REGULAR MEETING OF COUNCIL
AGENDA

Monday, July 27, 2020, 6:00 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 this meeting at 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. **Cindy Prince, Amico Properties Inc. RE: Request Council to explore the feasibility of establishing a Steering Committee to review the appropriateness of developing a West Side Collector road in the Town of Kingsville**

   Director of Municipal Services Andrew Plancke will be in attendance.

D. AMENDMENTS TO THE AGENDA

E. CLOSED SESSION

Pursuant to Subsection 239(2) of the *Municipal Act, 2001,* Council will enter into Closed Session to address the following item:

Subsection 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; being a Report of Tim Del Greco, Manager of Municipal Services dated July 20, 2020 RE: a proposed or pending acquisition

of land on Pearl Street East by the municipality for municipal purposes.

F. REPORT OUT OF CLOSED SESSION

G. STAFF REPORTS

1. Reconstruction of Main Street West 1

T. Del Greco, Manager of Municipal Services

Recommended Action
That Council awards the Main Street West reconstruction tender as designed to Sherway Contracting Limited in the amount of $2,091,157 (excluding HST) and authorize the Mayor and Clerk to execute the requisite agreement;

And That Council authorizes $100,000 from Account #03-000-032-39005 (Reserves – Water Maintenance) to balance an expected deficit with respect to Main Street West watermain reconstruction;

And That Council authorizes the use of surplus funds from Jasperson Drive reconstruction to balance an expected deficit with respect to Main Street West reconstruction.

2. Tree Management Policy 33

S. Martinho, Manager of Public Works

Recommended Action
That Council endorses substituting the existing Tree Removal Policy, Tree Planting Policy, and Commemorative Tree Policy with MS 017 Kingsville's Tree Management Policy which regulates the protection, planting, and removal of trees from public spaces including the municipal right-of-way, town owned properties, and municipal parks.

3. Application for Site Plan Amendment SPA/08/2020 by Jeremy Capussi; 1233 Rod 4 E (County Road 18), Part of Lots 7 and 8, Concession 3 ED, Parts 1 and 6, RP 12R-18084 51

R. Brown, Manager of Planning Services

Recommended Action
That Council:

Approves Site Plan Amendment Application SPA/08/2020 for the addition of bunkhouses to the existing approved site plan, subject to the conditions and requirements outlined in the Amending Site Plan Agreement and authorizes the Mayor and Clerk to sign the Agreement and register said Amendment on title.

4. Application for Site Plan Approval SPA/09/2020 by Marcovecchio Holdings Inc. 24 and 28 Dimar Drive, Lots 10 and 11, Plan 12M 609 59

R. Brown, Manager of Planning Services

Recommended Action
That Council approves Site Plan Approval Application SPA/09/2020 for a two-phase industrial development at 24 and 28 Dimar Drive, subject to the conditions and requirements outlined in the Site Plan Agreement and authorizes the Mayor and Clerk to sign the Agreement and register said Agreement on title.

5. **Application for Site Plan Approval SPA/10/2020 by Boem Berry Farms Inc., 542, 556, 600 and 672 Road 2 E, Part of Lot 2, Concession 2 ED Parts 1 and 2, RP 12R 26445** 64

R. Brown, Manager of Planning Services

Recommended Action
That Council approves Site Plan Application SPA/10/2020 for the phase 4 expansion of the existing greenhouse facility and expansion of support facility as shown on the attached Site Plan, subject to the conditions and requirements outlined in the Site Plan Agreement and authorizes the Mayor and Clerk to sign the Agreement and register said Agreement on title.

6. **Shipping Container Regulation Update** 86

R. Brown, Manager of Planning Services

Recommended Action
That Council receives the shipping container regulation update report for information purposes, And Further That Council directs Administration to incorporate updated regulations for shipping containers in a comprehensive housekeeping amendment to be presented to the Planning Advisory Committee for public input prior to presentation to Council.

7. **Service Delivery Review – Award of Contract** 95

Ryan McLeod, Director of Financial Services

Recommended Action
To award the consulting services for the 2020 Municipal Service Delivery Review to StrategyCorp.

8. **Financial Impact due to COVID-19** 97

T. Hong, Manager of Municipal Services

Recommended Action
That Council receives the Financial Impact due to Covid-19 report dated July 20, 2020 for information.

9. **Temporary Outdoor Patio Extensions** 103

R. McLeod, Director of Financial Services

Recommended Action
That Council receives this Report regarding Temporary Patio Extensions for Information;

And That, Council supports temporary patio extensions through to January 1, 2021, provided that businesses adhere to the application process and comply with the requirements established by the Town; And Further That, Council waives the fees normally associated with providing Non-Objection Letters for the duration of 2020.

H. MINUTES OF THE PREVIOUS MEETINGS

1. **Regular Meeting of Council--July 13, 2020** 112

2. **Regular Closed Session Meeting of Council--July 13, 2020**

Recommended Action
That Council adopts Regular Meeting of Council Minutes dated July 13, 2020 and Regular Closed Session Meeting of Council Minutes dated July 13, 2020.

I. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. **Tourism and Economic Development Committee--June 11, 2020** 130

Recommended Action
That Council receives Tourism and Economic Development Committee Meeting Minutes dated June 11, 2020.

2. **Union Water Supply System Joint Board of Management--June 17, 2020** 133

Recommended Action
That Council receives Union Water Supply System Joint Board of Management Meeting Minutes dated June 17, 2020.

3. **Kingsville Municipal Heritage Advisory Committee--June 18, 2020** 138

Recommended Action
That Council receives Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated June 18, 2020.

4. **Parks, Recreation, Arts and Culture Committee--June 18, 2020** 144

Recommended Action
That Council receives Parks, Recreation, Arts and Culture Committee Meeting Minutes dated June 18, 2020 together with Minutes from the following sub-committees: Fantasy of Lights - April 28, 2020, Migration Festival - April 28, 2020, and Communities in Bloom - April 23, 2020.

J. BUSINESS CORRESPONDENCE - INFORMATIONAL

1. City of Oshawa--Correspondence dated June 26, 2020 RE: COVID-19 Funding 168

2. Township of Perth South--Correspondence dated July 9, 2020 RE: Farm Property Class Tax Rate Program 170

3. Township of Armour--Correspondence dated July 15, 2020 RE: Resolution in Support of Kingsville Resolution requesting Province expand Rent Assistance Program 174

4. Township of Harley--Correspondence dated July 15, 2020 RE: Resolution in Support of Kingsville Council Resolution requesting Province Expand Rent Assistance program 176

5. Township of Amaranth--Correspondence dated July 20, 2020 RE: Resolution in Support of Kingsville Council Resolution requesting Province expand Rent Assistance Program 177

Recommended Action
That Council receives Business Correspondence-Informational items 1 through 5.

K. NOTICES OF MOTION

1. **Deputy Mayor Queen may move, or cause to have moved:**

   That staff consider and provide the Council of the Town of Kingsville with cost estimates to install security camera or cameras in the Lions Park area in light of ongoing activity; this costing to be presented with the budget process in 2021.

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

   WHEREAS to manage municipal services, municipalities require daily data on COVID-19 cases broken down by all acquisitions i.e. close contact, Agri-farm, Long Term Care Home/Retirement Home, Travel, hot zones and outbreaks (historical and current);

   AND WHEREAS in reviewing other regions such as Durham, Hamilton, Peel, and Toronto, they provide an interactive website that allows the public to drill down to not only the municipality level but to the neighbourhoods;

   AND WHEREAS our Health Unit uses static reporting on a weekly basis with a municipal breakdown using percentages of region and this provides no granularity to allow the public and municipalities to evaluate health risks, openings, potential hot zones, and effectiveness of measures put in place to help control the spread;

AND WHEREAS as a municipality, our public needs to see the municipality and neighbourhood data trending over time from the beginning of the pandemic to help show our progress but also to allow us to evaluate future outbreaks and react based on the raw data;

AND WHEREAS the health units are mandated to provide transparency and there should be no privacy concerns as can be seen using municipality and neighbourhood data in other regions;

AND WHEREAS as the Town approaches the move to Stage 3 and beyond, municipality and neighbourhood data will allow our Council and the public to be informed and make decisions on protecting health and supporting our way to a successful reopening of our region.

NOW THEREFORE BE IT RESOLVED that Administration send a letter to the Windsor-Essex County Health Unit Board of Directors and Medical Officer of Health Dr. Wajid Ahmed, requesting more detailed information and data regarding the spread of COVID-19.

L. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

M. BYLAWS

1. By-law 68-2020 178

Being a by-law authorizing the entering into of an Agreement with Sherway Contracting (Windsor) Limited for the Main Street West Reconstruction (N. J. Peralta Engineering Ltd. Project No. E-15-039)

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

2. By-law 70-2020 183

Being a by-law authorizing the entering into of a Contribution Agreement with Kingsville Pickleball, Inc.

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

3. By-law 71-2020 190

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.

N. CONFIRMATORY BY-LAW

1. By-law 72-2020 191

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its July 27, 2020 Regular Meeting

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

O. ADJOURNMENT

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

Date: **July 20, 2020**

To: **Mayor and Council**

Author: **Tim Del Greco, Manager of Municipal Services**

RE: **Reconstruction of Main Street West**

Report No.: **MS2020 – 08**

AIM

To award a tender for Main Street West reconstruction.

BACKGROUND

During the January 16th 2020 Budget Meeting, Council approved reconstruction of Main Street West from Queen Street to 289 Main Street West (115 meters west of Heritage Road). The project includes the following:

- Installation of new watermain, storm sewer, and street lighting.
- Reconstruction of curb and gutter and new asphalt road surfacing.
- Reconstruction of all existing sidewalk and driveway aprons.
- Minor repair and waterproofing of Mill Creek Bridge.
- Installation of a centre turning lane from Heritage Road to Home Hardware.
- Installation of a centre turning lane from Greenhill Lane to Queen Street.
- On-street parking on the north side of Main Street West from 96 Main Street West to 72 Main Street West.

Attached in Appendix A is a map of the project for your reference.

DISCUSSION

A tender for Main Street West reconstruction was advertised on February 12th, 2020 and closed on March 4th, 2020. Nine bids were received. The results (excluding HST) of the top five are as follows:

Contractor / Vendor Name	Bid Amount
Sherway Contracting Limited	$2,091,157

D'Amore Construction Limited	$2,266,709
Rudak Excavating Incorporated	$2,296,100
Sterling Ridge Infrastructure Incorporated	$2,332,609
SheaRock Construction Group Incorporated	$2,502,979

Sherway Contracting is able to satisfy requirements relating to experience with similar projects, bonding, and insurance while providing the lowest cost proposal. Therefore, the recommendation is to proceed with this vendor. Peralta Engineering has also endorsed this recommendation (see Appendix B for their tender review letter).

An information session was held at the municipal office on February 18th 2020 presenting plans for reconstruction to the public. Comments received during this information session as well as via email are attached in Appendix C for your reference. This includes nine comment cards and six emails mainly pertaining to potential road widenings.

Centre Turning Lane from Heritage Road to Home Hardware

Included in this project is a road widening on the south side of Main Street West in the vicinity of Home Hardware. This widening will accommodate 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 along Main Street West. Therefore, traffic flow, both present and future, are important considerations with respect to this project.

Comments received regarding this turning lane expressed concern over a lack of traffic calming as a result of 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 (stop and go traffic) by not improving traffic flow is not a consistent and effective traffic calming measure. Reducing the width of the through lanes and providing a centre turn lane should improve both traffic flow and calming. Further, the curve on Main Street West provides traffic calming and will not be affected by reconstruction.

One large, mature tree across Home Hardware will be removed to accommodate this widening.

Centre Turning Lane from Greenhill Lane to Queen Street

This turning lane will be used to access homes and intersecting streets improving overall traffic flow. The intersection at Prince Albert Street will realize the most benefit.

Minor road widening and construction of this lane is a recommended initiative in the Kingsville Transportation Master Plan.

On-Street Parking from 96 Main Street West to 72 Main Street West

Included in this project is an on-street parking area on the north side of Main Street West. The intent of this parking area is to eliminate periodic congestion of parked vehicles and improve overall traffic safety in this corridor. Parking within this corridor is typically a result of Sunday morning church service. During past reconstruction projects, the Town has provided similar on-street parking areas. Examples include Water Street (adjacent to the First Baptist Church) and Mill Street West (adjacent to the Epworth United Church).

Road widening and the removal of six trees are necessary in order to accommodate this parking area.

Restricting parking to Sunday mornings is an alternative solution to an on-street parking area. However, this solution provides minimal to no improvement to traffic safety as it does not resolve the majority of traffic congestion. Reducing the length of the parking area and the number of tree removals can also be considered as this provides for some improvement to traffic safety.

Traffic Control and Work Schedule

The contractor will maintain single access to homes and businesses within the construction zone for the duration of the project. Thru traffic will not be permitted and directed around via detour routes. Passenger vehicles will be detoured along Queen Street, Cull Drive, and Heritage Road. Large trucks will be detoured along McCain Sideroad, Road 2, and Graham Sideroad.

Further, it should be noted that on weekends Kingsville Open Streets will extend the closure of Main Street from Heritage Road to Spruce Street. Council may consider revising the Open Streets road closure to allow thru traffic on Division Street in order to reduce the length of detour on weekends.

If approved, construction would commence mid August. The contract documents specify a substantial completion date of October 31, 2020.

LINK TO STRATEGIC PLAN

To become a leader in sustainable infrastructure renewal and development.

FINANCIAL CONSIDERATIONS

The table below provides a summary of anticipated project costs (excluding HST):

Description	Cost
Construction as per Tender Results	$2,091,157
Engineering	$140,000
Land Acquisition and Associated Costs	$160,000
TOTAL	$2,391,157

$2,200,000 is allocated in the Capital Budget for Main Street West reconstruction. An approximate overall project deficit of $200,000 is expected. $100,000 of this expected deficit relates to watermain construction.

Anticipated surplus funds from Jasperson Drive reconstruction is estimated at $200,000 (based on tender results). It is recommended these funds as well as Water Reserves be utilized to cover the expected Main Street West reconstruction deficit.

CONSULTATIONS

Kingsville Administration
Sherway Contracting Limited
Peralta Engineering
Kingsville Residents (Public Information Session)

RECOMMENDATION

That Council award the Main Street West reconstruction tender as designed to Sherway Contracting Limited in the amount of $2,091,157 (excluding HST) and authorize the Mayor and Clerk to execute the requisite agreement;

And That Council authorize $100,000 from Account #03-000-032-39005 (Reserves – Water Maintenance) to balance an expected deficit with respect to Main Street West watermain reconstruction;

And That Council authorize the use of surplus funds from Jasperson Drive reconstruction to balance an expected deficit with respect to Main Street West reconstruction.

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

Appendix A

COUNCIL APPROVAL	B.N.D.	20/07/22
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.	JUL. 22, 2020
DRAWN BY:	SCALE:
B.N.D.	1:1,250 (H)
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PROJECT No.:
E15-039

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RECONSTRUCTION WORKS PLAN

Scale = 1:300

LEGEND:

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

COUNCIL APPROVAL	B.N.D.	20/07/22
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TOWN OF KINGSVILLE

MAIN STREET WEST ROAD RECONSTRUCTION

MAIN STREET WEST, KINGSVILLE

SHEET TITLE:

MAIN STREET WEST

RECONSTRUCTION WORKS PLAN

STA. 0+000 TO 0+165

DESIGNED BY:	DATE:
B.N.D.	JUL. 22, 2020
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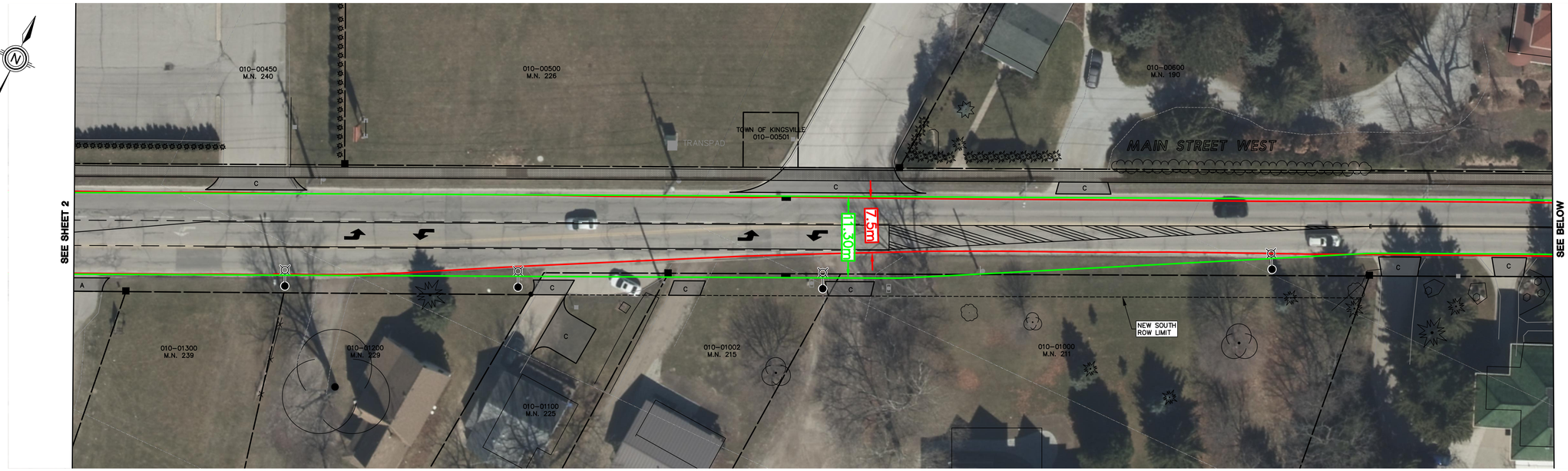

RECONSTRUCTION WORKS PLAN

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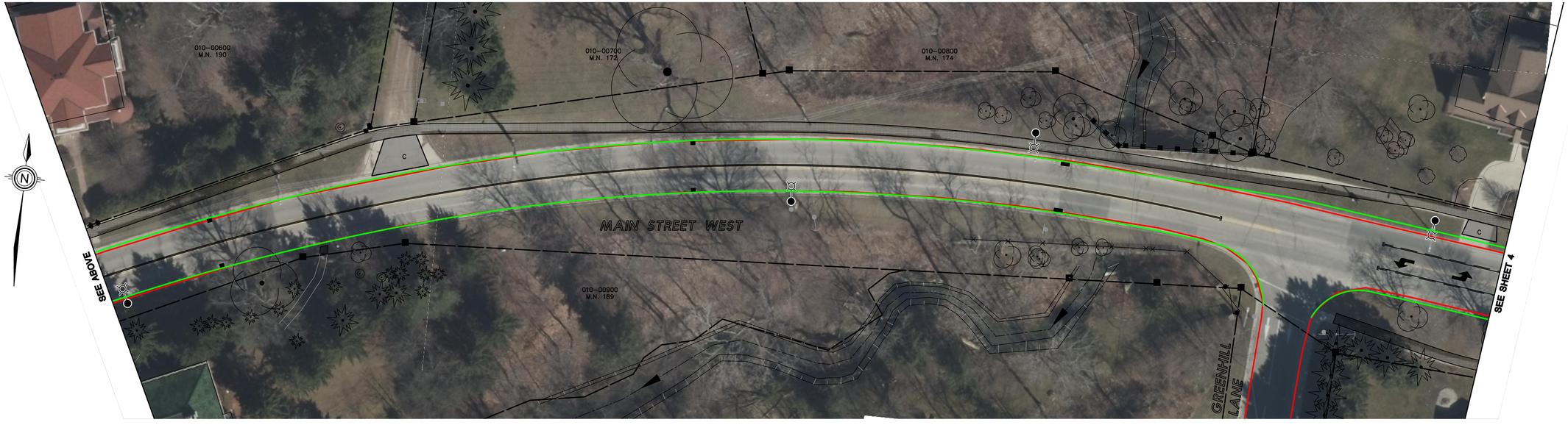

RECONSTRUCTION WORKS PLAN

Scale = 1:300

LEGEND:

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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+165 TO 0+575

DESIGNED BY: B.N.D.	DATE: JUL. 22, 2020
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SHEET: 3	OF: 5

PROJECT No.: E15-039

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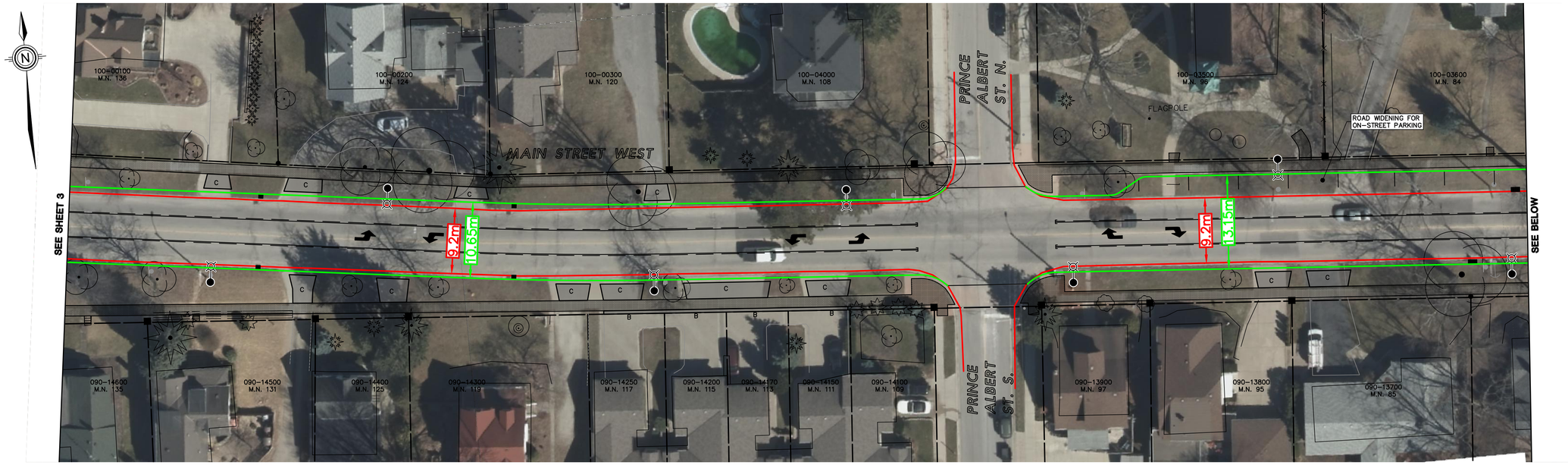

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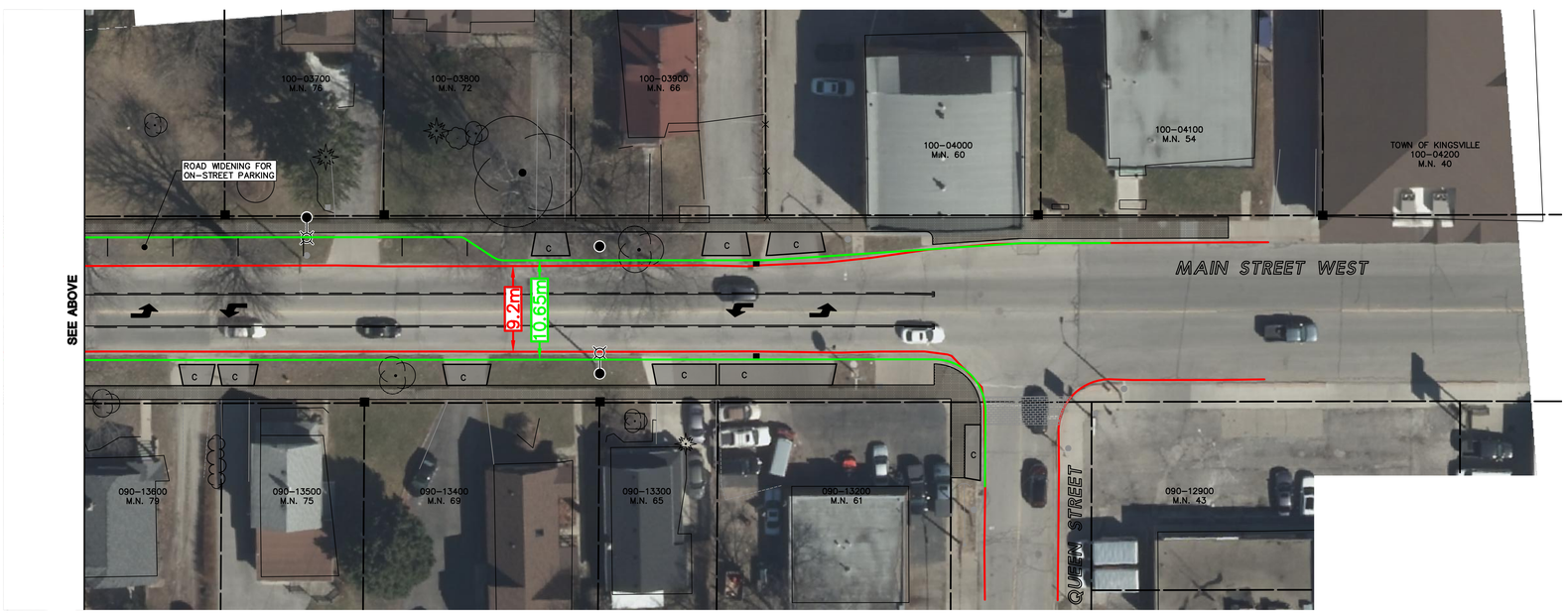

RECONSTRUCTION WORKS PLAN

Scale = 1:300

LEGEND:

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

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TOWN OF KINGSVILLE

MAIN STREET WEST ROAD RECONSTRUCTION

MAIN STREET WEST, KINGSVILLE

SHEET TITLE:

MAIN STREET WEST

RECONSTRUCTION WORKS PLAN

STA. 0+575 TO 0+780

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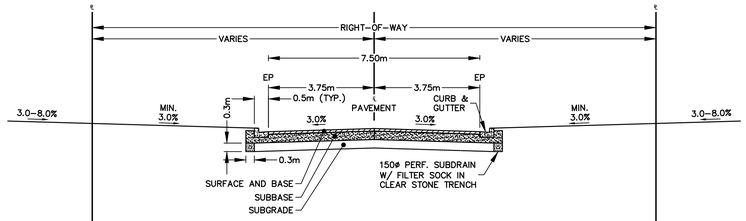

PAVEMENT STRUCTURE:
SURFACE: 50mm HOT MIX
BASE: 110mm (1ø50, 1ø60) HOT MIX
SUBBASE: 600mm OPSS GRANULAR 'A' 98% S.P.D.
(OR AS OTHERWISE SPECIFIED IN THE GEOTECHNICAL REPORT)

ROADWAY SUBGRADE:
FILL DEPTH ≥ 300mm: NATIVE CLAY TO 98% S.P.D.
FILL DEPTH ≤ 300mm: OPSS GRANULAR 'B' TYPE II (0mm to 75mm) TO 100% S.P.D.

TYPICAL SECTION (STA. 0+000 - 0+110 AND 0+345 - 0+519)

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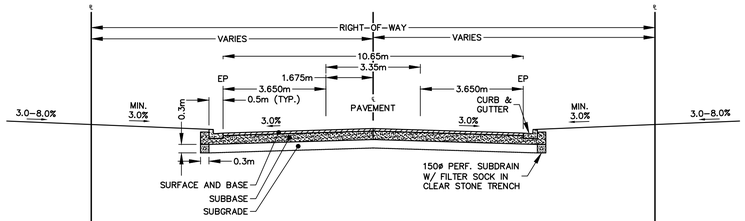

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FILL DEPTH ≤ 300mm: OPSS GRANULAR 'B' TYPE II (0mm to 75mm) TO 100% S.P.D.

TYPICAL SECTION (STA. 0+545 TO 0+722 AND 0+825 - 0+853)

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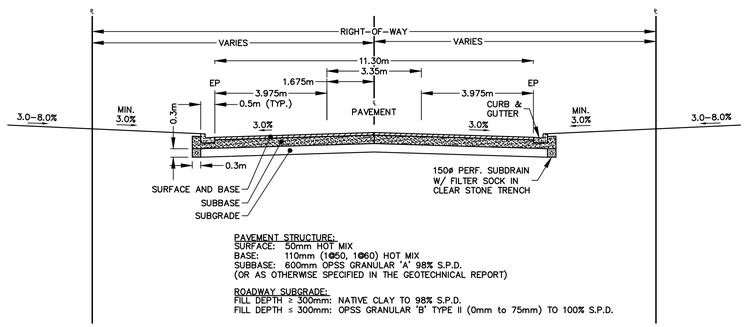

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FILL DEPTH ≤ 300mm: OPSS GRANULAR 'B' TYPE II (0mm to 75mm) TO 100% S.P.D.

TYPICAL SECTION (STA. 0+110 TO 0+345)

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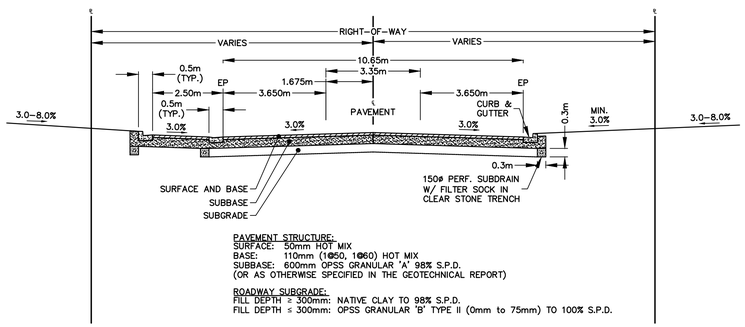

PAVEMENT STRUCTURE:
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BASE: 110mm (1ø50, 1ø60) HOT MIX
SUBBASE: 600mm OPSS GRANULAR 'A' 98% S.P.D.
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TYPICAL SECTION (STA. 0+722 TO 0+825)

NOT TO SCALE

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ISSUES/REVISIONS:

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P: 519-733-6587
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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+780 TO 0+930

DESIGNED BY:	DATE:
B.N.D.	JUL. 22, 2020
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Appendix B

N. J. Peralta Engineering Ltd.

Consulting Engineers

Via email

March 10th, 2020

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

Attention: Tim Del Greco, Manager of Municipal Services

Dear Tim:

SUBJECT: Tender Review Letter

PROJECT: **MAIN STEET WEST ROAD RECONSTRUCTION FOR THE CORPORATION OF THE TOWN OF KINGSVILLE**
Town of Kingsville, County of Essex
Project No. E-15-039

It shall be noted that this project was advertised through the Kingsville Bids and Tenders Website. Tenders for the above noted project closed at 11:00 a.m. on Wednesday, March 4th, 2020. A total of nine (9) tenders were received for the project. Each of which were submitted to the Town of Kingsville website. We have conducted a detailed review of the top four (4) Tenders and offer the following summary:

Rank	Contractor	Tender Amount (Excl. HST)	Days to Commence	Working Days
1.	Sherway Contracting (Windsor) Limited	$2,091,157.26	15	Specified
2.	D'Amore Construction (2000) Ltd.	$2,266,709.00	60	80
3.	Rudak Excavating Inc.	$2,296,100.00	60	105
4.	Sterling Ridge	$2,332,609.00	20	150

All four (4) Contractors have provided a Bid Bond in the amount of 10% of the Tender Price.

The lowest tender received was submitted by Sherway Contracting (Windsor) Limited (Sherway) for the amount of $2,091,157.26 (excluding H.S.T). We have reviewed the Tender from Sherway and found it to have no mathematical errors. Additionally, we note that their Tender is approximately 9% higher than the engineering estimate for this project prepared in October of 2019. The Contractors start date is satisfactory. However, the Contractor did not indicate a number of working days for the project. Depending on how the Town wishes to proceed, they may want to request the Contractor to specify a number of working days.

45 Division St. N., Kingsville, Ontario N9Y 1E1 Tel. (519) 733-6587 Fax. (519) 733-6588

After reviewing the tender and with Sherway submitting the lowest bid, together with their previous experience with projects of this type, we would recommend that the Town of Kingsville award this Tender to Sherway Contracting (Windsor) Limited in the amount of **$2,091,157.26** plus H.S.T. for a total tender price of **$2,363,007.70**

We trust that the above provides the Town with the information that they require at this time. Should there be any questions regarding same please do not hesitate to contact us. We look forward to working with the Town to carry out the construction of this project, once they have established a Contractor for the works.

We respectfully remain,

Yours very truly,

N. J. PERALTA ENGINEERING LTD.

Heide Mikkelsen, P.Eng.

HCM/nf

Encl.

Comment Card

[redacted] **RECONSTRUCTION**

Please write your contact information below as well as any comments you may have regarding this project.

This comment card may be publically viewed during a future Regular Meeting of Council.

Name: [redacted]

Address:

Comments:

(1.) The increased volume of water that you plan to re-direct from the west of our property to an outlet on the bridge and then into Mill Creek will cause substantial increased flooding and further increase of the Mill Creek head!

(2.) re. the Bridge - It appears to be weakened and sub-standard - It needs strengthening -

(3.) The improvement to the road from our understanding does not meet the problems created by the weight & speed of the BIG trucks! and their improvement will be destroyed

Comment Card

MAIN STREET WEST RECONSTRUCTION

Please write your contact information below as well as any comments you may have regarding this project.

This comment card may be publically viewed during a future Regular Meeting of Council.

Name: [redacted]

Address:

Comments:

I appreciate the information we received at the meeting. It cleared up most of our concerns. Being able to get in & out of our driveway by car is important to us as [redacted] will be 89 in March 2020 + we go in + out nearly every day.

Thanks!

Comment Card

MAIN STREET WEST RECONSTRUCTION

Please write your contact information below as well as any comments you may have regarding this project.

This comment card may be publically viewed during a future Regular Meeting of Council.

Name: [redacted]

Address:

Comments:

-I get on and off my bus every day and it is already a saftey issue for me. With a turning lane, this will be even harder.

-The tree in front of my house gives clean air for us to breathe and is home to many animals. We have already lost so many trees in our comunity. Lets not lose more. I strongly dissagree with this, therefore meaning I would like you to reasess your decision.

-we built our house to avoid losing trees in our Comunity.

Comment Card

MAIN STREET WEST RECONSTRUCTION

Please write your contact information below as well as any comments you may have regarding this project.

This comment card may be publically viewed during a future Regular Meeting of Council.

Name: [redacted]

Address:

Comments:

Has there been any thought given to address the traffic going east up from the creek. Traffic is now speeding and the improved pavement will only allow for higher speeds. Maybe flashing lights at Prince Albert would help.

Comment Card

MAIN STREET WEST RECONSTRUCTION

Please write your contact information below as well as any comments you may have regarding this project.

This comment card may be publically viewed during a future Regular Meeting of Council.

Name: [redacted]

Address:

Comments:

my Concern is with the Left turn lane in front of Home Hardware! This lane benefits NO one. Those turning left into Home Hdwe have to wait with or without a Turn lane. It only Accommodates those Who want to Speed by The turning Car, making it a hazard ~~coming up on~~ for the children getting off the bus or crossing to their driveway. Also it does not help in Calming Traffic on their approach to the bend before Cemetery Street & into the Town ~~as~~ well as in front of residential driveways. You Should be slowing traffic at that Point, NOT ~~accom~~ enabling Speed!!! We are going to see accidents that could be prevented by a better decision.

Comment Card

MAIN STREET WEST RECONSTRUCTION

Please write your contact information below as well as any comments you may have regarding this project.

This comment card may be publically viewed during a future Regular Meeting of Council.

Name: [redacted]

Address:

Comments:

① TRAFFIC & NO CROSSWALK @ PRINCE ALBERT

② TIMELINE 3 MONTHS ???

③

Comment Card

MAIN STREET WEST RECONSTRUCTION

Please write your contact information below as well as any comments you may have regarding this project.

This comment card may be publically viewed during a future Regular Meeting of Council.

Name: [redacted]

Address:

Comments:

My concerns with this project are as follows:

- ~~tra~~ Traffic Calming will not be taken into consideration causing high speed traffic as vehicles enter the town. this poses a safety issue, as well as changes the overall feel ~~of~~ as you enter the town.
- I am concerned with the reconstruction of the area around 289 main west where the bridge is. my hope is that ERCA is involved in this process.
- We own over 2 acres of property and our taxes have increased immensely. I would hope this tax amount will be reassessed. Our property value will decrease as well.
- I strongly disagree with this project, as a taxpayer I would certainly hope you will take my concerns into consideration.

Comment Card

MAIN STREET WEST RECONSTRUCTION

Please write your contact information below as well as any comments you may have regarding this project.

This comment card may be publically viewed during a future Regular Meeting of Council.

Name: [redacted]

Address:

Comments:

primarily concerned the stone wall is left unaffected.
Repair is needed to the west end section since the poor road condition has caused considerable damage.
Drive over curb height needs to be low.

[redacted]

TOWN OF KINGSVILLE
RECEIVED
FEB 19 2020
PER

THIS IS FOR MIDDLE LANE

~~you~~ HAVE TALK TO OTHER NEIGHBOUR AND PEOPLE FIRST AND LISTEN TO WHAT THEY HAVE TO SAY ABOUT THE MIDDLE LANE.

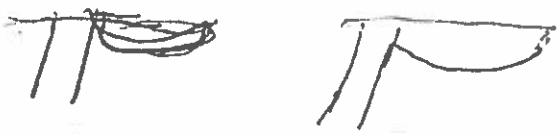
WHEN YOU CAME TO THE QUELLETTE PLACE YOU HAVE MADE UP YOUR MINE WHAT YOU ARE GOING TO DO ABOUT THE MIDDLE LANE. IT NOT RIGHT WHAT YOU ARE GOING TO DO. IT WAS ALREADY DONE BEFOR YOU CAME OVER. THEIR HAS BEEN SO MANY ACIDENT BECAUSE THEY DONT ~~YOU~~ USE THERE HEAD. CAN FALLOW THE RULES ON THE ROAD OR SIGN; ARROW. TO BUSY DOING OTHER THINGS. THIS IS WHY IT MAY GET BAD OR WORTH.

ON FEB 18, 20 I LISTEN YESTER
DAYNIGHT. I FOUND OUT THAT YOU
ARE GOING TO REMOVE THE HYDRO
POLES FROM HOME HARDWARE AND
DOWN THE STREET. WHY CANT
YOU MOVE THE ROAD WIDER ON
THE RIGHT SIDE OR GOING WEST
INSTEAD OF TAKE FROM OUELLETTE
SIDE. THEN I FOUND OUT YOUR
GOING TO MOVE THE GAS METRE
ON PROPERTY ALSO. MAKE IT
WIDER ON THE NORTH SIDE
INSTEAD OF THE SOUTH SIDE.
IM JUST USEING THIS FOR A
EXAMPLE. IF YOU ARE TAKEING
5 FEET ON THE NORTH SIDE. WHY
CANT YOU TAKE 3 FEET ON THE
SOUTH SIDE. MORE NORTH THEN SOUTH.

WITH THIS MIDDLE LANE IT STILL
A WILL BE HARD FOR OUR FAMILY
AND NEIGHBOUR TO GET IN AND
OUT OF THE DRIVEWAY IN ALL
DIRECTION. OUR FAMILY CANNOT
CROSS LINE OR LINES. IT WILL
CAUSE AN ACIDENT IN FRONT
OF OUR PLACE AN NEIGHBOUR.
WITCH IT DID. IT HAPPEN
BEFORE HERE WHEN IT WAS
CALLED HIGHWAY 15 A WEST.
WHEN ONE OF MY BROTHER GOT
INTO A ACIDENT. BECAUSE HE
WAS MAKING A LEFT TURN IN
FAMILY DRIVEWAY. WHEN THE
PERSON FROM WEST COMEING
OUT THE HARROW DIRECTION,
HIT MY BROTHER CAR ON THE
RIGHT SIDE. THE POLICE SAID
LEAVE IT WITH THE INSURANCE.

IT HAPPEN THEN AND IT STILL HAPPEN NOW. HIGHWAY 20 WES
OR MAIN STREET WEST
IT STILL GOING TO BE HARDER TO GET OUT OF THE DRIVEWAY. HAVE TO LOOK IN ALL DIRECTION OF THE STREET. WHEN THE FAMILY OR NEIGHBOUR, FRIEND OR BUSINESS BACK OUT. WITCH WE ALL DO. WE ALL HAVE TO LOOK ALL OVER DOWN THE STREET BOTH DIRECTION, ACROSS THE ROAD AND AT THE SCHOOL/CHURCH. WHEN IT CLEAR YOU CAN MOVE.

THIS IS WHY MY FAMILY NEEDS OUR DRIVEWAY LIKE IT IS. PEOPLE WILL HAVE TO PUT IT BACK THE RIGHT WAY.



THE FAMILY WOULD LIKE
TIM DELGRECO AND HIS BOSS
AND HIS BOSS. ENGINER.
RECONSTRAUCTION PEOPLE
THE PERSON WE SPOKE AT THE
MEETING FEB 18, 20. I FOGOT THIS
NAME. ALSO THE PEOPLE
ON THE COUNCIL TO COME
OUT TO THE OUELLETTE PLACE
WITH THEIR CAR OR TRUCK
TO TRY TO GET IN AND OUT OF THE
DRIVEWAY. FOR YOU CAN SEE
WHAT MY FAMILY TRYING TO
SAY AND MY NEIGHBOUR TO.
IT VERY IMPORTANT TO US
AND TO YOU. MY FAMILY HAVE
4 CARS WE NEED OUR DRIVEWAY
IF THE PIZZA GUY HAVE HIS

SNOW PILL HIGH AT THE ROAD
ON THE WEST SIDE. IT VERY
HARD TO SEE OUT AND MY
NEIGHBOUR ALSO. PLEASE
GIVE US A CALL AND LET US
KNOW, WHEN YOU ARE COMEING
LEAVE ANDSER ON THE MACHINE
OH BY THE WAY HAVE
A NICE DAY

[redacted]

I am writing with regards to the Main Street reconstruction. Due to my employment I find it difficult to address this through staff but would like to voice my opinion

I believe the removal of mature trees to be a major change in the feel and impression while approaching from the west. I drove and walked that area in both directions, with the visual of removed trees and it is a major change. Let's face it, we have two tree lined streets of Main West and Division South which give Kingsville its "feel". If we were judged solely by Main east and Division North, we would not be anything special.

I understand that the removal is being done to maintain some street parking in front of the church but in reality these are spots used for a couple hours each week and is that worth the change in your impression entering the town. I was also quite disappointed as there was nothing at the public open house that would have indicated that trees were being removed.

An additional item which I did address through staff but would like you to know is in regard to sidewalks on Heritage. I am hoping that with having construction at that intersection would allow for the opportunity to connect the Heritage sidewalk to Main. Currently it ends at the Chop Shop with only a narrow paved shoulder connecting to Main. I believe that is currently a dangerous situation for a very mobile community. I am hoping this addition could be considered.

From: [redacted]
Sent: Sunday, March 15, 2020 11:12 AM
To: Nelson Santos; Gord Queen; Kim DeYong; Tony Gaffan; Laura Lucier; Thomas Neufeld; Larry Patterson; Robert Brown
Cc: Tim Del Greco
Subject: Main Street West Concerns

Good evening, everyone,

I am writing this evening to enquire about the status of the development plans for Main Street West.

I understand that there is a plan to refurbish the street and the waterworks which everyone seems to agree are necessary and overdue. Where there is quite a bit of contention is with the plan to widen this street.

There are valuable comments from people in town accumulating in social media and I believe these deserve a second look by council. Some of these come from one former city planner who suggests:

1. Limit parking next to the church to Sunday mornings only and for funeral services which he points out is a common practice in big cities - this would eliminate the need to widen this stretch of Main Street West and protect the trees which, if removed, might negatively alter the look of the entrance to town from the west. To be clear, the removal of mature trees is a hot button topic that is causing a lot of concern amongst those who are following these plans.

2. Rather than a turning lane, close off the intersection of Greenhill and Main Street and make the northern end of Greenhill a cul-de-sac - this would eliminate the need to widen the street in this location. What purpose does this turning lane serve in Council's assessment?

Won't the widening of this road encourage faster speeds? Where does the traffic coming into town filter back down to the standard two lanes? Won't this introduce a chokepoint?

Having missed the open house, I am receiving some of this information from other citizens and I understand that there may be a plan to introduce a pedestrian crosswalk at the bottom of the hill by the Conklin homes. If the planned widening of the street at the top of the hill goes forward, does this not present a risk to pedestrians using this crosswalk?

One area where most people agree a turning lane works is onto Heritage Road. However, there are still question marks about the turning lane into the Home Hardware. Why has this lane been identified as necessary?

Finally, may I please ask how the residents can be heard at this point of the process at a public forum? I have had a number of people ask if there is still a chance for them to weigh in on this development plan while there is still time.

I look forward to any feedback that can be shared on these points.

Very kind regards,
[redacted]

[redacted]

From: Larry Patterson
Sent: Thursday, March 5, 2020 12:51 PM
To: [redacted]
Cc: Tim Del Greco
Subject: Re: widening of main

Hello [redacted]

Thank you for your letter of concern, I would like to direct you to our Municipal Services Manager Tim DelGreco, he will take your call and update you as to this project or other questions you may have.
Please call 519-733-2305, ext 230
regards
Larry Patterson

From: [redacted]
Sent: Thursday, March 5, 2020 1:42 PM
To: lpatterson@kingsville.ca

Mr. Mayor and town council members…

I currently am a proud citizen of the town of Kingsville, I recently was informed
That the road is going to be wide on the west end of town along Main, in between
Heritage and Queen.

For what it is worth, I am strongly opposed to this project.

How do we as citizens find out about projects like this so that we are aware?
As tax payers shouldn't projects that directly affect the feel of the town we live in
Be subject to the citizens opinions as a whole? This isn't just fixing pot holes and
Putting up crosswalks. Was there a public meeting and announcement on this?
I am only asking because I really do not know.

Further to my opposition of this project, has anyone done any investigation on
What the ramifications are for changing that landscape so drastically? As it would
Seem that the only way to accomplish this project is to remove a large number of
Mature trees that have been here longer than any of us. There has to be an impact
On wildlife also when that happens, has anyone looked into that? What does ERCA
Say with regards to that and impinging on the ravine ahead of Greenhill LN.??

This whole area is also residential so for what purpose does widening that section
Play for infrastructure improvement along that stretch? I mean it is not like
Your putting up businesses and buildings their, it is full of houses…

I am all for making improvements, but they have to make sense to me, an improvement
Makes something better. This seems like were going backward, taking away that feel you
Get when you drive into town that so many visitors talk about.

I don't know if any of the above will get answered, but I do hope that as fellow citizens

You will convey to all the other citizens what the full plan is here and let us have Our say also..

Thank you...

[redacted]

Spam
Phish/Fraud
Not spam
Forget previous vote

[redacted]

From: Jennifer Astrologo
Sent: Thursday, March 5, 2020 9:02 PM
To: Tim Del Greco; Andrew Plancke; Robert Brown
Cc: Sandy Kitchen
Subject: FW: Widening of Main st from heritage to queen

[redacted]

Jennifer

Jennifer Astrologo
Director of Corporate Services/Clerk
The Corporation of the Town of Kingsville

This email message is for the sole use of the intended recipient and may not be copied. If you are not the intended recipient, please destroy all copies of this email and notify the sender immediately. ??Please consider the environment before printing this email.

-----Original Message-----
From: noreply@kingsville.ca <noreply@kingsville.ca> On Behalf Of [redacted]
Sent: Thursday, February 27, 2020 6:31 PM
To: WSCS <WSCS@kingsville.ca>
Subject: Widening of Main st from heritage to queen

As a Kingsville resident, I oppose any proposal to widen Main Street between Heritage and Queen St. Our town needs to focus on the congestion of our main thoroughfare. There also needs to be a moratorium on any further proposals for condos or apartments within the downtown core. I vote to keep Kingsville quaint. Sincerely, [redacted]

Origin: https://www.kingsville.ca/en/town-hall/council-meetings.aspx
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This email was sent to you by [redacted] through https://www.kingsville.ca/.

[redacted]

From: Kim DeYong
Sent: Wednesday, February 26, 2020 10:37 PM
To: Tim Del Greco
Subject: Fwd: Main Street Road Widening project

I believe I made some of these points. I don't agree with the widening - the loss of trees, the creating of a speed route into town like Division has become. And I don't see the benefit for what we lose.

I'm not sure what kind of feedback you've gotten from the open house but add this comment from a resident.

I'm not requesting you respond to me - just expressing my shared opinion with this letter writer.

Thank you!
Kim

Begin forwarded message:

From: [redacted]
Date: February 26, 2020 at 10:03:00 PM EST
To: nsantos@kingsville.ca, gqueen@kingsville.ca, kdeyong@kingsville.ca, tgaffan@kingsville.ca, llucier@kingsville.ca, tneufeld@kingsville.ca, lpatterson@kingsville.ca
Subject: Main Street Road Widening project

Hello Mayor Santos, Deputy Mayor Queen and Councillor De Yong, Gaffan, Lucier, Neufeld and Patterson,
I am writing you today to voice some of my concerns surrounding the impending road widening project on Main Street west between Queen street and Heritage road.
[redacted] Which leads me to my first concern. I don't believe widening to 3 lanes in this area is necessary, considering within the next year or so, Heritage Road will be extended to create a diversion of traffic away from Main Street. I think this decision is short sighted and this change will drastically negatively impact the appearance of our quaint tourist driven town.
With so many residents unsettled about the current situation of Main Street east, I would hope that you will all listen to the input of your tax paying residents. Adding a third lane to Main Street west does not provide traffic calming into town.
My family and I are already very nervous with the traffic moving so quickly travelling west on Main Street, west of Queen Street. Once a third lane is added it will become increasingly difficult to walk in this area. Crossing Main Street is nearly impossible in this area. I have [redacted] students who complain about how difficult it is to cross Main Street on foot when they are walking to the studio from the east. One of my students in particular, found it such a struggle that she had to hire South Essex Community Council transit to drive her a short distance so she wouldn't have to attempt to cross the street.
Our [redacted] will be greatly negatively impacted as the road moves closer to the front of the facility. The traffic noise is already an issue and I fear this will lead to loss of business and potentially an eventual closure of my small business. We were already forced out of our previous space [redacted] due to the future extension of heritage road. I opened [redacted] in Kingsville because I believed it would be of great benefit to the residents and tourists in Kingsville. Encouraging positive mental health and well being. Unfortunately, due to all of these changes we are faced with, I have had to spend a lot of money to accommodate the town's growing need for our properties.

A [redacted] is not a highly profitable business making this truly difficult for me to sustain. I have been in this industry for a long time, and have helped many people find peace amidst the anxiety in their lives.
I am also concerned about the loss of so many mature trees as well as the changes being made to the existing drainage to the ravine, with talk of re routing drainage. It is my hope that ERCA is involved in this project in order to protect the ravine.
It deeply saddens me, as a life long Kingsville resident to know that our town would be so quick to change the beautiful landscape of our town which appeals to so many, including tourists who come a long distance to enjoy the beauty and heritage of Kingsville.

Please hear out my concerns, as I know that I speak for many Kingsville Residents who are unaware of this impending project.
This town stands to lose a lot of character with this project. Please do not rush this project through, allow the residents to be made aware and to have their input. We have to think of the future, this boom in growth will only last so long, and my fear is that we will be left with an unsustainable mess if its not done properly.

I thank you for taking the time to hear me out,
I would be happy to meet and discuss this in further detail with anyone interested.
Respectfully,
[redacted]

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

Date: **June 15, 2020**

To: **Mayor and Council**

Author: **Shaun Martinho, Manager of Public Works**

RE: **Tree Management Policy**

Report No.: **MS 2020- 26**

AIM

To obtain Council endorsement of policy MS-017 Kingsville's Tree Management Policy.

BACKGROUND

At the August 12 Regular Meeting of Council the following motion was made:

428-2019
Moved By Councillor Laura Lucier
Seconded By Councillor Kimberly DeYong

That Administration be directed to provide a review and update Report with respect to Town of Kingsville By-law 71-2014, being a by-law to prohibit the injury or destruction of trees on public property, with a view to including a provision that the removal of trees as a result of any Public Works project be identified and brought to Council for approval.

A report was brought to Council on September 11, 2019 outlining the Towns current tree removal practices. At this time, the Municipal Services Department committed to updating current policies to improve communication for the removal of trees. As such, the following motion was made:

517-2019
Moved By Councillor Laura Lucier
Seconded By Councillor Tony Gaffan

That Council receives the information regarding the Town's current Tree Removal Policy and that the Policy be amended to include a communication procedure for the removal of trees as a result of municipal projects.

DISCUSSION

In an effort to streamline operations, the Municipal Services Department took this as an opportunity to consolidate and improve several existing polices. Specifically, Kingsville's Tree Removal Policy, Tree Planting Policy, and Commemorative Tree Policy were combined into the updated Tree Management Policy. The existing policies can be seen in Appendix A.

The updated Tree Management Policy has been provided in Appendix B. Several key features of the policy are:

- A communication strategy for the removal of landmark trees and trees that will significantly alter the streetscape or natural features of a neighborhood.
- A commitment by Municipal Service to plant two (2) trees for every one (1) tree removed from Town property.
- Guidance on tree planting and an updated approved species list to better aid residents when selecting trees.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

There are no financial considerations.

CONSULTATIONS

Municipal Services Department
Senior Administration

RECOMMENDATION

That Council endorses substituting the existing Tree Removal Policy, Tree Planting Policy, and Commemorative Tree Policy with MS 017 Kingsville's Tree Management Policy which regulates the protection, planting, and removal of trees from public spaces including the municipal right-of-way, town owned properties, and municipal parks.

Respectfully Submitted,

Shaun Martinho

Shaun Martinho, H.B.Sc., MBA
Public Works Manager

G.A. Plancke

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

Appendix A

Date Passed: June 29, 2004
Amended: July 28, 2014

TREE REMOVAL POLICY

PURPOSE OF POLICY

The purpose of this policy is to set out guidelines for and to regulate the removal of trees on property of the Town of Kingsville.

SCOPE

All healthy trees with the exception of dangerous trees will not be considered for removal. Any tree more than 50% dead will be monitored.

The determination of the health of a tree and if the tree is considered dangerous may be by a qualified arbourist.

All tree removal work to be done is to be approved by the Manager of Public Works. Tree complaints will be recorded and investigated and acted upon as urgency requires. A contractor will be called to perform required work.

PARTICULARS

All work will be completed as follows:

- Tree removal will include removal of all branches, trunk and stump using good arbour-cultural practice.

- A replacement tree is to be planted per the tree planting policy if removal is for a dangerous tree.

- Cost for removal of a dangerous tree and replacement planting, if any are to be borne by the Town of Kingsville.

Date Passed: June 29, 2004
Amended: July 28, 2014

TREE PLANTING POLICY

PURPOSE OF POLICY

The purpose of this policy is to set out guidelines for and to regulate the planting of shade or ornamental trees upon the Town of Kingsville Property.

SCOPE

The Public Works Manager will approve and supervise the planting of trees upon Town of Kingsville Property.

No person shall plant poplar, willow or thorny honey locusts species of trees on any Town of Kingsville property.

The Public Works Manager may remove without notice to any person, any species of tree referred to which are growing on Town of Kingsville property or have been planted contrary to the policy.

No person shall injure or destroy a tree growing on Town of Kingsville property.

The Public Works Manager will administer and enforce all areas of this policy.

APPENDIX A – APPROVED TREE SPECIES

Deciduous Species (Boulevards and Park Settings);

Tilla Sp. – Linden (all)

Quercus Sp. – Oak (all)

Pyrus Sp. – Ornamental Pear

Nyssa Sp. – Black Gum

Celtis Sp. – Hackberry

Amelancher Sp. – Serviceberry

Cercis Sp. – Redbud

Ginkgo Sp. – Ginkgo

Sophora Sp – Japanese Pagodatree

Cercidiphyllum Sp. – Katsuratree

Conus Sp. – Dogwood

Liquidambar Sp. - Sweetgum

Magnolia Sp – Magnolia/Cucumber tree

Fagus Sp – Beech (standard, purple, variegated, weeping)

Zelkova Sp. – Japanese Zelkova

Gymnocladus Sp. – Kentucky coffee tree

Platanus Sp. – acerifolia/occidentalis (Parks)

Prunus Sp. – Ornamental Cherry

Liriodendron Sp. - Tuliptree

Carya Sp. - Hickory

Koelreuteria Sp. – Golden Rain tree

Betula Sp - Birch

Syringa Sp. – Silk tree

Gleditisia Sp. (enermis) – Honey Locust (without thorns)

Acer Species – Maple: Saccharum, Nigrum, Rubrum, Platanoides, “Crimson King”, “Harlequin” (Variegated), ginnala, freemanii, griseum, tartaricum, penylvanicum, campestre, October Glory, Red Sunset, Autumn Blaze, (others as approved)

Coniferous Species (Park Settings Only);

Pinus Sp. – Pine

Tsuga Sp. – Hemlock

Larix Sp – Tamarick/Larch

Cedrus Sp. – Blue Atlas

Picea Sp. – Spruce

Abies Sp. – Fir

Metasequoia Sp – Dawn Redwood

All submitted tree varieties shall be reviewed and sizes confirmed by the Director of Municipal Services prior to planting.

Date Passed: October 14, 2014

COMMEMORATIVE TREE PROGRAM

PURPOSE

The purpose of this policy is to outline the requirements for the implementation of the Commemorative Tree Program throughout the Municipal Parks and Town Owned Properties.

RELATED DOCUMENTS

Policy Manual and Resource Handbook
Commemorative Tree Program Application Form

PROCESS

The Commemorative Tree Program is a cost sharing initiative between the Town and individuals in order to enhance beautification of the Town while also commemorating a special event and/or person(s). This program involves the supply and planting of a new tree in conjunction with the placement of a memorial plaque.

The tree must be planted on municipally owned lands such as municipal parks/properties and Town owned facilities. The specific location may be requested by the individual however is subject to approval by the Municipal Services Department.

The tree will be purchased and planted by the Town. A standard 6 inch by 4 inch engraved bronze plaque will be utilized to display the personalized message. The personalized message will be approved by the Municipal Services Department. The plaque will be purchased and installed by the Town.

A completed application must be made on the form complete with the applicable fee which provides for the supply and placement of one tree and one plaque. Following planting, trees will be documented in the GIS system with GPS location and commemorative plaque details.

This Policy does not replace any previous written policy.

Policy #: MS 017	Issued: July 27, 2020	Reviewed/Revised: 0
Prepared By: S.Martinho	Reviewed By: A. Plancke	Approved By: Council

1.0 PURPOSE

1.1 The purpose of this policy is to outline the management of trees on Town owned property or occupied land. This includes guidelines for the protection, removal, and planting of trees.

2.0 SCOPE

2.1 This policy applies to trees within the municipal right-of-way or Town Property.

2.2 The primary objective of the Town is to ensure the long-term sustainability of its Tree canopy.

3.0 DEFINITIONS

"Arborist" means a person who is:

a) Certified by the International Society of Arboriculture (ISA);
b) Certified as a Risk Tree Assessor by the ISA.

"**Contactor"** refers to any corporation, company, partnership, trust, sole proprietorship or individual engaged in works on behalf of the Town of Kingsville.

"Injure", "Destroy", "Damage" means the removal, cutting, girdling of a Tree or its roots; negatively interfering with its water supply or applying chemicals to a Tree; compaction and regrading within the drip line of a Tree; irreversible injury which may result from neglect, accident or design; the tacking, pasting or attaching of any object or thing to a Tree; or the removal of the stack, post, guard or other object supporting or protecting a Tree.

"Landmark Trees" are those which have developed exceptional historical, cultural, or aesthetic value because of their age, descent, stature, rarity, or association with an important event or person.

"Manager" means the Manager of Public Works for the Town of Kingsville, or their designate.

"Person" means an individual, firm, corporation, association or partnership.

DRAFT

"Planting Season" means the months of October and/or November each year.

"Property Line" means the line between the public right-of-way and abutting property.

"Town" means The Corporation of the Town of Kingsville.

"Town Property" means property owned or under the jurisdiction of the Town.

"Tree(s)" means any species of woody plant, which has reached or can reach a height of at least 4.5 metres at physiological maturity.

"Tree Hazards" or "Hazardous Trees" includes dead or dying trees, dead parts of live trees, or unstable live trees that are within striking distance of people or property.

4.0 REFERENCE DOCUMENTS

4.1 Town By-law 71-2014 Being a By-law to prohibit the injury or destruction of trees on public property.

4.2 Town By-law 22-2019 Being a By-law to adopt a policy with resect to the manner in which the Corporation of the Town of Kingsville will protect and enhance the tree canopy and natural vegetation in the municipality.

5.0 RESPONSIBILITIES

5.1 The Manager will be responsible for interpreting and administering the terms of this Policy.

5.2 The management of Trees on Town Property is the responsibility of the Municipal Service Department.

6.0 PROCEDURE

6.1 Part I: Tree Protection

6.1.1. Two (2) Trees will be planted for every one (1) Tree that is removed from Town Property where budget restraints allow.

6.1.2. Only Town staff or Contractors approved by the Manager are authorized to carry out work on Town Trees.

6.1.3. Small pruning and Tree maintenance will be performed by Town Staff.

6.1.4. No Person may plant, prune, remove, or otherwise undertake any activity that may affect the health and welfare of a Tree on Town Property without authorization from the Manager.

6.1.5. Penalties for the unauthorized cutting, breaking, Injuring, removal or damaging of Town Trees are included in By-law 71-2014 A by-law to prohibit the injury or destruction of trees on public property.

6.1.6. Trees are considered joint property when any portion of the trunk crosses a Property Line. The costs associated with removal of the tree will be shared equally between the two property owners.

6.2 Part II: Tree Removal

6.2.1. Requests for the removal of Trees from Town Property will not be considered:

a) For the enhancement or maintenance of view corridors;
b) Due to shade becoming an issue with neighbouring properties;
c) Due to natural occurring processes such as protruding roots or due to deposits such as leaves, flowers or seeds;
d) Due to driveway or sidewalk upheaval;
e) If in contravention of Federal or Provincial legislation.

6.2.2. Requests for removal will only be considered in the following circumstances:

a) The Tree is determined to be a Hazardous Tree by an Arborist;
b) An extreme public nuisance or risk is created due to size, species, location, or overall condition of the Tree;
c) A traffic safety and/or sightline problem is caused by the Tree encroaching into a road in such a way that visibility, pedestrian, or vehicle clearance is reduced and such problems cannot be mitigated by other means;
d) The Tree has been severely damaged by natural causes and poses an imminent danger of falling and injuring persons or property;
e) The removal of the Tree has been approved as part of a development plan or capital project.

6.2.3. Removal Process

a) All Tree removal work is to be approved by the Manager;
b) A condition assessment will be provided by a Arborist prior to the removal of Landmark Trees;

c) Tree complaints will be investigated as urgency requires and documented for future reference;
d) Tree Hazards and/or large Tree removals will be performed by the Town's Contractor;
e) Complete removal includes all branches, trunk, and grinding of the stump.

6.2.4. Notification

a) Senior administration and Town Council will be notified electronically prior to Tree removal when:
   - Removal of the Tree will significantly alter the streetscape or natural features of an existing neighbourhood;
   - When it is necessary to remove Landmark Trees;
b) Notification will occur three (3) days prior to removal of the Tree;
c) Landmark Trees will be identified for removal by marking the base of the Tree with paint;
d) The emergency removal of Hazardous Trees, as determined by the Manager, can be undertaken without advanced notification.

6.3 **Part III: Tree Planting**

6.3.1. Residents can formally request a Tree by filling out the Tree Planting Application Form in Schedule A. The Town offers two (2) programs under which residents can request the planting of a Tree:

a) Street Tree Program: A Tree will be planted free of charge within the Municipal Boulevard pending review and approval by the Manager.

b) Commemorative Tree Program: A cost sharing initiative between the Town and applicant for the purpose of commemorating a special event and/or person. This program involves the supply of a Tree and the installation of a 6" x 4" engraved bronze memorial plaque. The Tree must be planted on Town Property, such as within a park or at a Town facility. Location requests and engravings must be approved by the Manager. This service is subject to the fee specified on the Tree Planting Application Form found in Schedule A.

6.3.2. Plantings will occur during the Planting Season each year unless otherwise permitted by the Manager.

6.3.3. The Town will not plant Trees within ongoing developments. Once the Town has assumed ownership of a development, applications will be included in the next Planting Season.

6.3.4. The Town will only plant Trees species listed in Schedule B of this policy, or as otherwise deemed appropriate by the Manager.

6.3.5. No Tree shall be planted on Town Property where there may be a potential for conflict with infrastructure or where it is deemed a safety hazard.

7.0 REVIEW/REVISIONS

No.	Revision Details (incl. provision #)	Revision By	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Questions about this policy can be referred to the Public Works Manager.

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

SCHEDULE A: TREE PLANTING APPLICATION FORM

Name: _____

Mailing Address: _____

_____

_____

Phone Number: _____

Email Address: _____

Please complete this form and return it to Town Hall, 2021 Division Rd. North, Kingsville by August 30.

OPTION 1: ☐ Street Tree Request (No Charge)

All applications are subject to review and approval by the Municipal Services Department. Trees will be planted in front of your residence within the municipal right-of-way. Residents are required to water and maintain the tree after it has been planted.

OPTION 2: ☐ Commemorative Tree Request (Fee: $350.00)

Commemorative message on 6 inch wide by 4 inch high engraved bronze plaque:

_____

_____

_____

_____

Location of Tree Planting:

- ☐ Lakeside Park
- ☐ Cedar Island Park
- ☐ Prince Albert Street North Park
- ☐ Remark Park
- ☐ Ridgeview Park
- ☐ OTHER:_____

Type of Tree is subject to availability in conjunction with the annual tree planting program

_____ _____

Requestor's Signature Date

SCHEDULE B: Approved Trees
OPALS Rating: Ogren Plant Allergy Scale
1= Allergy Free
10= Most Allergenic
Deciduous Species

Tree Species	Native Range	Use	Comments	Size	Form	OPALS Rating
Acer nigrum *Black Maple*	Native to Ontario	Boulevard Parks	Many seeds for winter; Rare; Needs moist soil.	Large	Oval	7
Acer pensylvanuicum *Striped Maple*	Native to Ontario	Boulevard Parks	Specify single stem; Leaves have a pinkish tinge and change to a vibrant yellow in the fall.	Medium	Rounded	6
Acer pseudoplantanus *Sycamore Maple*	Non-Continental	Boulevard	Very pollution and salt tolerant; Leaves are a dark green in the summer and turn dingy brown/yellow in the fall; Cankers cause high maintenance.	Large	Oval-Rounded	8
Acer rubrum Red Maple *(October Glory)*	Native to Ontario	Boulevard Parks	Green summer foliage & yellow to red fall colour; May not turn red in fall; Tolerates wet soil.	Medium	Oval-Rounded	1
Acer saccharinum *Silver Maple*	Native to Ontario	Boulevard Parks	Fast growing softwood maple; Maintenance issues as tree nears maturity due to weak wood.	Large	Oval-Rounded	Males: 9 Females: 1
Acer saccharum *Sugar Maple*	Native to Ontario	Boulevard Parks	Upright form; Fall colour varies; Prefers good drainage; Shallow roots; Salt sensitive.	Large	Oval-Rounded	7
Acer tataricum *Tatarian Maple*	Non-Continental	Boulevard	Specify single stem; Good red & yellow fall colour.	Medium	Rounded	5
Amelanchier arborea *Downy Serviceberry*	Native to Ontario	Boulevard Parks	Showy flower & fruit; Leaves are medium to dark green turning orange/red in the fall; Tolerant of wet & dry soil	Small	Rounded	N/A
Amelanchier laevis *Smooth Serviceberry*	Native to Ontario	Boulevard Parks	Multi-stem specimens by prior approval only; Flowers in late May; Leaves are a distinct purple/bronze.	Small	Rounded	3
Betula alleghaniensis *Yellow Birch*	Native to Ontario	Parks	Interesting bark features; Green/Yellow leaves turning yellow in the fall.	Large	Rounded-Spreading	7

SCHEDULE B: Approved Trees
OPALS Rating: Ogren Plant Allergy Scale
1= Allergy Free
10= Most Allergenic

Tree Species	Native Range	Use	Comments	Size	Form	OPALS Rating
Betula papyrifera *White Birch*	Native to Ontario	Parks	Interesting bark features; Dark green leaves in the summer turning yellow in the fall.	Large	Rounded-Oval	7
Carya cordiformis *Bitternut Hickory*	Native to Ontario	Parks	Difficult to transplant due to large taproot; Light green leaves; Messy fruit.	Large	Oval-Vase	8-10
Carya glabra *Pignut Hickory*	Native to Ontario	Parks	Difficult to transplant due to large taproot; Green leaves turning golden yellow; Messy fruit.	Large	Oval-Vase	8-10
Carya laciniosa *Big Shellbark Hickory*	Native to Ontario	Parks	Difficult to transplant due to large taproot; Interesting shaggy bark; messy fruit.	Large	Oval-Vase	8-10
Carya ovata *Shagbark Hickory*	Native to Ontario	Parks	Difficult to transplant due to large taproot; Leaves are yellow/green turning bright yellow; messy fruit.	Large	Oval-Vase	10
Celtis Occidentalis *Common Hackberry*	Native to Ontario	Boulevard Park	Requires pruning for general form; Light green leaves turning yellow/green in fall; Very tolerant.	Large	Vase	8
Cercidiphyllum japonicum *Katsura Tree*	Non-Continental	Boulevard	Difficult to transplant; Thin bark; Leaves start purple and change to bluish green; Yellow leaves in fall; Needs supplemental water.	Large	Rounded	Males: 8 Females: 1
Cercis Canadensis *Redbud*	Native to Ontario	Boulevard Parks	Seeds readily; Leaves start reddish and turn dark green changing to yellow/green in fall;	Medium	Vase-Rounded	5
Cornus alternifolia *Pagoda Dogwood*	Native to Ontario	Boulevard Parks	Use local winter hardy material only; Leaves are dark green turning a mild reddish/purple; Specify single stem.	Medium	Rounded	5
Cornus florida *Flowering Dogwood*	Native to Ontario	Parks	Specify single stem only; Use local winter hardy material; Dark green leaves turning reddish/purple; Green flower; Prefers acidic soil.	Small	Rounded	5

SCHEDULE B: Approved Trees

OPALS Rating: Ogren Plant Allergy Scale
1= Allergy Free
10= Most Allergenic

Tree Species	Native Range	Use	Comments	Size	Form	OPALS Rating
Fagus grandifolia *American Beech*	Native to Ontario	Boulevard Parks	Bark is thin smooth light blue/grey; Leaves are dark green and turn bright golden in the fall; Prefers dry soils; Difficult to transplant.	Large	Oval	7
Fagus sylvatica *European Beech*	Non-continental	Parks	Needs moist soil; Different leaf colours with varieties; Sensitive to activity within root zone; Leaves persist through winter; Thin Bark.	Large	Oval-Rounded	7
Ginkgo biloba *Maidenhair Tree*	Non-continental	Boulevard	Good yellow fall colour; Thin bark; Tolerant of city conditions and pollution; Slow growing but very large at maturity;	Large	Pyramidal-Spreading	Males: 7 Females: 2
Gleditsia triacanthos var. inermis *Thornless Honey Locust*	Native to North America	Boulevard	Provides a filtered shade; Susceptible to defoliation by leafhopper; Susceptible to canker and other pests and diseases.	Medium	Spreading	Males: 7 Females: 1 Bisexual: 4
Gymnocladus diocius *Kentucky Coffeetree*	Native to Ontario	Boulevard Parks	Male variety in boulevard; Leaves come late; Bluish green leaves turning yellowish.	Large	Oval	Males: 9 Females: 1
Koelreuteria paniculata *Goldenrain Tree*	Non-continental	Boulevard Parks	Good yellow flower & fruit; Susceptible to winter damage; Weak	Medium	Rounded	4
Liriodendron tulipfera *Tuliptree*	Native to Ontario	Boulevard Parks	Greenish/Yellow flowers and yellow fall colour; Moist well-drained soil; Somewhat weak wooded.	Large	Rounded	4
Magnolia acuminata *Cucumbertree*	Native to Ontario	Boulevard Parks	Endangered; Leaves are green changing to brown; Greenish/Yellow flowers.	Medium	Oval-Rounded	Deciduous: 6 Evergreen: 5
Nyssa sylvatica *Black gum*	Native to Ontario	Parks	Dark green leaves changing to fluorescent yellow/orange or scarlet/purple; Not for heavily polluted areas.	Medium	Rounded-Oval	Males: 9 Females: 1

SCHEDULE B: Approved Trees

OPALS Rating: Ogren Plant Allergy Scale
1= Allergy Free
10= Most Allergenic

Tree Species	Native Range	Use	Comments	Size	Form	OPALS Rating
Ostrya virginiana *Hop Hornbeam (Ironwood)*	Native to Ontario	Boulevard Parks	Mainly an understory species. Leaves are dark green changing to yellow;	Small	Oval	7
Platanus xacerifolia *London Planetree*	No Native Range	Boulevard	Frost cracks on trunk; Attractive peeling bark; Fruit can cause problems; Dark green leaves changing to yellow/brown.	Large	Spreading	9
Plantus occidenitalis *Sycamore*	Native to Ontario	Boulevard Parks	Frost cracks on trunk; Attractive peeling bark; Fruit can cause problems; Medium green leaves changing to tan/brown.	Large	Spreading	9
Prunus virginiana Chokecherry	Native to Ontario	Boulevard Parks	Green Spring foliage & red in summer; Bark tends to split; Red fruit; Green leaves turn red in fall.	Small	Rounded	6
Quercus alba *White Oak*	Native to Ontario	Boulevard Parks	Needs moist soil; Brown nut; Dark green leaves changing to red/wine colour. Needs large space at maturity.	Large	Rounded	8
Quercus bicolour *Swamp White Oak*	Native to Ontario	Boulevard Parks	Grows in wetter conditions; Yellow/bronze fall colour; Likes acidic soils.	Large	Rounded	8
Quercus ellipsoidalis *Northern Pin Oak*	Native to Ontario	Boulevard Parks	Dark green leaves that turn red in the fall.	Large	Rounded	8
Quercus macrocarpa *Bur Oak*	Native to Ontario	Boulevard Parks	Reserve for large lots and lawn areas; Fruit drop; Yellow/Brown leaves in fall; Difficult to transplant; Requires good soils.	Large	Rounded	8
Quercus muhlenbergii *Chinquapin Oak*	Native to Ontario	Boulevard Parks	Attractive in old age; Leaves are dark Yellowish/Green changing to orange/brown.	Medium	Rounded	8
Quercus robur *English Oak*	Non-continental	Boulevard Parks	Need well-drained soil; Difficult to transplant; Blue/green leaves persist changing to brown.	Large	Rounded	8

SCHEDULE B: Approved Trees

OPALS Rating: Ogren Plant Allergy Scale
1= Allergy Free
10= Most Allergenic

Tree Species	Native Range	Use	Comments	Size	Form	OPALS Rating
Quercus rubra *Red Oak*	Native to Ontario	Boulevard Parks	Needs sandy loam soil; Difficult to transplant; Salt tolerant; Dark green leaves changing to red.	Large	Rounded	8
Quercus velutina *Black Oak*	Native to Ontario	Boulevard Parks	Needs well-drained soil; Difficult to transplant; Large leaves that turn yellow/red/brown in fall.	Large	Rounded	8
Styphnolobium japonica *Japanese Pagoda Tree*	Non-continental	Boulevard	Excellent creamy white flower; Bright green leave that hold in the fall; Limit use due to messy characteristics.	Large	Spreading	5
Syringa reticulate *Japanese Tree Lilac (Ivory Silk)*	Non-continental	Boulevard	Good white flower; Green leave that hold in the fall Excellent small specimen;	Small	Rounded	6
Tilia Americana *Basswood*	Native to Ontario	Boulevard Parks	Prefers deep moist fertile soil; Varied leaf colours; Will grow on drier heavier soil;	Large		7
Tilia cordata *Littleleaf Linden*	Non-continental	Boulevard	Aphid & borer problems; Suckers from base; Yellowish flowers; Messy species; Green leaves changing to yellow in fall.	Medium	Pyramidal	7
Tilia tomentosa *Silver Linden*	Non-continental	Boulevard	Heat and drought tolerant. Shimmering dark green leaves with yellow fall colour.	Medium	Pyramidal-Oval	7
Zelkova serrata *Japenese Zelkova*	Non-continental	Boulevard	Rapid growth; Leaves are dark green turning yellow/orange/brown or reddish/purple; Narrow branch angles promote fork split; Frost susceptibility when young.	Large	Vase	10

SCHEDULE B: Approved Trees
OPALS Rating: Ogren Plant Allergy Scale
1= Allergy Free
10= Most Allergenic

Coniferous Species

Tree Species	Native Range	Use	Comments	Size	Form	OPALS Rating
Abies Species *Varieties of Fir*	Native to Ontario	Parks	Slow growing; Require moist well drained soil; Best employed in groupings; Can be used as screens	Large	Pyramidal	2
Cedrus atlantica *Atlas Cedar*	Native to Ontario	Parks	Bluish or dark green leaves; Difficult to transplant; Prefers well-drained moist soils; Cones.	Medium	Pyramidal	2
Larix decidua *Common Larch*	Non-continental	Parks	Bright green changing to yellow in the fall; Needles abscise in the fall (Deciduous Conifer); Moist well-drained conditions; Cones	Large	Pyramidal	2
Metasequoia glyptostroboides *Dawn Redwood*	Native to Ontario	Parks	Bright green changing to brown in the fall; Moist deep well-drained soils; Good for groupings and screens; Cones	Large	Pyramidal	4
Picea Species *Varieties of Spruce*	Native to Ontario	Parks	Easily transplanted; Prefer moderately moist well-drained soil; Many shades of green and blue.	Large	Pyramidal	3
Pinus strobus *White Pine*	Native to Ontario	Parks	Light to bluish green needles; Easily transplanted; Enjoys fertile, moist, well-drained soils.	Large	Pyramidal	4
Tsuga Speices *Varieties of Hemlock*	Native to Ontario	Parks	Light to dark green needles; Requires good drainage; Partial shade; Susceptible to salt damage and air pollution;	Medium	Pyramidal	3

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

Date: **July 10, 2020**

To: **Mayor and Council**

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

RE: **Application for Site Plan Amendment SPA/08/2020 by Jeremy Capussi**
1233 Road 4 E (County Road 18), Part of Lots 7 & 8, Concession 3 ED, Parts 1 & 6, RP 12R 18084

Report No.: **PS 2020-037**

AIM

To provide the Mayor and Council with detail regarding an amendment to the existing site plan approval to add in the final placement of the required bunkhouse(s) to support the greenhouse development already approved on the site.

BACKGROUND

In September of 2019 Council approved a site plan for the development of a three-phase greenhouse totaling 25.8 ha (63.8 ac.) plus attached support buildings on the 36 ha (89 ac.) site. The original plan submitted included worker housing however the placement of the bunkhouse raised concerns with abutting property owners. As such, the approval was granted for the greenhouse only with the intention that the placement of the bunkhouse would be reviewed with an amendment to the plan to be considered at a later date.

The applicant has undertaken a review of possible locations and made application for an amendment to the 2019 approval. The plan shows the addition of two 20 m x 36.6 m (65.6 ft. x 120 ft.), 732 sq. m (7,880 sq. ft) bunkhouses in a new location (Appendix A) that will not affect abutting rural residential uses and still service the long-term needs of the greenhouse.

DISCUSSION

1.0 Provincial Policy Statement

The proposed bunkhouse development supports the approved agricultural use greenhouse and as such raises no issues of Provincial significance.

2.0 Official Plan

The subject property is designated 'Agriculture' and subject to the policies under Section 3.1 of the Official Plan for the Town of Kingsville. The proposed use is permitted in the agricultural area. The property has also been assessed under the Site Suitability criteria of Section 2.8 and conforms or will conform through the site plan process.

3.0 Comprehensive Zoning By-Law – Town of Kingsville

The subject property is zoned 'Agriculture, (A1)'. The attached site plan has been reviewed and the proposed new development will be in compliance with the provisions of the Town of Kingsville Zoning By-law 1-2014.

4.0 Site Plan

Phase one of the greenhouse development is well underway on the site. The new bunk housing is proposed next to the phase three greenhouse with access off the Graham Side Road. It is approximately 229 m (750 ft.) off the road and 396 m (1,300 ft.) from the closest rural residential dwelling.

Originally, both the bunkhouse and greenhouse were proposed on private sanitary service in the form of a new septic system. Since then the applicant has explored the option of connecting to existing sanitary sewer services on Road 3 E. The Town requested that the applicant confirm that sufficient reserve capacity was present in this system. Municipal Service has received that confirmation and therefore the applicant will be proceeding based on installing a force main system to direct sanitary waste to Road 3 E. This provides a much more sustainable long-term solution for sanitary servicing of this site. Approval from MTO as well as an agreement with the Town to install the force main within the road allowance will be required. Costs associated with the installation and maintenance of this system will be up to the applicant.

LINK TO STRATEGIC PLAN

Support growth of the business community.

FINANCIAL CONSIDERATIONS

The proposed development will result in building permit fees and development charges along with an increase in assessment as the development builds out.

CONSULTATIONS

Public Consultation

The revised site plan, with the inclusion of the bunkhouse development, was circulated to the property owners that expressed concern with the initial placement as a matter of follow-up.

Agency and Administration

Applicable agencies and Town Administration were circulated for comment by email.

Agency or Administrator	Comment
Essex Region Conservation Authority Watershed Planner	• Full comment is attached as Appendix 'B'; • Storm water management will be required along with any necessary permits. • No objection to the proposed amendment
Town of Kingsville Management Team	• No concerns with the requested site plan. • The proposed building needs to comply with the requirements of the OBC. • The original site plan SWM included a bunkhouse so there is no change to the original SWM • There were no objection to the proposed development moving forward subject to conditions outlined in the amending agreement. • The agreement will include a provision for the regular sampling of sewage discharge to insure compliance with the provision of the Sewage Discharge By-law • The Town will need to work with the applicant and MTO to secure the necessary permits and agreement(s) for installation of the proposed force main at the applicant expense
County of Essex	• There is no new comment from the County.
Ministry of Transportation (MTO)	• MTO has provided new comment specific to the amendment and the proposed force main works.

RECOMMENDATION

That Council:

> Approve site plan amendment application SPA/08/2020 for the addition of bunkhouses to the existing approved site plan, subject to the conditions and requirements outlined in the amending site plan agreement and authorize the Mayor and Clerk to sign the agreement and register said amendment on title.

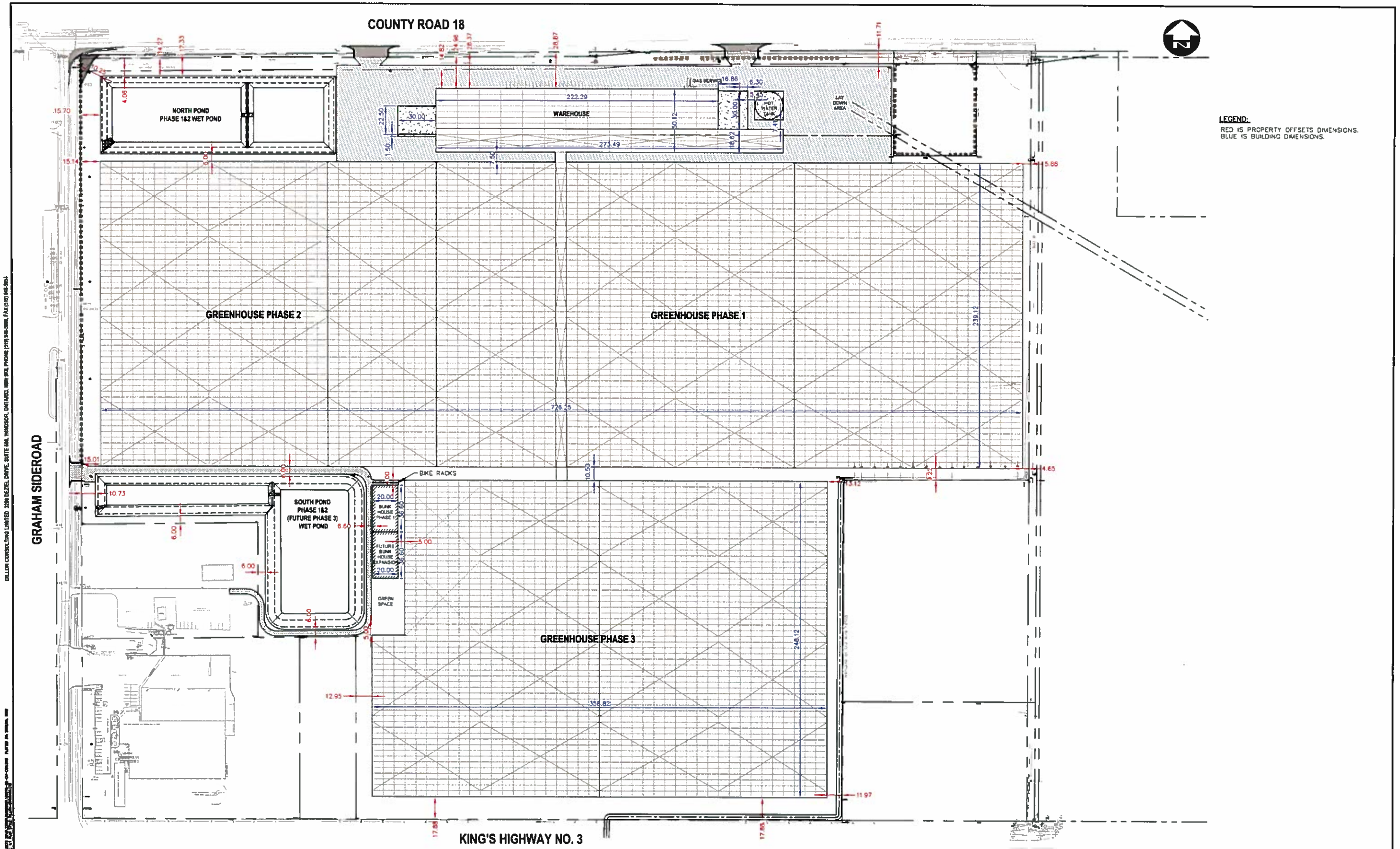
Robert Brown

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

Jennifer Astrologo

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

APPENDIX A



Conditions of Use

Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.

Do not scale dimensions from drawing.

Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

DILLON CONSULTING

1	MECP REVIEW	MAR 25/19	RM

DRAWN RM	CHK
DESIGN TKS	BY
May 14 2020	
SCALE 1:1250 (24x36)	

RED SUN FARMS ONTARIO LIMITED
1233 ROAD 4 EAST, LEAMINGTON, ON

BUILDING DIMENSIONS & PROPERTY OFFSETS

PROJECT NO. 18-6970

SHEET NO. 04

Essex Region Conservation

the place for life

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

June 12, 2020

Mr. Robert Brown, Manager of Planning Services
Planning & Development Services Department
The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville Ontario, N9Y 2Y9

Dear Mr. Brown:

RE: Application for Site Plan Control, SPA-08-2020 1233 COUNTY ROAD 18
ARN 371134000000125 & 371134000003200; PIN: 751450363 & 751450248
Applicant: Jeremy Capussi

The following is provided as a result of our review of Application for Site Plan Control Amendment SPA-08-2020. The revised site plan proposes a relocation of the bunkhouse and a new entrance at Grahame Side Road.

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

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

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the *Conservation Authorities Act* (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Melville Bruner Drain, Lane Drain and 4th Conc. Branch Of Lane Dr. (kunch Dr). The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the *Conservation Authorities Act*.

We advise the applicant confirm no changes in the stormwater management plan with the new proposed relocation of the bunkhouse and entrance at Grahame Side Road as approved in permit 542 - 19.

WATERSHED BASED RESOURCE MANAGEMENT AGENCY

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

SECTION 1.6.6.7 Stormwater Management (PPS, 2014)

Essex Region Conservation Authority
sustaining the place for life

ERCA has concerns with the potential impact of the quality and quantity of runoff in the downstream watercourse due to the proposed development on this site. ERCA recommends that stormwater quality and stormwater quantity will need to be addressed up to and including the 1:100 year storm event and be in accordance with the guidance provided by the Stormwater Management Planning and Guidance Manual, prepared by the Ministry of the Environment (MOE, March 2003) and the "Windsor-Essex Region Stormwater Management Standards Manual".

We therefore request inclusion of the following conditions in the Site Plan Control Agreement:

1. That the developer undertakes an engineering analysis to identify stormwater quality and quantity measures as necessary to control any increases in flows in downstream watercourses, up to and including the 1:100 year design storm, to the satisfaction of the Municipality and the Essex Region Conservation Authority.
2. That the developer installs stormwater management measures identified above, as part of the development of the site, to the satisfaction of the Municipality and the Essex Region Conservation Authority.
3. That the developer obtains the necessary permit or clearance from the Essex Region Conservation Authority prior to undertaking site alterations and/or construction activities.
4. That the "Special Provisions for Storm Water Infrastructure" as outlined in the attached memo, are appropriately addressed to the satisfaction of the Municipality and the Essex Region Conservation Authority.

PLANNING ADVISORY SERVICE TO MUNICIPALITIES - NATURAL HERITAGE POLICIES OF THE PPS

The following comments are provided from our perspective as a service provider to the Municipality on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the PPS. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Municipality as the planning authority.

It is our recommendation to the Municipality that an Environmental Impact Assessment is not required because the location of the subject property is physically separated from the natural heritage feature by existing development or infrastructure. Therefore, we can advise the Municipality that this application is consistent with the natural heritage policies of the PPS.

FINAL RECOMMENDATION

ERCA has no objection to this application Site Plan Control Amendment.

Essex Region Conservation Authority
sustaining the place for life

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

Sincerely,

Fernando Cirino, MUD
Resource Planner
/fc

Essex Region Conservation Authority
sustaining the place for life

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

Date: **July 10, 2020**

To: **Mayor and Council**

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

RE: **Application for Site Plan Approval SPA/09/2020 by Marcovecchio Holdings Inc.**
24 & 28 Dimar Drive, Lots 10 & 11, Plan 12M 609

Report No.: **PS 2020-038**

AIM

To provide the Mayor and Council with details regarding the development of a two phased industrial development for two 1,672.5 sq. m (18,000 sq. ft.) buildings in the Marco Industrial Park off Road 3 E in Ruthven, in the Town of Kingsville

BACKGROUND

The subject lands consist of two existing vacant industrial lots and occupy 0.888 ha (2.19 ac.) with 100 m (328 ft.) of frontage. The applicant is proposing to construct two 1,672.25 sq. m (18,000 sq. ft.) industrial buildings (in two phases) on the property as shown on the applicant's Site Plan drawing (Appendix A) and elevations (Appendix B). The buildings are being proposed to provide available industrial space that is in short supply within Kingsville.

DISCUSSION

1.0 Provincial Policy Statement

There are no issues of Provincial significance raised by this application.

2.0 Official Plan

The subject property is designated ‘Industrial’ and subject to the policies under Section 3.3 of the Official Plan for the Town of Kingsville. Specific uses within the Industrial designation are implemented through the Zoning By-law. The proposed site plan layout and associated agreement to establish conforms to the Official Plan.

3.0 Comprehensive Zoning By-Law – Town of Kingsville

The subject property is zoned ‘General Industrial Exception 1 (M1-1)’. The attached site plan has been reviewed and the proposed new development is in compliance with the provisions of the Town of Kingsville Zoning By-law 1-2014.

4.0 Site Plan

The development of the site is proposed as two phases. The initial development will be the construction of the 1,672.5 sq. m (18,000 sq. ft.) industrial building for mixed industrial use tenants. Phase 2 will be a mirror image of Phase 1. Each property has existing water and sanitary service. Storm water management was addressed as part of the over all subdivision development however individual outflow and quality are still required for each site. The property is intended to function as one lot and will have a joint access from Dimar Drive.

LINK TO STRATEGIC PLAN

Support growth of the business community.

FINANCIAL CONSIDERATIONS

The proposed development will result in building permit fees and development charges along with an increase in assessment as the development builds out.

CONSULTATIONS

Agency and Administration

Applicable agencies and Town Administration were circulated for comment by email.

Agency or Administrator	Comment
Essex Region Conservation Authority Watershed Planner	• Storm water management will be required along with any necessary permits. • No objection to the proposed amendment
Town of Kingsville Management Team	• No concerns with the requested site plan. • The proposed building needs to comply with the requirements of the OBC. • SWM for the site has been completed • There were no objection to the proposed development moving forward subject to conditions outlined in the amending agreement. • A permit will be required for the proposed entrance

RECOMMENDATION

That Council:

Approve site plan approval application SPA/09/2020 for a two-phase industrial development at 24 and 28 Dimar Drive, subject to the conditions and requirements outlined in the site plan agreement and authorize the Mayor and Clerk to sign the agreement and register said agreement on title.

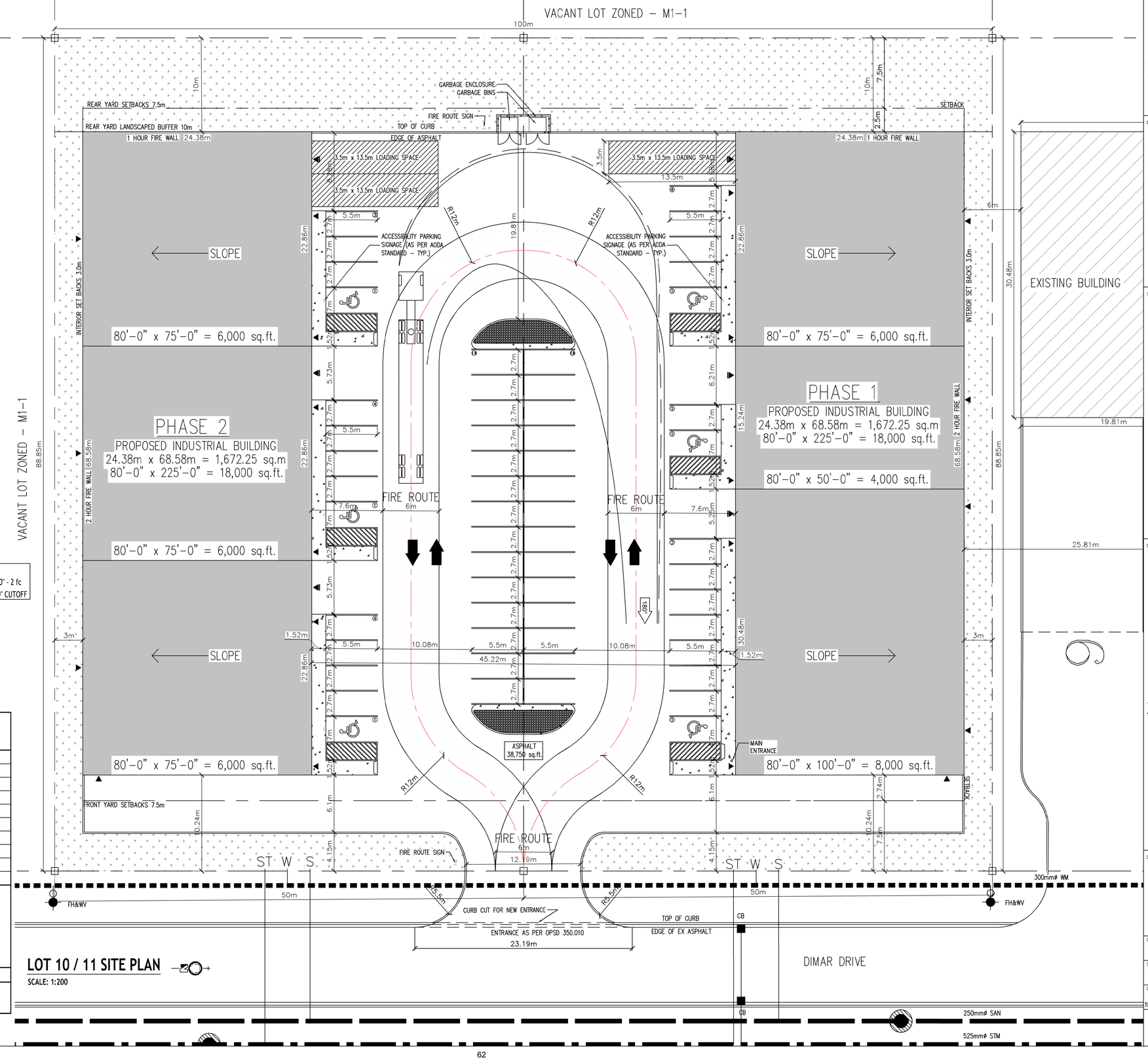
Robert Brown

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

Jennifer Astrologo

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

Appendix A



DOOR SCHEDULE
▲ - MANDOOR
▲ - OVERHEAD DOOR

LIGHTING NOTES:
- ALL EXTERIOR LIGHTING FULL CUT-OFF AND "DARK SKY" COMPLIANT

LIGHTING SPECS.:	
- FL01-100 LED FIXTURE	- 60'-0" - 2 fc
-20'-0" MOUNTING HEIGHT	-70'-0" CUTOFF

SITE DATA FOR LOT 10 ;28 DIMAR DRIVE, KINGSVILLE) (RUTHVEN INDUSTRIAL SUBDIVISION)
ZONING: LIGHT INDUSTRIAL ZONE M1-1

PROPOSED USE	REQUIREMENTS	PROPOSED
LOT FRONTAGE	50 m (164.04 ft)	100 m (328.08 ft)
MIN. LOT AREA	4000 sq.m. (43055.64 sq.ft.)	8880.53 sq.m. (95589.21 sq.ft.)
MAX. BUILDING HEIGHT	10.5 m (34.45 ft.)	7.31 m (24.00 ft)
MAX. LOT COVERAGE	50%	37.7%
MIN. LANDSCAPED SPACE	15%	20.2%
FRONT YARD SETBACK	7.5 m (24.61ft)	10.24 m (33.60 ft)
INTERIOR SIDE YARD	3.0 m (9.84 ft)	3.0 m (9.84 ft)
INTERIOR SIDE YARD	3.0 m (9.84 ft)	3.0 m (9.84 ft)
REAR YARD SETBACK	7.5 m (24.61 ft)	10.0 m (32.81 ft)

PARKING REQUIREMENTS

OFFICE (ACCESSORY USE): 1/40 sq.m. of GFA
PARKING SPACES REQUIRED: 650.32 / 40 = 16.26
GENERAL INDUSTRIAL BUILDING: 1/100 sq.m. of GFA
PARKING SPACES REQUIRED: 3344.51 / 100 = 33.45
SUBTOTAL PARKING SPACES REQUIRED: 17 + 34 = 51 — LOADING SPACES REQUIRED: 2.52 = 3
BARRIER FREE PARKING SPACES REQUIRED: 2 — LOADING SPACES PROVIDED: 3

TOTAL PARKING SPACES REQUIRED: 51 + 2 B.F. — TOTAL PARKING SPACES PROVIDED: 51 + 6 B.F.

TYPICAL PARKING SPACE = 2.7 m x 5.5 m MIN.
TYPICAL ACCESSIBLE PARKING SPACE = 4.7 m x 5.5 m MIN.

LOT 10 / 11 SITE PLAN

SCALE: 1:200

CONTRACTOR:

MARCOVECCHIO CONSTRUCTION
GENERAL CONTRACTORS

PHONE 326-5965
FAX 326-1413

ENGINEER:

GENERAL NOTES

DRAWN FOR:

MARCO INDUSTRIAL PARK

MARCOVECCHIO HOLDINGS

24 & 28 DIMAR DRIVE, KINGSVILLE, ON

DRAWING TITLE:

LOT 10 / 11 SITE PLAN

DRAWN BY: N. LAMOUREUX

SCALE: 1:200

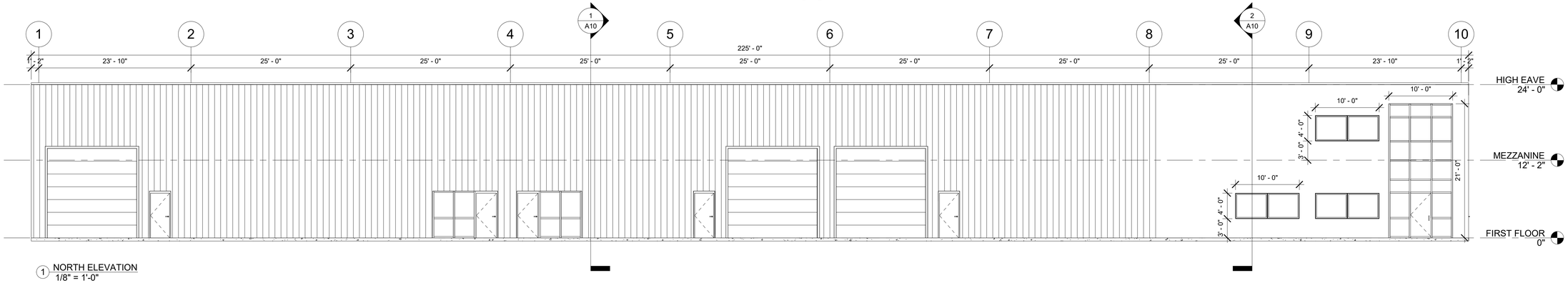
DATE: JULY 13, 2020
TIME: 1:30 PM

DRAWING No. **SP-1**

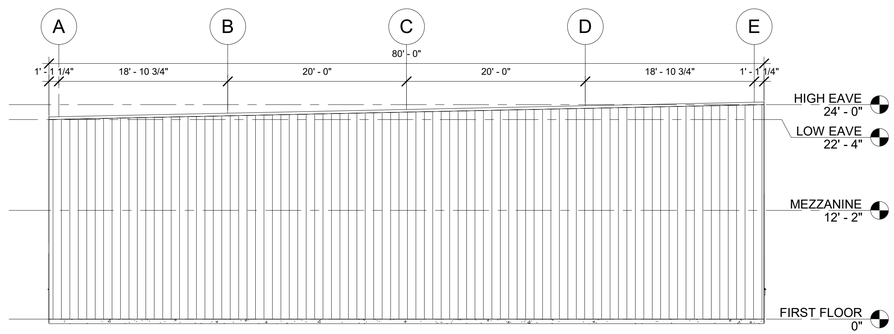
OF XX

ROBERTSON BUILDING SYSTEMS

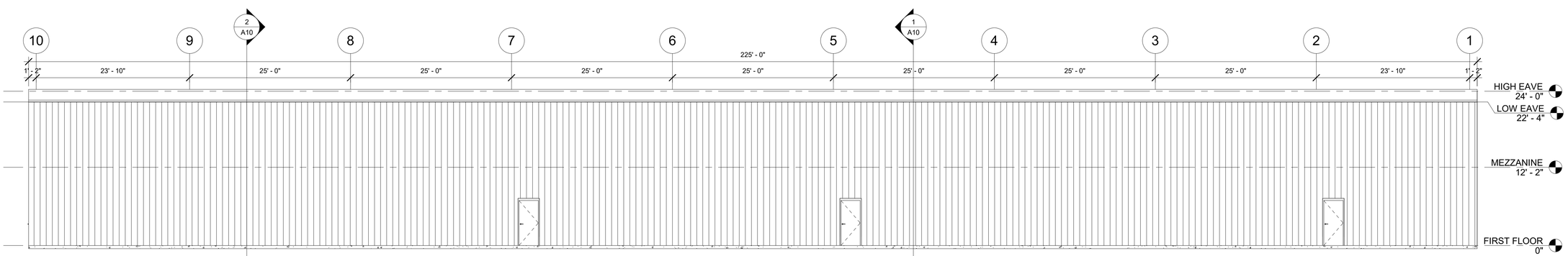
Appendix B



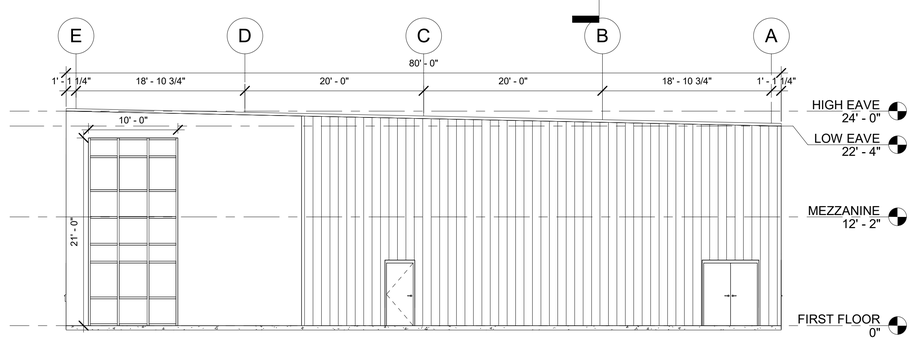
1 NORTH ELEVATION
1/8" = 1'-0"



2 EAST ELEVATION
1/8" = 1'-0"



3 SOUTH ELEVATION
1/8" = 1'-0"



4 WEST ELEVATION
1/8" = 1'-0"

MARCOVECCHIO
CONSTRUCTION

www.marcovecchio.com

Consultant
Address
Address
Phone
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e-mail

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No.	Description	Date

Marco Industrial Park
Phase 1 Building

Elevations

Project number	Project Number
Date	6/12/2020
Drawn by	Nicolas Lamoureux
Checked by	Marcovecchio Construction Ltd.

A4

Scale	1/8" = 1'-0"

6/16/2020 7:45:38 AM

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

Date: **July 14, 2020**

To: **Mayor and Council**

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

RE: **Application for Site Plan Approval SPA/10/2020 by**
Boem Berry Farms Inc.
542, 556, 600 & 672 Road 2 E
Part of Lot 2, Concession 2 ED
Parts 1 & 2, RP 12R 26445

Report No.: **PS 2020-039**

AIM

To provide the Mayor and Council with details regarding the construction of a new 15 ha (37.2 ac.) greenhouse facility and expansion of existing support facilities on the subject lands, in the Town of Kingsville.

BACKGROUND

The subject lands consist of a 21.16 ha (52.3 ac.) agricultural lot with an existing 15.05 ha (37.2 ac.) greenhouse, bunkhouse and three dwellings. The development on the property was approved by Council in 2016 and overall development completed in 2018. The second parcel abutting to the west is a 19.8 ha (49 ac.) farm with outbuildings an existing bunkhouse and dwelling. The applicant is proposing a new 15.05 ha (37.2 ac.) greenhouse as an expansion of the existing facility to the east (Appendix A). The development would include the typical support buildings and hot water tank. A new bunkhouse complex will be required to house additional workers. The property has access to sanitary service via a temporary force main already installed. Water capacity has been confirmed with the detailed report prepared by Stantec attached as Appendix B. The new site is proposing expanding capacity of the existing storm water pond on the existing easterly site and adding a new pond on the new site to recycle rainwater for use in the greenhouse. Because the two sites will function as one the applicant has already undertaken to consolidate the sites into one. Existing dwellings on the subject lands have either tenants, have been converted for use as bunkhouses accessory to the greenhouse or will be converted for bunkhouse use.

DISCUSSION

1.0 Provincial Policy Statement

There are no issues of Provincial significance raised by this application.

2.0 Official Plan

The subject property is designated 'Agriculture' and subject to the policies under Section 3.1 of the Official Plan for the Town of Kingsville. The proposed use is permitted in the agricultural area. The property has also been assessed under the Site Suitability criteria of Section 2.8 and conforms or will conform through the site plan process.

3.0 Comprehensive Zoning By-Law – Town of Kingsville

The subject property is zoned 'Agriculture, (A1)'. The attached site plan has been reviewed and the proposed new development will be in compliance with the provisions of the Town of Kingsville Zoning By-law 1-2014.

4.0 Site Plan

The development of the new site will occur as a single phase of 15 ha (37.2 ac.) of greenhouse on the vacant portion along with minor changes to the existing site including:

- new 3,200 sq. m (34,445 sq. ft.) service building with an allowance for an additional 2,200 sq. m (23,680 sq. ft.);
- a new hot water storage tank;
- parking area;
- connector link between Phase 1-3 and 4;
- allowance for up to 2,487 sq. m (26,770 sq. ft.) of bunkhouse;
- a 2,000 sq. m (21,529 sq. ft.) addition to the existing Phase 1-3 warehouse;
- a new pond to the rear of Phase 4 that will be utilized for the collection and recycling of rain water, and
- enlarge of the existing storm water management pond on the Phase 1-3 lands.

Rather than amend the existing plan and approve a new plan for the Phase 4 development it was recommended that a new agreement be drafted that will incorporate the existing Phase 1-3 and proposed Phase 4 under what is now one consolidated property. One new agreement will replace the existing and will update requirements to the current standard.

As part of the Crono development on Road 3 E the Town had requested allowance for a future extension of Kratz Road to Road 3 E. As part of this proposed development the Town is requesting the owner develop the intersection at this time which will provide the ability to have access to the site off the initial extension of

Kratz Road. Municipal Services has also requested that the portion of Road 2 E fronting the subject lands be repaved at the owner's expense if development proceeds prior to planned improvement to Road 2 E by the Town.

The existing greenhouse has provisions in the agreement regarding light abatement. The new agreement will include the most current wording that directly addresses the requirement of both vertical and horizontal light curtains.

As noted above the property will be serviced using an existing force main that services the existing development. This force main was installed as a temporary measure until such time as the contemplated extension of sewers along Kratz Road is completed. Municipal Service is aware of this project however it is being privately engineered and would still require agreement from the Town to proceed along the Town right-of-way.

LINK TO STRATEGIC PLAN

Support growth of the business community.

FINANCIAL CONSIDERATIONS

The proposed development will result in building permit fees and development charges along with an increase in assessment once the development builds out.

CONSULTATIONS

Public Consultation

Notice was posted to the Town website along with a link to the site plan details. Residential property owners to the southwest were also provided with details via direct mailing.

Agency and Administration

Applicable agencies and Town Administration were circulated for comment by email.

Agency or Administrator	Comment
Essex Region Conservation Authority Watershed Planner	• Full comment is attached as Appendix 'C'; • Storm water management will be required along with any necessary permits. • ERCA has included wording for the site plan agreement that addresses its requirements.
Town of Kingsville Management Team	• The proposed building needs to comply with the requirements of the OBC. • Municipal Services is reviewing the storm water management plan. The plan must include the new 20% capacity increase to address ERCA climate change requirements. • The agreement will include a provision for the regular sampling of sewage discharge to insure compliance with the provision of the Sewage Discharge By-law • There were no objections to the proposed development moving forward subject to conditions outlined in the agreement.

RECOMMENDATION

That Council:

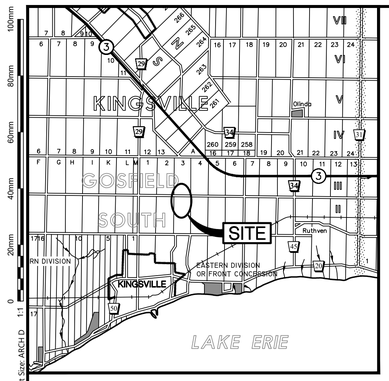
Approve site plan application SPA/10/2020 for the phase 4 expansion of the existing greenhouse facility and expansion of support facility as shown on the attached site plan, subject to the conditions and requirements outlined in the site plan agreement and authorize the Mayor and Clerk to sign the agreement and register said agreement on title.

Robert Brown

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

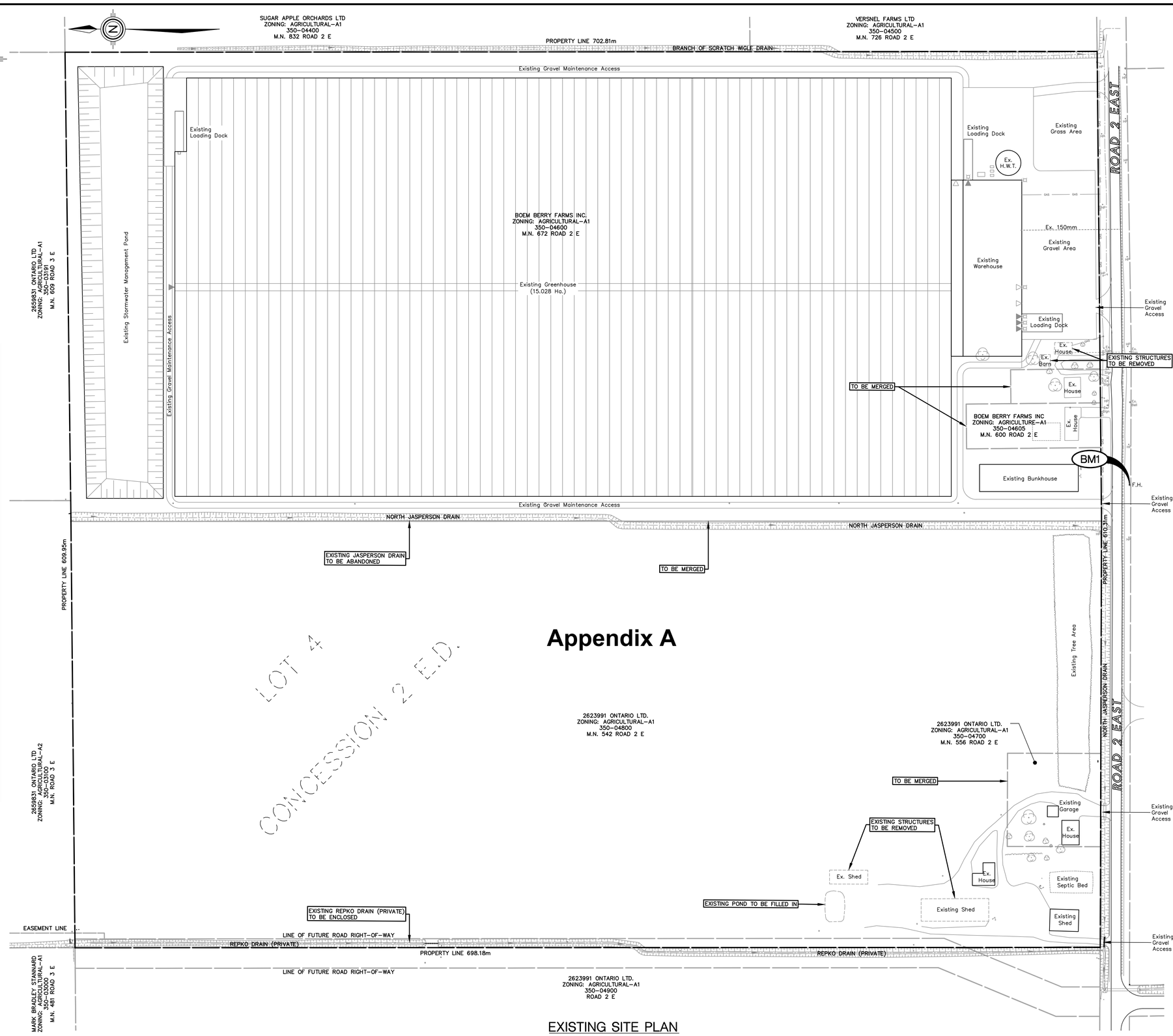
Jennifer Astrologo

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



KEY PLAN

Scale = N.T.S.



Appendix A

EXISTING SITE PLAN

Scale = 1:1250

SITE STATISTICS (350-04600, 04605, 04700 & 04800)

ZONING:	AGRICULTURE – A1	
ZONE CATEGORY	REQUIRED	PROPOSED
GROSS LOT AREA	2.000 ha. (4.94 ac.)	42.784 ha. (105.72 ac.)
LOT FRONTAGE (MIN.)	30.00m	610.31m
FRONT YARD SETBACK (MIN.)	15.00m	15.80m
REAR YARD SETBACK (MIN.)	5.00m	66.80m
INTERIOR SIDE YARD SETBACK (MIN.)	3.00m	EXISTING
EXTERIOR SIDE YARD SETBACK (MIN.)	4.50m	12.20m
LOT COVERAGE		
EXISTING MAIN BUILDING AREA	15.028 ha.	(37.13 ac.)
EXISTING ACCESSORY STRUCTURE AREA	0.702 ha.	(1.73 ac.)
PROPOSED MAIN BUILDING AREA	15.068 ha.	(37.23 ac.)
PROPOSED ACCESSORY STRUCTURE AREA	1.021 ha.	(2.52 ac.)
TOTAL LOT COVERAGE	74.37%	MAX. = 80%
LOADING SPACES	**ZONE REQUIREMENT**	**SITE PROPOSED**
NUMBER OF LOADING SPACES	–	6
DIMENSIONS OF LOADING SPACES (EA.)	5m x 20m	
PARKING		
REGULAR SPACE SIZE	3m x 6m	
BARRIER FREE SPACE SIZE	5m x 6m	
PARKING SPACE REQUIREMENT	1 SPACE PER 2 ha. GREENHOSE	
REGULAR SPACES PROVIDED	9	
BARRIER FREE SPACES PROVIDED	1	
BUILDING HEIGHTS		
MAIN BUILDING (MAX.)	15.00m	(GREENHOUSE)
ACCESSORY BUILDING(S) (MAX)	15.00m	(WAREHOUSE)

LEGEND

△ MANDOOR	△ EXISTING
▲ OVERHEAD DOOR	▲ EXISTING
WALL PACK LIGHT	EXISTING

NOTES:

1. THE ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING ARE NOT GUARANTEED BY THE OWNER OR N. J. PERALTA ENGINEERING LTD. OTHER UTILITIES MAY BE PRESENT OR THE UTILITIES SHOWN MAY DIFFER IN SIZE AND/OR LOCATION SHOWN.
2. ALL DIMENSIONS AND ELEVATIONS SHOWN IN METRES UNLESS OTHERWISE NOTED.
3. SITE GRADING, STORM DRAINAGE, AND DETENTION DESIGN ARE BASED ON THE SITE LAYOUT ESTABLISHED AND APPROVED BY OWNER. ADEQUACY OF SITE PLAN AND LAYOUT IS THE RESPONSIBILITY OF THE OWNER OR THEIR REPRESENTATIVE.
4. THIS DRAWING DOES NOT CONTAIN ANY STRUCTURAL BUILDING DESIGN INFORMATION. THE ADEQUACY OF THE STRUCTURES AND THEIR FIELD LAYOUT IS THE RESPONSIBILITY OF THE OWNER AND/OR THER REPRESENTATIVE.
5. ALL BARRIER FREE PARKING SPACES TO BE SIGNED WITH Rb-93.
6. ALL EXTERIOR LIGHTS TO BE DARK SKY COMPLIANT.

BENCHMARKS

1. TOP NUT OF FIRE HYDRANT ON SOUTH SIDE OF ROAD 2 EAST, NEAR WEST CORNER OF PROPERTY.

ELEV. = 196.686m

REVISIONS		
S.W.M. REPORT	W.L.L.	19 JUNE 2020
REVIEW AND APPROVAL	W.L.L.	22 MAY 2020
ISSUED FOR:	BY	DATE

N. J. Peralta Engineering Ltd.

Consulting Engineers

Kingsville Ontario

LICENSED PROFESSIONAL ENGINEER
H.C. MIKKELSEN
PROVINCE OF ONTARIO

BOEM BERRY FARMS INC.

PHASE 4 GREENHOUSES

542 ROAD 2 EAST, KINGSVILLE, ONTARIO

SHEET TITLE: EXISTING SITE PLAN

DESIGNED BY:	DATE:
H.C.M.	JAN. 23, 2020
DRAWN BY: B.S.G./J.H.	SCALE: AS SHOWN
SHEET No.: 1	OF: 12
PROJECT No.: E19-118	

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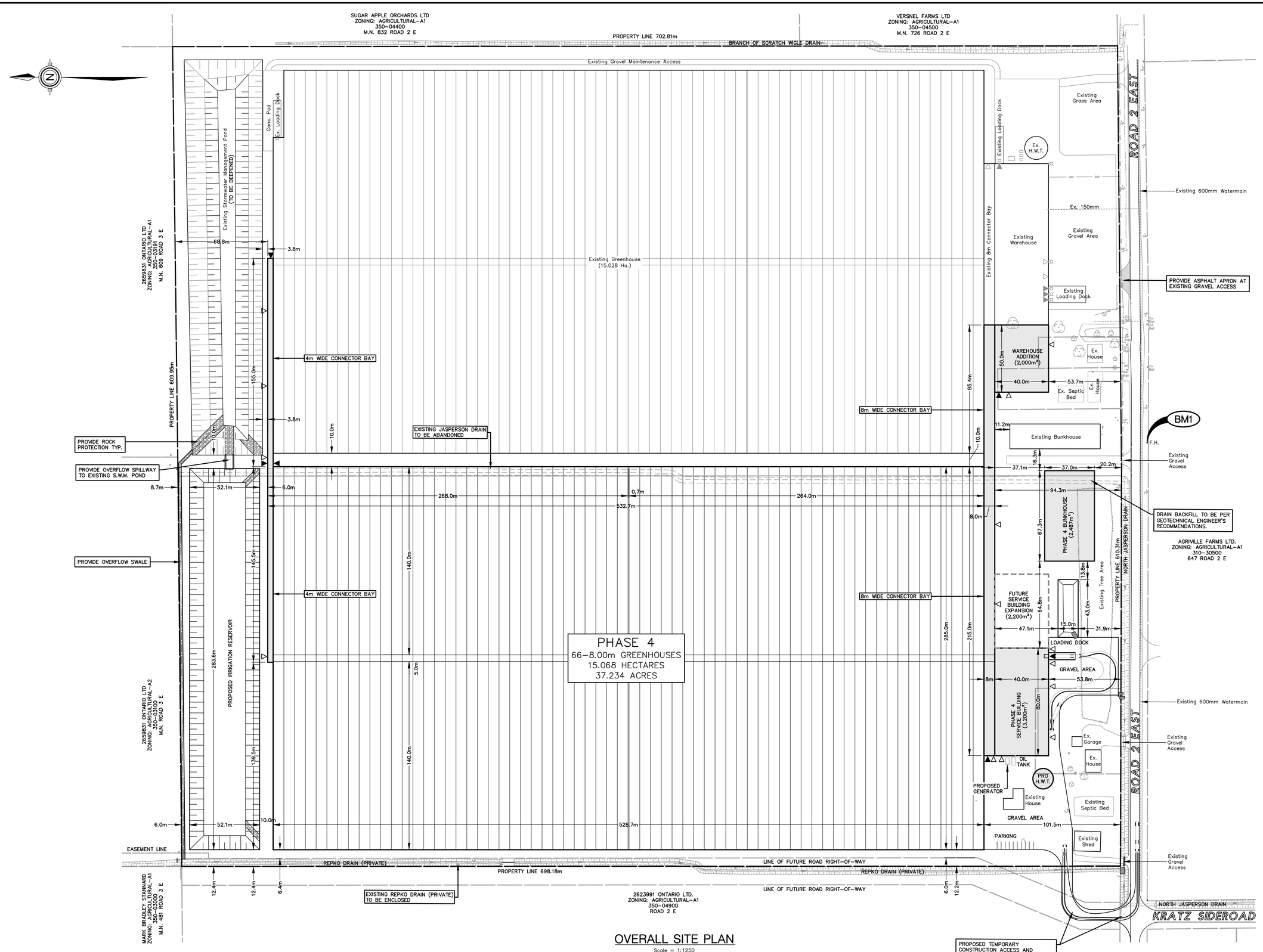

OVERALL SITE PLAN

Scale = 1:1250

NOTES:

1. THE ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING ARE NOT GUARANTEED BY THE OWNER OR N. J. PERALTA ENGINEERING LTD. OTHER UTILITIES MAY BE PRESENT OR THE UTILITIES SHOWN MAY DIFFER IN SIZE AND/OR LOCATION SHOWN.
2. ALL DIMENSIONS AND ELEVATIONS SHOWN IN METRES UNLESS OTHERWISE NOTED.
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5. ALL BARRIER FREE PARKING SPACES TO BE SIGNED WITH Rb-93.
6. ALL EXTERIOR LIGHTS TO BE DARK SKY COMPLIANT.

BENCHMARKS

1. TOP NUT OF FIRE HYDRANT ON SOUTH SIDE OF ROAD 2 EAST, NEAR WEST CORNER OF PROPERTY.

ELEV. = 196.686m

S.W.M. REPORT	W.L.L.	19 JUNE 2020
REVIEW AND APPROVAL	W.L.L.	22 MAY 2020
ISSUED FOR:	BY	DATE
REVISIONS		

N. J. Peralta Engineering Ltd.

Consulting Engineers

Kingsville Ontario

LICENSED PROFESSIONAL ENGINEER
H.C. MIKKELSEN
Dec-06-19
PROVINCE OF ONTARIO

BOEM BERRY FARMS INC.

PHASE 4 GREENHOUSES

542 ROAD 2 EAST, KINGSVILLE, ONTARIO

SHEET TITLE:

OVERALL SITE PLAN

DESIGNED BY: H.C.M.	DATE: JAN. 23, 2020
DRAWN BY: B.S.G./J.H.	SCALE: AS SHOWN
SHEET No.: 2	OF: 12
PROJECT No.: E19-118	

Original Sheet Size: ARCH D 1:1

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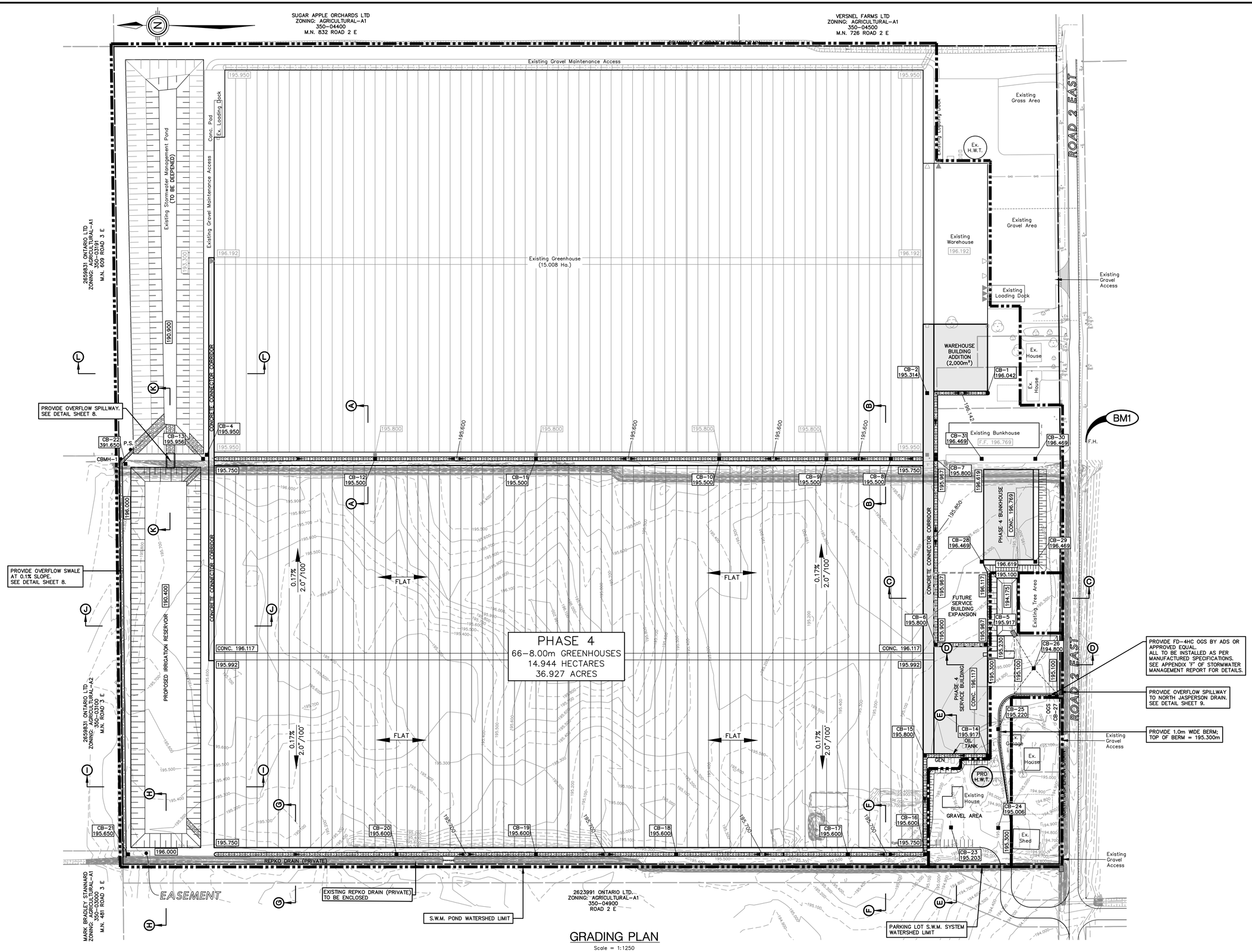

GRADING PLAN

Scale = 1:1250

NOTES:

1. THE ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING ARE NOT GUARANTEED BY THE OWNER OR N. J. PERALTA ENGINEERING LTD. OTHER UTILITIES MAY BE PRESENT OR THE UTILITIES SHOWN MAY DIFFER IN SIZE AND/OR LOCATION SHOWN.
2. ALL DIMENSIONS AND ELEVATIONS SHOWN IN METRES UNLESS OTHERWISE NOTED.
3. 192.221 — DENOTES EXISTING SITE ELEVATIONS.
4. 191.405 — APPROXIMATE PROPOSED TOP ELEVATION OR SITE GRADE.
5. T- 190.860, E 190.010, W 190.010 — APPROXIMATE PROPOSED INVERTS. ▽ DENOTES APPROXIMATE PROPOSED TOP ELEVATION.
6. 191.00 MIN. — APPROXIMATE PROPOSED SWALE GRADES.
7. ALL POND SIDESLOPES TO BE NO STEEPER THAN 4(Hor.) TO 1(Vert.) UNLESS OTHERWISE NOTED.
8. PLACE MIN. 6" (150mm) THICK TOPSOIL ON ALL POND BANKS AND DISTURBED AREAS, AND SEED TO GRASS.
9. EROSION PROTECTION TO BE 300mm THICK QUARRIED LIMESTONE RIP RAP ON NON-WOVEN FILTER CLOTH MINIMUM 2.0m WIDE.
10. PROVIDE RODENT GRATES ON ALL DRAIN OUTLETS.
11. TOP ELEVATION OF DETENTION POND TO BE NO LESS THAN 196.000m.
12. STORM EVENTS IN EXCESS OF THE 1:100 YEAR STORM MAY CAUSE FLOODING.
13. THIS PLAN IS TO BE READ IN CONJUNCTION WITH THE STORMWATER MANAGEMENT REPORT DATED JUNE 19th, 2020.
16. STORM DRAINAGE AND DETENTION DESIGN BASED ON SITE LAYOUT ESTABLISHED AND APPROVED BY OWNER. ADEQUACY OF SITE LAYOUT IS THE RESPONSIBILITY OF THE OWNER.
17. THE OWNER AND/OR CONTRACTOR IS RESPONSIBLE TO PROVIDE ADEQUATE SEDIMENT CONTROL MEASURES DURING CONSTRUCTION. FOR DETAILS SEE O.P.S.S. 577.
18. DETAILS FOR SEDIMENT CONTROL MEASURES ARE AVAILABLE IN APPENDIX 'G' OF THE STORMWATER MANAGEMENT REPORT.
19. CATCH BASINS WITHIN PARKING LOTS AND TRAVELLED AREAS TO BE PRECAST CONCRETE WITH CAST IRON FRAME AND GRATE, OR EQUIVALENT.

BENCHMARKS

1. TOP NUT OF FIRE HYDRANT ON SOUTH SIDE OF ROAD 2 EAST, NEAR WEST CORNER OF PROPERTY.

ELEV. = 196.686m

S.W.M. REPORT	W.L.L.	19 JUNE 2020
ISSUED FOR:	BY	DATE

REVISIONS

N. J. Peralta Engineering Ltd.

Consulting Engineers

Kingsville Ontario

LICENSED PROFESSIONAL ENGINEER H.C. MIKKELSEN PROVINCE OF ONTARIO

BOEM BERRY FARMS INC.

PHASE 4 GREENHOUSES

542 ROAD 2 EAST, KINGSVILLE, ONTARIO

SHEET TITLE:

GRADING PLAN

DESIGNED BY: H.C.M.	DATE: JAN. 23, 2020
DRAWN BY: J.H.	SCALE: AS SHOWN
SHEET No.: 3	OF: 12

PROJECT No.: E19-118

Original Sheet Size: ARCH D 1:1

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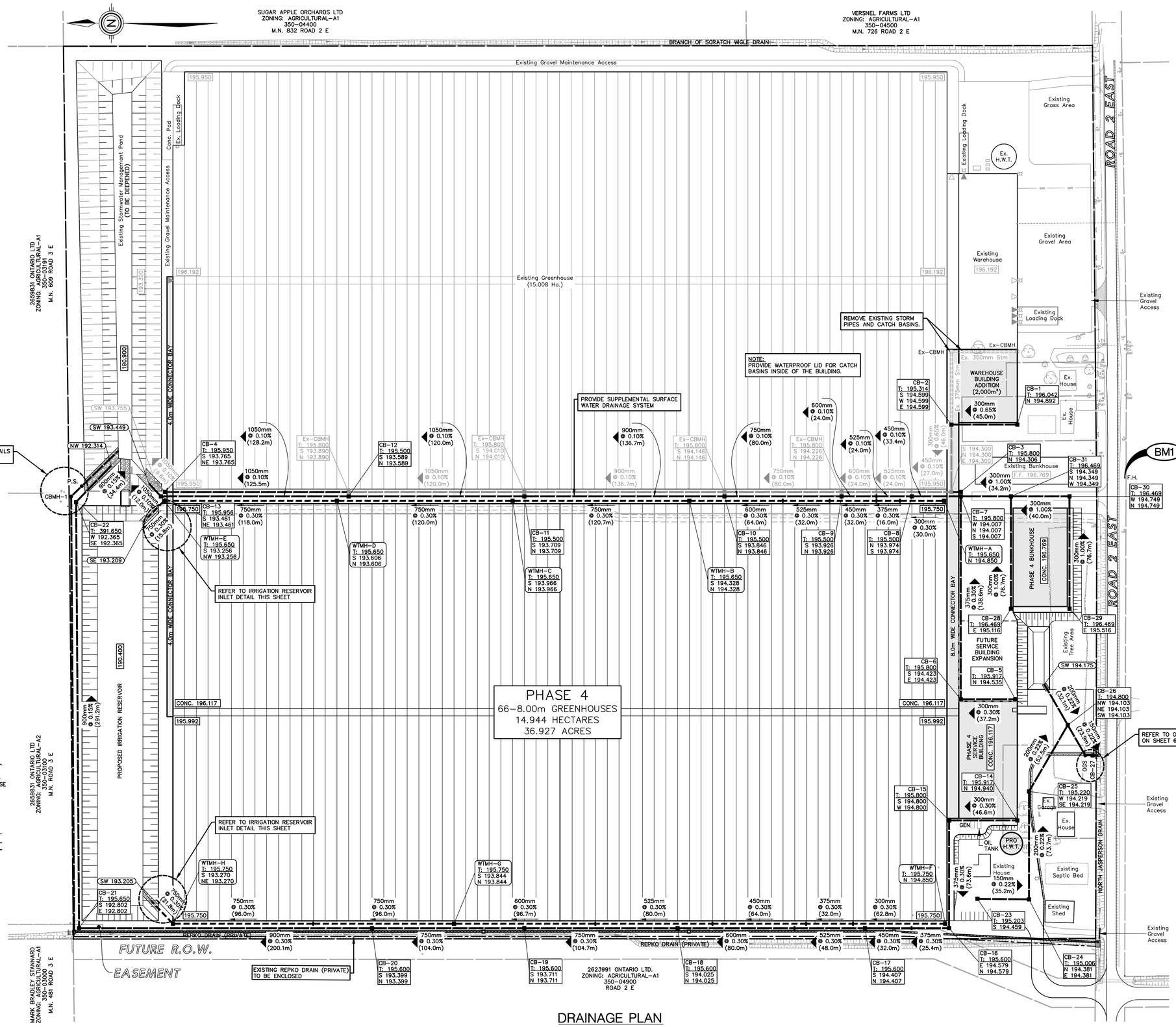
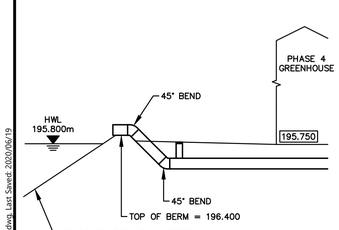


DRAINAGE PLAN

Scale = 1:1250



SCHEMATIC IRRIGATION RESERVOIR INLET DETAIL

Scale = N.T.S.

NOTES:

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4. 191.405 — APPROXIMATE PROPOSED TOP ELEVATION OR SITE GRADE.
5. T: 190.860 E 190.010 W 190.010 — APPROXIMATE PROPOSED INVERTS. ▽ DENOTES APPROXIMATE PROPOSED TOP ELEVATION.
6. 189 MIN — APPROXIMATE PROPOSED SWALE GRADES.
7. ALL POND SIDESLOPES TO BE NO STEEPER THAN 4(Hor.) TO 1(Vert.) UNLESS OTHERWISE NOTED.
8. PLACE MIN. 6" (150mm) THICK TOPSOIL ON ALL POND BANKS AND DISTURBED AREAS, AND SEED TO GRASS.
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BENCHMARKS

1. TOP NUT OF FIRE HYDRANT ON SOUTH SIDE OF ROAD 2 EAST, NEAR WEST CORNER OF PROPERTY.

ELEV. = 196.686m

S.W.M. REPORT	W.L.L.	19 JUNE 2020
OWNER REVIEW	W.L.L.	27 MAY 2020
OWNER REVIEW	W.L.L.	21 APR. 2020
ISSUED FOR:	BY	DATE

REVISIONS

N. J. Peralta Engineering Ltd.

Consulting Engineers

Kingsville Ontario

LICENSED PROFESSIONAL ENGINEER H.C. MIKKELSEN PROVINCE OF ONTARIO

BOEM BERRY FARMS INC.

PHASE 4 GREENHOUSES

542 ROAD 2 EAST, KINGSVILLE, ONTARIO

SHEET TITLE:

UNDERGROUND DRAINAGE PLAN

DESIGNED BY: H.C.M.	DATE: MAY 27, 2020
DRAWN BY: J.H.	SCALE: AS SHOWN
SHEET No.: 4	OF: 12
PROJECT No.: E19-118	

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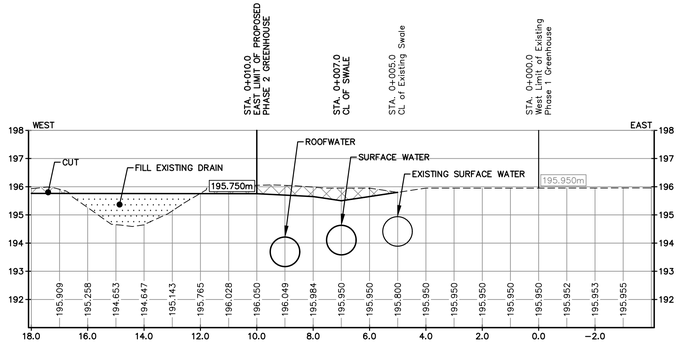
Original Sheet Size: ARCH D 1:1



SECTION A-A

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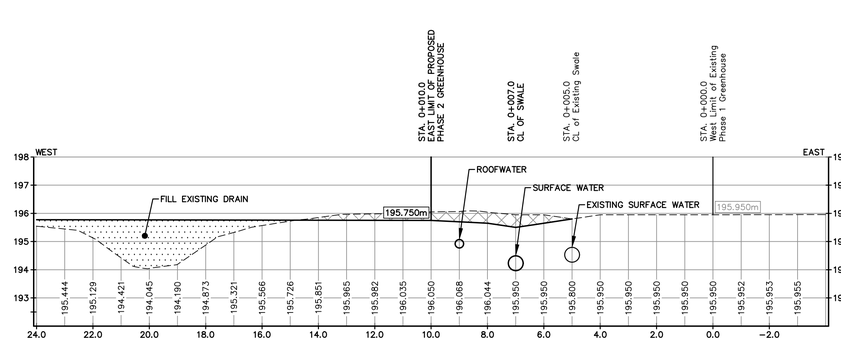

SECTION B-B

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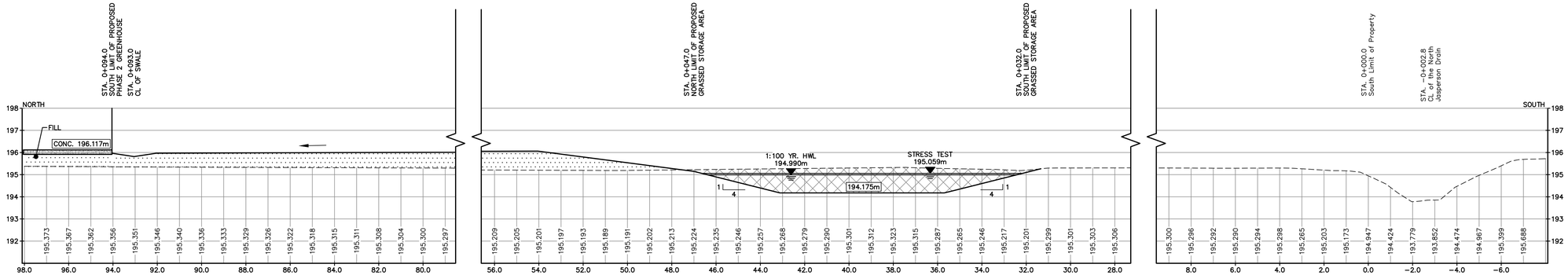

SECTION C-C

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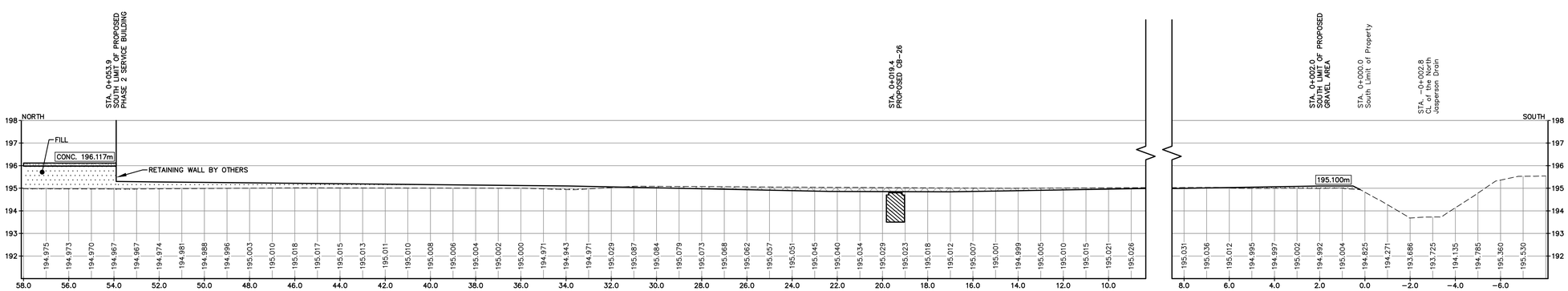

SECTION D-D

Scale = 1:100

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BENCHMARKS

1. TOP NUT OF FIRE HYDRANT ON SOUTH SIDE OF ROAD 2 EAST, NEAR WEST CORNER OF PROPERTY.

ELEV. = 196.686m

REVISIONS		
S.W.M. REPORT	W.L.L.	19 JUNE 2020
OWNER REVIEW	W.L.L.	21 APR. 2020
ISSUED FOR:	BY	DATE

N. J. Peralta Engineering Ltd.

Consulting Engineers

Kingsville Ontario

LICENSED PROFESSIONAL ENGINEER
H.C. MIKKELSEN
26-04-20
PROVINCE OF ONTARIO

BOEM BERRY FARMS INC.

PHASE 4 GREENHOUSES

542 ROAD 2 EAST, KINGSVILLE, ONTARIO

SHEET TITLE:

SECTIONS

DESIGNED BY: H.C.M.	DATE: JAN. 23, 2020
DRAWN BY: J.H.	SCALE: AS SHOWN
SHEET No.: 5	OF: 12
PROJECT No.: E19-118	

Original Sheet Size: ARCH D 1:1

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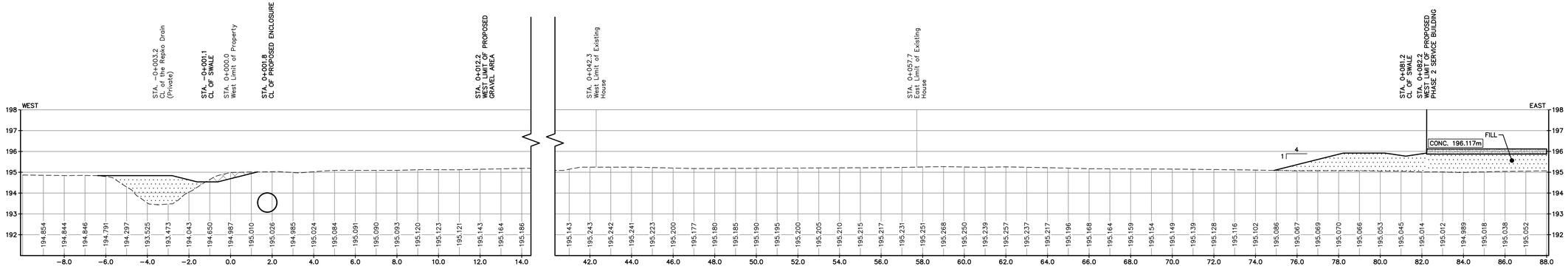

SECTION E-E

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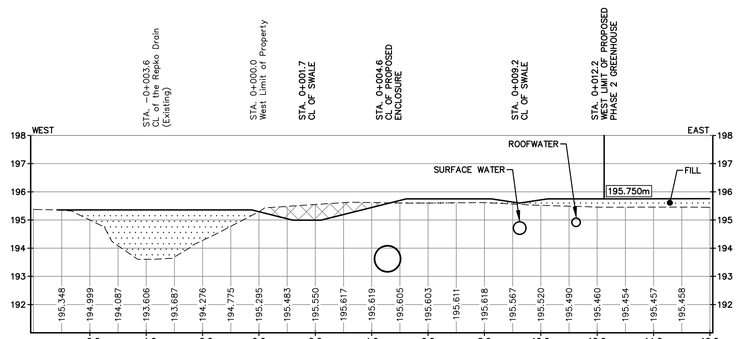

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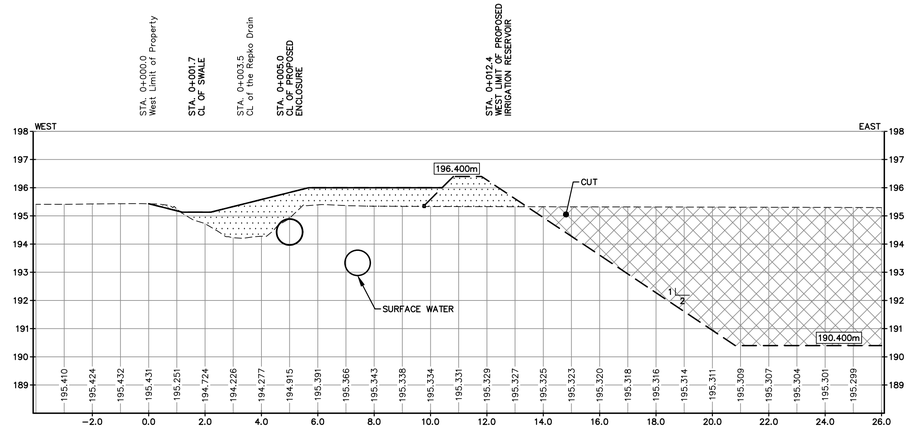

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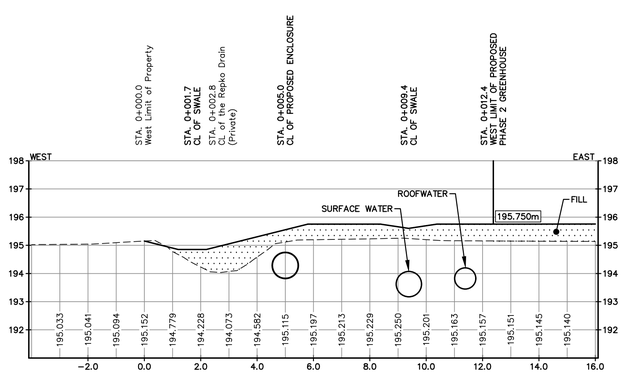

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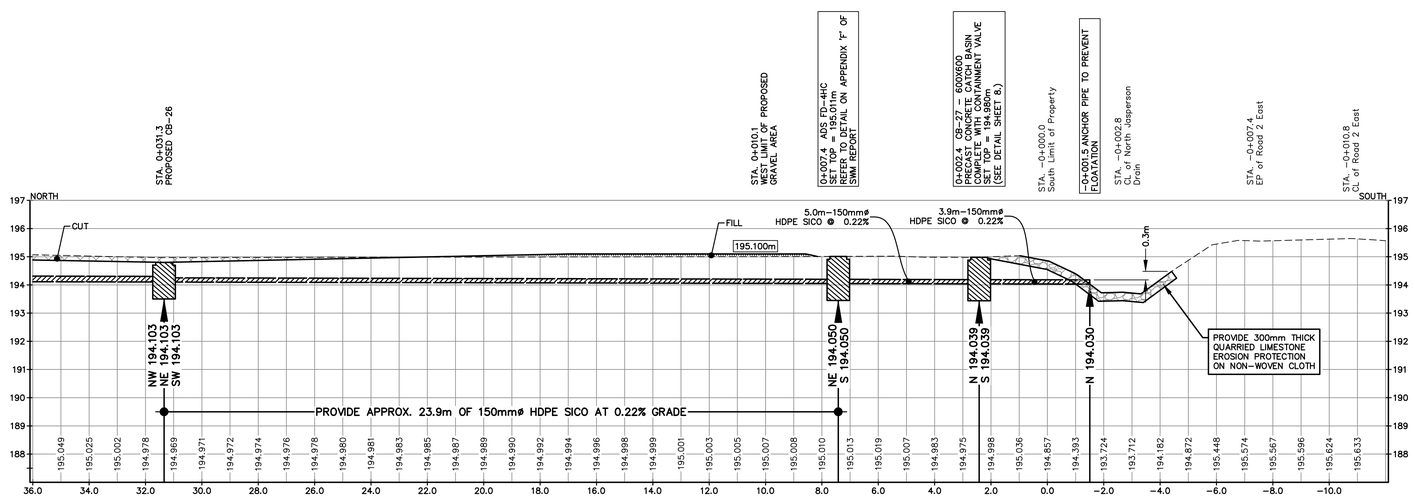

PARKING AREA OUTLET TO NORTH JASPERSON DRAIN

Scale = 1:100

NOTES:

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BENCHMARKS

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ELEV. = 196.686m

REVISIONS		
S.W.M. REPORT	W.L.L.	19 JUNE 2020
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ISSUED FOR:	BY	DATE

N. J. Peralta Engineering Ltd.

Consulting Engineers

Kingsville Ontario

LICENSED PROFESSIONAL ENGINEER
H.C. MIKKELSEN
PROVINCE OF ONTARIO

BOEM BERRY FARMS INC.

PHASE 4 GREENHOUSES

542 ROAD 2 EAST, KINGSVILLE, ONTARIO

SHEET TITLE:

SECTIONS

DESIGNED BY: H.C.M.	DATE: JAN. 23, 2020
DRAWN BY: J.H.	SCALE: AS SHOWN
SHEET No.: 6	OF: 12
PROJECT No.: E19-118	

Original Sheet Size: ARCH D 1:1

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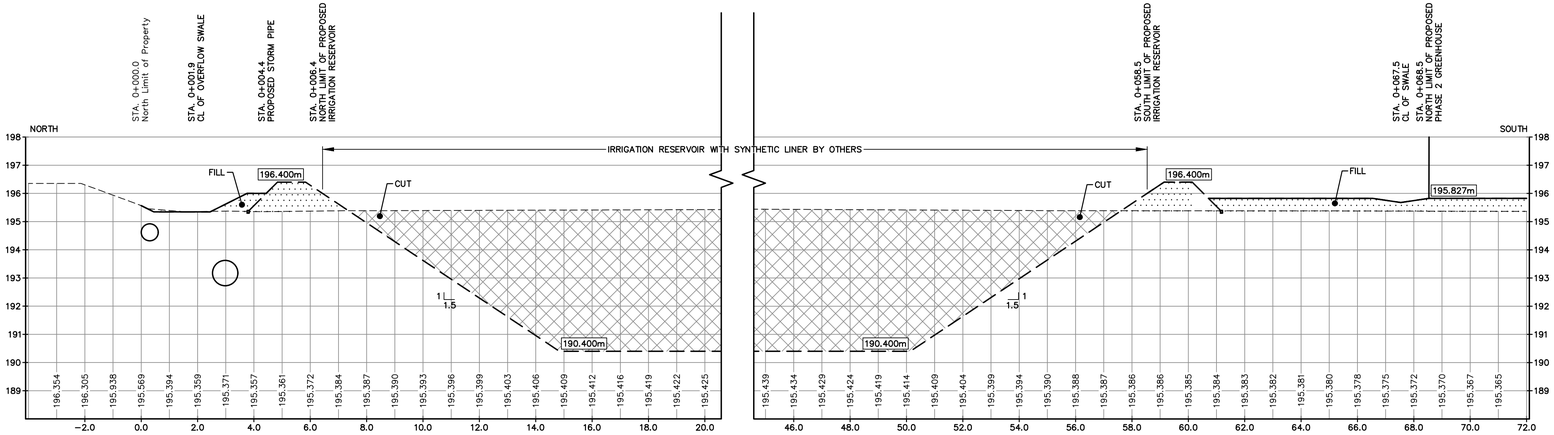
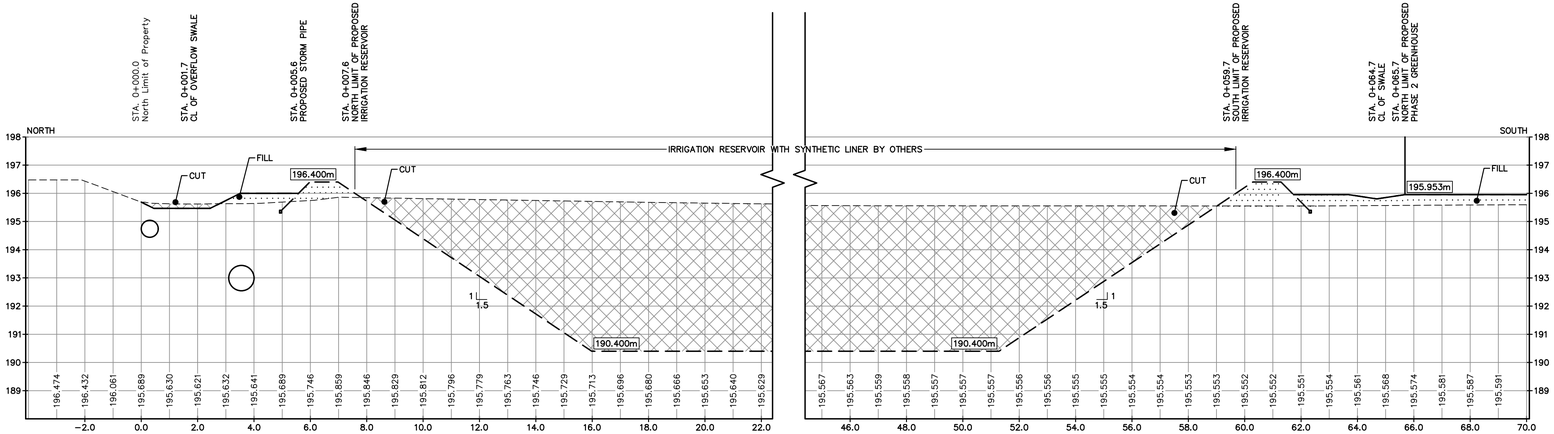


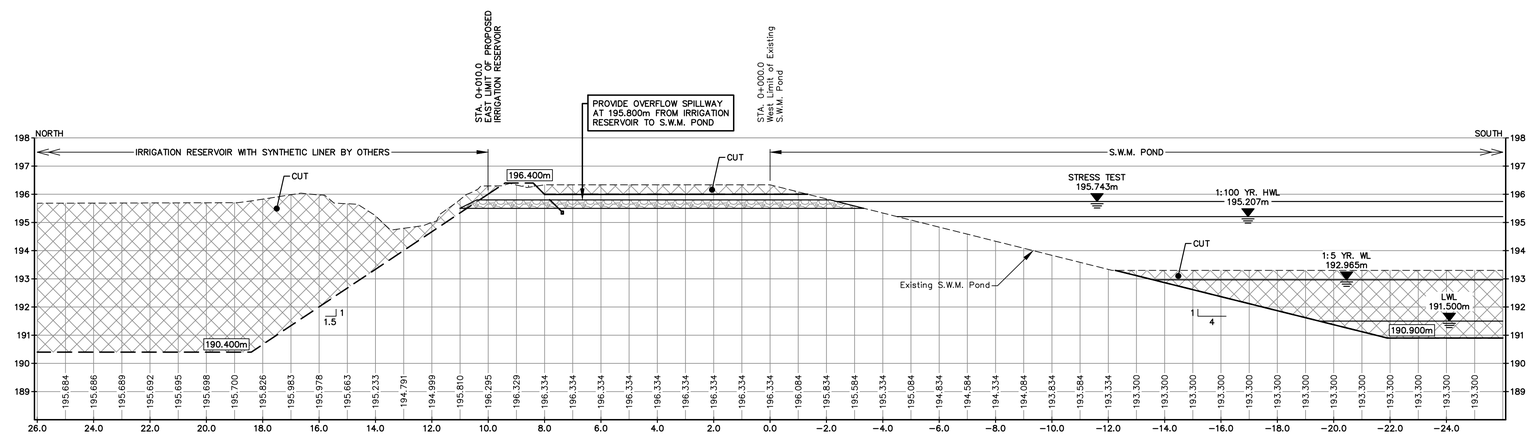
SECTION I-I

Scale = 1:100



SECTION J-J

Scale = 1:100



SECTION K-K

Scale = 1:100

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BENCHMARKS

1. TOP NUT OF FIRE HYDRANT ON SOUTH SIDE OF ROAD 2 EAST, NEAR WEST CORNER OF PROPERTY.

ELEV. = 196.686m

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S.W.M. REPORT	W.L.L.	19 JUNE 2020
OWNER REVIEW	W.L.L.	21 APR. 2020
ISSUED FOR:	BY	DATE

N. J. Peralta Engineering Ltd.

Consulting Engineers

Kingsville Ontario

LICENSED PROFESSIONAL ENGINEER H.C. MIKKELSEN 26-06-20 PROVINCE OF ONTARIO

BOEM BERRY FARMS INC.

PHASE 4 GREENHOUSES

542 ROAD 2 EAST, KINGSVILLE, ONTARIO

SHEET TITLE:

SECTIONS

DESIGNED BY: H.C.M.	DATE: JAN. 23, 2020
DRAWN BY: J.H.	SCALE: AS SHOWN
SHEET No.: 7	OF: 12
PROJECT No.: E19-118	

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

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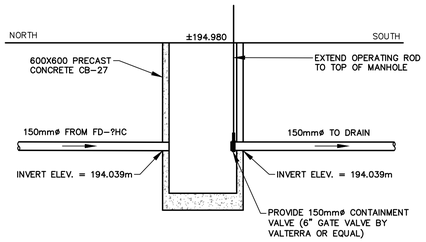

CB-27 SECTION DETAIL

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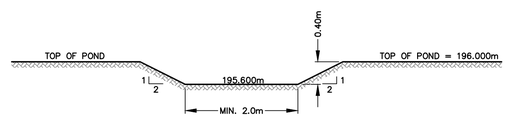

OVERFLOW SWALE DETAIL

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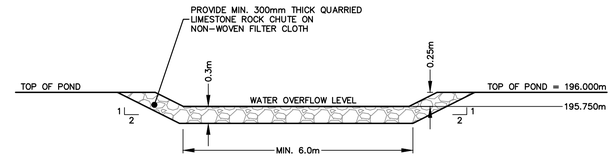

IRRIGATION RESERVOIR TO POND OVERFLOW SPILLWAY DETAIL

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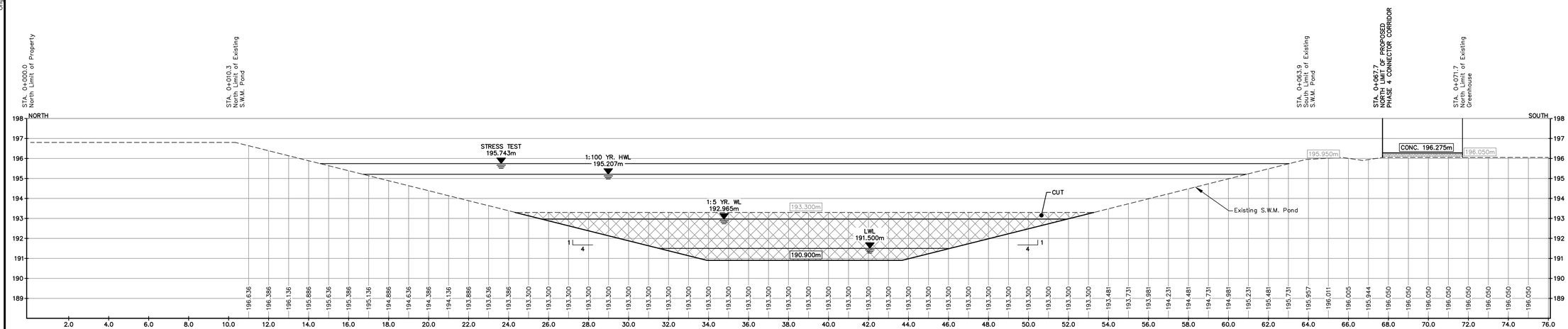
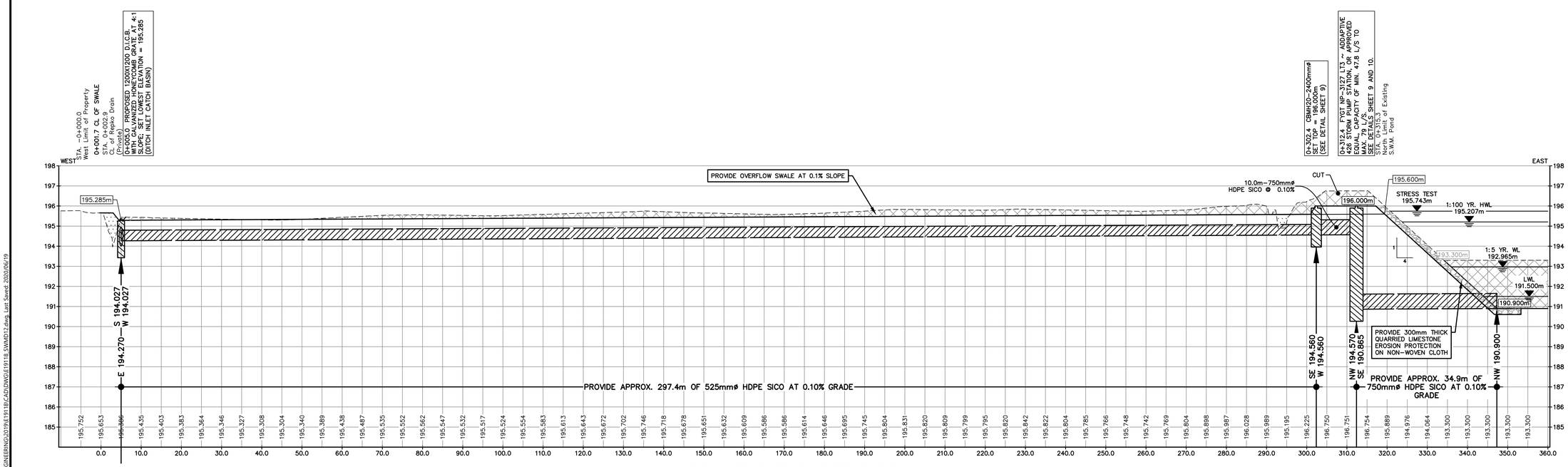


SECTION L-L

Scale = 1:100



POND OUTLET TO REPKO DRAIN

Scale H = 1:500 (HOR.)
V = 1:100 (VERT.)

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ISSUED FOR:	BY	DATE

N. J. Peralta Engineering Ltd.

Consulting Engineers

Kingsville Ontario

LICENSED PROFESSIONAL ENGINEER H.C. MIKKELSEN 20-07-23 PROVINCE OF ONTARIO

BOEM BERRY FARMS INC.

PHASE 4 GREENHOUSES

542 ROAD 2 EAST, KINGSVILLE, ONTARIO

SHEET TITLE:

SECTIONS AND DETAILS

DESIGNED BY: H.C.M.	DATE: JAN. 23, 2020
DRAWN BY: J.H.	SCALE: AS SHOWN
SHEET No.: 8	OF: 12
PROJECT No.: E19-118	

Original Sheet Size: ARCH D 1:1

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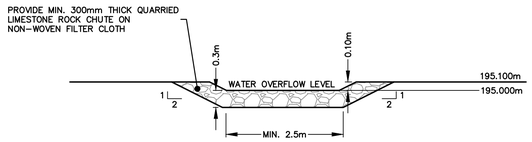

PARKING AREA OVERFLOW SPILLWAY DETAIL

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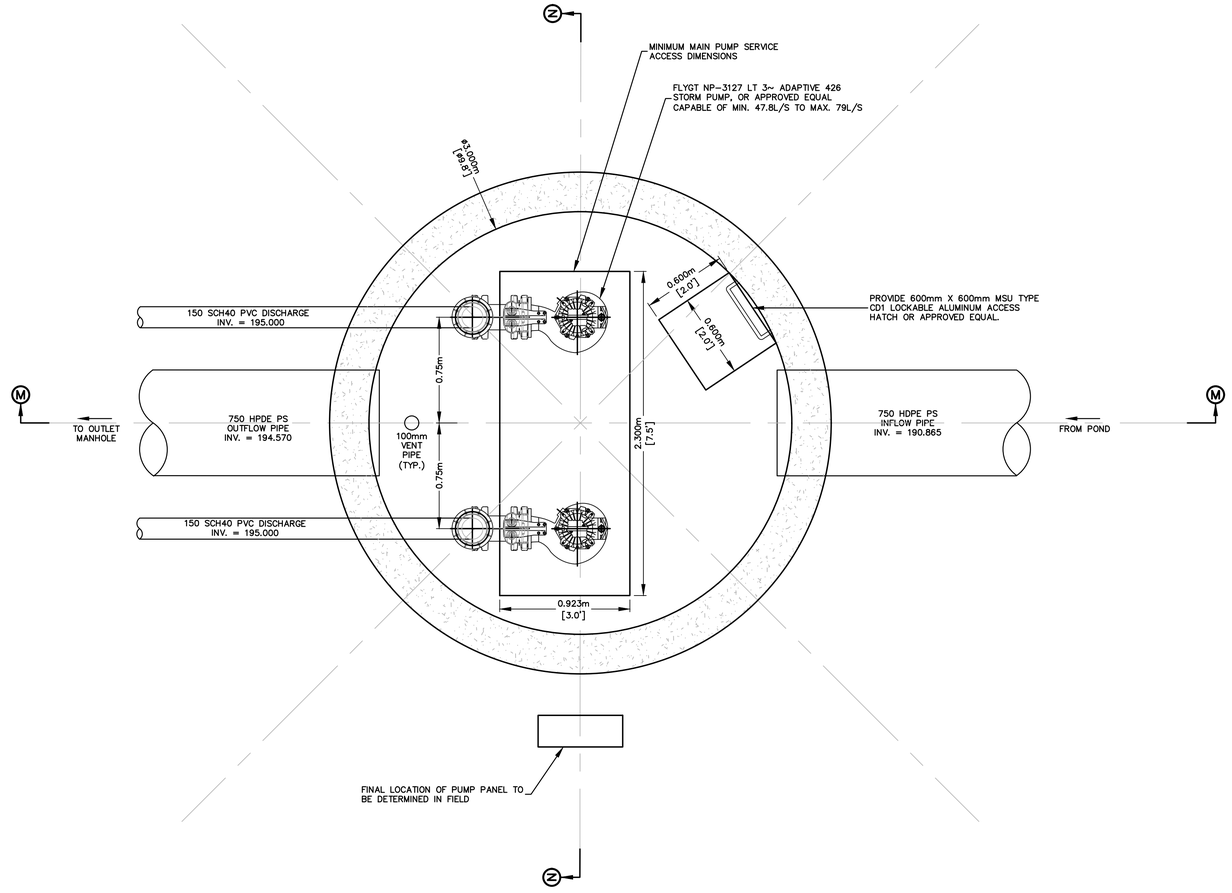
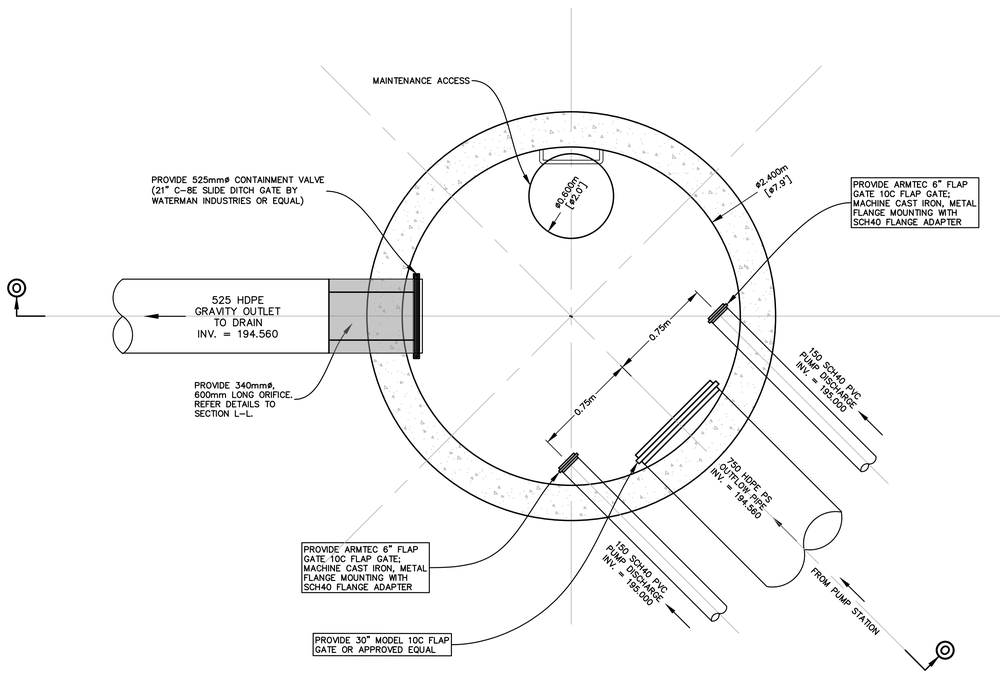


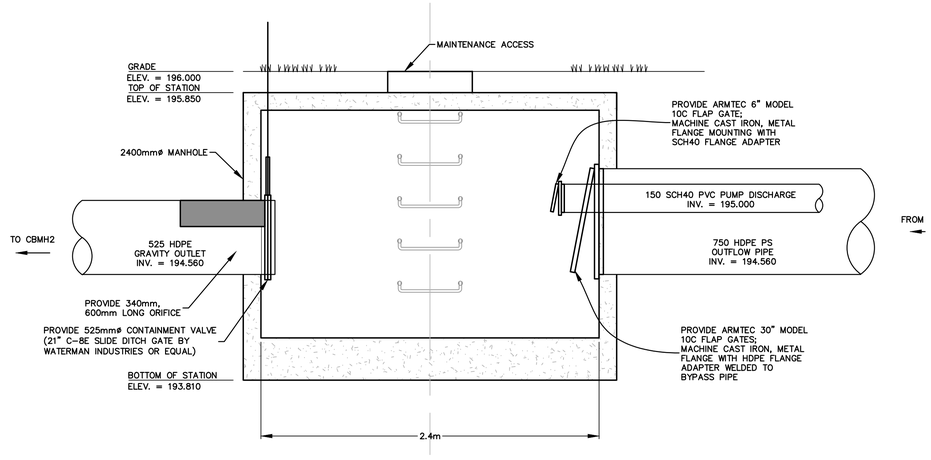
PUMP STATION PLAN DETAIL

Scale = 1:20



OUTLET CBMH1 PLAN DETAIL

Scale = 1:20



OUTLET CBMH1 SECTION DETAIL O-O

Scale = 1:20

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3. 192.227 — DENOTES EXISTING SITE ELEVATIONS.
4. 191.405 — APPROXIMATE PROPOSED TOP ELEVATION OR SITE GRADE.
5. T- 190.860 E 190.010 W 190.010 — APPROXIMATE PROPOSED INVERTS. ▽ DENOTES APPROXIMATE PROPOSED TOP ELEVATION.
6. 191.405 — APPROXIMATE PROPOSED SWALE GRADES.
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9. EROSION PROTECTION TO BE 300mm THICK QUARRIED LIMESTONE RIP RAP ON NON-WOVEN FILTER CLOTH MINIMUM 2.0m WIDE.
10. PROVIDE RODENT GRATES ON ALL DRAIN OUTLETS.
11. TOP ELEVATION OF DETENTION POND TO BE NO LESS THAN 196.000m.
12. STORM EVENTS IN EXCESS OF THE 1:100 YEAR STORM MAY CAUSE FLOODING.
13. THIS PLAN IS TO BE READ IN CONJUNCTION WITH THE STORMWATER MANAGEMENT REPORT DATED JUNE 19th, 2020.
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BENCHMARKS

1. TOP NUT OF FIRE HYDRANT ON SOUTH SIDE OF ROAD 2 EAST, NEAR WEST CORNER OF PROPERTY.

ELEV. = 196.686m

S.W.M. REPORT	W.L.L.	19 JUNE 2020
OWNER REVIEW	W.L.L.	21 APR. 2020
ISSUED FOR:	BY	DATE
REVISIONS		

N. J. Peralta Engineering Ltd.

Consulting Engineers

Kingsville Ontario

LICENSED PROFESSIONAL ENGINEER H.C. MIKKELSEN 20-06-23 PROVINCE OF ONTARIO

BOEM BERRY FARMS INC.

PHASE 4 GREENHOUSES

542 ROAD 2 EAST, KINGSVILLE, ONTARIO

SHEET TITLE:

DETAILS

DESIGNED BY: H.C.M.	DATE: JAN. 23, 2020
DRAWN BY: J.H.	SCALE: AS SHOWN
SHEET No.: 9	OF: 12
PROJECT No.: E19-118	

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

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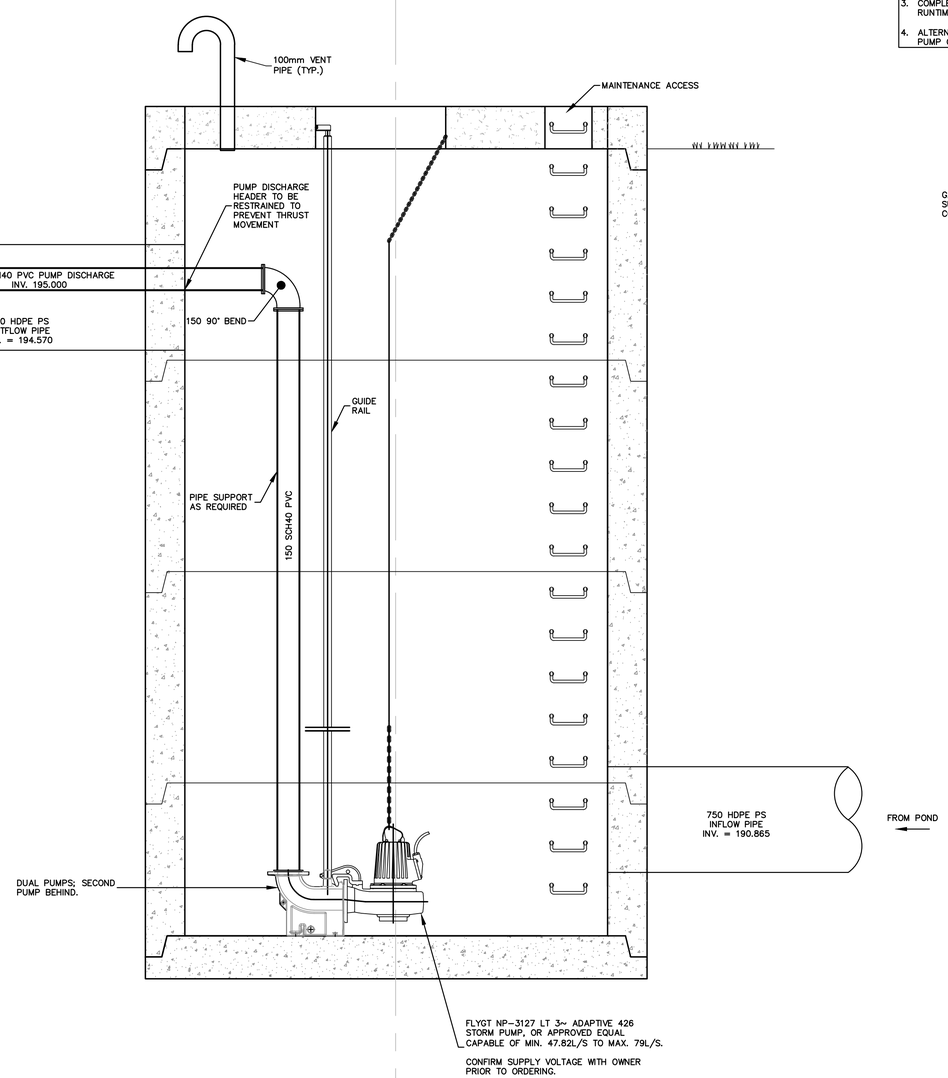
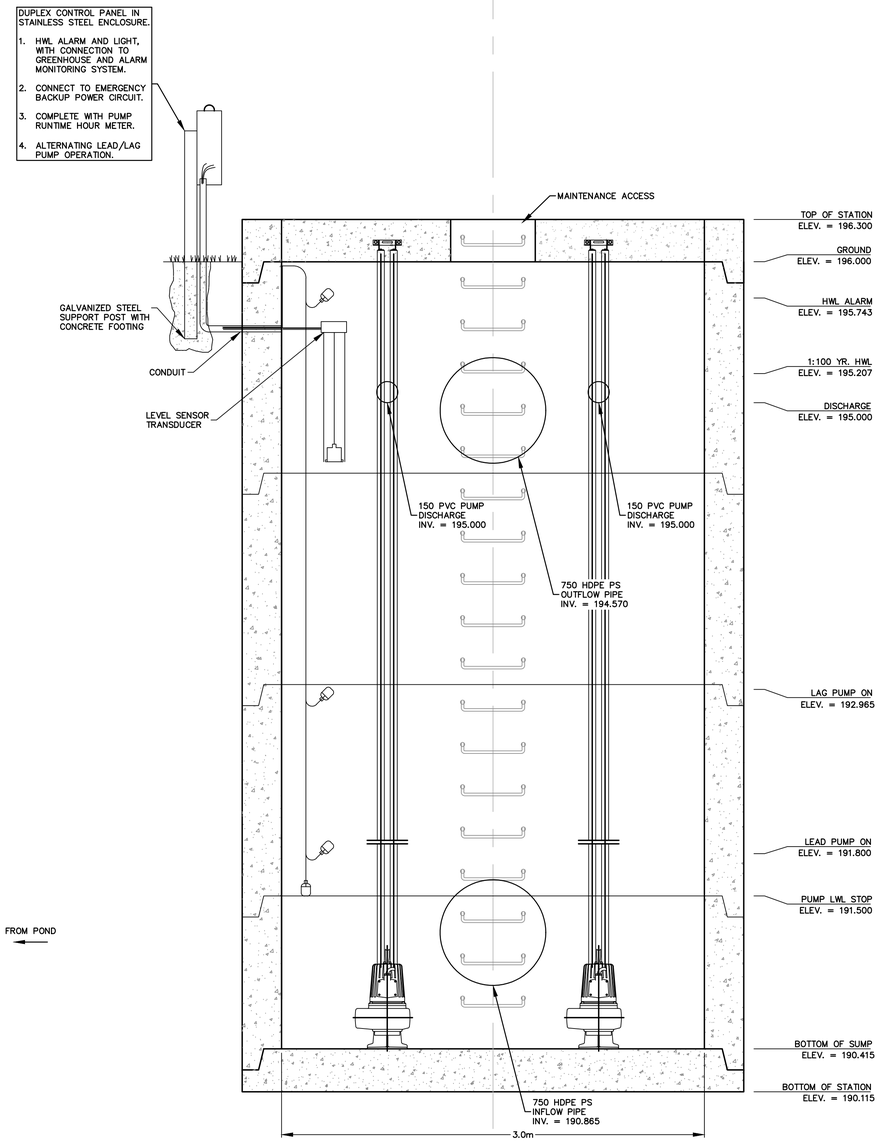


PUMP STATION SECTION DETAIL M-M

Scale = 1:20



PUMP STATION SECTION DETAIL N-N

Scale = 1:20

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BENCHMARKS

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ELEV. = 196.686m

S.W.M. REPORT	W.L.L.	19 JUNE 2020
OWNER REVIEW	W.L.L.	21 APR. 2020
ISSUED FOR:	BY	DATE

REVISIONS

N. J. Peralta Engineering Ltd.

Consulting Engineers

Kingsville Ontario

LICENSED PROFESSIONAL ENGINEER H.C. MIKKELSEN 20-01-23 PROVINCE OF ONTARIO

BOEM BERRY FARMS INC.

PHASE 4 GREENHOUSES

542 ROAD 2 EAST, KINGSVILLE, ONTARIO

SHEET TITLE:

DETAILS

DESIGNED BY: H.C.M.	DATE: JAN. 23, 2020
DRAWN BY: J.H.	SCALE: AS SHOWN
SHEET No.: 10	OF: 12
PROJECT No.: E19-118	

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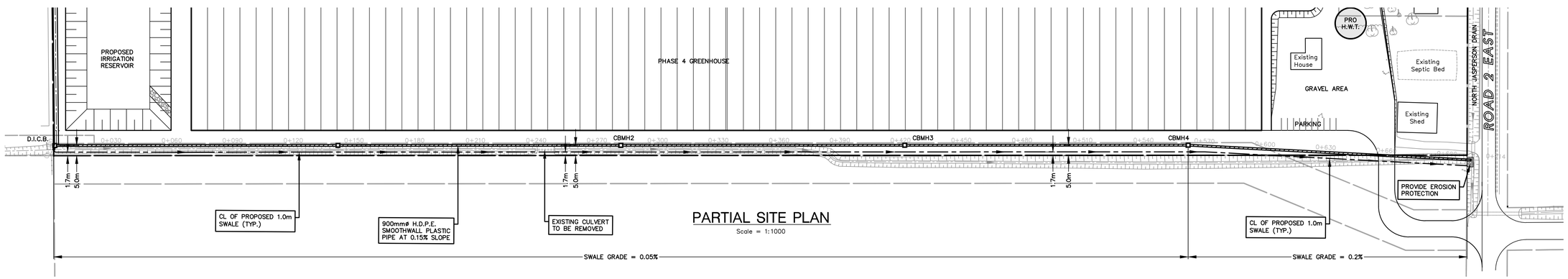
Original Sheet Size: ARCH D 1:1 0 20mm 40mm 60mm 80mm 100mm



PARTIAL SITE PLAN

Scale = 1:1000

0+003.2 Existing 300mmø HDPE Outlet From Cronos
0+000.0 North Limit of Property
0+002.2 PROPOSED 1200X1200 D.I.C.B. WITH GALVANIZED STEEL GRATE, 4:1 SIDE SLOPES, INVERT ELEVATION = 195.205 (DITCH INLET CATCH BASIN)
0+007.5 NORTH LIMIT OF PROPOSED IRRIGATION RESERVOIR
0+059.6 SOUTH LIMIT OF PROPOSED IRRIGATION RESERVOIR
0+069.6 NORTH LIMIT OF PROPOSED PHASE 2 GREENHOUSE
0+142.1 CBMH2 – PROPOSED 1500mmø PRECAST CONCRETE CATCH BASIN MANHOLE; SET TOP = 195.546m
0+239.5 North End of Existing 600mmø Concrete Culvert
EXISTING CULVERT TO BE REMOVED
0+249.4 North End of Existing 600mmø Concrete Culvert
0+281.8 CBMH3 – PROPOSED 1500mmø PRECAST CONCRETE CATCH BASIN MANHOLE; SET TOP = 195.584m
0+422.1 CBMH4 – PROPOSED 1500mmø PRECAST CONCRETE CATCH BASIN MANHOLE; SET TOP = 195.545m
0+562.1 CBMH5 – PROPOSED 1500mmø PRECAST CONCRETE CATCH BASIN MANHOLE; SET TOP = 192.297m
0+597.9 SOUTH LIMIT OF PROPOSED PHASE 2 GREENHOUSE
0+636.0 NORTH LIMIT OF PROPOSED DRIVEWAY
0+664.3 SOUTH LIMIT OF PROPOSED DRIVEWAY
0+664.7 North Limit of Existing Shed
0+684.4 South Limit of Existing Shed
0+699.6 South Limit of Property
0+702.3 CL of North Jasperson Drain
0+702.1 END OF PIPE – PROVIDE EROSION PROTECTION
0+702.5 Existing 1500mmø CSP
0+705.6 EP of Road 2 East
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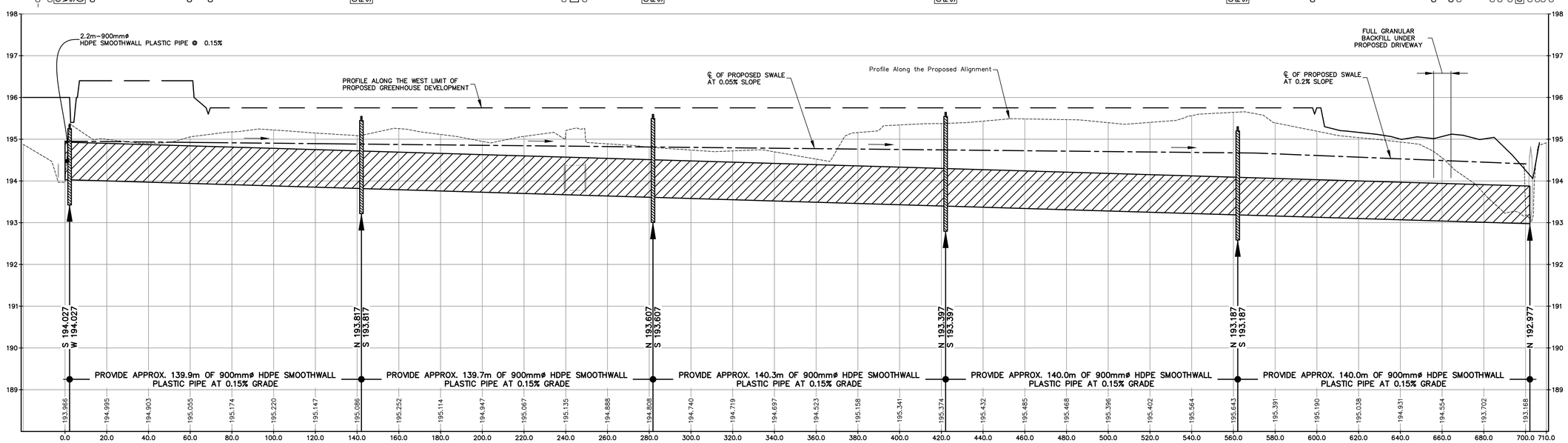
0+709.7 CL of Road 2 East



CL OF PROPOSED REPKO DRAIN ENCLOSURE

Scale H = 1:1000 (HOR.)
V = 1:50 (VERT.)

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4. THIS DRAWING DOES NOT CONTAIN ANY STRUCTURAL BUILDING DESIGN INFORMATION. THE ADEQUACY OF THE STRUCTURES AND THEIR FIELD LAYOUT IS THE RESPONSIBILITY OF THE OWNER AND/OR THER REPRESENTATIVE.
5. ALL BARRIER FREE PARKING SPACES TO BE SIGNED WITH Rb–93.
6. ALL EXTERIOR LIGHTS TO BE DARK SKY COMPLIANT.

BENCHMARKS

1. TOP NUT OF FIRE HYDRANT ON SOUTH SIDE OF ROAD 2 EAST, NEAR WEST CORNER OF PROPERTY.

ELEV. = 196.686m

S.W.M. REPORT	W.L.L.	19 JUNE 2020
OWNER REVIEW	W.L.L.	21 APR. 2020
ISSUED FOR:	BY	DATE
REVISIONS		

N. J. Peralta Engineering Ltd.

Consulting Engineers

Kingsville Ontario

LICENSED PROFESSIONAL ENGINEER
H.C. MIKKELSEN
PROVINCE OF ONTARIO

BOEM BERRY FARMS INC.

PHASE 4 GREENHOUSES

542 ROAD 2 EAST, KINGSVILLE, ONTARIO

SHEET TITLE:

PLAN AND PROFILE DRAIN ENCLOSURE

DESIGNED BY: H.C.M.	DATE: JAN. 23, 2020
DRAWN BY: J.H.	SCALE: AS SHOWN
SHEET No.: 11	OF: 12
PROJECT No.: E19–118	

Original Sheet Size: ARCH D 1:1

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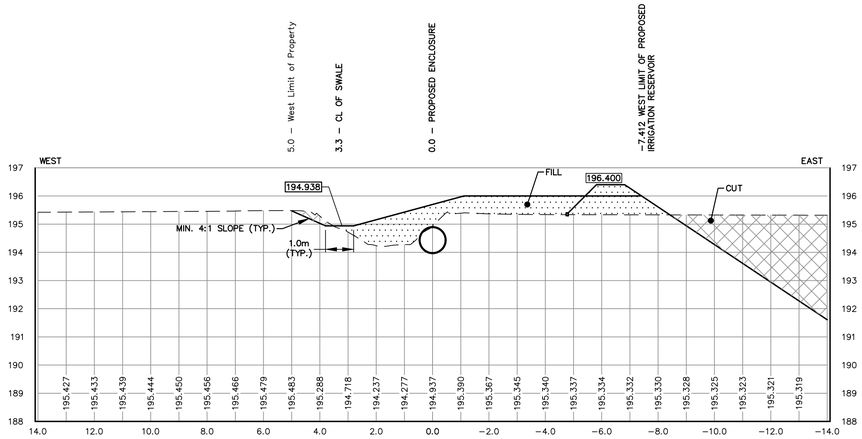
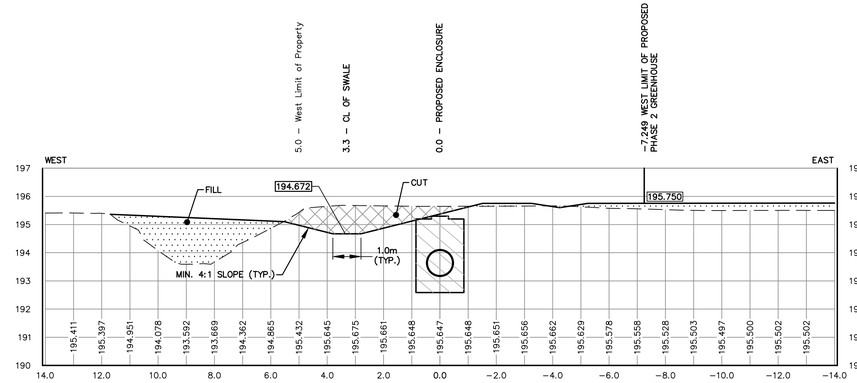


STA. 0+030



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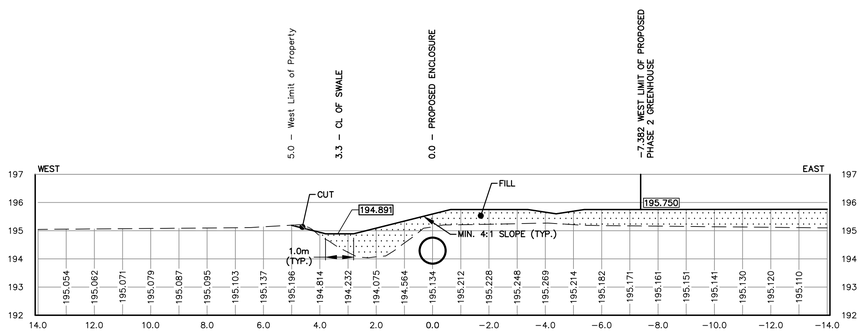

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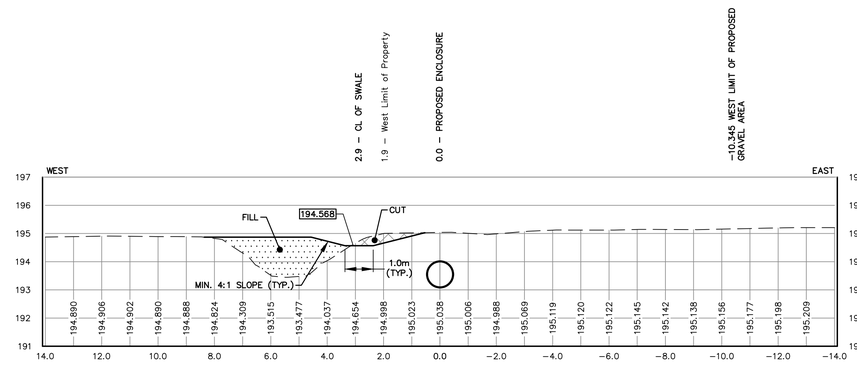

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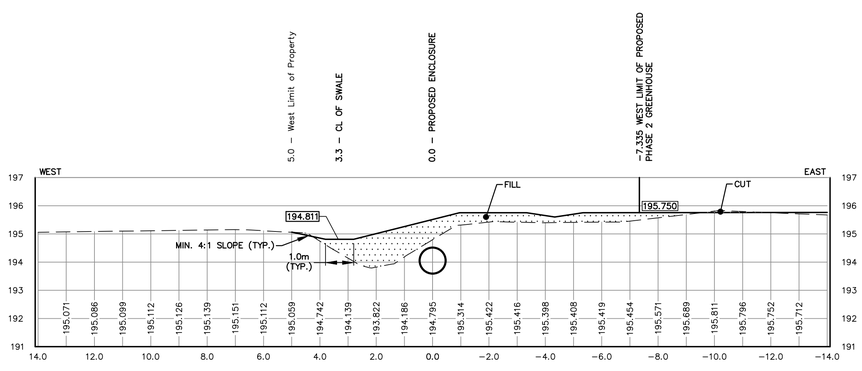

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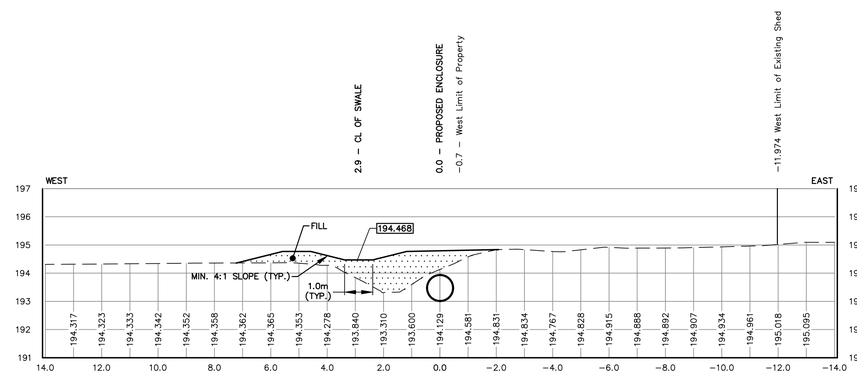

STA. 0+670

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BENCHMARKS

1. TOP NUT OF FIRE HYDRANT ON SOUTH SIDE OF ROAD 2 EAST, NEAR WEST CORNER OF PROPERTY.

ELEV. = 196.686m

REVISIONS		
S.W.M. REPORT	W.L.L.	19 JUNE 2020
OWNER REVIEW	W.L.L.	21 APR. 2020
ISSUED FOR:	BY	DATE

N. J. Peralta Engineering Ltd.

Consulting Engineers

Kingsville Ontario

LICENSED PROFESSIONAL ENGINEER H.C. MIKKELSEN 26-06-19 PROVINCE OF ONTARIO

BOEM BERRY FARMS INC.

PHASE 4 GREENHOUSES

542 ROAD 2 EAST, KINGSVILLE, ONTARIO

SHEET TITLE:

SECTIONS
DRAIN ENCLOSURE

DESIGNED BY: H.C.M.	DATE: JAN. 23, 2020
DRAWN BY: J.H.	SCALE: AS SHOWN
SHEET No.: 12	OF: 12
PROJECT No.: E19–118	

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

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Stantec Consulting Ltd.
100-140 Ouellette Place, Windsor ON N8X 1L9

June 25, 2020
File: 165620102.217

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

Attention: **Mr. Andrew Plancke, CET**
Director of Municipal Services

Dear Andrew:

Reference: Boem Berry Farms Inc.
Proposed 37.2 Acre Phase 4 Greenhouse Expansion
672 Road 2 East - Water Availability

We have examined the "Application for Greenhouse Water Supply/Connection" submitted by Mr. George Dekker of Boem Berry Farms Inc. (BBF) with regards to water availability, flow control and onsite storage in support of a proposed Phase 4 greenhouse expansion and report below.

BBF's application seeks the Town of Kingsville's (Town) approval to use municipal water to service a proposed 37.2-acre expansion to an existing 37.2-acre hydroponic strawberry greenhouse operation spread over several land parcels owned by BBF having Municipal No's 542, 556, 600, 672[1] & 672[2] Road 2 East all situated between Graham and Kratz Sideroad's as shown in the attached Figure-1.

The proposed 37.2-acre expansion represents Phase 4 of an overall 4 phase plan to expand to an ultimate 74.4 acres over several land parcels owned by BBF. As both water delivery and water treatment capacity cannot be reserved for future expansions or developments; consideration of future phases (if contemplated) have not been included in this assessment. Future phases (if contemplated) would require BBF to submit a new application at time of expansion with no assurances that additional water delivery and/or treatment capacity would be available.

Background

In December 2015, BBF applied and received water delivery and treatment approvals from the Town and Union Water Supply System (UWSS) to support their proposed initial 12-acre Phase 1 greenhouse development. As part of the approval, BBF was allocated a total water delivery capacity of 96,000 Imp. gallons per day (Igpd) from the Town and a water treatment capacity allocation of 96,000 Igpd from the UWSS at a regulated maximum inflow rate of 80 Imp. gallons per minute (Igpm) over 20 hours.

In 2017, BBF expanded their existing 12.4-acre greenhouse operation to 24.8 acres with the addition of Phase 2. No additional water treatment nor delivery capacity was requested nor allocated to support the expansion.

In October 2018, BBF applied and was approved for additional water treatment and delivery capacity to support a 12.4-acre Phase 3 greenhouse expansion to their existing 24.8-acre greenhouse operation for a total of 37.2 acres. As part of the approval, BBF was allocated an increased water treatment and water delivery capacity totaling 148,800 Imp. gallons per day (Igpd). This allocation was supplied at a regulated rate of 103 Imp. gallons per minute (Igpm) over 24 hours using an automatic water flow control system (WFCS) and onsite storage system. This capacity allowance was based on a projected maximum day water demand of 4,000 Igal per acre per day (Igpapd).

The existing greenhouse operation is currently serviced with municipal water from a 150mm dia. water service connection (WSC) off the existing 600mm dia. Union trunk watermain running along Road 2 East. This WSC runs through a meter chamber at the property line and extends for approximately 75 meters prior to entering the existing warehouse building where it is fitted with a WFCS regulating inflow up to a

Reference: Boem Berry Farms Inc.
Proposed 37.2 Acre Phase 4 Greenhouse Expansion
672 Road 2 East - Water Availability

maximum of 103 Igpm over 24 hours to limit total water delivery volume to the currently approved delivery allocation of 148,800 Igpd. The WFCS discharges into an above-ground fresh-water storage system comprised of three (3) tanks all located in the existing warehouse building having a total working capacity of approximately 229,000 Igal (76,300 Igal x 3 tanks).

Evaluation

Based on BBF's application and revisions thereto, the total expanded 74.4-acre greenhouse operation is to be used to grow strawberries having an overall projected maximum water consumption rate of up to 0.16 Imp. Gallons per plant per day (Igpppd) at a projected overall plant density of up to 25,000 plants per acre (ppa). This arrangement would result in a projected maximum day water demand of approximately 4,000 Igpapd and a projected total maximum day water demand of approximately 297,600 Igpd.

To support the above projected total maximum day water demand would require that the municipal water distribution system be capable of delivering water at a regulated uniform rate of 206 Igpm over a 24-hour period to an on-site fresh-water storage system having a minimum working capacity of approximately 372,000 Igal.

Currently, the facility has an existing onsite fresh-water above-ground storage system with a reported total working capacity of approximately 229,000 Igal. Based on the above minimum storage requirement of 372,000 Igal, an additional 143,000 Igal of fresh-water storage working capacity will be required to support the Phase 4 expansion.

In accordance with municipal policies and bylaws controlling greenhouse operations, expansions and developments, the municipal water supply to the entire greenhouse development/operation shall be regulated using an automatic WFCS together with a properly sized onsite fresh-water storage system.

In addition, greenhouse operations are not to be spread out over multiple land parcels nor are land parcels to have multiple water service connections nor can the municipal water supply be redistributed across property lines by their respective landowners.

In this specific case, BBF will be required to merge and consolidate their five (5) subject lands parcels having Mun. No's 542, 556, 600, 672[1], 672[2] and corresponding PIN No's 751690087, 751690088, 751690089, 751690090, 751690091 into one (1) land parcel as a condition of the expansion and this review and any further approvals. During the course of this review, BBF has confirmed that the consolidation process for all five land parcels is currently underway.

BBF will also be required to disconnect and abandon the existing WSC's to the four (4) existing residential farmhouses and refeed them (if they are to remain) from the existing potable water supply within the existing warehouse building to avoid having more than one WSC per land parcel.

In addition, BBF will also be required to supply the new Phase 4 bunk house with potable water from the existing potable water supply within the existing warehouse building, all to the technical requirements and satisfaction of the Town.

Note that this assessment purposely ignores the benefit of any supplemental water that is or could be provided by on-site wells, rain-water collection systems and/or recycling initiatives due to reliability of supply issues. A mechanical breakdown, loss of water quality or quantity from onsite wells or bacteriological contamination from recycling leach water would require the municipal water system to be available as backup and capable of supplying the total projected water demand.

Reference: Boem Berry Farms Inc.
Proposed 37.2 Acre Phase 4 Greenhouse Expansion
672 Road 2 East - Water Availability

Water Availability

- Water Treatment Capacity

  BBF currently has a total water treatment allocation of 148,800 Igpd from the Union Water Supply System (UWSS) to support the existing 37.2-acre greenhouse operation. Based on a projected maximum total water demand of 297,600 Igpd to support the expanded greenhouse operation, an additional 148,800 Igpd of treatment capacity will be required from the UWSS.

  An application for sufficient water treatment plant capacity to support the proposed expansion has been submitted to the UWSS by the Town and is currently under consideration. Final review and approval are on hold pending the submission and approval of this Engineer's report.

- Water Delivery Capacity

  The expanded greenhouse operation would continue to draw water from the existing 600mm dia. Union trunk watermain running along Road 2 East.

  With the aid of the UWSS hydraulic computer model using existing and future residential population projections, the existing 600mm dia. trunk watermain fronting the existing greenhouse operation along Road 2 East has sufficient unreserved capacity to deliver the increased 206 Igpm peak flow rate to support the expanded 74.4-acre greenhouse operation without having a significant impact on the remainder of the water distribution system.

- Water Service Connection

  It is our opinion that the existing 150mm dia. WSC will be sufficient to deliver the projected regulated flow rate of 206 Igpm to the expanded 74.4-acre operation without experiencing a significant loss in pressure at the greenhouse structure and adequately service the expansion.

  However, should fire protection be required by BBF and/or by the Chief Building Official (CBO), then a new 300mm dia. combination fire-main/wsc twinning will be required in accordance with the recommendations in the section below on "Fire Protection".

  To service the expanded operation, the regulated flow rate setting on the existing WFCS will need to be increased from its current 103 Igpm set-point to a new proposed set-point of 206 Igpm; provided the existing WFCS is capable. Should it be found that the existing WFCS is not capable, then BBF will be required to upgrade the WFCS to the technical satisfaction of the Town.

  In all cases, it will be BBF's responsibility to ensure that the design of the upgraded WFCS is carried out in coordination with the existing water service piping (or any new combination fire-main/wsc piping) to ensure proper operation can be achieved during both present and future scenarios to prevent a shortage of water to the greenhouse facility.

- Fire Protection

  Specific requirements for fire protection have not been assessed in this report. Fire protection requirements are under the jurisdiction of Kingsville Building Services and its Chief Building Official (CBO). Consideration of any fire protection schemes using a fire-main concept would require a significantly larger municipal water supply and water service connection than that required to only supply the domestic & irrigational demands of the greenhouse.

  With the aid of the UWSS hydraulic computer model, it was observed that the existing 600mm dia. Union trunk watermain along Road 2 East where it fronts the existing greenhouse operation has sufficient hydraulic capacity to provide fire-flows in excess of the minimum 2,000 Igpm recognized fire-flow threshold for greenhouse developments while maintaining the required min. 20 psi residual

pressure benchmark in the remainder of the water distribution system during maximum day flow conditions.

To convey the min. 2,000 Igpm fire-flow threshold onto private property would require that the existing 150mm dia. WSC be upgraded to a combination 300mm dia. fire-main/wsc fitted with multiple hydrants placed at strategic locations within the property.

Hence, the above water distribution system performance would need to be acknowledged when considering fire protection strategies and alternatives should fire protection be a requirement of the expansion and/or the CBO currently or in the future.

Recommendations

Based on the above considerations, it is our recommendation that,

"BBF be granted access to the municipal water distribution system on the existing 600mm dia. Union trunk watermain along Road 2 East to service the proposed 37.2-acre Phase 4 expansion to the existing 37.2-acre hydroponic greenhouse operation at 672 Road 2 East for a total acreage of 74.4-acres; and that granting of additional water treatment and water delivery capacity be contingent on all the following conditions":

1. *That BBF receive written approval from the UWSS for an additional 148,800 Igpd of water treatment capacity to supplement their current treatment allocation of 148,800 Igpd for a total water treatment capacity allocation of 297,600 Igpd, all to the satisfaction of the Town.*
2. *That BBF receive written approval from the Town for an additional 148,800 Igpd of water delivery capacity to supplement their existing allocation of 148,800 Igpd for a total delivery capacity allocation of 297,600 Igpd, all to the satisfaction of the Town.*
3. *That BBF execute a revised indemnity agreement with the Town with respect to "understanding of water availability" and "limits of liability" for the expanded 74.4-acre greenhouse operation.*
4. *That BBF undertake to rework and modify the existing WFCS in the existing greenhouse operation to regulate total water inflow to a revised flow rate setpoint not exceeding 206 Igpm to limit total water delivery volume to a revised total water treatment capacity allocation of 297,600 Igpd over a 24-hour period; all to the satisfaction and technical requirements of the Town.*
5. *That BBF be responsible for ensuring that the design and construction of an upgraded WFCS to accommodate the new flow rate set-point of 206 Igpm is carried out in coordination with the existing water service piping to ensure proper operation as applicable, all to the satisfaction and technical requirements of the Town.*
6. *That BBF supplement their existing onsite fresh-water storage system having a reported total working capacity of approximately 229,000 Igal with an additional 143,000 Igal of fresh-water storage capacity for a total onsite fresh-water storage system having a minimum <u>total working capacity of 372,000 Igal or greater</u> to support the expanded facility; all to the satisfaction and technical requirements of the Town.*
7. *That BBF register to have the five subject land parcels with Mun. No's 542, 556, 600, 672[1], 672[2] and corresponding PIN No's 751690087, 751690088, 751690089, 751690090, 751690091 merged and consolidated into one land parcel all to the satisfaction of the Town.*
8. *That the existing four water service connections to the residential farmhouses at Mun. No's 542, 556, 600, 672 and 684 be disconnected, meter removed and line capped within their existing meter chambers at the property line after the land parcels are merged and consolidated and after the structures are decommissioned and demolished to make way for the new greenhouse expansion.*

Reference: Boem Berry Farms Inc.
Proposed 37.2 Acre Phase 4 Greenhouse Expansion
672 Road 2 East - Water Availability

9. *That the proposed phase 4 bunk house be fed from the existing potable water supply within the existing warehouse building, all to the technical requirements and satisfaction of the Town.*
10. *That the Town and its Agents retain the right to enter onto private property to ensure that all the above conditions have been complied with.*
11. *Should BBF be granted access to the municipal water system to support the expansion irrespective of size, while abiding by all the conditions imposed above; then BBF shall be:*
    a. *Given a time limit of 6 months to obtain a building permit from the Town for the proposed expansion corresponding to the size proposed herein from the date of municipal council and/or administration approval or the approval for water treatment capacity from the UWSS and water delivery capacity from the Town shall lapse;*
    b. *Given a time limit of 12 months to implement the greenhouse conditions stated herein and use the availed water treatment & water delivery capacity from the date of issuance of a municipal building permit (subject to condition 1 above) or the approval for treatment capacity from the UWSS and delivery capacity from the Town shall lapse;*
    c. *Advised that approval is issued to the applicant, landowner and property designated in the application and this report; and shall not be transferable to another property or to another applicant and/or landowner without the express written permission of the Town and the UWSS.*

Please contact me directly should you have any questions or concerns or require additional information.

Sincerely yours,

STANTEC CONSULTING LTD.

Tony Berardi, P.Eng.
Principal & Sector Lead, Water
Phone: 519-966-2250 x255
Fax: 519-966-5523
tony.berardi@stantec.com

Attachment: Figure 1

c. Peter Valore - CBO & Manager of Building & Bylaw Services - Kingsville
Robert Brown - Manager of Planning Services – Kingsville
Katrina Brcic - Town Planner - Kingsville
Rodney Bouchard - General Manager of Union Water Supply System
Heide Mikkelsen, P.Eng. - Principal - NJ Peralta Engineering Ltd.
William LeBel, P.Eng. - Project Engineer - NJ Peralta Engineering Ltd.
George Dekker - Project Manager – Boem Berry Farms Inc..

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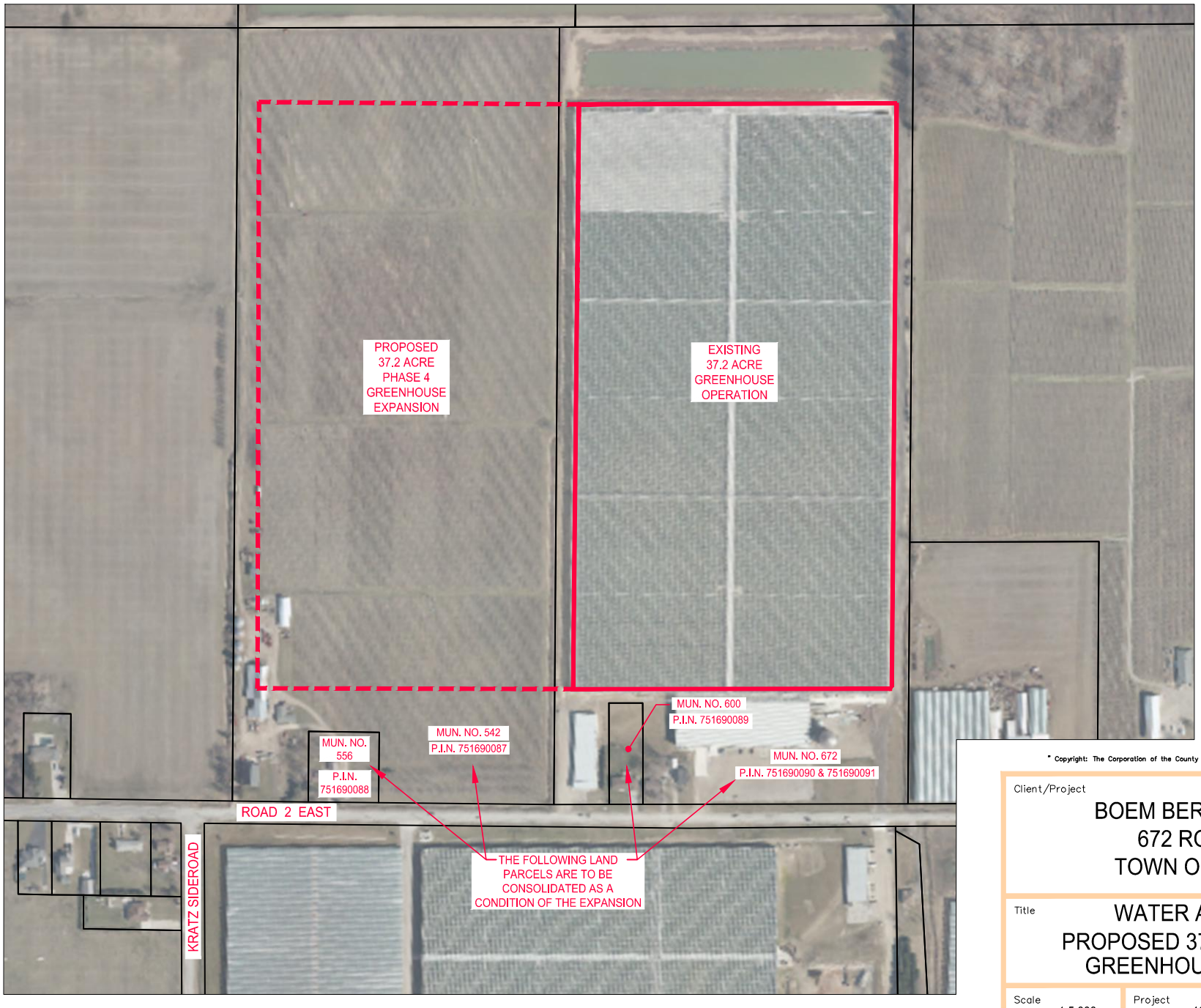

Stantec

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Client/Project

BOEM BERRY FARMS INC.
672 ROAD 2 EAST
TOWN OF KINGSVILLE

Title

WATER AVAILABILITY
PROPOSED 37.2 ACRE PHASE 4
GREENHOUSE EXPANSION

Scale	Project	
1:5,000	165620102-217	FIGURE-1

2021 Division Road North
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Date: June 17, 2020

To: Mayor and Council

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

RE: Shipping Container Regulation Update

Report No.: PS-2020-036

AIM

To provide the Mayor and Council with an update on shipping container regulations and where containers are permitted with the Town.

BACKGROUND

In the summer of 2016 a report was presented to Council outlining existing regulations on the placement and use of shipping containers (portable storage, sea cans etc.) within the Town see Appendix A. This included comment from the Chief Building Official outlining issues and concerns with the use of these containers for storage. The report also included a chart outlining regulations in surrounding communities in the County. The resulting recommendation was to engage the public on the use of shipping containers and draft potential regulation updates for presentation to Council. Background work and review were undertaken along with draft by-law changes however, the project dropped off as a priority and enforcement continued utilizing the existing regulations. Since the original report enforcement has led to the removal of a number of illegally placed containers, particularly along Main St. E. and in the downtown. We continue to monitor the use of shipping containers in Kingsville and advise property owners on their legal use.

DISCUSSION

Under the Kingsville Zoning By-law, Section 4.33, Prohibited Uses, the storage of shipping containers is only permitted where outdoor storage is permitted. Outdoor storage is only permitted in the A1, M1, M2, M3 and M4 and the EG zones. In addition the outdoor storage must be properly fenced with the exception of the A1 zone.

Within Kingsville, we have observed the use of shipping containers in all zones. The use of these containers varies and can include:

i) Storage on constructions sites for materials and equipment
ii) A method of residential moving
iii) Storage on properties undertaking building renovations
iv) As an accessory building

Other uses that these containers have been put to include pop up commercial units and use in constructing homes both of which staff have received inquiries about. These containers have a wide variety of uses and provide a secure, weatherproof and inexpensive option for a variety of applications when used in compliance with the current zoning regulations.

There are updates that have been incorporated into the zoning via a pending housekeeping amendment that is currently being undertaken and include the following:

i) Replacement of existing definition (storage container to shipping container)
ii) Prohibition on storage and use
iii) Addition of a separate shipping container regulation section
iv) Placement regulations to address CBO's concerns
v) Temporary use regulations – storage, construction sites, moving etc.

The public engagement portion of the recommendation from the 2016 report could be addressed through the housekeeping amendment process. The original February 2016 housekeeping amendment was presented to PAC. A detailed outline of all the amendments and updates was presented at the time. Following this same approach would afford the public the opportunity for input at that time. Staff is not aware of a larger scale issue surrounding shipping containers that would necessitate a separate public engagement at this time.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

There are no current financial considerations resulting from this report.

CONSULTATIONS

Management Staff

RECOMMENDATION

That Council:

Receive the shipping container regulation update report for information purposes, and

Direct administration to incorporate updated regulations for shipping containers in a comprehensive housekeeping amendment to be presented to the Planning Advisory Committee for public input prior to presentation to Council.

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

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Date: **August 10, 2016**

To: **Mayor and Council**

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

Re: **Shipping Container Regulations - Present**

Aim

To provide Council with information on the current regulations in place for shipping containers in other communities across Essex County.

Background

At the June 25, 2016 Council meeting administration was directed to review the current regulations for shipping containers in other Essex County communities. The basis of the direction was the result of two items:

1) a property owner seeking approval of a site plan amendment to permit the development of an outdoor storage area for several shipping containers to be utilized as storage for his disaster restoration business, and

2) presentation of a report by the Chief Building Official on shipping containers and several issues of concern related to, negative aesthetics, lack of building permits or any building code review, are not subject to municipal property assessment, and fire safety.

Discussion

The report presented by the CBO was accurate and raises many of the same issues raised in reviewing the information for this report and the situation at 60 Wigle, however it is also important to keep in mind the context of the report which was to reinforce the continued prohibition of shipping containers in residential and commercial zones. With Council's direction and endorsement of this report is helped to bolster enforcement of the existing regulations within these zones.

What the report did not directly address was the issue that shipping containers are indirectly permitted in a zone which permits outdoor storage. Outdoor storage is permitted in industrial zones including the M1, M2, and M3 and the Agricultural zones both A1 and A2. In these zones shipping containers are typically being used for storage or for their intended use as a

mode of shipping product either in or out. They do serve a purpose, the issue is where you locate and how you are permitted to use a shipping container. Complete prohibition on shipping containers could have a negative impact on certain local industry however very clear regulations need to be developed to address the where and how in order to mitigate impact on the Town as a whole and on abutting uses, particularly residential. Things such as surface treatment, density (total number permitted on a lot dependent on size), safety aspects re: fire, requirement of foundations, issuance of permits and treatment as structures can be incorporated into zoning and implemented through site plan control.

The fire safety aspect of the CBO's report was something that raised a particular degree of concern at Council as well it should. However, it is important to note that all structures pose a degree of unknown risk as what is behind a closed door is often unknown to first responders. Since the risk factor of a shipping container and its potential contents are documented it is something that could be addressed through appropriate zoning regulations or through the Building Code if they are treated as structures.

Shipping container use and regulation is not a particularly new item and research of the issue notes that 10 to 15 years ago it was becoming an item that many municipalities had to review as they had either no regulations or unclear regulations. In reviewing the seven local communities in Essex County it came as a rather unpleasant surprise that specific regulation for shipping containers or their use was limited. (See Table 1 for details) Part of this can be attributed to the use of a common clause in many of the by-laws which notes that uses not listed or not defined are generally not permitted. *"Uses not listed as permitted uses in a zone or defined area in this By-law shall be prohibited in such zone or defined area."* Unfortunately this blanket type of assumed prohibition can often be challenged as the shipping container itself is not really considered a *"use".* On the other hand the storage of shipping containers would be considered a "use." The other approach is to treat the containers as a temporary use and regulate through existing provisions in that by-law. Expanding the review of the communities was moderately more productive but even those communities that had directly addressed shipping containers had primarily focused on temporary regulation in residential zones as this was the problematic area.

TABLE 1

Community	Regulations	Defined in Zoning By-law	Specifically Prohibited	Outdoor Storage Setback
Kingsville	Indirectly as part of outdoor storage & fence by-law	No	Yes – but only in zones which do not permit outdoor storage	7.5 m
Leamington	Indirect – regulated as a temporary bldg.	No	No	No
Lakeshore	Yes but only in residential zones	No	Yes – in or abutting residential zones	Based on required side yard or rear yard requirements
Essex	No	No	No	50 m
Amherstburg	No	No	No	15 m
Tecumseh	No	No	No	18 m
Lasalle	No	No	No	3 m
Windsor	Yes but only in residential zones	Yes	No	3 m

Kingsville in this regard is one of the more progressive communities in that the use of shipping containers is directly addressed however, it is agreed that there is potential for improvement to the current regulations as they are somewhat fragmented. The current regulations prohibit shipping containers in all zones, unless outdoor storage is permitted, so then we look to the outdoor storage regulations in the by-law, which then require inclusion on an approved site plan, except in Agricultural zones. Finally we also need to consider the Fence By-law as it also factors into the equation in terms of type and height of any required fencing/screening.

Shipping container use in Agricultural areas, to date has not presented any significant issues. Use in industrial areas is not particularly widespread however improvements in the clarity of the current regulations, to safeguard ongoing and future use, are important.

1) Provincial Policy Statement (PPS), 2014:

There are no issues of Provincial significance raised by the status report.

2) Official Plan

If it is assumed, for the purpose of this report, that shipping containers should be considered an accessory industrial or agricultural use then any potential changes to the zoning regulations would need to be in compliance with both the industrial and agriculture designations.

3) Comprehensive Zoning By-law

Based on the review of local zoning by-laws and a wider review of other municipal by-laws it has become clear that shipping container regulations are not commonly found and even in those by-laws with shipping container regulations they are most often directed toward the prohibition or limitation within residential areas. The current regulations in the Kingsville Zoning By-law prohibit shipping containers unless outdoor storage is permitted within a particular zoning classification. A1 and A2 Agricultural and M1, M2 and M3 Industrial all permit outdoor storage. Outdoor storage itself is also regulated which outlines the particulars including setbacks, height, lot coverage and location in areas abutting residential zones. Site plan control also plays a role in that outdoor storage areas have to be indicated on approved plans and any fencing over 1.8 m (6 ft.) in height must be shown on an approved site plan drawing.

It is not uncommon for there to be more than one section in a by-law regulating a particular use. With that said, is there a need to refine or clarify the regulations for shipping containers in a specific standalone section of the by-law? If that is the direction that Council is seeking I would suggest different options in moving forward.

Option 1

Immediate housekeeping amendment to address only shipping container regulations

Comment: This would be a full review of the regulations with an amending by-law to outline specific regulations for shipping containers with no cross regulation by other sections of the Zoning By-law. All necessary provisions for shipping containers would be outlined in one new section of the by-law. In addition shipping containers used as permanent storage would be treated at structures and subject to the Building Code and applicable zoning regulations.

Option 2

Housekeeping Version II

Comment: Since the Comprehensive Housekeeping By-law was approved by Council in February of 2016 a number of additional minor items have been identified that should be addressed in a future housekeeping amendment. Shipping container regulations could be amended at that time either in the same fashion as Option 1 or as the less involved manner under Option 3.

Option 3

Amendment/Clarification of existing regulations

Comment: This option would simply rework and clarify any issues of concern with the current format with the possible addition of added provisions if deemed necessary.

Option 4

Status Quo

Comment: Based on the review of other municipalities this is a viable option as there are regulations in the existing Zoning By-law which do not foster the widespread, unregulated placement of shipping containers. This affords the time to review, consult and develop regulations that consider a comprehensive approach to regulation.

Public Consultations

As required under the Planning Act any amendment to the zoning by-law will require public notice. The extent of public consultation on the issue at hand would be dependent on the option chosen. Option 1 would potentially need a more direct consultation with potential stakeholders while Option 4 requires no input.

Ontario Building Code (OBC)

The OBC has not definitively defined shipping containers as structures in certain circumstances including shipping containers being used individually as an accessory structure, collectively for storage or used to form the walls of a larger structure. The OBC has however been clear that shipping containers used to form a dwelling are structures and must comply with the Code. The OBC does include wording under the definition section of the Code that does allow for some leeway in what is defined as a building or structure. If the Town is comfortable with taking the position that shipping containers used for purposes other than short-term storage or the shipping of goods then it is possible for the Building Department to require permits adding an additional layer of regulation to shipping container use and placement within the Town.

External & Administrative Consultations

The draft report was circulated to Managers for comment and discussed at the bi-weekly Managers meeting. Consultation with the seven Essex County communities and associated planners was undertaken and included a review of their zoning by-laws, consultation with all of the planners via e-mail in terms or existing or potential regulations related to shipping containers. There was also a comment made at the July 25 Council meeting by the planner for the neighbouring property owner regarding regulations being developed by other Essex County communities. In consultation with the other communities the only recent new regulation was in Windsor to address shipping container use in residential areas.

Link to the Strategic Plan

N/A

Financial Implications

Amendment of the Zoning By-law involves varying amounts of staff time to research and develop which takes time away from other projects however does not result in a direct cost. Comprehensive amendment to the By-law does require a community wide notice which includes advertisement in the three local papers both for the notice of public meeting and notice of passing. This typically costs approximately $2,300 which would apply to three of the four options however option 2 would include other necessary amendments making this option the most cost effective.

As noted in earlier reports to Council shipping containers are not considered structures, do not require permits and are not included in the MPAC assessment of a property. However, if the direction is to consider and treat shipping containers used as permanent storage as structures then there would be the potential for inclusion in property assessment which would be triggered by the permitting process. Consultation has been undertaken with MPAC to determine if they have had any experience with valuation of shipping containers used as or considered as structures.

Recommendations

It is recommended that Council:

1) Direct administration to undertake review of the current shipping container regulations and make any necessary draft revisions consistent with Option 2 of this report and present said draft revisions to Council for consideration, and

2) Direct administration to undertake public consultation specific to shipping container use in the Town of Kingsville and provide such details along with the draft regulations.

Prepared By:	Reviewed by:
Robert Brown, H. Ba., MCIP, RPP Manager, Planning & Development Services	Peggy Van Mierlo-West, CET Chief Administrative Officer

2021 Division Road North
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Date: **July 21, 2020**

To: **Mayor and Council**

Author: **Ryan McLeod, CPA, CA**

RE: **Service Delivery Review – Award of Contract**

Report No.: **FS-2020-16**

AIM

To award the consulting services for the 2020 Municipal Service Delivery Review.

BACKGROUND

In November of 2019, Council endorsed Administration's recommendation to submit an expression of interest in the *Ministry of Municipal Affairs and Housing: Municipal Modernization Program*. The submission of interest included a service delivery review with the goal of finding efficiencies and long-term cost savings. The Town received confirmation of their successful application on February 24, 2020.

DISCUSSION

As outlined in the Transfer Payment Agreement between the Town and the Province, the objective of this Service Delivery Review is to have an independent consultant evaluate the Town's organizational structure, resources, services and programs with the view of creating a more efficient and effective organization going forward. At the conclusion of the engagement, the Consultant is expected to issue a report which includes specific, actionable recommendations which will lead to cost savings and efficiencies.

A 'Request for Proposal' was issued on the Town's Bids and Tenders online portal on June 29th and closed July 10th. In total, the 14 submissions were received.

The proposals were scored by the Director of Financial Services, Director of Corporate Services and the Director of Municipal Services, based on the following criteria:

- Experience, reputation and resources dedicated to the project (30%)
- Proposed work plan and timelines (40%)
- Financial costs (20%)

- Overall quality of the proposal and value added services (10%)

After a thorough review of the proposals, the scoring committee is recommending StrategyCorp for the Service Delivery Review.

StrategyCorp's proposal demonstrated a thorough understanding the objectives and deliverables associated with the project. Their firm has extensive experience with Municipal Service Delivery Reviews for similar size municipalities. They demonstrated the importance of gaining input and buy-in from all levels of the organization, including Council, Management and front-line staff. The key members of the engagement team bring interesting perspectives and experience to the project, including backgrounds in public policy development, law, and Lean Six Sigma training. The Senior Advisor to the Team is a former Chief Administrative Officer who will have detailed first hand knowledge of municipal operations. From a value add perspective, StrategyCorp is currently performing similar reviews for the Towns of Amherstburg and Essex, which means they will have good understanding of local challenges, access to quality comparative data and the ability to speak confidently to alternative service delivery options.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

StrategyCorp's proposed fee for this engagement is $100,000, plus HST. 100% of the cost for the Service Delivery will be funded by the Municipal Modernization Grant.

CONSULTATIONS
Jennifer Astrologo, Director of Corporate Services
Andrew Plancke, Director of Municipal Services

RECOMMENDATION

To aware the consulting services for the 2020 Municipal Service Delivery Review to StrategyCorp.

Ryan McLeod
Ryan McLeod, CPA, CA
Director of Financial Services

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Date: **July 20, 2020**

To: **Mayor and Council**

Author: **Tiffany Hong, Manager of Financial Services**

RE: **Financial Impact due to COVID-19**

Report No.: **FS-2020-15**

AIM

To provide Council with projections of the financial impact of COVID-19 on the Municipality.

BACKGROUND

On June 8, 2020, motion #366-2020 was made by Council to prepare a "worst-case scenario" report outlining the impact reduced revenues due to COVID-19 will have on the 2021 budget.

On March 11, 2020, the World Health Organization declared COVID-19 as a pandemic. Between Mar 13 and 15, recommendations regarding public events, social distancing and self-isolation for residents and citizens returning from non-essential international travel were made by the Windsor-Essex County Health Unit ("Health Unit"). During this time, Kingsville and surrounding municipalities announced cancellations and closures of recreational programs and facilities.

On March 17th Premier Ford declared an emergency under the Emergency Management and Civil Protection Act. Orders issued in response to the declared state of emergency mandated the closure of certain businesses and facilities and prohibited all organization public events of over 50 people. Municipalities across Windsor-Essex County have locked their doors to public access. As of March 19, a number of municipalities have taken steps to reduce operations and temporarily suspending all services they deem to be non-essential.

On March 23, 2020, Council approved the waiving of all penalties and interest on Tax and Water accounts in order to provide financial relief to residents and businesses enduring

financial hardship during this pandemic. Financial relief will to continue until September 30, 2020.

On April 27, 2020, a 'Framework for Reopening our Province' was established by the Province. [1] It laid out the government's approach and safety regulations required for the reopening of businesses, services and public spaces in gradual stages.

On May 14, 2020, Stage 1 of the framework provided businesses owners, workers and families with the information they need to reopen safely in this new environment in order to successfully kick start Ontario's economy.[2] In this stage, municipalities were allowed to provide recreational services at marinas. The Town of Kingsville announced reopening of the boat ramp on May 15, 2020 and refueling services on May 29, 2020**.**

On July 7, 2020, the Town of Kingsville moved to Stage 2. More businesses and services were permitted to re-open. This includes shopping malls, barbershops, salons and pool facilities. The opening of restaurants, bars and other food and drink establishments were required to be in outdoor areas only, such as patios, curbsides, parking lots and adjacent premises. The businesses in Kingsville were elated to welcome back customers. In support, Council on June 22, 2020 approved 'Open Streets in Downtown Kingsville', which began on July 10, 2020.

DISCUSSION

The aforementioned timeline has a financial impact to the Municipality due to the closure of programs, facilities and services. Administration is committed to following the guidelines set out by the Health Unit and the provincial framework in order to protect the health and safety of both the community and employees. Administration initiated the tracking of the incremental costs due to the pandemic immediately. These expenses included essential personal protection equipment, enhanced cleaning and sanitization supplies as well as costs associated with the practice of physical distancing (signage).

In response to the motion made by Council, the following is an analysis and summary of the pandemic's impact for the Town of Kingsville. Appendix A illustrates the financials as of June year-to-date ("YTD"). As well, the annual forecasted impact is illustrated in two separate scenarios, Stage 2 and Stage 3 for the remainder of the year. COVID-19 is unpredictable and can influence numerous assumptions, which makes forecasting difficult. The updated forecast is based on the information we have obtained with the reopening of facilities, services and the prerequisite guidelines set out within each framework.

Stage 2 with its limitation of group size to 10 has a profound influence on restricting recreational revenue. However, in Stage 3, the framework allows for the opening of indoor sports and recreational facilities and potential for the recommencement of earnings.

Losses and surpluses have been grouped into three categories: incremental costs; unrealized revenue and cost avoidance. Incremental costs are non-budgeted expenditures. Unrealized revenue are proceeds that are budgeted for but have been

[1] https://files.ontario.ca/mof-framework-for-reopening-our-province-en-2020-04-27.pdf
[2] https://files.ontario.ca/mof-framework-reopening-province-stage-1-en-2020-05-14.pdf

negatively affected by the pandemic. Cost avoidance savings are expenditures that have been delayed or avoided due to cancellation of programs and closure of facilities.

Incremental Costs

COVID-19 expenditures are purely incremental costs incurred due to the pandemic. As mentioned earlier, expenses related to the pandemic are isolated from other operational and capital expenditures. These expenditures include PPE, signage, cleaning supplies/equipment, IT expenses and additional cleaning services. The 2020-forecast cost assumes the same rate of spending incurred as of June YTD for the remainder of the year.

Unrealized Revenue

Financial relief provided thru the waiving of tax related interest and penalty amounts to approximately $61,000 in revenue loss as of June 30th. Under Stage 2, the forecast includes relief for the remainder of the year. However, under Stage 3 interest and penalty charges are forecasted to reconvene in October with the reopening of more businesses and residents returning to work.

In response to the economic crisis resulting from COVID-19, the Bank of Canada reduced interest rates. With the decline of interest returns taking effect in April/May, Administration is forecasting a potential loss in interest revenue of $32,000 by the end of the year. The forecast is based on prorating the last month's return for the remainder of the year.

There will be a significant decline in provincial offences revenue due to COVID-19. As provided from the Provincial Offences department by the City of Windsor ("CoW"), this can be attributed to the suspension of Provincial Offences Act timelines and trial deferrals. As of May 4, 2020, the forecast provided by CoW is projecting a $60,000 loss in revenue for the Town of Kingsville.

Recreation and facility revenue losses are significant. The majority of the losses are due to the closure of rental facilities for Grovedale, Lakeside Pavilion, ice rinks and green fees. As of June 30th, the Town has incurred $101,000 in revenue losses. If the Town remains in Stage 2, the forecasted loss will be $299,000 for the year.

Cost Avoidance

Recreation and facility expenses have realized some savings due to the closure of facilities, services and cancellation of community events. The cancellation of the Folk Fest has resulted in cost avoidance of approximately $10,000. Savings will continue to be favourable for the annual forecast under Stage 2, however under Stage 3 where restrictions will be further relaxed, costs will reconvene at some of the facilities.

At the onset of the pandemic, labor and benefits savings were realized. Seasonal, part-time and contract employee layoffs contributed to approximately 60% of the savings. Hiring delays and cancellation of some student positions contributed to 25% of the savings. Cancellation of schools resulted in crossing guard savings of 15%. Under Stage 2, the 2020 forecast consists of additional savings due to three employees on short-term leave, continued savings from the cancelled summer students and crossing guard cost avoidance assuming schools will remain closed in the fall. Under Stage 3, the annual

forecasted savings assumes school will resume in the fall and crossing guard expenses will be incurred. It is difficult at this point to sufficiently correlate the reopening of schools based on the Stage.

Administration successfully secured $27,000 in student funding through the Canada Summer Jobs program from the federal government. This grant was not anticipated in the 2020 budget.

COVID-19 has resulted in the widespread cancellation of conferences and off site training. Technology has conveniently supported working remotely and aided physical distancing. Time will tell if this trend will continue and influence future conference savings.

Summary

As outlined in Appendix A, the Town has been able to sufficiently offset the financial losses to date. However, mitigation efforts will be insufficient to offset the incremental costs and revenue losses for the balance of the year. The Town is projected to incur an annual loss of approximately $216,000 if it remains under Stage 2, and a $149,000 loss if it proceeds to Stage 3.

Currently the Town remains in a strong cash flow position. Tax and water receivables are being closely monitored for potential negative collection trends. Due to the unprecedented nature of this event, consideration to recognize all possible savings is highly influenced by COVID-19. Delays and the possible deferral of some capital projects to 2021 have been considered. However, the majority of capital and maintenance projects will proceed as budgeted to the best of Administration's ability. Administration is committed to providing the highest level of service possible under this environment.

LINK TO STRATEGIC PLAN

To promote a safe community.

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

FINANCIAL CONSIDERATIONS

The latter half of 2020 and its circumstances will dictate the true fiscal position of the Municipality. Administration will continue to monitor its effects. If a deficit is realized, Administration will recommend the use of the budget stabilization reserve to offset the losses.

In 2019, an unallocated surplus of $827,770 was realized and applied to the Budget Stabilization Reserve. At this point in time, this surplus is more than sufficient to offset the anticipated losses from COVID-19.

Overall, the financial impact for the Town of Kingsville is not as severe in comparison to the City of Windsor and as reported by other local municipalities. The Town has relatively

modest recreational facilities that are not burdened with high overhead costs or dependent on a high level of user fees for funding. With 83% of the Town's operating revenues derived from property taxation, the majority of revenue sources are stable and predictable.

Administration recognizes that Council is receiving requests from residents and businesses for additional funding supported. As noted in the Appendix, financial aid for residents and businesses in the form of waiving interest and penalties for Tax and Water accounts will amount to $194,000 in unrealized revenue if continued for the balance of the year. Further, to support downtown businesses through the 'Open Streets' initiative, the Town is estimated to incur approximately $30,000 in labour and signage expenditures.

It should be noted that the Town of Essex has set aside $100,000 for an economic development program to support their local businesses. This program provides business owners with up to $500 to help offset the cost of re-opening under COVID-19 regulations and guidelines. This level of funding is unlikely to be the difference between the survival or failure of a business, but the concept is worthy of consideration.

Council's decisions pertaining to the usage of the surplus should also factor in the potential impact of COVID-19 on the 2021 budget, which has yet to be determined. With MPAC deferring the implementation of new assessment cycle until 2022, assessment values will be frozen for 2021. This will undoubtedly create additional budget challenges for 2021.

CONSULTATIONS

Senior Management Team

RECOMMENDATION

That Council receive the Financial Impact due to Covid-19 report dated July 20, 2020 for information.

Tiffany Hong

Tiffany Hong, CPA, CMA
Manager of Financial Services

Ryan McLeod

Ryan McLeod, CPA, CA
Director of Financial Services

Appendix A
2020 Financial Impact due to COVID-19

SUMMARY	June YTD		2020 Forecast Stage 2-Worst Case		2020 Forecast Stage 3-Likely Outcome	
	Subtotal	Total	Subtotal	Total	Subtotal	Total
Incremental Cost						
COVID-19 Expenses	$ 33,000		$ 131,000		$ 131,000	
Plus: Unrealized Revenue		**$ 33,000**		**$ 131,000**		**$ 131,000**
Financial Relief Measures (Tax Interest & Penalty)	$ 61,000		$ 184,000		$ 122,000	
Investment Interest	$ (20,000)		$ 32,000		$ 32,000	
Provincial Offences Revenue Losses	$ 30,000		$ 60,000		$ 60,000	
Recreation & Facility Revenue Losses	$ 101,000		$ 299,000		$ 183,000	
Less: Cost Avoidance		**$ 172,000**		**$ 575,000**		**$ 397,000**
Recreation & Facility Cost Avoidance	$ (28,000)		$ (154,000)		$ (64,000)	
Labour & Benefit Cost Avoidance	$ (163,000)		$ (261,000)		$ (237,000)	
Summer Student Grant	$ -		$ (27,000)		$ (27,000)	
Training cancellations	$ (43,000)		$ (58,000)		$ (58,000)	
		$ (234,000)		**$ (500,000)**		**$ (386,000)**
Total Taxation Impact due to Covid-19 - Loss/(Surplus)		**$ (29,000)**		**$ 206,000**		**$ 142,000**
Plus: Financial Relief Measures (Water Interest & Penalty)		$ 3,000		$ 10,000		$ 7,000
Total Total Impact due to Covid-19 - Loss/(Surplus)		**$ (26,000)**		**$ 216,000**		**$ 149,000**

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

Date: **July 7, 2020**

To: **Mayor and Council**

Author: **Jennifer Astrologo, Director of Corporate Services/Clerk**

RE: **Temporary Outdoor Patio Extensions**

Report No.: **CS-2020-19**

AIM

To provide Council with information regarding the Town's application process for the extension or creation of temporary outdoor patios/dining areas flowing from the recent amendments to Regulation 719 under the *Liquor Licence Act* ("*LLA*").

BACKGROUND

Section 97(1) of Regulation 719 of the *LLA* permits licensed establishments to apply to the Alcohol and Gaming Commission of Ontario ("AGCO") for a temporary physical extension of their premises for a period of 14 days or less, provided the extension is adjacent to the premises to which the liquor licence applies. As part of this application process, the applicant must obtain a Letter of Non-Objection from the Clerk consenting to the proposed extended licence area.

The Corporate Services Department processes any request for a Letter of Non-Objection. Corporate Services circulates the request to the Building and Fire Departments requesting comment. If no objections are received, the requisite letter is prepared and provided to the applicant.

Back in June, the Province amended Regulation 719 of the *LLA* to permit licenced establishments (i.e. bars and restaurants) to temporarily extend their premises beyond the normal 14 day period. As part of this initiative, the AGCO provided a blanket, no-fee approval to licensees provided the following conditions are met:

- The physical extension of the premises is adjacent to the premises to which the licence to sell liquor applies

- The municipality in which the premises is situated has indicated it does not object to the extension
- The licensee is able to demonstrate sufficient control over the physical extension of the premises
- There is no condition on the liquor sales licence prohibiting a patio, and
- The capacity of the new or extended patio does not exceed 1.11 square metres per person.

Although licensees are not required to make a formal application to the AGCO to demonstrate compliance, the AGCO may require documentation to verify compliance with the above criteria.

DISCUSSION

Effective 12:01 a.m. on Tuesday, July 7, the Town of Kingsville was officially moved into Stage 2 of the Province's reopening plan. In this Stage, food service establishments are permitted to offer outdoor dine-in service to patrons. Prior to that, services were limited to take out or delivery.

Open Streets

At the June 22 Council Meeting, Council adopted a motion endorsing the Open Streets initiative, presented by the Business Improvement Association. Through this initiative, Council endorsed time-limited road closures of parts of Main Street and Division Street North every Friday thru Sunday during the summer, allowing restaurants to extend their patios into the street for outdoor dine-in service.

As part of Open Streets, the Town established an approval process for BIA member food service and retail establishments wishing to extend their business into the street. This process includes the submission of proof of insurance, a requirement to abide by public health guidelines, and patio inspection by the Building and Fire Departments.

AGCO Temporary Patio Extension

As described above and as part of the relief measures for businesses impacted by the pandemic, AGCO has provided flexibility for liquor sales licensees to temporarily extend their physical premises to January 1, 2021. To support this measure, Administration formalized a procedure, similar to the process established for Open Streets, to streamline the process for businesses in the food service industry to make application for a temporary patio extension. Attached at Appendix A is the Application Form. This application form can also be used by retail shops requesting to host outdoor sidewalk sales on municipal property.[1]

As part of this process, businesses can apply for an extension of their premises on municipal or private property. The Application is submitted to the Building Department for processing and from there is circulated to Fire, Planning and Municipal Services for review and comment. Prior to receiving approval, there are a number of requirements that the Applicant must abide by, including but not limited to:

[1] Administration is in the process of developing a separate application form, but will utilize this form for the short-term.

- Adherence to all public health recommendations regarding COVID-19
- Submission of insurance (if on municipal property)
- Maintenance of accessibility
- Pedestrian safety
- No blockage of fire or garbage routes

These requirements are expressly outlined on the application form and in the approval letter. Submission of an application does not guarantee approval, but Administration will work with the Applicant in an attempt to find a workable solution. If approved, the Town will issue an approval letter, similar to the Non-Objection Letter that is normally issued.

This application process is open to all food service businesses within the Town and is separate from the BIA's Open Streets initiative. As of the date of this report, 10 temporary patio extension applications have been received and six of those applications are processed as complete.

The Fees and Charges By-law and Building Fees and Charges By-law authorizes Administration to collect fees for processing and inspecting AGCO temporary premises extensions in the amount of $300, broken down as follows:

- Administration - $25
- Building Inspection - $175
- Fire - $100

No fees have been collected to process these applications as of yet. Noting that no fees were charged for businesses participating in the Open Streets initiative, and in an effort to support the economic recovery of the food services industry in Kingsville, Administration recommends waiving the fees to process and inspect these patios.

LINK TO STRATEGIC PLAN

Although there is no direct link to the strategic plan, this action supports economic recovery in the wake of the COVID-19 pandemic.

FINANCIAL CONSIDERATIONS

The fees that Administration is authorized to collect for each application is $300. If Council endorses the recommendation from Administration to waive fees, based on the applications currently received, approximately $3,000 in revenue would not be collected.

CONSULTATIONS

Senior Management Team

RECOMMENDATION

That Council receives this Report regarding Temporary Patio Extensions for Information; And That, Council supports temporary patio extensions through to January 1, 2021, provided that businesses adhere to the application process and comply with the requirements established by the Town; And Further That, Council waives the fees normally associated with providing Non-Objection Letters for the duration of 2020.

Jennifer Astrologo

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

Appendix "A"

Application for Temporary Patio Extension

Checklist and Guidelines

The Town of Kingsville is introducing temporary measures to permit temporary patios and retail sales to assist with restaurant recovery efforts until January 1, 2021.

Please submit this form and all information for consideration by the Town to Peter Valore (pvalore@kingsville.ca). Your request will be processed in consideration of the Town's Comprehensive Zoning Bylaw and the Guidelines contained herein.

Name of Establishment _____

Address of Establishment _____

Address of Patio Extension (if different from above) _____

_____

Applicant Name _____ Contact Information_____

Temporary Outdoor Patio

Proposed Temporary Outdoor Patio will be on:
Municipal Property☐ Private Property☐

Do you currently have approval for an outdoor patio? (Please submit a copy of your current outdoor patio plan or capacity, if available).
Yes☐ No☐

Are you proposing the removal of parking spaces to facilitate your temporary patio or extension?
Yes☐ No☐

Are you planning to construct a platform or deck for the Outdoor Patio? If yes, a zoning clearance certificate and building permit may be required.
Yes☐ No☐

Retail Sales

Are you proposing the outdoor sale of goods?
Yes☐ No☐

Proposed outdoor sales will be on:
Municipal Property☐ Private Property☐

Are you proposing the removal of parking spaces to facilitate your temporary retail area?
Yes☐ No☐

Are you planning to construct a platform or deck for the outdoor retail area? If yes, a zoning clearance certificate and building permit may be required.
Yes☐ No☐

Please provide the following in addition to the completion of this application form:

1. Show and label the location of the existing and proposed outdoor patio expansion on a map or image showing the entire property (Google maps are acceptable; staff can provide an air photo of the property to assist you, if needed).

2. Show and label the location of parking places to be removed or sidewalk space proposed to be used for the outdoor patio or retail sales area. Please note any accessible parking spaces or walkways, Fire Access Routes or garbage areas, fire hydrants or fire connections on the property in proximity to your proposed patio.

3. Written approval of the land owner and/or landlord authorizing the creation of a temporary patio or retail sales area as specified within this application form.

4. If you are proposing an extension or set up on municipal property you will be required to submit a certificate of general liability insurance naming the Town as an additional insured in the amount of $5,000,000 or licenced patios and $2,000,000 for retail sales.

By completing this application form, the Applicant agrees to abide by the applicable Guidelines noted in the attached appendices, and acknowledges that adjustments may be required to the application to comply with the applicable regulation and safety requirements. The Applicant understands that submitting this application does not guarantee that the request will be approved.

Applicant Signature _____ Date _____

APPENDIX A

Guidelines for Temporary Outdoor Patios:

1. Proposed temporary outdoor patios or temporary outdoor patio extension must be adjacent to the restaurant.

2. Provisions or accessible spaces shall be maintained.

3. Accessibility must be maintained to and throughout the temporary patio and restaurant.

4. A reasonable amount of non-accessible parking spaces shall be maintained.

5. No garbage routes or fires routes will be blocked by any new or expanded patios.

6. Recreation or Entertainment uses are not permitted on any temporary Outdoor Patio.

7. No food or drink preparation shall be permitted on temporary patios.

8. Platforms, stages, decks and portable toilets are not permitted.

9. Temporary patios must not extend in front of adjacent tenant spaces, or beyond the business frontage without permission from the affected adjacent property owner and/or tenant.

10. A minimum barrier of 1.2m shall be installed where a patio is adjacent to vehicle movement areas.

11. Perimeter fencing, planters or barriers are permitted on sidewalk patio areas.

12. Only CSA-certified electric or propane patio heaters (with maximum 20lb tank) are permitted when located at least 3m (10ft) away from tree branches, operated per the manufacturer's directions and not stored on the road right-of-way when not in use. Solid, gel or liquid-fuel fire features are not permitted.

13. Access between the patio and the restaurant shall not be obstructed by vehicular drive aisles.

14. The design and placement of the temporary outdoor patio shall ensure that the safe movement of pedestrians and vehicles is accommodated on the property in the vicinity of the outdoor patio.

15. Business owners are responsible to obtain and ensure compliance with all relevant permissions including those of the AGCO and landlord.

16. Fire Department connections (Siamese connections) and hydrants must be unobstructed.

17. Temporary outdoor patios are permitted no later than January 31, 2021, but may be terminated earlier upon 3 days' notice.

18. All provincial and public health guidelines including those related to COVID-19 precautions, must be maintained, including those related to physical distancing.

19. All other municipal and provincial regulations will continue to apply including AGCO Regulation 719, as amended.

20. Owners shall provide their liquor licence, if requested by any Officer.

21. The Town of Kingsville is authorized to inspect all temporary patios and require adjustments to the temporary outdoor patio to address compliance with these guidelines and other applicable municipal and provincial regulations.

22. Patios may not be established or expanded onto municipality owned lands without the consent of the Municipality. In order to obtain consent, a site drawing must be submitted illustrating the location, limits and dimensions of the temporary outdoor patio and associated features (barricades, tables, chairs). The owner of the patio business must indemnify the Municipality and provide the Municipality as an additional insured.

23. The occupant load is determined using $1.1m^2$/person as defined in the Ontario Building Code and Regulation 719 of the Liquor Licence Act as well as Table 3.7.4.3.D. of the Ontario Building Code for the minimum number of water closets required for restaurants. The most restrictive occupant load will be permitted for temporary licensed patios.

APPENDIX B

Guidelines for Retail on Private and/or Municipal Property:

1. Provisions for accessible spaces shall be maintained and accessibility must be maintained to the storefront and throughout the retail space.

2. A reasonable amount of non-accessible parking spaces shall be maintained.

3. No garbage routes or fire routes will be blocked.

4. Retail sales areas must generally be located adjacent to the existing retail store.

5. A minimum barrier of 1.2m shall be installed where a retail sales area is adjacent to vehicle movement areas.

6. Business owners are responsible to obtain and ensure compliance with all relevant permissions including those of the landlord.

7. Fire Department connections (Siamese connections) and hydrants must be unobstructed.

8. All provincial and health guidelines including those related to COVID-19 precautions, must be maintained.

9. All other municipal and provincial regulations will continue to apply.

10. The Town of Kingsville is authorized to inspect all temporary retail areas and require adjustments to the temporary retail areas to address compliance with these guidelines and other applicable municipal and provincial regulations.

REGULAR MEETING OF COUNCIL

MINUTES

Monday, July 13, 2020
6:00 PM
Council Chambers
2021 Division Road N
Kingsville, Ontario N9Y 2Y9

Members of Council	Mayor Nelson Santos Deputy Mayor Gord Queen Councillor Tony Gaffan Councillor Thomas Neufeld Councillor Larry Patterson Councillor Kimberly DeYong Councillor Laura Lucier
Members of Administration	J. Astrologo, Director of Corporate Services M. Durocher, Parks & Recreation Program Manager T. Del Greco, Municipal Services Manager T. Iacobelli, Manager of Information Technology S. Kitchen, Deputy Clerk-Council Services R. McLeod, Director of Financial Services A. Plancke, Director of Municipal Services D. Wolicki, Manager of Municipal Facilities and Property

A. CALL TO ORDER

Mayor Santos, in attendance in Council Chambers, called the Regular Meeting to order at 6:01 p.m. All other members participated in the meeting through video conferencing technology from remote locations. All members were in attendance at 6:01 p.m. except Councillor Gaffan, who arrived at 6:03 p.m.

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. Sarah Sacheli, Chair of the Kingsville Municipal Heritage Advisory Committee

Ms. Sacheli presented the Committee Report and Recommendation RE: 183 Main Street East Application for Consent in Writing to Demolition.

399-2020
Moved By Councillor Larry Patterson
Seconded By Councillor Kimberly DeYong

That Council refuses the Application for Consent to Demolish 183 Main Street East, Kingsville, given the property's heritage value.

CARRIED

2. John Van Wingerden, 97 Woodlawn Crescent, Kingsville (written presentation only)--Request for signage to slow traffic around sharp turn (from the corner of Summerset to Cull Drive)

Mayor Santos read aloud the correspondence of Mr. and Mrs. Van Wingerden on Woodlawn Crescent provided to the Clerk of the Town of Kingsville.

400-2020
Moved By Councillor Tony Gaffan
Seconded By Councillor Thomas Neufeld

That Council receives the correspondence of John and Barb Van Wingerden.

CARRIED

Manager of Municipal Services T. Del Greco provided general information regarding the Town's Traffic Calming Policy and Signage Request Policy.

401-2020
Moved By Deputy Mayor Gord Queen
Seconded By Councillor Laura Lucier

That Council directs that Administration install two (2) 'Children at Play' signs as requested by the residents and that Deputy Mayor Queen contribute the cost of those signs from his 2020 Conference allocation.

CARRIED

D. AMENDMENTS TO THE AGENDA

Councillor DeYong added one Announcement, Councillor Patterson added one Notice of Motion, Councillor Gaffan added one Announcement, and Mayor Santos added an update pertaining to the COVID-19 pandemic.

E. ADOPTION OF ACCOUNTS

1. Town of Kingsville Accounts for the monthly period ended June 30, 2020 being TD cheque numbers 0073287 to 0073566 for a grand total of $2,036,339.59.

402-2020
Moved By Councillor Laura Lucier
Seconded By Councillor Kimberly DeYong

That Council receives Town of Kingsville Accounts for the monthly period ended June 30, 2020 being TD cheque numbers 0073287 to 0073566 for a grand total of $2,036,339.59.

CARRIED

F. STAFF REPORTS

1. Pickleball Contribution Agreement

D. Wolicki, Manager of Municipal Facilities and Property, and M. Durocher, Manager of Recreation Programs and Events

403-2020
Moved By Councillor Kimberly DeYong
Seconded By Councillor Thomas Neufeld

That Council authorizes the Mayor and Clerk to execute the Contribution Agreement with Kingsville Pickleball, Inc. to construct a new eight (8) court pickleball facility located within the lands of 1741 Jasperson Lane; And That, if

the Town is unsuccessful in its ICIP grant application, Council pre-approves an additional $150,829, which amount is to be included in the 2021 Parks capital budget for the construction of Pickleball Courts.

CARRIED

2. 2021 CWATS Construction – Application Status

T. Del Greco, Manager of Municipal Services

404-2020
Moved By Councillor Thomas Neufeld
Seconded By Councillor Kimberly DeYong

That Council receives the Report of T. Del Greco, Manager of Municipal Services, as it relates to the application status for 2021 CWATS construction; and Further That Council directs Administration to submit an application for 2021 CWATS construction for KINGS-12 as identified in the CWATS Master Plan, being a proposed multi-use path on County Road 45 from County Road 20 to County Road 34.

CARRIED

3. Sidewalk Requirements – Kingsville Development Standards Manual

T. Del Greco, Manager of Municipal Services

405-2020
Moved By Deputy Mayor Gord Queen
Seconded By Councillor Tony Gaffan

That Council approves the following amendments to the Kingsville Development Standards Manual:

- Sidewalks may be removed from cul-de-sacs pending the cul-de-sac is less than 150 meters in length measured from the nearest intersection to the outer limits of the cul-de-sac bulb. Cash-in-lieu of any removed sidewalk will be paid to the Town.

- Sidewalks may be removed from new developments pending there are no connections to existing sidewalks in adjacent developments. Further, this removal will only be considered if extreme conditions would prevent the Town from installing connecting sidewalks in the adjacent development. Examples of these conditions include:

    - A narrow boulevard with no curb and gutter.
    - An abundance of mature trees requiring removal.
    - Major conflicts with utilities or storm water management systems.
    - Major fluctuation in lot grading.
    - Right of Way to narrow to accommodate sidewalk;

And That Council approves the removal of any reference in the Kingsville Development Standards Manual stating developers can delay the construction of sidewalk beyond “initial acceptance of the services”.

CARRIED

4. Royal Oak at the Creek Phase 7 Final Acceptance

G. A. Plancke, Director of Municipal Services

406-2020
Moved By Councillor Larry Patterson
Seconded By Councillor Laura Lucier

That Council grants “Final Acceptance” for the Royal Oak at the Creek Phase 7 subdivision, and that all securities held in support of this Development be released to the Developer; And Further That the Clerk provides formal confirmation of the Final Acceptance designation to the Developer, Amico Properties Inc.

CARRIED

5. Main St East at Jasperson Service Road

G. A. Plancke, Director of Municipal Services

407-2020
Moved By Councillor Larry Patterson
Seconded By Councillor Laura Lucier

That Council receives Report #MS 2020-20 as a sufficient response to Resolution #379-2019 to provide a report to Council regarding the expropriation process for a service road, immediately south of the current building, including cost implications, timeframes, and procedure.

Amendment:
408-2020
Moved By Councillor Thomas Neufeld
Seconded By Deputy Mayor Gord Queen

That the Motion be amended to insert the words "And Further That this project be included as a placeholder in the 2021 Municipal Services Capital Works Budget" at the end of the motion.

CARRIED

Amendment:
407-2020
Moved By Councillor Larry Patterson
Seconded By Councillor Laura Lucier

That Council receives Report #MS 2020-20 as a sufficient response to Resolution #379-2019 to provide a report to Council regarding the expropriation process for a service road, immediately south of the current building, including cost implications, time frames and procedure; And Further That this project be included as a placeholder in the 2021 Municipal Services Capital Works Budget.

CARRIED

6. Kingsville Historical Park Inc. – 5 year Funding Agreement

R. McLeod, Director of Financial Services

409-2020
Moved By Councillor Larry Patterson
Seconded By Councillor Kimberly DeYong

That Council approves the 5-year funding Agreement with Kingsville Historical Park Inc.

CARRIED

G. BUSINESS/CORRESPONDENCE-ACTION REQUIRED

1. Union Water Supply System--Correspondence dated February 19, 2020 RE: UWSS Annual Report for 2019 in accordance with Section 11 O. Reg. 170/03

410-2020
Moved By Councillor Laura Lucier
Seconded By Councillor Thomas Neufeld

That Council receives the Union Water Supply System Annual Report for 2019.

CARRIED

2. Union Water Supply System--Correspondence dated February 19, 2020 RE: Annual Report (2019) Requirement Section 11, Reg. 170/03 and Summary Report (2019) Requirement Schedule 22, Reg. 170/03

411-2020
Moved By Councillor Laura Lucier
Seconded By Councillor Tony Gaffan

That Council receives the Annual Performance Report (2019) and the Summary Report (2019) for the Kingsville Water Distribution System.

CARRIED

3. Councillor Tony Gaffan--Letter of resignation from the Main St. Development Committee dated June 25, 2020.

412-2020
Moved By Councillor Larry Patterson
Seconded By Councillor Laura Lucier

That Council receives and accepts the Resignation of Councillor Gaffan from the Main Street Development Committee; And That Councillor K. DeYong be appointed as the 2nd Council Representative to fill the vacancy; And Further That the Appointment By-law be updated to reflect the amendments.

CARRIED

4. Municipality of Leamington--Correspondence dated June 25, 2020 RE: Dedicated Gas Tax Funds for Public Transportation Program

413-2020
Moved By Deputy Mayor Gord Queen
Seconded By Councillor Tony Gaffan

That Council of the Town of Kingsville endorses the Municipality of Leamington to continue to act as 'host municipality' on the Town of Kingsville's behalf for the Dedicated Gas Tax Funds for Public Transportation Program.

CARRIED

H. MINUTES OF THE PREVIOUS MEETINGS

1. Regular Meeting of Council--June 22, 2020

Councillor DeYong indicated that Motion 384-2020 was moved by Councillor DeYong, and not Councillor Neufeld as stated therein. The Minutes will be so revised. There were no further amendments to the Minutes.

414-2020
Moved By Councillor Laura Lucier
Seconded By Councillor Thomas Neufeld

That Council adopts Regular Meeting of Council Minutes dated June 22, 2020, as amended.

CARRIED

I. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. Kingsville Municipal Heritage Advisory Committee--March 11, 2020

415-2020
Moved By Councillor Larry Patterson
Seconded By Deputy Mayor Gord Queen

That Council receives Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated March 11, 2020.

CARRIED

2. Kingsville B.I.A.--March 10, May 26 and June 4, 2020

416-2020
Moved By Councillor Laura Lucier
Seconded By Deputy Mayor Gord Queen

That Council receives Kingsville B.I.A. Meeting Minutes dated March 10, May 26 and June 4, 2020.

CARRIED

3. Union Water Supply System Joint Board of Management--May 20, 2020

417-2020
Moved By Councillor Kimberly DeYong
Seconded By Deputy Mayor Gord Queen

That Council receives Union Water Supply System Joint Board of Management Meeting Minutes dated May 20, 2020.

CARRIED

4. Parks, Recreation, Arts and Culture Committee--May 21, 2020

418-2020
Moved By Councillor Larry Patterson
Seconded By Councillor Tony Gaffan

That Council receives Parks, Recreation, Arts and Culture Committee Meeting Minutes dated May 21, 2020 together with Minutes of the following sub-committees: Communities in Bloom - February 20, 2020; Fantasy of Lights - February 25, 2020; and Migration Festival - February 25, 2020.

CARRIED

5. Police Services Board--May 27, 2020

419-2020
Moved By Councillor Laura Lucier
Seconded By Councillor Thomas Neufeld

That Council receives Police Services Board Meeting Minutes dated May 27, 2020.

CARRIED

J. BUSINESS CORRESPONDENCE - INFORMATIONAL

1. Town of Essex--Correspondence dated June 17, 2020 RE: Spread of COVID-19 in our Farm Worker Population

2. Town of Essex--Correspondence dated June 17, 2020 RE: COVID-19 Financial Relief for Non-Profit and Community Service Clubs and Organizations

3. Township of Lake of Bays--Correspondence dated June 17, 2020 RE: Letter of Support for High Speed Internet Connectivity in Rural Ontario

4. Municipality of Grey Highlands--Correspondence dated June 18, 2020 RE: Universal Basic Income Resolution

5. Municipality of Mississippi Mills--Correspondence dated June 19, 2020 RE: Support for Rural Broadband

6. Essex County Warden G. McNamara

a. **Correspondence dated June 22, 2020 to CRTC RE: Fair and equitable funding to support broadband infrastructure projects in Southwestern Ontario**

b. **Correspondence dated June 22, 2020 to various Ministers RE: Urgent and immediate funding request to support the expansion of broadband infrastructure in Southwestern Ontario**

c. **Correspondence dated June 22, 2020 to Minister of Municipal Affairs and Housing RE: Appreciation for Support of Rural Access to Broadband**

7. **Town of Renfrew--Resolution No. 2020-06-44 from Renfrew Town Council passed June 23, 2020 RE: COVID-19 Pandemic affect on Economic Development, Empioyment and Small Business in Ontario**

8. **City of Sarnia--Correspondence dated June 24, 2020 RE: Long Term Care Home Improvements**

9. **Town of Amherstburg--Correspondence dated June 25, 2020 RE: Spread of COVID-19 in our Farm Worker Population**

10. **Town of Amherstburg--Correspondence dated June 26, 2020 RE: Permanent Closure of Weekly Newspapers Owned by Postmedia Network Inc.**

11. **Town of Amherstburg--Correspondence dated June 26, 2020 RE: Universal Basic Income**

12. **Municipality of West Elgin--Correspondence dated June 26, 2020 RE: Access to affordable broadband**

13. **Municipality of West Elgin--Correspondence dated June 26, 2020 RE: Universal Basic Income**

14. **Town of Essex--Correspondence to T. Natyshak, Member of Provincial Parliament for Essex dated July 3, 2020 RE: COVID-19 Financial Relief for Municipalities**

15. **Township of Puslinch--Correspondence dated July 7, 2020 RE: Resolution 2020-166 regarding aggregate resource properties**

420-2020
Moved By Councillor Laura Lucier
Seconded By Councillor Kimberly DeYong

That Council receives Business Correspondence-Informational items 1 through 15.

CARRIED

RE: Information No. J-8

City of Sarnia--Correspondence dated June 24, 2020 RE: Long Term Care Home Improvements.

421-2020
Moved By Councillor Kimberly DeYong
Seconded By Councillor Larry Patterson

That Council endorses Sarnia City Council Resolution passed June 22, 2020 and urges Premier Ford to immediately start implementing the required resolutions towards Long Term Care Improvements including: 1. increasing hours for all part-time and casual labour; 2. since the government provides funding for privately-operated homes, they have an obligation to inspect these homes and see that they are being properly run, and that funds are being used for the benefit of the residents and not the huge profitability of the operators; and 3. to end the neglect and unacceptable conditions being experienced, each day, by our vulnerable seniors.

CARRIED

RE: Information Item J-14

Town of Essex Correspondence to T. Natyshak, MPP for Essex dated July 3, 2020 RE: COVID-19 Financial Relief for Municipalities.

422-2020
Moved By Councillor Kimberly DeYong
Seconded By Councillor Tony Gaffan

That Council supports Town of Essex Resolution passed at its Special Council Meeting of June 29, 2020 requesting MPP T. Natyshak to read Town of Essex Correspondence in the House and request the Ontario Government to provide immediately relief and/or financial support in order to assist with the additional financial burdens that Municipalities all across Ontario have had to bear and will continue to bear as a result of the COVID-19 pandemic.

CARRIED

K. NOTICES OF MOTION

1. Deputy Mayor Queen may move, or cause to have moved:

That Council waives the normal fees collected for sidewalk patios for 2020 for any patio locations that were in existence in 2019 as long as they are limited to the space directly in front of their own retail operation.

423-2020
Moved By Deputy Mayor Gord Queen
Seconded By Councillor Larry Patterson

That Council waives the normal fees collected for sidewalk patios for 2020 for the three (3) patio locations that were in existence in 2019.

Amendment:
424-2020
Moved By Councillor Kimberly DeYong
Seconded By Councillor Larry Patterson

That the Motion be amended to read that Council waives the Sidewalk Patio Application Fee and Use of Parking Space Fee for the three (3) existing sidewalk patios, and waives the Sidewalk Patio Application Fee and Use of Parking Space Fee for any new sidewalk patio applications that may be received and approved in 2020.

CARRIED

Councillor DeYong clarified that the Town-incurred capital costs and the staff cost for set-up and take-down are not waived.

423-2020
Moved By Deputy Mayor Gord Queen
Seconded By Councillor Larry Patterson

That Council waives the Sidewalk Patio Application Fee and Use of Parking Space Fee for the three (3) existing sidewalk patios, and waives the Sidewalk

Patio Application Fee and Use of Parking Space Fee for any new sidewalk patio applications that may be received and approved in 2020.

CARRIED

2. Deputy Mayor Queen may move, or cause to have moved:

425-2020
Moved By Deputy Mayor Gord Queen
Seconded By Councillor Kimberly DeYong

That Council thank the farms in our Agri sector with migrant workers tested on or before June 25, 2020 when most of Essex County went to stage 2; And Further That the thanks be a letter of Thanks from the Mayor and Council along with one Canada Flag to acknowledge and appreciate their efforts in not only providing food for our tables but recognizing the importance of health for their workers and the importance of the farms on all of our community.

CARRIED

3. Deputy Mayor Queen may move, or cause to have moved:

That Council be provided with a detailed verbal report outlining how they have prepared for the Open Streets program along with any problems that may have been encountered the weekend of July 10, 11, and 12th; Details to include signs that will or were made to direct traffic as discussed at the SERT meeting about a month ago. Looking for the Lead people identified by Council to provide the details--Andrew Plancke for the Municipal Sector and Maggie Durocher for the Communication area. During SERT it was noted that Fire wanted a list of Sites and may provide input re: safety.

426-2020
Moved By Deputy Mayor Gord Queen
Seconded By Councillor Tony Gaffan

That Council be provided with a detailed verbal report from Director of Municipal Services A. Plancke and Manager of Parks and Recreation Programs M. Durocher outlining how they have prepared for the Open Streets program along

with any problems that may have been encountered the weekend of July 10, 11 and 12th, 2020.

CARRIED

Director of Financial Services R. McLeod and Director of Municipal Services A. Plancke provided a brief summary update as to the first weekend of the Open Streets program which was well received overall, and the preparations and actions by Town staff that were made prior to the event.

Councillor Patterson did not introduce a Notice of Motion at this Regular Meeting.

L. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

1. Councillor DeYong thanked everyone for the success of the BIA Open Streets event. Ms. DeYong also thanked Councillor Lucier who was also assisting during the entire weekend event.

2. Councillor Gaffan also thanked Administration, Staff, Councillor DeYong and Councillor Lucier for their hard work before and during the BIA Open Streets event.

3. COVID-19 Update

Mayor Santos provided a COVID-19 update. Premier Ford will be arriving in Kingsville and Leamington on Thursday, July 16. Mayor Santos will be participating in a question-and-answer panel on Friday, July 17 regarding the agri-sector response and case counts. He indicated that the collaborative efforts are continuing.

M. BYLAWS

1. By-law 64-2020

427-2020
Moved By Deputy Mayor Gord Queen
Seconded By Councillor Kimberly DeYong

That Council reads By-law 64-2020, being a By-law authorizing the entering into of an Agreement with CIMCO Refrigeration a Division of Toromont Industries Ltd. for the Supply and Installation of Desiccant Dehumidification Unit-Kingsville Arena, a first, second and third and final time.

CARRIED

2. By-law 65-2020

428-2020
Moved By Deputy Mayor Gord Queen
Seconded By Councillor Larry Patterson

That Council reads By-law 65-2020, being a By-law authorizing the entering into of an Agreement with Aecon Utilities, a division of Aecon Construction Group Inc. for the Kingsville Fibre Optic Installation (RC Spencer Associates Inc. Consulting Engineers Project No.: 20-981) a first, second and third and final time.

CARRIED

3. By-law 66-2020

429-2020
Moved By Deputy Mayor Gord Queen
Seconded By Councillor Laura Lucier

That Council reads By-law 66-2020, being a By-law to amend By-law 55-2016, as amended, being a By-law to Govern the Calling, Place and Proceedings of Council and Committees, a first, second and third and final time.

CARRIED

4. By-law 67-2020

430-2020
Moved By Deputy Mayor Gord Queen
Seconded By Councillor Larry Patterson

That Council reads By-law 67-2020, being a By-law to authorize the entering into of a five-year Funding Agreement with Kingsville Historical Park Inc. a first, second and third and final time.

CARRIED

N. CLOSED SESSION

431-2020
Moved By Councillor Larry Patterson
Seconded By Councillor Thomas Neufeld

That Council, at 8:30 p.m. and pursuant to Section 239(2) of the *Municipal Act, 2001* enter into Closed Session to address the following items:

1) Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; being a Report of G. A. Plancke, Director of Municipal Services, dated June 25, 2020 RE: A proposed or pending acquisition of land by the municipality for parkland; and

2) Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; being an update by Mayor Santos in connection with a proposed or pending acquisition of land by the municipality for roadway purposes.

CARRIED

O. REPORT OUT OF CLOSED SESSION

Upon rising from Closed Session at 8:54 p.m. Mayor Santos advised that Council had entered into Closed Session to address Items N-1 and N-2 described above.

RE: Item N-1

Mayor Santos reported that Council received an update provided by Director Plancke regarding a proposed acquisition of land by the municipality for parkland uses. Council provided direction to Administration to pursue the opportunity for the acquisition, and the item will be brought back for a further update at a future Regular Meeting.

RE: Item N-2

Mayor Santos reported that he provided an informal update regarding a proposed acquisition of land by the municipality for roadway purposes. There was no direction provided, and this matter will be brought back to a future meeting.

P. CONFIRMATORY BY-LAW

1. By-law 69-2020

432-2020
Moved By Deputy Mayor Gord Queen
Seconded By Councillor Laura Lucier

That Council reads By-law 69-2020, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its July 13, 2020 Regular Meeting, a first, second and third and final time.

CARRIED

Q. ADJOURNMENT

433-2020
Moved By Councillor Larry Patterson
Seconded By Councillor Tony Gaffan

That Council adjourns this Regular Meeting at 9:22 p.m.

CARRIED

MINUTES

TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, JUNE 11, 2020 @ 5:30 P.M.
ZOOM

A. CALL TO ORDER

Mayor Santos called the Regular Meeting to order at 5:30 p.m. with the following persons in attendance via ZOOM:

Members:
B. Durward
M. Somerville
S. Lowrie
T. Gaffan
M. Law
D. Hunt

Members of Administration:
Executive Assistant to the Mayor and CAO, T. Hewitt
BIA Coordinator, S. Haefling

B. DISCLOSURE OF PECUNIARY INTEREST

When a member of the Committee has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at this Meeting of the Committee (or that was the subject of consideration at the previous Meeting of the Committee at which the member was not in attendance), the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter. None were reported.

C. STAFF REPORTS

1. Budget vs. Actuals for the period ending May 31, 2020

N. Santos presented the budget vs. actuals for the period ending May 31, 2020.

22-2020 Moved by D. Hunt, seconded by M. Law to receive the report.

CARRIED

D. MINUTES OF THE PREVIOUS MEETING

1. **Tourism/Economic Development Committee Meeting Minutes—Thursday, May 28, 2020**

23-2020 Moved by B. Durward, seconded by S. Lowrie to approve the minutes of the Tourism/Economic Development Committee Meeting dated May 28, 2020.

CARRIED

E. NEW AND UNFINISHED BUSINESS

1. **BIA Update – S. Haefling**

S. Haefling reported that the BIA will be requesting Council approval on a pilot project to close roads on Friday and Saturdays for Open Air Markets once the region moves into Phase 2. She stated the Summer Giveaway contest reached its goal of $10,000. The committee agreed to reallocate dollars from EDC Promotions to assist with Marketing/promotions that support the Kingsville business community.

24-2020 Moved by T. Gaffan, seconded by D. Hunt to earmark $4000.00 for the advertising/promotion of different events throughout the year.

CARRIED

N. Santos presented a draft design for a unique #kingsvillestrong t-shirt. N. Santos stated that he committed $1500 from the Mayor's Promotional budget and explained there is an opportunity for the committee to reallocate budget dollars to this initiative as well. There was discussion about the design including dropping the hashtag and printing the design against white shirts. The committee proposed extending the order to include branded ball caps, beer coolies and masks. The Municipality will assist in coordinating suppliers at the BIA's request.

25-2020 Moved by M. Somerville, seconded by S. Lowrie to set aside $2500 to support the order of the promotional merchandise.

CARRIED

There was discussion about setting up the Kingsville booth to sell the merchandise, or providing contactless delivery. T. Hewitt will coordinate with Parks & Rec to determine the portable payment system used during Tall Ships.

N. Santos presented a map of the proposed road closure. M. Law volunteered to look into music. M. Law will reach out to her volunteer database once information is finalized.

2. **Business Recognition Awards Nomination Forms**

T. Hewitt will create a scoring matrix form for ranking. When voting, the committee will consider cross over opportunities for nominees that fit multiple categories.

3. **BR+E Final Presentation and Triage Follow-up Plan**

N. Santos stated council adopted and endorsed the BR&E Action Plan. The final plan includes the triage work the committee needs to engage in with businesses on the list.

4. **Action Plan Draft 3**

N. Santos presented the revised Tourism & Economic Development Action Plan, which reflected changes to the vision and mission statements.

26-2020 Moved by D. Hunt, seconded by T. Gaffan to forward the Tourism & Economic Development Action Plan to Council for recommendation.

CARRIED

There was consensus that D. Hunt will present the document at Council.

F. NEXT MEETING DATE

1. The next meeting of the Tourism and Economic Development Committee is on Thursday, July 9, 2020 via ZOOM @ 5:30 p.m.

G. ADJOURNMENT

27-2020 Moved by D. Hunt seconded by M. Law to adjourn this Meeting at 6:38 p.m.

CARRIED

CHAIR, Nelson Santos

RECORDING SECRETARY, T. Hewitt

JOINT BOARD OF MANAGEMENT

Wednesday, June 17, 2020
9:00 AM

Virtually in Zoom

MINUTES

Members Present:	Mayor MacDonald (Chair); Deputy Mayor Verbeke, Councillors Dunn, Jacobs, Hammond, Wilkinson – Leamington Mayor Santos, Deputy Mayor Queen, Councillors DeYong, Neufeld, Patterson – Kingsville Councillor VanderDoelen – Essex Mayor Bain (alternate) - Lakeshore
Municipal Staff Absent:	Councillor Walstedt - Lakeshore
UWSS Staff Present:	Rodney Bouchard, Manager UWSS Khristine Johnson, UWSS Recording Secretary
Municipal Staff Present:	Albert Dionne - Lakeshore Kevin Girard – Essex Shaun Martinho – Kingsville
OCWA Staff Present:	Susan Budden Dale Dillen, Ken Penney

Call to Order: 9:02 am

Disclosures of Pecuniary Interest: none

Adoption of Board Minutes:

The Regular Minutes of the Union Water Supply System Joint Board of Management meeting held virtually on Wednesday, May 20, 2020 is received.

No. UW-29-20

Moved by: Councillor Hammond

Seconded by: Councillor Wilkinson

That the Regular Meeting Minutes of the UWSS Joint Board of Management meeting of May 20, 2020 is approved..

Carried

Business Arising Out of the Minutes:

There was none.

Report UW/16/20 dated June 12, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to June 12, 2020

The Manager thanks all members for participating in the Zoom meeting and hopes that everyone is remaining safe during these times. He notes that operations at the WTP is still mostly essential services and members are working remotely as best as they can.

The Manager provides updates on several projects still moving forward. Greenflag Coatings was retained to refinish walls at the Cottam Booster Station (CBS) to allow for new piping to be installed. This has now been completed and commissioned by OCWA staff. The intent of this project was to boost chlorine capacities and it seems to be working well. The Low Lift #5 pump is currently out for repair, however should be back in service in July.

The Manager reminds members of the Board of providing assistance to the Harrow and Colchester South WTP during their need to make necessary repairs. He notes that this project was to take place in March, when flows were lower, however with the delay due to COVID19 the repairs were being made now. He confirms that when the interconnects were initially opened low pressures were experienced in both Southwestern Kingsville and Harrow. He confirms that there was some impact to some businesses. He notes that the UWSS demands are quite high right now and this impacted the project slightly. He confirms that the Harrow/Colchester pumps were being commissioned later today and it was anticipated that the interconnect between Kingsville and Harrow would be closed by the end of the week. All fluctuating pressures should then return to normal.

OCWA staff are recommending a spare pump for waste water pump #2 is purchased as the main one is out for repairs and they only have one backup. The Manager notes that these pumps are often in need of repair and it would be beneficial to have a rotation of pumps to work with.

The Manager explains that OCWA staff have noted some issues with the sludge blow off valves on Clarifier #1 and #4. The #4 has been repaired by staff and the #1 will require new parts, which are on order.

The Filter #3 drain valve is not opening 100% and is causing issues with the auto backwash cycle. At this point it is taking longer to obtain the necessary parts, but they have been ordered and will be repaired once the parts arrive. The Manager also notes that the backflow preventer testing has been completed by KZ Plumbing. It was noted that two (2) failed inspections and will be repaired. KZ plumbing will be providing quotes for the repairs.

The Manager provides an update on the SCADA project. He notes that the project was put on hold on March 16, 2020, however, contractors are working at their home sites on some of the programming that needs to be completed. He further notes that a majority of the rest of the work cannot be completed until lower flows in the Fall as this will

require shutting down portions of the plant. This task cannot be accomplished during higher flow season.

The Manager provides an update on the CO2 pH Adjustment project. He confirms that the project is basically completed and the substantial completion is also done. The land grading should be completed shortly. Maple Reinders, the contractor, is on site to address some minor issues, but should be leaving by the end of July.

The Manager then reminds members of the Board that the OCWA Engineering Services team is assisting with the Kingsville Water Tower (KWT) project. Some smaller aspects have been completed in preparation for this project. The Engineering team feels it is now best to split the project into two (2) separate sections. The first being the completion of the KWT rehabilitation portion. The second portion, containing the design of the utility building, should be completed at a later date. This will allow time to speak with The Town of Kingsville to determine the lease on the land, and the best design for the building. The Manager does provide the members with an example of the building that they are seeking to build. His hope is that the tendering for the KWT rehabilitation will be completed shortly so that the project can move forward in July.

The Manager confirms that the hydrant retrofit project will be moving forward. He notes that all municipal partners have provided feedback to him where best to place the readers. He is hoping that by mid-July to have the smart hydrants installed. The Manager also notes that Empire Communications has been retained to install security systems at the UWSS facilities and he is hoping this work can be completed by the end of July 2020. The Manager is also soliciting quotes from contractors for the lab construction to take place at the Ruthven WTP. He is hoping this project can start by September 2020.

The Manager reminds members of the board about the sewer separation project. The preliminary design has been provided by NJ Peralta and is currently under review by the County of Essex.

The Manager informs members of the board of the meeting have with Associated Engineers (AE) regarding the mixing system at the Cottam Booster Station reservoirs. The Manager notes that the mixers are getting to the end of their life expectancies. The Manager is hoping to install a low cost passive mixing system. This system has no moving parts and should improve chlorine residuals. AE has identified some preliminary options that might work best in this situation.

The Manager then notes that he received an email from Hydro One regarding UWSS classification. He explains that UWSS currently sits as a Class B facility. However, the email received notes that UWSS could move to a Class A facility. Upon further review it was determined that moving from the current class over to Class A would actually cost UWSS $127,000 more per year. The Manager informed Hydro One that UWSS would not be switching its class designation.

One more item that was not listed on the report that the Manager brings to the boards attention. He explains that the new Low Lift transformer, that had been ordered months ago, has arrived and should be installed by the end of July.

The Manager then notes the flows for the year to date. He explains that flows are trending up quite a bit.

There is then a discussion regarding our flows and if the water lines can handles the flow. The Operations Manager explains that the raw water lines can handle the flow coming in that is not a concern at the time.

Councillor Vander Doelen asks the Manager if he is aware how many businesses were shut down and which ones they were during the low pressure situation, when UWSS was feeding Harrow. The Manager refers to Operations Manager for the answer. Mr. Dillen indicates that he was uncertain of any businesses actually shutting down, but rather some of the machinery was not able to run at capacity during the peak daytime hours at Atlas Tube as the pressure was not high enough. He understood they ran those machines later in the evening. Mr. Dillen was unaware of any costs associated with this situation.

The Manager then suggested that with increasing flows it might be in UWSS best interest to consider putting in a new reservoir. Councillor Vander Doelen asks how long it would take to construct and costs associated with this. The Manager notes that it could potentially take one (1) year to construct and he would need to look at various aspects to determine costs, but a rough estimate could potentially be $15 million.

The Chair asks the Manager is the newer governance model would address the funding issue that UWSS faces. The Manager explains that the governance model is all on hold, and the Chair explains that it might be nice to have some of applications ready and how UWSS will finance such a project if the new governance model is not in place.

Councillor DeYong has a comment regarding the water restrictions. She asks that perhaps in the future more educational information is provided to residents so they are aware of the reasons behind the watering by-laws. The Manager concurs that this is a good idea and he will get something ready. He further notes that the watering by-laws have always been in place and the need has not been there to enforce them until just recently.

No. UW-30-20

Moved by: Councillor Dunn

Seconded by: Mayor Bain

That report UW//16/20 dated June 12, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to June 12, 2020 is received.

Carried (UW/16/20)

Report UW/17/20 dated June 12, 2020 re: Payments from May 27th to June 12th, 2020

No. UW-31-20

Moved by: Councillor Patterson

Seconded by: Councillor Jacobs

That report UW/17/20 dated June 12, 2020 re: Payments from May 27 to June 12, 2020 is received.

Carried (UW/17/20)

New Business

Happy Birthday greetings are extended to Councillor Jacobs.

Adjournment

No. UW-32-20

Moved by: Deputy Mayor Queen

Seconded by: Councillor Wilkinson

That the meeting adjourn at 9:36 am

Carried

Date of Next Meeting: Wednesday, July 15th, 2020 9:00 am, virtually in zoom

/kmj

COMMITTEE MINUTES

KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE
THURSDAY, JUNE 18, 2020 AT 4:00 P.M
VIA ZOOM

A. CALL TO ORDER

Chair S. Sacheli, in attendance at the Municipal Office, Committee Room A, 2021 Division Road North, Kingsville, called the Meeting to order at 4:00 p.m. All other members participated in the meeting through video conferencing technology from remote locations.

Ms. S. Kitchen, Deputy Clerk-Council Services (recording secretary) was also in attendance at the Municipal Office, Committee Room A, 2021 Division Road North, Kingsville.

MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:	**MEMBERS OF ADMINISTRATION:**
Matthew Biggley Sarah Sacheli Councillor Kimberly DeYong Bruce Durward Anna Lamarche Margie Luffman Shannon Olson Elvira Cacciavillani (@ 4:04 p.m.)	Sandra Kitchen, Deputy Clerk-Council Services

Absent: Christine Mackie

B. DISCLOSURE OF PECUNIARY INTEREST

Ms. Sacheli reminded the Committee members in attendance 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. REPORTS AND ACCOUNTS

1. KMHAC research report regarding 183 Main St. East, Kingsville (The Esther Jasperson Campbell House), dated March 20, 2020 presented to Kingsville Council at its Regular Meeting held March 9, 2020 (SEE: Business Correspondence-Informational item E1).

Ms. Sacheli brought forward the KMHAC research report, and indicated this item would be addressed when Business Correspondence-Informational item E1 is discussed.

MHC27-2020 Moved by S. Olson, seconded by B. Durward to receive the KMHAC research report regarding 183 Main St. East, Kingsville.

CARRIED

2. Accounts (Budget v. Actual, to period ended April 30, 2020).

Ms. Sacheli presented the Accounts for information.

MHC28-2020 Moved by M. Biggley, seconded by K. DeYong to receive the Accounts.

CARRIED

D. MINUTES OF THE PREVIOUS MEETINGS

Ms. Sacheli presented the Minutes of the previous Meeting held on March 11, 2020. Ms. Lamarche will follow-up to see if the Kingsville Historical Park open house anniversary event has been postponed or cancelled.

MHC29-2020 Moved by S. Olson, seconded by B. Durward to adopt the Minutes of the Kingsville Municipal Heritage Advisory Committee Meeting of March 11, 2020 as presented.

CARRIED

E. BUSINESS CORRESPONDENCE-INFORMATIONAL

1. Baroudi Law Professional Corporation RE: 183 Main Street East, Kingsville—Application for Consent to Demolish (SEE ALSO: Excerpt from the Minutes of the Regular Meeting of Council held May 25, 2020 referring such correspondence to the Committee (Kingsville Council Motion #339-2020)

Ms. Sacheli presented the Baroudi Law Professional Correspondence dated April 29, 2020 applying to Council for consent in writing to demolish the dwelling located on 183 Main St East, Kingsville.

MHC30-2020 Moved by K. DeYong, seconded by B. Durward that the Committee receive Item E-1, being Application for Consent to Demolish 183 Main Street East, dated April 29, 2020.

CARRIED

MHC31-2020 Moved by S. Olson, seconded by E. Cacciavillani that the Committee receive the Application for Demolition Permit.

CARRIED

Ms. Sacheli indicated that in accordance with the *Ontario Heritage Act*, Council is seeking the Committee's comments in connection with the Application. As this Committee will recall, an Application for Demolition Permit was previously submitted to the Town, and it remains open. Council, in response to such Application for Demolition Permit, and after consultation with this Committee, moved to commence the designation process through the issuance of a Notice of Intention to Designate. That process has been initiated and is underway.

The Committee reviewed its Research Report prepared in response to the original Application for Demolition Permit. The Committee members agreed that the home and other structures on the property municipally known as 183 Main St. East not be demolished, and that a Report be presented to Council at its next Regular Meeting.

MHC32-2020 Moved by B. Durward, seconded by M. Biggley that the Committee directs that Ms. Sacheli prepare a Report recommending that Council refuse the Application for Consent to Demolish 183 Main Street East, Kingsville on the basis of the home's heritage value.

CARRIED

2. Notice of Objection to Conservation Review Board from Brotto Investments Inc. dated April 29, 2020, filed Pursuant to s. 29(5) of the *Ontario Heritage Act* Re: 183 Main Street East

Ms. Sacheli presented the Notice of Objection for the Committee's information. Solicitor Jeff Hewitt has been retained by the Town to make representations to the Board.

MHC33-2020 Moved by B. Durward, seconded by M. Biggley that the Committee receive the Notice of Objection, dated April 29, 2020 RE: 183 Main Street East as filed by Brotto Investments Inc.

CARRIED

3. Approved Invoices

I) Kingsville Reporter, Division of Postmedia Network Inc.—Invoice #00068910 dated 04/07/20 re: Publication of Notice of Intention To Designate 183 Main St. East, Kingsville

MHC34-2020 Moved by M. Luffman, seconded by S. Olson to receive the Kingsville Reporter Invoice dated 04/07/20.

CARRIED

F. NEW AND UNFINISHED BUSINESS

UNFINISHED BUSINESS

1. Re: 107 Elm Street--Discussion Re: Draft Amending By-law ##-2020, to amend By-law 12-2017, being a by-law which designated The Cowan Valentine House (107 Elm Street)

The sole purpose of the amendment is to remove the reference to the designated old growth trees on the property for safety reasons. The amendment is considered a minor amendment to the designation by-law. One tree has already fallen and has since been removed, and the amendment is being made at the request of the property owner.

MHC35-2020 Moved by S. Olson, seconded by E. Cacciavillani that the Committee recommends that the Proposed Amendment to By-law 12-2017, be presented to Kingsville Council for approval; and Further That Council issues a Notice of Proposed Amendment to be served upon the property owner.

CARRIED

Ms. Sacheli stated that Veronica Brown had provided a Research Report for this Meeting, however, Ms. Sacheli asked that it be placed on the July Agenda, to avoid the necessity of an Addendum Agenda being distributed for this meeting.

2. Range Light Relocation to Mettawas Park

S. Martinho, Public Works Manager—Email dated June 1, 2020 Re: Request for comments regarding the range light restoration.

Input has been requested as to a possible change to the colour scheme of the range light which has been relocated to the Mettawas Park from white/red trim to white/sandstone trim. The Committee indicated that while there is no applicable legislation to rely upon (the lighthouse is not a designated structure) the members felt that the traditional white/red trim colour scheme should be maintained.

The following motion was passed:

MHC36-2020 Moved by E. Cacciavillani, seconded by A. Lamarche that the Committee recommends that the range light be painted in keeping with its traditional colour scheme, being white with red-trim.

CARRIED

G. NEXT MEETING DATE

The next meeting will be held on Wednesday, July 15, 2020 at 4:00 p.m. via Zoom.

H. ADJOURNMENT

MHC37-2020 Moved by B. Durward, seconded by K. DeYong that this Meeting of the Kingsville Municipal Heritage Advisory Committee adjourn at 4:45 p.m.

CARRIED

COMMITTEE MINUTES

_____
CHAIR, Sarah Sacheli

_____
DEPUTY CLERK-COUNCIL SERVICES, Sandra Kitchen

COMMITTEE MINUTES

PARK RECREATION ARTS AND CULTURE COMMITTEE
JUNE 18, 2020 @ 5:30 P.M.
VIA ZOOM

A. CALL TO ORDER

Deputy Mayor Queen called the Meeting to order at 5:30 p.m. with the following persons in attendance:

MEMBERS OF PARKS, RECREATION ARTS & CULTURE COMMITTEE:

Mayor N. Santos
Deputy Mayor G. Queen
Councilor T. Neufeld
M. Tremaine-Snip
A. Hickmott
M. Shields
R. McLeod-Director of Financial Services

H. Dean-Kingsville Pickleball Inc.
Councilor K. DeYong

MEMBERS OF ADMINISTRATION:

M. Durocher Program Manager

D. Wolicki, Facilities Manager

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

None.

D. AMENDMENTS TO THE AGENDA

None.

E. STAFF REPORTS

1. M. Durocher-Manager of Parks and Recreation Programs and Events

M. Durocher provided an update on events, and programs scheduled to take place.

49-2020 Moved by Councilor T. Neufeld seconded by A. Hickmott receive the report by M. Durocher as presented

CARRIED

2. D. Wolicki-Manager of Municipal Facilities and Properties

D. Wolicki provided an update on progress on several items including the following:

1. Standard operating procedures for cleaning of washrooms
2. Washrooms at Cedar Island
3. Park Survey

50-2020 Moved by M. Shields, seconded by A. Hickmott to receive the report of D. Wolicki as presented

CARRIED

F. MINUTES OF THE PREVIOUS MEETING

1. Parks Recreation Arts and Culture Meeting Minutes—May 21, 2020

51-2020 Moved by A. Hickmott, seconded by Councilor T. Neufeld, to receive the minutes of Parks Recreation Arts and Culture Committee Meeting dated May 21, 2020

CARRIED

G. COMMITTEE REPORTS

1. Fantasy of Lights Committee

52-2020 Moved by Councilor T. Neufeld and seconded by Mayor N. Santos to receive the minutes of the Fantasy of Lights committee dated April 28, 2020

CARRIED

2. Migration Fest Committee

53-2020 Moved by M. Shields and seconded by A. Hickmott to receive the minutes of the Migration Fest committee dated April 28, 2020

CARRIED

3. Communities in Bloom Committee

54-2020 Moved by Councilor T. Neufeld and seconded by A. Hickmott receive the minutes of the Communities in Bloom committee dated April 23, 2020

CARRIED

H. NEW AND UNFINISHED BUSINESS

1. Miracle Food Drive

The miracle food drive has over 300 volunteers in Kingsville. The arena and Ridgeview Park will be drop off locations from 12 noon to 4 p.m.

2. Opening Dates for Parks

D. Wolicki reports that all parks are open, however, playgrounds are not and will not until the town moves to stage three. D. Wolicki reports that they will cautiously be opening beaches and washrooms in stage two. In stage, three facilities and playgrounds will be opened. Currently by law, enforcement is monitoring beaches.

3. Splash Park

D. Wolicki reported that the splash park plans had been reviewed by administration. The proposals for Lakeside required no adjustments however Lions Park and Mettawas Park require some re-defining in order to make best use of available space.

4. Pickleball

The contribution agreement between the Town of Kingsville and Kingsville Pickleball

Inc. was presented. The revised agreement calls for a $10,000 commitment prior to the start of the project and a minimum contribution of $75,000 or 50% of the total project cost. In the meetings with administration Kingsville Pickleball Inc. noted that they did not was use of any funds from their contributions to be used for the Cottam courts, as they were seen as only a stopgap until the permanent courts were constructed.

55-2020 Moved by Mayor N. Santos seconded by Councilor T. Neufeld that no monies raised for the new courts be used toward the temporary courts in Cottam.

CARRIED

With respect to the contribution agreement, D. Wolicki noted that the cost of court construction has increased. It was agreed upon the exploratory pricing should be looked at to ensure best costing for the project.

56-2020 Moved by A. Hickmott seconded by Councilor T. Neufeld that the draft agreement read: $10,000 be raised before construction begins and that furthermore a minimum contribution of $75,000 or 50% of the total project cost be raised by KPI

CARRIED

57-2020 Moved by Mayor N. Santos seconded by A. Hickmott that the procedural by-law be waived to allow H. Dean to speak.

CARRIED

H. Dean noted that KPI currently has access to $10,000 minimum requirement
For the start of construction and it will not be an issue to have this deposited prior to the start of construction.

58-2020 Moved by Mayor N. Santos seconded by A. Hickmott that $10,000 requirement prior to the commencement of construction be removed

CARRIED

5. Lions Park

Questions were raised with respect to the heights of the basketball nets. D. Wolicki indicated that they needed to be adjusted.

6. Play and Mental Health in Phase 2

M. Tremaine-Snip indicated that children need to be assisted throughout the Covid pandemic. There needs to be opportunities for them to play. Ideas included the following:

1. Close roads and encourage play
2. Close streets and go for bike rides

It was suggested that letters be written to advocate for the mental health of children, and further that the last Saturday of every month could be identified as mental health day for children. M. Durocher will bring this to the next In Motion meeting for consideration.

7. Open Streets

Mayor N. Santos updated the committee on the BIA's Open Streets initiative that will allow more access to businesses once we reach stage 2. Walkable maps was an idea that the committee would bare merit for this initiative.

59-2020 Moved by A. Hickmott seconded by M. Shields that the Parks, Recreation, Arts and Culture Committee endorse the concept of open streets.

CARRIED

I. NEXT MEETING DATE

July 16, 2020 at 5:30 p.m. via ZOOM

J. ADJOURNMENT

60-2020 Moved by A. Hickmott seconded by Mayor N. Santos to adjourn this Meeting at 7:25 p.m.

CARRIED

_____
CHAIR, Deputy Mayor Queen

_____
RECORDING SECRETARY,
M. Durocher

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

Date: **July 14, 2020**

To: **Parks Recreation Arts and Culture Committee**

Author: **Maggie Durocher, Manager of Programs and Special Events.**

RE: **Monthly Updates/Information**

Canada Day

Kingsville Canada Day 2020 fulfilled all of the requirements as set out and listed in the Celebrate Canada Grant. The following programs and events were completed:

1. 16 virtual Canada Day presentations were upload to P&R Facebook and Kingsville.ca
2. Mayor Greeting and O Canada as performed by Music Moves kids was uploaded to Kingsville.ca and P&R Facebook
3. Links to the entertainment were shared on Twitter
4. An advertising campaign with AM 800 was purchased to promote events, and live on air interviews and experts on call were engaged with
5. Nine Hundred and Fifty Canada Day cupcakes were purchased and distributed through 19 Kingsville businesses representing a 300 cupcake increase over the number handed out last year
6. Arts, Crafts, Activities and recipes pertinent to Canada Day were listed on the website.
7. The June 16-July 13 Facebook engagements increased by 192%, and further our posts reached 20,357 people with 9240 engaging
8. The town of Kingsville also connected and promoted the Windsor Parade Corporation/TWEPI County wide contests for Rock painting and Porch Parades
9. We were able to offer residents access to two different Fireworks shows, through the Federal Governments Canada Day Site and the SNAPD Windsor site in conjunction with TWEPI, City of Windsor and Tim Hortons
10. Facebook, Twitter and Instagram pages were branded with the federal government official Canada Day signage to increase national connectivity and association.

11. Parks and Rec wishes to thank Tara Hewitt for her assistance with uploading videos to the Town Website and sharing in posts through the Town of Kingsville FB page.

Perfect Mind

Two of three staff continue to work on Perfect mind as we are in the final implementation phase. We will need to finalize our third staff persons training before moving forward

Staffing

Our third team member remains at the Marina and owing to a short fall in Municipal Services, staff cannot be returned to her duties at the arena. Until such time we cannot complete our full complement of perfect mind training, and our virtual parks and recreation activities are on hold as she was spear heading that initiative.

Marina Refunds

Marina Boat Slip customers had a two-week delay in their ability to access their boat wells. In response to this, all customers were given a one-month rebate, which will be mailed to them shortly. We have had three boat slip customers that have had their payments refunded in total, one as they are U.S citizens and cannot access their wells, and two others due to hydro issues at the Marina. I have frequented the boat ramp numerous occasions and found it to be quite busy. Our staff member working weekends has reiterated this. We staff the ramp Friday-Sunday however, upon arrival on Monday I found 12 trailers present and 4 additional cars. Of the 12 trailers, only one had a sticker, which means the other 11 launched their boats free of charge. As the boat ramp is one of the few Parks and Recreation amenities functioning perhaps it may be an idea to staff this on a more frequent basis to ensure that we are maximizing our return on investment for both ramp fees and gas sales.

Open Streets-TWEPI

The inaugural weekend of open streets took place last weekend and was very successful. My department's involvement was mainly in an advisory capacity. A report from Director Plancke and myself will be included at the next council meeting. Recommendations from my office will mainly be around communication protocols for volunteers, and the requirement for a "command" type radio protocol to be put in place and training provided for.
In addition, I have been working with TWEPI and SWOTC to design a program to promote open streets through their website and social media. The following elements

along with a logo have been developed and will be implemented in the next couple of weeks:

Ontario's Southwest has come onboard to collaborate with us on the following elements – and we want to make sure you are game with the marketing concept.

1. Photographer – coming next weekend to do some high resolution shots to share
2. Blogger – coming next weekend to write a blog, which will be shared on our channels and SWOTCs
3. Marketing campaign – launching either next week or the following week with Blackburn radio, including:
    a. 10 radio spots per week (or more – I'll push for bonus) running for 8 weeks after start date
        i. Spots will run Thursday (join us this weekend) and Friday (join us now through Sunday)
    b. Website listing for each weeks event
    c. Live jock talk

Range Light Fence

My department received a request from John and Michele Law. They have some short picket type fence that they no longer have use for and would like to donate it to the Town for use around the range light with the caveat that a plaque identifying their donation be mounted on the fence.

Drive in Movie

The Drive in Movie was held on June 27 as part of our Canada Day week activities. The movie could have been Gone with the Wind or the Wizard of Oz based on the treacherous weather experienced several hours before the movie. Despite the weather, the movie was held as scheduled beginning at 9:45 pm. The following marketing was engaged in, in conjunction with the movie:

1. 60 10 second weather spots promoting the movie and the sponsor the week of the movie on AM 800-prime time slots
2. Facebook, Twitter campaigns were held with regard to choice of movie and promotion. The reach for the Facebook campaign was 14, 310 with 1846 engagements.
3. Sponsorship in the amount of $400 was received for the movie, which was identified through advertising and on screen with an ad screen chosen by the sponsor

The turnout for the movie was marginal. Part of the reason may be related to the weather, the time of the movie-which cannot be helped at this time of year, and construction on Jasperson. Based on the Facebook interactions a much better turnout

was expected especially since there had been few activities available for families in the last four months. The plan is to host one outdoor movie in August-How to Train your Dragon-at the Arena. If the turnout does not pick up that will most likely be our last attempt at outdoor movies. Currently the cost of the movies depending on license fee is as follows:

License-$350-450
Movie Set up, showing, outdoor screen-$1500
HST-$2090-$2203.50

Pickleball

The Pickleball players have not been utilizing the tennis courts. H. Dean noted that the singles play that is being implemented according to Tennis Canada and Pickleball Ontario is not desirable. Those guidelines are being enforced at the arena. Many of the players are currently playing in Harrow where there are no regulations currently being enforced.
I have reached out to Kingsville District High school with assistance from Migration Hall to collect the pickleball nets that are there, and have been there since the closure of the building. These are needed for play in Cottam as I have not been authorized to purchase more nets for play in Cottam.

Programing and Rentals

The two staff currently working have remained quite busy throughout COVID. At the onset of COVID, we had one front desk staff member working 3 days a week and myself working. We now have two staff each working 3 days per week, where the double up on Friday. We have continued to provide outreach to user groups to determine their plans for their seasons, work with customers who have rental agreements, or who are looking to enter into an agreement, work with all committees and the associated tasks, process all invoices, answer and return phone calls which have been numerous, complete work on Canada Day and Movie night, and work through the final implementation of our new booking software Perfect Mind. The majority of phone calls received have been related to the following:

1. Beach and facility openings
2. Marina Related
3. Canada Day events
4. Bookings, Cancellations, and showings of the facilities.
5. Blood Donor Clinic
6. Call forward from Town Hall
7. General Questions, Concerns from the public

Migration Fest

The Migration Fest is currently working towards an entirely new level of programing for 2020 to maintain social distancing and work within the Covid Restrictions. It was decided at the last meeting that the parade would not take place, and further that they are looking at an open streets type event. In keeping with this, a Porch Parade type of event will replace the parade and encourage community members to get involved through themed activities. As this event has been assigned to me, I will be looking for additional partners to ensure that the event is well publicized and has reputable prizing. I will be reaching out to AM 800 who is already our media partner and TWEPI for assistance.

Beer fest was a new event scheduled to be held in conjunction with Migration Fest in 2020. At the last meeting, I was directed to send out a media release announcing that Beer fest would not take place this year but will happen in 2021. Beer fest is a joint venture between Migration Fest and 86'd catering which had gone through the SERT process for this year. We did receive some positive media with respect to the event, and some concerns expressed on Facebook about not following the example of other festivals that ended badly.

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Date: **July 16, 2020**

To: **Parks Recreation Arts and Culture Committee**

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

RE: **Monthly Updates/Information for PRAC**

Summary:

All municipal facilities remain closed while some recreational amenities have re-opened with adhering to the COVID-19 safety guidelines including Sports Fields, Tennis Courts, Marina/Boat Launch, Outdoor Shelters and the Dog Park.

Procedural strategies have been developed to safely perform enhanced services, in terms of cleaning and disinfecting, of the amenities and spaces that remain suspended to ensure the health and well-being of all.

Stage 2 / COVID-19 Update:

Cottam Splash Pad
Staff have been servicing the splash pad in preparation for re-opening; signage will be erected pertaining to use under COVID-19 measures. A request for the required inspection by the local health unit has been submitted and once approved, the splash pad will safely re-open to the public.

Town Beaches
Staff have prepared and groomed beaches in anticipation of re-opening and will continue to be serviced on a weekly basis.
Over-crowding of beaches, both locally and throughout surrounding municipalities, and not following provincial health guidelines or posted notices have provided growing concerns in attempt to safely re-open. The local health unit will not perform water testing this season and the Town is currently exploring suitable alternatives.

Outdoor Public Washrooms
All outdoor public washrooms are prepared to re-open with following the cleaning/disinfecting protocols recommended by the local health unit; re-opening will be in sequence with other related amenities (beaches, splash pad etc.).

Arena
a) Pickleball and Bocce Court Complex
Council approved the Pickleball Contribution Agreement on July 13th which confirms the site location on the arena gounds (northeast of Diamond #6) of the future Pickleball and Bocce Court Complex, which includes eight (8) new pickleball courts and two (2) new bocce courts. A sign will be erected on site advertising the pickleball and bocce complex.

b) Cooling Centre
The Town will offer community rooms within the Arena as cooling zone for residents beginning on July 15th throughout the summer when heat warning have been issued

c) Baseball Diamonds
Staff are currently performing feasible improvements including repairs to warning track areas and have fabricated and installed new foul poles within each fenced-in ball diamond.

Council has approved the awarding of the contract tender for the new dehumidification unit (roof top) on June 22nd to CIMCO Refrigeration. The unit has been ordered and is expected to arrive in mid-to-late October; the contractor will begin preliminary works within the upcoming weeks in preparation for the new unit.

Lakeside Park
The Lakeside Park Sanitary Twinning (WASTE-K-2019-1) has commenced and is expected to be complete mid-to-late August.

A contractor has been selected to perform the repair work to the south pedestrian bridge and currently solidifying a schedule for the work to occur. Note: This particular bridge is due to be rehabilitated in 2024 as per the Bridge Inspections Report.

Cottam Revitalization Plan
Rotary Park: Restoration of grounds is complete.
Ridgeview Park: Restoration of the tennis court surface had initially been delayed due to weather but commence on July 9th. Quotes are currently being obtained and reviewed for improvements to Baseball Diamond #2 (new dugouts, fencing and infield renovations) and expect the improvement to occur in the Fall.

Accessibility improvements are set to occur within the coming months as an additional ramp to the pavilion will be constructed along with a dedicate sidewalk entrance to the playground area.

Mettawas Park
Phase 1a (asphalt paving and servicing of the upper parking lot area) of the Mettawas Park Master Plan had been deferred.
Council approved Phase 1a-1b of the master plan design with providing the motion to explore other site possibilities for the location of a splash pad which remains in progress.

In collaboration with Public Works, the relocation of the historic range light is complete, however, the project remains in progress as structural issues have been identified which will be addressed in the Fall along with exterior renovations.

Marina
The Cedar Island Marina and Boat Launch had formally re-opened (safely) to the public on May 16th; Fueling services re-opened on May 29th. Signage of rules and safety guidelines surrounding COVID-19 have been posted throughout the respective areas along with issuing communication through social media and online outlets.

Currently investigating a resolution for hydro boxes directly affected by high water levels within the boat slips to ensure safety amongst boaters and availability of use while under the current circumstances.
Emergency repairs were completed to stabilize a dock platform due to high lake levels that allowed water to escape underneath causing erosion.

Fiber optic internet ports will be installed through Wave Direct for future use at the Boat Launch, Cedar Island Beach, Cedar Beach and Dog Park.

Lions Park / Lions Hall
Construction of Phase 1a-1b is complete with the exception of the basketball court line painting which is scheduled to occur in early-July.
The funding amount for the construction of Phase 2 of the Lions Park Development has been placed into reserves until the location for a splashpad has been determined. This particular site has been identified as a possible location for a splash pad.

Millbrook Park
The tender of the new playground equipment for Millbrook Park has been awarded to Play Power Canada which received the most votes from the surrounding residents and the design had also been vetted through Accessibility Committee. A notice has been received from the vendor that manufacturing has been delayed and indicated a lead

time of eleven (11) weeks from the time of order but confirmed the installation to occur beginning on September 8th.

Future Playground Parkquette in Ruthven

The Town has secured the additional lot adjacent to the previously secured lot that is dedicated as parkland space within the subdivision development (Queen Valley Estates).

The implementation of a new playground parkquette will be proposed for 2021. Costing and potential designs are underway.

Currently developing a survey for public input and feedback from those residing within the Ruthven community and expect to be issued in the near future.

Water Bottle Refill Stations

The water bottle refill stations (including standard fountain) at identified sites have been purchased.

A water fountain and water bottle refill station units will be installed in 2020 at the following sites:

- Lakeside Park (outdoor unit)
- Ridgeview Park (outdoor unit)
- Arena (indoor and outdoor unit)
- Grovedale (indoor unit)
- Town Hall (indoor unit)

COMMITTEE MINUTES

FANTASY OF LIGHTS COMMITTEE
APRIL 28, 2020 @ 4:00 P.M.
VIA ZOOM

A. CALL TO ORDER

Councillor T. Gaffan called the Meeting to order at 4:00 p.m. with the following persons in attendance:

MEMBERS OF FANTASY OF LIGHTS COMMITTEE:

Mayor N. Santos
D. Doey
J. Willoughby
C. Anson
L. Duhig
J. Mockler
D. Laman
S. Pillon

MEMBERS OF ADMINISTRATION:

Maggie Durocher, Administrative Support

Regrets: S. I'Anson

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

None.

D. AMENDMENTS TO THE AGENDA

Introduction of S. Pillon from Kingsville district high school whom is now working in the tech zone.

E. STAFF REPORTS

1. **M. Durocher, Program Manager**

M. Durocher provided a verbal update on the cost of replacing the engine for the Fantasy Express and pricing of a Signature Ornament.

05-2020 Moved by D. Laman, seconded by J. Mockler to receive the report as presented.

CARRIED

F. MINUTES OF THE PREVIOUS MEETING

1. Fantasy of Lights Committee Meeting Minutes February 25, 2020

06-2020 Moved by L. Duhig, seconded by C. Anson to receive the minutes of the Fantasy of Lights Committee Meeting dated February 25, 2020

CARRIED

G. NEW AND UNFINISHED BUSINESS

1. **Sponsorship**

New Displays may not be possible for this year, as they school may not have the time to build them due to COVID-19. Sponsorship levels may also have to change to economic impact of COVID-19.

2. **Chairs**

C. Anson has confirmed use of two chairs from Ernie's.

3. **Rack Cards**

Rack cards to be put on hold until committee has a better idea of what type of programing. A digital campaign can be started that uses generic information from last year. This can be treated as a place holder for items to come at a later date.

4. **Virtual Presence**

Activities for 2020 may require more virtual opportunities depending on social distancing guidelines, and crowd sizes.

H. NEXT MEETING DATE

The next meeting of the Fantasy of Lights Committee shall take place on May 26, 2020 at 4 p.m. via zoom

I. ADJOURNMENT

07-2020 Moved by J. Mockler, seconded by D. Laman to adjourn this Meeting at 4:50 p.m.

CARRIED

_____
CHAIR, Councillor T. Gaffan

_____
RECORDING SECRETARY,
M. Durocher

COMMITTEE MINUTES

MIGRATION FESTIVAL COMMITTEE
APRIL 28, 2020 @ 6:00P.M.
VIA ZOOM

A. CALL TO ORDER

Chair S. Girardin called the Meeting to order at 6:00 p.m. with the following persons in attendance:

MEMBERS OF MIGRATION FESTIVAL COMMITTEE:	MEMBERS OF ADMINISTRATION:
Diane-Marie Swiderski	M. Durocher
Matt Kraus	
Robyn Braybrook-Gard	
Stephanie Allen-Santos	
Councilor L. Lucier	
M. Fogel	
M. Law	
S. Wye	
A. Araujo	

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

None.

D. AMENDMENTS TO THE AGENDA

None.

E. STAFF REPORTS

M. Durocher provided an update to the committee on SERT meeting with regard to the beer fest.

Also provided an update on ideas surrounding the parade. One idea proposed were "porch" parades, which originated in Oregon.

07-2020 Moved by D. Swiderski, seconded by M. Law to receive the minutes of the M. Durocher's report as presented

CARRIED

F. MINUTES OF THE PREVIOUS MEETING

1. Migration Festival Committee Meeting Minutes—February 25, 2020

08-2020 Moved by M. Kraus, seconded by S. Allen-Santos to receive the minutes of the Migration Festival Committee Meeting dated February 25, 2020

CARRIED

G. NEW AND UNFINISHED BUSINESS

1. Fundraising/Sponsorship

S. Girardin noted that we need to ensure that application forms and contracts for vendors are created for the Children's marketplace, with application forms and payments being sent to the Arena.

2. Parade

The parade was discussed for this year and different strategies may have to be considered. The theme of "Second Chance Celebration" was brought forward to celebrate things that we have missed. The parade could be smaller and travel through town, or the parade could remain stationary and people could drive by. These items will be reviewed more as we learn more about upcoming pandemic strategies.

3. Opening Ceremonies

The committee may have to look at virtual verses in person strategies and events. We could ask the community to send us pictures of different events etc., which have been

part of Migration Fest. Each week could have a different prompt; the pictures can then be shared on Facebook.

H. NEXT MEETING DATE

The next meeting of the Migration Festival Committee shall take place on May 26, 2020 at 6:00 p.m. via ZOOM

I. ADJOURNMENT

09-2020 Moved by M. Kraus seconded by S. Allen Santos to adjourn this Meeting at 7:00 p.m.

CARRIED

_____
CHAIR, Sue Girardin

_____
RECORDING SECRETARY,
M. Durocher

COMMITTEE MINUTES

COMMUNITIES IN BLOOM COMMITTEE
APRIL 23, 2020 @ 4:00 P.M.
VIA ZOOM

A. CALL TO ORDER

Councilor T. Neufeld called the Meeting to order at 4:00 p.m. with the following persons in attendance:

MEMBERS OF COMMUNITIES IN BLOOM COMMITTEE:

M. Tremaine-Snip
C. Bedal
J. Willoughby
S. Haefling-BIA
L. Janisse
M. Fogal

MEMBERS OF ADMINISTRATION:
M.Durocher-Program Manager

A. DISCLOSURE OF PECUNIARY INTEREST

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

B. PRESENTATIONS/DELEGATIONS

Councilor T. Neufeld welcomed the new members and provided a brief history and update on the committee.

C. AMENDMENTS TO THE AGENDA

None.

D. STAFF REPORTS

M. Durocher provided a brief verbal report on current projects and cancellations.

E. MINUTES OF THE PREVIOUS MEETING

1. Communities in Bloom Meeting Minutes—February 20, 2020

05-2020 Moved by M. Tremaine Snip, seconded C. Bedal, to receive the minutes of Communities in Bloom Committee Meeting dated February 20, 2020

CARRIED

F. NEW BUSINESS

Pollinator Traffic Island

Councilor Neufeld reported that this item is currently on the back burner due to priorities related to COVID-19.

Road Salt Alternatives

Councilor Neufeld indicated that this item was raised to Council and administration is preparing a report.

Yellow Fish

This item is deferred, it is contingent on Summer Students.

Pine Cone Tree Planting-Canada Day

M. Durocher is working on a Virtual Canada Day presentation. It was suggested that this is something that can be demonstrated via virtual presentation.

CIB Shout Outs

The committee discussed developing a social media tool to recognize efforts in the community to bloom through tough times. M. Durocher to create a visual shout out and circulate to committee.

G. NEXT MEETING

Next meeting of the Communities in Bloom Committee will take place May 21, 2020 at 4:00 p.m. through Zoom.

H. ADJOURNMENT

06-2020 Moved by M. Tremaine Snip, seconded by C. Bedal to adjourn this Meeting at 5:00 p.m.

CARRIED

_____
CHAIR, Councilor T. Neufeld

_____
RECORDING SECRETARY,
M. Durocher

Corporate Services Department
City Clerk Services

File: A-2100

June 26, 2020

DELIVERED BY EMAIL

The Right Honourable Justin Trudeau,
Prime Minister of Canada
Email: justin.trudeau@parl.gc.ca

The Honourable Doug Ford,
Premier of Ontario
Email: premier@ontario.ca

Re: COVID-19 Funding

Oshawa City Council considered the above matter at its meeting of June 22, 2020 and adopted the following recommendation:

> "Whereas on March 11, 2020, the World Health Organization and the Canadian Government declared COVID-19 a global pandemic; and,
>
> Whereas on March 12, Ontario ordered schools closed and by March 17, began a more extensive shut down; and,
>
> Whereas the pandemic has led to the closure of public spaces and the cancellation of events around the world throughout the country our province and right here within our own community, causing great stress on the arts sector; and,
>
> Whereas local cultural organizations such as the Oshawa Folk Arts Council representing over 13 member clubs and organizations, as well as the many local service groups such as the Oshawa Rotary Club, have all been forced to cancel major events (i.e. Fiesta Week; Rib Fest; etc.) which historically contribute in large part to the fundraising and operational financing efforts of these sociocultural entities; and,
>
> Whereas the Government of Canada and the Province of Ontario have committed they through the Canada Council for the Arts will continue to work with the Government of Canada, as well as provincial, territorial, and municipal partners, to ensure the strength of the sector; and,

The Corporation of the City of Oshawa, 50 Centre Street South, Oshawa, Ontario L1H 3Z7
Phone 905·436·3311 1·800·667·4292 Fax 905·436·5697
www.oshawa.ca

Whereas at present, the Canada Council's for the arts priorities as are our collective governing priorities are to ensure the health and safety of people across Canada and around the world and to work towards the sustainability and recoverability of the arts sector; and,

Whereas a significant period has past without further indication as to what tools, funding measures, or financial support our local social cultural, service clubs, and children/youth minor sporting originations can readily access to help support their operating costs and programming,

Therefore be it resolved:

1. That the Federal, Provincial, and Regional Government help local municipalities assist their local social cultural, service clubs, and children/youth minor sporting originations with clear and definitive relief funding programs directed to help sustain the afore mention groups through these trying times inflected on them by the affects of COVID-19; and,

2. That a copy of this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, all Ontario Municipalities, all Members of Provincial Parliament, all Members of Parliament and Association of Municipalities of Ontario and Federation of Canadian Municipalities."

Oshawa City Council respectfully requests your consideration of the above noted matters.

If you need further assistance concerning this matter, please contact Ron Diskey, Commissioner, Community Services Department at the address listed on Page 1 or by telephone at 905-436-3311.

Mary Medeiros
City Clerk

/fb

c. Association of Municipalities of Ontario
Federation of Canadian Municipalities
Members of Parliament and Members of Provincial Parliament
Ontario Municipalities

Corporation of the Township of Perth South
3191 Road 122
St. Pauls, ON N0K 1V0
Telephone 519-271-0619
Fax 519-271-0647

July 9, 2020

Agricorp
Attn: Board of Directors
1 Stone Road West
Box 360 Stn Central
Guelph, ON N1H 8M4

Re: Farm Property Class Tax Rate Program

Dear Board of Directors

The Farm Property Class Tax Rate program was developed by the province to support agriculture in Ontario. Through this program, farmland owners receive a reduced property tax rate. Eligible farmland is taxed at no more than 25% of the municipal residential tax rate. This program is administered by Agricorp, the Municipal Property Assessment Corporation (MPAC), and municipalities with farmland assessment within their municipality.

The Assessment Roll is returned by MPAC in December of each year for the following year. It is important that the assessment roll values on the returned roll received from MPAC are accurate as these values are used as the basis for the calculation and distribution of taxes. However, we have found that the 2020 Assessment Roll as returned

by MPAC requires many adjustments in the form of Tax Incentive Adjustments (TIA) for the Farm Property Class Tax Rate Program, each of which result in taxation write-offs for the Township.

The TIAs are required to transfer properties which have become eligible for the Farm Property Class Tax Rate Program from the Residential Class back to the Farmland Class. It is our understanding that the large number of TIAs that are processed by MPAC are necessary due to the number of farm properties that have sold their property, made a change to the ownership of the property, or failed to submit paperwork to Agricorp by the required deadline.

The result is that the Assessment Roll is returned with an overstated Residential Class assessment and an understated Farmland Class assessment and when used in the determination of the Residential Tax Rate at budget time results in a rate that is less than it would otherwise be. In addition, taxation write-offs of 75% of the residential amount must be refunded. These refunds are required for the current year, and in some instances, in the prior year as well, placing a financial burden on municipalities.

While these adjustments are not new, they certainly seem to be increasing in volume in more recent years and we anticipate that they will continue to increase as baby-boomer farmers continue to retire and sell their farmland.

In 2020 Perth South had $34,606,000 of Farmland Class assessment transferred to Residential Class assessment. As a result of this transfer the total write-off is $213,550.86 of which $107,041.20 is Perth South's portion, $66,799.27 is Perth County's portion and $39,710.39 is the School Board's portion. While a tax write-off of $107,041 may not seem like a large amount for many municipalities, in Perth South is it significant and would require a 3% levy increase to offset this amount.

Perth South is also concerned with the impact that these "misclassified" properties may be having on information used by other provincial departments. For example, the classification of Farmland assessment as Residential assessment negatively impacts the

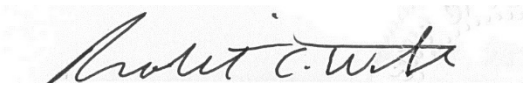
Ontario Municipal Partnership Fund (OMPF) calculation, specifically the Farm Area Measure, which could result in a financial loss in the form of reduced grant funding for the year. Despite the fact that there has been no development on farmland, Perth South's Farm Area Measure decreased from 91.7% to 90.8% in 2020, a decrease attributed to the transferring of property from the Farmland Class to the Residential Class. If the Farm Area Measure were to fall below 90% Perth South would incur a loss in grant funding, a loss we simply cannot afford. And should such a loss occur there does not appear to be a mechanism to allow for the correction of the OMPF allocation following the transfer of assessment back from Residential Class to Farmland Class.

It should also be recognized that the levy costs imposed on municipalities for maintenance and administration costs of conservation authorities is also impacted by this transfer of land from the Farmland Class to the Residential Class. The apportionment of costs is determined by multiplying Current Value Assessment (CVA) in the Residential Property Class by a Factor of 1 and multiplying the CVA in the Farmlands Property Class by a factor of .25. The inclusion of assessment from the Farmland Property Class in the Residential Property Class artificially increases our proportionate share of maintenance and administrative costs and represents another unreconcilable calculation for which we are financially penalized.

The current process places an administrative burden on municipalities and diverts staff time from other administrative work that we simply do not have to spare. In recent years the provincial government has been working with municipalities and other partners to improve service delivery and efficiencies. As part of their review, Managing Transformations: A Modernization Action Plan, there was a focus on strong leadership by the government to work with ministries and various partners to strengthen horizontal coordination and establish a renewed focus on improving the efficiency, productivity and outcomes of the Broader Public Sector, while at the same time delivering the most efficient Ontario Public Services possible. A similar review of the delivery of this program may be very beneficial.

Perth South understands that the province and MPAC need to ensure that each farm operation meets the requirements of the Farm Property Class Tax Rate Program, but we feel that there must be a more efficient and effective way for this to be achieved. Perth South would like to be part of the solution and suggests that all stakeholders to the Farm Property Class Tax Rate Program review the current program in an effort to find efficiencies and ultimately, a less disruptive classification process.

Yours Truly,



Mayor Robert Wilhelm
Township of Perth South

Cc: Hon. Vic Fedeli, Minister of Finance
Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Randy Pettapiece, MPP Perth Wellington
Board of Directors, Municipal Property Assessment Corporation (MPAC)
Board of Directors, Rural Ontario Municipalities Association (ROMA)
County of Perth
Ontario Municipalities

DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
P0A 1C0

(705) 382-3332
(705) 382-2954
Fax: (705) 382-2068
Email: info@armourtownship.ca
Website: www.armourtownship.ca

July 15, 2020

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

Re: Support Resolution

At its meeting held on July 14, 2020 the Township of Armour passed Resolution #6 approving the support in requesting that the Province 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.

A copy of Council's Resolution #6 dated July 14, 2020 is attached for your consideration.

Sincerely,

Danika Hammond
Administrative Assistant

CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: **July 14, 2020** **Motion #** 6.

That the Council of the Township of Armour supports the Town of Kingsville in requesting that the Province 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.

Moved by:			**Seconded by:**		
	Blakelock, Rod	☐		Blakelock, Rod	☐
	Brandt, Jerry	☑		Brandt, Jerry	☐
	MacPhail, Bob	☐		MacPhail, Bob	☐
	Ward, Rod	☐		Ward, Rod	☐
	Whitwell, Wendy	☐		Whitwell, Wendy	☑

Carried / Defeated

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

Recorded Vote:	For	Opposed
Blakelock, Rod	☐	☐
Brandt, Jerry	☐	☐
MacPhail, Bob	☐	☐
Ward, Rod	☐	☐
Whitwell, Wendy	☐	☐

CORPORATION OF THE
TOWNSHIP OF HARLEY
903303 Hanbury Rd.
New Liskeard, ON P0J 1P0
tel: 705-647-5439 fax: 705-647-6373

July 15th, 2020

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

E-mail: www.kingsville.ca

Ms. Astrologo:

Your letter dated June 29, 2020 was received by Harley Township Council at their meeting of July 14, 2020 and the following resolution was passed:

Resolution No. 2020-124

That we, the Council of the Township of Harley do hereby, support Kingsville's Resolution no. 391-2020 requesting 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,

That a letter of support be forwarded to Kingsville.
"CARRIED"

Yours truly,

Jordan Kemp
Clerk-Treasurer
Township of Harley

JMK/lp

From: Sandy Kitchen
To: Sandy Kitchen
Subject: FW: Town of Kingsville - Resolution 391-2020
Date: Thursday, July 23, 2020 10:50:58 AM
Attachments: image002.png

From: Nicole Martin <nmartin@amaranth.ca>
Sent: Monday, July 20, 2020 9:38 AM
To: Jennifer Setterington <jsetterington@kingsville.ca>
Subject: RE: Town of Kingsville - Resolution 391-2020

Please note that the Council of the Township of Amaranth recently discussed the Town of Kingsville Resolution 391-2020 and the following is an except from the draft minutes:

14.13. **Town of Kingsville** – Resolution 391-2020
Rent Assistance Program

Council supported this resolution with the following.
Resolution #7
Moved by: H. Foster – Seconded by: M. Tijssen
BE IT RESOLVED THAT:

Council support the Towns of Kingsville resolution 391-2020.
CARRIED.

Recorded Vote	Yea	Nay	Abstain
Deputy Mayor Chris Gerrits	X		
Councillor Heather Foster	X		
Councillor Gail Little	X		
Councillor Mark Tijssen	X		
Mayor Bob Currie	X		

Thank you, Nicole

Nicole Martin, Dipl. M.A.
Acting CAO/Clerk | Township of Amaranth
374028 6th Line | Amaranth | ON | L9W 0M6
Tel: 519-941-1007 ext. 227 | Fax: 519 - 941-1802

All municipal facilities and parks are closed until further notice during the COVID-19 pandemic. Staff is working to keep critical services operational during this difficult time. Updates will be posted to our website (www.amaranth.ca) and through our Facebook accounts. Calls to the office at 519-941-1007 will be answered as soon as possible.

For accurate information on COVID-19 please visit: www.ontario.ca/COVID-19

TOWNSHIP OF AMARANTH

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From: Jennifer Setterington <jsetterington@kingsville.ca>
Sent: Monday, June 29, 2020 3:50 PM
To: premier@ontario.ca; rod.phillips@pc.ola.org
Subject: Town of Kingsville - Resolution 391-2020

Please find attached a letter from the Town of Kingsville

RE: Kingsville Council request that the Rent Assistance Program to include all businesses in a lease agreement within all "residential-above-commercial" properties without a cap on commercial/residential ratio.

Kingsville ONTARIO

Jennifer Setterington
Office Support
The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
Web: www.kingsville.ca

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THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 68 - 2020

Being a By-law authorizing the entering into of an Agreement with Sherway Contracting (Windsor) Limited for the Main Street West Reconstruction (N. J. Peralta Engineering Ltd. Project No. E-15-039)

WHEREAS Section 9 of the *Municipal Act, 2001*, S.O. c. 25 confers natural person powers on municipalities which include the power to enter into agreements with individuals and corporations;

AND WHEREAS The Corporation of the Town of Kingsville (the "Town") deems it expedient for the Town to enter an Agreement with Sherway Contracting (Windsor) Limited for the works generally described as Main Street West Reconstruction.

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

1. **THAT** the Town enters into and executes with Sherway Contracting (Windsor) Limited an Agreement for the works generally described as Main Street West Reconstruction attached hereto as Schedule "A" and forming part of this By-law.

2. **THAT** the Mayor and Clerk are hereby authorized and directed on behalf of the Town to execute the Agreement attached as Schedule "A".

3. This By-Law comes into force and takes effect on the day of the final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 27th DAY OF JULY, 2020.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

T H I S A G R E E M E N T made in triplicate this

22 day of July A.D. 2020

BETWEEN:

CORPORATION OF THE TOWN OF KINGSVILLE

(hereinafter called the "OWNER")

OF THE FIRST PART:

- and -

Sherway Contracting (Windsor) Limited
(hereinafter called the "CONTRACTOR")

OF THE SECOND PART.

WHEREAS the Tender of the CONTRACTOR respecting the Construction work, hereinafter referred to and described, was accepted by the OWNER on the _____ day of _____, 2020.

THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the covenants hereinafter contained, the Parties hereto agree as follows:

1. The Contractor hereby covenants and agrees to provide and supply at its expense, all and every kind of labour, machinery, equipment and materials for, and to undertake and complete in strict accordance with its Tender dated the 4th day of March, 2020, and the Contract Documents (consisting of the General Conditions of Contract, Drawings, Specifications, Information to Tenderers, Special Provisions of Contract, if any, including all modifications thereof and incorporated in the said documents before their execution) prepared by N.J. PERALTA

ENGINEERING LTD., Consulting Engineers, all of which said documents are annexed hereto and form part of this Agreement to the same extent as if fully embodied herein, the construction of the **MAIN STREET WEST RECONSTRUCTION FOR THE CORPORATION OF THE TOWN OF KINGSVILLE** for the sum of Two Million, Three Hundred and Sixty-Three Thousand and Seven Dollars and Seventy Cents ($ 2, 363,007.70)

2. The Contractor further covenants and agrees to undertake and complete the said Work in a proper workmanlike manner under the supervision and direction and to the entire satisfaction of the said Consulting Engineers and Owner, within the specified time in its Tender. Time shall be deemed the essence of the Contract.

3. The Contractor further covenants and agrees that he will at all times, indemnify and save harmless, the TOWN OF KINGSVILLE, the COUNTY OF ESSEX and N.J. PERALTA ENGINEERING LTD., along with their respective officers, servants and agents, from and against all loss and damages whatsoever which may be made or brought against the above listed by reason or in consequence of the non-execution or negligent execution thereof by the Contractor, its servants, agents, or employees.

4. The Contractor further covenants and agrees to furnish, in accordance with the Contract Documents, a Performance and Maintenance Bond in an amount equivalent to One Hundred Per Cent (100%) of the Tender Price, in such form and issued by such surety as may be approved by the Consulting Engineers and/or the Owner's solicitor, guaranteeing the faithful performance of the said Work in accordance with the terms of this Agreement.

5. The Owner hereby covenants and agrees that if the said Work is duly and properly executed and materials are provided as aforesaid, and if the said Contractor carries out, performs and observes all of the requirements and conditions of this Agreement, the Owner will pay to the Contractor, the price set forth in its Tender, such payment or payments to be made in accordance with the provisions of the General Conditions of the Contract referred to above.

6. This Agreement and everything herein contained shall inure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns, respectively.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their Corporate Seals, if any, duly attested by the signature of their proper officers in that behalf, respectively.

Witness as to Signature
of Contractor

Contractor's Signature & Seal

Sherway Contracting
(Windsor) Limited
Contractor's Name

5390 Outer Drive, R.R.#1
Windsor, Ontario N9A 6J3
Contractor's Address

CORPORATION OF THE
TOWN OF KINGSVILLE
Owner

Nelson Santos
Mayor

Clerk

2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Owner's Address

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 70 - 2020

Being a By-law authorizing the entering into of a Contribution Agreement with Kingsville Pickleball, Inc.

WHEREAS Section 9 of the *Municipal Act, 2001*, S.O. c. 25 confers natural person powers on municipalities which include the power to enter into agreements with individuals and corporations;

AND WHEREAS The Corporation of the Town of Kingsville (the "Town") deems it expedient for the Town to enter a Contribution Agreement with Kingsville Pickleball, Inc.

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

1. **THAT** the Town enters into and executes with Kingsville Pickleball, Inc. a Contribution Agreement attached hereto as Schedule "A" and forming part of this By-law.

2. **THAT** the Mayor and Clerk are hereby authorized and directed on behalf of the Town to execute the Contribution Agreement attached as Schedule "A".

3. **THAT** 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 27th DAY OF JULY, 2020.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

CONTRIBUTION AGREEMENT

THIS AGREEMENT made this day of , 2020.

BETWEEN:

THE CORPORATION OF THE TOWN OF KINGSVILLE
(the "Town")

and

KINGSVILLE PICKLEBALL, INC.
(the "Kingsville Pickleball")

WHEREAS the Town is the Owner of land, located at 1741 Jasperson Lane, Kingsville (the "Property");

AND WHEREAS Kingsville Pickleball approached the Town regarding the construction of pickleball courts (the "Courts") on the Property;

AND WHEREAS constructing Courts falls within the strategic initiatives of the Town's Parks, Recreation, and Culture Masterplan;

AND WHEREAS the Town and Kingsville Pickleball have discussed entering into a partnership for the planning, design, and construction of eight (8) Courts (the "Project"), to be located on the Property;

AND WHEREAS the parties wish to enter into this Agreement to define their roles and responsibilities in relation to their partnership for this Project and to formalize Kingsville Pickleball's commitment to the Project;

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants, terms and agreements hereinafter expressed, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. The recitals as set out above are true in substance and in fact, and all terms referenced therein are incorporated into and form part of this Agreement.

Definitions

2. In this Agreement, the below words shall have the following meaning:

"***Grant Funding***" shall mean any monetary amounts that the Town applied for and subsequently received, from the Provincial or Federal Government, specifically in relation to the Project.

Project Details

3. The Courts shall be located on the Property as identified in Schedule "A", attached to this Agreement.

4. The parties agree that the Project is estimated to cost approximately $275,000, which amount is exclusive of any Grant Funding that the Town may receive toward the Project.

5. The parties agree that no steps shall be taken on the Project until a minimum contribution of $10,000 has been deposited with the Town by Kingsville Pickleball.

6. Notwithstanding paragraph 7(d) of this Agreement, the parties agree that all decisions pertaining to the Project, including the commencement of the Project, remain with the Town, and the Town's decisions in this regard are final.

Commitments of the Town

7. The Town covenants and agrees:

    a. To construct eight (8) Courts on the Property;
    b. To hold funds received from Kingsville Pickleball in relation to the Project on behalf of Kingsville Pickleball;
    c. To install a donation sign at the proposed site of construction;
    d. To consult with, and obtain input from, Kingsville Pickleball with respect to the location and design of the Courts, and to notify Kingsville Pickleball of any significant changes made to the project scope or design.

8. The Town shall manage all aspects of the Project and once completed, shall retain ownership over the Courts and oversee the operation and maintenance of the Courts, including determining the hours of operation.

9. The Town agrees to provide a charitable receipt to individual donors for donations received in amounts of $20 or greater.

10. The Town shall ensure that it abides by its policies and procedures, including but not limited to procurement policies, and shall comply with all federal, provincial and municipal laws, regulations and by-laws during all phases of the Project.

Commitments of Kingsville Pickleball

11. Kingsville Pickleball covenants and agrees:

    a. To pay the a minimum of $75,000 or 50% of the costs associated with the Project whichever is lower;
    b. To pay 50% of the costs associated with ongoing maintenance and upkeep of the Courts;
    c. That the Town shall maintain control, oversight and decision-making authority over the Project;
    d. To obtain approval from the Town's Manager of Municipal Facilities and Properties and the Manager of Programs of all fundraising materials, prior to distribution, to ensure consistency with the proposed project plans.

12. Kingsville Pickleball represents and warrants that,

    a. it is duly incorporated under the laws of Ontario or Canada;
    b. it has authority to enter into this Agreement; and
    c. it shall not alter, supercede or cancel its articles of incorporation, letters patent or other constating document in anyway which would affect its ability to perform its obligations under this Agreement without the prior written consent of the Town.

General

13. The parties agree that if the Town is successful in receiving any Grant Funding for the Project, the Grant Funding will be applied against the total Project costs, which will proportionately reduce the financial contributions of both parties for the costs of the Project.

14. The parties agree that if Kingsville Pickleball does not fulfill its financial commitments, or are late in making the payments, described at paragraphs 5 and 11 of this Agreement, the Town, in its sole discretion may impose an additional user fee, or reduce the privileges enjoyed by Kingsville Pickleball, until such time as those the financial commitments are met.

15. This Agreement constitutes the entire Agreement between the parties and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties, and except as stated, contain all the representations and warranties of the respective parties.

16. This Agreement may only be modified by written amendment duly executed by authorized representatives of both parties.

17. The parties agree that they must enter into a separate agreement for the ongoing maintenance and upkeep of the Courts and acknowledge that in exchange for the contributions outlined in in this Agreement, Kingsville Pickleball and its members shall be afforded designated playing time on the Courts, which time shall be separately negotiated.

18. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

IN WITNESS WHEREOF Kingsville Pickleball has hereunto duly executed this Agreement this 20th day of July, 2020

KINGSVILLE PICKBALL, INC.

Helen Dean
President

Jules Kay
Board Secretary

We have authority to bind the Corporation

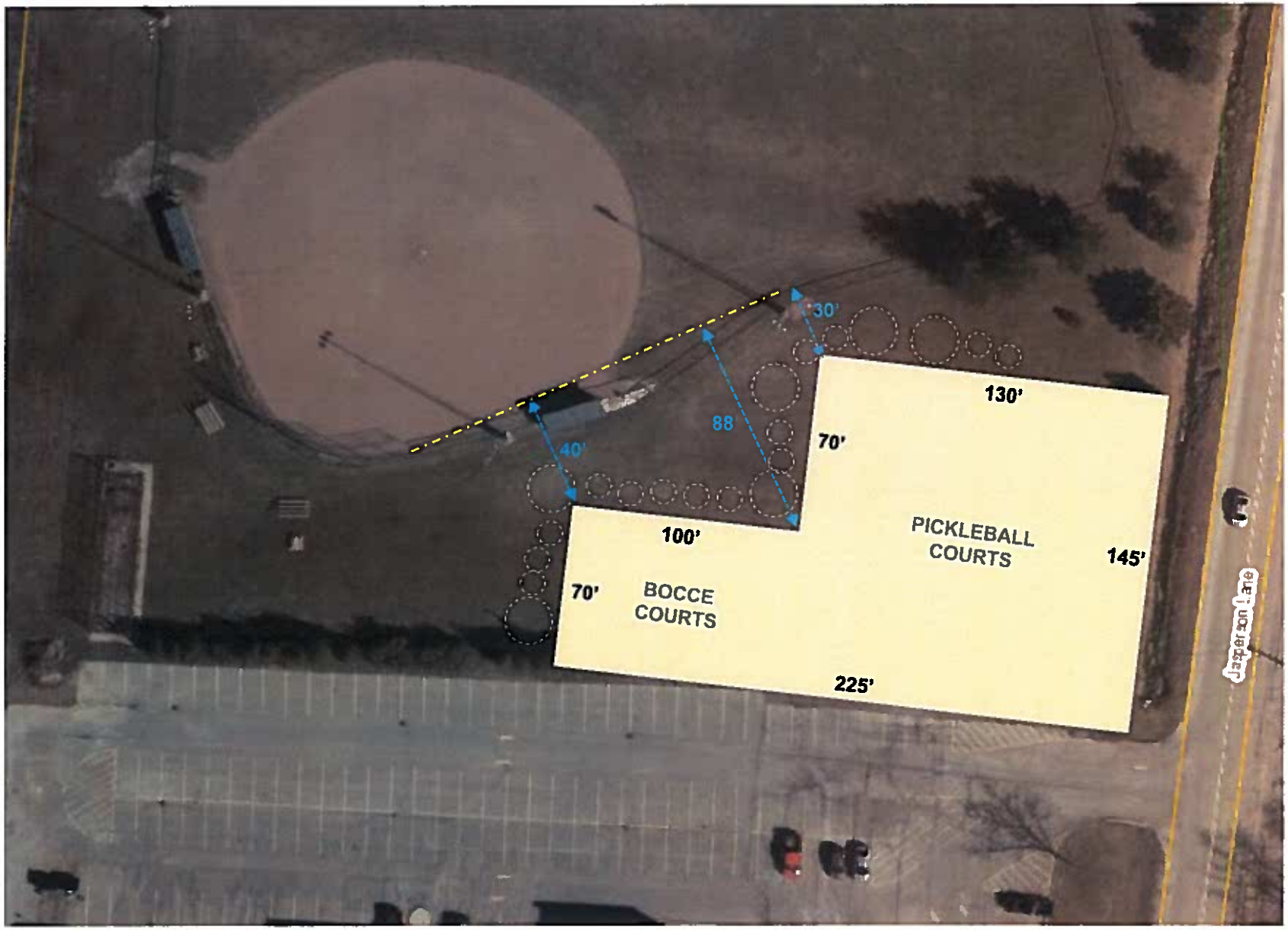
IN WITNESS WHEREOF the Town has hereunto duly executed this Agreement this day of , 2020

THE CORPORATION OF THE TOWN OF KINGSVILLE

Nelson Santos
Mayor

Jennifer Astrologo
Clerk
We have authority to bind the Corporation

NEW PICKLEBALL COURTS

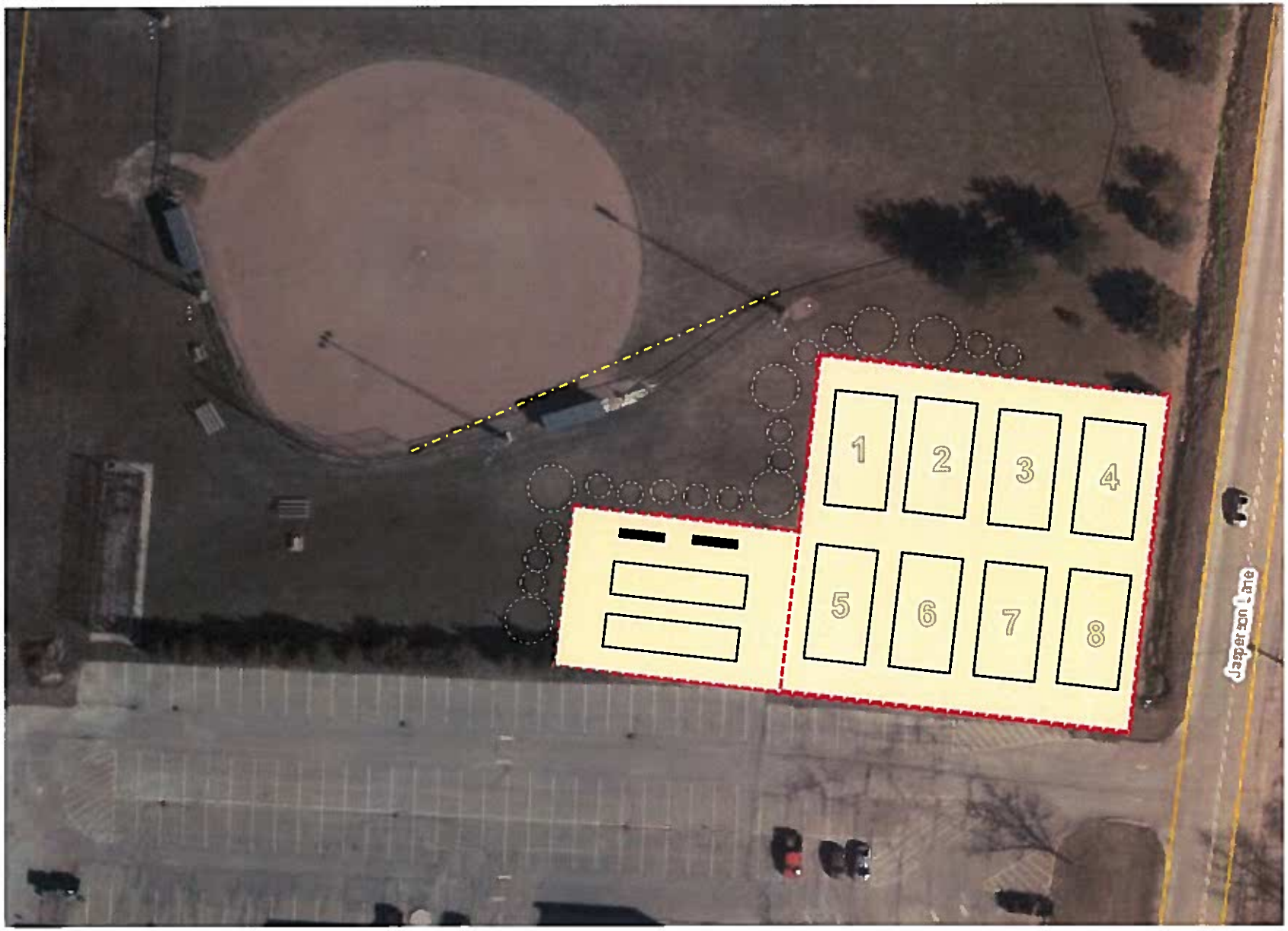


KINGSVILLE RECREATION COMPLEX

1741 JASPERSON LANE

SCHEDULE A

NEW PICKLEBALL COURTS



KINGSVILLE RECREATION COMPLEX

1741 JASPERSON LANE

SCHEDULE A

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 71-2020

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) titled **Main Street Development Committee** be amended to delete the appointment of Councillor Tony Gaffan to reflect his resignation, and to add the appointment of Councillor Kim DeYong to fill such vacancy.

2. **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 27TH DAY OF JULY, 2020.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 72-2020

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its July 27, 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 July 27, 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 27th day of July, 2020.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo