



**TOWN OF KINGSVILLE
REGULAR MEETING OF COUNCIL
AGENDA**

Monday, August 12, 2024, 6:00 PM

Unico Community Centre

37 Beech Street

Kingsville, ON N9Y 1A9

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<https://www.kingsville.ca/livestream>

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Pages

A. Call to Order

B. Closed Session

Recommended Action

That Council enter into Closed Session at 5:00 p.m. pursuant to Section 239(2) of the Municipal Act, 2001, to discuss the following items:

Item I - Board and Committee Appointments (Kingsville Municipal Heritage Advisory Committee) to be heard under Section 239(2)(b) being personal matters about an identifiable individual including municipal employees; and,

Item II - Union Water Supply System (UWSS Inc.) Annual General Meeting to be heard under Section 239(2)(b) being personal matters about an identifiable individual, including municipal employees; and, Section 239(2)(k) being a position, plan, procedure, criteria, or instruction to be applied to negotiations.

C. Land Acknowledgement

We acknowledge the Three Fires Confederacy (Ojibwe, Potawatomie and Odawa) and the Traditional ancestral, unceded territory of Caldwell First Nation; the original people of Point Pelee, Pelee Island and its surrounding waters. We recognize and respect the First Nations who are stewards of the land and waters of Turtle Island and who have embraced this stewardship since time immemorial. We would also like to acknowledge all the moccasins who have walked lands of Turtle Island.

D. Moment of Silent Reflection and National Anthem

E. Mayor's Welcome and Remarks

F. Amendments to the Agenda

G. 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.

H. Report Out of Closed Session

Pursuant to Section 239 of the Municipal Act, 2001, Council entered into Closed Session at 8:17 p.m. on July 8, 2024, to discuss the following item:

Item I - Property Acquisition - Surplus School Properties heard under Section 239(2)(c) being a proposed or pending acquisition or disposition of land by the municipality; and, Section 239(2)(k) being a position, plan, procedure, criteria, or instruction to be applied to negotiations. There is nothing further to report.

Pursuant to Section 239 of the Municipal Act, 2001, Council entered into Closed Session at 6:00 p.m. on July 15, 2024, to discuss the following item:

Item I - Property Acquisition - Surplus School Properties heard under Section 239(2)(c) being a proposed or pending acquisition or disposition of land by the municipality; and, Section 239(2)(k) being a position, plan, procedure, criteria, or instruction to be applied to negotiations. There is nothing further to report.

I. Delegations

J. Presentations

No Presentations.

K. Matters Subject to Notice

1. 4th Concession Road Drain – MTO Widening Project

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Recommended Action

That the Engineer's Report prepared by Dillon Consulting Limited pursuant to Section 78 of the Drainage Act and dated July 23, 2024, for improvements to the Upper Portion of the 4th Concession Road Drain for the MTO Widening Project for Improvements, **BE ADOPTED**.

2. No. 5 Drain – MTO Widening Project

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Recommended Action

That the Engineer's Report prepared by Dillon Consulting Limited

pursuant to Section 78 of the Drainage Act and dated July 23, 2024, for improvements to the Upper Portion of the No. 5 Drain for the MTO Widening Project, **BE ADOPTED**.

L. Reports - Planning and Development Services

1. Woodridge Estates Subdivision Phase 2 – Final Acceptance 83

Recommended Action

That Council **APPROVE** the final acceptance and assumption of the roadway and infrastructure for the Woodridge Estates Subdivision Phase 2.

2. Jasperson Drive Community / School Zone 87

Recommended Action

1. That Kingsville Traffic By-Law 21-2005 **BE AMENDED** to include a Community Safety Zone on Jasperson Drive from a point 110 metres north of the centreline of Woodycrest Ave to a point 245 metres south of the centreline of Woodycrest Ave.
2. That Kingsville Traffic By-Law 21-2005 **BE AMENDED** to include a School Zone on Jasperson Drive from a point 110 metres north of the centreline of Woodycrest Ave to a point 245 metres south of the centreline of Woodycrest Ave with a prescribed rate of speed of 40 kilometres per hour.
3. That Kingsville Traffic By-Law 21-2005 **BE AMENDED** to include a Community Safety Zone on Woodycrest Ave from Jasperson Drive to a point 60 metres west of Jasperson Drive.
4. That Kingsville Traffic By-Law 21-2005 **BE AMENDED** to include a School Zone on Woodycrest Ave from Jasperson Drive to a point 60 metres west of Jasperson Drive with a prescribed rate of speed of 40 kilometres per hour.

M. Reports - Finance and Corporate Services

1. 2024 Water Rate Study and Ontario Regulation 453/07: Water Financial Plan 91

Recommended Action

That the Town of Kingsville Water Rate Study and Ontario Regulation 453/07: Water Financial Plan, prepared by Watson & Associates Economists Ltd., dated July 2, 2024, be **APPROVED**.

2. Industrial Community Improvement Plan (CIP) 222

Recommended Action

That Administration be **DIRECTED** to prepare a Community Improvement Plan (CIP) providing a 'Property Tax Incentive Grant' for industrial

developments.

N. Reports - Fire Rescue Services

No Reports.

O. Reports - Public Operations

No Reports.

P. Reports - Building and By-law Services

No Reports.

Q. Reports - CAO's Office

1. Appointment to the Joint OPP Detachment Board (South) 227

Recommended Action

That Council **APPOINT** Peter Pryce to be the Joint Community Representative (representing the Town of Kingsville, Municipality of Leamington, and Township of Pelee) for the new Joint OPP Detachment Board – South, effective immediately for a term set to expire on December 31, 2024.

2. Update on Kingsville Leamington Municipal Animal Control Advisory Committee 230

Recommended Action

That Council **DIRECTS** Administration to work with Leamington Administration to prepare a new Joint Pound Facility and Animal Control Agreement based on the current financial model to be administered by Kingsville and Leamington Administration;

And that the Kingsville Leamington Municipal Animal Control Advisory Committee **BE DISSOLVED** upon the passage of said Agreement;

And that Council **DIRECTS** Kingsville Administration to report directly to Council on Animal Control matters rather than to the Kingsville Leamington Municipal Animal Control Advisory Committee, which is the current model.

R. Consent Agenda

1. Regular Meeting Minutes - July 8, 2024 233
2. BIA Minutes - June 11, 2024 243
3. Heritage Advisory Committee Minutes - June 4, 2024 251
4. Fantasy of Lights Minutes - May 21, 2024 254

5.	Committee of Adjustment & Appeals Minutes - April 16, 2024	257
6.	Committee of Adjustment & Appeals Minutes - March 19, 2024	261
7.	Committee of the Whole Minutes - January 15, 2024	268

S. Correspondence

1.	2024 ERCA Source Protection Committee Municipal Appointments	273
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Recommended Action

That Council **ENDORSE** the appointment of the following individuals to the Essex Region Conservation Authority's Source Protection Committee for a term of five (5) years with an expected appointment date of October 10, 2024:

- Kirk Walstedt, Union Water Supply System;
- Jason Barlow, Municipality of Lakeshore; and,
- Antonietta Giofu, Town of Amherstburg.

2.	2024 Union Water Supply System Inc. Annual Shareholders Meeting	275
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T. Notices of Motion

1. Employment of Crossing Guard and PXO Change - Councillor Lowrie

Councillor Lowrie may move or cause to have moved, the following:

"That Council **DIRECTS** Administration to employ crossing guards for the new K - 12 school at Jasperson and Woodycrest, and that Council further **DIRECTS** Administration to change the PXO crosswalk on Jasperson in front of the new school to a fully signalized push-button traffic light."

U. Unfinished Business and Announcements

V.	By-laws	277
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Recommended Action

That the following By-laws receive a third and final reading and finally pass:

By-law 45-2024 being a By-law to provide for the improvements to the 8th Concession Drain and new maintenance schedule for the Ministry of Transportation Highway 3 Widening Project at a total estimated cost of \$1,828,000 in the Town of Kingsville, in the County of Essex;

By-law 46-2024 being a By-law to provide for the realignment of the 9th Concession Drain and Kings Highway No. 3 Culvert Extension for the Ministry of Transportation Highway 3 Widening Project at a total estimated cost of \$640,000 in the Town of Kingsville, in the County of Essex;

By-law 47-2024 being a By-law to provide for the realignment and extension of the Cottam Sideroad Branch of the 7th Concession Drain for the Ministry of Transportation Highway 3 Widening Project at a total estimated cost of \$1,669,000 in the Town of Kingsville, in the County of Essex; and,

By-law 55-2024 being a By-law to provide for the improvements for the Moroun Pumping Scheme at a total estimated cost of \$686,257.00 in the Town of Kingsville, in the County of Essex.

Recommended Action

That the following By-laws receive three readings and finally pass:

By-law 57-2024 being a By-law to amend By-law 34-2023, being a By-law to appoint certain members of Council and individuals to boards and committees (Delilah Carreira - Kingsville BIA);

By-law 58-2024 being a By-law to Appoint a Fire Chief for The Corporation of the Town of Kingsville;

By-law 61-2024 being a By-law to provide for a new Diversion Channel for the Sturgeon Creek Drain initiated by the Municipality of Leamington whereby the ratepayers are affected in the Town of Kingsville, County of Essex; and,

By-law 62-2024 being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Kingsville at its August 12, 2024 Regular Meeting of Council.

W. Closed Session

Recommended Action

That Council enter into Closed Session at X:XX p.m. pursuant to section 239(2) of the *Municipal Act, 2001* to discuss the following item:

Item I - Personnel Matter (Fire Chief Update) to be heard under Section 239(2)(b) being personal matters about an identifiable individual, including municipal employees; and, Section 239(2)(d) being labour relations or employee negotiations.

X. Adjournment

Recommended Action

That Council adjourns this Regular Meeting at p.m.

Date: August 12, 2024

To: Mayor and Council

Author: Lu-Ann Marentette, Drainage Superintendent

RE: 4th Concession Road Drain – MTO Widening Projects

RECOMMENDED ACTION

That the Engineer's Report prepared by Dillon Consulting Limited pursuant to Section 78 of the Drainage Act and dated July 23, 2024, for improvements to the Upper Portion of the 4th Concession Road Drain for the MTO Widening Project for Improvements, **BE ADOPTED.**

BACKGROUND

On July 10, 2023, staff received a request from the Ministry of Transportation to request drain improvements for the new intersection at County Road 18 and Highway 3.

DISCUSSION

The Engineer has provided his report dated July 23, 2024, to:

- extend the Highway 3 culvert;
- realign a portion of the drain;
- improve culverts as noted; and,
- provide a clean-out within the section of the drain receiving improvements.

Landowners within the watershed have been invited and have received a copy of the Engineer's Report. The upstream watershed for the drain has changed and therefore a future maintenance schedule has been prepared for the drain.

FINANCIAL CONSIDERATIONS

The total cost of the project is \$570,800.00 and 100% of the costs are assessed to Ministry of Transportation Ontario (MTO). Some landowners will receive allowances for land and damages.

ENVIRONMENTAL CONSIDERATIONS

The report was sent to ERCA for review and comments. A permit application and fee may be required.

Department of Fisheries and Oceans self screening report completed.

CONSULTATIONS

As noted, landowners within the watershed have been invited and have received a copy of the Engineer's Report.

PREPARED BY:



Lu-Ann Marentette
Drainage Superintendent

REVIEWED BY:



Tim Del Greco P.Eng.
Senior Manager, Capital Projects and Engineering



Richard J.H. Wyma CSLA
Director of Planning and Development



John Norton
CAO

**DRAINAGE REPORT
FOR THE**

**IMPROVEMENTS TO THE
UPPER PORTION OF THE
4TH CONCESSION ROAD DRAIN**

**FORMER TOWNSHIP OF GOSFIELD SOUTH
TOWN OF KINGSVILLE**



FINAL REPORT
23 JULY 2024
TIM R. OLIVER, P. ENG.
FILE No. 21-3142

File No. 21-3142

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

**Drainage Report for the
IMPROVEMENTS TO THE UPPER PORTION
OF THE 4TH CONCESSION ROAD DRAIN
Former Township of Gosfield South
Now In the Town of Kingsville**

Mayor and Members of Council:

Instructions

The Municipality received a request on 10 July 2023 from the Ministry of Transportation Ontario for the realignment of the 4th Concession Road Drain to the east of King's Highway No. 3 and the extension of the highway culvert. The proposed drainage works are required to facilitate the King's Highway No. 3 widening and intersection modifications at County Road No. 18. Council accepted the request under Section 78(1) of the Drainage Act for major improvements to a drainage works and on 14 August, 2023 appointed Dillon Consulting Limited to prepare a report.

Watershed Description

The upper portion of the 4th Concession Road Drain consists of an open channel commencing near the west half of Lot 18, Concession 4 and flowing west across King's Highway No. 3 and proceeding westerly along the north side of County Road No. 18 to the nearest existing access culvert within Lot A, Concession S.T.R. The length of this upper portion of the drain, as described herein, to be improved being approximately 842 metres. The drainage area for the said upper portion of the 4th Concession Road Drain, being approximately 47.3 hectares (117 acres). The surficial soils are predominately Burford Loam – Shallow Phase, Parkhill Loam – Red sand spot Phase, Brookston Clay which is defined as having poor natural drainage.

Drain History

The recent history of Engineers' reports for the 4th Concession Road Drain follows:

- **4 April 1991 by Lou Zarlenga, P. Eng:** The report was prepared to recommend a new maintenance schedule of assessment for the 4th Concession Road Drain. The report serves as the current governing bylaw for assessing drain cleaning and maintenance costs.
- **18 March 1971 by William J. Settingington, P. Eng:** The report was prepared to recommend improvements to the entire length of drain including the moving of the drain off the road allowance for the portion between Concessions 3 and 4 and the replacement of several access culverts to facilitate the said drain realignment. This report currently serves as the governing technical report that is combined with the 1991 report to assess future maintenance costs.

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Landowner Meeting

A landowner meeting was held on July 18, 2024 to discuss the proposed improvements to the 4th Concession Road Drain. A summary of the on-site meeting is provided within Schedule 'A-1' herein.

Survey

Our survey and examination of the 4th Concession Road Drain was carried out in September 2023. The survey comprised the recording of topographic data and examining the channel for available depth necessary to provide sufficient drainage.

Design Considerations

Drain Cleanout (Modified Drain Bottom Profile)

A minor design adjustment to the drain bottom gradient has been made to more closely match in with the existing access culvert elevations as per our survey. Downstream of Highway No. 3, the drain gradient was maintained at 0.12% slope (same as 1971 report). Across the highway the drain slope for the 4th Concession Road Drain was increased to 1.23% and upstream of Highway No. 3 to Culvert No. 8 reduced to 0.04%. For the remaining portion of drain upstream of Culvert No. 8, it remains at the 0.12% drain slope as per the 1971 report. This grade adjustment will best align with these existing and new culverts situated within the upper portion of the 4th Concession Road Drain.

Given the existing sediment build up that presently exists within the drain, a clean out of the upper portion to establish the new drain gradient is warranted to improve the drain's performance. When cleaned out to its full cross section, the open channel for the upper portion of the 4th Concession Road Drain will convey the peak flows from a 1 in 10 year design storm with no overtopping of the drain banks.

Drain Realignment and Gabion Mat Protection (Station 0+519 to Station 0+672)

For the upper portion of the 4th Concession Road Drain situated along the north side of County Road No. 18 from Highway No. 3 eastward, we recommend the drain be realigned to accommodate the road improvements involving regrading and widening for the addition of a turning lane. The new channel bank slopes shall be constructed at 4:1 fore slope (east bank) and 2:1 back slope (west bank). With the proposed raising of the road platform for County Road No. 18, as it approaches the intersection with Highway No. 3, there is a significant infilling that will be overlapped by the new broader drain channel. To prevent future erosion to the new channel's easterly bank, a 4.0 m wide portion of the upper channel section shall be lined with R-10 rip rap that shall be encapsulated within a wire mesh gabion mattress, having a minimum 300 mm thickness. The gabion mat erosion protection shall extend from Station 0+519 to Station 0+590 and from Station 0+655 to Station 0+672. In between these drain segments, from Station 0+590 to Station 0+655, the new reshaped drain banks shall be hydro seeded.

Entire Drain Channel Erosion Protection

For the realigned drain bend from Station 0+340 to Station 0+354 where the existing fire hydrant and associated access culvert is being removed, the drain channel shall be fully lined with R-50 riprap, minimum 350 mm thickness. For the portion of drain between Culvert No. 7 and Culvert No. 8, the drain channel shall be fully lined with R-50 riprap, minimum 350 mm thickness.

Culvert Works

A hydraulic analysis was performed on the existing and new culverts situated along the upper



portion of the 4th Concession Road Drain and the level of service is described below:

For Culvert No. 1, an existing farm access culvert in fair condition serving the south part of Lot A, Concession STR, is adequate to convey peak flows from a 1 in 10 year storm event.

For Culvert No. 2, an existing 900 mm CSP farm access culvert in fair condition, however with the future roadworks and realignment being made to County Road No. 18 to suit the new Highway No. 3 improvements, a new access culvert is proposed. The proposed replacement culvert is a 16.0 m long, 1000 mm diameter aluminized corrugated steel pipe complete with sloping stone end treatment and providing a minimum 9.0 m driveable top width. In terms of level of service, the new culvert is designed to adequately convey a 1 in 10 year design storm with minimal increase in headwaters upstream of the culvert.

For Culvert No. 3, an existing 900 mm CSP residential access culvert in fair condition, however with the future roadworks and realignment being made to County Road No. 18 to suit the new Highway No. 3 improvements, a new access culvert is proposed. The proposed replacement culvert is a 13.0 m long, 1000 mm diameter aluminized corrugated steel pipe complete with sloping stone end treatment and providing a minimum 6.0 m driveable top width. In terms of level of service, the new culvert is designed to adequately convey a 1 in 10 year design storm with minimal increase in headwaters upstream of the culvert.

For Culvert No. 4, a proposed new culvert to support an existing hydro pole that was recently relocated to facilitate the future County Road No. 18 alignment and intersection with Highway No. 3. The proposed culvert is an 11.5 m long, 900 mm diameter aluminized corrugated steel pipe complete with sloping stone end treatment and providing a minimum 5.0 m driveable top width. In terms of level of service, the new culvert is designed to adequately convey a 1 in 10 year design storm with minimal increase in headwaters upstream of the culvert. The purpose of this culvert is to enclose the drain within the vicinity of the existing pole for structural support, as it is too close and encroaching into the existing open drain alignment.

For Culvert No. 5, the size of the culvert extension is to match the existing culvert opening dimension, being 1830 mm span x 1220 mm rise concrete culvert supported on footings. The downstream extension is a similar 1830 mm x 1220 mm culvert and is to be connected to the existing culvert on a skewed alignment and is 21.8 m in length. The upstream extension is a similar 1830 mm x 1220 mm culvert and is 5.0 m in length. Both culvert extensions are to accommodate road widening and construction of the new east bound lanes for the King's Highway No. 3 by-pass. Both ends of the culvert shall consist of gabion basket headwalls. Beyond the headwalls, the disturbed drain channel section shall be lined with R-50 riprap, minimum 350 mm thickness for a minimum distance of 5 metres.

The MTO design criteria for rural arterial road bridges is to convey a 1 in 25 year event such that approximately 1 metre of freeboard is provided from the high water level to the edge of the travelled lane. This criterion was used to assess the affects the culvert extensions may have on the upstream high water level. A Drainage, Hydrology/Hydraulics and Stormwater Management Report was completed by Dillon Consulting Limited (August 2023) to document the expected high water levels in the drain upstream in both an existing and proposed condition. The report identified that the existing culvert currently does meet the MTO freeboard design criteria, despite the limited capacity of the downstream 4th Concession Road Drain being less than the flows expected during a 1 in 25 year storm event. The extension of the culvert recommended would have a negligible increase in the 25 year storm water elevation and therefore no adverse impacts to the upstream lands served by the 4th Concession Road Drain.



For Culvert No. 6, a proposed new culvert to support an existing hydro pole that was recently relocated to facilitate the future County Road No. 18 alignment and intersection with Highway No. 3. The proposed culvert is an 11.5 m long, 900 mm diameter aluminized corrugated steel pipe complete with sloping stone end treatment and providing a minimum 5.0 m driveable top width. In terms of level of service, the new culvert is designed to adequately convey a 1 in 10 year design storm with minimal increase in headwaters upstream of the culvert. The purpose of this culvert is to enclose the drain within the vicinity of the existing pole for structural support, as it is too close and encroaching into the existing open drain alignment.

For Culvert No. 7, an existing 900 mm CSP residential access culvert in fair condition, however with the future roadworks and realignment being made to County Road No. 18 to suit the new Highway No. 3 improvements, a new access culvert is proposed. There is also an existing hydro service pole beyond the west end of the access culvert that requires the realigned drain to be enclosed. The proposed replacement culvert is a 16.0 m long, 900 mm diameter aluminized corrugated steel pipe complete with sloping stone end treatment and providing a minimum 6.0 m driveable top width. In terms of level of service, the new culvert is designed to adequately convey a 1 in 10 year design storm with minimal increase in headwaters upstream of the culvert.

For Culvert No. 8, an existing 900 mm CSP farm access culvert in fair condition, however with the future roadworks and realignment being made to County Road No. 18 to suit the new Highway No. 3 improvements, a new access culvert is proposed. The proposed replacement culvert is a 16.0 m long, 900 mm diameter aluminized corrugated steel pipe complete with sloping stone end treatment and providing a minimum 9.0 m driveable top width. In terms of level of service, the new culvert is designed to adequately convey a 1 in 10 year design storm with minimal increase in headwaters upstream of the culvert.

Allowances

In accordance with Section 29 of the Drainage Act, we have determined that some landowners on the north side of the 4th Concession Road Drain shall receive compensation for additional lands required to be used in establishing a new 6.0 m wide working corridor, as outlined below. From Station 0+275 to Station 0+360 (downstream of Highway 3), there is both an existing steel chain link fence and an established tree row along the north side of the drain that is situated as close as 2 metres away from the top of the existing drain bank. Presently, the trees are inhibiting access for the purposes of cleaning the drain within the working corridor. A clearing of the existing tree row between the drain and the fence shall be required. Despite that part of County Road No. 18 is being realigned further south away from the drain and that performing drain maintenance from the roadside would be an alternative to removing the trees, there is a proposed earth berm being constructed between the drain and the road as a part of the highway project to dispose of excess soils. The earth berm obstructs access along the south side of the drain for future drain cleaning purposes.

In terms of the working corridor on the north side of the drain, a portion of these lands were previously awarded allowances when the drain was moved off the County Road No. 18 lands in 1971. However, since that time, construction of the Highway No. 3 by-pass occurred and the County Road No. 18 was realigned to construct the intersection with the highway. Now with the new proposed intersection improvements involving widening of County Road No. 18 to allow for left hand turn lanes, and more lands were acquired by the road authority and as a result, additional lands beyond the road property limits are required for a working corridor to remain along the north side of the drain.



From Station 0+360 to Station 0+440, the drain shall be maintained from the Highway No. 3 corridor including future maintenance and cleaning of highway culverts and the open drain portion.

From Station 0+440 to Station 0+514 (upstream of Highway 3), there is an established woodlot on the north side of the drain where a partial clearing of the said woodlot is required to gain access for future drain maintenance purposes. Despite that part of County Road No. 18 is being realigned further south away from the drain and that performing drain maintenance from the roadside would be an alternative to removing the trees, there is a proposed earth berm being constructed between the drain and the road as a part of the highway project to dispose of excess soils. The earth berm obstructs access along the south side of the drain for future drain cleaning purposes. In terms of the working corridor on the north side of the drain, a portion of these lands were previously awarded allowances when the drain was moved off the County Road No. 18 lands in 1971.

However, since that time, construction of the Highway No. 3 by-pass occurred and the County Road No. 18 was realigned to construct the intersection with the highway. Now with the new proposed intersection improvements involving widening of County Road No. 18 to allow for left hand turn lanes, and more lands were acquired by the road authority and as a result, additional lands beyond the road property limits are required for a working corridor to remain along the north side of the drain.

Upstream of Station 0+514 to Station 0+672, future drain maintenance shall be from the roadside. Performing drain maintenance from the roadside would be an alternative to removing the trees and for this segment of drain, we recommend future drain maintenance shall be from the south side of the drain and the partial clearing of existing woodlot would be limited to that within the expanded right-of-way to facilitate the realigned and widened portion of the 4th Concession Road Drain.

From Station 0+672 to Station 0+842, future drain maintenance shall be from the north side of the drain upon agricultural lands.

In accordance with Section 29 of the Drainage Act, we determined the compensation to the affected landowners for the additional lands to be used for maintaining the drainage works defined within a 6 m wide corridor. Schedule 'B' herein, shows the distribution of these allowances for land used in the total amount of \$3,600.00 for the 4th Concession Road Drain realigned drain portion.

In accordance with Section 30 of the Drainage Act, we determined the compensation to affected agricultural landowners for damages in the spreading and levelling of drain spoils with the designated working corridor between Station 0+000 and Station 0+210 and between Station 0+710 and Station 0+842. Drain spoils generated from the proposed drain cleanout and modified drain profile gradient between Station 0+000 and Station 0+842. Schedule 'B' herein, shows the distribution of these allowances for damages in the total amount of \$900.00 for the said works.

Recommendations and Cost Estimate

Based on our review of the history, the information obtained from our examination and analysis of the survey data, we recommend that the drainage works be repaired and improved as described below:



Item	Description	Amount
	<u>4th CONCESSION ROAD DRAIN</u>	
1.	Brushing of the drain from Station 0+000 to Station 0+842 including removal off-site with trimming and/or removal of existing trees within the drain and also within the specified working corridors (north side of drain) to accommodate the drainage works. The work shall include disposal of brush, trees and stumps by means of stockpiling and burning where permitted, or alternatively to be trucked off-site. Working corridor is confined to the County Road No. 18 right-of-way between Station 0+514 and Station 0+672 so brushing within the existing drain channel only.	\$ 35,000.00
2.	Drain excavation and levelling of drain spoils within designated working corridors, as follows:	
	a) Excavation of drain bottom from Station 0+000 to Station 0+208, and levelling of drain spoils on west side of drain, totaling 208 lineal metres and approx. 30 m ³ .	\$ 4,500.00
	b) Excavation of drain bottom from Station 0+704 to Station 0+842 and levelling of drain spoils on west side of drain, totaling 138 lineal metres and approx. 20 m ³ .	\$ 3,000.00
3.	Drain excavation and trucking of drain spoils off-site to an approved soil management disposal area, as follows:	
	a) Excavation of drain bottom from Station 0+208 to Station 0+354, from South Talbot Road totaling 146 lineal metres and approx. 30 m ³ .	\$ 6,500.00
4.	Open Drain Realignment Work, as follows:	
	a) Excavate new open channel along proposed realignment, approximately 153 lineal metres, Station 0+519 to Station 0+672. Any excess soils not required to fill in the original drain alignment shall be hauled off-site under the management of the Contractor for the highway improvements.	\$32,000.00
5.	Strip and remove vegetation and topsoil from the existing channel from Station 0+519 to Station 0+672 and fill up to existing grade with clean native backfill including compaction in maximum 300 mm lifts.	\$20,000.00
6	Placement of salvaged or imported topsoil complete with fine grading over the following areas between Station 0+519 and Station 0+672.	
	a) On top of the filled drain portion at 100 mm depth.	\$3,500.00
	b) On the new drain banks at 50 mm depth.	\$4,000.00



Item	Description	Amount
7.	Supply and placement of fibre reinforced matrix hydraulic mulch seed on new drain banks from Station 0+519 to Station 0+672 (approx. 1,500 m ²).	\$10,500.00
8.	Stone erosion protection work, as follows:	
	a) Supply and placement of stone erosion protection (R-50 riprap) on downstream end of Culvert No. 4 (Station 0+340 to Station 0+354) minimum 350 mm thickness, complete with filter fabric underlay, (approx. 100 m ²).	\$10,000.00
	b) Supply and placement of stone erosion protection consisting of a wire mesh gabion mat (R-10 riprap) on drain banks (Station 0+519 to Station 0+590) 4.0 m wide, minimum 300 mm thickness, complete with filter fabric underlay, (approx. 284 m ²).	\$52,000.00
	c) Supply and placement of stone erosion protection consisting of a wire mesh gabion mat (R-10 riprap) on drain banks (Station 0+660 to Station 0+672) 4.0 m wide, minimum 300 mm thickness, complete with filter fabric underlay, (approx. 48 m ²).	\$9,000.00
	d) Supply and placement of stone erosion protection (R-50 riprap) between Culverts No. 7 and No. 8 (Station 0+690 to Station 0+694) minimum 350 mm thickness, complete with filter fabric underlay, (approx. 40 m ²).	\$4,000.00
9.	Culvert Extension Work, as follows:	
	a) <u>Culvert No. 5 D/S Extension (King's Highway No. 3)</u> Supply and installation of a new 21.8 m long culvert 1830 mm x 1220 mm open bottom concrete box culvert with footings connected to the existing culvert with skewed end, complete with flush outlet end, waterproofing membrane and protection board, compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, gabion basket headwall and R-50 riprap within the drain channel beyond fully lined for a minimum 5 m distance and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.	\$200,000.00



Item	Description	Amount
	b) <u>Culvert No. 5 U/S Extension (King's Highway No. 3)</u> Supply and installation of a new 2.5 m long culvert 1830 mm x 1220 mm open bottom concrete box culvert with footings connected to the existing culvert complete with flush outlet end, waterproofing membrane and protection board, compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, gabion basket headwall and R-50 riprap within the drain channel beyond fully lined for a minimum 5 m distance and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.	\$45,000.00
10.	Culvert Replacements, as follows:	
	a) <u>Culvert No. 3 – (Private Access Culvert):</u> Remove existing 900 mm diameter CSP culvert and broken concrete headwalls, including disposal of debris off-site and replace with new 13.0 m long 1000 mm diameter CSP culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' driveway surface (min. 200 mm thickness) and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.	\$17,000.00
	b) <u>Culvert No. 7 – (Private Access Culvert):</u> Remove existing 900 mm diameter CSP culvert and broken concrete headwalls, including disposal of debris off-site and replace with new 16.0 m long 900 mm diameter CSP culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' driveway surface (min. 200 mm thickness) and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.	\$18,000.00
	c) <u>Culvert No. 8 – (Private Access Culvert):</u> Remove existing 900 mm diameter CSP culvert and rip-rap end treatment, including disposal of debris off-site and replace with new 16.0 m long 900 mm diameter CSP culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' driveway surface (min. 200 mm thickness) and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.	\$17,000.00
11.	New Culvert Work, as follows:	



Item	Description	Amount
	a) <u>Culvert No. 2 – (Private Access Culvert):</u> Supply and installation of new 16.0 m long 1000 mm diameter CSP culvert complete with compacted Granular ‘A’ bedding (min. 300 mm thickness), compacted full Granular ‘B’ Type II backfill up to road subgrade, Granular ‘A’ driveway surface (min. 200 mm thickness) and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas	\$16,000.00
	b) <u>Culvert No. 4 – (Hydro Pole Support Culvert):</u> Remove existing 1780mm x 1360mm CSPA culvert, 13.7 m long including disposal of debris off-site and replace with new 11.5 m long 900 mm diameter CSP culvert complete with compacted Granular ‘A’ bedding (min. 300 mm thickness), compacted full Granular ‘B’ Type II backfill up to road subgrade, Granular ‘A’ driveway surface (min. 200 mm thickness) and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.	\$15,000.00
	c) <u>Culvert No. 6 – (Hydro Pole Support Culvert):</u> Supply and installation of new 11.5 m long 900 mm diameter CSP culvert complete with compacted Granular ‘A’ bedding (min. 300 mm thickness), compacted full Granular ‘B’ Type II backfill up to road subgrade, Granular ‘A’ driveway surface (min. 200 mm thickness) and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.	\$14,000.00
12.	Temporary silt control measures during construction.	<u>\$5,000.00</u>
	SUB-TOTAL	\$541,000.00
13.	Allowances under Sections 29 and 30	\$4,500.00
14.	Report, Assessments and Final Inspection	\$23,500.00
15.	Expenses and Incidentals	\$1,000.00
16.	ERCA application and permit fee	<u>\$800.00</u>
	TOTAL ESTIMATE – 4th CONCESSION ROAD DRAIN (excluding Net HST)	\$570,800.00

The estimate provided in this report was prepared according to current materials and installation prices as of the date of this report. In the event of delays from the time of filing of the report by the Engineer to the time of tendering the work, it is understood that the estimate of cost is subject to inflation. The rate of inflation shall be calculated using the Consumer Price Index applied to the cost of construction from the date of the report to the date of tendering.



Assessment of Costs

The individual assessments are comprised of three (3) assessment components:

- i. Benefit (*advantages relating to the betterment of lands, roads, buildings, or other structures resulting from the improvement to the drain*).
- ii. Outlet Liability (*part of cost required to provide outlet for lands and roads*).
- iii. Special Benefit (*additional work or feature that may not affect function of the drain*).

We have assessed the estimated costs for the improvements to the 4th Concession Road Drain against the affected roads as listed in Schedule 'C' under "Special Benefit." Details of the Special Benefit assessment listed are provided in the Assessment Rationale below.

Assessment Rationale

Special Benefit assessment shown in Schedule 'C' was derived as follows:

1. As the drain improvement works are only required for the proposed highway widening including associative drain bottom excavation, realignment and culvert work beyond the highway corridor limits, we have assessed 100% of the costs to the Ministry of Transportation Ontario in accordance with Section 26 of the Drainage Act as a non-proratable special assessment. Since there are no special benefit assessments to other landowners, Schedule 'D' for the purposes of Special Benefit details has been omitted from this report.

Future Maintenance (Upper Portion of Drain)

For the portion of open drain that resides along the north side of County Road No. 18 extending easterly from Culvert No. 1 (Roll No. 410-01600) to the upper end of the drain near Graham Sideroad, the future maintenance costs for the open drain shall be assessed in the same relative proportions as outlined within Schedule 'E-1' appended hereto. The assessment of costs is based closely on the previous 1991 reassessment report in terms of proportions between benefit and outlet assessments, however includes new updated areas for County Road No. 18 and King's Highway No. 3. The assessment is based on an arbitrary \$10,000.00 of future maintenance costs to the existing drain channel.

Future Maintenance (Private Access Crossings)

For new private culverts, denoted herein as Culvert No. 3, Culvert No. 7 and Culvert No. 8, the future maintenance costs shall be assessed 50% to the property that is being provided a primary access by the said crossing, and the remaining 50% as an outlet assessment against the lands and roads using the 4th Concession Road Drain that are upstream of the affected access culvert. The costs shall be assessed in the same relative proportions as outlined within Schedule 'E-2' appended hereto. Schedule 'E-2' represents the assessed lands and roads upstream of Culvert No. 3. The assessment of costs is based on an arbitrary \$10,000.00.

For the private access culvert, denoted as Culvert No. 2, it serves as a secondary access to the property and the future maintenance costs shall be assessed 100% to property Roll No. 410-01600.

Future Maintenance (Hydro Pole Support Culverts)

For the hydro pole support culverts, denoted herein as Culvert No 4 and Culvert No. 6, the future maintenance costs shall be assessed 100% to Hydro One Networks Inc., in accordance with Section 26 of the Drainage Act.



Future Maintenance (Road Culvert Crossing of King's Highway No. 3)

For the road culvert across King's Highway No. 3, denoted herein as Culvert No. 5, the future maintenance costs shall be assessed 100% to the Ministry of Transportation Ontario, in accordance with Section 26 of the Drainage Act.

Drawings and Specifications

Attached to this report is Schedule 'F', which are Specifications setting out the details of the recommended works and Schedule 'G' which represent the drawings that are attached to this report.

- Page 1 of 6 – Overall Plan**
- Page 2 of 6 – Culvert No. 2 -4 Details**
- Page 3 of 6 – Culvert No. 5 Extension Details**
- Page 4 of 6 – Culvert No. 6-8 Details**
- Page 5 of 6 – Profile**
- Page 6 of 6 –Cross Sections**

Construction Drawings and Specifications

The work included in this report will be performed under the provincial contract for the Widening of King's Highway No. 3 starting from 0.8 km west of Cameron Sideroad and continuing easterly to 1.8 km west of County Road No. 31. Culvert drawings across Highway No. 3 have been prepared for the construction complete with associated specifications which shall adhere to the elevations, alignment, sizes, materials and location and be generally in compliance with this report.

Approvals

The construction and/or improvement to a drainage works, including repair and maintenance activities, and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced by the proposed works. Prior to any construction or maintenance works, the Municipality or proponent designated on the Municipality's behalf shall obtain all required approvals/permits and confirm any construction limitations including timing windows, mitigation/off-setting measures, standard practices or any other limitations related to in-stream works.

Agency Reviews

The Essex Region Conservation Authority (ERCA) has been previously notified and provided the opportunity to review the proposed drainage works as outlined within this report. An application for permit shall be made by the Town of Kingsville for the proposed undertakings associated with this municipal drain.

Correspondence received from the Department of the Fisheries and Oceans (DFO) on January 31, 2023 (Letter of Advice approval) is included herein as Schedule 'A-2' of this report. Specifically, for the 9th Concession Drain, the measures to be implemented to avoid and mitigate the potential for prohibited effects to fish and fish habitat will not require an authorization under the *Fisheries Act* or permit under the *Species at Risk Act*.

Respectfully submitted,

DILLON CONSULTING LIMITED



Tim R. Oliver, P.Eng.
TRO:sjc



SCHEDULE ‘A-1’
SUMMARY OF LANDOWNER MEETING
July 18, 2024 @ 9:00 a.m.
Grovedale Art & Culture Centre, Kingsville

Present:

Tania Young	Landowner
Albert DeCook	Landowner
Murray Hickmott	Landowner
Jeff Kettlewell	Ministry of Transportation Ontario
Iqbal Muhammad	Ministry of Transportation Ontario
Wayne Bell	Ministry of Transportation Ontario
Mohammad Al-Ahmad	Ministry of Transportation Ontario
Jaclyn Charlton	Ministry of Transportation Ontario
Siva Tharmabala	Ministry of Transportation Ontario
O’Neil Nembhard	Ministry of Transportation Ontario
Orion Raes	Green Infrastructure Partners Inc.
Carlo DiMambro	Green Infrastructure Partners Inc.
Tamish Gupta	Altus Group
Jeff Zhang	GHD Engineering Canada
Lu-Ann Marentette	Town of Kingsville
Todd Kerr	Town of Kingsville
Clarke Campbell	Dillon Consulting Limited
Tim Oliver	Dillon Consulting Limited

Tim Oliver provided an overview of relevant drainage history of the 4th Concession Road Drain referring to the last improvements made to the upper portion of the drain along the north side of County Road No. 18 as part of a 1971 engineer’s report and by-law under the Drainage Act. In 1971 the upper portion of drain was relocated further north and moved entirely off the road allowance for County Road No. 18 and onto private property.

The upstream drainage area affected by the proposed improvements represents approximately 120 acres for which property owners within this area were given notice to attend the site meeting. This is a requirement under the Drainage Act legislation.

Proposed works include the extension of the Highway No. 3 culvert, both upstream and downstream ends of the existing culvert, in order to facilitate the highway widening. The portion of the 4th Concession Drain starting from an existing access culvert located approx. 350 metres downstream of Highway 3 and proceeding upstream across Highway No. 3 and easterly for a total length of approx. 850 metres. shall require cleaning such that the new culverts provide the necessary capacity and can accommodate the revised grading and modifications that are required to be made to the drain bottom design profile to suit the existing culvert crossing of Highway 3. Other works include the replacement of four existing driveway access culverts to private properties within the proposed realignment of County Road No. 18 and revised intersection work with Highway 3. There are also new hydro pole access culverts proposed including one on each side of and close to the highway corridor limits where these poles are in new locations to accommodate the new highway intersection configuration. Associated with the drain cleanout where there are agricultural lands the soils removed, as part of the work, shall be spread and levelled in the designated working corridors and the landowners are being provided allowances to compensate them as required as per the Drainage Act for the temporary loss of crop production due to soil placement. All the costs of the drain improvements are being assessed to the Ministry of Transportation.

Tim Oliver stated that the drainage report would be completed and the council meeting is scheduled for August 12, 2024 for Town of Kingsville Council to consider and adopt the report.

Meeting summary prepared by Tim Oliver, P. Eng.

SCHEDULE 'A-2'



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Ontario and Prairies Region
Fish and Fish Habitat
Protection Program
867 Lakeshore Road
Burlington, ON L7S 1A1

Région de l'Ontario et des Prairies
Programme de la protection
du poisson et de son habitat
867 Lakeshore Road
Burlington, ON L7S 1A1

January 31, 2023

Our file *Notre référence*

22-HCAA-02305

Ontario Ministry of Transportation
ATTENTION: Michael Nadeau
659 Exeter Road
London, Ontario, N6E 1L3

**Subject: Culvert Replacements and Drain Realignment, Three Class F Drains,
Essex County – Implementation of Measures to Avoid and Mitigate the
Potential for Prohibited Effects to Fish and Fish Habitat**

Dear Michael Nadeau:

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on July 28, 2022. We understand that you propose the following:

- Realign an ~200m² (~102 linear meters) section of 9th Concession Road Drain resulting in ~275m² (~126 linear meters) of new drain.
- Remove the culvert under 9th Concession Road;
- Realign an ~200m² (~155 linear meters) section of Schiller Drain resulting in ~225m² (~209 linear meters) of new drain;
- Relocate and resize four Schiller Drain culverts;
- Realign an ~390m² (~191 linear meters) section of 4th Concession Road Drain resulting in ~360m² (~190 linear meters) of new drain;
- Relocate and resize two 4th Concession Road Drain culverts; and
- Perform one fish rescue per drain if the drain is not dry during construction.

Our review considered the following information:

- Request for review form submitted to DFO on July 28, 2022; and
- Email and telephone correspondence between Colby Nolan (DFO), Kelly Evertsen (GHD), Ian Dobrindt (GHD), Jordan Widmaier (GHD), and Chris Evans (MTO) from September 22, 2022 to December 15, 2022.

Your proposal has been reviewed to determine whether it is likely to result in:

Canada

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*; and
- effects to listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act*.

The aforementioned outcomes are prohibited unless authorized under their respective legislation and regulations.

To avoid and mitigate the potential for prohibited effects to fish and fish habitat (as listed above), we recommend implementing the measures outlined in your plan, in addition to the following listed below:

- Conduct work outside the spring timing windows (i.e. no in-water work between March 15 to July 15).
- Minimize duration of in-water work;
- Screen any water intakes or outlet pipes to prevent entrainment or impingement of fish. Screen size requirements will be determined as per DFO's Freshwater Intake End-of-Pipe Screen Guideline (1995);
- Retain a qualified environmental professional to ensure appropriate protocols are applied and to capture any fish trapped within an isolated/enclosed area at the work site and safely relocate them to an appropriate location in the same waters. Fish may need to be relocated again, should flooding of the coffer dams occur;
- Install appropriate sediment erosion controls downstream of construction activities (e.g. silt curtain, straw-bale check dam, rock check dam etc.);
 - Conduct works during low or no flow;
 - Schedule work to avoid wet, windy, and rainy periods that may increase erosion and sedimentation; and
 - Work in the dry.

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal will not require an authorization under the *Fisheries Act* or permit under the *Species at Risk Act*.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to remain in compliance with the *Fisheries Act*, the *Species at Risk Act* and the *Aquatic Invasive Species Regulations*.

It is also your *Duty to Notify* DFO if you have caused, or are about to cause, the death of fish by means other than fishing and/or the harmful alteration, disruption or destruction of

fish habitat. Such notifications should be directed to (<http://www.dfo-mpo.gc.ca/pnw-ppe/contact-eng.html>).

Notify this office at least 10 days before starting any in-water works. Send your notification to Colby Nolan (Colby.Nolan@dfo-mpo.gc.ca) and the DFO 10 notification mailbox: DFO.OP.10DayNotification-Notification10Jours.OP.MPO@dfo-mpo.gc.ca. A copy of this letter should be kept on site while the work is in progress. It remains your responsibility to meet all other federal, territorial, provincial and municipal requirements that apply to your proposal.

If you have any questions with the content of this letter, please contact Colby Nolan at our Burlington office at (289) 253-8302, or by email at Colby.Nolan@dfo-mpo.gc.ca. Please refer to the file number referenced above when corresponding with the Program.

Yours sincerely,



A/Senior Biologist

CC: Kelly Evertsen – GHD
Chris Evans – MTO
Ian Dobrindt – GHD
Colby Nolan – DFO

"SCHEDULE B"
SCHEDULE OF ALLOWANCES

UPPER PORTION OF THE 4TH CONCESSION ROAD DRAIN
TOWN OF KINGSVILLE

Roll No.	Con.	Description	Owner	Section 30 Damages	Section 29 Land	Total Allowances
410-01600	S.T.R.	Lot A	Murray F. & Jan M. Hickmott	\$550.00	\$0.00	\$550.00
410-01610	S.T.R.	Lot A	Douglas C. & Linda G. Taylor	\$0.00	\$825.00	\$825.00
410-00800	4	Lot 16	John D. & Linda J. Upcott	\$0.00	\$2,775.00	\$2,775.00
410-00600	4	Lot 17	Hillside Hothouse Limited	\$350.00	\$0.00	\$350.00
TOTAL ALLOWANCES				\$900.00	\$3,600.00	\$4,500.00

**SCHEDULE C
SCHEDULE OF ASSESSMENT
UPPER PORTION OF THE 4TH CONCESSION ROAD DRAIN
TOWN OF KINGSVILLE**

ONTARIO LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
King's Highway No. 3	6.55	2.65	Ministry of Transportation	\$570,800.00	\$0.00	\$0.00	\$570,800.00
Total on Ontario Lands.....				\$570,800.00	\$0.00	\$0.00	\$570,800.00
TOTAL ASSESSMENT				\$570,800.00	\$0.00	\$0.00	\$570,800.00

"SCHEDULE E-1"
SCHEDULE OF ASSESSMENT FOR FUTURE DRAIN MAINTENANCE
UPPER PORTION OF THE 4TH CONCESSION ROAD DRAIN
TOWN OF KINGSVILLE

ONTARIO LANDS:

Description/Roll No.	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
King's Highway No. 3	6.55	2.65	Ministry of Transportation Ontario	\$0.00	\$520.00	\$859.00	\$1,379.00
Total on Ontario Lands.....				\$0.00	\$520.00	\$859.00	\$1,379.00

MUNICIPAL LANDS:

Description/Roll No.	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
County Road No. 18	10.55	4.27	County of Essex	\$0.00	\$1,709.00	\$1,804.00	\$3,513.00
Total on Municipal Lands.....				\$0.00	\$1,709.00	\$1,804.00	\$3,513.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
410-01610	S.T.R.	Lot A	3.00	1.21	Douglas C. & Linda G. Taylor	\$0.00	\$152.00	\$76.00	\$228.00
410-01700	4	Pt Lot 16	0.87	0.35	Andre G. & Tania E. Young	\$0.00	\$59.00	\$55.00	\$114.00
360-04150	3	Pt Lot 4	0.57	0.23	Jakob & Mary Friesen	\$0.00	\$20.00	\$37.00	\$57.00
360-04170	3	Pt Lot 4	0.69	0.28	Kyle R. Paquin & Kyla B.M. Vegh	\$0.00	\$22.00	\$43.00	\$65.00
360-04201	3	Pt Lot 4	0.69	0.28	Johan & Anna Klassen	\$0.00	\$22.00	\$43.00	\$65.00
Total on Privately-Owned - Non-Agricultural Lands.....						\$0.00	\$275.00	\$254.00	\$529.00

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
410-01600	S.T.R.	Lot A	11.00	4.45	Murray F. & Jan M. Hickmott	\$0.00	\$225.00	\$134.00	\$359.00
410-00800	4	Pt. Lot 16	6.00	2.43 *	John D. & Linda J. Upcott	\$0.00	\$123.00	\$80.00	\$203.00
410-00600	4	Pt Lot 16	14.00	5.67 *	Hillside Hothouse Limited	\$0.00	\$221.00	\$297.00	\$518.00
410-01800	4	Pt Lot 17	40.84	16.53	John A. & Linda M. Driedger	\$0.00	\$1,076.00	\$1,397.00	\$2,473.00
360-04200	3	Pt Lot 4	28.75	11.63	Barbara J. DeCook	\$0.00	\$351.00	\$675.00	\$1,026.00
Total on Privately-Owned - Agricultural Lands						\$0.00	\$1,996.00	\$2,583.00	\$4,579.00

TOTAL ASSESSMENT **\$0.00 \$4,500.00 \$5,500.00 \$10,000.00**

(Acres) (Ha.)
Total Area: 116.96 47.33

* Denotes reduced assessment for woodlot areas

"SCHEDULE E-2"
SCHEDULE OF ASSESSMENT FOR CULVERT No. 3 FUTURE MAINTENANCE
UPPER PORTION OF THE 4TH CONCESSION ROAD DRAIN
TOWN OF KINGSVILLE

ONTARIO LANDS:

Description/Roll No.	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
King's Highway No. 3	6.55	2.65	Ministry of Transportation Ontario	\$0.00	\$0.00	\$2,364.00	\$2,364.00
Total on Ontario Lands.....				\$0.00	\$0.00	\$2,364.00	\$2,364.00

MUNICIPAL LANDS:

Description/Roll No.	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
County Road No. 18	9.30	3.76	County of Essex	\$0.00	\$0.00	\$3,354.00	\$3,354.00
Total on Municipal Lands.....				\$0.00	\$0.00	\$3,354.00	\$3,354.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
410-01610	S.T.R.	Lot A	3.00	1.21	Douglas C. & Linda G. Taylor	\$0.00	\$0.00	\$216.00	\$216.00
410-01700	4	Pt Lot 16	0.87	0.35	Andre G. & Tania E. Young	\$0.00	\$0.00	\$141.00	\$141.00
Total on Privately-Owned - Non-Agricultural Lands.....						\$0.00	\$0.00	\$357.00	\$357.00

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
410-00800	4	Pt. Lot 16	6.00	2.43 *	John D. & Linda J. Upcott	\$0.00	\$0.00	\$217.00	\$217.00
410-00600	4	Pt Lot 16	14.00	5.67 *	Hillside Hothouse Limited	\$0.00	\$0.00	\$759.00	\$759.00
410-01800	4	Pt Lot 17	40.84	16.53	John A. & Linda M. Driedger	\$0.00	\$0.00	\$2,949.00	\$2,949.00
Total on Privately-Owned - Agricultural Lands						\$0.00	\$0.00	\$3,925.00	\$3,925.00

TOTAL ASSESSMENT						\$0.00	\$0.00	\$10,000.00	\$10,000.00
			(Acres)	(Ha.)					

Total Area: 74.01 29.95

* Denotes reduced assessment for woodlot areas

“SCHEDULE F”
DRAINAGE REPORT FOR THE
IMPROVEMENTS TO THE UPPER PORTION OF THE
4TH CONCESSION ROAD DRAIN
TOWN OF KINGSVILLE
SPECIAL PROVISIONS - GENERAL

1.0 GENERAL SPECIFICATIONS

The General Specifications attached hereto is part of “Schedule F.” It also forms part of this specification and is to be read with it, but where there is a difference between the requirements of the General Specifications and those of the Special Provisions which follow, the Special Provisions will take precedence.

2.0 DESCRIPTION OF WORK

The work to be carried out under this Contract includes, but is not limited to, the supply of all **labour, equipment and materials** to complete the following items:

- Brushing of the drain from Station 0+000 to Station 0+842 including removal off-site with trimming and/or removal of existing trees within the drain and also within the specified working corridors (north side of drain) as required to accommodate the drainage works. The work shall include disposal of brush, trees and stumps by means of stockpiling and burning where permitted, or alternatively to be trucked off-site. Working corridor is confined to the County Road No. 18 right-of-way between Station 0+514 and Station 0+672 so brushing within the existing drain channel only.
- Drain excavation and levelling of drain spoils within designated working corridors, as follows:
 - Excavation of drain bottom from Station 0+000 to Station 0+208, and levelling of drain spoils on west side of drain, totaling 208 lineal metres and approx. 30 m³.
 - Excavation of drain bottom from Station 0+704 to Station 0+842 and levelling of drain spoils on west side of drain, totaling 138 lineal metres and approx. 20 m³.
- Drain excavation and trucking of drain spoils off-site to an approved soil management disposal area, as follows:
 - Excavation of drain bottom from Station 0+208 to Station 0+354, from South Talbot Road totaling 146 lineal metres and approx. 30 m³.
- Open Drain Realignment Work, as follows:
 - Excavate new open channel along proposed realignment, approximately 153 lineal metres, Station 0+519 to Station 0+672. Any excess soils not required to fill in the original drain alignment shall be hauled off-site under the management of the Contractor for the highway improvements.
- Strip and remove vegetation and topsoil from the existing channel from Station 0+519 to Station 0+672 and fill up to existing grade with clean native backfill including compaction in maximum 300 mm lifts.
- Placement of salvaged or imported topsoil complete with fine grading over the following areas between Station 0+519 and Station 0+672.

- On top of the filled drain portion at 100 mm depth.
- On the new drain banks at 50 mm depth.
- Supply and placement of fibre reinforced matrix hydraulic mulch seed on new drain banks from Station 0+519 to Station 0+672 (approx. 1,500 m²).
- Stone erosion protection work, as follows:
 - Supply and placement of stone erosion protection (R-50 riprap) on downstream end of Culvert No. 4 (Station 0+340 to Station 0+354) minimum 350 mm thickness, complete with filter fabric underlay, (approx. 100 m²).
 - Supply and placement of stone erosion protection consisting of a wire mesh gabion mat (R-10 riprap) on drain banks (Station 0+519 to Station 0+590) 4.0 m wide, minimum 300 mm thickness, complete with filter fabric underlay, (approx. 284 m²).
 - Supply and placement of stone erosion protection consisting of a wire mesh gabion mat (R-10 riprap) on drain banks (Station 0+660 to Station 0+672) 4.0 m wide, minimum 300 mm thickness, complete with filter fabric underlay, (approx. 48 m²).
 - Supply and placement of stone erosion protection (R-50 riprap) between Culverts No. 7 and No. 8 (Station 0+690 to Station 0+694) minimum 350 mm thickness, complete with filter fabric underlay, (approx. 40 m²).
- Culvert Extension Work, as follows:
 - Culvert No. 5 D/S Extension (King's Highway No. 3) - Supply and installation of a new 21.8 m long culvert 1830 mm x 1220 mm open bottom concrete box culvert with footings connected to the existing culvert with skewed end, complete with flush outlet end, waterproofing membrane and protection board, compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, gabion basket headwall and R-50 riprap within the drain channel beyond fully lined for a minimum 5 m distance and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.
 - Culvert No. 5 U/S Extension (King's Highway No. 3) - Supply and installation of a new 2.5 m long culvert 1830 mm x 1220 mm open bottom concrete box culvert with footings connected to the existing culvert complete with flush outlet end, waterproofing membrane and protection board, compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, gabion basket headwall and R-50 riprap within the drain channel beyond fully lined for a minimum 5 m distance and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.
- Culvert Replacements, as follows:
 - Culvert No. 3 – (Private Access Culvert) - Remove existing 900 mm diameter CSP culvert and broken concrete headwalls, including disposal of debris off-site and replace with new 13.0 m long 1000 mm diameter CSP culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' driveway surface (min. 200 mm thickness) and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.
 - Culvert No. 7 – (Private Access Culvert) - Remove existing 900 mm diameter CSP culvert

and broken concrete headwalls, including disposal of debris off-site and replace with new 16.0 m long 900 mm diameter CSP culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' driveway surface (min. 200 mm thickness) and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.

- Culvert No. 8 – (Private Access Culvert) - Remove existing 900 mm diameter CSP culvert and rip-rap end treatment, including disposal of debris off-site and replace with new 16.0 m long 900 mm diameter CSP culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' driveway surface (min. 200 mm thickness) and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.
- New Culvert Work, as follows:
 - Culvert No. 2 – (Private Access Culvert) - Supply and installation of new 16.0 m long 1000 mm diameter CSP culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' driveway surface (min. 200 mm thickness) and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas
 - Culvert No. 4 – (Hydro Pole Support Culvert) - Remove existing 1780mm x 1360mm CSPA culvert, 13.7 m long including disposal of debris off-site and replace with new 11.5 m long 900 mm diameter CSP culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' driveway surface (min. 200 mm thickness) and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.
 - Culvert No. 6 – (Hydro Pole Support Culvert) - Supply and installation of new 11.5 m long 900 mm diameter CSP culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' driveway surface (min. 200 mm thickness) and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.
- Temporary silt control measures during construction.

3.0 ACCESS TO THE WORK

Access to the drain shall be from the King's Highway No. 3 right-of-way and County Road No. 18 right-of-way. The Contractor shall make his/her own arrangements for any additional access for his/her convenience. All grass areas disturbed shall be restored to original conditions at the Contractor's expense.

4.0 WORKING AREA

The working area for both construction and future maintenance purposes shall be restricted to the road right-of-way. Any damages to lands and/or roads from the Contractor's work within the working areas for the new culvert site shall be rectified to pre-existing conditions at his/her expense.

FROM STA.	TO STA.	PRIMARY (See Note 1)	SECONDARY (See Note 2)
0+000	0+208	6.0 m wide on the north side of the drain measured off top of south bank	County Road No. 18 right of way
0+208	0+360	6.0 m wide on the north side of the drain measured off top of north bank	N/A
0+360	0+440	King's Highway No. 3 right of way	N/A
0+440	0+514	6.0 m wide on the north side of the drain measured off top of north bank	N/A
0+514	0+672	County Road No. 18 right of way	N/A
0+672	0+842	6.0 m wide on the north side of the drain measured off top of south bank	County Road No. 18 right of way

Note 1: *Primary working corridor* indicates the access corridor along the side of the drain where excavation is recommended (unless noted otherwise below and/or in the Specifications, as well as all purposes listed for Secondary Working Corridors).

Note 2: *Secondary working corridor* indicates the access corridor alongside the drain where construction equipment may travel for the purpose of trucking.

