



**REGULAR MEETING OF COUNCIL
AGENDA**

Monday, September 23, 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. Presentation of Certificates of Recognition to Kingsville Knights 2019 Rookie Major "C" Ontario Baseball Association Champions**
- 2. Christina Bedal, Kingsville B.I.A.Coordinator - Request dated August 14, 2019 RE: Powerpoint Presentation regarding the Flower Program**

1

Recommended Action

That Council authorize Administration to negotiate a 50-50 cost-sharing agreement with the Business Improvement Association for the provision of flowers in the downtown core, known as the BIA Flower Program, which agreement shall include, but is not limited to, the following terms: i) a four-year (4) term, ii) the annual cost to the Town in 2020 shall not exceed \$20,000, iii) provision to account for annual inflation, and iv) any other provision Administration deems appropriate for inclusion;

And, That the negotiated Agreement be presented to Council for final approval.

3. Steve Langlois of Monteith Brown Planning Consultants Ltd. will be in attendance in regard to Staff Report I-1, being Report of M. Durocher, Parks and Recreation Programs Manager RE: Parks and Recreation Master Plan

F. MATTERS SUBJECT TO NOTICE

1. PUBLIC MEETING-Proposed Name Change of a Highway from Meghan Agosta Drive to York Boulevard--To be Deferred

6

Recommended Action

That Council defers this item to a future Regular Meeting of Council, pending circulation of Public Notice to affected residents in accordance with the Town's Notice Policy.

G. AMENDMENTS TO THE AGENDA

H. ADOPTION OF ACCOUNTS

1. Town of Kingsville Accounts for the monthly period ended August 31, 2019 being TD cheque numbers 70064 to 70414 for a grand total of \$2,303,287.84

7

Recommended Action

That Council receives Town of Kingsville Accounts for the monthly period ended August 31, 2019 being TD cheque numbers 70064 to 70414 for a grand total of \$2,303,287.84.

I. STAFF REPORTS

1. Recreation Master Plan

39

M. Durocher, Parks and Recreation Programs Manager

Recommended Action

That Council receives the Report titled Recreation Master Plan; And, That Council adopts the attached Town of Kingsville Parks, Recreation, Arts and Culture Master Plan.

2. 4th Concession Br. of the Lane Drain Improvements (Section 78 (1))

199

K. Vegh, Drainage Superintendent

Recommended Action

That Council appoints Dillon Consulting to design access entrances for the Red Sun Greenhouse development over the 4th Concession Br. of the Lane Drain.

3. Royal Oak at the Creek Phase 4 & 6 Final Acceptance

201

G. A. Plancke, Director of Municipal Services

Recommended Action

That Council grants “Final Acceptance” of the roadway and infrastructure for the Royal Oak at the Creek Phase 4 & 6 subdivision,

and further that the Clerk provide formal confirmation of the Final Acceptance designation to the Developer, Amico Properties.

4. Cottam Woods Phase 3A / Final Assumption 204

G. A. Plancke, Director of Municipal Services

Recommended Action

That Council grants “Final Acceptance” of the roadway and infrastructure for the Cottam Woods Phase 3A (Joaney Lane) subdivision, and that all securities held in support of this Development be released,

and further that the Clerk provide formal confirmation of the Final Acceptance designation to the Developer, Cottam Solar Limited.

5. Lake Drive to Conservation Blvd Easement Agreement 207

G. A. Plancke, Director of Municipal Services

Recommended Action

That the Town enters into an Easement Agreement with 1646322 Ontario Limited for the purpose of constructing and maintaining an active transportation trail connection from Lake Drive to Conservation Boulevard, and further that;

The Mayor and Clerk be authorized to execute the Easement Agreement on behalf of the Town.

6. Sidewalk Café – Standard Operation Procedure Update – Notice of Meeting 217

R. Brown, Manager of Planning Services

Recommended Action

That:

Council receives the report on sidewalk café standard operating procedure public notification update for information purposes;

Council endorses the revised application and sample café agreement moving forward into 2020, and

Council adopts a two-tiered fee structure for sidewalk café applications for consideration in the 2020 budget deliberations.

7. Valente Subdivision Status Update 233

R. Brown, Manager of Planning Services

Recommended Action

That Council receives the report on the status of the Valente subdivision development.

J. MINUTES OF THE PREVIOUS MEETINGS

1. **Regular Meeting of Council--September 9, 2019** 241

2. **Regular 'Closed Session' Meeting of Council--September 9, 2019**

Recommended Action

That Council adopts Regular Meeting of Council Minutes, dated September 9, 2019, and Regular 'Closed Session' Meeting of Council Minutes, dated September 9, 2019.

K. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. **Police Services Board - June 26, 2019** 252

Recommended Action

That Council receives Police Services Board Meeting Minutes dated June 26, 2019

2. **Parks, Recreation, Arts and Culture Committee - July 25, 2019** 256

Recommended Action

That Council receives Parks, Recreation, Arts and Culture Committee Meeting Minutes dated July 25, 2019 together with Minutes of the following sub-committees: Fantasy of Lights dated May 28, 2019, Mettawas Park Fundraising dated June 5, 2019, and Migration Festival dated June 18, 2019

3. **Tourism and Economic Development Committee - August 8, 2019** 271

Recommended Action

That Council receives Tourism and Economic Development Committee Meeting Minutes dated August 8, 2019

4. **Kingsville B.I.A. - August 13, 2019** 274

Recommended Action

That Council receives Kingsville B.I.A. Meeting Minutes dated August 13, 2019

L. BUSINESS CORRESPONDENCE - INFORMATIONAL

1. **City of Kitchener--Correspondence dated September 5, 2019 RE: Single-use wipes** 278

- | | | |
|----|--|-----|
| 2. | City of Kitchener--Correspondence dated September 6, 2019 RE: Producer Requirements for Packaging in Ontario | 280 |
| 3. | Township of Larder Lake--Resolution #17 dated August 27, 2019 RE: Request that the Ministers and the Premier offer electronic delegations to small and rural Municipalities. | 282 |
| 4. | Municipality of Chatham-Kent--Correspondence dated September 12, 2019 RE: Resolution regarding Provincial Funding Cuts to Legal Aid Ontario | 283 |

Recommended Action

That Council receives Business Correspondence-Informational items 1-4.

M. NOTICES OF MOTION

1. Councillor K. DeYong may move, or cause to have moved:

That the composition of the Personnel Committee be amended to include
all members of Council.

N. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

O. BYLAWS

- | | | |
|----|----------------|-----|
| 1. | By-law 83-2019 | 285 |
|----|----------------|-----|

Being a By-law authorizing the entering into of a Contract for Services
Agreement with Pesce & Associates Human Resources Consultants
respecting the completion of an Organizational Review

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

- | | | |
|----|----------------|-----|
| 2. | By-law 84-2019 | 288 |
|----|----------------|-----|

Being a By-law authorizing the entering into of a Contract Agreement with
MDB Insight Inc. respecting the Business Retention and Expansion
Project in the Town of Kingsville

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

- | | | |
|----|----------------|-----|
| 3. | By-law 85-2019 | 326 |
|----|----------------|-----|

Being a By-law authorizing the entering into of an Easement Agreement
between 1646322 Ontario Limited and The Corporation of the Town of
Kingsville

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

P. CLOSED SESSION

Pursuant to section 239(2) of the *Municipal Act, 2001*, Council will enter into

Closed Session to address the following items:

1. Section 239(2)(b) being personal matters about an identifiable individual, including municipal or local board employees, being Report of J. Galea, Human Resources Manager, dated September 18, 2019

Q. REPORT OUT OF CLOSED SESSION

R. CONFIRMATORY BY-LAW

1. By-law 86-2019

335

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its September 23, 2019 Regular Meeting

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

S. ADJOURNMENT

Kingsville B.I.A.



TOWN OF KINGSVILLE COUNCIL FLOWER PROGRAM PRESENTATION

BIA REQUEST

- Respectfully requesting that the Kingsville BIA and Town of Kingsville enter into an official flower program partnership
- The partnership would continue to see both the Town and BIA paying 50% of the flower program costs moving forward without utilizing the grant request process
- Requesting that the partnership allow for the vendor to communicate directly with Designated Town Resources for their needs while copying the BIA on communications to remove the middle people from the scenario and ultimately simplify the management of the program for all involved
- Asking to leave the planters on the street throughout the winter months to eliminate labour demands on the town resources in moving and storing them for the winter



Flower Program Information

- Currently there are 44 Hanging Baskets, 38 Ground Planters and the Clock Tower Garden
- Cindy's spends approximately 5 hours per day – 7 days a week - watering and maintaining the flowers for the duration of the contract
- Cindy's guarantees the flowers well being and health
- Cindy's grows the flowers on site specifically for this contract based on the requests made to include colour, plant types and etc.
- Based on the ESTIMATE flower costs for 2020 (\$37,500) the cost per planter will be \$436 (note- clock tower garden area was counted as 4 planters worth of flowers for this calculation) The shared cost to each group is \$218 per planter.
- This cost includes daily watering and maintenance as well as guarantee of the plant health.
- The planters are in use traditionally from May until late January (weather dependent) – 9 months out of the calendar year

Flower Cost History

| YEAR | TOWN CONTRIBUTION (50% of total cost) | NOTES |
|------|--|--|
| 2019 | \$19,353 | First year to include fall mum planting |
| 2018 | \$17,300 | |
| 2017 | \$15,000 | |



**THANK
YOU**



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

PUBLIC NOTICE

PROPOSED ROAD NAME CHANGE

TAKE NOTICE that Council of The Corporation of the Town of Kingsville will consider By-law 77-2019, being a By-law to change the name of '**Meghan Agosta Drive**' to '**York Boulevard**' at its Regular Meeting to be held on Monday, September 23, 2019 at 7:00 p.m. at Kingsville Council Chambers, 2021 Division Road North, Kingsville.

Anyone wishing to appear before Council to speak to this matter may advise the Clerk in writing not later than 12:00 noon on the Wednesday prior to the meeting.

Comments which are made at the meeting or in writing will become part of the public record which is available for anyone to view on the Town of Kingsville website.

DATED at Kingsville, Ontario this 13th day of August, 2019.

Jennifer Astrologo, Director of Corporate Services /Clerk
The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, Ontario N9Y 2Y9



**Town of Kingsville
Council Summary Report
2019**

Cheque Distributions for the Month of:

AUGUST

Department Summary:

| Dept. No. | Department Name | Amount |
|-----------|--|---------------|
| | Credit Card Transactions | \$ 10,091.04 |
| 000 | Default - Clearing | \$ 271,594.65 |
| 110 | Council | \$ 1,096.87 |
| 112 | General Administration | \$ 51,435.45 |
| 114 | Information Technology | \$ 15,531.77 |
| 120 | Animal Control | \$ 2,587.36 |
| 121 | Fire | \$ 18,445.32 |
| 122 | OPP | \$ 273,095.22 |
| 124 | Building | \$ 4,617.07 |
| 130 | Transportation - Public Works | \$ 979,871.93 |
| 131 | Sanitation | \$ 159,066.84 |
| 151 | Cemetery | \$ 8,640.72 |
| 170 | Arena | \$ 21,451.11 |
| 171 | Parks | \$ 69,981.04 |
| 172 | Fantasy of Lights | \$ - |
| 173 | Marina | \$ 21,926.67 |
| 174 | Migration Festival | \$ 686.88 |
| 175 | Recreation Programs | \$ 136,651.33 |
| 176 | Communities in Bloom | \$ 577.07 |
| 177 | Highland Games | \$ 9,639.82 |
| 178 | Facilities | \$ 76,761.09 |
| 180 | Planning | \$ 7,862.25 |
| 181 | BIA | \$ 1,809.99 |
| 184 | Accessibility Committee | \$ 172.99 |
| 185 | Tourism & Economic Development Committee | \$ 918.15 |
| 186 | Heritage Committee | \$ 457.83 |
| 201 | Environmental - Water | \$ 26,103.56 |
| 242 | Kingsville/Lakeshore West Wastewater | \$ 125,560.23 |
| 243 | Cottam Wastewater | \$ 6,653.59 |

Total of Current Expenditures: \$ 2,303,287.84

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

Total Number of Current Cheques Issued: 332

Comparison Data: AUGUST 2018

Total of Approved Expenditures: \$ 1,652,538.89

Total Number of Cheques Issued: 293

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

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

| Cheque Number | Cheque Date | Vendor Name | Description | Account | Amount |
|---------------------------------------|--------------------|---------------------------|--------------------------------|------------------|---------------------|
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | MFOA CONF - T HONG | 01-112-098-60254 | \$ 941.28 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | COURSE REG - J ASTROLOGO | 01-112-098-60254 | \$ 284.93 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | TONER | 01-112-099-60301 | \$ 254.35 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | AD - PUBLIC WORKS POSTING | 01-112-099-60306 | \$ 47.99 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | MONEY COUNTER | 01-112-099-60358 | \$ 223.86 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | BACKUP SOFTWARE RENEWAL | 01-114-099-60309 | \$ 1,171.63 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | ULC STANDARDS-BLDG DEPT | 01-124-098-60254 | \$ 453.79 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | ORDERLINE-BLDG DEPT TRAINING | 01-124-098-60254 | \$ 296.63 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | RINK BOARD MATERIAL | 01-170-099-60315 | \$ 4,097.28 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | P&R TRAINING | 01-175-099-60254 | \$ 208.61 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | TS - SPECIAL OCCASION PERMIT | 01-175-150-60761 | \$ 150.00 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | TS - WRISTBANDS | 01-175-150-60771 | \$ 340.38 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | TS - SPECIAL OCCASION PERMIT | 01-175-150-60773 | \$ 450.00 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | TS - TSHIRTS | 01-175-150-60776 | \$ 86.70 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | INNS OF KINGS -CIB JUDGE LARRY | 01-176-099-60653 | \$ 201.48 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | INNS OF KINGS -CIB JUDGE BERTA | 01-176-099-60653 | \$ 201.48 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | AD - HIGHLAND GAMES | 01-177-099-60306 | \$ 64.41 |
| 70199 | 8/14/2019 | TD Canada Trust - RM Visa | FRAME FOR CERTIFICATE | 01-180-099-60301 | \$ 10.63 |
| 70198 | 8/14/2019 | TD Canada Trust - PVMW | FIBRE MEETING - NSANTOS/PVMW | 01-110-099-60300 | \$ 100.43 |
| 70198 | 8/14/2019 | TD Canada Trust - PVMW | LORD ELGIN -L LUCIER AMO HOTEL | 01-110-102-60253 | \$ 210.60 |
| 70198 | 8/14/2019 | TD Canada Trust - PVMW | VIA RAIL - PVMW AMO CANCELLED | 01-112-098-60254 | \$ (633.84) |
| 70198 | 8/14/2019 | TD Canada Trust - PVMW | FLIGHT - PVMW AMO | 01-112-098-60254 | \$ 50.88 |
| 70198 | 8/14/2019 | TD Canada Trust - PVMW | FLIGHT - PVMW AMO | 01-112-098-60254 | \$ 501.93 |
| 70198 | 8/14/2019 | TD Canada Trust - PVMW | COUNCIL PHOTO PRINT | 01-112-099-60317 | \$ 14.22 |
| 70198 | 8/14/2019 | TD Canada Trust - PVMW | RAFFLE TICKETS - MAYOR'S GOLF | 01-171-179-40527 | \$ 10.18 |
| 70198 | 8/14/2019 | TD Canada Trust - PVMW | AD - GOLF TOURNAMENT | 01-171-179-40527 | \$ 242.04 |
| 70198 | 8/14/2019 | TD Canada Trust - PVMW | MOVIE NIGHT - SMORES | 01-175-099-60628 | \$ 80.17 |
| 70197 | 8/14/2019 | TD Canada Trust - NS Visa | OVERLIMIT FEE JUL 22, 2019 | 01-112-099-60346 | \$ 29.00 |
| Total Credit Card Transactions | | | | | \$ 10,091.04 |

Town of Kingsville
Council Summary Report

Ranges: **From:** **To:**
Vendor ID: **First** **Last**
Vendor Name: **First** **Last**
Cheque Date: **8/1/2019** **8/31/2019**
Sorted By: **Cheque Number**

Distribution Types Included: **PURCH**

| Cheque Number | Cheque Date | Vendor Name | Description | Amount |
|-----------------------------|-------------|------------------------|---|---------------|
| - | | | | |
| Total For Department | | | | \$0.00 |
| <u>000</u> | - | | | |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 5 CRANBERRY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 11 CRANBERRY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 15 CRANBERRY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 17 CRANBERRY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 3 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 5 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 8 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 7 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 9 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 11 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 13 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 15 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 17 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 21 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 23 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 25 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 26 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 28 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070070 * | 8/14/2019 | 1078262 Ontario Ltd | RFND DEP - 27 HOLLY 01-000-000-21410 | \$1,000.00 |
| 0070071 * | 8/14/2019 | Aace Home Improvements | RFND DEP - 14 PROSPECT 01-000-000-21410 | \$1,000.00 |

Town of Kingsville
Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|-------------------------------|--|---------------|
| 0070076 * | 8/14/2019 | Agostino Amicone | RFND DEP - 1325 ROAD 3 E 01-000-000-21410 | \$1,000.00 |
| 0070084 * | 8/14/2019 | Tomor Bendo | RFND DEP - 105 WIGLE 01-000-000-21410 | \$1,000.00 |
| 0070086 * | 8/14/2019 | Michael Breault | RFND DEP - 70 ROAD 3 W 01-000-000-21410 | \$1,000.00 |
| 0070101 * | 8/14/2019 | Peter Courey | RFND DEP - 229 LAKEVIEW AVE 01-000-000-21410 | \$1,000.00 |
| 0070103 * | 8/14/2019 | Leah Dewhurst | RFND DEP - 1497 FULLER 01-000-000-21410 | \$1,000.00 |
| 0070112 * | 8/14/2019 | Erie Accent Pools & Spas | RFND DEP - 210 BERNATH 01-000-000-21410 | \$1,000.00 |
| 0070141 * | 8/14/2019 | John Lein | RFND DEP - 224 OWENWOOD 01-000-000-21410 | \$1,000.00 |
| 0070143 * | 8/14/2019 | Lilac Row Farms Inc. | RFND DEP - 2360 MCCAIN SDRD 01-000-000-21410 | \$1,000.00 |
| 0070145 * | 8/14/2019 | Will Loewen | RFND DEP - 4 JOANEY LANE 01-000-000-21410 | \$1,000.00 |
| 0070151 * | 8/14/2019 | Bradley Miller | RFND DEP - 343 CTY RD 14 E 01-000-000-21410 | \$1,000.00 |
| 0070154 | 8/14/2019 | Municipality of Leamington | DRAIN MAINTENANCE 01-000-023-14080 | \$164.26 |
| 0070156 * | 8/14/2019 | Ed Neves | RFND DEP - 619 MALO ST 01-000-000-21410 | \$1,000.00 |
| 0070157 * | 8/14/2019 | N.J. Peralta Engineering Ltd. | CLIFFORD DRAIN - 3RD CONC 01-000-023-14080 | \$5,088.00 |
| 0070159 * | 8/14/2019 | HYDRO ONE | STREETLIGHTS - DIMAR DR 01-000-006-13199 | \$30.61 |
| 0070162 * | 8/14/2019 | Graeme Park | RFND DEP - 3 SARA BLVD 01-000-000-21410 | \$1,000.00 |
| 0070164 * | 8/14/2019 | Abram Penner | RFND DEP - 1846 TALBOT RD 01-000-000-21410 | \$1,000.00 |
| 0070167 * | 8/14/2019 | Christina Porrone | RFND PYMTS-AMENDED ASSESSMENT 01-000-031-21418 | \$632.47 |
| 0070169 * | 8/14/2019 | Megan or Kevin Pucovsky | RFND DEP - 1771 CTY RD 20 01-000-000-21410 | \$1,000.00 |
| 0070175 * | 8/14/2019 | Rood Engineering Inc. | ORTON DRAIN 01-000-023-14080 | \$4,894.65 |
| 0070191 * | 8/14/2019 | South Western Property Mainte | 14 PRIMROSE - CUT GRASS 01-000-006-13199 | \$40.00 |
| 0070193 * | 8/14/2019 | Stantec Consulting Ltd. | SUNVALLEY - WTR FLOW CTRL 01-000-006-13199 | \$3,931.20 |
| 0070195 * | 8/14/2019 | Sunrite Greenhouses Ltd | RFND DEP - 1414 SEACLIFF 01-000-000-21410 | \$1,000.00 |
| 0070202 * | 8/14/2019 | Timberland Homes | RFND DEP - 1501 HERITAGE 01-000-000-21410 | \$1,000.00 |
| 0070214 * | 8/14/2019 | Aaron Wiebe | RFND DEP - 834 ROAD 6 E 01-000-000-21410 | \$1,000.00 |
| 0070251 * | 8/28/2019 | I.B.E.W. #636 | REMITTANCE JUL 28-AUG 10, 2019 01-000-000-21006 | \$770.43 |
| 0070265 * | 8/30/2019 | 1552843 Ont Ltd. | RFND DEP - 225 PRINCE ALBERT N 01-000-020-22181 | \$1,840.79 |
| 0070265 * | 8/30/2019 | 1552843 Ont Ltd. | RFND DEP - 225 PRINCE ALBERT N 01-000-020-21501 | \$30,000.00 |
| 0070273 * | 8/30/2019 | Gilbert Bernardes | RFND DEP - 51 ROAD 6 W 01-000-000-21410 | \$1,000.00 |
| 0070310 * | 8/30/2019 | Wes Hodgkins | RFND DEP - 3176 DIVISION RD N 01-000-000-21410 | \$1,000.00 |

Town of Kingsville
Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|---------------------------------|--|---------------|
| 0070312 * | 8/30/2019 | I.B.E.W. #636 | REMITTANCE AUG11-24, 2019 01-000-000-21006 | \$778.89 |
| 0070319 * | 8/30/2019 | Kingsville Fire Fighter Assoc | REMITTANCE JUL 2019 01-000-000-21014 | \$348.00 |
| 0070323 * | 8/30/2019 | Lakeview Private Park | 2019 PRIVATE PARK FEES 01-000-014-13004 | \$7,829.28 |
| 0070324 * | 8/30/2019 | Lakepoint Homes | RFND DEP - 15 LUKAS DR 01-000-000-21410 | \$1,000.00 |
| 0070324 * | 8/30/2019 | Lakepoint Homes | RFND DEP - 31 LUKAS DR 01-000-000-21410 | \$1,000.00 |
| 0070334 * | 8/30/2019 | M & M Farms Ltd | RFND DEP - VL SS RD 4 E 01-000-020-22228 | \$212.93 |
| 0070335 * | 8/30/2019 | Marcovecchio Construction | RFND DEP - 13 HOUSTON AVE 01-000-000-21410 | \$932.50 |
| 0070365 * | 8/30/2019 | Jeff & Paulette Shepley | RFND DEP - ZBA/32/18 01-000-020-22315 | \$986.72 |
| 0070366 * | 8/30/2019 | Shilson Excavation & Trucking I | REMOVE OBSTRUCTION-CTY RD 8 01-000-023-14080 | \$2,187.84 |
| 0070366 * | 8/30/2019 | Shilson Excavation & Trucking I | REMOVE OBSTRUCTION-CAMERON SDR 01-000-023-14080 | \$661.44 |
| 0070366 * | 8/30/2019 | Shilson Excavation & Trucking I | REMOVE OBSTRUCTION-MCCAIN SDRD 01-000-023-14080 | \$2,874.72 |
| 0070366 * | 8/30/2019 | Shilson Excavation & Trucking I | BANK FAILURE REPAIR 01-000-023-14080 | \$2,126.78 |
| 0070366 * | 8/30/2019 | Shilson Excavation & Trucking I | BEAVER DAM - ARNER 01-000-023-14080 | \$407.04 |
| 0070366 * | 8/30/2019 | Shilson Excavation & Trucking I | 8TH CON ROAD DRAIN 01-000-023-14080 | \$19,017.61 |
| 0070366 * | 8/30/2019 | Shilson Excavation & Trucking I | CULVERT EXTENSION 01-000-006-13199 | \$5,534.00 |
| 0070366 * | 8/30/2019 | Shilson Excavation & Trucking I | BANK FAILURE REPAIR 01-000-023-14080 | \$9,056.63 |
| 0070366 * | 8/30/2019 | Shilson Excavation & Trucking I | BANK FAILURE REPAIRS 01-000-023-14080 | \$4,752.19 |
| 0070366 * | 8/30/2019 | Shilson Excavation & Trucking I | REPLACE CULVERT EMERG J 19-016 01-000-023-14080 | \$8,649.59 |
| 0070366 * | 8/30/2019 | Shilson Excavation & Trucking I | CULVERT INSTAL-880 CTY RD 8 01-000-006-13199 | \$22,687.50 |
| 0070376 * | 8/30/2019 | SunValley Farms | RFND DEP - 3080 GRAHAM SDRD 01-000-000-21410 | \$1,000.00 |
| 0070377 * | 8/30/2019 | Sunparlour Machine Maintenance | PHRAGMITES 2019 01-000-023-14080 | \$16,118.77 |
| 0070383 * | 8/30/2019 | T. McFarlane Builders | RFND DEP - 175 HERITAGE RD 01-000-000-21410 | \$1,000.00 |
| 0070387 * | 8/30/2019 | David Valenzo | RFND DEP - 16 MAPLE ST 01-000-000-21413 | \$150.00 |
| 0070395 | 8/30/2019 | Workplace Safety & Insurance E | REMITTANCE - AUG 2019 01-000-000-21007 | \$18,851.96 |
| 0070401 * | 8/30/2019 | Minister of Finance (Fynbo) | CLAIM NO SC-17-58242 01-000-000-21016 | \$75.70 |
| 0070403 * | 8/30/2019 | Nautica Homes Ltd | RFND DEP - 9 BRUNER CRT 01-000-000-21410 | \$1,000.00 |
| 0070409 * | 8/30/2019 | Pro Bid Contractors Ltd. | CULVERT INSTALLATION-46 RD 7 E 01-000-006-13199 | \$53,962.15 |
| 0070413 * | 8/30/2019 | Sherry Reaume | RFND DEP - 1508 KRATZ RD 01-000-000-21410 | \$1,000.00 |
| 0070414 * | 8/30/2019 | Relax Pools and Spas (2010 inc | RFND DEP - 446 ROAD 11 01-000-000-21410 | \$1,000.00 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------------------------|-------------|--------------------------------|---|---------------------|
| Total For Department 000 | | | | \$271,594.65 |
| 110 | - | | | |
| 0070172 | 8/14/2019 | Gord Queen | MILEAGE - JULY 24, 2019 01-110-101-60253 | \$36.04 |
| 0070200 | 8/14/2019 | Telus Mobility | CELL PHONE - JUL 28 - AUG 27 01-110-099-60327 | \$45.79 |
| 0070254 | 8/28/2019 | Laura Lucier | TRAVEL EXPENSES - AMO 2019 01-110-102-60253 | \$1,015.04 |
| Total For Department 110 | | | | \$1,096.87 |
| 112 | - | | | |
| 0070065 | 8/2/2019 | Melinda Rauch | 226 DIVISION ST S 01-112-099-60319 | \$10,000.00 |
| 0070067 | 8/8/2019 | Minister of Finance (Marriage) | MARRIAGE LICENCES (25) 01-112-099-60345 | \$1,200.00 |
| 0070077 | 8/14/2019 | Laura Anthony | POLICE CLEARANCE 01-112-099-60317 | \$41.00 |
| 0070079 | 8/14/2019 | Jennifer Astrologo | PARLIAMENTARY CRSE & RESOURCE 01-112-098-60254 | \$45.87 |
| 0070082 | 8/14/2019 | Bell Canada | 2021 DIVISION RD N (PIPE) 01-112-099-60327 | \$559.68 |
| 0070082 | 8/14/2019 | Bell Canada | 2021 DIVISION RD N 01-112-099-60327 | \$691.09 |
| 0070089 | 8/14/2019 | Canada Post Corporation | AP CHEQUES 01-112-099-60303 | \$61.09 |
| 0070092 * | 8/14/2019 | Isabel Carreira | SATURDAY AUG 3, 2019 01-112-072-60129 | \$279.18 |
| 0070092 * | 8/14/2019 | Isabel Carreira | SATURDAY AUGUST 10, 2019 01-112-072-60129 | \$275.00 |
| 0070092 * | 8/14/2019 | Isabel Carreira | SATURDAY AUGUST 10, 2019 01-112-072-60129 | \$49.82 |
| 0070094 | 8/14/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - JULY 2019 01-112-099-60341 | \$2,289.60 |
| 0070095 | 8/14/2019 | Cintas Canada Limited | TOWN HALL - MATS 01-112-099-60315 | \$90.25 |
| 0070095 | 8/14/2019 | Cintas Canada Limited | TOWN HALL - MATS 01-112-099-60315 | \$90.25 |
| 0070098 | 8/14/2019 | Compugen Inc. | CAO COPIES 01-112-099-60311 | \$0.28 |
| 0070098 | 8/14/2019 | Compugen Inc. | TREASURY COPIES 01-112-099-60311 | \$486.99 |
| 0070102 | 8/14/2019 | Culligan Water | WATER COOLER - TOWN HALL 01-112-099-60311 | \$28.44 |
| 0070104 | 8/14/2019 | D.H.Kingsville Investments Inc | MEDICAL CENTRE RENT - SEPT 01-112-099-60366 | \$3,013.68 |
| 0070134 | 8/14/2019 | Sandra Kitchen | MILEAGE - HERITAGE WRKSHP TEC 01-112-099-60400 | \$43.15 |
| 0070147 * | 8/14/2019 | Linda Lyman | SATURDAY AUGUST 10, 2019 02-112-072-60129 | \$275.00 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|-------------------------------|--|---------------|
| 0070147 * | 8/14/2019 | Linda Lyman | SATURDAY AUGUST 10, 2019 01-112-072-60129 | \$28.61 |
| 0070148 | 8/14/2019 | MC Business Solutions Ltd | LARGE FORMAT SCANNER 01-112-360-71960 | \$6,614.40 |
| 0070149 | 8/14/2019 | Merchant Paper Company | SUPPLIES - TOWN HALL 01-112-099-60315 | \$302.96 |
| 0070153 | 8/14/2019 | Monarch Office Supply | OFFICE SUPPLIES - JULY 2019 01-112-099-60301 | \$781.89 |
| 0070153 | 8/14/2019 | Monarch Office Supply | OFFICE SUPPLIES - JULY 2019 01-112-099-60317 | \$29.98 |
| 0070180 | 8/14/2019 | Vicky Sawatzky | MAP UNIT 2 50% REGISTRATION 01-112-098-60254 | \$183.17 |
| 0070180 | 8/14/2019 | Vicky Sawatzky | MILEAGE - JAN-AUG 9/19 01-112-099-60400 | \$54.69 |
| 0070182 | 8/14/2019 | Shred-It International ULC | RECORDS ARCHIVE DESTRUCTION 01-112-099-60317 | \$102.67 |
| 0070186 | 8/14/2019 | Southwestern Sales Corp. Ltd. | SANDBAG PROGRAM 01-112-099-60317 | \$481.58 |
| 0070187 | 8/14/2019 | South Essex Community Counc | JAN - JUNE 2019 - RIDERSHIP 01-112-420-60970 | \$5,440.00 |
| 0070190 | 8/14/2019 | Southpoint Publishing Inc | ADS - JULY 2019 01-112-099-60306 | \$198.43 |
| 0070197 | 8/14/2019 | TD Canada Trust - NS Visa | OVERLIMIT FEE JUL 22, 2019 01-112-099-60346 | \$29.00 |
| 0070200 | 8/14/2019 | Telus Mobility | CELL PHONE - JUL 28 - AUG 27 01-112-099-60327 | \$183.17 |
| 0070204 | 8/14/2019 | Tri County Copiers-DNU | COPIES - TREASURY, CAO, ARENA 01-112-099-60311 | \$117.36 |
| 0070210 | 8/14/2019 | Peggy Van Mierlo-West | MILEAGE APR - JUNE 2019 01-112-099-60400 | \$470.08 |
| 0070222 | 8/14/2019 | WorkLink Solutions | ERGO & WSIB 01-112-099-60317 | \$1,614.93 |
| 0070241 | 8/28/2019 | Jennifer Astrologo | TRAVEL EXP - AMO CONF 2019 01-112-098-60254 | \$681.39 |
| 0070244 | 8/28/2019 | Compugen Finance Inc. | TOWN HALL COPIER LEASE 01-112-099-60311 | \$768.94 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 2021 Division Rd N - Town Hall 01-112-099-60314 | \$74.14 |
| 0070256 | 8/28/2019 | Ryan McLeod | TRAVEL EXP -AMO CONF 2019 01-112-098-60254 | \$820.53 |
| 0070260 | 8/28/2019 | HYDRO ONE | 2021 Division Admin #J027150 01-112-099-60314 | \$2,882.67 |
| 0070276* | 8/30/2019 | Isabel Carreira | SATURDAY AUGUST 17, 2019 01-112-072-60129 | \$275.00 |
| 0070276 * | 8/30/2019 | Isabel Carreira | SATURDAY AUGUST 17, 2019 01-112-072-60129 | \$39.28 |
| 0070276* | 8/30/2019 | Isabel Carreira | SATURDAY AUGUST 24, 2019 01-112-072-60129 | \$275.00 |
| 0070276* | 8/30/2019 | Isabel Carreira | SATURDAY AUGUST 24, 2019 01-112-072-60129 | \$4.07 |
| 0070281 | 8/30/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - AUG 2019 01-112-099-60341 | \$2,289.60 |
| 0070282 | 8/30/2019 | Cintas Canada Limited | TOWN HALL - MATS 01-112-099-60315 | \$90.25 |
| 0070285 | 8/30/2019 | CounterForce | TOWN HALL ALARM MONITORING 01-112-099-60315 | \$305.28 |
| 0070304 | 8/30/2019 | Jennifer Galea | PERCULATOR COFFEE 01-112-099-60317 | \$19.99 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|--------------------------------|--|---------------|
| 0070304 | 8/30/2019 | Jennifer Galea | REFRESHMENTS - CROSSING GUARDS 01-112-099-60368 | \$20.28 |
| 0070333 * | 8/30/2019 | Linda Lyman | SATURDAY AUGUST 24, 2019 01-112-072-60129 | \$275.00 |
| 0070333 * | 8/30/2019 | Linda Lyman | SATURDAY AUGUST 24, 2019 01-112-072-60129 | \$41.06 |
| 0070338 | 8/30/2019 | McTague Law Firm | HARTLEIB - INSURANCE CLAIM 01-112-099-60313 | \$1,405.10 |
| 0070368 | 8/30/2019 | Sims Publications Incorporated | AD - TAX NOTICES 01-112-099-60306 | \$121.17 |
| 0070382 | 8/30/2019 | Thomson Reuters Canada | WESTLAW SUBSCRIPTION - JULY 19 01-112-099-60320 | \$124.61 |
| 0070406 | 8/30/2019 | Phasor Industrial | UPS REPLACEMENT 01-112-099-60315 | \$4,741.00 |
| 0070410 | 8/30/2019 | Purolator Courier Service | COURIER SERVICES 01-112-099-60305 | \$27.80 |

Total For Department 112 \$51,435.45

114 -

| | | | | |
|---------|-----------|--------------------------------|--|-------------|
| 0070078 | 8/14/2019 | Applied Computer Solutions Inc | SERVICE WORK - JULY 01-114-099-60310 | \$381.60 |
| 0070127 | 8/14/2019 | Tony Iacobelli | MILEAGE - JUL 9-18, 2019 01-114-099-60400 | \$49.10 |
| 0070200 | 8/14/2019 | Telus Mobility | CELL PHONE - JUL 28 - AUG 27 01-114-099-60327 | \$91.58 |
| 0070201 | 8/14/2019 | The Information Professionals | RECORDS RETENTION - TOMRMS 01-114-099-60309 | \$305.28 |
| 0070246 | 8/28/2019 | Dell Canada Inc | LAPTOP DOCKING STATIONS 01-114-099-60302 | \$203.51 |
| 0070246 | 8/28/2019 | Dell Canada Inc | IT LAPTOP REPLACEMENT 01-114-099-60309 | \$1,994.01 |
| 0070292 | 8/30/2019 | Empire Communications | CARD ACCESS EXPANSION-MUN BLDG 01-114-360-71905 | \$11,955.92 |
| 0070299 | 8/30/2019 | Essex County Locksmiths | REPAIR PW/ES DOORS 01-114-360-71905 | \$550.77 |

Total For Department 114 \$15,531.77

120 -

| | | | | |
|---------|-----------|--------------------------------|---|------------|
| 0070118 | 8/14/2019 | FastSigns | SIGN - DOG POUND 01-120-280-60371 | \$1,233.33 |
| 0070131 | 8/14/2019 | Ketchum Manufacturing Inc. | 2020 DOG TAGS 01-120-280-60137 | \$1,044.40 |
| 0070216 | 8/14/2019 | Windsor Essex County Humane | STRAY CAT PROGRAM - JULY 2019 01-120-280-60377 | \$100.00 |
| 0070368 | 8/30/2019 | Sims Publications Incorporated | AD - PROPOSED RD NAME CHANGE 01-120-099-60306 | \$134.63 |
| 0070374 | 8/30/2019 | South Howard Animal Clinic | SPAY NEUTOR PROGRAM 01-120-280-60377 | \$75.00 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|-----------------------------|-------------|---------------------------------|---|-------------------|
| Total For Department | | | 120 | \$2,587.36 |
| 121 | - | | | |
| 0070073 | 8/14/2019 | A.J. Stone Company Ltd. | 122-4 SCBA 01-121-099-60316 | \$42.31 |
| 0070080 | 8/14/2019 | B&T Waechter Holdings Ltd (Cc | FUEL 01-121-099-60340 | \$18.91 |
| 0070094 | 8/14/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - JULY 2019 01-121-099-60341 | \$356.16 |
| 0070094 | 8/14/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - JULY 2019 01-121-099-60341 | \$183.17 |
| 0070095 | 8/14/2019 | Cintas Canada Limited | FIRE - MATS 01-121-099-60315 | \$45.53 |
| 0070095 | 8/14/2019 | Cintas Canada Limited | FIRE - MATS 01-121-099-60315 | \$76.29 |
| 0070095 | 8/14/2019 | Cintas Canada Limited | FIRE - MATS 01-121-099-60315 | \$76.29 |
| 0070095 | 8/14/2019 | Cintas Canada Limited | FIRE - MATS 01-121-099-60315 | \$45.53 |
| 0070109 | 8/14/2019 | Economy Rental Centre | FUEL 01-121-099-60340 | \$115.56 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 120 Fox St 01-121-099-60314 | \$280.90 |
| 0070119 | 8/14/2019 | Fireservice Management Ltd. | EQUIPMENT REPAIR 01-121-099-60316 | \$216.40 |
| 0070119 | 8/14/2019 | Fireservice Management Ltd. | EQUIPMENT REPAIR 01-121-099-60316 | \$81.83 |
| 0070119 | 8/14/2019 | Fireservice Management Ltd. | EQUIPMENT REPAIR 01-121-099-60316 | \$172.34 |
| 0070122 | 8/14/2019 | Global Traffic Technologies Car | 2019 Q3 LEASE 01-121-099-60311 | \$2,026.19 |
| 0070132 | 8/14/2019 | K & H Distributing | FIREWORKS SAFTEY CRSE - DEAN 01-121-098-60254 | \$50.88 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | FACILITY MAINTENANCE 01-121-099-60315 | \$18.79 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | TRAINING 01-121-072-60118 | \$38.65 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | EQUIPMENT REPAIR 01-121-099-60316 | \$11.41 |
| 0070136 | 8/14/2019 | Laser Art Inc. | FACILITY MAINTENANCE 01-121-099-60315 | \$6.61 |
| 0070153 | 8/14/2019 | Monarch Office Supply | OFFICE SUPPLIES - JULY 2019 01-121-099-60301 | \$2.46 |
| 0070170 | 8/14/2019 | Purolator Courier Service | COURIER SERVICES 01-121-099-60305 | \$7.70 |
| 0070176 | 8/14/2019 | Royal Benefits Inc | BENEFITS CLAIM - JULY 01-121-072-60222 | \$300.94 |
| 0070189 | 8/14/2019 | Southwest Diesel Service Inc | 124 - HEADLIGHT 01-121-099-60316 | \$14.19 |
| 0070189 | 8/14/2019 | Southwest Diesel Service Inc | 219 - SERVICE 01-121-099-60316 | \$1,000.74 |
| 0070200 | 8/14/2019 | Telus Mobility | CELL PHONE - JUL 28 - AUG 27 01-121-099-60327 | \$157.73 |

**Town of Kingsville
Council Summary Report**

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|------------------|----------------|-----------------------------------|--|------------------|
| 0070203 | 8/14/2019 | Town of Kingsville (water) | 120 Fox St 01-121-099-60314 | \$141.26 |
| 0070209 | 8/14/2019 | Universal Doors Sales & Service | GARAGE DOOR REPAIR - FIRE HALL 01-121-099-60315 | \$203.52 |
| 0070217 | 8/14/2019 | Windsor Factory Supply | FIREFIGHTER SUPPLIES 01-121-100-60705 | \$10.28 |
| 0070217 | 8/14/2019 | Windsor Factory Supply | FIREFIGHTER SUPPLIES 01-121-100-60705 | \$4.97 |
| 0070221 | 8/14/2019 | Work Authority | BOOTS - HUDVAGNER 01-121-072-60216 | \$94.74 |
| 0070240 | 8/28/2019 | Allstream Business Inc | Fire Emergency Calls 01-121-099-60327 | \$41.83 |
| 0070245 | 8/28/2019 | DeLage Landen | FIRE - COPIER LEASE 01-121-099-60311 | \$137.83 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 1720 Division Rd N 01-121-099-60314 | \$38.07 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 120 Fox St 01-121-099-60314 | \$27.23 |
| 0070250 | 8/28/2019 | Gosfield North Communications | Cottam Fire Hall 01-121-099-60327 | \$126.46 |
| 0070259 | 8/28/2019 | Minister of Finance (Fire) | FIRE TRAINING 01-121-072-60118 | \$130.00 |
| 0070260 | 8/28/2019 | HYDRO ONE | 1720 Division Rd N 01-121-099-60314 | \$1,227.14 |
| 0070267 | 8/30/2019 | Al's Auto Repair | MARINE BOAT REPAIR 01-121-099-60316 | \$125.33 |
| 0070271 | 8/30/2019 | B&T Waechter Holdings Ltd (Cc | 215 TOOL KIT 01-121-099-60358 | \$76.27 |
| 0070279 | 8/30/2019 | Chatham Marine | 226 - BOAT REPAIR 01-121-099-60316 | \$1,425.23 |
| 0070281 | 8/30/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - AUG 2019 01-121-099-60341 | \$356.16 |
| 0070281 | 8/30/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - AUG 2019 01-121-099-60341 | \$183.17 |
| 0070282 | 8/30/2019 | Cintas Canada Limited | FIRE - MATS 01-121-099-60315 | \$76.29 |
| 0070282 | 8/30/2019 | Cintas Canada Limited | FIRE - MATS 01-121-099-60315 | \$45.53 |
| 0070301 | 8/30/2019 | Fireservice Management Ltd. | EQUIPMENT REPAIR 01-121-099-60316 | \$170.77 |
| 0070301 | 8/30/2019 | Fireservice Management Ltd. | EQUIPMENT REPAIR 01-121-099-60316 | \$73.86 |
| 0070302 | 8/30/2019 | Fire Marshal's Public Fire Safety | 2019 FIRE PREVENTION KIT 01-121-100-60710 | \$524.29 |
| 0070329 | 8/30/2019 | Levitt-Safety | COMPRESSOR 01-121-099-60316 | \$2,555.02 |
| 0070329 | 8/30/2019 | Levitt-Safety | COMPRESSOR 01-121-099-60316 | \$830.43 |
| 0070339 | 8/30/2019 | Melton Bros.Welding & Marine I | 219 HANDLE 01-121-099-60316 | \$40.70 |
| 0070361 | 8/30/2019 | Safedesign Apparel Ltd. | HELMETS 01-121-099-60701 | \$1,113.50 |
| 0070363 | 8/30/2019 | Security One Alarm Systems | MONITORING 8/18/19-8/17/20 01-121-099-60315 | \$561.46 |
| 0070372 | 8/30/2019 | Southwest Diesel Service Inc | 218 AIR SYSTEM 01-121-099-60316 | \$503.93 |
| 0070372 | 8/30/2019 | Southwest Diesel Service Inc | 216 - SERVICE 01-121-099-60316 | \$935.05 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|----------------------------|--|---------------|
| 0070380 | 8/30/2019 | Thames Communications Ltd. | PAGER REPAIR & BATTERIES 01-121-099-60702 | \$434.61 |
| 0070389 | 8/30/2019 | Warkentin Plumbing | HVAC MAIN'T 01-121-099-60315 | \$231.96 |
| 0070389 | 8/30/2019 | Warkentin Plumbing | HVAC MAIN'T 01-121-099-60315 | \$425.26 |
| 0070396 | 8/30/2019 | Work Authority | BOOTS - MACROW 01-121-072-60216 | \$81.40 |
| 0070396 | 8/30/2019 | Work Authority | BOOTS - P FRIAS 01-121-072-60216 | \$81.40 |
| 0070397 | 8/30/2019 | Xerox Canada Ltd. | XEROX JUNE 25 - JULY 26/19 01-121-099-60311 | \$38.05 |
| 0070410 | 8/30/2019 | Purolator Courier Service | COURIER SERVICES 01-121-099-60305 | \$20.73 |
| 0070410 | 8/30/2019 | Purolator Courier Service | COURIER SERVICES 01-121-099-60305 | \$4.08 |

Total For Department 121 \$18,445.32

122 -

| | | | | |
|---------|-----------|-------------------------------|---|--------------|
| 0070094 | 8/14/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - JULY 2019 01-122-099-60341 | \$1,922.24 |
| 0070094 | 8/14/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - JULY 2019 01-122-099-60341 | \$284.93 |
| 0070095 | 8/14/2019 | Cintas Canada Limited | OPP - MATS 01-122-099-60315 | \$89.63 |
| 0070095 | 8/14/2019 | Cintas Canada Limited | OPP - MATS 01-122-099-60341 | \$89.63 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 41 Division St S 01-122-099-60314 | \$836.34 |
| 0070128 | 8/14/2019 | John and Michelle Ivanisko | COTTAM OPP LEASE - SEPT 2019 01-122-260-60342 | \$540.31 |
| 0070149 | 8/14/2019 | Merchant Paper Company | SUPPLIES - OPP 01-122-099-60315 | \$28.90 |
| 0070205 | 8/14/2019 | Troy Life & Fire Safety Ltd. | OPP - ANNUAL INSPECTION 01-122-099-60315 | \$300.19 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 41 Division St S 01-122-099-60314 | \$62.91 |
| 0070250 | 8/28/2019 | Gosfield North Communications | OPP - Talbot St Cottam 01-122-099-60327 | \$121.88 |
| 0070258 | 8/28/2019 | Minister of Finance (OPP) | OPP CONTRACT - AUGUST 2019 01-122-072-60120 | \$265,709.00 |
| 0070262 | 8/28/2019 | Reliance Home Comfort | 41 Division St S 01-122-099-60314 | \$37.61 |
| 0070262 | 8/28/2019 | Reliance Home Comfort | 41 Division St S 01-122-099-60314 | \$38.24 |
| 0070281 | 8/30/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - AUG 2019 01-122-099-60341 | \$1,922.24 |
| 0070281 | 8/30/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - AUG 2019 01-122-099-60341 | \$284.93 |
| 0070282 | 8/30/2019 | Cintas Canada Limited | OPP - MATS 01-122-099-60315 | \$89.63 |
| 0070357 | 8/30/2019 | Ricoh Canada | COPIER LEASE - OPP 01-122-099-60311 | \$290.90 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|-----------------------------|-------------|----------------------------|--|---------------------|
| 0070363 | 8/30/2019 | Security One Alarm Systems | MONITORING 8/18/19-8/17/20 01-122-099-60315 | \$445.71 |
| Total For Department | | | 122 | \$273,095.22 |
| <u>124</u> | - | | | |
| 0070129 | 8/14/2019 | Kelcom (Eugenie) | COMMUNICATIONS - BLDG 01-124-099-60327 | \$183.17 |
| 0070139 | 8/14/2019 | LBC Capital | PRINTER - OFFICE SUPPLIES 01-124-099-60301 | \$212.17 |
| 0070163 | 8/14/2019 | Albert J Peach | CONTRACT SERVICES - JULY 2019 01-124-072-60120 | \$1,280.00 |
| 0070199 | 8/14/2019 | TD Canada Trust - RM Visa | ORDERLINE-BLDG DEPT TRAINING 01-124-098-60254 | \$296.63 |
| 0070199 | 8/14/2019 | TD Canada Trust - RM Visa | ULC STANDARDS-BLDG DEPT 01-124-098-60254 | \$453.79 |
| 0070200 | 8/14/2019 | Telus Mobility | CELL PHONE - JUL 28 - AUG 27 01-124-099-60327 | \$239.14 |
| 0070252 | 8/28/2019 | LBC Capital | BLDG PRINTER 01-124-099-60301 | \$212.17 |
| 0070405 | 8/30/2019 | Albert J Peach | CONTRACT SERVICES - AUG 2019 01-124-072-60120 | \$1,740.00 |
| Total For Department | | | 124 | \$4,617.07 |
| <u>130</u> | - | | | |
| 0070091 | 8/14/2019 | Carrier Truck Center Inc. | PLUG/WASHER CAST 01-130-099-60316 | \$31.16 |
| 0070097 | 8/14/2019 | Coco Paving Inc | ASPHALT - SPRUCE STREET 01-130-360-71837 | \$55,967.97 |
| 0070097 | 8/14/2019 | Coco Paving Inc | ASPHALT - SPRUCE STREET 01-130-360-71956 | \$48,628.62 |
| 0070100 | 8/14/2019 | County Wide Tree Service | TREE REMOVAL-MCCALLUM/PINE 01-130-099-60426 | \$569.86 |
| 0070100 | 8/14/2019 | County Wide Tree Service | TREE TRIM - 72 AUGUSTINE DR 01-130-099-60426 | \$569.86 |
| 0070100 | 8/14/2019 | County Wide Tree Service | TREE TRIM - 30 WINSTON 01-130-099-60426 | \$427.39 |
| 0070100 | 8/14/2019 | County Wide Tree Service | TREE TRIM - GRAHAM SDRD/RD 2 E 01-130-099-60426 | \$854.78 |
| 0070100 | 8/14/2019 | County Wide Tree Service | TREE TRIM - CAMERON/N TALBOT 01-130-099-60426 | \$427.39 |
| 0070100 | 8/14/2019 | County Wide Tree Service | TREE TRIM - 85 SHERMAN ST 01-130-099-60426 | \$142.46 |
| 0070100 | 8/14/2019 | County Wide Tree Service | TREE TRIM - CONSERVATION/CR#20 01-130-099-60426 | \$284.93 |
| 0070100 | 8/14/2019 | County Wide Tree Service | TREE REMOVAL - 650 RD 11 01-130-099-60426 | \$2,393.39 |
| 0070105 | 8/14/2019 | Dillon Consulting | BRIDGE#18-REHABILITATION 01-130-360-71825 | \$1,135.82 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 390 Main St E Traffic Lights 08 -130-110-60402 | \$64.24 |

Town of Kingsville
Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|------------------|----------------|--------------------------|---|------------------|
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | Wigle Traffic Lights 01-130-110-60402 | \$51.15 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | Jasperson Traffic Lights 01-130-110-60402 | \$205.47 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | Street Lights - Kingsville 01-130-114-60412 | \$6,574.56 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | Division Traffic Lights 01-130-110-60402 | \$159.44 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | Spruce Traffic Lights 01-130-110-60402 | \$205.47 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | Santos & Main Traffic Lights 01-130-110-60402 | \$31.14 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | Street Lights - Cottam 01-130-114-60412 | \$1,300.01 |
| 0070114 | 8/14/2019 | E.R.(Bill) Vollans Ltd. | FIX BUSH HOG SKID PLATE 01-130-099-60316 | \$193.87 |
| 0070126 | 8/14/2019 | Hurricane SMS Inc | SERVICES - VARIOUS LOCATIONS 01-130-099-60452 | \$814.08 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | SUPPLIES 01-130-099-60357 | \$50.35 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | SUPPLIES 01-130-099-60335 | \$80.00 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | SPRAYER 01-130-118-60416 | \$36.62 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | SLEDGE HAMMER HANDLE 01-130-099-60357 | \$18.31 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | SHOVEL HANDLE 01-130-099-60357 | \$26.44 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | DUCT TAPE - LINE PAINTING 01-130-110-60401 | \$26.44 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | HARDWARE FOR SHELVES 01-130-099-60335 | \$4.86 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | ANCHORS FOR BIKE RACKS 01-130-099-60455 | \$45.97 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | BUSHING FOR CHIPPER 01-130-099-60316 | \$9.74 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | PARTS - LIGHT BASES 01-130-099-60455 | \$23.20 |
| 0070137 | 8/14/2019 | Lawson Products Ltd. | SUPPLIES 01-130-099-60335 | \$110.81 |
| 0070140 | 8/14/2019 | Leamington Int. Trucks | 12-03 - REPAIR POWER STEERING 01-130-099-60316 | \$417.84 |
| 0070150 | 8/14/2019 | Messer Canada Inc., | CYLINDER RENTAL 01-130-099-60335 | \$24.42 |
| 0070153 | 8/14/2019 | Monarch Office Supply | OFFICE SUPPLIES - JULY 2019 01-130-099-60301 | \$451.25 |
| 0070153 | 8/14/2019 | Monarch Office Supply | OFFICE SUPPLIES - JULY 2019 01-130-099-60317 | \$15.99 |
| 0070159 | 8/14/2019 | HYDRO ONE | Streetlights - Kratz 01-130-114-60412 | \$4,089.47 |
| 0070159 | 8/14/2019 | HYDRO ONE | Streetlights - Road 3E 01-130-114-60412 | \$2.95 |
| 0070159 | 8/14/2019 | HYDRO ONE | Streetlights - Mucci Dr 01-130-114-60412 | \$23.42 |
| 0070159 | 8/14/2019 | HYDRO ONE | Streetlights - Regent St 01-130-114-60412 | \$30.23 |
| 0070159 | 8/14/2019 | HYDRO ONE | Streetlights - Woodland 01-130-114-60412 | \$63.02 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|--------------------------------|--|---------------|
| 0070159 | 8/14/2019 | HYDRO ONE | Streetlights - Sunvalley 01-130-114-60412 | \$37.10 |
| 0070165 | 8/14/2019 | Phasor Industrial | REPLACE DEAD NODES 01-130-114-60413 | \$829.34 |
| 0070166 | 8/14/2019 | Plant Products | HERBICIDE 01-130-118-60416 | \$196.93 |
| 0070171 | 8/14/2019 | Queens Auto Supply | SUPPLIES 01-130-099-60335 | \$14.29 |
| 0070171 | 8/14/2019 | Queens Auto Supply | SUPPLIES 01-130-099-60340 | \$11.95 |
| 0070171 | 8/14/2019 | Queens Auto Supply | DIESEL EXHAUST FLUID 01-130-099-60340 | \$26.44 |
| 0070171 | 8/14/2019 | Queens Auto Supply | SUPPLIES 01-130-099-60357 | \$5.08 |
| 0070176 | 8/14/2019 | Royal Benefits Inc | BENEFITS CLAIM - JULY 01-130-072-60223 | \$3,949.17 |
| 0070177 | 8/14/2019 | Sam's Service Facility | 2013 INTERNATIONAL - SERVICE 01-130-099-60316 | \$223.59 |
| 0070177 | 8/14/2019 | Sam's Service Facility | 2012 INTERNATIONAL - SERVICE 01-130-099-60316 | \$248.30 |
| 0070183 | 8/14/2019 | Sims Publications Incorporated | AD - INDEMINITY DEP REFUNDS 01-130-099-60306 | \$161.55 |
| 0070188 | 8/14/2019 | Southern Collision | REPAIR/PAINT LAMP POSTS 01-130-099-60455 | \$2,442.24 |
| 0070190 | 8/14/2019 | Southpoint Publishing Inc | ADS - JULY 2019 01-130-099-60306 | \$244.22 |
| 0070200 | 8/14/2019 | Telus Mobility | CELL PHONE - JUL 28 - AUG 27 01-130-099-60327 | \$45.79 |
| 0070200 | 8/14/2019 | Telus Mobility | CELL PHONE - JUL 28 - AUG 27 01-130-099-60327 | \$496.84 |
| 0070212 | 8/14/2019 | Waddick Fuels | CLEAR ULS 01-130-099-60340 | \$1,278.82 |
| 0070212 | 8/14/2019 | Waddick Fuels | DYED ULS 01-130-099-60340 | \$541.39 |
| 0070212 | 8/14/2019 | Waddick Fuels | UNLD GAS 01-130-099-60340 | \$1,882.32 |
| 0070212 | 8/14/2019 | Waddick Fuels | DYED ULS 01-130-099-60340 | \$448.71 |
| 0070212 | 8/14/2019 | Waddick Fuels | CLEAR ULS 01-130-099-60340 | \$1,515.58 |
| 0070212 | 8/14/2019 | Waddick Fuels | UNLD GAS 01-130-099-60340 | \$1,261.74 |
| 0070212 | 8/14/2019 | Waddick Fuels | UNLD GAS 01-130-099-60340 | \$941.10 |
| 0070220 | 8/14/2019 | Wolseley Canada Inc | GASKETS 01-130-099-60452 | \$915.84 |
| 0070220 | 8/14/2019 | Wolseley Canada Inc | SANDBAG PROGRAM 01-130-360-71961 | \$6,512.64 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 2021 Division Rd N - PW Garage 01-130-099-60314 | \$22.39 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 2021 Division - Garage 01-130-099-60314 | \$30.07 |
| 0070260 | 8/28/2019 | HYDRO ONE | Combination All Street Lights 01-130-114-60412 | \$2,394.93 |
| 0070260 | 8/28/2019 | HYDRO ONE | PW Garage 01-130-099-60314 | \$935.89 |
| 0070263 | 8/28/2019 | Rene Blain Trucking Ltd | OLINDA GRAVEL ROAD MAIN'T 20-130-138-60432 | \$14,352.04 |

Town of Kingsville
Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|----------------------|--------------------|--------------------------------|--|----------------------|
| 0070263 | 8/28/2019 | Rene Blain Trucking Ltd | S TALBOT GRAVEL ROAD MAIN'T 01-130-138-60432 | \$8,380.42 |
| 0070263 | 8/28/2019 | Rene Blain Trucking Ltd | MARSH GRAVEL ROAD MAIN'T 01-130-138-60432 | \$13,943.76 |
| 0070263 | 8/28/2019 | Rene Blain Trucking Ltd | BULK COLD PATCH 01-130-110-60418 | \$2,647.69 |
| 0070268 | 8/30/2019 | Altec Industries Ltd | UNIT19-02-FORD F550 SIGN TRUCK 01-130-360-71959 | \$150,249.39 |
| 0070277 | 8/30/2019 | Cedar Creek Landscaping | GRASS CUTING - JULY 2019 01-130-141-60429 | \$1,836.77 |
| 0070278 | 8/30/2019 | Chapman Signs | STREET SIGNS 01-130-132-60428 | \$1,294.57 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE REMOVAL - 57 PALMER DR 01-130-099-60426 | \$427.39 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE TRIM - PALMER/DIVISION 01-130-099-60426 | \$427.39 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE REMOVAL - DIVISION ST S 01-130-099-60426 | \$2,238.72 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE REMOVAL - LANSDOWNE 01-130-099-60426 | \$1,180.41 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE REMOVAL - 85 KINGSWOOD 01-130-099-60426 | \$447.74 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE REMOVAL - QUEEN ST 01-130-099-60426 | \$2,134.92 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE REMOVAL - JASPERSON 01-130-099-60426 | \$1,491.80 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE REMOVAL - 31 HORWATH 01-130-099-60426 | \$431.46 |
| 0070284 | 8/30/2019 | County Wide Tree Service | STUMP REMOVAL - 241 APPLEWOOD 01-130-099-60426 | \$274.75 |
| 0070284 | 8/30/2019 | County Wide Tree Service | STUMP REMOVAL-THORNCREST/DIV N 01-130-099-60426 | \$97.69 |
| 0070284 | 8/30/2019 | County Wide Tree Service | STUMP REMOVAL-1337 SUNSET AVE 01-130-099-60426 | \$195.38 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE REMOVAL - 105 MAIN ST E 01-130-099-60426 | \$209.62 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE REMOVAL - 128 QUEEN ST 01-130-099-60426 | \$854.78 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE REMOVAL - 236 LANSDOWNE 01-130-099-60426 | \$1,544.72 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE REMOVAL - 13 MAPLE ST 01-130-099-60426 | \$142.46 |
| 0070287 | 8/30/2019 | D & L Digging | CATCH BASIN REPAIR - KATRISHE 01-130-141-60439 | \$1,947.99 |
| 0070295 | 8/30/2019 | E.R.(Bill) Vollans Ltd. | BLADES FOR BUSHHOG 01-130-099-60316 | \$462.48 |
| 0070295 | 8/30/2019 | E.R.(Bill) Vollans Ltd. | BAL - REPLACE TRANS VALTRA 01-130-099-60316 | \$4,070.40 |
| 0070307 | 8/30/2019 | Golder Associates | SERVICES LAMSDOWNE/HERITAGE 01-130-360-71926 | \$1,289.42 |
| 0070316 | 8/30/2019 | Kelcom Radio Division | AVL AND READIOS FOR FLEET 01-130-099-60460 | \$1,500.96 |
| 0070326 | 8/30/2019 | Larry Renaud Ford & R.V. Sales | 19-02 SEAT COVERS 01-130-360-71959 | \$316.27 |
| 0070328 | 8/30/2019 | Leamington Int. Trucks | 13-03 ANNUAL SAFETY & REPAIRS 01-130-099-60316 | \$2,617.96 |
| 0070336 | 8/30/2019 | Mark Damphouse Painting Inc | MAIN'T - SIDEWALK SALTERS 01-130-122-60421 | \$2,990.99 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|---------------------------------|--|---------------|
| 0070358 | 8/30/2019 | Royal Fence Limited | GUIDERAIL REPAIRS-CATALINA ST 01-130-141-60429 | \$4,579.20 |
| 0070364 | 8/30/2019 | Shepley Road Maintenance Ltd | 2019 RURAL ROAD PROGRAM 01-130-360-71957 | \$1,270.72 |
| 0070364 | 8/30/2019 | Shepley Road Maintenance Ltd | 2019 RURAL ROAD PROGRAM 01-130-360-71957 | \$37,545.54 |
| 0070366 | 8/30/2019 | Shilson Excavation & Trucking I | ROAD 3 WEST 01-130-141-60429 | \$3,968.64 |
| 0070366 | 8/30/2019 | Shilson Excavation & Trucking I | 1740 CON 3 01-130-141-60429 | \$1,719.74 |
| 0070366 | 8/30/2019 | Shilson Excavation & Trucking I | ROAD CROSSING - RD 11 01-130-141-60429 | \$5,662.94 |
| 0070367 | 8/30/2019 | Signs by Nommel | 19-02 DECALS 01-130-360-71959 | \$432.48 |
| 0070370 | 8/30/2019 | SkyMobile | GEOTAB HARDWARE INSTALL 01-130-099-60316 | \$3,769.19 |
| 0070373 | 8/30/2019 | South Western Property Mainte | WEEDS - CREEKVIEW/GOLFVIEW 01-130-118-60416 | \$61.06 |
| 0070373 | 8/30/2019 | South Western Property Mainte | GROUND MAIN'T-PT LOT SANTOS DR 01-130-118-60416 | \$345.98 |
| 0070375 | 8/30/2019 | Stinson Equipment Ltd. | STREET SIGN REPLACEMENTS 01-130-132-60428 | \$1,532.03 |
| 0070384 | 8/30/2019 | Top It Asphalt Maintenance Inc | MUNICIPAL LOTS - PAINTING 01-130-110-60401 | \$1,738.57 |
| 0070384 | 8/30/2019 | Top It Asphalt Maintenance Inc | PXO LINE MARKINGS 01-130-360-71931 | \$2,035.20 |
| 0070384 | 8/30/2019 | Top It Asphalt Maintenance Inc | VARIOUS PAINT MARKINGS 01-130-110-60401 | \$2,033.35 |
| 0070388 | 8/30/2019 | Waddick Fuels | UNLD GAS 01-130-099-60340 | \$1,597.08 |
| 0070388 | 8/30/2019 | Waddick Fuels | CLEAR ULS 01-130-099-60340 | \$1,012.51 |
| 0070400 | 8/30/2019 | Mill-Am Corporation | HERITAGE ROAD 01-130-360-71926 | \$185,036.67 |
| 0070400 | 8/30/2019 | Mill-Am Corporation | LNASDOWNE AVE 01-130-360-71928 | \$334,734.36 |
| 0070404 | 8/30/2019 | Peanut Centre & Nursery | TREE PLANTING - RIDGEVIEW 01-130-099-60425 | \$6,461.63 |
| 0070408 | 8/30/2019 | Princess Auto Ltd. | OIL DRUM 01-130-099-60335 | \$172.97 |
| 0070409 | 8/30/2019 | Pro Bid Contractors Ltd. | STORM SEWER REPAIR - WIGLE 01-130-099-60452 | \$9,638.85 |
| 0070411 | 8/30/2019 | Queens Auto Supply | FLUIDS FOR SHOP 01-130-099-60335 | \$196.38 |
| 0070411 | 8/30/2019 | Queens Auto Supply | 11-03 - COOLANT 01-130-099-60316 | \$48.78 |
| 0070411 | 8/30/2019 | Queens Auto Supply | WELDING EQUIPMENT 01-130-099-60316 | \$79.08 |

Total For Department 130 \$979,871.93

131 -

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|---------|-----------|---------------------------|---|------------|
| 0070116 | 8/14/2019 | Essex-Windsor Solid Waste | RATE ADJUSTMENT-JAN-JUNE 2019 01-131-400-60370 | \$2,779.01 |
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Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|--------------------------------|--|---------------|
| 0070218 | 8/14/2019 | Windsor Disposal Services Ltd. | WASTE COLLECTION - COTTAM 01-131-400-60380 | \$237.87 |
| 0070218 | 8/14/2019 | Windsor Disposal Services Ltd. | WASTE COLLECTION - CRYSTAL APT 01-131-400-60380 | \$237.87 |
| 0070218 | 8/14/2019 | Windsor Disposal Services Ltd. | FRONT END SERVICE - ARENA 01-131-400-60380 | \$434.86 |
| 0070218 | 8/14/2019 | Windsor Disposal Services Ltd. | WASTE COLLECTION - AUG 2019 01-131-400-60380 | \$44,302.05 |
| 0070298 | 8/30/2019 | Essex-Windsor Solid Waste | FIXED COSTS - JULY 2019 01-131-400-60370 | \$37,266.00 |
| 0070298 | 8/30/2019 | Essex-Windsor Solid Waste | WHITE GOODS - APR - JUNE 2019 01-131-400-60381 | \$1,469.41 |
| 0070298 | 8/30/2019 | Essex-Windsor Solid Waste | YARD WASTE - JULY 2019 01-131-400-60370 | \$2,942.94 |
| 0070298 | 8/30/2019 | Essex-Windsor Solid Waste | WASTE DISPOSAL - JULY 2019 01-131-400-60370 | \$18,656.00 |
| 0070392 | 8/30/2019 | Windsor Disposal Services Ltd. | WASTE COLLECTION - COTTAM 01-131-400-60380 | \$237.87 |
| 0070392 | 8/30/2019 | Windsor Disposal Services Ltd. | WASTE COLLECTION - CRYSTAL APT 01-131-400-60380 | \$237.87 |
| 0070392 | 8/30/2019 | Windsor Disposal Services Ltd. | WASTE COLLECTION - SEPT 2019 01-131-400-60380 | \$44,800.69 |
| 0070392 | 8/30/2019 | Windsor Disposal Services Ltd. | YARD WASTE COLLECTION - JULY 01-131-400-60382 | \$5,464.40 |

Total For Department 131 \$159,066.84

151 -

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|---------|-----------|--------------------------|--|------------|
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | Greenhill Cemetery 01-151-099-60314 | \$21.65 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | GRASS SEED - CEMETERY 01-151-099-60337 | \$100.10 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | Mill St Cemetery 01-151-099-60314 | \$25.97 |
| 0070311 | 8/30/2019 | Hutchins Monuments | GRACELAND - OPENING 01-151-072-60121 | \$500.00 |
| 0070311 | 8/30/2019 | Hutchins Monuments | GRACELAND - OPENING 01-151-072-60121 | \$500.00 |
| 0070322 | 8/30/2019 | KnM Yard Care | CEMETARY GRASS CUT-JULY 2019 01-151-072-60120 | \$7,493.00 |

Total For Department 151 \$8,640.72

170 -

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|---------|-----------|--------------------------------|--|----------|
| 0070072 | 8/14/2019 | AGO Industries Inc. | ARENA CLOTHING 01-170-072-60216 | \$171.52 |
| 0070074 | 8/14/2019 | Allstream Business Inc | Arena - Fax/Debit 01-170-099-60327 | \$82.03 |
| 0070074 | 8/14/2019 | Allstream Business Inc | Arena/Carnegie Elevator 01-170-099-60327 | \$41.00 |
| 0070088 | 8/14/2019 | BSM Technologies Ltd (formerly | P&R - FLEET TRACKING 23 -170-099-60327 | \$47.50 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|-------------------------------|---|---------------|
| 0070109 | 8/14/2019 | Economy Rental Centre | WIRE 01-170-099-60315 | \$84.50 |
| 0070113 * | 8/14/2019 | Erie North Shore Minor Hockey | P2P FORM 075 & 060 01-170-000-15000 | \$1,305.00 |
| 0070123 | 8/14/2019 | Gym-Con Ltd | FLOORING 01-170-099-60315 | \$1,104.00 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | PLUNGER 01-170-099-60315 | \$10.99 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | SUPPLIES 01-170-099-60315 | \$16.48 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | GENERAL SUPPLIES 01-170-099-60335 | \$17.28 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | PARTS 01-170-099-60315 | \$7.49 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | KEYS 01-170-099-60315 | \$4.38 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | GENERAL SUPPLIES 01-170-099-60335 | \$6.73 |
| 0070144 | 8/14/2019 | Loblaw Inc. | BREAK ROOM SUPPLIES 01-170-099-60317 | \$38.94 |
| 0070144 | 8/14/2019 | Loblaw Inc. | SUPPLIES 01-170-099-60317 | \$52.66 |
| 0070144 | 8/14/2019 | Loblaw Inc. | SUPPLIES 01-170-099-60317 | \$45.76 |
| 0070146 | 8/14/2019 | LSI Supply Inc | ARENA REPAIRS 01-170-099-60315 | \$38.71 |
| 0070149 | 8/14/2019 | Merchant Paper Company | SUPPLIES - ARENA 01-170-099-60335 | \$621.77 |
| 0070153 | 8/14/2019 | Monarch Office Supply | OFFICE SUPPLIES - JULY 2019 01-170-099-60301 | \$35.26 |
| 0070161 | 8/14/2019 | Orkin Canada Corporation | PEST CONTROL 01-170-099-60315 | \$94.50 |
| 0070174 | 8/14/2019 | Rona Inc | PARTS 01-170-099-60315 | \$30.32 |
| 0070179 * | 8/14/2019 | Sarah Parks Horsemanship | P2P FORM 81 01-170-000-15000 | \$488.00 |
| 0070200 | 8/14/2019 | Telus Mobility | CELL PHONE - JUL 28 - AUG 27 01-170-099-60327 | \$457.92 |
| 0070204 | 8/14/2019 | Tri County Copiers-DNU | COPIES - TREASURY, CAO, ARENA 01-170-099-60301 | \$93.73 |
| 0070206 | 8/14/2019 | Truax Lumber | SUPPLIES - ARENA BENCHES 01-170-099-60315 | \$51.60 |
| 0070206 | 8/14/2019 | Truax Lumber | HOSE SUPPLY 01-170-099-60315 | \$109.98 |
| 0070206 | 8/14/2019 | Truax Lumber | SUPPLIES - ARENA BENCHES 01-170-099-60315 | \$1.45 |
| 0070206 | 8/14/2019 | Truax Lumber | SUPPLIES - ARENA BENCHES 01-170-099-60315 | \$254.40 |
| 0070207 | 8/14/2019 | TSC Stores L.P. | WIRING 01-170-099-60315 | \$87.99 |
| 0070207 | 8/14/2019 | TSC Stores L.P. | COMM FAN 01-170-099-60315 | \$229.99 |
| 0070207 | 8/14/2019 | TSC Stores L.P. | COMM FAN 01-170-099-60315 | \$229.99 |
| 0070217 | 8/14/2019 | Windsor Factory Supply | GENERAL SUPPLIES 01-170-099-60335 | \$125.78 |
| 0070217 | 8/14/2019 | Windsor Factory Supply | GENERAL SUPPLIES 01-170-099-60347 | \$172.48 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|-------------------------------|--|---------------|
| 0070217 | 8/14/2019 | Windsor Factory Supply | PARTS 01-170-099-60315 | \$208.62 |
| 0070227 | 8/15/2019 | Cogeco | 1741 Jasperson 01-170-099-60327 | \$110.44 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 1741 Jasperson Lane 01-170-099-60314 | \$238.62 |
| 0070260 | 8/28/2019 | HYDRO ONE | Arena Complex 01-170-099-60314 | \$7,177.61 |
| 0070286 | 8/30/2019 | Culligan Water | WATER COOLER - ARENA 01-170-099-60315 | \$27.95 |
| 0070294 * | 8/30/2019 | Erie North Shore Minor Hockey | P2P FORM 074,083,085,084 01-170-000-15000 | \$2,340.00 |
| 0070300 | 8/30/2019 | Fastenal Canada | ARENA BOARD PARTS 01-170-099-60315 | \$321.79 |
| 0070300 | 8/30/2019 | Fastenal Canada | PARTS 01-170-099-60315 | \$2.49 |
| 0070314 | 8/30/2019 | Janik Refrigeration | REFRIGERANT/COOLER MAIN'T 01-170-099-60315 | \$724.03 |
| 0070331 | 8/30/2019 | Loblaw Inc. | BREAK ROOM SUPPLIES 01-170-099-60317 | \$7.68 |
| 0070331 | 8/30/2019 | Loblaw Inc. | BREAK ROOM SUPPLIES 01-170-099-60317 | \$9.87 |
| 0070362 * | 8/30/2019 | Sarah Parks Horsemanship | P2P FORM 082 01-170-000-15000 | \$325.44 |
| 0070362 * | 8/30/2019 | Sarah Parks Horsemanship | P2P FORM 088 01-170-000-15000 | \$488.16 |
| 0070363 | 8/30/2019 | Security One Alarm Systems | MONITORING 8/18/19-8/17/20 01-170-099-60315 | \$1,440.01 |
| 0070369 * | 8/30/2019 | Skate Kingsville | P2P FORMS 048 & 049 01-170-000-15000 | \$810.00 |
| 0070385 | 8/30/2019 | Truax Lumber | ANCHORS 01-170-099-60315 | \$5.20 |
| 0070385 | 8/30/2019 | Truax Lumber | DRILL BITS 01-170-099-60315 | \$91.92 |
| 0070391 | 8/30/2019 | Windsor Factory Supply | PARTS 01-170-099-60315 | \$7.15 |
| 0070391 | 8/30/2019 | Windsor Factory Supply | PAINT 01-170-099-60315 | \$118.90 |
| 0070398 | 8/30/2019 | Merchant Paper Company | SUPPLIES - ARENA 01-170-099-60335 | \$496.52 |
| 0070399 | 8/30/2019 | Messer Canada Inc., | PROPANE 01-170-099-60340 | \$11.10 |
| 0070399 | 8/30/2019 | Messer Canada Inc., | CYLINDER RENTAL 01-170-099-60318 | \$108.90 |
| 0070407 | 8/30/2019 | Praxair Canada Inc. | CYLINDER LEASE RENEWAL 01-170-099-60318 | \$218.58 |

Total For Department 170 \$21,451.11

171 -

| | | | | |
|---------|-----------|------------------------|-----------------------------------|---------|
| 0070074 | 8/14/2019 | Allstream Business Inc | Park Pavilion 01-171-155-60327 | \$44.30 |
| 0070074 | 8/14/2019 | Allstream Business Inc | Lions Hall 01-171-159-60327 | \$41.00 |

**Town of Kingsville
 Council Summary Report**

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|--------------------------|------------------------|-------------------------------|--|--------------------------|
| 0070074 | 8/14/2019 | Allstream Business Inc | Arena/Carnegie Elevator 01-171-171-60327 | \$47.98 |
| 0070075 | 8/14/2019 | Allsop Plumbing | BACKFLOW INSPECTION 01-171-099-60315 | \$1,950.74 |
| 0070080 | 8/14/2019 | B&T Waechter Holdings Ltd (Cc | HOSE 01-171-099-60315 | \$135.31 |
| 0070085 | 8/14/2019 | Blendtek Fine Ingredients | BASEBALL CHALK 01-171-177-60337 | \$720.00 |
| 0070090 | 8/14/2019 | Capogna Flowers Inc. | HS - FLOWERS 01-171-150-60344 | \$20.35 |
| 0070093 | 8/14/2019 | Chapman Signs | SIGNS - GOLF TOURNAMENT 01-171-179-40527 | \$1,212.02 |
| 0070094 | 8/14/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - JULY 2019 01-171-172-60315 | \$410.00 |
| 0070094 | 8/14/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - JULY 2019 01-171-171-60315 | \$793.73 |
| 0070095 | 8/14/2019 | Cintas Canada Limited | BIA - MATS 01-171-171-60315 | \$68.64 |
| 0070096 | 8/14/2019 | CnR Landscape | HG - DITCH MAINTENANCE 01-171-155-60315 | \$569.86 |
| 0070100 | 8/14/2019 | County Wide Tree Service | TREE REMOVAL-RIDGEVIEW PARK 01-171-099-60339 | \$1,455.17 |
| 0070109 | 8/14/2019 | Economy Rental Centre | EQUIPMENT MAINTENANCE 01-171-099-60316 | \$31.82 |
| 0070109 | 8/14/2019 | Economy Rental Centre | CEMENT VIBRATOR RENTAL 01-171-099-60318 | \$51.90 |
| 0070109 | 8/14/2019 | Economy Rental Centre | EQUIPMENT MAINTENANCE 01-171-099-60316 | \$85.99 |
| 0070109 | 8/14/2019 | Economy Rental Centre | OIL SUPPLIES 01-171-099-60337 | \$14.14 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | Queen St - NE Corner 01-171-099-60314 | \$17.73 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | Queen St - NW Corner 01-171-099-60314 | \$21.56 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 21 Mill St - Lions Hall 01-171-159-60314 | \$18.06 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 28 Division St S 01-171-171-60314 | \$309.53 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 315 Queen St - Meter Cab 01-171-099-60314 | \$33.59 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 315 Queen St - Pavilion 01-171-155-60314 | \$537.25 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 21 Mill St - Lions Hall 01-171-159-60314 | \$427.38 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 37 Beech St (42 Main) 01-171-172-60314 | \$222.85 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 103 Park St 01-171-135-60314 | \$50.52 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 103 Park St 01-171-135-60314 | \$255.14 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 124 Fox - Ridgeview Park 01-171-176-60314 | \$363.73 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 122 Fox St 01-171-173-60314 | \$481.66 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 169 Cty Rd 34W (Cottam Rotary) 01-171-099-60314 | \$41.51 |
| 0070114 | 8/14/2019 | E.R.(Bill) Vollans Ltd. | PARTS 26-171-099-60316 | \$81.27 |

**Town of Kingsville
Council Summary Report**

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|--------------------------|------------------------|---------------------------|---|--------------------------|
| 0070114 | 8/14/2019 | E.R.(Bill) Vollans Ltd. | EQUIPMENT REPAIR 01-171-099-60316 | \$151.17 |
| 0070117 | 8/14/2019 | Fastenal Canada | SUPPLIES 01-171-099-60335 | \$81.92 |
| 0070124 | 8/14/2019 | Gyori Farms Inc. | MULCH 01-171-099-60337 | \$915.84 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | PARTS 01-171-099-60316 | \$12.71 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | LED BULBS 01-171-155-60315 | \$7.49 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | SUPPLIES 01-171-099-60315 | \$11.17 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | SUPPLIES 01-171-099-60337 | \$8.68 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | PARTS 01-171-099-60315 | \$11.17 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | WHEELBARROW 01-171-099-60316 | \$14.74 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | LANDSCAPE EQUIPMENT 01-171-099-60315 | \$14.32 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | GENERAL SUPPLIES 01-171-099-60335 | \$6.09 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | SUPPLIES 01-171-135-60315 | \$11.99 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | GLOVES 01-171-099-60335 | \$36.61 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | SUPPLIES 01-171-171-60315 | \$3.04 |
| 0070138 | 8/14/2019 | Connie Lazure | HS - WELCOME SIGN 01-171-150-60344 | \$34.55 |
| 0070144 | 8/14/2019 | Loblaw Inc. | SUPPLIES 01-171-099-60317 | \$38.65 |
| 0070149 | 8/14/2019 | Merchant Paper Company | SUPPLIES - GROVEDALE 01-171-135-60315 | \$449.29 |
| 0070152 | 8/14/2019 | Modular Service Group Inc | STORAGE RENTAL 01-171-099-60318 | \$76.32 |
| 0070165 | 8/14/2019 | Phasor Industrial | INSTALL FLOOD LIGHTS - ROTARY 01-171-099-60315 | \$891.26 |
| 0070166 | 8/14/2019 | Plant Products | VINEGAR 01-171-176-60337 | \$520.00 |
| 0070166 | 8/14/2019 | Plant Products | VINEGAR 01-171-176-60337 | \$325.00 |
| 0070168 | 8/14/2019 | Practica | DOGGY BAGS 01-171-099-60335 | \$292.20 |
| 0070171 | 8/14/2019 | Queens Auto Supply | PARTS 01-171-099-60316 | \$60.56 |
| 0070171 | 8/14/2019 | Queens Auto Supply | PARTS 01-171-099-60315 | \$20.25 |
| 0070177 | 8/14/2019 | Sam's Service Facility | FLEET MAINTENANCE 01-171-099-60316 | \$211.84 |
| 0070177 | 8/14/2019 | Sam's Service Facility | FLEET MAINTENANCE 01-171-099-60316 | \$189.89 |
| 0070177 | 8/14/2019 | Sam's Service Facility | FLEET MAINTENANCE 01-171-099-60316 | \$290.01 |
| 0070177 | 8/14/2019 | Sam's Service Facility | FLEET MAINTENANCE 01-171-099-60316 | \$574.70 |
| 0070178 | 8/14/2019 | Nelson Santos | K'VILLE LOGO GOLF BALLS 01-171-179-40527 | \$14.54 |

