres west of Island View Road Town of Essex	County Road 23	60 km/hr
50	50 metres west of Ferris Avenue	Westerly to 50 metres west of County Road 41	60 km/hr

Amended by By-law #29-2017 – June 7, 2017

Prior By-law Amendments: 33-2002, 42-2002, 10-2004, 52-2004, 55-2004, 32-2006, 51-2006, 60-2006, 11-2007, 74-2007, 83-2007, 54-2008, 56-2008, 44-2009, 28-2010, 53-2010, 37-2011, 19-2012, 27-2012, 67-2012, 51-2013 and 55-2015

Column 1	Column 2	Column 3	Column 4
<b>Highway</b>	<b>From</b>	<b>To</b>	<b>Rate of Speed</b>
3	150 metres south of the centerline of Meagan Dr., LaSalle	300 metres south of the centreline of Canard Dr., LaSalle	70 km/hr
20	100 metres south of the centreline of Martin Lane, Town of LaSalle	Northern limit of the former Town of Amherstburg	70 km/hr
20	Southern limit of the former Town of Amherstburg	280 metres east of Front Road South, Town of Amherstburg	70 km/hr
20	150 metres east of the centreline of McCain Sideroad, Town of Kingsville	100 metres west of the centreline of County Road 50, Town of Kingsville	70 km/hr
34	275 metres west of the centreline of Victoria Street, former Village of Wheatley	Westerly for a distance of 350 metres, Municipality of Leamington	70 km/hr

Amended by By-law #29-2017 – June 7, 2017

Prior By-law Amendments: 33-2002, 42-2002, 10-2004, 52-2004, 55-2004, 32-2006, 51-2006, 60-2006, 11-2007, 74-2007, 83-2007, 54-2008, 56-2008, 44-2009, 28-2010, 53-2010, 37-2011, 19-2012, 27-2012, 67-2012, 51-2013 and 55-2015

**Ontario Municipal Board**  
Commission des affaires municipales  
de l'Ontario



**ISSUE DATE:** June 01, 2017

**CASE NO(S):** PL160749

**PROCEEDING COMMENCED UNDER** subsection 34(19) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Appellant:	Anthony Tannous
Subject:	By-law No. 64-2016
Municipality:	Town of Kingsville
OMB Case No.:	PL160749
OMB File No.:	PL160749
OMB Case Name:	Tannous v. Kingsville (Town)

**Heard:** April 19, 2017 in Kingsville, Ontario

**APPEARANCES:**

**Parties**

**Counsel**

Anthony Tannous	A. Patton
Alfred and Lori Sauve	T. Sims
Town of Kingsville	D. Halliwill

**DECISION DELIVERED BY S. JACOBS AND ORDER OF THE BOARD**

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**INTRODUCTION**

[1] Alfred and Lori Sauve operate an automobile repair business on their property located at 1319 Road 2 West in Kingsville (the "subject property"). The Town of Kingsville permitted the use of the Sauves' property for the automobile repair business through a temporary use by-law for a period of one year, and subsequently



passed Zoning By-law No. 64-2016, an amendment to the Town's Zoning By-law (the "ZBA"), to permit the automobile repair business on a permanent basis. Anthony Tannous appealed the Town's passing of the ZBA to the Ontario Municipal Board (the "Board"), pursuant to s. 34(19) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended (the "Act").

[2] The Board heard evidence from Karl Tanner and Robert Brown, both qualified to provide opinion evidence in the area of land use planning. Mr. Tanner testified in support of the appeal, while Mr. Brown testified in support of the ZBA. The Board also heard evidence from Mr. Sauve and three area residents in support of the ZBA—Christopher Lewis, David Kendrick, and Casey Versnel—who are also customers of the Sauves.

### **The Subject Property**

[3] The subject property is located in an agricultural area, on the south side of Road 2 West, between County Road 23 and McCain Sideroad. It is 4,047 square metres ("sq m") in area and contains the Sauvé's single detached dwelling, personal garage, and auto repair shop, which operates in a 225 sq m building located at the rear of the property.

[4] While designated Agricultural in both the Town's Official Plan ("OP") and Zoning By-law ("ZBL"), the property, by all accounts, is primarily residential in use.

### **The Proposed ZBA**

[5] The ZBA before the Board would create an exception in the Agricultural Zone such that the definition of home industry, as it applies to the subject property, would be expanded to include an automobile repair establishment. The Town's Zoning By-law defines 'automobile repair establishment' in s. 3.1.24:

**Automobile Repair Establishment:** *shall* mean an establishment for the repair or the replacement of parts in a motor *vehicle* and, without limiting the generality of the foregoing, includes the repair, replacement or reconditioning of mufflers, exhaust systems, shock absorbers, transmissions, gears, brakes, clutch assemblies, steering assemblies, radiators, heating or cooling systems, ignition systems, electrical systems, the installation of undercoating, engine turning, lubrication and engine conversion or replacement, a *vehicle body repair shop*, but does not include an automobile impounding *yard*, or an *automobile service station*.

[6] The ZBA limits the size of the establishment to 225 sq m and prohibits automobile body repair as well as storage of unplated or derelict vehicles. The Board notes that Mr. Sauve indicated that approximately 35 per cent of his business is repairing farm machinery, while the remaining 65 per cent is servicing other automobiles.

## ISSUES AND ANALYSIS

[7] When considering a proposed ZBA, the Board must determine whether the ZBA is consistent with the Provincial Policy Statement, 2014 (the “PPS”), conforms with the OP (upper- and lower-tier, in this case), and whether the ZBA would result in any unacceptable adverse impacts. The Board heard no evidence to indicate that the Sauves’ business has caused any unacceptable adverse impacts; on the contrary, the area residents, including one immediate neighbour, who testified were quite supportive of the business in its current location. The issues in this case, rather, centre on the policy framework as set out in the PPS and the Town and County of Essex (the “County”) OPs.

### I. Consistency with the PPS

[8] The subject property is in a prime agricultural area, as is the entire Town, as Mr. Brown pointed out. While the PPS is clear, in policy 2.3.1, that prime agricultural areas “shall be protected for long-term use for agriculture,” it does allow for limited farm-related uses in these areas:

### 2.3.3 Permitted Uses

2.3.3.1 In *prime agricultural areas*, permitted uses and activities are: *agricultural uses*, *agriculture-related uses* and *on-farm diversified uses*.

[9] There is no debate that an automobile repair establishment, as defined in s. 3.1.24 of the Town's Zoning By-law and modified by the ZBA, is not an agricultural use, agricultural-related use, or on-farm diversified use as defined in the PPS:

**Agricultural uses:**

means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

...

**Agriculture-related uses:**

means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

**On-farm diversified uses:**

means uses that are secondary to the principal agricultural use of the property, and are limited in area. *On-farm diversified uses* include, but are not limited to, home occupations, home industries, *agri-tourism uses*, and uses that produce value-added agricultural products.

[10] The Board notes that 'primary' activity, as referenced in the definition for 'Agriculture-related uses', does not necessarily require the majority of business activity to be farm-related. In this case, however, there is no evidence to indicate that the farm-related component of the Sauves' business (i.e., farm machinery repair) is a primary activity.

[11] The PPS, however, contemplates non-agricultural uses in prime agricultural areas in policy 2.3.6:

### 2.3.6 Non-Agricultural Uses in Prime Agricultural Areas

2.3.6.1 Planning authorities may only permit non-agricultural uses in *prime agricultural areas* for:

- a. extraction of *minerals, petroleum resources* and *mineral aggregate resources*, in accordance with policies 2.4 and 2.5; or
- b. limited non-residential uses, provided that all of the following are demonstrated:
  - 1. the land does not comprise a *specialty crop area*;
  - 2. the proposed use complies with the *minimum distance separation formulae*;
  - 3. **there is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to be designated to accommodate the proposed use; and**
  - 4. alternative locations have been evaluated, and
    - i. there are no reasonable alternative locations which avoid *prime agricultural areas*; and
    - ii. there are no reasonable alternative locations in *prime agricultural areas* with lower priority agricultural lands. [Emphasis added].

[12] In Mr. Tanner's opinion, the ZBA is not consistent with the PPS due to policy 2.3.6.1(b)(3), in particular. It is his opinion that there is sufficient land available in existing commercial and settlement areas in the Town for an automobile repair establishment, and therefore there is not an identified need for additional land to justify such a use on the subject property. Mr. Brown did not dispute this, however, he did note that the PPS is to be read in its entirety, and referred the Board, generally, to the policies that promote compact development and reduced vehicle use. In his opinion, there has been a shift to more regional businesses serving agricultural areas, causing an increase in vehicular travel. The Board heard this concern echoed by Mr. Versnel and Mr. Kendrick, who appreciate the short travel distance involved in bringing their farm equipment to the Sauves' for repair.

[13] The Board agrees that there are benefits to locating a farm machinery repair business in an agricultural area; in fact, such a use could easily fit within the defined permitted uses in s. 2.3.3 of the PPS. However, a farm machinery repair business is not the use before the Board in the proposed ZBA. The proposed ZBA permits an automobile repair establishment and, as noted earlier, this accurately reflects the majority of the Sauves' business. The Board therefore must be able to find

consistency with s. 2.3.6 to permit a non-farm related use in a prime agricultural area. While neither Mr. Tanner nor Mr. Brown conducted a comprehensive evaluation of all land available in the Town for an automobile repair establishment, the Board certainly heard no evidence of there being an identified need in the Town for additional land to be designated for such a use, as required by s. 2.3.6.1(b)(3).

[14] The Board also cannot accept Mr. Brown's contention that policy 2.3.6 is only meant to apply to land that is currently being used for agricultural and is proposed to be removed from agricultural use. While the Board agrees that this small property is not, and likely has not for many years, been farmed, it cannot ignore the direction of the PPS. The PPS defines prime agricultural areas based on soil classifications; all parties agree that this is prime agricultural land. The definition is not qualified by whether the property actually is being used for agricultural; rather, the policy direction of the PPS is to protect such land for the long-term, subject to limited exceptions in policy 2.3.6, which have not been established here.

[15] The Board therefore finds that the proposed ZBA is not consistent with the PPS.

## **II. Conformity with the OP**

[16] While it is not necessary for the Board to address conformity with the OP, having found the ZBA is not consistent with the PPS, there was discussion at the hearing as to whether this application would also require an amendment to the OP. The Board will therefore address the evidence it heard regarding the County and Town OPs.

[17] The County, the upper-tier municipality, sets out policies for the protection of agriculture similar to what is found in the PPS. The County OP permits secondary uses in agricultural areas, which "may include, but are not limited to home occupations, home industries, and uses that produce value-added agricultural

products from the farm operation on the property.” While the County OP defines and sets limitations on home industries, it directs local municipalities to define specific criteria for secondary uses in their OPs.

[18] The Town’s OP acknowledges that all land in the Town is prime agricultural land as defined by the PPS and notes the importance of protecting such land in s. 3.1:

The purpose of the goals and policies of this Section are to protect prime agriculture lands for agricultural purposes while acknowledging that this community will continue to grow and prosper in an orderly and responsible manner. It is acknowledged that all of the land in the Town of Kingsville is prime agricultural land in accordance with Provincial Policy and accordingly, development in this area is strictly controlled and monitored.

The OP reiterates the goals of preserving prime agricultural land for agricultural purposes in s. 3.1(a) and restricting the type and amount of non-farm development in agricultural areas in s. 3.1(c).

[19] With these goals in mind, s. 3.1 of the OP establishes specific policies relating to the use of agricultural land:

#### **Policies**

The following policies shall apply to those lands designated “Agriculture” on Schedule “A” of this Plan:

- a) the predominant use of land shall be agricultural and associated uses, including growing of crops and raising livestock, forestry and conservation uses;  
...
- g) small scale farm occupations, which are secondary to the farm operation and home occupations carried out for remuneration and as defined in the Zoning By-law, are permitted in the “Agriculture” designation;
- h) small scale commercial and dry industrial uses, as defined in the Zoning By-law, directly related to the farm occupation and that are required in close proximity to the farm operation and would include processing agricultural goods or servicing agricultural equipment or operations, will be permitted to locate along County Roads in areas, designated “Agriculture” subject to an amendment to the Zoning By-law. The by-law amendment will establish adequate setback and buffering requirements to ensure that any potential incompatibilities with surrounding uses are minimized;

[20] In Mr. Brown's opinion, the ZBA, which expands the definition of home industry to include an auto repair establishment, conforms with the OP, specifically policy 3.1(h), above. The Board must disagree, as it concurs with Mr. Tanner's opinion that the policy relates only to small scale industry that is "directly related to the farm occupation and that are required in close proximity to the farm operation." The Board also notes that the policy allows for such uses along County Roads, and Road 2 West, where the subject property is located, appears to be designated a Municipal Road as per Schedule "E" of the OP. Nowhere in s. 3.1 can the Board find a policy that addresses a use similar to the proposed automobile repair establishment. The Board therefore finds that the ZBA does not conform with the Town's OP.

## **CONCLUSION**

[21] Having found that the ZBA is not consistent with the PPS and does not conform with the Town's OP, the Board will allow the appeal. It may be, as Mr. Tanner suggested, that the Sauves will require an Official Plan Amendment to allow their desired use, though the Board reiterates its findings with regard to the PPS, above. The Board is mindful of the comments of Mr. Brown and the residents who testified in support of the ZBA regarding the importance of having farm-related businesses located in agricultural areas, and agrees that the farm machinery repair component of the Sauves' business is fulfilling a need in the area. However, the Board cannot find the proposed ZBA, which allows the much broader use of an automobile repair establishment, to be consistent with the PPS or in conformity with the OP.

## **ORDER**

[22] The Board orders that the appeal against By-law No. 64-2016 of the Town of Kingsville is allowed and the By-law is hereby repealed.

*"S. Jacobs"*

S. JACOBS  
MEMBER

If there is an attachment referred to in this document,  
please visit [www.elto.gov.on.ca](http://www.elto.gov.on.ca) to view the attachment in PDF format.

**Ontario Municipal Board**

A constituent tribunal of Environment and Land Tribunals Ontario  
Website: [www.elto.gov.on.ca](http://www.elto.gov.on.ca) Telephone: 416-212-6349 Toll Free: 1-866-448-2248





28 Pulford Street, Kingsville, Ontario, N9Y 1B4

**June 12,2017**

**Corporation of the Town Of Kingsville  
Council and Senior Administration  
c/o Office of the Clerk**

**Notice of Motion**

**At the next regular meeting of Council, I may move, or I may cause to have moved that Council receive a report from administration including the Fire and Parks Recreation Staff regarding:**

- 1. The First Aid and CPR Training that Council Authorized with details as to the Program Success and Suggestions For the provision of same in the year 2018.**
- 2. The Ability to assist with other Community Groups, and Community Functions in the provision of backup First Aid Services, or Emergency Service.**
  - a. With detail as to what was done in the past years.**
  - b. With detail as to what is done now.**
  - c. With recommendations to Council as to what might be done in the future**

**Such written report on both topics to be provided back to Council by the end of 2017.**

**Gord Queen**



28 Pulford Street, Kingsville, Ontario, N9Y 1B4

June 12, 2017

Corporation of the Town Of Kingsville  
Council and Senior Administration  
c/o Office of the Clerk

**Notice of Motion**

At the next regular meeting of Council, I may move, or I may cause to have moved that Council:  
Approve the Cost of Fire Hydrants for the Road 11 Water Line Extension Project.

Where R.C Spencer P. Eng. reported on June 8<sup>th</sup> an estimated Total Project Cost of \$684,000

Where each of the Residents are reported to be paying an estimated cost of :

approximately \$25,928.57 plus HST

plus water meter fee, plus a permit fee for the water line to the house

plus the fee to an independent contractor to run their own water line from the road to the houses.

**The Road 11 Water Line Extension Project**

Therefore I may move or cause to have moved that Council pay the \$60,000.00  
estimated cost of the Fire Hydrants as a preapproved expense from the 2018 Budget of the Town.

Gord Queen

Encl. June 8, 2017 Report on Project



## AGENDA

**ROAD 11 WATER WORKS PETITION  
THURSDAY, JUNE 8TH, 2017 @ 7:00 P.M.  
Council Chambers, 2021 Division Road North, Kingsville**

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### **A. INTRODUCTIONS**

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<b>B. PRESENTATION FROM LEAD ENGINEER</b>	Richard C. Spencer, P.Eng President RC Spencer Associates
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<b>C. DESCRIPTION OF NEXT STEPS</b>	Kevin Girard, P.Eng Manager of Municipal Services Town of Kingsville
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### **D. GENERAL QUESTIONS**

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<b>E. VOTE</b>	Administered by the Town of Kingsville
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**RC SPENCER ASSOCIATES INC.**  
Consulting Engineers

28 April 2017  
File No. 17-645

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

**Attn: Mr. Kevin Girard, P.Eng.  
Manager of Municipal Services**

**Re: Engineer's Report for  
Council's Consideration  
Road 11E Watermain Petition  
Town of Kingsville**

Dear Sir:

In accordance with the requirements of RFP #MS17-201 and our proposal of 24 March 2017, we provide the following amended Engineer's Report in response to a property owner's request to commence the Water Works Petition process for the installation of a new 150mm diameter watermain from County Road 27 to North Talbot Road on Road 11E in the Town of Kingsville.

Our preliminary design of this 3.8km watermain places the main in the north grassed boulevard outside of the roadway. At North Talbot Road, an existing 150mm diameter water valve will be used for connection whereas at County Road 27, it will be necessary to live tap the existing 200mm diameter watermain.

Our preliminary cost estimate for the supply and installation of the 150mm diameter watermain, including valves, hydrants and connections to existing systems, is as follows:

a) 150mm diameter watermain	\$ 475,000
b) Valves	\$ 15,000
c) Tapping sleeve and water valve	\$ 5,000
d) Hydrants	\$ 60,000
Sub-Total	\$ 555,000
e) Contingencies (10%)	\$ 55,000
f) Engineering & contract administration	\$ 74,000
Total	\$ 684,000

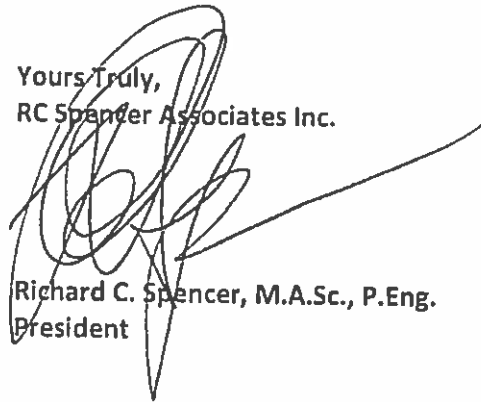


This does not include services for the 28 properties. Based on an equal sharing (1/28) of the total project cost by the 28 property owners, each property owner will pay \$25,928.57 (plus HST), which includes the private water service cost of \$1,500.00.

We attach the Petitioners Assessment Schedule, providing the individual assessments for the noted 28 properties.

We trust the foregoing is adequate for your needs in commencing the Water Works Petition process.

Yours Truly,  
RC Spencer Associates Inc.



Richard C. Spencer, M.A.Sc., P.Eng.  
President

cc: Andrew Plancke

**Road 11 E Water Main**  
Petitioners Assessment Schedule

**\*\*Revised on June 8th, 2017**

NAME OF PETITIONER		ADDRESS	CONC. LOT OR PLAN NO.	WATERMAIN COST	SERVICE CONNECTION COST	ASSESSMENT TO RESIDENT	50% DEFERRAL (VACANT PROPERTIES)	ENGINEER'S REPORT COST	ANNUAL PAYMENT ON TAXES - 10 YEARS @ 4.5%
LITCOFF PHILIP EDWARD	43	ROAD 11	CON 11 PT LOT 7	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
VRIESACKER DOROTHY		ROAD 11	CON 11 PT LOT 8	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
DARMA MICHAEL STEVEN	69	ROAD 11	CON 11 PT LOT 8 RP 1286676	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
SAWCHUCK KIMBERLEY LOUISE	79	ROAD 11	CON 11 PT LOT 9	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
KERR MARY	81	ROAD 11	CON 11 PT LOT 9 RP 12812104	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
BUTTERS WILLIAM DOUGLAS	135	CONC 11 E	CON 11 PT LOT 10 RP 12819959 PARTS 1 AND 2	\$25,333.33	\$1,500.00	\$26,833.33			\$3,398.65
DESCHENES FRANCIS	169	ROAD 11 E	CON 11 PT LOT 11 RP 12819958 PART 1	\$25,333.33	\$1,500.00	\$26,833.33			\$3,398.65
BIRCH DONALD WILMAOT		CAMERON SLOD	CON 11 PT LOT 9 RP 12811713 PART 1	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
CAMPBELL MARY ANN	189	ROAD 11	CON 11 PT LOT 11 RP 12811717 PART 1	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)		\$1,703.07
TRIMBLE WILLIAM DAVID	190	ROAD 11	CON 10 PT LOT 11	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
TRIMBLE MARGARET PATRICIA	345	ROAD 11	CON 10 PT LOT 11	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
HOLMAN CRAIG WILLIAM	164	ROAD 11	CON 10 PT LOT 11	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
BRENNAN ROBERT ALLEN	1116	ROAD 11	CON 10 PT LOT 9 RP 12810012 PART 1	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
BIRCH DONALD WILMAOT		ROAD 11	CON 10 PT LOT 9	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
WINTERMAUTE JOHN NEAL	84	ROAD 11	CON 10 PT LOT 9	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
BIRCH DONALD WILMAOT		ROAD 11	CON 10 PT LOT 9 RP 128113149 PART 1	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
ELFORD JAMES WILTON	119	CAMERON SLOD E	CON 10 PT LOT 8 & 9	\$25,333.33	\$1,500.00	\$26,833.33			\$3,398.65
VRIESACKER ROBERT		ROAD 11	CON 11 PART OF LOT 7 RP 1286482 PARTS 1 AND 2	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)		\$1,703.07
BIRCH DONALD WILMAOT		ROAD 11	CON 11 PT LOTS 9 & 10	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
DELUISLE KENNETH RICHARD	133	ROAD 11 E	CON 11 PT LOT 10 RP 1285951 PART 2	\$25,333.33	\$1,500.00	\$26,833.33			\$3,398.65
CAMPBELL JEAN MARIE	193	ROAD 11	CON 11 PT LOTS 11 & 12	\$25,333.33	\$1,500.00	\$26,833.33			\$3,398.65
TRIMBLE DOUGLAS STEPHEN		ROAD 11	CON 10 PT LOT 10	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
TRIMBLE BARBARA ANN		ROAD 11	CON 10 PT LOT 10	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
KERR TODD JEFFREY DONALD	130	ROAD 11	CON 10 PT LOT 10	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
RIVATT VICTOR	169	ROAD 11	CON 11 PT LOTS 10 AND 11 RP 1285951 PT PART 1	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)	\$88.89	\$1,703.07
RIVATT VICTOR		ROAD 11	GOSFELD NORTH CON 11 PT LOT 7 PT BLIND RD RP 1285954 PT PART 2	\$25,333.33	\$1,500.00	\$26,833.33	(\$13,416.67)		\$1,703.07
RIVATT RICHARD	11	ROAD 11	GOSFELD NORTH CON 11 PT LOT 7 PT RD ALLOW RP 1285954 PART 2	\$25,333.33	\$1,500.00	\$26,833.33		\$88.89	\$3,398.65
<b>TOTALS</b>				\$684,000	\$40,500	\$724,500	(\$147,583.32)	\$1,600	

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 61-2017

*Being a by-law to provide for  
improvements to the McDonald Drain  
in the Town of Kingsville, in the County of Essex*

**WHEREAS** the Council of the Town of Kingsville, in the County of Essex, has procured a report under section 78 of the *Drainage Act* for improvements to the McDonald Drain;

**AND WHEREAS** the report dated April 28<sup>th</sup>, 2017 has been authored by Antonio B. Peralta, P. Eng. and the attached report forms part of this by-law;

**AND WHEREAS** \$311,052.00 is the amount to be contributed by the Town of Kingsville for the drainage works;

**AND WHEREAS** \$1,750.00 is being assessed in the Municipality of Leamington 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 \$312,802.00 being the amount necessary for the completion of the drainage works.

**3. DEBENTURES**

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

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

**4. PAYMENT**

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

- 1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 2 (two) or 5 (five) years (as determined by the Director of Financial Services or designate) after the passing of this by-law.

- 2) For paying the amount \$312,802.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality, a special rate sufficient to pay the amount assessed

plus interest thereon shall be levied upon the whole rateable property in the Town of Kingsville in each year for 2 (two) or 5 (five) years (as determined by the Director of Financial Services or designate) after the passing of this by-law to be collected in the same manner and at the same time as other taxes collected.

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

## **5. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS**



# **CONSTRUCTION SCHEDULE OF ASSESSMENT**

## **McDONALD DRAIN IMPROVEMENTS**

(Geographic Township of Gosfield South)

### **TOWN OF KINGSVILLE**

#### **TOWN OF KINGSVILLE**

#### **3. MUNICIPAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Road 5 East				4.60	1.862	Town of Kingsville	\$ 126.00	\$ 1,781.00	\$ -	\$ 1,907.00
County Road 18				8.90	3.602	County of Essex	\$ 168.00	\$ 3,154.00	\$ -	\$ 3,322.00
County Road 31				5.80	2.347	County of Essex	\$ 285.00	\$ 1,926.00	\$ -	\$ 2,211.00
<b>Total on Municipal Lands.....</b>							<b>\$ 579.00</b>	<b>\$ 6,861.00</b>	<b>\$ -</b>	<b>\$ 7,440.00</b>

#### **4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-08205	3	11	0.88	0.88	0.356	Kevin & Barbara Fischer	\$ 5.00	\$ 179.00	\$ -	\$ 184.00
340-08250	3	11	1.08	0.78	0.316	John & Honoria Pavao	\$ 4.00	\$ 171.00	\$ -	\$ 175.00
340-08400	3	11	0.22	0.22	0.089	George Whaley & Sons Limited	\$ 1.00	\$ 59.00	\$ -	\$ 60.00
340-08401	3	11	0.41	0.41	0.166	Barbara Stewart	\$ 2.00	\$ 90.00	\$ -	\$ 92.00
340-08410	3	11	1.15	0.35	0.142	Stephanie Pavao & Tyler Clark	\$ 2.00	\$ 77.00	\$ -	\$ 79.00
340-08420	3	11	1.15	0.35	0.142	Abe & Tina Giesbrecht	\$ 2.00	\$ 77.00	\$ -	\$ 79.00
340-08430	3	11	1.41	0.43	0.174	Gilbert & Lucy Oliveira	\$ 2.00	\$ 94.00	\$ -	\$ 96.00
340-08700	3	12	34.14	2.50	1.012	County of Essex	\$ 36.00	\$ 1,084.00	\$ -	\$ 1,120.00
340-08900	3	12	3.05	3.05	1.234	Johan & Eva Klassen	\$ 43.00	\$ 460.00	\$ -	\$ 503.00
340-09490	3	13	0.93	0.93	0.376	Carmela Ingrassia	\$ 23.00	\$ 190.00	\$ -	\$ 213.00
340-09600	3	13	0.46	0.46	0.186	Edward & Janet Hancharyk	\$ 23.00	\$ 115.00	\$ -	\$ 138.00
340-09700	3	13	3.6	3.60	1.457	Peter & Marie Costa	\$ 176.00	\$ 396.00	\$ -	\$ 572.00
340-09705	3	13	1.43	1.43	0.579	Marie Costa	\$ 70.00	\$ 202.00	\$ -	\$ 272.00
340-09800	3	13	1.64	1.64	0.664	Bernard & Helen Friesen	\$ 80.00	\$ 257.00	\$ -	\$ 337.00

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hecla's Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Social Benefit	TOTAL VALUE
340-09900	3	13	1.6	1.50	0.648	Heritage Roofing Inc.	\$ 78.00	\$ 497.00	\$ -	\$ 575.00
340-09990	3	13	0.47	0.47	0.190	Salvatore Pannunzio & Claudio Salvatore	\$ 23.00	\$ 138.00	\$ -	\$ 161.00
340-10000	3	13	0.98	0.98	0.397	Kevin & Carmen Dick	\$ 48.00	\$ 192.00	\$ -	\$ 240.00
340-10100	3	13	7.72	7.72	3.124	Rita Coste	\$ 236.00	\$ 647.00	\$ -	\$ 883.00
340-10105	3	13	0.85	0.85	0.344	Heinrich & Agatha Janzen	\$ 14,104.00	\$ 160.00	\$ -	\$ 14,264.00
340-10150	3	13	0.82	0.82	0.332	Michael & Kelly Ingrassia	\$ 40.00	\$ 122.00	\$ -	\$ 162.00
340-10200	3	13	0.54	0.54	0.219	Bernardo & Margaretha Neufeld	\$ 14,302.00	\$ 44.00	\$ -	\$ 14,346.00
390-00800	4	24	1.44	1.44	0.583	Mastron Enterprises Ltd.	\$ 35.00	\$ 770.00	\$ -	\$ 805.00
390-00850	4	24	0.4	0.40	0.162	Mastron Enterprises Ltd.	\$ 10.00	\$ 214.00	\$ -	\$ 224.00
390-00900	4	24	0.27	0.27	0.109	Hydro One Networks Inc.	\$ 7.00	\$ 101.00	\$ -	\$ 108.00
390-01085	4	24	2.28	2.28	0.923	Margo Carder	\$ 112.00	\$ 386.00	\$ -	\$ 498.00
390-01095	4	24	1.09	1.09	0.441	Henry & Elena Peters	\$ 53.00	\$ 326.00	\$ -	\$ 379.00
390-01305	4	24	0.46	0.46	0.186	Jacobo & Helen Guenther	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01310	4	24	0.46	0.46	0.186	William & Sharon Bennett	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01315	4	24	0.46	0.46	0.186	Sean & Anna Beaul	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01320	4	23 & 24	0.46	0.46	0.186	Beatrice & David Sanders	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01325	4	23	0.46	0.46	0.186	Antonio & Joanne DeSanlis	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01330	4	23	0.46	0.46	0.186	Edward & Charlene Bonyai	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01335	4	23	0.46	0.46	0.186	Johan & Abigail Froese	\$ 11.00	\$ 131.00	\$ -	\$ 142.00
390-01350	4	23	0.48	0.48	0.194	Sтивен & Jennifer Damore	\$ 12.00	\$ 139.00	\$ -	\$ 151.00
390-01500	4	23	0.57	0.57	0.231	John & Katharina Wall	\$ 7.00	\$ 167.00	\$ -	\$ 174.00
390-01600	4	23	1.21	1.21	0.490	Fredrick & Elsie Sharp	\$ 15.00	\$ 252.00	\$ -	\$ 267.00
390-01700	4	23	0.77	0.77	0.312	Johan Leowen & Margaretha Friesen	\$ 9.00	\$ 161.00	\$ -	\$ 170.00
390-01800	4	23	1.75	1.75	0.708	Donald & Jill Ryall	\$ 10.00	\$ 366.00	\$ -	\$ 376.00
400-00100	5	24	20.52	3.00	1.214	Sterling Acre Farms Limited	\$ 37.00	\$ 454.00	\$ -	\$ 491.00
400-00200	5	24	30.07	0.30	0.121	538269 Ontario Limited	\$ 4.00	\$ 113.00	\$ -	\$ 117.00

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
400-00400	5	23	25.29	0.90	0.364	Erie Sand and Gravel Limited	\$ 6.00	\$ 136.00	\$ -	\$ 142.00
400-00405	5	23	0.46	0.36	0.146	Tammy Lapensee	\$ 4.00	\$ 109.00	\$ -	\$ 113.00
Total on Privately Owned - Non-Agricultural Lands.....							\$ 29,698.00	\$ 9,862.00	\$ -	\$ 39,560.00

5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-08000	3	10	19.98	2.98	1.206	Laszlo Lakatos & Krisztina Szabo	\$ 8.00	\$ 936.00	\$ -	\$ 944.00
340-09100	3	12	17	8.00	3.238	Basil & Santina Marotti	\$ 58.00	\$ 627.00	\$ -	\$ 685.00
340-09200	3	12	16	9.00	3.642	Vito & Louise Coppola	\$ 65.00	\$ 848.00	\$ -	\$ 913.00
340-09300	3	12	16	9.00	3.642	Jacob & Eva Schmitt	\$ 65.00	\$ 791.00	\$ -	\$ 856.00
340-09400	3	13	43.71	35.84	14.504	Carmela Ingratta	\$ 439.00	\$ 1,490.00	\$ -	\$ 1,929.00
340-10300	3	13	15.4	12.40	5.018	Michael & Donna Mastronardi	\$ 303.00	\$ 195.00	\$ -	\$ 498.00
390-00400	4	22 & 23	266.88	139.53	56.467	George Whaley & Sons Limited	\$ 683.00	\$ 9,192.00	\$ -	\$ 9,875.00
390-00600	4	24	91.73	91.73	37.123	Mastron Enterprises Inc.	\$ 2,245.00	\$ 9,027.00	\$ -	\$ 11,272.00
390-01100	4	24	49.35	49.35	19.970	Noreen & Philip Prince	\$ 1,208.00	\$ 3,580.00	\$ -	\$ 4,788.00
390-01200	4	24	44.55	44.55	18.029	Triple K Farms Limited	\$ 1,090.00	\$ 3,232.00	\$ -	\$ 4,322.00
390-01300	4	23 & 24	152.27	136.72	55.330	Erie Sand and Gravel Limited	\$ 909.00	\$ 9,484.00	\$ -	\$ 10,393.00
Total on Privately Owned - Agricultural Lands (grantable).....							\$ 7,073.00	\$ 39,402.00	\$ -	\$ 46,475.00

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

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-09000	3	12	11	11.00	4.452	1859293 Onlano Limited	\$ 80.00	\$ 761.00	\$ -	\$ 841.00
400-00300	5	24	9.75	9.75	3.946	Jason Adamson	\$ 60.00	\$ 921.00	\$ -	\$ 981.00
390-00600	4	24	91.73	0.00	0.000	Mastron Enterprises Inc.	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00
Total on Privately Owned - Agricultural Lands (non-grantable).....							\$ 4,640.00	\$ 1,682.00	\$ -	\$ 6,322.00

**6. SPECIAL NON PRO-RATEABLE ASSESSMENTS (non-agricultural (Sec.26))**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Road 5 East			0.00	0.00	0.000	Town of Kingsville	\$ 36,870.00	\$ -	\$ -	\$ 36,870.00
County Road 18			0.00	0.00	0.000	County of Essex	\$ 174,385.00	\$ -	\$ -	\$ 174,385.00
Total on Special Non Pro-Rateable Assessments (non-agricultural (Sec.26))							\$ 211,255.00	\$ -	\$ -	\$ 211,255.00
TOTAL ASSESSMENT -TOWN OF KINGSVILLE							\$ 253,245.00	\$ 57,807.00	\$ -	\$ 311,052.00

**MUNICIPALITY OF LEAMINGTON**

**3. MUNICIPAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
County Road 18			0.60	0.243	0.243	County of Essex	\$ 29.00	\$ 218.00	\$ -	\$ 247.00
County Road 31			0.44	0.178	0.178	County of Essex	\$ 22.00	\$ 160.00	\$ -	\$ 182.00
Total on Municipal Lands							\$ 51.00	\$ 378.00	\$ -	\$ 429.00

**4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
660-01510	4	1	0.90	0.90	0.364	Dominic & Filomena Zaccardi	\$ 44.00	\$ 174.00	\$ -	\$ 218.00
Total on Privately Owned - Non-Agricultural Lands							\$ 44.00	\$ 174.00	\$ -	\$ 218.00

5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
660-01600	4	1	9.10	9.10	3.683	Z D S Farms Limited	\$ 223.00	\$ 880.00	\$ -	\$ 1,103.00
Total on Privately Owned - Agricultural Lands (grantable).....							\$ 223.00	\$ 880.00	\$ -	\$ 1,103.00
TOTAL ASSESSMENT -MUNICIPALITY OF LEANINGTON							\$ 318.00	\$ 1,432.00	\$ -	\$ 1,750.00
TOTAL ASSESSMENT -TOWN OF KINGSVILLE (brought forward)							\$ 253,245.00	\$ 57,807.00	\$ -	\$ 311,052.00
TOTAL ASSESSMENT							\$ 253,563.00	\$ 59,239.00	\$ -	\$ 312,802.00

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1 Hectare = 2.471 Acres  
D-13-028  
April 28th, 2017

**MAINTENANCE SCHEDULE OF ASSESSMENT**

**McDONALD DRAIN IMPROVEMENTS**

(Geographic Township of Gosfield South)

**TOWN OF KINGSVILLE**

**TOWN OF KINGSVILLE**

**3. MUNICIPAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Alltd	Heclares Alltd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Road 5 East				4.60	1.862	Town of Kingsville	\$ 90.00	\$ 459.00	\$ -	\$ 549.00
County Road 18			8.90	8.90	3.602	County of Essex	\$ 121.00	\$ 574.00	\$ -	\$ 695.00
County Road 31			5.80	5.80	2.347	County of Essex	\$ 204.00	\$ 468.00	\$ -	\$ 672.00
<b>Total on Municipal Lands:</b>							\$ 415.00	\$ 1,501.00	\$ -	\$ 1,916.00

**4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Alltd	Heclares Alltd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-08205	3	11	0.88	0.88	0.356	Kevin & Barbara Fischer	\$ 4.00	\$ 34.00	\$ -	\$ 38.00
340-08250	3	11	1.08	0.78	0.316	John & Hononna Pavao	\$ 3.00	\$ 32.00	\$ -	\$ 35.00
340-08400	3	11	0.22	0.22	0.089	George Whaley & Sons Limited	\$ 1.00	\$ 11.00	\$ -	\$ 12.00
340-08401	3	11	0.41	0.41	0.166	Barbara Stewart	\$ 2.00	\$ 17.00	\$ -	\$ 19.00
340-08410	3	11	1.15	0.35	0.142	Stephanie Pavao & Tyler Clark	\$ 1.00	\$ 14.00	\$ -	\$ 15.00
340-08420	3	11	1.15	0.35	0.142	Abe & Tina Giesbrecht	\$ 1.00	\$ 14.00	\$ -	\$ 15.00
340-08430	3	11	1.41	0.43	0.174	Gilberto & Lucy Oliveira	\$ 2.00	\$ 18.00	\$ -	\$ 20.00
340-08700	3	12	34.14	2.50	1.012	County of Essex	\$ 26.00	\$ 202.00	\$ -	\$ 228.00
340-08900	3	12	3.05	3.05	1.234	Johan & Eva Klassen	\$ 31.00	\$ 86.00	\$ -	\$ 117.00
340-09400	3	13	0.93	0.93	0.376	Carmela Ingratta	\$ 16.00	\$ 35.00	\$ -	\$ 51.00
340-09600	3	13	0.46	0.46	0.186	Edward & Janet Hancharyk	\$ 16.00	\$ 22.00	\$ -	\$ 38.00
340-09700	3	13	3.60	3.60	1.457	Peter & Mane Costa	\$ 127.00	\$ 74.00	\$ -	\$ 201.00
340-09705	3	13	1.43	1.43	0.579	Mana Costa	\$ 50.00	\$ 38.00	\$ -	\$ 88.00
340-09800	3	13	1.64	1.64	0.664	Bernard & Helen Fresen	\$ 58.00	\$ 48.00	\$ -	\$ 106.00

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres		Hectares	Owner's Name	Value of		Value of Special Benefit	TOTAL VALUE
			Owned	Alfrd			Benefit	Outlet		
340-09900	3	13	1.60	1.60	0.648	Heritage Roofing Inc.	\$ 56.00	\$ 90.00	\$ -	\$ 146.00
340-09990	3	13	0.47	0.47	0.190	Salvalore Pannunzio & Claudio Salvalore	\$ 17.00	\$ 24.00	\$ -	\$ 41.00
340-10000	3	13	0.98	0.98	0.397	Kevin & Carmen Dick	\$ 34.00	\$ 34.00	\$ -	\$ 68.00
340-10100	3	13	7.72	7.72	3.124	Rita Coste	\$ 170.00	\$ 125.00	\$ -	\$ 295.00
340-10105	3	13	0.85	0.85	0.344	Heinrich & Agatha Janzen	\$ 30.00	\$ 32.00	\$ -	\$ 62.00
340-10150	3	13	0.82	0.82	0.332	Michael & Kelly Ingratta	\$ 29.00	\$ 32.00	\$ -	\$ 61.00
340-10200	3	13	0.54	0.54	0.219	Bernardo & Margaretha Neufeld	\$ 19.00	\$ 19.00	\$ -	\$ 38.00
390-00800	4	24	1.44	1.44	0.583	Mastron Enterprises Ltd.	\$ 25.00	\$ 144.00	\$ -	\$ 169.00
390-00850	4	24	0.40	0.40	0.162	Mastron Enterprises Ltd.	\$ 7.00	\$ 40.00	\$ -	\$ 47.00
390-00900	4	24	0.27	0.27	0.109	Hydro One Networks Inc.	\$ 5.00	\$ 19.00	\$ -	\$ 24.00
390-01085	4	24	2.28	2.28	0.923	Margo Carder	\$ 80.00	\$ 86.00	\$ -	\$ 166.00
390-01095	4	24	1.09	1.09	0.441	Henry & Elena Peters	\$ 38.00	\$ 87.00	\$ -	\$ 125.00
390-01305	4	24	0.46	0.46	0.186	Jacobo & Helen Guenther	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01310	4	24	0.46	0.46	0.186	William & Sharon Bennett	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01315	4	24	0.46	0.46	0.186	Sean & Anna Beaul	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01320	4	23 & 24	0.46	0.46	0.186	Beatrice & David Sanders	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01325	4	23	0.46	0.46	0.186	Antonio & Joanne DeSanitis	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01330	4	23	0.46	0.46	0.186	Edward & Charlene Bonyai	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01335	4	23	0.46	0.46	0.186	Johan & Abigail Froese	\$ 8.00	\$ 36.00	\$ -	\$ 44.00
390-01350	4	23	0.48	0.48	0.194	Steven & Jennifer Damore	\$ 8.00	\$ 37.00	\$ -	\$ 45.00
390-01500	4	23	0.57	0.57	0.231	John & Katharina Wall	\$ 5.00	\$ 39.00	\$ -	\$ 44.00
390-01600	4	23	1.21	1.21	0.490	Fredrick & Elsie Sharp	\$ 11.00	\$ 60.00	\$ -	\$ 71.00
390-01700	4	23	0.77	0.77	0.312	Johan Leowen & Margaretha Friesen	\$ 7.00	\$ 38.00	\$ -	\$ 45.00
390-01800	4	23	1.75	1.75	0.708	Donald & Jill Ryall	\$ 7.00	\$ 86.00	\$ -	\$ 93.00
400-00100	5	24	20.52	3.00	1.214	Sterling Acre Farms Limited	\$ 26.00	\$ 123.00	\$ -	\$ 149.00
400-00200	5	24	30.07	0.30	0.121	538269 Ontario Limited	\$ 3.00	\$ 31.00	\$ -	\$ 34.00



Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Heclares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
400-00400	5	23	25.29	0.90	0.364	Erie Sand and Gravel Limited	\$ 4.00	\$ 37.00	\$ -	\$ 41.00
400-00405	5	23	0.46	0.36	0.146	Tammy Lapensee	\$ 3.00	\$ 30.00	\$ -	\$ 33.00
Total on Privately Owned - Non-Agricultural Lands.....							\$ 978.00	\$ 2,110.00	\$ -	\$ 3,088.00

#### 5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Heclares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-08000	3	10	19.98	2.98	1.206	Laszlo Lakatos & Krisztina Szabo	\$ 6.00	\$ 175.00	\$ -	\$ 181.00
340-09100	3	12	17.00	8.00	3.238	Basil & Santina Manotti	\$ 42.00	\$ 117.00	\$ -	\$ 159.00
340-09200	3	12	16.00	9.00	3.642	Vito & Louise Coppola	\$ 47.00	\$ 158.00	\$ -	\$ 205.00
340-09300	3	12	16.00	9.00	3.642	Jacob & Eva Schmitt	\$ 47.00	\$ 148.00	\$ -	\$ 195.00
340-09400	3	13	43.71	35.84	14.504	Carmela Ingratta	\$ 315.00	\$ 420.00	\$ -	\$ 735.00
340-10300	3	13	15.40	12.40	5.018	Michael & Donna Masironardi	\$ 218.00	\$ 135.00	\$ -	\$ 353.00
390-00400	4	22 & 23	266.88	139.53	56.467	George Whaley & Sons Limited	\$ 490.00	\$ 1,931.00	\$ -	\$ 2,421.00
390-00600	4	24	91.73	91.73	37.123	Mastron Enterprises Inc.	\$ 1,612.00	\$ 1,874.00	\$ -	\$ 3,486.00
390-01100	4	24	49.35	49.35	19.970	Noreen & Philip Prince	\$ 867.00	\$ 910.00	\$ -	\$ 1,777.00
390-01200	4	24	44.55	44.55	18.029	Triple K Farms Limited	\$ 783.00	\$ 822.00	\$ -	\$ 1,605.00
390-01300	4	23 & 24	152.27	136.72	55.330	Erie Sand and Gravel Limited	\$ 652.00	\$ 2,222.00	\$ -	\$ 2,874.00
Total on Privately Owned - Agricultural Lands (grantable).....							\$ 5,079.00	\$ 8,912.00	\$ -	\$ 13,991.00

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

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Heclares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
340-09000	3	12	11.00	11.00	4.452	1859293 Ontario Limited	\$ 57.00	\$ 142.00	\$ -	\$ 199.00
400-00300	5	24	9.75	9.75	3.946	Jason Adamson	\$ 43.00	\$ 250.00	\$ -	\$ 293.00
390-00600	4	24	91.73	0.00	0.000	Mastron Enterprises Inc.	\$ -	\$ -	\$ -	\$ -
Total on Privately Owned - Agricultural Lands (non-grantable).....							\$ 100.00	\$ 392.00	\$ -	\$ 492.00



**3. SPECIAL NON PRO-RATEABLE ASSESSMENTS (non-agricultural (Sec.26))**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Road 5 East			0.00	0.000	Town of Kingsville	\$ -	\$ -	\$ -	\$ -
County Road 18			0.00	0.000	County of Essex	\$ -	\$ -	\$ -	\$ -
Total on Special Non Pro-Rateable Assessments (non-agricultural (Sec.26))						\$ -	\$ -	\$ -	\$ -
TOTAL ASSESSMENT -TOWN OF KINGSVILLE						\$ 6,572.00	\$ 12,915.00	\$ -	\$ 19,487.00

**MUNICIPALITY OF LEAMINGTON**

**3. MUNICIPAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
County Road 18			0.60	0.243	County of Essex	\$ 21.00	\$ 43.00	\$ -	\$ 64.00
County Road 31			0.44	0.178	County of Essex	\$ 15.00	\$ 31.00	\$ -	\$ 46.00
Total on Municipal Lands						\$ 36.00	\$ 74.00	\$ -	\$ 110.00

**4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
660-01510	4	1	0.90	0.364	Dominic & Filomena Zaccardi	\$ 32.00	\$ 35.00	\$ -	\$ 67.00
Total on Privately Owned - Non-Agricultural Lands						\$ 32.00	\$ 35.00	\$ -	\$ 67.00

5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of			
							Benefit	Value of Outlet	Special Benefit	TOTAL VALUE
660-01600	4	1	9.10	9.10	3.683	Z.D.S. Farms Limited	\$ 160.00	\$ 176.00	\$ -	\$ 336.00
Total on Privately Owned - Agricultural Lands (grantable).....							\$ 160.00	\$ 176.00	\$ -	\$ 336.00
TOTAL ASSESSMENT -MUNICIPALITY OF LEAMINGTON							\$ 228.00	\$ 285.00	\$ -	\$ 513.00
TOTAL ASSESSMENT -TOWN OF KINGSVILLE (brought forward)							\$ 6,572.00	\$ 12,915.00	\$ -	\$ 19,487.00
TOTAL ASSESSMENT							\$ 6,800.00	\$ 13,200.00	\$ -	\$ 20,000.00

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1 Hectare = 2.471 Acres  
D-13-028  
April 28th, 2017

**6. CITATION**

This by-law comes into force on the passing thereof and may be cited as the "McDonald Drain Improvements" by-law.

**READ A FIRST AND SECOND TIME AND PROVISIONALLY ADOPTED  
THIS 26<sup>th</sup> DAY OF JUNE, 2017.**

\_\_\_\_\_  
**MAYOR, Nelson Santos**

\_\_\_\_\_  
**CLERK, Jennifer Astrologo**

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

\_\_\_\_\_  
**MAYOR, Nelson Santos**

\_\_\_\_\_  
**CLERK, Jennifer Astrologo**

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 73 - 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  
June 26, 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 June 26, 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 26<sup>th</sup> day of June, 2017.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**