5.0 CLEARING & GRUBBING DRAIN PRIOR TO DRAIN EXCAVATION

Prior to drain excavation and removal of sediment within the existing drain as well as drain infilling activities, all brush and trees within the limits of the channel and within 1 metre from the top of the drain banks and in the designated spread area for the excavated material, are to be cut and those roots and stumps within the channel and on the banks where the filling takes place shall be completely removed to a depth at least 1 metre below the level of the finished grade.

Brush and trees removed from the existing drain are to be put into piles by the Contractor, in locations where they can be safely burned, and to be burned by the contractor after obtaining the necessary permits, as required. If, in the opinion of the Drainage Superintendent, any of the piles are too wet or green to be burned, he shall so advise the Contractor to haul away the unburned materials to an approved dump site or advise the Contractor to obtain an agreement in writing with the owners when to return to burn the materials. Prior to and during the course of burning operations the Contractor shall comply with the current guidelines prepared by the Air Quality Branch of the Ontario Ministry of Environment and shall ensure that the Environmental Protection Act is not violated.

The Contractor shall first consult with and obtain approval from the landowner, Drainage Superintendent and Town of Kingsville Fire Services prior to burning the brush removed from this specified area.

6.0 EXCAVATION FOR DRAIN BOTTOM PROFILE MODIFICATION

6.1 Excavation of Existing Drain Channel

In all cases, the Contractor shall use the benchmarks to establish the proposed grade. However, for convenience, the drawings provide the approximate depth from the surface of the ground and from the existing drain bottom to the proposed grades. **THE CONTRACTOR SHALL NOT EXCAVATE DEEPER THAN THE GRADELINES SHOWN ON THE DRAWINGS.** Should over-excavation of the drain bank occur,

the Contractor will **not** be permitted to repair with native material packed into place by the excavator and reshaped. Should over-excavation occur, the Contractor will be required to have a bank repair detail engineered by a Professional Engineer (hired by the Contractor), to ensure long term stability of the bank is maintained. Such repairs shall be subject to approval by the Engineer and will be at no extra cost to the item.

All excavated material shall be handled as specified in Section 6.2. Materials deposited on the farmlands shall be within the working corridors, at least 1.0 m from the top of the drain bank, or as specified on the drawings. Upon allowing drying of excavated materials (if necessary) and as approved by the Drainage Superintendent, the Contractor shall level excavated materials in accordance with Section 6.2. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into the drain.

All excavation work shall be done in such a manner as to not harm any vegetation or trees, not identified in this report or by the Drainage Superintendent for clearing. Any damages to trees or vegetation caused by the Contractors work shall be rectified to the satisfaction of the Drainage Superintendent. The Contractor shall exercise caution around existing tile inlets and shall confirm with the property owners that all tiles have been located and tile ends repaired as specified.

Where the existing guy anchors may be affected by the proposed work, the Contractor shall notify the utility in advance of the work to determine if the guy anchor requires relocation outside of open drain channel limits.

6.2 Levelling of Excavated Materials

Excavation of the drain bottom shall be completed as specified in Section 6.1, above as shown on the drawings.

Excavated drain materials shall be spread to a depth not to exceed 300 mm, unless specified otherwise on the drawings. The material shall be sufficiently levelled to allow further working by agricultural implements. All stones and other debris removed from the drain, which may interfere with agricultural implements, shall be disposed of off-site. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into the drain.

6.3 Trucking of Excavated Materials

Contractor shall be solely responsible for acquiring all permits required prior to hauling any fill materials off-site. The Contractor shall restore any such areas which are damaged by his operations, to original or better condition. The Contractor will be held liable for damages to roads, sodded areas and gardens, resulting from his non-compliance with these specifications. Should the landowner prefer to have the excavated materials trucked rather than levelled on site, all additional costs shall be at the landowner's expense.

7.0 DRAIN REALIGNMENT

7.1 New Drain Excavation

Excavation shall be carried out in accordance with the profile shown on the drawings for the drain relocation. In all cases, the Contractor shall use the benchmarks to establish the proposed grade.

All excavated material from the new drain realignment construction (Station 0+619 to Station 0+672), shall be used as backfill for the infilling of the old section of drain. All roadways and laneways disturbed by the trucking of excavated materials shall be restored to original conditions.

In all cases, the Contractor shall use the benchmarks to establish the proposed grade. However, for convenience, the drawings provide the approximate depth from the surface of the ground and from the existing drain bottom to the proposed grades. **THE CONTRACTOR SHALL NOT EXCAVATE DEEPER THAN THE GRADELINES SHOWN ON THE DRAWINGS.**

Should over excavation of the drain bank occur, the Contractor will not be permitted to repair with native material packed into place by the excavator and reshaped. Should over excavation occur, the Contractor will be required to have a bank repair detail engineered by a Professional Engineer (hired by the Contractor), to ensure long term stability of the bank is maintained. Such repairs shall be subject to approval by the Engineer and will be at no extra cost to the item.

Prior to seeding of the drain, the stripped topsoil shall be placed on the drain banks at 50 mm depth.

Hydraulic Seeding of the newly shaped drain banks shall be completed immediately following drain construction and as specified in Section 9.0.

All excavation work shall be done in such a manner as to not harm any vegetation or trees, not identified in this report or by the Drainage Superintendent for clearing.

The Contractor shall exercise caution around existing tile inlets and shall confirm with the property owners that all tiles have been located and tile ends repaired as specified.

8.0 DRAIN INFILLING

Prior to the infilling of the open drain, the contractor shall remove all vegetation and organic debris from the existing drain slopes. The native materials used to fill the drain shall be placed in maximum 300 mm loose lifts and compacted with vibratory compaction equipment capable of achieving 95% of the maximum standard proctor density or better.

9.0 HYDRAULIC SEEDING OF NEW DRAIN CHANNEL

The newly established drain banks and all existing grassed areas disturbed by construction shall be hydraulic mulch seeded as specified herein. The surface shall be predominantly fine and free from weeds and other unwanted vegetation. All other loose surface litter shall be removed and disposed of.

The Contractor shall apply a fibre reinforced matrix (FRM) hydromulch engineered with pasteurized wood fibers and cross-linked with dispersible synthetic fibers and exclusive soil bonding agents for immediate and effective soil erosion control on newly constructed drain channels such as the FlexGuard product by Fibremulch company or approved equal. The hydromulch should be non-toxic and 100% biodegradable with a minimal curing period and up to 12 months longevity. The hydromulch shall be applied at a minimum rate of 3,300 kg of dry product per 10,000 m². It shall be thoroughly mixed with water in a hydraulic seeder and mulcher at a rate of 20 kg of dry product to 225 litres of water. Refer to OPSS.PROV 803 for additional specifications on vegetative cover.

Seeding and mulching shall be a one step process in which the seed and hydraulic mulch are applied simultaneously in a water slurry via the hydraulic seeder/mulcher. The materials shall be added to the supply tank while it is being loaded with water. The materials shall be thoroughly mixed into a homogeneous water slurry and shall be distributed uniform, cohesive mat over the prepared surface. The materials shall be measured by mass or by a mass-calibrated volume measurement, acceptable to the Drainage Superintendent.

The hydraulic seeder/mulcher shall be equipped with mechanical agitation equipment capable of mixing the materials into a homogenous state until applied. The discharge pumps and gun nozzles shall be capable of applying the material uniformly. Grass seed shall be MTO Modified Native Standard roadside seed mixture meeting the requirements as follows:

<i>Creeping Red Fescue</i>	60%
<i>Intermediate Ryegrass</i>	20%
<i>Colonial Bentgrass</i>	20%
<i>Canada Bluegrass</i>	10%

Bags shall bear the label of the supplier indicating the content by species, grade and mass. Seed shall be

applied at a rate of 170 kg per 10,000 m². **The hydraulic seeding shall be deemed "Completed by the Contractor" when the seed has established in all areas to the satisfaction of the Engineer. Re-seeding and/or other methods required to establish the grass will be taken into consideration to achieve the end result and the costs shall be incidental to the works.**

10.0 STONE EROSION PROTECTION

Erosion protection, within the drain channel, shall be constructed of quarry stone rip-rap (R50) as shown on the drawings and as specified herein. The size of the rip-rap shall mostly vary between 150 mm and 250 diameter. The rip-rap shall be sloped 1 vertical to 4 horizontal on the foreside and be sloped 1 vertical to 2 horizontal on the backside, with filter fabric underlay spanning across the entire width of the drain for a minimum of 3 metre distance beyond the end of the culvert.

The minimum thickness requirement of the erosion stone layer is 350 mm with no portion of the filter fabric to be exposed.

11.0 GABION BASKET END PROTECTION

Gabion baskets shall be manufactured from galvanized steel wire mesh or PVC coated galvanized steel wire mesh as specified in the Contract Documents. When the type of mesh is not specified in the Contract Documents, the gabion baskets shall be manufactured from PVC coated galvanized steel wire mesh.

Gabion baskets shall be manufactured so that the sides, ends, lid, base, and diaphragms can be readily assembled into rectangular units.

Where the length of the gabion basket exceeds its horizontal width, the gabion basket shall be divided into equal cells by diaphragms. Cell length shall not exceed its horizontal width. Diaphragms shall be made of wire mesh and shall be secured in the proper position on the base section. Gabion baskets shall be manufactured with all components connected at the production facility with the exception of the gabion mat lid. Gabion baskets manufactured from galvanized wire mesh shall be assembled using either lacing wire or fasteners. Gabion baskets manufactured from PVC coated galvanized wire mesh shall be assembled using stainless steel ring fasteners. Fasteners shall be installed at a maximum spacing of 150 mm with at least one fastener per gabion mesh opening.

Gabion baskets shall be according to OPSS 1430.

Gabion stones shall be according to OPSS 1004 and as specified in the Contract Documents.

Excavation for gabions shall be according to OPSS 206.

Bedding and backfill shall be as specified in the Contract Documents.

Gabions shall be installed at the locations and to the line, grade, and dimensions specified in the Contract Documents.

Gabions shall be assembled according to the manufacturer's instructions and as specified in the Contract Documents.

Gabions shall be assembled so that wire ends do not project outside the units on any exposed surface.

Gabion stones shall be placed in a manner as not to damage the wire mesh or the PVC coating on the wire or cause deformation of the gabion. Gabion stones shall be placed to minimize the voids between the stones. When specified in the Contract Documents, the front face of exposed wall surfaces shall be hand placed gabion stone to ensure a uniform appearance.

Prior to securing the lids on the gabion basket, the gabion basket shall be slightly overfilled by 25 to 50 mm of gabion stone in order to allow for settlement of the stone within the units.

Internal connecting wires shall be installed according to the manufacturer's recommendations. When gabions are used as a channelling revetment, internal connecting wires are not necessary.

When the gabion has been filled, the gabion lid shall be bent over until all lid edges coincide with the front and side edges of the gabion and shall be secured to the front and sides by wire according to manufacturer's instructions and as specified in the Contract Documents.

Geotextile shall be placed uniformly, free of folds, tears or punctures and as specified in the Contract Documents. The geotextile shall be joined so that the material overlaps a minimum of 500 mm and shall be pinned together. Alternatively, the geotextile shall be joined to conform to the seam requirements of OPSS 1860. Geotextile shall be fixed to prevent movement during installation.

12.0 GABION MATS (STA. 0+519 TO STA. 0+590 & FROM STA. 0+660 TO STA. 0+672)

Gabion mats shall be manufactured from PVC or HDPE based polymer coated galvanized steel wire mesh. Gabion mats shall be manufactured so that the sides, ends, lid, base, and diaphragms can be readily assembled into rectangular units.

Where the length of the gabion mat exceeds its horizontal width, the gabion mat shall be divided into equal cells by diaphragms. Cell length shall not exceed its horizontal width. Diaphragms shall be made of wire mesh and shall be secured in the proper position on the base section. Gabion mats shall be manufactured with all components connected at the production facility with the exception of the gabion mat lid. Gabion mats manufactured from PVC coated galvanized wire mesh shall be assembled using stainless steel ring fasteners. Fasteners shall be installed at a maximum spacing of 150 mm with at least one fastener per gabion mesh opening.

Gabion mats shall be according to OPSS 1430 Tables 2, 4 & 5. Gabion stones shall be according to OPSS 1004 and as specified in the Contract Documents. Excavation for gabion mats shall be according to OPSS 206.

Gabions shall be installed at the locations and to the line, grade, and dimensions specified in the Contract Documents. As per Table 2, Mat Size 14 having a length of 30 m, 2 m width and 0.3 m depth is recommended for this application for two mats fastened together to form a 4 m wide gabion mat. Gabions shall be assembled according to the manufacturer's instructions and as specified in the Contract Documents. Gabions shall be assembled so that wire ends do not project outside the units on any exposed surface.

Gabion stones shall be placed in a manner as not to damage the wire mesh or the PVC coating on the wire or cause deformation of the gabion. Gabion stones shall be placed to minimize the voids between the stones. When specified in the Contract Documents, the front face of exposed wall surfaces shall be hand placed gabion stone to ensure a uniform appearance.

Prior to securing the lids on the gabion mat, the gabion mat shall be slightly overfilled by 25 to 50 mm of gabion stone in order to allow for settlement of the stone within the units.

Internal connecting wires shall be installed according to the manufacturer's recommendations. When gabions are used as a channeling revetment, internal connecting wires are not necessary.

When the gabion has been filled, the gabion lid shall be bent over until all lid edges coincide with the front and side edges of the gabion and shall be secured to the front and sides by wire according to manufacturer's instructions and as specified in the Contract Documents.

Geotextile shall be placed uniformly, free of folds, tears or punctures and as specified in the Contract Documents. The geotextile shall be joined so that the material overlaps a minimum of 500 mm and shall be pinned together. Alternatively, the geotextile shall be joined to conform to the seam requirements of

OPSS 1860. Geotextile shall be fixed to prevent movement during installation.

13.0 CULVERT CONSTRUCTION

13.1 Location

The road culvert shall be located and installed as shown on the drawings attached hereto.

13.2 Materials

Materials shall be as follows:

<i>Culvert No. 2</i>	<i>New 16.0 m long, 1000 mm diameter aluminized Type II corrugated steel pipe, 68mm x 13 mm corrugations, 2.0 mm thickness.</i>
<i>Culvert No. 3</i>	<i>New 13.0 m long, 1000 mm diameter aluminized Type II corrugated steel pipe, 68mm x 13 mm corrugations, 2.0 mm thickness.</i>
<i>Culvert No. 4</i>	<i>New 11.5 m long, 900 mm diameter aluminized Type II corrugated steel pipe, 68mm x 13 mm corrugations, 2.0 mm thickness.</i>
<i>Culvert No. 5 Downstream Extension</i>	<i>New 21.8 m long, 1830 mm x 1220 mm reinforced concrete open footing culvert per OPSS 1821 or CHBDC CAN/CSA 56-06 standards where applicable.</i>
<i>Culvert No. 5 Upstream Extension</i>	<i>New 2.5 m long, 1830 mm x 1220 mm reinforced concrete open footing culvert per OPSS 1821 or CHBDC CAN/CSA 56-06 standards where applicable.</i>
<i>Culvert No. 6</i>	<i>New 11.5 m long, 900 mm diameter aluminized Type II corrugated steel pipe, 68mm x 13 mm corrugations, 2.0 mm thickness.</i>
<i>Culvert No. 7</i>	<i>New 16.0 m long, 900 mm diameter aluminized Type II corrugated steel pipe, 68mm x 13 mm corrugations, 2.0 mm thickness.</i>
<i>Culvert No. 8</i>	<i>New 16.0 m long, 900 mm diameter aluminized Type II corrugated steel pipe, 68mm x 13 mm corrugations, 2.0 mm thickness.</i>
<i>Culvert Backfill</i>	<i>Granular 'B' conforming to OPSS Division 10.</i>
<i>Erosion Stone</i>	<i>All stone to be used for erosion protection shall be R-50 clear quarried rock per OPSS 1004, minimum 350 mm thickness.</i>
<i>Filter Fabric</i>	<i>"Non-Woven" geotextile filter fabric with a minimum strength equal or greater than Terrafix 270R, Amoco 4546, Mirafi 140NC, or approved equivalent.</i>

13.3 Culvert Installation

Suitable dykes shall be constructed in the drain so that the installation of the culvert can be accomplished in the dry. The drain bottom shall be cleaned, prepared, shaped and compacted to suit the new culvert configuration, as shown on the drawings. Granular materials shall be compacted to 100% of their maximum dry density; imported clean native materials shall be supplied, placed and compacted to 95% of their maximum dry density.

13.4 Lateral Tile Drains

The Contractor shall re-route any outlet tile drains, in consultation with the Drainage Superintendent, as required to accommodate the new culverts. Tile drain outlets through the wall of the new culvert will not be permitted. All costs associated with re-routing lateral tile drains (if any) shall be at the Contractor's expense.

13.5 Site Cleanup and Restoration

As part of the work and upon completion, the Contractor shall remove and dispose of, off-site any loose timber, logs, stumps, large stones, rubber tires, cinder blocks or other debris from the drain bottom and from the side slopes. Where the construction works cross a lawn, the Contractor shall take extreme care to avoid damaging the lawn, shrubs and trees encountered. Upon completion of the work, the Contractor shall completely restore the area by the placement and fine grading of topsoil and seeding or sodding the area as specified by the Engineer or Drainage Superintendent.

GENERAL SPECIFICATIONS

1.0 AGREEMENT AND GENERAL CONDITIONS

The part of the Specifications headed "Special Provisions" which is attached hereto forms part of this Specification and is to be read with it. Where there is any difference between the requirements of this General Specification and those of the Special Provisions, the Special Provisions shall govern.

Where the word "Drainage Superintendent" is used in this specification, it shall mean the person or persons appointed by the Council of the Municipality having jurisdiction to superintend the work.

Tenders will be received and contracts awarded only in the form of a lump sum contract for the completion of the whole work or of specified sections thereof. The Tenderer agrees to enter into a formal contract with the Municipality upon acceptance of the tender. The General Conditions of the contract and Form of Agreement shall be those of the Stipulated Price Contract CCDC2-Engineers, 1994 or the most recent revision of this document.

2.0 EXAMINATION OF SITE, PLANS AND SPECIFICATIONS

Each tenderer must visit the site and review the plans and specifications before submitting his/her tender and must satisfy himself/herself as to the extent of the work and local conditions to be met during the construction. Claims made at any time after submission of his/her tender that there was any misunderstanding of the terms and conditions of the contract relating to site conditions, will not be allowed. The Contractor will be at liberty, before bidding to examine any data in the possession of the Municipality or of the Engineer.

The quantities shown or indicated on the drawings or in the report are estimates only and are for the sole purpose of indicating to the tenderers the general magnitude of the work. The tenderer is responsible for checking the quantities for accuracy prior to submitting his/her tender.

3.0 MAINTENANCE PERIOD

The successful Tenderer shall guarantee the work for a period of one (1) year from the date of acceptance thereof from deficiencies that, in the opinion of the Engineer, were caused by faulty workmanship or materials. The successful Tenderer shall, at his/her own expense, make good and repair deficiencies and every part thereof, all to the satisfaction of the Engineer. Should the successful Tenderer for any cause, fail to do so, then the Municipality may do so and employ such other person or persons as the Engineer may deem proper to make such repairs or do such work, and the whole costs, charges and expense so incurred may be deducted from any amount due to the Tenderer or may be collected otherwise by the Municipality from the Tenderer.

4.0 GENERAL CO-ORDINATION

The Contractor shall be responsible for the coordination between the working forces of other organizations and utility companies in connection with this work. The Contractor shall have no cause of action against the Municipality or the Engineer for delays based on the allegation that the site of the work was not made available to him by the Municipality or the Engineer by reason of the acts, omissions, misfeasance or non-feasance of other organizations or utility companies engaged in other work.

5.0 RESPONSIBILITY FOR DAMAGES TO UTILITIES

The Contractor shall note that overhead and underground utilities such as hydro, gas, telephone and water are not necessarily shown on the drawings. It is the Contractor's responsibility to contact utility companies for information regarding utilities, to exercise the necessary care in construction operations and to take other precautions to safeguard the utilities from damage.

All work on or adjacent to any utility, pipeline, railway, etc., is to be carried out in accordance with the requirements of the utility, pipeline, railway, or other, as the case may be, and its specifications for such work are to be followed as if they were part of this specification. The Contractor will be liable for any damage to utilities.

6.0 CONTRACTOR'S LIABILITY

The Contractor, his/her agents and all workmen or persons under his/her control including sub-contractors, shall use due care that no person or property is injured and that no rights are infringed in the prosecution of the work. The Contractor shall be solely responsible for all damages, by whomsoever claimable, in respect to any injury to persons or property of whatever description and in respect of any infringement of any right, privilege or easement whatever, occasioned in the carrying on of the work, or by any neglect on the Contractor's part.

The Contractor, shall indemnify and hold harmless the Municipality and the Engineer, their agents and employees from and against claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or attributable to the Contractor's performance of the contract.

7.0 PROPERTY BARS AND SURVEY MONUMENTS

The Contractor shall be responsible for marking and protecting all property bars and survey monuments during construction. All missing, disturbed or damaged property bars and survey monuments shall be replaced at the Contractor's expense, by an Ontario Land Surveyor.

8.0 MAINTENANCE OF FLOW

The Contractor shall, at his/her own cost and expense, permanently provide for and maintain the flow of all drains, ditches and water courses that may be encountered during the progress of the work.

9.0 ONTARIO PROVINCIAL STANDARDS

Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD) shall apply and govern at all times unless otherwise amended or extended in these Specifications or on the Drawing. Access to the electronic version of the Ontario Provincial Standards is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>. Under the title Technical Manuals is a link to the Ontario Provincial Standards. Users require Adobe Acrobat to view all pdf files.

10.0 APPROVALS, PERMITS AND NOTICES

The construction of the works and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced in this Contract. The Contractor shall obtain all approvals and permits and notify the affected authorities when carrying out work in the vicinity of any public utility, power, underground cables, railways, etc.

11.0 TRAFFIC CONTROL

The Contractor will be required to control vehicular and pedestrian traffic along roads at all times and shall, at his/her own expense, provide for placing and maintaining such barricades, signs, flags, lights and flag persons as may be required to ensure public safety. The Contractor will be solely responsible for controlling traffic and shall appoint a representative to maintain the signs and warning lights at night, on weekends and holidays and at all other times that work is not in progress. All traffic control during construction shall be strictly in accordance with the **Occupational Health and Safety Act** and the current version of the **Ontario Traffic Manuals**. Access to the electronic version of the **Ontario Traffic Manual** is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>, click on "Library Catalogue," under the "Title," enter "Ontario Traffic Manual" as the search. Open the applicable "Manual(s)" by choosing the "Access

Key," once open look for the "Attachment," click the pdf file. Users require Adobe Acrobat to view all pdf files.

Contractors are reminded of the requirements of the Occupational Health and Safety Act pertaining to Traffic Protection Plans for workers and Traffic Control Plan for Public Safety.

12.0 SITE CLEANUP AND RESTORATION

As part of the work and upon completion, the Contractor shall remove and dispose of, off-site any loose timber, logs, stumps, large stones, rubber tires, cinder blocks or other debris from the drain bottom and from the side slopes. Where the construction works cross a lawn, the Contractor shall take extreme care to avoid damaging the lawn, shrubs and trees encountered. Upon completion of the work, the Contractor shall completely restore the area by the placement and fine grading of topsoil and seeding or sodding the area as specified by the Engineer or Drainage Superintendent.

13.0 UTILITY RELOCATION WORKS

In accordance with Section 26 of the Drainage Act, if utilities are encountered during the installation of the drainage works that conflict with the placement of the new culvert, the operating utility company shall relocate the utility at their own costs. The Contractor however will be responsible to co-ordinate these required relocations (if any) and their co-ordination work shall be considered incidental to the drainage works.

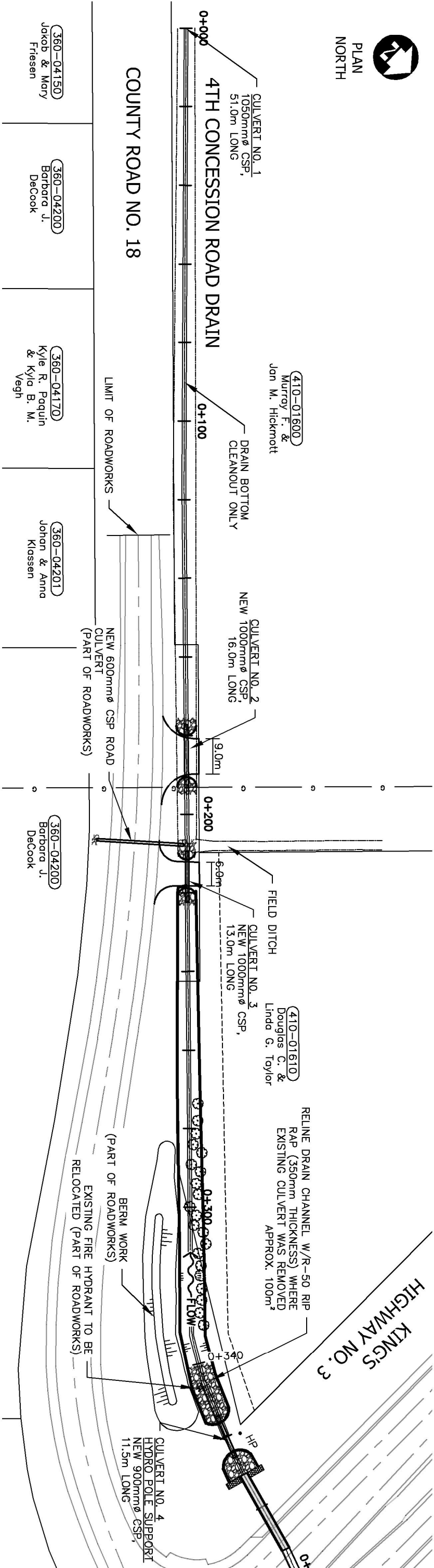
14.0 FINAL INSPECTION

All work shall be carried out to the satisfaction of the Drainage Superintendent for the Municipality, in compliance with the specifications, drawings and the Drainage Act. Upon completion of the project, the work will be inspected by the Engineer and the Drainage Superintendent. Any deficiencies noted during the final inspection shall be immediately rectified by the Contractor.

Final inspection will be made by the Engineer within 20 days after the Drainage Superintendent has received notice in writing from the Contractor that the work is completed, or as soon thereafter as weather conditions permit.

15.0 FISHERIES CONCERNS

Standard practices to be followed to minimize disruption to fish habitat include embedment of the culvert a minimum 10% below grade, constructing the work 'in the dry' and cutting only trees necessary to do the work (no clear-cutting). No in-water work is to occur during the timing window unless otherwise approved by the appropriate authorities.



4th CONCESSION ROAD DRAIN - SOUTH OF HIGHWAY 3
SCALE=1:1000

TABLE 1 - CULVERT DESIGN INFORMATION			
DESCRIPTION	CULVERT NO. 2	CULVERT NO. 3	CULVERT NO. 4
DRAIN BOTTOM DESIGN ELEVATION	198.19(S)198.21(N)	198.23(S)198.25(N)	198.41(S)198.42(N)
CULVERT INVERT ELEVATION	198.10(S)198.12(N)	198.14(S)198.16(N)	198.32(S)198.33(N)
CULVERT SIZE	1000mmØ CSP	1000mmØ CSP	900mmØ CSP
CULVERT TYPE (mm)	68x13	68x13	68x13
CULVERT MATERIAL	ALUMINIZED STEEL	ALUMINIZED STEEL	ALUMINIZED STEEL
CULVERT THICKNESS (mm)	2.0	2.0	2.0
CULVERT LENGTH (m)	16.0	13.0	11.5
CULVERT GRADE (%)	0.12	0.12	0.12
DRIVEWAY ELEVATION (m)	199.60	199.63	199.65

Conditions of Use

Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.

Do not scale dimensions from drawing.

Do not modify, drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

2	FINAL REPORT SUBMISSION	July 23/24	TRO		
1	CLIENT REVIEW	July 3/24	TRO		
No	ISSUED FOR	DATE	BY		

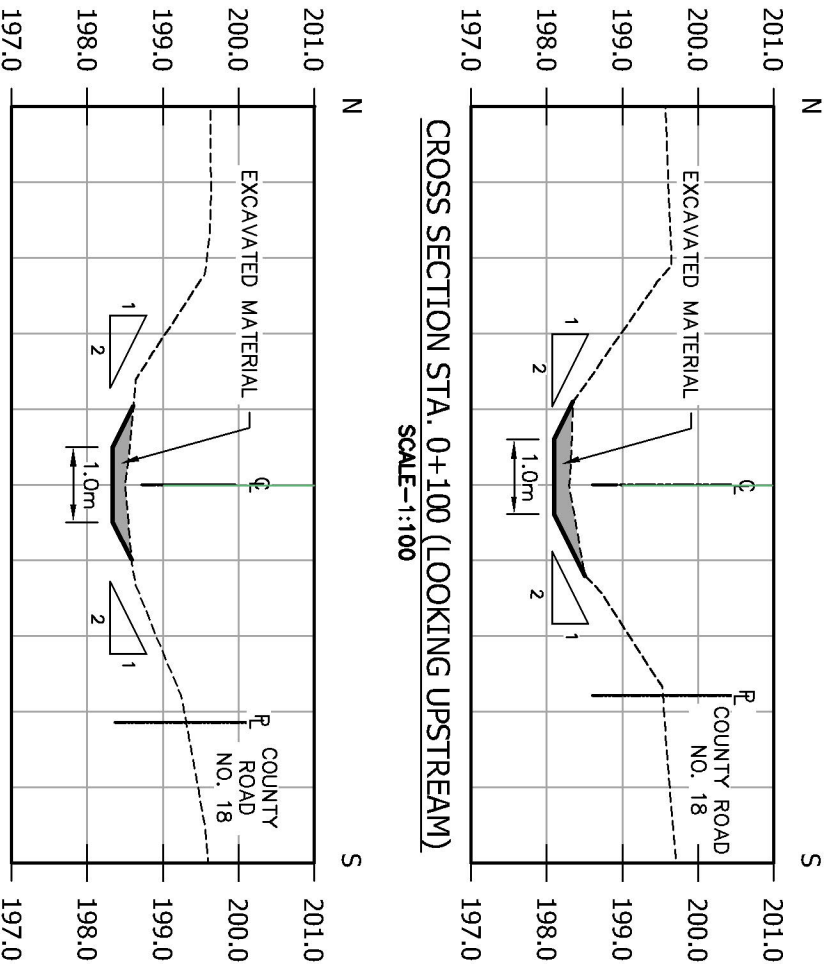
DESIGN	TRO	REVIEWED BY	MDH
DRAWN	SJC	CHECKED BY	TRO
DATE	July 23, 2024		
SCALE	AS SHOWN		

PROJECT NO.	21-3142
DRAWING SCALES BASED ON A 11" X 17" SHEET	

Drainage Report for the Improvements to the Upper Portion of the 4th CONCESSION ROAD DRAIN Town of Kingsville	SHEET TITLE CULVERT NO. 2-4 DETAILS
	PAGE NO 2 of 6

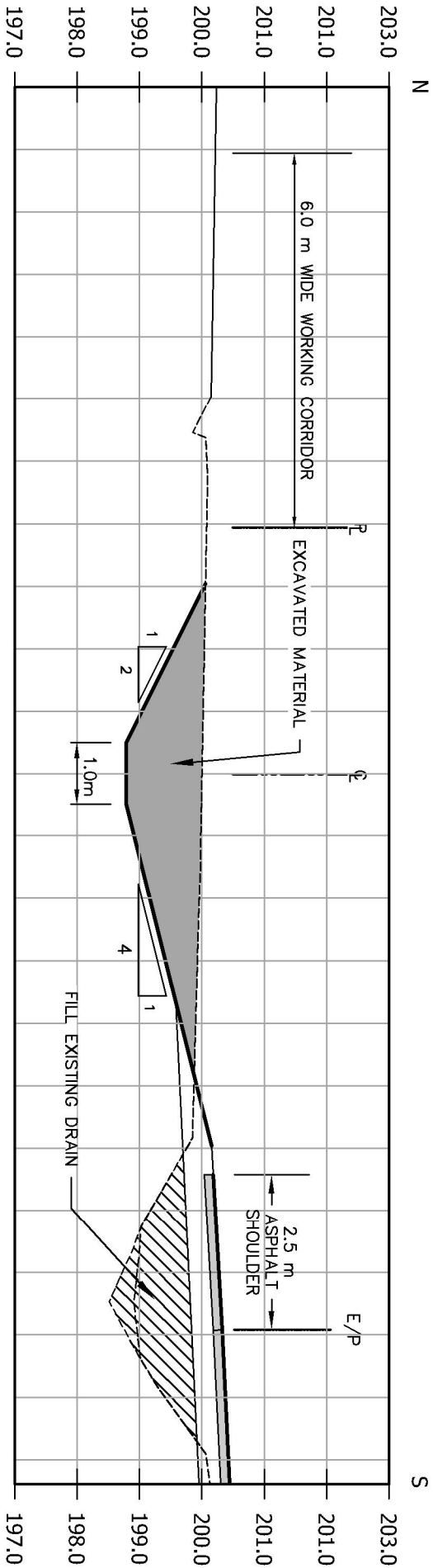
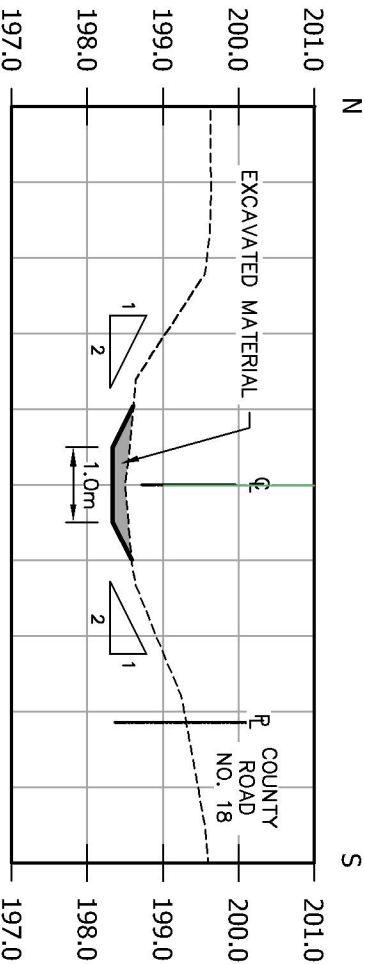
SCHEDULE G:





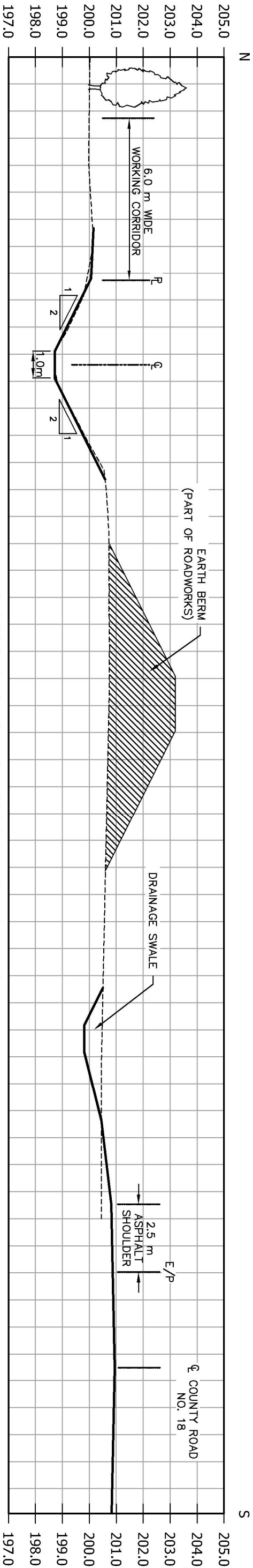
CROSS SECTION STA. 0+300 (LOOKING UPSTREAM)

SCALE-1:100



CROSS SECTION STA. 0+460 (LOOKING UPSTREAM)

SCALE-1:150



Conditions of Use

Verify elevations and/or dimensions on drawing prior to use.
Report any discrepancies to Dillon Consulting Limited.
Do not scale dimensions from drawing.
Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

2	FINAL REPORT SUBMISSION	July 23/24	TRO		
1	CLIENT REVIEW	July 3/24	TRO		
No.		ISSUED FOR	DATE	BY	

DESIGN	TRO	REVIEWED BY	MDH
DRAWN	SIC	CHECKED BY	TRO
DATE	July 23, 2024		
SCALE	AS SHOWN		

PROJECT NO.	21-3142
DRAWING SCALES BASED ON A 11" X 17" SHEET	

SHEET TITLE	4th CONCESSION ROAD DRAIN
PAGE NO.	6 of 6



SCHEDULE G:

Drainage Report for the
Improvements to the Upper Portion of the
4th CONCESSION ROAD DRAIN
Town of Kingsville

Date: August 12, 2024
To: Mayor and Council
Author: Lu-Ann Marentette, Drainage Superintendent
RE: No. 5 Drain – MTO Widening Project

RECOMMENDED ACTION

That the Engineer's Report prepared by Dillon Consulting Limited pursuant to Section 78 of the Drainage Act and dated July 23, 2024, for improvements to the Upper Portion of the No. 5 Drain for the MTO Widening Project, **BE ADOPTED**.

BACKGROUND

On July 10, 2023, staff received a request from the Ministry of Transportation to request drain improvements for the new intersection of County Road 29, South Talbot Road and Highway 3.

DISCUSSION

The Engineer has provided his report dated July 23, 2024, to:

- provide for new culverts along the drain; and,
- clean out of the drain to facilitate the new culvert works for South Talbot Road.

Landowners within the watershed have been invited and have received a copy of the Engineer's report. The upstream watershed for the drain has changed and therefore a future maintenance schedule has been prepared for the drain.

FINANCIAL CONSIDERATIONS

The total cost of the project is \$1,094,000.00 and 100% of the costs are assessed to the Ministry of Transportation Ontario (MTO). Some landowners will receive allowances for land and damages.

ENVIRONMENTAL CONSIDERATIONS

The Report has been sent to ERCA for review and comments. A permit application and fee may be required.

The Department of Fisheries and Oceans has completed a self-screening report.

CONSULTATIONS

As noted, Landowners within the watershed have been invited and have received a copy of the Engineer's Report.

PREPARED BY:



Lu-Ann Marentette
Drainage Superintendent

REVIEWED BY:



Tim Del Greco P.Eng.
Senior Manager, Capital Projects and Engineering



Richard J.H. Wyma CSLA
Director of Planning and Development



John Norton
CAO

**DRAINAGE REPORT
FOR THE**

**IMPROVEMENTS TO THE
UPPER PORTION OF THE
No. 5 DRAIN**

**FORMER TOWNSHIP OF GOSFIELD NORTH
TOWN OF KINGSVILLE**

FINAL REPORT
23 JULY 2024
TIM R. OLIVER, P. ENG.
FILE No. 21-3142



File No. 21-3142

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

**Drainage Report for the
IMPROVEMENTS TO THE UPPER PORTION
OF THE NO. 5 DRAIN
Former Township of Gosfield North
Now In the Town of Kingsville**

Mayor and Members of Council:

Instructions

The Municipality received a request on 10 July 2023 from the Ministry of Transportation Ontario for the improvements to the No. 5 Drain to provide a sufficient outlet for new lateral drains serving lands to the north side of South Talbot Road including new road culverts, highway culvert extensions and the replacement of some existing access culverts. The proposed drainage works are required to facilitate the King's Highway No. 3 widening. Council accepted the request under Section 78(1) of the Drainage Act for major improvements to a drainage works and on 14 August, 2023 appointed Dillon Consulting Limited to prepare a report.

Watershed Description

The upper portion of the No. 5 Drain consists of an open channel commencing in the south part of Lot 264, South Talbot Road Concession and flowing north across King's Highway No. 3 and proceeding westerly along the north side of South Talbot Road for approximately 1785 metres before crossing back over the highway and continuing southerly through Concession 6 to the nearest existing access culvert within Lot 9. The length of the upper portion of the drain, as described herein, being approximately 2643 metres. The drainage area for the upper portion of the No. 5 Drain, upstream of Lot 9, Concession 6 is approximately 325.5 hectares (804 acres). The surficial soils are predominately Brookston Clay which is defined as having poor natural drainage.

The lower portion of the No. 5 Drain continues downstream to McCain Sideroad and then follows along the north side of the 6th Concession Road to its outlet into Elford Creek.

Drain History

The recent history of Engineers' reports for the No. 5 Drain follows:

- **28 July 2006 by Nick J. Peralta, P.Eng.:** This report contains a new assessment for the No. 5 Drain so that the cost of future maintenance works on the drain may be more fairly assessed. The report serves as the current governing bylaw for assessing maintenance costs for the entire length of drain. The technical aspects for portions of the drain in terms of design profile, bridges and culverts are governed by previous reports dating back to 1967, 1972 and 1978.

10 Fifth Street South
Chatham, Ontario
Canada
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Telephone
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Fax
519.354.2050

- **7 September 1978 by William J. Settingington, P.Eng.:** This report contains the technical aspects of the No. 5 Drain from the downstream limit at McCain Sideroad continuing upstream to the confluence with the Schiller Drain.
- **12 May 1972 by William J. Settingington, P.Eng.:** This report contains the technical aspects of the most upper part of the No. 5 Drain from the confluence with the Schiller Drain to the upstream end of the drain.
- **19 October 1967 by William J. Settingington, P.Eng.:** This report contains the technical aspects of the lower part of the No. 5 Drain from McCain Sideroad continuing downstream to the drain's outlet into Elford Creek.

Landowner Meeting

A landowner meeting was held on July 18, 2024 to discuss the proposed improvements to the No. 5 Drain. A summary of the on-site meeting is provided within Schedule 'A' herein.

Survey

Our survey and examination of the No. 5 Drain was carried out in June 2023. The survey comprised the recording of topographic data and examining the channel for available depth necessary to provide sufficient drainage. The extents of our survey started at the existing access culvert in Lot 9, Concession 6 and proceeded upstream approximately 2643 metres to the upper end of the drain.

Design Considerations

Drain Cleanout (Modified Drain Bottom Profile)

A minor design adjustment to the drain bottom gradient has been made to more closely match in with the existing access culvert elevations as per our survey. Downstream of the highway, the drain gradient was reduced from the 0.04% slope (1978 report) to a new slope of 0.03%. Upstream of the highway, the drain slope for the No. 5 Drain to the Schiller Branch Drain confluence was increased from 0.025% (1978) to 0.03% slope.

For the remaining upper part of the No. 5 Drain, the drain slope of 0.06% (1972 report) was increased to 0.10% slope and extending approximately 300 metres up to the proposed new County Road No. 29 crossing. This grade adjustment will improve the hydraulic performance of the drain upstream of the Schiller Branch Drain where there is a higher concentration of access culverts in addition to the introduction of two new culverts associated with the highway improvements. Beyond this point, the drain gradient is reduced to 0.04% up to the highway crossing to best align with these existing and new culverts situated within the No. 5 Drain.

Given the existing sediment build up that presently exists within the drain, a clean out of the upper portion to establish the new drain gradient is warranted to improve the drain's performance. When cleaned out to its full cross section, the open channel for the upper portion of the No. 5 Drain will for the most part convey the peak flows from a 1 in 10 year design storm with minimal overtopping of the drain banks.

There is also an interconnection between the upper portion of the No. 5 Drain and the Boose Drain that is located just downstream of the where the Schiller Branch Drain enters the No. 5 Drain. This offers some drainage relief and provides a secondary outlet for the No. 5 Drain during larger storm events. Although it is beyond the scope of the proposed improvements recommended under this report, regular maintenance of both the Boose Drain and No. 5 Drain are essential for an optimum level of service.



Culvert Works

A hydraulic analysis was performed on the existing and new culverts situated along the upper portion of the No. 5 Drain and the level of service is described below:

Culvert No. 1 is an existing 1800 mm diameter CSP private access culvert in fair condition and has adequate capacity to convey a 1 in 2 year design storm which is typical for agricultural crossings over municipal drains.


Culvert No. 2, an existing 2440 mm span x 1830 mm rise concrete culvert for the King's Highway No. 3 crossing, 30 m in length. The proposed downstream culvert extension is a similar 2440 mm x 1830 mm culvert that is to be connected to the existing culvert and 28.7 m in length. The MTO design criteria for rural arterial road bridges is to convey a 1 in 25 year event such that approximately 1 metre of freeboard is provided from the high water level to the edge of the travelled lane. This criterion was used to assess the affects the culvert extensions may have on the upstream high water level. The highway culvert is located within the upper half of the No. 5 Drain and upstream of South Talbot Road, the said portion of drain has less than a 1 in 25 year storm capacity with flows overtopping the drain banks both upstream and downstream of the highway culvert.

A Drainage, Hydrology/Hydraulics and Stormwater Management Report was completed by Dillon Consulting Limited (August 2023) to document the expected high water levels in the drain upstream in both an existing and proposed condition. The report identified that the existing culvert currently does meet the MTO freeboard design criteria, despite the limited capacity of the downstream No. 5 Drain being less than the flows expected during a 1 in 25 year storm event. The extension of the culvert recommended would have a negligible increase in the 25 year storm water elevation and therefore no adverse impacts to the upstream lands served by the No. 5 Drain.

Culvert No. 3 is an existing 2700 mm span x 1830 mm rise concrete culvert for the South Talbot Road crossing, 13 m in length. Similar to Culvert No. 2 for Highway No. 3, the said road culvert is in fair condition and has adequate capacity to convey a 1 in 25 year design storm.

Culvert No. 4 is an existing 3050 mm x 2440 mm concrete culvert for the County Road No. 29 crossing, 35 m in length. The proposed extension is a similar 3050 mm x 2440 mm concrete box culvert to be connected to the existing culvert and 9.8 m in length. The downstream end of the new culvert section shall consist of cast-in-place concrete headwall. Beyond the headwall, the disturbed drain channel section shall be lined with R-50 riprap, minimum 350 mm thickness for a minimum distance of 3 metres beyond the culvert. Similar to Culvert No. 2 for Highway No. 3, the said road culvert is in fair condition and with the extension in length downstream it remains with adequate capacity to convey a 1 in 25 year design storm.

Culvert No. 5 is an existing 1350 mm CSP private access culvert in fair condition, however it is perched about the drain bottom and is under capacity. With the future roadworks and modifications being made to both County Road No. 29 and South Talbot Road to suit the new Highway No. 3 improvements, a new access culvert is proposed and to be relocated further upstream. The proposed culvert is a 13.0 m long, 1600 mm diameter aluminized corrugated steel pipe complete with sloping stone end treatment and providing a minimum 9.0 m driveable top width. In terms of level of service, the new culvert is designed to adequately convey a 1 in 10 year design storm within the culvert profile without an increased headwater upstream of the culvert. For properties fronting South Talbot Road which are



presently zoned for future light industrial use, a minimum 1 in 10 year design capacity for this crossing is typical.

Culvert No. 6 is an existing 1800 mm x 1220 mm concrete private access culvert in fair condition and has adequate capacity to convey a 1 in 10 year design storm for crossings serving future light industrial use properties.

Culvert No. 7 is a proposed new road culvert for the new County Road 29 alignment and intersection with Highway No. 3. The proposed culvert is a 26.9 m long, 1650 mm diameter concrete pipe culvert complete with sloping stone end treatment. The road culvert has been designed to adequately convey a 1 in 10 year design storm within the culvert profile without an increased headwater upstream of the culvert.

Culvert No. 8 is an existing 15.4 m long 1200 mm diameter CSP private access culvert in fair condition, however to facilitate the construction of a cul-du-sac and road closure of South Talbot Road, a new culvert is required to serve both the existing private access and the cul-de-sac crossing as one longer culvert. The proposed culvert shall consist of a 1500 mm diameter HDPE culvert, 45.0 m in length complete with sloping stone end treatment. It has been designed as a road culvert to adequately convey a 1 in 10 year design storm within the culvert profile without an increased headwater upstream of the culvert.

Culvert No. 9 is an existing 1200 mm CSP private access culvert in fair condition and has adequate capacity to convey a 1 in 10 year design storm for crossings serving future light industrial use properties.

Culvert No. 10 is an existing 1200 mm rise CSP culvert in fair condition serving the South Talbot Road crossing, 22 m in length. The said road culvert has adequate capacity to convey a 1 in 25 year design storm.

Culvert No. 11, an existing 1200 mm diameter CSP culvert for the King's Highway No. 3 crossing, 22 m in length. The proposed upstream culvert extension is a similar 1200 mm diameter culvert that is to be connected to the existing culvert and 29.0 m in length. The MTO design criteria for rural arterial road bridges is to convey a 1 in 25 year event such that approximately 1 metre of freeboard is provided from the high water level to the edge of the travelled lane. This criterion was used to assess the affects the culvert extensions may have on the upstream high water level. The highway culvert is located within the upper half of the No. 5 Drain and upstream of Highway No. 3, the said portion of drain has less than a 1 in 25 year storm capacity.

A Drainage, Hydrology/Hydraulics and Stormwater Management Report was completed by Dillon Consulting Limited (August 2023) to document the expected high water levels in the drain upstream in both an existing and proposed condition. The report identified that the existing culvert currently does meet the MTO freeboard design criteria, despite the limited capacity of the downstream No. 5 Drain being less than the flows expected during a 1 in 25 year storm event. The extension of the culvert recommended would have a negligible increase in the 25 year storm water elevation and therefore no adverse impacts to the upstream lands served by the No. 5 Drain.

Culvert No. 12 is an existing 750 mm diameter concrete private access culvert in fair condition and has adequate capacity to convey a 1 in 2 year design storm which is typical for agricultural crossings over municipal drains.

Allowances

In accordance with Section 30 of the Drainage Act, we determined the compensation to

landowners for damages for the spreading and levelling of drain spoils with the designated working corridor between Station 0+000 and Station 0+615 (east side of drain), from Station 0+725 to Station 1+368 (north side of drain) and from Station 2+278 to Station 2+510 (north side of drain). For the remaining portions of drain to be cleaned, the access to the drain shall be from South Talbot Road and the drain spoils removed and trucked off site. Schedule 'B' herein, shows the distribution of these allowances for damages in the total amount of \$3,700.00 for the No. 5 Drain cleanout between Station 0+000 and Station 2+643.


Recommendations and Cost Estimate

Based on our review of the history, the information obtained from our examination and analysis of the survey data, we recommend that the drainage works be repaired and improved as described below:


Item	Description	Amount
	<u>No 5 DRAIN</u>	
1.	Brushing of the drain from Station 0+000 to Station 2+643 including removal off-site with trimming and/or removal of existing trees within the drain as required to accommodate the drainage works. The work shall include disposal of brush by means of stockpiling and burning where permitted or alternatively to be trucked off-site. Working corridor confined to the South Talbot Road right-of-way between Station 1+368 and Station 2+233.	\$ 35,000.00
2.	Drain excavation and levelling of drain spoils within designated working corridors, as follows:	
	a) Excavation of drain bottom from Station 0+000 to Station 0+615, and levelling of drain spoils on east side of drain, totaling 615 lineal metres and approx. 400 m ³ .	\$ 16,500.00
	b) Excavation of drain bottom from Station 0+725 to Station 0+794 and levelling of drain spoils on north side of drain, totaling 69 lineal metres and approx. 20 m ³ .	\$ 2,000.00
	c) Excavation of drain bottom from Station 2+233 to Station 2+510 and levelling of drain spoils on north side of drain, totaling 277 lineal metres and approx. 185 m ³ .	\$ 7,500.00
3.	Drain excavation and trucking of drain spoils off-site to an approved soil management disposal area, as follows:	
	a) Excavation of drain bottom from Station 0+794 to Station 1+368, from South Talbot Road totaling 574 lineal metres and approx. 155 m ³ .	\$30,000.00
	b) Excavation of drain bottom from Station 1+368 to Station 2+233, from South Talbot Road totaling 865 lineal metres and approx. 350 m ³ .	\$ 58,500.00
	c) Excavation of drain bottom from Station 2+594 to Station 2+638, from east side of drain, totaling 44 lineal metres and approx. 30 m ³ .	\$ 4,500.00



Item	Description	Amount
4.	Culvert Extension Work, as follows:	
	a) <u>Culvert No. 2 D/S Extension - (King's Highway No. 3)</u> – Supply and installation of a new 28.7 m long 2440 mm x 1830 mm concrete box culvert with footings connected to the existing culvert with skewed end, complete with flush outlet end, waterproofing membrane and protection board, compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' road sub-base, gabion basket headwall and R-50 riprap within the drain channel beyond fully lined for a minimum 5 m distance and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas. The work shall also include drain bottom cleanout and the flushing and cleaning of the existing 30.1 m long culvert and the removal off-site of excess materials not suitable for culvert backfill.	\$ 340,000.00
	b) <u>Culvert No. 4 D/S Extension - (County Road No. 29)</u> : Supply and installation of a new 9.8 m long 3050 mm x 2440 mm concrete box culvert with footings connected to the existing culvert, complete with flush outlet end, waterproofing membrane and protection board, compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' road sub-base, cast in place concrete headwall and R-50 riprap within the drain channel beyond fully lined for a minimum 3 m distance and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas. The work shall also include drain bottom cleanout and the flushing and cleaning of the existing 33.4 m long culvert and the removal off-site of excess materials not suitable for culvert backfill.	\$ 180,000.00
	c) <u>Culvert No. 11 U/S Extension - (King's Highway No. 3)</u> – Supply and installation of a new 29 m long 1200 mm diameter CSP culvert, waterproofing membrane and protection board, compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' road sub-base, gabion basket headwall and R-50 riprap within the drain channel beyond fully lined for a minimum 3 m distance and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas. The work shall also include drain bottom cleanout and the flushing and cleaning of the existing 22 m long culvert and the removal off-site of excess materials not suitable for culvert backfill.	\$ 25,000.00
5.	Culvert Replacement Work as follows:	
	a) <u>Culvert No. 5 - (Private Access Culvert)</u> : Remove existing 1350	\$ 37,500.00



Item	Description	Amount
	mm diameter CSP culvert and headwalls, 7.3 m long including disposal of debris off-site and replace with a new 13.0 m long, 1600 mm diameter CSP culvert complete with compacted Granular 'A' bedding, compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' driveway surface (min. 200 mm thickness) and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.	
	b) <u>Culvert No. 8 – (South Talbot Road/Private Access Culvert):</u> Remove existing 1200 mm diameter CSP culvert and headwalls, 15.3 m long including disposal of debris off-site and replace with new 45.0 m long 1500 mm diameter CSP culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, Granular 'A' road sub-base and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.	\$ 155,000.00
6.	New Culvert Work as follows:	
	a) <u>Culvert No. 7 - (County Road No. 29):</u> Supply and installation of a new 26.9 m long 1650 mm diameter 100-D Concrete pipe culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'A' backfill up to road sub-base, and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.	\$ 140,000.00
7.	Culvert Cleaning Work, as follows:	
	a) <u>Culvert No. 1 – (Private Access Culvert)</u> – 6 m long, 1800 mm diameter CSP culvert including disposal of sediments off-site.	\$1,000.00
	b) <u>Culvert No. 3 – (South Talbot Road)</u> - 13 m long, 2700 mm x 1830 mm concrete culvert including disposal of sediments off-site.	\$2,500.00
	c) <u>Culvert No. 9 – (Private Access Culvert)</u> – 19 m long, 1200 mm diameter CSP culvert including disposal of sediments off-site.	\$2,000.00
	d) <u>Culvert No. 10 – (South Talbot Road)</u> – 22 m long, 1200 mm diameter CSP culvert including disposal of sediments off-site.	\$2,000.00
8.	Temporary silt control measures during construction.	<u>\$ 5,000.00</u>
	SUB-TOTAL	\$1,044,000.00
9.	Allowances under Section 30 of Drainage Act	\$3,700.00



Item	Description	Amount
10.	Report, Assessments and Final Inspection.	\$ 44,000.00
11.	Expenses and Incidentals.	\$ 1,500.00
12.	ERCA application and permit fee.	<u>\$800.00</u>
	TOTAL ESTIMATE – No. 5 DRAIN (excluding Net HST)	\$1,094,000.00

The estimate provided in this report was prepared according to current materials and installation prices as of the date of this report. In the event of delays from the time of filing of the report by the Engineer to the time of tendering the work, it is understood that the estimate of cost is subject to inflation. The rate of inflation shall be calculated using the Consumer Price Index applied to the cost of construction from the date of the report to the date of tendering.

Assessment of Costs

The individual assessments are comprised of three (3) assessment components:

- i. Benefit (*advantages relating to the betterment of lands, roads, buildings, or other structures resulting from the improvement to the drain*).
- ii. Outlet Liability (*part of cost required to provide outlet for lands and roads*).
- iii. Special Benefit (*additional work or feature that may not affect function of the drain*).

We have assessed the estimated costs for the improvements to the No. 5 Drain against the affected roads as listed in Schedule 'C' under "Special Benefit." Details of the Special Benefit assessment listed are provided in the Assessment Rationale below.

Assessment Rationale

Special Benefit assessment shown in Schedule 'C' was derived as follows:

1. As the realignment works are only required for the proposed highway widening including associative drain bottom excavation, realignment and culvert work beyond the highway corridor limits, we have assessed 100% of the costs to the Ministry of Transportation Ontario in accordance with Section 26 of the Drainage Act as a non-proratable assessment. Since there are no special benefit assessments to other landowners, Schedule 'D' for the purposes of Special Benefit details has been omitted from this report.

Future Maintenance (Upper Portion of Drain Sta. 0+000 to Sta. 2+643)

For the upper portion of open drain, the future maintenance costs shall be assessed in the same relative proportions as outlined within Schedule 'E-1' appended hereto. The assessment of costs is based on an arbitrary \$10,000.00. Where there is trucking of excavated drain spoils to be hauled away as opposed to levelling within the adjacent designated working corridor on agricultural lands, 100% of the trucking costs including any excess soils permits and/or approvals through the Excess Soils Regulations shall be assessed to the affected landowner. Where the No. 5 Drain resides alongside South Talbot Road and abuts non-agricultural lands, 50% of the associative costs for drain spoils removed in front of each property shall be assessed to the affected landowners fronting the said portion of drain and the remaining 50% assessed to the Town of Kingsville road authority.