**Town of Kingsville
Council Summary Report**

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|--------------------------|------------------------|---------------------------------|---|--------------------------|
| 0070184 | 8/14/2019 | Simplistic Lines Inc. | FIELD PAINT 01-171-177-60337 | \$1,605.50 |
| 0070185 | 8/14/2019 | SiteOne Landscape Supply | TREE GATOR BAGS 01-171-099-60339 | \$1,208.17 |
| 0070192 | 8/14/2019 | Southpoint Equipment | PARTS 01-171-099-60316 | \$42.02 |
| 0070203 | 8/14/2019 | Town of Kingsville (water) | 122 Fox - Ridgeview Park 01-171-176-60314 | \$117.97 |
| 0070203 | 8/14/2019 | Town of Kingsville (water) | 122 Fox St 01-171-173-60314 | \$68.89 |
| 0070203 | 8/14/2019 | Town of Kingsville (water) | Fox St - Red Work Shed 01-171-176-60314 | \$57.73 |
| 0070203 | 8/14/2019 | Town of Kingsville (water) | 124 Fox St - Splash Pad 01-171-176-60314 | \$1,844.91 |
| 0070206 | 8/14/2019 | Truax Lumber | CONCRETE MIX 01-171-099-60315 | \$97.57 |
| 0070206 | 8/14/2019 | Truax Lumber | CONCRETE MIX 01-171-099-60315 | \$32.52 |
| 0070211 | 8/14/2019 | Vertechs Elevators Ontario Inc. | ELEVATOR MAINTENANCE - JULY 01-171-171-60315 | \$330.72 |
| 0070212 | 8/14/2019 | Waddick Fuels | DYED ULS 01-171-099-60340 | \$451.07 |
| 0070212 | 8/14/2019 | Waddick Fuels | DYED ULS 01-171-099-60340 | \$905.82 |
| 0070212 | 8/14/2019 | Waddick Fuels | FUEL 01-171-099-60340 | \$4,783.51 |
| 0070213 | 8/14/2019 | Warkentin Plumbing | HVAC MAINTENANCE 01-171-159-60315 | \$255.36 |
| 0070213 | 8/14/2019 | Warkentin Plumbing | PLUMBING REPAIRS - PAVILION 01-171-155-60315 | \$135.00 |
| 0070243 | 8/28/2019 | Cogeco | 37 Beech Street 01-171-172-60327 | \$54.95 |
| 0070243 | 8/28/2019 | Cogeco | 103 Park St 01-171-135-60327 | \$125.32 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 122 Fox St 01-171-173-60314 | \$29.99 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 124 Fox St 01-171-176-60314 | \$22.48 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 21 Mill St - Lions Hall 01-171-159-60314 | \$28.31 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 28 Division St S 01-171-171-60314 | \$22.39 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 37 Beech St 01-171-172-60327 | \$25.48 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 315 Queen St 01-171-155-60314 | \$29.21 |
| 0070249 | 8/28/2019 | Enbridge Gas Inc. | 103 Park St 01-171-135-60314 | \$36.51 |
| 0070260 | 8/28/2019 | HYDRO ONE | ERCA - Ticket Booth 01-171-099-60314 | \$37.80 |
| 0070260 | 8/28/2019 | HYDRO ONE | 1741 Jasperson Lane 01-171-177-60314 | \$279.08 |
| 0070262 | 8/28/2019 | Reliance Home Comfort | 24 Mill St - Lions Hall 01-171-159-60314 | \$24.00 |
| 0070262 | 8/28/2019 | Reliance Home Comfort | 24 Mill St - Lions Hall 01-171-159-60314 | \$24.41 |
| 0070262 | 8/28/2019 | Reliance Home Comfort | 315 Queen 01-171-155-60314 | \$84.42 |

**Town of Kingsville
Council Summary Report**

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|--------------------------------|---|---------------|
| 0070266 | 8/30/2019 | 1797465 Ontario Limited | PORT RENTALS 01-171-099-60318 | \$885.31 |
| 0070269 | 8/30/2019 | Anna's Flowers | HORT SOCIETY - BEDDING PLANTS 01-171-150-60344 | \$42.71 |
| 0070277 | 8/30/2019 | Cedar Creek Landscaping | GRASS CUTTING CONTRACT 01-171-072-60120 | \$15,363.72 |
| 0070281 | 8/30/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - AUG 2019 01-171-172-60315 | \$410.00 |
| 0070281 | 8/30/2019 | Cheema Cleaning Services Ltd | CLEANING SERVICES - AUG 2019 01-171-171-60315 | \$793.73 |
| 0070282 | 8/30/2019 | Cintas Canada Limited | BIA - MATS 01-171-171-60315 | \$68.64 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE REMOVAL -21 MILL ST 01-171-099-60339 | \$4,273.92 |
| 0070288 | 8/30/2019 | Daniher Top Soil Ltd | MULCH 01-171-099-60337 | \$1,017.00 |
| 0070290 | 8/30/2019 | Economy Rental Centre | SPARK PLUGS 01-171-099-60316 | \$34.55 |
| 0070317 | 8/30/2019 | Kelcom Telemessaging | EMERGENCY ELEVATOR LINE 01-171-171-60327 | \$31.49 |
| 0070318 | 8/30/2019 | Kingsville Equipment Rentals | CONCRETE VIBRATOR 01-171-099-60337 | \$53.88 |
| 0070320 | 8/30/2019 | Kingsville Golf and Country | MAYOR'S GOLF - GREEN FEES 01-171-179-40527 | \$7,508.96 |
| 0070321 | 8/30/2019 | Kingsville Brewing | MAYORS GOLF - BEER TASTING 01-171-179-40527 | \$78.86 |
| 0070325 | 8/30/2019 | Lake Erie Concrete Supply Ltd | CONCRETE MIX 01-171-099-60315 | \$806.43 |
| 0070325 | 8/30/2019 | Lake Erie Concrete Supply Ltd | CONCRETE MIX 01-171-099-60315 | \$806.43 |
| 0070327 | 8/30/2019 | Leamington Auto Electric | RIDGEVIEW PARK LIGHTING 01-171-360-71935 | \$3,535.67 |
| 0070359 | 8/30/2019 | Ruthven Nursery & Garden Cer | MULCH 01-171-099-60337 | \$203.52 |
| 0070359 | 8/30/2019 | Ruthven Nursery & Garden Cer | MULCH 01-171-099-60337 | \$254.40 |
| 0070359 | 8/30/2019 | Ruthven Nursery & Garden Cer | MULCH 01-171-099-60337 | \$254.40 |
| 0070359 | 8/30/2019 | Ruthven Nursery & Garden Cer | MULCH 01-171-099-60337 | \$254.40 |
| 0070359 | 8/30/2019 | Ruthven Nursery & Garden Cer | MULCH 01-171-099-60337 | \$508.80 |
| 0070359 | 8/30/2019 | Ruthven Nursery & Garden Cer | MULCH 01-171-099-60337 | \$203.52 |
| 0070359 | 8/30/2019 | Ruthven Nursery & Garden Cer | MULCH 01-171-099-60337 | \$122.11 |
| 0070371 | 8/30/2019 | Southwestern Sales Corp. Ltd. | GRANULAR STONE 01-171-099-60337 | \$166.22 |
| 0070371 | 8/30/2019 | Southwestern Sales Corp. Ltd. | STONE - DIAMOND #6 01-171-177-60337 | \$173.76 |
| 0070371 | 8/30/2019 | Southwestern Sales Corp. Ltd. | STONE - DIAMOND #6 01-171-177-60337 | \$495.24 |
| 0070378 | 8/30/2019 | Target Building Materials Ltd. | RAKES 01-171-099-60335 | \$58.63 |
| 0070385 | 8/30/2019 | Truax Lumber | WIRE MESH 01-171-177-60315 | \$114.20 |
| 0070385 | 8/30/2019 | Truax Lumber | ANCHORS 01-171-177-60315 | \$92.90 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|------------------------------|---|---------------|
| 0070385 | 8/30/2019 | Truax Lumber | WOOD 01-171-177-60315 | \$24.49 |
| 0070385 | 8/30/2019 | Truax Lumber | PARTS - PLAYERS BENCHES 01-171-177-60315 | \$61.71 |
| 0070385 | 8/30/2019 | Truax Lumber | WIRE MESH - DIAMOND 6 01-171-177-60315 | \$67.92 |
| 0070388 | 8/30/2019 | Waddick Fuels | DYED ULS 01-171-099-60340 | \$674.07 |
| 0070389 | 8/30/2019 | Warkentin Plumbing | HVAC MAIN'T 01-171-159-60315 | \$304.70 |
| 0070391 | 8/30/2019 | Windsor Factory Supply | GARDEN HOSE 01-171-099-60335 | \$104.50 |
| 0070398 | 8/30/2019 | Merchant Paper Company | SUPPLIES - GROVEDALE 01-171-135-60315 | \$219.65 |
| 0070398 | 8/30/2019 | Merchant Paper Company | SUPPLIES - GROVEDALE 01-171-135-60315 | \$799.20 |
| 0070402 | 8/30/2019 | Myron Smarter Business Gifts | MAYOR'S - GOLF BALLS 01-171-179-40527 | \$559.56 |

Total For Department 171 \$69,981.04

173 -

| | | | | |
|-----------|-----------|-----------------------------|--|-------------|
| 0070074 | 8/14/2019 | Allstream Business Inc | Boat Ramp - 599 Cedar Dr 01-173-099-60327 | \$44.30 |
| 0070120 | 8/14/2019 | Gillett Sheet Metal Inc. | BOAT LAUNCH GATE 01-173-099-60315 | \$4,650.00 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | CAUTION TAPE 01-173-099-60315 | \$22.37 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | PADLOCKS - MARINA 01-173-099-60315 | \$107.28 |
| 0070135 * | 8/14/2019 | Joe Kungel | RFND BOAT RAMP PASS #44 01-173-060-40624 | \$115.04 |
| 0070142 | 8/14/2019 | Leo Mailloux Construction | DEPOSIT - BREAK WALL 01-173-360-71938 | \$14,958.71 |
| 0070165 | 8/14/2019 | Phasor Industrial | REPLACE RECEPTACLE - MARINA 01-173-099-60315 | \$317.05 |
| 0070206 | 8/14/2019 | Truax Lumber | P TREATED WOOD 01-173-099-60315 | \$13.99 |
| 0070206 | 8/14/2019 | Truax Lumber | P TREATED WOOD 01-173-099-60315 | \$29.98 |
| 0070212 | 8/14/2019 | Waddick Fuels | FUEL 01-173-099-60383 | \$616.54 |
| 0070215 * | 8/14/2019 | Sara Wigle | BOAT RAMP REFUND 01-173-060-40624 | \$230.09 |
| 0070223 | 8/14/2019 | XPlornet Communications Inc | MARINA COMMUNICATIONS 01-173-099-60327 | \$54.99 |
| 0070260 | 8/28/2019 | HYDRO ONE | Boat Ramp Booth - 599 Cedar Dr 01-173-099-60314 | \$31.76 |
| 0070260 | 8/28/2019 | HYDRO ONE | Cedar Island Boat Slips 01-173-099-60314 | \$550.10 |
| 0070260 | 8/28/2019 | HYDRO ONE | Cedar Island Washrooms 01-173-099-60314 | \$66.12 |
| 0070278 | 8/30/2019 | Chapman Signs | SIGNS - FUELING AREA 01-173-099-60315 | \$57.60 |

**Town of Kingsville
Council Summary Report**

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------------------------|------------------------|--------------------------------|---|--------------------------|
| 0070388 | 8/30/2019 | Waddick Fuels | REPLASE NOZZLE - BOAT RAMP 01-173-099-60315 | \$60.75 |
| Total For Department 173 | | | | \$21,926.67 |
| <u>174</u> | - | | | |
| 0070108 | 8/14/2019 | Dynamic Displays | MIGRATION FEST - CAKE/BANNER 01-174-099-60608 | \$686.88 |
| Total For Department 174 | | | | \$686.88 |
| <u>175</u> | - | | | |
| 0070066 | 8/8/2019 | K Design Studio | RACK CRD-CANADA DAY/TALLSHIPS 01-175-099-60306 | \$432.48 |
| 0070066 | 8/8/2019 | K Design Studio | RACK CRD-CANADA DAY/TALLSHIPS 01-175-150-60774 | \$1,515.21 |
| 0070066 | 8/8/2019 | K Design Studio | RACK CRDS - TALL SHIPS 01-175-150-60774 | \$656.35 |
| 0070069 | 8/8/2019 | Vicky Sawatzky | FOLK FEST FLOAT 01-175-099-60680 | \$200.00 |
| 0070083 | 8/14/2019 | Bell Media Inc | CKWW-AM AD TALL SHIPS 01-175-150-60774 | \$127.20 |
| 0070083 | 8/14/2019 | Bell Media Inc | CIDR-FM - AD TALL SHIPS 01-175-150-60774 | \$966.72 |
| 0070083 | 8/14/2019 | Bell Media Inc | TALL SHIP S - ADVERTISING 01-175-150-60774 | \$740.07 |
| 0070115 | 8/14/2019 | Essex Free Press | AD - MOVIES ON THE BEACH 01-175-099-60628 | \$168.90 |
| 0070130 | 8/14/2019 | Amanda Keller | MILEAGE - MAY 1-JULY 26, 2019 01-175-099-60400 | \$28.21 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | TALL SHIPS - PAINT 01-175-150-60771 | \$237.03 |
| 0070183 | 8/14/2019 | Sims Publications Incorporated | AD - TALL SHIPS 01-175-150-60774 | \$77.85 |
| 0070183 | 8/14/2019 | Sims Publications Incorporated | AD - TALL SHIPS 01-175-150-60774 | \$653.30 |
| 0070183 | 8/14/2019 | Sims Publications Incorporated | AD - TALL SHIPS 01-175-150-60774 | \$77.85 |
| 0070183 | 8/14/2019 | Sims Publications Incorporated | AD - TALL SHIPS 01-175-150-60774 | \$77.85 |
| 0070190 | 8/14/2019 | Southpoint Publishing Inc | ADS - JULY 2019 01-175-150-60774 | \$345.98 |
| 0070190 | 8/14/2019 | Southpoint Publishing Inc | ADS - JULY 2019 01-175-150-60774 | \$345.98 |
| 0070190 | 8/14/2019 | Southpoint Publishing Inc | ADS - JULY 2019 01-175-150-60774 | \$345.98 |
| 0070190 | 8/14/2019 | Southpoint Publishing Inc | ADS - JULY 2019 01-175-150-60774 | \$345.98 |
| 0070190 | 8/14/2019 | Southpoint Publishing Inc | ADS - JULY 2019 01-175-150-60774 | \$345.98 |
| 0070196 | 8/14/2019 | SWOTC | TS - BLOG POSTS 01-175-150-60774 | \$150.00 |

Town of Kingsville
Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|--------------------------|------------------------|--------------------------------|--|--------------------------|
| 0070224 | 8/15/2019 | Abridged Opera | TALL SHIPS - PERFORMERS 01-175-150-60765 | \$1,160.00 |
| 0070225 | 8/15/2019 | Mary E Baruth | TALL SHIPS - PERFORMANCE 01-175-150-60765 | \$600.00 |
| 0070226 | 8/15/2019 | Bytown Brigatine Inc | TALL SHIPS - FAIR JEANNE SHIP 01-175-150-60767 | \$9,350.00 |
| 0070228 | 8/15/2019 | Maggie Durocher | TALL SHIPS FLOAT 01-175-150-60773 | \$1,600.00 |
| 0070229 | 8/15/2019 | Empire Sandy | TALL SHIPS - EMPIRE SANDY 01-175-150-60767 | \$13,075.22 |
| 0070230 | 8/15/2019 | Clinton Hammond | TALL SHIPS - PERFORMANCE 01-175-150-60765 | \$1,200.00 |
| 0070231 | 8/15/2019 | Jangles the Magic Clown | TALL SHIPS - PERFORMANCE 01-175-150-60766 | \$500.00 |
| 0070232 | 8/15/2019 | Lunenburg Marine Museum Soc | TALL SHIPS - BLUE NOSE 01-175-150-60767 | \$20,000.00 |
| 0070233 | 8/15/2019 | Todd Porter | TALL SHIPS - PERFORMANCE 01-175-150-60766 | \$400.00 |
| 0070234 | 8/15/2019 | Douglas Robinson (storyteller) | TALL SHIPS - PERFORMER 01-175-150-60765 | \$2,100.00 |
| 0070235 | 8/15/2019 | Alexander Rocheleau | TALL SHIPS - PERFORMANCE 01-175-150-60766 | \$100.00 |
| 0070236 | 8/15/2019 | RSCDS Windsor | TALL SHIPS - ENTERTAINMENT 01-175-150-60766 | \$100.00 |
| 0070237 | 8/15/2019 | Sun Parlour Pipes & Drums | TALL SHIPS - PERFORMERS 01-175-150-60765 | \$1,500.00 |
| 0070239 | 8/15/2019 | Windward Isles Sailing Compan | TALL SHIPS - PICTON CASTLE 01-175-150-60767 | \$47,165.30 |
| 0070247 | 8/28/2019 | Maggie Durocher | CIB, MOVIE NIGHT, T'SHIP VOLUN 01-175-099-60628 | \$27.44 |
| 0070247 | 8/28/2019 | Maggie Durocher | CIB, MOVIE NIGHT, T'SHIP VOLUN 01-175-150-60761 | \$149.55 |
| 0070247 | 8/28/2019 | Maggie Durocher | CIB, MOVIE NIGHT, T'SHIP VOLUN 01-175-150-60761 | \$157.23 |
| 0070248 | 8/28/2019 | El Diablo | TALL SHIPS - VIP DINNER 01-175-150-60773 | \$508.80 |
| 0070253 | 8/28/2019 | License to Sear | TALL SHIPS - VIP DINNER 01-175-150-60773 | \$1,017.60 |
| 0070255 | 8/28/2019 | The Main Grill and Ale House | TALLSHIPS - VIP DINNER 01-175-150-60773 | \$1,477.55 |
| 0070257 | 8/28/2019 | Mettawas Station | TALL SHIPS - VIP DINNER 01-175-150-60773 | \$508.80 |
| 0070261 | 8/28/2019 | Catherine Pruissen | TALL SHIP - WRIST BANDS 01-175-150-60771 | \$335.81 |
| 0070264 | 8/28/2019 | The Grove Brewery | TALL SHIPS - VIP DINNER 01-175-150-60773 | \$900.53 |
| 0070278 | 8/30/2019 | Chapman Signs | SIGNS - TALL SHIPS 01-175-150-60771 | \$1,653.68 |
| 0070280 | 8/30/2019 | Checker Industrial Ltd. | TALL SHIPS - HOSE 01-175-150-60771 | \$892.60 |
| 0070293 | 8/30/2019 | Empire Sandy | TALL SHIPS - BUFFET DINNER 01-175-150-60773 | \$10,580.53 |
| 0070296 | 8/30/2019 | Essex Free Press | AD - TALL SHIPS 01-175-150-60774 | \$295.58 |
| 0070303 | 8/30/2019 | G4S Secure Solutions (Canada | TALL SHIPS SECURITY 01-175-150-60772 | \$1,428.71 |
| 0070309* | 8/30/2019 | Cindy Hallick | RFND URBAN POLING CLASS 01-175-066-40625 | \$39.82 |

**Town of Kingsville
Council Summary Report**

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|------------------|----------------|----------------------------------|---|------------------|
| 0070315 | 8/30/2019 | K Design Studio | TALL SHIPS - BOARDING PASS 01-175-150-60776 | \$1,266.91 |
| 0070316 | 8/30/2019 | Kelcom Radio Division | TALL SHIPS - RADIOS 01-175-150-60771 | \$244.22 |
| 0070330 | 8/30/2019 | Lift Services Inc. | TALL SHIPS - CARTS 01-175-150-60771 | \$2,476.84 |
| 0070331 | 8/30/2019 | Loblaw Inc. | TALLSHIPS - CAPTAINS DINNER 01-175-150-60773 | \$58.46 |
| 0070368 | 8/30/2019 | Sims Publications Incorporated | AD - TALL SHIPS 01-175-150-60774 | \$653.30 |
| 0070368 | 8/30/2019 | Sims Publications Incorporated | AD - TALL SHIPS 01-175-150-60774 | \$326.65 |
| 0070368 | 8/30/2019 | Sims Publications Incorporated | AD - TALL SHIPS EARLUG 01-175-150-60774 | \$77.85 |
| 0070385 | 8/30/2019 | Truax Lumber | TALL SHIPS - DISPLAY PARTS 01-175-150-60771 | \$4.67 |
| 0070385 | 8/30/2019 | Truax Lumber | TALL SHIPS - PARTS 01-175-150-60770 | \$54.86 |
| 0070385 | 8/30/2019 | Truax Lumber | TALL SHIP S - PARTS 01-175-150-60776 | \$24.38 |
| 0070388 | 8/30/2019 | Waddick Fuels | TALL SHIPS - FUEL 01-175-150-60770 | \$254.40 |
| 0070388 | 8/30/2019 | Waddick Fuels | TALLSHIPS - FUEL GENERATORS 01-175-150-60770 | \$148.45 |
| 0070388 | 8/30/2019 | Waddick Fuels | TALLSHIPS - FAIR JEANNE 01-175-150-60770 | \$881.95 |
| 0070388 | 8/30/2019 | Waddick Fuels | TALLSHIPS - ORIOLE 01-175-150-60770 | \$923.06 |
| 0070388 | 8/30/2019 | Waddick Fuels | TALLSHIPS - GENERATORS 01-175-150-60770 | \$47.66 |
| 0070393 | 8/30/2019 | Windsor Digital Productions Inc. | AD - TALL SHIPS 01-175-150-60774 | \$2,544.00 |

Total For Department 175 \$136,651.33

176 -

| | | | | |
|---------|-----------|-----------------|--|----------|
| 0070107 | 8/14/2019 | Maggie Durocher | JUDGES TOUR - MEALS 01-176-099-60653 | \$569.95 |
| 0070247 | 8/28/2019 | Maggie Durocher | CIB, MOVIE NIGHT, T'SHIP VOLUN 01-176-099-60653 | \$7.12 |

Total For Department 176 \$577.07

177 -

| | | | | |
|---------|-----------|--------------------------|---|------------|
| 0070136 | 8/14/2019 | Laser Art Inc. | HG - VOLUNTEER SHIRTS 01-177-099-60776 | \$137.38 |
| 0070272 | 8/30/2019 | Banded Goose Brewing Co. | BEER SALES 01-177-099-60790 | \$1,081.00 |
| 0070381 | 8/30/2019 | The Grove Brewery | BEER SALES 01-177-099-60790 | \$1,970.00 |
| 0070381 | 8/30/2019 | The Grove Brewery | BEER SALES 01-177-099-60790 | \$1,686.00 |

**Town of Kingsville
Council Summary Report**

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|-----------------------------|-------------|---------------------------------|--|--------------------|
| 0070381 | 8/30/2019 | The Grove Brewery | BEER SALES 01-177-099-60790 | \$1,560.00 |
| 0070385 | 8/30/2019 | Truax Lumber | HG - FENCE RENTAL 01-177-099-60782 | \$3,205.44 |
| Total For Department | | | 177 | \$9,639.82 |
| <u>178</u> | - | | | |
| 0070093 | 8/14/2019 | Chapman Signs | GROVEDALE - WASHROOM DECALS 01-178-360-71630 | \$40.00 |
| 0070111 | 8/14/2019 | Elmara Construction Co. Limite | GROVEDALE HOUSE 01-178-360-71630 | \$17,236.01 |
| 0070111 | 8/14/2019 | Elmara Construction Co. Limite | GROVEDALE HOUSE 01-178-360-71630 | \$18,003.71 |
| 0070111 | 8/14/2019 | Elmara Construction Co. Limite | GROVEDALE HOUSE 01-178-360-71630 | \$6,760.01 |
| 0070111 | 8/14/2019 | Elmara Construction Co. Limite | GROVEDALE HOUSE 01-178-360-71630 | \$8,945.93 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | CEILING HOOK 01-178-360-71630 | \$7.98 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | CAPITAL 2019-46 01-178-360-71939 | \$20.44 |
| 0070165 | 8/14/2019 | Phasor Industrial | INSTALL RECEPTACLE IN LOBBY 01-178-360-71942 | \$762.46 |
| 0070181 | 8/14/2019 | Shilson Excavation & Trucking I | GROVEDALE BRUSH SHREDDING 01-178-360-71630 | \$1,475.00 |
| 0070208 | 8/14/2019 | Uline Shipping Supply Specialis | CHAIR DOLLY 01-178-360-71630 | \$354.16 |
| 0070292 | 8/30/2019 | Empire Communications | CAMERA INSTALL - TOWN HALL 01-178-360-71942 | \$1,905.72 |
| 0070300 | 8/30/2019 | Fastenal Canada | LADDER 01-178-360-71630 | \$314.19 |
| 0070305 | 8/30/2019 | Gillett Sheet Metal Inc. | TABLE CART WHEELS 01-178-360-71630 | \$345.00 |
| 0070305 | 8/30/2019 | Gillett Sheet Metal Inc. | TABLE CART CUT & WELD 01-178-360-71630 | \$700.00 |
| 0070308 | 8/30/2019 | Guardian Fence | DIAMOND #6 DUGOUTS 01-178-360-71939 | \$18,990.48 |
| 0070308 | 8/30/2019 | Guardian Fence | DIAMOND #6 DUGOUTS 01-178-360-71939 | \$900.00 |
| Total For Department | | | 178 | \$76,761.09 |
| <u>180</u> | - | | | |
| 0070087 | 8/14/2019 | Robert Brown (Employee) | OPPI CONFERENCE - TRAIN 01-180-099-60305 | \$198.43 |
| 0070153 | 8/14/2019 | Monarch Office Supply | OFFICE SUPPLIES - JULY 2019 01-180-099-60301 | \$49.96 |
| 0070176 | 8/14/2019 | Royal Benefits Inc | BENEFITS CLAIM - JULY 01-180-072-60222 | \$341.87 |
| 0070200 | 8/14/2019 | Telus Mobility | CELL PHONE - JUL 28 - AUG 27 01 -180-099-60327 | \$45.79 |

**Town of Kingsville
Council Summary Report**

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------------------------|----------------|--------------------------------|--|-------------------|
| 0070219 | 8/14/2019 | WindsorEssex Economic Devel | NL - HOTEL RMS PVMW, R BROWN 01-180-099-60254 | \$5,252.70 |
| 0070274 | 8/30/2019 | Mary Ann Campbell | RFND APP FEE DEV/02/19 01-180-062-40683 | \$350.00 |
| 0070289 | 8/30/2019 | Dillon Consulting | NOISE ASSESSMENT - 281 MAIN ST 01-180-099-60326 | \$1,623.50 |
| Total For Department 180 | | | | \$7,862.25 |
| <u>181</u> | - | | | |
| 0070081 | 8/14/2019 | Christina Bedal | MILEAGE - JUL 19 - AUG 01, 201 01-181-099-60317 | \$56.93 |
| 0070081 | 8/14/2019 | Christina Bedal | OFFICE SUPPLIES 01-181-099-60301 | \$19.89 |
| 0070081 | 8/14/2019 | Christina Bedal | THANK YOU GIFT - STUDENT 01-181-099-60317 | \$20.35 |
| 0070081 | 8/14/2019 | Christina Bedal | GIFT CARDS - STUDENT 01-181-099-60317 | \$40.00 |
| 0070082 | 8/14/2019 | Bell Canada | BIA Internet 01-181-099-60327 | \$36.63 |
| 0070082 | 8/14/2019 | Bell Canada | BIA Phone 01-181-099-60327 | \$113.22 |
| 0070173 | 8/14/2019 | RKM Awards & Promotional Prc | HONOUR AWARDS 01-181-099-60306 | \$45.79 |
| 0070183 | 8/14/2019 | Sims Publications Incorporated | SUBSCRIPTION RENEWAL - BIA 01-181-099-60320 | \$48.80 |
| 0070242 | 8/28/2019 | Christina Bedal | EDDK PRIZE CRDS-WINDOW CONTEST 01-181-099-60317 | \$100.00 |
| 0070242 | 8/28/2019 | Christina Bedal | LUNCH - CO-OP STUDENT 01-181-099-60317 | \$43.95 |
| 0070242 | 8/28/2019 | Christina Bedal | REFRESHMENTS-BRD MEET/TS VOLUN 01-181-099-60317 | \$25.13 |
| 0070306 | 8/30/2019 | Global Leasing | PHOTOCOPIER LEASE-OCT-DEC/19 01-181-099-60301 | \$358.77 |
| 0070390 | 8/30/2019 | Webplanet | COUPON BOOK PROJECT FINAL 01-181-099-60306 | \$900.53 |
| Total For Department 181 | | | | \$1,809.99 |
| <u>184</u> | - | | | |
| 0070125 | 8/14/2019 | Hall Telecommunications Suppl | TEXTNET SERVICE 01-184-099-63300 | \$172.99 |
| Total For Department 184 | | | | \$172.99 |
| <u>185</u> | - | | | |
| 0070082 | 8/14/2019 | Bell Canada | BIA Toll Free 01-185-099-60327 | \$12.77 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|-----------------------------|-------------|--------------------------------|---|-----------------|
| 0070155 | 8/14/2019 | Myron Smarter Business Gifts | EDC PROMOTIONS 01-185-099-63103 | \$31.53 |
| 0070194 | 8/14/2019 | Stone Age | PROMOTIONAL CLOTHING 01-185-066-41320 | \$373.85 |
| 0070297 | 8/30/2019 | Essex Region Conservation Aul | SPONSOR - ERCA BIKE TOUR 01-185-066-41325 | \$500.00 |
| Total For Department | | | 185 | \$918.15 |
| <u>186</u> | - | | | |
| 0070183 | 8/14/2019 | Sims Publications Incorporated | AD - SPC HERITAGE MEETING 01-186-099-60306 | \$192.33 |
| 0070296 | 8/30/2019 | Essex Free Press | AD - SPEC HERITAGE PRESENTATIO 01-186-099-60306 | \$227.37 |
| 0070360 | 8/30/2019 | Sarah Sacheli | MILEAGE - HERITAGE CONFERENCE 01-186-099-60400 | \$38.13 |
| Total For Department | | | 186 | \$457.83 |
| <u>201</u> | - | | | |
| 0070064 | 8/2/2019 | Ontario Minister of Finance | SRCE WTR PROTECT UNSPENT FNDS 02-201-360-71651 | \$11,540.76 |
| 0070099 | 8/14/2019 | comPeters inc. | LOCATE SOFTWARE - AUG FEE 02-201-099-63020 | \$381.60 |
| 0070106 | 8/14/2019 | DiMenna Excavating | VACTOR - 12 MARSHWOODS 02-201-180-60403 | \$1,424.64 |
| 0070117 | 8/14/2019 | Fastenal Canada | STOPLIGHT BASES 02-201-099-60335 | \$14.38 |
| 0070121 * | 8/14/2019 | Kyle Girardin | RFND WTR - 9 MAIN ST E 02-201-006-12067 | \$151.77 |
| 0070126 | 8/14/2019 | Hurricane SMS Inc | SERVICES - VARIOUS LOCATIONS 02-201-180-60403 | \$407.04 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | SUPPLIES 02-201-099-63025 | \$8.12 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | WIRE CONNECTORS 02-201-099-60335 | \$37.00 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | BATTERIES 02-201-099-60335 | \$48.80 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | SUPPLIES 02-201-099-60315 | \$8.83 |
| 0070133 | 8/14/2019 | Kingsville Home Hardware | TRIMMER LINE - WEED WIPPING 02-201-099-63045 | \$9.66 |
| 0070153 | 8/14/2019 | Monarch Office Supply | OFFICE SUPPLIES - JULY 2019 02-201-099-60301 | \$94.14 |
| 0070160 | 8/14/2019 | Ontario One Call | NOTIFICATIONS - JULY 02-201-099-63020 | \$274.81 |
| 0070171 | 8/14/2019 | Queens Auto Supply | FUSE & WIRE - METER READINGS 02-201-099-63017 | \$96.00 |
| 0070177 | 8/14/2019 | Sam's Service Facility | 2008 SIERRA - SERVICE 02-201-099-60316 | \$376.00 |
| 0070200 | 8/14/2019 | Telus Mobility | CELL PHONE - JUL 28 - AUG 27 02-201-099-60327 | \$320.54 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|---------------------------------|---|---------------|
| 0070270 * | 8/30/2019 | Attic Treasures c/o Bonnie Loop | RFND WTR - 18 MAIN ST E 02-201-006-12067 | \$151.81 |
| 0070275 | 8/30/2019 | Canada Post Corporation | WATER - G/N & G/S ARREARS 02-201-099-60303 | \$1,588.25 |
| 0070277 | 8/30/2019 | Cedar Creek Landscaping | GRASS CUTING - JULY 2019 02-201-099-60315 | \$457.92 |
| 0070283 * | 8/30/2019 | Josie Coppola | RFND WTR - 125 LAUREL ST 02-201-006-12067 | \$91.83 |
| 0070291 | 8/30/2019 | Elite Steak and Seafood | RFND WTR - 15 MAIN ST W 02-201-006-12067 | \$170.06 |
| 0070313 | 8/30/2019 | ICONIX Waterworks LP | METERS 02-201-099-63015 | \$2,906.26 |
| 0070332 * | 8/30/2019 | Heinrich Loewen | RFND WTR - 1300 GRAHAM SDRD 02-201-006-12067 | \$25.63 |
| 0070337 * | 8/30/2019 | Sandy McLeod | RFND - 466 WATERVIEW WTR ACCT 02-201-006-12067 | \$83.25 |
| 0070379 * | 8/30/2019 | Todd Terry | RFND WTR - 18 SPRUCE ST 02-201-006-12067 | \$84.08 |
| 0070386 | 8/30/2019 | TSC Stores L.P. | FLUID FILM - HYDRANT MAIN'T 02-201-099-63045 | \$36.60 |
| 0070394 | 8/30/2019 | Wolseley Canada Inc | LOWER STEM FOR HYDRANT 02-201-099-63045 | \$1,085.22 |
| 0070411 | 8/30/2019 | Queens Auto Supply | ES - EXPANSION SET 02-201-099-60357 | \$62.25 |
| 0070412 | 8/30/2019 | RC Spencer Associates Inc. | WATERMAIN EXT - SW SERV AREA 02-201-360-71952 | \$4,166.31 |

Total For Department 201 \$26,103.56

242 -

| | | | | |
|---------|-----------|-------------------------------|--|-------------|
| 0070105 | 8/14/2019 | Dillon Consulting | K'VILLE SAN. SYS - MASTER PLAN 02-242-360-71357 | \$7,566.66 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 98 McCallum Dr 02-242-099-60315 | \$68.13 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | Bernath Pump Station 02-242-099-60314 | \$25.52 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 67 Heritage Sewage 2 02-242-099-60314 | \$2,774.95 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 250 Queen St 02-242-099-60314 | \$673.80 |
| 0070157 | 8/14/2019 | N.J. Peralta Engineering Ltd. | KRATZ/GRHM/ERCA SAB SEW PM ST 02-242-360-71949 | \$3,418.12 |
| 0070158 | 8/14/2019 | Ontario Clean Water Agency | UNION GAS - JUN 18 - JUL 18/19 02-242-099-60314 | \$417.33 |
| 0070158 | 8/14/2019 | Ontario Clean Water Agency | OPERATIONS & MAINT - AUGUST/19 02-242-320-64360 | \$83,241.07 |
| 0070189 | 8/14/2019 | Southwest Diesel Service Inc | 15-01 - SERVICE 02-242-099-60316 | \$72.28 |
| 0070220 | 8/14/2019 | Wolseley Canada Inc | SEWER CLEANOUT 02-242-099-64368 | \$98.71 |
| 0070260 | 8/28/2019 | HYDRO ONE | Normandy Pump Station 02-242-099-60314 | \$82.24 |
| 0070260 | 8/28/2019 | HYDRO ONE | 1562 Heritage Rd Pump 4 02-242-099-60314 | \$88.53 |

Town of Kingsville Council Summary Report

| Cheque Number | Cheque Date | Vendor Name | Description | Cheque Amount |
|---------------|-------------|--------------------------|--|---------------|
| 0070260 | 8/28/2019 | HYDRO ONE | 1902 Heritage Rd Pump 5 02-242-099-60314 | \$62.57 |
| 0070260 | 8/28/2019 | HYDRO ONE | Pump Station Cedar Island 02-242-099-60314 | \$596.93 |
| 0070260 | 8/28/2019 | HYDRO ONE | Forcemain over Bridge 02-242-099-60314 | \$32.67 |
| 0070260 | 8/28/2019 | HYDRO ONE | 1053 Cedar Dr 02-242-099-60314 | \$266.20 |
| 0070260 | 8/28/2019 | HYDRO ONE | 690 Heritage Rd 02-242-099-60314 | \$20,297.99 |
| 0070260 | 8/28/2019 | HYDRO ONE | 1460 Road 2 East Pump 02-242-099-60314 | \$1,046.74 |
| 0070277 | 8/30/2019 | Cedar Creek Landscaping | GRASS CUTING - JULY 2019 02-242-099-60315 | \$636.00 |
| 0070284 | 8/30/2019 | County Wide Tree Service | TREE REMOVAL - LAKESIDE PARK 02-242-360-71864 | \$4,093.79 |

Total For Department 242 \$125,560.23

243 -

| | | | | |
|---------|-----------|-------------------------------|--|------------|
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 168 Cty Rd 27 N 02-243-099-60314 | \$294.10 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | Rear 17 Lyle 02-243-099-60314 | \$48.05 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 16 whitewood (Behind) 02-243-328-64365 | \$33.79 |
| 0070110 | 8/14/2019 | E.L.K. Energy Inc | 168 Cty Rd 27 N - Lagoon 02-243-099-60314 | \$145.34 |
| 0070158 | 8/14/2019 | Ontario Clean Water Agency | OPERATIONS & MAINT - AUGUST/19 02-243-320-64360 | \$6,084.16 |
| 0070250 | 8/28/2019 | Gosfield North Communications | Pump House Alarm 02-243-099-60327 | \$48.15 |

Total For Department 243 \$6,653.59

* Note GST Rebate details are omitted, but are included in the totals **\$2,293,196.80**



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

Date: September 16, 2019
To: Mayor and Council
Author: Maggie Durocher
RE: Recreation Master Plan
Report No.: PR-2019-02

AIM

To provide council with the updated Parks, Recreation, Arts and Culture Master Plan as prepared by Monteith Brown Planning Consultants for review and approval.

BACKGROUND

In 2013, Monteith Brown and Associates worked with The Town of Kingsville, Stakeholders, Committees and residents to complete a Parks, Recreation, Arts and Culture Master Plan. This master plan has served as a guiding force in the Strategic Plan for the Parks, Recreation, and Facilities Maintenance Departments. The plan developed in 2013 called for a review in five years to determine where the Town was in terms of the original recommendations.

In 2018, a review of the master plan was initiated with Monteith Brown Planning Consultants.

DISCUSSION

The Development of the Parks, Recreation, Arts and Culture Master Plan was divided into three phases including Research and Consultation; Assessments; and Master Plan Development. Each phase was designed to accomplish a variety of tasks and also included internal meetings and reporting.

Strategic advice and direction to the project consultants was provided by the Town's Parks, Recreation, Arts and Culture Committee (PRAC) at key points in the process in addition to feedback from the senior management team. Efforts were made to engage the public and stakeholders at both the beginning and end of the planning process in order to ensure that the plan was well rounded and included feedback from as many sources as possible.

As was the approach in the 2013 Master Plan, the assessment of facility and park needs considered both provision and geographic distribution of facilities and parks. Where appropriate, this analysis includes facilities in adjacent municipalities, as parts of the town are well served by major facilities in the adjoining Towns of Essex and Leamington.

Since the completion of the 2013, Master Plan 69% of the recommendations listed, have been or are in the final phases of completion which illustrates the Town of Kingsville's commitment to Parks, Recreation, Arts and Culture.

The newly revised master plan will serve as a guide for the Town until 2027. It provides recommendations within the short, medium and longer term goals. Highlights of the plan include the following items;

- The public are demanding more recreational programming through-out all demographics and incomes
- Service Delivery Trends, including improved accessibility, municipal roles and responsibilities, partnership opportunities, improved technology
- Parks and Facility Trends including; comfort amenities within parks, infrastructure for changing demographics, multi-use facilities, connection between nature and environmental stewardship

The vision of the Kingsville Parks and Recreational Masterplan is the following;

Working together to deliver relevant and affordable parks, recreation and culture opportunities that strengthen our community and support healthy active living for all.

The masterplan development includes goals that articulate the core direction of the Town. These include;

- Foster and active and age-friendly community
- Work with other s to expand activity choices
- Maintain our existing assets
- Plan for emerging needs
- Grow arts, culture and tourism
- Promote service excellence and financial responsibility

Through these goals 18 various recommendations and actions have been brought forward with timing recommendations. These are divided into high, medium and low priority inline with timing.

Once the document is received administration will review an implement within the long term capital and operational plans.

LINK TO STRATEGIC PLAN

Improve recreational and cultural facilities and opportunities within the Town of Kingsville.

FINANCIAL CONSIDERATIONS

The Recreation Master Plan was approved in the 2018 Capital Budget. Subsequent approved projects and programs will be brought forward within the annual operational and capital budget for Council deliberations.

CONSULTATIONS

Members of Kingsville Municipal Council
Kingsville Senior Management Group
Parks Recreation Arts and Culture Committee

RECOMMENDATION

That Council receive the report titled Recreation Masterplan and;
That, Council adopt the attached Town of Kingsville Parks, Recreation, Arts and Culture Master Plan.

Maggie Durocher

Maggie Durocher Hons. B.H.K
Manager of Parks and Recreation Program

Peggy Van Mierlo-West

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



Town of Kingsville

Parks, Recreation, Arts & Culture Master Plan

August 2019





Town of Kingsville

Parks, Recreation, Arts & Culture Master Plan

August 2019



Acknowledgements

This Master Plan is a product of the vision and dedication of Town Officials and Staff. We also extend our thanks to the many residents and community groups in Kingsville who provided valuable insights and opinions and whose feedback has made the Plan a document that is reflective of the needs of the community.

Town Council Members

Nelson Santos, Mayor (PRAC Committee member)
Gord Queen, Deputy Mayor (PRAC Committee member)
Kimberly DeYong, Councillor
Tony Gaffan, Councillor
Laura Lucier, Councillor
Thomas Neufeld, Councillor (PRAC Committee member)
Larry Patterson, Councillor

Parks, Recreation, Arts and Culture Advisory Committee

Aaron Hickmott, Lay Appointee (2018-2022)
Steve I'Anson, Lay Appointee (2014-2018)
Brandon Riddiford, Lay Appointee (2014-2018)
Mitchell Shields, Lay Appointee (2018-2022)
Melissa Tremaine-Snip, Lay Appointee (2014-2022)

Primary Town Staff

Maggie Durocher, Manager of Programs (Project Manager)
Dan Wolicki, Manager of Municipal Facilities and Properties

Project Consultant

Monteith Brown Planning Consultants

Table of Contents

| <u>Section</u> | <u>Page</u> |
|--|-------------|
| 1 Introduction..... | 1 |
| 1.1 Project Overview..... | 2 |
| 1.2 Benefits of Parks, Recreation, Arts and Culture..... | 3 |
| 1.3 Local Context..... | 4 |
| 1.4 Project Methodology | 5 |
| 1.5 Status and Accomplishments - 2013 Master Plan | 6 |
| 1.6 Report Organization | 8 |
| 2 Community Profile..... | 9 |
| 2.1 Historical and Forecasted Population Growth..... | 10 |
| 2.2 Age Profile..... | 11 |
| 2.3 Income and Education..... | 12 |
| 2.4 Ethnic Diversity..... | 12 |
| 3 Trends in Parks, Recreation, Arts & Culture | 13 |
| 3.1 Demographics and Lifestyle Trends..... | 14 |
| 3.2 Health and Wellbeing Trends | 16 |
| 3.3 Participation Trends..... | 17 |
| 3.4 Service Delivery Trends | 19 |
| 3.5 Parks and Facilities Trends | 22 |
| 4 Summary of Public Consultation | 25 |
| 4.1 Community Engagement Strategy..... | 26 |
| 4.2 Public Launch Event | 27 |
| 4.3 Youth Voice..... | 31 |
| 4.4 Online Community Survey..... | 32 |
| 4.5 Stakeholder Input Sessions | 46 |
| 4.6 Public Information Session..... | 50 |
| 4.7 Internal Consultation | 50 |
| 5 Master Plan Vision & Goals | 51 |
| 5.1 Strategic Foundation..... | 52 |

| | | |
|-----------|---|------------|
| 5.2 | Vision and Goals..... | 53 |
| 6 | Service & Program Assessment | 54 |
| 6.1 | Municipal Role..... | 55 |
| 6.2 | Funding and Service Levels..... | 57 |
| 6.3 | Programming and Events | 60 |
| 6.4 | Staffing and Governance..... | 62 |
| 6.5 | Policies and Procedures | 65 |
| 6.6 | Rates and Fees | 66 |
| 6.7 | Working with Others..... | 67 |
| 6.8 | Communications and Marketing..... | 69 |
| 7 | Parkland Assessment..... | 71 |
| 7.1 | Parkland Classification and Policy | 72 |
| 7.2 | Parkland Inventory and Acquisition | 75 |
| 7.3 | Parkland Asset Management and Design | 81 |
| 7.4 | Park-Specific Renewal Considerations | 85 |
| 8 | Recreation Facility Assessment | 90 |
| 8.1 | Indoor Recreation Facilities..... | 91 |
| 8.2 | Outdoor Parks and Recreation Amenities | 98 |
| 9 | Arts & Culture Assessment..... | 109 |
| 9.1 | Arts and Culture in Kingsville | 110 |
| 9.2 | Maximizing Arts and Cultural Assets..... | 112 |
| 9.3 | Supporting and Expanding Arts and Cultural Opportunities..... | 113 |
| 10 | Implementation..... | 116 |
| 10.1 | Keeping the Master Plan Alive | 117 |
| 10.2 | Potential Funding Sources | 118 |
| 10.3 | Timing and Priority of Actions..... | 121 |
| | Appendix A: Record of Public Input..... | A-1 |
| | Appendix B: Program Inventory..... | B-1 |
| | Appendix C: Park Facility / Asset Inventory | C-1 |

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1 Introduction

This section provides a project overview and describes the purpose, methodology and organization of the Master Plan.

1.1 Project Overview

This project is an update to the 2013 Town of Kingsville Parks, Recreation, Arts and Culture (PRAC) Master Plan. The original 2013 plan was intended to guide decisions over a ten-year period, but that plan requires an update to respond to growth and development in the town. The renewed Master Plan establishes an overall vision for parks, recreation, arts and culture within Kingsville, as well as short and long-term needs based on changing demographics and participation trends. Moving forward, this plan serves as a living document containing recommendations and decision-making frameworks that can be used to guide and evaluate emerging requests and initiatives.

Kingsville has experienced significant changes in local leisure participation and offerings including: growing popularity of pickleball in the community; development of multiple new parks and recreation / cultural facilities; expansion of programming through community partnerships; the recent closure of Kingsville's only curling club; and the ever-expanding influence of technology on participation and operation, to name a few.

In response, the updated Master Plan uses current research and public input to examine:

- parks open spaces and trails;
- recreation, sports and arts / cultural facilities;
- programs, events and activities;
- operations (such as policy development, staffing, communication, etc.); and
- financial and implementation strategies.

The directions and recommendations contained within this document seek to standardize services across the municipality, allocate resources, plan accordingly for the future, and coordinate with current and future partners. They should be reviewed frequently or when circumstances change to ensure the directions are responsive to current and emerging needs.

Specifically, the Master Plan:

- makes a case for **sustainable investment** in parks, recreation, arts and culture – key components of individual and community life;
- **engages the community** in an inclusive and productive process that supports the Master Plan;
- provides a **comprehensive examination** of the current state that the Town may use to benchmark against in the future;
- describes an **ideal future state** that can be used to develop organizational mandates, policies, practices and services;
- evaluates current parkland policies and establishes a **foundation for policy development** and **asset management**;
- aligns municipal efforts, operations and budgets through **priority setting**; and
- provides Town Council, staff and partners with a **work plan** that supports community priorities.





1.2 Benefits of Parks, Recreation, Arts and Culture

Parks, recreation, arts and cultural opportunities provide extensive benefits to individuals and communities. For example, they:

- Enhance mental and physical wellbeing
- Enhance social wellbeing and promote engagement and inclusion
- Help build strong families and communities
- Help people connect with nature
- Help people develop critical and creative thinking skills
- Provide wide-ranging economic benefits

Adapted from “A Framework for Recreation in Canada 2015: Pathways to Wellbeing” and “Ontario Culture Strategy (2016)”

The Town is commended for recognizing these benefits and investing in the development of this Master Plan to guide decision-making relating to parks, recreation, arts and culture services and facilities.



1.3 Local Context

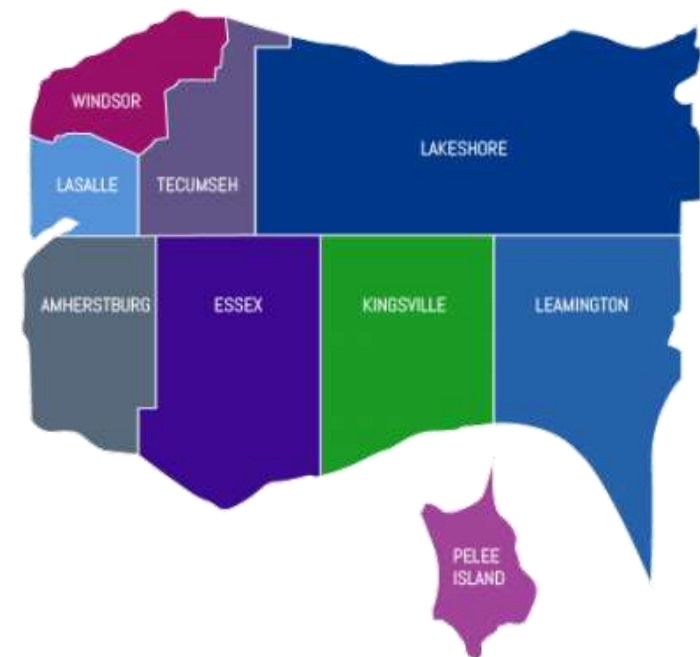
Located in Essex County in southwestern Ontario, the Town of Kingsville is currently home to approximately 22,500 residents. The municipality is bordered by the Towns of Essex, Lakeshore and Leamington to the West, North and East, respectively. Kingsville's Southern border lies along Lake Erie, providing vast waterfront exposure. Figure 1 illustrates Kingsville's location (green) within Essex County. Kingsville was incorporated as an amalgamation of the former Townships of Gosfield North and Gosfield South, as well as the Town of Kingsville. The town's settlement areas include urban Kingsville, Cottam and Ruthven.

As Canada's most southern town, Kingsville enjoys the warmest climate of any city in Ontario. This offers ideal conditions for outdoor activities and has encouraged many retirees to settle here. A focus on affordability and quality of life also make the town an attractive location to raise a family. Kingsville's location along the north shore of Lake Erie creates tremendous tourism and recreational opportunities, including bird watching, boating and sports. Kingsville's festivals and events are among the most attractive and well known in the region and attract visitors from far and wide. The community benefits from access to notable public destinations such as Lakeside Park and Pavilion, Kingsville Arena and Recreational Complex, Ridgeview Park in Cottam, the Chrysler Canada Greenway, Cedar Island Marina and Yacht Club, and more.

The Town's Parks and Recreation Department enhances local quality of life by facilitating the development of sport, recreation and cultural opportunities. The Department offers a growing range of programs, such as adult fitness, mom and tot programs, after-school youth activities, public skating, and events such as movie nights and Fantasy of Lights. The Department also works with local providers to offer activities such as summer camps, art workshops, beach volleyball and more.

The Town currently has a number of initiatives that are ongoing, such as the development of the Grovedale Centre and Mettawas Park, as well as the redevelopment of Lions Park. Requests are often received for improvements to local parks and the Town has responded through the recent installation of several new playgrounds. Strategies for developing outdoor pickleball courts and a splash pad in urban Kingsville are also being examined, along with opportunities associated with Migration Hall and the new high school. Additional ideas and strategies are identified through the Master Plan process.

Figure 1 Context map of the Town of Kingsville within Essex County



1.4 Project Methodology

Figure 2 Parks, Recreation, Arts and Culture Master Plan Methodology

Development of the Parks, Recreation, Arts and Culture Master Plan has been divided into three phases: Research and Consultation; Assessments; and Master Plan Development. Each phase was designed to accomplish a variety of tasks and also included internal meetings and reporting. Figure 2 illustrates tasks undertaken in each of the three phases.

Strategic advice and direction to the project consultants was provided by the Town's Parks, Recreation, Arts and Culture Committee at key points in the process. Efforts were made to engage the public and stakeholders at both the beginning and end of the planning process.

As was the approach in the 2013 Master Plan, the assessment of facility and park needs considered both provision (i.e., the total number of each facility type as determined by applying population-based 'targets') and geographic distribution (where the facilities/parks are physically located, in relation to the population). Where appropriate, this analysis includes facilities in adjacent municipalities, as parts of the town are well served by major facilities in the adjoining Towns of Essex and Leamington.

Provision targets represent a recommended measure toward which a community should strive in order to meet the demand for parks and facilities. They help to identify current and future requirements in terms of total demand, but do not provide direction on geographic gap areas. The targets are created based on a combination of accepted industry standards, market-driven factors (such as demand/participation, trends and demographics), and the past and present circumstances of the community, as well as public and staff input. The needs analysis incorporates several local inputs – including public consultation – before confirming appropriate targets for Kingsville. It should be noted that although these targets may not be realized for a variety of reasons, the key is to continue to work toward meeting them.

Research and Consultation

- Background Material Review
- Demographic Profile and Trends Assessment
- Parks, Facilities and Programs Inventory
- Internal and External Engagement (launch event, survey, interviews, etc.)

Assessments

- Program and Service Delivery Assessment
- Park System Assessment
- Recreation Facility Assessment
- Arts and Culture Assessment
- Revenue / Funding Assessment

Master Plan Development

- Implementation Plan
- Internal and External Engagement (public information session)
- Draft and Final Master Plan
- Council Presentation and Approval

1.5 Status and Accomplishments - 2013 Master Plan

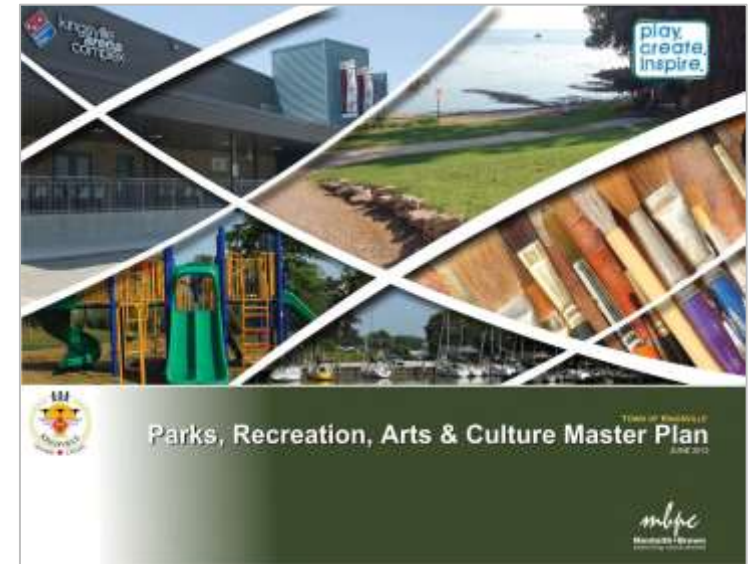
The 2013 Parks, Recreation, Arts and Culture Master Plan has served as a guiding document for programs, services and facilities over the past six years. The Plan contained 83 recommendations to be accomplished within a ten-year timeframe (2013-2022). Approximately half of the recommendations were project/time-specific actions, while the other half were best practices that provide overall direction on service delivery, facility provision, etc. Many of the best practices identified in the Plan remain pertinent today.

The majority (69%) of the recommendations from the 2013 Master Plan have been completed or are in progress. This illustrates the Town's commitment to its parks, recreation and culture system, as well as the need to chart a new course for the next ten years.

The Master Plan is being revised six years into its ten-year cycle, thus several longer-term recommendations have not yet been initiated. Nearly one-third (31%) of recommendations have not been initiated or require further review due to shifting directions caused by emerging priorities or a shortage of funding/partners; these directions are revisited through this update.

Table 1: 2013 Master Plan Implementation to Date

| Action (to date) | Recommendation Types | | | Percent |
|--|----------------------|---------------|-----------|-------------|
| | Project-Specific | Best Practice | Total | |
| Completed / In Progress | 34 | 23 | 57 | 69% |
| No Action / Further Review Required | 6 | 20 | 26 | 31% |
| Total | 40 | 43 | 83 | 100% |



The Town of Kingsville has accomplished a lot in recent years, leading to marked improvements in parks, recreation, arts and cultural services. However, planning is not a static process and the implementation of major projects requires time and resources. Public consultation and regular updates to the Master Plan will help to keep the Town on track. The following are notable achievements and initiatives accomplished by the Town of Kingsville (often in partnership with the community) since the 2013 Master Plan was developed, as well as other key factors that are impacting this Master Plan update:

Places and Spaces

- planning and development of the Grovedale Centre
- completion of several park development projects, including Mettawas Park (Phase 1), Timbercreek Park and York Park, as well as the conveyance of parkland in Ruthven and the planning for a redeveloped Lions Park
- completion of park development projects, including new playground equipment at several parks, resurfaced tennis courts (both Kingsville and Cottam), temporary bocce courts, an agreement to build pickleball courts, a new washroom building at Cedar Island, and improvements to gardens and stairs in Lakeside Park
- transfer of ownership of Cottam Rotary Park to the Town of Kingsville
- the establishment of new bike lanes
- upgrades to support the Kingsville Recreation Complex as a designated emergency centre
- continued planning for a new super school
- the closure of the board-operated Kingsville Curling Club



Programming and Service Delivery

- the establishment of new partnered programs (e.g., On Point Beach Volleyball, Arts Society, Music Moves Kids) and new Town programs (e.g., mom and tot, after-school youth, movie nights, etc.)
- the expansion of events, such as the Folk Festival, tall ships, hockey tournaments, etc.
- an updated website and expanded social media presence
- strengthened the Communities in Bloom program and beautification initiatives
- initiated the development of a Tourism Plan
- the population is aging and expectations for quality services are increasing



1.6 Report Organization

The Parks, Recreation, Arts and Culture Master Plan is organized as follows:

| | |
|-------------------|---|
| Section 1 | Introduction Describes the purpose, methodology and organization of the Master Plan. |
| Section 2 | Community Profile Contains an overview of the socio-demographic characteristics of the Town of Kingsville, including historical population growth, population forecasts and other key demographic factors. |
| Section 3 | Trends in Parks, Recreation, Arts & Culture Provides a review of emerging trends from communities across Ontario, including potential local impacts on parks, recreation, arts and culture facilities, programs and services in Kingsville. |
| Section 4 | Summary of Public Consultation Outlines the findings of consultation efforts regarding perceptions of the general public and stakeholders with respect to Kingsville's parks, recreation, arts and culture opportunities. |
| Section 5 | Master Plan Vision & Goals Identifies the strategic directions that guide the development and implementation of the Master Plan, as well as future decision-making relating to services and facilities in the Town of Kingsville. |
| Section 6 | Service & Program Assessment Identifies current strengths in the Town's service delivery model, in addition to areas that could be improved through the adjustment of program offerings, management practices, policies and operating procedures. |
| Section 7 | Parkland Assessment Evaluates the municipal parkland system and accompanying policy framework by building off the 2013 Master Plan. |
| Section 8 | Recreation Facility Assessment Examines the current supply of indoor and outdoor recreation facilities. Where appropriate, provision targets (informed by public input) are identified to assess current and future facility needs. |
| Section 9 | Arts & Culture Assessment Reviews creative and cultural assets and identifies strategies to enhance opportunities and partnerships within this sector. |
| Section 10 | Implementation Summarizes and prioritizes the Plan's recommendations and identifies key resource implications. A process for monitoring and updating the Plan is also provided. |

2 Community Profile



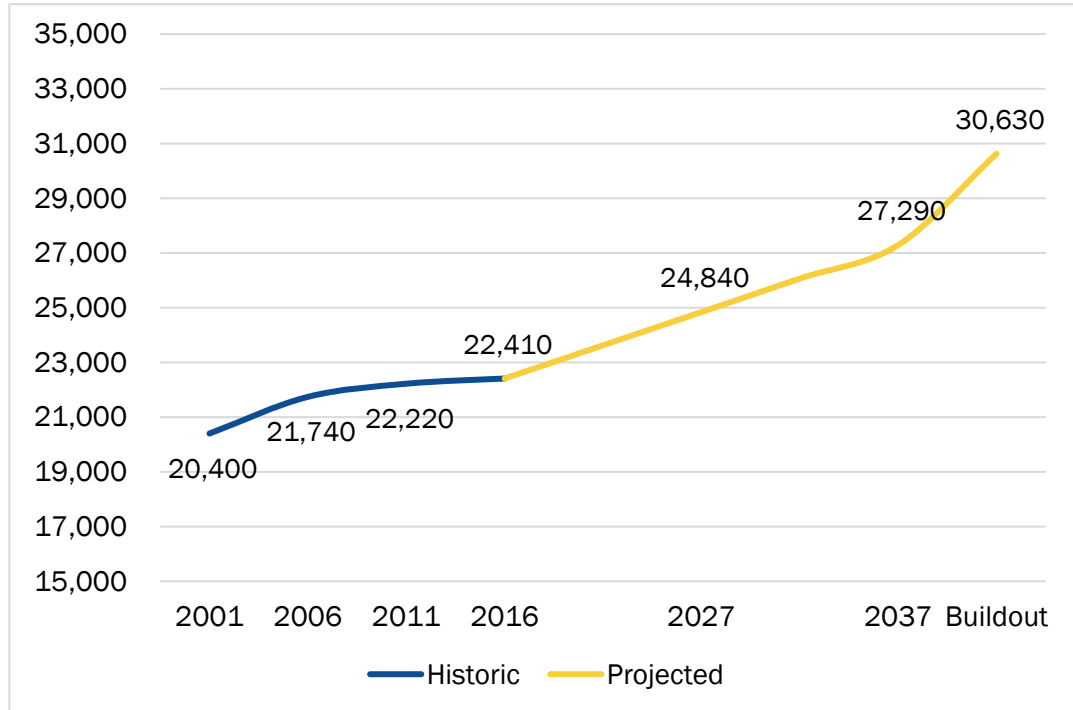
This section contains an overview of the socio-demographic characteristics of the Town of Kingsville, including historical population growth, population forecasts and other key demographic factors.

2.1 Historical and Forecasted Population Growth

According to Statistics Canada, the 2016 population of the Town of Kingsville was 21,552 persons, representing an increase of 3% since 2006 (644 persons). Current estimates indicate that the 2019 population is closer to 22,500 residents – the number which will be used throughout this Master Plan to represent Kingsville’s current population. Growth projections indicate this is expected to increase to 30,630 persons by the year 2041 – an increase of 36%.

According to the 2017 Town of Kingsville Development Charges Background Study:

- 60% of the population resides in Urban Kingsville, Ruthven or Lakeshore areas;
- 25% of the population resides north of County Road 18, including Cottam;
- 15% of the population resides in rural areas between County Road 18 and the urban area; and
- 89% of future population growth is forecasted to occur in the Urban Kingsville, Ruthven and Lakeshore areas.



Sources: Statistics Canada (Historic) and Development Charges Background Study (Projected).

Note: Estimates include Census undercount.

Presently, most of the growth within the Town’s development approvals system is expected to occur within Urban Kingsville. The largest active residential developments are the neighbouring Valente and York subdivisions in southwest Kingsville, the Royal Oak subdivision in north Kingsville and the Porrone subdivision in Ruthven. Several smaller developments are also ongoing throughout the municipality. Longer-term residential growth is anticipated at the northwest and eastern edges of urban Kingsville, as well as the edges of the Ruthven and Cottam settlement area boundaries.

Higher levels of growth may be realized as a result of proposed development projects, meaning that it will be important to plan appropriately to ensure the parks, recreation, arts and cultural needs of future residents are met. Planning for these growth areas is ongoing and already includes some key parks and recreation infrastructure. For example: the Valente subdivision is expected to include a large park at the south end of the site.

2.2 Age Profile

The demographic makeup of a community influences the types of programs and services required. For example, young families with children and teenagers are more likely to seek active pursuits such as outdoor free play and sports or wheeled transportation. Comparatively, older adults and seniors may prefer more passive activities such as walking, fitness swimming or social engagements.

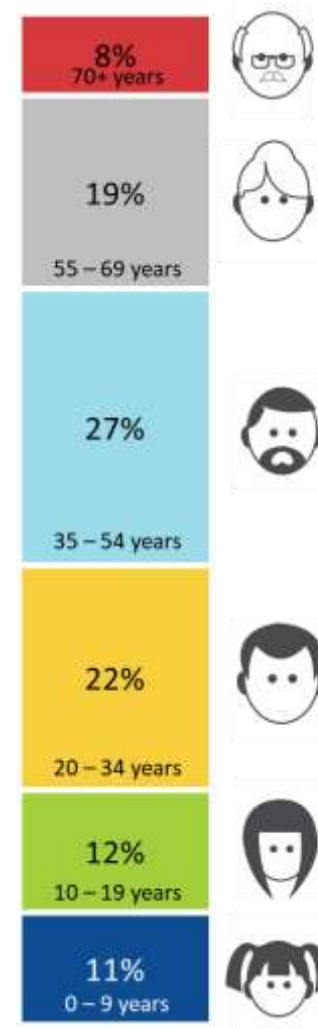
The median age in Kingsville has increased by 10% in the last decade (from 39 years in 2006 to 43 years in 2016). Across the province, municipalities are aging as the Baby Boomers transition into the older adult and seniors age cohorts. The average household size in Kingsville is 2.5 persons (2016), consistent with the County average.

Regional and provincial forecasts suggest a continued aging of the population. The type and affordability of housing along with the availability of stable employment opportunities are primary factors in attracting new residents to a community. Bolstered by its climate and affordability, Kingsville has recently seen an influx of both retirees (many from larger urban centres, such as the Greater Toronto Area) and families seeking out the area's small-town character. As a result, demand for additional and higher-quality services are growing, placing pressure on the current parks, recreation, arts and culture services and facilities.

Table 2 Population distribution change by age group (2006 - 2016 Census Data)

| | 2006 | 2016 | Pop Change | % Change |
|-------------------|-------------|-------------|------------|-----------|
| 70+ years old | 11% | 14% | 625 | 28% |
| 55 – 69 years old | 16% | 22% | 1305 | 39% |
| 35 – 54 years old | 30% | 27% | - 610 | - 10% |
| 20 – 34 years old | 18% | 16% | - 270 | - 7% |
| 10 – 19 years old | 14% | 12% | - 410 | - 14% |
| 0 – 9 years old | 11% | 11% | 15 | 1% |
| Total | 100% | 100% | 655 | 3% |

Figure 4 Kingsville population distribution by age cohort (2016)



2.3 Income and Education

According to the 2016 Census, the median household income in Kingsville was \$77,429; 4% higher than the provincial median of \$74,287, but 16% higher than the County median. Income can influence physical activity levels; individuals with higher levels of income (and education) are generally correlated with greater participation in physically active leisure pursuits.

Level of education similarly impacts participation rates, with higher levels of education (post-secondary or higher) often correlated with higher participation levels. Kingsville residents have generally attained levels of education comparable to their counterparts within the County and Province, though the proportion of residents with university education is lower, consistent with the Town's primary industries of agriculture and manufacturing.

2.4 Ethnic Diversity

The 2016 Census found that 13% of Kingsville's residents identify as immigrants, compared to 22% within the County and 29% Provincially. Although the Town has lower levels of permanent immigrant residents, national trends suggest that the level of ethnic diversification is increasing, which is a trend that could be seen locally over time. Additionally, it should be noted that the region (including but not limited to Kingsville) attracts up to 10,000 seasonal migrants during the growing season. As such, demand for casual leisure activities (e.g., soccer) and active transportation may be greatest in the summer and demand for non-traditional programming (e.g., English as a Second Language) may increase over time.

Figure 5 Median Individual and Household Income (2016 Census)

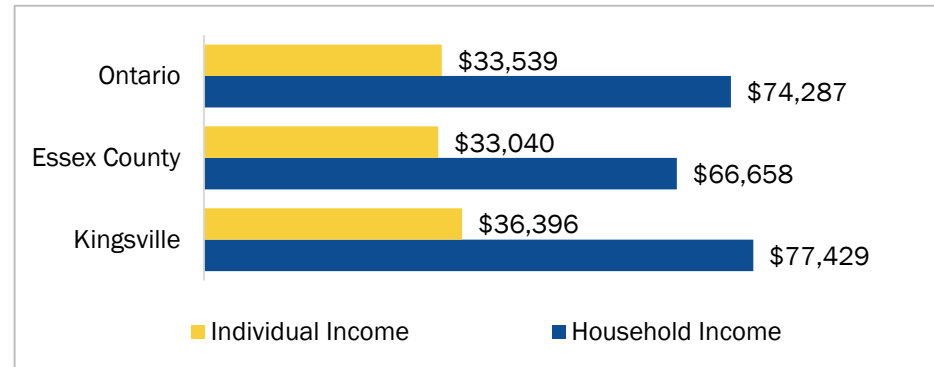
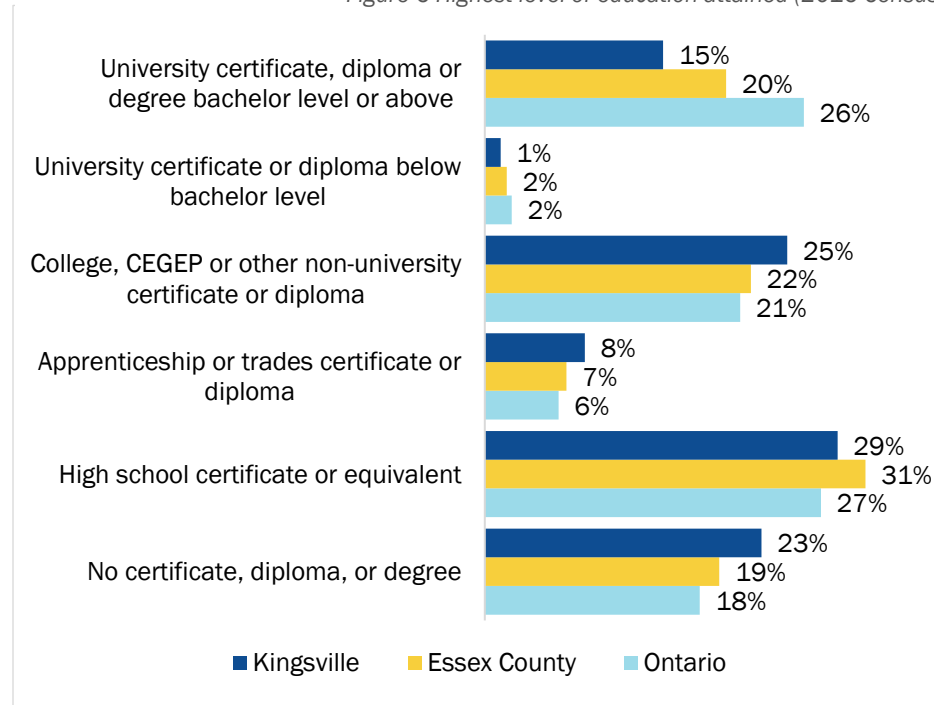


Figure 6 Highest level of education attained (2016 Census)



3 Trends in Parks, Recreation, Arts & Culture



This section provides a review of emerging trends from communities across Ontario, including potential local impacts on parks, recreation, arts and culture facilities, programs and services in

Relevant trends and best practices pertaining to and impacting parks, recreation, arts and culture articulate benefits (physical, social, economic, and environmental) and provide evidence to support recommendations that will emerge from this Master Plan. This information is based on an extensive review of secondary research sources and has been organized into the following headings:

Demographics and
Lifestyle Trends

Health and
Wellbeing

Participation

Service Delivery

Parks and Facilities

Where applicable, approaches in comparable municipalities have been explored to understand how other communities are addressing similar trends in the sector and how they are facilitating quality opportunities, adapting to changing design philosophies and integrating innovative service delivery models within their operations. The implications of these trends and best practices for Kingsville has been assessed through the next stage of analysis.

3.1 Demographics and Lifestyle Trends

Aging Populations

The aging of Canada's population is significantly influencing recreation and culture. As the “Baby Boomer” generation moves into retirement, demand is growing for older adult and senior-focused activities, programs and facilities. This shift is emerging through three distinct lenses:

- 1) healthy, physically-active and social adults wishing to remain active as they age;
- 2) persons managing chronic illness, disease and/or old age that are seeking low-impact, therapeutic and rehabilitative programs; and
- 3) growing interest in traditional and non-traditional arts, culture and experiential activities.

Kingsville is experiencing a higher proportion of older adult and senior residents. The town is becoming home to a growing number of retirees migrating from larger urban centres who expect a wider supply and variety of programs and activities. An example of the effect of and response to this trend locally has been an increased demand for pickleball facilities.



Population Growth and Intensification

Population **growth** is putting pressure on facilities and programs. Many municipalities are responding to this by building facilities in “greenfield” settings, often in close proximity to new residential developments. Historically, low-density growth patterns have resulted in a wide distribution of facilities in many Ontario towns and cities. Wide-spread facility placement, however, can create challenges related to transportation, isolation and lack of connectivity when considering facilities and services are being increasingly centralized within individual sites (the multi-use concept).

Some municipalities are proactively seeking to capitalize on opportunities to promote and secure parkland in **intensifying** urban areas as it becomes available, such as surplus schools and brownfield sites. Although timelines, funding and locations are not yet confirmed, it is anticipated that the Kingsville District High School adjacent to Migration Hall will be closed to accommodate a new regional super school in the future. These sites may present an opportunity for the Town to maximize parks, recreation, arts and cultural opportunities in existing and growing neighbourhoods.

Economic Trends

Income disparity is polarizing communities throughout Essex County and other parts of Ontario. The growing divide between affluent and low-income residents requires municipalities to carefully consider which programs, services and facilities are offered, and at what cost. Some municipalities have shifted toward more low-to-no-cost alternatives to ensure that there are opportunities for all. Many leisure activities require participants to pay membership dues, registration fees and incur related equipment costs in order to play. When combined with the cost of travel, these factors can negatively influence the ability for some to join organized sport leagues (and increasingly so at higher levels).

In addition to expanding the variety of paid, low and no-cost activities, municipalities are experiencing greater demand for **fee-assistance programs and subsidies**. The Town of Kingsville helps low-income residents apply for external support through agencies like Pathway to Potential and Canadian Tire Jumpstart. These financial assistance programs help reduce barriers to participation for young families, including single parents.

Cultural Diversity

Cultural transition and **expanding diversity** are influencing the design of facilities and the delivery of services in many Ontario municipalities. The number of immigrants to Canada is, and will likely continue, growing and as a result programs and services are being designed to match demand.

Although cultural diversity levels in Kingsville are below average, there are local examples of cultural parks and recreation interests. In response to requests from local bocce enthusiasts, the Town of Kingsville recently added temporary courts at the Kingsville Recreation Complex to accommodate structured play. Provision of bocce courts is not a traditional municipal level of service, but has been accommodated to meet local demand.

With greater awareness being raised regarding Indigenous Persons and the federal focus towards Truth and Reconciliation, some municipalities are showcasing Indigenous history through public art in community centres and parks along with exploring programs reflective of First Nations' sports and culture.

3.2 Health and Wellbeing Trends

Health and Wellness

Recreation service providers, along with health practitioners, professionals and researchers are focusing upon the benefits of a **holistic and multi-faceted approach to health and wellbeing**. A holistic approach in the context of leisure services includes physical activity but is also expanded to reflect healthy eating, mindfulness and disease prevention through health.

Multiple municipal departments, public health and other related agencies are increasingly working as a collective to address **health promotion** through land use planning, urban design, transportation and engineering, and parks, recreation and cultural services. Leisure service providers from multiple sectors have expanded and diversified their program inventory to offer variety for all age groups, abilities and interests to accommodate the needs of the public and ensure there is something for everyone. To further support this, local public health bodies such as the Windsor-Essex County Health Unit have begun to provide input on planning documents (including this Master Plan) and support their feedback with their own research on local health, environment and disease.

Physical Literacy

Many municipalities and leisure service providers are adopting principles of **“Physical Literacy”**, an emerging concept that describes “the motivation, confidence, physical competence, knowledge and understanding to value and take responsibility for engagement in physical activities for life.” The principle is centred upon the notion that if people are able to learn and grasp basic physical movement applicable to a variety of sports and activities, they will be better equipped to remain active as they age, regardless of past experience with specific activities. Sport for Life provides the framework to implement the **Long-Term Athlete Development Model**, focused on encouraging and supporting people of all ages to get active, stay active and reach the highest heights of sport achievement.

Mental Health

The benefits of keeping a person's mind active, reducing stress and anxiety, has also been a recent focus in health and recreation research and promotion. **Socialization, mindfulness, and management of stress and anxiety** are all linked with helping to decrease the effects of degenerative cognitive disease (e.g., Alzheimer's); they also encourage social connectedness and reduce social isolation, particularly for older adults and seniors. Municipalities across the country are exploring ways to combat a mental health crisis right now; suicide rates are on the rise, and it is affecting populations with historically low rates of incidence. As society learns to cope with and adapt to life in the modern world, it is critical that everyone has available and affordable access to programs, service, activities and facilities that support their holistic health and overall wellbeing.

3.3 Participation Trends

General Participation

Public demand for programs, activities and special events at high-quality facilities continues to grow. Residents are seeking **drop-in, unstructured and self-scheduled times to participate**. For example, in the past, if a program was not running in a multi-purpose space, it would often sit empty. Now residents are requesting to use that time to play with equipment or host gatherings, outside of a structured or registered activity.

Similarly, there is higher demand for public spaces to be **animated** through design, activities and events. This may include events such as workshops held in unused community space, festivals or fairs in public spaces, and movie nights or concert series in parks.

Conversely, a dominant trend in health research and promotion has been the rise of sedentary behaviours. A confluence of factors and cultural shifts have resulted in **historically-low physical activity levels** and **high reports of social isolation**. Canadians frequently cite the following as factors contributing to decreased participation in parks, recreation and culture: a lack of free time; increasing costs of participation; lack of knowledge / information; and other responsibilities.

Participation in Sport

Demand for **prime-time** access is also evolving. The after-work hours of 5:00 to 9:00 pm are traditionally reserved for child and youth programming. However, residents' lives are becoming increasingly busy and as a result adults, older adults and seniors are seeking opportunities to recreate during the same peak operating hours. One example of this can be found in communities where indoor pickleball has seen tremendous growth; a growing population of adults still in the workforce want to play in the evenings.

Another participation trend commonly experienced in regional municipalities or suburbs of major urban centres is **regional participation**. Residents grow accustomed to travelling to participate in specialized activities or seeking higher-quality facilities for elite sports and competition. This may result in sharing and coordinating with neighbouring municipalities to avoid duplication of service, though there are few examples of formal agreements or joint operation beyond the occasional board-run arena. The availability of programs / facilities in neighbouring municipalities was frequently mentioned in the Master Plan's consultation program.

Youth engagement in sports and recreation is a growing trend in many municipalities. The 2018 ParticipACTION Report Card indicates that Canadian children and youth are not meeting recommended daily and weekly physical activity levels. Today's youth are intrinsically tied to technology and social media that can contribute towards sedentary lifestyles, social isolation and mental health issues. Municipalities and private service providers are combatting these challenges by offering dedicated spaces and programs to encourage youth to gather, socialize and recreate in activities that are safe, comfortable and of interest to them.

Adult recreational sports are growing as well, particularly activities such as co-ed softball and soccer. According to recreational adult organizations across the province, league play on weekday and weekend evenings has expanded in recent years.

Participation in Arts and Culture

Research on **arts attendance and participation** in Canada is broad, but highlights the growing nature of this industry and the importance placed on it across the nation. Research conducted by the Ontario Arts Council found that visitation of historical sites was the most popular arts and cultural activity, followed by museums/art galleries, arts performances, and festivals and fairs. In turn, the 2011 Ontario Arts Engagement Study indicates that: 60% of Ontarians attend professional music concerts at least once a year; 55% attend professional plays or musicals; and 51% visit art museums or galleries. Spending on live performing arts is greater than spending on live sports events.

Trends suggest that arts attendance by Canadians is on the rise and, at the same time, the **definition of culture is expanding**. Traditionally, arts and culture has included a broad spectrum of activities including visual and creative arts (e.g., dance and music), festivals, special events and heritage appreciation. Increasingly, people are experiencing arts and culture in less traditional and formal ways and settings, such as festivals and outdoor concerts and through public art and placemaking. Expectations are rising for high quality, value-added arts and culture programs and events that fit with busy lifestyles and offer meaningful social experiences. The presence of arts and cultural opportunities are highly desirable in any community as they play an important role in creating vibrant and livable communities and contribute to knowledge building, creative expression and bolstering the local economy.

Active Transportation

Active forms of transportation are human-powered modes of travel that are undertaken for utilitarian (day-to-day) and recreational purposes. Walking, hiking, running/jogging, cycling, dog walking, etc. are consistently at the top of surveyed recreational activities that people participate in, while other recreational active transportation activities such as cross-country skiing, skateboarding, BMX biking, scooter riding or rollerblading are also popular. Participation in active transportation helps to reduce the number of cars on the roads, creating less congestion and reducing vehicular emissions. Active travel also has benefits of connecting people with the outdoors and with each other.

Multiple reports published by governments, public health and other agencies, and academia tout participation in these pursuits to help keep people **active, engaged and connected**. Some examples of these reports include the Framework for Recreation in Canada, the Government of Canada's Mobilizing Knowledge on Active Transportation report, and ParticipACTION Report Cards on Physical Activity for Children and Youth. Many municipalities are connecting civic destinations, including community centres and major parks, within their active transportation network while others are working with local school boards to find ways to encourage more students to take active trips to school. To encourage greater active travel, municipalities can provide **comfort and safety amenities** to support paved or chip and dust walking trails and loops throughout parks. Connectivity is important, as well as installing features such as lighting (in appropriate locations), garbage receptacles, benches and shade structures for rest areas. In Kingsville and the rest of Essex County, these initiatives are supported through the County-Wide Active Transportation System (CWATS), which works as a partnership with municipalities, the Essex Region Conservation Authority, the Windsor-Essex County Health Unit and the Ministry of Transportation to build a cycling and pedestrian-friendly network to support connectivity to all Essex County communities.

3.4 Service Delivery Trends

Serving All Ages, Interests, Abilities and Backgrounds

Service providers are striving to offer opportunities and support for residents of all ages, interests, abilities and backgrounds. The goal of municipal parks, recreation and culture departments is to maximize the number of residents that are participating in leisure activities so that residents are engaged in healthy lifestyles. Many municipalities have historically been focused on children and families; however, leading edge organizations recognize and respond to the fact that residents from many different walks of life can benefit from leisure program offerings and services.

To ensure access for all, the following lenses should be applied:

- **Economic accessibility:** Ensuring programs and facilities are affordable, that residents have access to necessary equipment, and that they can afford transportation to and from facilities / parks.
- **Information accessibility:** Ensuring that information is available, easily interpreted and shared. This includes promotion of new and existing programs and services, updating existing communication forums and sharing experiences.
- **Geographic accessibility:** Continually evaluating the geographic distribution of services, facilities / parks and programs. This may require working with private providers and school boards to fill gaps, rotating program locations, and focusing on connectivity and transportation routes.
- **Inclusivity:** Providing programs and services that are inviting and accessible to all, regardless of age, interest, background or ability. This may include programs in different languages, identification of LGBTQ+ safe spaces, support for persons with disabilities and barrier-free facility design.

