



**REGULAR MEETING OF COUNCIL
AGENDA**

Monday, January 11, 2021, 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 the meeting at www.kingsville.ca/meetings and select the VIDEO icon.

B. MOTION TO WAIVE THE PROCEDURE REQUIREMENT FOR CHAIR AND CLERK TO BE PRESENT IN MEETING ROOM

Due to the current COVID-19 Grey Lockdown status of the region and for health and safety reasons, Mayor Santos stated it would be in order for Council to waive the procedural requirement to have both the Chair and Director of Legislative Services/Clerk present in the Meeting room at this Regular Meeting.

MOTION

That Council waives the Procedure requirement for the Chair and Clerk to be present in the meeting room at this Meeting.

C. MOMENT OF SILENCE AND REFLECTION

D. PLAYING OF NATIONAL ANTHEM

E. 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.

F. MATTERS SUBJECT TO NOTICE

- 1. PUBLIC MEETING--Application for Zoning By-law Amendment by**

**Margaretha Ketler; 255 County Road 14 E, Part of Lot 19, Concession 9;
ZBA/14/2020**

R. Brown, Manager of Planning Services

i) Notice of Complete Application and Public Meeting: Zoning By-law Amendment, dated December 15, 2020;

ii) Report of R. Brown dated December 15, 2020;

iii) Proposed By-law 1-2021, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

Recommended Action

That Council:

Approve Zoning By-law Amendment application ZBA/14/2020 to rezone the subject lands at 255 County Road 14 E, Part of Lot 19, Concession 9, in the Town of Kingsville from 'Agriculture (A1)' to a site-specific 'Agriculture Exception 82 (A1-82)' and adopt the implementing by-law.

G. AMENDMENTS TO THE AGENDA

H. ADOPTION OF ACCOUNTS

1. **Town of Kingsville Accounts Report for the Monthly period ended December 31, 2020 for a grand total of \$2,127,576.26** 22

Recommended Action

That Council receives Town of Kingsville Accounts Report for the monthly period ended December 31, 2020.

I. STAFF REPORTS

1. **Request to Dispose of Surplus Land--Victor Lane, Cottam** 24

R. Brown, Manager of Planning Services

Recommended Action

That Council:

Declares Victor Lane surplus to the needs of the Town and convey the lands to the abutting landowner,

Agrees to waive the land appraisal required as part of the standard surplus land disposition process based on the minimal financial value associated with Victor Lane, and

Agrees to waive the standard surplus land or road allowance disposition process based on the lands being part of a long established but undeveloped plan of subdivision.

2. **Cottam Community Improvement Plan Application by 1670057 Ontario Ltd.; 127 County Road 34 W, Pt. Lot 270, Concession STR, Parts 4 & 9, RP 12R 16608** 33

R. Brown, Manager of Planning Services

Recommended Action

That Council approves the Cottam Community Improvement Plan funding application for the purchase and installation of a new door and front windows as a façade upgrade and improvement for 127 County Road 34 W in the amount of \$2,500 representing the maximum funding allowance per application.

3. **Application for Development Agreement by Wobocorp Ltd., David Armstrong Farms Inc. and 2506665 Ontario Ltd. V/L County Road 34 E, Part of Lot 269, Concession North Talbot Road, Parts 1 and 2, RP 12R 26017 and Part 2 RP 26659** 36

R. Brown, Manager of Planning Services

Recommended Action

That Council approves the development agreement for the Ridge Side Estates Subdivision in the community of Cottam for a 23 lot, 10 block residential subdivision and authorize the Mayor and Clerk to sign the agreement and direct administration to have the agreement registered on title.

4. **Site Plan Agreement Compliance Review 2015 to 2019** 49

R. Brown, Manager of Planning Services

Recommended Action

There is no recommendation from Administration, the information in the report is provided to address Council's motion.

5. **Council and Committee – Conference, Travel and Other Expense Policy** 52

R. McLeod, Director of Financial and IT Services

Recommended Action

That Council approves the Council and Committee - Conference, Travel and Other Expense policy as proposed or provide direction for further amendment.

6. **Electronic Meetings – Procedure By-law Amendment** 65

J. Astrologo, Director of Legislative Services

Recommended Action

That Council adopts By-law 5-2021, being a by-law to amend the Procedure By-law, to strike section 14.1(e) thereby allowing all members and staff participating in a meeting electronically to do so from a location

of their choice.

J. MINUTES OF THE PREVIOUS MEETINGS

- | | |
|---|-----------|
| 1. Special Meeting of Council--December 7, 2020 | 69 |
| 2. Special Closed Session Meeting of Council--December 7, 2020 | |
| 3. Regular Meeting of Council--December 14, 2020 | 72 |

Recommended Action

That Council adopts Special Meeting of Council Minutes dated December 7, 2020, Special Closed Session Meeting of Council Minutes dated December 7, 2020 and Regular Meeting of Council Minutes dated December 14, 2020.

K. MINUTES OF COMMITTEES AND RECOMMENDATIONS

- | | |
|--|-----------|
| 1. West Side Collector Road Steering Committee - August 14, 2020, August 20, 2020 and December 10, 2020 | 91 |
|--|-----------|

Recommended Action

That Council receives West Side Collector Road Steering Committee Meeting Minutes dated August 14, 2020, August 20, 2020 and December 10, 2020.

- | | |
|---|------------|
| 2. Kingsville B.I.A. - November 10, 2020 | 100 |
|---|------------|

Recommended Action

That Council receives Kingsville B.I.A. Meeting Minutes dated November 10, 2020.

- | | |
|---|------------|
| 3. Union Water Supply System Joint Board of Management - November 17, 2020 | 104 |
|---|------------|

Recommended Action

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

- | | |
|---|------------|
| 4. Committee of Adjustment - November 17, 2020 | 108 |
|---|------------|

Recommended Action

That Council receives Committee of Adjustment Meeting Minutes dated November 17, 2020.

- | | |
|---|------------|
| 5. Kingsville Municipal Heritage Advisory Committee - October 27, 2020 and November 24, 2020 | 119 |
|---|------------|

Recommended Action

That Council receives Kingsville Municipal Heritage Advisory Committee

L. BUSINESS CORRESPONDENCE - INFORMATIONAL

1. Township of Puslinch--Correspondence received December 3, 2020 RE: Proposed Changes to the Conservation Authorities Act: Schedule 6 of Bill 229 126
2. Municipality of Chatham-Kent--Correspondence dated December 8, 2020 RE: Resolution Bill 229 and Conservation Authorities--Lower Thames Conservation 128
3. Municipality of Chatham-Kent--Correspondence dated December 8, 2020 RE: Resolution Bill 229 and the Conservation Authorities--St. Clair Region Conservation Authority 131
4. Town of Tecumseh--Correspondence dated December 9, 2020 RE: Removal of the Windsor International Airport from NAV Canada closure list 134
5. Town of Tecumseh--Correspondence dated December 10, 2020 RE: Bill 229 138
6. Dufferin County--Correspondence dated December 14, 2020 RE: Assessment of Aggregate resource properties 140
7. Town of Carleton Place--Correspondence dated December 14, 2020 RE: COVID-19 and funding to ensure the long-term sustainability of the childcare services sector 142
8. Township of Matchewan--Correspondence dated December 14, 2020 RE: Request that the application deadline on any further grants for municipalities have a longer turn around time 144
9. Town of Essex--Correspondence dated December 16, 2020 RE: Support for Town of Essex Small Businesses 146
10. Town of Essex--Correspondence dated December 16, 2020 RE: Support for Small Businesses 149
11. City of Kitchener--Correspondence dated December 18, 2020 RE: Cannabis Retail in Ontario 153

Recommended Action

That Council receives Business Correspondence-Informational Items 1 through 11.

M. NOTICES OF MOTION

N. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

1. **Deferred Motion 637-2020 RE: Naming of Park in Queens Valley Subdivision--Update by Director of Infrastructure and Engineering G. A. Plancke** 155

SEE: Deferred Motion No. 637-2020

O. BYLAWS

1. **By-law 1-2021** 156

Being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for The Town of Kingsville (255 County Road 14 E, Part of Lot 19, Concession 9, ZBA/14/2020)

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

2. **By-law 4-2021** 159

Being a by-law appointing members to the Committee of Adjustment for the 2021 calendar year

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

3. **By-law 5-2021** 160

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

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

P. CONFIRMATORY BY-LAW

1. **By-law 6-2021** 161

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its January 11, 2021 Regular Meeting

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

Q. ADJOURNMENT



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

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

APPLICATION: ZONING BY-LAW AMENDMENT FILE ZBA/14/2020
(Section 34 of the Planning Act, R.S.O. 1990, C.P. 13)

APPLICANT: Margaretha Ketler

LOCATION OF PROPERTY: 255 County Road 14 E
Part of Lot 19, Concession 9

PURPOSE OF APPLICATION:

The Town of Kingsville has received the above-noted application for lands located in the northeast corner of the intersection of Graham Side Road and County Road 14 E. The subject properties are designated Agriculture by the Official Plan and zoned Agriculture, (A1) under the Kingsville Comprehensive Zoning By-law.

The subject parcel is 39.6 ha (97.8 ac.) farm parcel with an existing dwelling and outbuildings. The owner is proposing to make improvements on the site over several years. The existing dwelling will remain on the site. They would like to develop a new multi-use building that would contain storage, personal recreation space and a dwelling unit. Secondary dwelling units are permitted in the Town however on properties without full servicing a zoning amendment is required to add secondary dwelling as a permitted use. The applicant is also seeking some expansion to the secondary dwelling unit limitation on bedroom numbers and overall size.

A PUBLIC MEETING OF COUNCIL will be held on:

WHEN: January 11, 2021
WHERE: ELECTRONIC MEETING ON ZOOM
TIME: 6:00 p.m.

If you have comments on this application, they may be forwarded by email, or letter mail to the attention of: **Robert Brown, Manager, Planning Services**, 2021 Division Road North, Town of Kingsville, ON N9Y 2Y9. Comments and opinions submitted on these matters, including your name and address, may become part of the public record and may be viewed by the general public and may be published in a planning report or reproduced in a Council agenda and/or minutes.

IF A PERSON or public body would otherwise have an ability to appeal the decision of Council for the Town of Kingsville to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submission to the Town of Kingsville before the zoning by-law is adopted, the person or public body is not entitled to appeal the decision.

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

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

DATED this 15th day of DECEMBER, 2020

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

255 County Rd 14 E



Legend

- Essex Municipalities
- all other values
- Yongeville
- Street
- Severance
- Kingsville Assessment

0 170.25 340.5 Meters



1: 10,214 11/18/2020

Notes

Enter Map Description

THIS MAP IS NOT TO BE USED FOR NAVIGATION
 Copyright the Corporation of the County of Essex, 2012. Data herein is provided by the Corporation of the County of Essex on an "as is" basis. Assessment parcel provided by Teranel Enterprises Inc. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Electronic Participation

This Meeting will be held through Electronic Participation in accordance with the Town of Kingsville's Procedure By-law, by-law 55-2016, as amended, and the provision of the Municipal Act, 2001

The Town of Kingsville continues to take COVID-19 seriously, and in following the advice of provincial and federal governments, is making significant changes to services and programming to help protect health and wellbeing of the community. In this regard, Council and Committee meetings are being conducted electronically until further notice.

Remote Participation

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

Public Comments

a) **Submit comments in writing: WRITTEN COMMENTS ARE STRONGLY ENCOURAGED.**

Please provide your name (first and last), your address and which item you are commenting on. They may be submitted in writing or by email, to Robert Brown, Manager, Planning Services (see contact info). Comments received **by 4:00 PM on Monday, January 4th** will be part of the Council Agenda package prior to the meeting. Comments received after this time will be forwarded to Members of Council as soon as possible, and prior to the meeting on January 11th.

b) **Request to speak at the Council Meeting:** Prior to 4:00 PM on Wednesday, January 6th you must contact Robert Brown, Manager, Planning Services (see contact info), to request to speak during the meeting. Please provide your name (first and last), your address, the item/application you wish to speak on and your email address.

Remote participation for public comments

Upon receipt of your request to speak at the meeting participants will be provided the Zoom meeting details and password prior to the meeting.

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

- Please join the meeting at 5:50 PM in order to avoid any delays. If you have not joined the public meeting while your Agenda Item is up for public comment you will have forfeited your request.
- When you join the meeting, either by phone or online, you will be admitted in as an attendee. You will not be greeted upon joining the call. You will be able to hear the meeting and see the active speaker (if you have video capability), but your mic will be muted until it is your turn to speak.
- If you join the Zoom meeting through your phone, please Do not put the phone on hold at any time, as this will result in broadcasting "hold music" online once your mic function is unmuted.
- To optimize call quality when using a laptop, a headset with microphone is best if available to you; otherwise, whether using your laptop microphone or cell phone, please speak directly into the receiver and do not use speaker phone
- Please do not forward the Zoom meeting details to anyone or post through social media. Only registered participants will be admitted to the meeting.
- Participants should keep comments directly related to the matter to which they are speaking to. Questions are to be directed to the Council chairperson. Council members may choose to ask you follow-up questions following your remarks, comment, or ask staff to respond to what you have said.
- After providing your comments and answering any questions that may be directed to you, the Meeting Coordinator will disconnect you from the Zoom meeting.

For more information, please contact:

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

Phone: 519-733-2305 Ext. 250

Email: rbrown@kingsville.ca



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

Date: December 15, 2020

To: Mayor and Council

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

RE: Application for Zoning By-law Amendment by
Margaretha Ketler
255 County Road 14 E,
Part of Lot 19, Concession 9

Report No.: PS 2021-001

AIM

To provide the Mayor and Council with information regarding a request to permit a secondary dwelling unit on lands known as 255 County Road 14 E.

BACKGROUND

The subject parcel is 39.6 ha (97.8 ac.) farm parcel with an existing dwelling and outbuildings. The owner is proposing to redevelop the site over several years. The existing dwelling will remain on the site. The long-term plan on the property is to construct a new main dwelling and remove the existing home. In the short-term the applicant would like to develop a new multi-use building that would contain storage, recreation space and a dwelling unit. Secondary dwelling units are permitted in the Town however on properties without full servicing a site-specific zoning by-law amendment is required to add a secondary dwelling as a permitted use. The secondary dwelling unit is for the use of the applicant and their family and not worker housing. The applicant is also seeking some expansion to the secondary dwelling unit limitation on bedroom numbers and overall size.

DISCUSSION

1) Provincial Policy Statement

When reviewing a planning application to determine if it represents sound planning, it is imperative that the proposed development is consistent with the Provincial Policy Statement (PPS): "The Provincial Policy Statement provides policy direction for

appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment.”

Section 1.4.3 states that " Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

b) permitting and facilitating:

1. all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements; and
2. all forms of residential intensification, including second units, and redevelopment in accordance with policy 1.1.3.3;”

Comment: There are two principle reasons for the limitation of secondary dwelling units to urban areas. First is the availability of full municipal services, sanitary, water and storm drainage. Second, and more specific to agricultural areas, is taking a guarded approach to adding residential uses. However, with both of these in mind there is also a need in agricultural areas to provide additional housing. With a balanced approach in mind the requested zoning by-law amendment is consistent with Provincial Policy.

2) Essex County Official Plan

The Official Plan for Essex County Section 3.2.8 Affordable Housing f) indicates that “The County generally permits *second dwelling units* [within]... an accessory structure...” Further, it is indicated that local municipal Official Plans and implementing Zoning By-law will further detail policies and provisions of second dwelling units.

Comment: There are no issues raised as a result of the proposed zoning by-law amendment.

3) Town of Kingsville Official Plan

The Official Plan for the Town of Kingsville designates the subject properties as ‘Agriculture’. The Policies of Section 2.10 Secondary Dwelling Units, provides a definition for the use and further outlines the requirement for a zoning by-law amendment since the subject property is not on full servicing, as outlined in subsection f). The applicant will need to demonstrate the ability to adequately service the secondary dwelling unit to the satisfaction of the Town.

Comment: The applicant has applied for the Zoning By-law Amendment as a result of the requirement outlined in the Official Plan. The subject property is 39.6 ha (97.8 ac.), long-term provision of sanitary service via private septic does not present an issue. The owner has ample space to provide for septic installation to accommodate the additional living quarters of the proposed secondary dwelling unit. This application meets the Goals and Policies of the Official Plan.

4) Town of Kingsville Comprehensive Zoning By-law

The subject parcel is currently zoned 'Agriculture (A1)'. The Comprehensive Zoning By-law Section 4.35.1 provides that secondary dwelling units are permitted in residential zones on full municipal servicing.

The owner is proposing to build a large accessory structure, which will contain a large storage area at the rear and two storey secondary dwelling unit at the front. (See Appendix A)

Comment: The proposed zoning by-law amendment in relation to the secondary dwelling unit is a requirement of the Official Plan policies due to the lack of municipal sanitary servicing on the property. Secondary dwelling units are also limited to 40% of the total building area on the lot and one bedroom. The applicant is proposing a three-bedroom unit, which would be approximately 43% of the total building area on the lot. The amending by-law would include the following provisions:

- i) Permit a secondary dwelling unit in an accessory building on a farm parcel not serviced with full municipal services;
- ii) Increase the permitted number of bedrooms from one to three;
- iii) Increase the permitted maximum of the total building area from 40% to 43%, and
- iv) Require that the property be serviced with municipal water.

LINK TO STRATEGIC PLAN

Manage growth through sustainable planning.

FINANCIAL CONSIDERATIONS

There will be an increase in assessment as a result of the new development on the property once completed.

CONSULTATIONS

Agency & Administrative Consultation

In accordance with O. Reg 545/06 of the Planning Act, Agencies and Town Administration received the Notice of Public Meeting by mail and/or email. At the time of writing, the following comments have been received.

1) Essex Region Conservation Authority (ERCA)

- The property is impacted by ERCA regulated area on three sides. The Lovelace Drain, Graham Side Road Drain and the Ruscom River. Setback will be required from these drains along with a permit from ERCA.
- ERCA has no objection to the application for a zoning by-law amendment.
- See full comment in Appendix B.

2) **Town of Kingsville Technical Advisory Committee**

- Building Dept. indicated no objection to the proposal
- All Ontario Building Code requirements will be reviewed at the time of permit submission
- If a septic system design exceeds 10,000L per day it will require MECP approval
- The property has access to municipal water but is not connected, it is recommended that the property install a new water service, at the owner's expense, at the time of development because of the addition of a secondary dwelling unit

3) **County of Essex**

- Any change to existing access points will require permit from the County
- New construction on the property will also require a County permit

RECOMMENDATION

That Council:

Approve Zoning By-law Amendment application ZBA/14/2020 to rezone the subject lands at 255 County Road 14 E, Part of Lot 19, Concession 9, in the Town of Kingsville from 'Agriculture (A1)' to a site-specific 'Agriculture Exception 82 (A1-82)' and adopt the implementing by-law.

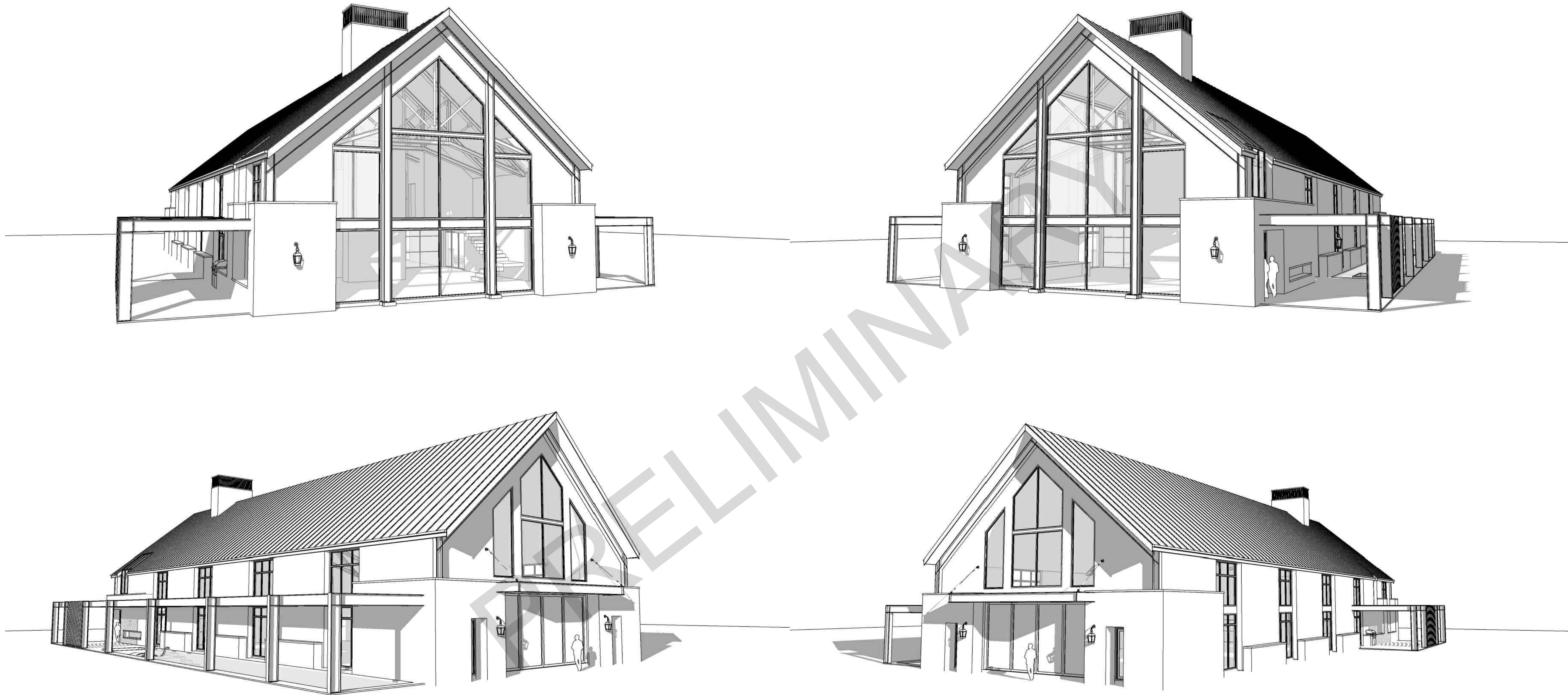
Robert Brown

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

Appendix A

KINGSVILLE ONTARIO

LEGAL DESCRIPTION
 LOT 19
 CONCESSION 9



FINAL DESIGN MAY DIFFER FROM 3D CONCEPTUAL IMAGES

ISSUED FOR ENG REVIEW: NOV 27, 2020

BUILDING NOTES

-THESE DESIGNS AND DRAWINGS ARE COPYRIGHT DEAN THOMAS DESIGN GROUP. THEY ARE THE EXCLUSIVE PROPERTY OF THE FIRM AND CAN NOT BE USED, REPRODUCED, OR COPIED IN FULL OR IN PART WITHOUT WRITTEN CONSENT.

-DO NOT SCALE DRAWINGS.

-VERIFY ALL DIMENSIONS, DATUMS, LEVELS, AND OTHER INFORMATION PRIOR TO COMMENCEMENT OF WORK. REPORT ANY DISCREPANCIES OR OMISSIONS TO THE DESIGNER IMMEDIATELY.

-ALL WORK MUST COMPLY WITH THE MOST RECENT EDITION OF THE ALBERTA BUILDING CODE AND ANY OTHER GOVERNING AUTHORITIES.

-UTILITIES SUBJECT TO CHANGE LOCATION DEPENDING ON BUILDING SITE CONDITIONS.

-FINAL LOT GRADES MAY ALTER EXTERIOR APPEARANCE.

-ALL PLANS AND SITE PLANS ARE SUBJECT TO CHANGE DEPENDING ON ARCHITECTURAL CONTROL GUIDELINES AND BUILDER SPECIFICATIONS.

-REFER TO PERFORMANCE MODEL FOR ALL REQUIRED RSI VALUES.

-DO NOT USE FOIL BACKED INSULATION WITHOUT APPROVAL FROM THE AUTHORITY HAVING JURISDICTION.

- ALL STUCCO TO BE SMOOTH ACRYLIC STUCCO.

-FOOTINGS SHOWN ON DESIGN DRAWINGS ARE FOR REFERENCE ONLY. BUILDER TO VERIFY ALL FOOTING REQUIREMENTS WITH ENGINEERING AND LAYOUTS PRIOR TO CONSTRUCTION.

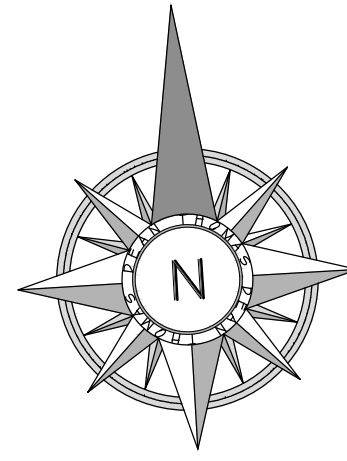
-4'-0" MIN FROST COVER REQUIRED AS PER ABC. SUBJECT TO ACTUAL SITE PLAN GRADES OR GRADE SLIP.

-BUILDER TO COORDINATE MECHANICAL DESIGN WITH ENGINEERING AND LAYOUTS AS REQUIRED TO AVOID CONFLICTS.

-ALL BEAMS, LINTELS, JOISTS, AND TRUSSES AS PER SUPPLIER'S LAYOUT PACKAGE.

DRAWING LIST

- A1.2 - SITE PLAN
- A1.3 - TREE PLAN
- A2.1 - ELEVATIONS
- A2.2 - ELEVATIONS
- A3.1 - FOUNDATION PLAN
- A3.2 - MAIN FLOOR PLAN
- A3.3 - UPPER FLOOR PLAN
- A3.4 - ROOF PLAN
- A4.1 - SECTIONS
- A4.2 - SECTIONS
- A5.1 - WINDOW & DOOR SCHEDULE



LOT 19
CONCESSION 9

POND
2.5 ACRES
(TOTAL)

POND
2.5 ACRES
(TOTAL)

SHADED AREA BUILT UP
APPROX. 2-3 FEET
APPROX. 7.35 ACRES

LOT 20

WATERWAY

BUSH
LIMIT BETWEEN LOTS 19 AND 20, CONCESSION 9

618.86
N03° 44' 40"E

IB(1744)
0.54' East

Part 2, Plan 12R-17688

DEANTHOMAS
DESIGN GROUP

403 | 719 | 6641

SUITE 11, 1111 3rd STREET SE
CALGARY, ALBERTA
T2G 2S8

PROJECT:

**ISSUED FOR
REVIEW**

CIVIC ADDRESS
KINGSVILLE, ONTARIO

LOT 19
CONCESSION 9

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ALL WORK MUST COMPLY WITH THE MOST RECENT EDITION OF THE ALBERTA BUILDING CODE AND ANY OTHER GOVERNING AUTHORITIES.

REVISION SCHEDULE:

1.	ISSUED FOR REVIEW	09/18/2020
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DRAWN BY: RC

FLOOR AREAS:

MAIN FLOOR AREA (DEVELOPED)	2180 SQ.FT.
UPPER FLOOR AREA (DEVELOPED)	1176 SQ.FT.
TOTAL DEVELOPED FLOOR AREA ABOVE GRADE	3356 SQ.FT.
ATTACHED GARAGE AREA	4774 SQ.FT.

DRAWING TITLE:

SITE PLAN

SCALE: 1/32"=1'-0"
DATE: 09/18/2020

SHEET:

A1.1

PROJECT:

**ISSUED FOR
ENG REVIEW**

KINGSVILLE ONTARIO

LOT 19
CONCESSION 9

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ALL WORK MUST COMPLY WITH THE MOST RECENT EDITION OF THE ALBERTA BUILDING CODE AND ANY OTHER GOVERNING AUTHORITIES.

REVISION SCHEDULE:

1.	ISSUED FOR REVIEW	18/09/2020
2.	ISSUED FOR ENG REVIEW	27/11/2020

DRAWN BY: RC

FLOOR AREAS:

MAIN FLOOR AREA (DEVELOPED)	2180 SQ.FT.
UPPER FLOOR AREA (DEVELOPED)	1176 SQ.FT.
TOTAL DEVELOPED FLOOR AREA ABOVE GRADE	3356 SQ.FT.
ATTACHED GARAGE AREA	4774 SQ.FT.