Future Maintenance (Private Access Replacement Culvert Crossings)

For private access replacement culverts, denoted herein as Culvert No. 5, Culvert No. 6 and Culvert No. 9, the future maintenance costs shall be assessed 50% to property being accessed over the drain by the crossing and the remaining 50% as an outlet assessment against the lands and roads using the drain upstream of the affected crossing. Schedule 'E-2' represents the most downstream Culvert No. 5 outlet assessment portion. The outlet assessment portion shall be assessed in the same relative proportions as outlined within Schedule 'E-2' appended hereto for the other Culverts No. 6 and No. 9 to the affected upstream lands and roads only. The assessment of costs is based on an arbitrary \$1,000.00.

Future Maintenance (Road Culvert Crossings of South Talbot Road)

For the road culverts across South Talbot Road, denoted herein as Culvert No. 3, No. 8 and No. 10, the future maintenance costs shall be assessed 100% to the Town of Kingsville Road Authority, in accordance with Section 26 of the Drainage Act.

Future Maintenance (Road Culvert Crossings of County Road No. 29)

For the road culverts across County Road No. 29, denoted herein as Culvert No. 4 and No. 7, the future maintenance costs shall be assessed 100% to the County of Essex Road Authority, in accordance with Section 26 of the Drainage Act.

Future Maintenance (Road Culvert Crossings of King's Highway No. 3)

For the road culverts across King's Highway No. 3, denoted herein as Culvert No 2 and Culvert No. 11, the future maintenance costs shall be assessed 100% to the Ministry of Transportation Ontario, in accordance with Section 26 of the Drainage Act.

Drawings and Specifications

Attached to this report is Schedule 'F', which are Specifications setting out the details of the recommended works and Schedule 'G' which represent the drawings that are attached to this report.

- Page 1 of 9 – Overall Plan**
- Page 2 of 9 – Property Information**
- Page 3 of 9 – Culvert No. 2 Details**
- Page 4 of 9 – Culvert No. 4 – 8 Details**
- Page 5 of 9 – Culvert No. 11 Details**
- Page 6 of 9 – Profile 1**
- Page 7 of 9 – Profile 2**
- Page 8 of 9 – Profile 3**
- Page 9 of 9 – Profile 4 and Cross Sections**

Construction Drawings and Specifications

The work included in this report will be performed under the provincial contract for the Widening of King's Highway No. 3 starting from 0.8 km west of Cameron Sideroad and continuing easterly to 1.8 km west of County Road No. 31. Culvert drawings have been prepared for the construction complete with associated specifications which shall adhere to the elevations, alignment, sizes, materials and location and be generally in compliance with this report.

Approvals

The construction and/or improvement to a drainage works, including repair and maintenance activities, and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced by the proposed works. Prior to any construction or maintenance works, the Municipality or proponent designated on the Municipality's behalf shall obtain all required approvals/permits and confirm any construction limitations including timing windows, mitigation/off-setting measures, standard practices or any other limitations related to in-stream works.

Agency Reviews

The Essex Region Conservation Authority (ERCA) has been previously notified and provided the opportunity to review the proposed drainage works outlined within this report. An application for permit shall be made by the Town of Kingsville for the proposed undertakings associated with this municipal drain.

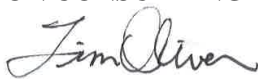
In 2021, a Fish and Fish Habitat Impact assessment was undertaken to identify the impacts of the approved improvements to fish and fish habitat within the Highway 3 Study Area. The assessment was completed in accordance with the requirements of the Interim 2020 MTO/DFO/NDMNR Protocol for Protecting Fish and Fish Habitat on Provincial Transportation Undertakings, Version 4 (Fisheries Protocol) and the guidance provided in MTO's (2020) Interim Environmental Guide for Fish and Fish Habitat (Fish Guide).

As per the direction received from Mr. Chris Evans, Environmental Planner MTO, all documentation (i.e., forms and templates) has been prepared so as to be compliant with the Interim Fish Guide (April 2020). The Fish and Fish Habitat Existing Conditions and Impact Assessment Report, Highway 3 Widening and Safety Enhancement Study (GHD, July 2021) provides the impact analysis.

The No. 5 Drain was identified to support direct fish habitat and the culvert replacements and extensions are not likely to result in the death of fish or harmful alteration, disruption or destruction (HADD) of fish habitat.

Respectfully submitted,

DILLON CONSULTING LIMITED



Tim R. Oliver, P.Eng.
TRO:sjc



SCHEDULE 'A'
SUMMARY OF LANDOWNER MEETING
July 18, 2024 @ 9:30 a.m.
Grovedale Art & Culture Centre, Kingsville

Present:

Pete Peters	Landowner
Jake Friesen	Landowner
Jana L. Howe	Landowner
Rene Paquin	Landowner
Brenda & Larry Layson	Landowner
Tom Dalziel	Landowner
Mark Damphouse	Landowner
John Meleg	Landowner
Peter Stephens	Landowner
Bill Jamieson	Landowner
Jeff Kettlewell	Ministry of Transportation Ontario
Iqbal Muhammad	Ministry of Transportation Ontario
Wayne Bell	Ministry of Transportation Ontario
Mohammad Al-Ahmad	Ministry of Transportation Ontario
Jaclyn Charlton	Ministry of Transportation Ontario
Siva Tharmabala	Ministry of Transportation Ontario
O'Neil Nembhard	Ministry of Transportation Ontario
Orion Raes	Green Infrastructure Partners Inc.
Carlo DiMambro	Green Infrastructure Partners Inc.
Tamish Gupta	Altus Group
Jeff Zhang	GHD Engineering Canada
Lu-Ann Marentette	Town of Kingsville
Todd Kerr	Town of Kingsville
Clarke Campbell	Dillon Consulting Limited
Tim Oliver	Dillon Consulting Limited

Tim Oliver provided an overview of the recommended improvements to be made to the upper portion of the No. 5 Drain mostly situated along the north side of South Talbot Road. The upstream drainage area affected by the proposed improvements represents approximately 800 acres for which property owners within this area were given notice to attend the site meeting. This is a requirement under the Drainage Act legislation.

Proposed works include the downstream extension of both the Highway No. 3 and County Road 29 culverts, in order to facilitate the highway widening and the revised South Talbot Road/County Road 29 intersection. The portion of the No. 5 Drain starting from an existing access culvert located approx. 600 metres downstream of Highway 3 and proceeding upstream across Highway No. 3 and easterly for a total length of approx. 2,500 metres shall require cleaning such that the new culverts provide the necessary capacity and can accommodate the revised grading and modifications that are required to be made to the drain bottom design profile to suit the new and existing culverts. Other works include the replacement of some existing driveway access culverts to private properties where the culverts are either insufficient in capacity or require an elevation adjustment to suit the new modified drain profile. There are also new road culverts proposed for the new County Road 29 alignment and revised intersection location with Highway 3 and for the new turnaround circle for South Talbot Road east of the new interaction that will cross over the No. 5 Drain. Associated with the drain cleanout where there are agricultural lands the soils removed, as part of the work, shall be spread and levelled in the designated working

corridors and the landowners are being provided allowances to compensate them as required as per the Drainage Act for the temporary loss of crop production due to soil placement. All the costs of the drain improvements are being assessed to the Ministry of Transportation.

Tim Oliver stated that the drainage report would be completed and the council meeting is scheduled for August 12, 2024 for Town of Kingsville Council to consider and adopt the report.

Mark Damphouse who owns lands adjacent to the south side of Highway 3 and partially drains his lands into the No. 5 Drain had asked about the extent of the drain cleanout to be going only as far as the first downstream culvert beyond the highway. He indicated that at his property drain has standing water being backed up that is not draining and is inundating his tile drain outlets and had questioned why the drain has not been examined further beyond downstream to determine where the blockage is causing water to backup.

He also mentioned the No. 5 Drain was recently cleaned downstream of his property and there still remains standing water in the drain when no water in present further downstream at McCain Sideroad. He suspects the concrete parking lot of Setterington's Truck service property that lies over the drain may be where the blockage exists and should be investigated further.

Lu-Ann Marentette suggested she could have a look to see if the culvert is blocked or failing and can address this a maintenance issue. The engineer determines how far to go downstream to improve a drain's capacity and found the first culvert downstream was the full extent necessary to consider modifications to the drain profile and address upstream improvements. The balance of the drain downstream of this culvert can be handled through a drain maintenance request.

Tim Oliver stated the extent of the drain cleanout determined from our survey was stopping at the bottom of the first culvert located approx. 600 metres downstream of Highway 3 because this was determined to be a sufficient outlet for the improvements being made. The cleanout permits the No. 5 Drain portion that is upstream of the highway to fully drain without leaving any standing water. Farm drain tiles are typically provided with at least 12 inches of freeboard being above the drain design bottom and the drain presently has accumulated as much as 18 inches of sediment, therefore the drain may need further maintenance downstream to address any persistent standing water in the drain downstream of the highway. A modified drain profile or deepening of the drain is considered an improvement and would not be considered a drain maintenance project. Therefore, if the farm tile drains are situated at or near the bottom of the drain and still remain under water following a downstream drain cleaning, a request for a drain improvement may be required which is beyond the scope of the current project.

Meeting summary prepared by Tim Oliver, P. Eng.

"SCHEDULE B"
SCHEDULE OF ALLOWANCES

UPPER PORTION OF THE No. 5 DRAIN
TOWN OF KINGSVILLE

Roll No.	Con.	Description	Owner	Section 30 Damages	Section 29 Land	Total Allowances
490-00500	6	Pt. Lot 10	Robert S. Lorkovic	\$1,100.00	\$0.00	\$1,100.00
490-00400	6	Pt. Lot 10	Terry D. Ramsay	\$1,350.00	\$0.00	\$1,350.00
560-00500	STR	Pt. Lot 267	John S. & David S. Bachtold	\$300.00	\$0.00	\$300.00
560-10600	STR	Pt. Lot 264	Rachel A. Gibbs	\$950.00	\$0.00	\$950.00
TOTAL ALLOWANCES				\$3,700.00	\$0.00	\$3,700.00

"SCHEDULE C"
SCHEDULE OF ASSESSMENT
UPPER PORTION OF THE No. 5 DRAIN
TOWN OF KINGSVILLE

ONTARIO LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
King's Highway No. 3	32.52	13.16	Ministry of Transportation	\$1,094,000.00	\$0.00	\$0.00	\$1,094,000.00
Total on Ontario Lands.....				\$1,094,000.00	\$0.00	\$0.00	\$1,094,000.00
TOTAL ASSESSMENT				\$1,094,000.00	\$0.00	\$0.00	\$1,094,000.00

"SCHEDULE E-1"
SCHEDULE OF ASSESSMENT FOR FUTURE MAINTENANCE (OPEN DRAIN)
UPPER PORTION OF THE No. 5 DRAIN
TOWN OF KINGSVILLE

ONTARIO LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
King's Highway No. 3	32.52	13.16	Ministry of Transportation	\$0.00	\$582.00	\$1,199.00	\$1,781.00
Total on Ontario Lands				\$0.00	\$582.00	\$1,199.00	\$1,781.00

MUNICIPAL LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
County Road No. 34	4.22	1.71	County of Essex	\$0.00	\$28.00	\$123.00	\$151.00
County Road No. 29	15.65	6.33	County of Essex	\$0.00	\$146.00	\$464.00	\$610.00
South Talbot Road	9.63	3.90	Town of Kingsville	\$0.00	\$299.00	\$209.00	\$508.00
Inman Sideroad	3.18	1.29	Town of Kingsville	\$0.00	\$21.00	\$115.00	\$136.00
Unnamed Road	4.00	1.62	Town of Kingsville	\$0.00	\$26.00	\$145.00	\$171.00
Total on Municipal Lands				\$0.00	\$520.00	\$1,056.00	\$1,576.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
560-04300	STR	Pt. Lot 267	0.78	0.32	William J. Walters & Danielle L. Reaume	\$0.00	\$3.00	\$11.00	\$14.00
560-04400	STR	Pt. Lot 267	0.37	0.15	Rose-Anne Renaud	\$0.00	\$1.00	\$6.00	\$7.00
560-04500	STR	Pt. Lot 267	0.37	0.15	Michael A. Vanderwaetere	\$0.00	\$1.00	\$6.00	\$7.00
560-04600	STR	Pt. Lot 267	0.51	0.21	John & Linda A. Fountain	\$0.00	\$2.00	\$9.00	\$11.00
560-04601	STR	Pt. Lot 267	0.69	0.28	Meyrick C. & Bridget N. Stanton	\$0.00	\$2.00	\$10.00	\$12.00
560-04603	STR	Pt. Lot 267	0.71	0.29	Ray & Michelle Nassar	\$0.00	\$2.00	\$10.00	\$12.00
560-04621	STR	Pt. Lot 267	0.76	0.31	Thomas A. & Cindy D. Dalziel	\$0.00	\$2.00	\$11.00	\$13.00
560-04650	STR	Pt. Lot 267	0.47	0.19	Jason T. & Irma V. Deelstra	\$0.00	\$2.00	\$8.00	\$10.00
560-04700	STR	Pt. Lot 267	0.81	0.33	Joseph P. Belanger	\$0.00	\$3.00	\$11.00	\$14.00
560-04800	STR	Pt. Lot 267	0.46	0.19	Jacob & Margaretha Heide	\$0.00	\$2.00	\$8.00	\$10.00
560-04810	STR	Pt. Lot 267	0.55	0.22	Peter & Susana Letkeman	\$0.00	\$2.00	\$9.00	\$11.00
560-04820	STR	Pt. Lot 267	0.55	0.22	Roberta Atkins & Ralph Furfaro	\$0.00	\$2.00	\$9.00	\$11.00
560-04830	STR	Pt. Lot 267	0.55	0.22	Angelo A. & Linda A. Schincariol	\$0.00	\$2.00	\$9.00	\$11.00
560-04900	STR	Pt. Lot 267	0.65	0.26	Darcy & Maureen W. Shepley	\$0.00	\$2.00	\$10.00	\$12.00
560-04850	STR	Pt. Lot 267	11.66	4.72	Frank B. & Tina Teichroeb	\$0.00	\$15.00	\$66.00	\$81.00
560-04950	STR	Pt. Lot 267	1.01	0.41	Mark V. & Marcia C. Mallia	\$0.00	\$3.00	\$11.00	\$14.00
560-05000	STR	Pt. Lot 267	1.87	0.76	Frank B. & Julianna Klassen	\$0.00	\$3.00	\$14.00	\$17.00
560-05100	STR	Pt. Lot 267	0.93	0.38	John D. & Linda L. Patterson	\$0.00	\$3.00	\$11.00	\$14.00
560-05200	STR	Pt. Lots 266 & 267	1.64	0.66	Adam S. & Maguerite N. Watts	\$0.00	\$3.00	\$13.00	\$16.00
560-08600	STR	Pt. Lot 266	2.24	0.91	Philip A. & Jana L. Howe	\$0.00	\$4.00	\$15.00	\$19.00
560-08800	STR	Pt. Lot 266	0.34	0.14	Tracy L. Lewis	\$0.00	\$1.00	\$6.00	\$7.00
560-08901	STR	Pt. Lot 266	1.20	0.49	Aaron R. & Kailey J. Smith	\$0.00	\$3.00	\$12.00	\$15.00
560-09000	STR	Pt. Lot 266	3.01	1.22	Ihor & Nancy G. Bilyk	\$0.00	\$4.00	\$17.00	\$21.00
560-08501	STR	Pt. Lot 266	0.69	0.28	Bobbi-Jo M. & Gerald J. Rupert	\$0.00	\$2.00	\$10.00	\$12.00
560-08500	STR	Pt. Lot 266	1.00	0.40	Rodney P. & Melissa A. Gomez	\$0.00	\$3.00	\$11.00	\$14.00
560-08405	STR	Pt. Lot 266	0.86	0.35	William P. Dunn	\$0.00	\$3.00	\$11.00	\$14.00
560-08400	STR	Pt. Lot 266	4.19	1.70	Sarkis & Dianne Jraige	\$0.00	\$6.00	\$24.00	\$30.00
560-08320	STR	Pt. Lot 266	0.45	0.18	Margaret E. Mathys	\$0.00	\$2.00	\$8.00	\$10.00
560-08200	STR	Pt. Lot 266	0.61	0.25	Johan Wiebe	\$0.00	\$2.00	\$10.00	\$12.00
560-08100	STR	Pt. Lot 266	0.56	0.23	Joseph P. Leili	\$0.00	\$2.00	\$9.00	\$11.00
560-05300	STR	Pt. Lot 266	0.43	0.17	Violet D. Watts	\$0.00	\$2.00	\$7.00	\$9.00

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
560-05400	STR	Pt. Lot 266	3.30	1.34	John & Catherine Lapain	\$0.00	\$4.00	\$19.00	\$23.00
560-05401	STR	Pt. Lot 266	1.00	0.40	Wilfred & Madeline Fletcher	\$0.00	\$3.00	\$11.00	\$14.00
560-05402	STR	Pt. Lot 266	0.60	0.24	Larry J. & Brenda L. Layson	\$0.00	\$2.00	\$9.00	\$11.00
560-05403	STR	Pt. Lot 266	0.45	0.18	Katharina Giesbrecht & Jacob P. Friesen	\$0.00	\$2.00	\$8.00	\$10.00
560-05500	STR	Pt. Lot 266	0.26	0.11	Lloyd J. & Bettie A. Kerr	\$0.00	\$1.00	\$5.00	\$6.00
560-05501	STR	Pt. Lot 266	0.68	0.28	Peter Stephens & Kendra Neufeld-Stephens	\$0.00	\$2.00	\$10.00	\$12.00
560-08000	STR	Pt. Lot 266	1.00	0.40	Jacob & Laura B. Wiebe	\$0.00	\$3.00	\$11.00	\$14.00
560-07900	STR	Pt. Lot 266	1.00	0.40	William P. Jamieson	\$0.00	\$3.00	\$11.00	\$14.00
560-09550	STR	Pt. Lot 265	1.91	0.77	Vicki Chibi	\$0.00	\$3.00	\$14.00	\$17.00
560-09900	STR	Pt. Lot 265	24.38	9.87	Nation Wide Canning Limited	\$0.00	\$32.00	\$138.00	\$170.00
560-07800	STR	Pt. Lot 265	13.50	5.46 *	Jimmy Klassen	\$0.00	\$12.00	\$54.00	\$66.00
560-07700	STR	Pt. Lot 265	0.38	0.15	Gerald & Elizabeth Vanderwal	\$0.00	\$1.00	\$7.00	\$8.00
560-07600	STR	Pt. Lot 265	0.20	0.08	Daniel J. & Lorna G. Harangozo	\$0.00	\$1.00	\$4.00	\$5.00
560-07500	STR	Pt. Lot 265	4.50	1.82 *	David J. & Fern E. Walsh	\$0.00	\$4.00	\$19.00	\$23.00
560-07400	STR	Pt. Lot 265	3.16	1.28 *	Peggy J. & Thomas P. Hurst	\$0.00	\$3.00	\$14.00	\$17.00
560-07300	STR	Pt. Lot 265	4.04	1.63 *	Brian W. & Pamela R. Osborne	\$0.00	\$4.00	\$17.00	\$21.00
560-07200	STR	Pt. Lot 265	5.04	2.04 *	Michael P. & Ashley N. Caza	\$0.00	\$5.00	\$22.00	\$27.00
560-07100	STR	Pt. Lot 265	2.35	0.95 *	David A. & Judy L. Tiessen	\$0.00	\$2.00	\$10.00	\$12.00
560-07000	STR	Pt. Lot 265	10.50	4.25 *	Michael F. & Joan E. Slade	\$0.00	\$10.00	\$45.00	\$55.00
560-06900	STR	Pt. Lot 265	0.56	0.23	Shirley H. Hearn	\$0.00	\$2.00	\$10.00	\$12.00
560-06800	STR	Pt. Lot 265	2.37	0.96 *	Bradly J. & Virginia M. Nelson	\$0.00	\$2.00	\$10.00	\$12.00
560-06700	STR	Pt. Lot 265	0.33	0.13	Ronald K. & Donna P. Steinhoff	\$0.00	\$1.00	\$6.00	\$7.00
560-06600	STR	Pt. Lot 265	2.85	1.15 *	Rene G. & Virginia R. Paquin	\$0.00	\$3.00	\$12.00	\$15.00
560-06500	STR	Pt. Lot 265	4.95	2.00 *	Robert K. Lane	\$0.00	\$5.00	\$21.00	\$26.00
560-06400	STR	Pt. Lot 265	1.00	0.40 *	Kevin D. McKellar	\$0.00	\$1.00	\$4.00	\$5.00
560-05700	STR	Pt. Lot 265	0.59	0.24	Crystal A. LaRiviere & Kathyne J. Murdock	\$0.00	\$2.00	\$9.00	\$11.00
560-05850	STR	Pt. Lot 265	1.20	0.49 *	James D. & Mary-Louise Sonier	\$0.00	\$1.00	\$5.00	\$6.00
560-05900	STR	Pt. Lot 265	2.70	1.09 *	Rebecca E. & Chad R. Slade	\$0.00	\$2.00	\$11.00	\$13.00
560-05950	STR	Pt. Lot 265	2.65	1.07 *	Michael & Micheline Nohra	\$0.00	\$19.00	\$11.00	\$30.00
560-06000	STR	Pt. Lot 265	2.33	0.94	Christopher M. & Gordon L.	\$0.00	\$44.00	\$16.00	\$60.00
560-06100	STR	Pt. Lot 265	0.39	0.16	Tricia A. Stevenson	\$0.00	\$2.00	\$7.00	\$9.00
560-06200	STR	Pt. Lot 265	0.37	0.15	John D. & Pauline M. Subity	\$0.00	\$1.00	\$7.00	\$8.00
560-06300	STR	Pt. Lot 265	0.63	0.25	Reginald L. Barron & Lorena M.	\$0.00	\$32.00	\$10.00	\$42.00
560-05405	STR	Pt. Lot 264	3.53	1.43	Nuemar Corp & 1118524 Ontario Inc.	\$0.00	\$63.00	\$23.00	\$86.00
560-00210	STR	Pt. Lot 264 & 265	2.80	1.13	Nuemar Corp & 1118524 Ontario Inc.	\$0.00	\$52.00	\$147.00	\$199.00
560-00220	STR	Pt. Lot 264	4.65	1.88	2845881 Ontario Inc.	\$0.00	\$73.00	\$253.00	\$326.00
560-00100	STR	Pt. Lot 264	2.14	0.87	Jacob & Agatha Neufeld	\$0.00	\$21.00	\$18.00	\$39.00
660-00502	STR	Pt. Lots 264 & 265	12.06	4.88	Hydro One Networks Inc.	\$0.00	\$16.00	\$83.00	\$99.00
560-10300	STR	Pt. Lot 264	10.00	4.05	Thomas R. & Margaret R.	\$0.00	\$13.00	\$72.00	\$85.00
560-10350	STR	Pt. Lot 264	2.54	1.03	Ronald J. & Deborah L. Galos	\$0.00	\$4.00	\$20.00	\$24.00
560-10400	STR	Pt. Lot 264	2.59	1.05	Neil P. & Cynthia L. Derbyshire	\$0.00	\$4.00	\$21.00	\$25.00
560-10510	STR	Pt. Lot 264	2.01	0.81	Bradley R. Dixon	\$0.00	\$3.00	\$18.00	\$21.00
560-00200	STR	Pt. Lots 264 & 265	7.20	2.91	Domric Enterprises Inc.	\$0.00	\$9.00	\$46.00	\$55.00
560-10101	STR	Pt. Lot 264	13.06	5.29 *	Matteo & Livia Coppola	\$0.00	\$13.00	\$69.00	\$82.00
410-03051	STR	Pt. Lot 264	1.78	0.72	2506312 Ontario Corp.	\$0.00	\$26.00	\$18.00	\$44.00
Total on Privately-Owned - Non-Agricultural Lands.....						\$0.00	\$600.00	\$1,737.00	\$2,337.00

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected		Owner	Special Benefit	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)					
560-09100	STR	Pt. Lot 266	3.01	1.22	Daniel Choquette	\$0.00	\$4.00	\$17.00	\$21.00
560-08902	STR	Pt. Lot 266	9.59	3.88	Daniel Choquette	\$0.00	\$13.00	\$54.00	\$67.00
560-08300	STR	Pt. Lot 266	17.23	6.97	Bernhard & Maria Enns	\$0.00	\$23.00	\$98.00	\$121.00
560-00500	STR	Pt. Lot 267	64.76	26.21	John S. & David S. Bachtold	\$0.00	\$105.00	\$312.00	\$417.00
560-05600	STR	Pt. Lot 266	81.32	32.91	Klassen Greenhouse Farms	\$0.00	\$270.00	\$461.00	\$731.00
560-09200	STR	Pt. Lot 266	58.74	23.77	Thomas R. & Lesley A. Labbe	\$0.00	\$78.00	\$333.00	\$411.00
560-09600	STR	Pt. Lot 265	29.24	11.83	Susan Chovan	\$0.00	\$39.00	\$166.00	\$205.00
560-09700	STR	Pt. Lot 265	4.04	1.63	Irene Finaldi	\$0.00	\$5.00	\$23.00	\$28.00
560-10000	STR	Pt. Lots 264 & 265	40.30	16.31	John R. Meleg	\$0.00	\$53.00	\$229.00	\$282.00
560-00300	STR	Pt. Lot 265	9.15	3.70	Domric Enterprises Inc.	\$0.00	\$12.00	\$59.00	\$71.00
560-10600	STR	Pt. Lot 264	13.21	5.35	Rachel A. Gibbs	\$0.00	\$85.00	\$96.00	\$181.00
560-10100	STR	Pt. Lot 264	25.60	10.36	Matteo & Livia Coppola	\$0.00	\$34.00	\$185.00	\$219.00
560-10200	STR	Pt. Lot 264	8.00	3.24	Bradley D. Griffin	\$0.00	\$11.00	\$58.00	\$69.00
560-10500	STR	Pt. Lot 264	21.98	8.89	Edwin H. & Rachel A. Gibbs	\$0.00	\$29.00	\$159.00	\$188.00
560-10501	STR	Pt. Lot 264	49.65	20.09	Edwin H. & Rachel A. Gibbs	\$0.00	\$66.00	\$342.00	\$408.00
490-00400	6	Pt. Lot 10	25.96	10.51	Terry D. Ramsay	\$0.00	\$129.00	\$118.00	\$247.00
490-00500	6	Pt. Lot 10	18.00	7.28	Robert S. Lorkovic	\$0.00	\$103.00	\$74.00	\$177.00
490-00300	6	Pt. Lot 11	12.00	4.86	Kristen E. Damphouse	\$0.00	\$16.00	\$55.00	\$71.00
490-02300	6	Pt. Lots 9 &	37.00	14.97	Stevan Barisic	\$0.00	\$223.00	\$169.00	\$392.00
Total on Privately-Owned - Agricultural Lands (Grantable).....						\$0.00	\$1,298.00	\$3,008.00	\$4,306.00
TOTAL ASSESSMENT						\$0.00	\$3,000.00	\$7,000.00	\$10,000.00
			(Acres)	(Ha.)					
Total Area:			804.43	325.54					

* Denotes reduced assessment for woodlot areas

"SCHEDULE E-2"
SCHEDULE OF ASSESSMENT FOR FUTURE MAINTENANCE (CULVERT No. 5)
UPPER PORTION OF THE No. 5 DRAIN
TOWN OF KINGSVILLE

ONTARIO LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
King's Highway No. 3	9.50	3.84	Ministry of Transportation	\$0.00	\$0.00	\$140.00	\$140.00
Total on Ontario Lands.....				\$0.00	\$0.00	\$140.00	\$140.00

MUNICIPAL LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
County Road No. 34	1.30	0.53	County of Essex	\$0.00	\$0.00	\$19.00	\$19.00
County Road No. 29	2.00	0.81	County of Essex	\$0.00	\$0.00	\$29.00	\$29.00
South Talbot Road	4.50	1.82	Town of Kingsville	\$0.00	\$0.00	\$40.00	\$40.00
Inman Sideroad	3.18	1.29	Town of Kingsville	\$0.00	\$0.00	\$47.00	\$47.00
Unnamed Road	4.00	1.62	Town of Kingsville	\$0.00	\$0.00	\$59.00	\$59.00
Total on Municipal Lands.....				\$0.00	\$0.00	\$194.00	\$194.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
560-05405	STR	Pt. Lot 264	3.53	1.43	Nuemar Corp & 1118524 Ontario Inc.	\$0.00	\$0.00	\$10.00	\$10.00
560-00210	STR	Pt. Lot 264 & 265	2.80	1.13	Nuemar Corp & 1118524 Ontario Inc.	\$0.00	\$0.00	\$66.00	\$66.00
560-00220	STR	Pt. Lot 264	4.65	1.88	2845881 Ontario Inc.	\$0.00	\$0.00	\$109.00	\$109.00
560-00100	STR	Pt. Lot 264	2.14	0.87	Jacob & Agatha Neufeld	\$0.00	\$0.00	\$8.00	\$8.00
660-00502	STR	Pt. Lots 264 & 265	12.06	4.88	Hydro One Networks Inc.	\$0.00	\$0.00	\$35.00	\$35.00
560-10300	STR	Pt. Lot 264	10.00	4.05	Thomas R. & Margaret R.	\$0.00	\$0.00	\$29.00	\$29.00
560-10350	STR	Pt. Lot 264	2.54	1.03	Ronald J. & Deborah L. Galos	\$0.00	\$0.00	\$8.00	\$8.00
560-10400	STR	Pt. Lot 264	2.59	1.05	Neil P. & Cynthia L. Derbyshire	\$0.00	\$0.00	\$8.00	\$8.00
560-10510	STR	Pt. Lot 264	2.01	0.81	Bradley R. Dixon	\$0.00	\$0.00	\$7.00	\$7.00
560-10101	STR	Pt. Lot 264	13.06	5.29 *	Matteo & Livia Coppola	\$0.00	\$0.00	\$30.00	\$30.00
410-03051	STR	Pt. Lot 264	1.78	0.72	2506312 Ontario Corp.	\$0.00	\$0.00	\$7.00	\$7.00
Total on Privately-Owned - Non-Agricultural Lands.....						\$0.00	\$0.00	\$317.00	\$317.00

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
560-10600	STR	Pt. Lot 264	13.21	5.35	Rachel A. Gibbs	\$0.00	\$0.00	\$39.00	\$39.00
560-10100	STR	Pt. Lot 264	25.60	10.36	Matteo & Livia Coppola	\$0.00	\$0.00	\$75.00	\$75.00
560-10200	STR	Pt. Lot 264	8.00	3.24	Bradley D. Griffin	\$0.00	\$0.00	\$24.00	\$24.00
560-10500	STR	Pt. Lot 264	21.98	8.89	Edwin H. & Rachel A. Gibbs	\$0.00	\$0.00	\$65.00	\$65.00
560-10501	STR	Pt. Lot 264	49.65	20.09	Edwin H. & Rachel A. Gibbs	\$0.00	\$0.00	\$146.00	\$146.00
Total on Privately-Owned - Agricultural Lands (Grantable).....						\$0.00	\$0.00	\$349.00	\$349.00

TOTAL ASSESSMENT **\$0.00** **\$0.00** **\$1,000.00** **\$1,000.00**

(Acres) (Ha.)

Total Area: 200.08 80.98

* Denotes reduced assessment for woodlot areas

“SCHEDULE F”
DRAINAGE REPORT FOR THE
**IMPROVEMENTS TO THE UPPER PORTION
OF THE NO. 5 DRAIN**
TOWN OF KINGSVILLE

SPECIAL PROVISIONS - GENERAL

1.0 GENERAL SPECIFICATIONS

The General Specifications attached hereto is part of “Schedule F.” It also forms part of this specification and is to be read with it, but where there is a difference between the requirements of the General Specifications and those of the Special Provisions which follow, the Special Provisions will take precedence.

2.0 DESCRIPTION OF WORK

The work to be carried out under this Contract includes, but is not limited to, the supply of all **labour, equipment and materials** to complete the following items:

- Brushing of the drain from Station 0+000 to Station 2+643 including removal off-site with trimming and/or removal of existing trees within the drain as required to accommodate the drainage works. The work shall include disposal of brush by means of stockpiling and burning where permitted or alternatively to be trucked off-site. Working corridor confined to the South Talbot Road right-of-way between Station 1+368 and Station 2+233.
- Drain excavation and levelling of drain spoils within designated working corridors, as follows:
 - Excavation of drain bottom from Station 0+000 to Station 0+615, and levelling of drain spoils on east side of drain, totaling 615 lineal metres and approx. 400 m³.
 - Excavation of drain bottom from Station 0+725 to Station 0+794 and levelling of drain spoils on north side of drain, totaling 69 lineal metres and approx. 20 m³.
 - Excavation of drain bottom from Station 2+233 to Station 2+510 and levelling of drain spoils on north side of drain, totaling 277 lineal metres and approx. 185 m³.
- Drain excavation and trucking of drain spoils off-site to an approved soil management disposal area, as follows:
 - Excavation of drain bottom from Station 0+794 to Station 1+368, from South Talbot Road totaling 574 lineal metres and approx. 155 m³.
 - Excavation of drain bottom from Station 1+368 to Station 2+233, from South Talbot Road totaling 865 lineal metres and approx. 350 m³.
 - Excavation of drain bottom from Station 2+594 to Station 2+638, from east side of drain, totaling 44 lineal metres and approx. 30 m³.
- Culvert Extension Work as follows:
 - Culvert No. 2 D/S Extension - (King’s Highway No. 3) – Supply and installation of a new 28.7 m long 2440 mm x 1830 mm concrete box culvert with footings connected to the existing culvert with skewed end, complete with flush outlet end, waterproofing membrane and protection board, compacted Granular ‘A’ bedding (min. 300 mm thickness), compacted full Granular ‘B’ Type II backfill up to road subgrade, gabion basket headwall and R-50 riprap

within the drain channel beyond fully lined for a minimum 5 m distance and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas. The work shall also include drain bottom cleanout and the flushing and cleaning of the existing 30.1 m long culvert and the removal off-site of excess materials not suitable for culvert backfill.

- Culvert No. 4 D/S Extension - (County Road No. 29): Supply and installation of a new 9.8 m long 3050 mm x 2440 mm concrete box culvert with footings connected to the existing culvert, complete with flush outlet end, waterproofing membrane and protection board, compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, cast in place concrete headwall and R-50 riprap within the drain channel beyond fully lined for a minimum 3 m distance and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas. The work shall also include drain bottom cleanout and the flushing and cleaning of the existing 33.4 m long culvert and the removal off-site of excess materials not suitable for culvert backfill.
- Culvert No. 11 U/S Extension - (King's Highway No. 3) – Supply and installation of a new 29 m long 1200 mm diameter CSP culvert, waterproofing membrane and protection board, compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, gabion basket headwall and R-50 riprap within the drain channel beyond fully lined for a minimum 3 m distance and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas. The work shall also include drain bottom cleanout and the flushing and cleaning of the existing 22 m long culvert and the removal off-site of excess materials not suitable for culvert backfill.

➤ Culvert Replacement Work as follows:

- Culvert No. 5 - (Private Access Culvert): Remove existing 1350 mm diameter CSP culvert and headwalls, 7.3 m long including disposal of debris off-site and replace with a new 13.0 m long, 1600 mm diameter CSP culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.
- Culvert No. 8 – (South Talbot Road/Private Access Culvert): Remove existing 1200 mm diameter CSP culvert and headwalls, 15.3 m long including disposal of debris off-site and replace with new 45.0 m long 1500 mm diameter CSP culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'B' Type II backfill up to road subgrade, and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.

➤ New Culvert Work as follows:

- Culvert No. 7 - (County Road No. 29): Supply and installation of a new 26.9 m long 1650 mm diameter 100-D Concrete pipe culvert complete with compacted Granular 'A' bedding (min. 300 mm thickness), compacted full Granular 'A' backfill up to road subgrade, and sloping R-50 riprap for culvert end treatment and minimum 350 mm thickness. Work to include fine grading, seeding and restoration of all disturbed areas.

➤ Culvert Cleaning Work, as follows:

- Culvert No. 1 – (Private Access Culvert) – 6 m long, 1800 mm diameter CSP culvert including disposal of sediments off-site.
- Culvert No. 3 – (South Talbot Road) - 13 m long, 2700 mm x 1830 mm concrete culvert including disposal of sediments off-site.

- Culvert No. 9 – (Private Access Culvert) – 19 m long, 1200 mm diameter CSP culvert including disposal of sediments off-site.
 - Culvert No. 10 – (South Talbot Road) – 22 m long, 1200 mm diameter CSP culvert including disposal of sediments off-site.
- Temporary silt control measures during construction.

3.0 ACCESS TO THE WORK

Access to the drain shall be from the King's Highway No. 3 right-of-way and South Talbot Road right-of-way. The Contractor shall make his/her own arrangements for any additional access for his/her convenience. All grass areas disturbed shall be restored to original conditions at the Contractor's expense.

4.0 WORKING AREA

For both the construction and future maintenance of the drain the Contractor shall restrict his/her equipment to the working corridors as specified in this Section. Any damage resulting from non-compliance with this Section shall be borne by the Contractor. The working corridor shall be as follows:

FROM STA.	TO STA.	PRIMARY (See Note 1)	SECONDARY (See Note 2)
0+000	0+615	9.0 m wide on the east side of the drain measured off top of east bank	N/A
0+615	0+725	King's Highway No. 3 and South Talbot Road right-of-way	N/A
0+725	0+794	9.0 m wide on the north side of the drain measured off top of north bank	South Talbot Road
0+794	2+233	South Talbot Road right-of-way	N/A
2+233	2+510	9.0 m wide on the north side of the drain measured off top of north bank	South Talbot Road
2+510	2+605	King's Highway No. 3 and South Talbot Road right-of-way	N/A
2+605	2+643	9.0 m wide on the east side of the drain measured off top of east bank	N/A

Note 1: *Primary working corridor* indicates the access corridor along the side of the drain where excavation is recommended (unless noted otherwise below and/or in the Specifications, as well as all purposes listed for Secondary Working Corridors).

Note 2: *Secondary working corridor* indicates the access corridor alongside the drain where construction equipment may travel for the purpose of trucking.

5.0 CLEARING & GRUBBING DRAIN PRIOR TO DRAIN EXCAVATION

Prior to drain excavation and removal of sediment within the existing drain as well as drain infilling activities, all brush and trees within the limits of the channel and within 1 metre from the top of the drain banks and in the designated spread area for the excavated material, are to be cut and those roots and

stumps within the channel and on the banks where the filling takes place shall be completely removed to a depth at least 1 metre below the level of the finished grade.

Brush and trees removed from the existing drain are to be put into piles by the Contractor, in locations where they can be safely burned, and to be burned by the contractor after obtaining the necessary permits, as required. If, in the opinion of the Drainage Superintendent, any of the piles are too wet or green to be burned, he shall so advise the Contractor to haul away the unburned materials to an approved dump site or advise the Contractor to obtain an agreement in writing with the owners when to return to burn the materials. Prior to and during the course of burning operations the Contractor shall comply with the current guidelines prepared by the Air Quality Branch of the Ontario Ministry of Environment and shall ensure that the Environmental Protection Act is not violated.

The Contractor shall first consult with and obtain approval from the landowner, Drainage Superintendent and Town of Kingsville Fire Services prior to burning the brush removed from this specified area.

6.0 EXCAVATION FOR DRAIN BOTTOM PROFILE MODIFICATION

6.1 Excavation of Existing Drain Channel

In all cases, the Contractor shall use the benchmarks to establish the proposed grade. However, for convenience, the drawings provide the approximate depth from the surface of the ground and from the existing drain bottom to the proposed grades. **THE CONTRACTOR SHALL NOT EXCAVATE DEEPER THAN THE GRADELINES SHOWN ON THE DRAWINGS.** Should over-excavation of the drain bank occur, the Contractor will **not** be permitted to repair with native material packed into place by the excavator and reshaped. Should over-excavation occur, the Contractor will be required to have a bank repair detail engineered by a Professional Engineer (hired by the Contractor), to ensure long term stability of the bank is maintained. Such repairs shall be subject to approval by the Engineer and will be at no extra cost to the item.

All excavated material shall be handled as specified in Section 6.2. Materials deposited on the farmlands shall be within the working corridors, at least 1.0 m from the top of the drain bank, or as specified on the drawings. Upon allowing drying of excavated materials (if necessary) and as approved by the Drainage Superintendent, the Contractor shall level excavated materials in accordance with Section 6.2. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into the drain.

All excavation work shall be done in such a manner as to not harm any vegetation or trees, not identified in this report or by the Drainage Superintendent for clearing. Any damages to trees or vegetation caused by the Contractors work shall be rectified to the satisfaction of the Drainage Superintendent. The Contractor shall exercise caution around existing tile inlets and shall confirm with the property owners that all tiles have been located and tile ends repaired as specified.

Where the existing guy anchors may be affected by the proposed work, the Contractor shall notify the utility in advance of the work to determine if the guy anchor requires relocation outside of open drain channel limits.

6.2 Levelling of Excavated Materials

Excavation of the drain bottom shall be completed as specified in Section 6.1, above as shown on the drawings.

Excavated drain materials shall be spread to a depth not to exceed 300 mm, unless specified otherwise on the drawings. The material shall be sufficiently levelled to allow further working by agricultural implements. All stones and other debris removed from the drain, which may interfere with agricultural implements, shall be disposed of off-site. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into the drain.

6.3 Trucking of Excavated Materials

Contractor shall be solely responsible for acquiring all permits required prior to hauling any fill materials off-site. The Contractor shall restore any such areas which are damaged by his operations, to original or better condition. The Contractor will be held liable for damages to roads, sodded areas and gardens, resulting from his non-compliance with these specifications. Should the landowner prefer to have the excavated materials trucked rather than levelled on site, all additional costs shall be at the landowner's expense

7.0 STONE EROSION PROTECTION

Erosion protection, within the drain channel, shall be constructed of quarry stone rip-rap (R50) as shown on the drawings and as specified herein. The size of the rip-rap shall mostly vary between 150 mm and 250 diameter. The rip-rap shall be sloped 1 vertical to 1.5 horizontal, with filter fabric underlay spanning across the entire width of the drain. The minimum thickness requirement of the erosion stone layer is 350 mm with no portion of the filter fabric to be exposed.

8.0 GABION BASKET END PROTECTION

Gabion baskets shall be manufactured from galvanized steel wire mesh or PVC coated galvanized steel wire mesh as specified in the Contract Documents. When the type of mesh is not specified in the Contract Documents, the gabion baskets shall be manufactured from PVC coated galvanized steel wire mesh.

Gabion baskets shall be manufactured so that the sides, ends, lid, base, and diaphragms can be readily assembled into rectangular units.

Where the length of the gabion basket exceeds its horizontal width, the gabion basket shall be divided into equal cells by diaphragms. Cell length shall not exceed its horizontal width. Diaphragms shall be made of wire mesh and shall be secured in the proper position on the base section. Gabion baskets shall be manufactured with all components connected at the production facility with the exception of the gabion mat lid. Gabion baskets manufactured from galvanized wire mesh shall be assembled using either lacing wire or fasteners. Gabion baskets manufactured from PVC coated galvanized wire mesh shall be assembled using stainless steel ring fasteners. Fasteners shall be installed at a maximum spacing of 150 mm with at least one fastener per gabion mesh opening.

Gabion baskets shall be according to OPSS 1430.

Gabion stones shall be according to OPSS 1004 and as specified in the Contract Documents.

Excavation for gabions shall be according to OPSS 206.

Bedding and backfill shall be as specified in the Contract Documents.

Gabions shall be installed at the locations and to the line, grade, and dimensions specified in the Contract Documents.

Gabions shall be assembled according to the manufacturer's instructions and as specified in the Contract Documents.

Gabions shall be assembled so that wire ends do not project outside the units on any exposed surface.

Gabion stones shall be placed in a manner as not to damage the wire mesh or the PVC coating on the wire or cause deformation of the gabion. Gabion stones shall be placed to minimize the voids between the stones. When specified in the Contract Documents, the front face of exposed wall surfaces shall be hand placed gabion stone to ensure a uniform appearance.

Prior to securing the lids on the gabion basket, the gabion basket shall be slightly overfilled by 25 to 50

mm of gabion stone in order to allow for settlement of the stone within the units.

Internal connecting wires shall be installed according to the manufacturer's recommendations. When gabions are used as a channelling revetment, internal connecting wires are not necessary.

When the gabion has been filled, the gabion lid shall be bent over until all lid edges coincide with the front and side edges of the gabion and shall be secured to the front and sides by wire according to manufacturer's instructions and as specified in the Contract Documents.

Geotextile shall be placed uniformly, free of folds, tears or punctures and as specified in the Contract Documents. The geotextile shall be joined so that the material overlaps a minimum of 500 mm and shall be pinned together. Alternatively, the geotextile shall be joined to conform to the seam requirements of OPSS 1860. Geotextile shall be fixed to prevent movement during installation.

9.0 CULVERT CONSTRUCTION

9.1 Location

The road culvert shall be located and installed as shown on the drawings attached hereto.

9.2 Materials

Materials shall be as follows:

<i>Culvert No. 2 Extension</i>	<i>New 28.7 m long, 2440 mm x 1830 mm reinforced concrete open footing culvert per OPSS 1821 or CHBDC CAN/CSA 56-06 standards where applicable.</i>
<i>Culvert No. 4 Extension</i>	<i>New 9.8 m long, 3048 mm x 2440 mm reinforced precast concrete box culvert per OPSS 1821 or CHBDC CAN/CSA 56-06 standards where applicable.</i>
<i>Culvert No. 5</i>	<i>New 13.0 m long, 1600 mm diameter aluminized Type II corrugated steel pipe, 125mm x 25 mm corrugations, 2.8 mm thickness.</i>
<i>Culvert No. 7</i>	<i>New 26.9 m long, 1650 mm diameter concrete pipe A 257.2 Class IV D-100, complete with bell and spigot pipe joining system.</i>
<i>Culvert No. 8</i>	<i>New 45.0 m long, 1500 mm diameter corrugated high-density polyethylene pipe, 320 kPa (smooth interior wall), complete with bell and spigot pipe joining system.</i>
<i>Culvert No. 11 Extension</i>	<i>New 29.0 m long, 1200 mm diameter aluminized Type II corrugated steel pipe, 125mm x 25 mm corrugations, 2.8 mm thickness .</i>
<i>Culvert Backfill</i>	<i>Granular 'B' conforming to OPSS Division 10.</i>
<i>Erosion Stone</i>	<i>All stone to be used for erosion protection shall be R-50 clear quarried rock per OPSS 1004, minimum 350 mm thickness.</i>
<i>Filter Fabric</i>	<i>"Non-Woven" geotextile filter fabric with a minimum strength equal or greater than Terrafix 270R, Amoco 4546, Mirafi 140NC, or approved equivalent.</i>

9.3 Culvert Installation

Suitable dykes shall be constructed in the drain so that the installation of the culvert can be accomplished in the dry. The drain bottom shall be cleaned, prepared, shaped and compacted to suit the new culvert configuration, as shown on the drawings. Granular materials shall be compacted to 100% of their maximum dry density; imported clean native materials shall be supplied, placed and compacted to 95% of their maximum dry density.

9.4 Lateral Tile Drains

The Contractor shall re-route any outlet tile drains, in consultation with the Drainage Superintendent, as required to accommodate the new culverts. Tile drain outlets through the wall of the new culvert will not be permitted. All costs associated with re-routing lateral tile drains (if any) shall be at the Contractor's expense.

9.5 Site Cleanup and Restoration

As part of the work and upon completion, the Contractor shall remove and dispose of, off-site any loose timber, logs, stumps, large stones, rubber tires, cinder blocks or other debris from the drain bottom and from the side slopes. Where the construction works cross a lawn, the Contractor shall take extreme care to avoid damaging the lawn, shrubs and trees encountered. Upon completion of the work, the Contractor shall completely restore the area by the placement and fine grading of topsoil and seeding or sodding the area as specified by the Engineer or Drainage Superintendent.

GENERAL SPECIFICATIONS

1.0 AGREEMENT AND GENERAL CONDITIONS

The part of the Specifications headed "Special Provisions" which is attached hereto forms part of this Specification and is to be read with it. Where there is any difference between the requirements of this General Specification and those of the Special Provisions, the Special Provisions shall govern.

Where the word "Drainage Superintendent" is used in this specification, it shall mean the person or persons appointed by the Council of the Municipality having jurisdiction to superintend the work.

Tenders will be received and contracts awarded only in the form of a lump sum contract for the completion of the whole work or of specified sections thereof. The Tenderer agrees to enter into a formal contract with the Municipality upon acceptance of the tender. The General Conditions of the contract and Form of Agreement shall be those of the Stipulated Price Contract CCDC2-Engineers, 1994 or the most recent revision of this document.

2.0 EXAMINATION OF SITE, PLANS AND SPECIFICATIONS

Each tenderer must visit the site and review the plans and specifications before submitting his/her tender and must satisfy himself/herself as to the extent of the work and local conditions to be met during the construction. Claims made at any time after submission of his/her tender that there was any misunderstanding of the terms and conditions of the contract relating to site conditions, will not be allowed. The Contractor will be at liberty, before bidding to examine any data in the possession of the Municipality or of the Engineer.

The quantities shown or indicated on the drawings or in the report are estimates only and are for the sole purpose of indicating to the tenderers the general magnitude of the work. The tenderer is responsible for checking the quantities for accuracy prior to submitting his/her tender.

3.0 MAINTENANCE PERIOD

The successful Tenderer shall guarantee the work for a period of one (1) year from the date of acceptance thereof from deficiencies that, in the opinion of the Engineer, were caused by faulty workmanship or materials. The successful Tenderer shall, at his/her own expense, make good and repair deficiencies and every part thereof, all to the satisfaction of the Engineer. Should the successful Tenderer for any cause, fail to do so, then the Municipality may do so and employ such other person or persons as the Engineer may deem proper to make such repairs or do such work, and the whole costs, charges and expense so incurred may be deducted from any amount due to the Tenderer or may be collected otherwise by the Municipality from the Tenderer.

4.0 GENERAL CO-ORDINATION

The Contractor shall be responsible for the coordination between the working forces of other organizations and utility companies in connection with this work. The Contractor shall have no cause of action against the Municipality or the Engineer for delays based on the allegation that the site of the work was not made available to him by the Municipality or the Engineer by reason of the acts, omissions, misfeasance or non-feasance of other organizations or utility companies engaged in other work.

5.0 RESPONSIBILITY FOR DAMAGES TO UTILITIES

The Contractor shall note that overhead and underground utilities such as hydro, gas, telephone and water are not necessarily shown on the drawings. It is the Contractor's responsibility to contact utility companies for information regarding utilities, to exercise the necessary care in construction operations and to take other precautions to safeguard the utilities from damage.

All work on or adjacent to any utility, pipeline, railway, etc., is to be carried out in accordance with the requirements of the utility, pipeline, railway, or other, as the case may be, and its specifications for such work are to be followed as if they were part of this specification. The Contractor will be liable for any damage to utilities.

6.0 CONTRACTOR'S LIABILITY

The Contractor, his/her agents and all workmen or persons under his/her control including sub-contractors, shall use due care that no person or property is injured and that no rights are infringed in the prosecution of the work. The Contractor shall be solely responsible for all damages, by whomsoever claimable, in respect to any injury to persons or property of whatever description and in respect of any infringement of any right, privilege or easement whatever, occasioned in the carrying on of the work, or by any neglect on the Contractor's part.

The Contractor, shall indemnify and hold harmless the Municipality and the Engineer, their agents and employees from and against claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or attributable to the Contractor's performance of the contract.

7.0 PROPERTY BARS AND SURVEY MONUMENTS

The Contractor shall be responsible for marking and protecting all property bars and survey monuments during construction. All missing, disturbed or damaged property bars and survey monuments shall be replaced at the Contractor's expense, by an Ontario Land Surveyor.

8.0 MAINTENANCE OF FLOW

The Contractor shall, at his/her own cost and expense, permanently provide for and maintain the flow of all drains, ditches and water courses that may be encountered during the progress of the work.

9.0 ONTARIO PROVINCIAL STANDARDS

Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD) shall apply and govern at all times unless otherwise amended or extended in these Specifications or on the Drawing. Access to the electronic version of the Ontario Provincial Standards is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>. Under the title Technical Manuals is a link to the Ontario Provincial Standards. Users require Adobe Acrobat to view all pdf files.

10.0 APPROVALS, PERMITS AND NOTICES

The construction of the works and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced in this Contract. The Contractor shall obtain all approvals and permits and notify the affected authorities when carrying out work in the vicinity of any public utility, power, underground cables, railways, etc.

11.0 TRAFFIC CONTROL

The Contractor will be required to control vehicular and pedestrian traffic along roads at all times and shall, at his/her own expense, provide for placing and maintaining such barricades, signs, flags, lights and flag persons as may be required to ensure public safety. The Contractor will be solely responsible for controlling traffic and shall appoint a representative to maintain the signs and warning lights at night, on weekends and holidays and at all other times that work is not in progress. All traffic control during construction shall be strictly in accordance with the **Occupational Health and Safety Act** and the current version of the **Ontario Traffic Manuals**. Access to the electronic version of the **Ontario Traffic Manual** is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>, click on "Library Catalogue," under the "Title," enter "Ontario Traffic Manual" as the search. Open the applicable "Manual(s)" by choosing the "Access

Key," once open look for the "Attachment," click the pdf file. Users require Adobe Acrobat to view all pdf files.

Contractors are reminded of the requirements of the Occupational Health and Safety Act pertaining to Traffic Protection Plans for workers and Traffic Control Plan for Public Safety.

12.0 SITE CLEANUP AND RESTORATION

As part of the work and upon completion, the Contractor shall remove and dispose of, off-site any loose timber, logs, stumps, large stones, rubber tires, cinder blocks or other debris from the drain bottom and from the side slopes. Where the construction works cross a lawn, the Contractor shall take extreme care to avoid damaging the lawn, shrubs and trees encountered. Upon completion of the work, the Contractor shall completely restore the area by the placement and fine grading of topsoil and seeding or sodding the area as specified by the Engineer or Drainage Superintendent.

13.0 UTILITY RELOCATION WORKS

In accordance with Section 26 of the Drainage Act, if utilities are encountered during the installation of the drainage works that conflict with the placement of the new culvert, the operating utility company shall relocate the utility at their own costs. The Contractor however will be responsible to co-ordinate these required relocations (if any) and their co-ordination work shall be considered incidental to the drainage works.

14.0 FINAL INSPECTION

All work shall be carried out to the satisfaction of the Drainage Superintendent for the Municipality, in compliance with the specifications, drawings and the Drainage Act. Upon completion of the project, the work will be inspected by the Engineer and the Drainage Superintendent. Any deficiencies noted during the final inspection shall be immediately rectified by the Contractor.

Final inspection will be made by the Engineer within 20 days after the Drainage Superintendent has received notice in writing from the Contractor that the work is completed, or as soon thereafter as weather conditions permit.

15.0 FISHERIES CONCERNS

Standard practices to be followed to minimize disruption to fish habitat include embedment of the culvert a minimum 10% below grade, constructing the work 'in the dry' and cutting only trees necessary to do the work (no clear-cutting). No in-water work is to occur during the timing window unless otherwise approved by the appropriate authorities.

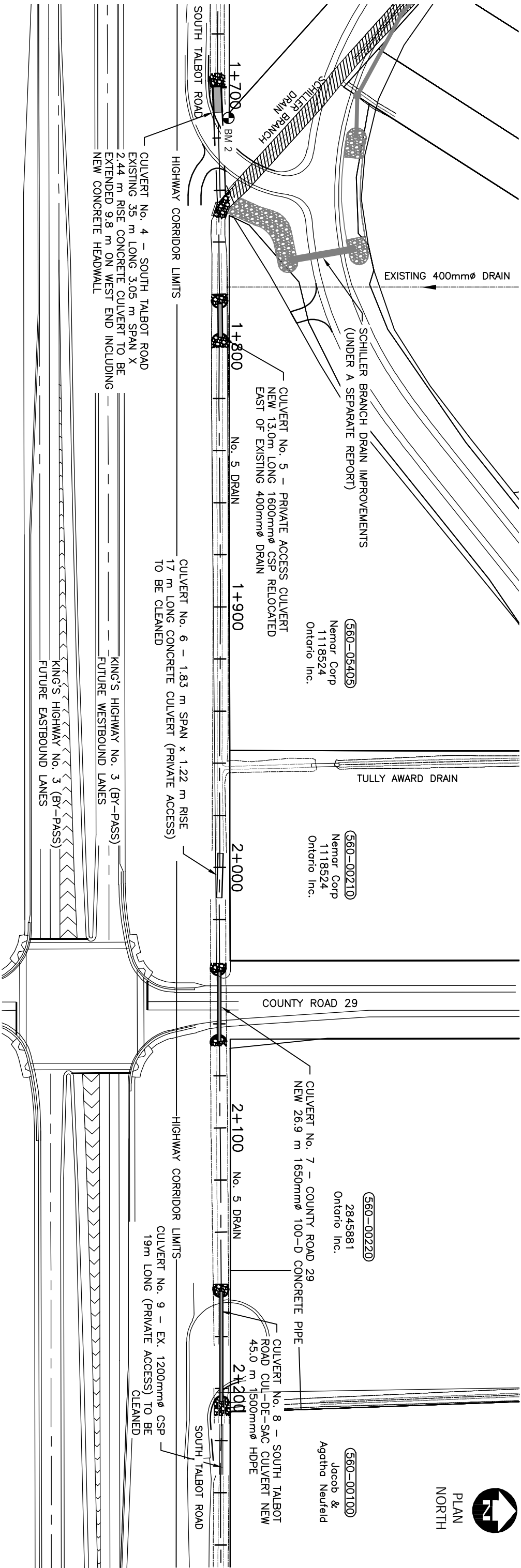


TABLE 2 – CULVERT DESIGN INFORMATION (CULVERT No. 4)

DESCRIPTION	EXISTING CULVERT	DOWNSTREAM EXTENSION
CULVERT ELEV. U/S SIDE(m)	192.89	192.91
CULVERT ELEV. D/S SIDE(m)	192.91	192.88
DRAIN BOTTOM (m) (DESIGN) (AT U/S SIDE OF CULVERT)	193.28	193.27
DRAIN BOTTOM (m) (DESIGN) (AT D/S SIDE OF CULVERT)	193.27	193.27
MIN. CULVERT GRADE (%)	0.03	0.03
CULVERT TYPE	BOX CULVERT	BOX CULVERT
CULVERT MATERIAL	CONCRETE	CONCRETE
CULVERT LENGTH (m)	33.4	9.8
CULVERT SIZE (mm)	3050x2440	3050x2440
CULVERT ENDWALL TYPE	CONCRETE	CONCRETE

TABLE 3 – CULVERT DESIGN INFORMATION

DESCRIPTION	CULVERT NO. 5	CULVERT NO. 7	CULVERT NO. 8
DRAIN BOTTOM DESIGN ELEVATION	193.32(W)193.34(E)	193.58(W)193.59(E)	193.62(W)193.64(E)
CULVERT INVERT ELEVATION	193.16(W)193.18(E)	193.24(W)193.25(E)	193.47(W)193.49(E)
CULVERT SIZE	1600 mmØ CSP	1650 mmØ CONCRETE	1500 mmØ HDPE
CULVERT LENGTH (m)	13.0	26.9	45.0
CULVERT GRADE (%)	0.10	0.04	0.04

SITE BENCHMARK



BM 2 – TOP OF CONCRETE BRIDGE DECK AT WEST END OF EXISTING COUNTY ROAD 29 BRIDGE (SW CORNER)

ELEVATION=195.76m

NOTE: CONTRACTOR TO VERIFY BENCHMARKS PRIOR TO CONSTRUCTION.

