



**REGULAR MEETING OF COUNCIL
AGENDA**

Monday, November 25, 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. AMENDMENTS TO THE AGENDA**
- F. STAFF REPORTS**

1. 2019 Year End Capital Project Carry Overs and Reserve Transfers

1

R. McLeod, Director of Financial Services

Recommended Action

That Council approves the following operating budget reserve transfers:

- Unspent funds from the General Insurance Deductible (01-112-099-60313) and Professional Services – Legal / HR (01-112-099-60319) budget lines to the Budget Stabilization Reserve (31063).
- Proceeds from forfeited indemnity deposits to the PW Capital Reserve (39068)
- Net proceeds from the Mayor's Golf Tournament, along with any other Mettawas Park donations received during the year to the Mettawas Park Reserve (31062)

- Pickleball court fees collected in excess of court maintenance costs to the Pickleball Reserve (39120).
- The surplus from the 2019 Highland Games to a new Highland Games Reserve account

That Council approves the transfer of the unspent tax funded portion of the following capital projects to reserves:

To the Public Works (PW) Capital Reserve (39068):

- Bridge #18 - Road 11 over Ruscom River – Engineering (01-130-360-71825)
- Bridge #32 - Cedar Island Bridge Engineering and Rehab Work (01-130-360-71923)
- Talbot Service Road Bridge Removal and New Access (01-130-360-71924)
- Main Street West Reconstruction - Finalize Engineering (01-130-360-71546)

To the Lion's Hall Prop. Development Reserve (31049)

- Lions Park Redevelopment Phase (1A & 1B) (01-171-360-71645)

To the Parks Property Reserve (31043):

- Range Light Relocation (01-171-360-71934)
- Cottam Revitalization – Ridgeview LED Lighting (01-171-360-71935)

To the Marina Improvement Reserve (31057):

- Steel Piling at Boat Ramp (01-173-360-71938)

That Council approve the transfer of the deferred assessment on the Road 11 water main project, amounting to \$66,060, to the Water main Maintenance Reserve (39005).

2. **Endorsement of Streetlight Banner Policy**

5

S. Martinho, Manager of Public Works

Recommended Action

That Council endorses Policy MS 2019-18 regulating the design, approval, installation, and maintenance of streetlight banners with the goal of providing efficient and consistent services to interested community groups.

3. **DWQMS Version 2.0**

16

S. Martinho, Manager of Public Works

Recommended Action

That Council endorses the Kingsville Environmental Services Operational Plan, Revision 8, dated November 26, 2019.

4. Annual Traffic By-Law Amendment (2019)

69

T. Del Greco, Manager of Municipal Services

Recommended Action

That Council approves the following amendments to Kingsville Traffic By-Law 21-2005:

1. Modification of Chestnut Street to a one-way street heading north.
2. Addition of 'No Parking' signs on the east side of Division Street South from Herrington Street to Lakeside Crescent.
3. Addition of a 'Stop Sign' in the south bound lane of Lakeview Ave at the intersection of Lakeview Ave and Park Street.
4. Permanent addition of a '15 Minute Parking Zone' 23 meters in length in front of 10 Hillview Crescent.
5. Addition of 'No Parking' and 'Commercial Loading' signs on the east side of Lansdowne Ave from Erie Street to Park Street as depicted in Appendix D.
6. Addition of a 'Stop Sign' in the south bound lane of Cameron Sideroad at the intersection of Cameron Sideroad and North Talbot Road.
7. Addition of 'No Parking' signs on both sides of Santos Drive at Main Street East and heading south for a distance of 25 meters.
8. Revision of Section 14.(5) of Kingsville Traffic By-Law 21-2005 to: Parking of buses on any highway (roadway) shall only be permitted from 9:00am to 3:00pm, Monday thru Friday, from September 1st to July 1st each year.
9. Addition of the following provision in Kingsville Traffic By-Law 21-2005: Parking of commercial/personal utility trailers, boats or recreational vehicles on any highway (roadway) shall only be permitted from 8:00am to 7:00pm daily.

5. Municipal Modernization Program

302

P. Van Mierlo-West, CAO

Recommended Action

That Council directs Administration to submit an Expression of Interest to the Municipal Modernization Program Intake 1.

G. BUSINESS/CORRESPONDENCE-ACTION REQUIRED**1. Kingsville BIA--Correspondence from C. Bedal, BIA Coordinator, dated**

305

November 14, 2019 RE: Request to fill vacancy

Recommended Action

That Council grants request of Kingsville BIA to add David Debergh to the BIA Board of Managers to replace Paul Thompson, and further directs that Administration make the necessary amendments to the Town of Kingsville Appointment By-law.

H. MINUTES OF THE PREVIOUS MEETINGS

- 1. Regular Meeting of Council--November 12, 2019** 306
- 2. Regular Closed Session Meeting of Council--November 12, 2019**

Recommended Action

That Council adopts Regular Meeting of Council Minutes dated November 12, 2019 and Regular Closed Session Meeting of Council Minutes dated November 12, 2019.

I. MINUTES OF COMMITTEES AND RECOMMENDATIONS

- 1. Committee of Adjustment - September 17, 2019** 325

Recommended Action

That Council receives Committee of Adjustment Meeting Minutes dated September 17, 2019.

- 2. Planning Advisory Committee - September 17, 2019** 333

Recommended Action

That Council receives Planning Advisory Committee Meeting Minutes dated September 17, 2019.

- 3. Kingsville B.I.A. - October 8, 2019** 336

Recommended Action

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

J. BUSINESS CORRESPONDENCE - INFORMATIONAL

- 1. Town of Wasaga Beach--Correspondence dated October 30, 2019 RE: Resolution from the Township of Springwater-Nottawasaga Valley Conservation Authority Levy** 340
- 2. Town of Wasaga Beach--Correspondence dated October 30, 2019 RE: Resolution from the Township of Springwater-Conservation Authority Levies** 344
- 3. Township of Ramara--Correspondence dated November 7, 2019 RE:** 348

Conservation Authority Exit Clause

4. Resolutions of Endorsement of Town of Kingsville Resolution 533-2019 RE: Local Health Care Services

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o.	Township of Tudor and Cashel	375
p.	Township of McNab/Braeside	376

Recommended Action

That Council receives Business Correspondence -
Informational items 1 to 4.(a.-p.)

K. NOTICES OF MOTION

1. Councillor DeYong may move, or cause to have moved: 377

That Council approve the staff, and external assistance as required, to ensure that we comply with the Health Canada policy titled: *Information bulletin: safety and security considerations when producing cannabis for your own medical purposes*, as attached, that states designated Cannabis growers are required to "comply with all relevant provincial/territorial and municipal laws including local bylaws about zoning, electrical safety, fire safety, together with all related inspection and remediation requirements". Including the ability of the municipality to conduct bylaw enforcement on designated greenhouse cannabis growers for dark sky compliance and odour control. And as otherwise specified in relevant Health Canada designated cannabis growing legislation. Such action to commence within ninety (90) days and follow up report to Council within five (5) months.

L. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

M. CONFIRMATORY BY-LAW

1. By-law 103-2019

381

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its November 25, 2019 Regular Meeting.

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

N. ADJOURNMENT



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

Date: November 18, 2019

To: Mayor and Council

Author: Ryan McLeod, Director of Financial Services

RE: 2019 Year End Capital Project Carry Overs and Reserve Transfers

Report No.: FS-2019-16

AIM

To recommend the transfer of certain unexpended funds to reserves at year end.

BACKGROUND

The 2019 tax rate was established to fund various operating and capital expenditures within the budget year. Forecasting these expenditures often requires Administration to make significant estimates which may or may not materialize. With respect to capital projects in particular, various circumstances, such as weather or contractor availability can have a significant impact on the timing of project completion. Administration will often recommend that the tax dollars associated with any projects in process at year end are set aside to fund their completion in the next budget cycle.

When determining which projects or unspent funds to transfer to reserves, the following factors are considered:

- Commitments to legislative or contractual obligations
- Strategic goals of the municipality
- Non tax related funding sources related to the project (eg. Grants, reserves)
- Stability of future tax rates

DISCUSSION

Operating Budget Transfers

Administration is requesting the following operating budget reserve transfers:

- Any unspent funds from the General Insurance Deductible (01-112-099-60313) and Professional Services – Legal / HR (01-112-099-60319) budget lines to the Budget Stabilization Reserve (31063).

- During the year, the Town received \$124,505 in forfeited indemnity deposits which were not anticipated in the 2019 budget. This revenue is currently recorded in Public Works budget. Administration recommends transferring these funds to the PW Capital Reserve (39068) to address future infrastructure needs.
- The Mayor's Golf Tournament (01-171-179-40527) generated a surplus of approx. \$7,800. Administration recommends transferring this, along with any other Mettawas Park donations received during the year to the Mettawas Park Reserve (31062)
- Any Pickleball court fees collected (01-171-060-40610) in excess of court maintenance costs should be transferred to the Pickleball Reserve (39120).
- The 2019 Highland Games exceeded expectations and generated a surplus of approx. \$29,000. Administration would recommend transferring this surplus to a new Highland Games Reserve account to help stabilize the budget for this event going forward.

Capital Budget Transfers

The following capital projects are in progress and a portion of the expenses associated with these projects may carry over into 2020. Administration recommends transferring the unspent tax funded portion of these capital projects to reserves as follows:

To the Public Works (PW) Capital Reserve (39068):

- Bridge #18 - Road 11 over Ruscom River – Engineering (01-130-360-71825)
- Bridge #32 - Cedar Island Bridge Engineering and Rehab Work (01-130-360-71923)
- Talbot Service Road Bridge Removal and New Access (01-130-360-71924)
- Main Street West Reconstruction - Finalize Engineering (01-130-360-71546)

To the Lion's Hall Prop. Development Reserve (31049)

- Lions Park Redevelopment Phase (1A & 1B) (01-171-360-71645)

To the Parks Property Reserve (31043):

- Range Light Relocation (01-171-360-71934)
- Cottam Revitalization – Ridgeview LED Lighting (01-171-360-71935)

To the Marina Improvement Reserve (31057):

- Steel Piling at Boat Ramp (01-173-360-71938)

During the year, Administration finalized the assessment schedule for the construction of the Road 11 water main. As per council's direction, any vacant properties abutting the water main were assessed 50% of the costs up front, with the remaining 50% payable upon development of the property. Administration recommends financing the deferred portion of the water main assessments, amounting to \$66,060, from the Water main Maintenance Reserve (39005). If these vacant lands are developed in the future, a corresponding repayment to the Water main Maintenance Reserve will occur.

Council should also note that any grant funds received during the year, which were not spent on their intended purpose, will be transferred to a reserve and applied against eligible expenditures in future years.

LINK TO STRATEGIC PLAN

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

To become a leader in sustainable infrastructure renewal and development.

FINANCIAL CONSIDERATIONS

The operating reserve transfers will help stabilize future tax rates and provide Administration with resources address unforeseen events.

The capital reserve transfers outlined in this report are intended to recognize ongoing projects in accordance with council approved commitments and to ensure future tax rate decisions are not impacted by previously approved capital projects.

CONSULTATIONS

Senior management team.

RECOMMENDATION

That council approve the following operating budget reserve transfers:

- Unspent funds from the General Insurance Deductible (01-112-099-60313) and Professional Services – Legal / HR (01-112-099-60319) budget lines to the Budget Stabilization Reserve (31063).
- Proceeds from forfeited indemnity deposits to the PW Capital Reserve (39068)
- Net proceeds from the Mayor's Golf Tournament, along with any other Mettawas Park donations received during the year to the Mettawas Park Reserve (31062)
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- Cottam Revitalization – Ridgerview LED Lighting (01-171-360-71935)

To the Marina Improvement Reserve (31057):

- Steel Piling at Boat Ramp (01-173-360-71938)

That council approve the transfer of the deferred assessment on the Road 11 water main project, amounting to \$66,060, to the Water main Maintenance Reserve (39005).

Ryan McLeod

Ryan McLeod, CPA, CA
Director of Financial Services

Peggy Van Mierlo-West

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



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
(519) 733-2305
www.kingsville.ca
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Date: October 22, 2019
To: Mayor and Council
Author: Shaun Martinho, Manager of Public Works
RE: Endorsement of Streetlight Banner Policy
Report No.: MS2019- 45

AIM

To obtain councils endorsement of policy MS-018 Streetlight Banner Policy

BACKGROUND

In 2019, the Municipal Service Department noticed an increase in demand for banner installations throughout Kingsville. User groups such as the BIA, Jack Miners Bird Sanctuary, and the Salute to Veteran's Committee have all inquired about the department's ability to support additional banner projects. In an effort to accommodate these requests, the Pubic Work Department completed an inventory of suitable pole locations throughout Kingsville.

To help facilitate these installations the Main Street Revitalization Fund was used to purchase ninety (90) new banner bracket arms. Public Works has worked diligently to install them throughout Kingsville, Ruthven and Cottam. To maintain operational efficiency and provide a consistent level of service, a policy has been drafted to set minimum requirements for banner installations.

DISCUSSION

As stated within the policy, the Municipal Services Department recognizes the benefit of a limited number of Street Light Banners to promote business improvement areas, special events, and activities consistent with the purpose and values of the Town of Kingsville.

The policy is designed to serve the following functions:

- 1) To establish a standard banner size that is suitable to the banner bracket arms installed on the poles.

- 2) To establish a review procedure for the approval of banner concepts to ensure they are in keeping with the core values and culture of the Town of Kingsville
- 3) To specify the number and location of streetlights that are available for banner placement.
- 4) To specify minimum and maximum times for pole placements.
- 5) To indemnify the Town for damage to persons or property arising from banner installations and require proof of insurance.

An application form has been created and is included as part of the policy. All new applications will be screened by Senior Administration and brought to Council for approval.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

As part of *By-law, 28-2019 Being a By-law to impose fees and charges by The Corporation of the Town of Kingsville* there is a \$50.00 fee for Over the Road Banner installations. To reflect the true cost of processing banner applications, Municipal Services is proposing this fee be reclassified for General Banner Installations and be set at \$250.00. All current banner programs would be exempt from this onetime application fee.

CONSULTATIONS

Municipal Services Department
Senior Administrative Team

RECOMMENDATION

That council endorse policy MS 2019-18 regulating the design, approval, installation, and maintenance of streetlight banners with the goal of providing efficient and consistent services to interested community groups.

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

	MUNICIPAL SERVICES Streetlight Banner Policy	
Policy #: MS-018	Issued: November 26, 2019	Reviewed/Revised: 1
Prepared By: Shaun Martinho Public Works Manager	Reviewed By: Andrew Plancke Director of Municipal Services	Approved By: Council

1.0 PURPOSE

The Town recognises the benefit of a limited number of Streetlight Banners to promote business improvement areas, special events, and activities consistent with the purpose and values of the Town of Kingsville. The installation of Streetlight Banners enhances the public realm and compliments the surrounding neighbourhood, thereby contributing to the overall quality of life in the community and enhancing the visitor experience. The purpose of this policy is to guide the design, approval, installation, and maintenance of Streetlight Pole Banners to ensure a consistent process for interested community groups.

2.0 SCOPE

This policy applies to the design, approval, installation, maintenance and removal of Streetlight Banners placed on street poles located in Town of Kingsville right-of-way as identified in schedule C.

3.0 DEFINITIONS

- 3.1 **Special Event or Activity** is a one-time or infrequently occurring event and is an opportunity for a leisure, social or cultural experience outside the normal range of choices or beyond everyday experience and are those activities that, in the opinion of the CAO or designate, have an identifiable community benefit and are consistent with the values and purpose of the Town of Kingsville.
- 3.2 **Streetlight Pole Banner or Banner** means a sign constructed of a pliable material, which is typically installed on a street pole on a temporary basis.
- 3.3 **Community Organization** is a charitable group, non-profit, or government organization that may be interested in implementing a Banner project.

4.0 REFERENCE DOCUMENTS

Schedule A- Street Pole Banner Application Form
Schedule B- Banner Design Criteria
Schedule C- Authorized Banner Locations

5.0 RESPONSIBILITIES

- 5.1 The Municipal Services Department is responsible for accepting and processing Streetlight Banner Applications.
- 5.2 To ensure the initiative is in keeping with the Towns core values all applications will be reviewed by senior administration and brought to Council for approval.
- 5.3 Community Organizations are responsible for designing, purchasing, and storing their Street Pole Banners.
- 5.4 The Public Works Department will be responsible for the installation, maintenance, and removal of Banners in the locations specified in Schedule C.

6.0 PROCEDURE

- 6.1 Design and Approval
 - a) A Street Pole Banner Application must be obtained from the Town of Kingsville Municipal Services Department and submitted no less than 60 days prior to the installation date. The application form must include:
 - A description of the Special Event including the purpose of the event and an explanation of the events benefit to the community.
 - A description of the organization including their intended purpose for pursuing the Banner project.
 - Contact information for the group and/or the individual assigned to the Banner project.
 - The proposed Banner design including colours text, and graphic content.
 - The Banner material, preferred installation and removal dates, locations, and production details.
 - b) A onetime \$250.00 application fee will be charged for banner programs. If the banner initiative is deemed to have cultural significance, fees may be waived at Council's discretion.
 - c) Installations may be permitted for the promotion of civic, charitable or community-oriented events, which are held to benefit the community at large, affiliated community groups, registered charity's or other similar non-for-profit groups. Banners shall be designed to compliment the natural aesthetic of the

municipality and the surrounding environment. Design Guidelines are included in Schedule B.

- d) No commercial advertising will be allowed, except in cases where a sponsoring entity's name is part of the name of the event. In such cases, no more than 25 percent of each banner area shall be used for the name and logo of the sponsor.
- e) One banner design per event or activity may be hung for a maximum of thirty (30) days. Requests for extension may be made in writing to the attention of the Municipal Services Department.
- f) Town Council must approve final Banner designs prior to production and installation. See schedule B for design guidelines.
- g) Banner approvals are not guaranteed. In the case of multiple applications for the same date, preference will be given on a first-come first-serve basis.
- h) Banners may be removed prior to completion of the authorized installation without prior notice at the discretion of the Director of Municipal Services or his designate.
- i) The number of Banners that may be installed is dependent on the proposed location of the Banners and subject to approval by the Director of Municipal Services or his designate. Authorized Banner locations are identified in Schedule C.

6.2 Installation, Maintenance, and Removal

- a) Banners may only be installed, maintained, or removed by Town of Kingsville Public Works personnel.
- b) Banners are to be provided to the Town in the correct size and in ready-to-install condition. Banners that fail to meet the size and installation specifications may result in the cancellation of the installation.
- c) All Banners should be delivered to the Town of Kingsville Municipal Services Department at least two business days prior to the installation date. Failure to meet the delivery deadline may result in cancellation of the installation.
- d) The date and time of installation shall be at the discretion of Municipal Services Department and is based on workload, weather restrictions, staff resources, and equipment availability.
- e) Specific Streetlight Pole Banner locations shall be chosen at the discretion of the Municipal Services Department to ensure operational efficiency during installation.

- f) Banners are to be picked up within seven days of being removed. The Town of Kingsville assumes no responsibility for Banners that are not picked up within the specified time.

6.3 Liability

The applicant shall agree to assume full liability and indemnify the Town of Kingsville for damage to persons or property arising from the display, installation, maintenance, or removal of the Banners and provide proof of insurance.

7.0 REVIEW/REVISIONS

No.	Revision Details (incl. provision #)	Revision By	Date
1.			
2.			
3.			

Questions about this policy should be referred to the Director of Municipal Services.



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

Schedule A Street Pole Banner Application Form

Contact Information

Name of Group:

Address:

Phone:

Email:

Organization or Group Information

Name of Event (if applicable):

Describe how your organization or event serves or benefits the community of Kingsville:

Banner Information

What is the purpose of the banners?

How many banners would you like to hang?

Location (please check): Ruthven Cottam Kingsville All

Describe your proposed banner design (colours, text and graphic content):

Attach a .pdf or jpeg image of your proposed banner design.

Applicant Consent

By signing this application form, the organization or group acknowledges that the Street Pole Banners are installed in April and removed after Labour Day annually.

Applicant Signature:



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

Schedule B – Design Guidelines

The following guidelines are for reference purposes only. The Town of Kingsville must approve all designs and specifications prior to production.

Materials

Materials should be selected for durability and dimensional stability. Acceptable Streetlight Banner materials include:

- 200 Denier Nylon Fabric
- Vinyl
- A material sample shall be provided upon request of the Manger of Public Works

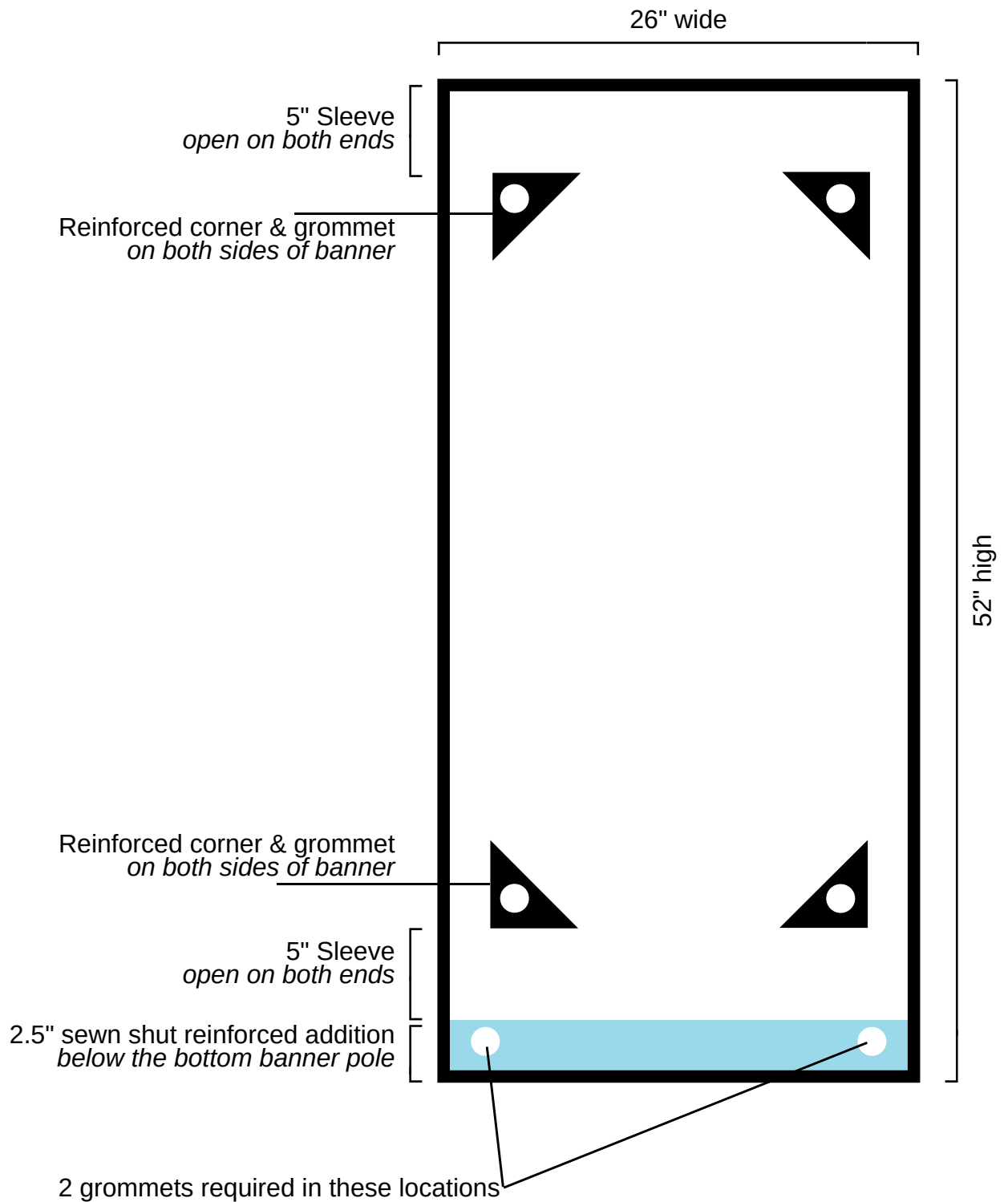
Colours

- Vinyl and contrasting colours are preferred with enough value (light and dark) separation to provide reasonable legibility under low lighting conditions. Colour pigments or dyes should be selected for exterior applications and be resistant to fading or colour bleeding.
- Colours should be bold and able to stand out when viewed at a distance
- Colour schemes should be indicative of the season/period of the year
- Fewer colours per design are preferred. Most designs can be represented in two to three colours.

Graphics/Streetlight Banner Content

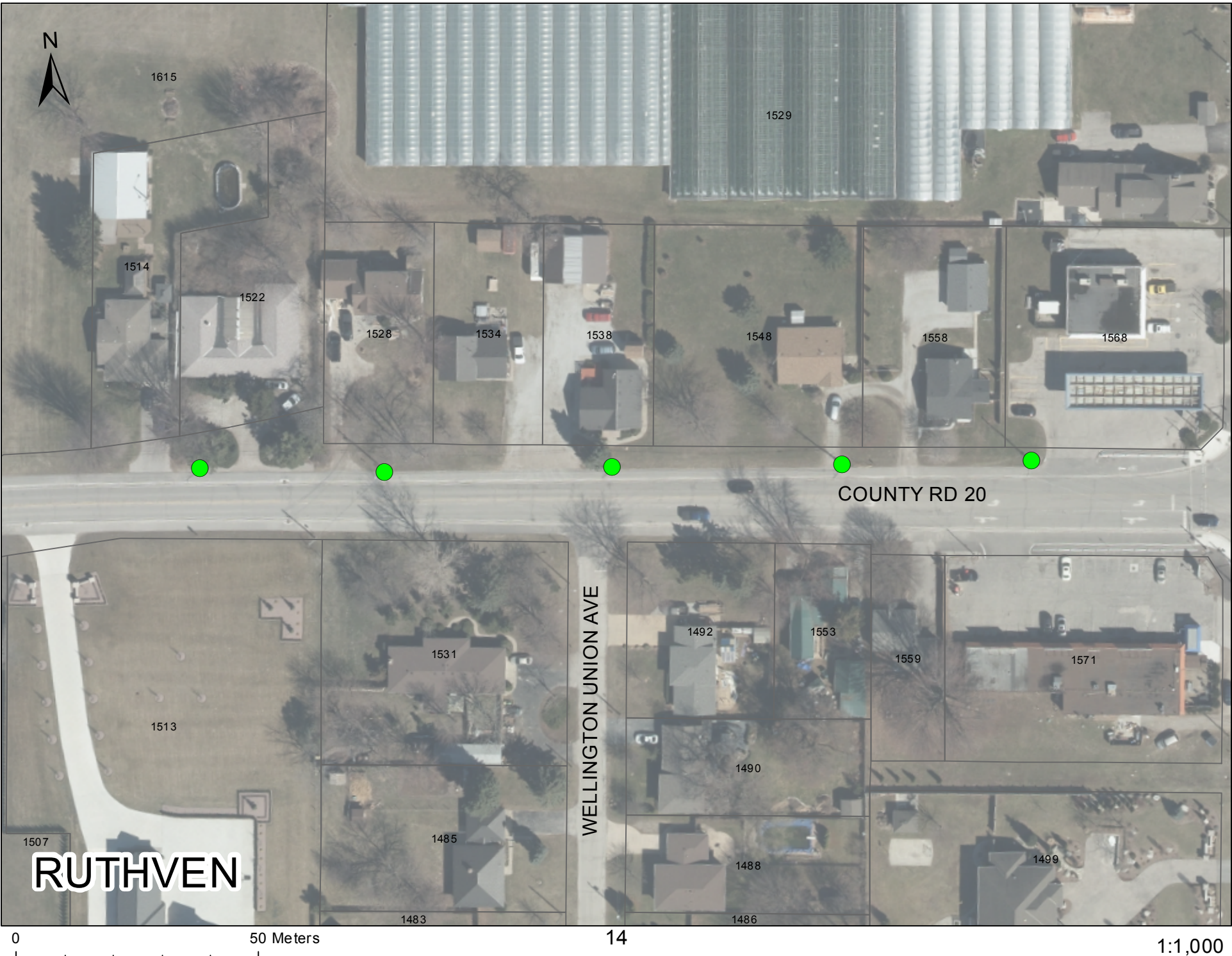
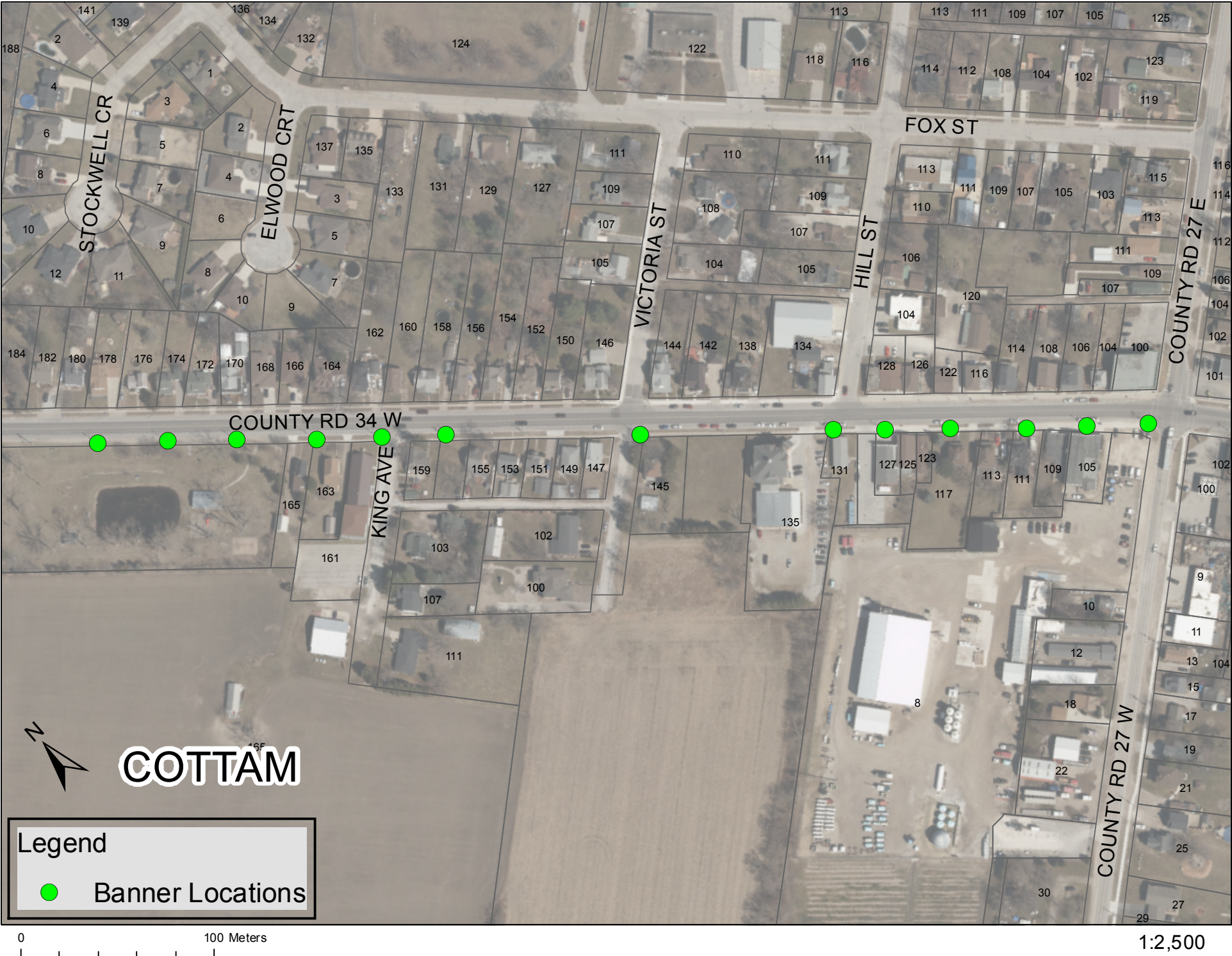
Streetlight Banner content should graphically convey the message of the event or its purpose in a simple manner using bold colours and a minimum number of images and text so as to inform the public of the event and avoid visual confusion.

- Text shown must be of legible size for easy readability at a distance (i.e. not less than 3 inches in height for lower case letters (depending on font style).
- No commercial advertising will be allowed, except in cases where a sponsoring entity's name is part of the name of the event. In such cases, no more than ¼ of the surface of each face of the Streetlight Banner area shall be used for the name and logo on the sponsor.
- Title blocks and lettering should be kept to a minimum.
- Streetlight Banner content shall be subject to review and approval.



Schedule C: Banner Pole Locations

Cottam / Ruthven Banner Locations



Kingsville Centre Banner Locations





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

Date: November 1, 2019
To: Mayor and Council
Author: Shaun Martinho, Manager of Public Works
RE: DWQMS Version 2.0
Report No.: MS 2019 - 48

AIM

To obtain Council endorsement of the amended Kingsville Environmental Services Operational Plan.

BACKGROUND

On April 23, 2019 at the Regular Meeting of Council, Revision 7 of the Kingsville Operational Plan was endorsed as Council Resolution Number 255-2019.

DISCUSSION

On April 6, 2017 the Ministry of Environment Conservation and Parks (MOECP) released revisions to the Drinking Water Quality Management Standard (DWQMS Version 2.0). The revised standard was developed in cooperation with the water sector and incorporates feedback from stakeholder groups representing municipalities across Ontario. Owners and operating authorities of Municipal Residential Drinking Water Systems were given until the end of 2019 to transition to DWQMS Version 2.0 (Appendix A).

The Key changes are:

- 1) Flexible Timelines
The DWQMS has been revised to incorporate some flexibility in scheduling annual audits within a calendar year (Appendix A- Elements 18/19).
- 2) Consideration of Climate Change
The standard has been revised to ensure that all system owners are aware of the risks of climate change and are incorporating them into infrastructure planning activities (Appendix A- Element 15).

3) Risk Assessment

The MOECP outlined a list of potential hazardous events to be considered as part of the annual Risk Assessment (Appendix A- Element 7).

4) Continual Improvement

It required municipalities to develop a procedure for continual improvement that includes applicable best management practices and a documenting procedure for corrective and preventative actions (Appendix A-Element 21).

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

There are no financial considerations.

CONSULTATIONS

Ontario Clean Water Agency
Municipal Services

RECOMMENDATION

That Council endorses the Kingsville Environmental Services Operational Plan, Revision 8, dated November 26, 2019.

Respectfully submitted,

Shaun Martinho

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

Andrew 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

The Corporation of the Town of Kingsville



OPERATIONAL PLAN

for the Corporation of the Town of
Kingsville

Revision 8, 26-Nov-19

DISCLAIMER STATEMENT

This Operational Plan is designed for the exclusive use of The Corporation of the Town of Kingsville.

This Operational Plan has been developed with OCWA's assistance.

Any use which a third party makes of this Operational Plan, or any part thereof, or any reliance on or decisions made based on information within it, is the responsibility of such third parties. OCWA and The Corporation of the Town of Kingsville accept no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken based on this Operational Plan or any part thereof.

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Element 6	Drinking-Water System
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Element 8	Risk Assessment Outcomes
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Element 10	Competencies
Element 11	Personnel Coverage
Element 12	Communications
Element 13	Essential Supplies and Services
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Element 16	Sampling, Testing, and Monitoring
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Element 19	Internal Audits
Element 20	Management Review
Element 21	Continual Improvement

Appendix A

Procedure 5:01	Document and Records Control
Procedure 7/8:01	Risk Assessment and Risk Assessment Outcomes
Procedure 11:01	Personnel Coverage
Procedure 12:01	Communications
Procedure 13:01	Essential Supplies and Services
Procedure 14:01	Review and Provision of Infrastructure
Procedure 16:01	Sampling, Testing, and Monitoring
Procedure 17:01	Measurement and Recording Equipment Calibration and Maintenance
Procedure 18:01	Emergency Management
Procedure 19:01	Internal Audit
Procedure 20:01	Management Review

1. **Kingsville Environmental Services Department Quality Management System (QMS)**

The Corporation of the Town of Kingsville, referred to hereafter as the Town of Kingsville, is the Owner of the Kingsville Water Distribution System. The Town of Kingsville is also the Operating Authority of the Kingsville Water Distribution System (WDS), which is operated by its water services department referred to in this Operational Plan as Kingsville Environmental Services Department.

This document is the drinking water Quality Management System (QMS) Operational Plan for the Kingsville Environmental Services Department and is structured and documented with the purpose of:

1. Establishing policy and objectives with respect to the effective management and operation of the distribution system.
2. Understanding and controlling the risks associated with the distribution system's activities and processes.
3. Achieving continuous improvement of the QMS and the distribution system's performance.

The Operational Plan for the above noted facility fulfils the requirements of the MOECC's DWQMS version 2.0. The 21 QMS procedures within this Operational Plan align with the 21 elements of the DWQMS.

2. **Quality Management System (QMS) Policy**

The Kingsville Environmental Services Department, its management and entire staff are committed to the principles and objectives set out in our Quality Management System (QMS) Policy. The Town of Kingsville is committed to providing safe drinking water to its drinking water system customers.

This commitment shall be fulfilled by Kingsville Environmental Services Department with adherence to the following:

-
- Operate and maintain the drinking water supply system in accordance with all applicable legislation and regulation
 - Ensure that all staff are well trained, competent to undertake the duties assigned them and certified appropriately
 - Provide its customers with safe drinking water
 - Maintain and continually improve the Quality Management System
-

Our water system operational employees will be trained in the implementation of the QMS Policy. The QMS Policy will be given to Municipal Council and made available to the public on the municipal website and upon request.

3. Commitment & Endorsement of the Kingsville Environmental Services Department QMS & Operational Plan

This Operational Plan supports the overall goal of Kingsville Environmental Services Department and the Kingsville Water Distribution System to develop, implement and continuously improve its Quality Management System for the Kingsville Distribution System.

Top management of both the Kingsville Environmental Services Department and the Town of Kingsville has approved the QMS for the drinking water system as documented in this Operational Plan.

Operating Authority Approval

*Andrew Plancke, C. Tech (Env.)
Director of Municipal Services*

Date

*Tim Del Greco, P.Eng
Manager of Municipal Services*

Date

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

Date

Owner Endorsement & Approval

CAO

Date

Mayor

Date

4. Quality Management System Representative

All personnel have a role and associated responsibilities within the Kingsville Environmental Services Department's QMS.

The role of the QMS Representative(s) for the Kingsville Distribution System is shared between the Director of Municipal Services, the Manager of Municipal Services and the Manager of Public Works.

The Director of Municipal Services is responsible for:

- Establishing and maintaining processes and procedures required for the overall administration of the facility's QMS
- Reporting to the owner on QMS performance and identified improvements
- Monitoring the QMS performance and identifying opportunities for improvements
- Approving revisions to the SOP's

The Manager of Municipal Services is responsible for:

- Monitoring the QMS performance and identifying opportunities for improvements
- Maintaining Control of Master Operational Plan and Procedures Electronic File
- Ensuring that current versions of the documents are in use

The Manager of Public Works is responsible for:

- Reviewing processes and standard operating procedures
- Distribution and updating of revisions to Operational Plan and Procedures
- Operation of the drinking water system
- Monitoring the QMS performance and identifying opportunities for improvements
- Ensuring that personnel are aware of all applicable legislation and regulatory requirements that pertain to their operational duties
- Promoting awareness of the QMS to all water system personnel

In the absence of either QMS representative noted above, the alternate QMS representative assumes the combined roles and responsibilities.

5. Document and Records Control

All documents and records required by this Quality Management System to demonstrate compliance with Kingsville Environmental Services' QMS Policy are maintained in accordance with Kingsville Environmental Services procedures in the **Procedure 5:01 in Appendix A**.

All documents and records required by this Quality Management System are:

- i. Kept current, legible and readily identifiable
- ii. Retrievable
- iii. Appropriately stored, protected, retained and disposed of

6. Drinking Water System

6.1 General

The Town of Kingsville is the Owner and Operating Authority of the Kingsville Water Distribution System (WDS) where it supplies water to residents, institutions and businesses in the municipality. The population served is approximately 21,800.

6.2 System Overview

The Kingsville WDS is a stand-alone water distribution system which is a single operational system. The Kingsville WDS is also connected to several other water systems. It receives all of its water from a water treatment plant (WTP) located in the municipality and owned by the Union Water Supply System (UWSS). There are several connections to the following municipal water distribution systems in addition to, various private water systems:

- Municipality of Leamington Union Water Distribution System
- Town of Essex Union Water Distribution System
- Town of Essex Harrow-Colchester South Water Distribution System
- Town of Lakeshore Union Water Distribution System

The water supplied by the UWSS supplies sufficient secondary disinfection to meet all the regulatory requirements within the Kingsville WDS so no re-chlorination is practiced within the Town of Kingsville.

6.3 Water Source

The Kingsville WDS obtains all of its drinking water from the UWSS.

The UWSS is:

- 1) owned by four municipalities being Essex, Kingsville, Lakeshore and Leamington;
- 2) managed by a Joint Board of Management; and
- 3) operated by the Ontario Clean Water Agency (OCWA).

The raw water is obtained from Lake Erie and is treated by a conventional surface-water treatment plant.

6.4 Critical Control Processes

- 6.4.1 Upstream The UWSS controls the treatment of the raw water and the secondary disinfection of the treated water. It is responsible for operating the treatment plant to ensure that safe drinking water is produced. The UWSS monitors and controls the combined chlorine residual leaving the WTP to ensure that it is high enough to result in a proper residual in the most remote part of the distribution system. The UWSS controls the pressure in the system by the operation of the WTP pumps and the water towers. The UWSS monitors and controls the water level in the Leamington Water Tower and the Kingsville Water Tower to ensure a proper pressure in the Kingsville WDS.

- 6.4.2 Downstream The Kingsville WDS operates a backflow prevention program through its Building Department to ensure that backflow preventers are installed, maintained and operated at all business premises connected to the water distribution system where a threat from backflow exists.

6.5 Connections to Other Systems

There are four (4) interconnections between the Kingsville WDS and other municipal water systems. The Kingsville WDS is connected to the UWSS at a number of points. The Kingsville WDS receives water from the UWSS at these points:

1. The Kingsville WDS is connected to the Leamington (Union) WDS at a number of points. With one exception these connection points are at valves which are normally closed. The valves are routinely maintained however will only remain open in an emergency.
2. The Kingsville WDS is connected to the Essex (Union) WDS. The connection points are at valves which are closed. The valves are routinely maintained however will only remain open in an emergency.
3. The Kingsville WDS is connected to the Town of Essex Harrow-Colchester South WDS. The two connection points are at valves which are closed. The valves are routinely maintained however will only remain open in an emergency.
4. The Kingsville WDS supplies water to the Lakeshore (Union) WDS. The valves are routinely maintained and remain open.

Current interconnections are shown on the system map located in the geographic information system.

6.6 Water Distribution System Components

The Kingsville WDS is comprised of approximately 365 kilometers of watermains from 100mm (4inch) to 300mm (12inch) in diameter. There are approximately 1100 fire hydrants in the system. There are approximately 7250 residential service and commercial service connections.

6.7 Related Documents


Water System Distribution Map – located in Environmental Shop

6.8 Operational Challenges

Currently, there are no significant operational challenges in the daily maintenance of the system.

Future challenges that are being reviewed consist of the following:

- the large demand for water by the growing greenhouse industry;
- pressures throughout the system are adequate for drinking water however are insufficient for fire protection; and
- dead end waterlines where residential consumption exists have automatic flushers and are considered for annual looping initiatives.