Accessibility for Persons with Disabilities and Inclusion

In response to the Province of Ontario's *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), municipal programs, services and facilities / parks have evolved to expand and adapt to a growing user-base of active residents. Some examples of this include widening doorways, adding accessible washrooms, installing elevators, participating in AODA Customer Service training, and providing support and registered spaces for children with special needs (e.g., day camps, swimming lessons, etc.).

Municipalities are taking steps towards **removing barriers** from outdoor recreation facilities such as replacing playgrounds with new structures containing barrier-free components, grading and paving pathways through parks, and using braille in signage. Some municipalities, such as Amherstburg and Windsor have constructed (or are in the process of constructing) wheelchair-accessible ball diamonds in partnership with groups such as the Miracle League so that persons with disabilities have an opportunity to play the sport.

Inclusion for under-represented populations is also a growing trend in municipal leisure services. Many municipalities offer one-on-one support for participants with special needs in programming or promote public parks and facilities “safe spaces” for everyone to enjoy. Some example of under-represented populations that often face barriers to participation in parks, recreation, arts and cultural activities are those experiencing poverty or homelessness, persons with disabilities, newcomers and cultural groups, members of the LGBTQ+ community and many more. A local example of agency support for these populations is ACCESS County Community Support Services. This organization offers a wide range of programs and services such as emergency housing, neighbourhood strengthening initiatives and after school care to meet the needs of Essex County residents.

Municipal Roles and Responsibilities

Parks, recreation and culture departments are experiencing a shift in responsibilities due to increased public demand for programs, facilities and services. An evolution from the traditional provision of space and place (including grass cutting on fields, equipment repair, ice resurfacing, etc.) towards a community development/facilitator role has occurred. In addition to their day-to-day responsibilities, municipal staff are often requested to assist residents with financial subsidy applications, liaise with community groups, explore and facilitate external programming, and seek partnership opportunities. This is a role that the Town of Kingsville has embraced for some time.

A 2018 report by The Conference Board of Canada and Volunteer Canada (*The Value of Volunteering in Canada*) stated many parks, recreation, arts and cultural organizations have long been sustained by the generous contributions of dedicated **volunteers**. However, volunteerism across the region and province is declining. Potential volunteers are more interested in a mutually-beneficial relationship, one where they provide their services to the club or organization in exchange for something more concrete than their time. Some ways that municipalities have been recruiting and retaining volunteers are through the provision of training opportunities, discounted memberships/registrations, or even small tokens of appreciation to ensure volunteers feel valued.

Partnership Opportunities

Many municipalities have expanded their operations and agreements to include partnerships with private or non-profit organizations. These collaborations enable both parties to benefit from cost sharing upfront and an ability to joint-manage facilities moving forward. These agreements also help to increase spatial distribution of facilities throughout a municipality. For example, if one area is previously lacking hard municipal recreation infrastructure, but is home to a private provider that offers general public access, a partnership would help expand accessibility in that area. Other ways for municipalities to continue to expand programming and services without significant investment in infrastructure is through community use of schools.

Programming and Registration Technologies

Technology has changed the way that participants and service providers conduct business and interact with one another. Service providers are able to clearly **outline all services and program offerings** on webpages, through e-newsletters and through mobile device applications. These technological advances enable users to view program descriptions, class times, instructor details, registration deadlines and connect with employees when necessary. The Town of Kingsville currently offers online registration for some programs.

As municipalities work toward updating corporate webpages, many have noticed a trend of **user-driven information and interaction**. Rather than display all information outwardly with navigation panes and multiple clicks to seek the desired results, websites are being designed to filter through all available content and provide results in a single click. This evolution requires significant restructuring and inputting to ensure all programs and services are easily found for all potential participants.

Technology and Leisure Participation

One of the most significant drawbacks of technology is the **rise of sedentary behaviours**, particularly for Canadian children and youth. According to recent research by ParticipACTION, Canadian kids are spending too much time in front of screens (e.g., watching tv, streaming videos, using social media, playing video games, etc.), and are not meeting the recommended daily amount of moderate-vigorous physical activity (MVPA).

However, there are some technological advances that have helped to **reverse the decline in physical activity**. A variety of devices, programs and tools are now available at the touch of a screen to encourage participation, and even remind you to move or relax and take a breath. Some of the most popular instances of this are wearable fitness trackers (e.g., Garmin, FitBit, etc.) and fitness applications for smart phones (e.g., Map My Run, Calm, etc.).

Another popular example of using technology to participate in recreation and fitness programming is **apps for registered programs or memberships**. These applications enable users to: sync accounts with various health and wellness providers; book their space in an upcoming class; search local businesses akin to their interests; save favourites and view schedules; purchase memberships and much more. Many app providers also host Business versions of the service where staff can complete attendance, process sales transactions, and update schedules and cancellations.

Technology in the Public Realm

Because technology is readily available in so many forms, it has also become an integral part of the public realm. Some municipalities now provide public access to Wi-Fi in parks and public facilities, encourage technology-focused participation and use tech to monitor usage levels.

Many public parks and facilities support and even encourage use of technology. Some children's playgrounds include smart phone app technology that can be used to enhance the play experience, and other parks use GPS devices to support geo-caching experiences.

Parks and trails are notoriously difficult to monitor usage of; municipal providers are challenged to accurately account for the number of users in these spaces, particularly throughout the course of an entire day in a variety of seasons and conditions. One of the technological advances that has helped to assist with **monitoring of parks and trails** are eco-trackers and trail counters. The City of Welland has installed eco-counters on trails throughout the municipality to count pedestrian and cyclists' movements and record collected data; the information provided will help improve service and public experience on the trails.

3.5 Parks and Facilities Trends

Multi-Dimensional Parks and Comfort Amenities

Municipalities across Canada are faced with increasing demands for comfort/support amenities in parks of all sizes and along trails. Commonly requested amenities include features related to the **safety** and accessibility of park sites, such as lighting; sharps, garbage and recycling receptacles; and visibility from the street. **Comfort and socialization** features (such as walking loops) are also commonly sought in parks and facilities, particularly for children and older adults. Comfort amenities frequently requested include seating and tables, shade structures and ample tree plantings, water fountains and washrooms.

“**Destination Parks**” is a term being used more frequently to describe premier sites containing multiple of high-quality, in demand structures. Some examples of what one might expect in a destination park includes: a splash pad or waterpark; multiple large-scale playgrounds (often with a theme); adult fitness equipment; intra-park trail systems and walking loops; horticultural plantings; infrastructure to support use for concerts, festivals, fairs, etc. (i.e., washrooms, hydro access, covered pavilions/gazebos); and a variety of programmed activities and events. Lakeside Park is a good example of a destination park in Kingsville.

Aging Infrastructure and Maximizing Existing Assets

Aging parks, recreation, arts and culture infrastructure is an issue faced by municipalities across Ontario. While upfront funding is often available to construct recreation facilities through development charges, ongoing maintenance and non-growth-related renewals must be funded through streams such as taxation, fundraising, donations, user fees or grants. To avoid potential maintenance or malfunction issues, municipalities must prioritize renewal and reinvestment activities with other civic infrastructure (e.g. roads, sewers, libraries, etc.).

Exploring non-traditional ways to maximize available space has been instrumental in enhancing the vitality of existing infrastructure. One opportunity to activate otherwise vacant space is to encourage use by groups who potentially have daytime interest and availability. This may include school groups, newcomer organizations or orientation programs, older adult and retiree programming, parent and tot programs, home-school groups and many more. The Town of Kingsville achieves this through programs such as homeschool skate groups who use the ice during the day.

Multi-Use, Multi-generational and All-Season

Facilities that were originally built to serve a single purpose (e.g., stand-alone community halls, etc.) are being used less frequently. Residents seek a convenient “one-stop-shop” experience when it comes to recreation and cultural pursuits, particularly families with multiple active participants. Take for example a family that visits a multi-use community centre where one child participates in art lessons, another child goes to hockey practice and the caregiver(s) visits a library, attends a fitness class, or enjoys an indoor walking track or loop. As a result, modern community centres across Canada are being developed using multi-use, multi-generational and multi-service hub models.

The **community-hub** model was promoted in recent years by Ontario’s provincial government and has become a popular model for provision of service for both municipal and other sectors. Hubs are constantly diversifying and best practices dictate that they should be built to suit unique community needs and complement the public realm. From a recreation and culture perspective, a hub typically is anchored by a major component such as a gymnasium, ice pad, swimming pool, central library or performance centre that is supplemented by complementary facilities such as libraries, municipal offices, multi-use spaces, employment offices, health care providers, etc.

Outdoor recreation infrastructure and park designs are similarly following multi-use designs to provide something for all. Some examples of this include children’s playground structures located in the same space as a walking loop and/or outdoor fitness equipment for youth and adults. Park designs should also include comfort amenities such as tables, benches and shade structures to support rest and relaxation, particularly for older adults supervising children using equipment.

With increased focus on active-aging, high-level athlete performance and physical activity for all demand for **all-season activities and spaces** has grown. This spans across public recreational spaces as well as those for high-performance training. The general public have been accommodated in many municipalities through amenities and features such as indoor walking tracks around arenas or gymnasiums, dry-pads repurposed for indoor pickleball in the summer, sport courts in parks converted to outdoor ice rinks in the winter, outdoor fitness equipment in municipal parks and so many more.

Sport tourism is a major economic generator in many municipalities and relies upon high quality, multi-facility complexes. The ability to host major sporting events (local, regional, provincial, national and even international) is dependent upon the presence of quality infrastructure. Municipalities that provide competition-ready facilities are better equipped to host and accommodate high-level sport tourism.

Environmental Design

Environmentally-conscious facility design has become ingrained in the sector. Principles of **environmental sustainability** are congruent with parks and outdoor leisure activities, while community centres, arenas and aquatic facilities are often energy intensive buildings. Some municipalities see an opportunity to be leading edge in promoting sustainability (both environmentally and financially). Examples of environmental facility design include: green roofs, solar panels, energy conservation, waste reduction, diversion, geothermal heating, recirculation systems, low impact development, etc.

The most common standard for environmental sustainability is the LEED designation (Leadership in Energy and Environmental Design). Originally developed by U.S. Green Building Council, LEED includes a set of rating systems for the following: sustainable sites; water efficiency; energy and atmosphere; materials and resources; indoor environmental quality; and innovations in operations and regional priority. Another commonly applied environmental design standard in Canada and internationally is BOMA Best, which represents the Canadian commercial real estate industry.

Connecting with Nature and Environmental Stewardship

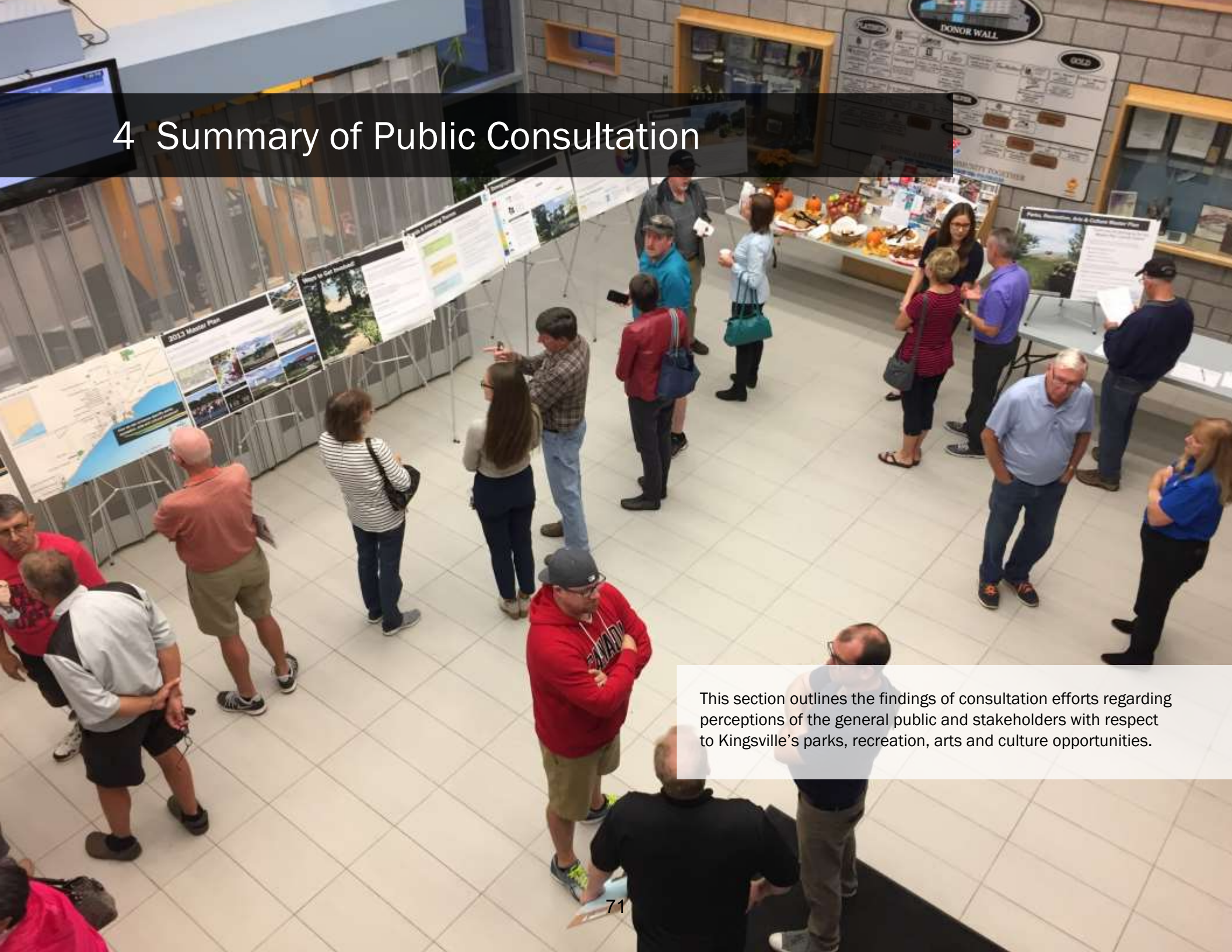
Recent academic works have examined the benefits of **interacting with nature** and spending time outdoors, especially through participation in physical activity. Municipalities throughout Ontario are encouraging residents to get outside and connect with nature. This is achieved through promotion of local trails and cycling routes, activating parks with programs, activities and events, and providing facilities to make parks and open spaces attractive, comfortable and safe spaces to visit. This is also demonstrated through the growing popularity of natural playgrounds, these play spaces integrate natural elements such as tree stumps, grassy hills and wooden logs to encourage outdoor play.

Another way that municipalities are supporting connections with nature is the provision of **community food gardens**. These locations offer a multitude of benefits as they provide locally-sourced whole foods, encourage residents to interact with one another and prevent social isolation, embody principles of food security and social equity (especially in areas described as “food deserts” where area residents do not have adequate access to healthy food options like grocery stores or markets), and help residents take pride and responsibility in their neighbourhoods. Locally, a community food garden is available on the ACCESS property in urban Kingsville.

Many municipalities work with their local Conservation Authorities and environmental stewardship groups to educate the public on sustainability, ecologically friendly activities and local/native plant species. One example of this is the Town of Kingsville’s Communities in Bloom Committee, which has fostered growth of new and regenerated horticultural plantings throughout the municipality. Other local stewardship groups include the Kingsville Horticultural Society as well as Friends of Mille Creek, Wigle Creek and Cedar Creek, among others.



4 Summary of Public Consultation



This section outlines the findings of consultation efforts regarding perceptions of the general public and stakeholders with respect to Kingsville's parks, recreation, arts and culture opportunities.

4.1 Community Engagement Strategy

The Project Team developed a community engagement strategy to involve the public and stakeholders (e.g., residents, service clubs, sports organizations, business associations, Town staff, Council, etc.) in the identification of needs and expectations related to parks, recreation, arts and culture in Kingsville. To help the Town better understand how residents use municipal facilities and programs, a variety of tactics were employed throughout the engagement period.

The consultation program included both in-person and digital opportunities to discuss the Master Plan and provide feedback. These opportunities were promoted through word-of-mouth, email distribution lists, social media updates, sign boards and a media release in the local newspaper and on the Town's website. Online engagement tools were available for a pre-determined window of time and in-person sessions were by invitation and facilitated by members of the Project Team. A project website and email address were maintained for the duration of the planning process.

Below is a list of the community engagement tactics employed throughout the consultation process; they are discussed in greater detail throughout the following subsections.

Community and Online

- Public Launch Event / Information Session
- Community Online Survey

External In-person

- Stakeholder Input Sessions
- Youth Voice

Internal In-person

- Staff Interviews
- Council Input
- Parks, Recreation, Arts and Culture Committee

4.2 Public Launch Event

A public launch event was hosted at the Kingsville Recreation Complex on October 2, 2018. There were approximately 160 people in attendance at the event, which was facilitated by representatives from the Project Team including: Town staff, members of the Parks, Recreation, Arts and Culture Advisory Committee, and Consultants.

The session was structured to elicit feedback from Kingsville residents using a variety of methods including information display boards, straw poll priority voting, question and comment boards, and opportunities to converse with the Project Team. Results from the various consultation tools have been summarized below, with detailed feedback provided in Appendices where applicable.

A set of thirteen information boards were displayed at the public launch event for attendees to review and provide comment. The boards provided information on: the consultation process; Master Plan purpose, methodology and scope; benefits, demographics and trends; ways to get involved; an overview of the 2013 Master Plan; proposed developments influencing parks, recreation, arts and culture in the Town; park and facility mapping; and opportunities for questions / comments. A total of 124 unique comments were provided on the display boards. Feedback from the comments and conversations has been summarized below based on the five discussion questions.



1) General Comments

Overall, attendees expressed satisfaction and pride in the **Town-hosted events** such as Canada Day Celebrations, Fantasy of Lights and Tall Ships. They enjoy attending events like Migration Fest and exploring all that the town has to offer. Launch event attendees believe the Town employs great staff and works well with partners. They also feel that more **staff supports** are needed to meet public demand and expectations for service.

2) Parks, Trails and Outdoor Recreation Comments

Waterfront access was commonly noted by launch event attendees as an area for improvement. Attendees specifically requested beach and amenity maintenance improvements and installation of more amenities such as volleyball courts. **Sport field** users suggested improvements to the Town's ball diamonds, specifically updates to the diamonds at Ridgeview Park and electrical upgrades. **Aquatic** enthusiasts requested an outdoor pool and suggested installation of a splash pad (that can be converted to an ice rink) at Lakeside Park. **Trail** users would like to see more paved trails, better access to washroom facilities and more promotion/ directional signage.

Regarding the proposed development at Mettawas Park, attendees suggested installation of a **natural playground** suitable for all ages (this could apply to other sites as well, and include outdoor fitness equipment) and **improved vehicular access/control** (concerns with dust from neighbouring site, pedestrians leaving local businesses and inadequate signage for new intersection).

Other site-specific comments provided included: more lighting and an accessible swing at Cottam Rotary Park, signage and repairs for Sumac Bridge, mitigation of mosquitos at Timbercreek Park, repairs to the Marina and requests for another dog park on the east side of Kingsville.

3) Indoor Recreation Comments

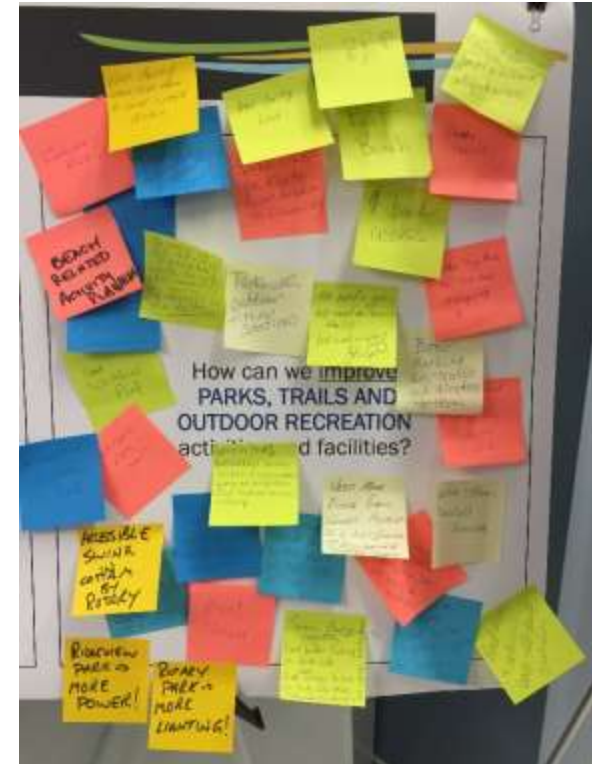
The most prominent discussion point regarding indoor recreation facilities was the recent loss of the town's only **curling venue**. Curling Club members were present to vocalize their ongoing desire to be active in the town and discuss opportunities to move, re-build or partner with others. Another notable indoor recreation request was for indoor swimming opportunities. Some suggested that the new high school site might present a viable partnership opportunity, in recognition of the fact that pools are costly facilities to build and maintain.

Public support for a **multi-use sports and recreation facility** was commonly noted by attendees. Components requested for said facility include: curling sheets, walking track, turf field, gymnasium (suitable for multiple court sports) and exercise equipment. Additional considerations for new and/or redeveloped indoor recreation development included adequate seating in lobby spaces and viewing for sport spectators.

4) Arts and Culture Comments

Expansion of community events and activities was suggested by multiple attendees. There were requests for more family-friendly activities and opportunities to engage youth in the planning and delivery of these functions. To address this, it was suggested that the Town create a **staff position to support arts, culture and heritage**. This position could help orchestrate the events and provide more arts and music festivals including special activities such as artist "question and answer sessions" or "learn-to..." opportunities. Regarding theatrical opportunities, multiple attendees suggested partnering with travelling theatre troupes (i.e., Drayton Entertainment) to bring more cultural opportunities to Kingsville.

Promotion of existing and future opportunities was commonly noted when prompted to discuss improvements to arts and culture. For example, many attendees noted that the website is difficult to navigate and it can be hard to find information related to local festivals and



events. There were recommendations to work with artists, performers and advocates to **advertise events** (e.g., through local schools, at public facilities, social and print media, email blasts, etc.).

Straw Poll Priority Voting

Part of the Public Launch Event consultation was a “Straw Poll”. This engagement technique provides participants with voting “straws” (or in this case wooden blocks), and a series of empty containers in which to place their vote. The containers were labeled with eleven potential parks, recreation, arts and culture priorities (i.e., programs, services, facilities) specific to Kingsville as determined by the Project Team.

Each participant voted with five (5) blocks and was instructed by staff to distribute their votes according to their personal or household priorities. This could include all five (5) blocks in a single container or any combination of block distributions. If respondents felt that a high priority was missing from the provided options, they were encouraged to submit their vote on a piece of paper in the “Other” category.

The priorities which received the highest number of votes were: “Outdoor Pickleball Courts” (n = 40), followed by “Splash Pad at Lakeside Park” (n = 35), and “Splash Pad at Mettawas Park” (n = 33). The two lowest-ranked priorities were “more Access to Gymnasiums” (n = 15) and “Lions Park Development” (n = 11).

Notably, curling was written-in 36 times and submitted to the “Other” category. As a result, those responses have been removed from the “Other” total, and provided as a separate category. This elevated curling to the second-highest priority according to Launch Event attendees. Other submissions to the “Other” category included: indoor pool (n = 5), upgrades to the Marina (n = 2), clay surface for ball diamonds (n = 2), and a series of other singular submissions.

The overall distribution of votes cast for each of the priorities is illustrated in the following figure.

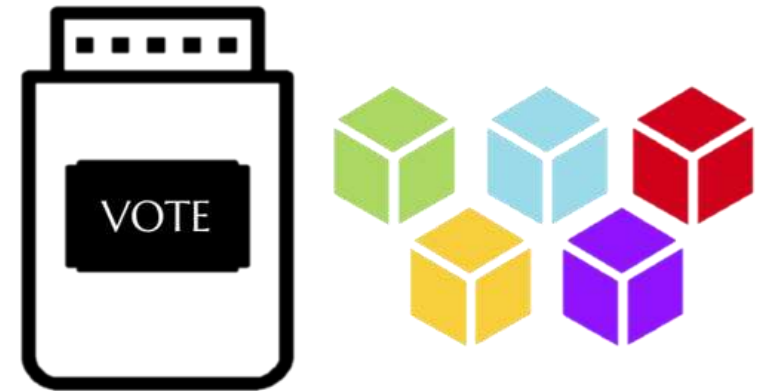
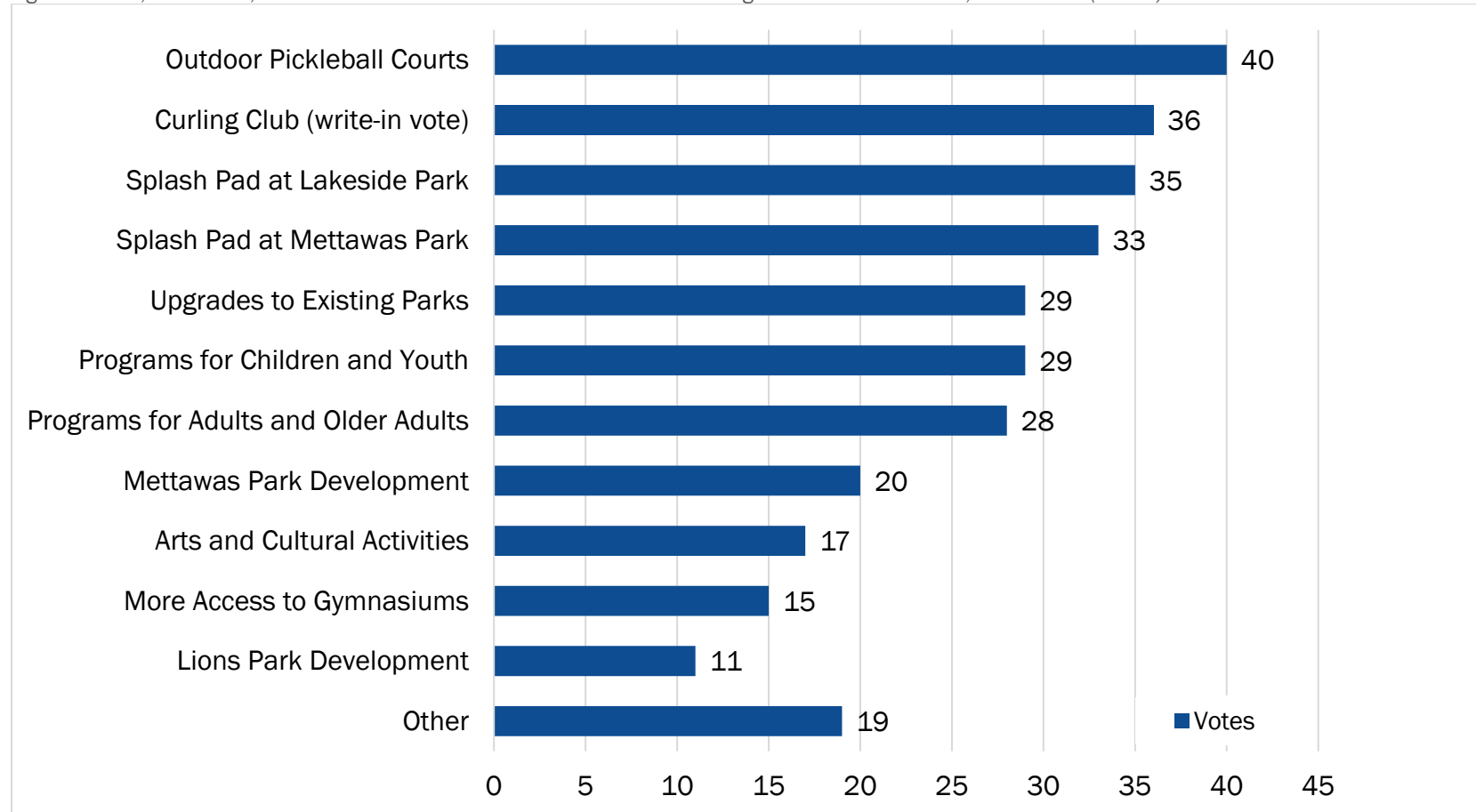


Figure 7 Parks, Recreation, Arts and Culture Investment Priorities Straw Poll voting at Public Launch Event, selected list (n = 63)



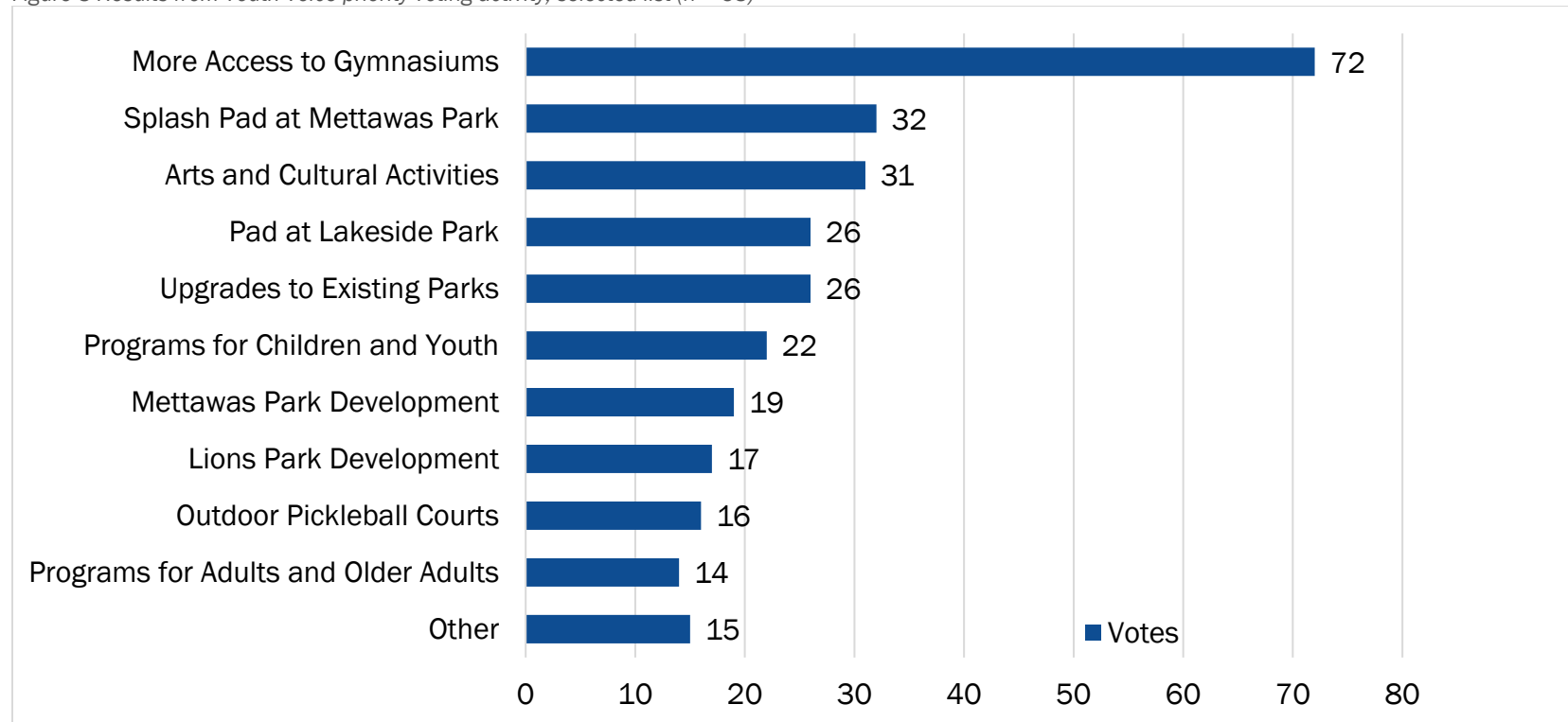
4.3 Youth Voice

Members of the Master Plan Steering Committee visited the local high school in fall 2018 to discuss parks, recreation, arts and culture needs for youth. Approximately 60 students were engaged during their lunch period to participate in the Straw Poll activity (as was used at the Public Launch Event). Results have been outlined in Figure 8, below.

Gymnasium access was most highly favoured, receiving 72 votes. Other high priorities for the town's youth included a splash pad at Mettawas Park (n = 32) and arts and cultural activities (n = 31). Not surprisingly, the categories which received the lowest number of priority votes were activities/programs and spaces traditionally provided for older adults and seniors (e.g., adult programs and pickleball).

Responses added to the "Other" category included: skate park maintenance (n = 5), more bike paths (n = 2), youth dances (n = 2), football (n = 2), less waste (n = 1), more trees (n = 1) and swimming pool (n = 1).

Figure 8 Results from Youth Voice priority voting activity, selected list (n = 58)



4.4 Online Community Survey

The Town of Kingsville hosted an online community survey that was available for seven weeks from mid-September to early-November 2018. Hard copy surveys were also made available at municipal facilities and by request. The purpose of the community survey was to elicit information on the parks, recreation, arts and cultural needs of Kingsville residents. The results obtained contribute to a greater understanding of local participation and priorities. A total of 386 unique responses were received; being a voluntary, self-directed survey, response rates vary by question.

Tabulated survey response data has been provided in **Appendix A**.

Cross-Tabs

An analysis of relevant cross-tabs (i.e., correlations) was undertaken based on the following variables:

- Area of Residency: surveys completed by respondents living closest to the urban portion of Kingsville versus those living closest to Cottam or Ruthven.
- Length of Residency: surveys completed by respondents living in Kingsville for less than 10 years versus those living in Kingsville for 10 years or more.
- Barriers to Participation – Parks and Recreation / Cultural Activities: surveys completed by respondents indicating that members of their household are able to participate in parks and recreation / arts and culture activities as often as they would like versus those that are unable to participate as often as they would like.

Although the survey was self-selected, the analysis assumes a significant sample with a 95% confidence level (correct 19 times out of 20). The margin of error varies by subset according to the number of responses. Based on these parameters, significant findings are noted throughout the analysis.

Demographics

The survey was open to residents age 16 years and older. Three-in-ten (29%) survey respondents were adults between the ages of 36 to 45 years. The lowest representation came from seniors ages 76 years or older (2%). All other age groups were represented by less than one-quarter of the sample each.

Household Composition

The household composition of survey respondents was generally representative of the Town's population, with the exception of children less than ten years old (overrepresented in the survey) and seniors age 75 years and older (underrepresented in the survey). This is typical of an online survey within the sector; families with young children are more likely to complete a parks, recreation, arts and culture survey than older adults and seniors (especially those with limited internet access).

Figure 9 Age distribution of survey respondents (n = 162)

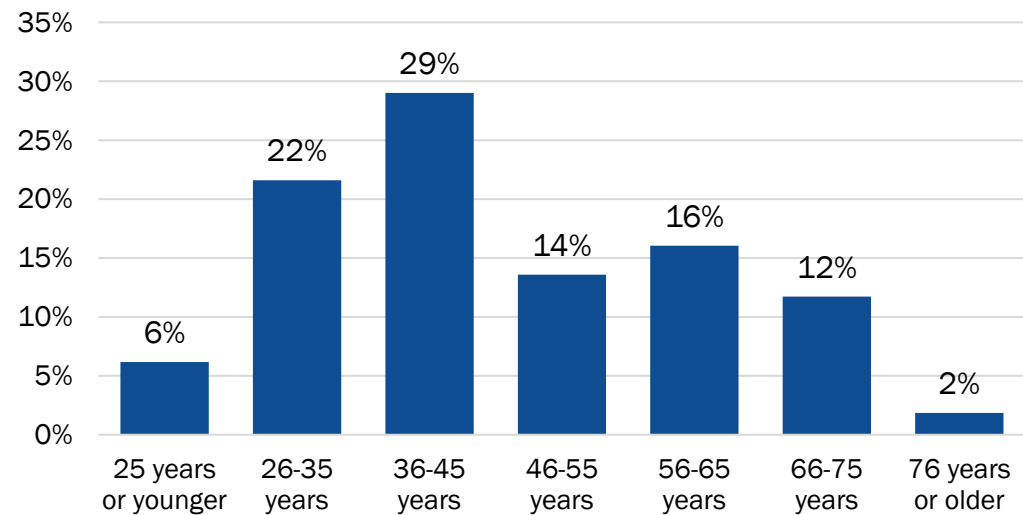
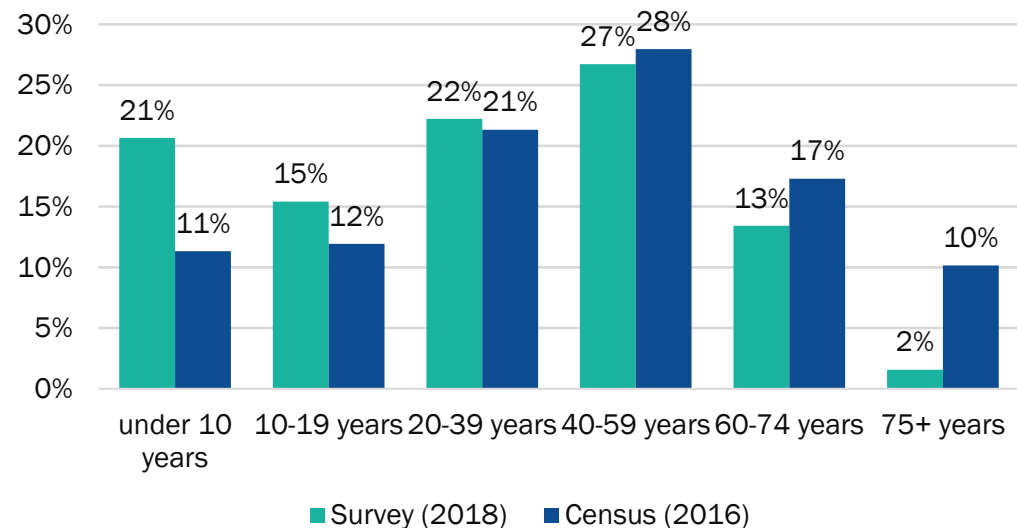


Figure 10 Household composition of survey respondents compared to 2016 Census (n = 279)



Residency

Nearly all survey respondents (95%) were residents of Kingsville; the remaining 5% lived outside the Town (e.g., Essex/Harrow, Lakeshore, Chatham-Kent, Leamington, Windsor). Of those living within the municipality: 80% lived closest to the urban portion of Kingsville; 9% nearest Ruthven; another 9% nearest Cottam; and 2% didn't indicate which settlement area they lived closest to.

Of those living within the municipality, two-thirds (66%) have lived in Kingsville for 10 years or more. Residents living in the town for 5 to less than 10 years were represented by 17% of survey respondents and residents living in the town for 1 to less than 5 years were represented by 16% of respondents. New residents (less than 1 year) represented the smallest portion of the survey sample with 1%. This indicates that the majority of survey respondents are long-time residents of Kingsville.

Figure 11 Geographic distribution of survey respondents (n = 268)

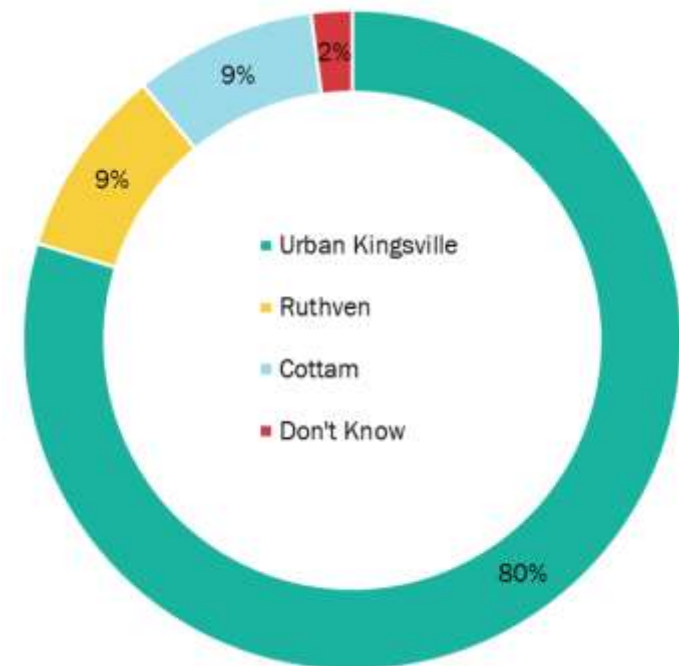


Figure 12 Survey respondent length of residency (n = 271)



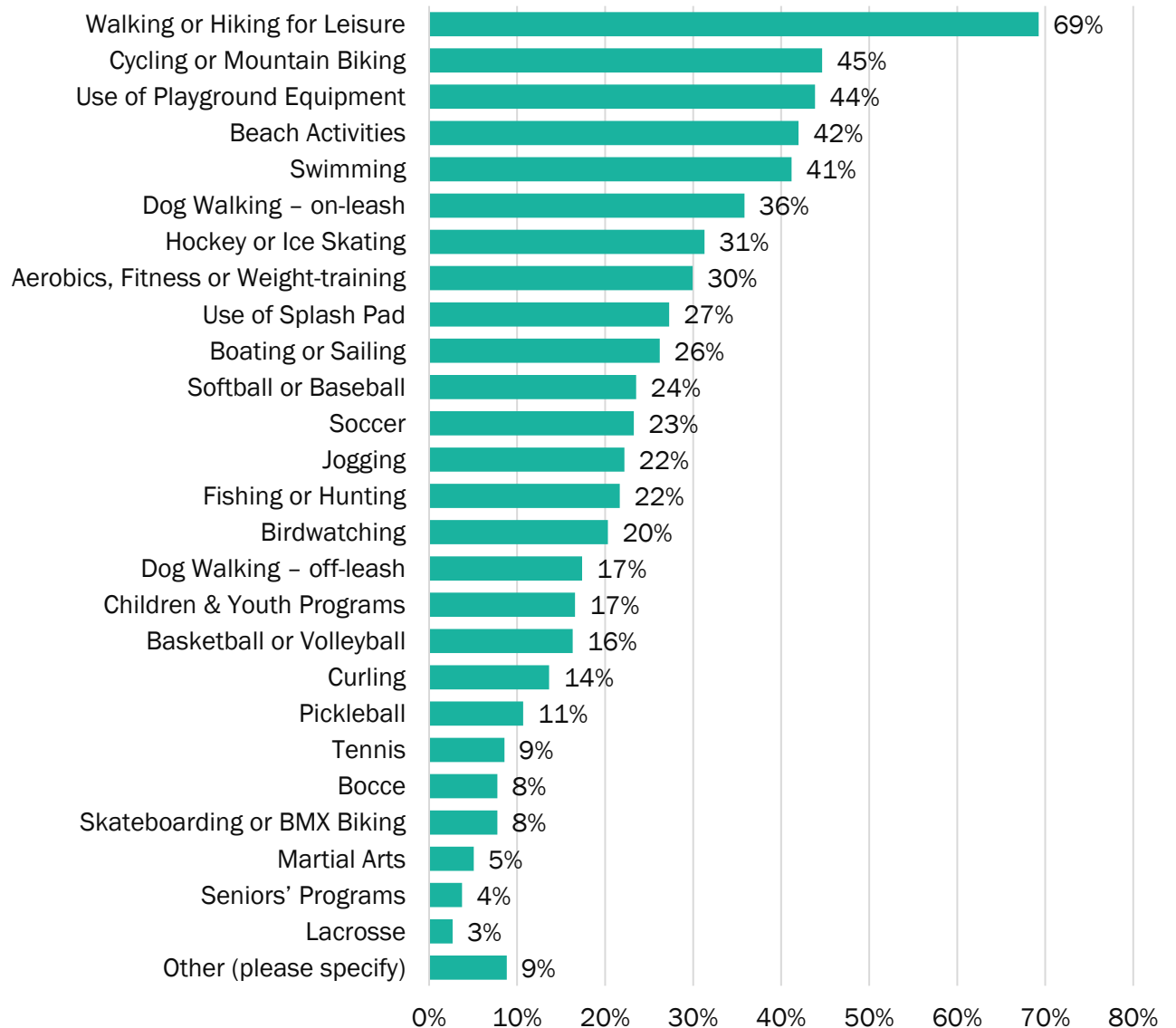
Participation

Parks and Recreation

When asked which parks and recreation activities they had participated in within the last twelve months, the most common responses were unstructured and/or self-scheduled activities. The most prominent was walking or hiking for leisure (69%) - followed by another active travel pursuit - cycling or mountain biking (45%). Use of playground equipment was the third-most popular activity with 44% participation. Aquatic activities also ranked within the top-five with beach activities and swimming (42% and 41%, respectively).

The least popular activities were more specialized or personal interest activities: martial arts (5%); seniors' programs (4%); and lacrosse (3%).

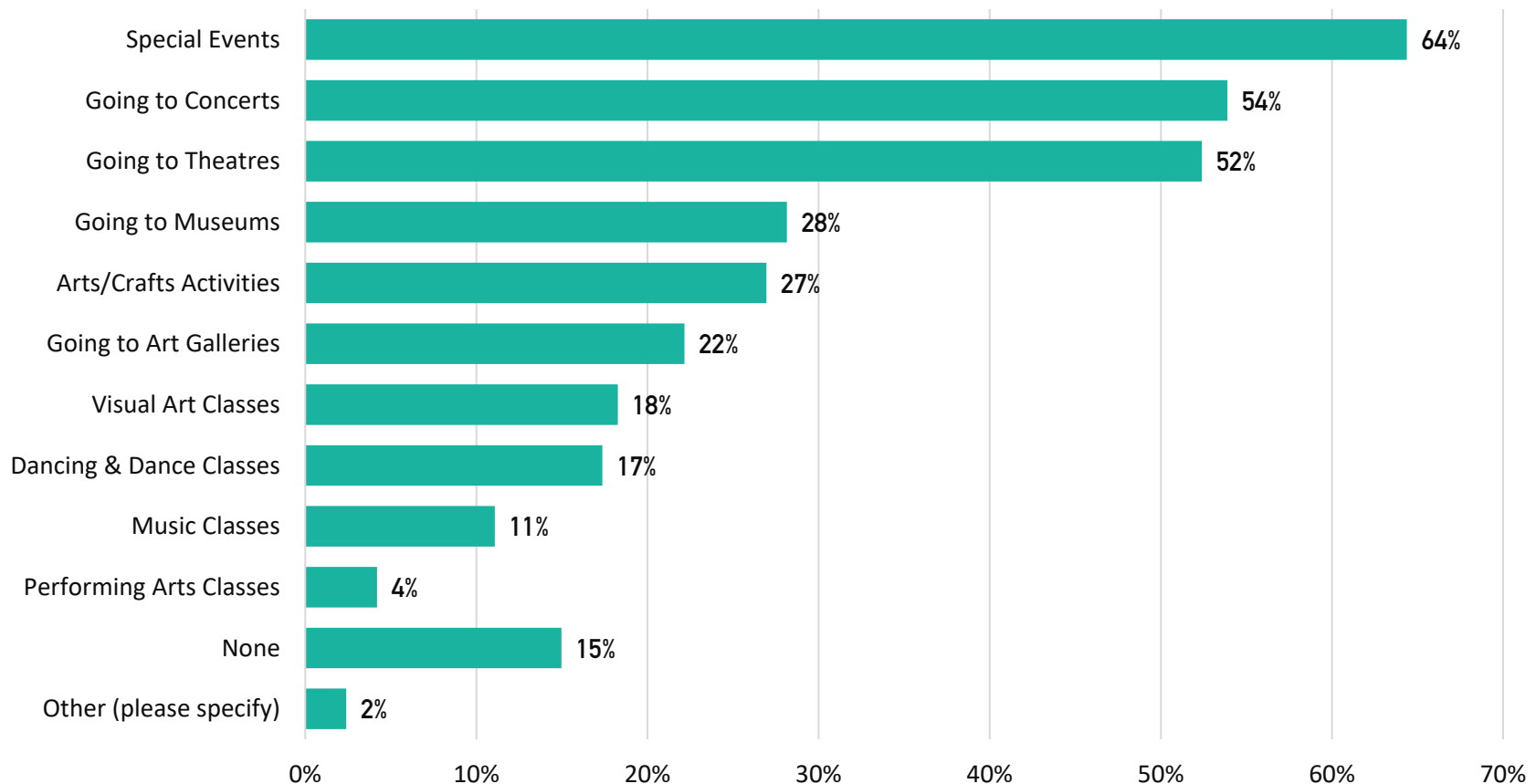
Figure 13 Participation in parks and recreation activities and programs, past 12 months (n = 374)



Arts and Culture

Almost two-thirds (64%) of survey respondents indicated that they had participated in special events in the last twelve months. Other activities participated in by more than half of respondents were: going to concerts (54%) and going to theatres (52%). The less common arts and cultural activities were instructional offerings: visual art classes (18%); dancing (17%); music classes (11%); and performing arts classes (4%). One in seven (15%) of survey respondents did not participate in any arts and cultural activities within the last twelve months.

Figure 14 Participation in arts and cultural activities and programs, past 12 months (n = 334)



Barriers

Parks and Recreation

More than half (54%) of survey respondents indicated that they are able to participate in parks and recreation activities as often as they would like. Another 37% were not able to participate as often as they would like, while the remaining 10% were not sure.

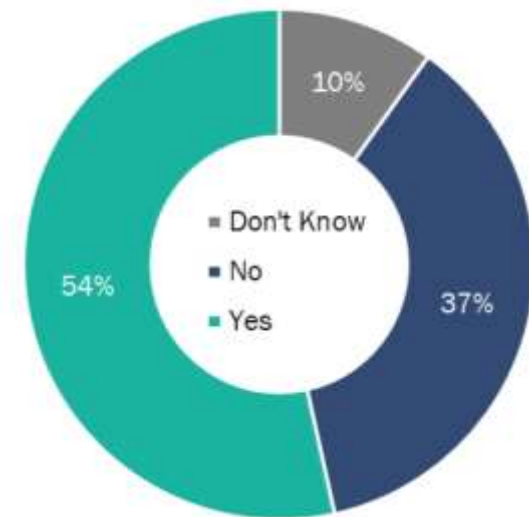
Of those who indicated they were unable to participate as often as they would like, the most commonly selected barrier was “lack of desired facilities or programs” (49%). “Lack of personal time / too busy” was a close second (46%) and “lack of information / unaware of opportunities” was third (34%).

Parks and Recreation Barriers

Respondents indicating that their household is unable to participate in parks and recreation activities as often as they would like were more likely than respondents not reporting barriers to:

- indicate that they have participated in swimming, use of a splash pad and use of playground equipment within the past 12 months;
- indicate that a greater percentage of their household’s parks and recreation needs are met outside the town, particularly using a splash pad;
- support investment in children’s splash pads; and
- to be 45 years of age or younger.

Figure 15 Ability to participate in parks and recreation as often as respondents would like (n = 377)



Arts and Culture

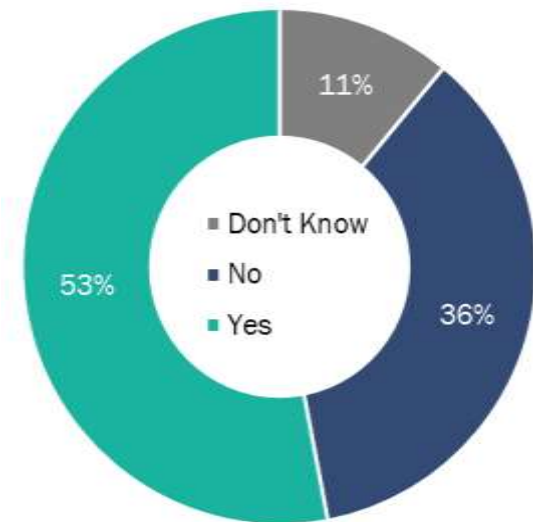
Just-over half of survey respondents (53%) were able to participate in arts and culture as often as they would like in the last twelve months. Another 36% were not able to participate as often as they would like and the final 11% didn't know if they were able to.

Primary barriers to participation in arts and culture were similar to those for parks and recreation activities. "Lack of personal time / too busy" was the dominant barrier to participation, experienced by nearly half of respondents (48%). The second most common factor influencing participation was "lack of desired facilities or programs" (45%), and third was "lack of information / unaware of opportunities" (38%).

Respondents indicating that their household is unable to participate in arts and cultural activities as often as they would like were more likely than respondents not reporting barriers to:

- disagree that they know where to find information about local activities and events;
- state that arts and cultural activities are not affordable for their household; and
- indicate that a greater percentage of their household's arts and cultural needs are met outside the town.

Figure 16 Ability to participate in arts and culture as often as respondents would like (n = 342)



Local and Regional Participation

Parks and Recreation

Just over one-third (36%) of survey respondents indicated that most or all of their household's parks and recreation needs are met within the Town of Kingsville. Another one-third (34%) indicated about half of their parks and recreation needs were met locally, while the remaining 31% stated that some or none of their parks and recreation needs were met in town (5% of those didn't know).

Of those who travelled outside of Kingsville to participate in parks and recreation, 55% were participating in swimming, 39% were participating in walking or hiking for leisure, and 33% reported use of a splash pad. Similar to general participation, lower levels of participation were reported for special interest or individual activities.

When asked why they choose to participate in these activities outside the municipality, more than half (58%) stated "facility / program is not available in the area), 21% indicated they believe the "quality of facility / program is superior" elsewhere, and 20% leave town for "variety / change of scenery".

Arts and Culture

Nearly three-in-ten (29%) survey respondents indicated that most or all of their arts and cultural needs are met within the Town of Kingsville. Another two-in-ten (21%) stated about half of their arts and cultural needs could be met locally, while the remaining 51% indicated some or none of their arts and cultural needs were met in town (12% of those didn't know).

Of those who travelled outside of Kingsville to participate in arts and culture, two-thirds (67%) indicated they are going to theatres and another 63% are going to concerts. Almost half (49%) participate in arts and culture outside of Kingsville at special events such as fairs, festivals, movie nights, etc.

More than half (53%) indicated that they participate in these activities outside of the Town of Kingsville because "facility / program is not available in the area". Another two-in-five (40%) participate elsewhere to attend special events / exhibitions / festivals / fairs. Nearly one-quarter also cited "variety / change of scenery" and "quality of facility / program is superior" (23% for each).

General

Based on all questions pertaining to regional participation (including parks, recreation, arts and culture), it is clear that Kingsville's residents are travelling outside the municipality to access programs, events and facilities that are either believed to be superior or not available locally. Depending on the type of activities, the Town may seek to fill some programming or facility gaps, or work with neighbouring municipalities to ensure resident needs are met.

Respondents living closest to Cottam or Ruthven were more likely than respondents living closest to the urban portion of Kingsville to travel outside the town to participate in hockey or ice skating.

Program and Activity Gaps

Parks and Recreation

When asked to list any parks and recreation programs they would like to see offered in Kingsville that are not currently available, the most popular response was aquatics (n = 100). This includes requests for: lessons, lane swimming, aquatic fitness, etc. The second most commonly listed programs to be added were age-specific in nature (n = 43), including requests for targeted programs such as seniors' activities, parent and tot programs, or youth-focused programs and spaces. Winter activities were also commonly requested (n = 37), such as: community events, skating, curling, etc.

Respondents living closest to the urban portion of Kingsville were more likely than respondents living closest to Cottam or Ruthven to indicate that there are additional parks and recreation programs that they would like to see offered in the town.

Arts and Culture

When asked the same questions for arts and culture, the most common requests were for visual arts (n = 28), theatre arts (n = 20), and music (n = 18) activities and programs. Proponents for visual arts requested programs such as: painting, art shows, photography, drawing, etc. Specific requests for theatre arts included: stage plays, theatre arts classes and performances / events at Migration Hall. Some examples of requests for music included: concerts, outdoor performances, festivals, etc.

Figure 17 Requests for additional parks and recreation activities, selected list



Figure 18 Requests for additional arts and culture activities, selected list

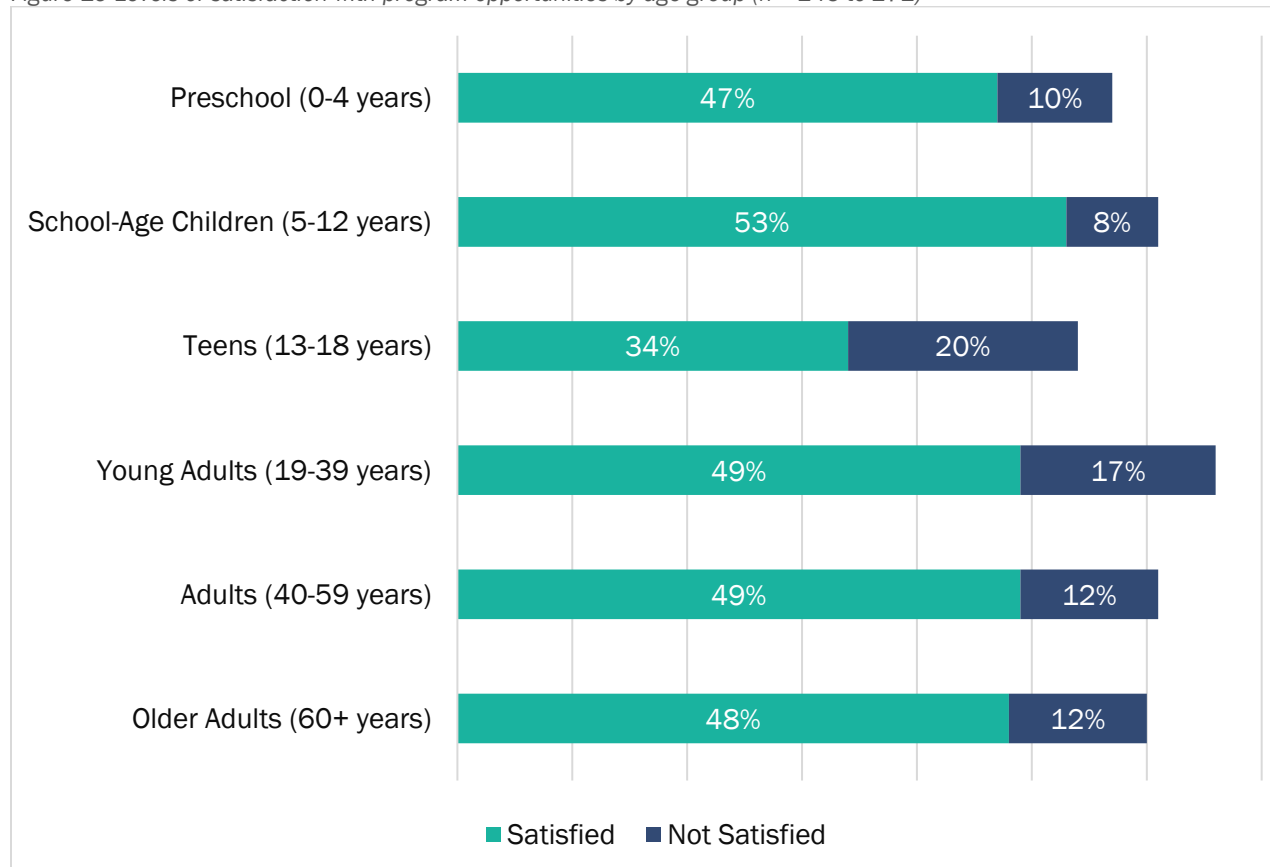


Importance and Satisfaction

Program Opportunities

The following series of questions examine levels of satisfaction and importance placed on parks, recreation, arts and culture opportunities within the municipality. The first question addresses opportunities available for various demographic age-groups. About one-half (between 47% and 53%) of survey respondents indicated they are satisfied with program opportunities for preschool age children, school age children, young adults, adults and older adults. The demographic group with the lowest level of satisfaction for programming was teens (34%), suggesting that demand for additional or improved programs are greatest for this market.

Figure 19 Levels of satisfaction with program opportunities by age group (n = 243 to 271)



"Neutral" responses not shown.

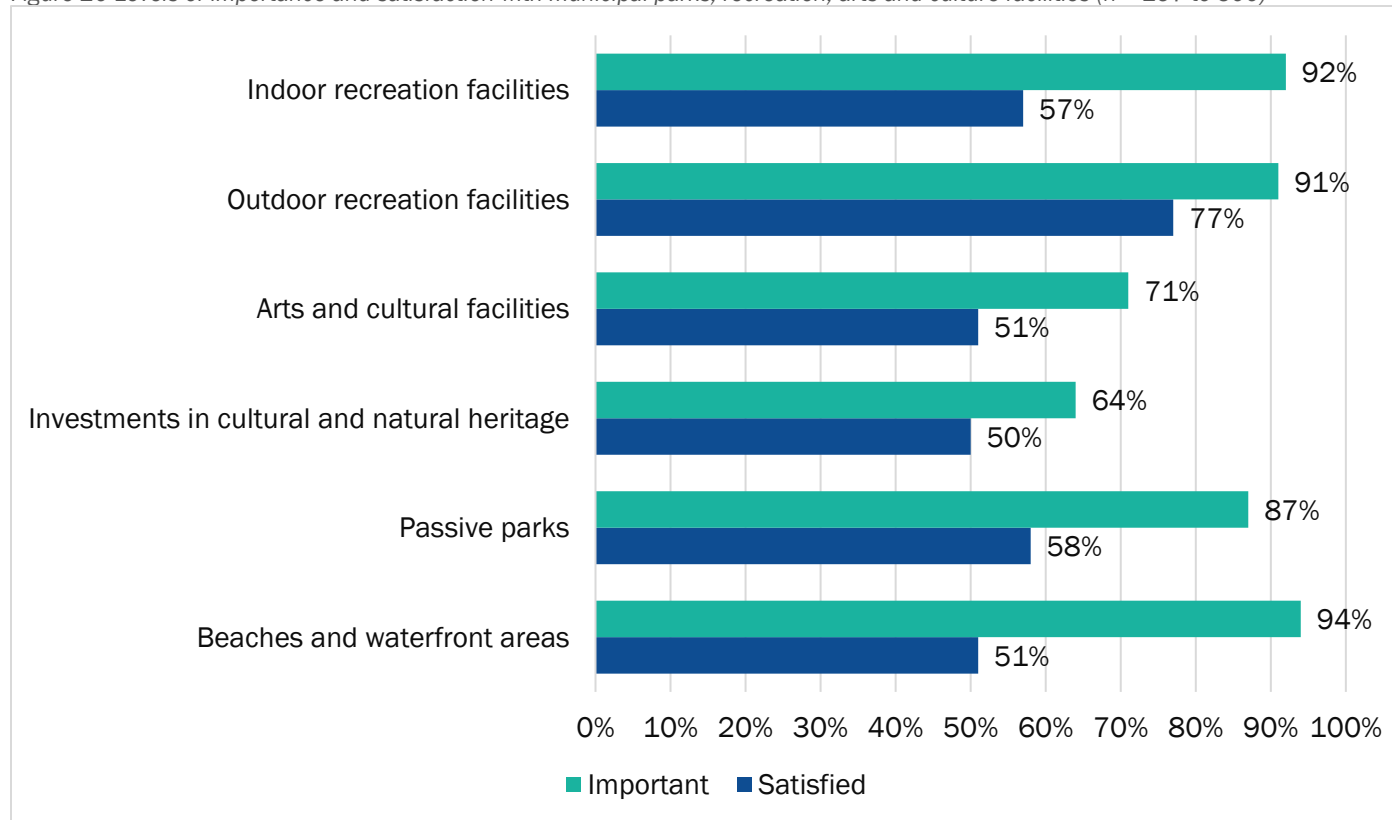
Respondents living in Kingsville for 10 years or more were more likely than respondents living in Kingsville for less than 10 years to be dissatisfied with Kingsville's beaches and waterfront areas.

Parks, Recreation, Arts and Culture Facilities

Survey respondents were provided with a list of six facility types and asked to rate their level of satisfaction with, and importance of, each. According to survey respondents, the three most important park amenities were: beaches and waterfront areas (94%); indoor recreation facilities (92%); and outdoor recreation facilities (91%). Levels of satisfaction were highest with outdoor recreation facilities (77%). Levels of satisfaction with all other facility types fell within an 8% range between 50% and 58% satisfaction.

For each of the six listed facility types, levels of importance are higher than levels of satisfaction, indicating a gap between expected and provided levels of service. The most notable gaps are seen in beaches, waterfront areas and indoor recreation facilities, suggesting that additional attention is required.

Figure 20 Levels of importance and satisfaction with municipal parks, recreation, arts and culture facilities (n = 297 to 300)



"Neutral" responses not shown.

Additional Investment

Survey respondents were asked to indicate their level of support for additional investment in a variety of parks, recreation, arts and cultural facilities (both indoor and outdoor). The chart on the following page illustrates the full results for all listed facilities. Note: results do not include: “neutral” responses and therefore may not add to 100%.

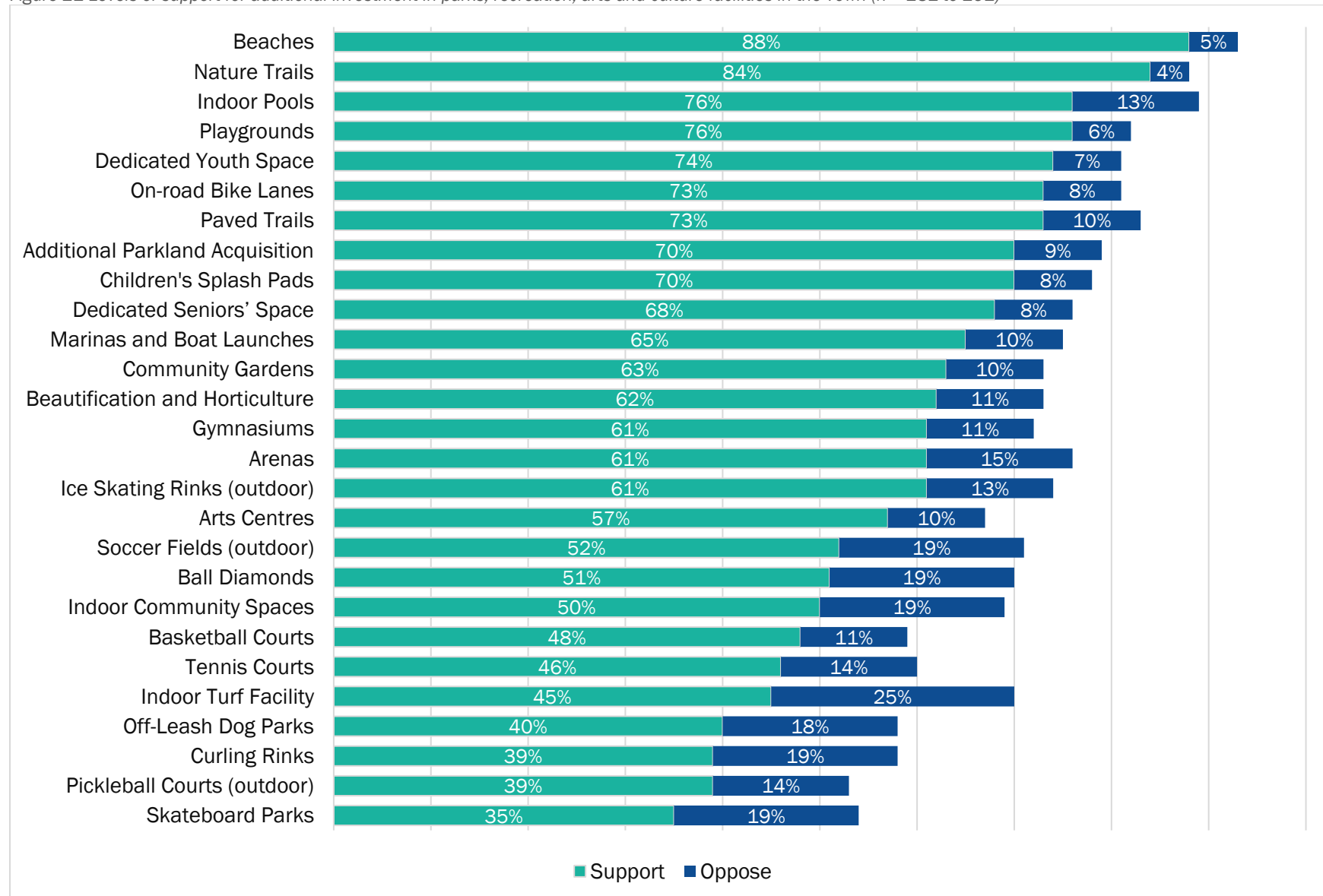
The facilities which received the highest level of support for additional investment were beaches (88%) and nature trails (84%). These were followed by: indoor pools (76%), playgrounds (76%), dedicated youth space (74%), on-road bike lanes (73%) and paved trails (73%). All of the facilities which ranked highest support unstructured, drop-in opportunities to participate in recreation. The results are also reflective of program areas and facilities identified previously as important (beaches, trails, etc.), missing (aquatic opportunities) and currently lacking (program opportunities for youth and young adults).

Conversely, the lowest-ranked facilities which received support from less than 50% of survey respondents were special-interest or team-sport facilities. These included: basketball courts (48%), tennis courts (46%), indoor turf facility (45%), off-leash dog parks (40%), curling rinks (39%), outdoor pickleball courts (39%) and skateboard parks (35%). Nevertheless, there may be demand for specialized facilities from those groups that participate most often. Despite lower representation for some facility types, it is possible that investment would result in increased use by those populations.

Respondents living closest to the urban portion of Kingsville were more likely than respondents living closest to Cottam or Ruthven to support investment in community gardens for food production.

Respondents living closest to Cottam or Ruthven were more likely than respondents living closest to the urban portion of Kingsville to support investment in ball diamonds and have participated in softball or baseball within the past 12 months.

Figure 21 Levels of support for additional investment in parks, recreation, arts and culture facilities in the Town (n = 281 to 291)

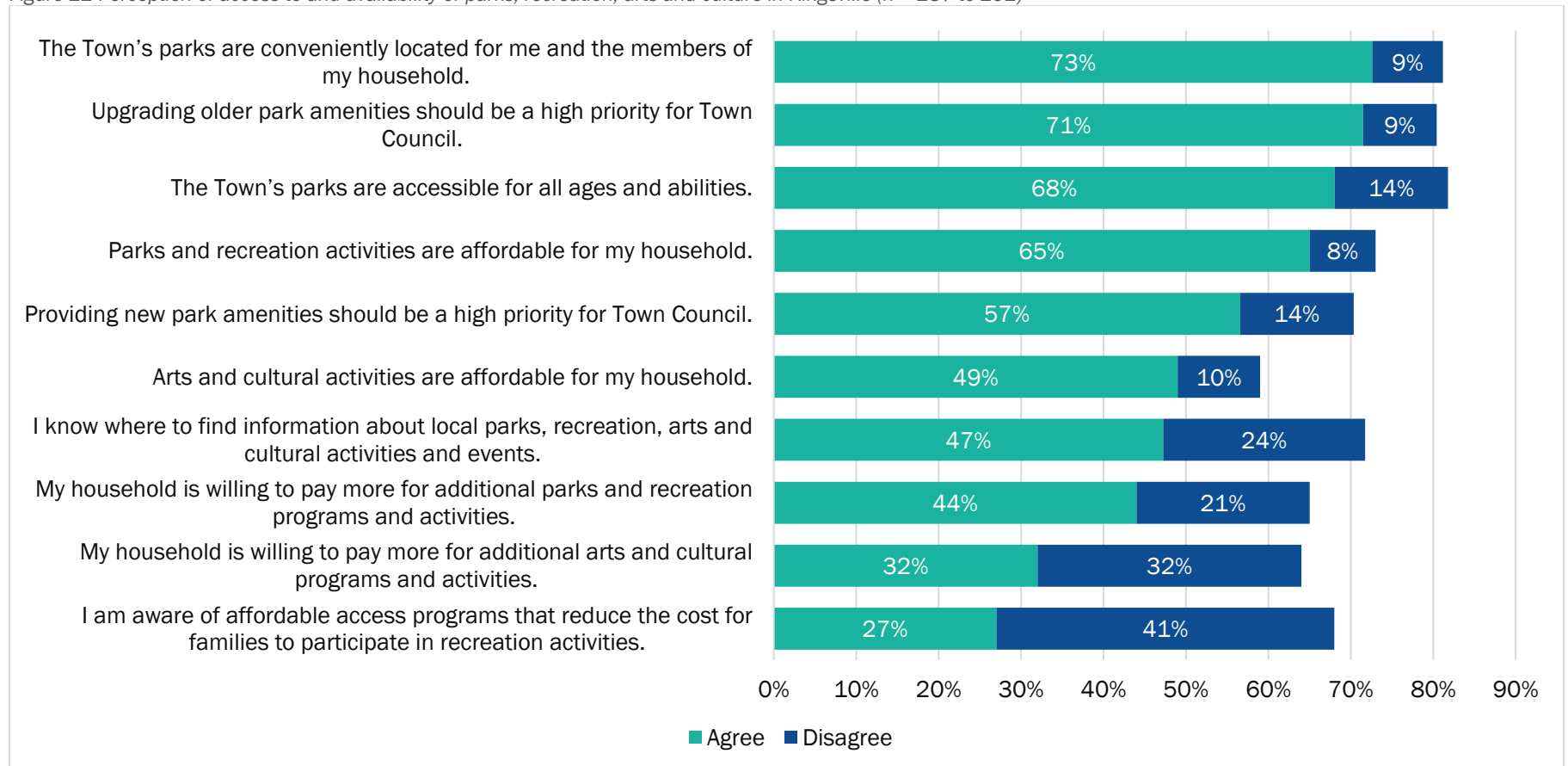


"Neutral" responses not shown.

Perceived Support (Opinion and Agreement)

Respondents were asked to indicate their level of agreement with a series of statements pertaining to availability, affordability and access to parks, recreation, arts and culture in Kingsville. Overall, parks and recreation-focused statements ranked higher and received more responses, indicating that these are a high priority for residents. According to these responses, areas for improvement in the town are communication / promotion and ensuring that opportunities are affordable. The three statements which received the lowest levels of agreement all focused on willingness to pay and knowledge of affordable access programs. These findings suggest that residents would be more willing and/or able to participate in parks, recreation, arts and culture opportunities if they could afford them or knew where to find financial support.

Figure 22 Perception of access to and availability of parks, recreation, arts and culture in Kingsville (n = 287 to 292)



"Neutral" responses not shown.

4.5 Stakeholder Input Sessions

The Town of Kingsville hosted several Stakeholder Workshops to support the development of the Master Plan. The purpose of the sessions was to engage key stakeholders, create awareness of the Master Plan and seek feedback on challenges and priorities related to parks, recreation, arts and culture programs, services and facilities. The sessions were facilitated by the consulting team and took place on November 13 and 14, 2018; they featured the same content and information.

Each session began with an overview presentation outlining the Master Plan process and additional opportunities for organizations, their members and others to get involved and share feedback. Following the presentation, participants took part in facilitated discussions guided by a series of questions related to the role of their organization, participation trends, challenges, needs and opportunities to work together. Nearly 70 organizations were invited to participate in the sessions. Of these, approximately 40 people representing 30 organizations participated in-person (see **Appendix A** for a complete list).

The following high-level summary synthesizes common themes that emerged from stakeholder feedback, organized by key themes. It is noted that very little interpretation or fact checking of statements made by stakeholders has been undertaken at this stage and, therefore, may not represent themes or directions of the Master Plan.

1) Current Strengths

The Town currently does very well to provide a wide variety of well-supported **community events and activities**. Stakeholders take pride in **community-delivered programs** (e.g., minor sports, sailing programs, beach volleyball, pickleball, yoga, seniors' activities, early years, community garden, etc.) and are satisfied with day-to-day **maintenance of parks** where the Town has direct oversight (i.e., no contracted services).

From an economic perspective, stakeholders appreciate the **community funding policy** and believe that community-delivered programs are affordable. In cases where cost is a barrier for participants (it was noted that childhood poverty rates are increasing across the County), the Pathway to Potential financial assistance program was identified as a strength.

2) Notable Trends and Barriers

The most commonly cited trend was the **changing population**; the average age of residents is increasing and there are more newcomers (many moving to Kingsville from larger urban centres) to the town. **Declining volunteerism** was another trend discussed by many stakeholder groups. Strong commitment exists from current volunteers, but many are overworked and this can cause burnout.

Transportation and awareness were two major barriers discussed by stakeholder groups. Many noted uncertainties over the location of the new super school, leaving some groups and decisions in limbo until that matter is settled. Another awareness barrier was knowledge of events and offerings in the town. Multiple groups stated they were unaware of current offerings either by other providers or the Town, resulting in duplication or gaps in programs and services. Transportation was noted as a barrier for many, particularly youth, seniors and those living in rural areas; access to transportation services helps some groups to increase participation and break down some of those geographic barriers.

3) Indoor Recreation Services

From a general recreation perspective, interest was expressed for a **multi-use facility** that can accommodate a variety of sports. This could vary to include anything from ice hockey to curling, soccer to baseball, pickleball to indoor walking. General design considerations for any future development (new and redesigned facilities) should employ **universal design principles** to enhance accessibility for all users. Stakeholders also expressed a desire for more **unstructured family activities** (indoor or outdoor).

The **curling club** is seeking a new facility and **arena users** indicated that prime time ice is at capacity. Curling Club members lost their facility in 2018 and have been dispersed throughout the county, but they remain active and look forward to finding creative solutions to address their needs (possibly through a multi-use facility). Stakeholders believe the current ice allocation process is effective, but the ability to use non-prime hours is limited and demand for skills development is growing. These factors, combined with future program growth, could generate additional demand that may not be able to be accommodated locally.

4) Parks and Outdoor Recreation

Many stakeholders discussed opportunities to improve upon or enhance existing parks. **Comfort amenities** such as shade, seating and washrooms were suggested by multiple groups. Additionally, informational and **directional signage** (e.g., walking routes, local history, natural heritage, etc.) were supported by session attendees. An enhanced focus on **environmental stewardship** and protection was also suggested. This could be accomplished through planting and maintenance of diverse and native species, interpretive / educational signage, butterfly or pollinator habitats, and naturalization initiatives.

Natural designs and **all-season use of parks** were also discussed by multiple stakeholder groups. Many were supportive of natural playgrounds and boasted the benefits of interactions with nature and incorporating risky play into children's environments. Similarly, many attendees would like to see more animation and use of parks for outdoor play in the winter months. This could be through outdoor ice rinks (natural or artificial), maintained walkways/trails and more community events.

Some specific communities and parks in the town garnered more discussion than others; these included Cedar Island and Beach, sports fields (e.g., ball diamonds, soccer fields), pickleball courts, Lions Park, as well as facilities in Cottam (specifically Ridgeview Park).

- Some felt that **Cedar Island Beach** is not well promoted – it was suggested that a strategy be developed to identify improvements (e.g., parking, basketball court, roadway, new shelter, beach accessibility, etc.) and enhance its function as a community park.
- **Sports field** users identified desire for: an additional full-size ball diamond in urban Kingsville; and improvements to soccer fields in urban Kingsville (e.g., storage space, lights on one field, shade, bike racks, parking upgrades, etc.).
- The active group of **pickleball** players has been working with the Town to build a new 4-court complex at the Kingsville Recreation Complex to accommodate current users and future growth. The group is seeking a formal agreement with the Town to solidify fundraising efforts.
- Support was expressed for the planned improvements to **Lions Park**, noting that it will fill a gap in playground distribution.
- Another concern identified by sports field users was **Ridgeview Park** in Cottam. Specifically, minor sports organizations in Cottam identified several longstanding concerns relating to the quality and maintenance of sports fields (i.e., Ridgeview Park). Groups feel that service standards in Cottam are inconsistent with those in urban Kingsville. These groups wish to be consulted further on the proposed / planned changes to Ridgeview Park (note: The Town has since begun a project to upgrade sports fields at this location).

Economic concerns were expressed by variety of stakeholder groups. Some discussed a desire for more transparency and/or consistency in application of fees (e.g., value for money and application of fee waivers). Another topic focused on economics and investment, as well as demand for additional staff and financial resources. As the town continues to grow and expand upon existing inventories, there were concerns that the staff burden will grow and upkeep of existing spaces may suffer. Many stakeholders expressed a desire to prioritize maintenance of existing Town assets over building new infrastructure.

5) Arts and Culture

Several passionate arts and cultural groups attended the sessions and believe that even though the Town is becoming more involved with culture and tourism, there is still a feeling that this area is under-resourced. Stakeholders identified a lack of cohesion and believe that rather than working independently (e.g., Arts Society, BIA, Migration Hall, the Town, restaurants and hospitality, etc.), they could collaborate to support arts and culture in Kingsville. Some suggested that a **Local Arts Council** (with its own strategic plan and integrated marketing plan) would help address this disconnect.

When discussing arts and cultural facilities, stakeholders agree that the **Carnegie Arts and Visitor Centre** is a great local resource and believe it could be better utilized. **Grovedale Centre** is highly anticipated, but several questions remain surrounding its function and future use; some felt that it could be structured to complement existing facilities if it had a stage and/or display space.

Within the county, Leamington was frequently cited as a municipality that has invested in its arts and culture community through their gallery, amphitheatre and other supports.

6) Awareness and Communication

Stakeholders would like to be better informed of programs, services, events, facilities and various providers in the town. **Consistent communication** was identified as a challenge for most groups; they believe that using multiple tactics is necessary to engage all users and providers (e.g., print, digital, word-of-mouth, etc.). It was suggested that regular information and networking forums (led by the Town and involving community organizations) would help to improve coordination, information sharing and future planning.

Another opportunity to disseminate information to residents and stakeholders (as suggested by participants) is enhanced use and promotion of the Town's **web calendar**. Attendees feel that more could be done to promote this and other resources for non-municipal events.

7) Working Together

Stakeholders are passionate, invested and engaged with the community. They are willing and interested in working more closely with the Town and one another to form partnerships and working groups to leverage resources and achieve maximum benefit for all. As a best practice, stakeholders suggested involving those with lived experience in decision-making and planning exercises, including the establishment of a youth advisory committee.

Additionally, it was suggested that the Town explore opportunities to **work with adjacent municipalities**. This may include coordination of events, cross-promotion of parks, recreation, arts and cultural activities in the County, or sharing of best practices and resources.

8) Best Advice for a Successful Master Plan

When asked to share their best advice for a successful master plan, stakeholders encouraged continued communication and enhanced promotion of parks, recreation, arts and culture. Once complete, the Master Plan should be available to review and download from the Town's website to promote awareness and buy-in from residents and stakeholders – many attendees were unaware that the Town prepared a Master Plan in 2013. The Plan should **establish a vision** and develop **recommendations to achieve it** (e.g., success for all). This includes transparent and evidence-based decisions from the Master Plan's recommendations, working in partnership with others (often with the Town as facilitator), and ensuring each recommendation has a sponsor / responsible party.

4.6 Public Information Session

A public information session was held at the Kingsville Recreation Complex on July 17, 2019 to present the draft Master Plan and seek feedback. Approximately 35 people attended the event, providing more than 20 unique comments. In addition, the draft Master Plan was posted on the Town's website for public review and comment throughout July 2019. All feedback received at the session and online has been considered in the finalization of this Master Plan. Common themes identified at this stage of consultation included:

- Interest in a **municipal gymnasium / multi-use recreation facility** (fitness, walking track, indoor pool, etc.)
- Support for additional **children's play facilities** (e.g., Mettawas splash pad, playground in Ruthven, outdoor basketball courts)
- Need to plan for the future of **Migration Hall** (in concert with school board)
- Enhanced promotion of **arts and culture**: programs, events, dedicated facilities
- Make sure that Plan is achievable and that timing aligns with **resources and staffing** (public support was expressed for additional staffing to address emerging needs)

4.7 Internal Consultation

Parks, Recreation, Arts and Culture Advisory Committee Consultation

As part of the Master Plan's development, the Parks, Recreation, Arts and Culture Committee (including three members of Town Council, three community representatives and two staff members) was assigned to act as the Project Steering Committee along with representation from the Town's Parks and Recreation Department. The Steering Committee was engaged in meetings with the Consultants to share their knowledge and expertise. They provided guidance, support and suggestions throughout the duration of the Master Plan project.

Staff Interviews

Municipal staff employed by departments related to the operation and programming of municipal parks, recreation, arts and culture within the Town of Kingsville were invited to attend interviews. All sessions were held at municipal facilities on August 16, 2018. The purpose of these sessions was to learn about the daily operations and functions of municipal departments supporting parks, recreation, arts and culture and discuss the status of recommendations from the 2013 Master Plan. Input from those sessions has been used to inform the Master Plan.

5 Master Plan Vision & Goals



This section identifies the strategic directions that guide the development and implementation of the Master Plan, as well as future decision-making relating to services and facilities in the Town of Kingsville.

This section identifies the strategic directions that will guide the development and implementation of the Parks, Recreation, Arts and Culture Master Plan, as well as future decision-making relating to services and facilities in the Town of Kingsville.

5.1 Strategic Foundation

Parks, recreation, arts and cultural opportunities are a large part of what defines the Town of Kingsville's quality of life. Local parks, facilities, programs and events contribute immensely to the individual wellbeing of the town residents. Continually improving the way in which the Town delivers parks, recreation, arts and cultural services in cooperation with the community is a key goal for the municipality.

The mission set out in the Town's **2017-2022 Strategic Plan** exemplifies the path forward for the corporation as a whole: "To make Kingsville a progressive and prosperous place." The vision established in the Strategic Plan – "Kingsville: A friendly and safe community: Proud of our past; excited about our future" – emphasizes active lifestyle opportunities for people of all ages.

Specific to parks, recreation and culture, the Town's Strategic Plan identifies the following:

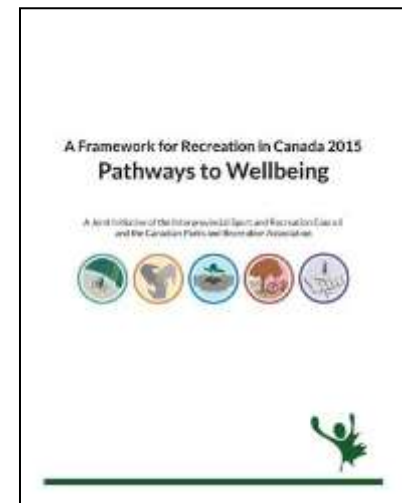
- Goal: Improve recreational and cultural facilities and opportunities within the Town of Kingsville.
- Objective: Provide cultural and recreational opportunities for residents and visitors.

In 2015, the **Framework for Recreation in Canada**¹ was developed by the Canadian Parks and Recreation Association together with Provincial/Territorial Parks and Recreation Associations and Provincial/Territorial Governments. The Framework supports coordinated policies and practices in recreation and related sectors in Canada. Its aim is to improve the wellbeing of individuals, communities, and the built and natural environments. The goals and related actions of the Framework are highly relevant to this Master Plan and should be considered by the Town of Kingsville in the establishment of its strategic actions and decision-making related to its parks, recreation, arts and culture system.

The goals of the Framework for Recreation in Canada are as follows; each goal is supported by a series of priorities:

1. **Active Living**: Foster active living through physical recreation.
2. **Inclusion and Access**: Increase inclusion and access to recreation for populations that face constraints to participation.
3. **Connecting People and Nature**: Help people connect to nature through recreation.

¹ <https://www.cpra.ca/about-the-framework/>



4. **Supportive Environments:** Ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities.
5. **Recreation Capacity:** Ensure the continued growth and sustainability of the recreation field.

5.2 Vision and Goals

A 'vision' is an inspiring statement describing an ideal future state. Setting a vision for the Town in the delivery of parks, recreation, arts and culture services is the initial step in setting a strategic path forward. A vision statement depicts how the Town wants to be viewed in the future and compels Council, staff and residents to work together to achieve the vision over time.

Based on supporting documents and public input, the following vision statement has been established to guide the development and implementation of this Master Plan:

Working together to deliver relevant and affordable parks, recreation and culture opportunities that strengthen our community and support healthy active living for all.

The Master Plan's development and implementation are also guided by a series of goals that reflect the values and aspirations articulated by the Town and community at large. Together, the goals articulate the core directions that the Town and its partners should strive to achieve over time.

- | | |
|--|--|
| <ol style="list-style-type: none">1. Foster an Active and Age-Friendly Community We will encourage community and individual wellbeing through accessible and inclusive leisure opportunities for people of all ages and abilities.2. Work with Others to Expand Activity Choices We will engage and support volunteers and community partners in the coordinated delivery of programs, services and events that maximize benefits to our residents and visitors.3. Maintain our Existing Assets We will commit to a high standard of maintenance and be a leader in sustainable infrastructure renewal and development. | <ol style="list-style-type: none">4. Plan for Emerging Needs We will align investment with growth and promote parks and facility initiatives that support equitable access, participation and sustainability.5. Grow Arts, Culture and Tourism We will enhance and promote Kingsville's unique arts and cultural experiences through strategic moves and coordinated efforts.6. Promote Service Excellence and Financial Responsibility We will demonstrate leadership and accountability through effective service practices and responsible fiscal management, including the pursuit of partnerships and outside funding. |
|--|--|

The following sections contain recommendations and actions aimed at achieving the proposed vision and goals.

6 Service & Program Assessment



This section identifies current strengths in the Town's service delivery model, in addition to areas that could be improved through the adjustment of program offerings, management practices, policies and operating procedures.

6.1 Municipal Role

Parks, recreation and culture services help to define the local quality of life and assist in attracting residents, visitors and business investment. As the town's population grows – including young families and older adults that have recently retired (baby boomers) – many residents will expect additional investment in the local parks, recreation and culture system, placing pressure on available resources and leading to difficult choices in resource allocation.

The Town of Kingsville currently takes a lead role in the planning, development, operation and maintenance of parks, trails, recreation facilities, major community events and a growing array of public program offerings. This core role is not expected to change, although this Master Plan has an opportunity to influence priorities and practices in these areas.

The strength and success of the local parks, recreation and cultural system lies in the Town's ability to work in partnership with the community to provide quality facilities, programs and events. In recognizing and utilizing the assets available within the community, the Town is able to leverage its role as a provider of parks and facilities while benefitting from the capacity of residents and community organizations. This requires collaboration between the Town, volunteers, non-profit providers, stakeholder agencies and the private sector, with each entity delivering skills in key areas.

Within this context, the following are the primary service delivery responsibilities of the Town's Parks and Recreation Department:

- a) Understanding changing demographics, community issues, and emerging trends
- b) Creating awareness of municipal services and engagement / participation opportunities
- c) Engaging the community in meaningful participation through planning, decision-making and service delivery
- d) Working to include all residents and advocating for marginalized individuals and groups
- e) Educating about and promoting the benefits of community services (e.g., greening and beautification initiatives, etc.)
- f) Determining service gaps and needed improvements (with an emphasis on enhancing community and individual wellness)
- g) Providing core facilities where gaps exist or the capacity is not present in the community
- h) Building and fostering partnerships with key providers and stakeholders in the delivery of services
- i) Playing an ongoing support role to community groups, volunteers and partners
- j) Delivering core programs focused on low-cost activities that promote community and individual health and wellness
- k) Supporting or facilitating social activities and events that promote community interaction, vibrancy and cohesion
- l) Advancing opportunities for arts, culture and heritage (supported by broader corporate initiatives)
- m) Developing effective and meaningful policies and procedures that enhance accountability and transparency
- n) Providing exceptional customer service

In order to properly fulfill its role in service delivery, the Town must continue to embrace a community development approach that builds and sustains participation as a result, while supplementing this through direct program provision where notable gaps in community capacity exist. This approach recognizes that the Town cannot (and should not) be everything to everyone; coordination of services and alignment with community priorities is critical to achieving this goal.

To support the Town's service delivery and community development efforts, it is recommended that decision-making be aligned with the Framework for Recreation in Canada (2015), which has been a guiding document for this Master Plan. The Town can create alignment with the Framework in several ways, such as: formally endorsing it at a Council level; referencing it within staff reports; using it to evaluate submissions to the Community Grant Fund; informing the annual budget process; embedding it within staff training and policy development; and more.

Another tool that may assist the Town in achieving its broad goals around access, inclusion, engagement and quality of life is the development of an Age-Friendly Community Plan. These plans are being prepared by many municipalities in Ontario in reference to the World Health Organization's (WHO) eight dimensions of an age-friendly community. Although designed to help seniors "age actively", age-friendly planning extends to residents of all ages. As front-facing community services, parks, recreation and culture can enhance a community's age-friendliness in a number of ways, although these plans extend beyond these services into other areas of municipal responsibility. Key concepts that are supported by both age-friendly planning and contemporary leisure planning include maximizing social and civic participation, promoting access and inclusion for all, offering age-appropriate services and supports, and more. Age-friendly status would not only help to improve the accessibility and responsiveness of local services, but it would also allow the Town to promote itself as a forward-thinking community, thereby enhancing its economic development efforts.

Recommendation & Actions

1. **Continue to solidify the Parks and Recreation Department's role as a park/facility provider, community-wide event coordinator and program facilitator through consistent messaging in all communications, budgeting, policies and procedures.**
 - a) **FRAMEWORK FOR RECREATION IN CANADA:** Align service delivery priorities and decision-making with the goals of the Framework for Recreation in Canada (2015), which include: Active Living; Inclusion and Access; Connecting People and Nature; Supportive Environments; and Recreation Capacity.
 - b) **AGE-FRIENDLY PLANNING:** Prepare a municipality-wide, multi-departmental Age-Friendly Plan to identify policies, services and structures that assist seniors and residents of all ages to lead healthy and active lives and stay involved in the community. This may require additional and/or external resources.

6.2 Funding and Service Levels

Community expectations are changing, influenced by expanding service levels in nearby municipalities and new residents that formerly lived in larger urban centres. The Town of Kingsville has responded to some of these needs through the recent expansion of events and recreation programs (both direct and partner-delivered), playground renewal and the Grovedale House, among others. Several park projects are in the planning stages, but are not fully funded.

The Town's infrastructure is also aging, and this will require increased capital investment into the future. To offset these costs, the Town must consider the degree to which funding will be available from community contributions (e.g. taxes, capital reserves, funding, etc.) in addition to external funding (e.g. grants, donations, etc.). As per the Town's Community Grant Fund, upgrades and facility creation or renewal should not be the sole responsibility of the Town and it is important to explore cost sharing arrangements with local groups, private businesses and service clubs.

During the public consultation phase, questions were raised about how Kingsville compares to other communities in relation to funding parks, recreation and cultural services. The Province of Ontario, through Financial Information Returns² submitted annually by municipalities, tracks and publishes data on municipal spending, revenue and resources. This data can be used to illustrate the level of financial support provided to parks, recreation and cultural assets and services by municipalities within the County (excluding the City of Windsor and Township of Pelee).

Prior to examining the cost, revenue and staffing levels of lower-tier municipalities in Essex County, it is important to consider general levels of service. At a high-level, these can be illustrated by the existence of major facilities and capital assets, as venues such as arenas and pools are substantial cost centres with more significant staffing obligations.

Compared to other municipalities in the county, the Town of Kingsville generally has fewer parks, recreation and cultural amenities per capita; as a result, per capita funding/staffing levels are significantly lower, as are overall municipal tax rates. Amongst the comparator group, the Town of Kingsville has by far the lowest per capita value of tangible capital assets (\$436 versus \$1,270). Further, Kingsville is the only area municipality without a pool (indoor or outdoor) and only one without multiple indoor ice pads.

² Ontario Ministry of Municipal Affairs, Financial Information Returns, 2017. <https://efis.fma.csc.gov.on.ca/fir/Welcome.htm>. Accessed November 2018

Table 3: Tangible Parks, Recreation and Cultural Capital Assets – Lower-tier Municipalities in Essex County

| Municipality | Major Facilities | Net Book Value of Tangible Capital Assets (2017) | Capital Asset Value Per Capita |
|----------------------|---|--|--------------------------------|
| Amherstburg | Twin Pad Arena, Indoor Turf, Outdoor Pool | \$26,559,403 | \$1,211 |
| Essex | Twin Pad Arena, Single Pad Arena, Indoor Pool, Gymnasium | \$26,565,523 | \$1,301 |
| Lakeshore | Triple Pad Arena, Indoor Pool, Gymnasium | \$71,587,717 | \$1,955 |
| Lasalle | Twin Pad Arena, Indoor Pool, Fitness Centre, Outdoor Pool | \$23,132,584 | \$766 |
| Leamington | Twin Pad Arena, Indoor Pool, Gymnasium, Fitness Centre | \$31,095,369 | \$943 |
| Tecumseh | Twin Pad Arena, Outdoor Pool | \$31,043,963 | \$1,336 |
| Group Average | – | \$34,997,427 | \$1,270 |
| Kingsville | Single Pad Arena | \$9,387,028 | \$436 |

Schedule 51, Financial Information Returns (2017)

Major Facilities sourced from municipal websites

Per Capita Values calculated using the 2017 municipal population estimates contained in Table 4

As shown below, the Town of Kingsville's average municipal tax amount (all services, including parks, recreation and culture) per residential household in 2017 was 26% lower than the comparator group (\$1,361 versus \$1,830).

Table 4: Municipal Population and Tax Comparison – Lower-tier Municipalities in Essex County

| Municipality | Population (2017) | Households (2017) | Average Municipal Taxes Per Household* (2017) |
|----------------------|-------------------|-------------------|---|
| Amherstburg | 21,936 | 8,951 | \$1,969 |
| Essex | 20,427 | 8,694 | \$1,458 |
| Lakeshore | 36,611 | 12,502 | \$1,732 |
| Lasalle | 30,180 | 10,989 | \$2,467 |
| Leamington | 32,991 | 13,145 | \$1,467 |
| Tecumseh | 23,229 | 8,384 | \$1,943 |
| Group Average | 27,562 | 10,444 | \$1,830 |
| Kingsville | 21,552 | 8,762 | \$1,361 |

* lower-tier/residential only

Schedules 2 and 26, Financial Information Returns (2017)

The Town of Kingsville's annual per capita spending on parks, recreation and cultural services and facilities is 47% lower than the comparator group (\$131 versus \$245). The volunteer efforts in Kingsville are one of several likely contributors to this finding and provide value to taxpayers, but may also indicate a lower overall level of service and/or fewer tangible assets. For example, the provision of indoor and outdoor pools in several other municipalities has an impact on both expenses and revenues.

Table 5: Annual Spending on Parks, Recreation and Cultural Services and Facilities

| Comparison | Annual Expenses (2017) | Per Household | Per capita |
|----------------------|---------------------------|------------------|--------------|
| Group Average | \$6,763,738 | \$648 | \$245 |
| Kingsville | \$2,826,893 | \$323 | \$131 |

Schedule 40, Financial Information Returns (2017)

The Town of Kingsville's annual per capita revenue associated with parks, recreation and cultural services and facilities is 67% lower than the comparator group (\$25 versus \$74). This demonstrates the affordability of facility rentals and related services, as well as the mixed service delivery system that helps to keep costs down for user groups and residents.

Table 6: Annual Revenue (User Fees & Service Charges) Associated with Parks, Recreation and Cultural Services

| Comparison | Annual Revenue (2017) | Per Household | Per capita |
|----------------------|--------------------------|------------------|-------------|
| Group Average | \$2,036,571 | \$195 | \$74 |
| Kingsville | \$530,532 | \$61 | \$25 |

Schedule 12, Financial Information Returns (2017)

Across all comparator communities, expenses outpaced revenues, underscoring the subsidy that is afforded parks, recreation and cultural services. In 2017, the Town of Kingsville recovered 19% of its expenses through revenues, while the average for the comparator group was 30%. This is indicative of both the lower than average revenue base in Kingsville, as well as the lack of flexibility in base operating costs (i.e., cost of entry into the market).

In terms of staffing levels, the Town of Kingsville's annual per capita spending on personnel for parks, recreation and cultural services is 52% lower than the comparator group (\$48 versus \$100). Furthermore, the number of employees (full time equivalents, estimated) is approximately 280% lower in Kingsville. Staffing levels are one reason why the Town's operating costs for parks, recreation and culture are lower than the comparator group. Less staff typically results in lower service levels.

Table 7: Salaries, Wages and Employee Benefits for Parks, Recreation Facilities/Programs and Cultural Services (subset of total expenses)

| Comparison | Annual Staffing Expenses (2017) | Per Household | Per capita |
|----------------------|------------------------------------|------------------|--------------|
| Group Average | \$2,744,825 | \$263 | \$100 |
| Kingsville | \$1,024,339 | \$117 | \$48 |

Schedule 40, Financial Information Returns (2017)

Table 8: Employees for Parks, Recreation Facilities/Programs and Cultural Services

| Comparison | Full Time | Part-Time | Seasonal | FTE (estimate) | Population per Employee |
|---------------|-----------|-----------|----------|----------------|-------------------------|
| Group Average | 14 | 76 | 40 | 40 | 698 |
| Kingsville | 7 | 14 | 5 | 11 | 1,959 |

Schedule 80, Financial Information Returns (2017)

These findings consistently demonstrate below average staffing, resourcing and spending levels on parks, recreation and cultural services in Kingsville compared to other municipalities in Essex County. While this translates into higher levels of affordability, it also limits the Town's ability to address growing community expectations. For the Town to substantially improve operational and capital aspects of its parks, recreation and cultural system and to provide an equitable level of service across the municipality— as recommended in this Master Plan— additional funding will be required.

Recommendation & Actions

2. **Encourage long-term financial sustainability through the cost-effective and efficient management of resources, appropriate application of user fees and the securement of external funding.**
 - a) **SERVICE REVIEW:** Regularly undertake internal reviews of existing services and emerging pressures, with comparisons to similar municipalities. Report these results to the community to illustrate the value of services to taxpayers.
 - b) **TRUE COST ACCOUNTING:** Identify the true cost to deliver parks, recreation and culture services (including direct and indirect costs) to support evidence-based decision-making and tracking of performance over time.

Note: Recommendations and actions related to user fees are contained in Section 6.6. Additional recommendations and actions related to funding are contained in Section 10.

6.3 Programming and Events

Community expectations are increasing, particularly as new residents move to Kingsville. Many of these new residents are older adults that have lived in larger communities that have a greater range and sophistication of urban services and programs. This expectation gap is particularly evident in the areas of program delivery and facility development, including for children/youth and the growing population of older adults and seniors.



The Parks and Recreation Department is a key facilitator of community events, seasonal sports and community development. Year after year, the Town of Kingsville has increased its provision of direct programming in response to growing community demand. Examples of Town-provided programs are listed below, many of which are offered in partnership with local groups (a more detailed inventory can be found in **Appendix B**):

- **Children's Programs** (e.g., pottery/art classes, parent and tot activities, camps, KinderGym, cooking classes, etc.);
- **Youth Programs** (e.g., after-school program, volleyball camp, babysitting courses, cooking classes, etc.);
- **Adult and Older Adult Programs** (e.g., pottery/art classes, fitness programs, cooking classes, First Aid and CPR courses, etc.); and
- **Community / Family Programs** (e.g., movie nights, public skating and shinny, festivals, etc.).

The Town also hosts a number of popular events each year, such as the Fantasy of Lights Festival, Migration Festival, Cottam Horse Show, Ruthven Apple Festival, Folk Festival, Highland Games, Tall Ships (2013, 2015 and 2019) and more. These are frequently cited as a strength and contribute to the area's high quality of life. Recognizing the importance of these events to community pride and enhancement, it has long been a goal of the Town to support and nurture these events in partnership with the community.

The Town works with the community to ensure that all residents, regardless of age and ability to pay, have equitable access to an appropriate range of parks, recreation and cultural services. Despite the Town's direct program offerings, there remains a heavy reliance on community volunteers and other organizations. During the term of this Master Plan, the focus should be on building on the Town's role as a program facilitator through a strengths-based approach. This model means that the Town first reaches out to qualified providers to work together to offer programming of an appropriate scale and scope, then filling the gaps themselves only when truly able and necessary.

The Town's Parks and Recreation Department is supportive of activities that promote healthy living, physical activity and basic skill development for residents of all ages. In making decisions to support and promote activities, the Town should **prioritize opportunities** that align with the Framework for Recreation in Canada, including those that:

- focus on children/youth, older adults/seniors and families;
- are affordable and accessible;
- incorporate physical literacy into child and youth activities;
- support healthy living and healthy aging;
- strengthen community partnerships;
- support unstructured and self-scheduled activities;
- optimize the use of municipal parks and facilities; and
- allow people to connect with nature and be good environmental stewards.



As a strategic planning document, this Master Plan identifies program and activity types for further consideration by the Town based on broad community input and strategic directions. With this in mind, interest in the following **potential program areas** – identified through local community research – may be explored further by the Town:

- arts, culture and heritage programming, including activities at the new Grovedale House;
- indoor active programming (pickleball and other sports, training, fitness/wellness);
- outdoor seasonal/self-directed activities (group fitness classes outdoors during the warmer months can activate park spaces and benefit participants);
- trail-based programming and environmental stewardship opportunities / education;
- social and learning activities (e.g., seniors' mentorship and multi-generational programming); and
- food, nutrition and cooking.

Recommendation & Actions

3. **Continue to employ an asset-based community development approach in program delivery, whereby the focus is on building capacity within local organizations and becoming involved in direct provision of targeted services only where suitable community partners do not exist.**
 - a) **UNDER-SERVED GROUPS:** Establish and grow locally-appropriate programming for under-served groups, including children/youth, adults/older adults, families, low-income households and those living in rural areas.
 - b) **COMMUNITY EVENTS:** Continue to support and seek opportunities to enhance community events and initiatives that promote social cohesion, community pride, and increase awareness of local traditions and talents.
 - c) **PROGRAM PARTNERSHIPS:** Undertake a review of existing and potential partnerships and identify areas of potential future expansion in conjunction with local service providers and volunteers (e.g., Public Library, service clubs, organizations, etc.).
 - d) **PROGRAM AND EVENT STRATEGY:** Develop a Program and Event Strategy that more fully defines the Town's role in program and event facilitation, support and delivery. This may include the establishment of criteria for evaluating partnerships, developing quality program standards, priorities for investment and more.

6.4 Staffing and Governance

The Parks and Recreation Department is led by a Program Manager that is responsible for the facilitation of partnerships encompassing community organizations, service clubs, sports and cultural groups, volunteers, residents and businesses. This position encourages and guides community stewardship and participation as well as being the single point of contact for the Department to assist with all community-driven initiatives, as well as implementation of many aspects of this Master Plan. The Program Manager is also responsible for the delivery of departmental and corporate special events and festivals, securing funding through grants and sponsorship opportunities, and recruiting and

managing volunteers. The organizational structure is uncommon, with the Program Manager reporting directly to the CAO rather than a director position as is typical in many municipalities.

Stakeholder consultation indicated that the separation of programs/events (Parks and Recreation Department), parks/facilities (Municipal Services Department), culture/tourism and communication responsibilities (CAO's Office) across the Corporation sometimes creates inconsistencies, gaps and duplications. This matter has been acknowledged through the Town's Strategic Plan, which recommends a municipal-wide review of human resources to identify peaks and valleys in operating cycles. Enhanced organizational processes or possible realignment may be considered to improve coordination and position the Town for success in the future (e.g., succession planning, quality assurance, resource gaps, etc.). Steps have recently been taken to address some of these concerns, such as consistency in maintenance and service standards. The findings and recommendations of this Master Plan should be considered as part of the Town's organizational review.

Internal and external input suggests that the staffing complement responsible for parks, recreation and culture services is under-resourced. As the population and work volumes (e.g., events, parkland and assets, etc.) have increased in recent years, staffing levels have not materially changed. Increasing expectations and new opportunities are also placing pressure on current resources and the Master Plan is recommending a considerable number of initiatives that will require additional expertise. This is an area that requires immediate and sustained attention.

While a detailed staffing review is beyond the scope of this Master Plan, some areas experiencing – or soon to be experiencing – pressure include (but may not be limited to):

- Operation of the Grovedale House (opening 2019)
- Program Development and Instruction (with a focus on health and lifestyle programming)
- Event and Tournament Support (coordination, set-up, maintenance, etc.)
- Specialized Maintenance (e.g., beautification, beaches, etc.)
- Extending Service Hours at Kingsville Recreation Complex
- Maintenance of New/Future Parks and Facilities

A sustained and strategic approach to addressing the staffing requirements of all departments involved in parks, recreation and culture is required over the longer-term. In late 2018, the PRAC Committee put forward a motion to add two full time Parks and Recreation positions to help address pressures relating to events, tournaments and increased programming; however, this was not implemented. These positions are well justified and would assist in meeting current and short-term demands in several areas. It is a goal of the



Department to develop a five-year outlook for staffing and operations; due to the seasonality of work and succession planning outcomes, cross-training initiatives should be considered. The Department's staff development and training plan should also continue to be a priority to ensure that services are delivered by a qualified and high performing staff team.

In terms of governance, the Town's Parks, Recreation, Arts and Culture (PRAC) Committee reports directly to Town Council on matters under their purview. The PRAC Committee currently consists of six members, including three elected officials and three lay representatives from a cross-section of the municipality. The committee does not have any delegated authority; recommendations requiring implementation or expenditures must first be considered by Council. The purpose of the Committee is to advise and assist the Town in promoting parks, recreation, and cultural activities, identifying capital requirements, providing advice in terms of programs and services, as well as acting as a direct conduit to community organizations. The Master Plan is reviewed each year by the Committee and forms the basis for annual work plans.

PRAC is supported by several other committees with varying representation, such as Migration Fest, Fantasy of Lights, Communities in Bloom, Highland Games and more. The Town is currently undertaking a corporation-wide Committee Review to determine effectiveness of the current structure. Some municipalities have had success in combining youth and older adults within a community-wide committee to address age-friendly initiatives as a collective. This format recognizes the contributions of all ages and fosters intergenerational opportunities. As part of the Committee Review, there may be merit in testing the concept in Kingsville.

Recommendation & Actions

4. **Ensure that parks, recreation and culture staffing levels, resources and competencies keep pace with growth and changing responsibilities.**
 - a) **ORGANIZATIONAL STRUCTURE:** Consider the findings and recommendations of this Master Plan as part of the Town's organizational review.
 - b) **STAFFING PLAN:** Develop a five-year outlook for growing parks, recreation and culture staffing and operations, with consideration to existing and emerging pressures, seasonal work, cross-training initiatives, succession planning, etc.
 - c) **GOVERNANCE:** As part of the Town's Committee Review, explore interest in establishing an Age-Friendly Committee to support activity for residents of all ages.

6.5 Policies and Procedures

Policies, procedures, by-laws and guidelines are necessary to ensure effective, orderly and transparent delivery of services. As the scope of municipal services grows and new issues arise, the review and enhancement of existing policy tools (both internal and external) is required. The list is broad – from customer service to facility allocation, from fees and charges to parkland dedication, from health and safety to in-kind services and many more. While the Town has many policies and standard operating procedures in place relative to parks, recreation and culture, appropriate staff resources are required to monitor and respond to the changing operating and legislative environment.

On a related note, the Town has few formal processes and performance metrics in place for parks, recreation and culture beyond the required provincial reporting. Keeping in mind the old adage – “what gets measured gets done” – it is important that the Department seek ways to capture the benefit of its services and programs and illustrate the value to residents and the local economy. Important metrics may include level of investment, participation rates, event attendance, grants leveraged and user satisfaction. This approach will enable staff to easily compare performance year-over-year in relation to pre-established targets.

Our observations also suggest that the Town is not leveraging technology to its fullest extent, though they have recently procured new facility management software that will assist the Town with a wide range of duties relative to administration, registration and booking, scheduling, invoicing, work management, reporting and more. This will help to address the strong reliance on key individuals and paper-based systems, which can be problematic when coping with staff absences or variable work locations.

Recommendation & Actions

5. **Establish and update policies and protocols to assist staff in standardizing internal processes and delivering consistent customer experiences.**
 - a) **POLICY AUDITS:** Undertake regular reviews of municipal parks, recreation and culture policies and guidelines to ensure that they are up-to-date, accurate and appropriate. Steps should be taken to address gaps in policies and procedures, where applicable.
 - b) **PERFORMANCE MEASURES:** Identify key performance indicators and targets that illustrate the value of parks, recreation and culture services. Report these figures to the community on an annual basis.
 - c) **TRACKING USAGE & PARTICIPATION:** Collect registration data annually from all organizations that use Town parks and facilities. Monitor utilization to assist in tracking trends, changing demands and allocation.

6.6 Rates and Fees

User fees ensure that a portion of direct costs are borne by users, rather than the general tax base. To address concerns relating to affordability, the Town of Kingsville (like most County municipalities) helps low-income residents apply for external support through agencies like Pathway to Potential (P2P) and Canadian Tire Jumpstart. These financial assistance programs are based on an “ability to pay” framework and apply to individual registrations within Town programs and those offered by many community organizations. The Town has made good strides in generating awareness of the P2P program as it was fully subscribed in 2018, which underscores the degree of need in the community. Demand for financial assistance programs should be monitored and reported on annually, with pooled funding adjusted accordingly to ensure that participation barriers are mitigated. Development of a Town-sponsored financial assistance program may be considered if existing models prove to be unable to meet local needs.

The Town of Kingsville’s rates and fees for the rental/use of municipal facilities and sports fields are reviewed annually and regularly updated based on inflationary factors. As is appropriate, the fees show sensitivity to what surrounding municipalities and service providers are charging and what the market will bear. Reduced rates are typically available for off-peak times and for populations that typically experience affordability challenges, such as children and youth. A standardized approach to fee waiver requests was established in 2018, requiring groups to request fee waivers directly from Council via resolution or through the Community Grant Program. The effectiveness of this fee waiver approach should be monitored and reviewed at least every five years.

As is the case with all municipalities, Kingsville’s parks and recreation services are subsidized as rates and fees do not achieve full cost recovery. The Town has made a conscious decision to subsidize parks, recreation and cultural services through funds from general taxation, which reflect the public benefits that community services have to offer. Nevertheless, most municipal parks and recreation departments are feeling pressure to enhance cost recovery levels. Stakeholder and public input suggest that most local activities are relatively affordable – 65% of survey respondents agreed that “parks and recreation activities are affordable for my household”, although this declined to 49% when asked about “arts and cultural activities”. While this suggests that there may be some opportunity to reduce municipal subsidies for some activities (e.g., higher quality sports fields), it will also be important to ensure affordability as the Town expands its arts and cultural programming through the opening of the Grovedale House.

Recommendation & Actions

6. **Ensure the fair, equitable and transparent determination and application of rates and fees to offset costs associated with dedicated access and services.**
 - a) **RATES AND FEES:** For parks and recreation items within the Fees and Charges By-law, maintain the practice of annual inflationary adjustments and consideration of broader cost impacts. Where applicable, significant changes should be phased in over multiple years.

- b) **FINANCIAL ASSISTANCE:** Monitor demand for financial assistance programs and adjust funding levels as necessary to ensure that participation barriers are mitigated. Opportunities to extend funding to indirect/partnered programs should also be explored.
- c) **COST RECOVERY:** Consider establishing minimum thresholds for cost recovery to assist in the establishment of rates and fees.
- d) **FEE WAIVERS:** Monitor the recently-established fee waiver protocol (which helps to offset costs to community groups providing eligible activities or events) to ensure that it is consistent and effective.

6.7 Working with Others

Partnerships are a key tool in the provision of parks, recreation, and cultural opportunities. The Town currently works with a number of partners to ensure its residents have access to services that are beyond its scope, including Essex County Library, ACCESS County Community Support Services, Essex County Conservation Authority, Kingsville BIA, school boards, advisory committees, volunteer groups (such as minor sports associations, service clubs, horticultural society, etc.) and private businesses. It is important that that the Town regularly meet with its partners to discuss successes and challenges of the partnership and to assess opportunities for future alignment.

There are numerous organizations that may be good candidates for partnership, but care must be taken to ensure that both the Town and the partner are benefitting from the relationship. As identified in the 2013 Master Plan, there are several criteria that should be considered prior to entering into a relationship with any entity (public, not-for-profit, private, etc.). At a minimum, the Town should consider:

- the degree to which the proposed partnership is consistent with the municipality's mandate and philosophies;
- that there is a role for the Town to play in the provision of the program or service (e.g., facility provision, promotion, coordination, etc.);
- whether there is a quantifiable or justified need for the service in the community;
- that the service can be sustainably accommodated within the Town's long-term capital and/or operating resources;
- whether the partner is sufficiently capable / qualified (e.g., financially, staffing, internal expertise, etc.) to be able to deliver the service over the long-term, and in compliance with legislated policies and municipal standards;
- the level of risk (e.g., financial, liability, etc.) and how this will be managed by the partner or the Town;
- whether the partner can provide the service on a sole source basis; and/or
- agreeing upon terms, conditions, standards and responsibilities for all parties involved.



Like many communities, Kingsville may be pressed to provide facilities or services that do not currently have sufficient demand to warrant municipal involvement (or that are not typically provided by the municipal sector). Requests may arise for expanding existing facilities or for delivering a new service. When requests are brought forward for investment in non-traditional, emerging and/or non-core municipal services, the Town should evaluate the need for these pursuits on a case-by-case basis through a proponent-led business plan.

It is the Town's role to facilitate and foster partnerships in the delivery of high-quality parks, recreation, and cultural services to the mutual benefit of Kingsville and its residents. Part of this requires the Town to continue to implement a community development approach that builds the capacity of volunteers and local service providers in order to facilitate the delivery of responsive and sustainable programs. If done effectively, this approach will encourage organizations and volunteers to grow to a point where they can function autonomously and with minimal support from external agencies. Examples of facilitating community development locally may include:

- continuing to support organizing committees in the provision of special events;
- helping groups to generate awareness of their services through marketing/promotion efforts;
- assisting groups to maintain their services through grant programs;
- assisting groups with volunteer recruitment, training, recognition and succession planning;
- upgrading municipal facilities through capital investment; and
- facilitating partnership arrangements to provide programs and access to facilities.

Community development requires a continued reliance on the volunteer sector for program delivery. Nationwide research suggests that volunteer involvement has stagnated. This is significant for a community such as Kingsville that requires these resources to deliver programs, organize community events and fundraise. Should volunteer involvement decline, residents will look to the Town to assume many of these responsibilities. Due to their important role within the community, it is imperative that priority continue to be placed on the recruitment, training and recognition of volunteers. The Town typically recruits volunteers on an event-specific basis (with many returning year after year) and posts volunteer opportunities on their website.

Recognition of the achievements and efforts of volunteers is also of great importance as it can serve as incentive for involvement as well as aid in the retention of existing volunteers. While the Mayor hosts an award recognition program for businesses, a similar event is not held for community volunteers. Such an initiative could include a recognition event, small gifts, certifications and public listing of volunteer names and achievements.

Recommendation & Actions

7. **Pursue partnerships and sponsorship opportunities to reduce reliance on tax dollars in providing quality parks, recreation, and cultural services in Kingsville.**
 - a) **ACCESS TO SCHOOLS:** Work with other providers to maximize public access to community and recreation opportunities within existing and new schools.

- b) **MUNICIPAL COOPERATION:** Continue to engage adjacent municipalities on initiatives that improve collaboration and promote access to regional services for Kingsville residents.
- c) **UNSOLICITED PROPOSALS:** Require proponents of unsolicited proposals for non-core services to prepare business plans for the Town's consideration. Use a standard set of criteria to evaluate municipal participation in proposals from outside interests.
- d) **VOLUNTEER RECOGNITION:** Create a volunteer recognition and annual awards program to celebrate outstanding achievements and contributions to parks, recreation and cultural services in Kingsville (in addition to the current Kingsville Business Recognition Awards).

6.8 Communications and Marketing

Knowledge and awareness are frequently cited as barriers to participation in leisure activities. Discussions with stakeholders found a desire for local groups to be consulted on issues affecting them, as well as greater sharing of information (including the ability to post non-municipal events on the Town's online calendar). These are common requests in most communities, as getting word out to all residents can be difficult. The Town and its partners have made strides in attempting to do so through the Activity Guide, newspapers, posters and roadside signs; the Town has also recently updated its website and expanded social media presence.

The Parks and Recreation Department maintains social media accounts that are distinct from the Town of Kingsville corporate accounts – essentially a “hub and spoke” approach where the primary Town accounts promote, share or tag posts from various sub-accounts. This helps residents to filter posts that are specific to their interests, while still allowing opportunity to share information more broadly to those seeking it. Cross-posting of non-competing programs and activities in adjacent communities may also be considered to assist in meeting demands that cannot be satisfied locally. Although the Department maintains a high degree of autonomy for its online communications (the Town's Strategic Plan supports an online presence for all services), it is important that the Town establish protocols that apply Corporation-wide; this should be addressed through the Town's forthcoming Communications Strategy.

The Town's 2017-2022 Strategic Plan identifies the development of a Communications Strategy as a priority, recognizing that a variety of tactics – new and old – are needed to share information and enhance community engagement. The key for the Town will be ensuring that consistent and accurate messages are put out into the community in formats that are accessible to as many residents as possible. Building on the “In Motion” brand should be explored, with sustained messaging around active living, connecting with nature and other goals of the Framework for Recreation in Canada. Continued promotion and access to the Town's online calendar is also recommended.

An open line of communication with community groups is necessary to ensure that issues, ideas, concerns, suggestions, needs, etc. are voiced and addressed. To this end, the previous Master Plan recommended that the Town host regular meetings with community organizations and the public to collectively discuss issues and opportunities related to service delivery, community needs, marketing and promotion and overall communication. While this matter is partially addressed by the Mayor's Roundtable discussions, sport user group meetings and the PRAC Committee, stakeholders continue to identify a need for regular information and networking forums, suggesting that more opportunities

should be sought. At a minimum, public and stakeholder engagement should be a mandatory requirement for all major capital projects and decisions impacting the community and user groups.

On the previous point, one suggestion raised by stakeholders is to organize focus groups to gather information and ideas on challenging subjects or other specific topics that would benefit from public discourse. Examples identified through the consultation program included: healthy active living; trend-watching; communications (e.g., improving the Activity Guide); networking; and service planning. It was evident that stakeholders benefitted from their engagement through the Master Plan and many wanted to continue the conversation with like-minded interest groups through ongoing dialogue.

Recommendation & Actions

8. **Continue to utilize and enhance a variety of communication tools to promote parks, recreation and culture services, with guidance from the Town's forthcoming Communications Strategy.**
 - a) **PUBLIC ENGAGEMENT:** Make meaningful public and stakeholder engagement a mandatory requirement for all major capital projects and decisions impacting the community and user groups. Seek opportunities to regularly share and solicit information with community organizations.
 - b) **AWARENESS:** Continue to work with community groups to generate greater use of the online event calendar and Activity Guide.
 - c) **TOPIC-SPECIFIC FOCUS GROUPS:** Consider organizing focus groups to gather information and ideas on challenging subjects or other specific topics that would benefit from public discourse, such as active living, trend-watching, communications and more.
 - d) **ONLINE SERVICES:** Maintain distinct social media accounts for the Parks and Recreation Department (following Corporate-wide communications protocols) and continue to explore ways to increase online services.

7 Parkland Assessment

This section evaluates the municipal parkland system and accompanying policy framework by building off the 2013 Master Plan.

Parks provide the land base that supports many recreation amenities and their continued provision and enhancement is a key goal of the community. More than three-quarters (77%) of Kingsville households indicated that passive parks are important or very important to them (waterfront parks and beaches received particularly strong support) and 70% support additional spending on additional parkland acquisition.

Section 3.5 of Kingsville's Official Plan addresses the Town's goals and policies relative to parks and open space. While the Official Plan policies are assessed further in this section of the Master Plan, the broad goals for Kingsville's parks and open space system include:

- a) *"to ensure that the Town maintains an adequate supply of open space;*
- b) *to ensure that open space areas are provided in suitable locations so as to maximize their accessibility for area residents;*
- c) *to secure additional public beach and waterfront parkland."*

Note: The 2013 Parks, Recreation, Arts and Culture Master Plan is being used as a guiding document for the ongoing Official Plan review and update as it relates to parkland acquisition policies, guidelines and parkland classification. As it relates to these items, the findings and recommendations from the 2013 Master Plan remain appropriate. The following sections have regard to the 2013 Master Plan, with necessary adjustments for recent changes in legislation, municipal direction and community requirements.



7.1 Parkland Classification and Policy

Classification

Parkland hierarchies guide the acquisition and development of parks and open space through the establishment of recommended sizes, uses, activities, functions and locations. This can assist the community in understanding what a new park may include and can also help ensure compatibility with neighbouring land uses. Some uses are more appropriate in certain types of parks. For example, playgrounds are generally appropriate in all park types, while lit sports fields should not be provided in neighbourhood-level parks due to their significant impacts.

The Town's Official Plan does not contain a classification system for the Town's parks and open space system. The parkland classification advanced in the 2013 Master Plan remains appropriate and should be considered in the Official Plan review and update. In addition, it is recommended that the Town avoid accepting or developing parkland parcels less than 0.5 hectares unless the Town has determined that there is a need to fill a gap, such as in areas of higher density where a smaller but more urban park type may be more appropriate. Ensuring

that parks are appropriately sized – rather than supporting a system comprised of several smaller parks – ensures that municipal resources are utilized effectively and efficiently.

Table 9: Proposed Parkland Classification System

| Classification | Service Area | Permitted Facilities/Amenities | Size (ha) | Example |
|---------------------------|--|---|-----------|-------------------------------|
| Parkette | Areas of higher density where the provision of a neighbourhood park is not practical or feasible | Small parcels of land that typically serve as singular uses such as a playground or seating area | +/-0.5 | Larry Santos Park |
| Neighbourhood Park | Within walking distance to local residential areas | Active and passive opportunities such as play equipment, courts and spaces for unorganized activities; sports fields and off-street parking are discouraged | 1 to 2 | William Street Park (Ruthven) |
| Community Park | The broader community area | In addition to opportunities within Neighbourhood Parks, a range of higher order recreational facilities and amenities, such as playing fields and pavilions | 2 to 5 | Mettawas Park |
| Town-wide Park | Entire Town of Kingsville and beyond | Typically larger parks that a variety of amenities and facilities (including lit sports fields) and that serve as a focal point for tournaments and special events; may include special use/purpose parks | 5+ | Kingsville Recreation Complex |
| Open Space Lands* | Variable | Properties intended only for passive recreational uses (trails, picnic areas, storm water ponds, woodlots, etc.); may be undeveloped, but should generally be publicly accessible <i>*Should not be accepted as parkland dedication as they do not meet active parkland needs (playgrounds, sports fields, courts, etc. are not permitted)</i> | n/a | Prince Albert Open Space |

Note: Beaches may be included in Neighbourhood, Community, or Town-wide Parks.

Source: 2013 Town of Kingsville Parks, Recreation, Arts and Culture Master Plan

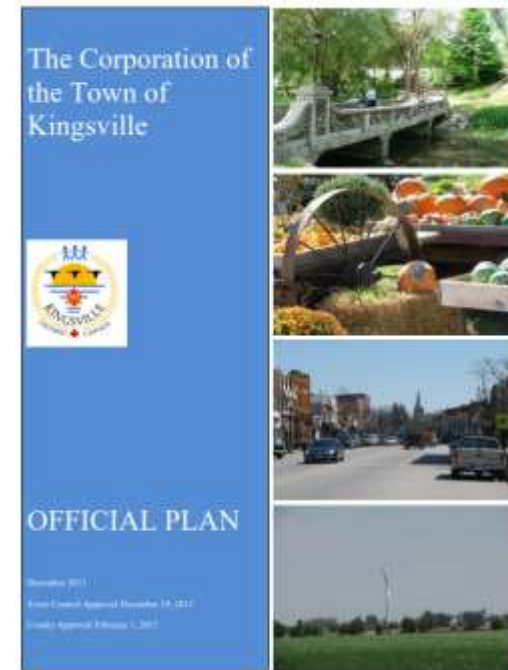
Policy

Note: In June 2019, the Province passed Bill 108 which – among other items – seeks to amend the Planning Act and provisions related to the alternate parkland rate (upon proclamation). Implications of Bill 108 are under review by the Town.

Parkland provision and dedication policies are contained within the Town's Official Plan (Section 3.5), in accordance with the Ontario *Planning Act* which establishes the framework for the dedication of parkland and possible alternatives. These policies enable the Town to require that land for park purposes (or cash-in-lieu) be conveyed to the municipality through the development process. This generally amounts to 5% of land for residential proposals, although there are alternate rates that may be used if identified in the Official Plan, including options to require land decision from industrial and commercial developments.

The Town of Kingsville Official Plan came into effect on February 1, 2012 and is currently undergoing a five-year review and update. Updates to the parks and open space policies are guided by the Town's Parks, Recreation, Arts and Culture Master Plan. The 2013 Master Plan contained several recommendations relating to planning policy for consideration in the Official Plan update. The Town's Official Plan Review Issues and Policy Directions Report (June 2018) identifies these and other considerations for the updated Official Plan. The following recommendations remain relevant and should be considered through new policy development (for more detail, reference should be made to the applicable documents):

- **Bill 73 and Bill 108** impacts, including changes to the alternative and cash-in-lieu rates and community benefits;
- **policy statements** to promote the health and environmental benefits of parks, trees and green spaces;
- parkland **classification system**, as recommended in the 2013 PRAC Master Plan;
- parkland **dedication requirements and provision targets**, as recommended in the 2013 PRAC Master Plan;
- **locational criteria and characteristics for acceptability** of active parkland (e.g., developable tableland, etc.), as recommended in the 2013 PRAC Master Plan;
- guidance for evaluating **parkland versus cash-in-lieu of parkland**, as recommended in the 2013 PRAC Master Plan; and
- **alternative parkland acquisition methods**, such as purchase, land exchange, Section 37 bonusing, partnerships, etc., as recommended in the 2013 PRAC Master Plan.



Recommendation & Actions

9. Update parks and open space policies in the Town's Official Plan.

- a) **PARK POLICY:** Consider the Master Plan's parkland policy suggestions within the Town of Kingsville's Official Plan Review and Update, including the proposed classification system, dedication/conveyance policies and acceptability (minimum park size and other requirements).

7.2 Parkland Inventory and Acquisition

Inventory

Through residential growth and opportunity, the Town of Kingsville has expanded its parkland inventory by approximately 7.0 hectares since 2013. New additions to the municipal supply include York Park, Timbercreek Park, Linden Beach Dog Park, Cottam Rotary Park (formerly owned by a service club) and Mucci Branco Park (Sun Valley Phase 1). Some park sites also have additional potential for development, such as Lions and Mettawas Parks.

The Town currently owns approximately 55.5 hectares of active parkland, itemized in the table below. This supply translates into approximately 2.5 hectares of parkland for every 1,000 persons based on a population estimate of 22,500 persons). Each of the Town's three primary settlement areas – urban Kingsville, Cottam and Ruthven – has access to at least one park; additional parks have been established within the Town's waterfront communities. Supplementing this inventory are open spaces, parks, trails and golf courses provided by schools, places of worship, non-profit organizations and/or private businesses. Parkland mapping is provided on the following pages.

This inventory excludes “open space” lands – such as Heritage Lookout (0.12 hectares), Prince Albert Open Space (2.0 hectares), Sumac Bridge (0.35 hectares) and Wigle Grove Open Space (0.24 hectares). These lands are generally undevelopable and primarily designated for purposes such as passive recreation (e.g., trails, etc.), environmental protection/conservation, stormwater management, buffers, etc. These are excluded from the inventory and the assessment of future parkland dedication requirements.



Table 10: Active Parkland Inventory (municipal parks), excluding open spaces

| Community | Name | Park Classification | Hectares |
|--|--|---------------------|-------------|
| Cottam | Cottam Rotary Park | Community | 1.0 |
| | Ridgeview Park | Town-wide | 9.3 |
| | William Street Park | Neighbourhood | 0.8 |
| Kingsville | Applewood Park | Neighbourhood | 0.5 |
| | Cedar Beach Conservation Area | Community | 1.1 |
| | Cedar Island Boat Ramp | Community | 1.0 |
| | Cedar Island Park | Community | 1.0 |
| | Coghill Park | Neighbourhood | 0.3 |
| | Katrishe Park | Neighbourhood | 0.7 |
| | Kingsville Recreational Complex | Town-wide | 19.6 |
| | Lakeside Park | Town-wide | 6.4 |
| | Larry Santos Park | Parkette | 0.1 |
| | Linden Beach Dog Park | Neighbourhood | 2.1 |
| | Lions Park | Neighbourhood | 0.5 |
| | Little Essex Park (Chelsea Crescent) | Parkette | 0.2 |
| | McCallum Street Park | Neighbourhood | 1.5 |
| | Mettawas Park & Beach | Community | 1.6 |
| | Millbrook Park | Neighbourhood | 0.1 |
| | Prince Albert Park | Neighbourhood | 0.6 |
| | Royal Oak by the Creek Park (Pinetree) | Neighbourhood | 0.8 |
| | Timbercreek Park | Neighbourhood | 1.4 |
| | Train Court Park | Parkette | 0.2 |
| | William Avenue Park | Parkette | 0.1 |
| | York Park | Neighbourhood | 2.9 |
| Ruthven | Mucci Branco Park (Sun Valley) – Phase 1 | Neighbourhood | 0.8 |
| | Ruthven Park | Neighbourhood | 0.6 |
| Union | Union Beach | Neighbourhood | 0.3 |
| Total Municipal Parkland (hectares) | | | 55.5 |
| Provision Level (ha/1000 residents) – estimated 22,500 population | | | 2.5 |

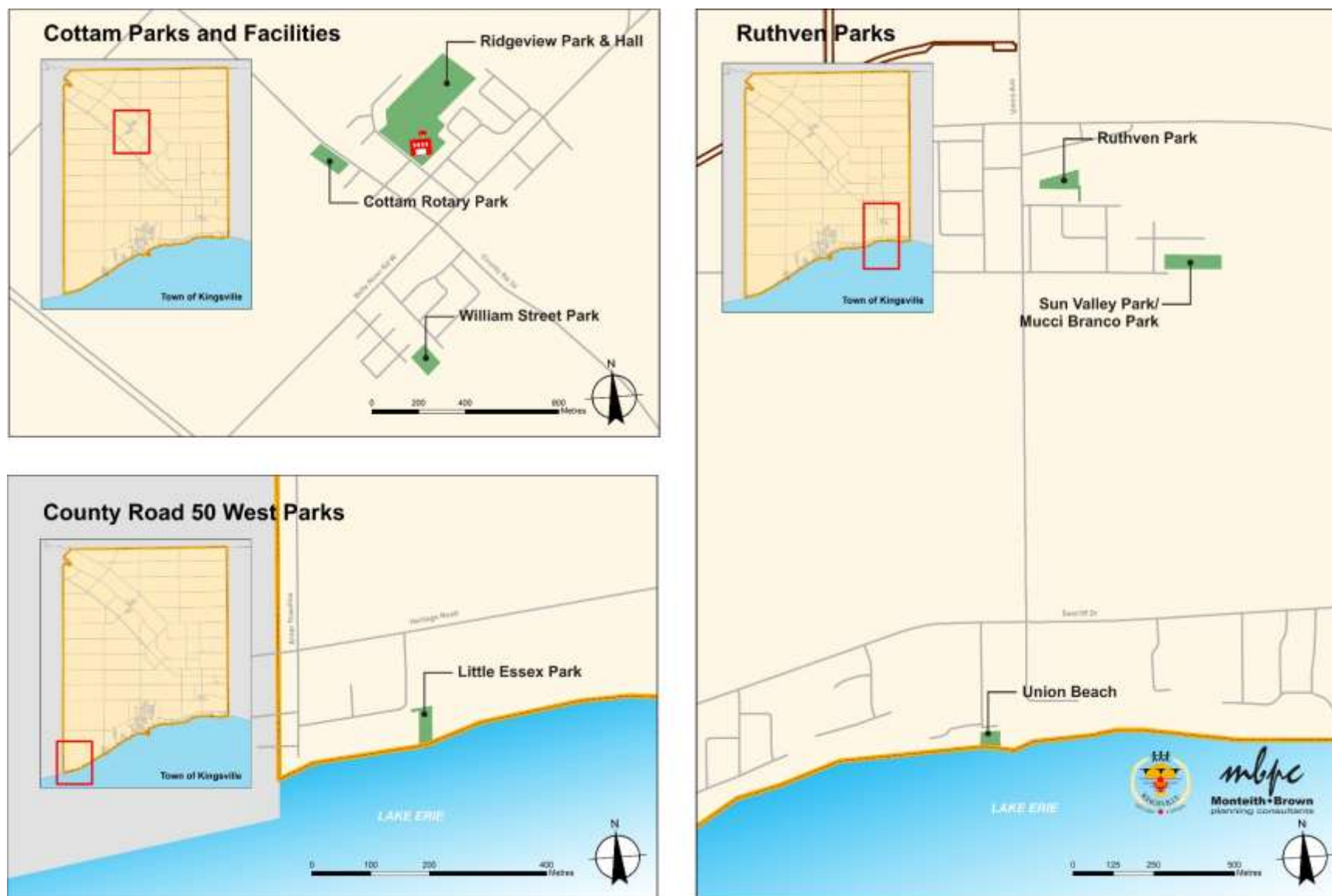
Source: Town of Kingsville, 2018

Inventory includes “Active parkland”, defined as lands owned, leased and/or managed by the Town and classified as Parkette, Neighbourhood, Community and Town-wide Parks. Inventory excludes future land dedications, open spaces, conservation areas and private parks.

Figure 23: Municipal Parks and Facility Locations within Urban Kingsville



Figure 24: Municipal Parks and Facility Locations within Cottam, Ruthven and Lakeshore Areas



Acquisition

The Town's parks system is highly valued by residents and efforts should be made to ensure that provision levels remain sufficient to meet local needs. Over time, this will require expansions to the Town's parks system, including new active parkland to serve growing areas and strategic acquisitions or agreements to increase the supply of lakefront property.

Parkland supplies can be measured using a variety of methods. Many municipalities use population-based targets to calculate and plan their supply of parkland. The Town is currently served by a ratio of 2.5 hectares of parkland for every 1,000 persons. Most similarly sized urban/rural communities target parkland provision rates in the range of 3.0 hectares per 1,000 residents. The average level of provision in Essex County is 4.7 hectares per 1,000 residents, although it is likely that this figure also includes open space lands that are unable to address active parkland requirements (Lakeshore is lowest at 2.9ha/1000 and Tecumseh is highest at 6.3ha/1000). Through the parkland dedication enabled by the *Planning Act*, municipalities can generally expect to receive parkland below this level, meaning that alternate acquisition tools (e.g., land purchase, etc.) may be required to attain greater rates of provision. Opportunities may exist through the subdivision process to negotiate with landholders to achieve greater parkland supplies, which is often in the best interest of all parties.

In establishing a target for parkland provision, several factors should be included, including current distribution. The Town has addressed gaps in distribution through the assumption of park blocks in expanding subdivisions and it is anticipated that this will continue to be the case moving forward (e.g., Valente subdivision in the Lakeshore West area). Future opportunities should be evaluated through the planning approvals process using Town's Official Plan and the tools contained in this Master Plan. In cases where a proposed development is too small to result in a meaningful park parcel or where the immediate area already has suitable and unimpeded access to sufficient parkland, the Town may consider accepting cash-in-lieu to put towards future acquisition or development.

To ensure an adequate level of parkland supply and distribution, it is recommended that the Town maintain the target identified in the 2013 Master Plan of **2.5 hectares of active parkland per 1,000 residents**. This target should be applied on a Town-wide basis and should not include open space lands. With a current population of 22,500, the recommended target of 2.5 hectares per 1,000 residents translates into a need for 56.3 hectares of active parkland for a marginal shortfall of 0.8 hectares at present. By 2027, based on a population estimate of 24,480, it is recommended that the Town target the overall provision of 62.1 hectares of active parkland – **6.6 hectares more** than what is currently under municipal control. This amount will increase to 76.6 hectares in 2041 (population of 30,630). It is noted that this is a point in time calculation and figures are subject to change based on the Town's rate of growth and development patterns.



Table 11 Current and Projected (2027) Parkland Needs

| | |
|--|----------------|
| Current Parkland Supply, excluding open spaces (ha) | 55.5 ha |
| Estimated Population (2019) | 22,500 persons |
| Parkland Per 1,000 (2019) | 2.5 ha/1000 |
| Current Parkland Needs (2019) based on 2.5 ha/1000 | 56.3 ha |
| Current Parkland Deficit (2019) | 0.8 ha |
| Estimated Population (2027) | 24,480 persons |
| Total Parkland Needs (2027, based on 2.5 ha/1000) | 62.1 ha |
| Future Parkland needs (2027) | 6.6 ha |

Active parkland supplies should be monitored and strategies put in place to achieve needs. Looking to the future, additional parkland dedication is likely to be conveyed through plans of subdivision, including the Valente subdivision in Urban Kingsville (a 6.2 hectare park block has been identified) and Phase 2 of the Sun Valley development in Ruthven (a 1.3 hectare expansion to Mucci Branco Park). In addition, approximately 1.0 hectare of land of Road 2 East (north of the Kingsville Recreation Complex) has recently been donated to the Town for park development. Once available, these three parcels will increase the supply of active parkland to approximately 64 hectares, which should generally be adequate to meet needs for the next ten years.

In addition to anticipated land conveyances, consideration may be given to expanding the **Kingsville Recreation Complex** as a land-banking strategy to address future needs as there is value in locating multiple sports fields at one location; additional planning of this site is required as part of the Jaspersen Road realignment. Continued efforts should also be made to increase the supply of **lakefront property** as these spaces are strongly supported by residents and help the Town achieve its tourism goals.

Recommendation & Actions

10. **Provide an adequate supply of parks and open space to serve the needs of current and future populations.**
 - a) **PARKLAND INVENTORY:** Update the parkland inventory database and mapping on a regular basis to assist in the assessment of parkland requirements.
 - b) **PARKLAND NEEDS:** Assess parkland needs based on a minimum Town-wide service level of 2.5 hectares of active parkland per 1,000 residents. This service level excludes undevelopable open space lands, which may be conveyed to the Town through voluntary dedication.
 - c) **PARKLAND DEDICATION:** Maximize *Planning Act* provisions in acquiring active parkland (including cash-in-lieu) to meet growth-related needs through the development process.
 - d) **WATERFRONT PARKLAND:** Evaluate opportunities to increase the supply of lakefront property for recreational and tourism purposes. Consideration should be given to updating the Town's 1998 Waterfront Area Development Strategy to develop a long-range plan for expanding, improving and maximizing waterfront areas.

- e) **PARKLAND EXPANSION:** Examine options to expand the parkland component of the Kingsville Recreation Complex to address future needs.

7.3 Parkland Asset Management and Design

Asset Management

Capital renewal represents a significant portion of the Town of Kingsville's parks budget as infrastructure ages and amenities require repair or replacement. It is a key goal of the 2015 Framework for Recreation in Canada to "enable communities to renew recreational infrastructure as required". This can be accomplished by dedicating sufficient funding, collaborating with others, developing assessment tools and evidence-based guidelines for investing in aging infrastructure, and adopting innovative renewal strategies that enhance affordable access for all.

Inventories and observation-based condition audits of each Town park and open space were completed by the Consulting Team in **July 2018**. The following tables identify the general condition of major park amenities.

Most park amenities are in good to very good condition; playgrounds and tennis courts are some of the more notable facility types that are in above average condition as the Town has emphasized repair and replacement in recent years. The Town deserves credit for reinvesting in these amenities as well maintained and renewed parks are more appealing to users and better utilized.

However, due to the age of Kingsville's older parks, some amenities are reaching the end of their functional lifespan and a plan is required to ensure their timely replacement and/or revitalization. Basketball courts were amongst the items in poorest condition and many will require capital repair or replacement generally within the next five years. Pressure for park renewal and redevelopment is also being driven by safety considerations, legislative requirements as well as changes in leisure preferences and socio-demographic composition. As costs rise and needs change, Kingsville must establish priorities and capitalize on opportunities for reinvestment in parks infrastructure.

Table 12 Condition of Municipal Park Amenities by Amenity Type

| Facility Type | Very Good | Good | Moderate | Poor | Very Poor | Not rated | Total | Supply |
|-------------------------------|-----------|------|----------|------|-----------|-----------|-------|--------|
| Ball Diamond | | | 100% | | | | 100% | 12 |
| Basketball Court (locations) | | | 33% | | 67% | | 100% | 3 |
| Batting Cage | 50% | 50% | | | | | 100% | 2 |
| Bocce Court (locations) | 100% | | | | | | 100% | 1 |
| Bridge | | 33% | 33% | 33% | | | 100% | 3 |
| Off-leash Dog Park | 100% | | | | | | 100% | 1 |
| Park Building / Gazebo / Hall | 23% | 31% | 31% | 8% | | 8% | 100% | 13 |
| Parking Lot | 9% | 55% | 18% | 18% | | | 100% | 11 |
| Pathway | 45% | 27% | 27% | | | | 100% | 11 |

| Facility Type | Very Good | Good | Moderate | Poor | Very Poor | Not rated | Total | Supply |
|--------------------------|------------|------------|------------|-----------|-----------|-----------|-------------|-----------|
| Playground - Creative | 53% | 27% | 13% | 7% | | | 100% | 15 |
| Playground - Traditional | 64% | 21% | 7% | 7% | | | 100% | 14 |
| Skate Park | | 100% | | | | | 100% | 1 |
| Soccer Field (locations) | | 50% | 50% | | | | 100% | 2 |
| Splash Pad | 100% | | | | | | 100% | 1 |
| Tennis Court (locations) | | 100% | | | | | 100% | 2 |
| Volleyball Court | 50% | 50% | | | | | 100% | 2 |
| Total | 33% | 29% | 29% | 6% | 2% | 1% | 100% | 94 |

Note: Totals may not add due to rounding. Excludes non-municipal parks and locations.

Source: Monteith Brown Planning Consultants. Current as of July 2018.

One-half or more of the amenities at Millbrook Park, Cedar Island Conservation Area (non-municipal) and Cottam Rotary Park are listed in poor or very poor condition, suggesting a need for remediation in the short- to medium-term. Looking into the medium- to long-term, larger sites such as Ridgeview Park and the Kingsville Recreational Complex will require additional attention; currently, features such as fencing and sports field amenities are beginning to show their age.

Table 13 Condition of Municipal Park Amenities by Location

| Park | Very Good | Good | Moderate | Poor | Very Poor | Not rated | Total | Supply |
|---------------------------------|-----------|------|----------|------|-----------|-----------|-------|--------|
| Applewood Park | | | 100% | | | | 100% | 2 |
| Cedar Beach Conservation Area | | | 50% | 50% | | | 100% | 2 |
| Cedar Island Park | 43% | 43% | | | 14% | | 100% | 7 |
| Coghill Park | 100% | | | | | | 100% | 3 |
| Kingsville Recreational Complex | 26% | 26% | 48% | | | | 100% | 23 |
| Lakeside Park | | 83% | 8% | 8% | | | 100% | 12 |
| Larry Santos Park | 67% | | 33% | | | | 100% | 3 |
| Linden Beach Dog Park | 100% | | | | | | 100% | 2 |
| Lions Park | | 67% | | | 33% | | 100% | 3 |
| Mettawas Park and Beach | 33% | 33% | | 33% | | | 100% | 3 |
| Millbrook Park | | | | 100% | | | 100% | 2 |
| Prince Albert Park | 67% | | 33% | | | | 100% | 3 |
| Ridgeview Park | 20% | 27% | 53% | | | | 100% | 15 |
| Rotary Park | 25% | | 25% | 25% | | 25% | 100% | 4 |
| Royal Oak / Pinetree | 100% | | | | | | 100% | 2 |
| Sumac Bridge | | | 100% | | | | 100% | 1 |
| Timbercreek Park | 100% | | | | | | 100% | 3 |

| Park | Very Good | Good | Moderate | Poor | Very Poor | Not rated | Total | Supply |
|---------------------|------------|------------|------------|-----------|-----------|-----------|-------------|-----------|
| William Street Park | | 100% | | | | | 100% | 1 |
| York Park | 100% | | | | | | 100% | 3 |
| Total | 33% | 29% | 29% | 6% | 2% | 1% | 100% | 94 |

Note: Totals may not add due to rounding. Excludes non-municipal parks and locations.

Source: Monteith Brown Planning Consultants. Current as of July 2018.

Design

Kingsville's parks are well maintained and the Town has recently reinvested in several sites through playground replacement and other updates. Nevertheless, some parks are under-utilized and it is partially because of their similarities that they do not resonate with people, especially the burgeoning population of older adults.

Parks should be the very best spots in the community – a place where people connect and become engaged in healthy activities (social or physical). Despite recent investment, Kingsville's parks have potential to be more than they currently are – to be vibrant places and spaces where residents and tourists can enjoy meaningful experiences. Re-imagining a parks system takes time and resources, but making the Town's parks **more distinctive** – through unique designs, more age-friendly amenities such as seating and shade (from trees, structures, etc.), experience-based amenities such as natural playgrounds and more – will make a noticeable impact on local quality of life. Accommodating active play for children and passive elements for social connectivity and nature appreciation serve the entire community. The Town should also continue to encourage the organized and non-programmed use of its parks and employ best practices in beautification, environmental management and stewardship – all of which are highly valued by local residents.



It is essential that parks are **inclusive and barrier-free**, as guided by the *Accessibility for Ontarians with Disabilities Act*. To ensure that the parks system is able to serve people from all segments of the community, accessible seating, shade areas, drinking water (where feasible), parking, connections to key destinations and safety must be prominent considerations. This will require the completion of accessibility audits and a phased plan for improvements, such as the hardscaping (paving) of park pathways where appropriate. All new and redeveloped amenities should be made AODA-compliant and follow inclusive design standards. Levels of accessibility for persons with disabilities should be advertised through various mediums, including signage and the Town's website.

Safety is another consideration when designing parks and trails. Visible sites that have adequate frontage – along with appropriate setbacks from busy streets for child-focused features– help to promote use within a safe environment. **Shade** also provides another form of safety as it protects residents (especially children and youth) from sunburn and skin damage. Engaging local police to review and implement appropriate design strategies (e.g., Crime Prevention Through Environmental Design) will also allow the Town to identify strategies to improve security, visibility and safety of parks.

The Town and its partners receive high marks for their efforts in **park stewardship** and public space **beautification**. For example, the Town has established a Communities in Bloom program and is involved in several beautification initiatives with the community. Volunteer organizations such as the Kingsville Horticultural Society and “Friends of” groups also assist in various endeavours that beautify, preserve and protect parks, open spaces and significant features. The enhancement of green space helps with climate change adaptation, improved air quality, natural habitat conservation and community education. A priority should be placed on tree planting in future parks, along with the use of diverse but native vegetation. In cooperation with local agencies and volunteers, consideration may also be given to the naturalization of appropriate park spaces, as well as the creation of butterfly or pollinator parks. Community infrastructure should also be designed to take into account the potential impacts from **climate change** to minimize damage, with a preference toward practices of better stewardship and protection of nature, naturalized areas, greenspaces and water resources.



The development of a consistent visual identity for **signage** in parks, trails and facilities is recommended. Signage is an important element of the corporate communications and branding strategy and serves as an indicator of the quality of the local parks system. Park and directional signage also help to improve awareness and wayfinding for residents and visitors. Other types of signs – such as informational (e.g., walking routes), interpretive (e.g., natural heritage features) and commemorative (e.g., donor plaques, local history) – assist in creating exceptional park experiences that foster community pride and in educating about our past and unique features.

Recommendation & Actions

11. **Create high quality parks and open spaces through the use of contemporary and innovative practices and standards.**
 - a) **ASSET MANAGEMENT:** Undertake condition assessments on a regular and as-needed basis and integrate parks, recreation and cultural infrastructure into the Town’s next Asset Management Plan.
 - b) **DESIGN STANDARDS:** Regularly update the Town’s Development Manual to clearly outline the responsibilities and standards required for parkland design (in light of the proposed park classifications), development and transfer.

- c) **SUPPORT AMENITIES:** Place a priority on the development of support amenities such as pathways, washrooms, shade and benches/seating areas in parks, beaches and along trails.
- d) **ACCESSIBILITY:** Maintain a commitment to accessibility, safety and comfort for all ages and abilities within the Town's parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Crime Prevention Through Environmental Design (CPTED) principles. To support this goal, accessibility audits should be completed, new and redeveloped amenities should be made AODA-compliant, and information on accessible features should be widely promoted.
- e) **MAXIMIZING USE OF PARKLAND:** Promote opportunities for unstructured play, active sports, special events, passive recreation and naturalization efforts within the Town's parks system, where appropriate.
- f) **STEWARDSHIP:** Seek opportunities for outdoor education, stewardship and climate change mitigation through recreation, such as tree planting, use of native species, naturalization initiatives, and butterfly/pollinator parks in conjunction with community partners.
- g) **SIGNAGE:** Establish consistent and high-quality signage at all municipal parks, facilities and trails to enhance branding and wayfinding.

7.4 Park-Specific Renewal Considerations

Parks support community gatherings, athletics, passive recreation, open space buffers, green space and habitat conservation, beautification and more. Their size, location and condition are vitally important to their function and value. While most of Kingsville's parks are in good condition, improvements and enhancements are necessary to respond to growth pressures, changing demographics, age/condition of infrastructure, availability of funding, volunteer initiatives and more.

The public consultation program and the evolution of the Town's parks system lend support to a broader range of opportunities and continued improvements. Although new parkland will be required to serve future residents and/or improve distribution, a focus should also be placed on making the best use of existing park sites and enhancing connectivity within the town.

Based on public input, past studies, trend information and the consultants' assessment, parks have been evaluated and potential options for improvement identified. The following is a site-specific account of proposed changes to be considered at selected Community and Town-wide Parks. Feasibility and funding of these suggested improvements will require additional investigation and resources. For example, parkland renewal and redevelopment projects should be accompanied by public consultation and park-specific examinations to obtain an accurate picture of needs, possibilities, costs and implementation strategies. Although preferred timing is identified, implementation will be based on the Town's discretion and influenced by needs determined through consultation, demand indicators and the availability of funding.

Cedar Island Park

In 2017, Town Council approved the Cedar Beach and Marina Action Plan. The Action Plan is intended to guide the development and operation of the municipal marina and Cedar Island Beach area and was developed in partnership with various stakeholders. Among the goals that are relevant to this Parks, Recreation, Arts and Culture Master Plan are beautification improvements and extended programming events in the short-term, as well as the completion of a Marina and Beach Master Plan in the medium-term (2020-2022).

Suggested improvements for Cedar Island Park include:

- develop a site master plan to identify improvements, such as parking areas, basketball court, roadway, new shelter, beach accessibility, etc. and enhance its function as a community park (1-5 years)
- seek funding to implement marina improvements (slips, breakwall, depth) identified in Action Plan (1-10 years)



Cottam Rotary Park

The Cottam Revitalization Plan was adopted by Town Council in 2018 and, among other items, outlines improvements and preferred amenities to beautify and increase usability of Cottam Rotary Park, which was recently transferred to the Town from the service club.

Suggested improvements for Cottam Rotary Park include:

- park lighting improvements (1-5 years)
- picnic area (improvements 1-5 years)
- furniture improvements (6-10 years)
- replace playground equipment (6-10 years)
- garden space improvements, event space upgrades and walking path development (11-15 years)



Kingsville Recreation Complex

As the primary sports park in the town, the Kingsville Recreation Complex hosts ball and soccer practices, games, tournaments and events throughout the summer months. The park is also heavily used for tennis, pickleball and skateboarding; dedicated pickleball courts are planned to be developed in the park in 2019.

Suggested improvements for the Kingsville Recreation Complex include:

- develop a site master plan to reflect the realignment of Jasperson Road (2019)
- repair/replace ball diamond fencing and lighting, as required (1-5 years and ongoing)
- provide storage space to serve the soccer complex (1-5 years)
- develop one new full-size diamond (1-5 years), with longer-term consideration of a second new diamond (6-10 years)
- monitor demand for installing lights on one full-size soccer field to accommodate evening play opportunities (1-10 years)
- consider park expansion to accommodate longer-term needs (6-10 years)



Lakeside Park

Lakeside Park is Kingsville's premier passive park and location for several special events, such as Fantasy of Lights Festival, Folk Festival, etc. The park contains an indoor pavilion, playground, walkways and historic bridge, small beach area, gardens and open space.

Suggested improvements for Lakeside Park include:

- develop asphalt/hardscape paths throughout the park to improve accessibility for all (6-10 years)
- identify solutions to address water quality issues to allow for greater beach use (6-10 years))



Lions Park

In 2018, the Town undertook public consultation and initiated a design process for the redevelopment of Lions Park, which was in disrepair. The site is located south of the Lions Hall (also containing ACCESS County Community Support Services), with vehicular entrance off Mill Street behind Epworth United Church. Development of this park will serve a gap in distribution identified in the 2013 PRAC Master Plan.

Suggested improvements for Lions Park include:

- work with adjacent church to resolve long-term access (2019)
- develop park as per concept plan, including playground, multi-use court, basketball court, walking path, shade structure, bocce courts and improved parking (1-5 years)



Mettawas Park

Phase 1 of the Mettawas Park development (parking area and gazebo) has been completed and the Town is fundraising to realize future phases of construction. With its location on the waterfront and adjacency to the Grovedale House, the vision for this site is one of a destination park that will complement and connect to the nearby Lakeside Park. Park completion was identified as a priority in the Town's Strategic Plan.

Suggested improvements for Mettawas Park include:

- undertake public consultation to confirm future design phases (2019)
- complete fundraising and initiate final phases of development, including pathways, splash pad, pavilion / washroom, gardens and naturalized areas, and beach improvements (1-5 years)
- establish a linkage between Mettawas Park and Lakeside Park (6-10 years)
- enhance interface with harbour (6-10 years)



Ridgeview Park

The Cottam Revitalization Plan was adopted by Town Council in 2018 and, among other items, outlines improvements and preferred amenities to beautify and increase usability of Ridgeview Park.

Suggested improvements for Ridgeview Park include:

- soccer and baseball field improvements (2019); note: project began in 2018
- develop a walking trail (2019); note: project began in late 2018
- park lighting improvements (1-5 years)
- install pickleball courts and replace playground equipment (11-15 years)



Recommendation & Actions

12. Undertake strategic investments to community and town-wide parks to enhance the user experience for residents and visitors of all ages.
 - a) **PARK IMPROVEMENTS:** Establish a capital plan to guide investment in the following parks (listed in alphabetical order): Cedar Island Park; Cottam Rotary Park; Kingsville Recreation Complex; Lakeside Park; Lions Park; Mettawas Park; and Ridgeview Park.

8 Recreation Facility Assessment



This section examines the current supply of indoor and outdoor recreation facilities. Where appropriate, provision targets (informed by public input) are identified to assess current and future facility needs.

Recreation facilities, outdoor amenities and associated services play an important role in the daily life of Kingsville residents. The Town's recreation infrastructure promotes physical activity, healthy lifestyles, community interaction and economic growth.

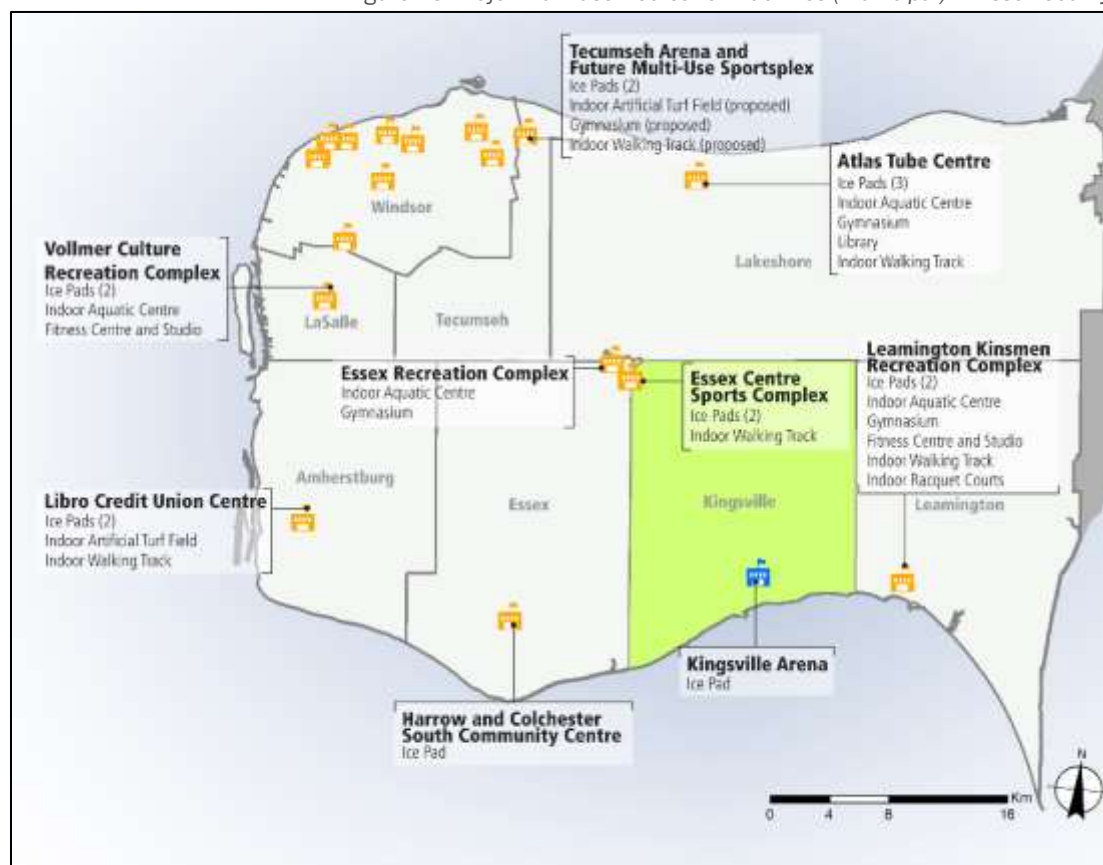
8.1 Indoor Recreation Facilities

The Town's Parks and Recreation Department works with the community to maintain and operate several indoor community facilities, including the Kingsville Recreation Complex (arena, multi-use rooms), Lakeside Park Pavilion, Migration Hall (owned by the school board and operated by a non-profit committee), and smaller facilities such as the Unico Community Centre, Ridgeview Park Pavilion and Lions Community Hall. Partnerships assist in maximizing the use of these assets.

Kingsville residents also benefit from amenities provided in nearby municipalities (e.g., Essex, Leamington, etc.), many of which are highly accessible due to their nearby location (including higher cost facilities such as indoor swimming pools). Major multi-use community recreation facilities within the county are shown on the accompanying map.



Figure 25: Major Multi-use Recreation Facilities (municipal) in Essex County



The Master Plan survey revealed that 92% of households feel that indoor recreation facilities such as arenas, pools and community centres are important; however, only 57% of households are satisfied with these facilities in Kingsville. This difference shows that residents' expectations with respect to indoor recreation facilities are not being met. The Master Plan's consultation program revealed several **suggestions for additional indoor spaces**, including:

- a second ice pad
- curling rinks to replace the loss of the Kingsville Curling Club facility
- indoor swimming pool
- gymnasium or multi-use hall to supplement or replace Migration Hall
- indoor walking track
- multi-sport indoor turf facility

The demand for many of these spaces was examined when the Kingsville Recreation Complex was expanded, and again through the previous 2013 Master Plan. Updated needs assessments and options are contained in the following subsections, with recommendations summarized at the end of this section.

Arenas

The Town operates one ice pad located at the Kingsville Recreation Complex. This facility was upgraded in 2011 through the addition of new change rooms and meeting spaces.

Due to proximity, residents in Cottam are more likely to play in arenas within the Town of Essex, which has two ice pads in Essex Centre. Across Essex County (excluding Windsor), the average provision rate of municipal arenas is estimated at one ice per 11,400 residents. Kingsville's provision ratio is 1:22,500 persons, although not all residents are directly served by the Kingsville Recreation Complex.

The Master Plan survey found that 31% of households contained at least one member that has participated in hockey or figure skating in the past 12 months, ranking 7th out of 26 listed activities. Across Canada, ice sport participation has stabilized or is declining due to factors such as rising costs, competing interests and a shift to unstructured activities, and increased immigration rates.

Arena user groups indicated that the arena is currently able to meet most of their needs (the ice allocation process established in 2016 has been



effective), but that the prime-time window is shrinking and demand for skills development is growing. Looking to the future, the groups expressed concern that population and program growth will generate additional demand that may not be able to be accommodated locally, forcing them to rent time in rinks outside of town. It was acknowledged that some groups have been amalgamating with neighbouring associations, and that travel to other centres is common.

The 2013 Master Plan recognized that the arena was well used, but did not find sufficient demand for a second ice pad as prime time utilization had been in decline due to factors such as the town's aging population and changes to adult hockey leagues. An examination of the current arena schedule suggests that it is used nearly to capacity during prime time (95%), though there is no usage before 8:00 am and very little after 10:00 pm, which suggests that groups (including those serving older youth and adults) are not pressed to use inconvenient times to accommodate their programs. In addition, the Master Plan survey found that 61% of households support additional spending for new or improved arena facilities, ranking 15th out of 27 facility types, suggesting that it is not amongst the Town's highest priority needs.

To evaluate market demand, the 2013 Master Plan established a provision target based on registered participants. Updated registration data is incomplete, though an estimate of 530 youth registrants was derived from information collected through the stakeholder workshops (estimates for adult groups are unavailable). This represents a 9% decline from 2011/12, though ice demand has increased as groups seek to offer more time to their participants to support skill development, practice and competition. A provision target of one ice pad per 425 youth registrants is recommended based on standards of play. Application of this target suggests a **current demand for 1.25 ice pads**, indicating that there is a local need for approximately 15 additional prime time hours. With the 5 to 19 age group expected to see nominal growth in the range of 0% to 5%³, it is anticipated that participation will also remain relatively stable. As a result, future population growth is unlikely to generate sufficient demand to support a second ice pad.



Although Kingsville's arena accommodates more users than typical, access is affordable and programming is effective. Despite pressure for prime-time ice, there is insufficient demand to support a second ice pad based on the current usage profile. Should demand increase due to programmatic changes or emerging needs, users will likely seek out additional ice time in adjacent communities. To inform short- and long-term analyses, regional demand for arenas should be monitored through regular communication between municipal facility managers.

³ Ministry of Finance. Ontario Population Projections Update, 2017–2041. Windsor-Essex.

The 2011 addition to the **Kingsville Recreation Complex** did not substantially address the southern portion of the building that contains the ice rink, mechanicals and spectator seating. The arena portion of the complex was built in the 1970s and many features have or are soon approaching the end of their functional life. It is recommended that the Town begin planning for a major refresh of priority items, such as mechanicals and seating to enhance the long-term viability of the arena.

Gymnasiums, Multi-use Rooms & Community Space

The Town offers public access to several multi-purpose spaces, meeting rooms and halls, providing venues for a broad range of opportunities. Some – such as Lakeside Park Pavilion, Ridgeview Park, Lions Hall and the UNICO Community Centre – are standalone, single-purpose facilities that accommodate community events, private rentals, activities for youth and/or seniors, small group gatherings and/or tenants. Others – such as Migration Hall or Kingsville Recreation Complex – are more multi-use or combined with other spaces that help to bolster their use and efficiency. The Town is also served by halls managed by the Lions Club and Royal Canadian Legion, while many schools and churches similarly provide meeting and activity space.

There is no dedicated municipal gymnasium in Kingsville, however, Migration Hall is a multi-use venue that is used for various special events, cultural activities and gymnasium-based sports; this facility is operated by a non-profit committee and shared with the high school. Local elementary and high schools also contain gymnasiums; however, weekend and summer access are costly, daytime access is unavailable, and prime-time weekday slots are highly restricted and inconsistent due to extra-curricular activities.

The co-location of gymnasiums, multi-use rooms and other community spaces has become the norm in the provision of modern recreation facilities. The development of stand-alone or single-purpose spaces is generally discouraged to avoid operational inefficiencies and limited appeal. Multi-purpose spaces can enhance cross-programming opportunities for public and private functions, and achieve economies of scale relating to facility construction, maintenance and management. Across the province, gymnasiums are in demand as they provide flexible space within which a variety of activities can be scheduled; the current provision level in Essex County is one municipal gymnasium per 32,000 persons. Most often, gymnasiums are used for active sports, such as basketball, volleyball, badminton, ball hockey, and pickleball, but can also be used for other forms of active programming, as well as community events.

The Master Plan survey revealed that, over the past 12 months, 30% of households participated in aerobics, fitness or weight-training, 17% participated in dance, 16% participated in basketball or volleyball, and 11%



participated in pickleball – some or all of these activities can take place within a gymnasium or multi-use space. Residents also identified indoor programs that they would like to see offered in Kingsville, including pickleball, soccer and baseball training on turf, various adult sports leagues and indoor walking (uses requiring specialized spaces such as swimming and curling were also suggested). 61% also support additional spending on gymnasiums.

The Town has given broad consideration to developing a multi-purpose facility containing a gymnasium in the past; however, demand has not yet grown to a level to support such a facility. The uncertain future of **Migration Hall**, which may be declared surplus by the school board once a new super school is built, further complicates matters. As the town's only true multi-purpose venue, it is critical to establish a strategy to maintain or replace this facility in order to maintain access for a wide range of events from theatre to sports and receptions to fundraisers.



The intent to acquire Migration Hall has been expressed by previous Town Councils, but would need to be confirmed with full consideration of the facility's condition and barrier-free accessibility, community demand, other opportunities and financial obligations. Investing in older facilities that may not meet contemporary design standards or current demands has its challenges and the Town is encouraged to complete its due diligence in fully assessing this option. In the interim, the Town should continue to foster partnerships with the school boards and Migration Hall Committee to facilitate public access to existing spaces.

To address the growing demand for older adult programming and off-season training for multiple sports in Kingsville and surrounding areas, it is recommended that the Town prepare a **business plan to confirm the need and viability of a multi-use recreation facility** containing flexible spaces capable of supporting multiple sports and activities (e.g., gymnasium, walking track, turf field, etc.). The timing and priority of this recommendation may be influenced by long-term access to Migration Hall – if a decision is made to remove this facility from the public inventory, the study should be advanced. In the interim, the Town should work with the other providers to maximize public access to community and recreation opportunities within existing and new schools.

While there is demand for centralized multi-use facilities that serve town-wide needs, consideration should also be given to smaller community spaces. For example, there are few public recreation or cultural facilities in **Cottam and Ruthven**; the libraries and schools often serve as local destinations but are not always accessible or conducive to needs. Neither community has sufficient population or demand levels to support a new recreation facility; however, gains can be made through improvements to parks in these communities. In addition, community and recreational needs should be considered when planning for future improvements to public libraries and schools in Cottam and Ruthven, with the goal of maximizing public access to multi-use spaces.

It is important that the Town continue to seek opportunities to achieve increased use of **existing community halls**. This can be achieved primarily by working with community service providers to identify and fill program needs. When smaller stand-alone facilities (e.g., Unico Community Centre, Lions Hall, etc.) reach a point where they require substantial capital improvements or become operationally unviable, the Town should assess needs and strategies for enhancing performance, such as consolidation, partnering with others, or value-added replacement.

Indoor Pools

There are no municipal indoor or outdoor pools in Kingsville; however, residents have access to indoor aquatic facilities in Essex and Leamington, which are located approximately 20km and 13km from urban Kingsville, respectively. Kingsville residents may access these facilities for no additional charge.



The Master Plan survey found that 41% of households participated in swimming in the past 12 months, ranking 4th out of 26 activities. The survey revealed that of those who participated in activities outside of Kingsville in the past 12 months, 55% participated in swimming, making it the most popular recreational activity pursued outside of Kingsville. Furthermore, 76% of households support additional spending for indoor swimming facilities, ranking 3rd out of 27 facility types.

Despite interest expressed by residents of all ages, indoor pools are seldom provided by small to mid-sized communities – the average provision level in Essex County is one per 40,000 persons. Municipal indoor pools require annual subsidies typically ranging from \$250,000 to \$500,000 depending on the type of pool and the market they serve. Furthermore, depending on site and pool design, construction costs are likely to exceed \$10 million. The development of an indoor swimming pool would result in a sizable tax increase for residents.

Kingsville's population – both now and into the foreseeable future – is insufficient to support indoor aquatic facility and offset its substantial costs. A population of 30,000 residents is a common threshold at which many communities begin considering the provision of an indoor aquatic facility (the Town's build-out population is projected to be 30,630 more than twenty years from now), while the population base for a more financially sustainable operation can be closer to 40,000 or more. Furthermore, the number of children (the core market for swim lessons, which represent a key revenue stream for pools) across Windsor-Essex is expected to remain relatively stable over the coming years. While the older adult population would likely make good use of an indoor pool, there is capacity within the regional supply to accommodate these needs.

The Town should continue to encourage the use of the indoor aquatic facilities in adjacent municipalities as there is insufficient demand to warrant the development of an indoor aquatic centre in Kingsville over this planning period. Should a public-private partnership opportunity

arise for the development and/or operation of an indoor aquatic facility, the Town may evaluate the proposal and consider low-risk participation in such an initiative.

Curling Rinks

Until their facility closed in 2018, the Kingsville Curling Club operated within a privately-owned venue (consisting of 4-sheets and a lounge) for several decades. At the time of the facility's closure, the club had grown to 115 members and also served three high school teams. The club's members have since dispersed to other curling facilities in the region (e.g., Leamington, Windsor, Tecumseh or beyond) or are no longer playing, although the club remains active and is fundraising for a new facility. The club is interested in working with the Town to find a solution that will allow it to replace its 4 sheets, and to serve the needs of its members and the community into the future.

Curling is a predominantly membership-based activity. While there are some municipally-owned or supported curling facilities in Southern Ontario, private sector operation is the predominant model. Across the province, several curling rinks and clubs have been phased out of operation over the past two decades due to declining memberships or – in the case of Kingsville's curling facility – aging infrastructure and new development opportunities.

As a traditional Canadian winter sport, curling can be enjoyed by people of most ages and abilities. It is popular among older adults, though successful youth programs exist in many communities. The general outlook for the sport is one of slow growth as there is some optimism that the aging population will lead to increased interest. Several curling club members participated in the Master Plan's public consultation program. While the survey found that 14% of local households have one member that curls (based on the membership counts, this is likely over-represented); however, investment in curling facilities ranked 25th out of 27 facility types, with 39% support.

The Curling Club has approached the Town seeking support in principle for a new facility. Most municipalities do not directly support curling facilities because they are specialized spaces that do not accommodate broad community use. They also serve a regional market, which makes the use local tax dollars problematic. Given the high costs associated with development and operation, creative options are required. For example, in communities that have low demand for both hockey and curling, arenas can be used for both, with specific nights of the week dedicated to curling; this model requires unique ice maintenance practices, as well as equipment storage. While this option is not possible given the high levels of usage at the Town's existing arena, it could be considered if the Town built a second ice pad that had additional capacity for use (note: this Master Plan does not support a second ice pad at this time). It is also common for curling facilities to be located on municipal land, although agreements regarding capital obligations would be required.

Despite a history of the sport in Kingsville, the provision of dedicated curling facilities is not a core service for the Town of Kingsville as there are higher priority community infrastructure projects that would serve a wider range of needs. Nevertheless, low-risk municipal participation in the development of a new curling facility could be considered, as guided by a pre-determined partnership framework.

Recommendation & Actions

13. Update plans and identify funding sources for the renewal and development of community supported indoor recreation facilities.
- a) **ARENA IMPROVEMENTS:** Establish a strategy for a major refresh of capital items at the Kingsville Recreation Complex, such as mechanicals and seating.
 - b) **MIGRATION HALL:** Assess viability of maintaining Migration Hall in public ownership if it is declared surplus by the school board. This assessment should be informed by the facility's condition and barrier-free accessibility, community demand, other opportunities and financial obligations. *Note: This task may be combined with the recommendation to prepare a business plan for a multi-use facility.*
 - c) **MULTI-USE FACILITY:** Undertake a business plan to confirm the need and viability of a multi-use recreation facility containing flexible spaces capable of supporting multiple sports and activities (e.g., gymnasium, walking track, turf field, etc.). The provision of an indoor aquatic facility or curling facility is not recommended, unless through a low-risk partnership with a viable provider (would require more detailed investigation).
 - d) **ACCESS TO SPACE IN COTTAM AND RUTHVEN:** Consider community and recreational needs when planning for future improvements to public libraries and schools in Cottam and Ruthven.
 - e) **COMMUNITY HALLS:** Continue to seek opportunities to achieve increased use of existing community halls, focusing on partnerships with others. Assess needs and strategies (e.g., consolidation, partnerships, value-added replacement, etc.) for enhancing the performance of smaller stand-alone facilities when they require substantial capital improvements or become operationally unviable.

8.2 Outdoor Parks and Recreation Amenities

A range of active and passive outdoor recreation opportunities are offered throughout the town, such as trails, beaches, marinas, sports fields and courts, playgrounds and more. Similar to indoor recreation facilities, community organizations are involved in maintaining or programming certain assets.

Since the 2013 Master Plan was completed, the Town of Kingsville has completed or initiated several notable improvements to outdoor parks and recreation amenities, such as new playground equipment at several parks, resurfacing of tennis courts, a new washroom building in Cedar Island Park, introduction of pickleball and bocce courts, and more. In the Master Plan survey, 91% of respondents identified that outdoor recreation facilities such as sports fields, tennis courts and playgrounds were important, while 77% indicated that they were satisfied with these assets. Despite recent investment in outdoor recreation, these findings suggest that there continue to be areas that require additional attention.

Updated needs assessments for outdoor recreation amenities are contained in the following subsections, with recommendations summarized at the end of this section. This analysis focuses on the major recreational amenities within the town's parks system; amenities such as community gardens, washrooms, seating, etc. are not specifically addressed but form part of the park design recommendations contained in Section 7.3. For more information on specific parks, see Section 7.4, as well as an inventory of assets within parks in **Appendix C**.

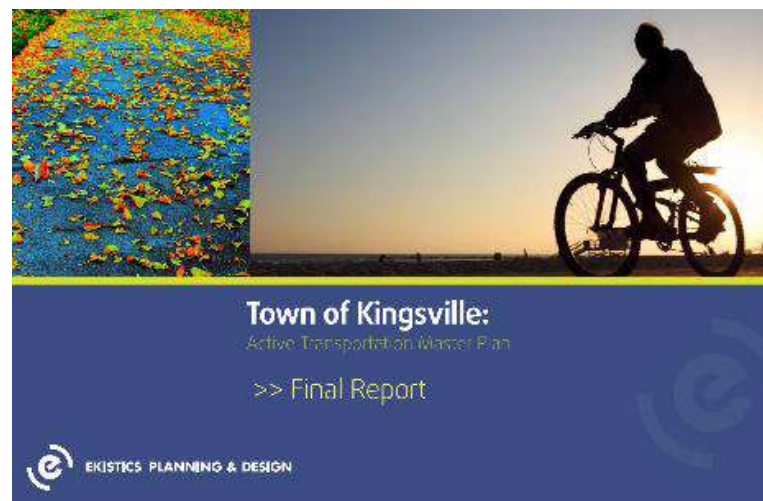
Trails

The Town maintains an extensive and growing network of sidewalks, multi-use trails and granular pathways. A key part of this network is the Chrysler Canada Greenway which is managed by the Essex Region Conservation Authority. The Chrysler Canada Greenway is one of Canada's most beautiful trails for hiking, cycling, running, birding and cross-country skiing and, in some areas, horseback riding. For 50-kilometres, it stretches across Essex County and through Kingsville (from McCain Sideroad to Ruthven) and is a key recreational component for those living in both urban and rural areas.

Trails encourage physical activity, promote active transportation, and offer opportunities to promote sustainability through the protection of areas of environmental interest. The Master Plan survey found considerable support for the continued development of nature trails, paved trails and non-road routes. With an aging but active population, the provision of safe cycling routes and walking trails is growing in importance.

The Town is committed to expanding its on and off-road network through the development of paved shoulder bike lanes, sidewalks and multi-use trails that support active transportation and recreation. To guide this objective, a County Wide Active Transportation Strategy (CWATS) was approved by Essex County Council and local municipalities in 2012. Implementation of the Strategy is phased over a 20-year period under the direction of an Inter-municipal Active Transportation Committee.

As opportunities arise, the Town of Kingsville has been implementing the CWATS plan in partnership with the County of Essex, as well as its own Active Transportation Master Plan (the plan was approved in 2012). For example, multi-purpose pathways have been completed on both sides of County Road 20 from Albuna Townline to Whitewood Road, with the intention of continuing



westerly to link Ruthven and Kingsville in the coming years. The Town's Official Plan review and update is underway and will consider policies and mapping to assist in implementing the active transportation strategies.

While the ATMP and CWATS plans are intended enhance the Town's active transportation network, the scope of this Master Plan focuses on recreational trails within parks. From a recreational perspective, trail users are typically interested in routes that traverse natural areas and that are looped so one does not have to take the same route both out and back. In this regard, the consultation program yielded suggestions for paving existing trails within Lakeside Park, developing a perimeter trail in Ridgeview Park, and improved accessibility and repairs for Sumac Bridge. Regularly evaluating ways to improve connectivity to parks and community facilities through new trail development, while ensuring that existing trails are well maintained, should continue to be an area of focus for the Town. This may include conducting community-wide walkability and bikeability audits in and around parks, open spaces and recreation centres to promote active transportation and identify gaps/areas of improvement within the current network.

Beaches and Marinas

The Town maintains six public beaches – Cedar Beach Conservation Area, Cedar Island, Chelsea Crescent Park/Little Essex Park, Lakeside Park, Mettawas Park and Union Beach. Water quality is monitored by the Windsor-Essex County Health Unit for the main beaches, including Cedar Beach / Cedar Island, which is the town's most popular beach and is co-located with the Town's marina, which also plays a pivotal role in accessing the waterfront.

Access to the water is important for residents and tourists, a fact that was reinforced throughout the public consultation program. The Master Plan survey found that 88% of households support additional spending on beaches (the highest amongst all facility types) and 65% support additional spending on marinas and boat launches. 94% of respondents feel that beaches and waterfront areas are important, but only 51% of respondents are satisfied with them, indicating a gap in service. Suggestions for improvement centred on the need to revitalize Cedar Island Park, improve water quality and beach maintenance, and undertake strategic improvements to Cedar Beach and Marina.

Section 7.4 of this Master Plan recommends that the town seek funding to implement the 2017 Cedar Beach and Marina Action Plan, as well as the implement the proposed vision of Mettawas Park; the future development of Mettawas Park presents a great opportunity to extend beach activities within the town. As these improvements are phased in, the Town should develop a Beach Maintenance Plan to review maintenance standards and management practices.



Playgrounds

Playgrounds are situated within 14 Town parks (there are two installations at Kingsville Recreation Complex, for a total of 15 playgrounds). The Town's playground provision levels are in line with the County average of one per 1,600 persons. In addition, several schools maintain playgrounds that are available for public use outside school hours.

The Town has installed new playgrounds at several parks within the last few years and the Master Plan consultation program yielded continued support for improvements. In the past 12 months, 44% of households used playground equipment, ranking 3rd out of 26 activities. Support for new or improved playgrounds also ranked high, with 76% of households in favour of additional funding for playground facilities, ranking 4th out of 27 facility types.

Playgrounds provide opportunities for early childhood leisure and interaction and are a common component in most neighbourhood and community parks. The Town's playground replacement program allows for the inspection, identification and replacement of older playground structures that do not meet CSA and barrier-free accessibility guidelines. Variation in playground design should be considered so as to provide different experiences. For example, the design of modern play structures has evolved into unique structures that encourage creative play to allow children to use their imagination to create more enjoyable playing experiences. This may include a broad range of design elements such as the use of vibrant colours, interactive play components, thematic designs and components that stimulate the senses (e.g., natural playgrounds). Community interest has been expressed for adventure or natural playgrounds; these installations utilize landscape features, provide creative options and daring opportunities, and use natural materials such as wood, logs, ropes, stones, and large boulders. Kingsville's most recent playground tender has included provision for naturalized components and the Town should continue to consider to incorporate natural playground components within future capital projects. It is also recommended that the Town replace sand bases in playgrounds with engineered wood chips whenever possible to accommodate accessibility standards.



To encourage active play, playgrounds should be available within walking distance of all urbanized residential areas. The 2013 Master Plan recommended that the town use a service radius of 500-metres (about a 5 to 10-minute walk, without crossing major barriers such as railways, waterways, or county highways) to determine gaps in urban Kingsville, Ruthven, and Cottam. To address gaps, a playground is required in Ruthven (possibly through future parkland dedication) and potentially in future subdivisions as they build-out. A playground should also be installed at Mettawas Park to enhance the park as a waterfront destination.

Another trend in playground provision includes outdoor fitness stations and exercise zones that facilitate unstructured physical fitness activities (in the county, Lakeshore, Leamington and Tecumseh have installed these features). Sometimes referred to as “outdoor gyms” or “adult playgrounds”, equipment-based stations feature low-impact, joint-friendly equipment that use resistance created by a person’s own body weight. Research has found that playgrounds for adults can provide several benefits, from improved balance, speed, and coordination to reduced isolation and associated mental health concerns like anxiety or depression. Given the town’s aging population, it is recommended that the Town gauge interest in installing an outdoor fitness circuit as part of a future park development or redevelopment project.

Splash Pads

Splash pads are interactive water play features that activate using motion sensors and buttons. They have no standing water and are unsupervised sites, but can attract large numbers of children and youth looking to cool off on a warm day. Splash pads are generally more affordable to build and operate than outdoor pools (the town does not operate an outdoor pool, and many municipalities are phasing them out as repair costs mount). They can vary in size and be designed using a range of different features, providing unique experiences throughout the parks system.

The Town of Kingsville installed its first splash pad in 2013 (Ridgeview Park). The Master Plan survey revealed considerable support for the provision of splash pads, with 70% supporting additional spending for this facility type (ranking 9th out of 27 facility types). To serve urban Kingsville, another splash pad (and support building) is proposed for Mettawas Park (see Section 7.4) and it is recommended that the Town continue to move forward with these plans. While there was some discussion about relocating the planned splash pad to Lakeside Park, support was strongest for the Mettawas Park location as it will complement the beach uses and help support the park as a community destination. This project would improve the geographic distribution of splash pads throughout the municipality and address short and long-term needs.



Soccer / Multi-use Fields

There are 26 unlit soccer fields in Kingsville, located at two parks. 17 soccer fields are located at the Kingsville Recreation Complex in urban Kingsville (seven full/intermediate and ten mini) and nine fields are located at Ridgeview Park in Cottam (five full/intermediate and four mini). The fields at Ridgeview Park overlap with ball diamonds, which limits their availability. All organized youth soccer (practices and games) takes place at these two parks as the Town does not permit school fields, which tend to be lower quality.

Soccer's low equipment costs, international appeal and high fitness quotient have helped to fuel its increased appeal over the past few decades, though registration across the province suggests that youth participation has levelled off recently. As the youth of today grow into adulthood, increased interest for adult soccer teams is anticipated. Demand is strong in most communities for high-quality full-size fields.

Nearly one in four (23%) Kingsville households contain at least one member that participated in soccer in the past 12 months and more than half (52%) of respondents support spending for additional or improved outdoor soccer facilities, ranking 18th out of 27 facility types (down from 9th in the 2013 Master Plan). Stakeholders requested improvements to the Kingsville Recreation Complex (including a storage building space, lights on one field, shade, bike racks and parking upgrades) and Ridgeview Park (adherence to maintenance standards).



There are approximately 990 soccer players in the Kingsville and Cottam minor soccer programs (725 in Kingsville and 270 in Cottam), representing growth of 14% since the 2013 Master Plan was prepared. Much of this growth can be attributed to rising interest in travel teams within the Kingsville Soccer Association, although the number of house league participants is declining as a result. Stakeholders suggested that the current field supply is sufficient and an examination of schedules suggests that several fields are underutilized, particularly some of the mini fields at the Kingsville Recreation Complex, as well as the full field closest to Road 2 East.

At current registration levels, the Town provides soccer fields at a rate of one field for every 38 participants. Communities similar to Kingsville generally utilize a provision target of one soccer field for every 50 to 60 participants, suggesting that Kingsville currently provides soccer fields at an aggressive rate. Put another way, this translates to one field per 865 residents, nearly twice as great as the country-wide average of one field per 1,600 persons. Assuming straight-line growth, there will be a need for 24 soccer fields by 2037 when the town's population reaches 27,290. This is two fewer fields than the town currently provides, indicating a sustained surplus.

No additional soccer fields are recommended during the course of this Master Plan. The removal of a small number of under-utilized fields from the inventory may be contemplated should there be higher priority needs for park space. Despite a modest surplus of fields, there is a need for improved field quality (specifically at Ridgeview Park) and supporting infrastructure (e.g., a storage/support structure to serve the fields at the Kingsville Recreation Complex).

Ball Diamonds

The Town maintains 12 ball diamonds, including three lit, seven unlit and two t-ball diamonds. Eight ball diamonds are located at the Kingsville Recreation Complex and the remaining four ball diamonds are located at Ridgeview Park; it is notable that most of the diamonds at Ridgeview Park overlap with soccer fields, thus they are only used four days per week. In addition, lower quality fields exist at local schools, though these are seldom used for organized play. The per capita ball diamond supply in the Town of Kingsville (one per 1,875 persons) is slightly lower than the county-wide average (one per 1,600 persons).

Echoing trends across Ontario, youth participation in baseball has recently been increasing in Kingsville after years of slow decline – since the 2013 Master Plan, youth registration has increased by over 50% (215 players). Interest in adult ball remains strong as well with a new adult league starting up in Cottam. One in four (24%) Kingsville households contain at least one member that has participated in baseball or softball in the past 12 months, ranking 11th out of 26 activities. One half (51%) of households support additional spending on baseball and softball facilities, ranking 19th out of 27 facility types. Stakeholders requested one additional full-size diamond at the Kingsville Recreation Complex, as well as improvements to the diamonds at Ridgeview Park and the Kingsville Recreation Complex.

The condition assessment undertaken for this Master Plan confirmed that the Town's existing ball diamonds require improvements to address current needs. Specifically, the diamonds at Ridgeview Park require enhanced infields (including one with a pitching mound) to improve safety and accommodate age and level-specific play; it is understood that some improvements are planned in the short-term. In addition, the fencing, dugouts and lighting serving the Kingsville Recreation Complex diamonds are approaching the end of their lifespan and will require repair and/or replacement. The Town should work with ball groups to identify priority investments and develop a funding plan that can be phased in over a period of time.

It is estimated that there are approximately 995 registered ball players in Kingsville for 2012 (590 youth and 405 adult). The Town is providing one ball diamond for every 74 participants (based on a supply of 13.5 fields, where each lit diamond is equivalent to 1.5 unlit diamonds due to extended play opportunities). The 2013 Master Plan recommended a market-driven provision target of one unlit diamond equivalent for every 75 participants, suggesting that the Town's diamonds are at capacity; a review of schedules confirms this to be the case. Assuming straight-line growth, demand for 2.5 additional unlit diamonds (or one lit and one unlit diamond) is projected by 2037 when the town's population reaches 27,290. It is recommended that the Town work with baseball and soccer groups using the Kingsville Recreation Complex to determine the feasibility of adding one full-size ball diamond with lights in the short-term, and longer-term consideration of a second additional diamond; these projects may require repurposing of under-utilized spaces and/or park expansion.



Hard Surface Courts

Tennis, pickleball and basketball courts are analyzed together in this Master Plan due to their similar design/footprint and opportunities for multi-use court construction.

Tennis

Tennis participation has fluctuated throughout the last few decades since peaking in the 1970s. After years of declining interest, the sport is seeing a bit of a resurgence in some communities, driven by the success of professional athletes and enhanced profile of the sport. Locally, membership in the Kingsville Tennis Club is stable, though the Master Plan survey found lower interest in tennis, with 9% of households reporting participation in the past 12 months (lower than pickleball at 11%).



The Town provides a total of six tennis courts at two locations – four courts at the Kingsville Recreation Complex (operated by the Kingsville Tennis Club) and two courts at Ridgeview Park; all courts were recently resurfaced. This supply translates into a service level of one tennis court for every 3,750 residents, greater than the county-wide average of one court per 5,000 persons.

The 2013 Master Plan suggested a provision target of one tennis court for every 4,000 residents; however, with the proposed development of dedicated pickleball courts, it is recommended that this target be modified to one tennis court per 5,000 persons. As such, the Town's supply of six courts should be sufficient to meet needs throughout the planning period. To enable future interest in the sport, it will be important to maintain public access to club courts (time/day restrictions will apply).

Pickleball

Pickleball is a quickly growing indoor and outdoor sport and is especially popular among older adults. The sport is described as a lower intensity paddle sport that can be played on dedicated courts or modified tennis courts (it requires a badminton-sized court with a net that is slightly lower than tennis height). Pickleball is easy for beginners to learn, but can develop into a quick, fast-paced, competitive game for experienced players. Although the Master Plan survey found low support for the activity, many suggestions for dedicated pickleball courts were received through other consultation tactics.

At present, there are no dedicated pickleball courts in the town, although pickleball users have previously shared space with the Kingsville Tennis Club. The average level of pickleball court provision across the county (Amherstburg, LaSalle and Tecumseh presently have courts that are used for pickleball) is currently one court per 17,800 persons, though the provision rate is increasing as more courts are developed to support this growing sport. The sport is also increasingly being played indoors on gymnasium, hall and arena floors.

The 2013 Master Plan recommended that pickleball be accommodated on the existing tennis courts as a pilot program to gauge interest and determine whether permanent outdoor courts were warranted. The Town initiated this pilot program and a local pickleball group – capped at 100 members due to limited hours – has shown that there is support to build dedicated courts. The Town is currently working with the pickleball group on a proposal to develop a dedicated outdoor facility to address needs during the period of this Master Plan; should this project be realized, court usage should be monitored to inform future needs.

Basketball

Outdoor basketball courts are relatively low cost and easily incorporated into local parks, thus allowing easy access and opportunity for spontaneous, informal play. Outdoor hoops at schools and private residences meet a portion of demand. Some interest was expressed through the Master Plan consultation for outdoor basketball court improvements (48% of households supported additional investment, ranking 21st out of 27 facility types).

The Town provides basketball courts at two locations (Cedar Island Park and Ridgeview Park) and a third court is proposed for the redevelopment of Lions Park. The anticipated supply of three basketball courts translates into one court for every 7,500 residents, below the county-wide average of one per 4,700 persons. A target of one basketball court per 800 youth (ages 10-19) was recommended in the 2013 Plan. The 2016 Census reported 2,515 youth residents, suggesting a need for three basketball courts, a level of provision that will be achieved once Lions Park is redeveloped. Additional courts may be considered on a case-by-case basis, with the support of a public consultation process and consideration of geographic distribution. Improvements to the court at Cedar Island Park are recommended (see Section 7.4).

Skate Parks

Skateboarding has demonstrated sustained longevity and has become a mainstream sport – along with BMX biking and inline skating – among many youth, and to a lesser extent, children and young adults. The unstructured, unscheduled, and low-cost nature of skateboarding also adds to its appeal.

The Town provides one skateboard park at the Kingsville Recreation Complex. By providing an authorized venue for skateboarding, these facilities offer a safe location for users to participate and can also help to reduce damage to public and private property.

Master Plan input suggests that additional opportunities for skateboarding are low priorities. This finding is supported by the provision analysis, which finds that the Town's skate park service level is presently one per 22,500 residents, greater than the county average of 26,600 persons. Insufficient demand currently exists to consider the development of a second skateboard park in the Town.



Off-Leash Dog Parks

Dog parks are becoming increasingly popular park spaces, particularly in urban areas where residents may not have access to private open space for their pets to run freely. Demand for these facilities has grown as pet ownership rates are rising and communities do not typically allow dogs to be off-leash on public property (as regulated by municipal by-laws). Dog walking is not only beneficial for pets, the activity provides owners with an opportunity to get outside and socialize; this is particularly true for older adults and seniors who often find pet ownership helps prevent social isolation and encourages outdoor activity.

The Town established its first off-leash dog park in 2016 (Linden Beach Dog Park), south of York Park and adjacent to the sewage treatment facility. The park is sufficiently large for the level of use and is located away from residential areas. It lacks shade or benches, although trees have recently been planted.

The Linden Beach Dog Park appears to be meeting current demand levels. One in every six survey respondents reported that they had participated in off-leash dog walking within the last 12 months. Dog parks ranked 24th out of 27 facility types, receiving support for additional spending from just 40% of survey respondents. No changes are recommended to the supply of off-leash dog areas in the town over the course of this planning period.



Recommendation & Actions

14. Update plans and identify funding sources for the renewal and development of community supported outdoor parks and recreation facilities.
- a) **TRAIL NETWORK:** Continue to place a priority on implementing the County Wide Active Transportation Strategy (CWATS) and Town of Kingsville Active Transportation Master Plan (ATMP) to address gaps in the on- and off-road network. Undertake an update to the ATMP in 2022.
 - b) **PARK PATHWAYS:** Seek options for improving the accessibility of trails and pathways within the Town's parks system, including paving primary trails within Lakeside Park and improvements to Sumac Bridge. Community-wide walkability and bikeability audits may be conducted to identify other areas for improvement.
 - c) **BEACHES:** Develop a Beach Maintenance Plan to review maintenance standards and management practices.
 - d) **MARINA:** Initiate phased implementation of the Cedar Beach and Marina Action Plan and seek funding to implement marina improvements.
 - e) **PLAYGROUND DESIGN:** Continue to support the playground replacement program, including installation of natural playground components in appropriate locations. Replace sand bases in playgrounds with engineered wood chips whenever possible to accommodate accessibility standards.
 - f) **NEW PLAYGROUNDS:** Provide playgrounds within 500 metres of residences within urban areas, unobstructed by major barriers. To meet this standard and to complement planned park sites, playgrounds are recommended for Ruthven (site to be determined) and Mettawas Park.
 - g) **OUTDOOR FITNESS:** Confirm community interest in installing an outdoor fitness circuit as part of a future park development or redevelopment project.
 - h) **SOCCER FIELDS:** Work with soccer associations to install a storage structure for the soccer fields at the Kingsville Recreation Complex, address maintenance standards at Ridgeview Park, and examine options for establishing a sports field allocation process.
 - i) **EXISTING BALL DIAMONDS:** Work with ball groups to identify and prioritize necessary field improvements. Develop a funding plan that can be phased in over a period of time.
 - j) **NEW BALL DIAMONDS:** Examine the feasibility of adding one full-size ball diamond with lights to the Kingsville Recreation Complex in the short-term, and longer-term consideration of a second additional diamond; this may require repurposing of under-utilized spaces and/or park expansion.
 - k) **PICKLEBALL COURTS:** Work with the local pickleball group to facilitate additional access to outdoor facilities; dedicated courts should be accompanied by an appropriate fundraising campaign.
 - l) **SPLASH PADS:** Develop a splash pad and support building as part of the proposed development of Mettawas Park.

9 Arts & Culture Assessment



This section reviews creative and cultural assets and identifies strategies to enhance opportunities and partnerships within this sector.

For the purposes of this Plan, “culture” is broadly defined as the arts, cultural industries and heritage resources. It includes (but is not limited to) the following opportunities and assets:

- artistic talent and expression (music, theatre, dance, visual art, film, media arts and literature);
- built heritage;
- natural heritage landscapes;
- museums and archives; and
- events, festivals and tourism.

9.1 Arts and Culture in Kingsville

Arts and culture are powerful contributors to the Town’s economic prosperity and quality of life. They bring people together through a shared set of values, traditions and histories that define and shape the community. Kingsville’s cultural scene is vibrant and growing, attracting professionals, creative people and educated entrepreneurs that are seeking authentic experiences and looking for creative outlets to share their talents. In 2018, Kingsville was identified as a top ten city (population under 50,000) based on the number of cultural events and activities offered through Culture Days.

Culture exists throughout Kingsville, not just in the downtown area where key assets such as the Carnegie Building and Lakeside Park are visible reminders. It exists in churches within the smaller communities and rural areas, along Kingsville’s waterfront, within the Town’s many parks and trails, at museums and cemeteries, and within the schools and libraries. It is the flowering baskets and banners on main streets, it is the many restaurants that attract visitors to Kingsville, it is in the architecture of the town’s many historic buildings, it is the views and vistas of Lake Erie and the countryside, it is the vibrancy created by special events such as the Fantasy of Lights and concerts at Migration Hall, it is the dance lessons provided by local businesses, it is the learning and inspiration provided by destinations like Jack Miners Bird Sanctuary and John R. Park Homestead, it is the prominent agricultural and wine industries that define the countryside, it is the many social gatherings that are hosted in local halls, it is the leisure activities that occur in parks and beaches and marinas, and so much more. While the Town



may not have a single destination or premier attraction, the totality and range of cultural resources in Kingsville and surrounding areas is impressive and presents many opportunities for future growth and success.

Given the very broad scope and impact of arts and culture in the Town, it is recognized that there are many key stakeholders responsible – directly or indirectly – for its care. This includes community groups such as the Horticultural Society and Kingsville Historical Park, learning institutions such as schools and libraries, the many volunteers that organize local activities and events, the hospitality industry that serves and accommodates locals and visitors, the Town and Conservation Authority that host many of these activities within their parks and facilities, the Tourism Windsor Essex Pelee Island that is the regional tourism body, and many more.

In order to thrive; however, efforts must be nurtured and supported through thoughtful planning. Over the years, the lead responsibility for governance and marketing has been shared by a blend of ad hoc groups, Arts Society of Kingsville and the Business Improvement Area (BIA). Currently, many organizations are acting independently, with limited coordination. The Town – which has a long and successful history of coordinating events such as Tall Ships and Festival of Lights – has recently become more involved with the tourism aspects of arts and culture (a Tourism Plan is currently under development). With the opening of the Grovedale House in 2019, the Town of Kingsville will have another venue dedicated to community events, offering greater opportunity to enhance local arts and cultural programming.

A cohesive and coordinated approach to arts and cultural tourism, events, programs, and promotion is needed to leverage existing resources and maximize benefit for all. This is a task for many, not few. The Town is represented by the Arts Council Windsor & Region (ACWR), a non-profit organization that serves all disciplines of individual artists, arts organizations and non-arts partners in promoting, developing and realizing creative activity. The ACWR has a regional focus as there are strong intra-regional partnerships and tourism impacts associated with the arts.

However, stakeholders are looking to the Town to provide additional leadership to enhance local arts, culture and tourism activities. To be effective, a strategic approach is necessary. The creation of a Kingsville-focused Cultural Roundtable comprised of local stakeholders (including municipal representation) and that is supported operationally by the Town is recommended. Cultural Roundtables have had success in many communities, such as Orillia, Wellington North, Halton Hills, Kawartha Lakes and Minto. This is different from the Council-appointed Parks, Recreation, Arts and Culture Committee. The Roundtable would be a service-oriented body tasked with: professional development and capacity building for artists and arts groups; lobbying and incubating new ideas, projects or spaces; and advocacy and communications⁴. Responsibility for exhibits, programs,



⁴ For more information, see: Ontario Arts Council. [Fostering Arts at a Local Level: A review of Community Arts Councils in Ontario](#). May 2011.

events, etc. would remain with the respective organizations – unchanged from the current structure. By bringing all voices together and working towards a common vision that focuses on Kingsville’s unique cultural, natural and historic assets, the community can achieve more.

Recommendation & Actions

15. Facilitate the creation of an effective governance structure for local arts, culture and sector-related tourism.

- a) **CULTURAL ROUNDTABLE:** Investigate the feasibility of developing a local Cultural Roundtable responsible for capacity-building, coordination, advocacy and communication of local arts and cultural activities. Develop a Strategic Plan to guide the work of the group and identify short-term priorities.

9.2 Maximizing Arts and Cultural Assets

The town is home to a growing number of assets that serve the arts and cultural industry. The municipality has responsibility (often shared with others) for many of these spaces, including the Grovedale House, Lakeside Park, Migration Hall, Carnegie Arts, Culture & Visitor Centre, Kingsville Historic Park and more. User-driven databases and cultural mapping initiatives completed by the Windsor Essex Economic Development Corporation are among the many resources that help to promote these assets.



To accommodate growing demand, the Town has recently developed the Grovedale House – a community facility set to open in 2019. The historic Grovedale House was originally a two-storey inn built in 1886. In 2016, the Town of Kingsville purchased this building with plans to restore the structure to its former Victorian splendour and incorporate the property into the adjacent Mettawas Park development. Ultimately, due to the building’s deteriorating condition and limitations, the decision was made to demolish the structure and to replace it with a multi-use facility that would better serve the needs of residents and visitors. The Grovedale House will provide additional community and cultural space to address unmet rental and activity demand at the Lakeside Pavilion and to establish new programs and events in the community. It is recommended that the Town assess usage of the Grovedale House for a period of one to two years (including revenues/costs,

events/programs/rentals, unaccommodated requests, potential partnerships, desired improvements, etc.), then use this information to develop a business plan to guide its long-term role and function in the community. Consideration should be given to the viability and role of other venues within the town, including but not limited to Migration Hall and the Lakeside Park Pavilion.

Located on Division Street South in Downtown Kingsville, the Carnegie Arts, Culture & Visitor Centre creates a focal point for tourist information, workshops and showcasing the arts. This facility also provides office space for the BIA (which is responsible for the facility's day-to-day operations) and Folk Festival. Opportunities to maximize cultural and community access to this facility should continue to be sought.

Another prominent local facility is Migration Hall, which is a multi-use facility that can be used for many gymnasium-based sports, as well as various community events and shows. It is managed by the Migration Hall Committee and access is dependent upon school activities and community events. This Master Plan proposes that the Town assess viability and community interest in securing the hall if it is declared surplus by the school board through the proposed replacement of the high school (see Section 8.1).

Recommendation & Actions

16. **Maximize community benefit through the operation of municipal cultural venues that work together as a system of complementary spaces.**
 - a) **GROVEDALE HOUSE:** Develop a business plan for the Grovedale House following a one- to two-year period of operation, during which strengths, weaknesses, opportunities and threats can be more thoroughly assessed.
 - b) **CARNEGIE ARTS, CULTURE & VISITOR CENTRE:** Continue to work with the community to maximize cultural and community access to the Carnegie Arts, Culture & Visitor Centre.

9.3 Supporting and Expanding Arts and Cultural Opportunities

Interest has been expressed in growing the local arts and culture sector. The 2018 Cottam Revitalization Plan found a desire for arts programming in the community, as well as the establishment of arts-based festivals. Kingsville's Economic Development Strategic Plan encourages growth in the Town's arts, culture and heritage sector and supports the development of a "brand" and additional events and festivals. Past municipal strategic plans have recommended that the Town provide a higher level of cultural opportunities to visitors and residents, including events and attractions such as community theatre, heritage awareness and musical events. Several Town-sponsored festivals have cultural components (e.g., Migration Fest, Folk Festival, Fantasy of Lights, Ruthven Apple Festival, Highland Games, Village of Cottam Rotary Horse Show and Fall Festival) and interest is growing.



The Master Plan survey found support for investing in the cultural realm. More than three-fifths (62%) of households indicated that arts and cultural facilities such as museums, theatres, and art galleries are important or very important, but only one-half (51%) were satisfied or very satisfied with Kingsville's arts and cultural facilities. The majority (57%) of survey respondents support additional spending for arts centres for creating visual art, crafts, and other works. Additionally, more than one-third (36%) of survey respondents face barriers to participating in arts and cultural activities, with 45% of this subset identifying a lack of programs and facilities as a primary barrier.

People are seeking value-added, high-quality and unique cultural opportunities that can fit into busy lifestyles. To address growing needs, the Town has dramatically increased its cultural program component in recent years. The Town remains focused on hosting existing and new events (e.g., Movie nights, Concert Series, Kids in the Kitchen, Paint and Sip, etc.) and has also been working with community organizations (e.g., Art Society of Kingsville, Music Moves Kids, etc.) to expand cultural programming and events such as Tall Ships and Highland Games. However, more resources and partnerships are required to support expanded offerings. In response to demonstrated demand, the Town should continue to pursue arts and cultural-related program and activity ideas that leverage municipal and community resources.

Emerging opportunities made possible through facilities such as the Grovedale House may further engage residents who are not currently participating in these types of programs to become involved, including children and youth. Older adults and seniors benefit from involvement in arts and culture programs and they are also the most likely to be limited in their ability to travel – whether by choice or mobility challenges. Locally-based and affordable provision, therefore, is important to ensuring accessibility. Development of future programming and events should focus on inclusive opportunities for interested participants of all ages, interests and abilities. For more on possible areas of program expansion, see Section 6.3.



To support these efforts, an integrated marketing plan that addresses art and culture, tourism, sport and more is needed. This may be developed by the Town in their role as the local communications facilitator or an oversight body such as the recommended Cultural Roundtable. Under either scenario, appropriate municipal resources for implementation are required, including staff resources.

The Town may also benefit from the development of a policy to guide the installation of public art in civic spaces and to encourage public art in development proposals. Public art (e.g., sculptures, murals, walkways, fountains, street furniture and other works, both permanent and temporary) is a means for beautifying and celebrating the area's rich heritage, promoting creativity, and enhancing community identity and pride. In the past, the Town has received proposals from residents offering to design and construct outdoor artwork within appropriate municipal locations, but does not currently have a policy or guidelines in place to evaluate these proposals.

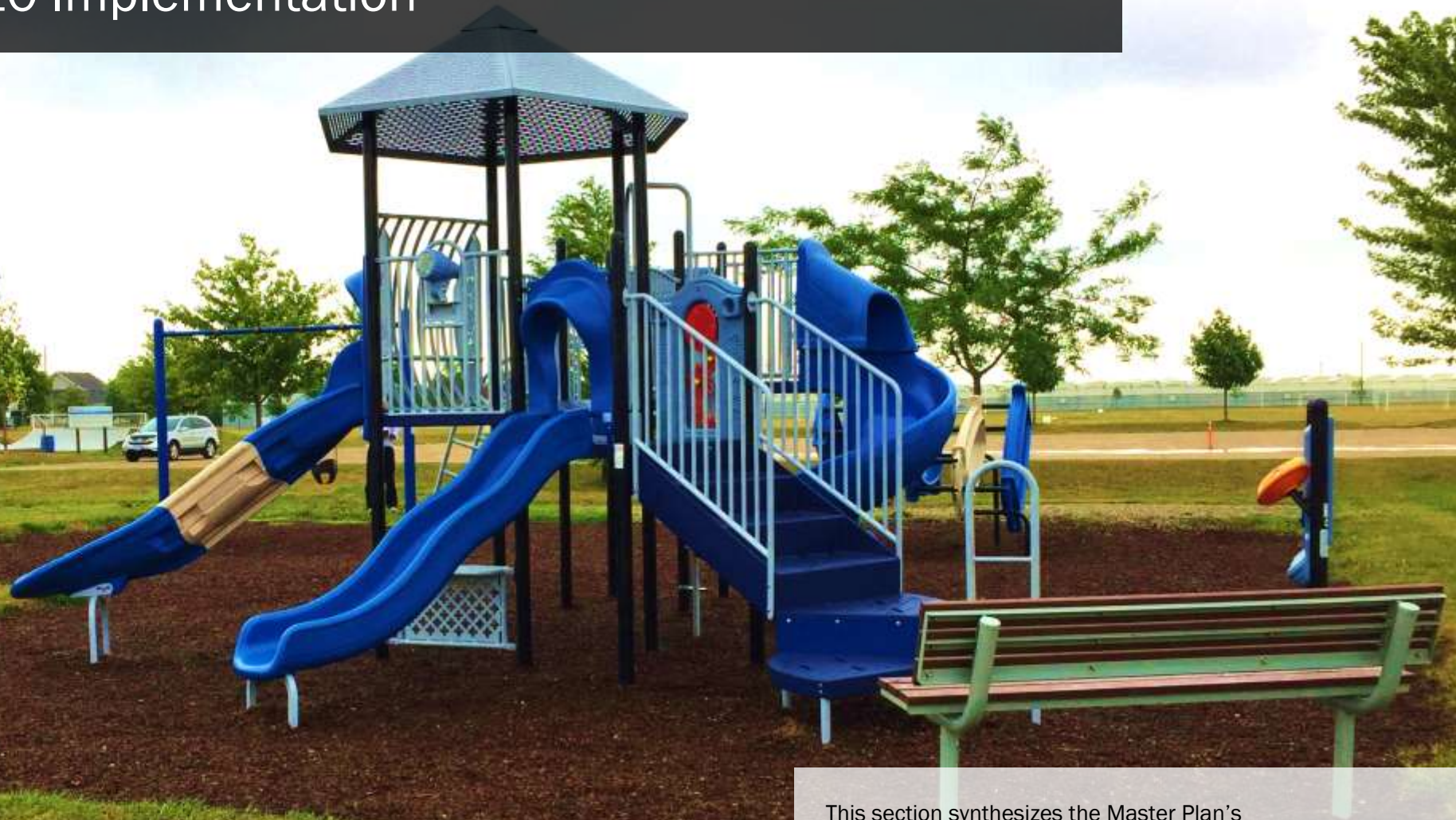
Such a policy would address the formation of an advisory panel, standards of appearance, structural durability and safety, and desired locations within the public realm. Through Official Plan policy, the Town may also consider the requirement for development proposals meeting key criteria to contribute to the public art program.

Recommendation & Actions

17. **Work with the community to grow the breadth of local arts and culture events and programming.**
- a) **PROGRAMS & EVENTS:** Continue to encourage capacity-building and partnerships that support arts and cultural programs and events focused on inclusive opportunities for participants of all ages, interests and abilities.
 - b) **PUBLIC ART POLICY:** Develop a Public Art Policy to guide decision-making relating to the display and installation of art within parks and other civic spaces, including through the land development process.
 - c) **MARKETING PLAN:** Develop an integrated strategy for marketing and communications related to Kingsville's arts, culture, and tourism sectors. Allocate dedicated resources to support successful implementation of the marketing plan.



10 Implementation



This section synthesizes the Master Plan's recommendations by summarizing their priorities, timing and key considerations for their implementation. Guidelines for reviewing and updating the Master Plan are also identified, as are potential funding sources.

10.1 Keeping the Master Plan Alive

The Town accomplished much of what was set out in the 2013 Master Plan. Of the recommendations that were not fully implemented, most were large-scale projects that required significant time and human/financial resources – both municipal and community – such as park development and redevelopment. By setting priorities, creating a phased plan for implementation, and working with community stakeholders to achieve more, we can ensure that the intent of this Master Plan and its main recommendations are achieved over the next ten years.

In doing so, the Town should regularly review and assess – and periodically revise – the recommendations of the Parks, Recreation, Arts and Culture Master Plan. This will ensure that the directions remain reflective of current realities and responsive to the changing community needs. This will require monitoring of activity patterns, conducting annual reviews of the achievements of the Plan, determining which actions have or have not been implemented, tracking satisfaction levels of residents and undertaking a detailed ten-year update to the Plan.

Additional tasks are required to enable active implementation of the Plan, including the monitoring of participation levels and regular dialogue with the community. Through these mechanisms – or as a result of other internal or external factors – adjustment of resource allocations and priorities identified in this Plan may be required.

Reviewing the Plan requires a commitment from all staff involved in the delivery of parks, recreation and cultural services, Council and the public. An appropriate time for this is prior to the annual budgeting process. The following steps may be used to conduct an **annual review** of the Master Plan:

- Review of the past year (recommendations implemented, capital projects undertaken, success/failure of new and existing initiatives, changes in participation levels, issues arising from the public and community groups, etc.);
- Issues impacting the coming year (anticipated financial and operational constraints, political pressures, etc.);
- Review of the Plan for direction regarding its recommendations;
- Preparation of a staff report to indicate prioritization of short-term projects and which projects should be implemented in the coming year based upon criteria established by staff (e.g., financial limitations, community input, partnership/funding potential, etc.);
- Communication to staff and Council regarding the status of projects, criteria used to prioritize projects and projects to be implemented in the coming year; and
- Budget requests/revisions as necessary.

Recommendation & Actions

18. Position the Parks, Recreation, Arts and Culture Master Plan as a living document.

- a) **MASTER PLAN AWARENESS:** Post the Master Plan on the Town's website as a resource for the community, Council and staff.
- b) **MONITORING & REPORTING:** Develop and implement a system for the regular monitoring and reporting on the progress of the Master Plan, such as the collection of participation/registration data and annual reports to Council and/or the community.

- c) **ANNUAL WORK PLAN:** Continue to work with the PRAC Committee to develop annual work plans for the Master Plan, with key priorities identified on a year-to-year basis.
- d) **IMPLEMENTATION TOOLS:** Conduct feasibility studies and business plans (with input from the public) prior to developing or expanding major park sites and recreation facilities to ensure that projects are aligned with community needs, partnership opportunities and financial capacities.
- e) **MASTER PLAN REVIEW:** Undertake a full update of the Parks, Recreation, Arts and Culture Master Plan in five to ten years (2024-2029).

10.2 Potential Funding Sources

To assist with implementation, several potential funding opportunities – in addition to direct taxation – have been identified below.

Development Charges / Community Benefit Charges

Note: In June 2019, the Province passed Bill 108 which – among other items - seeks to remove parks and recreation services from the Development Charges Act. These will be considered under a new Community Benefits Charge By-law (as will be set out in proclamation) should the Town wish to impose one. It is proposed that the legislative provisions related to community benefits charges would come into force on January 1, 2020. Implications of Bill 108 are under review by the Town.

Development charges are fees that are collected through the building process in order to address the growth-related infrastructure needs of a community. Up to 90% of eligible capital projects may be funded through development charges, with the remaining 10% financed by the municipality through other sources. Funding limitations (pre-Bill 108) include replacement portions of facilities, arts and cultural facilities, historical service level deficiencies, or excess capacity as a result of the pre-emplacement of facilities. Many of the items identified in this Master Plan are partially or fully growth-related, thus will be eligible for Development Charge / Community Benefit Charge funding.

Parkland Cash-in-Lieu

Note: In June 2019, the Province passed Bill 108 which – among other items – seeks to amend the Planning Act and provisions related to the alternate parkland rate (upon proclamation). Implications of Bill 108 are under review by the Town.

The Planning Act establishes a framework for the dedication of parkland and possible alternatives, with implementation policies identified through official plans. One such alternative to land dedication is the conveyance of cash-in-lieu of parkland generated by development or redevelopment. At the Town's discretion, cash-in-lieu may be used to purchase parkland, to acquire associated machinery or equipment and/or for parkland development. Bill 108 proposes to remove the alternative parkland dedication rate (1 hectare per 300 units or 1 hectare per 500 units if accepting cash-in-lieu), as well as make broad changes to Section 37 (community benefits).

Municipal Reserves

On occasion, municipalities may decide to set aside monies accrued from tax dollars or other revenue sources for special projects, such as the development or expansion of a specific community facility or park. In addition, annual lifecycle reserves that are earmarked to fund the maintenance and state-of-good-repair of existing facilities are becoming more common.

Fundraising, Donations & Sponsorships

The capital and ongoing operational costs of constructing parks and facilities are substantial and will inherently place pressures on the municipal budget. Seeking assistance from the community to contribute resources towards the construction and/or operation of parks and facilities can be an effective way to provide services and spaces that are truly desired by residents. In the past, many local user groups have collected donations and/or participated in fundraising for new facilities and this practice is expected to continue. The Town's Community Grant Fund provides guidance in this regard.

User Fees & Surcharges

User and rental fees vary considerably based on the type of activity/facility in question. For example, ice rentals comprise the bulk of the revenue stream for an arena but are less consequential for lower use spaces such as a meeting room. Nevertheless, increases in user fees – often achieved through a project-specific surcharge – can be used to offset the costs associated with capital upgrades.

Debenture Financing

In cases where alternate sources of funding are unavailable, some municipalities have shown a willingness to finance a portion of major capital expenditures. Depending on the municipality's credit rating, this can be a more expensive funding alternative and can impact the future borrowing rate and fiscal capacity.

Ongoing Government Programs

One example of an ongoing government program is the Federal Gas Tax Fund, which provides municipalities with a long-term funding stream that can be used for the construction and rehabilitation of core public infrastructure, including roads, bridges, drinking water and wastewater infrastructure, and recreational facilities (e.g., trails, bike lanes, etc.).

One-Time Grants

Municipalities often seek financial support from senior levels of government for major municipal capital projects. In 2017, the Federal budget made commitments towards infrastructure investments in the recreation sector through the "Investing in Canada" Plan – it is anticipated that the Community, Culture and Recreation Infrastructure funding stream (amounting to \$407 million across Ontario over 12 years, with up to 40% support for eligible municipal projects) will support new, expanded or renewed facilities. Another opportunity may be the Canadian

Experiences Fund, a two-year \$58.5-million national program to help Canada's tourism sector innovate and grow. The presence of an approved Master Plan is often a requirement to securing grant funding.

Partnerships

To maximize benefits to the community, the Town may consider engaging in collaborations or partnerships with the private sector, non-profit sector, or other levels of government to develop and/or operate various facilities and services. Detailed feasibility studies and the development of agreements will be required to ensure that these arrangements yield the desired results.

Cooperation between Municipal Neighbours

Cooperation between municipalities is essential to the effective delivery of parks and recreation services. Residents are not concerned about municipal boundaries if their access to and enjoyment of a recreational experience is unencumbered by local politics. Throughout Ontario, municipalities benefit from various types of cooperation, including joint services agreements that allow cost-efficient access to facilities by residents in another municipality.

Recommendation & Actions

19. **Employ a broad range of financial processes and practices to maximize contributions toward the full implementation of this Master Plan.**
 - a) **ALTERNATIVE FUNDING:** Where appropriate and consistent with municipal policies and priorities, consider alternative funding and cost-sharing approaches such as (but not limited to) surcharges, fundraising, grants, sponsorships and naming rights, parkland cash-in-lieu (CIL) reserves, and various forms of collaboration to provide the best value to residents. Redirect proceeds and operational savings from the sale or disposition of surplus parkland to other priority projects within the parks system.
 - b) **OPERATING FUNDS:** Assess operating budget implications and partnership options prior to approving major capital projects.
 - c) **LIFECYCLE PLANNING:** Continue to contribute toward annual lifecycle reserves to offset the repair and replacement costs associated with parks, recreation, arts and cultural infrastructure. Annual funding amounts should be increased over time to achieve fully funded status.
 - d) **MASTER PLAN ALIGNMENT:** Use this Master Plan as a resource in developing the Town's annual budget documents, Development / Community Benefits Charges studies, secondary plans and related studies.

10.3 Timing and Priority of Actions

The timing of the projects proposed in this Master Plan recognizes the need for phased implementation and/or outside funding sources as some actions are based upon what is needed and not necessarily what is financially achievable by the Town at the present time. As part of the annual budget process, this Plan will be reviewed to identify areas where the availability of resources may affect the timing of implementation. Analysis of implementation options and budget implications should be undertaken prior to approving major projects.

The actions identified in this Master Plan are not intended to be a definitive list, as additional capital repairs, operating expenditures and other initiatives outside the scope of this Plan may be identified and prioritized on a case-specific basis. By approving this Plan, the Town is not bound to implementing every action or providing facilities/services in the order, amount or timing indicated; rather, this Plan provides guidance on community priorities and sets a general course for meeting the needs as they are presently defined.

The Town has limited resources and cannot afford to do everything that the community desires; this is one of the primary reasons for undertaking a Master Plan in the first place. Although the Town of Kingsville may experience challenges in providing the appropriate financial and human resources to achieve the Master Plan's actions, the Town should make every reasonable effort to implement these strategies through appropriate and acceptable means. The full implementation of this Plan will require the use of municipal taxation, development charges and/or community benefit charges, grants, fundraising and/or collaborations with community partners.

Determining priorities is an exercise that should be revisited each year prior to the Town's budget development exercise. **It is expected that the Town will make decisions on individual projects and funding sources annually through the budget process.** In addition to funding availability, factors that might affect priorities year to year may include:

- capital lifecycle and considerations of safety;
- legislation and mandated requirements;
- changes to service standards;
- public input and community interests;
- emerging trends and changes in participation rates;
- availability of alternate providers; and
- socio-demographic changes and growth forecasts.

Priority is often, but not always, synonymous with timing – the higher the priority, the sooner the action should be implemented. Priority has been determined based on an assessment of need, as identified throughout the planning process and with consideration of public input, trend and demographic analysis, capacity and demand, etc. Generally, municipalities seek to make efficient use of resources through initiatives that have the broadest community benefit and serve the widest range of needs.

Within the tables that follow, the priority and timing of actions are organized into the following categories, with key considerations and potential cost impacts identified for selected actions:

Priority

High Priority: Immediate attention is recommended during the proposed timeframe.

Medium Priority: Attention is required when high priority actions have been initiated or completed, or when suitable partners have been identified for funding.

Lower Priority: Attention is required when high and medium priority actions have been initiated/completed.

Timing (generally aligned with Council terms)

Short-term (1-4 years): 2019 to 2022

Medium-term (5 to 8 years): 2023 to 2026

Longer-term (9 years and beyond): 2027 and beyond

Ongoing: Continuous directions that should be implemented throughout the course of the entire planning period

Considerations (cost impacts, linkage to Master Plan goals, ongoing best practice, responsible party, etc.)

Potential Cost Impacts (all cost estimates to be confirmed through future study)

Minor (\$): estimated at \$100,000 or less

Moderate (\$\$): estimated to be between \$100,000 and \$500,000

Major (\$\$\$): estimated at \$500,000 or more

Goals (see Section 5)

Goal 1: Foster an Active and Age-Friendly Community

Goal 2: Work with Others to Expand Activity Choices

Goal 3: Maintain our Existing Assets

Goal 4: Plan for Emerging Needs

Goal 5: Grow Arts, Culture and Tourism

Goal 6: Promote Service Excellence and Financial Responsibility

Note: In the following tables, the recommendations and actions are numbered according to the order in which they are presented in the body of the Master Plan. They are not listed in priority order.

Table 14 Implementation Strategy: Service & Program Assessment (Section 6)

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|--|----------|-------------|-------------|-------|-------------------|---------------------------------|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| 1. MUNICIPAL ROLE: Continue to solidify the Parks and Recreation Department's role as a park/facility provider, community-wide event coordinator and program facilitator through consistent messaging in all communications, budgeting, policies and procedures. | | | | | | |
| a) FRAMEWORK FOR RECREATION IN CANADA: Align service delivery priorities and decision-making with the goals of the Framework for Recreation in Canada (2015), which include: Active Living; Inclusion and Access; Connecting People and Nature; Supportive Environments; and Recreation Capacity. | High | ● | ● | ● | 1, 2, 3, 4, 6 | Best Practice |
| b) AGE-FRIENDLY PLANNING: Prepare a municipality-wide multi-departmental Age-Friendly Plan to identify policies, services and structures that assist seniors and residents of all ages to lead healthy and active lives and stay involved in the community. This may require additional and/or external resources. | Medium | | ● | | 1, 2 | Cost impact: Minor (consultant) |
| 2. FUNDING AND SERVICE LEVELS: Encourage long-term financial sustainability through the cost-effective and efficient management of resources, appropriate application of user fees and the securement of external funding. | | | | | | |
| a) SERVICE REVIEW: Regularly undertake internal reviews of existing services and emerging pressures, with comparisons to similar municipalities. Report these results to the community to illustrate the value of services to taxpayers. | Medium | | ● | ● | 6 | Best Practice |
| b) TRUE COST ACCOUNTING: Identify the true cost to deliver parks, recreation and culture services (including direct and indirect costs) to support evidence-based decision-making and tracking of performance over time. | Lower | | ● | ● | 6 | Best Practice |
| 3. PROGRAMMING AND EVENTS: Continue to employ an asset-based community development approach in program delivery, whereby the focus is on building capacity within local organizations and becoming involved in direct provision of targeted services only where suitable community partners do not exist. | | | | | | |
| a) UNDER-SERVED GROUPS: Establish and grow locally-appropriate programming for under-served groups, including children/youth, adults/older adults, families, low-income households and those living in rural areas. | High | ● | ● | ● | 1, 2 | Best Practice |

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|---|----------|-------------|-------------|-------|-------------------|-----------------------------|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| b) COMMUNITY EVENTS: Continue to support and seek opportunities to enhance community events and initiatives that promote social cohesion, community pride, and increase awareness of local traditions and talents. | High | ● | ● | ● | 1, 2 | Best Practice |
| c) PROGRAM PARTNERSHIPS: Undertake a review of existing and potential partnerships and identify areas of potential future expansion in conjunction with local service providers and volunteers (e.g., Public Library, service clubs, organizations, etc.). | High | ● | ● | ● | 2, 6 | Best Practice |
| d) PROGRAM AND EVENT STRATEGY: Develop a Program and Event Strategy that more fully defines the Town's role in program and event facilitation, support and delivery. This may include the establishment of criteria for evaluating partnerships, developing quality program standards, priorities for investment and more. | Medium | | ● | | 1, 2 | May be completed internally |
| 4. STAFFING AND GOVERNANCE: Ensure that parks, recreation and culture staffing levels, resources and competencies keep pace with growth and changing responsibilities. | | | | | | |
| a) ORGANIZATIONAL STRUCTURE: Consider the findings and recommendations of this Master Plan as part of the Town's organizational review. | High | ● | | | 6 | Best Practice |
| b) STAFFING PLAN: Develop a five-year outlook for growing parks, recreation and culture staffing and operations, with consideration to existing and emerging pressures, seasonal work, cross-training initiatives, succession planning, etc. | High | ● | | ● | 6 | May be completed internally |
| c) GOVERNANCE: As part of the Town's Committee Review, explore interest in establishing an Age-Friendly Committee to support activity for residents of all ages. | Medium | | ● | | 1, 6 | Best Practice |

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|---|----------|-------------|-------------|-------|-------------------|--------------------|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| 5. POLICIES AND PROCEDURES: Establish and update policies and protocols to assist staff in standardizing internal processes and delivering consistent customer experiences. | | | | | | |
| a) POLICY AUDITS: Undertake regular reviews of municipal parks, recreation and culture policies and guidelines to ensure that they are up-to-date, accurate and appropriate. Steps should be taken to address gaps in policies and procedures, where applicable. | Medium | ● | ● | ● | 6 | Best Practice |
| b) PERFORMANCE MEASURES: Identify key performance indicators and targets that illustrate the value of parks, recreation and culture services. Report these figures to the community on an annual basis. | Lower | ● | ● | ● | 6 | Best Practice |
| c) TRACKING USAGE & PARTICIPATION: Collect registration data annually from all organizations that use Town parks and facilities. Monitor utilization to assist in tracking trends, changing demands and allocation. | High | ● | ● | ● | 4 | Best Practice |
| 6. RATES AND FEES: Ensure the fair, equitable and transparent determination and application of rates and fees to offset costs associated with dedicated access and services. | | | | | | |
| a) RATES AND FEES: For parks and recreation items within the Fees and Charges By-law, maintain the practice of annual inflationary adjustments and consideration of broader cost impacts. Where applicable, significant changes should be phased in over multiple years. | High | ● | ● | ● | 6 | Best Practice |
| b) FINANCIAL ASSISTANCE: Monitor demand for financial assistance programs and adjust funding levels as necessary to ensure that participation barriers are mitigated. Opportunities to extend funding to indirect/partnered programs should also be explored. | High | ● | ● | ● | 1, 6 | Best Practice |
| c) COST RECOVERY: Consider establishing minimum thresholds for cost recovery to assist in the establishment of rates and fees. | Lower | | ● | | 6 | Best Practice |

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|--|----------|-------------|-------------|-------|-------------------|--------------------|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| d) FEE WAIVERS: Monitor the recently-established fee waiver protocol (which helps to offset costs to community groups providing eligible activities or events) to ensure that it is consistent and effective. | Lower | ● | | | 1, 6 | Best Practice |
| 7. WORKING WITH OTHERS: Pursue partnerships and sponsorship opportunities to reduce reliance on tax dollars in providing quality parks, recreation, and cultural services in Kingsville. | | | | | | |
| a) ACCESS TO SCHOOLS: Work with other providers to maximize public access to community and recreation opportunities within existing and new schools. | High | ● | ● | ● | 1 | Best Practice |
| b) MUNICIPAL COOPERATION: Continue to engage adjacent municipalities on initiatives that improve collaboration and promote access to regional services for Kingsville residents. | Medium | ● | ● | ● | 2 | Best Practice |
| c) UNSOLICITED PROPOSALS: Require proponents of unsolicited proposals for non-core services to prepare business plans for the Town's consideration. Use a standard set of criteria to evaluate municipal participation in proposals from outside interests. | Medium | ● | ● | ● | 2, 6 | Best Practice |
| d) VOLUNTEER RECOGNITION: Create a volunteer recognition and annual awards program to celebrate outstanding achievements and contributions to parks, recreation and cultural services in Kingsville (in addition to the current Kingsville Business Recognition Awards). | Medium | | ● | | 2 | Best Practice |
| 8. COMMUNICATIONS AND MARKETING: Continue to utilize and enhance a variety of communication tools to promote parks, recreation and culture services, with guidance from the Town's forthcoming Communications Strategy. | | | | | | |
| a) PUBLIC ENGAGEMENT: Make meaningful public and stakeholder engagement a mandatory requirement for all major capital projects and decisions impacting the community and user groups. Seek opportunities to regularly share and solicit information with community organizations. | High | ● | ● | ● | 2 | Best Practice |
| b) AWARENESS: Continue to work with community groups to generate greater use of the online event calendar and Activity Guide. | High | ● | ● | ● | 2 | Best Practice |

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|--|----------|-------------|-------------|-------|-------------------|--------------------|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| c) TOPIC-SPECIFIC FOCUS GROUPS: Consider organizing focus groups to gather information and ideas on challenging subjects or other specific topics that would benefit from public discourse, such as active living, trend-watching, communications and more. | Medium | | ● | | 1, 2 | Best Practice |
| d) ONLINE SERVICES: Maintain distinct social media accounts for the Parks and Recreation Department (following Corporate-wide communications protocols) and continue to explore ways to increase online services. | Medium | ● | ● | | 6 | Best Practice |

Table 15 Implementation Strategy: Parkland Assessment (Section 7)

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|---|----------|-------------|-------------|-------|-------------------|--------------------|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| 9. PARKLAND CLASSIFICATION AND POLICY: Update parks and open space policies in the Town’s Official Plan. | | | | | | |
| a) PARK POLICY: Consider the Master Plan’s parkland policy suggestions within the Town of Kingsville’s Official Plan Review and Update, including the proposed classification system, dedication/conveyance policies and acceptability (minimum park size and other requirements). | High | ● | | | 4 | Best Practice |
| 10. PARKLAND INVENTORY AND ACQUISITION: Provide an adequate supply of parks and open space to serve the needs of current and future populations. | | | | | | |
| a) PARKLAND INVENTORY: Update the parkland inventory database and mapping on a regular basis to assist in the assessment of parkland requirements. | Medium | ● | ● | ● | 4, 6 | Best Practice |
| b) PARKLAND NEEDS: Assess parkland needs based on a minimum Town-wide service level of 2.5 hectares of active parkland per 1,000 residents. This service level excludes undevelopable open space lands, which may be conveyed to the Town through voluntary dedication. | High | ● | ● | ● | 4 | Best Practice |
| c) PARKLAND DEDICATION: Maximize Planning Act provisions in acquiring active parkland (including cash-in-lieu) to meet growth-related needs through the development process. | High | ● | ● | ● | 4 | Best Practice |

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|---|----------|-------------|------------------------|-------|-------------------|--|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| d) WATERFRONT PARKLAND: Evaluate opportunities to increase the supply of lakefront property for recreational and tourism purposes. Consideration should be given to updating the Town's 1998 Waterfront Area Development Strategy to develop a long-range plan for expanding, improving and maximizing waterfront areas. | Medium | ● | ● (strategy update) | ● | 4 | Best Practice Cost Impact: Dependent on future direction |
| e) PARKLAND EXPANSION: Examine options to expand the parkland component of the Kingsville Recreation Complex to address future needs. | High | ● | | | 4 | Cost Impact: Moderate to Major |
| 11. PARKLAND ASSET MANAGEMENT AND DESIGN: Create high quality parks and open spaces through the use of contemporary and innovative practices and standards. | | | | | | |
| a) ASSET MANAGEMENT: Undertake condition assessments on a regular and as-needed basis and integrate parks, recreation and cultural infrastructure into the Town's next Asset Management Plan. | High | ● | ● | ● | 3, 6 | Best Practice |
| b) DESIGN STANDARDS: Regularly update the Town's Development Manual to clearly outline the responsibilities and standards required for parkland design (in light of the proposed park classifications), development and transfer. | Lower | ● | ● | ● | 4, 6 | Best Practice |
| c) SUPPORT AMENITIES: Place a priority on the development of support amenities such as pathways, washrooms, shade and benches/seating areas in parks, beaches and along trails. | High | ● | ● | ● | 1, 4 | Cost Impact: Moderate |
| d) ACCESSIBILITY: Maintain a commitment to accessibility, safety and comfort for all ages and abilities within the Town's parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Crime Prevention Through Environmental Design (CPTED) principles. To support this goal, accessibility audits should be completed, new and redeveloped amenities should be made AODA-compliant, and information on accessible features should be widely promoted. | High | ● | ● | ● | 1, 3, 4, 6 | Best Practice |

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|---|----------|-----------------|-----------------------------|-----------------------------|-------------------|--------------------|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| e) MAXIMIZING USE OF PARKLAND: Promote opportunities for unstructured play, active sports, special events, passive recreation and naturalization efforts within the Town's parks system, where appropriate. | High | ● | ● | ● | 4 | Best Practice |
| f) STEWARDSHIP: Seek opportunities for outdoor education, stewardship and climate change mitigation through recreation, such as tree planting, use of native species, naturalization initiatives, and butterfly/pollinator parks in conjunction with community partners. | Medium | ● | ● | ● | 4 | Best Practice |
| g) SIGNAGE: Establish consistent and high quality signage at all municipal parks, facilities and trails to enhance branding and wayfinding. | Medium | | ● | | 3, 4 | Cost Impact: Minor |
| 12. PARK-SPECIFIC RENEWAL CONSIDERATIONS: Undertake strategic investments to community and town-wide parks to enhance the user experience for residents and visitors of all ages. | | | | | | |
| a) PARK IMPROVEMENTS: Establish a capital plan to guide investment in the following parks (listed in alphabetical order): Cedar Island Park; Cottam Rotary Park; Kingsville Recreation Complex; Lakeside Park; Lions Park; Mettawas Park; and Ridgeview Park. | High | ● (strategy) | ● (implement- tation) | ● (implement- tation) | 3, 4 | Cost Impact: Major |

Table 16 Implementation Strategy: Recreation Facility Assessment (Section 8)

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|---|----------|-----------------|-----------------------------|-----------------------------|-------------------|--|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| 13. INDOOR RECREATION FACILITIES: Update plans and identify funding sources for the renewal and development of community supported indoor recreation facilities. | | | | | | |
| a) ARENA IMPROVEMENTS: Establish a strategy for a major refresh of capital items at the Kingsville Recreation Complex, such as mechanicals and seating. | High | ● (strategy) | ● (implement- tation) | ● (implement- tation) | 3, 4 | Cost Impact: Major |
| b) MIGRATION HALL: Assess viability of maintaining Migration Hall in public ownership if it is declared surplus by the school board. This assessment should be informed by the facility’s condition and barrier-free accessibility, community demand, other opportunities and financial obligations. <i>Note: This task may be combined with the recommendation to prepare a business plan for a multi-use facility.</i> | High | ● | | | 3, 4, 5 | Cost Impact: Dependent on future direction |
| c) MULTI-USE FACILITY: Undertake a business plan to confirm the need and viability of a multi-use recreation facility containing flexible spaces capable of supporting multiple sports and activities (e.g., gymnasium, walking track, turf field, etc.). The provision of an indoor aquatic facility or curling facility is <u>not</u> recommended, unless through a low-risk partnership with a viable provider (would require more detailed investigation). | High | ● | | | 4 | Cost Impact: Minor (business plan) |
| d) ACCESS TO SPACE IN COTTAM AND RUTHVEN: Consider community and recreational needs when planning for future improvements to public libraries and schools in Cottam and Ruthven. | Medium | | ● | ● | 2, 3 | Cost Impact: Dependent on future direction |
| e) COMMUNITY HALLS: Continue to seek opportunities to achieve increased use of existing community halls, focusing on partnerships with others. Assess needs and strategies (e.g., consolidation, partnerships, value-added replacement, etc.) for enhancing the performance of smaller stand-alone facilities when they require substantial capital improvements or become operationally unviable. | Lower | ● | ● | ● | 2, 3 | Best practice |

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|--|----------|-------------|-------------|-------|-------------------|--------------------------------|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| 14. OUTDOOR PARKS AND RECREATION AMENITIES: Update plans and identify funding sources for the renewal and development of community supported outdoor parks and recreation facilities. | | | | | | |
| a) TRAIL NETWORK: Continue to place a priority on implementing the County Wide Active Transportation Strategy (CWATS) and Town of Kingsville Active Transportation Master Plan (ATMP) to address gaps in the on- and off-road network. Undertake an update to the ATMP in 2022. | High | ● | ● | ● | 1, 3, 4 | Cost Impact: Moderate |
| b) PARK PATHWAYS: Seek options for improving the accessibility of trails and pathways within the Town’s parks system, including paving primary trails within Lakeside Park and improvements to Sumac Bridge. Community-wide walkability and bikeability audits may be conducted to identify other areas for improvement | Medium | ● | ● | | 1, 3, 4 | Cost Impact: Minor to Moderate |
| c) BEACHES: Develop a Beach Maintenance Plan to review maintenance standards and management practices. | Medium | ● | | | | May be completed internally |
| d) MARINA: Initiate phased implementation of the Cedar Beach and Marina Action Plan and seek funding to implement marina improvements. | Medium | ● | ● | ● | 3, 4 | Cost Impact: Major |
| e) PLAYGROUND DESIGN: Continue to support the playground replacement program, including installation of natural playground components in appropriate locations. Replace sand bases in playgrounds with engineered wood chips whenever possible to accommodate accessibility standards. | High | ● | ● | ● | 3, 4 | Cost Impact: Moderate |
| f) NEW PLAYGROUNDS: Provide playgrounds within 500 metres of residences within urban areas, unobstructed by major barriers. To meet this standard and to complement planned park sites, playgrounds are recommended for Ruthven (site to be determined) and Mettawas Park. | High | ● | ● | ● | 3, 4 | Cost Impact: Moderate |
| g) OUTDOOR FITNESS: Confirm community interest in installing an outdoor fitness circuit as part of a future park development or redevelopment project. | Lower | | ● | | 4 | Cost Impact: Minor |

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|--|----------|-------------|-------------|-------|-------------------|--------------------------------|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| h) SOCCER FIELDS: Work with soccer associations to install a storage structure for the soccer fields at the Kingsville Recreation Complex, address maintenance standards at Ridgeview Park, and examine options for establishing a sports field allocation process. | High | ● | | | 2, 3, 4 | Cost Impact: Minor to Moderate |
| i) EXISTING BALL DIAMONDS: Work with ball groups to identify and prioritize necessary field improvements. Develop a funding plan that can be phased in over a period of time. | High | ● | | | 2, 3, 4 | Cost Impact: Minor to Moderate |
| j) NEW BALL DIAMONDS: Examine the feasibility of adding one full-size ball diamond with lights to the Kingsville Recreation Complex in the short-term, and longer-term consideration of a second additional diamond; this may require repurposing of under-utilized spaces and/or park expansion. | Medium | | ● | ● | 4 | Cost Impact: Minor to Moderate |
| k) PICKLEBALL COURTS: Work with the local pickleball group to facilitate additional access to outdoor facilities; dedicated courts should be accompanied by an appropriate fundraising campaign. | High | ● | | | 4 | Cost Impact: Moderate |
| l) SPLASH PADS: Develop a splash pad and support building as part of the proposed development of Mettawas Park. | High | ● | | | 4 | Cost Impact: Moderate |

Table 17 Implementation Strategy: Arts & Culture Assessment (Section 9)

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|---|----------|-------------|-------------|-------|-------------------|---|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| 15. ARTS AND CULTURE IN KINGSVILLE: Facilitate the creation of an effective governance structure for local arts, culture and sector-related tourism. | | | | | | |
| a) CULTURAL ROUNDTABLE: Investigate the feasibility of developing a local Cultural Roundtable responsible for capacity-building, coordination, advocacy and communication of local arts and cultural activities. Develop a Strategic Plan to guide the work of the group and identify short-term priorities. | Lower | | ● | | 5 | Community-led initiative |
| 16. MAXIMIZING ARTS AND CULTURAL ASSETS: Maximize community benefit through the operation of municipal cultural venues that work together as a system of complementary spaces. | | | | | | |
| a) GROVEDALE HOUSE: Develop a business plan for the Grovedale House following a one- to two-year period of operation, during which strengths, weaknesses, opportunities and threats can be more thoroughly assessed. | High | ● | | | 5, 6 | May be completed internally |
| b) CARNEGIE ARTS, CULTURE & VISITOR CENTRE: Continue to work with the community to maximize cultural and community access to the Carnegie Arts, Culture & Visitor Centre. | Medium | ● | ● | ● | 2, 5 | Best Practice |
| 17. SUPPORTING AND EXPANDING ARTS AND CULTURAL OPPORTUNITIES: Work with the community to grow the breadth of local arts and culture events and programming. | | | | | | |
| a) PROGRAMS & EVENTS: Continue to encourage capacity-building and partnerships that support arts and cultural programs and events focused on inclusive opportunities for participants of all ages, interests and abilities. | High | ● | ● | ● | 2, 4, 5 | Best Practice |
| b) PUBLIC ART POLICY: Develop a Public Art Policy to guide decision-making relating to the display and installation of art within parks and other civic spaces, including through the land development process. | Medium | ● | | | 5, 6 | May be completed internally |
| c) MARKETING PLAN: Develop an integrated strategy for marketing and communications related to Kingsville’s arts, culture, and tourism sectors. Allocate dedicated resources to support successful implementation of the marketing plan. | High | ● | | | 5 | Cost Impact: Minor (internal or consultant) |

Table 18 Implementation Strategy: Implementation (Section 10)

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|--|----------|-------------|-------------|-------|-------------------|---------------------------------|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| 18. KEEPING THE MASTER PLAN ALIVE: Position the Parks, Recreation, Arts and Culture Master Plan as a living document. | | | | | | |
| a) MASTER PLAN AWARENESS: Post the Master Plan on the Town’s website as a resource for the community, Council and staff. | High | ● | | | 6 | Best Practice |
| b) MONITORING & REPORTING: Develop and implement a system for the regular monitoring and reporting on the progress of the Master Plan, such as the collection of participation/registration data and annual reports to Council and/or the community. | Medium | ● | ● | ● | 6 | Completed internally |
| c) ANNUAL WORK PLAN: Continue to work with the PRAC Committee to develop annual work plans for the Master Plan, with key priorities identified on a year-to-year basis. | High | ● | | | 6 | Completed internally |
| d) IMPLEMENTATION TOOLS: Conduct feasibility studies and business plans (with input from the public) prior to developing or expanding major park sites and recreation facilities to ensure that projects are aligned with community needs, partnership opportunities and financial capacities. | High | ● | ● | ● | 6 | Best Practice |
| e) MASTER PLAN REVIEW: Undertake a full update of the Parks, Recreation, Arts and Culture Master Plan in five to ten years (2024-2029). | High | | ● | ● | 6 | Cost Impact: Minor (consultant) |
| 19. POTENTIAL FUNDING SOURCES: Employ a broad range of financial processes and practices to maximize contributions toward the full implementation of this Master Plan. | | | | | | |
| a) ALTERNATIVE FUNDING: Where appropriate and consistent with municipal policies and priorities, consider alternative funding and cost-sharing approaches such as (but not limited to) surcharges, fundraising, grants, sponsorships and naming rights, parkland cash-in-lieu (CIL) reserves, and various forms of collaboration to provide the best value to residents. Redirect proceeds and operational savings from the sale or disposition of surplus parkland to other priority projects within the parks system. | High | ● | ● | ● | 6 | Best Practice |

| Recommendations & Actions | Priority | Timing | | | Master Plan Goals | Key Considerations |
|--|----------|-------------|-------------|-------|-------------------|--------------------------------------|
| | | 2019 - 2022 | 2023 - 2026 | 2027+ | | |
| b) OPERATING FUNDS: Assess operating budget implications and partnership options prior to approving major capital projects. | Medium | ● | ● | ● | 6 | Best Practice |
| c) LIFECYCLE PLANNING: Continue to contribute toward annual lifecycle reserves to offset the repair and replacement costs associated with parks, recreation, arts and cultural infrastructure. Annual funding amounts should be increased over time to achieve fully funded status. | High | ● | ● | ● | 3, 6 | Cost Impact: 1% to 2% of asset value |
| d) MASTER PLAN ALIGNMENT: Use this Master Plan as a resource in developing the Town's annual budget documents, Development / Community Benefits Charges studies, secondary plans and related studies. | High | ● | ● | ● | 6 | Best Practice |



Appendices

Appendix A: Record of Public Input

Online Survey Tabulation

Stakeholder Participant List

| Organizations Invited to Participate | Attended Session | Did not Participate |
|--|------------------|---------------------|
| 1. Erie Shores Quilters Guild | X | |
| 2. Kingsville Community Centre | X | |
| 3. Kingsville Friendly Club | | X |
| 4. 55+ Committee | | X |
| 5. Art Society of Kingsville | X | |
| 6. Canadian Transportation Museum and Heritage Village | | X |
| 7. Kingsville Archives | | X |
| 8. Kingsville Gosfield Heritage Society | | X |
| 9. Kingsville Historical Park | X | |
| 10. Gosfield Historical Society/Archives | | X |
| 11. Shooters Photography Club | | X |
| 12. Kingsville Folk Festival | X | |
| 13. Pride of Scotland School of Dance | | X |
| 14. Little Tomatoes Children's Theatre | | X |
| 15. Darcy's School of Dance | | X |
| 16. Kingsville Class Basketball | | X |
| 17. Kingsville Pickleball | X | |
| 18. Kingsville Tennis Association | | X |
| 19. Kingsville Yacht Club/Cedar Island Yacht Club | X | |
| 20. On Point Beach Volleyball | X | |
| 21. Girl Guides of Canada | | X |
| 22. Scouts Canada Kingsville | | X |
| 23. Scouts Canada Cottam | | X |
| 24. Adult Hockey League | | X |
| 25. Erie North Shore Minor Hockey Association | | X |
| 26. Kingsville Curling Club | X | |
| 27. Kingsville Kings Jr. A Hockey Club | X | |
| 28. Kingsville Minor Hockey | | X |
| 29. Kingsville Pick Up League | X | |
| 30. Rusty Blades League | | X |
| 31. Skate Kingsville | X | |
| 32. South County Predators | X | |
| 33. Community Living Essex County | X | |
| 34. Community Social Planning Council | | X |

| Organizations Invited to Participate | Attended Session | Did not Participate |
|---|-------------------------|----------------------------|
| 35. Family Respite Services | X | |
| 36. Kingsville Community Policing Committee | | X |
| 37. Kingsville Early Years | X | |
| 38. Migrant Worker Community Program | | X |
| 39. South Essex Community Council | | X |
| 40. Windsor and Essex Crime Stoppers Inc. | | X |
| 41. The Bridge Leamington Youth Resource Centre | X | |
| 42. Access | X | |
| 43. Essex County Library | X | |
| 44. Windsor Essex Health Unit | X | |
| 45. Migration Hall | X | |
| 46. Neighbourhood Charitable Alliance | | X |
| 47. Pathway 2 Potential | X | |
| 48. Friends of Cedar/Mill/Wigle Creeks | | X |
| 49. Jack Miner Sanctuary | | X |
| 50. Kingsville Horticultural Society | X | |
| 51. Point Pelee National Park of Canada | | X |
| 52. ERCA/CWATS | | X |
| 53. Communities in Bloom Committee | X | |
| 54. Migration Festival Committee | | X |
| 55. Kingsville BIA | | X |
| 56. Kingsville Lions Club | | X |
| 57. Lily Rebekah Lodge #49 | | X |
| 58. Knights of Columbus 8233 | X | |
| 59. Optimist Club of Kingsville | | X |
| 60. Royal Canadian Legion Branch | X | |
| 61. Fantasy of Lights Committee | | X |
| 62. Cottam Adult Baseball | | X |
| 63. Cottam Minor Baseball | X | |
| 64. Cottam Soccer Association | X | |
| 65. Kingsville Minor Baseball | X | |
| 66. Kingsville Soccer Association | X | |
| 67. WSC Special Stars Soccer League | | X |
| 68. UK Soccer | | X |
| TOTAL | 30 | 38 |

Public Comments from October 2, 2018 Open House

What do you like most about parks, recreation, arts and culture in Kingsville?

- Great town hosted events
- Great festivals like Migration Fest and Fantasy of Lights
- Great staff and partners (that being said, more staff is required)

How can we improve parks, trails and outdoor recreation activities and facilities?

- Improve beaches, and beach access and beach activities (8)
 - Need better walk/bike path to Cedar Island Beach
 - Fix the Lakeside beach area
 - Beach volleyball at Lakeside
- Mettawas Park development (5)
 - Natural playground and activities for all ages at Mettawas
 - Concerned about access to the water on southeast side of Mettawas
 - Concerns around access and dust / debris
 - Get rid of gravel and increase waterfront access
 - Restaurant visitors need better signage and lights for pedestrian crossing
- Trail improvements (4)
 - Pave trails
 - Washrooms along trails
 - Better marketing on trails and directions to them
 - Bike Trail on Kratz from Arena to Greenway
- Outdoor pool (3)

- Splash pad (3)
 - Would feel much safer if my children were at a splash pad rather than a pool
 - Splash pad and outdoor skating at Lakeside Park
- Outdoor dedicated pickleball courts (3)
 - Will the proposed courts be enough to accommodate present demand?
- Cottam Rotary Park improvements (2)
 - Rotary Park: more lighting
 - Request for accessible swing
- Ridgeview Park improvements (2)
 - more power
 - update baseball diamonds
- Marina – needs to be made more presentable
- Parks with outdoor fitness stations
- Natural playground and multi-generation adult play equipment
- Timbercreek Park – concerns with mosquitos and proximity to playground
- Another dog park on east side of Kingsville
- Sumac Bridge – need better footing on north side, need railings to code on south side stairs (too wide, cannot grip) and signage that it is there

How can we improve indoor recreation activities and facilities?

- Curling club (45)
- Indoor pool (12)
 - Pool at new high school site
 - Olympic size pool
- Multi-use sports facility (9) – possible components:
 - Curling (7)
 - Walking track (2)
 - Turf Field (soccer, baseball, football, lacrosse)
 - Gymnasium with multi-surface (volleyball, pickleball, tennis, basketball)
 - Indoor pool
- Gymnasium / Indoor pickleball (7)
- Exercise facility (2)
 - Gym with fitness classes for all ages
- Seating (2)
 - More benches in lobby of area, more seating
 - Improve seating in arena (i.e. stands/foyer/viewing area)
- More program options, not fewer
- Gymnastics club
- More staff
- Advertise what is available

How can we improve arts and culture activities and facilities?

- Bring in live theatre such as Drayton Entertainment (3)
- Improve advertising (3)
 - Advertise through schools, arenas
 - More press/media information on events; email residents
- Establish some activities
- Provide more family friendly activities
- Improve town's website, difficult to navigate or find info related to local festivals and events
- Engage youth, activity planning
- Activities for teenagers
- Add heritage to this and potentially create a position to work with and support heritage, culture, and the arts; all are important to the town
- More arts/festivals music, Q&A with artists, promotion of multimedia creators and artists

Public Comments on the Draft Master Plan, including the July 17, 2019 Public Information Session

Public Information Session

- Arts and Culture (4)
 - Promote and support arts and culture in Kingsville
 - Celebrate Victorian Heritage and preserve what we have
 - Want to promote theatre in the town, but need financial support
 - Need to have a definite plan for Grovedale House
- Indoor Aquatics (2)
 - Why is an indoor pool not recommended when there is such high public demand?
 - Most towns the size of Kingsville have indoor aquatic centres, especially for kids. Why is Kingsville falling behind!
- Staff support (2)
 - More employees were budgeted but not hired to help implement the past Master Plan. Why not accomplished?
 - Need coordinated and dedicated staff to support facilities and programs (especially arts and culture)
- Multi-use recreation facility (2)
 - Kingsville is the only town in Essex County without an integrated sports plex / multi-use recreation facility. Why??
 - Perhaps develop a workout facility or gymnasium for organized leagues
- Migration Hall (2)
 - Migration Hall's future is limited. It is aging and doesn't meet needs. Consider a well-designed 300-seat theatre to take its place
 - Work with school board to keep the Migration Hall property, such a valuable arts and culture venue
- Lions Park (2)
 - As the Town already knows, there is a drainage issue on the south side of the Lions Park plan behind the existing tennis courts!
 - Like the concept for Lions Park. Basketball court is especially needed. Should allow backyard gates for access.
- More adult programs for seniors brought forward (e.g., yoga)
- Promote birding and environmental appreciation in Kingsville
- Interested in a dedicated cricket pitch
- I like the beach boardwalk idea. Also developing the dock area would be nice too
- Need 8 pickleball courts to accommodate growing membership. Should be dedicated courts but could make better use of existing tennis courts or Lions Park
- Build the splash pad in Mettawas already – has been budgeted for several years
- Need a playground in Ruthven – have been waiting decades
- Build an amphitheatre into the west side of Lakeside Park
- Promote cycling tourism opportunities

Email Submissions

- The pickleball club proposed options for Lions Park, including four dedicated courts and four courts shared with the two basketball courts
- Basketball courts in Kingsville are poorly maintained – would like to see new courts and existing courts improved
- Sumac Bridge and walkway does not meet accessibility standards; there is no sidewalk leading to the bridge and the grade is steep
- An indoor pool is needed for residents young and old
- A boat launch should be developed at the Pelee Island Ferry Dock, with consideration to a small marina for seasonal and transient boaters – would help make Kingsville a destination for boaters
- Written submission also received from Windsor-Essex County Health Unit in support of the draft Master Plan and containing additional considerations relating to healthy neighborhood design, natural environments and active transportation.

Appendix B: Program Inventory

The following tables include a listing of parks, recreation, arts and culture programs offered by the Town of Kingsville and non-municipal providers (including many partnered initiatives). The data was collected during Fall 2018 and is representative of offerings available at that time. The inventory has been divided based on registration type and further categorized by target participants, type, location, and partner or provider (if applicable). Further discussion of opportunities available in Kingsville and surrounding area is included in **Section 6**.

Table 19: Registered Parks, Recreation, Arts and Culture Programs Offered by the Town of Kingsville (2018)

| Name | Age | Type | Location | Partner |
|---|---------------------------|------------------|--------------------|------------------------------|
| ArtVentures for Children | School Age | Culture | Kingsville Arena | Sunshine Art Studio |
| Pottery - Clay Critters | School Age | Culture | Kingsville Arena | Allie Cat's Pawttery |
| Pottery - Parent/Grandparent & Tot | Preschool; Adult; Senior | Culture | Kingsville Arena | Allie Cat's Pawttery |
| Pottery - Hand Building & Wheel-throwing | Adult; Senior | Culture | Kingsville Arena | Allie Cat's Pawttery |
| Pottery Creations | School Age; Teen | Culture | Kingsville Arena | Allie Cat's Pawttery |
| Beginner Acrylic - Marblehead Lighthouse | Adult; Senior | Culture | Kingsville Arena | Paint'n Palooza |
| Beginner Acrylic - Monarch Butterfly | Adult; Senior | Culture | Kingsville Arena | Paint'n Palooza |
| Acrylic Paint Class | Adult; Senior | Culture | Kingsville Arena | For Art's Sake |
| Watercolour Landscapes for the Beginner or Intermediate | Adult; Senior | Culture | Kingsville Arena | Pleasant Valley Watercolours |
| Beginner Water Colour and Basic Techniques | Adult; Senior | Culture | Kingsville Arena | |
| Open Art Studio | Adult; Senior | Culture | Kingsville Arena | |
| Kids on Ice (Curling) | School Age | Recreation | Kingsville Arena | Curling Club of Kingsville |
| Spring, Summer & Fall Group Fitness - Urban Poling | Adult; Senior | Recreation | Lakeside Park | |
| Spring, Summer & Fall Group Fitness - Yogalates | Adult; Senior | Recreation | Lakeside Park | |
| KinderGym - Parent and Tot | Preschool; Adult | Recreation | Kingsville Arena | |
| KinderGym - Ages 4-5 | School Age | Recreation | Kingsville Arena | |
| Music Moves Kids - March Break & Summer Camps | School Age | Camps | Kingsville Arena | Music Moves Kids |
| On Point Beach Volleyball - Youth Volleyball Camp | School Age; Teen | Camps | Cedar Island Beach | On Point Beach Volleyball |
| After School Fun | School Age | General Interest | Kingsville Arena | |
| Kids in the Kitchen - Junior Chefs | School Age; Adult; Senior | General Interest | Kingsville Arena | |
| Kids in the Kitchen - Master Chefs | Teen | General Interest | Kingsville Arena | |

| Name | Age | Type | Location | Partner |
|---------------------------------------|------------------|------------------|------------------|-----------|
| Red Cross - Babysitting Course | School Age; Teen | General Interest | Kingsville Arena | Red Cross |
| Red Cross - Stay Safe Course | School Age | General Interest | Kingsville Arena | Red Cross |
| Red Cross - First Aid and CPR Courses | Adult; Senior | General Interest | Kingsville Arena | Red Cross |

Table 20: Drop-in Parks, Recreation, Arts and Culture Programs Offered by the Town of Kingsville (2018)

| Name | Age | Type | Season | Location | Partner |
|---|--------------------|------------|-------------------------|---------------------------|---|
| Bocce Ball | Adults; Seniors | Recreation | Spring, Summer, Fall | Kingsville Arena | |
| Cedar Island Marina & Boat Ramp | Adults; Seniors | Recreation | Spring, Summer, Fall | Cedar Island Marina | |
| Public Skating - Adult Skate, Ice Tots, Home School Shinny, Shinny, Senior Shinny, Themed Skating Days, PA Day Skates, Holiday Skates | All | Recreation | Winter | Kingsville Arena | Tim Hortons, Kingsville OPP, Knights of Columbus |
| Fantasy of Lights | All | Event | Winter | Lakeside Park | Kingsville District High School Eat, Drink & Dine Kingsville |
| Fantasy of Lights - Dinner with Santa | All | Event | Winter | Lakeside Park | |
| Fantasy of Lights - Santa Claus Parade | All | Event | Winter | Lakeside Park | |
| Fantasy of Lights - Opening Ceremony & Fireworks | All | Event | Winter | Lakeside Park | |
| Fantasy of Lights - Kingsville Fantasy Express Train Rides | All | Event | Winter | Lakeside Park | |
| Fantasy of Lights - Sip & Shop Holiday Nights | All | Event | Winter | Lakeside Park | |
| Fantasy of Lights - Children's Christmas Activities and Visit with Santa | Kids | Event | Winter | Lakeside Park | |
| Fantasy of Lights - Christmas Ginger Bread House | All | Event | Winter | Lakeside Park | |
| Fantasy of Lights - Raise a Reader Book Trees | All | Event | Winter | Lakeside Park | |
| Canada Day Activities | All | Event | Summer | Kingsville Arena | |
| Family Day Free Skate | All | Event | Winter | Kingsville Arena | Kingsville OPP |
| Easter Egg Hunt | Kids | Event | Spring | Lakeside Park Pavilion | |
| Terry Fox Run | All | Event | Fall | Lakeside Park | The Terry Fox Foundation |
| Kingsville 55+ - Expo | Seniors | Event | Summer | Kingsville Arena | |
| Kingsville 55+ - Workshops | Seniors | Event | All | Kingsville Arena | |
| Kingsville 55+ - Annual Tea | Seniors | Event | Summer | Unico Hall | |

| Name | Age | Type | Season | Location | Partner |
|---------------------|-----|-------|--------|--------------------|--|
| Movies on the Beach | All | Event | Summer | Cedar Island Beach | Healthy Kids Community Challenge Windsor-Essex |
| Beach Days | All | Event | Summer | Cedar Island Beach | |
| Pasta Night | All | Event | Winter | Kingsville Arena | |

Table 21: Parks, Recreation, Arts and Culture Programs Offered by Non-Municipal Providers (2018)

| Name | Age | Type | Address | Programs |
|---|--|------------|----------------------|--|
| Erie North Shore Minor Hockey Association | School Age; Teen | Recreation | 1741 Jasperson Drive | Hockey, Instructional Programs, Tyke to Midget Divisions, House League and Travel Teams |
| Kingsville Kings Tier II Junior 'A' Hockey Club | Teen; Young Adult | Recreation | 1741 Jasperson Drive | GMHL Hockey Team |
| North Shore Knights | Adult | Recreation | 1741 Jasperson Drive | FHL Minor Professional Hockey Team |
| Adult Hockey League | Senior | Recreation | 1741 Jasperson Drive | Hockey (55+ and 50+) |
| Cottam Cubs Minor Baseball | School Age; Teen | Recreation | 124 Fox Street | Baseball, T-Ball to Midget Divisions, Girls Teams, Winter Training Programs |
| Cottam Cubs Adult Baseball | Adult | Recreation | 124 Fox Street | Co-ed Softball, Baseball |
| Cottam Soccer Association | School Age; Teen | Recreation | 124 Fox Street | Soccer |
| Kingsville Knights Minor Baseball | School Age; Teen | Recreation | 1741 Jasperson Drive | Baseball, T-Ball to Midget Divisions, Girls Teams, Fastpitch, Travel Teams, Winter Training Programs |
| Kingsville Pick Up Hockey League | Adult | Recreation | 1741 Jasperson Drive | Hockey (35+) |
| Kingsville Soccer Association | School Age; Teen | Recreation | 1741 Jasperson Drive | Soccer, House League and Travel Teams |
| Kingsville Tennis Association | School Age; Teen; Young Adult; Adult; Senior | Recreation | 1741 Jasperson Drive | Tennis League, Lessons |
| Kingsville Pickleball | Young Adult; Adult; Senior | Recreation | 1741 Jasperson Drive | Pickleball, Membership, Lessons, Drop-in |
| Rusty Blade League | Adult | Recreation | 1741 Jasperson Drive | Non-competitive Men's Hockey League (35+) |

| Name | Age | Type | Address | Programs |
|-----------------------------------|--|------------------|----------------------------|---|
| Skate Kingsville | All | Recreation | 1741 Jasperson Drive | CanSkate, StarSkate, CanPowerSkate, Adult Skating, Synchronized Skating |
| Kingsville Golf & Country Club | School Age; Teen; Young Adult; Adult; Senior | Recreation | 640 Essex County Road 20 | Golf Leagues, Lessons, Junior Golf Program, Little Swingers Golf Clinic, Tournaments |
| Curling Club of Kingsville | School Age; Teen; Young Adult; Adult; Senior | Recreation | 700 County Road West | Curling League, Bonspiels, Pay & Play (Closed) |
| On Point Beach Volleyball | School Age; Teen; Young Adult; Adult; Senior | Recreation | 931-851 Cedar Island Drive | Beach Volleyball, Youth Camps, Youth & Adult Tournaments, Adult Leagues, 50+ League, Small Group Lessons |
| Kingsville Church League Baseball | Teen; Young Adult; Adult; Senior | Recreation | 1741 Jasperson Drive | Church Softball League (16+) |
| Cedar Island Yacht Club | School Age; Teen; Young Adult; Adult; Senior | Recreation | 982 Heritage Road | Boating Club, Youth Sailing, Racing, Learn to Sail |
| Movati Athletic Kingsville | Teen; Young Adult; Adult; Senior | Recreation | 313 Main Street East | Group Fitness Classes, Yoga, Cardio Training, Strength Training, Cycling, Training Solutions |
| Push Motivational Fitness | Teen; Young Adult; Adult; Senior | Recreation | 17 Division Street South | Group Fitness Classes, Yoga, Spin, Core Workouts |
| The Garage Gym | Teen; Young Adult; Adult; Senior | Recreation | 17 Chestnut Street | Personal & Private Group Training, Youth Programs, Beginner Programs, 50+ Fitness |
| Colasanti's Tropical Gardens | All | General Interest | 1550 Road 3 East | Rides, Zoo & Petting Farm, Mini Golf, Arcade Room, Camps & Daycare, Seasonal & Educational Activities, Events |

| Name | Age | Type | Address | Programs |
|---|----------------------------------|---------------------|-----------------------------|---|
| 2nd Cottam Scouts - Scouts Canada | School Age; Teen; Young Adult | General Interest | 137 County Road 34 | Camping, Hiking, Environment & Outdoors, Leadership, Active & Healthy Living, Citizenship, Creative Expression, Beliefs & Values |
| Rotary Club of Cottam | Young Adult; Adult; Senior | General Interest | 124 Fox Street | Service Club, Annual Fall Fair & Horse Festival, Annual Christmas Tree Sale |
| ACCESS County Community Support Services | All | General Interest | 23 Mill Street West | Community Support Services, Bridge Youth Resource Centre, Community Garden, KEYS EarlyON (Drop-in play), After School Programs |
| Beaver Lodge 82 Ruthven | Young Adult; Adult; Senior | General Interest | 27 Beech Street | Ruthven Apple Festival |
| Community Social Planning Council | Young Adult; Adult; Senior | General Interest | 23 Mill Street West | Kingsville-Leamington Community Planning Council |
| Girl Guides of Canada | School Age; Teen | General Interest | Various | Various Activities, Arts, Sciences, Outdoor Challenges, Global Awareness |
| Kingsville Community Centre | Adult; Senior | General Interest | 1860 Division Road North | Events & Programs, Memory Café, Health Workshops |
| Kingsville Community Policing Committee | Young Adult; Adult; Senior | General Interest | 41 Division Road South | Police Service Assistance, Public Education & Awareness Programs |
| Kingsville Friendly Club | Senior | General Interest | 37 Beech Street | Seniors Club (50+), Cribbage, Euchre, Bridge, Pepper, Tea & Coffee |
| Kingsville Horticultural Society | Young Adult; Adult; Senior | General Interest | 37 Beech Street | Plant & Maintain Parks, Flowerbeds, and Planters |
| Kingsville Lions Club | Young Adult; Adult; Senior | General Interest | 23 Mill Street West | Service Club, Fundraising Events |
| Kingsville Social Square | Young Adult; Adult; Senior | General Interest | 116 Parkdale Crescent | Service Club, Fundraising Events |
| Knights of Columbus 8233 | Young Adult; Adult; Senior | General Interest | 1172 County Road 20 | Fraternal Benefit Organization, Fundraising & Social Events |
| Lily Rebekah Lodge #49 | Young Adult; Adult; Senior | General Interest | 37 Beech Street | Fraternal Benefit Organization, Fundraising & Social Events |

| Name | Age | Type | Address | Programs |
|--|-------------------------------|------------------|-------------------------------|--|
| Optimist Club of Kingsville | Young Adult; Adult; Senior | General Interest | 23 Division Street North | Service Club, Fundraising Events |
| Royal Canadian Legion Branch 188 | Young Adult; Adult; Senior | General Interest | 145 Division Road South | Veterans Organization, Darts, Pool, Cards, Monthly Karaoke, Monthly Brunches |
| 2nd Kingsville Scouts - Scouts Canada | School Age; Teen; Young Adult | General Interest | 58 Division Street North | Camping, Hiking, Environment & Outdoors, Leadership, Active & Healthy Living, Citizenship, Creative Expression, Beliefs & Values |
| Kingsville Archives | All | Culture | 40A Main Street | Library, News Records, Photographs, Land Registry Records, Genealogy Database |
| Kingsville-Gosfield Heritage Society | Young Adult; Adult; Senior | Culture | 58 Division Street North | Promote Study & Preservation of Local History, Guest Speakers, Kingsville Archives |
| Shooters Photography Club | Young Adult; Adult; Senior | Culture | 1423 McCain Side Road RR1 | Photography 101, Monthly Meetings, Instruction on Photography Techniques & Equipment |
| Erie Shores Quilters' Guild | Young Adult; Adult; Senior | Culture | 1741 Jasperson Lane | Quilting Workshops & Programs, Quilt Shows, Charity Projects |
| The Carnegie Arts & Visitor Centre | All | Culture | 28 Division Street South | Tourist Centre, Art Gallery, Meeting Rooms |
| The Sun Parlour Folk Music Society | All | Culture | 315 Queen Street | Kingsville Folk Music Festival, Road to Folk Fest Concert Series |
| Migration Hall | All | Culture | 170 Main Street East | Music & Theatre Productions |
| Kingsville Culture Days | All | Culture | Division Street & Main Street | Art-Free-For-All, Artists, Buskers, Dancers |
| Chiaroscuro Artists' Supplies & Showroom | All | Culture | 11 Main Street East | Artists' Showroom, Art Class, Paint Night |
| rEvolution Gallery & Studio | All | Culture | 5B Main Street East | Art, Tattoo & Clothing Design Studio |
| Sissy & Roche | All | Culture | 9-313 Main Street East | Art Gallery, Cooking & Art Classes, Gift Shop, Meeting Room, Special Events |
| The Arts Society of Kingsville | All | Culture | 10 Division Street North | Art Classes & Events |
| Windblown & Weathered Studio | All | Culture | 10 Division Street North | Art Gallery, Shop |

Appendix C: Park Facility / Asset Inventory

Table 22 Urban Kingsville – Table 1 of 2

| Park Name | Soccer (Full) | Soccer (Int) | Soccer (Mini) | Lit Ball Diamonds | Unlit Ball Diamond | T-Ball Diamonds | Playground Locations | Splash Pads | Tennis Courts | Skate Parks | Basketball Courts |
|-------------------------------|---------------|--------------|---------------|-------------------|--------------------|-----------------|----------------------|-------------|---------------|-------------|-------------------|
| Applewood Park (Remark) | | | | | | | 1 | | | | |
| Cedar Beach Conservation Area | | | | | | | | | | | |
| Cedar Island Marina | | | | | | | | | | | |
| Cedar Island Park | | | | | | | 1 | | | | 1 |
| Coghill Park | | | | | | | 1 | | | | |
| Heritage Lookout | | | | | | | | | | | |
| Katrishe Park | | | | | | | | | | | |
| Kingsville Recreation Complex | 5 | 2 | 10 | 3 | 3 | 2 | 2 | | 4 | 1 | |
| Lakeside Park | | | | | | | 1 | | | | |
| Larry Santos Park | | | | | | | 1 | | | | |
| Linden Beach Dog Park | | | | | | | | | | | |
| Lions Park | | | | | | | | | | | 1 |
| Little Essex Park | | | | | | | | | | | |
| McCallum Street Park | | | | | | | | | | | |
| Mettawas Park & Beach | | | | | | | | | | | |
| Millbrook Park | | | | | | | 1 | | | | |
| Pinetree Parkette | | | | | | | 1 | | | | |
| Prince Albert Open Space | | | | | | | | | | | |
| Prince Albert Park | | | | | | | 1 | | | | |
| Sumac Bridge | | | | | | | | | | | |
| Timbercreek Park | | | | | | | 1 | | | | |
| Train Court Park | | | | | | | | | | | |
| Wigle Grove Open Space | | | | | | | | | | | |
| William Avenue Park | | | | | | | | | | | |
| York Park | | | | | | | 1 | | | | |

Table 23 Urban Kingsville – Table 2 of 2

| Park Name | Beach Volleyball | Batting Cage | Off-leash Dog Area | Community Garden | Beaches | Covered Pavilion/ Gazebo | Con- cessions | Wash- rooms | Walking Loop | Open Space | Parking Lot |
|-------------------------------|---------------------|-----------------|-----------------------|---------------------|---------|--------------------------------|------------------|----------------|-----------------|---------------|----------------|
| Applewood Park (Remark) | | | | | | | | | | | |
| Cedar Beach Conservation Area | | | | | 1 | | | Y | | | Y |
| Cedar Island Marina | | | | | | | | | | | Y |
| Cedar Island Park | 3 | | | | 1 | | | Y | | | Y |
| Coghill Park | | | | | | | | | | | |
| Heritage Lookout | | | | | | | | | | Y | |
| Katrishe Park | | | | | | | | | | Y | |
| Kingsville Recreation Complex | | 1 | | | | 1 | 1 | Y | | | Y |
| Lakeside Park | 1 | | | | 1 | 2 | | Y | Y | Y | Y |
| Larry Santos Park | | | | | | | | | | | |
| Linden Beach Dog Park | | | 1 | | | | | | | | Y |
| Lions Park | | | | 1 | | | | | | | |
| Little Essex Park | | | | | 1 | | | | | Y | |
| McCallum Street Park | | | | | | | | | | Y | |
| Mettawas Park & Beach | | | | | 1 | 1 | | | | | |
| Millbrook Park | | | | | | | | | | Y | |
| Pinetree Parkette | | | | | | | | | | | |
| Prince Albert Open Space | | | | | | | | | | Y | |
| Prince Albert Park | | | | | | | | | | Y | |
| Sumac Bridge | | | | | | | | | | | |
| Timbercreek Park | | | | | | | | | Y | | |
| Train Court Park | | | | | | | | | | Y | |
| Wigle Grove Open Space | | | | | | | | | | Y | |
| William Avenue Park | | | | | | | | | | Y | |
| York Park | | | | | | | | | Y | Y | |

Table 24 Cottam / Ruthven / Union – Table 1 of 2

| Park Name | Soccer (Full) | Soccer (Int) | Soccer (Mini) | Lit Ball Diamonds | Unlit Ball Diamond | T-Ball Diamonds | Playground Locations | Splash Pads | Tennis Courts | Skate Parks | Basketball Courts |
|-----------------------------|---------------|--------------|---------------|-------------------|--------------------|-----------------|----------------------|-------------|---------------|-------------|-------------------|
| Cottam Rotary Park | | | | | 1 | | | | | | |
| Ridgeview Park | 4 | | 4 | | 1 | 1 | 2 | | 1 | 4 | |
| William Street Park | | | | | 1 | | | | | | |
| Mucci Branco Park (Porrone) | | | | | | | | | | | |
| Ruthven Park | | | | | | | | | | | |
| Union Beach | | | | | | | | | | | |

Table 25 Cottam / Ruthven / Union – Table 2 of 2

| Park Name | Beach Volleyball | Batting Cage | Off-leash Dog Area | Community Garden | Beaches | Covered Pavilion/ Gazebo | Concessions | Wash-rooms | Walking Loop | Open Space | Parking Lot |
|-----------------------------|------------------|--------------|--------------------|------------------|---------|--------------------------|-------------|------------|--------------|------------|-------------|
| Cottam Rotary Park | | | | | | 1 | | | | | |
| Ridgeview Park | | 1 | | | | 1 | 1 | Y | | | Y |
| William Street Park | | | | | | | | | | | |
| Mucci Branco Park (Porrone) | | | | | | | | | | Y | |
| Ruthven Park | | | | | | | | | | Y | |
| Union Beach | | | | | 1 | | | | | | |

Table 26 Totals, Town of Kingsville – Table 1 of 2

| Park Name | Soccer (Full) | Soccer (Int) | Soccer (Mini) | Lit Ball Diamonds | Unlit Ball Diamond | T-Ball Diamonds | Playground Locations | Splash Pads | Tennis Courts | Skate Parks | Basketball Courts |
|------------------------|---------------|--------------|---------------|-------------------|--------------------|-----------------|----------------------|-------------|---------------|-------------|-------------------|
| Town-wide Total | 10 | 2 | 14 | 3 | 7 | 2 | 15 | 1 | 6 | 1 | 3 |

Table 27 Totals, Town of Kingsville – Table 2 of 2

| Park Name | Beach Volleyball | Batting Cage | Off-leash Dog Area | Community Garden | Beaches | Covered Pavilion/ Gazebo | Concessions | Wash-rooms | Walking Loop | Open Space | Parking Lot |
|------------------------|------------------|--------------|--------------------|------------------|----------|--------------------------|-------------|------------|--------------|------------|-------------|
| Town-wide Total | 4 | 2 | 1 | 1 | 6 | 6 | 2 | 5 | 3 | 14 | 7 |



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

Date: September 17, 2019
To: Mayor and Council
Author: Ken Vegh, CRS
RE: 4th Concession Br. of the Lane Drain Improvements (Section 78 (1))
Report No.: MS 2019 - 44

AIM

The aim of this report is to have Council appoint Dillon Consulting to design accesses to the Red Sun Farms greenhouse development over the 4th Concession Branch of the Lane Drain.

BACKGROUND

A request for drain improvements through Section 78 (1) of the Drainage Act has been submitted by Mr. Jeremy Capussi who is the owner of the lands where the Red Sun greenhouse development is currently taking place.

The drain improvements that have been requested are for the installation of access culverts over the 4th Concession Br. of the Lane Drain.

DISCUSSION

The proposed access culverts are in the process of being evaluated by Essex Region Conservation Authority for sizing and placement approvals. In addition, the proposed access culverts have received the necessary entrance approvals from the County of Essex.

The Town of Kingsville Planning Department as well as Municipal Services Department have been working with Dillon Consulting on the development of Red Sun Farms and the installation and location of the access culverts has been approved by both departments.

The process of the Drainage Act will be followed and the required Meeting to Consider as well as the Court of Revision will be held at the appropriate time.

LINK TO STRATEGIC PLAN

To become a leader in sustainable infrastructure renewal and development.

FINANCIAL CONSIDERATIONS

The cost for the installation of the access culverts will be borne by the current landowners and future maintenance will be determined by the engineer.

CONSULTATIONS

Municipal Services – Internal Review
Planning Department- Internal Review
Dillon Consulting

RECOMMENDATION

That Council appoint Dillon Consulting to design access entrances for the Red Sun Greenhouse development over the 4th Concession Br. of the Lane Drain.

Ken Vegh

Ken Vegh, CRS
Drainage Superintendent

Shaun Martinho

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

G.A. Plancke

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

Peggy Van Mierlo-West

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



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Date: September 13, 2019
To: Mayor and Council
Author: G.A. Plancke / Director of Municipal Services
RE: Royal Oak at the Creek Phase 4 & 6 Final Acceptance
Report No.: MS 2019 - 38

AIM

To recommend "Final Acceptance" of the Royal Oak at the Creek (ROATC) Phases 4 & 6 subdivision (parts of Woodycrest, Sandybrook, and all of Primrose).

BACKGROUND

During our annual Tangible Capital Assets review, it was discovered that Phases 4 & 6 of the ROATC subdivision have not received "Final Acceptance" by Council Resolution. In order to capitalize and assume as "Town" assets, "Final Acceptance" by Council Resolution is required.

As per the Town's current Development Standards Manual, The Developer/Consultant is to formally request "Final Acceptance" from the Director of Municipal Services in order for the Town to accept the subdivision as complete. Provided the Director endorses the request, a Resolution of Council officially accepting the subdivision is to be passed in order to transfer responsibility of the roadway and infrastructure to the Municipality. Once the Resolution has been passed, the Developer is no longer obligated to maintain or repair the infrastructure in the subdivision.

DISCUSSION

Phase 4 was initially accepted by Council in October of 2008. Phase 6 was initially accepted by Council in October of 2010. In total these phases represent 50 semi-detached, and 52 single family residences. Both phases are completely built out with no remaining lots available.

All infrastructure has been satisfactorily constructed and installed, and all outstanding infrastructure deficiencies for this subdivision including surface asphalt as well as any Development Agreement requirements for this Development have been satisfied.

In practice Municipal Services has assumed the ownership with respect to maintenance and repair of these phases for more than a few years, and all securities for these phases have previously been released.

Final Acceptance by Council Resolution is considered a housekeeping matter to close the files and add the infrastructure into the Tangible Capital Assets database.

LINK TO STRATEGIC PLAN

Manage residential growth through sustainable planning.

FINANCIAL CONSIDERATIONS

None at the time.

CONSULTATIONS

Financial Services
Development and Planning Services
Stantec Consulting Inc.
Amico Properties.
Municipal Services

RECOMMENDATION

That Council grant “Final Acceptance” of the roadway and infrastructure for the Royal Oak at the Creek Phase 4 & 6 subdivision,

and further that the Clerk provide formal confirmation of the Final Acceptance designation to the Developer, Amico Properties.

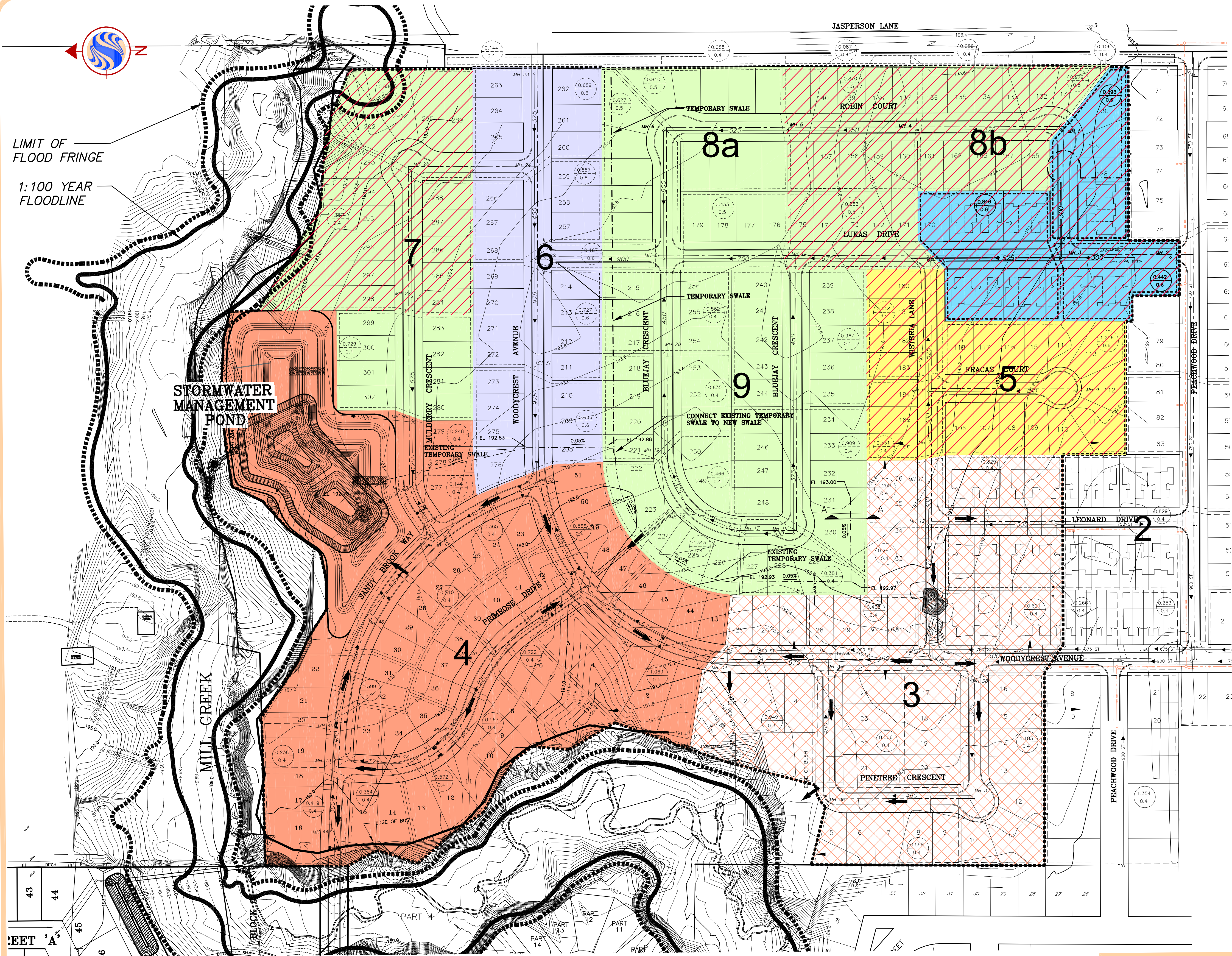
G.A. Plancke

G.A. Plancke
Director of Municipal Services

Peggy Van Mierlo-West

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

W:\active\165601098_royal_oak_at_the_creek_phase_six (replaces 165601071)\design\report\figure\FIGURE 1.dwg
2009-04-20 11:11AM By: jholmes



- Phase 3
- Phase 4
- Phase 8b
- Phase 6
- Phase 5
- Phase 8a / 9



TOWN OF KINGSVILLE
ROYAL OAK AT THE CREEK
SUBDIVISION – PHASE 6A

OVERALL STORM SEWER LAYOUT – PHASING

| PROJECT NO. | 0 15 45 75m | DRAWING NO. |
|-------------|-------------|-------------|
| 165601098 | 1:1500 | FIGURE 1 |



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

Date: September 5, 2019
To: Mayor and Council
Author: G.A. Plancke
RE: Cottam Woods Phase 3A / Final Assumption
Report No.: MS 2019 - 37

AIM

To recommend "Final Acceptance" of the Cottam Woods Phase 3A subdivision (Joaney Lane).

BACKGROUND

In a formal written request dated September 5th, 2019 via email to Municipal Services, the Developer's Engineer (Kyle Edmunds P. Eng. / Dillon Consulting Limited) has requested that the subdivision Development be granted Final Acceptance and that all securities be returned to the Developer, Cottam Solar Limited.

As per the Town's current Development Standards Manual, The Developer/Consultant is to formally request "Final Acceptance" from the Director of Municipal Services in order for the Town to accept the subdivision as complete.

Provided the Director endorses the request, a Resolution of Council officially accepting the subdivision is to be passed in order to transfer responsibility of the roadway and infrastructure to the Municipality.

Once the Resolution has been passed, the Developer is no longer obligated to maintain or repair the infrastructure in the subdivision.

DISCUSSION

Phase 3A / Joaney Lane was initially accepted by Council resolution # 273-2016, April 25th, 2016. This Twenty (20) single-family lot subdivision is nearly full with no available lots remaining.

All infrastructure has been satisfactorily constructed and installed, and all outstanding infrastructure deficiencies for this subdivision including surface asphalt as well as any Development Agreement requirements for this Development have been satisfied.

The request of the Developer's Engineer is supportable at this time.

Any further maintenance or repair of the roadway and infrastructure would fall to the municipality in perpetuity beyond the date of endorsement of Final Acceptance.

LINK TO STRATEGIC PLAN

Manage residential growth through sustainable planning.

FINANCIAL CONSIDERATIONS

None at this time.

CONSULTATIONS

Kyle Edmunds P. Eng. / Dillon Consulting Limited
Cottam Solar Limited / Gary Taveirne
Municipal Service
Development Services

RECOMMENDATION

That Council grant "Final Acceptance" of the roadway and infrastructure for the Cottam Woods Phase 3A (Joaney Lane) subdivision, and that all securities held in support of this Development be released,

and further that the Clerk provide formal confirmation of the Final Acceptance designation to the Developer, Cottam Solar Limited.

G.A. Plancke
G.A. Plancke
Director of Municipal Services

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



Our File: 15-2121

September 5, 2019

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

Attention: Andrew Plancke,
Director of Municipal Services

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

Cottam Woods Subdivision, Phase 3A
End of Maintenance Period – Municipal Assumption

On behalf of our client, Cottam Solar Limited, we ask that the Town of Kingsville assume the Cottam Woods Subdivision, Phase 3A.

All deficiencies have been completed and inspected by the Town of Kingsville.

Should you have any questions or concerns, please contact me at (519) 948-5000 Ext. 3248 or kedmunds@dillon.ca.

Yours sincerely,

DILLON CONSULTING LIMITED

A handwritten signature in blue ink, appearing to read "Kyle Edmunds".

Kyle Edmunds, P. Eng.
Project Manager

KNE:mi

cc: Gary Taveirne – Cottam Solar Limited

**Dillon Consulting
Limited**



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

Date: September 16, 2019
To: Mayor and Council
Author: G.A. Plancke / Director of Municipal Services
RE: Lake Drive to Conservation Blvd Easement Agreement
Report No.: MS 2019 - 40

AIM

To obtain approval to enter into an Easement Agreement with 1646322 Ontario Limited for the purpose of installing and maintaining an active transportation facility (Trail) to connect Lake Drive to Conservation Boulevard.

BACKGROUND

The County Wide Active Transportation System (CWATS) network design & implementation group identified a constrained portion of County Road 50 (KINGS 9) which represented significant safety concerns from Lake Drive to Conservation Boulevard when the network was in the planning stage.

In order to circumvent the constrained section, an alternate route was planned from Lake Drive to Conservation Boulevard through future development lands (Valente) wherein the connecting trail would be constructed through future parkland.

DISCUSSION

The Development has not progressed as far as initially anticipated. As a result, contact with the Developer was made to secure permission to perform survey work, with the intention of securing an Easement Agreement with the Developer as an interim measure until such time as the parkland is conveyed to the Town.

Parts 1 and 2 on Reference Plan 12R-27687 (attached) were created and filed with the Registry Office in anticipation of an Easement Agreement being executed. The reference plan identifies a 40ft (12.1m) corridor from Lake Drive to Conservation Boulevard suitable for the construction of an 8ft (2.5m) hard surfaced trail adjacent to the Linden Beach Relief Drain.

LINK TO STRATEGIC PLAN

Improve recreational and cultural facilities and opportunities within the Town of Kingsville.

FINANCIAL CONSIDERATIONS

The cost of the survey and registration of the 12R Plan
The cost drafting an Easement Agreement

CONSULTATIONS

Verhaegen Land Surveyors
Pearsall, Marshall, Halliwill & Seaton LLP
1646322 Ontario Limited / Remo Valente
Manager of Planning & Development Services
Director of Corporate Services
Municipal Services

RECOMMENDATION

That the Town enter into an Easement Agreement with 1646322 Ontario Limited for the purpose of constructing and maintaining an active transportation trail connection from Lake Drive to Conservation Boulevard, and further that;

The Mayor and Clerk be authorized to execute the Easement Agreement on behalf of the Town.

G.A. Plancke

G.A. Plancke
Director of Municipal Services

Peggy Van Mierlo-West

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

EASEMENT AGREEMENT

THIS AGREEMENT is made as of the ____ day of September, 2019.

BETWEEN:

1646322 ONTARIO LIMITED (the “Transferor”)

-and-

THE CORPORATION OF THE TOWN OF KINGSVILLE (the “Transferee”)

WHEREAS:

- A. The Transferor is the owner of certain lands legally described as PT LT 9-10 CON 1 WESTERN DIVISION GOSFIELD; KINGSVILLE DESIGNATED AS PT 9 12R21935; KINGSVILLE (PIN 75184-0720), and PART LOT 9 CON 1 WESTERN DIVISION GOSFIELD DESIGNATED AS PART 7 ON 12R21935; KINGSVILLE T/W R868579 (PIN 75184-0721), as more particularly identified as Parts 1 and 2 on Reference Plan 12R-27687 attached at Schedule “A” (the “**Servient Tenement**”);
- B. The Transferor has agreed to grant the Transferee an easement in gross over the Servient Tenement in favour of the Transferee, pursuant to the terms hereinafter set-forth.

NOW THEREFORE IN CONSIDERATION OF THE SUM OF ONE (\$1.00) DOLLAR AND SUCH OTHER GOOD AND VALUABLE CONSIDERATION (THE RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED), THE PARTIES HERETO AGREE AS FOLLOWS:

1. Grant of Easement:

- a. The Transferor, on behalf of itself, its successors and assigns, hereby grants an easement, in favor of the Transferee and its successors, assigns, agents, and invitees, a non-exclusive right of way in perpetuity over, on, upon, along and across the Servient Tenement, in common with the Transferor and its successors, assigns, agents, and invitees, for ingress and egress on foot, bicycle and/or with plants, materials, vehicles, machinery and equipment, as may be reasonably required in accordance with this Agreement (the “**Right of Way**”).
- b. The Transferor and Transferee mutually agree not to construct, install, erect, affix or permit to be constructed, installed, erected or affixed any building, structure, fence, wall, barrier, fixture or other material obstruction whatsoever in or on, the Servient Tenement, including between the Servient Tenement and Conservation Boulevard, Lake Drive, and/or Scratch Lane or make any change whatsoever to same, that would prevent the use and enjoyment of this Right of Way.

- c. The Transferor acknowledges and agrees that the Transferee shall have the right, at the Transferee's sole cost and expense, to construct a trail over, across and through the portion of the Right of Way, as more particularly identified with diagonal markings on the sketch attached hereto as Schedule "B" (the "**Trail**"). The method of construction, reconstruction, maintenance, alteration or removal of the Trail over, across or through the Right of Way, including but not limited to size, material and grading, shall be subject to the sole discretion of the Director of Municipal Services of the Town of Kingsville. Any work completed with respect to the Trail shall be completed in a good and workmanlike manner, in accordance with industry standard and all applicable laws and building codes of Ontario.
- d. The Transferor hereby agrees to maintain and keep in good condition and repair the Servient Tenement, including but not limited to landscaping, salt/snow removal, and keeping the Servient Tenement generally clean and free from debris in accordance with all municipal property standards by-laws as may be in force from time to time. Notwithstanding the foregoing, upon completion of construction, the Transferee agrees to maintain and repair the Trail, including but not limited to landscaping, salt/snow removal, and keeping the Trail generally clean and free from debris in accordance with all municipal property standards by-laws as may be in force from time to time.
- e. The Transferor shall not incur any liability to the Transferee or anyone claiming through or on behalf of Transferee in relation to the construction and/or use of the Trail by the Transferee or its respective agents, contractors, invitees or anyone claiming through them. With the exclusion of the Trail, the Transferee shall not incur any liability to the Transferor or anyone claiming through the Transferor, or on behalf of the Transferor in relation to the Servient Tenement by the Transferor or its respective agents, contractors, invitees or anyone claiming through them.
- f. The Transferee hereby releases, indemnifies and saves harmless the Transferor, its directors and officers, employees and agents from and against any and all liability, actions, causes of actions, claims, damages, expenses, costs, debts, demands or losses suffered or incurred by the Transferee, or anyone claiming through or on behalf of Transferee, and its agents, contractors, invitees arising from the construction, use and maintenance of the Trail, except such liability, actions, causes of actions, claims, damages, expenses, costs, debts, demands or losses occasioned by the intentional misconduct or omissions of the Transferor, its employees, agents, invitees, or suppliers.

- g. The Transferee agrees to maintain a policy of general liability insurance covering its use of the Trail and Servient Tenement for an amount not less than \$2,000,000.00 dollars as of the date hereof, which limit may be increased from time to time as is reasonable given the passage of time, naming the Transferor as an additional insured. The Transferee further agrees to indemnify and save the Transferor harmless from any claims, damages, liability whatsoever in connection with the use of the Trail by the Transferor, its agents, and invitees.
- 2. **Term and Planning Act:** The burdens on the Servient Tenement and benefits of the Transferee and the rights, obligations and liabilities created hereby on the Transferor and Transferee contained in this Agreement shall, to the extent permitted by law and in accordance with the *Planning Act* (Ontario), be deemed to run with the land in perpetuity.
- 3. **General:**
 - a. This Agreement may be signed in counterpart and/or by facsimile or .pdf.
 - b. Any amendments to this Agreement shall be in writing and acknowledged by all parties.
 - c. Time shall be of the essence.
 - d. This Agreement shall be binding upon and inure to the benefit of the heirs, successors, and assigns of the parties hereto or those deriving an interest in the land described herein.
 - e. This Agreement shall be governed by the laws of the Province of Ontario.

[Balance of this page left intentionally blank; signature page follows]

TRANSFEROR:

1646322 ONTARIO LIMITED

Per: _____

Name:

Title:

I have authority to bind the Corporation.

TRANSFeree:

THE CORPORATION OF THE TOWN OF KINGSVILLE

Nelson Santos, Mayor

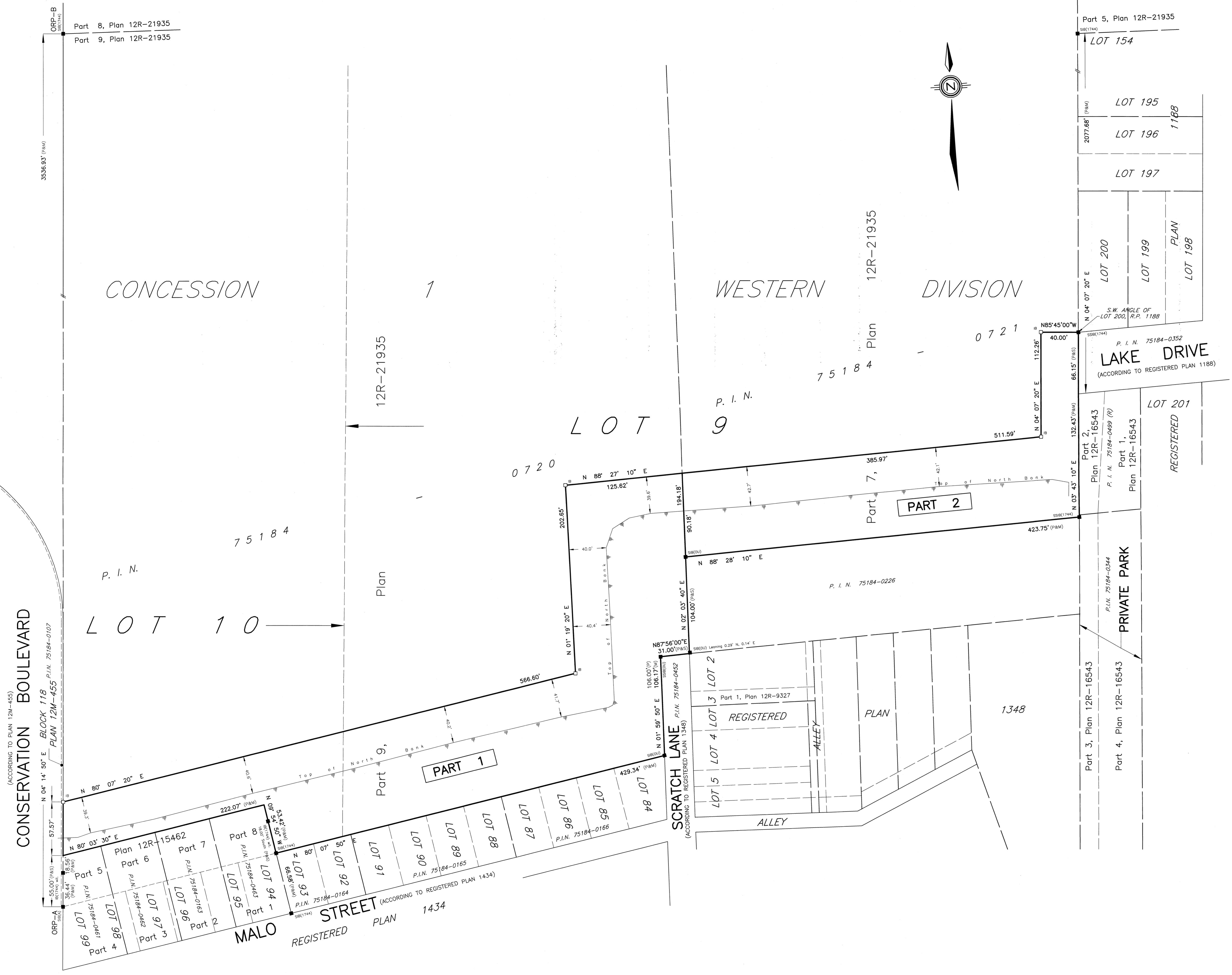
Jennifer Astrologo, Clerk

Schedule “A”

Plan 12R-27687

Schedule “B”

Sketch



1 REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE FEBRUARY 6, 2019.

BRIAN COAD
ONTARIO LAND SURVEYOR

PLAN 12R-21031
RECEIVED AND DEPOSITED

DATE 2019 FEB 07

MONA JRAIGE
REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)

| PARTS SCHEDULE | | | | |
|----------------|-----------------------|-------------------------------|--------------------|-------------|
| PART | LOT | CON/PLAN | P.I.N. | AREA |
| 1 | PART OF LOTS 9 AND 10 | CONCESSION 1 WESTERN DIVISION | PART OF 75184-0720 | 1.935 acres |
| 2 | PART OF LOT 9 | | PART OF 75184-0721 | 0.980 acres |

PART 1 - COMPRISES PART OF PIN 75184-0720
PART 2 - COMPRISES PART OF PIN 75184-0721

PLAN OF SURVEY
OF
PART OF LOTS 9 AND 10
CONCESSION 1 WESTERN DIVISION
GEOGRAPHIC TOWNSHIP OF GOSFIELD SOUTH
NOW IN THE
TOWN OF KINGSVILLE
COUNTY OF ESSEX, ONTARIO
VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC.

SCALE : 1"=50'

0 25.0 50.0 100.0 150.0 250.0 FEET

"IMPERIAL" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048

| INTEGRATION DATA | | |
|--|---------------|--------------|
| COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0). COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) OREG 216/10 | | |
| POINT ID | NORTHING | EASTING |
| ORP-A | N15267109.856 | E1160444.054 |
| ORP-B | N15270636.667 | E1160705.892 |
| COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN. | | |

LEGEND AND NOTES

BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99984005

ALL MONUMENTS SHOWN THUSLY ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.

SIB DENOTES 1" X 1" X 4'-0" STANDARD IRON BAR
SIB DENOTES 1" X 1" X 2'-0" SHORT STANDARD IRON BAR
IB DENOTES 5/8" X 5/8" X 2'-0" IRON BAR
IB DENOTES 3/4" diameter X 2'-0" ROUND IRON BAR
CC DENOTES CUT-CROSS
DENOTES 5mm X 50mm STEEL PIN
DENOTES SURVEY MONUMENT FOUND
DENOTES SURVEY MONUMENT SET AND MARKED 1744
WB DENOTES WITNESS
DENOTES PERPENDICULAR
(S) DENOTES SET (M) DENOTES MEASURED (D) DENOTES DEED
ORP DENOTES OBSERVED REFERENCE POINT
SSIB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.
(S/P) DENOTES SET PROPORTIONALLY (OU) DENOTES ORIGIN UNKNOWN
(P) DENOTES PLAN 12R-21935
(1744) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
(A) DENOTES C.G.R. ARMSTRONG, O.L.S.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2. THIS SURVEY WAS COMPLETED ON THE 6th. DAY OF NOVEMBER, 2018.

DATE FEBRUARY 6, 2019.

BRIAN COAD
ONTARIO LAND SURVEYOR
for VERHAEGEN • STUBBERFIELD • HARTLEY
BREWER • BEZAIRE INC.

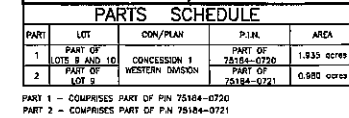
VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC.

WINDSOR
944 Ottawa Street
N8X 2E1
Ph: (519)258-1772
Fax: (519)258-1791

LEAMINGTON
187 Talbot Street East
N8H 1L8
Ph: (519)322-2375
Fax: (519)322-2675

ONTARIO LAND SURVEYORS
www.vshbbsurveys.com

DRAWN BY: CMM
CHECKED BY: BC
WORK ORDER: 5-13918
CAD Date: February 6, 2019 9:01 AM
CAD File: 51391800.dwg
FILE NO.: E-Gosfield South-1 W.D.-9
PLAN FILE NO.: H-1792



SCALE: 1"=50'

0 25.0 50.0 100.0 150.0 200.0 FEET

"IMPERIAL" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048

INTEGRATION DATA

| INTEGRATION DATA | | |
|--|---------------|--------------|
| COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO 17TH ZONE 17 (01° WEST LONGITUDE) | | |
| COORDINATE VALUES ARE TO AN URBAN: ACCURACY IN ACCORDANCE WITH SECTION 14(2) Q REG 216/10 | | |
| POINT ID | NORTHING | EASTING |
| GRP-A <td>N15267109.656</td> <td>E1160444.054</td> | N15267109.656 | E1160444.054 |
| GRP-B <td>N15270936.607</td> <td>E1160705.692</td> | N15270936.607 | E1160705.692 |
| COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OF BOUNDARIES SHOWN ON THIS PLAN. | | |

LEGEND AND NOTES

BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY
REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99854005

ALL MONUMENTS SHOWN THUSLY ☐ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.
SB DENOTES 1" X 1" X 4'-0" STANDARD IRON BAR

ALL MONUMENTS SHOWN THUSLY ☐ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.

| | | | | | |
|-----|---------|---------------|---|-------|-------------------------|
| 5B | DENOTES | 1" X 1" | X | 4"-0" | STANDARD IRON BAR |
| 5SB | DENOTES | 1" X 1" | X | 2"-0" | SHORT STANDARD IRON BAR |
| IB | DENOTES | 5/8" X 5/8" | X | 2"-0" | IRON BAR |
| IB | DENOTES | 3/4" diameter | X | 2"-0" | ROUND IRON BAR |

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CP DENOTES 5mm X 50mm STEEL PIN
■ DENOTES SURVEY MONUMENT FOUND
□ DENOTES SURVEY MONUMENT SET AND MARKED 1744
WP DENOTES WHEELER L. DENOTES GERRITSEN 19

WH. DENOTES WITNESS I DENOTES PERPENDICULAR
(S) DENOTES SET (M) DENOTES MEASURED (C) DENOTES DEED
COP DENOTES OBSERVED REFERENCE POINT
SIB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE

POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.

(S/P) DENOTES SET PROPORTIONALLY (du) DENOTES ORIGIN UNKNOWN

(D) DENOTES PLAN 12R-21935

(1244) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.S.

(A) DENOTES C.G.R. ARMSTRONG, O.S.

SURVEYOR'S CERTIFICATE

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM

DATE FEBRUARY 5, 2019. B. C.

BRIAN COAD
ONTARIO LAND SURVEYOR
for VERHAEGEN - STUBBERFIELD - HARTLEY
BREWER - BEZAR INC.

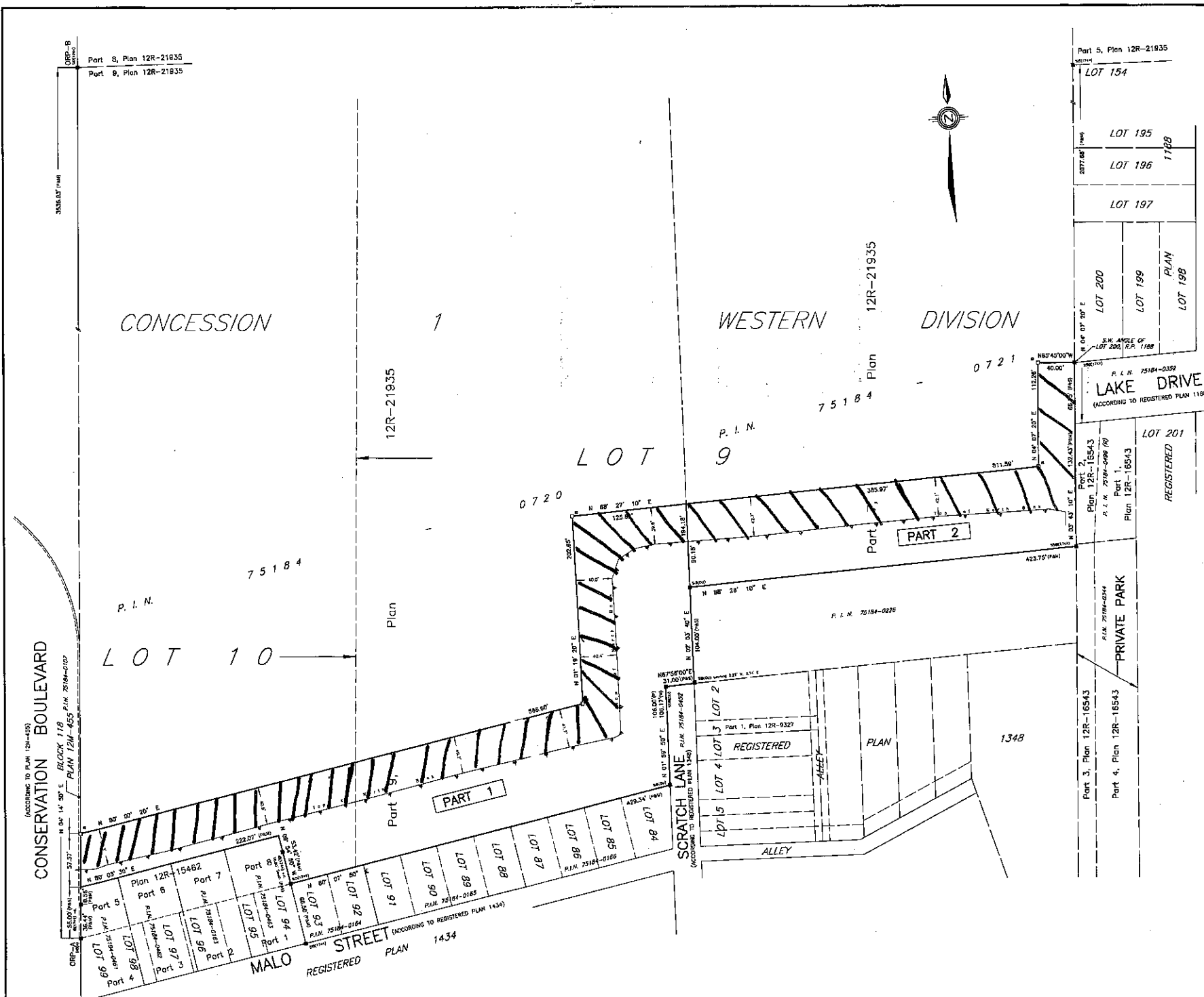
WINDSOR
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VERHAEGEN
STUBBSFIELD
HARTLEY
BREWER
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INC.

LEAMINGTON
 187 Tabot Street East
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 Ph: (519) 322-2378
 Fax: (519) 322-0076

ONTARIO LAND SURVEYORS
www.vhsurveyors.com

DRAWN BY: CMM CAD Date: February 8, 2019 9:01 AM
 CHECKED BY: BC CAD File: 61591600.dwg
 WORK ORDER: 6-1301M FILE NO.: E-Guelph, South-1 M.D.-0 PLAN FILE NO.: H-1792





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

Date: September 13, 2019

To: Mayor and Council

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

RE: Sidewalk Café – Standard Operation Procedure Update
– Notice of Meeting

Report No.: PS 2019-030

AIM

To provide the Mayor and Council with information on the requested update to the sidewalk café Standard Operating Procedure to include notification of surrounding landowners as part of the application process.

BACKGROUND

Sidewalk cafes in downtown Kingsville have been a popular attraction for a number of restaurants particular in the Main St. W. blocks west of Division St. Provisions were made for one café through the reconfiguration of the sidewalk with a permanent 'bump-out' to maintain a clear path along the street. The disadvantage of this is the removal of at minimum one parking space. Two other approved cafes in the same area employed the use of large concrete planters and a boardwalk that are installed only during the café season, typically between April and October. This still removes one to two parking spaces per café but not year round.

DISCUSSION

Earlier this year a sidewalk café was approved east of Division St. on Main for a new business. The same temporary design was used and the café has proven equally beneficial for this business. Approval of this café was not met with resounding support by a number of businesses in the downtown in part because they felt they were not consulted as part of the application for approval process.

The current policy requires submission of a design and review by municipal staff and circulation for discussion and comment to the Downtown Business Improvement

Association (BIA) and Kingsville Accessibility Advisory Committee (KAAC). There was no outright objection to the café in part because the same design had been approved in 2016 for a former business in the same location. That business did not however have the café installed at that time. The BIA had made comment on the consideration of a different format that would not impact on parking. KAAC had no objection subject to the installation being such that accessibility was not impacted.

As a result of the concerns with the installation of this latest café a motion of Council was made for administration to amend the sidewalk café policy to provide improved communications with surrounding landowners, residents and the BIA within a 60 metre radius.

It is suggested that a notice of meeting be provided to all landowners within 60 metres advising that an application for a sidewalk café has been submitted and scheduled for consideration by Council. It is worth noting that the BIA is notified already of applications for cafes and the policy requires that a formal meeting has been held and the subject café application was an agenda item for discussion. Once this is completed formal comment is provided to Town staff for inclusion in the report to Council. If there is concern that BIA membership is not being circulated with this information then the BIA would need to review its internal communications to insure that all members are notified.

The revised SOP is attached as Appendix A and the proposed changes are highlighted in yellow.

LINK TO STRATEGIC PLAN

Support growth of the business community.

FINANCIAL CONSIDERATIONS

There is financial consideration with the introduction of formal notice being required as part of the application process. As part of this requested updated the fee for a sidewalk café has been reassessed. The fee is minimal and does not cover added notice circulation or the true cost of review and drafting of the associated agreement, particularly for new cafes. The process has become similar in nature to site plan approval involving a considerable increase in time and review. With the addition of a notice requirement to the current policy and with the increased expectation on review a new two-tier fee structure needs to be considered. It is suggested a minimum fee of \$600 be collected for a new sidewalk café and that the annual renew on a sidewalk café (no layout or design changes) be increased to \$200.

CONSULTATIONS

CAO, Administration and the Kingsville BIA

The draft report, SOP and a template agreement were circulated to the BIA for review and this material was circulated by the BIA to its entire membership. Subsequently staff attended the August 13th meeting of the BIA to review the material and gain some insight on the memberships concerns or comments.

The principle issues of concern were the loss of curbside parking resulting from the cafes and the overall look and maintenance of the patios. I believe that the BIA supports the idea of the cafes but moving forward would like to see if there are alternatives to the current format that can address the needs of the individual businesses while reducing the loss of parking.

The Town has been monitoring café use, maintenance, general support or dislike since the patios first started. As with the BIA, the general opinion is supportive but qualified with the dislike of the loss of access to parking in close proximity. Staff can continue to research what alternatives are available that balance the desire of the businesses to have a café with the needs of AGCO licensing, safety of the patrons and pedestrians, limiting liability to the Town and protecting the look of the area. Based on the current demand it would be recommended that this be looked at prior to the start of the 2020 sidewalk café season.

To address future look and maintenance of patios it is recommended, that as part of the application process (See Appendix B), applicants would be required to outline in their submission what they are planning for landscaping, barriers and furniture. To bolster this the cafe agreement wording would be reworked to reference the approved plan for the café layout. (See Appendix C – Sample Agreement)

RECOMMENDATION

It is recommended that:

Council receive the report on sidewalk café standard operating procedure public notification update for information purposes;

Council endorse the revised application and sample café agreement moving forward into 2020, and

Council adopt a two-tiered fee structure for sidewalk café applications for consideration in the 2020 budget deliberations.

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

| | | | |
|---|---|----------------------|---|
|  | PLANNING SERVICES STANDARD OPERATING PROCEDURE SIDEWALK CAFÉ APPROVAL & APPLICATION REVIEW | | S.O.P. #PS012 |
| | | | Issued: |
| | | | Reviewed/ Revised: June 26, 2019 |
| | | | Total Pages: 3 |
| Prepared By: R. Brown | Reviewed By: Administration | Approved By: Council | |

1.0 PURPOSE:

To provide a set of standard operating procedures for the review and permitting of sidewalk cafes.

2.0 DEFINITIONS:

- 2.1 Sidewalk Café:** is an area utilized and operate by a private business owner (typically restaurants or taverns) for the outdoor service of food and drink on Town owned property (sidewalk).

3.0 RESPONSIBILITIES

3.1 The permitting and review of sidewalk cafes will be the joint responsibility of Corporate Services, Planning Services & Municipal Services.

3.2 Department Directors/Managers are responsible for the following:

- Corporate Services (CS) is responsible for the intake and review of applications for sidewalk cafes including the required proof of insurance, permitting fee, site plan layout.
- Planning Services (PS) will review the application and site plan for zoning compliance and prepare a report to Council for approval subject to the provisions outline in Section 4.0.
- Municipal Services (MS) will review the site plan to insure that the proposed sidewalk café can be safely accommodated and is in compliance with all accessibility regulations.

4.0 PROCEDURE

4.1 Submission of Sidewalk Café Applications:

Sidewalk Café Season runs from approximately April 15 to the end of October. For first time sidewalk café applications and installation applications must be received a minimum of 60 business days prior to the anticipated start date of the sidewalk cafe in order to undertake the necessary review process, order materials (if applicable) and undertake installation in time for the start of the season.

Renewal applications must be submitted a minimum of 25 business days prior to the preferred start date of the sidewalk café.

Exact installation dates are not to be guaranteed and will be based on staff availability, scheduling and weather.

4.2 Location and Design Consideration:

The following criteria are to be considered as part of the establishment and/or renewal of all sidewalk cafes:

- Impact to parking
- Accessibility
- Proximity of other sidewalk cafes (if two adjoining businesses are proposing sidewalk cafes the Town will require a co-ordinated design and layout to minimize the overall impact)
- Public comment and input
- Operational history and maintenance
- Total number of approved sidewalk cafes

4.3 Review Process for First Time Sidewalk Café Applications:

The following shall apply for the review and approval of all sidewalk café application submit where no previous sidewalk café approval has been granted:

- Applicant's are to be directed to Corporate Services to review the application process.
- If necessary PS and MS should be pre-consulted with the initial plans for the sidewalk café to determine if the proposed location can be safely accommodated prior to proceeding with any new application.
- The details of a complete application should be outlined to the applicant by CS
- Once a complete application is received all required information is to be forwarded to the PS Administrative Assistant to start a file.

- The file is to then be forwarded to the Town Planner for review and circulation to Managers for comment.
- Outside circulations will also include the Downtown Kingsville BIA and Kingsville Accessibility Advisory Committee (KAAC).
- Applications will not proceed to Council until formal comment has been received from both the BIA and KAAC (Note: items must be reviewed at BIA & KAAC formal meetings, e-mail correspondence will not be acceptable).
- A notice of the proposed sidewalk café, including the proposed location and layout, will be provided to all property owners within 60 m of the subject property where the sidewalk café is to be located, a minimum of 14 days prior to the scheduled Council meeting.
- Once all circulations are complete and comments received a report will be prepared for consideration at the next available Council meeting.
- A sidewalk café agreement will be prepared specific to the property outlining the term of the agreement and any associated costs related to the installation and maintenance of the sidewalk café over the term of the agreement.
- All agreements for new sidewalk cafes shall be limited to a one year trial period.

4.4 Review Process for Renewal of Sidewalk Café Approval:

Renewal of sidewalk café approvals and agreements will be subject to the same review process as the new sidewalk café and subject to Council approval with the exception of the following:

- If no issues have been noted during the first year of the sidewalk café and no layout changes are proposed recirculation to the BIA and KAAC will not be required
- Renewal will be for the remaining term of the agreement noted in the initial approval for the sidewalk café.
- Sidewalk cafes will continue to be subject to annual renewal licensing fees and must submit annual proof of liability insurance including the Town of Kingsville as an insured to the satisfaction of the Town.
- Sidewalk café agreements may be subject to change at the discretion of the Town to address safety, location, maintenance and appearance or accessible changes.

5.0 Enforcement & Monitoring

All sidewalk cafés will be subject to the terms of their individual agreements.

6.0 REVISIONS/AMENDMENTS

| No. | Date | Revision | Revision By |
|-----|------------|---|-------------|
| 1 | June 26/19 | Addition of notice requirements & location criteria | R. Brown |
| | | | |
| | | | |
| | | | |
| | | | |



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

APPLICATION FOR USE OF MUNICIPAL RIGHT OF WAY FOR SIDEWALK CAFÉ Application to Install & Operate:

☐ Unlicensed Patio No Enclosure

☐ Licensed Patio Enclosure

Season: April 1 to November 1 YEAR: _____

Business Information:

Name of the Business: _____

Municipal Address of Business location: _____

Business Registered under Town's Business Registry By-law 129-2004: ☐ Yes

Registered Property Owner Information:

Registered Property Owner: _____

Mailing Address: _____ Postal Code: _____

Telephone (Business): _____ Telephone (Residential): _____

Applicant Information:

Name of Applicant: _____ Position: _____

Mailing Address: _____ Postal Code: _____

Telephone (Business): _____ FAX: _____

SIDEWALK CAFÉ

A.G.C.O. Licence No.: _____ Expiry Date: _____ A.G.C.O. Approval: Yes ☐ No ☐

Hours of Operation: Opening @ _____ am / pm Closing @ _____ am / pm

Please provide a detailed site plan showing the following:

- Number of Tables and Chairs
- Landscaping details including types of plantings
- All entrance and exit points
- Dimensions of proposed sidewalk café
- Type and height of fencing enclosure
- Signage

In order to process your application, please submit the following:

- ☐ A non-refundable administrative fee of: **First time café - \$600.00, Renewal - \$200.00**
- ☐ A tenant must have the owner's endorsement. Please see the attached Authorization Form.
- ☐ A layout plan of the proposed area clearly indicating all information requested **as noted above.**
- ☐ An elevation drawing of the proposed fence enclosure.

Upon submission of the application and prior to the operation of the sidewalk café the following must be completed:

1. Municipal review of the layout plan and site inspection of the location of the proposed sidewalk café.

| | | | |
|----------------------|------------------------------|--|-----------------------------|
| a. Location Approved | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes, with modifications | <input type="checkbox"/> No |
| b. Fencing Approved | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes, with modifications | <input type="checkbox"/> No |
| c. Fencing Installed | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
2. Enter into an agreement with the Corporation of the Town of Kingsville.
 - a. Council Approval: _____
3. Provide a third party liability insurance policy.
 - a. Received: _____
4. Submit an indemnity deposit of **\$500.00**.
 - a. Received: _____

Applicant's Signature

Submission Date

THE CONSTRUCTION AND/OR OPERATION OF A SIDEWALK CAFÉ IS NOT PERMITTED WITHIN THE MUNICIPAL RIGHT-OF-WAY UNTIL APPROVAL HAS BEEN GRANTED BY TOWN COUNCIL AND THE ABOVE COMPLETED.

LICENCE AGREEMENT FOR SIDEWALK CAFÉ

THIS AGREEMENT effective this 26th day of August, 2019

BETWEEN:

THE CORPORATION OF THE TOWN OF KINGSVILLE

**Attention: Town Clerk
2021 Division Road North
Kingsville, Ontario N9Y 2Y9**

(Hereinafter referred to as the “Licensor”)

-and-

Downtown Business

(Hereinafter referred to as the “Licensee”)

WHEREAS the Licensee has applied for a licence to operate a sidewalk café on a public sidewalk under the jurisdiction of the Licensor.

AND WHEREAS the Licensor has agreed to grant a licence to the Licensee to operate a sidewalk café on a public sidewalk within the Town of Kingsville on the terms and conditions contained in this Agreement and on the condition that the Licensee perform such requirements and undertakings as may be required herein.

NOW THEREFORE this Agreement witnessed that in consideration of the Licensor approving the Application for a licence, the covenants hereinafter expressed and other good and valuable consideration, the parties hereto covenant and agree with one another as follows:

INSTALLATION OF THE SIDEWALK CAFÉ

1. The licensed area covered by this Agreement is that certain portion of the sidewalk abutting the property municipally known as “TBD”, Kingsville as shown on Schedule “A” attached hereto and forming part of this Agreement.
2. The licensed area shall be used for the purposes of a sidewalk café in conjunction with the business carried on by the Licensee and for no other purpose without the express written consent of the Licensor.
3. All elements of the sidewalk café **shown on the approved site plan**, including but not limited to enclosures, furnishings, heating devices, plants and flowers shall be provided and maintained by the Licensee in accordance with this Agreement at the sole expense of the Licensee **and the satisfaction of the Town.**
4. No advertising boards or plaques shall be posted on the enclosure surrounding the sidewalk café except for a temporary menu display board

which shall not in any way obstruct the sidewalk abutting the enclosure or the entrance to the sidewalk café.

5. The abutting sidewalk shall not be encumbered by sandwich board signs, planters, extraneous advertising objects or bicycles permitted to be affixed or leaned against the sidewalk café enclosure, or by anything else which may impede pedestrian passage or the passage of wheelchairs and permitted motorized devices. Any umbrellas or other shade or heating devices within the sidewalk café shall be sufficiently maintained, affixed, or weighted to prevent their being lifted or carried by wind.
6. The Licensee shall abide by all regulations prescribed by the Alcohol and Gaming Commission of Ontario, or any successor body thereto, in relation to the operation of the sidewalk café, including but not limited to the Smart Serve Program and the Code of Conduct for Patrons.
7. The Licensee shall abide by all by-laws, laws, regulations, orders and ordinances of any federal, provincial and municipal authorities and public bodies having jurisdiction over the sidewalk café and shall indemnify the Licensor against any and all damages, charges, actions or costs resulting from any non-compliance.
8. The sidewalk café shall not interfere with pedestrian crossing areas or designated accessible parking and passenger pick-up and drop-off areas nor with commercial loading zones.
9. The size and capacity of the sidewalk café shall not exceed any limitations imposed by the Town Building Department, Kingsville Fire Department and the Alcohol and Gaming Commission of Ontario.
10. The sidewalk café enclosure shall be constructed or demarcated in all respects to the satisfaction of the Director of Municipal Services and the Chief Building Official or delegated municipal manager(s).
11. The sidewalk café shall not interfere with or obstruct the main entrance to any other building in the vicinity of the sidewalk café.
12. The sidewalk café shall allow an unobstructed pedestrian aisle to the abutting sidewalk. This cleared aisle shall not be obstructed by the queuing of the Licensee's patrons.

OPERATION OF THE SIDEWALK CAFÉ

13. The Licensee shall operate the sidewalk café only during the sidewalk café season which shall commence May 1st and end on November 1st.
14. The Licensee shall maintain the sidewalk café in a clean and sanitary manner and keep the adjacent sidewalk clear of litter and debris. This responsibility shall include, but shall not be limited to, sweeping and cleaning of the sidewalk, painting, cleaning and repairing the enclosure and furnishings of the sidewalk café at the entire expense of the Licensee. In the event that the Licensee shall fail to maintain the adjacent sidewalk as required herein, the Licensor shall have the right to do so, and the Licensee shall be responsible for the payment of all expenses of the Licensor in connection therewith. In addition, the Licensor shall have the right to revoke the temporary licence granted herein, without notice, in the event that the Licensee fails to maintain the sidewalk café in accordance with the terms and conditions of this Agreement.
15. The Licensee shall preserve and protect all existing trees and plantings in the public right-of-way to the satisfaction of the Director of Municipal Services or delegated municipal manager(s) and shall replace at its entire expense, any trees damaged by the Licensee in relation to the sidewalk café. Absolutely nothing shall be placed in, on or affixed to trees, utility poles, light standards, receptacles or furniture owned by either the Licensor or the business improvement area board of management.
16. Except as expressly permitted herein, the Licensee shall not permit endorsements or other advertising on or within the sidewalk café. The Licensee shall not permit any free standing lighting or refuse receptacles within the sidewalk café. The Licensee shall not permit any umbrellas or other shade or heating devices to overhang outside of the licensed area or obstruct visibility on the abutting sidewalk area. Any heating devices used by the Licensee on or within the sidewalk café shall be used and, when not in use, shall be stored, in compliance with the applicable legislation and regulations in place regulating such use and storage having regard to the nature of the fuel source used by the heating device.
17. The Licensor shall be entitled to inspect the sidewalk café at any time during the operating season to ensure compliance with this Agreement.
18. All chattels, fixtures and equipment must be removed from the public sidewalk and the surface of the public sidewalk shall be restored to its original condition on or before the 1st day of November each year, provided that if the Licensee does not remove and restore, the Licensor shall be

entitled to do so and the Licensee shall be responsible for the payment of all expenses of the Licensor in connection therewith.

INSURANCE AND INDEMNITY

19. The Licensee shall indemnify and save harmless the Licensor against all actions, suits, claims and demands which may be brought against the Licensor and against all loss, costs, charges or expenses whatsoever for damaged property or injury (including death) to any person or persons which may be incurred or sustained or paid by the Licensor by the reason of the presence or operation of the sidewalk café.
20. The Licensee shall provide and maintain public liability and property damage insurance in the amount of Two Million (\$2,000,000.00) Dollars naming the Licensor as an additional insured and including cross-liability provisions, which insurance shall be satisfactory to the Licensor. A certified copy of the said insurance policy shall be filed with the Town Clerk prior to the commencement of the installation of the sidewalk café.

FEE AND DEPOSIT

21. The licence fee shall be the sum of **\$TBD plus HST**, payable in equal monthly installments paid by way of postdated cheques dated for the first day of May through October 2019 inclusive. This amount represents patio implementation costs of \$TBD and the use of two municipal parking spaces at a cost of \$TBD/spot/month for six months.
22. Prior to the installation of the sidewalk café on the public sidewalk, the Licensee shall pay an indemnity deposit to the Licensor in the sum of one thousand dollars (\$TBD) which shall be retained by the Licensor without interest, until the removal of the sidewalk café at the end of the sidewalk café season and the restoration of the sidewalk to the satisfaction of the Director of Municipal Services or delegated municipal manager(s), provided, however that, if the public sidewalk has not been satisfactorily restored, the Licensor shall apply the costs of any restoration work undertaken by it or on its behalf, against the indemnity deposit and refund the amount remaining, if any, without interest. If the restoration costs exceed the amount of the indemnity deposit, the Licensee shall be responsible to pay the deficiency to the Licensor forthwith following demand.
23. Any amount owing for any reason under this Agreement by the Licensee to the Licensor may be recovered, in whole or in part, from the indemnity deposit, at the Licensor's option.

TERMINATION AND SUSPENSION OF THIS AGREEMENT

24. If, due to any emergency, vacant possession of the licensed area is required by the Licensor for the purpose of installing, repairing or maintaining watermains or pipes, wires, conduits, sewers or other public services or utilities, upon receiving notice from the Licensor, the Licensee shall immediately deliver vacant possession of the licensed area to the Licensor and remove all chattels, equipment and fixtures from it, provided that if the Licensee fails to do so, the Licensee shall pay to the Licensor any costs or additional costs, expenses or damages incurred by the Licensor by reason of the failure to so remove all chattels, equipment and fixtures. Any such notice shall not terminate the Agreement, but will suspend it temporarily until the completion of such work, at which time the Agreement shall resume.
25. If the Licensee is in breach of any of the terms of this Agreement, the Licensor may, at its option, immediately terminate this Agreement without notice and require vacant possession from the Licensee.
26. Notwithstanding any other right or remedy of the Licensor, both the Licensee and the Licensor may cancel this Agreement, upon thirty (30) days written notice, and the Licensee shall be required to give vacant possession at the end of the notice period.
27. If the Licensor exercises its right to suspend or terminate this Agreement for any reason, the Licensor shall not be liable in any way to compensate the Licensee for any loss, costs, or damages which may be suffered by the Licensee or by any person claiming under the Licensee by reason of such termination.
28. If vacant possession of the area is not given to the Licensor or, if chattels, equipment and fixtures have not been removed from it in accordance with the terms of this Agreement, the Licensor shall have the right to remove the chattels, equipment and fixtures at the expense of the Licensee.
29. If the Licensee is delinquent in the payment of the fees or assessments levied by the Licensor pursuant to any Agreement or work carried out by the Licensor, the Licensor is authorized to remove the sidewalk café and restore the area to its original condition at the entire expense of the Licensee.

ENFORCEMENT

30. Notwithstanding any specific reference made herein, in the event that the Licensee fails to do anything required of it under this Agreement, the

Licensor has the right to perform such activity and the Licensee shall be responsible to the Licensor for the cost of the performance.

31. Ninety (90) days following a demand for payment, or the issuance of an invoice, the payment of any fees, taxes, rates, charges or other expenses under this Agreement, may be enforced by the Licensor in the same manner as property taxes. If the Licensee is also the owner of the property abutting the sidewalk café, the Licensee agrees that such fees, taxes, rates, charges or other expenses may be added by the Town's Director of Financial Services to the property tax roll and shall form a lien or charge against the Licensee's property as though assessed against it.

ASSIGNMENT OF THIS AGREEMENT

32. The Licensee shall not assign or sublet this Agreement or the use of the licensed area without the written consent of the Licensor, which consent may be arbitrarily withheld in the sole and unfettered discretion of the Licensor.
33. If the Licensee sells its business, it shall give notice to the Licensor at least ten (10) days prior to the completion of the sale.
34. If the Licensee sells, conveys, transfers, assigns or enters into an Agreement for sale, assignment of or transfer of any title to or interest in part of or all of its business to a purchaser, assignee or transferee not approved of in writing by the Licensor, the Licensor, in its sole discretion, may forthwith terminate this Agreement or demand the immediate removal of the sidewalk café or forthwith revoke the permission granted for the sidewalk café, and may enter upon the lands depicted in Schedule "A" in whole or in part and remove the sidewalk café and restore the public sidewalk and the expense of such removal and restoration shall be paid by the Licensor or by such unapproved purchaser, assignee or transferee forthwith on demand, or, at the Licensor's option, the payment of such expense may be enforced pursuant to the provisions of this Agreement. The Licensor shall not be liable to pay any compensation for any loss, costs or damages which may be incurred by the Licensee or by such unapproved purchaser, assignee or transferee by reason of such termination, demand, revocation, entry or removal or restoration.

OWNER'S CONSENT

35. If the Licensee is not the owner of the property abutting the sidewalk café, the owner of the said property hereby consents to the licence granted by this Agreement and the owner of the property and Licensee waive and

release all claims they may have against the Licensor by reason of the construction, existence and operation of such sidewalk café.

GENERAL

- 36. This Agreement shall be binding upon and enure to the benefit of the parties to it, and their respective heirs, personal representatives, successors and permitted assigns.
- 37. This licence shall expire on November 1, 2019. There is no automatic entitlement on the part of the Licensee to renewal of this licence.

IN WITNESS WHEREOF the parties have duly executed this Agreement.

**THE CORPORATION OF
THE TOWN OF KINGSVILLE**

Per: _____

Per: _____
(Licensor)

Downtown Business

Per: _____

Per: _____
I/We have the authority to bind
the corporation (Licensee)

Schedule “A”

PROPOSED SIDEWALK CAFÉ SITE PLAN



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

Date: September 4, 2019

To: Mayor and Council

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

RE: Valente Subdivision Status Update

Report No.: PS 2019-041

AIM

To present the Mayor and Council with the Ontario Municipal Board (OMB) approved draft plan of subdivision along with information on the status of the draft plan of subdivision approved by the OMB and review any reports or documentation that were provided to the Town on compliance with the OMB decision.

BACKGROUND

In August of 2015 The Town and developer advised the Board that a settlement was reached on the lands known as the Valente Subdivision for a draft plan of subdivision (Appendix A) and required zoning amendment. This approval would permit a 15 phase residential development with a maximum of 750 dwelling units consisting of a mix of single detached, semi-detached and townhouse dwellings along with the required parkland conveyance. The appeal to the Board was based on the Town's refusal of the developer's requested zoning amendment and the County of Essex's failure to make a decision on the draft plan of subdivision.

In May of 2017 the County planner requested a resolution (Appendix A) of Council supporting a change to condition 1 on the notice of decision issued by the County. This change was to wording that would now reflect the OMB approved plan. (Appendix B) The Town's legal counsel on the OMB settlement reviewed the request and provided a letter stating that the change was consistent with the Board's decision. (Appendix D) The resolution was supported and the draft plan of subdivision approved by the County.

The notice of decision was issued by the County in June of 2017. Standard practice is that a draft approval is granted for three years from the date of that County approval which would have made the lapse date June of 2020. However, the County based the three year time frame on the OMB approval date of Sept 2015 as the OMB did not provide for a

lapsing date in its decision. As such, the plan has lapsed and the approval process must start over.

DISCUSSION

The developer was not satisfied with the layout of the settlement plan nor was Administration entirely satisfied with the street pattern. In addition, many residents who had attended the OMB hearing expressed a general dislike of the settlement plan as they felt that there had been no public input on its final form. After the board hearing Council, at the time, was presented with a revised layout of the settlement plan by the developer, which was in keeping with the Board's decision but was ultimately determined would require a new application, public process and presentation to the Board for approval.

With the need for a new application, the developer undertook consultation with Planning staff on the development and refinement of a revised layout. The amended plan would see a reduction in the total number of units and a lower density, the potential for a more efficient phasing plan, better street layout, particularly in relation to its connection with the Cottage Grove and Golfside subdivisions and most importantly pre-consultation with the surrounding neighbours on a group and individual basis. With the added pre-consultation and new public input, the hope was for presentation of a plan that would raise considerably less objection. At the same time, the developer has been working to close off a number of outstanding items that still needed review or completion including storm water management, traffic impact and the design of the new intersection on County Road 20.

LINK TO STRATEGIC PLAN

Manage residential growth through sustainable planning.

FINANCIAL CONSIDERATIONS

There are no direct financial implications related to this status report.

CONSULTATIONS

CAO

RECOMMENDATION

It is recommended that Council receive the report on the status of the Valente subdivision development.

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

STATISTICS:

TOTAL AREA = 51.60 ha (127.48 acres)
PHASE 1 = 9.166 ha (22.5 acres) INCLUDES COMMERCIAL AND PARK LAND

PHASE 2 = 3.44 ha (8.5 acres)
PHASE 3 = 3.42 ha (8.5 acres)
PHASE 4 = 3.42 ha (8.5 acres)
PHASE 5 = 4.8 ha (11.9 acres)
PHASE 6 = 4.20 ha (10.4 acres)
PHASE 7 = 2.26 ha (5.56 acres)
PHASE 8 = 2.31 ha (5.70 acres)
PHASE 9 = 2.59 ha (6.4 acres)
PHASE 10 = 2.53 ha (6.25 acres)
PHASE 11 = 2.53 ha (6.25 acres)
PHASE 12 = 3.28 ha (8.10 acres)
PHASE 13 = 2.42 ha (6.00 acres)
PHASE 14 = 2.8 ha (7.45 acres)
PHASE 15 = 2.6 ha (6.04 arces)

PHASE 1 = 10 SINGLE DETACHED UNITS
= 36 SEMI-DETACHED UNITS

PHASE 2 = 12 SINGLE DETACHED UNITS
= 50 SEMI-DETACHED UNITS

PHASE 3 = 22 SINGLE DETACHED UNITS
= 30 SEMI-DETACHED UNITS

PHASE 4 = 58 SEMI-DETACHED UNITS

PHASE 5 = 49 SINGLE DETACHED UNITS

PHASE 6 = 27 SINGLE DETACHED UNITS
= 20 SEMI-DETACHED UNITS

PHASE 7 = 40 SEMI-DETACHED UNITS

PHASE 8 = 16 SINGLE DETACHED UNITS
= 20 SEMI-DETACHED UNITS

PHASE 9 = 9 SINGLE DETACHED UNITS
= 43 TOWNHOME UNITS

PHASE 10 = 58 TOWNHOME UNITS

PHASE 11 = 42 SEMI-DETACHED UNITS
= 5 TOWNHOME UNITS

PHASE 12 = 60 SEMI-DETACHED UNITS

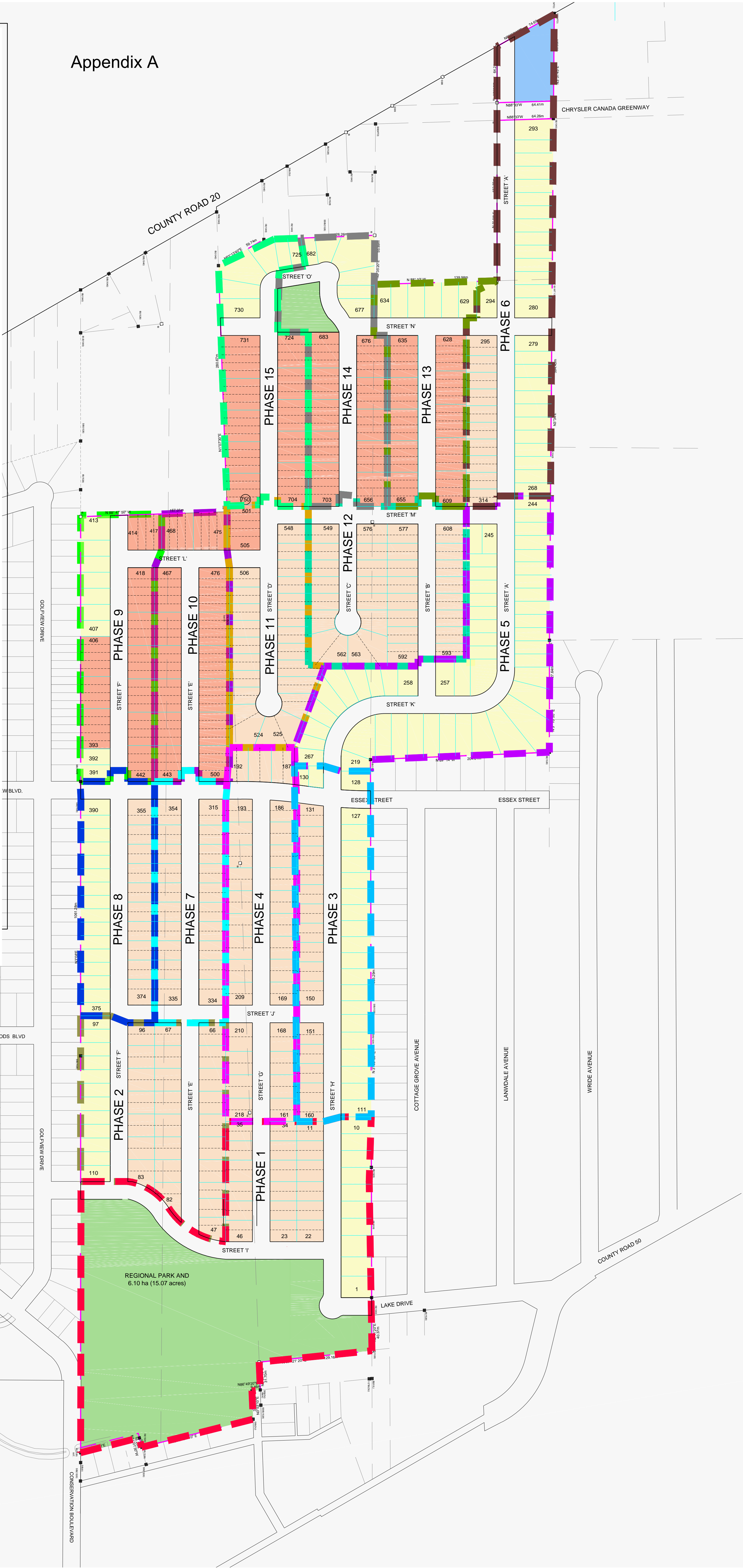
PHASE 13 = 6 SINGLE DETACHED UNTS
= 41 TOWNHOME UNITS

PHASE 14 = 6 SINGLE DETACHED UNITS
= 42 TOWNHOME UNITS

PHASE 15 = 6 SINGLE DETACHED UNITS
= 42 TOWNHOME UNITS

TOTAL UNITS = 750 LOTS

Appendix A



CONCEPT #1

CONCEPTUAL DEVELOPMENT PLAN
FIGURE 1

- | | | | | | |
|----------------------|---------------|---------|---------|----------|----------|
| SUBJECT SITE | TOWNHOME LOTS | PHASE 1 | PHASE 5 | PHASE 9 | PHASE 13 |
| SINGLE DETACHED LOTS | PARKLAND AREA | PHASE 2 | PHASE 6 | PHASE 10 | PHASE 14 |
| SEMI-DETACHED LOTS | COMMERCIAL | PHASE 3 | PHASE 7 | PHASE 11 | PHASE 15 |
| | | PHASE 4 | PHASE 8 | PHASE 12 | |

crozierbaird

ENGINEERS
PLANNERS
ARCHITECTS

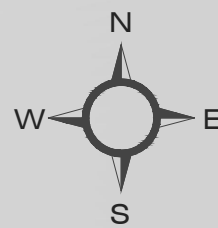
27 PRINCESS STREET, SUITE #102
LEAMINGTON, ONTARIO
N8H 2X8

1000 - 267 PELLISSIER STREET,
WINDSOR, ONTARIO
N9A 4K4.
A DIVISION OF MATTHEW J. BAIRD CONSULTING SERVICES INC.

CREATED BY: J.L.
CHECKED BY: J.L.
DESIGNED BY: P.S

File Location:
c:\dropbox\2014\14-145 - valente
omb\engineering\etranstmit - conceptual development
plan\150824 - 141284 - lotting plan 2 - revised
phasing.dwg August, 25, 2015 4:59 PM

SCALE 1: 5000



PROJECT: 14-145 STATUS: DRAFT DATE: 05/28/15

SITE INFORMATION:
TOTAL NUMBER OF (SINGLE DETACHED) LOTS = 163 (1 to 163)
TOTAL NUMBER OF (SEMI-DETACHED/TOWNHOMES) BLOCKS = 14
(164 to 177) (687 UNITS)
TOTAL NUMBER OF (COMMERCIAL) BLOCKS = 1 (183)
TOTAL AREA OF SUBDIVISION = 51.058 HECTARES (126.163 ACRES)
TOTAL RESIDENTIAL AREA = 32.387 HECTARES
RESIDENTIAL DENSITY = 0.043 UNITS PER HECTARE
PARKLAND = 6.394 HECTARES

ELEVATIONS:
ELEVATIONS SHOWN ON THE PLAN ARE IN METRES TO CANADIAN GEODETIC DATUM

SITE BENCHMARK:
AS SHOWN ON FACE OF PLAN

ADDITIONAL INFORMATION:
REQUIRED UNDER SECTION 51(17) OF THE PLANNING ACT (R.S.O. 1990)
(A) AS SHOWN ON PLAN (G) AS SHOWN ON PLAN
(B) AS SHOWN ON PLAN (H) PREP. MUNICIPAL
(C) AS SHOWN ON PLAN (I) SILENT SAG WITH TRACE CLAY DEPOSITS
(D) RESIDENTIAL (J) AS SHOWN ON PLAN
(E) REFER TO KEY PLAN (K) ALL SERVICES TO BE PROVIDED
(F) AS SHOWN ON PLAN (L) AS SHOWN ON PLAN

LEGEND

25mm X 25mm X 1.22m STANDARD IRON BAR
25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
16mm X 16mm X 0.61m IRON BAR
19mm diameter X 0.61m ROUND IRON BAR
CUT-CROSS
50mm X 50mm STEEL PIN
SURVEY MONUMENT FOUND
SURVEY MONUMENT SET AND MARKED 1528
WITNESS DENOTES PERPENDICULAR
(S) DENOTES SET (M) DENOTES MEASURED (O) DENOTES DEED
SIB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE
POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.
(S/P) DENOTES SET PROPORTIONALLY (OU) DENOTES ORIGIN UNKNOWN
(P) DENOTES PLAN 12R-21935 (P1) DENOTES PLAN 12M-526
(P2) DENOTES PLAN 12R-17052
(1744) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
(A) DENOTES C.E.R. ADMINSTRING, O.L.S.
(1040) DENOTES WILLIAM J. SETTERINGTON, O.L.S.
(W10) DENOTES MINISTRY OF TRANSPORTATION, ONTARIO
(1341) DENOTES RICHARD W. MURRAY, O.L.S.
(C) DENOTES CATCH BASIN
(H) DENOTES CABLE TV PEDESTAL
(H) DENOTES TELEPHONE PEDESTAL
(H) DENOTES OVERHEAD HYDRO LINE
(H) DENOTES GUY WIRE
(H) DENOTES TRAFFIC SIGN
(H) DENOTES UTILITY POLE WOOD

Part 1,
Plan 12R-5076

P. I. N. 75184-0135

P. I. N. 75184-0134

37-T-12005

This Draft Plan of Subdivision is approved
under ss 51 (31) of the Planning Act on
this -----, 2017.

WILLIAM KING, MCIP, RPP
Manager, Planning Services
County of Essex

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

INTEGRATION DATA

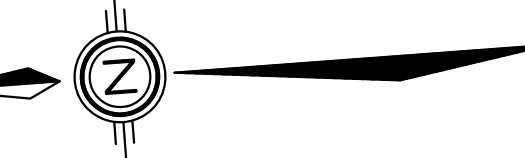
| | | |
|--|--------------|-------------|
| COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (1997.0) COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.R.G. 216/10 | | |
| POINT ID | NORTHING | EASTING |
| A | N4654483.404 | E353950.013 |
| B | N4653514.241 | E353914.662 |
| COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN. | | |

LEGEND AND NOTES

BEARINGS ARE UTM GPS DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY
REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING
BY THE COMBINED SCALE FACTOR OF 0.99983800

NOTE:
A PORTION OF KING STREET HAS BEEN CLOSED
BY BY-LAW 57-1994, REG'D AS R1290555.



REGISTERED

PLAN 1188

KEY PLAN

DRAFT PLAN OF SUBDIVISION
OF
PART OF LOTS 8, 9 and 10,
CONCESSION 1, WESTERN DIVISION
GEOGRAPHIC TOWNSHIP OF GOSFIELD SOUTH
NOW IN THE
TOWN OF KINGSVILLE
COUNTY OF ESSEX, ONTARIO
VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC.

SCALE = 1:1500

0 15.00 30.00 60.00 90.00 150.00
METRES

ESSEX COUNTY ROAD 20
(Transferred to the County of Essex by O.C. 2382/97, MFO Plan P-2000-89, Reg'd as Inst. No. 1418406)
(Amended by O.C. 2221/98, MFO Plan P-1921-46, Reg'd as Inst. No. 1505269)

Part 8,
Plan 12R-21935
P. I. N. 75184-0719

OWNER'S CERTIFICATE
I HEREBY AUTHORIZE THE FILING OF THIS DRAFT PLAN FOR APPROVAL.

1646322 ONTARIO LIMITED

DATE:

REMO VALENTE

I HAVE THE AUTHORITY TO BIND THE CORPORATION

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP
TO THE ADJACENT LANDS HAVE BEEN ACCURATELY AND CORRECTLY SHOWN.

DATE: APRIL 25, 2017.

BRIAN COAD

ONTARIO LAND SURVEYOR
for VERHAEGEN • STUBBERFIELD • HARTLEY
BREWER • BEZAIRE INC.

VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC.
944 Ottawa Street
N6K 2E1
Ph: (519)258-1772
Fax: (519)258-1791
LEAMINGTON
187 Talbot Street East
N6K 1L8
Ph: (519)322-2375
Fax: (519)322-2675
www.vshbdsurveys.com

ONTARIO LAND SURVEYORS
CAD Date: April 25, 2017 2:18 PM
CAD File: 51220105.1.dwg
WORK ORDER: 5-12201x05.1 FILE NO.: E-Gosfield South-1WD-8 PLAN FILE NO.: H-1526



Appendix C

Office of the Manager, Planning Services

William J. King, AMCT, MCIP, RPP
Manager, Planning Services

May 3, 2017

VIA EMAIL ONLY

Town of Kingsville
Attention: Mr. Robert Brown
2021 Division Road North
Kingsville, ON N9Y 2Y9

Subject: Draft Plan of Subdivision
Location: Part of Lots 8, 9 and 10, Concession 1, Western
Division (Gosfield South)
File No: 37-T-12005 (Valente – 1646322 Ontario Limited)

Dear Mr. Brown:

The above noted draft plan of subdivision application was appealed to the Ontario Municipal Board in 2014. The parties met in advance of the Board hearing and agreed to a concept plan (amended draft plan) that reduced the number of units from 973 to 750. In August, 2015, the Board conducted a hearing and allowed the appeal, thereby approving the amended draft plan of subdivision as agreed to by the parties, subject to the fulfillment of the conditions attached to the Board's order. The attachment reflected the normal set of conditions usually prepared by the County of Essex as the approval authority under the Planning Act.

Unfortunately, the Board failed to amend Condition #1 to reflect the concept plan (amended draft plan). The applicant has now prepared a draft plan (based upon the concept plan) in accordance with the requirements of the Planning Act. In order to formally complete the draft plan approval process, the County must issue a "Decision to Change the Conditions of Draft Approval" to amend Condition #1 to reflect the amended draft plan.

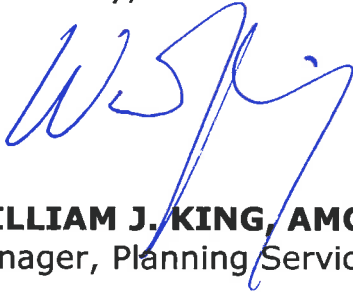
Please find attached a copy of the concept plan and the amended draft plan. The County requests that the Town of Kingsville, by Council resolution, acknowledge that the amended draft plan accurately reflects the concept plan, and endorses the proposed change to the draft plan conditions. Given

May 3, 2017

that this is a fulfillment of the Board's order, the County deems this to be a minor change to the conditions of draft approval under Section 51(44) of the Planning Act, and the County is not required to give notice under Section 51(47) of the Act. Any further amendments to the draft plan that result in changes to the lotting and/or road pattern will not be deemed to be minor in nature and will be subject to a full public meeting and appeal process if a "Notice of Changed Conditions" is required under Section 51(45).

Please do not hesitate to contact me should you require any further information.

Yours truly,



WILLIAM J. KING, AMCT, MCIP, RPP
Manager, Planning Services

c.c. Christine Riley
VSHBB Inc. (Brian Coad)
1646322 Ontario Limited

Appendix D

**BONDY
RILEY
KOSKI_{LLP}**

Barristers, Solicitors & Notaries

Richard J. Bondy, B.A., LL.B. (1930-2014)
Christine A. Riley, B.A., LL.B.
Gerald W. Koski, B.A., LL.B.

Suite 310
176 University Avenue West
Windsor, Ontario
Canada N9A 5P1
Telephone (519) 258-1641
Facsimile (519) 258-1725

Via E-mail rbrown@kingsville.ca

May 10, 2017

**THE CORPORATION OF
THE TOWN OF KINGSVILLE**
2021 Division Road North
Kingsville, ON N9Y 2Y9

Attention: Mr. Robert Brown, Manager, Planning and Development Services

Dear Sir:

**RE: Kingsville OMB – 1646322 Ontario Limited (Valente) Appeal
Draft Plan of Subdivision – County Approval
Our File No.: 7570-008**

I wish to advise that I have been working with Bill King at the County of Essex to try to bring some finality to the final details required to be completed based on the Decision given by the Ontario Municipal Board on September 16, 2015.

I have had an opportunity to review the letter to you dated May 3, 2017 from Mr. King, in which he is proposing the approval of a formal draft plan of subdivision based on the Concept Plan that was approved by the Board. I wish to confirm that I have reviewed the draft plan of subdivision Mr. King proposes to approve, and I have compared it to the Concept Plan approved by the Board. It is my opinion that the draft plan of subdivision does in fact reflect the proposed lot pattern that has been approved by the Board.

I also agree with Mr. King that in order for him to make the necessary change to condition number 1 of the Conditions of Draft Plan Approval, it is not necessary for the County or the Town to hold a public meeting. However, I also agree that in the event the developer wishes to change the lot pattern that has been approved by the Board, the full public meeting and appeal process under Section 51 of the *Planning Act* will be invoked.

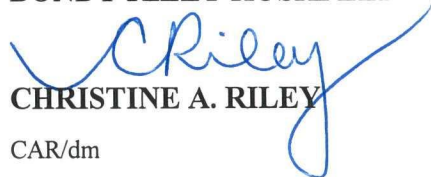
It is therefore my opinion that it would be appropriate for Council to pass the Resolution that has been requested by Mr. King, in which the Town acknowledges that the amended draft plan of subdivision submitted to the County of Essex for approval accurately reflects the Concept Plan that was approved the Ontario Municipal Board, and further that Council endorses the proposed change to the draft plan conditions.

Kingsville OMB – Valente
May 10, 2017
Our File: 7570-008
Page 2 of 2

Should you or Council have any questions with regard to this matter, kindly do not hesitate to contact me.

Yours truly,

BONDY RILEY KOSKI LLP


CHRISTINE A. RILEY

CAR/dm

CC: Bill King, County of Essex via e-mail



**REGULAR MEETING OF COUNCIL
MINUTES**

**Monday, September 9, 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 R. McLeod, Director of Financial Services P. Van Mierlo-West, CAO D. Wolicki, Manager of Municipal Facilities and Property |

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. Jodie Hailstone, Resident RE: Telecommunications Tower concerns (Cedar Creek area installation for Rogers Communications)

Ms. Hailstone, 1055 Hemlock, presented her concerns in respect to the installation of a Rogers telecommunications tower in the Cedar Creek area.

It was noted by Administration that the installation of telecommunications towers is Federally regulated through Industry Canada. The municipality's role is to provide a letter of concurrence to the tower proponent that the Town's policy has been followed. There is no local approval granted.

463-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council directs Administration to take a look at the process used to communicate telecommunication tower installations and bring a report back to Council for consideration.

CARRIED

464-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council receives the presentation of Jodie Hailstone, Resident, regarding telecommunication tower concerns, and particularly the Rogers Communications installation at the Cedar Creek area.

CARRIED

Councillor Neufeld stated that he had made a motion a few months ago pertaining to the height of telecommunication towers. Administration will review to determine status of such request.

F. MATTERS SUBJECT TO NOTICE

1. PUBLIC MEETING--Application for Consent to Sever B/09/19 and Zoning By-law Amendment ZBA/03/19 by Joseph Palmer 330 Road 8 E Part of Lot 23, Concession 7 Roll No. 3711 470 000 03000

R. Brown, Manager of Planning Services

i) Notice of Complete Application and Public Meeting: Zoning By-law Amendment and Consent, dated August 6, 2019;

ii) Report of G. Robinson, dated August 15, 2019;

iii) Proposed By-law 78-2019, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

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

465-2019

Moved By Councillor Larry Patterson

Seconded By Councillor Kimberly DeYong

That Council approves Consent Application B/09/19 to sever an existing dwelling deemed surplus to the needs of the prospective purchaser on a 0.743 ha (1.837 ac.) parcel shown as Part 1 on the applicants' sketch, subject to the following conditions:

1. That a reference plan be deposited in the registry office, **both an electronic and paper** copy of the registered plan is to be provided for the files of the Secretary-Treasurer;
2. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality;
3. That any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act be paid in full along with all municipal taxes be paid in full;
4. That any necessary drainage reapportionments be undertaken;
5. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds;

6. A favourable Zoning By-law Amendment application is processed to prohibit future dwellings on the retained farm parcel prior to the consent being endorsed on the deeds;
7. That the applicant obtain the necessary permit for and install a new access to the retained farm parcel at the applicant's expense and to the satisfaction of the Town and/or County;
8. That the necessary deed(s), transfers or charges be **submitted in triplicate**; signed and fully executed (**no photocopies**), including a copy of the reference plan, prior to certification;
9. The conditions imposed shall be fulfilled by **September 9, 2020** or this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act;

And Further that Council approves Zoning By-law Amendment Application ZBA/13/19 to rezone the subject lands at 330 Road 8 East, Part of Lot 23, Concession 7, Town of Kingsville, from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)' and adopt the implementing by-law.

CARRIED

G. AMENDMENTS TO THE AGENDA

Councillor Neufeld added one item under Unfinished Business.

H. STAFF REPORTS

1. Water Bottle Refilling Stations

D. Wolicki, Manager of Municipal Facilities and Property

466-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council receives the Report of D. Wolicki, Manager of Municipal Facilities and Property RE: Water Bottle Refilling Stations, and directs that the matter of installation of water bottle refilling stations within suitable town-owned buildings and parks be explored further during 2020 Municipal Capital budget deliberations;

And Further that Council directs Administration to install a combination water bottle refill and water fountain station inside the Carnegie Arts and Visitor Centre before the end of 2019.

CARRIED

2. Kingsville Community Grant Fund Policy Review

R. McLeod, Director of Financial Services

467-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That the firm maximum on the total value of grants to be awarded in 2020 be 0.5% of the previous year's tax levy.

CARRIED

468-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council directs Administration to amend Section 6.4 (Processing of Applications) to state that grant applications will be limited to, and based solely on, the information in the application that was submitted to Council by the due date.

CARRIED

469-2019

Moved By Councillor Kimberly DeYong

Seconded By Councillor Larry Patterson

That Council approves the balance of the proposed amendments to the Kingsville Community Grant Fund Policy and scoring matrix as presented.

CARRIED

3. Union Pay Equity and Internal Equity

J. Galea, Human Resources Manager

470-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council receives the update from Human Resources Manager J. Galea on the pay equity plan, and that Council approves the internal equity adjustments that have been outlined from the pay equity analysis.

CARRIED

4. 2019 Business Retention and Expansion RFP Results

P. Van Mierlo-West, CAO

471-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council awards the Request for Proposal to MDB Insight for completion of the 2019 Kingsville Business Retention and Expansion Study in the amount of \$53,635.00 and that Council adopts the requisite by-law authorizing the Mayor and Clerk to execute the agreement.

CARRIED

5. Organizational Review RFP Results

P. Van Mierlo-West, CAO

472-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council awards the Request for Proposal to Pesce and Associates to conduct the Kingsville Organizational Review, and that Council adopts the requisite by-law authorizing the Mayor and Clerk to execute the agreement;

And that, the funding for this project be allocated from the Efficiency and Optimization Fund.

CARRIED

6. Rural Economic Development Fund - Request

P. Van Mierlo-West, CAO

473-2019

Moved By Councillor Tony Gaffan

Seconded By Councillor Larry Patterson

That Council directs the CAO to apply to the Rural Economic Development Fund Grant program under the Economic Diversification and Competitiveness Stream for software optimization.

CARRIED

I. MINUTES OF THE PREVIOUS MEETINGS

1. Regular Meeting of Council--August 26, 2019

474-2019

Moved By Councillor Tony Gaffan

Seconded By Councillor Laura Lucier

That Council adopts Regular Meeting of Council Minutes, dated August 26, 2019.

CARRIED

J. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. Committee of Adjustment - June 18, 2019

475-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council receives Committee of Adjustment Meeting Minutes dated June 18, 2019.

CARRIED

K. BUSINESS CORRESPONDENCE - INFORMATIONAL

1. **Premier Doug Ford--Email received August 27, 2019 RE: Kingsville Council's Resolution re: Reducing Litter and Waste in our Communities (Council Motion 424-2019)**
2. **Town of Wasaga Beach--Resolution passed August 27, 2019 supporting Township of McKellar's Resolution in regard to Municipal Amalgamation**
3. **Municipality of Mississippi Mills---Resolution passed August 27, 2019 supporting the Township of Warwick in regard to Ensuring Enforcement for Safety on Family Farms**

476-2019

Moved By Councillor Kimberly DeYong

Seconded By Councillor Laura Lucier

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

CARRIED

L. NOTICES OF MOTION

1. **Deputy Mayor Queen may move, or cause to have moved:**

477-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council enter into Closed Session before the end of the 2019 year in accordance with the provisions of Section 239(2)(c) of the *Municipal Act, 2001*, to discuss a proposed or pending acquisition or disposition of land by the

municipality, being a discussion pertaining to lands and/or property that the Town presently holds a leased interest in.

CARRIED

M. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

Councillor Neufeld inquired as to the status of Administration's report pertaining to the potential expropriation process for 329 Main St. East.

Mayor Santos reminded of the following upcoming events to be held on September 15, 2019:

- i) Terry Fox Run at Lakeside Park;
- ii) The Cottam Rotary Club Fall Festival and Horse Show at Ridgeview Park, Cottam.

N. BYLAWS

1. By-law 78-2019

478-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council reads By-law 78-2019, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (330 Road 8 East, Part of Lot 23, Concession 7, ZBA/13/19) a first, second and third and final time.

CARRIED

O. CLOSED SESSION

479-2019

Moved By Councillor Laura Lucier

Seconded By Councillor Kimberly DeYong

That Council, at 8:30 p.m. enter into Closed Session to address the following items:

- 1. Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality; being update Report of CAO Van Mierlo-West regarding the

Agreement of Purchase and Sale with the Greater Essex County District School Board;

2. Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; being review of the approved Personnel Committee Meeting minutes dated March 21, April 23, May 27 and July 8, 2019;
3. Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality, being update report from CAO re: potential acquisition of land for municipal purposes.

CARRIED

- 1. Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality; being update Report of CAO Van Mierlo-West regarding the Agreement of Purchase and Sale with the Greater Essex County District School Board**
- 2. Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; being review of the approved Personnel Committee Meeting Minutes dated March 21, April 23, May 27 and July 8, 2019.**
- 3. Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality, being update report from CAO re: potential acquisition of land for municipal purposes**

P. REPORT OUT OF CLOSED SESSION

Upon rising from Closed Session at 9: 18 p.m. Mayor Santos advised that Council addressed the three above-stated Closed Session matters and the following was reported:

1. Council received an update from CAO P. Van Mierlo-West for information regarding the status of the Agreement of Purchase and Sale with the Greater Essex County District School Board.
2. Council received the Minutes of the Personnel Committee Meetings dated March 21, 2019, April 23, 2019, May 27, 2019 and July 8, 2019.
3. Council directed Administration to continue the negotiations as discussed for the potential acquisition of land for municipal purposes.

Q. CONFIRMATORY BY-LAW

1. By-law 82-2019

480-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council reads By-law 82-2019, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its September 9, 2019 Regular Meeting a first, second, third and final time.

CARRIED

R. ADJOURNMENT

481-2019

Moved By Councillor Larry Patterson

Seconded By Councillor Laura Lucier

That Council adjourns this Regular Meeting at 9:19 p.m.

CARRIED



MINUTES

POLICE SERVICES BOARD MEETING

JUNE 26, 2019 @ 4:00 P.M.

Kingsville Council Chambers, 2021 Division Road North, Kingsville

A. CALL TO ORDER

Chairperson, Nelson Santos called the Meeting to order at 4:09 p.m. with the following persons in attendance:

| | | |
|--------------------|---|------------------|
| Nelson Santos | - | Chairperson |
| Nancy Wallace-Gero | - | Vice Chairperson |
| Kimberly DeYong | - | Board member |
| Glenn Miller | - | O.P.P. Inspector |
| Silvano Bertoni | - | O.P.P. Constable |

Members of Administration: Roberta Baines, Deputy Clerk-Administrative Services
Peggy Van Mierlo-West, C.A.O.

Absent: William Chisholm (away on personal business)

B. 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.

None

Mayor Santos welcomed CAO Van Mierlo-West.

C. PRESENTATIONS/DELEGATIONS

1. Strategic Planning – P. Van Mierlo-West, CAO
CAO Van Mierlo-West presented the Strategic and Community Safety and Well-being Plans. There was an overview of the public safety component.

Discussion on next steps and possible creation of a survey to gather necessary data. Members thanked CAO Van Mierlo-West for providing the materials and background needed to move forward on the process.

- 33-2019** Moved by Kim DeYong seconded by Nancy Wallace-Gero to receive the presentation on Strategic Planning by CAO Van Mierlo-West
- CARRIED**

D. ADOPTION OF ACCOUNTS

1. **Police Services Accounts** – RE: Budget actuals ending May 2019

- 34-2019** Moved by Nancy Wallace-Gero seconded by Kim DeYong to receive the accounts ending May 2019

CARRIED

E. REPORTS

1. **Monthly Status Reports**

- i.) Town of Kingsville PSB report and Crime Stoppers report for May 2019

Inspector Miller provided an overview of the launching of As Safe As Possible project. This event empowers people with an intellectual disability to avoid victimization through education about human trafficking and exploitation. Also, it educates police and justice personnel about the needs and abilities of people with intellectual disabilities.

Inspector Miller provided some highlights of the monthly overview. Constable Bertoni also provided a summary of some of the recent crimes and ongoing investigations.

- 35-2019** Moved by Kim DeYong, seconded by Nancy Wallace-Gero to receive Kingsville PSB Report and Crime Stoppers report for May 2019 as information.

CARRIED

F. BUSINESS – ACTION REQUIRED

1. R.I.D.E. Grant Allocation for 2019-2020 – Agreement

- 36-2019** Moved by Kim DeYong seconded by Nancy Wallace-Gero to enter into the R.I.D.E. Grant contractual agreement for the 2019-2020 fiscal year.

CARRIED

G. BUSINESS/CORRESPONDENCE

1. Ministry of Community Safety and Correctional Services:

- i.) Memorandum: RE: Police Services Board Members and Elections, issued June 14, 2019 (Index:19-0045)

2. cOPP's For Charity Golf Tournament – July 10, 2019

3. Canadian Municipal Network on Crime Prevention (CMNCP), issued June 10, 2019

4. OAPSB News and Updates RE: Labour Seminar, issued June 12, 2019

37-2019 Moved by Nancy Wallace-Gero, seconded by Kim DeYong to receive Ministry of Community Safety and Correction Services communication items 1 - 4 as presented.

CARRIED

H. ADOPTION OF MINUTES OF PREVIOUS MEETING

1. Adoption of Police Services Board Minutes – held on May 29, 2019.

38-2019 Moved by Nancy Wallace-Gero, seconded by Kim DeYong to adopt the Police Services Board meeting minutes held on May 29, 2019.

CARRIED

I. NEW AND UNFINISHED BUSINESS

Board members discussed and agreed to cancel the July Police Services Board meeting due to summer holidays and to reconvene in August.

39-2019 Moved by Kim DeYong, seconded by Nancy Wallace-Gero to cancel the July Police Services Board meeting and reconvene in August 2019.

CARRIED

J. ADJOURNMENT

40-2019 Moved by Nancy Wallace-Gero, seconded by Kim DeYong that Police Services Board adjourns the meeting at the hour of 5:01 p.m. and to meet again on August 28, 2019 or at the call of the Chair.

CARRIED

CHAIRPERSON, Nelson Santos

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



COMMITTEE MINUTES

**PARK RECREATION ARTS AND CULTURE COMMITTEE
JULY 25, 2019 @ 5:30 P.M.
Kingsville Arena Room 'B', 1741 Jasperson Lane, Kingsville**

A. CALL TO ORDER

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

MEMBERS OF PARKS, RECREATION ARTS & CULTURE COMMITTEE:

Mayor N. Santos
Deputy Mayor G. Queen
Councillor T. Neufeld
A. Hickmott
M. Shields

MEMBERS OF ADMINISTRATION:

M. Durocher, Parks and Recreation
Program Manager - Absent
D. Wolicki, Facilities Manager

Absent: M. Tremaine-Snip

A. DISCLOSURE OF PECUNIARY INTEREST

Deputy Mayor Queen 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.

B. PRESENTATIONS/DELEGATIONS

G. Queen provided the rules of the procedural bylaw to the Committee and the Group. Regarding timing of the presentations and delegations and the points of clarification.

1. Delegation Jules Kay and Mike Lenehan request dated July 7, 2019 RE: Pickleball

Mr. Jules Kay presented a potential solution regarding potential Pickleball Court locations or retrofitting. These included the following;

- Proposed 8 courts on the existing courts by adding a line that is 29" long, add baseline, no volley zone, and centerline. The nets would mobile and removed when pickleball are not using the court. When net is removed we are back to playing with tennis.



COMMITTEE MINUTES

T. Neufeld thanked the delegation for the presentation and asked if the paint easy to remove. It was stated that the lines could be painted over.

A. Hickmott inquired about scheduling and when it becomes an issue. It was stated that there is a schedule for the courts to be used.

Mike (president of KPI) provided a brief history of the KPI and its incorporation. They have been actively seeking partnership. The request of the sign for the site with a proposed pickleball courts, a link, draft agreement, a letter from the Mayor, someone from the town for video, and provided a location of Ron Koudy's. KPI are requesting assistance within these matters.

T. Neufeld inquired about how many members did Kingsville Pickleball currently have registered. Currently there are 70 registered members.

067-2019 Moved by A. Hickmott and seconded and M Shields to receive the delegation.

CARRIED

2. Delegation Cathy Stephenson and Rick Stephenson Request dated July 7, 2019 RE: Tennis

C Stephenson and R Stephenson provided a background of the Kingsville Tennis Association (KTA), and the short-term agreement with having Pickleball on these courts. This arrangement has now been 6 year in duration. KTA does not support the additional painted lines on the court as summer camps and lessons make it difficult to learn on multi – line courts. The KTA support Pickleball having their own courts and their own facility. The current arrangement has worked however they believe that the group has outgrown the facilities. They would appreciate to the KPA off of the courts for 2020.

T. Neufeld asked if KTA had looked at Cottam facility. Ultimately, there are not enough courts in Windsor-Essex.

A. Hickmott inquired if there was a Junior tennis program. There is a dedicated pro to facilitate this program, however in Windsor there is a dedicated program. A. Hickmott inquired if four courts were adequate for the tennis association. KTA stated that it was.

068-2019 Moved by A. Hickmott and seconded by M Shield to receive the delegation
CARRIED



COMMITTEE MINUTES

3. Response from Kingsville Tennis Association dated July 4, 2019 RE: Additional Lines on Tennis Courts

069-2019 Moved by T. Neufeld, seconded by N. Santos to receive the correspondence

CARRIED

D. AMENDMENTS TO THE AGENDA

None.

E. STAFF REPORTS

1. Wolicki, Manager of Facilities and Property

D. Wolicki provided a quick snapshot of the operational items within the Facilities and Properties and the items required for the shoulder season.

D. Wolicki provided an update regarding the boat launch and its closure. Staff are monitoring water levels and will be reviewing options for the 2020 Capital Budget. Pass holders who request a reimbursement will be reimbursed.

070-2019 Moved by N. Santos, seconded by M. Shields to receive the report as presented

CARRIED

F. MINUTES OF THE PREVIOUS MEETING

1. Parks Recreation Arts and Culture Meeting Minutes—June 27, 2019

071-2019 Moved by A Hickmott, seconded by t. Neufeld, to receive the minutes of Parks Recreation Arts and Culture Committee Meeting dated June 27, 2019

CARRIED

G. COMMITTEE REPORTS

1. Fantasy of Lights Committee Minutes – May 28th 2019

- 072-2019** Moved by A. Hickmott, seconded by N. Santos, to receive the minutes of Fantasy of Lights Committee dated May 28, 2019

CARRIED

2. Mettawas Fund Raising Committee

- 073-2019** Moved by N. Santos, seconded by M. Shields to receive the minutes of Mettawas Fund Raising Committee Meeting dated June 5, 2019

CARRIED

3. Migration Festival

- 074-2019** Moved by N. Santos, seconded by A. Hickmott to receive the minutes of Migration Fest Committee Meeting dated June 18, 2019

CARRIED

H. NEW AND UNFINISHED BUSINESS

UPDATE OF THE MASTERPLAN

There was discussion and support for the consultant to attend the September meeting to present to PRAC.

PICKLEBALL COURT RECCOMENDATIONS

D Wolicki provided background regarding proposed locations for Pickleball Courts.

Location A

Option 1:

8 courts would be proposed in the location where the Bocce courts are currently located. There is a low impact for foul ball to hit the pickleball courts within this area. Estimated cost is \$270,000. There could be a compromise to move the Bocce Court be moved to Lions Park.



COMMITTEE MINUTES

Option 2:

This is a different design, however does place the courts further into the field. Plantings would be recommended around the courts.

Location B

Option 1:

This design includes; 8 courts straight across. This area is prone to foul balls and some issues with lights. There is room for 8 courts and the bocce courts would remain. Estimated cost \$230,000.

D Wolicki provided a summary on the options of additional line painting on the court lines. Approximately \$500/court.

T. Neufeld stated that he did not support the removal of the bocce courts and provided a history of the its location for Lions Park. He recommended to see other options. At the next PRAC meeting Thomas Neufeld may move or cause to move to propose to see more options for pickleball courts.

N Santos provided the history of the temporary bocce courts and that the Lion park plan did include the Bocce Court. Any removal of Bocce would be in line with the construction of Lions Hall Construction. Having the 3/5 set up would provide buffering between. N. Santos would recommend to have Pickleball respond back to the presentation.

A. Hickmott inquired about the top of fence and should it provide some form of caging. And would recommend Option 2 however the plans still require to be reviewed. D Wolicki stated that th.is would limit the play.

075-2019 Moved by A. Hickmott, seconded by M Shields, that the update regarding pickleball locations be received.

CARRIED

- 076-2019** Moved by T. Neufeld, seconded by A. Hickmott that the presentation be forward to both the Kingsville Pickleball Association and the Bocce Association for comment.

CARRIED

- 077-2019** Moved by T. Neufeld, seconded by A. Hickmott to permit M. J Kay to speak regarding the presentation

CARRIED

Ms. J Kay stated that Pickleball would take any form of designated permanent pickleball. Kingsville Pickleball would not recommend that Pickleball be moved to Lions Park due to the noise.

HIGHLAND GAMES

Chair G. Queen presented the resignation of committee member B. Riddiford from the Highland Games Committee.

- 078-2019** Moved by T. Neufeld, second by M Shield, that the resignation of B. Riddiford be removed by the Highland Games Committee

CARRIED

I. NEXT MEETING DATE

August 29th at 5:30 pm Kingsville Arena Room B

J. ADJOURNMENT

- 079-2019** Moved by M. Shields seconded by A. Hickmott to adjourn this Meeting at 6:20 p.m.

CARRIED



COMMITTEE MINUTES

CHAIR, Deputy Mayor Queen

**RECORDING SECRETARY,
P. Van Mierlo-West**



MINUTES

REGULAR MEETING OF FANTASY OF LIGHTS COMMITTEE

TUESDAY, May 28, 2019
Kingsville Arena Auditorium C
4:00 PM

A. CALL TO ORDER

Councillor T. Gaffan called the meeting to order at 4:03 P.M. with the following persons in attendance:

S. l'Anson
Mayor N. Santos
D. Doey
L. Duhig
J. Mockler
C. Anson
D. Laman
T. Coke
J. Willoughby
M. Durocher-Administrative Support

B. DISCLOSURE OF PECUNIARY INTEREST

Councilor T. Gaffan reminded members that any declaration and its general nature are to be made prior to each item being discussed.

C. DELEGATIONS/PETITIONS/CORRESPONDENCE

D. STAFF REPORTS

E. MINUTES OF THE PREVIOUS MEETINGS

Minutes of the meeting of the Fantasy of Lights Committee held April 16 2019

FOL 11-2019 Moved by S. l'Anson and seconded by Mayor N. Santos to receive the minutes of the April 16, 2019 meeting of the Fantasy of Lights Committee.

CARRIED

F. OTHER BUSINESS/UNFINISHED & NEW

Contracts

Discussion was held with regard to the contracts for light displays and the wording with respect to the upper limits of sizes and what needs to be included.

Sponsorship Package

C. Anson presented a sample draft of the front page of the sponsorship package for the committee’s review. The committee requested that links to the social media pages be included. M. Durocher to provide links to social media and website pages.

Volunteer forms

The Volunteer form was circulated with the dates and times for all events listed. Committee members are asked to fill in the times and dates that they can assist and return to M. Durocher who will update the master list.

Train

In previous years, Sweet Memories Bakery has provided the cookies for the train, at a discounted rate. The committee suggested that with the new bakeries in Town that they be approached to see if others would assist.

New Events

J. Mockler introduced two new events Pet Night, and Date Night as potential additions to programming for FOL. It was determined that Date night be moved to the 2020 schedule of events. Pet Night was proposed for Dec. 10 or 12 both dates are available at the Pavilion. The evening would include pictures with Santa, pet displays, and other pet related items. More work to be done on this. M. Durocher to check on Santa and Mrs. Claus availability.

H. Date of Next Meeting:

**July 9, 2019
At 4:00 pm at KINGSVILLE ARENA**

I. ADJOURN

FOL 12-2019 Moved by D. Laman and seconded by S. l’Anson to adjourn the meeting at 5:00 p.m.

CARRIED

CHAIR, COUNCILOR T. GAFFAN

RECORDING SECRETARY, M. DUROCHER



MINUTES

**METTAWAS PARK FUNDRAISING COMMITTEE
WEDNESDAY, JUNE 5, 2019 @ 5:00 P.M.
Committee Room 'A', 2021 Division Road North, Kingsville**

A. CALL TO ORDER

Mayor Santos called the meeting to order at 5:00 p.m. with the following persons in attendance:

T. Gaffan
M. Farnworth
W. Escott
M. Kraus

Also Present:

P. Van Mierlo-West – CAO, Town of Kingsville
Maggie Durocher – Programs Manager
T. Hewitt – Recording Secretary

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. MINUTES OF THE PREVIOUS MEETING

1. Mettawas Park Fundraising Committee Meeting Minutes —Wednesday, May 1, 2019

MPF-05-2019 Moved by T. Gaffan and seconded by M. Farnworth to approve the minutes of the May 1, 2019 meeting of the Mettawas Park Fundraising Committee.

CARRIED

D. NEW AND UNFINISHED BUSINESS

1. **Resignation of S. Child from the Mettawas Park Fundraising Committee**

N. Santos accepted the resignation of S. Child from the Mettawas Park Fundraising Committee. It was decided that the vacancy will be posted as per the committee appointment policy.



MINUTES

MPF-06-2019 Moved by T. Gaffan and seconded by M. Kraus to receive the letter from S. Child.

CARRIED

2. Golf Tournament Update

The committee reviewed an overview of the Mayor's Inaugural Golf Tournament, including current sponsorships and availability. N. Santos requested the committee remind their contacts about the event. P. Van Mierlo-West stated there will be 50/50 tickets available for purchase and that volunteers are needed. P. Van Mierlo-West stated that registration forms will be available at the 55+ expo, as well as other events tourism is attending. M. Kraus requested a copy of the flyer for the Chatham-Kent website. Three designs for Mettawas will be released in the next month.

E. NEXT MEETING DATE

1. The next meeting of the Mettawas Park Fundraising Committee shall take place on July 3, 2019 at Municipal Office Committee Room "A" @ 5:00 p.m.

F. ADJOURNMENT

N. Santos adjourned the meeting at 5:17 p.m.

CHAIR, Nelson Santos

**RECORDING SECRETARY,
T. Hewitt**



COMMITTEE MINUTES

MIGRATION FESTIVAL COMMITTEE
JUNE 18, 2019 @ 6:30P.M.
Kingsville Arena Room 'B', 1741 Jasperson Lane, Kingsville

A. CALL TO ORDER

Chair S. Girardin called the Meeting to order at 6:30 p.m. with the following persons in attendance:

MEMBERS OF MIGRATION FESTIVAL COMMITTEE:

D. Swiderski
R. Braybrook-Gard
M. Kraus
A. Arago
L. Lucier

MEMBERS OF ADMINISTRATION:

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

D. AMENDMENTS TO THE AGENDA

Add Vintage photos, Road hockey tournament, and Market update

E. STAFF REPORTS

1. None

F. MINUTES OF THE PREVIOUS MEETING

1. Migration Festival Committee Meeting Minutes—April 16, 2019

10-2019 Moved by R. Braybrook-Gard, seconded by D. Swiderski to receive the minutes of the Migration Festival Committee Meeting dated April 16, 2019

CARRIED

G. NEW AND UNFINISHED BUSINESS

1. Dress a Goose

Committee agreed that 50 geese for 50 years would be appropriate. A. Arago to compile list of business within the Town of Kingsville (including Ruthven and Cottam) to approach. Start with BIA, EDDK members and others from Town of Kingsville website. M. Kraus to contact printers to obtain quotes for printing passports. Businesses that wish to participate would purchase a goose for \$75. Price would cover cost of printing passports and advertising. If not enough businesses, individuals could participate or committee could place geese at other local interest sites (i.e. Jack Miner statue) Passports would have locations of all geese and geese would have a stamp or a number that could be entered in passport. Passports could be distributed at booth at Tall Ships (D. Swiderski and S. Girardin volunteered) as well as at Arena and then be handed in at Arena. Completed passports entered in draw for prize. M. Kraus to approach local businesses to donate one-night stay.

2. Fundraiser with Fire

No update

3. Golden Egg Hunt

D. Swiderski purchased large plastic egg that will be painted gold and used for draw, along with other plastic eggs, receipt to be submitted. Eggs to be filled with candy closer to event.

4. Parade

Application information needs to go on website, M. Durocher to be asked to complete after Highland Games. 50th Anniversary/Birthday theme to be highlighted by 50th birthday cake float at head of parade. L. Lucier volunteered to carry cake float. Sarah Parks to bring horses. Agreed that any politicians that requested entry would be allowed to participate but not actively campaign.

5. Road Hockey Tournament

R. Braybrook proposed idea of hosting a road hockey tournament during Migration Fest to attract young people and provide an alternate activity. Tournament might be run by another organization as a complimentary event that could be promoted with Migration Fest. M. Kraus to contact Minor Hockey to see if they would be interested in organizing and running event possibly utilizing the tennis courts. If successful, they might be willing to donate to Migration Festival. If they are interested, they will be invited to attend the next Mig. Fest. Meeting.

11-2019 Moved by R. Braybrook-Gard, seconded by S. Girardin to investigate the addition of a road hockey tournament and invite Minor Hockey to next meeting if interested

CARRIED

6. Vintage Photos

12-2019 Moved by M. Kraus, seconded by Councilor L. Lucier to search for vintage photos showcasing 50 years of Migration Festival to be collected and used as a promotion.

CARRIED

M. Kraus to contact Vintage Kingsville, L. Lucier to contact Kingsville Reporter, other members to reach out to contacts to obtain photos for use by Migration Festival Committee. Committee to decide how to use photos at a later date but possibly in a social media campaign to be released at regular intervals leading up to Migration Festival.

7. Migration Fest Marketplace

Vendors starting to respond to emails, some interest in Children's Market at Pavilion.

13-2019 Moved by S. Girardin, seconded by D. Swiderski to charge \$30 per table (for early registrants before end of August) at Children's Market for



COMMITTEE MINUTES

Saturday only, and \$15 if vendor also purchased table to Arena for at least \$50.

CARRIED

H. NEXT MEETING DATE

1. The next meeting of the Migration Festival Committee shall take place on July 23, 2019 at Kingsville Arena @ 6:30 p.m.

I. ADJOURNMENT

14-2019 Moved by S. Girardin seconded by A. Arago to adjourn this Meeting at 7:29 p.m.

CARRIED

CHAIR, Sue Girardin

**RECORDING SECRETARY,
M. Durocher**



MINUTES

**TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, AUGUST 8, 2019 @ 5:30 P.M.
Committee Room 'A', 2021 Division Rd N, Kingsville**

A. CALL TO ORDER

Mayor Santos called the Regular Meeting to order at 5:31 p.m. with the following persons in attendance:

Members:

T. Gaffan
B. Durward
D. Hunt
M. Somerville

Members of Administration:

CAO, P. Van Mierlo-West
Executive Assistant to the Mayor and CAO, T. Hewitt
Tourism Coordinator, N. Cobby

Regrets:

M. Law
S. Lowrie

B. DISCLOSURE OF PECUNIARY INTEREST

When a member of the Committee has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at this Meeting of the Committee (or that was the subject of consideration at the previous Meeting of the Committee at which the member was not in attendance), the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter. None were reported

C. STAFF REPORTS

1. Tourism Economic Development Report – P. Van Mierlo-West

P. Van Mierlo-West stated the Mayor's Round Table scheduled for Tuesday, August 13, 2019 is cancelled due to lack of participation. A survey will be sent out instead. There was discussion about attending an EDDK meeting for further input. T. Hewitt will notify everyone who registered. P. Van Mierlo-West stated the BR&E interviews are anticipated to start in September.

20-2019 Moved by D. Hunt, seconded by B. Durward, to receive the report.

CARRIED

2. Monthly Report – N. Cobby

N. Cobby provided an overview on recent projects and events. She stated that Explore the Shore was a very positive experience. She discussed the upcoming events including the Tall Ships Festival and ERCA Bike Tour. She reported that she is working with a local photographer to capture images of Kingsville's landscape and businesses. She provided an update on the status of the passport and the line-up of artists being featured at the Carnegie. There was discussion about having a game to engage booth visitors at events.

3. Budget vs. Actuals (ending July 31, 2019) - P. Van Mierlo-West

P. Van Mierlo-West presented the Budget vs. Actuals ending July 31, 2019. P. Van Mierlo-West stated adjustments will be made to the Business Awards and Marketing Initiatives lines.

D. MINUTES OF THE PREVIOUS MEETING

1. Tourism/Economic Development Committee Meeting Minutes—July 18, 2019

21-2019 Moved by T. Gaffan, seconded by D. Hunt, to approve the minutes of Tourism/Economic Development Committee Meeting dated July 18, 2019.

CARRIED

F. NEW AND UNFINISHED BUSINESS

1. BIA Update

C. Bedal provided an update on BIA initiatives, including the Annual Sidewalk Sales, Window Decorating Contest (for Tall Ships Weekend) and water station. She stated the BIA is planning to develop a coupon book to sell along with BIA dollars. She stated that funds raised will be put toward community initiatives. She spoke about the success of the Communities in Bloom Tour.

G. NEXT MEETING DATE

1. The next meeting of the Tourism and Economic Development Committee is Thursday, September 12, 2019 at COMMITTEE ROOM A, 2021 DIVISION RD N. @ 5:30 p.m.

H. ADJOURNMENT

22-2019 Moved by B. Durward, seconded by T. Gaffan, to adjourn this Meeting at 6:00p.m.

CARRIED

CHAIR, Nelson Santos

RECORDING SECRETARY, T. Hewitt

KINGSVILLE BIA
AUGUST 13, 2019 @ 6:15 P.M.
Carnegie Arts & Visitor Centre, 28 Division St. S, Kingsville

A. CALL TO ORDER

Beth Riddiford called the Meeting to order at 6:15 p.m. with the following Members in attendance:

MEMBERS OF BIA BOARD:

Beth Riddiford
Councillor Tony Gaffan
Councillor Laura Lucier
Trevor Loop
Izabel Muzzin
Jason Martin
Maria Edwards
Amanda Everaert
Sarah Trudell
Heather Brown
Roberta Weston

MEMBERS OF ADMINISTRATION:

Christina Bedal

Absent: None

Guest: Robert Brown

B. DISCLOSURE OF PECUNIARY INTEREST

Beth Riddiford 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. PRESENTATIONS/DELEGATIONS

1. ROBERT BROWN, RE: SIDEWALK CAFÉ CONTRACT REVIEW

D. AMENDMENTS TO THE AGENDA

NONE

E. ADOPTION OF ACCOUNTS

1. **BIA Accounts – RE: Budget actuals ending JULY 2019**

BIA-127-2019 Moved by Trevor Loop, seconded by Tony Gaffan to receive the accounts ending July 2019

CARRIED

F. STAFF REPORTS

1. CHRISTINA BEDAL PRESENTED HER REPORT
2. TONY GAFFAN PRESENTED HIS REPORT
3. IZABELLA MUZZIN PRESENTED HER REPORT

G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. Robert Brown Correspondence request dated July, 18, 2019 RE: Sidewalk Café
2. Gord Queen Correspondence request dated July 17, 2019 RE: Highland Games Appointment

BIA-128-2019 Moved by Jason Martin, seconded by Roberta Weston that Heather Brown serve on the Highland Games committee as the BIA representative.

CARRIED

H. MINUTES OF THE PREVIOUS MEETING

1. Kingsville BIA Meeting Minutes—July 9, 2019

BIA-129-2019 Moved by Jason Martin, seconded by Sarah Trudell to receive the minutes of the Kingsville BIA Meeting dated July 9, 2019

CARRIED

I. BUSINESS/CORRESPONDENCE – INFORMATIONAL

1. Roberta Weston sent a thank you card

J. NEW AND UNFINISHED BUSINESS

1. BANNERS – Design options were reviewed and suggestions made for revisions.

BIA-130-2019 Moved by Tony Gaffan, seconded by Laura Lucier to receive 5 banner styles that the Coordinator will seek revisions of for the next meeting.

CARRIED

2. BIA DOLLARS - \$20 denominations will be sold for the 2019/2020 program

BIA-131-2019 Moved by Roberta Weston, seconded by Sarah Trudell to sell BIA Dollars in \$20 increments for the upcoming 2019/2020 program.

CARRIED

3. TALL SHIPS – Coordinator reviewed her status report
4. PARKING SIGNS – Coordinator reviewed signage needs and sizing and costing. Coordinator to confirm sizing and project with Town CAO

BIA-132-2019 Moved by Trevor Loop, seconded by Heather Brown to proceed with the purchase of larger parking signs pending final approval from the Town CAO.

CARRIED

5. COUPON BOOK – Coordinator reviewed her status report and advertising pricing was discussed.

BIA-133-2019 Moved by Roberta Weston, seconded by Izabela Muzzin to charge \$1000 for the back cover, \$750 each for inside covers and \$200 each for interior ½ size ads.

CARRIED

6. BIA MIXER – Coordinator reviewed the proposed program and \$300 per event will be budgeted in the 2020 budget.
7. FLOWER PROGRAM DELEGATION - Coordinator reviewed options to be presented to Council.

BIA-134-2019 Moved by Trevor Loop, seconded by Sarah Trudell to request that the BIA go before Council as delegates to discuss the Flower Program

CARRIED

K. NEXT MEETING DATE

The next meeting of the Committee will be held on Tuesday, September 10, 2019 at 6:15 PM

L. ADJOURNMENT

The meeting adjourned at 8:06 p.m.

CHAIR, Beth Riddiford

**RECORDING SECRETARY,
Christina Bedal**



CHRISTINE TARLING
Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7809 Fax: 519.741.2705
christine.tarling@kitchener.ca
TTY: 519-741-2385

September 5, 2019

Dear Municipal Colleagues:

This is to advise that City Council, at a meeting held on August 26, 2019, passed the following resolution regarding single-use disposable wipes:

“WHEREAS in 2018 the City of Kitchener implemented a sustainable funding model Water Infrastructure Project (WIP) for the city’s water, sanitary and stormwater infrastructure to ensure the safe delivery of these valued utilities; and,

WHEREAS in 2018 a multi-year initiative approved through the WIP has already improved several key measures of water quality, and proactive maintenance has reduced the risk of flooding in high-risk areas; and,

WHEREAS in 2018 the City has already seen a number of impacts due to the implementation of the WIP including: 48% decrease in complaints related to discoloured water; Storm main repairs increased by 27 per cent; 300 metric tonnes of sediment removed from catch basins; and, 2,200 properties protected against backflow and cross-connection contamination; and,

WHEREAS Single-use wipes are a \$6-billion industry and growing, and are now being advertised as the clean alternative to toilet paper and are safe to flush; and,

WHEREAS there is no one standard for what the word “flushable” means; and,

WHEREAS Single-use wipes are in fact not safe to flush as they are buoyant; are not biodegradable; and, are unable to break down into small pieces quickly; and,

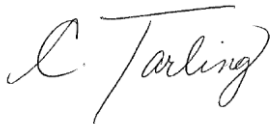
WHEREAS Single-use wipes accumulate in the sewer system and eventually clog the sanitary sewer system costing municipalities hundreds of millions of dollars in additional repairs and maintenance costs each year to municipal sewer systems across the country; and,

WHEREAS there is a lack of public awareness of the impact caused by non-flushable wipes being flushed down toilets and consumer education and outreach could play a large part in reducing the impact;

THEREFORE BE IT RESOLVED that the City of Kitchener lobby the Federal Government, to review regulations related to consumer packaging on single-use wipes to remove the word flushable; and,

BE IT FINALLY RESOLVED that this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; the Minister of the Environment, Conservation and Parks; the Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; the Local Members of Provincial Parliament; the Region of Waterloo; and, all Municipalities within the Province of Ontario.”

Yours truly,

A handwritten signature in cursive script, appearing to read 'C. Tarling'.

C. Tarling
Director of Legislated Services
& City Clerk



CHRISTINE TARLING
Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7809 Fax: 519.741.2705
christine.tarling@kitchener.ca
TTY: 519-741-2385

September 6, 2019

Dear Municipal Colleagues:

This is to advise that City Council, at a meeting held on August 26, 2019, passed the following resolution regarding producer requirements for packaging in Ontario:

“WHEREAS the Province of Ontario, through the Ministry of the Environment, Conservation and Parks, has posted a discussion paper entitled “Reducing Litter and Waste in our Communities”; and,

WHEREAS producer responsibility has not been adequately addressed by the Province of Ontario; and,

WHEREAS a successful deposit/return program for single use plastic, aluminum and metal drink containers has been in existence in other Provinces in Canada including Newfoundland, Nova Scotia and British Columbia; and,

WHEREAS these successful programs have eliminated many of these containers from the natural environment; and,

WHEREAS the City of Kitchener is committed to climate action and understanding our role as a municipality in a globalized world and the need to be prepared for the effects of climate change; and,

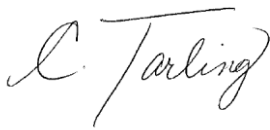
WHEREAS the City of Kitchener has declared a climate emergency with the directive to provide continued support to corporate and community climate action;

THEREFORE BE IT RESOLVED that the City of Kitchener call upon the Province of Ontario, through the discussion paper entitled “Reducing Litter and Waste in our Communities”, to review and implement a deposit/return program for recycled plastics, aluminum and metal drink containers; and,

BE IT FURTHER RESOLVED that the Province of Ontario be requested to review producer requirements and look for extended producer responsibility for all packaging; and,

BE IT FINALLY RESOLVED that this resolution be forwarded to the Honourable Premier of Ontario; the Minister of the Environment, Conservation and Parks; the Minister of Municipal Affairs and Housing; the Local Members of Provincial Parliament; the Association of Municipalities of Ontario; the Region of Waterloo and all Municipalities within the Province of Ontario.”

Yours truly,

A handwritten signature in cursive script, appearing to read 'C. Tarling'.

C. Tarling
Director of Legislated Services
& City Clerk

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 Fourth Avenue, Larder Lake, ON

Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

☐ Thomas Armstrong
☒ Patricia Hull
☐ Paul Kelly
☐ Lynne Paquette

SECONDED BY:

☐ Thomas Armstrong
☒ Patricia Hull
☐ Paul Kelly
☐ Lynne Paquette

Motion #: 17

Resolution #: 17

Date: August 27, 2019

WHEREAS Council has discussed lobbying the provincial ministers to be allow for electronic delegation; And

WHEREAS Council feel that it is unjust to have to attend expensive conferences to be able to have a delegation with Ministers or the Premier; And

THEREFORE, Council request that the Ministers and the Premier offer electronic delegations to small and rural Municipalities that do not have sufficient budget to attend conferences; And

FURTHER THAT this resolution be sent to all Ontario Municipalities in order to request their support on the matter; And

FURTHER THAT this resolution be sent to the Premier and all the Ministries for their consideration.

Recorded vote requested: ☐

| | For | Against |
|----------------|-----|---------|
| Tom Armstrong | | |
| Patricia Hull | | |
| Paul Kelly | | |
| Lynne Paquette | | |
| Patty Quinn | | |

Disclosure of Pecuniary Interest*

| |
|--|
| |
| |
| |

I declare this motion

| |
|--|
| <input checked="" type="checkbox"/> Carried |
| <input type="checkbox"/> Lost / Defeated |
| <input type="checkbox"/> Deferred to: _____ (enter date) |
| Because: |
| <input type="checkbox"/> Referred to: _____ (enter body) |
| Expected response: _____ (enter date) |

Chair:

*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

September 12, 2019

The Honourable Doug Downey, Attorney General of Ontario
Ministry of the Attorney General
720 Bay Street, 11th Floor
Toronto ON M7A 2S9

Re: Resolution Regarding Provincial Funding Cuts to Legal Aid Ontario

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on September 9, 2019 endorsed the following resolution;

"Whereas, the Chatham-Kent Legal Clinic (the "Clinic") has delivered legal services in Chatham-Kent (the "Municipality") for over 38 years to area residents who cannot afford legal assistance because of financial hardship – including those who are disabled, on social assistance, pensioners, the unemployed, or those with low income;
And Whereas, the Clinic's services are aimed at ensuring that people with low incomes are able to meet their most basic needs, which in turn gives them the ability to live with health and dignity as active members of their community;

And Whereas, like other community legal clinics across the province, the Clinic carries out this invaluable work through funding provided by Legal Aid Ontario ("LAO");

And Whereas, the provincial government's 2019 Budget has cut funding to Legal Aid Ontario by \$133 Million – which is a 35% reduction in provincial funding – retroactive to April 1, 2019, with cuts rising to \$164 Million (45%) by 2021-22;

And Whereas, these significant cuts will result in a reduction of critical legal clinic services to low income residents in our community resulting in adverse social and economic consequences for the Municipality served by the Clinic – from

- increased reliance on municipal services including increased homelessness resulting from avoidable evictions,
- increased poverty resulting from lack of income supports and employment supports and

- increased reliance on social assistance administration resulting from people being denied appropriate supports

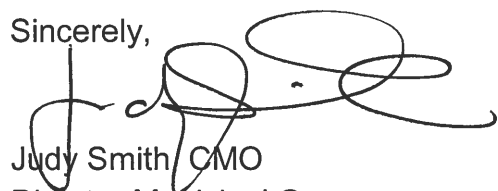
And Whereas, the Council of the Municipality believes all levels of government should provide fair, economically-sound, and evidence-based programs and supports to help low-income residents, vulnerable people, and other equity-seeking individuals escape poverty, precarious housing, and systemic disadvantage, realize their full potential by living healthy and safe lives.

Be it therefore resolved that, the Council of the Municipality of Chatham-Kent forward a letter to local MPPs, the Attorney General and the Premier of Ontario (and all municipalities in Ontario)

- expressing its strong support for Legal Aid Ontario and its funding of Ontario's community legal clinics, and specifically the Chatham-Kent Legal Clinic, which provides legal services to low income and vulnerable Ontarians;
- expressing its strong opposition to the funding cuts imposed on Legal Aid Ontario by the provincial government;
- calling upon the Premier and the Attorney General to make a commitment to access to justice and to respect the commitment of their government to not decrease front line services; and
- urging the province to restore full funding to these critical services to ensure that all the residents of Chatham-Kent have access to a fair and equitable justice system, regardless of their incomes."

If you have any questions or comments, please contact Judy Smith at 519-360-1998 Ext # 3200.

Sincerely,



Judy Smith CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C
The Honourable Doug Ford, Premier of Ontario
All Municipalities in Ontario

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 83 - 2019

Being a By-law authorizing the entering into of a Contract for Services Agreement with Pesce & Associates Human Resources Consultants respecting the completion of an Organizational Review

WHEREAS Section 9 of the *Municipal Act, 2001*, S.O. c. 25 confers natural person powers on municipalities which include the power to enter into agreements with individuals and corporations;

AND WHEREAS The Corporation of the Town of Kingsville (the "Town") deems it expedient for the Town to enter into a Contract for Services Agreement with Pesce & Associates Human Resources Consultants respecting the completion of an Organizational Review.

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

1. **THAT** the Town enters into and executes a Contract for Services Agreement with Pesce & Associates Human Resources Consultants attached hereto as Schedule "A" and forming part of this By-law.
2. **THAT** the Mayor and Clerk are hereby authorized and directed on behalf of the Town to execute the Contract for Services Agreement attached as Schedule "A".
3. This By-Law comes into force and takes effect on the day of the final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 23rd DAY OF SEPTEMBER, 2019.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

CONTRACT FOR SERVICES

This contractual agreement is made BETWEEN **PESCE & ASSOCIATES HUMAN RESOURCES CONSULTANTS** (hereafter referred to as “the Consultant”) AND **THE TOWN OF KINGSVILLE** (hereafter referred to as “the Organization”).

1. Consultation Services

The Organization hereby engages the services of the Consultant to complete an **Organizational Review**, in accordance with the terms and conditions set forth below.

The key deliverables to be achieved at the end of this project include:

- Review and evaluation of the current organizational structure and staffing and how it aligns to the Town’s service delivery requirement.
- Engagement and feedback of a cross section of full-time, part-time and seasonal staff, and management team as well as all members of the Council.
- Analysis and feedback of external trends and legislative requirements facing the municipal organization, alongside a projection of the expected impact on future workloads and the required path to address them.
- Benchmarking information regarding comparison of the Town’s current organizational structure and staffing levels, against municipalities of a similar size and nature.
- Recommendations related to required organizational resources for the municipality’s efficient delivery of mandated and discretionary services.
- Recommendations to specifically address projected service staffing needs leading to 5-10 years in the future.
- Identification of the range of facilities and their use for Council and Municipal administration and operations.
- Assessment of existing facilities and recommendations concerning continued, amalgamated, or discontinued use of these facilities to meet the public service and operational efficiency needs.
- Provision of findings and recommendations to Council to aid in the development of a capital plan for improvement of the municipality’s administrative and operational building infrastructure.
- Review and findings of the Council remuneration policy, including review of comparators, remuneration, honorarium where applicable, benefits, allowances and provisions, e.g. technology, travel and conference.

The scope of work may be expanded with the written consent of both the Organization and the Consultant, including any additional fees that may be incurred as a result of the expanded scope of work.

2. Time Frame

The work shall begin September 2019 with completion date of December 31, 2019.

3. Consultant's Fee & Expenses

Completion of the deliverables of the project requires 31 Consultant days. The per diem rate is \$1,400.00 for a **total consultant fee of \$43,400 plus HST.**

Invoices will be remitted within one week following the end of the month in which each phase is completed. Invoices will include work performed.

4. Independent Contractor

Both the Organization and the Consultant agree that the Consultant will act as an independent contractor in the performance of the duties defined in this contract. Accordingly, the Consultant shall be responsible for payment of all expenses and taxes, including Federal, Provincial, and local taxes arising out of the Consultant's activities.

5. Confidential Information

The Consultant agrees that any information received from the Organization during any furtherance of the Consultant's obligations in accordance with this contract that concerns the personal, financial, or other affairs of the Organization will be treated by the Consultant in full confidence and will not be revealed to any other persons, firms, or organizations.

6. Waiver

The Organization agrees to permit the Consultant to put its name on the Consultant's list of clients on its web site.

7. Consultant Representative

Elizabeth Hill will act as the primary contact for the project.

8. Organization Representative

Peggy Van Mierlo-West will act as the primary contact for the Organization for the purposes of this agreement.

9. Signatures


For and to bind the ORGANIZATION:

Mayor, Nelson Santos

Clerk, Jennifer Astrologo

Date

For and to bind the CONSULTANT:



Consultant's Signature

Elizabeth Hill
Print Name

August 30, 2019
Date

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 82 - 2019

Being a By-law authorizing the entering into of an Engagement Agreement with MDB Insight Inc. respecting the Business Retention and Expansion Project for The Corporation of the Town of Kingsville

WHEREAS Section 9 of the *Municipal Act, 2001*, S.O. c. 25 confers natural person powers on municipalities which include the power to enter into agreements with individuals and corporations;

AND WHEREAS The Corporation of the Town of Kingsville (the “Town”) deems it expedient for the Town to enter into an Engagement Agreement with MDB Insight Inc. respecting the Business Retention and Expansion Project for The Corporation of the Town of Kingsville.

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

1. **THAT** the Town enters into and executes an Engagement Agreement with MDB Insight Inc. respecting the Business Retention and Expansion Project for The Corporation of the Town of Kingsville attached hereto as Schedule “A” and forming part of this By-law.
2. **THAT** the Mayor and Clerk are hereby authorized and directed on behalf of the Town to execute the Engagement Agreement attached as Schedule “A”.
3. This By-Law comes into force and takes effect on the day of the final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 23rd DAY OF SEPTEMBER, 2019.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo



ENGAGEMENT AGREEMENT

BETWEEN:

MDB Insight Inc.

-and-

Town of Kingsville

(the "Client")

Business Retention and Expansion Project

MDB INSIGHT AND THE CLIENT AGREE AS FOLLOWS:

1. **Services.** MDB Insight will provide the services contemplated by this Agreement on the terms and conditions set out herein. The services that MDB Insight will provide under this Agreement are described in MDB Insight's proposal dated July 26, 2019 (attached as Schedule B of this Agreement) with the exception of the following modifications: there may be some adjustments to timing of work that do not affect overall scope (e.g. splitting surveying into three segments instead of one) (collectively, the services are referred to herein as the "Services").
2. **Milestones and Deliveries.** MDB Insight agrees to provide the deliverables identified in the proposal attached as Schedule B (as modified by paragraph 1 above) (the "Proposal") by the dates outlined on the timeline indicated in the Proposal (as modified by paragraph 1 above). MDB Insight also agrees to use all commercially reasonable efforts to achieve the "Milestones" set out in the Proposal.
3. **Fees and Expenses.** MDB Insight agrees to provide the Services for the fees (plus applicable taxes) provided for in the Proposal (the "Fees"). MDB Insight agrees that the Fees will not exceed a total of \$53,635, except as provided for in the Proposal or unless approved by the Client.

4. **Invoicing.** MDB Insight shall invoice for the Fees and the Expenses as per the following schedule. The Client will remit payment for the Fees and Expenses within thirty (30) days of issuance of the relevant invoice.

| | |
|-----------------------|-------------------|
| Signing of Contract | 30% of total fees |
| November 10, 2019 | 10% of total fees |
| January 10, 2019 | 20% of total fees |
| March 10, 2019 | 20% of total fees |
| Completion of Project | 20% of total fees |

5. ~~**Sub-Contractors.** If set forth in the Proposal, MDB Insight will act as project manager and shall engage _____ names of sub-consultants _____ (or such other replacement sub-contractors as MDB Insight deems appropriate) (the "Sub-Contractors") as sub-consultants to provide certain of the Services. Provided that the Client pays MDB Insight, MDB Insight shall have the obligation to pay the Sub-Contractors for their performance of the Services. The Client shall not, without the written consent of MDB Insight, engage the Sub-Contractors to perform any services directly. The Client shall continue to communicate with MDB Insight exclusively regarding the status and scope of the Services and all financial matters unless MDB Insight agrees otherwise in writing.~~

6. **Social Media and Reference.** The Client agrees that, during the course of the contract, MDB Insight can occasionally identify this contract in its social media postings including the use of photos. Upon satisfactory completion of the Services, the Client will provide a letter of reference for use by MDB Insight in its marketing efforts.

7. **Additional Terms and Conditions.** The terms and conditions set out in Schedule A attached hereto are hereby incorporated by reference and shall form part of this Agreement. The terms set out in Schedule B attached hereto are incorporated to the extent that they do not conflict with the provisions of Sections 1 through 6, or Schedule A, of this Agreement.

8. **Notice.** Whenever any notice is required under this Agreement, it shall be given in writing to the following addresses:

To the Client: **2021 Division Road North, Kingsville, ON, N9Y 2Y9,**
pvmwest@kingsville.ca
Attention: **Peggy Van Merlo-West, Chief Administrative Officer**

To MDB Insight: **993 Princess Street, Suite 201, Kingston, ON, K7L 1H3,**
pblais@mdbinsight.com
Attention: **Paul Blais, Executive Vice-President**

Notice shall be deemed given the day following the day of delivery, if delivered personally, by fax or email, and effective five (5) days after deposit in the mail of a written notice addressed as above and sent by first class mail. Either party may change the address for notice by notifying the other

party of such change in accordance with this Section 8.

9. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together will constitute one and the same instrument.

Signatures:

MDB Insight Inc.



Per:

Name: Paul Blais

Title: Executive Vice-President

Date of Signature: September 4, 2019

The undersigned hereby agrees to be bound by the terms of this Agreement (including the terms attached hereto in the Schedules) the day of , 201 .

Town of Kingsville

Per: _____

Name: Peggy Van Merlo-West

Title: Chief Administrative Officer

I have authority to bind the Client.



SCHEDULE A

Standard Terms and Conditions of Engagement

1. **Terms to Govern.** These Standard Terms and Conditions of Engagement (“Terms”) will govern the terms of your engagement of MDB Insight Inc. unless these Terms are expressly excluded or varied by the terms of the engagement agreement to which these terms are attached (the “Engagement Agreement”). The Engagement Agreement and the Schedules attached thereto (including the Terms) are collectively referred to herein as the “Agreement”.
2. **Termination.** Unless terminated earlier as provided below, the term of the Agreement will end on the date when the deliverables required under the Proposal (as such term is defined in the Engagement Agreement) are delivered to the Client (as such term is defined in the Engagement Agreement). The Client has the right to terminate the Agreement and the Services by providing thirty (30) days written notice to MDB Insight of its intention to terminate the Agreement. In the event that the Client terminates the Agreement, the Client shall pay MDB Insight full compensation for Fees (as such term is defined in the Engagement Agreement, at the prices provided for in the Proposal) and Expenses (as such term is defined in the Engagement Agreement) incurred by it up to the termination date, as well as for reasonable time and expenses to bring its services (and those of the Sub-Contractors (as such term is defined in the Engagement Agreement) to a close in a prompt and orderly manner. MDB Insight has the right to terminate this Agreement if the Client does not fulfill any of its obligations under the Agreement. Before exercising this right to terminate, MDB Insight will provide the Client with twenty (20) days written notice to remedy such breach. While waiting for the Client to remedy its breach of its obligations, MDB Insight shall have the right to suspend any and all of the Services. If MDB Insight exercises its right to terminate this Agreement, it will not be responsible for any loss, cost or expense resulting from such termination. For certainty, except as expressly provided for in Section 2 of the Engagement Agreement, MDB Insight shall not be required to make any delivery of any deliverable until they have been paid in full for the services rendered.
3. **Internet Communication.** The Client recognizes and accept the risks associated with communicating by e-mail, including (but without limitation) the lack of security, unreliability of delivery and possible loss of confidentiality. Unless the Client requests in writing that MDB Insight not communicate with the Client by e-mail, MDB Insight accepts no responsibility or liability in respect of risk associated with its use.
4. **Basis of Advice.** MDB Insight will base its conclusions on the facts and assumptions that the Client provides to it and MDB Insight will not independently verify this information. MDB Insight’s conclusions will not otherwise take into account or anticipate any changes in law or business practices, by way of judicial, governmental or legislative action or interpretation. Unless the Client specifically request otherwise, MDB Insight will not update its advice to take any such changes into account.
5. **Client Responsibility.** The Client is responsible for providing MDB Insight with timely access to and disclosure of all relevant data, records, systems and information, and for the accuracy and completeness of all data, records and information provided to MDB Insight to perform the Services. The Client will indemnify MDB Insight, its officers, directors, employees, agents and advisors from all such claims, liabilities, costs and expenses (including legal fees and disbursements) that arise out of or in

connection with the Client's act or action, omission, default, misrepresentation or misstatement, including any of the same in respect of or contained in any data, records or information the Client supplied to MDB Insight or the Sub-Contractors or ought to have supplied to MDB Insight or the Sub-Contractors.

6. **Confidentiality.** MDB Insight will treat as such all confidential business information of the Client that is obtained from the Client in the course of performing the Services and, except as described in this paragraph, will not use such information except in connection with the performance of the Services. MDB Insight will be entitled to include a description of the Services it provided to the Client in marketing, proposal and research materials and disclose such information to third parties; provided that all such information will be rendered anonymous and not subject to association with the Client, the Client's personnel, or identifiable issues, as the case may be. The restriction in this numbered paragraph 6 will not apply to any confidential information that MDB Insight is required by law or order of any court or regulatory body with jurisdiction to disclose, that is in or subsequently enters the public domain, that is now or subsequently becomes known to MDB Insight without breach of MDB Insight's confidentiality obligation, or that is independently developed by MDB Insight.

7. **Release of Information.** The Client acknowledges that it is responsible for obtaining all consents required by law and under any applicable contracts or regulations in order for MDB Insight to receive, use and retain any information required by MDB Insight in connection with this Agreement. The Client represents and warrants that it has obtained all such consents required by law, contract or regulation and further consents to the receipt, use and retention by MDB Insight of any information provided to MDB Insight.

8. **Limitation on Liability.** MDB Insight's maximum liability to the client arising from any and all breaches of its obligations under this agreement shall be limited to the amount of fees paid to MDB Insight for the services under this agreement. The client agrees that if the client has a claim against MDB Insight and others, the client may only claim payment from MDB Insight of its proportionate share of the total liability to the client based on MDB Insight's degree of fault for the harm to the client. In no event shall MDB Insight be liable for consequential, special, indirect, incidental, punitive or exemplary damages, costs, expenses or losses (including, without limitation, lost profits, opportunity costs or failure to recognize anticipated savings). MDB Insight will not be liable in respect of any decisions made by the client based on its reports or other results of its services. For purposes of this paragraph, the term MDB Insight includes its officers, directors, agents, contractors, employees and advisors. This paragraph shall apply regardless of the form of action, damage, claim, liability, cost, expense or loss, whether in contract, statute, tort (including, without limitation, negligence) or otherwise. This limitation does not apply to matters finally determined to have resulted from the fraudulent actions of MDB Insight in performing the services.

9. **Legal Proceedings.** In the event MDB Insight is required (pursuant to government regulation, subpoena or other legal process) or requested by the Client to produce documents as a witness in relation to its services and MDB Insight is not a party to such proceedings, the Client shall reimburse MDB Insight at standard billing rates for consulting time and expenses, including reasonable legal fees, incurred in responding to such requests.

10. **Limitation Period.** No action, regardless of form, arising out of or relating to this engagement, the services or this agreement may be brought by either party more than one (1) year after all of the necessary elements for the cause of action have occurred, except that an action for non-payment may be brought by a party not later than one (1) year following the date of the last payment due to such party hereunder.

11. **Independent Contractor.** It is understood and agreed that each party is an independent contractor. Nothing in the Engagement Agreement or these terms creates any relationship of principal and agent, partnership, joint venture or any other fiduciary relationship between the parties. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other party.
12. **Force Majeure.** MDB Insight shall not be liable for delays in performance resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, act of God, strike or labour dispute, war or other violence, or any law, order or requirement of any governmental agency or authority or professional or other regulatory body with jurisdiction.
13. **Survival.** Numbered paragraphs 1 to 11 and 13 to 17 shall survive the expiration or termination of this Agreement.
14. **Successors and Assigns.** The Agreement shall be binding on both parties their respective and heirs, executors, successors and permitted assigns. Neither party may assign, transfer or delegate any of its rights or obligations under this engagement without the prior written consent of the other party.
15. **Severability.** In the event that any provision of the terms of the Agreement are held to be invalid, void and unenforceable, then the remainder of the terms of the Agreement shall not be affected, impaired or invalidated, and each such provision shall be valid and enforceable to the fullest extent of the law.
16. **Entire Agreement.** These terms of the Agreement constitute the entire agreement between the parties concerning this engagement and supersede all other oral and written representations, understandings or agreements relating to the subject matter hereof.
17. **Governing Law and Jurisdiction.** The Agreement shall be subject to and governed by the laws of the Province of Ontario and all disputes arising hereunder or related thereto shall be subject to the jurisdiction of the Courts of the Province of Ontario, sitting in Kingston.
18. **Reports. Unless otherwise provided for in the Proposal.** The Client acknowledges and agrees that MDB Insight shall retain all right, title and interest in and to its methodologies, techniques and processes for providing the Services, (collectively, the “ACF Intellectual Property”). “ACF Intellectual Property” includes, without limitation, all rights to copyrights, trademarks, trade names, business names, trading styles, innovations, discoveries, industrial designs, trade secrets, analysis methodology and presentation, and any information of a confidential nature belonging to MDB Insight. Any report delivered by MDB Insight as a deliverable under Section 2 of the Engagement Agreement will be the property of the Client. Notwithstanding the Client’s ownership of the report, unless otherwise provided for in the Proposal, the Client shall not utilize or re-publish any excerpts of the report without obtaining the consent of MDB Insight and properly crediting MDB Insight’s report as the source of the excerpt.

SCHEDULE B

Proposal

[See Attached]



BUSINESS RETENTION AND EXPANSION PROJECT

Proposal of Services for the
Town of Kingsville

July 26, 2019 - 12:00 pm

MDB Insight

993 Princess Street, Suite 201
Kingston, ON K7L 1H3

Letter of Transmittal

July 25, 2019

Peggy Van Mierlo-West
Chief Administrative Officer
Town of Kingsville
2021 Division St. North
Kingsville, ON N9Y 2Y9

Dear Ms. Van Mierlo-West and Members of the Taskforce,

Re: Request for Proposals – Town of Kingsville Business Retention and Expansion Project

At the heart of this project is the Town of Kingsville's desire to bolster growth by strengthening and diversifying the local economy. As one of the cornerstones of economic development, a business retention and expansion (BR+E) project will support these goals by consolidating the perspectives of local businesses within a framework that clarifies needs, preferences, obstacles and opportunities. Using our award-winning Triage BR+E platform, which builds off of the strengths of the long-standing OMAFRA BRE model:

1. we will collect statistically valid data which can be used to confidently set priorities for economic development initiatives
2. we will identify the business owners who will benefit from more in-depth conversations so that the time-intensive interview process will maximize benefits to the Town and the business owners.

Together with our knowledge of the local economic landscape and depth of BR+E experience, we offer Kingsville the essential ingredients for project success. Our approach reflects our understanding of Kingsville's specific requirements and the expertise we bring as seasoned BR+E innovators. We understand that the end result of this project must provide the Town with the confidence needed to make development and planning decisions. We will collect the needed data and provide you with industry-leading analysis while also serving as champions of your economic growth objectives. Our team appreciates that improved relationships, competitiveness, and capacity are key components of the project and will look for opportunities to strengthen these while bringing additional focus and targeting to your BR+E efforts.

Please don't hesitate to contact me at 1-855-367-3535 ext. 241 if you have any questions. I look forward to working with you. I confirm that I am authorized to bind the corporation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Blais", is positioned above the printed name.

Paul Blais, MA, EcD, CEcD
Executive Vice-President, MDB Insight



Contents

Contents

| | |
|--|-----------|
| 1. Executive Summary | 1 |
| 2. Our Understanding of the Project | 2 |
| 3. Organizational Profile | 3 |
| 3.1 About MDB Insight | 3 |
| 3.2 Experience & Qualifications | 4 |
| 3.3 Accreditations and Qualifications | 7 |
| 4. Our Approach & Methodology | 8 |
| 5. Scheduling and Budgeting..... | 13 |
| 5.1 Proposed Project Schedule & Milestones | 13 |
| 5.2 Budget and Proposed Invoicing..... | 14 |
| 6. Project Management | 15 |
| 6.1 Our Expert Team for Kingsville | 15 |
| 7. References..... | 18 |
| Appendix A – Triage BR+E | 21 |
| Appendix B - Team Résumés..... | 24 |

Cover Image: “Kingsville main street” via Wikimedia Commons user Andrea_44 (CC BY 2.0)

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MDB Insight Inc. has prepared this proposal exclusively for the Town of Kingsville. All data and information contained herein is considered confidential and proprietary and may not be reproduced, published or distributed to, or for, any third party without the express prior written consent of MDB Insight Inc.



1. Executive Summary

From our earliest days as a firm, MDB Insight has understood the importance of the relationship between municipalities and their business community as a key element in economic success. For Canada's southernmost town, we propose an approach to this business retention and expansion project that highlights and strengthens this relationship while generating timely, valuable data to give Kingsville reliable insights about the needs and aspirations of its business community.

A successful BR+E program builds from a solid understanding of best practices and the local business ecosystem. This project represents the Town's investment in the acquisition of what will be precise, statistically significant information about the health of local businesses and the challenges and opportunities they are facing. To deliver this information, MDB Insight proposes using our award-winning **Triage BR+E™** tool for the initial phase of this Kingsville project, largely for its affordability and the key benefits offered by our surveying methodology:

- From the outset, identifies the businesses that are either in growth mode or in decline (green and red flags) so that detailed one-on-one interviews will be most valuable. They will be with business owners that truly need assistance. This maximizes time and also is known to uncover challenges and opportunities that the municipality is not aware of.
- Identifies, with a high degree of statistical confidence, the services in the community that will drive re-investment and overall business satisfaction which helps a municipality target the initiatives it should be spending its time and money on.
- The results give you strong measures/key performance indicators that you can track and measure against in the future.

A brochure on Triage BR+E can be found in Appendix A.

Using this well-crafted, thoughtful triage approach will allow us to isolate the businesses to be included in the second phase of the project. This will involve in-person interviews with those red flag and green flag businesses identified during the triage phase. We will select these businesses to elicit a deeper understanding of their issues and to ensure that the Town's BR+E Plan incorporates a robust analysis of perspectives and priorities. This approach will allow the Town to target the most pressing priorities based on data collection that instills confidence that follow-up actions will be effective at improving the business environment.

Triage BR+E helps you take the pulse of your business community.





2. Our Understanding of the Project

The Town of Kingsville has enjoyed impressive growth in recent years. It has successfully leveraged its historic downtown and agricultural base into a thriving value-added agriculture economy, producing an exciting local food and beverage scene. Beyond four estate wineries, Kingsville is home to two excellent craft breweries, and it is safe to say Kingsville's downtown is the restaurant hub of Essex County. The long history of cottaging on Lake Erie has developed into a diverse tourism sector that showcases the best of what Kingsville has to offer.

Looking at Kingsville's booming residential development, with multiple new condo projects, seniors residences, and new subdivisions, it is evident that people are moving to Kingsville. Many of them are those looking to retire amidst world class amenities in the immediate area and in nearby Windsor-Detroit. With that residential development comes the need for business growth to service this new population.

The business landscape in Kingsville is diverse. With some of the most fertile land in Ontario and a long growing season, agriculture has always been a mainstay of Kingsville's economy. Temperate climate, innovative growers, and proximity to some of the biggest markets in Canada and the United States are all essential building blocks of Kingsville's successful agricultural sector. Labour availability and cost, access to adequate and affordable electricity are all challenges greenhouse and traditional agricultural growers may experience. With many greenhouse businesses expanding into Ohio, Michigan, and other parts of the United States, it is an important time to reach out to Kingsville's agricultural businesses to best understand those push/pull factors.

With the simultaneous growth of the service and agricultural sectors in recent years, this is an excellent time to undertake a BR+E program. This project will build relationships with the growing business community, help identify and embrace emerging opportunities, and proactively address any issues or concerns.





3. Organizational Profile

3.1 About MDB Insight

MDB Insight is one of North America's leading specialist economic development strategic planning firms. Founded in 2007, we specialize in providing economic development, workforce development, community development, and market research solutions that create real-world impact for our public and private-sector clients. We have worked extensively with communities across Ontario.

Our mission is to help people and places thrive in the 21st century economy. Our multidisciplinary team brings together expertise and on-the-ground experience and includes some of Canada's foremost thought leaders in our core practice areas.



Communities Assisted by MDB Insight's Expertise

We have completed hundreds of economic development projects focussing on strategic planning, business retention and expansion, long-term sustainability, labour supply and demand, diversification, and tourism. Our work has taken us throughout Ontario and across Canada to work with rural and urban clients in communities of all sizes.

BR+E Innovators

From our earliest days as a firm, MDB Insight has understood the importance of the relationship between municipalities and their business community as a key element in economic success. We completed many business retention and expansion projects for those clients, shaping and refining methods and approaches that delivered the most valuable results. We realized, however, that many communities struggled to invest the time and resources (staff, financial) needed to conduct these projects successfully. That resulted in our development of what is today an award-winning and innovative model called Triage BR+E.

Since launching Triage BR+E nearly 2 years ago, we've had dozens of communities of all sizes complete a project. We think it offers significant benefits for Kingsville, addressing your described requirements while adding value and taking surveying methodology one step further.

In 2017-18, we piloted Triage BR+E in two Alberta communities. They joined us to present about the pilot at the annual conferences of Business Retention and Expansion International and the Economic Developers Association of Canada.

How We Approach Our Work

Our clients' vision – the intended future that sparks an RFP – is the starting point for every consultation we undertake. Stepping back from its pages, we look at the motivation and intent behind the proposed initiative. What does it make possible? What does the future look like once it is completed? Identifying



the “why” in this way allows us to apply our best thinking to the project while looking for the opportunities, connections, and value-added offerings we might bring – those unique to MDB Insight and to our enthusiastic team. This helps us to respond not only to the goals and objectives identified by a prospective client, but also to identify possibilities that might otherwise be missed.

We customize our approach to each project to meet clients’ needs using sound research, proven methodologies, and a collaborative attitude. That means our clients achieve tangible results and vision-driven successes. MDB Insight has completed hundreds of economic development projects for communities across Canada, but our clients recognize that, despite this experience, we do not rest on our laurels – we are continually bringing new and innovative ideas to our projects.

We conduct our work to make a genuine difference, not simply to provide a plan, a report or a strategy.

Always on the Leading Edge and Doing More for Our Clients

Our expertise is integrated across our key practice areas – we work in the dynamic space where these overlap and where communities and organizations thrive. For instance, our deliberate foray into Workforce Development and Cultural Development in 2011 made us the first firm in Canada to have divisions dedicated to incorporating the economic impact of these economic foundations. Our curious and passionate team members have continued to stay in front of these changes and we have always been able to offer compelling ways in which our clients can capitalize on the opportunities they present.

Recognizing a gap between market intelligence that is available for provincial and national decision making and that which is available for local and regional decision making has led us, more recently, into another progressive and exciting aspect of economic development. In 2017, we started a Market Research and Analytics Division. The division is focused on gathering local market intelligence. The statistically reliable data from local businesses, consumers, and citizens is gathered and analyzed with methods that ensure applicability to economic development strategy and action planning.

Unique among market research firms, we combine expert survey design and interviewing capabilities with industry-leading analytics and the full depth of knowledge that is represented by MDB Insight’s national economic development, market research, and workforce development divisions.

3.2 Experience & Qualifications

MDB Insight has completed economic development projects for some of Canada’s largest urban municipalities but the majority of our work continues to be projects completed for small urban and rural communities across the country. We understand the most important trends facing growing towns and rural regions today and we have been among the innovators and thought leaders contributing to the emerging practices that are helping communities to address these issues. We have also done a considerable amount of work that is regional in scope, often combining the assets and challenges of many diverse communities within a geographic region to support collaborative initiatives and growth objectives.



Across Canada and Across Ontario

Our past work throughout Ontario is extensive and includes the completion of more than 100 economic development projects in every corner of the province. In addition, we can offer the Town of Kingsville the experience we have in working with rural towns and small cities across the country.

The satisfaction level with our work is very high and past clients regularly contact us to discuss their current needs. Not every conversation leads immediately (or ever) to paid work for us but, regardless, these conversations buoy our spirits because we know that our clients are implementing the recommendations that we worked to ensure were ambitious but relevant and achievable.

A sampling of our work across Ontario and in smaller communities elsewhere in Canada...

| In Towns and Rural Communities across Canada | In Ontario |
|--|--|
| Town of Conception Bay South (NL) – Investment Attraction Strategy; Main Street Improvement Plan; Commercial Investment Attraction Slide Deck; Online Available Properties Mapping Tool; Sector Assessment | Town of Tillsonburg – Development of a High-Tech Manufacturing Cluster Model |
| District of Invermere (BC) – Resident Attraction and Retention Strategy | Municipality of Bayham – Economic Opportunities Report |
| Triage BR+E Projects in Lethbridge County, Big Lakes, Strathmore, Morinville, Grande Cache, Central Alberta (CAEP), and Grande Prairie County | Municipality of Chatham-Kent – Economic Development and Tourism Strategy; Advanced Automotive Parts Manufacturing Strategy; Bio-Composites Sector Assessment |
| Town of Beaumont (AB) - Our Centre-Ville Downtown Plan | Municipality of North Middlesex – Economic Development Strategy |
| Dennis County Development Partnership (MB) – Investment Attraction & Economic Development Strategy; Website Content Writing; Online Available Properties Mapping Tool | Town of Greater Napanee – Commercial Investment Attraction Study; Downtown Investment & Gibbard Factory Redevelopment |
| Town of Neepawa (MB) – Assessment of Target Industrial Sectors | Triage BR+E Projects in South Dundas, South Glengarry, Peterborough, South Stormont, and Kingston (twice) |
| Mid Sask Municipal Alliance (SK) – Investment Attraction Strategy | Township of Alnwick/Haldimand – 5-Year Economic Development Strategy |
| Cape Breton Region (NS) – NextGen Leadership Initiative | Town of Amherstburg – Community Based Strategic Plan |
| Town of Torbay (NL) – Economic Development Strategy; Town Centre Redevelopment Plan | Municipality of North Middlesex – Economic Development Strategy |
| South Okanagan – Similkameen (BC) – Foreign Direct Investment Strategy | Town of Hanover – Cultural Development Strategy |
| Town of Devon (AB) – Economic Development Strategy | Traditional BR+E Projects for Township of Brock, County of Middlesex, Town of Cobourg, and Durham Region Federation of Agriculture |



Business Retention and Expansion

While our Triage BR+E platform is helping many clients with an affordable and reliable option, it is the depth and breadth of our experience working to elicit and understand the needs and opportunities of a business community that truly sets us apart.

Recent Award-Winning Projects

In the last 18 months, Triage BR+E has received four nominations and three awards for program excellence. They have come from Economic Developers Alberta (2018 Winner with Central Alberta Economic Partnership and 2019 Finalist with Lethbridge County), Economic Developers Council of Ontario (2019 with Municipality of South Dundas), and Newfoundland and Labrador Economic Development Association (2019 with Town of Paradise).

Other recent Triage BR+E clients include those in the image below.



MDB Insight's Chris Bandak (left) and Paul Blais (right) with EDCO President Alison Newton and Rob Hunter from South Dundas at EDCO 2018 Awards of Excellence presentation.

Other Notable Business Retention & Expansion Projects

- Durham Region Federation of Agriculture – BR+E Visitation Project and Analysis
- Central Alberta Economic Partnership – Triage BR+E Pilot Project and Toolkits
- Brazeau County (AB) – Business Visitation Program
- City of Wetaskiwin (AB) – Business Retention and Expansion Project
- Regional Municipality of Wood Buffalo – Business Visitation Pilot Project and Workshops
- Also Township of Brock, County of Middlesex, and Town of Cobourg





3.3 Accreditations and Qualifications

MDB Insight maintains several accreditations and industry qualifications, including:



Our senior team includes Certified Economic Developers (CEcD), the leading industry designation acknowledged around the world as having achieved the pinnacle of excellence in the economic development field.



We have members of the International Economic Development Council on our senior team. IEDC is the world's largest membership organization serving the economic development field, unifying and setting the standard of excellence for the discipline.



Economic Developers Association of Canada (EDAC) is Canada's national organization of economic developers pursuing excellence in the field since 1968. Several members of our team are members with Ec.D. Certification and uphold EDAC's high professional and ethical standards. Since 2007, we have provided sponsorship for EDAC's annual conference which helps to ensure a solid agenda.



EDCO provides leadership to advance economic development and support municipalities in fostering economic prosperity in the province of Ontario. Several of our team are active EDCO members and have served on the EDCO Board of Directors.



Business Retention & Expansion International is the leading professional association for this fundamental strategy for economic sustainability and growth. Our senior team includes a BREI member who is among the global ranks of economic development professionals promoting best practices for increasing economic activity and growth in both urban and rural areas.



Our senior team includes a Chartered Manager, the internationally recognized designation in management and leadership from the Canadian Institute of Management. Holders of these prestigious designations support the ongoing development of the management profession by subscribing Continuing Professional Development (CPD) and abiding by the Institute Code of Ethics.



4. Our Approach & Methodology

Triage BR+E: Collecting Statistically Valid Data and Isolating Businesses for Detailed Interviewing

Overview

A successful BR+E program builds from a solid understanding of best practices and the local business ecosystem. This project represents the Town's investment in the acquisition of what will be precise, statistically significant information about the health of local businesses and the challenges and opportunities they are facing. To deliver this information, MDB Insight proposes using our Triage BR+E platform for the initial phase of this project, largely for its affordability and the key benefits offered by our surveying methodology:

- Using a short and focused up-front survey, we identify the businesses that are growing and declining (green and red flags). From there, one-on-one interviews can be scheduled with those businesses – these are the business owners who are most likely to benefit from further support. This approach maximizes business owner time.
- We identify, with a high degree of statistical confidence, the services in the community that will drive re-investment and increase overall business satisfaction. This helps a municipality target the initiatives it should be spending its time and money on.
- The results give effective performance indicators that you can track and measure against in the future.



The suggestion is to interview 120 businesses in the first phase. Our experience is that an average of 30% - 40% of business owners who are randomly selected in the first step will identify a red or green flag situation. Out of 120 businesses that will be approximately 45 detailed interviews to be conducted. These will be 45 business owners who have already declared that a visit from the Town would be beneficial. Imagine this level of satisfaction versus spending an hour with a business owner who really does not have much to share and just wants to get on with their work. There is only so much time in a day, so we suggest using the volunteer visitors' time strategically.

Before outlining our approach in more detail, we want you to know that MDB Insight appreciates the investment made by the Town to nurture relationships with existing businesses. From your Business Recognition Program and support for the Business Improvement Area to your pending Downtown Cottam Community Improvement Plan, business-focused local and regional partnerships, and Have Your Say webpage, it is clear the Town values its relationship with businesses in the municipality. Our team will ensure that relationship-building remains front-of-mind as we connect with business owners and look for opportunities to help the Town advance these vital business links.

The Town of Kingsville is dedicated to making Kingsville a progressive and prosperous place. In fact, a key strategic priority for Kingsville Council is to "promote the betterment, self-image and attitude of the community through improved communications with residents, business owners and visitors". [Have Your Say webpage]



Initial Surveying

As mentioned earlier, we will construct a telephone interview questionnaire in close consultation with the Town. We will complete 120 telephone surveys of 10-12 minutes each to probe satisfaction with Kingsville as a place to operate a business. The survey will also assess the expected future plans of businesses and identify the most likely barriers to their growth and general health.

Understanding the Data from the 120 Surveys

We have a team of analysts that is experienced at understanding the story that your data is telling. We don't just regurgitate the numbers, we tell you "So what?".

As described in the previous section, one of the most innovative aspects of our analysis is it includes a calculation of **Derived Importance** (see sample figure). It is a quantitative technique that has been used by the private sector for decades to establish priorities. Triage BR+E will measure the degree of importance that business owners place on an issue and their thoughts on local performance – the two elements needed to rank priorities.

We will create a report and presentation that summarizes the data. This will inform preliminary recommendations and actions to improve the business environment. The benefit of having completed a large sample of businesses is the recommendations will be based on data that we know is statistically sound.

The data analysis and a resulting report will be provided to the Town and will be incorporated into the BR+E plan.

The priority matrix of issues will provide the Town with market intelligence that can be used to leverage funding from provincial and federal agencies for projects that will do the most to improve business satisfaction.

In-Person Business Visits

Budgeted for this project are more detailed, longer-form interviews business owners. Priority will be to meet with all business owners who have revealed red/green flags during the Triage survey (estimated to be 45). We want to reiterate that because of the Triage survey, there is an assurance that these face-to-

| Issue | Importance | Performance | Priority |
|---|------------|-------------|----------|
| Land costs | 0.483 | 64 | 1 |
| Zoning | 0.480 | 76 | 2 |
| Support from municipality | 0.521 | 79 | 3 |
| Development/building permit process | 0.420 | 74 | 4 |
| Development charges | 0.389 | 73 | 5 |
| Municipal property taxes | 0.302 | 68 | 6 |
| Availability of serviced land | 0.329 | 75 | 7 |
| Regional/Provincial roads and highways | 0.423 | 80 | 8 |
| Local roads and streets | 0.315 | 79 | 9 |
| Availability of space for rent or lease | 0.205 | 67 | 10 |
| Support from other businesses | 0.421 | 85 | 11 |
| Off-site levy | 0.450 | 87 | 12 |
| Workforce | 0.293 | 81 | 13 |
| Support from local residents | 0.542 | 90 | 14 |
| Internet service | 0.185 | 79 | 15 |
| Water/wastewater fees | 0.178 | 79 | 16 |
| Proximity to rail | 0.291 | 88 | 17 |
| Cost of natural gas | 0.092 | 62 | 18 |
| Water/wastewater capacity | 0.288 | 90 | 19 |
| Availability of adequate housing | 0.230 | 91 | 20 |
| Cellular phone service | 0.214 | 94 | 21 |
| Quality of Life | 0.442 | 98 | 22 |
| Availability of health and medical services | 0.078 | 92 | 23 |
| Lack of business tax | 0.211 | 99 | 24 |
| Proximity to airports | 0.000 | 70 | 25 |



Increasing
Priority



Decreasing
Priority

SAMPLE: Analysis of derived importance produces a clear ranking of business priorities (this example from Triage BR+E for Morinville, AB). This list would be customized for Kingsville.



face interviews are with businesses who need, have requested, and will appreciate, the outreach.

Interviews with businesses who did not indicate a red or green flag (or did not participate in the Triage survey) can be added. If more red/green flags are identified than 45, we will add as many as five more without additional budget. After that, choices will be made as to who participates or the Town can increase the budget for this item.

These interviews will be completed by volunteer members of the Taskforce – usually two per visit. However, as part of the volunteer training, the first few meetings will include a member of our consulting team. We like the volunteer member approach because it will ensure the project ends with business owners making a direct connection to other members of the community rather than simply outside consultants.

One of the benefits of having done the initial triage survey is that those results will give the volunteer visitors plenty of advanced intelligence on the issues that are of highest importance to each business owner. This will allow us to strategize on volunteers that should attend the appointment because of acumen in a particular area of expertise, some pre-meeting preparation that will be helpful, or even if some information from a specific organization or program would be helpful to bring to the in-person meeting. Done correctly, this will impress the business owner.

We have allocated some budget for our consulting team to assist with resolving red/green flags or completing detailed follow-up. Ultimately, for longer-term sustainability of the initiative (we assume that is a goal), the connection with the business will have to be turned completely over to the Town, but we believe that we will be able to ensure a smooth transition from consultant-only contact (initial short interview) to volunteer contact (longer in-person interview) to Town contact (red/green flag resolution).

Project Management and Preparations

MDB Insight has well-developed management protocols crafted over 10+ years and hundreds of projects. Beginning with the Project Launch Meeting, and reflected in our Project Charter, our project management approach is focused on clarity, open and regular communication, and attention to detail. This is reinforced throughout the project, with ongoing updates designed to ensure the Town will have clear and current information at all times. Project milestones are identified and carefully tracked by our experienced Project Manager, supported by the entire team and backed by contingency planning and risk mitigation strategies informed by more than a decade of experience. Our subsequent *Work Plan* and *Final Report and Action Plan Outline* are each designed to furnish additional clarity and to ensure expectations are fully addressed from the beginning. Throughout the project, Paul Blais (Project Lead) will hold overall accountability.

We want to assure the Town of Kingsville that MDB Insight has the capacity and resources to successfully complete this project on time and within budget. We maintain a generous buffer in our workload allocations in order to ensure team members have more than enough time to attend to project details. Our project managers stay abreast of team workloads and monitor project assignments carefully.



MDB Insight places quality over quantity. We commit to new projects with a critical consideration of our existing workload and capacity to deliver as promised to our clients. We make this commitment to the Town to deliver on the requirements of this RFP as detailed in our proposal.

The following tasks, duties and responsibilities were outlined in the Town's RFP and, to ensure maximum clarity, we would like to speak to each of them individually.

- **Be the primary contact and spokesperson for the BR&E project** – Paul Blais will be the Project Lead and Natasha Gaudio will be Project Manager. Justin Dias' experience in managing our Triage BR+E platform will be invaluable, but he will mostly be behind-the-scenes. We hope to discuss the Town's desire for public/media outreach and are pleased to be a spokesperson, but we will also aim to have a local person taking credit for initiatives (we will strategize in each case who that should be – Town staff, Town elected official, Taskforce member).
- **Organize and lead meetings regarding the project** – We have established a suggested timetable of project meetings that will be more with Town staff and meetings that will be with the Taskforce. Taskforce meetings will all be in-person and held at times where it is critical to get their input.
- **Coordinate the design and planning of the project** – We look forward to working with you to determine the specific target for the project.
- **Review BR&E survey and develop local community questions** – This is a specialty of ours. We have a triage questionnaire that has been refined over 30 different BR+E projects. We will review OMAFRA's longer-form in-person survey, but we know that we are going to have to customize some questions based on the market intelligence that we get in the triage surveying. We will brainstorm with the Taskforce on new questions that would be effective.
- **Dedicate sufficient time to manage and implement activities** – We have built in a healthy amount of time to ensure each stage is well managed.
- **Coordinate data collection and manage access to the data** – The data from the Triage BR+E questionnaire is seamlessly added as the survey is completed so you are not spending your money on our data entry. We will enter in the data on the responses to the longer-form survey. We are experts at Excel and so managing the data (and playing around with it to uncover interesting findings) is what we do.
- **Collect contact information for targeted businesses, print surveys and cover letters** – Even these details are not minor. We will ensure that the Taskforce members are positioned to give a great impression to participating business owners.
- **Coordinate volunteer and Taskforce activities associated with business visits** – We will ensure that the volunteers can focus their time on giving a great interview, not doing administrative tasks. We want them to have a positive experience too.
- **Collect and review completed surveys** – Yes, we will have that handled. See above for more context.
- **Assist with responses to immediate business concerns** – We have allocated budget to this aspect and appreciate that we can provide effective responses (all three of your team members have been Economic Development Officers in the past – cumulative 18 years of experience).



- **Manage the data entry and analysis process** – Yes, we will take care of that and ensure a quality control step to ensure no errors.
- **Write the final report and action plan** – We have been writing BR+E action plans since the earliest days of OMAFRA's BR+E project (Paul Blais managed one of OMAFRA's pilot projects in the early 2000s) and since then have dozens under our belts. The report and action plan will detail timelines, partners, and budget implications. The Draft will be presented to the Taskforce for member feedback. The final report will include modifications based on that feedback and will be presented to a group of the Taskforce's choosing. It could be the business community, elected officials, and/or a combination of these groups and others.
- **Coordinate action planning, program assessment and reporting** – As per the bullet point above, we will be sure to engage the Taskforce at thoughtful times during this part of the project.
- **Sign and implement confidentiality contract** – Mums the word!
- **Train and assist the taskforce members where necessary: complete a series of practice business visits and lead the taskforce BR&E through project specific training** – The Taskforce is an important group of participants and we want to leverage their knowledge of the local business community and business environment for the betterment of the project. We will work hand-in-hand with them to educate them on the importance of BR+E and train them on the intricacies of the process. We will practice interviewing with them and before setting them on their own, will complete a business interview or two with them. We have developed our own training manuals (e.g. Regional District of Wood Buffalo Business Visitation Pilot Project) and we have used OMAFRA's model. During the formative stages of the project we will discuss the pros and cons of each method and, with the Town, decide on the optimal approach.



5. Scheduling and Budgeting

5.1 Proposed Project Schedule & Milestones

The following workplan shows the project to be completed over the nine months that were identified in the RFP. Please note that each column is a two-week time frame. If there is a desire to finish sooner, there is the possibility of reducing the initiation stages of the project. Also, we have identified four weeks for triage interviewing, but this could take as little as two weeks if the business community is responsive. There are other means by which the timeline can be shortened. We have identified important points in time where the Taskforce's input will be particularly valuable.

| | Sep | | | Oct | | Nov | | Dec | | Jan | | Feb | | Mar | | | Apr | | May | |
|---|-----|-----|-----|-----|----|-----|-----|-----|----|-----|----|-----|----|-----|-----|-----|-----|----|-----|----|
| | 1 | 15 | 29 | 13 | 27 | 10 | 24 | 8 | 22 | 5 | 19 | 2 | 16 | 1 | 15 | 29 | 12 | 26 | 10 | 24 |
| Phase 1 - Project Initiation and Project Planning/Design | | | | | | | | | | | | | | | | | | | | |
| Draft Workplan and Communications Plan | | | | | | | | | | | | | | | | | | | | |
| Project Launch Meeting with Town Staff | | ^^^ | | | | | | | | | | | | | | | | | | |
| Draft Triage Survey Design | | | | | | | | | | | | | | | | | | | | |
| Project Planning Meeting with Taskforce | | | *** | | | | | | | | | | | | | | | | | |
| Final Workplan, Communications Plan & Triage Survey | | | | | | | | | | | | | | | | | | | | |
| Business Directory/Target List Preparation | | | | | | | | | | | | | | | | | | | | |
| Project Update Calls with Town Staff and Taskforce Members (as desired) | | | | | | ^^^ | ^^^ | | | ^^^ | | | | ^^^ | ^^^ | ^^^ | | | | |
| Phase 2 - Triage BR+E: Collecting Statistically Valid Data and Isolating Businesses For Detailed Interviewing | | | | | | | | | | | | | | | | | | | | |
| Notify Target Audience of Triage Outreach and Press Release | | | | | | | | | | | | | | | | | | | | |
| Surveying of Target Audience (120 Completes) | | | | | | | | | | | | | | | | | | | | |
| Thanking Target Audience | | | | | | | | | | | | | | | | | | | | |
| Analyze Questionnaire Results and Derived Importance Priority Matrix | | | | | | | | | | | | | | | | | | | | |
| Develop Triage BR+E Report | | | | | | | | | | | | | | | | | | | | |
| Presentation of Triage BR+E Findings with Taskforce & Discussion | | | | | | | | | | *** | | | | | | | | | | |
| Planning Phase 3 with Taskforce (e.g. finalizing list of interviewees, preferred local questions, coordinating availability/scheduling) | | | | | | | | | | *** | | | | | | | | | | |
| Phase 3 - In-Person Business Interviews | | | | | | | | | | | | | | | | | | | | |
| Draft Interview Questionnaire Design | | | | | | | | | | | | | | | | | | | | |
| Meeting with Taskforce to Review Questionnaire and Conduct BR+E Training including Practice Business Visits | | | | | | | | | | *** | | | | | | | | | | |
| Finalize Interview Questionnaire | | | | | | | | | | | | | | | | | | | | |
| Development of Information Package for Visits | | | | | | | | | | | | | | | | | | | | |
| Printing Interview Forms for Volunteers | | | | | | | | | | | | | | | | | | | | |
| Scheduling and Conducting In-person Interviews (45) | | | | | | | | | | | | *** | | | | | | | | |
| Phase 4 - Data Input, Data Analysis, Recommendations and Reporting | | | | | | | | | | | | | | | | | | | | |
| Data Entry | | | | | | | | | | | | | | | | | | | | |
| Data Analysis | | | | | | | | | | | | | | | | | | | | |
| Draft BR+E Plan | | | | | | | | | | | | | | | | | | | | |
| Meeting with Taskforce to Review Draft BR+E Report & Action Plan | | | | | | | | | | | | | | | | | *** | | | |
| Incorporation of Feedback and Prepare Draft #2 of Report & Action Plan | | | | | | | | | | | | | | | | | | | | |
| Presentation of BR+E Report & Action Plan (audience to be determined) | | | | | | | | | | | | | | | | | | | *** | |
| Incorporation of Feedback and Finalize BR+E Report & Action Plan | | | | | | | | | | | | | | | | | | | | |
| Printing and Delivery of Final BR+E Plan and Issue Press Release | | | | | | | | | | | | | | | | | | | | |

*** In-person Meeting

^^^ Conference call meeting



5.2 Budget and Proposed Invoicing

Our budget shows the hours which we will commit to the project. You can see that our team members have a very collaborative approach. We have included all travel expenditures, but if the Town prefers, we can receipt and invoice these separately. Often clients like to avoid this additional paperwork and we gladly oblige! If we do expense separately, we will not exceed the price outlined below.

| | Paul Blais | Natasha Gaudio | Justin Dias | Section Subtotal |
|---|------------------|------------------|------------------|------------------|
| Hourly Rate | \$ 215 | \$ 120 | \$ 120 | |
| Phase & Tasks | | | | |
| Phase 1 - Project Initiation and Project Planning/Design | | | | |
| Draft Workplan and Communications Plan | 3 | 5 | | 8 |
| Project Launch Meeting with Town Staff | 2 | 2 | 2 | 6 |
| Draft Triage Survey Design | 1 | 3 | 3 | 7 |
| Project Planning Meeting with Taskforce | 6 | 14 | 10 | 30 |
| Final Workplan, Communications Plan & Triage Survey | 1 | 5 | | 6 |
| Business Directory/Target List Preparation | 2 | 2 | 8 | 12 |
| Project Update Calls with Town Staff and Taskforce Members (as desired) | 5 | 8 | 2 | 15 |
| Phase 2 - Triage BR+E: Collecting Statistically Valid Data and Isolating Businesses For Detailed Interviewing | | | | |
| Notify Target Audience of Triage Outreach and Press Release | | 3 | 1 | 4 |
| Surveying of Target Audience (120 Completes) | 2 | 28 | 28 | 58 |
| Thanking Target Audience | | 2 | | 2 |
| Analyze Questionnaire Results and Derived Importance Priority Matrix | 2 | 3 | 15 | 20 |
| Develop Triage BR+E Report | 2 | 2 | 6 | 10 |
| Presentation of Triage BR+E Findings with Taskforce & Discussion | | 8 | 8 | 16 |
| Planning Phase 3 with Taskforce (e.g. finalizing list of interviewees, preferred local questions, coordinating availability/scheduling) | | 17 | 8 | 25 |
| Phase 3 - In-Person Business Interviews | | | | |
| Draft Interview Questionnaire Design | 2 | 8 | 2 | 12 |
| Meeting with Taskforce to Review Questionnaire and Conduct BR+E Training including Practice Business Visits | | 8 | 8 | 16 |
| Finalize Interview Questionnaire | 1 | 1 | 1 | 3 |
| Development of Information Package for Visits | 1 | 3 | | 4 |
| Printing Interview Forms for Volunteers | | 3 | | |
| Scheduling and Conducting In-person Interviews (45 - 5 by consultant) | | 35 | | 35 |
| Phase 4 - Data Input, Data Analysis, Recommendations and Reporting | | | | |
| Data Entry | | 8 | | 8 |
| Data Analysis | 2 | 6 | 6 | 14 |
| Draft BR+E Plan | 3 | 20 | 3 | 26 |
| Meeting with Taskforce to Review Draft BR+E Report & Action Plan | 12 | 12 | | 24 |
| Incorporation of Feedback and Prepare Draft #2 of Report & Action Plan | 1 | 3 | | 4 |
| Presentation of BR+E Report & Action Plan (audience to be determined) | 8 | 4 | | 12 |
| Incorporation of Feedback and Finalize BR+E Report & Action Plan | 1 | 2 | | 3 |
| Printing and Delivery of Final BR+E Plan and Issue Press Release | | 3 | | 3 |
| Total Project Hours | 57 | 218 | 111 | 386 |
| Total Professional Fees | \$ 12,255 | \$ 26,160 | \$ 13,320 | \$ 51,735 |
| Travel | | | | included |
| Business Survey Printing, Training Materials and Related | | | | \$ 1,700 |
| Printing and Delivery of Final BR+E Plan (Two Copies) | | | | \$ 200 |
| TOTAL PROJECT FEES | | | | \$ 53,635 |

We are open to invoicing approaches but provide this as a suggestion: 30% on project launch, 20% in November, 20% in January, 20% in April and 10% upon the Town's satisfaction that the project is complete. HST on the fees and disbursements will be an additional \$6,972.55.



6. Project Management

Great projects are built on trust, expertise, and innovation. MDB Insight is proud to have been part of many great project successes that have helped define communities across Canada including many in Ontario. We have gained our reputation based on collaborative approaches, visionary plans that are practical and achievable, and solutions that are actionable and measurable. Our team offers the Town of Kingsville an agile combination of expertise, experience, inspiration, and demonstrated results.

6.1 Our Expert Team for Kingsville

Our Project Team is briefly introduced here, with résumés in Appendix B.

Paul Blais, MA, Ec.D., CEcD, Executive Vice-President | Project Lead



Role on the Team: Paul will maintain careful contact with the Town on project developments and milestones. Paul will ensure project outcomes are based on rigorous and objective analysis that is in line with the project's goals and objectives. He will also participate in-person.

Paul has been active in economic development since 1995 and has more than 20 years of BR+E experience. For 10 years he held positions of increasing influence in three rural and urban municipalities. During this time, he attracted and retained over \$300 million in investment that created 600 direct jobs in a wide range of sectors including advanced manufacturing, food processing, value added forestry products, military/defense, and information technology.

Paul has worked with more than 150 communities, businesses and organizations on their economic and business development challenges. Particularly relevant to Kingsville's needs are past BRE projects and Paul's work to develop, pilot, and commercialize the innovative Triage BR+E tool specifically for MDB Insight's municipal clients. From his earliest days as a municipal economic developer in the 1990s, Paul was keen on BR+E, before it was in vogue. In fact, when working for the County of Lennox & Addington, Paul was one of three pilot communities to test drive OMAFRA's first BR+E initiative. Since then he has done dozens of BR+E projects and speaks at conferences across Canada on the topic, including Economic Developers Association of Canada and Business Retention and Expansion International. He has also conducted BR+E training from Yellowknife to Fort McMurray to Napanee to St. John's.

Paul has worked extensively across Ontario and has led a multitude of Ontario-based projects where agriculture, agri-food, economic diversification, tourism, retail, and manufacturing were among the primary objectives. His past work includes projects with Chatham-Kent, Huron, Elgin, Middlesex, Perth, St. Marys, and Stratford in the southwestern part of the province and small towns and rural communities throughout Ontario and Canada.



Natasha Gaudio, MES, Research Analyst | Project Manager



Role on the Team – As dedicated Project Manager, Natasha will be responsible for all project deliverables and day-to-day client contact. An excellent researcher, writer and communicator, Natasha will support data collection, analysis, stakeholder engagement, and contribute to the strategy and action plan.

Natasha enjoys close familial ties to Essex County, and she visits regularly. One of her family members operates a business in Kingsville so we know that we will get at least one interview completed! She has watched Kingsville develop, and always looks forward to spending time in its increasingly vibrant downtown and local food and beverage scene. Before joining MDB Insight in 2018, she worked as a practitioner in the economic development field in Northwestern Ontario for the Rainy River Future Development Corporation. During her time there, she managed a marketing alliance in partnership with 30 local businesses throughout the District. She is particularly adept at forming and maintaining relationships and working with stakeholders.

Natasha holds a Masters in Environmental Studies from York University with a joint Graduate Diploma in Business and the Environment from Schulich School of Business. She also holds a Bachelor of Arts (Hons) from University of Toronto in Canadian Studies and Urban Studies. Her interdisciplinary background provides her unique perspective to the projects she works on. She is currently pursuing her Ec.D from the University of Waterloo and Economic Developers' Association of Canada. Natasha is a member of the Economic Developers Council of Ontario.

Natasha's highlighted experience includes City of Waterloo Economic Development Strategy, City of Waterloo Strategic Plan, Economic Development & Tourism Strategy for Havelock-Belmont-Methuen, City of Dryden 5-Year Strategic Plan, Greater Moncton Labour Force Strategy, City of Port Alberni Industrial Land Inventory and Action Plan, Superior East Regional Economic Development Strategy, Peterborough & the Kawarthas Economic Development Transition Strategy, City of Brockville 5-Year Tourism Strategy, and Regional Economic Development Strategy for Taber, Alberta.

Justin Dias, BA, Research Analyst | Research & Analysis



Role on the Team – Justin is MDB Insight's manager of all Triage BR+E projects so he will be particularly active in that part of the project. However, as an economic developer for two rural communities in Southwestern Ontario, he will bring thoughts to the strategic and action planning part of the project.

Justin completed a Bachelor of Arts at Western University and a Post Graduate Certificate in Public Administration from Humber College. Prior to joining MDB Insight, he was Director of Economic Development and Community Services with the Municipality of North Middlesex where he oversaw a diverse portfolio including economic development, parks and recreation, facilities and corporate communications. He is based out of London.

Over his six years of economic development experience, Justin has worked for municipalities, non-profit workforce planning boards and the provincial government. Justin's diverse range of experience makes him adept at understanding the roles and responsibilities of all the players involved in the economic



development equation and a deep appreciation for the practical realities facing municipal professionals. Since joining MDB Insight, Justin has contributed to economic development strategies for clients across Canada. Justin also leads all Triage BR+E projects and many custom and sector-specific projects. Justin has worked with clients to develop a Triage BR+E process and communications planning that has helped generate high response rates from businesses.

Justin is a member of the Economic Developers Association of Canada (EDAC), the Economic Developers Council of Ontario (EDCO) and the Project Management Institute (PMI). His attention to detail and knowledge of current and emerging trends help to inform the background research and forward-looking recommendations he puts forward on his project engagements.

Other Talent Available for the Project

As narrow as it may appear to an outsider, those close to the industry appreciate that economic development is a broad discipline. With this in mind, MDB Insight has created the most comprehensive economic development consulting practice in Canada. Beyond the team identified here, MDB Insight has nationally-recognized thought leaders in Workforce Development (led by Trudy Parsons), and Market Research & Analytics (headed by Chris Bandak). To address implications that new economic directions may pose around infrastructure and planning policy we can consult with our staff members who have RPP and MCIP designations. Beyond these most senior team members, our Senior Consultants and Research Analysts all come with their own specialist backgrounds in economic development. You can view their bios on our web site (www.mdbinsight.com). **All of this additional expertise comes without extra cost to the project.**

A word about our staffing model...

We want the Town of Kingsville to understand how MDB Insight selects its team members and what factors have gone into building the staff team we offer to our clients. We are not typical in this regard, having no entry level staff. All MDB Insight team members have strong backgrounds and are seasoned professionals. Each has academic credentials as well as industry qualifications. This guarantees efficiencies to our clients and represents a significant value-added element in our assignments.

Executive team members each bring more than 20 years of direct experience and are recognized industry leaders in their fields. Their extensive project repertoires and well-honed expertise set them apart, and their personal attention to each project ensures actionable, realistic and tailored outcomes.

Senior Consultants are seasoned professionals, each with 6 or more years of direct experience in their specialized fields (often considerably more). They have completed a diverse range of projects and are skilled practitioners with exemplary track records. Each has demonstrated fine-tuned project management expertise and well-developed analytical and writing skills.

Research Analysts bring exceptional analytical skills and attention to detail to each project. Their project support capabilities have been developed over a diverse range of assignments. Each is adept at utilizing the latest qualitative and quantitative tools and methods to support project methodologies that produce reliable, accurate, and evidence-based outcomes.



7. References

The following projects highlight our experience with similar work that is of particular relevance to this Kingsville initiative. We would be pleased to provide work samples or additional project references upon request. Each was led by Paul Blais.

Town of Morinville – Business Retention and Expansion Triage and Action Plan

Relevance: The Town of Morinville was looking for a new and innovative approach to support its economic development efforts. This project turned out to be our pilot for Triage BR+E. In just shy of 2 years following, we have now used the platform, with overwhelming success, in dozens of other communities across Canada.

The Town of Morinville wanted to gain a better understanding of the current business environment and what challenges local businesses might be experiencing. To accomplish these objectives the Town contracted MDB Insight to conduct a statistically significant survey of the local business community. A total of 103 businesses were surveyed with a response rate of 45%.

Morinville's understanding of business ownership and size, target markets of businesses, the level of satisfaction of businesses, and their expectations for the future was enhanced by the survey. A "Derived Importance" calculation identified a statistical relationship between satisfaction levels and "room for improvement" of core services. The result was a prioritization of issues that, when addressed, will improve the local business environment.

An action plan allowed for easy identification of priorities for improving business retention and expansion assistance tools, community outreach and communications, and servicing options. The action plan focussed on four key areas that will have the greatest impact for the Town to support a better business environment. The Priority Matrix provided the community with the needed confidence to move ahead with the action plan.

Of note is that Shaun Goodeve, lead for this project in Morinville, moved to Kimberley, British Columbia and one of the first budget decisions he made was to hire us to complete a Triage BR+E. This type of repeat business is recognition of the value that this platform brings.

Schaun Goodeve, former Manager of Planning and Economic Development, Town of Morinville; now Manager of Economic Development, City of Kimberley; 340 Spokane Street, Kimberley, BC, V1A 2E8; (250) 427-5311; sgoodeve@kimberley.ca



Municipality of South Dundas Triage BR+E Project (2018)

Relevance: *This award-winning project gave South Dundas a deeper appreciation of the issues and opportunities facing local business owners and highlighted priorities for support and intervention.*

MDB Insight was contracted to work with the Municipality of South Dundas to conduct a Triage BR+E program to better understand the overall satisfaction of business owners and isolate the businesses that have opportunities or challenges that would benefit from contact with the Economic Development Department.

Targeting manufacturing in particular, we completed 100 interviews with business owners across South Dundas (from a sample of 400 businesses) to reveal priority issues and intervention opportunities of significance. The Triage BR+E™ tool was utilized including Derived Importance methodology.

The project was a resounding success due to the high quality of community engagement efforts demonstrated by the Municipality's team and a supportive business community who offered their valuable input about the economic climate of the community.

The project yielded a clear understanding of which factors are affecting overall business satisfaction in the community and provided a baseline of data that can measure progress in future business satisfaction surveys. It won an award for ingenuity at the Economic Developers Council of Ontario 2019 Marketing Awards of Excellence.

Reference: *Rob Hunter, Economic Development Officer, Municipality of South Dundas, (613) 543-4751, rhunter@southdundas.com*





Taber Regional Joint Economic Development Committee – Growing Our Economic Future

Relevance: This project exhibits MDB Insight's ability to work hand-in-hand with an advisory committee and develop aggressive, yet practical and achievable action plans. The strategy process in this small town and surrounding rural municipalities included a BR+E business-type survey (triage methodology). On the very same day that we wrapped up this proposal we fielded a call from Taber's economic developer to brainstorm their next action steps. It is absolutely thrilling to have client's move forward with the plans we have identified!

The Taber Region in rural Southern Alberta is composed of several municipalities, with no formal hierarchy, but a clear desire for regional economic advancement. The Taber Regional Joint Economic Development Committee (JEDC) has emerged to assist in regional coordination of economic development activities, but local municipalities also have their own unique concerns and opportunities. MDB Insight was contracted to develop a Regional Economic Development Strategy, supported by three additional local economic development strategies for the Town of Taber, Municipal District of Taber, and Town of Vauxhall.

The methodology was comprehensive, including statistical analysis of socio-economic and business climate, qualitative background research and the assessment of future themes, a commercial gap analysis, and extensive stakeholder engagement via direct interviews, a random sample business survey (triage-style), and a series of workshops.

The results of *Growing Our Economic Future* have positioned each community and the collective region for success, via explicit strategic objectives that are fitting for each circumstance, and clear, actionable goals to move objectives forward. Also clearly articulated in the strategy, is the role that each municipality, as well as the roles that are to be played by various partners. The implementation plan also establishes a timeframe for rolling-out each strategy, signalling when each action needs to occur, while also identifying the relevant performance measures to understanding if activities are proving successful.

Contact: Ben Young, Economic Development Officer, Town of Taber (and staff liaison to the TRJEDC), (403) 223-5500 x5514, Ben.Young@taber.ca






Appendix A – Triage BR+E



TRIAGE BR + E: TAKE THE PULSE OF YOUR LOCAL BUSINESSES


MDB INSIGHT OFFERS A NEW WAY TO BETTER PREDICT FUTURE BUSINESS OPPORTUNITIES AND CHALLENGES.




Attracting and retaining businesses takes significant resources. You need to maximize the limited time and money your team has to execute these programs.




The statistically significant data generated by Triage BR+E is more accurate and timely than traditional methods. With precise, real-time insight you can be more nimble in responding to challenges and opportunities faced by local businesses.



Our affordable solution frees up your resources so you can proactively reach out to businesses with the most critical needs.



No other technique can start conversations with a broader cross-section of your business owners. Engage people you have never engaged before.



Our solution provides you with a list of practical priorities you can act on. The data gathered provides a benchmark against which you can measure your progress towards meeting your BR+E goals.





AN AGILE BR+E SOLUTION FOR AN EVOLVING ECONOMY: GET AHEAD OF BUSINESS CHALLENGES AND OPPORTUNITIES

One of the cornerstones of economic development is business retention and expansion. Nurturing the growth of local businesses can create jobs, add to the tax base, and foster healthy communities more quickly than investment attraction activities.

In practice, attracting and retaining businesses is often a grueling task. Limited time, staff, and financial resources create major barriers for economic developers. Establishing an effective BR+E program requires a sound understanding of best practices. Maintaining a traditional BR+E program requires a substantial investment of time and money.

Uncover and predict issues in your business community.

Our Triage BR+E solution overcomes these challenges by expanding beyond traditional approaches to provide precise, statistically significant, and unbiased information about local businesses in a timeline of weeks rather than months. This information measures the health of businesses in the present and helps to predict challenges and opportunities on the horizon.

Support your priorities with quantitative evidence.

For decades, the private sector has used derived importance to establish customer priorities. Through Triage BR+E, this technique is now available to economic developers. Based on the degree of importance business owners (your customers) place on local issues, you will gain a deeper understanding of how the community can foster local business growth.

Maximize your time and financial resources.

Triage BR+E relieves pressure on your resources by directing your focus to the businesses with the most pressing challenges and opportunities. This means you can quickly and proactively mitigate pending negative change or encourage business growth that will retain and create revenue and jobs.

Equipped with this information, you can connect with the local businesses most in need of assistance, building stronger relationships with them and supporting local economic growth.

Paul Blais, Executive Vice-President, has more than 20 years of BR+E experience as a municipal economic developer and consultant. Whether you are looking for ways to improve your current BR+E program or you are wanting to start one up for the first time, contact Paul to get more details on how Triage BR+E can be a fit.

pblais@mdbinsight.com | 1.855.367.3535 ext. 241



MDB
INSIGHT
1.855.367.3535
www.mdbinsight.com



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Appendix B - Team Résumés

Paul Blais

MA, Ec.D., CEcD

Paul joined MDB Insight in 2007 as a founding partner and is Executive Vice-President at the firm. This followed a 10-year career in municipal economic development.

Highlighted Consulting Experience

- Triage BR+E Projects with, for example, Kingston Economic Development, Peterborough and the Kawarthas Economic Development, Municipality of South Dundas, Big Lakes County, Grande Prairie County, City of Kimberley, Lethbridge County, Town of Morinville, Lethbridge County
- Business Retention & Expansion Strategic Plans for Town of Georgina, Township of Brock, Town of Cobourg and County of Frontenac
- County of Middlesex Corporate Visitation Project, Data Analysis & Website
- Durham Region Federation of Agriculture Business Retention & Expansion Visitation Project and Analysis
- Regional Municipality of Wood Buffalo Corporate Visitation Pilot Project
- Economic Development Strategies for North Glengarry, North Stormont, South Stormont, and North Dundas
- Town of Petawawa Economic Action Strategy
- City of Pembroke Competitive Advantages Study
- Town of Gananoque Business Incubator Business Plan
- City of Ottawa *Taking the Lead!* Economic Development Strategy
- Township of Laurentian Valley Municipal Strategy: 2010-2014
- Eastern Ontario Trails Alliance 10-Year Strategic Plan and Business Plan
- Township of Madawaska Valley Economic Development Strategy & Corporate Strategy

Professional Experience

P.E. Blais & Associates: Principal, (2005-2007)

Kingston Economic Development Corp.: Director of Business Attraction and Retention (2004-2005)

County of Lennox and Addington: Manager, Economic Development (1998-2004)

Education

Wilfrid Laurier University/University of Waterloo: MA (1995)

Wilfrid Laurier University: BA (1993)

Economic Developers Association of Canada: Certification in Economic Development

International Economic Development Council: Certified Economic Developer

Professional Involvement

International Economic Development Council: Member (2009-Present)

Economic Developers Association of Canada: Member (1997-Present)

Economic Developers Council of Ontario: Member (1995-Present), Director (2008-2009)

Ontario East Economic Development: Commission: Member (1996-Present)

Economic Developers Alberta: Member (2009-Present)

Natasha Gaudio

MES

Since joining MDB Insight in 2018, Natasha has been involved in completing comprehensive background reviews and qualitative and quantitative assessments for a diverse range of communities and organizations. With a multidisciplinary background in Environmental Studies (Business and the Environment), Canadian Studies and Urban Studies, she brings a unique perspective to her project contributions.

Recent Experience

- City of Dryden 5-Year Strategic Plan
- Greater Moncton Regional Workforce Development Strategy
- Economic Development Strategy for the Superior East Region
- City of Waterloo Economic Development Strategy
- Industrial Lands Strategy for Black River-Matheson
- Regional Economic Development Strategy for Taber, Alberta
- City of Port Alberni and Alberni-Clayoquot Regional District Industrial Land Inventory and Action Plan
- Peterborough & the Kawarthas Economic Development Transition Strategy
- Economic Development & Tourism Strategy for Havelock-Belmont-Methuen
- City of Brockville 5-Year Tourism Strategy
- Cobourg Culture Master Plan
- City of Waterloo Corporate Strategic Plan 2019-2022
- Management of a marketing alliance with 30 local businesses
- Tourism strategy development, implementation and evaluation (Northwestern Ontario)
- Medicinal Plants Commercial Opportunity Analysis: Rainy River District (ON) 2018
- Ontario's Craft Beer Industry: Current Assessment and Future Directions

Professional Experience

MDB Insight

Research Analyst

2018-Present

Rainy River Future Development Corporation

Economic Development Coordinator

2017- 2018

Professional Skills Development Institute

Research Associate

May 2016 - Dec 2016

Education

York University: Masters in Environmental Studies, Business and the Environment (2016)

University of Toronto: BA (Hons) Urban Studies; Canadian Studies (2011)

Professional Affiliations

Economic Developers Council of Ontario: Member

Justin Dias

BA

Justin is a Research Analyst at MDB Insight and has spent the last six years working in the economic development sphere. His most recent experience before joining MDB Insight was as Director of Economic Development and Community Services with the Municipality of North Middlesex where Justin was responsible for business retention and expansion activities, conducting FDI attraction, and leading community development initiatives that brought together local industry, education and residents to leverage community assets and increase economic impacts.

Underlying Justin's economic development experience is his strong grounding in economic data analysis. Justin has contributed to publications on workforce trends and issues as well as working extensively with stakeholders to understand and design practical solutions for workforce challenges across a variety of sectors. Through his work with the Elgin Middlesex Oxford Workforce Planning Board, Justin contributed to the development of web portals, market reports and other comprehensive tools that brought together labour market information, job demand and employer resources.

Highlighted Project Experience

- Town of Strathmore Triage BR+E
- City of Kingston Tourism Sector Triage BR+E
- Town of Shelburne CIP Marketing Strategy
- Huron Shores Intercommunity Transit Initiative
- Elgin County Business Retention and Expansion Re-visitation
- Elgincincentives Community Improvement Plan Implementation
- Worktrends.ca Labour Market Information Website Launch
- Elgin-St. Thomas Workforce Committee Strategy
- Middlesex County Resident Life Survey
- Middlesex County Agri-Business Innovation Tours
- Elgin County Business Ambassador Program
- Elgin Middlesex Oxford EmployerOne Survey
- Manufacturing in the London Economic Region Research Study
- Elgin Middlesex Oxford Economic Region Labour Market Update
- North Middlesex Downtown Façade Improvement Program

Professional Experience

MDB Insight

Research Analyst 2019-Current

Municipality of North Middlesex

Director, Economic Development and Community Services 2016-2019

Elgin County

Economic Development Coordinator 2015-2016

Workforce Planning Board

Community Coordinator 2013-2015

Education

University of Waterloo: Economic Development Program (2017-2018)

Humber College: Graduate Certificate in Public Administration (2013)

Western University: BA in History and English (2007)

Professional Involvement

Economic Development Association of Canada

Member (2015-present)

Economic Developer Council of Ontario

Member (2015-present)

Project Management Institute

Member (2018-present)

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 85 - 2019

Being a By-law authorizing the entering into of an Easement Agreement with 1646322 Ontario Limited

WHEREAS Section 9 of the *Municipal Act, 2001*, S.O. c. 25 confers natural person powers on municipalities which include the power to enter into agreements with individuals and corporations;

AND WHEREAS The Corporation of the Town of Kingsville (the “Town”) deems it expedient for the Town to enter into an Easement Agreement with 1646322 Ontario Limited.

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

1. THAT the Town enters into and executes an Easement Agreement with 1646322 Ontario Limited attached hereto as Schedule “A” and forming part of this By-law.
2. **THAT** the Mayor and Clerk are hereby authorized and directed on behalf of the Town to execute the Easement Agreement attached as Schedule “A”.
3. This By-Law comes into force and takes effect on the day of the final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 23rd DAY OF SEPTEMBER, 2019.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

EASEMENT AGREEMENT

THIS AGREEMENT is made as of the ____ day of September, 2019.

BETWEEN:

1646322 ONTARIO LIMITED (the “Transferor”)

-and-

THE CORPORATION OF THE TOWN OF KINGSVILLE (the “Transferee”)

WHEREAS:

- A. The Transferor is the owner of certain lands legally described as PT LT 9-10 CON 1 WESTERN DIVISION GOSFIELD; KINGSVILLE DESIGNATED AS PT 9 12R21935; KINGSVILLE (PIN 75184-0720), and PART LOT 9 CON 1 WESTERN DIVISION GOSFIELD DESIGNATED AS PART 7 ON 12R21935; KINGSVILLE T/W R868579 (PIN 75184-0721), as more particularly identified as Parts 1 and 2 on Reference Plan 12R-27687 attached at Schedule “A” (the “**Servient Tenement**”);
- B. The Transferor has agreed to grant the Transferee an easement in gross over the Servient Tenement in favour of the Transferee, pursuant to the terms hereinafter set-forth.

NOW THEREFORE IN CONSIDERATION OF THE SUM OF ONE (\$1.00) DOLLAR AND SUCH OTHER GOOD AND VALUABLE CONSIDERATION (THE RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED), THE PARTIES HERETO AGREE AS FOLLOWS:

1. Grant of Easement:

- a. The Transferor, on behalf of itself, its successors and assigns, hereby grants an easement, in favor of the Transferee and its successors, assigns, agents, and invitees, a non-exclusive right of way in perpetuity over, on, upon, along and across the Servient Tenement, in common with the Transferor and its successors, assigns, agents, and invitees, for ingress and egress on foot, bicycle and/or with plants, materials, vehicles, machinery and equipment, as may be reasonably required in accordance with this Agreement (the “**Right of Way**”).
- b. The Transferor and Transferee mutually agree not to construct, install, erect, affix or permit to be constructed, installed, erected or affixed any building, structure, fence, wall, barrier, fixture or other material obstruction whatsoever in or on, the Servient Tenement, including between the Servient Tenement and Conservation Boulevard, Lake Drive, and/or Scratch Lane or make any change whatsoever to same, that would prevent the use and enjoyment of this Right of Way.

- c. The Transferor acknowledges and agrees that the Transferee shall have the right, at the Transferee's sole cost and expense, to construct a trail over, across and through the portion of the Right of Way, as more particularly identified with diagonal markings on the sketch attached hereto as Schedule "B" (the "**Trail**"). The method of construction, reconstruction, maintenance, alteration or removal of the Trail over, across or through the Right of Way, including but not limited to size, material and grading, shall be subject to the sole discretion of the Director of Municipal Services of the Town of Kingsville. Any work completed with respect to the Trail shall be completed in a good and workmanlike manner, in accordance with industry standard and all applicable laws and building codes of Ontario.
- d. The Transferor hereby agrees to maintain and keep in good condition and repair the Servient Tenement, including but not limited to landscaping, salt/snow removal, and keeping the Servient Tenement generally clean and free from debris in accordance with all municipal property standards by-laws as may be in force from time to time. Notwithstanding the foregoing, upon completion of construction, the Transferee agrees to maintain and repair the Trail, including but not limited to landscaping, salt/snow removal, and keeping the Trail generally clean and free from debris in accordance with all municipal property standards by-laws as may be in force from time to time.
- e. The Transferor shall not incur any liability to the Transferee or anyone claiming through or on behalf of Transferee in relation to the construction and/or use of the Trail by the Transferee or its respective agents, contractors, invitees or anyone claiming through them. With the exclusion of the Trail, the Transferee shall not incur any liability to the Transferor or anyone claiming through the Transferor, or on behalf of the Transferor in relation to the Servient Tenement by the Transferor or its respective agents, contractors, invitees or anyone claiming through them.
- f. The Transferee hereby releases, indemnifies and saves harmless the Transferor, its directors and officers, employees and agents from and against any and all liability, actions, causes of actions, claims, damages, expenses, costs, debts, demands or losses suffered or incurred by the Transferee, or anyone claiming through or on behalf of Transferee, and its agents, contractors, invitees arising from the construction, use and maintenance of the Trail, except such liability, actions, causes of actions, claims, damages, expenses, costs, debts, demands or losses occasioned by the intentional misconduct or omissions of the Transferor, its employees, agents, invitees, or suppliers.

- g. The Transferee agrees to maintain a policy of general liability insurance covering its use of the Trail and Servient Tenement for an amount not less than \$2,000,000.00 dollars as of the date hereof, which limit may be increased from time to time as is reasonable given the passage of time, naming the Transferor as an additional insured. The Transferee further agrees to indemnify and save the Transferor harmless from any claims, damages, liability whatsoever in connection with the use of the Trail by the Transferor, its agents, and invitees.
- 2. **Term and Planning Act:** The burdens on the Servient Tenement and benefits of the Transferee and the rights, obligations and liabilities created hereby on the Transferor and Transferee contained in this Agreement shall, to the extent permitted by law and in accordance with the *Planning Act* (Ontario), be deemed to run with the land in perpetuity.
- 3. **General:**
 - a. This Agreement may be signed in counterpart and/or by facsimile or .pdf.
 - b. Any amendments to this Agreement shall be in writing and acknowledged by all parties.
 - c. Time shall be of the essence.
 - d. This Agreement shall be binding upon and inure to the benefit of the heirs, successors, and assigns of the parties hereto or those deriving an interest in the land described herein.
 - e. This Agreement shall be governed by the laws of the Province of Ontario.

[Balance of this page left intentionally blank; signature page follows]

TRANSFEROR:

1646322 ONTARIO LIMITED

Per: _____

Name:

Title:

I have authority to bind the Corporation.

TRANSFeree:

THE CORPORATION OF THE TOWN OF KINGSVILLE

Nelson Santos, Mayor

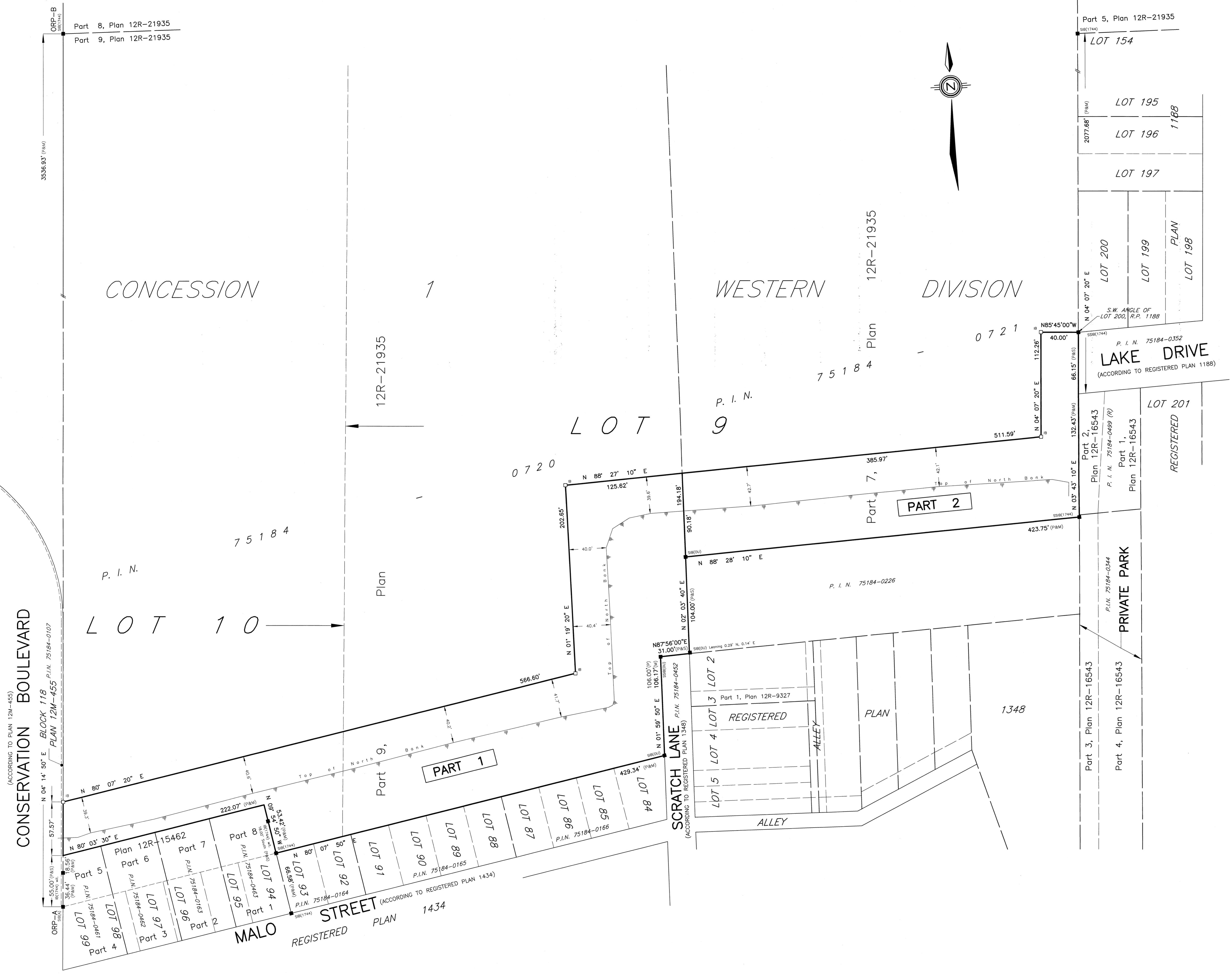
Jennifer Astrologo, Clerk

Schedule “A”

Plan 12R-27687

Schedule “B”

Sketch



1 REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE FEBRUARY 6, 2019.

BRIAN COAD
ONTARIO LAND SURVEYOR

PLAN 12R-21031
RECEIVED AND DEPOSITED

DATE 2019 FEB 07

MONA JRAIGE
REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)

| PARTS SCHEDULE | | | | |
|----------------|-----------------------|-------------------------------|--------------------|-------------|
| PART | LOT | CON/PLAN | P.I.N. | AREA |
| 1 | PART OF LOTS 9 AND 10 | CONCESSION 1 WESTERN DIVISION | PART OF 75184-0720 | 1.935 acres |
| 2 | PART OF LOT 9 | | PART OF 75184-0721 | 0.980 acres |

PART 1 - COMPRISES PART OF PIN 75184-0720
PART 2 - COMPRISES PART OF PIN 75184-0721

PLAN OF SURVEY
OF
PART OF LOTS 9 AND 10
CONCESSION 1 WESTERN DIVISION
GEOGRAPHIC TOWNSHIP OF GOSFIELD SOUTH
NOW IN THE
TOWN OF KINGSVILLE
COUNTY OF ESSEX, ONTARIO
VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC.

SCALE : 1"=50'

0 25.0 50.0 100.0 150.0 250.0 FEET

"IMPERIAL" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048

| INTEGRATION DATA | | |
|--|---------------|--------------|
| COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0). COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) OREG 216/10 | | |
| POINT ID | NORTHING | EASTING |
| ORP-A | N15267109.856 | E1160444.054 |
| ORP-B | N15270636.667 | E1160705.892 |
| COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN. | | |

LEGEND AND NOTES

BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99984005

ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.

SIB DENOTES 1" X 1" X 4'-0" STANDARD IRON BAR

SSIB DENOTES 1" X 1" X 2'-0" SHORT STANDARD IRON BAR

IB DENOTES 5/8" X 5/8" X 2'-0" IRON BAR

IB # DENOTES 3/4" diameter X 2'-0" ROUND IRON BAR

CC DENOTES CUT-CROSS

CC DENOTES 5mm X 50mm STEEL PIN

■ DENOTES SURVEY MONUMENT FOUND

□ DENOTES SURVEY MONUMENT SET AND MARKED 1744

WT DENOTES WITNESS

(S) DENOTES SET (M) DENOTES MEASURED (D) DENOTES DEED

ORP DENOTES OBSERVED REFERENCE POINT

SSIB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.

(S/P) DENOTES SET PROPORTIONALLY (OU) DENOTES ORIGIN UNKNOWN

(P) DENOTES PLAN 12R-21935

(1744) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.

(A) DENOTES C.G.R. ARMSTRONG, O.L.S.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2. THIS SURVEY WAS COMPLETED ON THE 6th. DAY OF NOVEMBER, 2018.

DATE FEBRUARY 6, 2019.

BRIAN COAD
ONTARIO LAND SURVEYOR
for VERHAEGEN • STUBBERFIELD • HARTLEY
BREWER • BEZAIRE INC.

VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC.

WINDSOR
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Fax: (519)258-1791

LEAMINGTON
187 Talbot Street East
N8H 1L8
Ph: (519)322-2375
Fax: (519)322-2675

ONTARIO LAND SURVEYORS
www.vshbbsurveys.com

DRAWN BY: CMM CAD Date: February 6, 2019 9:01 AM
CHECKED BY: BC CAD File: 51391800.dwg
WORK ORDER: 5-13918 FILE NO.: E-Gosfield South-1 W.D.-9 PLAN FILE NO.: H-1792

| | | | |
|--|--|--|--|
| I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT. | | PLAN 12R-27081 RECEIVED AND DEPOSITED | |
| DATE FEBRUARY 5, 2019. | | DATE 2018 FEB 07 | |
| BRIAN COAD ONTOARIO LAND SURVEYOR | | MONA JRAIGE REPRESENTATIVE FOR LAND REGISTRATION FOR THE LAND TITLES DIVISION OF ESSEX (12) | |

| PARTS SCHEDULE | | | | |
|----------------|-----------------------|------------------|------------|-------------|
| PART | LOT | CON/PLAN | P.L.N. | AREA |
| 1 | PART OF LOTS 9 AND 10 | CONCESSION 1 | 75184-0720 | 1.935 acres |
| 2 | PART OF LOT 9 | WESTERN DIVISION | 75184-0721 | 0.980 acres |

PART 1 - COMPRISES PART OF P.L.N. 75184-0720
PART 2 - COMPRISES PART OF P.L.N. 75184-0721

PLAN OF SURVEY
OF
PART OF LOTS 9 AND 10
CONCESSION 1 WESTERN DIVISION
GEOGRAPHIC TOWNSHIP OF GOSFIELD SOUTH
NOW IN THE
TOWN OF KINGVILLE
COUNTY OF ESSEX, ONTARIO
VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC.
SCALE: 1"=50'


"IMPERIAL" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048

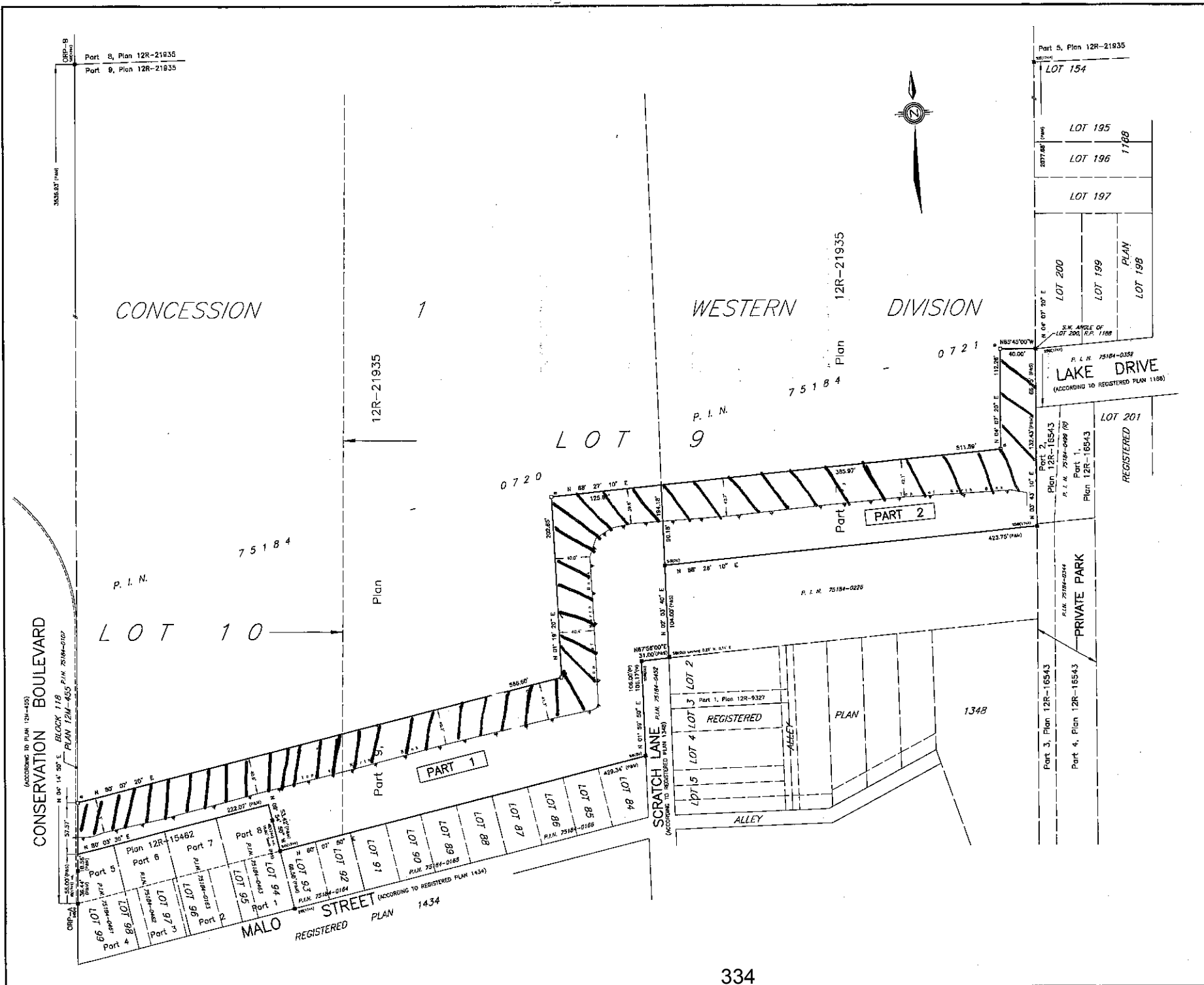
| INTEGRATION DATA | | |
|---|---------------|--------------|
| COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (01° WEST LONGITUDE) NAD83 (CSRS) (2010-03). | | |
| COORDINATE VALUES ARE TO AN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.Reg. 216/10 | | |
| POINT ID | NORTHING | EASTING |
| OSP-A | N15287108.835 | E1150444.054 |
| OSP-B | N15270036.657 | E1150705.692 |

COORDINATES SHOWN, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

LEGEND AND NOTES
BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.
DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99984005
ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (B) UNLESS OTHERWISE NOTED.
S.P. DENOTES 1" x 1" x 1/4" C-C STANDARD IRON BAR
S.P.B. DENOTES 1" x 1" x 1/4" C-C STANDARD IRON BAR
S.P.B. DENOTES 5/8" x 5/8" x 5/8" IRON BAR
S.P.B. DENOTES 3/4" diameter x 2'-0" ROUND IRON BAR
C.P. DENOTES C.P. CORNER
C.P. DENOTES 2" x 2" x 1/4" STEEL PIN
S.M. DENOTES SURVEY MONUMENT FOUND
S.M. DENOTES SURVEY MONUMENT SET AND MARKED 1744
W.F. DENOTES WITNESS 1/4" DENOTES PERPENDICULAR
W.F. DENOTES SET (a) DENOTES MEASURED (b) DENOTES DEED
O.S.P. DENOTES OBSERVED REFERENCE POINT
S.S.P. SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF S.P.'S WHERE THE POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.
1744 DENOTES SET PROPORTIONALLY (a) DENOTES ORIGIN UNKNOWN
1744 DENOTES PLAN 12R-21935
1744 DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
(a) DENOTES C.O.R. ARMSTRONG, O.L.S.

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT.
2. THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
3. THIS SURVEY WAS COMPLETED ON THE 01st DAY OF NOVEMBER, 2018.

DATE FEBRUARY 5, 2019. 
BRIAN COAD
ONTOARIO LAND SURVEYOR
FOR VERHAEGEN • STUBBERFIELD • HARTLEY
BREWER • BEZAIRE INC.
WINDSOR 844 Oshawa Street
NEX 221
PH: (519) 258-1772
FAX: (519) 258-1791
LEAMINGTON 197 Talbot Street East
NEX 118
PH: (519) 252-2775
FAX: (519) 252-2876
www.verhaegensurveyors.com



THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 86-2019

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its September 23, 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 September 23, 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
23rd DAY OF SEPTEMBER, 2019.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo