



**REGULAR MEETING OF COUNCIL  
AGENDA**

**Monday, June 22, 2020, 7:00 PM**

**Council Chambers**

**2021 Division Road N**

**Kingsville, Ontario N9Y 2Y9**

**Pages**

**A. CALL TO ORDER**

In light of the ongoing COVID-19 pandemic, this Regular Meeting of Council is being held electronically. Members will meet via electronic participation. Members of the public can view the meeting at: [www.kingsville.ca/meetings](http://www.kingsville.ca/meetings) and select the VIDEO icon.

**B. DISCLOSURE OF PECUNIARY INTEREST**

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

**C. PRESENTATIONS/DELEGATIONS**

1. **Solicitor David M. Sundin--Report to Council RE: Expropriation, Main Street West at its intersection with Heritage Road, Road Widening--Future Urban Growth (SEE: Staff Report F-1)**

1

Solicitor David M. Sundin and Manager of Municipal Services Tim Del Greco

- i) Report of David M. Sundin;
- ii) Application for Approval to Expropriate Land;
- iii) Proposed By-law 61-2020, being a By-law to expropriate certain lands in the Town of Kingsville along the south side of Main Street West at or near its intersection with Heritage Road

**Recommended Action**

That Council approves the Application for Approval to Expropriate Land located at 211, 215, 225, and 241 Main Street West, otherwise known as

Parts 1 through 6 on Reference Plan 12R-28204, in the Town of Kingsville, in the County of Essex; and adopts By-law 61-2020 at this Regular Meeting.

2. **Mike Cowan, CPA, CA, Partner, BDO Canada LLP-Presentation of 2019 Financial Statement Audit Report (SEE: Draft Consolidated Financial Statements as at December 31, 2019 attached to Staff Report F-2)**

**Recommended Action**

That Council approves the Financial Statements for the year ending December 31, 2019, as audited by BDO Canada LLP; And Further That Council approves the allocation of the unallocated 2019 surplus of \$827,770 to the Town's Budget Stabilization Reserve.

3. **Heather Brown on behalf of Kingsville BIA --Presentation RE: Street Closures to facilitate the re-opening of downtown businesses.**

**D. MATTERS SUBJECT TO NOTICE**

1. **PUBLIC MEETING--Application for Zoning By-law Amendment ZBA/05/2020 by David and Rosanne Nickels, 1246 and 1250 County Road 34**

9

R. Brown, Manager of Planning Services

i) Notice of Complete Application and Public Meeting: Zoning By-law Amendment and Consent, dated May 29, 2020.

**Recommended Action**

That Council defers Zoning By-law Amendment Application ZBA/05/20 to a future Regular Meeting as requested by the Applicants.

**E. AMENDMENTS TO THE AGENDA**

**F. STAFF REPORTS**

1. **Main Street West – Approval to Expropriate**

12

T. Del Greco, Manager of Municipal Services

**Recommended Action**

That Council approves the Application for Approval to Expropriate Land located at 211, 215, 225, and 241 Main Street West, otherwise known as Parts 1 through 6 on Reference Plan 12R-28204 in the Town of Kingsville, in the County of Essex and adopts By-law 61-2020 at this Regular Meeting.

2. **2019 Financial Year-End Review**

20

R. McLeod, Director of Financial Services

**Recommended Action**

That Council approves the Financial Statements for the year ending December 31, 2019, as audited by BDO Canada LLP;

And Further That Council approves the allocation of the unallocated 2019 surplus of \$827,770 to the Town's Budget Stabilization Reserve.

**3. Notification Process for Development and/or Redevelopment of Communication & Broadcasting Facilities** 55

R. Brown, Manager of Planning Services

**Recommended Action**

That Council receives the report on the communication/notification process for proposed telecommunication tower installations;

And Further That Council directs Administration to increase the circulation distance in the current policy on telecommunication towers from 120 m to 300 m to provide information to a wider segment of the public.

**4. The Netherlands – Mission Debrief** 62

R. Brown, Manager, Planning Services

**Recommended Action**

That Council receives the Report on the Netherlands 2019 trip for information purposes; And Further That Council directs Administration to continue to communicate with the contacts made in The Netherlands and continue to research greenhouse and cannabis production innovation to remain up-to-date on industry trends.

**5. Private Fibre Network** 76

T. Iacobelli, Manager of Information Technology

**Recommended Action**

That Council awards the tender to Aecon Utilities for completion of directional boring, conduit install and installation of fibre optic cabling from Town Hall to the Arena and from Town Hall to South Fire Hall; and directs Administration to prepare the necessary authorizing by-law to authorize the Mayor and Clerk to execute the Agreement.

**6. New Dehumidification Unit, Kingsville Arena – Tender Results** 80

D. Wolicki, Manager of Municipal Facilities and Property

**Recommended Action**

That Council approves awarding the tender to CIMCO Refrigeration in the amount of \$165,900.00 (excluding HST), for PR-2020-02 Supply and Install Desiccant Dehumidification Unit, Kingsville Arena, and directs Administration to prepare the necessary authorizing by-law, to authorize the Mayor and Clerk to execute the agreement.

**7. Millbrook Park Playground Equipment 90**

D. Wolicki, Manager of Municipal Facilities and Property

**Recommended Action**

That Council approves the proposal submitted by Play Power Canada in the amount of \$62,493.55 (excluding HST) for the installation of playground equipment at Millbrook Park.

**8. Queens Valley Estates Phase 1A / 1B (Porrone) Initial Acceptance 93**

G. A. Plancke, Director of Municipal Services

**Recommended Action**

That Council initially accepts Queens Valley Estates Phase 1A / 1B onto "Maintenance" for a period of no less than one year, and that the Clerk provide written confirmation to the Developer of the date of initial acceptance of the development by Council resolution.

**9. Fish Fly Abatement Strategy / Policy 98**

G. A. Plancke, Director of Municipal Services

**Recommended Action**

That Council receives the report and further endorses The Fish Fly Abatement Policy, and Standard Operating Procedure SOP # MS 2020-01 as satisfactory response to Resolution 404-2019.

**10. Disclosure of Information – 190/200 Main St. E Medical Clinic 104**

J. Astrologo, Director of Corporate Services/Clerk

**Recommended Action**

That Council receives the report titled Information Sharing – 190-200 Main St. E., regarding the parameters under which Council may discuss the information that it received, in both Open and Closed Session Meetings, regarding the development of 200 Main St. East.

**11. Appointment of Property Standards Officer / Building Inspector 107**

R. McLeod, Director of Financial Services

**Recommended Action**

To appoint Wayne Mills as a property standards officer and inspector for the purposes of enforcing the Building Code Act on behalf of the Town of Kingsville.

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

**1. Kingsville Striking Committee Report dated June 9, 2020 109**



**Recommended Action**

That Council endorses the following appointments to the Main Street Development Committee as presented by the Striking Committee to include: Heather Brown, Mary Ellen Havlik, Joe Wilds, Dennis Rogers, Tom Greenal, Laura Mastronardi, Brenda Gagnier, Bruce Durward, Sarah Sacheli and Council Representatives Deputy Mayor Gord Queen and Councillor Tony Gaffan.

**Recommended Action**

That Council confirms the appointment of Councillor Neufeld to the Town of Kingsville CAO Hiring Committee.

**H. MINUTES OF THE PREVIOUS MEETINGS**

1. Regular Meeting of Council--June 8, 2020 111

**Recommended Action**

That Council adopts Regular Meeting of Council Minutes date June 8, 2020.

**I. BUSINESS CORRESPONDENCE - INFORMATIONAL**

1. Northumberland County Council Resolution No. 2020-05-20-143 passed May 20, 2020 RE: Provincially Significant Wetlands Designation 121
2. Township of Puslinch--Correspondence dated June 3, 2020 RE: Support for the Conservation Authorities (Puslinch Council Resolution 2020-104) 129
3. Township of Puslinch--Correspondence dated June 5, 2020 RE: Farm Property Class Tax Rate Programme (Puslinch Council Resolution 2020-151) 136
4. Town of Fort Erie--Correspondence dated June 9, 2020 RE: Request Proclamation of March 17 as Essential Workers Day 138
5. Town of Orangeville--Correspondence dated June 10, 2020 RE: Orangeville Council Resolution - Diversity Training Program for all members of Police Services in Ontario 139
6. Municipality of Chatham-Kent--Correspondence dated June 11, 2020 from Mayor D. Canniff regarding Support for Government's Commission on Long-Term Care 141
7. Municipality of Chatham-Kent--Correspondence dated June 11, 2020 from Mayor D. Canniff regarding support for Recommendations presented from Long Term Care and Retirement Home Sectors 143
8. Town of Bracebridge--Correspondence dated June 12, 2020 RE: Town of Bracebridge Resolution regarding the establishment of a Municipal Financial Assistance Program to offset the financial impact of the COVID- 149

19 pandemic

- |     |                                                                                                                                                                                                                                                                       |     |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 9.  | <b>Grey County--Correspondence dated June 16, 2020 RE: Broadband access for underserved areas in Grey County</b>                                                                                                                                                      | 151 |
| 10. | <b>GHD Limited--Correspondence dated June 16, 2020 enclosing Ontario Ministry of Transportation Notice of Online Public Information Centre (June 18-July 3/2020) RE: Highway 3 Widening and Safety Enhancements, Transportation Environmental Study Report Review</b> | 153 |

**Recommended Action**

That Council receives Business Correspondence-Informational Items 1 to 10.

**J. NOTICES OF MOTION**

1. **Councillor Patterson may move, or cause to have moved:**

That the start time for the Regular Meetings of Council be changed to commence at 6:00 p.m., rather than the current 7:00 p.m. start, with a curfew time of 10:00 p.m., rather than 11:00 p.m., and that Administration prepare the necessary amending by-law for Council consideration and adoption.

2. **Councillor DeYong may move, or cause to have moved:**

Whereas the COVID-19 Pandemic has greatly impacted the business community in the Town of Kingsville;

And Whereas the Province of Ontario has provided financial assistance including a multi-level Rent Assistance program to the business community impacted by the COVID-19 Pandemic;

And Whereas the Rent Assistance program offered by the Province of Ontario established an arbitrary cap on multi-use properties where it is common for "residential-above-commercial" developments, especially in downtown and Main Street corridors;

And Whereas Kingsville, particularly in our downtown business centres, has several properties with residential-above-commercial where the ratio of commercial storefront businesses represents less than 30 per cent of the entire building, thus leaving a gap where local business owners cannot qualify for rent relief with their willing landlords;

And Whereas the Town of Kingsville's newly adopted Business Retention and Expansion Project Report identified that Kingsville businesses would benefit from the Province expanding the Rent Assistance program to include all commercial lease properties regardless of overall footprint.

Now Therefore Be It Resolved that the Town of Kingsville requests that the Province of Ontario expand their Rent Assistance program to include all businesses in a lease agreement within all "residential-above-

commercial” properties without a cap on commercial/residential ratio;

And Finally, that this Resolution be circulated to the Premier, Doug Ford, the Minister of Finance, Rod Phillips, our local MPP Taras Natyshak, and all Ontario municipalities requesting their support.

#### **K. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES**

1. **Mayor Santos--Verbal Report RE: Multi-Sector response to Agri-sector COVID-19 outbreak**

#### **L. BYLAWS**

1. **By-law 18-2020** 156  
Being a By-law to amend By-law 101-2004, as amended, and to Appoint Inspector under the *Building Code Act, 1992*, S.O. 1992, c. 23  
To be read a first, second and third and final time.
2. **By-law 59-2020** 157  
Being a By-law to establish a certain one-foot reserve in the Town of Kingsville as a highway  
To be read a first, second and third and final time.
3. **By-law 60-2020** 158  
Being a By-law to amend By-law 2-2019, as amended, being a By-law to appoint certain members of Council and individuals to boards and committees  
To be read a first, second and third and final time.
4. **By-law 61-2020** 159  
Being a By-law to expropriate certain lands in the Town of Kingsville along the south side of Main Street West at or near its intersection with Heritage Road  
To be read a first, second and third and final time

#### **M. CONFIRMATORY BY-LAW**

1. **By-law 62-2020** 163  
Being a by-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its June 22, 2020 Regular Meeting  
To be read a first, second and third and final time.

N. ADJOURNMENT

**MCTAGUE**  
L A W F I R M L L P  
BARRISTERS & SOLICITORS

**REPORT TO COUNCIL:**

---

**TO:** COUNCIL – TOWN OF KINGSVILLE  
**FROM:** DAVID M. SUNDIN  
**DATE:** JUNE 22, 2020 MEETING  
**FILE:** 77366  
**RE:** EXPROPRIATION  
MAIN STREET WEST AT ITS INTERSECTION WITH  
HERITAGE ROAD  
ROAD WIDENING – FUTURE URBAN GROWTH

---

**Overview**

On March 9, 2020, Council for the Corporation of the Town of Kingsville (the "**Town**") authorized the commencement of an Application for Approval to Expropriate (the "**Application**") the following lands:

1. The parts of part Lot 4, Concession 1, Western Division Gosfield (Kingsville) designated as Parts 1 to 4 on Reference Plan 12R-12464, subject to and together with rights in R1233299, subject to R1233300, now specifically designated as Parts 1 to 3 on Reference Plan 12R-28204;
2. The part of part Lot 4, Concession 1, Western Division Gosfield (Kingsville) as in R290386, now specifically designated as Part 4 on Reference Plan 12R-28204;
3. The part of part Lots 3 and 4, Concession 1, Western Division Gosfield (Kingsville) designated as Part 1 on Reference Plan 12R-25755, now specifically designated as Part 5 on Reference Plan 12R-28204; and
4. The part of part Lot 3, Concession 1, Western Division (Kingsville) designated as Part 2 on Reference Plan 12R-25755, now specifically designated as Part 6 on Reference Plan 12R-28204;

all in the Town of Kingsville, in the County of Essex.

The Application was issued on April 22, 2020 and served on the owners of the affected lands on April 23, 2020. The Application was also published in the Kingsville Reporter on April 28, 2020 and May 5, 2020, and in the Windsor Star on May 12, 2020.

**Status as of June 12, 2020**

Since April 22, 2020, none of the owners of the affected lands have contacted the Town directly or my office to discuss the taking of their lands or compensation for same. The deadline for the owners of the lands outlined above to file a request for a Hearing of Necessity was May 29, 2020. Unless a Hearing of Necessity is requested Council for the Town, as the Approval Authority, can make a decision as to whether or not to approve the Application for Approval to Expropriate.

**Council's Role as Approval Authority**

The Council, as Approval Authority must consider the information received from administration to determine if the expropriation of the lands outlined above is fair, sound, and reasonably necessary for the Town to achieve its objectives for the purpose of accommodating new underground infrastructure and a necessary road widening as part of the Main Street West reconstruction project, at or near its intersection with Heritage Road, to support planned development and future growth within urban Kingsville.



**FORM 1**

*Expropriations Act*

**APPLICATION FOR APPROVAL TO EXPROPRIATE LAND**

**To:** The Corporation of the Town of Kingsville  
2021 Division Road North  
Kingsville, ON N9Y 2Y9

**IN THE MATTER OF the proposed expropriation of land by**

The Corporation of the Town of Kingsville

**Being:**

The parts of part Lot 4, Concession 1, Western Division Gosfield (Kingsville) designated as Parts 1 to 4 on Reference Plan 12R-12464, subject to and together with rights in R1233299, subject to R1233300, now specifically designated as Parts 1 to 3 on Reference Plan 12R-28204;

The part of part Lot 4, Concession 1, Western Division Gosfield (Kingsville) as in R290386, now specifically designated as Part 4 on Reference Plan 12R-28204;

The part of part Lots 3 and 4, Concession 1, Western Division Gosfield (Kingsville) designated as Part 1 on Reference Plan 12R-25755, now specifically designated as Part on Reference Plan 12R-28204; and

The part of part Lot 3, Concession 1, Western Division (Kingsville) designated as Part 2 on Reference Plan 12R-25755, now specifically designated as Part 6 on Reference Plan 12R-28204;

all in the Town of Kingsville, in the County of Essex for the purpose of accommodating new underground infrastructure and a necessary road widening as part of the Main Street West reconstruction project, at or near its intersection with Heritage Road, to support planned development and future growth within urban Kingsville.

**APPLICATION IS HEREBY MADE for approval to expropriate the land described as follows:**

The parts of part Lot 4, Concession 1, Western Division Gosfield (Kingsville) designated as Parts 1 to 4 on Reference Plan 12R-12464, subject to and together with rights in R1233299, subject to R1233300, now specifically designated as Parts 1 to 3 on Reference Plan 12R-28204;

The part of part Lot 4, Concession 1, Western Division Gosfield (Kingsville) as in R290386, now specifically designated as Part 4 on Reference Plan 12R-28204;


The part of part Lots 3 and 4, Concession 1, Western Division Gosfield (Kingsville) designated as Part 1 on Reference Plan 12R-25755, now specifically designated as Part 5 on Reference Plan 12R-28204; and

The part of part Lot 3, Concession 1, Western Division (Kingsville) designated as Part 2 on Reference Plan 12R-25755, now specifically designated as Part 6 on Reference Plan 12R-28204;

all in the Town of Kingsville, in the County of Essex.

**Dated at Kingsville, Ontario this 22<sup>nd</sup> day of April, 2020.**

The Corporation of the Town of Kingsville

  
\_\_\_\_\_  
Per: Jennifer Astrologo  
Title: Clerk



# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 61-2020

---

**A By-law to expropriate certain lands in the Town of Kingsville along the south side of Main Street West at or near its intersection with Heritage Road.**

**WHEREAS** the Expropriations Act, R.S.O. 1990, c. E.26, as amended authorizes municipalities to expropriate land for municipal purposes;

**AND WHEREAS** the Corporation of the Town of Kingsville requires certain lands along the south side of Main Street West at or near its intersection with Heritage Road to accommodate new underground infrastructure and a necessary road widening to support planned development and future growth within urban Kingsville;

**AND WHEREAS** the Corporation of the Town of Kingsville authorized the commencement of an Application for Approval to Expropriate certain lands to allow for the construction to accommodate the new underground infrastructure and road widening on Main Street South at or near its intersection with Heritage Road, in the Town of Kingsville, in the County of Essex;

**AND WHEREAS** the Corporation of the Town of Kingsville made an Application for Approval to Expropriate Land, dated April 22, 2020, in which Application approval was sought to expropriate the lands designated as Parts 1, 2, 3, 4, 5, and 6 on Reference Plan 12R-28204, all in the Town of Kingsville, in the County of Essex;

**AND WHEREAS** to date the Corporation of the Town of Kingsville has not been successful in negotiating a purchase of the land designated as Parts 1, 2, 3, 4, 5, and 6 on Plan 12R-28204;

**AND WHEREAS** the owners of the lands designated as Parts 1, 2, 3, 4, 5, and 6 on Plan 12R-28204 have not requested the appointment of an Inquiry Officer by the Attorney General to hold a Hearing of Necessity under the Expropriations Act, R.S.O. 1990, Chapter E. 26 as amended for the affected lands.

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

1. That approval is hereby granted for the expropriation by the Corporation of the Town of Kingsville of the lands described on Schedule "A" attached to this By-law, for municipal purposes in connection with accommodating new underground infrastructure and a necessary road widening on Main Street West at or near its intersection with Heritage Road, to support planned development and future growth within urban Kingsville.
2. That the Mayor and the Clerk of the Corporation of the Town of Kingsville are hereby authorized to execute the Certificate of Approval and the Expropriation Certificate.
3. That the Clerk is hereby authorized to cause the Expropriation Plan to be registered in the Land Titles/Land Registry Office for the County of Essex and thereby effect the expropriation of the said lands.
4. That the Corporation of the Town of Kingsville is hereby authorized to enter and take possession of the expropriated lands on the day permitted under the Expropriations Act, as amended, or pursuant to any Court Order thereunder, or pursuant to any agreement entered

into between the relevant owners and the Corporation of the Town of Kingsville.

- 5. That the Clerk is hereby authorized to deliver Notices of Possession, Notices of Expropriation, Notices of Election and Offers and Appraisal Reports in accordance with s.25 of the Expropriations Act, as amended and to do all other things and give all other notices required by the Expropriations Act, as amended.
- 6. This By-law shall come into force and take effect on the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22<sup>nd</sup> DAY OF JUNE, 2020.**

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

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

## Clerk's Certificate

I, Jennifer Astrologo, Clerk of the Corporation of the Town of Kingsville, do hereby certify that the foregoing is a true and correct copy of **By-law Number 61-2020** passed by the Council of the said Corporation on the **22<sup>nd</sup>**, day of **June, 2020**.

---

Jennifer Astrologo, Clerk  
Corporation of the Town of Kingsville

## **SCHEDULE "A"**

1. The parts of part Lot 4, Concession 1, Western Division Gosfield (Kingsville) designated as Parts 1 to 4 on Reference Plan 12R-12464, subject to and together with rights in R1233299, subject to R1233300, now specifically designated as Parts 1 to 3 on Reference Plan 12R-28204;
2. The part of part Lot 4, Concession 1, Western Division Gosfield (Kingsville) as in R290386, now specifically designated as Part 4 on Reference Plan 12R-28204;
3. The part of part Lots 3 and 4, Concession 1, Western Division Gosfield (Kingsville) designated as Part 1 on Reference Plan 12R-25755, now specifically designated as Part 5 on Reference Plan 12R-28204; and
4. The part of part Lot 3, Concession 1, Western Division (Kingsville) designated as Part 2 on Reference Plan 12R-25755, now specifically designated as Part 6 on Reference Plan 12R-28204;

all in the Town of Kingsville, in the County of Essex.

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

**APPLICATION:** ZONING BY-LAW AMENDMENT - ZBA/05/20  
(Section 34 of the Planning Act, R.S.O. 1990, C.P. 13)

CONSENT APPLICATION B/01/20  
(Section 53 of the Planning Act R.S.O. 1990, C.P. 13)

**APPLICANT:** David & Rosanne Nickels

**LOCATION OF PROPERTY:** 1246 & 1250 County Road 34

**PURPOSE OF APPLICATION:** The Town of Kingsville has received the above-noted application for lands located on the north side of County Road 34, just east of Graham Side Road. The subject property is designated 'Agriculture' by the Official Plan and zoned 'Agricultural (A1)' under the Kingsville Comprehensive Zoning By-law.

The subject land is 12.14 ha (30 ac.) in area and contains two single detached dwellings and three outbuildings. It is proposed that the two dwellings, deemed surplus to the farming operation of the owners, be severed on a 0.28 ha (0.692 ac.) lot, shown as Part 1 (Parcel A – 1246, dwelling & garage) and a 0.25 ha (0.626 ac.) lot, shown as Part 2 (Parcel B – 1250, dwelling only) on the applicant's sketch. The owners maintain another farm parcel containing a qualifying dwelling.

As a condition of the consent, an application to rezone the retained farm parcel from 'Agricultural (A1)' to 'Agriculture - Restricted (A2)' is required to prohibit dwellings as per Provincial and Town policies (File ZBA/05/20).

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

**WHEN:** June 22, 2020  
**WHERE:** ELECTRONIC MEETING ON ZOOM  
**TIME:** 7:00 p.m.

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

**If a Person or Public Body** that files an appeal of a decision of The Town of Kingsville in respect of the proposed consent does not make written submissions to The Town of Kingsville before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal.

**If You Wish** to be notified of the decision of The Town of Kingsville in respect of the proposed consent, you must make a written to the **Municipal Clerk, Town of Kingsville, 2021 Division Road North, Kingsville, Ontario, N9Y 2Y9.**

**If a Person or Public Body** would otherwise have an ability to appeal the decision of Council of the Town of Kingsville to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Kingsville before the by-law is passed, the person or public body is not entitled to appeal the decision.

**If a Person or Public Body** does not make oral submissions at a public meeting, or make written submissions to the Municipal Clerk of the Town of Kingsville before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

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

**DATED AT THE TOWN OF KINGSVILLE** on May 29<sup>th</sup>, 2020.





This Meeting will be held through Electronic Participation in accordance with Bill 187, the Municipal Emergency Act, and an Order in Council of March 23, 2020, which amended the Emergency Management and Civil Protection Act and prohibits organized public events of more than five people.

The Town of Kingsville continues to take COVID-19 seriously, and in following the advice of provincial and federal governments, is making significant changes to services and programming to help protect health and wellbeing of the community. Town Hall is temporarily closed to the public to help stop the spread of COVID-19. In-person Committee and Council meetings have been cancelled. Such meetings, as warranted, will be held electronically until further notice.

---

### Remote Participation

The electronic public meeting will take place via Zoom. Elected Officials, Committee Members, Town Staff and Applicants or those representing them will be given access to the meeting. If you wish to participate please read the instructions below.

### Public Comments

a) **Submit comments in writing:** Written comments are strongly encouraged.

Please provide your name (first and last), your address and which item you are commenting on. They may be submitted in writing or by email, to Kristina Brcic, Town Planner (see contact info). Comments received **by 4:00 PM on Tuesday, June 16** will be part of the Council Agenda package prior to the meeting. Comments received after this time will be forwarded to Members of Council as soon as possible, and prior to the meeting on June 22nd.

b) **Request to speak at the Committee Meeting:** Prior to 4:00 PM on Friday, June 19th you must contact Kristina Brcic, Town Planner to request to speak during the meeting. Please provide your name (first and last), your address, the item/application you wish to speak on and your email address.

### Remote participation for public comments

Upon receipt of your request to speak at the meeting, by way of one of the procedures outlined above, participants will be provided the Zoom meeting details and password prior to the meeting.

Please note that neither a computer, nor a video sharing device, is required to participate in the meeting via Zoom. You may also opt to call in from a cell or landline. Persons who intend to participate during the meeting may wish to register/sign up in Zoom, if they have not already done so. The following information is provided for your consideration and guidance during remote participation in the meeting:

- Please join the meeting at 6:50 PM in order to avoid any delays. If you have not joined the public meeting while your Agenda Item is up for public comment you will have forfeited your request.
- When you join the meeting, either by phone or online, you will be admitted in as an attendee. You will not be greeted upon joining the call. You will be able to hear the meeting and see the active speaker (if you have video capability), but your mic will be muted until it is your turn to speak.
- If you join the Zoom meeting through your phone, please Do not put the phone on hold at any time, as this will result in broadcasting "hold music" online once your mic function is unmuted.
- To optimize call quality when using a laptop, a headset with microphone is best if available to you; otherwise, whether using your laptop microphone or cell phone, please speak directly into the receiver and do not use speaker phone
- Please do not forward the Zoom meeting details with anyone or post through social media. Only registered participants will be admitted to the meeting.
- Participants should keep comments directly related to the matter to which they are speaking to. Questions are to be directed to the committee chairperson. Council members may choose to ask you follow-up questions following your remarks, comment, or ask staff to respond to what you have said.
- After providing your comments and answering any questions that may be directed to you, the Meeting Coordinator will disconnect you from the Zoom meeting.

### For more information, please contact:

Kristina Brcic, Town Planner

Phone: 519-733-2305 Ext. 249

Email: [kbrbic@kingsville.ca](mailto:kbrbic@kingsville.ca)



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

**Date:** June 12, 2020  
**To:** Mayor and Council  
**Author:** Tim Del Greco, Manager of Municipal Services  
**RE:** Main Street West – Approval to Expropriate  
**Report No.:** MS2020 – 24

---

## **AIM**

To seek Council approval to proceed with expropriation of lands on Main Street West.

## **BACKGROUND**

During the January 16, 2020, Budget Meeting, Council approved reconstruction of Main Street West from Queen Street to Heritage Road. Engineering for said project was completed on February 11, 2020.

The final engineering design calls for a road widening on the south side of Main Street West opposite Home Hardware. Purchasing additional land will be required in order to accommodate this widening. On March 9, 2020, Council approved an Application for Approval to Expropriate the required lands located at 211, 215, 225, and 241 Main Street West.

On June 10, 2020, a purchase agreement was executed with the owners of 225 Main Street West. This agreement has a completion date of June 26, 2020. It is recommended that this property still be included for expropriation should there be unforeseen issues with completion of the agreement.

A map of this project is attached in Appendix A for your reference.

## **DISCUSSION**

The proposed road widening will allow for the construction of a new centre turning lane and promote traffic flow. The expectation is that new residential developments west of Heritage Road and future commercial development within this corridor, once complete, will



increase traffic volumes on Main Street West. Therefore, traffic flow, both present and future, are important considerations with respect to this project.

In recent years, traffic congestion has increased on Main Street East as a result of expanding commercial development. In the future, it is expected that Council will consider applications for new commercial development on Main Street West. Approving new development without providing for increased traffic capacity may lead to similar issues with congestion on Main Street West. Providing increased capacity will ensure Council has the ability to approve new commercial development should they elect to do so. Further, Council approving new commercial development on Main Street West may provide for some relief to traffic congestion on Main Street East. Meaning this could result in less trips to Main Street East from residents who live west of Division Street North.

Council has approved a large watermain project to provide for additional servicing west of Heritage Road. This project will provide capacity for approximately 2,946 residential lots. The expectation is that residential development will increase traffic volumes and turning movements on Main Street West. Therefore, increasing traffic capacity on Main Street West is warranted.

Dillon Consulting has completed a traffic study for the intersection of Heritage Road and Main Street West as part of the initial engineering for the Conklin Lands Development. This study concludes that a traffic signal is warranted upon final development of the Conklin Lands and Valente Lands. Traffic signals interrupt traffic flow in order to assign right of way. A new traffic signal and additional turning movements within this corridor, in the absence of a centre turning lane, will result in increased traffic congestion.

Finally, Enbridge Gas has requested space on the south side of Main Street West to construct a new gas main in order to provide improved servicing to the area. This request creates a secondary need for the additional land.

One large, mature tree at 211 Main Street West would be removed to accommodate this widening.

#### Alternative Option

Consideration has been given to an alternative solution, that being a new access road. More specifically, extending Heritage Road north of Main Street and west of the current Home Hardware development. However, this option presents a number of challenges, including:

- This access only benefits properties on the north side of Main Street West.
- Less effective if commercial driveways are still permitted on Main Street West.
- Does not allow any capacity or flexibility for future commercial driveways on Main Street West.
- It is generally more cost efficient to widen existing roads as opposed to constructing and maintaining new roads.
- The Town currently has no land ownership in the vicinity of this proposed access road.

- Potential difficulty in forcing an existing commercial development to construct a new driveway access on the private side.

### Traffic Calming

Comments received during a February 18, 2020, open house expressed concern over a lack of traffic calming as a result of this road widening. Major arterial roadways, like Main Street West, are intended to facilitate high volume, efficient traffic flow. Traffic calming measures are rarely considered for arterial roadways. The Kingsville Traffic Calming Policy states the following in this regard:

*“This policy is not intended to apply to arterial roadways” and “the primary function of an arterial road is to move traffic efficiently”.*

Encouraging traffic congestion by not improving traffic flow is not a consistent and effective traffic calming measure. The curve on Main Street West provides traffic calming and will not be affected by reconstruction.

### **LINK TO STRATEGIC PLAN**

Manage growth through sustainable planning.

### **FINANCIAL CONSIDERATIONS**

\$125,000 is estimated for all land acquisition costs including legal, surveying, advertising, and the completion of an appraisal report. Final costs will be dependent on the results of an appraisal report.

### **CONSULTATIONS**

Kingsville Administration  
McTague Law Firm LLP  
Peralta Engineering  
Kingsville Residents (Public Information Session)

### **RECOMMENDATION**

That Council approves the Application for Approval to Expropriate Lands located at 211, 215, 225, and 241 Main Street West, otherwise known as Parts 1 through 6 on Reference Plan 12R-28204 in the Town of Kingsville, in the County of Essex; and adopts By-law 61-2020 at this Regular Meeting.

*Tim Del Greco*

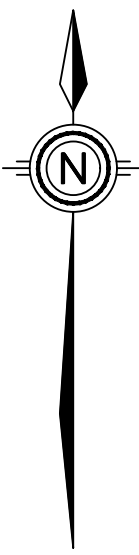
Tim Del Greco, P.Eng  
Manager of Municipal Services

*G. A. Plancke*

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



Original Sheet Size: A4CHD 1:1  
0 20mm 40mm 60mm 80mm 100mm



# Appendix A



**PLAN**  
Scale = 1:500

ISSUED FOR:	BY:	YY/MM/DD
ISSUES/REVISIONS:		

**N. J. Peralta**  
**Engineering Ltd.**  
*Consulting Engineers*

45 Division Street North  
Kingsville, ON N9Y 1E1  
P: 519-733-6587  
www.peraltaengineering.com

ENGINEERING STAMP:

CLIENT/PROJECT/ADDRESS

**TOWN OF KINGSVILLE**

**MAIN STREET WEST ROAD RECONSTRUCTION**

**MAIN STREET WEST, KINGSVILLE**

SHEET TITLE:

**MAIN STREET WEST**

**RIGHT OF WAY WIDENING PROPOSAL PLAN**

DESIGNED BY:	DATE:
B.N.D.	JUN. 8, 2020
DRAWN BY:	SCALE:
B.N.D.	1:500
SHEET:	OF:
<b>1</b>	<b>1</b>
PROJECT No.: E15-039	

Z:\PROJECTS\ENGINEERING\2015\151939\CAD\DWG\151939 LandAcquisition.dwg, Last Saved: 2020/06/08





**LEGEND:**

— EXISTING EDGE OF PAVEMENT

— PROPOSED EDGE OF PAVEMENT

— PROPOSED STREETLIGHT

PUBLIC INFO MEETING	B.N.D.	20/02/11
ISSUED FOR:	BY:	YY/MM/DD
ISSUES/REVISIONS:		

**N. J. Peralta**  
**Engineering Ltd.**  
Consulting Engineers

45 Division Street North  
Kingsville, ON N9Y 1E1  
P: 519-733-6587  
www.peraltaengineering.com

ENGINEERING STAMP:

CLIENT/PROJECT/ADDRESS

**TOWN OF KINGSVILLE**

**MAIN STREET WEST  
ROAD  
RECONSTRUCTION**

**MAIN STREET WEST, KINGSVILLE**

SHEET TITLE:

**MAIN STREET WEST**

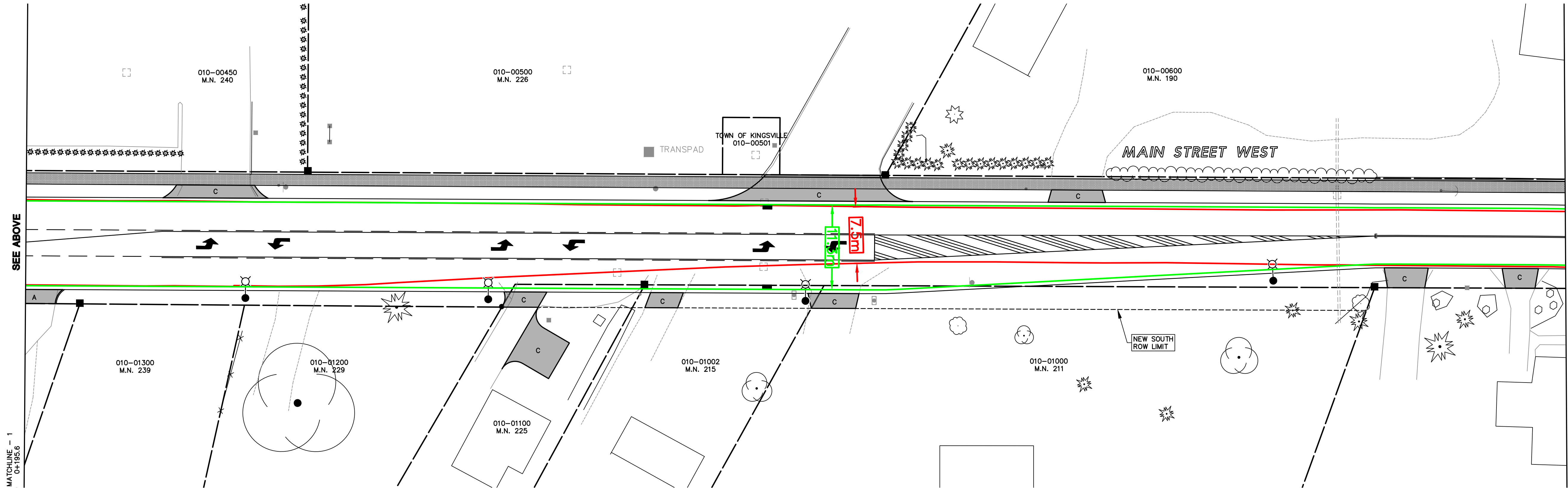
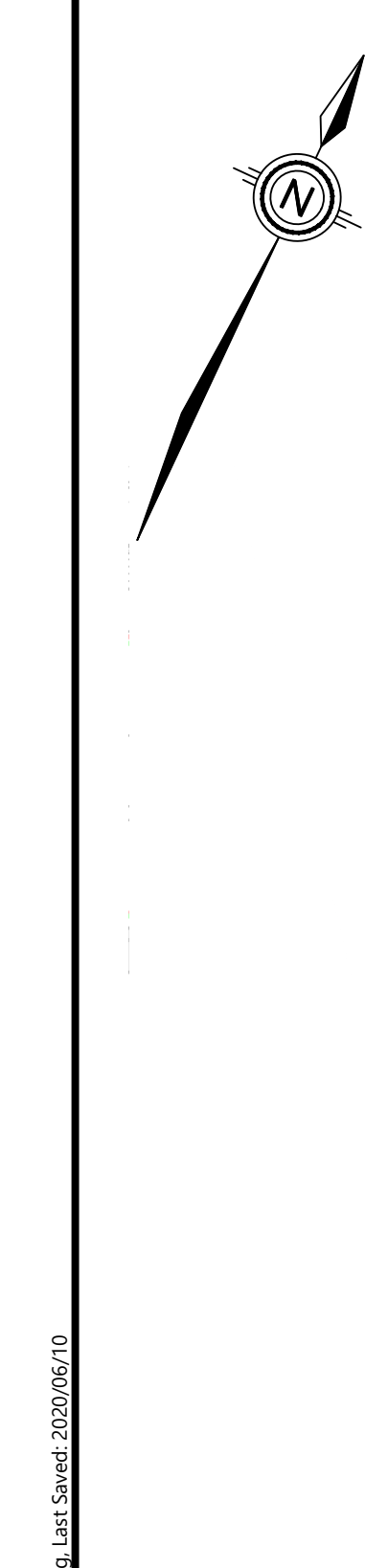
PROJECT OVERVIEW PLAN

DESIGNED BY:	DATE:
B.N.D.	MAR. 5, 2020
DRAWN BY:	SCALE:
B.N.D.	1:1,250 (H)
SHEET:	OF:
1	4
PROJECT No.: E15-039	



Z:\PROJECTS\ENGINEERING\2015\ET-0359\CAD\DWG\ET-0359\_PIC Meeting.dwg, Last Saved: 2020/06/10

100mm  
80mm  
60mm  
40mm  
20mm  
0  
1:1  
Original Sheet Size ARCH D



RECONSTRUCTION WORKS PLAN  
Scale = 1:300

RECONSTRUCTION WORKS PLAN  
Scale = 1:300

LEGEND:

- EXISTING EDGE OF PAVEMENT
- PROPOSED EDGE OF PAVEMENT
- PROPOSED STREETLIGHT

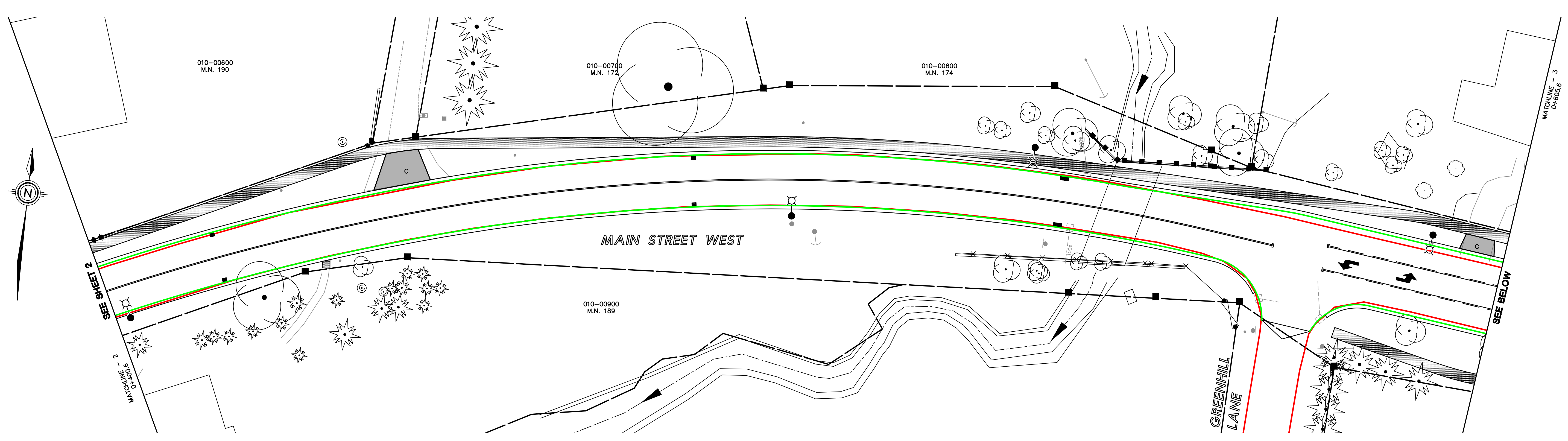
MATCHLINE - 1  
0+150.6  
SEE BELOW

SEE ABOVE  
MATCHLINE - 2  
0+400.6  
SEE SHEET 3

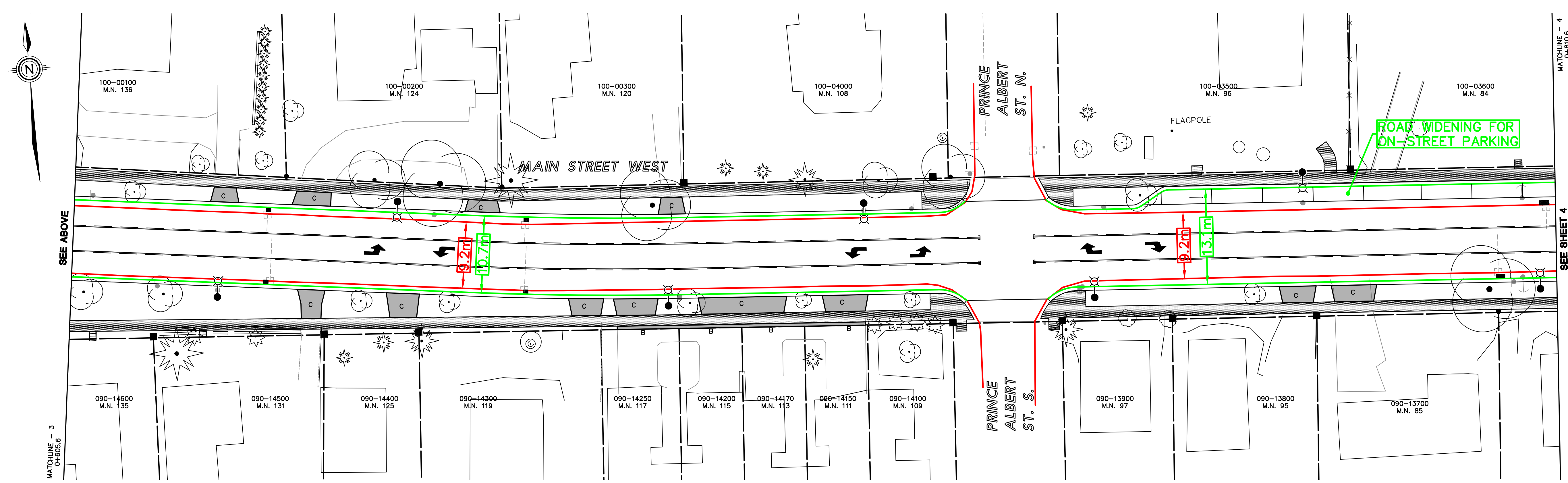



Z:\PROJECTS\ENGINEERING\2010\151\039\CAD\DWG\15039\_PIC Meeting.dwg, Last Saved: 2020/06/10

100mm  
80mm  
60mm  
40mm  
20mm  
0 1:1  
Original Sheet Size ARCH D



RECONSTRUCTION WORKS PLAN  
Scale = 1:300



RECONSTRUCTION WORKS PLAN  
Scale = 1:300

**LEGEND:**

- EXISTING EDGE OF PAVEMENT
- PROPOSED EDGE OF PAVEMENT
- PROPOSED STREETLIGHT

ISSUED FOR:		BY:		YY/MM/DD	
ISSUES/REVISIONS:					
<b>N. J. Peralta</b> <b>Engineering Ltd.</b> Consulting Engineers					
45 Division Street North Kingsville, ON N9Y 1E1 P: 519-733-6587 www.peraltaengineering.com					
ENGINEERING STAMP:					
CLIENT/PROJECT/ADDRESS					
TOWN OF KINGSVILLE					
MAIN STREET WEST ROAD RECONSTRUCTION					
MAIN STREET WEST, KINGSVILLE					
SHEET TITLE:					
MAIN STREET WEST RECONSTRUCTION WORKS PLAN					
STA. 0+370 TO 0+780					
DESIGNED BY:		DATE:		MAR. 5, 2020	
B.N.D.					
DRAWN BY:		SCALE:		1:300 (H)	
B.N.D.					
SHEET:		OF:		3 4	
PROJECT No.:		E15-039			







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

**Date:** June 15, 2020  
**To:** Mayor and Council  
**Author:** Ryan McLeod, CPA, CA  
Tiffany Hong, CPA, CMA  
**RE:** 2019 Financial Year-End Review  
**Report No.:** FS-2020-12

---

## **AIM**

To provide Council with an overview of the 2019 Financial Statements and other key financial information.

## **BACKGROUND**

As per section 295(1) of the *Municipal Act, 2001*, every year, municipalities are required to prepare financial statements in accordance with Public Sector Accounting Board (PSAB) standards. These statements are audited by an independent accounting firm. Prior to issuing their audit opinion, the Financial Statements must be approved by Council.

In addition to the annual Financial Statements, the Treasurer is also required to provide an annual statement on Development Charge activity.

The following discussion attempts to provide Council with an overview of the 2019 Financial Statements and highlight any significant changes and observations.

## **DISCUSSION**

The Consolidated Statement of Financial Position, also known as a "Balance Sheet", can be found on page 3 of the Financial Statements. This statement provides a snap shot of the Town's assets and liabilities as at December 31, 2019. Items to note include the following:



**Cash and cash equivalents**

The Town was in a relatively strong cash position at year end. The increase in this balance can be attributed to an increase in reserves and deferred revenue. Both of these items are discussed in further detail below.

**Taxes and grants in-lieu receivable**

The Town's tax receivable balance is approximately 4% of total taxes levied which is below the regional municipal average of 6.3% (as per the Provincial Financial Indicator Review). A low tax receivable balance as a % of total taxes levied is an indicator of effective collection strategies and a healthy local economy.

**Trade and other receivables**

This refers to water, sewer, and other miscellaneous receivables owing to the Town at year end. This balance is relatively consistent with 2018.

**Drainage costs recoverable**

This refers to drainage work that has yet to be billed. This figure will fluctuate from year to year based on the volume of drainage projects that are in process at year end.

**Drainage debt receivable**

This refers to drainage work that has been billed, however, the assessed property owners have opted to finance their charges on their tax rolls.

**Land held for sale**

This refers to the property sold to the Greater Essex County School Board on January 16, 2020.

**Long-term investment**

This balance refers to Kingsville's share (40.33%) of a \$10,000,000, 5-year GIC, held by Union Water Supply System (UWSS). The amount reflected on the balance sheet includes accrued interest.

**Accounts payable and accrued liabilities**

The decrease in this balance can be attributed to a reduction in capital spending in the final months of 2019. All vendor invoices are paid upon approval. The Town had no difficulty meeting its financial obligations as they became due throughout the year.

**Municipal debt**

A detailed schedule of Municipal Debt can be found in Note 4 of the Financial Statements.

This debt can be summarized in 3 main categories:

	2019	2018	Increase (Decrease)
Property Tax Supported Debt	\$ 7,276,798	\$ 7,940,177	\$ (663,379)
Debt Paid by Benefiting land owners	644,275	909,762	(265,487)
Union Water Debt	4,772,208	5,184,234	(412,026)
	<u>\$12,693,281</u>	<u>\$14,034,173</u>	<u>\$ (1,340,892)</u>

The only component of Municipal Debt which Council has direct control over is the “Property Tax Supported Debt”. This figure is driven by the decisions Council makes during budget deliberations. While not all debt is ‘bad’, it is encouraging to see this balance decrease year over year. The fewer tax dollars directed towards debt, the more tax dollars available to finance current and future projects.

### **Employee future benefits**

The Employee Future Benefit Obligation represents the Town’s estimated liability for benefit payments that will be required for its retirees, based on current and past years of service. The increase in 2019 is primarily attributed to a reduction in the ‘discount rate’ applied to estimated future cash flows.

### **Deferred revenue**

Deferred Revenue consists of \$4,136,185 of Development Charges and \$2,982,404 of unspent federal and provincial grants.

During 2019 the Town collected \$1,368,949 in development charges. These funds are held in a reserve and will help finance various growth related capital projects. To put this in perspective, the Town would have had to increase property taxation by nearly 8% to generate this level of revenue in 2019. Please refer to appendix A for the Treasurer’s Annual Statement of Development Charge Activity.

The increase in unspent federal and provincial grants can be attributed to a delay in Jasperson Dr project, which was to be funded by the Ontario Community Infrastructure Fund, and 2 significant unexpected funding announcements from the Federal and Provincial governments after the 2019 budget was approved. These unexpected transfers include the ‘one-time doubling of the Federal Gas Tax’ (\$1,088,640) and the Provincial ‘modernization grant’ (\$620,201). The majority of these funds have been applied to projects in the 2020 budget.

### **Tangible capital assets**

Tangible capital assets refers to all of the infrastructure, property, and equipment owned by the Town. This includes assets that been purchased directly by the Town and assets that have been contributed to the Town from developers. It is important to note that the value reported on the financial statements refers to historical cost, less accumulated amortization. In most cases, the replacement value of these assets would be significantly higher than the \$121,992,658 reported on the balance sheet. Council should rely on the Asset Management Plan and other infrastructure studies for long-term financial planning with respect to tangible capital assets.

### **Annual surplus**

The Consolidated Statement of Financial Operations and Accumulated Surplus, also known as an “Income Statement”, can be found on page 4 of Financial Statements. This statement provides a summary of the financial activities of the Town for the year ended December 31, 2019.

Under PSAB, the Town is reporting a surplus of \$7,871,782 in 2019. This surplus includes \$4.2M in contributed capital from private developers and a \$1.3M from our share of UWSS.

It is important to note there are a number of significant differences between PSAB standards and the modified cash based / fund accounting methods used by the Town for budgeting purposes. The most significant differences between these two methods of accounting are as follows;

	PSAB	Budget Accounting
Capital Assets	Most capital expenditures are recognized on the Balance Sheet as long-lived assets and amortized over their useful lives	Capital expenditures are an expense in the year incurred.
Developer Contributions	Any assets built and transferred to the Town are considered to be income at the time of transfer.	Developer contributions are not budgeted for.
Long-term Debt Repayments	Only the interest portion of long-term debt repayments is an expense.	Both the principle and interest payments are expensed in the year incurred.
Reserves	Reserve activity is neither recognized as 'revenue' or an 'expense'	Contributions from reserves are recognized as revenue, contributions to reserves are considered to be an expense.
Local Improvements & Special Capital Levies	Local improvements and Special Levies are recorded in revenue in the year they are levied on taxes.	Local Improvements and Special Levies are recognized as revenue in the year the project expenses are incurred, offsetting the cost of the project.
Employee Future Benefit Obligation	An actuarial valuation is performed. The estimated obligation is recognized as a liability on the Balance Sheet.	Benefit payments on behalf of retirees are expensed in the year the payment is made.
Water & Wastewater	The Financial Statements include all of the Town's water and wastewater activities.	For budgeting purposes, these operations have separate stand-alone budgets.
Union Water Supply System	The Financial Statements include the Town's proportionate share of UWSS assets, liabilities and annual surplus / deficit	The UWSS budget is not incorporated into the Town's budget.

For budgeting purposes, the Town had a surplus of \$877,770 from general 'tax funded' operations. Please refer to Appendix B for a detailed reconciliation of the surplus for budgeting purposes to the surplus reported under PSAB standards.

The 2019 budget surplus is primarily the result of the following key factors:

- Supplemental tax levies (i.e. taxes on new development) exceeded estimates by \$185,000
- Interest revenue exceeded expectations by \$163,000
- Staffing vacancies resulted in wages and benefit savings of \$270,000
- An number of long-outstanding ARB appeals were settled, resulting in tax reductions (i.e. write-offs) less than anticipated, generating savings of \$190,000

During 2020 budget deliberations, Council conservatively applied a \$50,000 anticipated surplus from 2019 to offset 2020 property taxes. This leaves \$827,770 available to Council to apply to various municipal strategic priorities.

In the absence of the direction from Council to do otherwise, the Town's Reserve and Reserve Fund Policy indicates the surplus from general operations is to be transferred to the "Budget Stabilization" reserve. This reserve allows the Town to respond to major, unforeseen events without triggering a major increase in taxation. For example, this reserve could be used to address municipal liabilities resulting from weather emergencies, litigation or global pandemics. Further, having a contingency reserve allows Administration to avoid budgeting for "worst case scenarios" in any given year.

Given the unprecedented effects of COVID-19 on the Canadian economy and municipal budgets, Administration recommends that Council apply the unallocated 2019 surplus of \$827,770 to the Town's Budget Stabilization Reserve. Administration will provide further recommendations on the application of these funds pending the results of the 'COVID-19 worst case scenario' financial report which will be provided to Council in July.

### **Union Water Supply System (UWSS)**

The PSAB financial statements include our proportionate share (40.33%) of UWSS assets, liabilities and any surplus or deficit. The Town's 2019 surplus for PSAB purposes includes a \$1,301,387 surplus from UWSS. Please refer to Note 3 of the Financial Statements for a breakdown of how UWSS is consolidated with the Town's Financial Statements.

### **Reserves**

As discussed above, Reserves are neither an asset or liability under PSAB financial reporting, they are simply an internal allocation of equity. Page 21 of the Financial Statements includes summary of the Town's reserve balances at year end. In 2019, the Town's reserve balances increased by \$1,131,983. This figure is net of a \$218,697 decrease in UWSS reserves.

### **LINK TO STRATEGIC PLAN**

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

### **FINANCIAL CONSIDERATIONS**

Overall, the 2019 Financial Statements indicate that the Town is in a relatively healthy financial position. There are no immediate cash flow concerns. Property taxes are being collected in timely fashion. Long-term debt is decreasing and reserve balances are increasing.

Council should understand, however, that the Financial Statements do not paint the entire financial picture for the municipality. Financial statements report transactions which have already occurred and do not project what may occur in the future. Most importantly, these statements do not provide a commentary on the state of the Town's infrastructure, nor do they disclose any financial requirements to replace or maintain infrastructure to the level Kingsville residents expect. For the Town to maintain a healthy financial position it is

imperative for Council to maintain its commitment to increasing infrastructure funding as stated in the strategic plan.

### **CONSULTATIONS**

None.

### **RECOMMENDATION**

That council approve the Financial Statements for the year ending December 31, 2019, as audited by BDO Canada LLP.

That council approve the allocation of the unallocated 2019 surplus of \$827,770 to the Town's Budget Stabilization Reserve.

*Tiffany Hong*

---

Tiffany Hong, CPA, CMA  
Manager of Financial Services

*Ryan McLeod*

---

Ryan McLeod, CPA, CA  
Director of Financial Services

**THE CORPORATION OF  
THE TOWN OF KINGSVILLE**

Financial Statements  
December 31, 2019

Draft for discussion purposes

**THE CORPORATION OF  
THE TOWN OF KINGSVILLE**  
**Table of Contents**

	<u>Page</u>
Independent Auditor's Report	1-2
Consolidated Statement of Financial Position	3
Consolidated Statement of Financial Operations and Accumulated Surplus	4
Consolidated Statement of Changes in Net Financial Assets	5
Consolidated Statement of Cash Flows	6
Notes to the Consolidated Financial Statements	7-18
Consolidated Schedule of Tangible Capital Assets	19
Consolidated Schedule of Deferred Revenue	20
Consolidated Schedule of Reserves and Reserve Funds	21
Consolidated Schedule of Accumulated Surplus	22
Consolidated Schedule of Segmented Information	23-24

---

## Independent Auditor's Report

---

**To the Members of Council, Inhabitants and Ratepayers  
of The Corporation of the Town of Kingsville**

### **Opinion**

We have audited the consolidated financial statements of The Corporation of the Town of Kingsville, (the Town), which comprise the Consolidated Statement of Financial Position as at December 31, 2019, and the Consolidated Statement of Financial Operations and Accumulated Surplus, Consolidated Statement of Changes in Net Financial Assets and Consolidated Statement of Cash Flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2019, and its results of operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged With Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.



## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Essex, Ontario

**THE COPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Statement of Financial Position**  
as at December 31, 2019

	<u>2019</u>	<u>2018</u>
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Notes 3 & 9)	\$ 30,511,981	\$ 24,888,661
Taxes and grants-in-lieu receivable	1,470,816	1,289,369
Trade and other receivables (Note 3)	4,497,203	4,493,730
Drainage costs recoverable (Note 6)	1,084,776	1,691,602
Drainage debt receivable (Note 6)	496,986	643,770
Land held for sale	1,075,171	1,025,110
Long-term investment (Note 3)	4,241,306	4,135,842
	<u>43,378,239</u>	<u>38,168,084</u>
<b>FINANCIAL LIABILITIES</b>		
Accounts payable and accrued liabilities (Note 3)	6,942,393	7,403,048
Accrued interest	55,158	62,733
Municipal debt (Notes 3 & 4)	12,693,281	14,034,173
Employee future benefits (Note 7)	1,300,598	1,184,013
Deferred revenue (Schedule 2)	7,118,589	3,183,846
	<u>28,110,019</u>	<u>25,867,813</u>
<b>NET FINANCIAL ASSETS</b>	<b><u>15,268,220</u></b>	<b><u>12,300,271</u></b>
Contractual obligations (Note 14)		
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 3, Schedule 1)	121,992,658	117,079,809
Prepaid expenses	94,464	103,480
	<u>122,087,122</u>	<u>117,183,289</u>
<b>ACCUMULATED SURPLUS</b>	<b><u>\$ 137,355,342</u></b>	<b><u>\$ 129,483,560</u></b>

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Statement of Financial Operations and Accumulated Surplus**  
for the year ended December 31, 2019

	<u>2019 Budget</u> (Note 11)	<u>2019</u>	<u>2018</u>
<b>REVENUES</b>			
Net taxation/user charges	\$ 31,222,609	\$ 28,163,088	\$ 25,798,122
Government transfers	895,901	1,026,914	1,102,017
Other	1,692,080	2,373,562	2,533,304
<b>TOTAL REVENUES</b>	<b>33,810,590</b>	<b>31,563,564</b>	<b>29,433,443</b>
<b>EXPENSES</b>			
General government	4,058,110	4,073,696	3,801,955
Protection to persons and property	5,875,857	5,824,156	5,319,577
Transportation services	7,208,205	6,559,193	7,184,788
Environmental services	10,663,081	9,045,748	8,738,442
Health services	143,214	123,055	97,385
Recreation and culture	3,087,977	3,400,649	2,630,840
Planning and development	513,415	519,483	416,889
<b>TOTAL EXPENSES</b>	<b>31,549,859</b>	<b>29,545,980</b>	<b>28,189,876</b>
<b>NET REVENUES (EXPENSES)</b>	<b>2,260,731</b>	<b>2,017,584</b>	<b>1,243,567</b>
<b>OTHER</b>			
Deferred revenue earned	2,806,350	175,735	112,789
Government transfers received for capital projects	2,000,586	1,824,016	2,503,607
Transfers to Upper Tier Municipality (Note 15)	(215,000)	(180,920)	(2,522,596)
Employee future benefits	-	(116,585)	(38,513)
Contributed tangible capital assets	-	4,216,077	1,133,637
(Loss) gain on disposal of tangible capital assets	-	(64,125)	38,263
	4,591,936	5,854,198	1,227,187
<b>ANNUAL SURPLUS</b>	<b>6,852,667</b>	<b>7,871,782</b>	<b>2,470,754</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>129,483,560</b>	<b>129,483,560</b>	<b>127,012,806</b>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<b>\$ 136,336,227</b>	<b>\$ 137,355,342</b>	<b>\$ 129,483,560</b>

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Statement of Changes in Net Financial Assets**  
for the year ended December 31, 2019

	<u>2019 Budget</u> (Note 11)		<u>2019</u>		<u>2018</u>
<b>Annual Surplus</b>	\$ 6,852,667	\$	7,871,782	\$	2,470,754
Amortization of tangible capital assets	7,729,692		6,857,831		7,729,692
Acquisition of tangible capital assets	(16,077,984)		(11,915,268)		(7,183,071)
Disposals of tangible capital assets	-		144,588		23,079
Acquisition of prepaid expense	-		(94,464)		(103,480)
Consumption of prepaid expense	-		103,480		63,856
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	<b>(1,495,625)</b>		<b>2,967,949</b>		<b>3,000,830</b>
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>12,300,271</b>		<b>12,300,271</b>		<b>9,299,441</b>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>\$ 10,804,646</b>	<b>\$</b>	<b>15,268,220</b>	<b>\$</b>	<b>12,300,271</b>

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Statement of Cash Flows**  
for the year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
<b>OPERATING ACTIVITIES</b>		
Annual Surplus	\$ 7,871,782	\$ 2,470,754
<b>Sources (Uses)</b>		
Taxes and grants-in-lieu receivable	(181,447)	26,601
Trade and other receivables	(3,473)	(1,078,878)
Drainage costs and debt receivable	753,610	506,326
Assets held for sale	(50,061)	(1,025,110)
Prepaid expenses	9,016	(39,624)
Accounts payable and accrued liabilities	(460,655)	1,528,359
Deferred revenue	3,934,743	1,201,112
Accrued interest	(7,575)	(4,293)
Increase in employee future benefits	116,585	38,513
	11,982,525	3,623,760
<b>INVESTING ACTIVITIES</b>		
Increase in long-term investments	(105,464)	(102,842)
	(105,464)	(102,842)
<b>CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(11,915,268)	(7,183,071)
Amortization of tangible capital assets	6,857,831	7,729,692
Loss (gain) on disposal of tangible capital assets	64,125	(38,263)
Proceeds on disposal of tangible capital assets	80,463	61,342
	(4,912,849)	569,700
<b>FINANCING ACTIVITIES</b>		
Long-term debt issued	-	47,300
Long-term debt repaid	(1,340,892)	(1,325,840)
	(1,340,892)	(1,278,540)
<b>NET INCREASE IN CASH</b>	5,623,320	2,812,078
<b>CASH, BEGINNING OF YEAR</b>	24,888,661	22,076,583
<b>CASH, END OF YEAR</b>	\$ 30,511,981	\$ 24,888,661

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
**for the year ended December 31, 2019**

**1. Significant Accounting Policies**

**(a) Management Responsibility**

The consolidated financial statements of the Corporation of the Town of Kingsville (the "Town") are the responsibility of management. They have been prepared in accordance with generally accepted accounting principles established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. The preparation of financial statements requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the statements, and the reported amounts of revenues and expenses during the reported period. Actual results could differ as additional information becomes available in the future.

**(b) Basis of Consolidation**

**(i) Consolidated Entities**

The consolidated financial statements reflect the financial assets, liabilities, revenues, expenses, reserves and changes in investment in tangible capital assets of the Town and includes the activities of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Town and are owned or controlled by the Town.

Interdepartmental and inter-organizational transactions and balances have been eliminated.

The Town's proportionate share in the Union Water Supply System is accounted for on a proportionate consolidation basis, consistent with the generally accepted accounting treatment for government units.

**(ii) Accounting for Region (County) and School Board Transactions**

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the School Boards, and the County of Essex are not reflected in the municipal fund balances of these financial statements. Taxation raised by the municipality on their behalf is reflected as a deduction from total taxation on the Consolidated Statement of Financial Operations. Amounts due from/to the County of Essex and School Boards are included in trade and other receivables/accounts payable and accrued liabilities on the Consolidated Statement of Financial Position.

**(iii) Trust Funds**

Trust funds and their related operations administered by the municipality are not consolidated, but are reported separately on the Trust Funds Financial Statements.

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
**for the year ended December 31, 2019**

**(c) Basis of Accounting**

**(i) Accrual Basis of Accounting**

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods and services and the creation of a legal obligation to pay.

**(ii) Non-financial assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

**(ii.1) Tangible capital assets**

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land - Not amortized

Land Improvements - 10 to 30 years

Buildings & Improvements - 10 to 40 years

Information Technology - 4 years

Vehicles/Machinery & Equipment - 4 to 25 years

Furniture and Fixtures - 10 to 15 years

Infrastructure - 20 to 50 years

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

The Town has a capitalization threshold of \$5,000 - \$50,000 depending on the asset, so that individual tangible capital assets of lesser value are expensed, unless they are land, construction in progress, or pooled because, collectively, they have significant value, or for operational reasons. Examples of asset pools are desktop computers and computer laptops.

**(ii.2) Contribution of tangible capital assets**

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
**for the year ended December 31, 2019**

**(ii.3) Leases**

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

**(ii.4) Inventories**

Inventories held for consumption are recorded at the lower of cost or replacement cost.

**(iii) Deferred Revenue**

Revenue restricted by legislating, regulation or agreement and is not available for general municipal purposes is reported as deferred revenue on the consolidated statement of financial position. The revenue is reported on the consolidated statement of operations in the year in which it is used for the specific purpose.

**(iv) Employee Future Benefits**

The Town has adopted the accrual method for employee future benefits as required by the Chartered Professional Accountants of Canada. The cost of future benefits earned by employees is actuarially determined using the projected benefit method prorated on service and assumptions with respect to mortality and termination costs, retirement age and expected inflation costs associated with employee benefit costs.

**(v) Use of Estimates**

The preparation of financial statements in accordance with local government accounting standards established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.



**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
**for the year ended December 31, 2019**

**(vi) Taxes receivable and related revenues**

Property tax billings are prepared by the Town based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Town Council, incorporating amounts to be raised for local services and amounts the Town is required to collect on behalf of the Province of Ontario in respect to education taxes. A normal part of the assessment process is the issuance of supplementary assessment rolls, which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Town revenues are recorded at the time tax billings are issued. Assessment and the related property taxes are subject to appeal. Tax adjustments as a result of appeals are recorded based upon management's estimate of the outcome taking into consideration historical trends. The Town is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied. Tax revenue is recorded net of reductions. Taxes receivable are reported net of an allowance for doubtful accounts.

**(vii) Government transfers**

Government transfers, which include legislative grants, are recognized as revenue in the consolidated financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. When transfer stipulations give rise to a liability, government transfers are recognized as deferred revenue and recognized as revenue when the stipulations are settled.

**(viii) Cash and Cash Equivalents**

Cash and cash equivalents include guaranteed investment certificate having a maturity of more than six months from the date of acquisition which are held for the purpose of meeting short-term cash commitments.

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
for the year ended December 31, 2019

**2. Operation of School Boards and the County of Essex**

During the year, the following revenue was raised and remitted to the school boards and the County of Essex.

	<u>2019</u>	<u>2018</u>
School Boards	\$ 6,303,138	\$ 6,261,673
County	<u>12,312,336</u>	<u>11,466,997</u>
	<u>\$ 18,615,474</u>	<u>\$ 17,728,670</u>

**3. Equity in the Union Water Supply System**

Effective January 2, 2001, the assets, liabilities, rights and obligations of the Union Water Supply System (UWSS) were transferred from Ontario Clean Water Agency to the joint ownership of the system's participating municipalities pursuant to an order issued by the Minister of the Environment under the Municipal Water and Sewage Act, 1997.

The equity of interest for each municipality is determined every 4 years according to their proportional water consumption from the system. The ownership interests were last set January 1, 2017, where it was increased to 40.33%.

The Town's equity in the UWSS is made up as follows:

	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 4,057,490	\$ 3,443,217
Trade and other receivables	476,645	511,890
Long-term investment	4,241,306	4,135,842
Accounts payable and accrued liabilities	(1,082,918)	(179,730)
Long-term debt	<u>(4,772,208)</u>	<u>(5,184,234)</u>
Net Financial Assets	2,920,315	2,726,985
 Tangible capital assets	 <u>17,500,358</u>	 <u>16,392,299</u>
 Accumulated surplus	 <u>\$ 20,420,673</u>	 <u>\$ 19,119,284</u>
 Equity in Reserve and Reserve Funds	 <u>\$ 7,692,522</u>	 <u>\$ 7,911,219</u>

The Town's share of any operating surplus or deficit from UWSS is included in Environmental Services expenses on the Consolidated Statement of Financial Operations and Accumulated Surplus. Kingsville's share of the UWSS current year operating surplus was \$1,301,387 (2018 - \$1,140,140).

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
for the year ended December 31, 2019

**4. Municipal Debt**

(a) The balance of net long-term liabilities reported on the "Consolidated Statement of Financial Position" is made up of the following:

	<u>2019</u>	<u>2018</u>
<b><i>Property Tax Supported</i></b>		
i) OSIFA Loan - repayable in semi-annual instalments of \$49,389 plus interest at 4.72%, due September, 2027	\$ 740,833	\$ 839,610
ii) OILC Loan - repayable in semi-annual instalments of \$119,772 including interest at 3.97%, due December, 2033	2,553,863	2,688,012
iii) OILC Loan - repayable in semi-annual instalments of \$91,043 including interest at 2.47%, due November, 2025	1,009,641	1,163,924
iv) OILC Loan - repayable in semi-annual instalments of \$52,753 including interest at 3.34%, due November, 2035	1,299,528	1,360,109
v) OILC Loan - repayable in semi-annual instalments of \$131,283 including interest at 2.56%, due November, 2026	1,672,933	1,888,522
<b><i>Benefiting Property Owners</i></b>		
i) Sewer Separation Program Debentures - repayable in annual instalments including interest ranging from 4.0% to 5.0%, due in various amounts from 2020 to 2022	292,650	461,071
ii) Drain Debentures - repayable in annual instalments including interest ranging from 2.25% to 5.0%, due in various amounts from 2020 to 2028	496,987	643,770
iii) Sanitary Sewer Debentures - repayable in annual instalments including interest ranging from 2.83% to 5.0%, due in various amounts from 2020 to 2025	849,373	1,053,868
iv) Tile Loans - repayable in annual instalments including interest at 6.0%, due in various amounts from 2021 to 2028	<u>139,095</u>	<u>161,126</u>
Total long-term liabilities incurred by the Municipality and those incurred on behalf of benefiting land owners	9,054,903	10,260,012
Less: Internally financed debt	<u>(1,133,830)</u>	<u>(1,410,073)</u>
	7,921,073	8,849,939
Share of Union Water System Obligations	<u>4,772,208</u>	<u>5,184,234</u>
	<u>\$ 12,693,281</u>	<u>\$ 14,034,173</u>

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Financial Statements**  
**for the year ended December 31, 2019**

**4. Municipal Debt (continued)**

(b) Principal payments are as follows;

2020	\$ 1,364,650
2021	1,334,018
2022	1,419,884
2023	1,458,783
2024	1,558,483
2025 onward	5,557,463
	<u>\$ 12,693,281</u>

(c) The long-term liabilities in (a) issued in the name of the Municipality have received approval of the Ontario Municipal Board (or approval by private legislation) for those approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs.

(d) Total interest charges for the year for net long-term liabilities which are reported on the Consolidated Statement of Financial Operations, are as follows:

	<u>2019</u>	<u>2018</u>
Interest	\$ 871,365	\$ 963,030

**5. Trust Funds**

The municipality administers a Perpetual Care Cemetery Trust Fund which amounts to \$1,215,751 (2018 - \$1,162,630). The assets and liabilities of this trust have not been included in the "Consolidated Statement of Financial Position" nor have the operations been included in the "Consolidated Statement of Financial

**6. Drainage Costs Recoverable and Drainage Debt Receivable**

The Town incurs costs to maintain and construct municipal drains which are recoverable from the benefitting landowners. In accordance with the Drainage Act these costs can accumulate for a five year period prior to being invoiced. Drainage costs recoverable represents accumulated drainage costs which have not yet been invoiced to the benefitting landowners. Drainage debt receivable represents costs that have been billed to the benefitting landowners, financed on taxes and are in the collection stage. The Town issues a debenture by-law for all financed projects which outlines the terms and interest rates. There are approximately 350 municipal drains in the Town of Kingsville.

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
for the year ended December 31, 2019

**7. Employee Future Benefits**

The municipality pays certain benefits on behalf of its retired employees. Information about the Town's defined benefit plans is as follows:

	<u>2019</u>	<u>2018</u>
Accrued benefit as at January 1	\$ 1,184,013	\$ 1,145,500
Service cost	60,513	60,200
Interest cost	42,824	41,538
Benefit paid for year	(41,968)	(37,813)
Actuarial gain	<u>55,216</u>	<u>(25,412)</u>
Projected accrued benefit obligation at December 31	\$ <u>1,300,598</u>	\$ <u>1,184,013</u>

All actuarial gains and losses are fully recognized in the year they are identified.

An actuarial valuation was performed as of December 31, 2017. The main actuarial assumptions employed in the valuations are as follows:

	<u>2019</u>	<u>2018</u>
Discount rate	3.0%	3.5%
Salary scale	3.0%	3.0%
Drug expense trend	7% in 2018 to 4% over 20 years	7% in 2018 to 4% over 20 years
Dental expense trend	3.5%	3.5%
Other medical expense trend	4.0%	4.0%

**8. Segmented Information**

The Town provides a wide range of services to its citizens. On Schedule 5, consolidated revenues and expenses have been presented on a segmented basis. Municipal services have been segmented by grouping activities with similar service objectives. Revenue directly related to each service has been allocated to its respective segment. Municipal taxation revenue has been allocated based on the percentage of total budgeted expenditures. The segments are defined as follows:

**General Government**

General government consists of governance, corporate management and program support. It includes the offices of Council, Chief Administrative Officer, Information Technology, Financial and Clerk Services.

**Protection to Persons and Property**

Protection to persons and property includes Fire and Police services, Building permitting & inspection and by-law enforcement, and Animal control.

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
for the year ended December 31, 2019

**Transportation**

Transportation services refers to the operations of the Public Works Department which is responsible for road maintenance, winter control and street lighting.

**Environmental**

Environmental services includes the distribution and treatment of water, the collection and treatment of waste water and storm water, and the collection and disposal of garbage.

**Health Services**

Health Services refers to cemetery operations.

**Recreation & Culture**

Recreation & Culture services refers to the operations of municipally owned recreational facilities, parks, arena, marina and community centres. It also includes the delivery of recreational and cultural programming.

**Planning & Development**

Planning & Development refers to the operations of the planning department which facilitates the orderly growth of the Town in accordance with the official plan.

**9. Bank Overdraft**

The Town has an authorized overdraft limit of \$2,000,000 bearing interest at prime with TD Canada Trust. At December 31, 2019, the Town had \$2,000,000 (2018 - \$2,000,000) in unused credit available.

**10. Reserve, Reserve Funds and Deferred Revenue**

The balance of reserve, reserve funds and deferred revenue is made up of the following:

	<u><b>2019</b></u>	<u><b>2018</b></u>
Total reserves and reserve funds (Schedule 3)	\$ 25,649,658	\$ 24,517,675
Deferred revenue portion of reserve funds set aside for specific purposes by legislation, regulation or agreement (Schedule 2)	<u>7,118,589</u>	<u>3,183,846</u>
	<u><u>\$ 32,768,247</u></u>	<u><u>\$ 27,701,521</u></u>

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
for the year ended December 31, 2019

**11. Budget Amounts**

The 2019 Financial Budget was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. Further, the budget includes all tangible capital expenditures rather than amortization expense. For the purpose of these financial statements, the budget figures have been modified as follows;

**Consolidated Statement of Financial Activities**  
**For the year ended December 31, 2019**

	2019 Budget	Change	Restated 2019 Budget
<b>Revenue</b>	\$ 44,930,051		44,930,051
Less: Contributions from reserves		(6,204,721)	(6,204,721)
Less: Inter-departmental revenues		(565,500)	(565,500)
Plus: Local Improvements		457,695	457,695
	44,930,051	(6,312,526)	38,617,525
<b>Expenses</b>			
Total Expenditures as per budget	44,930,051		44,930,051
Less: Contributions to reserves		(3,667,241)	(3,667,241)
Less: Capital expenditures, net of transfers		(16,077,984)	(16,077,984)
Plus: Amortization		7,729,692	7,729,692
Plus: Interest on non-tax funded debt		79,221	79,221
Less: Repayments of tax funded debt		(663,381)	(663,381)
Less: Inter-departmental expenses		(565,500)	(565,500)
	44,930,051	(13,165,193)	31,764,858
 Annual Surplus (Deficit)			 6,852,667
 Accumulated surplus, beginning of year			 129,483,560
 Accumulated surplus, end of year			 \$ 136,336,227

**12. Pension Plan**

The Town belongs to the Ontario Municipal Employee Retirement Fund (OMERS) which is a multi-employer plan on behalf of 59 members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on their length of service and rates of pay. The plan is funded through equal contributions from the employer and its member employees.

The amount contributed by the Municipality in 2019 was \$470,407 (2018 - \$427,659). At December 31, 2019 the OMERS plan was in a deficit position, funded at 97% (2018 - 96%). Contribution rates to the plan are determined by OMERS, based on the funding status of the plan, investment projections and other actuarial assumptions.

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
for the year ended December 31, 2019

**13. Public Sector Salary Disclosure Act**

The Public Sector Salary Disclosure Act requires all municipalities to disclose, which, if any, employees or officers received remuneration totaling more than \$100,000 during the year. During 2019, the following employees met this requirement:

<b>Position</b>	<b>Name</b>	<b>Salary Paid</b>	<b>Taxable Benefits</b>
Chief Administrative Officer	M. Van Mierlo-West	\$ 163,352	1,159
Director of Corporate Services	J. Astrologo	143,864	1,047
Director of Financial Services	R. McLeod	129,477	964
Director of Municipal Services	A. Plancke	129,477	979
Fire Chief	C. Parsons	119,821	2,583
Manager of Information Technology	T. Iacobelli	119,821	921
Manager of Building & By-law	P. Valore	119,821	921
Manager of Planning	R. Brown	119,821	921
Manager of Municipal Services	T. Del Greco	105,351	838
Deputy Fire Chief	J. Dean	105,351	838
Manager of Public Works	S. Martinho	100,083	1,776

**14. Contractual Obligations**

Policing services for the Town are currently provided by the Ontario Provincial Police (OPP). Under the current agreement, which expires December 31, 2021, policing costs are determined annually. In 2019, the OPP contract approximated \$3.2 million (2018 - \$3.0 million).

The Town has entered an agreement with the Ontario Clean Water Agency (OCWA), to operate their sewage facilities through May 31, 2025. Under this agreement, the Town retains responsibility for all operating and capital costs associated with these facilities. Included in the consolidated statement of financial activities are charges from OCWA of approximately \$1,168,000 (2018 - \$1,122,000).

The Town has entered an agreement for waste collection services which expires on December 31, 2020. In 2019, the cost of collection services provided under this agreement was \$540,000 (2018 - \$525,000).

**15. Transfers to Upper Tier Municipality**

During the year, the Town transferred funds to the County of Essex for the construction of various County Wide Active Transportation System (CWATS) projects built within the Town. Any CWATS expenses associated with the County road network are considered to be assets of the County.

**16. Comparative Amounts**

Certain comparative balances have been reclassified to conform with the current year's presentation.



**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
**for the year ended December 31, 2019**

**17. Subsequent Event**

Subsequent to year end, COVID-19 has had a significant impact on the global, Canadian and local economies. Although the disruption from the virus is expected to be temporary, the duration of this disruption and the related financial impact cannot be reasonably estimated at this time. The Town's ability to continue to deliver non-essential services and employ related staff, will depend on the legislative mandates from various levels of government. The Town will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserves and available credit facilities to ensure it is able to continue providing essential services to its citizens.

On January 16, 2020 the Land held for Sale on the Consolidated Statement of Financial Position was sold for approximately \$2.3 million.

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Schedule of Tangible Capital Assets**  
**Categorized by Asset Type**  
**For the Year Ended December 31, 2019**

Schedule 1

	GENERAL					INFRASTRUCTURE			TOTALS	
	Land & Improvements	Buildings & Improvements	Information Technology	Furniture & Fixtures	Vehicles, Machinery & Equipment	Roads & Bridges	Water, Wastewater & Storm Sewers	Construction in Progress	2019	2018
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>COST</b>										
Balance, beginning of year	4,286,195	15,139,412	441,560	421,566	9,592,962	125,994,684	106,587,159	7,226,087	<b>269,689,625</b>	<b>262,840,808</b>
Additions during the year	176,493	9,267	45,474	80,395	851,042	4,715,712	5,686,181	350,704	<b>11,915,268</b>	<b>7,183,071</b>
Disposals during the year	-	-	-	-	(394,809)	(636,380)	(343,747)	-	<b>(1,374,936)</b>	<b>(334,254)</b>
Adjustments / Transfers	-	-	-	-	-	-	-	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>4,462,688</b>	<b>15,148,679</b>	<b>487,034</b>	<b>501,961</b>	<b>10,049,195</b>	<b>130,074,016</b>	<b>111,929,593</b>	<b>7,576,791</b>	<b>280,229,957</b>	<b>269,689,625</b>
<b>ACCUMULATED AMORTIZATION</b>										
Balance, beginning of year	91,098	6,516,507	326,808	282,606	5,407,195	95,592,627	44,392,975	-	<b>152,609,816</b>	<b>145,191,299</b>
Amortization during the year	27,886	418,684	52,295	23,765	607,900	3,329,670	2,397,631	-	<b>6,857,831</b>	<b>7,729,692</b>
Accumulated Amortization on disposals	-	-	-	-	(375,830)	(636,380)	(218,138)	-	<b>(1,230,348)</b>	<b>(311,175)</b>
Adjustments / Transfers	-	-	-	-	-	-	-	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>118,984</b>	<b>6,935,191</b>	<b>379,103</b>	<b>306,371</b>	<b>5,639,265</b>	<b>98,285,917</b>	<b>46,572,468</b>	<b>-</b>	<b>158,237,299</b>	<b>152,609,816</b>
<b>TANGIBLE CAPITAL ASSETS</b>	<b>4,343,704</b>	<b>8,213,488</b>	<b>107,931</b>	<b>195,590</b>	<b>4,409,930</b>	<b>31,788,099</b>	<b>65,357,125</b>	<b>7,576,791</b>	<b>121,992,658</b>	<b>117,079,809</b>

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Schedule of Deferred Revenue**  
For the Year Ended December 31, 2019

Schedule 2

	Opening	Contributions Received	Interest Earned	Deferred Revenue Allocated	Ending
	\$	\$		\$	\$
Development charges	2,865,083	1,368,949	77,888	(175,735)	4,136,185
Federal gas tax	318,763	1,110,770	19,668	-	1,449,201
Ontario Community Infrastructure Grant	-	928,720	10,448	-	939,168
Cannabis Legalization Implementation Grant	-	32,887	370	-	33,257
Modernization Grant	-	554,539	6,239	-	560,778
	3,183,846	3,995,865	114,613	(175,735)	7,118,589

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Schedule of Reserves and Reserve Funds**  
For the Year Ended December 31, 2019

Schedule 3

	Opening	Contributions Received	Transfer to Operations	Transfer to Capital	Ending
	\$	\$	\$	\$	\$
<b>RESERVE FUNDS</b>					
WATER CAPITAL	59,276	-	-	-	59,276
	59,276	-	-	-	59,276
<b>RESERVES</b>					
BIA	65,884	719	-	791	65,812
BUILDING	500,293	195,869	-	53,192	642,970
FACILITIES	585,765	220,000	-	43,429	762,336
FIRE	279,549	285,000	-	-	564,549
GENERAL	7,297,845	608,229	66,275	1,290,742	6,549,057
IT	4,316	-	-	-	4,316
MARINA	77,805	-	-	10,500	67,305
MIGRATION	7,149	100	-	-	7,249
PARKS & RECREATION	635,206	444,124	-	213,218	866,112
PLANNING	20,000	-	-	-	20,000
POLICE	621,388	80,000	-	-	701,388
PUBLIC WORKS	2,520,266	1,686,271	290,847	1,244,887	2,670,803
SEWER	601,430	647,835	161,493	342,734	745,038
WATER - MUNICIPAL	3,330,284	1,078,539	-	177,898	4,230,925
WATER - UNION WATER SUPPLY SYSTEM	7,911,219	122,057	-	340,754	7,692,522
	24,458,399	5,368,743	518,615	3,718,145	25,590,382
	24,517,675	5,368,743	518,615	3,718,145	25,649,658

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Schedule of Accumulated Surplus**  
as at December 31, 2019

Schedule 4

	<u>2019</u>		<u>2018</u>
Tangible capital assets	\$ 121,992,658	\$	117,079,809
Reserves and reserve funds	25,649,658		24,517,675
Operating fund surplus	3,381,725		3,025,127
Unfinanced capital (net of drainage costs recoverable)	(338,574)		(338,575)
Drainage debt receivable	496,986		643,770
Amounts to be Recovered:			
Municipal Debt - Recoverable from future taxation	(7,276,798)		(7,940,177)
Municipal Debt - Recoverable from benefiting property owners	(1,778,105)		(2,319,835)
Union Water Supply System Debt - Recoverable from rate payers	(4,772,208)		(5,184,234)
<b>Accumulated Surplus</b>	<b>\$ 137,355,342</b>	<b>\$</b>	<b>129,483,560</b>

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Schedule of Segmented Information**  
For the Year Ended December 31, 2019

**Schedule 5**

	General Government	Protection to Persons & Property	Transportation	Environmental	Health Services	Recreation & Culture	Planning & Development	Total
<b>Revenues</b>								
Property taxes	\$ 2,976,621	\$ 5,040,874	\$ 5,144,137	\$ 1,382,322	\$ 66,900	\$ 2,973,506	\$ 269,277	\$ 17,853,637
User charges	392,716	105,279	283,111	8,564,657	98,037	747,466	118,185	10,309,451
Government transfers	853,064	50,932	51,157	-	-	52,408	19,353	1,026,914
Local improvement charges	-	-	-	481,742	-	-	-	481,742
Licences, permits, rents	59,128	722,098	54,156	-	3,398	91,571	-	930,351
Fines and penalties	248,594	118,390	-	24,127	-	-	-	391,111
Donations	-	15,250	4,050	-	-	15,923	719	35,942
Investment income	411,581	-	-	122,835	-	-	-	534,416
	<u>4,941,704</u>	<u>6,052,823</u>	<u>5,536,611</u>	<u>10,575,683</u>	<u>168,335</u>	<u>3,880,874</u>	<u>407,534</u>	<u>31,563,564</u>
<b>Expenses</b>								
Wages and benefits	2,377,087	1,774,721	889,594	850,456	46,398	1,282,947	244,405	7,465,608
Interest on long-term debt	24,157	-	194,471	607,811	-	44,926	-	871,365
Materials	1,069,725	451,287	1,878,883	1,132,002	23,034	1,454,194	137,047	6,146,172
Contracted services	355,056	3,339,626	35,687	3,991,975	47,753	106,573	134,331	8,011,001
Rents & financial expenses	128,773	20,592	11,634	117	-	29,400	3,487	194,003
Amortization	118,898	237,930	3,548,924	2,463,387	5,870	482,609	213	6,857,831
	<u>4,073,696</u>	<u>5,824,156</u>	<u>6,559,193</u>	<u>9,045,748</u>	<u>123,055</u>	<u>3,400,649</u>	<u>519,483</u>	<u>29,545,980</u>
<b>Other</b>								
Deferred revenue earned	-	-	-	161,361	-	14,374	-	175,735
Government transfers received for capital	65,663	-	1,235,068	507,684	-	15,601	-	1,824,016
Government transfers provided for capital	-	-	(180,920)	-	-	-	-	(180,920)
Change in employee benefits	(116,585)	-	-	-	-	-	-	(116,585)
Contributed tangible capital assets	-	-	1,100,656	3,115,421	-	-	-	4,216,077
Gain/(Loss) on sale of assets	-	-	(26,087)	(38,038)	-	-	-	(64,125)
	<u>(50,922)</u>	<u>-</u>	<u>2,128,717</u>	<u>3,746,428</u>	<u>-</u>	<u>29,975</u>	<u>-</u>	<u>5,854,198</u>
<b>Annual Surplus (Deficit)</b>	<u>\$ 817,086</u>	<u>\$ 228,667</u>	<u>\$ 1,106,135</u>	<u>\$ 5,276,363</u>	<u>\$ 45,280</u>	<u>\$ 510,200</u>	<u>\$ (111,949)</u>	<u>\$ 7,871,782</u>

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Schedule of Segmented Information**  
For the Year Ended December 31, 2018

**Schedule 5**

	General Government	Protection to Persons & Property	Transportation	Environmental	Health Services	Recreation & Culture	Planning & Development	Total
<b>Revenues</b>								
Property taxes	\$ 2,549,533	\$ 4,686,508	\$ 4,812,501	\$ 1,348,635	\$ 63,166	\$ 2,703,881	\$ 287,913	\$ 16,452,137
User charges	94,017	66,372	74,536	8,400,871	66,048	534,408	109,733	9,345,985
Government transfers	913,100	117,787	-	50,831	-	-	20,299	1,102,017
Local improvement charges	-	-	-	874,826	-	-	-	874,826
Licences, permits, rents	21,380	729,146	53,530	-	3,167	96,462	-	903,685
Fines and penalties	247,457	76,762	-	24,263	-	660	-	349,142
Donations	-	250	4,050	-	-	11,183	800	16,283
Investment income	389,368	-	-	-	-	-	-	389,368
	<u>4,214,855</u>	<u>5,676,825</u>	<u>4,944,617</u>	<u>10,699,426</u>	<u>132,381</u>	<u>3,346,594</u>	<u>418,745</u>	<u>29,433,443</u>
<b>Expenses</b>								
Wages and benefits	2,279,212	1,586,264	883,087	779,722	40,007	1,205,804	247,038	7,021,134
Interest on long-term debt	26,941	-	210,676	678,513	-	46,900	-	963,030
Materials	853,869	289,340	1,573,348	920,787	11,705	827,796	117,923	4,594,768
Contracted services	398,860	3,180,925	3,195	3,969,345	39,803	68,403	46,211	7,706,742
Rents & financial expenses	112,873	22,057	9,980	-	-	24,241	5,359	174,510
Amortization	130,200	240,991	4,504,502	2,390,075	5,870	457,696	358	7,729,692
	<u>3,801,955</u>	<u>5,319,577</u>	<u>7,184,788</u>	<u>8,738,442</u>	<u>97,385</u>	<u>2,630,840</u>	<u>416,889</u>	<u>28,189,876</u>
<b>Other</b>								
Deferred revenue earned	2,243	-	4,455	69,313	-	11,903	24,875	112,789
Government transfers received for capital	-	-	1,694,431	572,052	-	180,412	56,712	2,503,607
Government transfers provided for capital	-	-	(2,522,596)	-	-	-	-	(2,522,596)
Change in employee benefits	(38,513)	-	-	-	-	-	-	(38,513)
Contributed tangible capital assets	-	-	271,684	765,953	-	96,000	-	1,133,637
Gain/(Loss) on sale of assets	-	-	30,080	1,922	-	6,261	-	38,263
	<u>(36,270)</u>	<u>-</u>	<u>(521,946)</u>	<u>1,409,240</u>	<u>-</u>	<u>294,576</u>	<u>81,587</u>	<u>1,227,187</u>
<b>Annual Surplus (Deficit)</b>	<u>\$ 376,630</u>	<u>\$ 357,248</u>	<u>\$ (2,762,117)</u>	<u>\$ 3,370,224</u>	<u>\$ 34,996</u>	<u>\$ 1,010,330</u>	<u>\$ 83,443</u>	<u>\$ 2,470,754</u>

**Appendix A**  
**Town of Kingsville**  
**Annual Treasurer's Statement of Development Charge Reserve Funds (By-Law 1-2018)**

Description	Services to which the Development Charge Relates											Total
	Roads	Municipal Parking	Police	Fire	Recreation	Library	Administration	Non-Administrative Facilities	Water	Storm Water	Wastewater	
Opening Balance, January 1, 2019	460,114	18,626	87,166	368,457	1,310,237	(580,010)	98,259	(16,125)	265,696	162,513	690,151	<b>2,865,083</b>
Plus:												
Development Charge Collections	538,262	3,681	15,959	-	135,619	26,825	22,049	2,279	373,907	21,639	228,729	<b>1,368,949</b>
Accrued Interest	19,161	428	1,979	7,072	27,473	(10,617)	2,309	(266)	11,700	3,534	15,115	<b>77,888</b>
Repayment of Monies Borrowed from Fund and Associated Interest <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-
Sub-Total	1,017,537	22,735	105,104	375,529	1,473,329	(563,802)	122,617	(14,112)	651,303	187,686	933,995	<b>4,311,920</b>
Less:												
Amount Transferred to Capital (or Other) Funds <sup>2</sup>	-	-	-	-	(14,374)	-	-	-	(30,012)	-	(131,349)	<b>(175,735)</b>
Amounts Refunded	-	-	-	-	-	-	-	-	-	-	-	-
Amounts Loaned to Other D.C. Service Category for Interim Financing	-	-	-	-	-	-	-	-	-	-	-	-
Credits	-	-	-	-	-	-	-	-	-	-	-	-
Sub-Total	-	-	-	-	(14,374)	-	-	-	(30,012)	-	(131,349)	<b>(175,735)</b>
Closing Balance, December 31, 2019	1,017,537	22,735	105,104	375,529	1,458,955	(563,802)	122,617	(14,112)	621,291	187,686	802,646	<b>4,136,185</b>

<sup>1</sup> Source of funds used to repay the D.C. reserve fund

<sup>2</sup> See Appendix A-1 for details

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.



**Appendix A-1**  
**Town of Kingsville**  
**Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions**

Capital Fund Transactions	Gross Capital Cost	DC Recoverable Cost Share					Non-D.C. Recoverable Cost Share				
		D.C. By-Law Period			Post D.C. By-Law Period		Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions					
<u>Recreation Services</u>											
Mettawas Park Expansion	22,279	10,025	-	-	-	-	-	12,254	-	-	-
Floor Scrubber (Grovedale)	11,152	4,349	-	-	-	-	-	6,803	-	-	-
Sub-Total - Recreation	33,431	14,374	-	-	-	-	-	19,057	-	-	-
<u>Water</u>											
Southwest Region Watermain Expansion	40,016	30,012	-	-	-	-	-	-	10,004	-	-
Sub-Total - Water	40,016	30,012	-	-	-	-	-	-	10,004	-	-
<u>Wastewater</u>											
Lakeside Park Sanitary Sewer Twining	105,276	94,748	-	-	-	-	-	-	10,528	-	-
Cottam Sanitary Sewage Capacity Upgrade	36,601	36,601	-	-	-	-	-	-	-	-	-
Sub-Total - Wastewater	141,877	131,349	-	-	-	-	-	-	10,528	-	-
<b>Total</b>	<b>215,324</b>	<b>175,735</b>	-	-	-	-	-	<b>19,057</b>	<b>20,532</b>	-	-

**Appendix B - PSAB - Budget Reconciliation**

	<b>2019</b>
<b>Surplus (Deficit) for Budget Purposes:</b>	
General (Property Tax Supported Operations)	877,770
Building	185,369
Water	308,833
Wastewater – KLSW	(6,505)
Wastewater – Cottam	(34,314)
<b>Total Surplus (Deficit) for Budget Purposes</b>	<b>1,331,153</b>
<b>Tangible Capital Asset Adjustments:</b>	
Contributed Capital (i.e. Developer Contributions)	4,216,077
Capitalized additions	6,040,923
Amortization & Disposals	(6,452,210)
<b>Tangible Capital Asset Adjustments</b>	<b>3,804,790</b>
<b>Long-term Debt Principal Repayments</b>	<b>663,381</b>
<b>Reserve contributions in excess of withdrawals</b>	<b>321,543</b>
<b>Local Improvement Revenue</b>	<b>402,520</b>
<b>UWSS Surplus</b>	<b>1,301,387</b>
<b>Non-Budgeted Items:</b>	
Employee Future Benefit Expense	(116,585)
Other Items*	163,593
<b>2019 Surplus - PSAB</b>	<b>7,871,782</b>

\* These items are not budgeted because they have offsetting reserve adjustments or will be recovered in future years



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

**Date:** May 29, 2020

**To:** Mayor and Council

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

**RE:** Notification Process for Development and/or Redevelopment of  
Communication & Broadcasting Facilities

**Report No.:** PS 2020-035

---

## **AIM**

To provide the Mayor and Council will an overview of the notification process currently outlined in the Standard Operating Procedure for telecommunication tower installation requests.

## **BACKGROUND**

At the September 9, 2019 Regular meeting of Council a delegation raised concerns over the installation of a telecommunication tower (cell tower) west of the residential area at the intersection of Mc Cain Side Road and County Road 50. This tower had been proposed and reviewed under the Industry Canada guidelines. These guidelines required that where a municipality has a review process in place the proponent must follow the necessary local process and obtain a letter of concurrence that the process has been completed. The process requires circulation to PAC. Once this is complete a final report is brought to Council and a recommendation made as to whether the required letter of concurrence will be issued. Council supported the recommendation for issuance of the letter in 2015 however construction did not proceed. In 2019 the proponent requested an updated letter of concurrence as Industry Canada only considered the letters valid for 3 years. A report was presented at the March 25, 2019 Regular meeting of Council outlining this renewal request and a new letter was issued.

## **DISCUSSION**

The Town's telecommunication tower policy (Appendix A) was circulated to Council shortly after the September 9, 2019 meeting however a follow-up report was not brought forward. The main issue I believe is the notification process that is followed in the policy. The policy

requires the proponent to circulate, with the assistance of the Town, all landowners within 120 m of the proposed tower location. The policy outlines what is to be included by the proponent in the circulation for the proposed tower. The location in question is approximately 200 m from the nearest residential property owner in the area and as such these property owners would not have received notification. Based on the concerns of the delegation cell towers can have potential health impact on individuals living within a much wider area than that of the 120 m notification distance.

The purpose of the policy is:

To establish standard procedures which will enable the Municipality:

- To effectively participate in the review and public consultation process for the consideration of telecommunication and broadcasting facilities;
- &
- To formulate municipal comments based on acceptable goals and standards.

with the main goal:

To facilitate cooperation between the proponent and the Town of Kingsville in effort to allow for the siting of facilities which balance the demand for service and the impact on the community.

The circulation distance, based on the goals of the policy, were established mainly on land use compatibility and do not address potential health impacts. The Town policy could be updated to provide for a wider circulation however regardless of this the final approval of the location is determined by Industry Canada's assessment. Operation of the tower is also based on Industry Canada established standards. The letter of concurrence is simply official communication to Industry Canada that the proponent has followed the policy established by the local municipality.

Locating towers away from populated areas, while perhaps ideal and a good precaution, does not provide the necessary coverage of service that the majority of the population is looking for. Telecommunication service needs to be where the people are and unfortunately so do the towers based on current technology. Council has hear about the lack of quality internet service in Kingsville and quality telecommunication service is equally in demand. Tower locations have been based on a lack of coverage in a given area and is part of the information provided at the time of application.

## **LINK TO STRATEGIC PLAN**

To become a leader in sustainable infrastructure renewal and development.

## **FINANCIAL CONSIDERATIONS**

An increase in the required circulation distance would add some minor expense to the application process for proposed telecommunication towers however, the fee remains adequate to cover this cost.

## CONSULTATIONS

Management Staff

## RECOMMENDATION

That Council:

Receive the report on the communication/notification process for proposed telecommunication tower installations;


Direct Administration to increase the circulation distance in the current policy on telecommunication towers from 120 m to 300 m to provide information to a wider segment of the public.

*Robert Brown*

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

*Jennifer Astrologo*

Jennifer Astrologo, B.H.K (hons), LL.B  
Director of Corporate Services

	<b>PLANNING SERVICES</b>  <b>POLICY FOR DEVELOPMENT AND/OR REDEVELOPMENT OF COMMUNICATION &amp; BROADCASTING FACILITIES</b>		S.O.P. #PS013
			Issued: March 16, 2009
			Reviewed/ Revised: January 23/19
			Total Pages: 4
Prepared By: R. Brown	Reviewed By: Administration	Approved By: Administration	

**Purpose:**

To establish standard procedures which will enable the Municipality:

- To effectively participate in the review and public consultation process for the consideration of telecommunication and broadcasting facilities; &
- To formulate municipal comments based on acceptable goals and standards.

**Goals:**

- To facilitate cooperation between the proponent and the Town of Kingsville in effort to allow for the siting of facilities which balance the demand for service and the impact on the community.
- To provide guidance and direction for the appropriate siting of facilities to locations which meet the following criteria in order of priority of land use:
  1. sites co-located on existing structures in non-residential areas;
  2. sites outside of the sight lines of Lake Erie and Jack Miner Bird Sanctuary;
  3. sites outside of planned settlement areas;
  4. sites owned by the municipality;
  5. sites co-located on existing structures in non-agricultural areas;
  6. sites co-located on existing structures in settlement and residential areas; &
  7. new structures on land owned by private land owners.
- To provide high design standards which recognize local considerations for natural heritage features and local aesthetics including:
  1. the placement, style and colour of all elements of the facility which blend with the surrounding environment;
  2. the protection of the existing natural environment;
  3. the enhancement of the natural landscape with plantings and visual screens;
  4. maintaining appropriate setbacks from property lines and adjacent public uses (schools, community centres, day cares, etc.)
  5. maintaining safe vehicular access and site lines onto public roads
- To provide an opportunity for public consultation and input through the approved procedure for the review and consideration of telecommunication and broadcasting facilities within the Town of Kingsville.
- To recognize the final approval authority of Industry Canada for the consideration of radio-communication, telecommunication and broadcasting facilities.

## Procedure

### Phase 1 – Pre-consultation and Submission Requirements

1. Inquiries with respect to new communication towers or modifications to existing towers where municipal consultation is required shall be directed to the Planning Department for pre-consultation.
2. Proponents will be provided with the following from the Planning Department during pre-consultation:
  - a. A copy of the approved *Communication and Broadcasting Facility Policy*;
  - b. *Site Plan Application, Fee Schedule, Information and Drawing Submission Requirements*; &
  - c. List of Agencies to be consulted by the proponent during public consultation process.
    - ☐ County of Essex – Engineering Department
    - ☐ Essex Region Conservation Authority
    - ☐ Wind Power & Renewable Energy Proponents
    - ☐ Ministry of Transportation (within 400 metres of Provincial Highway)
    - ☐ Transport Canada
    - ☐ Clerk of any abutting municipality within 120 metres of proposed facility
    - ☐ Other: \_\_\_\_\_
3. Upon submission of the required materials by the proponent, the Planner will undertake the following:
  - a. Forward the application to the Planning Management Review Group for review and provide preliminary site analysis and comments to proponent;
  - b. Generate and provide circulation list to proponent for distribution of information package;
  - c. Provide proponent with the date of next scheduled Public Open House of the Planning Advisory Committee.
4. Proponents shall deliver via regular pre-paid post to every address listed on the circulation list, the notification package containing the information detailed in Industry Canada's written *Public Consultation Process – Public Notification Package*, no less than 30 days prior to the date of the Public Open House to be hosted by the Planning Advisory Committee;
5. Receive *Letter of Undertaking* from the proponent to construct facility in accordance with the information provided and in consideration of the comments received from the Planning Management Review Committee and members of the public at the Public Open House;
6. Presentation of the following to Council:
  - i. Summary report including public comments;
  - ii. Letter of Undertaking by proponent;
7. Forward Council Resolution of Support to advise proponent:
  - i. Whether in the opinion of the municipality, sufficient public consultation was conducted;
  - ii. Whether the siting, design or any anticipated impacts by the community will support the recommendation.
8. Upon issuance of appropriate licencing by Industry Canada, the proponent shall submit the necessary building permit application, fee and information requirements to the Building Department prior to the commencement of construction.

### SUBMISSION REQUIREMENTS

1. Completed Site Plan Application, including authorization of land owner.
2. A site plan drawn to scale showing the extent of the subject property, site grading, the location of existing property lines, existing or proposed buildings, fences, buffering, existing and proposed landscaping, access, parking, and the type and height of the proposed tower structure. Any significant vegetation on a particular site should be inventoried on the plan. The site plan shall be formatted to print onto 11 x 17 landscape paper.

3. Two sets of stamped engineered drawings to identify the tower design. In the case of roof-mounted towers, a structural engineer's report may also be required to address the structural effects on the existing building.
4. A key map showing the location of the tower installation and nearby residential dwellings and/or residential zones.
5. A statement from the Proponent (carrier) to indicate the need for the proposed tower height.
6. Written documentation from the Proponent (carrier) outlining the steps taken by the Proponent to investigate all non-tower and co-location options and why a tower option is the only viable alternative.
7. A cheque payable to the Town of Kingsville in the amount as set out in the Municipal Fees Schedule for the processing of Site Plan Applications.

## **Phase 2 – Public Review Process**

### **A. Exemptions to Public Consultation**

1. For freestanding towers, which meet the following criteria, public consultation is **not** required:

- Maintenance of existing radio apparatus including the antennae system, transmission line, mast, tower or other antennae-supporting structure;
  - Addition or modification of an antennae system (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna supporting structure or other radio apparatus to existing infrastructure, a building, water tower, etc., provided the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height.
  - Maintenance of an antennae system's painting or lighting in order to comply with Transport Canada's requirements
  - Installation for a limited duration (not more than 3 months) of an antennae system used for a special event or to support local, provincial, territorial or national emergency operations during the emergency and is removed within 3 months after the emergency or special event.
2. In cases where no public consultation is required, the application shall be brought forward to the Planning Management Review Committee within 2 weeks of receiving all required submissions from the Proponent. Upon review by the Planning Management Review Committee, the request shall be presented to Council together with the Letter of Undertaking and a recommendation regarding a resolution of support.

### **B. Public Consultation Required**

For proposed towers or alterations to existing towers that do not meet the above-noted exemption criteria, the proponent shall give notice by regular mail to all owners of properties within a radius of 120 metres of the subject property.



In addition to the requirements of Industry Canada's *Public Notification Package*, the notice shall include the following information:

- Key map showing the proposed location of the tower on the subject site;
- physical details of the tower including its height, colour, type, design,
- sample photo or illustration of the proposed tower;
- the date, time and location of the public open house as established by the Planning Department, &
- the name and telephone number of a contact person employed by the Proponent, as well as a Municipal contact person.

If issues of concern are raised through the consultation process, they will be discussed at the Public Open House in order to seek a mutual resolution. If necessary, representatives from Industry Canada may be consulted to assist with the resolution.

Where Towers are proposed to be constructed in excess of 100 metres in height, notice will be published in local newspaper(s) that in the opinion of the Planning Department is of sufficiently general circulation in the area of the proposed facility, in addition to the provision of the Public Notification Package to all property owners within 300 metres of the subject property.

#### **Letter of Undertaking**

The proponent will be required to provide the municipality with a standard Letter of Undertaking with respect to the installation of the proposed facility. The Letter of Undertaking will confirm the proponent's intention to address any changes necessary to address reasonable and relevant concerns of the municipality and the public and include a site plan acceptable to the municipality.

#### **Resolution of Support**

Subsequent to the review of the Planning Management Review Group and the Public Open House (if required), the Planning Department will prepare a summary report to Council. The report will include a summary of matters acknowledged by the Planning Management Review Group, concerns received at the Public Open House and the standard Letter of Undertaking.

Upon Council's direction, a letter will be provided to the proponent stating that the proponent is required to enter into the standard Letter of Undertaking with the municipality. The letter shall also include a resolution of support, provided Council is satisfied that adequate public consultation was conducted and that land use impacts have been addressed.

It is expected that applications for the review of telecommunication and broadcasting facilities shall be concluded within 120 days of receipt of a complete application, including submission of all materials required by this policy.

### **C. REVISIONS/AMENDMENTS**

<b>No.</b>	<b>Date</b>	<b>Revision</b>	<b>Revision By</b>
1	Oct 31/16	Transfer to new format	R. Brown
2	Jun 26/19	Update name/numbering	R. Brown
3	January 23/19	Remove height exemption	R. Brown



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

**Date:** June 15, 2020

**To:** Mayor and Council

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

**RE:** The Netherlands – Mission Debrief

**Report No.:** PS 2020-034

---

## **AIM**

To provide Council with details on the June 2019 trip to The Netherlands.

## **BACKGROUND**

During much of 2018 Council considered several applications for approval of cannabis production in existing greenhouses and new purpose builds. This interest in cannabis production received a great deal of interest and input from the public and sparked a larger discuss on greenhouse development across Kingsville. During these discussions, it was suggested that the Town consider researching other jurisdictions that had more experience with cannabis production. One of the obvious chooses was The Netherlands with its expansive greenhouse industry and history of cannabis production and retail.

Funding was approved as part of the 2019 budget and in co-operation with the Windsor-Essex Economic Development Corporation (WEEDC), a joint economic development / greenhouse/cannabis research trip was planned for mid-June of 2019. The delegation consisted of the CAO and Mayor from Kingsville and Leamington and Manager of Planning Services. WEEDC staff provided co-ordination of the trip, given their existing contacts in the country, and provided assistance while in the Netherlands.

## **DISCUSSION**

WEEDC prepared and provided power point slides outlining the general overview of the trip. (Appendix A) The purpose of this report is to provide staff prospective and background on the take-a-ways and general observations during the trip.

## Facts about the greenhouse sector in The Netherlands:

- i) it accounts for 60% of the trade worldwide in flowers and plants;
- ii) 12 billion (CAD) in production
- iii) 25.1 billion (CAD) in exports
- iv) Supports 260,000 jobs
- v) 9,500 ha (23,475 ac.) of greenhouse area

The most surprising fact about The Netherlands is that they are the number two food exporter in the world. This came as a rather curious piece of information given that the country is not much larger than Southwestern Ontario.

Our initial visit upon arrival was to Agriport A7, which is a relatively new greenhouse area north of Amsterdam. The area has developed much like an industrial park with greenhouses and other supportive industry. It was a co-operative effort with several greenhouse producers that were facing challenges with expansion. Development of a “greenhouse park” was discussed at length during the term of the Greenhouse Policy Review Committee (GPRC) and does have merit. However, the challenges that are faced locally are the co-operation piece, land assembly and servicing.

Energy needs are also a significant challenge. Many operations have co-generation plants on-site using natural gas. The Agriport area has invested significantly in geothermal technology and has developed a number of deep wells to provide heat to the area greenhouses. This is very important to the future of the industry as the country is moving toward eliminating natural gas use.

The industry is very cluster based with the largest concentration south of The Hague. All of the clusters are within close proximity to the North Sea. Greenhouses, unlike those in Kingsville and Leamington all have access to sanitary sewer service, which is made more sustainable given the concentration. Although they also rely on non-resident labour (eastern European) the method of housing is considerably different. Producers in our area must secure and house their own workers, generally on-site. The Dutch industry relies on a centralized worker/housing provider. A producer will request workers through a company that will secure the workers for the producer but is also responsible for housing them. Housing needs are addressed in a multiple unit (apartment like) setting provided and maintained by the labour supply company.

Regulations in the county as a whole are environmental oriented and do address the use of grow lighting, water use, conservation, and CO<sub>2</sub> emissions. Although some discussion did occur in this area, it is suggested that additional review and discussion would be helpful.

The delegation attended the Green Tech Conference in Amsterdam. The annual conference is in a 1.2 million sq. ft. facility with representation from every aspect of the greenhouse industry from around the world. The conference also afforded the delegation several opportunities to hear speakers from many different sectors. Much of my time was spent hearing from cannabis related speakers, again on several different aspect of the new industry. It was very evident through the conference that technology plays a

significant role in the industry and will continue to be utilized to address challenges that the industry faces.

One of the final opportunities the group had was discussion at 420 Consultancy. This group provided an overview of the cannabis production and retail trade in The Netherlands. One of the most curious facts is that cannabis production is not legal in the Netherlands. Retail is much the same but has been “tolerated” since the mid 1970’s. Despite this there are regulations on the retail trade to safeguard the public given its wide spread availability. The group also provided some good insight into greenhouse production and odour control. To-date carbon filtration remains the most effective method of managing odour from cannabis production.

## Conclusions

The overall purpose of the trip to The Netherlands was to increase the overall knowledge of both the greenhouse industry, given its strong and expanding impact on the Town, and to broaden our knowledge of the relatively new cannabis industry with it’s wide array of challenges.

The take-a-ways from a planning prospective were insight into what the industry is going to look like over the coming years and in the relative short-term. We face issues with grow light use, labour housing, traffic and infrastructure impact and a varied opinion on what constitutes an agricultural use. These same challenges exist in The Netherlands and have been addressed through either regulation, innovation or a combination of both.

Technology is starting to, however will continue at a much more rapid pace, play a significant role in addressing some of the internal issues with the industry as a whole. Lighting is being addressed via regulation but also through improved technology i.e. better lights, locations, and controls. Labour needs are driving significant innovation in the automation of the entire growing process from planting to picking and packing to shipping. This area is likely to see even more attention given the recent issues with COVID-19 in on-farm labour housing. The need to remain competitive drives the need to reduce costs which in turn draws attention to reducing inputs like water usage, hydro, heating, increasing production per acre, alternative packaging, new crops, organics etc.

From the prospective of cannabis production, the Town is in a stronger position than most municipalities because of its existing greenhouse industry. The opinion that was taken from our trip was that we are on the right track with what we are requiring the industry to do. There are resources available, however, they remain new with varying degrees of success.

## **LINK TO STRATEGIC PLAN**

Support growth of the business community.

## **FINANCIAL CONSIDERATIONS**

There are no direct financial consideration resulting from this report.

## CONSULTATIONS

Management Staff

## RECOMMENDATION

That Council:

Receive the report on the Netherlands 2019 trip for information purposes.

Direct administration to continue to communicate with the contacts made in The Netherlands and continue to research greenhouse and cannabis production innovation to remain up-to-date on industry trends.

*Robert Brown*

---

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

*Jennifer Astrologo*

---

Jennifer Astrologo, B.H.K (hons), LL.B  
Director of Corporate Services





**"Your Future Starts... Where Canada Begins."**

WINDSOR-ESSEX, ONTARIO, CANADA

## **The Netherlands – Mission Debrief**

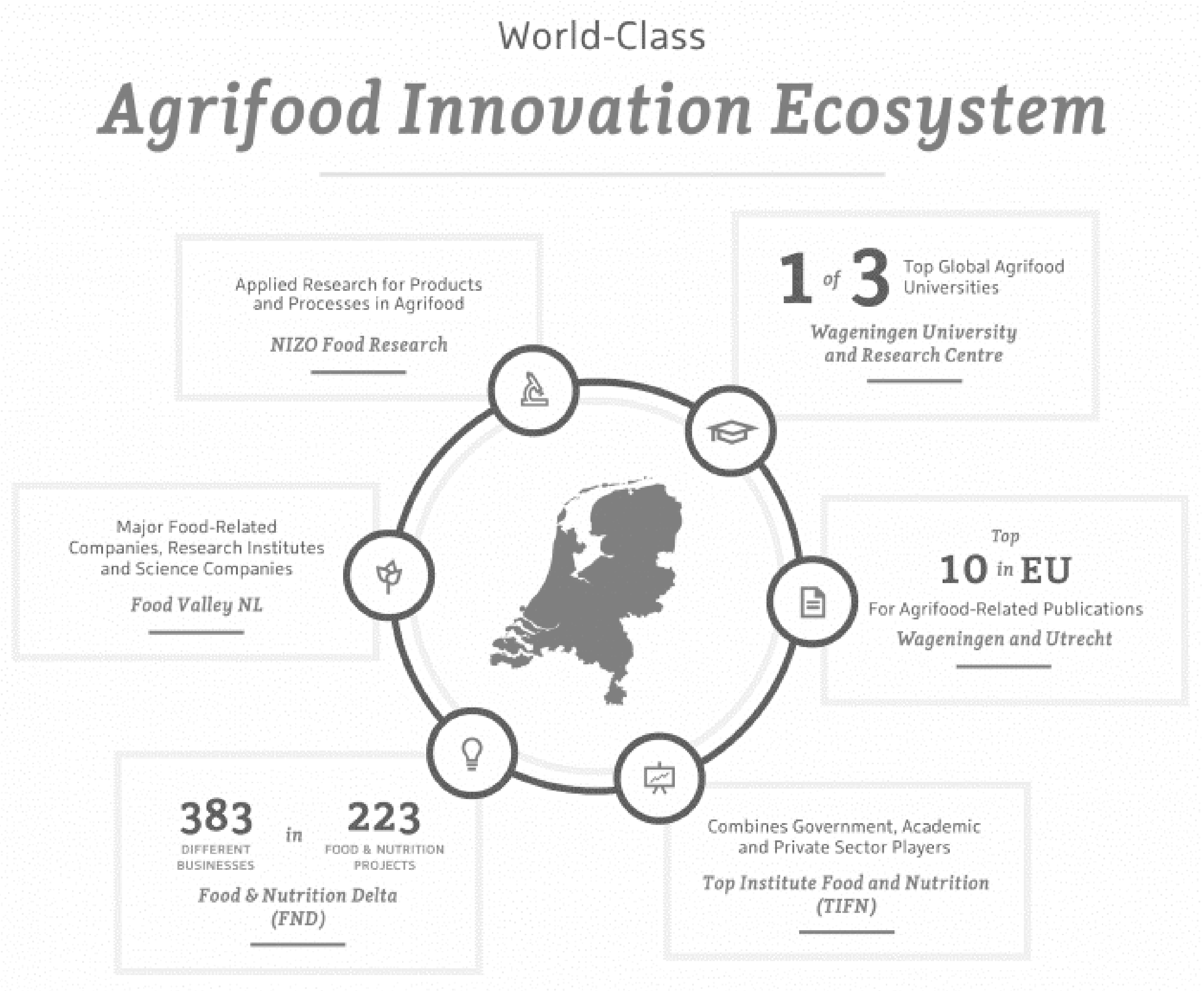
June, 2019

**WindsorEssex**  
ECONOMIC DEVELOPMENT

[CHOOSEWINDSORESSEX.COM](http://CHOOSEWINDSORESSEX.COM)



# Why Netherlands



### Agrifood Sector

- Largest agrifood trading hub in Europe
- Second largest exporter of agrifood Worldwide
- Dutch buyers/distributors purchasing for global markets
- Canadian exports: live/frozen lobster, fish oils, processed shrimp, grains, oilseeds, blue/cranberries
- Increased per capita expenditures on fish and seafood year over year
- Organic market growing

# The CETA Advantage

- **Tariff elimination** on key produce and greenhouse equipment
- **Tariff elimination** on key agricultural and agri-food products (maple syrup, blueberries)
- **Duty-free access** for forestry and wood products
- Improved access for professional services and to EU procurement opportunities: <http://ted.europa.eu/TED/main/HomePage.do>
- Increased **labour mobility** opportunities

The Comprehensive Economic and Trade Agreement (CETA) is a free trade agreement between Canada and the European Union (EU), covering virtually all sectors and aspects of Canada-EU trade.

BEFORE CETA

25%

of EU tariff lines on Canadian goods were duty-free

AFTER CETA

98%

tariff lines on Canadian goods removed



# Mission Attendees & Intent

<b>Hilda MacDonald</b> , Mayor, Town of Leamington <b>Peter Neufeld</b> , CAO, Town of Leamington <b>Nelson Santos</b> , Mayor, Town of Kingsville <b>Peggy Van Mierlo-West</b> , CAO, Town of Kingsville <b>Robert Brown</b> , Manager Planning Services	<ol style="list-style-type: none"><li>1. Introduce Kingsville and Leamington as a place to do business for the agri-tech industry.</li><li>2. Meet with companies that produce solutions for odour reduction &amp; light pollution.</li><li>3. Learn from industry/municipal experts on greenhouse optimization/clustering from a municipal/regulatory perspective.</li></ol>
<b>Matt Johnson</b> , Director Business Attraction, WE EDC <b>Ryan Donally</b> , Business Attraction Specialist, WE EDC	<ol style="list-style-type: none"><li>1. Meet with agri-tech companies that are considering expansion into Canada/North America.</li><li>2. Develop working relationships with businesses, associations, and government to facilitate a follow up B2B mission to The Netherlands &amp; GreenTech Conference.</li></ol>

# Agenda

Date	Activity	Details
Monday, June 10 <sup>th</sup>	Meeting with Ridder	Tour <a href="#">Ridder</a> screening facilities and meet with Ridder North America CEO, Wil Lammers & Ridder Climate Screen Sales Representative, John van Erven
	Agriport A7 Tour	<a href="#">Agriport A7</a> is considered the most modern greenhouse cluster in the world. Tour provided thorough understanding of creation and advantages of collective greenhouse clustering including discussion on cyclical economies with heat generation and energy transfer.
Tuesday, June 11 <sup>th</sup>	GreenTech Conference	Exploratory day at <a href="#">GreenTech Conference</a> for delegation
		BA company meetings with: <a href="#">Vaighai Group</a> ; <a href="#">Mylene Mysters</a> (European Enterprise Network)
		Delegation meeting with: <a href="#">Floriade 2022</a> to discuss regional involvement into 2022 conference
		Greentech Networking Event
Wednesday, June 12 <sup>th</sup>	GreenTech Conference	BA company meetings with: <a href="#">Urban Crop Solutions</a> ; <a href="#">Netled</a> ; <a href="#">Flier Systems B.V.</a> ; <a href="#">Vareens</a> ; <a href="#">Grow Director</a> ; <a href="#">TimFog</a> ; <a href="#">Itaureria Agropecuaria</a> ; <a href="#">The Recruiting Specialist</a> ; <a href="#">MEG Science</a> ; <a href="#">Priva</a> ; <a href="#">San Light</a> ; <a href="#">Jhuete</a> ; <a href="#">SanLight</a> ; <a href="#">Taks Handling System</a> ; <a href="#">Revaho Netafilm Group</a> ; <a href="#">MJTech</a>
		Delegation meeting with: <a href="#">Elipz Lighting</a> to discuss lighting solutions for light pollution caused due to greenhouse. BA also discussed opportunity to set up North American manufacturing for Elipz.
Thursday, June 13 <sup>th</sup>	GreenTech Conference	BA company meetings with: <a href="#">Hortilux</a> ; <a href="#">Nutto Frutto</a>
	Trade Commissioner	Delegation meeting with Canadian Embassy/Federal Trade Commissioner, Diederik Beutener – Doing business in The Netherlands; political & economic context of The Netherlands
Friday, June 14 <sup>th</sup>	World Horti Center	<a href="#">World Horti Centre</a> is a knowledge and innovation centre for international greenhouse horticulture. It partners business, research, and education to form a world renown centre for best practices in horticulture. Met with Madelon Knop – Strategic Account Manager of Municipality of Westland. Met with Mike Vermeij, CEO of <a href="#">Bom Group</a> & Founder of <a href="#">Dutch Greenhouse Delta</a> . Discussed best practices in municipal greenhouse management & efficiencies of collective efforts amongst farmers. Valuable peer to peer discussion with delegates.
	420 Consultancy	<a href="#">420 Consultancy</a> is a group of experts who specialize in the areas of retail, growth, supply chain, and research in the cannabis sector in The Netherlands. 420 introduced the delegation to <a href="#">Can-Filters</a> who specialize in cannabis scent reduction technology. Additional discussions took place around the best practices of cannabis retail operations.

# Metrics

## 22 FDI Meetings

- 3 High Priority Leads (MJTech, Urban Crop Solutions, TimFog)
- 2 Medium Priority Leads (CanFilter, Ridder)

4 Tours scheduled for Dutch companies to visit Windsor Essex

6 Municipal Delegation Meetings

4 Site location tours (Ridder, Agriport A7, World HortiCentre, 420 Consultancy)

10 Key relationships formed for future B2B meetings

- Will Lammers, Ridder
- Henk Meijer, Floriade 2022
- Julie Allen, Netherlands Canada Chamber of Commerce
- Diederik Beutener, Federal Trade Commissioner
- Mike Vermeij, Dutch Greenhouse Delta
- Madelon Knop, Municipality of Westland
- Bart Vollenberg, Nicole Maalste, Rutger-Jan Hebben, 420 Consultancy
- Mylene Mysters, European Enterprise Network



# Learning Outcomes – Business Opportunities

1. The Netherlands provides tremendous opportunity for Foreign Direct Investment, B2B partnerships, joint ventures, knowledge sharing and networking within the agri-tech industry in Windsor Essex
2. Each company the delegation met with was interested in the WindsorEssex (WE) region for various reasons.
3. The Netherlands sees Windsor-Essex as a burgeoning area that has potential to adopted and implement advanced technology - most Dutch ag-tech companies are looking to grow sales/support in our region.
4. Dutch ag-tech businesses are considering North America (NA) as 'next-step' for international growth.
5. Many of the businesses that currently supply the local greenhouse industry are considering WE as a viable landing pad to Canada and a launch pad to North America.



# Learning Outcomes – Greenhouse Industry

1. Windsor Essex can leverage Dutch expertise to advance the local greenhouse industry.
2. Dutch companies are willing to support and share learnings in greenhouse lighting; greenhouse heating; light pollution caused by greenhouses; collective effort of agriculture/horticulture stakeholders; government regulation of greenhouse industry; circular economy/sustainability of greenhouses.
3. The Dutch government has implemented strict regulations and policies to mitigate community challenges with the greenhouse sector (light pollution, odor control, etc.).
4. Locally, Kingsville/Leamington have an opportunity to learn from these jurisdictions and implement local by-laws or incentives for companies to adopt new technology to mitigate these common challenges.
5. Industry in the Netherlands prioritizes the environment and invests heavily into new technology aimed at reducing emissions and conservation practices/technology.

# Learning Outcomes – Cannabis Industry

1. The Netherlands has a 'tolerance policy' and cannabis production is not legal. However, the retail industry of cannabis is much more advanced than Ontario. Each retail outlet is referred to as a 'coffeeshop'.
2. 'Coffeeshops' have a wide variance in terms of ambiance –low-end, poor lighting, dark and dingy type coffeeshop to high-end, boutique, luxury goods, type storefronts.
3. 50-100 retail stores that resemble souvenir stores also sell packaged goods related to Cannabis but did not have a 'smoking area'. Located primarily in tourist area.
4. In coffeeshops the product is un-labeled and a high degree of trust is required between retailer and consumer. This leads to a high degree of repeat customers in non-tourist areas. Similar to the trust one would have in a butcher. (*Source - 420 Consultancy*).
5. The Dutch government is looking to global jurisdictions for data and information sharing on policy and design of cannabis cultivation and formal legalization. The first pilot project will begin this year in the Netherlands aimed at regulating the full cannabis supply chain from cultivation, processing, manufacturing, distribution and retail sale.



# Next Steps

**Continue follow up with BA meetings** – already solid traction with companies looking to visit WE. May try to tie in a FAM tour of WE in conjunction with [Canadian Greenhouse Conference \(Oct. 9 & 10\)](#)

**Encourage municipalities to prepare 'landing space' for sales teams** – with significant interest in companies looking to 'dip the toe in the water' having a soft landing space for sales teams would be invaluable for Dutch companies to enter the N.A. market.

**Host workshop "Doing business in the Netherlands"** for WE companies interested in exporting/importing to this market.  
  
Provide an overview of CETA and how the trade agreement can increase opportunities for local companies.



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

**Date:** June 10, 2020  
**To:** Mayor and Council  
**Author:** Tony Iacobelli, Manager of Information Technology  
**RE:** Private Fibre Network  
**Report No.:** IT 2020-02

---

## **AIM**

To award contract for installation of private fibre network between Town Hall, Arena and South Fire Hall.

## **BACKGROUND**

In the 2020 IT Capital Budget, Council approved the connection of Town Hall, Arena and South Fire Hall via underground fibre optic cable.

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

## **DISCUSSION**

In February 2020, the Town selected RC Spencer Associates Inc. to engineer the project for required directional bore and fibre installation. A tender for fibre project was advertised on Kingsville Bids and Tenders website from May 22, 2020 and closed on June 5, 2020.

A mandatory site visit for interested contractors took place May 28, 2020.

The Town received eight responses to RFP. Results of the top three responses (excluding HST) are as follows:



<b>Contractor/Vendor Name</b>	<b>Bid Amount</b>
Aecon Utilities	\$247,038.59
Synergy Underground Utilities Inc.	\$265,250.60
BXF Infrastructures Inc.	\$277,558.00

Aecon is able to satisfy requirements related to experience with similar projects, bonding and insurance while providing lowest cost proposal. The recommendation is to proceed with this vendor.

A dedicated connection stabilizes connections of arena and fire staff minimizing service disruptions. Increased speeds allows for secure completion of data replication to complete in a timely manner during off hours. The current wireless radio system connecting all locations will remain in place and serve as failover backup requirements.

The expected start date of the project is approximately two weeks after notification of award with locates and ordering of supplies and scheduled for twenty working days.

## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

Allocated funds from 2019 Modernization Grant cover the cost of the project. There is no effect on taxation.

## **CONSULTATIONS**

Kingsville IT Department  
Kingsville Municipal Services Department  
RC Spencer Associates Inc.

## **RECOMMENDATION**

That Council awards the tender to Aecon Utilities for completion of directional boring, conduit install and installation of fibre optic cabling from Town Hall to the Arena and from Town Hall to South Fire Hall; and directs Administration to prepare the necessary authorizing By-law to authorize the Mayor and Clerk to execute the Agreement.

*Tony Iacobelli*

---

Tony Iacobelli, MCSE, CCEA  
Manager of Information Technology

*Ryan McLeod*

---

Ryan McLeod, CPA, CA  
Director of Financial Services



**RC SPENCER ASSOCIATES INC.**  
Consulting Engineers

9 June 2020  
File No.: 20-981

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

Attention: Mr. Tony Iacobelli

Re: Town of Kingsville Fibre Optics Project  
Tender Results  
Town of Kingsville

Dear Tony:

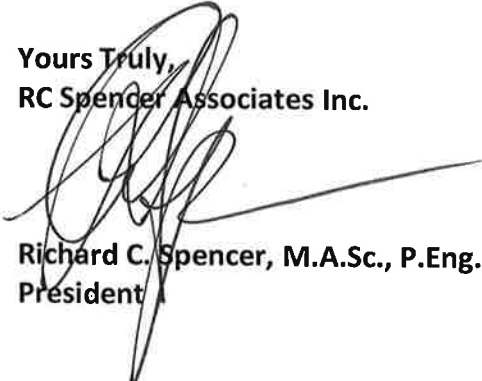
On 5 June 2020 tenders were opened for the above noted project. The results in ascending order are:

Aecon Utilities	\$279,162.76 *
Synergy Underground Utilities Inc.	\$299,733.18
BXF Infrastructures Inc.	\$313,640.54
Gosfield North Communications	\$318,547.00
Co-operative Limited	
Valard Construction LP	\$325,671.37
AVERTEX Utility Solutions Inc.	\$336,029.23
Sabi Thorne Holdings Ltd.	\$366,688.81
S & C Construction Consultants	\$392,307.75
& Rentals Inc.	

\*An error was noted in the total above. We also enclose our cost summary matrix for your records.

Based on the foregoing, we recommend acceptance of the low tender submitted by Aecon Utilities in the amount of **\$279,153.61** including HST.

Yours Truly,  
RC Spencer Associates Inc.

  
Richard C. Spencer, M.A.Sc., P.Eng.  
President

cc: Tim Del Greco

**Windsor:** 800 University Ave. W. – Windsor, ON N9A 5R9

**Leamington:** 18 Talbot St. W. – Leamington, ON N8H 1M4

**Chatham-Kent:** 49 Raleigh St. – Chatham, ON N7M 2M6





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

**Date:** June 22, 2020

**To:** Mayor and Council

**Author:** Dan Wolicki, Manager of Municipal Facilities and Property

**RE:** New Dehumidification Unit, Kingsville Arena – Tender Results

**Report No.:** MS 2020-23

---

## **AIM**

To seek Council approval to award the tender for the supply and install of a new dehumidification unit at Kingsville Arena.

## **BACKGROUND**

The dehumidification system within the Kingsville Arena is approximately thirty (30) years old and is nearing the end of its useful life. It is currently functioning at a decreased capacity, therefore, has been identified as needing replacement since it has surpassed the typical service life.

The dehumidification system removes moisture from the air and brings in fresh air from outside leading to better air quality and circulation within the facility. Removing moisture from the facility will also assist with the ice making process.

The Arena has experienced high humidity levels, especially during the months of August and September, that has produced excessive condensation and moisture collections within the facility. Condensation gathers on the arena glass and roof insulation that drips down to the ice and floor surfaces that create potential safety issues for users of the facility and increased maintenance for staff.

There is increased concern and observation in the growth of mould within the facility and the potential to affect air quality negatively and therefore, the health of public users and staff. The current dehumidification system leads to moisture levels in the facility that can promote the growth of mould which is required to be removed as soon as identified to mitigate the risk.

## **DISCUSSION**

In consultation with Energy In-hybrid Solutions, it had been determined that the dehumidification unit that would best serve Kingsville Arena is the Munters IceAire A20-1300G model. The unit and its specifications can be viewed in Appendix A. The unit will nearly triple the capacity of the existing unit supplying 7000 CFM in comparison to 2500 CFM that will reduce and control humidity to acceptable levels along with becoming more energy efficient.

The tender package seeking the supply and install of a desiccant dehumidification unit (PR-2020-02) was advertised to the public on May 13<sup>th</sup>, 2020 with a closing date of May 27<sup>th</sup>, 2020. The results (excluding HST) are as follows:

<b>Contractor/Vendor Name</b>	<b>Bid</b>
CIMCO Refrigeration	\$ 165,900.00
Black & McDonald Limited	\$ 195,450.00
SE Canada Inc.	\$ 249,950.00

CIMCO Refrigeration was able to satisfy requirements relating to experience with similar projects and insurance while providing the lowest cost proposal. As well, it has been confirmed with CIMCO Refrigeration that they are prepared to proceed with this project in accordance with the Contract Documents. Therefore, the recommendation is to proceed with this vendor.

Attached in Appendix B of this report is a copy of an agreement to be executed between the Town and CIMCO Refrigeration pending Council approval.

## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

\$200,000 is allocated in the 2020 Municipal Budget with respect to this project. Upon approval of this report, \$165,900 will be utilized towards the procurement of construction services through CIMCO Refrigeration. A total of \$4,972 has been expensed in 2020 with respect to a roof structural assessment.

## **CONSULTATIONS**

Energy In-hybrid Solutions Inc.  
Dillion Consulting Limited  
Kingsville Municipal Services Department

## **RECOMMENDATION**

That Council approves awarding the tender to CIMCO Refrigeration in the amount of \$165,900.00 (excluding HST), for PR-2020-02 Supply and Install Desiccant Dehumidification Unit, Kingsville Arena, and directs Administration to prepare the necessary authorizing by-law, to authorize the Mayor and Clerk to execute the agreement.

*Dan Wolicki*

---

Dan Wolicki  
Manager of Municipal Facilities and Properties

*G.A. Plancke*

---

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

IceAire™ Desiccant

Product description

The IceAire™ dehumidifier is installed in more ice rink applications than any other dehumidifier. It provides a low cost, low maintenance dehumidifier for the low humidity levels associated with ice rinks. It utilizes a direct fired gas burner or steam to reactivate a desiccant wheel. This allows the air stream to be dried to extremely low levels to provide maximum capacity.



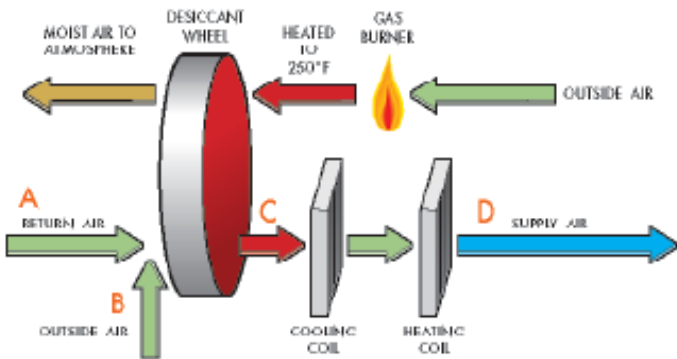
The system can be configured with optional energy recovery wheel, cooling coils, heating coils and burners, and packaged dx condensing sections. It can be configured to handle up to 100% outside air and can modulate the outside air quantity.

The high temperature reactivation allows for the delivery of supply air conditions as low as 10°F dewpoint.

The simple direct fired burner reactivation and slow turning desiccant wheel (0.1 RPM) provide a very simple, very reliable dehumidification system.

This low leaving air condition provides extremely large capacity in a small airflow and cabinet size.

IceAire™ DDS airflow & schematic



Features and benefits

- Foam injected 2" double wall casing
- High temperature desiccant cycle for low leaving dewpoints
- Optional DDC microprocessor controls
- Option for modulating outside air
- ETL listed
- Optional energy recovery wheel for high outside air applications
- Packaged DX, split system or chilled water options

State Point	No Outside Air			With Outside Air		
	CFM	°F	gr/lb	CFM	°F	gr/lb
A Outside Air	0	75	70	2,500	95	120
B Return Air	10,000	55	30	7,500	55	30
C Post Desiccant Wheel	10,000	83	4	10,000	100	17
D Supply Air	10,000	55	4	10,000	60	17

IceAire™ desiccant capacity chart

Unit	OA	Maximum CFM Return	Total	Dehumid lbs./hr.*	Dimensions LxWxH	Weight Pounds
DDS 20	12,000	12,000	12,000	250	219 x 80 x 70	6,500
DDS 30	24,000	24,000	24,000	300	219 x 96 x 101	8,500
DDS 40	36,000	36,000	36,000	550	280 x 134 x 101	10,500

\*At 100% OA (95F and 120 gr/lb)





NHL Preferred Supplier

#### BENEFITS OF DEHUMIDIFICATION

- Annual cost savings
- High-quality ice surface
- Fresh air without humidity
- Fast recovery from resurfacing
- No fog



## Munters is the NHL Preferred Supplier of Desiccant Dehumidification Systems

In order to run a successful ice arena, it is critical to improve efficiency and eliminate down time. Most recreational ice arenas operate year round and ice sports continue to gain popularity placing a greater demand for ice time. Constant and efficient humidity control is important. Uncontrolled humidity results in fog, condensation, mold and poor ice conditions – all of which compromise skater performance and safety and spectator enjoyment. Additionally, humidity causes an increased load on the ice refrigeration system resulting in higher energy costs than necessary.

### NHL Preferred Supplier

Munters, the world's largest manufacturer of desiccant dehumidification wheels and systems, has led the way in developing the most efficient and effective way to dehumidify ice arenas. Munters has more than 1,000 ice arena installations in North America.

NHL has named Munters the "Preferred Supplier" of desiccant dehumidification systems. The NHL recommended standard is 60°F and 40% Relative Humidity (RH) which equates to a 35°F dew point temperature. Speed skating venues require even more stringent conditions to create an ice surface worthy of world record times. Such conditions can be difficult if not impossible to achieve with cooling based dehumidification systems. Because sub-freezing dew points are efficiently and continuously achieved with desiccant dehumidification, today most ice arenas rely on Munters.



St Louis Blues practice arena.



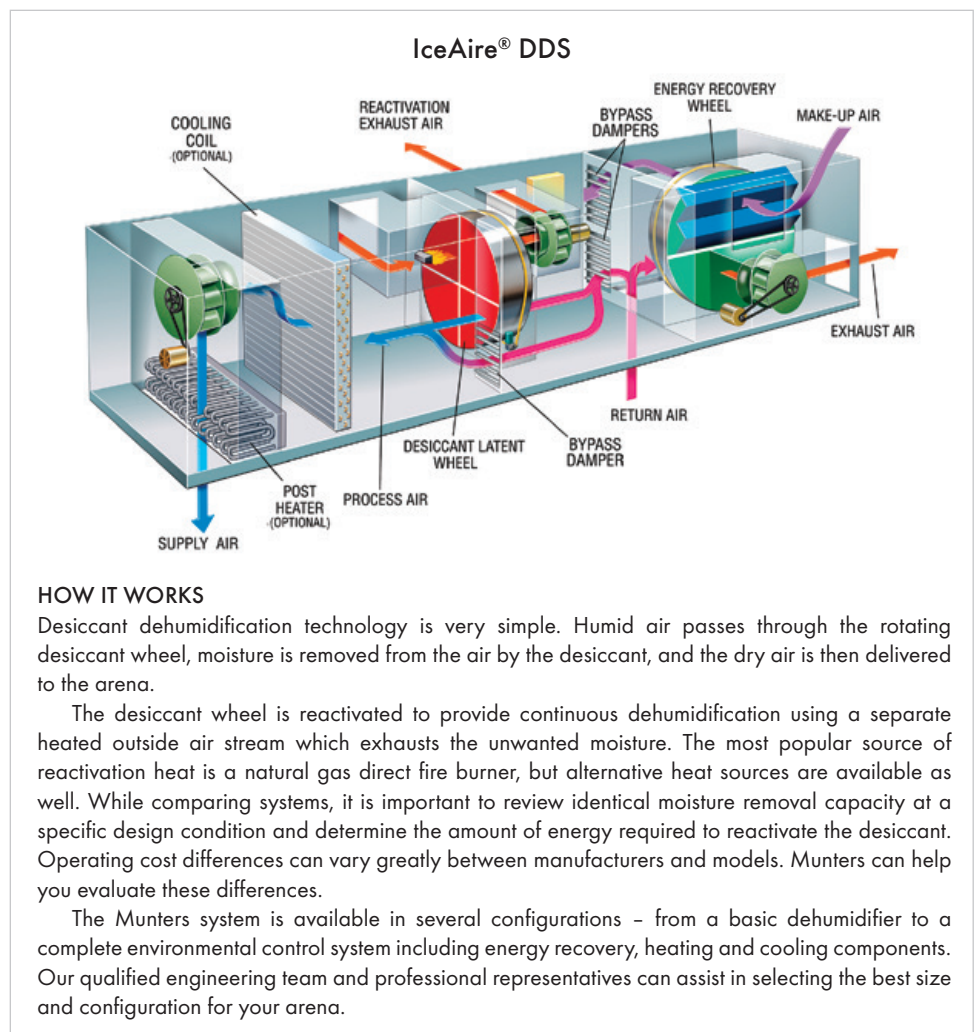
## THE PROBLEMS

Humidity from the air forms as frozen water vapor on the ice sheet surface. The ice softens and forms a "frosty" surface that may develop puddles. This affects the quality of the ice, which impacts skater performance and causes skaters to get wet when they fall. The ice refrigeration system works overtime to refreeze the ice. High humidity causes fog, which obscures the ice action and leads to safety problems. Excess moisture condenses on the glass, structure and cold surfaces causing drips which damage the ice. Floors, seats and stairs become wet leading to mold and deterioration of the building. High energy costs, indoor air quality, safety, mold, mildew and the competitive nature of the industry requires arena owners to focus attention on providing proper arena environmental conditions.

## THE DESICCANT SOLUTION

Munters HoneyCombe® desiccant wheel adsorbs moisture from the air, enabling arenas to achieve the desired humidity level. Munters uses titanium enhanced silica gel desiccant permanently impregnated throughout the Honeycombe structure; therefore the silica gel is never replaced. Munters manufactures the wheel and offers a wide range of diameters and depths to suit the moisture load requirements for arenas of all sizes, geographical locations and spectator capacities. Not all desiccant wheels are the same; Munters develops the most efficient wheel in the industry, using less energy and therefore costs less to operate than our competition. The Munters wheel requires very little attention throughout the life of the system.

Desiccant dehumidification technology allows facilities to conserve



energy. In order to maintain desired arena space conditions of 60°F and 40% RH, a cooling based system would need to sub-cool the air well below a 35°F dew point to address latent loads caused by air infiltration and people. Obviously, such cold air would need to be re-heated before being delivered into the arena to maintain a reasonable comfort level. Because cooling based systems condense moisture from the air onto the surface of a cold coil, ice will eventually accumulate and require some type of defrosting which interrupts the dehumidification process. This can be an energy consuming method of achieving

the desired conditions.

However, because desiccant dehumidification removes moisture in a vapor phase, sub-freezing dew points are easily achieved without interruption because defrost is never required. Post cooling is optional on the Munters systems for space temperature control. The post cooling coil would only provide sensible (dry) cooling and therefore never freeze or require a defrost cycle. The Munters system provides uninterrupted environmental control of the arena assuring arena operators a superior ice surface and a safe, comfortable facility.

**Australia** Phone +61 2 8843 1588, [dh.info@munters.com.au](mailto:dh.info@munters.com.au) **Austria** Phone +43 1 6164298-0, [luftentfeuchtung@munters.at](mailto:luftentfeuchtung@munters.at) **Belgium** Phone +32 1528 5611, [info@muntersbelgium.be](mailto:info@muntersbelgium.be) **Brazil** Phone +55 41 3317 5050, [munters@munters.com.br](mailto:munters@munters.com.br) **Canada** Phone +1 905 858 5894, [dhinfo@munters.com](mailto:dhinfo@munters.com) **China** Phone +86 10 8041 8000, [info@munters.com.cn](mailto:info@munters.com.cn) **Czech Republic** Phone +420 544 211 434, [info@munters-odvlhcovani.cz](mailto:info@munters-odvlhcovani.cz) **Denmark** Phone +45 4495 3355, [info@munters.dk](mailto:info@munters.dk) **Finland** Phone +358 20 776 8230, [laitemyynti@munters.fi](mailto:laitemyynti@munters.fi) **France** Phone +33 1 3411 5757, [dh@munters.fr](mailto:dh@munters.fr) **Germany** Phone +49 4087 96900, [mgd@munters.de](mailto:mgd@munters.de) **India** Phone +91 20 668 18 900, [info@munters.in](mailto:info@munters.in) **Italy** Phone +39 0183 52 11, [marketing@munters.it](mailto:marketing@munters.it) **Japan** Phone +81 3 5970 0021, [mkk@munters.com.jp](mailto:mkk@munters.com.jp) **Korea** Phone +82 2761 8701, [munters@munters.co.kr](mailto:munters@munters.co.kr) **Mexico** Phone +52 722 270 40 49, [munters@munters.com.mx](mailto:munters@munters.com.mx) **Netherlands** Phone +31 172 433231, [vochtbeheersing@munters.nl](mailto:vochtbeheersing@munters.nl) **Poland** Phone +48 58305 3517, [dh@munters.pl](mailto:dh@munters.pl) **Singapore** Phone +65 6744 6828, [info@munters.com.sg](mailto:info@munters.com.sg) **South Africa** Phone +27 11 997 2000, [info@munters.co.za](mailto:info@munters.co.za) **Spain** Phone +34 91 640 09 02, [marketing@munters.es](mailto:marketing@munters.es) **Sweden** Phone +46 8 626 63 00, [avfuktning@munters.se](mailto:avfuktning@munters.se) **Switzerland** Phone +41 52 343 8886, [info.dh@munters.ch](mailto:info.dh@munters.ch) **Thailand** Phone +66 2642 2670, [info@munters.co.th](mailto:info@munters.co.th) **Turkey** Phone +90 216 548 1444, [info@muntersform.com](mailto:info@muntersform.com) **UAE** +971 4887 6462, [middle.east@munters.com](mailto:middle.east@munters.com) **United Kingdom** Phone +44 1480 432243, [info@munters.com.uk](mailto:info@munters.com.uk) **USA** Phone +1 978 241 1100, [dhinfo@munters.com](mailto:dhinfo@munters.com) **Vietnam** Phone +84 8 8256 838, [vietnam@muntersasia.com](mailto:vietnam@muntersasia.com)



**Munters Corporation**  
Tel: (800) 843-5360 E-mail: [dhinfo@munters.com](mailto:dhinfo@munters.com)  
[www.munters.com](http://www.munters.com)

## **Contract Agreement**

File No. PR-2020-02  
SUPPLY AND INSTALL  
DESICCANT  
DEHUMIDIFICATION UNIT  
KINGSVILLE ARENA

**THIS AGREEMENT** made in triplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2020 A.D.

**BETWEEN:** **THE CORPORATION OF THE TOWN OF KINGSVILLE**  
(hereinafter called the "Owner")

OF THE FIRST PART

- and -

\_\_\_\_\_  
(hereinafter called the "Contractor")

OF THE SECOND PART

### **WITNESSETH**

That the Owner and the Contractor in consideration of the fulfillment of their respective promises and obligations herein set forth covenant and agree with each other as follows:

### **ARTICLE 1**

(a) A general description of the work is:

#### **Supply and Install Desiccant Dehumidification Unit – Kingsville Arena**

(b) )The Contractor shall, for the prices set out in the Form of Tender and except as otherwise specifically provided, provide at no additional cost to the Owner all and every kind of labour, machinery, plant, structures, roads, ways, materials, appliances, articles and things necessary for the due execution and completion of all the work set out in this Contract and shall forthwith according to the instructions of the Engineer, commence the works and diligently execute the respective portions thereof, and deliver the works complete in every particular to the Owner within the time specified in the Contract.

**ARTICLE 2**

In the event that the Form of Tender provides for and contains a Contingency Allowance, it is understood and agreed that such Contingency Allowance is merely for the convenience of accounting by the Owner, and the Contractor is not entitled to payment thereof except for extra or additional work carried out by him as directed by the Engineer and in accordance with the Contract and only to the extent of such extra or additional work.

**ARTICLE 3**

In case of any inconsistency or conflict between the provisions of this Agreement and the Plans or Specifications & Specifications or General Conditions or Form of Tender or any other document or writing, the provisions of such documents shall take precedence and govern in the following order, namely:

- |                                              |                                          |
|----------------------------------------------|------------------------------------------|
| (1) This Agreement                           | (7) Supplementary Specifications, if any |
| (2) Addenda _____                            | (8) Specifications, if any               |
| (3) Special Provisions, if any               | (9) Standard Specifications, if any      |
| (4) Information to Tenderers                 | (10) Contract Drawings                   |
| (5) Supplementary General Conditions, if any | (11) Standard Drawings                   |
| (6) General Conditions                       | (12) Form of Tender                      |

**ARTICLE 4**

The Owner covenants with the Contractor that the Contractor having in all respects complied with the provisions of this Contract, will be paid for and in respect of the works the sum of:

\_\_\_\_\_00/100 Dollars  
(excluding HST) (\$\_\_\_\_\_)

subject to Article 2 hereof and subject to such additions and deductions as may properly be made under the terms hereof, subject to the provision that the Owner may make payments on account monthly or Otherwise as may be provided in the Contract Documents attached hereto.

**ARTICLE 5**

Where any notice, direction or other communication is required to be or may be given or made by one of the parties hereto to the other or to the Engineer or to his agent, it shall be deemed sufficiently given or made if mailed or delivered in writing to such party or to the Engineer at the following addresses:

---

The Owner: **The Corporation of the Town of Kingsville  
2021 Division Road  
Kingsville, Ontario, N9Y 2Y9**

The Contractor:

Where any such notice, direction or other communication is given or made to the Engineer, a copy thereof shall likewise be delivered to any agent of the Engineer appointed in accordance with the General Conditions of this Contract and where any such notice, direction or other communication is given or made to such agent a copy thereof shall likewise be delivered to the Engineer.

## **ARTICLE 6**

A copy of each of the Specifications, Special Provisions, General Conditions, Form of Tender, Information for Tenderers and Addenda No. \_\_\_\_\_ is/are hereto annexed and together with the Drawings relating thereto and listed in the Specifications are made part of this Contract as fully to all intents and purposes as though recited in full herein.

## **ARTICLE 7**

No implied contract of any kind whatsoever by or on behalf of the Owner shall arise or be implied by or inferred from anything in this Contract contained, nor from any position or situation of the parties at any time, it being clearly understood that the express covenants and agreements herein contained made by the Owner shall be the only covenants and agreements upon which any rights against the Owner may be founded.

## **ARTICLE 8**

Time shall be deemed the essence of this Contract

## **ARTICLE 9**

The Contractor declares that in quoting for the works and in entering into this Contract he has either investigated for himself the character of the work and all local conditions that might affect his Quotation or his acceptance or performance of the work, or that not having so investigated, he acknowledges that his responsibility under the Contract is in no way reduced or limited thereby and, in either case, he is willing to assume and does hereby assume all risk of conditions arising, developing, or being revealed in the course of the work which might or could make the work, or any items thereof, more expensive in character, or more onerous to fulfill, than was contemplated or known when the Tender was made or the Contract signed. The Contractor also declares that he did not and does not rely upon information furnished by any methods whatsoever by the Owner or its officers, employees or agents, being aware that any information from such sources was and is approximate and speculative only, and was not in any manner warranted or guaranteed by the Owner.

## ARTICLE 10

The Contract shall apply to and be binding on the parties hereto and their successors, administrators, executors and assigns and each of them.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written or caused their corporate seals to be affixed, attested by the signature of their proper officers, as the case may be.

<p>_____</p> <p style="text-align: center;">Witness to Signature of Contractor</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>Occupation _____</p>	<p>Owner:     <b>The Corporation of the Town of Kingsville</b></p> <p>Per: _____</p> <p style="padding-left: 100px;"><i>Mayor</i></p> <p>Per: _____</p> <p style="padding-left: 100px;"><i>Clerk</i> <span style="float: right;">(Seal)</span></p> <p>Contractor:</p> <p>Per: _____</p> <p>Per: _____</p> <p style="text-align: right;">(Seal)</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



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

**Date:** June 22, 2020  
**To:** Mayor and Council  
**Author:** Dan Wolicki, Manager of Municipal Facilities and Property  
**RE:** Millbrook Park Playground Equipment  
**Report No.:** MS 2020-22

---

## **AIM**

To recommend to Council to proceed with the installation of playground equipment at Millbrook Park.

## **BACKGROUND**

Millbrook Park is an existing active parkland located on Millbrook Drive between Lot 131 and Lot 161. The equipment at this location is aged and no longer compliant with the current standards regarding children's playspaces and equipment safety. In 2020, \$65,000 was allocated in the municipal budget for the supply and installation of new playground equipment.

## **DISCUSSION**

In February of 2020, a request for playground proposals was advertised. As a result, six (6) contractors submitted pricing for various designs. The following criteria was used to evaluate each design:

- Equipment safety features
- Number of accessibility features
- Number of play features
- Overall cost
- Types of material used
- Future maintenance requirements and concerns
- Overall appeal (cosmetics)

In addition, the design proposals were distributed to local residents surrounding the parkland area requesting for their feedback and preferred selection amongst the various designs.

Upon reviewing the above criteria and survey results, it was decided to proceed with the proposals most favored by the local residents in each respective area. The proposal can be viewed in Appendix A.

The proposal was also circulated to the Parks, Recreation, Arts and Culture Committee as well as the Kingsville Accessibility Advisory Committee for review and feedback. The feedback was positive from both committees and recommended to include an additional bay for a swing-along swing which has been incorporated into the overall design.

The proposal complies with CSA Standard Z614-14 (Children's playspaces and equipment safety standard) which also includes Annex H of this standard (Children's playspaces and equipment that are accessible to persons with disabilities). It is also in compliance with the Ontario Integrated Accessibility Standards Regulation (AODA).

## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

Pending approval of this report, \$62,493.55 (excluding HST) will be awarded to Play Power Canada for the installation of playground equipment at Millbrook Park. The budget for this location is \$65,000.

## **CONSULTATIONS**

Municipal Services  
Kingsville Accessibility Committee  
PRAC Committee

## **RECOMMENDATION**

That Council approve the proposal submitted by Play Power Canada in the amount of, \$62,493.55 (excluding HST) for the installation of playground equipment at Millbrook Park.

*Dan Wolicki*

Dan Wolicki  
Manager of Municipal Facilities and Property

*G.A. Plancke*

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



## APPENDIX A – MILLBROOK PARK







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

**Date:** May 25, 2020  
**To:** Mayor and Council  
**Author:** G.A. Plancke / Director of Municipal Services  
**RE:** Queens Valley Estates Phase 1A / 1B (Porrone) Initial Acceptance  
**Report No.:** MS 2020-14

---

## **AIM**

To advise and recommend to Council that the Queens Valley Estates Phase 1A / 1B Subdivision be initially accepted onto "Maintenance".

## **BACKGROUND**

In a formal written request to Municipal Services, the Developer's consultant dated May 25, 2020 (R.C. Spencer Associates) has requested Phase 1A / 1B of the Queens Valley Estates Subdivision to be placed onto "Maintenance".

As per the Town's current Development Standards Manual, The Developer is to formally request initial acceptance from the Director of Municipal Services in order for the Town to accept the development onto a minimum one (1) year maintenance period, once all services have been satisfactorily installed, and the road construction has been completed to the base asphalt stage.

The official commencement date of the maintenance period is the date when the Clerk's office provides written confirmation to the Developer of the initial acceptance services by Council resolution.

## **DISCUSSION**

All infrastructure services have been satisfactorily installed, and all outstanding significant deficiencies for this development have been addressed at this time, with all of the outstanding minor deficiencies, to be addressed before the end of July, 2020. The request of the developer's consultant to initially accept this phase is supportable at this time.

## **LINK TO STRATEGIC PLAN**

Manage residential growth through sustainable planning.

## **FINANCIAL CONSIDERATIONS**

None

## **CONSULTATIONS**

R.C. Spencer & Associates  
Sherway Construction  
2691054 Ontario Inc.  
Municipal Services

## **RECOMMENDATION**

That Council initially accept Queens Valley Estates Phase 1A / 1B onto "Maintenance" for a period of no less than one year, and that the Clerk provide written confirmation to the Developer of the date of initial acceptance of the development by Council resolution.

*G.A. Plancke*

---

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



25 May 2020  
File No.: 13-331

**The Corporation of the Town of Kingsville  
2021 Division Road North  
Kingsville, Ontario  
N9Y 2Y9**

**Attention: Mr. Andrew Plancke, C.E.T.  
Director of Municipal Services**

**Re: Porrone Subdivision Phase 1A & 1B  
Town of Kingsville**

Dear Andrew:

A pre-maintenance inspection was held on Friday, 22 May 2020. Please find enclosed a deficiency list created during this inspection.

The deficiencies are minor in nature and will be addressed prior to 31 July 2020. These deficiencies are not related to the general operation of the residential lot services.

We therefore recommend that Porrone Subdivision Phase 1A & 1B be placed on one-year maintenance and that building permits be made available. We also request reduction of securities as required.

**Yours Truly,  
RC Spencer Associates Inc.**

**Bruce Ropat  
Senior Manager**

**cc: Pino Porrone  
Mary Porrone**



**Pre-Maintenance Review Meeting Minutes  
Porrone Subdivision Phase 1A & 1B**

**Date:** 22 May 2020

**Time:** 10:30 a.m.

**Place:** On Site

**File No.:** 13-331

<b>Present:</b>	Andrew Plancke	Town of Kingsville
	Erica Allen	Town of Kingsville
	John Gawdunyk	Sherway Contracting Ltd.
	Pino Porrone	Porrone Construction
	Bruce Ropat	RC Spencer Associates
	Shane Lafontaine	RC Spencer Associates

---

**Item**

**Action By**

Following is a list of deficiencies and work to be completed prior to 31 July 2020:

- |    |                                                                                                                                                                                                   |                               |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1. | Rough grading for all lots to remove any berms/stockpiles and avoid future ponding issues.                                                                                                        | <b>Porrone</b>                |
| 2. | Benching to be modified at Road 2E sanitary outlet manhole.<br>Town of Kingsville will coordinate the repair/replacement of the drop structure for the outlet pipe from the Mucci Farms property. | <b>Sherway</b><br><b>Town</b> |
| 3. | Final grading of boulevard on south side of Road 2E including seeding.                                                                                                                            | <b>Sherway</b>                |
| 4. | Final grading of boulevard on north side of Road 2E to match existing grade at property line next to dry pond storage area.                                                                       | <b>Sherway</b>                |
| 5. | Final grading of boulevard on west side of Dolce Vita Avenue adjacent to 1811 County Road 34.                                                                                                     | <b>Porrone</b>                |

Following is a list of future work to be completed prior to sidewalks/ surface asphalt:

6. Approved black vinyl chain-link pool compliant fencing to be installed **Porrone**  
along future sidewalk on north side of Road 2E and adjacent to the  
community mailbox car bay on Queens Valley Drive.
7. Asphalt base repairs: **Sherway**
  - Villa Canale Drive, west of Queens Valley in north lane.
  - Queens Valley Drive, south of Sannita Drive in west lane.
  - Queens Valley Drive / Serenity Way intersection.
  - Ramp up asphalt around catchbasin box-outs to prevent ponding.

***Note: The foregoing represents the writer's understanding of the major items of discussion and the decisions reached and/or future actions required. If the above does not accurately represent the understanding of all parties, please notify the undersigned within 48 hours of receiving these minutes at (519) 946-1124.***

These minutes were prepared by,  
**RC Spencer Associates Inc.**  
Shane Lafontaine, M.Eng., P.Eng.  
Project Engineer

**Distribution:**

All present

**RC Spencer Associates Inc.  
Consulting Engineers  
Windsor, Ontario**



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

**Date:** June 9, 2020  
**To:** Mayor and Council  
**Author:** G.A. Plancke / Director of Municipal Services  
**RE:** Fish Fly Abatement Strategy / Policy  
**Report No.:** MS 2020-16

---

## **AIM**

To advise and recommend to Council the planned abatement strategy to reduce the accumulation of nuisance seasonal fish flies impacting local residents and property in the form of a Policy.

## **BACKGROUND**

### **404-2019**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Laura Lucier

That Administration be directed to provide a fish fly abatement policy to provide mitigation measures or techniques that may be utilized in an effort to deal with the seasonal accumulation of the fish flies.

## **DISCUSSION**

Fishfly, Mayfly, Shadfly, Sandfly and Drake are the common synonymous names of a group of aquatic insects in the order of Ephemeroptera, which are a common site and experience for many residents living relatively close to bodies of fresh water in Canada, and around the world.

The adult insects exit fresh water bodies en masse when the ambient water temperature reaches approximately 19 – 20+- degrees Celsius in order to mate and deposit eggs. In Western Lake Erie water temperatures reach the threshold anywhere from Late May to late June depending on seasonal climate variations.

The insects track inland immediately after initial molting exposes wings in order to dry and molt once more. The insects are specifically attracted to any light source however usually limited to a few kilometers from the water source.

Unfortunately for many, the insects present more of an aesthetic, and or phobic issue rather than any real physical threat as they don't bite, or sting. The gross number of insects that lay siege to any surface within close proximity to light sources is the main issue. Due to their limited lifespan (1-2 days), the insects typically die close to the light source creating further nuisance due to decaying odours, and present apparent safety related concerns due to the slippery nature of static and dead insects on sidewalks, and roadways.

There are no known effective strategies to control the seasonal insect deluge, and conversely the higher number of insects is a good indicator of a healthy ecosystem and lake water quality. Many living in affected areas are generally understanding of the seasonal cycle and reluctantly accepting of the chronic seasonal pests knowing that their presence is very limited in duration (typically a few weeks).

In order to develop a mitigation strategy to deal with the seasonal fish fly issue, it is important to note that there are no practical proven cultural, or mechanical measures that will control the insects from making their way inland.

Elimination or reduction in light sources would disperse the attraction to a broader less focused area, but the total number of insects making their way inland would vary slightly as they all eventually need to land somewhere to complete the final molt of their lifecycle. Streetlight dimming control measures have been largely ineffective to date, and turning streetlights off completely places the Town in a definite liable situation.

We have been actively discouraging and preventing residents from turning off streetlights, but do recommend that private sentinel lights, exterior residential lighting, and commercial parking lot lighting / illuminated marque signage be reduced during the fish fly season. This would also be the plan for all Town owned facilities within the zone of insect influence.

Since it is unlikely that we will be able to make constructive headway to eliminate the insects from coming inland, dealing with the cleanup of the dead insects is the only logical solution that can be used to address many of the identified concerns.

Enhanced sidewalk, and roadway cleaning protocols are being developed, and included in an SOP for Public Works, and Parks & Recreation / Facilities staff. The SOP would take effect when the first indications of insects become obvious until such time as the wave(s) subsides. Should we experience a supplemental wave(s) which is common but usually a lesser event, the SOP would then be put into place again as needed.

## **LINK TO STRATEGIC PLAN**

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

To promote a safe community.

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

## **FINANCIAL CONSIDERATIONS**

No significant impact. Cost to implement procedures included in budgeted operational expense accounts.

## **CONSULTATIONS**

Municipal Services  
Administration Management Group

## **RECOMMENDATION**

That Council receive the report and further endorses The Fish Fly Abatement Policy, and Standard Operating Procedure SOP # MS 2020-01 as satisfactory response to Resolution 404-2019.

*G.A. Plancke*

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



Policy #: **MS 2020-01**

Issued: June 9, 2020

Reviewed/Revised:

Prepared By: G.A. Plancke

Reviewed By: Administration Management Group

Approved By:

**1.0 PURPOSE**

To develop and implement a planned abatement strategy to reduce the accumulation of nuisance seasonal fish flies impacting local residents and property.

**2.0 SCOPE**

To understand the lifecycle of the common fish fly as it relates to the seasonal impacts, and to develop and implement abatement strategies for the cleanup of dead and or static insects on area roadways and sidewalks.

**3.0 DEFINITIONS**

Fishfly, Mayfly, Shadfly, Sandfly and Drake are the common synonymous names of a group of aquatic insects in the order of Ephemeroptera.

**4.0 REFERENCE DOCUMENTS**

Michigan State University / MSU Extension  
Encyclopedia Britannica

**5.0 RESPONSIBILITIES**

Municipal Services (Public Works / Facilities & Property) responsible for adhering to the Standard Operating Procedures (SOP) attached, which form part of this policy.


**6.0 PROCEDURE**

Enhanced street sweeping, and sidewalk brushing/blowing for the duration of the Fish Fly season consistent with SOP MS 2020-01 as amended.

**7.0 REVIEW/REVISIONS**

No.	Revision Details (incl. provision #)	Revision By	Date
1.	Original Draft	G.A.P.	June 9, 2020
2.			

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

	<b>MUNICIPAL SERVICES</b> <b>Standard Operating Procedure</b> <b>FISH FLY ACCUMULATION</b> <b>ABATEMENT</b>		S.O.P. # MS 2020-01
			Issued: June 10, 2020
			Reviewed/ Revised:
			Total Pages: 2
Prepared By: G.A. Plancke	Reviewed By: Administration Management Group	Approved By:	

## 1. PURPOSE

To define a planned and detailed abatement procedure to reduce the accumulation of nuisance seasonal fish flies impacting local residents and property.

## 2. RELATED DOCUMENTS

Michigan State University / MSU Extension  
Encyclopedia Britannica

## 3. DEFINITIONS

Fishfly, Mayfly, Shadfly, Sandfly and Drake are the common synonymous names of a group of aquatic insects in the order of Ephemeroptera.

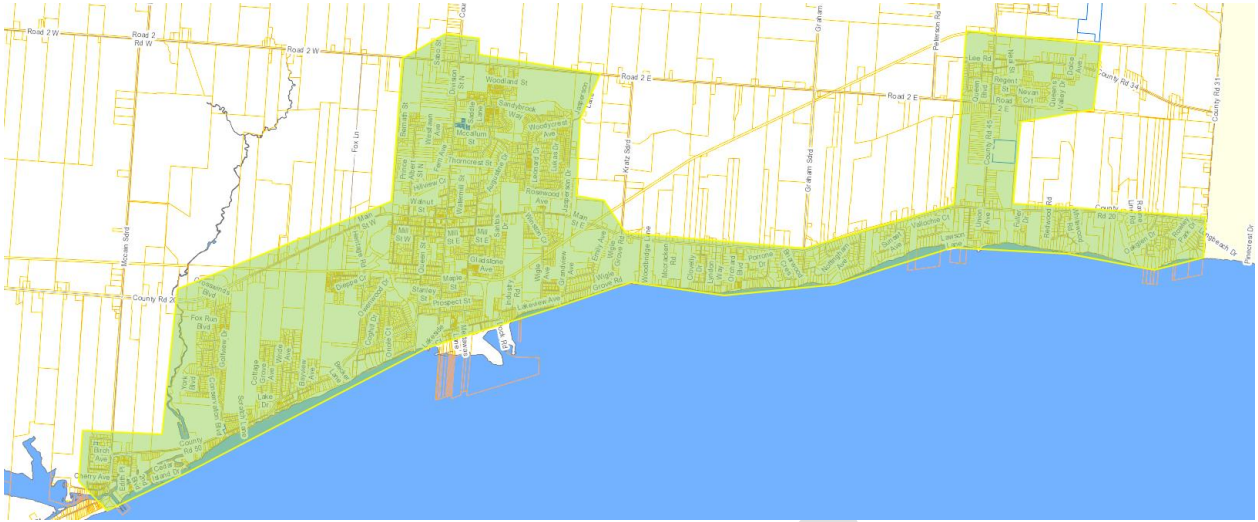
## 4. PROCEDURE

- Prioritization and adjustment of street sweeping routes in recognized urban settlement area within 3km of Lake Erie (see attached map) once the annual inland migration of Fish Flies commences until it subsides.
- Enhanced sidewalk maintenance within 3km of Lake Erie once the annual inland migration of Fish Flies commences until it subsides.  
This may include rotary sweeping, high velocity air, and or power washing to reduce accumulation of dead/static insects that may impact pedestrian travel.

## 5. REVISIONS/AMENDMENTS

No.	Date	Revision	Revision By
1.	June 10, 2020	Original Draft	G.A.P.

Questions regarding the Standard Operating Procedure are to be directed to the Director of Municipal Services





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

**Date:** June 1, 2020  
**To:** Mayor and Council  
**Author:** Jennifer Astrologo, Director of Corporate Services/Clerk  
**RE:** Disclosure of Information – 190/200 Main St. E Medical Clinic  
**Report No.:** CS-2020-018

---

## **AIM**

To provide Council with an opinion in response to Motion 285-2020 regarding the information that can be shared with respect to the discussions, reports, investigations and negotiations that occurred in relation to the medical clinic development at 190-200 Main Street East.

## **BACKGROUND**

At the April 27, 2020, Regular Meeting of Council, the following motion was adopted (#285-2020):

“That Council directs Administration to provide a Report from our Director of Corporate Services on exactly what content and facts from the discussions, reports, investigations and negotiations regarding 190 Main Street East are able to be shared with the public so that Council may address the concerns and questions from residents without risk of being in contravention of our Code of Conduct.”

Paragraph (c) of the Code of Conduct for Members of Council, Local Boards and Committees (the “Code”) mandates that information discussed in closed session must be kept strictly confidential and must not be disclosed publicly unless permitted, or required by law. Specifically, paragraph (c) reads: “The Member has a duty to hold in strict confidence all information concerning matters dealt with “In Camera”. The Member shall not release, make public or in any way divulge any such information or any aspect of the “In Camera” deliberations, unless expressly authorized or required by law to do so.”

All Council and Committee members, upon being sworn into office or appointed to a committee, must execute a Statement of Commitment, acknowledging their understanding of, and agreement to abide by, the Code.

Finally, the Town's Procedure By-law prohibits the disclosure "of any discussion or direction of Council that was given or provided at a Closed Meeting of Council."<sup>1</sup>

## **DISCUSSION**

Pursuant to the Code, information discussed in a closed meeting must be held in the strictest of confidence. This is normal practice and protects the interests of both Council and the Town. No member of Council may unilaterally waive the confidentiality of any information discussed in closed session. Rather, if Council deems it desirable or appropriate to release information, Council may, in closed session, vote on a motion to direct the release of that information. Part of that direction should include clear instructions about what information will be released and a communication strategy directing that release.

Council entered into closed session approximately eight times between December 16, 2019 and May 1, 2020 to discuss matters relating to 190-200 Main Street East. Each meeting was duly advertised, citing the appropriate section of the legislation, and was entered into in accordance with the Town's Procedure By-law. Of the eight "in camera" meetings, Council cited subsection 239(2)(f), legal advice exemption, for all of them.

There is no motion from Council authorizing the release of any information discussed in closed session. Absent that direction, none of the information discussed in those in-camera meetings is appropriate to release to the public. As an aside, much of the information received by Council in those closed-session meetings was in the form of legal advice. Administration strongly recommends against disclosing any information subject to solicitor-client privilege.

That being said, there is a significant amount of information in the public domain pertaining to this issue, which can be discussed with the public. In this regard, Council is referred to the follow reports:

- Application for Site Plan Amendment by Tay Inc. 190 Main St. E., Part of Lot 1, Concession 2 ED Part 2, RP 12R 26799 (presented to Council December 9, 2019)
- Site Plan Amendment Application SPA/07/2020 by Tay Inc. 200 Main St. E., Part Lot 2, Concession 1 ED, Part 2, RP 12R 26799 (presented to Council April 27 and May 4, 2020)
- Permit and Site Plan Review Processing (presented to Council May 25, 2020)

Those reports, and accompanying attachments, provide information related to the history of the initial planning approvals, the planning considerations for the original and amending applications, various planning considerations as articulated by the Town's Manager of

---

<sup>1</sup> Procedure By-law, By-law55-2016, as amended, paragraph 21.

Planning Services and an independent opinion from a qualified independent third-party planner. Moreover, the most recent report from the Manager of Planning Services describes how that development was processed internally and details the steps that are being taken to prevent a similar occurrence moving forward.

Based on the foregoing, the information contained in the reports cited above, may be further discussed with members of the public. The legal opinions and closed session reports, to the extent that the information contained therein is not included in any open session report, may not be disclosed to individuals not present at those meetings absent the adoption of a resolution by Council authorizing disclosure of same.

## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

There are no financial considerations

## **CONSULTATIONS**

Senior Management Team

## **RECOMMENDATION**

That Council receive the report titled Information Sharing – 190-200 Main St. E., regarding the parameters under which Council may discuss the information that it received, in both Open and Closed Session Meetings, regarding the development of 200 Main St. East.

*Jennifer Astrologo*

---

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





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

**Date:** June 17, 2020  
**To:** Mayor and Council  
**Author:** Ryan McLeod, CPA, CA  
**RE:** Appointment of Property Standards Officer / Building Inspector  
**Report No.:** FS-2020-13

---

## **AIM**

To appoint Wayne Mills as a property standards officer and inspector for the purposes of enforcing the Building Code Act on behalf of the Town of Kingsville.

## **BACKGROUND**

As per Section 3 of the Building Code Act, 1992 S.O. 1992, c. 23, each municipality is responsible for the enforcement of the Ontario Building Code, and has the responsibility to appoint inspectors, as necessary, to do so.

For the past several years, the Town of Kingsville, has fulfilled its obligations under the Building Code through a combination of full-time and part-time contract inspectors. Part-time contract inspectors are considered a cost effective alternative to managing peak demands in construction cycles, which typically arise in the late spring and summer months.

## **DISCUSSION**

Based on a recommendation from the Town's Chief Building Official (CBO), Peter Valore, Administration is seeking to appoint Wayne Mills as a contract property standards officer and building inspector.

Wayne Mills retired as CBO for the Town of Essex in November 2018, after nearly 30 years of service. His qualifications have been reviewed on the public registry maintained by the Ministry of Municipal Affairs and Housing, confirming that he is a fully qualified building official.

With limited full-time staff, it not uncommon for the building department to be under immense pressure to issue permits and perform inspections in a timely manner, during the busy summer construction season. The demands on building department staff are further compounded by COVID-19 and the emerging issues with migrant worker housing, which is clearly a top municipal priority at this time.

Council should be aware that Administration is currently in the process of finalizing the terms of the contract with Mr. Mills. If management is unable to come to agreeable terms with Mr. Mills, Administration will seek Council's authority to repeal the appointment by-law.

## **LINK TO STRATEGIC PLAN**

To promote a safe community.

Support growth of the business community.

## **FINANCIAL CONSIDERATIONS**

The 2020 Building department budget includes \$65,000 for contracted services. There are no budgetary concerns at this point in time.

## **CONSULTATIONS**

Rob Frias, Acting CBO

## **RECOMMENDATION**

To appoint Wayne Mills as a property standards officer and inspector for the purposes of enforcing the Building Code Act on behalf of the Town of Kingsville.

*Ryan McLeod*

Ryan McLeod, CPA, CA  
Director of Financial Services



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

June 9, 2020

To: Members of Kingsville Council  
From: Kingsville Striking Committee

**RE: Interim Appointments Main Street Development & CAO Hiring Committee for Kingsville**

Members of the Kingsville Striking Committee, comprised of Mayor Nelson Santos, Deputy Mayor Gord Queen and Councillor Tony Gaffan met on Thursday, June 4th, 2020 to review updated applications for Lay & Council Appointees in response to a new recruitment call for two new interim committees as approved by Council.

**Main Street Development Committee**

The Committee is pleased to report that 18 letters of interest and applications were received for the Main Street Development Committee. A summary report of the recommended committee appointments is provided for Council consideration.

In review of each application, and in keeping with the terms of reference as the guiding document, the Striking Committee looked at each application seeking a balanced representation from the community. Provided in the nominations and recommendation herein, the proposed composition of the committee includes representation from residents at large (both living on Main Street and outside of the focus area), cultural, agriculture, education, heritage, small business and entrepreneurial sectors. There were no youth applications received.

**Recommendation #1**

That Council endorse the following appointments to the Main Street Development as presented by the Striking Committee to include:

Heather Brown	Bruce Durward
Mary Ellen Havlik	Sarah Sacheli
Joe Wilds	
Dennis Rogers	Council Reps:
Tom Greenall	Deputy Mayor Gord Queen
Laura Mastronardi	Councillor Tony Gaffan
Brenda Gagnier	

**CAO Hiring Committee**

In accordance with council direction to appoint members to the Town of Kingsville CAO Hiring Committee as approved through a recent staff report the Striking Committee brings forward a recommendation to complete the process and formalize the hiring committee membership to include and proceed in collaboration with Waterhouse Recruitment Research.

Previously approved Members of the Committee include: Director of Financial Services Ryan McLeod, Director of Corporate Services Jennifer Astrologo, Manager of Human Resources Jennifer Galea, Mayor Nelson Santos, and Deputy Mayor Gord Queen. A third member of council was being sought to complete the hiring committee membership.

Three members of council submitted interest in this position. Reviewing each application, the striking committee considered several factors in its ultimate recommendation including current council appointments, experience, and availability.

**Recommendation #2**

That Council confirm the appointment of Councillor Thomas Neufeld to the Town of Kingsville CAO hiring committee.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Nelson Santos", is written over a light blue rectangular background.

Mayor Nelson Santos



**REGULAR MEETING OF COUNCIL  
MINUTES**

**Monday, June 8, 2020**

**7:00 PM**

**Council Chambers**

**2021 Division Road N**

**Kingsville, Ontario N9Y 2Y9**

Members of Council    Mayor Nelson Santos  
                                 Deputy Mayor Gord Queen  
                                 Councillor Tony Gaffan  
                                 Councillor Thomas Neufeld  
                                 Councillor Larry Patterson  
                                 Councillor Kimberly DeYong  
                                 Councillor Laura Lucier

Members of                J. Astrologo, Director of Corporate Services  
Administration        M. Durocher, Parks & Recreation Program Manager  
                                 J. Galea, Human Resources Manager  
                                 T. Del Greco, Municipal Services Manager  
                                 T. Iacobelli, Manager of Information Technology  
                                 S. Kitchen, Deputy Clerk-Council Services  
                                 S. Martinho, Public Works Manager  
                                 R. McLeod, Director of Financial Services  
                                 R. Baines, Deputy Clerk - Administrative Services  
                                 D. Wolicki, Manager of Municipal Facilities and Property

**A.     CALL TO ORDER**

Mayor Santos, in attendance at the Council Chambers, called the Regular Meeting to order at 7:00 p.m. All other members of Council participated in the meeting through video conferencing technology from remote locations.

**B.     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.

**C. PRESENTATIONS/DELEGATIONS**

**1. Kingsville Pickleball, Incorporated (KPI)--Board Members Helen Dean (President) and Jules Kay (Secretary) RE: Requests regarding pickleball courts**

Ms. Helen Dean and Mr. Jules Kay (both participating electronically) presented KPI's correspondence to the Mayor and Council dated June 8, 2020.

**350-2020**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Laura Lucier

That Council directs Administration to seek a response from the Kingsville Tennis Association to allow Kingsville Pickleball, Inc. to access and use the Town tennis courts at the Arena for 12 hours per week (status quo), until another pickleball court location is available; And Further That Administration provide an update report regarding ownership and operation of the tennis courts.

**CARRIED**

**2. MDB Insight Inc., Natasha Gaudio Harrison, Consultant, and Paul Blais, Executive Vice-President RE: Business Retention and Expansion Project update**

Mr. Blais (participating electronically) appeared on behalf of MDB Insight Inc. and presented MDB Insight's recommendations from the Business Retention and Expansion Project Report, dated May 22, 2020. Mr. Blais presented his PowerPoint presentation on a shared screen.

**351-2020**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Kimberly DeYong

That Council receives and endorses the overall Business Retention and Expansion Project Report, dated May 22, 2020 prepared by MDB Insight Inc. for The Corporation of the Town of Kingsville.



**CARRIED**

**D. AMENDMENTS TO THE AGENDA**

Deputy Mayor Queen added one announcement, Councillor Patterson added one Notice of Motion, Councillor DeYong added one Notice of Motion, and Mayor Santos added three updates.

**E. ADOPTION OF ACCOUNTS**

1. **Town of Kingsville Accounts for the monthly period ended May 31, 2020, being TD cheque numbers 0072940 to 0073286 for a grand total of \$865,035.81.**

**352-2020**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Laura Lucier

That Council receives Town of Kingsville Accounts for the monthly period ended May 31, 2020, being TD cheque numbers 0072940 to 0073286 for a grand total of \$865,035.81.

**CARRIED**

**F. STAFF REPORTS**

1. **Vacation Carry Over 2020**

J. Galea, Human Resources Manager

**353-2020**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Tony Gaffan

That Council approves a one-time exception to the vacation carry-over entitlement and allow non-union employees to carry over an additional week of vacation above any entitlement outlined in paragraph 8(f) of the Non-Union Policies of Employment; And That, full-time union employees be permitted to carry-over up to one week of vacation time for the 2020 calendar year.

**CARRIED**

**2. CAO Recruiter Options**

J. Galea, Human Resources Manager

**354-2020**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Laura Lucier

That Council authorizes the HR Manager to engage Waterhouse Executive Search to recruit for the vacant CAO position.

**CARRIED**

**3. Resurfacing of Briarwood Crescent Subdivision**

T. Del Greco, Manager of Municipal Services

**355-2020**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Deputy Mayor Gord Queen

That Council supports a change in project scope (additional asphalt at a cost of \$27,470) for resurfacing of Briarwood Crescent, Lincoln Road, and Graham Sideroad (south of County Road 20).

**CARRIED**

**4. Environmental Services Staffing Request**

S. Martinho, Manager of Public Works.

**356-2020**

**Moved By** Councillor Tony Gaffan

**Seconded By** Councillor Larry Patterson

That Council add a full-time Environmental Services position to increase the staff complement to 6 full-time employees, until three (3) employees eligible to retire between 2019 -2021 have retired from their positions.

**CARRIED**

**5. Penalty and Interest Relief – Extension and Delegation of Authority**

R. McLeod, Director of Financial Services

**357-2020**

**Moved By** Councillor Laura Lucier

**Seconded By** Deputy Mayor Gord Queen

To waive penalty and interest until July 31, 2020 and to authorize the Director of Financial Services to adjust penalty and interest rates for property tax and water accounts for the duration of the municipal state of emergency.

**CARRIED**

**6. 2020 Folk Festival Funding Contribution – Additional Information**

R. McLeod, Director of Financial Services

**358-2020**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Laura Lucier

That Council approves the release of one half (\$10,000) of the annual sponsorship contribution to Sun Parlour Folk Music Society and waive their 2020 rental fees (\$1,500) for the use of the Carnegie Arts & Visitor Centre.

**CARRIED**

**G. MINUTES OF THE PREVIOUS MEETINGS**

**1. Regular Meeting of Council--May 25, 2020**

**2. Regular Closed Session Meeting of Council--May 25, 2020**

**359-2020**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Kimberly DeYong

That Council adopts Regular Meeting of Council Minutes dated May 25, 2020, and Regular Closed Session Meeting of Council Minutes dated May 25, 2020.

**CARRIED**

**H. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

**1. Union Water Supply System Joint Board of Management - April 15, 2020**

**360-2020**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Thomas Neufeld

That Council receives Union Water Supply System Joint Board of Management Regular Meeting Minutes and Special Meeting Minutes dated April 15, 2020.

**CARRIED**

**2. Police Services Board - April 22, 2020**

**361-2020**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Laura Lucier

That Council receives Police Services Board Meeting Minutes dated April 22, 2020.

**CARRIED**

**3. Parks, Recreation, Arts and Culture Committee - April 23, 2020**

**362-2020**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Larry Patterson

That Council receives Parks, Recreation, Arts and Culture Committee Meeting Minutes dated April 23, 2020 together with Minutes of the following sub-committees: Fantasy of Lights - January 28, 2020; Migration Festival - January 28, 2020; Communities in Bloom - January 23, 2020; Highland Games - October 22, 2019 and January 14, 2020.

**CARRIED**

**4. Tourism and Economic Development Committee - May 14, 2020**

**363-2020**

**Moved By** Councillor Laura Lucier

**Seconded By** Councillor Tony Gaffan

That Council receives Tourism and Economic Development Committee Meeting Minutes dated May 14, 2020.

**CARRIED**

**5. Communities in Bloom--Request for Kingsville Council endorsement of CIB resolution RE: Pollinator Habitat**

**364-2020**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Kimberly DeYong

WHEREAS The Kingsville Communities in Bloom Committee recognizes the critical importance of pollinator habitat both restored and maintained on public and private lands;

AND WHEREAS pollinators include butterflies, bees, some birds, bats, and other insects that play a crucial role in flowering plant reproduction;

AND WHEREAS it is critical to expand efforts to take new steps to reverse pollinator losses and help restore populations to healthy levels;

AND WHEREAS monarch butterfly populations have declined and there is an imminent risk of failed migration;

AND WHEREAS 35 % of the world's food crops depend on animal pollination to reproduce;

AND WHEREAS bioretention is able to reduce the impact of local heat islands;

AND WHEREAS vegetation absorbs less solar radiation than hard surfaces.

AND WHEREAS Kingsville Communities in Bloom Committee has declared that it is their goal to collaboratively and strategically protect and enhance pollinator species and their habitat on public and private lands throughout our municipality and the County of Essex.

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kingsville endorses the Kingsville Communities in Bloom Committee's request that the traffic island at the intersection of McCain Road and Heritage Road be redeveloped into a pollinator habitat to help recover pollinator species, while reducing the former maintenance costs of cutting and spraying herbicides in summer months, while acting as a natural water aquifier as well as the added benefit of a living snow fence in winter;

AND BE IT FURTHER RESOLVED that this Resolution be forwarded to The Corporation of the County of Essex for further consideration.

**CARRIED**

**I. BUSINESS CORRESPONDENCE - INFORMATIONAL**

**1. City of Brantford--Correspondence dated May 28, 2020 RE: Essential Workers' Day - March 17**

**365-2020**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Laura Lucier

That Council receives Business Correspondence-Informational Item 1.

**CARRIED**

**J. NOTICES OF MOTION**

**1. Councillor Neufeld may move, or cause to have moved, that Administration prepare a "worst-case scenario" report outlining the impact reduced revenues due to COVID-19 will have on the 2021 budget.**

**366-2020**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Tony Gaffan

That Administration prepare a "worst-case scenario" report outlining the impact reduced revenues due to COVID-19 will have on the 2021 budget.

**CARRIED**



Councillor Patterson introduced a Notice of Motion, indicating that at the next Regular Meeting he may move or cause to have moved that the start time for the Regular Meetings of Council be changed to commence at 6:00 p.m., rather than the current 7:00 p.m. start, with a curfew time of 10:00 p.m., rather than 11:00 p.m.

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

**1. RE: Kingsville K-12 Community Survey**

Deputy Mayor Queen announced that the Greater Essex County District School Board is requesting input from area residents as to what specific facilities and programs area residents are looking for to be included in the K-12 School. Deputy Mayor Queen indicated we need to provide opportunities for all students, including sports, technical, arts, auto sector programs and other programs, and he encouraged the public to respond as to what they want to see in the new K-12 School. The questionnaire can be found on the Board's website.

2. Mayor Santos updated that Members of Town Administration met with members of the BIA this past week to continue to discuss what recovery will look like as part of COVID-19. While our Region has not yet moved into Stage 2 of the Framework for Provincial reopening, additional information will be forthcoming in regard to the Town's collaborative efforts with the BIA to support our local businesses.

3. Mayor Santos provided an update in regard to COVID-19 testing. He thanked the 400+ residents who took part in recent drive-in testing that was hosted in Kingsville. He stated that today he also attended the Announcement of the opening of a Migrant Worker COVID-19 Assessment Centre and Clinic at the Nature Fresh Farm Recreation Centre (formerly the Sherk Centre) in Leamington. Through a joint partnership with our local EMS, Erie Shores Health Care, the Windsor-Essex County Health Unit, and Windsor Regional Hospital, testing for migrant workers will be conducted at that location over the next 14 days.

4. A Striking Committee Report regarding committee membership will be provided at the next meeting.

**L. BYLAWS**

**1. By-law 44-2020**

**367-2020**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Larry Patterson

That Council reads By-law 44-2020, being a By-law authorizing the entering into of an Agreement with Pierascenzi Construction Limited for the 2020 Sidewalk Program in the Town of Kingsville (Contract No. 20-2018) a first, second and third and final time.

**CARRIED**

**M. CONFIRMATORY BY-LAW**

**1. By-law 58-2020**

**368-2020**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Kimberly DeYong

That Council reads By-law 58-2020, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its June 8, 2020 Regular Meeting, a first, second and third and final time.

**CARRIED**

**N. ADJOURNMENT**

**369-2020**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Kimberly DeYong

That Council adjourns this Regular Meeting at 9:18 p.m.

**CARRIED**

# Resolution



Northumberland  
County

Moved By \_\_\_\_\_

Agenda  
Item 8i

Resolution No.  
2020-05-20- 143

Last Name Printed Martin

Seconded By \_\_\_\_\_

Council Date: May 20, 2020

Last Name Printed Cane

**"Now Therefore Be It Resolved That** Northumberland County Council supports the resolutions adopted by the Township of Perth South, the Village of Merrickville-Wolford, the Municipality of West Nipissing; and

**Further Be It Resolved That** Northumberland County requests the Ministry of Natural Resources and Forestry to review its practices and procedures to include a requirement to provide supporting evidence to impacted municipalities when designating Provincially Significant Wetlands within their boundaries; and

**Further Be It Resolved That** Council directs staff to send a copy of this resolution to the Premier of Ontario, the Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, MPP David Piccini (Northumberland Peterborough-South), the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, and all Ontario municipalities."

Recorded Vote  
Requested by

Carried

\_\_\_\_\_  
Councillor's Name

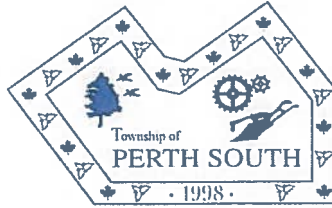
  
\_\_\_\_\_  
Warden's Signature

Deferred

Defeated

\_\_\_\_\_  
Warden's Signature

\_\_\_\_\_  
Warden's Signature



**Corporation of the Township of Perth South**

3191 Road 122  
St. Pauls, ON N0K 1V0  
Telephone 519-271-0619  
Fax 519-271-0647  
[lscott@perthsouth.ca](mailto:lscott@perthsouth.ca)

April 16, 2020

*Sent by Email*

Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7Z 1A1

Honourable Premier Ford;

**Re: Provincially Significant Wetlands Designation**

At the regular meeting of Perth South Council held on March 17, 2020 correspondence was received from the Municipality of West Nipissing, the Village of Merrickville-Wolford and Norfolk County (attached hereto) regarding the above noted issue. As a rural municipality, we share the same concerns raised and thoroughly support the resolutions passed and information provided by these municipalities.

Thank you for your consideration of this matter and please contact our office if you require any further information.

Regards,

Lizet Scott  
Clerk

Attachments



**West Nipissing Ovest**

**Joie de vivre**

The Corporation of the Municipality of West Nipissing  
La Corporation de la Municipalité de Nipissing Ovest  
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)  
F/TC (705) 753-3950

March 3, 2020

**SENT VIA E-MAIL**

Honourable Doug Ford, Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Honourable Premier Ford:

**SUBJECT: PROVINCIALY SIGNIFICANT WETLANDS DESIGNATION**

---

At its regular meeting held on February 25, 2020, Council for the Municipality of West Nipissing passed resolution **2020/080**, attached hereto. The resolution supports a request circulated by the Village of Merrickville-Wolford, asking the Ministry of Natural Resources and Forestry to respectfully review its practices and procedures to include a requirement to provide supporting evidence, to impacted municipalities, when designating Provincially Significant Wetlands within their boundaries.

We trust the enclosed is self-explanatory.

Respectfully,

Deputy Clerk / Assistant to the  
Chief Administrative Officer

\Encl.

cc: Minister of Natural Resources and Forestry  
Minister of Municipal Affairs and Housing  
Association of Municipalities of Ontario (AMO)  
Rural Ontario Municipal Association (ROMA)  
Ontario Municipalities



The Corporation of the Municipality of West Nipissing /  
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2020 / 0 8 0

FEBRUARY 25, 2020

Moved by / Proposé par :

Seconded by / Appuyé par :

**WHEREAS** the Municipality of West Nipissing received resolution no. R-029-20 from the Village of Merrickville-Wolford, attached hereto; pertaining to the Ministry of Natural Resources and Forestry's practices and procedures when designating of Provincially Significant Wetlands;

**BE IT RESOLVED THAT** Council for the Municipality of West Nipissing supports the Village of Merrickville-Wolford requesting that the Ministry of Natural Resources and Forestry to respectfully provide supporting evidence with respect to the expansion of wetlands designations within their boundaries;

**BE IT FURTHER RESOLVED THAT** Council for the Municipality of West Nipissing calls upon the Ministry of Natural Resources and Forestry to respectfully review its practices and procedures to include a requirement to provide supporting evidence, to impacted municipalities, when designating Provincially Significant Wetlands within their boundaries;

**BE IT FURTHER RESOLVED THAT** a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_



Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

February 5, 2020

**The Honourable Doug Ford, Premier of Ontario**  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON, M7A 1A1

Dear Premier Ford:

**Re: Provincially Significant Wetlands Designation**

Please find attached the Council of the Corporation of the Village of Merrickville-Wolford's Resolution No. R-029-20, with respect to the Village's concerns surrounding the Ministry of Natural Resources and Forestry's practices and procedures while implementing designations of Provincially Significant Wetlands.

While the attached resolution is tailored to a Village-specific issue, it is Council's position that the concerns expressed therein are being experienced by municipalities Province-wide.

Thank you in advance for the consideration that you give this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Doug Robertson".

Doug Robertson  
CAO/Clerk/Director, Economic Development

c. Honourable John Yakabuski, Minister of Natural Resources and Forestry  
Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Andy Brown, CAO of the United Counties of Leeds and Grenville  
Association of Municipalities of Ontario  
Rural Ontario Municipal Association  
All Ontario municipalities



## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required:  
**Recorded Vote Requested  
By:**

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - 029 - 20

Date: January 27, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

WHEREAS the Village of Merrickville-Wolford is endeavouring to adopt a new Official Plan as required per Section 17 of the *Planning Act* and the Village is required to incorporate the Provincial Policy Statements of the Act;

AND WHEREAS the Provincial Policy Statements require the Village to provide in its Official Plan the updated provisions of new and expanded Provincially Significant Wetlands designations;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that the expansion of these wetlands is detrimentally affecting certain landowners and the Village's assessment base;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that designations of Provincially Significant Wetlands have occurred throughout the Province of Ontario without the provision of supporting evidence;



## **VILLAGE OF MERRICKVILLE-WOLFORD**

**AND WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford is concerned about the expansion of the Provincially Significant Wetlands in the Northeast quadrant of the Village;

**AND WHEREAS** the Council of the Corporation of the Village of Merrickville-Wolford is concerned that these wetlands designations have been expanded without the Ministry of Natural Resources and Forestry having provided to the Village supporting evidence to justify said expansion;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Village of Merrickville-Wolford does hereby respectfully request that the Ministry of Natural Resources and Forestry provide the Village with supporting evidence with respect to the expansion of these wetlands designations;

**AND THAT** the Ministry of Natural Resources and Forestry re-evaluate the subject properties without delay;

**AND THAT** a copy of this resolution be sent to the Honourable Premier Doug Ford, Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the United Counties of Leeds and Grenville, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association and all Ontario municipalities.

Carried / Defeated

A large, stylized handwritten signature in black ink, appearing to read "J. Douglas Struthers".

**J. Douglas Struthers, Mayor**



## Norfolk County Office of the Mayor

March 1, 2020

Ontario Municipalities

Dear Heads of Council and Councillors:

**Re: Issues regarding the mapping of Provincially Significant Wetlands (PSWs)**

Norfolk County Council is working to address significant issues that have come to our attention regarding the mapping of Provincially Significant Wetlands (PSWs).

Following the Ministry's updated mapping related to PSWs, the County updated its Official Plan to bring its policies in line with the new mapping. Following that, the County planning staff introduced a Zoning By-Law amendment to update the zoning to reflect the new mapping and to provide consistency between the Zoning By-Law and the Official Plan. Though the mapping is wholly outside the County's process and control, the zoning by-law amendment was not approved by Council, flowing from significant public concern about the updated mapping affecting people's properties. In some cases, some of these changes were very significant.

The County submitted comments to the province as part of the review of the Provincial Policy statement requesting that the process for PSW mapping be significantly improved to allow for transparency and better land owner engagement, including, for example, a right of appeal or formal dispute resolution process. This will allow for land owners to be properly informed and engaged where land use designations that affect their property may result. The current process appears to be severely underfunded and without any meaningful way for affected residents to engage.

The County is seeking support from other rural municipalities who may be affected by this to address this issue with the province.

Thank you for your consideration of this matter.

Yours Truly,

A handwritten signature in cursive script that reads "Kristal Chopp".

Mayor Kristal Chopp  
Norfolk County

cc. The Honourable Steve Clark,  
Minister of Municipal Affairs and Housing



June 3, 2020

RE:

- B1. Centre Hastings motion for support for the role of Conservation Authorities (resolution attached)
- B2. City of Sault Ste. Marie motion for Support for Conservation Authorities (resolution attached)
- B3. Town of Ajax motion for supporting Conservation Authorities (resolution attached)

Please be advised that Township of Puslinch Council, at its meeting held on April 22, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2020-104:** Moved by Councillor Sepulis and  
Seconded by Councillor Bulmer

**That the Intergovernmental Affairs correspondence Motions for Support items B1, B2, and B3 be received; and**

**WHEREAS, the Township of Puslinch is committed to planning for a sustainable future for its resources and environment;**

**AND WHEREAS Township of Puslinch is a member of the Grand River Conservation Authority (GRCA) , Conservation Halton (CH), and the Hamilton Conservation Authority (HCA)and has representatives on each Board of Directors;**

**AND WHEREAS the GRCA, CH, and HCA provide the Township of Puslinch with expert advice on the environmental impact of land use planning proposals and that the Township of Puslinch does not have staff with comparable expertise or experience;**

**AND WHEREAS the GRCA, CH, and HCA**

- (a) provide programs to the residents of Township of Puslinch that include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion, preservation of species at risk,**



**(b) complete restoration projections as well as protect life and property through a variety of measures, all of which the Township of Puslinch does not have staff with comparable expertise or experience;**

**THEREFORE IT BE RESOLVED that the Township of Puslinch supports continuation of the programs of the GRCA, CH, and HCA both mandatory and non-mandatory;**

**AND THAT this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Ted Arnott, the Association of Municipalities of Ontario, GRCA, CH, HCA, Conservation Ontario and all Ontario municipalities.**

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,  
Courtenay Hoytfox  
Deputy Clerk



---

March 18<sup>th</sup>, 2020

The Honourable Jeff Yurek  
Minister of Environment, Conservation and Parks  
College Park 5th Floor, 777 Bay Street  
Toronto, ON M7A 2J3

Re: Resolution to Support the Role of Conservation Authorities

Please be advised the Council of the Municipality of Centre Hastings at its regular meeting held on March 18th, 2020 passed the following resolution:

**WHEREAS** the Lower Trent Conservation Authority and the Quinte Conservation Authority along with other Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years, and

**WHEREAS** municipalities must work together to ensure resilient and healthy watersheds for residents, and

**WHEREAS** Conservation Authorities will be important partners in concrete and cost-effective initiatives to address the climate change,

**NOW THEREFORE BE IT RESOLVED**

**THAT** the Municipality of Centre Hastings supports the important role Conservation Authorities provide to local communities in delivering watershed management programs.

**AND THAT** the Municipality of Centre Hastings circulate that support to municipalities, conservation authorities and the Minister of Environment, Conservation and Parks in Ontario.

Jennifer Nielsen  
Deputy Clerk



OFFICE OF THE MAYOR



CORPORATION OF THE  
CITY OF SAULT STE. MARIE

March 13, 2020

The Honourable Doug Ford, Premier of Ontario  
The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks  
The Honourable John Yakabuski, Minister of Natural Resources and Forestry

Dear Premier Ford, Minister Yurek and Minister Yakabuski:

**RE: Support for Conservation Authorities**

You will find attached hereto a resolution passed by the Corporation of the City of Sault Ste. Marie City Council on March 9, 2020 regarding support for conservation authorities in Ontario.

We trust that this matter will receive the appropriate time and attention from your respective offices.

Yours truly,

Christian C. Provenzano, B.A., LL.B., LL.M

CC City Council  
Association of Municipalities of Ontario  
Conservation Ontario



## CITY COUNCIL RESOLUTION

**Agenda Number:** 8.1  
**Title:** Conservation Authorities  
**Date:** Monday, March 9, 2020

---

**Moved by:** Councillor M. Bruni  
**Seconded by:** Councillor R. Niro

Whereas the City of Sault Ste. Marie has been well served by the Sault Ste. Marie Region Conservation Authority; and

Whereas Sault Ste. Marie values the efforts of the Conservation Authority to monitor floods, to manage source water protection and to ensure the integrity of the watersheds within our municipality and conserve our natural environment; and

Whereas the Province of Ontario is currently reviewing the mandate and operations of Conservation Authorities; and

Whereas Conservation Authorities provide essential services to municipalities in their watersheds;

Now Therefore Be It Resolved that the Council of the City of Sault Ste. Marie encourages the Province to continue to support the principle of planning on a watershed basis in the ongoing review and prioritize the allocation of adequate funding to support the core mandate of conservation authorities while preventing any downloading of costs to municipalities;

Further that the Province of Ontario be requested to maintain and not diminish the core mandate of Conservation Authorities; and

That this resolution be forwarded to Premier Doug Ford, the Minister of the Environment, Conservation and Parks, the Minister of Natural Resources and Forestry, Conservation Ontario, the Association of Municipalities of Ontario and all Ontario municipalities.

**Carried**

**Tied, Defeated**

**Defeated**

**Officially Read and Not  
Dealt With / Postponed**

---

Honourable Doug Ford  
Premier of Ontario  
Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

March 5, 2020

Re: **Supporting Conservation Authorities**

Please be advised that the following resolution was endorsed by Ajax Town Council at its Meeting held February 24, 2020:

WHEREAS, the Town of Ajax is committed to planning for a sustainable future, protecting human life and property from natural hazards, and promoting environmental education and stewardship;

AND WHEREAS the Town of Ajax is located within the Toronto and Region Conservation Authority (TRCA) and the Central Lake Ontario Conservation Authority (CLOCA) jurisdiction and has representatives on both Board of Directors;

AND WHEREAS each respective Board of Directors determine the policies, priorities and budget of the TRCA and CLOCA;

AND WHEREAS the TRCA and CLOCA provide valuable non-mandatory programs and services including expert advice on the environmental impacts associated with land use planning and source water protection, environmental restoration services, educational and recreational opportunities, and community engagement programs, in an efficient manner delivered at a watershed scale;

THEREFORE BE IT RESOLVED that the Town of Ajax supports the continuation of both mandatory and non-mandatory programs and services provided by the TRCA and CLOCA, and that no programs or services of the TRCA or CLOCA, or the other Conservation Authorities in Ontario be "wound down" at this time;

AND THAT the Province engage in early consultations with the TRCA, CLOCA, and other Conservation Authorities, and member municipalities including the Region of Durham, to fully understand the funding structure and local benefits of programs delivered by the Conservation Authorities;

AND THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; Jeff Yurek, Minister of Environment, Conservation and Parks; Rod Philips, MPP Ajax; the Association of Municipalities of Ontario; the Toronto and Region Conservation Authority; Central Lake Ontario Conservation Authority; Conservation Ontario; and all Ontario Municipalities.

If you require any additional information please do not hesitate to contact Sean McCullough, Senior Planner, at 905-619-2529 ext. 3234 or [sean.mccullough@ajax.ca](mailto:sean.mccullough@ajax.ca)

Sincerely

A handwritten signature in cursive script, appearing to read "S. Moore".

Sarah Moore  
Acting Manager of Legislative Services/Deputy Clerk

Copy: Jeff Yurek, Minister of Environment, Conservation and Parks  
Rod Philips, MPP Ajax  
Association of Municipalities of Ontario  
Toronto and Region Conservation Authority  
Central Lake Ontario Conservation Authority  
Conservation Ontario; and  
S. McCullough, Senior Planner,  
all Ontario Municipalities



June 5, 2020

RE: Mapleton Resolution 2020-04-14 to request the Province review the Farm Property Class Tax Rate Programme, dated May 27, 2020.

- a) Correspondence from Wellington Federation of Agriculture regarding Mapleton Resolution 2020-04-14, dated May 28, 2020.

Please be advised that Township of Puslinch Council, at its meeting held on June 3, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2020-151:** Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

**That the Intergovernmental Affairs correspondence items listed on the Council Agenda for JUNE 3, 2020 Council meeting be received; and**

**Whereas the Township of Puslinch received correspondence from the Township of Mapleton with respect to requesting the Province of Ontario to review the Farm Property Class Tax Rate Programme in light of economic competitiveness concerns between rural and urban municipalities;**

**BE IT RESOLVED that the Township of Puslinch hereby supports their Resolution 2020-04-14 passed on March 10, 2020; and**

**BE IT FURTHER RESOLVED THAT this motion be sent to Hon. Doug Ford, Premier of Ontario, Hon. Steve Clark, Minister of Municipal Affairs and Housing, Hon. Rod Phillips, Minister of Finance, Hon. Ernie Hardeman, Minister of Agriculture, Food & Rural Affairs, MPP Randy Pettapiece, Hon. Ted Arnott, all Ontario Municipalities, Rural Ontario Municipal Association (ROMA) and Association of Municipalities of Ontario (AMO).**

**CARRIED**



As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,  
Courtenay Hoytfox  
Deputy Clerk



## Community Services

### Legislative Services

June 9, 2020

File #120203

Sent via email: [Tdaniels@brantford.ca](mailto:Tdaniels@brantford.ca)

Tanya Daniels, City Clerk  
City of Brantford  
100 Wellington Square,  
P.O. Box 818  
Brantford, Ontario  
N3T 2M2

Dear Ms. Daniels:

**Re: Request Proclamation of March 17 as Essential Workers Day**

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of June 8, 2020 received your correspondence dated May 28, 2020 and supported the resolution passed by the Council of the City of Brantford to respectfully request that the Government of Ontario and the Government of Canada formally declare March 17 to be Essential Workers Day to honour all of the essential workers who sacrificed so much during the COVID-19 pandemic and all municipalities across Ontario and Canada be invited to proclaim March 17 to be Essential Workers Day in their respective municipalities.

On behalf of Council, thank you for your correspondence.

Yours very truly,

Carol Schofield, Dipl.M.A.  
Manager, Legislative Services/Clerk  
[cschofield@forterie.ca](mailto:cschofield@forterie.ca)

c.c.

Sent via email

Wayne Gates, MPP-Niagara Falls, Legislative Assembly of Ontario [wgates-co@ndp.on.ca](mailto:wgates-co@ndp.on.ca)

Tony Baldinelli, MP- Niagara Falls [Tony.Baldinelli@parl.gc.ca](mailto:Tony.Baldinelli@parl.gc.ca)

Will Bouma, MPP, Brantford-Brant [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)

Phil McColeman, MP, Brantford-Brant [phil.mccoleman@parl.gc.ca](mailto:phil.mccoleman@parl.gc.ca)

Association of Municipalities of Ontario [amo@amo.on.ca](mailto:amo@amo.on.ca);

Rural Ontario Municipal Association [roma@roma.on.ca](mailto:roma@roma.on.ca);

Mayor Cam Guthrie, Chair of LUMCO [mayor@quelfh.ca](mailto:mayor@quelfh.ca)

Brock Carlton, CEO, Federation of Canadian Municipalities [ceo@fcm.ca](mailto:ceo@fcm.ca)

Ontario Municipalities

Mailing Address:

The Corporation of the Town of Fort Erie



**From:** [Sandy Kitchen](#)  
**To:** [Sandy Kitchen](#)  
**Subject:** FW: Orangeville Council Resolution - Diversity Training Program  
**Date:** Thursday, June 18, 2020 11:23:26 AM

---

---

**From:** Tracy MacDonald <[tmacdonald@orangeville.ca](mailto:tmacdonald@orangeville.ca)>

**Sent:** Wednesday, June 10, 2020 3:18 PM

**To:** **Subject:** Orangeville Council Resolution - Diversity Training Program

Good afternoon,

Orangeville Council at its June 8, 2020 meeting passed the following resolution:

“WHEREAS The Town of Orangeville recognizes there have been questions in the public related to both diversity training and use of force training and protocols for Police Services, including in Ontario;

WHEREAS the Town recognizes that police officers join this profession out of a desire to do good, to serve and to protect the communities they serve;

AND WHEREAS an understanding of community diversity can foster authentic inclusion;

AND WHEREAS empathy training, and de-escalation training, can support understanding other people’s perspectives;

AND WHEREAS the Town recognizes that policing can be a dangerous profession, and officer as well as community safety are critical considerations in law enforcement;

AND WHEREAS the Ontario Provincial Police have indicated they have a comprehensive diversity training program, however there may not be the same resources available across the entire province for smaller Police Services;

AND WHEREAS there is concern in the public about the boundaries of use of force, such as neck restraints, and oversight;

AND WHEREAS there isn’t clarity on a common bar on diversity and empathy training or on use of force and oversight;

THEREFORE BE IT RESOLVED that the Mayor write to the Solicitor General to encourage common training requirements for all members of Police

Services in Ontario as it relates to diversity, empathy and use of force;

AND THAT the Solicitor General provide clarity on police oversight going forward given the anticipated changes to legislation to ensure effective accountability continues;

AND THAT annual updates or refresher courses be mandatory to ensure our Police Services have the best and current information available to them;

AND THAT THE TOWN request that the use of force protocols be reviewed to ensure they are safe and would meet current standards, and then shared across the province;

AND THAT THE TOWN circulate this resolution to all Ontario municipalities seeking their support.”

Regards,

**Tracy Macdonald | Assistant Clerk | Corporate Services**

**Town of Orangeville** | 87 Broadway | Orangeville ON L9W 1K1

519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256

[tmacdonald@orangeville.ca](mailto:tmacdonald@orangeville.ca) | [www.orangeville.ca](http://www.orangeville.ca)

June 11, 2020

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Honourable Christine Elliott  
Deputy Premier and Minister of Health  
Ministry of Health  
5<sup>th</sup> Floor, 777 Bay Street  
Toronto ON M7A 2J3

Honourable Merrilee Fullerton  
Minister of Long-Term Care  
6<sup>th</sup> Floor, 400 University Avenue  
Toronto ON M5G 1S5

Dear Premier Ford, Minister Elliott, and Minister Fullerton:

At its meeting of June 1, 2020, Chatham-Kent Municipal Council unanimously supported a request from Councillor Clare Latimer to submit a letter to the Premier, Minister of Health, and Minister of Long-Term Care (LTC) regarding current and long-standing issues being faced by the LTC sector and to support the government's Commission on Long-Term Care.

The COVID-19 pandemic has exacerbated the human resources crisis that LTC has faced for a number of years. It has also brought homes and the residents who place trust in the system they will be well cared for into the limelight, when all along the number one priority of all levels of government and oversight should be the health, safety, and well-being of some of our most vulnerable citizens.

The LTC and Retirement Home (RH) sectors are chronically understaffed; losing the extra hands of visitors and volunteers during the pandemic, while necessary, has created an additional burden. Homes in Ontario are experiencing increasing difficulty recruiting and retaining Personal Support Workers (PSW), Registered Practical Nurses (RPN) and Registered Nurses (RN), creating long delays in the ability to fill vacant positions. Before the pandemic, many homes were indicating they no longer have a 'pool' of PSWs ready and available to fill vacant shifts. Homes are seeing more PSWs experiencing stress-related illnesses, mental and physical exhaustion, and an increase in work-related injuries. In addition to an already limited available workforce, hospitals are now hiring PSWs to fill support roles, and many RNs or RPNs accept positions in LTC only to resign when an acute care or community health position becomes available. Additional stressors directly related to the pandemic have certainly added to the staffing crisis. The provision of pandemic pay to front-line staff has helped, and while it would be a welcomed addition to the funding envelope moving forward, wage increases alone will not solve the chronic lack of people choosing long-term care as a career.

Cont'd...

Staffing ratios have been discussed for several years and there has been lobbying from many avenues to increase the number of direct nursing care hours for residents up to four hours of care per day in order to safely meet the complex needs of the current long-term care population. Without an influx of provincial dollars, coupled with a provincial LTC human resources strategy, homes will not be able to increase direct patient care hours; there simply are not enough human resources to go around. This is difficult for staff in long-term care and retirement homes. They are a determined, passionate bunch who want nothing more than to provide quality care to their residents who call their facilities home.

As a Municipal Council, we have watched the impact the COVID-19 pandemic has had on LTC and RHs across our province. Our municipality has not had any COVID-19 outbreaks in homes in Chatham-Kent; however, we are certainly aware of the ongoing risk and continue to do everything we can to ensure our residents and staff are safe and they have the tools and resources to manage during such a difficult time. As a Council, we support the government's LTC Commission and ask that it remain non-partisan, and be independent of owners and operators including ourselves as the owner and operator of Chatham-Kent's largest LTC home. While we are supportive of the Commission, we are asking for an impartial review of current best practices in both private and publicly operated homes. We are also requesting that the Commission be tasked with recommending best practice standards of care, and accountability protocols regarding documentation, peer reviews, and resident/family reviews.

We appreciate the work involved in any type of large-scale review with the hope the Commission is able to review the current impact of the pandemic and merge these findings with what the sector has known and has been advocating for over the last several years including staffing, governance models, physical structures of homes, and LTC regulations. A comprehensive look at past, current, and future insights will move the sector towards action and real change.

Sincerely,



Darrin Canniff, Mayor/CEO  
Municipality of Chatham-Kent

- C Rick Nicholls, MPP Chatham-Kent-Leamington  
Monte McNaughton, MPP Lambton-Kent-Middlesex  
All municipalities in Ontario

June 11, 2020

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Honourable Christine Elliott  
Deputy Premier and Minister of Health  
Ministry of Health  
5<sup>th</sup> Floor, 777 Bay Street  
Toronto ON M7A 2J3

Honourable Merrilee Fullerton  
Minister of Long-Term Care  
6<sup>th</sup> Floor, 400 University Avenue  
Toronto ON M5G 1S5

Dear Premier Ford, Minister Elliott, and Minister Fullerton:

At its meeting of June 1, 2020, Chatham-Kent Municipal Council received a letter from eleven organizations serving Long-Term Care and Retirement Homes in Ontario. The letter spoke to the importance of psychosocial and emotional well-being of all Long-Term Care (LTC) and Retirement Home (RH) residents. Council agreed there was significant evidence presented within the letter to warrant supporting the call to action and to encourage the government to review and act on the recommendations provided.

The COVID-19 pandemic has presented a variety of challenges to the LTC and RH sectors, as well as the congregate care sector. Many of these challenges involve protecting the physical health of this extremely vulnerable population. Increased infection control requirements, eliminating non-essential visitors, active screening protocols, and restrictions on the movement of LTC and RH staff working between different homes, are a few examples of the measures taken and backed financially by the provincial government. In Chatham-Kent, early and rigorous adoption of these measures has kept COVID-19 out of our LTC and RH facilities. While this is a commendable achievement, it is important to examine the social costs to residents of such an undertaking.

People living in LTC and RHs depend completely on interactions with staff, visitors, volunteers, and other residents to fulfill their social and emotional needs. Losing any one of these groups impacts residents in ways that are difficult to measure quantitatively but qualitatively we see it in our residents' eyes each day as we strive to provide the best care possible for them. The exclusion of non-essential visitors has left a tangible hole in the lives of residents. In Chatham-Kent's municipally-run LTC home, Riverview Gardens (RVG), this order saw the exclusion of 500-600 additional visitors, volunteers, and contract support staff per week. They were cherished, familiar faces; their visits much-anticipated by residents and appreciated by staff.

Cont'd...

Visitors and volunteers provide more than just visiting, they help in the daily care of our residents. Conversations with other LTC and RHs throughout Chatham-Kent show the same losses and the same impacts on residents and staff. Additional stressors directly related to the pandemic have added to the staffing crisis in LTC and RHs. Supporting a strategy for homes to hire additional staff specifically trained to support the psychosocial and emotional needs of residents would alleviate some of the stress on nursing staff and may lead to better outcomes for residents.

Chatham-Kent has always been a community that comes together and rises to the challenges before us. COVID-19 and the impact this has had on our local LTC and RH sectors is no exception. Through our local United Way, volunteers are finalizing an Adopt a Grandparent program similar to pen pals of years past. This program will link teenagers and young adults with one of our LTC and/or RH residents. Young and old, both with different needs, sharing thoughts and ideas and supporting one another through the pandemic. At Riverview Gardens we have created a Resident Support Worker (RSW) position that provides emotional and social support to our residents. RSWs work on the same floor with the same residents each day where they assist residents with feeding, games, crafts, companionship, and outdoor time when the weather cooperates. RSWs also help provide such services as assisting with laundry, as well as sorting, folding, and organizing a resident's personal items. Currently, redeployed municipal staff are fulfilling these roles at RVG but as Ontario moves further with reopening, these staff will be needed back at their home base location and residents in our home will once again be faced with spending much of their day alone. The homes in Chatham-Kent are providing great care to our residents but they can only do so much. This is why the recommendations from the Long-Term Care and Retirement Home sectors are so important.

Chatham-Kent Municipal Council believes people need human interaction. It is what makes the difference between simply being alive, and living. It is time to act, and protect the psychosocial and emotional health of our LTC and RH residents. We support whole-heartedly, the recommendations presented to you from our LTC and RH partners (attached).

Sincerely,



Darrin Canniff, Mayor/CEO  
Municipality of Chatham-Kent

Attachment: Letter from Alzheimer Society et al RE: Psychosocial and Emotional Well-being of LTC Residents

- C Hon. Michael Tibollo, Associate Minister of Mental Health and Addictions
- Hon Raymond Cho, Minister of Seniors and Accessibility
- Helen Angus, Deputy Minister, Ministry of Health
- Richard Steele, Deputy Minister, Ministry of Long-Term Care
- Rick Nicholls, MPP Chatham-Kent-Leamington
- Monte McNaughton, MPP Lambton-Kent-Middlesex
- Matthew Anderson, President and CEO, Ontario Health
- All municipalities in Ontario





May 8, 2020

Hon. Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Hon. Christine Elliott  
Deputy Premier and Minister of Health  
Ministry of Health  
5th Floor, 777 Bay St.  
Toronto, ON M7A 2J3

Hon. Merrilee Fullerton  
Minister of Long-Term Care  
6th Floor, 400 University Ave  
Toronto, ON M5G 1S5

Dear Premier Ford, Minister Elliott and Minister Fullerton,

On behalf of almost 80,000 residents, their families and staff in Ontario's long-term care (LTC) homes, we are writing this letter to urgently request that the provincial government take immediate action to support the psychosocial and emotional wellbeing of residents. COVID-19 has changed every aspect of the lived experience in LTC. Despite fervent efforts and commitment from LTC team members to protect residents from the negative physical outcomes of COVID-19, the psychosocial and emotional impacts remain ignored and under-resourced.



According to a recently released study by Mental Health Research Canada, the number of Canadians expressing high-to-extreme levels of anxiety has quadrupled since the start of the COVID-19 crisis. “Mental Health in Crisis: How COVID-19 is Impacting Canadians.” *Mental Health Research Canada*, [www.mhrc.ca/our-research/](http://www.mhrc.ca/our-research/). If that is the reality of people living in the general population, what is happening to the mental health of LTC residents, many of whom are already living with compromised cognitive ability and living in isolation? ‘There is no health without mental health’ - Minister Elliott.

Thousands of residents are living cohorted and/or isolated lives away from their personal belongings and away from the important people in their lives. Many residents are eating alone, experiencing virtually no human connection aside from 2-3 brief encounters with LTC team members for personal care/meal delivery each day and 1-2 virtual visits with a family member each week, if such a program exists in their home. Team member shortages further exacerbate the sense of isolation, we have heard from residents that there is little to no program or activity to nurture social engagement opportunities during these times.

Pre-COVID-19, the realities of pervasive isolation, depression and loneliness are coined as the ‘three plagues’ of life in LTC (Dr. Bill Thomas, founder of The Eden Alternative). While person-centered practices combat these plagues, the current reality of LTC living will lead to residents left with broken spirits and the corresponding negative outcomes associated with their psychosocial, emotional health.

People need people. We are writing this letter now to ask that immediate attention and allocated resources be applied to LTC homes to support the psychosocial and emotional wellbeing of residents. The government of Alberta, in recognizing the importance of ‘quality of life’ for residents, has released substantive directives that clearly define essential visitors as those who contribute to the quality of life of residents in addition to provision of needed physical care. I urge you to follow suit, so that residents can experience the psychosocial and emotional support that has been missing for 7 weeks thus far.

Imagine the new reality when a group of team members (comprised of ‘essential visitors’ and/or dedicated staff) is incorporated into **every LTC home** to exclusively provide avenues/programs/opportunities for psychosocial and emotional support. Residents will experience **multiple** weekly virtual visits using iPads, tablets or cell phones with friends and family members, and even amongst themselves, providing peer to peer support. Residents will enjoy safe outdoor visits during the warm weather now upon us. Imagine residents being supported in a virtual resident activity, meal or conversation between other residents. Residents will feel engaged and connected to each other once again, to their families, to their environment and to their community. They will be well protected from the negative outcome of prolonged isolation.

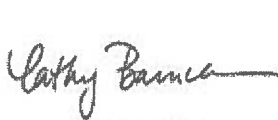
This is what is needed:

- Declare psychosocial and emotional wellbeing of residents as essential to their quality of life
- Expand the definition of ‘essential visitors’ to include people who contribute to the quality of life including psychosocial and emotional health
- Resources for homes to hire and train additional team members/staff whose primary role is to support psychosocial and emotional health via facilitating virtual and safe physical visiting
- Resources for homes to purchase technology and infrastructure required to support virtual visits amongst residents and families
- Creation of a safe plan for residents to enjoy social engagement outdoors in the coming weeks (physical distancing, wearing of masks, etc.), complete with human resources and supplies to make this a reality

We must act now. COVID-19 requires physical distancing, but in order to uphold resident's quality of life and wellbeing we must enable and support social connection.

We look forward to hearing from you soon, as we work together to provide the best care for LTC residents who are the most vulnerable group of Ontarians during this COVID-19 crisis.

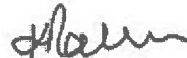
Sincerely,



Cathy Barrick  
Chief Executive Officer  
Alzheimer Society of  
Ontario



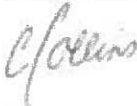
Lisa Levin  
Chief Executive Officer  
AdvantAge Ontario



Kiran Rabheru MD, CCFP, FRCP  
Co-Chair  
Canadian Coalition for Seniors' Mental Health



Laura Tamblyn Watts  
Chief Executive Officer  
CanAge



Carola Collins  
MD CCFP  
Medical Director



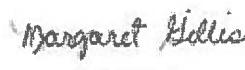
Marta Hajek  
Executive Director  
Elder Abuse Prevention Ontario



Samantha Peck  
Executive Director  
Family Councils Ontario



George Heckman, MD, FRCP(C)



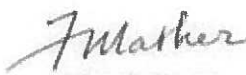
Margaret Gillis  
President  
International Longevity Centre Canada



Raza M. Mirza, PhD  
Network Manager  
National Initiative for the Care of the Elderly (NICE)



Dee Lender  
Executive Director  
Ontario Association of Residents' Councils



Fred Mather, MD  
President,  
Ontario Long Term Care Clinicians



Donna Duncan  
Chief Executive Officer  
Ontario Long Term Care Association

cc: Hon. Michael Tibollo, Associate Minister of Mental Health and Addictions  
Hon Raymond Cho, Minister of Seniors and Accessibility  
Helen Angus, Deputy Minister, Ministry of Health  
Richard Steele, Deputy Minister, Ministry of Long-Term Care  
Matthew Anderson, President and CEO, Ontario Health



June 12, 2020

The Honourable Steve Clark,  
Minister of Municipal Affairs and Housing  
17th Floor, 777 Bay St.  
Toronto, ON  
M5G 2E5

Dear Minister Clark,

**RE: Town of Bracebridge Resolution regarding the establishment of a Municipal Financial Assistance Program to offset the financial impact of the COVID-19 pandemic**

At its meeting of June 4, 2020, the Council of the Corporation of the Town of Bracebridge ratified motion 20-TC-089, regarding the Town of Bracebridge support for the Federation of Canadian Municipalities (FCM) recommendations contained in their report titled "Protecting Vital Municipal Services", as follows:

"WHEREAS the Federation of Canadian Municipalities (FCM) issued a report titled ["Protecting Vital Municipal Services"](#) on April 23, 2020 which included recommendations to the federal government to provide financial assistance for municipalities across the country;

AND WHEREAS the Association of Municipalities of Ontario (AMO) recognizes that a collaborative federal-provincial effort is required to provide much needed financial assistance to municipalities and their May 14, 2020 letter (attached) to the Prime Minister and the Premier urges Canada and Ontario to extend their successful collaboration through financial support for municipalities;

NOW THEREFORE BE IT RESOLVED THAT the Town of Bracebridge supports the FCM recommendation and requests that both the Federal and Provincial Governments establish a municipal financial assistance program to offset the financial impact of the COVID-19 pandemic;

AND FURTHER THAT the Town of Bracebridge supports the Association of Municipalities of Ontario (AMO) in lobbying the Provincial Government for financial assistance to support Municipalities in offsetting the financial impact of the COVID-19 pandemic;

AND FURTHER THAT this resolution be forwarded to the Honorable Steve Clark, Minister, Municipal Affairs and Housing, local Member of Parliament (MP) and local Member of the Ontario Legislature (MPP), FCM, AMO and its member municipalities, and the Muskoka municipalities."

In accordance with Council's direction I am forwarding you a copy of the associated memorandum for you reference.

1000 Taylor Court  
Bracebridge, ON  
P1L 1R6 Canada

telephone: (705) 645-5264  
corporate services and finance fax: (705) 645-1262  
public works fax: (705) 645-7525  
planning & development fax: (705) 645-4209

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

A handwritten signature in black ink, appearing to read 'L. McDonald'.

Lori McDonald  
Director of Corporate Services/Clerk

Copy: Scott Aitchison, MP, Parry Sound-Muskoka  
The Honourable Norm Miller, MPP, Parry Sound-Muskoka  
The Federation of Canadian Municipalities  
Association of Municipalities Ontario and member municipalities  
Muskoka Municipalities

June 16, 2020

Hon. Doug Ford  
Premier  
Premier's Office  
Room 281  
Legislative Building, Queen's Park

Dear the Honourable Doug Ford:

Please be advised that at it's June 11<sup>th</sup>, 2020 meeting, Grey County Council endorsed the following resolution for your consideration:

CW93-20      Moved by: Councillor Robinson      Seconded by: Councillor Keaveney

**Whereas now more than ever in our increasingly electronic world, Grey County families and business owners have a need for reliable and affordable broadband to conduct business and stay connected both locally and beyond; and**

**Whereas broadband is a contributing social and economic driver in supporting the vitality and growth of our communities; and**

**Whereas families require internet to enable their children to complete school assignments, take online courses, maintain a human connection, or just stream movies at home; and**

**Whereas Grey County agriculture production, medical, health care, manufacturing, retail and the service industry depend on reliable high-speed connections to support and ensure business continuity and success; and**

**Whereas connectivity has been a lifeline for those businesses and sectors with access to reliable broadband during this global pandemic; and**

**Whereas reliable broadband will continue playing an essential role in the economic and social recovery of communities across Grey**

**County post-pandemic; and**

**Whereas not all areas of Grey County are within a connectivity coverage area which continues to be increasingly challenging, and amplified by the COVID-19 pandemic; and**

**Whereas Grey County has unserved areas as well as under-served areas that receive inadequate or disproportionately low levels of service; and**

**Whereas while it is important for the Provincial Government to look at both the number of people and the number of businesses that can be serviced by broadband expansion, it is essential, as well, that the Province provide broadband service to areas that have a small number of people, yet cover a vast geographical area; and**

**Whereas the need for broadband infrastructure improvement is now;**

**Now Therefore Be It Resolved that Grey County representing our Grey County residents and business owners alike, call to action Premier Ford; Minister of Infrastructure, Minister Scott; Ministry of Agriculture, Food and Rural Affairs, Minister Ernie Hardeman and Associate Minister of Energy & MPP Walker to champion the implementation of broadband in the unserved and under-served areas of Grey County; and**

**That this resolution be forwarded to all Ontario municipalities for their endorsement.**

If you require anything further, please do not hesitate to contact me.

Yours truly,

Tara Warder  
Deputy Clerk/Legislative Coordinator  
(519) 372-0219 x 1294  
[tara.warder@grey.ca](mailto:tara.warder@grey.ca)  
[www.grey.ca](http://www.grey.ca)

cc Hon. Laurie Scott, Minister of Infrastructure  
Hon. Bill Walker, Associate Minister of Energy & Bruce – Grey - Owen Sound MPP  
Hon. Ernie Hardeman, Ministry of Agriculture, Food and Rural Affairs  
All Ontario Municipalities





June 16, 2020

Reference No. 11202886

To whom it may concern:

**Re: Notice of Online Public Information Centre  
Transportation Environmental Study Report Review  
Highway 3 Widening and Safety Enhancements - east of Essex County Road 23  
easterly to east of Essex County Road 34 (GWP 3021-18-00)**

Further to our January 14, 2020 correspondence, an Online Public Information Centre (PIC) is being made available for anyone interested in providing input on the Highway 3 Widening and Safety Enhancements Study. Due to the ongoing Public Health Emergency related to COVID-19, it will be an Online PIC and details are provided in the attached notice. Further information on the study is available on the project website ([www.highway3widening.ca](http://www.highway3widening.ca)).

The notice will be published in area newspapers (Essex Free Press and the Leamington Southpoint Sun) and mailed to local MPPs, other review agencies, Indigenous communities, interested public members, and area property owners.

Sincerely,

Dan Green, P. Eng.  
Consultant Project Manager  
GHD Limited  
Phone: 519 340 4374

Email: [hwy3classea@ghd.com](mailto:hwy3classea@ghd.com)

Encl.

**Attachment A:** Notice of Online Public Information Centre

c: Ian Dobrindt, GHD  
Anthony Saraceni/Chris Evans, MTO



HIGHWAY 3 WIDENING AND SAFETY ENHANCEMENTS  
TRANSPORTATION ENVIRONMENTAL STUDY REPORT REVIEW  
east of Essex County Road 23 easterly to east of Essex County Road 34  
GWP 3021-18-00

**NOTICE OF ONLINE PUBLIC INFORMATION CENTRE**

**THE STUDY**

In 2006, the Ontario Ministry of Transportation (MTO) completed a study of Highway 3 from Outer Drive in Windsor easterly 33.5 km to Essex County Road 34, which was documented in a Transportation Environmental Study Report (TESR). The TERS was approved and MTO has implemented the improvements in three phases with Phase 1 and Phase 2 being constructed in 2009 and 2012, respectively.

Recently, MTO has initiated the Detail Design including completing a review of the 2006 TERS approved improvements for Phase 3, to widen Highway 3 from east of Essex County Road 23 easterly to east of Essex County Road 34 in the County of Essex. The 2006 approved improvements included widening Highway 3 from two to four lanes with a 15 metre grass median, realigning the South Talbot Road/ Division Road intersection, and closing Inman Side Road with a connection to Division Road.

Further information on the study is available on the project website: [www.highway3widening.ca](http://www.highway3widening.ca).

**THE PROCESS**

The current study is following the TERS Review process for a Group 'B' project in accordance with the *Class Environmental Assessment for Provincial Transportation Facilities, 2000* (Class EA). Based on the TERS review, proposed changes to the 2006 approved improvements include the following (see **Figure**):

- The installation of new traffic signals at two intersections (Belle River Road (County Road 27) and County Road 18)
- The closure of an additional four unsignalized intersections to enhance safety (Cameron Side Road (Concession Road 9), Marsh Road (Concession Road 8), Upcott Side Road, and Graham Side Road)
- The realignment of South Talbot Road at Belle River Road

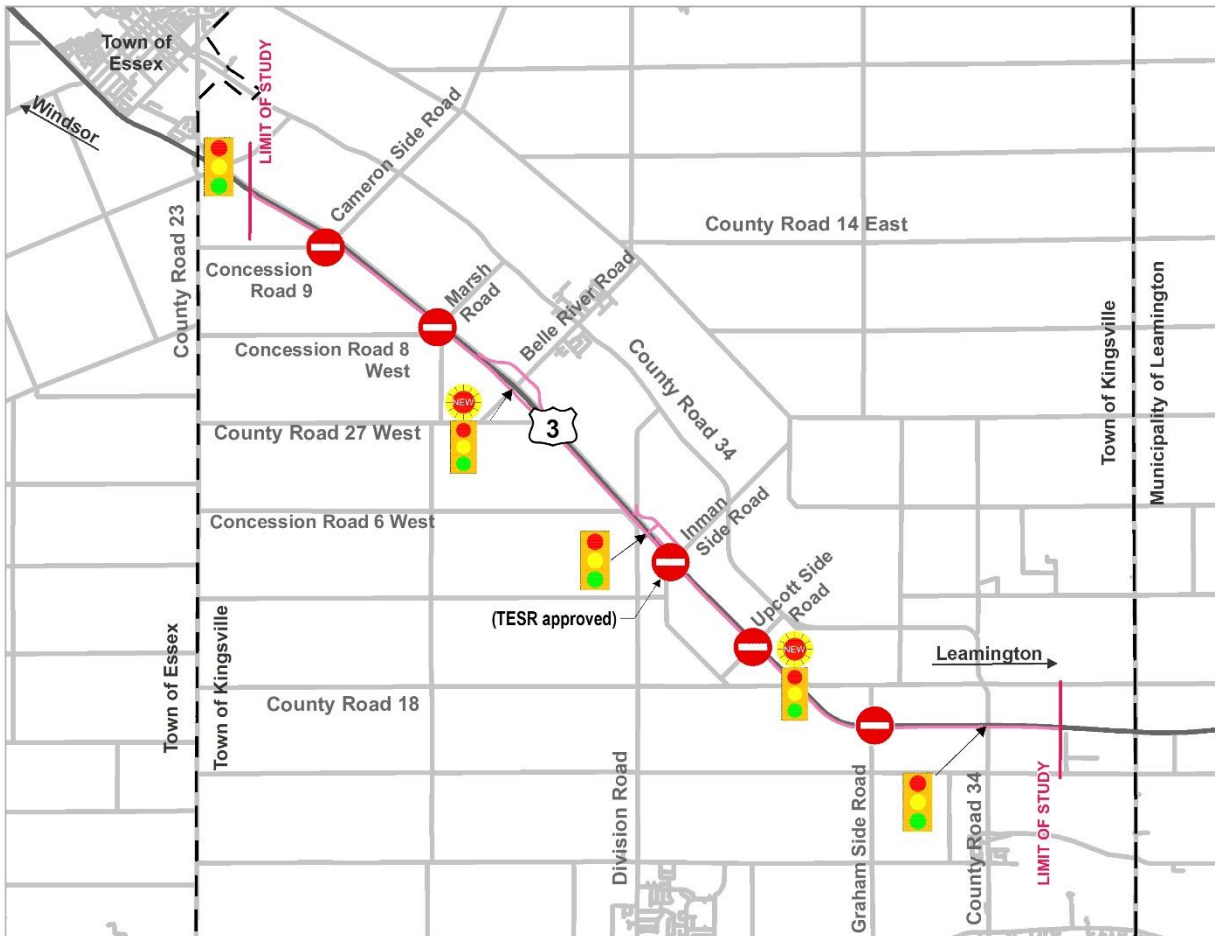
We want to hear from you on these changes! Due to the ongoing Public Health Emergency related to COVID-19, an Online Public Information Centre (PIC) will be available to the public to provide input on the Highway 3 Improvements TERS Review and changes proposed.

**ONLINE Public Information Centre:**

**When:** June 18 to July 3, 2020

**Where:** [www.highway3widening.ca](http://www.highway3widening.ca)

Following the Online PIC, the Project Team will respond by email to input received from the public. In addition, a TERS Addendum will be prepared documenting the changes and will be made available for public review. Notices will be published at that time to explain the TERS Addendum review process.



## COMMENTS

In addition to providing comments on the Online PIC, please feel free to contact either one of the following project team members or visit the project website if you would like to provide comments, request additional information, and/or be added to the Study's mailing list to receive future Study notifications directly:

Anthony Saraceni, P.Eng.  
 Project Engineer  
 Planning and Design – West Region  
 Ministry of Transportation  
 659 Exeter Road, London  
 Ontario N6E 1L3  
 Phone: 548 388 3120  
 Email: [hwy3classea@ghd.com](mailto:hwy3classea@ghd.com)

Mr. Dan Green, P. Eng.  
 Project Manager  
 GHD Limited  
 455 Phillip St, Waterloo  
 Ontario N2L 3X2  
 Phone: 519 340 4374  
 Fax: 519 884 0525  
 Email: [hwy3classea@ghd.com](mailto:hwy3classea@ghd.com)

We are committed to ensuring that government information and services are accessible for all Ontarians. For communication supports or to request project material in an alternate format, please contact one of the Project Team members listed above.

Comments and information will be collected to assist the MTO in meeting the requirements of the *Environmental Assessment Act*. With the exception of personal information, all comments will become part of the public record in accordance with the *Freedom of Information and Protection of Privacy Act*.

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 18-2020

---

**Being a By-law to Amend By-law 101-2004, as amended, and to Appoint Inspector under the *Building Code Act, 1992*, S.O. 1992, c. 23**

**WHEREAS** section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the *Building Code Act, 1992*, S.O. 1992, c. 23 (the “Act”) provides in the event that the Council of a municipality has passed a by-law under section 15.1 of the Act prescribing standards for the maintenance and occupancy of property within the municipality and for prohibiting the occupancy or use of such property that does not conform with the standards that the Council may assign the administration and enforcement of such by-law to Property Standards Officers;

**AND WHEREAS** section 3 of the Act provides that the Council of each municipality is responsible for the enforcement of the Act in the municipality, except where otherwise provided and shall appoint such Inspectors as are necessary for the enforcement of the Act in the areas in which the municipality has jurisdiction.

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

1. By-law 101-2004, as amended, is further amended by the addition of the following appointment:

That Wayne Mills is appointed as a property standards officer of The Corporation of the Town of Kingsville, and is appointed as an Inspector as defined under the Act.

2. All other terms as set out in By-law 101-2004 and amendments thereto shall remain in full force and effect.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22<sup>ND</sup> DAY OF JUNE, 2020.**

---

**MAYOR, Nelson Santos**

---

**CLERK, Jennifer Astrologo**

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 59 - 2020

---

### Being a By-law to establish a certain one-foot reserve in the Town of Kingsville as a highway

**WHEREAS** paragraph 2 of section 26 of the *Municipal Act, 2001* indicates that a highway established by by-law of a municipality on or after January 1, 2003 is a highway unless it has been closed;

**AND WHEREAS** it is deemed expedient to establish Block 58 of 12M-539, being a one-foot reserve, as a highway.

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

1. The following one-foot reserve be established as a highway:

Mulberry Crescent:                      Block 58 of Plan 12M-539

in the Town of Kingsville, in the County of Essex.

2. 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  
22<sup>nd</sup> day of June, 2020.**

---

**MAYOR, Nelson Santos**

---

**CLERK, Jennifer Astrologo**

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 60-2020

---

**Being a by-law to amend By-law 2-2019, as amended, being a By-law to appoint certain members of Council and individuals to boards and committees.**

**WHEREAS** the Council of The Corporation of the Town of Kingsville deems it expedient to amend By-law 2-2019, as amended, being a by-law to appoint certain Members and Individuals to board and committees.

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

1. **THAT** Paragraph 1.aa) be added as follows:

aa) Main Street Development Committee:

Deputy Mayor Gord Queen  
Councillor Tony Gaffan

Heather Brown  
Mary Ellen Havlik  
Joe Wilds  
Dennis Rogers  
Tom Greenall  
Laura Mastronardi  
Brenda Gagnier  
Bruce Durward  
Sarah Sacheli

2. **THAT** Paragraph 1.bb) be added as follows:

bb) CAO Hiring Committee

Mayor Nelson Santos  
Deputy Mayor Gord Queen  
Councillor Thomas Neufeld

Director of Financial Services Ryan McLeod  
Director of Corporate Services Jennifer Astrologo  
Manager of Human Resources Jennifer Galea

3. **THAT** all other terms set out in said By-law 2-2019 and amendments thereto shall remain in full force and effect.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22<sup>nd</sup> DAY OF JUNE, 2020.**

---

**MAYOR, Nelson Santos**

---

**CLERK, Jennifer Astrologo**

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 61-2020

---

**A By-law to expropriate certain lands in the Town of Kingsville along the south side of Main Street West at or near its intersection with Heritage Road.**

**WHEREAS** the Expropriations Act, R.S.O. 1990, c. E.26, as amended authorizes municipalities to expropriate land for municipal purposes;

**AND WHEREAS** the Corporation of the Town of Kingsville requires certain lands along the south side of Main Street West at or near its intersection with Heritage Road to accommodate new underground infrastructure and a necessary road widening to support planned development and future growth within urban Kingsville;

**AND WHEREAS** the Corporation of the Town of Kingsville authorized the commencement of an Application for Approval to Expropriate certain lands to allow for the construction to accommodate the new underground infrastructure and road widening on Main Street South at or near its intersection with Heritage Road, in the Town of Kingsville, in the County of Essex;

**AND WHEREAS** the Corporation of the Town of Kingsville made an Application for Approval to Expropriate Land, dated April 22, 2020, in which Application approval was sought to expropriate the lands designated as Parts 1, 2, 3, 4, 5, and 6 on Reference Plan 12R-28204, all in the Town of Kingsville, in the County of Essex;

**AND WHEREAS** to date the Corporation of the Town of Kingsville has not been successful in negotiating a purchase of the land designated as Parts 1, 2, 3, 4, 5, and 6 on Plan 12R-28204;

**AND WHEREAS** the owners of the lands designated as Parts 1, 2, 3, 4, 5, and 6 on Plan 12R-28204 have not requested the appointment of an Inquiry Officer by the Attorney General to hold a Hearing of Necessity under the Expropriations Act, R.S.O. 1990, Chapter E. 26 as amended for the affected lands.

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

1. That approval is hereby granted for the expropriation by the Corporation of the Town of Kingsville of the lands described on Schedule "A" attached to this By-law, for municipal purposes in connection with accommodating new underground infrastructure and a necessary road widening on Main Street West at or near its intersection with Heritage Road, to support planned development and future growth within urban Kingsville.
2. That the Mayor and the Clerk of the Corporation of the Town of Kingsville are hereby authorized to execute the Certificate of Approval and the Expropriation Certificate.
3. That the Clerk is hereby authorized to cause the Expropriation Plan to be registered in the Land Titles/Land Registry Office for the County of Essex and thereby effect the expropriation of the said lands.
4. That the Corporation of the Town of Kingsville is hereby authorized to enter and take possession of the expropriated lands on the day permitted under the Expropriations Act, as amended, or pursuant to any Court Order thereunder, or pursuant to any agreement entered



into between the relevant owners and the Corporation of the Town of Kingsville.

- 5. That the Clerk is hereby authorized to deliver Notices of Possession, Notices of Expropriation, Notices of Election and Offers and Appraisal Reports in accordance with s.25 of the Expropriations Act, as amended and to do all other things and give all other notices required by the Expropriations Act, as amended.
- 6. This By-law shall come into force and take effect on the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22<sup>nd</sup> DAY OF JUNE, 2020.**

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

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

## Clerk's Certificate

I, Jennifer Astrologo, Clerk of the Corporation of the Town of Kingsville, do hereby certify that the foregoing is a true and correct copy of **By-law Number 61-2020** passed by the Council of the said Corporation on the **22<sup>nd</sup>**, day of **June, 2020**.

---

Jennifer Astrologo, Clerk  
Corporation of the Town of Kingsville

## **SCHEDULE "A"**

1. The parts of part Lot 4, Concession 1, Western Division Gosfield (Kingsville) designated as Parts 1 to 4 on Reference Plan 12R-12464, subject to and together with rights in R1233299, subject to R1233300, now specifically designated as Parts 1 to 3 on Reference Plan 12R-28204;
2. The part of part Lot 4, Concession 1, Western Division Gosfield (Kingsville) as in R290386, now specifically designated as Part 4 on Reference Plan 12R-28204;
3. The part of part Lots 3 and 4, Concession 1, Western Division Gosfield (Kingsville) designated as Part 1 on Reference Plan 12R-25755, now specifically designated as Part 5 on Reference Plan 12R-28204; and
4. The part of part Lot 3, Concession 1, Western Division (Kingsville) designated as Part 2 on Reference Plan 12R-25755, now specifically designated as Part 6 on Reference Plan 12R-28204;

all in the Town of Kingsville, in the County of Essex.

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 62-2020

---

### Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its June 22, 2020 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 June 22, 2020 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  
22<sup>nd</sup> day of June, 2020.**

---

**MAYOR, Nelson Santos**

---

**CLERK, Jennifer Astrologo**