Ministry of the Environment
and Climate Change

Schedule C – Director’s Directions for Operational Plans (Subject System Description Form)

Municipal Residential Drinking Water System

Fields marked with an asterisk (*) are mandatory.

Owner of Municipal Residential Drinking Water System *

The Corpooation of the Town of Kingsville

Name of Municipal Residential Drinking Water System *

Kingsville Distribution System

Subject Systems

☐ Check here if the Municipal Residential Drinking Water System is operated by one operating authority. Enter the name of the operating authority in the below table.

	Name of Operational Subsystems(if Applicable)	Name of Operating Authority *	DWS Number(s) *	
1	Kingsville Distribution System	Corporation of the Town of Kingsville	220003403	-

Add item (+)

Provide the information outlined in the 'Contact Information' section for each Operational Subsystem.

Contact Information 1

Remove

Last Name *

Plancke

First Name *

Andrew

Middle Initial

Title *

Director of Municipal Services

Phone Number *

519 733-2305

Email Address *

aplancke@kingsville.ca

Contact Information 2

Remove

Last Name *

Martinho

First Name *

Shaun

Middle Initial

Title *

Public Works Manager

Phone Number *

519 733-2305

Email Address *

smartinho@kingsville.ca

Contact Information 3

Remove

Last Name *

Del Greco

First Name *

Tim

Middle Initial

Title *

Manager of Municipal Services

Phone Number *

519 733-2305

Email Address *

tdelgreco@kingsville.ca

Add item (+)

Save Form

Print Completed Form

Clear Form

7. Risk Assessment

Refer to **Appendix A, Procedure 7/8:01** Risk Assessment and Risk Assessment Outcomes.

8. Risk Assessment Outcomes

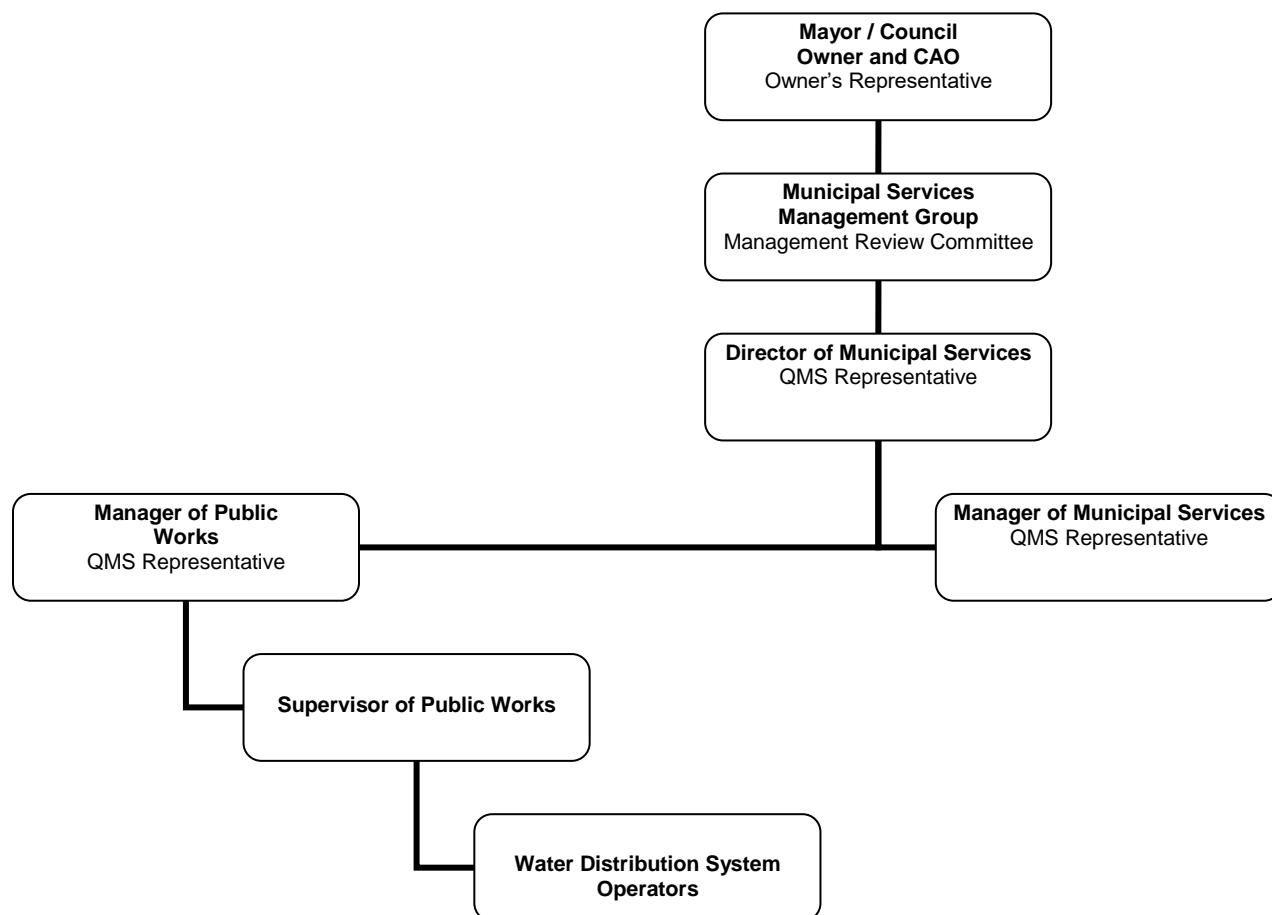
Refer to **Appendix A, Procedure 7/8:01**, for summary tables of Risk Assessment Outcomes.

9. Organizational Structure, Roles, Responsibilities, and Authorities

The Director of Municipal Services (QMS Representative) will keep the organizational structure, roles, responsibilities, and authorities current and will communicate this information to the Operating Authority's personnel and the Owner. The Director of Municipal Services (QMS Representative) is the Top Management for Kingsville Environmental Services. The Owner of this system is The Corporation of the Town of Kingsville.

The following flow chart represents the Organizational Structure for The Corporation of the Town of Kingsville.

Organizational Chart



The Corporation of the Town of Kingsville

The following table lists the Position Titles, the responsibilities of each position, and their respective authorities.

Roles, Responsibilities, and Authorities Table

TITLE	RESPONSIBILITIES	AUTHORITIES
<i>Mayor, Council and CAO, through the Director of Municipal Services</i>	<ul style="list-style-type: none"> ▪ Complete oversight of the entire distribution system and the QMS ▪ Ultimate responsibility for the provision of safe drinking water ▪ Ensure compliance with applicable legislation and regulations 	<ul style="list-style-type: none"> ▪ Financial & administrative authority related to the distribution of safe drinking water
<i>Director of Municipal Services</i>	<ul style="list-style-type: none"> ▪ Complete oversight and operation of the entire distribution system ▪ Responsibilities of QMS representative as outlined in Element 4 ▪ Provide and/or obtain resources for the QMS and necessary infrastructure and resources to operate and maintain the drinking water system safely and efficiently ▪ Ensure the system is operated in accordance with applicable legislation and regulations ▪ Responsible for leading Management Review ▪ Communication with Mayor & Council about the QMS and the water distribution system ▪ Communication/liaison with the Manager of Municipal Services and the Manager of Public Works ▪ Reviews Risk Assessment annually ▪ Keeps Roles and Responsibilities Table current ▪ Determines schedule for internal audit and management review and develops action plans from audit ▪ Recommendation of system improvements ▪ Develop procedures and processes for assuring water quality ▪ Emergency response planning & training ▪ Overall responsible Operator for both water distribution and wastewater collection ▪ Ensures that all municipal studies are kept up to date ▪ Other duties as assigned 	<ul style="list-style-type: none"> ▪ Financial, administrative and technical authority related to the distribution of safe drinking water ▪ Make changes to the QMS ▪ Respond to public inquiries and complaints ▪ Is top management for Kingsville Environmental Services

TITLE	RESPONSIBILITIES	AUTHORITIES
<i>Manager of Municipal Services</i>	<ul style="list-style-type: none"> ▪ Provide project management coordination and contract management of all municipal work projects using municipal computer software ▪ Attend construction meetings when necessary ▪ Provide coordination of all capital projects by controlling project work scheduling, financing and effectively communicating project data ▪ Ensures requirements are met for storage, protection, retrieval, retention and disposition of documents ▪ Control of Operational Plan and Procedures Revisions Electronic Master File ▪ Other duties as assigned 	<ul style="list-style-type: none"> ▪ Attend Council meetings as required ▪ Make changes to the QMS ▪ Recommends rehabilitation & renewal activities for annual budget ▪ Project Management
<i>Manager of Public Works</i>	<ul style="list-style-type: none"> ▪ Preparation of budget and planning materials ▪ Works with supervisor on annual assessments of operator personnel performance ▪ Back-up Overall Responsible Operator for both water distribution and wastewater collection ▪ Administers and records all requests for vacation, time off, training schedules and work schedules of personnel in the Municipal Services Department ▪ Develop and implement maintenance programs and ensure compliance with the SDWA and DWQMS ▪ Review Risk Assessment with the Director on an annual basis ▪ Coordination and participation in the QMS Management Review ▪ Other duties as assigned 	<ul style="list-style-type: none"> ▪ Financial, administrative and technical authority related to the distribution of safe drinking water ▪ Staffing within the guidelines of the municipality and its collective agreement ▪ Oversee adverse water quality incidents and responses ▪ Activity/program scheduling within Kingsville Environmental Services ▪ Identify and oversee staff training ▪ Attend council meetings as required ▪ Respond to public inquiries and complaints ▪ Alternate contact in the absence of the Director of Municipal Services for Environmental Services
<i>Supervisor of Public Works</i>	<ul style="list-style-type: none"> ▪ Schedule and oversee the day-to-day activities relating to the water distribution system ▪ Supervision and completion of all work orders received, dispatch to appropriate departments, provide follow-up (as required) and provide on-site supervision of municipal employees until work order has been completed ▪ Other duties as assigned 	<ul style="list-style-type: none"> ▪ Direct operators in day-to-day operation and maintenance of the water distribution system ▪ Orders day-to-day supplies and equipment as needed ▪ Ensure that all work is performed in compliance with the OHSA

The Corporation of the Town of Kingsville

<i>Water Distribution Operators</i>	<ul style="list-style-type: none">▪ Regular maintenance of the water distribution system▪ Report any incidents of non-compliance▪ Respond to repair directed from Director/Manager/Supervisor	<ul style="list-style-type: none">▪ Maintenance of the water distribution system▪ Respond to public complaints as relayed from the Director or Supervisor
<i>Municipal Services Management Group</i>	<ul style="list-style-type: none">▪ Management Review Committee	

10. Competencies

The following table illustrates the competencies required by personnel whose duties directly affect drinking water quality.

COMPETENCY REQUIREMENTS TABLE

Role	Required Competencies
Director of Municipal Services	See Job Description Appropriate Certification Required
Manager of Municipal Services	See Job Description Appropriate Certification Required
Manager of Public Works	See Job Description Appropriate Certification Required
Supervisor of Public Works	See Job Description Appropriate Certification Required
Water Distribution Operators	See Job Description Appropriate Certification Required

The competency requirements listed in the Competency Requirements Table are addressed by various means including:

- All employees listed have provided evidence of certification and other “required” competencies. All MOE required certificates or copies thereof are posted at the Kingsville Environmental Services Building Shop.
- Changes to the Distribution System and/or to the QMS are communicated, as needed, to all Kingsville Environmental Services Department staff by the Director of Municipal Services.
- Kingsville Environmental Services staff is to be provided training opportunities throughout the year. Training will be scheduled as requested and as required to meet mandated licensing and certification requirements.
- All records of training are maintained at the Kingsville Environmental Services Department office as proof that the required training has been successfully completed. The Director of Municipal Services is responsible for monitoring the completion of all identified training.

- Annual performance reviews are completed to evaluate individual competencies and make recommendations for improvements and goals for professional development.

11. Personnel Coverage

Refer to Appendix A, Procedure 11:01, for Personnel Coverage.

12. Communications

Refer to Appendix A, Procedure 12:01 Communications.

13. Essential Supplies and Services

Refer to **Appendix A, Procedure 13:01** Essential Supplies and Services.

14. Review and Provision of Infrastructure

Refer to **Appendix A, Procedure 14:01** Review and Provision of Infrastructure.

15. Infrastructure Maintenance and Rehabilitation

This Element summarizes the maintenance, rehabilitation and renewal programs that are in place for the infrastructure of the Kingsville WDS.

15.1 Planned Infrastructure Maintenance

The Public Works Manager for Kingsville in consultation with distribution staff recommends and plans maintenance activities for the annual budget. The Director of Municipal Services of Kingsville in consultation with the Public Works Manager authorizes planned maintenance activities. The planned maintenance activities are then communicated through routine meetings with staff.

Maintenance plans are developed according to the manufacturer's instructions, regulatory requirements and industry standards. Equipment Operation and Maintenance (O&M) manuals are accessible to staff at the locations specified in QMS Procedure 5:01 Document and Records Control.

15.2 Unplanned Infrastructure Maintenance

The Public Works Manager for Kingsville in consultation with staff authorizes unplanned maintenance and is responded to on an as needed or emergency basis.

Unplanned maintenance is then documented through the appropriate work orders and maintenance records. It is then reviewed annually for trends. This is achieved through a review of Kingsville WDS annual statistics.

15.3 Infrastructure Rehabilitation and Renewal

Rehabilitation and renewal activities including capital upgrades and/or recommendations are determined at least once every calendar year (refer to QMS Procedure 14:01 Review and Provision of Infrastructure). A list of required replacement or desired new equipment is compiled and prioritized by the Director of Municipal Services for Kingsville in consultation with the distribution staff. The Director of Municipal Services for Kingsville then authorizes the planned rehabilitation and renewal activities. All major expenditures require the approval of the Owner. In addition to the short-term facility needs (i.e. current year), the list also provides a long-term (i.e. rolling five-year) list of major maintenance recommendations.

Planning with other departments, projected growths and the results of unplanned maintenance trends are also considered when planning rehabilitation activities.

The infrastructure needs and approved plans are communicated through management and staff meetings.

15.4 Program Monitoring

To assist in monitoring the effectiveness of the program the Director of Municipal Services, Manager of Public Works and Manager of Municipal Services meet regularly to determine the status of the capital upgrades and/or recommendations, planned maintenance and unplanned maintenance activities.

Maintenance plans are developed for the distribution system according to a combination of the manufacturer's instructions, regulatory requirements, industry standards and equipment operating history. Equipment Operation and Maintenance (O&M) manuals are accessible to staff at the locations specified in QMS Procedure 5:01 Document and Records Control.

Maintenance activities are also reviewed annually for trends through a review of the Kingsville Environmental Service's annual statistics.

The Town of Kingsville's infrastructure maintenance, rehabilitation and renewal program is communicated to the Owner through council meetings. The Town's program is also communicated to the Owner at a minimum of at least once every calendar year through the submission of the capital upgrades recommendations report and through the results of the Management Review.

16. Sampling, Testing, and Monitoring

Refer to **Appendix A, Procedure 16:01** Sampling, Testing, and Monitoring.

17. Measurement and Recording Equipment Calibration & Maintenance

Refer to **Appendix A, Procedure 17:01** Measurement and Recording Equipment Calibration & Maintenance.

18. Emergency Management

Refer to **Appendix A, Procedure 18:01** Emergency Management.

19. Internal Audits

Refer to **Appendix A, Procedure 19:01** Internal Audits.

20. Management Review

Refer to **Appendix K, Procedure 20:01** Management Review.

21. Continual Improvement

Kingsville Environmental Services strives to continually improve the effectiveness of its QMS for this distribution system through the identification and implementation of corrective/preventive actions and, as appropriate, through review and consideration of applicable Best Management Practices (BMPs).

1. Corrective Actions

- a. Non-conformances may be identified through an internal and/or external QMS audit(s) conducted for this drinking water system. They may also be identified as a result of other events such as:
 - an incident/emergency;
 - customer complaint; or
 - other review.
- b. The QMS Representative(s) investigates the need for a corrective action to eliminate the root cause(s) so as to prevent the non-conformance from reoccurring. The investigation may also include input from the operators and other stakeholders and the consideration of BMPs as appropriate.
- c. The QMS Representative(s) determines the corrective action needed based on this consultation and then assigns responsibility and a target date for resolution.
- d. The QMS Representative(s) ensures corrective actions are documented using the Kingsville Environmental Services NC-OFI Tracking form. The QMS Representative(s) monitors the progress of corrective actions(s) and provides status updates to Top Management.
- e. The implementation and effectiveness of corrective actions are verified during subsequent internal QMS audits and are considered during the Management Review. If there is evidence that the action taken was not effective, the QMS Representative(s) initiates further corrective action and assigns resources as appropriate until the non-conformance is fully resolved.


2. Preventive Actions

- a. Potential preventive actions may be identified through an internal and/or external QMS audit as Opportunities For Improvement (OFIs), during the Management Review or through other means such as:

- staff/Owner suggestions;
 - regulator observations;
 - evaluation of incidents/emergency response/tests; and
 - a result of considering a BMP.
- b. The QEMS Representative(s) considers whether a preventive action is necessary. The review may also include input from the operators and other stakeholders and the consideration of BMPs as appropriate.
- c. If it's decided that a preventive action is necessary, the QMS Representative(s) determines the action to be taken and assigns responsibility and a target date for implementation.
- d. The implementation of preventive actions is tracked by the QMS Representative(s) using the Kingsville Environmental Services NC-OFI Tracking form.
- e. The implementation and effectiveness of preventive actions are verified during subsequent internal QMS audits and are considered during the Management Review. If there is evidence that the action taken was not effective, the Operations Management (or designate) may consider further preventive actions and assigns resources as appropriate.
- f. The QMS Representative(s) monitor corrective/preventative actions on an ongoing basis and review the status and effectiveness of the actions during subsequent Management Review meetings.
3. Best Management Practices (BMPs)
- a. The QMS Representatives(s) will review and consider applicable internal and/or external BMPs identified by internal and/or external sources as part of the Management Review and in the corrective and preventative action processes described above.
- b. BMPs may include, but are not limited to:
- Facility developed and adopted as a result of changes to legislative or regulatory requirements, trends from audit findings or drinking water system performance trends;
 - Drinking water industry based standards/BMPs or recommendations; or
 - Those published by the Ministry of the Environment and Climate Change.
- c. At a minimum, applicable BMPs must be reviewed and considered once every 36 months.



Appendix A

	Kingsville Environmental Services Procedure 5:01 Documents and Records Control	Element: 5:01 Issued: 26-Nov-19 Rev.#: 4 Pages: 1 of 5
Reviewed by: Public Works Manager	Approved by: Director of Municipal Services	

DOCUMENTS AND RECORDS CONTROL

1.0 Purpose

The purpose of this procedure is to describe the methods for identification, storage, protection, retrieval, review, updating, retention time and disposition of Documents and Records

2.0 Scope

This procedure is applicable to Kingsville Environmental Services employees who manage or perform work related to the Kingsville Water Distribution System operations. This procedure covers all QMS Documents and Records identified in Table 1.

3.0 Responsibilities

3.1. All employees of Kingsville Environmental Services are:

- Responsible for complying with this procedure
- Responsible for requesting changes to existing QMS Documents

3.2. QMS Representative(s) is(are):

- Responsible for activities related to maintaining control of and updating documents
- Responsible for ensuring that the requirements of this procedure are met for storage, protection, retrieval, retention time and disposition of documents and records
- To ensure independent review, the QMS representative reviewing a document will be a separate individual than the QMS representative approving that document.
- To ensure updated documents are current and employees are informed of all revisions.

4.0 Definitions

Document – includes a written page, sound recording, video tape, film, photograph, chart, graph, map, plan, survey, book of account and any other information recorded or stored by means of any device

Record – a document stating results achieved or providing proof of activities performed

QMS Document – any document required by the QMS as identified in this procedure

QMS Record – any record required by the QMS as identified in this procedure

Controlled – the method of tracking changes, revisions and implementation of the document

Retention Period – length of time that a document or record must be kept; see Table 2

5.0 Procedure

5.1 Documents and Records

- Documents are either internal QMS documents or external QMS documents.
- Documents and Records required by the QMS are listed in Table 1.

5.2 Currency & Legibility

- QMS records are filed at the Kingsville municipal office, Environmental Services Department.
- QMS records are stored in such a manner as to prevent deterioration.
- QMS records in retention are filed in the vault at the Kingsville municipal office
- Records older than the age noted in Table 2 are archived, on Laserfiche.
- Documents are edited in a timely manner, as changes occur, by the QMS representative responsible.
- Manager of Municipal Services controls the master electronic copy documents and modifications to them.
- Director of Municipal Services reviews and approves any and all updates to the QMS documents prior to distribution and use.
- Manager of Municipal Services distributes hard copies of documents as updated for staff reference and review.
- All QMS documents are reviewed by the QMS representative on an annual basis, to ensure that the information is still correct and current.
- All manual documents and records shall be clearly visible and legible. Pencil or any other erasable marker shall not be used to record information or data.

5.3 Identification

- External Documents are identified by date stamping upon receipt and filing the document. Table 1 is then updated to reflect the addition of the new document.
- Internal Documents and Records are prepared in a consistent format, similar to this procedure in format, and are all numbered and dated to assist in managing, locating and retrieving them.

5.4 Storage & Retrieval

- The QMS Document and Record Control Centre is the office of Kingsville Environmental Services Department, and control is the responsibility of the assigned QMS Representative(s)
- Originals of all active paper records are stored in the Town of Kingsville, Environmental Services Department
- Copies of the Operational Plan and Procedures are maintained in the Town of Kingsville Environmental Services Department and Environmental Shop by the designated QMS representative
- Originals of all electronic records are stored in The Town of Kingsville's main server.
- All internal QMS documents are electronically controlled, with only the designated QMS representatives having electronic permission to modify them.
- Archived documents and records are stored in The Town of Kingsville, municipal office vault.

5.5 Protection

- Active paper documents and records are stored in file cabinets, and are thus protected from damage, deterioration and loss.
- Master Operational Plan and Procedures is a controlled electronic document maintained by a designated QMS representative.
- Electronic records are stored in a “read-only” manner on a file server remote from Kingsville Environmental Services Department Offices, and are backed up on a daily basis.
- Archived documents and records are stored on Town of Kingsville’s Laserfiche program.

5.6 Retention

- Records will be maintained for the length of time indicated in Table 2 below

5.7 Disposal

- Disposal of obsolete documents and records is the responsibility of the assigned QMS Representative
- Records older than the age noted in Table 2 are archived or destroyed as per the Town’s Record Retention Policy.

6.0 Related Documents & Records

A list of associated forms, procedures, work instructions, documents, and other records, is attached to this Procedure as Table 1.

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
28-Mar-11	1	Updates following Internal Audit
4-Apr-11	2	Updates following CGSB Systems Audit Report – 2010
2-Dec-13	3	Updates following SAI Global Audit 2013
26-Nov-19	4	Updated header and formatting

The Corporation of the Town of Kingsville

Table 1: Designated location for documents and records required by the Operating Authority's QMS


Type of Document	Designated Document Control Location (HC = Hardcopy, E = Electronic)
Internal QMS Documents	
Standard Operating Procedures – related to QMS	HC – Municipal Services Department
Emergency/Essential Supplies and Services List	HC – Municipal Services Department
Master Operational Plan and Procedures	HC & E – Municipal Services Department
Operational Plan and Procedures	HC & E – Municipal Services Department and Environmental Shop
Annual Operational Budget and Capital Budget	E – Director of Municipal Services Office
System Map	E – GIS layers
External QMS Documents	
Applicable Acts and Regulations	E – Municipal Services Department
Maintenance manuals, equipment manuals	HC & E – Municipal Services Department
AWWA and other Standards	E – Municipal Services Department
Municipal By-Laws	E – Municipal Services Department
Collective Agreement	HC - Municipal Services Department and Environmental Shop
Town of Kingsville – Policy Manual	HC – Municipal Services Department
Town of Kingsville Emergency Response Plan	HC – Municipal Services Department
QMS Records	
Completed Work Orders/City Works	HC & E - Municipal Services Department
Completed Chlorine Residuals	HC – Municipal Services Department
Completed Hydrant Inspection Forms	HC & E – Municipal Services Department
Communications related to QMS, Internal and external	E – Municipal Services Department
Calibrations Certificates	HC& E – Municipal Services Department
Completed Management Review Documents	HC & E – Municipal Services Department
Annual Operational Budget and Capital Budget	HC & E – Municipal Services Department
Training records	HC & E – Municipal Services Department
Flushing Log	HC & E – Municipal Services Department
External/Internal Audit Reports, Action Plans and Checklists	HC & E – Municipal Services Department
Vacation Schedule	HC & E - Municipal Services Department
Daily Time Sheets	HC & E - Municipal Services Department
Monthly Overtime Summary	HC & E - Municipal Services Department

The Corporation of the Town of Kingsville

Type of Document	Designated Document Control Location (HC = Hardcopy, E = Electronic)
QMS Forms	
Hydrant Inspection Form	HC – Municipal Services Department
Meter Change Out / Repair Sheets	HC – Municipal Services Department
Vacation Request Form	HC – Municipal Services Department
Daily Time Sheet	HC – Municipal Services Department

Table 2: Record Retention: Relevant regulatory and minimum retention periods

RECORD	RETENTION TIME / LOCATION	LEGISLATION
DWQMS Operational Plan	10 years / Vault	Directors' Direction under SWDA
Documents/records required to demonstrate compliance with Ontario legislation	As per applicable regulations	SDWA O. Reg. 170/03 O. Reg. 128/04
Completed Work Orders/City Works	7 years / Vault	By-Law 93-2003
Completed Chlorine Residuals	7 years / Vault	By-Law 93-2003
Completed Hydrant Inspection Documents	7 years / Vault	By-Law 93-2003
Communications related to QMS, Internal and External	7 years / Vault	By-Law 93-2003
Calibrations Certificates	7 years / Vault	By-Law 93-2003
Completed Management Review Documents	7 years / Vault	By-Law 93-2003
Annual Operational Budget and Capital Budget	7 years / Vault	By-Law 93-2003
Training Records	7 years / Vault	By-Law 93-2003
Flushing Log	7 years / Vault	By-Law 93-2003
External/Internal Audit Reports, Action Plans and Checklists	7 years / Vault	By-Law 93-2003
Vacation Schedule	7 years / Vault	By-Law 93-2003
Completed Daily Time Sheets	7 years / Vault	By-Law 93-2003
Monthly Overtime Summaries	7 years / Vault	By-Law 93-2003

	Kingsville Environmental Services Procedure 7/8:01 Risk Assessment & Outcomes	Element: 7/8:01 Issued: 26-Nov-19 Rev.#: 3 Pages: 1 of 6
Reviewed by: Public Works Manager	Approved by: Director of Municipal Services	

RISK ASSESSMENT & OUTCOMES

1.0 Purpose

To define the process for conducting a drinking water risk assessment and for documenting and reviewing the results.

2.0 Scope

Applies to the Kingsville Environmental Services drinking water system and is limited to the assessment of potential drinking water health hazards. The approach to addressing other potential hazards is set out in QMS Procedure #18:01 Emergency Management.

3.0 Responsibilities

- All employees of Kingsville WDS
- QMS Representative(s)

4.0 Definitions

Critical Control Point (CCP) – an essential step or point in the subject system at which control can be applied by the operating authority to prevent or eliminate a drinking-water health hazard or to reduce it to an acceptable level

Hazardous Event – an incident or situation that can lead to the presence of a hazard

Hazard – a source of danger or a property that may cause drinking water to be unsafe for human consumption; may be biological, chemical, physical or radiological in nature

Control Measure - includes any processes, physical steps or other contingencies that have been put in place to prevent or reduce a hazard before it occurs

Likelihood – the probability of a hazard or hazardous event occurring

Consequence – the potential impact to public health and/or operation of the drinking water system if a hazard/hazardous event is not controlled

Threshold Number – numerical value assigned by the assessment team to a high risk event. Events ranked at or above this limit require further investigation to determine whether they are critical control points.

5.0 Procedure

- 5.1 The QMS Representative(s) ensures that a risk assessment is conducted at least once every thirty-six months and is also responsible for coordinating the risk assessment and ensuring that all documents and records related to the risk assessment activities are maintained.
- 5.2 For each of the system's activities/process steps, potential hazardous events and associated hazards (possible outcomes) that could impact the system's ability to deliver safe drinking water are identified. At a minimum, potential hazardous events and associated hazards as identified in the most current version of the Ministry of the

Environment and Climate Change (MOECC) document titled “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as applicable to the system type) must be considered.

- 5.3 For each of the hazardous events, specify control measures currently in place at the facility that eliminate the hazard or prevent it from becoming a threat to public health.

Note: Some hazards/hazardous events may have step-by-step emergency plans associated with them. These emergency plans are further described in QMS Procedure #18:01 Emergency Management.

- 5.4 Taking into consideration existing control measures (including the reliability and redundancy of equipment), assign each hazardous event a value for the likelihood and a value for the consequence of that event occurring based on the following criteria:

Value	Likelihood of Hazardous Event Occurring
1	Little or no potential (rare, low risk, has not occurred) – more than every 25 years
2	Rare (infrequent, not likely, rare) - 5 to 25 years
3	Infrequent (moderate likely, occasional, possible) – 1 to 5 years
4	Frequent (often, highly likely, routinely, occasional) - monthly to a year
5	Routine (immediate, extremely likely, frequent) – daily to weekly

Value	Consequence of Hazardous Event Occurring
1	Insignificant – Little or no disruption to normal operations, no impact on public health
2	Minor – Significant modification to normal operations but manageable, no impact on public health
3	Moderate – Potentially reportable, corrective action required, potential public health impact, disruption to operations is manageable
4	Major – Reportable, system significantly compromised and abnormal operations if at all, high level of monitoring and corrective action required, threat to public health
5	Catastrophic – Complete failure of system, water unsuitable for consumption

Add the likelihood and consequence values to determine the risk value (ranking) of each hazardous event and record all values in Table 1. Hazardous events with a ranking of 12 or greater are considered high risk.

- 5.5 Review the hazardous events and rankings documented in Table 1 and identify your Critical Control Points. Critical Control Points must meet all the following criteria:
- ✓ The hazardous event has a ranking of 9 or greater
 - ✓ The hazardous event can be prevented, eliminated or reduced
 - ✓ The hazardous event can be monitored

- ✓ Control limits can be assigned to a hazardous event, and
- ✓ Control of a hazardous event is essential to ensure the safety of the drinking-water.

5.6 List identified CCPs in Table 2. Document critical control limits (e.g. chlorine residuals) for each CCP. List the procedures that are developed to:

- Monitor the critical control limits
- Respond to, report and record deviations from the critical control limits.

5.7 At least once every calendar year, the QEMS Representative facilitates the verification of the currency of the information and the validity of the assumptions used in the risk assessment in preparation for the Management Review. When performing this review, the following may be considered:

- Process/equipment changes
- Reliability and redundancy of equipment
- Emergency situations/service interruptions
- CCP deviations
- Audit/inspection results

6.0 Related Documents

Standard Operating Procedures – related to QMS

Municipal Emergency Response Plan

System Map

AWWA/Industry Standards

Applicable Municipal Bylaws

Contract Agreement with UWSS

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
4-Apr-11	1	Updates following CGSB Systems Audit Report - 2010
2-Dec-13	2	Updates following SAI Global Audit 2013
26-Nov-19	3	Updated changes as per DWQMS version 2.0



Kingsville Environmental Services Procedure 7/8:01 – Tables 1 & 2 Risk Assessment & Outcomes

Element: # 7/8:01
Issued: 26-Nov-19
Rev.#: 3
Pages: 4 of 6

Reviewed by: Public Works Manager

Approved by: Director of Municipal Services

Table 1: Risk Assessment Table

Activity/ Process Step	MOECC Potential Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Reservoirs, standpipes	6	Chemical/Biological contamination at tower/reservoir (vandalism/terrorism)	Potential for unsafe drinking water	<ul style="list-style-type: none"> Security – locked doors and fencing Under the responsibility of the UWSS 	1	5	5	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No
Reservoirs, standpipes	N/A	Structural/mechanical failure at reservoir/standpipe causing low pressure	Potential for unsafe drinking water	<ul style="list-style-type: none"> Inspections conducted as per regulations routine checks by operations Under the responsibility of the UWSS 	1	2	2	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No Controlled by UWSS
Distribution	7	Low System Pressure	Potential for unsafe drinking water	<ul style="list-style-type: none"> Log & monitor through customer complaints SOP #5 Water Service - Low Pressure / Service Leaks SOP #13 Emergency Interconnect 	2	4	8	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No
Distribution	2, 7	Pipeline/watermain Break	Potential for unsafe drinking water	<ul style="list-style-type: none"> Competent Staff SOP#10, SOP#11, SOP# 12 - Watermain Break Emergency Plan AWWA Standards Essential Supplies and Services Contact List 	3	3	9	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No – no control available at this point; therefore not a CCP
Distribution	N/A	Adverse Water Result in Distribution (Adverse as defined in O. Reg. 170/03)	Potential for unsafe drinking water	<ul style="list-style-type: none"> Procedure 16:01 for Sampling, Testing and Monitoring (including AWQI) SOP#1 and SOP#6 for Flushing Essential Supplies and Services Contact List 	2	3	6	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No - no control available at this point; therefore not a CCP

Activity/ Process Step	MOECC Potential Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
	N/A	Loss of Supply	Low pressure leading to potential contamination	<ul style="list-style-type: none"> Town of Kingsville Emergency Response Plan SOP#13 Emergency Interconnect Essential Supplies and Services Contact List 	1	5	5	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No - No Control limits Adequate control measures in place
Distribution	6	Vandalism and/or Terrorism	Potential for unsafe drinking water	<ul style="list-style-type: none"> SOP#1 and SOP#6 for Flushing Essential Supplies and Services Contact List 	1	4	4	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No – no control available at this point; therefore not a CCP
Distribution	N/A	Aging Infrastructure	Potential for unsafe drinking water, reduced flows, pipeline breaks	<ul style="list-style-type: none"> Infrastructure rehabilitation and Renewal (Annual Operational and Capital Budgets) Essential Supplies and Services Contact List SOP#10, SOP #11, SOP # 12 - Watermain Break 	5	2	10	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No- No Control limits Adequate control measures in place
Distribution	8	Failure of Backflow Device	Potential for unsafe drinking water	<ul style="list-style-type: none"> Back Flow Prevention By Law requiring Annual inspections Essential Supplies and Services Contact List SOP#1 and SOP#6 for Flushing Procedure 16:01 for Sampling and Monitoring 	3	3	9	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No Municipality oversees back flow prevention program under Provincial Building Code
Distribution	11	Failure to maintain target secondary disinfection	Potential for unsafe drinking water	<ul style="list-style-type: none"> SOP#1 and SOP#6 for Flushing Procedure 16:01 for Sampling and Monitoring 	3	3	9	<input checked="" type="checkbox"/> Yes CCP <input type="checkbox"/> No – monitored by

Activity/ Process Step	MOECC Potential Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
				<ul style="list-style-type: none"> Refer to UWSS Essential Supplies and Services Contact List 				OCWA therefore not a CCP
Distribution	1, 4	Bio-film Formation	Potential for unsafe drinking water	<ul style="list-style-type: none"> Essential Supplies and Services Contact List SOP#1 and SOP#6 for Flushing Procedure 16:01 for Sampling and Monitoring 	3	2	6	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No
Distribution	1, 3, 4	Increased average temperature during summer months as a result of climate change	Potential for unsafe drinking water	<ul style="list-style-type: none"> Essential Supplies and Services Contact List SOP#1 and SOP#6 for Flushing Procedure 16:01 for Sampling and Monitoring 	3	2	6	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No
Distribution	1, 3, 4	Sustained extreme temperatures) deep freeze)	Potential for unsafe drinking water	<ul style="list-style-type: none"> Essential Supplies and Services Contact List SOP#1 and SOP#6 for Flushing Procedure 16:01 for Sampling and Monitoring 	2	3	6	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No
Distribution	8	Cross Connection to Non-Municipal water	Potential for unsafe drinking water	<ul style="list-style-type: none"> Back Flow Prevention By- Law requires annual inspections Essential Supplies and Services Contact List SOP#1 and SOP#6 for Flushing Procedure 16:01 for Sampling, Testing and Monitoring (including AWQI) 	2	4	8	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No Municipality oversees back flow prevention program under Provincial Building Code
Distribution	2, 5	Contamination of source water at the UWSS	Water supply shortfall	<ul style="list-style-type: none"> Town of Kingsville Emergency Response Plan SOP#13 Emergency Interconnect 	1	5	5	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No

Activity/ Process Step	MOECC Potential Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
				<ul style="list-style-type: none"> Essential Supplies and Services Contact List 				
Distribution	6	Unauthorized use of Fire Hydrants	Potential for unsafe drinking water	<ul style="list-style-type: none"> Observant staff 	3	2	6	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No

Table 2: Identified Critical Control Points (CCPs)

CCP	Critical Control Limits	Monitoring Procedures	Response, Reporting and Recording Procedures
Failure to maintain target secondary disinfection	Union Water (chloraminated) Trigger total Chlorine Residual 0.5 mg/L Target total Chlorine Residual 1.0 mg/L	Sampling & monitoring by UWSS & Municipal Operating Authority	SOP# 4 - Sampling and Monitoring SOP# 6 - Flushing

Table 3: Record of Annual Review/36-Month Risk Assessment

The Drinking Water Quality Management Standard (DWQMS) requires that the currency of the information and the validity of the assumptions used in the risk assessment be verified at least once every calendar year. In addition, the risk assessment must be conducted at least once every thirty-six months.

Date of Activity	Type of Activity	Summary of Results
2019-09-11	36-Month Risk Assessment	All Activities/Process Steps were re-assessed and new hazardous events and hazards identified (including those in the MOECC's "Potential Hazardous Events for Municipal Residential Drinking Water Systems") and ranked according to OP-07 (revision 0). Results captured in Revision 4 of this Summary of Risk Assessment Outcomes.


Table 4: Potential Hazardous Event/Hazard Reference Numbers (based on MOECC's "Potential Hazardous Events for Municipal Residential Drinking Water Systems" dated February 2017)

If the hazardous event/hazard is not applicable to this drinking water system (DWS), it will be noted in the first column of this table.

System Type (indicate all that apply to this DWS)		Reference Number	Description of Hazardous Event/Hazard
X	All Systems	1	Long Term Impacts of Climate Change
X	All Systems	2	Water supply shortfall
X	All Systems	3	Extreme weather events (e.g., tornado, ice storm)
X	All Systems	4	Sustained extreme temperatures (e.g., heat wave, deep freeze)
X	All Systems	5	Chemical spill impacting source water
X	All Systems	6	Terrorist and vandalism actions
X	Distribution Systems	7	Sustained pressure loss
X	Distribution Systems	8	Backflow
N/A	Treatment Systems	9	Sudden changes to raw water characteristics (e.g., turbidity, pH)
N/A	Treatment Systems	10	Failure of equipment or process associated with primary disinfection (e.g., coagulant dosing system, filters, UV system, chlorination system)
X	Treatment Systems and Distribution Systems providing secondary disinfection	11	Failure of equipment or process associated with secondary disinfection (e.g., chlorination equipment, chloramination equipment)
N/A	Treatment Systems using Surface Water	12	Algal blooms

Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Initial risk assessment conducted
28-Mar-11	1	Updates following Internal Audit
02-Dec-13	2	Updates following SAI Global Audit
26-Nov-19	3	Updated as per DWQMS version 2.0 and added Table 3 and 4

	Kingsville Environmental Services Procedure 11:01 Personnel Coverage	Element: # 11:01 Issued: 26-Nov-19 Rev.#: 2 Pages: 1 of 2
Reviewed by: Public Works Manager	Approved by: Director of Municipal Services	

PERSONNEL COVERAGE

1.0 Purpose

To describe the procedure for ensuring that sufficient and competent personnel are available for duties that directly affect drinking water quality.

2.0 Scope

Applies to operations personnel at Kingsville Environmental Services Department.

3.0 Responsibility

- All employees of Kingsville Environmental Services Department
- QMS Representative(s)

4.0 Definitions

Competence – The combination of observable and measurable knowledge, skills, and abilities which are required for a person to carry out assigned responsibilities.

Facility Log Book – The combination of all individual operator's log books constitutes the facility log book.

5.0 Procedure


- 5.1 The Director of Municipal Services ensures that personnel meeting the competencies identified in the Competency Requirements Table are available for duties that directly affect drinking water quality.
- 5.2 Kingsville Environmental Services is staffed by personnel Monday to Friday, 7:30 a.m. to 4:00 p.m.
- 5.3 The Director of Municipal Services is the primary Overall Responsible Operator (ORO). The Public Works Manager is the designated Operator-in-Charge (OIC) and the alternate ORO in the absence of the Director. The designated ORO is recorded in the facility logbook.
- 5.4 The Director of Municipal Services (or designate) assigns an on-call operator based on the Overtime (OT) schedule during the time that the facility is un-staffed (i.e., evenings, weekends and Statutory Holidays).
- 5.5 In the event of a work stoppage, the Director of Municipal Services and the Public Works Manager will perform day-to-day operations and maintenance.

6.0 Related Documents

Facility Logbook
Overtime Schedule
Vacation Schedule
Collective Agreement

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
2-Dec-13	1	Updates following SAI Global Audit 2013
26-Nov-19	2	Updated template and format

	Kingsville Environmental Services Procedure 12:01 Communications	Element: #12:01 Issued: 26-Nov-19 Rev.#: 6 Pages: 1 of 2
Reviewed by: Public Works Manager	Approved by: Director of Municipal Services	

COMMUNICATIONS

1.0 Purpose

To describe the Kingsville Environmental Services procedure for QMS-related communications between top management and the Owner, Operating Authority personnel, Suppliers and the public.

2.0 Scope

Applies to the internal and external communications regarding the Quality Management System (QMS) implemented at Kingsville Environmental Services

3.0 Responsibility

- QMS Representative(s)
- Operators

4.0 Definitions

Public – includes subject system consumers and stakeholders

5.0 Procedure


- 5.1 The status of the QMS and its effectiveness shall be communicated to the owner with the results from the Management Review.
- 5.2 The operational plan and procedures will be made available to all employees.
- 5.3 Director of Municipal Services will communicate the QMS to all employees as part of the implementation process.
- 5.4 New hires will receive QMS awareness training during orientation.
- 5.5 Daily communications occur with operators using the Cityworks Service Request system of tracking and recording information. Hard copies of the Service Requests are distributed to the operators and the operators provide feedback written on the documents, which is entered electronically into the master Cityworks system.
- 5.6 Communications with Union Water System Operators and staff will be as required through email and telephone contact and are documented accordingly.
- 5.7 Where appropriate, information regarding the QMS, operation and maintenance of the drinking water system will be communicated by means of:
 - mail or email submissions to regulatory agencies
 - mail or email submissions to vendors and service providers included in the Essential Supplies & Services Contact List
 - Media releases, website posting and/or water/tax bill inserts
 - Providing access to the current Kingsville Water Specifications on the Town website
 - Updated tender and/or contract packages
- 5.8 The QMS policy will be posted on the Owner's website and available upon request.

6.0 Related Documents

Management Review Documents

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
28-Mar-11	1	Updates following Internal Audit
28-Apr-11	2	Updates following CGSB Systems Audit Report – 2010
30-Sep-11	3	Updates following CAR Review
27-Feb-12	4	Updates following CAR Review
2-Dec-13	5	Updates following SAI Global Audit 2013
26-Nov-19	6	Updated template and format

	Kingsville Environmental Services Procedure 13:01 Essential Supplies & Services	Element: # 13:01 Issued: 26-Nov-19 Rev.#: 5 Pages: 1 of 4
Reviewed by: Public Works Manager		Approved by: Director of Municipal Services

ESSENTIAL SUPPLIES & SERVICES

1.0 Purpose

To describe the Kingsville Environmental Services procedure for procurement and for ensuring the quality of essential supplies and services.

This procedure identifies the supplies and services deemed essential to the delivery of safe drinking water and how to ensure the quality of essential supplies and services that can affect water quality.

2.0 Scope

Applies to essential supplies and services pertaining to Kingsville Environmental Services, as identified in this procedure.

3.0 Responsibilities

- QMS Representative(s)
- Operators

4.0 Definitions

Essential Supplies and Services – are goods and people coming in from outside of the drinking-water system that are essential for the quality and safety of drinking water.

Supplier – an organization or person that provides an essential supply product or service.

5.0 Procedure

5.1 Emergency/Essential Supplies & Services Contact List for Kingsville Environmental Services are listed Table 1 – following this procedure. The list is reviewed at least once every calendar year and is updated as required by the Director of Municipal Services, or delegated QMS Representative.

5.2 An approved list of suppliers and contractors is maintained throughout the year. All suppliers and contractors must adhere to municipal policies and procedures.

Products and Services are obtained in accordance with the municipality's procurement policy manual for contractors, equipment, supplies, and services.

Previous history and reliability of particular contractors and suppliers is used to ensure reliability of service. Selected Contractors have demonstrated commitment to the Town to be available for and to perform emergency services.

- 5.3 All process components/equipment provided by the supplier must meet applicable regulatory requirements and industry standards for use in the drinking water system prior to their installation.

Historical data regarding quality of supplies is also used to select suppliers and provide confidence in the reliability of product.

- 5.4 All third party drinking water services are provided by accredited and licensed laboratories. Sampling is performed by certified operators.

All equipment utilized by Kingsville Environmental Services staff shall be maintained and calibrated as specified in the Manufacturers Specifications or provincial regulations. Only qualified personnel shall provide calibration services.

Certified operators supervise contracted services.

- 5.5 The supplies and services requirements will be communicated to all relevant personnel in Kingsville Environmental Services.

- 5.6 Purchasing policies and requirements will be communicated to suppliers and service providers.

6.0 Related Documents

Town of Kingsville - Procurement Policy


7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
28-Apr-11	1	Updates following CGSB Systems Audit Report – 2010
30-Sep-11	2	Update following CAR Review
2-Dec-13	3	Updates following SAI Global Audit 2013
3-Mar-19	4	Updates to Table 1
26-Nov-19	5	Updated template and format

Table 1
Emergency/Essential Supplies Contact List

SERVICE PROVIDER CONTACT INFO		
SERVICE	PRIMARY	SECONDARY
Construction/ Excavation	Pro-Bid Contracting Inc Ruthven On, Office – 519 324-9166 Manuel Santos Cell 519-791-1399	Dimenna Excavating Contractors Ruthven ON, N0P 2G0 Office 519-322-4605 Dino Dimenna Cell 519-776-5109
Trucking	Pro-Bid Contracting Inc Ruthven On, Office – 519 324-9166 Manuel Santos Cell 519-791-1399	Dimenna Excavating Contractors Ruthven ON, N0P 2G0 Office 519-322-4605 Dino Dimenna Cell 519-796-1359
Construction/ Maintenance Vacuum Excavation/ pipe camera	Hurricane SMS 6930 6th Conc. N, Amherstburg, ON. N9V 2Y9 Shop 519-726-6388 Justin Cell 519-796-9259	Sewer Technologies Inc Windsor Office, ON Office 519-969-1466 Ken Muir Cell 519-990-4808
OCWA – sampling service provider on behalf of Union Water Supply system	OCWA 1615 Union Ave Ruthven Ontario. N0P 2G0 Dale Dillen 519-326-4447	
Lab Testing	Caduceon Environmental Laboratories 5 – 3201 Marentette Ave. Windsor, Ontario N8X 4G3 Tel: 519-966-9541 Email: Lmerko@caduceonlabs.com	
Meter Calibration	Coulter Service 180 Whiting St Ingersoll, Ontario, N5C 3B5 Tel: 1-647-746-0044 Email: taylor.heard@coulterservice.com	KTI Limited 33 Isaacson Crescent Aurora, Ontario L4G 0A4 Tel: 905-727-8807 Fax: 905-727-6077
Calibration of Portable Analyzers	Hach Service Plus 3020 Gore Road London Ontario N5V 4T7 Tel: 1-800-665-7643 Email: techhelp@hach.com	
Police	OPP 41 Division Street Kingsville, Ontario N9Y 1P4 519-733-2345 administrative 1-888-310-1122 Reports 911 for emergencies	OPP 116 County Rd 34 W Cottam, Ontario N0R 1B0
Fire	1720 Division Rd North Kingsville, Ontario 519-733-2314 Chuck Parsons, Fire Chief 911 for emergencies	120 Fox Street Cottam, Ontario
Ambulance	911 for emergencies	

SUPPLIER CONTACT INFO		
SUPPLIERS	PRIMARY	SECONDARY
WECHU	1005 Ouellette Ave. Windsor, Ontario N9A 4J8 519-258-8672 Dr. Aziz Ahmed	
MOE	Spills Action Centre 1-800-268-6060	
Distribution Components Piping, hydrants, fittings, etc	Evans Utility Supply 338 Neptune Crescent London, ON. N6M 1A1 Office 1-800-268-8309	
OCWA – sampling service provider on behalf of Union Water Supply system	OCWA 1615 Union Ave Ruthven Ontario. N0P 2G0 Gary Dunmore 519-326-4447	
Miscellaneous Suppliers	Fastenal Company 2 Iroquois Rd. Unit # 4 RR#4 Leamington On. Office 519-322-1800	Windsor Factory Supply 213 Talbot St West Leamington, ON. N8H 1N8 Counter 519-326-5767
	TSC Store 235 Talbot Street East Leamington, Ontario N8H 1N8 Counter 519-324-9658	

	<div>Kingsville Environmental Services</div> <div>Procedure 14:01</div> <div>Review and Provision of</div> <div>Infrastructure</div>	<div>Element: # 14:01</div> <div>Issued: 26-Nov-19</div> <div>Rev.#: 1</div> <div>Pages: 1 of 2</div>
<div>Reviewed by: Public Works Manager</div>		<div>Approved by: Director of Municipal Services</div>

REVIEW AND PROVISION OF INFRASTRUCTURE

1.0 Purpose

To describe Kingsville Environmental Services procedure for reviewing the adequacy of infrastructure necessary to operate and maintain the drinking water distribution system.

2.0 Scope

Applies to review and provision of infrastructure at Kingsville Environmental Services

3.0 Responsibility

- QMS Representative(s)

4.0 Definitions

Infrastructure – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware and software and supporting services, such as transport or communication.

Rehabilitation – the process of repairing or refurbishing an infrastructure element.

Renewal – the process of replacing the infrastructure element with new elements.

5.0 Procedure


- 5.1 At least once every calendar year, the Director of Municipal Services conducts a review of the drinking water system's infrastructure to assess its adequacy for the operation and maintenance of the system.
- 5.2 The outcomes of the risk assessment documented as per Procedure 7/8:01 are also considered as part of this review.
- 5.3 A summary of maintenance and capital recommendations (Annual Maintenance Budget) will be submitted to the owner for review and comment. Upon authorization, timelines and responsibilities for implementation of items identified will be documented and scheduled.
- 5.4 The Director of Municipal Services will include the results of the recommendations and proposed timelines at the Management Review.

6.0 Related Documents

Annual Operational Budget and Capital Budget
Management Review Documents

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
26-Nov-19	1	Updated as per DWQMS version 2.0

	Kingsville Environmental Services Procedure 16:01 Sampling, Testing & Monitoring	Element: # 16:01 Issued: 26-Nov-19 Rev.#: 1 Pages: 1 of 2
Reviewed by: Manager of Municipal Services	Approved by: Director of Municipal Services	

Sampling, Testing & Monitoring

1.0 Purpose

To describe the Kingsville Environmental Services procedure for sampling, testing and monitoring for process control and finished drinking water quality.

2.0 Scope

Applies to sampling, testing and monitoring for the Kingsville's Environmental Service Department.

3.0 Responsibilities

- QMS Representative(s)
- Operators

4.0 Definitions

None

5.0 Procedure

- 5.1 All sampling, monitoring and testing is conducted at a minimum in accordance with SDWA O. Reg. 170/03. Adverse water quality incidents are responded to and reported as per regulations.
- 5.2 Samples are submitted to an accredited and licensed laboratory. The sampling schedule is maintained by the Union Water Supply System. OCWA performs that service on behalf of the Union Water Supply System and a hardcopy of the reports are maintained at the Union Water Supply System.
- 5.3 Samples, testing and monitoring results are presented to the Owner by means of Annual and Summary Reports.
- 5.4 In-house sampling and flow monitoring activities are conducted on an as-needed basis by a certified operator and as shown in Table 1. The results of these tests are recorded in the Flushing Log Book at the Kingsville Environmental Services Department.

Table 1 – In-House Sampling and Testing Schedule

<i>Parameter</i>	<i>Location</i>	<i>Frequency</i>
Target chlorine residual (Non regulatory) as per Table 2, CCP, in Procedure 7/8:01	Identified dead ends	As required by Kingsville Environmental Services SOP

- 5.5 Pressures and secondary disinfectant residuals are continuously monitored by Union Water Supply System.

-
- 5.6 Additional sampling for target chlorine residual is conducted in accordance with Table 1 above.
- 5.7 Upstream adverse sample results at the Union Water Treatment Plant are communicated using the OCWA Adverse Sample Results Protocol on behalf of Union Water Supply System.
- 5.8 Sampling, testing and monitoring results are readily accessible at the Union Water Supply System.

6.0 Related Documents

SOPs

Flush Log (Chlorine Residual)

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
26-Nov-19	1	Updated template and format

	<p>Kingsville Environmental Services Procedure 17:01 Measurement & Recording Equipment Calibration & Maintenance</p>	<p>Element: # 17:01 Issued: 26-Nov-19 Rev.#: 1 Pages: 1 of 2</p>
<p>Reviewed by: Public Works Manager</p>		<p>Approved by: Director of Municipal Services</p>

MEASUREMENT & RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE

1.0 Purpose

To describe the Kingsville Environmental Services procedure for the calibration and maintenance of measurement and recording equipment.

2.0 Scope

Applies to the measurement and recording equipment in the Kingsville Environmental Services Department.

3.0 Responsibility

- QMS Representative(s)
- Operators

4.0 Definitions

None

5.0 Procedure

- 5.1 All measurement and recording equipment calibration and maintenance activities are performed by appropriately trained and qualified personnel of OCWA on behalf of Union Water Supply System.
- 5.2 OCWA, on behalf of Union Water System, establishes and maintains a list of all measurement and recording devices and associated calibration schedules.

Calibration and maintenance activities are carried out in accordance with procedures specified in the manufacturer's manual and frequency is documented in Table1.

**Table 1 - Measurement and Recording Equipment
Calibration and Maintenance Information**

Sampling/Testing or Monitoring Parameter	Equipment	Method	Frequency	Schedule	Results
Chlorine Residuals	Hand held Hach	Manufacturer's Manual recommendations	Annually	As per Work Order	Flush Log


5.3 Calibration and maintenance records and maintenance/equipment manuals are maintained as per 5:01 Document and Records Control.

6.0 Related Documents

Calibration Certificates
Flush Log (Chlorine Residual)

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
26-Nov-19	1	Updated template and format

	<div>Kingsville Environmental Services Procedure 18:01 Emergency Management</div>	<div>Proc.: #18:01 Issued: 26-Nov-19 Rev.#: 2 Pages: 1 of 2</div>
<div>Reviewed by: Public Works Manager</div>	<div>Approved by: Director of Municipal Services</div>	

EMERGENCY MANAGEMENT

1.0 Purpose

To describe the Kingsville Environmental Services procedure for maintaining a state of emergency preparedness.

2.0 Scope

Applies to potential emergency situations or service interruptions identified for the water system operated by Kingsville Environmental Services.

3.0 Responsibility

- Owner
- QMS Representative(s)
- Operators

4.0 Definitions

Municipal Emergency Plan – The emergency plan required by the Emergency Management and Civil Protection Act and adopted as a by-law by council, governing the provision of necessary services during and emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency.

Emergency – a potential situation or service interruption that may result in the loss of the ability to maintain a supply of safe drinking water to consumers.

Emergency Response – the effort to mitigate the impact of an emergency on consumers.

5.0 Procedure

- 5.1 The Director of Municipal Services maintains the Emergency Response Plan and Emergency Management Procedure.
- 5.2 Table 1 describes the list of potential emergency situations or service interruptions. For each of these emergency situations/service interruptions, a step-by-step SOP defining the processes for response and recovery is in place.

TABLE 1

POTENTIAL EMERGENCIES	
Description of Emergency	Potential Outcome
Contamination of water either from the source or in the distribution system (i.e. low pressure, main break, loss of supply, etc.)	Health risk, contamination of treated water or environment, service disruption. Please refer to SOP Index to obtain appropriate SOP to be used.

- 5.3 Appropriate personnel are trained on this procedure and on specific emergency situations on an ongoing basis. Personnel are also trained by reviewing and testing the SOPs (used for emergencies). All training/testing is documented.
- 5.4 Operating Authority and Owner roles and responsibilities for Emergency Management are set out in the Roles and Responsibilities table in Element 9.
- 5.5 Relevant sections of the Town of Kingsville's Emergency Plan, which may also contain additional information on emergency roles and responsibilities, for those situations which affect drinking water are contained in the Town of Kingsville Municipal Offices.
- 5.6 An emergency/essential supplies and services contact list is maintained and available to all staff and updated at least annually.
- 5.7 As appropriate, communications during emergency situations or service interruptions are set out in the Town of Kingsville Emergency Plan/ SOPs/ communication protocol.
- 5.8 Any and all communications relative to the QMS and water distribution system during an emergency situation or service interruption will be the responsibility of the Director of Municipal Services or the ORO.

6.0 Related Documents

Municipal Emergency Response Plan
Records of Training/testing/plan updates
Emergency/Essential Supplies and Services Contact List
SOPs – index for SOPs

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-9	0	Procedure issued
28-Mar-11	1	Updates following Internal Audit
26-Nov-19	1	Updated template and format

	<div>Kingsville Environmental Services Procedure 19:01 Internal Audit</div>	<div>Proc.: #19:01 Issued: 26-Nov-19 Rev.#: 1 Pages: 1 of 2</div>
Reviewed by: Public Works Manager		Approved by: Director of Municipal Services

INTERNAL AUDIT

1.0 Purpose

To describe the Kingsville's Environmental Services Department procedure for conducting internal audits at the facility level that evaluates the conformance to the requirements of the Drinking Water Quality Management Standard (DWQMS).

2.0 Scope

This procedure applies to the process of conducting internal audits at the Kingsville WDS.

3.0 Responsibility

- QMS Representative(s)

4.0 Definitions

Audit – a systematic and documented verification process that involves objectively obtaining and evaluating documents and processes to determine whether a quality management system conforms to the requirements of this Standard.

Non-conformance – the non-fulfillment of a DWQMS requirement

5.0 Procedure

- 5.1 The Director of Municipal Services or designate maintains the Internal Audit Procedure and schedules the internal QMS audit that addresses all DWQMS elements conducted for the facility at least once every calendar year. The Director of Municipal Services selects personnel to perform the audit considering adequate skills, training and/or experience.
- 5.2 The auditor evaluates conformity of the QMS with the requirements of the DWQMS by asking questions which are designed to encompass all of the requirements of the DWQMS.
- 5.3 The auditor will use a checklist developed from MOECC DWQMS and supporting documentation, to ensure all 21 elements of the DWQMS are addressed. Audits will include interviews with select staff of the Operating Authority, observation of operating practices, and review of documents. The auditor will document the audit findings in written reports to the Operating Authority.
- 5.4 The auditor reviews the facility's approved policies and procedures, the results of previous internal and external QMS audits, the status of corrective and preventive actions and other QMS-related documentation prior to the audit.


- 5.5 When nonconformity is identified through the internal audit process, an action plan to rectify the issue is developed by the Director of Municipal Services, specifying responsibility and a target date for resolution. The Director of Municipal Services monitors progress of the action plan related to the identified nonconformity until it is fully resolved.
- 5.6 The QMS Representative(s) ensures that results of the audit are included as input to the management review process.

6.0 Related Documents

Audit Reports
Action Plans

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
26-Nov-19	1	Updated template and format

	<div>Kingsville Environmental Services Procedure 20:01 Management Review</div>	<div>1</div> <div>Element: # 20:01 Issued: 26-Nov-19 Rev.#: 3 Pages: 1 of 2</div>
<div>Reviewed by: Public Works Manager</div>	<div>Approved by: Director of Municipal Services</div>	

MANAGEMENT REVIEW

1.0 Purpose

To describe the Kingsville WDS procedure for a Management Review of the Quality Management System (QMS) at the facility level.

2.0 Scope

Applies to the review by Top Management for Kingsville Environmental Services of the QMS implemented for Kingsville WDS.

3.0 Responsibility

- QMS Representative(s)

4.0 Definitions

Management Review – a process where a higher level of managers in the operating authority considers various indicators within the QMS.

5.0 Procedure

- 5.1 The Director of Municipal Services determines a suitable frequency for Management Review meetings for the drinking water system. As a minimum, reviews must be conducted at least once every calendar year.
- 5.2 The standing agenda for Management Review meetings is as follows:
 - a) Incidents of regulatory non-compliance;
 - b) Incidents of adverse drinking water tests;
 - c) Deviations from critical control limits and response actions;
 - d) The effectiveness of the risk assessment process;
 - e) Internal and third-party audit results (including any preventive actions implemented to address Opportunities for Improvement (OFI) or rationale as to why OFIs were not implemented);
 - f) Results of emergency response testing (including any OFIs identified);
 - g) Operational performance;
 - h) Raw water supply and drinking water quality trends;
 - i) Follow-up on action items from previous Management Reviews;
 - j) The status of management action items identified between reviews;

- k) Changes that could affect the QEMS;
- l) Consumer feedback;
- m) The resources needed to maintain the QEMS;
- n) The results of the infrastructure review;
- o) Operational Plan currency, content and updates; and
- p) Staff suggestions.

The QMS Representative(s) coordinates the Management Review and ensures that the agenda with identified responsibilities is distributed to all participants in advance of the Management Review meeting along with any related reference materials.

- 5.3 The Management review participants review all data presented and make recommendations and/or initiate action plans to address identified deficiencies as appropriate.
- 5.4 The QMS Representative ensures that minutes of and action plans resulting from the Management Review meeting are prepared and distributed to the management in the Kingsville Environmental Services and to the owner.
- 5.5 The Director of Municipal Services monitors the progress and documents the completion of action plans resulting from the Management Review.

6.0 Related Documents

Management Review Documents
Audit Reports

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
28-Mar-11	1	Updates following Internal Audit
2-Dec-13	2	Updates following SAI Global Audit 2013
26-Nov-19	3	Updated template and format



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

Date: October 31, 2019
To: Mayor and Council
Author: Tim Del Greco, Manager of Municipal Services
RE: Annual Traffic By-Law Amendment (2019)
Report No.: MS 2019 – 47

AIM

To seek direction from Council with respect to requested revision of Kingsville Traffic By-Law 21-2005.

BACKGROUND

Throughout the year, Administration receives a number of requests for revision of Kingsville Traffic By-Law 21-2005. These requests are investigated by Municipal Services, and if deemed valid, are then brought forth to the public for comment and feedback.

On October 8 2019, the Town of Kingsville hosted an annual public input session to collect feedback on the traffic proposals listed below. Comments were also submitted via email for those not able to attend in person.

- *Modification of Chestnut Street to a one-way street heading north.*
- *Addition of 'No Parking' signs on both sides of Cranberry Street and Holly Street.*
- *Addition of 'No Parking' signs on the east side of Division Street South from Herrington Street to Lakeside Crescent.*
- *Addition of a 'Stop Sign' in the south bound lane of Lakeview Ave at the intersection of Lakeview Ave and Park Street.*
- *Permanent addition of a '15 Minute Parking Zone' in front of 10 Hillview Crescent.*
- *Addition of 'No Parking' signs on both sides of Lansdowne Ave from Erie Street to Park Street.*
- *Addition of a 'Stop Sign' in the south bound lane of Cameron Sideroad at the intersection of Cameron Sideroad and North Talbot Road.*

- *Addition of 'No Parking' signs within the Purple Plum Drive cul-de-sac.*
- *Addition of 'No Parking' signs on both sides of Santos Drive from Main Street East and heading south for a distance of 36 meters.*

Further, the Town requested comments from the public for a proposed revision of Section 14.(5) of Kingsville Traffic By-Law 21-2005 (below):

Current: No person shall park a bus, commercial/personal trailers, boats or recreational vehicles on any highway overnight and not more than five (5) hours during the day.

Proposed: Parking of buses, commercial/personal trailers, boats or recreational vehicles on any highway (roadway) shall only be permitted from 9:00am to 3:00pm, Monday thru Friday.

Feedback collected during the public input session as well as via email is attached in Appendix A for your reference. The visuals presented at the public input session are attached in Appendix B.

DISCUSSION

The comments included in Appendix A of this report are summarized below for each proposal along with any applicable investigations by Municipal Services.

Modification of Chestnut Street to a one-way street heading north.

A complaint was registered with the Town expressing poor visibility when turning west onto Main Street West from Chestnut Street. Upon review, it was determined that the required sight distance for this maneuver does not meet current TAC Guidelines (Transportation Association of Canada - Geometric Design Guide for Canadian Roads). The building at 28 Main Street West obstructs sight distance and limits this sight distance to approximately 30 meters, well short of the 95 meters as recommended by TAC Guidelines. Several solutions for improving sight distance at this intersection have been considered including installation of a traffic signal, all-way stop, reduction in speed limit on Main Street West, and the conversion of Chestnut Street to a one-way.

Converting Chestnut Street to a one-way street heading north is least likely to impact traffic on Main Street West. Recent traffic data suggests that approximately 23 vehicles per hour travel south on Chestnut Street between the hours of 8am and 6pm. It is anticipated that some of this traffic will be rerouted to Division Street North.

Feedback received from business owners on Chestnut Street opposed this proposal with concerns that it may become more difficult for customers to access their location. With that said, access is still possible through the municipal parking lot via Walnut Street.

The recommendation is to convert Chestnut Street to a one-way heading north.

Addition of 'No Parking' signs on both sides of Cranberry Street and Holly Street.

A parking prohibition on Cranberry and Holly was proposed due to a high volume of parked cars on the roadway resulting in a narrowing of the traveled laneway.

There are no major issues with sight lines on Cranberry Street and Holly Street. The presence of parked vehicles on the roadway encourages traffic calming. Feedback received from residents of the area overwhelmingly supports on-street parking.

It is recommended that no changes be made to Cranberry Street and Holly Street.

Addition of 'No Parking' signs on the east side of Division Street South from Herrington Street to Lakeside Crescent.

During construction of the apartment complex at 6 Park Street, several complaints were registered with the Town regarding excessive on-street parking of contractor vehicles on Division Street South and Park Street. Now that construction is complete, the number of vehicles utilizing on-street parking is much lower. However, during review of the area, it was observed that vehicles are parking along the new apartment complex on Division Street South. Vehicles parked in this location obstruct sight lines for drivers exiting Park Street.

The feedback received with respect to this proposal was generally mixed with no clear direction for either support or opposition.

It is recommended that parking be prohibited on the east side of Division Street South from Herrington to Lakeside Crescent.

Addition of a 'Stop Sign' in the south bound lane of Lakeview Ave at the intersection of Lakeview Ave and Park Street.

Plans for Park Street Reconstruction included the installation of new sidewalks as well as a new stop sign in the south bound lane of Lakeview Ave at Park Street. The intent of the stop sign is to promote active transportation and safe usage of the new sidewalks as well as the road crossing. Further, sight lines are less than ideal due to the curve on Lakeview Ave as well as the location of the stop bar/sign on Park Street.

The feedback received with respect to this proposal was generally mixed with no clear direction for either support or opposition.

The recommendation is to proceed with the installation of a stop sign as indicated.

Permanent addition of a "15 Minute Parking Zone" in front of 10 Hillview Crescent.

Concerns with sight lines on Hillview at the curve were discussed during the annual traffic by-law review in 2018. A parking prohibition on the south side of Hillview was the result of such discussion. Subsequent to this change, complaints were registered with the Town expressing a lack of accessibility at the apartment complex at 10 Hillview Crescent due to vehicles now parking in front of the sidewalk approach. In 2019, Council enacted a "15 Minute Parking Zone" on a trial basis along 10 Hillview in an effort to improve accessibility.

Feedback as it pertains to this proposal was generally mixed. However, comments from the owner and tenants of the apartment complex at 19 Hillview opposed the proposal citing a lack of parking for themselves. Additional parking can be secured by shortening the length of the “15 Minute Parking Zone” thus providing a more equitable solution for both apartment complexes.

Feedback was also received outside of the scope of this proposal and more applicable to previous discussion held in 2018 regarding parking along Hillview further west.

It is recommended that the “15 Minute Parking Zone” be reduced in length to 23 meters and included in the Kingsville Traffic By-Law. Appendix C includes a map of this recommendation.

Addition of ‘No Parking’ signs on both sides of Lansdowne Ave from Erie Street to Park Street.

Complaints have been registered with the Town regarding excessive on-street parking and congestion on Lansdowne Ave at the intersection of Lansdowne Ave and Park Street. During review of the area, parked vehicles have been observed on Lansdowne within the intersection sight triangle reducing visibility for drivers. As well, commercial vehicles have been using this area as an unloading zone further adding to the congestion.

Feedback from residents of the area shows support for some form of limited parking on Lansdowne Ave. Feedback from the owners, employees, and users of the Beach House Grill Restaurant support on-street parking.

It is recommended that parking be prohibited on the east side of the road only, with the exception of a commercial unloading zone adjacent to the restaurant. This parking scheme will eliminate congestion within the intersection while still providing customers and commercial drivers the option of parking near or adjacent to the restaurant. Appendix D includes a map of this recommendation.

Addition of a ‘Stop Sign’ in the south bound lane of Cameron Sideroad at the intersection of Cameron Sideroad and North Talbot Road.

Concerns relating to sight line visibility within this intersection were reported to the Town. Upon review, it was identified that the sight triangle for drivers in the southeast bound lane of North Talbot Road fails to meet TAC Guidelines. This results in a difficulty for drivers to verify Cameron Sideroad is clear prior to entering the intersection.

As an interim measure, vegetation was removed from both private and public land in order to improve visibility. Regardless of this measure, sight lines and visibility remain an issue as the intersection is poorly aligned.

Under ideal circumstances, the intersection would be reconstructed and aligned to proper geometric standards in order to maintain traffic flow. This would require a significant capital investment. Further, the Town does not own the land required to properly align the intersection. An additional investment would be necessary for land acquisition. The addition of a stop sign in the south bound lane of Cameron will address poor sight line visibility, however it will reduce the flow of traffic.

Seven comment cards were received at the open house, six of which oppose the stop sign proposal. There is support within the comments for realignment of the intersection.

It is recommended that a stop sign be installed in the south bound lane of Cameron Sideroad at the intersection of Cameron Sideroad and North Talbot Road.

Addition of 'No Parking' signs within the Purple Plum Drive cul-de-sac.

A complaint has been registered with the Town regarding parked vehicles within the cul-de-sac on Purple Plum. The complaint specifies that a vehicle routinely parks in the cul-de-sac for long periods of time creating visibility issues.

Of the minimal feedback received, the responses generally supported a parking prohibition within the cul-de-sac. It is worth noting some of this supporting feedback was received by residents who do not live within the cul-de-sac and would generally be unaffected by any decision.

Through previous investigations it has been determined that parking within cul-de-sacs is both safe and common. Emergency and service vehicles can navigate cul-de-sacs in the presence of parked vehicles.

Administration does not recommend any changes to parking on Purple Plum Drive.

Addition of 'No Parking' signs on both sides of Santos Drive at Main Street East and heading south for a distance of 36 meters.

A complaint was received that vehicles are parking on Santos Drive in close proximity of Main Street East creating congestion and concern for safety.

Minimal feedback received at the open house was generally mixed and from residents who do not reside in this particular area. Two emails were received from residents of the area, one in support and one in opposition of the proposal.

During review of the intersection, very few parked vehicles were observed in this area with the exception of when students are departing Kingsville District High School. During this time, vehicles were parking within the 15 meter intersection setback as prohibited by the general parking provisions of the Kingsville Traffic By-Law. This condition, although congested, lasts only a few minutes each school day.

It is recommended that parking be prohibited on both sides of Santos Drive at Main Street East and heading south for a distance of 25 meters only.

Section 14.(5) of Kingsville Traffic By-Law 21-2005.

In 2015, Council approved the following amendment to the Kingsville Traffic By-Law in response to complaints relating to on-street parking of school buses:

- *No person shall park a bus, commercial/personal trailers, boats or recreational vehicles on any highway overnight and not more than five (5) hours during the day.*

However, as currently written, this provision is difficult to enforce as the wording is too ambiguous. “Overnight” is open to interpretation and “not more than five (5) hours during the day” is difficult for an officer to verify without continuous monitoring.

As a result, the following revision was proposed during the recent traffic by-law open house:

- *Parking of buses, commercial/personal trailers, boats or recreational vehicles on any highway (roadway) shall only be permitted from 9:00am to 3:00pm, Monday thru Friday.*

The feedback collected during the open house was generally mixed. However, a number of emails were received opposing the proposal. The opposition cited that some bus drivers have commercial routes that operate during evenings and weekends and this proposal limits their availability of on-street parking.

Allowing on-street parking of buses provides drivers the convenience and cost savings of parking at home should the depot be further away from their route. Conversely, on-street parking of buses can result in complaints as these large vehicles can impact sight visibility for passenger vehicles as well as diminish the aesthetics of residential neighborhoods. Acknowledging that both the benefits as well as the negative impacts of bus parking are valid, a proposal providing compromise is likely the ideal solution.

Therefore it is recommended that Section 14.(5) of Kingsville Traffic By-Law 21-2005 be revised to:

- *Parking of buses on any highway (roadway) shall only be permitted from 9:00am to 3:00pm, Monday thru Friday, from September 1st to July 1st each year.*

It is also recommended that the following provision be included in Kingsville Traffic By-Law 21-2005:

- *Parking of commercial/personal utility trailers, boats or recreational vehicles on any highway (roadway) shall only be permitted from 8:00am to 7:00pm daily.*

Separating the original provision addresses the unique on-street parking needs of each vehicle type. School bus parking is typically a daily occurrence during the school year whereas on-street parking of utility trailers, boats, and recreational vehicles is more infrequent.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

All costs for signage as a result of Council’s direction will be expensed to the 2019 Public Works Operational Budget. Typical costs range between \$300 and \$500 for all signs and materials for each proposal, if approved.

CONSULTATIONS

Kingsville Administration
Kingsville Residents

RECOMMENDATION

That Council approves the following amendments to Kingsville Traffic By-Law 21-2005:

1. Modification of Chestnut Street to a one-way street heading north.
2. Addition of 'No Parking' signs on the east side of Division Street South from Herrington Street to Lakeside Crescent.
3. Addition of a 'Stop Sign' in the south bound lane of Lakeview Ave at the intersection of Lakeview Ave and Park Street.
4. Permanent addition of a '15 Minute Parking Zone' 23 meters in length in front of 10 Hillview Crescent.
5. Addition of 'No Parking' and 'Commercial Loading' signs on the east side of Lansdowne Ave from Erie Street to Park Street as depicted in Appendix D.
6. Addition of a 'Stop Sign' in the south bound lane of Cameron Sideroad at the intersection of Cameron Sideroad and North Talbot Road.
7. Addition of 'No Parking' signs on both sides of Santos Drive at Main Street East and heading south for a distance of 25 meters.
8. Revision of Section 14.(5) of Kingsville Traffic By-Law 21-2005 to:
Parking of buses on any highway (roadway) shall only be permitted from 9:00am to 3:00pm, Monday thru Friday, from September 1st to July 1st each year.
9. Addition of the following provision in Kingsville Traffic By-Law 21-2005:
Parking of commercial/personal utility trailers, boats or recreational vehicles on any highway (roadway) shall only be permitted from 8:00am to 7:00pm daily.

Tim Del Greco

Tim Del Greco, P.Eng
Manager of Municipal Services

G. A. Plancke

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

Peggy Van Mierlo-West

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



Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:

A large black rectangular box redacting the contact information provided by the respondent.

Traffic By-Law Proposed Revision:

"Modification of Chestnut Street to a one-way street heading north."

Please check this box if you are in support of this revision.

☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:

SIMPLY TO MUCH CONFUSION WITH THIS
AREA PUT A REST TO THE PROBLEM.



Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

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Phone:

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☐

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☒

Comments:



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Name:

Phone:

Address:

Traffic By-Law Proposed Revision:

"Modification of Chestnut Street to a one-way street heading north."

Please check this box if you are in support of this revision.

☐

Please check this box if you are **NOT** in support of this revision.

☒

Comments:

- I THINK A BETTER SOLUTION IS A REDUCTION IN PARKING SPACES TO INCREASE SIGHT LINES AS THIS WILL ALLOW 2WAY TRAFFIC TO REMAIN INTACT.
- A SAFETY CONCERN, SHOULD THE PROPOSAL GO FORWARD, WILL BE DANGEROUS THROUGH-WAY TRAFFIC IN THE LIBRARY PARKING LOT.



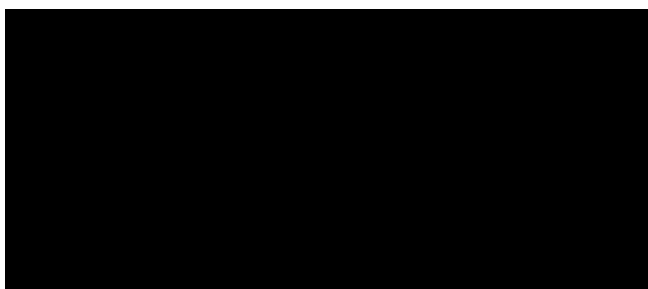
Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:



Traffic By-Law Proposed Revision:

"Modification of Chestnut Street to a one-way street heading north."

Please check this box if you are in support of this revision.

☐

Please check this box if you are **NOT** in support of this revision.

☒

Comments:

I feel like the solution to improve the line of sight would be to remove a parking space in front of 26-28 Main. This would be similar to the line of sight at the intersection of Division St N. and Beech.

The Library Parking Lot is currently often used as a through way by many vehicles throughout the day and I feel like this will only increase if people cannot drive south on Chestnut. There are many pedestrians and school children in the parking lot. More traffic is a safety risk. This could also cause other traffic problems with more people turning onto Division St N. from King which is an already crowded intersection.



Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:

A large black rectangular box redacting the contact information provided by the respondent.

Traffic By-Law Proposed Revision:

"Modification of Chestnut Street to a one-way street heading north."

Please check this box if you are in support of this revision.

☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:



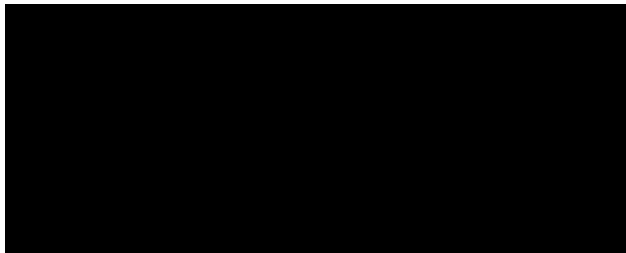
Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:



Traffic By-Law Proposed Revision:

"Modification of Chestnut Street to a one-way street heading north."

Please check this box if you are in support of this revision.

☐

Please check this box if you are **NOT** in support of this revision.

☒

Comments:

If you make Chestnut a one-way heading north you will ~~also~~ make more traffic going around the block causing ~~no~~ more traffic and stress for everyone (causing a bigger problem)



Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:

A large black rectangular box redacting the contact information provided by the respondent.

Traffic By-Law Proposed Revision:

"Modification of Chestnut Street to a one-way street heading north."

Please check this box if you are in support of this revision.

☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:

NO INFORMATION RE WHY THIS IS BEING
REQUESTED AND BY WHOM.



Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:

Traffic By-Law Proposed Revision:

"Modification of Chestnut Street to a one-way street heading north."

Please check this box if you are in support of this revision.

☒

*with access
off Walnut*

Please check this box if you are **NOT** in support of this revision.

☐

Comments:

*One Way on Chestnut St. is probably
a good idea.*

**Must* Allow access off Walnut St into
the parking lot behind the Chuckwagon
and beside the library.*

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: One way traffic Chestnut Ave
Date: Wednesday, October 9, 2019 4:56:57 PM

SIR:

[REDACTED]

I apologize I was unable to attend the meeting regarding the proposed change of traffic on Chestnut. These are my concerns.

There are only a few businesses on our small street already making it difficult to attract customers via traffic, restricting the direction of the traffic will only make that more difficult for us forcing people to make more turns and go through traffic light to get to us .

From a traffic flow standpoint my opinion is this will cause more problems. I know you have engineers and things that make these decisions, but I have been conducting my business here with my bay door wide open for a few years, and I do have 20 years of police experience to lend some credibility towards my viewpoint on this matter.

People use the municipal lot to cut through as it is. I have personally witnessed 2 accidents and a handful of near misses in the municipal lot across the street. I believe making the only exit onto already congested Division from Walnut street will only make this option increasingly enticing, endangering pedestrian and vehicular traffic within the parking lot. I believe that removing one parking spot on w/b Main Street would make open up line of sight, mitigate the risk in the parking lot and allow traffic to the businesses on Chestnut.

Thank you for hearing and considering our concerns.

[REDACTED]

[REDACTED]



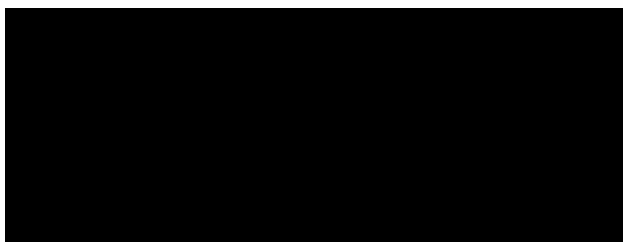
Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:



Traffic By-Law Proposed Revision:

"Addition of 'No Parking' signs on both sides of Cranberry Street and Holly Street."

Please check this box if you are in support of this revision.

☐

Please check this box if you are **NOT** in support of this revision.

☒

Comments:

As of being apart of a family on this street it would be very difficult to find parking anywhere else around this area. The main street is right there (main street) we can't park there. As of around the corner in another area, it would cause problems to the other neighbours if we all started having to park there. I feel as though I speak for most of the residents in this area that this revision speaks no logic.



Comment Card

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Phone:

Address:

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Comments:



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Comments:



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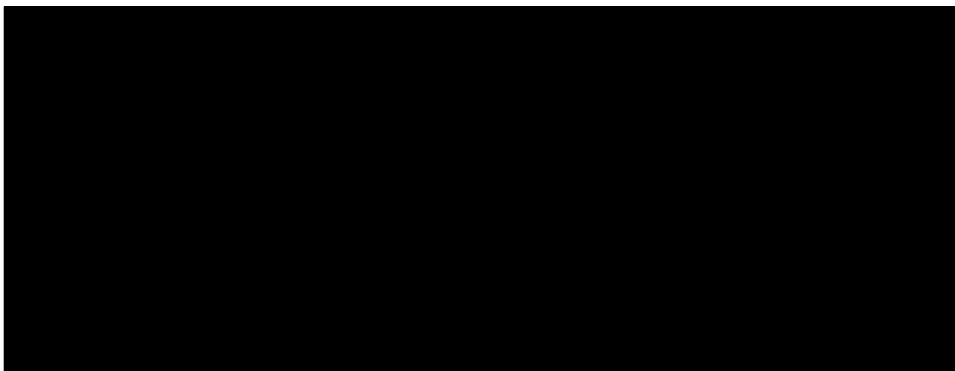
Please check this box if you are **NOT** in support of this revision.

☒

Comments:

I have 6 Vehicles in total, ~~there~~
4 People living in my House, all Drive
and need Vehicles. I have 1 extra work
Van for my Business there is absolutely
No way I can Tolerate this No Parking B
when I bought my house 1 year ago it did
not say anything about not having a fam.
or that my visitors would be limited the
Size of my driveway! if someone has a J

complaint then THEY should move!
This is absolutely insane and Truth be told.
This is a cowards way of handling
this matter!!! where is the actual council meeting
where we can exercise our Freedom of Speech
as Tax payers and people that actually
Voted for these council members Deserve
Better than this. The town of Kingsville
Should be ashamed. This is an embarrassment
my concern is how do we know our voices are
being heard? I also have a special needs
child that needs his vehicle to get his
meetings, Doctors appointments and therapy.
we all have Jobs and pay taxes and Vote.
This is Bull shit!!!





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☐

Comments:

PARKING IS AN ISSUE BUT WHEN THERE IS
A FIRE, SIMPLY TOO MUCH CONGESTION WILL PREVENT
ANY TYPE OF MOVEMENT FOR FIRE TRUCK IN THE
AREA. BE SMART MAYBE PARK IN DRIVEWAYS.



Comment Card

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☒

Comments:

where will my company park? (Relatives)



Comment Card

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☒

Comments:

x Need STREET OPEN FOR COMPANY
PARKING

x DO NOT SUPPORT THIS AT ALL!



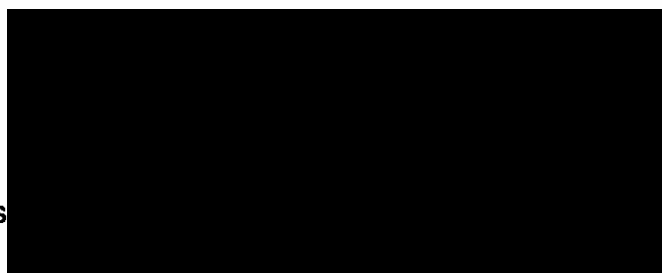
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Please check this box if you are **NOT** in support of this revision.

☒

Comments:

Why it is a dead end, with no
other exit



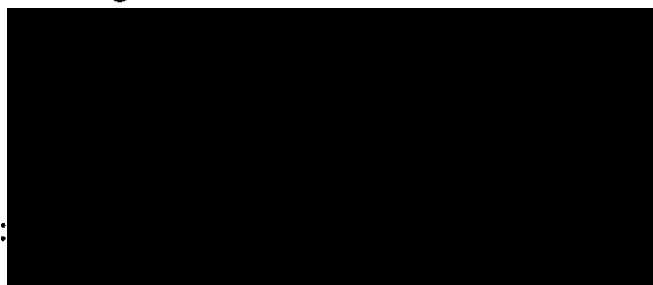
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☒

Comments:

Where are guests or people
staying for extended visits to park?



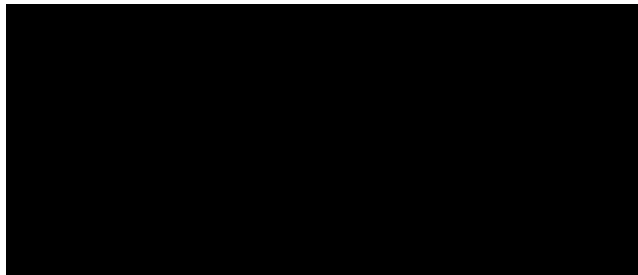
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Comments:

We have 3 cars and would
have no place to park anyone
that visits.



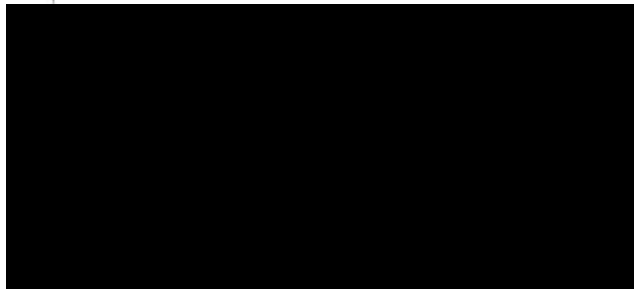
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☒

Comments:

WHERE ARE QUESTS TO PARK IF THEY ARE BEING
RESPONSIBLE & NOT DRIVE IMPAIRED.

IS IT A SNOW ISSUE? IF SO JUST A WINTER
PARKING BAN IS MORE REASONABLE



Comment Card

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Comments:

Concerns re: where guests can park when they visit, possible other vehicles as part of our retirement.

Also what issue are you trying to address

Please see previously sent email & additional concerns.



Comment Card

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Comments:

Would like CLARIFICATION AS TO WHY THIS IS BEING
considered. Our Driveways are ONLY long enough for
2 cars to park. Where do our GUESTS PARK?
If there is a need to ~~restrict~~ only park on one side
Suggestion would be NORTH SIDE OF CRANBERRY
& East side of Holly AREA WITH THE
End of the Cul-de-sac (Between 2 Holly & 3
* OR LEAVE IT THE WAY IT STANDS!



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☒

Not

Comments:

My son and grand children live
London Ont, brother Windsor, mostly
all my family outside Kingsville
need to travel going through on
Hwy 2 also, this is unacceptable



Comment Card

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Name:

Phone:

Address:

[Redacted contact information]

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NOT

Comments:

Family outside Kingsville
Toronto, Windsor



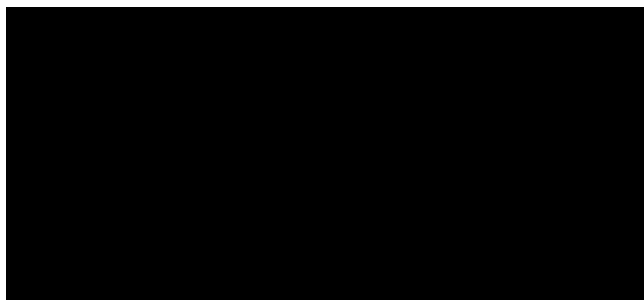
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Comments:

would prefer parking on one side of
Cranberry & Holly. would not like no parking.
I wish I could have known this before I purchased my
home.



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Comments:

Ridiculus That They want no
Parking - what are we suppose to do when
we have company ???



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Comments:

DO NOT WANT NO PARKING SIGNS

A large black rectangular box redacting the comments provided by the respondent.



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Comments:

WE ARE A FAMILY WHO RECENTLY PURCHASED THIS HOME WITH MULTIPLE VEHICLES.... IT IS UNFAIR TO THINK THAT WE NOR ANY VISITING FAMILY, FRIENDS, OR CONSTRUCTION WORKERS WOULD HAVE ANY PLACE TO PARK... WE HAVE ELDERLY PARENTS THAT VISIT. WE FEEL THAT THIS ALSO LOWERS THE VALUE OF OUR HOMES AND THINK THAT THIS IS RIDICULOUS IDEA.... IF THE TOWN PROCEEDS, THEN IN ALL FAIRNESS EVERY NEIGHBOURHOOD IN KINGSVILLE SHOULD BE SUBJECT TO THE SAME!! WE PAY TAXES FOR THIS LIKE ALL DO!



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☒

Comments:

THIS IS UNREASONABLE

Family & Friends CANNOT VISIT, RELATIVES, PARENTS,

HANDICAP UNABLE VERY INCONVENIENT W/ WALKER & WHEELCHAIRS

THIS IS ABSOLUTELY UNACCEPTABLE. VALUE OF PROPERTY
and resale option will be difficult

If this passes then all residential streets:

MAIN ST SHOULD HAVE NO PARKING NEW HOME OWNER
ENTIRE TOWN OF KINGSVILLE. will NOT purchase
Property

NO INFO STATING - REASON?

TIME TO MOVE
AWAY!!



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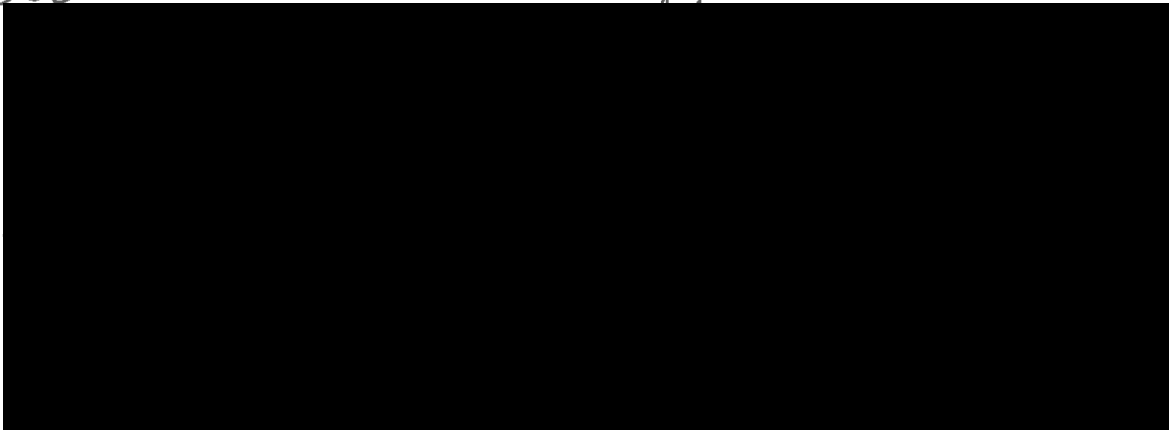
☒

Comments:

Retired in this town - Absolutely Not Fair
Ridiculous - Not Feasible for any family or
friends to visit. Demand response, Not
Attractive for ReSale & TIME To Put For Sale
Sign Up!

Sept. 30/11

Here is our proxy opposing the
No Parking signs on Cranberry St
and Holly St. as we are not
able to attend the Oct 8 meeting.





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Comments:

Where am I supposed to park when visiting my boyfriend's dad's house? I come here 4-6x a week & this would give me absolutely no parking spots. We were thinking of moving out possibly in Kingsville but if this gets passed I would never ever consider moving here. It's rude & so unreasonable. Where are friends & family supposed to park? Somewhere far so they have to take a cab? This is ridiculous!!



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Comments:

I live on Cranberry Street and am very much against the "no parking" proposal. My family alone has 4 vehicles. With only 2 ~~sp~~ cars allowed to park in the driveway, street parking is very much NEEDED. Not to mention, where would family and friends park when they come to visit?? It would be ridiculous to not be able to park close to your own home...



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Comments:

I live on Cranberry, and without the road parking, would have no where to park. There are multiple other people who live at my house who park in the driveway. Also very concerned about holidays and events and where my grandparents, elderly aunts & uncles, and friends would park! Would not feel

comfortable with my friends having to walk alone to their cars in the dark or whenever they be

As a young girl looking for her own home, I would not consider or recommend Kingsville if my family + friends could not be able to visit due to no parking. This request just seems so unreasonable.



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Comments:

NO INFORMATION RE. WHY THIS IS BEING
REQUESTED AND BY WHOM -
THEREFORE DIFFICULT TO JUDGE IMPORTANCE



Comment Card

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Comments:

No parking at all; ridiculous.
Commercial vehicle restriction is necessary.
People have visitors,

From: [Kim DeYong](#)
To: [Tim Del Greco](#); [Peggy Van Mierlo-West](#)
Cc: [Nelson Santos](#); [Gord Queen](#); [Tony Gaffan](#); [Larry Patterson](#); [Thomas Neufeld](#); [Laura Lucier](#)
Subject: Fwd: Parking bylaw Holly and Cranberry st
Date: Sunday, October 6, 2019 10:35:02 AM

Tim please include this resident's comments for your upcoming public input meeting.

Kindly,
Kim

Begin forwarded message:

From: [REDACTED]
Date: October 6, 2019 at 8:54:50 AM EDT
To: kim4kingsville@gmail.com
Cc: [REDACTED]
Subject: Parking bylaw Holly and Cranberry st

Hi Kim,

I'm not able to make the meeting but wanted include my opinion. I am apposed to the parking restrictions! Not sure if there were complaints but everybody needs to be patient! This is a new development and people are finishing landscaping/sidewalks/cement. I can admit, there were times that the road was congested, however, I am sure that this won't be an issue next year as most people are done their landscaping. Most of us have small driveways and there is no where else to park if company comes over. I could understand if people were not able to get in their driveway but as far as I know, that has not been an issue! We have a lot of retired people in the neighbourhood that I am sure are annoyed by work vehicles, however, this development was never marketed as a retirement community and never mentioned any restrictions. Please do not take away parking!

[REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Informal public input session - Oct. 8, 2019
Date: Sunday, October 6, 2019 4:24:44 PM

Tim, I am sending this email prior to the meeting on Tuesday but my husband and I will be attending and are hoping to have our concerns heard but I wanted to make sure our concerns are included in the information since the meeting is only 1 hour. Our issues:

No Parking on both sides of Cranberry Street and Holly Street and the Proposed Change of Parking of buses, commercial/personal trailers, boats or recreational vehicles on any highway (roadway) shall only be permitted from 9:00 a.m. to 3:00 p.m. Monday thru Friday.

- Why is this being put forward at this time – what issue are you hoping to address?
- Kingsville is branding itself as an area for people to retire to – then there needs to be a place for family and friends to park if they stay over. We moved from Guelph and we have a lot of people coming to visit, sometimes at the same time.
- If people are socializing and they decide to be responsible after having a drink and stay over – where do they park if there is more than 1 couple?
- Where do trades park in order to come and do work/service on the street? Why is it only 5 hours for buses, commercial/personal trailers, boats or recreational vehicles? We are retired and if we wanted to have an RV or boat and how can we park it on our driveway and have company?
- Trades aren't always able to finish a job in one day and it is more efficient for them to leave trailers/equipment on the street for the next day. They should be able to do that.
- We are still in a new subdivision with a next phase happening in the new year, my understanding it until we have the top layer of asphalt then we are still a construction zone.

There should be options available and more discussion - parking on 1 side of the street or both sides if possible.

I don't understand making this change and enforcing this parking option when there isn't an issue that it is addressing.

We are in a crescent and with the sidewalks, we lost some of our driveway space - we can only get 2 vehicles on the driveway with the sidewalk and we can't block the sidewalk.

The traffic on our street is limited with currently only 1 access point for about 30 homes, why is there a need to have no parking in this area of Cranberry and Holly?

I have found it very interesting that in the first year we have moved here some of our neighbours have been very narrow minded and arrogant about living in a new subdivision during construction and finishing stages of the

homes/landscaping with multiple calls to the Township. We liked what we saw with the community when researching where we were moving to and had hoped it was going to be a progressive area open to the retirement lifestyle we were seeking.

If this is being initiated because of a complaint or an issue then I think it needs to be outlined so we (staff of the Township and residents) can focus on the complaint/issue and not expend time on this when there are a lot of bigger issues in the community.

Thank you for this opportunity to submit our input.

[REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Parking on Holly and Cranberry
Date: Tuesday, October 8, 2019 10:23:27 AM

Good morning,

I will not be able to attend the meeting in regards to parking on Holly. I'm not sure what the reason fo this is but all of us have family and friends that will ocassionaly need a place to park for functions. There are no close parking alternatives.

Whether you restrict parking to certain hours or certain side of the street we do need parking for family and friends.

[REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: RE: No parking signs on Holly St
Date: Tuesday, September 24, 2019 11:38:39 AM

Thanks Tim definitely we need to have parking on our streets.

[REDACTED]

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: Tim Del Greco <tdelgreco@kingsville.ca>
Date: 9/24/19 8:19 AM (GMT-05:00)
To: [REDACTED]
Subject: RE: No parking signs on Holly St

Good morning [REDACTED]

Yes you are correct, if parking is prohibited, there would be no opportunity for guest parking aside from the driveways themselves. And so your feedback is important in regards to the decision making process. Thanks for submitting yours and I will add it to the file for further consideration.

Take care.

Tim

From: [REDACTED]
Sent: September 23, 2019 7:43 PM
To: Tim Del Greco <tdelgreco@kingsville.ca>
Subject: Re: No parking signs on Holly St

Hi Tim

Unfortunately I will not be able to attend due to work obligations. Thank you for the notice.

As far as no parking signs on both sides on Holly St, my concern is where would company park when visiting? I get that we dont want the street to look congested perhaps we can consider opening streets for parking on weekends. holidays etc. As this would be a reasonable alternative. Thank you!

Respectfully,

[REDACTED]

[REDACTED]

[REDACTED] from my T-Mobile 4G LTE Device

PETITION AGAINST THE "NO PARKING" ON CRANBERRY AND HOLLY ST. KINGSVILLE

NAME	PHONE #	ADDRESS	SIGNATURE
ROBERT WHITTLE			
DENISE SWITHLAND			
FLAVIO ANDREATTA			
ANDREATTA HELGA			
JUDY HAYWARD			
Melina Georgian			
John Georgian			
Fred Vigour			
Laurie Vigneux			
Biley Vigneux			
Cooper Vigneux			
Amy Kendall			
Suzanne Koster			
SILVIA KLOOSTER			
Cookie Klooster			
Derek Wiper			
Anne Klassen			
Pete Foss			
Louise Langman			

PETITION AGAINST THE "NO PARKING" ON CRANBERRY AND HOLLY ST. KINGSVILLE

NAME	PHONE #	ADDRESS	SIGNATURE
Virginia Powersville			
GERALD A. QUENNEVILLE			
MURRAY MACCHIO			
Shelley Macchio			
Julia Neill			
Sean Neill			
Lise McMahon			
John McMahon			
Ray Gauthier			
Jackie Gauthier			
Kurt Peasey			
Eddie Dalip			
LEA THOMAS			
J. BROWNE			
K. BROWNE			
R. SINKEVITCH			
J. E. Yarwood			
CHERYL Williams			

PETITION AGAINST THE "NO PARKING" ON CRANBERRY AND HOLLY ST. KINGSVILLE

NAME	PHONE #	ADDRESS	SIGNATURE
Michelle Tuszewski			
Max Bosco			
David Bosco			
ERICA BOSCO			
ROBBY GENRAEL			
AMANDA DIPETRO			
Laura DiPietro			
ARMANDO Pennardo			
Jandry Bauer			
Tom Bauer			
Kris Myers			
Mike Myers			
Adele Giustini			
Rita Giorgi			
Vito Giorgi			
Anna Pelle			
Tony Pelle			
Jennifer DiPietro			
Samantha DiPietro			



Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:

A large black rectangular box redacting the contact information provided by the respondent.

Traffic By-Law Proposed Revision:

"Addition of 'No Parking' signs on the east side of Division Street South from Herrington Street to Lakeside Crescent."

Please check this box if you are in support of this revision.

☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:

WITH THE CONSTRUCTION THAT WENT ON TO BUILD THE APARTMENTS AND CONDOS IT WAS A DANGEROUS AREA WITH ELDERLY PEOPLE IN THIS LOCATION. REMOVING PARKING IN THIS AREA WITH HELP OF THE COMMUNITY WILL STOP NEAR MISSES AND CLOSE CALLS.



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Comments:

WINTER TOBACCOING ! for a period of
45 max- where FREE TO PARK



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Comments:

IT IS A PROBLEM WITH TURNING RIGHT FROM
PARK ONTO DIVISION NORTH BOUND.



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Comments:



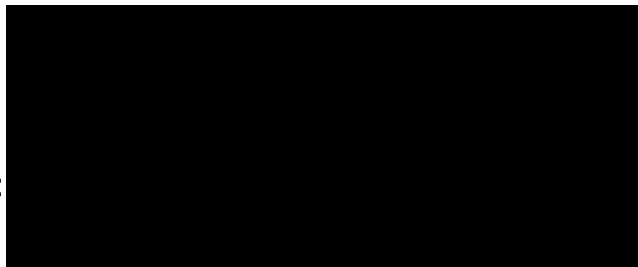
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Comments:

Dangerous when vehicles are parked on both sides of ^{Division} road, especially when the same vehicles park there day after day (maybe apartment owners)



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Comments:

I was wondering why the STOP sign at the S/W end of Division & Park has been scraped. IT IS NEEDED !!



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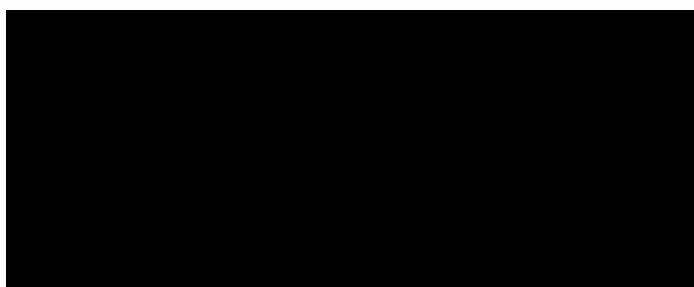
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☒

Comments:

Where will the residence company park?
there is not enough parking in the
Condos' garage.
Where will the parents park when they
take their kids tobogganing in the
winter time?



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Comments:

NO INFORMATION PROVIDED—

WHY IS THIS BEING PROPOSED

BY WHOM



Comment Card

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Comments:



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Comments:



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Comments:

*Not necessary. will interfere with the parking for
winter use of the Hill in Lakeside Park.*



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"Addition of a 'Stop Sign' in the south bound lane of Lakeview Ave at the intersection of Lakeview Ave, Park Street, and Dock Road."

Please check this box if you are in support of this revision.

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☒

Comments:

not needed!



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Comments:

FLOW OF TRAFFIC WOULD BE IMPAIED, INSTEAD
MOVE SIGN ON PARK & DOCK CLOSER TO INTERSECTION
TO IMPROVE LINE OF SIGTH



Comment Card

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Comments:

THERE IS CONFUSION WHEN TURNING LEFT FROM PARK ONTO LAKEVIEW AS VEHICLES APPROACH FROM LAKEVIEW. THE APPROACHING VEHICLE MIGHT TURN RIGHT ONTO PARK OR GO STRAIGHT TOWARD THE DOCK.

HOWEVER, THERE IS A RISK THE VEHICLE ON LAKEVIEW MAY NOT STOP.

ALSO, LAKEVIEW AVE HAS BECOME A "BY PASS" FOR THE MAIN STREET STOP LIGHTS.



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Comments:

This is a very dangerous ~~corner~~ corner



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Comments:



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Comments:

Another STOP needed at foot
of Dunbar & Park S/W corner



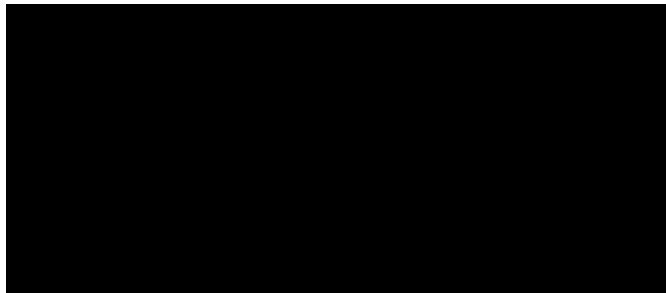
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Comments:

Dangerous intersection as it is now



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Comments:



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Comments:

This corner is completely blind, due to the landscaping,
and the other adjoining corners. When our family walks to the
park or trail, we can't cross in the cross walk before a car comes
flying around the corner. And when stopped at the east facing
stop sign, you can't see cars in the road coming up. I saw a
near miss accident just last week. Lots of families use this
route to access parks and trails. It needs to be safe.



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Comments:

When the Stop Sign was installed for a brief period, we noticed a vast improvement in ^(reduced) speeding traffic along Lakeview Ave. Since it's removal, the traffic observed to be speeding resumed.



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Comments:

Dangerous Intersection. Seen to many close calls.



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Comments:

The flow of traffic will slow down too much. you will not see traffic ~~on~~ on Park Street to safely ~~continue~~ continue driving around the corner on Park.

* The stop sign at the corner of Park & Dock Rd should be moved up closer to that corner

* This stop sign is terrible for Truckers
Did Southwestern get this notice?!



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Comments:

Not needed



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Comments:

- STOP SIGN CAUSES CONFUSION OBSTRUCTS
FLOW OF TRAFFIC; PAINT BETTER
LINES AT INTERSECTION TO CLARIFY
"THRU" TRAFFIC.



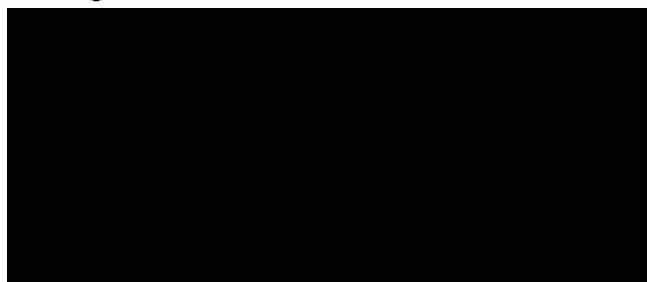
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Comments:

We need to keep whatever flow
of traffic we have left.



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Traffic By-Law Proposed Revision:

"Permanent addition of a '15 Minute Parking Zone' in front of 10 Hillview Crescent."

Please check this box if you are in support of this revision.

☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:

I Agree with the Parking Limit BUT!! We had issues at that END of STREET of Parking. Then all of a Sudden NO Parking on South Side the whole Street We NEVER Had a problem at our end. for 30+ years myself my families have parked in front of ~~our~~ OUR Home. Only Parking problem is in front of Apartment at the Entrance of Hillview



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Comments:

Should be parking on both sides of street or at 19-25 Hillview Cres. as there is not sufficient amount of parking for tenants at these buildings and if visitors come no parking at all.



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Comments:

I'm here on behalf of the residents of Hillview qpts.



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Comments:

We next thought this exercise in 2018. Council decided to charge No Parking for South + North AFTER consultation with all stakeholders. Now with addition of No Parking on both sides you have drastically reduced parking for residents / visitors in the most densely populated part of town. The town needs more access to ~~the~~ affordable housing, by default is more densely populated and therefore requires parking. For years people parked in front of 15-25 with no regard for the senior residents. Why does 10 Hillview get special treatment? →

Note: 10 Hillview is not a 'Retiree Residence', it is a standard apartment building, same as 15-25 Hillview.

Emergency vehicles can double park, pull up across the street, pull up on lawns + into driveways in case of emergency.

We need access to parking on the street.

The 15 minute parking section is far too large.

My suggestion would be to put No parking 6 feet on either side of the sidewalk but the rest of the area shall accommodate parking.



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Comments:



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Comments:

NO INFORMATION PROVIDED ABOUT THIS
REQUEST - BY WHOM



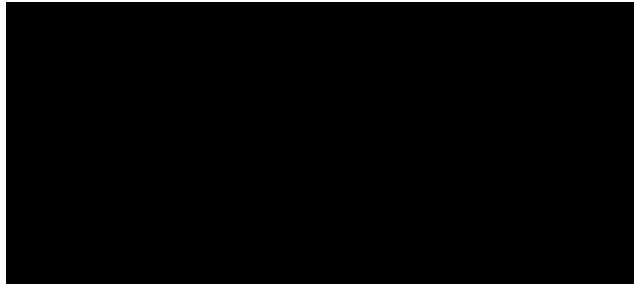
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Comments:

Proposal is ok but the rest of the street, the parking needs to be restored to as it was. Putting parking on the same side as the fire hydrant is not so smart. We have constantly people parking in front of the hydrant. There was never a problem before. Please put ~~a~~ no parking sign from past my driveway back towards the 10 Hillview apt. Then have the 15m put parking back on the south side of the street and get it away from the hydrant. There is not sufficient parking for the appts at 19 & 25 ~~and~~



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Comments:

You made more changes than this (above) to our street. See diagram attached.
But there ~~are~~ more you need to fix regarding parking/no parking on rest of street see attached sheet
1) post no-parking in front of 2 fire hydrant (no parking in front of 36 Hillview)
2) Then allow some parking further down on street past 43 on south side, and past 42 on north side.
3) no parking in front of 2nd fire hydrant (in crescent on our street)

Return pkg signs as it was w/ 1 more No pkg (from stop
1st Apt on south side AP

- fix pkg in front of fire hydrants to "no pkg"
① as it was ; past ⁽³⁶⁾ our driveway)
was removed ; please put it back.
b/c they won't stop pkg there

② @ end of st, make it no pkg in
front of 2nd fire hydrant

- allow some pkg on south side of
hill view (currently posted as
no-parking) ... this should be parking.
 - our visitors have nowhere to park b/c
of our neighbors in apts pkg there
 - and b/c there are no fire hydrants
on south side.



Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:

Traffic By-Law Proposed Revision:

"Permanent addition of a '15 Minute Parking Zone' in front of 10 Hillview Crescent."

Please check this box if you are in support of this revision.

☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:

There should be parking on the
entire street. The no parking has
caused nothing but problems.

* Hillview residents

and [redacted] have
also asked me to request the no parking
be removed but are in favour of 15 min parking

I have ~~a~~ Facebook message and
a text message that I am happy
to share.



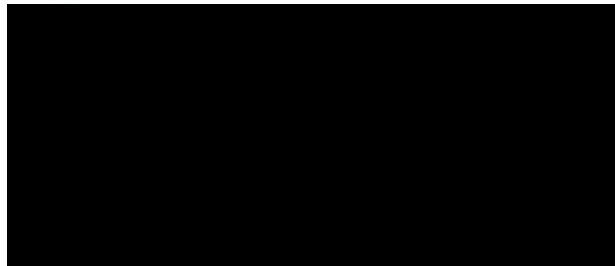
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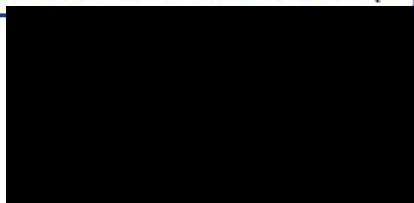
☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:

CURRENT RESTRICTIONS AND PERMISSIONS WRT PARKING ON HILLVIEW
IS WORKING WELL.
ONE FUTURE CONSIDERATION IS TO EXTEND THE "NO PARKING"
ZONE ON THE NORTH SIDE = TO SOUTH SIDE.
"STREET IS MUCH SAFER WITH PARKING RESTRICTIONS"





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Please check this box if you are in support of this revision.

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Please check this box if you are **NOT** in support of this revision.

☒

Comments:

THE REVISION WAS ADDED FOR THE BENEFIT
OF THE RESIDENTS IN THE APARTMENT BUILDING
ON THE NORTH SIDE, HOWEVER IS BEING ABUSED BY
THE RESIDENTS ON THE APARTMENTS ON THE SOUTH
SIDE. THESE RESIDENTS DO NOT PAY TAXES YET ABUSE
THE PARKING ON THE STREET AND THE OFF STREET
PARKING RESERVED FOR THESE BUILDINGS SIT
EMPTY. THE ORIGINAL RECOMMENDATION BY
ADMINISTRATION TO HAVE NO PARKING ON EITHER
SIDE OF THE STREET SHOULD BE MORE SERIOUSLY
CONSIDERED AS IT IS A SAFETY

CONCERN. I MYSELF WAS INVOLVED IN A NEAR
HEAD ON COLLISION ON THE STREET BECAUSE OF THE
ON STREET PARKING ALONG THE CURVE OF THE
ROAD AND THE SHEER DISRESPECT OF THE TOWN
SIGNS BY THE RESIDENTS IN THE APARTMENT
BUILDINGS ON THE SOUTH SIDE. DOES AN
ACCIDENT OR ~~RE~~ WOULD A FATALITY NEED TO
OCCUR FOR COUNCIL TO RECOGNIZE THIS
SAFETY HAZARD?

From: [REDACTED]
To: [Tim Del Greco](#)
Cc: [REDACTED]
Subject: 10 Hillview Parking review
Date: Tuesday, October 8, 2019 8:04:46 PM

Hi Tim,

Please accept this email in conjunction with my comment card from this evening. My hand writing is not always legible, so this is a much better forum for me. Either way, it was important to get my comment card in with the proper vote.

As a follow up:

I'd like to bring the town's attention to where this started, no more than a year ago. A similar letter went out proposing no parking on **both** sides of Hillview for about 150 feet. The Town held a consultation open house, all stakeholders were invited (which would include all residents of Hillview and surrounding area- including 10 Hillview). After this consultation period, the Town made their recommendations to Council and Council decided to instate No Parking on the South side for 300 feet with parking allowed on the North side. Obviously council made this decision with the information they were given from Town representatives, including no mention of negativity from 10 Hillview. You and I both spoke afterwards that the decision was different from recommendation but the decision was still made by Council with all of the facts presented.

About two weeks after the no parking signs went up, a regular Monday Town meeting included a special time slot for residents of 10 Hillview to address Council. I don't understand where they were during the initial consultation period and am concerned that an opposing statement was not allowed that evening. That night it was decided to put up temporary no parking signs along the entire length of the property (10 Hillview). This essentially put No Parking on both sides of Hillview for an extended distance covering the most densely populated area of the street. There was no regard for the number of residents in the area as well as their guests etc.

I attended that meeting and was very disappointed in the chosen representative of 10 Hillview (who is not a resident or owner). He was very vocal in his negativity towards the neighbours of 10 Hillview and had zero regard for the residents who share that street. These sentiments were echoed this evening by him when I asked him about the residents of 15-25 Hillview. He was pretty clear that he did not care about them and that the elderly residents of 10 Hillview took precedent. I tried to indicate to him that the residents of 15-25 Hillview are of the same age as the residents of 10 Hillview. The majority of my tenants range in age from 50 to 80 just like they do across the street. Both buildings have younger tenants as well. As far as I know 10 Hillview is not a Registered Retirement Residence and therefore should not receive special treatment in terms of temporary parking signs that a School Zone, Hospital, or Retirement Facility would enjoy. When No Parking was implemented on the North side of the street (2005-2019), the residents of 15-25 Hillview put up with guests and tenants of 10 Hillview parking in front of their residences and blocking their sidewalks with no relief for 15 years.

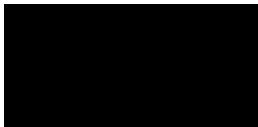
Hillview Crescent offers significant access to affordable rental housing, something the town has indicated is needed. We can't take parking away from our densely populated areas, especially where access to affordable housing is being offered.

Conclusion:

- Re-instate Parking on the North side of Hillview Crescent consistent with Council recommendations and By Law 3-2019 as an amendment to By-law 21-2005
- Block parking either with signs or street paint for a 5 foot distance on either side of each of their sidewalks. This gives more than enough space for pick up and drop offs and emergency vehicle access while providing much needed parking on either side of this area
- It is imperative for the enjoyment of all residents and guests of Hillview Crescent to have access to parking on the street

I would be happy to meet with you onsite and walk you through the number of parking spaces being restricted and how we can compromise for the good of the neighbourhood.

Thank you,



From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Traffic By Law Ammendmdent - Hillview Crescent
Date: Tuesday, October 8, 2019 4:04:49 PM
Attachments: [REDACTED]

Mr Del Greco,

As a resident on Hillview Crescent for over 17 years, there was never an issue with parking until the no parking signs were introduced. First, this is not a thru street, (Cul-de-Sac) therefore, parking is limited, so putting controls on parking, limits the available spaces even more.

By restricting the parking on the street, we have now encountered two consequences; first, parking is now an issue, which was non-existent prior to this By-Law; and second, is the increased congestion which has created a safety concern for drivers and pedestrians. In addition, for those residents who live on the Cul-de-Sac, this By-Law reduces the parking availability even more, which is not a fair and equitable scenario. Furthermore, when residents on a long weekend want to have additional guests this By-Law further reduces parking with no solution to where the overflow can go based on the logistics of the street (i.e. no parking on Division Street; Cul-de-Sac, private parking on the other side of Division).

I have enclosed pictures of vehicles parked on the street that are in contravention of the By-Law. However, my intent is not to complain about the parking violations, but to provide evidence that parking is limited and that taking away parking spaces reduces the overall parking on the street.

I strongly encourage council to remove the no parking signs on Hillview Crescent altogether as parking is limited to begin with and reducing spaces only provides more congestion and safety issues, especially on a Cul-de-Sac. Allowing parking on both sides of the street, for all residents will provide an equitable opportunity to park on the street.

Thank you for your time and consideration.

Sincerely,

[REDACTED]
[REDACTED]



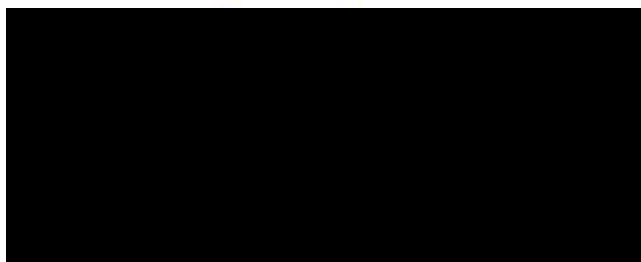
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Name:

Phone:

Address:



Traffic By-Law Proposed Revision:

"Addition of 'No Parking' signs on both sides of Lansdowne Ave from Erie Street to Park Street."

Please check this box if you are in support of this revision.

☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:

FOR THE SAKE OF KIDS BUS ROUTES DUE TO HIGH TRAFFIC CONGESTION FROM THE BUSINESS AT THE CORNER OF LANSDOWNE AVE AND PARK STREET (BEACH HOUSE). TRUCKS THAT UNLOAD BLOCK FIRE HYDRANTS AND ALL VISIBILITY AT THE CORNER. MAYBE WITH ADDITIONAL PARKING USING THE LOT ACROSS FROM THE BEACH HOUSE IT WOULD HELP PREVENT ANY ISSUES. WHEN THE TALL SHIPS WERE IN TOWN TRAFFIC IS AT AN ALL TIME HIGH, THERE NEEDS TO BE AN ALTERNATE PARKING LOT WHETHER OUR TAXES GO TO PAVE THE PARKING LOT

{ GIVE OUT TICKETS NECESSARY. THERE IS SPEEDING
IN MYRTLE ALL THE WAY DOWN LANSLOWNE THAT
IS PARK, MAKING OUR NEIGHBORHOOD SAFER BY
TOPPING THE CONSTANT PARKING ON BOTH SIDES
LL MAKE SO MUCH EASIER FOR ALL THE RESIDENTS
IN THE AREA. WE PAY TAXES LIKE ALL THE OWNERS
AND RESIDENTS WE JUST WANT SAFER STREETS FOR
ALL PEOPLE.

SINCERELY



Name:

Phone:

address:

I am not in support of this revision: ☒

Traffic By-Law Proposed Revision of "No parking" signs
on both sides of Lansdowne Ave from Erie Street to Park St

Comments: My family owns the beach house grill and as part of the working staff this would create a lot of problems for us. The staff would have nowhere to park. Unloading food product would now be a huge issue. Also parking for our customers when they park across the street and it gets overflowed they move to this street, therefore hurting our business. This logically does not help out the residents of this area at all, and does not help a family business also.



Comment Card

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Comments:



Comment Card

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Name:

Phone:

Address:

[Redacted contact information]

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☐

Comments:

WHEN CARS ARE ~~BOTH~~ PARKED ON BOTH
SIDES OF LANSDOWNE, THERE IS BARELY
ENOUGH ROOM FOR 1 CAR TO PASS THROUGH



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Comments:

I would like parking only on the wests



Comment Card

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Comments:

NO PARKING ON WEST SIDE



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Please check this box if you are in support of this revision.

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Comments:

See [redacted] letter



Comment Card

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Comments:

WOULD LIKE LARGE DELIVERY TRUCKS to OFF
LOAD ON BEACH HOUSE PROPERTY

IF Parking on both sides NOT POSSIBLE - THEN
PARKING ON WEST SIDE ONLY.



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Please check this box if you are in support of this revision.

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☒

Comments:

No parking on one side only (West side) 2 hr limit. Loading zone on East side no parking as required for delivery vehicles only



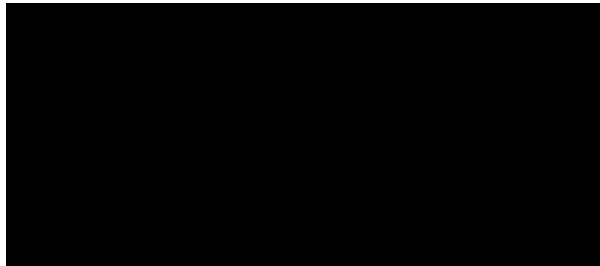
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☒

Comments:

WE OWN & OPERATE BEACH HOUSE GRILL.... THE NO PARKING WILL HAVE A SIGNIFIKANT IMPACT TO OUR LIVLIHOOD... THIS WILL BE DETREMENTAL AS OUR CUSTOMERS, STAFF + SUPPLIERS ALL USE THIS AREA FOR PARKING... IT IS CRUCIAL TO OUR SENIOR CUSTOMERS + HANDICAPPED WHO USE THIS AREA... THERE IS PARKING ALL OVER TOWN ON MAIN ST + DIVISION THAT IS SPECIFICALLY USED BY BUSINESSES IN THE COMMUNITY... WE DON'T FEEL THAT IT IS FAIR + LEVEL PLAYING FIELD IF WE ARE ISOLATED OR TARGETED FOR NO PARKING WE HAVE + HANDED IN A PETITION WITH OVER 250 CUSTOMERS EMPLOYEES + SUPPLIERS STRONGLY OPPOSED TO THIS IDEA.



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☒

Comments:

BUSINESS (Family) NOT ENOUGH FOR
CUSTOMERS TO PARK ENJOY dinner. Brought
JOBS to Town for residents money in the
Community. THIS IS STUPID

LEAVE THIS TOWN.



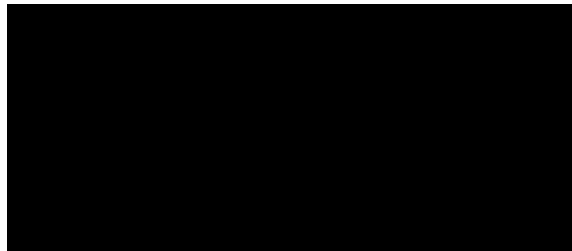
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☒

Comments:

My boyfriend's family owns beach house grill & this would complicate parking for them 1st of all the elderly & handicapped would not be able to visit the restaurant as the parking is full of gravel. 2nd, the residents living on this street would take advantage of parking at the RESTAURANTS parking lot. This is unfair & unreasonable.



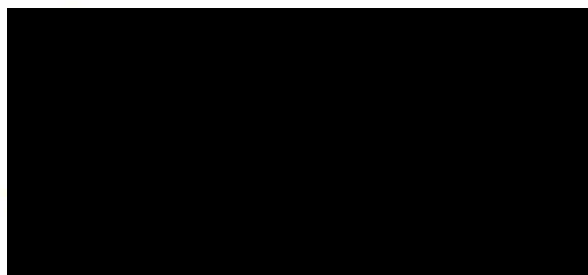
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☒

Comments:

My family owns Beach House Grill. We think the "no parking" on Lansdowne would create many problems for the residents of Kingsville. The parking lot across the street is full of rocks and therefore elderly and handicapped residents cannot safely walk on it. Park street is much busier and dangerous for people to cross rather than a residential street. Plus where would friends and family of people living on Lansdowne park? The parking lot across the street would become overcrowded and there would simply be a shortage of parking spots for the amount of people in this area. I don't think its fair to us (who also pay taxes!) for all the parking to be taken away. We at least wish there could be a ~~compromise~~ compromise by maybe →

king away parking on one side of the road. ~~Will~~ Many of our customers rely on street parking to get ~~there~~ to our building safely. Residents of Kingsville in general need places to park!!! This town is on the rise and getting busier by the minute... we need places to park. We employee 31 Kingsville residents, 8 from surrounding areas, and have brought lots of people to the community... these "no parking" signs would be unreasonable and inconvenient to everyone.



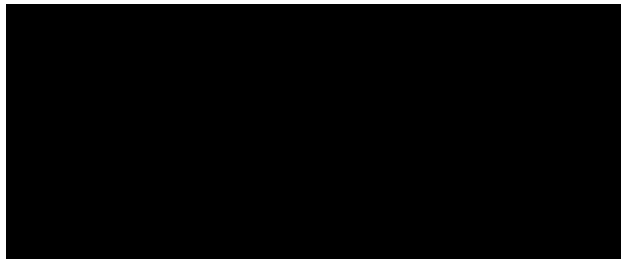
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☒

Comments:

AS a part time employee of Beach House Grill I think the street parking is essential not for the benefit of the restaurant but to benefit the customers. I can not stress enough how much the elderly and handicapped need to park on the street so they can walk on the cement as opposed to the gravel parking lot I'm very worried that my 92-year old ~~man~~ grandfather won't be able to visit his favourite restaurant because he can't get through the gravel lot without falling. This is not →

not about the business but rather how some customers
will not be able to enjoy themselves because they can't
even get in the restaurant.



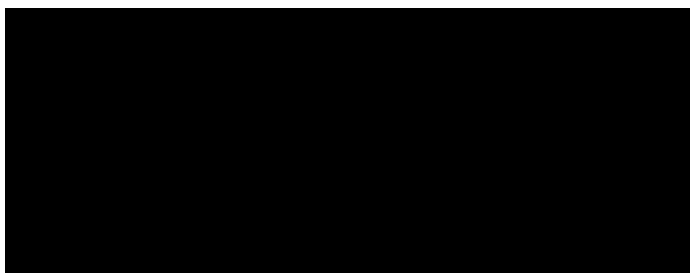
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☒

Comments:

Make west side parking only

Make #70 loading zone a commercial zone
at Lansdowne

Solution could be to have the grass cut out
of the east side of the Beach House Hill
and use it for a truck delivery loading
zone.



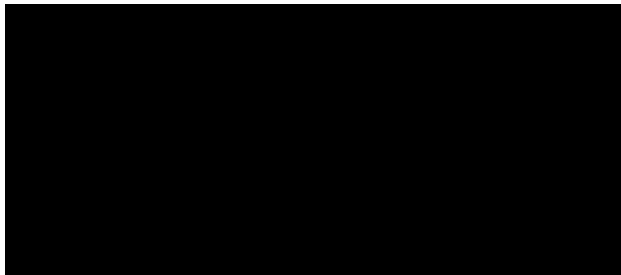
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Comments:

MAKE WEST SIDE PARKING 2HR LIMIT
EAST SIDE NO PARKING & MAKE #70 PARK ST
@ LANSDOWNE A COMMERCIAL LOADING ZONE
(WHO IS GOING TO ENFORCE THIS?) BY REMOVING
THE BLVD @ THE BEACIL HOUSE.



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Own

Traffic By-Law Proposed Revision.

"Addition of 'No Parking' signs on both sides of Lansdowne Ave from Erie Street to Park Street."

Please check this box if you are in support of this revision.

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Please check this box if you are **NOT** in support of this revision.

☒

Comments:

S.E. MY LETTER PREVIOUS

I think you should ban parking on

east side of Lansdowne not the West side



Comment Card

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Comments:

Parking should be banned on the east
side of Lansdowne



Comment Card

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Comments:

Parking Should be banned on east
side of Lansdowne



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Comments:



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Comments:



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☒

Comments:

#269 - Healt issues may have to make
allowances. west side is OK for
parking.



Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:

A large black rectangular box redacting the contact information provided by the respondent.

Traffic By-Law Proposed Revision:

"Addition of 'No Parking' signs on both sides of Lansdowne Ave from Erie Street to Park Street."

Please check this box if you are in support of this revision.

☐

Please check this box if you are **NOT** in support of this revision.

☐

Comments:

ONE SIDE OF STREET ONLY - NOT BOTH



Comment Card

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Phone:

Address:

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Traffic By-Law Proposed Revision:

"Addition of 'No Parking' signs on both sides of Lansdowne Ave from Erie Street to Park Street."

Please check this box if you are in support of this revision.

☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:

From: [REDACTED]
To: [Tim Del Greco](mailto:timdelgreco@kingsville.ca)
Subject: eliminating parking on Lansdowne from Erie to Park
Date: Wednesday, October 2, 2019 12:29:00 PM

To: Tim Del Greco (tdelgreco@kingsville.ca)
Manager of Municipal Services
Town of Kingsville

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
October 2, 2019

Dear Sir:

Re: No parking on Lansdowne Avenue from Erie Street to Park Street

[REDACTED] Adam's Court Apartments at 270 Lansdowne Avenue in Kingsville. It is a 12-unit apartment building with 17 tenants.

I agree that there should be No Parking on the east side of Lansdowne Avenue as there are a lot of driveways and not a lot of opportunity for parking.

The problem with parking in this area is the overflow from the restaurant (The Beach House). Customers are even parking in my parking lot, causing a hardship for my tenants, thus eliminating all parking would just acerbate the problem. My tenants have to occasionally park on the street because of the overflow. The people on the east side have had to park on their front lawns as it stands now. All those homes were built originally with single garages and driveways, but today it is rare for a family to have only one car. One of the homes regularly has five cars there.

I do however, disagree with eliminating the parking on the west side.

There are only two driveways on the west side, the driveway to my apartment building, and that of a private residence. I believe that eliminating the parking on the west side would be a hardship for my tenants, 90% of whom are elderly. They would have to park blocks away from the apartment should there be any work done on the parking lot, and I would have nowhere to park my truck and trailer when I do regular maintenance at the apartments.

The best possible scenario would be to keep the parking on the west side, but eliminate parking within one car length on either side of the apartment driveway to make egress and access to the apartments easier for the 17 tenants. The second-best scenario would be to eliminate parking on the east side but not the west side.

Thank you for considering my request in this matter.

[REDACTED]
[REDACTED]

Please acknowledge receipt of this email

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: parking at Lansdowne
Date: Friday, October 18, 2019 5:29:47 PM

Dear Tim,

[REDACTED] Mettawas-end Bed and Breakfast at the corner of Lansdowne and Park and we strongly oppose to the project of forbidding parking on the south end of Lansdowne street.

We understand the concern about the proximity of the new stop sign on this street - and moving north a little bit the actual "no parking sign" could be all right - but we don't want to lose the possibility for visitors to park on Lansdowne.

Park street is already a no-parking street and with the proximity of a busy restaurant you would direct even more cars on the public parking lot which was initially intended to serve the new Mettawas Park visitors more than the cars for private businesses.

Lansdowne is wide enough - wider than the renewed Park street - to allow cars to be parked, and if not on both sides, at least one side should keep the possibility to have cars parked there.

We must say also that the cars parked on both sides of Lansdowne play a role in slowing down the cars (often noisy !) which tend to use the long straight line of this street to push their speed way above the limit.

If there are signs which could be useful, it is speed limit ones, not new no parking ones.

We know our opinion is shared by the appartements owners near by, south Lansdowne, and by other residents. We hope you'll consider our opinion when going to make a decision.

Thanks for your attention

Sincerely,

[REDACTED]

Beach Mouse Petition

Petition against the no parking signs on Landsdowne

Name	Phone number	Address	Signature
Michelle Offen			
Thomas Divillo			
James Woot			
Sandi Longmire			
Alfred			
Rob Mood			
GAYLE PARNER			
GEORGE MARSHALL			
Sybil A. Arnold			
Michael Kennedy			
M. Miller			
LIA OLIVER			
Paul Wye			
Michael Mason			
Kathie Hunt			
Grant Pauli			
Steve Murre			
Paul F. Fraser			
Donna Devlin			
Cindy Pritchard			
Pat Pritchard			
Mark Paul			
Andrew Burling			
Ugonna Pottamuna			
R. Parker			
Ad. Bressan			
Roma Malott			
DALE PARLARD			
Mary Parland			
Heather Bolger			
Bryan Cooke			
Harry Knapster			
Roger Comatin			
Ramon Comectis			
Ignat Wiloughby			
Janet Wiloughby			
Shawn Simpson			
Debbie Simpson			
Randy Allen Simpson			
Scott Sargos			

Petition against the no parking signs on Landsdowne

Name	Phone number	Address	Signature
Bill Weather			
Mary-Ann Blinn			
Janice Fast			
Jane Fast			
Suzie Blinn			
Mike Alf			
Carla Alf			
Dancy			
Sprawn			
ARTY BOSCO			
Megan Mazzei			
NATHAN GRANT			
Natalie Nordone			
MOTENSON			
DOXONOR			
Tina O'Connor			
Doris Shuglo			
HOLLIE HENRY			
Dobbie Bastien			
MARGIE BEADON			
Nancy Hordman			
NANCY PIZZUTI			
Deborah Naser			
GELLY BABER			
Ray Mastrorilli			
Ken Taylor			
Sally Heaton			
STEPHANIE HEATON			
RANDY COUSSEAS			
Max BOSCO			
Michelle Tuszewski			
Linda Landschoot			
Laurin Landschoot			
Anita Magri			
Tom magri			
John Landschoot			
John Landschoot			
George Tychon			
John Harris			
Becky Klette			
G O'Connor			
El. Block			

Petition against the no parking signs on Landsdowne

[illegible]

Petition against the no parking signs on Landsdowne

Name	Phone number	Address	Signature
ROSE MITCHELL			
ROSE KUNZEL			
CHRIS MITCHELL			
Shane Mantha			
Corey J. Gargi			
Chris Ryan			
Alex Meloche			
AMANDA GRANT			
JENNIFER WYCK			
Thomas Beckwith			
JUNE NADON			
JERRY NADON			
ERIC BOSCO			
Chandler W-B			
ESKIMO			
TED STRUBANKOS			
ROSE KERERER			
JIM LAMPHIER			
Garry McClure			
MARILYN KEWAN			
CLIFF CHARBONNEAU			
MARY CHARBONNEAU			
DAQUENE CHASE			
MIKE CHASE			
LARRY RIVARD			
KATH AIDNESS			
RAY MARENTE			
DAVID OLIVER			
SANDY MOORE			
Marie Ruggier			
David Bosco			
Philomene Rowe			
Kris Watson			
Josh Azevedo			
Teri Brumgarner			
Christina McMillan			
Maria Balheiro			
Jennifer Balheiro			
Sam Bricker			
Ten Beck			
Mike Stinger			
Glen Watford			

Petition against the no parking signs on Landsdowne

Name	Phone number	Address	Signature
Barb Kossé			
JAY ELVEN			
Linda Harfmann			
Adams Danna			
Carlene Suddling			
Andrea Wong			
Sesse Ascott			
MARIAH SWEETER			
Julie Sarkis			
Ben Simons			
Raed Al-Absari			
Mac Johnson			
Linda Prett			
Dan Atant			
Emily Bataran			
Janne Bole			
Nancy Paet			
Joanne Redume			
Braydon Paet			
Chris Mashni			
Lauren Bannap			
ROBERT MACKIE			
ELI VINCASSI			
SHIM CLIVER			
MARQUEL			
SAJWA DILWA			
Dana Bosco			
Romyne Sarkis			
Mitchell Simon			
Rosie Guilbault			
Kristi Allman			
Orrie Harris			
Tiffany Pino			
Stephanie Durr			
Tina Duck			
Raymundo Clossatti			
Pat Yack			
WENDY DAVIS			
DORIS CAMPBELL			
BRENDA MCLOSKEY			
Holly Smith			
Denny			

000

Petition against the no parking signs on Landsdowne

Name	Phone number	Address	Signature
Aurica Hill			
Lena Gustafson			
A. Pature			
A. Etue			
DANIEL R. DEACON			
FRIDA GONZALEZ			
Bridget Harris			
Jim Howard			
DERYANTORRE			
KATH CERLES			
Robert BOOSE			
Karla Cardella			
Veronica Mastromicheli			
Carlo Mastromicheli			
Susan Mazzei			
Pat Mazzei			
Marilyn Vancnoch			
Betty Delawier			
John Goulet			
Paula Goulet			
DANA GILFORD			
JENN SYLVESTER			
David Alvarez			
Rick Enders			
Olivia MacIntyre			
Angela Naukka			
Audrey Peterson			
BOB Peterson			
Tom Enns			
John Runkle			
Ernie GANAN			
Jim Kerr			
Kenzie Green			
Chapman Harwood			
Mackenzie Parker			
ANTHONY OUELLETTE			
KRISTA HALL			
Jackie Hansen			
Norita Beland			
Steven Hansen			
Hunter HARTIG			

Petition against the no parking signs on Landsdowne

Name	Phone number	Address	Signature
CHRISTINA HORTON			
TYLER HORTON			
McINTOSH HORTON			
NEIL DEWITT			
Lerna Dewitt			
Rdy L. Blank			
Kim L. Blank			
Jim Murphy			
Katie Brubaker			
Kelly Parker			
Tim Parker			
Haydon Parker			
John DeLena			
Denise Hunter			
JOE DELELLA			
Dave Delellis			
Rachael Hulse			
Sandra Grouse			
Blyth Robinson			
Steve Christ			
Kel GEHRTS			
Dutton Wilkinson			
SAMANTHA D.			
Elie Chikaine			
Clay Sears			
Peter Klassen			
Maria Klassen			
LARRY WATTS			
Sandra Feiber			
Kathleen Thussen			
Ray Puenvello			
Gina REAUME			
Barb Welling			
ANDY DOBBIE			
Rek Wynand			
Hette Wynand			
ADDIE HAWKINS			
ELIP HAWKINS			
TAYLOR TLES			
Cheryl Fields			
Dana Sam			
Lisa Clark			



Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:

A large black rectangular box redacting the contact information provided by the respondent.

Traffic By-Law Proposed Revision:

"Addition of a 'Stop Sign' in the south bound lane of Cameron Sideroad at the intersection of Cameron Sideroad and North Talbot Road."

Please check this box if you are in support of this revision.

☐

Please check this box if you are **NOT** in support of this revision.

☒

Comments:



Comment Card

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Address:

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Please check this box if you are in support of this revision.

☐

Please check this box if you are **NOT** in support of this revision.

☒

Comments:

THE SPEED LIMIT NEEDS TO BE REDUCED
NEEDS A SIGN THAT IT'S A
RESTRICTED VISION
NEED TO STRAIGHTEN INTERSECTION



Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:

A large black rectangular box redacting the contact information for Name, Phone, and Address.

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Please check this box if you are in support of this revision.

☐

Please check this box if you are **NOT** in support of this revision.

☒

Comments:

I don't like that you cut down the trees
in front of our yard because all the cars lights
shine in our yard and people can see me when
I play in my yard



Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

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Address:

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☒

Comments:

The 3RD stop sign would do nothing to remedy the actual problem. The road needs to be re-aligned so traffic can flow. Speed reduced. No quick fixes. The road has no shoulder guard rails constantly need replacing due to accidents that current stop signs don't prevent. Invest in real solutions please.



Comment Card

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Phone:

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☒

Comments:

I don't like that you cut down trees in my yard so people can see me ~~is~~ when im playing. I also don't want a stop sign in my yard because it won't help anything, in fact I think it will make it worse. Also, the roads ~~are~~ all curvy and they are hard ~~are~~ too

see around when I am riding
my bike. And the speed limit
is too high because there are
always cars speeding around my
house and I don't think it's
safe. Also, we already have
2 stop signs right beside our
house so if you add another
nobody will know ~~to go~~ to go
and people will not care about
the stop sign because they
are going 100 km an hour
anyway.



Comment Card

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Please check this box if you are **NOT** in support of this revision.

☐

Comments:

NO INFORMATION PROVIDED

- WHY REQUESTED

- BY WHOM



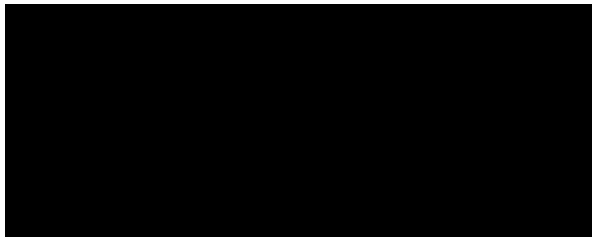
Comment Card

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Phone:

Address:



Traffic By-Law Proposed Revision:

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Please check this box if you are in support of this revision.



Please check this box if you are **NOT** in support of this revision.



Comments:

THE STOP WON'T FIX THE BLIND SPOT PROBLEM.
THE ROAD NEEDS TO BE STRAIGHTENED OR BLIND SPOT
REMOVED. AT VERY LEAST, REDUCE SPEED LIMIT
TO 50 KPH AT CORNER



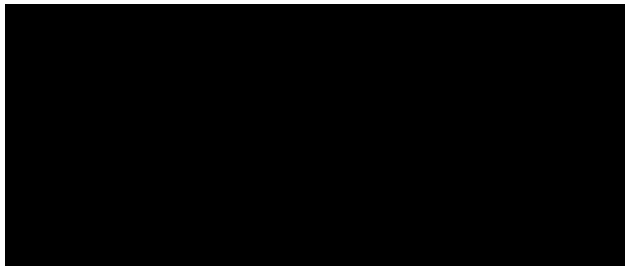
Comment Card

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Name:

Phone:

Address:



Traffic By-Law Proposed Revision:

"No parking within the Purple Plum Drive cul-de-sac."

Please check this box if you are in support of this revision.

☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:

WE SEE THIS EVERY DAY ON OUR CREEK
AS A RESULT OF BUS PARKING, THIS
CUL-DE-SAC IS MUCH LONGER & WIDER THAN
OURS!



Comment Card

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Name:

Phone:

Address:

A large black rectangular box redacting the contact information provided by the respondent.

Traffic By-Law Proposed Revision:

"No parking within the Purple Plum Drive cul-de-sac."

Please check this box if you are in support of this revision.

☐

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☒

Comments:

We have lived on Purple Plum Drive for over 16 years and we have never had the need for a NO parking sign in our cul-de-sac. It is very unfortunate that animosity between two neighbours has led to this request. The neighbours in question have been upset because one of them parks his ugly, black truck in front of MY HOME! And part of the other neighbour's home for long periods of time. This has occurred because both neighbours dislike each other for countless other reasons. However, we believe that it is unfair that the rest of the neighbourhood must suffer the consequences of their

relationship. It is for the following reasons that we would like to express our VERY STRONG PROTEST against having a NO PARKING sign in our cul-de-sac:

1. We pay a lot of Property taxes (\$3400 plus) to live on this street in Kingsville – did I stress A LOT OF TAXES!!!!
2. We have a large extended family visiting often (with elderly parents) so it would affect our lives by making our visitors worry about getting ticketed by just attending many family functions. Also, having to find parking away from the no parking signs would be inconvenient and unfair to our family and friends.
3. A no parking sign would be awful to look at in front of my home on a daily basis and decrease the value of my home.
4. The neighbour in question is not even a resident of the home -he is the live-in boyfriend/doesn't pay taxes but doesn't not use his driveway. So, in our opinion the actions of an ignorant non-neighbour feuding with another neighbour should not impact our wonderful cul-de sac families and the many many years we have all had many positive wonderful relationships.
5. The winter months are approaching and there are already existing by-laws about parking so perhaps he will be ticketed enough that he will leave the area or move the ugly truck.
6. I have spoken with the homeowner about her live-ins truck and she did have him move it but then the two neighbours had words and now here we are in this situation.
7. We have contacted the Town since it was OU HOME that had the horrible black/yellow truck in our view and used other means to get him to move. Ex. He

is obstructing my garbage and recycling pick up and that has worked. The truck has not been parked in front of my home for weeks.

8. It is troublesome that neighbours down the street feel the need to bother the Town to install NO Parking signs when it is not their business and it was MY HOME that was directly affected and I pursued other alternatives and did not infringe on the rights of others.
9. People down the street do not have family I guess to visit them regularly but WE DO! So it will deeply impact of family and home life.
10. Also, last year another Cul-de-sac community was put on the agenda for NO Parking signs and that request was denied. So we ask that the same be done in our situation. That would only be fair.

In conclusion, it is for these reasons and perhaps more to come that we strongly OPPOSE the installation of NO PARKING signs in our Cul-de-sac at Purple Plum Drive. We have lived happily and peacefully and raised our children in this neighbourhood in Kingsville and would be very UPSET to see the dispute between two neighbours affect our lives. ESPECIALLY when the specific owner of the vehicle could move out any day.

Finally, as a teacher with the Board of Education, I leave you with this.....when two of my students are not getting along (arguing) at school I do not punish the entire class of students because they cannot get along. I deal with the two students and their issues and leave the rest of my class out of it!

10f2



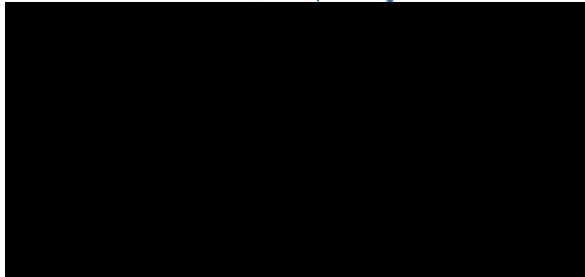
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Phone:

Address:



Traffic By-Law Proposed Revision:

"No parking within the Purple Plum Drive cul-de-sac."

Please check this box if you are in support of this revision.

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Please check this box if you are **NOT** in support of this revision.

☐

Comments:

- a complete ban on parking is not required. Perhaps a time limited (3 hrs) parking allowance would satisfy, this would be our preferred suggestion.



Comment Card

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Comments:



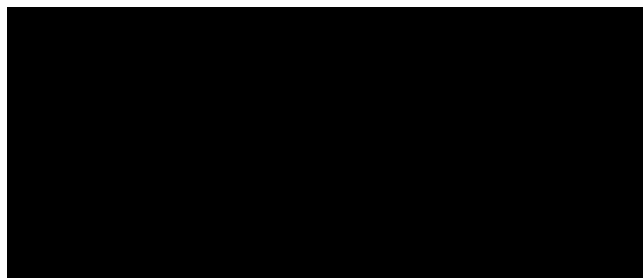
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☐

Comments:

NO INFORMATION PROVIDED RE THIS
REVISION AND BY WHOM—



Comment Card

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☒

Comments:

Commercial vehicles should NOT be parking on Residential streets, highways. A "no-parking" sign will stop all vehicles parking which will create hardship for residents. Cul-de-sac are special considerations and should be receive special consideration. Especial commercial vehicles should be prohibited.

From: [Tim Del Greco](#)
To: [Tim Del Greco](#)
Subject: Purple Plum Feedback [REDACTED]
Date: Thursday, September 19, 2019 2:04:38 PM
Attachments: [image001.jpg](#)



[REDACTED] is in favor of "No Parking" within the Purple Plum cul-de-sac

[REDACTED] thinks it is a safety issue when backing out of driveway as it is difficult to see with parked cars



Tim Del Greco, P.Eng.
Manager of Municipal Services
The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
Web: www.kingsville.ca

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If you are not the intended recipient, please destroy all copies of this email and notify the sender immediately.



Please consider the environment before printing this email.

From: [Tim Del Greco](#)
To: [Tim Del Greco](#)
Subject: Purple Plum [REDACTED]
Date: Thursday, September 19, 2019 2:21:39 PM
Attachments: [image001.jpg](#)

[REDACTED]
[REDACTED]

In favor of "No Parking"

Reason – truck always parked in cul-de-sac, difficult to see kids in road when backing out of driveway



Tim Del Greco, P.Eng.
Manager of Municipal Services
The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
Web: www.kingsville.ca

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Petition to add 'No Street Parking' signs at Purple Plum Dr. Cul de Sac

Petition summary and background	By Law request for the addition of No Street Parking Signs
Action petitioned for	We, the undersigned residents of Purple Plum Dr. are asking for the addition of 'No Street Parking' signs at the Cul de Sac section of our street. The new signage and enforcement would create an easier and safer roadway for entering and exiting driveways, as well as a cleaner and less cluttered looking street.

Printed Name		
Darren Kirkland		
NEIL DEWITT		
DOLLY ZICARD		
TOM MALOTT		
FRAN MALOTT		
P. J. J. J. J.		
JERRY JOYES		



Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:

A large black rectangular box redacting the contact information provided by the respondent.

Traffic By-Law Proposed Revision:

"Addition of 'No Parking' signs on both sides of Santos Drive from Main Street East and heading south for a distance of 36 meters."

Please check this box if you are in support of this revision.

☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:



Comment Card

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Comments:



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Please check this box if you are in support of this revision.

☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:



Comment Card

Please write your contact information below and check off a box indicating whether or not you support the proposed revision. Feel free to include additional comments as well. These comments may be publically viewed during a future Regular Meeting of Council.

Name:

Phone:

Address:

A large black rectangular box redacting the contact information provided by the respondent.

Traffic By-Law Proposed Revision:

"Addition of 'No Parking' signs on both sides of Santos Drive from Main Street East and heading south for a distance of 36 meters."

Please check this box if you are in support of this revision.

☐

Please check this box if you are **NOT** in support of this revision.

☒

Comments:

Does Jump create this problem for the other businesses because they don't have enough parking?



Comment Card

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Please check this box if you are in support of this revision.

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Please check this box if you are **NOT** in support of this revision.

☐

Comments:

NO INFORMATION

- WHY REQUESTED

- BY WHOM -



Comment Card

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Please check this box if you are **NOT** in support of this revision.

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Comments:



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Traffic By-Law Proposed Revision:

Current By-Law: No person shall park a bus, commercial/personal trailers, boats or recreational vehicles on any highway overnight and not more than five (5) hours during the day.

Proposed By-Law: Parking of buses, commercial/personal trailers, boats or recreational vehicles on any highway (roadway) shall only be permitted from 9:00am to 3:00pm, Monday thru Friday.

Please check this box if you are in support of this revision.

☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:

MUST INCLUDE WEEKENDS & HOLIDAYS.
MANY SAF. BUS PARKING IS OBSERVED



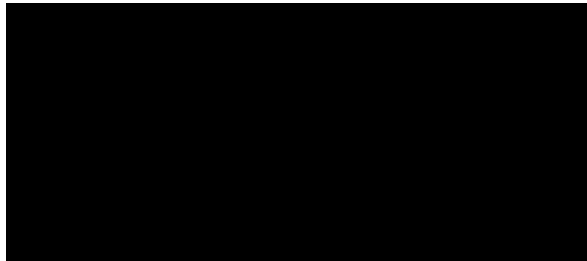
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Please check this box if you are in support of this revision.

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Please check this box if you are **NOT** in support of this revision.

☒

DO NOT RESTRICT WEEKENDS
PLEASE LEAVE THE BUS PART ALONE.
THIS ISSUE HAS BEEN DEBATED TOO MANY TIMES

Comments:

THE RESTRICTION TO 9-3 AND NO WEEKENDS CAN
PREVENT SOME BUS DRIVERS FROM EFFECTIVELY EARNING
A LIVING AS MANY DRIVERS HAVE WEEKEND CHARTERS
AND EVENING CHARTERS.
- ALSO WHY RESTRICT WEEKENDS?
ALSO WHY NO BOATS IN DRIVEWAY WITH LAKEFRONT PROPERTY.



Comment Card

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☐

Comments:



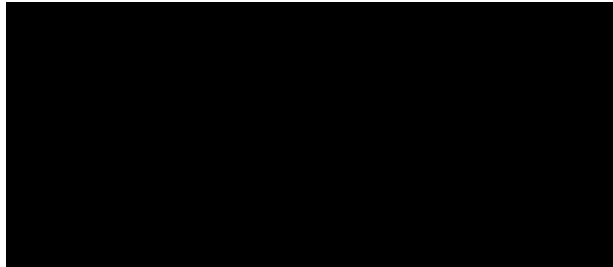
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Please check this box if you are in support of this revision.

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Please check this box if you are **NOT** in support of this revision.

☒

Comments:

NO INFORMATION PROVIDED -
BUS DRIVER ADVISED RE DIFFICULTY OF
GETTING CHILDREN TO SCHOOL - NEEDS TO
BE DISCUSSED - NOT JUST DUMPED -



Comment Card

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☐

Comments:



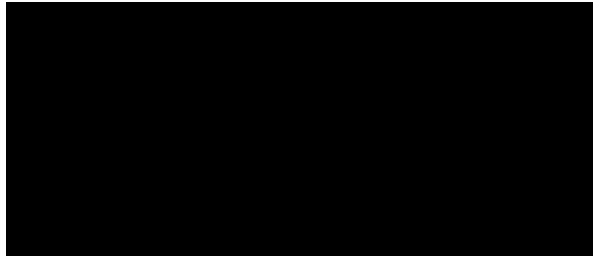
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Please check this box if you are in support of this revision.

☐

Please check this box if you are **NOT** in support of this revision.

☒

Comments:

Please leave as is, this has been brought to the attention of town council more than one occasion. This issue has been delt with why take up the time of everyone involved. AGAIA 236



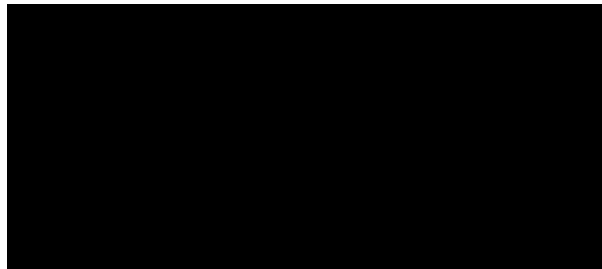
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☒

Comments:

Absolutely Not - This has been (issue) to town council on more than one occasion - Why does one bad apple have to ruin it for everyone.

The bus , trailer boats ect where once in the driveways it took one persons on going complaints to have bus ect take out of the drive ways, If people could learn to mind there own business this town would be a much nicer place to live in. There is a saying - Be Kind to one another. On the odd occasion we may need to bring the bus home on a Sat (Never Sundays) for a few hours →

while we transport weddings, your children and grandchildren from occasions. I don't believe that people stare out their window for hrs on end, close the blinds for an hour. I truly believed the Kingsville Council had already put this issue to rest. Why once again are we addressing this. Thank-you for your time.

Trailers boats ect are a summertime event which should be allowed in driveways. Thank-you!
It is always the same bad apples that complain.

Yours Truly,



Comment Card

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☒

Comments:

We would like to stay the same as we have been. We don't abuse the parking and they are very seldom at the home after hours. No one is bothered by the bus in my neighborhood. It is one person who wants to cause trouble for us. That bus was parked in the driveway for 25 years. Just leave it the way it is.

I pay taxes I should be able to
use my driveway as at that time
there was no complaints at all.
~~At~~ We provide service for the town
and all of these parking issues
are ridiculous

If people would just mind their
own business we would be all
happier

I read all the comments on the
Town of Kingsville and there was not
one comment about school buses so
we are back to square one with
one arrogant man & woman.



Comment Card

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Please check this box if you are **NOT** in support of this revision.

☐

Comments:

Buses should ~~NOT~~ be parking in residential areas.
If this revision goes through - you must include **NO PARKING**
on Sat. Sunday and Holidays. It has to be printed in black
and white. Will the Police finally enforce a bylaw?



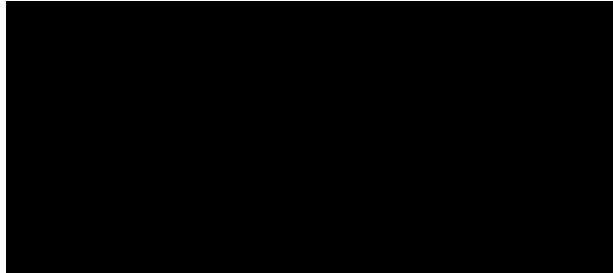
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☐

Comments:

- NEEDS TO SAY "NO WEEKENDS"
- NO COMMERCIAL VEHICLES IN
RESIDENTIAL AREAS



Comment Card

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Please check this box if you are in support of this revision.

☒

Please check this box if you are **NOT** in support of this revision.

☐

Comments:

Good hours as the kids are in school
and not playing in the streets.



Comment Card

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Please check this box if you are in support of this revision.

☐

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☒

Comments:

Commercial vehicles should NOT be permitted
to park on any highway in a Residential
Zoned area. A bus is a Commercial vehicle.

What about weekends are they permitted to park? What about over night?

Again No ~~to~~ parking is the only solution.
Stopping to load & unload of course. Then park

in a designated bus parking lot in a
commercially zoned area.



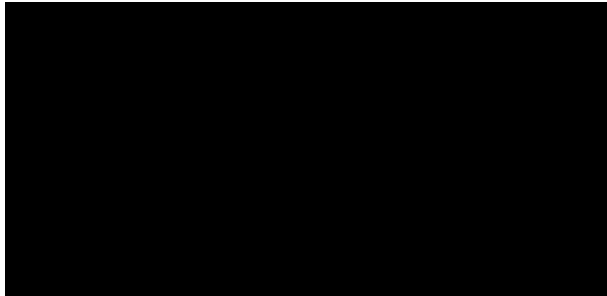
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☒

Comments:

Please include WEEK-ends



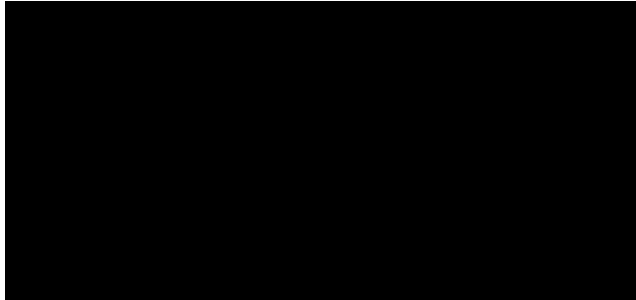
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Please check this box if you are in support of this revision.

☐

Please check this box if you are **NOT** in support of this revision.

☒

Comments:

Why cant it be Monday to Saturday
5 hour limit. I work every other
Saturday and park the bus for 4.25 hours
Again not one of my neighbors mind there
is there. Again not one comment
about buses on the Town of Kingsville
site. 1 person trying to cause trouble

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Bus, trailer, and boat parking bylaw
Date: Tuesday, October 15, 2019 11:19:08 AM

I'm writing with regards to the parking bylaw for boats, trailers and busses.. I don't see how it is an issue until 9pm.. I do understand overnight and for several days, but for a few hours during the day I don't feel this is a problem.. specially for bus drivers having to drive back and forth to go back and pick up their buses, they are doing us a great service by bringing our children to and from school safely, and making our lives a little easier, I feel we should show them the same courtesy.

Thank you for you time

[REDACTED]

[Sent from Yahoo Mail for iPhone](#)

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: by law change
Date: Thursday, October 10, 2019 4:27:26 PM
Attachments: [REDACTED]

-- Hello,

I am writing to oppose any change to the current by-law regarding the parking of busses, RVs, boats and commercial vehicles.

Thank you

[REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: By law revision
Date: Friday, October 11, 2019 1:01:42 PM

Tim...I believe u know where I stand...I do not want this bylaw changed... I really dont understand why this is being presented and brought up once again..This as u said is the 4rth time..Last time I was led to believe that this was done,over and put to rest.. This town is growing and that means we need more parking not no parking signs put up bc of one person that whines the loudest.. we are a lake town which means we have boats..a retirement town and a wine town with tourism and we also have young family's and the elderly that own boats..trailers ect. We have hard working people that need to bring home work vehicles. We have weddings held here and a new venue put up right in town..(the old lake shore) we have wineries and tap houses and restaurants which people come to visit...we dont need or want a timeline for our parking hrs that is limited from 9 to 3 weekdays only..we r seldom here and do not take advantage..our buses are not even here through the summer months..if I have a wine tour on a SATURDAY and have time to come home for dinner I do not want to worry about some nosey ass neighbour calling the police on me so I will b ticketed for stopping in for a bathroom and dinner break.. that is ridiculous..I believe u know first hand knowledge what I have had to deal with over the past5 yrs to b exact..it only takes one bad apple to ruin it for everyone..I hope u dont fall for his ploys for revenge..its unfortunate that after 24 yrs that my bus WAS in my driveway that it was not grandfathered in and could b put back..maybe a rezoning law allowing vehicles in driveways would solve this..we all pay taxes and own our homes and to b asked to not allow our belongings to stay with us where we dont worry is in my belief not in our best interest. I believe we have sacrificed enough..we can not leave them in our driveways for 24 hr as I once did..now my bus is on the rd..not for 24 hrs but a limited time of 5...which I have gracefully done..there has been give and take .. is it ideal for me??? No.. but i have complied bc i realize give and take...now once again it is being considered to amend this by law to TAKE once again...My self and my colleague's do not want a 9 to 3 timeline..9 to 9 and not overnight should b considered and not more than your 5 hr time line..we accomadate many people that live in and out of this town..people's children. grandchildren.aunts .uncles.parents ect..maybe even yours..can we NOT have to worry about this bylaw being changed for the benefit of a few people that have nothing better to do with their time..I mean who has time to drive around an hr before the town meeting touring the town looking for infractions..lol.. please consider allowing our bylaw Not to b changed.. TNX FOR TAKING TIME TO LISTEN ONCE AGAIN!!! .. sincerely [REDACTED]!!!

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: BYLAW
Date: Thursday, October 10, 2019 9:35:43 AM

Hello,

I am writing to say I oppose to any change to the current bylaw regarding the parking of buses, rv's, boats and commercial vehicles. I am 100% IN FAVOUR of parking commercial vehicles in the driveways and streets!

Thank you,

[REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: bylaw
Date: Thursday, October 10, 2019 11:30:58 AM

I would like to oppose any changes to the current bylaw regarding the Parking of Busses, RV's, Boats and Commercial Vehicles.

[REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: BYLAW
Date: Thursday, October 10, 2019 5:44:19 PM

I am opposed to any change to the currant bylaw regarding the parking of busses , RV's , boats , and commercial vehicles. Being in line for one of the finest tourist towns . Busses play a vital roll in wine tour transportation. They do a vital service to our community ,by talking our children to and from school . So making any changes could make things very difficult for some drivers . There are so many very important issues to be addressed in our community , this seems important only to the minority , and the chronic complainers.

Regards [REDACTED]

Sent from my iPad

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Bylaw
Date: Thursday, October 10, 2019 5:58:02 PM

I am opposed to any changes to the current bylaw regarding the parking of busses, RVs, boats and commercial vehicles.

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: CURRENT BYLAW CHANGES TOWN OF KINGSVILLE
Date: Thursday, October 10, 2019 8:27:02 AM

Hi there! This email is to voice that I am in favour of parking commercial vehicles in our driveway or on road outside of our home!

Sent from my iPhone

From: [REDACTED]
To: [Tim Del Greco](#)
Date: Saturday, October 12, 2019 3:12:55 PM

I do not support restricting the parking of boats, commercial vehicles, buses or trailer to Monday to Friday from 9am to 3pm.

One of Kingsville's great attractions are the plentiful wineries (with transportation offered) and the beautiful lake. Many residents and visitors of Kingsville enjoy taking buses and boats to and from the wineries operating in town, or in neighbouring islands within Lake Erie. These buses and boats are operated by citizens of Kingsville and rely on that as a source of income. Limiting the parking of boats, buses and trailers would not only hinder convenience for those looking to enjoy the attractions, but the financial means for those whom making a living driving boats and buses.

Many citizens of Kingsville are employed by companies with commercial vehicles or trailers. These jobs operate during the week as well as on weekends. They are part time and full time employments. Restricting one's ability to park their commercial vehicle in or around their property can greatly affect one's small business, as they often work unusual hours, or where parking a commercial vehicle is not readily accessible. Moreover, restricting the parking of trailers or commercial vehicles will negatively influence the way small business operate, on weekends or during a traditional work week.

Yours truly,

[REDACTED], a loyal resident of Kingsville and its attractions

From: [REDACTED]
To: [Tim Del Greco](#)
Date: Thursday, October 10, 2019 9:55:42 PM

I oppose the restriction of parking buses, boats, commercial vehicles and trailers from Monday to Friday from 9am to 3pm.

The town of Kingsville is a great place to live or to spend weekends at going boating or taking a bus on a wine tour. Part of what attracts people to Kingsville are the many wineries, the beautiful lake and the islands near by (ie. Pelee island). Many people living in the area do not want to dock their boat and would prefer to keep it kept on or near the comfort of their own property, under a careful eye.

Many residents enjoy the use of buses for safe transportation, while others may drive people as a method of income.

Kingsville is populated with many people that work part time or full time jobs that involve the use of commercial vehicles, trailers, or buses (school buses and greyhounds).

Limiting parking of these types of vehicles or trailers would greatly impact how people go about their business, as the hours they work may conflict with restrictions put in place, regardless if their job is part of full time.

Ultimately, restricting the parking of buses, boats, commercial vehicles or trailers would not only negatively impact the residents of Kingsville in a matter of convenience, but also in a financial way.

Sincerely,

[REDACTED], a concerned citizen

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: New restricted parking bylaw proposal
Date: Friday, October 11, 2019 10:16:36 AM

As one of many school bus drivers who have lived for years in Kingsville and contributed to it's local economy I request that you leave the existing bylaws it stands ! We take our job of transporting our precious cargo to and from school safely each day and your cooperation in helping us continue to do our jobs as effectively and efficiently as possible would be appreciated! Thank you for your attention to this matter : [REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Oppose by-law change
Date: Thursday, October 10, 2019 12:07:53 PM

I oppose any change to the current bylaw regarding the parking of busses, RV's, boats and commercial vehicles.
Leave it alone.

Thanks

[REDACTED] - Kingsville resident

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Opposed
Date: Thursday, October 10, 2019 8:12:44 AM

Hi I'm emailing to let you know I respectfully oppose changing the current bylaws trying to be put in place banning people from parking busses, RV's, boats and other commercial vehicles on the streets.

Thank you
[REDACTED]

Sent from my iPhone

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Opposing Change to the current bylaw concerning busses, RVs and Boats.
Date: Thursday, October 10, 2019 8:29:39 PM

To Who it may concern

I am sending this message in regard to opposing any change to the current by-law to restricting parking of busses, RV's and Boat's' and Commercial vehicles.

Respectfully

A concerned citizen

[REDACTED]

Sent from [Mail](#) for Windows 10

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Parking by law
Date: Friday, October 11, 2019 9:50:45 AM

I oppose the changes to the parking by law. The reason being I can't even park in front of my sisters anymore with my trailer. This will interfere with our business. This is ridiculous how many more times are you going to bring this back to counsel. You're going to interfere with a lot of people's lives with the change to the parking by law.

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Parking bylaw
Date: Friday, October 18, 2019 12:10:41 PM

I oppose the change to the current bylaw regarding the parking of RV's, boats, buses and commercial vehicles in the town of Kinsville.

Sincerely, [REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: parking bylaw
Date: Thursday, October 10, 2019 10:18:38 AM

I would oppose any change in the current by-law regarding the parking of busses, RV's, boats and commercial vehicles

Thanks, [REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Parking Bylaw
Date: Thursday, October 10, 2019 1:08:56 PM

I oppose any changes to be made to the current bylaw regarding the parking of buses, RV's, boats and commercial vehicles. No other Municipality has such restrictions!! Please, let's focus our priorities on much bigger problems such as traffic infrastructure with our growing population and new home building in our beautiful town of Kingsville!! Respectfully [REDACTED].
Sent from my iPhone

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Parking Bylaw
Date: Thursday, October 10, 2019 6:51:21 PM

I oppose any change to the current bylaw regarding the parking of buses, RV's, boats and commercial vehicles.

Thank You,

[REDACTED]

Sent from my iPhone

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Parking bylaw
Date: Friday, October 11, 2019 12:54:11 AM

do NOT AGREE with the change to the parking bylaw. The change that should be made is to let people park their boat bus trailer or commercial vehicles back in there driveway. This would solve the whole problem. So I DO NOT AGREE with this change to the bylaw.No other municipality has this type of restrictions on parking,People that visit me can not even park in front of my house if they have a trailer or bus for a half hour or hour . This change does not make sense.

From: [REDACTED]
To: [Tim Del Greco](#); [Tim Del Greco](#)
Subject: Parking Bylaw
Date: Friday, October 11, 2019 10:30:27 PM

Hello,

I support our local bus drivers, who bring tourist revenue into this town (via group wine tours etc). I oppose any change to the current bylaw regarding parking of busses, rv's, boats, and commercial vehicles.

Sincerely,
Concerned citizen
Get [Outlook for iOS](#)

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Parking for Bus RV Boats and Commercial Vehicles
Date: Friday, October 25, 2019 2:09:58 PM

I would just like to inform you that I oppose any by law changes to the existing law. [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: parking of busses
Date: Thursday, October 10, 2019 9:50:47 AM

Please be advised that I am totally against any change to the current bylaw regarding the parking of Busses, RV's, boats, and commercial vehicles.

Thank You

[REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Cc: [REDACTED]
Subject: Proposed bylaw change
Date: Friday, October 11, 2019 7:07:08 AM

I not only oppose changing the current bylaw as it pertains to the parking of buses, commercial vehicles etc, but would propose an amendment that would restrict the parking of said vehicles between the hours of 10 pm and 7 am only. This would allow enforcement by police yet allow residents and tourists to this town to temporarily park on our streets.

I have seen very little abuse of vehicles parking for extended periods of time with the exception of construction trailers parked 24/7 through many of our growing subdivisions.

We pride ourselves as being a destination town and welcoming to tourists who often will bring with them trailers, campers and boats to enjoy our unique waterfront area. Let's welcome these people through the week and on busy weekends. Let them temporarily park their vehicles etc on our streets while they enjoy our many restaurants, amenities and visiting with family and friends. Let's not send these persons a message that their boats and RV's are not welcomed parking on our streets.

Buses bring substantial tourism into our area. While these drivers are waiting, sometimes for hours, for their passengers to enjoy a wedding, wine tour or a restaurant, they need to be able to park their vehicles.

Please consider these thoughts in recommending changes to this or any other like bylaw.

Respectfully submitted.

Regards.

[REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Re: Proposed change to by-law
Date: Thursday, October 10, 2019 8:46:44 PM

I am opposed to any change to the current bylaw regarding the parking of busses, rv's, boats and commercial vehicles.

The proposed change to the bylaw is unnecessary and time could be better spent with dealing on our uneven sidewalks,
and issues more important to our community.

Thank you , [REDACTED] , Kingsville citizen.

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Re: bylaw
Date: Thursday, October 10, 2019 9:23:56 PM
Attachments: [image001.png](#)

Hi Tim:

Well As for Bussing:

We have drivers on charters all hrs. of the day going into the evening. These drivers have to be able to park somewhere reasonable, most likely on the side of the road, perhaps even in front of their homes, while waiting for their pickups. It is not fair that at 3:00 o'clock sharp they have to move the bus. What if there time is from 6:00-7:00, or 6:30-9:00. I feel this bylaw is not being fair. What about weekends? There are charters all the time on weekends.

I'm not understanding why this change has to happen. To me the current by-law is fair.

Same goes for boaters, rvs'... I do not feel people are abusing the current by-law so why the change?

Lets say you have someone visiting out of town with their boat, at 3:00 they need to leave? Weekends are restricted, no parking for them, do they park at another town? Kingsville has a lake, lots of people have boats. WE ARE PROMOTING TOURISM.

I have a little utility trailer that I may have a yd. of dirt in, lets say I'm at work, how do I get home at 3:00 to move the trailer.

I never thought I had to worry about all this.

So, this will encourage people to start watching everyone like a hawk, just waiting to call police to say, "it is 3:05, their trailer is still on the road". Police have better things to do, like solving crime. It will just encourage people squealing on one another over petty things.

That is my opinion.

From: Tim Del Greco <tdelgreco@kingsville.ca>
Sent: October 10, 2019 1:52 PM
To: [REDACTED]
Subject: RE: bylaw

Hi there,

Below is a copy of the current and proposed by-law. The proposed revision is related to time. Currently parking is permitted for 5 hours per day. The proposed revision would permit parking between 9am and 3pm on weekdays. Can I ask that you please elaborate on why you are opposed

to this change in time?

Thanks

Tim

Traffic By-Law Proposed Revision:

Current By-Law: No person shall park a bus, commercial/personal trailers, boats or recreational vehicles on any highway overnight and not more than five (5) hours during the day.



Proposed By-Law: Parking of buses, commercial/personal trailers, boats or recreational vehicles on any highway (roadway) shall only be permitted from 9:00am to 3:00pm, Monday thru Friday.

From: [REDACTED]
Sent: October 10, 2019 11:31 AM
To: Tim Del Greco <tdelgreco@kingsville.ca>
Subject: bylaw

I would like to oppose any changes to the current bylaw regarding the Parking of Busses, RV's, Boats and Commercial Vehicles.

[REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Cc: [REDACTED]
Subject: Re: bylaw
Date: Tuesday, October 15, 2019 9:07:21 PM

I do not do charters, however, people do charters from Leamington as well and they drive here too. Most likely they would stay and have dinner here. When I go to other towns and see buses parked in different spots, I think nothing of it. There are tons on the road all the time. Seeing them parked is not uncommon.

Bus drivers drive all day, than do charters, rushing here and there. Parking on the side of the road for an hr. 2-or 3hrs., should not be a big deal. I think our drivers will hate going back and forth to the yd.

Think about it, dropping the bus off at the yd., running home with their car, than leaving shortly after to get their bus, do the charter than back to the yard, than finally home. Sometimes they don't get home til late and up early the next morning. I give charters a lot of credit. I use to do it, never again, it is a lot of running around, not worth the extra money.

It will be a big hassle, especially during bad weather, scraping windows, takes forever to warm up (freezing on a bus). Just so much easier to park in front of their house or if they are up town on the side streets. It will get to a point, these drivers will not want to drive for our town. They have lots of charters to choose from, why not pick your home town though, cause it is suppose to be easier, right (little bonus).

I know their has been a 3 yr. dispute with a neighbor, maybe even more. Personally I'm so disappointed this has gone on all this time. I don't understand why this person continues to harass our fellow driver, he is just terrible, the things he has done should never be aloud. For some reason, he gets away with it. Kandy is a very sweet, hard working person.

I rarely see buses on the street or boats or rvs. I love our town of Kingsville. What bothers me is the traffic and how slow things are. Some days it takes me 25 minutes to get to Leamington. Sorry, just thought I'd mention that, I know not on the agenda. lol

Have a good day.

[REDACTED]

From: Tim Del Greco <tdelgreco@kingsville.ca>
Sent: October 12, 2019 1:45 PM
To: [REDACTED]
Subject: Re: bylaw

Thanks [REDACTED], is there any reason why drivers can't go back to the yard while waiting for their pickup?

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: [REDACTED]
Date: 2019-10-11 9:27 PM (GMT-05:00)
To: Tim Del Greco <tdelgreco@kingsville.ca>
Subject: Re: bylaw

Good Evening Tim:

So, 9:00a.m.-9:pm. is perfect, These buses are busy with migrant runs, winery shuttles, weddings. They are needed in the community. The town cannot do without them. When they are done driving they retire at the yd.

So bus parking, boats, rvs... cannot park on main/division right down town. Buses can park A&A parking lot (maybe section something off for them) or any of those back streets. They come eat lunch in town while they are there at times. Put signs up-no large vehicles here.

From: Tim Del Greco <tdelgreco@kingsville.ca>
Sent: October 11, 2019 8:53 AM
To: [REDACTED]
Subject: RE: bylaw

Hi [REDACTED],

I appreciate you following up with more information, and can also appreciate that the by-law is unfair in your opinion. On the flip side, I hear from residents who are opposed to bus parking on roadways as it is a large obstruction and can create a safety hazard. The challenge I have is trying to determine a fair and equitable balance for everyone.

The reason for changing the current by-law is that it is not enforceable. It is too ambiguous. Setting a time frame will allow the OPP to enforce it when necessary.

What would your thoughts be on allowing bus parking between 7am and 7pm daily? I understand that you may have charters that run past 7pm, but again, I am trying to find a balance for everyone.

Please let me know what you think, thanks [REDACTED].

Tim

From: [REDACTED] >
Sent: October 10, 2019 9:24 PM
To: Tim Del Greco <tdelgreco@kingsville.ca>
Subject: Re: bylaw

Hi Tim:
Well As for Bussing:

We have drivers on charters all hrs. of the day going into the evening. These drivers have to be able to park somewhere reasonable, most likely on the side of the road, perhaps even in front of their homes, while waiting for their pickups. It is not fair that at 3:00 o'clock sharp they have to move the bus. What if there time is from 6:00-7:00, or 6:30-9:00. I feel this bylaw is not being fair. What about weekends? There are charters all the time on weekends.

I'm not understanding why this change has to happen. To me the current by-law is fair.

Same goes for boaters, rvs'... I do not feel people are abusing the current by-law so why the change?

Lets say you have someone visiting out of town with their boat, at 3:00 they need to leave? Weekends are restricted, no parking for them, do they park at another town? Kingsville has a lake, lots of people have boats. WE ARE PROMOTING TOURISM.

I have a little utility trailer that I may have a yd. of dirt in, lets say I'm at work, how do I get home at 3:00 to move the trailer.

I never thought I had to worry about all this.

So, this will encourage people to start watching everyone like a hawk, just waiting to call police to say, "it is 3:05, their trailer is still on the road". Police have better things to do, like solving crime. It will just encourage people squealing on one another over petty things.

That is my opinion.

From: Tim Del Greco <tdelgreco@kingsville.ca<mailto:tdelgreco@kingsville.ca>>
Sent: October 10, 2019 1:52 PM
To: [REDACTED]
Subject: RE: bylaw

Hi there,

Below is a copy of the current and proposed by-law. The proposed revision is related to time. Currently parking is permitted for 5 hours per day. The proposed revision would permit parking between 9am and 3pm on weekdays. Can I ask that you please elaborate on why you are opposed to this change in time?

Thanks

Tim

Traffic By-Law Proposed Revision:

Current By-Law: No person shall park a bus, commercial/personal trailers, boats or recreational vehicles on any highway overnight and not more than five (5) hours during the day.

[cid:image001.png@01D58010.BEF384C0]Proposed By-Law: Parking of buses, commercial/personal trailers, boats or recreational vehicles on any highway (roadway) shall only be permitted from 9:00am to 3:00pm, Monday thru Friday.

From: [REDACTED]
Sent: October 10, 2019 11:31 AM
To: Tim Del Greco <tdelgreco@kingsville.ca<mailto:tdelgreco@kingsville.ca>>
Subject: bylaw

I would like to oppose any changes to the current bylaw regarding the Parking of Busses, RV's, Boats and Commercial Vehicles.



From: [REDACTED]
To: [Tim Del Greco](#)
Subject: RE: Commercial Bylaw Concern
Date: Friday, October 11, 2019 12:46:10 PM
Attachments: [REDACTED]

Hi Tim,

I apologize I missed your call, it's Q4 for us here so I am essentially living on conference calls.

I heard your message last night and understand what you are saying and apologize for any confusion in my original email.

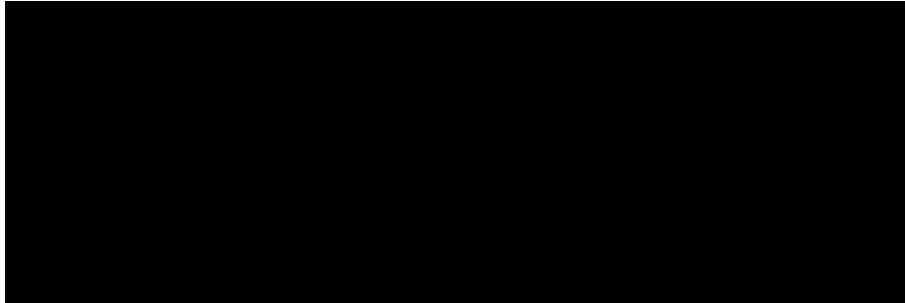
To clarify the overall bylaw concern I have is regarding parking any commercial vehicle between certain hours , I'll try and bullet this out so it may be easier.

1. Regarding trailered boats and RVs
 - a. If a resident can only park their RV/Boat for certain hours of the day and not weekends, what is the alternative for them during the off hours?
 - b. Leaving your boat/RV at home is a very cost effective measure for majority of those who own such things – has the town considered the cost increase for the residents on thos?
 - c. What is the harm if resident parks their own boat/RV in their own driveway?
2. Regarding Busses (school and coach)
 - a. Despite school hours being within your proposed time window- majority of bus drivers also drive for many other reasons:
 - i. Wine tours
 - ii. Migrant runs
 - iii. Weddings/Christmas parties/etc
 - b. All of these reasons provide an income to the town, safety of our residents and job security for those who drive, so the hour limitation seems biased towards school only
 - c. Same question for boating/RV – what is the harm if a resident has their bus parked in their driveway at night when everyone is sleeping or during the weekends?

My main concern is failure to understand why parking in ones own driveway is an issue. I want to key in on your note about police enforcing the policy If the window is implemented- is this a mater so serious we need to have policing around this? If my neighbor has a bus parked in their driveway it does not effect my personal life, property, wellbeing or health – so this is where I would like to understand the why to this situation. On Sunday when everyone is having thanksgiving dinner if there are 6-8 cars in my driveway nobody has an issue and there is nothing wrong with this – but if it is a bus/boat/rv it seems to be a problem. I just would like to hear some clarification on this matter, please. I have brainstormed a few propositions/alternatives over the past few days – I can discuss this once I talk with a few people get their input as well.

Thanks again for your time Tim & I apologize for having this conversation via email

Regards,



From: [REDACTED]
Sent: Thursday, October 10, 2019 1:28 PM
To: tdelgreco@kingsville.ca
Subject: Commercial Bylaw Concern

To whom it may concern,

I am writing you on behalf of my concern for the new bylaw enforcement that will restrict commercial vehicles, busses, RV & boats parking allowance.

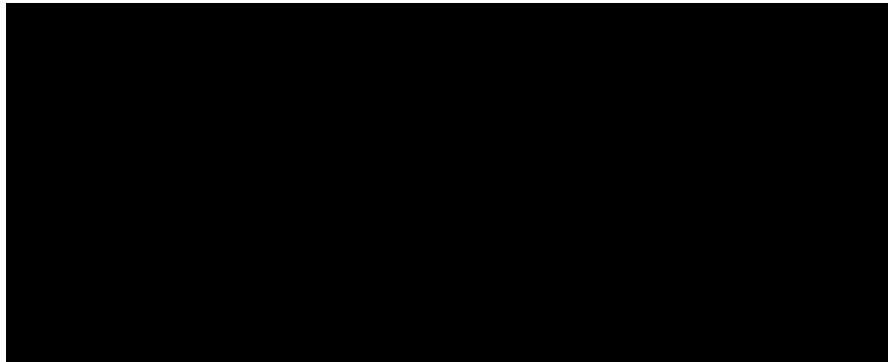
I want to start out by asking some fairly concerning questions surrounding this matter. First and foremost, I would like to understand the logic behind this bylaw and the gain from the town by enforcing this, I have done research around the surrounding municipalities and found that no bylaw close to this exists anywhere. Not only does any such by law seem to exist your committee seems to not only create an unnecessary by law but continue to amend it without explanation or cause. Even when researching your own by law page (<https://www.kingsville.ca/en/town-hall/commonly-requested-by-laws.aspx>) I noticed that NONE of your common Bylaw requests are even close to relevant to this issue which raises some red flags for me.

I want you to think about your kids or nieces/nephews and ask yourself – is this noise worth the towns effort? Do your kids take the bus to school? Grand kids, nieces, nephews, neighborhood kids? I guarantee you that you know someone that has kids who take a bus to and from school every single day! Wouldn't it be a respectable thing to consider showing them some recognition for everything they do for our kids and allowing them to keep their bus at home? Bus drivers are an

imperative part of our children's lives and we trust them with these kids' lives day in and day out, yet we continue to make their job inconvenient without explanation.

The fact that this bylaw is enforcing busses, Recreational vehicles, boats and commercial vehicles be constrained to a specific time of day is very confusing to me. The next time you are driving around Windsor, Belle River, Essex, Lasalle, Amherstburg, Harrow, etc count how many people have boats, rvs, busses, etc and really think about the lives you are effecting with this change, you are the ONLY municipality trying to make this bylaw happen. In the business I work , I could never imagine speaking with one of my clients about making a change without validating the impact (both positive and negative), the projected outcome and of course...the benefit! I am very worried with how this being handled seeing as I cannot find any logic behind this decision and concerned that our town committee cannot sense this as an issue that is non-existent.

I hope you receive this letter with the right intent and upmost respect. I look forward to hearing the outcome of this situation and hope you and your team do the right thing for the MAJORITY of your community.



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From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Re: parking bylaw
Date: Thursday, October 10, 2019 8:30:15 PM
Attachments: [image001.png](#)

So what happens on weekends when you have charter busses transporting passengers to different sights in Kingsville on the weekend? Where are the busses going to park? And what about Union Gas workers who are on call and have to park their trucks in their driveways? And out of town visitors who are traveling with a camper or motor home? Where do they park their vehicles? And on and on and on. You guys have a lot to think about before you make a decision on this.

Thanks, [REDACTED]

From: Tim Del Greco <tdelgreco@kingsville.ca>
Sent: Thursday, October 10, 2019 1:50:59 PM
To: [REDACTED]
Subject: RE: parking bylaw

Hi there,

Below is a copy of the current and proposed by-law. The proposed revision is related to time. Currently parking is permitted for 5 hours per day. The proposed revision would permit parking between 9am and 3pm on weekdays. Can I ask that you please elaborate on why you are opposed to this change in time?

Thanks

Tim

Traffic By-Law Proposed Revision:


Current By-Law: No person shall park a bus, commercial/personal trailers, boats or recreational vehicles on any highway overnight and not more than five (5) hours during the day.

Proposed By-Law: Parking of buses, commercial/personal trailers, boats or recreational vehicles on any highway (roadway) shall only be permitted from 9:00am to 3:00pm, Monday thru Friday.

From: [REDACTED]
Sent: October 10, 2019 10:19 AM
To: Tim Del Greco <tdelgreco@kingsville.ca>
Subject: parking bylaw

I would oppose any change in the current by-law regarding the parking of busses,

RV's, boats and commercial vehicles

Thanks, 

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Re: Parking Bylaw
Date: Friday, October 11, 2019 3:07:37 PM

Hi Tim, I oppose changes to the current bylaw regarding buses boats commercial vehicles etc being permitted to park in driveways. People obviously are making a living with the buses and commercial vehicles. It's how they support their families. It makes absolutely no sense to me for said people to have to park their vehicles elsewhere. My opposition is geared specifically to driveway parking. I have a commercial vehicle in my drive. I don't want to work all day and then have to find somewhere other than my own drive to park my work vehicle. In addition to then making my way back home. There are way bigger problems in this town as well as others that focus could and should be put on. Definitely seeing this as a waste of time and tax payers money. All because one person has a burr about buses. I find it hard to fathom the town of Kingsville even entertaining this one individual on this issue.

Thanks for asking.

Have a great Thanksgiving weekend!

[REDACTED]

Sent from my iPhone

> On Oct 11, 2019, at 8:43 AM, Tim Del Greco <tdelgreco@kingsville.ca> wrote:

>

> Hi [REDACTED],

>

> Below is a copy of the current and proposed by-law. The proposed revision is related to time. Currently parking is permitted for 5 hours per day. The proposed revision would permit parking between 9am and 3pm on weekdays. Can I ask that you please elaborate on why you are opposed to this change in time?

>

> Thanks

>

> Tim

>

> Traffic By-Law Proposed Revision:

>

> Current By-Law: No person shall park a bus, commercial/personal trailers, boats or recreational vehicles on any highway overnight and not more than five (5) hours during the day.

>

> Proposed By-Law: Parking of buses, commercial/personal trailers, boats or recreational vehicles on any highway (roadway) shall only be permitted from 9:00am to 3:00pm, Monday thru Friday.

>

> -----Original Message-----

> From: [REDACTED]

> Sent: October 10, 2019 6:51 PM

> To: Tim Del Greco <tdelgreco@kingsville.ca>

> Subject: Parking Bylaw

>

>

> I oppose any change to the current bylaw regarding the parking of buses, RV's, boats and commercial vehicles.

>

> Thank You,

> [REDACTED]

> Sent from my iPhone

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Re: RE:
Date: Thursday, October 10, 2019 4:18:11 PM

Sorry I hit send before I wrote it lol was going to email back later. The proposed ban on bus boat and trailer

Sent from my iPhone

> On Oct 10, 2019, at 12:56 PM, Tim Del Greco <tdelgreco@kingsville.ca> wrote:

>

> Hi [REDACTED],

>

> Which by-law are you referring to? There are 10 proposals.

>

> Thanks

>

> Tim

>

> -----Original Message-----

> From: [REDACTED] >

> Sent: October 10, 2019 12:03 PM

> To: Tim Del Greco <tdelgreco@kingsville.ca>

> Subject:

>

> We strongly oppose the new bylaw.

> [REDACTED]

>

> Sent from my iPhone

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Restriction of commercial vehicles
Date: Friday, October 11, 2019 10:07:06 PM

I oppose any change to the current bylaw regarding the parking of busses, RV's, boats and commercial vehicles.

[REDACTED]

--

Sent from Gmail Mobile

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: School bus parking
Date: Wednesday, October 9, 2019 9:29:03 AM

Hi, I am sending this email in regards to the school bus parking on the streets. I have lived in this house for 31yrs and have never had a problem at all with the bus drivers parking on the roads in between runs as it is usually for a small amount of time. I have a neighbour who drives bus who does this and no one in this neighbourhood has a problem with it...not even on the weekends. They are just trying to make a living like everyone else and some work long hours with a small break in between, so for them to be able to come home for a bit for a break and park their buses should not even be an issue. I really hope this matter is put to rest and just leave it alone.

Thank you
[REDACTED]

From: [REDACTED]
To: [Tim Del Greco](#)
Subject: Truck parking
Date: Monday, October 14, 2019 8:06:38 AM

Hello Tim

We had a meeting in March to discuss parking of large vehicles in town. I don't understand why this keeps coming up. I can understand if the police or town determine a vehicle is parked in a unsafe location or obstruction to clear view that it must be moved. My concern is that a few problem are making law changes that affect so many. Can these be addressed on a basis of public safety not just a personal issue between neighbors. I feel that the driver of commercial vehicles that needs to get home for a break needs 10 hours to be in compliance with Minister of Transportation laws that state a commercial driver has to have a 10 hour break before driving again. Will there be anymore counsel meetings to discuss this issue?

[REDACTED]

Appendix B

Request: Chestnut Street to become a one-way street heading north. Visibility is limited when attempting to turn right onto Main Street West from Chestnut Street.



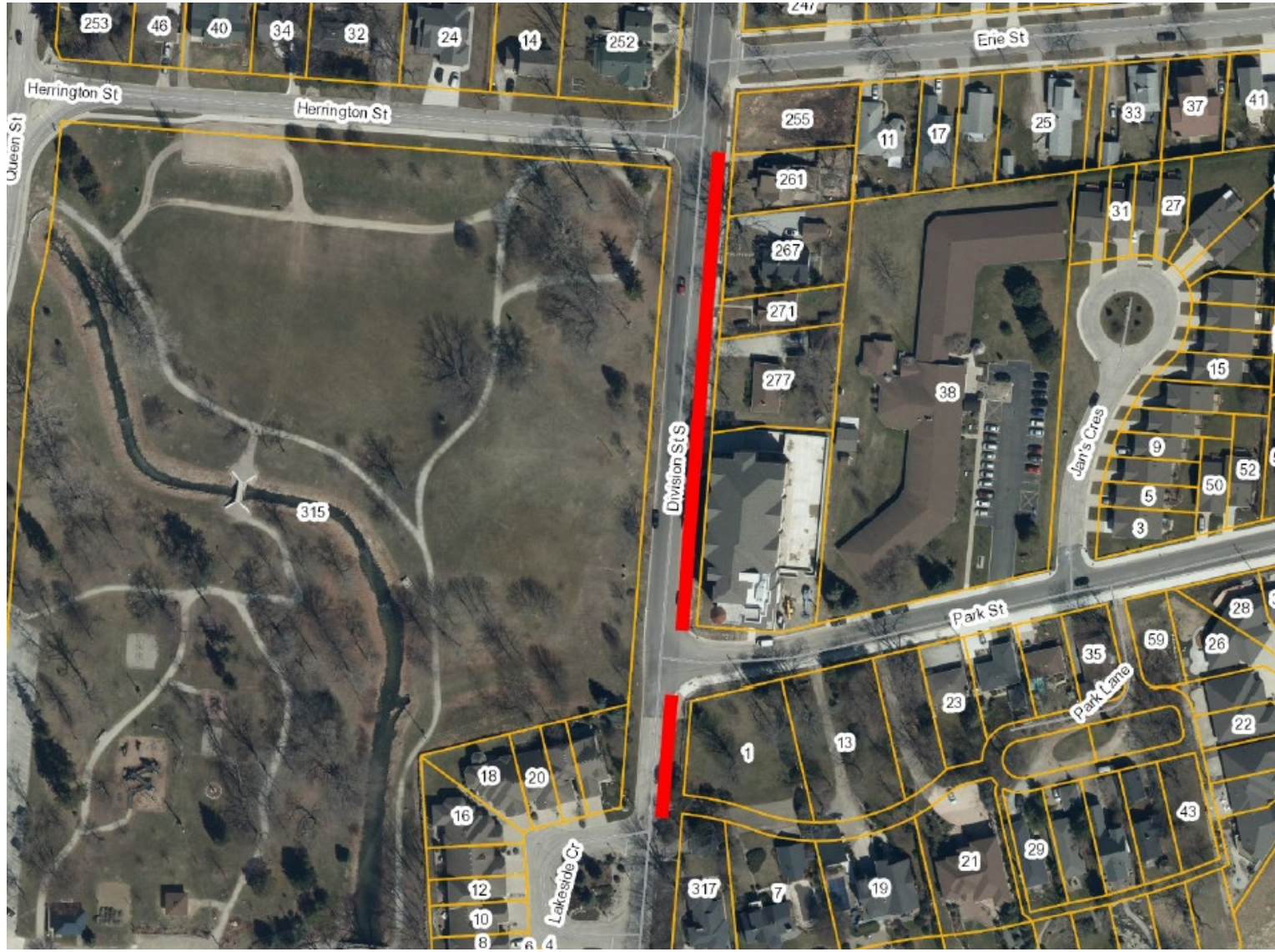
Request: No parking on both sides of Cranberry Street and Holly Street

NO PARKING

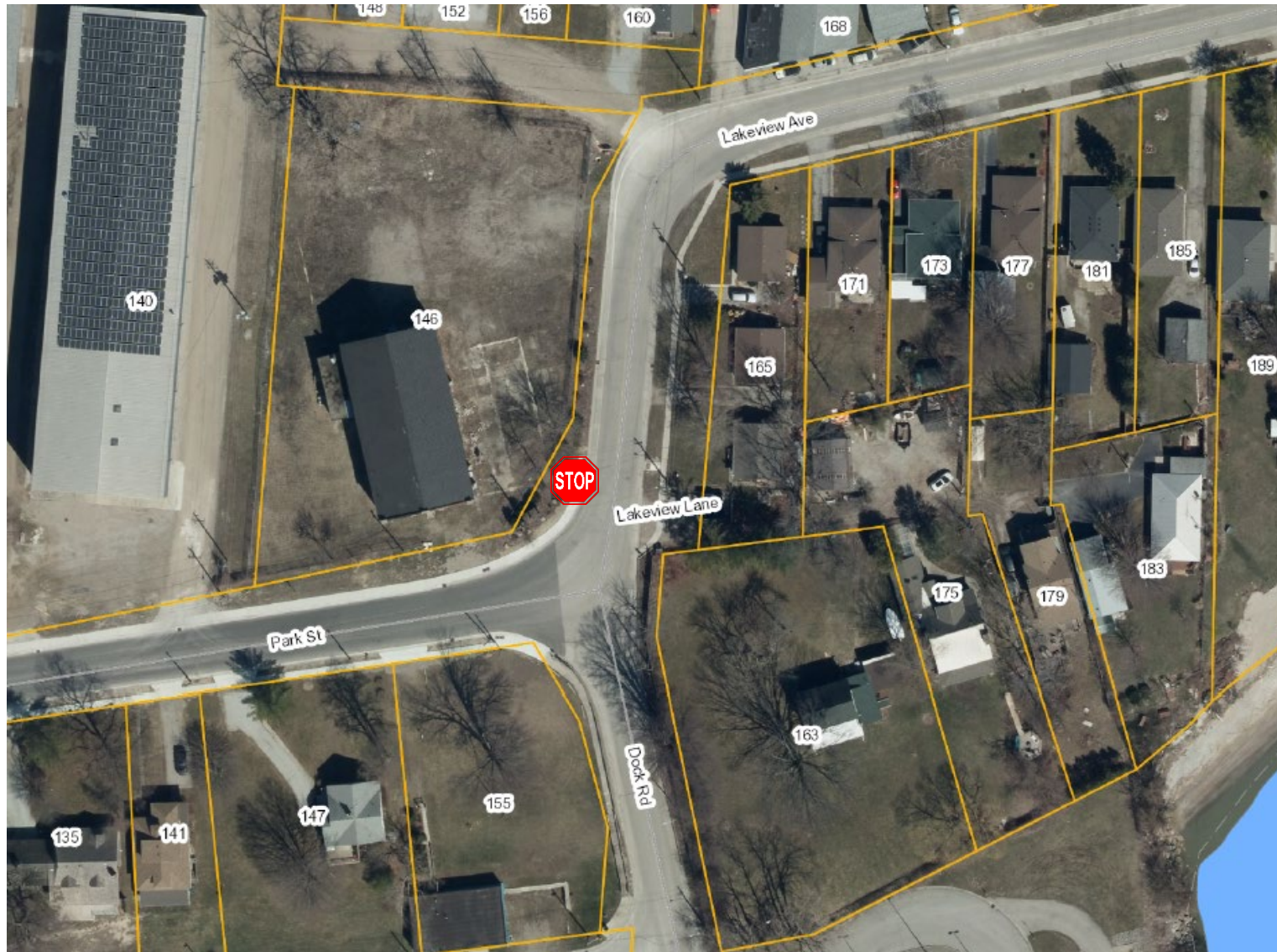


**Request: No parking on the east side of Division Street South from Herrington
Street to Lakeside Crescent**

NO PARKING

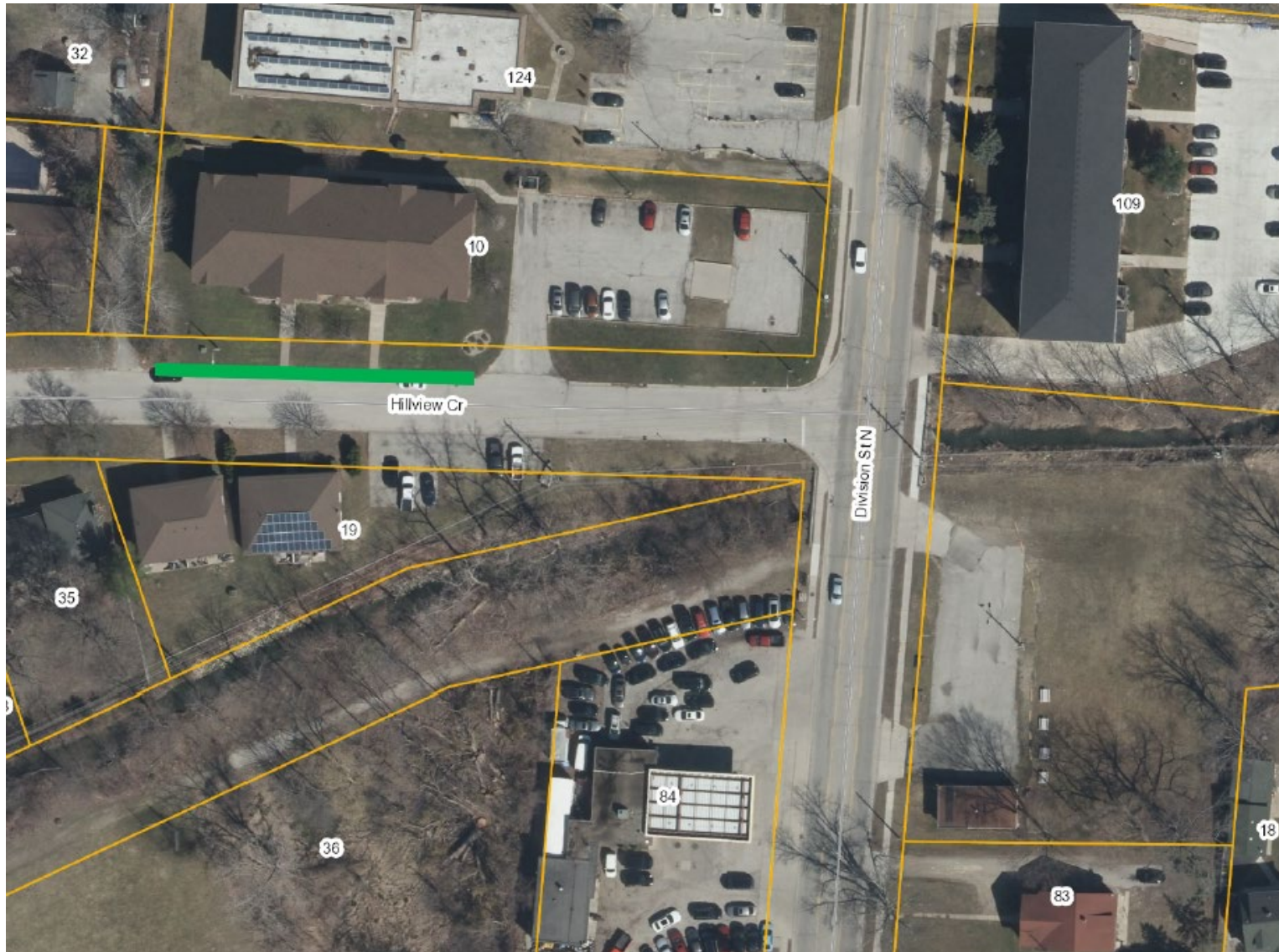


**Request: New stop sign in south bound lane of Lakeview Ave at intersection of
Lakeview Ave, Park Street, and Dock Road**



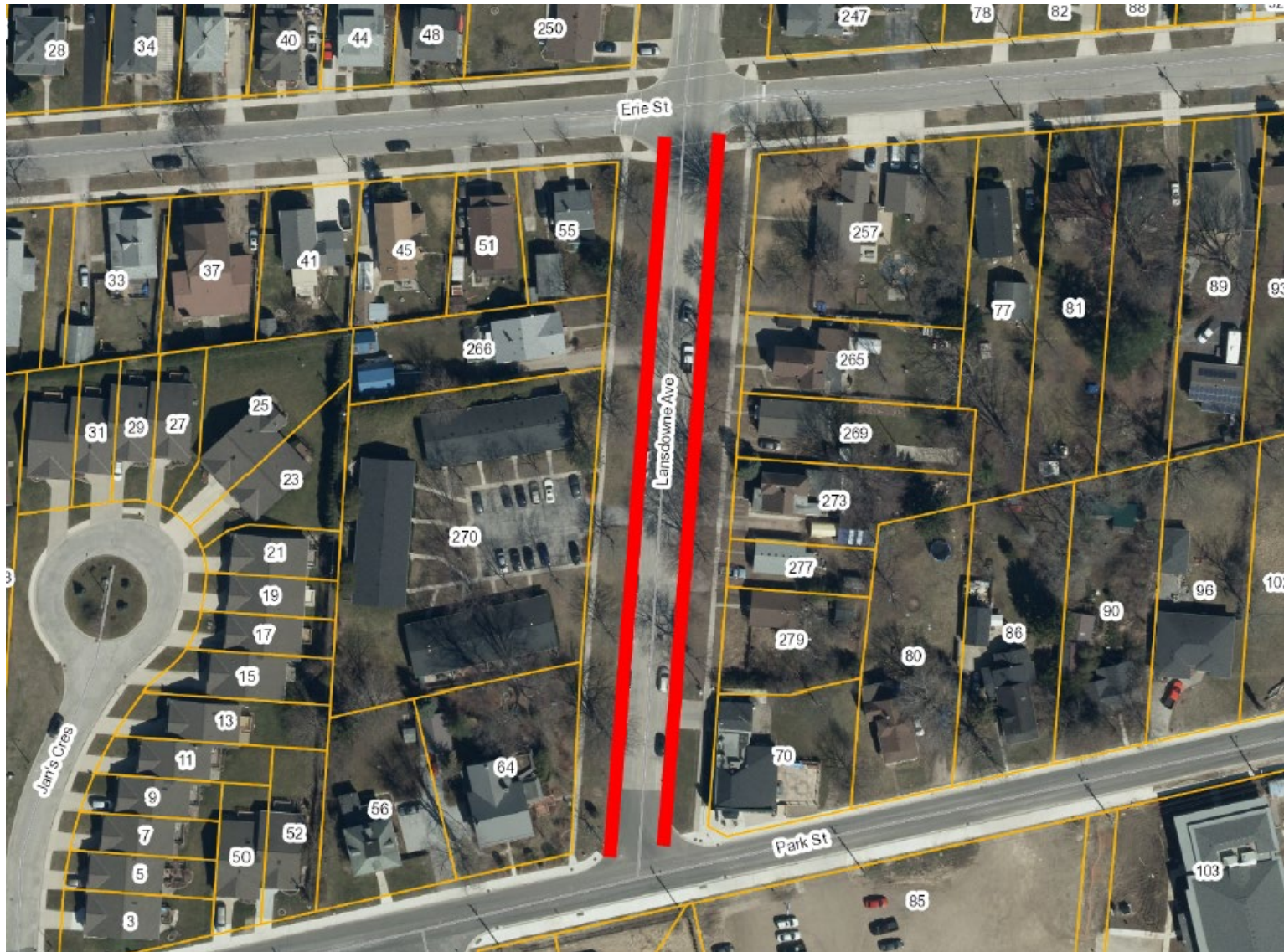
Request: 15 Minute Parking Zone permitted in front of 10 Hillview Crescent

15 MINUTE PARKING

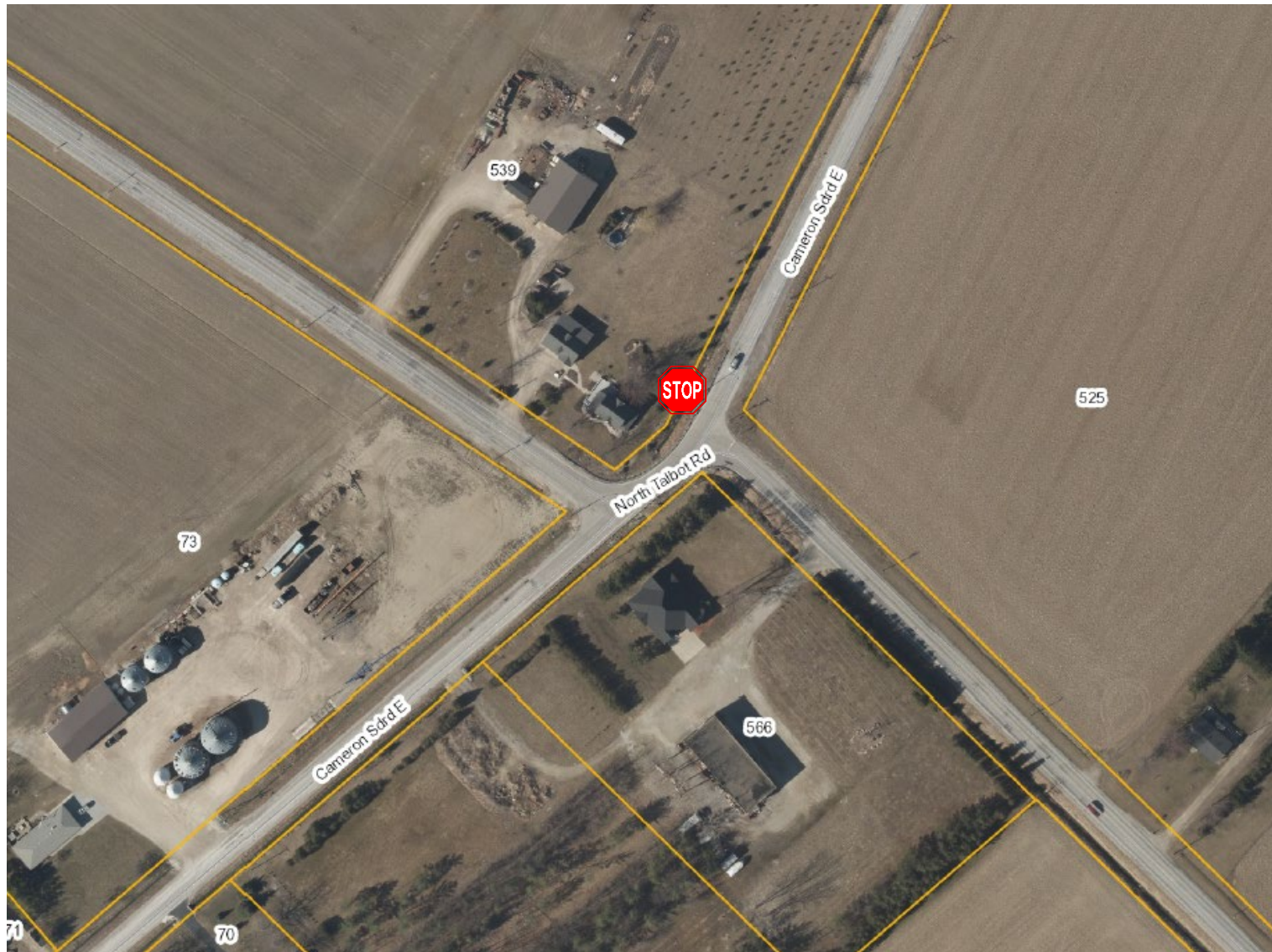


Request: No parking on both sides of Lansdowne Ave from Erie Street to Park Street

NO PARKING



**Request: New stop sign in south bound lane of Cameron Sideroad at intersection of
North Talbot Road and Cameron Sideroad**



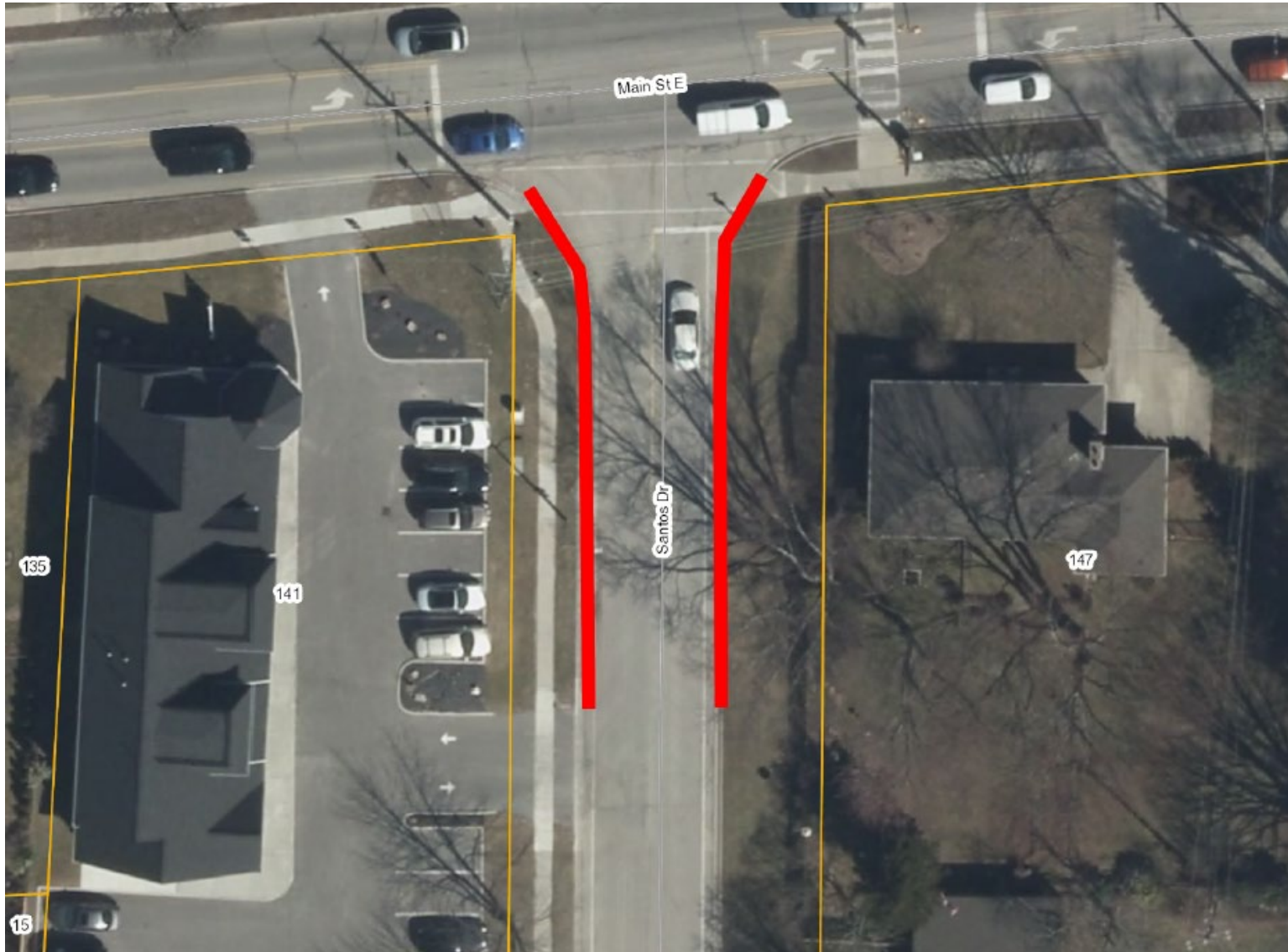
Request: No parking within Purple Plum Drive cul-de-sac

NO PARKING



**Request: No parking on both sides of Santos Drive starting from Main Street East
and heading south for a distance of 36 meters**

NO PARKING



Section 14.(5): No person shall park a bus, commercial/personal trailers, boats or recreational vehicles on any highway overnight and not more than five (5) hours during the day.

It is proposed that this section be revised to:

Parking of buses, commercial/personal trailers, boats or recreational vehicles on any highway shall only be permitted from 9:00am to 3:00pm, Monday thru Friday.



15 Minute Parking Zone in front of 10 Hillview Crescent

15 MINUTE PARKING



Parking Recommendation for Lansdowne Ave

No Parking

Commercial Loading Zone





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

Date: November 20, 2019
To: Mayor and Council
Author: Peggy Van Mierlo-West, CAO
RE: Municipal Modernization Program
Report No.: CAO 14-2019

AIM

To provide Council with information regarding the Municipal Modernization Program Intake 1.

BACKGROUND

In March 2019 the Town of Kingsville received a one-time Municipal Modernization Payment. The Town has received notice that any municipality that received this funding can now apply to the Municipal Modernization Program for funding to undertake an expenditure review with the goal in finding service delivery efficiencies and lowering cost in the long term.

To be eligible under Intake 1 of the Municipal Modernization Program, a project must be a review of municipal service delivery expenditures by an independent third-party reviewer. Such projects could include: a line-by-line review of the Town's entire budget, a review of service delivery and modernization opportunities, or a review of administrative processes to reduce costs.

All applications will be assessed on a case-to-case basis. It should be noted that municipal administrative costs, such as staff time, are not eligible. This program will also not cover projects where the ultimate recommendations include revenue generation.

The purpose of the service delivery review is to improve the understanding of the services currently provided by the Town and provide better information that will allow the community, Council and staff to make informed strategic choices regarding those services. The review will accomplish this by investigating current services and their delivery approach, identifying potential changes to service delivery methods and/or service levels and recommending changes that will improve efficiency or effectiveness.

DISCUSSION

As Council is aware the Town is undergoing an organizational review. The organizational review will provide recommendations regarding future personnel and organizational structure needs of the Town however, will also provide a current assessment of service levels. Based on conversations with the consultant, they will be recommending that the Town move forward with a service level review to ultimately develop an action plan to be implemented in line with the organizational review recommendations.

The proposed project scope will include the following; environmental scan, review of the current service delivery model, opportunity identification and presentation of final report and implementation.

The review of current service levels will include; a series of meetings with staff, review of the Town's Financial Information Return (FIR) and financial statements, review of key strategic plans (including organizational review) and review of comparable municipalities.

The opportunity identification will include recommendations that could possibly eliminate or transfer services, re-engineer services to increase efficiency and effectiveness, alternative service delivery approaches or change level of services. These recommendations will be drafted to align with the organizational review.

The service delivery review process focuses on setting priorities and, where possible, reducing the cost of delivery while maintaining or improving services and service levels. The deadline for submission of the Expression of Interest is December 6th, 2019.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

There is no impact to the budget. There is no cost sharing allocation required from the Town for this program. It is anticipated the projects will be between \$20,000 and \$200,000. This is based upon the complexity of the project and size of the municipality. Based upon preliminary research of municipalities and similar size and nature of service it has been recommended that \$75,000 would be able to complete this project. Announcements regarding grant award is proposed to be the end of January 2020.

CONSULTATIONS

RECOMMENDATION

That Council direct Administration to submit an Expression of Interest to the Municipal Modernization Program Intake 1.

Peggy Van Mierlo-West

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

November 14, 2019

Dear Members of Council

At the Kingsville BIA's Regular Meeting on November 13, 2019 it was discussed adding David Debergh to the BIA Board of Managers to replace Paul Thompson.

David is Paul Thompson's replacement at Libro and would like to fill the position on the BIA Board as well.

On behalf of the BIA Board of Managers, I am requesting that Council amend the appointment by-law to include David Debergh, therefore formally filling our empty board seat.

Respectfully,



Christina Bedal
BIA Coordinator

CC: KINGSVILLE TOWN COUNCIL
CC: TOWN ADMINISTRATION
CC: BIA BOARD MEMBERS



**REGULAR MEETING OF COUNCIL
MINUTES**

**Tuesday, November 12, 2019
6:00 PM
Council Chambers
2021 Division Road N
Kingsville, Ontario N9Y 2Y9**

Members of Council Mayor Nelson Santos
 Deputy Mayor Gord Queen
 Councillor Thomas Neufeld
 Councillor Larry Patterson
 Councillor Kimberly DeYong
 Councillor Laura Lucier

Members of J. Astrologo, Director of Corporate Services
Administration S. Kitchen, Deputy Clerk-Council Services
 R. McLeod, Director of Financial Services
 P. Van Mierlo-West, CAO

A. CALL TO ORDER

Mayor Santos called the Regular Meeting to order at 6:00 p.m. with all members of Council in attendance, save and except for Councillor Gaffan.

Solicitor Suzanne M. Porter was also in attendance in regard to Closed Session Item B.1.

B. CLOSED SESSION

561-2019

Moved By Councillor Laura Lucier

Seconded By Councillor Thomas Neufeld

That Council at 6:01 p.m., pursuant to Section 239(2) of the *Municipal Act, 2001* enter into Closed Session to address the following items:

B.1 Section 239(2)(e) litigation affecting the municipality, being an update Report by Solicitor Suzanne M. Porter regarding the status of Town of Kingsville et al. ats Wood; and

Q.1 Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality; being an update Report by Mayor Santos regarding a proposal to the Town.

CARRIED

Upon rising from Closed Session at 6:40 p.m., Mayor Santos called for a short recess.

At 7:00 p.m. Mayor Santos reconvened this Regular Meeting with all members of Council present (Councillor Gaffan having arrived at 6:07 p.m.), along with the following Members of Administration: CAO P. Van Mierlo-West, Manager of Planning Services R. Brown, Director of Corporate Services/Clerk J. Astrologo, Director of Municipal Services A. Plancke, Director of Financial Services R. McLeod, and Deputy Clerk-Council Services S. Kitchen

C. 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.

D. PLAYING OF NATIONAL ANTHEM

E. 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.

F. MATTERS SUBJECT TO NOTICE

1. PUBLIC MEETING--Combined Application for Zoning By-law Amendment & Site Plan Approval by M & M Farms Ltd. 1775 Road 4 E (County Road 18) Pt. Lot 11, Concession 3 ED, Part 1, RP 12R 8831

R. Brown, Manager of Planning Services

- i) Notice of Complete Application and Public Meeting: Zoning By-law Amendment and Site Plan Approval, dated October 22, 2019;
- ii) Supplementary Report of R. Brown, dated October 31, 2019;
- iii) Report of R. Brown, dated September 23, 2019;
- iv) Proposed By-law 90-2019, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

Mr. Brown presented his Supplementary Report, providing further information regarding review and follow-up on the placement of a new bunkhouse at 1775 Road 4 East (County Road 18) and the associated request for a Zoning By-law Amendment and Site Plan Approval.

Comments from the Applicant's agent:

Ms. Tracey Pillon-Abbs, the Applicant's Planning Consultant, presented her Planning Opinion in Support of Zoning By-law Amendment ZBA/15/19 and Site Plan Control SPA/19/19, 1775 Road 4 East (County Road 18), Town of Kingsville.

Public Comments:

John Pavao, 1835 Road 4 East, commented that the property was purchased separately and asked why is it a separate lot, and not one large farm? He commented that the landscaping on the existing property is not great. He also asked why he needs the storage building located at the back of the lot.

Mr. Brown explained that the septic system on the existing property is at maximum capacity, and that the Applicant acquired the lot to build the house with a separate septic system. The zoning specifically specifies that the bunkhouse is accessory to the greenhouse.

Rina Pavao, 1835 Road 4 East, also asked why the properties cannot be joined all together. The bunkhouse that's located on the existing property has been there for 2 years and there are no bikes, and no landscaping, and it's not very far to the property that he's joining, but if you go back, there is room there for a shed or another structure. She is concerned about the value of her home.

Mr. Brown stated that the only difference with this application is the size and cost of a septic system. There isn't room to accommodate a bunkhouse on the existing lot to the west, and he also commented that the bunkhouses should be placed in a location that is visible and accessible from the road.

562-2019

Moved By Councillor Thomas Neufeld

Seconded By Councillor Laura Lucier

That Council approves Zoning By-law Amendment Application ZBA/15/19 to rezone the subject property located at 1775 Road 4 E (County Road 18) from 'Agriculture Zone 1 (A1)' to a site-specific 'Agriculture Zone 1 Exception 78, (A1-78)' to permit a stand-alone bunkhouse accessory to the a greenhouse at 1755 Road 4 E (County Road 18) and adopt the implementing by-law.

CARRIED

563-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council defers the approval of the Site Plan Application SPA/19/19 to a future Regular Meeting in order that Administration and the applicant can again review the location of the proposed new bunkhouse at 1775 Road 4 East (County Road 18).

CARRIED

2. PUBLIC MEETING--Combined Application for Consent & Zoning By-Law Amendment File B/14/19 & ZBA/16/19 by Earl & Beverly Haggins 1642 Road 2 W, Part of Lot C, Concession 2 WD

R. Brown, Manager of Planning Services

i) Notice of Complete Application and Public Meeting: Zoning By-law Amendment and Consent, dated October 21, 2019;

ii) Report of David French, Interim Town Planner, dated October 23, 2019;

iii) Proposed By-law 97-2019, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

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

564-2019

Moved By Councillor Tony Gaffan

Seconded By Councillor Larry Patterson

That Council approves Consent Application B/14/19 to sever an existing dwelling, deemed surplus to the needs of the prospective purchaser, on a 0.802 ha (1.983 ac.) parcel, shown as Part 1 on the applicants' sketch, subject to the following conditions:

- a) 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;
- b) 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;
- c) 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;
- d) That any necessary drainage reapportionments be undertaken;
- e) 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;
- f) That the severed and retained parcels be transferred to the purchaser, Henry Denotter, as outlined in the Agreement of Purchase and Sale;
- g) The Zoning By-law be amended to prohibit future dwellings on the retained farm parcel prior to the consent being endorsed on the deeds;
- h) That the applicant provide a letter of intent for the installation of a new joint access to the retained farm parcel and abutting farm to the east at the applicant's expense and to the satisfaction of the Town and/or County;
- i) That the applicant install a boundary ditch along the north and east lot lines of 1648 Road 2 W to redirect the existing surface drain along the west lot line of the retained parcel to the satisfaction of the Town;
- j) 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;

k) The conditions imposed above shall be fulfilled by **November 12, 2020** or this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act;

and

That Council approves Zoning By-law Amendment Application ZBA/16/19 to rezone the retained parcel, known as 1642 Road 2 West, Part of Lot C, Concession 2, WD, in the Town of Kingsville, from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)' and adopt the implementing by-law.

CARRIED

3. PUBLIC MEETING--Combined Application for Consent & Zoning By-Law Amendment File B/14/19 & ZBA/16/19 by Leonard & Anne Parent 570 Road 11, Part of Lot 21, Concession 10

R. Brown, Manager of Planning Services

i) Notice of Complete Application and Public Meeting: Zoning By-law Amendment, dated October 21, 2019;

ii) Report of D. French, Interim Town Planner, dated November 4, 2019;

iii) Proposed By-law 99-2019, being a By-Law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

Mr. Brown clarified that the correct number for the ZBA file is ZBA/19/19, and the correct number for the Consent file is B/16/19.

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

565-2019

Moved By Councillor Laura Lucier

Seconded By Councillor Larry Patterson

That Council approves Consent Application B/16/19 to sever an existing dwelling, deemed surplus to the needs of the prospective purchaser, together with a wooded portion of land on a 6.63 ha (16.38 ac.) lot, shown as Parts 2 & 3 on the applicants' sketch, subject to the following conditions:

- a) 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;
- b) That the deeds, such plans of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality;
- c) 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;
- d) That any necessary drainage reapportionments be undertaken;
- e) 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;
- f) That the severed and retained parcels be transferred to the purchaser, Larry Willis and Sons Inc., as outlined in the Agreement of Purchase and Sale, and consolidated with the abutting parcel to the east (PIN 75153-0073);
- g) The Zoning By-law be amended to rezone Part 3 on the applicants' sketch to recognize and protect the wooded area prior to the consent being endorsed on the deeds;
- h) 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;
- i) The conditions imposed above shall be fulfilled by **November 12, 2020** or this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act;

And That Council approves Zoning By-law Amendment Application ZBA/19/19 to rezone a portion of the severed parcel (Part 3 on the Applicants' sketch), in Part of Lot 21, Concession 10, in the Town of Kingsville from 'Agriculture (A1)' to 'Natural Environment (NE)' and adopt the implementing By-law.

CARRIED

4. PUBLIC MEETING--Combined Application for Consent & Zoning By-Law Amendment File B/17/19 & ZBA/20/19 by Maria Bakalic 405 County Road 34 W, Part of Lot 276, Concession NTR

R. Brown, Manager of Planning Services

- i) Notice of Complete Application and Public Meeting: Zoning By-law Amendment and Consent, dated October 21, 2019;
- ii) Report of D. French, Interim Town Planner, dated November 4, 2019;
- iii) Proposed By-law 100-2019, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

Comments from the audience:

Jolene Campbell, 38 Cameron Sideroad E. asked what is the current minimum required area for a farm. Mr. Brown responded that if you are creating a new farm the minimum size is 100 acres.

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

566-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That:

Council approves Consent Application B/17/19 to sever and convey six separate portions of land, shown as Parts 1, 2, 3, 4, 5 & 6, on the applicant's sketch, as lot additions to 5, 7, 9, 11, 13 & 15 Cameron Side Road, in Part of Lot 276, Concession NTR, in the Town of Kingsville, subject to the following conditions:

- a. That a reference plan be deposited in the registry office, ***both an electronic and paper*** copy to be provided for the files of the Secretary-Treasurer;
- b. That the owner shall provide that all municipal taxes be paid in full and that necessary apportionments be undertaken for any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act;
- c. That any necessary drainage reapportionments be undertaken;
- d. That the one-foot squares, shown on the applicant's sketch as Parts 7, 8, 9, 10, 11 & 12 be conveyed to the Town free of charge and clear of all encumbrances;

- e. 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;
- f. That any new or revised municipal addressing being completed;
- g. That the lot addition lands, Parts 1, 2, 3, 4, 5 & 6 be respectively conveyed to and consolidated with the abutting lots located at 5, 7, 9, 11, 13 & 15 Cameron Side Road and that Section 50, (3) or (5) apply to any future consent.
- h. That the necessary deed(s), transfer or charges be ***submitted in triplicate***, signed and fully executed (***no photo copies***), prior to certification.
- i. The conditions imposed above shall be fulfilled by November 20, 2020 for this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act; and

That Council approves Zoning By-law Amendment Application ZBA/20/19 to rezone the portion of the severed parcel (Parts 1, 2, 3, 4,5 & 6 on the applicant's sketch), in Part of Lot 276, Concession NTR, in the Town of Kingsville, from 'Agriculture (A1-47)' to 'Rural Residential (RR)', and to revise the existing Agriculture (A1-47) Zone to recognize the reduction in lot area and adopt the implementing by-law.

CARRIED

G. AMENDMENTS TO THE AGENDA

Councillor Gaffan and Councillor Patterson each added one Announcement, and Deputy Mayor Queen added one Unfinished Business item.

H. ADOPTION OF ACCOUNTS

1. **Town of Kingsville accounts for the monthly ended October 31, 2019, being TD cheque numbers 070733 to 071024 for a grand total of \$1,243,879.76.**

R. McLeod, Director of Financial Statements

567-2019

Moved By Councillor Larry Patterson

Seconded By Councillor Laura Lucier

That Council receives Town of Kingsville Accounts for the monthly period ended October 31, 2019 being TD cheque numbers 070733 to 071024 for a grand total of \$1,243,879.76.

CARRIED

I. STAFF REPORTS

1. York Phase 4A Final Acceptance

G. A. Plancke, Director of Municipal Services.

568-2019

Moved By Councillor Thomas Neufeld

Seconded By Councillor Larry Patterson

That Council grants “Final Acceptance” of the roadway and infrastructure for the York Phase 4A subdivision and further that;

The Clerk provides formal notification to the Developer of Council’s granting of Final Acceptance of the York Phase 4A subdivision.

CARRIED

Director Plancke will confirm that the planting of trees is not part of this Development Agreement.

2. Winterberry Subdivision (Holly St. Cranberry St.) Final Acceptance

569-2019

Moved By Councillor Laura Lucier

Seconded By Councillor Tony Gaffan

That Council grants “Final Acceptance” of the roadway and infrastructure for the Winterberry Subdivision (Holly St. Cranberry St.) and further that;

The Clerk provides formal notification to the Developer of Council’s granting of Final Acceptance of the Winterberry Subdivision.

CARRIED

**3. Application for Extension of Part Lot Control by Suburban Homes (1991)
Ltd. 7 & 9 Lukas Dr. & 10 & 12 Robin Court Blocks 61 and 62, Plan 12M 598**

R. Brown, Manager of Planning Services

570-2019

Moved By Councillor Larry Patterson

Seconded By Councillor Thomas Neufeld

That Council approves the extension of Part Lot Control Exemption, By-law 101-2014, to allow Blocks 61 and 62 on Plan 12M 598 to continue to be exempt from Section 50(5) of the *Planning Act*;

And That Council authorizes and directs Planning Services to register the By-law (By-law 98-2019) on title.

CARRIED

**4. Application for Site Plan Approval SPA 23/19 by Chris Chevalier 318
County Road 8 Part of Lot 11, Concession 11**

R. Brown, Manager of Planning Services

571-2019

Moved By Councillor Larry Patterson

Seconded By Councillor Tony Gaffan

That:

Council approves the requested Site Plan approval for the development of a 535 sq. m (5,760 sq. ft.) building for an indoor cannabis production facility (detailed in the site plan attached as Appendix A to the Report of R. Brown dated October 31, 2019), and subject to the conditions outlined in the Site Plan Agreement;

And That Council requires a security deposit of 50% of the total cost of the odour control system to be deposited with the Town prior to the release of any building permits;

And That Council authorizes the Mayor and Clerk to sign the Site Plan Agreement and register said Agreement on title.

CARRIED

5. Application for Exemption from Plan of Condominium by 2524634 Ontario Ltd.

R. Brown, Manager of Planning Services

572-2019

Moved By Councillor Laura Lucier

Seconded By Councillor Tony Gaffan

That Council:

receives the Report of R. Brown, Manager of Planning Services, dated November 1, 2019 for information purposes on the request for Exemption from Plan of Condominium;

And That Council supports, by Resolution, an exemption from Plan of Condominium by the County of Essex for the existing building located at 86 Wigle Ave., Part of Block A, Plan 432, Parts 6 & 7, RP 12R 25287, subject to the following condition: that the Applicant provide an outline to the Director of Financial Services detailing the provisions being made to ensure that the payment of taxes is kept up-to-date until all units have been provided with individual assessment roll numbers.

CARRIED

J. BUSINESS/CORRESPONDENCE-ACTION REQUIRED

1. Mary E. Baruth--Letter of resignation from Ms. Baruth as a member of the Migration Festival Committee

573-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council receives letter of resignation from Ms. Mary Baruth, and directs Administration to amend the Appointment By-law to reflect such resignation from the Migration Festival Committee and that Mayor Santos send a letter of thanks to Ms. Baruth for her service.

CARRIED

K. MINUTES OF THE PREVIOUS MEETINGS

- 1. Special Meeting of Council--October 23, 2019**
- 2. Regular Meeting of Council--October 28, 2019**
- 3. Regular Closed Session Meeting of Council--October 28, 2019**

574-2019

Moved By Councillor Larry Patterson

Seconded By Councillor Kimberly DeYong

That Council adopts Special Meeting of Council Minutes dated October 23, 2019, Regular Meeting of Council Minutes dated October 28, 2019, and Regular 'Closed Session' Meeting of Council Minutes dated October 28, 2019.

CARRIED

L. MINUTES OF COMMITTEES AND RECOMMENDATIONS

- 1. Kingsville Municipal Heritage Advisory Committee - July 17, August 19, September 4, and October 9, 2019**

575-2019

Moved By Councillor Laura Lucier

Seconded By Councillor Kimberly DeYong

That Council receives Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated July 17, 2019, August 19, 2019, September 4, 2019 and October 9, 2019.

CARRIED

- 2. Parks, Recreation, Arts and Culture Committee - September 19, 2019**

576-2019

Moved By Councillor Larry Patterson

Seconded By Deputy Mayor Gord Queen

That Council receives Parks, Recreation, Arts and Culture Committee Meeting Minutes dated September 19, 2019 together with Minutes of the following sub-committees: Fantasy of Lights - August 6, 2019, Mettawas Fundraising - August

7, 2019, Migration Festival - August 20, 2019, Highland Games - June 12, 2019 and July 31, 2019.

CARRIED

3. Police Services Board - September 25, 2019

577-2019

Moved By Councillor Laura Lucier

Seconded By Councillor Tony Gaffan

That Council receives Police Services Board Meeting Minutes dated September 25, 2019.

CARRIED

M. BUSINESS CORRESPONDENCE - INFORMATIONAL

- 1. Evolgen--Correspondence dated October 1, 2019 RE: New Identity for Brookfield Renewable Canada**
- 2. Stacey Biekx--Correspondence dated October 4, 2019 RE: MADD Message Yearbook Advertising Information**
- 3. City of St. Catharines--Correspondence dated October 8, 2019 RE: Menstrual Products in City Facilities (decision related to the pilot project)**
- 4. Local Authority Services (LAS)-Correspondence dated October 23, 2019 RE: LAS Natural Gas Program-2017-18 Period Reserve Fund Rebate**
- 5. Deputy Mayor Queen--RE: Report to Council dated October 26, 2019 regarding recent Association of Municipalities of Ontario (AMO) 2019 Fall Policy Forum, October 24 and 25, 2019, London, Ontario**
- 6. Town of Prescott--Resolution passed October 28, 2019 RE: Provincial Consultation on the Transformation of Building Services in Ontario**
- 7. Grey Sauble Conservation Authority--Correspondence dated November 1, 2019 RE: Grey Sauble Conservation Authority (GSCA) Board of Directors Resolution FA-19-116**

8. **Township of Stirling-Rawdon --Correspondence dated November 5, 2019
RE: Township of Stirling-Rawdon Finance and Personnel Committee
motion passed October 29, 2019 RE: Municipal Liability and Insurance
Costs.**
9. **Windsor Historical Society, Veterans Memories Project-Request for
sponsorship in the 2020 Veterans Day Magazine.**

578-2019

Moved By Councillor Tony Gaffan

Seconded By Councillor Thomas Neufeld

That Council receives Business Correspondence-Informational items 1 through 9.

CARRIED

N. NOTICES OF MOTION

1. **Deputy Mayor Queen may move, or cause to have moved:**

579-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council directs and requests the staff to consider and develop a possible future Parks and Recreation Grant request that includes many of high priority items in the Parks and Recreation Master Plan, with a draft of details back to Council within nine (9) months, that we might be better prepared in the event that the Province and Federal levels of Government offer such a grant program, as was suggested, in future years The considerations should not be limited, but consider future generations in much the same manner as other towns in Essex County have with this current application process of November 12, 2019.

CARRIED

2. **Deputy Mayor Queen may move, or cause to have moved:**

580-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council asks that the Greenhouse Applications approved with site plans within the last two (2) years, each be reviewed for dark sky compliance as was required under the site plans. In the event any such sites have not installed the shade or curtains required, the staff shall report back to Council within ninety (90) days with the legal steps to get compliance.

CARRIED

O. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

Deputy Mayor Queen asked about the status of Motion 337-2019 wherein Council requested that Administration research what the Town can do in regard to banning single use plastics. He requested an update by the end of the first quarter of 2020 on: What exactly is being defined as single use plastic? What, if any, feedback has been received from the food and beverage industry? and, When can we expect full implementation of the intent of this motion, a ban on single use plastics at all Town events?

Councillor Gaffan reminded of the Fantasy of Lights Festival opening celebrations starting on Saturday, November 16. Dinner with Santa will be held from 3:30 p.m. to 5:30 p.m. at Lakeside Park, followed by the Santa Claus parade at 6:00 p.m., light displays and fireworks.

Councillor Patterson thanked Municipal Services staff for their excellent work clearing the roads during yesterday's first snowstorm of the season.

P. BYLAWS

1. By-law 90-2019

581-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council read By-law 90-2019, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (ZBA/15/19; Part of Lot 11, Concession 3, ED, Part 1, RP 12R-8331) a first, second and third and final time.

CARRIED

2. By-law 97-2019

582-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council reads By-law 97-2019, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (ZBA/16/19; 1642 Road 2 West, Part of Lot C, Concession 2, WD) a first, second and third and final time.

CARRIED

3. By-law 98-2019

583-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council reads By-law 98-2019, being a By-law to extend the exemption from Part Lot Control pursuant to Section 50(7) of the Planning Act as provided for in By-law 101-2014 (Royal Oak at the Creek Subdivision, Phase 8A-Plan 12M-598) a first, second and third and final time.

CARRIED

4. By-law 99-2019

584-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council reads By-law 99-2019, being a By-law to amend By-law 1-2014, being the Comprehensive Zoning By-law for the Town of Kingsville (ZBA/19/19; 570 Road 11, Part of Lot 21, Concession 10) a first, second and third and final time.

CARRIED

5. By-law 100-2019

585-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council reads By-law 100-2019, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (ZBA/20/19; 406 County Road 34 West, Part of Lot 276, Concession NTR) a first, second and third and final time.

CARRIED

Q. CLOSED SESSION

Item Q.1 was dealt with at the beginning of this evening's meeting (see Motion 561-2019 above).

R. REPORT OUT OF CLOSED SESSION

Mayor Santos advised that Council met in closed session earlier this evening to address Items B.1 and Q.1.

He reported as follows:

Item B.1--Council provided direction to Solicitor Suzanne Porter in connection with the Town of Kingsville et al. ats Wood legal action; and,

Item Q.1--Council received an update on negotiations and received further instructions regarding a proposal for future consideration.

S. CONFIRMATORY BY-LAW

1. By-law 101-2019

586-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council reads By-law 101-2019 being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its November 12, 2019 Regular Meeting a first, second and third and final time.

CARRIED

T. ADJOURNMENT

587-2019

Moved By Councillor Tony Gaffan

Seconded By Councillor Kimberly DeYong

That Council adjourns this Regular Meeting at 8:23 p.m.

CARRIED



COMMITTEE MINUTES

COMMITTEE OF ADJUSTMENT

SEPTEMBER 17, 2019 @ 6:00 P.M.

Council Chambers, 2021 Division Road North, Kingsville

A. CALL TO ORDER

Chairperson Thomas Neufeld called the Meeting to order at 6:00 p.m. with the following persons in attendance:

MEMBERS OF COMMITTEE OF ADJUSTMENT:

Deputy Mayor Gord Queen
Councillor Thomas Neufeld
Russell Horrocks
Allison Vilardi
Shannon Olson

MEMBERS OF ADMINISTRATION:

Town Planner, David French
Manager of Planning, Robert Brown
Administration – Stephanie Coussens

B. DISCLOSURE OF PECUNIARY INTEREST

Chairperson T. Neufeld 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. MINUTES OF THE PREVIOUS MEETING

1. ADOPTION OF COMMITTEE OF ADJUSTMENT MEETING MINUTES DATED AUGUST 20TH, 2019.

CA-41-2019

Moved by Gord Queen, seconded by Russell Horrocks that the Committee of Adjustment Meeting Minutes dated August 20th, 2019 be adopted.

CARRIED

D. HEARINGS

1. B/11/19 & A/03/19 – 1117 CAMPBELL LANE – 1683310 ONTARIO LTD.

Town Planner, David French introduced the Consent and Minor Variance applications and reviewed the report dated, September 12th, 2019 which provides details regarding a combined application for consent and minor variance to create a lot and convey a lot addition from lands known as 1117 and 1119 Campbell Lane, in the Town of Kingsville.

The subject land is a 0.89 ha (2.2 ac.) parcel and contains two single detached dwellings and three accessory buildings. The applicant has received a request from an abutting property owner at 1284 Graham Side Road to purchase approximately 0.168 ha (0.415 ac.) of vacant land (shown as Parts 3 and 4 on the applicants sketch). These lands would then be conveyed as a lot addition to 1284 Graham Side Road. (See Location Map – Appendix A)

On the remaining lands the applicant is proposing to remove both dwellings and the accessory buildings for the development of two new single detached dwellings. In order to accommodate this the applicant has requested consent to subdivide the remaining land to create one new lot shown as Part 1 on the applicant's sketch. (Appendix B) The proposed lot would have an area of 1,161.4 sq. m (12,501 sq. ft.) and frontage of 28.44 m (93.32 ft.). This lot would require a minor variance for lot area as a minimum of 1,400 sq. m (15,070 sq. ft.) is required under the 'Lakeshore Residential, (LR)' zoning.

The applicant, Tony Visca was in attendance.

Chairperson, T. Neufeld asked if there were any comments or questions from the committee, applicant or the public.

Committee member Allison Vilardi asked if any public comment has come in since the writing of the report, in the form of written or verbal. Town Planner, David French confirmed no comments, written or verbal have been received to date.

Chairperson, T. Neufeld confirmed there were no other comments or questions from the committee, applicant or the public.

CA-42-2019

Moved by Gord Queen, seconded by Shannon Olson that Consent application B/11/19 to sever and convey lands shown as Parts 3 and 4 on the applicant's sketch as a lot addition to 1284 Graham Side Road, subject to conditions a) through f), inclusive and j), k) and l); create one (1) new vacant 1,161.4 sq. m (12,501 sq. ft.) residential parcel, subject to conditions a) through i) inclusive and k) and l); make any necessary

amendment to continue the existing easement over Part 3 on the applicant's sketch; all from the lands known as 1117 & 1119 Campbell Lane, Part of Lot 7, Concession 1 Eastern Division, in the Town of Kingsville, be **Approved** subject to the following conditions;

- a) That a reference plan be deposited in the registry office, ***both an electronic and paper*** copy to be provided for the files of the Secretary-Treasurer.
- b) 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 including satisfactory proof as to compliance of the location of all buildings on the subject lands either by way of a plan showing the location of all buildings located thereon, or a certificate from a qualified surveyor indicating the location and sizes of all buildings on the said lands and/or favourable minor variances shall have been processed for any non-compliances.
- c) That the owner shall provide that all municipal taxes be paid in full and that necessary apportionments be undertaken for any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act.
- d) That any necessary drainage reapportionments be undertaken.
- e) That the applicant obtain a demolish permit and remove all existing dwellings and accessory building from the severed and retained parcel prior to certification of the lot creation deed.
- f) 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.
- g) The applicant provides a new water service at the applicant's expense and to the satisfaction of the Town prior to certification.
- h) That any new or revised municipal addressing being completed.
- i) That the applicant obtains the necessary permits from the Town for the construction of a new entrance for the severed lot, Part 1.
- j) That the lot addition lands, Part 3 and 4 be conveyed to and consolidated with the abutting lot located at 1284 Graham Side Road and that Section 50, 3 or 5) apply to any future consent.
- k) That the necessary deed(s), transfer or charges be ***submitted in triplicate***; signed and fully executed (***no photo copies***), prior to certification.

- l) The conditions imposed above shall be fulfilled by **September 17, 2020** for this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act.

CARRIED

CA-43-2019

Moved by Gord Queen, seconded by Shannon Olson that Minor Variance application A/03/19 to reduce the required lot area of the severed parcel, Part 1 from 1,400 sq. m (15,070 sq. ft.) to 1,161.4 sq. m (12,501 sq. ft.) and reduce the required lot frontage for the retained parcel, Part 2 from 18 m (59 ft.) to 13.47 m (44.18 ft.); all from the lands known as 1117 & 1119 Campbell Lane, Part of Lot 7, Concession 1 Eastern Division, in the Town of Kingsville, be **Approved**.

2. B/13/19 – 15, 17 AND 19 METTAWAS LANE – HTM MANAGEMENT INC.

Town Planner, David French introduced the Consent application and reviewed the report dated, August 23rd, 2019 which provides details regarding the requested consent to establish a permanent easement over lands known as 17 Mettawas Lane in favour of 15 and 19 Mettawas Lane, in the Town of Kingsville.

The subject lands, 15 and 17 Mettawas Lane, contain a recently completed semi-detached dwelling. Due to the lot configuration and limited frontage several of the existing lots in the subdivision have rights-of-way over the front portion of the lot to provide for access to one or more neighbouring lots. The subject lands share a similar circumstance as such a request for consent to establish a right-of-way for shared access (shown as Parts 4 and 5 on the Applicants Survey) has been submitted. This would result in the establishment of a right-of-way over 17 Mettawas Lane in favour of 15 and 19 Mettawas Lane for access from the road.

The applicant, was not in attendance.

Chairperson, T. Neufeld asked if there were any comments or questions from the committee, applicant or the public.

Chairperson, T. Neufeld confirmed there were no comments or questions from the committee, applicant or the public.

CA-44-2019

Moved by Russell Horrocks, seconded by Allison Vilardi that Consent application B/13/19 to establish a permanent right-of-way for access over lands known 17 Mettawas Lane, as shown on the applicant's sketch as Part 4 and Part 5, RP 12R

27759, in favour of 15 and 19 Mettawas Lane, in the Town of Kingsville, be **Approved** subject to the following conditions;

- a) 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.
- b) 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.
- c) The conditions imposed above shall be fulfilled by **January 22, 2020** or this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act.

CARRIED

3. A/04/19 – 105 COUNTY RD 34 E – DOUGLAS AND LOUISE POTIER

Town Planner, David French introduced the Minor Variance application and reviewed the report dated, August 23rd, 2019 which provides details regarding the requested minor variance to the required side yards to for an addition between the house and garage on lands known as 105 County Road 34 E, in the Town of Kingsville.

The subject land is a 960.5 sq. m (10,340 sq. ft.) residential lot with an existing single detached dwelling and detached garage. The applicants started construction of a 50.2 sq. m. (540.24 sq. ft.) addition to the existing single detached dwelling which connects it to the existing garage (as shown on the applicants' Site Plan - Appendix B). Both the existing house and detached garage have legal non-conforming side yard setbacks. As a result of the addition that legal non-conforming status is technically lost. To maintain compliance with the zoning by-law two variances are required:

- 1. Relief from Section 6.2.2(c)(vii) to recognize the existing north side yard setback of 0.51 m ((1.7 ft.) versus the required 1.5 m (4.9 ft.) for the garage.
- 2. Relief from Section 6.2.2(c)(vii) to recognize the existing southerly side yard setback of 1.42 m (4.7 ft.) for the existing dwelling versus the required 1.5 m (4.9 ft.)

The existing house and garage appear to have been constructed in or around 1926.

The applicant, Douglas Potier was in attendance.

Chairperson, T. Neufeld asked if there were any comments or questions from the committee, applicant or the public.

Committee member Russell Horrocks, asked how the build began without the Minor Variance. Manager of Planning Services, Robert Brown, explained that the applicant brought a change request to the Building Department after the permit was issued. The change required a Minor Variance in order to proceed.

The applicant, Mr. Potier explained that reason for the change is because his family Fosters children in need; and they have been asked to care for a few additional children that needed a place to live.

Chairperson, T. Neufeld confirmed there were no other comments or questions from the committee, applicant or the public.

CA-45-2019

Moved by Russell Horrocks, seconded by Shannon Olson that Minor Variance application A/04/19 to grant relief from Section 6.2.2(c)(vii) to recognize the existing north side yard setback of 0.51 m (1.7 ft.) versus the required 1.5 m (4.9 ft.) for the garage; and grant relief from Section 6.2.2(c)(vii) to recognize the existing southerly side yard setback of 1.42 m (4.7 ft.) for the existing dwelling versus the required 1.5 m (4.9 ft.), pertaining to the lands known as 105 County Road 34 E, in the Town of Kingsville, be **Approved** subject to the following conditions;

- a) That any new construction complies with all other applicable provisions of the By-law.
- b) That the owners obtain any applicable permits from ERCA for construction and site alteration.

CARRIED

4. A/06/19 – 189 ROAD 11 – JEAN CAMPBELL & WILLIAM ALBRIGHT

Manager of Planning Services, Robert Brown introduced the Minor Variance application and reviewed the report dated, August 26th, 2019 which provides details regarding a requested minor variance to reduce the required Minimum Distance Separation (MDS I) distance under Section 4.22 of the Zoning By-law, between an existing livestock operation and a new single detached dwelling on lands known as 189 Road 11, in the Town of Kingsville.

The subject land is a 2,787 sq. m (30,000 sq. ft.) vacant rural residential lot. The applicants are proposing to construct a new single detached dwelling on the lot, which is permitted, however new dwelling construction, as per Section 4.22 of the Kingsville Zoning By-law must comply with the Minimum Distance Separation (MDS I)

requirements from the nearest livestock operation which is to the south of the subject parcel.

The applicants, Jean Campbell and William Albright were in attendance.

Chairperson, T. Neufeld asked if there were any comments or questions from the committee, applicant or the public.

Committee member Shannon Olson asked where the Minimum Distance Separation (MDS) number came from? Manager of Planning Services, Robert Brown explained that the Ontario Agricultural Food and Rural Affairs sets MDS Formulae based on five factors; 1) the type of livestock housed; 2) the potential number of livestock housed (based on barn capacity or lot size); 3) the percentage increase in the size of the operation; 4) the type of manure system and storage; and 5) the type of encroaching land use. Municipalities are responsible for ensuring that MDS setbacks are met when reviewing land use planning applications (e.g. lot creation applications) or building permits.

Committee member Russell Horrocks expressed concern with potential issues or complaints from a new owner if the dwelling were later sold.

Mr. Brown explained that future complaints are a potential issue however a new owner should be purchasing the property with an awareness of their neighbours and what is going on.

Mr. Horrocks further asked what would the cutoff be? How far would we allow the MDS number to be altered? Mr. Brown explained that it is dependent on the individual circumstances each time. In this case there was house on the lot before and there were livestock in the barns so there is really not a new situation created so the variance is easier to support.

Committee member Allison Vilardi, is MDS just about smell and setback guidelines, or is manure leaching into the ground or well water taken into consideration. Will this home be on town water, or a well.

Manager of Planning Services, Robert Brown indicated that the new house will use the existing well on the property. Mr. Brown also noted that MDS mainly focuses on smell. All livestock operations with more than 5 nutrient units require a Nutrient management plan. As part of those plans risk management may be required to address items such as leaching or proximity of manure storage.

The applicant Jean Campbell explained the family history of the property and her excitement to be able to return to her roots.

Chairperson, T. Neufeld confirmed there were no other comments or questions from the committee, applicant or the public.

CA-46-2019

Moved by Gord Queen, seconded by Shannon Olson that Minor Variance application A/06/19 to grant relief from Section 4.22 to reduce the required MDS I setback requirement for a new dwelling from 181 m to 130 m minimum, pertaining to the lands known as 189 Road 11, in the Town of Kingsville, be **Approved** subject to the following conditions;

a) that any new construction complies with all other applicable provisions of the By-law.

CARRIED

E. NEW AND UNFINISHED BUSINESS

F. NEXT MEETING DATE

The next meeting of the Committee of Adjustment shall take place on October 22nd, 2019 at Council Chambers, 2021 Division Road North, Kingsville @ 6:00 p.m.

G. ADJOURNMENT

CA-47-2019

Moved by Russell Horrocks, seconded by Allison Vilardi to adjourn this Meeting at 6:24 p.m.

CARRIED

CHAIR, Thomas Neufeld

**SECRETARY TREASURER,
Robert Brown**



COMMITTEE MINUTES

PLANNING ADVISORY COMMITTEE
SEPTEMBER 17, 2019 @ 7:00 P.M.
Council Chambers, 2021 Division Road North, Kingsville

A. CALL TO ORDER

Chairperson John Lein called the Meeting to order at 7:00 p.m. with the following persons in attendance:

MEMBERS OF PLANNING ADVISORY COMMITTEE:

Deputy Mayor Gord Queen
Councillor Laura Lucier
Chairperson John Lein
Lorrie Mensch
Wayne Latam

MEMBERS OF ADMINISTRATION:

Manager of Planning, Robert Brown
Administration – Stephanie Coussens

B. DISCLOSURE OF PECUNIARY INTEREST

Chairperson John Lein reminded Committee members to disclose any interest they may have prior to each agenda item being discussed.

No members disclosed any conflicts with the items being presented.

C. ADOPTION OF PLANNING ADVISORY COMMITTEE MEETING MINUTES DATED MAY 21ST, 2019

PAC – 10 – 2019

Moved by Laura Lucier, seconded by Wayne Latam that the Planning Advisory Committee Meeting Minutes dated May 21st, 2019 be adopted.

CARRIED

D. HEARINGS

1. OPA / 02 / 19 & ZBA / 14 / 19 – 318 County Road 8 – Chris CHEVALIER

Manager of Planning Services, Robert Brown presented his report dated September 12th, 2019 to the Town of Kingsville Planning Advisory Committee regarding a proposed Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) for lands owned by Chris CHEVALIER, located at 318 County Rd 8, in the Town of Kingsville.

The subject land totals 20.23 ha (50 ac.) and contains a single detached house and several outbuildings. The applicant is proposing to develop an internal growing operation for the production of cannabis (Medical Marihuana Production Facility (MMPF)). Under Section 4.46 of the Kingsville Zoning By-law an amendment would be required to permit an MMPF subject to the provisions of that section. The Kingsville Official Plan limits consideration of zoning amendments for an MMPF to replacement or retrofit of existing agricultural buildings or in a greenhouse-type structure. Since the proposed development is a new build an amendment of the Official Plan would be required to site-specifically permit a MMPF.

If the requested amendments are approved the next step would be submission and approval of a site plan for the proposed building and site improvements as per Section 4.46.

The applicant, Chris Chevalier was in attendance, along with his representation, Aaron Farough of Wolf Hooker Professional Corporation.

Chairperson, John Lein asked if there were any comments from the committee, applicant or the public.

Councilor Laura Lucier asked Robert Brown, Manager of Planning Services to explain the passive ventilation. Mr. Brown explained that all air within an indoor grow operation must be moved using mechanical means forcing all air to be cleaned before it leaves the building. Councilor Lucier, asked if an odour issue did arise would the applicant be held under the same odour control provisions as past by-laws? Mr. Brown ensured Councilor Lucier that the applicant will be subject to the same controls.

Committee member Wayne Latam, noticed that the property is at the border of the municipality with Lakeshore. Did the property owners within the 120M buffer area that fall in Lakeshore get the same notice that the Kingsville residents got? Mr. Brown confirmed that all property owners within the 120M buffer area received the same notice regardless of which Municipality they are in.

Chairperson John Lein, asked if Health Canada held any requirements regarding fencing of the property. The applicant's lawyer, Aaron Farough explained that Health Canada, does not require the property to be fenced.

Committee Member Lorrie Mensch, asked the applicant what his shipping plans would entail. Would there be multiple trucks in and out? The applicant, Chris Chevalier explained that everything will be shipped directly to Delta 9 in Manitoba. Under the applicants license he is only able to cultivate a Micro Processing operation. He is not able to grow as a Part 2. He cannot sell the Medical Marihuana to anyone but Delta 9.

Deputy Mayor Gord Queen asked the applicant what the anticipated traffic flow would be? Will it impact the neighbours? Mr. Brown indicated that the County of Essex has requested a traffic study. Mr. Chevalier, the applicant indicated that the amount of traffic that will be expected is minimal, a few full time and a few part time employees. Mr. Brown also indicated that he would be following up on the County's request given the minimal traffic levels.

Councilor Lucier, asked regarding the Moratorium from Council; how are we proceeding with this and if the applicant is aware of the Moratorium. Mr. Brown indicated that the operation in question is considerably different from a greenhouse operation and that it will be up to Council to make the call if they view this as part of what the Moratorium would cover. The applicant was advised of Council's direction at the start of the application process.

In 2018 council decided that they would not support further medical marihuana approvals until odour and lighting control had been demonstrated as required in the zoning approvals.

Gord Queen referenced Smith Falls and the use of the former Hersey factory as an indoor grow operation that has not raised the same issues with odour and seems to have been very successful in that regard.

Mr. Latam asked the applicant why he chose to do a micro operation only? Is there a way to ensure that it doesn't grow into something bigger? Mr. Brown explained that the zoning could limit it to a micro grow. The Site Plan would also be a degree of control since it is specific to a particular building footprint. An amendment would be required if the applicant wished to expand. Mr. Latam asked the applicant, if a Micro has a higher yield? Mr. Chevalier explained that a Micro operation is very similar to a Microbrewery, the cannabis production is focused on quality versus quantity, being hand trimmed and in a very controlled environment.

Chairperson Lein asked if we have control on a certain size of a warehouse. Mr. Brown explained that a Micro license is limited to 200 sq. m (2,150 sq. ft.).

Chairperson Lein asked where the applicant would be drawing water from; is the property on municipal water or well? What would the impact be to the neighbours? The applicant indicated that the water need per day is approximately 500 gallons per day. Usage is also reduced because there is no sunlight so evaporation would be minimal.

Lorrie Mensch, in regards to the water that you are taking in. The water needs to be cleaned before it is discharged. How will the applicant ensure this happens?

Mr. Chevalier explained that the water will be caught in a cistern. The water contains nutrients that can be land applied on other farm crops. Mr. Chevalier will be working with AGRIS and if tests are required he is happy to do that.

Chairperson John Lein confirmed there were no other comments from the applicant or the audience.

PAC – 11 – 2019

Moved by Gord Queen, seconded by Lorrie Mensch, that the Planning Advisory Committee endorse the construction of a warehouse building for the purpose of a micro grow, on lands known as 318 County Rd 8 E, and recommends moving forward to Council for consideration of the requested Official Plan and Zoning By-law amendment subject to planning staff outlining the difference between the current greenhouse approval and the proposed indoor grow operation in relation to the current Council prohibition on further cannabis production approvals.

CARRIED

E. NEW BUSINESS

F. ADJOURNMENT

PAC – 12 – 2019

Moved by Laura Lucier seconded by Lorrie Mensch that there being no further items of discussion, the meeting adjourn at 7:32 p.m.

CARRIED

CHAIRPERSON, John Lein

RECORDING SECRETARY, Robert Brown

KINGSVILLE BIA
OCTOBER 8, 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
Izabel Muzzin
Amanda Everaert
Heather Brown
Roberta Weston
Jason Martin
Sarah Trudell

MEMBERS OF ADMINISTRATION:

Christina Bedal

Absent: Trevor Loop
Maria Edwards

Guests: None

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. NONE

D. AMENDMENTS TO THE AGENDA

1. NONE

E. ADOPTION OF ACCOUNTS

1. **BIA Accounts** – RE: Budget actuals ending SEPTEMBER 2019

BIA-141-2019 Moved by Izabela Muzzin, seconded by Roberta Weston to receive the accounts ending September 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. His and Hers Hairstyles Correspondence request dated September 2019 RE: Facelift Grant Program

BIA-142-2019 Moved by Roberta Weston, seconded by Tony Gaffan to review at November meeting with additional information to be provided by the BIA Coordinator

CARRIED

2. Rick Mastronardi Correspondence request dated October 2019 RE: Facelift Grant Program

BIA-143-2019 Moved by Heather Brown, seconded by Roberta Weston to review at November meeting with additional information to be provided by the BIA Coordinator

CARRIED

3. Kendrick Funeral Home Correspondence request dated October 2019 RE: Associate Membership Application

BIA-144-2019 Moved by Roberta Weston, seconded by Heather Brown to approve Associate Membership

CARRIED

MINUTES OF THE PREVIOUS MEETING

1. Kingsville BIA Meeting Minutes—September 10, 2019

BIA-145-2019 Moved by Roberta Weston, seconded by Amanda Everaert to receive the minutes of the Kingsville BIA Meeting dated September 10, 2019

CARRIED

H. BUSINESS/CORRESPONDENCE – INFORMATIONAL

1. None

I. NEW AND UNFINISHED BUSINESS

1. FLOWER PROGRAM 2020

BIA-146-2019 Moved by Heather Brown, seconded by Tony Gaffan to approve the Cindy's quote for the 2020 Flower Program

CARRIED

2. PARKING SIGNS –Coordinator to send information to Jason Martin for additional quotes.

3. COUPON BOOK –

BIA-147-2019 Moved by Jason Martin, seconded by Amanda Everaert to create a 32 page booklet

CARRIED

4. CANADIAN FLAG – The board chose to not pursue this

5. 2020 BUDGET -

BIA-148-2019 Moved by Laura Lucier, seconded by Roberta Weston to match pension for BIA Coordinator at █% and pay a salary of \$ █ effective January 1, 2020

CARRIED

6. CHRISTMAS DECORATING THEME FOR BIA DISTRICT – it was discussed and decided that the BIA will suggest a theme to membership that is in relation to the Christmas Green Planters to assist with continuity.
7. FACELIFT GRANT REQUEST REVIEW FOR 2020 - the new format was reviewed and a \$5000 request will be made of Council for 2020
8. SCARECROW FESTIVAL SUGGESTION FOR 2020 – the suggestion was reviewed and it is felt the event is better presented to Town resources for consideration. The Coordinator will speak to M. Durocher.

J. NEXT MEETING DATE

The next meeting of the Committee will be held on Wednesday, November 13, 2019 at 6:15 PM

K. ADJOURNMENT

The meeting adjourned at 7:46 p.m.

CHAIR, Beth Riddiford

**RECORDING SECRETARY,
Christina Bedal**



October 30, 2019

Hon Doug Ford
Premier of Ontario
Premier's Office
Room 281
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

BY EMAIL ONLY

Dear Premier:

Re: Resolution from the Township of Springwater – Nottawasaga Valley Conservation
Authority Levy

Please be advised that the Council of the Town of Wasaga Beach, during their October 29, 2019 Council meeting and at the request of the Township of Springwater, adopted the following resolution:

“Whereas the Township of Springwater, like all municipalities in Ontario must confront fiscal limitations and re-evaluate programs, services, and the financial sustainability of each;

And Whereas the Township of Springwater is a constituent municipality in portions of the watershed under the jurisdiction of the Nottawasaga Valley Conservation Authority and is compelled to remit non-negotiable levy funding to the Authority on an annual basis;

And Whereas the Township of Springwater cannot exercise line-item scrutiny of Nottawasaga Valley Conservation Authority's budget and operations nor does the Authority itself provide detailed substantiation of the same to its member municipalities like the Township of Springwater;

And Whereas the Township of Springwater must account for all taxpayer funds it expends within its operations and that it forwards to local agencies and boards;
Therefore Be It Resolved That the Township of Springwater requests that the Nottawasaga Valley Conservation Authority provide prior to passage of its 2020 budget the following:

- (1) Its interpretation and understanding of its mandated operations as found in the current Conservation Authorities Act, 1990, R.S.O. 1990, c.C.27 and its prescribed regulations;
- (2) The costs of each as determined under (1);
- (3) Detailed definitions and determinations of what can be characterized as non-mandatory programming and services(s);
- (4) The costs of each as determined under (3);
- (5) Detailed definitions and determinations of fee-for-service activities of the Nottawasaga Valley Conservation Authority, the revenues they generate as the activities take place within and/or requests originate from geographic area of the Township of Springwater; and
- (6) The Costs that arise from programs and services enabled through the Memorandum of Understanding with the Severn Sound Environmental Association.

And That this resolution be circulated to Premier Doug Ford, the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, the County of Simcoe, all Ontario municipalities, the NVCA and Ontario's other 35 Conservation Authorities, and Conservation Ontario.”

Your favourable consideration of this matter is appreciated.

Should you have any questions, please contact me at cao@wasagabeach.com or (705) 429-3844 Ext. 2222.

Sincerely



George Vadeboncoeur
Chief Administrative Officer

Enclosure.

- c. Hon. Jeff Yurek, Minister of the Environment, Conservations, and Parks
County of Simcoe
Nottawasaga Valley Conservation Authority
Ontario Conservation Authorities
All Ontario Municipalities

October 21, 2019

Nottawasaga Valley Conservation Authority
8195 8th Line
Utopia ON, L0M 1T0

RE: Nottawasaga Valley Conservation Authority Levy

Please be advised that at its meeting of October 16, 2019, Council of the Township of Springwater passed the following resolution:

C457-2019

Moved by: Coughlin

Seconded by: Moore

Whereas the Township of Springwater, like all municipalities in Ontario must confront fiscal limitations and re-evaluate programs, services, and the financial sustainability of each;

And Whereas the Township of Springwater is a constituent municipality in portions of the watershed under the jurisdiction of the Nottawasaga Valley Conservation Authority and is compelled to remit non-negotiable levy funding to the Authority on an annual basis;

And Whereas the Township of Springwater cannot exercise line-item scrutiny of Nottawasaga Valley Conservation Authority's budget and operations nor does the Authority itself provide detailed substantiation of the same to its member municipalities like the Township of Springwater;

And Whereas the Township of Springwater must account for all taxpayer funds it expends within its operations and that it forwards to local agencies and boards;

Therefore Be It Resolved That the Township of Springwater requests that the Nottawasaga Valley Conservation Authority provide prior to passage of its 2020 budget the following:

(1) Its interpretation and understanding of its mandated operations as found in the current Conservation Authorities Act, 1990, R.S.O. 1990, c.C.27 and its prescribed regulations;

(2) The costs of each as determined under (1);

(3) Detailed definitions and determinations of what can be characterized as non-mandatory programming and service(s);

(4) The costs of each as determined under (3);

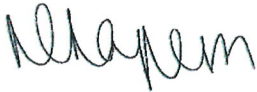
(5) Detailed definitions and determinations of fee-for-service activities of the Nottawasaga Valley Conservation Authority, the revenues they generate as the activities take place within and/or requests originate from geographic area of the Township of Springwater; and

(6) The costs that arise from programs and services enabled through the Memorandum of Understanding with the Severn Sound Environmental Association.

And That this resolution be circulated to Premier Doug Ford, the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, the County of Simcoe, all Ontario municipalities, the NVCA and Ontario's other 35 Conservation Authorities, and Conservation Ontario.

Carried

Sincerely,



Renée Chaperon
Clerk
/cp

cc. Doug Ford, Premier of Ontario
Jeff Yurek, Minister of Environment, Conservation and Parks
The County of Simcoe
Conservation Ontario
Ontario municipalities
Ontario Conservation Authorities



October 30, 2019

Hon Doug Ford
Premier of Ontario
Premier's Office
Room 281
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

BY EMAIL ONLY

Dear Premier:

Re: Resolution from the Township of Springwater – Conservation Authority Levies

Please be advised that the Council of the Town of Wasaga Beach, during their October 29, 2019 Council meeting and at the request of the Township of Springwater, adopted the following resolution:

“Whereas the Township of Springwater supports the objects of balance on conservation, environmental stewardship, and sustainability to anchor its operations, planning, services, and strategic vision;

And Whereas the Township of Springwater understands the need for both the Province and its municipalities to deliver clear, costed, and sustainable programs and services for taxpayers;

And Whereas both tiers of government must assess all programs and services to eliminate duplication and balance costs on tests of affordability, health, safety, and environmental stewardship;

And Whereas the Minister of Environment, Conservation, and Parks signaled on August 16, 2019 of a need for conservation authorities to re-focus their operations related to core mandates as currently defined in the Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its prescribed regulations;

And Whereas the Minister of Environment, Conservation, and Parks signaled on August 16, 2019 that Conservation Authorities should not proceed with any increases to fees or levies;

Therefore Be It Resolved That the Township of Springwater supports any Provincial effort to require its municipal levy only apply to core mandated programs and services;

And That this resolution be forwarded to Premier Doug Ford, the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, the County of Simcoe, all Ontario municipalities, the NVCA and Ontario's other 35 Conservation Authorities, and Conservation Ontario, signaling the Township of Springwater's support of the Province's review, consultations and development of an updated Conservation Authorities Act and the willingness to participate in all consultations and submissions to the same."

Your favourable consideration of this matter is appreciated.

Should you have any questions, please contact me at cao@wasagabeach.com or (705) 429-3844 Ext. 2222.

Sincerely



George Vadeboncoeur
Chief Administrative Officer

Enclosure.

- c. Hon. Jeff Yurek, Minister of the Environment, Conservations, and Parks
County of Simcoe
Nottawasaga Valley Conservation Authority
Ontario Conservation Authorities
All Ontario Municipalities

October 21, 2019

Nottawasaga Valley Conservation Authority
8195 8th Line
Utopia ON, L0M 1T0

RE: Conservation Authority Levies

Please be advised that at its meeting of October 16, 2019, Council of the Township of Springwater passed the following resolution:

C456-2019

Moved by: Coughlin

Seconded by: Cabral

Whereas the Township of Springwater supports the objects of balance on conservation, environmental stewardship, and sustainability to anchor its operations, planning, services, and strategic vision;

And Whereas the Township of Springwater understands the need for both the Province and its municipalities to deliver clear, costed, and sustainable programs and services for taxpayers;

And Whereas both tiers of government must assess all programs and services to eliminate duplication and balance costs on tests of affordability, health, safety, and environmental stewardship;

And Whereas the Minister of Environment, Conservation, and Parks signaled on August 16, 2019 of a need for conservation authorities to re-focus their operations related to core mandates as currently defined in the Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its prescribed regulations;

And Whereas the Minister of Environment, Conservation, and Parks signaled on August 16, 2019 that Conservation Authorities should not proceed with any increases to fees or levies;

Therefore Be It Resolved That the Township of Springwater supports any Provincial effort to require its municipal levy only apply to core mandated programs and services;

And That this resolution be forwarded to Premier Doug Ford, the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, the County of Simcoe, all Ontario municipalities, the NVCA and Ontario's other 35 Conservation Authorities, and Conservation Ontario, signaling the Township of Springwater's

support of the Province's review, consultations and development of an updated Conservation Authorities Act and the willingness to participate in all consultations and submissions to the same.

Carried

Sincerely,



Renée Chaperon
Clerk
/cp

cc. Doug Ford, Premier of Ontario
Jeff Yurek, Minister of Environment, Conservation and Parks
The County of Simcoe
Conservation Ontario
Ontario municipalities
Ontario Conservation Authorities



2297 Highway 12,
PO Box 130
Breachin, Ontario L0K 1B0
p.705-484-5374
f. 705-484-0441

November 7, 2019

Honourable Jeff Yurek
Minister of Environment, Conservation and Parks
College Park 5th Floor
777 Bay St
Toronto, ON M7A 2J3

Re: Conservation Authority Exit Clause

The Council of the Corporation of the Township of Ramara passed the following motion at their regular meeting held October 28, 2019, unanimously by a recorded vote:

WHEREAS the TOWNSHIP OF RAMARA has consistently expressed its view that its watershed conservation authorities are duplicative, financially unaccountable, in conflict with citizens and private property rights;

AND WHEREAS the TOWNSHIP OF RAMARA has encountered the regulatory obstacles to challenge the arbitrary, inefficient, non-transparent, and unsustainable municipal levy forced upon it annually by its watershed conservation authorities;

AND WHEREAS the TOWNSHIP OF RAMARA questions the efficacy and relevance of its watershed conservation authorities' programs and services and their performance in achieving the goals of conservation and environmental stewardship;

AND WHEREAS the TOWNSHIP OF RAMARA finds the current Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations inconsistent and obsolete;

AND WHEREAS the Minister of Environment, Conservation, and Parks the Honourable Jeff Yurek signaled the province's intent to reconsider and update the Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations;

THEREFORE BE IT RESOLVED THAT: the TOWNSHIP OF RAMARA support the province's determination that the existing Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations require review;

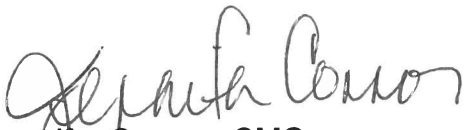
AND THAT the TOWNSHIP OF RAMARA signal to the Ministry of the Environment, Conservation, and Parks of its willingness to participate in all consultations and submissions to the same;

AND THAT further the TOWNSHIP OF RAMARA signal its express desire that an exit clause be provided in any new Conservation Authorities Act to permit municipalities that determine the objects of conservation and environmental stewardship can be provided by alternative governance, programs, and/or services to exist costly and unwarranted conservation authority(ies) jurisdiction(s);

AND THAT this resolution be forwarded the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, Conservation Ontario, Ontario's thirty-six conservation authorities, and all upper and lower-tier Ontario municipalities.

I trust the above is self-explanatory however if you require further information or clarification, please contact me.

Yours truly,



Jennifer Connor, CMO
Legislative Services Manager/Clerk

JC/cw

c.c. Jill Dunlop, MPP
Conservation Ontario
Ontario Conservation Authorities
Ontario Municipalities



If this information is required in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131

November 19, 2019

Honourable Doug Ford
Premier of Ontario
Via Email: premier@ontario.ca

Dear Premier:

**Re: Jennifer Astrologo, Director of Corporate Services/Clerk,
Town of Kingsville, Regarding Local Health Care Services**
File Number: PG.25.06

At a meeting held on November 18, 2019, the Council of the Municipality of Clarington approved the following Resolution #GG-503-19:

That the following resolution from Town of Kingsville, regarding Local Health Care Services, be endorsed by the Municipality of Clarington:

Whereas public health care consistently ranks as the top priority in public opinion polls, and;

Whereas Public Health provides vital health promotion and prevention services based on the unique demographic and economic, social, and cultural needs of our communities; and;

Whereas the evidence from hospital amalgamation in Ontario and across Canada is that they have cost billions of dollars and have not yielded the promised administrative savings but have taken money away from frontline care, and;

Whereas there is no evidence to support the proposed closure of 25 out of 35 local Public Health Units, the closure of 12 of 22 local ambulance dispatch centres, and the closure of 49 out of 59 local ambulance services, and;

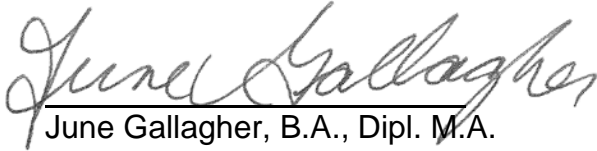
Whereas there is a deep consensus among virtually all stakeholders that increasing acuity in our long-term care homes requires additional staff and resources, not cancellation of the two special funds and real dollar cuts to per diem funding of our long-term care homes, and;

Whereas our local hospitals have been downsized for an entire generation and cannot meet population needs while sustaining real dollar cuts to hospital global budgets;

Therefore be it resolved:

That The Corporation of the Town of Kingsville calls upon the Ontario government to halt the closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes and the Town of Kingsville forward this resolution to all municipalities in the Province of Ontario.

Yours truly,

A handwritten signature in cursive script that reads "June Gallagher".

June Gallagher, B.A., Dipl. M.A.
Deputy Clerk

JG/lp

- c. Association of Municipalities of Ontario
Jennifer Astrologo, Director of Corporate Services/Clerk, Town of Kingsville
Donna Metcalf-Woo



November 6, 2019

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

Attention: Jennifer Astrologo

Dear Jennifer,

RE: Support of Resolution Re: Ontario Government to Halt the Closures, Mergers and Cuts to Our Local Health Care Services

At their meeting of November 5, 2019 the Council of the Town of Lakeshore duly passed the following resolution number 480-11-2019.

Council support the resolution of the Town of Kingsville regarding Ontario Government to Halt the Closures, Mergers and Cuts to Our Local Health Care Services.

Carried Unanimously

Should you require any additional information with respect to the above matter, please contact the undersigned.

Sincerely,

Kristen Newman
Director of Legislative & Legal Services

BC/rw



LAKESTORE.CA

Town of Lakeshore

419 Notre Dame Street, Belle River, ON N0R 1A0
519.728.2700 Toll Free: 1-877-249-3367 www.lakeshore.ca

November 12, 2019

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

email: jastrologo@kingsville.ca

Attention: Jennifer Astrologo, Director of Corporate Services/Clerk

Re: Local Health Care Services – Motion of Support

The Council of the Municipality of North Middlesex received your letter and considered support at their last regular meeting on November 6, 2019. As a result the following motion was passed:

"MOTION #276/2019

CORNELISSEN/MCLINCHEY: *Be it resolved that the Council of the Municipality of North Middlesex hereby supports the motion from the Town of Kingsville as follows:*

"Whereas public health care consistently ranks as the top priority in public opinion polls, and;

Whereas Public Health provides vital health promotion and prevention services based on the unique demographic and economic, social and cultural needs of our communities; and

Whereas the evidence from hospital amalgamation in Ontario and across Canada is that they have cost billions of dollars and have not yielded the promised administrative savings but have taken money away from frontline care, and;

Whereas there is no evidence to support the proposed closure of 25 out of 35 local public health units, the closure of 12 of 22 local ambulance dispatch centres and the closure of 49 out of 59 local ambulance services, and;

Whereas there is a deep consensus among virtually all stakeholders that increasing acuity in our long term care homes requires additional staff and resources, not cancellation of the two special funds and real dollar cuts to per diem funding of our long term care homes; and

Whereas our local hospitals have been downsized for an entire generation and cannot meet population needs while sustaining real dollar cuts to hospital global budgets.

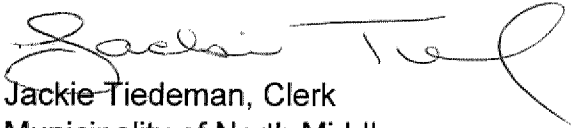
229 Parkhill Main Street, PO Box 9 Parkhill, ON N0M 2K0
P: 519.294.6244 F: 519.294.0573

Therefore be it resolved that the Corporation of the Town of Kingsville calls upon the Ontario government to halt the closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long term care homes and Town of Kingsville forward this resolution to all municipalities in the Province of Ontario

CARRIED"

On behalf of Council thank you for the opportunity to support such an important matter affecting all municipalities.

Yours truly,



Jackie Tiedeman, Clerk
Municipality of North Middlesex

HASTINGS
Wollaston
COUNTY

November 8, 2019

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

Dear Sir or Madam:

RE: Public Health Care

The Council of the Township of Wollaston met on Monday November 4, 2019 and at that time the above described correspondence was presented to them for their consideration

I am pleased to advise you that Council has passed the attached resolution in support of your efforts in calling upon the Ontario Government to halt the closures of, mergers or, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes.

I trust that this is sufficient information for your records; however should you require additional documentation and/or clarification please feel free to contact this office at 613-337-5731.

Sincerely



Brenda Vader, AMCT
Clerk
Township of Wollaston

RECEIVED NOV 18 2019 *sh*

RESOLUTION

THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

November 4, 2019

Resolution No. 8

Moved by:

Tim Carlin

Seconded by:

Jay Morris

BE IT RESOLVED that the Council of the Township of Wollaston supports the resolution from the County of
Lambton and The Town of Kingsville in their efforts in calling upon the Ontario Government to halt the closures
of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services,
hospitals and long-term care homes

Carried by:

B. Vader

I, Brenda Vader, Clerk of the Township of Wollaston do hereby certify this to be a true copy of
Resolution No. 8 that was passed at the November 4, 2019 Meeting of Council.

Brenda Vader

Brenda Vader, AMCT
Clerk

Municipality of *Bluewater*

November 5, 2019

Town of Kingsville
ATTN: Jennifer Astrologo
2021 Division Road North
KINGSVILLE ON N9Y 2Y9

jastrologo@kingsville.ca

Dear Jennifer:

Please be advised that the Council of the Corporation of the Municipality of Bluewater at its regular meeting on November 4, 2019 passed the following resolution:

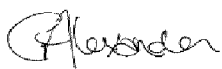
Town of Kingsville - Resolution

MOVED: Councillor Harris **SECONDED:** Councillor Whetstone

THAT the Council of the Municipality of Bluewater supports the attached resolution passed by the Council of the Town of Kingsville at its Regular Meeting held on October 15, 2019, calling upon the Ontario government to halt the closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes. **CARRIED.**

We are pleased to lend our support in this matter.

Sincerely,



Chandra Alexander
Manager of Corporate Services

cc: Premier Doug Ford



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

SENT VIA EMAIL

October 25, 2019

The Honourable Doug Ford, Premier
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

RE: LOCAL HEALTH CARE SERVICES

At its Regular Meeting held on October 15, 2019 Council of the Town of Kingsville passed the following Resolution:

"533-2019

Moved By Councillor Kimberly DeYong

Seconded By Councillor Larry Patterson

WHEREAS public health care consistently ranks as the top priority in public opinion polls, and;

WHEREAS Public Health provides vital health promotion and prevention services based on the unique demographic and economic, social, and cultural needs of our communities; and;

WHEREAS the evidence from hospital amalgamation in Ontario and across Canada is that they have cost billions of dollars and have not yielded the promised administrative savings but have taken money away from frontline care, and;

WHEREAS there is no evidence to support the proposed closure of 25 out of 35 local Public Health Units, the closure of 12 of 22 local ambulance dispatch centres, and the closure of 49 out of 59 local ambulance services, and;

WHEREAS there is a deep consensus among virtually all stakeholders that increasing acuity in our long-term care homes requires additional staff and resources, not

cancellation of the two special funds and real dollar cuts to per diem funding of our long-term care homes, and;

WHEREAS our local hospitals have been downsized for an entire generation and cannot meet population needs while sustaining real dollar cuts to hospital global budgets.

THEREFORE BE IT RESOLVED:

That The Corporation of the Town of Kingsville calls upon the Ontario government to halt the closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes and the Town of Kingsville forward this resolution to all municipalities in the Province of Ontario.”

Yours very truly,



Jennifer Astrologo, B.H.K. (Hons), LL.B.
Director of Corporate Services/Clerk
Corporate Services Department
jastrologo@kingsville.ca

cc: Association of Municipalities of Ontario (AMO)
cc: All Ontario Municipalities
cc: Taras Natyshak, MPP
cc: Windsor-Essex County Health Unit



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

November 5, 2019

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

Attention: Director of Corporate Services / Clerk

Re: Local Health Care Services

Please be advised that at its regular meeting held, Monday November 4, 2019 the Council of the Township of McKellar passed the following resolution:

Moved by: Morley Haskim
Seconded by: Don Carmichael

19-501 That the Township of McKellar endorse the Town of Kingsville's resolution to request the Ontario government to halt closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long term care home;

And further that this resolution be forwarded to Doug Ford, Premier of Ontario; Christine Elliott, Deputy Premier of Ontario; Norm Miller, Parry Sound Muskoka MPP; AMO and the Town of Kingsville.

Carried

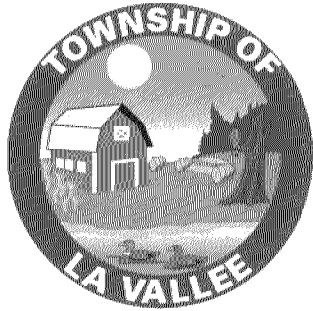
Thank you for bringing this matter to the forefront.

Sincerely,

Tammy Wylie, AMCT
Clerk-Administrator

TW/kg

Cc: Doug Ford, Premier of Ontario;
Christine Elliott, Deputy Premier of Ontario;
Norm Miller, Parry Sound Muskoka MPP;
Association of Municipalities of Ontario



Township of La Vallee

OFFICE OF
CLERK AND TREASURER

P.O. BOX 99, DEVLIN, ONTARIO P0W 1C0
TELEPHONE 807-486-3452 FAX 807-486-3863

email: lavalley@nwonet.net

November 18, 2019

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

Dear Council:

At the open regular Council Meeting of the Township of La Vallee held on Wednesday, November 13, 2019 the following resolution was passed:

“BE IT RESOLVED that the Township of La Vallee supports the Town of Kingsville’s resolution that the Ontario government halt the closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes.”

If you should have any further questions or concerns please feel free to contact me at the above number.

Yours truly,

A handwritten signature in cursive script that reads "Patti McDowall".

Patti McDowall
Clerk/Treasurer



RESOLUTION

THE CORPORATION OF THE TOWNSHIP OF FARADAY

November 6, 2019

Resolution No. 5

Moved by: M. Nicholson

Seconded by: M. Bowers

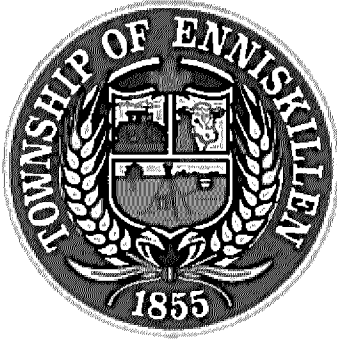
BE IT RESOLVED that the Council of the Township of Faraday supports the Town of Kingsville's

Resolution RE: Local Health Care Service.

Carried by: D.J. Purcell, REEVE

I, Dawn Switzer, Clerk-Treasurer of the Township of Faraday do hereby certify this to be a true copy of Resolution No. 5 as passed in an open meeting of Council held on November 6, 2019 at the Township of Faraday Municipal Office.

Dawn Switzer
Clerk-Treasurer



TOWNSHIP OF ENNISKILLEN
4465 Rokeby Line
RR# 1, Petrolia, Ontario N0N 1R0
Phone (519) 882-2490 Fax (519) 882-3335

Duncan McTavish,
Administrator-Clerk/Treasurer
Mike Cumming,
Road Superintendent

November 6, 2019

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

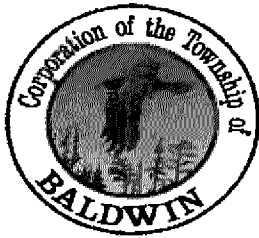
Dear Sir,

Re: Public Health Care Resolution

Please note that the Council of the Township of Enniskillen at its regular meeting of November 5 2019 passed a resolution supporting the position of the Town of Kingsville regarding proposed changes to Public Health programs.

Yours truly,


Duncan McTavish
Clerk



The Corporation of the
TOWNSHIP OF BALDWIN

P.O. Box 7095, 11 Spooner Street
MCKERROW, ONTARIO POP 1M0
TEL: (705) 869-0225 FAX: (705) 869-5049
CLERK: Karin Bates karin@baldwin.ca

MOVED BY:

B. W. G. G. G.

DATE:

November 12th, 2019

SECONDED BY:

P. J. J. J.

MOTION NO.: 19- 89

NOW THEREFORE BE IT RESOLVED: Council agrees to support Resolution from The Corporation of the Town of Kingsville that calls on the Ontario government to halt the closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes.

Carried



Defeated

Mayor

[Signature]

RECORDED VOTE

FOR

AGAINST

Vern Gorham

David Fairbairn

Jo-Anne Boucher

Ray Maltais

Bert McDowell



The Township of Billings

15 Old Mill Road
PO Box 34
Kagawong, ON
P0P 1J0

November 13, 2019

[Sent via email]

Hon. Doug Ford
Premier of Ontario
doug.ford@pc.ola.org

Dear Premier Ford:

RE: Resolution 2018-322 – Local Health Care Services Cuts

The Township of Billings' Council passed the attached resolution at their regular meeting on November 5, 2019, in response to the Town of Kingsville's request for support.

Please contact Kathy McDonald, CAO/Clerk (kmdonald@billingstwp.ca; 705-282-2611 ext.223), should you have any questions or concerns.

Regards,

Megan Bonenfant, Deputy Clerk
Township of Billings
mbonenfant@billingstwp.ca

cc: MPP Michael Mantha
Dr. Penny Sutcliffe, Medical Officer of Health and CEO, Sudbury and Districts Public Health
Town of Kingsville

THE CORPORATION OF THE
TOWNSHIP OF BILLINGS

RESOLUTION

DATE: November 5, 2019 Resolution No. 2019-322

BE IT RESOLVED THAT Council for the Township of Billings joins the Town of Kingsville in calling on the provincial government to halt the closures and mergers of and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes; and,
BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Premier of Ontario, the MPP for Algoma-Manitoulin, the Medical Officer of Health for Sudbury and Districts, and the Town of Kingsville.

<i>Moved By:</i>	Alkenbrack, Sharon	<input type="checkbox"/>	<i>Seconded By:</i>	Alkenbrack, Sharon	<input type="checkbox"/>
	Anderson, Ian	<input type="checkbox"/>		Anderson, Ian	<input type="checkbox"/>
	Barker, Bryan	<input type="checkbox"/>		Barker, Bryan	<input type="checkbox"/>
	Hunt, Michael	<input checked="" type="checkbox"/>		Hunt, Michael	<input type="checkbox"/>
	Jackson, Sharon	<input type="checkbox"/>		Jackson, Sharon	<input checked="" type="checkbox"/>

Carried / Defeated _____

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

Recorded Vote:	For	Against
----------------	-----	---------

Alkenbrack, Sharon	<input type="checkbox"/>	<input type="checkbox"/>
Anderson, Ian	<input type="checkbox"/>	<input type="checkbox"/>
Barker, Bryan	<input type="checkbox"/>	<input type="checkbox"/>
Hunt, Michael	<input type="checkbox"/>	<input type="checkbox"/>
Jackson, Sharon	<input type="checkbox"/>	<input type="checkbox"/>



19 Holland Rd W. RR.#1
Kakabeka Falls, ON P0T 1W0
www.conmee.com

November 14, 2019

Submitted via email to the following:

Jennifer Astrologo, B.H.K. (Hons), LL.B.
jastrologo@kingsville.ca

Re: Resolution of Support for Local Health Care Services

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

During the regular Meeting of Council held on November 12, 2019, the following resolution was passed.

Resolution No. 2019-281

Moved by Councillor Maxwell
Seconded by Councillor Kivisto

THAT the Council for the Township of Conmee supports the resolution from the Town of Kingsville to halt the closures, mergers and cuts to local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes.

CARRIED

Signed Mayor Kevin Holland

Thank you,
Laura Bruni, Acting CAO/Clerk

November 15, 2019

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

RE: Local Health Care Services

At its regular meeting of November 15, 2019, our Municipal Council passed the following resolution:

19-336 Moved by: Councillor Croft
 Seconded by: Councillor Moore

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to support the attached letter dated October 25, 2019 from the Town of Kingsville with regards to Local Health Care Services.

Carried

Sincerely,



Brigitte Tremblay
Office Clerk

Enclosure Resolution No. 19-336

COUNCIL RESOLUTION




Moved By: Chantal

DATE: November 7, 2019

Seconded By: Léandre

Resolution No. 19-336

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to support the attached letter dated October 25, 2019 from the Town of Kingsville with regards to Local Health Care Services.

		
<u>Carried</u>	<u>Defeated</u>	<u>Deferred</u>
<hr/>		
RECORDED VOTE:	YES	NO
Councillor Chantal Croft	_____	_____
Councillor Hermyle Langlois	_____	_____
Councillor Léandre Moore	_____	_____
Councillor Hélène Perth	_____	_____
Mayor Beverly Nantel	_____	_____

Declaration of Pecuniary Interest and General Nature Thereof:



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

SENT VIA EMAIL

October 25, 2019

The Honourable Doug Ford, Premier
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

RE: LOCAL HEALTH CARE SERVICES

At its Regular Meeting held on October 15, 2019 Council of the Town of Kingsville passed the following Resolution:

"533-2019

Moved By Councillor Kimberly DeYong

Seconded By Councillor Larry Patterson

WHEREAS public health care consistently ranks as the top priority in public opinion polls, and;

WHEREAS Public Health provides vital health promotion and prevention services based on the unique demographic and economic, social, and cultural needs of our communities; and;

WHEREAS the evidence from hospital amalgamation in Ontario and across Canada is that they have cost billions of dollars and have not yielded the promised administrative savings but have taken money away from frontline care, and;

WHEREAS there is no evidence to support the proposed closure of 25 out of 35 local Public Health Units, the closure of 12 of 22 local ambulance dispatch centres, and the closure of 49 out of 59 local ambulance services, and;

WHEREAS there is a deep consensus among virtually all stakeholders that increasing acuity in our long-term care homes requires additional staff and resources, not

cancellation of the two special funds and real dollar cuts to per diem funding of our long-term care homes, and;

WHEREAS our local hospitals have been downsized for an entire generation and cannot meet population needs while sustaining real dollar cuts to hospital global budgets.

THEREFORE BE IT RESOLVED:

That The Corporation of the Town of Kingsville calls upon the Ontario government to halt the closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes and the Town of Kingsville forward this resolution to all municipalities in the Province of Ontario."

Yours very truly,



Jennifer Astrologo, B.H.K. (Hons), LL.B.
Director of Corporate Services/Clerk
Corporate Services Department
jastrologo@kingsville.ca

cc: Association of Municipalities of Ontario (AMO)
cc: All Ontario Municipalities
cc: Taras Natyshak, MPP
cc: Windsor-Essex County Health Unit



The Corporation of the Municipality of
Central Elgin

450 Sunset Drive, 1st Floor, St. Thomas, Ontario N5R 5V1 P: 519.631.4860 F: 519.631.4036

November 18th, 2019

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

Via email: jastrologo@kingsville.ca

Dear Ms. Astrologo:

Re: Local Health Care Services

Please be advised that Central Elgin Council discussed your correspondence respecting the above noted matter at their meeting dated Tuesday, November 12, 2019 and the following resolution was passed:

THAT: Correspondence received from the Town of Kingsville respecting their resolution to Premier Doug Ford regarding Local Health Care Services be endorsed.

Please feel free to contact me at the municipal office should you have any questions.

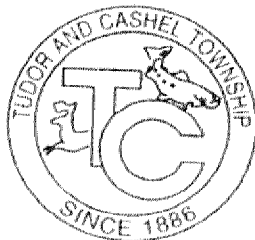
Yours truly,

Dianne Wilson
Deputy Clerk/Records Management Coordinator



371 Weslemkoon Lake Road
GILMOUR, ON K0L 1W0

clerk@tudorandcashel.com
www.tudorandcashel.com



LIBBY CLARKE, REEVE
BERNICE CROCKER, CLERK-TREASURER
613-474-2583 (Phone)
613-474-0664 (Facsimile)
855-474-2583 (Toll Free Line)

TOWNSHIP OF TUDOR AND CASHEL

November 10, 2019

BY EMAIL ONLY TO: jastrologo@kingsville.ca

TOWN OF KINGSVILLE
2021 Division Road North
KINGSVILLE, ON
N9Y 2Y9

ATTN: JENNIFER ASTROLOGO

Dear Madam:

At the regular meeting of council held on November 05, 2019, council reviewed your letter dated October 25, 2019 in regards to local health care services. The following Resolution was adopted:

MOTION NO.: 2019-291

MOVED BY: NOREEN REILLY

SECONDED BY: ROY REEDS

RESOLVED, THAT Council supports the correspondence received from the Town of Kingsville in regards to calling upon the Ontario government to halt the closures of, mergers of, and cuts to our local health care services, as cited in the letter dated October 25, 2019 addressed to the Honourable Doug Ford.

CARRIED: Libby Clarke, Head of Council

Sincerely,

BERNICE CROCKER
Clerk-Treasurer




Regular Council Meeting Resolution Form

Date: November 5, 2019 No: RESOLUTION - 339-2019
Moved by Councillor Oliver Jacob Disposition: CARRIED
Seconded by Councillor Heather Lang Item No: 9.1

Description: Request for Support #1
1. Town of Kingsville - Local Health Care Services

RESOLUTION:

THAT Council support the Town of Kingsville in their effort to call upon the Ontario government to halt the closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes.


MAYOR

Recorded Vote Requested by:

Declaration of Pecuniary Interest:

	Yea	Nay
T. Peckett	_____	_____
B. Armsden	_____	_____
H. Lang	_____	_____
S. Brum	_____	_____
O. Jacob	_____	_____

Disclosed his/her/their interest(s), vacated
he/her/their seat(s),
abstained from discussion and did not vote



[Home](#) > [Health](#) > [Drug and health products](#) > [Drugs and medication](#) > [Cannabis](#)
> [Medical use of cannabis](#) > [Accessing cannabis for medical purposes](#)
> [Production of cannabis for your own medical purposes](#)

Information bulletin: safety and security considerations when producing cannabis for your own medical purposes

Context

The **Access to Cannabis for Medical Purposes Regulations (ACMPR)** allows individuals, who have been authorized by their health care practitioner, to register with Health Canada to produce a limited amount of cannabis for their own medical purposes.

You may only start producing marijuana plants once you receive a Health Canada registration certificate.

You must operate within the limits set out in your registration certificate, and abide by your maximum plant limit, your maximum storage limit and your maximum possession limit. You are only authorized to produce a limited amount of cannabis for your own medical purposes - you cannot share or provide it to anyone else.

The ACMPR includes rules to help maintain the safety and security of patients, persons designated to produce for patients, household residents and surrounding communities that must be followed by all registrants. **You are also expected to comply with all relevant provincial/territorial and municipal laws including local bylaws about zoning, electrical safety, fire safety, together with all related inspection and remediation**

requirements. In addition, there are a number of simple precautions that you can take to reduce risks to your health and safety which are outlined below.

Please be sure that you understand all of your responsibilities under the terms of your Health Canada registration. If you have any questions, please visit the Health Canada website or call toll-free at 1-866-337-7705 or email omc-bcm@hc-sc.gc.ca.

Recommended safety and security measures

General

- Under the ACMPR, it is your responsibility to make sure that all marijuana plants or cannabis products in your possession for medical purposes are secure, and that other people, including children, cannot access them.
- You may wish to take measures so that other people do not know that you are growing marijuana, or producing cannabis, for your own medical purposes (e.g., ensuring plants cannot be seen from outside your yard or house; limiting marijuana smells coming from your production site).

Outdoor production

- Under the ACMPR, if you are producing outdoors, the boundary of the land where you are authorized to produce cannot have any points in common with the boundary of the land where a school, public playground, or other public place frequented mainly by persons under 18 years of age is located.

- You may want to consider installing a tall fence with a locking gate or an alarm system to help keep your production area secure.

Indoor production

- If you are growing plants indoors, ensure that there is enough ventilation to remove excess moisture and humidity to stop mold from building-up on your plants or in the building.
- If you decide to make changes to the structure of your home or your electrical system, you should seek the advice of a licensed professional to ensure that you are in compliance with municipal and provincial/territorial building codes.

Storage

- You may want to consider installing strong locks on the doors to all areas where you produce or store cannabis and/or installing a home monitoring or alarm system.
- You should also store your cannabis in a safe or equally protected location that you can secure with a lock (e.g., cabinet, closet, or trunk).
- If you have children, or have children who visit your home regularly, you may also want to ensure that cannabis and cannabis products are stored in childproof containers to avoid accidental ingestion.

Health

Producing cannabis can pose certain risks to your health and safety. Please consider the following:

- If you plan to use chemical products, such as pesticides, ensure that these products are safe for use on a plant that you plan to eat or vaporize. You may wish to consult Health Canada's [Homeowner](#)

[Guidelines for Using Pesticides](#) for more information about using pesticides safely.

- If you are making a cannabis product, such as oil or butter, you are not permitted to use an organic solvent such as butane, benzene, methyl chloride, or chlorinated hydrocarbons.
- Using organic solvents to make cannabis products poses significant safety risks, such as fire and explosion, and health risks if the product contains residue from the production process.

For additional information about of the potential health risks associated with smoking or otherwise consuming cannabis please speak with your healthcare practitioner. You may also wish to visit the [Health Canada website](#) to review available consumer information.

Safe disposal of cannabis

- If you produce more cannabis than you are authorized to possess or store, you must destroy the excess amount so that you **stay within your authorized storage and/or possession limit at all times**.
- To protect other persons, especially children or youth, or pets in your household, you should render any excess amount(s) of cannabis unfit for use or consumption prior to disposing of it. One method of disposing of excess cannabis is to blend the marijuana with water and mix it with cat litter, to mask the odour, and then place it in your regular household garbage.
- It is not advisable to burn your dried marijuana or plants.

Please refer to the Controlled Drugs and Substances Act, the Access to Cannabis for Medical Purposes Regulations, and to your registration for further information about the activities that you are permitted to conduct and on the procedures you must comply with.

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 103-2019

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its November 25, 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 November 25, 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
25th DAY OF NOVEMBER, 2019.**

MAYOR, Nelson Santos

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