



**SPECIAL MEETING OF COUNCIL  
AGENDA**

**Tuesday, December 18, 2018, 1:00 PM**

**Council Chambers**

**2021 Division Road N**

**Kingsville, Ontario N9Y 2Y9**

**Pages**

**A. CALL TO ORDER**

**B. 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.

**C. DEPARTMENT PRESENTATIONS**

<b>1. Financial Services - R. McLeod, Director of Financial Services</b>	<b>1</b>
<b>a. Information Technology - T. Iacobelli, Information Technology Manager</b>	<b>15</b>
<b>2. Corporate Services - J. Astrologo, Director of Corporate Services/Clerk</b>	<b>23</b>
<b>a. Human Resources - J. Galea, Manager of Human Resources</b>	<b>34</b>
<b>3. Kingsville Fire Department - C. Parsons, Fire Chief</b>	<b>41</b>
<b>4. Planning Services - R. Brown, Manager of Planning Services</b>	<b>51</b>
<b>5. Municipal Services - G. A. Plancke, Director of Municipal Services</b>	<b>72</b>
<b>a. Public Works - S. Martinho, Manager of Public Works</b>	
<b>b. Facilities - D. Wolicki, Manager of Municipal Facilities &amp; Property</b>	
<b>6. Building Department - P. Valore, Chief Building Official</b>	<b>112</b>

7.	Parks and Recreation - M. Durocher, Parks & Recreation Program Manager	127
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**D. CONFIRMATORY BY-LAW**

1.	By-law 133-2018	143
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Being a by-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its December 18, 2018 Special Meeting

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

**E. ADJOURNMENT**

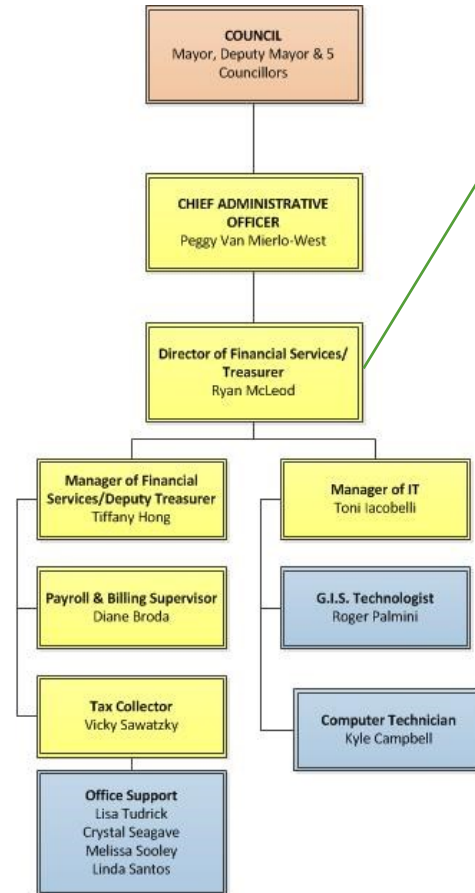
# Financial Services

Council Orientation

December 18<sup>th</sup>, 2018



# Organizational Chart



S. 286 of the *Municipal Act, 2001* requires every municipality to appoint a Treasurer. Their duties include:

Collects money payable to the municipality; deposits money received; pays all debts of the municipality and other expenditures; maintains accurate records and accounts of financial affairs; provides council with information on financial affairs; and ensures investments are compliant with regulations



# Financial Services Team



Director of Financial Services  
Ryan McLeod, CPA, CA



Manager of Financial Services  
Tiffany Hong, CMA, CA



Tax Collector  
Vicky Sawatzky, BBA



Payroll & Billing Supervisor  
Diane Broda

# Financial Services Team (Cont'd)



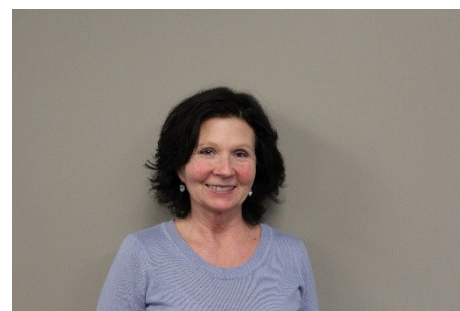
Office Support - Reception  
Melissa Sooley



Office Support – Treasury Counter  
Linda Santos



Office Support – Accounts Payable  
Crystal Segave



Office Support – Water Billing  
Lisa Tudrick

# Main Functions

- Front line interaction with the public (KingsvilleWorks)
- Tax billing and collection
- Utility billing (water and wastewater) and collection
- Drainage billing and collection
- General invoicing on behalf of departments
- Payroll and benefit administration
- Accounts payable
- Budget preparation and oversight



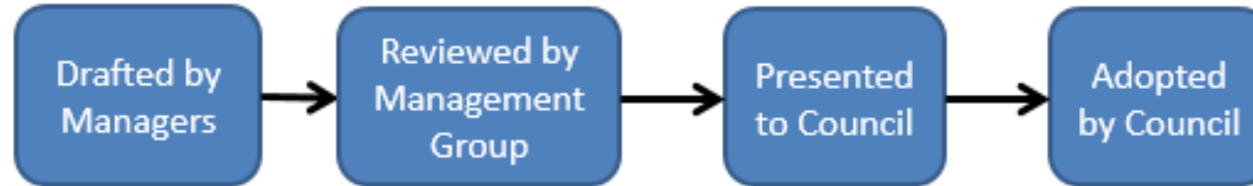
# Main Functions

- Cash management and investing
- Financial policies and procedures
- Risk management and insurance
- Grant reporting and reconciliation
- Financial Statements and financial reporting to Province
- Providing financial advice to management team
- Special projects (DC's, Long Term Contracts, Major Capital Acquisitions)



# Budgeting Process Overview

- The budget process



- Budget objectives
  - Establish the tax rate
  - Establish municipal priorities
  - Create a tool for financial management & control
- Budget must be balanced\*



# Tax Dollars at Work

## How Kingsville Tax Dollars Work For You in 2019

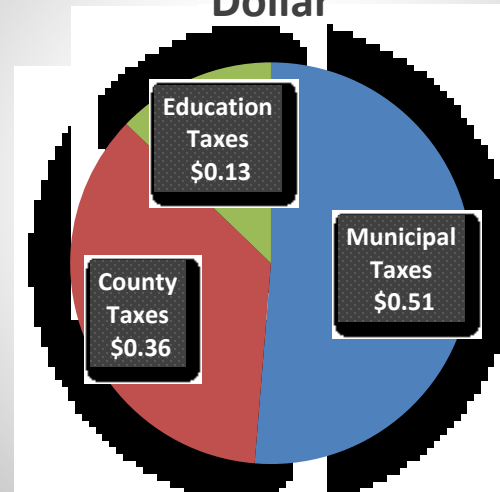
Based on Residential Dwelling Valued at \$200,000

Kingsville Levy: \$ 1,400.96  
 County Levy: \$ 952.91  
 Education Levy: \$ 340.00  
**Total Tax Bill: \$ 2,693.87**



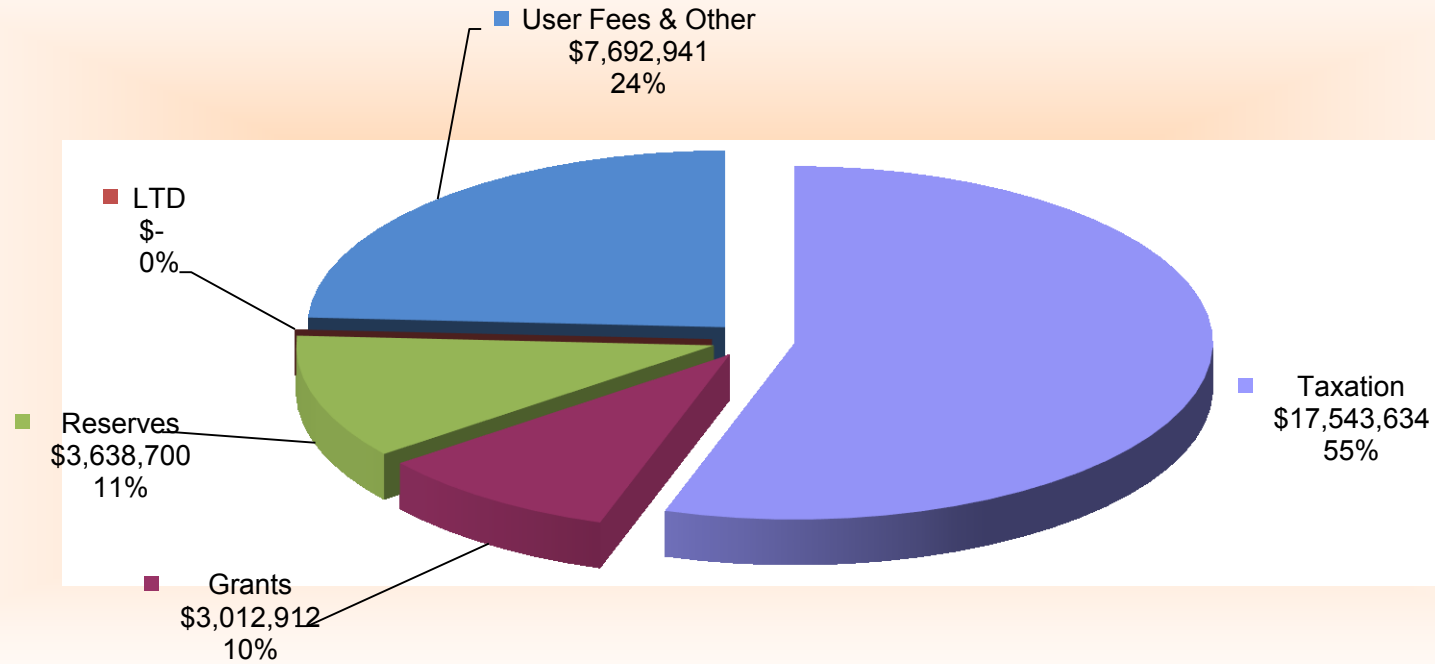
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## Allocation of Every Tax Dollar



# Municipal Revenue Sources

## Revenue by Source - 2019 Budget



■ Taxation ■ Grants ■ Reserves ■ LTD ■ User Fees & Other

# Reserves 101

“Reserves” refers to money set aside for future use. This is our most effective tool to stabilize the tax rate and avoid debt.

## Reserves

- Budget allocations “earmarked” by council for a future purpose
- Combined with general operating accounts / investments
- Interest earned on reserves is allocated to the general fund

Examples: Fleet Reserves, Lifecycle Reserves, Contingency Reserves

## Reserve Funds

- Funds are physically segregated from general revenues
- Typically for a very specific use
- Interest is allocated to reserve fund

Examples: Unspent Gas Tax, Development Charges



# Council Conference Policy

- Each member of council is allocated up to \$3,600 / year\* to attend conferences and other training events
- This amount includes;
  - Registration
  - Meals, Travel
  - Companion Expenses
  - \$150 per day compensation
- See “Convention and Conference and Other Expense Policy” for full details
- Every year, the Treasurer is required to provide an itemized statement on remuneration and expenses paid to each member of council

\* Subject to annual budget approval

# Key Dates - Finance

- Tax Due Dates:
  - Last business day of February, May, August, November
- Water Due Dates:
  - Former Gosfield South – January, April, July, October
  - Former Gosfield North – February, May, August, November
  - Former Kingsville Town – March, June, September, December
- Adoption of audited Financial Statements - May
- Financial Information Return – May 31<sup>st</sup>
- Grant Reporting
  - due dates vary by grant



# Highlights from 2018

- Completion of Development Charge Study (2018 – 2022)
  - \$1.2 Million in drainage billings (2,908 properties)
  - Introduction of e-commerce
    - Tax Certificates, Program Registration
  - Enhanced automation of water billing review
  - Successfully managed staff turn over without compromising services
    - New Director of Financial Services \*
    - New Manager of Financial Services
    - New Tax Collector \*
    - 3 of 4 new Office Support Staff Members
- \* Internal promotions



# Goals for 2019

- Improve automation of internal processes to drive efficiencies:
  - Payroll
  - Digital cheque signing
- Expand e-commerce services for small dollar transactions
- Asset management policy
- Water billing policy changes – Tenant Accounts / Shut-off Procedures
- Drainage billing policy update
- Procurement policy update



# Information Technology

Council Orientation

December 18<sup>th</sup>, 2018

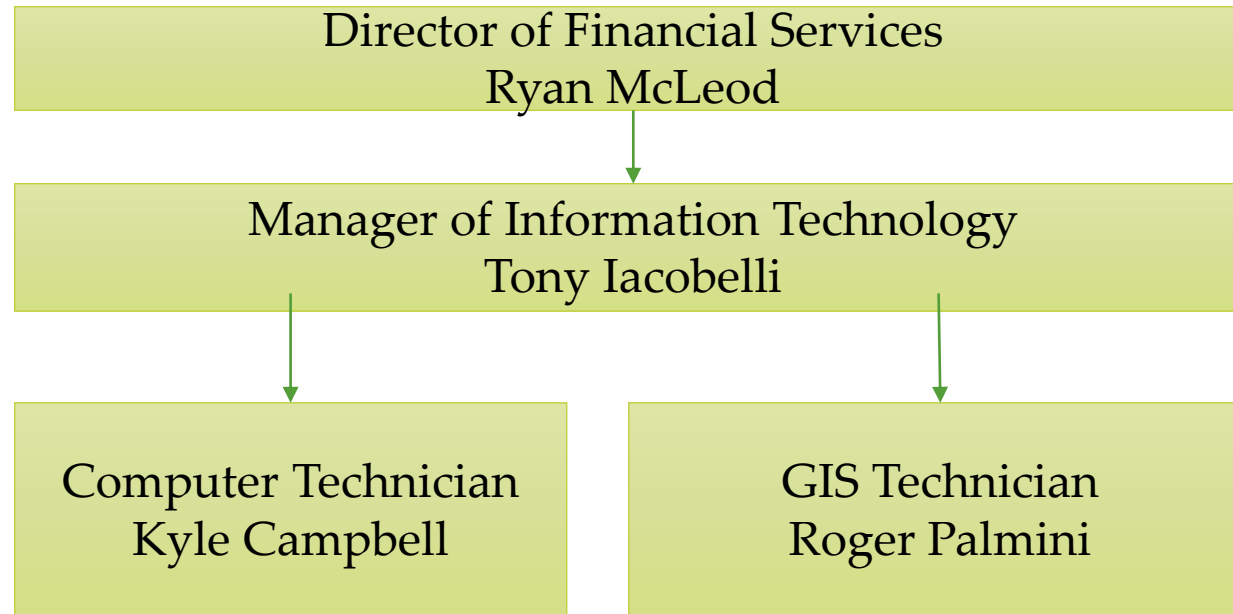


# Overview

- Department of Information Technology reports to the Director of Finance
  - Staff – Manager of Information Technology, Computer Technician and GIS Technician
- 2018 Operating Budget approximately \$493000
- 2018 Capital Budget approximately \$130000
- 2019 to be determined



# Organizational Chart



# Responsibilities

- Maintain all servers, workstations, routers, switches, firewalls and security appliances at Town Hall, Fire Department (North and South Halls), Arena as well as network gear at town owned properties Unico Centre, Carnegie and Grovedale buildings
- Monitor and maintain data integrity for proper access and protection from attack/loss
- Maintain and monitor backup of all data
- Provide training to staff to protect against various types of phishing attempts
- Maintain VoIP phone system including call flow and software updates
- Manage all town owned cell phones. Control applications and security allowing abilities as remote control and wipe capabilities in the event of loss or theft
- Maintain and monitor camera systems at Town hall and the Arena





# Responsibilities (con't)

- Maintain VPN to allow remote access to network for required staff
- Maintain, manage messages on electronic sign at Town Hall
- Research, recommend and maintain various hardware and software solutions required by municipality to provide the most secure, cost effective implementations
- Manage card access system for Town Hall, Arena and Grovedale building
- Maintain VPN access to North Fire station and Grovedale building
- Maintain all software licensing requirements for municipality and confirm compliance with regard to software audits



# Responsibilities

- Maintain and assist with various Kingsville websites
- Maintains all maps of municipality to including various layers of infrastructure, zoning
- Manage and configure Cityworks, Building PLL software through the County of Essex
- Provide maps, drawings for various presentations and Committee meetings
- Assist staff with any technology requirements to allow them to meet job requirements



# Highlights from 2018

- Implementation of Mobile Device Management Solution
- Replacement of all switching and router gear for the municipality (Town Hall, Fire and Arena)
- Implemented backup solution to cover all town workstations
- Began implementation of Building Department permitting software application to be completed in 2019
- Start rollout of workstations to Windows 10 to be completed over the next 2 years across the entire municipality



# Goals for 2019

- Enhance and increase security
  - Implement 2 factor authentication
  - Trusted computing software model
- Hardware Implementations
  - Continue with Windows 10 migration plan
  - Expand card access system
- Software implementations
  - Complete Building Permitting module implementation and developing mobile access solution
  - Upgrade tax software to latest version
  - Implement Arena/Facility Booking software



# Corporate Services

Council Orientation

December 18<sup>th</sup>, 2018

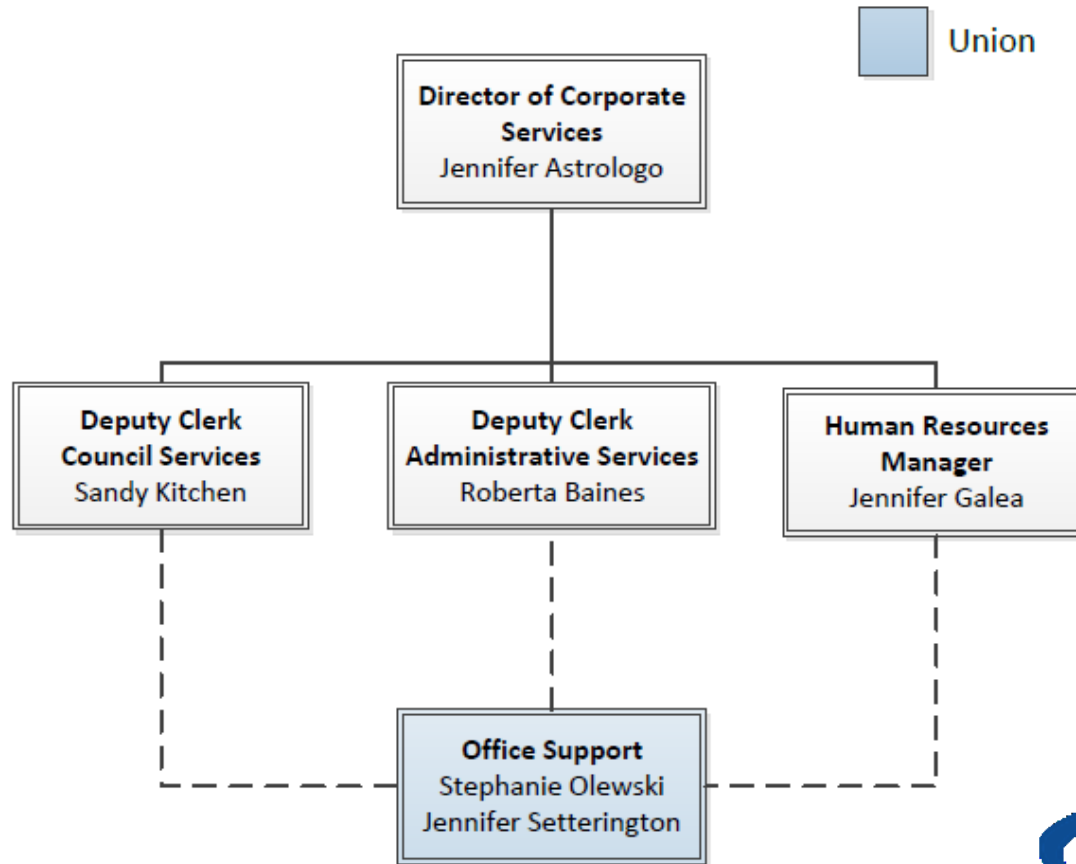


# Overview

- 3 broad areas of responsibility:
  - Council Services
  - Legal
  - Human Resources
- Applicable Legislation:
  - *Municipal Act, 2001*
  - *Municipal Freedom of Information and Protection of Privacy Act*
  - *Municipal Elections Act, 1996*
  - *Employment Legislation (ESA, HR Code etc.)*
  - + many more statutes



# Department Staff Chart



# Activities – Council Services

- Council Services
  - Preparation of council agendas
  - Record council proceedings and maintaining council records
  - Provide guidance and assistance to Council Members
    - Procedure By-law, notices of motion etc.
  - Responsibilities under numerous statutes
    - *Drainage Act, MFIPPA, Expropriations Act, Line Fences Act* etc.
  - Conduct municipal election





# Activities - Legal

- Legal
  - Client: The Corporation of the Town of Kingsville
  - Provide legal advice and opinions
  - Review/draft agreements
  - Legal research
  - Oversight of outside legal counsel



# Activities – Human Resources

- Human Resources
  - Recruitment and retention of staff
  - Development of HR policies and procedures
  - Employee performance management
  - Union relations
  - Collective agreement interpretation
  - Provide HR support to other departments



# Activities

- Records Management
  - Clerk is responsible for all Town records (lifecycle of records)
    - Municipal Memory
  - Document classification system
    - Storage of electronic and paper records
    - Conversion to electronic records
  - Establish policies and procedures for retention of documents
  - Enhance ease of document retrieval



# Activities

- Issuance of Licences and Permits
  - Marriage, burial, dog tags, and business registrations
  - 2018 Figures (to November 30)
    - Marriage Licences – 71
    - Burials – 79
- Freedom of Information Requests
  - Coordinate the retrieval of responsive records
  - Issue “decisions”



# Activities

- Committee Support
  - Provide administrative support to 4 committees:
    - Heritage Advisory Committee, Police Services Board, Joint Animal Control, Accessibility Advisory
  - Facilitate the distribution of committee minutes to Council through Agenda
- By-law drafting/review
  - Maintain inventory of by-laws



# Highlights from 2018

- 2018 Municipal Election
- Part-Time Union Contract Negotiations
- Pay Equity Review (unionized staff)



# Goals for 2019

- Post-Election Wrap Up
- Procedure By-law Review
- Committee Training
- Corporate Services Staffing Review



# Human Resources Department

Council Orientation  
December 18<sup>th</sup>, 2018





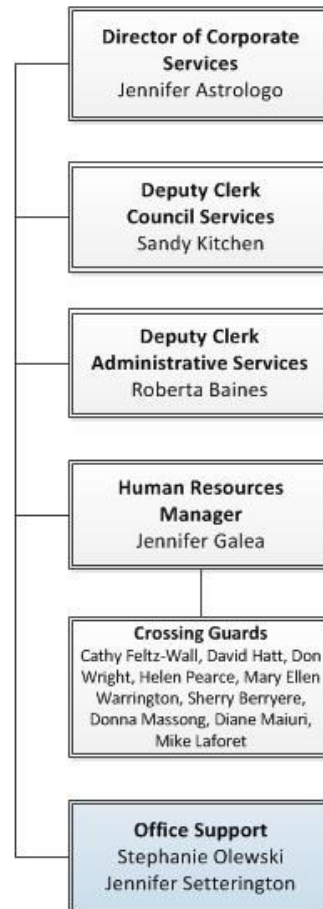
# Overview

Human Resources is responsible for all personnel matters, including employee records, recruitment, employee benefits, monitoring contract agreements, training programs, policy development, HR support and advice to administration and council and members of the Personnel Committee.

- Relevant Legislation:
  - *Employment Standards Act, 2000*
  - *Occupational Health and Safety Act*
  - *Ontario Labour Relations Act*
  - *Workplace Safety Insurance Act (WSIB)*
  - *Ontario Human Rights Code*



# Organizational Chart



# 2018 Budget

In 2018 the HR budget was \$63,000

- Operating Budget Items
  - Training and Development- HR Downloads and Safety Training
  - Recruitment Costs- Advertising and back ground checks
  - Teambuilding Activities including retirement and service awards
  - Professional Fees- legal advice and ergonomic assessments
- Capital Budget Items
  - Office chairs
  - Non- union pay equity maintenance reviews
  - Complete union pay equity review



# Highlights from 2018

- Negotiated the Collective Agreement for Part-time staff
- Recruited :
  - 16 Municipal Staff positions of which 8 were internal promotions
  - 17 Summer Student and Committee positions
  - 5 Fire Department positions
- Union pay equity including; review of all positions for full-time and part-time collective agreements
- Non-Union pay equity review completed and salary grid increased
- Redefined the H&S Committee for Townhall and Fire Department
- Established Human Resource training bi-annual



# Goals for 2019

- Time and Attendance- to an automated system, Diamond system improvements
- Policy Review Project
- Update and refine the performance review process
- Develop an onboarding plan for new staff
- Departmental Succession Planning
- Strategic plan- 2019 goals



# Plans- 2019 GOALS

- Strategic Plan
  - Efficient & Responsive Municipal Operations
    - Municipal wide review of human resources to identify peaks and valleys in operating cycles to improve staff utilization and cross departmental co-operation
  - Develop Key Performance Indicators (KPI)'s to monitor the efficient and effective service delivery and build into staff performance evaluations



# Fire Department

Council Orientation

December 11<sup>th</sup>, 2018



# Overview

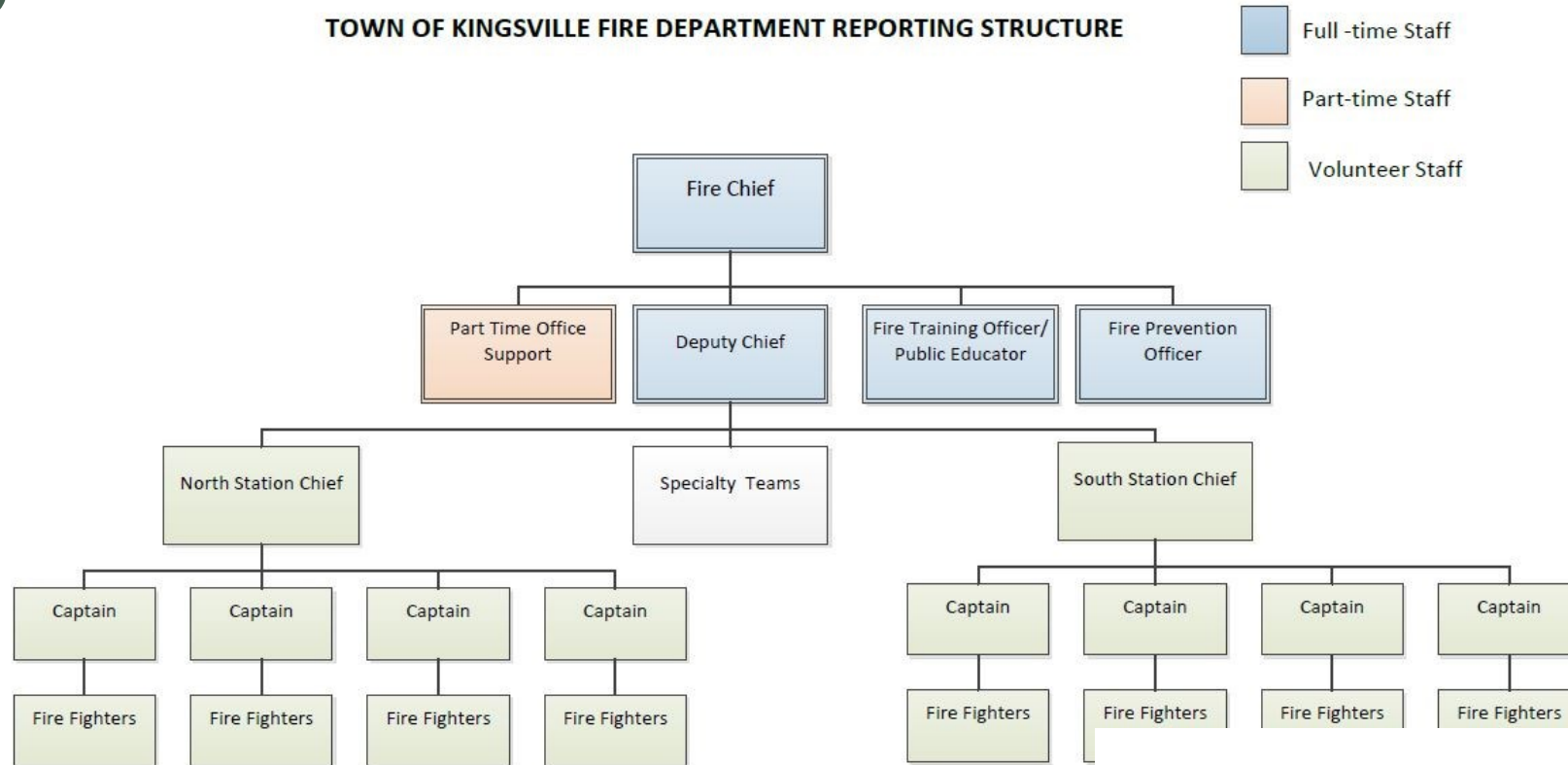
- Kingsville Fire Department:
  - Operate from two stations
  - 8 pieces of apparatus, three command vehicles, boat, technical rescue trailer and Command/Public Education trailer.
  - Dispatch services contracted by LaSalle Police Service
  - Primarily governed by the Fire Prevention and Protection Act and the Establishing and Regulating Bylaw
  - Responsible for public safety in relation to fire and rescue services
  - Follow the Three Pillars of Fire Service – Emergency Response





# Organizational Chart

TOWN OF KINGSVILLE FIRE DEPARTMENT REPORTING STRUCTURE



# Mission Statement

The Kingsville Fire Department is committed to protecting life, property and the environment throughout the community we serve.

We will strive to provide the highest level of service to the citizens we protect through continuous improvement, reflecting our pride in and respect for our community, our organization and ourselves.



# Types of Calls for Service

- Fires
- Motor Vehicle Accidents
- Medical tiered responses
- Hazardous materials releases
- Water / Ice rescues
- High Angle Rescues (Technical Rescue)
- Assistance to other agencies
- Severe weather events – tornadoes, floods



# Fire department numbers

- Average training hours per year – 74 per firefighter
- Average hours of truck and equipment checks – 24 per firefighter
- Approximate number of calls per year per station –
  - South – 250
  - North – 100
- Average number of minutes per call- 57
- Recruit training hours – 106
- Additional activities include public education, parades, community requests for assistance



# Budget

- Operational budget is approximately \$1.4 million
- Operational budget has remained consistent
- Additional funds are allocated to reserves annually
- Fleet management program in place and realistic until 2042
- New apparatus in scheduled 2020 which will be totally from reserves



# Emergency Management

- Municipality has obligations under the Emergency Management and Civil Protection Act
- The Municipality must report to the province every year
- Head of council is directly involved in the emergency
- Kingsville Alerts Notification System is used by the Town
- The Town has an Emergency Plan that will be updated in 2019 to meet the new requirements



# Highlights from 2018

- Increase Training/Public Education Officer from Part time to Full time
- Increased presence on social media
- Graduated 9 new recruit firefighters (largest class), two new captains and a station chief promoted.
- Temporary worker accommodation education seminar and increased inspection of worker housing



# Goals for 2019

- Continued increase in worker housing inspections
- Begin Community Risk Reduction Assessment (due 2024) to focus our service delivery
- Review and update the Emergency Management Program
- Reintroduce the Open Air Burn bylaw
- Increase our public education program participants
- Begin the design process for replacement Engine 216





# Planning Services

Council Orientation

December 18<sup>th</sup>, 2018

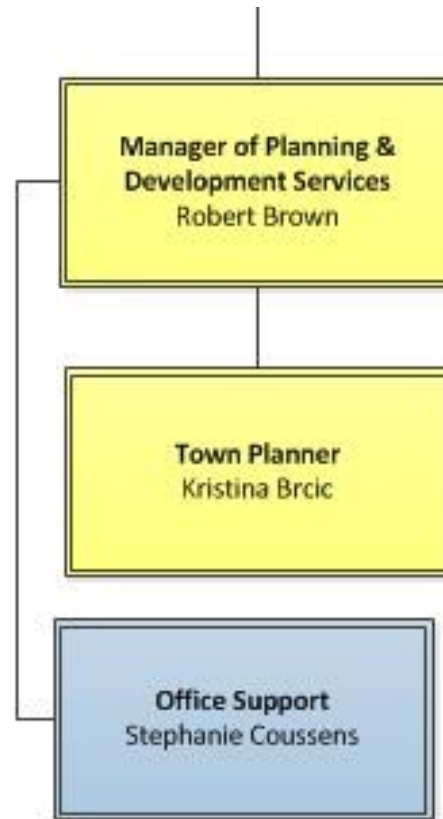


# Overview

- Quick overview of the department:
  - Three staff members
  - Provincial Policy Statement(PPS), County of Essex Official Plan, Town of Kingsville Official Plan, Town of Kingsville Comprehensive Zoning By-law
  - Provide professional planning opinion to Council, Committee of Adjustment and Kingsville Ratepayers/Developers



# Organizational Chart



# Staff

- Manager of Planning Services: (started with the Town in 2014)
  - Provides guidance and support to the Town Planner
  - First point of contact for major development proposals
  - Lead on development of planning policy, development and maintenance of the Official Plan and Zoning By-law
  - Provides professional planning advice and direction to Council



# Staff

- Town Planner: (started with the Town in 2016)
  - First point of contact for ratepayers and developers
  - Addresses most phone inquiries and counter requests
  - Processes all applications to the Committee of Adjustment
  - Also processes minor site plan and zoning applications
  - Provide support to and assistance to the Manager and other Town staff
- Support Staff: (started with the Town in 2006)
  - Provides support to dept. staff
  - Maintains files and records
  - Liaison with ratepayers, lawyers, applicants
  - Provides support to Committee of Adjustment and PAC



# Budget

- Planning Services Total 2018 Budgeted Operational Expenditures
  - \$316, 628 (approx. 75% of that cost is associated with the processing of planning applications)
  - \$91,640 from planning applications submitted as Nov 30, 2018
  - Planning Application fees represent a recovery of approx. 38.5% of the cost of processing applications



# The Ontario Planning Act

- Provides the **legislative framework** for Land Use Planning in Ontario
- The purpose of the *Planning Act* is to:
  - promote **sustainable economic development** in a **healthy natural** environment
  - provide for a land use planning system led by **provincial policy**
  - integrate matters of provincial interest and municipal planning decisions
  - provide for planning **processes** that are fair by making them open, accessible, timely and efficient
  - encourage **co-operation and co-ordination** among various interests
  - recognize the decision-making **authority** and **accountability** of municipal councils in planning



# Provincial Policy Statement (PPS)

- Policies set out in the Provincial Policy Statement (PPS) are the **foundation** of Ontario's land use planning system.
- The **Core Principles** of Ontario's PPS are:
  - Our land is finite and precious – we need to use it wisely
  - Our resources are finite and valuable – we need to manage them wisely
  - All Ontarians deserve strong and healthy communities
- Municipalities are the primary implementers of the PPS, and therefore all land use decisions must be **consistent with the PPS**.



# The Corporation of the Town of Kingsville

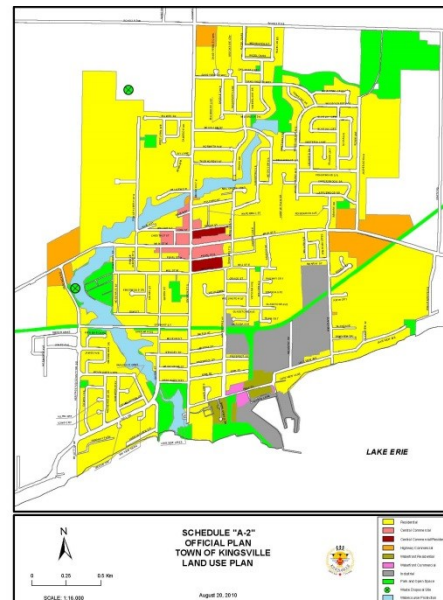
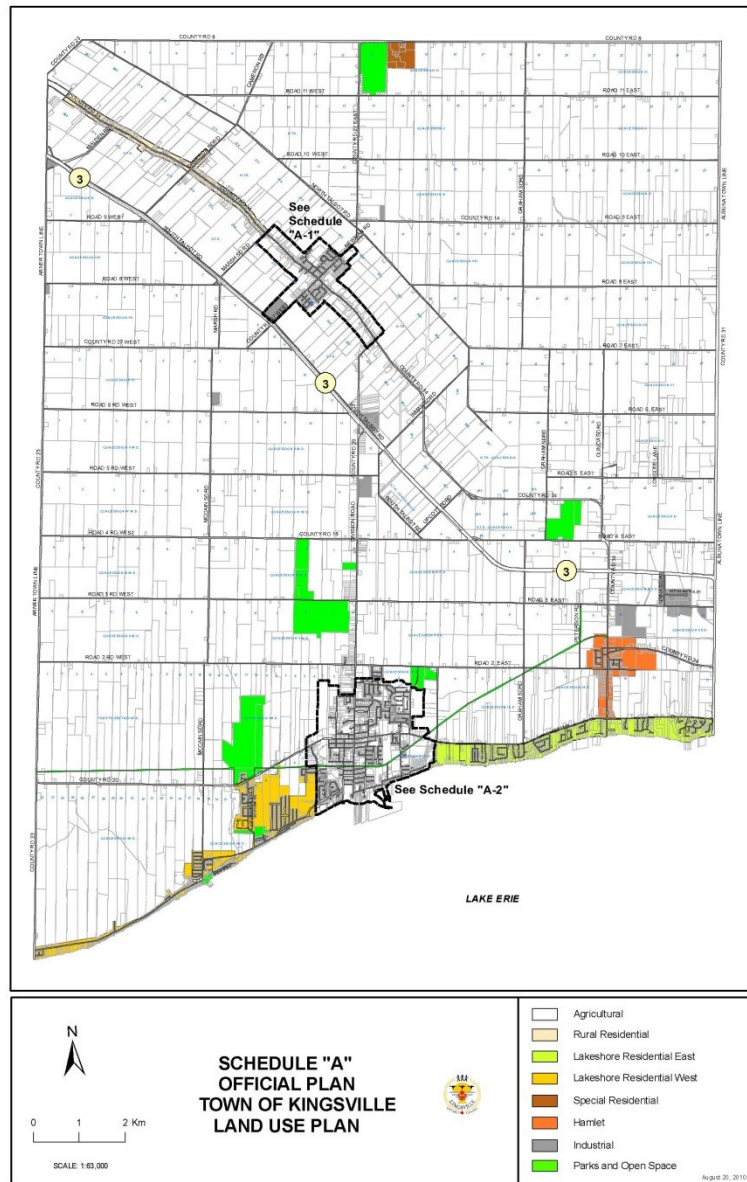


## OFFICIAL PLAN

December 2011



*Kingsville*



*Kingsville*

# The OP

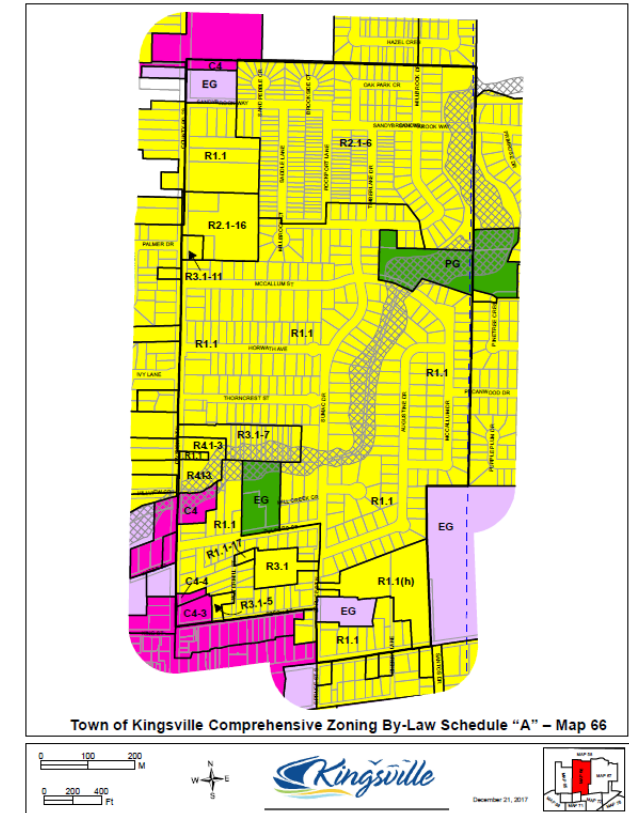
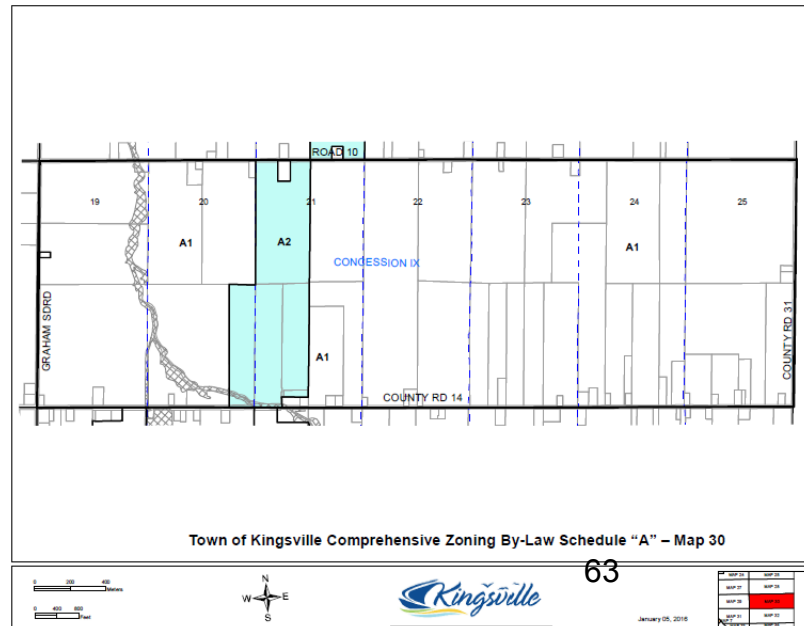
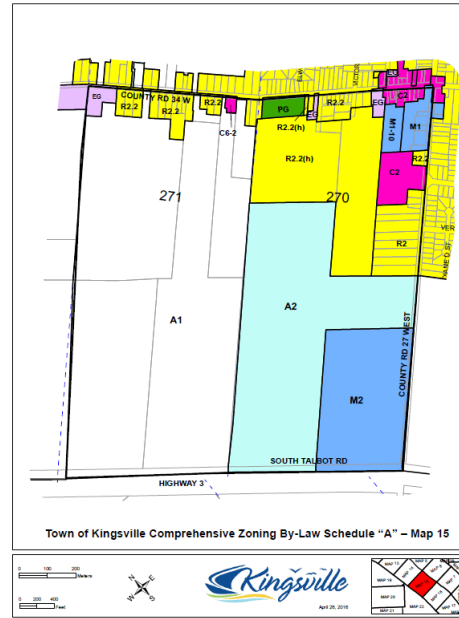
- Kingsville is part of the County of Essex which is a two-tier system, the County is the upper-tier the Town is the lower-tier
- The first step in the process is a review of the County OP.
- The initial and closer review of a proposal involves a review of the local OP (Kingsville).
- This provides the general guidance on land use planning and the basic designations of each area of the Town i.e. residential, commercial, industrial, institutional, open space etc.
- Changes or amendment of the OP are endorsed by local Council however approval of any amendments is done at the County level.



**Town of Kingsville  
Comprehensive Zoning  
By-law 1-2014**

Approved by Council – April 28, 2014  
Consolidated as of: January 11, 2016  
As Amended – February 08, 2016





**Kingsville**



# The Zoning By-law

- Provides individual property requirements such as permitted use, height, setbacks, parking requirements
- Issuance of a Building Permit requires that the proposed structure(s) comply with the provision of the zoning for that property
- Changes to or amendment of the zoning by-law require Council approval
- Relief from an individual requirement of the zoning (excluding use) can be done through a minor variance approval from the Committee of Adjustment

# Types of Planning Applications



# Activities

- Consultation with ratepayers and development industry
- Provide land use planning information
- Administer the Town policies related to planning, OP, ZBL, Site Plan Control
- Provide direction and liaison between development and other Town Dept.
- Review and processing of development application under the Planning Act.
- Monitor and maintain land use planning policies



# Cannabis History

- Cannabis first became legal for medical purposes in 2001 under the MMAR
- In 2013 the regulations were replaced with the MMPR
- In 2016 the MMPR was replaced with the ACMPR which was a blending of the old MMAR and MMPR regulations
- This resulted in what is referred to as Part 1 (commercial) and Part 2 (individual or designated growers) Part 1 growers must notify local authorities and comply with local regulations (zoning) Part 2 growers are only required to notify local police and are not required to comply with local regulations (zoning) they only require a license from Health Canada. We cannot regulate Part 2 growers.

# Cannabis Now

- In 2018 (Oct 17) cannabis was legalized for recreational purposes
- Both medical and recreational cannabis are now regulated under the Cannabis Act.
- There are now six licence classes
  - Cultivation (micro/standard/nursery)
  - Processing (micro/standard)
  - Testing
  - Sale
  - Research
  - Cannabis drug licence



# Highlights from 2018

- Start of 5 year Official Plan Review
- Initial stages of Affordable Housing Strategy
- Development and implementation of added zoning controls for cannabis production
- Continued residential growth
- Park & Division condo construction
- Continued redevelopment in the downtown
- Cottam CIP & Revitalization plan kick-off
- Continued development on the Freshco site
- Significant activity related to cannabis production with legalization in October
- First lot development in the Ruthven Industrial Park

# Highlights from 2018

Planning Approval in 2018 or built out in 2018 will lead to the follow:

- Increase to tax assessment
  - Residential – \$40 to \$50 million (residential rate)
  - Commercial/Industrial – \$44 million (mix of commercial/industrial rates)
  - Agricultural – \$15 to \$20 million (agri. & some comm/ind. rate)
- This translates to an increase in tax revenue of approx. \$2 million to the Town

# Goals for 2019

- Review and update of large scale greenhouse policies
- Implementation of the Affordable Housing Strategy
- Continued monitoring and updating of cannabis policies
- Review of and public education push on secondary dwelling units
- Completion of the 5 year Official Plan review and pass off to the County for final review and approval
- Zoning By-law review and housekeeping amendment



# Municipal Services Department

Council Orientation  
December 18<sup>th</sup>, 2018



# Overview



- The Municipal Services Department is responsible for maintenance, operation, rehabilitation, and new construction of all Town infrastructure.



# Overview

## **Public Works / Environmental Services**

- Roads & Storm Sewer Maintenance
- Water Distribution System Maintenance
- Municipal Drainage and Weed Control
- Sanitary Wastewater Collection System

## **Municipal Services**

- Administration and Management of Capital Projects
- Budgeting / Asset Management
- Grant Applications and Reporting
- Engineering / Customer Service

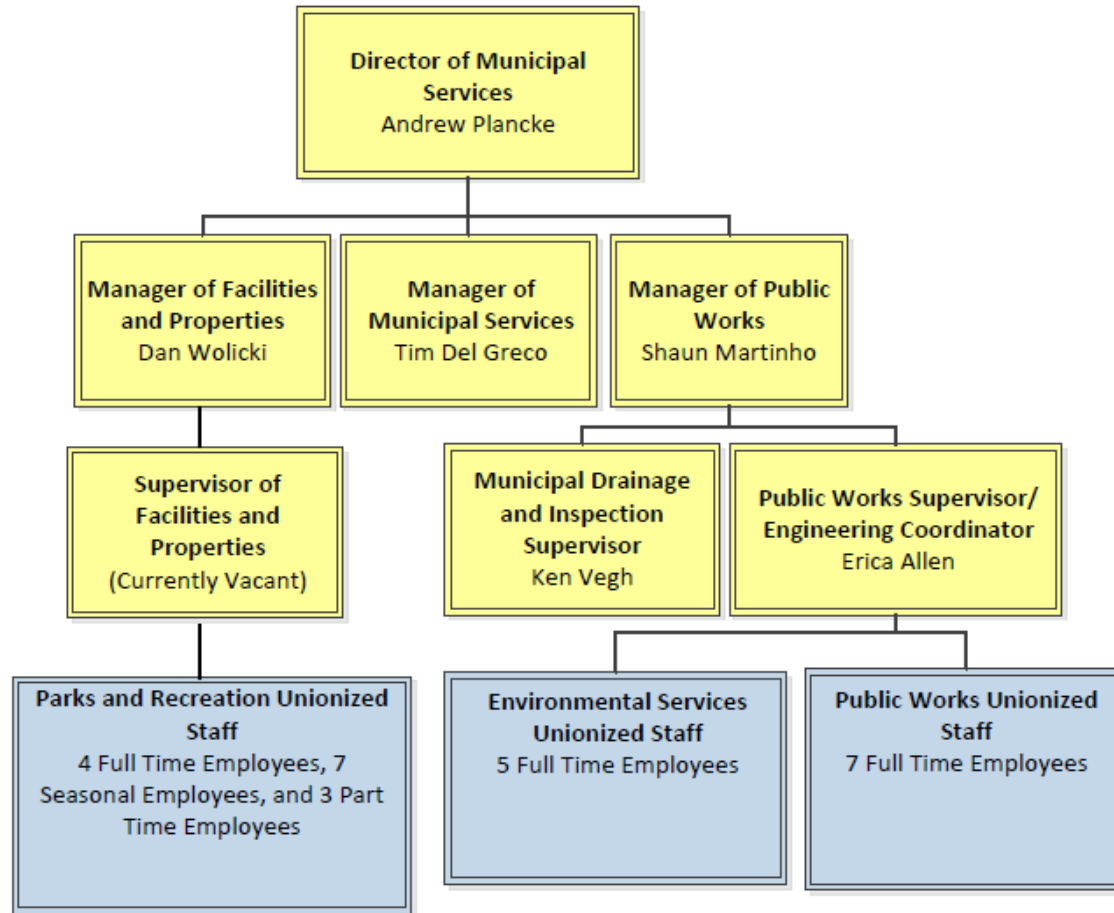
## **Parks and Facilities**

- Parks and Sports Fields Maintenance
- Town Facilities and Marina Maintenance
- Arena Operations





# Organizational Chart



# Municipal Services



# Municipal Services – Overview

- Responsibilities of Municipal Services include:
- Project management of all rehabilitation, reconstruction, and new construction of major infrastructure (capital projects).
- Examples include bridge and culvert replacement, road reconstruction, new watermain installations, sidewalks, etc.



# Municipal Services

- Capital Project Example – Park Street Reconstruction
  - New watermain installation





# Municipal Services

- Capital Project Example – Park Street Reconstruction
  - Multi use pathways and full road reconstruction



# Municipal Services

- Municipal Services facilitates capital projects by:
  - Developing long terms plans based on condition assessments and potential for growth.
  - Budgeting accordingly.
  - Creating tender documents and procuring engineering and construction services.
  - Oversee the works during the construction phase.
  - Contract closeout.
  - Obtaining Council approvals throughout.



# Municipal Services

- Oversee capital budgets for current year and 5 year forecast:
  - Sample of Bridge and Culvert 5 Year Plan.

**BRIDGE/CULVERT REHABILITATION PROGRAM**

Year	Bridge ID	Location	Value	Comments
2017	#028	Road 2W Bridge over Wigle	\$ 700,000	Major Rehabilitation
	#014	Road 10 Bridge over Patterson Drain	\$ 33,000	Engineering & Approvals
	#030	Road 5 W Bridge over West Townline Drain	\$ 57,000	Engineering & Approvals
	<b>Total 2017</b>		<b>\$ 790,000</b>	
2018	#014	Road 10 Bridge over Patterson Drain	\$ 354,200	Major Rehabilitation
	NA	Graham SdRd over Kunch Drain	\$ 55,000	Replacement/Engineering
	#503	McCallum Drive Culvert over Mill Creek Scratch Wigle Drain	\$ 359,000	Replacement/Engineering
	#018	Road 11 Bridge over Ruscom River	\$ 84,000	Engineering & Approvals
	#046	South Talbot Road Culvert over Boose Drain	\$ 82,000	Engineering & Approvals
	#045	South Talbot Road over No. 5 Drain	\$ 30,000	Engineering & Approvals
<b>Total 2018</b>			<b>\$ 964,200</b>	
2019	#046	South Talbot Road Culvert over Boose Drain	\$ 545,000	Replacement
	#018	Road 11 Bridge over Ruscom River	\$ 560,000	Major Rehabilitation
	#045	South Talbot Road over No. 5 Drain	\$ 190,000	Replacement
	#005	Graham S/R over 8th Conc. Branch of Orton Drain	\$ 15,000	Engineering & Approvals
	#032	Cedar Island Bridge	\$ 28,000	Engineering & Approvals
	NA	Talbot Service Road over Upcott Drain	\$ 80,000	Engineering & Construction
	#027	Road 3 W Bridge over West Townline Drain	\$ 15,000	Engineering & Approvals
<b>Total 2019</b>			<b>\$ 1,433,000</b>	
2020	#005	Graham S/R over 8th Conc. Branch of Orton Drain	\$ 83,000	Construction
	#032	Cedar Island Bridge	\$ 185,000	Construction
	#027	Road 3 W Bridge over West Townline Drain	\$ 74,000	Construction
	#043	North Talbot Road Bridge over Upcott Drain	\$ 76,000	Engineering & Approvals
	#023	Inman S/R Bridge over Upcott Drain	\$ 15,000	Engineering & Approvals
<b>Total 2020</b>			<b>\$ 433,000</b>	
2021	#043	North Talbot Road Bridge over Upcott Drain	\$ 505,000	Construction
	#023	Inman S/R Bridge over Upcott Drain	\$ 67,000	Construction
	#500	Road 11 Culvert over Irwin Drain	\$ 42,000	Engineering & Approvals
	#040	North Talbot Road Bridge over Tomengo Drain	\$ 36,000	Engineering & Approvals
<b>Total 2021</b>			<b>\$ 650,000</b>	





# Municipal Services

- Oversee capital budgets for current year and 5 year forecast:
  - Sample of 2021 Capital Road Works from 5 Year Plan.

2021	Lansdowne Avenue	Park Street	Erie Street	163	Resurfacing	URBAN	\$ 55,832
	Lansdowne Avenue	Prospect Street	Erie Street	100	Resurfacing	URBAN	\$ 34,241
	Lansdowne Avenue	Prospect Street	Prospect Street	16	Resurfacing	URBAN	\$ 5,414
	Lansdowne Avenue	Myrtle Street	Prospect Street	84	Resurfacing	URBAN	\$ 28,779
	Lansdowne Avenue	Maple Street	Myrtle Street	100	Resurfacing	URBAN	\$ 34,350
	Lansdowne Avenue	Gladstone Avenue	Maple Street	187	Resurfacing	URBAN	\$ 64,177
	Lansdowne Avenue	Wellington Street	Gladstone Avenue	96	Resurfacing	URBAN	\$ 33,011
	Lansdowne Avenue	Viola Crescent	Wellington Street	8	Resurfacing	URBAN	\$ 2,575
	Lansdowne Avenue	Grace Street	Viola Crescent	88	Resurfacing	URBAN	\$ 30,203
	Lansdowne Avenue	Mill Street East	Grace Street	93	Resurfacing	URBAN	\$ 31,748
	Birch Ave	County Road 50	Lewis Avenue	220	Reconstruction	URBAN	\$ 335,039
	Cedar Dr	Sycamore Avenue	Lewis Avenue	224	Reconstruction	URBAN	\$ 340,523
	Road 3 East	County Road 45 (Union Avenue)	Spinks Drive	1,232	Resurfacing	URBAN	\$ 184,241
	Road 2 West	Kratz Road	Fox Lane	1,000	Reconstruction	RURAL to URBAN	See Growth Capital
Total 2021				6194.35			\$ 1,180,134





# Municipal Services

- Administer the Town indemnity program.
- Ensure all required plans and studies are maintained and up to date.
- Monitor service requests in CityWorks.



- Investigate traffic related requests (pedestrian crossings, traffic calming, signage, etc.).



# Municipal Services

- Responsibilities of Municipal Services include:
- Liaison with other government agencies, consultants, developers, and key stakeholders (for example – CWATS).
- Review of private development and construction to ensure accordance with Municipal Standards (for example – site serving and stormwater management).
- Oversee the operations of the Ontario Clean Water Agency (O.C.W.A) in their contractual duties to operate and maintain the:
  - Lakeshore West Pollution Control Plant
  - Kingsville Wastewater Treatment Lagoon
  - Cottam ISF and Lagoon Facility



# Municipal Services

- Plans and manuals routinely referenced by Municipal Services include:
  - 2018 Roads Condition Assessment.
  - Town of Kingsville Development Manual.
  - 2017 Bridge and Culvert Condition Assessment.
  - Ontario Traffic Manual.
  - Active Transportation Plan.
  - Kingsville Asset Management Plan.
  - Kingsville Transportation Master Plan.
- Plans and manuals provide guidance and often dictate the decision making process.



# Public Works and Environmental Services



# Public Works - Overview

## Protocols:

- Province of Ontario - Minimum Maintenance Standards.
- Town of Kingsville Levels of Service.

## Major Responsibilities:

- Road maintenance and repair including potholes, crack sealing, shouldering (Fall and Spring), etc.
- Annual tree planting program.
- Roadside ditch maintenance.
- Winter maintenance – Road and sidewalk snow removal and salting.

Non - emergency contact: [kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

After hours emergency contact: OPP - 911

Erica - [eallen@Kingsville.ca](mailto:eallen@Kingsville.ca) or Shaun- [smartinho@Kingsville.ca](mailto:smartinho@Kingsville.ca)



# Environmental Services - Overview

Major responsibilities for Environmental Services include:

- Water distribution system operation and maintenance.
- Coordinate emergency repairs as required.
- Sewage collection system and urban storm sewers.
- Daily service requests and locates within the public right of way.
- Water and sewer related project work (repairs, reconstruction, sewer separation, watermain looping).
- Coordination with Finance for Water and Wastewater Billing.
- Provide assistance to OCWA for maintenance of transmission lines

After hours emergency contacts:

Union Water: 519-326-4447





# Environmental Services

## Treatment Plants and Lagoons:

- Operated by OCWA (10 year contract ending in 2025)
- Lakeshore West Pollution Control Plan.
- Kingsville – 5 cells with capacity for future growth.
- Cottam – 2 cells with intermittent sand filter treatment.
- 13 Sanitary Pump Stations (Ruthven, 2 in Cottam, 6 in LSW, and 4 in Kingsville).



# ***Safe Drinking Water Act, 2002, S.O. 2002***

## Purpose:

- To recognize that the people of Ontario are entitled to expect their drinking water to be safe.
- To provide for the protection of human health and the prevention of drinking water health hazards through control and regulation.

## How?

- By creating a licensing regime for municipal drinking water systems.
- Defining a standard of care upon managers of municipal drinking water systems.
- Laying out specific inspection requirements (both internal and external). (O.Reg. 242/05)
- Requiring operators to be trained and certified. (O.Reg. 128/04)
- Defining legally-binding standards for contaminants in drinking water (O.Reg. 169/03)
- Creating requirements for sampling and testing of drinking water (O.Reg. 170/03)





# Drinking Water Quality Management System

DWQMS is a management standard that establishes what the organization needs to do in order to meet its goals in relation to the safe delivery of potable water.

Purpose:

**Communication of Information** -that is needed by the organization to plan, operate, and control its process and product.

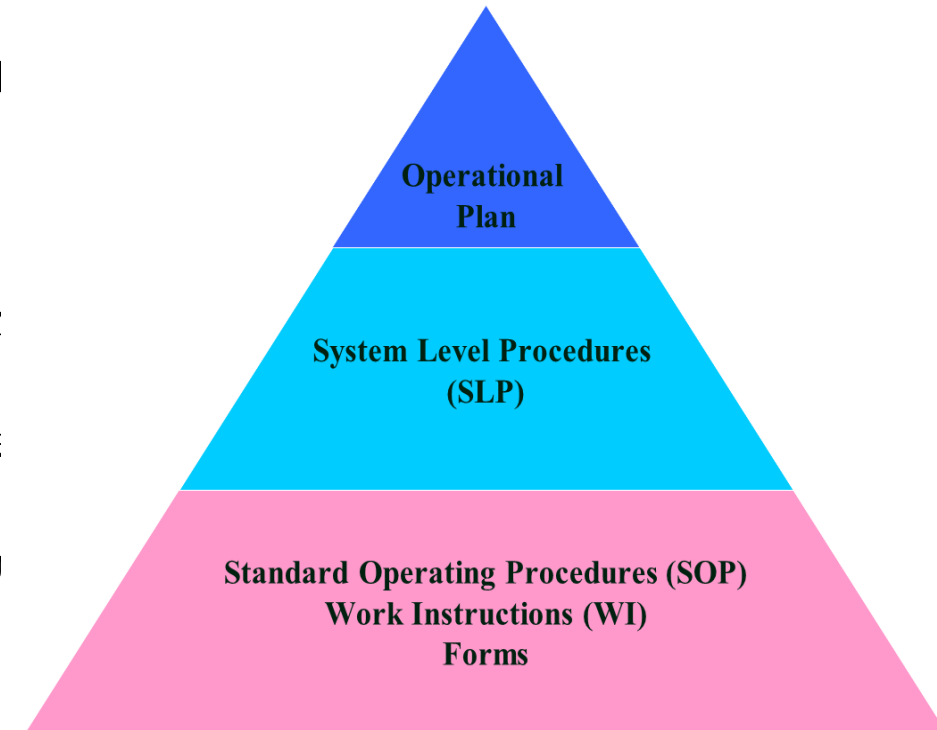
**Evidence of Compliance and Conformity** -through the development of standard forms and proper documentation.

**Consistency of Performance** - to ensure all activities are performed in the same manner, method, practice, or procedure.

**Training Tool** -to make sure personnel are competent and aware when performing their responsibilities.

**Customer Value** -to provide confidence in the services and products provided by the organization.

**Continual Improvement** -at all levels within the organizations.



\* These documents are included in the council orientation package for review

# Cemeteries - Overview

8 Active Cemeteries

4 Inactive Cemeteries

Protocol:

- Regulated by the Bereavement Authority of Ontario
- By-law 90-2012 -Rules and regulations to be used in connection with Town owned Cemeteries

Major responsibilities and Staff:

Corporate Services: meet with families, sell plots, provide information and maps

Municipal Services: burials and ground maintenance

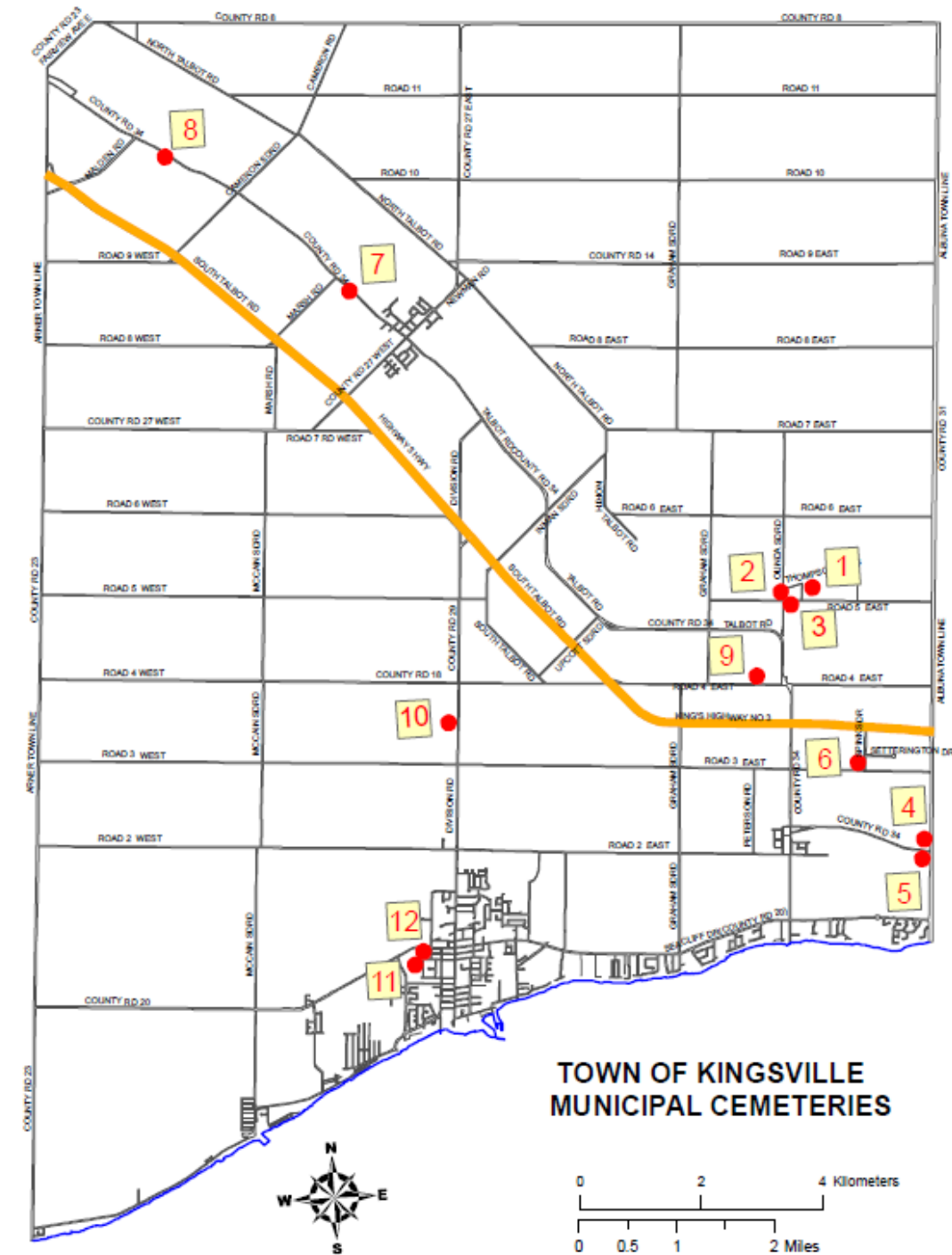
Contractors: Grass cutting

Contact: [kingsvilleworks@Kingsville.ca](mailto:kingsvilleworks@Kingsville.ca)



# Map of Cemeteries

NO.	Cemetery Name	Roll #
1	Olinda Baptist Cemetery	40-025
2	Olinda United Cemetery	40-052
3	Graceland Universalist & Fox Cemetery	39-022
4	Ruthven Cemetery North	29-262
5	Ruthven Cemetery South	29-203
6	Fairview Cemetery	34-005
7	Cottam Cemetery	57-054
8	Northridge Cemetery	58-041
9	Chippewa Indian Cemetery	39-035
10	Negro Cemetery	37-061
11	Greenhill Cemetery	2-003
12	Pearl St Old Pioneer Cemetery	9-083



# Drainage – Overview

**Municipal council has the central responsibility in all Drainage Act procedures.**

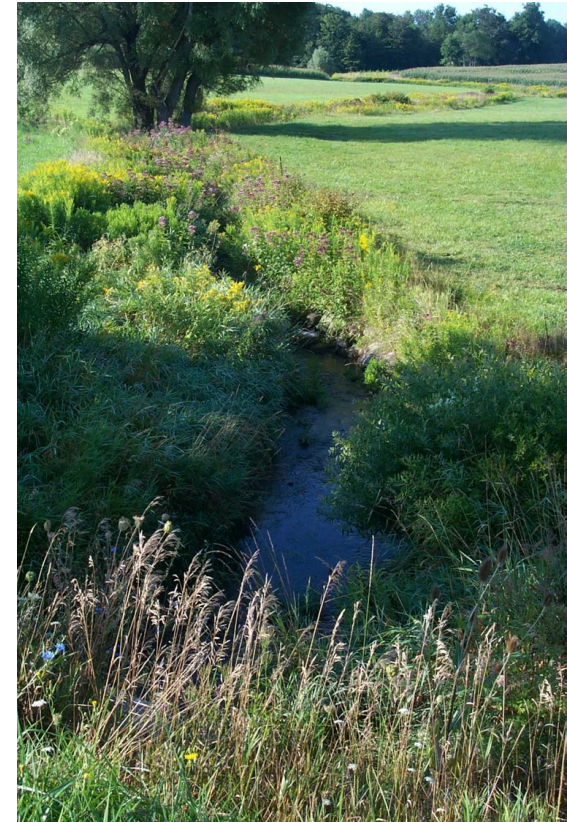
Protocol:

- Common Law
- Municipal Drainage Act

Responsibilities and staff

- Drainage Superintendent: Manage municipal drains.
- Clerk: Coordinate Drainage Act procedures.
- Treasurer: Grant applications, levying assessments.
- Engineer: Produce report and supervise construction.
- Contractor: Construct, improve, maintain, repair drains.

Primary Contact: Ken Vegh - [kvegh@Kingsville.ca](mailto:kvegh@Kingsville.ca)





# Kingsville's Drainage System

The Town has approximately 450 km of open channel municipal drains and 30 km of natural water course.

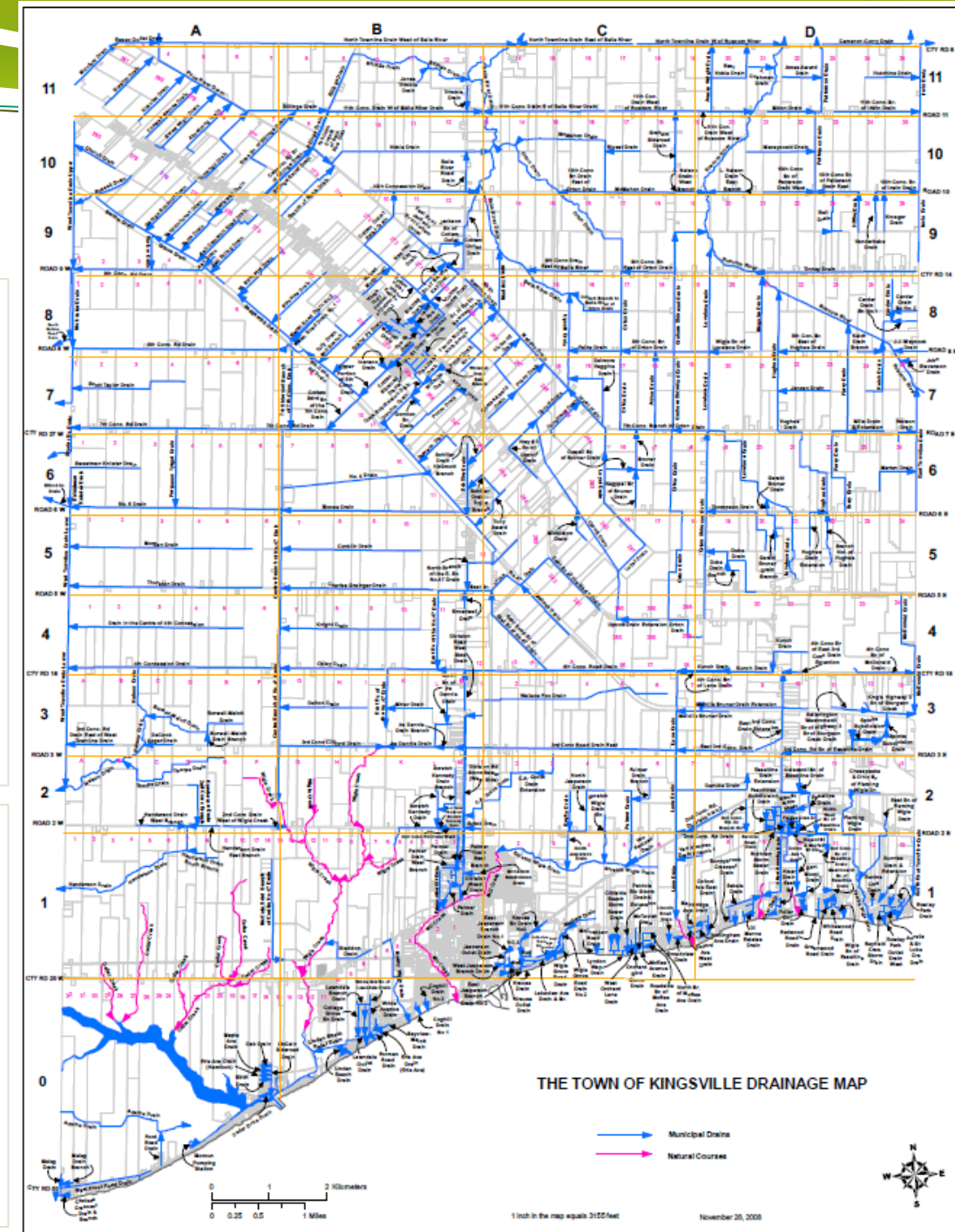
Maintenance work completed on our drains:

- Removal of blockages and beaver dam's
- Flailing and ditch cleaning
- Bridge and culvert installations
- Phragmites program

All new drains must be initiated by Petition:

- Petition is a legal document
- Council considers the petition and appoints an engineer
- After an opportunity for appeals and once the engineers report is adopted by By-law, construction of the drain may proceed.

**All Costs are assessed to the land owners in the watershed**



# Municipal Services - Budget

## 2018 Operating Budget Highlights

- Public Works - \$2.4M
- Sanitation - \$1.3M
- Cemetery - \$140K
- Water - \$5.2M
- Kingsville/Lakeshore West Wastewater - \$1.4M
- Cottam Wastewater - \$97K

## 2018 Capital Budget Highlights

- Public Works - \$8.1M
- Water- \$581K
- Kingsville/Lakeshore West Wastewater - \$807K
- Cottam Wastewater - \$68K



# Municipal Services - Highlights from 2018

## Capital

- Replacement of Road 10 Bridge over Patterson Drain.
- Replacement of McCallum Drive Culvert over Mill Creek.
- Mill and Pave of Division Street South.
- Completion of Park Street reconstruction.
- Condition assessment of entire Kingsville road network.
- Expansion of CWATS network.
- Road 11 water main extension.



# Municipal Services - Highlights from 2018

## Operations:

- Gravel Road Maintenance Program: South Talbot from Division to Cty Rd 27 and Marsh Rd
- Fleet Maintenance Service Agreement with Sam's Towing.
- On-call Tree Service Agreement with County Wide Tree Service.
- Revisions to Environmental Services Standard Operating Procedures.
- Crack Sealing Contract- Main Street from Queen St to Kratz Road



# Municipal Services - Goals for 2019

## Capital

- Continue expansion of CWATS network.
- Engineering and initial construction of Jasperson Lane re-alignment.
- Scheduled rehabilitation of roads, water mains, bridges, and sidewalks.
- Improvement of Esseltine Drain.
- Construction of Lakeside Park Sanitary Interceptor Twinning.
- Engineering of Cottam Sanitary Sewage Capacity Upgrade.
- Engineering of South West Water Main Expansion.



# Municipal Services - Goals for 2019

## Operations

- Gravel Road Maintenance Program- Road 11 and South Talbot Rd from Cty Rd 27 to Cameron Side road.
- Crack Sealing Program- Augustine Dr. and Woodycrest Ave.
- Implementing Locate Management Software.
- Council endorsement of revised Operational Plan.
- Utilize Road Patrol software to ensure compliance with MMS.
- Update Town Christmas Tree Program.
- Update Cemetery By-law.

# Parks and Facilities



# Parks and Facilities - Overview

Mission: We are committed to providing a quality and finest standard to enrich the orientation of the Town's facilities and properties, and to provide safe operations and a fitting environment for all.

- Responsibilities for Parks and Facilities include:
- Operation, maintenance and repair of all Parks, Facilities, Arena, and Marina
- Specific examples include:
  - Grass and turf maintenance
  - Grooming of sports fields
  - Maintaining cleanliness of outdoor washroom facilities
  - Beach maintenance, raking, and grooming
- Operating arena during scheduled ice rentals – building supervision, ice flooding, and custodial work



**ICE MAINTENANCE**

# Parks and Facilities – Overview

- Operating marina fuel operation and boat launch
- Involvement with Town events including site preparation and servicing the amenities (eg. Fantasy of Lights)
- Capital projects including replacement of playground equipment, new park development, new facility construction, etc



# Parks and Facilities - Budget

Arena (Operating Budget: 1M)

- Single Ice Pad
- Auditorium and Meeting Rooms

Parks (Operating Budget: \$780,000)

- 12 Playgrounds
- 25 Parklands
- 6 Beaches

Marina (Operating Budget: \$155,000)

- Boat Launch and Fuel Platform
- Dock Beds

Facilities (Operating Budget: \$295,000)

- 14 Buildings



# Parks and Facilities - Plans

- Develop 5 year plan outlook (staffing, operations, procedures, sustainability, implementation of masterplan etc.)
- Developing standards and programs (eg. appearance standards, signage program for parks)
- Explore Grant opportunities
- Continued development and enhancements of existing facilities along with focusing on the established community revitalization and action plans:

## • Marina Action Plan

### SHORT TERM INITIATIVES

- ☑ Installation of Planter Boxes at the Fuel Platform
- ☑ Installation of a Fence to Visually Conceal the Fuel Platform
- ☑ Installation of New Benches
- ☑ Installation of Wayfinding Signage
- ☑ Implementation of Programming and Events Targeted to the Area
- Installation of New Garbage Containers

### Plans for 2019:

- Complete short-term action plan, install new waste containers in Spring/2019
- Improvements to break wall infrastructure
- Collaborate with PW/Road Program on a strategy and plan to redevelop entrance way and parking area



## ● Cottam Revitalization Plan

### Rotary Park

SHORT TERM (1-5 YRS)	MEDIUM TERM (6-10 YRS)	LONG TERM (11-15 YRS)
Improved Lighting Improved Picnic Area	Improved Furniture Playground Equipment	Improved Garden Space Event Space Walking Path

### Plans for 2019:

- New outdoor furniture
- Rehabilitation to gazebo
- Additional Christmas displays

## Ridgeview Park

SHORT TERM (1-5 YRS)	MEDIUM TERM (6-10 YRS)	LONG TERM (11-15 YRS)
Improved Park Lighting Soccer and Baseball Field Improvements	Walking Trail	Pickleball Courts Playground Equipment

### Plans for 2019:

- Improvements to park lighting (new LED lighting fixtures, burying of aerial lines)
- Completion of phase 1 of perimeter trail system

# Parks and Facilities - Highlights from 2018

- Installed New Playground Equipment at Larry Santos Park
- Construction of new Grovedale Community Centre
- Lions Parks – conceptual design approved
- Cottam CIP – established, short term improvements in prog



LARRY SANTOS PARK



PRINCE ALBERT PARK



# Parks and Facilities - Goals for 2019

- Development of Personnel (cross-training)
- Enhance appearance of town properties and facilities
- Establish asset management program
- Continue with redevelopment projects and community improvement plans
- Design of Mattawa's Park
- Initial construction of Lion Parks project



# Municipal Services Department

End of Presentation



# Building and By-law Department

Council Orientation  
December 4<sup>th</sup>, 2018



# Building Code Overview

- The *Building Code* sets out technical requirements for the construction (including renovations) and demolition of buildings that have a building larger than 108 ft<sup>2</sup> , the change of use for existing buildings and the maintenance and operation of on-site sewage systems
- The main functions of the department are
- Review drawings for issuance of permit, once all applicable laws are met
- Conduct building inspections
- Issue orders for compliance when necessary
- Assist residents and builders at the counter with Building Code information



# Building Code Act

- The *Building Code Act, 1992* gives the Chief Building Official and Inspectors the Authority to issue orders related to the building code
- Only the Chief Building Official can approve or deny a building permit (BCA 8.1)
- If the Chief Building Official denies a permit he must put the reasons why in writing





# By-Law Enforcement

- We are responsible for the enforcement of the following By-laws
- Building By-law
- Zoning By-law
- Yard and Waste By-law
- Pool fence By-law
- Fence By-law
- O.P.P. is responsible for the enforcement of the
- Noise By-law
- Parking By-law
- Animal control By-law is enforced by animal control officer



# By-Law Enforcement(Cityworks Process)

- Complainant calls the Town to officially register a complaint into Cityworks.
- We are complaint driven and this will give us the mechanism to attend the property in question
- The By-law enforcement officer attends the property in question to verify the validity of the complaint
- If it's determined to be valid the officer will use discretion and issue an order if necessary, and set a timeline for compliance
- The officer will re-inspect, if compliance is not achieved the officer will follow up with necessary action which may include prosecution



# Organizational Chart



# Budget

- The Building Department is revenue neutral, this means our goal is to charge fees to offset operational expenses.
- We have created a reserve over the last few years due to the increased building activity. The Building Code provides the authority to carry forward a reasonable reserve
- This year our budget is on track to carry forward an approximate reserve of \$ 400,000
- Building fees are reviewed yearly, that is when it is decided if increases are needed to help off-set the index (cost of living) and salaries
- Our proposed budget revenue for 2019 \$657,123 and our net expenditures are \$556,323
- The budget includes a line item for contract workers to help deal with the high volume of inspections



# Building/By-law Department Goals & Objectives

- Our departments goals are to ensure the Building Code and Town By-laws requirements are met
- By-laws are dealt with and resolved in a efficient manner, it is our objective to always work with property owners first
- Sometimes orders may need to be issued under the Building Code Act and Town By-laws to gain compliance

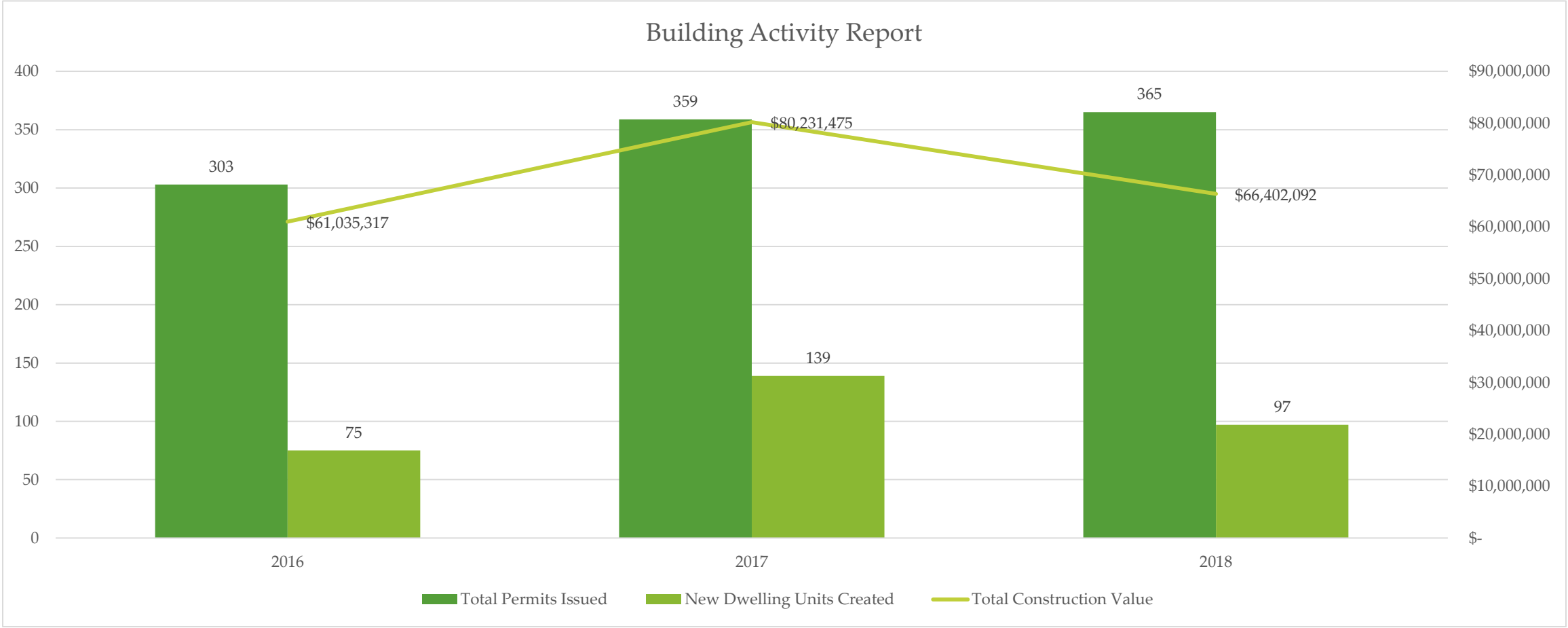


# Property Standards Appeals

- Only Property Standards Orders can be appealed, this authority comes from the *Building Code Act*
- If compliance is not gained, the Town will proceed to lay charges under the *Provincial Offenses Act*. At that time a judge will determine the outcome



# Activities



# Activities

Building Activity Report

■ Revenue ■ Pro-rated Budget ■ Surplus (Deficit) Revenue

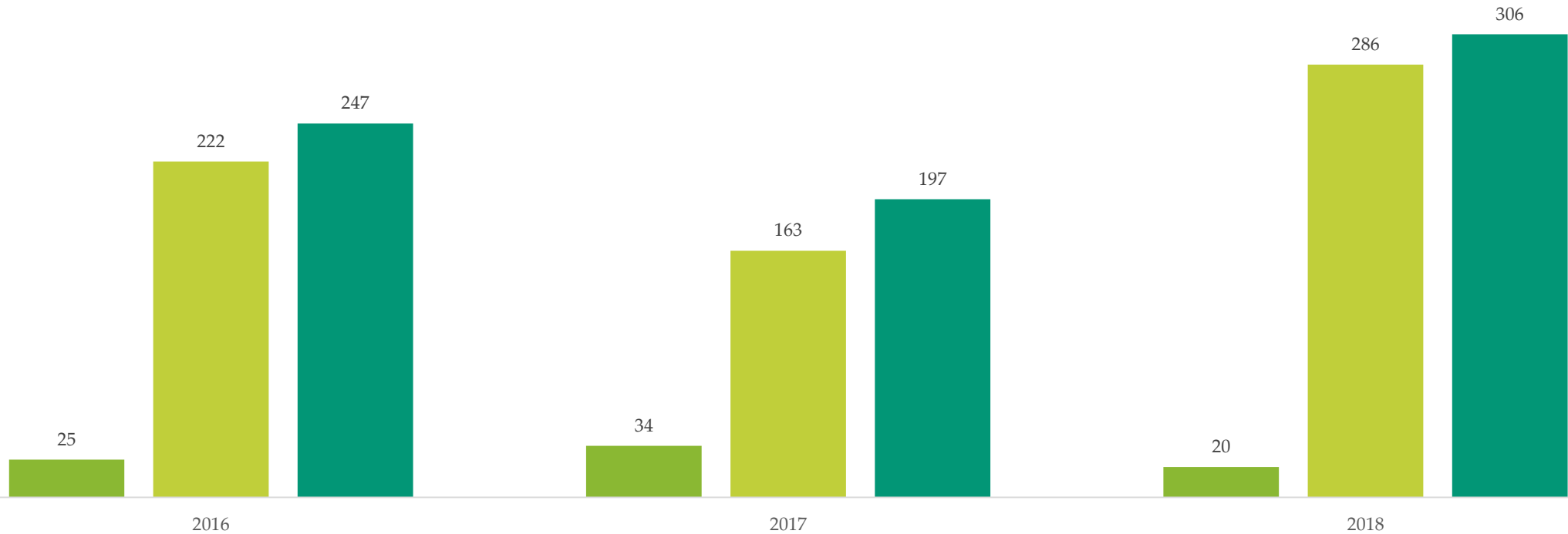




# Activities

By-Law Activity Report

■ Cases Under Investigation   ■ Cases Resolved   ■ Total Cases Investigated



# Highlights from 2018

- Earlier in 2018 we collaborated with the Town of Leamington and put on a information session for the green house industry and local partners
- We have received many acknowledgements of thank you from the residents of the Town whether it was obtaining compliance with difficult By-law cases or from our Building and development community for assisting them through the permit process
- We have closed over a hundred additional By-law cases from this time last year and currently we are dealing with a high volume of complaints
- Implementation of new permitting software had a late start and will be working through the new year to get it completed



# Highlights from 2018



This clean up involved the following:

- 52 whole vehicles removed
- 428 used tires
- 37 batteries
- 12 truckloads of various scrap parts

# Goals for 2019

- Maintain an excellent customer service level and continue to make improvements to our processes to gain efficiency
- Fully implement our new permitting software system
- Educate the Building community with the latest changes to the Building Code
- Continue to work towards compliance with residents to ensure our By-laws are complied with



# Department of Parks and Recreation

Council Orientation  
December 18<sup>th</sup>, 2018



# Overview

Parks, Recreation, Arts and Cultural opportunities are a large part of what defines the Town of Kingsville's quality of life. Local Parks, Facilities, Programs and Events contribute immensely to the individual well being of the Town's residents.

Continually improving the way in which the Town delivers parks, recreation, arts and cultural services in cooperation with the community is a key goal for the municipality.

The Parks, Recreation, Arts and Culture Master Plan currently being updated is the framework for the direction of the Town's parks, recreation, arts and cultural services.





# Overview

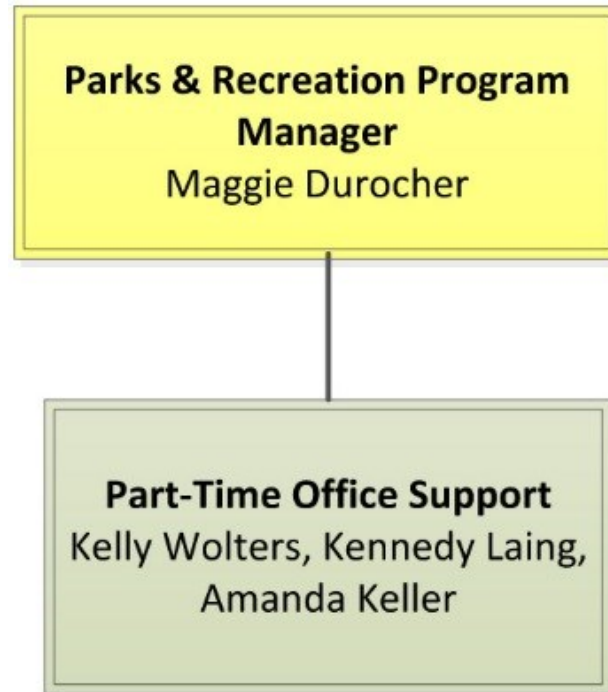
The Parks and Recreation Department is composed on the following:

- Manager of Parks and Recreation Programs
- 3 Part Time administrative support staff

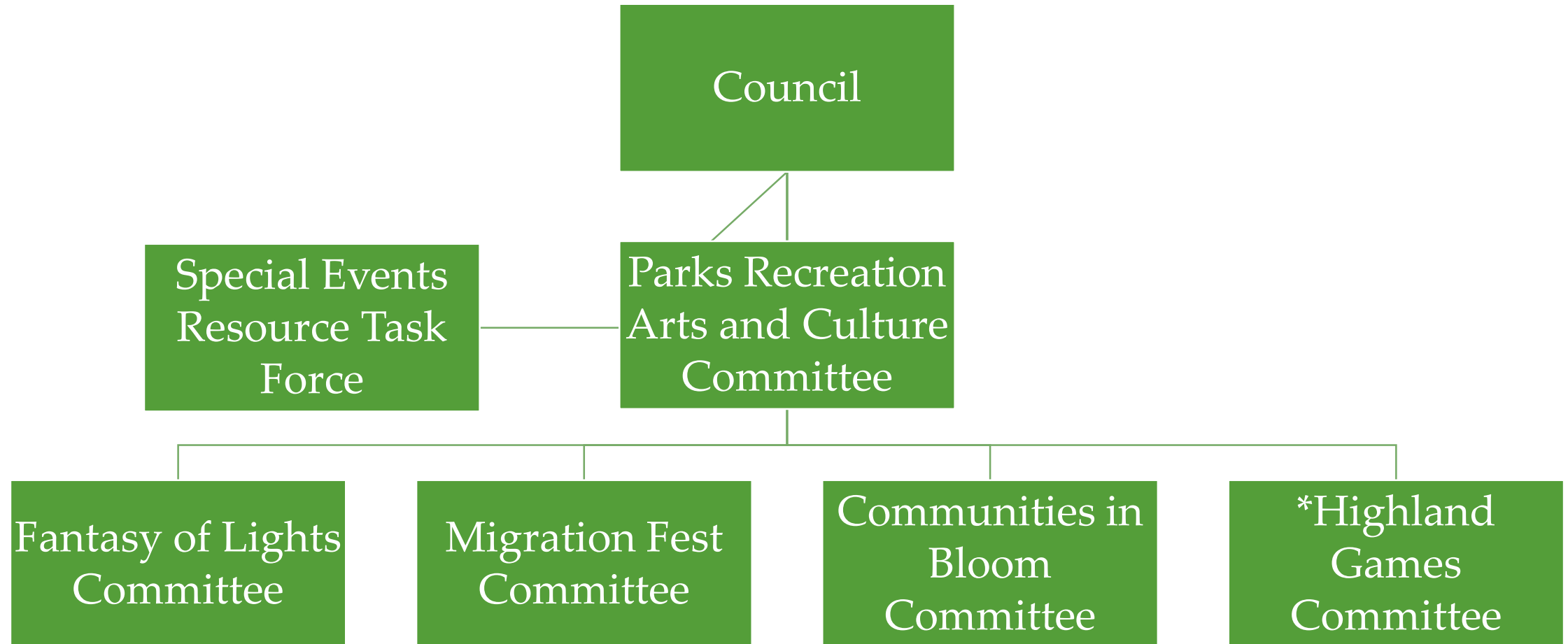




# Organizational Structure



# Parks Recreation Arts and Culture



# Parks Recreation Arts and Culture

- The Committee's purpose is to operate as a link between the community and Council and to make recommendations to Council regarding:
- increasing recreation, sports, arts and cultural opportunities for all residents;
- the effective and efficient delivery of recreation services; and
- the effective and efficient operation and use of parks and facilities, including but not limited to the arena complex, marina, cultural facilities, community halls and Migration Hall.

# Supported Programs and Events

Migration Festival	Holiday Skates	In Motion Activities	On Point Beach Volleyball	Terry Fox Run
Fantasy of Lights Festival	Family Day	Fitness Programs	Movie Nights	Highland Games 2019
Communities in Bloom	March Break Programs	Pickleball	Canada Day Events	Toast to Kingsville
55+ Committee	Family Pasta Night	Bocce Ball	Easter Egg Hunt	Tall ships 2019
P.A Day Skates	Art Workshops	Tennis	55+Expo	First Aid, Babysitting, Home Safe Courses
Minor Soccer-Kingsville and Cottam	Minor Baseball-Kingsville and Cottam	Erie North Shore Minor Hockey	Kingsville Kings	Skate Kingsville

# Budget

## Migration Fest Committee

### Budget

\$20,700

Committee is responsible for Opening Ceremonies, Migration Fest Parade, Children's Activities, Migration Fest Marketplace, Migration Fest Photography contest and coordinated events with Jack Miner Migratory Bird Sanctuary and other local stakeholders

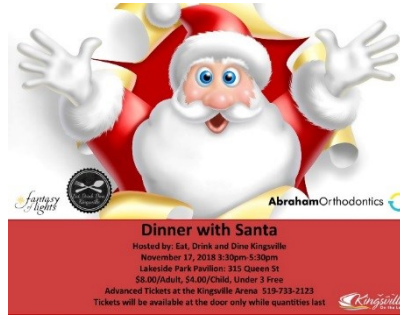




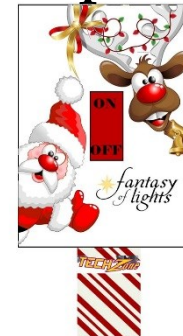
# Budget

## Fantasy of Lights Committee

**Budget**  
**\$29,000**



Committee is responsible for Opening Ceremonies, Dinner with Santa, Breakfast with Santa and Children's Activities, Santa Claus Parade-contracted to WPC, Fantasy Express Train Rides, Sip and Shop Raise a Reader Book Tree.



# Budget

## Kingsville Communities in Bloom Committee

### Budget

\$10,000

Committee is responsible for various community improvement projects such as clean sweep days. They are also responsible for the organization of the annual judging competition for Communities in Bloom Ontario. In 2018 created the Pumpkin Parade held on November

1



# Recreation Master Plan Achievements

- The Parks, Recreation, Arts and Culture Master Plan is the Town's first long-range planning study for critical community assets. The timeframe for the completion of the goals as originally established in 2013 is 2031. This plan builds upon the Town's recently completed community strategic plan, official plan and active transportation plan.
- To date the following items relating to the 2013 plan have been incorporated into programming. There are a total of 81 recommendations that are continually being reviewed for incorporation



# Recreation Master Plan Achievements

- Enhanced community events
- Promotion of physical activity through In Motion/SWARG
- Development of partnership framework for the development of non core services
- Development of sponsorship and partnership opportunities
- Foster relationships with adjacent municipalities
- Regular meetings with community organizations and user groups
- Continued development of communication
- Allocation of replacement costs



# Recreation Master Plan Achievements

- Regular assessment of rental fees
- Review staffing complement
- Increased Staff Training in varied field ie. High Five
- Continued audit of all parks, playgrounds, and facilities
- Implementation of an ice allocation policy
- Greater summer usage of the arena floor space
- Continued partnership development with school board and Migration Hall



# Recreation Master Plan Achievements

- Continued promotion of youth/adult/55+ programs
- Continued assessment of ball diamonds
- Development of off leash dog park
- 2018 full update of the Parks, Recreation, Arts and Culture Master Plan-  
in process



# Highlights from 2018

- Expanded Canada Day Programing
- Family Day Pasta Dinner
- Music Express Concert
- Christmas Concert
- Movies on the Beach and Volleyball
- Pumpkin Parade-close to 200 pumpkins on exhibit
- Increased participation in Migration Fest and Fantasy of Lights Parades
- Babysitter Training and Safe Home programs started
- Toast to Kingsville 2018



# Goals for 2019

- Tall Ships Ontario Tour-Kingsville will be the only Canadian Port on Lake Erie
- Highland Games 2019-Re-investment in previous event
- Introduction of Kindergym, and after school programming
- New cultural programming at The Grovedale-including art classes, Sip and Paint and concerts



# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 133 - 2018

---

### Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its December 18, 2018 Special Meeting

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

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

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

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

1. The actions of the Council at its December 18, 2018 Special 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  
18<sup>th</sup> DAY OF DECEMBER, 2018.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**