SCHEDULE G

Conditions of Use

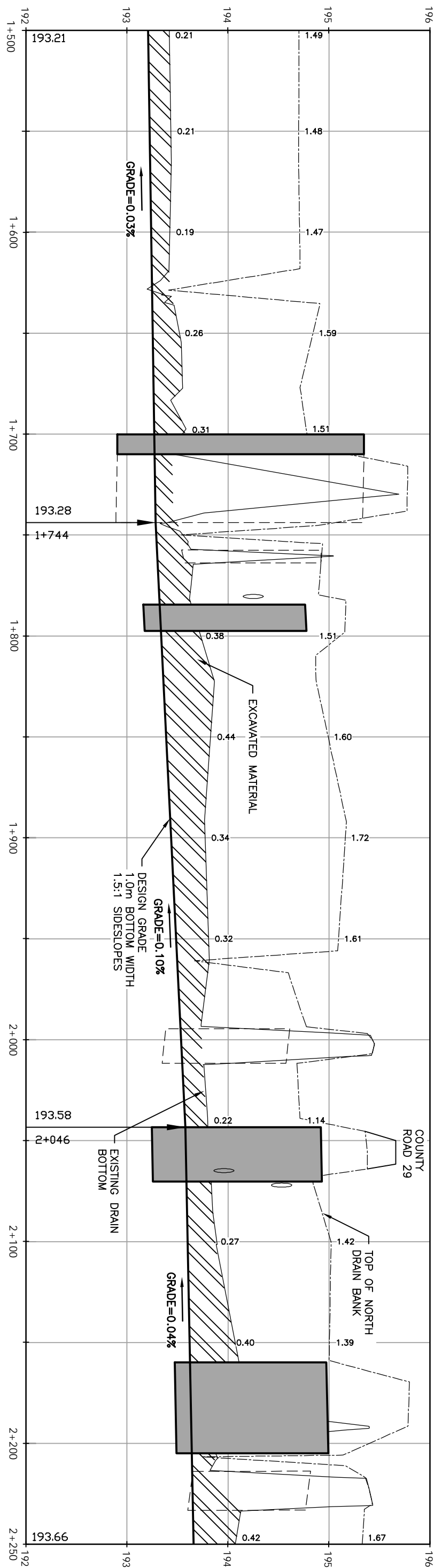
Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.

Do not scale dimensions from drawing.

Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

						DESIGN	TRO	REVIEWED BY	MDH
						DRAWN	SJC	CHECKED BY	TRO
2	FINAL REPORT SUBMISSION	July 23/24		TRO		DATE	July 3, 2024		
1	CLIENT REVIEW	July 3/24	TRO			SCALE	AS SHOWN		
No.	ISSUED FOR	DATE	BY						

		Drainage Report for the Improvements to the Upper Portion of the No. 5 DRAIN Town of Kingsville	
PROJECT NO.	21-3142	SHEET TITLE	CULVERT No. 4 - 8 DETAILS
DRAWING SCALES BASED ON A 11" X 17" SHEET		PAGE NO.	4 of 9



1+630-CONFLUENCE WITH BOOSE DRAIN

1+727-Q CULVERT No. 4 - (COUNTY ROAD 29)
CONCRETE CULVERT - 33.4 m LENGTH
3.05 m SPAN X 2.44 m RISE TO BE EXTENDED
ON DOWNSTREAM END 9.8 m LENGTH

1+746-SCHILLER BRANCH DRAIN ENTERS

1+755-CULVERT No. 5 - (PRIVATE ACCESS ROAD)
EX. 1350 mmØ CSP TO BE REMOVED

1+781-EXISTING 400mmø DRAINAGE TILE FROM NORTH

1+791-CULVERT No. 5 (PRIVATE ACCESS CULVERT)
NEW 13 m LENGTH 1600 mmØ CSP

1+962-TULLY AWARD DRAIN ENTERS LINE DITCH
FROM NORTH. INV. 193.97 (193.70 HB)

2+000—CULVERT No. 6 (PRIVATE ACCESS CULVERT)
EX. 1.8 m SPAN x 1.22 m RISE CONCRETE
CULVERT 17 m LENGTH

2+052—CULVERT No. 7 — (COUNTY ROAD 29)
26.9 m LONG 1650mmØ CONCRETE PIPE


2+063—EXISTING 200mmØ DRAINAGE TILE FROM NORTH
TO BE RELOCATED BEYOND END OF NEW CULVERT
2+073—EXISTING 200mmØ DRAINAGE TILE FROM NORTH

2+182—CULVERT No. 8 — (SOUTH TALBOT ROAD/
CUL-DE-SAC CULVERT) 1200 mmØ CSP
REPLACE w/ 1500 mmØ HDPE—45.0m LENGTH

2+207—LINE DITCH ENTERS FROM THE NORTH
FUTURE GIBBS DRAIN NO. 1
INV. 193.80m

2+223-CULVERT No. 9 - (PRIVATE ACCESS CULVERT)
1200mmØ CSP - 19 m LENGTH

PROFILE 3
SCALE-HORIZ=1:2000
VERT.=1:40

						<div>DILLON CONSULTING.</div> <div>Drainage Report for the Improvements to the Upper Portion of the No. 5 DRAIN Town of Kingsville</div>

Date: August 12, 2024

To: Mayor and Council

Author: Jerell Penales, Development Engineer

RE: Woodridge Estates Subdivision Phase 2 – Final Acceptance

RECOMMENDED ACTION

That Council **APPROVE** the final acceptance and assumption of the roadway and infrastructure for the Woodridge Estates Subdivision Phase 2.

BACKGROUND

In a formal written request to Community and Development Services, dated June 24th, 2024, the Developer's Engineer (Dillon Consulting Ltd) has provided a General Conformance letter requesting that the municipality grant final acceptance and assume all underground and surface infrastructure.

As per the Town's current Development Standards Manual, the developer is to formally request final acceptance from the Director of Planning & Development for the Town to accept the subdivision as complete. Subsequently Council must agree to final acceptance of the subdivision to transfer responsibility of the roadway and infrastructure to the Municipality. Once approval is given, the Developer is no longer obligated to maintain or repair the infrastructure in the subdivision.

DISCUSSION

The Woodridge Estates Phase 2 subdivision was initially accepted on maintenance on September 26, 2022. This phase of the subdivision includes twenty-six (26) single-family residential lots in Cottam. The development is 80% built out with only a few lots still under construction.



All infrastructure has been satisfactorily constructed and installed, and all outstanding infrastructure deficiencies for Phase 2 of the subdivision including surface asphalt and any Development Agreement requirements for this phase have been fully satisfied.

FINANCIAL CONSIDERATIONS

Infrastructure assets are to be added to the municipalities Tangible Capital Assets (TCA) inventory.

ENVIRONMENTAL CONSIDERATIONS

The Stormwater Management system has been designed in conformance with the Windsor/Essex Region Stormwater Management Standards Manual. This phase of the development is fully serviced by sanitary sewers.

CONSULTATIONS

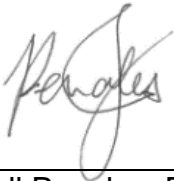
Cottam Solar Ltd.

Dillon Consulting Ltd.

Tim Del Greco, Senior Manager, Capital Works & Engineering

Richard Wyma, Director of Planning and & Development

PREPARED BY:



Jerell Penales, P.Eng.
Development Engineer

REVIEWED BY:



Tim Del Greco, P. Eng.
Senior Manager, Capital Projects and Engineering



Richard Wyma
Director of Planning and Development



John Norton
CAO

Our File: 24-8289

June 24, 2024

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

Attention: Jerrell Penales, P.Eng.
Development Engineer

**Woodridge Estates – Phase 2
Request for End of Maintenance Period and Release of Securities**

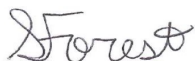
On behalf of our client, Cottam Solar Limited, we request a release of the securities held by the Town of Kingsville for Phase 2 of the Woodridge Estates Development. We also request that the curbs, sidewalks, base asphalt, streetlights, and sewers be released off of maintenance and assumed by the Town of Kingsville. We recommend that the securities be released in full, minus the portion of securities held for surface asphalt and the small section of sidewalk fronting 48 and 50 Redwood Avenue that will be removed and replaced prior to final assumption. It is recommended that the securities be reduced to a total value held by the Town of Kingsville of \$19,100.00, which includes \$18,000.00 for the value of the surface asphalt and \$1,100.00 for the value of the remaining sidewalk to be repaired.

Deficiencies noted from the deficiency walkthroughs have been completed and the maintenance period of one (1) year for surface asphalt will begin.

If you require any additional information, please contact Stefano Forest at (519) 948-4243, Ext.3234 or via email at sforest@dillon.ca.

Yours sincerely,

DILLON CONSULTING LIMITED



Stefano Forest, P.Eng.
Project Manager
SEF:jrb

cc: Gary Taveirne, Cottam Solar Limited
Tim Del Greco, Town of Kingsville

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

Date: August 12, 2024

To: Mayor and Council

Author: Tim Del Greco, Senior Manager, Capital Projects and Engineering

RE: Jasperson Drive Community / School Zone

RECOMMENDED ACTION

1. That Kingsville Traffic By-Law 21-2005 **BE AMENDED** to include a Community Safety Zone on Jasperson Drive from a point 110 metres north of the centreline of Woodycrest Ave to a point 245 metres south of the centreline of Woodycrest Ave.
2. That Kingsville Traffic By-Law 21-2005 **BE AMENDED** to include a School Zone on Jasperson Drive from a point 110 metres north of the centreline of Woodycrest Ave to a point 245 metres south of the centreline of Woodycrest Ave with a prescribed rate of speed of 40 kilometres per hour.
3. That Kingsville Traffic By-Law 21-2005 **BE AMENDED** to include a Community Safety Zone on Woodycrest Ave from Jasperson Drive to a point 60 metres west of Jasperson Drive.
4. That Kingsville Traffic By-Law 21-2005 **BE AMENDED** to include a School Zone on Woodycrest Ave from Jasperson Drive to a point 60 metres west of Jasperson Drive with a prescribed rate of speed of 40 kilometres per hour.

BACKGROUND

The Greater Essex County District School Board is currently constructing a new school (Kindergarten to Grade 12) on the east side of Jasperson Drive. The Board aims to complete construction and open this school for September of 2024.

In 2020, in preparation for the new school, the Town reconstructed Jasperson Drive. As part of this project, Jasperson Drive was converted to a three-lane roadway from Main Street East to the proposed school site. From there, it transitions to a two-lane roadway until it reaches Road 2 East.

Following construction, Administration and Council have received complaints from residents of Jasperson with respect to speeding.

In consideration of the above described issues and the upcoming school year, Council passed the following motion:

120-06242024

*That Council **DIRECTS** Administration to bring a report back to Council on community safety zone options for Jasperson Drive.*

DISCUSSION

The Ontario Highway Traffic Act provides a few options for addressing speeding in the vicinity of schools.

Community Safety Zones

The council of a municipality may by by-law designate a part of a roadway under its jurisdiction as a community safety zone, if, in the council's opinion, public safety is of special concern on that part of the roadway. Financial penalties for speeding in community safety zones are doubled in an effort to discourage speeding. Community safety zones are common near schools in Ontario.

School Zones

The council of a municipality may by by-law designate a part of a roadway under its jurisdiction along and within 150 metres of a school property as a school zone. School zones allow a municipality to reduce the rate of speed and install specialty signage in an effort to discourage speeding. According to the TAC School and Playground Areas and Zones: Guidelines for Application and Implementation (2006) Manual, the speed limit within a school zone should be reduced to 40 km/h.

Community safety zones and school zones are often used in tandem in order to reduce speed, increase penalties for speeding, and encourage compliance.

A schematic detailing both a community safety zone and school zone on Jasperson and Woodycrest is attached in Appendix A. Should Council endorse the recommendations of this report, signage will be installed per this schematic.

FINANCIAL CONSIDERATIONS

All costs for signage will be expensed to the 2024 Public Works Operational Budget. \$3500 is the estimated cost for all labour and materials.

ENVIRONMENTAL CONSIDERATIONS

N/A

CONSULTATIONS

Kingsville Administration

PREPARED BY:



Tim Del Greco, P. Eng.
Senior Manager, Capital Projects and Engineering

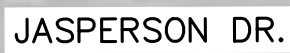
REVIEWED BY:



Richard Wyma
Director of Planning and Development



John Norton
CAO

F 1



Date: August 12, 2024

To: Mayor and Council

Author: Ryan McLeod, CPA, CA, Director of Finance/Treasurer

RE: 2024 Water Rate Study and Ontario Regulation 453/07: Water Financial Plan

Report No.: FS-2024-07

RECOMMENDED ACTION

That the Town of Kingsville Water Rate Study and Ontario Regulation 453/07: Water Financial Plan, prepared by Watson & Associates Economists Ltd., dated July 2, 2024, be **APPROVED**.

BACKGROUND

The Town of Kingsville retained Watson & Associates Economists Ltd. (Watson) to assist with the preparation of a Water Financial Plan as prescribed by O. Reg. 453/07. This Financial Plan is part of the five key submission requirements for obtaining a municipal drinking water license per the *Safe Drinking Water Act, 2002*. The purpose of the Financial Plan is to help ensure the long-term fiscal sustainability of the Town's water distribution system. This is completed through an in-depth analysis of future operating and capital expenditures, revenue requirements and cash-flow projections.

DISCUSSION

As water services are primarily funded through user fees, a Water Rate Study was prepared to project the rates necessary to fund the operating and capital expenses associated with the Town's water distribution system over the next 10-year period.

The Water Rate Study was based on current operating expenses, capital plans, and the long-term life-cycle obligations projected in the Town's 2023 Asset Management Plan. This study required Administration to make a number of assumptions, including inflation and future water volumes.

The study recommends that the Town will need to increase its water volume and base rates by 3% per year, over the next ten years, to ensure sustainability of the water distribution system. This translates to an increase of \$6.70 - \$8.75 per year, over the

10-year study period, for the average household in Kingsville. Please refer to the executive summary in the Water Rate study for further details.

Council is advised that this Rate Study refers to Town's Distribution System only. The Town obtains its water from UWSS Inc., who is responsible for adopting its own financial plan and rates to ensure the long-term sustainability of the water treatment system.

The Water Financial Plan document converts the financial forecasts from the Water Rate Study into a format required by Ontario Regulation 453/07. In addition to an income statement, this document includes projected Balance Sheets and Cash Flow Statements for the next 10 years.

This Financial Plan and Rate Study will be used to guide future capital budgets and water rates. The timing or values included in this plan may differ from actual budgets or rates, as new information becomes available.

FINANCIAL CONSIDERATIONS

These financial plans include annual increases to the Town's Water Lifecycle Reserve to help close the water infrastructure funding deficit. Based on the proposed rates, the Town is projected to fund 96% of its annual replacement costs by 2034. For reference, the Town is only currently funding 77% of its annual replacement cost for water infrastructure.

The study was prepared based on the assumption that the construction of the remaining phases of the Southwest Water Main will proceed in 2025. Based on existing DCs and growth projections, the Town may have difficulty funding its debt service obligations associated with this project through DCs alone. However, the study demonstrates that this project can be cash-flowed entirely within the proposed water rates, and not impact taxation.

If Council elects to proceed with the construction of the remaining phases of the Southwest Water Main, Administration recommends updating Development Charge Study to incorporate actual construction values (based on tender results) and interest costs, net of any grant funding (if applicable). This will ensure the full growth-related costs of the Southwest Water Main are recovered through DCs over the long-term.

ENVIRONMENTAL CONSIDERATIONS

Responsible long-term financial planning is critical to ensuring a safe and reliable drinking water system for our residents.

CONSULTATIONS

Kyle Davies, Water Operations and Compliance Technician

Shaun Martinho, Director of Public Operations

Tim Del Greco, Senior Manager, Capital Projects and Engineering

PREPARED BY:

A handwritten signature in black ink, appearing to read 'Ry McLeod', with a long horizontal flourish extending to the right.

Ryan McLeod, CPA, CA
Director of Finance and Corporate Services

REVIEWED BY:

A handwritten signature in black ink, appearing to read 'John Norton', with a stylized, cursive script.

John Norton
CAO



Water Rate Study

Town of Kingsville

July 2, 2024

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

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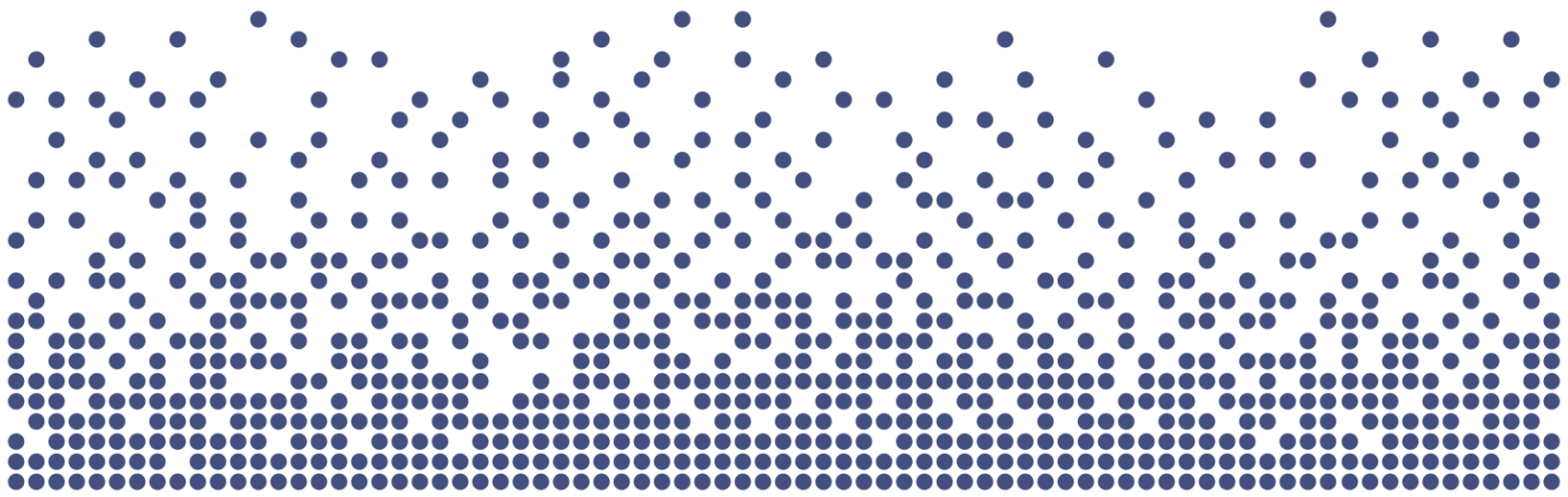
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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
A.M.O.	Association of Municipalities of Ontario
C.W.W.F.	Clean Water and Wastewater Fund
D.C.A.	Development Charges Act, 1997
F.I.R.	Financial Information Return
I.J.P.A.	Infrastructure for Jobs and Prosperity Act, 2015
I.O.	Infrastructure Ontario
LPAT	Local Planning Appeal Tribunal
M.O.E.	Ministry of Environment
O.C.I.F.	Ontario Community Infrastructure Fund
OLT	Ontario Land Tribunal
O.M.B.	Ontario Municipal Board
O. Reg.	Ontario Regulation
O.S.I.F.A.	Ontario Strategic Infrastructure Financing Authority
P.S.A.B.	Public Sector Accounting Board
P.T.I.F.	Public Transit Infrastructure Fund
S.W.S.S.A.	Sustainable Water and Sewage Systems Act, 2002



Executive Summary



Executive Summary

The Town of Kingsville retained Watson & Associates Economists Ltd. (Watson) to undertake a water rate study. This study aims to update the analysis of the Town's water rate forecast based on current capital and operating forecasts, costing for lifecycle replacement requirements, current volumes and customer profiles. The results of this analysis provide updated water base charge and volume rates for customers within the Town of Kingsville. The rate analysis contained herein continues to provide fiscally responsible practices that are in line with current provincial legislation.

The analysis presented herein provides the following:

- The 2025 to 2034 capital spending program for water is approximately \$28.00 million (inflated);
- A significant portion (approximately 48%) of the water capital spending program is related to the Southwest Water Main;
- Annual operating expenditures related to wages and salaries are increasing by 3% per annum over the forecast, while expenditures related to utilities, fuels, chemicals and other materials are increasing at 5% per annum;
- The present rate structure for water (base capital surcharge and a constant volume rate) is continued; and
- Existing water customers total 8,664; an average of 93 new customers annually is anticipated over the next 10-year period.

Based on the above information, rate increases have been balanced for water users to experience a 3% annual increase on the water bill from 2025 to 2034, note this is equivalent to a \$0.02 annual increase on the constant volume water rate, and an average \$4.72 annual increase on the base capital surcharge.

Table ES-1 summarizes the recommended water rates and the average annual bill (assuming an annual median volume of 180 cu.m¹) based on the analysis provided herein over the forecast period.

¹ The annual per customer volume utilized is based on the median usage for residential customers.



Table ES-1
Town of Kingsville
Average Annual Residential Water Bill (Based on Annual Usage of 180 cu.m)

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Quarterly Capital Surcharge	\$33.81	\$34.82	\$35.87	\$36.95	\$38.05	\$39.20	\$40.37	\$41.58	\$42.83	\$44.11	\$45.44
Annual Base Rate Bill	\$135.24	\$139.30	\$143.48	\$147.78	\$152.21	\$156.78	\$161.48	\$166.33	\$171.32	\$176.46	\$181.75
Constant Rate	\$0.49	\$0.50	\$0.52	\$0.54	\$0.55	\$0.57	\$0.59	\$0.60	\$0.62	\$0.64	\$0.66
Volume (cu.m)	180	180	180	180	180	180	180	180	180	180	180
Annual Volume Bill	\$88.20	\$90.85	\$93.56	\$96.37	\$99.27	\$102.24	\$105.30	\$108.47	\$111.73	\$115.07	\$118.53
Total Annual Bill	\$223.44	\$230.14	\$237.04	\$244.15	\$251.48	\$259.02	\$266.78	\$274.80	\$283.04	\$291.53	\$300.28
Annual Dollar Increase		\$6.70	\$6.90	\$7.11	\$7.33	\$7.54	\$7.76	\$8.01	\$8.25	\$8.49	\$8.75

Note, the above water rates do not include the Union Water Supply System Inc. billing amount, which as of 2024 is identified separately on the water bill. Based on the current Union Water Supply System Inc. rate of \$0.7313 per cu.m and an assumed average of 180 cu.m, this would add \$131.63 to the average water bill.



Report



Chapter 1

Introduction



1. Introduction

1.1 Background

The Town of Kingsville, located in the County of Essex, currently services 8,664 metered water customers. These customers are comprised of residential, multi-residential, commercial, greenhouse, and high-agricultural customers. Water supply is provided by Union Water Supply System Inc. (U.W.S.S.).

The water system is metered and utilizes a rate structure with a quarterly capital surcharge as well as a constant volume charge on a per cubic metre basis for all customers. Table 1-1 provides the 2024 rates.

Table 1-1
Town of Kingsville
Water Rates – 2024

2024 - Water Billing Rates	
Base Charge	
Capital Surcharge (Quarterly)	33.81
Volume Charge*	
\$ 0.49	per cu.m (distribution)

*Effective January 1, 2024 U.W.S.S. directly bills customers in Kingsville for water supply costs.

Note that the above water rates do not include the cost of purchasing water from the U.W.S.S. Effective January 1, 2024, the U.W.S.S. is a municipal service corporation. As such, the U.W.S.S. is required to bill their customers directly, rather than bill the local municipalities. Therefore, the water rates calculated herein do not include the purchase costs for water supply. For rate comparison purposes later in this report, the water supply rate has been excluded from the Town's water distribution rate.

Since the Walkerton crisis, the Province has continued to make legislative changes for municipal water systems. Noted below are the historical changes along with pending legislation anticipated to be implemented in the future. Watson & Associates Economists Ltd. (Watson) was retained by the Town of Kingsville to assist in addressing



these changes in a proactive manner as they relate to the water system. The assessment provided herein addresses changes recommended to the water rates based on the most current information and forecasts the implications over the next 10-year period.

1.2 Study Process

The objectives of the study and the steps involved in carrying out this assignment are summarized below:

- Identify all current and future water system capital needs to assess the immediate and longer-term implications;
- Identify potential methods of cost recovery from the capital needs listing. These recovery methods may include other statutory authorities (e.g. *Development Charges Act, 1997* (D.C.A.), *Municipal Act*, etc.) as an offset to recovery through the water rates;
- Identify existing operating costs by component and estimate future operating costs over the next 10-years. This assessment identifies fixed and variable costs in order to project those costs sensitive to changes to the existing infrastructure inventory, as well as costs which may increase commensurate with growth; and
- Provide staff and Council the findings to assist in gaining approval of the rates for 2025 and future years.

1.3 Regulatory Changes in Ontario

Resulting from the water crisis in Walkerton, significant regulatory changes have been made in Ontario. These changes arise as a result of the Walkerton Commission and the 93 recommendations made by the Walkerton Inquiry Part II report. Areas of recommendation include:

- watershed management and source protection;
- quality management;
- preventative maintenance;
- research and development;
- new performance standards;
- sustainable asset management; and



- lifecycle costing.

The legislation which would have most impacted municipal water and wastewater rates was the *Sustainable Water and Sewage Systems Act* (S.W.S.S.A.) which would have required municipalities to implement full cost pricing. The legislation was enacted in 2002, however, it had not been implemented pending the approval of its regulations. The Act was repealed as of January 1, 2013. It is expected that the provisions of the *Water Opportunities Act* will implement the fundamental requirements of S.W.S.S.A. Furthermore, on December 27, 2017, O. Reg. 588/17 was released under the *Infrastructure for Jobs and Prosperity Act, 2015* (I.J.P.A.), which outlines the requirements for asset management for municipalities. The results of the asset management review under this Act will need to be considered in light of the recent investments undertaken by the Town and the capital spending plan provided herein. The following sections describe these various resulting changes.

1.4 Sustainable Water and Sewage Systems Act

As noted earlier, the S.W.S.S.A. was passed on December 13, 2002. The intent of the Act was to introduce the requirement for municipalities to undertake an assessment of the “full cost” of providing their water and wastewater services. It is noted, however, that this Act has been repealed. To provide broader context and understanding to other legislation discussed herein, a description of the Act is provided below.

Full costs for water service was defined in subsection 3(7) of the Act and included “...source protection costs, operating costs, financing costs, renewal and replacement costs and improvement costs associated with extracting, treating or distributing water to the public and such other costs which may be specified by regulation.” Similar provisions were made for wastewater services in subsection 4(7) with respect to “...collecting, treating or discharging waste water.”

The Act would have required the preparation of two reports for submission to the Ministry of the Environment (or such other member of the Executive Council as may be assigned the administration of this Act under the *Executive Council Act*). The first report was on the “full cost of services” and the second was the “cost recovery plan.” Once these reports were reviewed and approved by the Ministry, the municipality would have been required to implement the plans within a specified time period.



In regard to the **full cost of services** report, the municipality (deemed a regulated entity under the Act) would prepare and approve a report concerning the provision of water and sewage services. This report was to include an inventory of the infrastructure, a management plan providing for the long-term integrity of the systems, and would address the full cost of providing the services (other matters may be specified by the regulations) along with the revenue obtained to provide them. A professional engineer would certify the inventory and management plan portion of the report. The municipality's auditor would be required to provide a written opinion on the report. The report was to be approved by the municipality and then be forwarded to the Ministry along with the engineer's certification and the auditor's opinion. The regulations would stipulate the timing for this report.

The second report was referred to as a **cost recovery plan** and would address how the municipality intended to pay for the full costs of providing the service. The regulations were to specify limitations on what sources of revenue the municipality may use. The regulations may have also provided limits as to the level of increases any customer or class of customer may experience over any period of time. Provision was made for the municipality to implement increases above these limits; however, ministerial approval would be required first. Similar to the first report, the municipal auditor would provide a written opinion on the report prior to Council's adoption, and this opinion must accompany the report when submitted to the Province.

The Act provided the Minister the power to approve or not approve the plans. If the Minister was not satisfied with the report or if a municipality did not submit a plan, the Minister may have a plan prepared. The cost to the Crown for preparing the plan would be recovered from the municipality. As well, the Minister may direct two or more regulated municipalities to prepare a joint plan. This joint plan may be directed at the onset or be directed by the Minister after receiving the individual plans from the municipalities.

The Minister also had the power to order a municipality to generate revenue from a specific revenue source or in a specified manner. The Minister may have also ordered a regulated entity to do or refrain from doing such things as the Minister considered advisable to ensure that the entity pays the full cost of providing the services to the public.



Once the plans were approved and in place, the municipality would be required to submit progress reports. The timing of these reports and the information to be contained therein would be established by the regulations. A municipal auditor's opinion must be provided with the progress report. Municipalities would also revise the plans if they deem the estimate does not reflect the full cost of providing the services, as a result of a change in circumstances, regulatory or other changes that affect their plan, etc. The municipality would then revise its prior plan, provide an auditor's opinion, and submit the plan to the Minister.

1.5 Financial Plans Regulation

On August 16, 2007, the M.O.E. passed O. Reg 453/07 which requires the preparation of financial plans for water (and wastewater) systems. The M.O.E. has also provided a Financial Plan Guidance Document to assist in preparing the plans. A brief summary of the key elements of the regulation is provided below:

- The financial plan will represent one of the key elements for the municipality to obtain its Drinking Water Licence;
- The financial plans shall be for a period of at least six years, but longer planning horizons are encouraged;
- As the regulation is under the *Safe Drinking Water Act, 2002*, the preparation of the plan is mandatory for water and encouraged for wastewater;
- The plan is considered a living document (i.e. will be updated as annual budgets are prepared) but will need to be undertaken, at a minimum, every five years;
- The plans generally require the forecasting of capital, operating and reserve fund positions, providing detailed inventories, forecasting future users and volume usage and corresponding calculation of rates. In addition, P.S.A.B. information on the system must be provided for each year of the forecast (i.e. total non-financial assets, tangible capital asset acquisitions, tangible capital asset construction, betterments, write-downs, disposals, total liabilities and net debt);
- The financial plans must be made available to the public (at no charge) upon request and be available on the municipality's website. The availability of this information must also be advertised; and
- The financial plans are to be approved by Resolution of the Council or governing body indicating that the drinking water system is financially viable.



In general, the financial principles of the draft regulations follow the intent of S.W.S.S.A. to move municipalities towards financial sustainability. Many of the prescriptive requirements, however, have been removed (e.g. preparation of two separate documents for provincial approval, auditor opinions, engineer certifications, etc.).

A Guideline (“Towards Financially Sustainable Drinking Shores – Water and Wastewater Systems”) had been developed to assist municipalities in understanding the Province’s direction and provided a detailed discussion on possible approaches to sustainability. The Province’s Principles of Financially Sustainable Water and Wastewater Services are provided below:

Principle #1: Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system(s) to which they relate.

Principle #2: An integrated approach to planning among water, wastewater, and stormwater systems is desirable given the inherent relationship among these services.

Principle #3: Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.

Principle #4: Lifecycle planning with mid-course corrections is preferable to planning over the short term, or not planning at all.

Principle #5: An asset management plan is a key input to the development of a financial plan.

Principle #6: A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.

Principle #7: Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.

Principle #8: Financial plans are “living” documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.



Principle #9: Financial plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal Council.

1.6 Water Opportunities Act, 2010

As noted earlier, since the passage of the *Safe Drinking Water Act, 2002*, continuing changes and refinements to the legislation have been introduced. Some of these Bills have found their way into law, while others have not been approved. Bill 72, the *Water Opportunities Act, 2010*, was introduced into legislation on May 18, 2010 and received Royal Assent on November 29, 2010.

The Act provides for the following elements:

- The fostering of innovative water, wastewater and stormwater technologies, services and practices in the private and public sectors;
- Preparation of water conservation plans to achieve water conservation targets established by the regulations; and
- Preparation of sustainability plans for municipal water services, municipal wastewater services and municipal stormwater services.

With regard to the sustainability plans:

- The Act extends from the water financial plans and requires a more detailed review of the water financial plan and requires a full plan for wastewater and stormwater services; and
- Regulations will provide performance targets for each service – these targets may vary based on the jurisdiction of the regulated entity or the class of entity.

The financial plan shall include:

- An asset management plan for the physical infrastructure;
- A financial plan;
- For water, a water conservation plan;
- An assessment of risks that may interfere with the future delivery of the municipal service, including, if required by the regulations, the risks posed by climate change and a plan to deal with those risks; and



- Strategies for maintaining and improving the municipal service, including strategies to ensure the municipal service can satisfy future demand, consider technologies, services and practices that promote the efficient use of water and reduce negative impacts on Ontario's water resources, and increase co-operation with other municipal service providers.

Performance indicators will be established by service, with the following considerations:

- May relate to the financing, operation or maintenance of a municipal service or to any other matter in respect of what information may be required to be included in a plan;
- May be different for different municipal service providers or for municipal services in different areas of the Province.

Regulations will prescribe:

- Timing;
- Contents of the plans;
- Which identified portions of the plan will require certification;
- Public consultation process; and
- Limitations, updates, refinements, etc.

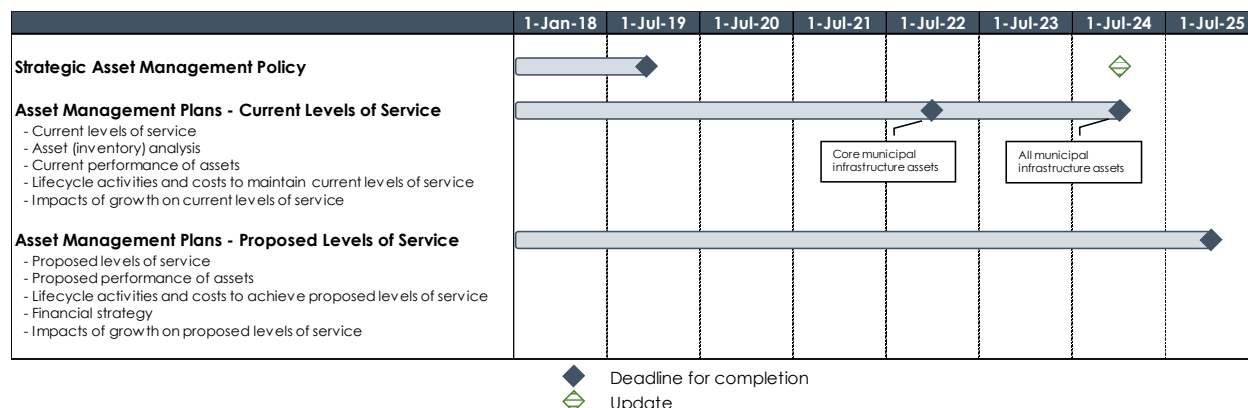
As noted earlier, it is expected that this Act will implement the principles of the S.W.S.S.A. once all regulations are put in place.

1.7 Infrastructure for Jobs and Prosperity Act, 2015 (I.J.P.A.)

On June 4, 2015, the Province of Ontario passed the I.J.P.A. which, over time, will require municipalities to undertake and implement asset management plans for all infrastructure they own. On December 27, 2017, the Province released Ontario Regulation 588/17 under the I.J.P.A. which has three phases that municipalities must meet:



Figure 1-1
Legislative Timelines set out by the Jobs and Prosperity Act
Legislation related to Asset Management Plans



Note: on March 15, 2021, the Province filed Regulation 193/21 to extend all of the timelines of Regulation 588/17 by one year (reflected in the table above).

Every municipality in Ontario will have to prepare a strategic asset management policy by July 1, 2019. Municipalities will be required to review their strategic asset management policies at least every five years and make updates as necessary. The subsequent phases are as follows:

- Phase 1 – Asset Management Plan (by July 1, 2022):
 - For core assets, municipalities must have the following:
 - Inventory of assets;
 - Current levels of service measured by standard metrics; and
 - Costs to maintain levels of service.
- Phase 2 – Asset Management Plan (by July 1, 2024):
 - Same steps as Phase 1 but for all assets.
- Phase 3 – Asset Management Plan (by July 1, 2025):
 - Builds on Phase 1 and 2 by adding:
 - Proposed levels of service; and
 - Lifecycle management and financial strategy.

In relation to water (which is considered a core asset), municipalities will need to have an asset management plan that addresses the related infrastructure by July 1, 2022 (Phase 1). O. Reg. 588/17 specifies that the municipality's asset management plan must include the following for each asset category:



- The current levels of service being provided, determined in accordance with the following qualitative descriptions and technical metrics and based on data from at most the two calendar years prior to the year in which all information required under this section is included in the asset management plan;
- The current performance of each asset category, including:
 - a summary of the assets in the category;
 - the replacement cost of the assets in the category;
 - the average age of the assets in the category, determined by assessing the average age of the components of the assets;
 - the information available on the condition of the assets in the category;
 - a description of the municipality's approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate; and
- The lifecycle activities that would need to be undertaken to maintain the current levels of service.

1.8 Forecast Growth and Servicing Requirements

The Town of Kingsville services 8,664 metered water customers. These customers are comprised of residential, multi-residential, commercial, greenhouse, and high-agricultural customers. Information on the existing number of customers and existing billable volumes was obtained from the Town.

For future water customers to be added to the systems, consideration has been given to development potential within the serviced areas of the Town over the forecast period of 2025 to 2034. The growth forecast utilized in the Town's 2022 Development Charges Background Study was used to estimate future development. The forecast also assumes average annual growth in greenhouses of approximately 1.79 million sq.ft. annually over the forecast period. Note, the forecast of greenhouse development is only considered for the estimation of Development Charge revenue and no additional volumes have been assumed in the forecast.

Table 1-2 provides for the forecast of water users and volumes for Kingsville.



Table 1-2
Town of Kingsville
2024 to 2034 Water System Forecast

Year	Total Users	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
2024	93	46	93	93	93	93	93	93	93	93	93	93
2025	93		46	93	93	93	93	93	93	93	93	93
2026	93			46	93	93	93	93	93	93	93	93
2027	93				46	93	93	93	93	93	93	93
2028	93					46	93	93	93	93	93	93
2029	93						46	93	93	93	93	93
2030	94							47	94	94	94	94
2031	94								47	94	94	94
2032	94									47	94	94
2033	94										47	94
2034	94											47
Total	1,023	46	139	231	324	416	509	602	696	789	883	976
m ³ /user	180	180	180	180	180	180	180	180	180	180	180	180
Annual Flow		8,280	24,930	41,580	58,230	74,880	91,530	108,360	125,190	142,020	158,850	175,680

Water Customer Forecast	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Existing	8,664	8,664	8,664	8,664	8,664	8,664	8,664	8,664	8,664	8,664	8,664
New - Growth	46	139	231	324	416	509	602	696	789	883	976
Total	8,710	8,803	8,895	8,988	9,080	9,173	9,266	9,360	9,453	9,547	9,640

Water Volume Forecast (m ³)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Existing	6,621,138	6,621,138	6,621,138	6,621,138	6,621,138	6,621,138	6,621,138	6,621,138	6,621,138	6,621,138	6,621,138
New	8,280	24,930	41,580	58,230	74,880	91,530	108,360	125,190	142,020	158,850	175,680
Total	6,629,418	6,646,068	6,662,718	6,679,368	6,696,018	6,712,668	6,729,498	6,746,328	6,763,158	6,779,988	6,796,818



Chapter 2

Capital Infrastructure Needs



2. Capital Infrastructure Needs

2.1 Capital Forecast

The capital forecast has been provided for the water system and is presented in Table 2-1 (note: the costs have been provided in uninflated dollars). The basis for this forecast is the Town's capital budget in addition to capital infrastructure replacement needs based on recommendations from the Town's Asset Management Plan. These estimates were refined through discussions with staff. The capital plan addresses both growth and replacement projects.

A summary of the capital works related to water service is provided in the following table.



Table 2-1
Town of Kingsville
2025 to 2034 Water Capital Forecast Summary (Uninflated \$)

Description	Total 2025-2034	Years Undertaken
Capital Expenditures		
Southwest Water Main	12,908,116	2025
Woodfern / Peach / Queen / Willow	748,150	2026
Victoria Street (from Cty Rd 34 West to Fox Street)	100,750	2027
Heritage Road	960,000	2027
Herrington to Bayview and Queen in Between	750,000	2027
Cherrywood	266,500	2028
Melbourne and Elm	720,000	2028
Palmer / Westlawn / Cameron	553,000	2029
Laurel (from Elm to Mill) / Elm (from Division to McDonald)	526,500	2029
2012 Valve Exercising/Hydro-Excavation Trailer	85,000	2025
17-03 Ford F250 Pickup Truck With Slider	80,000	2027
18-06 Ford F350 with Service Body	95,000	2028
19-03 Ford F350 with Service Body	95,000	2029
20-05 Chevy Silverado 1500	65,000	2030
20-07 Ford 350 with Service Box	95,000	2030
22-02 Case Backhoe w Attachments	43,750	2032
22-03 Case Loader with Attachments	65,000	2032
Lifecycle Requirements from AMP	7,580,750	2029-2034
Water Servicing Master Plan - Townwide	150,000	2025
Water Environmental Services Office Expansion	150,000	2028
Total	26,037,516	



Chapter 3

Lifecycle Costing



3. Lifecycle Costing

3.1 Overview of Lifecycle Costing

3.1.1 *Definition*

For many years, lifecycle costing has been used in the field of maintenance engineering and to evaluate the advantages of using alternative materials in construction or production design. The method has gained wider acceptance and use in the areas of industrial decision-making and the management of physical assets.

By definition, lifecycle costs are all the costs which are incurred during the lifecycle of a physical asset, from the time its acquisition is first considered to the time it is taken out of service for disposal or redeployment. The stages which the asset goes through in its lifecycle are specification, design, manufacture (or build), install, commission, operate, maintain and disposal. Figure 3-1 depicts these stages in a schematic form.

3.1.2 *Financing Costs*

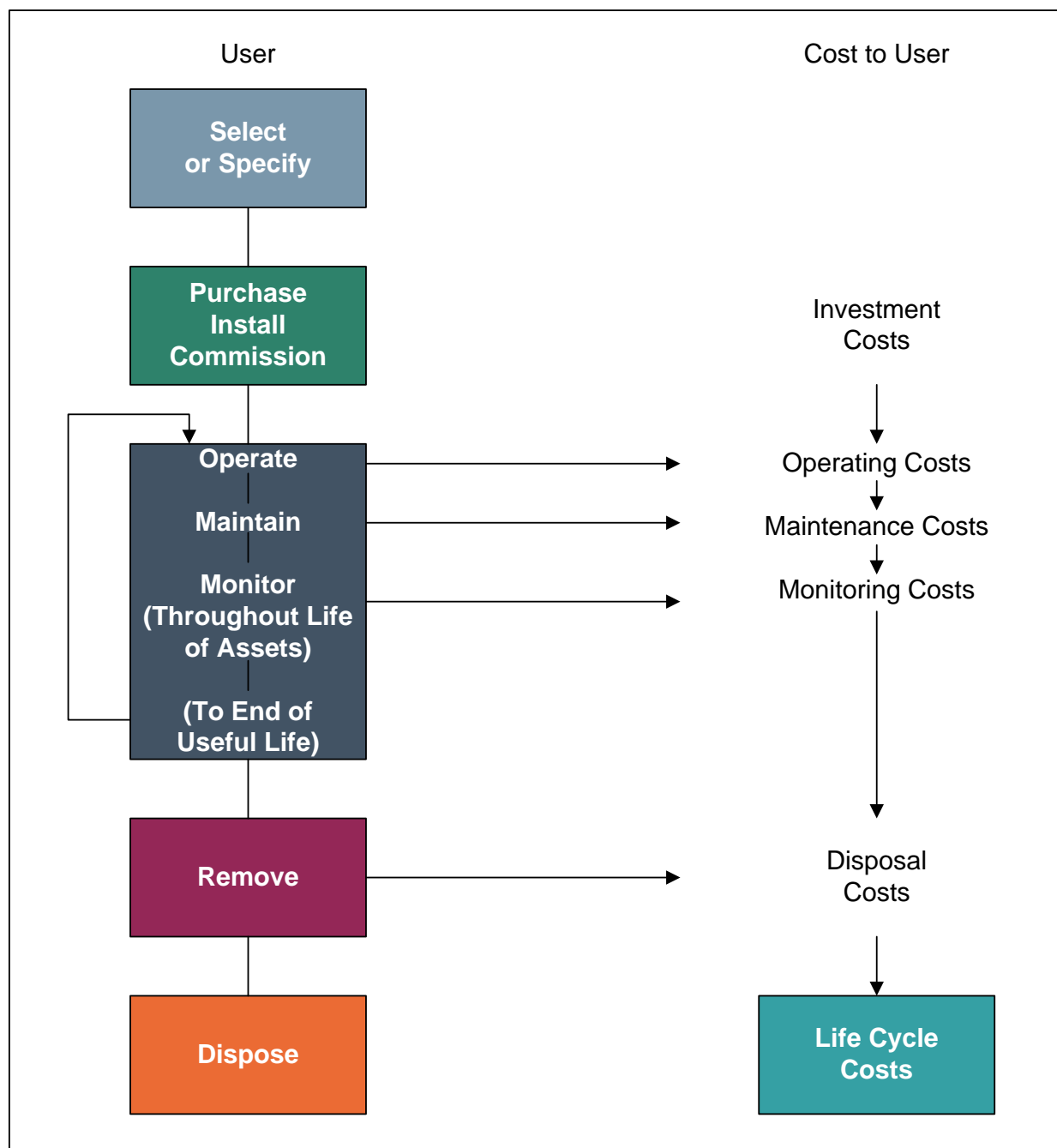
This section will focus on financing mechanisms in place to fund the costs incurred throughout the asset's life.

In a municipal context, services are provided to benefit tax/rate payers. Acquisition of assets is normally timed in relation to direct needs within the community. At times, economies of scale or technical efficiencies will lead to oversizing an asset to accommodate future growth within the Town. Over the past few decades, new financing techniques such as development charges have been employed based on the underlying principle of having tax/rate payers who benefit directly from the service paying for that service. Operating costs which reflect the cost of the service for that year are charged directly to all existing tax/rate payers who have received the benefit. Operating costs are normally charged through the tax base or user rates.

Capital expenditures are recouped through several methods, with operating budget contributions, development charges, reserves, developer contributions and debentures, being the most common.



Figure 3-1
Lifecycle Costing



New construction related to growth could produce development charges and developer contributions (e.g. works internal to a subdivision which are the responsibility of the developer to construct) to fund a significant portion of projects, where new assets are



being acquired to allow growth within the Town to continue. As well, debentures could be used to fund such works, with the debt charge carrying costs recouped from taxpayers in the future.

Capital construction to replace existing infrastructure, however, is largely not growth-related and will therefore not yield development charges or developer contributions to assist in financing these works. Hence, a Town will be dependent upon debentures, reserves and contributions from the operating budget to fund these works.

Figure 3-2 depicts the costs of an asset from its initial conception through to replacement and then continues to follow the associated costs through to the next replacement.

As referred to earlier, growth-related financing methods such as development charges and developer contributions could be utilized to finance the growth-related component of the new asset. These revenues are collected (indirectly) from the new homeowner who benefits directly from the installation of this asset. Other financing methods may be used as well to finance the non-growth-related component of this project, such as reserves which have been collected from past tax/rate payers, operating budget contributions which are collected from existing tax/rate payers and debenturing which will be carried by future tax/rate payers. Ongoing costs for monitoring, operating and maintaining the asset will be charged annually to the existing tax/rate payer.

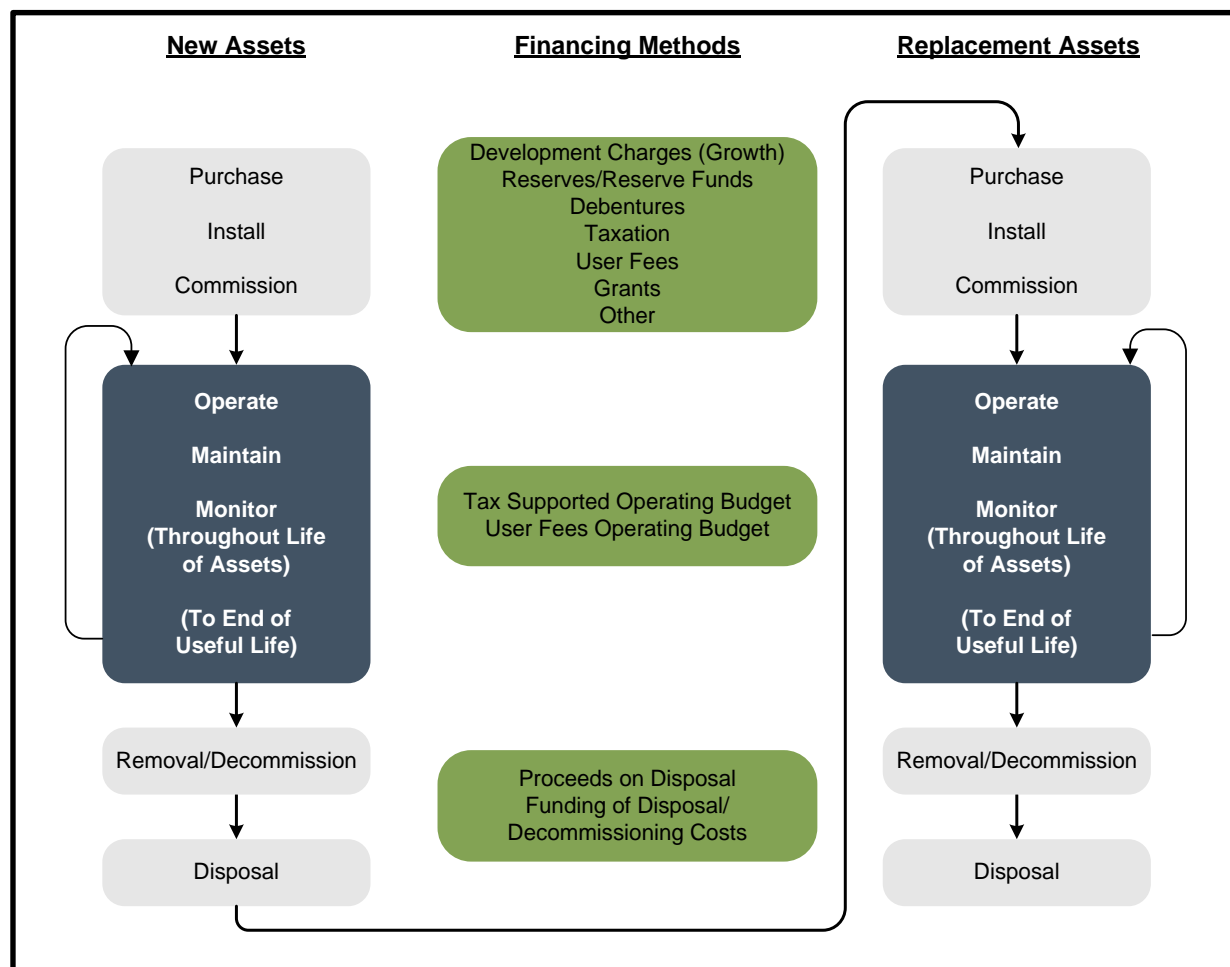
When the asset requires replacement, the sources of financing will be limited to reserves, debentures and contributions from the operating budget. At this point, the question is raised: "If the cost of replacement is to be assessed against the tax/rate payer who benefits from the replacement of the asset, should the past tax/rate payer pay for this cost or should future rate payers assume this cost?" If the position is taken that the past user has used up the asset, hence he should pay for the cost of replacement, then a charge should be assessed annually through the life of the asset, to have funds available to replace it when the time comes. If the position is taken that the future tax/rate payer should assume this cost, then debenturing and, possibly, a contribution from the operating budget should be used to fund this work.

Charging for the cost of using up an asset is the fundamental concept behind depreciation methods utilized by the private sector. This concept allows for expending the asset as it is used up in the production process. The tracking of these costs forms



part of the product's selling price and, hence, end-users are charged for the asset's depreciation. The same concept can be applied in a municipal setting to charge existing users for the asset's use and set those funds aside in a reserve to finance the cost of replacing the asset in the future.

Figure 3-2
Financing Lifecycle Costs



3.1.3 Costing Methods

There are two fundamental methods of calculating the cost of the usage of an asset and for the provision of the revenue required when the time comes to retire and replace it. The first method is the Depreciation Method. This method recognizes the reduction in the value of the asset through wear and tear and aging. There are two commonly used



forms of depreciation: the straight-line method and the reducing balance method (shown graphically in Figure 3-3).

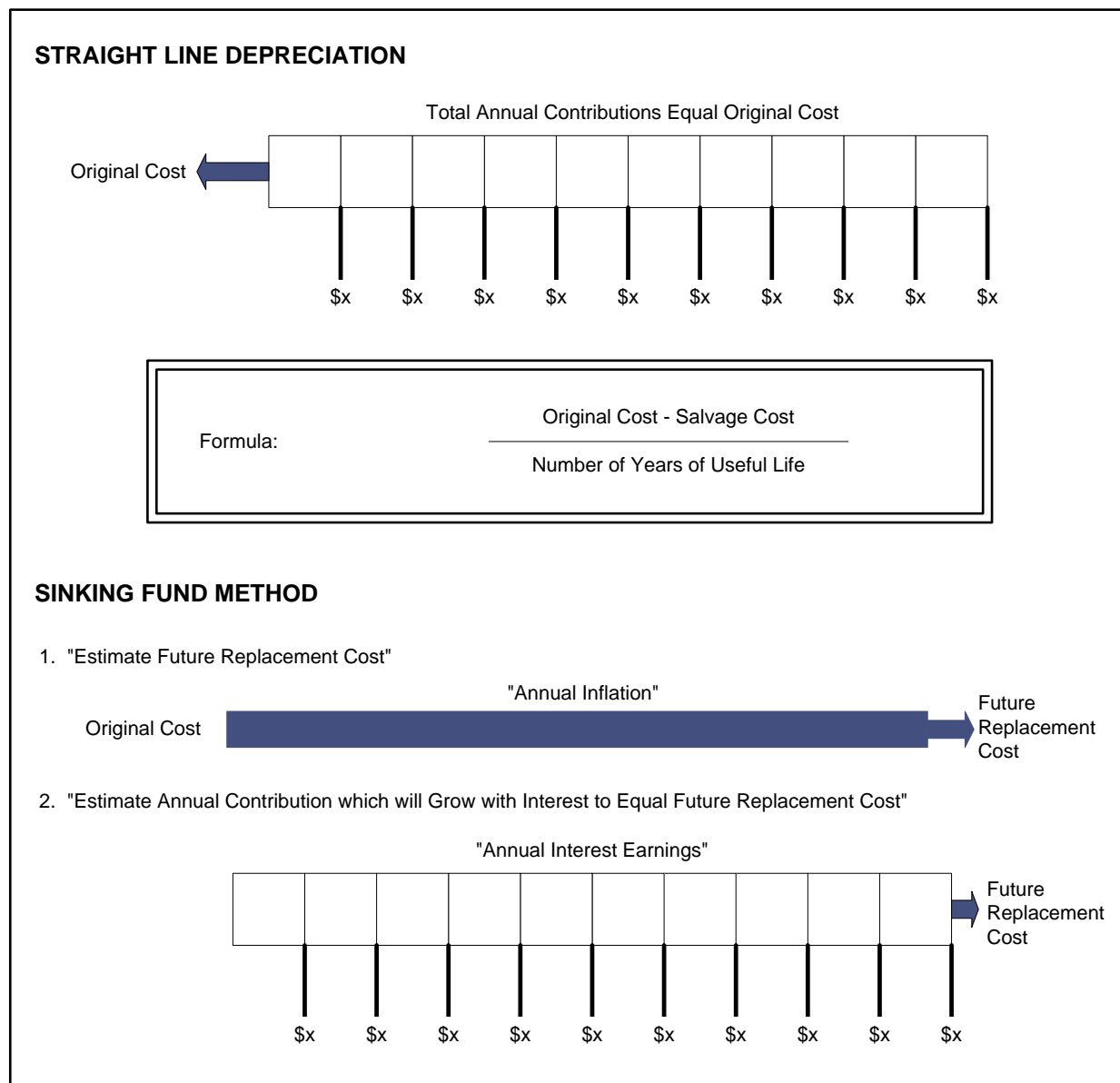
The straight-line method is calculated by taking the original cost of the asset, subtracting its estimated salvage value (estimated value of the asset at the time it is disposed of) and dividing this by the estimated number of years of useful life. The reducing balance method is calculated by utilizing a fixed percentage rate and this rate is applied annually to the undepreciated balance of the asset value.

The second method of lifecycle costing is the sinking fund method. This method first estimates the future value of the asset at the time of replacement. This is done by inflating the original cost of the asset at an assumed annual inflation rate. A calculation is then performed to determine annual contributions (equal or otherwise) which, when invested, will grow with interest to equal the future replacement cost.

The preferred method used herein for forecasting purposes is the sinking fund method of lifecycle costing.



