



**REGULAR MEETING OF COUNCIL
AGENDA**

Monday, February 26, 2018, 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. MATTERS SUBJECT TO NOTICE

- 1. PUBLIC MEETING--Zoning By-law Amendment ZBA/24/17--1552843
Ontario Ltd. 950 Seacliff (County Road 20) Pt. Lot 6, Concession 1 ED,
Parts 1 and 2 RP 12R-23813**

1

R. Brown, Manager of Planning and Development Services

(The Applicant has requested a deferral to the March 12, 2018 Regular Meeting of Council)

i) Notice of Complete Application and Public Meeting: Zoning By-law Amendment, dated February 2, 2018.

Recommended Action

That Council defer Zoning By-law Amendment Application ZBA/24/17 to the March 12, 2018 Regular Meeting, to allow the Applicant an opportunity to gather additional documentation to support the Application.

F. AMENDMENTS TO THE AGENDA

G. STAFF REPORTS

- 1. Fleet Repair and Maintenance Contract** 3
S. Martinho, Manager of Public Works

Recommended Action
Recommend Council approve the awarding of the Request for Proposal for Fleet Service and Maintenance to Sam's Shell Service.
- 2. Fleet Replacement Report** 6
S. Martinho, Manager of Public Works

Recommended Action
That Council approves the acquisition of the Fleet assets as follows:

One (1) 2018 Ford F-350 from Victory Ford in Chatham outfitted with a service body fabricated by Commander Industries for the combined purchase price of \$65,395.05 inclusive of the HST burden.

One (1) 2018 Dodge Ram Quad Cab pick-up truck from Oxford Dodge in London equipped as required for the purchase price of \$36,354.78 inclusive of HST burden.

One (1) 2018 Ford F-250 Regular Cab pick-up truck form Victory Ford outfitted with a tailgate loader for the combined purchase price of \$37,651.20 inclusive of HST burden.

Three (3) 2018 Ford F-150 Regular Cab pick-up trucks form Victory Ford in Chatham equipped as required for the purchase price of \$31,603.60 each inclusive of HST burden.
- 3. Policy Update- Terms of Reference** 9
J. Galea, Human Resources Manager

Recommended Action
Council approve the Terms of Reference for the Joint Health and Safety Committee.
- 4. Revised Job Description Manager of Municipal Services** 17
J. Galea, Human Resources Manager

Recommended Action
That Council approve the revised Manager of Municipal Services job description.

H. BUSINESS/CORRESPONDENCE-ACTION REQUIRED

1. **Union Water Supply System--Correspondence dated February 7, 2018** 25
RE: Annual Report Requirement Section 11, Reg.170/03 and Summary Report Requirement Schedule 22, Reg. 170/03

Recommended Action

That Council receive the Annual Report for the Kingsville Water Distribution System supplied by the Union Water Supply System and that Council direct administration to provide a copy of the Annual Report at no charge to the public on request and post on the municipal website; and further

That Council receive the Summary Report.

2. **Union Water Supply System--Correspondence dated February 7, 2018** 38
RE: Union Water Supply System Annual Report for 2017 in accordance with Section 11 O. Reg.170/03

Recommended Action

That Council receive the Union Water Supply System Annual Report for 2017 prepared in accordance with Section 11 of O. Reg. 170/03; and direct Administration to provide a copy of the report to anyone who requests it, free of charge, post a copy of the report on the Town's municipal website, and include a notice that the report is available at the municipal office and at the Ruthven Water Treatment Plant (through newsletter or other method).

3. **Explore the Shore--Correspondence dated February 6, 2018 RE: Request for Funding, dated February 6, 2018** 48

Recommended Action

That Council consider the request from Explore the Shore and direct Administration to remind them of the Kingsville Community Grant Fund Application process

I. MINUTES OF THE PREVIOUS MEETINGS

1. **Special Meeting of Council--February 5, 2018** 49
2. **Regular Meeting of Council--February 12, 2018** 61
3. **Regular 'Closed Session' Meeting of Council--February 12, 2018**

Recommended Action

That Council adopt Special Meeting of Council Minutes dated February 5, 2018, Regular Meeting of Council Minutes dated February 12, 2018, and Regular 'Closed Session' Meeting of Council Minutes dated February 12, 2018

J. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. **Kingsville B.I.A.--December 12, 2017, January 9, 2018 and January 23, 2018** 76

Recommended Action

That Council receive Kingsville B.I.A. Meeting Minutes dated December 12, 2017, January 9, 2018 and January 23, 2018.

2. **Tourism and Economic Development Committee--November 2, 2017 and December 7, 2017** 87

Recommended Action

That Council receive Tourism and Economic Development Committee Meeting Minutes dated November 2, 2017 and December 7, 2017.

K. BUSINESS CORRESPONDENCE - INFORMATIONAL

1. **Town of Essex-Copy of Correspondence from R. Auger, Clerk, Legal and Legislative Services, Town of Essex to Association of Municipalities of Ontario (AMO) and to Rural Ontario Municipal Association RE: Offering School Property to Municipalities** 95

2. **Township of Norwich--Copy of correspondence to Minister of Housing Re: Ontario Building Code Amendments, dated February 5, 2018** 97

3. **Town of Tecumseh--Copy of correspondence to Minister of Health and Long-Term Care RE: Proposed changes to the Cannabis Act (Bill C-45), dated February 9, 2018** 99

Recommended Action

That Council receives Business Correspondence-Informational items 1 through 3.

L. NOTICES OF MOTION

M. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

N. CLOSED SESSION

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

1. **Section 239(2)(d) labour relations or employee negotiations, being Report of J. Galea, Human Resources Manager RE: Non Union Pay Equity review.**

O. REPORT OUT OF CLOSED SESSION

P. CONFIRMATORY BY-LAW

1. By-law 31-2018

102

Being a by-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its February 26, 2018 Regular Meeting of Council

Q. ADJOURNMENT



NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING: ZONING BY-LAW AMENDMENT

APPLICATION: **ZONING BY-LAW AMENDMENT - ZBA/24/17**
(Section 34 of the Planning Act, R.S.O. 1990, C.P. 13)

OWNER: **15528443 Ontario Ltd/, o/a Noah Homes**

LOCATION OF PROPERTY: **950 Seacliff Drive, Lot 6, Concession 1, Eastern Division
Parts 1 & 2, RP 12R 23813**

PURPOSE OF APPLICATION: Existing on the subject parcel is a building which contains a contractor's yard, shop and office. Under the existing 'Agricultural, (A1-22)' zone provisions there is an opening for interpretation, depending on the reader, as to whether or not the contractor's use is permitted in the building, or whether the contractor's yard must be accessory to a residential use.

It is the intent of the owner to amend the existing A1-22 zone to provide greater clarity in terms of the existing uses being permitted in a stand-alone building, i.e., the uses are not required to be accessory to a residential use.

It is also the intent of the owner to expand add an additional building to the site. As such, an application for site plan amendment to recognize and permit the proposed expansion has also been submitted. A copy of the proposed site plan is attached.

A PUBLIC MEETING OF COUNCIL will be held on:

WHEN: **MONDAY, FEBRUARY 26, 2018**
WHERE: Town of Kingsville Municipal Building
TIME: 7:00 p.m.

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

IF A PERSON or public body does not make oral submissions at the public meeting or make written submissions to Council before the by-law is passed, the person or public body is not entitled to appeal the decision of the Council to the Ontario Municipal Board.

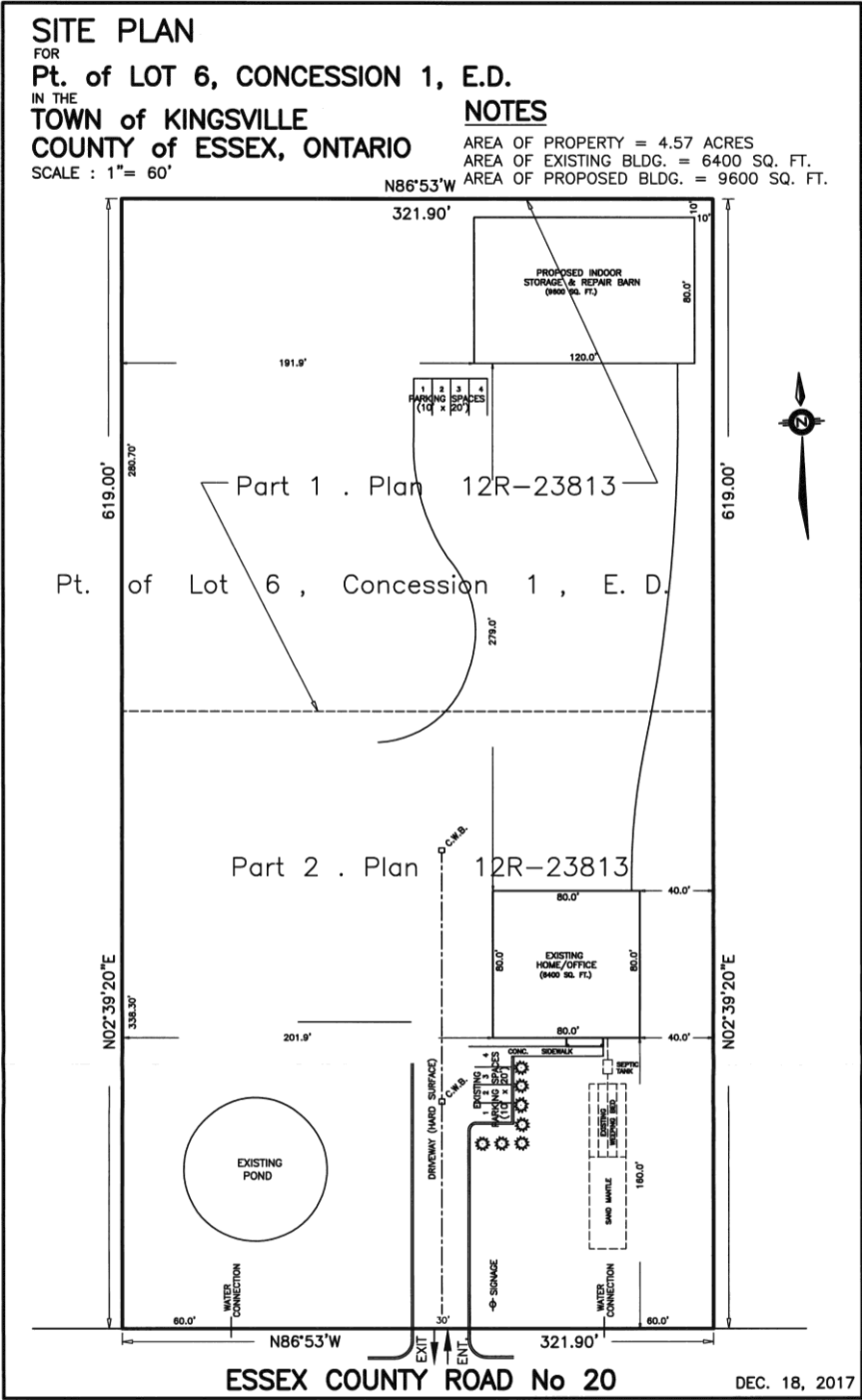
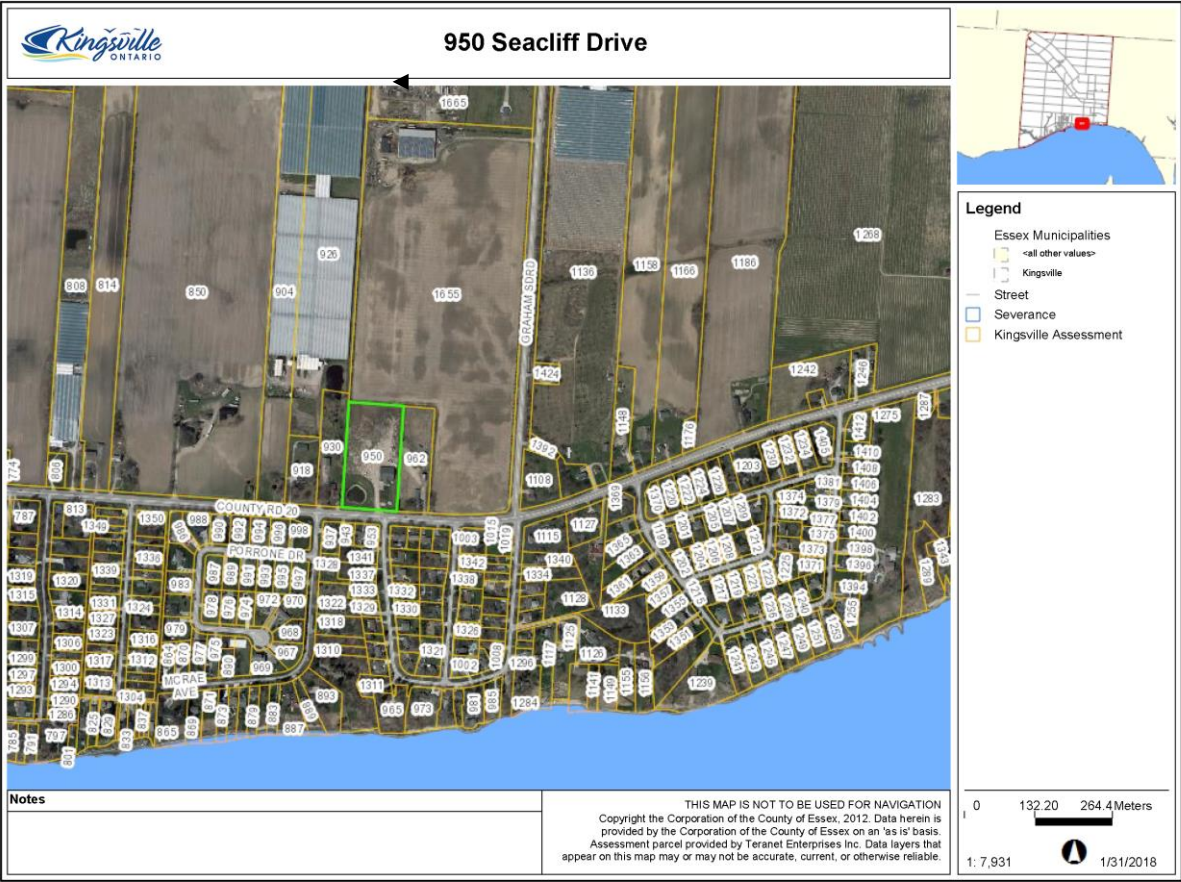
IF A PERSON or public body does not make oral submissions at the public meeting, or make written submission to Council before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

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

**DATED AT
THE TOWN OF KINGSVILLE
on February 2, 2018**

**David French, BA, CPT
519-733-2305 (x 249)
dfrench@kingsville.ca**

KEY MAP- ZBA/24/17





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

Date: February 13, 2018
To: Mayor and Council
Author: Shaun Martinho, Manager of Public Works
RE: Fleet Repair and Maintenance Contract
Report No.: MS 2018-07

AIM

To advise council on the Request for Proposal for Fleet Repair and Maintenance and seek approval to award the contract to Sam's Service.

BACKGROUND

For many years, the Town of Kingsville has used the services of outside contractors for the maintenance and service of our fleet. To ensure the Town is receiving the highest level of service at the most competitive rates the Municipal Services Department issued a Request for Proposal for Fleet Repair and Service at the end of 2017. It is the intent of municipal services to establish an initial three-year contract with an optional two-year extension. Each extension will be based on a satisfactory annual review and a signed mutual agreement.

DISCUSSION

In response to the invitation, three local mechanics submitted proposals for fleet maintenance. The scope of work includes maintenance and repair of 16 light duty pick-up trucks, 10 medium duty service trucks, 2 single axial dump trucks and 6 tandem axial dump trucks. Individuals within the Municipal Services Department scored each vendor's proposal separately and scores were based on service ability, on-call capabilities, and rates. The results are as follows:

Company	#1	#2	#3	AVERAGE
Fix-it Auto/Division Collision	290	335	270	280
Ruthven Auto Towing	315	395	340	350
Sam's Shell Service	390	450	360	400

Included within each contractors submission was their regular rates, overtime rates, equipment listings, number of employees, certificate of insurance, WSIB clearance and references. The references for Sam's Shell Service all report positive experiences with this vendor. In addition, over the last several years Sam's Service has been responsible for the maintenance of our fleet vehicles. If the Town of Kingsville does not continue to experience positive results this agreement does allow for the cancellation of services.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

In the Kingsville Municipal Service's Budget for 2018, there is \$140,500 for equipment repair and maintenance (\$85,000 in Public Works, \$500.00 in Cemeteries, \$21,000 in Environmental Services and \$34,000 in Parks and Recreation). This agreement will ensure that we continue to get the highest possible level of service at the most economical rates.

CONSULTATIONS

Municipal Services Team

RECOMMENDATION

Recommend Council approve the awarding of the Request for Proposal for Fleet Service and Maintenance to Sam's Shell Service.

Shaun Martinho

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

G. Andrew Plancke

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

Peggy Van Mierlo-West

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



REQUEST FOR PROPOSAL
RFP# MS18-501
FLEET SERVICES AND MAINTINANCE

Proponent: _____

Reviewer: _____

Date: _____

Criteria	Weight	Score					Points	Details
Capabilities:								
Certified Technicians (Experience)	15	1	2	3	4	5		
Equipment (Software)	10	1	2	3	4	5		
Number of Service Bays (storage ability)	5	1	2	3	4	5		
Inventory of Parts	5	1	2	3	4	5		
Value Added Service	5	1	2	3	4	5		
Service Ability:								
Turn-Around Time	15	1	2	3	4	5		
After Hours Response	10	1	2	3	4	5		
References	5	1	2	3	4	5		
Charges:								
Standard Rates	10	1	2	3	4	5		
Overtime rates	10	1	2	3	4	5		
Parts (Mark-up/Discount)	10	1	2	3	4	5		

Reviewer Signature: _____

Total Score: _____



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

Date: February 12, 2018
To: Mayor and Council
Author: Shaun Martinho H.B.Sc, C.E.T.
RE: Fleet Replacement Report
Report No.: MS 2018-04

AIM

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

BACKGROUND

Several vehicles are listed for replacement in the 2018 capital program. These vehicles have reached the end of their useful lifecycle and are beginning to incur unnecessary maintenance and repair costs. The fleet vehicles listed in the 2018 schedule include:

Capital Budget Line #	Description	Dept.	Capital Cost	Reserve Funding	Net Tax Impact
1	Water- Fleet Replacement 2004 F350 with Service Box	201	\$ 70,000	\$ 70,000	
67	PW - Fleet Replacement - 2004 Dodge 4x4 Quad Cab	130	\$ 40,000	\$ 40,000	\$ -
59	PARKS - Fleet Replacement - 2006 Ford p/u	171	\$ 35,000	\$ 35,000	\$ -
60	PARKS - Fleet Replacement- 2007 Ford p/u	171	\$ 41,500	\$ 41,500	\$ -
61	PARKS - Fleet Addition- 2018 Ford 1/2 Ton	171	\$ 35,000		\$ 35,000
62	PARKS - Fleet Addition- 2018 Ford 1/2 Ton	171	\$ 35,000		\$ 35,000

DISCUSSION

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

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

- Environmental Services receive a Ford F-350 supplied by Victory Ford in Chatham. It will be retrofitted with a service box fabricated by Commander Industries.
- Public Works will receive a 1500 Dodge Ram pick-up supplied by Oxford Dodge. It will have a spray-in bed liner and toolbox
- Parks and Recreation will receive a Ford F250 supplied by Victory Ford in Chatham. It will be equipped with a tailgate loader to aid in loading and unloading heavy materials.
- Parks and Recreation will receive three (3) Chevy 1500's from Addison Chevrolet in Mississauga Ontario. These trucks will come with an 8' box and spray-in bed liner.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

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

	Cost (with applicable HST)	Trade In	Net Cost	Approved Funding	Net Impact
Water- 2018 Ford F350 Service	\$65,395.05	\$0.00	\$65,395.05	\$70,000.00	\$4,604.95
PW - 2018 Dodge Ram Quad Cab	\$36,354.78	\$0.00	\$36,354.78	\$40,000.00	\$3,645.22
Parks - Ford F250 w Tailgate Loader	\$37,651.20	\$0.00	\$37,651.20	\$41,500.00	\$3,848.80
Parks- 2018 Chevy 1500 with 8' box	\$31,603.60	\$0.00	\$31,603.60	\$35,000.00	\$3,396.40
Parks- 2018 Chevy 1500 with 8' box	\$31,603.60	\$0.00	\$31,603.60	\$35,000.00	\$3,396.40
Parks- 2018 Chevy 1500 with 8' box	\$31,603.60	\$0.00	\$31,603.60	\$35,000.00	\$3,396.40

CONSULTATIONS

Municipal Services – Director, Supervisor, and all outside staff.

RECOMMENDATION

That council approves the acquisition of the Fleet assets as follows:

One (1) 2018 Ford F-350 from Victory Ford in Chatham outfitted with a service body fabricated by Commander Industries for the combined purchase price of \$65,395.05 inclusive of the HST burden.

One (1) 2018 Dodge Ram Quad Cab pick-up truck from Oxford Dodge in London equipped as required for the purchase price of \$36,354.78 inclusive of HST burden.

One (1) 2018 Ford F-250 Regular Cab pick-up truck from Victory Ford outfitted with a tailgate loader for the combined purchase price of \$37,651.20 inclusive of HST burden.

Three (3) 2018 Ford F-150 Regular Cab pick-up trucks from Victory Ford in Chatham equipped as required for the purchase price \$31,603.60 each inclusive of HST burden.

Shaun Martinho

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

G.A. Plancke

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Peggy Van Mierlo-West

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Date: February 18, 2018
To: Mayor and Council
Author: Jennifer Galea, Human Resources Manager
RE: Policy Update- Terms of Reference
Report No.: CS-2018-07

AIM

Obtain council approval to implement the Terms of Reference for the Health and Safety Committee.

BACKGROUND

In accordance with the *Occupational Health and Safety Act*, the Town has established a Joint Health and Safety Committee comprised of union employees and members of management.

Shortly following her hiring, the Human Resources Manager conducted a comprehensive review of the Town's human resources policies and procedures. During this review, it was determined that there were no Terms of Reference (the "Terms") for the already established Joint Health and Safety Committee.

The Terms describe the purpose and structure of a committee. Additionally, Terms give committee members clear direction by stating what needs to be done (the legislated requirements), by whom, and when.

DISCUSSION

The *Act* mandates the creation of Terms for the committee. In addition to defining how the committee operates and its purpose, the Terms help keep the committee on track by clarifying the meeting procedures, and assists new members understand how the committee functions. Terms should be reviewed at least annually.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

There are no direct financial costs associated with rolling out and training staff on the policy updates. The HR Manager can provide the necessary staff training. The costs include staff time and attendance at the training sessions.

CONSULTATIONS

Peggy Van Mierlo-West, Chief Administrative Officer
Jennifer Astrologo, Director of Corporate Services
Senior Management Team
Personnel Committee

RECOMMENDATION

Council approve the Terms of Reference for the Joint Health and Safety Committee.

Jennifer Galea

Jennifer Galea, CHRL
Human Resources Manager

Jennifer Astrologo

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

Peggy Van Mierlo-West

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

Terms of Reference

As Agreed Between



Town of Kingsville

and

The Joint Health and Safety Committee

Background

1. The Occupational Health and Safety Act (the Act) requires the establishment of a Joint Health and Safety Committee (the Committee) where there are 20 or more regularly employed workers.
2. The Committee shall hold meetings on a regular basis at least every three months or more often if deemed necessary by an order from the Ministry of Labour.
3. Designated members of the Committee shall inspect the section of the workplace that has been assigned to them and prepare a report for review by the Committee.
4. The Committee shall work jointly with the workers and management to reduce and eliminate accidents/incidents and occupational illness. This can only be achieved with a firm commitment from all parties to promote a safe and healthy working environment.

Approved by:

Management Co-Chair

Worker Co-Chair

CAO

1.0 Committee Structure

- 1.1 The Committee shall consist of six members. A minimum of (2) will represent management and a minimum of four (4) will represent the workers.
- 1.2 The Committee shall meet every three months or more often if deemed necessary as per the established schedule.

2.0 Member Selection

- 2.1 Members representing management shall be appointed to the Committee.
- 2.2 Members representing the workers shall be selected by the workers.
- 2.3 In the event that a Committee member is unable to complete his/her term of office a new member shall be appointed or selected as may be required.

3.0 Terms of Office

- 3.1 Worker members shall serve for a period of two years.
- 3.2 Management members shall serve for a period of two years.

4.0 Co-Chairs

- 4.1 The worker co-chair shall be selected by the worker members to serve a term to be determined by the worker members.
- 4.2 The management co-chair shall be selected by management members for a period of two (2) years, nothing in this section prohibits for an additional two (2) years.
- 4.3 Both co-chairs must be members that have served at least one (1) year on the Committee or are deemed to have sufficient experience/knowledge to carry the position.
- 4.4 In the event that a co-chair cannot fulfill his/her mandate, a new co-chair will be appointed or elected according to sections 4.1 and 4.2.
- 4.5 The co-chairs shall take turns chairing the Committee meetings.

5.0 Recording Secretary Selection

- 5.1 A recording secretary shall be appointed by the committee. If the recording secretary is absent another member or non-member can serve as recording secretary.

6.0 Functions of the Committee

- 6.1 The Committee's main functions are to audit the Health and Safety program to ensure that it is functioning the way it was designed, that is to promote health and safety at all levels in the workplace. The following is a summary of the Committee's functions, as per OHSA.
- To identify and recommend solutions for matters related to health and safety;
 - To assist in identifying training and instruction needs
 - To audit established health and safety policies and procedures and insure that workers are aware of their duties and responsibilities under the Act and Regulations
 - To identify situations related to designated / hazardous substances in the workplace;
 - To designate a member(s) to conduct quarterly inspections with the assistance, where possible, of management and to report the findings to the Committee and to make recommendations to management;
 - To obtain health and safety information from management regarding processes, equipment, machinery, etc;
 - To review health and safety policies and procedures and make recommendations;
 - To promote worker input in health and safety issues;
 - To designate a worker member to investigate work refusals.

7.0 Committee Members

- 7.1 Elected and appointed members shall receive a copy of the Terms of Reference as well as a copy of the last three (3) meeting minutes.
- 7.2 It is the intent of Management that all of the JH&SC members will be certified.
- 7.3 If one or any of the certified members resigns or is (are) unable to fulfill his/her mandate, the employer shall, within a reasonable period of time, take the necessary steps to comply with Section 9 of the Act in terms of the

certified member requirement.

8.0 Attendance to Meetings and Minutes

- 8.1 Any member who misses two (2) consecutive meetings shall forward, in writing, an explanation to the Committee via the co-chairs. This concern shall be discussed for further action to be taken including removal from the Committee.
- 8.2 The Recording Secretary shall take minutes and be responsible for distributing of the minutes within five (5) working days of the meeting.
- 8.3 All resolved and unresolved items shall be reported in the minutes. Unresolved items shall be kept on the minutes until they have been resolved.

9.0 Quorum

- 9.1 A quorum of four (4) members is required. Two (2) of the members must represent the workers.

10.0 Meeting Agenda

- 10.1 The co-chairs of the meeting shall prepare an agenda and forward a copy to all members of the Committee at least one (1) week prior to the meeting. A copy of this agenda shall be posted in a conspicuous location of the workplace.
- 10.2 Only items dealing with health and safety shall be included on the agenda.

11.0 Conduct of the Committee

- 11.1 Business matters shall be conducted on a consensus basis. Members must agree upon all resolutions, recommendations, etc. Formal motions are not intended to be used.

12.0 General

- 12.1 All employees must discuss all health and safety issues / matters with their supervisors before bringing them to the attention of the Committee.
- 12.2 The Committee members shall thoroughly investigate all concerns to establish the facts in order to develop resolutions to a health and safety problem.

12.3 Members are bound to confidentiality when dealing with medical information.

13.0 Amendments to the Terms of Reference

13.1 Any amendments, deletions or additions to these Terms of Reference must first have the consensus of the Committee and shall be set in writing, signed by the co-chairs and attached as an Appendix to the Terms of Reference Document, and forwarded to all Committee members as well as the Recording Secretary.

Signature of Worker co-chair _____

Signature of Management co-chair _____

Signature of CAO _____

Date: _____



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

Date: February 18, 2018
To: Mayor and Council
Author: Jennifer Galea, Human Resources Manager
RE: Revised Job Description Manger of Municipal Services
Report No.: CS-2018-08

AIM

Obtain Council approval of the Manager of Municipal Services job description.

BACKGROUND

The current job description of file for the Manager of Municipal Services was approved and created in September 2016. No revisions or amendments have been made since its approval.

DISCUSSION

In anticipation of advertising the vacant position, the Director of Municipal Services and Chief Administrative Officer completed a review of the existing job description (attached as Appendix 'A'). The proposed changes (attached as Appendix "B") recognize the current tasks associated with the position and emphasize the managerial aspect of the role.

The Personnel Committee has reviewed and approved the revised job description at the Personnel Committee meeting on February 16, 2018.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

There are no financial costs associated with revising the job description.

CONSULTATIONS

Andrew Plancke, Director of Municipal Services
Peggy Van Mierlo-West, Chief Administrative Officer
Personnel Committee

RECOMMENDATION

That Council approve the revised Manager of Municipal Services job description.

Jennifer Galea

Jennifer Galea, CHRL
Human Resources Manager

Jennifer Astrologo

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

Peggy Van Mierlo-West

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

Job Description

Manager of Municipal Services

Position Summary

Reporting to the Director of Municipal Services, this position is responsible for coordinating the overall work orders in the Municipal Services Departments and providing internal project management and contract management for all capital projects under the Director of Municipal Services.

Responsibilities

- 1) Provide project management coordination and contract management of all municipal work projects using municipal computer software.
- 2) Provide coordination of all approved capital projects including work scheduling, financing and effective communication.
- 3) Responsible for the customer service and administration components of the Municipal Services Department. Oversee the dispatch and completion of work orders and follow-up to residents on work order status.
- 4) Administer and record all requests for vacation, time off from work, training schedules and work schedules of Municipal Services Department personnel.
- 5) Supervise Office Support staff, summer students and / or cooperative education students in the Municipal Services Department.
- 6) Coordinate with the Corporate Services Department the filing and retrieval of office records pertaining to all works performed in the Municipal Services Department.
- 7) Ensure Town of Kingsville policies and procedures are maintained at all times when administering departmental personnel, physical resources, finance and administrative functions.
- 8) Ensure all Provincial and Federal compliance policies are met and carried out.
- 9) Any other duties as assigned by the Director of Municipal Services.

Qualifications

- 1) Must have a 3 year College diploma in Civil Engineering or equivalent education and / or experience in a related discipline.
- 2) Must hold or be qualified to obtain PEO or OACETT certification or equivalent education, experience and professional accreditation.
- 3) Must have 3 years experience in municipal government including a thorough knowledge of municipal operations and experience with project management. A Project Management Certification will be considered an asset.
- 4) Must hold or be qualified to obtain a Ministry of Environment Water Distribution System Operator Licence Class II and Wastewater Collection Licence Class I.
- 5) Completion of the Ontario Drainage Superintendent's course will be considered an asset.
- 6) Excellent interpersonal, project / time management, analytical, report writing, communication, presentation, problem-solving, facilitation, negotiation and supervisory skills.
- 7) Ability to work under pressure and to think and make decisions quickly and strategically in a political environment.
- 8) Excellent customer relations skills and the ability to build strong relationships both internally and externally.
- 9) Knowledgeable in budget concepts, cost accounting and cost analysis as well as estimating.
- 10) Possess strong computer skills with experience using Microsoft Office, AutoCAD and GIS software.
- 11) Knowledgeable in civil engineering and municipal infrastructure concepts including design, plan review, drawing preparation fieldwork surveying and use of surveying equipment.
- 12) Have knowledge of applicable workplace standards such as Industrial / Construction Safety Acts, Ministry of Labour Regulations and all relevant legislations.
- 13) Valid Ontario Class 'G' licence and possess a good driving record.

Working Conditions

- Work is performed in an office environment and will require outside inspections of project work status.
- This position requires some attendance at evening meetings.
- Lieu time is capped at 40 hours annually.

Wage Rate

\$67,742 – \$84,678 (Salary Group 6)

Comprehensive benefits package.

Non-union position.

Job Description

Manager of Municipal Services

Position Summary

Reporting to the Director of Municipal Services, this position is responsible for coordinating the overall work orders in the Municipal Services Departments and providing internal project management and contract management for all capital projects under the Director of Municipal Services.

Responsibilities

- 1) Provide project management coordination and contract management of all municipal work projects using municipal computer software.
- 2) Provide coordination of all approved capital projects including work scheduling, financing and effective communication. Ensure all financial transactions are carried out in accordance with procurement procedures.
- 3) In coordination with the Director of Municipal Services, prepare the long-term forecasting for all future capital projects within the Town including associated estimates and financial considerations.
- 4) In coordination with the Director of Municipal Services, prepare the annual budget for the Municipal Services Department.
- 5) Oversee the Quality Management Systems and monitor the Quality Management System including the maintenance, operation and coordination including internal and external audits and communicating with outside organizations (i.e. Ministry of Environment).
- 6) Responsible for the oversight of the design, contract preparation, administration and / or supervision of construction of Town infrastructure with Engineers including, but not limited to, roads, bridges, sanitary and storm sewers, watermains, sidewalks, traffic signage and municipal drains. Provide engineering advice and guidance including analyzing and recommending methods of approach, standards, criteria and specifications.
- 7) Responsible for the customer service and administration components of the Municipal Services Department. Oversee the dispatch and completion of work orders and follow-up to residents on work order status.
- 8) Administer and record all requests for training schedules and work schedules of Municipal Services Department personnel.

- 9) Supervise Office Support staff, summer students and / or cooperative education students in the Municipal Services Department.
- 10) Coordinate with the Corporate Services Department the filing and retrieval of office records pertaining to all works performed in the Municipal Services Department.
- 11) Ensure Town of Kingsville policies and procedures are maintained at all times when administering departmental personnel, physical resources, finance and administrative functions.
- 12) Ensure all Provincial and Federal compliance policies are met and carried out.
- 13) Preparation of reports to Council and attendance at Council meetings as required.
- 14) Any other duties as assigned by the Director of Municipal Services.

Qualifications

- 1) Must have a 3 year College diploma in Civil Engineering or equivalent education and / or experience in a related discipline.
- 2) Must hold or be qualified to obtain PEO or OACETT certification or equivalent education, experience and professional accreditation.
- 3) Must have 3 years experience in municipal government including a thorough knowledge of municipal operations and experience with project management. A Project Management Certification will be considered an asset.
- 4) Must be able to obtain a Ministry of Environment Water Distribution System Operator Licence Class II and Wastewater Collection Licence Class I.
- 5) Completion of the Ontario Drainage Superintendent's course will be considered an asset.
- 6) Excellent interpersonal, project / time management, analytical, report writing, communication, presentation, problem-solving, facilitation, negotiation and supervisory skills.
- 7) Ability to work under pressure and to think and make decisions quickly and strategically in a political environment.

- 8) Excellent customer relations skills and the ability to build strong relationships both internally and externally.
- 9) Knowledgeable in budget concepts, cost accounting and cost analysis as well as estimating.
- 10) Possess strong computer skills with experience using Microsoft Office, AutoCAD and GIS software.
- 11) Knowledgeable in civil engineering and municipal infrastructure concepts including design, plan review, drawing preparation fieldwork surveying and use of surveying equipment.
- 12) Have knowledge of applicable workplace standards such as Industrial / Construction Safety Acts, Ministry of Labour Regulations and all relevant legislations.
- 13) Valid Ontario Class 'G' licence and possess a good driving record.

Working Conditions

- Work is performed in an office environment and will require outside inspections of project work status.
- This position requires some attendance at evening/weekend meetings.
- Lieu time is capped at 40 hours annually.

Wage Rate

\$73,236- \$91,545 (Salary Group 6) Under Review

Comprehensive benefits package.

Non-union position.



Union Water Supply System

P.O. Box 340, 1615 Union Avenue, Ruthven, Ontario, N0P 2G0

Tele: 519-326-1668 Fax: 519-326-3490

Email: rbouchard@unionwater.ca

www.unionwater.ca

SENT BY: EMAIL

February 07, 2018

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

Attention: Ms. Peggy Van Mierlo-West, Chief Administrative Officer

Dear Madam,

RE: Annual Report Requirement Section 11, Reg. 170/03 and Summary Report Requirement Schedule 22, Reg. 170/03

Attached are the following items for the Kingsville Water Distribution System supplied by the UWSS:

1. Annual Report (Section 11, Reg. 170/03)
2. Summary Report (Schedule 22, Reg. 170/03).

Annual Report

The Annual Report must be prepared before February 28, 2018 which requirement is now satisfied. It must also be provided to all members of Council, given at no charge to the public on request and posted on the municipal website.

Summary Report

The Summary Report must be provided to all members of Council before March 31, 2018. Although the Report gives information for all parts of the UWSS, the information that refers to the Kingsville Water Distribution System satisfies the requirements of Schedule 22, Reg. 170/03.

Please call me if you have any questions or comments.

Yours truly,

Rodney Bouchard, P. Geo., Manager
Union Water Supply System Joint Board of Management

kmj

CC: Andrew Plancke, Kevin Girard

Filename: c:\users\kjohnson\documents\annual-summary\2017\02-07-18 ltr to cao kingsville - annual - summary (2017).docx



Ontario Clean Water Agency
Agence Ontarienne Des Eaux



Annual Performance Report
Kingsville Distribution System
Drinking Water System # 220003403
2017

Prepared for the Corporation of the Town of Kingsville

By the Ontario Clean Water Agency
Ken Penney
Process & Compliance Technician
kpenney@ocwa.com
519-326-4447



OPTIONAL ANNUAL REPORT TEMPLATE

Drinking-Water System Number:	220003403
Drinking-Water System Name:	Kingsville Distribution System (Union WSS)
Drinking-Water System Owner:	The Corporation of The Town of Kingsville
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	01-January-2017 to 31-December 2017

Complete if your Category is Large Municipal Residential or Small Municipal Residential

Does your Drinking-Water System serve more than 10,000 people? Yes [X] No []

Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

Town of Kingsville Municipal Office
2021 Division Rd. North,
Kingsville, Ontario

Complete for all other Categories.

Number of Designated Facilities served:

N/A

Did you provide a copy of your annual report to all Designated Facilities you serve?

Yes [] No []

Number of Interested Authorities you report to:

N/A

Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?

Yes [] No []



Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	N/A

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes ☐ No ☐ N/A

Indicate how you notified system users that your annual report is available, and is free of charge.

☒ Public access/notice via the web

☐ Public access/notice via Government Office

☐ Public access/notice via a newspaper

☒ Public access/notice via Public Request

☐ Public access/notice via a Public Library

☒ Public access/notice via other method: As, and when requested

Describe your Drinking-Water System

Distribution only.

Water Distribution Class II serving approximately 22,000 people through approximately 7500 service connections fed from approximately 315 kms of system infrastructure water main.

List all water treatment chemicals used over this reporting period

N/A

Were any significant expenses incurred to?

☐ Install required equipment

☒ Repair required equipment

☒ Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

In 2017 Kingsville incurred approximately \$5,000,000.00 in operational expenses and a further \$1,000,000.00 in Capital works projects required to maintain the water system.

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
Sept. 12, 2017	Total Coliform	27	cfu/100mL	All three adverse results were caused from a faulty sample station (SS-K-37). The sample station was replaced with a new one.	Sept. 19, 2017
Sept. 14, 2017	Total Coliform	18	cfu/100mL		
Sept. 16, 2017	Total Coliform	1	cfu/100mL		

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	See annual report for the Union Water Supply System # 210000853				
Treated	See annual report for the Union Water Supply System # 210000853				
Distribution	481	0-0	0-27	212	<10-210

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Turbidity	Please see the Annual Report for the Union Water Supply System # 210000853	
Chlorine Combined	364	Max: 2.52 mg/l Min: 0.46 mg/l Avg: 1.67 mg/l Combined Residual (Chloramination)
Fluoride (If the DWS provides fluoridation)	N/A	

NOTE: For continuous monitors use 8760 as the number of samples.

NOTE: Record the unit of measure if it is **not** milligrams per litre.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
None				

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Nitrite	December 27/17	<0.1	mg/L	No
Nitrate	December 27/17	0.4	mg/L	No
Nitrate + Nitrite (N)	December 27/17	0.4	mg/L	No
Ammonia (N) -Total	December 27/17	0.27	mg/L	No

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of lead testing under Schedule 15.1 during this reporting period (applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Results (min#) – (max #)		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Distribution – Lead Results (ug/L)	8	0.10	0.96	10	0
Distribution – Alkalinity (mg/L)	8	78	82	n/a	n/a
Distribution – pH In-House	8	7.70	8.19	n/a	n/a

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
THM (NOTE: show latest annual average)	Annual Average	18.0	ug/L	No
HAA (NOTE: show latest annual average)	Annual Average	5.4	ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
None			

UNION WATER SUPPLY SYSTEM SUMMARY REPORT 2017

For the Union Water Supply System
(Made under Schedule 22 of Ontario Regulation 170/03, a regulation made under
the Safe Drinking Water Act, 2002)

EXPLANATION

Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002 requires that a large municipal residential drinking-water system must provide to its board members a Summary Report on various aspects of the system before March 31 of the following year. The Union Water Supply System is classed as a large municipal residential drinking-water system and all of the municipal water systems that obtain water from it are classified as large municipal residential drinking-water systems and are therefore subject to Schedule 22.

The Summary Report must list the following:

- The requirements of the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- The requirements of the regulations made under the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- Any condition of the drinking-water system's drinking water works permit or municipal drinking water license that the system failed to meet during the period covered by the Summary Report
- Any order that the system failed to meet during the period covered by the Summary Report, the duration of any such failure and any measures that were taken to correct such failure
- A summary of the quantities and flow rates of water supplied by the drinking-water system by monthly average and maximum daily flow rates and instantaneous peak flow rates
- A comparison of actual flow rates with rated capacity and flow rates in the systems approval

A drinking-water system that supplies water to another drinking water system must provide a copy of the Summary Report to that system's owner by March 31 of the year following the year covered in the Summary Report.

The sections below details the occasions on which the Union Water Supply System (UWSS) and the connected municipal water systems failed to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders in 2017.

Union Water Supply System (UWSS)

The following provides details of occurrences where the Union Water Supply System was not in compliance with the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders.

Non-Compliance Item:

The following Adverse Water Quality Incident (AWQI) identified for the Union Water Supply System.

- AWQI #137144 - October 7, 2017 failure to maintain coagulant continuously. It was discovered that coagulant was not flowing continuously to Clarifier #1 for approximately one hour (1) and six (6) minutes, due to pump failure. Maintenance personnel was called in to replace faulted out coagulant pump.

Leamington Water Distribution System

Non-Compliance Item:

The following Adverse Water Quality Incident (AWQI) identified for the Leamington Distribution System that is supplied by the Union Water Supply System.

- AWQI #133147 - May 24, 2017 - Bacteriologic adverse at sample station SS-L-17 with 7 Total Coliform. Town of Leamington staff flushed affected area, then a set of samples were taken upstream and downstream. A second set of samples were taken 24 hours later upstream and downstream. All results returned were within normal parameters.

Kingsville Water Distribution System

Non-Compliance Item:

The following Adverse Water Quality Incident (AWQI) identified for the Kingsville Distribution System that is supplied by the Union Water Supply System.

- AWQI #136615, 136667, 136715 - September 11, 2017, Bacteriologic adverse at sample station SS-K-37 with 27 Total Coliform. Town of Kingsville staff flushed affected area, then samples were taken upstream and downstream, this set resulted in similar results. After consulting with MOH, MOECC, and the Town of Kingsville it was determined that SS-K-37 would be decommissioned. Flushing of the area then took place with resampling occurring upstream and downstream and all sets were returned clean. The sample station was replaced.

Essex Water Distribution System

Non-Compliance Item:

The following Adverse Water Quality Incident (AWQI) identified for the Essex Distribution System that is supplied by the Union Water Supply System

There were no non-compliances or AWQIs identified for the portion of the Town of Essex Water Distribution System that is supplied by Union Water Supply System:

Lakeshore Water Distribution System

There were no non-compliances or AWQIs identified for the portion of the Town of Lakeshore Water Distribution System that is supplied by Union Water Supply System.

SUMMARY OF THE QUANTITIES AND FLOW RATES OF WATER SUPPLIED DURING THE PERIOD COVERED BY THE REPORT, INCLUDING MONTHLY AVERAGE AND MAXIMUM DAILY FLOWS, AND DAILY INSTANTANEOUS PEAK FLOW RATES

The following sections provide information in regards to the Union Water Supply System's Permit to Take Water, issued under Ontario Regulation 387/04 and Drinking Water License issued under the Safe Drinking Water Act, 2002.

Permit to Take Water

The Union Water Supply System operated under Permit to Take Water (PTTW) Number 0816-9T9SVT, which expires at the end of 2025. The PTTW has the following flow conditions:

- Maximum Allowable Amount Taken per Minute (Litres/Min) 113,650
- Maximum Allowable Amount Taken Per Day (Litres/Day) 163,656,000

The maximum amounts of raw water taken during 2017 (see Table 1 below) are as follows:

- Maximum Amount Taken per Minute in 2017 (Litres/Min) 58,301
- Maximum Amount Taken Per Day in 2017 (Litres/Day) 83,305,000

The system did not exceed the PTTW limits in 2017.

Drinking Water License

The UWSS operates under Municipal Drinking Water Licence 041-01; issue Number 4 which has been issued for the period July 21, 2014 to July 20, 2019. The Certificate of Approval and licence had the following condition:

- The drinking water system shall not be operated to exceed 124,588 m³/d (27.4 MIGD) on any calendar day, conveyed from the treatment system to the distribution system.
- The maximum daily volume of water pumped into the distribution system was 71,369 m³ (15.699 MIGD).

Tables 1A through 3B below provide the monthly average, maximum and peak flows for raw and treated water for the Union Water Supply System.

Table 1A
2017 Raw Water Taking from Lake Erie in Metric Units

	Maximum Allowed Flow Rate (m3/Day)	Average Flow (m3/Day)	Maximum Flow (m3/Day)	Maximum Flow (Litres/Day)	Maximum Allowed Flow Rate (Litres/ Minute)	Peak Flow (Litres/ Minute)
January	163,656	26,142	29,149	29,149,230	113,650	22,190
February	163,656	29,283	35,152	35,152,110	113,650	26,923
March	163,656	39,006	55,091	55,091,000	113,650	38,692
April	163,656	43,874	57,132	57,132,000	113,650	41,054
May	163,656	53,188	70,399	70,399,000	113,650	55,126
June	163,656	63,804	77,473	77,473,000	113,650	51,974
July	163,656	64,390	79,899	79,899,000	113,650	58,302
August	163,656	65,565	83,305	83,305,000	113,650	52,792
September	163,656	57,747	65,218	65,218,000	113,650	45,630
October	163,656	39,964	54,609	54,609,000	113,650	39,938
November	163,656	33,826	49,324	49,324,000	113,650	33,690
December	163,656	26,631	32,016	32,016,000	113,650	23,297

Table 1B
2017 Raw Water Taking from Lake Erie in Imperial Units

	Maximum Allowed Flow Rate (MGD)	Average Flow (MGD)	Maximum Flow (MGD)	Maximum Allowed Flow Rate (Gallons/ Minute)	Peak Flow (Gallons/ Minute)
January	36.00	5.75	6.41	25,000	4,881
February	36.00	6.44	7.73	25,000	5,922
March	36.00	8.58	12.12	25,000	8,511
April	36.00	9.65	12.57	25,000	9,031
May	36.00	11.70	15.49	25,000	12,126
June	36.00	14.03	17.04	25,000	11,433
July	36.00	14.16	17.58	25,000	12,825
August	36.00	14.42	18.32	25,000	11,613
September	36.00	12.70	14.35	25,000	10,037
October	36.00	8.79	12.01	25,000	8,785
November	36.00	7.44	10.85	25,000	7,411
December	36.00	5.86	7.04	25,000	5,125

Table 2A
2017 Treated Water Flow Into Distribution System in Metric Units

	Maximum Allowed Flow Rate (m3/Day)	Average Daily Flow (m3/Day)	Maximum Daily Flow (m3/Day)	Peak Instantaneous Flow (Litres/ Second)
January	124,588	26,216	30,358	549
February	124,588	28,861	36,013	693
March	124,588	33,409	42,082	809
April	124,588	41,486	54,647	936
May	124,588	47,261	59,866	954
June	124,588	59,397	73,513	1,207
July	124,588	56,419	71,831	1,086
August	124,588	60,555	75,568	1,171
September	124,588	54,303	60,665	1,013
October	124,588	37,694	52,269	853
November	124,588	28,329	34,044	571
December	124,588	25,525	28,877	538

Table 2B
2017 Treated Water Flow Into Distribution System in Imperial Units

	Maximum Allowed Flow Rate (MGD)	Average Daily Flow (MGD)	Maximum Daily Flow (MGD)	Peak Instantaneous Flow (Gallons/ Second)
January	27.4	5.77	6.68	121
February	27.4	6.35	7.92	152
March	27.4	7.35	9.26	178
April	27.4	9.13	12.02	206
May	27.4	10.40	13.17	210
June	27.4	13.07	16.17	265
July	27.4	12.41	15.80	239
August	27.4	13.32	16.62	258
September	27.4	11.95	13.35	223
October	27.4	8.29	11.50	188
November	27.4	6.23	7.49	126
December	27.4	5.62	6.35	118

Table 3A
2017 Treated Flow to Local Municipalities in Metric Units

	<u>Leamington</u>		<u>Kingsville</u>		<u>Essex</u>		<u>Lakeshore</u>	
	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)
January	425,775	13,735	376,442	12,143	71,879	2,319	54,548	1,760
February	374,735	12,922	317,719	10,956	50,985	1,758	27,251	940
March	447,717	14,442	462,007	14,903	56,366	1,818	30,665	989
April	590,523	19,684	718,261	23,942	69,864	2,329	39,879	1,329
May	584,997	18,871	659,310	21,268	62,804	2,026	36,036	1,162
June	839,259	27,975	711,916	23,731	78,680	2,623	53,257	1,775
July	849,905	27,416	681,655	21,989	78,627	2,536	47,378	1,528
August	1,054,891	34,029	913,392	29,464	95,961	3,096	55,034	1,775
September	758,065	25,269	666,601	22,220	63,404	2,113	37,723	1,257
October	624,761	20,154	497,964	16,063	58,256	1,879	49,614	1,600
November	439,918	14,664	311,137	10,371	64,169	2,139	32,158	1,072
December	426,147	13,747	289,099	9,326	65,493	2,113	54,548	1,760
Total	7,416,693	20,242	6,605,503	18,031	816,488	2,229	518,091	1,412

Table 3A
2017 Treated Flow to Local Municipalities in Imperial Units

	<u>Leamington</u>		<u>Kingsville</u>		<u>Essex</u>		<u>Lakeshore</u>	
	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)
January	93,657,407	3.02	82,805,664	2.67	15,811,170	0.51	11,998,883	0.39
February	82,430,176	2.84	69,888,410	2.41	11,215,132	0.39	5,994,382	0.21
March	98,483,972	3.18	101,627,332	3.28	12,398,787	0.40	6,745,357	0.22
April	129,896,900	4.33	157,995,332	5.27	15,367,932	0.51	8,772,154	0.29
May	128,681,350	4.15	145,027,925	4.68	13,814,949	0.45	7,926,812	0.26
June	184,611,171	6.15	156,599,627	5.22	17,307,180	0.58	11,714,902	0.39
July	186,952,964	6.03	149,943,138	4.84	17,295,522	0.56	10,421,703	0.34
August	232,043,580	7.49	200,918,152	6.48	21,108,469	0.68	12,105,788	0.39
September	166,750,988	5.56	146,631,721	4.89	13,946,930	0.46	8,297,900	0.28
October	137,428,208	4.43	109,536,767	3.53	12,814,529	0.41	10,913,554	0.35
November	96,768,432	3.23	68,440,572	2.28	14,115,207	0.47	7,073,771	0.24
December	93,739,235	3.02	63,592,890	2.05	14,406,446	0.46	11,998,883	0.39
Total	1,631,444,384	4.45	1,453,007,530	3.97	179,602,252	0.49	113,964,088	0.31



Union Water Supply System

P.O. Box 340, 1615 Union Avenue, Ruthven, Ontario, N0P 2G0

Tele: 519-326-1668 Fax: 519-326-3490

Email: rbouchard@unionwater.ca

www.unionwater.ca

SENT BY: EMAIL

February 07, 2018

Municipality of Leamington
111 Erie St. N.
Leamington, Ontario
N8H 2Z9

Attention: Mr. Peter Neufeld, Chief Administrative Officer

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

Attention: Ms. Peggy Van Mierlo-West, Chief Administrative Officer

Town of Essex
33 Talbot Street South
Essex, Ontario
N8M 1A8

Attention: Ms. Donna Hunter, Chief Administrative Officer

Town of Lakeshore
419 Notre Dame Street
Belle River, Ontario
N0R 1A0

Attention: Mr. Tom Touralias, Chief Administrative Officer

RE: Union Water Supply System Annual Report for 2017 in accordance with Section 11 O. Reg. 170/03

At its meeting on February 21, 2017, the Joint Board of Management of the UWSS will be receiving the Annual Report for 2017 prepared in accordance with Section 11 of O. Reg. 170/03. By this letter and as required by O. Reg. 170/03 I am providing the owners of the drinking water systems that obtain water from the UWSS with a copy of the UWSS Annual Report for 2017.

I request that you do the following:

1. Provide each member of your municipal council with the report on or before February 28, 2018.
2. Provide a copy of the report to anyone who requests it, free of charge (Section 11 (8) O. Reg. 170/03) (Copies will also be made available free of charge at the Ruthven WTP).

3. Post a copy of the report on your municipal website (Section 11(10), O. Reg. 170/03).
4. Include a notice that the report is available at your municipal office and at the Ruthven Water Treatment Plant in any newsletter or other notice that you issue to your residents (Section 11(9.1) O. Reg. 170/03).

Please call me if you have any questions.

Yours truly,



Rodney Bouchard, Manager
Union Water Supply System Joint Board of Management
kmj

CC: Robert Sharon, Shannon Belleau, Nelson Carvalho, Andrew Plancke, Kevin Girard, Chris Nepszy, Andy Graf, John Kehoe, Tom Kissner, Nelson Cavacas, Dale Dillen, Ken Penney, Dave Jubenville

Filename: c:\users\kjohnson\documents\annual-summary\2017\02-07-18 ltr to caos re - uwss annual rpt for 2017.docx



Ontario Clean Water Agency
Agence Ontarienne Des Eaux



Annual Performance Report

Union Area Water Supply System

Drinking Water System # 210000853

2017

Prepared for the Corporation of the Town of Kingsville, the Corporation of the Town of Essex,
the Town of Lakeshore & the Municipality of Leamington

By the Ontario Clean Water Agency
Ken Penney
Process & Compliance Technician
kpenney@ocwa.com
519-326-4447



ANNUAL REPORT

Drinking-Water System Number:	210000853
Drinking-Water System Name:	Union Area Water Supply System
Drinking-Water System Owner:	Union Area Water Supply System Joint Board of Management (Municipality of Leamington, Town of Kingsville, Town of Essex, Town of Lakeshore)
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	01-January-2017 to 31-December-2017

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [X] No []</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p><i>Union Water Treatment Plant P.O. Box 340, 1615 Union Ave., Ruthven, Ont. N0P 2G0</i></p> </div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served:</p> <div style="border: 1px solid black; padding: 2px; width: 100px;">N/A</div> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to:</p> <div style="border: 1px solid black; padding: 2px; width: 100px;">N/A</div> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>
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Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Municipality of Leamington	220004992
Town of Kingsville	220003403
Town of Essex	220003680
Town of Lakeshore	260004995



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [☒] No [☐]

Indicate how you notified system users that your annual report is available, and is free of charge.

- [X] Public access/notice via the web
[] Public access/notice via Government Office
[] Public access/notice via a newspaper
[X] Public access/notice via Public Request
[] Public access/notice via a Public Library
[X] Public access/notice via other method: Municipal Offices

Describe your Drinking-Water System

The Union Water Treatment Plant (UWTP) is a chemically assisted conventional filtration plant, which draws water from Lake Erie.

The UWTP supplies potable water to the Town of Kingsville, Municipality of Leamington, a portion of the Town of Essex and a portion of the Town of Lakeshore with an estimated service population of 65,000.

The treatment process includes chemically assisted up-flow clarification, filtration with dual media filters, primary disinfection using chlorine gas and secondary disinfection using chloramination.

Seasonally, the UWTP uses sodium hypochlorite at its intakes to control Zebra Mussel formation.

There are also four water towers and a booster/storage station located on the Union Water Supply System.

List all water treatment chemicals used over this reporting period

Zebra Mussel Control:

- Sodium Hypochlorite – (Seasonal)

Clarification Chemicals:

- DelPAC – Coagulant
- Hyper+Ion 1090 – Coagulant
- Magnafloc LT22S (polymer) - Coagulant Aid
- Powdered Activated Carbon – Taste and Odor Control

Filtration:

- Cat-Floc 8103 Plus (polymer) – Filter Aid (Seasonal)

Disinfection:

- Primary: Chlorine Gas
- Secondary: Aqua Ammonia & Chlorine (to form chloramines)

Were any significant expenses incurred to?

- ☒ [X] Install required equipment
- ☒ [X] Repair required equipment
- ☒ [X] Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Item	Cost
Low Lift Pump #2 Major Maintenance	\$51,507
Low Lift Generator/Electrical Upgrades	\$9,404
Treatment Plant Electrical Upgrades	\$10,429
Clarifier #2 valve upgrade	\$2,580
Clarifier #3 Blow Off Valve and Turbine Gear Box	\$8,473
Clarifier #3 Turbine VFD	\$2,219
Treatment Plant Building Upgrades - New floor in old microstrainer room	\$20,332
Perimeter fencing upgrades - Treatment Plant and Cottam Booster	\$5,694
Filter Meter Replacements	\$18,100
Filter Media Replacement -Filters 5 and 7	\$122,034
Turbidity Meter Replacements	\$25,225
Filter Turbidity Meters - New	\$9,543
Chlorine Analyzer Replacements	\$18,269
Ammonia Storage Tank Level Transmitter	\$3,777
Chlorine Feed Room - New Heater	\$1,593
High Lift Pump #3 Rehabilitation	\$31,539
High Lift Compressor #1 Replacement	\$11,719
Window Replacements - Treatment Plant	\$24,046
Essex Water Tower Rehabilitation Project	\$19,131
Master Water Meter Replacements/Upgrades	\$56,595
SCADA System Upgrade	\$29,167
Total Capital Works/Major Maintenance	\$481,375

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Incident description	Corrective Action	AWQI #	Corrective Action Date
October 7, 2017	Loss of coagulant	Re-initialized coagulant	137144	October 10, 2017

Note: Corrective action Date is Date of resolution.

Microbiological testing is done under Schedule 10 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of Ecoli Or Fecal Results (min #)-(max #) (ct/100 mL)	Range of Total Coliform Results (min #)-(max #) (ct/100 mL)	Number of HPC Samples	Range of HPC Results (min #)-(max #) (ct/mL)
Raw	52	2 - 56	14 - 400	0	N/A
Treated	52	0 - 0	0 - 0	52	<10 - 30
Distribution	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).				

Operational testing is done under Schedule 7 of Regulation 170/03 during the period Covered by this annual report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Turbidity	8760	0.02 – 1.96 NTU
Chlorine - Free	8760	1.51 – 2.28 mg/L
Fluoride (If the DWS provides fluoridation)	N/A	N/A

NOTE: For continuous monitors use 8760 as the number of samples.

NOTE: Record the unit of measure if it is **not** milligrams per litre.



Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter: (Suspended Solids)	Date Sampled	Result	Unit of Measure
09- June- 2017 Municipal Drinking Water Licence Number: 041-101	North Settling Pond	Jan 03/17	<3.0	mg/L
	North Settling Pond	Jan 30/17	<3.0	mg/L
	North Settling Pond	Feb 06/17	3.0	mg/L
	North Settling Pond	Mar 06/17	<3.0	mg/L
	South Settling Pond	Mar 06/17	<3.0	mg/L
	North Settling Pond	April 03/17	<3.0	mg/L
	North Settling Pond	May 01/17	<3.0	mg/L
	North Settling Pond	June 05/17	<3.0	mg/L
	North Settling Pond	July 04/17	<3.0	mg/L
	North Settling Pond	Aug 08/17	<3.0	mg/L
	North Settling Pond	Sept 05/17	<3.0	mg/L
	South Settling Pond	Oct 02/17	6.0	mg/L
	North Settling Pond	Oct 02/17	<3.0	mg/L
	South Settling Pond	Nov 06/17	<3.0	mg/L
	North Settling Pond	Nov 06/17	<3.0	mg/L
	South Settling Pond	Dec 04/17	<3.0	mg/L
Limit 25.0 mg/L		Annual Average:	3.2	mg/L

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	January 10, 2017	0.12	ug/L	No
Arsenic	January 10, 2017	0.4	ug/L	No
Barium	January 10, 2017	16.0	ug/L	No
Boron	January 10, 2017	18.0	ug/L	No
Cadmium	January 10, 2017	0.019	ug/L	No
Chromium	January 10, 2017	0.82	ug/L	No
*Lead	n/a			
Mercury	January 10, 2017	0.01	ug/L	No
Sodium	January 10, 2017	7.60	mg/L	No
Selenium	January 10, 2017	0.12	ug/L	No
Uranium	January 10, 2017	0.141	ug/L	No
Fluoride	January 10, 2017	0.13	mg/L	No
Nitrite (N)	December 27, 2017	< 0.1	mg/L	No
Nitrate (N)	December 27, 2017	0.5	mg/L	No
Nitrite + Nitrate (N)	December 27, 2017	0.5	mg/L	No
Ammonia (N) - Total	December 27, 2017	0.25	mg/L	No

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of lead testing under Schedule 15.1 during this reporting period

(Applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).		
Distribution	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).		

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	January 10, 2017	0.02	ug/L	No
Atrazine + N-dealkylated metabolites	January 10, 2017	0.01	ug/L	No
Atrazine	January 10, 2017	0.01	ug/L	No
Azinphos-methyl	January 10, 2017	0.05	ug/L	No
Benzene	January 10, 2017	0.32	ug/L	No
Benzo(a)pyrene	January 10, 2017	0.004	ug/L	No
Bromoxynil	January 10, 2017	0.33	ug/L	No
Carbaryl	January 10, 2017	0.05	ug/L	No
Carbofuran	January 10, 2017	0.01	ug/L	No
Carbon Tetrachloride	January 10, 2017	0.16	ug/L	No
Chlorpyrifos	January 10, 2017	0.02	ug/L	No
Desethyl atrazine	January 10, 2017	0.01	ug/L	No
Diazinon	January 10, 2017	0.02	ug/L	No
Dicamba	January 10, 2017	0.20	ug/L	No
1,2-Dichlorobenzene	January 10, 2017	0.41	ug/L	No
1,4-Dichlorobenzene	January 10, 2017	0.36	ug/L	No
1,2-Dichloroethane	January 10, 2017	0.35	ug/L	No
1,1-Dichloroethene (vinylidene chloride)	January 10, 2017	0.33	ug/L	No
Dichloromethane	January 10, 2017	0.35	ug/L	No
2-4 Dichlorophenol	January 10, 2017	0.15	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	January 10, 2017	0.19	ug/L	No
Diclofop-methyl	January 10, 2017	0.40	ug/L	No
Dimethoate	January 10, 2017	0.03	ug/L	No
Diquat	January 10, 2017	1.0	ug/L	No
Diuron	January 10, 2017	0.03	ug/L	No
Glyphosate	January 10, 2017	1.0	ug/L	No
HAA (NOTE: show latest annual average)	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).			



Summary of Organic parameters sampled during this reporting period or the most recent sample results continued				
Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Malathion	January 10, 2017	0.02	ug/L	No
MCPA	January 10, 2017	0.12	ug/L	No
Metolachlor	January 10, 2017	0.01	ug/L	No
Metribuzin	January 10, 2017	0.02	ug/L	No
Monochlorobenzene	January 10, 2017	0.3	ug/L	No
Paraquat	January 10, 2017	1.0	ug/L	No
Pentachlorophenol	January 10, 2017	0.15	ug/L	No
Phorate	January 10, 2017	0.01	ug/L	No
Picloram	January 10, 2017	1.0	ug/L	No
Polychlorinated Biphenyls(PCB)	January 10, 2017	0.04	ug/L	No
Prometryne	January 10, 2017	0.03	ug/L	No
Simazine	January 10, 2017	0.01	ug/L	No
THM (NOTE: show latest annual average)	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).			
Terbufos	January 10, 2017	0.01	ug/L	No
Tetrachloroethylene	January 10, 2017	0.35	ug/L	No
2,3,4,6-Tetrachlorophenol	January 10, 2017	0.20	ug/L	No
Triallate	January 10, 2017	0.01	ug/L	No
Trichloroethylene	January 10, 2017	0.44	ug/L	No
2,4,6-Trichlorophenol	January 10, 2017	0.25	ug/L	No
Trifluralin	January 10, 2017	0.02	ug/L	No
Vinyl Chloride	January 10, 2017	0.17	ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
None			



February 6, 2018

Director of Corporate Services/Clerk
Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, ON N9Y 2Y9

Re: Request for Funding

On behalf of the 35 businesses and organizations located on County Road 50 in southern Essex County, which have formed the strategic alliance known as **Explore the Shore**, I am requesting that the Town of Kingsville consider our request for the same funding as last year to support the ninth Explore the Shore weekend event, scheduled for July 28 and 29, 2018.

We are still a fledgling organization with years of work ahead to make County Road 50 a “destination” for the average Essex County resident and the now more frequent out-of-County tourist. We see the potential. We understand and are committed to the sustained effort needed to accomplish our goals.

The Explore the Shore route includes Meleg’s Lakeview Orchard, Cedar Island Yacht Club, Fehr’s Heritage Bakery, Dear Ladies and the Town of Kingsville at Cedar Island Beach, all in Kingsville. We are asking the Town of Kingsville for monetary help this year because we believe that building a digital map of the route and upgrading our website will reap dividends for our participants and for the Towns.

Tourism Windsor Essex Pelee Island recently has assured us that it will support Explore the Shore for the long haul because they understand that it will take a sustained joint effort to accomplish the goal of making County Road 50 a well-known, successful and beloved business district and destination.

Thank you, the Finance Department and Town Council for your consideration of this request. We appreciate your time and will provide any information you may require.

Sincerely,

Ann Neydon Wilson
Oxley Estate Winery
ann@oxleyestatewinery.com

www.exploretheshore.ca



**SPECIAL MEETING OF COUNCIL
MINUTES**

Monday, February 5, 2018

12:30 PM

Council Chambers

2021 Division Road N

Kingsville, Ontario N9Y 2Y9

Members of Council	Mayor Nelson Santos Deputy Mayor Gord Queen Councillor Susanne Coghill Councillor John Driedger Councillor Tony Gaffan Councillor Thomas Neufeld Councillor Larry Patterson
Members of Administration	J. Astrologo, Director of Corporate Services M. Durocher, Parks & Recreation Program Manager K. Girard, Municipal Services Manager R. McLeod, Director of Financial Services A. Plancke, Director of Municipal Services P. Van Mierlo-West, CAO

A. CALL TO ORDER

Mayor Santos called the Special Meeting to order at 12:34 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST

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

**1. Councillor Susanne Coghill - Jack Miner Migratory Bird Foundation
(\$10,000)**

Councillor Coghill is on contract as the Bookkeeper for the Foundation.

2. Mayor Nelson Santos - Migration Hall (\$8,500)

Mayor Santos' wife is a contract employee of Migration Hall.

C. PRESENTATIONS/DELEGATIONS

1. Joanne Winger, Cottam resident--Request received January 29, 2018 RE: Questions regarding 2018 Draft Budget (See: Handwritten 4-pg. attachment provided by Ms. Winger)

Ms. Winger reviewed the questions she had submitted regarding the budget. She explained that she finds the Town's budget document confusing. Mayor Santos advised that administration would attempt to answer some of her questions when the water and wastewater budgets are considered.

117-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

That Council receive the correspondence received from Ms. J. Winger.

CARRIED

D. STAFF REPORTS

1. 2018 Draft Budget Amendments – No. 2

118-2018

Moved by Councillor Larry Patterson

Seconded by Councillor John Driedger

That Council approves the proposed amendments to the General Administration, Fire and Public Works operating budgets.

That Council approves the proposed amendments to the 2017 Carry-over projects.

That Council receives the revised Grant Request schedule and BIA Budget for budget deliberations.

CARRIED

E. PRESENTATION OF GRANTS AND DONATION REQUESTS

1. Artisan Alley Project (\$57,000)

119-2018

Moved by Councillor Tony Gaffan

Seconded by Councillor Thomas Neufeld

That Council grants \$5,000 to the Artisan Alley Project.

CARRIED

2. Arts Society of Kingsville (\$3,400)

120-2018

Moved by Councillor Tony Gaffan

Seconded by Councillor Larry Patterson

That Council grants to the Arts Society of Kingsville the amount of \$2,500, plus an amount equal to one rental per month at the Unico Community Centre and the 2-day show to be held at the Unico, plus additional in-kind support in the form of advertising on all municipal avenues.

CARRIED

3. BIA - Floral Project (\$15,300)

121-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Tony Gaffan

That Council grants to the B.I.A., the amount of \$15,300 for the 2018 B.I.A. Floral Project.

CARRIED

4. BIA - Facelift Grant (\$5,000)

122-2018

Moved by Councillor Larry Patterson

Seconded by Councillor John Driedger

That Council grants to the B.I.A. the amount of \$5,000 for the 2018 B.I.A. Facelift Grant.

CARRIED

5. Cedar Island Yacht Club (\$10,525)

123-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Thomas Neufeld

That Council grants to the Cedar Island Yacht Club the amount of \$10,000.

CARRIED

6. Cottam Rotary (\$2,500)

124-2018

Moved by Councillor Larry Patterson

Seconded by Councillor John Driedger

That Council grants to the Cottam Rotary Club the amount of \$2,500.

CARRIED

7. Jack Miner Migratory Bird Foundation (\$10,000)

Councillor Susanne Coghill declared a conflict on this item. (

Councillor Coghill is on contract as the Bookkeeper for the Foundation.)

125-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Tony Gaffan

That Council grant to the Jack Miner Migratory Bird Foundation the amount of \$9,000.

CARRIED

8. Erie North Shore Hockey - PeeWee OHF Championship (\$7,500)

126-2018

Moved by Councillor Larry Patterson

Seconded by Councillor Tony Gaffan

That Council grants to Erie North Shore Hockey the amount of \$4,500.

CARRIED

9. Erie Shores Quilters Guild (\$960)

127-2018

Moved by Councillor Tony Gaffan

Seconded by Councillor John Driedger

That Council grants to Erie Shores Quilters Guild the amount of \$960 to cover the cost of renting the Unico once per month during 2018.

CARRIED

10. KDHS - Bursary (\$3,500)

128-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Thomas Neufeld

That Council grants to Kingsville District High School the amount of \$3,000.

CARRIED

11. Kingsville Historical Park - Property Tax (\$4,500)

129-2018

Moved by Councillor Larry Patterson

Seconded by Councillor John Driedger

That Council grants to Kingsville Historical Park the amount of \$4,500 to offset the cost of property taxes.

CARRIED

12. Kingsville Historical Park - Year 2 Funding Agreement (\$10,000)

K. Gunning provided an update to the works of the Kingsville Historical Park. Funding will be granted in accordance with motion 136-2017.

13. Kingsville Horticultural Society (\$8,000)

130-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Tony Gaffan

That Council grants to the Kingsville Horticultural Society the amount of \$7,000.

CARRIED

14. Kingsville Lion's Club (\$8,361)

131-2018

Moved by Councillor Tony Gaffan

Seconded by Councillor Thomas Neufeld

That Council grants to the Kingsville Lion's Club the amount of \$6,450.

CARRIED

15. Kingsville-Essex Assoc. Band (\$10,000)

132-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

That Council grants to the Kingsville-Essex Associated Band the amount of \$8,000.

CARRIED

16. Kingsville-Gosfield Heritage Society (\$2,000)

133-2018

Moved by Councillor Thomas Neufeld

Seconded by Deputy Mayor Gord Queen

That Council grants to Kingsville-Gosfield Heritage Society the amount of \$2,000.

CARRIED

17. Little Tomato Children's Theatre (\$3,000)

134-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Thomas Neufeld

That Council grants to Little Tomato Children's Theatre the amount of \$2,000.

CARRIED

18. Migrant Worker Community Program (\$10,000)

135-2018

Moved by Councillor Thomas Neufeld

Seconded by Councillor Susanne Coghill

That Council grants to the Migrant Worker Community Program the amount of \$1,000.

CARRIED

19. Migration Hall (\$8,500)

Mayor Nelson Santos declared a conflict on this item. (

Mayor Santos' wife is a contract employee of Migration Hall.)

136-2018

Moved by Councillor Larry Patterson

Seconded by Councillor Tony Gaffan

That Council grants to Migration Hall the amount of \$8,500.

CARRIED

20. Shooters Photography Club (\$900)

137-2018

Moved by Councillor Tony Gaffan

Seconded by Councillor Susanne Coghill

That Council grants to Shooters Photography Club the amount \$500 toward the rental of the Unico Community Centre.

CARRIED

21. South Essex Arts Association/Leamington Arts Centre (\$1,000)

138-2018

Moved by Councillor Larry Patterson

Seconded by Councillor Susanne Coghill

That Council receives the 2018 grant request from the South Essex Arts Association/Leamington Arts Centre.

CARRIED

22. Sun Parlour Folk Music Society (\$30,000)

139-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Tony Gaffan

That Council grants \$20,000 to Sun Parlour Folk Music Society.

CARRIED

Mayor Santos called for recess at 3:15 p.m. Mayor Santos reconvened the Special Budget Meeting at 3:38 p.m.

F. BUDGET DELIBERATIONS (CONTINUED)

1. Presentation of Capital and Operating Budgets (Continued)

1. Heritage Advisory Committee

140-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Tony Gaffan

That Council approves the 2018 Heritage Advisory Committee Operating Budget.

CARRIED

2. Police

141-2018

Moved by Councillor Larry Patterson

Seconded by Councillor Thomas Neufeld

That Council approves the 2018 Police Operating Budget, including the Capital Budget line item #26.

CARRIED

3. Business Improvement Area (BIA)

142-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Tony Gaffan

That Council approves the 2018 Business Improvement Association Operating Budget.

CARRIED

4. Accessibility Advisory Committee

143-2018

Moved by Councillor Thomas Neufeld

Seconded by Councillor Tony Gaffan

That Council approves the 2018 Accessibility Advisory Committee Operating Budget.

CARRIED

5. Tourism and Economic Development Committee

144-2018

Moved by Councillor Larry Patterson

Seconded by Councillor John Driedger

That Council approves the 2018 Tourism and Economic Development Committee Operating Budget.

CARRIED

6. Water

145-2018

Moved by Councillor Larry Patterson

Seconded by Councillor John Driedger

That Council approves the 2018 Water Operating Budget.

CARRIED

146-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Tony Gaffan

That Council approves line items 2 thru 10 of the 2018 Environmental Capital Project Budget.

CARRIED

7. Kingsville/Lakeshore West Wastewater

147-2018

Moved by Councillor Larry Patterson

Seconded by Councillor Thomas Neufeld

That Council approves line items 11 thru 14 of the 2018 Environmental Capital Project Budget and the 2018 Kingsville/Lakeshore West Wastewater Operating Budget.

CARRIED

8. Cottam Wastewater

148-2018

Moved by Councillor John Driedger

Seconded by Councillor Larry Patterson

That Council approves line item 15 of the 2018 Environmental Capital Projects Budget and the 2018 Cottam Wastewater Operating Budget.

CARRIED

2. Review of Previously Received Departmental Budgets (Time permitting)

149-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

That Council approves the 2018 Capital Budget Line item 64.

CARRIED

150-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Thomas Neufeld

That Council approves 2018 Capital Budget line item #65 within the \$25,000 budget.

CARRIED

Council directed that if the project is going to exceed this amount, Administration is to come back to Council before proceeding.

151-2018

Moved by Councillor Thomas Neufeld

Seconded by Councillor John Driedger

That Council approves 2018 Capital Budget line item #63.

CARRIED

152-2018

Moved by Councillor Susanne Coghil

Seconded by Councillor Tony Gaffan

That Council approves the 2018 General Administration Operating Budget, as amended.

CARRIED

Council acknowledged that the Heritage Road project (Road Program) in Appendix "D" of the 2018 Budget, was not approved in the County Budget. Council indicated a desire to maintain those funds in the Road Program.

153-2018

Moved by Councillor Thomas Neufeld

Seconded by Councillor Susanne Coghil

That Council approves the amount of \$149,919 to be listed as a placeholder amount in Appendix "D" of the 2018 Budget and usage of said amount is to be brought back to Council for discussion, through a report from Administration.

CARRIED

154-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

That Council approves the 2018 Municipal Budget.

CARRIED

Mr. McLeod advised that the current municipal tax rate increase is at 3.3% and the overall tax rate increase is 1.5%.

G. CONFIRMATORY BY-LAW

1. By-law 23-2018

155-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council reads By-law 23-2018, being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Kingsville at its February 5, 2018 Special Meeting, a first, second, third and final time.

CARRIED

H. ADJOURNMENT

156-2018

Moved by Councillor Susanne Coghill

Seconded by Councillor Larry Patterson

Council adjourn this Special Meeting at 5:15 p.m.

CARRIED

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo



**REGULAR MEETING OF COUNCIL
MINUTES**

**Monday, February 12, 2018
6:00 PM
Council Chambers
2021 Division Road N
Kingsville, Ontario N9Y 2Y9**

Members of Council	Mayor Nelson Santos Deputy Mayor Gord Queen Councillor John Driedger Councillor Tony Gaffan Councillor Thomas Neufeld Councillor Larry Patterson Absent: Councillor Susanne Coghill (on personal business)
Members of Administration	J. Astrologo, Director of Corporate Services R. Brown, Manager of Planning & Development Services M. Durocher, Parks & Recreation Program Manager (@ 6:59 p.m.) S. Kitchen, Deputy Clerk-Council Services S. Martinho, Public Works Manager R. McLeod, Director of Financial Services C. Parsons, Fire Chief (@ 6:07 p.m.) A. Plancke, Director of Municipal Services (@ 6:45 p.m.) P. Valore, Chief Building Official P. Van Mierlo-West, CAO

A. CALL TO ORDER

Mayor Santos called the Regular Meeting to order at 6:00 p.m.

B. MOMENT OF SILENCE AND REFLECTION

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

C. SINGING OF NATIONAL ANTHEM

D. DISCLOSURE OF PECUNIARY INTEREST

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

E. PRESENTATIONS/DELEGATIONS

F. MATTERS SUBJECT TO NOTICE

1. PUBLIC MEETING-5 year Official Plan Review

R. Brown, Manager of Planning and Development Services, and Randall Roth, WSP Canada Group Limited, Consulting Planner

Mayor Santos indicated that the Town is undertaking a 5-year review and update to its Official Plan and the purpose of this Public Meeting is to discuss potential revisions that may be required to the Official Plan and provide an opportunity for the public to offer comments to Council regarding any issues or matters that should be considered in an Official Plan Review.

Mr. Brown presented his Report dated February 7, 2018 and introduced Mr. Randall Roth, Senior Project Manager, WSP Canada Group Limited. Mr. Roth (through a powerpoint presentation) presented WSP Canada Group Limited's Report dated February 7, 2018 providing background information, discussion of matters to be addressed, and next steps, including public consultation and engagement.

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

157-2018

Moved By Councillor Larry Patterson

Seconded By Councillor John Driedger

That Council receives this report prepared by WSP dated February 7, 2018, respecting the Town of Kingsville 5-Year Official Plan Review: Statutory Special Meeting of Council under Section 26(3)(b) of the *Planning Act* for information purposes; and

That Council direct Administration and WSP Canada Group Limited to consider all public comments received during the Official Plan Review process.

CARRIED

2. PUBLIC MEETING--Proposed Changes – 2018 Fees and Charges By-law

J. Astrologo, Director of Corporate Services

Director Astrologo presented her Report dated January 31, 2018. Public Works Manager S. Martinho provided additional information explaining the proposed elimination of burial services on Sundays and Holidays, and Fire Chief C. Parsons provided additional information pertaining to the Fire Services proposed amendments.

158-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council direct Administration to amend the proposed fees and charges by-law to add a provision that requests for burial services on Sundays and holidays will be reviewed by Administration on a case-by-case basis.

CARRIED

159-2018

Moved By Councillor Thomas Neufeld

Seconded By Councillor Larry Patterson

That Council passes By-law 17-2018, being a by-law to impose fees and charges by The Corporation of the Town of Kingsville, as amended, at this Regular Meeting.

CARRIED

3. PUBLIC MEETING--2018 Building Department Fees

Chief Building Official P. Valore presented the proposed 2018 Building Department fees.

160-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

Council pass By-law 18-2018 at this Regular Meeting.

CARRIED

4. PUBLIC MEETING--2018 Wastewater Rates

R. McLeod, Director of Financial Services

161-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council approves the wastewater rates as proposed, effective April 1, 2018

CARRIED

5. PUBLIC MEETING--2018 Water Rates

R. McLeod, Director of Financial Services

162-2018

Moved By Councillor Larry Patterson

Seconded By Councillor John Driedger

That Council approves the 2018 water rates, as proposed, effective April 1, 2018.

CARRIED

G. AMENDMENTS TO THE AGENDA

H. ADOPTION OF ACCOUNTS

- 1. Town of Kingsville Accounts for the monthly period ended January 31, 2018 being TD cheque numbers 0064297 to 0064621 for a grand total of \$1,846,493.20**

163-2018

Moved By Councillor John Driedger

Seconded By Councillor Larry Patterson

That Council approve Town of Kingsville Accounts for the monthly period ended January 31, 2018 being TD cheque numbers 0064297 to 0064621 for a grand total of \$1,846,493.20.

CARRIED

I. STAFF REPORTS

1. Final Acceptance / Mettawas Lane Development

S. Martinho, Manager of Public Works was in attendance.

164-2018

Moved By Councillor Larry Patterson

Seconded By Councillor Tony Gaffan

That Council concur with the request of the Developer's solicitor and the Director of Municipal Services for the Town to grant "Final Acceptance" of the services for the Mettawas Lane Development, and for the Clerk to draft the appropriate By-Law in order to transfer ownership of the roadway and services to the Municipality.

CARRIED

2. Sun Valley Estates / Mucci Branco Phase 1 Final Acceptance

S. Martinho, Manager of Public Works was in attendance.

165-2018

Moved By Councillor Larry Patterson

Seconded By Councillor Thomas Neufeld

That Council concur with the request of the Developer's consulting engineer and the Director of Municipal Services for the Town to grant "Final Acceptance" of the services for the Sun Valley Estates / Mucci Branco Phase 1, and for the Clerk to draft the appropriate By-Law in order to assume ownership of the roadway and services by the Municipality.

CARRIED

3. Municipal Access Agreement 157 Sumac Dr.

S. Martinho, Manager of Public Works

166-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council endorses the Municipal Access Agreement for a 6m Temporary Easement at 157 Sumac Dr. between William and Linda Marck and the Corporation of the Town of Kingsville.

CARRIED

4. On-Call Tree Service Contract

S. Martinho, Manager of Public Works

167-2018

Moved By Councillor Larry Patterson

Seconded By Councillor Tony Gaffan

That Council approves the awarding of the Request for Proposal for On-call Tree Services to County Wide Tree Service.

CARRIED

5. SPA/18/17 - Application for Site Plan Approval HVM Holdings Inc. Part of Lot 2, Concession 1 ED Part 1 & 2, RP 12R 26799 Roll No. 3711 220 000 00400

R. Brown, Manager of Planning and Development Services

168-2018

Moved By Councillor Thomas Neufeld

Seconded By Councillor Larry Patterson

That Council approves SPA/18/17 to permit the development of a 1,100 sq. m (12,000 sq. ft.) medical clinic, and a two-phased residential condominium consisting of two, six storey buildings with a total of up to 120 dwelling units, both subject to separate site plan agreements, with each site plan agreement to be amended to reduce the number of parking spaces to that permitted in

accordance with The Town of Kingsville Comprehensive Zoning By-law, and further, That Council authorizes the Mayor and Clerk to sign the site plan agreements as amended and register said agreements on the title of each of the respective properties.

Amendment:

169-2018

Moved By Councillor Tony Gaffan

Seconded By Councillor Larry Patterson

That Council amend the motion to state that the site plan agreements be amended to reduce the overage of parking spaces by one-half (to allow 18 spaces, rather than 36 spaces).

CARRIED

Motion as Amended:

168-2018

Moved By Councillor Thomas Neufeld

Seconded By Councillor Larry Patterson

That Council approves SPA/18/17 to permit the development of a 1,100 sq. m (12,000 sq. ft.) medical clinic, and a two-phased residential condominium consisting of two, six storey buildings with a total of up to 120 dwelling units, both subject to separate site plan agreements, with each site plan agreement to be amended to reduce the overage of parking spaces by one-half (to allow 18 spaces overall, rather than 36 spaces), and further, That Council authorizes the Mayor and Clerk to sign the site plan agreements as amended and register said agreements on title of each of the respective properties.

CARRIED AS AMENDED BY MOTION 169-2018

6. Kingsville Economic Development Plan

170-2018

Moved By Councillor Thomas Neufeld

Seconded By Councillor Tony Gaffan

That Council approves the Kingsville Economic Development Plan

CARRIED

J. BUSINESS/CORRESPONDENCE-ACTION REQUIRED

1. Deanna Sinasac, Windsor resident--Request that the Town of Kingsville recognize March 26, 2018 as 'Purple Day for Epilepsy' in the Town of Kingsville

171-2018

Moved By Councillor Larry Patterson

Seconded By Councillor Thomas Neufeld

That Council recognize March 26, 2018 as 'Purple Day for Epilepsy' in the Town of Kingsville

CARRIED

2. Royal Canadian Legion Ontario Command--Request for support of 5th Annual Military Service Recognition Book

172-2018

Moved By Councillor Thomas Neufeld

Seconded By Councillor Tony Gaffan

That Council support the 5th Annual Military Service Recognition Book of The Royal Canadian Legion Ontario Command through the purchase of a 1/10 page (business card) advertisement.

CARRIED

K. MINUTES OF THE PREVIOUS MEETINGS

1. Regular Meeting of Council--January 29, 2018

173-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor John Driedger

That Council adopt Regular Meeting of Council Minutes, dated January 29, 2018.

CARRIED

L. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. Police Services Board--November 1, 2017

174-2018

Moved By Councillor Larry Patterson

Seconded By Deputy Mayor Gord Queen

That Council receive Police Services Board Meeting Minutes, dated November 1, 2017.

CARRIED

2. Parks, Recreation, Arts and Culture Committee--November 23, 2017

175-2018

Moved By Councillor John Driedger

Seconded By Deputy Mayor Gord Queen

That Council receive Parks, Recreation, Arts and Culture Committee Meeting Minutes dated November 23, 2017, together with the following Sub-Committee Minutes: Fantasy of Lights dated September 26, 2017 and The 55+ Advisory Committee dated October 19, 2017.

CARRIED

3. Kingsville Municipal Heritage Advisory Committee--December 13, 2017

176-2018

Moved By Councillor Tony Gaffan

Seconded By Councillor Larry Patterson

That Council receive Kingsville Municipal Heritage Advisory Committee Meeting Minutes, dated December 13, 2017.

CARRIED

M. BUSINESS CORRESPONDENCE - INFORMATIONAL

1. **City of Windsor--Office of Council Services- City Council Decision dated January 29, 2018 RE: Report of the Windsor Essex County Environment Committee**
2. **Knights of Columbus Belle River Council 2775--Correspondence dated January 17, 2018 RE: Fundraising dinner in support of Ronald McDonald House Windsor**

177-2018

Moved By Councillor Larry Patterson

Seconded By Councillor John Driedger

That Council receives information items 1 and 2.

CARRIED

N. NOTICES OF MOTION

1. **Deputy Mayor Queen in his capacity as a Council representative to the BIA may move, or cause to have moved, that Council members:**
 1. Each be provided with a complete copy of By-law 77-2016;
 2. and approve or authorize the Clerk Jennifer Astrologo and Manager of Municipal Facilities and Property Tim Del Greco to respond to the question presented by the BIA as to what the requirements might reasonably be for consideration of a sublease of part of the site,
 - i) from a legal perspective; and
 - ii) from a building perspective,

in the event that the BIA might wish at some future date to consider same.

178-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council members:

1. each be provided with a complete copy of By-law 77-2016;
2. and approve or authorize the Clerk Jennifer Astrologo and Manager of Municipal Facilities and Property Tim Del Greco to respond to the question presented by the BIA as to what the requirements might reasonably be for consideration of a sublease of part of the site;
 - i) from a legal perspective; and
 - ii) from a building perspective,

in the event that the BIA might wish at some future date to consider same.

CARRIED

O. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

None.

P. BYLAWS

1. By-law 118-2017

179-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council read By-law 118-2017, being a by-law to provide for the repair and improvements to the Ruscom River Drain, in the Town of Kingsville in the County of Essex a third and final time.

CARRIED

2. By-law 17-2018

180-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor John Driedger

That Council read By-law 17-2018, being a by-law to impose fees and charges by The Corporation of the Town of Kingsville, as amended, a first, second and third and final time.

CARRIED

3. By-law 18-2018

181-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council read By-law 18-2018, being a By-law to Regulate Permits Issued under the Building Code Act, Set Fees, and Establish a Code of Conduct for the Chief Building Official and Inspectors a first, second and third and final time.

CARRIED

4. By-law 19-2018

182-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council read By-law 19-2018, being a By-law to impose a Water Rate and Sewage Rates, a first, second and third and final time.

CARRIED

5. By-law 24-2018

183-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council read By-law 24-2018, being a By-law authorizing the entering into of a Clean Water and Wastewater Fund (CWWF) (Ontario) Transfer Payment Agreement Amendment No. 1 a first, second and third and final time.

CARRIED

6. By-law 27-2018

184-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council read By-law 27-2018, being a by-law to amend By-law 101-2004, as amended, and to appoint a Director of Financial Services/Treasurer of The Corporation of the Town of Kingsville, a first, second and third and final time.

CARRIED

7. By-law 26-2018

185-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council read By-law 26-2018, being a By-law authorizing the entering into of a Medical Tiered Response Agreement with Essex Windsor EMS a first, second and third and final time.

CARRIED

8. By-law 28-2018

186-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor John Driedger

That Council read By-law 28-2018, being a By-law authorizing the entering into of a municipal access agreement with Linda Marck and William Marck a first, second and third and final time.

CARRIED

Q. CLOSED SESSION

187-2018

Moved By Councillor Tony Gaffan

Seconded By Councillor John Driedger

That Council, at 7:32 p.m., pursuant to Section 239(2) of the Municipal Act, 2001 enter into Closed Session to consider the following matters:

1. Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; being a report from the Director of Municipal Services re: the Town's proposed acquisition of land;
2. Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, being a matter relating to the Town's proposed or pending disposition of a strip of vacant land adjacent to 225 North Talbot Road;
3. Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, being an update by CAO P. Van Mierlo-West regarding Agreement of Purchase and Sale with Edward Remark & Sons Limited.

CARRIED

R. REPORT OUT OF CLOSED SESSION

The Regular Meeting of Council reconvened in Open Session at 8:04 p.m.

Mayor Santos reported RE: Closed Session Item Q-2, stating that a discussion was held in closed session pertaining to a proposed acquisition of a strip of vacant land and direction was provided to Administration to pursue the Town's potential purchasing of that subject strip of vacant land (described as Part 2 on Plan 12R-24558) adjacent to 225 North Talbot Road.

S. CONFIRMATORY BY-LAW

1. **By-law 29-2018**

188-2018

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council read By-law 29-2018, being a by-law to confirm the proceedings of The Corporation of the Town of Kingsville at its February 12, 2018 Regular Meeting a first, second and third and final time.

CARRIED

T. ADJOURNMENT

189-2018

Moved By Councillor John Driedger

Seconded By Councillor Thomas Neufeld

That Council adjourn this Regular Meeting of Council at 8:06 p.m.

CARRIED

**REGULAR MEETING OF KINGSVILLE BIA
TUESDAY, DECEMBER 12, 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 6:02 pm with the following persons in attendance:

Members of BIA Board: Tony Gaffan, Beth Riddiford, Tim Sala, Mike Lauzon, Izabel Muzzin, Trevor Loop, Heather Brown, Roberta Weston, Trevor Loop, Jason Martin, Beth Riddiford, Gord Queen.

Regrets: Brian Sanford

Absent:

Guests – Digital Dragonfly – Justin Gauvreau; MCE Computing – Vince Spicer, Follow Your Heart, Bob Lynch, Candace Anderson, Cathy Baskin

Members of Administration: Carolyn McGillivray

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 :

- **Justin Gauvreau** of Digital Dragonfly, would like to renew the contract we have with him for the TV promotion that runs in Carnegie. He will send a proposal for the next meeting.
- **MCE Computing** - Vince Spicer has been in business for 15 years doing "digital signage" on "in store" TV sets. He advised that a business could run their own advertising, weather, etc. on the TV. Changes could be made quickly and easily. He will provide all BIA members 25% discount and will provide us with a proposal in writing to send on to the membership.
- **Follow Your Heart** – this proposal was for the businesses to be matched with an artist for the month of February to display their art in that particular

business. A portion of any proceeds from sales will go to Heart & Stroke.
We will send out the flyer to the membership.
Several business representatives signed up immediately.

D. AMENDMENTS TO THE AGENDA

E. ADOPTION OF ACCOUNTS

BIA Coordinator – Re: BIA Accounts as recorded in the monthly period ending November 30, 2017.

BIA- 097-2017 Motion by Tim Sala and seconded by Roberta Weston, to approve the accounts. **CARRIED**

F. STAFF REPORTS

1. BIA Coordinator Carolyn McGillivray – Re: Monthly Activity

The Coordinator presented her written report.

Discussion centered around the item concerning our CAO proposing to rent out part of the main floor at the Carnegie to the Folk Festival. They would like to have a volunteer working here one day a week until closer to the festival, and then it would increase. They would pay rent to the town, and the town would use the revenue to hire cleaners for the Carnegie. It was decided that Gord would draft a letter to the town requesting a meeting between council and the BIA.

2. COUNCIL REP Gord Queen advised that property on the easy side of Jasperson Drive has been rezoned but not yet purchased by the town for the new school.

Budget Meeting on February 5th will include our requests for grants.

3 EDDK – Heather Brown reported that they have finished the gift card promotion and it was very successful. Colasanti's have joined the EDDK, and the group will be doing the "Dinner with Santa".

H. MINUTES OF THE PREVIOUS MEETINGS

BIA-098-2017 – motion to approve the minutes from the November 15, 2017 meeting made by Roberta Weston and 2nd by Tony Gaffan. **CARRIED**

I. BUSINESS/ CORRESPONDENCE - INFORMATIONAL

1. 2018 marks the 40th anniversary of our Kingsville BIA, and Beth's 25 years as Chairperson.
2. Emails from Andrew Planke confirm the trees selected for the 2 round planters by the clock are Ornamental Pear, and they will be planted in the Spring of 2018.
3. Email from Sandra Ingratta confirms the cost for both of the trees will be \$712.32 and that that amount will be charged to this year's budget (2017).

J. **NEW AND UNFINISHED BUSINESS**

1. It was agreed that the Winery is a nicer atmosphere to hold our annual membership meeting. Carolyn will make the arrangements for Feb. 20, 2018. EDDK will prepare the food and the BIA will pay them. Carolyn will try to find a guest speaker. Gord suggested that this would be a great time to hold a discussion about the BIA DOLLARS.
2. Once again the board reviewed the Facelift Grant requests from the Strand and Discovery Day Care office. After reviewing the applications and our Face Lift Grant standards, it was again decided that neither business improvement meet our criteria.

BIA – 099-2017 – Moved by Jason Martin and 2nd by Izabel Muzzon that both applications be denied. CARRIED

The coordinator will resend the criteria for face lift grants to the membership.

3. **ARTISAN ALLEY**- Mike Lauzon provided the board with information about the proposed development of an art & meeting space in the area of the back alley owned by Frank Merlihan. It is a \$57,000.00 improvement that will benefit the businesses that open up onto it, and also local artists.
 4. **OBIAA MEMBERSHIP AND CONFERENCE.** – the board approved both items and added them into the 2018 budget.
 5. **ARTIST DONALD WAFFLE** – was approved to have his exhibition at the Carnegie in October 2018.
- BIA – 100-2017** – motion to approve Artist Donald Waffle to hold his exhibition at the Carnegie in October 2018 made by Tim Sala & 2nd by Heather Brown.

The Board thought that perhaps members have lost sight of what our actual criteria is for face lift grants. The coordinator was requested to send it out to all members again.

6. Hiring committee for new coordinator will be composed of Beth Riddiford, Tim Sala, Heather Brown and Carolyn McGillivray.
7. The Board felt that if it was at all possible to avoid an increase in the Levy, that that is what we will strive for.

BIA-101-2017 - 8.00 p.m. – Motion to go into overtime was made by Heather Brown & seconded by Tim Sala. **CARRIED**

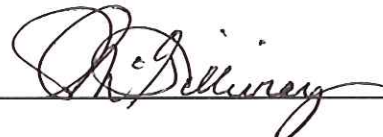
8. **Wage & Benefits** to be offered to the new coordinator were discussed. It was decided that after a 6 month period the board could review the salary and perhaps offer a benefit package yet to be determined. We will start the new employee with a wage of \$38,000.00 with a review after 6 months. The review can include talks about a raise – or not – and might also include an option on benefits – or could be one or the other and not both.
9. **Service Hero** will be re-advertised to the membership, and the one outstanding nomination at Jack's will be carried out as soon as possible. An update of **BRICKS** will also be made to the membership and on Facebook.

K. Adjournment

BIA-102-2017 Motion by Jason Martin and seconded by Tim Sala to adjourn the meeting at 8:20 p.m. **CARRIED**



CHAIR, Beth Riddiford



RECORDING SECRETARY, Carolyn McGillivray

**REGULAR MEETING OF KINGSVILLE BIA
TUESDAY, JANUARY 9, 2018 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 6:02 pm with the following persons in attendance:

Members of BIA Board: Tony Gaffan, Beth Riddiford, Tim Sala, Brian Sanford,
Heather Brown, Roberta Weston, Trevor Loop, Larry Patterson.

Regrets: Gord Queen, Mike Lauzon

Absent: Jason Martin, Izabel Muzzin

Guests – Peggy Mierlo-West

Members of Administration: Carolyn McGillivray

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. DELEGATIONS

D. AMENDMENTS TO THE AGENDA

1. **FACE LIFT GRANT – CHIAROSCURO.** Board felt the signage and painting was all just part of opening a new business and therefore not eligible for a face lift grant.
BIA-001-2018 – motion to deny the application made by Tim Sala and 2nd by Roberta Weston. CARRIED
2. **ASSOCIATE MEMBERSHIP** was approved for the Woodbridge House.
BIA – 002-2018 – Motion to approve associate membership to Cathy Baskin at the Woodbridge House made by Roberta Weston and seconded by Heather Brown.
CARRIED

3. **BIA-003-2018** – Motion to approve artist Gerald Enns to display in our gallery, made by Tony Gaffan and seconded by Tim Sala **CARRIED**
4. **BIA – 004-2018** - Associate Membership approved for New Life Treasures, Custom Blinds once the proper application is completed and membership fee is paid. Motion by Tim Sala and seconded by Roberta Weston. **CARRIED**

E. ADOPTION OF ACCOUNTS

BIA Coordinator – Re: BIA Accounts as recorded in the monthly period ending December 31, 2017.

BIA- 005-2018 Motion by Tim Sala and seconded by Roberta Weston, to approve the accounts. **CARRIED**

F. STAFF REPORTS

1. **BIA Coordinator Carolyn McGillivray** – Re: Monthly Activity

The Coordinator presented her written report.

2. **COUNCIL REP Tony Gaffan** – classes will be held at the arena for training in CPR, Using a defibrillator, etc. at a cost of \$100.00 per person.
Council has been working on community transportation
There is a new video in production featuring Kingsville
3. **EDDK** – Heather Brown reported that they have finished the gift card promotion and it was very successful earning \$10,000.00 for Jack Miner School, \$4800.00 for Kingsville Public School. Several members are partnering with ASK on their Follow your Heart promotion.

H. MINUTES OF THE PREVIOUS MEETINGS

BIA-006-2018 – motion to approve the minutes from the December 12, 2017 meeting made by Roberta Weston and 2nd by Tim Sala. **CARRIED**

I. BUSINESS/ CORRESPONDENCE - INFORMATIONAL

1. Businesses are to contact Town Hall directly when they have problems. This is not a function of the BIA. In the case of snow removal, every business is responsible for removing the snow in front of their business and putting down salt on any ice.

The coordinator will send information to the businesses and Peggy said she would come up with a policy which then will be shared with the membership.

2. Councilor Patterson inquired about brick sales, and suggested if they have slowed down dramatically, we could perhaps consider lowering the price if someone was purchasing more than one. The Board questioned whether or not this would be fair to people who have already paid full price. Carolyn reported that we have sold 220 to date with another 200 – 250 available.

J. NEW AND UNFINISHED BUSINESS

1. Rental of a Portion of our space – Peggy Mierlo-West

- Peggy advised that the town cannot do anything else with the building without the approval of the BIA. The “Laws” with the Sun Parlour Folk festival would like to rent a portion of the main floor near the stairway going down to the washrooms for one day a week at present at a rate of \$350.00 per month. This rental would be paid to the town and used for maintenance in the building – specifically a cleaning service. They would have to provide their own furniture and filing cabinets. Carolyn advised that the Laws still have a corner upstairs where they have left a variety of things and although had been asked several times to remove them, they are still here. Peggy volunteered to take these things with her tonight. No further delivery of packages has occurred. Peggy confirmed that they would not have a key to the building. When asked what would happen if they needed in and the coordinator was not at work, she replied that someone from the town would come and let them in.
- The Laws want to be in this building because it is convenient for them and they like the location.
- Heather stated that she was against the plan.
- Beth reminded us that the public washrooms in the Carnegie are town property and yet we have to clean them. She also commented that to date the Volunteers for the Folk Festival coming to the Carnegie are never the same person, so we would never know who was coming into our space.
- Tony recommended that we turn the use of the building back to the town and just rent the corner we presently use. Peggy advised that all it would take to change the lease is a letter to council.
- Trevor agreed and thought that the more people/businesses in the building the better. “The more the merrier”, it would keep the building active and vibrant.
- Peggy told us she would like to put 2 incubator business in the downstairs area.
- The Board would like to see an example of a new rental contract prepared by the town come to us to review.

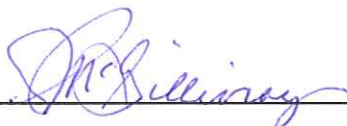
2. **AGM** – Carolyn has reserved Pelee Island Winery small downstairs room for February 20 from 6 - 9 p.m. The winery has not yet called back about charges.
- **EDDK** has agreed to do food to go with the wine.
 - Different formats were discussed, and many thought that a speaker and then round table discussions would be most informative.
 - Suggestions for a guest Speaker included Paul Foster of Essex, Terry Colasanti, and Karolyn Hart of Inspire Hub.
 - We will choose the Customer Service Hero of the Year and present her with a plaque.

K. Adjournment

BIA-007-2018 Motion by Brian Sanford and seconded by Tim Sala to adjourn the meeting at 7:50 p.m. **CARRIED**



CHAIR, Beth Riddiford



RECORDING SECRETARY, Carolyn McGillivray

**SPECIAL MEETING OF KINGSVILLE BIA
TUESDAY, JANUARY 23, 2018 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 6:02 pm with the following persons in attendance:

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

Regrets: none

Absent: none

Guests none

Members of Administration: Carolyn McGillivray

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. AMENDMENTS TO THE AGENDA

D. NEW AND UNFINISHED BUSINESS

1. **Benefits for new coordinator** – following discussion, Trevor made a motion for the BIA to pay half of the benefit package offered by the town, and delay giving a raise until one year, but performance review at 3 months and nine months.

BIA – 008 – 2018 – motion by Trevor Loop, 2nd by Tim Sala that the BIA pay one half of the benefit package offered by the town at a cost of \$143.23 per month – our half being \$71.62 per month. **CARRIED**

2. **Lease** – Gord Queen spoke to the issue of our lease providing the attached page of information and thoughts on the issue. After a thorough

discussion of our options, Gord made a motion and called for a recorded vote.

BIA-009-2018 – Motion by Gord Queen and 2nd by Brian Sanford, for the BIA to continue to operate from the Carnegie Building per our lease for a period of one year from today. Recorded vote as follows:

Beth Riddiford – Yea
Gord Queen – yea
Brian Sanford – yea
Tim Sala – yea
Jason Martin – yea
Izabel Muzzin – yea
Heather Brown – yea
Trevor Loop – yea
Mike Lauzon – yea
Tony Gaffan – yea
Roberta Weston – yea
CARRIED

Discussion followed the recorded vote regarding the BIA explore changing our lease in regard to our renting a space to the Folk Festival, then we would be in control.

BIA-010-2018 – Motion by Trevor and seconded by Tim Sala to explore the idea of our renting some space if the lease can be altered and if so, We could reach out to the Folk Festival, and use the rent money for cleaning services. CARRIED

3. **BUDGET** – In view of a shortfall in our budget, Carolyn requested transferring money from reserves to cover it for 2018.

BIA-011-2018 – Motion by Tim Sala and 2nd by Heather Brown that Carolyn request Ryan McCloud at the town to transfer \$2762.00 to balance our 2018 budget. CARRIED

4. **OFFICE EQUIPMENT** – Carolyn advised the board of the cost associated with the leased printer that we currently have, and it was agreed that it was excessive. Carolyn will call the company and see if we can work a better deal.

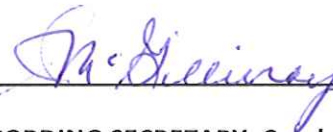
The computer situation for now will depend on the new coordinator's needs. Before replacing the existing one, we will try Roberta's suggestion of attaching a wireless keyboard and mouse to use with the laptop to see if it works out to be more ergonomically comfortable.

BIA-012-2018 – Motion to adjourn at 7:20 p.m. made by Tim Sala and 2nd by Brian Sanford. CARRIED

K. Adjournment

A handwritten signature in black ink, reading "Beth Riddiford", written over a horizontal line.

CHAIR, Beth Riddiford

A handwritten signature in blue ink, reading "McGillivray", written over a horizontal line.

RECORDING SECRETARY, Carolyn McGillivray



MINUTES

**TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE
NOVEMBER 2ND , 2017 @ 5:30 P.M.
Committee Room 'A', 2021 Division Rd N, Kingsville**

A. CALL TO ORDER

Mayor Santos called the Regular Meeting to order at 5:30 p.m. with the following persons in attendance:

Members:

Mayor N. Santos
J. Gaffan

T. Gaffan
D. Hunt
D. Quick
M. Stranak
M. Lauzon

Members of Administration:

Executive Assistant to the Mayor and CAO, D
Bellamy
Tourism Coordinator, N. Cobby
BIA Coordinator, C. McGillivray

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

None

D. STAFF REPORTS

1. VERBAL UPDATE – ZOOMERS SHOW

N Cobby and D Hunt provided an update on the recent Zoomers Show. Once again it was a great hit with a large amount of connections made. It was a benefit to have the larger area and the additional person to assist.

24-2017 Moved by M. Lauzon, seconded by T Gaffan to receive the verbal update.

CARRIED

2. Draft Report – Kingsville Economic Development Strategy (Draft)

PVMW provided an update regarding the Economic Development Strategic Plan. Currently she is analyzing data to see trends to include within the Action Plan. Some of the action items include; infrastructure renewal, business attraction and retention, education and youth entrepreneurship. A more detailed plan will be brought to the next meeting.

25-2017 Moved by D Hunt, seconded by D Quick to receive the Economic Development Strategic Plan update.

CARRIED

3. KEDC Program Review

The KEDC Sub Committee provided an update on the Conference to be held on November 9th and 10th, 2017. It was requested that the committee still required help for both set up and the networking evening. There was a review of the program.

26-2017 Moved by T Gaffen, seconded by M Lauzon to receive the verbal report

CARRIED

E. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

None

F. MINUTES OF THE PREVIOUS MEETING

1. Tourism/Economic Development Committee Meeting Minutes –

27-2017 Moved by J. Gaffan, seconded by T. Gaffan to receive the minutes of Tourism/Economic Development Committee Meeting dated October 5th, 2017 be approved

CARRIED

G. NEW AND UNFINISHED BUSINESS

25-2017 Moved by T. Gaffan, seconded by D Hunt to adjourn this Meeting at 6:35 p.m.

CARRIED

CHAIR, Mayor Santos

RECORDING SECRETARY, P. Van Mierlo-West



MINUTES

**TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, DECEMBER 7, 2017 @ 5:30 P.M.
Committee Room 'A', 2021 Division Rd N, Kingsville**

A. CALL TO ORDER

Mayor Santos called the Regular Meeting to order at 5.30 p.m. with the following persons in attendance:

Members

Mayor N. Santos
M. Stranak
J. Gaffan
T. Gaffan
D. Quick
M. Lauzon
D. Hunt

Members of Administration

CAO, P. Van Mierlo-West
EA, J. Settingington
Tourism Coordinator, N. Cobby

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

None

D. STAFF REPORTS

1. Zoomers Show – Survey Results & Respondent Letter – N. Cobby

N. Cobby walked the committee through the Zoomer Show 2017 Survey Results. There were 25 respondents to the online survey.

Discussed how we could put tourism packages together – exploring partnerships with BIA, local businesses. N. Cobby commented that the people who both stopped by the booth and participated in the survey were interested and engaged. She would like to open the doors to further communication with this group. D. Quick recommended that we tighten the timeframe – sending out an email, and perhaps following up with a phone

call. This group provided good information on the kinds of amenities people are looking for, however technology probably wasn't the right forum for this group – need to get them interested while at the show.

N. Cobby asked for committee feedback on the suggested survey respondent letter. Can send this out, along with the link to the new tourism video to the subscriber list.

27-2017 Moved by J. Gaffan
Seconded by D. Hunt

CARRIED

2. Kingsville Economic Development Strategy Plan – P. Van Mierlo-West

P. Van Mierlo-West walked committee through the Economic Development Strategy Plan. She tried to line up the strategy plan with the economic development plan, and she has heard a lot about how to retain younger people in the community. Under the actions section of the strategic goals have included dates but not budget, these have already been incorporated.

In plan, under goal 2 – discussion amongst the group to expand 'grow agri-culinary participation among producers to tourism' to include wineries, micro-breweries and restaurants. Discussion about drawing down on the businesses amongst the food processing sector to include businesses that manufacture and maintain equipment.

Tourism cluster - hotel accommodation study to be completed in January, look at how to train front-end staff to assist with cross-promotion of local businesses, how to bring more events to Kingsville in the 'off-season' (ie. KEDC conference). Education cluster – look at feasibility study, what we need – in next few years there will be a few empty school buildings. Cluster: refocus economic development programs – include hire an economic development officer (2019) under objectives.

Discussion amongst the group around goal 5: attract and retain a new generation of entrepreneurs and workforce. Look at the average age of business owners – need to have a succession plan in place. Add under actions – promote partnership with youth entrepreneurial groups ie. Junior Achievement. Inspire youth to create entrepreneurship ventures before they leave the community.

Discussion was had regarding the overall plan – good job, significant amount of work, there is no 'go-to' person to manage until Economic Development Officer is hired, and currently the CAO is managing with help from other staff. J. Gaffan suggested we accelerate plan to Council – so they can see why we need Economic Development Officer. Suggested there might be an opportunity to tap into Federal grants/money. P Van Mierlo-West stated there is an Official Plan workshop scheduled for December 21, 2017 – it is separate, but will tie into this strategy plan.

28-2017 Moved by J. Gaffan
Seconded by D. Quick

That continue to work, edit and expand on the Strategy Plan at every meeting in an effort to bring to Council for approval.

CARRIED

3. Production of new fold-out map & 2 quotes – N. Cobby

Discussion about different folding options, pamphlet style vs tri-fold. The pamphlet style is cheaper than the smaller fold-out. More surface area, more user-friendly, can zoom in to the map. The tri-fold is pocket friendly. Need to look at the map and decide on ad space vs map space vs photos, include more photos, show images around Kingsville. N. Santos suggested we look at how much revenue we want on the map and work backward to determine cost. Need to present to the BIA.

29-2017 Moved by J. Gaffan
 Seconded by D. Quick

Decision deferred. N. Cobby get more information and bring something back to the group at the next meeting in January, 2018.

CARRIED

E. BUSINESS/CORRESPONDENCE

1. Erie North Shore Minor Hockey Association

N. Santos brought forward a letter that was received from the Erie North Shore Minor Hockey Association looking for sponsorship. There will be 100 families staying in the Kingsville & Leamington area for this tournament. Discussion about how much money to provide in sponsorship and where that money would come from – P. Van Mierlo-West stated it would come from the EcDev reserve.

30-2017 Moved by M. Lauzon
 Seconded by D. Hunt

That the Committee provide \$3500 in sponsorship for the 2018 Pee Wee Major All Ontario Hockey Championship in Kingsville.

CARRIED

2. Canadian Association of Moldmakers

P. Van Mierlo-West brought forward a letter that was received from the Canadian Association of Moldmakers. Discussion about the request and the fact that Kingsville does not have any mold shops in the municipality. P. Van-Mierlo West does not recommend contributing to this program and will respond to the letter.

The committee will not make a contribution.

CARRIED

F. MINUTES OF THE PREVIOUS MEETING

1. Tourism/Economic Development Committee Meeting Minutes—November 2, 2017.

31-2017 Moved by J. Gaffan
 Seconded by D. Hunt

To adopt the minutes of the Tourism and Economic Development Committee Meeting dated November 2, 2017.

CARRIED

G. NEW AND UNFINISHED BUSINESS

1. Tourism Video – N. Santos

The newest version of the tourism video was played for the committee. N. Santos stated they have provided an updated script for the next version. Discussion amongst the group about showing more rural photos or video, including biking trails (Chrysler Greenway), fruit & vegetable stands, recreation centre/arena, Cedar Island beach, marina, yacht club and brightening the voice-over. Some of the scenes don't match the words and there are a lot of shots of one couple 'walking through town'.

FYI ONLY

2. Purchase of a new camera – N. Santos

N. Santos brought forward the need to purchase a camera. N. Cobby has been using her personal camera when she takes photos at different public, tourism and economic development events for the Town of Kingsville. Requirements for a camera include one that will take both photo and video. N. Santos has researched 3 different brands and is proposing a budget of \$2500-3000 – this will include flash, lenses, filters, the ability to directly upload to laptop and social media. This camera should last 10 years and will be great for use at special events. Look at the money to come from reserves.

32-2017 Moved by D. Quick
 Seconded by M. Stranak

Direction to purchase the camera.

CARRIED

3. Tourism & Economic Development Budget – N. Santos

N. Santos provided the committee with the for the committee budget, for the 10 months ending October 31, 2017.

Some programs will be rolled into next year – the accommodation study/update will be completed in January. Saving money on the Community Profile Book – N. Cobby is currently working on the next edition. After review – we are only minus \$3000 on the

Economic Development Conference – planning will begin earlier for the 2018 conference. Discussion about the billboard on Highway # 3 – the visibility in that area has changed, perhaps need to look at a different location.

33-2017 Moved by T. Gaffan
 Seconded by M. Lauzon

To receive Tourism & Economic Development budget.

CARRIED

H. NEXT MEETING DATE:

The next meeting of the Tourism/Economic Development Committee shall take place on Thursday, January 11, 2018 at 5:30 pm. in Committee Room A. Changed from Thursday January 4, 2018 because of the holidays.

I. ADJOURNMENT

34-2017 Moved by D. Quick
 Seconded by D. Hunt

To adjourn the meeting at 7:10 pm.

CARRIED

CHAIR, Mayor Santos

EXECUTIVE ASSISTANT, Jennifer Setterington



February 1, 2018

Association of Municipalities of Ontario (AMO)
200 University Avenue, Suite 801
Toronto, Ontario M5H 3C6
Email: amo@amo.on.ca

Rural Ontario Municipal Association
200 University Avenue, Suite 800
Toronto, Ontario M5H 3C6
Email: roma@roma.on.ca

Ontario Municipalities

Re: Offering School Property to Municipalities

Dear Sir/Madam,

At its regular council meeting of January 15, 2018, Essex Town Council discussed the ongoing issue of school closures throughout Ontario. These school closures in many cases result in properties that are left as vacant and unused for substantial periods of time and this often results in properties that not only become eyesores for the affected communities but as well often have further negative impacts on the social and economic development of that community and its municipality.

Many municipalities might be interested in purchasing these properties for development and sustainment as a hub in their community. However the feasibility of this certainly becomes more daunting and for some municipalities even impossible when municipalities that are interested in purchasing must first (pursuant to current regulations) purchase these properties at fair market value with taxpayer dollars and then may need to spend further taxpayer monies in order to retrofit and/or remediate the building (s) on these properties.

Given the fact that these properties were already originally purchased and developed into schools using taxpayer dollars we ask that consideration be given to the fact that the taxpayers should not again have to purchase these properties at fair market value if the intent



is for the particular Municipality to develop and/or sustain these properties for the betterment of its community.

As a result of the discussion the following resolution was passed by Essex Town Council at its January 15, 2018 regular meeting:

Moved by Councillor Bondy
Seconded by Councillor Voakes

(R18-01-013) That the Town of Essex send a request to the Association of Municipalities of Ontario (AMO), ROMA and all other municipalities in Ontario requesting that when schools boards make decisions to close schools, that they have to offer the building to the local municipality for a dollar.

Carried

Council believes that providing the opportunity to purchase the buildings for a dollar would give municipalities a meaningful opportunity to ensure that these properties remain a key hub for social and economic development in their respective communities.

Should you have any questions or comments regarding this matter, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "R. Auger", written over a white background.

Robert Auger, L.L.B.
Clerk, Legal and Legislative Services
Town of Essex
Email: rauger@essex.ca

RA/Im



THE CORPORATION OF THE TOWNSHIP OF NORWICH

February 5, 2018

Honourable Peter Milczyn, MPP
Minister of Housing
17th Floor - 777 Bay Street
Toronto, Ontario
M5G 2E5

Dear Sir

Re: Ontario Building Code Amendments

At their meeting held Tuesday January 30, 2018 the Council of the Township of Norwich passed the following resolution:

“... Whereas the Preface and Introduction to the Ontario Building Code Compendium reads such that the Code is meant to be; “essentially a set of minimum provisions respecting the safety of buildings with reference to public health, fire protection, accessibility, and structurally sufficiency,

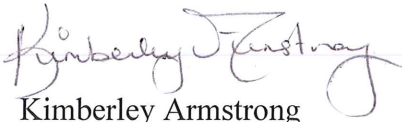
And Whereas the Ministry of Housing has for a number of years and continues to make significant changes to the scope of the Ontario Building Code to include provincial policy initiatives such as Environmental Protection, Resource Conservation, and Energy Conservation,

And Whereas these expanded roles in the Code have had significant impacts on local municipal Building Departments for additional training, staffing, and other resources required to implement such initiatives,

Therefore be it resolved that the Township of Norwich hereby requests that the Province ensure that the intent of the legislation and regulations relative to the Ontario Building Code continues to be principally for the protection of the public, and occupant health and safety in relation to the built environment, and examine other avenues for implementation of other initiatives.”

If you require further information with respect to the above noted matter, please contact the undersigned.

Sincerely

A handwritten signature in cursive script, appearing to read "Kimberley Armstrong".

Kimberley Armstrong
Deputy Clerk

cc. Honourable Kathleen Wynne, Premier
Ontario Building Officials Association CAO Aubrey LeBlanc, cao@oboa.on.ca
Ms. Hannah Evans, Director, Building Development Branch, MMA
hannah.evans@ontario.ca
Ontario Municipalities – via email



The Corporation of the Town of Tecumseh

February 9, 2018

Honourable Dr. Eric Hoskins
Minister of Health & Long-Term Care
Hepburn Block, 10th Floor
80 Grosvenor Street
Toronto, Ontario
M7A 2C4

Dear Dr. Hoskins:

Re: Proposed Changes to the Cannabis Act (Bill C-45)

The Council of the Town of Tecumseh, at its regular meeting held Tuesday, January 30, 2018, gave consideration to correspondence from the Windsor-Essex County Health Unit, sent on November 8, 2017, requesting support regarding the licensing, planning, and zoning regulations of cannabis retail outlets and the coordinated efforts of Windsor-Essex municipalities in preventing the harms associated with cannabis use, a copy of which is enclosed.

At their meeting, Tecumseh Council passed the following resolution:

***"THAT** the October 19, 2017, resolution by the Windsor Essex County Health Unit regarding the licensing, planning, and zoning regulations of cannabis retail outlets and the coordinated efforts of Windsor-Essex municipalities in preventing the harms associated with cannabis use, be supported.*

Carried"

Please consider this letter as confirmation of the Town of Tecumseh's support of the above matter.

Yours very truly,
TOWN OF TECUMSEH


Laura Moy,
Dipl.M.M., CMMIII HR Professional
Director Corporate Services & Clerk
LM/nm

Cc: Windsor-Essex County Board of Health
Chief Medical Officer of Health of Ontario
Association of Local Public Health Agency
Ontario Public Health Association
Cheryl Hardcastle, MP Windsor-Tecumseh
Brian Masse, MP Windsor-West
Tracey Ramsey, MP Essex

Percy Hatfield, MPP Windsor-Tecumseh
Lisa Gretzky, MPP Windsor-West
Taras Natyshak, MPP Essex
Municipal Councils in Windsor-Essex – (County Clerks)
Ontario Boards of Health
Windsor-Essex County Board of Health

November 27, 2017

The Honourable Dr. Eric Hoskins
Minister of Health and Long-Term Care
Hepburn Block, 10th Floor
80 Grosvenor Street
Toronto, ON M7A 2C4
ccu.moh@ontario.ca

Dear Minister Hoskins

Proposed Changes to the Cannabis Act (Bill C-45)

The Board of Health of the Windsor-Essex County Health Unit would like to commend the Ministry of Health and Long-Term Care, Ministry of the Attorney General's office, and the Ministry of Finance for the proposed changes to the *Cannabis Act (Bill C-45)*. The increase in minimum age of consumers, restriction of cannabis to youth under the age of 19, the government-run LCBO model for retail outlets and plans to regulate the location of cannabis retail outlets through zoning and licensing, will help to mitigate the unintended consequences of legalization to vulnerable populations.

Consuming cannabis, especially on a regular basis, is associated with many adverse health outcomes. Chronic diseases related to the carcinogens, toxins, and irritants similar to those found in tobacco smoke are also associated with cannabis use (SHAF, 2016). The effects of cannabis are particularly detrimental to adolescents and youth under the age of 25, as the developing brain is likely to be affected. In addition, individuals with mental illness are seven times more likely to use cannabis weekly, and are ten times more likely to have a cannabis use disorder (CAMH, 2013). Cannabis use can also make mental illness worse.

Another public health concern related to cannabis legalization is drug-impaired driving. The effects associated with cannabis use, such as slowed reaction time, the impacts on decision-making and divided attention, makes driving extremely dangerous after cannabis use. Cannabinoids are, in fact, among the most common psychoactive substances found in deceased and injured drivers in Canada (Wettlaufer et al., 2017).

On October 19, 2017, the Board of Health of the Windsor-Essex County Health Unit passed a Resolution with regard to the licensing, planning, and zoning regulations of cannabis retail outlets and the coordinated efforts of Windsor-Essex municipalities in preventing the harms associated with cannabis use, as outlined below:

Whereas the federal government has announced its intention to legalize recreational cannabis through the passing of the *Cannabis Act* prior to July 1st, 2018, and

Whereas cannabis smoke contains many of the same carcinogens, toxins, and irritants found in tobacco smoke with the added psychoactive properties of cannabinoids like THC, and

Whereas increased access to cannabis will result in increased risk for chronic disease, mental illness and injury, and

Whereas municipalities have control over the density and location of retail outlets through zoning, planning, and licensing regulations,

Now Therefore it be Resolved that the Windsor-Essex County Board of Health for the Windsor-Essex County Health Unit encourages all Windsor-Essex municipalities to develop strict licensing, planning, and zoning regulations related to the location and density of cannabis retail outlets, particularly in areas where vulnerable populations may be unfairly targeted.

Further that staff of the Windsor-Essex County Health Unit work with enforcement agencies and municipalities to provide a public health perspective into decision making related to the enforcement of cannabis smoking in prohibited areas, and

Further that staff of the Windsor-Essex County Health Unit utilize the Lower-risk Cannabis Use Guidelines set out by key national stakeholders, like the Centre for Addictions and Mental Health and the Canadian Public Health Association, in the development of a comprehensive public education and awareness campaign.

The Board of Health at the Windsor-Essex County Health Unit supports the efforts aimed at keeping recreational cannabis out of the hands of children and youth, as well as other vulnerable populations to which harm may result.

Determining the locations of cannabis retail outlets in Windsor-Essex based on licensing, planning, and zoning regulations through a coordinated effort of the municipalities in Windsor-Essex, will help to ensure these populations are better protected from the negative effects of cannabis use. Additionally, in order to ensure local enforcement and health promotion goals can be met, the local Board of Health requires supplementary funding which can be allocated to the training and hiring of enforcement officers, health promotion staff, and administrative supports.

Resolution - Cannabis - October 2017 - AODA.pdf

Sincerely,



Gary McNamara
Chair, Windsor-Essex County Board of Health

c: Windsor-Essex County Board of Health
Ms. Monika Turner, Director of Policy, AMO
Dr. Peter Donnelly, President and CEO, Public Health Ontario
Hon. Dipika Damerla, Associate Minister of Health and Long-Term Care
Association of Local Public Health Agencies

Local MPP's / City of Windsor – City Clerk / County of Essex – Municipal Clerks
Dr. David Mowat, Interim Chief Medical Officer of Health
Ms. Sue Makin, President, the Ontario Public Health Association
Mr. Gordon Fleming, Manager of Public Health Issues, ALPHA
Ontario Boards of Health

References:

Centre for Addiction and Mental Health. CAMH study shows mental illness associated with heavy cannabis use. [Report online]. April 2013. [Last accessed 2017 Nov 6]. Available from:
http://www.camh.ca/en/hospital/about_camh/newsroom/news_releases_media_advisories_and_backgrounders/current_year/Pages/CAMH-study-shows-mental-illness-associated-with-heavy-cannabis-use.aspx

Smoking and Health Action Foundation. Secondhand Marijuana Smoke: Health effects of exposure. [Report online]. September 2016 [Last accessed 2017 Jul 18]. Available from: http://smokefreehousingon.ca/wp-content/uploads/2015/11/health_effects_of_exposure_secondhand_mj_smoke_2016-finals.pdf

Wettlaufer A, Florica R O, Asbridge M, Beirness D, Brubacher J, Callaghan R, Fischer B, Gmel G, Imtiaz S. Estimating the harms and costs of cannabis-attributable collisions in the Canadian provinces. *Drug and Alcohol Dependence* [serial online]. 1 April 2017; 173:185-190 [Last accessed 2017/06/19]. Available from:
<http://www.sciencedirect.com/science/article/pii/S0376871617300686>

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 31-2018

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its February 26, 2018 Regular Meeting

WHEREAS sections 8 and 9 of the *Municipal Act, 2001* S.O. 2001 c. 25, as amended, (the “Act”) provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising the authority conferred upon a municipality to govern its affairs as it considers appropriate.

AND WHEREAS section 5(3) of the Act provides that such power shall be exercised by by-law, unless the municipality is specifically authorized to do so otherwise.

AND WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the Town of Kingsville (the “Town”) be confirmed and adopted by by-law.

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

1. The actions of the Council at its February 26, 2018 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
26th DAY OF FEBRUARY, 2018.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo