



**REGULAR MEETING OF COUNCIL  
AGENDA**

**Monday, March 11, 2019, 7:00 PM**

**Council Chambers**

**2021 Division Road N**

**Kingsville, Ontario N9Y 2Y9**

**Pages**

**A. CALL TO ORDER**

**B. MOMENT OF SILENCE AND REFLECTION**

**C. PLAYING OF NATIONAL ANTHEM**

**D. DISCLOSURE OF PECUNIARY INTEREST**

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

**E. PRESENTATIONS/DELEGATIONS**

- 1. Essex Region Conservation Authority--R. Wyma and T. Jobin RE: 2019 Budget and 2018 Annual Report**

**1**

**F. MATTERS SUBJECT TO NOTICE**

- 1. PUBLIC MEETING--Application for Zoning By-law Amendment ZBA/02/19 by 2616856 Ontario Limited 1288-1290 Road 2 W Part of Lot D, E, Con 2 WD, Part 5 RP 12R15120 Roll No. 3711 380 000 02200**

**14**

R. Brown, Manager of Planning Services

i) Notice of Public Meeting, dated February 8, 2019

ii) Report of G. Robinson, dated February 27, 2019 with attached Appendices

iii) Proposed By-law 30-2019, being a by-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville

**Recommended Action**

That Council approve zoning by-law amendment application ZBA/02/19 to rezone the subject lands at 1288 Road 2 West, Part of Lots D and E, Concession 2 WD, Town of Kingsville, as a condition of consent File B/11/18 from 'Agriculture (A1)' to 'Agriculture – Restricted (A2)' and adopt the implementing by-law.

**G. AMENDMENTS TO THE AGENDA****H. ADOPTION OF ACCOUNTS**

1. **Town of Kingsville Accounts for the monthly period ended February 28, 2019 being TD cheque numbers 0068166 to 0068496 for grand total of \$1,972,515.68** 23

**Recommended Action**

That Council approve Town of Kingsville Accounts for the monthly period ended February 28, 2019 being TD cheque numbers 0068166 to 0068496 for grand total of \$1,972,515.68

**I. STAFF REPORTS**

1. **Graceland Cemetery – Bulk Purchase Request** 53

R. Baines, Deputy Clerk - Administrative Services

**Recommended Action**

That Council consider the request of the Old Colony Mennonite Church to purchase 40 burial graves at Graceland Cemetery at the price of \$600.00 per lot for a total purchase price of \$24,000, plus H.S.T.

2. **Statement of Remuneration & Expenses for 2018** 58

D. Broda, Payroll & Billing Supervisor

**Recommended Action**

That Council receive the Statement of Remuneration & Expenses report for 2018.

3. **281 Main St. E – Compliance Status Update** 62

R. Brown, Manager of Planning Services

**Recommended Action**

That Council receive the report outlining the compliance status update for the carwash located at 281 Main St. E. and direct staff to retain Dillon Consulting to complete the noise impact assessment at the expense of the property owners.

4. **Wastewater Fleet Acquisition** 80

G.A. Plancke, Director of Municipal Services

**Recommended Action**

That Council approve the purchase of a 2014 Peterbilt 348 tandem dump truck from Brandt Truck Rigging and Trailers in Nisku AB, for the combined total price of \$125,673.60 with funding allocated from the Wastewater Fleet / Equipment Reserve.

**5. 2019 Capital Road Works – Tender Approvals**

84

T. Del Greco, Manager of Municipal Services

**Recommended Action**

That Council direct the Mayor and Clerk to execute an agreement with Mill – Am Corporation for road resurfacing of Heritage Road from Main Street West to the Chrysler Greenway;

And That Council direct the Mayor and Clerk to execute an agreement with Mill – Am Corporation for road resurfacing of Lansdowne Avenue from Mill Street East to Park Street;

And That Council direct the Mayor and Clerk to execute an agreement with Mill – Am Corporation for road resurfacing of Cedarhurst Subdivision;

And That Council direct Administration to tender for rehabilitation of Spruce Street South, Road 9 West, and Peterson Road.

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

**1. Deanna Sinasac, Windsor resident--Request that the Town of Kingsville recognize March 26, 2019 as 'Purple Day for Epilepsy' in the Town of Kingsville**

88

**Recommended Action**

That Council recognize March 26, 2019 as 'Purple Day for Epilepsy' in the Town of Kingsville

**2. Murchadha House--Request to waive the rental fee at the Lakeside Pavilion for fundraiser event on Friday April 26, 2019**

89

i) Request letter

ii) 17-2018 Fees and Charges By-law

iii) Schedule E Reduced or No Fee

**Recommended Action**

That Council deny the request to waive the Lakeside Park Pavilion rental fee for the Murchadha House fundraiser on April 26, 2019, on the basis of the Fees and Charges By-law, in effect from time to time.

**3. Kingsville B.I.A. correspondence dated February 27, 2019 RE: 2019-2022**

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## **Updated Appointments to Boards and Committees for Kingsville**

### **Recommended Action**

That Council receive BIA correspondence dated February 27, 2019 regarding new board members;

And further that Council adopts the necessary amending by-law no. 27-2019, being a by-law for Appointments to Boards and Committees at this regular meeting.

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

- 1. Regular Meeting of Council--February 25, 2019** 95

### **Recommended Action**

That Council adopts Regular Meeting of Council Minutes, dated February 25, 2019.

## **L. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

- 1. Kingsville Heritage Advisory - November 14, 2018** 110

### **Recommended Action**

That Council receive Kingsville Heritage Advisory Meeting Minutes dated November 14, 2018

- 2. Union Water Supply System Joint Board of Management - January 16, 2019** 113

### **Recommended Action**

That Council receive Union Water Supply System Joint Board of Management Meeting Minutes dated January 16, 2019

- 3. Police Services Board - January 23, 2019** 120

### **Recommended Action**

That Council receive Police Services Board Meeting Minutes dated January 23, 2019

## **M. BUSINESS CORRESPONDENCE - INFORMATIONAL**

- 1. Township of South Stormont--Resolution No. 047/2019 passed February 20, 2019 endorsing and supporting the review of the Ontario Municipal Partnership Fund (OMPF)** 126
- 2. Ministry of Community Safety and Correctional Services--Correspondence received January 23, 2019 RE: Release of the updated Community Safety and Well-Being Planning Framework** 130
- 3. Ministry of Community Safety and Correctional Services--Correspondence** 212



received January 23, 2019 RE: Support for Community Safety and Well-Being Planning

- |    |   |     |
|----|---|-----|
| 4. | <b>Ministry of Community Safety and Correctional Services--Correspondence received February 25, 2019 RE: Community Safety and Well-Being Planning Webinars</b>  | 227 |
| 5. | <b>The Corporation of the Town of Saugeen Shores--Resolution No. 17-2019 passed February 11, 2019 RE: Recreation and Culture Capital Infrastructure Funding</b> | 232 |
| 6. | <b>Union Water Supply System--Correspondence received March 5, 2019 RE: UWSS wholesale water rates increase</b>   | 237 |

**Recommended Action**

That Council receive information items 1-6

**N. NOTICES OF MOTION**

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

**P. BYLAWS**

- |    |  |     |
|----|--|-----|
| 1. | <b>By-law 27-2019</b>  | 239 |
|    | Being a by-law to amend By-law 2-2019, to appoint certain members of Council and individuals to boards and committees  |     |
|    | To be read a first, second and third and final time  |     |
| 2. | <b>By-law 28-2019</b>  | 240 |
|    | Being a by-law to impose fees and charges  |     |
|    | To be read a first, second and third and final time  |     |
| 3. | <b>By-law 29-2019</b>  | 255 |
|    | Being a by-law to regulate permits issued under the Building Code Act, set fees and establish a Code of Conduct for the Chief Building Official and Inspectors |     |
|    | To be read a first, second and third and final time  |     |
| 4. | <b>By-law 30-2019</b>  | 266 |
|    | Being a by-law to amend By-law No. 1-2014, the Comprehensive Zoning By-law   |     |
|    | To be read a first, second and third and final time  |     |

**Q. CONFIRMATORY BY-LAW**

**1. By-law 31-2019**

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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 March 11, 2019 Regular Meeting

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

**R. ADJOURNMENT**



## The Place for Life

The **Essex Region Conservation Authority** was established in 1973 to protect, restore and manage the natural resources of the Windsor-Essex region. In keeping with the *Conservation Authorities Act*, ERCA works in partnership with residents, municipalities, the Province of Ontario, Government of Canada, and other agencies to increase natural area coverage through tree planting and habitat restoration, improve water quality across our watersheds and our Great Lakes, protect people and property from flooding and erosion, and further our understanding of the environment through science and education. Our goal is a sustainable future which improves our local environment, helps create a community we can all be proud of, and a more vibrant economy that makes this region **The Place for Life**.

## Sustaining the Place for Life

The Essex Region Conservation Authority is one of 36 Conservation Authorities across Ontario. The role of Conservation Authorities and their relationship to various partners, including member municipalities and the provincial government derives primarily from their enabling legislation, the *Conservation Authorities Act*, which provides a broad mandate that allows Conservation Authorities to set priorities in collaboration with member municipalities.

ERCA's programs demonstrate an ongoing and consistent response to real and serious problems and challenges in the region - land degradation, natural area coverage, and flooding and erosion - the same challenges we faced upon establishment. Today, new issues such as water quality and the Great Lakes, climate adaptation, and sustainable communities must be considered in meeting the needs of municipalities.

Building from our successes, ERCA's focus continues to be in finding new ways to leverage resources which more effectively address provincial and watershed priorities. Given our daily reliance on our natural resources, the projects, programs and priorities implemented by ERCA are critically important to ensuring the Windsor/Essex/Pelee Island region will continue to be the **Place for Life**.



### 2019 WATERSHED ACTIONS

ERCA consistently demonstrates a strong business case to member municipalities, and is unique from other organizations and agencies in our ability to leverage funds and partnerships. The following are some project highlights for 2019.

*[actions] refer to actions listed in 2016-2025 Strategic Plan*

### WATERSHED MANAGEMENT SERVICES

- **Climate Change [1.1].** ERCA's Climate Change Specialist will research regional vulnerabilities, impacts and best practices; and lead the development of a Regional Climate Change Plan to identify impacts and vulnerabilities, implementation priorities, and potential funding supports.
- **Hazard Mapping and Forecasting [2.1/11.3/12.3].** Update regional Flood Contingency Plan; explore development of a shared climate station network with partners to assist in providing flood response, and reporting; update Little River Hazard Mapping with the City of Windsor, and provide technical support to all municipalities on flood control/flood infrastructure, master drainage and stormwater studies.
- **Place for Life Policies [11.2].** Continue to consult on and finalize its Place for Life Policies which integrate ERCA's planning, development, and program policies.
- **Client Services [12.3].** Initiate web-based permit application on [essexregionconservation.ca](http://essexregionconservation.ca) to facilitate development review.
- **Planning/Technical Studies [11.2, 11.3].** Work with Lakeshore and Tecumseh to undertake a Lake St. Clair Shoreline Management Plan and Kingsville to finalize a Natural Heritage Background Study as part of the Town's Official Plan updates;
- **Watershed Planning [10.2].** Finalize a Municipal Agreement acknowledging ERCA's role in integrated watershed planning, and protecting and managing natural hazards, natural heritage and water resources; and provide advice and direction to municipalities on over 750 Planning Act applications.

- **Development Review [12.1].** Review over 1,000 Section 28 permit applications for stormwater management; commercial, residential and large-scale industrial/greenhouse development; over 150 Municipal Drainage Act reviews, and respond to 1,300 general water resource related requests.
- **Water and Erosion Control [11.3].** Apply for and manage Water and Erosion Control Infrastructure (WECI) funding for projects in the City of Windsor, Lakeshore, and JRPH Shoreline Design.

### CONSERVATION SERVICES

- **Conservation Area Operations [9.2].** Manage 19 Conservation Areas, and over 80km of Greenways including grading, hazard tree removals, site maintenance, enforcement to support visitor use.
- **Tangible Capital Asset Report/Capital Plan [13.1].** Update ERCA's Tangible Capital Asset Inventory and multi-year Capital Plan based on replacement schedules, asset needs, and program needs as part of the next 5-Year Sustainability Plan.
- **Management Planning [9.2].** Complete Cedar Creek Conservation Area Management Plan with the new Conservation Services Advisory Board.
- **Business Plans [8.1].** Develop Business Plans for John R. Park Homestead and Holiday Beach Conservation Areas to identify and confirm infrastructure needs and investments in visitor services where there is a business case to support that investment.
- **Land Acquisition [7.3].** Restore Clean Water~Green Spaces acquisition funding to support securement of key lands with partnership funding in keeping with the Land Securement Strategy.
- **Restoration and Stewardship [6.1].** Restore more than 60 acres of forest and prairie habitat to improve connections, build ecosystem resilience, and benefit water quality, climate change and quality of life.
- **Innovation [5.1].** Monitor phosphorous levels getting into Lake Erie at the innovative 10 acre University of Windsor Alumni Association Wetland at Hillman Marsh Conservation Area with University of Windsor.





- **Source Water Protection [4.3].** Begin updating the Essex Region Source Protection Plan and Assessment Report based on the Section 36 Workplan, and continue to implement Risk Management Services on behalf of municipalities.
- **Watershed Science [5.1/5.2].** Support for research, monitoring, and partnerships; and managing and maintaining data information systems which is critical for evidence-based decision making.
- **Lake Erie Action Plan [4.1].** ERCA is an effective delivery agent in the Lake Erie Action Plan for reducing phosphorus. The 2019 budget includes federal funding to support agricultural BMPs and associated monitoring and science.
- **Detroit River [5.2/14.2].** Build on efforts to de-list the Detroit River as a designated environmental Area of Concern, rehabilitate a 70 acre wetland on the Canard River; and create new fish habitat on the City of Windsor's Pêche Island.

## COMMUNITY OUTREACH SERVICES

- **Communications [14.2].** ERCA will continue to utilize [essexregionconservation.ca](http://essexregionconservation.ca) as a platform to improve customer service, usability and accessibility compliance, and efficiency through web-based tools.
- **Education [8.3].** Provide curriculum-based outdoor education for more than 10,000 elementary and secondary school students, including delivery of the Environmental Special High Skills Major Certifications, and deliver new curriculum programming with our Indigenous partners.
- **Program Integration [14.2].** Continue to integrate communications, outreach and events with ERCF to enhance the region as the Place for Life and build on the strength of this partnership while raising \$1 million dollars for conservation initiatives.
- **Regional Collaboration [15.3].** ERCA will continue to work with Tourism and Economic Development partners demonstrating that Essex Region is a sustainable, vibrant place to attract visitors to and investment in our region.

## CORPORATE SERVICES

- **Customer Service [14.1].** New capacity related to applicant/customer service, front desk/reception and related internal support functions (e.g. records management, program support, etc.)
- **File management [13.2].** Refine records classification and retention plans to support MFIPPA and other obligations; and begin implementation of new records management system.
- **Operational Policies [13.3].** Review and update all operational and administrative policies to ensure consistency with legislation; public-sector best practice; and Authority practices.
- **Corporate Culture [14.3].** Develop an Employee Handbook to summarize HR related policies, improve new employee onboarding and address issues identified in the 2018 Employee Survey.
- **Data Management [15.2].** Review feasibility of open data sharing in context of the new website; and develop applications to streamline business processes.
- **Sustainability Plan [13.1].** Develop new 5-Year Plan to support initiatives identified in the Strategic Plan and ensure that ERCA has the appropriate resources, and is managed in the most effective and efficient way to support watershed outcomes.





## FUNDING CONSERVATION

ERCA's 2019 Budget is \$7,708,571, which includes a total levy contribution of \$3,238,667. This is an increase of \$89,915 or 32 cents per person (from \$9.68 to \$10.00/person). The budget includes almost \$2.3 million in leveraged funding and when combined with fee for service revenues, almost 60% of ERCA's budget is funded through non-levy sources of funding.

While this builds a strong case for support, it is only enough to maintain the 'status quo'. It is not enough to improve the health of our watersheds, keep beaches open more, reduce phosphorous and blue-green algae in our lakes, provide open spaces and trails that are accessible for people to use, connect and restore forests, wetlands and habitats. These are essential for sustainable communities to build resilience to climate change, and importantly, attracting and retaining the talent this region desires. Further, as funding programs change and evolve with changes in government priorities, or are reduced or eliminated, and as new interests seek funding, it is harder to continue to support key programs with external support - programs that are funded by levy in other conservation authorities.

Sustaining the Place for Life is not our work alone. It is what we do together with municipalities, our neighbours, our universities and colleges, our donors, our local and regional agencies, and the many other partners we work with. We need to celebrate our successes, but we also need to increase the scope, scale and intensity of our joint efforts to create a place we can be proud of and celebrate – one we can call home. For life.

## WHERE DOES YOUR \$10 GO?



ERCA's annual revenues for programs and services are in the top 10 of all 36 Conservation Authorities. At the same time, ERCA's operational levy funds approximately one-third of its operations, placing ERCA in the bottom five of all Conservation Authorities, and well below the provincial average (42%). While the average CA levy supporting operations was \$16.42/capita, ERCA's levy supporting operations in 2018 was only \$9.68/capita, which included funds for land acquisition and capital and operational reserves.

ERCA's complete 2019 Draft Budget is available for review online: [www.essexregionconservation.ca](http://www.essexregionconservation.ca).



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## Contact Us

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Essex Region Conservation  
the *place* for life



Essex Region  
Conservation Authority  
sustaining the place for life



# 2018 Annual Report

# Message from the Chair



There’s no question that the Windsor-Essex-Pelee Island region has felt the devastating impacts of high lake levels and a changing climate, perhaps more profoundly than any other in Ontario.

The storms of September 2016 and August 2017 resulted in more than \$300 million dollars in insured losses in Windsor, Tecumseh and Lakeshore. The August 2017 flooding in the Windsor area was the most catastrophic insurance loss of that year.

This year, ERCA issued 45 flood messages—a 25% increase over 2017.

Violent storms in the spring battered the Lake Erie and Lake St. Clair shorelines, rendering eight homes uninhabitable in the Municipality of Leamington.

Waves combined with high lake levels along the shores of Pelee Island overtopped roads. The west shoreline of Pelee Island has been devastated with damages exceeding \$10 million. We’re seeing invasive species that are threatening the health of our ecosystems—species that even a decade ago we could not have imagined. And the number of days rated ‘very hot’ continues to increase, putting the health of some of our region’s most vulnerable people at risk.

In late 2017, the ERCA Board of Directors unanimously agreed that a regional approach to developing a Climate Change Strategy would be the most efficient and effective path forward to managing the impacts of climate change, and in 2018, progress was made in this regard. It is critically important to bring together

the work that municipalities have been doing independently towards climate adaptation and mitigation, and to connect that work in a regional context.

On behalf of the Board of Directors, I’d like to extend my heartfelt appreciation to all of the partners and volunteers who have come together this year in order to help create a more resilient and sustainable future for our region.

It is only by moving forward together that we can improve our resiliency to climate change and ensure our region is the Place for Life.

Yours in Conservation,

*Rick M. Fryer*  
Rick Fryer

# Message from the General Manager



While there were many achievements to celebrate in 2018, there were also some significant challenges to overcome. The impacts of a changing climate continue to be of growing concern.

ERCA’s 2016–2025 Strategic Plan lists Climate Change as one of our primary focuses, and we’ve continued to work with municipalities and other agencies to undertake technical studies that support that strategic direction.

Environmental damage, together with climate change, is driving the water-related crises we see in our region and, in fact, around the world. Floods, droughts and pollution are all made worse by degraded vegetation, soil, rivers and lakes. Our Watershed Report Card confirmed that locally, we have some seriously degraded surface water quality, and despite

significant improvements, our natural area coverage remains amongst the lowest in Ontario.

These issues, and their solutions, are interconnected. We need to move forward together to efficiently share research and data, while identifying gaps to advance resiliency and improve environmental sustainability. Nature-based solutions and green infrastructure, such as wetlands, have the potential to solve many of our local flooding challenges. Planting new forests, creating habitat and restoring wetlands will also help rebalance the water cycle and improve human health and the health of our watersheds.

Moving forward together is the only way to realize true progress. This year, with all regional municipalities, we completed consistent Stormwater Management

Standards for the Windsor and Essex Region to provide guidance and design criteria related to local stormwater management and infrastructure resilience. We hosted multiple workshops to provide a forum for partners to collaborate on flood preparedness, building urban flood resilience, and climate change priorities.

Land use planning is paramount to ensuring that we are open to growth while protecting our critical natural areas. Collaboration is the key to improving our regional resilience. We must stand firm, together, to ensure what remains of our critically important and biodiverse habitat is protected.

Sincerely,

*Richard Wyma*

Richard Wyma



# 2018 Watershed Highlights

In 2018, we continued to implement the priorities identified in our Strategic Plan. The following highlights are a snapshot of the projects and programs implemented this year to enrich and sustain the Essex Region as the Place for Life.

## Climate Change

Impacts of a changing climate are continuing to be experienced in our region. Lake levels are reaching all-time highs, and the threshold for flood alerts is lower than ever. A record number of flood messages were issued this year, and spring storms battered the Lake Erie shoreline. While efforts to slow climate change must continue, we also need to help our partner communities adapt to its impacts. This year, ERCA:

- Added a Climate Change Specialist to work with municipalities to research vulnerabilities and impacts, develop an adaptation and mitigation plan, and identify priorities for implementation and potential funding supports.
- Hosted a regional, cross-sector Climate Change Workshop to begin setting priorities for actions associated with a changing climate in partnership with the Ontario Climate Consortium and University of Windsor.
- Issued a record 45 advisories ranging from water safety conditions statements to flood warnings.
- Hosted a Flood Preparedness Workshop for municipal officials to increase our collective level of preparedness, coordination and communications.
- Worked with Green Communities Canada to host a cross-sectoral workshop to Build Urban Flood Resilience.
- Added a Watershed Engineer to support stormwater reviews, drainage reviews, and related engineering and infrastructure reviews to ultimately best support municipalities from a regional perspective.



**“Climate change is here. It affects us now.”**  
—Dr. Dianne Saxe  
Environmental Commissioner of Ontario

On December 5th, ERCA brought together municipalities, researchers, and non-profit organizations to take action on climate change. Keynote speaker, Ontario’s Environmental Commissioner Dr. Dianne Saxe, delivered a message of urgency and action.

Ontario is warming faster than global average bringing with it floods, fires, drought, wind, heat, and other unpredictable and severe climatic conditions. It impacts every part of our lives, from being able to protect and insure our houses against flooding to our health. Windsor-Essex-Pelee Island region has been acutely aware of the devastating impacts of a changing climate for over a decade.

What can we do? In Dr. Saxe’s words: “Reduce our carbon footprint. Get ready to adapt. Speak up.” Together, we can tackle the problem and find local solutions.

## Great Lakes

The Great Lakes are our most significant natural resource. This year, we released our 2012–2017 Watershed Report Card, which identified failing grades for surface water quality in virtually every watershed. More must be done, together, to protect and improve water quality. This year, ERCA:

- Implemented 30 water quality improvement projects across the region to protect soil health and water resources.
- Initiated a 4-year, \$600,000 program with funding from Environment and Climate Change Canada to work with farmers to plant cover crops and implement other Best Management Practices to reduce phosphorus in Lake Erie.
- Conducted year-round water quality monitoring at surface water, ground water, and benthos monitoring stations across the region to collect data about land and weather-based influences on our rivers and streams.
- Worked with the University of Windsor’s Great Lakes Institute for Environmental Research to resolve issues related to microbial contamination along our beaches and with the provincial and federal governments to monitor and estimate sources of phosphorus entering Lake Erie.
- Partnered with researchers at the University of Waterloo and the University of Guelph to research the effectiveness of phosphorus-reducing Best Management Practices in Wagle Creek.
- Collaborated with the University of Windsor’s Chemistry Department to develop a new off-grid phosphorus filter for installation at the Lebo Creek Research Wetland. This new filter is designed to remove soluble phosphorus from local waterways to reduce harmful algae blooms.
- Showcased Best Management Practices and innovative technologies that will conserve soil, maintain productivity, improve water quality and quantity, and illustrate that farming and the environment can coexist at the Essex County Demonstration Farm, in collaboration with the Essex Soil & Crop Improvement Association, OMAFRA extension personnel, and Agriculture and Agri-Food Canada scientists.
- Protected sources of drinking water by providing Risk Management Services on behalf of our member municipalities. Following a comprehensive review of the Source Protection Plan and Assessment Report, a Work Plan identifying necessary updates was developed under S. 36 of the Clean Water Act to ensure the ongoing protection of our sources of drinking water.



### 2012–2017 Watershed Report Card

On March 22, International World Water Day, ERCA and Conservation Authorities across the province launched their 5-year Watershed Checkups.

Locally, groundwater in the region continues to score excellently, mainly because of protection offered by our hard clay soils. Surface water quality scores are consistently low, ranging from C – F, with mostly D grades.

Forest conditions also scored low, with most watersheds ranked as a D or an F. Decreases were due to more stringent measurement standards, rather than loss of forest habitat. Standards of measurement are set across the province, and it was recognized it would be difficult to achieve a higher score on this scale within our highly agriculturally-based landscape. For example, to achieve a ‘C’ rating would require 15.1% forest cover.



## Landscapes & Habitats

Our landscapes and habitats are among the most significant in Canada. While we have planted more than 6.3 million trees and achieved 8.5% natural areas coverage, more action is needed to reach our 12% target. This year, ERCA:

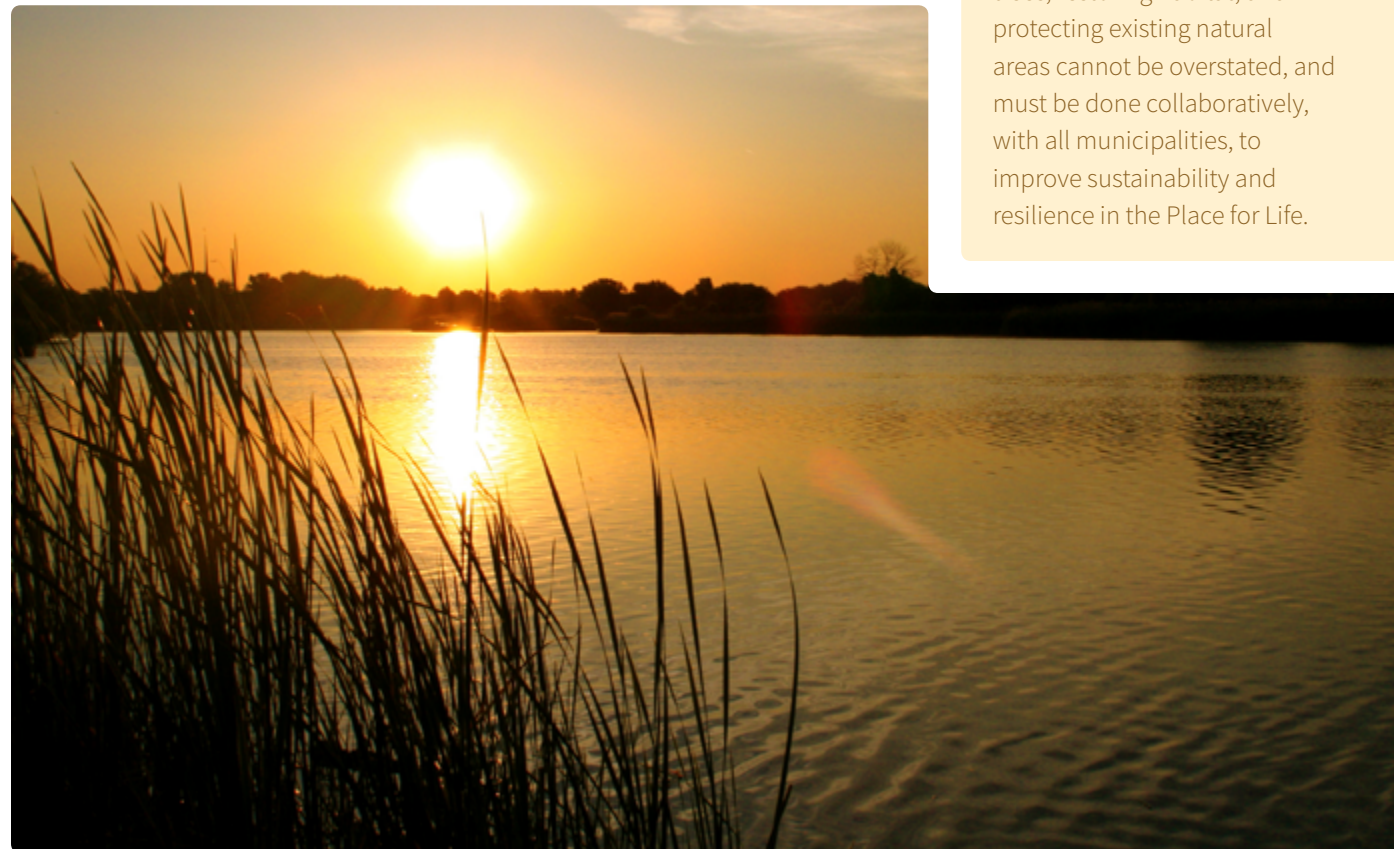
- Planted and distributed 109,000 trees and restored a total 143 acres of habitat to natural area.
- Completed the 10 acre Sturgeon Creek Wetland in partnership with Caldwell First Nation, Environment Canada, Ministry of Natural Resources and the Essex County Field Naturalists.
- Created an additional 20 acres of new wetlands to improve water quality and create new habitat for wildlife.
- Protected 7 acres of natural areas in Kingsville.
- Restored sections of Spring Garden Prairie habitat, owned by the City of Windsor, by removing invasive species such as Autumn Olive and Phragmites. This restoration project will enhance habitat for multiple species-at-risk.
- Completed a Controlled Prairie Burn at Hillman Marsh Conservation Area to improve habitat for nesting birds, reptiles and pollinators.
- Initiated engineering plans to build two major fish and wildlife projects in the Detroit River Area of Concern.

### The Importance Of Our Natural Areas

Wetlands provide vital wildlife habitat and resilience to floods and other effects of climate change.

Forests filter pollutants from our air, absorb and filter stormwater and prevent erosion. Our woodlands also provide wildlife habitat for many species, including significant species of conservation concern.

Environment Canada recommends watersheds require 30% forest cover for a functional ecosystem. In our region, natural area coverage currently totals just 8.5%, with a goal to achieve 12%. The importance of planting trees, restoring habitat, and protecting existing natural areas cannot be overstated, and must be done collaboratively, with all municipalities, to improve sustainability and resilience in the Place for Life.



## Sustainable Communities

Our urban areas will continue to grow and expand. ERCA will need to continue to work with all partners to collaboratively plan sustainable communities that reduce urban sprawl, are walkable and incorporate green infrastructure. This year, ERCA:

- Completed the Regional Stormwater Management Standards in partnership with all municipalities to provide guidance and design criteria for local stormwater management and infrastructure resilience, and ensure consistent application of requirements.
- Assisted Pelee Island in preparing a shoreline damage assessment that mapped armour stone damage. A photo record was established and specific sections identified for future monitoring. Assisted procuring a consultant to complete drone footage on the west shoreline to assist in a submission for funding for the estimated \$13 million repair work.
- Continued to manage the \$3.2 million improvement project on the Lennon Drain on behalf of City of Windsor.
- Worked with the City of Windsor, Towns of Tecumseh, LaSalle, Lakeshore and the Municipality of Leamington on various drainage and stormwater management technical studies. These collaborations create efficiencies while ensuring natural hazards and natural heritage matters are appropriately considered.
- Provided assistance to Lakeshore, Kingsville, Tecumseh and Leamington on Official Plans updates to ensure the delegated responsibility for Natural Hazards is incorporated into municipal planning documents. Continued to advise on Natural Heritage issues for the region.
- Aided a record 1,113 landowners in ensuring homes and new developments were protected from the dangers of flooding and erosion through development reviews and permit applications.
- Engaged nearly 10,000 students in outdoor and conservation education programs, to provide curriculum-based experiences that teach young people about the importance of protecting our environment and preserving our human and natural heritage.
- Resurfaced the trail and improved drainage at Devonwood Conservation Area, thanks to a partnership with Caesars Windsor Cares and the Essex Region Conservation Foundation. The trail is now known as the Caesars Windsor Nature Trail.
- Welcomed more than 75,000 visitors from near and abroad to enjoy our local natural environment in the Place for Life.
- Completed trail upgrades and boardwalk replacements at Maidstone Conservation Area and initiated boardwalk replacement and enhancements at Holiday Beach Conservation Area.
- Replaced the roof of the sawmill building at the John R. Park Homestead Conservation Area to ensure the protection of the artefacts in the building.

### What Makes a Sustainable Community?

The Institute for Sustainable Communities identifies a sustainable community as one that addresses multiple human needs, where all people feel welcome and safe, and decision-making is shared. It manages its human, natural, and financial capital to meet current needs while ensuring adequate resources are available for future generations. Sustainability also requires the ability to quickly adapt to change.

Strong, collaborative, regional planning is critically important to building a sustainable community that addresses environmental, economic and social challenges, builds a better future for all, and ensures that Windsor-Essex-Pelee Island can remain the Place for Life.





## A Strong, Resilient Organization

ERCA is a sustainable, resilient and valued agency. Since 1973, ERCA has been striving to achieve a state of sustainability for the Essex Region. In 2018, we worked toward organizational sustainability in the following ways:

- Launched our new website at [essexregionconservation.ca](http://essexregionconservation.ca) to improve customer service, accessibility and engagement.
- Adopted new Administrative Procedure By-Laws to improve clarity and consistency across Ontario’s Conservation Authorities as a requirement of the 2017 amendments to the Conservation Authorities Act.
- Reviewed and simplified ERCA Advisory Board structures and Terms of Reference.
- Initiated web-based permit application process to streamline the service for applicants.
- Continued to support the Essex Region Conservation Foundation in achieving the \$1 million fundraising goal of the Place for Life Campaign. In 2018, the campaign topped \$800,000 in pledges, just halfway through the three-year campaign.
- Added Human Resources capacity and support to ensure increasing government compliance and reporting obligations are achieved.
- Advocated for the Essex Region on 56 local, regional, provincial, national and international boards and committees to ensure the unique needs of our region are represented.



Casey Balvert

## 2018 ERCA Accountability

The following provides a three-year ‘by-the-numbers’ comparison of achievements. This report follows the priorities identified in our Strategic Plan, and these actions help ensure Windsor-Essex County-Pelee Island are the Place for Life.

### Climate Change

		2016	2017	2018
Permits Requested		983	1,042	1,113
Permits Issued		808	1,005	992
Clearances Issued		97	135	179
Request for Information Letters Issued		273	392	273
Permits to Take Water Applications		4	5	3
Appeals		15	10	18
Appeals in CA Favour		15	10	18
Violations Issued		19	34	25
Average Response Time for Permits (days)	Minor Development	10	9.13	9
	Major Development	21	34	12
	Alteration to Waterways	9	8.2	12
Number of Structures Located in Floodplain		10,000	10,000	10,000
Kilometres of Watercourses with Floodplain Mapping Completed		609	609	609
Hectares (area) digitally mapped delineating the CA Regulation Limit		38,304	38,304	38,304
Hectares (area) digitally mapped delineating the flooding hazard limit (flood plains)		38,304	38,304	38,304
Metres of shoreline protected from flooding and erosion		245	250	0
\$ Value of Water/Infrastructure Contributions to Municipalities		287,500	120,000	10,000
Flood Messages	Watershed Conditions	2	13	17
	Flood Watches	7	11	20
	Flood Warnings	3	4	8
	Wind Warnings	0	1	0

Landscapes & Habitats

	2016	2017	2018
Total Landholdings (Hectares)	1,669.6	1,735	1,742
Hectares of recreational land owned and managed	1,036.8	1,056.8	1056.8
Total hectares under forest management plans	44.39	44.39	44.39
Total Taxes for CA Landholdings	\$75,290	\$66,661	\$70,227
Land Acquisition in Reporting Year (in acres)	0	160	7
Value of acquisitions (Fair Market Value)	0	\$1,562,250	\$426,000
Total Acres of Habitat Restored	103.5	92.5	143
Number and Acres of Trees	101,000 trees 87 acres	92,500 trees 70 acres	109,105 trees 96 acres
Number and Acres of Wetlands	5 wetlands 5 acres	6 wetlands 15 acres	6 wetlands 31 acres
Number and Acres of Prairie	8 sites 11.5 acres	5 sites 7.5 acres	5 sites 16 acres
Number of landowners involved in restoration	214	222	191
Trees planted by volunteers	2,603	2,973	3,259
Native plants planted by volunteers	3,858	1,610	1,600

Great Lakes

		2016	2017	2018
Water Quality Improvement Projects Implemented	Agriculture/Other (total)	88	28	30
	Detroit River Watersheds	10	10	3
	Lake Erie Watersheds	19	13	21
	Lake St. Clair Watersheds	12	5	2
	Great Lakes Agricultural Priority Subwatershed Stewardship Initiative	47	23	0*
Number of wells decommissioned		9	5	4
Number of landowners participating		58	23	20
Number of surface water quality monitoring stations		77	58	61
Number of ground water quality monitoring stations		8	8	8
Number of benthos monitoring stations		8	20	15

\*Program ended in 2018.

Sustainable Communities

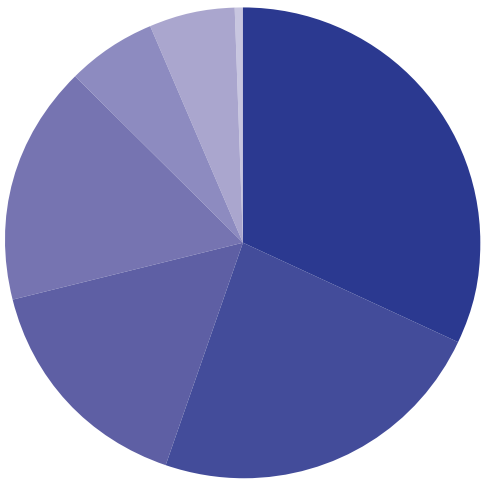
	2016	2017	2018
Planning Services—transactions/year	689	822	850
Kilometres of Trails owned, managed & developed	95.1	98	98
Number of volunteers	1,904	2,064	2,185
Number of outreach events	35	19	30
Number of schoolyard naturalization projects	3	2	2
ERCA hosted special events	36	29	24
Number of schools	96	71	72
Number of unique education programs	294	434	256
Number of students	9,986	12,224	9,958
Number of public meetings/workshops	19	31	22
Day Use Visitors to JRPH (estimated)	11,190	11,830	11,910
Day Use Visitors to HBCA (estimated)	9,000	12,588	9,600
Number of seasonal campsites purchased	69	67	72

A Strong, Resilient Organization

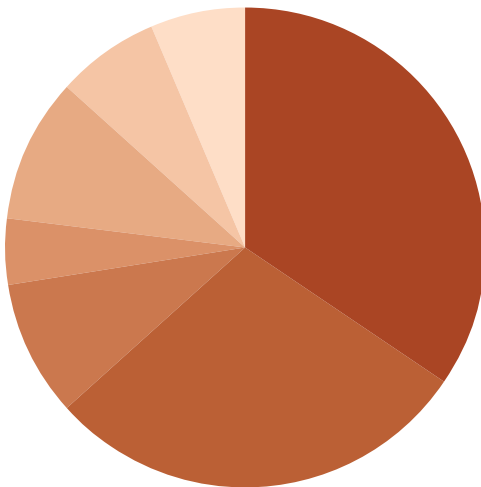
	2016	2017	2018
Area of CA Jurisdiction	1,681.3 km²	1,681.3 km²	1,681.3 km²
Watershed Population	326,105	325,351	323,793
Staff—Permanent and Long-Term Contract	36	36	39
Staff—Special Grant and Short-Term Full-Time Equivalent Contract	8	10	12
Average Full Time Staff Length of Service	10	12	9
Number of Local Committees, Boards and Advisory Panels with ERCA representation	27	29	28
Number of Provincial Committees, Boards and Advisory Panels with ERCA representation	26	28	28
Number of research studies with ERCA involvement	8	8	12
Number of unique visitors to our website	68,591	70,997	65,528*
Number of Facebook followers	2,424	2,948	3,168
Number of Twitter followers	2,428	2,676	2,896
Number of Instagram followers (launched October 2016)	90	225	1,061
Number of Youtube video views	2,134 views 4,334 min	2,550 views 4,893 min	2,400 views 4,500 min

\*Some data unavailable due to website changeover.

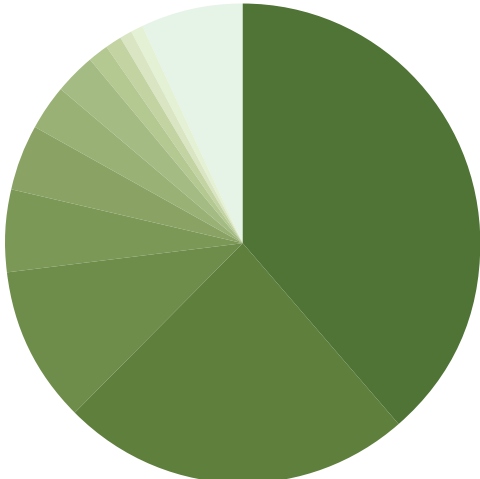
# 2018 Financial Review



2018 Projected Funding Sources	\$9,799,793
Total Levy	\$3,148,752
Municipal Special Project Contributions	\$2,291,244
Fee for Service	\$1,540,159
Federal Grants	\$1,613,142
Donations (ERCF and others)	\$591,425
Provincial Grants	\$584,049
Prior Years' Surplus	\$31,021



2018 Projected Uses of Funds by Function	\$9,799,793
Watershed Management Services	\$3,386,592
Conservation Services	\$2,844,702
Science & Research	\$876,669
Outreach & Education	\$448,332
Corporate/Admin Shared Services	\$959,636
Transfers to Reserves/Future Years	\$667,120
Asset Replacement/Capital Projects	\$616,741



2018 Projected Uses of Funds by Expense Type	\$9,799,793
Wages & Benefits	\$3,796,727
Subcontracted Construction/Technical Mun Spec Projects	\$2,343,763
Subcontracted Construction/Technical ERCA Capital Projects	\$1,038,727
Plant Materials/Subsidies	\$545,020
Project/Operating Supplies	\$435,010
Travel & Fleet Operations & Replacement	\$299,482
Rent/Taxes/Utilities/Security	\$255,200
Maintenance/Repairs	\$138,930
Insurance, Audit & Legal	\$109,175
IT/Software/Data Services	\$98,148
CO Dues & Board of Directors	\$72,490
Transfers to Reserves/Future Years	\$667,120



# 2018 At a Glance



109,105

**Trees** planted to increase green space.



30

Projects implemented to improve **water quality**.



9,958

**Students** educated through outdoor education programs.



1,113

**Permits** requested and reviewed to ensure landowner protection.



2,064

Awesome **volunteers** helped enrich & sustain the Place for Life.



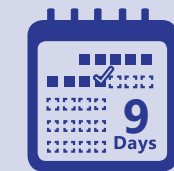
84

Surface, ground and benthos water quality sites **monitored**.



45

**Flood messages** issued—a record in this changing climate.



9 days

Average **permit response time** for minor developments.




78

**Events** and **workshops** hosted to connect people with the Place for Life.



143

**Acres** of forest, tall grass prairie, and wetlands restored.

Front cover image:  
 Mel Diotte



facebook.com/**EssexRegionConservation**



@**EssexRegionConservation**



@**EssexRegionCA**



youtube.com/**TheEssexRegionCA**

## Contact Us

360 Fairview Avenue West, Suite 311  
Essex, Ontario, N8M 1Y6

P: 519-776-5209

F: 519-776-8688

W: [essexregionconservation.ca](http://essexregionconservation.ca)



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

**APPLICATION:** ZONING BY-LAW AMENDMENT - ZBA/02/19  
(Section 34 of the Planning Act, R.S.O. 1990, C.P. 13)

**APPLICANTS:** Benji Mastronardi  
2616856 Ontario Limited

**LOCATION OF PROPERTY:** 1288-1290 Road 2 W  
Part of Lot D, E, Concession 2 Western Division, Part 5  
PL 12R15120  
Town of Kingsville

**PURPOSE OF APPLICATION:** The Town of Kingsville has received the above-noted application for lands located on the north side of Road 2 West, west of McCain Side Road. The subject parcel is designated 'Agricultural' by the Official Plan and is zoned 'Agricultural (A1)' under the Kingsville Comprehensive Zoning By-law.

The parcel is 24.4 ha (60.26 ac.) in size and consists of two single detached dwellings, four outbuildings, four concrete silo's and vacant farmland.

At the November 20<sup>th</sup>, 2018 Committee of Adjustment meeting, provisional consent was given to sever two existing dwellings and outbuildings, deemed surplus to the applicants' farming operation, on two new lots being Part 1 - 0.29 ha (0.725 ac.) and Part 2 - 0.28 ha (0.704 ac.) (shown in green on the Location Map). As a condition of that consent, it was required that the retained parcel be rezoned to 'Agriculture – Restricted (A2)' to prohibit the construction of future dwellings (shown in red on the Location Map). This condition is required by both Provincial and Town policies.

### **A PUBLIC MEETING OF COUNCIL will be held on:**

**WHEN:** March 11, 2019  
**WHERE:** Town of Kingsville Municipal Building – Council Chambers  
**TIME:** 7:00 p.m.

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

**IF A PERSON** or public body does not make oral submissions at the public meeting or make written submissions to Council before the by-law is passed, the person or public body is not entitled to appeal the decision of the Council to the Local Planning Appeal Tribunal.

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

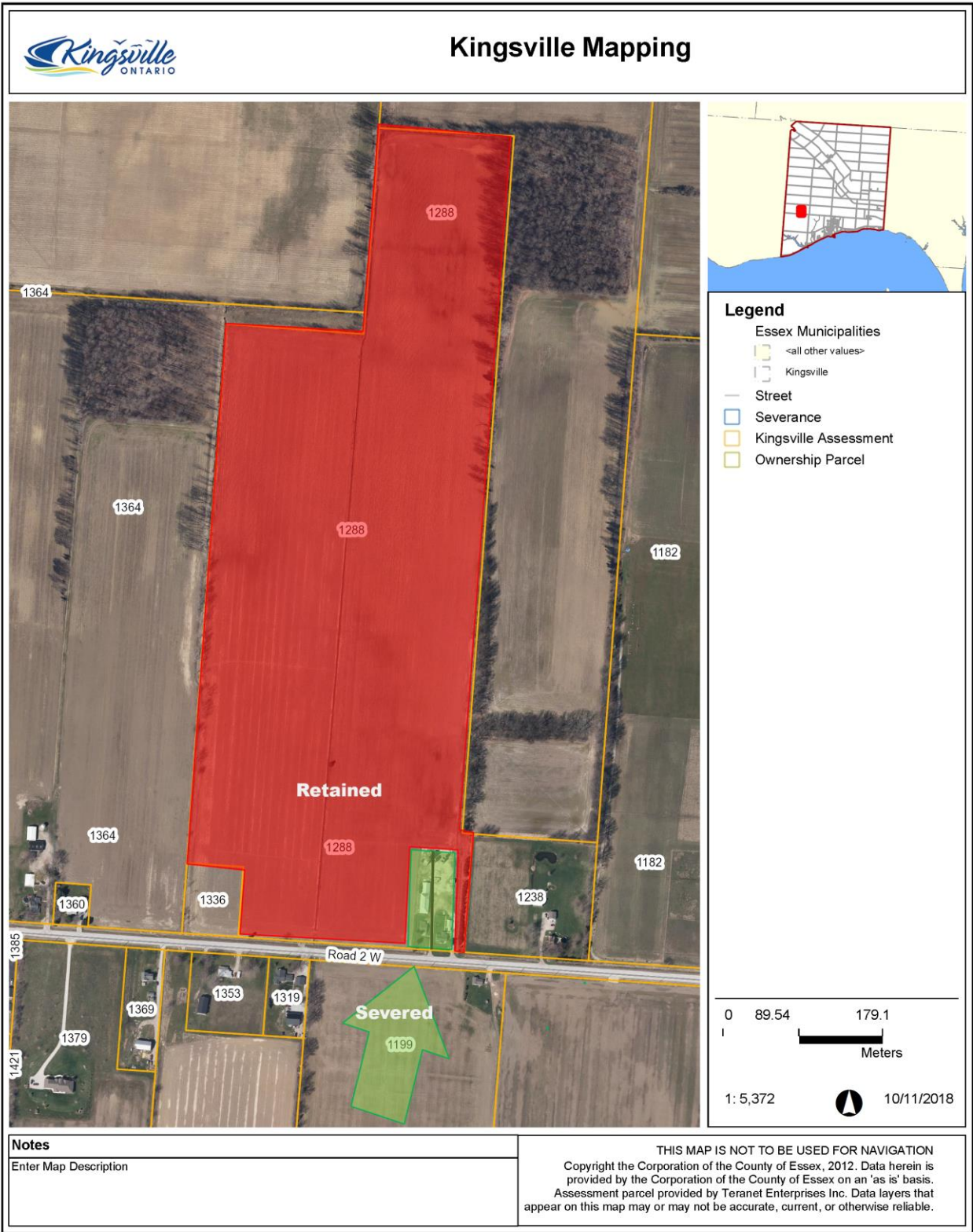
**ADDITIONAL INFORMATION** relating to this matter is available for review at the Kingsville Municipal Office during regular office hours.

**DATED AT**  
**THE TOWN OF KINGSVILLE**  
on February 8, 2019.

**George Robinson, BFA, BURPI, CPT**  
**519-733-2305 (x 249)**  
**grobinson@kingsville.ca**



Location Map





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

**Date:** February 27, 2019

**To:** Mayor and Council

**Author:** George Robinson, BFA, BURPL, CPT  
Town Planner

**RE:** Application for Zoning By-law Amendment ZBA/02/19 by  
2616856 Ontario Limited  
1288-1290 Road 2 W  
Part of Lot D, E, Con 2 WD, Part 5 RP 12R15120  
Roll No. 3711 380 000 02200

**Report No.:** PDS 2019-008

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## **AIM**

To provide the Town of Kingsville Council with information regarding the requested Zoning By-law Amendment for lands known as 1288 Road 2 W, as a condition of consent under file B/11/18.

## **BACKGROUND**

At the November 20, 2018 Committee of Adjustment meeting, provisional consent was given to sever two existing dwellings and four outbuildings (File B/11/18), deemed surplus to the farming operation of the owners, from the parcel known as 1288 Road 2 West.

As a condition of that consent, it was required that the retained parcel, being approximately 23.6 ha (58.11 ac.), be rezoned to prohibit the construction of future dwellings. Please refer to the location map attached as Appendix A. This condition is required by both Provincial and Town policy.

## **DISCUSSION**

The subject parcel is designated 'Agriculture' by the Official Plan and is zoned 'Agriculture (A1)' under the Kingsville Comprehensive Zoning By-law. A change in zoning to 'Agriculture – Restricted (A2)' would prohibit the construction of future dwellings but continue to permit all other uses permitted under the existing A1 zoning and maintain compliance with the Provincial Policy Statement (PPS) Section 2.3.4.1(c).

## LINK TO STRATEGIC PLAN

Manage growth through sustainable planning.

## FINANCIAL CONSIDERATIONS

There is no financial impact as a result of this zoning amendment.

## CONSULTATIONS

### 1) Public Consultations

In accordance with O. Reg 545/06 of the Planning Act, property owners within 120m of the subject site boundaries received the Notice of Public Meeting by mail. To date, no comments have been received by members of the public.

### 2) Agency & Administrative Consultation

In accordance with O. Reg 545/06 of the *Planning Act*, Agencies and Town Administration received the Notice of Public Meeting by mail and/or email.

Agency or Administrator	Comment
Essex Region Conservation Authority	<ul style="list-style-type: none"><li>No objections. (See Appendix B).</li></ul>
Town of Kingsville Management Team	<ul style="list-style-type: none"><li>No concerns with the requested rezoning.</li></ul>
County of Essex	<ul style="list-style-type: none"><li>No comments expected.</li></ul>

## RECOMMENDATION

It is recommended that Council approve zoning by-law amendment application ZBA/02/19 to rezone the subject lands at 1288 Road 2 West, Part of Lots D and E, Concession 2 WD, Town of Kingsville, as a condition of consent File B/11/18 from 'Agriculture (A1)' to 'Agriculture – Restricted (A2)' and adopt the implementing by-law.

George Robinson

George Robinson, BFA, BURPI, CPT  
Town Planner

Robert Brown

Robert Brown, H. Ba, MCIP, RPP  
Manager, Planning Services

Peggy Van Mierlo-West

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



## Appendix A - ZBA/02/19 Location Map



### Legend

#### Essex Municipalities

<all other values>

Kingsville

Street

Severance

Kingsville Assessment

### Notes

Blue - surplus dwelling parcels severed.

Red - remnant farm parcel to be re-zoned from A1 to A2.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Copyright the Corporation of the County of Essex, 2012. Data herein is provided by the Corporation of the County of Essex on an 'as is' basis. Assessment parcel provided by Teranet Enterprises Inc. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

0 126.45 252.9 Meters

1: 7,586



2/22/2019



## Appendix B

February 21, 2019

Mr. George Robinson, Town Planner  
The Corporation of the Town of Kingsville  
2021 Division Road North  
Kingsville, Ontario, N9Y 2Y9

planning@erca.org  
P.519.776.5209  
F.519.776.8688  
360 Fairview Avenue West  
Suite 311, Essex, ON N8M 1Y6

Dear Mr. Robinson:

RE: Zoning By-Law Amendment ZBA-02-19  
1288 ROAD 2 W  
ARN 371138000000220; PIN: 751710102  
Applicant: Benji Mastronardi 2616856 Ontario Ltd

The following is provided as a result of our review of Zoning By-Law Amendment ZBA-02-19. We acknowledge that the purpose of this Zoning By-law Amendment is as a result of a provision that was placed on Consent B-11-18. As a condition of the consent, it was required that the retained parcel be rezoned to "Agriculture - Restricted (A2)" to prohibit the construction of future dwellings.

### **DELEGATED RESPONSIBILITY TO REPRESENT PROVINCIAL INTEREST IN NATURAL HAZARDS, (PPS, 2014) AND REGULATORY RESPONSIBILITIES OF THE CONSERVATION AUTHORITIES ACT**

The following comments reflect our role as representing the provincial interest in natural hazards encompassed by Section 3.1 of the Provincial Policy Statement of the Planning Act as well as our regulatory role as defined by Section 28 of the Conservation Authorities Act.

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the *Conservation Authorities Act*, (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the 2nd Concession Branch of the Henderson Drain and Henderson Drain East Branch. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations.

### **WATERSHED BASED RESOURCE MANAGEMENT AGENCY - Storm Water Management**

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

Our office has reviewed the proposal and has no concerns relating to stormwater management at this time.



Mr. Robinson  
February 21, 2019

### **NATURAL HERITAGE POLICIES OF THE PPS, 2014**

The subject property is adjacent to (within 120 metres of), two natural heritage features that are identified as significant woodlands under the Provincial Policy Statement (PPS, 2014). The subject property also contains fence row features that may contain habitat of Species at Risk or Endangered Species.

Section 2.1.8 of the PPS 2014 states – “Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5 and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.”

Section 2.1.7 of the PPS 2014 states – “Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.” It is the proponent’s responsibility to exercise due diligence in ensuring that all issues related to the provincial Endangered Species Act and its regulations have been addressed.

Notwithstanding the above references to the PPS, due to the purpose of the application we advise that a demonstration of no negative impact on the adjacent natural feature is not required for this application. There will be no change in land use (agricultural), and no development is being proposed as a result of this application. The restrictive rezoning of the property also ensures that no dwellings can be constructed on the retained farmland, or therefore within 120 metres of the adjacent woodlots. We advise that this application is consistent with the natural heritage policies of the PPS.

### **FINAL RECOMMENDATION**

We have no objections to this application for Zoning By-law Amendment.

If you have any questions or require any additional information, please contact the undersigned.

Sincerely,



Corinne Chiasson  
Resource Planner  
/cor



# **THE CORPORATION OF THE TOWN OF KINGSVILLE**

## **BY-LAW 30-2019**

---

### **Being a By-law to amend By-law No. 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville**

**WHEREAS** By-law No. 1-2014 is the Town's Comprehensive Zoning By-law to regulate the use of land and the character, location and use of buildings and structures in the Town of Kingsville;

**AND WHEREAS** the Council of the Corporation of the Town of Kingsville deems it expedient and in the best interest of proper planning to further amend By-law No. 1-2014 as herein provided;

**AND WHEREAS** there is an Official Plan in effect in the Town of Kingsville and this By-law is deemed to be in conformity with the Town of Kingsville Official Plan;

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

1. Schedule "A", Map 50 of By-law 1-2014 is hereby amended by changing the zone symbol on an approximately 23.6 ha (58.11 ac.) portion of land, known municipally as 1288 Road 2 West, Part of Lots D and E, Concession 2 WD, as shown on Schedule 'A' in cross-hatch attached hereto from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)'.
2. This by-law shall come into force and take effect from the date of passing by Council and shall come into force in accordance with Section 34 of the Planning Act.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
11<sup>th</sup> DAY OF MARCH, 2019.**

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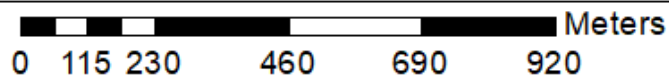
**MAYOR, Nelson Santos**

---

**CLERK, Jennifer Astrologo**



Schedule A



**1288 ROAD 2 WEST**  
**PART OF LOTS D AND E, CONCESSION 2 WD**  
**ZBA/02/19**



Schedule "A", Map 50 of By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)'.





**Town of Kingsville  
Council Summary Report  
2019**

**Cheque Distributions for the Month of:**

**FEBRUARY**

**Department Summary:**

Dept. No.	Department Name	Amount
	Credit Card Transactions	\$ 30,887.89
000	Default - Clearing	\$ 82,435.18
110	Council	\$ 796.78
112	General Administration	\$ 95,292.09
114	Information Technology	\$ 24,554.08
120	Animal Control	\$ 1,928.50
121	Fire	\$ 30,087.07
122	OPP	\$ 279,575.80
124	Building	\$ 12,674.88
130	Transportation - Public Works	\$ 905,162.36
131	Sanitation	\$ 57,637.47
151	Cemetery	\$ 1,181.46
170	Arena	\$ 36,310.40
171	Parks	\$ 15,082.95
172	Fantasy of Lights	\$ 572.71
173	Marina	\$ 571.46
174	Migration Festival	\$ -
175	Recreation Programs	\$ 23,035.64
176	Communities in Bloom	\$ -
177	Highland Games	\$ 849.71
178	Facilities	\$ 10,793.67
180	Planning	\$ 3,350.17
181	BIA	\$ 11,447.36
184	Accessibility Committee	\$ 172.99
185	Tourism & Economic Development Committee	\$ 1,251.71
186	Heritage Committee	\$ 121.38
201	Environmental - Water	\$ 36,137.06
242	Kingsville/Lakeshore West Wastewater	\$ 294,007.02
243	Cottam Wastewater	\$ 16,597.89

**Total of Current Expenditures:** \$ 1,972,515.68

*\*Note HST Rebate details are omitted, but are included in the totals*

**Total Number of Current Cheques Issued:** 327

**Comparison Data: FEBRUARY 2018**

**Total of Approved Expenditures:** \$ 3,267,002.83

**Total Number of Cheques Issued:** 302

*\* denotes monies to be recouped, billed to third party*

**Council Summary Report  
Credit Card Transactions  
February 2019**

Cheque Number	Cheque Date	Vendor Name	Description	Account	Amount
68322	2/14/2019	TD Canada Trust - RM Visa	TONER	01-112-099-60301	\$ 193.30
68322	2/14/2019	TD Canada Trust - RM Visa	NOISE CANCELLING EAR MUFFS	01-112-099-60301	\$ 39.26
68322	2/14/2019	TD Canada Trust - RM Visa	COURIER EXPENSE	01-112-099-60305	\$ 251.72
68358	2/14/2019	TD Canada Trust - RM Visa	COURIER FEES	01-112-099-60305	\$ 20.71
68358	2/14/2019	TD Canada Trust - RM Visa	COURIER FEES	01-112-099-60305	\$ 48.12
68358	2/14/2019	TD Canada Trust - RM Visa	COURIER FEES	01-112-099-60305	\$ 20.89
68358	2/14/2019	TD Canada Trust - RM Visa	COURIER FEES	01-112-099-60305	\$ 20.80
68322	2/14/2019	TD Canada Trust - RM Visa	AD - PW POSITION	01-112-099-60306	\$ 50.44
68372	2/15/2019	TD Canada Trust - RM Visa	HR DOWNLOADS	01-112-099-60309	\$ 3,521.76
68322	2/14/2019	TD Canada Trust - RM Visa	GREEN BOOK - OHSA	01-112-099-60317	\$ 138.68
68322	2/14/2019	TD Canada Trust - RM Visa	REFRESHMENTS-BUDGET MEETING	01-112-099-60317	\$ 62.65
68322	2/14/2019	TD Canada Trust - RM Visa	ANNUAL FEE	01-112-099-60346	\$ 49.00
68322	2/14/2019	TD Canada Trust - RM Visa	TRAINING VIDEOS	01-114-098-60254	\$ 2,285.28
68184	2/7/2019	TD Canada Trust - RM Visa	EVERBRIDGE RENEWAL	01-114-099-60309	\$ 6,780.00
68372	2/15/2019	TD Canada Trust - RM Visa	EVERBRIDGE RENEWAL BALANCE	01-114-099-60309	\$ 2,493.87
68322	2/14/2019	TD Canada Trust - RM Visa	MEMBERSHIP 2019-WEBSITE SUPPC	01-114-099-60320	\$ 273.97
68372	2/15/2019	TD Canada Trust - RM Visa	DOMAIN NAME RENEWALS	01-114-099-60320	\$ 213.70
68358	2/14/2019	TD Canada Trust - RM Visa	CYBER SECURITY SOFTWARE PRO	01-114-360-71869	\$ 5,595.00
68371	2/15/2019	TD Canada Trust - RM Visa	PASSWORD POLICY SOFTWARE	01-114-360-71869	\$ 1,377.17
68322	2/14/2019	TD Canada Trust - RM Visa	DEMO DOG TAG FORM	01-120-064-41140	\$ 40.00
68358	2/14/2019	TD Canada Trust - RM Visa	FDIC CONFERENCE	01-121-098-60254	\$ 189.24
68358	2/14/2019	TD Canada Trust - RM Visa	LEATHER SHIELD-G SHEPLEY	01-121-099-60701	\$ 112.08
68322	2/14/2019	TD Canada Trust - RM Visa	PARKING TICKET DEMO FORM	01-122-066-41250	\$ 25.00
68358	2/14/2019	TD Canada Trust - RM Visa	OACETT-3083 REFUND-CANCELLED	01-130-098-60254	\$ (406.80)
68322	2/14/2019	TD Canada Trust - RM Visa	2019 BIA CLOCK MTCE RENEWAL	01-130-099-60455	\$ 870.72
68358	2/14/2019	TD Canada Trust - RM Visa	COURIER FEES	01-130-360-71828	\$ 37.54
68358	2/14/2019	TD Canada Trust - RM Visa	COURIER FEES	01-130-360-71828	\$ 23.43
68322	2/14/2019	TD Canada Trust - RM Visa	COMPUTER MOUNTS FOR TRUCKS	01-130-360-71833	\$ 373.04
68322	2/14/2019	TD Canada Trust - RM Visa	COLLECTION CALENDARS-2019	01-131-400-60380	\$ 140.45
68322	2/14/2019	TD Canada Trust - RM Visa	ADV REC BUS MGMT - PLANKE	01-170-098-60254	\$ 1,450.00
68322	2/14/2019	TD Canada Trust - RM Visa	SALT & SAND LOG BOOK	01-170-099-60315	\$ 50.00
68322	2/14/2019	TD Canada Trust - RM Visa	MEMBERSHIP APPLICATION-PLANKE	01-170-099-60320	\$ 155.00
68322	2/14/2019	TD Canada Trust - RM Visa	2019 HWIN RENEWAL	01-170-099-60345	\$ 50.00
68358	2/14/2019	TD Canada Trust - RM Visa	COURIER FEES	01-171-360-71645	\$ 20.71
68372	2/15/2019	TD Canada Trust - RM Visa	2019 OSW CONF - M DUROCHER	01-175-099-60254	\$ 125.00
68322	2/14/2019	TD Canada Trust - RM Visa	FIRST AID REG FEES	01-175-099-60627	\$ 60.00
68372	2/15/2019	TD Canada Trust - RM Visa	FIRST AID REG FEES	01-175-099-60627	\$ 140.00
68372	2/15/2019	TD Canada Trust - RM Visa	STAND ALONE CPR	01-175-099-60627	\$ 2.00
68372	2/15/2019	TD Canada Trust - RM Visa	FIRST AID REG FEES	01-175-099-60627	\$ 20.00
68322	2/14/2019	TD Canada Trust - RM Visa	NEW PLANNING ACTS	01-180-099-60301	\$ 210.16
68322	2/14/2019	TD Canada Trust - RM Visa	BUS REC AWARDS TIX FORM DEMO-	01-185-066-41326	\$ 70.00
68322	2/14/2019	TD Canada Trust - RM Visa	BUS REC AWARDS TIX FORM DEMO	01-185-066-41326	\$ 70.00
68322	2/14/2019	TD Canada Trust - RM Visa	WATER CONFERENCE-MARTINHO	02-201-098-60254	\$ 763.20
68358	2/14/2019	TD Canada Trust - RM Visa	DCHLR PUCKS - HYDRANT FLUSHIN	02-201-099-60335	\$ 641.18

**Council Summary Report  
Credit Card Transactions  
February 2019**

<b>Cheque Number</b>	<b>Cheque Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
68358	2/14/2019	TD Canada Trust - RM Visa	WATER METER MTCE	02-201-099-63017	\$ 182.12
68358	2/14/2019	TD Canada Trust - RM Visa	WATER METER MTCE	02-201-099-63017	\$ 182.13
68322	2/14/2019	TD Canada Trust - RM Visa	COMPUTER MOUNTS FOR TRUCKS	02-201-360-71859	\$ 373.04
68321	2/14/2019	TD Canada Trust - PVMW	ROMA HOTEL BAL - PVMWEST	01-112-098-60254	441.31
68321	2/14/2019	TD Canada Trust - PVMW	ROMA HOTEL - PVMWEST	01-112-098-60254	70.82
68321	2/14/2019	TD Canada Trust - PVMW	FLOWERS - P VALORE	01-112-099-60317	96.62
68321	2/14/2019	TD Canada Trust - PVMW	INTEREST - JAN	01-112-099-60346	0.14
68321	2/14/2019	TD Canada Trust - NS Visa	ROMA CONFERENCE - MEALS	01-110-100-60253	\$ 16.03
68321	2/14/2019	TD Canada Trust - NS Visa	ROMA CONFERENCE - SHERATON	01-110-100-60253	\$ 229.65
68321	2/14/2019	TD Canada Trust - NS Visa	ROMA CONF - AGENT FEE FLIGHT	01-110-100-60253	\$ 20.54
68321	2/14/2019	TD Canada Trust - NS Visa	ROMA CONFERENCE - FLIGHT	01-110-100-60253	\$ 607.22
<b>Total Credit Card Transactions</b>					<b>\$30,887.89</b>

**Town of Kingsville  
 Council Summary Report**

**Ranges:** From:  
**Vendor ID:** First  
**Vendor Name:** First  
**Cheque Date:** 2/1/2019  
**Sorted By:** Cheque Number

**To:**  
**Last**  
**Last**  
 2/28/2019

Distribution Types Included: PURCH

Cheque Number	Cheque Date	Vendor Name	Description	Amount
-				
Total For Department				\$0.00
000	-			
0068188	* 2/13/2019	1741110 Ontario Inc.	RFND-225 PRINCEALBERT STN BLDA 01-000-000-21410	\$1,000.00
0068188	* 2/13/2019	1741110 Ontario Inc.	RFND-225 PRINCEALBERT ST BLD B 01-000-000-21410	\$1,000.00
0068190	* 2/13/2019	Anthony Abraham	RFND-5 HOUSTON AVE 01-000-000-21410	\$1,000.00
0068190	* 2/13/2019	Anthony Abraham	RFND-7 HOUSTON AVE 01-000-000-21410	\$1,000.00
0068207	* 2/13/2019	Bondy, Riley, Koski	SITE PLAN REG - SPA/14/16 01-000-020-22221	\$359.42
0068235	* 2/13/2019	Golder Associates	SERVICES-KUNCH DRAIN 15-058 01-000-023-14080	\$3,994.08
0068236	* 2/13/2019	Robert Hajdu	RFND - 1050 MARJORIE DR 01-000-000-21410	\$1,000.00
0068245	* 2/13/2019	Jackie Kerr	RFND - NOMINATION FEE 01-000-031-21420	\$100.00
0068266	* 2/13/2019	Thomas Neufeld	RFND - ELECTION NOMINATION FEE 01-000-031-21420	\$100.00
0068276	* 2/13/2019	Reg Clark Trucking Ltd.	REMOVE SAND-WST FRNT RD OUTLET 01-000-023-14080	\$382.62
0068291	* 2/13/2019	SunValley Farms	RFND - SPA 07 18 & ERCA FEE 01-000-020-22278	\$133.97
0068292	* 2/13/2019	Sunrite Greenhouses Ltd	RFND - SPA 14 18 & ERCA FEE 01-000-020-22304	\$166.33
0068339	* 2/14/2019	Golder Associates	SERVICES-KUNCH DRAIN 15-058 01-000-023-14080	\$3,994.08
0068339	* 2/14/2019	Golder Associates	SERVICES-JASPERSON RD 01-000-006-13112	\$9,921.59
0068348	* 2/14/2019	Pro Bid Contractors Ltd.	DENNIS DR PIPE COLLAPSE 01-000-006-13199	\$5,335.00
0068353	* 2/14/2019	Shilson Excavation & Trucking I	MCDONALD DRAIN 01-000-023-14080	\$27,149.02
0068368	2/14/2019	Kelly Wolters	PC-SHORTAGE 01-000-099-60348	\$0.45
0068386	* 2/25/2019	1552843 Ont Ltd.	1057 CEDAR DR - TARP ROOF 01-000-006-13199	\$1,038.00
0068386	* 2/25/2019	1552843 Ont Ltd.	273 GLASS AVE - BOARD UP HSE 01-000-006-13199	\$435.00
0068407	* 2/25/2019	Kim DeYong	26NOMINATION FEE REFUND 01-000-031-21420	\$100.00

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068418	✖ 2/25/2019	Shane and Heather Ganderton	RFND PYMT IN ERROR 560-01133 01-000-031-21418	\$2,159.69
0068423	✖ 2/25/2019	I.B.E.W. #636	REMITTANCE JAN 27-FEB 9/19 01-000-000-21006	\$1,537.01
0068450	✖ 2/25/2019	Pearsall Marshall Halliwell & Se	SPA/16/18 - REG SITE PLAN 01-000-020-22310	\$329.74
0068450	✖ 2/25/2019	Pearsall Marshall Halliwell & Se	SPA/09/18 - REG OF SITE PLAN 01-000-020-22291	\$329.74
0068450	✖ 2/25/2019	Pearsall Marshall Halliwell & Se	SPA/08/18 - REG OF SITE PLAN 01-000-020-22289	\$329.74
0068450	✖ 2/25/2019	Pearsall Marshall Halliwell & Se	SPA/13/18 - REG OF SITE PLAN 01-000-020-22305	\$363.52
0068450	✖ 2/25/2019	Pearsall Marshall Halliwell & Se	SPA/10/18 - REG OF SITE PLAN 01-000-020-22296	\$329.74
0068450	✖ 2/25/2019	Pearsall Marshall Halliwell & Se	POC/01/14 - REG OF AMEND PLAN 01-000-020-22253	\$329.74
0068450	✖ 2/25/2019	Pearsall Marshall Halliwell & Se	SPA/18/17 PART 1 REG OF SITE P 01-000-020-22257	\$329.74
0068450	✖ 2/25/2019	Pearsall Marshall Halliwell & Se	SPA/18/17 PART 2 REG SITE PLAN 01-000-020-22257	\$329.74
0068457	✖ 2/25/2019	RC Spencer Associates Inc.	ENG SERVICES-SMITH NEWMAN EXT 01-000-023-14080	\$508.80
0068458	✖ 2/25/2019	REALTAX INC	OPEN NEW FILE 270-37401 01-000-030-21307	\$508.50
0068462	✖ 2/25/2019	Sewer Technologies Inc	CCTV INSPECTION-COTTAM WOODS 01-000-006-13199	\$6,700.00
0068466	✖ 2/25/2019	South Essex Community Counc	2019 INTERIM CHARITY REBATE 01-000-031-21418	\$548.94
0068483	✖ 2/25/2019	Baird AE Inc	ENG SERVICES - UNION AVE DRAIN 01-000-023-14080	\$852.02
0068494	✖ 2/28/2019	Ministry of Finance (Tile Loan)	TITLE DEBENTURE 10-2014 01-000-052-60441	\$3,515.18
0068494	✖ 2/28/2019	Ministry of Finance (Tile Loan)	TITLE DEBENTURE 10-2014 01-000-052-60442	\$1,471.17
0068494	✖ 2/28/2019	Ministry of Finance (Tile Loan)	TITLE DEBENTURE 28-2012 01-000-052-60441	\$2,819.65
0068494	✖ 2/28/2019	Ministry of Finance (Tile Loan)	TITLE DEBENTURE 28-2012 01-000-052-60442	\$740.09
0068495	✖ 2/28/2019	HYDRO ONE	1 CONC LOT22 MOROUN PUMP STAT 01-000-023-14080	\$192.87

**Total For Department 000 \$82,435.18**

110 -

0068213	2/13/2019	Chapman Signs	MEGHAN AGOSTA 01-110-099-60300	\$549.50
0068220	2/13/2019	Kim DeYong	MILEAGE - JOINT ORIENTATION 01-110-104-60253	\$34.48
0068275	2/13/2019	Gord Queen	MILEAGE - OPP YOUTH AT RISK 01-110-101-60253	\$31.34
0068275	2/13/2019	Gord Queen	MILEAGE - ORIENTATION SESSION 01-110-101-60253	\$31.34
0068284	2/13/2019	Nelson Santos	MILEAGE - COUNCIL ORIENTATION 2701-110-100-60253	\$45.96

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068294	2/13/2019	Telus Mobility	CELL PHONE - JAN 28-FEB 27/19 01-110-099-60327	\$45.79
0068319	2/14/2019	Nelson Santos	ROMA CONFERENCE - TAXI 01-110-100-60253	\$18.75
0068331	2/14/2019	Kim DeYong	MILEAGE - GLIER CLIMATE CHG 01-110-104-60253	\$39.62
<b>Total For Department 110</b>				<b>\$796.78</b>
<u>112</u>	-			
0068192	2/13/2019	Advance Business Systems	POSTMACH LEASE 3/30/19-3/29/20 01-112-099-60311	\$270.14
0068198	2/13/2019	Association of Municipalities of (	AMO CONFERENCE - PVMW 01-112-098-60254	\$1,165.15
0068205	2/13/2019	Biz X Magazine	MAGAZINE AD 01-112-099-60306	\$737.76
0068211	2/13/2019	Canadian Trans. Museum & His	EVENTS GUIDE BOOK - AD 01-112-099-60306	\$150.00
0068214	2/13/2019	Cintas Canada Limited	TOWN HALL - MATS 01-112-099-60315	\$81.69
0068214	2/13/2019	Cintas Canada Limited	TOWN HALL - MATS 01-112-099-60315	\$81.69
0068217	2/13/2019	Culligan Water	WATER COOLER - TOWN HALL 01-112-099-60311	\$28.44
0068225	2/13/2019	Essex Region Conservation Aut	1ST QUARTER LEVY - 2019 01-112-420-60950	\$49,929.75
0068231	2/13/2019	Fire Safety Services	T'HALLANNUAL FIRE EXIT SERVICE 01-112-099-60315	\$81.41
0068233	2/13/2019	Jennifer Galea	PW/ENV TRAINING-REFRESHMENTS 01-112-099-60317	\$35.96
0068238	2/13/2019	Tara Hewitt	MISC-BUDGET/ORIENTATION/M BRKF 01-112-099-60317	\$77.14
0068238	2/13/2019	Tara Hewitt	MISC-BUDGET/ORIENTATION/M BRKF 01-112-098-60254	\$57.04
0068238	2/13/2019	Tara Hewitt	MISC-BUDGET/ORIENTATION/M BRKF 01-112-099-60317	\$17.29
0068239	2/13/2019	Mathew Isley	POLICE CLEARANCE/ABSTRACT 01-112-099-60317	\$42.00
0068246	2/13/2019	Kingsville Home Hardware	DISHWASHER PARTS 01-112-099-60315	\$42.19
0068248	2/13/2019	Kings Landing Catering	C ORIENTATION-REFRESH/PROJECTO 01-112-098-60254	\$1,099.88
0068258	2/13/2019	Merchant Paper Company	TOWN HALL - SUPPLIES 01-112-099-60315	\$405.55
0068259	2/13/2019	Mettawas Station	BUDGET MEETING - LUNCH 01-112-099-60317	\$231.50
0068263	2/13/2019	Monarch Office Supply	OFFICE SUPPLIES - JAN 2019 01-112-099-60301	\$1,092.17
0068281	2/13/2019	R. Moir Cleaning Service	CLEANING - UNICO 01-112-099-60341	\$407.04
0068282	2/13/2019	Royal Canadian Legion Ontario	2019 MILITARY BOOK AD 01-112-099-60306	\$306.18
0068287	2/13/2019	Sims Publications Incorporated	AD - FEES & CHARGES BYLAWS 201-112-099-60306	\$153.86

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068287	2/13/2019	Sims Publications Incorporated	BUSINESS CARDS - N COBBY 01-112-099-60301	\$432.48
0068291	* 2/13/2019	SunValley Farms	RFND - SPA 07 18 & ERCA FEE 01-112-031-21471	\$200.00
0068292	* 2/13/2019	Sunrite Greenhouses Ltd	RFND - SPA 14 18 & ERCA FEE 01-112-031-21471	\$200.00
0068294	2/13/2019	Telus Mobility	CELL PHONE - JAN 28-FEB 27/19 01-112-099-60327	\$164.38
0068297	2/13/2019	Truax Lumber	PARTS FOR DISHWASHER 01-112-099-60315	\$13.22
0068299	2/13/2019	Peggy Van Mierlo-West	ICMA MEMBERSHIP - PVMW 01-112-098-60254	\$149.00
0068322	2/14/2019	TD Canada Trust - RM Visa	ANNUAL FEE 01-112-099-60346	\$49.00
0068332	2/14/2019	D.H.Kingsville Investments Inc	2018 COST RECONCILIATION 01-112-099-60366	\$113.17
0068340	2/14/2019	Hicks Morley Hamilton Stewart &	PROF FEES - LEGAL 01-112-099-60319	\$274.75
0068346	2/14/2019	HYDRO ONE	2021 DIVISION ADMIN J027150 01-112-099-60314	\$2,459.34
0068351	2/14/2019	Vicky Sawatzky	MAP UNIT 1 50% COMPLETE 01-112-098-60254	\$198.43
0068354	2/14/2019	Sims Publications Incorporated	AD - HOLIDAY HOURS 01-112-099-60306	\$158.58
0068357	2/14/2019	South Essex Community Council	2018 RIDERSHIP FEES 01-112-420-60970	\$5,600.00
0068377	2/21/2019	Bell Canada	2021 DIVISION (PIPE) 01-112-099-60327	\$559.68
0068377	2/21/2019	Bell Canada	2021 DIVISION RD N 01-112-099-60327	\$663.50
0068383	2/21/2019	Union Gas Limited	2021 DIVISION RD N - TOWN HALL 01-112-099-60314	\$597.73
0068395	2/25/2019	Canada Post Corporation	INTERIM TAX NOTICES - 2019 01-112-099-60303	\$7,246.33
0068398	2/25/2019	Cintas Canada Limited	TOWN HALL - MATS 01-112-099-60315	\$81.69
0068400	2/25/2019	Corp. of the County of Essex	911 SERVICES - JAN-JUNE 2019 01-112-200-60354	\$5,918.12
0068408	2/25/2019	D.H.Kingsville Investments Inc	MEDICAL CENTRE RENT-MARCH 2019 01-112-099-60366	\$3,013.68
0068410	2/25/2019	Ergonow Incorporated	KEYBOARD & MOUSE - S MARTINHO 01-112-099-60358	\$219.50
0068435	2/25/2019	Merchant Paper Company	TOWN HALL - SUPPLIES 01-112-099-60315	\$347.31
0068437	2/25/2019	Minister of Finance (Marriage)	MARRIAGE LICENCES 01-112-099-60345	\$1,200.00
0068443	2/25/2019	Neopost Canada Ltd	POSTAGE MACHINE LEASE 01-112-099-60311	\$932.51
0068449	2/25/2019	PBS Business Systems	WINDOW ENVELOPES 01-112-099-60301	\$2,198.01
0068449	2/25/2019	PBS Business Systems	TAX BILLS - PINK 01-112-099-60301	\$60.04
0068449	2/25/2019	PBS Business Systems	TAX BILLS - BLUE 01-112-099-60301	\$480.31
0068455	2/25/2019	Purolator Courier Service	COURIER FEES 01-112-099-60305	\$21.16
0068460	2/25/2019	R. Moir Cleaning Service	29 CLEANING - TOWN HALL 01-112-099-60341	\$2,442.24

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068464	2/25/2019	Shred-It International ULC	RECORDS ARCHIVE DESTRUCTION 01-112-099-60317	\$95.95
0068465	2/25/2019	Sims Publications Incorporated	AD - TAX NOTICES 01-112-099-60306	\$125.01
0068465	2/25/2019	Sims Publications Incorporated	AD - TAX NOTICES 01-112-099-60306	\$125.01
0068468	2/25/2019	TD Canada Trust - PVMW	INTEREST - JAN 01-112-099-60346	\$0.14
0068471	2/25/2019	Tri County Copiers	COPIES - TREASURY, CAO, ARENA 01-112-099-60311	\$139.99
0068485	2/25/2019	Compugen Finance Inc.	TOWN HALL COPIER LEASE 01-112-099-60311	\$768.94
0068490	2/25/2019	Auggie Valore	Police Clearance 01-112-099-60317	\$49.53
0068491	2/25/2019	Warkentin Plumbing	TOWN HALL - HVAC MAINTENANCE 01-112-099-60315	\$1,499.53
<b>Total For Department 112</b>				<b>\$95,292.09</b>
<u>114</u>	-			
0068197	2/13/2019	Applied Computer Solutions Inc	SERVICE WORK - JANUARY 2019 01-114-099-60317	\$381.60
0068197	2/13/2019	Applied Computer Solutions Inc	LAPTOP BATTERY 01-114-099-60309	\$84.09
0068219	2/13/2019	Dell Canada Inc	24" MONITORS 01-114-360-71912	\$220.81
0068219	2/13/2019	Dell Canada Inc	24" MONITORS 01-114-360-71902	\$220.81
0068219	2/13/2019	Dell Canada Inc	DOCK KITS 01-114-360-71914	\$337.82
0068219	2/13/2019	Dell Canada Inc	DOCK KITS 01-114-360-71912	\$337.82
0068219	2/13/2019	Dell Canada Inc	LAPTOP REPLACEMENTS 01-114-360-71912	\$1,102.07
0068219	2/13/2019	Dell Canada Inc	LAPTOP REPLACEMENTS 01-114-360-71911	\$1,102.07
0068219	2/13/2019	Dell Canada Inc	LAPTOP REPLACEMENTS 01-114-360-71913	\$1,102.07
0068219	2/13/2019	Dell Canada Inc	LAPTOP REPLACEMENTS 01-114-360-71914	\$1,102.07
0068219	2/13/2019	Dell Canada Inc	LAPTOP REPLACEMENTS 01-114-360-71910	\$1,102.16
0068219	2/13/2019	Dell Canada Inc	LAPTOP 01-114-360-71902	\$1,621.05
0068272	2/13/2019	Park Place Technologies Canac	SERVER/SAN WARRANTY 01-114-099-60309	\$3,180.53
0068294	2/13/2019	Telus Mobility	CELL PHONE - JAN 28-FEB 27/19 01-114-099-60327	\$91.58
0068295	2/13/2019	Thinkdox Inc.	LASERFICHE MTCE RENEWAL 01-114-360-71902	\$1,896.80
0068390	2/25/2019	Applied Computer Solutions Inc	ARENA - UPS BATTERY REPLACEMENT 01-114-099-60309	\$358.51
0068397	2/25/2019	CDW Canada	KEYBOARDS FOR NEW SURFACE GO 01-114-360-71904	\$607.32



**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068397	2/25/2019	CDW Canada	PERIFERAL DEVICES FOR SURFACE 01-114-360-71904	\$602.74
0068397	2/25/2019	CDW Canada	PERIFERAL DEVICES FOR SURFACE 01-114-360-71904	\$1,205.85
0068397	2/25/2019	CDW Canada	SURFACE GO x 6 - COUNCIL 01-114-360-71904	\$4,475.34
0068400	2/25/2019	Corp. of the County of Essex	WEBSITE MAINTENANCE - 2019 01-114-099-60309	\$1,100.86
0068406	2/25/2019	Dell Canada Inc	DESKTOP COMPUTERS x 2 01-114-360-71910	\$864.95
0068406	2/25/2019	Dell Canada Inc	DESKTOP COMPUTERS x 2 01-114-360-71914	\$864.95
0068412	2/25/2019	ESRI Canada Limited	GIS TECH TRAINING 01-114-098-60254	\$590.21

**Total For Department 114 \$24,554.08**

120

0068287	2/13/2019	Sims Publications Incorporated	AD - RABIES CLINIC 01-120-280-60137	\$109.62
0068364	2/14/2019	Windsor Essex County Humane	STRAY CATS - DECEMBER 2018 01-120-280-60125	\$150.00
0068465	2/25/2019	Sims Publications Incorporated	AD - CAT VOUCHER PROGRAM 01-120-280-60137	\$144.24
0068479	2/25/2019	Windsor Essex County Humane	STRAY CATS - JANUARY 2019 01-120-280-60125	\$100.00
0068489	2/25/2019	Municipality of Leamington	ANIMAL CTRL-TRAPPING NOV/DEC 01-120-280-60124	\$1,424.64

**Total For Department 120 \$1,928.50**

121

0068196	2/13/2019	Al's Auto Repair	CAR 1 - BULB 01-121-099-60316	\$32.04
0068214	2/13/2019	Cintas Canada Limited	FIRE - MATS 01-121-099-60315	\$68.74
0068214	2/13/2019	Cintas Canada Limited	FIRE - MATS 01-121-099-60315	\$40.70
0068214	2/13/2019	Cintas Canada Limited	FIRE - MATS 01-121-099-60315	\$40.70
0068214	2/13/2019	Cintas Canada Limited	FIRE - MATS 01-121-099-60315	\$68.74
0068229	2/13/2019	Fireservice Management Ltd.	EQUIPMENT REPAIR 01-121-099-60316	\$280.08
0068229	2/13/2019	Fireservice Management Ltd.	EQUIPMENT REPAIR 01-121-099-60316	\$207.69
0068230	2/13/2019	Fire Marshal's Public Fire Safety	MEMBERSHIP RENEWAL-2019 01-121-099-60320	\$100.00
0068246	2/13/2019	Kingsville Home Hardware	JERRY CAN 01-121-099-60316	\$21.48
0068246	2/13/2019	Kingsville Home Hardware	EQUIP REPAIR 01-121-099-60316	\$14.74

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068246	2/13/2019	Kingsville Home Hardware	FUEL 01-121-099-60340	\$187.06
0068246	2/13/2019	Kingsville Home Hardware	SMOKE DETECTOR 01-121-099-60315	\$29.50
0068251	2/13/2019	Levitt-Safety	FILL STATION 01-121-099-60316	\$2,029.53
0068263	2/13/2019	Monarch Office Supply	OFFICE SUPPLIES - JAN 2019 01-121-099-60301	\$81.55
0068264	2/13/2019	Scott Moore	BOOTS - SCOTT MOORE 01-121-072-60216	\$216.23
0068273	2/13/2019	Purolator Courier Service	COURIER FEES 01-121-099-60305	\$12.00
0068273	2/13/2019	Purolator Courier Service	COURIER FEES 01-121-099-60305	\$4.08
0068273	2/13/2019	Purolator Courier Service	COURIER FEES 01-121-099-60305	\$4.52
0068285	2/13/2019	Sentry Fire Protection Services	NORTH EXTINGUISHER INSPECTION 01-121-099-60316	\$252.76
0068285	2/13/2019	Sentry Fire Protection Services	SOUTH EXTINGUISHER INSPECTION 01-121-099-60316	\$556.84
0068289	2/13/2019	Southwest Diesel Service Inc	215 - BATTERY 01-121-099-60316	\$253.32
0068289	2/13/2019	Southwest Diesel Service Inc	215 - ENGINE LIGHT ON 01-121-099-60316	\$204.94
0068289	2/13/2019	Southwest Diesel Service Inc	122 - KICK PANEL/AXEL CAPS 01-121-099-60316	\$48.54
0068289	2/13/2019	Southwest Diesel Service Inc	218 WIPERS 01-121-099-60316	\$97.08
0068290	2/13/2019	Stryker CA LP	AED - INFANT PADS 01-121-099-60317	\$310.37
0068293	2/13/2019	Talbot Marketing Inc.	UNIFORMS 01-121-072-60216	\$36.98
0068293	2/13/2019	Talbot Marketing Inc.	UNIFORMS 01-121-072-60216	\$5.04
0068294	2/13/2019	Telus Mobility	CELL PHONE - JAN 28-FEB 27/19 01-121-099-60327	\$157.73
0068296	2/13/2019	Town of Kingsville (water)	120 FOX ST 01-121-099-60314	\$110.65
0068311	2/13/2019	Minister of Finance (Misc)	MTO PREPAID ACCOUNT 01-121-099-60320	\$200.00
0068327	2/14/2019	A.J. Stone Company Ltd.	NOZZLE - SM CAPITAL 01-121-099-60358	\$900.57
0068333	2/14/2019	E.L.K. Energy Inc	120 FOX ST 01-121-099-60314	\$208.07
0068363	2/14/2019	Warkentin Plumbing	FIRE - HVAC REPAIR 01-121-099-60315	\$181.13
0068375	2/21/2019	Allstream Business Inc	FIRE EMERG CALLS - 733-2399 01-121-099-60327	\$41.72
0068380	2/21/2019	HYDRO ONE	1720 DIVISION RD N 01-121-099-60314	\$585.00
0068383	2/21/2019	Union Gas Limited	120 FOX ST 01-121-099-60314	\$579.99
0068383	2/21/2019	Union Gas Limited	1720 DIVISION RD N 01-121-099-60314	\$835.29
0068388	2/25/2019	A.J. Stone Company Ltd.	NOZZLE REPAIR 01-121-099-60316	\$210.74
0068388	2/25/2019	A.J. Stone Company Ltd.	32 HELMET - M. STEWART 01-121-072-60216	\$432.88

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068391	2/25/2019	B&T Waechter Holdings Ltd (Cc	218 TARP 01-121-099-60316	\$156.61
0068398	2/25/2019	Cintas Canada Limited	FIRE - MATS 01-121-099-60315	\$68.74
0068398	2/25/2019	Cintas Canada Limited	FIRE - MATS 01-121-099-60315	\$40.70
0068399	2/25/2019	Cogeco	FIRE - TOWER & SHELTER 2019 01-121-099-60311	\$610.56
0068403	2/25/2019	Darch Fire	2019 CAPITAL- FANS 01-121-360-71919	\$10,430.39
0068404	2/25/2019	Jeff Dean	TRUCK WASH 01-121-099-60316	\$30.62
0068405	2/25/2019	DeLage Landen	FIRE - COPIER LEASE MARCH 2019 01-121-099-60311	\$137.83
0068414	2/25/2019	Fireservice Management Ltd.	EQUIPMENT REPAIR 01-121-099-60316	\$216.34
0068416	2/25/2019	Fisher's Regalia & Uniform Ac	UNIFORMS 01-121-072-60216	\$186.31
0068416	2/25/2019	Fisher's Regalia & Uniform Ac	UNIFORMS 01-121-072-60216	\$90.09
0068417	2/25/2019	Fluent IMS	2019 MEMBERSHIP 01-121-099-60327	\$1,017.60
0068426	2/25/2019	Jim's Division Auto Ltd	CAR 2 - OIL CHANGE 01-121-099-60316	\$80.85
0068435	2/25/2019	Merchant Paper Company	FIRE - SUPPLIES 01-121-099-60315	\$116.92
0068438	2/25/2019	Minister of Finance (Fire)	ARIS ADMIN FEE 01-121-099-60320	\$250.00
0068439	2/25/2019	M&L Supply	GLOVES 01-121-100-60705	\$403.18
0068444	2/25/2019	OFCAAA	2019 MEMBERSHIP - L BILOKRALY 01-121-099-60320	\$45.00
0068448	2/25/2019	Ontario Municipal Fire Preventic	OMFPOA 2019 - S. MOORE 01-121-099-60320	\$150.00
0068455	2/25/2019	Purolator Courier Service	FIRE - COURIER FEES 01-121-099-60305	\$8.60
0068455	2/25/2019	Purolator Courier Service	COURIER FEES 01-121-099-60305	\$5.41
0068455	2/25/2019	Purolator Courier Service	COURIER FEES 01-121-099-60305	\$4.08
0068463	2/25/2019	Dorothy Shepley (fire)	JANITORIAL - JANUARY 2019 01-121-099-60341	\$333.33
0068469	2/25/2019	Thames Communications Ltd.	218 - REPAIRS 01-121-099-60316	\$185.72
0068469	2/25/2019	Thames Communications Ltd.	ANTENNA/BATTERY 01-121-099-60702	\$292.76
0068469	2/25/2019	Thames Communications Ltd.	EQUIPMENT REPAIR 01-121-099-60316	\$93.70
0068470	2/25/2019	Tire Tyme	218 - TIRES 01-121-099-60316	\$4,518.08
0068480	2/25/2019	Windsor Factory Supply	CABLE CUTTER 01-121-099-60316	\$40.09
0068480	2/25/2019	Windsor Factory Supply	LED LIGHT 01-121-099-60316	\$234.50
0068481	2/25/2019	Xerox Canada Ltd.	XEROX DEC 26 - JAN 27 01-121-099-60311	\$33.62
0068484	2/25/2019	City of Windsor	33 WORK AT HEIGHTS -DEAN/HUMENNY 01-121-072-60118	\$529.96

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068493	2/28/2019	Gosfield North Communications	COTTAM FIRE HALL 01-121-099-60327	\$126.46
<b>Total For Department 121</b>				<b>\$30,087.07</b>
<u>122</u>	-			
0068191	2/13/2019	Absolute Canadian	OPP WATER 01-122-099-60317	\$59.60
0068214	2/13/2019	Cintas Canada Limited	OPP - MATS 01-122-099-60315	\$81.17
0068214	2/13/2019	Cintas Canada Limited	OPP - MATS 01-122-099-60315	\$81.17
0068246	2/13/2019	Kingsville Home Hardware	CONNECTOR/TOOLS 01-122-099-60315	\$28.45
0068247	2/13/2019	Kingsville Community Policing C	2019 ALLOTMENT 01-122-099-60343	\$5,000.00
0068258	2/13/2019	Merchant Paper Company	OPP - SUPPLIES 01-122-099-60315	\$256.99
0068260	2/13/2019	Minister of Finance (OPP)	OPP RIDE PROGRAM-OVERTIME 01-122-072-60122	\$1,413.60
0068260	2/13/2019	Minister of Finance (OPP)	OPP RIDE PROGRAM - OVERTIME 01-122-072-60122	\$1,413.60
0068277	2/13/2019	Ricoh Canada	COPIER LEASE - OPP 01-122-099-60311	\$280.14
0068333	2/14/2019	E.L.K. Energy Inc	41 DIVISION ST S 01-122-099-60314	\$480.52
0068350	2/14/2019	Reliance Home Comfort	41 DIVISION ST S 01-122-099-60314	\$117.95
0068366	2/14/2019	Reliance Home Comfort	41 DIVISION ST S JAN-FEB/19 01-122-099-60314	\$37.61
0068383	2/21/2019	Union Gas Limited	41 DIVISION ST S 01-122-099-60314	\$425.50
0068398	2/25/2019	Cintas Canada Limited	OPP - MATS 01-122-099-60315	\$81.17
0068415	2/25/2019	Fire Safety Services	OPP-ANN'L FIRE EXIT SERV 01-122-099-60315	\$76.32
0068424	2/25/2019	John and Michelle Ivanisko	COTTAM OPP LEASE - MARCH 2019 01-122-260-60342	\$540.31
0068435	2/25/2019	Merchant Paper Company	OPP - SUPPLIES 01-122-099-60315	\$173.20
0068436	2/25/2019	Minister of Finance (OPP)	OPP RIDE PROGRAM - OVERTIME 01-122-072-60122	\$1,413.60
0068436	2/25/2019	Minister of Finance (OPP)	OPP CONTRACT - FEBRUARY 2019 01-122-072-60120	\$265,709.00
0068455	2/25/2019	Purolator Courier Service	COURIER FEES 01-122-099-60317	\$29.86
0068455	2/25/2019	Purolator Courier Service	COURIER FEES 01-122-099-60317	\$29.33
0068460	2/25/2019	R. Moir Cleaning Service	CLEANING - COTTAM OPP 01-122-099-60341	\$203.52
0068460	2/25/2019	R. Moir Cleaning Service	CLEANING - K'VILLE OPP 01-122-099-60341	\$1,424.64
0068478	2/25/2019	Warkentin Plumbing	OPP - HVAC MAINTENANCE 01-122-099-60315	\$96.67

**Town of Kingsville  
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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068493	2/28/2019	Gosfield North Communications	OPP - TALBOT ST COTTAM 01-122-099-60327	\$121.88

**Total For Department 122 \$279,575.80**

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0068283	2/13/2019	Sam's Service Facility	15-03 - TIRE REPAIR & SERVICE 01-124-099-60316	\$325.56
0068294	2/13/2019	Telus Mobility	CELL PHONE - JAN 28-FEB 27/19 01-124-099-60327	\$183.17
0068361	2/14/2019	Peter Valore	BOOTS - P VALORE 01-124-099-60347	\$193.29
0068397	2/25/2019	CDW Canada	PERIFERAL DEVICES FOR SURFACE 01-124-360-71922	\$794.28
0068397	2/25/2019	CDW Canada	PERIFERAL DEVICES FOR SURFACE 01-124-360-71922	\$602.74
0068397	2/25/2019	CDW Canada	PERIFERAL DEVICES FOR SURFACE 01-124-360-71922	\$1,004.88
0068397	2/25/2019	CDW Canada	SURFACE DEVICES - BUILD'G DEPT 01-124-360-71922	\$9,287.71
0068445	2/25/2019	Michael Olewski	ONT BLDG CODE EXAM FEE 01-124-098-60254	\$150.00
0068461	2/25/2019	Sam's Service Facility	14-02 SERVICE & BRAKES 01-124-099-60316	\$133.25

**Total For Department 124 \$12,674.88**

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0068183	2/7/2019	S.L.R.Contracting Group Inc	BRIDGE#503-CULVERT REPLACEMENT 01-130-360-71828	\$435,101.41
0068199	2/13/2019	Association of Ontario Road Su	CERT RENEWAL - KEN VEGH 01-130-098-60254	\$157.73
0068212	2/13/2019	Cedar Signs	REGSIGNS-MCCAIN/ROAD3/DIVISION 01-130-132-60428	\$1,230.64
0068218	2/13/2019	D & L Digging	SNOW REMOVAL-FACILITIES/PRKLOT 01-130-122-60420	\$2,702.74
0068221	2/13/2019	D&T Auto	KIOTI TRACTOR-COOLANT 01-130-099-60316	\$29.36
0068222	2/13/2019	Erie Sand & Gravel Limited	SAND FOR WINTER CONTROL 01-130-122-60420	\$553.27
0068223	2/13/2019	E.R.(Bill) Vollans Ltd.	KIOTI TRACTOR - BULB 01-130-099-60316	\$14.29
0068231	2/13/2019	Fire Safety Services	PW - ANNUAL FIRE EXIT SERVICE 01-130-099-60347	\$209.62
0068235	2/13/2019	Golder Associates	SERVICES-GEOTECH CEDARHURST 01-130-360-71927	\$6,105.60
0068235	2/13/2019	Golder Associates	SERVICES-GEOTECH JASPERSON 01-130-360-71925	\$4,960.80
0068240	2/13/2019	Jeff Shepley Excavating Ltd.	TRUCKING BULK ROAD SALT 01-130-122-60420	\$9,951.38
0068244	2/13/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$19,722.22

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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068244	2/13/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$16,211.81
0068244	2/13/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$5,379.18
0068244	2/13/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$8,055.77
0068244	2/13/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$8,002.14
0068244	2/13/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$10,855.13
0068244	2/13/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$16,583.92
0068244	2/13/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$2,674.41
0068244	2/13/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$8,532.43
0068244	2/13/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$3,007.75
0068244	2/13/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$15,279.60
0068244	2/13/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$5,803.67
0068244	2/13/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$11,897.57
0068246	2/13/2019	Kingsville Home Hardware	CUT-OFF WHEEL 01-130-099-60335	\$19.31
0068246	2/13/2019	Kingsville Home Hardware	RIVETS & PLATES 01-130-099-60335	\$16.42
0068246	2/13/2019	Kingsville Home Hardware	STOCK RIVETS 01-130-099-60335	\$10.34
0068246	2/13/2019	Kingsville Home Hardware	CABLE TIES 01-130-099-60335	\$12.17
0068249	2/13/2019	Kucera Group	LOADER - LIGHTS 01-130-099-60316	\$193.29
0068249	2/13/2019	Kucera Group	LOADER - SPRING 01-130-099-60316	\$203.74
0068250	2/13/2019	Lawson Products Ltd.	FASTNERS - SHOP RESTOCK 01-130-099-60335	\$1,083.03
0068255	2/13/2019	LSI Supply Inc	BEARINGS 01-130-099-60316	\$110.38
0068257	2/13/2019	Shaun Martinho	REFRESHMENTS-WINTER CONTROL 01-130-098-60254	\$28.92
0068257	2/13/2019	Shaun Martinho	MEALS - WINTER CONTROL 01-130-098-60254	\$81.87
0068263	2/13/2019	Monarch Office Supply	OFFICE SUPPLIES - JAN 2019 01-130-099-60317	\$73.37
0068267	2/13/2019	N.J. Peralta Engineering Ltd.	SCRATCH WIGLE DRAIN 01-130-360-71925	\$7,317.56
0068270	2/13/2019	HYDRO ONE	ST LTS-WOODLAND 12/27-1/25/19 01-130-114-60412	\$60.26
0068270	2/13/2019	HYDRO ONE	ST LTS-REGENT ST 12/27-1/25/19 01-130-114-60412	\$29.68
0068270	2/13/2019	HYDRO ONE	ST LTS-MUCCI DR 12/27-1/25/19 01-130-114-60412	\$23.33
0068270	2/13/2019	HYDRO ONE	ST LTS - KRATZ 12/27-1/25/19 01-130-114-60412	\$4.22
0068273	2/13/2019	Purolator Courier Service	36 COURIER FEES - GRANT APP 01-130-099-60305	\$21.54



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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068274	2/13/2019	Queens Auto Supply	SHOP STOCK - BULBS&GREASE 01-130-099-60316	\$129.50
0068274	2/13/2019	Queens Auto Supply	WIPER BLADES 01-130-099-60316	\$37.79
0068274	2/13/2019	Queens Auto Supply	SHOP STOCK-ANTIFREEZE/BULBS 01-130-099-60335	\$9.10
0068274	2/13/2019	Queens Auto Supply	14-05 - SWITCH/LIGHT 01-130-099-60316	\$38.31
0068274	2/13/2019	Queens Auto Supply	14-05 - BLUE SWITCH 01-130-099-60316	\$4.46
0068274	2/13/2019	Queens Auto Supply	GREASES & CLEANER 01-130-099-60335	\$14.46
0068274	2/13/2019	Queens Auto Supply	SHOP - ANGLE GRINDER 01-130-099-60357	\$83.33
0068274	2/13/2019	Queens Auto Supply	TIRE KIT FOR SHOP 01-130-099-60335	\$70.47
0068274	2/13/2019	Queens Auto Supply	EXHAUST CLAMP & FUEL HOSE 01-130-099-60316	\$15.24
0068274	2/13/2019	Queens Auto Supply	PW - DRILL BIT SET 01-130-099-60357	\$18.51
0068274	2/13/2019	Queens Auto Supply	POWER ADAPTOR 01-130-099-60316	\$23.04
0068278	2/13/2019	Ricci, Enns, Rollier & Setteringtr	PURCHASE-PART 2 PLAN 12R-24558 01-130-099-60326	\$4,000.00
0068283	2/13/2019	Sam's Service Facility	17-03 - OIL CHANGE 01-130-099-60316	\$87.46
0068283	2/13/2019	Sam's Service Facility	CHIPPER - SERVICE & REPAIR 01-130-099-60316	\$3,428.18
0068283	2/13/2019	Sam's Service Facility	11-01 - SERVICE & BATTERY 01-130-099-60316	\$132.94
0068283	2/13/2019	Sam's Service Facility	15-01 - WIRING ISSUE LIGHTS 01-130-099-60316	\$389.23
0068283	2/13/2019	Sam's Service Facility	13-4 - SERVICE & OIL CHANGE 01-130-099-60316	\$130.75
0068294	2/13/2019	Telus Mobility	CELL PHONE - JAN 28-FEB 27/19 01-130-099-60327	\$45.79
0068294	2/13/2019	Telus Mobility	CELL PHONE - JAN 28-FEB 27/19 01-130-099-60327	\$505.74
0068298	2/13/2019	TSC Stores L.P.	KIOTI'S - LUBE & PAINT 01-130-099-60316	\$135.39
0068302	2/13/2019	Viking Cives Ltd.	13-03 AIR CHAMBER REPAIR 01-130-099-60316	\$293.66
0068302	2/13/2019	Viking Cives Ltd.	15-01 - EXHAUST VALVE 01-130-099-60316	\$116.86
0068306	2/13/2019	Windsor Construction Associati	LIEN ACT SEMINAR 01-130-098-60254	\$20.35
0068308	2/13/2019	Work Authority	BOOTS - WAYNE & DAVE 01-130-072-60216	\$226.41
0068309	2/13/2019	Work Equipment Ltd.	TRACKLESS - REPAIRS 01-130-099-60316	\$1,163.32
0068325	2/14/2019	Waddick Fuels	CLEAR ULS 01-130-099-60340	\$3,865.39
0068325	2/14/2019	Waddick Fuels	UNLD GAS 01-130-099-60340	\$503.71
0068325	2/14/2019	Waddick Fuels	UNLD GAS 01-130-099-60340	\$421.23
0068325	2/14/2019	Waddick Fuels	37 CLEAR ULS 01-130-099-60340	\$797.86

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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068333	2/14/2019	E.L.K. Energy Inc	390 MAIN ST E TRAFFIC LIGHTS 01-130-110-60402	\$59.74
0068333	2/14/2019	E.L.K. Energy Inc	WIGLE TRAFFIC LIGHTS 01-130-110-60402	\$51.39
0068333	2/14/2019	E.L.K. Energy Inc	JASPERSON TRAFFIC LIGHTS 01-130-110-60402	\$145.11
0068333	2/14/2019	E.L.K. Energy Inc	STREETLIGHTS - KINGSVILLE 01-130-114-60412	\$6,787.56
0068333	2/14/2019	E.L.K. Energy Inc	DIVISION TRAFFIC LIGHTS 01-130-110-60402	\$112.89
0068333	2/14/2019	E.L.K. Energy Inc	SPRUCE TRAFFIC LIGHTS 01-130-110-60402	\$145.11
0068333	2/14/2019	E.L.K. Energy Inc	SANTOS & MAIN TRAFFIC LIGHTS 01-130-110-60402	\$24.70
0068333	2/14/2019	E.L.K. Energy Inc	STREETLIGHTS - COTTAM 01-130-114-60412	\$1,426.97
0068339	2/14/2019	Golder Associates	SERVICES-MCDONALDS DR REPAIR 01-130-099-60427	\$412.94
0068342	2/14/2019	King Luminaire Co. Inc.	DECORATIVE BASE COVERS 01-130-114-60413	\$3,653.18
0068346	2/14/2019	HYDRO ONE	STREETLIGHTS-ROAD 3 E 01-130-114-60412	\$4.26
0068348	2/14/2019	Pro Bid Contractors Ltd.	DITCH CLEAN RD 2 E 01-130-141-60429	\$4,497.79
0068348	2/14/2019	Pro Bid Contractors Ltd.	DITCH CLEAN RD 3 W 01-130-141-60429	\$2,798.40
0068352	2/14/2019	Sherway Contracting	PARK ST - PPC #4 01-130-360-71744	\$114,970.37
0068355	2/14/2019	S.L.R.Contracting Group Inc	RD 10 BRIDGE OVR PATTERSON 01-130-360-71745	\$23,908.50
0068359	2/14/2019	Tire Tyme	TIRE REPAIRS 01-130-099-60316	\$61.04
0068359	2/14/2019	Tire Tyme	TIRE STEM STOCK 01-130-099-60335	\$48.84
0068359	2/14/2019	Tire Tyme	16-01 - TIRE REPAIR 01-130-099-60316	\$74.28
0068362	2/14/2019	Waddick Fuels	FUEL 01-130-099-60340	\$713.32
0068367	2/14/2019	Ricci, Enns, Rollier & Settingtr	LEGAL FEES-P/F BRUCE R JARVIS 01-130-099-60326	\$1,960.89
0068370	2/15/2019	E.L.K. Energy Inc	CONNECT PARK ST STREETLIGHT 01-130-114-60413	\$193.20
0068373	2/20/2019	HYDRO ONE	STREETLIGHTS - SUNVALLEY 01-130-114-60412	\$36.08
0068380	2/21/2019	HYDRO ONE	COMBINATION ALL STREET LIGHTS 01-130-114-60412	\$1,676.71
0068380	2/21/2019	HYDRO ONE	PW GARAGE 01-130-099-60314	\$1,194.52
0068383	2/21/2019	Union Gas Limited	2021 DIVISION - GARAGE 01-130-099-60314	\$384.16
0068383	2/21/2019	Union Gas Limited	2021 DIVISION RD N PW GARAGE 01-130-099-60314	\$652.67
0068387	2/25/2019	AGO Industries Inc.	Q1 CLOTHING - PUBLIC WORKS 01-130-072-60216	\$1,376.93
0068393	2/25/2019	Steve Branch	DIESEL - SIDEWALK MACHINES 01-130-099-60340	\$38.51
0068401	2/25/2019	County Wide Tree Service	38 CLEANUP - STORM 01-130-099-60426	\$1,516.22

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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068419	2/25/2019	Gillett Sheet Metal Inc.	14-05 FABRICATE CHIPPER BOX 01-130-099-60426	\$2,722.08
0068422	2/25/2019	Hurricane SMS Inc	CCTV - LANSDOWNE, MILL & PAVE 01-130-360-71928	\$8,911.12
0068425	2/25/2019	Jeff Shepley Excavating Ltd.	TRUCKING ROAD SALT 01-130-122-60420	\$6,015.79
0068428	2/25/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$2,739.42
0068428	2/25/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$10,561.34
0068428	2/25/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$7,771.79
0068428	2/25/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$8,151.06
0068428	2/25/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$10,928.62
0068428	2/25/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$11,821.98
0068428	2/25/2019	K+S Windsor Salt Ltd.	BULK ROAD SALT 01-130-122-60420	\$8,735.84
0068431	2/25/2019	Leamington Int. Trucks	12-03 - SERVICE 01-130-099-60316	\$6,753.17
0068431	2/25/2019	Leamington Int. Trucks	15-01 MIRROR 01-130-099-60316	\$910.97
0068432	2/25/2019	Dave Levy	DIESEL - SIDEWALK MACHINES 01-130-099-60340	\$25.71
0068447	2/25/2019	Ontario Spring & Alignment	12-03 SPRINGS 01-130-099-60316	\$1,700.41
0068456	2/25/2019	Queens Auto Supply	SNOW PLOW - WINTER BLADES 01-130-099-60316	\$50.39
0068457	2/25/2019	RC Spencer Associates Inc.	MAIN ST E TRAFFIC IMPACT STUDY 01-130-360-71836	\$8,713.20
0068461	2/25/2019	Sam's Service Facility	LOADER - SERVICE CALL 01-130-099-60316	\$1,232.76
0068461	2/25/2019	Sam's Service Facility	13-04 SERVICE BRAKES/BATTERY 01-130-099-60316	\$1,113.86
0068461	2/25/2019	Sam's Service Facility	10-01 SERVICE FORD F150 01-130-099-60316	\$87.46
0068461	2/25/2019	Sam's Service Facility	17-01 SERVICE DODGE 1500 01-130-099-60316	\$90.05
0068461	2/25/2019	Sam's Service Facility	13-05 SERVICE FORD F150 01-130-099-60316	\$90.01
0068461	2/25/2019	Sam's Service Facility	TRACKLESS - DIAGNOSE 01-130-099-60316	\$216.24
0068474	2/25/2019	United Rotary Brush Corporation	BROOMS FOR SWEEPER 01-130-110-60422	\$2,466.55
0068476	2/25/2019	Waddick Fuels	CLEAR ULS 01-130-099-60340	\$2,129.65
0068476	2/25/2019	Waddick Fuels	UNLD GAS 01-130-099-60340	\$599.36
0068486	2/25/2019	EMCO	TACTILE PLATES FOR SIDEWALKS 01-130-144-60438	\$2,930.69
0068487	2/25/2019	E.R.(Bill) Vollans Ltd.	REPLACE TRANSMISSION VALTRA 01-130-099-60316	\$9,260.69
0068488	2/25/2019	Essex Free Press	AD-HERBICIDE/PESTICIDE 01-130-099-60306	\$242.76
0068488	2/25/2019	Essex Free Press	39AD-HERBICIDE/PESTICIDE 01-130-099-60306	\$242.76

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
<b>Total For Department 130</b>				<b>\$905,162.36</b>
<u>131</u>	-			
0068226	2/13/2019	Essex-Windsor Solid Waste	PREPETUAL CARE-JAN/FEB 2019 01-131-400-60404	\$9,427.00
0068335	2/14/2019	Essex-Windsor Solid Waste	FIXED COSTS - DEC 2018 01-131-400-60370	\$35,002.00
0068335	2/14/2019	Essex-Windsor Solid Waste	WASTE DISPOSAL - DEC 2018 01-131-400-60370	\$13,145.68
0068335	2/14/2019	Essex-Windsor Solid Waste	YARD WASTE - DEC 2018 01-131-400-60370	\$62.79
<b>Total For Department 131</b>				<b>\$57,637.47</b>
<u>151</u>	-			
0068204	2/13/2019	Bereavement Authority of Ontar	CEMETERY LICENCE RENEWAL 01-151-099-60320	\$1,035.00
0068333	2/14/2019	E.L.K. Energy Inc	GREENHILL CEMETERY 01-151-099-60314	\$24.16
0068383	2/21/2019	Union Gas Limited	MILLS ST CEMETERY 01-151-099-60314	\$122.30
<b>Total For Department 151</b>				<b>\$1,181.46</b>
<u>170</u>	-			
0068187	2/7/2019	Universal Doors Sales & Service	GARAGE DOOR OPENER 01-170-099-60316	\$2,600.00
0068195	2/13/2019	Allstream Business Inc	ARENA - FAX/DEBIT 01-170-099-60327	\$82.13
0068195	2/13/2019	Allstream Business Inc	ARENA/CARNEGIE ELEVATOR 01-170-099-60327	\$47.15
0068206	2/13/2019	Black & McDonald Limited	COMPRESSOR MAINTENANCE 01-170-099-60316	\$432.20
0068208	2/13/2019	BSM Technologies Ltd (formerly	P&R - FLEET TRACKING 01-170-099-60327	\$47.50
0068213	2/13/2019	Chapman Signs	DECALS 01-170-099-60315	\$91.20
0068214	2/13/2019	Cintas Canada Limited	ARENA - MATS 01-170-099-60315	\$48.80
0068214	2/13/2019	Cintas Canada Limited	ARENA - MATS 01-170-099-60315	\$48.80
0068228	2/13/2019	Federated Tool Supply Co., Ltd	BASE 01-170-099-60316	\$99.99
0068243	2/13/2019	Jutzi Water Technologies (D.H.,	ARENA-EQUIPMENT RENTAL 01-170-099-60318	\$75.00
0068246	2/13/2019	Kingsville Home Hardware	UTILITY PAIL 01-170-099-60335	\$10.98

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068246	2/13/2019	Kingsville Home Hardware	DE-ICER 01-170-099-60315	\$7.28
0068246	2/13/2019	Kingsville Home Hardware	BATTERIES/FLUID 01-170-099-60315	\$27.44
0068246	2/13/2019	Kingsville Home Hardware	SUPPLIES 01-170-099-60335	\$29.49
0068252	2/13/2019	Limelight & Electric	T8 LIGHTS BULBS 01-170-099-60315	\$83.70
0068253	2/13/2019	Linde Canada Limited 15687	ARENA-PROPANE 01-170-099-60340	\$98.39
0068253	2/13/2019	Linde Canada Limited 15687	ARENA - DIESEL 01-170-099-60340	\$130.53
0068253	2/13/2019	Linde Canada Limited 15687	ARENA-DIESEL 01-170-099-60340	\$173.88
0068253	2/13/2019	Linde Canada Limited 15687	ARENA-DIESEL 01-170-099-60340	\$173.88
0068253	2/13/2019	Linde Canada Limited 15687	ARENA - DIESEL 01-170-099-60340	\$140.71
0068254	2/13/2019	Loblaw Inc.	VENDING MACHINE SUPPLIES 01-170-154-60446	\$83.93
0068256	2/13/2019	Lucier Glove & Safety Products	SILK SCREENING 01-170-072-60216	\$20.00
0068258	2/13/2019	Merchant Paper Company	ARENA - SUPPLIES 01-170-099-60335	\$138.75
0068258	2/13/2019	Merchant Paper Company	ARENA - SUPPLIES 01-170-099-60335	\$954.11
0068263	2/13/2019	Monarch Office Supply	OFFICE SUPPLIES - JAN 2019 01-170-099-60301	\$410.20
0068265	2/13/2019	Nella Cutlery (Hamilton) Inc.	BLADE SHARPENING 01-170-099-60316	\$30.00
0068268	2/13/2019	Noble Corporation	HVAC FILTERS 01-170-099-60315	\$396.00
0068271	2/13/2019	Orkin Canada Corporation	PEST CONTROL 01-170-099-60315	\$87.50
0068274	2/13/2019	Queens Auto Supply	DISCS 01-170-099-60315	\$79.04
0068286	* 2/13/2019	Seng's Martial Arts	P2P FORM 001 & 002 01-170-000-15000	\$1,284.30
0068294	2/13/2019	Telus Mobility	CELL PHONE - JAN 28-FEB 27/19 01-170-099-60327	\$419.76
0068304	2/13/2019	Warkentin Plumbing	HVAC REPAIR - IGNITER KIT 01-170-099-60315	\$64.68
0068328	2/14/2019	Black & McDonald Limited	HEAT EXCHANGER 01-170-099-60316	\$4,465.00
0068337	2/14/2019	Federated Tool Supply Co., Ltd	DISC SANDER 01-170-099-60316	\$1,856.10
0068338	2/14/2019	Gillett Sheet Metal Inc.	GUARD FOR REPAIRS 01-170-099-60316	\$720.00
0068338	2/14/2019	Gillett Sheet Metal Inc.	SHEET METAL 01-170-099-60315	\$720.00
0068344	2/14/2019	Linde Canada Limited 15687	PROPANE RENTAL 01-170-099-60318	\$73.40
0068356	2/14/2019	Southwestern Sales Corp. Ltd.	STONE 01-170-099-60337	\$438.88
0068362	2/14/2019	Waddick Fuels	DYED ULS 01-170-099-60340	\$149.06
0068368	2/14/2019	Kelly Wolters	41 PC-PAINT BRUSHES 01-170-099-60315	\$15.04

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068368	2/14/2019	Kelly Wolters	PC-COFFEE 01-170-099-60315	\$12.30
0068368	2/14/2019	Kelly Wolters	PC-COFFEE 01-170-099-60315	\$18.30
0068378	2/21/2019	Cogeco	1741 JASPERSON 01-170-099-60327	\$110.43
0068383	2/21/2019	Union Gas Limited	1741 JASPERSON LANE 01-170-099-60314	\$3,146.15
0068389	2/25/2019	Alift	REPAIRS TO OLYMPIA 01-170-099-60316	\$204.25
0068394	2/25/2019	BSM Technologies Ltd (formerly	P&R - FLEET TRACKING 01-170-099-60327	\$47.50
0068398	2/25/2019	Cintas Canada Limited	ARENA - MATS 01-170-099-60315	\$48.80
0068402	2/25/2019	Culligan Water	WATER COOLER - ARENA 01-170-099-60315	\$27.95
0068411	2/25/2019	Erie Shores Quilters' Guild	RFD SEC DEP DEPOSITED IN ERROR 01-170-006-12063	\$100.00
0068433	2/25/2019	Linde Canada Limited 15687	RENTAL CHARGES 01-170-099-60316	\$78.70
0068433	2/25/2019	Linde Canada Limited 15687	DIESEL FUEL - OLYMPIA 01-170-099-60340	\$140.71
0068433	2/25/2019	Linde Canada Limited 15687	DIESEL FUEL - OLYMPIA 01-170-099-60340	\$173.88
0068434	2/25/2019	Loblaw Inc.	PRODUCT 01-170-099-60335	\$8.04
0068435	2/25/2019	Merchant Paper Company	ARENA - SUPPLIES 01-170-099-60335	\$83.84
0068435	2/25/2019	Merchant Paper Company	ARENA - SUPPLIES 01-170-099-60335	\$205.73
0068441	2/25/2019	Municipality of Leamington (LKF	ICE RENTAL - MARCH 2019 01-170-150-60606	\$1,700.00
0068442	2/25/2019	Nella Cutlery (Hamilton) Inc.	BLADE SHARPENING 01-170-099-60316	\$30.00
0068459	2/25/2019	Resurface Corp	ARENA - PARTS FOR OLYMPIA 01-170-099-60316	\$959.05
0068471	2/25/2019	Tri County Copiers	COPIES - TREASURY, CAO, ARENA 01-170-099-60301	\$81.13
0068472	2/25/2019	Truax Lumber	HVACPART 01-170-099-60315	\$26.97
0068476	2/25/2019	Waddick Fuels	DYED ULS 01-170-099-60340	\$189.07
0068491	2/25/2019	Warkentin Plumbing	ARENA - HVAC MAINTENANCE 01-170-099-60315	\$1,073.35
0068495	2/28/2019	HYDRO ONE	ARENA COMPLEX 01-170-099-60314	\$10,989.45

**Total For Department 170**

**\$36,310.40**

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0068189	2/13/2019	1797465 Ontario Limited	PORT RENTAL 01-171-099-60318	\$432.48
0068194	2/13/2019	Alift	ANNUAL INSPECTION-SCISSOR LIFT 01-171-099-60316	\$244.17



**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068195	2/13/2019	Allstream Business Inc	PARK PAVILION 01-171-155-60327	\$44.30
0068195	2/13/2019	Allstream Business Inc	LIONS HALL 01-171-159-60327	\$41.00
0068195	2/13/2019	Allstream Business Inc	ARENA/CARNEGIE ELEVATOR 01-171-171-60327	\$41.72
0068223	2/13/2019	E.R.(Bill) Vollans Ltd.	BOLT & NUT CUTTING 01-171-099-60316	\$48.72
0068227	2/13/2019	Essex County Locksmiths	UNICO-LOCK CYLINDER REPAIR 01-171-172-60315	\$98.70
0068231	2/13/2019	Fire Safety Services	UNICO-ANNUAL FIRE EXIT SERVICE 01-171-159-60315	\$60.00
0068231	2/13/2019	Fire Safety Services	ARENA-ANNUAL FIRE EXIT SERVICE 01-171-177-60315	\$70.00
0068231	2/13/2019	Fire Safety Services	ARCHIVES-ANN'L FIRE EXIT SERV 01-171-175-60315	\$61.06
0068231	2/13/2019	Fire Safety Services	CARNEIGE-ANN'L FIRE EXIT SERV 01-171-171-60315	\$61.06
0068231	2/13/2019	Fire Safety Services	COTTAM-ANN'L FIRE EXIT SERV 01-171-176-60315	\$60.00
0068231	2/13/2019	Fire Safety Services	COTTAM-ANN'L FIRE EXIT SERV 01-171-173-60315	\$61.06
0068231	2/13/2019	Fire Safety Services	LIONS-ANN'L FIRE EXIT SERV 01-171-159-60315	\$70.00
0068246	2/13/2019	Kingsville Home Hardware	PAINT 01-171-174-60315	\$25.21
0068246	2/13/2019	Kingsville Home Hardware	PARTS 01-171-175-60315	\$19.11
0068246	2/13/2019	Kingsville Home Hardware	BRACKET 01-171-176-60315	\$54.89
0068246	2/13/2019	Kingsville Home Hardware	LEVER FOR TOLIET 01-171-172-60315	\$5.29
0068246	2/13/2019	Kingsville Home Hardware	PAINTING SUPPLIES 01-171-176-60315	\$139.66
0068246	2/13/2019	Kingsville Home Hardware	PAINTING SUPPLIES 01-171-176-60315	\$166.68
0068246	2/13/2019	Kingsville Home Hardware	PAINT 01-171-176-60315	\$57.96
0068246	2/13/2019	Kingsville Home Hardware	SCRAPPER BLADE/DISC 01-171-099-60316	\$49.75
0068246	2/13/2019	Kingsville Home Hardware	KEYS/TAGS 01-171-159-60315	\$9.79
0068246	2/13/2019	Kingsville Home Hardware	PAINT & CAULKING 01-171-175-60315	\$67.64
0068258	2/13/2019	Merchant Paper Company	ARENA - ICE MELT 01-171-099-60335	\$678.93
0068262	2/13/2019	Modular Service Group Inc	STORAGE RENTAL 01-171-099-60318	\$76.32
0068296	2/13/2019	Town of Kingsville (water)	122 FOX ST 01-171-173-60314	\$59.00
0068296	2/13/2019	Town of Kingsville (water)	FOX ST - RED WORK SHED 01-171-176-60314	\$45.89
0068296	2/13/2019	Town of Kingsville (water)	124 FOX ST - SPLASH PAD 01-171-176-60314	\$19.00
0068296	2/13/2019	Town of Kingsville (water)	122 FOX - RIDGEVIEW PARK 01-171-176-60314	\$91.77
0068297	2/13/2019	Truax Lumber	43 SCRAPPER 01-171-099-60335	\$77.32

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068297	2/13/2019	Truax Lumber	CLAMP & REPAIR 01-171-172-60315	\$38.76
0068300	2/13/2019	Vertechs Elevators Ontario Inc.	ELEVATOR MAINTENANCE-JAN 2019 01-171-171-60315	\$330.72
0068301	2/13/2019	Vichem Manufacturing	PESTICIDE 01-171-099-60335	\$283.65
0068305	2/13/2019	Windsor Factory Supply	PARTS 01-171-099-60316	\$6.84
0068333	2/14/2019	E.L.K. Energy Inc	QUEEN ST - NE CORNER 01-171-099-60314	\$36.52
0068333	2/14/2019	E.L.K. Energy Inc	QUEEN ST - NW CORNER 01-171-099-60314	\$52.70
0068333	2/14/2019	E.L.K. Energy Inc	21 MILL ST - LIONS HALL 01-171-159-60314	\$15.65
0068333	2/14/2019	E.L.K. Energy Inc	28 DIVISION ST S 01-171-171-60314	\$185.94
0068333	2/14/2019	E.L.K. Energy Inc	315 QUEEN ST - METER CAB 01-171-099-60314	\$108.03
0068333	2/14/2019	E.L.K. Energy Inc	315 QUEEN ST - PAVILION 01-171-155-60314	\$171.51
0068333	2/14/2019	E.L.K. Energy Inc	21 MILL ST - LIONS HALL 01-171-159-60314	\$334.77
0068333	2/14/2019	E.L.K. Energy Inc	37 BEECH ST (42 MAIN) 01-171-172-60314	\$131.88
0068333	2/14/2019	E.L.K. Energy Inc	103 PARK ST 01-171-135-60314	\$64.67
0068333	2/14/2019	E.L.K. Energy Inc	124 FOX - RIDGEVIEW PARK 01-171-176-60314	\$164.27
0068333	2/14/2019	E.L.K. Energy Inc	122 FOX ST 01-171-173-60314	\$189.72
0068333	2/14/2019	E.L.K. Energy Inc	169 CTY RD 34 W COTTAM ROTARY 01-171-099-60314	\$75.78
0068336	2/14/2019	Essex County Library	SHARED COSTS - Q4 2018 01-171-175-60314	\$437.40
0068336	2/14/2019	Essex County Library	SHARED COSTS - Q4 2018 01-171-175-60315	\$121.77
0068341	2/14/2019	Kingsville Home Hardware	SUPPLIES/PARTS 01-171-155-60315	\$55.52
0068341	2/14/2019	Kingsville Home Hardware	INSULATION 01-171-155-60315	\$15.49
0068343	2/14/2019	Leamington Equipment Rentals	TRENCHER RENTAL 01-171-099-60318	\$234.45
0068349	2/14/2019	Pug's Contracting	PARK FENCING 01-171-177-60315	\$1,350.00
0068350	2/14/2019	Reliance Home Comfort	24 MILL ST - LIONS HALL 01-171-159-60314	\$76.59
0068363	2/14/2019	Warkentin Plumbing	COTTAM LIBRARY - HVAC MTCE 01-171-173-60315	\$120.84
0068366	2/14/2019	Reliance Home Comfort	24 MILL ST-LIONS HALL DEC-JAN 01-171-159-60314	\$24.00
0068366	2/14/2019	Reliance Home Comfort	315 QUEEN DEC-MAR/19 01-171-155-60314	\$83.95
0068380	2/21/2019	HYDRO ONE	1741 JASPERSON LANE 01-171-177-60314	\$123.47
0068380	2/21/2019	HYDRO ONE	ERCA TICKET BOOTH 01-171-099-60314	\$27.12
0068383	2/21/2019	Union Gas Limited	4428 DIVISION ST S 01-171-171-60314	\$59.46

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068383	2/21/2019	Union Gas Limited	124 FOX ST 01-171-176-60314	\$329.19
0068383	2/21/2019	Union Gas Limited	21 MILL ST - LIONS HALL 01-171-159-60314	\$723.92
0068383	2/21/2019	Union Gas Limited	37 BEECH ST 01-171-172-60314	\$339.36
0068383	2/21/2019	Union Gas Limited	122 FOX ST 01-171-173-60314	\$666.66
0068396	2/25/2019	Carrier Truck Center Inc.	BOBCAT - WINDSHIELD REPAIR 01-171-099-60316	\$378.96
0068427	2/25/2019	J.J.Tires Limited	17-02 SERVICE CALL FOR TIRE 01-171-099-60316	\$200.11
0068429	2/25/2019	Kelcom Telemessaging	EMERGENCY ELEVATOR LINE 01-171-171-60315	\$32.42
0068460	2/25/2019	R. Moir Cleaning Service	CLEANING - UNICO 01-171-172-60315	\$400.00
0068460	2/25/2019	R. Moir Cleaning Service	CLEANING - CARNEGIE 01-171-171-60315	\$1,221.12
0068461	2/25/2019	Sam's Service Facility	17-02 - REPAIR ALARM 01-171-099-60316	\$155.17
0068473	2/25/2019	Union Gas Limited	103 PARK ST 01-171-135-60314	\$1,003.32
0068475	2/25/2019	Vertechs Elevators Ontario Inc.	ELEVATOR SERVICE 01-171-171-60315	\$427.39
0068475	2/25/2019	Vertechs Elevators Ontario Inc.	ELEVATOR MAINTENACE-FEB 2019 01-171-171-60315	\$330.72
0068478	2/25/2019	Warkentin Plumbing	RIDGEVIEW PARK - HVAC R&M 01-171-176-60315	\$147.50
0068478	2/25/2019	Warkentin Plumbing	UNICO - HVAC MAINTENANCE 01-171-172-60315	\$224.90
0068478	2/25/2019	Warkentin Plumbing	MAD SCIENCE - HVAC REPAIRS 01-171-173-60315	\$96.67
0068492	2/28/2019	Cogeco	37 BEECH ST 01-171-172-60327	\$54.95
0068496	2/28/2019	Union Gas Limited	315 QUEEN ST 01-171-155-60314	\$390.64

**Total For Department 171 \$15,082.95**

172 -

0068341	2/14/2019	Kingsville Home Hardware	XMAS LIGHTS 01-172-099-60315	\$162.71
0068430	2/25/2019	KDHS Welding Shop	FOL DISPLAYS 01-172-099-60315	\$410.00

**Total For Department 172 \$572.71**

173 -

0068195	2/13/2019	Allstream Business Inc	BOAT RAMP-599 CEDAR DR 01-173-099-60327	\$44.30
0068203	2/13/2019	Mike Bellaire	45RFND - DOCK #27 RECEIPT 572604 01-173-031-21450	\$88.50

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068231	2/13/2019	Fire Safety Services	BOAT RAMP-ANN'L FIRE EXIT SERV 01-173-099-60315	\$60.00
0068232 *	2/13/2019	Steve Friis	RFND-BOAT WELL REC# 568576 01-173-031-21450	\$88.50
0068310	2/13/2019	XPlornet Communications Inc	MARINA COMMUNICATIONS 01-173-099-60327	\$50.87
0068346	2/14/2019	HYDRO ONE	CEDAR ISLAND WASHROOMS 01-173-099-60314	\$32.47
0068380	2/21/2019	HYDRO ONE	CEDAR ISLAND WASHROOMS 01-173-099-60314	\$28.82
0068482	2/25/2019	XPlornet Communications Inc	MARINA - COMMUNICATIONS 01-173-099-60327	\$55.96
0068495	2/28/2019	HYDRO ONE	BOAT RAMP BOOTH-599 CEDAR DR 01-173-099-60314	\$38.22
0068495	2/28/2019	HYDRO ONE	CEDAR ISLAND BOAT SLIPS 01-173-099-60314	\$26.16
0068495	2/28/2019	HYDRO ONE	CEDAR BEACH MARINA - WEST DOCK 01-173-099-60314	\$57.66

**Total For Department 173 \$571.46**

175 -

0068210	2/13/2019	Canadian Red Cross	CPR & BABYSITTER COURSE 01-175-099-60627	\$2,243.23
0068224	2/13/2019	Essex Free Press	AD - CPR COURSE 01-175-099-60628	\$135.13
0068246	2/13/2019	Kingsville Home Hardware	KIDS IN THE KITCHEN-SAUCE PANS 01-175-099-60627	\$34.07
0068254	2/13/2019	Loblaw Inc.	KIDS IN THE KITCHEN 01-175-099-60627	\$27.80
0068254	2/13/2019	Loblaw Inc.	KIDS IN THE KITCHEN 01-175-099-60627	\$36.52
0068368	2/14/2019	Kelly Wolters	PC - KIDS IN THE KITCHEN 01-175-099-60627	\$33.37
0068368	2/14/2019	Kelly Wolters	PC-KIDS IN THE KITCHEN 01-175-099-60627	\$8.15
0068368	2/14/2019	Kelly Wolters	PC-KIDS IN THE KITCHEN 01-175-099-60627	\$9.05
0068368	2/14/2019	Kelly Wolters	PC-KIDS IN THE KITCHEN 01-175-099-60627	\$8.15
0068413	2/25/2019	Essex Free Press	AD - FAMILY IN MOTION 01-175-099-60628	\$295.58
0068413	2/25/2019	Essex Free Press	AD - FAMILY DAY 01-175-099-60628	\$295.58
0068434	2/25/2019	Loblaw Inc.	KIDS IN THE KITCHEN 01-175-099-60627	\$25.28
0068434	2/25/2019	Loblaw Inc.	REFRESHMENTS-STAFF TRAINING 01-175-099-60254	\$55.01
0068434	2/25/2019	Loblaw Inc.	FAMILY DAY - STONE SOUP 01-175-099-60628	\$117.82
0068440	2/25/2019	Monteith Brown Planning Const	P&R - MASTER PLAN UPDATE 01-175-360-71851	\$5,464.51
0068477	2/25/2019	Water's Edge Festivals & Event	BLOCKBUSTER FEES - 2019 4601-175-150-60777	\$4,070.40

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068477	2/25/2019	Water's Edge Festivals & Event	EXPANDED PROMOTION - 2019 01-175-150-60775	\$10,175.99
<b>Total For Department 175</b>				<b>\$23,035.64</b>
<u>177</u>	-			
0068273	2/13/2019	Purolator Courier Service	COURIER FEES 01-177-099-60301	\$31.06
0068421	2/25/2019	Graphic Gourmet	HIGHLAND GAMES-LOCAL PROMOTION 01-177-099-60306	\$629.40
0068452	2/25/2019	Douglas J. Plumb	HIGHLAND GAMES - TROPHIES 01-177-099-60789	\$189.25
<b>Total For Department 177</b>				<b>\$849.71</b>
<u>178</u>	-			
0068234	2/13/2019	Glos Associates Inc	GROVEDALE-ADDITIONAL COSTS 01-178-360-71630	\$600.38
0068280	2/13/2019	Riverside Rentals	GROVEDALE - HEATER RENTAL 01-178-360-71630	\$763.20
0068304	2/13/2019	Warkentin Plumbing	SUPPLY/INSTALL ROOFTOP UNIT 01-178-360-71951	\$9,430.09
<b>Total For Department 178</b>				<b>\$10,793.67</b>
<u>180</u>	-			
0068294	2/13/2019	Telus Mobility	CELL PHONE - JAN 28-FEB 27/19 01-180-099-60327	\$45.79
0068317	2/14/2019	Ontario Professional Planners Inc	2019 MEMBERSHIP-GEORGE ROBINSO 01-180-099-60320	\$522.44
0068347	2/14/2019	Phasor Industrial	ROTARY PARK 01-180-360-71870	\$2,781.94
<b>Total For Department 180</b>				<b>\$3,350.17</b>
<u>181</u>	-			
0068166	2/7/2019	2 Waves	BIA BATCH #13-2018 01-181-028-20216	\$130.00
0068167	2/7/2019	Butcher of Kingsville	BIA BATCH #13-2018 01-181-028-20216	\$50.00
0068168	2/7/2019	Colasanti Farms Ltd	BIA BATCH #13-2018 01-181-028-20216	\$1,810.00
0068170	2/7/2019	Dutch Boys Chocolate	BIA BATCH #13-2018 01-181-028-20216	\$60.00
0068171	2/7/2019	Ernie's TV and Appliances	47 BIA BATCH #13-2018 01-181-028-20216	\$910.00

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068172	2/7/2019	Ian's Wrap Shack & Nachos	BIA BATCH #13-2018 01-181-028-20216	\$170.00
0068173	2/7/2019	Jack's Gastropub & Inn 31	BIA BATCH #13-2018 01-181-028-20216	\$560.00
0068174	2/7/2019	Kingsville Chiropractic Clinic	BIA BATCH #13-2018 01-181-028-20216	\$60.00
0068174	2/7/2019	Kingsville Chiropractic Clinic	BIA BATCH #13-2018 01-181-028-20216	\$30.00
0068175	2/7/2019	Kingsville I.D.A. Pharmacy	BIA BATCH #13-2018 01-181-028-20216	\$30.00
0068176	2/7/2019	Mary Kathryns Ladies Shop	BIA BATCH #13-2018 01-181-028-20216	\$140.00
0068177	2/7/2019	Mettawas Station	BIA BATCH #13-2018 01-181-028-20216	\$850.00
0068178	2/7/2019	Momma Bear's Bakery	BIA BATCH #13-2018 01-181-028-20216	\$40.00
0068179	2/7/2019	Movati Athletic	BIA BATCH #13-2018 01-181-028-20216	\$60.00
0068180	2/7/2019	New Designs Flowers & Gifts	BIA BATCH #13-2018 01-181-028-20216	\$30.00
0068181	2/7/2019	Pelee Island Winery	BIA BATCH #13-2018 01-181-028-20216	\$100.00
0068181	2/7/2019	Pelee Island Winery	BIA BATCH #13-2018 01-181-028-20216	\$220.00
0068182	2/7/2019	Red Apple Store 52967	BIA BATCH #13-2018 01-181-028-20216	\$40.00
0068185	2/7/2019	The Grove Brewery	BIA BATCH #13-2018 01-181-028-20216	\$240.00
0068186	2/7/2019	Towne Emporium	BIA BATCH #13-2018 01-181-028-20216	\$290.00
0068201	2/13/2019	Christina Bedal	WEB HOSTING - ANNUAL 01-181-099-60309	\$109.78
0068202	2/13/2019	Bell Canada	BIA PHONE 01-181-099-60327	\$113.20
0068214	2/13/2019	Cintas Canada Limited	BIA - MATS 01-181-099-60341	\$62.73
0068214	2/13/2019	Cintas Canada Limited	BIA - MATS 01-181-099-60341	\$62.73
0068313	2/14/2019	Beach House Grill	BIA BATCH #14-2018 01-181-028-20216	\$400.00
0068314	2/14/2019	Dr. Mark Olivito & Associates	BIA BATCH #14-2018 01-181-028-20216	\$360.00
0068315	2/14/2019	Eyes	BIA BATCH #14-2018 01-181-028-20216	\$1,680.00
0068316	2/14/2019	Mettawas Station	BIA BATCH #14-2018 01-181-028-20216	\$90.00
0068318	2/14/2019	O'Sarracino Trattoria & Wine B	BIA BATCH #14-2018 01-181-028-20216	\$140.00
0068320	2/14/2019	Spartan Nutrition	BIA BATCH #14-2018 01-181-028-20216	\$10.00
0068323	2/14/2019	The Grove Brewery	BIA BATCH #14-2018 01-181-028-20216	\$70.00
0068324	2/14/2019	Vernon's Tap & Grill	BIA BATCH #14-2018 01-181-028-20216	\$60.00
0068330	2/14/2019	Cintas Canada Limited	BIA - MATS 01-181-099-60341	\$62.73
0068330	2/14/2019	Cintas Canada Limited	48 BIA - MATS 01-181-099-60341	\$62.73



**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068330	2/14/2019	Cintas Canada Limited	BIA - MATS 01-181-099-60341	\$62.73
0068374	2/21/2019	Aleksander Estate Winery	BIA DOLLARS #15-2018 01-181-028-20216	\$30.00
0068376	2/21/2019	Annabelle's Tea Room	BIA DOLLARS #15-2018 01-181-028-20216	\$490.00
0068377	2/21/2019	Bell Canada	BIA INTERNET 01-181-099-60327	\$34.60
0068379	2/21/2019	Lakeside Animal Hospital	BIA DOLLARS #15-2018 01-181-028-20216	\$20.00
0068381	2/21/2019	Sam's Shell	BIA DOLLARS #15-2018 01-181-028-20216	\$150.00
0068382	2/21/2019	Tangles Hair and Spa	BIA DOLLARS #15-2018 01-181-028-20216	\$180.00
0068384	2/21/2019	Valvoline Express Care	BIA DOLLARS #15-2018 01-181-028-20216	\$40.00
0068385	2/21/2019	Wineology	BIA DOLLARS #15-2018 01-181-028-20216	\$920.00
0068392	2/25/2019	Christina Bedal	TOURISM CONFERENCE FEE-BEDEL 01-181-099-60819	\$125.00
0068392	2/25/2019	Christina Bedal	REFRESHMENTS - BOARD MEETING 01-181-099-60317	\$9.99
0068420	2/25/2019	Global Leasing	PHOTOCOPIER LEASE - APR-JUN/19 01-181-099-60301	\$179.38
0068451	2/25/2019	Pelee Island Winery	ROOM RENTAL 01-181-170-60816	\$101.76

**Total For Department 181 \$11,447.36**

184 -

0068237	2/13/2019	Hall Telecommunications Suppl	TEXTNET PHONE LINE 01-184-099-63300	\$172.99
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**Total For Department 184 \$172.99**

185 -

0068201	2/13/2019	Christina Bedal	LONDON FOOD&WINE-C BEDAL 01-185-099-63104	\$60.37
0068215	2/13/2019	Natalie Cobby	LONDON FOOD&WINE-N COBBY 01-185-099-63104	\$365.98
0068299	2/13/2019	Peggy Van Mierlo-West	SWOTC - N COBBY 01-185-099-63104	\$125.00
0068360	2/14/2019	Tourism Windsor Essex Pelee I	SARNIA FUSION - N COBBY 01-185-099-63104	\$508.80
0068377	2/21/2019	Bell Canada	BIA TOLL FREE 01-185-099-60327	\$12.18
0068420	2/25/2019	Global Leasing	PHOTOCOPIER LEASE - APR-JUN/19 01-185-099-60307	\$179.38

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
<b>Total For Department 185</b>				<b>\$1,251.71</b>
<u>186</u>	-			
0068488	2/25/2019	Essex Free Press	HERITAGE DESIG(OLDFIREHALL) 01-186-099-60306	\$121.38
<b>Total For Department 186</b>				<b>\$121.38</b>
<u>201</u>	-			
0068193	2/13/2019	AGO Industries Inc.	Q1 CLOTHING - ENV SERVICES 02-201-072-60216	\$713.34
0068200	2/13/2019	B&T Waechter Holdings Ltd (Cc	DRILL BIT & SOCKET SET 02-201-099-60335	\$162.76
0068209	2/13/2019	Canada Post Corporation	GN WATER & GS ARREARS 02-201-099-60303	\$1,648.45
0068216	2/13/2019	Corix Water Products LP	METER REPAIR- LARGE 02-201-099-63017	\$1,453.23
0068231	2/13/2019	Fire Safety Services	CERTIFY FIRE EXTINGUISHER 02-201-099-60347	\$235.06
0068241	2/13/2019	Jireh Tools	SMALL TOOLS - ENV SHOP 02-201-099-60357	\$443.41
0068242	2/13/2019	J.J.Tires Limited	12-03 EMERG TIRE REPAIR 02-201-099-60316	\$392.23
0068253	2/13/2019	Linde Canada Limited 15687	RENTAL CHARGES 02-201-099-60318	\$110.82
0068279	2/13/2019	Richard Lloyd Grahame	RFND - OVR PYMT 00400960.002 02-201-006-12067	\$1,219.50
0068283	2/13/2019	Sam's Service Facility	06-02 F350 SERVICE 02-201-099-60316	\$175.01
0068294	2/13/2019	Telus Mobility	CELL PHONE - JAN 28-FEB 27/19 02-201-099-60327	\$366.34
0068307	2/13/2019	Wolseley Canada Inc	WTR MAIN SADDLE/MATERIAL STOCK 02-201-099-63030	\$350.26
0068307	2/13/2019	Wolseley Canada Inc	WTR MAIN SADDLE/MATERIAL STOCK 02-201-099-63025	\$4,150.49
0068308	2/13/2019	Work Authority	BOOTS - WAYNE & DAVE 02-201-072-60216	\$226.41
0068325	2/14/2019	Waddick Fuels	CLEAR ULS 02-201-099-60340	\$2,121.20
0068325	2/14/2019	Waddick Fuels	UNLD GAS 02-201-099-60340	\$885.22
0068325	2/14/2019	Waddick Fuels	DYED ULS 02-201-099-60340	\$567.75
0068325	2/14/2019	Waddick Fuels	CLEAR ULS 02-201-099-60340	\$1,863.13
0068326	2/14/2019	Wolseley Canada Inc	FITTINGS FOR HYDRANT BOX 02-201-099-63045	\$42.10
0068329	2/14/2019	Cansel Survey Equipment Inc	HYDRANT REFLECTOSCOPE 02-201-099-63045	\$473.18
0068334	2/14/2019	Essex Region Conservation Au	50RISKMGMT SERVICES OCT-DEC 2018 02-201-360-71651	\$3,902.24

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068365	2/14/2019	Wolseley Canada Inc	MELBOURNE HYDRANT EXT 02-201-099-63045	\$499.13
0068453	2/25/2019	Preview Inspections and Consul	BACKFLOW PREVENTION - JAN 2019 02-201-180-60405	\$1,933.44
0068454	2/25/2019	Pro Bid Contractors Ltd.	CLEAN DEBRIS - LAGOONS 02-201-099-63030	\$4,182.33
0068454	2/25/2019	Pro Bid Contractors Ltd.	WTR MAIN BR - 67 AUGUSTINE 02-201-099-63030	\$3,150.77
0068454	2/25/2019	Pro Bid Contractors Ltd.	WTR MAIN BR - BEECH ST 02-201-099-63030	\$3,156.59
0068461	2/25/2019	Sam's Service Facility	12-01 - FIX TRANSMISSION LINE 02-201-099-60316	\$1,332.09
0068465	2/25/2019	Sims Publications Incorporated	FINAL READING BOOKS 02-201-099-60301	\$380.58
<b>Total For Department 201</b>				<b>\$36,137.06</b>
<b>242</b>	-			
0068169	2/7/2019	Dillon Consulting	LAKESIDE PARK-TRUNK SAN. SEWER 02-242-360-71864	\$2,346.38
0068169	2/7/2019	Dillon Consulting	SERVICES - MASTER PLAN 02-242-360-71357	\$2,170.54
0068269	2/13/2019	Ontario Clean Water Agency	UNION GAS - DEC/18 - JAN/19 02-242-099-60314	\$2,339.33
0068312	2/13/2019	Minister of Finance (Misc)	LAKESIDE ECA APPLICATION 02-242-360-71864	\$1,100.00
0068333	2/14/2019	E.L.K. Energy Inc	98 MCCALLUM DR 12/03-01/01/19 02-242-099-60314	\$47.48
0068333	2/14/2019	E.L.K. Energy Inc	BERNATH PUMP STATION 02-242-099-60314	\$38.22
0068333	2/14/2019	E.L.K. Energy Inc	67 HERITAGE SEWAGE 2 02-242-099-60314	\$2,218.98
0068333	2/14/2019	E.L.K. Energy Inc	250 QUEEN ST 02-242-099-60314	\$632.82
0068345	2/14/2019	Ontario Clean Water Agency	2018 CALL OUTS-OVR ALLOWANCE 02-242-320-64360	\$2,310.00
0068345	2/14/2019	Ontario Clean Water Agency	2018 CALL OUTS-OVR ALLOWANCE 02-242-320-64360	\$6,812.50
0068345	2/14/2019	Ontario Clean Water Agency	2018 SLUDGE, R&M, CHEMICAL REC 02-242-320-64360	\$58,961.08
0068345	2/14/2019	Ontario Clean Water Agency	CWWF PROGRAM 02-242-360-71865	\$98,636.28
0068346	2/14/2019	HYDRO ONE	18 HWY LANE SEWAGE LAGOON 02-242-099-60314	\$106.74
0068380	2/21/2019	HYDRO ONE	NORMANDY PUMP STATION 02-242-099-60314	\$67.88
0068380	2/21/2019	HYDRO ONE	1053 CEDAR DR 02-242-099-60314	\$93.33
0068380	2/21/2019	HYDRO ONE	1460 ROAD 2 EAST PUMP 02-242-099-60314	\$652.58
0068409	2/25/2019	Dillon Consulting	LAKESIDE PARK-TRUNK SAN. S 02-242-360-71864	\$11,429.68
0068446	2/25/2019	Ontario Clean Water Agency	OPERATIONS & MAINT - FEB 2019 5102-242-320-64360	\$83,241.07

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068446	2/25/2019	Ontario Clean Water Agency	CWWF PROGRAM - FEB 2019 02-242-360-71865	\$1,979.33
0068446	2/25/2019	Ontario Clean Water Agency	CWWF PROGRAM - FEB 2019 02-242-360-71866	\$578.82
0068454	2/25/2019	Pro Bid Contractors Ltd.	SEWER REPAIR - LANSDOWNE 02-242-320-64365	\$2,693.59
0068467	2/25/2019	Southwest Diesel Service Inc	97-01 - SERVICE 02-242-099-60316	\$339.23
0068495	2/28/2019	HYDRO ONE	FORCEMAIN OVER BRIDGE 02-242-099-60314	\$27.93
0068495	2/28/2019	HYDRO ONE	1902 HERITAGE RD PUMP 5 02-242-099-60314	\$49.19
0068495	2/28/2019	HYDRO ONE	690 HERITAGE RD 02-242-099-60314	\$14,755.54
0068495	2/28/2019	HYDRO ONE	PUMP STATION CEDAR ISLAND 02-242-099-60314	\$311.11
0068495	2/28/2019	HYDRO ONE	1562 HERITAGE RD PUMP 4 02-242-099-60314	\$67.39

**Total For Department 242 \$294,007.02**

**243**

0068333	2/14/2019	E.L.K. Energy Inc	168 CTY RD 27 N 02-243-099-60314	\$344.62
0068333	2/14/2019	E.L.K. Energy Inc	REAR 17 LYLE 02-243-099-60314	\$34.68
0068333	2/14/2019	E.L.K. Energy Inc	16 WHITEWOOD (BEHIND) 02-243-328-64365	\$64.84
0068333	2/14/2019	E.L.K. Energy Inc	168 CTY RD 27 N - LAGOON 02-243-099-60314	\$537.17
0068345	2/14/2019	Ontario Clean Water Agency	2018 CALL OUTS-OVR ALLOWANCE 02-243-320-64360	\$3,960.00
0068345	2/14/2019	Ontario Clean Water Agency	2018 SLUDGE, R&M, CHEMICAL REC 02-243-320-64360	\$5,241.92
0068446	2/25/2019	Ontario Clean Water Agency	OPERATIONS & MAINT - FEB 2019 02-243-320-64360	\$6,084.16
0068446	2/25/2019	Ontario Clean Water Agency	CWWF PROGRAM - FEB 2019 02-243-360-71867	\$282.35
0068493	2/28/2019	Gosfield North Communications	PUMP HOUSE ALARM 02-243-099-60327	\$48.15

**Total For Department 243 \$16,597.89**

\* Note GST Rebate details are omitted, but are included in the totals **\$1,941,627.79**



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

**Date:** March 11, 2019  
**To:** Mayor and Council  
**Author:** Roberta Baines, Deputy Clerk – Administrative Services  
**RE:** Graceland Cemetery – Bulk Purchase Request  
**Report No.:** CS-2019-03

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## **AIM**

To provide Council with information to consider the proposal made by the Old Colony Mennonite Church (the 'Church') to purchase 40 graves at the Graceland Cemetery, located at Olinda Sideroad, Kingsville.

## **BACKGROUND**

Mr. Henry Kroeker from the Church, approached Administration on January 14, 2019, to seek approval to purchase 40 full burial graves from Section 9, Blocks C and D and Section 10 Blocks C and D at Graceland Cemetery (see Appendix 'A') at a price of \$24,000 (\$600 per grave), plus H.S.T. Attached is the letter received from the Church dated January 14, 2019 (Appendix 'B').

Mr. Kroeker previously approached the Town to purchase bulk cemetery graves and received Council's approval. In February 2016, The Church purchased 47 full burial graves for \$600 each, plus H.S.T. from the Town. It also purchased 48 full burial graves for \$150 each from the Town in December 1994. The majority of these graves from the 1994 bulk purchase have been used: only four graves remaining. As shown in Appendix A, the Church purchases have been confined to a specific area of the cemetery.

## **DISCUSSION**

The Town of Kingsville currently has eight active cemeteries offering over 4,700 full burial graves. Of that, Graceland Cemetery alone has 1,224 full burial graves available for sale now and in the past 3 years (2016 – 2018) sold 75 graves (excluding the 47 graves purchased in 2016 by the Old Colony Mennonite Church).



The Corporate Services Department is responsible for the administration of burials, interments, vital statistics reporting and the sale and purchase of cemetery graves, annual cemetery license reports, all in accordance with Provincial legislation and Town of Kingsville By-laws.

By-law 120-2018 establishes rules and regulations to be used in connection with all cemeteries owned and operated by the Town of Kingsville and was approved on February 11, 2019. The by-law contains the regulations and contracts for interment and disinterment, markers and monuments, general care and maintenance of the cemeteries, lots and plots.

The current Town's Fees and Charges By-law sets out the price for the sale of cemetery graves at \$750.00 (\$450.00 interment rights, plus \$300.00 for care and maintenance). As noted above, the Church is seeking to purchase 40 graves at a cost of \$600.00 per grave, plus H.S.T., from the Town. This is a savings of \$150.00 per grave, for a total savings, if approved, of \$6,000.00.

The Municipality has not, as a practice, offered for sale cemetery graves at a bulk discount price. The price of \$750, plus H.S.T. per grave is established to offset the costs incurred by the Town for care and maintenance. The opening and closing of the grave costs are covered separately by an interment contract.

## **LINK TO STRATEGIC PLAN**

Promote the betterment, self-image and attitude of the community.

## **FINANCIAL CONSIDERATIONS**

The current price for the sale of cemetery lots is \$750 per grave, plus H.S.T. The sale of 40 graves at \$750 each is \$30,000 plus H.S.T. If Council accepts the bulk purchase proposal, the Church would purchase 40 graves at \$600 each plus H.S.T. This amounts to a \$6,000 savings for the Church.

## **CONSULTATIONS**

Management Group

## **RECOMMENDATION**

That Council consider the request of the Old Colony Mennonite Church to purchase 40 burial graves at Graceland Cemetery at the price of \$600.00 per lot for a total purchase price of \$24,000, plus H.S.T.

*Roberta Baines*

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Roberta Baines, BA  
Deputy Clerk – Administrative Services

*Jennifer Astrologo*

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

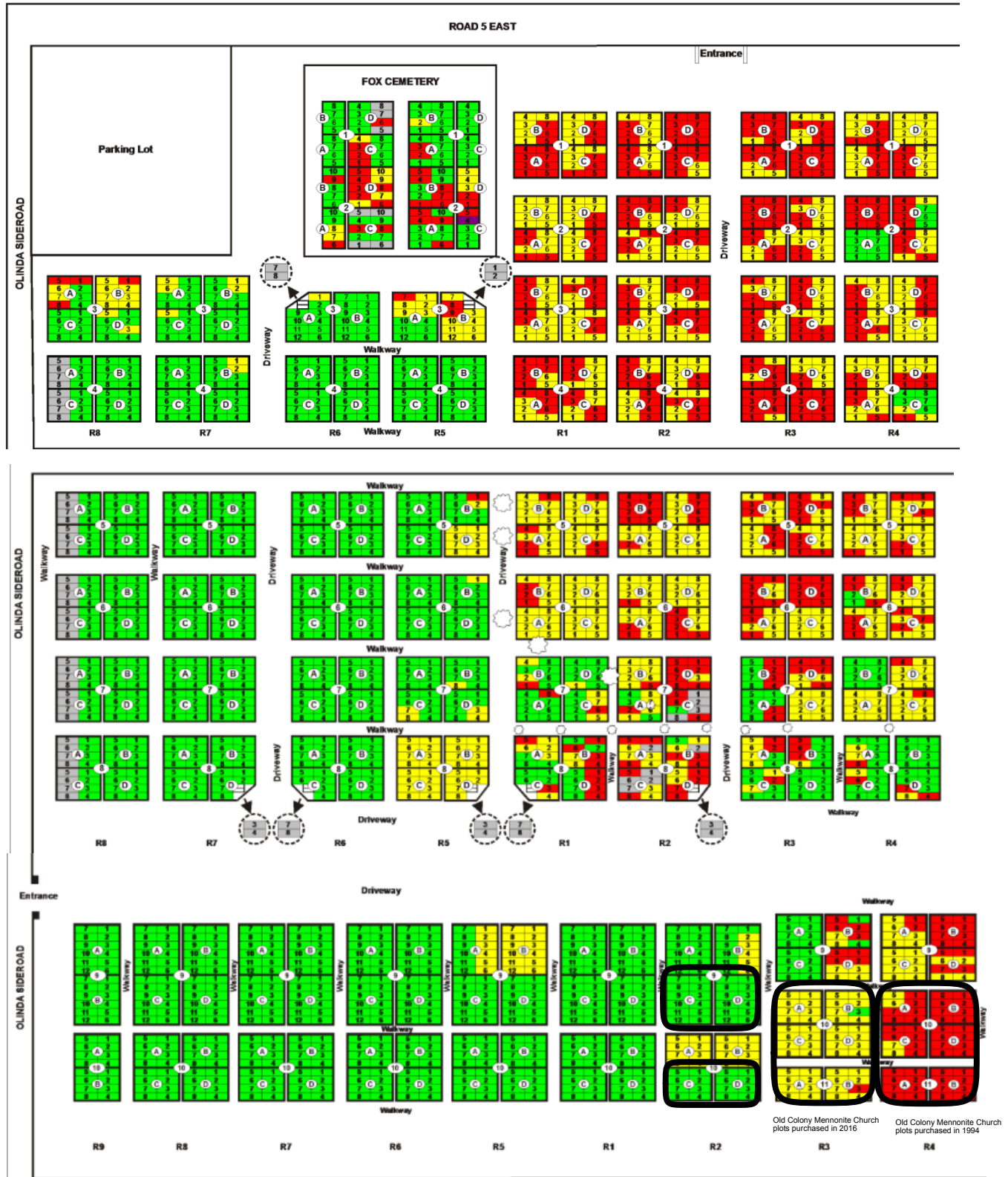
*Peggy Van Mierlo-West*

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

## GRACELAND CEMETERY

updated January 3, 2019



Old Colony Mennonite Church  
plots to be purchased in 2019

January 14, 2019

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

**RE: Plots at Graceland Cemetery**

To Whom It May Concern:

This is to confirm our interest in purchasing additional plots for The Old Colony Mennonite Church in Kingsville.

The plots we are interested in are as follows:

Range 2 - Row 9 - Section C – Plots 1 to 12

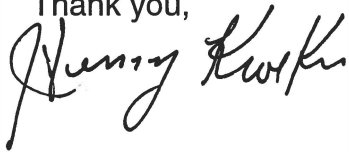
Range 2 - Row 9 - Section D – Plots 1 to 12

Range 2 - Row 10 - Section C – Plots 1 to 8

Range 2 - Row 10 - Section D – Plots 1 to 8

In total there are 40 plots and the price we discussed was \$600 + hst bringing the total to \$27,120.00.

Thank you,

A handwritten signature in black ink, appearing to read "Henry Kroeker". The signature is fluid and cursive, with the first name "Henry" being more prominent than the last name "Kroeker".

Henry Kroeker  
c/o The Old Colony Mennonite Church  
216 Road 3  
Leamington, ON N8H 3V5



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

**Date:** February 25, 2019  
**To:** Mayor and Council  
**Author:** Diane Broda, Payroll & Billing Supervisor  
**RE:** Statement of Remuneration & Expenses for 2018  
**Report No.:** FS-2019-06

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## **AIM**

Provide a 2018 Statement of Remuneration for Council and committee members.

## **BACKGROUND**

Provide a 2018 Statement of Remuneration for Council and committee members.  
In accordance with the *Municipal Act, 2001* c.25, s.284(1) and By-Law 29-2015 which authorizes remuneration and expenses to be paid;

The treasurer of a municipality shall in each year on or before March 31<sup>st</sup> provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to:

- a) Each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- b) Each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- c) Each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.



## **DISCUSSION**

The remuneration shown on the attached schedules reflect the monies paid to each member of Council and committee member during 2018, inclusive of conferences and seminars.

## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

All remuneration to council and committee members was within budget estimates.

## **CONSULTATIONS**

None.

## **RECOMMENDATION**

Council receives the Statement of Remuneration & Expenses report for 2018.

*Diane Broda*

Diane Broda  
Payroll & Billing Supervisor

*Ryan McLeod*

Ryan McLeod, CPA, CA  
Director of Financial Services

*Peggy Van Mierlo-West*

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

## 2018 Council Remuneration Report

	<b>Council Honorarium</b>	<b>Committee Honorarium</b>	<b>Event or Conference</b>	<b>Total</b>
Coghill, S	\$ 15,554.55	\$ 1,900.00	\$ 500.00	\$ 17,954.55
DeYong, K	\$ 1,414.05	\$ -	\$ 44.00	\$ 1,458.05
Driedger, J	\$ 11,736.57	\$ 400.00	\$ -	\$ 12,136.57
Gaffan, T	\$ 16,968.60	\$ 6,268.71	\$ 702.37	\$ 23,939.68
Lucier, L	\$ 1,414.05	\$ 100.00	\$ -	\$ 1,514.05
Neufeld, T	\$ 16,968.60	\$ 6,002.92	\$ 5,233.96	\$ 28,205.48
Patterson, L	\$ 16,968.60	\$ 5,930.15	\$ 7,448.88	\$ 30,347.63
Queen, P	\$ 20,884.56	\$ 5,694.24	\$ 1,865.78	\$ 28,444.58
Santos, N	\$ 30,833.52	\$ 9,602.92	\$ 4,421.01	\$ 44,857.45
	<b>\$ 132,743.10</b>	<b>\$ 35,898.94</b>	<b>\$ 20,216.00</b>	<b>\$ 188,858.04</b>

## 2018 Committee Remuneration Report

	Committee Honorarium	Event or Conference	Total
Allen-Santos, S	\$ 200.00	\$ -	\$ 200.00
Bain, G	\$ 1,921.47	\$ 908.46	\$ 2,829.93
Bain, P	\$ 1,200.00	\$ -	\$ 1,200.00
Barraco, J	\$ 500.00	\$ -	\$ 500.00
Baruth, M	\$ 300.00	\$ -	\$ 300.00
Bradley, T	\$ 100.00	\$ -	\$ 100.00
Brown, T	\$ 400.00	\$ -	\$ 400.00
Burrell, P	\$ 900.00	\$ -	\$ 900.00
Cacciavillani, E	\$ 900.00	\$ -	\$ 900.00
Chauvin, M	\$ 400.00	\$ -	\$ 400.00
Childs, S	\$ 900.00	\$ -	\$ 900.00
Denotter, H	\$ 200.00	\$ -	\$ 200.00
DeYong, K	\$ 900.00	\$ -	\$ 900.00
Doey, D	\$ 400.00	\$ -	\$ 400.00
Dunnion, A	\$ 900.00	\$ -	\$ 900.00
Gaffan, J	\$ 2,621.47	\$ -	\$ 2,621.47
Girardin, S	\$ 500.00	\$ -	\$ 500.00
Gosselin, C	\$ 1,500.00	\$ -	\$ 1,500.00
Hickmott, N	\$ 500.00	\$ -	\$ 500.00
Horrocks, R	\$ 1,921.47	\$ -	\$ 1,921.47
Hughes, S	\$ 700.00	\$ -	\$ 700.00
Hunt, D	\$ 800.00	\$ -	\$ 800.00
I'Anson, S	\$ 1,000.00	\$ -	\$ 1,000.00
Laman, D	\$ 700.00	\$ -	\$ 700.00
Laman, M	\$ 1,400.00	\$ -	\$ 1,400.00
Lamarche, A	\$ 1,000.00	\$ -	\$ 1,000.00
Lauzon, M	\$ 600.00	\$ 293.94	\$ 893.94
Lucier, L	\$ 300.00	\$ -	\$ 300.00
Luffman, M	\$ 1,100.00	\$ -	\$ 1,100.00
Mastronardi, T	\$ 200.00	\$ -	\$ 200.00
McLeod, M	\$ 100.00	\$ -	\$ 100.00
Miljan, L	\$ 1,100.00	\$ -	\$ 1,100.00
Olson, S	\$ 200.00	\$ -	\$ 200.00
Peterson, B	\$ 700.00	\$ -	\$ 700.00
Quick, D	\$ 400.00	\$ -	\$ 400.00
Riddiford, B	\$ 900.00	\$ -	\$ 900.00
Stevenson, J	\$ 100.00	\$ -	\$ 100.00
Stranak, M	\$ 500.00	\$ -	\$ 500.00
Tremaine-Snip, M	\$ 1,000.00	\$ -	\$ 1,000.00
Truax, D	\$ 200.00	\$ -	\$ 200.00
Uprichard, M	\$ 400.00	\$ -	\$ 400.00
Vilardi, A	\$ 1,921.47	\$ -	\$ 1,921.47
Wallace-Gero, N	\$ 2,094.24	\$ 507.50	\$ 2,601.74
Welker, R	\$ 200.00	\$ -	\$ 200.00
Williams, D	\$ 600.00	\$ -	\$ 600.00
	<b>\$ 35,380.12</b>	<b>\$ 1,709.90</b>	<b>\$ 37,090.02</b>



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

**Date:** February 28, 2019

**To:** Mayor and Council

**Author:** Robert Brown, H. Ba, MCIP, RPP  
Manager, Planning Services

**RE:** 281 Main St. E – Compliance Status Update

**Report No.:** PDS 2019-009

---

## **AIM**

To provide the Mayor and Council with an update, as requested, on the status of the site plan compliance actions related to noise at 281 Main St E.

## **BACKGROUND**

At the February 11, 2018 Council meeting information was presented outlining the compliance actions that had been taken to-date regarding the noise levels generated by the new carwash located at 281 Main St E. An impacted neighbor to the west of the subject property also attended as a delegation outlining their concerns with the progress of the compliance actions to-date. Council in turn requested that an update be provided within 30 days.

## **DISCUSSION**

After the initial status report to Council the property owner's solicitor provided comment on that report and indicated that they believe there were some inaccuracies with the information that was outlined to Council as follows:

- i) The property owner was not provided any information on the requested 60 dBs noise level requirement prior to the Council meeting;

Comment: The report was presented to Council on May 8, 2017. The property owner was provided with the report to Council on April 26, 2017 and provided the site plan agreement for review which they commented on May 8, 2017 prior to the meeting.

- ii) The property owners took no action on the letters of compliance that were provided;

Comment: The property owners did response to each of the letters however only to indicated that they had an outstanding FOI request and they were waiting on the results to consult with their lawyer before taking any action. Staff acknowledged this response but did not indicate that this was addressing the compliance issue.

- iii) That a letter was provided in June from the manufacturer of the carwash dryers;

Comment: The letter was not in the file or in any electronic files however once it was supplied it simply answered a question that staff had asked, was there any additional measures that the manufacturer could take to reduce the noise? The answer was no.

Staff directed the property owners to take actions toward compliance of the sound levels. They secured the services of Baird AE to complete an acoustical assessment of the carwash and the current noise levels being generated. The report is attached as Appendix A. The report concludes that the carwash is in compliance with the noise level requirements and that no further action is required by the owners.

Staff have reviewed this report and undertook the following:

- i) consulted with our outside legal counsel on the matter;
- ii) followed-up on earlier discussions with Dillon Consulting;
- iii) reviewed information that was collected at the time of the site plan approval as well as data collected after the facility was operational.

Based on this staff believes that there are a number of issues with the Baird report as follows:

- i) the consultant did not undertake any on-site sound measurements;
- ii) on-site measurements in the Baird report were the same measurements provide to the Town in July of 2018 by the property owners;
- iii) the conclusions are based on a sound modelling program and not supported with any current on-site measurements;
- iv) the consulting engineer has not provided any indication of his qualification in the area of acoustical assessment;
- v) they have not indicated any reference to what MOECC acceptable levels are or how assessment is to be completed i.e. ambient noise level determination.

Staff is recommending Dillon Consulting be directed to complete a noise impact assessment including suggested corrective measures at the property owners expense.

## **LINK TO STRATEGIC PLAN**

The is no link to the Strategic Plan

## **FINANCIAL CONSIDERATIONS**

Dillon Consulting provided a cost estimate for the completion of the required work. The Town will retain Dillon however, the final cost of the work will be billed to the property owner.

## **CONSULTATIONS**

CAO, Planning's solicitor

## **RECOMMENDATION**

It is recommended that Council receive the report outlining the compliance status update for the carwash located at 281 Main St. E. and direct staff to retain Dillon Consulting to complete the noise impact assessment at the expense of the property owners.

*Robert Brown*

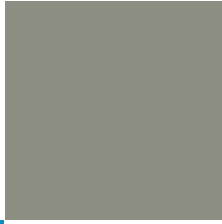
Robert Brown, H. Ba, MCIP, RPP  
Manager, Planning Services

*Peggy Van Mierlo-West*

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



## APPENDIX A



### **ACOUSTICAL REPORT CAR WASH 281 MAIN STREET EAST KINGSVILLE, ONTARIO**

PROJECT NO. 19-019

DATED: FEBRUARY 25, 2019

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2.3	Receiver Locations .....	2
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<b>4.</b>	<b>RECOMMENDATIONS .....</b>	<b>4</b>

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Table 3: Current Noise Levels.....	4

## APPENDICES

Appendix A Noise Information Plan  
Appendix B Background Information and Other Relevant Information  
Appendix C iNoise Output

## **1. INTRODUCTION**

### **1.1 *Background***

BairdAE was retained to conduct a stationary noise assessment of a existing commercial development (Carwash) at 281 Main Street East, Kingsville to address concerns by neighboring residents and recommend any mitigation, if required, based on criteria set by the Town of Kingsville.

The existing development is located in the Town of Kingsville and is bounded by Main Street to the north, Wile Avenue to the west, and commercial developments i.e. TD Bank and Pharmacy to the east and south.

Based on the site plan, the site consists of a new building (4470 ft<sup>2</sup>), asphalt area, landscape and sidewalk. The existing building rise is approximately 5.1m above grade. The closest point of reception is a residential property along Wile Avenue and Main Street. Refer to Figure 1 (Appendix A) for the development location and layout.

### **1.2 *Description***

Preliminary information for the development has been obtained from site visits and discussion with client. The following assumptions have been included in the analysis:

- The two accesses, one from Wile Avenue and other from Main Street, are provided;
- The development provides car wash and oil change service. Two separate entrances are provided for both services;
- The car wash section has six (6) Belanger Inc. blower system at 10hp 575v 3 phase at the exit of car wash. Blowers face into the car wash away from the exit door and blowers are installed with optional silencer package;
- Oil change and auto car repair service section with one bay area;
- The operation of development is from 6:00am to 23:00pm.

Mechanical equipment details and background information are provided in Appendix B.

### 1.3 Objectives

The main goal of this assessment is to assess the anticipate noise impacts from blowers, mechanical equipment and lift bay.

## 2. NOISE PREDICTION METHOD

### 2.1 Noise Criteria

The Town site plan agreement states that “noise level generated by the carwash dryer and vacuum systems located on the property shall maintain an upper limit of 60dBs maximum measured to the closet existing residential property line”.

### 2.2 Stationary Noise Source Power Levels

Noise level monitoring was conducted on July 13, 2018 and July 17, 2018 (weekday) and was taken approximately 10 feet from the exit doors of the car wash and then proceed in increment of 30 ft, 50 ft and 80 ft. Measurements were taken using a REED ST-805 noise monitoring device. Table 1 summarizes the power levels of each interval. Noise reading locations are illustrated in Figure 1 (Appendix A).

**Table 1: Sound Power Levels (dBA)**

Source ID	Desc	Ambient Noise Level (Traffic) (dBA)			Combine (Traffic and Running Dryer) Noise Level (dBA)		
		9AM	12PM	3PM	9AM	12PM	3PM
S1	10ft	75.8	72.4	70.3	85.2	<b>93.1</b>	89.8
S2	30ft	73.9	75.0	72.1	80.1	<b>81.6</b>	78.0
S3	50ft	71.4	74.3	68.7	77.2	77.5	<b>79.0</b>
S4	80ft	73.2	74.0	69.1	<b>75.8</b>	74.5	73.8

*\*Note: Highest monitoring reading used in the model*

It was observed that the combined noise level was nearly equal to the amount of noise produced by traffic therefore is negligible, hence no further reading was taken beyond 80 ft i.e. the traffic noise is higher than the noise emitting from the car wash dryers. *The results*

*also show that the ambient noise level at 10 feet is equivalent to the combined noise (with dryer in operation) at 80 feet during 9am (daytime).*

This further illustrates that the noise from the car wash dryer becomes a smaller component of the combined noise and the traffic noise becomes a larger component as distance increases.

## **2.3 Receiver Locations**

For the purpose of this study, representative sample receiver locations were identified and are shown in Figure 1 (Appendix A). These receiver locations are located at the worst-case locations (most exposed) for day time noise.

For Outdoor Living Area (OLA), the receivers are located at the property line and 1.5 meters above the ground.

Table 2 identifies the various receiver heights chosen as the “worst case” locations within the existing development.

**Table 2: Receiver Location**

<b>Receiver</b>	<b>Location</b>	<b>Height Above Grade (m)</b>	<b>Type</b>	<b>Represents</b>
Receiver 1	259 Main Street	1.5m	Property Line	East Property Line
Receiver 2			Bedroom POW	East Façade
Receiver 3	24 Wigle Avenue	1.5m	Bedroom POW	North Façade
Receiver 4			Property Line	Northeast Property Line

## **3. RESULTS**

The noise modelling program “iNoise”, produced by DGMR Software, was used to predict the noise levels produced by the noise sources. Computer modelling follows International Standards Organization (ISO) standards 9613 parts 1 and 2.

Table 3 summarizes the iNoise results and noise contours at 1.5m above grade can be seen in figures provided in Appendix C.

The results show that the noise level falls below the Town's criteria of 60dBA; hence, no mitigation measures are required and noise contours on adjacent land are favorable.

**Table 3: Current Noise Levels**

Location	Noise Level (dBA)				Town Criteria (dBA)	Meets
	Daytime/Evening				Daytime/Evening	
	S1	S2	S3	S4		
Receiver - 259 Main						
R1 – East	57.9	47.5	47.5	51.4	60	Yes
R2 – East Facade	55.4	44.4	43.1	42.4	60	Yes
Receiver – 24 Wigle						
R3 – North Facade	57.3	46.8	46.2	46.9	60	Yes
R4 – Northeast	54.8	42.4	41.1	39.6	60	Yes

#### 4. RECOMMENDATIONS

Our stationary noise assessment for the development indicates that noise levels at nearby points of reception (259 Main Street and 24 Wgle Avenue) are below the Town's noise limits, hence, no further mitigation measures are required.

If you have any questions or wish to discuss our findings, please advise us.

Yours truly,

**BAIRD AE INC.**  
**27 PRINCESS STREET, UNIT 102**  
**LEAMINGTON, ONTARIO N8H 2X8**

Shurjeel Tunio, P.Eng.  
 Senior Project Manager  
**Baird AE**

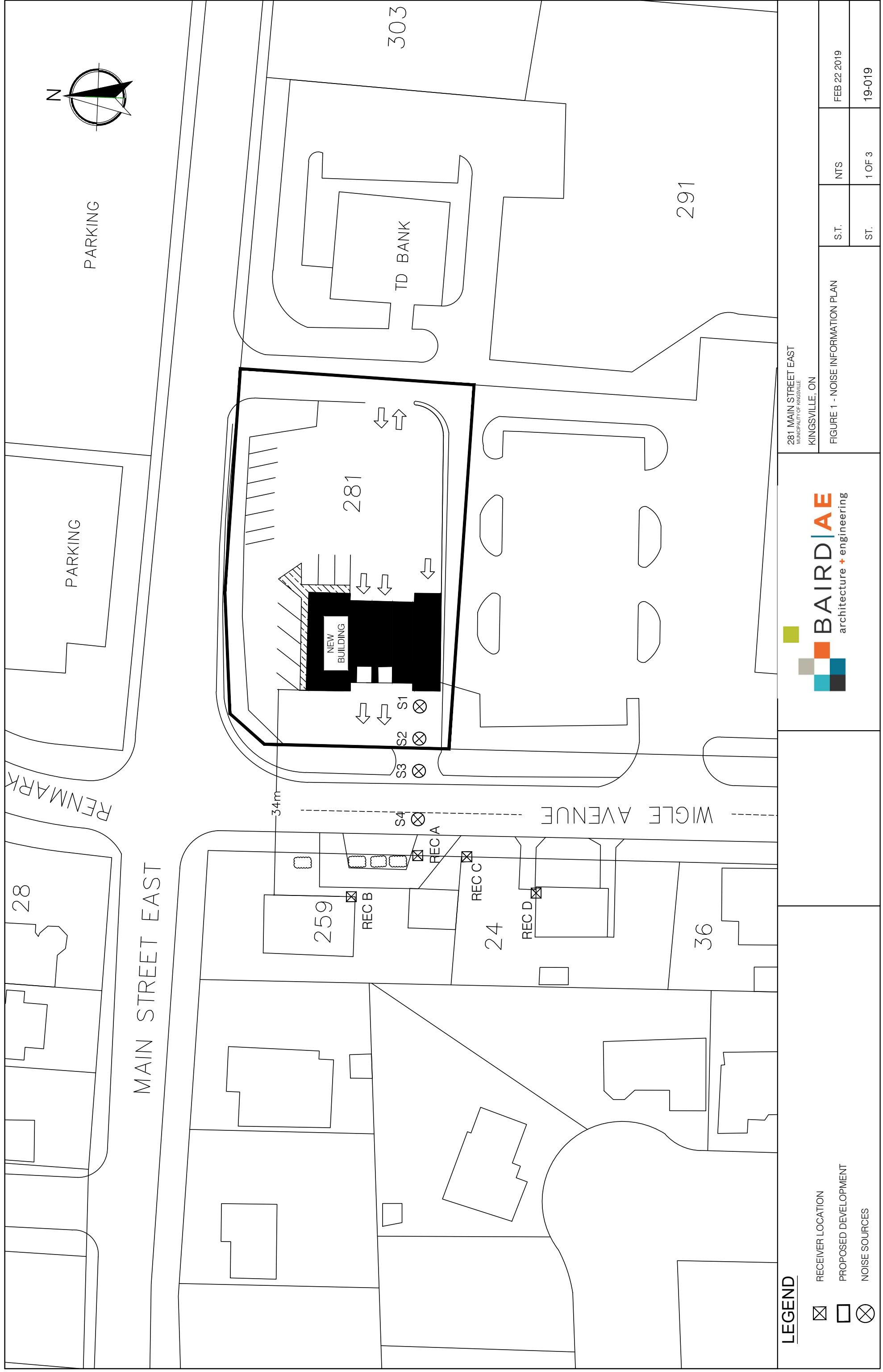




## Appendix A

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### NOISE INFORMATION PLAN



## Appendix B

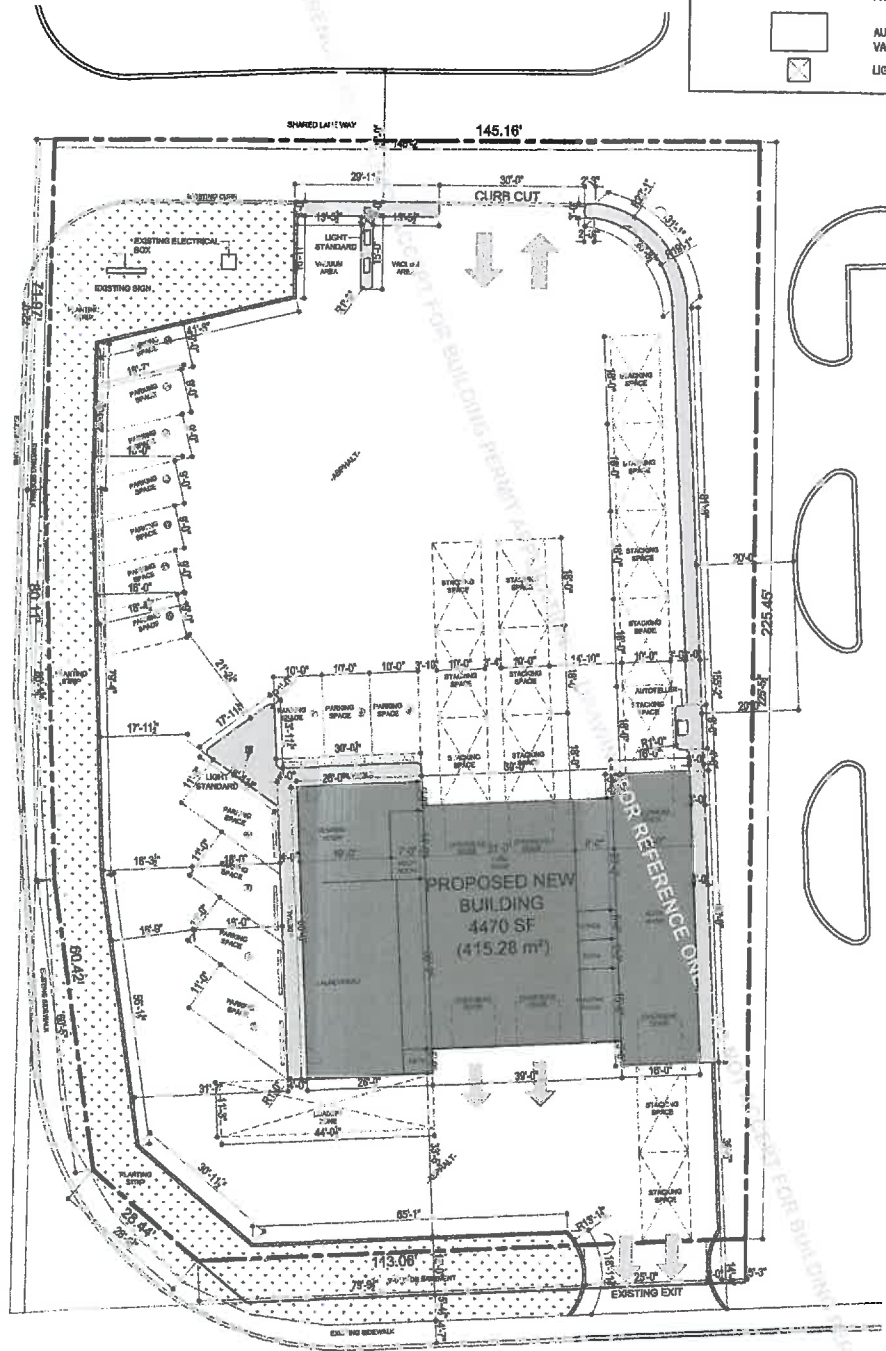
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### BACKGROUND INFORMATION AND OTHER RELEVANT INFORMATION

Information:	
Project name:	Main & Wigg Development
Lot number:	Part 1 of Survey as per plan
Site area:	355.4
Zoning:	C1
Scale:	1" = 25'
Units:	Imperial
North arrow:	1/2" per side North
Drawing company:	KEEN STUDIO
Designed by:	J.D.
Drawn by:	As per site block
1 landscape level:	4500'

LEGEND:	
PROPERTY LINE	---
NEW CURB	---
EXISTING CURB	---
EASEMENT LINE	---
BUILDING EDGE	---
PARKING LINE	---
AUTOTELLER/VACUUM	□
LIGHT STANDARD	⊗

MAIN STREET



WIGLE STREET

1 SITE PLAN  
A00.2 1" = 25'-0"

KEEN STUDIO  
111 St. Patrick St., Amsterdam, ON, M5T 1A5  
Tel: 416-593-7800 Fax: 416-593-7801

Site Plan  
17019 - (Lot 1) Wigle St.  
Corner of Wigle & Main St., 2nd Fl., ON, L8T 1  
Map 22, 2017

74

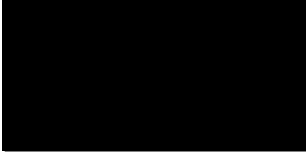
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2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)

August 10, 2018

2569299 Ontario Incorporated



**RE: 281 Main St. W – Noise Levels**

Dear 

This letter is being sent to provide you with the details of the investigation of the ongoing noise concern related to your automated carwash. After additional noise level measurements were taken, including that of the dryer units and the ambient noise levels, it has been determined that the general increase between the pre-development level and post-development level is negligible. This change should not be impacting on the residential area to the immediate west of your property.

However, this is limited to a period between approximately 8 am and 6 pm when the surrounding average ambient noise levels are higher or approximately 75 decibels. After 6pm the ambient noise levels decrease as a result of less activity and traffic in the area and drop back into the 60 decibel range.

What this means is you can maintain compliance with Section 22. v) of the site plan agreement but only if the hours of operation are limited to 8am to 6pm. If the hours of operation remain as they are at present then there is additional corrective action necessary to meet the requirements of the agreement.

As this is an outstanding requirement of the site plan agreement it is important to resolve the issue in short order. If there are any questions, regarding the next steps please contact me as soon as possible.

Regards,

A handwritten signature in black ink, appearing to read "Robert Brown", written over a horizontal line.

Robert Brown, H. Ba., MCIP, RPP,  
Manager, Planning Services  
Development Service Department  
[rbrown@kingsville.ca](mailto:rbrown@kingsville.ca)  
519-733-2305 (ext. 250)



695 Westney Road S., Unit #1, Ajax, Ontario, Canada L1S 6M9  
Bus.: 905-426-9339 Ontario: 1-800-465-5676 Fax: 905-426-5240

Prepared by: Bradley Goetz  
Vice-President, Equipment  
Mondo Products Company Ltd.  
(519) 640-8838  
equipment@mondo-products.com

Prepared for: 2569299 Ontario Limited  
C/O Firehall Car Wash  
281 Main Street East  
Kingsville, Ontario N9Y 1A7

Date: June 11, 2018

---

This letter is to confirm that the drying system as manufactured by Belanger Inc. consists of (6) 10 hp 575v 3 phase motors. The dryer configuration in the wash bay has been repositioned and re-installed so that the air intakes now face into the car wash and away from the exit door at the request of the owners.

Furthermore, the dryers as installed feature an optional silencer package designed to provide a quieter experience.

There are no further adjustments that can be implemented to the existing dryer system to lower the noise levels.

If you have any questions regarding the above proposal please do not hesitate to call me directly at (519) 640-8838.

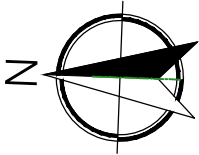
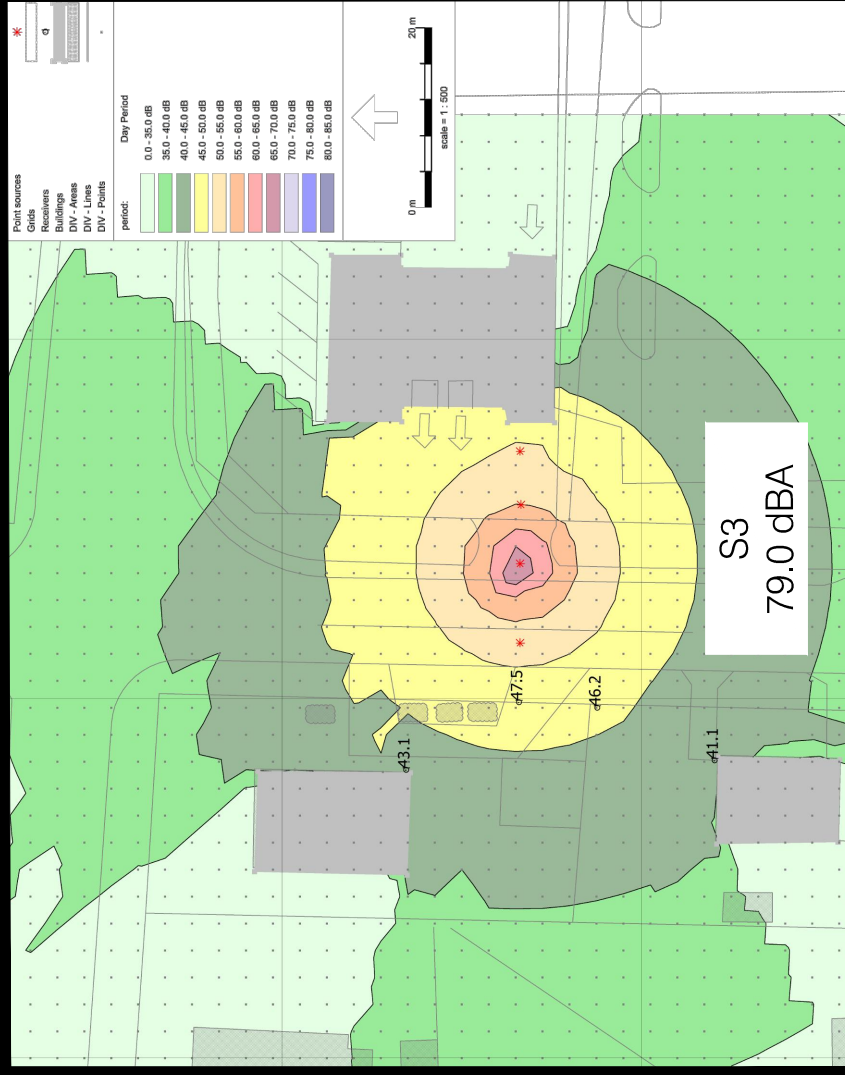
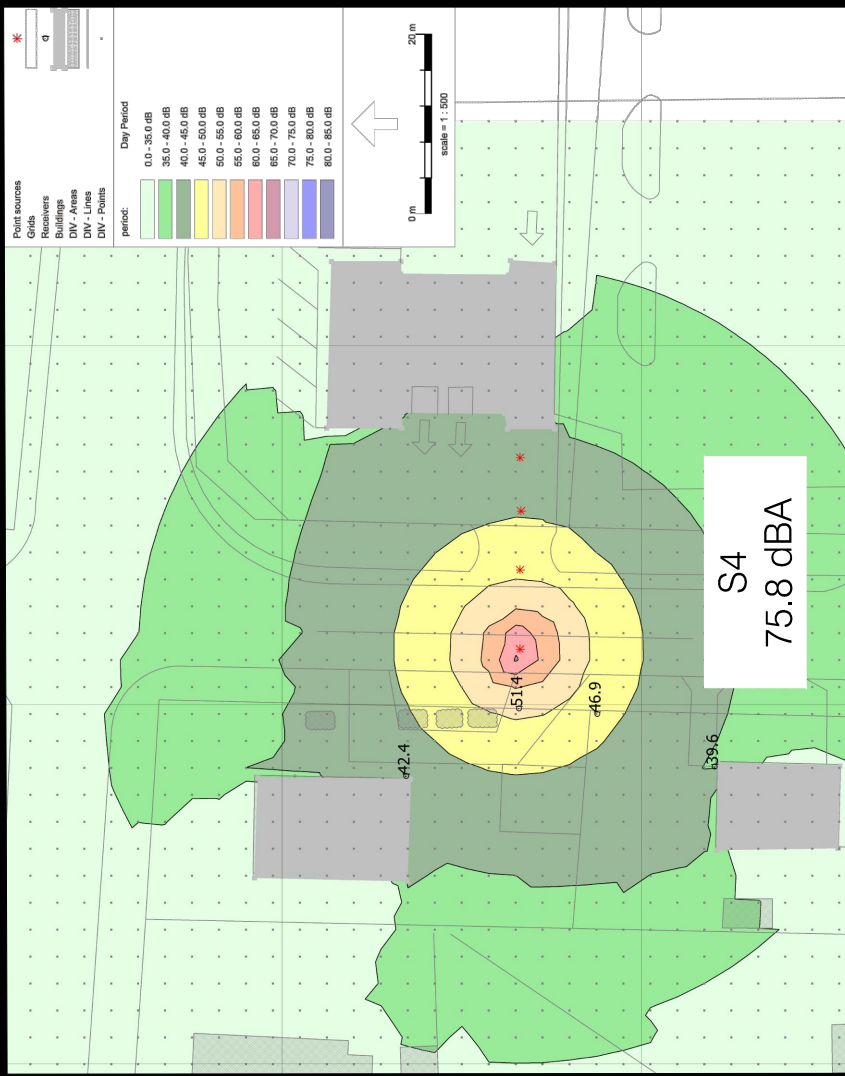
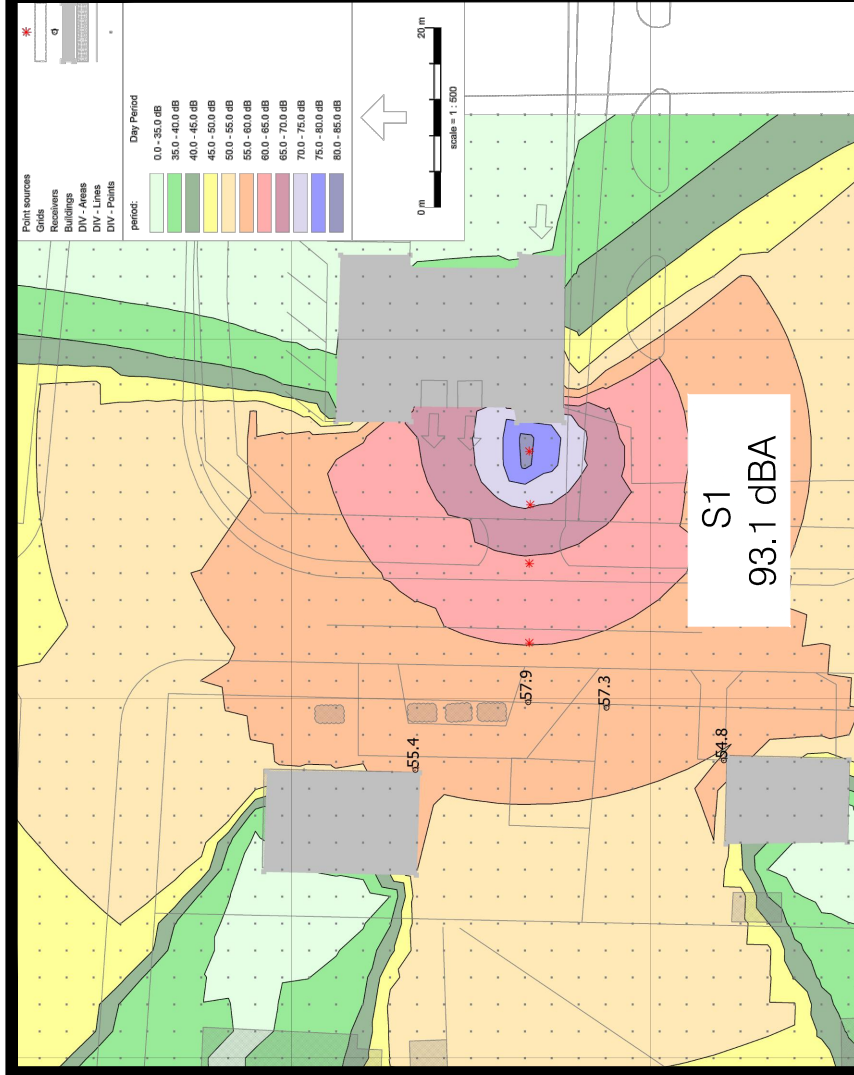
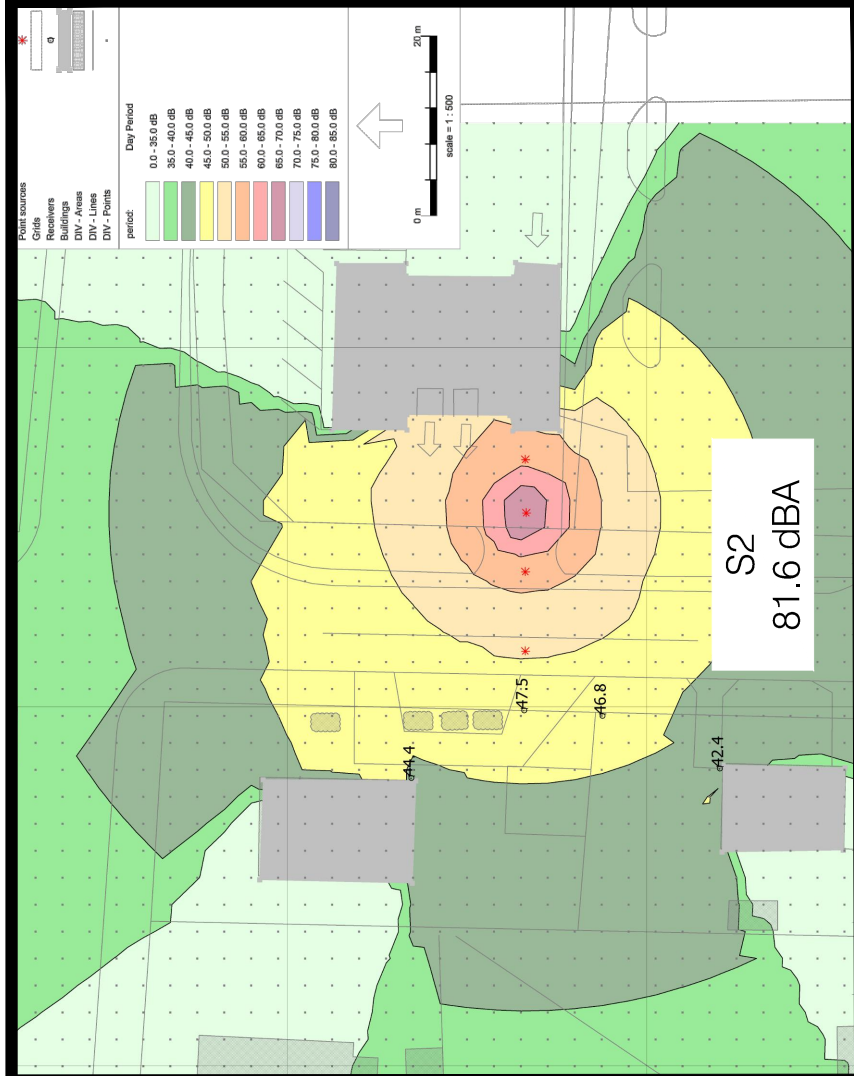
Sincerely,  
Mondo Products Company Limited



## Appendix C

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### iNOISE OUTPUT



281 MAIN STREET EAST  
MUNICIPALITY OF KINGSVILLE  
KINGSVILLE, ON

FIGURE 2 - NOISE LEVELS

FEB 22 2019

19-019

NTS

2 OF 3

S.T.

ST.





281 MAIN STREET EAST  
MUNICIPALITY OF KINGSVILLE  
KINGSVILLE, ON



FIGURE 3 - 3D VIEW

FEB 22 2019

NTS

19-019

S.T.

3 OF 3

ST.





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

**Date:** February 28, 2019  
**To:** Mayor and Council  
**Author:** G.A. Plancke / Director of Municipal Services  
**RE:** Wastewater Fleet Acquisition  
**Report No.:** MS 2019 - 13

---

## **AIM**

To recommend purchase of a 2014 Peterbilt 348 tandem dump truck from Brandt Truck Rigging and Trailers in Nisku AB.

## **BACKGROUND**

\$100,000 was approved through the 2019 budget deliberation process for the replacement of the 1997 International tandem dump truck currently used to haul sludge from the Lakeshore West Pollution Control Plant to the Regional Landfill. This \$100,000 is to be drawn from the Wastewater Fleet /Equipment Reserve with no impact to taxation.

During the Regular Meeting of Council held February 25, 2019, Council authorized the Director of Municipal Services a onetime exemption to the Procurement of Goods and Services Policy to negotiate and purchase a suitable truck up to the \$100,000 upset threshold without specific Council approval of the purchase due to the volatility of the used heavy truck market. (*Resolution 154-2019*)

## **DISCUSSION**

A nationwide and beyond search utilizing web searches and contacting various used heavy truck dealers/brokers was conducted to locate a suitable replacement tandem dump truck. OCWA operational staff were consulted to determine specifications and required options including the size (wheel base and length), Gross Vehicle Weight Rating (GVWR), optional equipment such as an automatic transmission, aluminum wheels, corrosion resistant hardware, and special configurations specific to the intended use of hauling sewage sludge. Several trucks were located within North America that matched many of our specifications. Unfortunately, many Canadian trucks within the \$100,000 upset threshold were high mileage well utilized trucks. The US based trucks seems to be in better condition overall, however due to the exchange rate most exceeded the \$100,000 threshold.

All are available with warranty as dealer options however due to the location of these trucks; realizing warranty claims on a used truck perhaps thousands of kilometers away from the dealer offering the warranty would be problematic.

Table 1. Below represents an example of available tandem trucks meeting specification within the \$100,000 upset threshold.

Table 1.

<b>Specification</b>	<b>Vendor</b>	<b>Price</b>
2013 Kenworth T800 857,374 km	CTS Inland / Winnipeg MB	\$100,000
2012 Western Star 4900F 527,513 km	Western Truck & Trailer Edmonton AB	\$89,900
2011 Peterbilt 388 839,502 km	RJ Trucks, St Agatha, ON	\$99,000
2011 International Paystar 541,162 km	Private Sale, Brampton ON	\$95,000

Purchasing a suitable truck within the \$100,000 upset threshold is achievable, however as our research has shown, the available trucks in this price category tend to be a little older, higher mileage, and well used trucks. Based on our Fleet / Equipment replacement schedule, any of these trucks could have an additional ten (10) years of service life remaining, however major repair costs due to mileage wear is a realistic concern.

In order to avoid these types of major repair and or warranty related issues, the search parameters were revised to include newer model, lower mileage trucks, with some remaining factory warranty, allowing the option of any local approved warranty shop to complete repairs if and as required.

As a result, a 2014 Peterbilt 348 tandem dump truck was located in Nisku AB, which met all the specifications of the vehicle we are looking to obtain. In discussions with the dealership, they explained that the truck is in excellent shape, has low mileage (167,985 km), safety certified in Alberta, has some remaining factory warranty, rust free, and priced competitively for the market. They currently have two of these units available. Their firm asking price is \$119,900 + an additional \$3600 to deliver to Kingsville for a combined total unit price of \$125,673.60 inclusive of the tax burden. This price is much lower than comparable units sourced to date. This price is cheaper than similar units located within Ontario with little or no delivery charges. It is obvious that an additional 25% increase in value to the search parameters results in a substantial increase in the quality of the available trucks. With this truck, the Town may actually realize a fifteen (15) year service life, which would defer future capital replacement costs an additional five (5) years.



Since this value exceeds the \$100,000 authorization provided to the Director for this specific purchase, Council is being requested to approve this procurement.

## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

Wastewater Fleet / Equipment Reserve account will have a balance of \$164,916 after the 2019 contribution to reserves is complete. \$100,000 is approved for purchase of a replacement tandem dump truck as part of the 2019 budget deliberation process. In order to purchase this truck, an additional \$25,673.60 would be required from the Wastewater Fleet / Equipment Reserve without tax impact.

## **CONSULTATIONS**

C.A.O.  
Director of Financial Services  
Municipal Services internal review  
Ontario Clean Water Agency operating staff.

## **RECOMMENDATION**

That Council approve the purchase of a 2014 Peterbilt 348 tandem dump truck from Brandt Truck Rigging and Trailers in Nisku AB, for the combined total price of \$125,673.60 with funding allocated from the Wastewater Fleet / Equipment Reserve.

Respectfully submitted,

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

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

# 2014 Peterbilt 348 Tandem Drive Dump Truck

Unit ID #:

**14283**

**\$119,900.00**

CAD. Plus Applicable Taxes. Subject to Change  
Equipment May Not Be Exactly As Shown

See Our Online Inventory

**[www.camex.com](http://www.camex.com)**

**WARRANTY ELIGIBLE**



<b>Serial Number:</b>	2NP3LN0X2EM215686	<b>1'st Int Axle:</b>	
<b>Mileage (KM):</b>	167985*	<b>2'nd Int Axle:</b>	
<b>Hours (hr):</b>	7063*	<b>Suspension:</b>	Peterbilt Air-Trac
<b>Engine:</b>	PX-9 350 HP	<b>Wheel Base:</b>	195"
<b>Transmission:</b>	Allison 3000 RDS	<b>Front Tire:</b>	425/65R22.5
<b>Axle Ratio:</b>	5.57	<b>Wear:</b>	
<b>Front Axle:</b>	20,000 LB.	<b>Rear Tire:</b>	11R24.5
<b>Rear Axle:</b>	40,000 LB.	<b>Wear:</b>	*Not verified

DUMP TRUCK RIG-UP.....15' gravel box, Double wall design c/w 12 gauge steel outer wall and 10 gauge high tensile steel inner wall, Air-trip sloped tail gate, Pintal hitch c/w air, electrical & hydraulic connections to pull a trailer, Mailhot "M" series telescopic hoist, Air-shift PTO and pump, Three (3) line wet kit, Thirty gallon hydraulic oil reservoir c/w sight glass & double can filter, 2" x 10" painted side boards, 15' flip over mesh tarp c/w electric crank drive, Tail gate spreader chains, Polished checker plate aluminum sheeting protecting the front of the box from rock chips, Stainless steel shovel holder, Sandblasted – epoxy primed – urethane top coat.

TANDEM AXLE DAY CAB DUMP TRUCK.....Polished aluminum wheels all around, Chrome front bumper, 7" chrome exhaust stack, Chrome mirrors & visor, Dual chrome air horns, Dual cab mounted amber strobe lights, Five LED marker lights, Dual polished aluminum fuel tanks (150 USG capacity). Air-Ride drivers seat, Tilt & telescopic steering, Vantage interior package, Power locks & windows, "Combo Fresh Air" Peterbilt heater & air conditioning package, Complete gauge & instrument package c/w graphics display, , "Concert Class" AM/FM/CD/WB audio system c/w "Blue Tooth" hands free technology, , "Cobra" 40 channel CB radio, Arctic package (300 watt oil pan heater, 1500 watt coolant heater, 130 amp alternator, 2100 CCA batteries & cab insulation kit), Dual power steering motors, VGT engine exhaust brake, Fully locking rear differentials, Full length double steel frame, Electric back up alarm,

**Status:** Inventory

**Availability:** Available

**Salesman:**

**For all your financing needs contact our finance department**

**CONTACT OUR FINANCE DEPARTMENT FOR ALL OF YOUR FINANCING NEEDS**

For more information:  
Call us at **1-780-955-2770**  
Fax us at **1-780-955-3735**  
Or visit us at **[www.camex.com](http://www.camex.com)**

**Brandt Truck Rigging & Trailers**  
1806 2 Street  
Nisku, AB, Canada  
T9E 0W8

**Brandt**

27/02/2019 8:27:53 AM





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

**Date:** March 1, 2019  
**To:** Mayor and Council  
**Author:** Tim Del Greco, Manager of Municipal Services  
**RE:** 2019 Capital Road Works – Tender Approvals  
**Report No.:** MS 2019 - 14

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## **AIM**

To award road resurfacing tenders for various projects identified in the Kingsville 2019 Capital Budget.

## **BACKGROUND**

The following road resurfacing projects were approved by Council and allocated in the 2019 Capital Budget:

- Heritage Road from Main Street West to the Chrysler Greenway.
- Lansdowne Avenue from Mill Street East to Park Street.
- Cedarhurst Subdivision which consists of the following streets:
  - Oak, Maple, Birch, Hemlock, Spruce, Cherry, Sycamore, Cedar and Lewis.

As per Kingsville Procurement Policy, all tenders exceeding \$50,000 require Council approval.

## **DISCUSSION**

### Heritage Road from Main Street West to the Chrysler Greenway

A tender for mill and pave of this segment of Heritage Road was advertised to the public on January 24, 2019 and closed on February 15, 2019.

The results (excluding HST) are as follows:

<b>Contractor/Vendor Name</b>	<b>Bid Amount</b>
Mill – Am Corporation	\$240,352
Coco Paving Inc.	\$253,547

Mill – Am is able to satisfy requirements relating to experience with similar projects, bonding, and insurance while providing the lowest cost proposal. Therefore, the recommendation is to proceed with this vendor.

The results of this tender have been distributed to the County of Essex as this section of road is maintained collectively by the County and the Town of Kingsville via a Connecting Link Agreement. A breakdown of the responsibility for the cost of this project is as follows:

<b>Name</b>	<b>Share of Cost</b>
Town of Kingsville	\$46,628
County of Essex	\$193,724
<b>Total</b>	<b>\$240,352</b>

#### Lansdowne Avenue from Mill Street East to Park Street

A tender for mill and pave of Lansdowne Avenue was advertised to the public on January 24, 2019 and closed on February 15, 2019.

The results (excluding HST) are as follows:

<b>Contractor/Vendor Name</b>	<b>Bid Amount</b>
Mill – Am Corporation	\$460,474
Coco Paving Inc.	\$506,304

Once again Mill – Am is able to satisfy requirements relating to experience with similar projects, bonding, and insurance while providing the lowest cost proposal. Therefore, the recommendation is to proceed with this vendor.

#### Cedarhurst Subdivision

A tender for mill and pave of Cedarhurst Subdivision was advertised to the public on February 14, 2019 and closed on March 1, 2019.

The results (excluding HST) are as follows:

<b>Contractor/Vendor Name</b>	<b>Bid Amount</b>
Mill – Am Corporation	\$566,174
Coco Paving Inc.	\$617,000

The recommendation is to award this project to Mill – Am for the same reasons as previously identified.

#### Additional Work in 2019

After tabulating the results of the above tenders, it is apparent that a sufficient budgetary surplus remains and can be utilized towards additional road work in 2019. The latest road assessment in 2018 indicated that Spruce Street South is amongst the highest priority for

repair due to the large volume of daily traffic and significant surface cracking. Therefore, Spruce Street South is an excellent candidate for additional road works in 2019.

Road 9 West and Peterson Road were the poorest scoring rural roads per the latest assessment with a PCI of 25 and 27 respectively. Although traffic volumes are low on both roads, a higher priority for repair must be considered as the condition of each road is well below the average Kingsville PCI of 68. Rehabilitating Road 9 West and Peterson Road to an appropriate condition will ensure the safe operation of these roadways and therefore are excellent candidates for inclusion in 2019 road works.

## **LINK TO STRATEGIC PLAN**

To become a leader in sustainable infrastructure renewal and development.

## **FINANCIAL CONSIDERATIONS**

The table below provides a cost summary of the recommendations as well as a comparison to the amounts allocated in the 2019 Capital Budget.

<b>Project</b>	<b>Cost of Recommended Vendor</b>	<b>2019 Budget Amount</b>
Heritage Road	\$46,628 (Kingsville Share Only)	\$70,000
Lansdowne Avenue	\$460,474	\$595,000
Cedarhurst Subdivision	\$566,174	\$975,000

## **CONSULTATIONS**

Kingsville Municipal Services Department  
Mill – Am Corporation

## **RECOMMENDATION**

That Council direct the Mayor and Clerk to execute an agreement with Mill – Am Corporation for road resurfacing of Heritage Road from Main Street West to the Chrysler Greenway;

And That Council direct the Mayor and Clerk to execute an agreement with Mill – Am Corporation for road resurfacing of Lansdowne Avenue from Mill Street East to Park Street;

And That Council direct the Mayor and Clerk to execute an agreement with Mill – Am Corporation for road resurfacing of Cedarhurst Subdivision;

And That Council direct Administration to tender for rehabilitation of Spruce Street South, Road 9 West, and Peterson Road.

*Tim Del Greco*

Tim Del Greco, P.Eng  
Manager of Municipal Services

*G. A. Plancke*

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

*Peggy Van Mierlo-West*

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

**From:** [Roberta Baines](#)  
**To:** [Roberta Baines](#)  
**Subject:** FW: Epilepsy awareness month  
**Date:** February 26, 2019 11:19:28 AM

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**From:** deanna sinasac [REDACTED]  
**Sent:** Thursday, February 21, 2019 12:44 PM  
**To:** Stephanie Olewski <[solewski@kingsville.ca](mailto:solewski@kingsville.ca)>  
**Subject:** Epilepsy awareness month

Hello,

I am looking to see if you guys would be interested in doing the proclamation again for epilepsy this year 2019. The month of March is epilepsy awareness and March 26th is purple day for epilepsy. If you can please approve the proclamation for epilepsy 2019.  
My address of where I can email to is:



Thank you  
Deanna sinasac

[Sent from Yahoo Mail on Android](#)



# Murchadha House

For Those with Exceptional Needs

February 21, 2019

Town of Kingsville  
2021 Division Road N  
Kingsville, On N9Y 2Y9

RE: Murchadha House Fundraiser

Dear Town Council,

Murchadha House is a new charity that is dedicated to building houses in Essex County for individuals with intellectual disabilities who require support to succeed in independent living. The mission of Murchadha House for Those with Exceptional Needs is to provide non-profit residential accommodations for people with exceptional needs. Our goal is to empower individuals with disabilities and their families; support integration into the community; and provide cooperative services to support residents to maximize their full potential in life.

We are having a fundraiser (Beatles tribute band and dinner) on Friday, April 26, 2019 at the Lakeside Park Pavilion. We are requesting that you waive the rental fee for this event. The first house will be built in Cottam and we hope to start building in the spring. This project is very important and beneficial to this community.

There is a vast need in Essex County to house individuals with exceptional needs who require supported living. Housing for youth is very limited which requires them to be relocated outside of their communities until they turn 18, at which time they are returned to Essex County with no friends or community connections. Adults with exceptional needs have a limited income (most living off their Ontario Disability Support Program [ODSP]) and cannot afford to rent or own a home and employ a support worker to help with their everyday living and care. There is currently a 25 year waiting list for adults to get into an assisted living home. Murchadha House will build and maintain group homes that will give these individuals the opportunity to live and build personal relationships within their own community.

We would appreciate any assistance you can offer to get this project off the ground. For more information please visit our website [www.murchadhahouse.ca](http://www.murchadhahouse.ca) and follow us on Facebook. If you have any questions please don't hesitate to contact us. Thank you.

Sincerely



Sandy Murphy  
Murchadha House President  
138 Fox St.  
Cottam, ON NOR 1B0  
[murchadhahouse@gmail.com](mailto:murchadhahouse@gmail.com)  
519-996-8761

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**BY-LAW 17-2018**

---

**Being a by-law to impose fees and charges by  
The Corporation of the Town of Kingsville**

**WHEREAS** section 391 of the *Municipal Act, 2001*, S.O. c. 25 (the “Act”) authorizes a municipality to pass by-laws imposing fees or charges on persons:

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

and the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

**AND WHEREAS** subsection 398(1) of the Act provides that such fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality.

**AND WHEREAS** subsection 398(2) of the Act provides that the treasurer of a municipality may add fees and charges imposed by the municipality to the tax roll for any property for which all of the owners are responsible for paying the fees and charges and collect them in the same manner as municipal taxes.

**AND WHEREAS** subsection 69(1) of the *Planning Act*, R.S.O. 1990 c. P.13 provides that the council of a municipality, by by-law may establish fees for the processing of applications made in respect of planning matters (the “Application”), which fees shall be designed to meet only the anticipated cost to the municipality in respect of the processing the Application.

**AND WHEREAS** the Town deems it advisable to repeal By-law 9-2017.

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

**Definitions**

1. In this By-law, the following words shall have the corresponding meaning:

“Expense Deposit” means a fee or charge paid to the Town to meet all or a portion of the cost of those costs and expenses incurred by the Town or paid by the Town to a third party as a result of an Application.

“Indemnity Deposit” means a fee or charge paid to the Town to meet all or a portion of the cost and expenses of remediating or repairing any damage to Town property or infrastructure, including, but not limited to roads, sidewalks, curbing or paved boulevards, water or sewage works, caused as a result of the use of such property or infrastructure or as a result of the carrying on of construction or demolition or other works on adjacent property.

“Rental Deposit” means the fee or charge paid to the Town as partial payment toward the rental of Town owned facilities.

“Security Deposit” means a fee or charge paid to the Town to guarantee the due performance of certain obligations owing to the Town that the Town may draw upon in the event that such obligations are not performed in order to



complete all outstanding works or matters and pay the costs and expenses incurred.

### **Fees and Charges**

2. Subject to section 12 of this By-law, the fee or charges as provided for in Schedule "A" attached hereto and forming part of this By-law shall be imposed and charged for the services, activities and use of property as indicated in said Schedule "A".

### **Rental Deposit**

3. A rental deposit of 50% of the entire rental amount shall be paid to the Town at the time of booking either Lakeside Park Pavilion or Grovedale. The balance of the rental amount shall be payable in accordance with the Town's policies and procedures, as may be amended from time to time.
4. The rental deposit shall be forfeited in the event that the rental is cancelled within thirty (30) days of the scheduled event date.

### **Expense Deposits**

5. Expense Deposits as provided for in Schedule "B" attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule "B".
6. Upon the disposition of an Application in respect of which an Expense Deposit has been paid and, upon request of the person who paid the Expense Deposit to the Town, the Expense Deposit, less those costs and expenses incurred by the Town or paid by the Town to a third party shall be refunded by the Town.

### **Indemnity Deposits**

7. Indemnity Deposits as provided for in Schedule "C" attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule "C".
8. Following the use of the property or infrastructure or the completion of the construction or demolition in respect of which an Indemnity Deposit has been paid and, upon request of the person who paid the Indemnity Deposit to the Town, the Indemnity Deposit, less any costs and expenses of remediating or repairing any damage to Town property or infrastructure, shall be refunded by the Town.

### **Security Deposits**

9. Security Deposits as provided for in Schedule "D" attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule "D".
10. Upon the performance of all obligations owing to the Town for which a Security Deposit has been paid and, upon request of the person who paid the Security Deposit to the Town, the Security Deposit, less any costs and expenses of completing any works or matters not performed, shall be refunded by the Town.

### **Unclaimed Deposits**

11. Where an Expense Deposit, an Indemnity Deposit and/or a Security Deposit has been paid to the Town and remains unclaimed for a period of seven years, the Treasurer of the Town may transfer to the general funds of the Town, any such Expense Deposit, Indemnity Deposit and/or Security Deposit against which no claim has been made, free of and from any and all claims whatsoever.

**Reduced Fee or No Fee**

- 12. Those persons and organizations identified in Column III of Schedule "E" attached hereto and forming part of this By-law shall be subject to the corresponding reduced fee or no fee identified in Column II for the use of those facilities identified in Column I.
- 13. Subject to availability, organizations under Column III are permitted two (2) free non-prime time rentals of Lakeside Park Pavilion each calendar year. Weekend rentals for these groups will be permitted, subject to availability, at a reduced rate of \$300.00 per day, with or without alcohol.
- 14. Column III organizations are not permitted to transfer entitlements under Schedule "E" to any other group, organization, entity or individual and such bookings must be used by the organization for a purpose benefiting the organization or the community at large.

**Repeal**

- 15. By-law 9-2017 is hereby repealed.
- 16. This by-law shall come into force upon third reading and being finally passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
12<sup>th</sup> DAY OF FEBRUARY, 2018.**

  
\_\_\_\_\_  
MAYOR, Nelson Santos

  
\_\_\_\_\_  
CLERK, Jennifer Astrologo

# SCHEDULE E

## REDUCED OR NO FEE

PARKS AND RECREATION SERVICES		
FACILITY RENTALS – REDUCED FEE		
COLUMN I	COLUMN II	COLUMN III
Lakeside Park Pavilion	\$300.00 per day	<ul style="list-style-type: none"> <li>Delta Waterfowl</li> <li>Lion’s Club (including auxiliaries)</li> <li>Neighbourhood Charitable Alliance</li> <li>Royal Canadian Legion (Including auxiliaries)</li> </ul>
- anytime with or without alcohol <b>- PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
Kingsville Recreational Complex Ice Time - Minor Sports - non-prime (before 4:00 pm)	\$71.50 per hour	<ul style="list-style-type: none"> <li>Public or Secondary Schools</li> </ul>
Unico Community Centre	\$100.00 Per month	<ul style="list-style-type: none"> <li>Kingsville Friendly Club</li> <li>Odd Fellows</li> </ul>
Unico Community Centre	\$50.00 Per month	<ul style="list-style-type: none"> <li>Lily Rebekah</li> </ul>
FACILITY RENTALS – NO FEE		
COLUMN I	COLUMN II	COLUMN III
*Lakeside Park Pavilion	No Fee	<ul style="list-style-type: none"> <li>Business Improvement Area Board of Management</li> <li>Canadian Blood Services</li> <li>Cottam Cubs &amp; Scouts</li> <li>Cottam Rotary Club</li> <li>Discovery Child Care</li> <li>Gosfield North Sportsmen</li> <li>Horticultural Society</li> <li>Kingsville Cubs &amp; Scouts</li> <li>Kingsville Firefighters Association</li> <li>Kingsville Essex Associated Band</li> <li>Knights of Columbus (including auxiliaries)</li> <li>Optimist Club (including auxiliaries)</li> <li>Organizations under contract for use of Greens or Ice Time (maximum two rentals under Column I)</li> </ul>
- anytime with or without alcohol <b>- PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
Kingsville Recreational Complex		
Auditorium		
- anytime with or without alcohol <b>- PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
Auditorium B, C or D		
- anytime with or without alcohol <b>- PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
Ridgeview Park		
- hall and pavilion with alcohol <b>- PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
- hall with alcohol <b>- PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
Unico Community Centre	No Fee	<ul style="list-style-type: none"> <li>Baldwin, Neil</li> <li>Balkwill, Gary</li> <li>Branch, Jim</li> <li>Clemente, Manual</li> <li>Hodgkins, Leslie</li> <li>Lacey, Eugene</li> <li>Mallott, Jim</li> <li>Miinch, Craig</li> <li>Pretli, Andy</li> <li>Woodall, N.</li> </ul>
- anytime with or without alcohol <b>- PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
Marina Seasonal Ramp Pass		

\*See sections 12-14 for conditions.

Dear Kingsville Town Council,

On February 26, 2019, the Kingsville BIA held its Annual General Meeting. At this meeting, the membership announcement was made to share the members to the BIA Board of Managers. Those members are as follows

Heather Brown – Main Grill & Ale House  
Trevor Loop – Jack's Gastropub & Inn 31  
Jason Martin – Cindy's Home & Garden  
Izabela Muzzin – The Butcher of Kingsville  
Beth Riddiford – My Cousin's Closet  
Roberta Weston – Erie Shores Rehabilitation  
Maria Edwards – New Designs  
Sarah Trudell – Chiaroscuros Artists' Supply & Showroom  
Amanda Everaert – Back in Motion Chiropractic  
Paul Thompson – Libro Credit Union

Tony Gaffan – Member of Council  
Laura Lucier – Member of Council

On behalf of the BIA Board of Managers I write to respectfully request that council create an appointment by-law to make this official at your upcoming meeting.

Thank you,

Christina Bedal  
BIA Coordinator

CC: Members of Council  
CC: Roberta Baines



**REGULAR MEETING OF COUNCIL  
MINUTES**

**Monday, February 25, 2019  
7:00 PM  
Council Chambers  
2021 Division Road N  
Kingsville, Ontario N9Y 2Y9**

Members of Council	Mayor Nelson Santos Deputy Mayor Gord Queen Councillor Tony Gaffan Councillor Thomas Neufeld Councillor Larry Patterson Councillor Kimberly DeYong Councillor Laura Lucier
Members of Administration	J. Astrologo, Director of Corporate Services R. Brown, Manager of Planning Services J. Galea, Human Resources Manager S. Kitchen, Deputy Clerk-Council Services S. Martinho, Public Works Manager R. McLeod, Director of Financial Services S. Moore, Fire Prevention Officer C. Parsons, Fire Chief A. Plancke, Director of Municipal Services

**A. CALL TO ORDER**

Mayor Santos called the Regular Meeting to order at 7:00 p.m.

**B. MOMENT OF SILENCE AND REFLECTION**

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

**C. PLAYING OF NATIONAL ANTHEM**

**D. DISCLOSURE OF PECUNIARY INTEREST**

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

**E. PRESENTATIONS/DELEGATIONS**

**1. Kingsville Fire Chief Chuck Parsons--Swearing-in ceremony of South Station Firefighter Matthew Stewart.**

Chief Parsons swore in South Station Firefighter Matthew Stewart, who has completed his one-year probation. North Station Chief R. Brando applied the epilates and colour insignias, and Mayor Santos presented him with his helmet.

**2. Jason Martin, Resident--Request dated January 22, 2019 RE: To address Council regarding a need for improved internet service in the Town of Kingsville**

Mayor Santos, noting that Mr. Martin was not in attendance at this time, proceeded to the next Agenda Item, being F-1, 2019 Fee By-law Amendments.

**F. MATTERS SUBJECT TO NOTICE**

**1. PUBLIC MEETING--2019 Fee By-law Amendments**

R. McLeod, Director of Financial Services

i) Notice of Consideration of Amendments to Fees and Charges By-law and Building Services Fees By-law, dated February 5, 2019;

ii) Report of Director of Financial Services R. McLeod, dated February 8, 2019;

iii) Proposed Fees and Charges By-law, with attached Schedules A to E; and

iv) Proposed Building Fee Services By-law, with attached Schedule A.

**145-2019**

**Moved By** Councillor Larry Patterson

**Seconded By** Deputy Mayor Gord Queen

That Council approves the amended user fees for Auditorium A; and further, Council directs that the 4-hour block rate be maintained for Auditorium A.

**CARRIED**

**146-2019**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Laura Lucier

That Council directs Administration to track the number of non-residents vs. residents who use the Lakeside Park Pavilion and the Grovedale Arts and Culture Centre, and bring the information back to Council in a report in 2020.

**CARRIED**

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

**147-2019**

**Moved By** Councillor Laura Lucier

**Seconded By** Councillor Thomas Neufeld

That Council directs Administration to prepare the necessary by-laws to reflect the proposed changes to By-laws 17-2018 and 18-2018.

**CARRIED**

**2. PUBLIC MEETING--Application for Zoning By-law Amendment ZBA/35/18 by Cornelius Versnel and Janna Versnel (Owner), 176 Road 3 East, RP12R3367 Part 2, Con 3 ED, Pt Lot 1**

R. Brown, Manager of Planning Services

i) Notice of Complete Application and Public Meeting dated February 4, 2019;

ii) Report of G. Robinson, Town Planner, dated February 21, 2019;

iii) Proposed By-law 25-2019, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

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

**148-2019**

**Moved By** Councillor Tony Gaffan

**Seconded By** Councillor Kimberly DeYong



That Council approves Zoning By-law Amendment Application ZBA/35/18 to rezone the subject lands at 176 Road 3 East, Concession 3, ED, Town of Kingsville, as a condition of Consent File B/24/18 from 'Agricultural (A1)' to 'Agriculture-Restricted (A2)' and adopt the implementing by-law.

**CARRIED**

**G. AMENDMENTS TO THE AGENDA**

There were no amendments to the Agenda.

**H. STAFF REPORTS**

**1. Pregnancy and Parental Leave for Members of Council Policy**

J. Galea, Human Resources Manager

**149-2019**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Laura Lucier

That Council approves the Pregnancy and Parental Leave for Members of Council Policy, Policy CS-022, and adopt the implementing by-law.

**CARRIED**

RE: Delegation Item E-2--Jason Martin, Resident

Deputy Mayor Queen advised the Chair that he received a message from Mr. Jason Martin that he is not able to attend this evening's Meeting, and will re-schedule with the Municipal Clerk for a future date.

**2. Forman Road Surplus / Cost & Assessment**

G. A. Plancke, Director of Municipal Services

**150-2019**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Kimberly DeYong

That Council approves the disposal and offer for sale the recognized unopened sections being Parts 1 through 8 on the draft Plan of Survey file No: H-1752 of the Forman Road allowance to the abutting landowners and further, that Council approve - Table 1. Proposed Forman Road Disposal Assessment Schedule.

**CARRIED**

**3. Chris King & Sons Limited Development (O' Halloran St.)**

G. A. Plancke, Director of Municipal Services

**151-2019**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Tony Gaffan

That Council grant "Final Acceptance" of the roadway and infrastructure for the Chris King & Sons Development (O'Halloran St.) subdivision.

**CARRIED**

**4. Royal Oak at the Creek Phase 9 (Blue Jay Cr.) Initial Acceptance**

G. A. Plancke, Director of Municipal Services

**152-2019**

**Moved By** Councillor Tony Gaffan

**Seconded By** Councillor Thomas Neufeld

That Council initially accepts Royal Oak at the Creek Phase 9 onto "Maintenance" for a period of no less than one (1) year, and that the Clerk provide written confirmation to the Developer of the date of initial acceptance of the development by Council resolution.

**CARRIED**

**5. Main St. Revitalization Grant / Salute to Veteran's Banner Project**

G. A. Plancke, Director of Municipal Services

**153-2019**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Kimberly DeYong

That Council approves the allocation of the remaining \$36,719.00 from the Main Street Revitalization Grant to the Salute to Veterans Banner Project in the amount of \$6,300.00, with the remainder being utilized to purchase additional physical infrastructure streetscape amenities.

**CARRIED**

**6. Procurement Authorization Request**

G. A. Plancke, Director of Municipal Services

**154-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Tony Gaffan

That Council authorizes a one-time exemption from the Procurement of Goods and Services Policy for the Director of Municipal Services to negotiate the purchase of a suitable "used" tandem dump truck for use at the Lakeshore West Pollution Control Plant to an upset limit of \$100,000.00 as allocated and approved from the 2-42 Fleet Reserve account.

**CARRIED**

**7. Cottam Woods Phase 3A Sidewalk Petition**

S. Martinho, Manager of Public Works

**155-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Tony Gaffan

That Council accepts the recommendation to receive \$40,500.00 plus HST for cash-in-lieu of sidewalks for Cottam Woods Subdivision and that these funds be allocated towards replacement of the islands with perhaps stamped concrete or other material (not interlocking brick), the addition of planters rather than trees, and asphalt patching in the road.

**CARRIED**

**8. 2019 Fleet Replacement**

S. Martinho, Public Works Manager

**156-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Kimberly DeYong

That Council approves the acquisition of the Fleet asset as follows:

One (1) 2019 Ford F-350 from Joe Meloche Ford Sales Ltd. outfitted with a service body fabricated by Pride Bodies for the combined purchase price of \$67,231.81 inclusive of the HST burden.

**CARRIED**

At 8:34 p.m. Mayor Santos called for a brief recess and the meeting reconvened at 8:42 p.m.

**9. Introduction of the Affordable Housing Strategy**

R. Brown, Manager of Planning Services

**157-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Laura Lucier

That Council:

Receives the Report on the Introduction of the Affordable Housing Strategy; and

Adopts the Affordable Housing Strategy and directs staff to begin implementation of the actions items; and

Directs Administration to make the necessary updates and changes within the context of the Kingsville Official Plan Review as outlined in the Affordable Housing Strategy.

**CARRIED**

**10. Confirmation of Tree Canopy & Natural Vegetation Policy**

R. Brown, Manager of Planning Services

**158-2019**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Kimberly DeYong

That Council enacts a by-law confirming that the policies set out in the County of Essex Official Plan, Town of Kingsville Official Plan and supported by the Town's Comprehensive Zoning By-law, Site Plan Control By-law and standard Development Agreement requirements address the requirements of the Municipal Act Section 270(1)7 to establish policies to protect and enhance the tree canopy and natural vegetation within the Town of Kingsville.

**CARRIED**

**11. Disclosure of Pecuniary Interest Registry**

J. Astrologo, Director of Corporate Services

**159-2019**

**Moved By** Councillor Tony Gaffan

**Seconded By** Councillor Laura Lucier

That Council receives Report of Director of Corporate Services regarding the mandatory requirement for municipalities to establish and maintain a registry of statements filed in accordance with the provisions of the *Municipal Conflict of Interest Act*.

**CARRIED**

**12. Appointment of an Integrity Commissioner**

J. Astrologo, Director of Corporate Services

**160-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Tony Gaffan

That Council appoints Paul Watson as the Town's Integrity Commissioner for a two-year term effective March 1, 2019 until February 28, 2021;

And That Council directs Administration to prepare an agreement for execution by the Town and Mr. Watson;

And That Council adopts the necessary by-law at a future meeting of Council.

**CARRIED**

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

**1. Kingsville Striking Committee--Report dated February 12, 2019 RE: 2019-2022 Updated Appointments to Boards and Committees for Kingsville**

**161-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Thomas Neufeld

That Council adopts the recommended board and committee lay appointments for The Corporation of the Town of Kingsville as presented and that the appropriate by-law be adopted at this meeting of Council.

**CARRIED**

**2. Windsor & Essex County Crime Stoppers--Correspondence dated January 30, 2019 RE: Bridging Partnerships Gala**

**162-2019**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Tony Gaffan

That Council receives correspondence from Windsor & Essex County Crime Stoppers RE: Bridging Partnerships Gala at St. Clair Centre for the Arts.

**CARRIED**

**3. Erie Shores Health Foundation--Correspondence from Christine Colautti, Executive Director**

**163-2019**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Laura Lucier

That Council receives correspondence from Christine Colautti, Executive Director for the Erie Shores Health Foundation.

**CARRIED**

**J. MINUTES OF THE PREVIOUS MEETINGS**

**1. Regular Meeting of Council--February 11, 2019**

**2. Regular 'Closed Session' Meeting of Council--February 11, 2019**

**164-2019**

**Moved By** Councillor Laura Lucier

**Seconded By** Deputy Mayor Gord Queen

That Council adopts Regular Meeting of Council Minutes dated February 11, 2019 and Regular 'Closed Session' Meeting of Council Minutes dated February 11, 2019.

**CARRIED**

**K. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

**1. Committee of Adjustment - November 20, 2018**

**165-2019**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Larry Patterson

That Council receives Committee of Adjustment Meeting Minutes, dated November 20, 2018.

**CARRIED**

**2. Committee of Adjustment - January 22, 2019**



**166-2019**

**Moved By** Councillor Tony Gaffan

**Seconded By** Councillor Laura Lucier

That Council receives Committee of Adjustment Meeting minutes dated January 22, 2019.

**CARRIED**

**3. Kingsville B.I.A. - January 8, 2019**

**167-2019**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Laura Lucier

That Council receives Kingsville B.I.A. Meeting Minutes, dated January 8, 2019.

**CARRIED**

**L. BUSINESS CORRESPONDENCE - INFORMATIONAL**

- 1. Deputy Mayor G. Queen--Report to Council dated January 7, 2019 RE: The OPP 'At Risk Youth and Human Trafficking Workshop' held January 7, 2019**
- 2. Benny Kok, Resident-Email correspondence dated February 11, 2019 RE: Painted crosswalks**

**168-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Thomas Neufeld

That Council receives Business Correspondence-Informational items 1-2.

**CARRIED**

**M. NOTICES OF MOTION**

- 1. Councillor Kim DeYong may move or cause to have moved:**

**169-2019**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Tony Gaffan

WHEREAS during the recent municipal election, Kingsville experienced problems with the quality of the voters' list provided by MPAC;

AND WHEREAS this has been an ongoing issue for most municipalities in Ontario;

AND WHEREAS Concerns raised include long term residents not being on the list; adult children not being on the list or on it when they haven't lived at home in years; renters and other non-property owners not on the list; and long deceased individuals being on the list;

AND WHEREAS like many municipalities, Kingsville used an alternate method of voting, in our case mail-in ballot;

AND WHEREAS as a mostly rural community and without public transit, where travelling to a voting location can pose hardship to a significant segment of the population, mail-in ballot has shown itself to be particularly useful to those that find it difficult to physically get to voting locations;

AND WHEREAS the benefits of these alternate methods, however, are seriously impaired when the voters' list is of such questionable quality as is the case with the product that Kingsville received from MPAC;

AND WHEREAS the voters' list as presently maintained by MPAC is wholly insufficient to the task and not up to the quality that citizens demand from their governments;

AND WHEREAS the Town of Kingsville looks forward to working with municipalities, AMCTO, MPAC and provincial representatives to find a workable solution to the problem of maintaining the municipal election voters' list and in an effort to find a better method of maintaining the municipal voters' list;

NOW THEREFORE BE IT RESOLVED THAT Council for the Town of Kingsville endorses and supports the attached resolution of the Town of Kearney regarding the Voters' List for Municipal Elections and supports the re-establishment of the multi-stakeholder working group between the parties outlined in the resolution to identify ways to create and maintain the Voters' List for Municipal Elections;

AND THAT a copy of this resolution be sent to AMCTO and MPP Taras Natyshak.

**CARRIED**

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

There were no Unfinished Business, Announcements, or Update items.

**O. BY-LAWS**

**1. By-law 22-2019**

**170-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Kimberly DeYong

That Council reads By-law 22-2019, being a By-law to adopt a policy with respect to the manner in which The Corporation of the Town of Kingsville will protect and enhance the tree canopy and natural vegetation in the municipality, a first, second and third and final time.

**CARRIED**

**2. By-law 23-2019**

**171-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Tony Gaffan

That Council reads By-law 23-2019, being a by-law to amend By-law 2-2019, being a By-law to appoint certain members of Council and individuals to boards and committees, a first, second and third and final time.

**CARRIED**

**3. By-law 24-2019**

**172-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Larry Patterson

That Council reads By-law 24-2019 being a By-law to adopt and maintain a Pregnancy and Parental Leave for Members of Council Policy, a first, second and third and final time.

**CARRIED**

**4. By-law 25-2019**

**173-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Thomas Neufeld

That Council reads By-law 25-2019, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (ZBA/35/18; 176 Road 3 East) a first, second and third and final time.

**CARRIED**

**P. CONFIRMATORY BY-LAW**

**1. By-law 26-2019**

**174-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Laura Lucier

That Council reads By-law 26-2019, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its February 25, 2019 Regular Meeting, a first, second and third and final time.

**CARRIED**

**Q. ADJOURNMENT**

**175-2019**

**Moved By** Councillor Tony Gaffan

**Seconded By** Councillor Laura Lucier

That Council adjourns this Regular Meeting at 9:40 p.m.

**CARRIED**



# MINUTES

**KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE  
WEDNESDAY, NOVEMBER 14, 2018 AT 7:00 P.M  
Council Chambers, 2021 Division Rd N, Kingsville**

## **A. CALL TO ORDER**

Chair Miljan called the Meeting to order at 7:00 p.m. with the following Members in attendance:

### **MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:**

Dr. L. Miljan  
Kimberly DeYong  
Margie Luffman  
Corey Gosselin  
Mayor Nelson Santos  
Elvira Cacciavillani

### **MEMBERS OF ADMINISTRATION:**

Sandra Kitchen, Deputy Clerk-  
Council Services

Absent: Danielle Truax, Annetta Dunnion and Anna Lamarche (on personal business)

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

Dr. Miljan reminded the Committee that any declaration is to be made prior to each items being discussed and to identify the nature of the conflict, if any, as the agenda items come forward.

## **C. REPORTS**

### **1. V. Brown-Research Report**

Ms. Brown advised that the work on the Architectural Inventory continues. To date, 309 properties have had the date of construction and first owners identified. 160 of these properties were not on the original KMHAC Heritage Inventory. Dr. Miljan indicated that the properties can be added to the list, and then presented to Council, at which time Council will then approve or disapprove such proposed additions to the existing inventory. Properties that were on the original list, that were researched and not recommended for designation, will remain on the inventory list. The updated inventory list will identify the properties by way of tax roll number.



## MINUTES

Properties that were presented to the Committee are listed as follows:

- 254 Road 10 built for Charles Riley in 1905
- 253 County Road 27 built for George Newman in 1909
- 405 County Road 34 West built for Peter Gilboe in 1880
- 982 Road 6 East built for John Hyslop in 1905
- 160 Queen Street built for Arthur Maynard in 1882
- 73 McDonald built for Samuel McKeague in 1894
- 70 McDonald built for Frank Scratch in 1893
- 80 McDonald built for Orillian Allen in 1927
- 79 McDonald built for Duncan McDonald in 1895
- 205 Division Street North built for Byron Wigle in 1909
- 138 Division Street North built for Simon Wigle in 1871
- 20 Prince Albert Street North built for Robert Evans in 1889
- 38 Queen Street built for James P. Black in 1894
- 48 Queen Street built for William Black in 1880
- 1929 Union Avenue built for Alfred Pulford in 1882
- 128 Queen Street built for David Elliott in 1872

There were no other items.

### **D. MINUTES OF THE PREVIOUS MEETING**

1. Kingsville Municipal Heritage Advisory Committee Meeting Minutes —October 10, 2018

**MH13-2018** Moved by M. Luffman, seconded by E. Cacciavillani to adopt the minutes of the Kingsville Municipal Heritage Advisory Committee Meeting dated October 10, 2018 as presented.

**CARRIED**





## MINUTES

### **E. BUSINESS CORRESPONDENCE – INFORMATIONAL**

1. V. Brown—Approved Invoice for Research Services--October 2018
2. V. Brown—Approved Invoice for reimbursement for Microfilm and Land Registry copy card
3. Kingsville Reporter—Approved Invoice for Notice to Designate Old Fire Hall, dated October 23, 2018

The approved invoices were received for information.

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

1. Discussion re: [www.kingsvilleheritage.website](http://www.kingsvilleheritage.website)

The [www.kingsvilleheritage.ca](http://www.kingsvilleheritage.ca) website will not be renewed. The information is outdated. The [www.divisionoftime.ca](http://www.divisionoftime.ca) website will be renewed.

2. Discussion re: Plaque Order and final invoice for payment.

The bronze heritage designation plaques will be ordered in the New Year.

Dr. Miljan thanked everyone for their valuable service over the past term of this committee. She encouraged everyone to apply for the next term and for members to also encourage applications from other interested residents.

### **G. ADJOURNMENT**

The meeting was adjourned at 7:58 p.m.

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**CHAIR, Dr. Lydia Miljan**

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**DEPUTY CLERK-COUNCIL SERVICES,  
Sandra Kitchen**



## JOINT BOARD OF MANAGEMENT

Wednesday, January 16, 2019  
9:00 AM

Kingsville Community Room  
Kingsville Arena  
1741 Jasperson Road, Kingsville

### MINUTES

Members Present: Mayor MacDonald (Chair); Deputy Mayor Verbeke, Councillors Hammond, Tiessen (alternate), Wilkinson - Leamington  
Mayor Nelson Santos (Vice-Chair); Deputy Mayor Queen,  
Councillors DeYong, Neufeld, Patterson - Kingsville  
Councillor Walstedt - Lakeshore

Members Absent: Councillors Dunn and Jacobs - Leamington  
Councillor VanderDoelen - Essex

UWSS Staff: Rodney Bouchard, Manager UWSS  
Khristine Johnson - Recording Secretary

Staff Present: Shannon Belleau - Leamington  
Shaun Martinho - Kingsville  
Kevin Girard - Lakeshore

OCWA Staff  
Present: Dale Dillen, Ken Penney

**Call to Order: 9:05 am**

The Manager welcomes everyone to the new board. He asks each members to introduce themselves. He explains that he will lead the board until the Chair of the Board is elected, which will be the first order of business.

### **Election of Chair for the Union Water Supply System Joint Board of Management**

The Manager opens the floor for nominations for the position of Chair. He notes that the position will last until December 31, 2019.

**No. UW-01-19**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Hammond

**UWSS Joint Board of Management Meeting Minutes**

That Mayor, Hilda MacDonald, is nominated to the position of Chair for a term ending December 31, 2019.

Carried

Mayor MacDonald accepts the position of Chair.

**No. UW-02-19**

Moved by: Councillor Patterson

Seconded by: Councillor Hammond

That Mayor, Nelson Santos, is nominated for the position of Vice Chair for a term ending December 31, 2019.

Carried

Mayor Santos accepts the position of Vice Chair.

**Disclosures of Pecuniary Interest: none**

**Adoption of UWSS Joint Board of Management Minutes:**

**No. UW-03-19**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Neufeld

That Minutes of the UWSS Joint Board of Management meeting of November 21, 2019 be received.

Carried

**Business Arising Out of the Minutes:**

There was none.

**Report UW/02/19 dated January 11, 2019 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to January 11, 2019**

The Manager reminds everyone it's been a few months since the last meeting of the UWSS Board. He notes that many projects have been moving along since that time. He explains to new members that regular maintenance by OCWA staff is ongoing.

## UWSS Joint Board of Management Meeting Minutes

He explains that Continental Carbon Group (CCG) had been retained to supply and install filter media in the last two (2) filters, #6 and #8. He confirms that those filters are back in service. With all eight (8) filters having media replaced over the last few years the filter media will last another 15-20 years. Some filters are shut down for annual maintenance.

The Cottam Booster Reservoir soil rehabilitation project has been delayed due to the warmer weather experienced in December. The Manager notes that the ground has been too soft for the excavation company to commence the project. They are waiting for more ideal conditions and will inform UWSS when they plan on beginning.

The Manager notes that the water rate study being conducted by Watson & Associates and should be completed this week. He further explains that the study is being completed in order for the UWSS to apply for its Municipal Drinking Water Licence (MDWL). The Financial Plan is part of the requirement to apply for the MDWL. The Manager confirms that this report will be presented to the Board at a later meeting.

Annual MOECP Inspection of the UWSS commenced on January 8<sup>th</sup> and should be completed by the end of February. He does not anticipate any problems and notes he is working closely with OCWA staff and the MOECP Inspector.

The Manager explains that ASL Roteq has been retained to inspect and refurbish Low Lift Pump #1 and anticipates that this work be completed by the end of January. The UWSS also purchased four (4) new drain valves for Filters #2 and #7 and OCWA staff were able to install them.

A small vibration has been felt in High Lift Pump #4 and Nevro has been hired to inspect the cause. A new clamp on flow meter was purchased for Clarifier #2, in anticipation of the CO2 system. A new pH probe has been installed at the Low Lift intake #1. A Board members notes that pump vibrations seem common over the years and is this really a concern. The Operations Manager explains that allowing a pump vibration to continue could wear out parts, such as bearings, much sooner than anticipated. The preventative maintenance saves money in the long run.

The Manager then provides an update on the SCADA upgrade project. He explains to the new members of the board that SCADA is the brains of the water treatment plant. He notes that Associated Engineering (AE) has been hired to assist with this project as UWSS/OCWA did not have the expertise in house. Summa Engineering has been working on the design and narrative controls are currently being written. Further the new software has been purchased. This is a large project, with a budget of \$1 million and he anticipates that it should be completed by the Fall.

The Manager then provides an update on the CO2 pH Adjustment /Chlorine System Project. He explains that this will adjust the pH of the raw water coming in as the source water is not optimal and this will help make the system work more effectively. He notes that both projects will work in tandem to reduce costs. He explains that there is very little room in the Chlorine Building (and shows members of the board pictures) of the tight space that staff have to work in. OCWA Operations Manager then explains how the process of unloading the chlorine tonners works and the challenges that face the staff

## UWSS Joint Board of Management Meeting Minutes

members in terms of safety. There is some concern from Board members over this process. The Operations Manager explains that there are SOPs in place and policies in place to ensure staff are safe, but safety could definitely be improved. There was also an explanation regarding the size of the chlorine tanks and whether smaller tanks would be better utilized within the space. The Operations Manager explains there are only two (2) sizes of tanks and the small ones would only last a few hours and therefore not feasible in this location.

The Manager discusses water demands to date and explains that it's only been 17 days and it will take a few months to see what water demands will be like for this year.

**No. UW-04-19**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Wilkinson

That report UW/20/17 dated June 15, 2017 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to July 15, 2017 is received.

Carried (UW/02/19)

**Report UW/03/19 dated January 9, 2019 re: Draft UWSS Operations & Capital Budget Report**

The Manager hopes everyone has had a chance to review the draft budget. He moves to page 16 of the agenda, which sets out the highlights of his report. Here he discusses the wholesale rates and investment income, sundry revenue, expenditures, debts, operational expenses and capital program highlights. He mentions that he doesn't anticipate an increase in hydro expenses this year and notes that he has moved watermain breaks and residuals management over to operational expenses.

The Manager reminds members of the Board that he is currently working on the OCWA contract negotiations. This was originally slated to renew at the end of 2018, however, the old contract has been extended until December 31, 2019. He does anticipate that a new ten (10) year contract will be in place before the end of the year. At this point price and structure are still being negotiated.

This year there is a large capital budget being proposed for the UWSS, which is sitting at \$5.7 million, this includes two (2) very large projects with the SCADA upgrades and the CO2/chlorine updates. The Manager confirms that the UWSS does have enough money to cover this hearty budget.

The Board asks the Manager if there is an increase in the wholesale water rates. The Manager confirms that there is a slight increase of \$0.05 per 1000 gallons (\$0.0109/m<sup>3</sup>), which will take place during the second quarter on April 1, 2019. The municipalities are aware of this change. He then confirms that Highbury CanCo. is now a Leamington customer and UWSS now has just one (1) rate.

## UWSS Joint Board of Management Meeting Minutes

Turning to page 25 of the agenda the Manager then reviews the list of capital works he is hoping to achieve in 2019. After going through this list the Board asks the Manager if he has considered using solar energy. The Manager explains that over the last few year the UWSS was looking at co-generation, using natural gas for heat and the steam would be used by a local greenhouse. A study had been completed and forwarded on to the Province. Since that time, things have changed with the Province and additionally research has shown that co-generation did not benefit other adopters as the conditions placed on them were too strict and the reductions expected couldn't be met, therefore, resulting in penalties. The Manager now indicates that UWSS will be looking into solar energy more intently since the battery storage technology has improved dramatically in the last few years and cost for solar has decreased.

The Board expresses concern over the safety of staff with regards to the Chlorine Building. They want to ensure that all safety protocols are in place until the improvements to the building can be made. The OCWA Operations Manager assures the Board members that Standard Operating Procedures are being followed and explains the safety procedures that are in place.

The Board then expresses some concern over the long list of capital items that have been presented. The Manager states which capital items would be desirable to have completed, but notes everything listed will eventually need to be completed as the facility is very old. There is also a concern that the capital budget items might be too aggressive to complete in one year.

Mayor MacDonald leaves the meeting at 9:49 am and Mayor Santos takes over as Chair.

The Manager explains that often times there are some budget adjustments throughout the year and that he generally brings forward a mid-year variance report so Board members are aware of any changes.

The Board asks the Manager when he would like to start on the capital projects listed. He explains that he and the OCWA team are ready to begin, the sooner the better.

Deputy Mayor Verbeke asks the Manager if he is looking for a motion to approve the budget today. The Manager explains that initially he had provided the report for information, however, he would like the option to move forward with the budget rather than delay for another month if the Board felt it was appropriate.

There is a question regarding how revenue is determined for the UWSS. The Manager asks members to turn to page 33 of the Agenda. He reviews the wholesale water rates, the annual flows (three (3) year average used).

**No. UW-05-19**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Hammond

## UWSS Joint Board of Management Meeting Minutes

That the Union Water Supply System Joint Board of Management (UWSS) adopts the Draft 2019 Operational and Capital Budget for the Union Water Supply System;

And further, that the UWSS Board endorses an increase of \$0.05 per thousand gallons (\$0.0109 per cubic metre) for UWSS wholesale Rate from \$2.77 per thousand gallons (\$0.6088 per cubic metre) to \$2.82 per thousand gallons (\$0.6110 per cubic metre) to be put into effect on April 1, 2019.

And further, that the UWSS Board endorses the Capital Budget Program for 2019, which will result in budgeted net deficit of **\$3,570,000** and that the deficit will be funded using UWSS Reserves.

Carried (UW/03/19)

**Report UW/04/19 dated January 11, 2019 re: CO<sub>2</sub> pH Adjustment/ Chlorine System Improvements Project Tender Result**

The Manager reminds member that project is the combination of two (2) projects and that UWSS has hired Associated Engineering (AE) to assist with the management of the project. This project required a very specific contractor to meet all of the requirements and therefore only select companies were invited to participate in the tender process. Eventually, six (6) were pre-qualified to participate at the mandatory site meeting. However, two (2) opted out as the project was too small, one (1) decided not to make a bid and one (1) did not show up to the site meeting and were therefore disqualified. Therefore, two (2) contenders remained.

The site tour allowed the remaining contenders to prepare a budget and answer to the tender. The tender results were received on December 14<sup>th</sup>, 2018. AE prepared a letter of recommendations, which included a contingency budget as well.

After review of the all of the documentation both the Manager, OCWA Operations Manager and AE have determined that the prices submitted are fair and comparable. AE has concluded that Maple Reinders Constructors should be awarded the contract. They are ready to begin the process and feel that it will take 40 weeks to complete.

The Manager asks for budget approval of \$3,100,000 taken from reserves.

**No. UW-06-18**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Patterson

That the UWSS Board approves a budget of \$3,100,000 for the CO<sub>2</sub> pH Adjustment/ Chlorine System Improvements Project to be funded from UWSS Reserves Fund; and

That the UWSS Board authorized the UWSS General Manager to award the Tender for the Union Water Supply System Ruthven Water Treatment Plant CO<sub>2</sub> Injection and

UWSS Joint Board of Management Meeting Minutes

Chlorine Gas System Implementation Project to Maple Reinders Constructors Limited in the amount of \$2,937,000 (\$2,437,000 plus a Contingency Allowance of \$500,000).

Carried (UW/04/19)

**Report UW/05/19 dated January 11, 2019 re: Payments from November 16, 2018 to January 11, 2019**

**No. UW-07-19**

Moved by: Councillor Hammond

Seconded by: Councillor Neufeld

That report UW/05/19 dated January 11, 2019 re: Payments from November 16, 2018 to January 11, 2019 is received.

Carried (UW/05/19)

**New Business**

The Administrative Assistant apologies for not including a list of meeting dates for 2019. She reads through the dates of the upcoming meetings and reminds members that generally the UWSS Joint Board of Management meets on the third (3<sup>rd</sup>) Wednesday of each month. At times changes are necessary due to conflicts and members will be notified in advance of any changes.

There is a brief discussion about February's meeting date and it is decided that Wednesday February 27<sup>th</sup> will be the new meeting date.

**Adjournment**

**No. UW-08-19**

Moved by: Councillor Patterson

Seconded by: Councillor DeYong

That the meeting adjourn at 10:08 am

Carried

**Date of Next Meeting:** Wednesday, February 27, 2019 at the Unico Hall, 37 Beech Street (Behind A&A Flooring), Kingsville





## MINUTES

**POLICE SERVICES BOARD MEETING  
Wednesday, January 23, 2019 at 4:00 p.m.  
Council Chambers, Municipal Offices  
2021 Division Road N., Kingsville, ON N9Y 2Y9**

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### **A. CALL TO ORDER**

Mayor, Nelson Santos called the Meeting to order at 4:02 p.m. with the following persons in attendance:

Nelson Santos	-	Board member
Nancy Wallace-Gero	-	Board member
Kimberly DeYong	-	Board member
William Chisholm	-	Board member
Todd Lavigne	-	O.P.P. Sergeant
Silvano Bertoni	-	O.P.P. Constable
Glenn Miller	-	O.P.P. Inspector

Member of Administration: Roberta Baines, Deputy Clerk-Administrative Services

### **B. OATH OF OFFICE FOR NEW POLICE SERVICES BOARD MEMBERS AND ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

#### **1. Oath of Offices**

Oath of Offices was administered by Deputy Clerk, Roberta Baines to newly appointed Board Members Kim DeYong and William Chisholm.

#### **2. Nomination and election of 2019 Chairperson**

The Board opened nominations for the position of Chairperson and Vice-Chairperson for 2019. Nelson Santos was nominated and was acclaimed as Chairperson for the Police Services Board.

**01-2019** Moved by Nancy Wallace-Gero, seconded by Kim DeYong that the chairperson for the Police Services Board is Nelson Santos

**CARRIED**

#### **3. Nomination and election of 2019 Vice-Chairperson**

Nancy Wallace-Gero was nominated and was acclaimed as Vice-Chairperson for the Police Services Board.

**02-2019** Moved by Kim DeYong seconded by William Chisholm that the Vice-Chairperson for the Police Services Board is Nancy Wallace-Gero

**CARRIED**

## **C. DISCLOSURE OF PECUNIARY INTEREST**

Where a member of the board has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at the Regular Meeting of the Board, the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter.

## **D. PRESENTATIONS/DELEGATIONS**

NONE

## **E. ADOPTION OF ACCOUNTS**

**1. Police Services Accounts** – RE: Budget actuals ending December 31, 2018

**03-2019** Moved by Kim DeYong, seconded by Nancy Wallace-Gero to receive the December 31, 2018 financial report as information.

**CARRIED**

## **F. REPORTS**

### **1. Monthly Status Reports**

- i.) Town of Kingsville PSB report and Crime Stoppers report for November and December 2018

Inspector Miller welcomed new members DeYong and Chisholm, and introduced O.P.P. Constable Bertoni and Sergeant Lavigne.

Inspector Miller provided an overview of the monthly status reports. He also cited various initiatives and media releases on social media.

Members inquired about some of the monthly statistics and emphasized the importance of accurate data for billing purposes. OPP to review reports with researcher.

**04-2019** Moved by Nancy Wallace-Gero, seconded by Kim DeYong to receive Kingsville PSB Report and Crime Stoppers report for November and December 2018 as information.

**CARRIED**

## **G. BUSINESS/CORRESPONDENCE**

### **1. Ministry of Community Safety and Correctional Services:**

- i.) Memorandum: RE: Recent Road Safety Related Amendments to the Highway Traffic Act, issued December 4, 2018 (Index:18-0081)
- ii.) Memorandum: RE: Changes to the Blood Alcohol Concentration and Police Demands, issued: December 6, 2018 (Index: 18-0082)
- iii.) Memorandum: RE: Changes to Charge Wording for Offences, issued: December 6, 2018 (Index: 18-0083)
- iv.) Memorandum: RE: Blood Alcohol Concentration – Back Calculations, issued: December 10, 2018 (Index: 18-0084)
- v.) Memorandum: RE: Recent Changes to Ontario's Bus Inspection Program, issued: December 11, 2018 (Index: 18-0085)
- vi.) Memorandum: RE: Highway Traffic Act Amendments, issued December 11, 2018 (Index: 18-0086)
- vii.) Memorandum: RE: Constable Selection System Licensing, issued: December 13, 2018 (Index: 18-0087)
- viii.) Memorandum: RE: Release of the updated Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario booklet (Version Two), issued December 14, 2018 (Index: 18-0088)
- ix.) Memorandum: RE: Bill C46 – Notice of Increased Penalty, issued: December 18, 2018 (Index: 18-0089)
- x.) Memorandum: RE: 2019 Ontario Police College Course Fees, issued January 3, 2019 (Index: 19-0001)
- xi.) Memorandum: RE: Blood Collection Kits, issued: January 11, 2019 (Index: 19-0002)
- xii.) Memorandum: RE: Hydro One's Confidential Contact Number for Emergency Service Providers, issued: January 11, 2019 (Index: 19-0003)

- xiii.) Memorandum: RE: Support for Community Safety and Well-Being Planning, issued: January 17, 2019 (Index: 19-0004)
- xiv.) Memorandum: RE: Constable Selection System Survey and Data, issued: January 18, 2019 (Index: 19-0005)

**05-2019** Moved by Nancy Wallace-Gero, seconded by Will Chisholm to receive Ministry of Community Safety and Correction Services communication items 1 i - xiv as presented.

**CARRIED**

**06-2019** Moved by Kim DeYong, seconded by Nancy Wallace-Gero to forward Ministry of Community Safety and Correction Services communication items 1-viii and 1-xiii to council for their information

**CARRIED**

2. OAPSB Update RE: Announcement – OAPSB Chair updates, December 13, 2018
3. OAPSB Update RE: OAPSB New Chair Announced, January 8, 2019
4. OAPSB Update RE: OAPSB Membership Renewal and Spring Conference, January 8, 2019
5. OAPSB Update: RE: OAPSB Education and Training, January 17, 2019

Member Wallace-Gero offered to participate in webinar (item 1-xiii) and report back to the board. Administration will look into registering for webinar and will forward any additional information.

Chairperson Santos stated that a report will go to council on appointing coordinators for the preparing and adopting of a community safety and well-being plan (item 1-viii). OPP also stated that they are reviewing the documents and reiterated the importance of community relationships.

**07-2019** Moved by Nancy Wallace-Gero, seconded by Will Chisholm to receive Ministry of Community Safety and Correction Services communication items 2 to 5 as presented.

**CARRIED**

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

1. **Adoption of Police Services Board Minutes** – held on November 28, 2018.

**08-2019** Moved by Nancy Wallace-Gero, seconded by Kim DeYong to adopt the Police Services Board meeting minutes held on November 28, 2018.

**CARRIED**

## **I. NEW AND UNFINISHED BUSINESS**

**1. PSB Training – February 4, 2019**

The Municipality of Leamington has invited the Town of Kingsville to participate in training for new and returning members for Police Services Boards. Members DeYong and Chisholm indicated that they will be attending the training.

**2. Town of Tecumseh PSB letter dated June 29, 2018 RE: Amalgamation of Essex Detachment**

Discussion commenced on the matter of detachment amalgamation. Members provided the following comments:

- Why a community police services board? Legislation had changed (Safer Ontario Act) and clarification needed for the definition of a “detachment”. We don’t want to lose voice/representation.
- It was suggested that the County be in charge of policing if there is to be only a county detachment.
- Contract price for policing services is just over \$3M. Kingsville residents should have a say in levels of service provided.
- Legislation is untested and unsure how the province will roll out new requirements.
- It was noted at the OAPSB conference some municipalities experienced success in amalgamation of police service boards. This is law and not up for debate. The focus should be on how we will implement the changes.

**09-2019** Moved by Kim DeYong, seconded by Nancy Wallace-Gero to forward Town of Tecumseh letter dated June 29, 2018 re: amalgamation of Essex detachment to council for their action and comments.

**CARRIED**

**3. Save the Date – At Risk Youth/Human Trafficking Symposium**

Chairperson Santos encouraged members to RSVP to Administration as soon as possible for this symposium as there are limited seats. Inspector Miller provided additional information regarding the symposium.

**4. Kingsville R.I.D.E. Program – Twitter Media Release**  
For information purposes only.

5. 2019 Budget – presentation to Council on January 30, 2019  
The OPP were encouraged to send a representative to attend the budget meeting in order to answer any questions that may arise.
6. OPP Contract – update  
Chairperson Santos stated that a report is going to Council on Monday January 28, 2019 regarding renewal of the OPP contract. A letter was received by the Ministry to extend the renewal of the contract until January 31, 2019 due to the recent municipal election and having new board members. He also indicated that it will be status quo on the contract with no new enhancements.

**10-2019** Moved by Kim DeYong, seconded by Nancy Wallace-Gero the Kingsville PSB recommend to council that the OPP contract be renewed for a three year term reflecting the same conditions of the operating contract with no new enhancements.

**CARRIED**

#### **J. CLOSED SESSION**

None presented.

#### **K. ADJOURNMENT**

**11-2019** Moved by Nancy Wallace-Gero, seconded by Will Chisholm that Police Services Board adjourns the meeting at the hour of 5:21 p.m. and to meet again on February 27, 2019 or at the call of the Chair.

**CARRIED**

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**CHAIRPERSON, Nelson Santos**

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**DEPUTY CLERK-ADMINISTRATIVE SERVICES,  
Roberta Baines**

**From:** [Roberta Baines](#)  
**To:** [Roberta Baines](#)  
**Subject:** FW: Township of South Stormont Council Resolution - Provincial Review of OMPF  
**Date:** February 28, 2019 11:35:32 AM  
**Attachments:** [image002.png](#)

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**From:** Ashley Sloan <[ashley@southstormont.ca](mailto:ashley@southstormont.ca)>

**Sent:** Tuesday, February 26, 2019 2:25 PM

**To:** [clerks@pickering.ca](mailto:clerks@pickering.ca); [clerks@sarnia.ca](mailto:clerks@sarnia.ca); [clerks@stcatharines.ca](mailto:clerks@stcatharines.ca); [clerks@clarington.net](mailto:clerks@clarington.net); [gdombroski@madawaskavalley.ca](mailto:gdombroski@madawaskavalley.ca); [clerk@addingtonhighlands.ca](mailto:clerk@addingtonhighlands.ca); [info@adelaidemetcalfe.on.ca](mailto:info@adelaidemetcalfe.on.ca); [lkeen@townshipadjtos.on.ca](mailto:lkeen@townshipadjtos.on.ca); [info@admastonbromley.com](mailto:info@admastonbromley.com); [alberton@jam21.net](mailto:alberton@jam21.net); [mdaigneault@alfred-plantagenet.com](mailto:mdaigneault@alfred-plantagenet.com); [info@algonquinhighlands.ca](mailto:info@algonquinhighlands.ca); [alnhald@alnwickhaldimand.ca](mailto:alnhald@alnwickhaldimand.ca); [township@amaranth-eastgary.ca](mailto:township@amaranth-eastgary.ca); [info@armourtownship.ca](mailto:info@armourtownship.ca); [reynaldrivard@nt.net](mailto:reynaldrivard@nt.net); [arnprior@arnprior.ca](mailto:arnprior@arnprior.ca); 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**Cc:** Loriann Harbers <[loriann@southstormont.ca](mailto:loriann@southstormont.ca)>

**Subject:** Township of South Stormont Council Resolution - Provincial Review of OMPF

Good afternoon,

In light of the review of the Ontario Municipal Partnership Fund (OMPF) announced by the Provincial government, the Council of the Township of South Stormont passed the following resolution at its meeting of February 20, 2019:

Resolution Number: 047/2019

Moved by: Deputy Mayor Smith      Seconded by: Councillor Guindon

Whereas the Provincial government announced it was conducting a review of the Ontario Municipal Partnership Fund (OMPF), which provides annual funding allotments to municipal governments to help offset operating and capital costs;

And whereas Municipalities were further advised that the overall spending envelope for the program would decrease having a significant impact on future budgets and how funds are raised by Municipalities as funding will be reduced by an unspecified amount;

And whereas if allocations to municipalities are reduced, Councils will need to compensate with property tax increases or local service reductions;

And whereas, the 2018 South Stormont allocation was **\$821,700**, which is equivalent to **14%** of the Township's municipal property tax revenue;

And whereas, a 14% increase in the municipal property tax rate would increase the municipal component of property taxes paid for an average household by **\$129 per year**;

And whereas the Township of South Stormont prides itself on efficient and value for money practices every day;

Now therefore be it resolved that although an interim payment has been received, Council of the Township of South Stormont expresses grave concern with the potential reduction and/or loss of the OMPF allotment in future years;

And further, Council petitions the Provincial government to complete the OMPF review in an expeditious manner as future financial consideration ensures municipal sustainability;

And furthermore, that this resolution be circulated to the Premier, Ministers of Finance, Municipal Affairs and Housing, our local MPP and all Ontario municipalities for their endorsement and support.

CARRIED

Your endorsement and support of this resolution would be appreciated.

Sincerely,

*Ashley Sloan*

Clerk's Assistant  
Marriage Officiant



*Come see for yourself!*

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**MEMORANDUM TO:** All Chiefs of Police and  
Interim Commissioner B.W. (Brad) Blair  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **Release of the updated *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet (Version Two)**

<b>DATE OF ISSUE:</b>	<b>December 14, 2018</b>
<b>CLASSIFICATION:</b>	<b>General</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>18-0088</b>
<b>PRIORITY:</b>	<b>Medium</b>

Building on the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* (A Shared Commitment in Ontario) booklet, released on November 10, 2017 (index no: 17-0065), I am pleased to share the attached updated version which includes additional supports for municipalities, First Nations and their partners as they undertake the community safety and well-being planning process.

The updated version can also be found on the Ministry's website at:  
<https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSSOPlanningFramework.html>.

As you are aware, *A Shared Commitment in Ontario* outlines the Community Safety and Well-Being Planning Framework and includes a toolkit of guidance documents to assist communities as they develop and implement local community safety and well-being plans. The booklet encourages communities to work collaboratively across sectors to identify local priority risks to safety and well-being, and implement evidence-based strategies to address those risks, with a focus on social development, prevention and risk intervention.

.../2

In support of this work on a modernized approach to community safety and well-being, the Ministry has continued to engage with its municipal, policing and provincial partners to make enhancements to the booklet. *A Shared Commitment in Ontario* (Version Two) includes a new critical success factor which highlights the importance of cultural responsiveness in the planning process, as well as a new tool that assists municipalities with engagement of Indigenous partners as part of their municipally-led community safety and well-being planning.

I strongly encourage you to read the updated version of *A Shared Commitment in Ontario* and share it with your staff, municipal partners and more broadly, with community members. I know that many communities across Ontario have already made great progress towards improving local safety and well-being, and the enhancements to the booklet are intended to further support your collaborative efforts to address crime and complex social issues on a sustainable basis.

Again, I would like to extend my thanks to our many partners who have supported the Ministry throughout the development of this booklet. Your expertise and feedback are invaluable and I look forward to continuing our ongoing collaboration as the province moves forward with this modernized approach to community safety and well-being.

If you have any questions about the updated booklet, please contact Tiana Biordi, Community Safety Analyst, at [Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca) or Jwan Aziz, Community Safety Analyst, at [Jwan.Aziz@ontario.ca](mailto:Jwan.Aziz@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Beckett', with a stylized flourish at the end.

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachments

# COMMUNITY SAFETY AND WELL-BEING PLANNING FRAMEWORK

## ***A Shared Commitment in Ontario***

*Booklet 3, Version 2*

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# Message from the Minister of Community Safety and Correctional Services on Behalf of Cabinet



The safety and well-being of Ontarians is, and will always be, a top priority for our government.

That is why we have committed to providing our front-line police officers with the tools and resources they need to combat violence and increase public safety.

But fighting crime head-on is only one part of the equation. We also need to address the root causes of crime and complex social issues by focusing on social development, prevention and risk intervention.

Community safety and well-being cannot rest solely on the shoulders of the police. It is a shared responsibility by all members of the community and requires an integrated approach to bring municipalities, First Nations and community partners together to address a collective goal. Breaking down existing silos and encouraging multi-sectoral partnerships are essential in developing strategies, programs and services to help minimize risk factors and improve the overall well-being of our communities.

This booklet, which includes a framework and toolkit, is designed to support municipalities, First Nations and their partners – including the police – in this undertaking. We need to combat the cycle of crime from happening at all. We need to develop effective crime prevention methods that will improve the quality of life for all.

Our government is committed to fighting crime, victimization and violence on every front because each and every person deserves to live in a safe, secure community. On behalf of Cabinet, we are committed to supporting our local and provincial partners - to keep Ontario safe today, tomorrow and for future generations.

Honourable Sylvia Jones  
Minister of Community Safety and Correctional Services



# Message from the Deputy Minister of Community Safety on Behalf of the Deputy Ministers' Social Policy Committee



As ministry leaders, we are dedicated to promoting a coordinated, integrated sphere for the development and management of the human services system. We recognize the many benefits of community safety and well-being planning within Ontario communities, including the coordination of services. This booklet provides an excellent platform for communities to undertake collaborative planning, resulting in the development of local community safety and well-being plans.

We have been working hard at the provincial level to mirror the type of collaboration that is required for this type of planning at the municipal level, and we strongly encourage community agencies and organizations that partner with our respective ministries to become involved in the development and implementation of their local plans. Our hope is that this booklet will inspire Ontario communities to form and enhance multi-sectoral partnerships and align policies and programs in all sectors through the community safety and well-being planning process. By working together, we can more efficiently and effectively serve the people of Ontario.

I would like to thank those dedicated to ensuring the safety and well-being of Ontario communities for their involvement in local initiatives and continued support in the development of this booklet.

Mario Di Tommaso, Deputy Minister of Community Safety, on behalf of:

Deputy Minister of Correctional Services/Responsible for Anti-Racism  
Deputy Minister of Training, Colleges and Universities  
Deputy Attorney General  
Deputy Minister Cabinet Office Communications and Intergovernmental Affairs  
Deputy Minister Cabinet Office Policy and Delivery  
Deputy Minister of Children, Community and Social Services/Responsible for Women's Issues  
Deputy Minister of Education  
Deputy Minister of Treasury Board Secretariat

Deputy Minister of Consumer Services/Responsible for ServiceOntario and Open Government  
Deputy Minister of Finance  
Deputy Minister of Francophone Affairs/Seniors and Accessibility  
Deputy Minister of Health and Long-Term Care  
Deputy Minister of Municipal Affairs and Housing  
Deputy Minister of Indigenous Affairs  
Deputy Minister of Labour  
Deputy Minister of Tourism, Culture and Sport  
Deputy Minister of Transportation/Infrastructure  
Deputy Minister of Government Services

# Section 1 – Introduction

## Setting the Stage

The ministry has been working with multi-sectoral government partners and local community and policing stakeholders to develop the Provincial Approach to Community Safety and Well-Being.

As ministry staff travelled across our diverse province throughout 2013 to 2016, we listened closely to local voices that spoke about the need to change the way we look at service delivery in all sectors. The common goal for Ontarians is to get the services they need, when they need them, in an effective and efficient way. Police are often called upon to respond to complex situations that are non-criminal in nature as they operate on a 24/7 basis. We also know that many of these situations, such as an individual experiencing a mental health crisis, would be more appropriately managed through a collaborative service delivery model that leverages the strengths of partners in the community. After engaging Ontario communities on our way forward, we have affirmed that all sectors have a role in developing and implementing local community safety and well-being plans. By working collaboratively at the local level to address priority risks and needs of the community through strategic and holistic planning, we will be better prepared to meet current and future expectations of Ontarians.

This type of planning requires less dependence on reactionary, incident-driven responses and re-focusing efforts and investments towards the long-term benefits of social development, prevention, and in the short-term, mitigating acutely elevated risk. It necessitates local government leadership, meaningful multi-sectoral collaboration, and must include responses that are centred on the community, focused on outcomes and evidence-based (i.e., derived from or informed by the most current and valid empirical research or practice). It is important to note that although there is a need to rely less on reactionary, incident-driven responses, there continues to be a strong role for the police, including police services boards, in all parts of the planning process.

The ultimate goal of this type of community safety and well-being planning is to achieve sustainable communities where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression. The success of society is linked to the well-being of each and every individual.

## Purpose

*Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* is the third booklet in the series that outlines the Provincial Approach to Community Safety and Well-Being. It is a follow-up to community feedback highlighted in the *Community Safety and Well-Being in Ontario: A Snapshot of Local Voices*, released in 2014, and is grounded in research outlined in the first booklet, *Crime Prevention in Ontario: A Framework for Action*, released in 2012.



Communities across the province are at varying levels of readiness to develop and implement a community safety and well-being plan. As such, this booklet is intended to act as a resource to assist municipalities, First Nations and their partners at different stages of the planning process, with a focus on getting started. More specifically, it highlights the benefits of developing a plan, the community safety and well-being planning framework that supports a plan, critical success factors, and connects the framework to practice with a toolkit of practical guidance documents to assist in the development and implementation of a plan. It also incorporates advice from Ontario communities that have started the process of developing a plan that reflects their unique local needs, capacity and governance structures. Planning partners in Bancroft, Brantford, Chatham-Kent, Kenora, Rama, Sault Ste. Marie, Sudbury and Waterloo tested aspects of the community safety and well-being planning framework and the toolkit to ensure that they are as practical and helpful as possible.

## **Legislative Mandate**

This booklet supports the legislative requirements related to mandating community safety and well-being planning under the *Police Services Act* (effective January 1, 2019). As part of legislation, municipalities are required to develop and adopt community safety and well-being plans working in partnership with a multi-sectoral advisory committee comprised of representation from the police service board and other local service providers in health/mental health, education, community/social services and children/youth services. Additional requirements are also outlined in legislation pertaining to conducting consultations, contents of the plan, and monitoring, evaluating, reporting and publishing the plan. This approach allows municipalities to take a leadership role in defining and addressing priority risks in the community through proactive, integrated strategies that ensure vulnerable populations receive the help they need from the providers best suited to support them.

Municipalities have the flexibility to engage in community safety and well-being planning individually, or in partnership with neighbouring municipalities and/or First Nation communities to develop a joint plan. When determining whether to develop an individual or joint plan, municipalities may wish to consider various factors, such as existing resources and boundaries for local service delivery. It is important to note that First Nation communities are also encouraged to undertake this type of planning, however, they are not required to do so by legislation.

## **Benefits**

Through the ministry's engagement with communities that are developing a plan, local partners identified the benefits they are seeing, or expect to see, as a result of their work. The following benefits are wide-ranging, and impact individuals, the broader community, and participating partner agencies and organizations:

- enhanced communication and collaboration among sectors, agencies and organizations;
- stronger families and improved opportunities for healthy child development;
- healthier, more productive individuals that positively contribute to the community;
- increased understanding of and focus on priority risks, vulnerable groups and neighbourhoods;
- transformation of service delivery, including realignment of resources and responsibilities to better respond to priority risks and needs;
- increased engagement of community groups, residents and the private sector in local initiatives and networks;

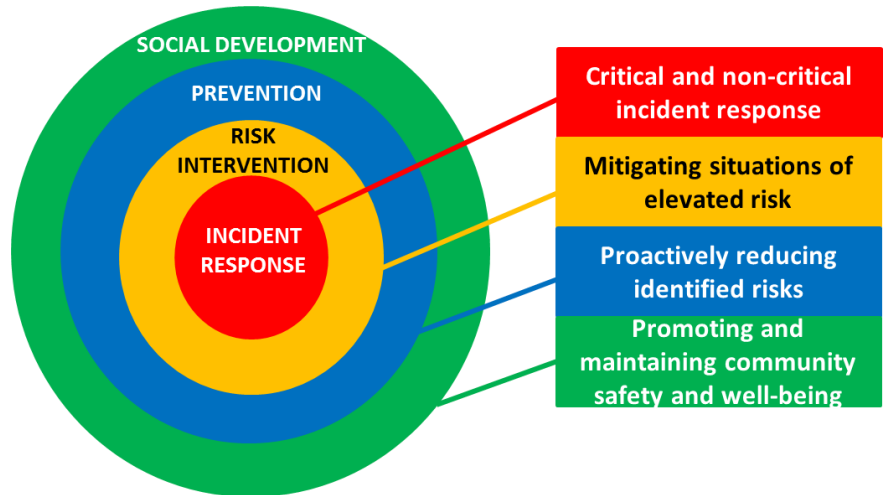
- enhanced feelings of safety and being cared for, creating an environment that will encourage newcomers to the community;
- increased awareness, coordination of and access to services for community members and vulnerable groups;
- more effective, seamless service delivery for individuals with complex needs;
- new opportunities to share multi-sectoral data and evidence to better understand the community through identifying trends, gaps, priorities and successes; and
- reduced investment in and reliance on incident response.

*“I believe that community safety and well-being planning situates itself perfectly with many other strategic initiatives that the City is currently pursuing. It has allowed us to consider programs and activities that will produce synergistic impacts across various areas of strategic priority in our community such as poverty reduction, educational attainment and building stronger families. Planning for simultaneous wins is efficient public policy.” - Susan Evenden, City of Brantford*

## Section 2 – The Community Safety and Well-Being Planning Framework

The community safety and well-being planning framework outlined in this section will help to guide municipalities, First Nations communities and their partners as they develop their local plans. It is crucial for all members involved in the planning process to understand the following four areas to ensure local plans are as efficient and effective as possible in making communities safer and healthier:

1. Social Development;
2. Prevention;
3. Risk Intervention; and
4. Incident Response.



### Social Development

***Promoting and maintaining community safety and well-being***

Social development requires long-term, multi-disciplinary efforts and investments to improve the social determinants of health (i.e., the conditions in which people are born, grow, work, live, and age such as education, early childhood development, food security, quality housing, etc.) and thereby reduce the probability of harm and victimization. Specifically, social development is where a wide range of sectors, agencies and organizations bring different perspectives and expertise to the table to address complex social issues, like poverty, from every angle. The key to successful social development initiatives is working together in ways that challenge conventional assumptions about institutional boundaries and organizational culture, with the goal of ensuring that individuals, families and communities are safe, healthy, educated, and have housing, employment and social networks that they can rely on. Social development relies on planning and establishing multi-sectoral partnerships. To work effectively in this area, all sectors need to share their long-term planning and performance data so they have a common understanding of local and systemic issues. Strategies need to be bolstered or put into place that target the root causes of these issues. Social development in action will be realized when all community members are aware of services available to them and can access those resources with ease. Knowing who to contact (community agency versus first-responder) and when to contact them (emerging risk versus crisis incident) allows communities to operate in an environment where the response matches the need. Communities that invest heavily in social development by establishing protective factors through improvements in things like health, employment and graduation rates, will experience the social benefits of addressing the root causes of crime and social disorder.

The municipality in Sault Ste. Marie has partnered with a local business owner, college and school board to develop the Superior Skills program. Superior Skills provides eight-week intensive skills training to individuals in receipt of social assistance. Skills training is provided based on identified market gaps in the community; such as sewing, light recycling, spin farming, etc. At the end of the training program, the local business owner incorporates a new company for program graduates to begin employment. The goal is to employ 60% of program graduates at the newly formed businesses.

## **Prevention**

### ***Proactively reducing identified risks***

Planning in the area of prevention involves proactively implementing evidence-based situational measures, policies or programs to reduce locally-identified priority risks to community safety and well-being before they result in crime, victimization and/or harm. In this area, community members who are not specialists in “safety and well-being” may have to be enlisted depending on the priority risk, such as business owners, if the risk is retail theft, and property managers, if the risk is occurring in their building. Service providers, community agencies and organizations will need to share data and information about things like community assets, crime and disorder trends, vulnerable people and places, to identify priority risks within the community in order to plan and respond most effectively. Successful planning in this area may indicate whether people are participating more in risk-based programs, are feeling safe and less fearful, and that greater engagement makes people more confident in their own abilities to prevent harm. While planning in this area is important, municipalities, First Nations and their partners should be focusing their efforts on developing and/or enhancing strategies in the social development area to ensure that risks are mitigated before they become a priority that needs to be addressed through prevention.

Based on an identified priority risk within their community, Kenora has implemented Stop Now And Plan, which teaches children and their parents emotional regulation, self-control and problem-solving skills. Partners involved in this initiative include a local mental health agency, two school boards and the police. Additional information on this program, and others that could be used as strategies in the prevention area of the plan (e.g., Caring Dads and Triple P – Positive Parenting Program), can be found in the *Snapshot of Local Voices* booklet.

## **Risk Intervention**

### ***Mitigating situations of elevated risk***

Planning in the risk intervention area involves multiple sectors working together to address situations where there is an elevated risk of harm - stopping something bad from happening, right before it is about to happen. Risk intervention is intended to be immediate and prevent an incident, whether it is a crime, victimization or harm, from occurring, while reducing the need for, and systemic reliance on, incident response. Collaboration and information sharing between agencies on things such as types of risk has been shown to create partnerships and allow for collective analysis of risk-based data, which can inform strategies in the prevention and social development areas. To determine the success of strategies in this area, performance metrics collected may demonstrate increased access to and confidence in social supports, decreased victimization rates and the number of emergency room visits. Municipalities, First Nations and their partners should be focusing their efforts on developing and/or enhancing strategies in the prevention area to ensure that individuals do not reach the point of requiring an immediate risk intervention.

Chatham-Kent has developed a Collaborative, Risk-Identified Situation Intervention Strategy, involving an agreement between local service providers to support a coordinated system of risk identification, assessment and customized interventions. Service providers bring situations of acutely elevated risk to a dedicated coordinator who facilitates a discussion between two or three agencies that are in a position to develop an intervention. The *Snapshot of Local Voices* booklet includes information on other risk intervention strategies like Situation Tables and threat management/awareness services in schools.

## **Incident Response**

### ***Critical and non-critical incident response***

This area represents what is traditionally thought of when referring to crime and safety. It includes immediate and reactionary responses that may involve a sense of urgency like police, fire, emergency medical services, a child welfare organization taking a child out of their home, a person being apprehended under the *Mental Health Act*, or a school principal expelling a student. Many communities invest a significant amount of resources into incident response, and although it is important and necessary, it is reactive, and in some instances, enforcement-dominated. Planning should also be done in this area to better collaborate and share relevant information, such as types of occurrences and victimization, to ensure the most appropriate service provider is responding. Initiatives in this area alone cannot be relied upon to increase community safety and well-being.

Mental Health Crisis Intervention Teams provide an integrated, community-based response to individuals experiencing mental health and/or addictions issues. They aim to reduce the amount of time police officers spend dealing with calls that would be better handled by a trained mental health specialist, and divert individuals experiencing a mental health crisis from emergency rooms and the criminal justice system. Additional information on a local adaptation of these teams, the Community Outreach and Support Team, can be found in the *Snapshot of Local Voices* booklet.

## **Refocusing on Collaboration, Information Sharing and Performance Measurement**

In order for local plans to be successful in making communities safer and healthier, municipalities, First Nations and their partners need to refocus existing efforts and resources in a more strategic and impactful way to enhance collaboration, information sharing and performance measurement. This can be done by identifying the sectors, agencies and organizations that need to be involved, the information and data required, and outcomes to measure the impacts of the plan. Different forms of collaboration, information sharing and performance measurement will be required in each of the planning areas (i.e., social development, prevention, risk intervention and incident response). Those involved in the plan should be thinking continuously about how their respective organizational strategic planning and budgeting activities could further support strategies in the plan.

## **Conclusion**

Planning should occur in all four areas, however, the majority of investments, time and resources should be spent on developing and/or enhancing social development, prevention and risk intervention strategies to reduce the number of individuals, families and communities that reach the point of requiring an incident response. Developing strategies that are preventative as opposed to reactive will ensure efficiency,



effectiveness and sustainability of safety and well-being service delivery across Ontario. It is also important to explore more efficient and effective ways of delivering services, including front-line incident response, to ensure those in crisis are receiving the proper supports from the most appropriate service provider. Keeping in mind the focus on the community safety and well-being planning framework, the next section will highlight critical success factors for planning.

## Section 3 – Critical Success Factors

The community safety and well-being planning framework is intended to get municipalities, First Nations and their partners thinking in new ways about local issues and potential solutions by exploring options to address risks through social development, prevention and risk intervention. While this may spark interest in beginning a local collaborative planning process, there are several factors that will be critical to the successful development and implementation of a plan.

The following critical success factors should be taken into consideration when developing a plan:

- Strength-Based;
- Risk-Focused;
- Awareness and Understanding;
- Highest Level Commitment;
- Effective Partnerships;
- Evidence and Evaluation; and
- Cultural Responsiveness.



### Strength-Based

Community safety and well-being planning is not about reinventing the wheel – it’s about recognizing the great work already happening within individual agencies and organizations, and using collaboration to do more with local experience and expertise. Ontario communities are full of hard-working, knowledgeable and committed individuals who want to make their communities safe and healthy places, and it is important to leverage these individuals when developing a plan. Helpful information and guidance may also be found by talking to other communities in order to build on their successes and lessons learned.

*“Community safety and well-being touches every resident and is important to all aspects of our community - from education to health to economic development. It is an area of community planning in which many community members are greatly interested and excited to be involved.” - Lianne Sauter, Town of Bancroft*

### Risk-Focused

Community safety and well-being planning is based on an idea that has been a focus of the health sector for many years – it is far more effective, efficient and beneficial to an individual’s quality of life to prevent something bad from happening rather than trying to find a “cure” after the fact. For that reason, local plans should focus on risks, not incidents, and should target the circumstances, people and places that are most

vulnerable to risk. As a long-term prevention strategy, it is more effective to focus on *why* something is happening (i.e., a student has undiagnosed Attention Deficit Disorder and challenges in the home) than on *what* is happening (e.g., a student is caught skipping school). Risks should be identified using the experiences, information and data of community members and partners to highlight the issues that are most significant and prevalent in the community. For example, many communities are engaging a wide range of local agencies and organizations to discuss which risks they come across most often, and are compiling available data to do additional analysis of trends and patterns of risk to focus on in their plan.

## Awareness and Understanding

Community safety and well-being planning requires that each community member understands their role in making the community a safe and healthy place to live. It is important to engage individuals, groups, agencies, organizations and elected officials to work collaboratively and promote awareness and understanding of the purpose and benefits of a strategic, long-term plan to address community risks. For example, it may be more helpful to speak about outcomes related to improved quality of life in the community – like stronger families and neighbourhoods – rather than reduced crime. This is not just about preventing crime. This is about addressing the risks that lead individuals to crime, and taking a hard look at the social issues and inequalities that create risk in the first place. Potential partners will likely need to understand what they are getting into – and why – before they fully commit time and resources.

*“I think it is important to change the conversation early on in the process. A social development approach to community safety and well-being is a marathon rather than a sprint.” - Susan Evenden, City of Brantford*

## Highest Level Commitment

As the municipality has the authority, resources, breadth of services and contact with the public to address risk factors and to facilitate community partnerships, Ontario communities confirmed that municipalities are best placed to lead the community safety and well-being planning process. In First Nations communities, obtaining buy-in from the Chief and Band Council will provide a strong voice in supporting community safety and well-being planning. This type of planning is a community-wide initiative that requires dedication and input from a wide range of sectors, agencies, organizations and groups. To ensure that all the right players are at the table, it is critical to get commitment from local political leadership, heads of agencies and organizations, as well as other key decision-makers who can champion the cause and ensure that their staff and resources are available to support the planning process.

## Effective Partnerships

No single individual, agency or organization can fully own the planning exercise – a plan will only be as effective as the partnerships and multi-sector collaboration that exist among those developing and implementing the plan. Due to the complex nature of many of the issues that impact the safety and well-being of individuals, families and communities, including poverty, mental health issues, addictions, and domestic violence, a wide range of agencies, organizations and services need to be involved to create comprehensive, sustainable solutions. This may begin through **communication** between service providers, where information is exchanged to support meaningful relationships while maintaining separate objectives and programs. **Cooperation** between agencies and organizations is mutually beneficial because it means that they provide assistance to each other on respective activities. **Coordination** takes partnerships a step further

through joint planning and organization of activities and achievement of mutual objectives. **Collaboration** is when individuals, agencies or organizations are willing to compromise and work together in the interest of mutual gains or outcomes. Working in this way will be critical to the development of an effective, multi-sector plan. Many municipalities, First Nations and their partners that are developing local plans have found that having a dedicated coordinator is very helpful in supporting and facilitating collaboration among all the different partners involved in the development of the plan. As partners work together and find new and more effective ways of tackling common challenges, they may begin to operate in **convergence**, which involves the restructuring of services, programs, budgets, objectives and/or staff.

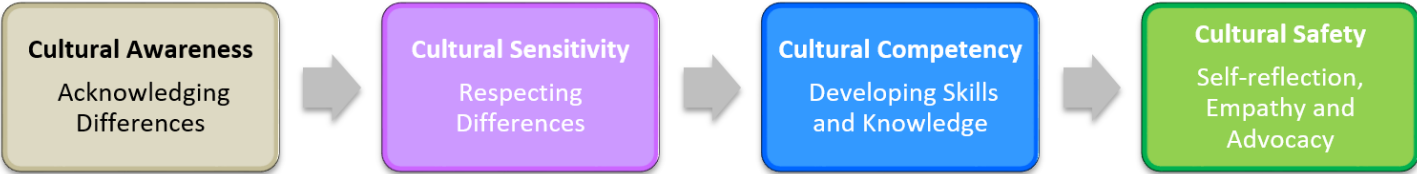
In Sault Ste. Marie, a local multi-agency service delivery model focuses on providing vital services and programs under one roof, and acts as a support to a specific neighbourhood through the Neighbourhood Resource Centre – a collaborative effort of 32 local agencies and groups.

**Evidence and Evaluation**

Before a plan can be developed, it will be important to gather information and evidence to paint a clear picture of what is happening in the community to support the identification of local priority risks. Some communities have already started to gather and analyze data from various sources, including Statistics Canada, police and crime data, as well as data on employment levels, educational attainment rates, social services and health care information. If gaps in service or programming are found in locally-identified areas of risk, research should be done to determine the most appropriate evidence-based response to be put into place. On the other hand, communities that already have evidenced-based strategies in place that directly respond to a local priority risk identified in their plan should review each strategy to ensure outcome measures are established and that they are showing a positive impact. Depending on these results, enhancing or expanding these strategies should be considered. Once a completed plan is implemented, data and information will be equally critical in order to evaluate how effective it has been in addressing the priority risks and creating positive changes in the community. The same data and information sources that indicated from the beginning that housing and homelessness, for example, was a priority risk in the community, should be revisited and reviewed to determine whether that risk has been reduced. Sharing evidence that the plan is creating better outcomes for community members will help to build trust and support for the implementing partner agencies and organizations, the planning process, and the plan itself.

**Cultural Responsiveness**

Cultural responsiveness is the ability to effectively interact with, and respond to, the needs of diverse groups of people in the community. Being culturally responsive is a process that begins with having an awareness and knowledge of different cultures and practices, as well as one’s own cultural worldview. It involves being open to, and respectful of, cultural differences and developing skills and knowledge to build effective cross-cultural relationships. It also includes developing strategies and programs that consider social and historical contexts, systemic and interpersonal power imbalances, acknowledge the needs and worldviews of different groups, and respond to the specific inequities they face.



As part of the planning process, community safety and well-being plans should take into consideration, at a minimum, the following elements of diversity, as well as how these elements intersect and shape the experiences of individuals/groups (e.g., increasing risks to harm, victimization and crime):

- Ethnicity (e.g., racialized communities, Indigenous communities);
- Gender identity and sexual orientation (e.g., lesbian, gay, bisexual, transgender, transsexual, 2 spirited, intersex, queer and questioning);
- Religion;
- Socioeconomic status;
- Education;
- Age (e.g., seniors, youth);
- Living with a disability;
- Citizenship status (e.g., newcomers, immigrants, refugees); and/or
- Regional location (e.g., living in northern, rural, remote areas).

Communities should tailor programs and strategies to the unique needs and strengths of different groups, as well as to address the distinct risk factors they face. Planners should strive towards inclusion in their communities by proactively removing barriers to participation and engaging diverse groups in meaningful ways.

See Appendix B for Engaging Youth, Appendix C for Engaging Seniors, and Appendix D for Engaging Indigenous Partners.

## Conclusion

Municipalities, First Nations and their partners should be considering the critical success factors throughout the process of developing, implementing, reviewing, evaluating and updating the plan. The next section will connect the community safety and well-being planning framework and critical success factors to practical advice and guidance when undergoing this planning process.

## Section 4 – Connecting the Framework to Practice

This section is meant to connect the community safety and well-being planning framework and critical success factors of community safety and well-being planning with the operational practice of developing, implementing, reviewing, evaluating and updating the plan. There is no right or wrong first or last step. Communities have suggested that it can take anywhere between one to two years to develop a plan, and those with the municipality or Band Council in a lead role made the most headway. To provide additional operational support and resources, Section 6 includes a toolkit of guidance documents that builds on the following concepts and identifies specific tools in each area for consideration:

- Obtaining Collaborative Commitment;
- Creating Buy-In;
- Focusing on Risk;
- Assessing and Leveraging Community Strengths;
- Evidence and Evaluation; and
- Putting the Plan into Action.

### Obtaining Collaborative Commitment

Demonstrated commitment from local governance, whether it is the municipality or Band Council, can have a significant impact on multi-sector buy-in, and is most effective if completed at the beginning of the planning process. This type of commitment can be demonstrated in various ways – through a council resolution, attending meetings, creating a coordinator position, realigning resources and/or creating awareness among staff. Collaboration exists in communities across Ontario, whether it is through strong bilateral partnerships or among multiple partners. The community safety and well-being planning process requires drawing on existing partnerships as well as creating new ones. This may involve leveraging an existing body, or creating a new structure to develop, refine or reaffirm outcomes, strategies and measures in social development, prevention, risk intervention and incident response. Commitment from multiple sectors will usually occur once they have an understanding of what community safety and well-being planning is meant to achieve and its benefits. Commitment may be solidified through agreeing upon goals, objectives, performance measurement and roles and responsibilities.

See Tool 1 for guidance on participants, roles and responsibilities, Tool 2 for guidance on start-up, and Tool 3 for guidance on asset mapping.

## Creating Buy-In

In order to ensure that each community member, agency and organization understands what community safety and well-being planning is, and to begin to obtain buy-in and create partnerships, municipalities, First Nations and their partners may choose to start by developing targeted communication materials. They may also wish to meet with and/or bring together service providers or community members and take the time to explain the community safety and well-being planning framework and important concepts and/or get their feedback on local risks. Designing a visual identity and creating marketing and/or promotional material may also help to obtain multi-sectoral buy-in and allow community members to identify with the plan.

See Tool 4 for guidance on engagement.

## Focusing on Risk

Engaging community members and service providers to document risks is the first step. The range of risks identified will be dependent on the sources of information, so it is important to engage through various methods, such as one-on-one interviews with multi-sectoral service providers, focus sessions with vulnerable groups, and/or surveys with public drop boxes. Risk identification and prioritization is the next task that should be done by looking at various sources of data and combining it with feedback from the community.

See Tool 4 for guidance on engagement and Tool 5 for analyzing community risks.

## Assessing and Leveraging Community Strengths

Achieving a community that is safe and well is a journey; before partners involved in the development of a plan can map out where they want to go, and how they will get there, they need to have a clear understanding of their starting point. It is important that community members do not see community safety and well-being planning as just another planning exercise or creation of a body. It is about identifying local priority risks and examining current strategies through a holistic lens to determine if the right sectors, agencies and organizations are involved or if there are overlaps or gaps in service or programming. Some communities may find there is a lack of coordination of existing strategies. To address this they should look at existing bodies and strategies and see how they can support the development and implementation of the plan. Other communities may discover that there are gaps in service delivery, and should do their best to fill these gaps through, for example, the realignment of existing resources. As every community is different in terms of need and resources, it is recognized that some communities, such as some First Nations communities, may experience difficulties identifying existing strategies due to a lack of resources. It may be of value for some communities to collaborate with neighbouring municipalities and/or First Nations communities to create joint community safety and well-being plans. For example, where capacity and resources are limited, or many services are delivered across jurisdictions, communities can leverage the assets and strengths of neighbouring communities to create a joint plan that will address the needs of the area.

See Tool 3 for guidance on asset mapping.



## Evidence and Evaluation

Once risks are prioritized, if gaps in service or programming are found in any or all areas of the plan, research should be done to determine the most appropriate evidence-based response to be put into place to address that risk, while considering local capacity and resources. Some may find after risk prioritization that they already have evidence-based strategies in place that directly respond to identified risks that will be addressed in their plan. At the planning stage, it is important to identify the intended outcomes of those activities in order to measure performance and progress towards addressing identified risks through the development of a logic model and performance measurement framework. Some outcomes will be evident immediately after activities are implemented and some will take more time to achieve. Whether planning for promoting and maintaining community safety and well-being through social development, working to reduce identified risks, or mitigating elevated risk situations or incident responses, it is equally important for planning partners to set and measure their efforts against predetermined outcomes.

See Tool 6 for guidance on performance measurement.

## Putting the Plan into Action

It is important to ensure that strategies put into place in each area of the plan for each priority are achievable based on local capacity and resources. To achieve success, the right individuals, agencies and organizations need to be involved, outcomes benchmarked, and responsibilities for measurement identified. Developing an implementation plan will help municipalities, First Nations and their partners stay organized by outlining who is doing what and when, in each planning area, who is reporting to whom, and the timing of progress and final reports. The date of the next safety and well-being planning cycle should align with the other relevant planning cycles (e.g., municipal cycle) and budgeting activities to ensure alignment of partner resources and strategies. Once the plan is documented and agreed upon by multi-sector partners, it is then time to put it into action with regular monitoring, evaluation and updates to achieve community safety and well-being.

See Appendix G for a sample plan.

## Conclusion

Municipalities, First Nations and their partners should consider these steps when planning for community safety and well-being. The most important considerations to remember when planning is that the framework is understood, the critical success factors exist in whole or in part, and that the plan responds to local needs in a systemic and holistic way.

## Section 5 – Ontario’s Way Forward

Overall, this booklet responds to the most common challenge articulated by communities across the province – the need to change the way we look at service delivery in all sectors moving forward so that Ontarians can get the services they need, when they need them. To ensure that community safety and well-being planning achieves its intended outcomes, champions will need to continue to lead the way forward to address the root causes of crime and social disorder and increase community safety and well-being now and into the future.

This booklet strongly encourages municipalities, First Nations and their partners to undertake an ongoing holistic, proactive, collaborative planning process to address local needs in new and innovative ways. Developing local plans with multi-sectoral, risk-based strategies in social development, prevention and risk intervention will ensure that risk factors associated with crime and victimization are addressed from every angle. In the longer term, information and data gathered through the planning process will provide an opportunity for multi-sector partners at the local and provincial levels to evaluate and improve the underlying structures and systems through which services are delivered.

The ministry will continue to support Ontarians as they undertake community safety and well-being planning, implementation and evaluation, in collaboration with community, policing and inter-ministerial partners. To further support this shift at the provincial level, the ministry will be looking at smarter and better ways to do things in order to deliver services in a proactive, targeted manner. This will be done through the use of evidence and experience to improve outcomes, and continuing well-established partnerships that include police, education, health and social services, among others, to make Ontario communities safer and healthier.

## Section 6 – Toolkit for Community Safety and Well-Being Planning

The ministry has prepared a toolkit to assist municipalities, First Nations and their partners in developing, implementing, reviewing, evaluating and updating a local plan. These tools have been tested by Ontario communities and include valuable feedback from local practitioners across the province. Overall learnings from these communities have been incorporated into the toolkit, including the processes undertaken to develop local plans.

The following toolkit includes:

- Tool 1 – Participants, Roles and Responsibilities
- Tool 2 – Start-Up
- Tool 3 – Asset Mapping
- Tool 4 – Engagement
- Tool 5 – Analyzing Community Risks
- Tool 6 – Performance Measurement
- Appendix A – Information Sharing
- Appendix B – Engaging Youth
- Appendix C – Engaging Seniors
- Appendix D – Engaging Indigenous Partners
- Appendix E – Definitions
- Appendix F – Risk and Protective Factors
- Appendix G – Community Safety and Well-Being Plan Sample

In addition, as part of the Provincial Approach to Community Safety and Well-Being, the ministry has developed other resources that are available to municipalities, First Nations and their partners to support local community safety and well-being planning. These include:

- Crime Prevention in Ontario: A Framework for Action
- Community Safety and Well-Being in Ontario: A Snapshot of Local Voices

## Tool 1 – Participants, Roles and Responsibilities

### The Champion and Coordinator(s)

Each community will approach community safety and well-being planning from a different perspective and starting point that is specific to their unique needs, resources and circumstances. Some communities may have champions and others may need to engage them to educate the public and serve as a face for the plan. In municipalities, the community safety and well-being planning process should be led by a clearly identifiable coordinator(s) that is from the municipality. In First Nations communities, the coordinator(s) may be from the Band Council or a relevant agency/organization.

#### Role of Champion(s)

Champions are public figures who express their commitment to community safety and well-being planning and rally support from the public and community agencies/organizations. It should be an individual or group who has the ability to motivate and mobilize others to participate, often because of their level of authority, responsibility or influence in the community. The more champions the better. In many communities this will be the mayor and council, or Chief and Band Council in a First Nations community.

A champion may also be a:

- Community Health Director;
- Local elected councillor at the neighbourhood level;
- Chief Medical Officer of Health;
- Municipal housing authority at the residential/building level; or
- School board at the school level.

#### Role of the Coordinator(s)

The coordinator(s) should be from an area that has knowledge of or authority over community safety and well-being, such as social services. As the coordinator(s) is responsible for the coordination/management of the plan, this should be someone who has working relationships with community members and agencies/organizations and is passionate about the community safety and well-being planning process.

#### Key Tasks of the Coordinator(s)

- The key tasks include recruiting the appropriate agencies/organizations and individuals to become members of an advisory committee. This should include multi-sectoral representation and people with knowledge and experience in responding to the needs of community members.

*“The City of Brantford is best positioned in terms of resources, breadth of services and contact with the public to both address risk factors and to facilitate community partnerships. Specifically, the City can access a wide range of social services, housing, child care, parks and recreation and planning staff to come together to create frameworks that support community safety.” - Aaron Wallace, City of Brantford*

## Responsibilities of the Coordinator(s)

- Planning and coordinating advisory committee meetings.
- Participating on the advisory committee.
- Planning community engagement sessions.
- Ensuring the advisory committee decisions are acted upon.
- Preparing documents for the advisory committee (e.g., terms of reference, logic model(s), the plan).
- Receiving and responding to requests for information about the plan.
- Ensuring the plan is made publicly available.

See Appendix F for risk and protective factors, Tool 6 for guidance on performance measurement and Appendix G for a sample plan.

## Advisory Committee

The advisory committee should be reflective of the community and include multi-sectoral representation. For example, a small community with fewer services may have seven members, and a larger community with a wide range of services may have 15 members. It may involve the creation of a new body or the utilization of an existing body. To ensure the commitment of the members of the advisory committee, a document should be developed and signed that outlines agreed upon principles, shared goals, roles and resources (e.g., terms of reference).

## Members of the Advisory Committee

- Member agencies/organizations and community members recruited to the advisory committee should be reflective of the diverse make-up of the community and should have:
  - Knowledge/information about the risks and vulnerable populations in the community;
  - Lived experience with risk factors or part of a vulnerable group in the community;
  - Understanding of protective factors needed to address those risks;
  - Experience developing effective partnerships in the community;
  - Experience with ensuring equity, inclusion and accessibility in their initiatives; and
  - A proven track record advocating for the interests of vulnerable populations.
- Individual members will ideally have the authority to make decisions on behalf of their respective agencies/organizations regarding resources and priorities, or will be empowered to do so for the purposes of developing the plan.
- Advisory committees should, at a minimum, consist of the following representation:
  - An employee of the municipality or First Nations community;
  - A person who represents the education sector;
  - A person who represents the health/mental health sector;
  - A person who represents the community/social services sector;
  - A person who represents the children/youth services sector;
  - A person who represents an entity that provides custodial services to children/youth;
  - A person who represents the police service board or a Detachment Commander.

See Tool 2 for guidance on start-up and Tool 3 for guidance on asset mapping.

## Responsibilities of the Advisory Committee

- Leading community engagement sessions to inform the development of the plan.
- Determining the priorities of the plan, including references to risk factors, vulnerable populations and protective factors.
- Ensuring outcomes are established and responsibilities for measurement are in place and approving performance measures by which the plan will be evaluated, as well as the schedule and processes used to implement them.
- Ensuring each section/activity under the plan, for each priority risk, is achievable.
- Ensuring the right agencies/organizations and participants are designated for each activity.
- Owning, evaluating and monitoring the plan.
- Aligning implementation and evaluation of the plan with the municipal planning cycle and other relevant sector specific planning and budgeting activities to ensure alignment of partner resources and strategies.
- Setting a future date for reviewing achievements and developing the next version of the plan.
- Thinking about ways in which the underlying structures and systems currently in place can be improved to better enable service delivery.

See Tool 4 for guidance on engagement and Tool 5 for analyzing community risks.

## Key Tasks of the Advisory Committee

- Developing and undertaking a broad community engagement strategy to build on the members' awareness of local risks, vulnerable groups and protective factors.
- Developing and maintaining a dynamic data set, and ensuring its ongoing accuracy as new sources of information become available.
- Determining the priority risk(s) that the plan will focus on based on available data, evidence, community engagement feedback and capacity.
  - After priority risks have been identified, all actions going forward should be designed to reduce these risks, or at least protect the vulnerable groups from the risks.
- Based on community capacity, developing an implementation plan or selecting, recruiting and instructing a small number of key individuals to do so to address the selected priority risk(s) identified in the plan.

## Implementation Teams

For each priority risk determined by the advisory committee, if possible and appropriate, an implementation team should be created or leveraged to implement strategies (e.g., programs or services) to reduce the risk. The need for implementation team(s) will depend on the size and capacity of the community and the risks identified. For example, a small community that has identified two priority risks that can be effectively addressed by the advisory committee may not require implementation teams. On the other hand, a large community with six priority risks may benefit from implementation teams to ensure each risk is addressed. They may also establish fewer teams that focus on more than one priority risk. If planning partners determine it is appropriate for them to have a new implementation team to ensure the commitment, a document should be developed and signed that outlines agreed upon principles, shared goals and roles.

*"It's important to ensure that committee members want to be there and have a strong understanding of safety and well-being planning."* - Dana Boldt, Rama Police Service

## Members of Implementation Teams

Members of the implementation team(s) should be selected based on their knowledge of the risk factors and vulnerable groups associated with the priority, and have access to relevant information and data. They may also have lived experience with risk factors or be part of a vulnerable group in the community. Members of implementation teams should have:

- In-depth knowledge and experience in addressing the priority risks and which protective factors and strategies are needed to address those risks.
- A proven track record advocating for the interests of vulnerable populations related to the risk.
- The ability to identify the intended outcomes or benefits that strategies will have in relation to the priority risk(s) and suggest data that could be used to measure achievement of these outcomes.
- Experience developing effective stakeholder relations/ partnerships in the community.
- Experience ensuring equity, inclusion and accessibility in their initiatives.

See Tool 6 for guidance on performance measurement and Appendix G for a sample plan.

## Responsibilities and Tasks of Implementation Teams

- Identify strategies, establish outcomes and performance measures for all four planning areas related to the priority risk, including promoting and maintaining community safety and well-being, reducing identified risks, mitigating elevated risk situations and immediate response to urgent incidents.
- Engage community members from the vulnerable populations relevant to the priority risk to inform the development of the strategies in each area.
- Establish an implementation plan for the strategies in each area which clearly identifies roles, responsibilities, timelines, reporting relationships and requirements.
- Monitor the actions identified in the implementation plan, whether it is the creation, expansion and/or coordination of programs, training, services, campaigns, etc.
- Report back to the advisory committee.



## Tool 2 – Start-Up

Once partners involved in community safety and well-being planning have established an advisory committee or implementation team(s), they should document important information pertaining to each group, including background/context, goals/purpose, objectives and performance measures, membership, and roles and responsibilities. Making sure that everyone knows what they are trying to achieve will help the group(s) stay on track and identify successes of the plan.

For many planning partners, this will be done using a terms of reference. The following was created to guide the development of this type of document. Some planning partners may decide to develop a terms of reference for their advisory committee and each implementation team, while others may decide to develop one that includes information on each group; this will depend on a variety of factors such as the community's size, their number of risk factors and implementation team(s).

### Background and Context

When developing a terms of reference, planning partners may wish to begin by providing the necessary background information, including how they have reached the point of developing an advisory committee or implementation team, and briefly describing the context within which they will operate. This should be brief, but include enough detail so that any new member will have the necessary information to understand the project's context.

### Goals and Purpose

Planning partners may then wish to identify:

- the need for their advisory committee or implementation team (i.e., why the group was created and how its work will address an identified need); and
- the goal(s) of their group/project. A goal is a big-picture statement, about what planning partners want to achieve through their work – it is the change they want to make within the timeframe of their project.

### Objectives and Performance Measures

If the planning partners' goal is **what** they plan to achieve through their work, then their objectives are **how** they will get there – the specific activities/tasks that must be performed to achieve each goal. It is important to ensure that goals and objectives are **Specific, Measurable, Achievable, Results-focused and Time-bound (SMART)** so that partners will know exactly what information to look at to tell if they have achieved them. Information and data that help planning partners monitor and evaluate the achievement of goals and objectives are called performance measures or performance indicators. See Section 5 of the toolkit for more information and guidance on performance measures.

For each goal identified, planning partners may list specific objectives/deliverables that will signify achievement of the goal when finished. For each objective/deliverable, they may list the measures that will be used to evaluate the success of the results achieved. To help planning partners stay organized, they may wish to create a chart such as the one below, which includes example goals/objectives and performance measures.

These may look different for the advisory committee and implementation team(s). For example, the goals/objectives of the advisory committee may relate to the development of the plan, where the goals/objectives of an implementation team may be related to reducing a specific risk identified in the plan through the expansion of an existing program. Planning partners should develop their own goals/objectives and performance measures depending on need, resources and capacity.

Goal/Objectives	Performance Measures
Goal: To engage a diverse range of stakeholders in the development and implementation of the plan  Objective: Develop a community engagement/communications strategy	Number of engagement sessions held Number of different sectors engaged Number of community members and organizations that see their role in community safety and well-being planning Knowledge of what community safety and well-being planning means and association with the plan brand
Goal: To reduce youth homelessness  Objective: To help youth without a home address find stable housing	Number of youth accessing emergency shelters Number of youth without a home address Number of youth living/sleeping on the streets Number of youth living in community housing
Goal: Increased educational attainment rates  Objective: To prevent youth from leaving school and encourage higher education	Number of youth dropping out of high-school Number of youth graduating high-school Number of youth enrolling in post-secondary education Number of youth graduating from post-secondary education Number of education sessions held for post-secondary institutions Number of youth meeting with academic advisors

## Membership

Planning partners' terms of reference should also identify the champion and coordinator(s) of their plan and members of the advisory committee or implementation team(s) by listing the names and agencies/organizations of each member in a chart (see example below). This will help to identify if there are any sectors or agencies/organizations missing and ensure each member is clear about what their involvement entails.

### Notes:

- The champion is a public figure who expresses their commitment to developing and implementing a plan and rallies support from the public and community agencies/organizations. The coordinator(s), from the municipality or Band Council, should be responsible for the coordination/management of the plan and should be someone who has working relationships with community members and agencies/organizations and is passionate about the community safety and well-being planning process.
- Member agencies and organizations recruited to the advisory committee should have knowledge of and supporting data about the risks and vulnerable populations in the area to be covered under the plan, as well as have established stakeholder relations. Members must have the authority to make decisions on behalf of their respective agencies/organizations regarding resources and priorities, or will be empowered to do so for the purposes of developing the plan.
- Members of the implementation team(s) should be selected based on their knowledge about the risk factors and vulnerable groups associated with the priority, have access to more information about them,

have established stakeholder relations with the vulnerable groups to effectively carry out the project, experience with developing and implementing local strategies, and have the specialized knowledge and technical capacities to specify objectives, set benchmarks and measure outcomes.

- It is important to include community leaders/organizations that advocate for the interests of the vulnerable populations on both the advisory committee and implementation teams. It is also important to ensure representation from diverse communities and equity, inclusion and accessibility in the planning and implementation of initiatives.

Name	Organization	Role
Mayor John B.	City of X	Champion – advocates for the plan through public speaking engagements, etc.
Jane D.	City of X	Coordinator – coordinates meetings, assists in planning community engagement sessions, records meeting minutes, etc.
Shannon T.	Public Health Centre	Member – attends meetings, identifies potential opportunities for collaboration with organizations activities, etc.

## Roles and Responsibilities

It will also be important for planning partners to define the specific functions of their advisory committee or implementation team(s) to ensure that its members understand what they are trying to achieve and ultimately what they are responsible for.

See pages 22 for examples of advisory committee responsibilities and page 23 for examples of implementation team responsibilities.

## Logistics and Process

Planning partners should also document logistics for their advisory committee or implementation team(s) so that its members know how much of their time they are required to commit to the group and are able to plan in advance so they can attend meetings as required. This may include:

- membership (e.g., identifying and recruiting key stakeholders);
- frequency of meetings;
- quorum (how many members must be present to make and approve decisions);
- meeting location;
- agenda and materials;
- meeting minutes; and
- expectations of members.

## Support and Sign-Off

Finally, after all members of the advisory committee or implementation team(s) agree to the information outlined above, in order to solidify their acceptance and commitment, each member should sign the terms of reference.

## Tool 3 – Asset Mapping

Achieving community safety and well-being is a journey; before partners involved in the development of a plan can map out where they want to go, and how they will get there, they need to have a clear understanding of their starting point. Early in the planning process, they may wish to engage in asset mapping to help to:

- identify where there is already work underway in the community to address a specific issue and to avoid duplication;
- identify existing strengths and resources;
- determine where there may be gaps in services or required resources; and
- capture opportunities.

Mapping community assets involves reviewing existing bodies (i.e., groups/committees/ boards), analyzing social networks, and/or creating an inventory of strategies. This will help to ensure that planning is done as efficiently and effectively as possible.

### Existing Body Inventory

When the community safety and well-being planning coordinator(s) from the municipality or Band Council is identifying members of their bodies to assist in the development and implementation of their plan, creating an inventory of existing bodies will help to determine if it is appropriate for them to take on these roles. Often there is repetition of the individuals who sit on committees, groups, boards, etc., and utilizing a body that already exists may reduce duplicative efforts and ultimately result in time savings.

Mapping existing bodies is also beneficial in order to make connections between a community's plan and work already being done, revealing potential opportunities for further collaboration. The chart below outlines an example of how bodies may be mapped:

Existing Body	Purpose/Mandate	Members	Connection to Plan	Opportunities for Collaboration
Youth Homelessness Steering Committee	To address youth homelessness by increasing employment opportunities for youth and reducing waitlists for affordable housing	Municipality School Board Mental Health Agency Child Welfare Organization Employment Agency	Unemployment is a priority risk factor within the community that the plan will focus on addressing	A representative from the municipality sits on this committee as well as the advisory committee and will update on progress made
Mental Health Task Force	To ensure community members that are experiencing mental health issues are receiving the proper supports	Band Council Hospital Drop-in Health Clinic Mental Health Agency Child Welfare Organization Homeless Shelter	Mental health is a priority risk factor within the community that the plan will focus on addressing	This group will be used as an implementation team to develop and enhance strategies to address mental health in social development and prevention

## Social Network Mapping

Social network mapping is used to capture and analyze relationships between agencies/organizations within the community to determine how frequently multi-sectoral partners are working together and sharing information, and to assess the level of integration of their work. This information may be collected through surveys and/or interviews with community agencies/organizations by asking questions such as: What agencies/organizations do you speak to most frequently to conduct your work? Do you share information? If yes, what types of information do you share? Do you deliver programs or services jointly? Do you depend on them for anything?

Relationships may be assessed on a continuum such as this:

Relationship	Description	Example
No relationship	No relationship of any kind	All sectors, agencies/organizations are working independently in silos
Communication	Exchanging information to maintain meaningful relationships, but individual programs, services or causes are separate	A school and hospital working together and sharing information only when it is required
Cooperation	Providing assistance to one another with respective activities	The police visiting a school as part of their annual career day
Coordination	Joint planning and organization of schedules, activities, goals and objectives	Community HUBs across Ontario – Various agencies housed under one structure to enhance service accessibility, with minimal interaction or information shared between services
Collaboration	Agencies/organizations, individuals or groups are willing to compromise and work together in the interest of mutual gains or outcomes	Situation Tables across Ontario – Representatives from multiple agencies/organizations meeting once or twice a week to discuss individuals facing acutely elevated risk of harm to reduce risk
Convergence	Relationships evolve from collaboration to actual restructuring of services, programs, memberships, budgets, missions, objectives and/or staff	Neighborhood Resource Center in Sault Ste. Marie – Agencies/organizations pool together resources for renting the space and each dedicate an individual from their agency to physically work in one office together to support wraparound needs

Collecting this information will allow planning partners to identify relationship gaps and opportunities. For example, through this exercise there may be one agency/organization that has consistently low levels of collaboration or convergence with others. In this case, the community safety and well-being planning coordinator(s) from the municipality or Band Council may wish to reach out to their local partners, including those represented on their advisory committee, to develop strategies for enhancing relationships with this agency/organization. If appropriate, this may involve inviting them to become involved in the advisory committee or implementation team(s).

## Strategy Inventory

When deciding on strategies to address priority risks within a plan, it is important to have knowledge of strategies (e.g., programs, training, etc.) that are already being offered within the community. In some instances, a community may have several programs designed to reduce an identified risk, but there is a lack of coordination between services, resulting in a duplication of efforts. The community safety and well-being planning coordinator from the municipality or Band Council may then bring each agency/organization together to develop an approach to more efficiently deliver that strategy. Other planning partners may find that there are significant service gaps in relation to a specific area of risk, and that implementing a new strategy in order to close the gap may have a significant impact on the lives of the people experiencing that risk.

To assist with planning, it may be helpful to identify the risks addressed by each strategy, the area of the framework that the program falls under (i.e., social development, prevention, risk intervention and incident response), funding, and anticipated end dates. This will provide a sense of what strategies have limited resources and lifespans, as well as insight into which strategies may require support for sustainability.

When undertaking this exercise, planning partners may develop a template similar to this:

Strategy Name/Lead	Description	Key Risk Factors Addressed	Area of the Framework	Funding/ Source	End- Date
Stop Now and Plan (SNAP)  Children's Mental Health Agency	SNAP is a gender sensitive, cognitive behavioural family-focused program that provides a framework for effectively teaching children and their parents how to regulate emotions, exhibit self-control and use problem-solving skills.	Youth impulsivity, aggression, poor self-control and problem solving	Prevention	\$100,000/ year  Federal Grant	12/2018

Threat Management/Awareness Services Protocol  School Board	Threat Management/Awareness Services aim to reduce violence, manage threats of violence and promote individual, school and community safety through early intervention, support and the sharing of information. It promotes the immediate sharing of information about a child or youth who pose a risk of violence to themselves or others.	Negative influences in the youth's life, sense of alienation and cultural norms supporting violence	Risk Intervention	\$100,000/year  Provincial Grant	12/2018
Age-Friendly Community Plan  Municipal Council	Age Friendly Community Plan aims to create a more inclusive, safe, healthy and accessible community for residents of all ages.	Sense of alienation, person does not have access to housing	Social Development	\$50,000/year  Provincial Grant	03/2017



## Tool 4 – Engagement

In the development of local plans, municipalities or Band Councils should conduct community engagement sessions to ensure a collaborative approach and inform the community safety and well-being planning process. Partners may want to create promotional and educational materials in order to gain public support for and encourage participation in the plan. They may want to collect information from the community to contribute to the plan (i.e., identifying and/or validating risks).

This section is intended to guide planning partners as they develop communication materials and organize community engagement; each section may be used for either purpose.

### Introduction and Background

Planning partners may begin by providing the necessary background and briefly describing the context of community safety and well-being planning.

### Purpose, Goals and Objectives

Planning partners may then wish to identify why communication materials are being developed and/or why the community is being engaged by asking themselves questions such as: What are the overall goals of the plan? What are the specific objectives of the communication materials and/or community engagement sessions?

### Stakeholders

A plan is a community-wide initiative, so different audiences should be considered when encouraging involvement in its development/implementation. For a plan to be successful in enhancing community safety and well-being, a variety of diverse groups and sectors must be involved in the planning process.

This may include:

- community members with lived experiences and neighbourhood groups, including but not limited to individuals from vulnerable groups, community youth and seniors (see Appendix B for Engaging Youth and Appendix C for Engaging Seniors), faith groups, non-for-profit community based organizations and tenant associations;
- local First Nations, Métis and/or Inuit groups, on or off reserve, and urban Indigenous organizations (see Appendix D for Engaging Indigenous Partners);
- police, fire, emergency medical and other emergency services, such as sexual assault centres and shelters for abused women/children, to collect data on the occurrences they have responded to most frequently, as well as relevant locations and vulnerable groups;
- acute care agencies and organizations, including but not limited to child welfare and programs for at-risk youth, mental health, women's support, primary health care, addictions treatment, to collect information on the people they serve;
- health agencies and organizations, including but not limited to Public Health Units, Community Care Access Centres, Community Health Centres, Indigenous Health Access Centres, and Long-Term Care Homes;

- social development organizations, such as schools and school boards, social services, youth drop-in centres, parental support services, community support service agencies and Elderly Persons Centres, to collect information on the people they serve;
- cultural organizations serving new Canadians and/or ethnic minorities, including Francophone organizations; and
- private sector, including but not limited to bankers, realtors, insurers, service organizations, employers, local business improvement areas, local business leaders and owners, to collect information about the local economy.

*“Develop an engagement strategy that is manageable and achievable given the resources available – you won’t be able to engage every single possible partner, so focus on a good variety of community organizations, agencies and individuals and look for patterns.” - Lianne Sauter, Town of Bancroft*

Planning partners should consider keeping a record of the groups that they have reached through community engagement, as well as their identified concerns, to support the analysis of community risks for inclusion in their plan.

See Tool 5 for guidance on analyzing community risks.

## Approach

In order to gain support and promote involvement, planning partners should think about how they can best communicate why they are developing a plan and what they want it to achieve. Some planning partners may do this through the development of specific communication tools for their plan. For example, one community that tested the framework and toolkit created a name and logo for the work undertaken as part of their plan – Safe Brantford – and put this on their community surveys, etc. This allows community members to recognize work being done under the plan and may encourage them to become involved.

Additionally, when planning for community engagement, partners involved in the plan should think about the different people, groups or agencies/organizations they plan to engage with, and the best way to engage them. They should ask themselves questions such as: what information do I want to get across or get from the community and what method of communication or community engagement would help me do this most effectively? For example, planning partners could have open town hall meetings, targeted focus groups by sector, one-on-one interviews with key people or agencies/organizations, or provide an email address to reach people who may be uncomfortable or unable to communicate in other ways. They may also distribute surveys and provide drop-boxes throughout the community. It is important to consider not only what planning partners want to get from engaging with community members, stakeholders and potential partners, but also what they might be hoping to learn or get from this process. As much as possible, partners to the plan should use these considerations to tailor their communication/community engagement approach based on the people/groups they are engaging.

See Appendix B for guidance on engaging youth and Appendix C for guidance on engaging seniors.

## Materials and Messaging

Based on the type of engagement undertaken, planning partners may need to develop supporting materials to share information about their work and to guide their discussions. Materials should strive to focus the discussions to achieve the intended objectives of the engagement sessions, and may include some key messages about the community's work that they want people to hear and remember. Regardless of the audience, partners to the plan should develop basic, consistent information to share with everyone to ensure they understand what is being done, why they are a part of it, and what comes next. It will be important to ensure that materials and messages are developed in a way that manages the expectations of community members – be clear about what can be achieved and what is unachievable within the timeframe and resources.

With that, planning partners should ensure that all materials and messaging are accessible to a wide range of audiences, so that everyone is able to receive or provide information in a fair manner. For additional information, please refer to the *Accessibility for Ontarians with Disabilities Act, 2005*.

## Logistics

When engaging the community, it will be important to have logistics sorted out so that the individuals/groups targeted are able to attend/participate. To do this, planning partners may want to consider the following:

- scheduling (e.g., How many community engagement sessions are being held? How far apart should they be scheduled? What time of day should they be scheduled?);
- finances (e.g., Is there a cost associated with the meeting space? Will there be snacks and refreshments?);
- travel accommodations (e.g., How will individuals get to the community engagement sessions? Is it being held in an accessible location? Will hotel arrangements be required?);
- administration (e.g., consider circulating an attendance list to get names and agency/organization and contact details, assign someone to take notes on what is being said at each session); and
- accessibility issues/barriers to accessibility (e.g., information or communication barriers, technology barriers and physical barriers).

## Risks and Implications

While community engagement should be a key factor of local plans, some planning partners may encounter difficulties, such as resistance from certain individuals or groups. To overcome these challenges, they should anticipate as many risks as possible, identify their implications and develop mitigation strategies to minimize the impact of each risk. This exercise should also be done when developing communication materials, including identifying potential risks to certain messaging. This may be done by using a chart such as the one below.

Risk	Implication	Mitigation Strategy
Organizations from various sectors do not see their role in community safety and well-being planning	Risks are not being properly addressed using a collaborative, multi-sector approach	Reach out to multi-sector organizations and develop clear communication materials so they are able to clearly see their role
Individuals experiencing risk will not attend or feel comfortable speaking about their experiences	Information collected will not reflect those with lived experience	Engage vulnerable groups through organizations that they may be involved with (e.g., senior's groups, homeless shelters, etc.)
Outspoken individuals who do not believe in planning for community safety and well-being in attendance	Opinions of everyone else in attendance may be negatively impacted	Assign a strong, neutral individual who holds clout and feels comfortable taking control to lead the engagement session

## Community Engagement Questions

Whether planning partners are engaging individual agencies/organizations one-on-one or through town hall meetings, they should come prepared to ask questions that will allow them to effectively communicate what they want to get across or information they want to receive. Questions asked may vary depending on the audience. For example, a neighbourhood-wide town hall session might include only a few open-ended questions that initiate a broad discussion about a range of safety and well-being concerns. A more focused community engagement session with a specific organization or sector might include questions that dive deeper into a specific risk, challenges in addressing that risk, and potential strategies to be actioned through the plan to mitigate those risks.

## Timelines

To ensure all required tasks are completed on time or prior to engagement, planning partners may wish to develop a work plan that clearly identifies all of the tasks that need to be completed in advance.

This may be done using a chart such as this:

Activity/Task	Lead(s)	Timelines
Prepare a presentation with discussion questions	Kate T. (municipality) and Shannon F. (public health)	Two weeks in advance of engagement session
Reach out to community organizations that work with vulnerable groups for assistance in getting them to the sessions	Fionne P. (municipality) and Emily G. (education)	Twelve weeks in advance of engagement session

## Tool 5 – Analyzing Community Risks

One of the ways partners involved in planning may choose to identify or validate local risks is through town hall meetings, where agencies/organizations and community members are provided with an opportunity to talk about their experiences with risk. Others may decide to have one-on-one meetings with community agencies/organizations or focus groups to discuss risks that are most common among those they serve.

This section is intended to assist planning partners in capturing the results of their community engagement, including who was engaged, what risks were identified, and how those risks can be analyzed and prioritized. This process will be crucial as they move towards developing risk-based approaches to safety and well-being.

### Summary of Community Engagement Sessions

Planning partners may begin by writing a summary of their community engagement sessions, including the time period in which they were conducted, types of outreach or communication used, successes, challenges and findings, and any other key pieces of information or lessons learned. They may then record the people, agencies/organizations and sectors that were engaged and participated in their community engagement sessions in a chart similar to the one below, in order to show the diverse perspectives that have fed into their plan, and to help assess whether there are any other groups or sectors that still need to be engaged.

Sector/Vulnerable Group	Organization/Affiliation
Health	Hospital Public Health Unit Community Care Access Centre
Education	School Board High School Principal Alternative Education Provider
Housing	Community Housing Office Landlords
Emergency responders	Police service/Ontario Provincial Police Fire Department Ambulance
Social services	Employment Centre Family/Parenting Support Services Community Recreation Centre Women's Shelters Local Indigenous Agencies
Mental health and addictions	Treatment/Rehabilitation Centre Mental Health Advocacy Addiction Support Group
Indigenous peoples	Band/Tribal Councils Local Indigenous community organizations (e.g., local Métis Councils) Local Indigenous service providers (e.g., Indigenous Friendship Centres)

At-risk youth	Youth from the Drop-in Centre
Seniors	Elder Abuse Response Team Community Support Service Agencies

## Identified Risks

Planning partners will then want to capture the risks identified through their community engagement, and indicate who has identified those risks. If a risk has been identified by many different sectors and agencies/organizations, it will demonstrate how widely the community is impacted by that risk, and will also indicate the range of partners that need to be engaged to address the risk. Examples of this kind of information are included in the table below.

Risk	Identifying Sectors/Organizations/Groups
Missing school – chronic absenteeism	principal, school board, police, parents in the community
Physical violence – physical violence in the home	women's shelter, police services, hospital, school, child welfare agency
Housing – person does not have access to appropriate housing	emergency shelter, police, mental health service provider, citizens

## Priority Risk Analysis

Once planning partners have compiled the risks identified through their community engagement, it is likely that some will stand out because they were referenced often and by many people, agencies/organizations. These risks should be considered for inclusion in the priority risks that will be addressed in the plan. The number of risks planning partners choose to focus on in their plan will vary between communities and will depend on the number of risks identified and their capacity to address each risk. For example, planning partners from larger communities where multiple risks have been identified may choose to have five priority risks in their plan. On the other hand, planning partners from smaller communities with multiple risks identified may choose to address three priority risks. Partners should not include more risks than they have the resources and capacity to address.

*“There are some priorities that seem to affect many sectors on different levels through preliminary discussion. Data reports and community engagement sessions will assist in the overall identification of prioritized risks for initial focus within the plan.” - Melissa Ceglie, City of Sault Ste. Marie*

Additionally, planning partners should refer to local research to support and/or add to priority risks identified during their community engagement. This is important as in order for plans to effectively increase a community's safety and well-being, they should focus on risks that **experience and evidence** show are prevalent. When analyzing the identified risks to determine which ones will be priorities, and how they would be addressed in the plan, planning partners may wish to walk through and answer the following questions for each risk:

- **What is the risk?**
  - For example, is the risk identified the real problem, or is it a symptom of something bigger? As with the above example of the risk of poor school attendance, planning partners might think about what is causing students to miss school, and consider whether that is a bigger issue worth addressing.
  - Which community members, agencies/organizations identified this risk, and how did they describe it (i.e., did different groups perceive the risk in a different way)?
- **What evidence is there about the risk – what is happening now?**
  - How is this risk impacting the community right now? What has been heard through community engagement?
  - Is there specific information or data about each risk available?
  - How serious is the risk right now? What will happen if the risk is not addressed?
- **What approach does the community use to address what is happening now?**
  - Incident response or enforcement after an occurrence;
  - Rapid intervention to stop something from happening;
  - Implement activities to reduce/change the circumstances that lead to the risk; or
  - Ensure that people have the supports they need to deal with the risk if it arises.
- **How could all of the approaches above be used to create a comprehensive strategy to address each priority risk that:**
  - Ensures all community members have the information or resources they need to avoid this risk;
  - Targets vulnerable people/groups that are more likely to experience this risk and provide them with support to prevent or reduce the likelihood or impact of this risk;
  - Ensures all relevant service providers work together to address shared high-risk clients in a quick and coordinated way; and
  - Provides rapid responses to incidents using the most appropriate resources/agencies?
- **Where will the most work need to be done to create a comprehensive strategy to address the risk? Who will be needed to help address any existing service gaps?**

### **Risk-driven Tracking Database**

Many communities have already started implementing strategies in the four planning areas of the Framework to address their local risks. In support of the planning process, the ministry initiated the Risk-driven Tracking Database to provide a standardized means of gathering de-identified information on situations of elevated risk of harm in the community.

The Risk-driven Tracking Database is one tool that can be used by communities to collect information about local priorities (i.e., risks, vulnerable groups and protective factors) and evolving trends to help inform the community safety and well-being planning process. It is recommended that this data be used in conjunction with other local data sources from various sectors.

For additional information on the Risk-driven Tracking Database, please contact [SafetyPlanning@Ontario.ca](mailto:SafetyPlanning@Ontario.ca).



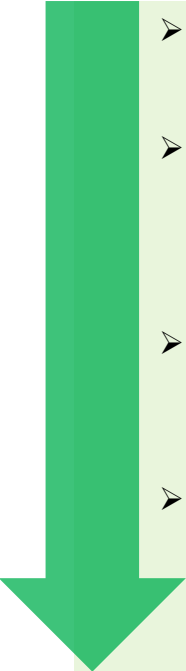
## Tool 6 – Performance Measurement

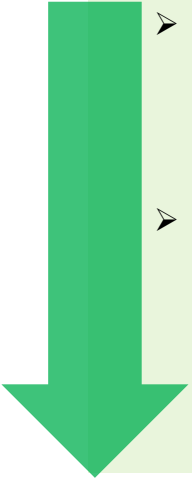
In the development stage of a plan, it is necessary to identify and understand the key risks and problems in the community and then to explore what can be done to address them.

In order to choose the best strategies and activities for the specific risk or problem at hand, partners involved in planning should seek out evidence of what works by conducting research or engaging others with experience and expertise in that area. Leverage the strengths of existing programs, services or agencies/organizations in the community and beyond to implement activities that are proven to achieve results and improve the lives of those they serve.

At the planning stage, it is also important to identify the intended outcomes of those activities in order to measure performance and progress made towards addressing identified problems. **Outcomes** are the positive impacts or changes activities are expected to make in a community. Some outcomes will be evident immediately after activities are implemented and some will take more time to achieve. Whether planning for incident response, mitigating elevated risk situations, working to reduce identified risks, or promoting and maintaining community safety and well-being through social development, it is equally important for planning partners to set and measure their efforts against predetermined outcomes.

When performance measurement focuses on outcomes, rather than completion of planned activities, it presents opportunities for ongoing learning and adaptation to proven good practice. Performance measurement can be incorporated into the planning process through a logical step-by-step approach that enables planning partners to consider all the components needed to achieve their long-term outcome, as outlined below.

- 
- Inputs: financial, human, material and information resources dedicated to the initiative/program (e.g., grant funding, dedicated coordinator, partners, analysts, evaluators, laptop, etc.).
  - Activities: actions taken or work performed through which inputs are used to create outputs (e.g., creation of an advisory committee and/or implementation team(s), development, enhancement or review of strategies in social development, prevention, risk intervention or incident response, etc.).
  - Outputs: direct products or services resulting from the implementation of activities (e.g., multi-sector collaboration, clients connected to service, development of a plan, completion of a program, etc.).
  - Immediate Outcomes: change that is directly attributable to activities and outputs in a short time frame. Immediate outcomes usually reflect increased awareness, skills or access for the target group (e.g., increased awareness among partners and the community about the plan and its benefits, increased protective factors as a result of a program being implemented like increased self-esteem, problem solving skills, etc.).

- 
- Intermediate Outcomes: Change that is logically expected to occur once one or more immediate outcomes have been achieved. These outcomes will take more time to achieve and usually reflect changes in behaviour or practice of the target group (e.g., increased capacity of service providers, improved service delivery, reduction of priority risks, etc.).
  - Long-term Outcome: The highest-level change that can reasonably be attributed to the initiative/program as a consequence of achievement of one or more intermediate outcomes. Usually represents the primary reason the initiative/program was created, and reflects a positive, sustainable change in the state for the target group (e.g., improved community safety and well-being among individuals, families and communities, reduced costs associated with and reliance on incident responses, etc.).

When choosing which outcomes to measure, it is important for planning partners to be realistic about what measurable impact their activities can be expected to have in the given timeframe. For example, their project goal might be to reduce the number of domestic violence incidents in the community. This would require sustainable changes in behaviour and it may take years before long-term trends show a measurable reduction. It may be easier to measure immediate to intermediate level outcomes such as increased speed of intervention in situations of high-risk for domestic violence, or increased use of support networks by victims or vulnerable groups.

**A logic model** should be completed during the planning phase of the plan in order to map out the above components for each identified risk or problem that will be addressed. Please see below for a logic model sample.

Following the identification of outcomes, corresponding indicators should be developed. An **indicator** is an observable, measurable piece of information about a particular outcome, which shows to what extent the outcome has been achieved. The following criteria should be considered when selecting indicators:

- relevance to the outcome that the indicator is intended to measure;
- understandability of what is being measured and reported within an organization and for partners;
- span of influence or control of activities on the indicator;
- feasibility of collecting reasonably valid data on the indicator;
- cost of collecting the indicator data;
- uniqueness of the indicator in relation to other indicators;
- objectivity of the data that will be collected on the indicator; and
- comprehensiveness of the set of indicators (per outcome) in the identification of all possible effects.

Outcomes, indicators and other information about the collection of indicator data should be mapped out early on in order to ensure that performance measurement is done consistently throughout the implementation of activities, and beyond, if necessary. This information forms the **performance measurement framework (PMF)** of the plan (or for each risk-based component of the plan). Please see below for a sample PMF template where this information may be captured.

A PMF should be completed to correspond with a logic model, as follows:

1. Specify the geographical **location**; a bounded geographical area or designated neighbourhood.
2. From the Logic Model, list the identified **outcomes** at the immediate, intermediate and long-term level, as well as the **outputs**. It is important to measure both outputs and outcomes – output indicators show that planning partners are doing the activities they set out to do, and outcome indicators show that their activities and outputs are having the desired impact or benefit on the community or target group.
3. Develop key performance **indicators**;
  - a. Quantitative indicators – these are numeric or statistical measures that are often expressed in terms of unit of analysis (the number of, the frequency of, the percentage of, the ratio of, the variance with, etc.).
  - b. Qualitative indicators – qualitative indicators are judgment or perception measures. For example, this could include the level of satisfaction from program participants and other feedback.
4. Record the **baseline data**; information captured initially in order to establish the starting level of information against which to measure the achievement of the outputs or outcomes.
5. Forecast the achievable **targets**; the “goal” used as a point of reference against which planning partners will measure and compare their actual results against.
6. Research available and current **data sources**; third party organizations that collect and provide data for distribution. Sources of information may include project staff, other agencies/organizations, participants and their families, members of the public and the media.
7. List the **data collection methods**; where, how and when planning partners will collect the information to document their indicators (i.e., survey, focus group).
8. Indicate data collection **frequency**; how often the performance information will be collected.
9. Identify who has **responsibility**; the person or persons who are responsible for providing and/or gathering the performance information and data.

## Sample Logic Model:

**PRIORITY/RISKS:** poor school performance, low literacy, low graduation rates

**VULNERABLE/TARGET GROUP:** youth and new immigrants

### LONG-TERM OUTCOME

Increased Community Safety and Well-Being

### INTERMEDIATE OUTCOME

Increased Educational Attainment

### IMMEDIATE OUTCOMES

- Community is better informed of issues faced related to community safety and well-being (education specifically)
- Impacts of not graduating from high-school communicated to students, community members and service providers
- Increased access to education for students in receipt of social assistance
- Expansion of lunch-time and after-school reading programs in schools

### OUTPUTS

- Forty-seven youth and youth service providers engaged in the plan
- Awareness of evidence-based strategies to increase graduation
- Partnerships created between local university, college, social services
- Twenty-five students from low income neighbourhoods provided access to free summer tutoring

### ACTIVITIES

- Distribution of engagement survey
- Community engagement sessions
- One-on-one meetings with local university, college and social services
- Broker partnerships between social services, neighbourhood hubs, library and school boards

### INPUTS

- Over 1,000 hours of the community safety and well-being planning coordinator's time
- Two thousand copies of an engagement survey
- Refreshment and transportation costs for engagement sessions
- Five hundred hours of the manager of strategic planning and community development's time
- Five hours of time dedicated by representatives of the local college, university, social service center, school board and library

## Sample Performance Measurement Framework:

Expected Outcomes	Indicators	Baseline Data	Targets	Data Sources	Data Collection Methods	Frequency	Responsibility
<b>Long-Term Outcomes</b> Use outcome from Logic Model - e.g., Increased community safety and well-being	# of people employed	employment rate from the year the plan starts	5% increase	municipality	collect from municipality	every 2 years (the plan is for 4 years)	municipality
<b>Intermediate Outcomes</b> Use outcomes from Logic Model - e.g., Increased educational attainment	# of students graduated from high-school	graduation rate from the year the plan starts	5% increase	school board(s)	collect from school boards	at the end of every school year	school board
<b>Immediate Outcomes</b> Use outcomes from Logic Model - e.g., Community is better informed of issues faced related to community safety and well-being (education specifically)	# of community members that have attended engagement sessions	no comparison - would start from "0"	200 people	municipal community safety and well-being planning coordinator	collect attendance sheets at the end of every session	at the end of the first year of planning	municipal community safety and well-being planning coordinator
<b>Outputs</b> Use outputs from Logic Model - e.g., 25 students from low income neighbourhoods provided access to free tutoring	# of students that have completed the tutoring program	no comparison - would start from "0"	100% completion	social service tutors	collect attendance sheets	each year at the end of summer	social services manager running the program

## Appendix A – Information Sharing

There are many different types of activities that may be used to address priority risks in each of the four planning areas. Collaborative, multi-sectoral risk intervention models, such as Situation Tables, are one example of initiatives that are widely used across the province in risk intervention. They involve multi-sector service providers assisting individuals, families, groups and places facing acutely elevated risk of harm by connecting them to resources in the community within 24 to 48 hours. As information sharing has been identified by many communities as a barrier to the success of these models, this section was developed to provide guidance. In addition to the information sharing guidance below, the Risk-driven Tracking Database is another tool available to support communities implementing their multi-sectoral risk intervention models (see Tool 5 – Analyzing Community Risks).

While the following speaks specifically to multi-sectoral risk intervention models, the importance of sharing information in each of the four planning areas cannot be understated. In order for planning to be effective, multi-sector agencies and organizations must work together, including sharing information in social development on long-term planning and performance data between sectors, in prevention on aggregate data and trends to inform priority risks, in risk intervention on risks facing individuals, families, groups and places and in incident response on a situation at hand.

### Guidance on Information Sharing in Multi-Sectoral Risk Intervention Models

Please note that not all aspects of the information sharing principles and Four Filter Approach outlined below are prescribed in legislation and many may not be mandatory for your specific agency or organization. Together, they form a framework intended to guide professionals (e.g., police officers, educators from the school boards, mental health service providers, etc.) that are engaged in multi-sectoral risk intervention models (e.g., Situation Tables) that involve sharing information.

The sharing of personal information and personal health information (“personal information”) requires compliance with the Freedom of Information and Protection of Privacy Act (FIPPA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Personal Health Information Protection Act (PHIPA), and/or other pieces of legislation by which professionals are bound (e.g., the Youth Criminal Justice Act). With that, before engaging in a multi-sectoral risk intervention model, all professionals should familiarize themselves with the applicable legislation, non-disclosure and information sharing agreements and professional codes of conduct or policies that apply to their respective agency or organization.

Considerations should also be made for undergoing a Privacy Impact Assessment (PIA) and entering into a confidentiality agreement. Conducting a PIA and entering into information sharing agreements is recommended to ensure that adequate standards for the protection of personal information are followed.

For information on PIAs, refer to the “Planning for Success: Privacy Impact Assessment Guide” and “Privacy Impact Assessment Guidelines for the Ontario Personal Health Information Protection Act” which are available on the Information and Privacy Commissioner of Ontario website.

Once the decision has been made to participate in a multi-sectoral risk intervention model, such as a Situation Table, agencies/organizations should also ensure transparency by making information about their participation publicly available, including the contact information of an individual who can provide further information or receive a complaint about the agency/organization's involvement.

\*Note: Information contained below should not be construed as legal advice.

## **Information Sharing Principles for Multi-Sectoral Risk Intervention Models**

Information sharing is critical to the success of collaborative, multi-sectoral risk intervention models and partnerships that aim to mitigate risk and enhance the safety and well-being of Ontario communities. Professionals from a wide range of sectors, agencies and organizations are involved in the delivery of services that address risks faced by vulnerable individuals and groups. These professionals are well-placed to notice when an individual(s) is at an acutely elevated risk (see definition outlined on page 46) of harm, and collaboration among these professionals is vital to harm reduction.

Recognizing that a holistic, client-centered approach to service delivery is likely to have the most effective and sustainable impact on improving and saving lives, professionals involved in this approach, who are from different sectors and governed by different privacy legislation and policy, should consider the following common set of principles. It is important to note that definitive rules for the collection, use and disclosure of information are identified in legislation, and the following principles highlight the need for professional judgment and situational responses to apply relevant legislation and policy for the greatest benefit of individual(s) at risk.

### **Consent**

Whenever possible, the ideal way to share personal information about an individual is by first obtaining that individual's consent. While this consent may be conveyed by the individual verbally or in writing, professionals should document the consent, including with respect to the date of the consent, what information will be shared, with which organizations, for what purpose(s), and whether the consent comes with any restrictions or exceptions.

When a professional is engaged with an individual(s) that they believe is at an acutely elevated risk of harm, and would benefit from the services of other agencies/ organizations, they may have the opportunity to ask that individual(s) for consent to share their personal information. However, in some serious, time-sensitive situations, there may not be an opportunity to obtain consent. In these instances, professionals should refer to pieces of legislation, including privacy legislation, which may allow for the sharing of personal information absent consent.

With or without consent, professionals may only collect, use or disclose information in a manner that is consistent with legislation (i.e., FIPPA, MFIPPA, PHIPA and/or other applicable legislation to which the agency/organization is bound), and they must always respect applicable legal and policy provisions.

## **Professional Codes of Conduct**

It is the responsibility of all professionals to consider and adhere to their relevant professional codes of conduct and standards of practice. As in all aspects of professional work, any decision to share information must be executed under appropriate professional discipline. This presumes the highest standards of care, ethics, and professional practice (e.g., adherence to the policies and procedures upheld by the profession) will be applied if and when personal information is shared. Decisions about disclosing personal information must also consider the professional, ethical and moral integrity of the individuals and agencies/organizations that will receive the information. The decision to share information must only be made if the professional is first satisfied that the recipient of the information will also protect and act upon that information in accordance with established professional and community standards and legal requirements. As this relates to collaborative community safety and well-being practices, this principle reinforces the need to establish solid planning frameworks and carefully structured processes.

## **Do No Harm**

First and foremost, this principle requires that professionals operate to the best of their ability in ways that will more positively than negatively impact those who may be at an acutely elevated risk of harm. Decisions to share information in support of an intervention must always be made by weighing out the benefits that can be achieved for the well-being of the individual(s) in question against any reasonably foreseeable negative impact associated with the disclosure of personal information. This principle highlights what professionals contemplate about the disclosure of information about an individual(s) in order to mitigate an evident, imminent risk of harm or victimization. This principle ensures that the interests of the individual(s) will remain a priority consideration at all times for all involved.

## **Duty of Care**

Public officials across the spectrum of human services assume within their roles a high degree of professional responsibility – a duty of care – to protect individuals, families and communities from harm. For example, the first principle behind legislated child protection provisions across Canada is the duty to report, collaborate, and share information as necessary to ensure the protection of children. Professionals who assume a duty of care are encouraged to be mindful of this responsibility when considering whether or not to share information.

## **Due Diligence and Evolving Responsible Practice**

The Office of the Information and Privacy Commissioner of Ontario (IPC) is available and willing to provide general privacy guidance to assist institutions and health information custodians in understanding their obligations under FIPPA, MFIPPA and PHIPA. These professionals are encouraged to first seek any clarifications they may require from within their respective organizations, as well as to document, evaluate and share their information sharing-related decisions in a de-identified manner, with a view to building a stronger and broader base of privacy compliant practices, as well as evidence of the impact and effectiveness of information sharing. The IPC may be contacted by email at [info@ipc.on.ca](mailto:info@ipc.on.ca), or by telephone (Toronto Area: 416-326-3333, Long Distance: 1-800-387-0073 (within Ontario), TDD/TTY: 416-325-7539). Note that FIPPA,



MFIPPA and PHIPA provide civil immunity for any decision to disclose or not to disclose made reasonably in the circumstances and in good faith.

### **Acutely Elevated Risk**

For the purposes of the following Four Filter Approach, “acutely elevated risk” refers to any situation negatively affecting the health or safety of an individual, family, or specific group of people, where professionals are permitted in legislation to share personal information in order to eliminate or reduce imminent harm to an individual or others.

For example, under section 42(1)(h) of FIPPA, section 32(h) of MFIPPA and section 40(1) of PHIPA, the following permissions are available.

Section 42(1)(h) of FIPPA and section 32(h) of MFIPPA read:

An institution shall not disclose personal information in its custody or under its control except, in compelling circumstances affecting the health or safety of an individual if upon disclosure notification is mailed to the last known address of the individual to whom the information relates.

\*Note: written notification may be made through methods other than mail to the last known address. The individual should be provided with a card or document listing the names and contact information of the agencies/organizations to whom their personal information was disclosed at filters three and four, at or shortly after the time they are provided information on the proposed intervention.

Section 40(1) of PHIPA reads:

A health information custodian may disclose personal health information about an individual if the custodian believes on reasonable grounds that the disclosure is necessary for the purpose of eliminating or reducing a significant risk of serious bodily harm to a person or group of persons.

“Significant risk of serious bodily harm” includes a significant risk of both serious physical as well as serious psychological harm. Like other provisions of PHIPA, section 40(1) is subject to the mandatory data minimization requirements set out in section 30 of PHIPA.

### **Four Filter Approach to Information Sharing**

In many multi-sectoral risk intervention models, such as Situation Tables, the discussions may include sharing limited personal information about an individual(s) such that their identity is revealed. For that reason, the Ministry encourages professionals to obtain express consent of the individual(s) before the collection, use and disclosure of personal information. If express consent is obtained to disclose personal information to specific agencies/organizations involved in a multi-sectoral risk intervention model for the purpose of harm reduction, the disclosing professional may only rely on consent to disclose personal information and collaborate with the specific agencies/organizations and only for that purpose.

If it is not possible to obtain express consent and it is still believed that disclosure is required, professionals in collaborative, multi-sectoral risk intervention models are encouraged to comply with the Four Filter Approach outlined below.

Under the Four Filter Approach, the disclosing agency/organization must have the authority to disclose and each recipient agency/organization must have the authority to collect the information. The question of whether an agency/organization “needs-to-know” depends on the circumstances of each individual case.

### **Filter One: Initial Agency/Organization Screening**

The first filter is the screening process by the professional that is considering engaging partners in a multi-sectoral intervention. Professionals must only bring forward situations where they believe that the subject individual(s) is at an acutely elevated risk of harm as defined above. The professional must be unable to eliminate or reduce the risk without bringing the situation forward to the group. This means that each situation must involve risk factors beyond the agency/organization’s own scope or usual practice, and thus represents a situation that could only be effectively addressed in a multi-sectoral manner. Professionals must therefore examine each situation carefully and determine whether the risks posed require the involvement of multi-sectoral partners. Criteria that should be taken into account at this stage include:

- The intensity of the presenting risk factors, as in: Is the presenting risk of such concern that the individual’s privacy intrusion may be justified by bringing the situation forward for multi-sectoral discussion?
- Is there a significant and imminent risk of serious bodily harm if nothing is done?
- Would that harm constitute substantial interference with the health or well-being of a person and not mere inconvenience to the individual or a service provider?
- Did the agency/organization do all it could to mitigate the risks before bringing forward the situation?
- Do the risks presented in this situation apply to the mandates of multiple agencies/organizations?
- Do multiple agencies/organizations have the mandate to intervene or assist in this situation?
- Is it reasonable to believe that disclosure to multi-sectoral partners will help eliminate or reduce the anticipated harm?

Before bringing a case forward, professionals should identify in advance the relevant agencies or organizations that are reasonably likely to have a role to play in the development and implementation of the harm reduction strategy.

### **Filter Two: De-identified Discussion with Partner Agencies/Organizations**

At this stage, it must be reasonable for the professional to believe that disclosing information to other agencies/organizations will eliminate or reduce the risk posed to, or by, the individual(s). The professional then presents the situation to the group in a de-identified format, disclosing only descriptive information that is reasonably necessary. Caution should be exercised even when disclosing de-identified information about the risks facing an individual(s), to ensure that later identification of the individual(s) will not inadvertently result in disclosure beyond that which is necessary at filter three. This disclosure should focus on the information necessary to determine whether the situation as presented appears to meet, by consensus of the table, both the threshold of acutely elevated risk, outlined above, and the need for or benefit from a multi-agency intervention, before any identifying personal information is disclosed.

The wide range of sectors included in the discussion is the ideal setting for making a decision as to whether acutely elevated risk factors across a range of professionals are indeed present. If the circumstances do not meet this threshold, no personal information may be disclosed and no further discussion of the situation should occur. However, if at this point the presenting agency/organization decides that, based on the input and consensus of the table, disclosing limited personal information (e.g., the individual's name and address) to the group is necessary to help eliminate or reduce an acutely elevated risk of harm to an individual(s), the parties may agree to limited disclosure of such information to those agencies/organizations at filter three.

### **Filter Three: Limited Identifiable Information Shared**

If the group concludes that the threshold of acutely elevated risk is met, they should determine which agencies/organizations are reasonably necessary to plan and implement the intervention. Additionally, the presenting agency should inform the table of whether the individual has consented to the disclosure of his or her personal information to any specific agencies/organizations. All those agencies/organizations that have not been identified as reasonably necessary to planning and implementing the intervention must then leave the discussion until dialogue about the situation is complete. The only agencies/organizations that should remain are those to whom the individual has expressly consented to the disclosure of his or her personal information, as well as those that the presenting agency reasonably believes require the information in order to eliminate or reduce the acutely elevated risk(s) of harm at issue.

Identifying information may then be shared with the agencies/organizations that have been identified as reasonably necessary to plan and implement the intervention at filter four.

Any notes captured by any professionals that will not be involved in filter four must be deleted. Consistency with respect to this “need-to-know” approach should be supported in advance by way of an information sharing agreement that binds all the involved agencies/organizations.

\*Note: It is important that the agencies/organizations involved in multi-sectoral risk intervention models be reviewed on a regular basis. Agencies/organizations that are rarely involved in interventions should be removed from the table and contacted only when it is determined that their services are required.

### **Filter Four: Full Discussion Among Intervening Agencies/Organizations Only**

At this final filter, only agencies/organizations that have been identified as having a direct role to play in an intervention will meet separately to discuss limited personal information required in order to inform planning for the intervention. Disclosure of personal information in such discussions shall remain limited to the personal information that is deemed necessary to assess the situation and to determine appropriate actions. Sharing of information at this level should only happen to enhance care.

After that group is assembled, if it becomes clear that a further agency/organization should be involved, then professionals could involve that party bearing in mind the necessary authorities for the collection, use and disclosure of the relevant personal information.

If at any point in the above sequence it becomes evident that resources are already being provided as required in the circumstances, and the professionals involved are confident that elevated risk is already being mitigated, there shall be no further discussion by the professionals other than among those already engaged in mitigating the risk.

## **The Intervention**

Following the completion of filter four, an intervention should take place to address the needs of the individual, family, or specific group of people and to eliminate or mitigate their risk of harm. In many multi-sectoral risk intervention models, the intervention may involve a “door knock” where the individual is informed about or directly connected to a service(s) in their community. In all cases, if consent was not already provided prior to the case being brought forward (e.g., to a Situation Table), obtaining consent to permit any further sharing of personal information in support of providing services must be a priority of the combined agencies/organizations responding to the situation. If upon mounting the intervention, the individual(s) being offered the services declines, no further action (including further information sharing) will be taken.

It is important to note that institutions such as school boards, municipalities, hospitals, and police services are required to provide written notice to individuals following the disclosure of their personal information under section 42(1)(h) of FIPPA and section 32(h) of MFIPPA (see note on page 46). Even where this practice is not required, we recommend that all individuals be provided with written notice of the disclosure of their personal information. This should generally be done when the intervention is being conducted. In the context of multi-sectoral risk intervention models, such written notices should indicate the names and contact information of all agencies to whom the personal information was disclosed at filters three and four, whether verbally or in writing.

## **Report Back**

This “report back” phase involves professionals receiving express consent from the individual(s) to provide an update regarding their intervention to the group, including to those who did not participate in the intervention. This may involve reporting back, in a de-identified manner, on pertinent information about the risk factors, protective factors and agency/organization roles that transpired through the intervention. In the absence of express consent of the individual(s), the report back must be limited to the date of closure and an indication that the file can be closed or whether the intervening agencies need to discuss further action. If the file is being closed, limited information may be shared regarding the reason for closure (e.g., connected to service).

## Appendix B – Engaging Youth

Many communities that tested the framework and toolkit identified youth as a priority group for their plan, facing risk factors such as coming from a single parent family, leaving care, unsupervised children, etc. There is also significant research literature that supports the active participation and inclusion of youth in decision-making as a way of addressing exclusion and marginalization. This section was developed for adults in communities that are undertaking the community safety and well-being planning process to help them understand a youth perspective and how to meaningfully engage youth.

### Benefits of Youth Engagement

The following are some of the benefits to engaging youth in the community safety and well-being planning process:

- opportunity for new understanding of the lived reality of youth;
- opportunity to inform broader community safety and well-being plans, and other initiatives that may be developed to address identified risk areas;
- opportunity to breakdown stereotypes/assumptions about young people. In particular, assumptions related to risk areas that may involve youth;
- long-term opportunity for creation of on-the-ground community policies and programs that are increasingly responsive to the needs of youth;
- shared learning of current issues as youth often raise questions that have not been thought of by adults;
- new ideas, energy and knowledge;
- creates healthy and positive community connections between youth and adults, leading to social cohesion; and
- opportunity to ask what youth are traditionally excluded from and offers an opportunity to get them to the table.

Additionally, the following are benefits that youth engagement can have on the youth themselves:

- build pride/self-esteem for being contributors to a larger purpose (i.e., local plans with a youth perspective);
- opportunities to build skills, for example:
  - **communication** – opportunities for youth to assist in the creation of material (i.e., advertisement, pamphlets, etc.);
  - **analytical** – opportunities to analyze and interpret information that is gathered to inform the plan from a different perspective;
- connection to positive adult(s); and
- inclusion and a voice into what is happening in the community.

### Practical Tips

The following are some practical tips for engaging youth during the community safety and well-being planning process.

## **Explaining the Project**

- Create youth-friendly materials about community safety and well-being planning – posters, postcards and social media, such as Facebook, Twitter, etc.
- Work with youth to define how they will participate by allowing the youth to help co-create the purpose of their engagement and their role in planning.
- When young people are able to design and manage projects, they feel some sense of ownership in the project. Involvement fosters motivation, which fosters competence, which in turn fosters motivation for future projects.
- Explain upfront what their role will be. Try and negotiate roles honestly while ensuring any promises made are kept.
- Try for a meaningful role, not just token involvement, such as one-off consultation with no follow-up.

## **Collaboration**

- Adults should collaborate with youth and not take over.
- Provide youth with support and training (e.g., work with existing community agencies to host consultation sessions, ask youth allies and leaders from communities to facilitate consultation, recruit youth from communities to act as facilitators and offer support and training, etc.).
- Partner with grassroots organizations, schools and other youth organizations. By reaching out to a variety of organizations, it is possible to gather a wider range of youth perspectives.
- Provide youth with opportunities to learn and develop skills from the participation experience. For example, an opportunity to conduct a focus group provides youth with the opportunity to gain skills in facilitation and interviewing.

## **Assets**

- Look at youth in terms of what they have to offer to the community and their capacities – not just needs and deficits.
- Understand that working with youth who are at different ages and stages will help adults to recognize how different youth have strengths and capacities.
- Ask youth to help map what they see as community assets and community strengths.

## **Equity and Diversity**

- Identify diverse groups of youth that are not normally included (e.g., LGBTQ (Lesbian, gay, bi-sexual, two-spirited, transgendered, questioning, queer), racialized youth, Indigenous youth, Francophone youth, youth with disabilities, immigrant youth, etc.).
- Proactively reach out to youth and seek the help of adults that the youth know and already trust.
- When working with diverse communities, find people that can relate to youth and their customs, cultures, traditions, language and practices.
- Understand and be able to explain why you are engaging with particular groups of youth and what you will do with the information that you gather.

## Forming an Advisory Group

One way of gathering youth perspectives is to form a youth advisory group.

- Look for a diversity of participants from wide variety of diverse backgrounds. For example, put a call out to local youth-serving organizations, schools, etc.
- Spend time letting the youth get to know each other and building a safe space to create a dialogue.
- Depending on the level of participation, have youth and/or their parents/guardians sign a consent form to participate in the project.
- Keep parents/guardians of the youth involved and up-to-date on progress.
- Find different ways for youth to share their perspectives as not all youth are ‘talkers’. Engage youth through arts, music and taking photos.
- An advisory group provides a good opportunity for youth to socialize with peers in a positive environment and to work as a team.

## Recognition and Compensation

- Youth advisory group members can be volunteers, but try to compensate through small honorariums and by offering food and covering transportation costs where possible. This will support youth that might not traditionally be able to get involved.
- Recognition does not have to be monetary. For example, meaningful recognition of the youth’s participation can include letters for community service hours or a letter that can be included in a work portfolio that describes in detail their role in the initiative.

## Appendix C – Engaging Seniors

There are many reasons to engage seniors (those aged 65 and over) in the development of local plans. For example, encouraging youth and providing them with opportunities to form relationships with seniors may help to reduce intergenerational gaps. Demographic aging is also impacting many Ontario communities as older persons increasingly make up greater portions of the population. The importance of safety and security for older Ontarians has been recognized under Ontario's Action Plan for Seniors and a growing number of initiatives present opportunities to connect community safety and well-being planning to seniors and their service providers. This section was developed to assist partners involved in the community safety and well-being planning process to identify opportunities to engage seniors and create linkages with other activities that are already underway.

### Benefits of Seniors' Engagement

Engaging seniors in the community safety and well-being planning process is a natural extension of the roles that they already play in their communities, as employees, volunteers, or members of various agencies/organizations. It may involve direct engagement with seniors themselves, senior's agencies/organizations or service providers, and provide an:

- opportunity for new understanding of the lived reality of seniors;
- opportunity to breakdown stereotypes/assumptions about older people and the contributions they can make to their communities;
- long-term opportunity for creation of on-the-ground community policies and programs that are increasingly responsive to the needs of seniors and the shared benefits these may have for people of all ages;
- source for new ideas, energy, knowledge and experience; and
- opportunity to create healthy and positive community connections between people of all ages, leading to social cohesion.

Additionally, the following are benefits that engagement can have on the seniors themselves:

- provide opportunities to apply skills and share knowledge with other generations;
- maintain or enhance social connections; and
- build a sense of inclusion and voice into what is happening in the community as a contributor to a larger community purpose.

### Building Connections

The following are some opportunities and considerations for engaging seniors during the community safety and well-being planning process.



## Seniors Organizations

Seniors are members of many local agencies/organizations and a number of large senior's agencies/organizations have local chapters across the province. Partnering with a variety of these groups will allow for a wide range of seniors' perspectives and access to the diverse strengths and capacities of seniors from different ages and lived experience. For more information on seniors agencies/organizations that may be active in your community, please refer to the Ontario Seniors' Secretariat website.

When reaching out to seniors, planning partners are encouraged to consider the following approaches to ensure diversity and equity:

- identify diverse groups of seniors (e.g., LGBTQ, Indigenous seniors and elders, older adults with disabilities, immigrant or newcomer seniors);
- identify individuals/groups that can relate to seniors and their customs, cultures, traditions, language and practices; and
- when forming advisory groups with seniors' representation, consider compensation options such as small honorariums or offering food and covering transportation costs where possible (this will support seniors that might not traditionally be able to get involved).

## Service Providers

When forming an advisory group or other engagement approaches that include service provider perspectives, consider reaching out to agencies/organizations that are familiar with the needs of older adults, including:

- Community Care Access Centres;
- Long Term Care Homes, Retirement Homes, or seniors housing providers;
- police services, including those with Seniors Liaison Officers and Crimes against Seniors Units;
- Elderly Person Centres;
- community support service agencies (funded by Local Health Integration Networks to provide adult day programs, meal delivery, personal care, homemaking, transportation, congregate dining, etc.);
- Municipal Recreation and Health and Social Service Departments; and
- Social Planning Councils and Councils on Aging.

## Local Linkages

Existing local engagement and planning mechanisms may be leveraged to help connect seniors and service providers throughout the community safety and well-being planning process. By making these linkages, synergies and efficiencies may be achieved. Some of these mechanisms may include:

- Seniors/Older Adult Advisory Committees
  - Established by local governments to seek citizen and stakeholder input into the planning and delivery of municipal services that impact older adults.

- Local Elder Abuse Prevention Networks
  - There are over 50 local networks across the province that help address the needs of vulnerable seniors and the complex nature of elder abuse. They link health, social services and justice agencies/organizations to improve local responses to elder abuse and help deliver public education, training, and facilitate cross-sectoral knowledge exchange between front-line staff, often including advice on managing elder abuse cases. Contact information for local elder abuse prevention networks can be found on the Elder Abuse Ontario website.
- Age-Friendly Community (AFC) Planning Committees
  - Based on the World Health Organization's eight dimension framework, the AFC concept highlights the importance of safe and secure environments, social participation and inclusion, all of which are aligned with senior's participation in the community safety and well-being planning process.
  - Many communities are developing AFC plans to help create social and physical environments that allow people of all ages, including seniors, to participate fully in their communities. Local AFC planning committees are being established to lead the completion of needs assessments and multi-sectoral planning. To support planning, the Ontario Seniors' Secretariat has created an AFC Planning Guide and an AFC Planning Grant Program. More information about AFCs and local activity underway can be found on the Ministry of Seniors Affairs website.
- Accessibility Advisory Committees
  - Under the *Ontarians with Disabilities Act, 2001*, municipalities with more than 10,000 residents have to establish local accessibility advisory committees. Most of the members of these committees are people with disabilities, including seniors.
  - Over 150 Ontario municipalities have set up local accessibility advisory committees. The committees work with their local councils to identify and break down barriers for people with disabilities.
  - Engaging accessibility advisory committees in community safety and well-being planning would contribute to the development of inclusive policies and programs that serve all members of a community. For more information about Accessibility Laws, please visit the Government of Ontario accessibility laws web page.

## Appendix D – Engaging Indigenous Partners

Engaging and collaborating with Indigenous partners, including those who are First Nations, Inuit and Métis, is an important part of local community safety and well-being efforts. Ontario has the largest Indigenous population in Canada, with 85 per cent of Indigenous peoples in Ontario living in urban and rural areas.<sup>1</sup> Indigenous peoples are also the youngest, most diverse and rapidly growing population<sup>2</sup> in Canada and continue to present unparalleled opportunities through their values, innovative practices and approaches that can enhance the lives of all Canadians.

Cultural responsiveness is crucial to the community safety and well-being planning process and should be captured in the development of strategies and programs that are identified in local plans. By including community specific culture and identity as part of planning, it will enable the development of sustainable and strategic programming at the local level. Communities should acknowledge that effective planning involves understanding and responding to the unique factors and inequalities that different groups face. For example, Indigenous peoples may face specific risk factors due to the impact of historical events, such as colonialism and assimilation policies. In addition, social emergencies that overwhelm services in Indigenous communities can also impact services delivered by surrounding municipalities.

Building relationships with Indigenous partners early in the planning process can help ensure that local plans incorporate the strengths, perspectives, contributions and needs of Indigenous peoples, organizations and communities. By respecting each other's priorities and perspectives, municipalities can build trust with Indigenous partners. This can also help to develop relationships, respond to potentially challenging issues and work collaboratively to achieve social and economic well-being for all community members.

This section has been developed as a guide for municipalities that are undertaking the community safety and well-being planning process in understanding how to meaningfully engage and collaborate with Indigenous partners.

### Outcomes of Indigenous Engagement

The following are some of the positive outcomes that can be realized by working with Indigenous partners as part of the community safety and well-being planning process:

- Creating and supporting communities where Indigenous peoples feel safe, have a sense of belonging, and are seen as equal contributors to the decisions that affect community safety and well-being;
- Establishing partnerships and positive relationships founded in mutual respect;
- Gaining an understanding of, and better responding to, the lived realities of Indigenous peoples and the intergenerational trauma that they face;
- Acknowledging and addressing systemic biases within existing systems and breaking down stereotypes impacting Indigenous peoples;
- Co-developing culturally relevant solutions to meet the unique and diverse needs of Indigenous peoples;

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<sup>1</sup> Statistics Canada, 2016 Census

<sup>2</sup> Statistics Canada, 2016 Census

- Creating new or supporting existing grassroots community strategies that are well-grounded in cultural recognition, led by Indigenous peoples and communities, and have shared, long-term benefits for all community members.

## Key Principles for Engagement

When engaging with Indigenous partners, there is not a one-size fits all approach, as each partner offers a unique perspective and may have specific governance structures, engagement processes or protocols that should be respected.

The following are some key principles to consider when engaging and collaborating with Indigenous partners during the community safety and well-being planning process:

- **Take time to build trust and understanding:** When engaging with Indigenous partners, it may take several meetings to build a strong connection, due to factors such as historical events, cultural protocols and availability of resources. Successful engagement occurs in the context of effective working relationships, which are developed over time and built on respect and trust. Be willing to develop lasting relationships.
- **Know the history:** Before you enter the conversation, you should have some understanding of the relationships between Indigenous and non-Indigenous communities. Learn from local Indigenous community members, political/organizations' leadership, provincial Indigenous organizations, Elders, youth and others, to understand the historical and present day circumstances. The Report and Calls to Action from the Truth and Reconciliation Commission of Canada can also be a useful resource to guide discussions.
- **Understand the impact of lived experiences:** Recognize that many Indigenous peoples, communities and organizations are dealing with the intergenerational and on-going impact of colonization. Indigenous partners may be at different stages in reconnecting and reclaiming their cultural traditions and teachings and therefore engagement and collaboration may have different outcomes for everyone involved. Consideration of additional diversities that exist within and between Indigenous peoples and communities will also strengthen the outcomes of this work.
- **Be prepared for the conversation:** Step into your conversations with a good sense of what you can bring to a partnership and establish clear expectations. Invest in your staff to be ready for the conversation, for example a starting point could include participating in Indigenous cultural competency training. Further, knowledge of protocol creates a stable foundation of mutual respect, and sets the tone for the engagement. It is common practice when meeting with Indigenous partners to acknowledge the territory and follow any cultural protocol to start new relationships in a positive way.
- **Identify shared priorities and objectives:** Engagement is an opportunity to collaborate with Indigenous partners. When determining objectives for engagement, a best practice is to work with Indigenous partners to develop an engagement process that works for everyone. Be open to creating a joint agenda of issues and priorities and work together to develop initiatives and strategies.
- **Engage early and often:** Indigenous partners are often engaged at the end of a project's development when there is little opportunity to provide meaningful input. Engage Indigenous partners early on in a project's development and work together to determine the best approach for engagement. Ask Indigenous partners how they would like to be involved and develop clear roles and responsibilities that will support and strengthen mutual accountability. For example, invite Indigenous community representatives or organizations to participate on the advisory committee as part of the community safety and well-being planning process.

- **Have reasonable timelines and create safe spaces for engagement:** Effective planning requires you to build in adequate timelines for partners to respond to requests for engagement. Recognize that different Indigenous partners may have unique circumstances which impact their ability to participate in engagement sessions. Engagement should be culturally safe and accessible for all who want to participate.

As a starting point for engagement, reach out and ask if and how Indigenous partners may wish to be involved. Municipalities may look to engage members and/or leadership of urban Indigenous communities within the municipality, neighbouring First Nation communities (e.g., Band/Tribal Councils), First Nation police services, local Indigenous community organizations (e.g., local Métis Councils), provincial Indigenous organizations (e.g., Tungasuvvingat Inuit) and local Indigenous service providers (e.g., Indigenous Friendship Centres).

For additional guidance, municipalities should refer to Ontario's Urban Indigenous Action Plan, which has been co-developed by the Government of Ontario, the Ontario Federation of Indigenous Friendship Centres, the Métis Nation of Ontario and the Ontario Native Women's Association. It is a resource and guide that supports the development of responsive, inclusive policies, programs and evaluations with, and that meet the needs of, urban Indigenous communities.

## Appendix E – Definitions

**Acutely elevated risk:** a situation negatively affecting the health or safety of an individual, family, or specific group of people where there is a high probability of imminent and significant harm to self or others (e.g., offending or being victimized, lapsing on a treatment plan, overt mental health crisis situation, etc.). In these situations, agencies and organizations may be permitted in legislation to share personal information in order to prevent imminent harm. This often involves circumstances that indicate an extremely high probability of the occurrence of victimization from crime or social disorder, where left unattended, such situations will require targeted enforcement or other emergency, incident response.

**Collaboration:** individuals, agencies or organizations, working together for a common purpose; acknowledging shared responsibility for reaching consensus in the interest of mutual outcomes; contributing complementary capabilities; willing to learn from each other; and benefiting from diverse perspectives, methods and approaches to common problems.

**Community engagement:** the process of inviting, encouraging and supporting individuals, human services agencies, community-based organizations and government offices and services to collaborate in achieving community safety and well-being.

**Community safety and well-being:** the ideal state of a sustainable community where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.

**Crime prevention:** the anticipation, recognition and appraisal of a crime risk and the actions taken – including the integrated community leadership required – to remove or reduce it.

**Evidence-based:** policies, programs and/or initiatives that are derived from or informed by the most current and valid empirical research or practice that is supported by data and measurement.

**Partners:** agencies, organizations, individuals from all sectors, and government which agree to a common association toward mutual goals of betterment through shared responsibilities, complementary capabilities, transparent relationships, and joint decision-making.

**Protective factors:** positive characteristics or conditions that can moderate the negative effects of risk factors and foster healthier individuals, families and communities, thereby increasing personal and/or community safety and well-being.

**Risk factors:** negative characteristics or conditions in individuals, families, communities or society that may increase social disorder, crime or fear of crime, or the likelihood of harms or victimization to persons or property.

**Social determinants of health:** the conditions in which people are born, grow, work, live, and age, and the wider set of forces and systems shaping the conditions of daily life. These are protective factors of health and well-being including access to income, education, employment and job security, safe and healthy working conditions, early childhood development, food security, quality housing, social inclusion, cohesive social safety network, health services, and equal access to all of the qualities, conditions and benefits of life without regard to any socio-demographic differences. The social determinants of health are the same factors which affect individual, family and community safety and well-being.

## Appendix F – Risk and Protective Factors

The following definitions were adopted, created and/or refined by the ministry in consultation with its community and provincial partners. They are complementary to the risk and protective factors identified in the *Crime Prevention in Ontario: A Framework for Action* booklet, and are also consistent with the Risk-driven Tracking Database. They are intended to guide partners involved in the community safety and well-being planning process as they identify local risks to safety and well-being and develop programs and strategies to address those risks. These risk and protective factors are commonly used by communities across the province that have implemented multi-sectoral risk intervention models.

### Risk Factors

#### Antisocial/Problematic Behaviour (Non-criminal)

Risk Factor	Definition
Antisocial/Negative Behaviour - antisocial/negative behaviour within the home	resides where there is a lack of consideration for others, resulting in damage to other individuals or the community (i.e., obnoxious/disruptive behaviour)
Antisocial/Negative Behaviour - person exhibiting antisocial/negative behaviour	is engaged in behaviour that lacks consideration of others, which leads to damages to other individuals or the community (i.e., obnoxious/disruptive behaviour)
Basic Needs - person neglecting others' basic needs	has failed to meet the physical, nutritional or medical needs of others under their care
Basic Needs - person unable to meet own basic needs	cannot independently meet their own physical, nutritional or other needs
Elder Abuse - person perpetrator of elder abuse	has knowingly or unknowingly caused intentional or unintentional harm upon older individuals because of their physical, mental or situational vulnerabilities associated with the aging process
Gambling - chronic gambling by person	regular and/or excessive gambling; no harm caused
Gambling - chronic gambling causes harm to others	regular and/or excessive gambling that causes harm to others
Gambling - chronic gambling causing harm to self	regular and/or excessive gambling; resulting in self-harm
Housing - person transient but has access to appropriate housing	has access to appropriate housing but is continuously moving around to different housing arrangements (i.e., couch surfing)
Missing - person has history of being reported to police as missing	has a history of being reported to police as missing and in the past has been entered in the Canadian Police Information Centre (CPIC) as a missing person



Risk Factor	Definition
Missing - person reported to police as missing	has been reported to the police and entered in CPIC as a missing person
Missing - runaway with parents' knowledge of whereabouts	has run away from home with guardian's knowledge but guardian is indifferent
Missing - runaway without parents knowledge of whereabouts	has run away and guardian has no knowledge of whereabouts
Physical Violence - person perpetrator of physical violence	has instigated or caused physical violence to another person (i.e., hitting, pushing)
Sexual Violence - person perpetrator of sexual violence	has been the perpetrator of sexual harassment, humiliation, exploitation, touching or forced sexual acts
Threat to Public Health and Safety - person's behaviour is a threat to public health and safety	is currently engaged in behaviour that represents danger to the health and safety of the community (i.e., unsafe property, intentionally spreading disease, putting others at risk)

## Criminal Involvement

Risk Factor	Definition
Criminal Involvement - animal cruelty	has been suspected, charged, arrested or convicted of animal cruelty
Criminal Involvement - arson	has been suspected, charged, arrested or convicted of arson
Criminal Involvement - assault	has been suspected, charged, arrested or convicted of assault
Criminal Involvement - break and enter	has been suspected, charged, arrested or convicted of break and enter
Criminal Involvement - damage to property	has been suspected, charged, arrested or convicted of damage to property
Criminal Involvement - drug trafficking	has been suspected, charged, arrested or convicted of drug trafficking
Criminal Involvement - homicide	has been suspected, charged, arrested or convicted of the unlawful death of a person
Criminal Involvement - other	has been suspected, charged, arrested or convicted of other crimes
Criminal Involvement - possession of weapons	has been suspected, charged, arrested or convicted of possession of weapons
Criminal Involvement - robbery	has been suspected, charged, arrested or convicted of robbery (which is theft with violence or threat of violence)
Criminal Involvement - sexual assault	has been suspected, charged, arrested or convicted of sexual assault
Criminal Involvement - theft	has been suspected, charged, arrested or convicted of theft
Criminal Involvement - threat	has been suspected, charged, arrested or convicted of uttering threats

## Education/Employment

Risk Factor	Definition
Missing School - chronic absenteeism	has unexcused absences from school without parental knowledge, that exceed the commonly acceptable norm for school absenteeism
Missing School - truancy	has unexcused absences from school without parental knowledge
Unemployment - person chronically unemployed	persistently without paid work
Unemployment - person temporarily unemployed	without paid work for the time being

## Emotional Violence

Risk Factor	Definition
Emotional Violence - emotional violence in the home	resides with a person who exhibits controlling behaviour, name-calling, yelling, belittling, bullying, intentional ignoring, etc.
Emotional Violence - person affected by emotional violence	has been affected by others falling victim to controlling behaviour, name-calling, yelling, belittling, bullying, intentional ignoring, etc.
Emotional Violence - person perpetrator of emotional violence	has emotionally harmed others by controlling their behaviour, name-calling, yelling, belittling, bullying, intentionally ignoring them, etc.
Emotional Violence - person victim of emotional violence	has been emotionally harmed by others who have controlled their behaviour, name-called, yelled, belittled, bullied, intentionally ignored them, etc.

## Family Circumstances

Risk Factor	Definition
Parenting - parent-child conflict	ongoing disagreement and argument between guardian and child that affects the functionality of their relationship and communication between the two parties
Parenting - person not providing proper parenting	is not providing a stable, nurturing home environment that includes positive role models and concern for the total development of the child
Parenting - person not receiving proper parenting	is not receiving a stable, nurturing home environment that includes positive role models and concern for the total development of the child
Physical Violence - physical violence in the home	lives with threatened or real physical violence in the home (i.e., between others)
Sexual Violence - sexual violence in the home	resides in a home where sexual harassment, humiliation, exploitation, touching, or forced sexual acts occur

Risk Factor	Definition
Supervision - person not properly supervised	has not been provided with adequate supervision
Supervision - person not providing proper supervision	has failed to provide adequate supervision to a dependant person (i.e., child, elder, disabled)
Unemployment - caregivers chronically unemployed	caregivers are persistently without paid work
Unemployment - caregivers temporarily unemployed	caregivers are without paid work for the time being

## Gang Issues

Risk Factor	Definition
Gangs - gang association	social circle involves known or supported gang members but is not a gang member
Gangs - gang member	is known to be a member of a gang
Gangs - threatened by gang	has received a statement of intention to be injured or have pain inflicted by gang members

## Housing

Risk Factor	Definition
Housing - person doesn't have access to appropriate housing	is living in inappropriate housing conditions or none at all (i.e., condemned building, street)

## Mental Health and Cognitive Functioning

Risk Factor	Definition
Cognitive Functioning - diagnosed cognitive impairment/limitation	has a professionally diagnosed cognitive impairment/limitation
Cognitive Functioning - suspected cognitive impairment/limitation	suspected of having a cognitive impairment/limitation (no diagnosis)
Cognitive Functioning - self-reported cognitive impairment/limitation	has reported to others to have a cognitive impairment/limitation
Mental Health - diagnosed mental health problem	has a professionally diagnosed mental health problem
Mental Health - grief	experiencing deep sorrow, sadness or distress caused by loss
Mental Health - mental health problem in the home	residing in a residence where there are mental health problems
Mental Health - not following prescribed treatment	not following treatment prescribed by a mental health professional; resulting in risk to self and/or others

Risk Factor	Definition
Mental Health - self-reported mental health problem	has reported to others to have a mental health problem(s)
Mental Health - suspected mental health problem	suspected of having a mental health problem (no diagnosis)
Mental Health - witnessed traumatic event	has witnessed an event that has caused them emotional or physical trauma
Self-Harm - person has engaged in self-harm	has engaged in the deliberate non-suicidal injuring of their own body
Self-Harm - person threatens self-harm	has stated that they intend to cause non-suicidal injury to their own body
Suicide - affected by suicide	has experienced loss due to suicide
Suicide - person current suicide risk	currently at risk to take their own life
Suicide - person previous suicide risk	has in the past, been at risk of taking their own life

## Neighbourhood

Risk Factor	Definition
Poverty - person living in less than adequate financial situation	current financial situation makes meeting the day-to-day housing, clothing or nutritional needs, significantly difficult
Social Environment - frequents negative locations	is regularly present at locations known to potentially entice negative behaviour or increase the risks of an individual to be exposed to or directly involved in other social harms
Social Environment - negative neighbourhood	lives in a neighbourhood that has the potential to entice negative behaviour or increase the risks of an individual to be exposed to or directly involved in other social harms

## Peers

Risk Factor	Definition
Negative Peers - person associating with negative peers	is associating with people who negatively affect their thoughts, actions or decisions
Negative Peers - person serving as a negative peer to others	is having a negative impact on the thoughts, actions or decision of others

## Physical Health

Risk Factor	Definition
Basic Needs - person unwilling to have basic needs met	person is unwilling to meet or receive support in having their own basic physical, nutritional or other needs met
Physical Health - chronic disease	suffers from a disease that requires continuous treatment over a long period of time

Risk Factor	Defintion
Physical Health - general health issue	has a general health issue which requires attention by a medical health professional
Physical Health - not following prescribed treatment	not following treatment prescribed by a health professional; resulting in risk
Physical Health - nutritional deficit	suffers from insufficient nutrition, causing harm to their health
Physical Health - physical disability	suffers from a physical impairment
Physical Health - pregnant	pregnant
Physical Health - terminal illness	suffers from a disease that cannot be cured and that will soon result in death

## Substance Abuse Issues

Risk Factor	Definition
Alcohol - alcohol abuse by person	known to excessively consume alcohol; causing self-harm
Alcohol - alcohol abuse in home	living at a residence where alcohol has been consumed excessively and often
Alcohol - alcohol use by person	known to consume alcohol; no major harm caused
Alcohol - harm caused by alcohol abuse in home	has suffered mental, physical or emotional harm or neglect due to alcohol abuse in the home
Alcohol - history of alcohol abuse in home	excessive consumption of alcohol in the home has been a problem in the past
Drugs - drug abuse by person	known to excessively use illegal/prescription drugs; causing self-harm
Drugs - drug abuse in home	living at a residence where illegal (or misused prescription drugs) have been consumed excessively and often
Drugs - drug use by person	known to use illegal drugs (or misuse prescription drugs); no major harm caused
Drugs - harm caused by drug abuse in home	has suffered mental, physical or emotional harm or neglect due to drug abuse in the home
Drugs - history of drug abuse in home	excessive consumption of drugs in the home has been a problem in the past

## Victimization

Risk Factor	Definition
Basic Needs - person being neglected by others	basic physical, nutritional or medical needs are not being met
Crime Victimization - arson	has been reported to police to be the victim of arson
Crime Victimization - assault	has been reported to police to be the victim of assault (i.e., hitting, stabbing, kicking, etc.)

Risk Factor	Definition
Crime Victimization - break and enter	has been reported to police to be the victim of break and enter (someone broke into their premises)
Crime Victimization - damage to property	has been reported to police to be the victim of someone damaging their property
Crime Victimization - other	has been reported to police to be the victim of other crime not mentioned above or below
Crime Victimization - robbery	has been reported to police to be the victim of robbery (someone threatened/used violence against them to get something from them)
Crime Victimization - sexual assault	has been reported to police to be the victim of sexual assault (i.e., touching, rape)
Crime Victimization - theft	has been reported to police to be the victim of theft (someone stole from them)
Crime Victimization - threat	has been reported to police to be the victim of someone uttering threats to them
Elder Abuse - person victim of elder abuse	has knowingly or unknowingly suffered from intentional or unintentional harm because of their physical, mental or situational vulnerabilities associated with the aging process
Gambling - person affected by the gambling of others	is negatively affected by the gambling of others
Gangs - victimized by gang	has been attacked, injured, assaulted or harmed by a gang in the past
Physical Violence - person affected by physical violence	has been affected by others falling victim to physical violence (i.e., witnessing; having knowledge of)
Physical Violence - person victim of physical violence	has experienced physical violence from another person (i.e., hitting, pushing)
Sexual Violence - person affected by sexual violence	has been affected by others falling victim to sexual harassment, humiliation, exploitation, touching or forced sexual acts (i.e., witnessing; having knowledge of)
Sexual Violence - person victim of sexual violence	has been the victim of sexual harassment, humiliation, exploitation, touching or forced sexual acts

## Protective Factors

### Education

Protective Factor	Definition
Academic achievement	successful at school (i.e., obtains good grades)
Access to/availability of cultural education	availability of programming and/or curriculum that includes cultural diversity, including First Nations, Francophone, etc.
Adequate level of education	has obtained at least their high school diploma

Protective Factor	Definition
Caring school environment	attends a school that demonstrates a strong interest in the safety and well-being of its students
Involvement in extracurricular activities	engaged in sports, school committees, etc., that provide stability and positive school experience
Positive school experiences	enjoys/enjoyed attending school and generally has/had a positive social experience while at school
School activities involving the family	school and family supports are connected through activities

## Family Supports

Protective Factor	Definition
Adequate parental supervision	caregivers are actively involved in ensuring safety and well-being
Both parents involved in childcare	two parents that are both strong, positive figures in their life
Family life is integrated into the life of the community	family life is integrated into the life of the community, creating strong social bonds
Open communication among family members	communication among family members allows for open and honest dialogue to discuss problems
Parental level of education	parents have at least received their high school diplomas
Positive relationship with spouse	relationship with spouse is positive and their spouse positively affects their thoughts, actions or decisions
Positive support within the family	positive and supportive caregivers/relatives whom they can rely on
Single parent family with a strong father or mother figure	although they are from a single parent family, they have one strong, positive father or mother figure
Stability of the family unit	consistent family environment
Strong family bond	relationships with parents and/or other family members based on bond which may prevent them from engaging in delinquent behaviour
Strong parenting skills	strong parental monitoring, discipline, clear standards and/or limits set with child/youth

## Financial Security and Employment

Protective Factor	Definition
Financial stability	financially stable and able to provide the necessities of life
Ongoing financial supplement	receiving a financial supplement which provides a regular non-taxable benefit (e.g., housing subsidy, Guaranteed Income Supplement, Old Age Security, Ontario Disability Support Program, etc.)

Protective Factor	Definition
Positive work environment	working in an environment that is safe, supportive and free of harassment/discrimination
Stable employment	steady paid employment
Temporary financial support	receiving a financial supplement on a short or fixed-term basis in order to overcome a temporary obstacle (e.g., Ontario Works, etc.)
Work life balance	positive use of time; employment schedule includes adequate down-time and time to pursue personal interests

## Housing and Neighbourhood

Protective Factor	Definition
Access to/availability of resources, professional services and social supports	access to/availability of resources, professional services and social supports
Access to stable housing	stable housing is available that they may access at any time
Appropriate, sustainable housing	lives in appropriate, sustainable housing, in which they are reasonably expected to remain
Housing in close proximity to services	lives in close proximity to resources, professional services and social supports
Positive, cohesive community	resides in a community that promotes positive thoughts and/or behaviour and has a reasonable level of social cohesion
Relationships established with neighbours	relationships with neighbours assist in providing a strong network of support

## Mental Health

Protective Factor	Definition
Accessing resources/services related to mental health	currently accessing resources and/or services (i.e., involved in counselling, seeing a psychologist, addictions counselling, etc.)
Adaptability	ability and willingness to adjust to different situations while communicating and building relationships
Personal coping strategies	the ability to solve/minimize personal and interpersonal problems related to stress or conflict
Self-efficacy	belief in their own ability to complete tasks and reach goals; self-motivated
Self esteem	positive perceptions of his/her self-worth
Taking prescribed medication	taking prescribed medication for a mental health disorder in accordance with doctor's instructions



## Physical Health

Protective Factor	Definition
Accessing consistent resources/services to improve on-going physical health issue	established and ongoing medical support for a chronic health issue through a consistent service provider
Accessing resources/services to improve a temporary physical health issue	accessing resources and/or services to treat a short-term illness or injury
Demonstrates commitment to maintaining good physical health	exercises regularly, eats a balanced diet
Positive physical health	appears to be in good physical health
Primary care physician	has a family doctor

## Pro-social/Positive Behaviour

Protective Factor	Definition
Optimism and positive expectations for future	has a positive expectation for their future which could lead to positive decisions/behaviour
Positive interpersonal skills	the ability to interact positively and work effectively with others
Positive pro-social behaviours	engages in activities/behaviours that positively impact others prompted by empathy, moral values, sense of personal responsibility (e.g., sharing, volunteering, etc.)
Sense of responsibility	takes responsibility for their own actions
Strong engagement/affiliation in community, spiritual and/or cultural activities	involved in positive activities with cultural, religious, spiritual and/or social groups that strengthen community ties and social support
Strong problem-solving skills	the ability to address issues and solve day-to-day problems in an effective, calm manner

## Social Support Network

Protective Factor	Definition
Close friendships with positive peers	associates with people who positively affect their thoughts, actions or decisions
High level of trust in community support services	believes community support services are willing/able to help/influence them in a positive way
High level of trust in police	believes the police are willing/able to help them in a positive way
Positive role models/relationship with adult	engagement with a positive role model/adult who they receive support from and can look up to

## Appendix G – Community Safety and Well-Being Plan Sample

The following is an example of what a plan may look like. It is intended to guide local partners involved in the community safety and well-being planning process as they summarize work undertaken in the development of their plan. While planning partners should include information in their plan related to the headings below (i.e., members of their advisory committee and implementation team(s), overview of community engagement, risks, activities and outcomes, etc.) it is left up to local discretion.

A plan is meant to be a living document, and should be updated as communities move forward in their work. While the plan itself will be important for planning partners to stay organized and inform the community of the way forward, the most valuable outcomes from this process will be improved coordination of services, collaboration, information sharing and partnerships between local government, agencies and organizations and an improved quality of life for community members.

### **Municipality/First Nation: Municipality of Grassland**

#### **Coordinator(s):**

Coordinator: Claudia T., Social Services, Municipality of Grassland

Co-Coordinator: Steffie A., Department Head, Grassland Catholic School Board

#### **Grassland Community Safety and Well-Being Planning Committee Members (Advisory Committee):**

- Claudia T., Municipality of Grassland (Social Services)
- Silvana B., Municipality of Grassland (Communications)
- Steffie A., Grassland Catholic School Board
- James L., Grassland Public School Board
- Morgan T., Community Elder
- Fionne Y., Children's Mental Health Centre
- Yoko I., Grassland Hospital
- Stephanie L., Social Services
- Shannon C., Ontario Works
- Ram T., Ontario Disability Support Program
- Emily J., Grassland Police Services Board
- Nicole P., Grassland Police Service
- Sheniz K., Grassland Probation and Parole
- Stephen W., Local Indigenous Agency
- Oscar M., University of Grassland, Data Analytics

## **Community Background:**

The Grassland community has a population of 64,900, with approximately 40% made up of those between the ages of 15 and 29. There are 54% males and 46% females in the community. The majority of residents living in Grassland were born in Grassland, with only 20% coming from another community, province or country. As a result, most of the population is English speaking; however, there are some smaller neighbourhoods with a strong presence of French-speaking individuals. Most residents of Grassland are single, with 30% of the population being married or in a common-law relationship; there is also a high presence of single-parent households. Most of the land is residential, with several retail businesses in the downtown core. Households living in Grassland have an average annual income of \$65,000.

## **Community Engagement:**

To support the identification of local risks, partners involved in the development of Grassland's community safety and well-being plan hosted two community engagement sessions at the community centre. The first session had 25 participants, and the second session had 53 participants. Each of these sessions were open to the public, and included representation from a variety of agencies/organizations from a wide range of sectors, including but not limited to local elementary and secondary schools, university, hospital, community agencies, private businesses, addictions support centres, mental health centres, long-term care homes, retirement homes and child welfare organizations. Members of the public and vulnerable groups also attended, including youth and seniors themselves. A number of open-ended questions were posed at the engagement sessions to encourage and facilitate discussion, such as: What is the Grassland community doing well to ensure the safety and well-being of its residents? What are challenges/issues in the Grassland community and opportunities for improvement?

To receive more specific information regarding risks, planning partners conducted 14 one-on-one meetings with community agencies/organizations (some attended the town-hall meeting and some did not). These meetings were initiated by the municipal coordinator, as she grew up in the community and already had a strong working relationship with many of these agencies/organizations. Questions were asked such as: What are the barriers to success that you see in your organization? What are the risks most often faced by the individuals and families that you serve? Agencies/organizations that were engaged during this phase include:

- Grassland Catholic School Board
- Employment Centre
- Children's Mental Health Centre
- Grassland Hospital
- Ontario Works
- Grassland Police Service
- Grassland Senior's Association
- Local Homeless Shelter
- Organization that works with offenders
- Addictions Centre
- Women's Shelter
- Local First Nations and Métis Organization
- Francophone Organization
- LGBTQ Service Organization

## Priority Risks:

The following risks were selected by the planning committee as priorities to be focused on in their four year plan:

- Low Educational Attainment Rates
  - At the town-hall community engagement sessions, members of the public and the local school boards identified a lack of educational attainment in Grassland. Statistics provided by Ontario Works also indicated that Grassland has an above-average number of individuals being financially supported by their services that have not obtained their high-school diploma. The local school boards have noticed a significant increase in the number of individuals dropping out before they reach grade 12 in the past two years. This was supported by statistics received from Statistics Canada, which show Grassland having a significantly high number of people that have not completed high-school compared to other municipalities of a similar size.
- Mental Health
  - Mental health was identified most frequently (12 out of 14) by the agencies/organizations that were engaged on a one-on-one basis as being a risk faced by many of the individuals and families they serve.
- Domestic Violence
  - Statistics provided by the Grassland Police Service indicate that they respond to more calls related to domestic violence than any other type of incident. Grassland also has the largest women's shelter within the region; it is often over-populated with women having to be referred to services outside of the municipality.

## Implementation Teams and Members:

- Increasing Educational Attainment Working Group
  - **Purpose:** to increase educational attainment in Grassland by creating awareness about the impacts of dropping out of school and ensuring youth receive the support they need to graduate.
  - **Membership:** this group includes representation from the planning committee as well as organizations that were engaged during community engagement whose mandate aligns with this group's purpose. Specifically, membership consists of:
    - Julie M., Grassland Catholic School Board
    - Ray A., Grassland Public School Board
    - Shannon C., Ontario Works
    - Ram T., Ontario Disability Support Program
    - Claudia T., Municipality of Grassland (Social Services)
    - Sam S., Employment Centre
    - Stephen W., Local Indigenous Agency
    - Allan R., youth living in the community
- Mental Health Task Force
  - **Purpose:** to ensure Grassland community members who are experiencing mental health issues are properly diagnosed and have access to the most appropriate service provider who can assist in addressing their needs.
  - **Membership:** this group has been in place for the past two years and was identified after completing an asset mapping exercise of existing bodies as a body that could be responsible for coordinating/developing strategies related to mental health. Existing members will continue to be on this implementation team and include:

- Mary M., Municipality of Grassland (Social Services)
- Fionne Y., Children's Mental Health Centre
- James Y., Grassland Hospital
- Susan B., Addictions Centre
- Todd S., Grassland Catholic School Board
- Lynn W., Grassland Public School Board
- Morgan T., Community Elder
- Domestic Violence Prevention Working Group
  - **Purpose:** to ensure victims of domestic violence are receiving the proper supports from the most appropriate service provider and are provided with assistance in leaving their abusive relationships.
  - **Membership:** this group includes representation from the planning committee as well as organizations that were engaged during community engagement whose mandate aligns with this group's purpose. Specifically, membership consists of:
    - Emily J., Grassland Police Service
    - Aiesha Z., Women's Shelter
    - Stephanie L., Social Services
    - Lisah G., Social Services
    - Kail L., Grassland Hospital
    - Frank C., Victim Services
    - Sean D., Local Indigenous Agency

## Plans to Address Priority Risk

### Priority Risk #1: Low Educational Attainment

Approximately 20% of the population of Grassland has not obtained their high school diploma. As a result, employment opportunities for these individuals are limited and the average household income is much lower than the provincial average. This has resulted in an increase in property crime in the past several years as these individuals strive to provide for themselves and their families.

**Vulnerable Group:** youth between the ages of 12-17

**Risk Factors:** missing school – chronic absenteeism, truancy, low literacy, low educational attainment, learning difficulties, behavioural problems

**Protective Factors:** positive school experiences, optimism and positive expectations for future, self-esteem, positive support within the family

### Activities:

- Broker partnerships between social services, neighbourhood hubs, library and school boards (social development) – this will be done collectively by the Increasing Educational Attainment Working Group
- Community engagement sessions involving youth (prevention) – this will be done at the onset by the planning committee
- One-on-one meetings with local university, college and social services (prevention) – this will be done at the onset by the planning committee

- Review outcomes of lunch-time and after-school reading programs in schools to consider enhancement and expansion (prevention)
- Implement the Violent Threat Risk Assessment Protocol (risk intervention) – this will be a joint effort of the Grassland Catholic and Public School Boards

#### **Immediate Outcomes:**

- Community is better informed of issues faced related to community safety and well-being (education specifically)
- Impacts of not graduating from high-school communicated to students, community members and service providers
- Increased access to education for students in receipt of social assistance
- Expansion of lunch-time and after-school reading programs in schools
- A coordinated approach to supporting youth who pose a risk of violence to themselves or others
- Better school experiences for troubled youth

#### **Intermediate Outcomes:**

- Increase graduations rates

#### **Long-Term Outcomes:**

- Increase community safety and well-being through an increase in employment rates and income levels

#### **Priority Risk #2: Mental Health**

More than 50% of the Grassland Police Services' social disorder calls are responding to those with a mental health issue. This has created tension within the community as the police are not properly equipped to handle these types of situations. These individuals are becoming involved in the criminal justice system, rather than receiving the support that they require.

**Vulnerable Group:** individuals between the ages of 15 and 45

**Risk Factors:** poor mental health, learning difficulties, low self-esteem, impulsivity, mistreatment during childhood, neglect

**Protective Factors:** self-esteem, adaptability, housing in close proximity to services, access to/availability of resources, professional services and social supports

#### **Activities:**

- Broker partnerships between mental health service providers (social development) – this will be done collectively by the Mental Health Task Force
- Community engagement sessions (prevention) – this will be done at the onset by the Planning Committee
- One-on-one meetings with local mental health service providers (prevention) – this will be done at the onset by the planning committee and additional meetings will also be arranged by the Mental Health Task Force
- Broker partnerships with private sector building development companies with the aim of increasing housing opportunities in priority neighbourhoods (prevention) – this will be done by the Mental Health Task Force

- Implementation of the Youth Outreach Under 18 Response Service to eliminate service gaps for youth on waitlists by providing them with short-term support until other services may be accessed (risk intervention) – this will be led by the Children’s Mental Health Centre
- Implementation of an evidence-based collaborative model of police and mental health workers responding to mental health calls together (e.g., COAST) (incident response)

#### **Immediate Outcomes:**

- Mental health service providers interacting to reduce a duplication of services
- Individuals experiencing mental health issues receiving support from the most appropriate service provider
- Individuals in the community are aware and more sensitive to those experiencing mental health issues
- Individuals experiencing mental health issues are connected to stable housing that is in close proximity to services
- Development of relationship with private sector building companies

#### **Intermediate Outcomes:**

- The level of mental health service availability meets the needs of the population

#### **Long-Term Outcomes:**

- Increase community safety and well-being through availability of affordable housing in areas of need due to partnership between the municipality and private sector building company

#### **Priority Risk #3: Domestic Violence**

There are a significant number of women (as well as some men) in Grassland in violent relationships. While the severity varies between cases, many of these victims continue to return to their spouses after the police have been involved. As a result, there are a significant number of children being taken away from their families and being put into foster care.

**Vulnerable Group:** women and children in the community

**Risk Factors:** physical violence in the home, emotional violence in the home, mistreatment during childhood, parent’s own abuse/neglect as a child, unsupportive/abusive spouses, young mothers

**Protective Factors:** self-esteem, positive relationship with spouse, strong family bond, positive support within the family, stability of the family unit

#### **Activities:**

- Engage women’s shelters, local hospital and police to create an anti-relationship-violence campaign (social development) – this will be done collectively by the Domestic Violence Prevention Working Group with support from the municipality
- Engagement of victims in community engagement (prevention) – this will be done at the onset by the planning committee and additional meetings will also be arranged by the Domestic Violence Prevention Working Group
- Implementation of a healthy relationships program (prevention) – this will be a joint effort of the local Women’s Shelter and Grassland Hospital

- Implementation of a Situation Table to ensure individuals at risk of victimization and/or harm are connected to a service provider before an incident occurs (risk intervention) – this will be led by the municipality with participation from all planning committee members and other agencies/organizations who were engaged one-on-one

**Immediate Outcomes:**

- Increase victim's awareness of services in the community
- Awareness of the impact of domestic violence on children
- Enrolment in a healthy relationships program for those who have been arrested for domestic-violence related offences
- Connecting individuals with acutely elevated risk to service

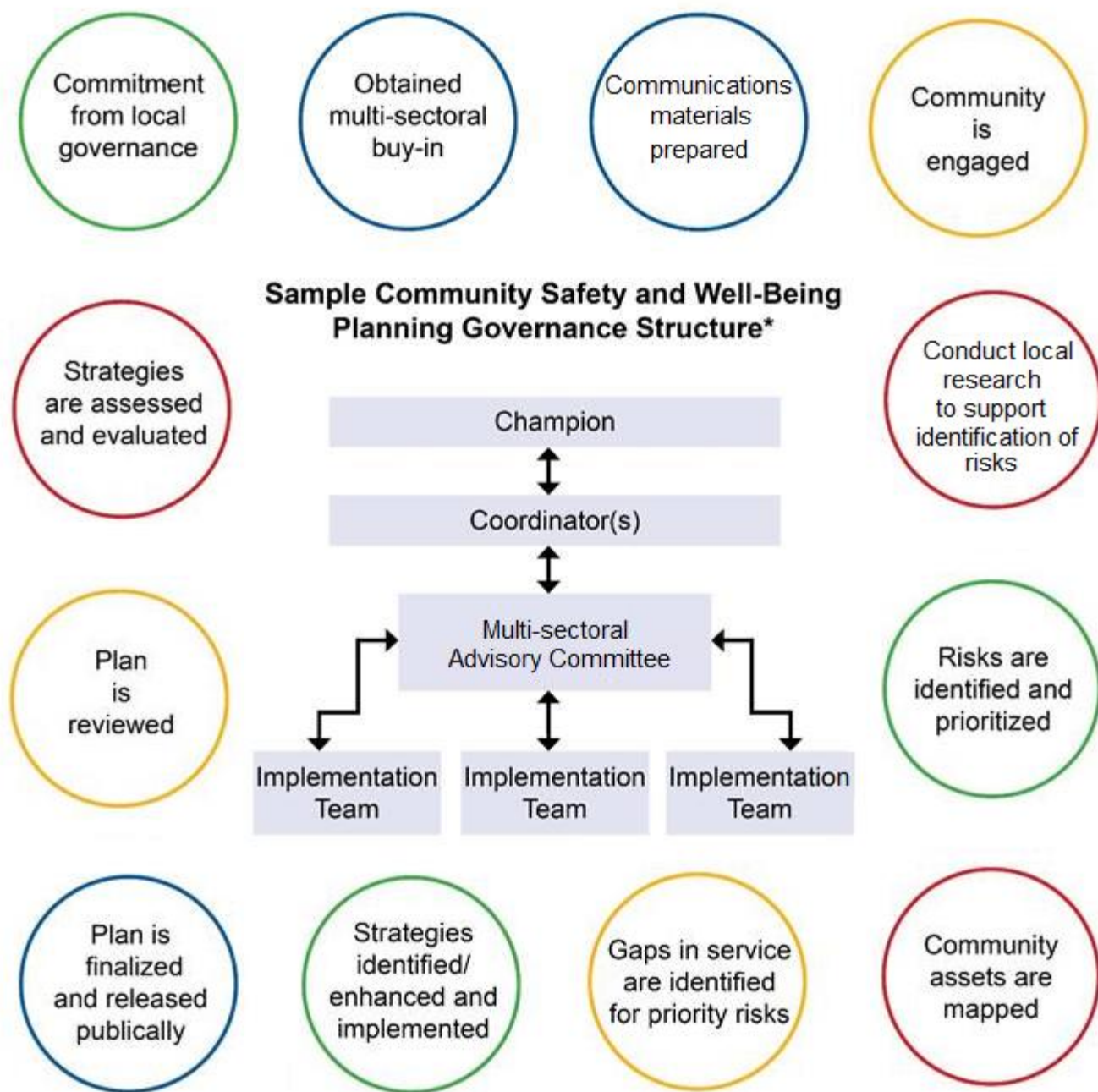
**Intermediate Outcomes:**

- Victims of domestic violence are provided with the support they require to leave their situation and/or victims and perpetrators are provided with the support they require to improve their situation

**Long-Term Outcomes:**

- Increase community safety and well-being





**\*Note: governance structures may look different in each community**

This diagram includes an example of a governance structure for the community safety and well-being planning process. The roles and responsibilities of the participants represented in this diagram are highlighted in Tool 1: Participants, Roles and Responsibilities. The diagram also highlights different steps to the community safety and well-being planning process that are described throughout this document. As community safety and well-being planning may look different in each community, the different steps can be flexible and adaptable for each community across Ontario.

Thank you for your commitment to community safety and well-being planning. The ministry welcomes your thoughts, comments and input on this booklet. Please send your comments to [SafetyPlanning@Ontario.ca](mailto:SafetyPlanning@Ontario.ca).

In addition, the ministry would also like to thank our inter-ministerial, policing and community partners who participated in the development of this booklet, including the pilot communities who tested components of the community safety and well-being planning framework and toolkit. Thank you for your ongoing support and feedback throughout this process.

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**MEMORANDUM TO:** All Chiefs of Police and  
Interim Commissioner G.J. (Gary) Couture  
Chairs, Police Services Boards

**FROM:** Stephen Waldie, for  
Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** Support for Community Safety and Well-Being Planning

<b>DATE OF ISSUE:</b>	<b>January 17, 2019</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>19-0004</b>
<b>PRIORITY:</b>	<b>Medium</b>

I am pleased to provide you with an update on the Ministry of Community Safety and Correctional Services' efforts to ensure that municipal, policing, and community partners have the necessary supports as we move forward with the new legislative requirements related to community safety and well-being planning.

As you are aware, on January 1, 2019, new legislative amendments to the *Police Services Act, 1990* came into force which mandate municipalities to prepare and adopt community safety and well-being plans. As part of these legislative changes, municipalities are required to work in partnership with police services and other various sectors, including health/mental health, education, community/social services and children/youth services as they undertake the planning process. Municipalities have two years from the in-force date to prepare and adopt their first community safety and well-being plan (i.e., by January 1, 2021). Municipalities also have the flexibility to develop joint plans with neighbouring municipalities and/or First Nations communities, which may be of value to create the most effective community safety and well-being plan that meets the unique needs of the area.

First Nations communities are encouraged to undertake the same community safety and well-being planning process; however, they are not required by legislation to do so. The ministry continues to explore opportunities to support and encourage First Nations communities to engage in this type of planning process.

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These amendments support Ontario's modernized approach to community safety and well-being, which involves taking an integrated approach to service delivery by working collaboratively across sectors to proactively address crime and complex social issues on a sustainable basis.

As a first step to supporting communities with the planning process, the ministry will be offering webinars beginning in February 2019. The webinars will provide an overview of the new legislative requirements related to community safety and well-being planning, as well as guidance on how to develop and implement effective plans. Please refer to Attachment 1 for more details. In addition, the ministry has also developed a Frequently Asked Questions document to provide more information and clarification related to community safety and well-being planning (see Attachment 2). We encourage you to share these attachments with staff within your organization, as well as any other relevant partners.

Municipalities, First Nations communities, and their local partners are encouraged to continue to utilize the *Community Safety and Well-being Planning Framework: A Shared Commitment in Ontario* booklet to support the planning process (see Attachment 3). This booklet has recently been updated to include reference to the new legislative requirements, an additional critical success factor that highlights the importance of cultural responsiveness in the planning process, and a new resource to assist municipalities with engaging local Indigenous partners. The updated version is also available on the ministry's website at <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSSOPlanningFramework.html>.

We greatly appreciate your continued support as we move forward with this modernized approach to community safety and well-being together. If you have any questions, please contact Tiana Biordi, Community Safety Analyst at [Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca) or Jwan Aziz, Community Safety Analyst at [Jwan.Aziz@ontario.ca](mailto:Jwan.Aziz@ontario.ca).

Sincerely,



Stephen Waldie, for  
Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachments

# Community Safety and Well-Being Planning Webinars

## Webinar 1:

Thursday February 14, 2019

1:00 p.m. – 3:00 p.m.

R.S.V.P. by Monday February  
4, 2019



## Webinar 2:

Thursday February 21, 2019

10:00 a.m. – 12:00 p.m.

R.S.V.P. by Monday February  
4, 2019

The Ministry of Community Safety and Correctional Services will be hosting webinars to support municipalities, their policing and community partners in learning about community safety and well-being planning.

The webinars will include an overview of:

- the new legislative requirements related to community safety and well-being planning;
- the Community Safety and Well-being Planning Framework; and
- details related to the community safety and well-being planning process.

If you have any questions about the webinars, please contact:  
[SafetyPlanning@ontario.ca](mailto:SafetyPlanning@ontario.ca)

To sign up for the webinars, please email [SafetyPlanning@ontario.ca](mailto:SafetyPlanning@ontario.ca)

Additional information on the webinars will be provided following notification of attendance.

**Frequently Asked Questions: New Legislative Requirements related to  
Mandating Community Safety and Well-Being Planning**

**1) What is community safety and well-being (CSWB) planning?**

CSWB planning involves taking an integrated approach to service delivery by working across a wide range of sectors, agencies and organizations (including, but not limited to, local government, police services, health/mental health, education, social services, and community and custodial services for children and youth) to proactively develop and implement evidence-based strategies and programs to address local priorities (i.e., risk factors, vulnerable groups, protective factors) related to crime and complex social issues on a sustainable basis.

The goal of CSWB planning is to achieve the ideal state of a sustainable community where everyone is safe, has a sense of belonging, access to services and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.

**2) Why is CSWB planning important for every community?**

CSWB planning supports a collaborative approach to addressing local priorities through the implementation of programs/strategies in four planning areas, including social development, prevention, risk intervention and incident response. By engaging in the CSWB planning process, communities will be able to save lives and prevent crime, victimization and suicide.

Further, by taking a holistic approach to CSWB planning it helps to ensure those in need of help receive the right response, at the right time, and by the right service provider. It will also help to improve interactions between police and vulnerable Ontarians by enhancing frontline responses to those in crisis.

To learn more about the benefits of CSWB planning, please see Question #3.

**3) What are the benefits of CSWB planning?**

CSWB planning has a wide-range of positive impacts for local agencies/organizations and frontline service providers, as well as the broader community, including the general public. A few key benefits are highlighted below:

- Enhanced communication and collaboration among sectors, agencies and organizations;
- Transformation of service delivery, including realignment of resources and responsibilities to better respond to priorities and needs;
- Increased understanding of and focus on local risks and vulnerable groups;
- Ensuring the appropriate services are provided to those individuals with complex needs;
- Increased awareness, coordination of and access to services for community members and vulnerable groups;
- Healthier, more productive individuals that positively contribute to the community; and
- Reducing the financial burden of crime on society through cost-effective approaches with significant return on investments.

**4) When will the new legislative requirements related to CSWB planning come into force and how long will municipalities have to develop a plan?**

The new legislative requirements related to CSWB planning came into force on January 1, 2019, as an amendment to the *Police Services Act, 1990* (PSA), and municipalities have two years from this date to develop and adopt a plan (i.e., by January 1, 2021). The CSWB planning provisions are outlined in Part XI of the PSA.

This timeframe was based on learnings and feedback from the eight pilot communities that tested components of the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet (see Question #33 for more information on the pilot communities).

In the circumstance of a joint plan, all municipalities involved must follow the same timeline to prepare and adopt their first CSWB plan (see Question #10 for more information on joint plans).

**5) What are the main requirements for the CSWB planning process?**

A CSWB plan must include the following core information:

- Local priority risk factors that have been identified based on community consultations and multiple sources of data, such as Statistics Canada and local sector-specific data;
- Evidence-based programs and strategies to address those priority risk factors; and
- Measurable outcomes with associated performance measures to ensure that the strategies are effective and outcomes are being achieved.

As part of the planning process, municipalities are required to establish an advisory committee inclusive of, but not limited to, representation from the local police service board, as well as the Local Health Integration Networks or health/mental health services, educational services, community/social services, community services to children/youth and custodial services to children/youth.

Further, municipalities are required to conduct consultations with the advisory committee, members of public, including youth, members of racialized groups and of First Nations, Métis and Inuit communities, as well as community organizations that represent these groups.

To learn more about CSWB planning, please refer to the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet. The booklet contains practical guidance on how to develop a plan, including a sample CSWB plan.

**6) Who is responsible for developing a CSWB plan?**

As per the PSA, the responsibility to prepare and adopt a CSWB plan applies to:

- Single-tier municipalities;
- Lower-tier municipalities in the County of Oxford and in counties; and
- Regional municipalities, other than the County of Oxford.

First Nations communities are also being encouraged to undertake the CSWB planning process but are not required to do so by the legislation.

**7) Are the lower-tier municipalities within a region also required to develop a local CSWB plan?**

In the case of regional municipalities, the obligation to prepare and adopt a CSWB plan applies to the regional municipality, not the lower-tier municipalities within the region. Further, the lower-tier municipalities are not required to formally adopt the regional plan (i.e., by resolution from their municipal council).

However, there is nothing that would prohibit any of the lower-tier municipalities within a region from developing and adopting their own CSWB plan, if they choose, but it would be outside the legislative requirements outlined in the PSA.

**8) Why is the Government of Ontario mandating CSWB planning to the municipality?**

CSWB planning is being mandated to municipalities to ensure a proactive and integrated approach to address local crime and complex social issues on a sustainable basis. Municipalities will have a leadership role in identifying their local priority risks in the community and addressing these risks through evidence-based programs and strategies, focusing on social development, prevention and risk intervention.

It is important to remember that while the municipality is designated the lead of CSWB planning, developing and implementing a CSWB plan requires engagement from all sectors.

**9) If a band council decides to prepare a CSWB plan, do they have to follow all the steps outlined in legislation (e.g., establish an advisory body, conduct engagement sessions, publish, etc.)?**

First Nations communities may choose to follow the process outlined in legislation regarding CSWB planning but are not required to do so.

**10) Can municipalities create joint plans?**

Yes, municipalities can create a joint plan with other municipalities and/or First Nation band councils. The same planning process must be followed when municipalities are developing a joint plan.

**11) What is the benefit of creating a joint plan (i.e., more than one municipal council and/or band council) versus one plan per municipality?**

It may be of value to collaborate with other municipalities and/or First Nations communities to create the most effective CSWB plan that meets the needs of the area. For example, if many frontline service providers deliver services across neighbouring municipalities or if limited resources are available within a municipality to complete the planning process, then municipalities may want to consider partnering to create a joint plan that will address the unique needs of their area. Additionally, it may be beneficial for smaller municipalities to work together with other municipal councils to more effectively monitor, evaluate and report on the impact of the plan.



**12) When creating a joint plan, do all municipalities involved need to formally adopt the plan (i.e., resolution by council)?**

Yes, as prescribed in legislation, every municipal council shall prepare, and by resolution, adopt a CSWB plan. The same process must be followed for a joint CSWB plan (i.e., every municipality involved must pass a resolution to adopt the joint plan).

**13) What are the responsibilities of an advisory committee?**

The main role of the advisory committee is to bring various sectors' perspectives together to provide strategic advice and direction to the municipality on the development and implementation of their CSWB plan.

Multi-sectoral collaboration is a key factor to successful CSWB planning, as it ensures an integrated approach to identifying and addressing local priorities. An ideal committee member should have enough knowledge about their respective sector to identify where potential gaps or duplication in services exist and where linkages could occur with other sectors. The committee member(s) should have knowledge and understanding of the other agencies and organizations within their sector, and be able to leverage their expertise if required.

**14) Who is required to participate on the advisory committee?**

As prescribed in legislation, an advisory committee, at a minimum, must include the following members:

- A person who represents
  - the local health integration network, or
  - an entity that provides physical or mental health services
- A person who represents an entity that provides educational services;
- A person who represents an entity that provides community or social services in the municipality, if there is such an entity;
- A person who represents an entity that provides community or social services to children or youth in the municipality, if there is such an entity;
- A person who represents an entity that provides custodial services to children or youth in the municipality, if there is such an entity;
- An employee of the municipality or a member of municipal council
- A representative of a police service board or, if there is no police service board, a detachment commander of the Ontario Provincial Police (or delegate)

As this is the minimum requirement, municipalities have the discretion to include additional representatives from key agencies/organizations on the advisory committee if needed. Consideration must also be given to the diversity of the population in the municipality to ensure the advisory committee is reflective of the community.

As a first step to establishing the advisory committee, a municipality may want to explore leveraging existing committees or groups with similar multi-sectoral representation and mandates to develop the advisory committee or assist in the selection process.

**15) Why isn't a representative of the police service required to participate on the advisory committee?**

The requirement for a representative of the police service board to be part of the advisory committee is to ensure accountability and decision-making authority in regards to CSWB planning. However, under the legislation a police service board/detachment commander would have the local discretion to delegate a representative of the police service to take part in the advisory committee on their behalf.

In addition, the legislation outlines the minimum requirement for the membership of the advisory committee and therefore it is at the local discretion of the municipality to include additional members, such as police service representatives, should they decide.

**16) What is meant by a representative of an entity that provides custodial services to children or youth?**

In order to satisfy the requirement for membership on the advisory committee, the representative must be from an organization that directly provides custodial services to children/youth as defined under the *Youth Criminal Justice Act* (YCJA). The definition of youth custody facility in the YCJA is as follows:

- *A facility designated under subsection 85(2) for the placement of young persons and, if so designated, includes a facility for the secure restraint of young persons, a community residential centre, a group home, a child care institution and a forest or wilderness camp. (lieu de garde)*

The member must represent the entity that operates the youth custodial facility, not just provide support services to youth who might be in custody.

It is also important to note that, under the legislation, if a municipality determines that there is no such entity within their jurisdiction, the requirement does not apply.

**17) How does a member of the advisory committee get selected?**

The municipal council is responsible for establishing the process to identify membership for the advisory committee and has discretion to determine what type of process they would like to follow to do so.

**18) In creating a joint plan, do you need to establish more than one advisory committee?**

No, regardless of whether the CSWB plan is being developed by one or more municipal councils/band councils, there should only be one corresponding advisory committee.

At a minimum, the advisory committee must include representation as prescribed in legislation (refer to Question #14 for more detail). In terms of creating a joint CSWB plan, it is up to the participating municipal councils and/or First Nation band councils to determine whether they want additional members on the advisory committee, including more than one representative from the prescribed sectors.

**19) Who does a municipality have to consult with in the development of a CSWB plan? What sources of data do municipalities need to utilize to develop a CSWB plan?**

In preparing a CSWB plan, municipal council(s) must, at a minimum, consult with the advisory committee and members of the public, including youth, members of racialized groups, First Nations, Inuit and Métis communities and community organizations that represent these groups.

To learn more about community engagement, refer to the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet which includes a tool on engaging the community. The booklet also includes resources which help to guide municipalities in their engagement with seniors, youth and Indigenous partners, as these groups are often identified as vulnerable.

In addition to community engagement sessions, data from Statistics Canada and local sector-specific data (e.g., police data, hospital data, education data, etc.) should also be utilized to assist in identifying local priorities. Municipalities and planning partners are encouraged to leverage resources that already exist in the community, including data from their multi-sectoral partners or existing local plans, strategies or initiatives that could inform their CSWB plan (e.g., Neighbourhood Studies, Community Vital Signs Reports, Public Safety Canada's Crime Prevention Inventory, etc.).

Further, the Ministry of Community Safety and Correctional Services also offers the Risk-driven Tracking Database free of charge to communities that have implemented multi-sectoral risk intervention models, such as Situation Tables. The Risk-driven Tracking Database provides a standardized means to collect data about local priorities and evolving trends, which can be used to help inform the CSWB planning process. To learn more about the Risk-driven Tracking Database, please contact [SafetyPlanning@Ontario.ca](mailto:SafetyPlanning@Ontario.ca).

**20) What is the best way to get members of your community involved in the CSWB planning process?**

There are a variety of ways community members can become involved in the planning process, including:

- Attending meetings to learn about CSWB planning and service delivery;
- Volunteering to support local initiatives that improve safety and well-being;
- Talking to family, friends and neighbours about how to make the community a better place;
- Sharing information with CSWB planners about risks that you have experienced, or are aware of in the community;
- Thinking about existing services and organizations that you know about in the community, and whether they are successfully providing for your/the community's needs;
- Identifying how your needs are being met by existing services, and letting CSWB planners know where there are gaps or opportunities for improvement;
- Sharing your awareness of available services, supports and resources with family, friends and neighbours to make sure people know where they can turn if they need help; and
- Thinking about the results you want to see in your community in the longer-term and sharing them with CSWB planners so they understand community priorities and expectations.

## **21) What happens if some sectors or agencies/organizations don't want to get involved?**

Given that the advisory committee is comprised of multi-sectoral partners, as a first step, you may want to leverage their connections to different community agencies/organizations and service providers.

It is also important that local government and other senior public officials champion the cause and create awareness of the importance of undertaking the planning process to identify and address local priority risks.

Lastly, if after multiple unsuccessful attempts, it may be of value to reach out to ministry staff for suggestions or assistance at: [SafetyPlanning@ontario.ca](mailto:SafetyPlanning@ontario.ca).

## **22) Are there requirements for municipalities to publish their CSWB plan?**

The PSA includes regulatory requirements for municipalities related to the publication of their CSWB plans. These requirements include:

- Publishing a community safety and well-being plan on the Internet within 30 days after adopting it.
- Making a printed copy of the CSWB plan available for review by anyone who requests it.
- Publishing the plan in any other manner or form the municipality desires.

## **23) How often do municipalities need to review and update their CSWB plan?**

A municipal council should review and, if necessary, update their plan to ensure that the plan continues to be reflective of the needs of the community. This will allow municipalities to assess the long-term outcomes and impacts of their strategies as well as effectiveness of the overall plan as a whole.

Municipalities are encouraged to align their review of the plan with relevant local planning cycles and any other local plans (e.g., municipal strategic plans, police services' Strategic Plan, etc.). Requirements related to the reviewing and updating of CSWB plans may be outlined in regulation in the future.

## **24) How will municipalities know if their CSWB plan is effective?**

As part of the CSWB planning process, municipalities must identify measurable outcomes that can be tracked throughout the duration of the plan. Short, intermediate and longer-term performance measures need to be identified and collected in order to evaluate how effective the plan has been in addressing the priority risks, and creating positive changes in the community.

In the planning stage, it is important to identify the intended outcomes of activities in order to measure progress towards addressing those pre-determined priority risks. This can be done through the development of a logic model and performance measurement framework. Some outcomes will be evident immediately after activities are implemented and some will take more time to achieve. The *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet provides a resource on performance measurement, including how to develop a logic model.

Municipalities are required to regularly monitor and update their plan, as needed, in order to ensure it continues to be reflective of local needs and it is meeting the intended outcomes.

## **25) How will the ministry monitor the progress of a local CSWB plan?**

New legislation identifies that a municipality is required to provide the Minister of Community Safety and Correctional Services with any prescribed information related to (upon request):

- The municipality's CSWB plan, including preparation, adoption or implementation of the plan;
- Any outcomes from the municipality's CSWB plan; and
- Any other prescribed matter related to the CSWB plan.

Additional requirements related to monitoring CSWB plans may be outlined in regulation in the future.

## **26) How does a municipality get started?**

To get the CSWB planning process started, it is suggested that communities begin by following the steps outlined below:

### **a) Demonstrate Commitment at the Highest Level**

- Demonstrate commitment from local government, senior public officials, and, leadership within multi-sectoral agencies/organizations to help champion the process (i.e., through council resolution, assigning a CSWB planning coordinator, realigning resources, etc.).
- Establish a multi-sector advisory committee with, but not limited to, representation from the sectors prescribed by the legislation.
- Leverage existing partnerships, bodies and strategies within the community.

### **b) Establish Buy-In from Multi-sector Partners**

- Develop targeted communication materials (e.g., email distribution, flyers, memos, etc.) to inform agencies/organizations and the broader public about the legislative requirement to develop a CSWB plan and the planning process, and to keep community partners engaged.
- Engage with partnering agencies/organizations to ensure that all partners understand their role in making the community a safe and healthy place to live.
- Distribute the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet to all those involved and interested in the planning process.

Once the advisory committee has been established and there is local buy-in, municipalities should begin engaging in community consultations and collecting multi-sectoral data to identify local priority risks. For more information on the CSWB planning process, please refer to the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet.

## **27) What happens if a municipality does not develop a CSWB plan?**

Where a municipality intentionally and repeatedly fails to comply with its CSWB obligations under the legislation, the Minister of Community Safety and Correctional Services may appoint a CSWB planner at the expense of the municipality. The appointed planner has the right to exercise any powers of the municipal council that are required to prepare a CSWB plan that the municipality must adopt.

This measure will help ensure that local priorities are identified so that municipalities can begin addressing risks and create long-term positive changes in the community.

## **28) What if municipalities don't have the resources to undertake this exercise?**

Where capacity and resources are limited, municipalities have the discretion and flexibility to create joint plans with other municipalities and First Nation band councils. By leveraging the assets and strengths across neighbouring municipalities/First Nations communities, municipalities can ensure the most effective CSWB plan is developed to meet the needs of the area.

CSWB planning is not about reinventing the wheel – but rather recognizing the work already being made within individual agencies and organizations and build from their progress. Specifically, CSWB planning is about utilizing existing resources in a more innovative, effective and efficient way. Municipalities are encouraged to use collaboration to do more with existing resources, experience and expertise. The *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet provides a resource on asset mapping to help communities identify existing strengths and resources that could be leverage during the planning process.

In addition, the ministry offers a number of different grant programs that are mostly available to police services to support crime prevention and CSWB initiatives. Please visit the ministry's website for additional information on available grant programs:

<http://www.mcscs.jus.gov.on.ca/english/Policing/ProgramDevelopment/PSDGrantsandInitiatives.html>

Funding programs are also offered by the federal government's Public Safety department. For more information on their programs and eligibility, please visit <https://www.publicsafety.gc.ca/cnt/cntrng-crm/crm-prvntn/fndng-prgrms/index-en.aspx>.

## **29) How will the ministry support municipalities and First Nation band councils with CSWB planning?**

As part of the work to develop a modernized approach to CSWB, the ministry has developed a series of booklets to share information and better support municipalities, First Nations communities and their partners with their local CSWB efforts.

Specifically, the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet consists of the CSWB Planning Framework as well as a toolkit of practical guidance documents to support communities and their partners in developing and implementing local plans. The booklet also includes resources that can guide municipalities on their engagement with vulnerable groups such as seniors, youth and Indigenous partners. This booklet can be accessed online at: <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSOPanningFramework.html>.

The other two booklets developed as part of the series includes:

- **Crime Prevention in Ontario: A Framework for Action** – this booklet sets the stage for effective crime prevention and CSWB efforts through evidence and research – <http://www.mcscs.jus.gov.on.ca/sites/default/files/content/mcscs/docs/ec157730.pdf>.
- **Community Safety and Well-Being in Ontario: A Snapshot of Local Voices** – this booklet shares learnings about CSWB challenges and promising practices from several communities across Ontario – <http://www.mcscs.jus.gov.on.ca/sites/default/files/content/mcscs/docs/ec167634.pdf>.

Another resource that communities can utilize is the *Guidance on Information Sharing in Multi-sectoral Risk Intervention Models* document (available on the ministry website - <http://www.mcscs.jus.gov.on.ca/english/Publications/PSDGuidanceInformationSharingMultisectoralRiskInterventionModels.html>). This document was developed by the ministry and supports the CSWB Planning Framework by outlining best practices for professionals sharing information in multi-sectoral risk intervention models (e.g., Situation Tables).

Further, the ministry also offers the Risk-driven Tracking Database which provides a standardized means of gathering de-identified information on situations of elevated risk for communities implementing multi-sectoral risk intervention models, such as Situation Tables. It is one tool that can help communities collect data about local priorities and evolving trends to assist with the CSWB planning process.

Lastly, ministry staff are also available to provide direct support to communities in navigating the new legislation related to CSWB planning through interactive presentations and webinars. For more information on arranging CSWB planning presentations and webinars, please contact [SafetyPlanning@ontario.ca](mailto:SafetyPlanning@ontario.ca).

For information on funding supports, please see Question #31.

### **30) What is the ministry doing to support Indigenous communities with CSWB planning?**

Although First Nations communities are not required by legislation to develop CSWB plans, the ministry continues to encourage these communities to engage in this type of planning.

Recognizing the unique perspectives and needs of Indigenous communities, the ministry has worked with its Indigenous and community partners to develop an additional resource to assist municipalities in engaging with local Indigenous partners as part of their municipally-led CSWB planning process (refer to Appendix D of the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet).

The ministry is also continuing to work with First Nations community partners to identify opportunities to better support First Nations communities in developing and implementing their own CSWB plans.

### **31) Will any provincial funding be made available to support local CSWB planning?**

The ministry currently offers different grant programs that are mostly available to police services, in collaboration with community partners, which could be leveraged for implementing programs and strategies identified in a local CSWB plan.

The Government of Ontario is currently in the process of reviewing expenditures to inform service delivery planning as part of the multi-year planning process. In support of this work, the ministry is reviewing its grant programs to focus on outcomes-based initiatives that better address local CSWB needs, and provide municipalities, community and policing partners with the necessary tools and resources to ensure the safety of Ontario communities.

The ministry will continue to update municipal, community and policing partners regarding any changes to our grant programs.

### 32) What is Ontario's modernized approach to CSWB?

Over the past several years, the ministry has been working with its inter-ministerial, community and policing partners to develop a modernized approach to CSWB that addresses crime and complex social issues on a more sustainable basis. This process involved the following phases:

- Phase 1 – raising awareness, creating dialogue and promoting the benefits of CSWB to Ontario communities through the development of the ***Crime Prevention in Ontario: A Framework for Action*** booklet, which was released broadly in 2012. The booklet is available on the ministry's website: <http://www.mcscs.jus.gov.on.ca/sites/default/files/content/mcscs/docs/ec157730.pdf>
- Phase 2 – the strategic engagement of various stakeholders across the province, including the public. This phase concluded in November 2014, with the release of the ***Community Safety and Well-Being in Ontario: A Snapshot of Local Voices*** booklet. This booklet highlights feedback from the engagement sessions regarding locally-identified CSWB challenges and promising practices. The Snapshot of Local Voices is also available on the ministry's website: <http://www.mcscs.jus.gov.on.ca/sites/default/files/content/mcscs/docs/ec167634.pdf>
- Phase 3 – the development of the third booklet entitled ***Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario***, which was released in November 2017. The booklet consists of the Community Safety and Well-Being Planning Framework (Framework) and toolkit of practical guidance documents to assist communities in developing and implementing local CSWB plans. The Framework encourages communities to work collaboratively across sectors to identify local priority risks to safety and well-being and implement evidence-based strategies to address these risks, with a focus on social development, prevention and risk intervention. The Framework also encourages communities to move towards preventative planning and making investments into social development, prevention and risk intervention in order to reduce the need for and investment in and sole reliance on emergency/incident response. This booklet is available on the ministry's website: <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSSOPanningFramework.html>.

### 33) Was the CSWB planning process tested in advance of provincial release?

The *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet was developed using evidence-based research, as well as practical feedback from the eight pilot communities that tested components of the Framework and toolkit prior to public release. Further, learnings from on-going community engagement sessions with various urban, rural, remote and Indigenous communities have also been incorporated. The booklet was also reviewed by the ministry's Inter-ministerial CSWB Working Group, which consists of 10 Ontario ministries and Public Safety Canada, to further incorporate multi-sectoral input and perspectives. As a result, this process helped to ensure that the booklet is a useful tool that can support communities as they move through the CSWB planning process.

### 34) What is a risk factor?

Risk factors are negative characteristics and/or conditions present in individuals, families, communities, or society that may increase social disorder, crime or fear of crime, or the likelihood of harm or victimization to persons or property in a community.



A few examples of risk factors include:

- Risk Factor: Missing School – truancy
  - Definition: has unexcused absences from school without parental knowledge
- Risk Factor: Poverty – person living in less than adequate financial situation
  - Definition: current financial situation makes meeting the day-to-day housing, clothing or nutritional needs, significantly difficult
- Risk Factor: Sexual Violence – person victim of sexual violence
  - Definition: has been the victim of sexual harassment, humiliation, exploitation, touching or forced sexual acts

Municipalities and First Nations communities have local discretion to address the risks that are most prevalent in their communities as part of their CSWB plans, which should be identified through consultation with the community and by utilizing/leveraging multiple sources of data.

The *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet includes a list of risk factors and their associated definitions to assist communities in identifying and prioritizing their local priority risks.

**From:** [Roberta Baines](#)  
**To:** [Roberta Baines](#)  
**Subject:** FW: Letter from the Honourable Sylvia Jones, Minister of Community Safety and Correctional Services/Lettre de l'honorable Sylvia Jones, Ministre de la Sécurité communautaire et des Services correctionnels  
**Date:** March 1, 2019 3:31:42 PM  
**Attachments:** [image001.png](#)

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**From:** MCSCS Feedback <[MCSCS.Feedback@ontario.ca](mailto:MCSCS.Feedback@ontario.ca)>

**Sent:** February-25-19 1:24 PM

**To:** MCSCS Feedback <[MCSCS.Feedback@ontario.ca](mailto:MCSCS.Feedback@ontario.ca)>

**Subject:** Letter from the Honourable Sylvia Jones, Minister of Community Safety and Correctional Services/Lettre de l'honorable Sylvia Jones, Ministre de la Sécurité communautaire et des Services correctionnels

Ministry of Community Safety  
and Correctional Services

Office of the Minister

25 Grosvenor Street  
18<sup>th</sup> Floor  
Toronto ON M7A 1Y6

Tel: 416 325-0408  
[MCSCS.Feedback@Ontario.ca](mailto:MCSCS.Feedback@Ontario.ca)

Ministère de la Sécurité communautaire  
et des Services correctionnels

Bureau du ministre

25, rue Grosvenor  
18<sup>e</sup> étage  
Toronto ON M7A 1Y6

Tél. : 416 325-0408  
[MCSCS.Feedback@Ontario.ca](mailto:MCSCS.Feedback@Ontario.ca)



MC-2019-252  
**By e-mail**

Dear Clerk:

I am pleased to share with you the attached resources that have been developed to support municipalities as they begin undertaking the community safety and well-being planning process. I encourage you to share these resources with your members and their partners, as they begin to develop and implement their local community safety and well-being plans.

As you know, on January 1, 2019, new legislative amendments to the *Police Services Act, 1990* came into force which mandate every municipality to prepare and adopt a community safety and well-being plan. As part of these legislative changes, municipalities are required to work in partnership with police services and other various sectors, including health/mental health, education, community/social services and children/youth services as they undertake the planning process. Municipalities have two years from the in-force date to prepare and adopt their first community safety and well-being plan (i.e. by January 1, 2021). Municipalities also have the flexibility to develop joint plans with neighbouring municipalities and/or First Nations communities, which may be of value to create the most effective community safety and well-being plan that meets the unique needs of the area.

These amendments support Ontario's modernized approach to community safety and well-being which involves taking an integrated approach to service delivery by working collaboratively across sectors to proactively address crime and complex social issues on a sustainable basis. Through this approach, municipalities will have a leadership role in identifying local priority risks in the community and implementing evidence-based programs and strategies to address these risks before they escalate to a situation of crisis.

It is important to note that the provisions related to mandating community safety and well-

being planning will continue in the Comprehensive Ontario Police Services Act, 2019, which was introduced on February 19, 2019. If passed, this bill would repeal and replace the Police Services Act, 2018 and the Ontario Special Investigations Unit Act, 2018. The bill would also repeal the Policing Oversight Act, 2018 and the Ontario Policing Discipline Tribunal Act, 2018. A new provision is also included under the bill which, once in force, will require the participation of the local police service in the development of the plan.

My ministry is committed to supporting municipalities, and their partners, in meeting these new legislative requirements. As a first step, the ministry is offering community safety and well-being planning webinars over the next few months to assist municipalities as they begin the process. The webinars will provide an overview of the new community safety and well-being planning requirements, as well as guidance on how to develop and implement effective plans. The webinars will be offered on the following dates/times, and there will be both English and French-only sessions available:

**March 7, 2019**

1:00 p.m. to 3:00 p.m.

**April 25, 2019**

10:00 a.m. to 12:00 p.m.

**May 9, 2019**

1:00 p.m. to 3:00 p.m.

**March 19, 2019 (French only)**

1:00 p.m. to 3:00 p.m.

**April 11, 2019**

1:00 p.m. to 3:00 p.m.

**May 15, 2019 (French only)**

1:00 p.m. to 3:00 p.m.

**March 21, 2019**

10:00 a.m. to 12:00 p.m.

**May 23, 2019**

10:00 a.m. to 12:00 p.m.

Please note, the content of the webinars will be the same for each session. To register for a webinar, please send your request to [SafetyPlanning@ontario.ca](mailto:SafetyPlanning@ontario.ca) with the date/time that you would like to register for.

In addition, the ministry has also developed a Frequently Asked Questions document to provide more information and clarification related to community safety and well-being planning (see Appendix A).

Municipalities are encouraged to continue to use the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet to support in the planning process (see Appendix B). This booklet has recently been updated to include reference to the new legislative requirements, an additional critical success factor that highlights the importance of cultural responsiveness in the planning process, and a new resource to assist municipalities with engaging local Indigenous partners. The updated version is also available on the ministry's [website](#).

We greatly appreciate your continued support as we move forward on this modernized approach to community safety and well-being together. If communities have any questions, please feel free to direct them to my ministry staff, Tiana Biordi, Community Safety Analyst, at [Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca) or Jwan Aziz, Community Safety Analyst, at [Jwan.Aziz@ontario.ca](mailto:Jwan.Aziz@ontario.ca).

Sincerely,

Sylvia Jones  
Minister

Enclosures (2)

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Confidentiality Warning: This e-mail contains information intended only for the use of the individual named above. If you have received this e-mail in error, we would appreciate it if you could advise us through the Ministry of Community Safety and Correctional Services' website at [http://www.mcscs.jus.gov.on.ca/english/contact\\_us/contact\\_us.asp](http://www.mcscs.jus.gov.on.ca/english/contact_us/contact_us.asp) and destroy all copies of this message. Thank you.

***If you have any accommodation needs or require communication supports or alternate formats, please let us know.***

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MC-2019-252  
Par email

Cher Greffier Municipal:

Je suis heureuse de vous transmettre les ressources ci-jointes, qui visent à soutenir les municipalités qui entament le processus de planification de la sécurité et du bien-être communautaires. Je vous invite à les faire parvenir à vos membres et à leurs partenaires lorsqu'ils commenceront à élaborer et à mettre en œuvre leur plan de sécurité et de bien-être communautaires.

Comme vous le savez, les modifications apportées à la *Loi sur les services policiers* (1990) sont entrées en vigueur le 1<sup>er</sup> janvier 2019, et toutes les municipalités doivent donc maintenant préparer et adopter un plan de sécurité et de bien-être communautaires. Elles sont aussi tenues de collaborer avec des services de police et divers secteurs (santé mentale et physique, éducation, services communautaires et sociaux, services aux enfants et aux jeunes) dans le cadre de la planification. Elles disposent de deux ans, à partir de la date d'entrée en vigueur des modifications, pour préparer et adopter leur premier plan (soit jusqu'au 1<sup>er</sup> janvier 2021). Par ailleurs, elles peuvent s'associer à des municipalités et à des collectivités des Premières Nations avoisinantes pour produire un plan conjoint, ce qui pourra éventuellement les aider à élaborer un plan qui est le plus efficace possible et répond aux besoins uniques de leur région.

Ces modifications appuient la nouvelle philosophie de l'Ontario quant à la sécurité et au bien-être communautaires, qui passe par l'adoption d'une approche intégrée de prestation de services fondée sur une collaboration entre divers secteurs visant à gérer de façon proactive et durable la criminalité et les problèmes sociaux complexes. Dans le cadre de cette approche, les municipalités dirigeront la détermination des risques prioritaires à l'échelle locale et la mise en œuvre des programmes et stratégies fondés sur des données probantes pour s'attaquer à ces risques avant qu'ils dégénèrent et causent une crise.

Il importe de préciser que les dispositions encadrant la planification de la sécurité et du bien-être communautaires continueront d'exister dans la *Loi de 2019 sur la refonte complète des services de police de l'Ontario*, déposée le 19 février 2019. Si elle est adoptée, cette loi remplacera la *Loi de 2018 sur les services de police* et la *Loi de 2018 sur l'Unité des enquêtes spéciales de l'Ontario*, et abrogera la *Loi de 2018 sur la surveillance des services*

*policiers et la Loi de 2018 sur le Tribunal disciplinaire de l'Ontario en matière de services policiers.* De plus, le projet de loi contient une nouvelle disposition qui, une fois en vigueur, exigera que les services de police locaux participent à l'élaboration des plans.

Mon ministère est résolu à aider les municipalités, ainsi que leurs partenaires, à se conformer aux nouvelles exigences législatives. Pour commencer, le ministère propose des webinaires sur la planification de la sécurité et du bien-être des collectivités au cours des prochains mois afin d'aider les municipalités au début du processus. Les webinaires donneront un aperçu des nouvelles exigences en matière de planification de la sécurité et du bien-être de la communauté, ainsi que des conseils sur la manière d'élaborer et de mettre en œuvre des plans efficaces. Les webinaires seront offerts aux dates et heures suivantes, et des sessions en anglais et en français uniquement seront disponibles:

**7 mars 2019 (Anglais)**  
13h00 to 15h00

**11 avril 2019 (Anglais)**  
13h00 to 15h00

**9 mai 2019 (Anglais)**  
13h00 to 15h00

**19 mars 2019 (Français)**  
13h00 to 15h00

**25 avril 2019 (Anglais)**  
10h00 to 12h00

**15 mai 2019 (Français)**  
13h00 to 15h00

**21 mars 2019 (Anglais)**  
10h00 to 12h00

**23 mai 2019 (Anglais)**  
10h00 to 12h00

Veuillez noter que le contenu des webinaires sera le même pour chaque session. Pour vous inscrire à un webinar, veuillez envoyer votre demande à [SafetyPlanning@ontario.ca](mailto:SafetyPlanning@ontario.ca) avec la date et l'heure auxquelles vous souhaitez vous inscrire.

Le ministère a aussi rédigé un document de questions et de réponses fournissant davantage de renseignements et de précisions au sujet de la planification (voir l'annexe A).

Les municipalités sont encouragées à continuer d'utiliser le livret intitulé *Cadre de la planification de la sécurité et du bien-être dans les collectivités: un engagement commun pour l'Ontario* dans le cadre de la planification (voir l'annexe B). Il a récemment été mis à jour, et comprend maintenant les nouvelles exigences législatives, un nouveau facteur clé du succès qui souligne l'importance de la sensibilité culturelle dans la planification, et une nouvelle ressource servant à aider les municipalités à mobiliser les partenaires autochtones locaux. La nouvelle version du livret se trouve aussi sur le [site Web](#) du ministère.

Je vous remercie pour votre appui continu tandis que nous adoptons ensemble cette approche modernisée de la sécurité et du bien-être. Les collectivités peuvent faire parvenir leurs questions aux analystes en matière de sécurité communautaire Tiana Biordi ([Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca)) et Jwan Aziz ([Jwan.Aziz@ontario.ca](mailto:Jwan.Aziz@ontario.ca)).

Veuillez recevoir, Madame, Monsieur, mes salutations distinguées.

La ministre, Silvia Jones

Pièces jointes (2)

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Avis de confidentialité: Ce courriel contient des renseignements destinés à être utilisés

uniquement par la personne dont le nom apparaît plus haut. Si vous avez reçu ce courriel par erreur, nous vous serions reconnaissants de nous le faire savoir par le site Web du ministère de la Sécurité communautaire et des Services correctionnels à l'adresse [http://www.mcscs.jus.gov.on.ca/french/contact\\_us/contact\\_us\\_fr.asp](http://www.mcscs.jus.gov.on.ca/french/contact_us/contact_us_fr.asp) et de détruire toutes les copies de ce courriel. Merci.

***Si vous avez des besoins en matière d'adaptation, ou si vous nécessitez des aides à la communication ou des médias substitués, veuillez nous le faire savoir.***

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*THE CORPORATION OF THE TOWN OF*  
**SAUGEEN SHORES**

## **COUNCIL REPORT**

Meeting Date: Mike Myatt, Vice Deputy Mayor

Subject: Request to Governments of Canada and Province of Ontario to open the application process for the Bi-lateral "Investing in Canada Infrastructure Program" that was signed on March 14<sup>th</sup>, 2017

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### **Background**

The Town of Saugeen Shores, a community population of approximately 14,000 and growing, is faced with a problem that many Ontario Municipalities are experiencing. Many of our recreation and cultural facilities were built in the 1970's and 1980's and now require modern upgrades or replacement. Our pool is over 40 years old and needs to be replaced; our 100 year old Town Hall is in need of repairs; our ball diamonds are aging and our Southampton Ice Facility requires significant repairs. For a community our size, these facilities represent community hubs; they represent gathering places and facilities where members of our community can exercise their mind and bodies on route to living healthier lives. Our residents want to be active, some are active now, but our aging facilities are becoming a deterrent for those who wish to live active lifestyles. In most cases, the Town of Saugeen Shores is able to fundraise and borrow for 1/3 of the cost to make these facility replacements become a reality, but we need bi-lateral funding between the Federal Government and Provincial Government to allow for capital funding allocations to support these facility upgrades or in some cases to support total replacement.

Like other essential municipal infrastructure, Recreation and Cultural Infrastructure is in need of investment. A 2007 study by Parks and Recreation Ontario revealed that over \$5 billion in deferred capital investment is required to repair or replace existing recreation facilities in Ontario – that number is now \$6 billion. The same study showed that 50% of municipally-owned Recreation Infrastructure is at or near the end of its expected lifespan. Additionally, all community recreation facilities that are in mid-life cycle require renovation or upgrades, consistent with their age. Many community facilities built before 1990 require retrofit investments to protect customer safety, improve energy efficiency or enhance services particularly from an accessibility standpoint.

Nationally, the Canadian Recreation and Parks Association (CPRA), an alliance of all 13 provincial and territorial recreation and park associations, has continued to research this issue. CPRA participated on the Advisory Board for the 2016 Canadian Infrastructure Report Card 5. This Report Card includes data on municipal recreation facilities and the results show that almost 1 in 2 recreation facilities are in 'very poor', 'poor' or 'fair' condition and need repair or replacement. In comparison to other municipal infrastructure assessed in the Report Card, recreation facilities were in the worst state and require immediate attention. Furthermore, new facilities are required to meet future needs linked to rapid population growth being experienced by the Town of Saugeen Shores.

Through budget 2016, the Federal Government allocated \$14.4 billion in new funding for the repair and modernization of key Infrastructure. This funding via the Investing in Canada Plan has gone towards vital public transit systems, clean water and wastewater systems, and Social Infrastructure such as affordable housing. These are all very important needs for many communities in Ontario, but the Town of Saugeen Shores would like to suggest that replacement of aging recreation facilities is also a high priority for Municipalities.

Building on the first phase of the Investing in Canada Plan, \$81.2 billion in additional funding was made available in the Federal 2017 budget to support five priority areas over the next decade: Public Transit, Green, Social, Trade and Transportation, and Rural and Northern Communities' Infrastructure and provides predictable funding and focusses on large-scale transformational projects.

The Governments of Canada and Province of Ontario have an infrastructure agreement that was signed March 14<sup>th</sup>, 2017, and this bi-lateral agreement now includes a new stream named "Community, Culture, and Recreation". The Town of Saugeen Shores needs to request this program be opened in the short term to allow our community and other communities around the Province to submit applications. It is this next phase that Saugeen Shores Council needs to start lobbying our MP and MPP for Provincial and Federal support to help make this happen.

**The attached Motion is being proposed for Council consideration and pending approval, it is being recommended that the Town of Saugeen Shores encourages all Municipalities in the Province of Ontario to pass a similar motion and forward to the Governments of Canada and Province of Ontario to stress the importance of opening the application process for Recreation and Culture Infrastructure funding under the "Investing in Canada Infrastructure Program".**

Respectfully Submitted  
Mike Myatt, Vice Deputy Mayor



**THE CORPORATION OF THE  
TOWN OF SAUGEEN SHORES**

MOVED BY:  RESOLUTION NO: 17-2019  
 SECONDED BY:  DATE: February 11, 2019

Whereas The Town of Saugeen Shores believes that building modern infrastructure is important, and that good quality infrastructure supports job creation and helps attract businesses and residents to our community and communities across the Province of Ontario; and

Whereas Recreation Infrastructure is one of the most important core investments that can be made into the prosperity, health, and security of urban and rural communities; and

Whereas the need for infrastructure renewal projects far exceeds the capital available in municipalities for investment in Recreation Infrastructure; and

Whereas Recreation Infrastructure is often put to the bottom of the list, as other infrastructure takes priority; in fact, there has not been a meaningful Recreation Infrastructure program since 2008; and

Whereas the Province of Ontario places long term borrowing restrictions on Municipalities; and

Whereas Saugeen Shores does not have the borrowing capacity to fund these large scale projects; and

Whereas some Municipalities do have the capacity to fundraise and borrow to 1/3 of project costs but rely on other levels of Government for remaining partnership funding; and

Whereas, while the Town of Saugeen Shores welcomes the inclusion of Recreation Infrastructure funds through the Gas Tax Fund, it is apparent that Gas Tax Funds alone are not sufficient to support large scale Recreation Infrastructure projects; and

Whereas the Town of Saugeen Shores agrees with both Parks and Recreation Ontario and with the Association of Municipalities of Ontario that the infrastructure gap will continue to grow, especially once all of the municipal asset plans are completed; and

Whereas both the Federal and Provincial Government could leave a positive and lasting impact on rural communities by helping municipalities to renovate or build new Recreation Facilities, and in the process create cost savings to our health system. After all, health is a Provincial expense, and as citizens live healthier lifestyles and maintain healthy bodies, this leads to less frequent visits to doctors' offices, hospital emergency departments and rehabilitation centres, and consequently less costs towards medical costs; and

Whereas in 2016 the Federation of Canadian Municipalities study found that nearly half of all types of sport and recreation facilities in Canada are in fair or poor condition, with a replacement value of \$23 billion across Canada; and

Whereas in Ontario, the replacement value for aging pools, arenas and community centres in fair or poor condition in Ontario is estimated to be \$6 billion (Parks and Recreation Ontario); and

Whereas the Province of Ontario has endorsed the Framework for Recreation in Canada 2015: Pathways to Wellbeing; and that the vision for the Framework is "a Canada where everyone is engaged in meaningful, accessible recreation experiences..." and that the first goal of the Framework is that governments should enable participation in physically active recreation; and

Whereas the Framework for Recreation in Canada has as priority 4.3 as follows: "Enable communities to renew Recreational Infrastructure as required and to meet the need for green spaces by securing dedicated government funding at all levels.... for the necessary development, renewal and rehabilitation of facilities and outdoor spaces"; and

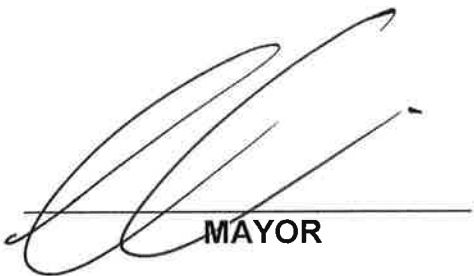
Whereas through the Investing in Canada Plan, the Government of Canada is investing over \$180 billion over 12 years in Infrastructure projects across Canada with these investments being made by 14 Federal Departments and Agencies; and

Whereas the Governments of Canada and Ontario signed a bi-lateral agreement on March 14th, 2017 and created the “Investing in Canada Infrastructure Plan”; and be it

Resolved that the Council of the Town of Saugeen Shores requests that the Government of Canada and the Province of Ontario move forward with accepting applications for funding agreed to by the Governments of Canada and Province of Ontario under the “Investing in Canada Infrastructure Program” to help address the Recreation and Culture Capital Infrastructure deficit that currently exists across Canada; and

Further, that this resolution and background Council Report be forwarded to all Ontario Municipalities, Provincial and Federal Government’s, local MP’s and MPP’s, Parks and Recreation Ontario, and the Association of Municipalities of Ontario, requesting their support.

- Carried ☒
- Defeated ☐
- Deferred ☐
- Referred ☐
- Tabled ☐
- Withdrawn ☐

  
MAYOR

DIVISION OF RECORDED VOTE

	YES	NO	ABSENT	PEC INT
CHARBONNEAU				
CARR				
GRACE				
MATHESON				
MYATT				
MYETTE				
RICH				
SHRIDER				
SMITH				



# *Union Water Supply System*

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

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

*Email: [rbouchard@unionwater.ca](mailto:rbouchard@unionwater.ca)*

*[www.unionwater.ca](http://www.unionwater.ca)*

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**SENT BY: email**

**March 5, 2019 (REVISED)**

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

**Attention: Mr. Peter Neufeld, Chief Administrative Officer**

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

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

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

**Attention: Ms. Donna Hunter, Chief Administrative Officer**

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

**Attention: Administration**

Dear CAOs,

**RE: Union Water Supply System Wholesale Water Rates Increase effective April 1, 2019**

At its meeting on January 16, 2019 the Joint Board of Management of the Union Water Supply System passed the following resolution:

*Moved by: Deputy Mayor Verbeke*

*Seconded by: Councillor Hammond*

*That the Union Water Supply System Joint Board of Management (UWSS) adopts the Draft 2019 Operational and Capital Budget for the Union Water Supply System;*

*And further, that the UWSS Board endorses an increase of \$0.05 per thousand gallons (\$0.0109 per cubic metre) for UWSS wholesale Rate from \$2.77 per thousand gallons*

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*“Serving the Communities of Leamington, Kingsville, Lakeshore and Essex”*

*(\$0.6088 per cubic metre) to \$2.82 per thousand gallons (\$0.6197 per cubic metre) to be put into effect on April 1, 2019.*

*And further, that the UWSS Board endorses the Capital Budget Program for 2019, which will result in budgeted net deficit of \$3,570,000 and that the deficit will be funded using UWSS Reserves.*

Carried (UW/03/19)

Please do not hesitate to contact me if you have any questions or comments.

Yours truly,



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

cc: Laura Rauch, Shannon Belleau, Nelson Carvalho, Ryan McLeod, Andrew Plancke, Kevin Girard, Jeff Morrison, Chris Nepszy, Andy Graf, Nelson Cavacas

# **THE CORPORATION OF THE TOWN OF KINGSVILLE**

## **BY-LAW 27 - 2019**

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**Being a by-law to amend By-law 2-2019,  
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 2-2019, 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** Paragraph 1.e) titled Kingsville Business Improvement Association Board of Management be amended to add the following individuals:

Heather Brown – Main Grill & Ale House  
Trevor Loop – Jack's Gastropub & Inn 31  
Jason Martin – Cindy's Home & Garden  
Izabela Muzzin – The Butcher of Kingsville  
Beth Riddiford – My Cousin's Closet  
Roberta Weston – Erie Shores Rehabilitation  
Maria Edwards – New Designs  
Sarah Trudell – Chiaroscuros Artists' Supply & Showroom  
Amanda Everaert – Back in Motion Chiropractic  
Paul Thompson – Libro Credit Union

2. **THAT** all other terms set out in said By-law 2-2019, and any amendments thereto, shall remain in full force and effect.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
11<sup>th</sup> DAY OF MARCH, 2019.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 28-2019

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### Being a by-law to impose fees and charges by The Corporation of the Town of Kingsville

**WHEREAS** section 391 of the *Municipal Act, 2001*, S.O. c. 25 (the “Act”) authorizes a municipality to pass by-laws imposing fees or charges on persons:

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

and the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

**AND WHEREAS** subsection 398(1) of the Act provides that such fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality.

**AND WHEREAS** subsection 398(2) of the Act provides that the treasurer of a municipality may add fees and charges imposed by the municipality to the tax roll for any property for which all of the owners are responsible for paying the fees and charges and collect them in the same manner as municipal taxes.

**AND WHEREAS** subsection 69(1) of the *Planning Act*, R.S.O. 1990 c. P.13 provides that the council of a municipality, by by-law may establish fees for the processing of applications made in respect of planning matters (the “Application”), which fees shall be designed to meet only the anticipated cost to the municipality in respect of the processing the Application.

**AND WHEREAS** the Town deems it advisable to repeal By-law 17-2018.

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

#### **Definitions**

1. In this By-law, the following words shall have the corresponding meaning:

“Indemnity Deposit” means a fee or charge paid to the Town to meet all or a portion of the cost and expenses of remediating or repairing any damage to Town property or infrastructure, including, but not limited to roads, sidewalks, curbing or paved boulevards, water or sewage works, caused as a result of the use of such property or infrastructure or as a result of the carrying on of construction or demolition or other works on adjacent property.

“Rental Deposit” means the fee or charge paid to the Town as partial payment toward the rental of Town owned facilities.

“Security Deposit” means a fee or charge paid to the Town to guarantee the due performance of certain obligations owing to the Town that the Town may draw upon in the event that such obligations are not performed in order to complete all outstanding works or matters and pay the costs and expenses incurred.

## **Fees and Charges**

2. Subject to section 12 of this By-law, the fee or charges as provided for in Schedule “A” attached hereto and forming part of this By-law shall be imposed and charged for the services, activities and use of property as indicated in said Schedule “A”.

## **Rental Deposit**

3. A rental deposit of 50% of the entire rental amount shall be paid to the Town at the time of booking either Lakeside Park Pavilion or Grovedale Arts & Culture Centre. The balance of the rental amount shall be payable in accordance with the Town’s policies and procedures, as may be amended from time to time. For clarity, the Town will honour the rental rates in effect when the deposit is received.
4. The rental deposit shall be forfeited in the event that the rental is cancelled within thirty (30) days of the scheduled event date.

## **Indemnity Deposits**

5. Indemnity Deposits as provided for in Schedule “B” attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule “B”.
6. Following the use of the property or infrastructure or the completion of the construction or demolition in respect of which an Indemnity Deposit has been paid and, upon request of the person who paid the Indemnity Deposit to the Town, the Indemnity Deposit, less any costs and expenses of remediating or repairing any damage to Town property or infrastructure, shall be refunded by the Town.

## **Security Deposits**

7. Security Deposits as provided for in Schedule “C” attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule “C”.
8. Upon the performance of all obligations owing to the Town for which a Security Deposit has been paid and, upon request of the person who paid the Security Deposit to the Town, the Security Deposit, less any costs and expenses of completing any works or matters not performed, shall be refunded by the Town.

## **Unclaimed Deposits**

9. Where an Indemnity Deposit and/or a Security Deposit has been paid to the Town and remains unclaimed for a period of seven years, the Treasurer of the Town may transfer to the general funds of the Town, any such Indemnity Deposit and/or Security Deposit against which no claim has been made, free of and from any and all claims whatsoever.

## **Reduced Fee or No Fee**

10. Those persons and organizations identified in Column III of Schedule “D” attached hereto and forming part of this By-law shall be subject to the corresponding reduced fee or no fee identified in Column II for the use of those facilities identified in Column I.
11. Subject to availability, organizations under Column III are permitted two (2) free non-prime time rentals of Lakeside Park Pavilion each calendar year. Weekend rentals for these groups will be permitted, subject to availability, at a reduced rate of \$300.00 per day, with or without alcohol.
12. Column III organizations are not permitted to transfer entitlements under Schedule “D” to any other group, organization, entity or individual and



such bookings must be used by the organization for a purpose benefiting the organization or the community at large.

- 13. Organizations under contract for use of sports fields or ice time shall have access to meeting rooms at no cost, subject to availability and managerial approval. These groups will be expected to set up and take down tables and chairs as required.

**Repeal**

- 14. By-law 17-2018 is hereby repealed effective March 31, 2019.
- 15. This by-law shall come into force on April 1, 2019.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11<sup>th</sup> DAY OF MARCH, 2019.**

\_\_\_\_\_  
**MAYOR, Nelson Santos**

\_\_\_\_\_  
**CLERK, Jennifer Astrologo**

SCHEDULE A

FEES AND CHARGES

ADMINISTRATIVE SERVICES		
911 Sign and Post (with or without building)	\$60.00	
Accounts Receivable (accounts outstanding after 60 days following invoice date)	1.25%	per month
Administration fee - misdirected payment - adding outstanding charges to tax roll - arrangements for weed cutting	\$25.00	
Advertising Hosting Fee	\$50.00	
By-law Appeal – Filing Fee	\$100.00	per appeal
Certified Copies of Municipal Documents	\$15.00	per document
Code of Conduct Complaint (refundable on recommendation of Integrity Commissioner)	\$250.00	
DVD/CD (any copied document or documents)	\$10.00	
Election Sign Removal	\$20.00	per sign
Fireworks Permit	\$100.00	
NSF cheque	\$25.00	
Map (Town)	\$30.00	
- PLUS -	\$3.00	per square foot
Marriage Solemnization		
- during business hours	\$250.00	
- after business hours	\$350.00	
- PLUS - travel from and return to municipal office	\$0.58	per kilometer
Merchandise and Apparel	Cost + 15%	
MYKingsville website advertising space	\$85.00	per month
Notice of Registration of Death (Form 17)	\$10.00	
Noise Permit	\$50.00	
Non-Objection Letter (AGCO)	\$25.00	
Over the Road Banner	\$50.00	
Photocopies		
- on-site	\$0.50	per copy
- off-site	Cost	
Portable Signs		
- permit	\$65.00	
- removal	\$75.00	per hour
- storage	\$20.00	per day
- variance	\$65.00	
Property Information Report (PIR)	\$100.00	
- within 5 days, excluding holidays	\$200.00	
Property Report (for information not included in the PIR)	\$50.00	per department
Property File Document Retrieval		
- picked up at Town office	\$7.50	
- delivered by mail, email or fax	\$17.50	
Refund Charge	\$25.00	
Request for Fence Viewers	\$750.00	
Severance – property roll creation	\$100.00	
Signing of Document as a Commissioner for Taking Affidavits	\$15.00	up to 3 documents, seniors exempt
Signing of Document as a Notary Public	\$50.00	up to 3 documents
Statement of Death (Form 15)	\$15.00	
Statement of Account		
- picked up at Town office	\$7.50	seniors exempt
- delivered by mail, email or fax	\$17.50	
Tax Certificate (includes outstanding water)	\$75.00	per property
- within two business days	\$150.00	per property
Tax Notice – Duplicate		
- picked up at Town office	\$7.50	seniors exempt
- delivered by mail, email or fax	\$17.50	
Tax Registration	cost	

Tax Sale Tender Package	\$10.00	
Town Flag	cost	
Utility Account Set Up (Plus Security Deposit)	\$25.00	
Water Notice – Duplicate		
- picked up at Town office	\$7.50	seniors exempt
- delivered by mail, email or fax	\$17.50	

CEMETERY SERVICES				
GRAVE		INTERMENT RIGHTS	CARE AND MAINTENANCE	TOTAL PRICE
Greenhill Cemetery - Adult or Child (standard 3'4" X 8')		\$600.00	\$400.00	\$1,000.00
Greenhill Cemetery - Cremation		\$300.00	\$200.00	\$500.00
Greenhill Cemetery - Infant (standard 12" X 24")		\$150.00	\$150.00	\$300.00
All Other Active Cemeteries - Adult or Child (standard 3'4" X 8')		\$450.00	\$300.00	\$750.00
All Other Active Cemeteries - Cremation		\$150.00	\$100.00	\$250.00
INTERMENT (includes opening/closing grave, lowering/raising device, grass seeding)				
Dates and Times			Adult or Child Grave	Infant Grave or Cremated Remains
March 16 – December 14	Weekdays 10:00 a.m. to 3:30 p.m.		\$725.00	\$300.00
	Saturdays 10:00 a.m. to 2:00 p.m.		\$885.00	\$425.00
December 15 – March 15	Weekdays 10:00 a.m. to 3:30 p.m.		\$775.00	\$350.00
	Saturdays 10:00 a.m. to 2:00 p.m.		\$935.00	\$475.00
MAXIMUM FOR ASSISTED SERVICES (in accordance with O. Reg. 184/12 made under the Funeral, Burial and Cremation Services Act, 2002)				
Interment Rights and Interment – Adult or Child Grave				\$1,300.00
Interment Rights and Interment – Cremated Remains				\$500.00
Interment Rights and Interment – Receipt from Irregular Burial Site				\$650.00
DISINTERMENT (includes opening/closing grave, lowering/raising device, grass seeding)				
Dates and Times			Adult or Child Grave	Infant Grave or Cremated Remains
March 16 – December 14	Weekdays 10:00 a.m. to 3:30 p.m.		\$1,500.00	\$300.00
	Saturdays 10:00 a.m. to 2:00 p.m.		\$1,870.00	\$400.00
December 15 – March 15	Weekdays 10:00 a.m. to 3:30 p.m.		\$1,615.00	\$350.00
	Saturdays 10:00 a.m. to 2:00 p.m.		\$1,985.00	\$450.00
MARKER / MONUMENT CARE AND MAINTENANCE				
Flat	Less than 173 square inches			\$0.00
	At least 173 square inches			\$50.00
Upright	4 feet or less in height and 4 feet or less in length, including base			\$100.00
	More than 4 feet in either height or length, including base			\$200.00
OTHER SERVICES				
Transfer Of Interment Rights			\$40.00	
Marker Locating			\$25.00	
Marker Inspection			\$25.00	
Tent Rental (March 16 to December 14 only)			\$100.00	
License ( <i>HST exempt</i> )			as set by Ministry of Consumer Services	

Note: Interment services outside the above listed dates and times will be performed at cost.  
Please contact the Public Works Manager for more information.

FIRE SERVICES			
ACGO Letters (for liquor related premises and events)	\$100.00		
Inspection Order with violations re-inspection	\$100.00		
Non-resident Motor Vehicle Accident or Fire Attendance	as set by MTO		
Non Emergency Alarm Activation (following third alarm within 6 months)	as set by MTO		
Occurrence Report Normal	\$40.00		
Occurrence Report with Full Investigation	\$100.00		
Fire Safety Request for Training Services	\$100.00	Per session (up to 2 hrs)	
Fire Training provided to other Fire Departments	Cost		
Persistent Prohibited Open Burn (following second attendance at same property or properties owned by the same owner)	as set by MTO		
- PLUS - heavy equipment	cost		
- foam	cost		
Inspection (from PIR report)	\$100.00		
Propane Review / Documentation			
- Level I	\$80.00		
- Level II	\$80.00		
- PLUS - legal or engineering review	Cost		
Technical Rescue Team Services	Cost		
LICENSES			
Charitable Gaming			
Bingo	3%	of prize	
Media Bingo	3%	of prize	
Break Open (Nevada) Tickets	3%	of prize	
Raffle	3%	of prize	
Bazaar			
- Raffle & Bingo	3%	of prize	
- Wheel of Fortune	\$10		
Dog			
- January 1 to March 31	\$20.00		
- April 1 to December 31	\$40.00		
- PLUS – By-law Enforcement Officer attendance	\$15.00		
Kennel (includes one dog license)	\$110.00		
Hunting			
Pheasant			
- resident	\$12.50		
- non-resident	\$18.00		
Rabbit			
- resident	\$10.00		
- non-resident	\$10.00		
Marriage	\$125.00		
Refreshment Vehicle			
- first vehicle	\$250.00		
- second vehicle	\$125.00		
Taxi / Limousine / Vehicle for Hire			
Vehicle			
- new	\$300.00		
- renewal	\$100.00	per year payable on or before January 1	
Driver	\$25.00	per year payable on or before January 1	
POLICE SERVICES			
Note: All fees for Police Services <i>include</i> HST where applicable			
Criminal Records Check	\$25.00		
Duplicate Copy of Criminal Record Check Certificate	\$5.00		
Criminal Record Check (Volunteer)	No Charge		
Finger Prints	\$26.50		
Traffic Reports	\$42.25		
Incident Reports	\$42.25		
Statements	\$42.25		
Technical Traffic Collision Reports	\$565.00		
Reconstruction Report	\$1,130.00		
Paid Duty – Administrative	\$68.50		
Paid Duty – Hourly Vehicle Usage Fee	\$28.25		

RECREATION SERVICES		
Note: All fees for Recreation Services <i>include</i> HST where applicable.		
Individuals wishing to rent Lakeside Park Pavilion or Grovedale Arts & Culture Centre will be required to provide a rental deposit equal to 50% of the rental fee at the time of booking. This amount will be forfeited if the rental is cancelled within 30 days of the scheduled event date.		
<b>Carnegie</b>		
- 2 hours or less	\$ 45.00 \$ 56.50	BIA Mem. Non-BIA Member
- Full Day	\$ 170.00 \$ 200.00	BIA Mem. Non-BIA Member
<b>Grovedale Arts &amp; Culture Centre</b>		
- private event with alcohol o PLUS INDEMNITY DEPOSIT	\$2,000.00	per day
- private event without alcohol	\$500.00	per day
<b>Lakeside Park Pavilion</b>		
- private event with alcohol o PLUS INDEMNITY DEPOSIT	\$800.00	per day
- private event without alcohol	\$300.00	per day
<b>Kingsville Recreational Complex</b>		
<b>Ice Time</b>		
- Adult – prime	\$190.00	per hour
- Adult - non-prime (weekdays before 5:00 6:00-p.m.)	\$158.00	per hour
- Minor Sports – prime	\$175.00	per hour
- Minor Sports - non-prime (weekdays before 5:00 4:00- p.m.)	\$150.00	per hour
- Public Skating – general	\$3.50	per person
- Public Skating – general – family	\$9.00	per family
- Parent & Tot / Home School / Adult Skate	\$2.50	per person
- Shinny Hockey / Club	\$5.50	per person
<b>Arena Floor</b>	\$55.00 \$300.00	per hour per day
<b>Auditorium A</b>		
- private event with alcohol o PLUS INDEMNITY DEPOSIT	\$450.00	per day
- private event without alcohol	\$200.00	per day
- private event without alcohol	\$120.00	4 hours
- instructional	\$27.00	per hour
<b>Auditorium B, C or D</b>		
- private event with alcohol (B, C or D) o PLUS INDEMNITY DEPOSIT	\$190.00	per day, per room
- private event without alcohol (B, C or D)	\$100.00	per day, per room
- instructional	\$27.00	per hour
<b>Ball Diamond Pavilion</b>		
- evening with alcohol	\$175.00	
- day with alcohol	\$250.00	
<b>Baseball</b>		
- Diamond – without lights	\$40.00	per game (up to 2 hrs)
- Diamond – with lights	\$55.00	per game (up to 2 hrs)
- Diamond – minor sports	\$13.00	per child, per season
- Diamond – Tournament	\$100.00	per day, per diamond
<b>Soccer</b>		
- Field	\$30.00	per game (up to 2 hrs)
- Field – minor sports	\$13.00	per child, per season
- Field – Tournament	\$75.00	per day, per field
<b>Tennis Courts (Kingsville only)</b>		
- access card	\$10.00	
- entry	\$6.00	per court

<b>Marina</b>		
- Seasonal Ramp Pass	\$130.00	per craft
- Senior Ramp Pass	\$100.00	per craft
- Dockage – Cedar Island	\$48.00	per foot
- Dockage – West Marina	\$38.00	per foot
- Dockage – Docks 63 and 64	\$56.00	per foot
- Transient Wells		
o Daily	\$2.00	per foot
o Monthly	\$15.00	per foot
- Ramp Pass		
o Daily	\$12.00	per day
o Monthly	\$50.00	per month
- Fuel	cost + \$0. 30	per litre
<b>Ridgeview Park</b>		
- hall and pavilion with alcohol o PLUS INDEMNITY DEPOSIT	\$350.00	per day
- hall and pavilion without alcohol	\$100.00	per day
- instructional	\$27.00	per hour
<b>Unico Community Centre</b>		
- private event with alcohol o PLUS INDEMNITY DEPOSIT	\$390.00	per day
- private event without alcohol	\$180.00	per day
- private event without alcohol	\$90.00	4 hours
- instructional	\$27.00	per hour
<b>Municipal Parking Lots (subject to approval)</b>	\$160.00	per day
<b>Advertising</b>		
- Arena Walls	\$125.00	per year
- Illuminated sign	\$300.00	per year
- Ice surface boards	\$450.00	per year
- Ice surface	\$865.00	per year
- Marina display	\$58.00	per year
- Zamboni (\$1,100.00 per side)	\$2,200.00	per year
<b>Programs</b>		
- All Programs	Cost	
- Standard First Aid/Level C	\$120.00	
- Standard First Aid Renewal	\$75.00	

<b>PLANNING SERVICES</b>		
<b>Committee of Adjustment:</b>		
Consent (1 new lot or lot addition)	\$1,000.00	
- PLUS ERCA	as set by	ERCA
Minor Variance	\$635.00	
- PLUS ERCA	as set by	ERCA
Joint Application (combined consent and minor variance)	\$1,425.00	
- PLUS ERCA	as set by	ERCA
<b>Development Agreements:</b>		
Minor Agreement (ie: consents)	\$500.00	
- PLUS EXTERNAL COSTS		
- PLUS SECURITY DEPOSIT		
Major Agreement (ie: subdivisions)	\$1,000.00	
- PLUS EXTERNAL COSTS		
- PLUS SECURITY DEPOSIT		
Development Agreement Amendment	\$500.00	
- PLUS EXTERNAL COSTS		
- PLUS SECURITY DEPOSIT		
<b>Official Plan:</b>		
Amendment	\$2,700.00	
- PLUS EXTERNAL COSTS		
- PLUS ERCA	as set by	ERCA
Joint Application (combined Official Plan Zoning By-law Amendments)	\$3,700.00	
- PLUS EXTERNAL COSTS		
- PLUS ERCA	as set by	ERCA
<b>Parkland Dedication or Fees in Lieu:</b>		
Commercial or Industrial Land	2%	of appraised value of land
Residential Land	\$1,500.00	Per new lot
<b>Part Lot Control:</b>		
Part Lot Control	\$1,600.00	
Part Lot Control Extension	\$1,000.00	
<b>Plan of Condo/Subdivision:</b>		
Plan of Condominium	\$3,200.00	
- PLUS EXTERNAL COSTS		
- PLUS ERCA	as set by	ERCA
Plan of Subdivision	\$4,700.00	
- PLUS EXTERNAL COSTS		
- PLUS ERCA	as set by	ERCA
Recirculation of Application (after 3 months of inaction by applicant)	\$50.00	
Plan of Subdivision (Redline)	\$1,000.00	
- PLUS EXTERNAL COSTS		
- PLUS ERCA	as set by	ERCA
<b>Site Plan Control:</b>		
Site Plan Agreement	\$1,800.00	
- PLUS SECURITY DEPOSIT		
- PLUS ERCA	as set by	ERCA
Site Plan Agreement Amendment	\$1,100.00	
- PLUS SECURITY DEPOSIT		
- PLUS ERCA	as set by	ERCA
Site Plan Agreement (Tower)	\$650.00	
- PLUS EXTERNAL COSTS		
- PLUS SECURITY DEPOSIT		
- PLUS ERCA	as set by	ERCA
<b>Zoning By-law:</b>		
Zoning By-law Amendments	\$2,300.00	
- PLUS EXTERNAL COSTS		
- PLUS ERCA	as set by	ERCA
Temporary Use	\$1,300.00	
- PLUS ERCA	as set by	ERCA
Temporary Use Extension	\$700.00	
- PLUS ERCA	as set by	ERCA
Removal of Holding (h)	\$600.00	
- PLUS ERCA	as set by	ERCA
Surplus Dwelling	\$2,000.00	
- PLUS ERCA	as set by	ERCA
<b>Other Services:</b>		
Renewable Energy Review and Approval PLUS EXTERNAL COSTS	\$1,500.00	
Sidewalk Patio	\$100.00	Per month / space

- PLUS USE OF PARKING SPACE	\$100.00	
- PLUS INDEMNITY DEPOSIT		
Compliance Letter (Subdivision / Site Plan, Development Agreement)	\$100.00	
Documents:		
Comprehensive Zoning By-law (hard copy)	\$100.00	
Official Plan Amendment (hard copy)	\$100.00	

MUNICIPAL SERVICES		
Encroachment / Entrance Permit	\$150.00	
- PLUS INDEMNITY DEPOSIT		
Encroachment Agreement		
- prepared / reviewed by Administration	\$500.00	
- prepared / reviewed by external legal services	Cost	
Local Improvement Charges (full details can be obtained from the Local Improvement Policy) <i>The cost of the works shall be assessed upon benefitting properties based upon a maximum fixed rate per metre of assessable frontage as follows:</i>		
Sanitary Sewers	\$165.00	per metre
Storm Sewers	\$125.00	per metre
Road Works (curb and gutter only)	\$65.00	per metre
Sewer Services Connections	Actual Cost	
Road Crossing Agreement	\$150.00	
- PLUS INDEMNITY DEPOSIT		
Road Use Agreement	\$1,500.00	
- PLUS INDEMNITY DEPOSIT		
Temporary Culvert Installation Permit	\$100.00	
Solar Signs		
Blank Sign	\$40.00	
New Post and hardware, if required	\$15.00	
Installation by Public Works	\$25.00	
Weed Cutting (on hour minimum)	\$75.00	per hour
TRANSIT		
Note:		
If an attendant is required, only half of the fee is payable by the attendant.		
Erie Shores Transit:		
Kingsville, Leamington, Wheatley	\$5.00	one way
Essex, Harrow, Tilbury, Woodslee	\$10.00	one way
Amherstburg, Belle River, LaSalle, St. Clair Beach, Tecumseh, Windsor	\$10.00	one way



WATER / SEWER SERVICES		
Hydrant Hook Up	\$80.00 + water consumption at current rate	
Water Meter (5/8" x 3/4" residential meter and MXU radio)	\$335.00	
Turn On	\$25.00	
- after Town business hours	\$200.00	
Turn Off	\$25.00	
- after Town business hours	\$200.00	
Frozen Meter Replacement	\$200.00	
- after Town business hours	\$400.00	
Frost Plate Repair	\$60.00	
- after Town business hours	\$260.00	
New Water Service Connection		
- 3/4"	\$5,000.00	
- 1"	\$7,700.00	
- 2" or larger	Cost	
Raising / Lowering Curb Box / Meter Pit (result of owner grade change)	cost	
Lowering of Clean Out (result of owner grade change)	\$85.00	
Replace Clean Out Cap	\$85.00	
Minicam investigation	\$75.00 first hour	
- PLUS -	\$50.00 each subsequent hour	
Steaming Frozen Private Water Services	\$100.00 first hour	
-PLUS -	\$75.00 each subsequent hour	
Steaming Frozen Private Water Services after Town business hours	\$500.00 first hour	
-PLUS -	\$175.00 each subsequent hour	
Service Vehicle	\$24.00 per hour	
Watermain and Appurtenance Application Review and Approval	\$1,200.00	

NOTE: For the purposes of this Schedule:

- 1. except where otherwise noted, fees are exclusive of HST;
- 2. “cost” shall mean an amount equal to the cost to the Town of labour, vehicle(s), materials, supplies or services used or purchased for the purpose of the service or activity;
- 3. “prime” shall mean all day Saturday and Sunday, and 5 pm to close Monday – Friday
- 4. “senior” shall mean a person 65 years of age or older; and
- 5. “holidays” include the following days:

New Year’s Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	December 24
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	December 31

SCHEDULE B

INDEMNITY DEPOSITS AND PENALTIES

PARKS AND RECREATION SERVICES		
RENTALS		
Grovedale Arts and Culture Centre	\$500.00	
Lakeside Park Pavilion	\$500.00	
Kingsville Recreational Complex		
Auditorium	\$100.00	
Auditorium B, C or D	\$100.00	
Ridgeview Park	\$100.00	
Unico Community Centre	\$100.00	
Any hall rental with Alcohol	\$500.00	
MUNICIPAL SERVICES		
*Building Permit	\$1,000.00	
Standard Penalties for Damage to Municipal Services:		
- Curb Box Replacement / Repair	\$175.00	
- Meter Pit Bonnet Replacement	\$275.00	
- Full Meter Pit Replacement	\$1,000.00	
- Install Cleanout Cap	\$85.00	
- Curb Repair (patching only)	\$100.00	per hour
- Sidewalk Replacement	Cost	
- Curb Replacement	Cost	
- Asphalt Replacement	Cost	
- All Other Repairs	Cost	
Encroachment / Entrance Permit	\$500.00	
Road Crossing Agreement	10%	of value of the works (\$500.00 minimum)
Road Use Agreement	100%	of value of the works

\*Indemnity deposit not applicable to building permits issued for the following: sheds, signs, decks, solar panels, and indoor plumbing

SCHEDULE C

SECURITY DEPOSITS

ADMINISTRATIVE SERVICES			
Election Signs			
Municipal / School Board candidates		\$140.00	
Provincial or Federal candidates		\$300.00	
Utility Account Set Up (Tenant Accounts):			
Residential			
- no sewage		\$100.00	
- with sewage		\$200.00	
Business			
- no sewage		\$150.00	
- with sewage		\$250.00	
PLANNING SERVICES			
APPLICATIONS			
Development Agreements:			
Performance	50%	value of the works	
Maintenance	25%	value of the works	
Delayed Performance	100%	value of the approved delayed works	
- PLUS – maintenance			
Sidewalk Patio		\$500.00	
Site Plan Agreements:			
Minimal (obligation value less than \$10,000.00)		\$1,000.00	
Minor (new entrance, minor on-site construction, minor service connections)		\$5,000.00	
Major (new entrance, major internal services and connections, landscaping, additional studies, hard surfacing, lighting)	\$10,000.00	Minimum	
Greenhouse Minor Addition (no new entrances, storm water facilities)		\$5,000.00	
Greenhouse New or Major Addition (entrances, storm water facilities, buffering, internal facilities, parking areas, fire safety, outdoor large central storage locations installation of rate of flow control device)	\$30,000.00	Minimum	

**SCHEDULE D**

**REDUCED OR NO FEE**

<b>PARKS AND RECREATION SERVICES</b>		
<b>FACILITY RENTALS – REDUCED FEE</b>		
<b>COLUMN I</b>	<b>COLUMN II</b>	<b>COLUMN III</b>
Lakeside Park Pavilion	\$300.00 per day	<ul style="list-style-type: none"> <li>• Delta Waterfowl</li> <li>• Lion’s Club (including auxiliaries)</li> <li>• Neighbourhood Charitable Alliance</li> <li>• Royal Canadian Legion (Including auxiliaries)</li> </ul>
- anytime with or without alcohol - <b>PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
Kingsville Recreational Complex Ice Time - Minor Sports - non-prime (weekdays before 5:00 pm)	50% of standard rate	<ul style="list-style-type: none"> <li>• Elementary or Secondary Schools Recognized by the Ministry of Education</li> </ul>
Unico Community Centre	\$100.00 Per month	<ul style="list-style-type: none"> <li>• Kingsville Friendly Club</li> <li>• Odd Fellows</li> </ul>
Unico Community Centre	\$50.00 Per month	<ul style="list-style-type: none"> <li>• Lily Rebekah</li> </ul>
<b>FACILITY RENTALS – NO FEE</b>		
<b>COLUMN I</b>	<b>COLUMN II</b>	<b>COLUMN III</b>
*Lakeside Park Pavilion	No Fee	<ul style="list-style-type: none"> <li>• Business Improvement Area Board of Management</li> <li>• Canadian Blood Services</li> <li>• Cottam Cubs &amp; Scouts</li> <li>• Cottam Rotary Club</li> <li>• Gosfield North Sportsmen</li> <li>• Horticultural Society</li> <li>• Kingsville Cubs &amp; Scouts</li> <li>• Kingsville Firefighters Association</li> <li>• Kingsville Essex Associated Band</li> <li>• Knights of Columbus (including auxiliaries)</li> <li>• Optimist Club (including auxiliaries)</li> <li>• Organizations under contract for use of Sports Fields or Ice Time</li> </ul>
- anytime with or without alcohol - <b>PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
Kingsville Recreational Complex		
Auditorium		
- anytime with or without alcohol - <b>PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
Auditorium B, C or D		
- anytime with or without alcohol - <b>PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
Ridgeview Park		
- hall and pavilion with alcohol - <b>PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
- hall with alcohol - <b>PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
Unico Community Centre	No Fee	<ul style="list-style-type: none"> <li>• Baldwin, Neil</li> <li>• Balkwill, Gary</li> <li>• Branch, Jim</li> <li>• Clemente, Manual</li> <li>• Hodgkins, Leslie</li> <li>• Lacey, Eugene</li> <li>• Mallott, Jim</li> <li>• Miinch, Craig</li> <li>• Pretli, Andy</li> <li>• Woodall, N.</li> </ul>
- anytime with or without alcohol - <b>PLUS INDEMNITY DEPOSIT (with alcohol only)</b>		
Marina Seasonal Ramp Pass	No Fee	

\*See sections 11-12 for conditions.

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 29-2019

---

### **Being a By-law to Regulate Permits Issued Under the Building Code Act, Set Fees, and Establish a Code of Conduct for the Chief Building Official and Inspectors**

**WHEREAS** section 7 of the *Building Code Act, 1992*, S.O. 1992, c. 23 (the “Act”) authorizes the Council of a municipality to pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of the Act.

**AND WHEREAS** the authorization set out in section 7 of the Act includes the power to require the payment of fees on applications for and on the issuance of permits, requiring the payment of fees for maintenance inspections, and to set the amounts of such fees, the total amount of which must not exceed the anticipated reasonable costs to administer and enforce the Act.

**AND WHEREAS** section 391 of the *Municipal Act, 2001*, S.O. c. 25 authorizes a municipality to pass by-laws imposing fees or charges on persons:

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

and the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

**AND WHEREAS** subsection 398(2) of the *Municipal Act, 2001*, S.O. c. 25 provides that the treasurer of a municipality may add fees and charges imposed by the municipality, including such fees as authorized by the Act, to the tax roll for any property for which all of the owners are responsible for paying the fees and charges and collect them in the same manner as municipal taxes.

**AND WHEREAS** section 7.1(1) of the Act requires a municipality to establish and enforce a code of conduct for the Chief Building Official and inspectors appointed under the Act.

**AND WHEREAS** section 8 of the Act provides the authority to a Chief Building Official to revoke a permit in certain circumstances.

**NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE ENACTS AS FOLLOWS:**

#### **Definitions and Interpretation**

1. In this By-law:
  - a) “applicant” means a person who applies for a permit and includes any person authorized by an owner to apply for a permit on the owner’s behalf;
  - b) “Code” means the regulations made under section 34 of the Act;
  - c) “Chief Building Official” means the person appointed as such by Council of the Town for the purposes of enforcement of the Act;

- d) “Council” means the Council of the Town;
  - e) “Inspector” means those persons appointed as such by Council of the Town for the purposes of enforcement of the Act;
  - f) “owner” means the registered owner of the property upon which the building is situate which is the subject of a permit or an application for a permit;
  - g) “permit” means a permit issued pursuant to the Act;
  - h) “person” means an individual, firm, corporation, association or partnership;
  - i) “permit holder” means the person to whom a permit has been issued; and
  - j) “Town” means The Corporation of the Town of Kingsville.
2. Any term not defined in this By-law shall have the same meaning ascribed to it in the Act or the Code.

**Application for Permit**

3. Every application for every permit shall:
- a) contain sufficient information to enable the Chief Building Official to determine whether or not the work will conform with the Act, the Code and any other applicable law;
  - b) include a statement that the application does not contravene any applicable law and include supporting document in connection with the same;
  - c) be appropriately signed by the applicant;
  - d) if the owner is not the applicant, include an authorization to the applicant, in the form approved by the Chief Building Official, appropriately signed by the owner;
  - e) be accompanied by the required fee as set out in Schedule A attached hereto and forming part of this By-law;
  - f) be submitted to the Chief Building Official.

**Permits**

4. The classes of permits and the additional information and documents required to be filed by the applicant and considered prior to the issuance of the corresponding permit shall be as follows:

CLASS OF PERMIT	INFORMATION AND DOCUMENTS REQUIRED
Construction	<ul style="list-style-type: none"> <li>(a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;</li> <li>(b) plans and specifications in accordance with sections 5 to 10 inclusive;</li> <li>(c) a detailed description of the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;</li> </ul>

CLASS OF PERMIT	INFORMATION AND DOCUMENTS REQUIRED
	<p>(d) drawings and commitments as set out in Schedule C attached to and forming part of this By-law; and</p> <p>(e) Energy Efficiency Design Summary, as prescribed by the Code.</p>
<b>Demolition</b>	<p>(a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;</p> <p>(b) plans and specifications in accordance with sections 5 to 10 inclusive;</p> <p>(c) a detailed description of the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a permit is made and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;</p> <p>(d) commitment to general review by engineer as required by the Code;</p> <p>(e) demolition control agreement, as required;</p> <p>(f) designated substance report and method of demolition report as required; and</p> <p>(g) confirmation that:</p> <p style="padding-left: 40px;">(i) arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities; and</p> <p style="padding-left: 40px;">(ii) that the owner and applicant will comply with the Town’s Property Standards By-law upon the completion of demolition.</p>
<b>Conditional</b>	<p>(a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;</p> <p>(b) plans and specifications in accordance with sections 5 to 10 inclusive; and</p> <p>(c) a written statement containing the following:</p> <p style="padding-left: 40px;">(i) the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;</p> <p style="padding-left: 40px;">(ii) information regarding the necessary approvals which must be obtained in respect of the proposed building and the</p>



CLASS OF PERMIT	INFORMATION AND DOCUMENTS REQUIRED
	<p>time in which such approvals will be obtained; and</p> <p>(iii) the time in which plans and specifications of the complete building will be filed with the Chief Building Official,</p> <p>all of which shall be incorporated into the agreement required pursuant to section 8(c) of the Act.</p>
<b>Change of Use</b>	<p>(a) the application in the form approved by the Chief Building Official from time to time;</p> <p>(b) plans and specifications in accordance with sections 5 to 10 inclusive, including floor plans, details of walls, ceilings and roof assemblies, identifying required fire resistance ratings and load bearing capacities, and details of the existing sewage system if any;</p> <p>(c) a description of the building in which the occupancy is to be changed, which description shall readily identify and locate the building;</p> <p>(d) a detailed description of the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made; and</p> <p>(e) drawings and commitments as set out in Schedule C.</p>
<b>Sewage System</b>	<p>(a) the prescribed application form entitled "Application for a Permit to Construct or Demolish";</p> <p>(b) plans and specifications in accordance with sections 5 to 10 inclusive;</p> <p>(c) commitment to general review by architect and engineer where sewage system exceeds 10,00l/d;</p> <p>(d) soils analysis;</p> <p>(e) site plan and cross section detail;</p> <p>(f) a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:</p> <p>(i) the date the evaluation was done;</p> <p>(ii) the name, address, telephone number and signature of the person who prepared the evaluation;</p>

CLASS OF PERMIT	INFORMATION AND DOCUMENTS REQUIRED
	<p>(iii) a scaled map of the site including the following:</p> <ul style="list-style-type: none"> <li>• the legal description</li> <li>• lot size</li> <li>• property dimensions</li> <li>• existing rights-of-way, easements or municipal/utility corridors</li> <li>• the location of items listed in column 1 of Tables 8.2.1.5.A., 8.2.1.5.B. and 8.2.1.5.C. of the Code</li> <li>• the location of the proposed sewage system</li> <li>• the location of any unsuitable, disturbed or compacted areas</li> <li>• proposed access routes for system maintenance</li> <li>• depth to bedrock</li> <li>• depth to zones of soil saturation</li> <li>• soil properties, including soil permeability; and soil conditions, including the potential for flooding</li> </ul> <p>(iv) a report completed by a geo-technical engineer verifying condition of soil</p>
<b>Transfer</b>	<p>(a) the application in the form approved by the Chief Building Official;</p> <p>(b) a written statement from the permit holder authorizing the transfer of the permit to the transferee;</p> <p>(c) proof of ownership of the property by the transferee;</p> <p>(d) confirmation that the work to be done and the existing and proposed use and occupancy of the building or part thereof, for which the application for the transfer of the permit is made, is the same as that identified in the application;</p> <p>(e) the name, address, telephone number and facsimile number of the proposed architect, professional engineer or other designer, and his/her/their respective qualifications, where they are different from those identified in the application;</p> <p>(f) written confirmation from the proposed architect, professional engineer or other designer that he/she/they have been retained to undertake general review of the construction or demolition where required under the Code; and</p> <p>(g) where the proposed transferee is a builder as defined in the <i>Ontario New Home Warranties Plan Act</i>, or any successor thereto, the proposed transferee's registration number.</p>

### **Plans and Specifications**

5. Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two (2) complete sets of the plans and specifications submitted upon paper or other suitable and durable material or, if approved by the Chief Building Official, in electronic format, and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale.
6. Site plans shall be referenced to a current plan of survey and a copy of the survey shall accompany the site plan submission except where the Chief Building Official waives the requirement to do so.
7. On the completion of the foundation for a detached, semi-detached, triplex, fourplex or townhouse dwelling, but prior to a framing inspection, the Chief Building Official may require a survey prepared by an Ontario Land Surveyor to be submitted, which survey shall indicate the location and elevation of the top of the foundation wall.
8. Upon completion of the construction of a building, or part of a building, the Chief Building Official may require the submission of a set of plans of the building or part of a building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building along with finished grade elevations.
9. In the event of a material change to a plan or specification on the basis of which a permit has been issued, the applicant shall give notice in writing to the Chief Building Official together with the details of such change.
10. Plans and specifications provided in accordance with this By-law shall become the property of the Town and shall be retained by the Town in accordance with the relevant legislation and the Town's Records Retention By-law, as amended from time to time.

### **Alternative Solutions**

11. Where an applicant proposes using an alternative solution, the applicant shall provide, in addition to the prescribed documentation, a description of the proposed location(s) where the alternative solution is proposed to be used.
12. The Chief Building Official may accept or reject any alternative solution and may impose conditions or limitation on its use.
13. Alternative solutions which are accepted by the Chief Building Official shall be applicable only to the location proposed by the applicant and are not transferable to any other location.

### **Revoking Permits**

14. Prior to revoking a permit, the Chief Building Official shall give written notice of his or her intention to revoke the permit to the permit holder at the permit holder's address shown on the application or to such other address as the permit holder may provide to the Town for that purpose.
15. Notice under subsection 14 of this By-law shall be given either personally or by registered mail and where notice is by registered mail, it shall be deemed to have been given on the fifth day after the day of mailing.
16. A permit holder may request in writing that the Chief Building Official defer the revocation. Such request shall:

- a) be received by the Chief Building Official within 30 days from the date of service of the notice given under subsection 14;
  - b) contain reasons why the permit should not be revoked; and
  - c) include the required fee as set out in Schedule A.
17. The Chief Building Official may, upon consideration of the request, defer the revocation of the permit and, in any event, shall provide notice in writing to the permit holder of his or her decision.
18. If no request for deferral is received by the Chief Building Official, the Chief Building Official may revoke the permit without further notice and dispose of all submitted plans, specifications, documents and other information which has been received in support of the application for a permit in accordance with the Records Retention By-law.

### **Fees**

19. Fees shall be charged and paid as set out in Schedule A attached hereto and forming part of this By-law.
20. The calculation of fees shall be subject to the following:
- a) building classifications and the square footage of buildings shall be determined by the Chief Building Official in accordance with the Code;
  - b) for a construction, demolition or conditional permit based on the value of the proposed work, the value of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services as determined by the Chief Building Official;
  - c) for a construction, demolition permit or conditional permit based on floor area, floor area shall mean the total floor space of all storeys above grade (or below grade for an underground home) measured as the horizontal area within the outside surface of the exterior walls of the building;
  - d) for a change of use permit based on a floor area, floor area shall mean the total floor space of all storeys subject to the change of use; and
  - e) for a conditional permit, fees shall be paid based on the complete project.

### **Refund of Fees**

21. In the event that applicant disputes the value of the proposed work as determined by the Chief Building Official pursuant to subsection 20(b), the applicant shall:
- a) pay the fee;
  - b) submit, together with the payment of the fee, a written notice of protest; and
  - c) within six (6) months of completion of the work, submit an audited statement of the actual costs of the work.

22. Where the actual costs of the work as indicated on the audited statement submitted pursuant to subsection 21(c) are less than the value of the proposed work as determined by the Chief Building Official, the Chief Building shall issue a refund for the difference between the fee paid and the fee calculated based upon the audited costs of the work.
23. Further, the Chief Building Official shall refund a fee paid in the following amounts and in the following circumstances:
  - a) 80% in the event the application has been filed, but is withdrawn, in writing, prior to the permit being issued.
  - b) 75% in the event the application has been filed, the permit issued and/or picked up, and no inspection has been requested within 6 months of the permit being issued. The refund amount shall not be less than \$250.00 for Part 9 properties and \$500.00 for Part 3 properties.

#### **Additional Notice Requirements for Inspections**

24. When determined necessary by the Chief Building Official, the permit holder shall provide notice to the Chief Building Official of the following stages of construction:
  - a) commencement of construction;
  - b) substantial completion of site grading;
  - c) the completion and availability of drawings of the building as constructed; and/or
  - d) completion of a building for which an occupancy permit is required under Article 1.3.3.4 of the Code.
25. For greater clarity, except as authorized by the Code, prior to the occupancy or use of a building or part of a building or prior to permitting the occupancy or use of a building or part of a building, notice of the date of completion of the building or part must be given to the Chief Building Official.

#### **Code of Conduct**

26. The Code of Conduct as set out in Schedule B attached hereto and forming part of this By-law is hereby established.
27. The Chief Building Official and Inspectors shall be governed by the Code of Conduct.

#### **General**

28. The requirements as set out in this By-law are in addition to the requirements of the Act and the Code.
29. Should any section, subsection, clause or provision of this By-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law.
30. By-law 18-2018 is hereby repealed effective March 31, 2019

31. This by-law shall come into force on April 1, 2019.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
11<sup>th</sup> DAY OF MARCH, 2019.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**

## SCHEDULE “A”

BUILDING SERVICES		
CONSTRUCTION PERMITS		
<b>NOTES:</b> Permits reviewed and/or issued and not paid for or picked up will be charged a fee of \$250.00 for residential/Part 9 properties and \$500.00 for commercial/Part 3 properties.  Municipal Services requires a \$1000.00 Indemnity Deposit upon the issuance of all Building Permits in accordance with the Fees and Charges By-law (28-2019), save and except for permits issued for: sheds, signs, decks, solar panels, and indoor plumbing.		
Residential		
- new construction	\$1.05	per square foot
- PLUS - if submitted under Residential - Fast Track		
Policy:		
- detached house	\$170.00	
- semi-detached house, 2 unit townhouse or row house	\$260.00	
- 3 unit townhouse or row house	\$340.00	
- 4 unit townhouse or row house	\$435.00	
- 5 unit townhouse or row house	\$500.00	
- renovations	\$11.50	per \$1,000.00 of value of construction
- accessory buildings	\$0.50	per square foot
- finished basements	\$0.50	per square foot
- minimum fee	\$175.00	
Swimming pools		
- in ground and above ground	\$175.00	
Part 3 – Assembly / Residential / Commercial / Institutional & Industrial		
- value of construction up to \$1,000,000.00	\$11.50	per \$1,000.00 of value of construction
- PLUS - value of construction thereafter	\$1.25	per \$1,000.00 of value of construction
- minimum fee	\$175.00	
Greenhouse		
- first 10 acres	\$0.04	per square foot
- PLUS - additional acreage thereafter	\$0.01	per square foot
- minimum fee	\$500.00	
Other Farm Structures	\$0.25	per square foot
- minimum fee	\$175.00	
Hot Water Storage Tanks	\$350.00	
Temporary Structures	\$175.00	
Wind Turbine With an Output of 1.5 Megawatts or More	\$10,000.00	
Construction Commenced Prior to Permit Being Issued	Fee x 2	
Other Permits (not specifically listed)	\$11.50	per \$1,000.00 of value of construction
- minimum fee	\$175.00	
Moving	\$300.00	
Signs	\$200.00	
DEMOLITION PERMIT		
Demolition	\$0.15	per square foot
- minimum fee	\$175.00	
CONDITIONAL PERMITS		
Fees as per Construction Permits		
CHANGE OF USE PERMIT WHERE NO PROPOSED CONSTRUCTION		
Change of Use	\$175.00	
SEWAGE SYSTEM PERMIT		
On Site Sewage		
- systems	\$750.00	
- repair	\$300.00	

TRANSFER PERMIT	
Transfer	\$175.00
OTHER SERVICES	
Inspection re: AGCO Liquor License Application	\$175.00
Conditional Permit Agreement	\$250.00
- registration of Agreement on title	Cost
Change of Use Field Review	\$175.00
Defer/Revocation Letter	\$175.00
Post Review Amendment	\$275.00
Re-inspection (inspection booked, but work not ready or completed; or no one on site)	\$75.00
Sewer/Water Connection (additional costs apply to complete service):	
- Residential	\$175.00
- Commercial/Industrial/Greenhouse	\$350.00
Water Meter (5/8" x 3/4" residential meter and MXU radio)	\$335.00



# **THE CORPORATION OF THE TOWN OF KINGSVILLE**

## **BY-LAW 30-2019**

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### **Being a By-law to amend By-law No. 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville**

**WHEREAS** By-law No. 1-2014 is the Town's Comprehensive Zoning By-law to regulate the use of land and the character, location and use of buildings and structures in the Town of Kingsville;

**AND WHEREAS** the Council of the Corporation of the Town of Kingsville deems it expedient and in the best interest of proper planning to further amend By-law No. 1-2014 as herein provided;

**AND WHEREAS** there is an Official Plan in effect in the Town of Kingsville and this By-law is deemed to be in conformity with the Town of Kingsville Official Plan;

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

1. Schedule "A", Map 50 of By-law 1-2014 is hereby amended by changing the zone symbol on an approximately 23.6 ha (58.11 ac.) portion of land, known municipally as 1288 Road 2 West, Part of Lots D and E, Concession 2 WD, as shown on Schedule 'A' in cross-hatch attached hereto from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)'.
2. This by-law shall come into force and take effect from the date of passing by Council and shall come into force in accordance with Section 34 of the Planning Act.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
11<sup>th</sup> DAY OF MARCH, 2019.**

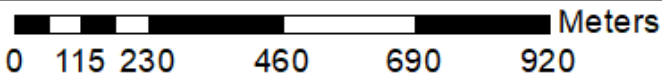
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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**

Schedule A



**1288 ROAD 2 WEST**  
**PART OF LOTS D AND E, CONCESSION 2 WD**  
**ZBA/02/19**



Schedule "A", Map 50 of By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)'.

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 31 - 2019

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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 March 11, 2019 Regular Meeting

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

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

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

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

1. The actions of the Council at its March 11, 2019 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  
11<sup>th</sup> DAY OF MARCH, 2019.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**