Figure 3-3



3.2 Impact on Budgets

The Town's Asset Management Plan outlines the total replacement cost of the Municipality's water infrastructure to be approximately \$158.69 million. Note, this amount may differ from the Town's asset inventory due to ongoing database updates.



The recommended levels of investment for lifecycle rehabilitation and replacement needs in the Town's Asset Management Plan are as follows:

Table 3-1
Town of Kingsville
Lifecycle Costs as per Asset Management Plan

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Water											
Water Mains & Related	538,668	690,792	72,540	191,880	777,240	1,315,000	1,315,000	1,315,000	1,315,000	1,315,000	1,315,000
Water Meters	-	-	-	-	-	189,000	189,000	189,000	189,000	189,000	189,000
Water Total	538,668	690,792	72,540	191,880	777,240	1,504,000	1,504,000	1,504,000	1,504,000	1,504,000	1,504,000

These recommended amounts were incorporated into the Town's capital forecast.



Chapter 4

Capital Cost Financing Options



4. Capital Cost Financing Options

4.1 Summary of Capital Cost Financing Alternatives

Historically, the powers that municipalities had to raise alternative revenues to taxation to fund capital services have been restrictive. Over the past decade, legislative reforms have been introduced. Some of these have expanded municipal powers (e.g. Bill 26 introduced in 1996 to provide for expanded powers for imposing fees and charges), while others appear to restrict them (e.g. Bill 98 in 1997 and Bill 23 in 2022 providing amendments to the D.C.A.).

The Province passed a new *Municipal Act* which came into force on January 1, 2003. Part XII of the Act and O. Reg. 584/06 govern a municipality's ability to impose fees and charges. In contrast to the previous *Municipal Act*, this Act provides municipalities with broadly defined powers and does not differentiate between fees for operating and capital purposes. It is anticipated that the powers to recover capital costs under the previous *Municipal Act* will continue within the new Statutes and Regulations, as indicated by s.9(2) and s.452 of the new *Municipal Act*.

Under s.484 of *Municipal Act, 2001*, the *Local Improvement Act* was repealed with the in-force date of the *Municipal Act* (January 1, 2003). The municipal powers granted under the *Local Improvement Act* now fall under the jurisdiction of the *Municipal Act*. To this end, on December 20, 2002, O. Reg. 390/02 was filed, which allowed for the *Local Improvement Act* to be deemed to remain in force until April 1, 2003. O. Reg. 119/03 was enacted on April 19, 2003, which restored many of the previous *Local Improvement Act* provisions; however, the authority is now provided under the *Municipal Act*.

The methods of capital cost recovery available to municipalities are provided as follows:

Recovery Methods	Section Reference
<ul style="list-style-type: none">• <i>Development Charges Act, 1997</i>	4.2
<ul style="list-style-type: none">• <i>Municipal Act</i><ul style="list-style-type: none">○ Fees and Charges○ Sewer and Water Area Charges○ Connection Fees○ Local Improvements	4.3



Recovery Methods	Section Reference
• Historical Grant Funding Availability	4.4
• Existing Reserves/Reserve Funds	4.5
• Debenture Financing	4.6
• Infrastructure Ontario	4.7

4.2 Development Charges Act, 1997

Development charges are a revenue tool used by municipalities to recover the capital costs associated with new development and redevelopment. These costs are in addition to what a developer/builder normally constructs as part of their subdivision (i.e. Local Services). Empowered by the *Development Charges Act, 1997*, municipalities may pass by-laws to impose charges to recover the capital costs associated with development and redevelopment.

The Town currently imposes Development Charges via by-law 4-2023. Water capital projects associated with new development were included in the Town's background study (e.g. Southwest Watermain). To the extent these projects are growth-related, this rate study has identified Development Charges as the funding source. The *Development Charges Act* includes a number of mandatory exemptions from the charges and as such, some level of funding from the water rates will be required for financing the growth-related capital projects.

Since the inception of the revised *Development Charges Act*, in 1997, the province has expanded the number of mandatory exemptions and discounts required for new development. Should the mandatory exemptions and discounts continue to change with new legislation, the Town may need to reexamine timing of capital projects to ensure adequate funding is available.

4.3 Municipal Act

Part XII of the *Municipal Act* provides municipalities with broad powers to impose fees and charges via passage of a by-law. These powers, as presented in s.391(1), include imposing fees or charges:

- “for services or activities provided or done by or on behalf of it;



- for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- for the use of its property including property under its control.”

Restrictions are provided to ensure that the form of the charge is not akin to a poll tax. Any charges not paid under this authority may be added to the tax roll and collected in a like manner. The fees and charges imposed under this part are not appealable to the Ontario Land Tribunal ((OLT) formerly Local Planning Appeal Tribunal (LPAT), formerly O.M.B.).

Section 221 of the previous *Municipal Act* permitted municipalities to impose charges, by by-law, on owners or occupants of land who would or might derive benefit from the construction of sewage (storm and sanitary) or water works being authorized (in a specific benefit area). For a by-law imposed under this section of the previous Act:

- A variety of different means could be used to establish the rate and recovery of the costs and could be imposed by a number of methods at the discretion of Council (i.e. lot size, frontage, number of benefiting properties, etc.);
- Rates could be imposed with respect to costs of major capital works, even though an immediate benefit was not enjoyed;
- Non-abutting owners could be charged;
- Recovery was authorized against existing works, where a new water or sewer main was added to such works, "notwithstanding that the capital costs of existing works has in whole or in part been paid;"
- Charges on individual parcels could be deferred;
- Exemptions could be established;
- Repayment was secured; and
- OLT approval was not required.

While under the new *Municipal Act* no provisions are provided specific to the previous s.221, the intent to allow capital cost recovery through fees and charges is embraced within s.391. The new *Municipal Act* also maintains the ability of municipalities to impose capital charges for water and sewer services on landowners not receiving an immediate benefit from the works. Under s.391(2) of the Act, “a fee or charge imposed under subsection (1) for capital costs related to sewage or water services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time.” Also, capital



charges imposed under s.391 are not appealable to the OLT on the grounds that the charges are “unfair or unjust.”

Section 222 of the previous *Municipal Act* permitted municipalities to pass a by-law requiring buildings to connect to the municipality's sewer and water systems, charging the owner for the cost of constructing services from the mains to the property line. Under the new *Municipal Act*, this power still exists under Part II, General Municipal Powers (s.9 (3) b of the *Municipal Act*). Enforcement and penalties for this use of power are contained in s.427 (1) of the *Municipal Act*.

Under the previous *Local Improvement Act*:

- A variety of different types of works could be undertaken, such as watermain, storm and sanitary sewer projects, supply of electrical light or power, bridge construction, sidewalks, road widening and paving;
- Council could pass a by-law for undertaking such work on petition of a majority of benefiting taxpayers, on a 2/3 vote of Council and on sanitary grounds, based on the recommendation of the Minister of Health. The by-law was required to go to the OLT, which might hold hearings and alter the by-law, particularly if there were objections;
- The entire cost of a work was assessed only upon the lots abutting directly on the work, according to the extent of their respective frontages, using an equal special rate per metre of frontage; and
- As noted, this Act was repealed as of April 1, 2003; however, O. Reg. 119/03 was enacted on April 19, 2003 which restores many of the previous *Local Improvement Act* provisions; however, the authority is now provided under the *Municipal Act*.

4.4 Historical Grant Funding Availability

Federal Infrastructure Funding

Phase 1 (April 1, 2016 to March 31, 2018)

Funding was provided by the Government of Canada to expressly help municipalities with repair and rehabilitation projects. Funding was mainly provided through the Clean Water and Wastewater Fund (C.W.W.F.) and Public Transit Infrastructure Fund



(P.T.I.F.) in Federal Phase 1 projects. The C.W.W.F. was announced in Ontario on September 15, 2016. The Fund was \$1.1 billion for water, wastewater, and storm water systems in Ontario. The federal government provided \$569 million and Ontario and municipal governments provided \$275 million each.

Over 1,300 water, wastewater, and storm water projects have been approved in Ontario through the C.W.W.F. In Ontario, P.T.I.F. accounted for nearly \$1.5 billion of the national total of \$3.4 billion. The program was allocated by ridership numbers from the Canadian Urban Transit Association. The Association of Municipalities of Ontario (A.M.O.) understands that \$1 billion of Ontario's share has been approved.

Phase 2: Next Steps

The federal government announced Phase 2 of its infrastructure funding plan with a total of \$180 billion spent over 11 years. In addition to the balance of funding for previous green, social, and public transit infrastructure funds (\$20 billion each, including Phase 1), the government added \$10.1 billion for trade and transportation infrastructure and \$2 billion for rural and northern communities.

In Phase 2, Ontario was eligible for \$11.8 billion including \$8.3 billion for transit, \$2.8 billion for green infrastructure, \$407 million for community, culture and recreation and \$250 million for rural and northern communities.

Canada Community-Building Fund

The Canada Community-Building Fund is a permanent source of funding provided up front, twice-a-year, to Provinces and Territories, who in turn flow this funding to their municipalities to support local infrastructure priorities. Municipalities can pool, bank and borrow against this funding, providing significant financial flexibility. Every year, the Canada Community-Building Fund provides over \$2 billion and supports approximately 2,500 projects in communities across Canada. Each municipality selects how best to direct the funds with the flexibility provided to make strategic investments across 18 different project categories, which include other water and wastewater servicing.

Ontario Government

The Province has taken steps to increase municipal infrastructure funding. The Ontario Community Infrastructure Fund (O.C.I.F.) was increased in 2016 with formula-based



support growing to \$200 million, and application funding growing to \$100 million annually by 2018/2019. As well, \$15 million annually will go to the new Connecting Links program to help pay for the construction and repair costs of municipal roads that connect communities to provincial highways. This is on top of the Building Ontario Up investment of \$130 billion in public infrastructure over 10 years starting in 2015.

Recently the Province announced funding through a new Ontario Infrastructure Bank. This new, arms-length, board-governed agency will assist investors and institutions to further participate in large-scale infrastructure projects. Ontario is providing \$825 million over three years towards the Housing-Enabling Water Systems Fund, which will help municipalities repair, rehabilitate and expand drinking water, wastewater and stormwater infrastructure needed to build more homes.

4.5 Existing Reserves/Reserve Funds

The Town has established reserves and reserve funds for water costs. The following table summarizes the water reserves utilized in this analysis and their respective balances at December 31, 2023:

Table 4-1
Water Reserves and Reserve Funds
As of December 31, 2023

Reserve/Reserve Fund	Dec. 31 2023
Water	
Working Capital Reserve Water	1,488,613
Development Charges Reserve Fund	1,411,298
Reserve Meter Changeout Water	200,000
MOE Reserves - GS Water	59,278
Reserve Equipment Water	125,706
Reserve Water Lifecycle	1,596,043
Total	4,880,938

4.6 Debenture Financing

Although it is not a direct method of minimizing the overall cost to the ratepayer, debentures are used by municipalities to assist in cash flowing large capital expenditures.



The Ministry of Municipal Affairs regulates the level of debt incurred by Ontario municipalities, through its powers established under the *Municipal Act*. Ontario Regulation 403/02 provides the current rules respecting municipal debt and financial obligations. Through the rules established under these regulations, a municipality's debt capacity is capped at a level where no more than 25% of the municipality's own purpose revenue may be allotted for servicing the debt (i.e. debt charges). The Town of Kingsville's 2024 calculation on debt capacity is identified in their 2024 Annual Repayment Limit provided by the Province. This calculates the Town's estimated annual repayment limit to be approximately \$7.04 million. Based upon 20-year financing at an assumed rate of 5%, the available debt for the Town is approximately \$87.75 million.

4.7 Infrastructure Ontario

Infrastructure Ontario (I.O.) is an arms-length crown corporation, which has been set up as a tool to offer low-cost and longer-term financing to assist municipalities in renewing their infrastructure (this corporation has merged the former O.S.I.F.A. into its operations). I.O. combines the infrastructure renewal needs of municipalities into an infrastructure investment "pool." I.O. will raise investment capital to finance loans to the public sector by selling a new investment product called Infrastructure Renewal Bonds to individual and institutional investors.

I.O. provides access to infrastructure capital that would not otherwise be available to smaller borrowers. Larger borrowers receive a longer term on their loans than they could obtain in the financial markets, and can also benefit from significant savings on transaction costs such as legal costs and underwriting commissions. Under the I.O. approach, all borrowers receive the same low interest rate. I.O. will enter into a financial agreement with each municipality subject to technical and credit reviews, for a loan up to the maximum amount of the loan request.

The first round of the former O.S.I.F.A.'s 2004/2005 infrastructure renewal program was focused on municipal priorities of clean water infrastructure, sewage treatment facilities, municipal roads and bridges, public transit and waste management infrastructure. The focus of the program was expanded in 2005/2006 somewhat to include:

- clean water infrastructure;
- sewage infrastructure;



- waste management infrastructure;
- municipal roads and bridges;
- public transit;
- municipal long-term care homes;
- renewal of municipal social housing and culture; and
- tourism and recreation infrastructure.

With the merging of O.S.I.F.A. and I.O., the program was broadened in late 2006 to also include municipal administrative buildings, local police and fire stations, emergency vehicles and equipment, ferries, docks and municipal airports.

To be eligible to receive these loans, municipalities must submit a formal application along with pertinent financial information. Allotments are prioritized and distributed based upon the Province's assessment of need.

The analysis provided herein assumes that the Town will require growth-related debt financing of approximately \$9.87 million for the capital projects identified.

4.8 Recommended Capital Financing Approach

Of the various funding alternatives provided in this section, the following are recommended for further consideration by the Town of Kingsville for the capital expenditures (inflated) provided in Chapter 2.



Table 4-2
Town of Kingsville
Capital Forecasting Financing Sources
Inflated \$

Description	Water 2025-2034
Capital Financing	
Provincial/Federal Grants	-
Development Charges Reserve Fund	315,000
Non-Growth Related Debenture Requirements	-
Internal Financing	-
Growth Related Debenture Requirements	9,874,500
Operating Contributions	-
Lifecycle Reserve Fund	14,321,500
Water Meter Change Out Reserve	-
Equipment Reserve	687,000
MOE Reserve	-
Water Reserve	2,800,000
Total Capital Financing	27,998,000

Table 4-3 provides the full capital expenditure and funding program by year for water.



Table 4-3
Capital Budget Forecast – Water (inflated \$)

Description	Budget 2024	Total 2025 to 2034	Forecast									
			2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Capital Expenditures												
Owenwood / James / Katrishe / Hertiage Road (Greenway to Main)	1,200,000	-	-	-	-	-	-	-	-	-	-	-
Southwest Water Main	330,000	13,166,000	13,166,000	-	-	-	-	-	-	-	-	-
Woodfern / Peach / Queen / Willow	-	778,000	-	778,000	-	-	-	-	-	-	-	-
Victoria Street (from Cty Rd 34 West to Fox Street)	-	107,000	-	-	107,000	-	-	-	-	-	-	-
Heritage Road	-	1,019,000	-	-	1,019,000	-	-	-	-	-	-	-
Herrington to Bayview and Queen in Between	-	796,000	-	-	796,000	-	-	-	-	-	-	-
Cherrywood	-	288,000	-	-	-	288,000	-	-	-	-	-	-
Melbourne and Elm	-	779,000	-	-	-	779,000	-	-	-	-	-	-
Palmer / Westlawn / Cameron	-	611,000	-	-	-	-	611,000	-	-	-	-	-
Laurel (from Elm to Mill) / Elm (from Division to McDonald)	-	581,000	-	-	-	-	581,000	-	-	-	-	-
12-01 International Workstar Tandem Dump	100,000	-	-	-	-	-	-	-	-	-	-	-
2012 Valve Exercising/Hydro-Excavation Trailer	-	87,000	87,000	-	-	-	-	-	-	-	-	-
17-03 Ford F250 Pickup Truck With Slider	-	85,000	-	-	85,000	-	-	-	-	-	-	-
18-06 Ford F350 with Service Body	-	103,000	-	-	-	103,000	-	-	-	-	-	-
19-03 Ford F350 with Service Body	-	105,000	-	-	-	-	105,000	-	-	-	-	-
20-05 Chevy Silverado 1500	-	73,000	-	-	-	-	-	73,000	-	-	-	-
20-07 Ford 350 with Service Box	-	107,000	-	-	-	-	-	107,000	-	-	-	-
22-02 Case Backhoe w Attachments	-	51,000	-	-	-	-	-	-	-	51,000	-	-
22-03 Case Loader with Attachments	-	76,000	-	-	-	-	-	-	-	76,000	-	-
Lifecycle Requirements from AMP	-	8,871,000	-	-	-	-	364,000	1,514,000	1,728,000	1,635,000	1,797,000	1,833,000
Water Meter Change Out	4,000,000	-	-	-	-	-	-	-	-	-	-	-
Utility Trailer	25,000	-	-	-	-	-	-	-	-	-	-	-
Meter Van Vehicle	100,000	-	-	-	-	-	-	-	-	-	-	-
Water Servicing Master Plan - Townwide	-	153,000	153,000	-	-	-	-	-	-	-	-	-
Water Enviromental Services Office Expansion	-	162,000	-	-	-	162,000	-	-	-	-	-	-
Total Capital Expenditures	5,755,000	27,998,000	13,406,000	778,000	2,007,000	1,332,000	1,661,000	1,694,000	1,728,000	1,762,000	1,797,000	1,833,000
Capital Financing												
Provincial/Federal Grants	879,600	-	-	-	-	-	-	-	-	-	-	-
Development Charges Reserve Fund	1,047,500	315,000	153,000	-	-	162,000	-	-	-	-	-	-
Non-Growth Related Debenture Requirements	-	-	-	-	-	-	-	-	-	-	-	-
Internal Financing	2,110,000	-	-	-	-	-	-	-	-	-	-	-
Growth Related Debenture Requirements	-	9,874,500	9,874,500	-	-	-	-	-	-	-	-	-
Operating Contributions	65,722	-	-	-	-	-	-	-	-	-	-	-
Lifecycle Reserve Fund	-	14,321,500	491,500	778,000	1,922,000	1,067,000	1,556,000	1,514,000	1,728,000	1,635,000	1,797,000	1,833,000
Water Meter Change Out Reserve	200,000	-	-	-	-	-	-	-	-	-	-	-
Equipment Reserve	100,000	687,000	87,000	-	85,000	103,000	105,000	180,000	-	127,000	-	-
MOE Reserve	59,278	-	-	-	-	-	-	-	-	-	-	-
Water Reserve	1,292,900	2,800,000	2,800,000	-	-	-	-	-	-	-	-	-
Total Capital Financing	5,755,000	27,998,000	13,406,000	778,000	2,007,000	1,332,000	1,661,000	1,694,000	1,728,000	1,762,000	1,797,000	1,833,000



Chapter 5

Overview of Expenditures and Revenues



5. Overview of Expenditures and Revenues

5.1 Water Operating Expenditures

In this report, the forecasted water budget figures (2025 to 2034) are based on the 2024 operating budget. The costs for each component of the operating budget have been reviewed with staff to establish forecast inflationary adjustments. Most of the expenditures have been assumed to increase at a rate of 3% annually based on the Town's budget estimates, while expenditures related to utilities, fuels, chemicals and other materials are assumed to increase by 5% per annum.

Annual contributions have been provided to the capital reserves over the forecast period in order to minimize the need for additional debt to finance the capital program. Also included are growth-related debenture expenditures, which are to be recovered through the D.C. reserve fund.

5.2 Water Operating Revenues

The Town has various miscellaneous revenue sources to help contribute towards operating expenditures. These miscellaneous revenues include water service connection and commissioning, meter installation/maintenance, water meter sales, etc., and are assumed to increase at 2% per year. Table 5-1 provides for the operating budget for the water system.



Table 5-1
Operating Budget Forecast – Water (inflated \$)

Description	Budget 2024	Forecast									
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Expenditures											
Operating Costs											
Salaries - Full Time	923,371	1,043,571	1,074,878	1,107,124	1,140,338	1,174,548	1,209,785	1,246,100	1,283,500	1,322,000	1,361,700
Engineering Tech	-	-	-	-	-	-	-	-	-	-	-
Water & Wastewater Billing Supervisor	-	-	-	-	-	-	-	-	-	-	-
New Staff - Office Support (25%) - 2023	-	-	-	-	-	-	-	-	-	-	-
New Staff - Full-time - 2023	-	-	-	-	-	-	-	-	-	-	-
Salaries - Overtime	20,804	21,428	22,071	22,733	23,415	24,118	24,841	25,600	26,400	27,200	28,000
Salaries - Student	14,227	14,654	15,093	15,546	16,013	16,493	16,988	17,500	18,000	18,500	19,100
Committee Honorarium	-	-	-	-	-	-	-	-	-	-	-
Salaries - contract	-	-	-	-	-	-	-	-	-	-	-
Benefits - EI	16,394	16,886	17,392	17,914	18,452	19,005	19,575	20,200	20,800	21,400	22,000
Benefits - CPP	44,701	46,042	47,423	48,846	50,311	51,821	53,375	55,000	56,700	58,400	60,200
Benefits - EHT	18,689	19,250	19,827	20,422	21,035	21,666	22,316	23,000	23,700	24,400	25,100
Benefits - OMERS	94,570	97,407	100,329	103,339	106,439	109,633	112,922	116,300	119,800	123,400	127,100
Benefits - Health Coverage	102,429	105,502	108,667	111,927	115,285	118,743	122,306	126,000	129,800	133,700	137,700
Benefits - WSIB	27,277	28,095	28,938	29,806	30,701	31,622	32,570	33,500	34,500	35,500	36,600
Benefits - Uniforms	5,100	5,253	5,411	5,573	5,740	5,912	6,090	6,300	6,500	6,700	6,900
Benefits - Meal Allowance	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,200	1,200	1,200	1,200
Benefits - Eyeglasses	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,100	3,200	3,300	3,400
Benefits - Ortho	4,000	4,120	4,244	4,371	4,502	4,637	4,776	4,900	5,000	5,200	5,400
New Staff - Water Compliance Technician	120,200	-	-	-	-	-	-	-	-	-	-
Training & Development	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,600	25,300	26,100	26,900
Office Supplies	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,700	3,800	3,900	4,000
Computer Supplies	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,200	1,200	1,200	1,200
Postage Supplies	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,000	44,300	45,600	47,000
Courier & Express	500	515	530	546	563	580	597	600	600	600	600
Advertising	500	515	530	546	563	580	597	600	600	600	600
Computer Maintenance	-	-	-	-	-	-	-	-	-	-	-
Computer Consultants	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,200	1,200	1,200	1,200
General Insurance	92,972	95,761	98,634	101,593	104,641	107,780	111,013	114,300	117,700	121,200	124,800
Utilities	100	103	106	109	113	116	119	100	100	100	100
Facility Maintenance	7,500	7,725	7,957	8,195	8,441	8,695	8,955	9,200	9,500	9,800	10,100
Equipment Repair	18,000	18,540	19,096	19,669	20,259	20,867	21,493	22,100	22,800	23,500	24,200
Miscellaneous	500	515	530	546	563	580	597	600	600	600	600
Equipment Rental	500	515	530	546	563	580	597	600	600	600	600
Professional Svc (Legal Audits)	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500	6,700
Membership & Subscription	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,100	3,200	3,300	3,400
Write offs	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,500	2,600	2,700	2,800
Professional Fees (Engineering)	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500	6,700
Communication	7,500	7,725	7,957	8,195	8,441	8,695	8,955	9,200	9,500	9,800	10,100
Shop Supplies	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,700	3,800	3,900	4,000



Table 5-1 (Cont'd)
Operating Budget Forecast – Water (inflated \$)

Description	Budget 2024	Forecast									
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Expenditures											
Fuel & Oil	25,000	25,750	26,523	27,318	28,138	28,982	29,851	31,300	32,900	34,500	36,200
Licences & Permits	5,200	5,356	5,517	5,682	5,853	6,028	6,209	6,400	6,600	6,800	7,000
Safety Supplies	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,700	3,800	3,900	4,000
Small Tools	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500	6,700
Mileage	500	515	530	546	563	580	597	600	600	600	600
Curb Stop Repairs	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,400	19,000	19,600	20,200
Back Flow Program	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,900	38,000	39,100	40,300
Road Repair / Restoration	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,000	44,300	45,600	47,000
Meter Reading Expense	3,500	3,605	3,713	3,825	3,939	4,057	4,179	4,300	4,400	4,500	4,600
Water Purchases - Kingsville	-	-	-	-	-	-	-	-	-	-	-
Water Purchases - Gosfield S.	-	-	-	-	-	-	-	-	-	-	-
Water Purchases - Gosfield N.	-	-	-	-	-	-	-	-	-	-	-
Water Loss	325,225	-	-	-	-	-	-	-	-	-	-
Water Meters	50,000	51,500	53,045	54,636	56,275	57,964	59,703	61,500	63,300	65,200	67,200
Water Meter Maintenance	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,400	19,000	19,600	20,200
Water Locates	17,500	68,025	70,066	72,168	74,333	76,563	78,860	81,200	83,600	86,100	88,700
Water Service Connections	-	-	-	-	-	-	-	-	-	-	-
Watermain Line Breaks	90,000	92,700	95,481	98,345	101,296	104,335	107,465	110,700	114,000	117,400	120,900
Water Line Maintenance	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,900	38,000	39,100	40,300
Hydrant Maintenance	45,000	46,350	47,741	49,173	50,648	52,167	53,732	55,300	57,000	58,700	60,500
Source Water Protection	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500	6,700
Property Taxes	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,100	3,200	3,300	3,400
Program Support Costs	425,000	437,750	450,883	464,409	478,341	492,691	507,472	522,700	538,400	554,600	571,200
Sub Total Operating	2,728,259	2,493,818	2,568,632	2,645,691	2,725,062	2,806,814	2,891,018	2,977,800	3,067,800	3,160,200	3,255,700
Capital-Related											
Existing Debt (Principal) - Growth Related		165,512	173,787	182,477	191,601	201,181	211,240	221,802	232,892	244,536	256,763
Existing Debt (Interest) - Growth Related		273,640	265,365	256,675	247,552	237,972	227,913	217,351	206,260	194,616	182,389
New Growth Related Debt (Principal)		-	321,411	335,232	349,647	364,682	380,363	396,719	413,778	431,570	450,128
New Growth Related Debt (Interest)		-	424,604	410,783	396,368	381,333	365,652	349,296	332,237	314,445	295,887
Existing Debt (Principal) - Non-Growth Related		-	-	-	-	-	-	-	-	-	-
Existing Debt (Interest) - Non-Growth Related		-	-	-	-	-	-	-	-	-	-
New Non-Growth Related Debt (Principal)		-	-	-	-	-	-	-	-	-	-
New Non-Growth Related Debt (Interest)		-	-	-	-	-	-	-	-	-	-
Transfer to Capital	65,722	-	-	-	-	-	-	-	-	-	-
Transfer to Working Capital Reserve	508,775	2,146,985	933,244	973,042	1,016,405	1,052,690	1,098,860	1,203,186	1,310,761	1,422,298	1,537,987
Transfer to Lifecycle Reserve	1,192,000		1,300,000	1,350,000	1,400,000	1,450,000	1,504,000	1,504,000	1,504,000	1,504,000	1,504,000
Transfer to Water Equipment Reserve	70,000	80,000	80,000	80,000	80,000	90,000	90,000	90,000	90,000	90,000	90,000
Sub Total Capital Related	1,836,497	2,666,137	3,498,411	3,588,209	3,681,572	3,777,857	3,878,027	3,982,353	4,089,929	4,201,466	4,317,154



Table 5-1 (Cont'd)
Operating Budget Forecast – Water (inflated \$)

Description	Budget 2024	Forecast									
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Total Expenditures	4,564,755	5,159,955	6,067,044	6,233,900	6,406,634	6,584,671	6,769,045	6,960,153	7,157,729	7,361,666	7,572,854
Revenues											
Base Charge	1,177,940	1,226,164	1,276,220	1,328,176	1,382,101	1,438,067	1,496,307	1,556,748	1,619,469	1,684,552	1,752,082
Other Revenue			-	-	-	-	-	-	-	-	-
Service Connection and Commissioning Fee	7,500	7,650	7,803	7,959	8,118	8,281	8,446	8,600	8,800	9,000	9,200
Meter Installation/ Maintenance	3,500	3,570	3,641	3,714	3,789	3,864	3,942	4,000	4,100	4,200	4,300
Extra Charges	4,200	4,284	4,370	4,457	4,546	4,637	4,730	4,800	4,900	5,000	5,100
Recovered Wages	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,100	1,100	1,100	1,100
Account Set-up Fees	15,200	15,504	15,814	16,130	16,453	16,782	17,118	17,500	17,900	18,300	18,700
Water Meter Sales	48,500	49,470	50,459	51,469	52,498	53,548	54,619	55,700	56,800	57,900	59,100
Miscellaneous Revenue	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,700	5,800	5,900	6,000
Penalties & Interest	13,500	13,770	14,045	14,326	14,613	14,905	15,203	15,500	15,800	16,100	16,400
Investment Income	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Contributions from Development Charges Rese	-	439,152	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167
Total Operating Revenue	1,316,340	1,805,684	2,603,763	2,657,766	2,713,780	2,771,875	2,832,289	2,894,815	2,959,836	3,027,219	3,097,149
Water Billing Recovery - Total	3,248,415	3,354,271	3,463,281	3,576,134	3,692,854	3,812,796	3,936,757	4,065,337	4,197,892	4,334,447	4,475,705



Chapter 6

Pricing Structures

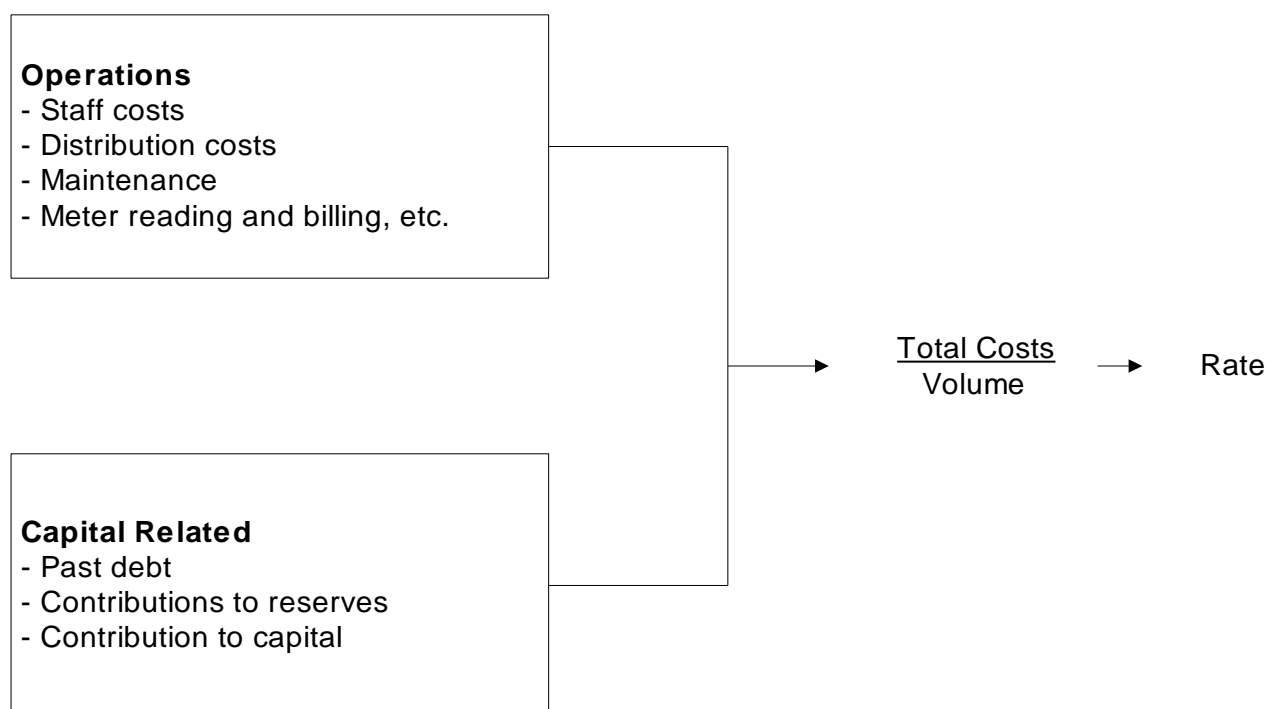


6. Pricing Structures

6.1 Introduction

Rates, in their simplest form, can be defined as total costs to maintain the utility function divided by the total expected volume to be generated for the period. Total costs are usually a combination of operating costs (e.g. staff costs, distribution costs, maintenance, administration, etc.) and capital-related costs (e.g. past debt to finance capital projects, transfers to reserves to finance future expenditures, etc.). The schematic below provides a simplified illustration of the rate calculation for water.

“Annual Costs”



These operating and capital expenditures will vary over time. Examples of factors that will affect the expenditures over time are provided below.

Operations

- Inflation;
- Increased maintenance as system ages; and



- Changes to provincial legislation.

Capital Related

- New capital will be built as areas expand;
- Replacement capital needed as system ages; and
- Financing of capital costs are a function of policy regarding reserves and direct financing from rates (pay as you go), debt and user pay methods (development charges, *Municipal Act*).

6.2 Alternative Pricing Structures

Throughout Ontario, and as well, Canada, the use of pricing mechanisms varies between municipalities. The use of a particular form of pricing depends upon numerous factors, including Council preference, administrative structure, surplus/deficit system capacities, economic/demographic conditions, to name a few.

Municipalities within Ontario have two basic forms of collecting revenues for water purposes, those being through incorporation of the costs within the tax rate charged on property assessment and/or through the establishment of a specific water rate billed to the customer. Within the rate methods, there are five basic rate structures employed along with other variations:

- Flat Rate (non-metered customers);
- Constant Rate;
- Declining Block Rate;
- Increasing (or Inverted) Block Rate;
- Hump Back Block Rate; and
- Base Charges.

The definitions and general application of the various methods are as follows:

Property Assessment: This method incorporates the total costs of providing water into the general requisition or the assessment base of the municipality. This form of collection is a "wealth tax," as payment increases directly with the value of property owned and bears no necessary relationship to actual consumption. This form is easy to



administer as the costs to be recovered are incorporated in the calculation for all general services, normally collected through property taxes.

Flat Rate: This rate is a constant charge applicable to all customers served. The charge is calculated by dividing the total number of user households and other entities (e.g. businesses) into the costs to be recovered. This method does not recognize differences in actual consumption but provides for a uniform spreading of costs across all users. Some municipalities define users into different classes of similar consumption patterns, that is, a commercial user, residential user and industrial user, and charge a flat rate by class. Each user is then billed on a periodic basis. No meters are required to facilitate this method, but an accurate estimate of the number of users is required. This method ensures set revenue for the collection period but is not sensitive to consumption, hence may cause a shortfall or surplus of revenues collected.

Constant Rate: This rate is a volume-based rate, in which the consumer pays the same price per unit consumed, regardless of the volume. The price per unit is calculated by dividing the total cost of the service by the total volume used by total consumers. The bill to the consumer climbs uniformly as the consumption increases. This form of rate requires the use of meters to record the volume consumed by each user. This method closely aligns the revenue recovery with consumption. Revenue collected varies directly with the consumption volume.

Declining Block Rates: This rate structure charges a successively lower price for set volumes, as consumption increases through a series of "blocks." That is to say that within set volume ranges, or blocks, the charge per unit is set at one rate. Within the next volume range, the charge per unit decreases to a lower rate, and so on. Typically, the first, or first and second blocks cover residential and light commercial uses. Subsequent blocks normally are used for heavier commercial and industrial uses. This rate structure requires the use of meters to record the volume consumed by each type of user. This method requires the collection and analysis of consumption patterns by user classification to establish rates at a level which does not over or under collect revenue from rate payers.

Increasing or Inverted Block Rates: The increasing block rate works essentially the same way as the declining block rate, except that the price of water in successive blocks increases rather than declines. Under this method the consumer's bill rises faster with higher volumes used. This rate structure also requires the use of meters to



record the volume consumed by each user. This method requires, as with the declining block structure, the collection and analysis of consumption patterns by user classification to establish rates at a level which does not over or under collect from rate payers.

The Hump Back Rate: The hump back rate is a combination of an increasing block rate and the declining block rate. Under this method the consumer's bill rises with higher volumes used up to a certain level and then begins to fall for volumes in excess of levels set for the increasing block rate.

6.3 Assessment of Alternative Pricing Structures

The adoption by a municipality or utility of any one particular pricing structure is normally a function of a variety of administrative, social, demographic and financial factors. The number of factors, and the weighting each particular factor receives, can vary between municipalities. The following is a review of some of the more prevalent factors.

Cost Recovery

Cost recovery is a prime factor in establishing a particular pricing structure. Costs can be loosely defined into different categories: operations, maintenance, capital, financing and administration. These costs often vary between municipalities and even within a Town, based on consumption patterns, infrastructure age, economic growth, etc.

The pricing alternatives defined earlier can all achieve the cost recovery goal, but some do so more precisely than others. Fixed pricing structures, such as Property Assessment and Flat Rate, are established on the value of property or on the number of units present in the municipality, but do not adjust in accordance with consumption. Thus, if actual consumption for the year is greater than projected, the municipality incurs a higher cost of production, but the revenue base remains static (since it was determined at the beginning of the year), thus potentially providing a funding shortfall. Conversely, if the consumption level declines below projections, fixed pricing structures will produce more revenue than actual costs incurred.



The other pricing methods (declining block, constant rate, increasing block) are consumption-based and generally will generate revenues in proportion to actual consumption.

Administration

Administration is defined herein as the staffing, equipment and supplies required to support the undertaking of a particular pricing strategy. This factor not only addresses the physical tangible requirements to support the collection of the revenues, but also the intangible requirements, such as policy development.

The easiest pricing structure to support is the Property Assessment structure. As municipalities undertake the process of calculating property tax bills and the collection process for their general services, the incorporation of the water costs into this calculation would have virtually no impact on the administrative process and structure.

The Flat Rate pricing structure is relatively easy to administer as well. It is normally calculated to collect a set amount, either on a monthly, quarterly, semi-annual or annual basis, and is billed directly to the customer. The impact on administration centres mostly on the accounts receivable or billing area of the municipality, but normally requires minor additional staff or operating costs to undertake.

The three remaining methods, those being Increasing Block Rate, Constant Rate and Declining Block Rate, have a more dramatic effect on administration. These methods are dependent upon actual consumption and hence involve a major structure in place to administer. First, meters must be installed in all existing units in the municipality, and units to be subsequently built must be required to include these meters. Second, meter readings must be undertaken periodically. Hence staff must be available for this purpose or a service contract must be negotiated. Third, the billings process must be expanded to accommodate this process. Billing must be done per a defined period, requiring staff to produce the bills. Lastly, either through increased staffing or by service contract, an annual maintenance program must be set up to ensure meters are working effectively in recording consumed volumes.

The benefit derived from the installation of meters is that information on consumption patterns becomes available. This information provides benefit to administration in calculating rates which will ensure revenue recovery. Additionally, when planning what services are to be constructed in future years, the municipality or utility has documented



consumption patterns distinctive to its own situation, which can be used to project sizing of growth-related works.

Equity

Equity is always a consideration in the establishment of pricing structures but its definition can vary depending on a municipality's circumstances and based on the subjective interpretation of those involved. For example: is the price charged to a particular class of rate payer consistent with those of a similar class in surrounding municipalities; through the pricing structure does one class of rate payer pay more than another class; should one pay based on ability to pay, or on the basis that a unit of water costs the same to supply no matter who consumes it; etc.? There are many interpretations. Equity therefore must be viewed broadly in light of many factors as part of achieving what is best for the municipality as a whole.

Conservation

In today's society, conservation of natural resources is increasingly being more highly valued. Controversy continuously focuses on the preservation of non-renewable resources and on the proper management of renewable resources. Conservation is also a concept which applies to a municipality facing physical limitations in the amount of water which can be supplied to an area. As well, financial constraints can encourage conservation in a municipality where the cost of providing each additional unit is increasing.

Pricing structures such as property assessment and flat rate do not, in themselves, encourage conservation. In fact, depending on the price which is charged, they may even encourage resource "squandering," either because consumers, without the price discipline, consume water at will, or the customer wants to get his money's worth and hence adopts more liberal consumption patterns. The fundamental reason for this is that the price paid for the service bears no direct relationship to the volume consumed and hence is viewed as a "tax," instead of being viewed as the price of a purchased commodity.

The Declining Block Rate provides a decreasing incentive towards conservation. By creating awareness of volumes consumed, the consumer can reduce his total costs by restricting consumption; however, the incentive lessens as more water is consumed, because the marginal cost per unit declines as the consumer enters the next block



pricing range. Similarly, those whose consumption level is at the top end of a block have less incentive to reduce consumption.

The Constant Rate structure presents the customer with a linear relationship between consumption and the cost thereof. As the consumer pays a fixed cost per unit, his bill will vary directly with the amount consumed. This method presents tangible incentive for consumers to conserve water. As metering provides direct feedback as to usage patterns and the consumer has direct control over the total amount paid for the commodity, the consumer is encouraged to use only those volumes that are reasonably required.

The Inverted Block method presents the most effective pricing method for encouraging conservation. Through this method, the price per unit consumed increases as total volumes consumed grow. The consumer becomes aware of consumption through metering with the charges increasing dramatically with usage. Hence, there normally is awareness that exercising control over usage can produce significant savings. This method not only encourages conservation methods, but may also penalize legitimate high-volume users if not properly structured.

Figure 6-1 provides a schematic representation of the various rate structures (note property tax as a basis for revenue recovery has not been presented for comparison, as the proportion of taxes paid varies in direct proportion to the market value of the property). The graphs on the left-hand side of the figure present the cost per unit for each additional amount of water consumed. The right-hand side of the figure presents the impact on the customer's bill as the volume of water increases. Following the schematic is a table summarizing each rate structure.



Figure 6-1

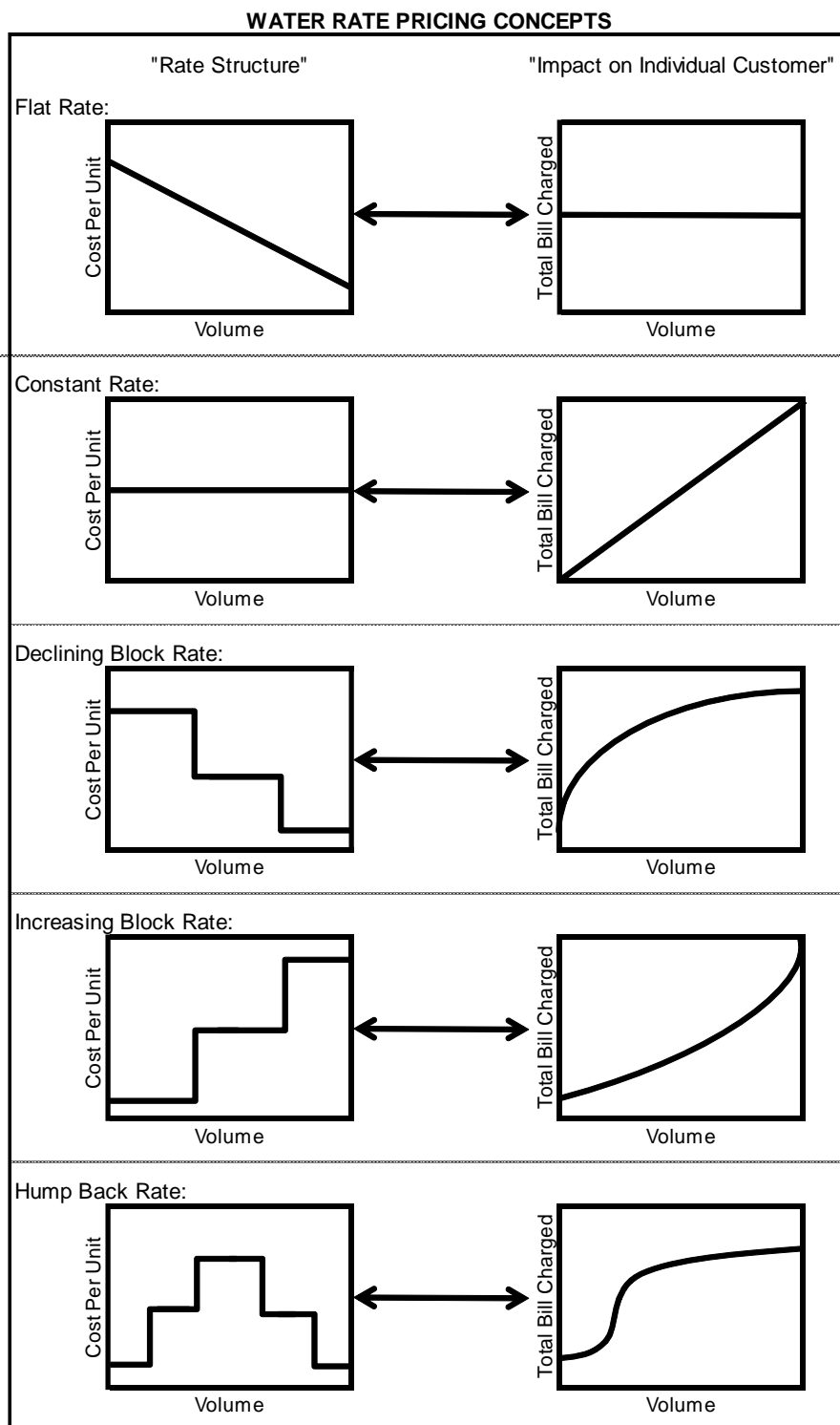




Figure 6-2
Summary of Various Rate Structures and their Impact on Customer Bills as Volume Usage Increases

Rate Structure	Cost Per Unit As Volume Increases	Impact On Customer Bill As Volume Increases
Flat Rate	Cost per unit decreases as more volume consumed	Bill remains the same no matter how much volume is consumed
Constant Rate	Cost per unit remains the same	Bill increases in direct proportion to consumption
Declining Block	Cost per unit decreases as threshold targets are achieved	Bill increases at a slower rate as volumes increase
Increasing Block	Cost per unit increases as threshold targets are achieved	Bill increases at a faster rate as volumes increase
Hump Back Rate	Combination of an increasing block at the lower consumption volumes and then converts to a declining block for the high consumption	Bill increases at a faster rate at the lower consumption amounts and then slows as volumes increase

6.4 Rate Structures in Ontario

In a past survey of over 170 municipalities (approximately half of the municipalities who provide water and/or sewer), all forms of rate structures are in use by Ontario municipalities. The most common rate structure is the constant rate (for metered municipalities). Most municipalities (approximately 92%) who have volume rate structures also impose a base monthly charge.

Historically, the development of a base charge often reflected either the recovery of meter reading/billing/collection costs, plus administration or those costs plus certain fixed costs (such as capital contributions or reserve contributions). More recently, many municipalities have started to establish base charges based on ensuring a secure portion of the revenue stream which does not vary with volume consumption. Selection



of the quantum of the base charge is a matter of policy selected by individual municipalities.

6.5 Recommended Rate Structures

Based on the foregoing, it is recommended that the same rate structure be continued in the future (base capital surcharge and a constant volume rate).

The needs for water are highest early in the forecast period. Inflation and the requirement for ongoing capital expenditures due to asset management requirements create pressure on the financial sustainability of the water system.

The total balance for all the Town's water reserves and reserve funds as of December 31, 2023, was approximately \$4.88 million. The Town anticipates the Southwest Watermain project to occur in 2025 with a capital cost of approximately \$13.17 million, of which 75% is growth-related. The Town will need to issue growth-related debt in the amount of approximately \$9.87 million to be paid back over a 20-year period. As a result, the D.C. reserve fund balance over the forecast period will be in a deficit position, ending with a negative balance of approximately \$6.44 million by the end of 2034. This deficit will need to be interim-financed with non-D.C. water rate reserves.

Therefore it is recommended that both the base capital surcharge and volume rate increase by 3% annually over the forecast period, from 2025-2034, which is equivalent to a \$0.02 annual increase on the volume water rate, and an average \$4.72 annual increase on the capital surcharge rate. This rate increase will help to bring the total combined water reserve and reserve fund balance over the forecast period to an ending balance in 2034 of approximately \$5.92 million (including the deficit in the D.C. reserve fund).

The forecast base capital surcharges are presented in Table 6-1. The volume rates are presented in section 7.2.



Table 6-1
Town of Kingsville
Base Charge Forecast – Water

Water	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Existing	8,664	8,664	8,664	8,664	8,664	8,664	8,664	8,664	8,664	8,664	8,664
New	46	139	231	324	416	509	602	696	789	883	976
Total Customers	8,710	8,803	8,895	8,988	9,080	9,173	9,266	9,360	9,453	9,547	9,640
Total Annual Revenue	\$1,177,940	\$1,226,164	\$1,276,220	\$1,328,176	\$1,382,101	\$1,438,067	\$1,496,307	\$1,556,748	\$1,619,469	\$1,684,552	\$1,752,082

Capital Surcharge	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Capital Surcharge (Quarterly)	\$33.81	\$34.82	\$35.87	\$36.95	\$38.05	\$39.20	\$40.37	\$41.58	\$42.83	\$44.11	\$45.44
Capital Surcharge (Annually)	\$135.24	\$139.30	\$143.48	\$147.78	\$152.21	\$156.78	\$161.48	\$166.33	\$171.32	\$176.46	\$181.75



Chapter 7

Analysis of Water Rates and Policy Matters



7. Analysis of Water Rates and Policy Matters

7.1 Introduction

To summarize the analysis undertaken thus far, Chapter 2 reviewed capital-related issues and responds to the provincial directives to maintain and upgrade infrastructure to required levels. Chapter 4 provided a review of capital financing options to which water reserve contributions will be the predominant basis for financing future capital replacement. Chapter 5 established the 10-year operating forecast of expenditures including an annual capital reserve contribution. The base charge revenues are to ensure that fixed costs are recovered regardless of the amount of volume used by customers. This chapter will provide for the calculation of the volume rates over the forecast period. These calculations will be based on the net operating expenditures (the variable costs) provided in Chapter 5, divided by the water consumption forecast provided in section 1.8.

7.2 Water Rates

Based on the discussion of rate structures provided in section 6.5 and the recommendation to continue with the present structure, the rates are calculated by taking the net recoverable amounts from Table 5-1 (the product of total expenditures less non-rate revenues and deduct the base charge amounts provided in section 6.5) and completes the calculation by dividing them by the volumes resulting in the forecasted rates. The base charge and volume rates are anticipated to increase at a rate of 3% per year over the entire forecast period. The volume rates are presented in Table 7-1. Detailed calculations of the volume rates are provided in Appendix A. A summary of the recommended base charge and volume rates along with the total annual bill for an average residential user who consumes 180 cu.m. per year are as follows:



Table 7-1
Town of Kingsville
Average Annual Residential Water Bill (Based on an Annual Usage of 180 cu.m)

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Quarterly Capital Surcharge	\$33.81	\$34.82	\$35.87	\$36.95	\$38.05	\$39.20	\$40.37	\$41.58	\$42.83	\$44.11	\$45.44
Annual Base Rate Bill	\$135.24	\$139.30	\$143.48	\$147.78	\$152.21	\$156.78	\$161.48	\$166.33	\$171.32	\$176.46	\$181.75
Constant Rate	\$0.49	\$0.50	\$0.52	\$0.54	\$0.55	\$0.57	\$0.59	\$0.60	\$0.62	\$0.64	\$0.66
Volume (cu.m)	180	180	180	180	180	180	180	180	180	180	180
Annual Volume Bill	\$88.20	\$90.85	\$93.56	\$96.37	\$99.27	\$102.24	\$105.30	\$108.47	\$111.73	\$115.07	\$118.53
Total Annual Bill	\$223.44	\$230.14	\$237.04	\$244.15	\$251.48	\$259.02	\$266.78	\$274.80	\$283.04	\$291.53	\$300.28
Annual Dollar Increase		\$6.70	\$6.90	\$7.11	\$7.33	\$7.54	\$7.76	\$8.01	\$8.25	\$8.49	\$8.75

Note, the above water rates do not include the Union Water Supply System Inc. billing amount, which as of 2024 is identified separately on the water bill. Based on the current Union Water Supply System Inc. rate of \$0.7313 per cu.m and an assumed average of 180 cu.m, this would add \$131.63 to the average water bill.



Chapter 8

Recommendations

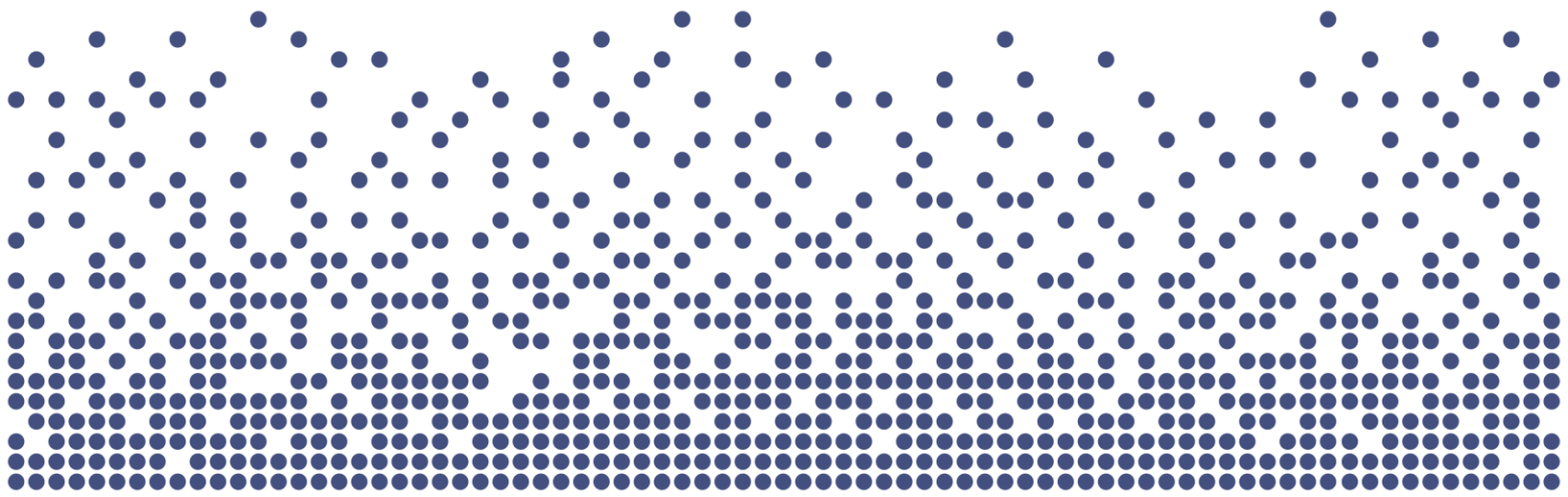


8. Recommendations

As presented within this report, capital and operating expenditures have been identified and forecasted over a 10-year period for water services.

Based upon the foregoing, the following recommendations are identified for consideration by the Town's Council:

1. That Council provide for the recovery of all water costs through full cost recovery rates.
2. That Council consider the Capital Plan for water as provided in Table 2-1 and the associated Capital Financing Plan as set out in Table 4-3.
3. That Council consider the base charges for water provided in Table 6-1.
4. That Council consider the volume rates for water as provided in Table 7-1.



Appendices



Appendix A

Detailed Water Rate Calculations



Appendix A: Detailed Water Rate Calculations

Table A-1
Town of Kingsville
Capital Budget Forecast (Uninflated \$)

Description	Budget 2024	Total 2025 to 2034	Forecast									
			2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Capital Expenditures												
Owenwood / James / Katrishe / Hertiage Road (Greenway to Main)	1,200,000	-										
Southwest Water Main	330,000	12,908,116	12,908,116									
Woodfern / Peach / Queen / Willow		748,150		748,150								
Victoria Street (from Cty Rd 34 West to Fox Street)		100,750			100,750							
Heritage Road		960,000			960,000							
Herrington to Bayview and Queen in Between		750,000			750,000							
Cherrywood		266,500				266,500						
Melbourne and Elm		720,000				720,000						
Palmer / Westlawn / Cameron		553,000					553,000					
Laurel (from Elm to Mill) / Elm (from Division to McDonald)		526,500					526,500					
12-01 International Workstar Tandem Dump	100,000	-										
2012 Valve Exercising/Hydro-Excavation Trailer		85,000	85,000									
17-03 Ford F250 Pickup Truck With Slider		80,000			80,000							
18-06 Ford F350 with Service Body		95,000				95,000						
19-03 Ford F350 with Service Body		95,000					95,000					
20-05 Chevy Silverado 1500		65,000						65,000				
20-07 Ford 350 with Service Box		95,000						95,000				
22-02 Case Backhoe w Attachments		43,750								43,750		
22-03 Case Loader with Attachments		65,000								65,000		
Lifecycle Requirements from AMP		7,580,750					329,500	1,344,000	1,504,000	1,395,250	1,504,000	1,504,000
Water Meter Change Out	4,000,000	-										
Utility Trailer	25,000											
Meter Van Vehicle	100,000											
Water Servicing Master Plan - Townwide		150,000	150,000									
Water Enviromental Services Office Expansion		150,000				150,000						
Total Capital Expenditures	5,755,000	26,037,516	13,143,116	748,150	1,890,750	1,231,500	1,504,000	1,504,000	1,504,000	1,504,000	1,504,000	1,504,000



Table A-2
Town of Kingsville
Capital Budget Forecast (Inflated \$)

Description	Budget 2024	Total 2025 to 2034	Forecast									
			2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Capital Expenditures												
Owenwood / James / Katrishe / Heritage Road (Greenway to Main)	1,200,000	-	-	-	-	-	-	-	-	-	-	-
Southwest Water Main	330,000	13,166,000	13,166,000	-	-	-	-	-	-	-	-	-
Woodfern / Peach / Queen / Willow	-	778,000	-	778,000	-	-	-	-	-	-	-	-
Victoria Street (from Cty Rd 34 West to Fox Street)	-	107,000	-	-	107,000	-	-	-	-	-	-	-
Heritage Road	-	1,019,000	-	-	1,019,000	-	-	-	-	-	-	-
Herrington to Bayview and Queen in Between	-	796,000	-	-	796,000	-	-	-	-	-	-	-
Cherrywood	-	288,000	-	-	-	288,000	-	-	-	-	-	-
Melbourne and Elm	-	779,000	-	-	-	779,000	-	-	-	-	-	-
Palmer / Westlawn / Cameron	-	611,000	-	-	-	-	611,000	-	-	-	-	-
Laurel (from Elm to Mill) / Elm (from Division to McDonald)	-	581,000	-	-	-	-	581,000	-	-	-	-	-
12-01 International Workstar Tandem Dump	100,000	-	-	-	-	-	-	-	-	-	-	-
2012 Valve Exercising/Hydro-Excavation Trailer	-	87,000	87,000	-	-	-	-	-	-	-	-	-
17-03 Ford F250 Pickup Truck With Slider	-	85,000	-	-	85,000	-	-	-	-	-	-	-
18-06 Ford F350 with Service Body	-	103,000	-	-	-	103,000	-	-	-	-	-	-
19-03 Ford F350 with Service Body	-	105,000	-	-	-	-	105,000	-	-	-	-	-
20-05 Chevy Silverado 1500	-	73,000	-	-	-	-	-	73,000	-	-	-	-
20-07 Ford 350 with Service Box	-	107,000	-	-	-	-	-	107,000	-	-	-	-
22-02 Case Backhoe w Attachments	-	51,000	-	-	-	-	-	-	-	51,000	-	-
22-03 Case Loader with Attachments	-	76,000	-	-	-	-	-	-	-	76,000	-	-
Lifecycle Requirements from AMP	-	8,871,000	-	-	-	-	364,000	1,514,000	1,728,000	1,635,000	1,797,000	1,833,000
Water Meter Change Out	4,000,000	-	-	-	-	-	-	-	-	-	-	-
Utility Trailer	25,000	-	-	-	-	-	-	-	-	-	-	-
Meter Van Vehicle	100,000	-	-	-	-	-	-	-	-	-	-	-
Water Servicing Master Plan - Townwide	-	153,000	153,000	-	-	-	-	-	-	-	-	-
Water Environmental Services Office Expansion	-	162,000	-	-	-	162,000	-	-	-	-	-	-
Total Capital Expenditures	5,755,000	27,998,000	13,406,000	778,000	2,007,000	1,332,000	1,661,000	1,694,000	1,728,000	1,762,000	1,797,000	1,833,000
Capital Financing												
Provincial/Federal Grants	879,600	-	-	-	-	-	-	-	-	-	-	-
Development Charges Reserve Fund	1,047,500	315,000	153,000	-	-	162,000	-	-	-	-	-	-
Non-Growth Related Debenture Requirements	-	-	-	-	-	-	-	-	-	-	-	-
Internal Financing	2,110,000	-	-	-	-	-	-	-	-	-	-	-
Growth Related Debenture Requirements	-	9,874,500	9,874,500	-	-	-	-	-	-	-	-	-
Operating Contributions	65,722	-	-	-	-	-	-	-	-	-	-	-
Lifecycle Reserve Fund	-	14,321,500	491,500	778,000	1,922,000	1,067,000	1,556,000	1,514,000	1,728,000	1,635,000	1,797,000	1,833,000
Water Meter Change Out Reserve	200,000	-	-	-	-	-	-	-	-	-	-	-
Equipment Reserve	100,000	687,000	87,000	-	85,000	103,000	105,000	180,000	-	127,000	-	-
MOE Reserve	59,278	-	-	-	-	-	-	-	-	-	-	-
Water Reserve	1,292,900	2,800,000	2,800,000	-	-	-	-	-	-	-	-	-
Total Capital Financing	5,755,000	27,998,000	13,406,000	778,000	2,007,000	1,332,000	1,661,000	1,694,000	1,728,000	1,762,000	1,797,000	1,833,000



Table A-3
Town of Kingsville
Schedule of Non-Growth-Related Debenture Repayments

Debenture Year	2024	Principal (Inflated)	Forecast									
			2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
2025		-		-	-	-	-	-	-	-	-	-
2026		-			-	-	-	-	-	-	-	-
2027		-				-	-	-	-	-	-	-
2028		-					-	-	-	-	-	-
2029		-						-	-	-	-	-
2030		-							-	-	-	-
2031		-								-	-	-
2032		-									-	-
2033		-										-
2034		-										
Total Annual Debt Charges	-	-	-	-	-	-	-	-	-	-	-	-

Table A-4
Town of Kingsville
Schedule of Growth-Related Debenture Repayments

Debenture Year	2024	Principal (Inflated)	Forecast									
			2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
2025		9,874,500		746,015	746,015	746,015	746,015	746,015	746,015	746,015	746,015	746,015
2026		-			-	-	-	-	-	-	-	-
2027		-				-	-	-	-	-	-	-
2028		-					-	-	-	-	-	-
2029		-						-	-	-	-	-
2030		-							-	-	-	-
2031		-								-	-	-
2032		-									-	-
2033		-										-
2034		-										
Total Annual Debt Charges	-	9,874,500	-	746,015	746,015	746,015	746,015	746,015	746,015	746,015	746,015	746,015



Table A-5
Town of Kingsville
Water Working Capital Reserve (Inflated \$)

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Opening Balance	1,488,613	704,487	51,472	984,716	1,957,758	2,974,163	4,026,853	5,125,713	6,328,899	7,639,660	9,061,959
Transfer from Operating	508,775	2,146,985	933,244	973,042	1,016,405	1,052,690	1,098,860	1,203,186	1,310,761	1,422,298	1,537,987
Transfer to Capital	1,292,900	2,800,000	-	-	-	-	-	-	-	-	-
Closing Balance	704,487	51,472	984,716	1,957,758	2,974,163	4,026,853	5,125,713	6,328,899	7,639,660	9,061,959	10,599,945

Table A-6
Town of Kingsville
Water Development Charges Reserve Continuity (Inflated \$)

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Opening Balance	1,411,298	786,289	621,547	(142,881)	(913,943)	(1,856,883)	(2,644,487)	(3,438,648)	(4,239,336)	(5,046,504)	(5,804,491)
Development Charge Proceeds	407,074	415,223	423,541	432,026	440,636	449,417	458,430	467,603	476,951	540,993	551,848
Transfer to Capital	1,047,500	153,000	-	-	162,000	-	-	-	-	-	-
Transfer to Operating	-	439,152	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167
Closing Balance	770,872	609,360	(140,080)	(896,022)	(1,820,474)	(2,592,634)	(3,371,224)	(4,156,212)	(4,947,552)	(5,690,678)	(6,437,810)
Interest	15,417	12,187	(2,802)	(17,920)	(36,409)	(51,853)	(67,424)	(83,124)	(98,951)	(113,814)	(128,756)
Required from Development Ch	1,047,500	10,027,500	-	-	162,000	-	-	-	-	-	-

Table A-7
Town of Kingsville
Water Lifecycle Reserve (Inflated \$)

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Opening Balance	1,596,043	2,788,043	2,296,543	2,818,543	2,246,543	2,579,543	2,473,543	2,463,543	2,239,543	2,108,543	1,815,543
Transfer from Operating	1,192,000	-	1,300,000	1,350,000	1,400,000	1,450,000	1,504,000	1,504,000	1,504,000	1,504,000	1,504,000
Transfer to Capital	-	491,500	778,000	1,922,000	1,067,000	1,556,000	1,514,000	1,728,000	1,635,000	1,797,000	1,833,000
Transfer to Operating	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	2,788,043	2,296,543	2,818,543	2,246,543	2,579,543	2,473,543	2,463,543	2,239,543	2,108,543	1,815,543	1,486,543



Table A-8
Town of Kingsville
Water Meter Changeout Reserve (Inflated \$)

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Opening Balance	200,000	-	-	-	-	-	-	-	-	-	-
Transfer from Operating	-	-	-	-	-	-	-	-	-	-	-
Transfer to Capital	200,000	-	-	-	-	-	-	-	-	-	-
Transfer to Operating	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	-	-	-	-	-	-	-	-	-	-	-

Table A-9
Town of Kingsville
Water MOE Reserve – GS Water (Inflated \$)

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Opening Balance	59,278	-	-	-	-	-	-	-	-	-	-
Transfer from Operating	-	-	-	-	-	-	-	-	-	-	-
Transfer to Capital	59,278	-	-	-	-	-	-	-	-	-	-
Transfer to Operating	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	-	-	-	-	-	-	-	-	-	-	-

Table A-10
Town of Kingsville
Water Equipment Reserve (Inflated \$)

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Opening Balance	125,706	95,706	88,706	168,706	163,706	140,706	125,706	35,706	125,706	88,706	178,706
Transfer from Operating	70,000	80,000	80,000	80,000	80,000	90,000	90,000	90,000	90,000	90,000	90,000
Transfer to Capital	100,000	87,000	-	85,000	103,000	105,000	180,000	-	127,000	-	-
Transfer to Operating	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	95,706	88,706	168,706	163,706	140,706	125,706	35,706	125,706	88,706	178,706	268,706



Table A-11
Town of Kingsville
Operating Budget Forecast
(Inflated \$)

Description	Budget 2024	Forecast									
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Expenditures											
Operating Costs											
Salaries - Full Time	923,371	1,043,571	1,074,878	1,107,124	1,140,338	1,174,548	1,209,785	1,246,100	1,283,500	1,322,000	1,361,700
Engineering Tech	-	-	-	-	-	-	-	-	-	-	-
Water & Wastewater Billing Supervisor	-	-	-	-	-	-	-	-	-	-	-
New Staff - Office Support (25%) - 2023	-	-	-	-	-	-	-	-	-	-	-
New Staff - Full-time - 2023	-	-	-	-	-	-	-	-	-	-	-
Salaries - Overtime	20,804	21,428	22,071	22,733	23,415	24,118	24,841	25,600	26,400	27,200	28,000
Salaries - Student	14,227	14,654	15,093	15,546	16,013	16,493	16,988	17,500	18,000	18,500	19,100
Committee Honorarium	-	-	-	-	-	-	-	-	-	-	-
Salaries - contract	-	-	-	-	-	-	-	-	-	-	-
Benefits - EI	16,394	16,886	17,392	17,914	18,452	19,005	19,575	20,200	20,800	21,400	22,000
Benefits - CPP	44,701	46,042	47,423	48,846	50,311	51,821	53,375	55,000	56,700	58,400	60,200
Benefits - EHT	18,689	19,250	19,827	20,422	21,035	21,666	22,316	23,000	23,700	24,400	25,100
Benefits - OMERS	94,570	97,407	100,329	103,339	106,439	109,633	112,922	116,300	119,800	123,400	127,100
Benefits - Health Coverage	102,429	105,502	108,667	111,927	115,285	118,743	122,306	126,000	129,800	133,700	137,700
Benefits - WSIB	27,277	28,095	28,938	29,806	30,701	31,622	32,570	33,500	34,500	35,500	36,600
Benefits - Uniforms	5,100	5,253	5,411	5,573	5,740	5,912	6,090	6,300	6,500	6,700	6,900
Benefits - Meal Allowance	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,200	1,200	1,200	1,200
Benefits - Eyeglasses	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,100	3,200	3,300	3,400
Benefits - Ortho	4,000	4,120	4,244	4,371	4,502	4,637	4,776	4,900	5,000	5,200	5,400
New Staff - Water Compliance Technician	120,200	-	-	-	-	-	-	-	-	-	-
Training & Development	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,600	25,300	26,100	26,900
Office Supplies	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,700	3,800	3,900	4,000
Computer Supplies	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,200	1,200	1,200	1,200
Postage Supplies	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,000	44,300	45,600	47,000
Courier & Express	500	515	530	546	563	580	597	600	600	600	600
Advertising	500	515	530	546	563	580	597	600	600	600	600
Computer Maintenance	-	-	-	-	-	-	-	-	-	-	-
Computer Consultants	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,200	1,200	1,200	1,200
General Insurance	92,972	95,761	98,634	101,593	104,641	107,780	111,013	114,300	117,700	121,200	124,800
Utilities	100	103	106	109	113	116	119	100	100	100	100
Facility Maintenance	7,500	7,725	7,957	8,195	8,441	8,695	8,955	9,200	9,500	9,800	10,100
Equipment Repair	18,000	18,540	19,096	19,669	20,259	20,867	21,493	22,100	22,800	23,500	24,200
Miscellaneous	500	515	530	546	563	580	597	600	600	600	600
Equipment Rental	500	515	530	546	563	580	597	600	600	600	600
Professional Svc (Legal Audits)	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500	6,700
Membership & Subscription	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,100	3,200	3,300	3,400
Write offs	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,500	2,600	2,700	2,800
Professional Fees (Engineering)	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500	6,700
Communication	7,500	7,725	7,957	8,195	8,441	8,695	8,955	9,200	9,500	9,800	10,100
Shop Supplies	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,700	3,800	3,900	4,000



Table A-11 (Cont'd)
Town of Kingsville
Operating Budget Forecast
(Inflated \$)

Description	Budget 2024	Forecast									
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Expenditures											
Fuel & Oil	25,000	25,750	26,523	27,318	28,138	28,982	29,851	31,300	32,900	34,500	36,200
Licences & Permits	5,200	5,356	5,517	5,682	5,853	6,028	6,209	6,400	6,600	6,800	7,000
Safety Supplies	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,700	3,800	3,900	4,000
Small Tools	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500	6,700
Mileage	500	515	530	546	563	580	597	600	600	600	600
Curb Stop Repairs	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,400	19,000	19,600	20,200
Back Flow Program	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,900	38,000	39,100	40,300
Road Repair / Restoration	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,000	44,300	45,600	47,000
Meter Reading Expense	3,500	3,605	3,713	3,825	3,939	4,057	4,179	4,300	4,400	4,500	4,600
Water Purchases - Kingsville	-	-	-	-	-	-	-	-	-	-	-
Water Purchases - Gosfield S.	-	-	-	-	-	-	-	-	-	-	-
Water Purchases - Gosfield N.	-	-	-	-	-	-	-	-	-	-	-
Water Loss	325,225	-	-	-	-	-	-	-	-	-	-
Water Meters	50,000	51,500	53,045	54,636	56,275	57,964	59,703	61,500	63,300	65,200	67,200
Water Meter Maintenance	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,400	19,000	19,600	20,200
Water Locates	17,500	68,025	70,066	72,168	74,333	76,563	78,860	81,200	83,600	86,100	88,700
Water Service Connections	-	-	-	-	-	-	-	-	-	-	-
Watermain Line Breaks	90,000	92,700	95,481	98,345	101,296	104,335	107,465	110,700	114,000	117,400	120,900
Water Line Maintenance	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,900	38,000	39,100	40,300
Hydrant Maintenance	45,000	46,350	47,741	49,173	50,648	52,167	53,732	55,300	57,000	58,700	60,500
Source Water Protection	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500	6,700
Property Taxes	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,100	3,200	3,300	3,400
Program Support Costs	425,000	437,750	450,883	464,409	478,341	492,691	507,472	522,700	538,400	554,600	571,200
Sub Total Operating	2,728,259	2,493,818	2,568,632	2,645,691	2,725,062	2,806,814	2,891,018	2,977,800	3,067,800	3,160,200	3,255,700
Capital-Related											
Existing Debt (Principal) - Growth Related		165,512	173,787	182,477	191,601	201,181	211,240	221,802	232,892	244,536	256,763
Existing Debt (Interest) - Growth Related		273,640	265,365	256,675	247,552	237,972	227,913	217,351	206,260	194,616	182,389
New Growth Related Debt (Principal)		-	321,411	335,232	349,647	364,682	380,363	396,719	413,778	431,570	450,128
New Growth Related Debt (Interest)		-	424,604	410,783	396,368	381,333	365,652	349,296	332,237	314,445	295,887
Existing Debt (Principal) - Non-Growth Related		-	-	-	-	-	-	-	-	-	-
Existing Debt (Interest) - Non-Growth Related		-	-	-	-	-	-	-	-	-	-
New Non-Growth Related Debt (Principal)		-	-	-	-	-	-	-	-	-	-
New Non-Growth Related Debt (Interest)		-	-	-	-	-	-	-	-	-	-
Transfer to Capital	65,722	-	-	-	-	-	-	-	-	-	-
Transfer to Working Capital Reserve	508,775	2,146,985	933,244	973,042	1,016,405	1,052,690	1,098,860	1,203,186	1,310,761	1,422,298	1,537,987
Transfer to Lifecycle Reserve	1,192,000	-	1,300,000	1,350,000	1,400,000	1,450,000	1,504,000	1,504,000	1,504,000	1,504,000	1,504,000
Transfer to Water Equipment Reserve	70,000	80,000	80,000	80,000	80,000	90,000	90,000	90,000	90,000	90,000	90,000
Sub Total Capital Related	1,836,497	2,666,137	3,498,411	3,588,209	3,681,572	3,777,857	3,878,027	3,982,353	4,089,929	4,201,466	4,317,154
Total Expenditures	4,564,755	5,159,955	6,067,044	6,233,900	6,406,634	6,584,671	6,769,045	6,960,153	7,157,729	7,361,666	7,572,854



Table A-11 (Cont'd)
Town of Kingsville
Operating Budget Forecast
(Inflated \$)

Description	Budget 2024	Forecast									
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Total Expenditures	4,564,755	5,159,955	6,067,044	6,233,900	6,406,634	6,584,671	6,769,045	6,960,153	7,157,729	7,361,666	7,572,854
Revenues											
Base Charge	1,177,940	1,226,164	1,276,220	1,328,176	1,382,101	1,438,067	1,496,307	1,556,748	1,619,469	1,684,552	1,752,082
Other Revenue											
Service Connection and Commissioning Fee	7,500	7,650	7,803	7,959	8,118	8,281	8,446	8,600	8,800	9,000	9,200
Meter Installation/ Maintenance	3,500	3,570	3,641	3,714	3,789	3,864	3,942	4,000	4,100	4,200	4,300
Extra Charges	4,200	4,284	4,370	4,457	4,546	4,637	4,730	4,800	4,900	5,000	5,100
Recovered Wages	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,100	1,100	1,100	1,100
Account Set-up Fees	15,200	15,504	15,814	16,130	16,453	16,782	17,118	17,500	17,900	18,300	18,700
Water Meter Sales	48,500	49,470	50,459	51,469	52,498	53,548	54,619	55,700	56,800	57,900	59,100
Miscellaneous Revenue	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,700	5,800	5,900	6,000
Penalties & Interest	13,500	13,770	14,045	14,326	14,613	14,905	15,203	15,500	15,800	16,100	16,400
Investment Income	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Contributions from Development Charges Reserve Fund	-	439,152	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167
Total Operating Revenue	1,316,340	1,805,684	2,603,763	2,657,766	2,713,780	2,771,875	2,832,289	2,894,815	2,959,836	3,027,219	3,097,149
Water Billing Recovery - Total	3,248,415	3,354,271	3,463,281	3,576,134	3,692,854	3,812,796	3,936,757	4,065,337	4,197,892	4,334,447	4,475,705

Table A-12
Town of Kingsville
Water Volume Rate Forecast
(Inflated \$)

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Total Water Billing Recovery	3,248,415	3,354,271	3,463,281	3,576,134	3,692,854	3,812,796	3,936,757	4,065,337	4,197,892	4,334,447	4,475,705
Total Volume (cu.m)	6,629,418	6,646,068	6,662,718	6,679,368	6,696,018	6,712,668	6,729,498	6,746,328	6,763,158	6,779,988	6,796,818
Constant Rate (per cu.m)	\$ 0.49	\$ 0.50	\$ 0.52	\$ 0.54	\$ 0.55	\$ 0.57	\$ 0.59	\$ 0.60	\$ 0.62	\$ 0.64	\$ 0.66
Annual Dollar Change		\$ 0.01	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02



Table A-13
Town of Kingsville
Water Capital Surcharge Rate Forecast
Inflated \$

Capital Surcharge	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Capital Surcharge (Quarterly)	\$33.81	\$34.82	\$35.87	\$36.95	\$38.05	\$39.20	\$40.37	\$41.58	\$42.83	\$44.11	\$45.44
Capital Surcharge (Annually)	\$135.24	\$139.30	\$143.48	\$147.78	\$152.21	\$156.78	\$161.48	\$166.33	\$171.32	\$176.46	\$181.75
Annual Dollar Change		\$ 4.06	\$ 4.18	\$ 4.30	\$ 4.43	\$ 4.57	\$ 4.70	\$ 4.84	\$ 4.99	\$ 5.14	\$ 5.29



 **Watson**
& Associates
ECONOMISTS LTD.

Water Ontario Regulation 453/07 Financial Plan

Town of Kingsville

Financial Plan #030-101

July 2, 2024

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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
D.C.	Development Charges
F.I.R.	Financial Information Return
MECP	Ministry of the Environment, Conservation and Parks
MMAH	Ministry of Municipal Affairs and Housing
OCIF	Ontario Community Infrastructure Fund
O. Reg.	Ontario Regulation
PSAB	Public Sector Accounting Board
S.D.W.A.	Safe Drinking Water Act
T.C.A.	Tangible Capital Assets
W.O.A.	Water Opportunities Act



Report



Chapter 1

Introduction



1. Introduction

1.1 Study Purpose

Watson & Associates Economists Ltd. (Watson) was retained by the Town of Kingsville (Town) to prepare a water financial plan as part of the five submission requirements for the purposes of obtaining a municipal drinking water license as per the *Safe Drinking Water Act, 2002*. In general, a financial plan requires an in-depth analysis of capital and operating needs, a review of current and future demand versus supply, and consideration of available funding sources. This detailed financial planning and forecasting in regard to the Town's water system has already been completed and documented by Watson within the "Town of Kingsville Water Rate Study, July 2, 2024" (2024 Rate Study). The objective of the report provided herein is to convert the findings of the 2024 Rate Study into the prescribed reporting requirements for a financial plan as defined by Ontario Regulation 453/07 (O. Reg. 453/07).

1.2 Background

The Safe Drinking Water Act (S.D.W.A.) was passed in December, 2002 in order to address some of the recommendations made by the Walkerton Inquiry Part II report. One of the main requirements of the Act is the mandatory licensing of municipal water providers. Section 31 (1) specifically states,

"No person shall,

- a) establish a new municipal drinking water system or replace or carry out an alteration to a municipal drinking water system except under the authority of and in accordance with an approval under this Part or a drinking water works permit; or
- b) use or operate a municipal drinking water system that was established before or after this section comes into force except under the authority of and in accordance with an approval under this Part or municipal drinking water licence."

In order to become licensed, a municipality must satisfy five key requirements as per section 44 (1):



1. Obtain a drinking water works permit.
2. Acceptance of the operational plan for the system based on the Drinking Water Quality Management Standard.
3. Accreditation of the Operating Authority.
4. Prepare and provide a financial plan.
5. Obtain permit to take water.

The preparation of a financial plan is a key requirement for licensing and as such, must be undertaken by all water providers.

1.2.1 Financial Plan Defined

Subsection 30 of the Act provides the following definition of financial plans:

"financial plans" means financial plans that satisfy the requirements prescribed by the Minister. 2017, c. 2, Sched. 11, s. 6 (3)

As of time of writing, the *Sustainable Water and Sewage Systems Act, 2002* has been repealed (see Section 2.2 of this report) however, the standards that it directs underpin the specific requirements of s.30 as they are outlined in O. Reg. 453/07 and which will be examined in detail below.

1.2.2 Financial Plan Requirements – Existing System

O. Reg. 453/07 also provides details with regard to s.30 (1) part b of the S.D.W.A. for existing water systems. The requirements for existing systems are summarized as follows:

- Financial plans must be approved by Council resolution (or governing body);
- Financial plans must include a statement that the financial impacts have been considered and apply for a minimum six-year period (commencing in the year of licence expiry);
- Financial plans must include detail regarding proposed or projected financial operations itemized by total revenues, total expenses, annual surplus/deficit and accumulated surplus/deficit (i.e. the components of a "Statement of Operations" as per the P.S.A.B.) for each year in which the financial plans apply;
- Financial plans must present financial position itemized by total financial assets, total liabilities, net debt, non-financial assets, and tangible capital assets (i.e. the



components of a “Statement of Financial Position” as per P.S.A.B.) for each year in which the financial plans apply;

- Gross cash receipts/payments itemized by operating transactions, capital transactions, investing transactions and financial transactions (i.e. the components of a “Statement of Cash Flow” as per P.S.A.B.) for each year in which the financial plans apply;
- Financial plans applicable to two or more solely-owned drinking water systems can be prepared as if they are for one drinking water system;
- Financial plans are to be made available to the public upon request and at no charge;
- If a website is maintained, financial plans are to be made available to the public through publication on the Internet at no charge;
- Notice of the availability of the financial plans is to be given to the public; and
- Financial plan is to be submitted to the Ministry of Municipal Affairs and Housing.

1.2.3 Financial Plan Requirements – General

Given that the requirements for a financial plan is legislated under the Act, a financial plan is mandatory for water systems. The financial plans shall be for a forecast period of at least six years but longer planning horizons are encouraged. The 10-year forecast included in this financial plan goes above and beyond the minimum requirement. The financial plan is to be completed and approved by resolution of Council or the governing body in accordance with subsection 3 (1) 1 of O. Reg. 453/07. Confirmation of approval of the financial plan must be submitted at the time of municipal drinking water license renewal (i.e., six months prior to license expiry).

A copy of the financial plan must be submitted to the Ministry of Municipal Affairs and Housing (MMAH). The financial plan does not need to be submitted to the Ministry of the Environment, Conservation, and Parks (MECP); however, the MECP may request it in the course of review of the licence renewal. Financial plans may be amended and additional information beyond what is prescribed can be included if deemed necessary. The financial plan must contain on the front page, the appropriate financial plan number as set out in Schedule A of the Municipal Drinking Water Licence.



1.2.4 Public Sector Accounting Board (P.S.A.B.) Requirements

The components of the financial plans indicated by the regulation are consistent with the requirements for financial statement presentation as set out in section PS1200 of the Canadian Institute of Chartered Accountants Public Sector Accounting Handbook:

“Financial statements should include a Statement of Financial Position, a Statement of Operations, a Statement of Change in Net Debt, and a Statement of Cash Flow.”

The format required is to conform to the requirements of PS1200 and PS3150. The financial statements are to be reported on a full accrual accounting basis. The accrual accounting method recognizes revenues and expenses in the same period as the activities that give rise to them regardless of when they are actually paid for. Since an exchange of cash is not necessary to report a financial transaction, the accrual method is meant to provide a more accurate picture of financial position.

The accounting treatment of tangible capital assets is prescribed under section PS3150. Tangible capital assets are to be capitalized to ensure an inventory of the assets owned is recorded and to account for their ability to provide future benefits.

The Statement of Cash Flow and the Statement of Change in Net Financial Assets/Debt are required statements. The Statement of Change in Net Financial Assets/Debt reports on whether enough revenue was generated in a period to cover the expenses in the period and whether sufficient resources have been generated to support current and future activities. The Statement of Cash Flow reports on how activities were financed for a given period providing a measure of the changes in cash for that period.



Chapter 2

Sustainable Financial Planning



2. Sustainable Financial Planning

2.1 Introduction

In general, sustainability refers to the ability to maintain a certain position over time. While the S.D.W.A. requires a declaration of the financial plan's sustainability, it does not give a clear definition of what would be considered sustainable. Instead, the MECP released a guideline ("Towards Financially Sustainable Drinking-Water and Wastewater Systems") that provides possible approaches to achieving sustainability. The Province's Principles of Financially Sustainable Water Services are provided below:

Principle #1: Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system to which they relate.

Principle #2: An integrated approach to planning among water, wastewater, and storm water systems is desirable given the inherent relationship among these services.

Principle #3: Revenues collected for the provision of water services should ultimately be used to meet the needs of those services.

Principle #4: Life-cycle planning with mid-course corrections is preferable to planning over the short-term, or not planning at all.

Principle #5: An asset management plan is a key input to the development of a financial plan.

Principle #6: A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.

Principle #7: Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.

Principle #8: Financial plans are "living" documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.



Principle #9: Financial plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal council.

2.2 Sustainable Water and Sewage Systems Act

The *Sustainable Water and Sewage Systems Act* (S.W.S.S.A.) was passed on December 13, 2002. The intent of the Act was to introduce the requirement for municipalities to undertake an assessment of the “full cost” of providing their water and the wastewater services. In total, there were 40 areas within the Act to which the Minister could have made Regulations. It is noted that the regulations, which accompany the Act, were not issued and the Act was repealed on December 31, 2012.

2.3 Water Opportunities Act, 2010

Since the passage of the *Safe Drinking Water Act*, changes and refinements to the legislation have been introduced, including the *Water Opportunities Act* (W.O.A). W.O.A. was introduced into legislation on May 18, 2010 and received Royal Assent on November 29, 2010, as the W.O.A.

The purposes of the W.O.A. are to foster innovative water, wastewater and storm water technologies, services, and practices; create opportunities for economic development and clean-technology jobs; and conserve and sustain water resources. To achieve this, the W.O.A. provides for the creation of performance targets (financial, operational and maintenance related), which will vary by service type and location and the required submission of conservation and sustainability plans for water, wastewater, and stormwater.

The sustainability plan in the W.O.A. expands on interim legislation for financial plans included in O. Reg. 453/07, to include the following:

- an asset management plan for the physical infrastructure;
- financial plan;
- water conservation plan (for water service only);
- a risk assessment;
- a strategy for maintaining and improving the services; and



- additional information considered advisable.

Where a Board has jurisdiction over a service, the plan (and any plan amendments) must be approved by the municipality in which the municipal service is provided, before submission to the Minister. The Minister may also direct preparation of joint or partially joint plans.

Regulations (still forthcoming) will prescribe details in regard to any time periods or time limits, contents of the plans, identifying which portions of the plan will require certification, the public consultation process (if required), limitations updates and refinements.

2.4 Infrastructure for Jobs and Prosperity Act (I.J.P.A.), 2015

On June 4, 2015, the Province passed the *Infrastructure for Jobs and Prosperity Act* (I.J.P.A.) which, over time, will require municipalities to undertake and implement asset management plans for all infrastructure they own. On December 27, 2017, the Province of Ontario released Ontario Regulation 588/17 under I.J.P.A. which has three phases that municipalities must meet. The timelines associated with the three phases were later extended by Ontario Regulation 193/21 which was filed on March 15, 2021.

Every municipality in Ontario will have to prepare a strategic asset management policy by July 1, 2019. Municipalities will be required to review their strategic asset management policies at least every five years and make updates, as necessary. The subsequent phases are as follows:

- Phase 1 – Asset Management Plan (by July 1, 2022):
 - For core assets – Municipalities must have the following:
 - Inventory of assets;
 - Current levels of service measured by standard metrics; and
 - Costs to maintain levels of service.
- Phase 2 – Asset Management Plan (by July 1, 2024):
 - Same steps as Phase 1 but for all assets.
- Phase 3 – Asset Management Plan (by July 1, 2025):
 - Builds on Phase 1 and 2 by adding:
 - Proposed levels of service; and
 - Lifecycle management and Financial strategy.



In relation to water (which is considered a core asset), municipalities will need to have an asset management plan that addresses the related infrastructure by July 1, 2022 (Phase 1). O. Reg. 588/17 specifies that the Town's asset management plan must include the following for each asset category:

- the current levels of service being provided;
 - determined in accordance with the following qualitative descriptions and technical metrics and based on data from at most the two calendar years prior to the year in which all information required under this section is included in the asset management plan.
- the current performance of each asset category;
- a summary of the assets in the category;
- the replacement cost of the assets in the category;
- the average age of the assets in the category, determined by assessing the average age of the components of the assets;
- the information available on the condition of the assets in the category;
- a description of the Town's approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate; and
- the lifecycle activities that would need to be undertaken to maintain the current levels of service.

The Town completed an Asset Management Plan in 2023 which included a review of their water infrastructure. The Town has incorporated the findings of the asset management plan within the 2024 Rate Study.

2.5 Water Forecast

The Town has completed the financial planning process through the 2024 Rate Study. The rate study was designed to address "full cost" principles and reflect the guiding principles toward sustainable financial planning.

As a result of employing this process, the 2024 Rate Study provides the basis for a financial plan for the Town's water system by including:

- A detailed assessment of current and future capital needs including an analysis of potential funding sources;



- An analysis of operating costs in order to determine how they will be impacted by evolving infrastructure needs and system growth;
- An analysis of required water rates that ensure revenues are equitable and sufficient to meet system needs; and
- A public process that involves consultation with the main stakeholders including the Town's staff, Council, the general public (specifically the users of the system) and others, with the aim of gaining input and collaboration on the sustainability of the water financial plan.

The details of the financial plan are contained in Appendix A and in the 2024 Rate Study report.



Chapter 3

Approach



3. Approach

3.1 Overview

The 2024 Rate Study has been used as a starting point to prepare the water financial plan. The Water forecast is prepared on a modified cash basis; therefore, a conversion is required in order to present a full accrual financial plan for the purposes of this report. The conversion process used will help to establish the structure of the financial plan along with the opening balances that will underpin the forecast. This chapter outlines the conversion process utilized and summarizes the adjustments made to prepare the financial plan.

3.2 Conversion Process

The conversion from the existing modified cash basis financial plan to the full accrual reporting format required under O. Reg. 453/07 can be summarized in the following steps:

1. Calculate Tangible Capital Asset Balances
2. Convert Statement of Operations
3. Convert Statement of Financial Position
4. Convert Statement of Cash Flow and Net Assets/Debt
5. Verification and Note Preparation

3.2.1 Calculate Tangible Capital Asset Balances

In calculating tangible capital asset balances, existing and future purchased, developed, and/or contributed assets will need to be considered. For existing water assets, the Town's asset data from their Citywide database was utilized. For financial reporting purposes, historical costs (which is the original cost to purchase, develop, or construct each asset) are required to determine net book value, which include the following calculations:



- Accumulated amortization up to the year prior to the first forecast year.
- Amortization expense on existing assets for each year of the forecast period.
- Acquisition of new assets for each year of the forecast period.
- Disposals and related gains or losses for each year of forecast period.

Future water capital needs have also been determined and summarized within the 2024 Rate Study. However, these estimates only represent future assets that the Town anticipates purchasing or constructing without consideration for assets that are contributed by developers and other parties (at no or partial cost to the Town). These contributed assets could form a significant part of the infrastructure going forward in terms of the sustainability of the system despite their non-monetary nature; the financial plan may need to be adjusted in order to properly account for these transactions. Once the sequence and total asset acquisition has been determined for the forecast period, annual amortization of these assets for each year is calculated in a similar manner as that used for existing assets.

Once the historical cost, accumulated amortization, and amortization expenses are calculated as described above, the total net book value of the tangible capital assets can be determined and recorded on the Statement of Financial Position.

3.2.2 Convert Statement of Operations

A wide range of adjustments will be considered, dependent on the size and complexity of the system, in order to convert from the cash to full accrual basis. For example, debt repayment costs relating to the principal payment portion only need to be removed under the accrual basis, as they no longer qualify as an expense for reporting purposes. Principal payments are reported as a decrease in debt liability on the Statement of Financial Position. Transfers to and from reserves are removed as these transactions are represented by changes in cash and accumulated surplus. Finally, expenses relating to tangible capital assets, such as amortization, write-offs, and (gain)/loss on disposal of assets are reported on the Statement of Operations in order to capture the allocation of the cost of these assets to operating activities over their useful lives and therefore are added in under the accrual basis.



Table 3-1
Conversion Adjustments
Statement of Operations (Water)

Modified Cash Basis	Budget 2024	Adjustments		Full Accrual Budget 2024	Accrual Basis
		DR	CR		
Revenues					Revenues
Base Charge Revenue	1,177,940			1,177,940	Base Charge Revenue
Rate Based Revenue	3,248,415			3,248,415	Rate Based Revenue
			1,047,500	1,047,500	Earned Development Charges and Gas Tax Revenue
Other Revenue	138,400		2,989,600	3,128,000	Other Revenue
Total Revenues	4,564,755			8,601,855	Total Revenues
Expenditures					Expenses
Operating	2,728,259	-		2,728,259	Operating Expenses
Capital					
Transfers to Reserves	1,770,774		1,770,774		
Transfers to Capital	65,722		65,722		
		688,451		688,451	Amortization
		-		-	Loss on Disposal of Tangible Capital Assets
Total Expenditures	4,564,755			3,416,710	Total Expenses
Net Expenditures	-			5,185,145	Annual Surplus/(Deficit)
Increase (decrease) in amounts to be recovered	-			28,740,381	Accumulated Surplus/(Deficit), beginning of year
Change in Fund Balances	-	5,185,145	-	33,925,526	Accumulated Surplus/(Deficit), end of year
TOTAL ADJUSTMENTS		5,873,596	5,873,596		

Note: The combined adjustments above should be balanced and net to \$0 (i.e. Total DR = Total CR)



3.2.3 Convert Statement of Financial Position

Once the Statement of Operations has been converted and the net book value of tangible capital assets has been recorded, balances for the remaining items on the Statement of Financial Position are determined and recorded (see Figure 3-2). As noted earlier, the applicable balances from the Statement of Capital and the Statement of Reserve and Reserve Funds will need to be transferred to this statement. The opening/actual balances for the remaining accounts such as accounts receivable, inventory, accounts payable, outstanding debt (principal only), are recorded and classified according to the structure of the Statement of Financial Position as outlined in PS1200.

It is acknowledged that some of the balances required on the Statement of Financial Position will be consolidated across the Town and as such, it may be difficult to isolate the information that is relevant to water. An example of this is accounts receivable, which may be administered centrally by the Finance Department. O. Reg. 453/07 allows for the exclusion of these numbers if they are not known at the time of preparing the financial plan. Please refer to the Financial Plan Notes in Chapter 4 for more details.

3.2.4 Convert Statement of Cash Flow and Net Financial Assets/Debt

The Statement of Cash Flow summarizes how the Town financed its activities or in other words, how the costs of providing services were recovered. The statement is derived using comparative Statement of Financial Position, the current Statement of Operations and other available transaction data.

The Statement of Change in Net Financial Assets/Debt is a new statement which reconciles the difference between the surplus or deficit from current operations and the change in net financial assets/debt for the year. This is significant, as net debt provides an indication of future revenue requirements. In order to complete the Statement of Net Financial Assets/Debt, additional information regarding any gains/losses on disposals of assets, asset write-downs, acquisition/use of supplies inventory, and the acquisition use of prepaid expenses is necessary, (if applicable). Although the Statement of Change in Net Financial Assets/Debt is not required under O. Reg. 453/07, it has been included in this report as a further indicator of financial viability.



Table 3-2
Conversion Adjustments
Statements of Financial Position (Water)

Modified Cash Basis	Budget	Adjustments		Full Accrual Budget	Accrual Basis
	2024	DR	CR	2024	
ASSETS					ASSETS
Financial Assets					Financial Assets
Cash	4,759,662			4,759,662	Cash
Accounts Receivable	727,475			727,475	Accounts Receivable
Total Financial Assets	5,487,137			5,487,137	Total Financial Assets
LIABILITIES					Liabilities
Accounts Payable & Accrued Liabilities	1,112,612			1,112,612	Accounts Payable & Accrued Liabilities
Gross Long-term Liabilities	5,472,808			5,472,808	Debt (Principal only)
Deferred Revenue	786,289			786,289	Deferred Revenue
Total Liabilities	7,371,709			7,371,709	Total Liabilities
Net Assets/(Debt)	(1,884,572)			(1,884,572)	Net Financial Assets/(Debt)
		35,810,098	-	35,810,098	Non-Financial Assets
					Tangible Capital Assets
				35,810,098	Total Non-Financial Assets
Municipal Position					
Water Reserves	3,588,236	3,588,236	-		
Development Charge Reserve Fund	786,289	786,289	-		
Amounts to be Recovered	(6,259,097)	-	6,259,097		
Total Municipal Position	(1,884,572)		33,925,526	33,925,526	Accumulated Surplus/(Deficit), end of year
TOTAL ADJUSTMENTS		40,184,623	40,184,623		

Note: The combined adjustments above should be balanced and net to \$0 (i.e. Total DR = Total CR)



3.2.5 Verification and Note Preparation

The final step in the conversion process is to ensure that all of the statements created by the previous steps are in balance. The Statement of Financial Position summarizes the resources and obligations of the Town at a set point in time. The Statement of Operations summarizes how these resources and obligations changed over the reporting period. To this end, the accumulated surplus/deficit reported on the Statement of Financial Position should equal the accumulated surplus/deficit reported on the Statement of Operations.

The Statement of Change in Net Financial Assets/Debt and the Statement of Financial Position are also linked in terms of reporting on net financial assets/debt. On the Statement of Financial Position, net financial assets/debt is equal to the difference between financial assets and liabilities and should equal net financial assets/debt as calculated on the Statement of Net Financial Assets/Debt.

While not part of the financial plan, the accompanying notes are important to summarize the assumptions and estimates made in preparing the financial plan. Some of the significant assumptions that need to be addressed within the financial plan are as follows:

- a) Opening cash balances – Opening cash balances are necessary to complete the Statement of Cash Flows and balance the Statement of Financial Position. Preferably, opening cash balances should be derived from actual information contained within the Town's ledgers. However, it may not be possible to extract this information from the ledgers for water alone; therefore, a reasonable proxy will be needed. One approach is to assume that opening cash balances equal ending reserve and reserve fund balances from the previous year adjusted for accrual-based transactions reflected by accounts receivable/payable balances. The following equation outlines this approach:

Ending Reserve/Reserve Fund Balance
Plus: Ending Accounts Payable Balance
Less: Ending Accounts Receivable Balance
Equals: Approximate Ending Cash Balance



- b) Amortization Expense – The method and timing of amortization should be based on the Town’s amortization policy. Otherwise, an assumption will need to be made and applied consistently throughout the financial plan.
- c) Accumulated Amortization – Will be based on the culmination of accumulated amortization expenses throughout the life of each asset however derived, along with information on construction/acquisition date and useful life obtained from the 2024 Rate Study.
- d) Contributed Assets – As noted earlier, contributed assets could represent a significant part of the Town’s infrastructure acquisitions. As such, a reasonable estimate of value and timing of acquisition/donation may be required in order to adequately capture these assets. In the case where contributed assets are deemed to be insignificant or unknown, an assumption of “no contributed assets within the forecast period” will be made.
- e) Accumulated Surplus – The magnitude of the surplus in this area may precipitate the need for additional explanation especially in the first year of reporting. This Accumulated Surplus captures the historical infrastructure investment which has not been reported in the past but has accumulated to significant levels. It also includes all water reserve and reserve fund balances.
- f) Other Revenues – Will represent the recognition of revenues previously deferred (i.e. development charge revenues) and/or accrued revenues (developer contributions), and/or other minor miscellaneous revenues.



Chapter 4

Financial Plan



4. Financial Plan

4.1 Introduction

The following tables provide the complete financial plan for the Town's water system. A brief description and analysis of each table is provided below. It is important to note that the financial plan that follows is a forward look at the financial position of the Town's water system. It is not an audited document¹ and contains various estimates as detailed in the "Notes to the Financial Plan" section below.

4.2 Water Financial Plan

4.2.1 *Statement of Financial Position (Table 4-1)*

The Statement of Financial Position provides information that describes the assets, liabilities, and accumulated surplus of the Town's water system. The first important indicator is net financial assets/(debt), which is defined as the difference between financial assets and liabilities. This indicator provides an indication of the system's "future revenue requirement." A net financial asset position is where financial assets are greater than liabilities and implies that the system has the resources to finance future operations. Conversely, a net debt position implies that the future revenues generated by the system will be needed to finance past transactions, as well as future operations. Table 4-1 indicates that for 2024, the Town's water system will be in a net debt position of approximately \$1.88 million. The Town's net debt position is projected to increase in 2025, reaching approximately \$12.75 million. The forecast thereafter estimates subsequent improvements annually to the net financial debt position, ultimately reaching a net financial asset position of approximately \$0.53 million by the end of the forecast period.

Another important indicator on the Statement of Financial Position is the tangible capital asset balance. As noted earlier, providing this information is a requirement for

¹ O.Reg. 453/07 does not require an audited financial plan.



municipalities as part of PS3150 compliance and is significant from a financial planning perspective for the following reasons:

- Tangible capital assets such as water mains and treatment plants are imperative to water service delivery.
- These assets represent significant economic resources in terms of their historical and replacement costs. Therefore, ongoing capital asset management is essential to managing significant replacements and repairs.
- The annual maintenance required by these assets has an enduring impact on water operational budgets.

In general terms, an increase in the tangible capital asset balance indicates that assets may have been acquired either through purchase by the Town or donation/contribution by a third party. A decrease in the tangible capital asset balance can indicate a disposal, write down, or use of assets. A use of assets is usually represented by an increase in accumulated amortization due to annual amortization expenses arising as a result of allocating the cost of the asset to operations over the asset's useful life. Table 4-1 shows tangible capital assets are expected to grow by approximately \$21.65 million over the forecast period. This indicates that the Town has plans to invest in tangible capital assets in excess of the anticipated use of existing assets over the forecast period.

4.2.2 Statement of Operations (Table 4-2)

The Statement of Operations summarizes the revenues and expenses generated by the water system for a given period. The annual surplus/deficit measures whether the revenues generated were sufficient to cover the expenses incurred and in turn, whether net financial assets have been maintained or depleted. Table 4-2 illustrates the ratio of expenses to revenues fluctuating over the forecast years, resulting in an overall increase from 40% in 2024 to 65% by 2033. As a result, an annual surplus position is forecasted for each year, with an annual surplus of \$2.56 million by the end of the forecast period. It is important to note that an annual surplus is beneficial to ensure funding is available for non-expense costs such as tangible capital asset acquisitions, reserve/reserve fund transfers and debt principal payments.



Another important indicator on this statement is accumulated surplus/deficit. An accumulated surplus indicates that the available net resources are sufficient to provide future water services. An accumulated deficit indicates that resources are insufficient to provide future services and that borrowing or rate increases are required to finance annual deficits. From Table 4-2, the financial plan proposes to add approximately \$24.18 million to an opening 2024 accumulated surplus of \$28.74 million over the forecast period. This accumulated surplus, as indicated in Table 4-2, is predominantly made up of reserve and reserve fund balances as well as historical investments in tangible capital assets.

4.2.3 Statement of Change in Net Financial Assets/Debt (Table 4-3)

The Statement of Change in Net Financial Assets/Debt indicates whether revenue generated was sufficient to cover operating and non-financial asset costs (i.e., inventory supplies, prepaid expenses, tangible capital assets, etc.) and in so doing, explains the difference between the annual surplus/deficit and the change in net financial assets/debt for the period.

Table 4-3 indicates that a majority of the years within the forecast period will experience tangible capital asset acquisitions (net of amortization for the year) exceeding the annual surpluses, resulting in an increase to the net debt balance. The overall increase to net debt balance is the result of more significant capital asset acquisitions forecasted allowing for a long-term plan of funding capital asset acquisitions through accumulated surplus (i.e., reserves and reserve funds) and debenture issuance. The ratio of cumulative annual surplus before amortization to cumulative tangible capital asset acquisitions is forecasted to fluctuate over the forecast period, decreasing from 1.02 in 2024 to a low of 0.43 in 2025, then increasing to a high of 1.08 by 2033 (note: a desirable ratio is 1:1 or better).

4.2.4 Statement of Cash Flow (Table 4-4)

The Statement of Cash Flow summarizes how the Town's water system is expected to generate and use cash resources during the forecast period. The transactions that provide/use cash are classified as operating, capital, investing, and financing activities as shown in Table 4-4. This statement focuses on the cash aspect of these transactions and thus is the link between cash- and accrual-based reporting. Table 4-4



indicates that cash from operations will be used to fund capital transactions (i.e., tangible capital asset acquisitions) and build internal reserves and reserve funds over the forecast period. The financial plan projects the cash position of the Town's water system to increase from a positive balance of approximately \$5.27 million at the beginning of 2024 to a balance of approximately \$5.37 million by the end of 2033. For further discussion on projected cash balances please refer to the Notes to the Financial Plan.



Table 4-1
Statement of Financial Position: Water Services
UNAUDITED: For Financial Planning Purposes Only
2024-2033

	Notes	Forecast									
		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Financial Assets											
Cash	1	4,759,662	3,252,942	3,909,706	3,539,522	3,927,825	4,076,878	4,286,533	4,559,965	4,900,775	5,367,264
Accounts Receivable	1	727,475	822,331	966,892	993,483	1,021,012	1,049,385	1,078,768	1,109,225	1,140,712	1,173,213
Accounts Receivable - Other	1	-	-	142,882	913,942	1,856,883	2,644,487	3,438,648	4,239,336	5,046,503	5,804,492
Total Financial Assets		5,487,137	4,075,273	5,019,480	5,446,947	6,805,720	7,770,750	8,803,949	9,908,526	11,087,990	12,344,969
Liabilities											
Bank Indebtedness		-	-	-	-	-	-	-	-	-	-
Accounts Payable & Accrued Liabilities	1	1,112,612	1,017,005	1,047,515	1,078,940	1,111,308	1,144,648	1,178,987	1,214,378	1,251,081	1,288,762
Debt (Principal only)	2	5,472,808	15,181,796	14,686,597	14,168,888	13,627,640	13,061,778	12,470,175	11,851,654	11,204,984	10,528,878
Deferred Revenue	3	786,289	621,547	-	-	-	-	-	-	-	-
Total Liabilities		7,371,709	16,820,348	15,734,112	15,247,828	14,738,948	14,206,426	13,649,162	13,066,032	12,456,065	11,817,640
Net Financial Assets/(Debt)		(1,884,572)	(12,745,075)	(10,714,632)	(9,800,881)	(7,933,228)	(6,435,676)	(4,845,213)	(3,157,506)	(1,368,075)	527,329
Non-Financial Assets											
Tangible Capital Assets	4	35,810,098	48,135,042	47,812,447	48,842,100	49,164,998	49,790,128	50,428,718	51,070,043	51,729,473	52,392,942
Total Non-Financial Assets		35,810,098	48,135,042	47,812,447	48,842,100	49,164,998	49,790,128	50,428,718	51,070,043	51,729,473	52,392,942
Accumulated Surplus/(Deficit)	5	33,925,526	35,389,967	37,097,815	39,041,219	41,231,770	43,354,452	45,583,505	47,912,537	50,361,398	52,920,271

Financial Indicators	Total Change	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
1) Increase/(Decrease) in Net Financial Assets	2,530,497	118,596	(10,860,503)	2,030,443	913,751	1,867,653	1,497,552	1,590,463	1,687,707	1,789,431	1,895,404
2) Increase/(Decrease) in Tangible Capital Assets	21,649,393	5,066,549	12,324,944	(322,595)	1,029,653	322,898	625,130	638,590	641,325	659,430	663,469
3) Increase/(Decrease) in Accumulated Surplus	24,179,890	5,185,145	1,464,441	1,707,848	1,943,404	2,190,551	2,122,682	2,229,053	2,329,032	2,448,861	2,558,873



Table 4-2
Statement of Operations: Water Services
UNAUDITED: For Financial Planning Purposes Only
2024-2033

	Notes	Forecast									
		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Water Revenue											
Base Charge Revenue		1,177,940	1,226,164	1,276,220	1,328,176	1,382,101	1,438,067	1,496,307	1,556,748	1,619,469	1,684,552
Rate Based Revenue		3,248,415	3,354,271	3,463,281	3,576,134	3,692,854	3,812,796	3,936,757	4,065,337	4,197,892	4,334,447
Earned Development Charges Revenue	3	1,047,500	592,152	1,185,167	1,185,167	1,347,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167
Other Revenue	6	3,128,000	140,368	142,375	144,423	146,512	148,641	150,814	152,902	155,201	157,499
Total Revenues		8,601,855	5,312,955	6,067,043	6,233,900	6,568,634	6,584,671	6,769,045	6,960,154	7,157,729	7,361,665
Water Expenses											
Operating Expenses	Sch. 4-1	2,728,259	2,646,818	2,568,632	2,645,691	2,725,062	2,806,814	2,891,018	2,977,800	3,067,800	3,160,200
Interest on Debt	2	-	273,640	689,968	667,458	643,919	619,305	593,564	566,647	538,498	509,061
Amortization	4	688,451	928,056	1,100,595	977,347	1,009,102	1,035,870	1,055,410	1,086,675	1,102,570	1,133,531
Loss on Disposal of Tangible Capital Assets		-	-	-	-	-	-	-	-	-	-
Total Expenses		3,416,710	3,848,514	4,359,195	4,290,496	4,378,083	4,461,989	4,539,992	4,631,122	4,708,868	4,802,792
Annual Surplus/(Deficit)		5,185,145	1,464,441	1,707,848	1,943,404	2,190,551	2,122,682	2,229,053	2,329,032	2,448,861	2,558,873
Accumulated Surplus/(Deficit), beginning of year	5	28,740,381	33,925,526	35,389,967	37,097,815	39,041,219	41,231,770	43,354,452	45,583,505	47,912,537	50,361,398
Accumulated Surplus/(Deficit), end of year		33,925,526	35,389,967	37,097,815	39,041,219	41,231,770	43,354,452	45,583,505	47,912,537	50,361,398	52,920,271
Note 5:											
Accumulated Surplus/(Deficit) Reconciliation:		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Reserve Balances											
Reserves: Development Charges		786,289	621,547	(142,881)	(913,943)	(1,856,883)	(2,644,487)	(3,438,648)	(4,239,336)	(5,046,504)	(5,804,491)
Reserves: Capital/Other		3,588,236	2,436,721	3,971,965	4,368,007	5,694,412	6,626,102	7,624,962	8,694,148	9,836,909	11,056,207
Total Reserves Balance		4,374,525	3,058,268	3,829,084	3,454,064	3,837,529	3,981,615	4,186,314	4,454,812	4,790,405	5,251,716
Less: Debt Obligations and Deferred Revenue		(6,259,097)	(15,803,343)	(14,543,716)	(13,254,945)	(11,770,757)	(10,417,291)	(9,031,527)	(7,612,318)	(6,158,480)	(4,724,387)
Add: Tangible Capital Assets	4	35,810,098	48,135,042	47,812,447	48,842,100	49,164,998	49,790,128	50,428,718	51,070,043	51,729,473	52,392,942
Total Ending Balance		33,925,526	35,389,967	37,097,815	39,041,219	41,231,770	43,354,452	45,583,505	47,912,537	50,361,398	52,920,271
Financial Indicators	Total Change	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
1) Expense to Revenue Ratio		40%	72%	72%	69%	67%	68%	67%	67%	66%	65%
2) Increase/(Decrease) in Accumulated Surplus	24,179,890	5,185,145	1,464,441	1,707,848	1,943,404	2,190,551	2,122,682	2,229,053	2,329,032	2,448,861	2,558,873



Schedule 4-1
Statement of Operating Expenses: Water Services
UNAUDITED: For Financial Planning Purposes Only
2024-2033

	Notes	Forecast									
		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Operating Expenses											
Salaries - Full Time		923,371	1,043,571	1,074,878	1,107,124	1,140,338	1,174,548	1,209,785	1,246,100	1,283,500	1,322,000
Salaries - Overtime		20,804	21,428	22,071	22,733	23,415	24,118	24,841	25,600	26,400	27,200
Salaries - Student		14,227	14,654	15,093	15,546	16,013	16,493	16,988	17,500	18,000	18,500
Benefits - EI		16,394	16,886	17,392	17,914	18,452	19,005	19,575	20,200	20,800	21,400
Benefits - CPP		44,701	46,042	47,423	48,846	50,311	51,821	53,375	55,000	56,700	58,400
Benefits - EHT		18,689	19,250	19,827	20,422	21,035	21,666	22,316	23,000	23,700	24,400
Benefits - OMERS		94,570	97,407	100,329	103,339	106,439	109,633	112,922	116,300	119,800	123,400
Benefits - Health Coverage		102,429	105,502	108,667	111,927	115,285	118,743	122,306	126,000	129,800	133,700
Benefits - WSIB		27,277	28,095	28,938	29,806	30,701	31,622	32,570	33,500	34,500	35,500
Benefits - Uniforms		5,100	5,253	5,411	5,573	5,740	5,912	6,090	6,300	6,500	6,700
Benefits - Meal Allowance		1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,200	1,200	1,200
Benefits - Eyeglasses		2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,100	3,200	3,300
Benefits - Ortho		4,000	4,120	4,244	4,371	4,502	4,637	4,776	4,900	5,000	5,200
New Staff - Water Compliance Technician		120,200	-	-	-	-	-	-	-	-	-
Training & Development		20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,600	25,300	26,100
Office Supplies		3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,700	3,800	3,900
Computer Supplies		1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,200	1,200	1,200
Postage Supplies		35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,000	44,300	45,600
Courier & Express		500	515	530	546	563	580	597	600	600	600
Advertising		500	515	530	546	563	580	597	600	600	600
Computer Consultants		1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,200	1,200	1,200
General Insurance		92,972	95,761	98,634	101,593	104,641	107,780	111,013	114,300	117,700	121,200
Utilities		100	103	106	109	113	116	119	100	100	100
Facility Maintenance		7,500	7,725	7,957	8,195	8,441	8,695	8,955	9,200	9,500	9,800
Equipment Repair		18,000	18,540	19,096	19,669	20,259	20,867	21,493	22,100	22,800	23,500
Miscellaneous		500	515	530	546	563	580	597	600	600	600
Equipment Rental		500	515	530	546	563	580	597	600	600	600
Professional Svc (Legal Audits)		5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500
Membership & Subscription		2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,100	3,200	3,300
Write offs		2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,500	2,600	2,700
Professional Fees (Engineering)		5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500
Communication		7,500	7,725	7,957	8,195	8,441	8,695	8,955	9,200	9,500	9,800
Shop Supplies		3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,700	3,800	3,900
Fuel & Oil		25,000	25,750	26,523	27,318	28,138	28,982	29,851	31,300	32,900	34,500
Licences & Permits		5,200	5,356	5,517	5,682	5,853	6,028	6,209	6,400	6,600	6,800
Safety Supplies		3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,700	3,800	3,900
Small Tools		5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500
Mileage		500	515	530	546	563	580	597	600	600	600
Curb Stop Repairs		15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,400	19,000	19,600
Back Flow Program		30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,900	38,000	39,100
Road Repair / Restoration		35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,000	44,300	45,600
Meter Reading Expense		3,500	3,605	3,713	3,825	3,939	4,057	4,179	4,300	4,400	4,500
Water Loss		325,225	-	-	-	-	-	-	-	-	-
Water Meters		50,000	51,500	53,045	54,636	56,275	57,964	59,703	61,500	63,300	65,200
Water Meter Maintenance		15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,400	19,000	19,600
Water Locates		17,500	68,025	70,066	72,168	74,333	76,563	78,860	81,200	83,600	86,100
Watermain Line Breaks		90,000	92,700	95,481	98,345	101,296	104,335	107,465	110,700	114,000	117,400
Water Line Maintenance		30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,900	38,000	39,100
Hydrant Maintenance		45,000	46,350	47,741	49,173	50,648	52,167	53,732	55,300	57,000	58,700
Source Water Protection		5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500
Property Taxes		2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,100	3,200	3,300
Program Support Costs		425,000	437,750	450,883	464,409	478,341	492,691	507,472	522,700	538,400	554,600
Non TCA - Expenses from Capital Budget	7	-	153,000	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES		2,728,259	2,646,818	2,568,632	2,645,691	2,725,062	2,806,814	2,891,018	2,977,800	3,067,800	3,160,200



Table 4-3
Statement of Changes in Net Financial Assets/Debt: Water Services
UNAUDITED: For Financial Planning Purposes Only
2024-2033

	Notes	Forecast									
		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Annual Surplus/(Deficit)		5,185,145	1,464,441	1,707,848	1,943,404	2,190,551	2,122,682	2,229,053	2,329,032	2,448,861	2,558,873
Less: Acquisition of Tangible Capital Assets	4	(5,755,000)	(13,253,000)	(778,000)	(2,007,000)	(1,332,000)	(1,661,000)	(1,694,000)	(1,728,000)	(1,762,000)	(1,797,000)
Add: Amortization of Tangible Capital Assets	4	688,451	928,056	1,100,595	977,347	1,009,102	1,035,870	1,055,410	1,086,675	1,102,570	1,133,531
(Gain)/Loss on disposal of Tangible Capital Assets		-	-	-	-	-	-	-	-	-	-
Add: Proceeds on Sale of Tangible Capital Assets		-	-	-	-	-	-	-	-	-	-
Add: Write-downs of Tangible Capital Assets		-	-	-	-	-	-	-	-	-	-
		(5,066,549)	(12,324,944)	322,595	(1,029,653)	(322,898)	(625,130)	(638,590)	(641,325)	(659,430)	(663,469)
Less: Acquisition of Supplies Inventory		-	-	-	-	-	-	-	-	-	-
Less: Acquisition of Prepaid Expenses		-	-	-	-	-	-	-	-	-	-
Add: Consumption of Supplies Inventory		-	-	-	-	-	-	-	-	-	-
Add: Use of Prepaid Expenses		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
Increase/(Decrease) in Net Financial Assets/(Net Debt)		118,596	(10,860,503)	2,030,443	913,751	1,867,653	1,497,552	1,590,463	1,687,707	1,789,431	1,895,404
Net Financial Assets/(Net Debt), beginning of year		(2,003,168)	(1,884,572)	(12,745,075)	(10,714,632)	(9,800,881)	(7,933,228)	(6,435,676)	(4,845,213)	(3,157,506)	(1,368,075)
Net Financial Assets/(Net Debt), end of year		(1,884,572)	(12,745,075)	(10,714,632)	(9,800,881)	(7,933,228)	(6,435,676)	(4,845,213)	(3,157,506)	(1,368,075)	527,329

Financial Indicators	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
1) Acquisition of Tangible Capital Assets (Cumulative)	5,755,000	19,008,000	19,786,000	21,793,000	23,125,000	24,786,000	26,480,000	28,208,000	29,970,000	31,767,000
2) Annual Surplus/Deficit before Amortization (Cumulative)	5,873,596	8,266,093	11,074,536	13,995,287	17,194,940	20,353,492	23,637,955	27,053,662	30,605,093	34,297,497
3) Ratio of Annual Surplus before Amortization to Acquisition of TCA's (Cumulative)	1.02	0.43	0.56	0.64	0.74	0.82	0.89	0.96	1.02	1.08



Table 4-4
Statement of Cash Flow – Indirect Method: Water Services
UNAUDITED: For Financial Planning Purposes Only
2024-2033

	Notes	Forecast									
		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Operating Transactions											
Annual Surplus/Deficit		5,185,145	1,464,441	1,707,848	1,943,404	2,190,551	2,122,682	2,229,053	2,329,032	2,448,861	2,558,873
Add: Amortization of TCA's	4	688,451	928,056	1,100,595	977,347	1,009,102	1,035,870	1,055,410	1,086,675	1,102,570	1,133,531
(Gain)/Loss on disposal of Tangible Capital Assets		-	-	-	-	-	-	-	-	-	-
Less: Earned Deferred Revenue	3	(1,047,500)	(592,152)	(1,185,167)	(1,185,167)	(1,347,167)	(1,185,167)	(1,185,167)	(1,185,167)	(1,185,167)	(1,185,167)
Add: Deferred Revenue Proceeds		422,491	427,410	420,739	414,106	404,226	397,564	391,006	384,479	378,000	427,179
Change in A/R (Increase)/Decrease		-	(94,856)	(144,562)	(26,590)	(27,529)	(28,373)	(29,383)	(30,457)	(31,487)	(32,501)
Change in A/P Increase/(Decrease)		-	(95,607)	30,510	31,425	32,368	33,340	34,339	35,391	36,703	37,681
Cash Provided by Operating Transactions		5,248,587	2,037,292	1,929,963	2,154,525	2,261,551	2,375,916	2,495,258	2,619,953	2,749,480	2,939,596
Capital Transactions											
Less: Cash Used to acquire Tangible Capital Assets	4	(5,755,000)	(13,253,000)	(778,000)	(2,007,000)	(1,332,000)	(1,661,000)	(1,694,000)	(1,728,000)	(1,762,000)	(1,797,000)
Cash Applied to Capital Transactions		(5,755,000)	(13,253,000)	(778,000)	(2,007,000)	(1,332,000)	(1,661,000)	(1,694,000)	(1,728,000)	(1,762,000)	(1,797,000)
Financing Transactions											
Proceeds from Debt Issue	2	-	9,874,500	-	-	-	-	-	-	-	-
Less: Debt Repayment (Principal only)	2	-	(165,512)	(495,199)	(517,709)	(541,248)	(565,863)	(591,603)	(618,521)	(646,670)	(676,107)
Cash Applied to Financing Transactions		-	9,708,988	(495,199)	(517,709)	(541,248)	(565,863)	(591,603)	(618,521)	(646,670)	(676,107)
Increase in Cash and Cash Equivalents		(506,413)	(1,506,720)	656,764	(370,184)	388,303	149,053	209,655	273,432	340,810	466,489
Cash and Cash Equivalents, beginning of year	1	5,266,075	4,759,662	3,252,942	3,909,706	3,539,522	3,927,825	4,076,878	4,286,533	4,559,965	4,900,775
Cash and Cash Equivalents, end of year	1	4,759,662	3,252,942	3,909,706	3,539,522	3,927,825	4,076,878	4,286,533	4,559,965	4,900,775	5,367,264



Water

Notes to Financial Plan

The financial plan format as outlined in Chapter 4 closely approximates the full accrual format used by municipalities (2009 onward) on their audited financial statements. However, the financial plan is not an audited document and contains various estimates. In this regard, Section 3 (2) of O. Reg. 453/07 states the following:

“Each of the following sub-subparagraphs applies only if the information referred to in the sub-subparagraph is known to the owner at the time the financial plans are prepared:

1. Sub-subparagraphs 4 a A, B and C of subsection (1)
2. Sub-subparagraphs 4 iii A, C, E and F of subsection (1).”

The information referred to in sub-subparagraphs 4 if A, B and C of subsection (1) includes:

- A. Total financial assets (i.e., cash and receivables);
- B. Total liabilities (i.e., payables, debt and deferred revenue);
- C. Net debt (i.e., the difference between A and B above).

The information referred to in sub-subparagraphs 4 iii A, C, E and F of subsection (1) includes:

- A. Operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges
- B. Investing transactions that are acquisitions and disposal of investments
- C. Change in cash and cash equivalents during the year
- D. Cash and cash equivalents at the beginning and end of the year

In order to show a balanced financial plan in a full accrual format for the Town, some of the items listed above have been estimated given that the Town does not maintain all financial asset and liability data separately for water. Usually, this type of data is combined with the financial assets and liabilities of other departments and services given that there is not a current obligation to disclose this data separately (as there is with revenue and expenses).



The assumptions used have been documented below:

1. Cash, Receivables and Payables

It is assumed that the opening cash balances required to complete the financial plan are equal to:

Ending Reserve/Reserve Fund Balance
Plus: Ending Accounts Payable Balance
Less: Ending Accounts Receivable Balance
Equals: Approximate Ending Cash Balance

Receivable and payable balances were estimated for each year of the forecast based on the following factors:

- a) Receivables: Based on the 2021, 2022, and 2023 Financial Information Return (F.I.R.) data of Town-wide receivables as a ratio of total annual revenues; and
- b) Payables: Based on the 2021, 2022, and 2023 Financial Information Return (F.I.R.) data of Town-wide payables as a ratio of total annual expenditures.

2. Debt

There was no outstanding non-growth-related debt at the beginning of 2024 (note there is outstanding DC-related debt of \$5,472,808). It is anticipated that additional debentures will be required over the forecast period. Principal repayments over the forecast period are scheduled as follows:

Year	Principal Payments
2024	-
2025	165,512
2026	495,199
2027	517,709
2028	541,248
2029	565,863
2030	591,603
2031	618,521
2032	646,670
2033	676,107
Total	4,818,432



For financial reporting purposes, debt principal payments represent a decrease in debt liability and the interest payments represent a current year operating expense.

3. Deferred Revenue

Deferred revenue is typically made up of water development charge or connection charge reserve fund balances which are considered to be a liability for financial reporting purposes until the funds are used to emplace the works for which they have been collected. In years when the water development charge reserve fund balance is negative, it is shown as an asset (accounts receivable – other) for financial reporting purposes, representing future amounts to be collected from developers. Deferred revenue can also represent grant funding that has not been earned as revenue in any given year. For the purposes of this financial plan it is assumed any grant funding received will be earned in the year it is received.

4. Tangible Capital Assets

- Opening net book value of tangible capital assets includes water related assets in the following categories:
 - i. Vehicles and Equipment;
 - ii. Hydrants;
 - iii. Valves;
 - iv. Water Meters;
 - v. Water Services Connections; and
 - vi. Water Mains.
- Amortization is calculated based on the straight-line approach with half-year amortization applied in the year of acquisition or construction and in the last year of the asset's useful life.
- Given the planned asset replacement forecast in the 2024 Rate Study, useful life on acquisitions is assumed to be equal to typical values assigned by the Town for each asset category.
- Write-offs are assumed to equal \$0 for each year in the forecast period.
- Tangible capital assets are shown on a net basis. It is assumed that disposals occur when the asset is being replaced, unless the asset is



documented as a new asset. The value of each asset disposal is calculated by estimating the original purchase/construction date and deflating current replacement cost values to those estimated dates in order to calculate original historical cost.

- Gains/losses on disposal are assumed to be \$0 (it is assumed that historical cost is equal to accumulated amortization for all disposals).
- Residual value is assumed to be \$0 for all assets contained within the forecast period.
- Contributed Assets, as described in Section 3.2.1, are deemed to be insignificant/ unknown during the forecast period and are therefore assumed to be \$0.
- The Town is unaware of any specific lead service piping in the municipal water system.

The balance of tangible capital assets is summarized in Table 4-5 as follows:



Table 4-5
Tangible Capital Asset Forecast

Asset Historical Cost	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Opening Tangible Capital Asset Balance	42,811,567	45,782,040	58,516,585	59,266,939	61,118,252	62,301,392	63,890,550	65,511,432	67,145,270	68,814,781
Acquisitions	5,755,000	13,253,000	778,000	2,007,000	1,332,000	1,661,000	1,694,000	1,728,000	1,762,000	1,797,000
Disposals	2,784,527	518,455	27,646	155,687	148,860	71,842	73,118	94,162	92,489	104,068
Closing Tangible Capital Asset Balance	45,782,040	58,516,585	59,266,939	61,118,252	62,301,392	63,890,550	65,511,432	67,145,270	68,814,781	70,507,713
Opening Accumulated Amortization	12,068,018	9,971,942	10,381,543	11,454,492	12,276,152	13,136,394	14,100,422	15,082,714	16,075,227	17,085,308
Amortization Expense	688,451	928,056	1,100,595	977,347	1,009,102	1,035,870	1,055,410	1,086,675	1,102,570	1,133,531
Amortization on Disposal	2,784,527	518,455	27,646	155,687	148,860	71,842	73,118	94,162	92,489	104,068
Ending Accumulated Amortization	9,971,942	10,381,543	11,454,492	12,276,152	13,136,394	14,100,422	15,082,714	16,075,227	17,085,308	18,114,771
Net Book Value	35,810,098	48,135,042	47,812,447	48,842,100	49,164,998	49,790,128	50,428,718	51,070,043	51,729,473	52,392,942

Note: Tangible Capital Asset information is based on the Town's CityWide asset management database as of July 2, 2024.



5. Accumulated Surplus

Opening accumulated surplus for the forecast period is reconciled as follows:

Water	2024 Opening Accumulated Surplus
Reserve Balances	
Reserves: Development Charges	1,411,298
Reserves: Capital/Other	3,469,640
Total Reserves Balance	4,880,938
Less: Debt Obligations and Deferred Revenue	(6,884,106)
Add: Tangible Capital Assets	30,743,549
Total Opening Balance	28,740,381

The accumulated surplus reconciliation for all years within the forecast period is contained in Table 4-2.

6. Other Revenue

Other revenue includes connection fees, meter installations, meter sales, investment income, penalties and interest, and other miscellaneous fees.

7. Operating Expenses

Capital expenditures for items not meeting the definition of tangible capital assets have been reclassified as operating expenses and have been expensed in the year in which they occur.



Chapter 5

Process for Financial Plan Approval and Submission to the Province



5. Process for Financial Plan Approval and Submission to the Province

As mentioned in section 1.2, preparation and approval of a financial plan for water assets that meets the requirements of the Act is mandatory for municipal water providers. Proof of the plan preparation and approval is a key submission requirement for municipal drinking water licensing and, upon completion, must be submitted to the MECP. The process established for plan approval, public circulation and filing is set out in O. Reg. 453/07 and can be summarized as follows:

1. The financial plan must be approved by resolution of Council of the municipality who owns the drinking water system or the governing body of the owner. (O. Reg. 453/07, section 3 (1) 1).
2. The owner of the drinking water system must provide notice advertising the availability of the financial plan. The plans will be made available to the public upon request and without charge. The plans must also be made available to the public on the municipality's website. (O. Reg. 453/07, section 3 (1) 5).
3. The owner of the drinking water system must provide a copy of the financial plan to the Director of Policy Branch, Ministry of Municipal Affairs and Housing. (O. Reg. 453/07, section 3 (1) 6).
4. The owner of the drinking water system must provide proof satisfactory to the Director that the financial plans for the system satisfy the requirements under the *Safe Drinking Water Act*. (S.D.W.A. section 32 (5) 2. ii.).



Chapter 6

Recommendations



6. Recommendations

This report presents the water financial plan for the Town of Kingsville in accordance with the mandatory reporting formats for water systems as detailed in O. Reg. 453/07. It is important to note that while mandatory, the financial plan is provided for Council's interest and approval however, for decision making purposes, it may be more informative to rely on the information contained within the 2024 Rate Study. Nevertheless, Council is required to pass certain resolutions with regard to this plan and regulations and it is recommended that:

1. The Town of Kingsville Water Financial Plan prepared by Watson & Associates Economists Ltd. dated July 2, 2024 be approved.
2. Notice of availability of the Financial Plan be advertised.
3. The Financial Plan dated July 2, 2024, and the Water Rate Study dated July 2, 2024 underpinning the Financial Plan be submitted to the Ministry of Municipal Affairs and Housing. (O. Reg. 453/07, Section 3 (1) 6)
4. The Council Resolution approving the Financial Plan be submitted to the Ministry of the Environment, Conservation, and Parks satisfying the requirements under the Safe Drinking Water Act. (S.D.W.A. Section 32 (5) 2 ii)).



Appendices



Appendix A

Water Budget and Forecast Summary Tables



Appendix A-1 Water Service Capital Forecast 2024-2033

Description	Budget 2024	Total 2025 to 2034	Forecast									
			2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Capital Expenditures												
Owenwood / James / Katrishe / Heritage Road (Greenway to Main)	1,200,000	-	-	-	-	-	-	-	-	-	-	-
Southwest Water Main	330,000	13,166,000	13,166,000	-	-	-	-	-	-	-	-	-
Woodfern / Peach / Queen / Willow	-	778,000	-	778,000	-	-	-	-	-	-	-	-
Victoria Street (from Cty Rd 34 West to Fox Street)	-	107,000	-	-	107,000	-	-	-	-	-	-	-
Heritage Road	-	1,019,000	-	-	1,019,000	-	-	-	-	-	-	-
Herrington to Bayview and Queen in Between	-	796,000	-	-	796,000	-	-	-	-	-	-	-
Cherrywood	-	288,000	-	-	-	288,000	-	-	-	-	-	-
Melbourne and Elm	-	779,000	-	-	-	779,000	-	-	-	-	-	-
Palmer / Westlawn / Cameron	-	611,000	-	-	-	-	611,000	-	-	-	-	-
Laurel (from Elm to Mill) / Elm (from Division to McDonald)	-	581,000	-	-	-	-	581,000	-	-	-	-	-
12-01 International Workstar Tandem Dump	100,000	-	-	-	-	-	-	-	-	-	-	-
2012 Valve Exercising/Hydro-Excavation Trailer	-	87,000	87,000	-	-	-	-	-	-	-	-	-
17-03 Ford F250 Pickup Truck With Slider	-	85,000	-	-	85,000	-	-	-	-	-	-	-
18-06 Ford F350 with Service Body	-	103,000	-	-	-	103,000	-	-	-	-	-	-
19-03 Ford F350 with Service Body	-	105,000	-	-	-	-	105,000	-	-	-	-	-
20-05 Chevy Silverado 1500	-	73,000	-	-	-	-	-	73,000	-	-	-	-
20-07 Ford 350 with Service Box	-	107,000	-	-	-	-	-	107,000	-	-	-	-
22-02 Case Backhoe w Attachments	-	51,000	-	-	-	-	-	-	-	51,000	-	-
22-03 Case Loader with Attachments	-	76,000	-	-	-	-	-	-	-	76,000	-	-
Lifecycle Requirements from AMP	-	8,871,000	-	-	-	-	364,000	1,514,000	1,728,000	1,635,000	1,797,000	1,833,000
Water Meter Change Out	4,000,000	-	-	-	-	-	-	-	-	-	-	-
Utility Trailer	25,000	-	-	-	-	-	-	-	-	-	-	-
Meter Van Vehicle	100,000	-	-	-	-	-	-	-	-	-	-	-
Water Servicing Master Plan - Townwide	-	153,000	153,000	-	-	-	-	-	-	-	-	-
Water Environmental Services Office Expansion	-	162,000	-	-	-	162,000	-	-	-	-	-	-
Total Capital Expenditures	5,755,000	27,998,000	13,406,000	778,000	2,007,000	1,332,000	1,661,000	1,694,000	1,728,000	1,762,000	1,797,000	1,833,000
Capital Financing												
Provincial/Federal Grants	879,600	-	-	-	-	-	-	-	-	-	-	-
Development Charges Reserve Fund	1,047,500	315,000	153,000	-	-	162,000	-	-	-	-	-	-
Non-Growth Related Debenture Requirements	-	-	-	-	-	-	-	-	-	-	-	-
Internal Financing	2,110,000	-	-	-	-	-	-	-	-	-	-	-
Growth Related Debenture Requirements	-	9,874,500	9,874,500	-	-	-	-	-	-	-	-	-
Operating Contributions	65,722	-	-	-	-	-	-	-	-	-	-	-
Lifecycle Reserve Fund	-	14,321,500	491,500	778,000	1,922,000	1,067,000	1,556,000	1,514,000	1,728,000	1,635,000	1,797,000	1,833,000
Water Meter Change Out Reserve	200,000	-	-	-	-	-	-	-	-	-	-	-
Equipment Reserve	100,000	687,000	87,000	-	85,000	103,000	105,000	180,000	-	127,000	-	-
MOE Reserve	59,278	-	-	-	-	-	-	-	-	-	-	-
Water Reserve	1,292,900	2,800,000	2,800,000	-	-	-	-	-	-	-	-	-
Total Capital Financing	5,755,000	27,998,000	13,406,000	778,000	2,007,000	1,332,000	1,661,000	1,694,000	1,728,000	1,762,000	1,797,000	1,833,000



Appendix A-2 Schedule of Non-Growth-Related Debenture Repayments 2024-2033

Debenture Year	2024	Principal (Inflated)	Forecast									
			2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
2025		-		-	-	-	-	-	-	-	-	-
2026		-			-	-	-	-	-	-	-	-
2027		-				-	-	-	-	-	-	-
2028		-					-	-	-	-	-	-
2029		-						-	-	-	-	-
2030		-							-	-	-	-
2031		-								-	-	-
2032		-									-	-
2033		-										-
2034		-										
Total Annual Debt Charges			-	-	-	-	-	-	-	-	-	-

Appendix A-3 Schedule of Growth-Related Debenture Repayments 2024-2033

Debenture Year	2024	Principal (Inflated)	Forecast									
			2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
2025		9,874,500		746,015	746,015	746,015	746,015	746,015	746,015	746,015	746,015	746,015
2026		-			-	-	-	-	-	-	-	-
2027		-				-	-	-	-	-	-	-
2028		-					-	-	-	-	-	-
2029		-						-	-	-	-	-
2030		-							-	-	-	-
2031		-								-	-	-
2032		-									-	-
2033		-										-
2034		-										
Total Annual Debt Charges			-	746,015	746,015	746,015	746,015	746,015	746,015	746,015	746,015	746,015



Appendix A-4 Working Capital Reserve Fund 2024-2033

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Opening Balance	1,488,613	704,487	51,472	984,716	1,957,758	2,974,163	4,026,853	5,125,713	6,328,899	7,639,660	9,061,959
Transfer from Operating	508,775	2,146,985	933,244	973,042	1,016,405	1,052,690	1,098,860	1,203,186	1,310,761	1,422,298	1,537,987
Transfer to Capital	1,292,900	2,800,000	-	-	-	-	-	-	-	-	-
Closing Balance	704,487	51,472	984,716	1,957,758	2,974,163	4,026,853	5,125,713	6,328,899	7,639,660	9,061,959	10,599,945

Appendix A-5 Water Development Charges Reserve Fund 2024-2033

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Opening Balance	1,411,298	786,289	621,547	(142,881)	(913,943)	(1,856,883)	(2,644,487)	(3,438,648)	(4,239,336)	(5,046,504)	(5,804,491)
Development Charge Proceeds	407,074	415,223	423,541	432,026	440,636	449,417	458,430	467,603	476,951	540,993	551,848
Transfer to Capital	1,047,500	153,000	-	-	162,000	-	-	-	-	-	-
Transfer to Operating	-	439,152	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167
Closing Balance	770,872	609,360	(140,080)	(896,022)	(1,820,474)	(2,592,634)	(3,371,224)	(4,156,212)	(4,947,552)	(5,690,678)	(6,437,810)
Interest	15,417	12,187	(2,802)	(17,920)	(36,409)	(51,853)	(67,424)	(83,124)	(98,951)	(113,814)	(128,756)
Required from Development Ch	1,047,500	10,027,500	-	-	162,000	-	-	-	-	-	-

Appendix A-6 Lifecycle Reserve 2024-2033

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Opening Balance	1,596,043	2,788,043	2,296,543	2,818,543	2,246,543	2,579,543	2,473,543	2,463,543	2,239,543	2,108,543	1,815,543
Transfer from Operating	1,192,000	-	1,300,000	1,350,000	1,400,000	1,450,000	1,504,000	1,504,000	1,504,000	1,504,000	1,504,000
Transfer to Capital	-	491,500	778,000	1,922,000	1,067,000	1,556,000	1,514,000	1,728,000	1,635,000	1,797,000	1,833,000
Transfer to Operating	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	2,788,043	2,296,543	2,818,543	2,246,543	2,579,543	2,473,543	2,463,543	2,239,543	2,108,543	1,815,543	1,486,543



Appendix A-7 Water Meter Changeout Reserve 2024-2033

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Opening Balance	200,000	-	-	-	-	-	-	-	-	-	-
Transfer from Operating	-	-	-	-	-	-	-	-	-	-	-
Transfer to Capital	200,000	-	-	-	-	-	-	-	-	-	-
Transfer to Operating	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	-	-	-	-	-	-	-	-	-	-	-

Appendix A-8 MOE Reserve 2024-2033

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Opening Balance	59,278	-	-	-	-	-	-	-	-	-	-
Transfer from Operating	-	-	-	-	-	-	-	-	-	-	-
Transfer to Capital	59,278	-	-	-	-	-	-	-	-	-	-
Transfer to Operating	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	-	-	-	-	-	-	-	-	-	-	-

Appendix A-9 Water Equipment Reserve 2024-2033

Description	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Opening Balance	125,706	95,706	88,706	168,706	163,706	140,706	125,706	35,706	125,706	88,706	178,706
Transfer from Operating	70,000	80,000	80,000	80,000	80,000	90,000	90,000	90,000	90,000	90,000	90,000
Transfer to Capital	100,000	87,000	-	85,000	103,000	105,000	180,000	-	127,000	-	-
Transfer to Operating	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	95,706	88,706	168,706	163,706	140,706	125,706	35,706	125,706	88,706	178,706	268,706



Appendix A-10 Water Operating Forecast 2024-2033

Description	Budget 2024	Forecast									
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Expenditures											
<u>Operating Costs</u>											
Salaries - Full Time	923,371	1,043,571	1,074,878	1,107,124	1,140,338	1,174,548	1,209,785	1,246,100	1,283,500	1,322,000	1,361,700
Engineering Tech	-	-	-	-	-	-	-	-	-	-	-
Water & Wastewater Billing Supervisor	-	-	-	-	-	-	-	-	-	-	-
New Staff - Office Support (25%) - 2023	-	-	-	-	-	-	-	-	-	-	-
New Staff - Full-time - 2023	-	-	-	-	-	-	-	-	-	-	-
Salaries - Overtime	20,804	21,428	22,071	22,733	23,415	24,118	24,841	25,600	26,400	27,200	28,000
Salaries - Student	14,227	14,654	15,093	15,546	16,013	16,493	16,988	17,500	18,000	18,500	19,100
Committee Honorarium	-	-	-	-	-	-	-	-	-	-	-
Salaries - contract	-	-	-	-	-	-	-	-	-	-	-
Benefits - EI	16,394	16,886	17,392	17,914	18,452	19,005	19,575	20,200	20,800	21,400	22,000
Benefits - CPP	44,701	46,042	47,423	48,846	50,311	51,821	53,375	55,000	56,700	58,400	60,200
Benefits - EHT	18,689	19,250	19,827	20,422	21,035	21,666	22,316	23,000	23,700	24,400	25,100
Benefits - OMERS	94,570	97,407	100,329	103,339	106,439	109,633	112,922	116,300	119,800	123,400	127,100
Benefits - Health Coverage	102,429	105,502	108,667	111,927	115,285	118,743	122,306	126,000	129,800	133,700	137,700
Benefits - WSIB	27,277	28,095	28,938	29,806	30,701	31,622	32,570	33,500	34,500	35,500	36,600
Benefits - Uniforms	5,100	5,253	5,411	5,573	5,740	5,912	6,090	6,300	6,500	6,700	6,900
Benefits - Meal Allowance	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,200	1,200	1,200	1,200
Benefits - Eyeglasses	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,100	3,200	3,300	3,400
Benefits - Ortho	4,000	4,120	4,244	4,371	4,502	4,637	4,776	4,900	5,000	5,200	5,400
New Staff - Water Compliance Technician	120,200	-	-	-	-	-	-	-	-	-	-
Training & Development	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,600	25,300	26,100	26,900
Office Supplies	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,700	3,800	3,900	4,000
Computer Supplies	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,200	1,200	1,200	1,200
Postage Supplies	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,000	44,300	45,600	47,000
Courier & Express	500	515	530	546	563	580	597	600	600	600	600
Advertising	500	515	530	546	563	580	597	600	600	600	600
Computer Maintenance	-	-	-	-	-	-	-	-	-	-	-
Computer Consultants	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,200	1,200	1,200	1,200
General Insurance	92,972	95,761	98,634	101,593	104,641	107,780	111,013	114,300	117,700	121,200	124,800
Utilities	100	103	106	109	113	116	119	100	100	100	100
Facility Maintenance	7,500	7,725	7,957	8,195	8,441	8,695	8,955	9,200	9,500	9,800	10,100
Equipment Repair	18,000	18,540	19,096	19,669	20,259	20,867	21,493	22,100	22,800	23,500	24,200
Miscellaneous	500	515	530	546	563	580	597	600	600	600	600
Equipment Rental	500	515	530	546	563	580	597	600	600	600	600
Professional Svc (Legal Audits)	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500	6,700
Membership & Subscription	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,100	3,200	3,300	3,400
Write offs	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,500	2,600	2,700	2,800
Professional Fees (Engineering)	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500	6,700
Communication	7,500	7,725	7,957	8,195	8,441	8,695	8,955	9,200	9,500	9,800	10,100
Shop Supplies	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,700	3,800	3,900	4,000



Appendix A-10 (continued) Water Operating Forecast 2024-2033

Description	Budget 2024	Forecast									
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Expenditures											
Fuel & Oil	25,000	25,750	26,523	27,318	28,138	28,982	29,851	31,300	32,900	34,500	36,200
Licences & Permits	5,200	5,356	5,517	5,682	5,853	6,028	6,209	6,400	6,600	6,800	7,000
Safety Supplies	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,700	3,800	3,900	4,000
Small Tools	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500	6,700
Mileage	500	515	530	546	563	580	597	600	600	600	600
Curb Stop Repairs	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,400	19,000	19,600	20,200
Back Flow Program	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,900	38,000	39,100	40,300
Road Repair / Restoration	35,000	36,050	37,132	38,245	39,393	40,575	41,792	43,000	44,300	45,600	47,000
Meter Reading Expense	3,500	3,605	3,713	3,825	3,939	4,057	4,179	4,300	4,400	4,500	4,600
Water Purchases - Kingsville	-	-	-	-	-	-	-	-	-	-	-
Water Purchases - Gosfield S.	-	-	-	-	-	-	-	-	-	-	-
Water Purchases - Gosfield N.	-	-	-	-	-	-	-	-	-	-	-
Water Loss	325,225	-	-	-	-	-	-	-	-	-	-
Water Meters	50,000	51,500	53,045	54,636	56,275	57,964	59,703	61,500	63,300	65,200	67,200
Water Meter Maintenance	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,400	19,000	19,600	20,200
Water Locates	17,500	68,025	70,066	72,168	74,333	76,563	78,860	81,200	83,600	86,100	88,700
Water Service Connections	-	-	-	-	-	-	-	-	-	-	-
Watermain Line Breaks	90,000	92,700	95,481	98,345	101,296	104,335	107,465	110,700	114,000	117,400	120,900
Water Line Maintenance	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,900	38,000	39,100	40,300
Hydrant Maintenance	45,000	46,350	47,741	49,173	50,648	52,167	53,732	55,300	57,000	58,700	60,500
Source Water Protection	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,100	6,300	6,500	6,700
Property Taxes	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,100	3,200	3,300	3,400
Program Support Costs	425,000	437,750	450,883	464,409	478,341	492,691	507,472	522,700	538,400	554,600	571,200
Sub Total Operating	2,728,259	2,493,818	2,568,632	2,645,691	2,725,062	2,806,814	2,891,018	2,977,800	3,067,800	3,160,200	3,255,700
Capital-Related											
Existing Debt (Principal) - Growth Related		165,512	173,787	182,477	191,601	201,181	211,240	221,802	232,892	244,536	256,763
Existing Debt (Interest) - Growth Related		273,640	265,365	256,675	247,552	237,972	227,913	217,351	206,260	194,616	182,389
New Growth Related Debt (Principal)		-	321,411	335,232	349,647	364,682	380,363	396,719	413,778	431,570	450,128
New Growth Related Debt (Interest)		-	424,604	410,783	396,368	381,333	365,652	349,296	332,237	314,445	295,887
Existing Debt (Principal) - Non-Growth Related		-	-	-	-	-	-	-	-	-	-
Existing Debt (Interest) - Non-Growth Related		-	-	-	-	-	-	-	-	-	-
New Non-Growth Related Debt (Principal)		-	-	-	-	-	-	-	-	-	-
New Non-Growth Related Debt (Interest)		-	-	-	-	-	-	-	-	-	-
Transfer to Capital	65,722	-	-	-	-	-	-	-	-	-	-
Transfer to Working Capital Reserve	508,775	2,146,985	933,244	973,042	1,016,405	1,052,690	1,098,860	1,203,186	1,310,761	1,422,298	1,537,987
Transfer to Lifecycle Reserve	1,192,000		1,300,000	1,350,000	1,400,000	1,450,000	1,504,000	1,504,000	1,504,000	1,504,000	1,504,000
Transfer to Water Equipment Reserve	70,000	80,000	80,000	80,000	80,000	90,000	90,000	90,000	90,000	90,000	90,000
Sub Total Capital Related	1,836,497	2,666,137	3,498,411	3,588,209	3,681,572	3,777,857	3,878,027	3,982,353	4,089,929	4,201,466	4,317,154
Total Expenditures	4,564,755	5,159,955	6,067,044	6,233,900	6,406,634	6,584,671	6,769,045	6,960,153	7,157,729	7,361,666	7,572,854



Appendix A-10 (continued)
Water Operating Forecast
2024-2033

Description	Budget 2024	Forecast									
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Total Expenditures	4,564,755	5,159,955	6,067,044	6,233,900	6,406,634	6,584,671	6,769,045	6,960,153	7,157,729	7,361,666	7,572,854
Revenues											
Base Charge	1,177,940	1,226,164	1,276,220	1,328,176	1,382,101	1,438,067	1,496,307	1,556,748	1,619,469	1,684,552	1,752,082
Other Revenue			-	-	-	-	-	-	-	-	-
Service Connection and Commissioning Fee	7,500	7,650	7,803	7,959	8,118	8,281	8,446	8,600	8,800	9,000	9,200
Meter Installation/ Maintenance	3,500	3,570	3,641	3,714	3,789	3,864	3,942	4,000	4,100	4,200	4,300
Extra Charges	4,200	4,284	4,370	4,457	4,546	4,637	4,730	4,800	4,900	5,000	5,100
Recovered Wages	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,100	1,100	1,100	1,100
Account Set-up Fees	15,200	15,504	15,814	16,130	16,453	16,782	17,118	17,500	17,900	18,300	18,700
Water Meter Sales	48,500	49,470	50,459	51,469	52,498	53,548	54,619	55,700	56,800	57,900	59,100
Miscellaneous Revenue	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,700	5,800	5,900	6,000
Penalties & Interest	13,500	13,770	14,045	14,326	14,613	14,905	15,203	15,500	15,800	16,100	16,400
Investment Income	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Contributions from Development Charges Reserve Fund	-	439,152	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167	1,185,167
Total Operating Revenue	1,316,340	1,805,684	2,603,763	2,657,766	2,713,780	2,771,875	2,832,289	2,894,815	2,959,836	3,027,219	3,097,149
Water Billing Recovery - Total	3,248,415	3,354,271	3,463,281	3,576,134	3,692,854	3,812,796	3,936,757	4,065,337	4,197,892	4,334,447	4,475,705

Date: August 12, 2024

To: Mayor and Council

Author: Sue Rice, Economic Development and Tourism Officer
Ryan McLeod, Director of Finance & Corporate Services

RE: Industrial Community Improvement Plan (CIP)

Report No.: FS-2024-09

RECOMMENDED ACTION

That Administration be **DIRECTED** to prepare a Community Improvement Plan (CIP) providing a 'Property Tax Incentive Grant' for industrial developments.

BACKGROUND

Community Improvement Plans (CIPs) are a planning and economic development tool to assist municipalities in achieving their strategic objectives.

As outlined in the Town's Strategic Plan, Priority # 2 states;

"Growing our local economy is a priority because it benefits all Kingsville residents and businesses by creating jobs and financial health. Creating an environment that supports business success by creating the conditions for businesses to innovate, invest and thrive."

A significant and growing number of Ontario Municipalities have adopted CIPs focused on industrial developments to incentivize investment, diversify their economies and create employment opportunities within their communities.

Please refer to Appendix A for a summary of Industrial focused CIPs within our region.

DISCUSSION

The most common approaches to Industrial CIPs include grants for;

- A) Waiver of Development Charges
- B) Waiver of planning application and building permit fees
- C) Rebates for incremental property taxes

The first two options basically require existing taxpayers to subsidize new developments, as the forgone DCs or building permit fees have to be funded through general taxation. From a budgetary perspective, option C is perhaps the most attractive, as it involves the rebate of taxes which would not otherwise have been collected.

A rebate for incremental property taxes, also referred to as a 'Property Tax Incentive Grant' could be structured as follows;

The Town would provide a grant of up to 100% of the municipal property tax increase created by a development for up to 10 years after the completion of an eligible project. To be eligible for this CIP grant the new industrial development (or the expansion of an existing industrial building) must create a minimum of **30*** new permanent full-time jobs earning at least **125%*** of the provincial minimum wage and must make a minimum investment of **\$10,000,000*** (Construction Value).

The amount of the Property Tax Incentive Grant would be scaled, based on the level of investment and number of jobs created. For example, the grant amount could be based on the lesser of A and B;

A. Construction Value		B. Eligible Full-time Jobs	
Construction Value (in Millions)	Max. Property Tax Incentive Grant	Eligible Full- time Jobs	Max. Property Tax Incentive Grant
\$30+	100%	90+	100%
\$20 - \$30	75%	60 – 90	75%
\$10 - \$20	50%	30 – 60	50%

*These values are provided for illustrative purposes only and would be refined based on further research in final CIP.

The Property Tax Incentive Grant would only apply to the difference between the taxes payable on the land prior to development and the taxes payable post development.

It should also be noted that a Kingsville CIP would only apply to the local municipal portion of the property taxes payable and would not include the County tax levy.

In 2023, Essex County Council approved an Official Plan amendment to enable the County to provide matching tax grant incentives for large scale industrial developments where lower-tier municipalities that have CIPs in place for this purpose. The County CIP guideline is currently being drafted and Kingsville Administration will work with County staff to ensure these programs are aligned, wherever possible.

FINANCIAL CONSIDERATIONS

The adoption of a Property Tax Incentive Grant would improve Kingsville's ability to attract industrial investments. Although it may require the Town to forgo all, or some of the property taxes associated with these developments in the short term, in the long-term it will add to the assessment base the community.

Industrial properties currently pay taxes at 1.9x – 2.7x the residential tax rate, depending on the size of the operation.

Property taxes aside, industrial developments create employment opportunities, which are beneficial to residents and existing commercial establishments.

ENVIRONMENTAL CONSIDERATIONS

Industrial CIPs can be structured to encourage the redevelopment of 'brown field' sites which may otherwise be cost prohibitive.

CONSULTATIONS

Several Ontario Municipal CIPs were reviewed in preparation of this report.

PREPARED BY:

Sue Rice

Sue Rice
Economic Development and Tourism Officer



Ryan McLeod, CPA, CA
Director of Finance and Corporate Services / Treasurer

REVIEWED BY:

A handwritten signature in black ink, appearing to read 'John Norton', with a stylized flourish extending from the end.

John Norton
CAO

INDUSTRIAL CIP REVIEW

Municipality (POP 2021 Census)	CIP Area	DC	Tax Increment Grant (TIG)	Fees & Permits
WITHIN ESSEX COUNTY				
Amherstburg (POP 23,524)	Applies to fully serviced lands in the Downtown core, plus vacant industrial lands north of downtown.	DC Grant: Applicants successful in obtaining industrial TIG would also be eligible to receive a grant to offset: ▪ up to 100% of the Development Charge Fees that are owing to the municipality.	TIG: intended to attract new industrial development to Amherstburg and would provide a grant equivalent of up to 100% of the municipal property tax increase created by the project for up to 10 years after project completion for eligible projects. To be eligible for this CIP grant the new industrial development (or the expansion of an existing industrial building) must create a minimum of 60 new permanent full time jobs in a manufacturing and/or logistics facility and must make a minimum investment of \$1,000,000.	Fees & Permits Grant: Applicants successful in obtaining industrial TIG would also be eligible to receive a grant to offset: up to 100% of the value of Building Permit and Planning Fees related to the construction of new and/or the expansion of eligible industrial and commercial building projects, to a maximum grant of \$20,000 per eligible project.
Essex (POP 21,216)	Only applies to Industrial and Commercial Developments with the Colchester and County Rd 50 Area.	DC Exemption: Eligible projects can receive a grant up to the equivalent of the municipal wide services component of the development charges.	TIG: Provides a grant equivalent to the municipality's annual incremental tax increase from an eligible development project that increases the assessed value of the property. Grant is equal to 100 percent of the incremental property tax increase payable to the Town is given for each of the first 5 years.	
Lakeshore (POP 40,410)	Has a CIP focused on Downtown Commercial development.			
Leamington (POP 29,680)	Has a CIP focused on Downtown Commercial development.			
Tecumseh (POP 22,986)	Has a CIP focused on Downtown Commercial development.			
Windsor (POP 229,660)		DC Exemption: Eligible projects can receive a grant up to 100% of the DCs.	TIG: Targeted sectors will be eligible to receive a grant for up to 100% of the tax increment generated from the investments made. Must create a minimum of 50 new manufacturing jobs or more than 20 jobs in other targeted sectors.	
Chatham-Kent (POP 104,316)			TIG: For employment uses with a minimum of \$1,000,000 in eligible costs, applicants can receive a grant equal to 100 percent of the municipal tax increase for up to 5 years. For major employment projects with a minimum of \$10,000,000 in eligible costs, the grant can be provided for up to 10 years.	

Date: August 12, 2024

To: Mayor and Council

Author: Angela Toole, Acting Manager of Municipal Governance & Clerk

RE: Appointment to the Joint OPP Detachment Board (South)

RECOMMENDED ACTION

That Council **APPOINT** Peter Pryce to be the Joint Community Representative (representing the Town of Kingsville, Municipality of Leamington, and Township of Pelee) for the new Joint OPP Detachment Board – South, effective immediately for a term set to expire on December 31, 2024.

BACKGROUND

On April 1, 2024, the *Community Safety and Policing Act, 2019* (“CSPA”) came into force and effect replacing the *Police Services Act, 2019* (“PSA”). The CSPA mandates the consolidation of police service boards across the province and as a result, the former Kingsville Police Services Board has been replaced by the new Joint OPP Detachment Board – South (the “Board”). The composition of this Board, prescribed within CSPA regulations, constitutes a mix of Council and community representatives from all four (4) communities in the detachment including the Town of Kingsville, Municipality of Leamington, Township of Pelee and Caldwell First Nation.

DISCUSSION

As of the writing of this Report, the Municipality of Leamington, Township of Pelee and Caldwell First Nation have made the following appointments to the Joint OPP Detachment Board South.

1. Council Members: Four (4) Seats

(One (1) Council member appointee per community in the detachment)

- Town of Kingsville – Mayor Dennis Rogers
- Municipality of Leamington – Mayor Hilda McDonald
- Township of Pelee – Councillor Stephanie Briggs-Crawford
- Caldwell First Nation – Councillor Doug Heil

2. Community Representatives: Three (3) Seats

- Town of Kingsville – Douglas Cowper
- Municipality of Leamington – Harpreet Singh
- Joint Community Representative for Kingsville, Leamington, and Pelee – **Vacant**

3. Provincial Appointees: Two (2) Seats

- Deiba Wigle

Administration has yet to be advised of the second Provincial appointment.

Total Current Appointments: Seven (7) of Nine (9) Seats

While member communities have quickly moved to appoint the requisite Community and Council representatives, Council will note that the Joint Community Representative appointment is currently vacant. Based on Administration's meetings with the Municipality of Leamington and Township of Pelee, the previous report detailed that the Joint Community Representative will be a rotational appointee to allow for equitable representation from each municipality over time. This appointee will serve on the Board through the end of 2024 and will be a person from Kingsville, based on the order in which "Kingsville" falls in the alphabet. Since the last Report, Administration met with the Municipality of Leamington to clarify the process for appointing the Joint Community Representative. To keep the process simple, it was agreed that Administration from the Town of Kingsville, Municipality of Leamington, and Township of Pelee should reach a consensus on a person to recommend to Town of Kingsville Council for appointment. It was further agreed that Town of Kingsville Council should have sole appointing authority for the Joint Community Representative and that the same authority will apply to the other municipalities when it is their turn in the Joint Community Representative rotation.

It should be noted that the rotational nature of the Joint Community Representative and the associated method of appointment as set by Administration, are interim measures to aid in the expeditious constitution of the Joint OPP Detachment Board given the tight timeline imposed by the Province. It is entirely possible that the Board may wish to change this process and any other administrative logistics previously set by Administration.

FINANCIAL CONSIDERATIONS

The rate of remuneration for current Police Services Board members is \$523.00 per quarter. Once the new Board is fully established, the Board will need to determine cost-sharing formulas between the three municipalities and the Caldwell First Nation for expenses and remuneration for the new Joint Detachment Board Members.

ENVIRONMENTAL CONSIDERATIONS

None.

CONSULTATIONS

John Norton, CAO

Peter Neufeld, CAO (Municipality of Leamington)

Matt Todd, Director of Legal and Legislative Services (Municipality of Leamington)

Jameson Pritiko, Lawyer (Municipality of Leamington)

PREPARED BY:



Angela Toole

Acting Manager of Municipal Governance & Clerk

REVIEWED BY:



John Norton
CAO

Date: August 12, 2024

To: Mayor and Council

Author: Angela Toole, Acting Manager of Municipal Governance & Clerk

RE: Update on Kingsville Leamington Municipal Animal Control
Advisory Committee

RECOMMENDED ACTION

That Council **DIRECTS** Administration to work with Leamington Administration to prepare a new Joint Pound Facility and Animal Control Agreement based on the current financial model to be administered by Kingsville and Leamington Administration;

And that the Kingsville Leamington Municipal Animal Control Advisory Committee **BE DISSOLVED** upon the passage of said Agreement;

And that Council **DIRECTS** Kingsville Administration to report directly to Council on Animal Control matters rather than to the Kingsville Leamington Municipal Animal Control Advisory Committee, which is the current model.

BACKGROUND

In the early 1980s, the municipalities of Kingsville, Gosfield North, Gosfield South, Leamington, Mersea, Romney, and Wheatley constructed a pound facility on lands located in Gosfield South, the cost of which was shared equally. The communities also established a Joint Municipal Animal Control Association (hereafter, "Association") and Joint Municipal Animal Control Advisory Committee (hereafter, "Committee"). The purpose of the Committee was to regulate, manage, and oversee the general operation of the Association and the pound facility; and to hire personnel and prepare an annual budget to be adopted by each municipality.

In 2002, post-amalgamation, Kingsville and Leamington entered into an Agreement (the "Agreement") to jointly provide for a pound facility and animal control within the two municipalities, the related costs of which are part of a Joint Animal Control Budget. The Agreement states that:

- a) capital repairs and improvements to the pound facility are shared equally; and,
- b) the maintenance and operation of the pound facility, and the administration of animal control services, are apportioned based upon the use of each municipality averaged over the preceding three years.

In addition to the Agreement, Kingsville and Leamington established the Kingsville Leamington Municipal Animal Control Advisory Committee based on the historic model (the pre-amalgamation Committee), and its purpose is to advise the respective municipalities of the general management of the pound facility, animal control issues, and to prepare a Joint Animal Control Budget for approval and adoption by each respective municipality. The Committee is comprised of two permanent Council member appointees and one alternate Council member appointee from each respective municipality, and has typically met on an annual basis.

Over the years, both municipalities have assumed administrative duties related to the operation of the pound facility and the administration of joint animal control services. For example, Leamington administers the Joint Animal Control Budget and issues the RFP for animal control services, and from time to time may contract out other administrative services. As a result, Kingsville pays Leamington an administrative fee as included in the Joint Animal Control Budget.

Further, Kingsville is the owner of the pound facility and is responsible for undertaking any budgeted repairs, and improvements to the facility which are funded by the Joint Animal Control Budget.

DISCUSSION

Given that both Kingsville and Leamington Administration have assumed the responsibilities previously described in the discussion section of this report, neither Leamington nor Kingsville appointed members to the Committee for the current term of Council and as a result, the Committee did not meet in 2023.

On July 9, 2024, Leamington Administration presented a report to their respective Council respecting the status of all boards and committees and made a recommendation respecting the Kingsville Leamington Joint Animal Control Advisory Committee. As a result, Leamington Council passed the following resolution:

Council direct Administration to work with Kingsville Administration to prepare a new Joint Pound Facility and Animal Control Agreement based on the current financial model to be administered by municipal staff reporting directly to each Council rather than the current process which includes the Kingsville Leamington Municipal Animal Control Advisory Committee.

Administration has been in contact with Leamington Administration and agrees with the resolution passed by Leamington Council for the following reasons:

- Kingsville Administration and Leamington Administration currently prepare and administer the Joint Animal Control Budget, caretake the pound facility, contract animal control services, and perform miscellaneous administrative duties;

- Decision-making will be streamlined;
- There will be a reduction in administrative tasks (agenda and minutes preparation); and,
- There will be a reduction in the number of meetings for members of Council.

FINANCIAL CONSIDERATIONS

Administration is not aware of any potential changes to the Joint Animal Control Budget as a result of a new Agreement.

ENVIRONMENTAL CONSIDERATIONS

None.

CONSULTATIONS

John Norton, CAO
Ruth Orton, General Counsel & Indigenous Community Liaison (Leamington)

PREPARED BY:



Angela Toole
Acting Manager of Municipal Governance & Clerk

REVIEWED BY: _____



John Norton
CAO



REGULAR MEETING OF COUNCIL

MINUTES

Monday, July 8, 2024

6:00 PM

Unico Community Centre

37 Beech Street

Kingsville, ON N9Y 1A9

PRESENT Mayor Dennis Rogers
 Deputy Mayor Kimberly DeYong
 Councillor Tony Gaffan
 Councillor Debby Jarvis-Chausse
 Councillor Sheri Lowrie
 Councillor Thomas Neufeld
 Councillor Larry Patterson

Staff Present CAO, John Norton
 Acting Clerk, Angela Toole

A. CALL TO ORDER

Mayor Rogers called the Regular Meeting to order at 6:02 p.m.

B. LAND ACKNOWLEDGEMENT

Mayor Rogers acknowledged the Three Fires Confederacy (Ojibwe, Potawatomie and Odawa) and the Traditional ancestral, unceded territory of Caldwell First Nation; the original people of Point Pelee, Pelee Island and its surrounding waters. We recognize and respect the First Nations who are stewards of the land and waters of Turtle Island and who have embraced this stewardship since time immemorial. We would also like to acknowledge all the moccasins who have walked lands of Turtle Island.

C. MOMENT OF SILENT REFLECTION AND NATIONAL ANTHEM

Mayor Rogers invited everyone to stand for a moment of silent reflection and the national anthem.

D. MAYOR'S WELCOME AND REMARKS

Mayor Rogers thanked staff, volunteers and council members for all their hard work with the Canada Day celebrations and gave special thanks to Sophie for singing the National Anthem.

Mayor Rogers noted two (2) construction updates: the installation of a westbound righthand turn lane at Main & Jasperson and Graham Sideroad from Road 3 to Highway 3.

On Thursday, July 4, SK Cornerstone unveiled its new truck trailer, revealing the Town of Kingsville's new tourism asset [VisitKingsvilleOntario.ca](https://www.visitkingsvilleontario.ca). The truck drives

routes across Canada and the USA and will showcase Kingsville as a prime destination for visitors seeking a unique vacation experience.

Mayor Rogers reminded all of the Kingsville Block Party happening on Saturday, July 20 at the intersection of King and Chestnut from 5:00 - 10:00 pm. The theme is Christmas in July.

The next "Coffee Time with the Mayor" is scheduled for Wednesday, July 24 from 5:00 - 7:00 pm at the Kingsville Legion with Councillor Jarvis-Chausse.

E. AMENDMENTS TO THE AGENDA

Councillor Lowrie added one (1) notice of motion. Mayor Rogers added one (1) announcement.

F. DISCLOSURE OF PECUNIARY INTEREST

Mayor Rogers 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.

None noted.

G. REPORT OUT OF CLOSED SESSION

Pursuant to Section 239 of the Municipal Act, 2001, Council entered into Closed Session at 7:07 p.m. on June 24, 2024, to discuss the following items:

Item I - Board and Committee Appointments (Communities in Bloom and Joint OPP Detachment Board) heard under Section 239(2)(b) being personal matters about an identifiable individual including municipal employees. Council considered applications for appointment to Communities in Bloom and the Joint OPP Detachment Board and as a result, appointed Sue Novotny to Communities in Bloom by way of a By-law in the succeeding Open Session. Council gave direction to Administration with respect to an appointment to the Joint OPP Detachment and information on the successful appointee will be made public when available. There is nothing further to report.

Item II - Status of Crossing Guard Program heard under Section 239(2)(f) being advice that is subject to solicitor-client privilege, including communications necessary for that purpose. Council considered a report on Crossing Guards in the succeeding Open Session. There is nothing further to report.

Item III - Legal Matter heard under Section 239(2)(f) being advice that is subject to solicitor-client privilege, including communications necessary for that purpose. No action resulted from the discussion and there is nothing further to report.

Item IV - Procurement Contract Involving the Province of Ontario heard under Section 239(2)(f) being advice that is subject to solicitor-client privilege including communications necessary for that purpose. Council gave direction to Administration and information will be made public when available. There is nothing further to report.

H. DELEGATIONS

Mr. Michael Laba made representations to a site plan application concerning the property municipally known as 460 Main Street East.

I. PRESENTATIONS

1. ERSOA 2023 Annual Progress Report

Dr. Katie Stammler, Water Quality Scientist/Source Protection Manager at ERCA, gave a presentation on the Essex Region Source Protection Authority's 2023 Annual Report.

J. MATTERS SUBJECT TO NOTICE

1. Moroun Pump Station Improvements

Tony Peralta, Engineer of Record, spoke to the Engineer's Report. He spoke to several meetings held with respect to the report including Indigenous consultations and consultations with different environmental agencies: MNECP, DFO, MNRF. They need to de-water the properties which are currently flooded.

130-07082024

Moved By Deputy Mayor DeYong

Seconded By Councillor Jarvis-Chausse

That the Report provided by N.J. Peralta Engineering Inc, dated June 21, 2024, on the Moroun Pumping Station for Improvements under a Report under Section 78 of the Drainage Act, **BE ADOPTED.**

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

CARRIED (7 to 0)

2. 8th Concession Drain – MTO Highway Widening Project

131-07082024

Moved By Councillor Jarvis-Chausse

Seconded By Councillor Gaffan

That the Report provided by Dillon Consulting, dated June 10, 2024, on the 8th Concession Drain for improvements on the drain for the MTO Highway Widening Project, under a Report of an Engineer pursuant to Section 78 of the Drainage Act, **BE ADOPTED.**

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

CARRIED (7 to 0)

3. 9th Concession Drain – MTO Highway 3 Culvert Extension

132-07082024

Moved By Councillor Patterson

Seconded By Councillor Lowrie

That the Report provided by Dillon Consulting, dated June 10, 2024, on the 9th Concession Drain for the MTO Highway 3 culvert extension, under a report of an Engineer pursuant to Section 78(5) of the Drainage Act, **BE ADOPTED.**

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

CARRIED (7 to 0)

4. Cottam Sideroad Branch of the 7th Concession Drain – Improvements for MTO Highway Widening Project

Steve Merritt, resident, and Dave Kendrick, resident, appeared to speak to the Engineer's Report.

133-07082024

Moved By Councillor Neufeld

Seconded By Councillor Patterson

That the Report provided by Dillon Consulting, dated June 10, 2024, on the Cottam Sideroad Branch of the 7th Concession Drain for improvements on the drain for the MTO Highway Widening Project, under a Report of an Engineer pursuant to Section 78 of the Drainage Act **BE ADOPTED**.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

CARRIED (7 to 0)

5. Union Avenue Drain – Extending to Outlet

134-07082024

Moved By Councillor Patterson

Seconded By Councillor Gaffan

That the Report dated April 10, 2024, prepared by Baird AE for the abandonment of the Extension Drain as per Section 40 of the Drainage Act, **BE ADOPTED**.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

CARRIED (7 to 0)

6. Application for Consent and Zoning By-Law Amendment (B 2024-15 and ZBA 2024-11): Surplus Dwelling Severance at 1738 Arner Townline

The Clerk noted that the subject application is that of a Town employee.

There were no comments from the public.

135-07082024

Moved By Councillor Neufeld

Seconded By Deputy Mayor DeYong

1. That consent application B-2024-15, to sever an existing dwelling, deemed surplus to the needs of the applicants' farming operation with an area of 1.079 ac (0.44 ha) lot shown as Part 1 on the applicants' sketch, known as 1738 Arner Townline, in the Town of Kingsville, **BE APPROVED**, subject to the following conditions:

- a. That the necessary deed(s), transfer or changes be submitted electronically, signed and fully executed, including a copy of the reference plan, prior to certification.
- b. That an easement for water service shall be signed and fully executed to the satisfaction of the town, prior to certification
- c. The conditions imposed above shall be fulfilled by July 8th, 2026, or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

2. And that By-law 49-2024 being a By-law to amend the Comprehensive Zoning By-law 1-2014 for the Town of Kingsville, to amend the zoning on the retained farm parcel municipally known as VL Arner Townline from 'General Agricultural (A1)' to 'Agricultural - Restricted (A2)' and the severed residential parcel known as 1738 Arner Townline from 'General Agricultural (A1)' to 'Rural Residential (RR)' **BE APPROVED**; and the Mayor and Clerk **BE AUTHORIZED** to sign same.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

CARRIED (7 to 0)

7. Application for Consent and Zoning By-Law Amendment (B 2024-17 and ZBA 2024-10): Surplus Dwelling Severance at 4336 Graham Sideroad

Wayne Mills, Agent for the Applicant, was available for Council questions.

There were no comments from the public.

136-07082024

Moved By Councillor Patterson

Seconded By Councillor Neufeld

1. That consent application B-2024-17, to sever an existing dwelling, deemed surplus to the needs of the applicants' farming operation with an area of 1.6 ac (0.65 ha) lot shown as Part 1 on the applicants' sketch, known as 4336 Graham Sideroad, in the Town of Kingsville, **BE APPROVED**, subject to the following conditions:
 - a. Provide confirmation to the satisfaction of the Town of existing septic system on the property that meets Ontario Building Code requirements and setbacks in relation to the revised lot line locations.
 - b. The building must comply with the Ontario Building Code for exposing building face and limiting distance. The applicant must provide calculations, documentation and complete any necessary construction to comply with the OBC.
 - c. Provide proof of drainage, acceptable to the municipality, to serve the lands being conveyed and the lands being retained, with the costs of such drainage being solely at the expense of the applicant. Proof of Drainage shall be submitted to the Municipality a minimum of one month prior to the stamping of the deeds.
 - d. Execute an agreement for drainage apportionment due to lands severance or sale approved by the Municipality for each parcel being severed. Drainage Apportionment Request, 12R plan shall be submitted to the Municipality a minimum of one month prior to the stamping of the deeds.
 - e. That the necessary deed(s), transfer or changes be submitted electronically, signed and fully executed, including a copy of the reference plan, prior to certification.
 - f. The conditions imposed above shall be fulfilled by July 8th, 2026 or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.
2. And that By-law 50-2024 being a By-law to amend the Comprehensive Zoning By-law 1-2014 for the Town of Kingsville, to amend the zoning on the retained farm parcel municipally known as VL Graham Sideroad from

‘General Agricultural (A1)’ to ‘Agricultural - Restricted (A2)’ and the severed residential parcel known as 4336 Graham Sideroad from ‘General Agricultural (A1)’ to ‘Rural Residential (RR)’ **BE APPROVED**; and the Mayor and Clerk **BE AUTHORIZED** to sign same.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

CARRIED (7 to 0)

8. Application for Redline Amendment SUB 2022-5 and Application for Rezoning ZBA 2024-12 of Heritage Estates Subdivision by 1552843 Ontario Ltd. (Noah Homes)

Mr. Wyma, Director of Planning and Development, presented the report.

Robert Molliconi, Nevan Developments, Agent for the Applicant, was present.

There were no comments from the public.

137-07082024

Moved By Deputy Mayor DeYong

Seconded By Councillor Lowrie

1. A resolution in support of the Redline Amendment of the approved Draft Plan of Subdivision, County File No. 37-T-23003, for a revised total of 29 lots and a mix of 15 single family and 28 semi-detached dwellings (43 residential units total) **BE APPROVED** subject to any additional conditions that may be outlined by the County in its approval, and
2. That Zoning By-law Amendment application ZBA 2024-12 to amend the current Lakeshore Residential West Exception 35 – holding (LR-35 (h)) zoning on the subject parcel in the Town of Kingsville **BE APPROVED** to include the following:
 - a. Lot frontages in Lots 11 – 25 for single family residential use reduced from 18m (59 ft) to 12.5 m (42 feet);
 - b. Minimum lot areas in Lots 11 - 25 for single family residential use reduced from 557 m² (5,995 ft²) to 440 m² (4,736 sq.ft.);
 - c. Maximum lot coverage, where there are no legal Additional Dwelling Units, be increased from 40% to 50%;
 - d. Maximum lot coverage, where there are legal Additional Dwelling Units, be increased from 40% to 60%;
 - e. Maximum lot coverage for accessory buildings and structures for the purposes of building a legal Additional Dwelling Units, be increased from 12% to 15%
 - f. Front yard depth be reduced from 6, (20 ft.) to 5.5m (18 ft.)
 - g. Interior side yard depth for main buildings with an attached garage be reduced from 1.5m (5 ft) to 1.2 m (4 ft); and an interior side yard depth for main buildings with an attached garage on Block 6 of 1.5m (5 ft).
3. By-law 51-2024 being a By-law to amend By-law No. 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

4. The Registered Development Agreement (CE1173875) between the applicant and Town be amended to reflect the Redline Amendment and the associated rezoning, and to reflect that the development will be completed in one phase;
5. That By-law 54-2024, being a by-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville to remove the Holding symbol (h) on the subject lands be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

CARRIED (7 to 0)

K. REPORTS - PLANNING AND DEVELOPMENT SERVICES

No reports at this time.

L. REPORTS - FINANCE AND CORPORATE SERVICES

1. Council and Committee – Conference, Travel and Other Expense Policy Update

138-07082024

Moved By Councillor Patterson

Seconded By Councillor Lowrie

That the amendments to the Council and Committee – Conference, Travel and other Expense Policy, as recommended by Committee of the Whole and Administration, **BE APPROVED**.

For (6): Mayor Rogers, Deputy Mayor DeYong, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Against (1): Councillor Gaffan

CARRIED (6 to 1)

M. REPORTS - FIRE RESCUE SERVICES

No reports at this time.

N. REPORTS - PUBLIC OPERATIONS

No reports at this time.

O. REPORTS - LEGAL, BUILDING AND BY-LAW SERVICES

No reports at this time.

P. REPORTS - CAO's OFFICE

1. Essex County Nurse Practitioner-Led Clinic and Physician Recruitment and Retention Grants

John Norton, CAO, presented the report.

139-07082024

Moved By Deputy Mayor DeYong

Seconded By Councillor Jarvis-Chausse

1. That Council **APPROVES** a grant for the Essex County Nurse Practitioner-Led Clinic ("ECNPLC") for the provision of Nurse Practitioner services out of the medical clinic located at 273 Main Street East Kingsville, in the total

amount of \$35,000.00 to be paid from the Town's Health Care Reserve in monthly installments over a 1-year period, subject to certain conditions;

- 2. The CAO and Director of Finance/Treasurer **BE AUTHORIZED** to enter into the requisite Grant Agreement with the ECNPLC on behalf of the Town;
- 3. Council **APPROVES** a grant for the TMC Urgent Care Clinic – Kingsville, to assist in their efforts to recruit and retain physicians to practice out of the medical clinic at 273 Main Street East, Kingsville, in the total amount of \$30,000.00, to be paid from the Town's Health Care Reserve in annual installments of \$6000.00 over a 5-year period, subject to certain conditions;
- 4. That the CAO and Director of Finance/Treasurer **BE AUTHORIZED** to enter into the requisite Grant Agreement with the TMC Urgent Care Clinic – Kingsville on behalf of the Town; and
- 5. Council **APPROVES** a policy and practice of not bringing forward for consideration future requests for financial support for medical services or medical practitioners, with an understanding that health care is a provincial responsibility and should be funded and provided to residents without requiring financial support by municipalities which have limited resources and many competing priorities.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

CARRIED (7 to 0)

Q. CONSENT AGENDA

140-07082024

Moved By Councillor Neufeld

Seconded By Councillor Patterson

That Items 1 and 2 on the Consent Agenda, **BE RECEIVED**.

- 1. Regular Council Meeting Minutes - June 24, 2024
- 2. BIA Minutes - May 14, 2024

CARRIED

R. CORRESPONDENCE

No Correspondence.

S. NOTICES OF MOTION

Councillor Lowrie introduced one Notice of Motion regarding Crossing Guards for consideration at the August 12, 2024 Regular Meeting of Council:

That Council **DIRECTS** Administration to employ crossing guards for the new K – 12 school at Jasperson and Woodycrest, and that Council further **DIRECTS** Administration to change the PXO crosswalk on Jasperson in front of the new school to a fully signalized push-button traffic light.

T. UNFINISHED BUSINESS AND ANNOUNCEMENTS

Mr. Michael Laba made further representations to a site plan application concerning the property municipally known as 460 Main Street East.

141-07082024

Moved By Councillor Gaffan

Seconded By Deputy Mayor DeYong

That Council **SUPPORTS** the restriction of a left turn out from the proposed development at 460 Main Street East and such other terms and conditions as determined by Administration.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

CARRIED (7 to 0)

U. BYLAWS

142-07082024

Moved By Deputy Mayor DeYong

Seconded By Councillor Patterson

That the following By-laws receive two readings and be provisionally adopted:

By-law 45-2024 being a By-law to provide for the improvements to the 8th Concession Drain and new maintenance schedule for the Ministry of Transportation Highway 3 Widening Project at a total estimated cost of \$1,828,000 in the Town of Kingsville, in the County of Essex

By-law 46-2024 being a By-law to provide for the realignment of the 9th Concession Drain and Kings Highway No. 3 Culvert Extension for the Ministry of Transportation Highway 3 Widening Project at a total estimated cost of \$640,000 in the Town of Kingsville, in the County of Essex

By-law 47-2024 being a By-law to provide for the realignment and extension of the Cottam Sideroad Branch of the 7th Concession Drain for the Ministry of Transportation Highway 3 Widening Project at a total estimated cost of \$1,669,000 in the Town of Kingsville, in the County of Essex

By-law 55-2024 being a By-law to provide for the improvements for the Moroun Pumping Scheme at a total estimated cost of \$686,257.00 in the Town of Kingsville, in the County of Essex

CARRIED

143-07082024

Moved By Deputy Mayor DeYong

Seconded By Councillor Jarvis-Chausse

That the following By-laws receive three readings and finally pass:

By-law 53-2024 being a By-law to Amend the Traffic By-law (Jasperson Drive - no stopping)

By-law 56-2024 being a By-law to confirm the proceedings of The Council of the Corporation of the Town of Kingsville at its July 8, 2024 Regular Meeting of Council.

CARRIED

V. CLOSED SESSION

144-07082024

Moved By Councillor Lowrie

Seconded By Councillor Gaffan

That Council enter into Closed Session at 8:17 pm, pursuant to Section 239(2) of the *Municipal Act, 2001*, to discuss the following item:

Item I - Property Acquisition - Surplus School Properties to be heard under Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality; and, Section 239(2)(k) a position, plan, procedure, criteria, or instruction to be applied to negotiations.

CARRIED

W. ADJOURNMENT

145-07082024

Moved By Councillor Patterson

Seconded By Councillor Neufeld

That Council rise from Closed Session and **ADJOURN** the Regular Meeting at 9:51 p.m.

CARRIED

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

JUNE 11, 2024, 6:15 PM
CARNEGIE ARTS & VISITORS CENTER

A. CALL TO ORDER

Jason Martin called the Meeting to order at 6:21p.m. with the following Members in attendance:

MEMBERS OF BIA BOARD:

Jason Martin - Chair
Tony Gaffan – Vice-Chair
Councillor Sheri Lowrie
David Debergh
Delilah Carreira
Amanda Everaert – Late
Abby Jakob – Late
Heather Brown - Late

MEMBERS OF ADMINISTRATION:

Jodie McIntyre

MEMBER(S) OF TOWN:

Sue Rice – Town Liaison

ABSENT:

Roberta Weston
Maria Edwards

GUESTS:

1. Shaun Martinho – Town of Kingsville - Parking

B. LAND ACKNOWLEDGEMENT

Councillor Lowrie read the Land Acknowledgement.

C. DISCLOSURE OF PECUNIARY INTEREST

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

D. PRESENTATIONS/DELEGATIONS

1. Shaun Martinho – Discussion regarding parking in the Town of Kingsville.

- Shaun discussed that they have a budget for repairs and signage for municipal lots. Reviewing the loading zone by-laws, they state the times of 8am – 12pm, however there are no times on any of the loading zone signs and the one in front of the Food Bank says for Food Bank only.
- The Town will be reviewing patio policies this fall to make the process easier. The Town budgets \$50k for signage each year where approximately \$30k goes to the upkeep of current signs. If any worn signage is noted on weekly walks just send it to request@kingsville.
- Shaun felt putting additional money into 2-hour parking signs would not be effective as there is not one to enforce it.
- The additional turning lane at Jasper will begin once Road #2 is complete (late August). The additional turning lane on Main will begin in 6-8 weeks with most of the work done overnight.
- Shaun is recommending their consultant look at the size of the parking spaces on Main East to advise if we could add additional spots to counterbalance the loss of the recent 4 spots.
- Allowing large trucks downtown is an entirely different discussion from parking.
- A recommendation was made to place the municipal lots on google maps for parking in Kingsville.

BIA-499-2024 Motion to add a map of municipal lots to the previous approved letter that will be hand delivered, by Tony Gaffen and seconded by David Debergh,

CARRIED

E. AMENDMENTS TO THE AGENDA

- NONE.

F. ADOPTION OF ACCOUNTS

BIA-500-2024 Moved to receive the accounts ending MAY 2024 by Heather Brown and seconded by David Debergh,

CARRIED

G. STAFF REPORTS

BIA Coordinator presented highlights from her report, incorporating the key elements of the KBIA Strategic Plan including:

1. Engagement/Support

- Engagement with Members – Met with owners of La Dulce Vida Café, Wrobel Massage, Kingsville Legion, Amazing Bins. Attended ribbon cuttings for Fox & Hare & Some where Else Experience. Walked the district with Small Business Entrepreneurship Centre & a representative from Libro Credit Union.
- Town Relations – Met with Gary, Supervisor from Parks & Rec. to walk through planter locations & hanging baskets would be. Met with Courtney, Manager from Parks & Rec. to discuss hanging outdoor lights from the Carnegie year-round. The Board gave direction to purchase bulbs, at an approximate cost of \$500, if the Town does not receive the My Main Street grant.
- Website – Forms are now working on the website. The Board will provide their business advertisements, to be placed on the website as a trial and that space will be sold once we receive some traction on the site.
- MMM - June 4th – 5:30pm – 8pm. The Small Business Centre Entrepreneurship Centre spoke at the engagement. We had 45 people in attendance which is our best turn out so far.

2. Promotion

- Father's Day Promotion – Promotion will run June 12th & 13th with a DelFrescoPure collaboration, giving away a gift basket valued at \$300+.
- BIA Collaboration – Week prior to July 1st – Shop Local Canda Day. Kingsville & Essex will take the lead along with a collaboration with Downtown Windsor, Leamington & Tilbury for a social media giveaway.
- The winner of our Valentine's Day promotion chose \$200 in gift cards to Taphouse 127, which is closed so the BIA will issue her new ones to a BIA business of her choice.
- Block Party – The BIA would like to support this by providing a tent on July 20th where they can share what the BIA is about and do a drawing of 10 \$50 gift cards and potentially provide some Christmas decorations.

BIA-501-2024 Motion by Abby Jakob to support the Town Block party by providing a tent with some BIA information and providing 10 \$50 gift cards, given away to random winners for use at any local BIA businesses of their choice, seconded by David Debergh.

CARRIED

- Highland Games Promotion – Event is on June 22nd, promo will be on June 19th. Two (2) tickets were donated by Councillor Lowrie. Facebook and Instagram

with Scottish trivia or theme, what BIA business gave you exceptional service, like/share.

- Kingsville Music Society Festival Promotion – Event is August 9 - 11, promo will be on August 7th. Two (2) tickets were donated by Councillor Lowrie. Facebook and Instagram with name your favourite local band, favourite BIA business, like/share.

3. Policies & Procedures

- Created a SOP of Onboarding a New Member.

4. Beautification

- Shared with the board an email from Chris Tucker from Classic Display about the impact of having LED decorative pole lights and are not recommend for year-round usage.
- Following up on some other companies, the Town to provide who installed the current decorative lights.
- Glen Knight is willing to accommodate our sea-can. We are targeting near July 1st depending on when Coxen can move it. The rent for the storage will be applied to the beautification GL.
- July 1st décor – Town will put out the red truck and Canadian flag for June 24th and Maria will put up the bows the same day at the 4 corners. Working on getting 18' x 9" flags to put out around Town. WFCU has volunteered to assist. Canadian music will be programmed on June 26th for the long weekend.
- Flowers and planters are in. WE have already received compliments.

5. Maintenance

- Sound System – The Northwest & east speakers were not working. The Town assisted in ensuring the GFIs weren't tripped. Netmon was required to come onsite to reboot with the assistance of the Town. They are all now working. The bill for fixing them will be applied to the sound system GL, noting the reason for the overage.

BIA-502-2024

Motion to receive the Coordinator report by Tony Gaffan and seconded by Heather Brown.

CARRIED

H. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. A.S.K. – Creative Writing Group

BIA-503-2024 Motion by Tony Gaffan to allow A.S.K. to use the BIA Office space on the 2nd Monday of the month from 1pm – 3pm starting in September as having the classic is difficult during gallery hours, seconded by Heather Brown.

CARRIED

2. ASSOCIATE MEMBERSHIP – CHRIS LABBATE – SEOBANK

BIA-504-2024 Motion to approve by Heather Brown, seconded by Amanda Everaert to approve SEOBank as an Associate Member.

CARRIED

3. FACELIFT GRANT – WROBEL PLAZA

BIA-504-2024 Motion to approve by Heather Brown, seconded by Abby Jakob to approve Wrobel Plaza Building owner Rita Wrobel \$750 from the BIA Facelift Grant.

CARRIED

4. FACELIFT GRANT – SYNERGY WELLNESS

BIA-505-2024 Motion to approve by Tony Gaffan, seconded by Abby Jakob to approve Synergy Wellness \$750 from the BIA Facelift Grant.

CARRIED

5. FACELIFT GRANT – HUMBLE HUB – TINA WAKEFORD

- Request for Facelift grant was denied due to the request of masonry repair, which is considered safety and building maintenance and is therefore not covered under the BIA Facelift Grant.

6. FACELIFT GRANT – 16-18 DIVISION ST., E.

BIA-506-2024 Motion to approve by Heather Brown, seconded by Abby Jakob to approve Mary DelCiancio, owner of 16-18 Division St. E. \$750 from the BIA Facelift program.

CARRIED

I. MINUTES OF THE PREVIOUS MEETING

BIA-507-2024 Motion to receive the minutes by Tony Gaffan, seconded by Heather Brown.

CARRIED

J. NEW AND UNFINISHED BUSINESS

BIA-508-2024 Motion to go into closed session by Tony Gaffan, seconded by Heather Brown.

CARRIED

- A discussion was had to change the Coordinator's title to "Business Manager" subject to Town approval. If not acceptable, the coordinator is to come up with 3 alternatives, not to include "Executive Director". This was because the Board was with the understanding that they were not Directors therefore the new title could not be "Executive director". Councillor Lowrie is going to investigate and provide further clarification.

1. Delilah Carreira

- Delilah attended the meeting and requested and was recommended by David Debergh to hold a position on the BIA as a representative of Libro Credit Union as David was resigning as of June 15th, 2024.

BIA-509-2024 Motion by Abby Jakobs, seconded by Heather Brown that the BIA Board of Management recommend to Council that Delilah Carreira be appointed as a Director for the BIA Board.

CARRIED

2. Kingsville Trick or Treat

- The Board made the decision to not shut down Main Street for trick or treating on October 26th.
- Regular members and Associate Members will be invited to come down and hand out candy as well. If there is enough interest, we will set up an area on the side lawn at the Carnegie.

BIA-510-2024 Motion to extend the meeting until 8:30pm by Tony Gaffan, seconded by David Debergh.

CARRIED

3. Seminar – Ian Murray

- Sue Rice and Jodie McIntyre met with Ian on June 10th to discuss him doing a presentation for the membership and possible other business owners.
- He can provide a 60-minute, free of charge seminar on as a professional EOS implementer that can focus on small businesses.
- Ian is onboard with whatever structure the BIA would like to have and is good with looking at the first week of October for the event.
- Next Steps: Create a committee for the event, set-up a committee meeting. Delilah Carreira, Heather Brown, Sheri Lowrie, Sue Rice and Jodie McIntyre will head up the Seminar committee.

K. OTHER REPORTS

1. FINANCIAL COMMITTEE – David & Tony

- No Report.

2. BEAUTIFICATION COMMITTEE – Maria & Amanda

- No Report.

3. PROMOTIONS COMMITTEE – Jason & Abby

- No report.

4. PERSONNEL COMMITTEE – Roberta & Heather

- No report.

5. COUNCIL REPRESENTATIVE – Sheri Lowrie

- Sheri & Jodie attended their monthly walk on June 3rd. Sheri sent an request@kingsville.ca for a crosswalk button to be repaired on a South East pole on Main street and it was fixed immediately.
- 101 Mill Street, where a KBIA Associate Member business currently resides, was designated a heritage location.

6. TOWN LIASON– Sue Rice

- Riley and the Town Instagram are doing very well.
- Town is doing a street mapping digital piece.
- Request for the BIA to review the Town website and see if there should be any further links to the BIA.
- Sue will send the visual map to the BIA Coordinator.
- The Mayor's golf tournament is coming up and the Town would like to see the BIA presence again.

COMMITTEE MINUTES

- Tourism is adding a desk decal at A.S.K. with informative QR codes such as the BIA's.
- There is a ribbon cutting at Style Savvy Family Hair Solutions at 9:45am tomorrow morning.

L. NEXT MEETING DATE

- Tuesday, July 9th, at 6:15pm.

M. ADJOURNMENT

Meeting adjourned at 8:36pm

BIA-511-2024 Motioned to adjourn by David Debergh, seconded by Heather Brown.

CARRIED

Jason Martin

CHAIR, Jason Martin

Jodie McIntyre

**RECORDING SECRETARY,
Jodie McIntyre**



The Corporation of the Town of Kingsville

Minutes of the Kingsville Municipal Heritage Advisory Committee

Tuesday, June 4, 2024 at 6:00 p.m.
Kingsville Arena Complex – Room B
1741 Jasperson Drive
Kingsville, Ontario N9Y 2E4

Members Present:

Stacey Jones, Vice-Chair
Sheri Lowrie, Councillor
Carolyn Smith
Steve Allman Jr.

Members Absent:

Jeffrey Robinson, Chair

Administration Present:

Richard Wyma, Director of Planning and Development
Vitra Chodha, Town Planner
Luke Taylor, Heritage and Development Support
Yuxi Liu, Acting Office Support
Matthew Ducharme, Recording Secretary

A. Call to Order

Stacey Jones, Vice-Chair, called the meeting to order at 6:00 p.m.

B. Disclosures of Pecuniary Interest

The Vice-Chair asked members if there were any disclosures of pecuniary interest.
None were noted.

C. Adoption of Minutes

MHC-19-2024

Moved By: Carolyn Smith
Seconded By: Steve Allman Jr.

That the Minutes of the Kingsville Municipal Heritage Advisory Committee dated May 7, 2024, **BE ADOPTED** as presented.

Carried

D. Updates

1. Introduction of Administration

Richard Wyma, Director of Planning and Development introduced to members Luke Taylor, Heritage and Development Support, Yuxi Liu, Acting Office Support, and Matthew Ducharme, Licensing Coordinator.

2. 14 Main Street Properties – Location Maps

Vitra Chodha, Town Planner, presented to the members the location maps for the fourteen (14) properties located on Main Street that the members are ranking to recommend designation to Council.

3. 14 Main Street Properties – Review and Discussion

Richard Wyma, Director of Planning and Development, requested the members finish individually ranking the properties by the next regularly scheduled meeting on July 2, 2024.

He stated that upon completing of the rankings, the Planning Department will prepare a Report to Council on these properties which will include the rankings of the members and recommendations to Council for which properties should be considered for designation.

4. Website Update – Heritage Walking and Driving Tour

Vitra Chodha, Town Planner, provided the members with an update on the website for the Heritage Walking and Driving Tour.

MHC-20-2024

Moved By: Steve Allman Jr.

Seconded By: Carolyn Smith

That the Heritage Advisory Committee **REQUEST** that Administration develop and provide a handout for distribution at the Block Party containing a QR code to the Heritage Walking and Driving Tour Website.

Carried

5. Block Party – Updated Printed Brochures

Vitra Chodha, Town Planner, provided and discussed the updated printed brochures for the Heritage Booth located at the upcoming Block Parties.

E. New Business

Sheri Lowrie, Councillor circulated an invitation to the Kingsville Archive Open House on June 15, 2024, from 1:00 p.m. to 4:00 p.m.

Luke Taylor, Heritage and Development Support, provided general information about a Proposed Amendment to the Ontario Heritage Act to extend the deadline for reviewing “legacy listed properties” and issuing a notice of intention to designate from January 1, 2025, to January 1, 2027.

The Committee was reminded of the plaque unveiling of the newly designated property municipally known as 101 Mill Street on June 6, 2024, at 3:00 p.m.

Richard Wyma, Director of Planning and Development, provided the Committee with an update that an administrative meeting is scheduled with the owners of The Grove Hotel to discuss the heritage designation plaque unveiling.

F. Next Meeting Date

The next regularly scheduled meeting of the Heritage Advisory Committee is July 2, 2024 at 6:00 p.m. at the Kingsville Arena Complex, Room B.

G. Adjournment

MHC-21-2024

Moved By: Steve Allman Jr.

Seconded By: Sheri Lowrie, Councillor

That the meeting be **ADJOURNED** at 6:23 p.m.

Carried

Vice-Chair

Recording Secretary



COMMITTEE MINUTES

FANTASY OF LIGHTS COMMITTEE

May 21, 2024 5:00 pm

Kingsville Arena – Room B

1741 Jasperson Drive, Kingsville

PRESENT: Chair Councillor Tony Gaffan
Glenda Willemsma
Janet Willoughby
Leslie Pittendreigh
Maria Edwards
William Szabo Verzoc
Shelby Gault, Staff Liaison

REGRETS: Dave Laman

A. CALL TO ORDER

Chair Councillor Tony Gaffan called the meeting to order at 5:05 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST

The Chair reminded the Committee of their duty to disclose any pecuniary interests as they arise.

C. MINUTES OF THE PREVIOUS MEETING

1. Fantasy of Lights Committee Meeting Minutes— April 30, 2024

Motion Janet Willoughby
Second Leslie Pittendreigh

THAT the minutes of the Fantasy of Lights Committee dated April 30, 2024 BE RECEIVED.

CARRIED



COMMITTEE MINUTES

D. ORDER OF BUSINESS

1. Kingsville Block Party – Christmas in July

The committee will opt not to run the train during this event.

They will prepare a tent with Fantasy of Lights information, volunteer outreach and sponsor outreach.

2. Updates & Task Assigning

a. Opening Ceremonies – November 16

Leslie is lead of the Opening Ceremonies. The event will remain inside the Lakeside Park Pavilion.

This year will include:

- Live fires for s'mores
- Hot chocolate to be served
- Sing-A-Long with committee members/volunteers
- Mayor's Flip the Switch

b. Parade – November 16

Glenda is the lead of the parade subcommittee.

The parade subcommittee is concerned regarding the candy distribution at the parade. Janet and Leslie will research the candy distribution trends at parades.

c. Kingsville Express

Leslie and Janet are the leads. They will review the procedure for Kingsville Express operations by volunteers and update them for 2024.

d. Paws and Claus – December 3

Janet is the lead.

e. Christmas Artisan Market – December 7 and 8

Leslie is the Lead.

f. Breakfast with Santa – December 14

g. Crafts with Santa – December 14

Maria is the lead.

h. Christmas Concert – December 21

Leslie/Janet is the lead.



COMMITTEE MINUTES

i. New Year's Eve – December 31

This event will be similar to last year, including giving away free hot chocolate and donated cookies, offering free skating, children's crafts, followed by fireworks. All will be held at the Kingsville Recreation Complex.

Glenda will organize the children's entertainment (crafts)

Leslie and Janet will coordinate the hot chocolate and cookies.

E. STAFF REPORTS

3. S. Gault, Programs and Special Events Coordinator

a. Outreach Projects

i. Marching Bands

Glenda

ii. Marketplace

Leslie

iii. Train Volunteering

Janet

F. INFORMATION ITEMS

G. NEXT MEETING DATE

Tuesday, June 18, 2024, 5:00 pm at Room C

H. ADJOURNMENT

I. **Motion** Janet Willoughby

J. **Second** Glenda Willemsma

THAT the meeting adjourns at 6:51 pm.

CARRIED

CHAIR, Councillor. Tony Gaffan

RECORDING SECRETARY, Shelby Gault



The Corporation of the Town of Kingsville

Minutes of the Committee of Adjustment and Appeals of the Town of Kingsville

Tuesday, April 16, 2024
5:00 p.m.
Unico Community Centre
37 Beech Street
Kingsville, ON N9Y 1A9

Members Present:
Thomas Neufeld, Councillor
Phil Caruana
Nicole Hackett
Gord Queen, Chair
Russell Horrocks

Administration Present:
Vitra Chodha, Town Planner
Sahar Jamshidi, Manager of Planning
Angelina Pannunzio, Office Support
Richard Wyma, Director of Planning and Development

A. Call to Order

The Chair called the meeting to order at 5:00 p.m.

B. Disclosures of Pecuniary Interest

The Chair asked members if there were any disclosures of pecuniary interest.
None were noted.

C. Adoption of Minutes

Moved By: Phil Caruana
Seconded By: Nicole Hackett

That the Minutes of the Committee of Adjustment and Appeals meeting dated March 19, 2024, **BE ADOPTED** as presented.

Carried

D. Committee of Adjustment Hearings

D.1 Requests for Withdrawal or Deferral

None noted.

D.2 A-2024- 02 - Minor Variance Application

Vitra Chodha, Planner, introduced the minor variance application and reviewed the report dated April 16, 2024, which provides details regarding a request for relief from the required front yard and rear yard depth for lands municipally known as 606 Peter Street.

606 Peter Street is designated 'Lakeshore Residential West' in the Official Plan and zoned 'Lakeshore Residential (LR)' in the Town of Kingsville Comprehensive Zoning By-law 1-2014.

The subject parcel is a 283.28 square metre (3,049.2 square foot) vacant residential lot. The applicant is proposing to build a single detached dwelling having an area of 74.14 square metres (798 square feet). The proposed dwelling extends into the minimum required front yard setback and rear yard setback for the Lakeshore Residential zone.

The minimum required front yard setback is 6 metres (20 feet), and the applicant is requesting a front yard setback of 4.2 metres (13.75 feet).

The minimum required rear yard setback is 7.5 metres (25 feet), and the applicant is requesting a rear yard setback of 3.05 metres (10 feet).

The requested reductions in front yard and rear yard setbacks will match those of neighbouring homes. All other requirements of the proposed development are in compliance with the zoning regulations.

The applicant, Michelle Koiranen, was in attendance.

Gord Queen, Chair, asked if there were any comments or questions from the Committee, the applicant, or the public. None were noted.

Moved By: Thomas Neufeld, Councillor
Seconded By: Nicole Hackett

That the Committee of Adjustment **APPROVE** minor variance application A-2024-3, to allow a reduced front yard depth of 4.2 m (13.75 ft), from the required depth of 6 m (20 ft), and a reduced rear yard depth of 3.05 m (10 ft), from the required depth of 7.5 m (25 ft) as seen on the applicant's site plan in Appendix B.

Carried

E. Court of Revision

No Court of Revision at this time.

F. Property Standards Appeal Hearings

No Hearings at this time.

G. By-law Appeal Hearings

No Hearings at this time.

H. Next Meeting Date

The next regularly scheduled meeting of the Committee of Adjustment and Appeals is May 21, 2024, at 6:00 p.m. at the Unico Community Centre.

I. Adjournment

Moved By: Phil Caruana

Seconded By: Thomas Neufeld, Councillor

That the meeting be adjourned at 5:13 p.m.

Carried

Chair

Recording Secretary



The Corporation of the Town of Kingsville

Minutes of the Committee of Adjustment and Appeals of the Town of Kingsville

Tuesday, March 19, 2024

6:00 p.m.

Unico Community Centre

37 Beech Street

Kingsville, ON N9Y 1A9

Members Present:

Gord Queen, Chair

Thomas Neufeld, Councillor

Phil Caruana

Nicole Hackett-Winkels

Members Absent:

Russell Horrocks

Administration Present:

Vitra Chodha, Town Planner

Lu-Ann Marentette, Drainage Superintendent

Angela Toole, Acting Clerk

Angelina Pannunzio, Office Support

Richard Wyma, Director of Planning and Development

A. Call to Order

The Chair called the meeting to order at 6:00 p.m.

B. Disclosures of Pecuniary Interest

The Chair asked members if there were any disclosures of pecuniary interest.
None were noted.

C. Adoption of Minutes

CA-11-2024

Moved By: Phil Caruana

Seconded By: Nicole Hackett-Winkels

That the Minutes of the Committee of Adjustment and Appeals meeting dated February 20, 2024, **BE ADOPTED** as presented.

Carried

D. Committee of Adjustment Hearings

D.1 File B-2024-8 - Application for Consent

Vitra Chodha, Planner, introduced the application and reviewed the report dated March 19, 2024, which provides details regarding the requested consent for lands north of 1576 Jasperson Drive, located East of Jasperson Drive and North of Walter Way.

The subject property is designated 'Residential' by the Official Plan and zoned 'Residential Zone 2 Urban (R2.1)' under the Kingsville Comprehensive Zoning By-law.

The site has a total area of 1,464.96 metres square (15,768.70 square feet), with approximately 21.98 metres (72.1 feet) of frontage on Jasperson Drive. There is an existing semi-detached dwelling on the subject site, which is a permitted use in the R2.1 zone.

The applicant is seeking to create two (2) separate lots along the centreline of the common wall of the units, to be able to legally convey each separately. As a result, each new lot will have an area of 732.48 metres square (7,884.35 square feet) and a frontage of 11 metres (36.05 feet) on Jasperson Drive.

The applicant, John Atwan, was not in attendance.

Chairperson, Gord Queen, asked if there were any comments or questions from the Committee, the applicant, or the public.

Chairperson, Gord Queen, confirmed there were no additional comments nor questions from the Committee nor the applicant, and noted that there were no members of the public present.

CA-12-2024

Moved By: Thomas Neufeld, Councillor
Seconded By: Nicole Hackett-Winkels

That the Committee of Adjustment:

1. **APPROVE** consent application B-2024-8 for the purpose of a lot creation, shown on the Applicants' Sketch, municipally known as 0 Jasperson Drive, having the legal description CON 1 ED PT Lot 3 (Part 2 12R-29060), in the Town of Kingsville, subject to the following conditions:
2. That the necessary deed(s), transfer or changes be submitted electronically, signed and fully executed, including a reference plan, prior to certification.
3. The conditions imposed above shall be fulfilled by March 19, 2026, or this application shall be deemed to be denied in accordance with Section 53(41) of the *Planning Act*.

Carried

D.2 File A-2024-02 - Application for Minor Variance

Vitra Chodha, Planner, introduced the application and reviewed the report dated March 19, 2024, which provides details pertaining to a request for lands located on the South Side of Nottingham Avenue and West side of Oxford Avenue. The subject parcel is designated 'Lakeshore Residential East' in the Official Plan and zoned 'Lakeshore Residential (LR)' in the Town of Kingsville Comprehensive Zoning By-law.

1215 Nottingham Avenue is a 1,297 square metre (13,961.52 square foot) residential lot. The applicant is proposing to build an extension to the existing garage, which would extend into the minimum required front yard set-back of 6 metres (20 feet). A relief of 1.85 metres (6.08 feet) is being requested to allow a set-back of 4.24 metres (13.92 feet) on part of the frontage for the proposed addition. All other requirements of the proposed development comply with the by-laws in the Lakeshore Residential zone.

The applicant, Adam Rutgers, was in attendance.

Chairperson, Gord Queen, asked if there were any comments or questions from the Committee, the applicant, or the public.

The applicant, Adam Rutgers confirmed that he is proposing to add a third bay garage, as the current garage is only a crawl space, which does not provide sufficient storage. Mr. Rutgers added that the addition is merely to accommodate the need for additional storage.

Committee Member, Phil Caruana relayed that he had visited the site prior to the meeting and noted an existing evergreen tree. Mr. Caruana asked Mr. Rutgers whether the proposal would impact the tree.

The applicant, Adam Rutgers, confirmed that if approved, the addition will be built approximately (5) feet from the edge of the tree, and there will be no impact.

Chairperson, Gord Queen, confirmed there were no additional comments nor questions from the Committee nor the applicant, and noted that there were no members of the public present.

CA-13-2024

Moved By: Phil Caruana

Seconded By: Thomas Neufeld, Councillor

That the Committee of Adjustment **APPROVE** minor variance application A-2024-2, to allow a reduced front yard setback of 4.24 m (13.92 ft), from the required 6 m (20 ft), only for the proposed 25.27 m² (272 ft²) addition to the garage as seen on Appendix B. The required front yard setback of 6 m (20 ft) remains in effect for the remainder of the subject land and is only reduced where the new addition to the garage is being proposed.

Carried

E. Court of Revision

E.1 Cameron Branch of Billings Drain

CA-14-2024

Moved By: Thomas Neufeld, Councillor
Seconded By: Nicole Hackett-Winkels

That the Schedule of Assessment for the Cameron Branch of the Billings Drain, forming part of the Engineer's Report as prepared by N.J. Peralta Engineering Ltd. and dated January 5, 2024, **BE APPROVED** as presented.

Carried

E.2 Jamis Drain and Branches

CA-15-2024

Moved By: Thomas Neufeld, Councillor
Seconded By: Phil Caruana

That the Schedule of Assessment for Jamis Drain and Branches, forming part of the Engineer's Report as prepared by N.J. Peralta Engineering Ltd. and dated January 15, 2024, **BE APPROVED** as presented.

Carried

E.3 Orton Drain

CA-16-2024

Moved By: Nicole Hackett-Winkels
Seconded By: Phil Caruana

That the Schedule of Assessment for the Orton Drain, forming part of the Engineer's Report as prepared by Rood Engineering Inc. and dated January 4, 2024, **BE APPROVED** as presented.

Carried

F. Property Standards Appeal Hearings

F.1 377 Heritage Road - Mishel and Lidra Remacka

F.1.1 Order to Remedy Violation of Standards of Maintenance and Occupancy

Mr. Remacka, Resident at 377 Heritage Road, appeared before the Committee to make submissions respecting the Order to Remedy Violation of Maintenance and Occupancy.

Kyla Ferguson, By-law Enforcement Officer, appeared before the Committee to make submissions on behalf of the Town respecting the Order to Remedy Violation of Maintenance and Occupancy.

Gord Queen, Chair, asked the Acting Clerk to provide clarification to the Committee respecting their authority with respecting to the Hearing.

Angela Toole, Acting Clerk, noted that for Property Standards Hearings in particular, the Committee's authority is derived from the *Ontario Building Code Act*. She noted that the Committee may confirm, modify, or rescind the Order and further noted that the Committee may extend the time for complying with the Order.

F.1.2 Notice of Appeal

F.1.3 Notice of Hearing

CA-17-2024

Moved By: Nicole Hackett-Winkels

Seconded By: Phil Caruana

That the time for complying with the Order to Remedy issued to Mishel Remacka respecting the property at 377 Heritage Road, **BE EXTENDED** by 6 months (September 19, 2024).

Carried

G. By-law Appeal Hearings

No By-law Appeal Hearings at this time.

H. Next Meeting Date

The next regularly scheduled meeting of the Committee of Adjustment and Appeals is April 16, 2024 at 6:00 p.m. at the Unico Community Centre.

I. Adjournment

CA-18-2024

Moved By: Phil Caruana

Seconded By: Thomas Neufeld, Councillor

That the Meeting be adjourned at 6:43 p.m.

Carried

Gord Queen, Chair

Vitra Chodha, Secretary-Treasurer



**COMMITTEE OF THE WHOLE
MINUTES**

**Monday, January 15, 2024
6:00 PM
Unico Community Centre
37 Beech Street
Kingsville, ON N9Y 1A9**

Members of Council	Mayor Dennis Rogers Deputy Mayor Kimberly DeYong Councillor Tony Gaffan Councillor Debby Jarvis-Chausse Councillor Sheri Lowrie Councillor Thomas Neufeld Councillor Larry Patterson
Members of Administration	CAO, John Norton Acting Clerk, Angela Toole

A. CALL TO ORDER

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

B. DISCLOSURE OF PECUNIARY INTEREST

The Chair reminded the Committee that any declaration is to be made prior to each item being discussed and to identify the nature of the conflict, if any, as the matter comes forward.

The following disclosures were made:

Councillor Gaffan declared a pecuniary interest on Item E.2.a - 2024 Kingsville Community Grant Submission Review (BIA Facelift Grant) given that he is a business owner in the BIA;

Mayor Rogers declared a pecuniary interest on Item E.2.a - 2024 Kingsville Community Grant Submission Review (BIA Facelift Grant) given that he is a business owner in the BIA and on Item E.1.b - Questions for STR Survey, given that he has a business that is subject to the survey;

Councillor Neufeld declared a pecuniary interest on Item E.2.a - 2024 Kingsville Community Grant Submission Review (Rotary Club of Cottam Grant); and,

Deputy Mayor DeYong declared a pecuniary interest on Item E.2(a) - 2024 Kingsville Community Grant Submission Review (Ursa Major Learning Services and Centre Grant) given that her employer, the Kingsville Community Centre, would benefit from the grant.

C. PRESENTATIONS

1. Fire Services Update

Jeff Dean, Deputy Assistant Chief, provided an overview of the Fire Services Department and highlighted the Department's training initiatives. Discussion ensued and Committee questions were answered.

2. Financial and Corporate Services Update

Margaret Schroeder, Manager of Finance, provided an overview of the Financial and Corporate Service Department and highlighted the Department's modernization efforts. Discussion ensued and Committee questions were answered.

D. MINUTES OF PREVIOUS MEETING

Moved by Councillor Patterson

Seconded by Councillor Jarvis-Chausse

That the Committee of the Whole Minutes dated November 20, 2023, **BE RECEIVED.**

CARRIED

E. STAFF REPORTS

1. Verbal Reports

a. Cottam Ridgeview Park Buildings

Richard Wyma, Director of Planning and Development, provided an overview as to the state of the Cottam Ridgeview Park Building as per the facilities review and the future plans for the space.

b. Questions for the Short Term Rental Survey

John Norton, CAO, and Tara Hewitt, Communications and Public Relations Coordinator, presented a draft survey regarding Short Term Rentals to the Committee. Discussion ensued and the Committee provided feedback and suggestions on the content and structure of the survey.

c. Staff Priorities for 2024

John Norton, CAO, provided an overview of staff priorities for 2024. Discussion ensued and Committee questions were answered.

2. Written Reports

a. 2024 Kingsville Community Grant Submission Review

The Committee took a five (5) minute break beginning at 8:20 p.m. and resumed the Meeting at 8:25 p.m.

F. COMMITTEE QUESTIONS

Mayor Rogers asked Administration to poll residents using Have Your Say Kingsville on having Halloween on Saturday, October 26, 2024.

G. COMMITTEE MEMBER UPDATES

Councillor Lowrie provided an update from the Heritage Advisory Committee and noted that the Committee was asked to prepare a list of properties in Kingsville for potential designation under the Heritage Act. Discussion ensued and Committee questions were answered.

Moved by Councillor Neufeld
Seconded by Councillor Gaffan

That the Committee of the Whole **RECOMMENDS** that Council **DIRECT** the Heritage Advisory Committee to "score" the properties identified in the Main Street Development Committee's heritage recommendation and bring those scores back to Council.

For (2): Deputy Mayor DeYong, Councillor Neufeld

Against (5): Mayor Rogers, Councillor Gaffan, Councillor Jarvis Chausse, Councillor Lowrie, Councillor Patterson

LOST (5-2)

H. UNFINISHED BUSINESS

None.

I. CLOSED SESSION

Moved by Councillor Gaffan
Seconded by Councillor Jarvis-Chausse

That Council enter into Closed Session, pursuant to Section 239 of the *Municipal Act, 2001*, to discuss the following items:

Item I - Integrity Commissioner Contract Renewal to be heard under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees;

***Item II - Remark Agreement** to be heard under Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;

***Item III - Settlement Boundary Expansion** to be heard under Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;

***Item IV - Personnel Issue** to be heard under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; and,

***Item V - 2024 Kingsville Community Grant Submission Review** to be heard under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

J. ADJOURNMENT

Moved by Councillor Jarvis-Chausse

Seconded by Councillor Patterson

That the Committee rise from Closed Session and adjourn the Regular Committee of the Whole Meeting at 10:45 p.m.

CARRIED

DEPUTY MAYOR, Kimberly DeYong

ACTING CLERK, Angela Toole

July 29, 2024

Town of Amherstburg

Town of Essex

Town of Kingsville

Town of LaSalle

Municipality of Leamington

Municipality of Lakeshore

Township of Pelee

Town of Tecumseh

City of Windsor

Attention: Municipal Council Clerks (for distribution)

Re: Essex Region Source Protection Committee – Municipal Representation

As required by the Clean Water Act, 2006, the Essex Region Source Protection Authority (ERSPA) has an established Source Protection Committee (SPC), which follows the guidance of Ontario Regulation 288/07 (O.Reg. 288/07). The SPC is composed of 15 members, including five (5) representatives from the municipal sector. The remaining two-thirds of the SPC are representatives of key industries (e.g. agriculture, greenhouse operations, and fuel suppliers) and members of the public at large.

In 2007, the ERSPA striking committee proposed the following composition of municipal representation on the SPC.

- City of Windsor – 2 members
- Union Water Supply System – 1 member
- Town of Lakeshore – 1 member
- Town of Amherstburg – 1 member

The striking committee felt that those municipalities responsible for the Water Treatment Plants that provide the largest water supplies should have the opportunity to have representation on the SPC. A letter was sent to all Clerks of Member Municipalities on July 30, 2007, to this effect, and this distribution of representation was subsequently endorsed by all municipalities in 2007 and has remained as such. At this time one municipal member has taken a new position and can no longer sit on the SPC in this role, one municipal member has retired, and one municipal member is being re-appointed to the SPC.

In the spring of 2024, the term of appointment for Mayor Dennis Rogers, representing Union Water Supply System (UWSS), came to a close when Mayor Rogers became a member of ERCA's Board of Directors and Source Protection Authority. At the July 17, 2024, UWSS Board meeting, they selected Deputy Mayor Kirk Walstedt as their nominee for representation on the SPC.

Albert Dionne, who has represented the Municipality of Lakeshore retired in 2023. Jason Barlow, Division Leader-Water Management, has been selected by the Municipality of Lakeshore as their new representative on the SPC.

Both Mayor Rogers and Mr. Dionne were valued members of the SPC and will be missed. We look forward to working with the newly selected members.

Antonietta Giofu, Director of Infrastructure Services, has served as the representative on the SPC for the Town of Amherstburg for over a decade, with her current 5-year term expiring in November 2024. Ms. Giofu is a valued and active member of the SPC and we are pleased to re-appoint her for another 5-year term as is allowed under s.9(1.1) of O.Reg 288/07.

Municipal Councils are asked to endorse all municipal candidates prior to their formal appointment by the Essex Region Source Protection Authority as a regular SPC member. In keeping with our previous practices, at this time we are asking that all member Municipalities endorse the following individuals' appointment to the Essex Region Source Protection Committee:

- **Kirk Walstedt, Union Water Supply System**, expected appointment date: October 10, 2024; term of appointment: 5 years
- **Jason Barlow, Municipality of Lakeshore**, expected appointment date: October 10, 2024; term of appointment: 5 years
- **Antonietta Giofu, Town of Amherstburg**, expected appointment date: October 10, 2024; term of appointment: 5 years

Responses in the form of Council Resolutions are kindly requested by **September 30, 2024**. The Essex Region Source Protection Authority is tentatively scheduled to address this matter at their meeting on October 10, 2024.

This letter is sent under separate cover to municipal staff who have been appointed by their municipality to assist with Source Water Protection. Please contact me if you require any further information.

Sincerely,



Katie Stammer, PhD
Water Quality Scientist and Source Water Project Manager
Essex Region Conservation Authority



Union Water Supply System Inc.

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

Original sent July 23, 2024

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: Mr. John Norton, Chief Administrative Officer

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

Attention: Mr. Doug Sweet, Chief Administrative Officer

Municipality of Lakeshore
419 Notre Dame Street
Belle River, Ontario
N0R 1K0

Attention: Mr. Justin Rousseau, Chief Administrative Officer (Acting)

Dear CAOs,

RE: Union Water Supply System Inc. Annual Shareholders Meeting - 2024

At its meeting on July 17th, 2024, the Union Water Supply System Inc. Board of Directors resolved to schedule the UWSS Inc. Annual Shareholders meeting on August 14, 2024 at 9:00am and directed UWSS Inc. Administration to notify UWSS Inc. shareholder of the meeting date and location.

This correspondence serves as notice to UWSS Inc. municipal shareholders that the UWSS Inc. (the Corporation) Board of Directors have scheduled the Corporation's Annual Shareholders meeting for the following:

UWSS Inc. Annual Shareholders Meeting
August 14th, 2024 - 9:00am
Kingsville Arena, 1741 Jasperson St., Kingsville, ON

This shareholders meeting is being organized as per the Business Corporations Act, 1990, UWSS Inc. General By-Law No. 1, the Unanimous Shareholder Agreement for the Corporation, and Subsections 239(1)-(6) of the Municipal Act, 2001 (Ontario).

UWSS Inc. Administration is requesting that names and contact information for municipal shareholder representatives attending the Annual Shareholder meeting be provided by August 13th, 2024 to Khristine Johnson, Office Administrator at kjohnson@unionwater.ca. An Agenda for the Shareholder's meeting will be provided to Clerks of the shareholder municipalities by 3:00pm August 9th, 2024.

Please do not hesitate to contact me if you have any questions or comments.

Sincerely,



Rodney Bouchard, CEO
Union Water Supply System Inc.
kmj

cc: clerks, directors of finance

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 45-2024

Being a By-law to provide for the improvements to the 8th Concession Drain and new maintenance schedule for the Ministry of Transportation Highway 3 Widening Project at a total estimated cost of \$1,828,000 in the Town of Kingsville, in the County of Essex

WHEREAS the Council of the Town of Kingsville, in the County of Essex, has procured reports under section 78 of the *Drainage Act*;

AND WHEREAS the report has been authored by Tim R. Oliver, P. Eng., Dillon Consulting Limited, under date of June 10, 2024, and the attached reports form part of this by-law;

AND WHEREAS \$1,828,000 is the amount to be contributed by the Ministry of Transportation for the drainage works;

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

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

1. AUTHORIZATION

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

2. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS

One hundred percent (100%) of the cost for this report is to be assessed to the Ministry of Transportation.

3. CITATION

This by-law comes into force on the passing thereof and may be cited as the “8th Concession Drain Realignment – Improvements for MTO & New Maintenance Schedule” By-law.

READ A FIRST AND SECOND TIME AND PROVISIONALLY ADOPTED THIS 8th DAY OF JULY, 2024.

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

READ A THIRD TIME AND FINALLY PASSED THIS 12th DAY OF AUGUST, 2024.

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 46-2024

Being a By-law to provide for the realignment of the 9th Concession Drain and Kings Highway No. 3 Culvert Extension for the Ministry of Transportation Highway 3 Widening Project at a total estimated cost of \$640,000 in the Town of Kingsville, in the County of Essex

WHEREAS the Council of the Town of Kingsville, in the County of Essex, has procured reports under section 78 of the *Drainage Act*;

AND WHEREAS the report has been authored by Tim R. Oliver, P. Eng., Dillon Consulting Limited, under date of June 10, 2024, and the attached reports form part of this by-law;

AND WHEREAS \$640,000 is the amount to be contributed by the Ministry of Transportation for the drainage works;

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

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

1. AUTHORIZATION

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

2. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS

One hundred percent (100%) of the cost for this report is to be assessed to the Ministry of Transportation.

3. CITATION

This by-law comes into force on the passing thereof and may be cited as the “9th Concession Drain Realignment and Kings Highway No. 3 Highway Culvert Extension” By-law.

READ A FIRST AND SECOND TIME AND PROVISIONALLY ADOPTED THIS 8th DAY OF JULY, 2024.

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

READ A THIRD TIME AND FINALLY PASSED THIS 12th DAY OF AUGUST, 2024.

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 47-2024

Being a By-law to provide for the realignment and extension of the Cottam Sideroad Branch of the 7th Concession Drain for the Ministry of Transportation Highway 3 Widening Project at a total estimated cost of \$1,669,000 in the Town of Kingsville, in the County of Essex

WHEREAS the Council of the Town of Kingsville, in the County of Essex, has procured reports under section 78 of the *Drainage Act*;

AND WHEREAS the report has been authored by Tim R. Oliver, P. Eng., Dillon Consulting Limited, under date of June 10, 2024, and the attached reports forms part of this by-law;

AND WHEREAS \$1,669,000 is the amount to be contributed by the Ministry of Transportation for the drainage works;

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

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

1. AUTHORIZATION

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

2. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS

One hundred percent (100%) of the cost for this report is to be assessed to the Ministry of Transportation.

3. CITATION

This by-law comes into force on the passing thereof and may be cited as the “Cottam Sideroad Branch of the 7th Concession Drain Realignment and Extension - MTO Highway 3 Widening” By-law.

READ A FIRST AND SECOND TIME AND PROVISIONALLY ADOPTED THIS 8th DAY OF JULY, 2024.

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

READ A THIRD TIME AND FINALLY PASSED THIS 12th DAY OF AUGUST, 2024.

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 55-2024

Being a By-law to provide for the improvements to the Moroun Pumping Scheme at a total estimated cost of \$686,257.00 in the Town of Kingsville, in the County of Essex

WHEREAS the Council of the Town of Kingsville, in the County of Essex, has procured reports under section 78 of the *Drainage Act*;

AND WHEREAS the report has been authored by Antonio B. Peralta, P. Eng., N.J. Peralta Engineering Ltd., under date of June 21, 2024, and the attached report form part of this by-law;

AND WHEREAS \$686,257.00 is the amount to be contributed by the Essex Region Conservation Authority for the drainage works;

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

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

1. AUTHORIZATION

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

2. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS

One hundred percent (100%) of the cost for this report is to be assessed to the Essex Region Conservation Authority.

3. CITATION

This by-law comes into force on the passing thereof and may be cited as the “Moroun Pumping Scheme – Improvements for ERCA” By-law.

READ A FIRST AND SECOND TIME AND PROVISIONALLY ADOPTED THIS 8th DAY OF JULY, 2024.

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

READ A THIRD TIME AND FINALLY PASSED THIS 12th DAY OF AUGUST, 2024.

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 57 - 2024

**Being a By-law to amend By-law 34-2023
being a By-law to appoint certain members
of Council and individuals to boards and
committees**

WHEREAS the Council of The Corporation of the Town of Kingsville deems it expedient to amend By-law 34 - 2023, being a By-law to appoint certain members of Council and individuals to boards and committees.

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

- 1. **THAT** the list of names in Paragraph 1 be and is hereby amended to add the following individual:

Delilah Carreira – Libro Credit Union

- 2. **THAT** the list of names in Paragraph 1 be and is hereby amended to delete the following individual:

David Debergh – Libro Credit Union

- 3. **THAT** all other terms set out in said By-law 34-2023, and any amendments thereto, shall remain in full force and effect.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF AUGUST, 2024.

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 58 - 2024

**Being a By-law to Appoint a Fire Chief for
The Corporation of the Town of Kingsville**

WHEREAS the Council of The Corporation of the Town of Kingsville has enacted a by-law to establish the Kingsville Fire Department;

AND WHEREAS subsection 6(1) of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4 requires that the council of a municipality that has established a fire department to appoint a fire chief for the fire department;

AND WHEREAS the Council of The Corporation of the Town of Kingsville deems it expedient to appoint a Fire Chief.

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

- 1. **THAT** Scott Moore be and is hereby appointed as Fire Chief of the Kingsville Fire Department.

- 2. **THAT** By-law 1-2023 and 61-2014 are hereby repealed.

- 3. **THAT** this by-law shall come into full force and effect on the date of final passage hereof at which time any provisions of any other by-law inconsistent with the provisions of this By-law be and the same are hereby repealed insofar as it is necessary to give effect to the provisions of this By-law.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF AUGUST, 2024.

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW # 61 - 2024

Being a By-law to provide for a new Diversion Channel for the Sturgeon Creek Drain initiated by the Municipality of Leamington whereby the ratepayers are affected in the Town of Kingsville, County of Essex

WHEREAS the Corporation of the Town of Kingsville, in the County of Essex, has received a request to provide for the new Diversion Channel for the Sturgeon Creek Drain as initiated by the Municipality of Leamington pursuant to Section 78 Drainage Act.

AND WHEREAS the Council of the Corporation of the Municipality of Leamington procured an Engineer's Report (hereafter, "Report") as prepared by Rood Engineering Inc., and dated September 28, 2018, and said Report was mailed under notice on September 28, 2018, to the attention of the affected ratepayers in the Town of Kingsville and said Report is attached hereto as Schedule "A" and forms part of this By-law;

AND WHEREAS \$2,067,000 is the estimated total cost of engineering and construction of the drainage works and will be the responsibility of affected ratepayers;

AND WHEREAS the estimated amount of \$114,426 to be contributed by the Town of Kingsville for the improvements;

AND WHEREAS Council is of the opinion that the proposed drainage works as detailed in the Report, is desirable;

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

1. Authorization

That the Report providing for the new diversion channel inclusive of the Schedule of Assessment and final drawings, for the Sturgeon Creek Drain (Municipality of Leamington), as prepared by Rood Engineering Inc., and dated September 18, 2018, attached hereto as Schedule "A" and forming part of this By-law, is hereby adopted and the drainage works described therein are approved and shall be completed in accordance therewith.

2. Borrowing

That the Town of Kingsville may borrow on the credit of the Corporation the amount of \$114,426 being the amount necessary for the completion construction of the drainage works.

3. Debentures

That Council may authorize the borrowing of monies towards the construction by the issuance and sale of debentures. Pending the sale of the debentures, Council authorizes the Mayor and Treasurer to make such temporary borrowing as may be required to meet the payments due to the vendors.

4. Levy

If the actual cost of the drainage works varies from the estimated cost set out in the Schedule of Assessment forming part of the Engineer's Report and this By-law, the cost shall be assessed, levied and collected upon and from the said parcels of lands and roads and parts of parcels in the same proportions and in the same manner as provided in the Schedule of Assessment, or as revised by the Court of Revision or some higher court of appeal.

That this By-law shall come into force on the passing thereof and may be cited as the “Diversion Channel of the Sturgeon Creek Drain (Municipality of Leamington)”.

**READ A FIRST, SECOND, AND THIRD TIME AND FINALLY ADOPTED
THIS 12th DAY OF AUGUST, 2024.**

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 62 - 2024

**Being a By-law to confirm the proceedings of the
Council of the Corporation of the Town of Kingsville at its
August 12, 2024 Regular Meeting of Council**

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 August 12, 2024 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
12th DAY OF AUGUST, 2024.**

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole