



**REGULAR MEETING OF COUNCIL  
AGENDA**

**Monday, July 24, 2017, 7:00 PM**

**Council Chambers**

**2021 Division Road N**

**Kingsville, Ontario N9Y 2Y9**

**Pages**

**A. CALL TO ORDER**

**B. MOMENT OF SILENCE AND REFLECTION**

**C. PLAYING OF NATIONAL ANTHEM**

**D. DISCLOSURE OF PECUNIARY INTEREST**

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

**E. AMENDMENTS TO THE AGENDA**

**F. STAFF REPORTS**

**1. Ontario Municipal Commuter Cycling (OMCC) Program**

**1**

K. Girard, Manager of Municipal Services

**Recommended Action**

That Council endorse the application for the Ontario Municipal Commuter Cycling (OMCC) Program and authorize the Mayor and Clerk to execute the 2017 Application Declaration for the OMCC Program.

**2. Contract No. MS17-107- Park Street Reconstruction**

**29**

K. Girard, Manager of Municipal Services

**Recommended Action**

That Council receives the letter of recommendation from Stantec Consulting and authorize the award of Contract Number MS17-107 for the reconstruction of Park Street to Sherway Contracting in the amount of \$1,683,152.50 (not including HST) and direct Administration to prepare

the necessary authorizing by-law.

3. **Marina Fuel Tank Beautification** 34  
T. Del Greco, Manager of Facilities and Property  
**Recommended Action**  
That Council approve spending in excess of the 2017 budgeted amount in account 173-099-60315 in order to facilitate beautification of the marina fuel storage tank.
  4. **Coghill / Timbercreek Park Playground Equipment** 36  
T. Del Greco, Manager of Facilities and Property  
**Recommended Action**  
That Council approve the proposal submitted by PlayPower Canada in the amount of \$50,440.20 for the installation of playground equipment at Timbercreek Park and approve the proposal submitted by Henderson Recreation in the amount of \$51,191.06 for the installation of playground equipment at Coghill Park.
  5. **2nd Quarter Report** 40  
P. Van Mierlo-West, CAO  
**Recommended Action**  
That Council receive the 2017 2nd Quarter Report for information.
  6. **Strategic Plan – Final** 180  
P. Van Mierlo-West, CAO  
**Recommended Action**  
That Council approve the 2017-2022 Strategic Plan.
- G. BUSINESS/CORRESPONDENCE-ACTION REQUIRED**
1. **Joan Cotte, Culture Days Planning Committee - Correspondence dated July 10, 2017 RE: Flag Raising for Culture Days, "Art Free for All"** 225  
**Recommended Action**  
That Council consider request from the Kingsville Culture Days planning committee for a flag raising ceremony on Friday September 22, 2017.
  2. **Cottam Rotary Club - Correspondence dated July 17, 2017 requesting support of 55th Cottam Rotary Horse Show** 226  
**Recommended Action**  
Council approve purchase of full page advertisement in the annual Cottam Rotary Horse Show brochure at a cost of \$80.00.
- H. MINUTES OF THE PREVIOUS MEETINGS**



1. Regular Meeting of Council-July 10, 2017 227
2. Regular Closed Session Meeting of Council - July 10, 2017

**Recommended Action**

That Council adopt Regular Meeting of Council on July 10, 2017 and Regular 'Closed Session' Meeting of Council Minutes dated July 10, 2017

**I. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

1. BIA Minutes - June 13, 2017 244

**Recommended Action**

That Council receive BIA Board Meeting Minutes dated, June 13, 2017

2. Marina Committee Minutes - June 19, 2017 249

**Recommended Action**

That Council receive Marina Committee Meeting Minutes dated, June 19, 2017.

**J. BUSINESS CORRESPONDENCE - INFORMATIONAL**

1. Stantec Consulting Ltd - Correspondence dated June 28, 2017 RE: Notice of Study Commencement, Class Environmental Assessment-Essex Centre Southwest Area Storm Sewer Improvements, Town of Essex 252
2. Stantec Consulting Ltd. - Notice of Information Sessions for the Union Gas Pipeline-Kingsville Transmission Reinforcement Project 256
3. Accessibility Directorate of Ontario-Correspondence RE: Review of the Transportation Standards- Notice of extension for the public comment period, dated July 17, 2017 257
4. Municipality of Leamington - Correspondence dated June 15, 2017 RE: Resolution No. C-151-17 - Funding for the Great Lakes 258

**Recommended Action**

That Council receive information items 1 to 4.

**K. NOTICES OF MOTION**

1. Deputy Mayor Queen may move or caused to have moved:

That the Town's Development Manual be amended at Section 4.1.1 to remove the sentence "The Municipality may accept 15 meter wide rights-of-way with 2.5 meter wide easements on each side for utilities on cul-du-sac streets and "P Loop" streets."

2. Deputy Mayor Queen may move or cause to have moved: 260

That Council be provided with details regarding a proposed tower installation on Town owned property in the area of the sewage

plant and the dog park.

**3. Councilor Neufeld may move or cause to have moved:**

That Council direct that Communication Tower Applications for municipally-owned land follow the Town's notice policy, regardless of height.

**4. Councilor Neufeld may move or caused to be moved:**

That the Mayor invite local citizens who want to sing the National Anthem to attend the first Regular Meeting of each month, starting in 2018.

**5. Councilor Neufeld may move or cause to have moved:**

That the policy for live trapping of animals be considered to be increased to two animals per cage, rather than one, and that the said motion be sent to the Kingsville-Leamington Animal Control Committee for discussion and recommendation.

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

**M. BYLAWS**

**1. By-law 78-2017**

261

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

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

**2. By-law 79-2017**

262

Being a By-law authorizing the entering into of a Hardware Rental, Software License and Services Agreement with Dominion Voting Systems Corporation.

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

**3. By-law 80-2017**

274

Being a By-law under the Municipal Act, 2001 Part 8, Section 408; to authorize the issue of a single series of debentures to consolidate the financing of the maintenance of numerous drains all in the Town of Kingsville.

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

**N. CLOSED SESSION**

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

1. Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, being verbal update RE: Agreement of Purchase and Sale with Edward Remark & Sons Limited
2. Section 239(3.1) An education or training update RE: Council Staff Relations Policy

**O. REPORT OUT OF CLOSED SESSION**

**P. CONFIRMATORY BY-LAW**

**1. By-law 81-2017**

276

Being a By-law to confirm the proceedings of Council of The Corporation of the Town of Kingsville at its July 24, 2017 Regular Meeting

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

**Q. ADJOURNMENT**



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

**Date:** July 24, 2017  
**To:** Mayor and Council  
**Author:** Kevin Girard, Manager of Municipal Services  
**RE:** Ontario Municipal Commuter Cycling (OMCC) Program  
**Report No.:** MS 2017-35

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## **AIM**

To obtain Council's authorization to apply for the Ontario Municipal Commuter Cycling Program (OMCC Program).

## **BACKGROUND**

OMCC is a multi-year program with \$42.5M available in the first year. Funding for future years will be determined based on availability of cap and trade proceeds. All Ontario municipalities are eligible for annual OMCC funding to support up to 80% of costs associated with their implementation of eligible commuter cycling projects.

OMCC is supported by proceeds from Ontario's cap and trade program. The purpose of this program is to provide direct, dedicated, annual funding to Ontario municipalities to support the implementation of commuter cycling infrastructure to encourage people to get out of their cars and onto bikes for their daily commute or other frequent trips.

## **DISCUSSION**

All Ontario municipalities are eligible for OMCC funding. Municipalities must declare their commitment to participate in OMCC annually. A municipality can choose to participate in OMCC in any or all of the program years. A decision to participate or not participate in any given year of the program will neither oblige nor prevent a municipality from participating in future years.

In addition, municipalities must also declare their interest in participating in the program each year, identify their eligible projects annually, and confirm that they will be able to fund at least 20% of each project's cost.

The priority projects in line with the Town's Active Transportation Master Plan that have been selected by Municipal Services to improve commuter cycling are as follows:

Segment	From	To
County Road 50	County Road 23	Sycamore
County Road 20	Dimenna	Chrysler Greenway
Road 3	County Road 29	Jack Miner Conservatory
Road 3	County Road 31	130m West of County Road 31 (Greenway)

Municipal Services is currently conducting pedestrian traffic counts in accordance with the program to show the Province that the roads listed in the above list do in fact improve commuter cycling.

The Program Guide for the OMCC Program is attached along with the application declaration.

### **LINK TO STRATEGIC PLAN**

Provide safe, adequate and affordable municipal services and infrastructure.

### **FINANCIAL CONSIDERATIONS**

This funding opportunity provides annual OMCC funding to support up to 80% of cost towards eligible projects. Therefore, a cost of 20% is required to be contributed by the Town for eligible projects.

### **CONSULTATIONS**

Municipal Services

### **RECOMMENDATION**

That Council endorse the application for the Ontario Municipal Commuter Cycling (OMCC) Program and authorize the Mayor and Clerk to execute the 2017 Application Declaration for the OMCC Program

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  
Chief Administrative Officer

# **ONTARIO MUNICIPAL COMMUTER CYCLING (OMCC) PROGRAM**

## **Table of Contents**

Introduction.....	4
Background .....	4
Definitions.....	5
Definitions used in this guide are described in Appendix A.....	5
Program Overview .....	5
Key Dates .....	6
Program Details.....	7
1. Eligible Funding Recipients .....	7
2. Eligible Projects .....	7
a. Council-Approved Cycling Plans.....	8
b. Commuter Cycling Infrastructure Projects.....	8
3. Ineligible Projects .....	9
4. Partnerships .....	10
5. Land Ownership .....	10
6. Project Approvals .....	11
Reporting and Municipal Obligations .....	12
1. Reporting Requirements .....	12
2. Audit .....	12
3. Pre-construction Performance Data .....	13
4. Post-construction Performance Data .....	13
Participation Declaration .....	14
1. Application Forms.....	14
2. How to Submit an Application .....	14
3. Project Readiness .....	15
Funding Details.....	16
1. OMCC Program Funding .....	16
2. Annual Funding.....	16
3. OMCC Funding Streams.....	17
1. Municipalities with a Population of 15,000 or Greater .....	17



2. Municipalities with a Population of Less than 15,000 .....	18
4. Eligible Costs .....	18
5. Ineligible Costs .....	19
6. Minimum Municipal Contribution.....	20
7. Funding From Other Sources.....	20
8. Annual Payment Process.....	20
9. Requirements for All OMCC Funds Received in 2017 and Beyond.....	20
10. Dedicated OMCC Funds Reserve Account.....	21
11. Interest.....	21
12. Enabling By-law.....	21
Contact Information.....	22
Appendix A: Definitions .....	23

# ONTARIO MUNICIPAL COMMUTER CYCLING (OMCC)

## 2017 PROGRAM GUIDE

### **Introduction**

This Guide describes the Ontario Municipal Commuter Cycling Program (OMCC), a four year, cost-shared, direct funding program. The Guide provides information about the eligibility criteria, process and administration of the program.

### **Background**

Transportation is a major source of greenhouse gas (GHG) emissions in Ontario. The province's Climate Change Action Plan 2016-2020 identifies initiatives intended to help reduce GHG emissions from the sector.

One of the ways Ontario will reduce GHG emissions from transportation is by encouraging people to get people out of their cars and onto bikes and transit for their daily commute and other frequent trips.

To that end, Ontario is enhancing implementation of its Cycling Strategy and Action Plan by increasing investments in commuter cycling infrastructure. The province will do this by investing cap and trade proceeds in:

- **Better cycling networks:**  
To establish commuter cycling networks across Ontario by targeting routes with high-commuting volume such as between residential communities, major transit stations and employment areas.
- **Safe cycling:**  
To support installation of more cycling facilities in urban areas, including grade-separated routes and cycling signals.

Building new and enhancing existing commuter cycling infrastructure will help Ontario to achieve its vision for commuter cycling under our Climate Change Action Plan. These investments in commuter cycling infrastructure will help to promote safety for cyclists, making cycling more comfortable and appealing for day-to-day travel.

## **Definitions**

Definitions used in this guide are described in Appendix A.

## **Program Overview**

The purpose of this program is to provide direct, dedicated, annual funding to Ontario municipalities to support the implementation of commuter cycling infrastructure to encourage people to get out of their cars and onto bikes for their daily commute or other frequent trips.

OMCC is a multi-year program, supported by proceeds from Ontario's cap and trade program, with \$42.5M available in the first year. Funding for future years will be determined based on availability of cap and trade proceeds. All Ontario municipalities are eligible for annual OMCC funding to support up to 80% of costs associated with their implementation of eligible commuter cycling projects. The Ministry may, at its discretion, provide accelerated funding to a municipality based upon the eligible project list and project timelines; however this will not increase the total funding eligible to that municipality over the 4-year period of the program.

Municipalities can apply for funding under one of two streams, based on their population size. In addition, municipalities must also declare their interest in participating in the program each year, identify their eligible projects annually, and confirm that they will be able to fund at least 20% of each project's cost.

### **Stream 1: Medium and Large Municipalities (population >15,000)**

- For medium and large municipalities with a population of 15,000 or greater, allocations will be based upon a funding formula.
- The annual declaration must include confirmation that either the municipality has a cycling plan or is working in accordance with an upper-tier cycling plan.
  - The project list submitted must be prioritized based on the cycling plan.
- In cases where municipalities do not have a cycling plan to work from, the declaration submitted must confirm that they will first use OMCC funding to develop a cycling plan, before submitting a list of eligible infrastructure projects prioritized based on the cycling plan developed.

### **Stream 2: Smaller Municipalities (population <15,000)**

- For smaller municipalities, there is annual funding of up to \$25,000 available per municipality on a first come first served basis.
- Existence of a cycling plan is not a requirement for funds to be used to support infrastructure projects.

The annual funding allocation for each participating municipality will be based upon the number of participating municipalities and the available funds in each funding year. Municipalities may also pursue funding partnerships with third parties, including other

municipalities (upper, lower or single-tier), indigenous communities, conservation authorities and municipal service agencies.

Under both streams, funding is to be used for capital investments in new commuter cycling infrastructure and enhancements to existing cycling infrastructure to better support commuting cyclists. It cannot be used to support low frequency or temporary cycling infrastructure. Recipients will be required to gather and submit data on the impact of their projects, including projected/actual users and GHG reductions due to the projects.

Subject to annual appropriation of funds by the Legislative Assembly of Ontario, the OMCC will be in place from May 30, 2017 to March 31, 2021.

### **Key Dates**

Program launch	May 29, 2017
Application Forms Online	June 5 <sup>th</sup> 2017
2017 Deadline to declare participation	August 18, 2017
2017 Funding Announcement	September 25, 2017
2017 Funding Flow (after execution of an enabling By-law and a Transfer Payment Agreement)	September 29, 2017 onwards
2018 Deadline to declare participation	April 30, 2018 (to be confirmed)
2018 Funding Announcement	May 30, 2018 (to be confirmed)
2019 Deadline to declare participation	April 30, 2019 (to be confirmed)
2019 Funding Announcement	May 30, 2019 (to be confirmed)
2020 Deadline to declare participation	April 30, 2020 (to be confirmed)
2020 Funding Announcement	May 30, 2020 (to be confirmed)
Project Completion Deadline	December 30, 2020
Deadline for Final Report Submission/ Program End	March 31, 2021

## **Program Details**

### **1. Eligible Funding Recipients**

All Ontario municipalities are eligible for OMCC funding. Municipalities must declare their commitment to participate in OMCC annually. A municipality can choose to participate in OMCC in any or all of the program years. A decision to participate or not participate in any given year of the program will neither oblige nor prevent a municipality from participating in future years.

Other organizations (e.g., indigenous communities and/or organizations, conservation authorities, school boards, service agencies) can be partners with a municipality on eligible projects but are not eligible to receive OMCC funding. Municipalities can also pool OMCC funds to work on joint, eligible projects.

There are two funding streams: one for municipalities with a population of 15,000 or greater and one for municipalities with a population less than 15,000.

### **2. Eligible Projects**

As OMCC is supported by proceeds from Ontario's cap and trade program, only eligible cycling infrastructure projects that improve or support commuter cycling are eligible for OMCC funding. Funding can be applied to both new commuter cycling infrastructure and to enhancements to existing cycling infrastructure to better support commuting cyclists. The only non-infrastructure eligible project is the development of a new cycling plan for municipalities that do not have a current, council approved cycling plan.

Municipalities must submit a list of commuter cycling capital projects, including anticipated eligible project costs, that they could implement using OMCC funds. Municipalities may submit one or many projects for funding consideration at their discretion. Municipalities may also nominate more projects for funding than their funding allocation, which the province would look to should there be underspending of funds in other areas. The Ministry will not approve funding for individual projects but will approve a list of eligible projects for each participating municipality. The annual allocation for each municipality is dependent upon the number of participating municipalities. Municipalities can submit a request to update the approved project list semi-annually in the second, third and fourth funding years. For the first funding year, participating municipalities may request an update to the approved project list in January, 2018.

Municipalities will select which projects they wish to implement and apply OMCC funding from the list; OMCC funds can only be used for projects on the approved OMCC project list.

All projects that use OMCC funds must be completed by December 30, 2020. Unused OMCC funding must be returned by January 15, 2021. Final reports on all funded and completed OMCC projects must be submitted to the Ministry by March 31, 2021.

a. Council-Approved Cycling Plans

To use OMCC funds to support implementation of a project on the approved OMCC project list, municipalities with a population of 15,000 or more must have a current, council-approved:

- cycling plan; or,
- active transportation plan that incorporates cycling; or
- transportation plan that incorporates cycling; or,
- authority to participate in another municipality's council-approved cycling plan, active transportation plan or other transportation plan (e.g. a lower-tier municipality adhering to an upper-tier municipality's cycling plan).

Municipalities with a population of 15,000 or more must provide a copy of the approved plan or provide a link to an approved plan as part of the application process. OMCC funding can be used to support the development of a cycling plan.

If a municipality with a population of 15,000 or more does not have a council approved cycling plan, they must first develop and secure council approval for a cycling plan prior to being able to use OMCC funding to implement eligible commuter cycling projects.

- Municipalities that do not have council-approved plans must commit to developing/approving a cycling plan to receiving OMCC funding for infrastructure projects.
- Such municipalities are eligible for their full allocation in the first year they apply and will be eligible for their full allocations in future years of the program.
- However, these municipalities must provide proof of completing and approving their cycling plan to the Ministry, prior to submitting a project list and using OMCC funds for commuter cycling projects on their approved eligible commuter cycling project list.

Municipalities with a population of less than 15,000 do not have to have a current, council approved cycling plan to be eligible to apply for and use OMCC funding. They can however use OMCC funds to develop a cycling plan should they wish to do so.

b. Commuter Cycling Infrastructure Projects

In recognition of the diverse needs of cyclists across Ontario municipalities, OMCC funding can be applied to a wide variety of commuter cycling

infrastructure types. Municipalities can apply OMCC funding to multiple eligible projects.

Projects must be consistent with the requirements in the *Ontario Traffic Manual – Book 18 – Cycling Facilities* (OTM Book 18). OTM Book 18 contains information on legal requirements, standards, best practices, procedures, guidelines and recommendations for the justification, planning, design, timing and operation of bicycle facilities and control measures.

The following are examples of eligible on-road cycling infrastructure projects, provided they support commuter cycling, are context appropriate and support vehicle trip reduction:

- Shared roadway with signed bicycle route;
- Signed bicycle route with paved shoulder;
- Conventional bicycle lane;
- Contraflow bicycle lane;
- Separated bicycle lane (with painted buffer or physical barrier);
- Raised cycle track;
- Bicycle priority street;
- Construction/modification of bridges, tunnels and access ramps for cycling;
- Bike specific signage, signalling and pavement markings;
- Multi-use path;
- Bicycle-only facility;
- Intersection modification; and,
- Bike racks or other bike storage.

Projects may be a component of a larger infrastructure project or stand-alone. Municipalities may use OMCC funding for municipal commuter cycling projects that cross provincial transportation infrastructure, (i.e., provincial right of way such as a highway or bridge). Such projects will require additional provincial approvals prior to use of OMCC funds.

The aforementioned examples are illustrative only; projects eligible for OMCC funding for each municipality will be determined by the Ministry at its sole discretion.

### **3. Ineligible Projects**

Projects that are not eligible for OMCC funding include (but are not limited to) ones that:

- Support low frequency cycling;
- support cycling infrastructure whose primary purpose is recreational or tourism;
- cannot be completed by December 30, 2020;
- are not on the Ministry approved list of projects for a participating municipality;
- primarily support other modes of transportation (walking, driving, etc.);

- are solely land acquisition;
- are completed or under construction;
- are fully funded by a commitment from another party;
- do not support commuter cycling;
- provide parking for motor vehicles;
- provide end-of-trip facilities such as washrooms or parking;
- involve operation and maintenance;
- are focused on cycling promotion or research; and,
- are ineligible as determined by the Ministry, in its sole discretion, from time to time.

Project in-eligibility under the OMCC will be determined at the sole discretion of the Ministry.

#### **4. Partnerships**

Eligible projects can involve partnerships with third parties related to funding, maintenance, etc.

Partnerships can involve another municipality, the federal government, an indigenous community or organization, a business, a non-government organization, a service organization, a school board, a conservation authority or others. However, participating municipalities may not use other provincial funding for an OMCC funded project.

Partnerships amongst upper, lower and single tier municipalities to pool OMCC funding on joint eligible projects are encouraged.

Working together can reduce administrative costs, draw on collective resources and expertise, and allow for strategic planning and innovation across a broader geographic area.

Partnerships must be executed prior to the project construction start.

#### **5. Land Ownership**

Municipalities must either own the land where infrastructure receiving OMCC funding is to be located or, prior to the start of construction for each project, have in hand an executed, legally binding agreement with the land owner to allow the municipality to use the land for the commuter cycling infrastructure project (construction, operation and maintenance) for a minimum of five years.

Municipalities will have to warrant that such agreements have been executed.



## **6. Project Approvals**

The Ministry's role in the OMCC is primarily to make financial contributions. The Ministry will not approve specific projects. The Ministry will annually approve the list of potential eligible projects that a participating municipality submits as part of the annual application process for OMCC funding.

The Ministry will provide a Ministry approved project list (to which OMCC funding may be applied) for each participating municipality when the Ministry provides its annual OMCC allocation. Municipalities can submit additional projects for consideration to the Ministry semi-annually as noted previously.

Whether or not to proceed with a specific project on the list of approved projects, and how the OMCC funding will be allocated amongst the identified, eligible projects, will be left to the discretion of the municipality, as long as the terms of the Transfer Payment Agreement are adhered to.

The Ministry will not approve or be responsible for the design of commuter cycling infrastructure projects it supports through OMCC funding. Ontario municipalities have full jurisdiction over their roadways and are responsible for the design, operation, maintenance and traffic control devices on their facilities.

All regulatory approvals must be obtained on a project by project basis by the municipality prior to using OMCC funding.

The Crown, including the Government of Ontario, has a legal duty to consult with Aboriginal communities when it has knowledge of an existing or asserted Aboriginal or treaty right and contemplates conduct that may adversely impact that right. Before deciding whether to provide funding for a project, the Ministry will need to assess whether the Crown has a duty to consult for that project. If the Crown has a duty to consult, the applicants may be required to carry out procedural aspects of the consultation and provide related resources (human and financial).

## **Reporting and Municipal Obligations**

Municipalities will be responsible for ensuring that OMCC funded project(s) are carried out in accordance with the terms and conditions set out in this program guide and the Transfer Payment Agreement (TPA). If there are conflicts, the TPA will prevail. Failure to do so could result in a recovery of all funding by the Province.

### **1. Reporting Requirements**

Reporting requirements will be specified in the TPA but generally this will include an:

- annual financial report of OMCC funding expenditures;
- annual construction report until all projects are completed;
- post-construction project performance data about usage and GHG reductions, beginning at least 1 year and no more than 2 years after project completion; and
- final report.

Failure to provide the required reports will result in either a delay or suspension of project funding. Failure to provide post-construction performance data could result in a recovery of project funds by the Province.

Municipalities must demonstrate usage impacts and GHG reduction benefits for each project for which OMCC funding was received. To this end, counts of cyclists using the current infrastructure will be required for each project, where applicable. (A count would not be required in a location where cycling is not currently permitted, such as an abandoned rail corridor.)

Post-construction data about cyclist use of the new infrastructure will also be required. The method of collecting these data (e.g. intercept surveys) will be specified in the TPA and may vary depending on project characteristics.

### **2. Audit**

A municipality receiving dedicated OMCC funds may be subject to audit. The Ministry may, at its sole discretion, audit or have audited by any third party, any records and documentation of the municipality related to the program.

Such audit may permit the Ministry, at the municipality's expense, to retain external auditors. In addition, the Auditor General may, pursuant to the *Auditor General Act*, R.S.O. 1990, c. A. 35, as amended, audit the accounts and records of the municipality relating to any expenditure of dedicated OMCC funds.

### **3. Pre-construction Performance Data**

For each funded project, municipalities will have to provide a pre-construction count of cyclists using current infrastructure, where applicable.

At a minimum, two 2-hour counts will be required: one on a Tuesday, Wednesday or Thursday between 5 and 7 p.m., and the other on the previous or following Saturday between noon and 2 p.m. To enhance comparability of the data submitted, municipalities will be required to report the dates on which the counts were conducted as well as the weather conditions at the time. Please refer to the [Pre-Construction Survey Form](#) on the Grants Ontario website to help obtaining information.

Further information on counting cyclists can be accessed from the website from the *National Bicycle and Pedestrian Documentation Project* and from the National Cooperative Highway Research Program report *Methods and Technologies for Pedestrian and Bicycle Volume Data Collection*.

Municipalities will also be required to provide information on the potential usage of the infrastructure, such as how many people live or work within 5 km of the project, and what major trip origins and destinations would be connected by the project.

If available, municipalities should provide data regarding anticipated shifts from other routes and other modes, and anticipated trips to be generated due to the funded project.

### **4. Post-construction Performance Data**

The minimum post-construction data will be specified in the TPA and may include, data gathered through counts, intercept surveys or other means. Requirements may vary according to project characteristics. Applicants are urged to include costs for data collection when estimating their project budgets.

## **Participation Declaration**

Municipalities must declare their interest in participating in the OMMC annually by completing and submitting an application form to the Ministry. There are different requirements for each funding stream.

A municipality does not have to participate in OMCC for every year of the program. A municipality can choose to participate in OMCC in any or all of the program years. A decision to participate or not participate in any given year of the program will neither oblige nor prevent a municipality from participating in future years.

Other organizations (e.g., indigenous communities and/or organizations, conservation authorities, school boards, service agencies) can be partners with a municipality on eligible projects but are not eligible to receive OMCC funding. Municipalities can also pool OMCC funds to work on joint, eligible projects.

Municipalities must also update their project list annually and declare that the projects are compliant with program requirements.

### **1. Application Forms**

All municipalities must complete the Application Form located on the Grants Ontario website and submit it to the Ministry by the date noted in the “Key Dates” section of this Guide.

Municipalities will be required to provide the following information through the application process:

- descriptions of the potential projects (e.g. description of work that could be undertaken);
- information on the demand for each proposed project (e.g., number of residents and jobs within a catchment area, potential facility use);
- anticipated dates for each potential project’s milestones (design completion, project award, substantial completion and project completion);
- details of how each project aligns with the OMCC program objectives;
- map of potential projects; and,
- funding needs for each proposed project.

### **2. How to Submit an Application**

- Click on the link Ontario Municipal Commuter Cycling (OMCC) Program Application located at Grants Ontario.
- Complete the application form. Make sure you complete the required attachment.

- For technical assistance, please contact Grants Ontario Customer Service at 416-325-6691 or 1-855-216-3090 or [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca) Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time. TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll-free: 1-800-268-7095.

If you have questions about the program, you please email the Ministry at [cycling@ontario.ca](mailto:cycling@ontario.ca) or connect by mail at:

Ministry of Transportation  
Ontario Municipal Commuter Cycling Program  
777 Bay Street, 30<sup>th</sup> Floor  
Toronto, Ontario  
M7A 2J8

### **3. Project Readiness**

Projects that are not yet ready for implementation are still eligible for OMCC funding (see Funding section for more details).

For a project to be eligible for OMCC funding, it must be completed by December 30, 2020.

## **Funding Details**

### **1. OMCC Program Funding**

OMCC is a four year, program with two funding streams. OMCC funding is provided for a maximum of 80% of the total eligible capital cost of eligible projects. Funding to individual municipalities is dependent on the number of participating municipalities. The Ministry may, at its discretion, provide accelerated funding to a municipality based upon the eligible project list and project timelines; however this will not increase the total funding eligible to that municipality over the 4-year period of the program.

The first funding stream is for municipalities with populations of 15,000 or greater. There will be \$40.5 M in funding for the first funding year under this stream.

For municipalities with populations of less than 15,000, there is a total of \$2M in funding available in the first funding year, with up to \$25,000 being available per municipality. Funding for this stream will be provided on a first-come-first-served basis. However, should all funding for the small municipality stream not be subscribed to by the date noted in the “Key Dates” section of this Guide, the remaining funding allocation under this stream will be added to the allocation for the medium to large municipalities stream.

There may be additional funding available for future years for both streams. Funding allocations for future years will be determined based on availability of cap and trade proceeds.

Population and commuter ridership numbers are based upon the 2011 Census.

### **2. Annual Funding**

Funding will be flowed directly to participating municipalities on an annual basis. Funding may be flowed in a lump sum or through a funding schedule, as identified in each municipality’s Transfer Payment Agreement. The Ministry may, at its discretion, provide accelerated funding to a municipality based upon the eligible project list and project timelines; however this will not increase the total funding eligible to that municipality over the 4-year period of the program.

Participating municipalities will be notified annually as per the Key Dates about their funding allocation for that fiscal year.

Municipalities must declare their interest in participating annually by the declaration date noted in the “Key Dates” section of this Guide.

A municipality does not have to participate in OMCC for every year of the program. A municipality can choose to participate in OMCC in any or all of the program years.

A decision to participate or not participate in any given year of the program will neither oblige nor prevent a municipality from participating in future years.

Prior to receiving funding in the first year of participation, a municipality must execute a Transfer Payment Agreement (TPA) with the Ministry. Municipalities must also pass an enabling bylaw and provide a copy of the passed bylaw to the Ministry on an annual basis to participate in the program.

OMCC provides capital funding. It does not provide funding for maintenance or operational costs.

Municipalities must contribute a minimum of twenty percent of the total capital cost of implementing each eligible commuter cycling infrastructure project to be eligible for OMCC funding. Municipalities must also confirm that they are not using any other provincial funding to support eligible costs towards the implementation of OMCC projects.

### 3. OMCC Funding Streams

#### 1. Municipalities with a Population of 15,000 or Greater

Municipalities will be directly funded using an allocation formula based on a combination of commuter cyclists and population. The formula balances the needs of large established cycling communities and the growth needs of rapidly growing municipalities. The Ministry may, at its discretion, provide accelerated funding to a municipality based upon the eligible project list and project timelines; however this will not increase the total funding eligible to that municipality over the 4-year period of the program.

- As larger municipalities have a greater potential for high volume commuter cycling due to their higher population densities, these municipalities will be funded for up to 80% of eligible capital costs using a formula-based funding structure as follows:

<u>Base Funding:</u> \$25,000 for each participating municipality	+	<u>Population-based Funding:</u> 70% of the remaining allocation based on municipal population.*	+	<u>Cyclist-based Funding:</u> 30% of the remaining allocation based on the number of municipal commuting cyclists.*
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\*Source: 2011 Census (Statistics Canada)

- Upper-tier and lower-tier municipalities are both eligible for OMCC funding but funding will be divided 50/50 between the two tiers if both tiers declare interest in participating in any given year.

- Funding will not be awarded to specific projects but a list of eligible projects will be approved. Municipalities will only be able to use OMCC funding on approved eligible projects.
- Participating municipalities must receive Ministry approval for their eligible project list and confirm funding needs annually (see Participation Declaration).
- Participating municipalities will be required to report annually on project expenditures and use of OMCC funds.
- If a municipality does not have a council-approved cycling plan or its proposed commuter cycling projects are not incorporated in a municipal council approved cycling plan, it must first develop and approve a cycling plan for their municipality prior to submitting a project list and using OMCC funding toward any project on its approved list of projects.
  - OMCC funding may be used to develop the cycling plan.

## 2. Municipalities with a Population of Less than 15,000

- This OMCC funding stream is for municipalities with a population of less than 15,000.
- The Ministry will provide up to 80% of the eligible costs to a maximum of \$25,000 per participating municipality.
- The Ministry will directly fund eligible commuter cycling capital projects.
- Municipalities will have to identify project(s) for consideration and funding needs by completing and submitting an application annually (see Participation Declaration).
- Municipalities in this funding stream are not required to have a current council-approved cycling plan to be eligible. However, funding can be used to develop a cycling plan should the municipality wish to do so.
- Funding will be allocated until the annual funding allocation is exhausted or until August 18, 2017 after which any remaining funds are included in the allocation for medium and large municipalities.

## 4. **Eligible Costs**

OMCC provides up to 80% of the eligible of capital costs towards the implementation of projects on the approved eligible projects list. OMCC provides only capital



funding and does not provide funding for planning (other than development of cycling plans), maintenance or operational costs.

Municipalities must contribute a minimum of 20% of the capital cost of implementing each eligible commuter cycling infrastructure project. Municipalities must also confirm that they are not using any other provincial funding to support eligible costs towards the implementation of OMCC projects.

All projects costs must be incurred after May 30, 2017 and prior to December 30, 2020. All projects must be completed by December 30, 2020.

Eligible project costs include costs that support:

- planning costs to develop a cycling plan for municipalities that do not already have a current, council-approved plan;
- design/engineering;
- project management;
- construction materials; and,
- construction.

A detailed list of eligible costs will be outlined in the Transfer Payment Agreement between the Ministry and each participating municipality.

A municipality receiving dedicated OMCC funds must ensure that all funds received and any related interest are used exclusively towards eligible expenditures for projects on the approved project list. Each municipality will determine which of the projects on the approved project list it will implement and fund with OMCC funding.

## **5. Ineligible Costs**

OMCC provides capital funding and does not provide funding for planning, maintenance or operations costs. Funding is provided for planning costs only for municipalities that do not already have a current, council-approved plan.

Municipalities must contribute a minimum of 20% percent of the capital cost of implementing each eligible commuter cycling infrastructure project. Municipalities must also confirm that they are not using any other provincial funding to support eligible costs towards the implementation of OMCC projects.

Ineligible project costs include but are not limited to:

- Eligible projects costs in excess of 80% of the total eligible project cost;
- property acquisition and lease costs;
- landscaping;
- education and marketing;
- sidewalks and other pedestrian needs;
- end of route facilities like showers, shelters and benches;

- environmental assessments and other approvals;
- administration and overhead;
- planning, maintenance and operational costs;
- legal costs; and,
- finance costs.

This list is not exhaustive. A detailed list of ineligible costs will be outlined in the TPA to be entered into between the Ministry and each participating municipality.

## **6. Minimum Municipal Contribution**

The municipality must contribute at least 20% of the total eligible project costs for each project. Municipalities must also confirm that they are not using any other provincial funding to support eligible costs towards the implementation of OMCC projects. Provincial funding is limited to 80% of eligible costs.

Municipalities are responsible for any budget overruns.

## **7. Funding From Other Sources**

A participating municipality receiving OMCC funding must report on any other financial contribution it receives from a third party including other levels of government and government agencies other than OMCC to support eligible project costs. The municipality may not use other provincial funding.

## **8. Annual Payment Process**

The Ministry will advise each municipality participating in OMCC of the amount of dedicated OMCC funds it is eligible to receive.

The Ministry will send a Transfer Payment Agreement (TPA) to each of these municipalities the first year it is participating in the program. The TPA will set out the terms and conditions upon which the dedicated OMCC funds will be released to the municipality, and by which the municipality will have to agree to be bound. In each subsequent year, the Ministry will provide a letter of agreement outlining that year's OMCC funding.

In addition, the Ministry may withhold payment of dedicated OMCC funds until reporting requirements are met for the previous year.

## **9. Requirements for All OMCC Funds Received in 2017 and Beyond**

All funds must be deposited into a dedicated account.

Funding that is not used in one funding year can be carried over to be used in subsequent funding years provided all projects are completed by December 30, 2020. Interest earned must be reported annually.

Funding will be flowed to a participating municipality annually once it provides the Ministry with a copy of the enabling by-law.

Unused funds must be returned to the Ministry by January 15, 2021.

## **10. Dedicated OMCC Funds Reserve Account**

Dedicated OMCC funds may be used only towards approved eligible expenditures for commuter cycling infrastructure projects on the approved project list.

If the Ministry provides funds to a municipality before the municipality's immediate need for the funds, the municipality will be required to keep the funds, and all interest earned on such funds, in a dedicated OMCC funds reserve account.

Dedicated OMCC funds received, and any related interest earned on such funds, must be reported annually, using the reporting forms in the TPA.

## **11. Interest**

Interest must accrue on funds carried over the course of the program reporting period in a dedicated OMCC funds reserve account. A municipality must calculate interest on its average annual balance of funds. The interest must also be reported annually and can only be applied towards eligible expenditures and approved projects.

## **12. Enabling By-law**

Prior to entering into the TPA, the municipality will be required to provide the Ministry with copies of an enabling municipal by-law that:

- permits the municipality to enter into an agreement;
- commits the municipal share of funding;
- designates signing officers for and authorizing the execution of the Agreement, certificates of insurance or any other documentation requested by the Ministry;
- includes the list of eligible projects; and,
- complies with OMCC program requirements.

Guidance on the by-law requirements can be found on the Grants Ontario website at the following link ( ).

## **Contact Information**

### **Technical Assistance:**

- Grants Ontario Customer Service at 416-325-6691 or 1-855-216-3090 or [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca) on Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time.
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll-free: 1-800-268-7095.

**Website:** [www.grants.gov.on.ca](http://www.grants.gov.on.ca)

**Email:** [cycling@ontario.ca](mailto:cycling@ontario.ca)

### **Mail:**

Ontario Municipal Commuter Cycling Program (OMCC)  
c/o Sustainable & Innovative Transportation Office  
Transportation Policy Branch  
Ministry of Transportation  
777 Bay Street, Suite 3000  
Toronto ON  
M7A 2J8

## **Appendix A: Definitions**

When used in this guide, the words set out below that import the singular include the plural and vice versa:

“Application” means an application submitted by an Applicant in accordance with the terms and conditions set out in this Guide.

“Approved OMCC Project List and Approved list” means the list of eligible OMCC projects approved by the Ministry as eligible for OMCC Funding and identified in the Application and the Transfer payment Agreement executed between the Ministry and the Recipient.

“Commuter Cycling” means cycling to support daily or frequent cycling to and from workplaces, schools, businesses and major retail locations that support motor vehicle trip reductions.

“Eligible Cost” means an expenditure that is eligible for OMCC program funding.

“Guide” means this guide entitled “Ontario Municipal Climate Change Cycling (OMCC) Program Guide”.

“Ineligible Cost” means an expenditure that is ineligible for OMCC program funding.

“Ministry” and “Minister”, respectively, mean the Ministry of Transportation which is responsible for the administration of the OMCC and the Minister responsible for the Ministry.

“OMCC Funding” means the money the Ministry provides to a municipality pursuant to an Agreement to be used strictly towards Eligible Costs for an approved OMCCC project and in accordance with and as set out in the Agreement; Funds has the same meaning;

“OMCC Funds Reserve Account” means an interest bearing account set up by a municipality receiving OMCC Funding, under the same name of the municipality and in a Canadian financial institution, where OMCC Funds are deposited and tracked separately from any other funds.

“OMCC” means the Ontario Municipal Commuter Cycling program established by the Ministry to provide municipalities with OMCC Funds.

“OMCC Projects” means the projects described in the annual declaration application for OMCC Funding, including any changes to the project(s) on the Approved Project List which has received the prior written approval of the Ministry.

“TPA” means a transfer payment agreement entered into between the Ministry and a municipality that sets out the terms and conditions under which the Ministry agrees to provide OMCCP funding to the municipality, and includes any amending agreement entered into pursuant to the agreement.

**Ontario Municipal Commuter Cycling (OMCC) Program  
2017 Application Declaration  
Municipalities with a Population of 15,000 or Greater**

The Corporation of the Town of Kingsville declares that it will participate in the Ontario Municipal Commuter Cycling Program (OMCC) for 2017 and requests funding to support the commuter cycling projects listed in this document.

The Corporation of the Town of Kingsville declares that all the commuter cycling projects listed in this document and that use OMCC funding meet OMCC program requirements.

The Corporation of the Town of Kingsville declares that it has a council approved cycling plan (<http://www.cwats.ca/en/about-CWATS/reports-and-publications.asp>) and that all projects submitted in this application for consideration for OMCC funding are supported by this plan.

Dated this **24** day of **July, 2017**.

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MAYOR

---

CLERK



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

**Date:** July 24, 2017  
**To:** Mayor and Council  
**Author:** Kevin Girard, Manager of Municipal Services  
**RE:** Contract No. MS17-107 - Park Street Reconstruction  
**Report No.:** MS 2017-32

---

## **AIM**

This report is presented to obtain Council's authorization to award the contract for the rehabilitation of Park Street from Dock Road to Division Road South.

## **BACKGROUND**

The Park Street reconstruction project was originally designed as a 2009 capital project. The initial engineering work was completed by Stantec Consulting Ltd. Due to competing priorities, and responsible budgetary limitations, the Park Street project had been deferred for many years.

With the announcement of the Ontario Community Infrastructure Fund (OCIF) grant, the Town applied for and was awarded \$937,082 against the reconstruction estimate of \$2,200,000 for the completion of the project, which includes new water main and services, reconstructed roadway, curb & gutter, sidewalk, and the inclusion of a multiuse pathway to connect Lakeside Park to Mettawas Park.

The approved 2017 capital budget includes \$2,200,000 was included within the Public Works and Environmental Services budgets to reflect the net impact inclusive of the grant.

Council report MS 2017-23 (resolution 362-2017) was presented to Council on May 8<sup>th</sup>, 2017 and Municipal Services was given authorization to enter into an agreement with Stantec Consulting for the design, tendering, inspection and administration of the Park Street project.



## DISCUSSION

The Public Input Session, held in Council Chambers on the evening of June 5<sup>th</sup>, 2017 was a great success. The meeting had 34 residents in attendance, Council Representation and the entire Municipal Services Management Team.

The meeting gave residents an opportunity to browse the project, design drawings, and raise any questions or comments that were specific to the Park Street project. All of these questions were analyzed and communicated to the Lead Engineer of Stantec to be considered in the design of Park Street.

Stantec has now completed the design under the direction of Municipal Services with consideration of a Public Input Session. Municipal Services has reviewed, approved the design and tendered the project that closed on July 13<sup>th</sup>, 2017 at 11:00am.

## LINK TO STRATEGIC PLAN

Provide safe, adequate and affordable municipal services and infrastructure.

## FINANCIAL CONSIDERATIONS

Using the Town's electronic tendering system, the following results (not including HST) were received for the MS17-107 contract:

1. Sherway Contracting (Windsor) Ltd	\$ 1,683,152.50
2. D'Amore Construction (2000) Ltd.	\$ 1,697,110.00
3. Major Construction (2010) Ltd.	\$ 1,790,845.00
4. Coco Paving Inc	\$ 1,794,000.00
5. J&J Lepera Infrastructures	\$ 1,825,000.00
6. Amico Infrastructures Inc.	\$ 2,049,900.00

Should Council agree to authorize the lowest bidder in accordance with Stantec's letter of recommendation found in the attached, the total cost impacting the 2017 Capital Budget would be as follows:

Construction Costs	\$ 1,683,152.50
<u>Engineering &amp; Inspection Services</u>	<u>\$ 237,600.00</u>
Subtotal	\$ 1,920,752.50
<u>HST Burden</u>	<u>\$ 33,805.24</u>
<b>Total Impact on 2017 Budget</b>	<b>\$ 1,954,557.74</b>

Therefore, the Park Street project would be \$245,442.26 under budget from the \$2,200,000 initially set in the approved capital budget schedule. It should be noted that the contract cost from Sherway Contracting includes a contingency allowance of \$142,400.

## CONSULTATIONS

Stantec Consulting  
Municipal Services

## RECOMMENDATION

That Council receives the letter of recommendation from Stantec Consulting and authorize the award of Contract Number MS17-107 for the reconstruction of Park Street to Sherway Contracting in the amount of \$1,683,152.50 (not including HST) and direct Administration to prepare the necessary authorizing by-law.

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



Stantec Consulting Ltd.  
140 Ouellette Place, Suite 100  
Windsor, Ontario N8X 1L9  
Tel: (519) 966-2250  
Fax: (519) 966-5523

July 14, 2017  
File: 165620097

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

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

Dear Sir,

**Reference: Tender Report**  
**Park Street Road Improvements from**  
**Division Street South to Dock Street**

Tenders for the above referenced project were received at the Town of Kingsville offices until 11:00 a.m. on Thursday, July 13<sup>th</sup> 2017. A total of six (6) tenders were submitted electronically. The tender amounts are shown below.

<u>CONTRACTOR</u>	<u>TENDER PRICE (Not Including HST)</u>
1. Sherway Contracting (Windsor) Limited	\$ 1,683,152.50
2. D'Amore Construction (2000) Ltd	\$ 1,697,110.00
3. Major Construction (2010) Ltd.	\$ 1,790,845.00
4. Coco Paving Inc.	\$ 1,794,000.00
5. J&J Lepera Infrastructures	\$ 1,825,000.00
6. Amico Infrastructures Inc.	\$ 2,049,900.00

The tenders were checked for inconsistencies, omissions, unbalanced pricing and other items that would raise concerns. Coco Paving Inc.'s unit prices in Item No. A 28 for topsoil and grass restoration were significantly lower than the prices submitted by all other tenderers. Since Coco Paving Inc. had the fourth lowest tender, no further action was taken. No other significant inconsistencies, omissions, or unbalanced pricing were noted.



July 14, 2017  
G.A. Plancke, Civil Eng. Tech (Env)  
Director of Municipal Services  
Page 2 of 2

**Reference: Tender Report  
Park Street Road Improvements from  
Division Street South to Dock Street**

The tenders were checked for mathematical errors. No mathematical errors were noted.

All tenderers filled out Statements A, B and C as required.

A 10% bid bond was submitted to the Town by Sherway Contracting (Windsor) Limited subsequent to tender closing as required.

The engineer's opinion of probable cost for this work was \$1,641,475.00 (not including HST) which was based on historical prices for similar projects.

Sherway Contracting (Windsor) Limited was the low bidder for this project. The tender price of \$1,683,152.50 excludes HST, includes a cash allowance for asphalt escalation of \$2,500.00, and also includes a contingency allowance of \$142,400.00. Sherway Contracting (Windsor) Limited's bid is approximately 2.5% higher than the engineer's estimate, approximately 0.8% lower than the second lowest tenderer, approximately 6.0% lower than the third lowest tenderer, approximately 6.8% lower than the average tender price, and approximately 17.9% lower than the highest tenderer which is normal for this type of project. The pricing was slightly higher than anticipated likely due to the high volume of projects being tendered in the area over the last few weeks.

In our opinion, **Sherway Contracting (Windsor) Limited** has the resources and experience to successfully complete this project. We have worked with them on similar projects and those projects were completed within budget and on schedule.

We recommend the project be awarded to Sherway Contracting (Windsor) Limited at the unit prices indicated in the tender.

Feel free to call if you have any questions or require additional information

Regards,

**STANTEC CONSULTING LTD.**

Clarence Jubenville, P.Eng.  
Sr. Project Engineer  
Phone: (519) 966-2250 Ext. 241  
Fax: (519) 966-5523  
clarence.jubenville@stantec.com

Attachment:

c.



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

**Date:** July 18, 2017  
**To:** Mayor and Council  
**Author:** Tim Del Greco, Manager of Facilities and Properties  
**RE:** Marina Fuel Tank Beautification  
**Report No.:** MS 2017 - 36

---

#### **AIM**

To seek Council approval to exceed the Marina Facility Maintenance operational budget in order to enhance the appearance of the marina fuel storage tank.

#### **BACKGROUND**

The Marina Committee is in the process of developing an action plan for Cedar Island Beach and Marina. The objective of the plan is to promote revitalization and development of the marina through a number of operational and capital goals. These goals are divided into three main categories: short, medium, and long term.

#### **DISCUSSION**

Beautification of the fueling station is a short-term goal identified in the Marina Action Plan, specifically the installation of a privacy fence or landscaping in order to conceal the fuel tank. The current balance in the Marina Facility Maintenance operational account is not adequate to proceed with this work in 2017. The Marina Committee however has expressed a desire to exceed the budgeted amount in 2017 in an effort to expedite this process and conceal the tank.

#### **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**

\$7,500 has been allocated in 2017 for Marina Facility Maintenance. As of June 30<sup>th</sup> 2017, \$1,598.47 remains. It is estimated that this account will exceed the budgeted amount by approximately \$5,000 (at year-end) if the works were to proceed in 2017.

In spite of this deficit, it is anticipated that the overall Marina budget will continue to remain in surplus at year-end.

## **CONSULTATIONS**

Kingsville Marina Committee  
Creative Homescapes

## **RECOMMENDATION**

Council approve spending in excess of the 2017 budgeted amount in account 173-099-60315 in order to facilitate beautification of the marina fuel storage tank.

*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:** July 17, 2017  
**To:** Mayor and Council  
**Author:** Tim Del Greco, Manager of Facilities and Properties  
**RE:** Coghill / Timbercreek Park Playground Equipment  
**Report No.:** MS 2017 - 34

---

#### **AIM**

To recommend to Council to proceed with the installation of playground equipment at Coghill and Timbercreek Park.

#### **BACKGROUND**

Timbercreek Park is an area of land being developed as active parkland adjacent to 191 Grandview Avenue. In 2017, \$55,000 was allocated in the municipal budget for the supply and installation of new playground equipment at this location.

Coghill Park is an existing active parkland located at 194 Coghill Drive. The equipment at this location is aged and no longer compliant with current standards. In 2017, \$50,000 was allocated in the municipal budget for the supply and installation of new playground equipment at this location.

#### **DISCUSSION**

In April of 2017, a request for playground proposals was advertised. As a result, eight contractors submitted pricing for various designs. The following criteria was used to evaluate each design:

- Equipment safety features
- Number of accessibility features
- Number of play features
- Overall cost
- Types of material used
- Future maintenance requirements and concerns
- Overall appeal (cosmetics)

In addition, the proposals were circulated to local residents of each parkland requesting their feedback and preferred selection amongst the various designs.

Upon reviewing the above criteria and survey results, it was decided to proceed with the proposals most favored by the local residents in each respective area. These proposals can be viewed in Appendix I (Coghill) and Appendix II (Timbercreek).

Both proposals were circulated to the Parks, Recreation, Arts and Culture Committee as well as the Kingsville Accessibility Advisory Committee for feedback. The majority of feedback was positive from both committees.

Both proposals comply with CSA Standard Z614-14 (Children's playspaces and equipment safety standard) which also includes Annex H of this standard (Children's playspaces and equipment that are accessible to persons with disabilities). It is also in compliance with the Ontario Integrated Accessibility Standards Regulation (AODA).

### **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**

Pending approval of this report, \$50,440.20 (excluding HST) will be awarded to PlayPower Canada for the installation of equipment at Timbercreek Park. The budget for this location is \$55,000.

In addition, \$51,191.06 (excluding HST) will be awarded to Henderson Recreation for the installation of equipment at Coghill Park. The budget for this location is \$50,000.

### **CONSULTATIONS**

Municipal Services  
PlayPower Canada  
Henderson Recreation  
Kingsville Accessibility Committee  
PRAC Committee

### **RECOMMENDATION**

Recommend Council approve the proposal submitted by PlayPower Canada in the amount of \$50,440.20 for the installation of playground equipment at Timbercreek Park and approve the proposal submitted by Henderson Recreation in the amount of \$51,191.06 for the installation of equipment at Coghill 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





Model No. B501951R2

Posts | Brown  
Accents | Tan  
Roto-Molded Plastic | Gecko  
HDPE Plastic | Green-White-Green

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1-800-265-5462 | Fax 519-426-1132 | www.hendersonplay.com  
11 Gilbertson Drive, Simcoe, Ontario, Canada, N3Y4K8  
This drawing is not to be reproduced in any way without prior approval from Henderson Recreation.

Components

Quantity	Desc				
1	Canoe Motion Toy	1	PlayFort Rail Panel	2	Half Hex Deck
1	Magnifying Panel	1	PlayFort Window Panel	1	Pine Tree Post Topper
6	"2"" Swing Bearing"	1	Boogie Board	1	PlayFort Roof
1	Slash-Proof Baby Seat (8' Top-bar)	1	Tot Arch Bridge with Protective Barriers	1	Single Slide Plastic Hood
2	Slash-Proof Belt Seat (8' Top-bar)	1	Palm Leaf Climber 4'	1	Double Slide Plastic Hood
1	8' Standard Swing 1-Bay	1	Ring Climber 5'	1	The Big Curve Twister Slide 5'
1	8' Standard Swing Extend-A-Half-Bay	1	Ridge Rock 4'	1	Double Scoop Slide 4'
		1	Non-Skid Balcony Deck	1	"Accessible Step Deck 12""
		1	Square Deck	1	Transfer Station 4'
				1	Accessible Trapeze Beam
				1	Wishbone Overhead
				1	Spinner Bowl

**Henderson®**  
Providing Playground Fun









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[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

**Date:** July 17, 2017  
**To:** Mayor and Council  
**Author:** Peggy Van Mierlo-West  
**RE:** 2nd Quarter Report  
**Report No.:** CAO-2017-009

---

## **AIM**

To provide Council with an update on operations for the 2nd quarter.

## **BACKGROUND**

The following is an update for Council regarding operational items from April 1<sup>st</sup> to June 30<sup>th</sup>, 2017.

## **DISCUSSION**

### **Financial Services**

The attached graph depicts the tax, water and waste water rate compared to other municipalities within Essex County.

Council approved the movement towards a long term Capital. Administration is currently working towards having a draft budget presented to Council by December. This will include the 5 year Capital plan.

### **Information Technology**

IT tickets for staff support April 1 to June 30 – 351 tickets – 47 open – 7 of those are laptops requests for later in 2017.

Capital Project Status log has been updated for remaining open projects:

- 1) 71705 – testing is completed, migration of staff to new thin clients completed, pending are applications to users with desktops and laptops. Expected completion July
- 2) 71706 – in progress, onsite internal review done June 21. External testing pending. Expected completion of project July
- 3) 71708 – on hold pending installation of tower by Facilities Manager. Expected completion in 3<sup>rd</sup> quarter
- 4) 71712 – Everbridge implementation completed – Live date June 14
- 5) 71715 – in progress. All training completed. Migration ongoing in Laserfiche by Corporate Services
- 6) 71717 – in progress. Working with eSolutions on both Kingsville.ca and MyKingsville.ca.

## **Human Resources**

The Human Resource Manager position has been filled and this position been moved under the direct supervision of the Director of Corporate Services. The attached organizational chart depicts the changes that have occurred.

Team Building Day occurred in May. Topic of the day was; communication and building teams with taking into account everyone's unique personality.

Council-Management Workshop occurred on April 29th, 2017. Attached to the document is the PowerPoint presentation that was provided to Council. After the workshop it was requested by Administration that Council provide some items that they would like to have more information on. This list is as follows;

Media Workshop
Develop Motion Tracker
Develop Staff Input Session for Strategic Plan
Workplace Incivility Training
Google Alerts Training
Develop training of Council/Staff relations
Proactive Mandatory Council Workshops
Develop a Morning After Council Blog
Open House Nights
Review of Committees
Review of the Code of Conduct
Summary of all Roles and Responsibility
Update Procedural Bylaw (Include Consent Agenda)
Review of HR Policies including Hiring
Insurance Risk Management Workshop
Communication of issues through Cityworks
Review of Bylaws

The two green items denote completion of these items. Other items are currently being developed and will be reported back to Council. Over the course of this term Council will be scheduled for other work

In 2016 we adopted the use of an online Human Resource training system. This past quarter has seen a ROI of \$36,346.24. *(ROI Calculation provided by HR Downloads. Based upon 184 hours of development at \$26.75/hour)*

### **Municipal Services**

Attached to this report is the Capital Project tracker. The majority of the projects are in some form of advancement.

Unexpected costs have included the following repairs and emergencies:

New Designs Drainage Works	\$5,413.77	30/05/2017	As directed by Council
48 Hillview Mainbreak	\$1,088.02	25/05/2017	Completed in- house. No external costs.
2091 County Road 20 Main Break	\$20,000+	06/05/2017	Doesn't include Pro-bids invoice or Mill-am invoice (quote \$13,200) To be invoiced
63 Divison Rd Main Strike	\$12,253.69	18/05/2017	Invoiced to Gosfield North Communications Re: Underground Line Strike ( Repaired on behalf of UWSS)
80 Wigle Ave Sewer Repair	\$1,638.68	30/06/2017	JV Energy repair. Cross bore damage. To be invoiced
Marsh SD RD Road Crossing Failure	\$9,000.00	01/05/2017	Municipal Drain repair.

### **Fire Department**

#### **Calls**

The Town experienced in total 101.81 hours of calls within the second quarter.

South Station – 54 calls (42 hours 40 minutes)

North Station – 20 calls (59 hours 9 minutes)

#### **Public education**

There were 3 station visits, 1 school visit and a presence at the Older Adults Expo. In total 158 connections were made.

## **Quarter highlights**

The Fire Department had the Fire Chief, Administrative Assistant and nine new recruits vacancies replaced, Also the Town did take possession of its new aerial truck. The old truck is still up for sale. The Fire Department also assisted with the introduction of the Kingsville Alert System with: 560 web registrations, 22 manual registrations, 9411 total registrations.

The Department has completed and submitted PTSD Prevention Plan to the province and also conducted a Spouse Mental Health/Stress Seminar. Training also commenced for a Peer Support Team for both stations.

## **Corporate Services**

	1st Quarter	2nd Quarter
Lottery Licensing	7	8
Dog Tags	1698	207
Marriage Licenses	3	28
Marriage Solemnizations	1	6
Burials	27	20
Business Registry	202	27

Records retention and elections are ongoing and will be reported in further detail in the fall.

## **Recreational Programming**

There are two new programs being provided at Cedar Beach this season. These are OPV Beach Volleyball and Surf's Up Stand Up Paddle Boarding. Within this quarter the Town assisted in holding a Canada 150 Tea and the Older Adults Expo in conjunction with the 55+ Committee.

The Town did host a Canada Day celebration which was well attended.

## **Communications**

68 per cent of Ontario Municipalities are now using social media. The Town has had 61 Facebook posts and 88 Twitter posts from April 1<sup>st</sup> to June 30<sup>th</sup>. We also had 6 media releases.

## **Website Statistics**

	Kingsville.ca			Kingsvillefire.ca			Mykingsville.ca		
	1st quarter	2nd quarter	% change	1st quarter	2nd quarter	% change	1st quarter	2nd quarter	% change
Sessions	28260	28379	0.21%	1291	1331	1.53%	8206	12374	20.25%
Users	18081	18593	1.40%	1057	783	-14.89%	6928	10243	19.31%
Page Views	67620	65552	-1.55%	4059	4001	-0.72%	16095	22872	17.39%
US visitors	50.07%	49.28%	-0.79%	52.36%	49.66%	-2.70%	44.61%	42.96%	-1.65%
Canadian Visitors	36.63%	35.77%	-0.86%	32.61%	36.29%	3.68%	33.89%	36.24%	2.35%
Great Britain Visitors	13.40%	13.78%	0.38%	13.40%	13%	-0.40%	16.07%	18.22%	2.15%
New Users	58%	58.70%	0.70%	76.30%	54.50%	-21.80%	80.60%	78.70%	-1.90%
Returning Visitors	42%	41.30%	-0.70%	23.70%	45.50%	21.80%	19.40%	21.30%	1.90%

Kingsville Works have been attached to the document.

### **Planning**

The following are items that have been completed or are active in the dept. over the 2<sup>nd</sup> Quarter of 2017.

#### **5 Year OP Review**

RFP was completed. 4 Planning companies submitted proposals. Staff is currently reviewing the proposals and a report will be coming to Council the end of August with a recommendation.

#### **Cottam CIP**

Financial incentive options reviewed and presented to Council, next steps will be to conduct an open house event for the public in Cottam. The date of this event is to be determined.

#### **Approved Applications**

Main & Wigle Carwash Development  
 Mastronardi Greenhouse – New Build in process  
 JM Hydroponics – Expansion under construction  
 Albuna Plant Farm – no construction as of yet  
 Millbrook Subdivision  
 Lakeside Park

#### **Kings Villa Condo Development**

Follow-up regarding recommendations from PAC with the developer, additional traffic work have been completed.

#### **140 Main St E**

Open House was held by the developer.



## **Building**

### **By-Law Activity**

The Town has seen a 22% decrease in by-law cases that are currently under investigation from 60 investigations in 2016 to 47 in 2017 (based on this quarter). We have seen a decrease of number of cases resolved based on comparison from last year of 15%.

<b>By-Law Activity Report</b>				
June 30, 2017				
	Year to Date 2017	Year to Date 2016	Year to Date 2015	
<b>Number Cases Under Investigation</b>	<b>47</b>	<b>60</b>	<b>42</b>	
<i>increase / decrease over prior YTD</i>	-13	18		
<i>increase / decrease over prior YTD (%)</i>	-22%	43%		
<b>Number Cases Resolved</b>	<b>77</b>	<b>91</b>	<b>55</b>	
<i>increase / decrease over prior YTD</i>	-14	36		
<i>increase / decrease over prior YTD (%)</i>	-15%	65%		
<b>Total Cases Investigated</b>	<b>124</b>	<b>151</b>	<b>97</b>	
<i>increase / decrease over prior YTD</i>	-27	54		
<i>increase / decrease over prior YTD (%)</i>	-18%	56%		

### **Building Activity**

Total permits that have been issued for 2017 have increased by 7% compared to 2016 Revenue to date has increased by 38% with a prorated budget revenue of \$73,355. The total building activity report has been attached.

The staff are also actively working to close out the 2016 applications in terms of deposits, registration of agreement, clearing conditions and stamping deeds. Total value of the application is \$20,400. This is in line with the forecasted revenue for 2017.



## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

None

## **CONSULTATIONS**

Department Heads

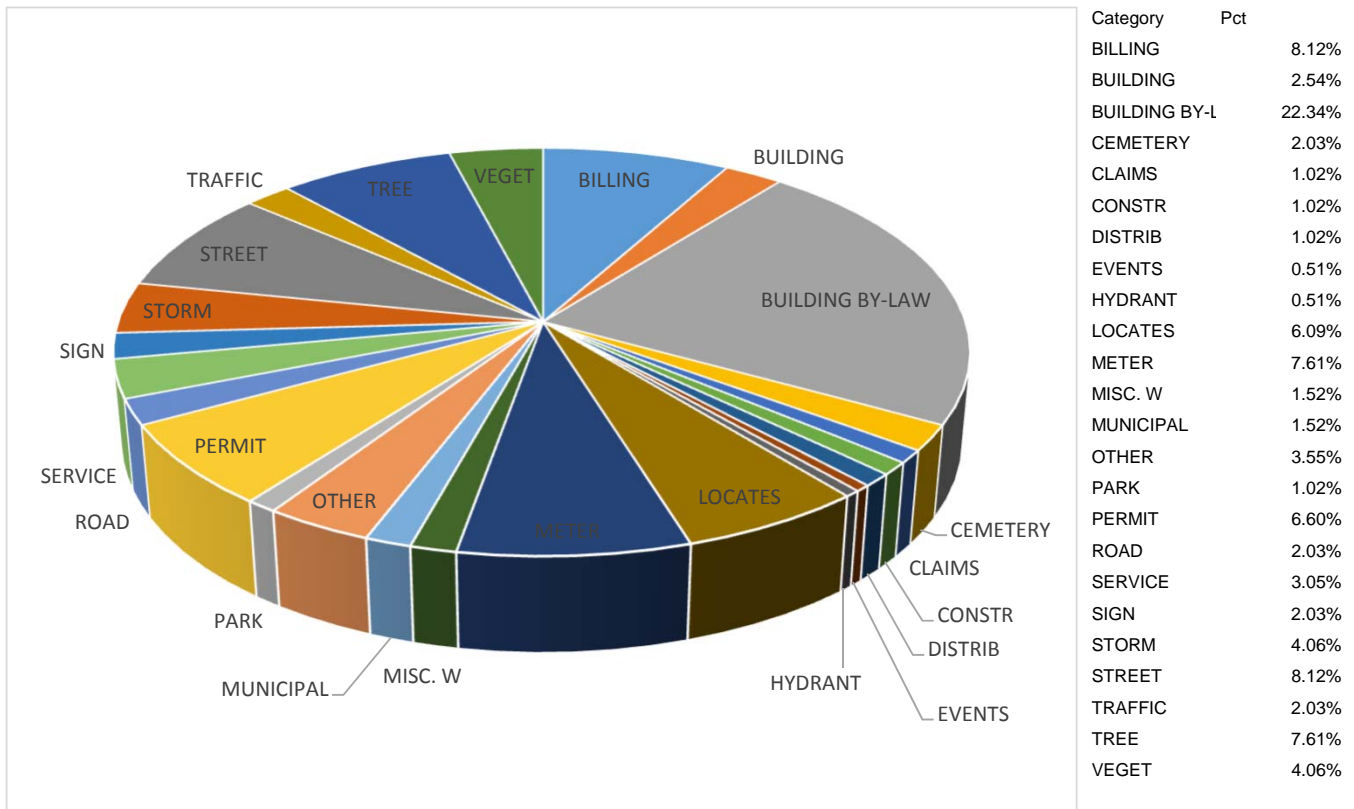
## **RECOMMENDATION**

That Council receive the 2017 2<sup>nd</sup> Quarter Report for information.

*Peggy Van Mierlo-West*

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

**Service Request Summary - All Open Requests  
2nd Quarter - April 1 to June 30, 2017**



**Service Requests by Category**

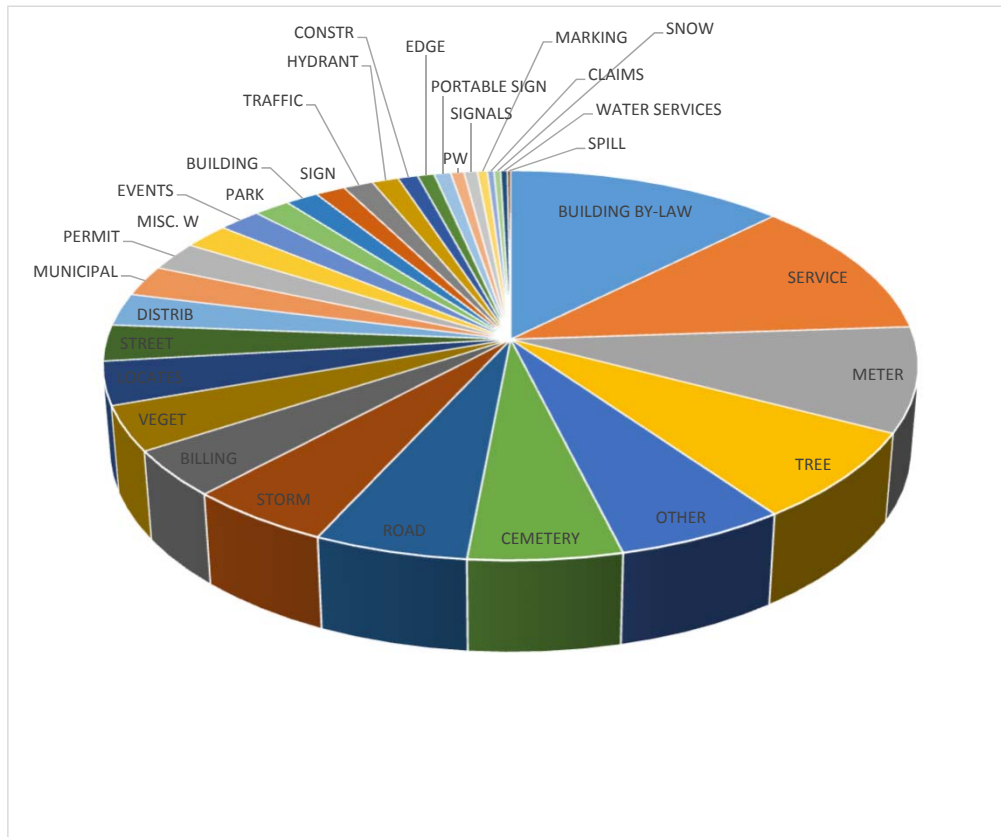
**Total# (All Categories): 197**

<b>BILLING</b>	<b>Total#</b>	<b>16</b>	<b>8.12%</b>
METER READING		16	8.12%
<b>BUILDING</b>	<b>Total#</b>	<b>5</b>	<b>2.54%</b>
INDEMINITY RELEASE		5	2.54%
<b>BUILDING BY-LAW</b>	<b>Total#</b>	<b>44</b>	<b>22.34%</b>
DELAPIDATED BLDG/STR		1	0.51%
DERELICT VEHICLE		4	2.03%
DIRTY/UNKEPT YARD		7	3.55%
GRASS CUTTING		1	0.51%
LONG GRASS/WOOD		4	2.03%
MOULD		1	0.51%
PONDING WATER		1	0.51%
POOL FENCE		2	1.02%
PROPERTY GENERAL		13	6.60%
RECREATIONAL VEHICLES		2	1.02%
SETBACK/HEIGHT		1	0.51%
STORMWATER		2	1.02%
USE OF LAND		1	0.51%
WATER SHEDDING		4	2.03%
<b>CEMETERY</b>	<b>Total#</b>	<b>4</b>	<b>2.03%</b>
BURIALS		3	1.52%

MAINTENANCE		1	0.51%
<b>CLAIMS</b>	<b>Total#</b>	<b>2</b>	<b>1.02%</b>
ACCIDENT CLAIMS		1	0.51%
SLIPS AND FALLS		1	0.51%
<b>CONSTR</b>	<b>Total#</b>	<b>2</b>	<b>1.02%</b>
BRIDGE CLOSURE COMPLAINT		1	0.51%
DAMAGE TO PROPERTY		1	0.51%
<b>DISTRIB</b>	<b>Total#</b>	<b>2</b>	<b>1.02%</b>
LOW WATER PRESSURE		2	1.02%
<b>EVENTS</b>	<b>Total#</b>	<b>1</b>	<b>0.51%</b>
BARRICADES		1	0.51%
<b>HYDRANT</b>	<b>Total#</b>	<b>1</b>	<b>0.51%</b>
HYDRANT METER INSTALL		1	0.51%
<b>LOCATES</b>	<b>Total#</b>	<b>12</b>	<b>6.09%</b>
LOCATES		1	0.51%
LOCATES & INSTALLATION		11	5.58%
<b>METER</b>	<b>Total#</b>	<b>15</b>	<b>7.61%</b>
METER CHANGE OUT		5	2.54%
METER REMOTE		10	5.08%
<b>MISC. W</b>	<b>Total#</b>	<b>3</b>	<b>1.52%</b>
MISCELLANEOUS WATER		3	1.52%
<b>MUNICIPAL</b>	<b>Total#</b>	<b>3</b>	<b>1.52%</b>
SIGN		3	1.52%
<b>OTHER</b>	<b>Total#</b>	<b>7</b>	<b>3.55%</b>
FACILITIES		1	0.51%
MISCELLANEOUS STREET		6	3.05%
<b>PARK</b>	<b>Total#</b>	<b>2</b>	<b>1.02%</b>
PARKS		2	1.02%
<b>PERMIT</b>	<b>Total#</b>	<b>13</b>	<b>6.60%</b>
PERMITS		13	6.60%
<b>ROAD</b>	<b>Total#</b>	<b>4</b>	<b>2.03%</b>
LINE PAINTING		1	0.51%
ROAD GRADING		2	1.02%
SIGNAGE		1	0.51%
<b>SERVICE</b>	<b>Total#</b>	<b>6</b>	<b>3.05%</b>
JUNK PICKUP		1	0.51%
SANITARY SEWER		1	0.51%
SERVICE SHUTDOWN		1	0.51%
TURN ON WATER SERVICE CONNECTION		1	0.51%
WATERMAIN BREAKS		2	1.02%
<b>SIGN</b>	<b>Total#</b>	<b>4</b>	<b>2.03%</b>
SIGN REQUEST		4	2.03%
<b>STORM</b>	<b>Total#</b>	<b>8</b>	<b>4.06%</b>
CATCH BASIN		1	0.51%
DRAINAGE OBSTRUCTION		1	0.51%

MUNICIPAL DRAINAGE		2	1.02%
ROAD SIDE DRAIN		3	1.52%
STORMWATER		1	0.51%
STREET	Total#	16	8.12%
SIDEWALK		3	1.52%
STREET LIGHT OUTAGE		13	6.60%
TRAFFIC	Total#	4	2.03%
SPEEDING COMPLAINTS		2	1.02%
VISIBILITY PROBLEM		2	1.02%
TREE	Total#	15	7.61%
OTHER		4	2.03%
TREE BRANCHES		6	3.05%
TREE REMOVAL		5	2.54%
VEGET	Total#	8	4.06%
GRASS CUTTING		7	3.55%
LONG GRASS/WOOD		1	0.51%

**Service Request Summary - All Requests  
2nd Quarter - April 1 to June 30, 2017**



Category	Pct
BUILDING BY-LAW	12.57%
SERVICE	11.38%
METER	8.68%
TREE	7.49%
OTHER	5.99%
CEMETERY	5.39%
ROAD	5.39%
STORM	5.09%
BILLING	3.89%
VEGET	3.74%
LOCATES	3.59%
STREET	2.99%
DISTRIB	2.69%
MUNICIPAL	2.54%
PERMIT	2.40%
MISC. W	2.10%
EVENTS	1.95%
PARK	1.65%
BUILDING	1.50%
SIGN	1.35%
TRAFFIC	1.35%
HYDRANT	1.20%
CONSTR	0.90%
EDGE	0.75%
PORTABLE SIGN	0.75%
PW	0.60%
SIGNALS	0.60%
MARKING	0.45%
CLAIMS	0.30%
SNOW	0.30%
WATER SERVICES	0.30%
SPILL	0.15%

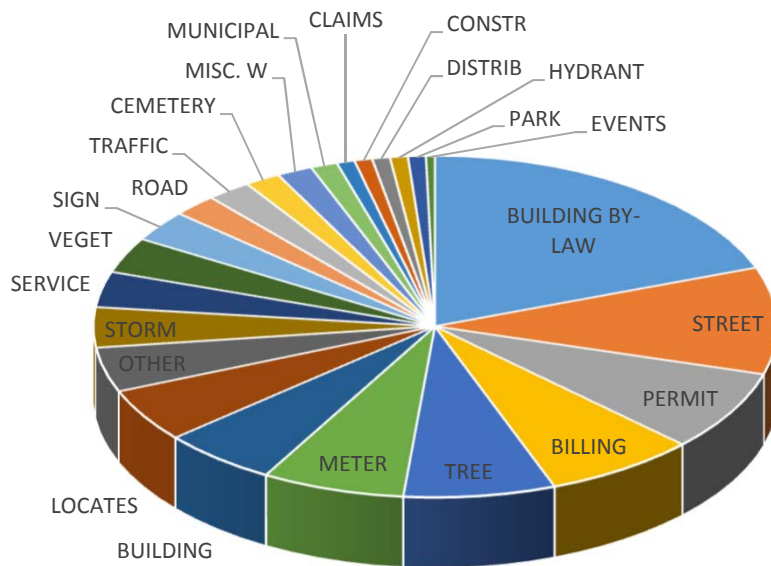
**Service Requests by Category**

		<b>Total# (All Categories):</b>	<b>668</b>
<b>BILLING</b>			
METER READING	<b>Total#</b>	<b>26</b>	<b>3.89%</b>
		26	3.89%
<b>BUILDING</b>			
INDEMNITY RELEASE	<b>Total#</b>	<b>10</b>	<b>1.50%</b>
		10	1.50%
<b>BUILDING BY-LAW</b>			
DELAPIDATED BLDG/STR	<b>Total#</b>	<b>84</b>	<b>12.57%</b>
DERELICT VEHICLE		1	0.15%
DIRTY/UNKEPT YARD		8	1.20%
GRASS CUTTING		9	1.35%
LONG GRASS/WOOD		1	0.15%
MOULD		17	2.54%
NOXIOUS WEEDS		3	0.45%
PONDING WATER		1	0.15%
POOL FENCE		3	0.45%
PROPERTY GENERAL		3	0.45%
RECREATIONAL VEHICLES		21	3.14%
SET BACK/HEIGHT		2	0.30%
SEWAGE/SEPTIC		2	0.30%
STORMWATER		1	0.15%
UNSIGHTLY CONDITIONS		3	0.45%
USE OF LAND		1	0.15%
WATER SHEDDING		2	0.30%
		6	0.90%
<b>CEMETERY</b>			
BURIALS	<b>Total#</b>	<b>36</b>	<b>5.39%</b>
DAMAGE		26	3.89%
		1	0.15%

INQUIRY		2	0.30%
MAINTENANCE		5	0.75%
REPAIR STONE		2	0.30%
<b>CLAIMS</b>	<b>Total#</b>	<b>2</b>	<b>0.30%</b>
ACCIDENT CLAIMS		1	0.15%
SLIPS AND FALLS		1	0.15%
<b>CONSTR</b>	<b>Total#</b>	<b>6</b>	<b>0.90%</b>
ACCIDENT DEBRIS CLEANOUT		1	0.15%
BRIDGE CLOSURE COMPLAINT		1	0.15%
DAMAGE TO PROPERTY		1	0.15%
SIGNAGE		2	0.30%
YARD REPAIR		1	0.15%
<b>DISTRIB</b>	<b>Total#</b>	<b>18</b>	<b>2.69%</b>
LOW WATER PRESSURE		6	0.90%
WATER LEAKS		9	1.35%
WATER QUALITY		1	0.15%
WATERMAIN COMMISSION		2	0.30%
<b>EDGE</b>	<b>Total#</b>	<b>5</b>	<b>0.75%</b>
ROAD EDGE DROP-OFF		4	0.60%
SOFT SHOULDERS		1	0.15%
<b>EVENTS</b>	<b>Total#</b>	<b>13</b>	<b>1.95%</b>
BARRICADES		4	0.60%
FENCING		1	0.15%
MISCELLANEOUS		8	1.20%
<b>HYDRANT</b>	<b>Total#</b>	<b>8</b>	<b>1.20%</b>
HYDRANT MAINTENANCE		4	0.60%
HYDRANT METER INSTALL		4	0.60%
<b>LOCATES</b>	<b>Total#</b>	<b>24</b>	<b>3.59%</b>
LOCATES		1	0.15%
LOCATES & INSTALLATION		23	3.44%
<b>MARKING</b>	<b>Total#</b>	<b>3</b>	<b>0.45%</b>
NEW ROAD MARKING		3	0.45%
<b>METER</b>	<b>Total#</b>	<b>58</b>	<b>8.68%</b>
HYDRANT MAINTENANCE		1	0.15%
LEAKING METER		1	0.15%
METER CHANGE OUT		22	3.29%
METER REMOTE		34	5.09%
<b>MISC. W</b>	<b>Total#</b>	<b>14</b>	<b>2.10%</b>
MISCELLANEOUS WATER		14	2.10%
<b>MUNICIPAL</b>	<b>Total#</b>	<b>17</b>	<b>2.54%</b>
GARBAGE		1	0.15%
PROPERTY GENERAL		1	0.15%
SIGN		15	2.25%
<b>OTHER</b>	<b>Total#</b>	<b>40</b>	<b>5.99%</b>
FACILITIES		1	0.15%
LONG GRASS/WOOD		1	0.15%
MISCELLANEOUS STREET		37	5.54%
PROPERTY GENERAL		1	0.15%
<b>PARK</b>	<b>Total#</b>	<b>11</b>	<b>1.65%</b>
BEACHES		1	0.15%
FACILITIES		5	0.75%
MISC		1	0.15%
PARKS		4	0.60%
<b>PERMIT</b>	<b>Total#</b>	<b>16</b>	<b>2.40%</b>
PERMITS		16	2.40%
<b>PORTABLE SIGN</b>	<b>Total#</b>	<b>5</b>	<b>0.75%</b>
PORTABLE SIGN		5	0.75%
<b>PW</b>	<b>Total#</b>	<b>4</b>	<b>0.60%</b>
LONG GRASS/WOOD		1	0.15%
MISCELLANEOUS STREET		1	0.15%
OTHER		1	0.15%
SIGHT VISIBILITY PW		1	0.15%

<b>ROAD</b>	<b>Total#</b>	<b>36</b>	<b>5.39%</b>
ALLEYS	2	0.30%	
CAVE-INS	7	1.05%	
LINE PAINTING	2	0.30%	
POTHOLE	11	1.65%	
ROAD GRADING	13	1.95%	
SIGNAGE	1	0.15%	
<b>SERVICE</b>	<b>Total#</b>	<b>76</b>	<b>11.38%</b>
JUNK PICKUP	9	1.35%	
SANITARY SEWER	8	1.20%	
SERVICE RESTORATION	1	0.15%	
SERVICE SHUTOFF	9	1.35%	
SHUT OFF REPAIR	14	2.10%	
TURN ON WATER SERVICE CONNECTION	29	4.34%	
WATERMAIN BREAKS	4	0.60%	
YARD WASTE PICKUP	2	0.30%	
<b>SIGN</b>	<b>Total#</b>	<b>9</b>	<b>1.35%</b>
SIGN REQUEST	8	1.20%	
SIGNAGE	1	0.15%	
<b>SIGNALS</b>	<b>Total#</b>	<b>4</b>	<b>0.60%</b>
SIGNAL MALFUNCTION (FLASHING/ENTIRE SIGNAL OFF)	2	0.30%	
SIGNAL TIMING (SHORT/LONG/OUT OF SYNCH)	1	0.15%	
TRAFFIC SIGNAL OUT	1	0.15%	
<b>SNOW</b>	<b>Total#</b>	<b>2</b>	<b>0.30%</b>
TURF DAMAGE FROM SNOWPLOW	2	0.30%	
<b>SPILL</b>	<b>Total#</b>	<b>1</b>	<b>0.15%</b>
SPILLS	1	0.15%	
<b>STORM</b>	<b>Total#</b>	<b>34</b>	<b>5.09%</b>
BACK FLOW	1	0.15%	
CATCH BASIN	11	1.65%	
DRAINAGE OBSTRUCTION	5	0.75%	
MUNICIPAL DRAINAGE	5	0.75%	
ROAD SIDE DRAIN	5	0.75%	
STORMWATER	6	0.90%	
WATER ON ROAD	1	0.15%	
<b>STREET</b>	<b>Total#</b>	<b>20</b>	<b>2.99%</b>
SIDEWALK	4	0.60%	
STREET LIGHT OUTAGE	16	2.40%	
<b>TRAFFIC</b>	<b>Total#</b>	<b>9</b>	<b>1.35%</b>
CALMING MEASURES	2	0.30%	
INVESTIGATION	1	0.15%	
SPEEDING COMPLAINTS	4	0.60%	
VISIBILITY PROBLEM	2	0.30%	
<b>TREE</b>	<b>Total#</b>	<b>50</b>	<b>7.49%</b>
OTHER	11	1.65%	
TREE BRANCHES	22	3.29%	
TREE REMOVAL	17	2.54%	
<b>VEGET</b>	<b>Total#</b>	<b>25</b>	<b>3.74%</b>
GRASS CUTTING	20	2.99%	
LONG GRASS/WOOD	2	0.30%	
NOXIOUS WEEDS	2	0.30%	
PROPERTY GENERAL	1	0.15%	
<b>WATER SERVICES</b>	<b>Total#</b>	<b>2</b>	<b>0.30%</b>
WATER SERVICE INSTALLATION	2	0.30%	

**Service Request Summary - All Open Requests  
Year to Date - June 30, 2017**



<u>Category</u>	<u>%age</u>
BUILDING BY-LAW	19.41%
STREET	10.13%
PERMIT	7.59%
BILLING	7.17%
TREE	7.17%
METER	6.75%
BUILDING	5.49%
LOCATES	5.06%
OTHER	4.22%
STORM	3.80%
SERVICE	3.38%
VEGET	3.38%
SIGN	2.95%
ROAD	2.11%
TRAFFIC	2.11%
CEMETERY	1.69%
MISC. W	1.69%
MUNICIPAL	1.27%
CLAIMS	0.84%
CONSTR	0.84%
DISTRIB	0.84%
HYDRANT	0.84%
PARK	0.84%
EVENTS	0.42%

**Service Requests by Category**

<b>Total# (All Categories):</b>		<b>237</b>	
<b>BILLING</b>	<b>Total#</b>	<b>17</b>	<b>7.17%</b>
METER READING		17	7.17%
<b>BUILDING</b>	<b>Total#</b>	<b>13</b>	<b>5.49%</b>
INDEMNITY RELEASE		13	5.49%
<b>BUILDING BY-LAW</b>	<b>Total#</b>	<b>46</b>	<b>19.41%</b>
DELAPIDATED BLDG/STR		2	0.84%
DERELICT VEHICLE		4	1.69%
DIRTY/UNKEPT YARD		8	3.38%
GRASS CUTTING		1	0.42%
LONG GRASS/WOOD		4	1.69%
MOULD		1	0.42%
PONDING WATER		1	0.42%
POOL FENCE		2	0.84%
PROPERTY GENERAL		13	5.49%
RECREATIONAL VEHICLES		2	0.84%
SET BACK/HEIGHT		1	0.42%
STORMWATER		2	0.84%
USE OF LAND		1	0.42%
WATER SHEDDING		4	1.69%

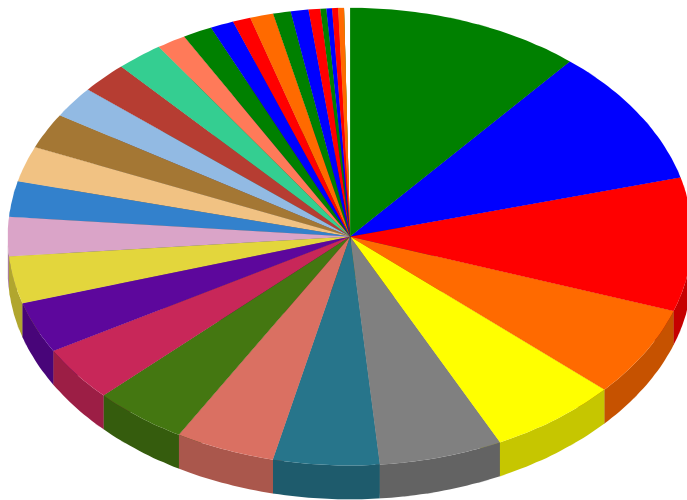


<b>CEMETERY</b>	<b>Total#</b>	<b>4</b>	<b>1.69%</b>
BURIALS		3	1.27%
MAINTENANCE		1	0.42%
<b>CLAIMS</b>	<b>Total#</b>	<b>2</b>	<b>0.84%</b>
ACCIDENT CLAIMS		1	0.42%
SLIPS AND FALLS		1	0.42%
<b>CONSTR</b>	<b>Total#</b>	<b>2</b>	<b>0.84%</b>
BRIDGE CLOSURE COMPLAINT		1	0.42%
DAMAGE TO PROPERTY		1	0.42%
<b>DISTRIB</b>	<b>Total#</b>	<b>2</b>	<b>0.84%</b>
LOW WATER PRESSURE		2	0.84%
<b>EVENTS</b>	<b>Total#</b>	<b>1</b>	<b>0.42%</b>
BARRICADES		1	0.42%
<b>HYDRANT</b>	<b>Total#</b>	<b>2</b>	<b>0.84%</b>
HYDRANT MAINTENANCE		1	0.42%
HYDRANT METER INSTALL		1	0.42%
<b>LOCATES</b>	<b>Total#</b>	<b>12</b>	<b>5.06%</b>
LOCATES		1	0.42%
LOCATES & INSTALLATION		11	4.64%
<b>METER</b>	<b>Total#</b>	<b>16</b>	<b>6.75%</b>
METER CHANGE OUT		5	2.11%
METER REMOTE		11	4.64%
<b>MISC. W</b>	<b>Total#</b>	<b>4</b>	<b>1.69%</b>
MISCELLANEOUS WATER		4	1.69%
<b>MUNICIPAL</b>	<b>Total#</b>	<b>3</b>	<b>1.27%</b>
SIGN		3	1.27%
<b>OTHER</b>	<b>Total#</b>	<b>10</b>	<b>4.22%</b>
FACILITIES		1	0.42%
MISCELLANEOUS STREET		9	3.80%
<b>PARK</b>	<b>Total#</b>	<b>2</b>	<b>0.84%</b>
PARKS		2	0.84%
<b>PERMIT</b>	<b>Total#</b>	<b>18</b>	<b>7.59%</b>
PERMITS		18	7.59%
<b>ROAD</b>	<b>Total#</b>	<b>5</b>	<b>2.11%</b>
BUMP IN ROAD		1	0.42%
LINE PAINTING		1	0.42%
ROAD GRADING		2	0.84%
SIGNAGE		1	0.42%
<b>SERVICE</b>	<b>Total#</b>	<b>8</b>	<b>3.38%</b>
JUNK PICKUP		1	0.42%
MISC		1	0.42%
SANITARY SEWER		2	0.84%
SERVICE SHUTOFF		1	0.42%

TURN ON WATER SERVICE CONNECTION	1	0.42%
WATERMAIN BREAKS	2	0.84%
<b>SIGN</b>	<b>Total#</b>	<b>7 2.95%</b>
SIGN REQUEST	7	2.95%
<b>STORM</b>	<b>Total#</b>	<b>9 3.80%</b>
CATCH BASIN	1	0.42%
DRAINAGE OBSTRUCTION	1	0.42%
MUNICIPAL DRAINAGE	2	0.84%
ROAD SIDE DRAIN	4	1.69%
STORMWATER	1	0.42%
<b>STREET</b>	<b>Total#</b>	<b>24 10.13%</b>
SIDEWALK	5	2.11%
STREET LIGHT OUTAGE	19	8.02%
<b>TRAFFIC</b>	<b>Total#</b>	<b>5 2.11%</b>
ALL-WAY STOP REQUEST	1	0.42%
SPEEDING COMPLAINTS	2	0.84%
VISIBILITY PROBLEM	2	0.84%
<b>TREE</b>	<b>Total#</b>	<b>17 7.17%</b>
OTHER	4	1.69%
TREE BRANCHES	7	2.95%
TREE REMOVAL	6	2.53%
<b>VEGET</b>	<b>Total#</b>	<b>8 3.38%</b>
GRASS CUTTING	7	2.95%
LONG GRASSWOOD	1	0.42%

# Service Request Summary

## Year to Date - 2017



SERVICE	11.0%
BUILDING BY-LAW	9.8%
METER	9.6%
CEMETERY	6.3%
TREE	6.1%
STORM	5.8%
ROAD	5.0%
OTHER	4.8%
SNOW	4.4%
MUNICIPAL	3.9%
BILLING	3.5%
STREET	3.4%
SIGN	2.7%
BUILDING	2.7%
LOCATES	2.5%
DISTRIB	2.4%
VEGET	2.3%
PERMIT	2.1%
MISC. W	2.1%
EVENTS	1.6%
PARK	1.3%
CONSTR	1.2%
TRAFFIC	0.9%
HYDRANT	0.9%
EDGE	0.9%
Total:	100.0%

### Service Requests By Category

	<b>Total # (All Categories):</b>	<b>1,119</b>
<b>BILLING</b>	<b>Total #</b>	<b>39</b>
METER READING	#	39
		3.49 %
<b>BUILDING</b>	<b>Total #</b>	<b>30</b>
INDEMNITY RELEASE	#	29
UNSAFE BUILDING	#	1
		2.59%
		0.09%
<b>BUILDING BY-LAW</b>	<b>Total #</b>	<b>109</b>
COMMERCIAL VEHICLE	#	3
DELAPIDATED BLDG/STR	#	4
DERELICT VEHICLE	#	10
DIRTY/UNKEPT YARD	#	13
GRASS CUTTING	#	1
LONG GRASS/WOOD	#	17
MOULD	#	3
NOXIOUS WEEDS	#	1
PONDING WATER	#	3
POOL FENCE	#	3
PROPERTY GENERAL	#	27
RECREATIONAL VEHICLES	#	2
SET BACK/HEIGHT	#	2
SEWAGE/SEPTIC	#	2
		0.27%
		0.36%
		0.89%
		1.16%
		0.09%
		1.52%
		0.27%
		0.09%
		0.27%
		0.27%
		2.41%
		0.18%
		0.18%
		0.18%

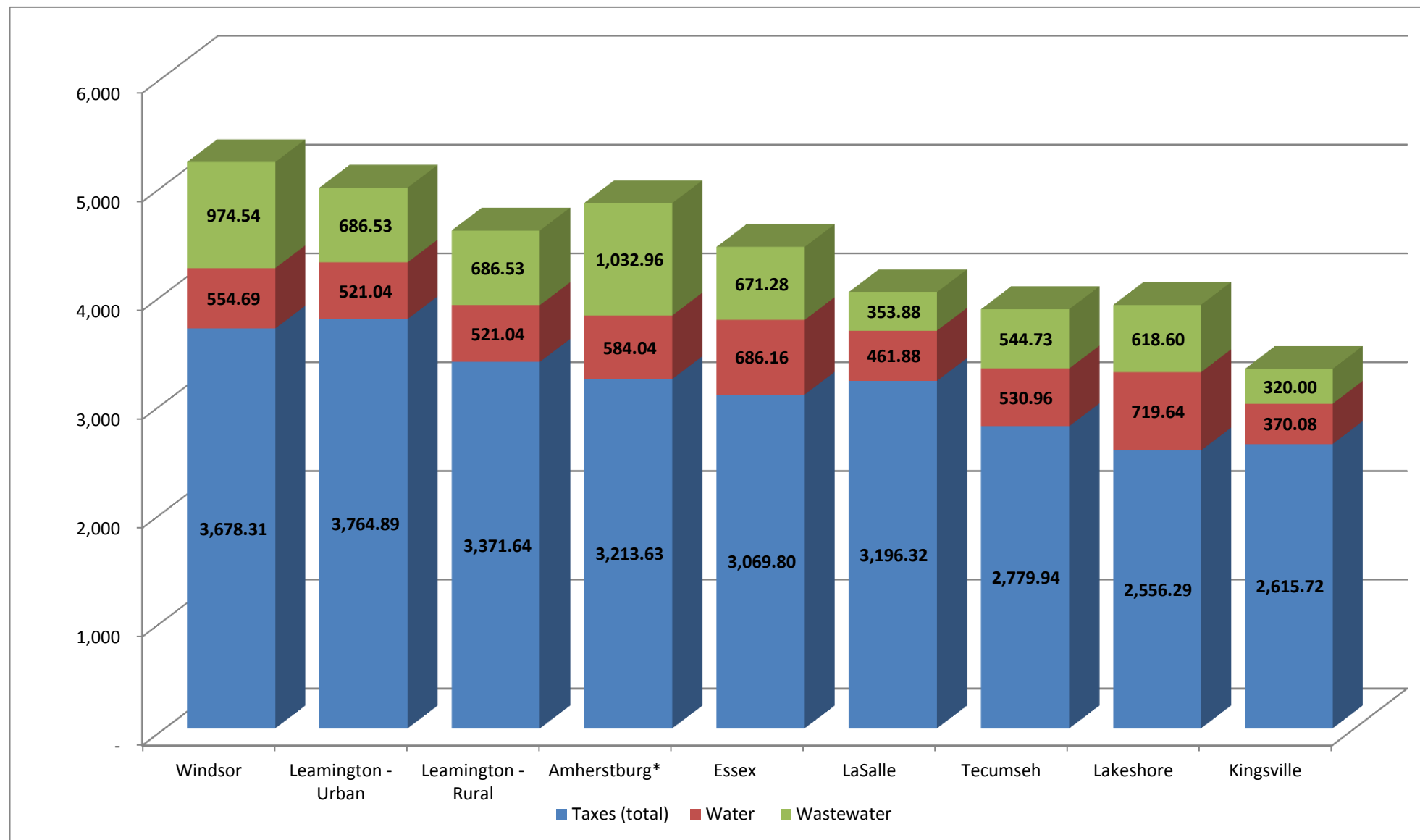
			<b>Total # (All Categories):</b>	<b>1,119</b>
STORMWATER	#	3		0.27%
UNSIGHTLY CONDITIONS	#	3		0.27%
USE OF LAND	#	6		0.54%
WATER SHEDDING	#	6		0.54%
<b>CEMETERY</b>	<b>Total #</b>	<b>71</b>		<b>6.34 %</b>
BURIALS	#	48		4.29%
DAMAGE	#	2		0.18%
INQUIRY	#	3		0.27%
MAINTENANCE	#	15		1.34%
REPAIR STONE	#	3		0.27%
<b>CLAIMS</b>	<b>Total #</b>	<b>2</b>		<b>0.18 %</b>
ACCIDENT CLAIMS	#	1		0.09%
SLIPS AND FALLS	#	1		0.09%
<b>CONSTR</b>	<b>Total #</b>	<b>13</b>		<b>1.16 %</b>
ACCIDENT DEBRIS CLEANOU'	#	1		0.09%
BRIDGE CLOSURE COMPLAIN	#	2		0.18%
DAMAGE TO PROPERTY	#	1		0.09%
SIGNAGE	#	8		0.71%
YARD REPAIR	#	1		0.09%
<b>CORPORATION</b>	<b>Total #</b>	<b>1</b>		<b>0.09 %</b>
FACILITIES	#	1		0.09%
<b>DISTRIB</b>	<b>Total #</b>	<b>27</b>		<b>2.41 %</b>
LOW WATER PRESSURE	#	10		0.89%
WATER LEAKS	#	13		1.16%
WATER QUALITY	#	2		0.18%
WATERMAIN COMMISSION	#	2		0.18%
<b>EDGE</b>	<b>Total #</b>	<b>10</b>		<b>0.89 %</b>
ROAD EDGE DROP-OFF	#	6		0.54%
SOFT SHOULDERS	#	4		0.36%
<b>EVENTS</b>	<b>Total #</b>	<b>18</b>		<b>1.61 %</b>
BARRICADES	#	4		0.36%
DEBRIS CLEANUP	#	1		0.09%
FENCING	#	1		0.09%
MISCELLANEOUS	#	12		1.07%
<b>FLEET</b>	<b>Total #</b>	<b>1</b>		<b>0.09 %</b>
MISCELLANEOUS	#	1		0.09%
<b>HYDRANT</b>	<b>Total #</b>	<b>10</b>		<b>0.89 %</b>
HYDRANT EMERGENCIES	#	1		0.09%
HYDRANT MAINTENANCE	#	5		0.45%
HYDRANT METER INSTALL	#	4		0.36%
<b>LOCATES</b>	<b>Total #</b>	<b>28</b>		<b>2.50 %</b>
LOCATES	#	1		0.09%
LOCATES & INSTALLATION	#	27		2.41%

		<b>Total # (All Categories):</b>	<b>1,119</b>
<b>MARKING</b>	<b>Total #</b>	<b>3</b>	<b>0.27 %</b>
NEW ROAD MARKING	#	3	0.27%
<b>METER</b>	<b>Total #</b>	<b>107</b>	<b>9.56 %</b>
FROZEN METER	#	1	0.09%
HYDRANT MAINTENANCE	#	1	0.09%
LEAKING METER	#	6	0.54%
METER CHANGE OUT	#	36	3.22%
METER READING	#	1	0.09%
METER REMOTE	#	62	5.54%
<b>MISC. W</b>	<b>Total #</b>	<b>24</b>	<b>2.14 %</b>
COMMUNITY COMPLAINTS (M	#	1	0.09%
MISCELLANEOUS WATER	#	23	2.06%
<b>MUNICIPAL</b>	<b>Total #</b>	<b>44</b>	<b>3.93 %</b>
GARBAGE	#	3	0.27%
GARBAGE COLLECTION COM	#	3	0.27%
PROPERTY GENERAL	#	1	0.09%
REQUESTS FOR INFORMATIC	#	4	0.36%
SIGN	#	33	2.95%
<b>OTHER</b>	<b>Total #</b>	<b>54</b>	<b>4.83 %</b>
FACILITIES	#	1	0.09%
LONG GRASS/WOOD	#	1	0.09%
MISCELLANEOUS STREET	#	51	4.56%
PROPERTY GENERAL	#	1	0.09%
<b>PARK</b>	<b>Total #</b>	<b>14</b>	<b>1.25 %</b>
BEACHES	#	1	0.09%
FACILITIES	#	6	0.54%
MISC	#	1	0.09%
PARKS	#	6	0.54%
<b>PERMIT</b>	<b>Total #</b>	<b>24</b>	<b>2.14 %</b>
PERMITS	#	24	2.14%
<b>PORTABLE SIGN</b>	<b>Total #</b>	<b>5</b>	<b>0.45 %</b>
PORTABLE SIGN	#	5	0.45%
<b>PW</b>	<b>Total #</b>	<b>4</b>	<b>0.36 %</b>
LONG GRASS/WOOD	#	1	0.09%
MISCELLANEOUS STREET	#	1	0.09%
OTHER	#	1	0.09%
SIGHT VISIBILITY PW	#	1	0.09%
<b>ROAD</b>	<b>Total #</b>	<b>56</b>	<b>5.00 %</b>
ALLEYS	#	2	0.18%
BUMP IN ROAD	#	1	0.09%
CAVE-INS	#	11	0.98%
DUST CONTROL	#	1	0.09%
LINE PAINTING	#	2	0.18%

		<b>Total # (All Categories):</b>	<b>1,119</b>
POTHOLE	#	21	1.88%
ROAD GRADING	#	17	1.52%
SIGNAGE	#	1	0.09%
<b>SERVICE</b>	<b>Total #</b>	<b>123</b>	<b>10.99 %</b>
JUNK PICKUP	#	10	0.89%
MISC	#	2	0.18%
SANITARY SEWER	#	15	1.34%
SERVICE RESTORATION	#	1	0.09%
SERVICE SHUTOFF	#	29	2.59%
SHUT OFF REPAIR	#	22	1.97%
TURN ON WATER SERVICE C	#	35	3.13%
WATERMAIN BREAKS	#	7	0.63%
YARD WASTE PICKUP	#	2	0.18%
<b>SIGN</b>	<b>Total #</b>	<b>30</b>	<b>2.68 %</b>
SIGN REQUEST	#	28	2.50%
SIGNAGE	#	2	0.18%
<b>SIGNALS</b>	<b>Total #</b>	<b>9</b>	<b>0.80 %</b>
SIGNAL MALFUNCTION (FLAS	#	5	0.45%
SIGNAL TIMING (SHORT/LONC	#	3	0.27%
TRAFFIC SIGNAL OUT	#	1	0.09%
<b>SNOW</b>	<b>Total #</b>	<b>50</b>	<b>4.47 %</b>
ICY ROAD	#	1	0.09%
ICY SIDEWALK	#	2	0.18%
MAILBOX DAMAGE	#	9	0.80%
MISCELLANEOUS STREET	#	1	0.09%
MISSED PLOWING	#	7	0.63%
SNOW FENCING	#	3	0.27%
TURF DAMAGE FROM SNOWF	#	27	2.41%
<b>SPIL</b>	<b>Total #</b>	<b>1</b>	<b>0.09 %</b>
SPILLS	#	1	0.09%
<b>STORM</b>	<b>Total #</b>	<b>65</b>	<b>5.81 %</b>
BACK FLOW	#	1	0.09%
CATCH BASIN	#	20	1.79%
DRAINAGE OBSTRUCTION	#	9	0.80%
MAILBOX DAMAGE	#	1	0.09%
MUNICIPAL DRAINAGE	#	11	0.98%
ROAD SIDE DRAIN	#	9	0.80%
STORMWATER	#	12	1.07%
WATER ON ROAD	#	2	0.18%
<b>STREET</b>	<b>Total #</b>	<b>38</b>	<b>3.40 %</b>
SIDEWALK	#	6	0.54%
STREET LIGHT OUTAGE	#	32	2.86%
<b>TRAFFIC</b>	<b>Total #</b>	<b>10</b>	<b>0.89 %</b>
ALL-WAY STOP REQUEST	#	1	0.09%
CALMING MEASURES	#	2	0.18%
INVESTIGATION	#	1	0.09%

		<b>Total # (All Categories):</b>	<b>1,119</b>
SPEEDING COMPLAINTS	#	4	0.36%
VISIBILITY PROBLEM	#	2	0.18%
<b>TREE</b>	<b>Total #</b>	<b>68</b>	<b>6.08 %</b>
OTHER	#	14	1.25%
TREE BRANCHES	#	33	2.95%
TREE REMOVAL	#	21	1.88%
<b>VEGET</b>	<b>Total #</b>	<b>25</b>	<b>2.23 %</b>
GRASS CUTTING	#	20	1.79%
LONG GRASS/WOOD	#	2	0.18%
NOXIOUS WEEDS	#	2	0.18%
PROPERTY GENERAL	#	1	0.09%
<b>WATER SERVICES</b>	<b>Total #</b>	<b>6</b>	<b>0.54 %</b>
SERVICE PROBLEM	#	1	0.09%
WATER SERVICE INSTALLATI	#	5	0.45%

**2017 Windsor Essex Region Comparison**  
**Residential home valued at \$200,000 using 27 m3/mo of water**



Municipality (Urban)	Windsor	Leamington - Urban	Leamington - Rural	Amherstburg*	Essex	LaSalle	Tecumseh	Lakeshore	Kingsville
Taxes (total)	3,678.31	3,764.89	3,371.64	3,213.63	3,069.80	3,196.32	2,779.94	2,556.29	2,615.72
Water	554.69	521.04	521.04	584.04	686.16	461.88	530.96	719.64	370.08
Wastewater	974.54	686.53	686.53	1,032.96	671.28	353.88	544.73	618.60	320.00
<b>Total</b>	<b>5,207.54</b>	<b>4,972.46</b>	<b>4,579.21</b>	<b>4,830.63</b>	<b>4,427.24</b>	<b>4,012.08</b>	<b>3,855.62</b>	<b>3,894.53</b>	<b>3,305.80</b>

\*Amherstburg 2017 water and sewer rates not finalized; 2016 water and sewer rates listed



## Building Activity Report

January 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Total Permits Issued To Date</b>	<b>19</b>	<b>6</b>	<b>11</b>
<i>increase / decrease over prior YTD</i>	13	(5)	
<i>increase / decrease over prior YTD (%)</i>	217%	-45%	
<b>New Dwelling Units Created To Date</b>	<b>1</b>	<b>0</b>	<b>0</b>
<i>increase / decrease over prior YTD</i>	1	0	
<i>increase / decrease over prior YTD (%)</i>	#DIV/0!	#DIV/0!	
<b>Total Construction Value to Date</b>	<b>\$ 1,697,600</b>	<b>\$ 93,400</b>	<b>\$ 314,000</b>
<i>increase / decrease over prior YTD</i>	\$ 1,604,200	\$ (220,600)	
<i>increase / decrease over prior YTD (%)</i>	1718%	-70%	
<b>Revenue To Date</b>	<b>(A) \$ 25,694</b>	<b>\$ 2,539</b>	<b>\$ 18,810</b>
<i>increase / decrease (%)</i>	912%	-87%	
<b>Pro-rated Budget (see note 1)</b>	<b>(B) \$ 53,776</b>	<b>\$ 43,273</b>	<b>\$ 41,654</b>
<b>Surplus (Deficit) Revenue</b>	<b>(A - B) \$ (28,082)</b>	<b>\$ (40,734)</b>	<b>\$ (22,844)</b>

### Note 1 -

Estimated 2017 Revenue	\$ 645,310	519,275	499,850
# of months YTD	1	1	1
Prorated Budget Revenue	<u>\$ 53,776</u>	<u>\$ 43,273</u>	<u>\$ 41,654</u>

### Comments -

## By-Law Activity Report

January 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Number Cases Under Investigation</b>	<b>16</b>	<b>16</b>	<b>18</b>
<i>increase / decrease over prior YTD</i>	0	-2	
<i>increase / decrease over prior YTD (%)</i>	0%	-11%	
<b>Number Cases Resolved</b>	<b>7</b>	<b>2</b>	<b>11</b>
<i>increase / decrease over prior YTD</i>	5	-9	
<i>increase / decrease over prior YTD (%)</i>	250%	-82%	
<b>Total Cases Investigated</b>	<b>23</b>	<b>18</b>	<b>29</b>
<i>increase / decrease over prior YTD</i>	5	-11	
<i>increase / decrease over prior YTD (%)</i>	28%	-38%	

Bylaws carried over from 2016 was 17 still active

New in January was 6       $6 + 17 = 23$

Closed in January was 7       $23 - 7 = 16$

## Building Activity Report

February 28, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Total Permits Issued To Date</b>	<b>28</b>	<b>27</b>	<b>18</b>
<i>increase / decrease over prior YTD</i>	1	9	
<i>increase / decrease over prior YTD (%)</i>	4%	50%	
<b>New Dwelling Units Created To Date</b>	<b>4</b>	<b>5</b>	<b>4</b>
<i>increase / decrease over prior YTD</i>	(1)	1	
<i>increase / decrease over prior YTD (%)</i>	-20%	25%	
<b>Total Construction Value to Date</b>	<b>\$ 4,016,900</b>	<b>\$ 4,144,600</b>	<b>\$ 4,968,000</b>
<i>increase / decrease over prior YTD</i>	\$ (127,700)	\$ (823,400)	
<i>increase / decrease over prior YTD (%)</i>	-3%	-17%	
<b>Revenue To Date</b>	<b>(A) \$ 64,050</b>	<b>\$ 30,411</b>	<b>\$ 45,064</b>
<i>increase / decrease (%)</i>	111%	-33%	
<b>Pro-rated Budget (see note 1)</b>	<b>(B) \$ 107,552</b>	<b>\$ 86,546</b>	<b>\$ 83,308</b>
<b>Surplus (Deficit) Revenue</b>	<b>(A - B) \$ (43,502)</b>	<b>\$ (56,135)</b>	<b>\$ (38,244)</b>

### Note 1 -

Estimated 2017 Revenue	\$ 645,310	519,275	499,850
# of months YTD	2	2	2
Prorated Budget Revenue	<u>\$ 107,552</u>	<u>\$ 86,546</u>	<u>\$ 83,308</u>

### Comments -

## By-Law Activity Report

February 28, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Number Cases Under Investigation</b>	<b>14</b>	<b>21</b>	<b>18</b>
<i>increase / decrease over prior YTD</i>	-7	3	
<i>increase / decrease over prior YTD (%)</i>	-33%	17%	
<b>Number Cases Resolved</b>	<b>17</b>	<b>7</b>	<b>11</b>
<i>increase / decrease over prior YTD</i>	10	-4	
<i>increase / decrease over prior YTD (%)</i>	143%	-36%	
<b>Total Cases Investigated</b>	<b>31</b>	<b>28</b>	<b>29</b>
<i>increase / decrease over prior YTD</i>	3	-1	
<i>increase / decrease over prior YTD (%)</i>	11%	-3%	

## Building Activity Report

March 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Total Permits Issued To Date</b>	<b>67</b>	<b>70</b>	<b>33</b>
<i>increase / decrease over prior YTD</i>	(3)	37	
<i>increase / decrease over prior YTD (%)</i>	-4%	112%	
<b>New Dwelling Units Created To Date</b>	<b>20</b>	<b>25</b>	<b>12</b>
<i>increase / decrease over prior YTD</i>	(5)	13	
<i>increase / decrease over prior YTD (%)</i>	-20%	108%	
<b>Total Construction Value to Date</b>	<b>\$ 11,538,700</b>	<b>\$ 10,808,100</b>	<b>\$ 7,859,600</b>
<i>increase / decrease over prior YTD</i>	\$ 730,600	\$ 2,948,500	
<i>increase / decrease over prior YTD (%)</i>	7%	38%	
<b>Revenue To Date</b>	<b>(A) \$ 131,157</b>	<b>\$ 81,444</b>	<b>\$ 53,386</b>
<i>increase / decrease (%)</i>	61%	53%	
<b>Pro-rated Budget (see note 1)</b>	<b>(B) \$ 161,328</b>	<b>\$ 129,819</b>	<b>\$ 124,963</b>
<b>Surplus (Deficit) Revenue</b>	<b>(A - B) \$ (30,171)</b>	<b>\$ (48,375)</b>	<b>\$ (71,577)</b>

### Note 1 -

Estimated 2017 Revenue	\$ 645,310	519,275	499,850
# of months YTD	3	3	3
Prorated Budget Revenue	<u>\$ 161,328</u>	<u>\$ 129,819</u>	<u>\$ 124,963</u>

### Comments -

## By-Law Activity Report

March 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Number Cases Under Investigation</b>	<b>11</b>	<b>21</b>	<b>19</b>
<i>increase / decrease over prior YTD</i>	-10	2	
<i>increase / decrease over prior YTD (%)</i>	-48%	11%	
<b>Number Cases Resolved</b>	<b>31</b>	<b>17</b>	<b>16</b>
<i>increase / decrease over prior YTD</i>	14	1	
<i>increase / decrease over prior YTD (%)</i>	82%	6%	
<b>Total Cases Investigated</b>	<b>42</b>	<b>38</b>	<b>35</b>
<i>increase / decrease over prior YTD</i>	4	3	
<i>increase / decrease over prior YTD (%)</i>	11%	9%	

## Building Activity Report

April 30, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Total Permits Issued To Date</b>	<b>114</b>	<b>113</b>	<b>67</b>
<i>increase / decrease over prior YTD</i>	1	46	
<i>increase / decrease over prior YTD (%)</i>	1%	69%	
<b>New Dwelling Units Created To Date</b>	<b>37</b>	<b>32</b>	<b>21</b>
<i>increase / decrease over prior YTD</i>	5	11	
<i>increase / decrease over prior YTD (%)</i>	16%	52%	
<b>Total Construction Value to Date</b>	<b>\$ 19,964,200</b>	<b>\$ 22,043,350</b>	<b>\$ 11,920,800</b>
<i>increase / decrease over prior YTD</i>	\$ (2,079,150)	\$ 10,122,550	
<i>increase / decrease over prior YTD (%)</i>	-9%	85%	
<i>SDU demolish and rebuild 1</i>			
<b>Revenue To Date</b>	<b>(A) \$ 208,736</b>	<b>\$ 172,643</b>	<b>\$ 132,446</b>
<i>increase / decrease (%)</i>	21%	30%	
<b>Pro-rated Budget (see note 1)</b>	<b>(B) \$ 215,103</b>	<b>\$ 173,092</b>	<b>\$ 166,617</b>
<b>Surplus (Deficit) Revenue</b>	<b>(A - B) \$ (6,367)</b>	<b>\$ (449)</b>	<b>\$ (34,171)</b>

### Note 1 -

Estimated 2017 Revenue	\$ 645,310	519,275	499,850
# of months YTD	4	4	4
Prorated Budget Revenue	<u>\$ 215,103</u>	<u>\$ 173,092</u>	<u>\$ 166,617</u>

### Comments -

## By-Law Activity Report

April 30, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Number Cases Under Investigation</b>	<b>21</b>	<b>33</b>	<b>28</b>
<i>increase / decrease over prior YTD</i>	-12	5	
<i>increase / decrease over prior YTD (%)</i>	-36%	18%	
<b>Number Cases Resolved</b>	<b>36</b>	<b>29</b>	<b>19</b>
<i>increase / decrease over prior YTD</i>	7	10	
<i>increase / decrease over prior YTD (%)</i>	24%	53%	
<b>Total Cases Investigated</b>	<b>57</b>	<b>62</b>	<b>47</b>
<i>increase / decrease over prior YTD</i>	-5	15	
<i>increase / decrease over prior YTD (%)</i>	-8%	32%	



## Building Activity Report

May 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Total Permits Issued To Date</b>	<b>159</b>	<b>156</b>	<b>102</b>
<i>increase / decrease over prior YTD</i>	3	54	
<i>increase / decrease over prior YTD (%)</i>	2%	53%	
<b>New Dwelling Units Created To Date</b>	<b>52</b>	<b>41</b>	<b>29</b>
<i>increase / decrease over prior YTD</i>	11	12	
<i>increase / decrease over prior YTD (%)</i>	27%	41%	
<b>Total Construction Value to Date</b>	<b>\$ 27,268,175</b>	<b>\$ 40,215,550</b>	<b>\$ 16,053,280</b>
<i>increase / decrease over prior YTD</i>	\$ (12,947,375)	\$ 24,162,270	
<i>increase / decrease over prior YTD (%)</i>	-32%	151%	
<b>Revenue To Date</b>	<b>(A) \$ 289,662</b>	<b>\$ 246,140</b>	<b>\$ 185,406</b>
<i>increase / decrease (%)</i>	18%	33%	
<b>Pro-rated Budget (see note 1)</b>	<b>(B) \$ 268,879</b>	<b>\$ 216,365</b>	<b>\$ 208,271</b>
<b>Surplus (Deficit) Revenue</b>	<b>(A - B) \$ 20,783</b>	<b>\$ 29,775</b>	<b>\$ (22,865)</b>

**Note 1 -**

Estimated 2017 Revenue	\$ 645,310	519,275	499,850
# of months YTD	5	5	5
Prorated Budget Revenue	<u>\$ 268,879</u>	<u>\$ 216,365</u>	<u>\$ 208,271</u>

**Comments -**

## By-Law Activity Report

May 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Number Cases Under Investigation</b>	<b>33</b>	<b>47</b>	<b>35</b>
<i>increase / decrease over prior YTD</i>	-14	12	
<i>increase / decrease over prior YTD (%)</i>	-30%	34%	
<b>Number Cases Resolved</b>	<b>64</b>	<b>52</b>	<b>31</b>
<i>increase / decrease over prior YTD</i>	12	21	
<i>increase / decrease over prior YTD (%)</i>	23%	68%	
<b>Total Cases Investigated</b>	<b>97</b>	<b>99</b>	<b>66</b>
<i>increase / decrease over prior YTD</i>	-2	33	
<i>increase / decrease over prior YTD (%)</i>	-2%	50%	

# Building Activity Report

June 30, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Total Permits Issued To Date</b>	<b>208</b>	<b>194</b>	<b>133</b>
<i>increase / decrease over prior YTD</i>	14	61	
<i>increase / decrease over prior YTD (%)</i>	7%	46%	
<b>New Dwelling Units Created To Date</b>	<b>61</b>	<b>48</b>	<b>35</b>
<i>increase / decrease over prior YTD</i>	13	13	
<i>increase / decrease over prior YTD (%)</i>	27%	37%	
<b>Total Construction Value to Date</b>	<b>\$ 42,923,875</b>	<b>\$ 42,757,050</b>	<b>\$ 25,025,530</b>
<i>increase / decrease over prior YTD</i>	\$ 166,825	\$ 17,731,520	
<i>increase / decrease over prior YTD (%)</i>	0%	71%	
<b>Revenue To Date</b>	<b>(A) \$ 396,010</b>	<b>\$ 286,951</b>	<b>\$ 237,572</b>
<i>increase / decrease (%)</i>	38%	21%	
<b>Pro-rated Budget (see note 1)</b>	<b>(B) \$ 322,655</b>	<b>\$ 259,638</b>	<b>\$ 249,925</b>
<b>Surplus (Deficit) Revenue</b>	<b>(A - B) \$ 73,355</b>	<b>\$ 27,313</b>	<b>\$ (12,353)</b>

## Note 1 -

Estimated 2017 Revenue	\$ 645,310	519,275	499,850
# of months YTD	6	6	6
Prorated Budget Revenue	<u>\$ 322,655</u>	<u>\$ 259,638</u>	<u>\$ 249,925</u>

## Comments -

# By-Law Activity Report

June 30, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Number Cases Under Investigation</b>	<b>47</b>	<b>60</b>	<b>42</b>
<i>increase / decrease over prior YTD</i>	-13	18	
<i>increase / decrease over prior YTD (%)</i>	-22%	43%	
<b>Number Cases Resolved</b>	<b>77</b>	<b>91</b>	<b>55</b>
<i>increase / decrease over prior YTD</i>	-14	36	
<i>increase / decrease over prior YTD (%)</i>	-15%	65%	
<b>Total Cases Investigated</b>	<b>124</b>	<b>151</b>	<b>97</b>
<i>increase / decrease over prior YTD</i>	-27	54	
<i>increase / decrease over prior YTD (%)</i>	-18%	56%	

## Building Activity Report

July 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Total Permits Issued To Date</b>	<b>228</b>	<b>163</b>	
<i>increase / decrease over prior YTD</i>	(228)	65	
<i>increase / decrease over prior YTD (%)</i>	-100%	40%	
<b>New Dwelling Units Created To Date</b>	<b>59</b>	<b>42</b>	
<i>increase / decrease over prior YTD</i>	(59)	17	
<i>increase / decrease over prior YTD (%)</i>	-100%	40%	
<b>Total Construction Value to Date</b>	<b>\$ 47,348,380</b>	<b>\$ 28,381,980</b>	
<i>increase / decrease over prior YTD</i>	\$ (47,348,380)	\$ 18,966,400	
<i>increase / decrease over prior YTD (%)</i>	-100%	67%	
<b>Revenue To Date</b>	<b>(A) \$ 341,556</b>	<b>\$ 291,626</b>	
<i>increase / decrease (%)</i>	-100%	17%	
<b>Pro-rated Budget (see note 1)</b>	<b>(B) \$ 376,431</b>	<b>\$ 302,910</b>	<b>\$ 291,579</b>
<b>Surplus (Deficit) Revenue</b>	<b>(A - B) \$ (376,431)</b>	<b>\$ 38,646</b>	<b>\$ 47</b>

### Note 1 -

Estimated 2017 Revenue	\$ 645,310	519,275	499,850
# of months YTD	7	7	7
Prorated Budget Revenue	<u>\$ 376,431</u>	<u>\$ 302,910</u>	<u>\$ 291,579</u>

### Comments -

## By-Law Activity Report

July 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Number Cases Under Investigation</b>			
<i>increase / decrease over prior YTD</i>	-49	-12	
<i>increase / decrease over prior YTD (%)</i>	-100%	-20%	
<b>Number Cases Resolved</b>			
<i>increase / decrease over prior YTD</i>	-126	59	
<i>increase / decrease over prior YTD (%)</i>	-100%	88%	
<b>Total Cases Investigated</b>			
<i>increase / decrease over prior YTD</i>	-175	47	
<i>increase / decrease over prior YTD (%)</i>	-100%	37%	

## Building Activity Report

August 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Total Permits Issued To Date</b>	<b>259</b>	<b>193</b>	
<i>increase / decrease over prior YTD</i>	(259)	66	
<i>increase / decrease over prior YTD (%)</i>	-100%	34%	
<b>New Dwelling Units Created To Date</b>	<b>64</b>	<b>56</b>	
<i>increase / decrease over prior YTD</i>	(64)	8	
<i>increase / decrease over prior YTD (%)</i>	-100%	14%	
<b>Total Construction Value to Date</b>	<b>\$ 53,246,240</b>	<b>\$ 32,279,480</b>	
<i>increase / decrease over prior YTD</i>	\$ (53,246,240)	\$ 20,966,760	
<i>increase / decrease over prior YTD (%)</i>	-100%	65%	
<b>Revenue To Date</b>	<b>(A) \$ 400,610</b>	<b>\$ 350,870</b>	
<i>increase / decrease (%)</i>	-100%	14%	
<b>Pro-rated Budget (see note 1)</b>	<b>(B) \$ 430,207</b>	<b>\$ 346,183</b>	<b>\$ 333,233</b>
<b>Surplus (Deficit) Revenue</b>	<b>(A - B) \$ (430,207)</b>	<b>\$ 54,427</b>	<b>\$ 17,637</b>

### Note 1 -

Estimated 2017 Revenue	\$ 645,310	519,275	499,850
# of months YTD	8	8	8
Prorated Budget Revenue	<u>\$ 430,207</u>	<u>\$ 346,183</u>	<u>\$ 333,233</u>

### Comments -

## By-Law Activity Report

August 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Number Cases Under Investigation</b>			
<i>increase / decrease over prior YTD</i>	-45	-21	
<i>increase / decrease over prior YTD (%)</i>	-100%	-32%	
<b>Number Cases Resolved</b>			
<i>increase / decrease over prior YTD</i>	-156	67	
<i>increase / decrease over prior YTD (%)</i>	-100%	75%	
<b>Total Cases Investigated</b>			
<i>increase / decrease over prior YTD</i>	-201	46	
<i>increase / decrease over prior YTD (%)</i>	-100%	30%	



# Building Activity Report

September 30, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 20145
<b>Total Permits Issued To Date</b>		<b>286</b>	<b>228</b>
<i>increase / decrease over prior YTD</i>	(286)	58	
<i>increase / decrease over prior YTD (%)</i>	-100%	25%	
<b>New Dwelling Units Created To Date</b>		<b>71</b>	<b>66</b>
<i>increase / decrease over prior YTD</i>	(71)	5	
<i>increase / decrease over prior YTD (%)</i>	-100%	8%	
<b>Total Construction Value to Date</b>		<b>\$ 58,151,128</b>	<b>\$ 41,490,780</b>
<i>increase / decrease over prior YTD</i>	\$ (58,151,128)	\$ 16,660,348	
<i>increase / decrease over prior YTD (%)</i>	-100%	40%	
<b>Revenue To Date</b>	(A)	<b>\$ 457,707</b>	<b>\$ 408,080</b>
<i>increase / decrease (%)</i>	-100%	12%	
<b>Pro-rated Budget (see note 1)</b>	(B)	<b>\$ 483,983</b>	<b>\$ 374,888</b>
<b>Surplus (Deficit) Revenue</b>	(A - B)	<b>\$ (483,983)</b>	<b>\$ 33,192</b>

## Note 1 -

Estimated 2017 Revenue	\$ 645,310	519,275	499,850
# of months YTD	9	9	9
Prorated Budget Revenue	<u>\$ 483,983</u>	<u>\$ 389,456</u>	<u>\$ 374,888</u>

## By-Law Activity Report

September 30, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Number Cases Under Investigation</b>		<b>40</b>	<b>56</b>
<i>increase / decrease over prior YTD</i>	-40	-16	
<i>increase / decrease over prior YTD (%)</i>	-100%	-29%	
<b>Number Cases Resolved</b>		<b>188</b>	<b>111</b>
<i>increase / decrease over prior YTD</i>	-188	77	
<i>increase / decrease over prior YTD (%)</i>	-100%	69%	
<b>Total Cases Investigated</b>		<b>228</b>	<b>167</b>
<i>increase / decrease over prior YTD</i>	-228	61	
<i>increase / decrease over prior YTD (%)</i>	-100%	37%	

## Building Activity Report

October 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Total Permits Issued To Date</b>	<b>303</b>	<b>258</b>	
<i>increase / decrease over prior YTD</i>	(303)	45	
<i>increase / decrease over prior YTD (%)</i>	-100%	17%	
<b>New Dwelling Units Created To Date</b>	<b>75</b>	<b>77</b>	
<i>increase / decrease over prior YTD</i>	(75)	(2)	
<i>increase / decrease over prior YTD (%)</i>	-100%	-3%	
<b>Total Construction Value to Date</b>	<b>\$ 61,035,317</b>	<b>\$ 45,034,380</b>	
<i>increase / decrease over prior YTD</i>	\$ (61,035,317)	\$ 16,000,937	
<i>increase / decrease over prior YTD (%)</i>	-100%	36%	
<b>Revenue To Date</b>	<b>(A) \$ 495,749</b>	<b>\$ 447,371</b>	
<i>increase / decrease (%)</i>	-100%	11%	
<b>Pro-rated Budget (see note 1)</b>	<b>(B) \$ 537,758</b>	<b>\$ 432,729</b>	<b>\$ 416,542</b>
<b>Surplus (Deficit) Revenue</b>	<b>(A - B) \$ (537,758)</b>	<b>\$ 63,020</b>	<b>\$ 30,829</b>

### Note 1 -

Estimated 2017 Revenue	\$ 645,310	519,275	499,850
# of months YTD	10	10	10
Prorated Budget Revenue	<u>\$ 537,758</u>	<u>\$ 432,729</u>	<u>\$ 419,175</u>

### Comments -

## By-Law Activity Report

October 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Number Cases Under Investigation</b>		<b>25</b>	<b>48</b>
<i>increase / decrease over prior YTD</i>	-25	-23	
<i>increase / decrease over prior YTD (%)</i>	-100%	-48%	
<b>Number Cases Resolved</b>		<b>222</b>	<b>126</b>
<i>increase / decrease over prior YTD</i>	-222	96	
<i>increase / decrease over prior YTD (%)</i>	-100%	76%	
<b>Total Cases Investigated</b>		<b>247</b>	<b>174</b>
<i>increase / decrease over prior YTD</i>	-247	73	
<i>increase / decrease over prior YTD (%)</i>	-100%	42%	

## Building Activity Report

November 30, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Total Permits Issued To Date</b>	<b>355</b>	<b>285</b>	
<i>increase / decrease over prior YTD</i>	(355)	70	
<i>increase / decrease over prior YTD (%)</i>	-100%	25%	
<b>New Dwelling Units Created To Date</b>	<b>114</b>	<b>86</b>	
<i>increase / decrease over prior YTD</i>	(114)	28	
<i>increase / decrease over prior YTD (%)</i>	-100%	33%	
<b>Total Construction Value to Date</b>	<b>\$ 74,272,917</b>	<b>\$ 49,737,880</b>	
<i>increase / decrease over prior YTD</i>	\$ (74,272,917)	\$ 24,535,037	
<i>increase / decrease over prior YTD (%)</i>	-100%	49%	
<b>Revenue To Date</b>	<b>(A) \$ 604,673</b>	<b>\$ 510,944</b>	
<i>increase / decrease (%)</i>	-100%	18%	
<b>Pro-rated Budget (see note 1)</b>	<b>(B) \$ 591,534</b>	<b>\$ 476,002</b>	<b>\$ 458,196</b>
<b>Surplus (Deficit) Revenue</b>	<b>(A - B) \$ (591,534)</b>	<b>\$ 128,671</b>	<b>\$ 52,748</b>

### Note 1 -

Estimated 2017 Revenue	\$ 645,310	519,275	499,850
# of months YTD	11	11	11
Prorated Budget Revenue	<u>\$ 591,534</u>	<u>\$ 476,002</u>	<u>\$ 458,196</u>

### Comments -

## By-Law Activity Report

November 30, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Number Cases Under Investigation</b>			
<i>increase / decrease over prior YTD</i>	-18	-15	
<i>increase / decrease over prior YTD (%)</i>	-100%	-45%	
<b>Number Cases Resolved</b>			
<i>increase / decrease over prior YTD</i>	-240	88	
<i>increase / decrease over prior YTD (%)</i>	-100%	58%	
<b>Total Cases Investigated</b>			
<i>increase / decrease over prior YTD</i>	-258	73	
<i>increase / decrease over prior YTD (%)</i>	-100%	39%	

## Building Activity Report

December 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Total Permits Issued To Date</b>	<b>369</b>	<b>299</b>	
<i>increase / decrease over prior YTD</i>	(369)	70	
<i>increase / decrease over prior YTD (%)</i>	-100%	23%	
<b>New Dwelling Units Created To Date</b>	<b>119</b>	<b>99</b>	
<i>increase / decrease over prior YTD</i>	(119)	20	
<i>increase / decrease over prior YTD (%)</i>	-100%	20%	
<b>Total Construction Value to Date</b>	<b>\$ 81,903,417</b>	<b>\$ 51,848,380</b>	
<i>increase / decrease over prior YTD</i>	\$ (81,903,417)	\$ 30,055,037	
<i>increase / decrease over prior YTD (%)</i>	-100%	58%	
<b>Revenue To Date</b>	<b>(A) \$ 640,933</b>	<b>\$ 540,653</b>	
<i>increase / decrease (%)</i>	-100%	19%	
<b>Pro-rated Budget (see note 1)</b>	<b>(B) \$ 645,310</b>	<b>\$ 519,275</b>	<b>\$ 499,850</b>
<b>Surplus (Deficit) Revenue</b>	<b>(A - B) \$ (645,310)</b>	<b>\$ 121,658</b>	<b>\$ 40,803</b>

### Note 1 -

Estimated 2017 Revenue	\$ 645,310	519,275	548,100
# of months YTD	12	12	12
Prorated Budget Revenue	<u>\$ 645,310</u>	<u>\$ 519,275</u>	<u>\$ 548,100</u>

### Comments -

## By-Law Activity Report

December 31, 2017

	Year to Date 2017	Year to Date 2016	Year to Date 2015
<b>Number Cases Under Investigation</b>			
<i>increase / decrease over prior YTD</i>	-17	-1	
<i>increase / decrease over prior YTD (%)</i>	-100%	-6%	
<b>Number Cases Resolved</b>			
<i>increase / decrease over prior YTD</i>	-253	82	
<i>increase / decrease over prior YTD (%)</i>	-100%	48%	
<b>Total Cases Investigated</b>			
<i>increase / decrease over prior YTD</i>	-270	81	
<i>increase / decrease over prior YTD (%)</i>	-100%	43%	



# ***BECOMING A MORE EFFECTIVE MUNICIPAL COUNCIL***



***Presentation by  
Fred Dean & Nigel Bellchamber  
April 2017***

# ***Introducing Fred Dean***

- **Municipal Lawyer & coach**
- **Former Sudbury City Solicitor**
- **Acts exclusively for municipalities and municipal associations**
- **Chair of ROMA/OGRA Question Box Panel**
- **Association of Municipalities of Ontario (AMO)**
  - **Facilitator & Trainer**
  - **2007 named to Honour Roll**
- **Amberley Gavel**
  - **Closed Meeting Investigations**
  - **Integrity Commissioner**
  - **Academy**

# ***Introducing Nigel Bellchamber***

- **Former County CAO and City Treasurer**
- **Consulting practice includes recruiting CAOs and Senior Managers; Strategic Planning; Organizational, Fiscal, and Policy Reviews; Municipal Ombudsman**
- **Past Chair PSAB**
- **Association of Municipalities of Ontario (AMO)**
  - **Facilitator & Trainer**
  - **2007 named to Honour Roll**
- **Amberley Gavel**
  - **Closed Meeting Investigations**
  - **Integrity Commissioner**
  - **Academy**

# ***Topics for today***

- **Municipal Powers**
- **Roles and Responsibilities**
- **Conflict of Interest**
- **Trending Issues in Municipal Finance**
- **Closed meetings**
- **Bill 68**
- **Codes of Conduct and Integrity Commissioners**
- **Workplace Incivility vs Harassment**
- **.....and much more**

# ***The Burning Question!***

**Write it down so we can be sure to  
cover it.**

# ***Municipal Powers***

- **Where do they come from?**
- **Who may exercise?**
- **When and where can they be exercised?**
- **How are they exercised?**

# ***Municipal Powers***

- **Powers come from the Province**
  - **Acts and Regulations**
- **No inherent jurisdiction**
- **Size does not matter**
  - **Types of Municipalities**

# ***Basic Principles***

- **Municipal Powers**
  - **Complex, technical, multi-faceted**
  - **Section 5 Municipal Act**
    - **Shall be exercised by Council**
    - **Exercised by By-law**
    - **“Key slide!”**



# ***How Powers are Exercised***

**Power are exercised at a duly constituted meeting**

- ✓ Open to the public**
- ✓ Notice to the public**
- ✓ Quorum**
- ✓ Majority vote**
- ✓ All members vote**

# ***Roles and Responsibilities***

# ***What have you been elected to do?***

- **What is your job description?**
- **What duties/responsibilities come with your office?**
- **What is the scope of your duties?**
- **All powers come from the province!**

# ***Statutory Roles & Responsibilities***

- **Set out in Municipal Act 2001**
- **Updated in 2007**
  - **Council**
  - **Head of Council**
  - **CAO**
  - **Municipal Staff**

# ***Roles & Responsibilities***

- **Members of Council**
- **Staff**
- **Public**
- **Media**

# ***Council***

***It is the role of Council to...***

- **represent the public and to consider the well-being and interests of the municipality**
- **develop and evaluate the policies and programs of the municipality**
- **determine which services the municipality provides**

# ***Council***

***It is the role of Council to...***

- **ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council**

# ***Council***

***It is the role of Council to...***

- **ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality**



# ***Council***

***It is the role of Council to...***

- **maintain the financial integrity of the municipality**
- **carry out the duties of council under this or any other Act**

# ***In Summary...Council***

- Exercises corporate powers
- Acts collectively, publicly & with advanced notice
- No management functions by
  - Council
    - Members
    - Head

# ***Head of Council***

- **“Mayor”**
- **“Reeve”**
- **“Warden”**
- **“Chair”**
- **“Lord Mayor”**

## ***It is the role of the Head of Council to...***

- **act as chief executive officer of the municipality (CEO)**
- **preside over council meetings so that its business can be carried out efficiently and effectively**
- **provide leadership to the council**

## ***It is the role of the Head of Council to...***

- **provide information and recommendations to council with respect to the role of council respecting the administrative & controllership policies, practices and procedures in place to implement the decisions of council**

## ***It is the role of the Head of Council to...***

- **provide information / recommendations to council with respect to the role of council respecting the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality**

## ***It is the role of the Head of Council to...***

- **represent the municipality at official functions; and**
- **carry out the duties of the head of council under this or any other Act**

***As CEO  
the Head of Council shall...***

- ✓ **uphold and promote the purposes of the municipality**
- ✓ **promote public involvement in the municipality's activities**



***As CEO  
the Head of Council shall...***

- ✓ **participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents**

# ***Head of Council***

- ✓ **Leadership to council**
- ✓ **Advisor to council on key matters**
- ✓ **Effective chair**
- ✓ **Power of office is influence**
- ✓ **No management powers**
- ✓ **Municipal “Champion” as CEO**

# ***Chief Administrative Officer***

- **Council may appoint a CAO who shall be responsible for**
  - **exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality**
  - **performing such other duties as are assigned by the municipality**

# ***Municipal Staff***

**It is the responsibility of Administration to:**

- undertake research & provide advice to council**
- implement council's decisions**
- establish administrative practices & procedures to carry out council's decisions**

# ***Statutory Officers***

- **Appointed by council by-law**
- **Have duties under a provincial statute or regulation**
- **Council or other staff cannot interfere with the exercise of those powers**
- **Examples –**
  - **Clerk / CBO / Treasurer**

# ***Councillor***

- **Public Official**
- **Limited individual powers**
- **No management powers**
- **Member of Council that**
  - **Sets Policy**
  - **Makes decisions**

# ***The Public***

- **Provide input to members**
- **Observe meetings of council**
- **Appear as delegation as permitted in Procedure By-law**

# ***The Media***

- **What makes news?**
- **What is Media's role?**
  - **Report what observed**
  - **Sell papers/acquire "hits"**
- **Councillors do not speak on behalf of council**
- **The Head of Council does**
- **Be prepared before being interviewed**
- **Members require media training**



# ***Roles Summary***

**Issue identification (All)**



**Analysis and Recommendations (Staff)**



**Decision (Council)**



**Implementation and Measurement (Staff)**



**Evaluation (Council)**

# Council should steer the boat rather than row it!

- Council should decide what services and programs the municipality will offer and leave to staff the “how to”
- Osborne and Gaebler (*Reinventing Government*)

# ***Things to Consider...***

- ***Council Exercises Power***
- ***Micromanaging***
- ***Unique role of Head of Council***
- ***Other personal responsibilities***
- ***Being on a local board***
- ***Municipal Conflict of Interest Act***

# ***THE MUNICIPAL CONFLICT OF INTEREST ACT***

- ✓ Your personal obligation
- ✓ Governs conduct of members
- ✓ Does not apply to staff
- ✓ Statutory Duty to disclose pecuniary interests and the general nature thereof

# ***Pecuniary Interest***

- ✓ **What is a pecuniary interest?**
- ✓ **Direct & indirect**
  - ✓ **Parent, spouse, child, same sex partner**
  - ✓ **Corporations**
  - ✓ **Member of a body**
  - ✓ **Employee**
  - ✓ **Partner**

# ***Member's Duties***

## **If a member has a pecuniary interest:**

- **Declare the pecuniary interest**
- **State the general nature of the interest**
- **Do not:**
  - **Influence before, during or after the meeting**
  - **Participate**
  - **Vote**

# **“Do I have a Pecuniary Interest?”**

## **“NO”**

- ✓ **Participate**
- ✓ **Influence &**
- ✓ **Vote**
- ✓ **“Business as usual”**

## **“YES”**

**Does a section 4  
Exception  
Apply?**

**→ “YES”**

- **Participate,  
Influence & Vote**

**→ “NO”**

- **Declare Pecuniary  
Interest**
- **Do NOT Participate,  
Influence or Vote**

# Conflict of Interest Exceptions

- user of any public utility service
- member being entitled to receive any service or commodity on same terms as others
- purchasing or owning a debenture of the municipality
- member making a deposit with the municipality or local board, which is or may be returnable to the member in like manner as such a deposit is or may be returnable to all other electors
- having an interest in any property affected by a work under the Drainage Act or relating to local improvements



# Conflict of Interest Exceptions

- **having an interest in farm lands that are exempted from taxation**
- **being eligible to fill a vacancy in the council or local board when the council to fill such vacancy**
- **being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of the member being a member of a board, commission, or other body as an appointee of a council or local board**

# Conflict of Interest Exceptions

- setting compensation for members of council
- setting compensation for members of a volunteer fire brigade
- an interest in common with electors generally
- interest which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member

# ***Municipal Conflict Of Interest Act***

- **Exceptions – section 4**
  - **If exception – business as usual**
- **Closed meetings**
- **Quorum**
  - **Can be reduced to 2 members**
- **Absence from meeting**
  - **Declare at next meeting**

# **“I think I have a Pecuniary Interest... What do I do?”**

- **Educate yourself**
  - **Read the Act regularly**
  - **Book and articles**
  - **Google Alerts**
- **Seek only general advice from staff**

# **“I think I have a Pecuniary Interest... What do I do?”**

- **Whom do I ask for specific advice?**
  - **Retain independent legal counsel**
- **Whom do I not ask for specific advice?**
  - **Other members**
  - **Staff**
  - **Head of Council**

# Consequences?

- **Court Application**
  - **By Elector**
  - **Within 6 weeks of Knowledge**
  - **Up to 6 Years from alleged contravention**

## ***The Court may find...***

- **No breach**
- **Breach**
- **Breach with Saving Provision**
  - **Inadvertence**
  - **Error in judgment**

## ***Practical Tips***

- ✓ **When to declare**
- ✓ **What to declare**
- ✓ **Read Act regularly**
- ✓ **Resources available**



# ***Trending Issues in Municipal Finance***

- Tax rates and user fees
- Reporting versus budgeting
- Budget monitoring
- Infrastructure spending
- Asset Management

# ***Tax Rates and User Fees***

- **Often the primary focus**
- **Should be the last issue in the discussion!**

# ***Reporting versus Budgeting***

- **Audited Financial Reports**
  - Full accrual accounting
  - Changed for 2009
  - They get little attention
  - They deserve much more!
    - Multi year comparisons
    - “Management Discussion and Analysis”
    - Public reporting

# ***Budget Monitoring***

- **Early adoption**
- **Multiyear possible**
- **Periodic reports**
- **Written variance analysis**
- **Detail should allow for high level discussion**
- **Approval of disbursements is an anachronism in most cases**

# ***Infrastructure Spending and Asset Management Planning***

- Two cannot be logically separated
- AM Plans should be mature by 2018 election
- Multiyear capital budgets should reflect the AMP
- Incorporate financing as well as spending
- Not just an aging of assets basis
- Condition assessment critical
- Allows for incorporation of lifecycle costing approach and integration with operating budget

# ***Accountable and Transparent Government***

- ***Policies***
  - ***A & T Policy***
- ***Duly constituted meetings***
- ***MFIPPA***
- ***Code of Conduct***
- ***Integrity officers***
- ***Open meetings***
- ***Bill 8 2014 in progress***

# ***Meetings – Open or Closed?***

- **Key element of Accountable and Transparent Government**
- **Members and staff must know legislated rules for holding closed meetings**
- **Closed meetings**
  - **Limited ability to hold closed meetings**
  - **Subject to review by an Investigator**

# ***Basic Principles...***

- **All meetings of council, local boards and committees shall be open to the public!**
- **Meetings may only be closed in circumstances set forth in section 239, Municipal Act**
- **Rules apply to council, committees and some local boards**



# ***Subject Matters at Closed Meetings***

## ***Section 239***

- **Security of property**
- **Personal matter about an identifiable individual**
- **Acquisition or disposition of real property**
- **Labour relations or employee negotiations**

# ***Subject Matters at Closed Meetings***

## ***Section 239***

- **Litigation or potential litigation**
- **Advice that is subject to solicitor-client privilege**
- **Under another Act**
  - ***Emergency Management Act***
  - ***MFIPPA***

# ***Subject Matters at Closed Meetings***

## **Subsection 239 (3.1)...**

- Meeting may be closed if –
  - for the purpose of educating or training the members AND
  - no member discusses or deals with a matter in a way that materially advances the business or decision-making

# ***Public Resolution Required***

- Required before closed meeting can occur
- Must be passed at an open meeting
- The Resolution must
  - Acknowledge fact of closed meeting
  - Indicate the general nature of the matter to be considered
- No additional items!!

# ***What is a “Meeting”?***

- **Not just a numbers exercise**
- **Email**
- **Advancing the business**
- **Influence**
- **Under review**

# Votes at Closed Meetings

- **Votes are only permitted for the following -**
  - **Procedural Matters**
  - **Direction**
  - **Adjournment**
- **Why are written Resolutions important?**

# ***Closed Meeting Investigations***

- **Any person may request an investigation**
- **Whether municipality, local board or committee has complied with section 239 or the procedure by-law in respect of a closed meeting**

# ***Investigation Request***

- **Independent Investigation by**
  - **Investigator appointed by council**
  - **Ontario Ombudsman if council has not appointed an Investigator before request received**
- **Amberley Gavel Ltd.**



# ***Codes of Conduct***

# ***Codes of Conduct***

- **One of many tools of Transparency and Accountability introduced recently**
- **Optional for all municipalities except Toronto**

# ***Codes of Conduct***

## ***Typical Contents***

- **Definitions**
- **General standards**
- **Roles and responsibilities**
- **Interpersonal behaviour**
- **Conduct at meetings**
- **Use of municipal resources**
- **Relationship with staff**
- **Confidentiality**

# ***Codes of Conduct***

- **May also include reference to harassment**
- **May or may not define it**
- **Specifies who may lay a complaint**
- **Include enforcement**
  - **Integrity Commissioner**
- **Include penalties**
- **Codes optional but increasing in number**
- **When a complaint is filed.....**

# ***Workplace Incivility***

# ***Workplace Incivility***

- **A relatively new term**
- **Not necessarily a new phenomenon**
- **May have emerged slowly, suddenly or not at all in a workplace**
- **But where it has the impact is serious**
- **So, what is it?**

# ***Definition***

- ***Workplace incivility*** has been defined as low-intensity deviant behavior with ambiguous intent to harm the target. Uncivil behaviors are characteristically rude and discourteous displaying a lack of regard for others.

# ***Workplace Harassment***

- ***The OHSA defines workplace harassment as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. The definition of workplace harassment includes workplace sexual harassment***



# ***Subtle Examples of Incivility***

- ✓ asking for input and then ignoring it
- ✓ "forgetting" to share credit for a collaborative work
- ✓ giving somebody a "dirty look"
- ✓ interrupting others
- ✓ not listening
- ✓ side conversations during a formal business meeting/presentation
- ✓ speaking with a condescending tone

# ***Dealing with it***

- “Decorum” is in procedure by-laws for a reason
- Role of the Chair
- Role of other Councillors
- It is not acceptable to say “everyone knows what Tom/Joe/Mary is like”
- If unchecked it becomes the norm for the individual

# ***Overt Examples***

- ✓ **disrupting meetings**
- ✓ **emotional put-downs**
- ✓ **giving expressive dirty looks or eye rolling**
- ✓ **giving public reprimands**
- ✓ **giving the silent treatment**
- ✓ **Insulting others**
- ✓ **making accusations about professional competence**
- ✓ **not giving credit where credit is due**
- ✓ **overruling decisions without giving a reason**
- ✓ **sending a nasty and demeaning note**
- ✓ **talking about someone behind his or her back**
- ✓ **Undermining credibility in front of others**
- ✓ **Repeating unsubstantiated rumours or gossip**

# ***Workplace Incivility***

- **Does not extend to the level of violence or harassment**
- **Does not usually breach a code of conduct**
- **But it is corrosive and leads to workplace distress, disengagement, lower productivity and higher turnover, all costly and undesirable**

# ***Incivility in Council Meetings***

- **It is rare in some Councils, is rampant in others.**
- **It is never positive, and has a very negative impact on staff and on the public image of the Council**

# ***Council Role***

- **Municipal Act s224**

**It is the role of council.....**

- **b) to develop and evaluate the policies and programs of the municipality**

## ***As a Councillor***

- You are responsible to behave in accordance with Statutory and Discretionary Codes and your Oath of Office
- You are to participate in their review where directed –eg OHSA annually
- You have a responsibility to evaluate your own too
- Complaints have occurred and Investigations are quietly(and some not so quietly) in progress across the Province.

# ***Municipal Ombudsman***

- **Municipal Ombudsman in place from Bill 8**
- **Maladministration**
- **Broad powers**
- **In effect January 1, 2016**



## ***Bill 68***

- **In Committee at present**
- **Codes of Conduct will be mandatory**
- **IC's role expanded**
- **Will include MCIA advice and investigations**
- **Will also expand closed meeting possibilities**
- **Will require very cautious use by Councils**
- **Complaints will likely increase in all three areas CofC, CMI, MCIA**

# **10 Critical Success Factors for Effective Councils**

- 1. Respect and Decorum**
- 2. Appropriate Facilities**
- 3. No Ambushes!**
- 4. Know Roles**
- 5. Well Constructed Agenda**
- 6. Effective Chair**
- 7. Competent Staff, Comprehensive Reports**
- 8. Commitment to Transparency and Accountability**
- 9. Know and follow the Procedure By-law**
- 10. Be There and Be Prepared**

# Effectiveness or Failure

- Is a choice
- Determined by a majority of the members of Council
- Collective action or inaction
  - Not by the Mayor alone
  - Not by an individual councillor
  - Not by the staff



Website Statistics for the period of April 1 to June 30, 2017

	Kingsville.ca	Kingsvillefire.ca	Mykingsville.ca
Sessions	28379	1331	12374
Users	18593	783	10243
Page Views	65552	4001	22872
US visitors	49.28%	49.66	42.96
Canadian Visitors	35.77%	36.29	36.24
Great Britain Visitors	13.78%	13.0	18.22
New Users	58.7%	54.5	78.7
Returning Visitors	41.3%	45.5	21.3

### Motions Tracker

Individual Responsible	Item	Return to Council by:	Date of Council Meeting:	Status:
<b>26-Jun-17</b>		<b>24-Aug-17</b>	<b>10-Jul-17</b>	
J. Astrologo	Council dispensed 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.			
A. Plancke / K. Girard	Council approved the cost of fire hydrant for the Road 11 Water Lane Extension Project as a pre-approved expense for the 2018 budget.			
K. Girard	Council received the results of the Road 11 Water Works Petition and authorized 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.			
K. Girard	Council approved administration to proceed with the tendering for services to complete a Bridge and Culvert Study; and Council approved 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.			
K. Vegh	Council adopted 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.			
K. Vegh	Council appointed the engineering firm of R.C. Spencer Associates to extend the Branch of the Smith Newman drain upstream and design the necessary improvements required by the requesting landowners.			
K. Vegh	Council appointed 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.			

R. Brown	<p>Re: Information Item No. 5—OMB Decision issued re: By-law 64-2016 of the Town of Kingsville</p> <p>Council moved that Administration prepare a Report including the previous reports as well, as this particular matter pre-dates this term of Council</p>			
M. Durocher / T. Del Greco	<p>Council directed a report be prepared from Fire Dept and Parks and Rec Staff regarding 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; regarding the ability to assist with other community groups and community functions in the provision of back-up first aid services or emergency services; with detail as to what was done in past years; with detail as to what is done now, 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.</p>			
T. Del Greco	<p>Council approved 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.</p>			
C. Parsons	<p>Council directed a report be prepared from Fire Dept and Parks and Rec Staff regarding 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; regarding the ability to assist with other community groups and community functions in the provision of back-up first aid services or emergency services; with detail as to what was done in past years; with detail as to what is done now, 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.</p>			

M. Durocher / T. Del Greco	Council directed a report be prepared from Fire Dept and Parks and Rec Staff regarding 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; regarding the ability to assist with other community groups and community functions in the provision of back-up first aid services or emergency services; with detail as to what was done in past years; with detail as to what is done now, 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.			
S. Zwiers	Council approved in principle a 10 year plan to fully fund the infrastructure deficit in Kingsville which amounts to a 2.9% annual levy increase dedicated to lifecycle reserve contributions.			
S. Zwiers	Council approved the cost of the fire hydrants for the Road 11 Water Line Extension project as a preapproved expense for the 2018 budget			
<b>12-Jun-17</b>		<b>10-Aug-17</b>	<b>26-Jun-17</b>	
A. Plancke	Council requested an update report from Administration in respect to the sidewalk installation required under the Development Agreement for the Ruthven area – specifically, whether the installation will be adjacent to the curb and timeline for installation.			Report to be drafted. Developer confirms sidewalk installation in July.
R. Brown	Council directed Administration to recraft the Cottam CIP 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  Council authorized Administration to allocate \$50,000 as a first year funding commitment for inclusion in the draft Cottam CIP			
R. Brown	Council directed 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.			



R. Brown (Kristina)	Council approved 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 & 25-37 Woodland Street & 113-121 & 104-120 Hazel Crescent, and adopt the implementing by-law.			
R. Brown (Kristina)	Council approved 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			
<b>7-Jun-17</b>		<b>26-Jun-17</b>	<b>21-Jun-17</b>	
A. Plancke	Councillor Gaffan, under Unfinished Business, asked how many street signs are finished, how many remain to be completed, and an anticipated completion date.			Cityworks created to determine. In Progress
<b>8-May-17</b>		<b>7-Jun-17</b>	<b>12-Jun-17</b>	
T. Iacobelli	Update and migrate MYKingsville website using template provided by eSolutions Group.			migration meetings started June 13 2017
A. Plancke	Provide an update to Council on the status of street signs as to how many are unfinished, remain to be complete and an anticipated completion date.			Cityworks created to determine. In Progress
<b>24-Apr-17</b>		<b>15-May-17</b>	<b>23-May-17</b>	
<b>10-Apr-17</b>		<b>3-Apr-17</b>	<b>8-Apr-17</b>	
<b>27-Mar-17</b>		<b>17-Apr-17</b>	<b>24-Apr-17</b>	
J. Astrologo	Provide to Council a report setting out the rights of medical marihuana growers and the rights of the neighbouring property owners. (Extended time to prepare report).			In Progress
<b>13-Mar-17</b>		<b>3-Apr-17</b>	<b>10-Apr-17</b>	
J. Alexander / J. Astrologo	Work with Members of Leamington Administration to prepare the requisite tender document for Animal Control Services.			In Progress
A. Plancke	Provide a report to Council pertaining to the New Designs flower shop property realignment.			Resident opposed to reconfiguration of lands. Report to be prepared.
P. Van Mierlo-West	Provide Council with semi-annual reports from the Tourism and Economic Development Committee regarding initiatives and projects.			First Delegation to be at the June 12th, 2017 meeting
<b>27-Feb-17</b>		<b>22-Mar-17</b>	<b>27-Mar-17</b>	
J. Astrologo / S. Kitchen	Administration Authorized to prepare the necessary by-law for passage of Petition for Waterworks.			

13-Feb-17		6-Mar-17	13-Mar-17	
S. Kitchen / J. Astrologo	Draft appropriate By-law in order to transfer ownership for the roadway known as Bruner Court and its services to the Municipality.			Pending
R. Brown	Directed to schedule a review of the current Fencing By-law for 2017 and provide an information report to Council on possible updates.			In Progress
P. Van Mierlo-West	Review and update the Grant Policy.			In Progress
23-Jan-17		8-Feb-17	13-Feb-17	
A. Plancke	Prepare report to conduct further research in regard to the Ontario Greenhouse Vegetable Growers' request for Kingsville Sanitary Sewer Expansion.	90 days		Pending report from N.J. Peralta Eng.
P. Van Mierlo-West	Provide council with information as to the state of any dredging that may be undertaken at Kingsville Harbour.	20-Jun-17		In Progress
P. Van Mierlo-West	Provide Council with a detailed cost estimate and in-depth review of the Parks Master Plan.	21-Dec-17		
1-Jan-17		ASAP	ASAP	
P. Van Mierlo-West	BIA parking signs to be changed to limit no parking to hour to hours of operations. Nov 2016 CAO to follow up.			In Progress
A. Plancke	Ontario Greenhouse Vegetable Growers requested study of sewer use. Need update. Notice of motion to be filed.			Pending report from N.J. Peralta Eng.
COMPLETED				
K. Girard	Present Engineer's Report and proposed assessment schedule for the proposed water main on Road 11 to the petitioning residents.			Public Meeting scheduled for June 08th. Complete
A. Plancke	Review the signage in respect of Road 8 West to deter whether the signage correctly identifies the name of the road due to resident complaints of deliveries not being received.			MTO signage identifies as Conc. ( 8, 9 etc.) Cannot modify provincial sign. Complete
K. Girard	Council received the Engineer's Report from the RC Spencer and Associates for the proposed water main on Road 11 and directed administration to present the report and proposed assessment schedule to the petitioning residents			Initial Assessment approved by petitioners. Complete
K. Girard	Council authorized the installation of sidewalks on Grandview Avenue, but not by cutting through the existing driveways. AND Council requested admin to contact Mr. and Mrs. Del Brocco to discuss their issues.			Sidewalk installation scheduled for Sept. DelBrocco's satisfied. Complete
A. Plancke / R. Brown	Prepare a report that will identify detailed options available to reduce the traffic congestion along Main St. East, specifically from the Wigle/Remark Intersection to Kratz Road, with associated costs.	90 Days		Completed

R. Brown	Home Occupation & Home construction1552843 Ontario Ltd. Home to be constructed in 2 years. Notice may be filed to see and provide council with update.			Complete
P. Van Mierlo-West	Next strategic planning session to be scheduled.			Complete
P. Van Mierlo-West	Prepare correspondence to invite Explore the Shore to apply for grant for 2018			Complete
S. Kitchen	Prepare and advertise for Members of the community to volunteer for Council Appointment to the Communities in Bloom Committee.			Complete
T. Iacobelli	Administration to proceed with the public advertisement of the RFP on the Bids and Tenders website.			Complete
A. Plancke	Report back to council with an engineer through RFQ process to prepare a report representing associate costs for the development, tendering and construction of Road 11 East Water Works Petition.			Complete
A. Plancke	Mettawas Res. Flooding Lower Level. Notice may be filed to seek update.			Complete - Nothing to report. No further flooding reports since Oct 2015
A. Plancke	Hallonan St. Final Coat and Sidewalk. Nov 2016 CAO reported developer advised again.			Complete
A. Plancke	Prepare report to update council in respect flooding that was reported to have occurred to the lower level of the housing at Mettawas Residential Development.	42916		Complete
J. Astrologo	Prepare report for council referenced in the Oct. 31, 2016 Special Meeting of Council RE: Medical Centre proposed Lease and the ability to enter an agreement which extends beyond the term of council.			Complete
J. Astrologo	Prepare report that council received the Municipal Act Amendments and Ranked Ballots report.			Complete
S. Kitchen	Forward Councillor Neufeld's motion regarding the Essex County Library Board's labour issues to the Library Board.			Complete
J. Astrologo	Mettawas Lane - council moved to amend the amendment to the development agreement with completion date of the project by Sept. 1, 2017	30 Days		Sidewalks complete. Road work completed on Friday, May 26, 2017
S. Kitchen / J. Astrologo	Draft appropriate By-law in order to transfer ownership for the roadway its services to the Municipality of Millbrook Stage 2 Phase 1 subdivision.			Complete
A. Plancke	Return to council to present the Engineers Report from Stantec Consulting on M&M Water Works extension project.		45047	Complete
J. Astrologo	Prepare a License Agreement for Farmers' Market (5 year term) and bring back the necessary authorizing By-law for passage at a future Regular Meeting.			Assigned to N. J Peralta

S. Kitchen / T. Hewitt	Tara to prepare AD and Sandy to prepare letter in regards to the advertisement in the program booklet for the 27th Annual Wild Game Dinner.			Complete
J. Astrologo / J. Alexander	Prepare By-law for council approval of mail in ballots as their election method for the 2018 election.			Complete
S. Kitchen	Prepare by-law to confirm the appointment of Melissa Tremaine-Snip to the Communities in Bloom Committee for the balance of the Committee term.			Complete
A. Plancke	Remove speed hump on Grandview			Removed May 26, 2017
K. Girard	Contact Mr. and Mrs. Del Brocco to discuss their issues with the installation of sidewalks on Grandview Ave.			Meeting with Jack DelBrocco & Landscaper took place May 12, 2017. All work completed May 27, 2017
K. Girard	Provide contract for the bridge rehab to Corporate Services for preparation of necessary authorizing by-law.			Executed documents provided back to Dillon on May 25, 2017
T. Del Greco M. Durocher	Provide council with the details as to the date and time of the Public Input sessions for Grovedale House.			Completed
R. Brown	Follow-up information be provided to Council regarding Home Office and Contractor's Yard Construction County Road 20, North Side; 1552843 Ontario Ltd. o/a Noah Homes.	43100		Completed
R. Brown P. Valore	Provide council with a status update in respect of site compliance to the site commonly referred to as ATI.	90 days		Completed
T. Del Greco & M. Durocher	Kings Landing / Grovedale - Nov 2016 Public Meeting to be held seeking input as to future use.			Completed

2017 CAPITAL BUDGET STATUS LOG																	
	Project Description	Account	Budget Total	Staff Contact	Approved Budget Adjustment	Estimated Start Date	Estimated End Date	Status Update - Q1	Status Update - Q2	Status Update - Q3	Status Update - Q4	Change Orders	Amount of Change Orders	Forecasted Spent to Date	Actual Spent to Date (Entered by Finance)	Project Projected to Remain on/under Budget?	Budget Variance (Based on Forecasted)
	GEN ADMIN - Strategic Plan Completion	01-112-360-71505	\$ 3,500	Peggy		Jan 10 2017	In Progress	Motion to Table	Meeting to be held June						\$ 414		
	GEN ADMIN - DC Study Update	01-112-360-71718	\$ 50,000	Sandra		March/April	December	Obtained Proposal from Watson									
	GEN ADMIN - Diamond Enhancements (Phase 1 of 3)	01-112-360-71719	\$ 7,000	Sandra		On hold	On hold	Considering postponing to 2018									
	GEN ADMIN - Non Union Pay Equity Mtce Review	01-112-360-71720	\$ 5,000	Peggy		May-17	Sep-17	Waiting to hire HR Manager									
	GEN ADMIN - Union Pay Equity Full Review (\$10,000 paid by	01-112-360-71721	\$ 5,000	Peggy		May-17	Sep-17	Waiting to hire HR Manager									
	GEN ADMIN - Physician Recruitment	01-112-360-71743	\$ 65,000	Peggy		Jan 10 2017	Dec-17	Discussions									
	IT - Licensing for new hires	01-114-360-71663	\$ 3,000	Tony		Jan 10 2017	Jan 20 2017	completed							\$ 2,595		
	IT - Laptop - Fire Part Time	01-114-360-71701	\$ 2,100	Tony		preapproved	Dec 20 2016	completed					coded to	1525	\$ 1,323		
	IT - Workstation - PW/Env Service Supervisor	01-114-360-71702	\$ 950	Tony		preapproved	Dec 20 2016	completed					coded to	854	\$ 854		
	IT - Municipal Phone System Replacement	01-114-360-71703	\$ 34,000	Tony		March 1 2017	April 1 2017	completed							\$ 2,841		
	IT - New Server VMWARE Host and back up licence	01-114-360-71704	\$ 14,000	Tony		Feb 1 2017	Feb 28 2017	completed						13809	\$ 12,810		
	IT - Citrix/Terminal server transition	01-114-360-71705	\$ 11,300	Tony		Feb 15 2017	June 30 2017	in progress	testing currently underway,					8237	\$ 8,267		
	IT - Network Assessment	01-114-360-71706	\$ 12,000	Tony		June 21 2017		Awarded	in progress, internal								
	IT - Large Format plotter	01-114-360-71707	\$ 11,000	Tony		Jan 10 2017	Feb 1 2017	completed							\$ 10,413		
	IT - Radio upgrade - Fire hall	01-114-360-71708	\$ 5,200	Tony		May 15 2017	?	no update	waiting on tower status								
	IT - Workstation - Computer Technician	01-114-360-71709	\$ 950	Tony		Feb 1 2017	March 9 2017	completed							\$ 853		
	IT - Workstation - GIS Technician	01-114-360-71710	\$ 950	Tony		Feb 1 2017	March 9 2017	completed							\$ 1,280		
	IT - Workstation - Planner	01-114-360-71711	\$ 950	Tony		Feb 1 2017	March 9 2017	completed							\$ 853		
	IT - Everbridge Notification System	01-114-360-71712	\$ 9,000	Tony		April 1 2017	?	Consultation Mtg Held with Staff	completed go live date						\$ 8,828		
	IT - Workstation - Manager M.S.	01-114-360-71713	\$ 950	Tony		Feb 1 2017	March 9 2017	completed							\$ 853		
	IT - Workstation - Laserfiche Scanning	01-114-360-71714	\$ 1,500	Tony		Feb 1 2017	March 9 2017	completed							\$ 1,295		
	IT - Records Retention System - TOMRMS plus integration	01-114-360-71715	\$ 10,000	Tony		March 1 2017	?	training completed May 11	waiting on Thinkdox					7530	\$ 8,111		
	IT - Adobe Professional Licenses (3 + 1 laserfiche licences)	01-114-360-71716	\$ 2,200	Tony		Jan 10 2017	Feb 28 2017	completed							\$ 2,059		
	IT - Website Replacement (kingsville.ca, FOL, Mig Fest	01-114-360-71717	\$ 40,000	Tony		March 3 2017	December 10 2017	RFP posted	Awarded								
	FIRE - Traffic Pre-Emption Installation	01-121-360-71616	\$ 12,000	Chuck		In Progress	June 30 2017	Installation Stalled	Sourcing new installer								
	FIRE - Aerial Truck (assumes used truck)	01-121-360-71722	\$ 450,000	Chuck		In Progress	June 30 2017	Arrived	preparing to put in service						\$ 436,086		
	FIRE - Extractor Washing Machine	01-121-360-71723	\$ 8,500	Chuck		#####	#####	Completed							\$ 8,488		
	PW - Road 2 W Bridge #28 over Wigle Creek	01-130-360-71339	\$ 700,000	Andrew		May 29th	September	Tendered	Under Construction						\$ 16,547	Under	
	PW - CWATS Kings13B (Phase 2 of 3)	01-130-360-71542	\$ 361,144	Andrew		July	September	Pre-Tender	Pending start of Construction							On	
	MS - Lakeview Ave Completion	01-130-360-71545	\$ 100,000	Andrew		May/June	June/July	Pre-Design	In Progress						\$ 8,779	On	
	PW - Esseltine Drain	01-130-360-71547	\$ 4,072,005	Andrew		TBD	TBD	Engineering	Engineering						\$ 320,549		
	PW - CWATS Kings9 (OMCIP Phase 2 of 2)	01-130-360-71618	\$ 314,605	Andrew		June	July	Tendered	Under Construction							On	
	PW - Cottam Storm - Klundert SWM pond	01-130-360-71621													\$ 593		
	PW - Road Programs (See Appendix D)	01-130-360-71724	\$ 820,000	Andrew		April/May	June/July	Construction	Under Construction						\$ 338,708	On	
	MS - Park Street Reconstruction (PW)	01-130-360-71744	\$ 1,496,000	Andrew		August	December	Engineering	Pre-Tender Engineering						\$ 8,740	On	
	PW - Bridge #014 - Road 10 over Paterson Drain -	01-130-360-71745	\$ 33,000	Andrew		2018	2018	Engineering	Engineering							On	
	PW - Bridge #030 - Road 5 W over West Townline Drain -	01-130-360-71746	\$ 57,000	Andrew		2018	2018	Engineering	Engineering							On	
	PW - Development Contribution School Property	01-130-360-71747	\$ -	Andrew		TBD	TBD	TBD	Pending						\$ 2,544		
	PW - Replace - 2006 F-150	01-130-360-71748	\$ 48,000	Andrew		In progress	May-17	Tender	Delivered						\$ 37,217	On	
	PW - Replace - 2006 Sterling 10 ton s/a w/ plow & dump	01-130-360-71749	\$ 170,000	Andrew		In progress	May-17	Tender	Pending							Over	
	PW - Land Acquisition (including legal costs) Jasperson	01-130-360-71750	\$ 60,500	Andrew		June/July	July/August	Pending	Pending								
	PW - Sidewalk Program (See Appendix D)	01-130-360-71751	\$ 124,400	Andrew		June	August/ September	Tendered	Awarded / Sept Start								
	CEM - Greenhill Guard House Improvements	01-151-360-71725	\$ 5,000	Andrew				Spring/Summer	Summer								
	ARENA - Roof maintenance	01-170-360-71628	\$ 8,000	Tim		June	June	Awarded	In Progress						\$ 3,285		
	ARENA - tighten roof bracing to original condition per engineers report	01-170-360-71726	\$ 4,500	Tim		May	May	Awarded	Complete								
	ARENA - Generator	01-170-360-71727	\$ 105,000	Tim		In progress	October	Design Stage	Searching for used unit								
	ARENA - New suction lines in compressor room - TSSA order - must be completed in 2017	01-170-360-71728	\$ 16,000	Tim		In progress	August	Preparing RFP	Complete						\$ 14,861		
	ARENA - Renteknik energy study	01-170-360-71729	\$ 27,000	Tim		In progress	December	Awarded	In Progress						\$ 15,858		
	ARENA - User Group/PRAC request - 8 wall mounted seats	01-170-360-71730	\$ 3,500	Tim				No update	No progress as of yet								
	PARKS - Mettawas Development Phase 1	01-171-360-71154	\$ 20,000	Andrew			June	90% Complete	95% Complete						\$ 9,276	On	
	PARKS - Lakeside Park Box Culvert/Bridge	01-171-360-71428	\$ 25,000	Tim		In progress	Sept / Oct	Pre-Design	Pending								
	PARKS - Playground Equipment Ruthven	01-171-360-71436	\$ 40,000	Tim				On Hold	On Hold								
	PARKS - Final payment Kings Landing	01-171-360-71440	\$ 143,750	Sandra		Completed	Jan-17	Completed							\$ 143,750		
	PARKS - 1251 Heritage shoreline improvements	01-171-360-71564	\$ 15,000	Andrew		In progress	July / Aug	Pending ERCA	Pending ERCA								

2017 CAPITAL BUDGET STATUS LOG																	
	Project Description	Account	Budget Total	Staff Contact	Approved Budget Adjustment	Estimated Start Date	Estimated End Date	Status Update - Q1	Status Update - Q2	Status Update - Q3	Status Update - Q4	Change Orders	Amount of Change Orders	Forecasted Spent to Date	Actual Spent to Date (Entered by Finance)	Project Projected to Remain on/under Budget?	Budget Variance (Based on Forecasted)
	PARKS - Bernath Gardens Parkland Dev.	01-171-360-71639	\$ -					Design Stage							\$ 619		
	PARKS - Lions Park Drainage	01-171-360-71645	\$ 30,000	Tim				Master Plan to be implemented	RFP out for master plan								
	PARKS - Coghill Park Playground equipment	01-171-360-71732	\$ 50,000	Tim		In progress	August	Pre-Tender	Awarding project soon								
	PARKS - Cottam Rotary Park upgrades pending transfer (risk)	01-171-360-71734	\$ 10,000	Tim				Pending	In progress								
	PARKS - Timbercreek playground equipment	01-171-360-71735	\$ 55,000	Tim		In progress	August	Pre-Tender	Awarding project soon								
	PARKS - Timberlake Park Development - site amenities	01-171-360-71736	\$ 10,000	Tim		In progress	August	Pre-Tender	In progress								
	PARKS - Recreational bocce court on arena grounds	01-171-360-71737	\$ 5,000	Tim		In progress	May	In progress	Nearing Completion						\$ 198		
	PARKS - Additional beach water testing	01-171-360-71752	\$ 6,000	Tim				Health Unit presentation rec'd by council	Funding not required								
	PARKS - Replace - 2001 F-550 s/a dump	01-171-360-71753	\$ 70,000	Tim		In progress	May-17	Tender	Awarded / Pending Delivery								
	PARKS - Replace - 2005 Chev C5500 3 ton s/a dump	01-171-360-71754	\$ 75,000	Tim		In progress	May-17	Tender	Awarded / Pending								
	PARKS - Timbercreek Parkland Purchase	01-171-360-71760	\$ -			Complete	Mar-17	Phase 1 Purchase Complete							\$ 30,150		
	FOL - Decorations downtown - to replace snowflakes (Phase	01-172-360-71738	\$ 20,000	Tim			September	No progress as of yet	No progress as of yet								
	RECREATION / PLAN - Sound System	01-175-360-71739	\$ 2,000	Maggie/Robert													
	FAC - Grovedale Design and Input	01-178-360-71630	\$ 640,000	Tim/Maggie				Public Consultations Held	RFP Awarded								
	FAC - Rooftop Unit (Mad Science/Library Bldg)	01-178-360-71731	\$ 6,000	Tim		In progress	June	Quoting	Complete						\$ 8,027		
	FAC - AED for Carnegie	01-178-360-71733	\$ 2,000	Tim		In progress	May	Quoting	Complete						\$ 1,985		
	FAC - 94 Division St S Demolition	01-178-360-71740	\$ 20,000	Tim		In progress	May/June	Pending	Complete						\$ 7,487	On	
	PLAN - Cottam CIP	01-180-360-71741	\$ 5,000	Robert		In progress	December	pending	Draft CIP Complete,								
	PLAN - Official Plan 5 year Review (Year 1 of 2)	01-180-360-71742	\$ 75,000	Robert		In progress	Mar/Apr 18	pending	RFP - Complete & online						\$ 3,043		
	BIA - Town Clock	01-181-360-71644	\$ -												\$ 8,039		
	W - Ruthven Industrial Park Oversizing within Dev	02-201-360-71448	\$ 100,000	Andrew		In progress	Jun-17	In progress	Complete							On	
	W - Waterline Looping Cedar Island (2 Canal Crossings)	02-201-360-71649	\$ 75,000	Andrew		TBD	Oct-17	Pending	Pending								
	W - Source Water Protection (Year 2 of 3)	02-201-360-71651	\$ 18,000	Andrew		In progress	Dec-17	In progress	In progress								
	W - Park St Reconstruction (Water)	02-201-360-71744	\$ 704,000	Andrew		August	Nov-17	Engineering	Pre-Tender Engineering								
	W - Replace - 2009 Ford Ranger	02-201-360-71755	\$ 62,000	Andrew		In progress	May-17	Tender	Awarded / Pending						\$ 1,032	On	
	W - Water Rate Study / Financial Plan	02-201-360-71756	\$ 25,000	Andrew		TBD	Dec-17	Pending discussion with C.N. Watson	Pending								
	KLW - Sanitary Master Plan w / Flow Monitoring	02-242-360-71357	\$ 65,000	Andrew		TBD	Dec-17	Pending	Pending RFP Development						\$ -		
	KLW - OCWA - LSW Treatment Plant Capital	02-242-360-71757	\$ 182,000	Andrew		In progress	Dec-17	In progress	In progress CWWF						\$ 31,016	On	
	KLW - OCWA - Kingsville Lagoons Capital	02-242-360-71758	\$ 78,000	Andrew		In progress	Dec-17	In progress	In progress CWWF							On	
	KLW - Peterson Sanitary Sewer	02-242-360-71359	\$ -												\$ 5,878		
	KLW - Fuel System Upgrades	02-242-360-71659													\$ (570)		
	COT - OCWA - Cottam Lagoons Capital	02-243-360-71759	\$ 53,000	Andrew		In progress	Dec-17	In progress	In progress CWWF							On	
	Total		\$ 11,978,454												\$ 1,525,831		



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

**Date:** July 12, 2017  
**To:** Mayor and Council  
**Author:** Peggy Van Mierlo-West, CAO  
**RE:** Strategic Plan – Final  
**Report No.:** CAO 2017- 008

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## **AIM**

To provide Council with the Town of Kingsville Strategic Plan for approval.

## **BACKGROUND**

In 2011 the Town of Kingsville developed its first Strategic Plan. On an annual basis the plan was updated. The previous Strategic Plan prioritized the following items as important to the economic health of the Town of Kingsville.

- Retirement and attraction of business related to this growing industry;
- Agriculture and related activities;
- Tourism;
- Enhanced communication networking and connection;
- Small business development and attraction of new manufacturing enterprises;
- Growth of the Municipality as a regional service centre;
- Industrial park development;
- Waterfront and Marina development

## **DISCUSSION**

Based upon the Strategic planning public survey many of the above objectives remained relevant. However other objectives began to take precedent such as:

- Improved overall communication with residents, developers, and business owners,
- Accessibility and,
- Active living,
- Sustainable renewal;

The attached Draft Strategic plan is a culmination of these workshops and public input sessions. The Action plans will be reviewed on an annual basis with Council prior to budget deliberations. Staff will also provide Council with updated project plans regarding the initiatives that are planned for the year.

Once approved, the document will be posted to the town website.

### **LINK TO STRATEGIC PLAN**

To update the Strategic Plan

### **FINANCIAL CONSIDERATIONS**

Plans will be incorporated within the corresponding budgets when required on an annual basis.

### **CONSULTATIONS**

Senior Management  
Council  
OMAFRA

### **RECOMMENDATION**

That Council approve the 2017-2022 Strategic Plan.

*Peggy Van Mierlo-West*

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





# Strategic Plan

2017<sub>182</sub> 2022

A Message from Mayor  
Nelson Santos

"If you do not step forward, you  
will always be in the same place."  
– Nora Roberts

The Municipality of Kingsville is in a fortunate position that it is representative and home to a diverse population of residents, businesses, agriculture and industry. Often providing a balanced approach can be challenging where there are so many interests and thus why the Council and Administration behind the Corporation of the Town of Kingsville have continually supported visioning for both the short and long term strategies for our community's future. In Kingsville, it is recognized that our community is never at a standstill, and is constantly learning, growing, and under development as we continue to mature from the days of amalgamation. As we keep moving forward with our positive momentum, we continue to keep an eye on our vision and goals on a regular basis. That's why today's council has committed to modernize our Municipality's Strategic Plan and has set forth an updated vision based on the messages and input we have received over the past year from the public. This vision and mission for our term of council and for those that follow serves as both a guideline and a target and provides a living record of its progress and updates.

There is something about having our voices of business, our residents and our community participate and commit to 'visioning' for our future success. Each one of us offers some important insight and support in helping identify key components of Kingsville, as well as guide the municipality in ultimate goal setting and making important decisions. These include investing in key infrastructure and programs with our goals focused on establishing an environment that will grow success; that will grow investment; that will grow and support our communities.

# Content

Introduction.....	5
Process & Research.....	6
Community Profile.....	6
Leading Industries.....	8
Economic Development.....	9
Municipal & Government Services.....	10
Kingsville Demographics.....	14
Mission.....	17
Vision.....	19
Values.....	21
SWOT.....	22
Strategic Action Plans.....	24

These initial goals and service plan targets are just the starting point. As this new strategic plan matures, it will serve as a unique tool that will then outline key projects, programs and direction for our town. It will also begin to bring into focus the necessary financial estimates and costs associated to them as part of our financial mindset and fiscal responsibility. Combined, this will provide for a vision that is reflective of our community and realistic to achieve.

Yours truly,

Nelson Santos  
Mayor









# Introduction

# Introduction

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The purpose of this document is to provide a guideline for taking actions that will strengthen the Town of Kingsville. This strategic plan is intended to sustain the quality of life that is enjoyed by residents. This document is designed to capture the ideas and input of the community members and combine it with the current competitive advantages of the Town of Kingsville.

# Process & Research

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Over the course of 2016 Council, staff and the public were able to attend various public seminars to ascertain a direction in which the strategic plan should move forward. Online surveys were also provided to the general public. These meetings were to ensure the strategic direction contained in the Plan met the Strategic Vision and Mission. The first meeting was facilitated by a member of OMAFRA. During this meeting the Vision, Mission and SWOT (Strengths, Weakness, Opportunities and Threats) were reviewed. Council and staff developed Action Plans which will also assist in developing the vision of the Town of Kingsville.

# Community Profile

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Located along the north shore of Lake Erie, approximately 40 minutes from the Windsor – Detroit border is the Town of Kingsville. Its unique location as one of the most southerly destinations in Canada offers its residents an unusually mild winter climate. Since its 1999 restructuring, whereby the Townships of Gosfield North and South merged with Kingsville, the town boasts a total population of 22,358 (2016 Census), and occupies an area of approximately 247 square kilometers.



## Home



## Heritage



## Nature





# Leading Industries

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Kingsville's ideal climate offers optimal conditions for an abundance of fresh farm produce from local farmers; in fact, Kingsville boasts the second longest growing season in all of Canada. The region of Kingsville-Leamington serves as the hub for North America greenhouse operations including; peppers, cucumbers, tomatoes, and strawberries. This hub is rapidly expanding. Kingsville is primed to meet the needs of this future growth. It is also home to four estate wineries, producing a variety of wine from their local vineyards. Located on the shores of Lake Erie, Kingsville is home to Ontario's premier fishing industry along with an active aggregate shipping port.



# Economic Development

The Town of Kingsville presents a thriving downtown environment surrounded by traditional agricultural farming, together with an ever-expanding greenhouse industry. Conveniently located with easy access to international border connections and Highway #3 and 401, Kingsville is attracting the attention of manufacturing enterprises and tourism development. Attraction strategies have been identified and prioritized for the various key sectors of the Town. These include;

- **Retirement and attraction of business related to this sector;**
- **Agriculture and agri-support activities;**
  - **Tourism, food and culture;**
- **Pursuing enhanced communication networking and connection;**
- **Small business development and attraction of new manufacturing enterprises;**
  - **Industrial park development;**
  - **Waterfront and Marina development.**

Kingsville's festivals are among the most attractive and well known. They include the Hamlet of Ruthven Apple Festival, the Village of Cottam Rotary Horse Show and Fall Festival, Migration Festival, Fantasy of Lights Festival, and Kingsville Folk Music Festival. It is an area that is rich with things to do and see. Its downtown shops are set in a Victorian theme, and provide quality personal service for all shopping, dining, and professional needs. Tours can be arranged for Colasanti's Tropical Gardens, Jack Miner Bird Sanctuary and Museum, Historical Park, self-guided heritage tours, and Pelee Island Winery. Visitors and residents can also relax in any number of community parks, or by the waterfront and harbour that is home to Kingsville fisheries, as well as ferry services to Pelee Island and Sandusky, Ohio.

# Municipal and Government Services

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The Municipality is governed by an elected Council including a Mayor and Deputy Mayor and 5 councillors. All Council are voted at large. Council is elected for a four year term. The Municipality follows the rules and regulations set out by the Provincial Government in the Municipal Act and various Provincial Acts. The Town of Kingsville is in a two tier governance system. The County of Essex is the upper tier, with the Mayor and Deputy Mayor representing the Town at the County Council table. The Town of Kingsville offers municipal services supporting community safety, quality of life, and a suite of residential services.









## Mission

To make Kingsville a  
progressive and  
prosperous place.





# Vision

Kingsville: A friendly and safe  
community – Proud of our past;  
excited about our future.





### Kingsville Growing by the Numbers

Total estimated population	22,358		
Census population 2011	21,362		
Census population 2006	20,908		
Age	Male	Female	Total
0-14	1800	1630	3430
15-19	694	624	1318
20-29	1377	1305	2682
30-39	1350	1152	2502
40-49	1736	1403	3139
50-59	1697	1654	3351
60-69	1467	1555	3022
70-79	841	925	1766
80 +	490	661	1151
Households & Household Income (2016)			
Total number of households	8,146		
Median household income \$	74,361		
Average household income \$	89,482		
Average # of persons in household	2.7		









A photograph of a lavender field. In the foreground, a green plastic crate is filled with harvested lavender bundles. A wooden-handled tool, possibly a shearer or pruner, lies on the lavender plants to the right. The background is a vast field of lavender plants under a clear sky.

# Mission



# Mission Statement

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Mission is defined by the way you communicate to your citizens to whom services are provided and other stakeholders who have a vested interest. It is why your local government exists.

To enhance the vision statement this mission statement was adopted:

**“To make Kingsville a progressive and prosperous place.”**

- Exceptional Service - Responsive
- Fiscally Responsible
- Innovative (Ideas)
- Manage Growth
- Co-operation
- Truly Caring
- Understand Limitations – Be Focused
- Support Business Community
- Open Communication
- Consistent in the Delivery of Services
- Create Opportunities and Environment for Success
- Flexible
- Aligned
- Connected
- Attentive



# Vision



# Vision Statement

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By working with and listening to residents and Council, administration acquired an understanding of what services were needed from the Corporation. Administration and Council formulated a vision that represents a future to aspire to that is responsive to their needs and concerns.

**“Kingsville: A friendly and safe community – Proud of our past; excited about our future.”**

- Job Opportunities
- Good Schools
- Active Lifestyle Opportunities
- Great Weather and Location
- Civic Pride
- Welcoming
- Healthy Downtown
- Historic
- Memorable
- Quiet
- Friendly
- Clean and Beautiful
- Great Parks
- Safe and Secure
- Awesome Staff and Council
- Low Taxes
- Caring
- Lots to Do
- Great for Young and Old
- Affordable Living



# Values

# Values

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## **Community:**

The Town of Kingsville values a friendly community that works together to maintain a high quality of life for all its residents.

## **Leadership:**

The Town of Kingsville values a proactive approach that moves the community forward rather than reacting to emerging threats and changing times.

## **Professionalism and Accountability:**

The Town of Kingsville values professional, responsible service based on sound planning, budgeting and reporting.

## **Preservation of a Small Town Culture:**

The Town of Kingsville values the beautiful environment of the small town culture it inhabits and strives to ensure a healthy legacy for current and future generations.

# SWOT Analysis





# Strategic Action Plan



Photo by Mackenzie Lemire



Within Kingsville's growing portfolio includes an average 3% growth in residential home building. A key challenge is to guide and shape future growth in order to preserve the unique characteristics and retain the small town feel and values of the Town of Kingsville as its population grows.

The Strategic Action Plan provides a starting point for discussion and guides the development of specific, measurable actions that can be implemented over the term of Council, to achieve our long and short terms goals and objectives.

Photo by Randy Holland

# Accessibility

**Goal:** Strive to make the Town of Kingsville a more accessible community

**Objective:** Meet the accessibility needs of the community

Performance Measures			Year 1	Year 2	Year 3
Complete 1 training program per year with 100% compliance			1 training program	1 training program	1 training program
Each department responsible for creation of accessible documents			50% of documents	75% of documents	100% of documents
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Provide ongoing accessibility training to staff and Council (i.e. customer service, disability, sensitivity)	Annual	Committee and Administration	Accessibility Committee, Council and Administration	Incomplete
2	Make communications/ documents accessible	2020	Committee and Administration	Accessibility Committee, Council and Administration	Incomplete
3	Assess and evaluate the accessibility needs of the community	2018	Committee and Administration	Accessibility Committee, Council and Administration	Incomplete





# Communication External

## (visitors, residents)

**Goal:** Promote the betterment, self-image and attitude of the community

**Objective:** Improved communication with residents, business owners and visitors

Performance Measures			Year 1	Year 2	Year 3
3 social media posts per week			80% compliance	90% compliance	100% compliance
Public Outreach – points of contact with the public					
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Development of Communication Strategy	2018	Management, Business Groups	Council/ Administration	Incomplete
2	Enhancement of the Town website	2018	Management/ Economic Development Committee Groups	Council/ Administration/ Economic Development Committee	Incomplete
3	Integrate communications planning into the development of all Town Departments	2018-2020	Management, materials and supplies	Council and Administrations	Incomplete
4	Development of an online presence for services	2017-2020	Management	Council/ Administration	Incomplete



# Public Safety

**Goal:** To promote a safe community

**Objective:** Improved communication and education

Performance Measures			Year 1	Year 2	Year 3
Expanded education program for public and emergency management			10% increase of individuals educated from 2017 levels	10% increase of individuals educated from 2018 levels	10% increase of individuals educated from 2019 levels
Decrease in first truck en route response times			5% time reduction from 2017 levels	5% time reduction from 2018 levels	5% time reduction from 2019 levels
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Improve public education regarding emergency services through focused programming and increased staff commitment	2018	Fire Chief, FPO/Pub. Ed. Staff, Materials, OPP-CSO	FPO/public education personnel, Senior Management, Council, Police Services Board	Incomplete
2	Develop partnerships with neighbouring Municipalities and organizations	2018	No additional budget implications	Senior Management, Council, Police Services Board, EMS	Incomplete
3	Development of initiatives and hiring practices to improve the volunteer fire services	2019	Materials, supplies, etc.	Senior Management, Council	Incomplete

# Recreation & Culture

**Goal:** Improve recreational and cultural facilities and opportunities within the Town of Kingsville

**Objective:** Provide cultural and recreational opportunities for residents and visitors

Performance Measures			Year 1	Year 2	Year 3
Complete a specified number of recommendations within the Arts, Recreation and Culture Master Plan			2	2	2
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Review of Parks, Recreation, Arts and Culture Master Plan for relevance, and develop long-term Capital plans	2018	Consultants/ Funding	PRAC, Council, Senior Management	Incomplete
2	Implementation of recommendations within the PRAC Master Plan	2019-2022	Consultants/ Funding	Council, Senior Management, PRAC	Incomplete



# Business Growth

**Goal:** Support growth of the business community

**Objective:** Encourage business retention and expansion

Performance Measures			Year 1	Year 2	Year 3
Increase the number of businesses with more than 4 staff			2	2	3
Increase new businesses			1	2	3
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Conduct a BR&E Study including Kingsville, Ruthven and Cottam proper. Including an emphasis for the engagement of larger industries	2017-2018	Consultant	Council, Committee, and Senior Management	Incomplete
2	Develop Tourism Feasibility study to investigate Tourism trends and target groups for the area and identify partnerships/ synergies with neighbouring municipalities	2018	Consultant	Council, Committee and Senior Management	Incomplete





# Business Growth

**Goal:** Support growth of the business community

**Objective:** Encourage business retention and expansion

Performance Measures			Year 1	Year 2	Year 3
Increase the number of businesses with more than 4 staff			2	2	3
Increase new businesses			1	2	3
#	Actions	Timeframes	Resources	Who Is Involved	Status
3	Identify growth opportunities for business through strong business networks	2019	Internal	Council, Committee and Senior Management	Incomplete
4	Maintain and update business registry	Ongoing	Internal	Staff	Incomplete



# Efficient & Responsive Municipal Operations

**Goal:** Effectively manage corporate resources and maximize performance in day-to-day operations

Performance Measures			Year 1	Year 2	Year 3
Internal review of 1 major operating activity or process per year, with a focus on improving the efficiency and/or effectiveness of the service			1 Process/ Department	1 Process/ Department	1 Process/ Department
Respond* to 90% of service requests within 2 business days. *Respond does not necessarily = resolve			Meet Goal	Meet Goal	Meet Goal
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Municipal wide service delivery review – what to start, stop, continue, improve – with focus on tax payer value	2018	Internal Sources	Management, Council	Incomplete
2	Municipal wide review of human resources to identify peaks and valleys in operating cycles to improve staff utilization and cross departmental co-operation	2019	Internal Sources	Management, Staff	Incomplete

# Efficient & Responsive Municipal Operations

**Goal:** Effectively manage corporate resources and maximize performance in day-to-day operations

Performance Measures			Year 1	Year 2	Year 3
Internal review of 1 major operating activity or process per year, with a focus on improving the efficiency and/or effectiveness of the service			1 Process/ Department	1 Process/ Department	1 Process/ Department
Respond* to 90% of service requests within 2 business days. *Respond does not necessarily = resolve			Meet Goal	Meet Goal	Meet Goal
#	Actions	Timeframes	Resources	Who Is Involved	Status
3	Development of Lean business processes to maximize value for tax payers	2018	Training, Outside Consultant	Management, Staff, Council	Incomplete
4	Develop Key Performance Indicators (KPI)'s to monitor the efficient and effective service delivery and build into staff performance evaluations	2019	Internal Sources	Senior Management, Council	Incomplete

# Fiscal Responsibility

**Goal:** Effectively manage corporate resources and maximize performance in a fiscally responsible manner.

Performance Measures			Year 1	Year 2	Year 3
Annual net operating expenditure increases of no more than 2%			Met Goal	Met Goal	Met Goal
Reduce tax supported debt service cost as a % of municipal taxation			< 6.5%	< 6.4%	< 6.3%
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Update development charge study to ensure growth is paying for growth related capital projects	2017	Outside Consultant	Management, Council	Incomplete
2	Comprehensive review of alternative revenue sources	2018	Internal Sources	Management, Council	Incomplete
3	Prepare a financial plan to identifying all on-going operating costs for any new capital projects in excess of \$300,000 (excludes replacements and rehabilitations)	2018 Budget and Beyond	Internal Sources	Management, Council	Incomplete
4	Implementation of Lean business processes to maximize value for tax payers	2019	Training, Outside Consultant	Management, Staff, Council	Incomplete



# Infrastructure Sustainability

**Goal:** To become a leader in sustainable infrastructure renewal and development

Performance Measures			Year 1	Year 2	Year 3
Increase capital spending / capital reserve contributions annually			2.9% of municipal tax levy (\$450,000)	2.9% of municipal tax levy (\$463,000)	2.9% of municipal tax levy (\$476,500)
Review and update of asset management plan / strategies for each major asset category			Bridges Facilities	Roads Fleet	Storm Sewers Water Wastewater
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Update infrastructure studies and incorporate findings into our asset management strategy	2017-2019	External Consultants, Budget funds	MS and FS Management	Incomplete
2	Develop and implement preventative maintenance programs to minimize the annual cost of our capital assets	2017-2019	Internal Sources, Training	MS and FS Management	Incomplete

# Infrastructure Sustainability

**Goal:** To become a leader in sustainable infrastructure renewal and development

Performance Measures			Year 1	Year 2	Year 3
Increase capital spending/capital reserve contributions annually			2.9% of municipal tax levy (\$450,000)	2.9% of municipal tax levy (\$463,000)	2.9% of municipal tax levy (\$476,500)
Review and update of asset management plan/ strategies for each major asset category			Bridges Facilities	Roads Fleet	Storm Sewers Water Wastewater
#	Actions	Timeframes	Resources	Who Is Involved	Status
3	Annual increases in capital spending / reserve contributions until we have achieved fully funded status for lifecycle replacement	Annually	Allocation of budget funds / Rate Increases	Council, Senior Management	Incomplete
4	Communicate asset management strategies to council and public on annual basis	2017-2022	Internal Sources	MS and FS Management, Council	Incomplete

# Planning & Building

**Goal:** Manage residential growth through sustainable planning

**Objective:** Optimize processes for development of permit approval

Performance Measures			Year 1	Year 2	Year 3
Improve permit approval time lines			80% of permits (residential) reviewed and completed within 7 days	85% of permits reviewed and completed within 7 days	90% of permits reviewed and completed within 7 days
Hold Information Sessions			1 per year	1 per year	1 per year
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Modernize the permit approval process	2017	Computer Hardware / Software, Training	Chief Building Official	In progress
2	Provide updated information to the Builders regarding Ontario Building Code changes	Continuous	Operational, no cost	Chief Building Officials and Inspectors	In progress

# Planning & Building

**Goal:** Manage residential growth through sustainable planning

**Objective:** Optimize processes for development of permit approval

Performance Measures			Year 1	Year 2	Year 3
Improve permit approval time lines			80% of permits (residential) reviewed and completed within 7 days	85% of permits reviewed and completed within 7 days	90% of permits reviewed and completed within 7 days
Hold Information Sessions			1 per year	1 per year	1 per year
#	Actions	Timeframes	Resources	Who Is Involved	Status
3	Meet with local builders and developers, understand their objectives and help provide the path to get there, provide printed / online deliverable and pertinent development manual requirements	Continuous	Meeting tools	Chief Building Official	In progress
4	Yearly review of FIR reports for continuous business improvement	2019	Maintain partnerships with outside agencies and contract workers	Chief Building Official	Incomplete

# Planning & Development

**Goal:** Manage growth through sustainable planning

**Objective:** Optimize and streamline processes for development

Performance Measures			Year 1	Year 2	Year 3
Maintain consistent application processing timelines			80% for 2018	85% for 2019	90% for 2020
Reduce number steps in the approval process			10% reduction based on 2017	10% reduction based on 2018	10% reduction based on 2019
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Review and streamline all development review processes	2017-2020	Staff time	Manager of Planning and Development Services, Town Planner, Support Staff	In progress
2	Prepare a FAQ deliverable that can be available online and at the counter to identify key planning processes and approval steps	2018	Staff time	Manager of Planning and Development Services, Town Planner, Municipal Services staff and Support Staff	Not complete

# Action Items & Budgets

**The following are items which were recommended during the previous Strategic Plan however are still in some form of movement.**

Item	Date	Cost
Increase ownership and use of Migration Hall for community arts, cultural events and use for public recreational activities	2018	\$500,000
Provide a higher level of cultural opportunities to visitors and residents of the Town of Kingsville and surrounding area	2018	In-House
Consider events and attractions such as live community theater, heritage awareness festivals and musical events. Ensure appropriate facilities are available to accommodate these events. Partner with local theater groups as a means of providing cultural events	2018	In-House
Development of a cultural master plan that will also include a long-term strategy for providing cultural opportunities	2018	\$10,000
Prepare a plan to hard surface the remaining 29 km of gravel roads	2017-2027	\$2.9 million
Main Street and Heritage Road installation of traffic signals plus provisions of left turn lanes	2017-2027	\$294,000
Jasperson Drive upgrade and realignment South of Road 2 East	2017-2027	\$1,510,000
Main Street improvement from Queen to Cemetery Road, provision of a centre turn Lane	2017-2027	\$261,000
Reconstruct Graham Sideroad from Seacliffe to Road 4 East to accommodate truck traffic	2017-2027	\$4,200,000
Reconstruct Kratz Road from Seacliffe to Road 2 East to accommodate truck traffic	2017-2027	\$850,000
Reconstruct Road 2 from McCain Sideroad to Division Road	2017-2027	\$1,538,000
Road 2 West from Fox Lane to Division Road upgrade to urban cross-section section	2017-2027	\$691,000
Intersection improvements Main Street and Jasperson to provide a westbound right turn lane	2017-2027	\$300,000
Road 2 upgrade from Division Road to County Road 45 including sidewalks and pathways	2017-2027	\$3 million
Construction of the final phase of sewage lagoon system in the Village of Cottam	2017-2027	\$2 million
Extension of sewage collection system and lift station from Wigle Grove Road East to McRae Road	2017-2027	\$1,916,000

# Action Items & Budgets

**The following are items which were recommended during the previous Strategic Plan however are still in some form of movement.**

Item	Date	Cost
Watermain replacement for Cameron Side Road and Clark Street	2017-2027	\$658,000
Extension of watermain distribution system for Marsh Sideroad, Inman Sideroad, interconnection, Road 11 West, Road 6 West, Road 8 West and Road 3 West to Arner	2017-2027	\$576,000
Capacity expansion at the Lakeshore West Pollution Control Plant	2017-2027	\$2.5 million
Improve or create gateways to existing urban communities of Cottam and Ruthven	2017-2027	\$40,00
Plan regular roundtable meetings with BIA	2017	In-House
Maintain awareness of existing water quality monitoring programs	2018	In-House
Maintain and improve commercial fishing industry and commercial property at the waterfront with roundtable discussions with Port Users and property owners	2017-2027	In-House
Develop a Community Improvement Plan for the warehouse and lakefront districts	2020	\$15,000
Local Wineries - recruit into the overall effort of mutual benefit	2017-2027	In-House
Developing a "Weekend" package. Home tour, shopping, lunch, dinner, Festival of Lights	2017-2027	In-House
Encourage BIA to educate and promote the benefits of extending hours	2017-2027	In-House
Encourage BIA in using partnership monies to carry out downtown beautification / façade improvements	2017-2027	In-House
Explore joint purchasing of Victorian street signs and fixtures between Council and BIA	2017-2027	In-House
Seek grants to assist in beautification projects	2017-2027	In-House
Encourage partnering between businesses; for example, cross-promotions, some area businesses / wineries offering joint packages	2017-2027	In-House
Market this area using promotional material for Alternative Energy, Conveyors, Hydraulic Carts, conveyors and related equipment, Greenhouse Builders, Packaging and Labelling Suppliers, parts for greenhouse builders and equipment, transportation and related industries	2017-2027	In-House

# Action Items & Budgets

**The following are items which were recommended during the previous Strategic Plan however are still in some form of movement.**

Item	Date	Cost
Due to the increasingly complex technology, work with university and college to increase skill level of local workforce	2017-2027	In-House
Develop a formal Business Retention and Expansion program	2017	\$10,000
Encourage and maintain the commercial fishing industry and encourage commercial development in the waterfront area	2017-2027	In-House
Identify locations and develop public parks in the Hamlet of Ruthven, north of Prince Albert Street and in the Lakeshore West of Kingsville	2017-2027	\$350,000
Investigate and construct a multipurpose gymnasium type facility that can be used for community programs and activities	2017-2027	\$2,000,000
Complete the development of the new Mettawa Park	2017-2019	\$1,000,000
Obtain funding and develop a plan for the expansion of a parks and public trails, connecting the Chrysler Greenway path and Lakeside Park	2017-2027	In-House
Enter into an agreement with the Port Users Association to use the Kingsville port property currently designated as recreational for public use	2017-2027	In-House
Increase the supply of lakefront property for recreational, tourism development. Lease or purchase part of Kingsville Port property and provide linkages to Lakeside Park	2017-2027	\$400,000
The Town of Kingsville requires an additional two new physicians to meet physician requirement standards continue with recruitment support	2017-2027	In-House
Paved Shoulder bike lane on From County Road 45 to 100 m East of Elgin Street, County Road 27 From County Road 34 to 110 m East of Whitewood Road, County Road 34 from Clark Street to Kings Highway # 3	2017-2027	\$216,800
Multiuse Trail with separation along County Road County Road 45 from County Road 22 County Road 34	2017-2027	\$281,250
Paved shoulders and sidewalks along County Road 20 from Chrysler Greenway to County Road 31	2017-2027	\$1,056,000
County Road 20 From Conservation Boulevard to Heritage Road	2017-2027	\$225,000



# Action Items & Budgets

**The following are items which were recommended during the previous Strategic Plan however are still in some form of movement.**

Item	Date	Cost
Development charges provide for the recovery of growth related capital expenditures from new development. Complete the required plans or studies that determine the need of the capital expenditure and the portion related to new growth	2018	In-House
Explore private / public partnerships for the delivery of recreational services	2017-2027	In-House
Provide teambuilding training and workshops and promote team culture	2017-2027	In-House
On an annual basis ensure budget allocation is aligned with strategic plan	2017-2027	In-House
Review and confirm or adjust strategic plan at the beginning of each new Council term	2017-2027	In-House
Benchmark tax rates and level of services and continue monitoring tax rates and household costs (water, sewage and hydro) for affordability	2017-2027	In-House
Maintain an effective risk management program	2017-2027	In-House
Investigate additional property purchase on south side of municipal office building for future expansion	2017-2027	\$350,000
Ensure that sufficient capacity exists in both our transmission and collection systems to accommodate future growth. Allocate sufficient funds in our development charges bylaw to pay for this growth	2017-2027	\$50,000

Arts & Culture



Festivals







**KINGSVILLE.CA**



July 10<sup>th</sup>, 2017

Municipality of Kingsville  
Att: Mayor Nelson Santos  
2021 Division Road North,  
Kingsville, Ontario  
N9Y 2Y9

Dear Mayor Santos,

As you are aware, the Kingsville Culture Days event, named “**ART FREE FOR ALL**,” is scheduled for September 30<sup>th</sup>, 2017. The Culture Days planning committee is working hard to make the number and variety of artistic events even greater than years past.

We thought we might impose upon you once again, to lead us in the Culture Days flag raising ceremony at the Town Hall. We are suggesting it be held on Friday, September 22<sup>nd</sup>, 2017, at 10:00 am. Perhaps some council members might like to join with members of the art community of Kingsville for this important, and symbolic, event.

Might we also ask that a photo-op be arranged by the Municipality towards kicking off this important form of advertising for this upcoming day of art, music, song and fun?

Sincerely,

A handwritten signature in cursive script that reads "Joan Cotte".

Joan Cotte  
(for the Event Committee)

Cc: Peggy Van Mierlo-West, CET  
Arlene Murphy, BFA



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

July 17, 2017

To Whom It May Concern;

For over five decades the Cottam Rotary Horse Show has been an annual institution of our area. This year, on September 17, 2017, marks the 55th anniversary of community competition and fellowship. Attracting several hundred spectators each year, the show provides opportunities for local youth and adults to participate in horsemanship competitions, arts, crafts, parades, a chili cook off and much, much more. Proceeds from the event are distributed by the Rotary Club of Cottam to numerous community groups such as Girl Guides, sports teams, children with special needs, and the upkeep of our public park.

Once again we would like to ask for your continued support by placing an advertisement in our program booklet. The total cost would be \$80.00 for a full-page ad on the inside of the front cover.

Thank you very much for your time and support.

Yours in Rotary,

Dan Levy  
President,  
Rotary Club of Cottam

**Rotary**   
w Club of Cottam



**REGULAR MEETING OF COUNCIL  
MINUTES**

**Monday, July 10, 2017  
6:00 PM  
Council Chambers  
2021 Division Road N  
Kingsville, Ontario N9Y 2Y9**

Members of Council    Mayor Nelson Santos  
                                 Councillor Tony Gaffan  
                                 Councillor Thomas Neufeld  
                                 Councillor Susanne Coghill  
                                 Councillor Larry Patterson  
                                 Deputy Mayor Gord Queen

Absent                    Councillor Sandy McIntyre

Members of            P. Van Mierlo-West, CAO  
Administration       J. Astrologo, Director of Corporate Services  
                                 S. Kitchen, Deputy Clerk-Council Services

**A.    CALL TO ORDER**

Mayor Santos called the Regular Meeting to order at 6:00 p.m. with all members of Council in attendance, except Councillor S. McIntyre who was absent on personal business.

Solicitor Suzanne Porter was also in attendance.

**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. **Section 239(2)(e) (litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board) being an update Report by Solicitor S. Porter RE: Status of Town of Kingsville, et al. ats Wood.**
2. **Section 239(2)(e) being Report of R. Brown, Manager of Planning and Development Services RE: Decision and Order of OMB Board issued June 1, 2017 Case No. PL160749-Appellant -Tannous-Solicitor D. Halliwill will be in attendance**

**479-2017**

Moved by Councillor Larry Patterson

Seconded by Councillor Thomas Neufeld

Council, pursuant to Section 239(2) of the *Municipal Act*, moved into Closed Session at 6:01 p.m. to address the following items:

- i) Section 239(2)(e) (litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board) being an update Report by Solicitor S. Porter RE: Status of Town of Kingsville, et al. ats Wood
- ii) Section 239(2)(e) being Report of R. Brown, Manager of Planning and Development Services RE: Decision and Order of Ontario Municipal Board issued June 1, 2017; Case No. PL160749-Appellant - Tannous

**CARRIED**

At 6:56 p.m. Council rose from Closed Session. Director of Corporate Services/Clerk Jennifer Astrologo left the meeting at 6:56 p.m., as she was required to attend to a personal business matter, and did not return.

At 7:00 p.m. Mayor Santos reconvened the Regular Meeting of Council with all members in attendance, except Councillor S. McIntyre who was absent on personal business as mentioned above.

The following members of Administration were also in attendance: CAO P. Van Mierlo-West, Deputy Clerk-Council Services S. Kitchen, Director of Financial Services S. Zwiers, and Manager of Planning and Development Services R. Brown.

**D. 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.

## **E. PLAYING OF NATIONAL ANTHEM**

After the playing of the National Anthem, Mayor Santos asked if there were any declarations as to any pecuniary interest.

### **DISCLOSURE OF PECUNIARY INTEREST:**

Deputy Mayor Queen declared an interest in Item F-1, being Ontario Power Generation presentation for the reason that he is a member of the Power Workers Union Retired Workers Chapter, a member of the Society of Energy Professionals, and the Hydro Pensioners Association of Ontario-Windsor District of which the parent organization has a contractual agreement with OPG. Deputy Mayor Queen left the Council table during said presentation.

## **F. PRESENTATIONS/DELEGATIONS**

### **1. Ontario Power Generation**

Fred Kuntz, Ontario Power Generation Manager, Corporate Relations and Communications--Bruce County presented a PowerPoint presentation updating as to the status of the proposed Deep Geologic Repository (DGR) Project, including a brief history of the project and next steps in the approval process.

#### **480-2017**

Moved by Councillor Thomas Neufeld

Seconded by Councillor Susanne Coghill

Council receive Ontario Power Generation PowerPoint Presentation of Fred Kuntz, OPG Manager, Corporate Relations and Communications--Bruce County.

**CARRIED**

Deputy Mayor Queen returned to the Council table.

### **2. JLT - Municipal Insurance Overview and Risk Discussion**

Gwen Tassone (Vice President Public Sector), Sasha Alexander (Vice-President Account Executive Public Sector) and Robin McCleave (Vice President Risk Manager Public Sector) presented an overview of Jardine Lloyd Thompson Canada Inc.'s Public Sector Division, including its Municipal Insurance Program.

### **3. Walter Branco / Noah Homes**

Mr. Branco advised Council that Noah Homes has just completed the last unit of Phase 1 of the Sun Valley Estates residential development. Parkland is being transferred to the municipality on August 1, 2017 and Phase 2 will commence after Phase 1 wrap up. He asked Council to consider an amendment to the



Development Agreement to allow 5-foot concrete sidewalks on Branco Drive rather than the 8-foot wide multi-purpose trail, and to allow planting of ornamental pear trees in place of sidewalks on the south side of Noah Court.

Deputy Mayor Queen, for clarification, asked if Mr. Branco is suggesting the elimination of sidewalks on one side of Noah Court. Mr. Branco stated that was correct and that he proposes to plant ornamental trees on Branco Drive or would provide the funding for such trees. Deputy Mayor Queen indicated he is opposed to eliminating any sidewalks this contractor or any contractor is obligated to provide.

**481-2017**

Moved by Deputy Mayor Gord Queen  
Seconded by Councillor Larry Patterson

Council receive the delegation request of Walter Branco (Noah Homes) regarding Sun Valley Subdivision for the public record.

**CARRIED**

**482-2017**

Moved by Deputy Mayor Gord Queen  
Seconded by Councillor Tony Gaffan

Council authorize the Developer of Sun Valley Estates Subdivision to eliminate the 8-foot wide multi-purpose trail and to allow the installation of 5-foot concrete sidewalks on each side of Branco Drive for that portion as required under the Town of Kingsville's Development Manual.

**CARRIED**

**G. MATTERS SUBJECT TO NOTICE**

**1. PUBLIC MEETING--Zoning By-law Amendment (ZBA/15/17) and Site Plan Approval (SPA/12/17) Kingsville Distributors Ltd. (Mark Muzzan) 140 Park St., Part of Lot 1, Concession 1 ED**

i) Report of R. Brown, Manager of Planning and Development Services, dated June 19, 2017.

ii) Proposed By-law 68-2017, being a by-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

Comments from Council:

Councillor Gaffan inquired as to whether the parking lot will be paved eventually. Mr. Brown indicated that paving is not planned at present, save and except for the access points and accessible parking spaces at the front of the property.

Councillor Neufeld also inquired regarding paving. Mr. Brown indicated that it is not an intensive residential neighbourhood, and it is recommended that the bulk of the parking area remain a dust-controlled gravel surface to minimize overall impact to storm water run-off.

Comments from the Applicant and the audience:

An unidentified resident in the audience asked if there will be live music on the premises. She also mentioned that Wheatley Harbour has a tar and chip application as part of their parking area, which keeps the dust down.

Mr. Muzzan responded that there will be no live bands outside on the patio.

Wayne Halpert, 22 Mettawas Lane commented that it is great that someone wants to develop in the dock area and make it more of a 'people place'. He commented that the gravel issue seems to him a non-issue, having in mind the existing Southwestern Sales gravel dock and gravel issues at that location.

Cathy Fox, 132 Train Court, asked what plans are in place for lighting security for the parking lot at the rear and side of the building for people who are parking in the evening hours, and inquired as to any potential micro-brewery odours. Mr. Muzzan responded the area will be lighted, and that the fermenting process is a completely enclosed process.

Hugh Carey, 152 Lakeview, inquired about truck traffic. He stated that the Town owns a lane in front of his commercial building and that he is experiencing dust and pothole problems. Mr. Brown indicated that the truck traffic and pothole issue is separate and apart from this operational review.

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

#### **483-2017**

Moved by Councillor Larry Patterson

Seconded by Deputy Mayor Gord Queen

It is recommended that Council:

1. approve zoning amendment application ZBA/15/17 to amend the zoning of the subject property to a site specific 'Waterfront Commercial Exception 3

(C5-3)' to increase the permit size of a micro-brewery as per the By-law definition and permit the required parking to be gravel surfaced and adopt the implementing by-law.

2. approve the proposed site plan, subject to the conditions outlined in the site plan agreement, for the construction of a 16.3 m x 16.3 m (53.5 ft. x 53.5 ft.) patio, drive way modification and parking area and authorize the Mayor and Clerk to sign the site plan agreement and register said agreement on title.

**CARRIED**

**2. PUBLIC MEETING-Zoning By-law Amendment - ZBA/12/17 1552843 Ontario Ltd. – 150 Heritage Road Part of Lot 4, Concession 1 WD**

i) Report of R. Brown, Manager of Planning and Development Services, dated July 4, 2017

ii) Proposed Zoning By-law 76-2017, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for The Corporation of the Town of Kingsville (150 Heritage Road)

Comments from Council:

Councillor Neufeld asked what happens if the Town does not provide affordable housing in the ratios recommended. Mr. Brown indicated that nothing would happen in that event.

Councillor Patterson asked if the roads planned in this area becomes Town roads in twenty years does this area have to go through a subdivision application process?

Councillor Gaffan commented that the Town has a need for this type of housing, but suggested that the Town consider blending areas rather than having a large block of homes identified as affordable housing.

Mayor Santos asked if a specified block could be identified as traditional semis, and another specific block or area be allocated for affordable housing. Mayor Santos also cited servicing concerns (i.e. how does the Town identify that the servicing standards would be put in place now; and how can the Town ensure sidewalks would be installed prior to the Town taking ownership).

Comments from the Applicant:

Walter Branco (President, 1552843 Ontario Ltd.) stated that he wants to provide a variety of opportunities to provide individuals with a sense of home ownership and that he does not intend to devalue anyone's current home values. He

indicated that he will only be able to potentially obtain grant funding, if any, for a portion of the units (10-20 units for example).

Comments from the Audience:

Roxanne Pratt, 221 James, asked about garbage pick-up and indicated she appreciated Councillor Gaffan's previous comments.

Mr. Branco stated he would pay the costs of garbage pick-up, snow removal, and landscaping.

Deana Hurley, Allen Court, asked about exterior maintenance.

Mr. Branco stated that he is responsible to maintain the exterior for a minimum of twenty years.

Joe Prout, 148 Heritage, commented that this proposal will bring neighbourhood property values down. He asked if his property taxes would go down as well.

Mayor Santos stated that the Municipal Property Assessment Corporation (MPAC) assesses properties and assessment rates.

Mr. Branco clarified that the units are not totally funded. He also stated that funding may not be available and Mr. Branco may have to fund all of the development on his own.

Joe Prout suggested that the Town consider constructing affordable homes closer to the Town where residents can walk to stores.

Dale Cook, 2005 Dieppe commented that he appreciated the Town for recognizing low water pressure in Dieppe area and hopes they look at that.

Mr. Branco described the size and style of the proposed semi-detached units.

Rene Everaert, 233 Owenwood, stated that this plan is different from a proposal put forward in 2015 and he is not in favour of this proposal. He stated that he concurs with Councillor Gaffan's comments to blend in the homes in the Town (4 here; 4 there; not all in one region).

Matt Marthino, 33 Normandy, asked why he is seeing this revised plan only today? He indicated that as stated at the Planning Advisory Committee meeting held on June 20, 2017 there are several issues and concerns.

Mayor Santos clarified that zoning is being looked at today; that the plan is not being adopted at this time. The concept plan will come up for review at a future meeting.

Scott Groh, 41 Normandy, indicated that while he agrees with affordable housing because all communities need that, he does not want to see it all in one spot. He likes the idea of spreading it out.

Phil Fraser, 225 James commented that the Prospect St. area affordable housing units do not have as many neighbours; that there are no neighbours to the back of the properties. He wanted to make the point that this area will involve 20-30 neighbouring properties.

Mr. Malott indicated he is not in favour of the proposal and the densities proposed.

Mr. Brown clarified that the current zoning on the subject property does permit a mix of housing styles including single detached, semi-detached and townhouses.

Cathy Fox, 132 Train Court stated she lived north of the Prospect development and is impressed with its design and style. She stated that in the newspaper advertisement the design shows as semi-detached units with garages out front. She wondered if the garages could be pushed back with part of the house coming out into the back yard so that police could address security issues. Mr. Brown explained that this meeting is specifically to address zoning.

Tm Dobson, 35 Normandy, asked that Council take a look at this again and "maybe find a way to make it work but that it needs more time", that "the needs of the many outweigh the needs of the few" and stated concerns about the future of the area and potential problems with the tenants. He asked Council to allow some time to review this further.

There were no other comments from anyone in attendance in the audience.

Comments from Council:

Deputy Mayor Queen commented that the existing Strategic Plan states in part "The Town of Kingsville values the beautiful environment of its small town culture inhabitants and strives to ensure a healthy legacy for current and future generations". He indicated that to prepare for the future "we need to consider the past" and cited past examples of how housing needs were determined then including The Belleview Apartment building, Augustine Villas, two apartment buildings on Division St. North. and various Windsor Essex Housing Authority multi-unit buildings. He indicated that the Planning Advisory Committee did not approve or support the application or subdivision design. He reminded that it is Council, not an advisory committee that has authority to approve or reject the Recommendation and that it is Council that is elected to represent the community. He expressed concerns regarding the width of the proposed road

and densities. He referred to the Development Manual which requires sidewalks be located on both sides of roads. He suggested that perhaps the Town is moving too fast in the consideration of this proposal and asked Council to preserve its standard terms of development.

A recorded vote was requested.

**484-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council deny Zoning Amendment Application ZBA/12/17 (1552843 Ontario Ltd.-- 150 Heritage Road, Part of Lot 4, Concession 1 WD).

<b>Recorded</b>	<b>YEA</b>	<b>NAY</b>
Mayor Nelson Santos		X
Councillor Tony Gaffan	X	
Councillor Thomas Neufeld	X	
Councillor Susanne Coghill	X	
Councillor Larry Patterson	X	
Deputy Mayor Gord Queen	X	
Councillor Sandy McIntyre		
<b>Results</b>	<b>5</b>	<b>1</b>

**CARRIED**

Mayor Santos called for a recess at 9:33 p.m. The meeting reconvened at 9:44 p.m.

**H. AMENDMENTS TO THE AGENDA**

Deputy Mayor Queen added one notice of motion.

Councillor Neufeld added 3 notices of motion

**I. ADOPTION OF ACCOUNTS**

**1. Town of Kingsville Accounts for the monthly period ended June 30, 2017**

**485-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council approve Town of Kingsville Accounts for the monthly period ended June 30, 2017 being TD cheque numbers 0062278 to 0062581 for a grand total of \$1,059,784.69.

**CARRIED**

**J. STAFF REPORTS**

**1. Fence By-law 96-2005 Update**

R. Brown, Manager of Planning and Development Services

**486-2017**

Moved by Councillor Thomas Neufeld

Seconded by Councillor Susanne Coghill

Council receive the report of R. Brown, Manager of Planning and Development Services, dated June 7, 2017 on possible updates and changes to the Fence By-law (96-2005) for information purpose, and direct Administration to prepare a draft revision of the current Fence By-law for consideration of Council.

**CARRIED**

**2. Wayne and Connie Stockwell – Development Agreement**

R. Brown, Manager of Planning and Development Services

**487-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Thomas Neufeld

Council approve the proposed Development Agreement for the residential lots created by consent (File B/22/16) between the Town and Wayne and Connie Stockwell, as drafted, and authorize the Mayor and Clerk to sign the agreement and have said agreement registered on title.

**CARRIED**

**K. MINUTES OF THE PREVIOUS MEETINGS**

**1. Regular Meeting of Council--June 26, 2017**

**2. Regular 'Closed Session' Meeting of Council--June 26, 2017**

**3. Special Meeting of Council-June 27, 2017**

**488-2017**

Moved by Councillor Tony Gaffan

Seconded by Councillor Susanne Coghill

Council adopt Regular Meeting of Council Minutes dated June 26, 2017, Regular 'Closed Session' Meeting of Council Minutes dated June 26, 2017, and Special Meeting of Council Minutes dated June 27, 2017.

**CARRIED**

**L. MINUTES FROM COMMITTEES AND RECOMMENDATIONS**

**1. Planning Advisory Committee--February 28, 2017**

**2. Committee of Adjustment--May 16, 2017**

**3. Kingsville Accessibility Advisory Committee--May 24, 2017**

**4. Kingsville Police Services Board-May 24, 2017**

**5. Union Water Supply System Joint Board of Management-May 31, 2017**

**6. Court of Revision--May 23, 2017**

**489-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council receive Planning Advisory Committee Minutes dated February 28, 2017, Committee of Adjustment Minutes dated May 17, 2017, Kingsville Accessibility Advisory Committee Minutes dated May 24, 2017, Kingsville Police Services Board Meeting Minutes dated May 24, 2017, Union Water Supply System Joint Board of Management Minutes dated May 31, 2017 and Court of Revision Minutes dated May 23, 2017.

**CARRIED**

**M. BUSINESS CORRESPONDENCE - INFORMATIONAL**

**1. Town of Essex--Correspondence dated June 21, 2017 RE: Request for Province to Halt All Wind Turbine Approvals in Unwilling Host Communities**



2. **Township of Edwardsburgh/Cardinal--Correspondence dated June 29, 2017  
RE: Property Standards Downloading**
3. **Town of Amherstburg--Correspondence dated June 20, 2017 RE:  
Resolution 20170612-742 re: Ontario's Nuclear Emergency Response Plan**
4. **Ministry of Education-Correspondence dated June 28, 2017 RE: Launch of  
Ontario's Plan to Strengthen Rural and Northern Education**

**490-2017**

Moved by Councillor Larry Patterson

Seconded by Councillor Thomas Neufeld

Council receive Business Correspondence / Information Items 1-4 as presented.

**CARRIED**

**N. NOTICES OF MOTION**

1. **Deputy Mayor Gord Queen may move, or cause to have moved, that  
Council approve the name change of the Older Adults Advisory Committee  
to The 55+ Advisory Committee**

**491-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Thomas Neufeld

Council approve the name change of the Older Adults Advisory Committee to  
'The 55+ Advisory Committee'.

**CARRIED**

2. **Deputy Mayor Gord Queen may move, or cause to have moved, that  
Council receive the information attached from the Municipal Act for their  
own information and enlightenment**

**492-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council receive the information filed by Deputy Mayor G. Queen from the  
Municipal Act for information.

**CARRIED**

3. **Deputy Mayor Queen (in reference to Motion 447-2016 passed July 25, 2016 RE: Planned installation of sidewalks along the south side of Noah Court) may move, or cause to have moved:**

That if the developer has not yet installed the sidewalks, that the Town install the sidewalks this year.

**493-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

That if the Developer of the Sun Valley Subdivision has not yet installed sidewalks along the south side of Noah Court by the Fall of this year, then the Town will install sidewalks by end of calendar year.

**CARRIED**

4. **Deputy Mayor Queen (in reference to By-law 76-2010 / Noah Homes) may move or cause to have moved:**

That Administration provide an update to Council to report specifically on options available to bring the subject property into compliance.

**494-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

Council direct that Administration provide an update report to Council to report specifically on options available to bring the Noah Homes Seacliff property into compliance (other than zoning change), said Report to be provided end of 2017.

**CARRIED**

5. **Councillor Neufeld indicated that he may at the next Regular Meeting of Council move, or cause to have moved, that Council direct that Communication Tower Applications for municipally-owned land follow the Town's notice policy, regardless of height.**
6. **Councillor Neufeld indicated that he may at the next Regular Meeting move, or cause to have moved:**

That the policy for live trapping of animals be considered to be increased to two animals per cage, rather than one, and that the said motion be sent to the

Kingsville-Leamington Animal Control Committee for discussion and recommendation.

7. **Councillor Neufeld indicated that he may at the next Regular Meeting move, or cause to have moved, that the Mayor invite local citizens who want to sing the National Anthem to attend the first Regular Meeting of each month, starting in 2018.**
8. **Deputy Mayor indicated that he may at the next Regular Meeting move, or cause to have moved:**

That the Town's Development Manual be amended at Section 4.1.1 to remove the sentence "The Municipality may accept 15 metre wide rights-of-way with 2.5 metre easements on each side for utilities on cul-de-sac streets and "P Loop" streets."

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

**P. BYLAWS**

**1. By-law 36-2017**

**495-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Thomas Neufeld

Council read By-law 36-2017, being a by-law to provide a report for bridge maintenance sharing on the Henderson Drain & Branches in the Town of Kingsville, in the County of Essex (Rood Engineering Inc. Consulting Engineers Project 2015D019) a third and final time.

**CARRIED**

**2. By-law 68-2017**

**496-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

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/15/17) a first, second and third and final time.

**CARRIED**

**3. By-law 75-2017**

**497-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

Council read By-law 75-2017, being a By-law to Repeal By-law 64-2016, being a by-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (as Ordered by the Ontario Municipal Board) a first, second and third and final time.

**CARRIED**

**Q. CLOSED SESSION**

**1. Section 239(2)(e) being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board described as follows:**

Update Report from CAO P. Van Mierlo-West regarding the status of expropriation of a portion of waterfront lands for park purposes.

**2. Section 239(2)(d) labour relations or employee negotiations, being:**

Verbal Report of CAO P. Van Mierlo-West regarding the compensation of a member of Senior Management.

**498-2017**

Moved by Councillor Tony Gaffan

Seconded by Councillor Susanne Coghill

Council at 10:05 p.m. and pursuant to Section 239(2) of the Municipal Act, entered into Closed Session to address the following items:

1. Section 239(2)(e) being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, described as follows: Update Report from CAO P. Van Mierlo-West regarding the status of expropriation of a portion of waterfront lands for park purposes;

and

2. Section 239(2)(d) labour relations or employee negotiations, being Verbal Report of CAO P. Van Mierlo-West regarding the compensation of a member of Senior Management.

**CARRIED**

**R. REPORT OUT OF CLOSED SESSION**

Mayor Santos reported on the following items:

Item C-1 RE: Update report by Solicitor S. Porter RE: Status of Town of Kingsville, et al. ats Wood--Mayor Santos reported that Council provided direction on this matter which is subject to solicitor-client privilege.

Item C-2 RE: Decision and Order of Ontario Municipal Board issued June 1, 2017 Case No. PL160749 - Appellant - Tannous--Mayor Santos reported that Council received an update report from Manager of Planning and Development Services R. Brown and Solicitor D. Halliwill.

Item Q-3- RE: Update Report from CAO P. Van Mierlo-West regarding the status of expropriation of a portion of waterfront lands for park purposes--Mayor Santos reported that Direction was provided to Administration in this regard.

Item Q-4 --RE: Verbal Report of CAO P. Van Mierlo-West regarding the compensation of a member of Senior Management--Mayor Santos reported that final direction regarding the compensation of a member of Senior Management was provided to Administration.

**S. CONFIRMATORY BY-LAW**

**1. By-law 77-2017**

**499-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Tony Gaffan

Council read By-law 77-2017, being a by-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its July 10, 2017 Regular Meeting a first, second and third and final time.

**CARRIED**

**T. ADJOURNMENT**

**500-2017**

Moved by Councillor Tony Gaffan

Seconded by Councillor Susanne Coghil

Council adjourn this Regular Meeting at 10:17 p.m.

**CARRIED**

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MAYOR, Nelson Santos

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CLERK, Jennifer Astrologo



# MINUTES

## REGULAR MEETING OF KINGSVILLE BIA TUESDAY, JUNE 13TH, 2017 AT 6:00 P.M.

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

### A. CALL TO ORDER

Beth Riddiford called the Meeting to order at 6:00pm with the following persons in attendance:

Members of BIA Board: Tony Gaffan, Beth Riddiford, Tim Sala, Jason Martin, Trevor Loop, Izabela Muzzin, Gord Queen, Roberta Weston, Mike Lauzon, Brian Sanford

Members of Administration: Karen Wettlaufer

Guests:

Regrets: Heather Brown

Absent:

### B. DISCLOSURE OF PECUNIARY INTEREST

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

### C. DELEGATIONS

### D. AMENDMENTS TO THE AGENDA

### E. ADOPTION OF ACCOUNTS

1. **BIA Coordinator/Karen Wettlaufer** – Re: BIA Accounts for the monthly period ending May 31, 2017

**BIA 046-2017** Moved by T. Gaffan seconded by T. Sala, to approve the accounts.

**CARRIED**

## **F. STAFF REPORTS**

### **1. BIA Coordinator/Karen Wettlaufer – Re: Monthly Activity**

The Coordinator presented her written report.

**BIA-047-2017** Moved by T. Sala, seconded by J. Martin, to offer \$250 for a used workstation and \$200 for the laptop, monitor, ticket machine and card printer.

**CARRIED**

The Coordinator was instructed to decline the Business Plaque Program sponsorship with Crime Stoppers.

**BIA-048-2017** Moved by T. Loop, seconded by T. Sala, to work with an accredited WHMIS Training company and create a Kingsville BIA account for our members whereby they will be offered a large discount for online employee training.

**CARRIED**

### **2. Council Representative**

Gord Queen presented his written report to the Board.

### **3. EDDK Representative**

T. Loop reported that it is EDDK's belief there will not be a Kingsville Night Market so EDDK is trying to do something themselves on private property.

## **G. BUSINESS / CORRESPONDENCE – ACTION REQUIRED**

## **H. MINUTES OF THE PREVIOUS MEETINGS**

Regular Meeting – May 9th, 2017

**BIA-049-2017** Moved by G. Queen, seconded by T. Sala, to approve the minutes with changes to reflect the correct meeting date of May 9<sup>th</sup> and Adoption of Accounts as April 30<sup>th</sup>, 2017.



**CARRIED**

**I. BUSINESS/ CORRESPONDENCE - INFORMATIONAL**

**J. NEW AND UNFINISHED BUSINESS**

**1. Associate Memberships – Re: Sandra Zwiers**

The coordinator was directed to prepare new pricing option suggestions for next meeting.

**2. Strategic Plan Update – Re: Request from I. Muzzin**

The coordinator read her report and was directed to reach out to more businesses with the maps that were created in 2016.

The coordinator was directed to organize a meeting between the BIA New Festival Committee and EDDK to examine a partnership event.

**3. Clock Project Update – Re: Trees, Clock Maintenance and Clock Reserves**

Jason Martin declared a pecuniary interest for this item.

**BIA-050-2017** Moved by G. Queen, seconded by R. Weston, to use Daisy trees from Cindy's along with the flowers for the wall at 4 Corners for \$625 plus tax.

**CARRIED**

Jason Martin departed at 7:05pm.

It was suggested that the coordinator should arrange for a group photo with all who sponsored in some way to the Clock Project.

**4. DekraLite – Re: Future Building Lighting Ideas**

**BIA-051-2017** Moved by G. Queen, seconded by T. Sala, to receive the report.

**CARRIED**

Tony Gaffan departed at 7:15pm.

**5. Downtown Market Crawl – Re: M. Lauzon request for BIA to take on the event.**

M. Lauzon reported that based on feedback from participating businesses, the first Kingsville Downtown Market Crawl was successful. He reminded the Board that it is still developing and growing. If the success continues, they will consider extending the program into October. A passport program similar to the EPIC wine passport is also being planned.

R. Wilson commented that while this is a good event, we should be mindful that there is a disconnect with other BIA businesses who are not near this district.

**BIA-052-2017** Moved by T. Loop, seconded by J. Martin, to support and promote the event through our social media channels.

**CARRIED**

**BIA-053-2017** Moved by T. Sala, seconded by G. Queen, to donate a brick at 4 Corners as a season-ending prize.

**CARRIED**

The Coordinator was directed to set up a meeting with the New Festival subcommittee to decide if and how the BIA will further support the Downtown Market Crawl.

**6. Sidewalk Sales**

**BIA-054-2017** Moved by T. Loop, seconded by T. Sala, to support the Folk Fest with another full page ad in the festival booklet.

**CARRIED**

**7. Associate Membership Application – TRU Styling**

Beth Riddiford declared a conflict of interest for this item.

**BIA-055-2017** Moved by G. Queen, seconded by T. Loop, to defer this item until the next meeting where the Vice Chairperson can oversee this item.

**CARRIED**

Beth Riddiford was no longer in conflict of interest as of 7:45pm.

**8. Exhibition Application – Re: Marion Simpson September 2017 (with Tony Nespolon**

**BIA-056-2017** Moved by R. Weston, seconded by I. Muzzin to approve the application.

**CARRIED**

**9. Facelift Grant Application – Re: Marina's Lil Cafe**

**BIA-057-2017** Moved by I. Muzzin, seconded by R. Weston, to approve the application.

**CARRIED**

Good photo suggestions at next meeting. Karen to ask for them.

Harrow has Cda day flags on sticks. Looks good – we look bad.

Just put flags in all of the planters.

**K. ADJOURNMENT**

**BIA-058-2017** Moved by B. Sanford, seconded by T. Sala to adjourn this meeting at 7:54 p.m.

**CARRIED**



CHAIR, Beth Riddiford



RECORDING SECRETARY, Karen Wettlaufer



# MINUTES

**MARINA COMMITTEE MINUTES  
JUNE 19, 2017 @ 5:30 P.M.  
COMMITTEE MEETING ROOM 'A'  
2021 DIVISION ROAD N., KINGSVILLE, ON N9Y 2Y9**

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## **A. CALL TO ORDER**

Chairperson, Nelson Santos called the Meeting to order at 5:30 p.m. with the following persons in attendance:

**Members:**

Nelson Santos, Chair  
Susanne Coghill  
Thomas Neufeld

**Members of Administration:**

CAO – P. Van Mierlo-West  
Manager of Programs - M. Durocher  
Manager of Municipal Facilities and Property – T. Del Greco  
Recording Secretary – T. Hewitt

## **B. DISCLOSURE OF PECUNIARY INTEREST**

Chairperson Nelson Santos reminded members that any declaration and its general nature are to be made prior to each item being discussed. None were disclosed.

## **C. PRESENTATIONS/DELEGATIONS**

NONE

## **D. STAFF REPORTS**

1. **Report:** RE: Cedar Island Beach Public Comments and Recommendations.  
P. Van Mierlo –West, C.A.O. dated June 15, 2017.

P. Van Mierlo-West provided a summary of the comment cards received during the last public input session. She identified comments that could be incorporated into the Marina Master Plan, including those related to parking, the break wall study and beautification. She reported that wifi and food trucks were additional options that sparked public interest. P. Van Mierlo-West recommended placing a large welcome sign at the entrance of the Marina. One of the comments received was very lengthy and expressed lack of confidence in the Marina committee members.

T. Del Greco agreed with portions of that comment, stating that hiring an experienced consultant to work on the Marina Master Plan would demonstrate how serious the Town is about the marina improvements.

S. Coghill agreed with T. Del Greco's assessment, but she believes that there are short-term actions that can be taken to make an immediate impact. There was discussion on the cost of hiring a consultant. Current service levels were discussed to determine if they could realistically sustain the higher service levels requested. There was discussion regarding adding some larger garbage pails with higher capacity and lids, or having a locked dumpster on site. N. Santos recommended dissecting the consultant's cost to see if the amount can be shared with other departments.

T. Del Greco provided a handout of the proposed signs. It was decided that the current sign will also be replaced for consistency. T. Del Greco will order three signs after modifying the design to include the website.

The committee went through the Marina Recommendations and requested changes to various sections. Committee members offered feedback in determining verbiage, and identifying short/medium and long-term issues. P. Van Mierlo-West will modify the format to simplify the content.

Once the recommendations are finalized, they will come back to the committee.

**10-2017** Moved by T. Neufeld, seconded by S. Coghill, that the Committee receive the report.

**CARRIED**

## **E. ADOPTION OF MINUTES OF PREVIOUS MEETING**

**11-2017** Moved by T. Neufeld, seconded by S. Coghill, the Committee adopts the May 15, 2017 minutes

**CARRIED**

## **F. NEW AND UNFINISHED BUSINESS**

### **1. Port-o-John and Pepsi machine relocation update**

T. Del Greco reported that the Port-o-John has been moved back as far as possible.

### **2. Marina rates were discussed and compared against other marinas of comparable size. It was requested that administration provide a comparison list of surrounding marinas (Colchester, Leamington, and Windsor) and identify services provided as well as fee amounts and fee structure.**

**G. NEXT MEETING DATE**

**THE COMMITTEE WILL MEET AGAIN TUESDAY, JULY 11<sup>TH</sup> AT 5:30PM.**

**H. ADJOURNMENT**

**12-2017** Moved by S. Coghill, seconded by T. Neufeld, the Committee  
adjourn the meeting at 6:52 p.m. to meet again on Tuesday, July 11<sup>th</sup> 2017 at  
5:30pm

**CARRIED**

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**CHAIRMAN, Nelson Santos**

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**RECORDING SECRETARY, Tara Hewitt**



**Stantec Consulting Ltd.**  
100-140 Ouellette Place  
Windsor ON N8X 1L9  
Tel: (519) 966-2250  
Fax: (519) 966-5523

June 28, 2017  
165620098

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

Dear Ms. Mierlo-West,

**Reference: Notice of Study Commencement**  
**Class Environmental Assessment – Essex Centre Southwest Area Storm Sewer Improvements**  
**Town of Essex**

The Town of Essex has initiated a Municipal Class Environmental Assessment (Class EA) to provide short and long-term improvements to the storm sewer system in the Essex Centre Southwest area. A copy of the Notice of Study Commencement for the project is attached.

This study is being carried out in accordance with the planning and design process for Schedule 'B' projects outlined in the Municipal Class Environmental Assessment (October 2000, as amended in 2007, 2011 & 2015), which is approved under the Ontario Environmental Assessment Act. The Class EA planning process includes public and agency consultation, an assessment of the potential effects of the proposed improvements, and the identification of measures required to mitigate any adverse effects. Upon completion of the study, the preferred improvements to the Essex Centre Southwest area storm sewers will be established in consideration of input received from the public and review agencies.

The purpose of this letter is to introduce the project, to seek your input on the existing environmental conditions (natural, socio/economic or cultural) within the Project Area, and to identify any issues, concerns or approval requirements that your organization may have. A reply by August 18, 2017 would be appreciated so that we may consider your comments early in the design stage. A comment form is enclosed to facilitate your input.

If your organization has any comments or concerns regarding this project and wish to provide input into the Study, please contact either the undersigned or one of the individuals named in the enclosed material.

Regards,

**STANTEC CONSULTING LTD.**

Dr. Jian Li, P.Eng., PE  
Senior Environmental Engineer  
Phone: (519) 966-2250 x 240  
Fax: (519) 966-5523  
Jian.li@stantec.com

Attachment: Notice of Study Commencement, Response Form

c. Mr. Chris Nepszy, P. Eng., PE, Director of Infrastructure and Development, Town of Essex





Class Environmental Assessment  
Essex Centre Southwest Area Storm Sewer Improvements  
The Corporation of the Town of Essex

RESPONSE FORM – PLEASE RETURN BY AUGUST 18, 2017

Date: \_\_\_\_\_

☐ Please remove my group/agency from the study mailing list.

☐ I would like to provide the following comments.

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Please consider the following environmental (i.e., natural, social, economic or cultural) information and permit/approval requirements:

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***Additional comment space is provided on the back of this form.***

Contact Information on Study Mailing List Ms. Peggy Mierlo-West Chief Administrative Officer Town of Kingsville 2021 Division Road North Kingsville, ON N9Y 2Y9	<i>If this information is incorrect please provide updated information or identify the key project contact below.</i>
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**Please return the completed form to:**

Dr. Jian Li, Senior Environmental Engineer, Stantec Consulting Ltd.  
100-140 Ouellette Place Windsor ON N8X 1L9  
Tel. (519) 966-2250 x 240, Fax (519) 966-5523, Email: [jian.li@stantec.com](mailto:jian.li@stantec.com)

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**Key Project Contact:**

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**Job Title:**

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**Name of Group/Agency:**

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**Mailing Address:**

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**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_



[illegible]

## ESSEX CENTRE SOUTHWEST AREA STORM SEWER IMPROVEMENT

### CLASS ENVIRONMENTAL ASSESSMENT

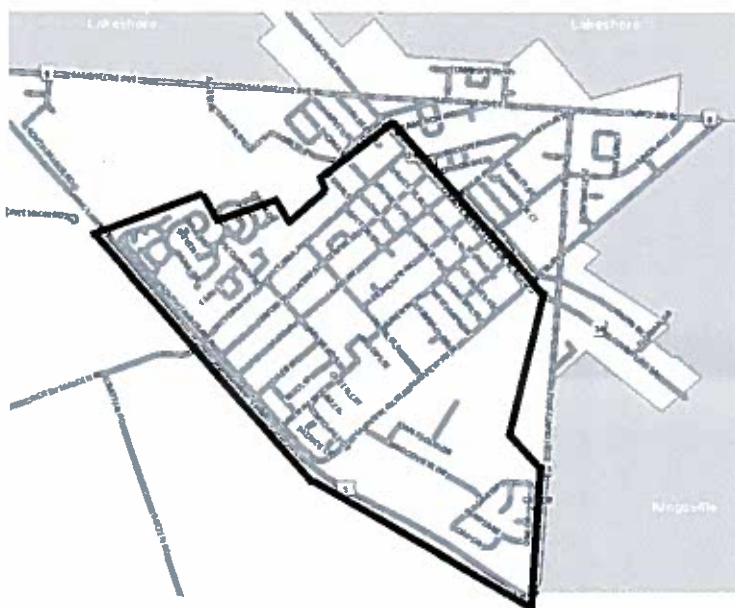
#### NOTICE OF STUDY COMMENCEMENT

The Town of Essex, through their consultant Stantec Consulting Ltd., has initiated a study to determine the preferred solution to hydraulic capacity issues caused by increasing storm intensity and development pressures on the storm sewer system in Essex Centre Southwest area.

The study is being undertaken in accordance with the planning and design process for 'Schedule B' projects outlined in the Municipal Class Environmental Assessment (Class EA, June 2000, as amended in 2007, 2011 & 2015) under the Ontario Environmental Assessment Act. The Class EA process includes public and review agency consultation, an evaluation of alternatives, an assessment of the potential environmental effects of the proposed works, and identification of reasonable measures to mitigate any adverse impacts that may result.

Public participation will form an integral part of this Class EA study to ensure that the concerns of the public and affected groups within the study area are identified, documented and assessed. A Public Consultation Centre will be scheduled during the study to present the findings to date and to collect community feedback and input before finalizing the preferred solution.

Any parties that wish to provide suggestions or comments about this study at this time should do so, preferably in writing, by contacting the individuals identified below.



#### **Town of Essex**

Mr. Chris Nepszy, P. Eng., PE  
Director, Infrastructure and Development  
(519) 776-7336 x1114  
cnepszy@essex.ca

Mr. Richard Beausoleil  
Manager, Capital Works and Infrastructure  
(519) 776-7336 x1113  
rbeausoleil@essex.ca

#### **Stantec Consulting Ltd.**

Dr. Jian Li, P.Eng., PE  
Senior Environmental Engineer  
Phone: 519-966-2250 ext 240  
jian.li@stantec.com

Mr. Clarence Jubenville, P. Eng.  
Senior Civil Engineer  
Phone: 519-966-2250 ext 241  
clarence.jubenville@stantec.com

Under the Municipal Freedom of Information and Protection of Privacy Act and the Ontario Environmental Assessment Act, unless otherwise stated in the submission, with the exception of personal information, all comments will become part of the public record and will be released, if requested, to any person. Subjective to comments received and the receipt of necessary grants and approvals, the Town of Essex intends to proceed with the planning, design and construction of this project, to be completed by late 2018.

(This Notice first issued 8 June, 2017)

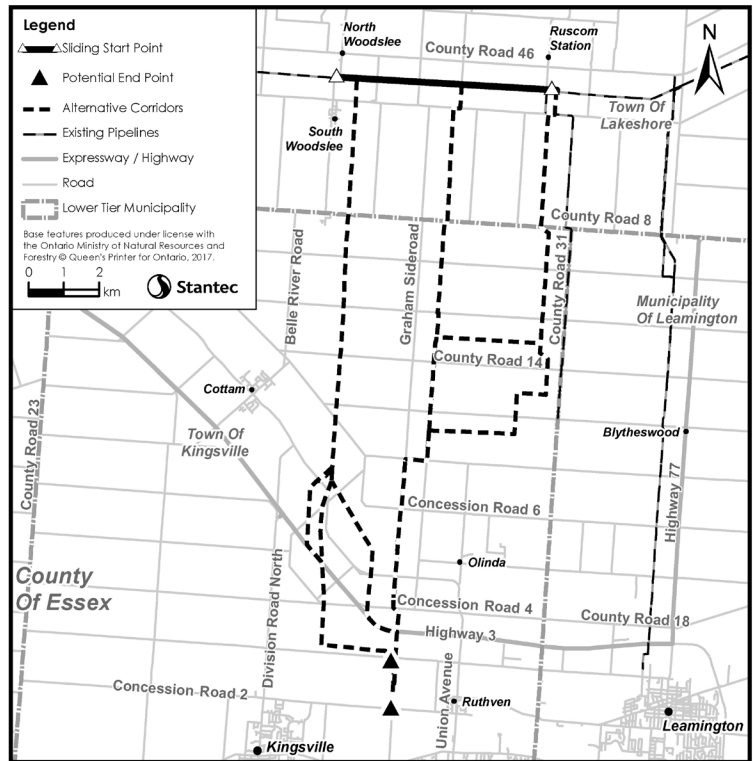
# UNION GAS PIPELINE PROJECT NOTICE OF INFORMATION SESSIONS

## Kingsville Transmission Reinforcement Project

To increase capacity and accommodate additional demand for natural gas, Union Gas is proposing to construct a natural gas pipeline in the Leamington and Kingsville areas. The proposed pipeline (up to 20 inches in diameter) 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.

The proposed pipeline will be approximately 17 km in length and will begin at Union Gas' existing 20-inch Panhandle Pipeline 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.

Two Information Sessions are planned to seek public feedback on the project in general and the alternative corridors within which a preferred pipeline route will be determined. The Information Sessions will be conducted as drop-in centres, and representatives from both Union Gas and Stantec Consulting Ltd. will be available to answer questions.



Information Sessions will be held on:

**Tuesday August 1, 2017**

**4:00 pm to 8:00 pm**

Kingsville Arena

1741 Jasperson Drive

Kingsville, ON

**Wednesday August 2, 2017**

**4:00 pm to 8:00 pm**

Libro Community Centre

1925 South Middle Road

Woodslee, ON

A preferred route for the proposed pipeline has not been determined at this time. A route selection process is currently being conducted to evaluate several alternative corridors. Further Information Sessions are planned later this year once a preferred pipeline route has been determined.

If you cannot attend the Information Sessions but would like to provide feedback or learn more about the project, 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

Or visit our project webpage: [uniongas.com/projects](http://uniongas.com/projects)

## Jennifer Alexander

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**From:** Jennifer Astrologo  
**Sent:** Wednesday, July 19, 2017 9:11 AM  
**To:** Jennifer Alexander  
**Subject:** FW: Review of the Transportation Standards / Examen des normes pour le transport

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**From:** Accessibility Directorate of Ontario [mailto:accessibility@ontario.ca]  
**Sent:** July-17-17 12:29 PM  
**To:** Jennifer Astrologo  
**Subject:** Review of the Transportation Standards / Examen des normes pour le transport

### **Subject: Review of the Transportation Standards – Notice of extension for the public comment period**

### **Objet : Examen des normes pour le transport – Avis de prolongation de la période accordée au public pour formuler des commentaires**

La version française suit le texte anglais.

In order to provide individuals and organizations with additional time to review the Transportations Standards Development Committee's Initial Recommendations Report and provide feedback, the ministry has extended the closing of the public comment period from July 19, 2017, to July 31, 2017.

To participate, visit [www.ontario.ca/page/consultation-improving-accessibility-standards-transportation](http://www.ontario.ca/page/consultation-improving-accessibility-standards-transportation) for information on the Standard Development Committee's proposed changes and how to provide feedback.

The Committee welcomes your comments and thanks you in advanced for your interest in improving accessibility in the Province of Ontario.

Dans le but de donner aux particuliers et aux organismes plus de temps pour examiner les premières recommandations du Comité d'élaboration des normes pour le transport et faire parvenir leurs commentaires, le ministère a reporté la date de clôture de la consultation publique du 19 juillet 2017 au 31 juillet 2017.

Pour participer à cette consultation et obtenir de plus amples renseignements sur les changements proposés par le Comité d'élaboration des normes pour le transport et sur la façon d'envoyer vos commentaires, visitez [www.ontario.ca/fr/page/consultation-ameliorer-la-norme-daccessibilite-pour-le-transport](http://www.ontario.ca/fr/page/consultation-ameliorer-la-norme-daccessibilite-pour-le-transport).

Le Comité veut savoir ce que vous pensez et vous remercie à l'avance de l'intérêt que vous portez à l'amélioration de l'accessibilité dans la province de l'Ontario.



June 15, 2017

Town of LaSalle  
5950 Malden Road  
LaSalle, Ontario N9H 2S4

Attention: Brenda Andreatta, Director Council Services/Clerk

Dear Ms. Andreatta:

Subject: Resolution - Funding for the Great Lakes

Please be advised that the Council of The Corporation of the Municipality of Leamington, at its meeting held Monday, June 12, 2017 enacted the following resolution:

**No. C-151-17**

Whereas algal blooms in Lake Erie threaten its natural and economic resources by negatively impacting the use of water for drinking, fishing, boating and swimming; and

Whereas Lake Erie experienced the largest harmful algal bloom in its history in 2015; and

Whereas toxins from algal blooms can cause severe health issues; and

Whereas communities that depend on Lake Erie as a source for drinking water have made significant investments to ensure it is free from dangerous levels of algal toxins and nuisance algae; and

Whereas algal blooms limit the enjoyment of Lake Erie beaches and other recreational water activities; and

Whereas, local tourism, commercial and residential property values and the commercial and recreational fishing industry may be negatively affected due to the presence of algal blooms; and

Whereas, the United States recently announced a proposal to cut funding to the Environmental Protection Agency that pays 97 percent of the costs for Great Lakes pollution cleanup thereby putting the future health of the Great Lakes in danger;

Now therefore be it resolved that the Minister of Fisheries and Oceans Canada, Ontario Minister of Environment and Climate Change and the Mayors of Great Lakes and St. Lawrence Cities Initiative be requested to lobby U.S. State representatives to overturn the decision by the U.S. federal government to drastically reduce spending on the health of the Great Lakes, and that a copy of this resolution be forwarded to local MP Dave Vankesteren and MPP Rick Nicholls, Essex County municipalities, AMO and FCM to request support of the initiative.

Yours truly,



Brenda Percy  
Clerk/Manager of Legislative Services

cc: Dave Vankesteren, MP Chatham-Kent - Leamington  
Rick Nicholls, MPP Chatham-Kent-Essex  
Essex County Municipalities  
Association of Municipalities of Ontario  
Federation of Canadian Municipalities

## Jennifer Alexander

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**From:** Jennifer Alexander  
**Sent:** Wednesday, July 19, 2017 10:49 AM  
**To:** Jennifer Alexander  
**Subject:** FW: Notice of Motion

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

**From:** gord.queen@gmail.com [mailto:gord.queen@gmail.com]  
**Sent:** Tuesday, July 11, 2017 1:45 PM  
**To:** Jennifer Astrologo <jastrologo@kingsville.ca>; Sandy Kitchen <SKitchen@kingsville.ca>  
**Subject:** Notice of Motion

Further to the notice placed on the next agenda by Councillor Neufeld

I may move or cause to have moved that Council be provided with all details regarding a proposed tower installation on town owned property in the area of the sewage treatment plant, the dog park, Such information to include but not limited to:

Who wants to put up the tower?

What are the details of the tower?

Size and shape

What is the site they seek?

When did the applicant inquire or seek permission?

Who in the Senior Administration has been dealing with the application or subject matter?

When did the above named individual plan to tell Council about the suggestion?

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 78 - 2017

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

**WHEREAS** the Council of The Corporation of the Town of Kingsville deems it expedient to amend By-law 1-2015, as amended, being a by-law to appoint certain members of Council and individuals to boards and committee, to reflect the new name of the sub-committee known as the Older Adults Advisory Committee.

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

1. **THAT** the title of Paragraph 1.n entitled Older Adults Advisory Committee (a sub-Committee of the Kingsville Parks, Recreation and Arts and Culture Committee) be changed to:

**The 55+ Advisory Committee.**

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

**READ a FIRST, SECOND AND THIRD TIME and FINALLY PASSED this 24<sup>th</sup> day of July, 2017.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**



# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 79 - 2017

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### ***Being a By-law authorizing the entering into of a Hardware Rental, Software License and Services Agreement with Dominion Voting Systems Corporation***

**WHEREAS** Section 9 of the *Municipal Act, 2001*, S.O. c. 25 confers natural person powers on municipalities which include the power to enter into agreements with individuals and corporations.

**WHEREAS** The Corporation of the Town of Kingsville (the “Town”) deems it expedient for the Town to enter into a Hardware Rental, Software License and Services Agreement with Dominion Voting Systems Corporation.

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

1. **THAT** the Town enters into and executes with Dominion Voting Systems Corporation a Hardware Rental, Software License and Services Agreement attached hereto as Schedule “A” and forming part of this By-law.
2. **THAT** the Mayor and Clerk are hereby authorized and directed on behalf of the Town to execute the Amendment to the Development Agreement attached as Schedule “A”.
3. This By-Law comes into force and takes effect on the day of the final passing thereof.

**READ a FIRST, SECOND and THIRD time and FINALLY PASSED this 24<sup>th</sup> day of July, 2017.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**

## **HARDWARE RENTAL, SOFTWARE LICENSE AND SERVICES AGREEMENT**

This **Rental, Software License and Services Agreement** (hereafter the “Agreement”) dated this 24th day of July, 2017 (hereafter the “Effective Date”) is made by and between the **The Corporation of the Town of Kingsville**, ON, located at 2021 Division Road North, Kingsville, ON N9Y 2Y9 (hereafter “Customer”) and **Dominion Voting Systems Corporation**, located at 215 Spadina Avenue, Toronto, ON, M5T2C7 (hereafter “Dominion”). This Agreement may refer to Dominion and Customer together as the “Parties,” or may refer to Dominion or Customer individually as a “Party.”

1. **Composition of Agreement.** Exhibit A is attached and incorporated herein by reference and forms a part of this Agreement. This Agreement consists of the general terms and conditions contained in the following Sections, together with Exhibit A:

Exhibit A: Hardware Rental, Software License and Services Agreement

2. **Definitions.** For the purposes of this Agreement, the following are defined terms:

- 2.1. "Dominion Software" means software licensed by Dominion to the Customer.
- 2.2. "Hardware" means Dominion's proprietary voting system hardware as specified in Exhibit A herein.
- 2.3. "Licensed Software" means the Dominion Software and Third-Party Software, collectively, together with any user manuals or other associated documentation as described in Section 6 herein.
- 2.4. "Specifications" means descriptions and data regarding the features, functions and performance of the Dominion Software, as set forth in user manuals or other applicable documentation provided by Dominion.
- 2.5. "Third Party Software" means manufacturer supplied software, or firmware owned by third parties, which Dominion provides to Customer pursuant to sublicenses or end user license agreements with the owners of such Third Party Software.

3. **Term of Agreement.** The “Term” of this Agreement shall begin on the Effective Date and shall expire 12/31/2018. The payment terms of Section 5, to extent of any payments are still due, shall survive any expiration or termination of this Agreement in accordance with their respective terms.

4. **Dominion's Responsibilities.**

- 4.1. Dominion shall provide the Customer with the licensed hardware and software, and the services described in Exhibit A (Hardware Rental, Software Licenses and Services Agreement).
- 4.2. Dominion shall grant to the Customer a non-exclusive, non-transferable, license ("License") to use the Dominion Software and Hardware provided by Dominion pursuant

Dominion Voting Systems Corp.

Hardware Rental, Software License and Services Agreement

Kingsville, ON 07.24.2017

Page 1 of 11

to Section 6 of this Agreement.

## **5. Customer's Responsibilities.**

- 5.1. In consideration for the products, licenses and services described in this Agreement, Customer shall pay the amounts specified in Exhibit A. Customer is responsible for all sales, excise, personal property or other taxes or duties on the amounts paid or products or services provided under this Agreement. If Customer is exempt from such taxes or duties, Customer shall provide Dominion with a tax exemption certificate.
- 5.2. Customer shall provide Dominion with physical accommodations reasonably required for Dominion to perform its obligations, including premises access, electrical power, and data connectivity.
- 5.3. Customer is solely responsible for assuring all relevant federal, provincial, and local laws, ruling and ordinances are complied with in regard to the use of Dominion's system for any Customer election, including all associated election guidelines and applicable election due dates. Notwithstanding any other provision in this Agreement to the contrary, Customer shall defend, indemnify and hold Dominion harmless from and against any and all claims, demands, damages, injuries, expenses (including reasonable attorneys' fees and court costs) and liability arising in connection with the Customer's responsibility pursuant to this Section 5.3.

## **6. Software and Hardware Rental, License and Use.**

- 6.1. Hardware. Dominion agrees to rent the Hardware to Customer during the Term as described in Exhibit A herein.
- 6.2. License. Subject to the terms of this Agreement, Dominion grants Customer a non-exclusive, non-transferrable license to use the Software and Hardware solely for the Customer's own internal business purposes. This License shall only be effective during the Term and cannot be transferred or sublicensed.
- 6.3. No Other Licenses. Other than as expressly set forth in this Agreement, (a) Dominion grants no licenses, expressly or by implication, and (b) Dominion's entering into and performing the Agreement will not be deemed to license or assign any intellectual property rights of Dominion to Customer or any third party. Without limiting the foregoing sentence, Customer agrees to use the Dominion Software outlined in Exhibit A herein, and agrees not to use any Dominion Software as a service bureau for elections outside the Customer's jurisdiction and agrees not to reverse engineer or otherwise attempt to derive the source code of any Dominion Software. The Customer shall have no power to grant sub-licenses for the Software. Any use of all or any portion of the Software not expressly permitted by the terms of this Agreement is strictly prohibited.
- 6.4. Prohibited Acts. The Customer shall not, without the prior written permission of Dominion:

- 6.4.1. Transfer or copy onto any storage device or hardware or otherwise copy the Software in whole or in part except for purposes of system backup;
  - 6.4.2. Reverse engineer, disassemble, decompile, decipher or analyze the Software or Hardware in whole or in part;
  - 6.4.3. Alter or modify the Software or Hardware in any way or prepare any derivative works of the Software or any part of parts of the system;
  - 6.4.4. Alter, remove or obstruct any copyright or proprietary notices from the Software or Hardware, or fail to reproduce the same on any lawful copies of the Software.
- 6.5. Proprietary Rights. Customer acknowledges and agrees that Dominion owns the Dominion Hardware, Dominion Software, all documentation and training materials provided by Dominion, the design and configuration of the Dominion Hardware and the format, layout, measurements, design and all other technical information (except for Customer supplied information such as election information) associated with the ballots to be used with the Dominion Hardware. Customer has the right to use the aforementioned items to the extent specified in this Agreement. Dominion likewise owns all patents, trade-marks, copyrights, trade names and other proprietary or intellectual property in, or used in connection with, the aforementioned items. The aforementioned items also contain confidential and proprietary trade secrets of Dominion which are protected by law and are of substantial value to Dominion.

## **7. Limited Warranties.**

- 7.1. Dominion Software and Hardware. Dominion warrants that, during the term of this agreement, the Software and Hardware will function substantially in accordance with the Specification. If the Customer believes that the Software or Hardware is not functioning substantially in accordance with the Specifications, the Customer shall provide Dominion with written notice of the material failure within ten (10) days of discovering the material failure, provided that the Customer can reproduce the material failure to Dominion. Dominion shall use reasonable efforts to correct the material failure of the Software or Hardware. The foregoing warranty shall be void in the event of the Software or Hardware (i) has been modified by any party other than Dominion or its licensors or (ii) has been used by the Customer for purposes other than those for which the Software or Hardware was licensed.
- 7.2. NO OTHER WARRANTIES. DOMINION DISCLAIMS ALL OTHER REPRESENTATIONS AND WARRANTIES, WHETHER WRITTEN, ORAL, EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY WARRANTY BASED ON A COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE.

- 8. Indemnification.** Each party to this Agreement shall indemnify, defend, and hold harmless the other party and its officers, directors, agents, employees, and owners from and against any and all demands, claims, damages to persons or property, losses, and liabilities, including reasonable

attorneys' fees (collectively, "Claims"), arising out of or caused by the indemnifying party's gross negligence or willful misconduct in connection with the services contemplated by this Agreement. In addition, Customer shall indemnify and hold harmless Dominion from any third party claims arising from, or alleged to arise from, Customer's failure to operate properly the System licensed, rented and/or leased under this Agreement, in the manner so designated by Dominion.

**9. Limitation of Liability.** Dominion's total aggregate liability for any loss, damage, costs or expenses under or in connection with this Agreement, howsoever arising, including without limitation, loss, damage, costs or expenses caused by breach of contract, negligence, strict liability, breach of statutory or any other duty shall in no circumstances exceed the total dollar amount of the Agreement. Neither party shall be liable for any loss of profits, loss of business, loss of data, loss of use or any other indirect, incidental, special or consequential loss or damage whatsoever, howsoever arising, incurred by the other party or any third party, whether in an action in contract, negligence or other tort, even if the parties or their representatives have been advised of the possibility of such damages.

**10. Liquidated Damages.** Dominion shall not be liable for liquidated damages of any kind.

**11. Confidential Information.**

11.1. For purposes of this Agreement, confidential information ("Confidential Information") is defined as those materials, documents, data, and technical information, specifications, business information, customer information, or other information that the disclosing Party maintains as trade secrets or confidential and which are disclosed to a receiving Party in tangible form conspicuously marked as "confidential," or with words having similar meaning or which are expressly identified in this Subsection 11.1. Confidential Information includes all Dominion Software source and object code and written documentation associated therewith.

11.2. Each Party shall treat the other Party's Confidential Information as confidential within their respective organizations.

11.3. Neither Party shall disclose the other Party's Confidential Information to any person outside their respective organizations unless disclosure is made in response to, or because of, an obligation to any federal, provincial, or local governmental agency or court with appropriate jurisdiction, or to any person properly seeking discovery before any such agency or court.

11.4. Each Party shall be given the ability to defend the confidentiality of its Confidential Information to the maximum extent allowable under the law prior to disclosure by the other Party of such Confidential Information.

**12. Termination.**

- 12.1 If either Party materially breaches this Agreement and does not cure the breach within 30 days after receiving written notice of the breach from the non-breaching Party, the non-breaching Party may terminate this Agreement as of a termination date specified in that notice or in a subsequent notice delivered within the 30-day period. If the breach cannot be completely cured within the 30-day period, no default will occur if the Party receiving the notice begins curative action within the 30-day period and thereafter proceeds with diligence and in good faith to cure the breach as soon as practicable.
- 13. Risk of Loss Insurance.** Customer shall bear the entire risk of loss or damage to the Hardware and Software after Customer receipt of the Hardware and Software. The occurrence of any such loss or damage shall not permit Customer to delay or reduce the payment of any fees prescribed under this Agreement. Customer may, at its own expense and option, obtain and maintain property and casualty insurance for the Hardware and Software against all risks of loss or damage. The amount of such insurance shall not be less than the replacement cost of the Hardware and Software. All policies for such insurance shall (i) designate Dominion as a named insured and Dominion and Customer as loss payees, as their interests may appear and (ii) contain a provision that entitles Dominion to at least fifteen (15) days' written notice prior to cancellation or modification of such insurance policy. Customer shall provide Dominion with a certificate of insurance with respect to such policy on or before the time of delivery of the System. Customer shall not be relieved of the obligation to reimburse Dominion for the costs associated with damage or loss to the Hardware and/or Software by failing to obtain the insurance coverage as described above.
- 14. Assignment and Right to Subcontract.** Neither Party may assign its rights, obligations, or interests in this Agreement without the written consent of the other Party.
- 15. Governing Law.** This Agreement will be construed under the laws of the Province of Ontario, and the courts within the Province of Ontario shall have non-exclusive jurisdiction for all actions to enforce this Agreement.
- 16. Survival.** The provisions of Sections and Subsections 1, 2, 3, 7, 8, 9, 10, 11, 15, 16, 18, and 20 shall survive the expiration or termination of this Agreement.
- 17. Force Majeure.** Should any circumstances beyond the control of Dominion or Customer occur that delay or render impossible the performance of any obligation due under this Agreement, such obligation will be postponed for the period of any delay resulting from any such circumstances, plus a reasonable period to accommodate adjustment to such extension, or cancelled if performance has been rendered impossible thereby. Such events may include, without limitation, accidents; war, acts of terrorism; natural disasters; labor disputes; acts, laws, rules or regulations of any government or government agency; or other events beyond the control of Dominion or Customer. Dominion shall not be liable under this Agreement for any loss or damage to the Customer due to such delay or performance failures. Notwithstanding the foregoing, both Parties shall use their best efforts to minimize the adverse consequences of any such circumstances. This Section shall not operate to excuse any Party from paying amounts that are owed pursuant to this Agreement.

- 18. Legality and Severability.** This Agreement and the Parties' actions under this Agreement shall comply with all applicable federal, provincial and local laws, ordinances, rules, regulations, court orders, and applicable governmental agency orders. If any term or provision of this Agreement is held to be illegal or unenforceable, the remainder of this Agreement shall not be affected thereby and each term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. The Parties agree that any court reviewing this Agreement shall reform any illegal or unenforceable provision to carry out the express intent of the parties as set forth herein to the fullest extent permitted by law.
- 19. Waiver.** Any failure of a Party to assert any right under this Agreement shall not constitute a waiver or a termination of that right, this Agreement, or any provisions herein.
- 20. Notices.** All notices required or permitted to be given hereunder shall be given in writing and shall be deemed to have been given when emailed, personally delivered or by nationally recognized overnight carrier or mailed, certified or registered mail, return receipt requested, addressed to the intended recipient as follows:

If to Dominion:

Dominion Voting Systems Corporation  
Attn: Office of General Counsel  
215 Spadina Avenue  
Toronto, ON M5T2C7

If to the Customer:

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

- 21. No Third Party Beneficiaries.** Dominion and the Customer agree that this Agreement is for the benefit of the parties hereto and is not intended to confer any rights or benefits on any third party, and that there are no third-party beneficiaries of this Agreement or any part or specific provision of this Agreement, and no third party shall have any right to enforce this Agreement or any provision hereof.
- 22. Entire Agreement.** This Agreement and its Exhibits incorporated herein by reference constitute the entire agreement, understanding and representations between Dominion and the Customer, and supersede and replace all prior agreements, written or oral. No modifications or representations to the Agreement shall be valid unless made in writing and signed by duly authorized representatives of both the Customer and Dominion, and incorporated as an Addendum hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above written.

**DOMINION VOTING SYSTEMS CORPORATION**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**THE CORPORATION OF THE TOWN OF KINGSVILLE, ONTARIO**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE



EXHIBIT A  
HARDWARE RENTAL, SOFTWARE LICENSE AND SERVICES AGREEMENT  
THE CORPORATION OF THE TOWN OF KINGSVILLE, ONTARIO

ELECTION SERVICES, DELIVERABLES AND PRICING, PAYMENT SUMMARY

Service or Product Provided	Associated # of Units or Days	Unit Price	Extended Price
<b>Voting Technologies</b>			
<b>Ballot Tabulators</b>			
<ul style="list-style-type: none"> <li>▪ Vote-by-Mail Ballot Tabulator <ul style="list-style-type: none"> <li>○ Includes PC Computer provided by Dominion to drive each Tabulator</li> </ul> </li> </ul>	2 units	\$2,900	\$5,800
<ul style="list-style-type: none"> <li>▪ ImageCast Ballot Marker Device <ul style="list-style-type: none"> <li>○ For Accessible Voting at central location, for voters who cannot negotiate a paper ballot</li> <li>○ Marks a paper ballot, for subsequent tabulation.</li> <li>○ Includes headset, hand-held vote selector, paddles assistive device, sip-and-puff assistive device (with 10 disposable mouthpiece straws)</li> </ul> </li> </ul>	1 unit	\$4,060 (i.e. \$2,000 for Programming, plus \$2,060 per unit)	\$4,060
<b>Subtotal</b>			<b>\$9,860</b>

<b>Democracy Suite Software</b>			
<b>Election Management System (EMS) License</b> <i>Includes the following components:</i> - <b>Election Event Definition Module License</b> <ul style="list-style-type: none"> <li>Module hosted by Dominion</li> </ul> - <b>Results Tally and Reporting Module License</b> <ul style="list-style-type: none"> <li>Module installed on one of the tabulator driver PC computers deployed by Dominion at your location</li> <li>Standard results reports (PDF, Excel, etc.)</li> </ul>	Flat Rate Charge	\$3,700	\$3,700
<b>Optional Enhanced Results Display</b> <ul style="list-style-type: none"> <li>Configured with your logo and colours</li> <li>Allows real-time result updates as results are released by your officials on Election Night</li> <li>For projection at City Hall, display on websites, feeding to television, etc.</li> </ul>	Flat Rate Charge	\$2,300 (Optional)	You have decided not to implement this optional feature.
<b>Subtotal</b>			<b>\$3,700</b>

<b>Professional Services</b>			
<b>Implementation Services</b> <ul style="list-style-type: none"> <li>Dominion Labour for Project Planning, Coding, System Configuration, Pre-Ship Testing, Delivery, and Project Execution</li> </ul>	Flat Rate Charge		\$5,200
<b>Training</b> <ul style="list-style-type: none"> <li>In person train-the-trainer session conducted by Dominion staff</li> </ul>	1 Onsite Session	\$1,600	\$1,600
<b>Election Day Onsite Support</b> <ul style="list-style-type: none"> <li>Dominion Support Representative for Onsite Support on Election Day</li> </ul>	1 day	\$1,600	\$1,600
<b>Shipping</b> <ul style="list-style-type: none"> <li>Equipment (delivery and return)</li> </ul>	Flat Rate	\$550	\$550
<b>Subtotal</b>			<b>\$8,950</b>

<b>Dominion Lease Total</b>			<b>\$22,510 plus tax</b>
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**Note:**

- The above pricing involves the **lease** of the tabulators and software for the election event.
- The above pricing does not include applicable taxes, which will be charged extra.
- The above pricing is for ballot tabulation equipment and services only, and does not include vote-by-mail ballot kits, voter list products or services, various consumable election supplies, etc. Please contact your vote-by-mail ballot kit provider for pricing on vote-by-mail kits (i.e. DataFix).
- The Shipping flat rate charge shown above is based on Dominion's standard shipping plan and schedule for equipment. Any extra shipping charges incurred due to the customer causing a deviation from Dominion's standard shipping plan and schedule will be charged extra.
- After the election, the Customer must repack the tabulators and peripheral equipment in the same manner as which they were delivered, for pickup by the Dominion shipper. This includes packing equipment in their respective boxes. If the equipment was delivered via skids, the Customer will place the equipment back on the same skids and wrap the skids with shrink wrap. Dominion reserves the right to charge the Customer extra if equipment is not repackaged for pickup in the same way it was delivered.
- Election Day Onsite Support will be provided by a Dominion-trained support representative. This representative will have a general knowledge of different aspects of

- your election system, and will serve as initial support for any issues that may arise, and this representative will utilize the Dominion Election Day Phone Support Hotline to obtain direct phone instruction from top Dominion engineers who are experts in each component of your election system.
- Dominion is happy to discuss the sharing of training and Election Day support resources between you and your neighbouring municipalities who also choose Dominion, to provide cost savings for all the municipalities involved. In such a scenario, the training session for your system would be performed at a central location in your region, and attendees from the various local municipalities would attend. In addition, Election Day support can be regionally-based and shared between municipalities, so that the Dominion support rep can be based in the region and respond to individual municipalities as needed. Please advise us if this cost-saving shared support option is of interest to you and your neighbouring municipalities.
  - Above pricing does not include any onsite Logic and Accuracy Test support by Dominion personnel. In most cases, municipal staff can complete the tabulator testing process, using Dominion's written instructions, and Dominion phone support if needed. However, if the Municipality prefers to have a Dominion support rep onsite to oversee the testing process performed by your staff, this can be arranged, at our normal rates.

## PAYMENT TERMS

- 40% of total system price plus tax at January 15, 2018.
- 40% of total system plus tax upon delivery of the 2018 tabulators.
- 20% of total system plus tax upon completion of the 2018 election.

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 80-2017

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***Being a by-law under the Municipal Act, 2001, Part 8,  
Section 408; to authorize the issue of a single series of  
debentures to consolidate the financing of the  
maintenance of numerous drains all in the Town of  
Kingsville.***

**WHEREAS** by By-Law number 46-2017 the Town of Kingsville did authorize the maintenance on the 2<sup>nd</sup> Concession Road Drain, 2<sup>nd</sup> Concession Branch of the Henderson Drain, Henderson Drain East Branch, Henderson Drain West Branch, Morley Wagle Drain Outlet, Moroun Pumping Scheme (2016 Operating costs), Mulcaster Drain, and Puce Drain;

**AND WHEREAS** the portions payable by the owners were confirmed and final notices were mailed to the benefiting owners outlining the final time and place for paying the debt in full;

**AND WHEREAS** the portion to be financed is \$10,437.56;

**AND WHEREAS** it is intended that the unpaid balance shall be borrowed by the Corporation upon the credit of the Corporation.

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

1. That for the purpose of borrowing the said sum of \$10,437.56, debentures of the Corporation of a like amount shall be issued therefore in sums of not less than One Thousand Dollars (\$1,000.00) each.
2. The single series of debentures shall be dated July 25<sup>th</sup>, 2017 and shall be payable in two (2) annual installments of principal on the 30<sup>th</sup> day of December in each of the years 2017 and 2018 inclusive and shall bear interest at a rate of two point two five per cent (2.25%) per annum payable annually on December 30<sup>th</sup> beginning on December 30<sup>th</sup>, 2017 for the length of the issue ending December 30<sup>th</sup>, 2018. The respective amounts of principal and interest payable in each of such years shall be set forth in Schedule "A" hereto annexed and forming part of this by-law.
3. The debentures shall be in fully registered form. They shall be payable as to both principal and interest in lawful money of Canada at the TD Canada Trust Bank in the Town of Kingsville.
4. The debentures shall be sealed with the seal of the Corporation and signed by the Head of Council and the Director of Financial Services or her designate.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
24<sup>th</sup> DAY OF JULY, 2017.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**

SCHEDULE 'A'



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

**DEBENTURE AMORTIZATION SCHEDULE**  
**Town of Kingsville - ELK Annuity Fund**

Municipal Drains		Various Projects	
By-Law:	80-2017	By-Law Passed:	July 24, 2017
Principal:	\$10,437.56	Payments per Year:	1
Annual Interest Rate:	2.25%	Number of Regular Payments:	2
Payment Date:	December 30th	Payment Amount:	\$5,395.57

Cheque No.:	Year	Annual Payment	Principal	Interest	Principal Balance
	2017	\$5,395.57	\$5,160.72	\$234.85	\$5,276.84
	2018	\$5,395.57	\$5,276.84	\$118.73	\$0.00

\* Final payment adjustment due to rounding made to interest component.

Amortization Schedule Prepared By:

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

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 81 - 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  
July 24, 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 July 24, 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 24<sup>th</sup> day of July, 2017.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**