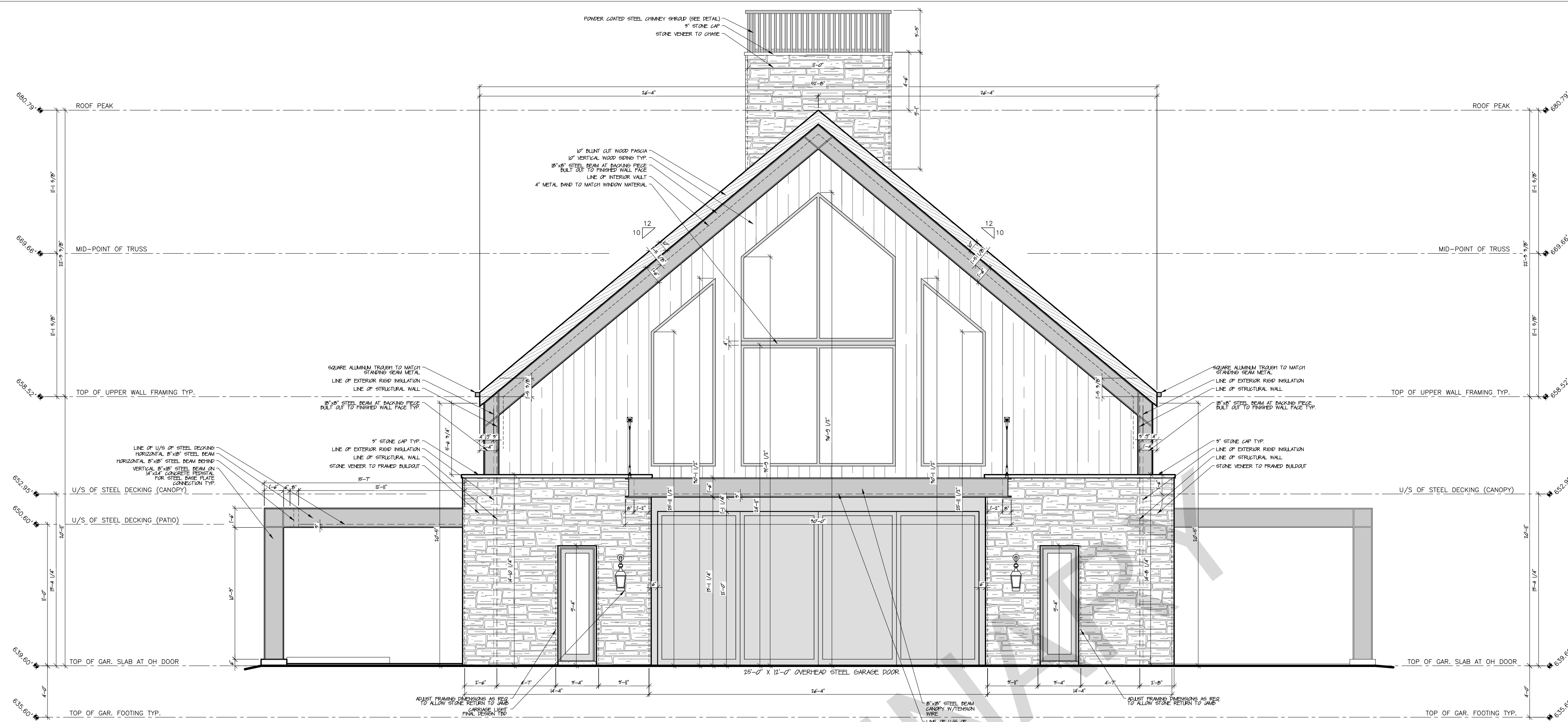
DRAWING TITLE:

ELEVATIONS

SCALE: 3/16"=1'-0"
DATE: 27/11/2020

SHEET:

A2.2



REAR ELEVATION



LEFT ELEVATION

PROJECT:

**ISSUED FOR
ENG REVIEW**

KINGSVILLE ONTARIO

LOT 19
CONCESSION 9

THESE DESIGNS AND DRAWINGS ARE COPYRIGHT DEAN THOMAS DESIGN GROUP. THEY ARE THE EXCLUSIVE PROPERTY OF THE FIRM AND CAN NOT BE USED, REPRODUCED OR COPIED IN FULL OR IN PART WITHOUT WRITTEN CONSENT. DO NOT SCALE THIS DRAWING. VERIFY ALL DIMENSIONS, DATUMS, LEVELS, AND OTHER INFORMATION PRIOR TO COMMENCEMENT OF WORK. REPORT ANY DISCREPANCIES OR OMISSIONS TO THE DESIGNER IMMEDIATELY. ALL WORK MUST COMPLY WITH THE MOST RECENT EDITION OF THE ALBERTA BUILDING CODE AND ANY OTHER GOVERNING AUTHORITIES.

REVISION SCHEDULE:

1.	ISSUED FOR REVIEW	18/09/2020
2.	ISSUED FOR ENG REVIEW	27/11/2020

DRAWN BY: RC

FLOOR AREAS:

MAIN FLOOR AREA (DEVELOPED)	2180 SQ.FT.
UPPER FLOOR AREA (DEVELOPED)	1176 SQ.FT.
TOTAL DEVELOPED FLOOR AREA ABOVE GRADE	3356 SQ.FT.
ATTACHED GARAGE AREA	4774 SQ.FT.

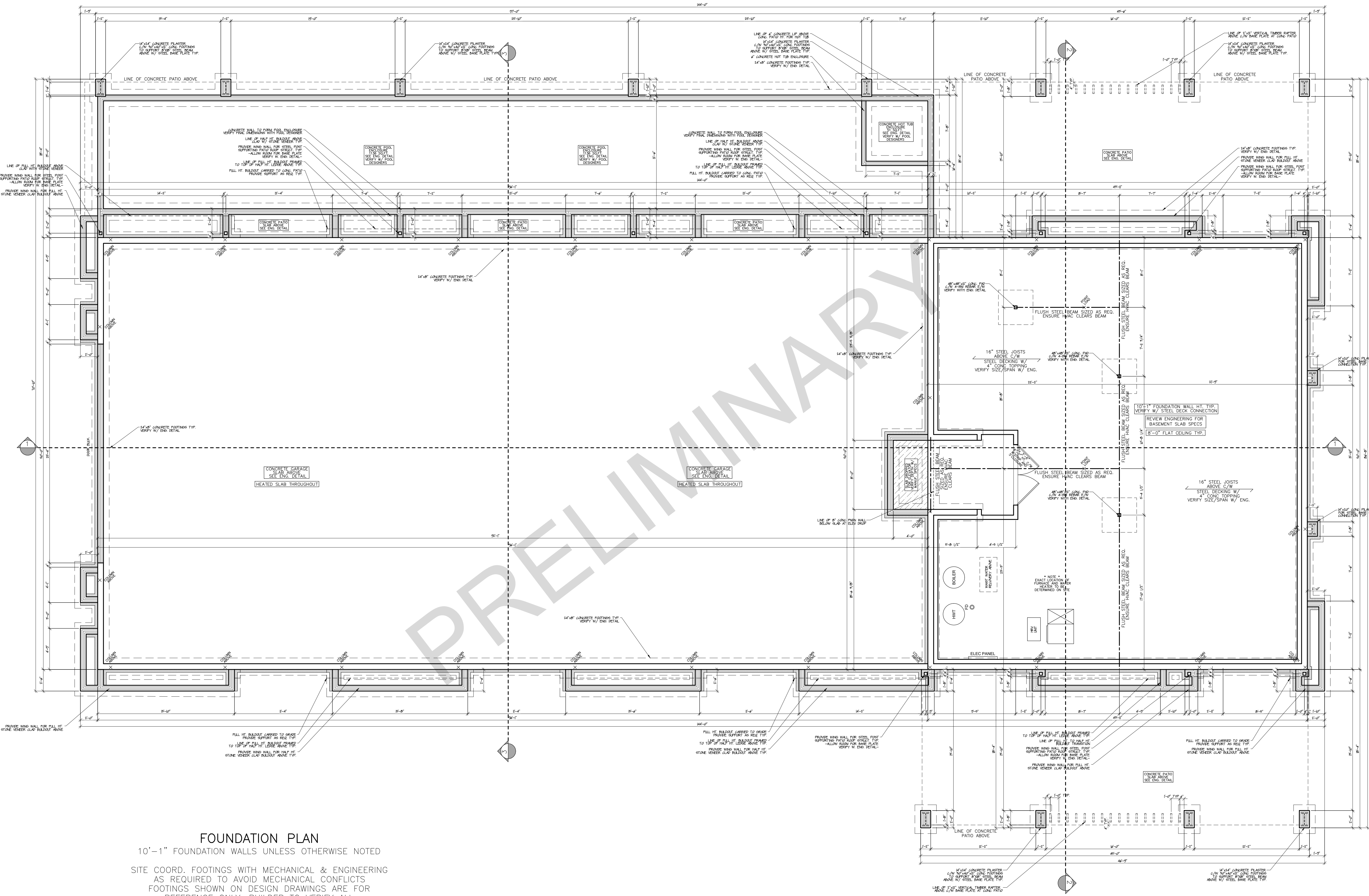
DRAWING TITLE:

FOUNDATION PLAN

SCALE: 3/16"=1'-0"
DATE: 27/11/2020

SHEET:

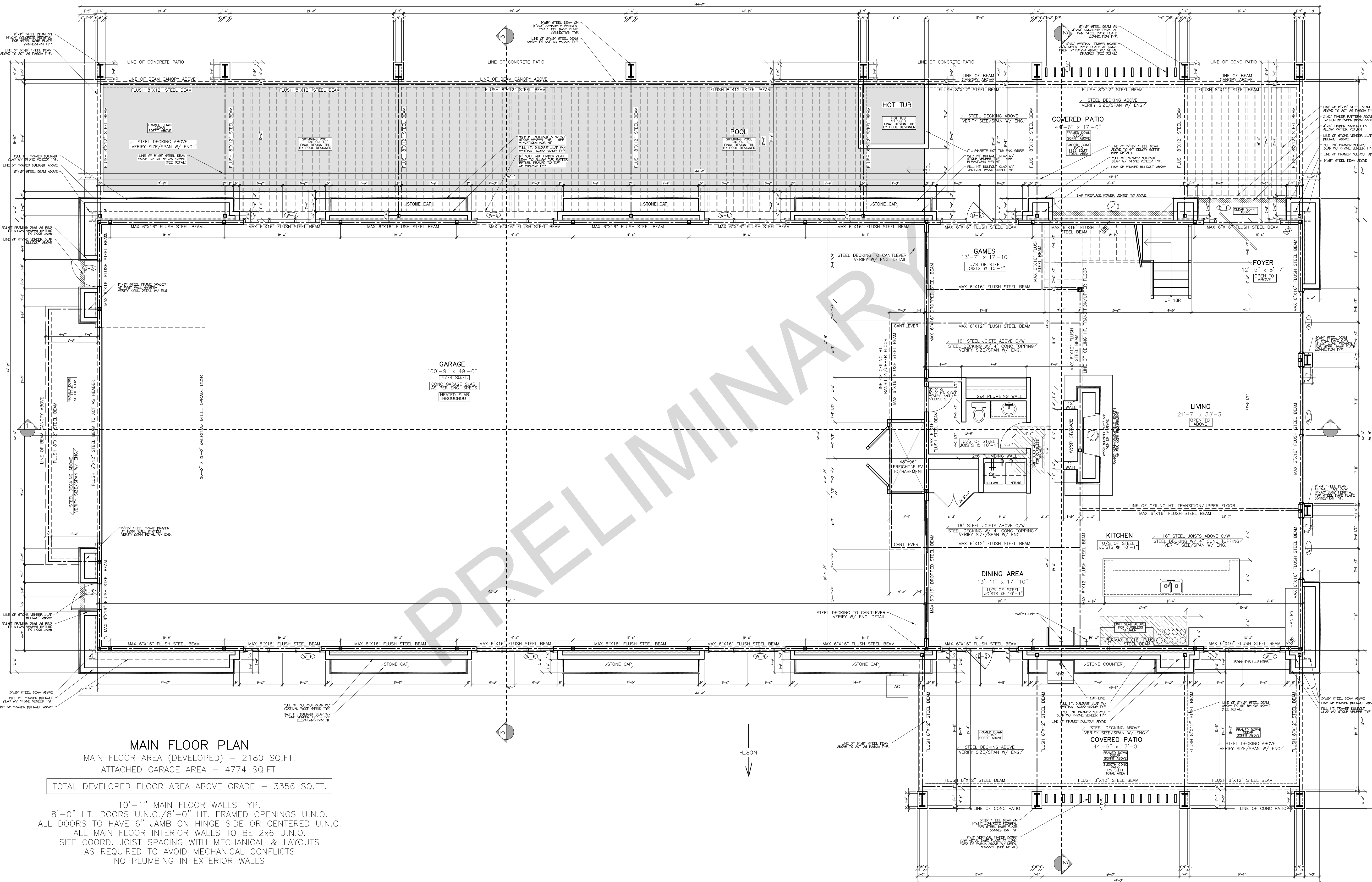
A3.1



FOUNDATION PLAN

10'-1" FOUNDATION WALLS UNLESS OTHERWISE NOTED

SITE COORD. FOOTINGS WITH MECHANICAL & ENGINEERING AS REQUIRED TO AVOID MECHANICAL CONFLICTS. FOOTINGS SHOWN ON DESIGN DRAWINGS ARE FOR REFERENCE ONLY. BUILDER TO VERIFY ALL FOOTING REQUIREMENTS WITH ENGINEERING AND LAYOUTS PRIOR TO CONST.



PROJECT:
**ISSUED FOR
ENG REVIEW**

KINGSVILLE ONTARIO

LOT 19
CONCESSION 9

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REVISION SCHEDULE:

1.	ISSUED FOR REVIEW	18/09/2020
2.	ISSUED FOR ENG REVIEW	27/11/2020

DRAWN BY: RC

FLOOR AREAS:

MAIN FLOOR AREA (DEVELOPED)	2180 SQ.FT.
UPPER FLOOR AREA (DEVELOPED)	1176 SQ.FT.
TOTAL DEVELOPED FLOOR AREA ABOVE GRADE	3356 SQ.FT.
ATTACHED GARAGE AREA	4774 SQ.FT.

DRAWING TITLE:

MAIN FLOOR PLAN

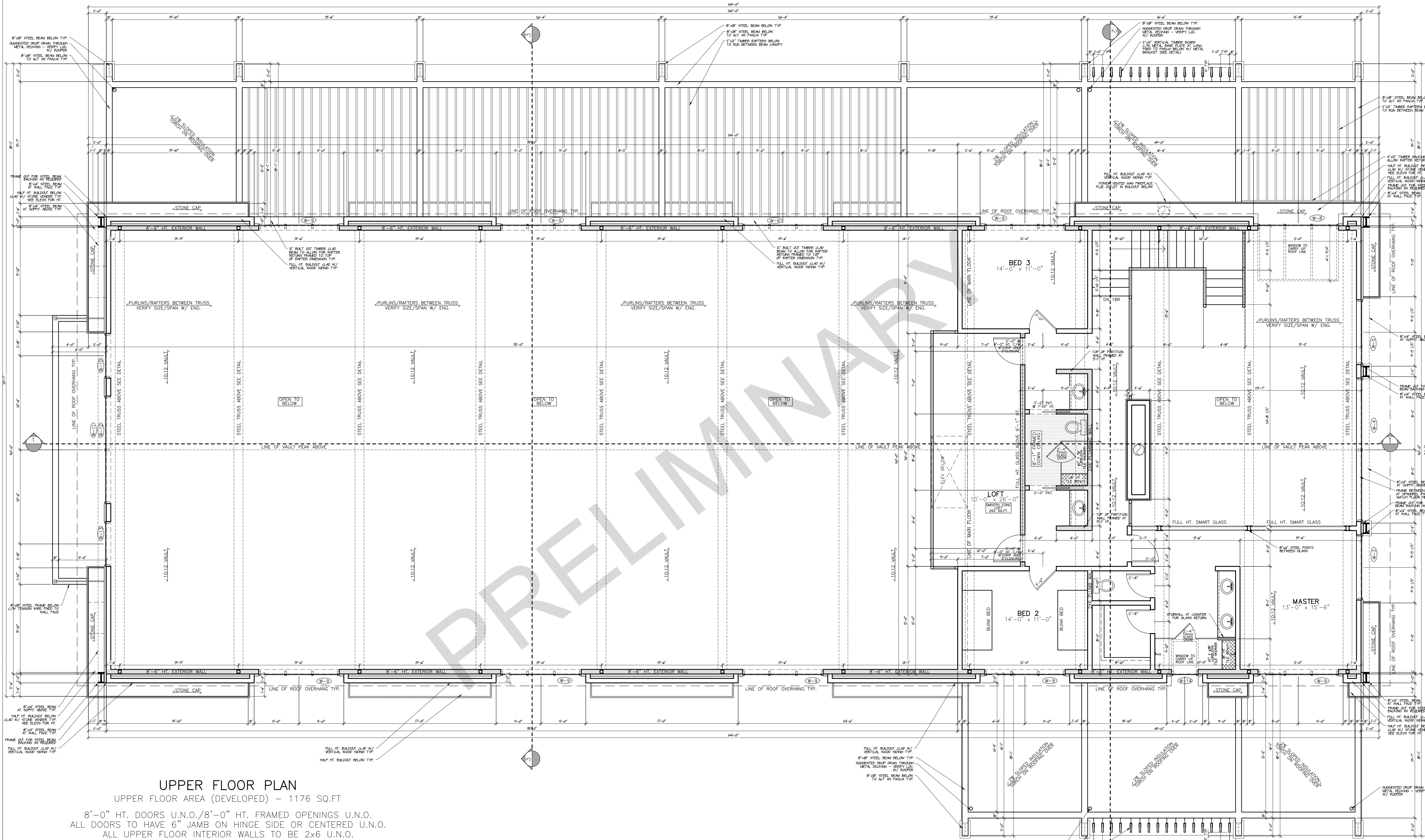
SCALE: 3/16"=1'-0"
DATE: 27/11/2020

A3.3

MAIN FLOOR PLAN
MAIN FLOOR AREA (DEVELOPED) - 2180 SQ.FT.
ATTACHED GARAGE AREA - 4774 SQ.FT.
TOTAL DEVELOPED FLOOR AREA ABOVE GRADE - 3356 SQ.FT.

10'-1" MAIN FLOOR WALLS TYP.
8'-0" HT. DOORS U.N.O./8'-0" HT. FRAMED OPENINGS U.N.O.
ALL DOORS TO HAVE 6" JAMB ON HINGE SIDE OR CENTERED U.N.O.
ALL MAIN FLOOR INTERIOR WALLS TO BE 2x6 U.N.O.
SITE COORD. JOIST SPACING WITH MECHANICAL & LAYOUTS
AS REQUIRED TO AVOID MECHANICAL CONFLICTS
NO PLUMBING IN EXTERIOR WALLS

ALL STRUCTURAL EXTERIOR WALLS
TO BE 550S STEEL STUDS
ALL EXTERIOR NON STRUCTURAL BUILDOUTS
TO BE WOOD FRAMED
ALL INTERIOR NON STRUCTURAL PARTITIONS
TO BE WOOD FRAMED



UPPER FLOOR PLAN
UPPER FLOOR AREA (DEVELOPED) - 1176 SQ.FT

8'-0" HT. DOORS U.N.O./8'-0" HT. FRAMED OPENINGS U.N.O.
ALL DOORS TO HAVE 6" JAMB ON HINGE SIDE OR CENTERED U.N.O.
ALL UPPER FLOOR INTERIOR WALLS TO BE 2x6 U.N.O.
SITE COORD. JOIST SPACING WITH MECHANICAL & LAYOUTS
AS REQUIRED TO AVOID MECHANICAL CONFLICTS
NO PLUMBING IN EXTERIOR WALLS

ALL STRUCTURAL EXTERIOR WALLS
TO BE 550S STEEL STUDS
ALL EXTERIOR NON STRUCTURAL BUILDOUTS
TO BE WOOD FRAMED
ALL INTERIOR NON STRUCTURAL PARTITIONS
TO BE WOOD FRAMED

PROJECT:
**ISSUED FOR
ENG REVIEW**

KINGSVILLE ONTARIO
LOT 19
CONCESSION 9

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BUILDING CODE AND ANY OTHER GOVERNING AUTHORITIES.

REVISION SCHEDULE:

1.	ISSUED FOR REVIEW	18/09/2020
2.	ISSUED FOR ENG REVIEW	27/11/2020

DRAWN BY: RC

FLOOR AREAS:

MAIN FLOOR AREA (DEVELOPED)	2180 SQ.FT.
UPPER FLOOR AREA (DEVELOPED)	1176 SQ.FT.
TOTAL DEVELOPED FLOOR AREA ABOVE GRADE	3356 SQ.FT.
ATTACHED GARAGE AREA	4774 SQ.FT.

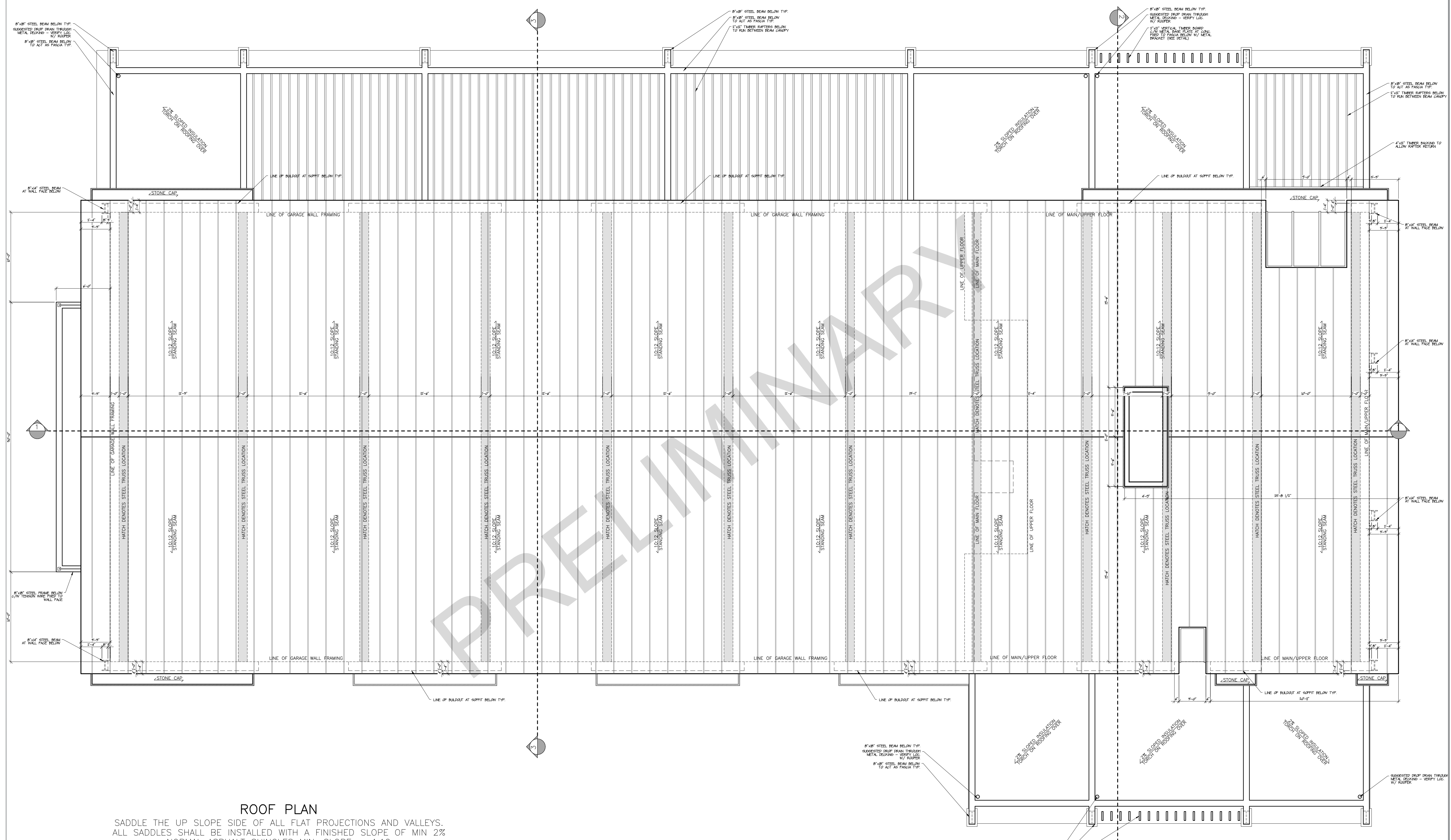
DRAWING TITLE:

UPPER FLOOR PLAN

SCALE: 3/16"=1'-0"
DATE: 27/11/2020

SHEET:

A3.4



ROOF PLAN

SADDLE THE UP SLOPE SIDE OF ALL FLAT PROJECTIONS AND VALLEYS.
 ALL SADDLES SHALL BE INSTALLED WITH A FINISHED SLOPE OF MIN 2%
 NORMAL ASPHALT SHINGLES MIN. SLOPE = 4:12
 LOW SLOPE ASPHALT SHINGLES MIN. SLOPE = 2:12
 MODIFIED BITUMINOUS MEMBRANE (TORCH ON) MIN. SLOPE = 2%
 PROFILED METAL ROOFING MIN. SLOPE = 3:12 UNLESS OTHERWISE
 APPROVED BY MANUFACTURER'S WRITTEN INSTRUCTIONS

PROJECT:
**ISSUED FOR
 ENG REVIEW**

KINGSVILLE ONTARIO
 LOT 19
 CONCESSION 9

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REVISION SCHEDULE:

1.	ISSUED FOR REVIEW	18/09/2020
2.	ISSUED FOR ENG REVIEW	27/11/2020

DRAWN BY: RC

FLOOR AREAS:

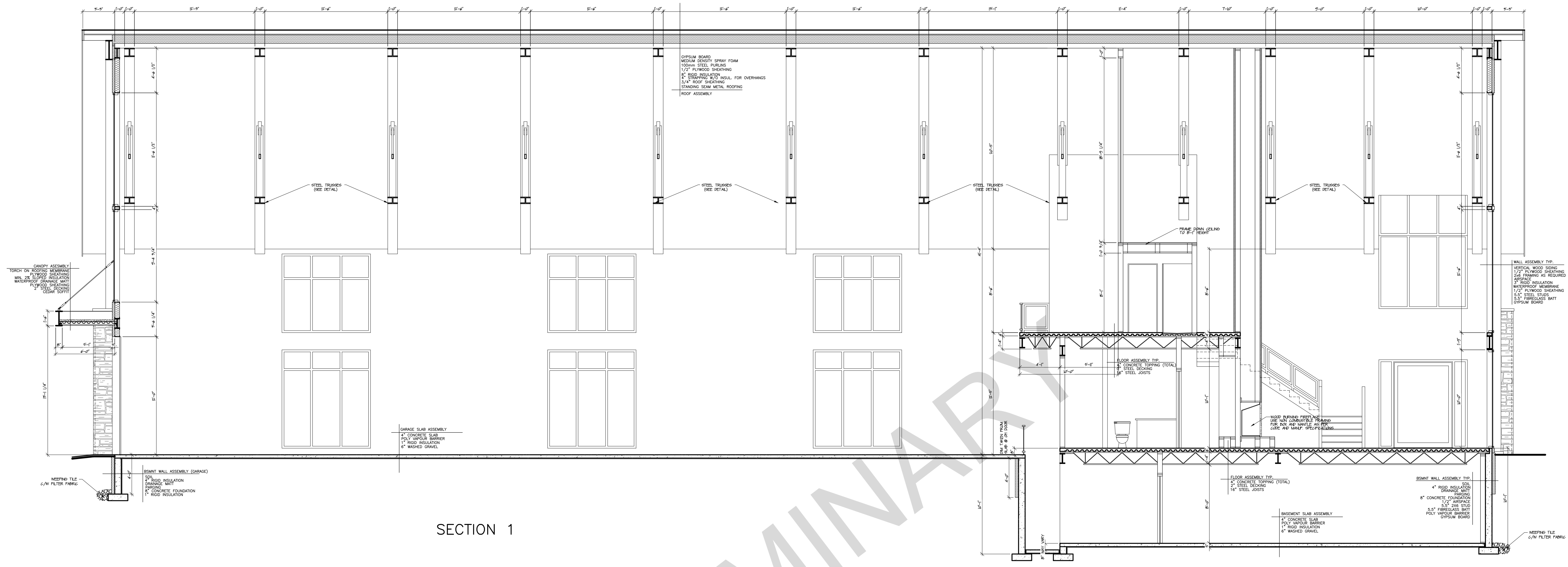
MAIN FLOOR AREA (DEVELOPED)	2180 SQ.FT.
UPPER FLOOR AREA (DEVELOPED)	1176 SQ.FT.
TOTAL DEVELOPED FLOOR AREA ABOVE GRADE	3356 SQ.FT.
ATTACHED GARAGE AREA	4774 SQ.FT.

DRAWING TITLE:
ROOF PLAN

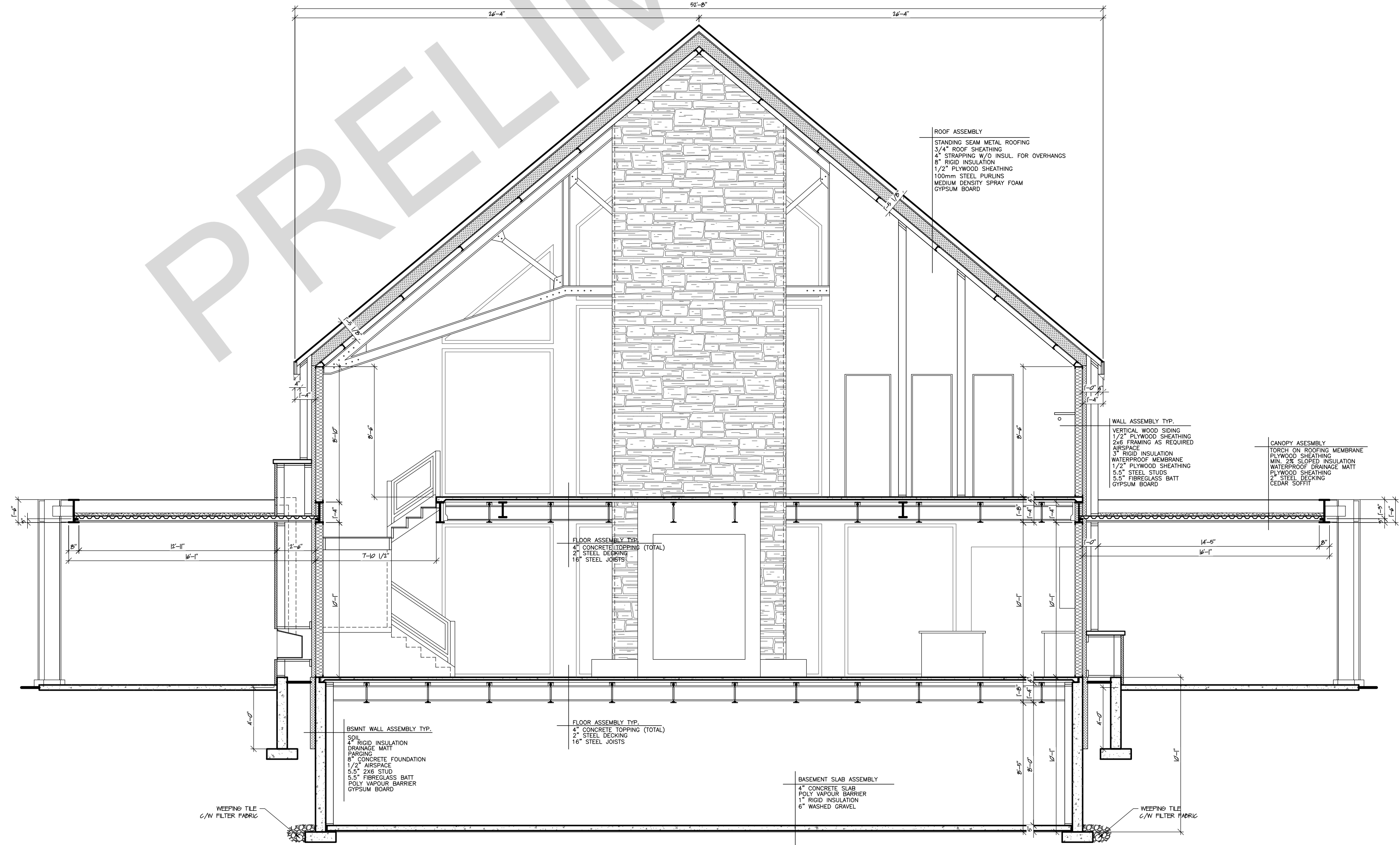
SCALE: 3/16"=1'-0"
 DATE: 27/11/2020

SHEET:

A3.5



SECTION 1



SECTION 2

PROJECT:
**ISSUED FOR
 ENG REVIEW**

KINGSVILLE ONTARIO
 LOT 19
 CONCESSION 9

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REVISION SCHEDULE:

1.	ISSUED FOR REVIEW	18/09/2020
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DRAWN BY: RC

FLOOR AREAS:

MAIN FLOOR AREA (DEVELOPED)	2180 SQ.FT.
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ATTACHED GARAGE AREA	4774 SQ.FT.

DRAWING TITLE:
SECTIONS

SCALE: 3/16"=1'-0"
 DATE: 27/11/2020

SHEET: **A4.1**

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 1-2021

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

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

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

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

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

1. That Subsection 7.1(e) AGRICULTURAL EXCEPTION REGULATIONS is amended with the addition of the following new subsection:

7.1.82 'AGRICULTURE EXCEPTION 82 (A1-82)'

For lands shown as A1-82 on Map 30 (County Road 14 E) Schedule "A" of this By-law.

a) Permitted Uses

Those uses permitted under Section 7.1 (a)

b) Permitted Buildings and Structures

Those buildings and structures permitted under Section 7.1 (b)
One Secondary Dwelling Unit
Buildings and structures accessory to the permitted uses.

c) Zone Provisions

Notwithstanding Section 4.35.1 v. and vi. of By-law 1-2014, as amended, the following shall apply to the lands subject to the A1-82 Exception:

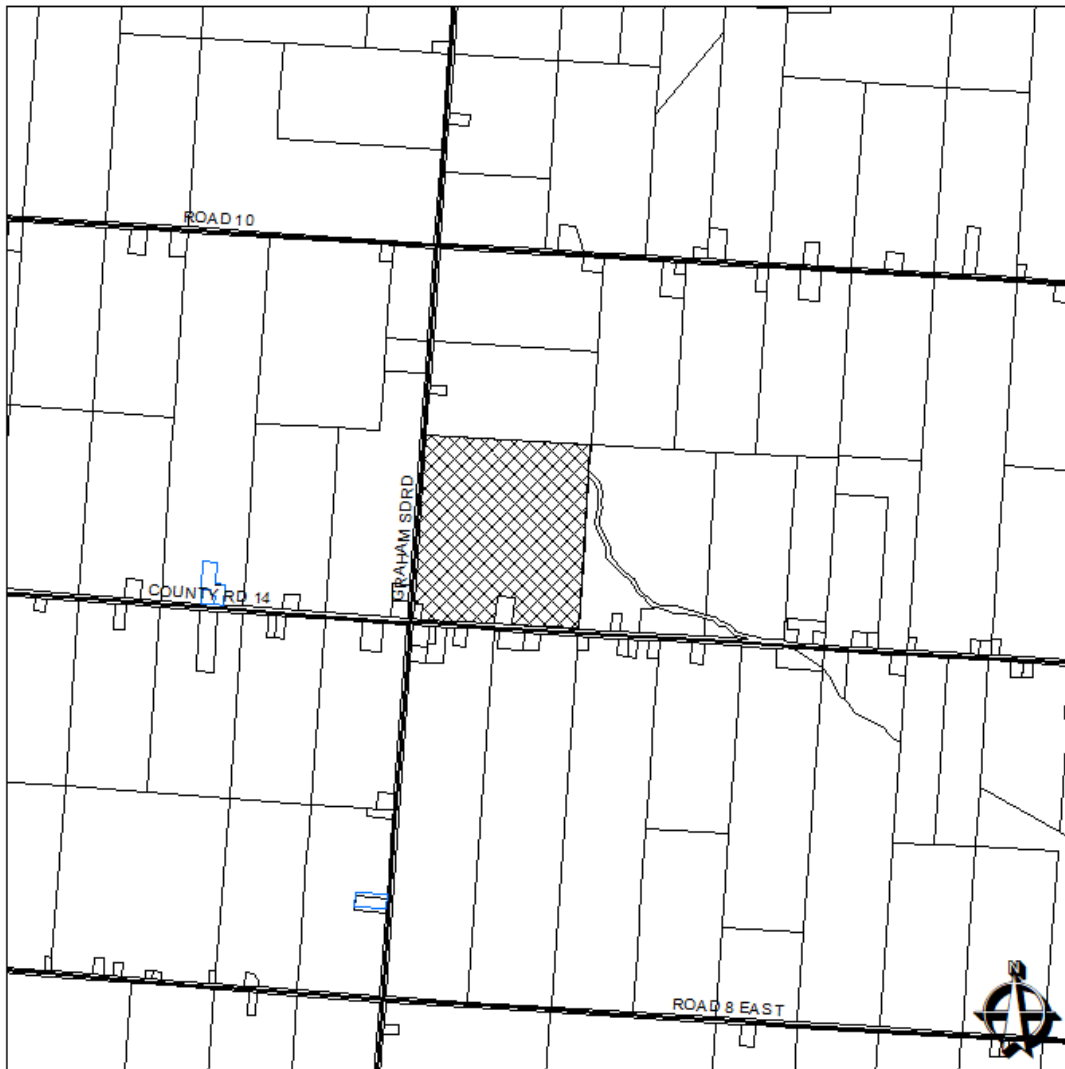
- i) Maximum area of a secondary dwelling unit not to exceed 43% of the total building area of the existing and proposed buildings.
 - ii) Maximum number of bedrooms – three (3)
2. Schedule "A", Map 30 of By-law 1-2014 is hereby amended by changing the zone symbol on lands known municipally as Part of Lot 19, Concession 9, and locally known as 255 County Road 14 E as shown on Schedule 'A' in cross-hatch attached hereto from 'Agriculture (A1)' to 'Agriculture Exception 82 (A1-82)'.
3. This by-law shall come into force upon third reading and being finally passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
11TH DAY OF JANAURY, 2021.**

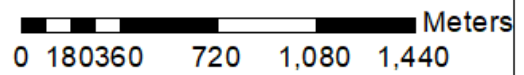
MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

Schedule A



255 County Road 14 E
Part of Lot 19, Concession 9
ZBA/14/2020



Schedule "A", Map 30 of By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Agriculture Zone 1 (A1)' to 'Agriculture Zone 1, Exception 82 - (A1-82)'.



**Town of Kingsville
Council Summary Report
2020**

Cheque Distributions for the Month of:

DECEMBER

Department Summary:

Dept. No.	Department Name	Amount
	Credit Card Transactions	\$ 7,438.88
000	Default - Clearing	\$ 386,480.27
110	Council	\$ 75.79
112	General Administration	\$ 91,347.62
114	Information Technology	\$ 10,798.02
120	Animal Control	\$ 2,237.00
121	Fire	\$ 50,327.19
122	OPP	\$ 300,837.53
124	Building	\$ 7,364.23
130	Transportation - Public Works	\$ 892,244.38
131	Sanitation	\$ 18,345.63
151	Cemetery	\$ 2,959.38
170	Arena	\$ 42,486.74
171	Parks	\$ 25,075.15
172	Fantasy of Lights	\$ 14,222.69
173	Marina	\$ 649.43
174	Migration Festival	\$ -
175	Recreation Programs	\$ 392.94
176	Communities in Bloom	\$ -
177	Highland Games	\$ -
178	Facilities	\$ 9,113.34
180	Planning	\$ 3,428.66
181	BIA	\$ 1,762.48
184	Accessibility Committee	\$ 172.99
185	Tourism & Economic Development Committee	\$ 1,001.34
186	Heritage Committee	\$ -
201	Environmental - Water	\$ 46,605.65
242	Kingsville/Lakeshore West Wastewater	\$ 168,521.78
243	Cottam Wastewater	\$ 43,687.15

Total of Current Expenditures: \$ 2,127,576.26

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

Total Number of Current Cheques Issued: 307

Comparison Data: DECEMBER 2019

Total of Approved Expenditures: \$ 1,827,292.15

Total Number of Cheques Issued: 375

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

**Council Summary Report
Credit Card Transactions
December 2020**

Cheque Number	Cheque Date	Vendor Name	Description	Account	Amount
75355	12/16/2020	TD Canada Trust - RM Visa	LAND USE TRNG - L LUCIER	01-110-102-60253	\$ 178.08
75355	12/16/2020	TD Canada Trust - RM Visa	AMCTO MEMBERSHIP - J GALEA	01-112-006-12085	\$ 242.95
75355	12/16/2020	TD Canada Trust - RM Visa	YEAR-END TRNG - D BRODA	01-112-006-12085	\$ 233.03
75355	12/16/2020	TD Canada Trust - RM Visa	2021 CONF REG-NSA,JNO,GQU,LLU	01-112-006-12085	\$ 1,628.16
75355	12/16/2020	TD Canada Trust - RM Visa	ADMIN - OFFICE SUPPLIES	01-112-099-60301	\$ 8.13
75355	12/16/2020	TD Canada Trust - RM Visa	WESTLAW SUBSCRIPTION - NOV	01-112-099-60301	\$ 130.49
75355	12/16/2020	TD Canada Trust - RM Visa	ADMIN - OFFICE SUPPLIES	01-112-099-60301	\$ 115.96
75355	12/16/2020	TD Canada Trust - RM Visa	ADMIN - OFFICE SUPPLIES	01-112-099-60301	\$ 28.99
75355	12/16/2020	TD Canada Trust - RM Visa	JOB AD - ES SUPERVISOR	01-112-099-60306	\$ 558.66
75355	12/16/2020	TD Canada Trust - RM Visa	JOB AD - MANAGER OF REC	01-112-099-60306	\$ 558.66
75355	12/16/2020	TD Canada Trust - RM Visa	JOB AD - MANAGER OF REC	01-112-099-60306	\$ 483.36
75355	12/16/2020	TD Canada Trust - RM Visa	JOB AD-MGR REC,OFF SUP,ES SUP	01-112-099-60306	\$ 146.84
75355	12/16/2020	TD Canada Trust - RM Visa	MEMBERSHIP FEE	01-112-099-60320	\$ 8.13
75355	12/16/2020	TD Canada Trust - RM Visa	BRIEFCASE - J GALEA	01-112-099-60358	\$ 125.02
75355	12/16/2020	TD Canada Trust - RM Visa	FACE MASKS	01-112-360-72057	\$ 128.28
75355	12/16/2020	TD Canada Trust - RM Visa	TAC - POSTED SPEED LIMITS	01-130-099-60319	\$ 99.83
75355	12/16/2020	TD Canada Trust - RM Visa	ARENA REF TRNG - T SUNDIN	01-170-098-60254	\$ 1,055.00
75355	12/16/2020	TD Canada Trust - RM Visa	WW OPERATOR - J GODIN	02-201-098-60254	\$ 175.00
75355	12/16/2020	TD Canada Trust - RM Visa	DW OPERATOR - D LEVY	02-201-098-60254	\$ 145.00
75355	12/16/2020	TD Canada Trust - RM Visa	ES - OFFICE SUPPLIES	02-201-099-60301	\$ 21.98
75355	12/16/2020	TD Canada Trust - RM Visa	BEACON SERVICE - OCT 2020	02-201-099-60317	\$ 306.51
75355	12/16/2020	TD Canada Trust - RM Visa	20-05 - BAR FINDER	02-201-360-72052	\$ 1,056.96
TD Canada Trust - NS Visa					\$ -
75356	12/16/2020	TD Canada Trust - JN Visa	REFRESHMENTS-MTG	01-112-099-60317	\$ 3.86
Total Credit Card Transactions					\$ 7,438.88



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

Date: December 14, 2020

To: Mayor and Council

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

RE: Request to Dispose of Surplus Land
Victor Lane - Cottam

Report No.: PS 2020-046

AIM

To provide the Mayor and Council with details regarding a request to acquire lands currently owned by the Town as an unopened future road allowance within the Woodridge Estates Subdivision.

BACKGROUND

The subdivision in question covers approximately 6 ha (15 ac.) and was approved in 1996 for the development of a total of 46 lots for single detached dwellings. These lands were recently purchased. The new owner then finalized plans for development and received Council approval of a new development agreement and removal of the H-Holding symbol. The initial phase of development (23 lots) was accepted on maintenance recently and construction of new dwelling can now proceed.

The approved layout of the subdivision (See Appendix A) is a continuation of Whitewood to the southeast to a new street (Bellevue) that will continue southwest and connect to the recently endorsed Ridge Side Estates subdivision fronting on County Rd. 34 E. The development would also include an extension of Redwood to the southwest. Both Redwood and Bellevue were proposed to connect via Victor Lane.

DISCUSSION

With the development of the abutting lands, Ridge Side Estates to the southwest, both Bellevue Drive and Redwood Ave will now continue through to County Rd 34 E. This connection now makes the need for Victor Lane somewhat redundant. As such, the developer of the Woodridge Estates has asked the Town to consider disposing of the

unopened road allowance (Victor Lane) for the purpose of reconfiguring the lands to simply continue the same lot fabric along Redwood Ave and Belleview Drive. (See Appendix B) No new lots will result from the proposal. The reconfigured lots on the subject lands would then match-up better with the abutting Ridge Side Estates lot fabric when developed. An application for part lot control exemption would be necessary if Victor Lane is conveyed to re-configure the road allowance along with Lots 21 to 25, Block 43 and Parts 6 & 7 on Plan 12R 14958. If approved three lots would front on Redwood and three on Belleview.

LINK TO STRATEGIC PLAN

Manage residential growth through sustainable planning.

FINANCIAL CONSIDERATIONS

There are some legal costs associated with the conveyance of Victor Lane, if approved. These cost would be covered by the developer. There is no added value for the developer as no additional lots are created and the land has minimal value to the Town as it has not been developed nor have we incurred costs as a result of its ownership for the last 20 plus years. Longer term the Town also will no incur the cost of maintaining this small section of road and associated intersections.

CONSULTATIONS

Management Staff and the Planning Review Committee have expressed no objection to the disposal of Victor Lane. The lands being part of a long standing but undeveloped plan of subdivision and of no interest to the Town or abutting land owners creates a non-standard surplus land or road allowance disposition. The only landowner with an interest in the lands is the subdivision owner. The Town benefits from removing a street that would require future maintenance and a more compatible lot fabric results with the abutting subdivision to be developed. With this in mind administration does not see the need to undertake the standard notification process. The policy on land disposal is attached as Appendix C for reference. Only the subdivision owner would be notified. There is little need for the developer to incur the cost of an appraisal as the lands are of little value to the Town and do not result in any additional lots in the development that would impact abutting land owners.

RECOMMENDATION

That Council:

Declare Victor Lane surplus to the needs of the Town and convey the lands to the abutting landowner,

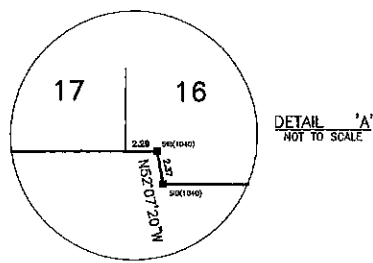
Agree to waive the land appraisal required as part of the standard surplus land disposition process based on the minimal financial value associated with Victor Lane, and

Agree to waive the standard surplus land or road allowance disposition process based on the lands being part of a long established but undeveloped plan of subdivision.

Prepared by:

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

Appendix A



APPROVED under section 51 of the PLANNING ACT
 This 18th day of Sept. 1997
Milena Gecce
 Milena Gecce
 Senior Planner
 Provincial Planning Services Branch
 Ministry of Municipal Affairs and Planning

PLAN 12M-392
 I CERTIFY THAT THIS PLAN IS REGISTERED
 IN THE LAND REGISTRY OFFICE FOR
 THE LAND TITLES DIVISION OF ESSEX (12)
 AT 15:09 O'CLOCK ON THE 23rd DAY OF
 SEPT. 1997 AND ENTERED IN
 P.L.N. 01496-0103
 AND REQUIRED CONSENTS AND AFFIDAVITS ARE
 REGISTERED AS PLAN DOCUMENT NO. 67220417
R. Lee Marjerrison
 DEP. LAND REGISTRAR

THIS PLAN COMPRISES ALL OF THE LAND
 IDENTIFIED BY P.L.N. 01498-0103 (LT)

PLAN OF SUBDIVISION
 OF
PART OF LOT 269
CONCESSION NORTH TALBOT ROAD
 IN THE
TOWNSHIP OF GOSFIELD NORTH
COUNTY OF ESSEX, ONTARIO
 VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC. • 1997
 SCALE = 1:750

"METRIC" DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND
 CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

BEARING REFERENCE
 BEARINGS ARE ASTROMONIC AND ARE REFERRED TO THE SOUTHEASTERN LIMITS OF PLAN
 M-173, & PLAN M-158, HAVING A BEARING OF N 47° 51' 10" E.

LEGEND
 SB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
 SSB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
 IB DENOTES 16mm X 16mm X 0.61m IRON BAR
 DB DENOTES 16mm diameter X 0.61m ROUND IRON BAR
 S DENOTES SURVEY MONUMENT FOUND
 C DENOTES SURVEY MONUMENT SET AND MARKED 1528
 WT. DENOTES WITNESS (W) DENOTES PERPENDICULAR
 (S) DENOTES SET (M) DENOTES MEASURED (D) DENOTES DEED
 (SP/P) DENOTES SET PROPORTIONALLY (O) DENOTES ORIGIN UNKNOWN
 (P) DENOTES PLAN 123-8713 (R) DENOTES REFERENCE BEARING
 (1528) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
 (1043) DENOTES WILLIAM J. SETTERINGTON, O.L.S.
 (1128) DENOTES STUBBERFIELD, HARTLEY, BREWER LIMITED, O.L.S.

OWNER'S CERTIFICATE
 I CERTIFY THAT:
 1. LOTS 1 TO 42 (INCLUSIVE), BLOCKS 43 TO 48 (INCLUSIVE), BLOCKS 47 &
 & 48 (O.S. Reserves) THE STREETS NAMED BELLEVUE DRIVE, VICTOR LANE &
 WHITEWOOD AVE. HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
 2. THE STREETS ARE HEREBY DEDICATED AS PUBLIC HIGHWAYS TO THE CORPORATION
 OF THE TOWNSHIP OF GOSFIELD NORTH.
 DATED THE 18th DAY OF SEPTEMBER, 1997

PRATT, FITCH & JONES LIMITED
John E. Pratt
 JOHN PRATT - PRESIDENT
 I HAVE AUTHORITY TO BIND THE CORPORATION

SURVEYOR'S CERTIFICATE
 I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT,
 THE SURVEYS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 2. THIS SURVEY WAS COMPLETED ON THE 2nd DAY OF September, 1997

DATE SEPTEMBER 8, 1997
W.C. Stubberfield
 W.C. STUBBERFIELD
 ONTARIO LAND SURVEYOR
 for VERHAEGEN • STUBBERFIELD • HARTLEY
 BREWER • BEZAIRE INC.

Winona, Ontario
 Suite 210
 475 Devonshire Road
 N9Y 2L8
 PH: 258-1772
 FAX: 258-1781

Leamington, Ontario
 187 Talbot Street E.
 N9H 1E8
 PH: 322-2335
 FAX: 322-2676

ONTARIO LAND SURVEYORS

OWNER BY: J.A.B. CAD FILE NO.: M-150/1160100.090
 WORK ORDER: 4-15021 FILE NO.: S-304(WND) PLAN FILE NO.: C-1432

INSTRUMENT No. 712907

INSTRUMENT No. 241227 O.C.D.

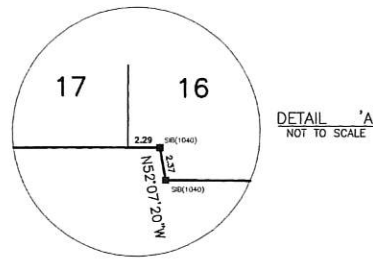
INSTRUMENT No. 1019782

INSTRUMENT No. 1319340

P. I. N. 01496-0011

CONCESSION NORTH TALBOT ROAD

Appendix B



APPROVED under section 51 of the PLANNING ACT
 This 18 day of Sept. 1997
Milena Gecce
 Milena Gecce
 Surveyor
 Provincial Planning Services Branch
 Ministry of Municipal Affairs and Housing

PLAN 12M-392
 I CERTIFY THAT THIS PLAN IS REGISTERED
 IN THE LAND REGISTRY OFFICE FOR
 THE LAND TITLES DIVISION OF ESSEX (12)
 AT 15:09 O'CLOCK ON THE 23 DAY OF
 SEPT. 1997 AND ENTERED IN
 P.L.N. 01496-0103
 AND REQUIRED CONSENTS AND AFFIDAVITS ARE
 REGISTERED AS PLAN DOCUMENT NO. L220417
R. Lee Marjerrison
 DEP. LAND REGISTRAR

THIS PLAN COMPRISES ALL OF THE LAND
 IDENTIFIED BY P.L.N. 01496-0103 (LT)

**PLAN OF SUBDIVISION
 OF
 PART OF LOT 269
 CONCESSION NORTH TALBOT ROAD
 IN THE
 TOWNSHIP OF GOSFIELD NORTH
 COUNTY OF ESSEX, ONTARIO**
 VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC. • 1997

SCALE = 1:750

"METRIC" DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND
 CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

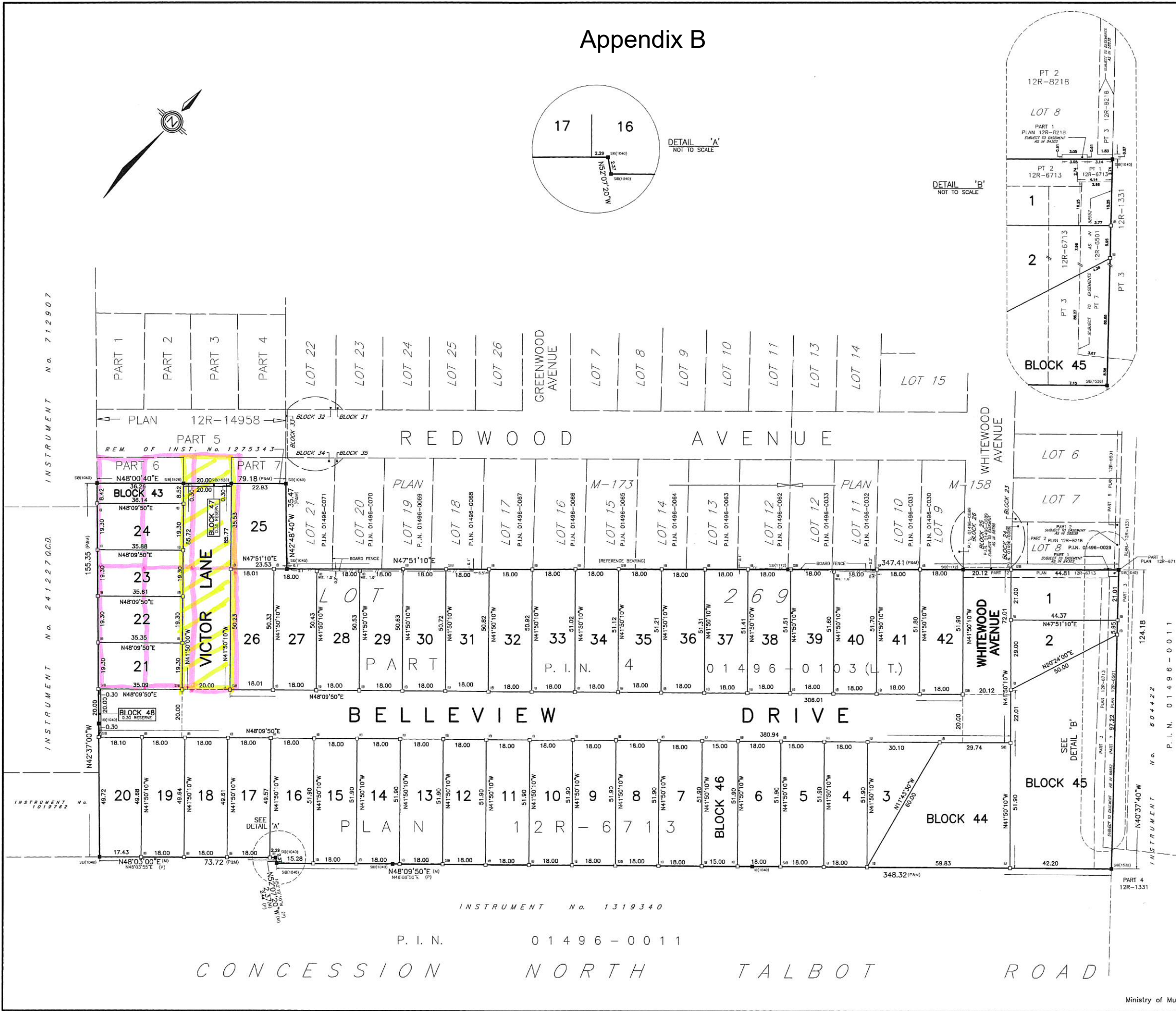
BEARING REFERENCE
 BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE SOUTHEASTERN LIMITS OF PLAN
 M-173, & PLAN M-158, HAVING A BEARING OF N 47° 51' 10" E.

LEGEND
 SR DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
 SSB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
 ■ DENOTES 18mm X 18mm X 0.61m IRON BAR
 ○ DENOTES 19mm diameter X 0.61m ROUND IRON BAR
 ■ DENOTES SURVEY MONUMENT FOUND
 □ DENOTES SURVEY MONUMENT SET AND MARKED 1528
 WIT DENOTES WITNESS L DENOTES PERPENDICULAR
 (S) DENOTES SET (W) DENOTES MEASURED (D) DENOTES DEED
 (S/P) DENOTES SET PROPORTIONALLY (O/U) DENOTES ORIGIN UNKNOWN
 (P) DENOTES PLAN 12R-5713
 (1528) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
 (1040) DENOTES WILLIAM J. SETTERINGTON, O.L.S.
 (1172) DENOTES STUBBERFIELD, HARTLEY, BREWER LIMITED, O.L.S.

OWNER'S CERTIFICATE
 I CERTIFY THAT:
 1. LOTS 1 TO 42 (INCLUSIVE), BLOCKS 43 TO 46 (INCLUSIVE), BLOCKS 47 &
 & 48 (O.3 Reserves) THE STREETS NAMED BELLEVUE DRIVE, VICTOR LANE &
 WHITEWOOD AVE. HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
 2. THE STREETS ARE HEREBY DEDICATED AS PUBLIC HIGHWAYS TO THE CORPORATION
 OF THE TOWNSHIP OF GOSFIELD NORTH.
 DATED THE 15th DAY OF SEPTEMBER, 1997
 PRATT, FITCH & JONES LIMITED
John E. Pratt
 JOHN PRATT - PRESIDENT
 I HAVE AUTHORITY TO BIND THE CORPORATION

SURVEYOR'S CERTIFICATE
 I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT,
 THE SURVEYS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 2. THIS SURVEY WAS COMPLETED ON THE 2nd DAY OF SEPTEMBER, 1997
 DATE SEPTEMBER 8, 1997
W.C. Stubberfield
 W.C. STUBBERFIELD
 ONTARIO LAND SURVEYOR
 for VERHAEGEN • STUBBERFIELD • HARTLEY
 BREWER • BEZAIRE INC.

Windsor, Ontario
 Suite 200
 475 Devonshire Road
 N9Y 2L5
 Ph: 258-1772
 Fax: 258-1791
 Leamington, Ontario
 187 Talbot Street E.
 N9H 1L8
 Ph: 322-2375
 Fax: 322-2675
VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC.
 ONTARIO LAND SURVEYORS
 DRAWN BY: J.A.B. CAD DATE: 15/SEP/1997 6:34AM
 WORK ORDER: 4-15021 FILE NO.: W\4150\41502100.DWG
 Ministry of Municipal Affairs 37794003
 S-304(MND) PLAN FILE NO.: C-1432



P. I. N. 01496-0011
CONCESSION NORTH TALBOT ROAD

Appendix C

Schedule 'A' to By-law 121-2008

POLICY FOR DISPOSAL AND SALE OF ROAD ALLOWANCES

1. Policy

The policy of The Corporation of the Town of Kingsville is that all road allowance interests which are surplus to the needs of the Town shall be sold so as to maximize financial return to the Town while observing and achieving corporate public policy.

2. Purpose

This policy has been developed in accordance with the provisions of Section 270.(1)1. of the Municipal Act, S.O. 2001, c. 25, as amended from time to time. The purpose, goal and objective of this policy is to ensure fairness, objectivity and transparency in the disposal and sale of road allowances and a procedure to process any request that has been supported by the Council.

3. Definitions

For the purposes of this policy:

"Abutting property owner" shall mean the owner of the property which side yard abuts the flankage of the Road Allowance;

"Appraisal" shall mean a written opinion as to the fair market value that the real property might be expected to realize if sold in the open market by a willing seller to a willing buyer;

"Clerk" shall mean the Clerk of The Corporation of the Town of Kingsville;

"Disposal" shall mean the sale of real property;

"Non-viable Property" shall mean a parcel of land, which, on its own, would not be eligible for a building permit;

"Real Property" shall mean land and/or buildings owned by The Corporation of the Town of Kingsville and any interest, estate or right of easement affecting the same;

"Road Allowance" shall mean any open, closed, assumed, un-assumed or forced road allowance situated in the Town of Kingsville and shown on a registered plan of subdivision or made by the Crown Surveyors;

"Town Solicitor" shall mean the Solicitor of The Corporation of the Town of Kingsville;

"Viable Property" shall mean a parcel of land, which, on its own, would be eligible for a building permit.

4. General

a) The Applicant must file the following documentation with the Town:

- i) A correctly completed 'Application to Purchase Road Allowance' form;
- ii) The purchaser(s) shall be responsible for all costs incurred or required to dispose of the real property including legal, survey, appraisal, encumbrances, improvements, administrative fees, etc.

b) Consent from the abutting property owner(s), indicating their approval of the sale and purchase of the road allowance, as shown on the reference plan.

c) The Town will review the documentation provided and advise the applicant of any deficiencies. Upon presentation of the application to the Town, the request will be circulated to the Municipal Services Department and the Planning Review Committee for comment and to deem it surplus to

the Town requirements. The Town Solicitor would conduct a full title search of the subject and abutting properties.

- d) Notice is provided by mail to each abutting property owner to the subject road allowance, as determined by the Clerk to obtain any affected interest, ingress or egress to their property. A written response from each abutting property owner is required to address any concerns and to be resolved to Council's satisfaction. The Council approves and declares by resolution the road allowance is surplus and available for sale.
- e) Reference Plan Requirements:
 - i) A reference plan is required for the conveyance and to show all structures and their plotted location on the road allowance to be conveyed;
 - ii) The road allowance must be identified as a part on the reference plan to be registered at the Land Registry Office for merging purposes.

The Reference Plan is to be prepared by a qualified Land Surveyor and indicate the deposited Plan number on the Plan. Three (3) copies of the reference plan are to be provided to the Clerk with one to be forwarded to the Town Solicitor for transfer purposes.

- f) Council shall obtain at least one appraisal of the appraised value of the real property from an independent qualified appraiser who is a registered member in good standing of the Appraisal Institute of Canada.
- g) The surplus road allowance is deemed to be a viable building property or a non-viable property in the appraisal and the Town shall offer it for sale at the appraised value to the property owner(s) whose land is adjacent to the road allowance. Each property owner may purchase the abutting portion of the road allowance to the centre line of the road allowance. If an abutting property owner does not wish to purchase that portion of the road allowance, then it shall be offered for sale to the other abutting property owner.
- h) In cases, where all abutting property owner(s) whose land is adjacent to the road allowance do not agree to purchase the surplus road allowance at the appraised value and it is considered as a viable building lot, then staff shall notify Council and a recommendation made to offer the surplus road allowance for sale to the public at the appraised value in a manner outlined below in Section 4(j).
- i) Notice of intent for the Council to close and sell the surplus road allowance shall be advertised at least once in local newspapers having a general circulation throughout the Town of Kingsville.
- j) The road allowance shall be offered for sale to the general public in a manner set as follows:
 - i) by sealed tender having a closing date of at least 21 days from the first publication of the notice to sell surplus lands. Administration reserves the right to reject any or all tenders if the amount fails to meet the appraised value of the land; or
 - ii) by listing the property for sale with a real estate firm or agent; or
 - iii) by public auction.
- k) A By-law is approved by the Council to close up and sell the surplus road allowance should no objections be received and a certified copy of the By-law is provided to the Town Solicitor for registration in the Land Titles Office in accordance with the Municipal Act, 2001, as amended. Should an objection be received, the Council shall consider the objection and may provide Administration with direction on how to proceed with the proposed sale of the road allowance;
- l) The Town Solicitor is instructed to prepare all necessary deeds for conveyance to the purchasers, invoice for all legal, survey, appraisal costs and purchase price and registration of the road closing By-law.

- m) **The Clerk's Office shall complete a PSAB (3150) worksheet for the surplus land and to deposit the same with the Director of Financial Services.**

APPLICATION TO PURCHASE ROAD ALLOWANCE

I / We _____

(Property Owners)

Request to purchase the road allowance adjacent to the property described as: _____

(Legal Description)

Mailing Address:

Telephone:

Signature of Applicant

Signature of Applicant

Cost for Lands, appraisal, encumbrances, improvements, administrative fees, legal fees, survey, etc.

\$ _____

Date Received

Signature of Municipal Staff

Submit Application to:

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

Attention: Clerk, Linda Burling



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

Date: December 15, 2020

To: Mayor and Council

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

RE: Cottam Community Improvement Plan Application by
1670057 Ontario Ltd.
127 County Road 34 W
Pt. Lot 270, Concession STR, Parts 4 & 9, RP 12R 16608

Report No.: PS 2021-002

AIM

To provide the Mayor and Council with details regarding an application for funding under the Cottam Community Improvement Plan.

BACKGROUND

In November of 2017 Council approved the Cottam Community Improvement Plan and associated funding to support, maintain and enrich the Cottam downtown area by realizing the benefits of the area. The overall funding plan was to provide a total of \$50,000 over a five year time frame. Qualifying projects under the CCIP would be eligible for up to 25% of the cost of the project up to a maximum of \$2,500. Qualifying project could be one of the following:

1. Façade Upgrading & Improvement
2. Accessibility Upgrades
3. New Signage
4. Permanent Landscaping Infrastructure
5. Energy Efficiency Improvements

DISCUSSION

The subject property is located at 127 County Road 34 W and is a commercial building currently being renovated to house OG Pizza. The owners have made a number of improvements (See Appendix A) but have held off installation of a new door and windows

on the front in the hope of applying for funding under the Cottam CCIP. This type of work would be considered as facade upgrading and improvement under the CCIP funding. Total cost of the proposed improvements is \$12,000.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

A total of \$20,000 was allocated to the initial year of the CCIP in 2018. No grants were awarded that year and the funds were placed in reserve. Three grants were awarded in 2019 leaving \$12,500. No grants were awarded in 2020. The remaining \$10,500 will remain in reserves and continue to be available for funding requests in 2021. The overall budget for the program was \$50,000. Once the initial reserves are utilized additional funds will need to be allocated through the annual budget process.

CONSULTATIONS

Technical Advisory Committee

RECOMMENDATION

That Council:

Approve the Cottam Community Improvement Plan funding application for the purchase and installation of a new door and front windows as a façade upgrade and improvement for 127 County Road 34 W in the amount of \$2,500 representing the maximum funding allowance per application.

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

Appendix A

For this section please describe your proposed project plans. Eligible costs could include the cost of materials, equipment, contracted labour, engineering, architectural fees. Labour provided by the applicant or tenant of the building do not constitute an eligible cost. (If approved, original receipts must be provided of actual costs.)

Item	Reason/Need	Estimated Cost
Example -replace second storey windows	Window sills have rotted & are leaking	\$1,000.00
Remove + Replace front Windows + Door	- Damaged, Single Pane, Leaking	20 12 K.
Replace front Cladding	- Damaged, Leaking, Denting	10K.
New Signs + Lighting	- Damaged, non-existent.	12 K.
upgrade sidewalk	- Damaged, lifted	2K

cladding Side Bldg - cover damage, increase R value. 3 K



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

Date: December 16, 2020

To: Mayor and Council

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

RE: Application for Development Agreement by
Wobocorp. Ltd., David Armstrong Farms Inc. & 2506665 Ontario Ltd.
V/L County Road 34 E
Part of Lot 269, Concession North Talbot Road,
Parts 1 & 2, RP 12R 26017 & Part 2, RP 12R 26659

Report No.: PS 2021-003

AIM

To provide Council with the background of the subject lands and details of the proposed development agreement for the Ridge Side Estate subdivision consisting of 23 lots for single detached dwellings and 10 blocks for a total of 20 semi-detached dwelling units.

BACKGROUND

In August of 2020, Council approved a resolution in support of a draft plan of subdivision on the subject property. The development will consist of 23 lots for single detached dwellings along the outer edges of the property and 10 interior blocks for the construction of semi-detached dwellings. (Appendix A)

On November 30, 2020, the County issued a Notice of Decision granting draft plan of subdivision (File 37-T-20002) approval on the subject lands and provided the list of required conditions (See Appendix B). With confirmation of the draft approval, Planning staff have undertaken drafting of the required development agreement.

DISCUSSION

The development agreement was prepared and reviewed internal, was circulated to the applicant's solicitor for review and includes much of the standard wording for subdivision developments including, storm water management, installation of services, phasing, road construction, street naming, sewage and water provision, conveyances, parkland,

development charges, conservation authority requirement, signage, trees and performance securities. The subject development will be connected to the abutting subdivision (Woodside Estates) via Belleview Drive and Redwood and will utilize the existing storm water management system that was designed to accommodate the subject development. A cost sharing arrangement was prepared and agreed to separately but is included as an appendix to the development agreement.

The subdivision was initially proposed in a single phase however, the applicants have indicated that they may proceed in 2 phases depending on market demand. There are no new street names proposed, as the street will be continuations of Belleview and Redwood. One-foot conveyances will be required at the end of the streets if the development does proceed in phases.

This agreement will be the second development agreement prepared since Council endorsed the inclusion of a more detailed outline of the subdivision signage requirements in order to address potential purchaser concerns regarding the overall layout of the subdivision. The required signage must address (if applicable) the following:

- i) Street layout
- ii) Street names
- iii) Lot pattern
- iv) Storm water pond location
- v) Pump or lift station location
- vi) Community mail box
- vii) Housing type
- viii) Phasing
- ix) Park Location
- x) Sidewalk locations
- xi) Multi-use path
- xii) Contact information including websites

Parkland for the subdivision will be a combination of land (conveyed at the time of registration) and cash-in-lieu of parkland. The cash portion will be collected at the time of building permit issuance at a rate of \$1,170 per lot in accordance with Fee By-law and Planning Act Section 42 requirements.

LINK TO STRATEGIC PLAN

Manage residential growth through sustainable planning.

FINANCIAL CONSIDERATIONS

There will be an increase in assessment once the plan of subdivision is registered and lots created. New construction will generate building permit fees and collection of development charges. Development charges from this and other new development in Cottam will generate the necessary funding for the approved sanitary facility upgrades at the Cottam lagoons.

CONSULTATIONS

The draft agreement was circulated to the Technical Advisory Committee and SMT.

RECOMMENDATION

That Council:

Approve the development agreement for the Ridge Side Estates Subdivision in the community of Cottam for a 23 lot, 10 block residential subdivision and authorize the Mayor and Clerk to sign the agreement and direct administration to have the agreement registered on title.

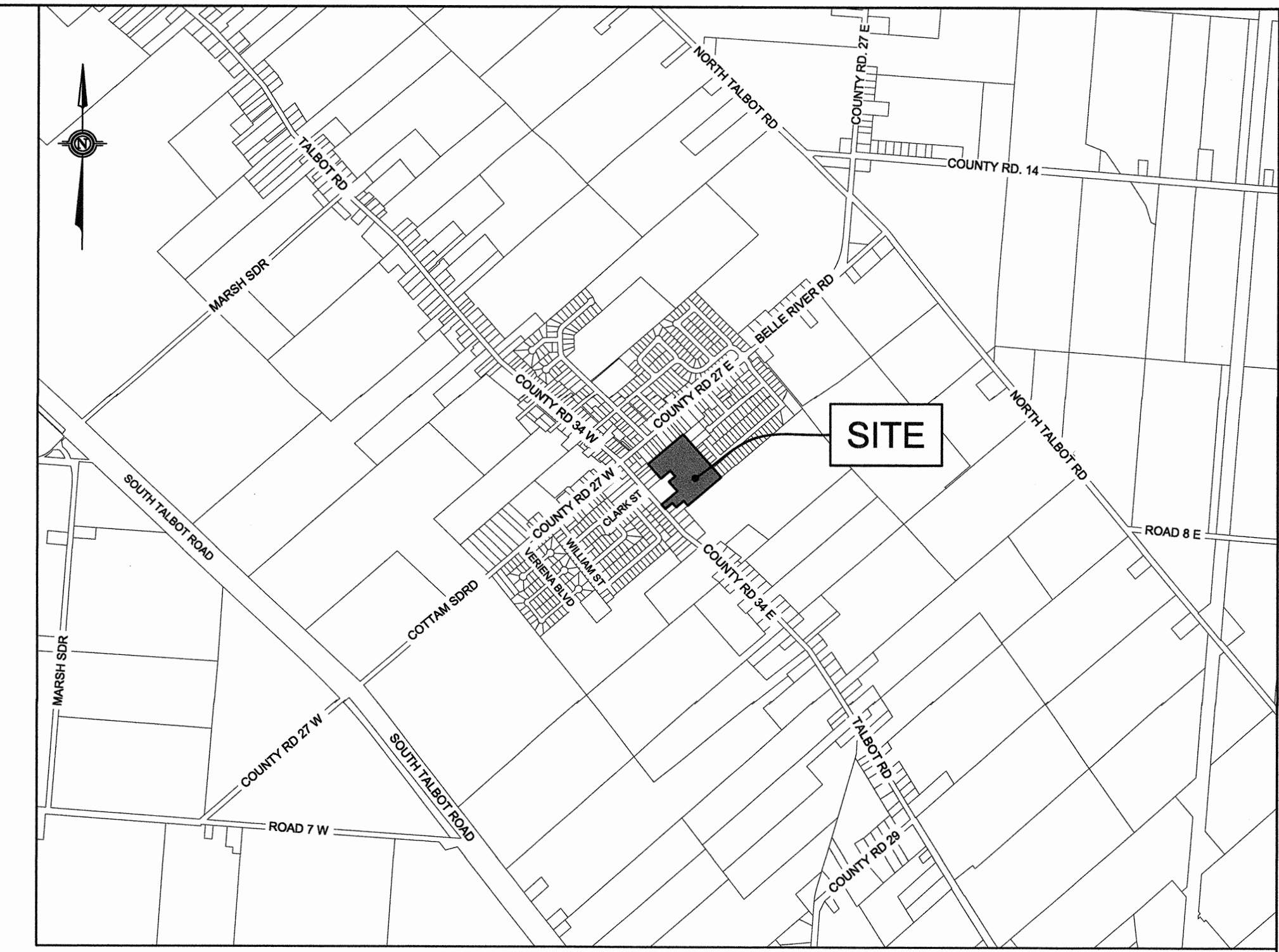
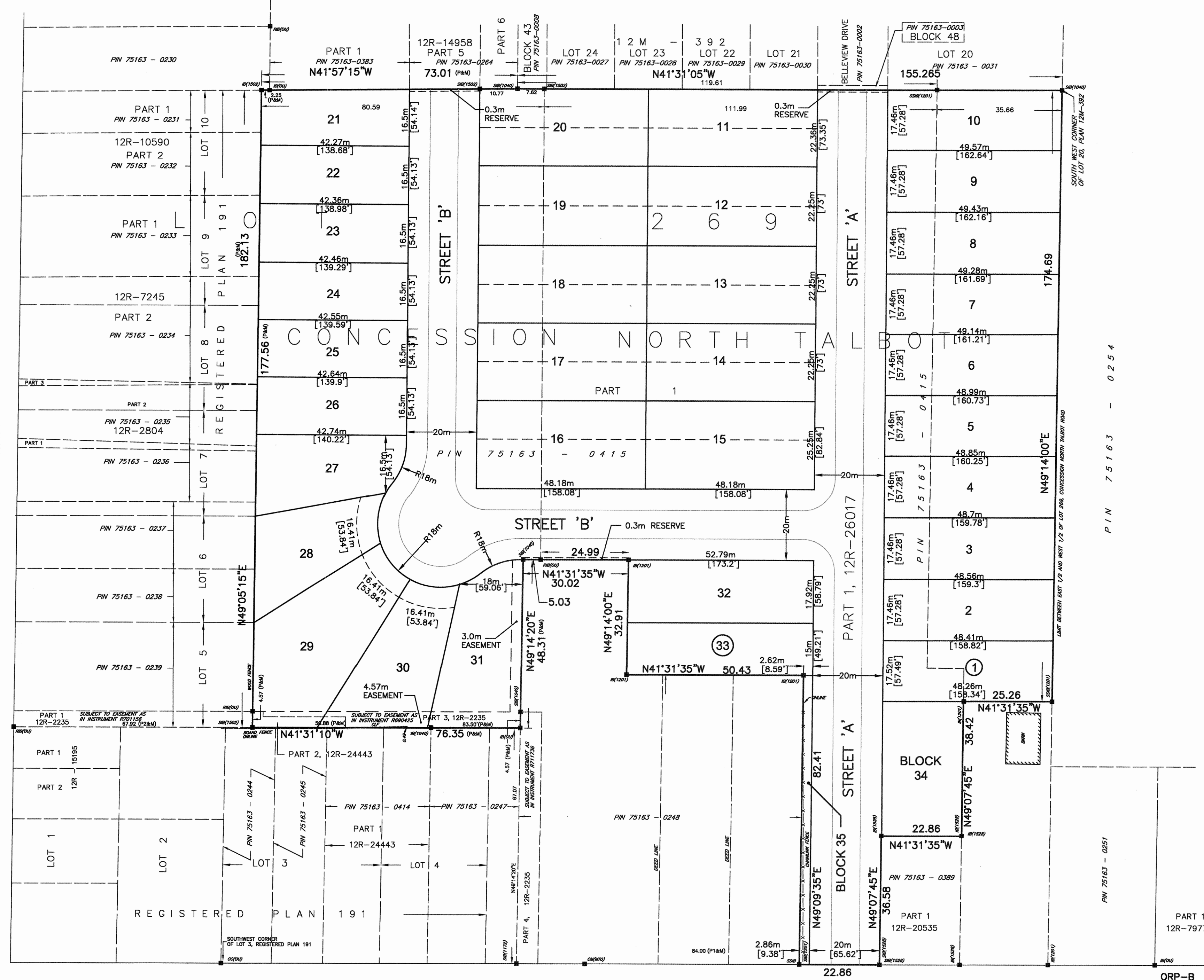
Robert Brown _____

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

DRAFT PLAN OF THE SUBDIVISION

Appendix A

PART OF LOT 269
CONCESSION NORTH TALBOT ROAD
GEOGRAPHIC TOWNSHIP OF
GOSFIELD NORTH
TOWN OF KINGSVILLE
COUNTY OF ESSEX, ONTARIO



KEY PLAN

RELEVANT INFORMATION

USE	LOTS/BLOCKS	RESIDENTIAL UNITS	AREA (Ha)
RESIDENTIAL BLOCKS (SINGLE FAMILY)	23	23	1.935
RESIDENTIAL BLOCKS (SEMI-DETACHED)	10	20	1.101
PARK / GREEN SPACE (BLOCK 34 & 35)	2	-	0.111
R. O. W.	-	-	0.996
TOTAL	35	43	4.143

ADDITIONAL INFORMATION

- Required Under Section 51 (17) of the Planning Act
- Boundaries Of Land To Be Subdivided Are Shown On Draft Plan.
 - Street Names Are Shown On The Draft Plan.
 - A Key Plan Is Shown On The Draft Plan.
 - Single Family And Semi-Detached Residential.
 - Existing Adjoining Land Uses Is Residential and Agricultural.
 - Lot Layout And Dimensions Are Shown On The Draft Plan.
 - Natural And Artificial Topographical Features Are Shown On The Draft Plan.
 - Piped Municipal Water Is Available On County Road 27 E and North Talbot Road.
 - Brookaton Clay And Burford Loom Shallow with poor to Good Natural Drainage.
 - Existing Contours and Spot Elevations Are Not Shown on the Draft Plan.
 - Paved Roadway, Piped Municipal Water, Hydro, Storm & Sanitary Sewers to be installed by Developer. Gas Main And Communication Cable To be installed by Developer.
 - There Are No Restrictive Covenants Affecting The Land To Be Subdivided.

OWNER'S CERTIFICATE

I HEREBY CONSENT TO THE FILING OF THIS PLAN IN DRAFT FORM

Wobo Corp Ltd.
SIGNED Ed Hooker

David Armstrong Farms Inc.
SIGNED David Armstrong

2506665 Ontario Ltd.
SIGNED Brian Armstrong

DATED March 17th 2020

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS, ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.

DATED March 13 2020
SIGNED [Signature]

ONTARIO LAND SURVEYOR
FOR CLARKE SURVEYORS INCORPORATED

INTEGRATION DATA		
OBSERVED REFERENCE POINTS (ORPs): UTM 17, NAD83 (CSRS) (2010.0)		
COORDINATES ARE TO AN URBAN ACCURACY SEC 14 (2) OF O.REG 216/10		
POINT ID	NORTHING	EASTING
ORP-A	4665536.225	355843.095
ORP-B	4665277.016	356072.834
CAUTION: COORDINATES CANNOT IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN		
BEARING REFERENCE		
BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS ORP-A & ORP-B BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0).		
DISTANCE NOTE		
DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999856		
ALL COORDINATES ARE IN METRES AND ARE DERIVED FROM GPS OBSERVATIONS USING THE POWERNET NETWORK AND ARE REFERRED TO UTM ZONE 17, (81° WEST LONGITUDE) NAD83 (CSRS)		

ROAD ALLOWANCE BETWEEN CONCESSION NORTH TALBOT ROAD AND SOUTH TALBOT ROAD
(KNOWN AS ESSEX COUNTY ROAD NO. 34)

RC SPENCER ASSOCIATES INC.
Consulting Engineers
Windsor: 800 University Ave. W., Windsor, ON N9A 5R9
London: 18 Talbot St. W., London, ON N6B 1A4
Chatham: 138 King St. W., Unit 102, Chatham, ON N7M 1E3
Professional Engineers
Ontario

No.	REVISION	DATE	BY	No.	REVISION	DATE	BY
4.	REVISED DRAFT PLAN PER S.W.M. UPDATE	09 MAR. 2020	S.M.L. R.C.S.	DESIGN	T.O.		
3.	REVISED FOR DRAFT PLAN SUBMISSION	20 JAN. 2020	S.M.L. R.C.S.	CHECKED	R.C.S.		
2.	REVISED FOR STORM WATER MANAGEMENT BLOCK	22 FEB. 2019	S.M.L. R.C.S.	DRAWN	T.O.		
1.	REVISED FOR STORM WATER MANAGEMENT PLAN	22 JAN. 2019	S.M.L. R.C.S.	CHECKED	R.C.S.		
				DATE	OCT. 2017		
				SCALE	1:750		

ARMSTRONG COTTAM DEVELOPMENT
KINGSVILLE ONTARIO
DRAFT PLAN
PROJECT NO. 17-657
SHEET NO. 1 OF 1

Appendix B

Applicant: Wobocorp Ltd. & David Armstrong Farms Inc. **Date of Decision:** November 30, 2020
File No.: 37-T-20002 **Date of Notice:** November 30, 2020
Municipality: Town of Kingsville **Last Date of Appeal:** December 20, 2020
Location: Part of Lot 269, Concession NTR **Lapsing Date:** November 30, 2023
(Former Gosfield North)

NOTICE OF DECISION

On Application for Approval of Draft Plan of Subdivision Subsection 51(37) of the Planning Act

Approval of Draft Plan of Subdivision to the application in respect of the subject lands noted above, is proposed to be given by the County of Essex. All submissions were considered as part of the decision-making process. Refinements to the conditions of draft approval reflect the public/agency input and submissions. A copy of the decision is attached.

When and How to File an Appeal

Notice to appeal the decision to the Local Planning Appeal Tribunal (LPAT) must be filed with the County of Essex no later than 20 days from the date of this notice as shown above as the last date of appeal.

The notice of appeal should be sent to the attention of the Manager, Planning Services at the address shown below and it must,

- (1) include a completed **Appellant Form (A1) Planning Act** available from the LPAT website www.elto.gov.on.ca, and
- (2) be accompanied by the prescribed filing fee payable by certified cheque or money order to the Minister of Finance.

Who Can File An Appeal

Only individuals, corporations or public bodies may appeal the decision of the County of Essex to the Local Planning Appeal Tribunal. An appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal to the decision of the County, including the lapsing provisions or the conditions, unless the person or public body, before the decision of the County, made oral submission at a public meeting or written submissions to the Council or, in the LPAT's opinion, there is reasonable grounds to add the person or public body as a party.

Right of Applicant or Public Body to Appeal Conditions

The applicant, the Minister, the Municipality, or any public body that, before the County made its decision, made oral submissions at a public meeting or written

submissions to the County, may at any time before the final plan of subdivision is approved, appeal any of the conditions imposed by the County to the LPAT by filing with the County a notice of appeal.

How to receive Notice of Changed Conditions

The conditions of an approval of draft plan of subdivision may be changed at any time before the final approval is given. You will be entitled to receive notice of any changes to the conditions of approval of the proposed plan of subdivision if you have made a written request to be notified of changes to the conditions.

No person or public body shall be added as a party to the hearing of an appeal of the decision of the County, including the lapsing provisions or the conditions, unless the person or public body, before the County made its decision, made oral submissions at a public meeting or written submissions to the County, or made a written request to be notified of the changes to the conditions or, in the Local Planning Appeal Tribunal's opinion, there are reasonable grounds to add the person or public body as a party.

Getting Additional Information

Additional information about the application is available for public inspection during regular office hours at the County of Essex at the address noted below or from the Town of Kingsville.

Mailing Address for Filing a Notice of Appeal

County of Essex
Attention: Rebecca Belanger, Manager, Planning Services
360 Fairview Avenue West
Essex, ON N8M 1Y6
Tel: (519) 776-6441, Ext. 1325
Fax: (519) 776-4455

Applicant: Wobocorp Ltd. & David Armstrong Farms Inc. **Date of Decision:** November 30, 2020
File No.: 37-T-20002 **Date of Notice:** November 30, 2020
Municipality: Town of Kingsville **Last Date of Appeal:** December 20, 020
Location: Part of Lot 269, Concession NTR **Lapsing Date:** November 30, 2020
(Former Gosfield North)

The County of Essex conditions and amendments to final plan of approval for registration of this Subdivision are as follows:

No. Conditions

1. That this approval applies to the draft plan of subdivision, prepared by Clarke Surveyors Incorporated, dated March 13, 2020, which shows a total of thirty-five (35) lots and/or blocks for twenty-three (23) single family dwellings, ten (10) lots for twenty (20) semi-detached units and two blocks for park/green space (Blocks 34 & 35).
2. That the Owner enters into a subdivision agreement with the Municipality wherein the Owner agrees to satisfy all the requirements, financial and otherwise, of the Municipality concerning the payment of development charges (including educational development charges), provisions of roads, installation and capacity of services, including sanitary sewage collection systems, water distribution system, private utilities and stormwater management facilities for the development of the lands within the plan.
3. That the subdivision agreement between the Owner and Municipality contain provisions requiring financial contributions be made and/or secured to the Municipality including all required letters of credit, cash securities and insurances. Securities will not be released or reduced until after final completion of all required municipal infrastructure and services and any and all deficiencies have been addressed to the satisfaction of the Municipality.
4. That the Owner be required to enter into a subdivision agreement with the Municipality and that the Owner shall register the agreement against the title of the lands.
5. That the road allowances included in this draft plan shall be shown and dedicated as public highways, and that dead ends and open sides of road allowances created by this plan of subdivision, shall be terminated in 0.3 metre reserves to be conveyed to the Municipality.
6. That the streets shall be named to the satisfaction of the Municipality.
7. That the Owner convey to the Municipality for park or other recreational purposes up to 5% of the land included in the plan. Alternatively, the Municipality may require cash-in-lieu of all or a portion of the conveyance. This shall include Blocks 34 & 35 as shown on the draft plan.

Applicant: Wobocorp Ltd. & David Armstrong Farms Inc. **Date of Decision:** November 30, 2020
File No.: 37-T-20002 **Date of Notice:** November 30, 2020
Municipality: Town of Kingsville **Last Date of Appeal:** December 20, 020
Location: Part of Lot 269, Concession NTR **Lapsing Date:** November 30, 2020
(Former Gosfield North)

8. That prior to final approval by the County of Essex, the County is to be advised by the Municipality that this proposed subdivision conforms to the zoning by-law in effect and the H-symbol remains in place until sewage treatment conveyance and capacity is available for all lots in the proposed development or phase of development.
9. That prior to final approval of any phase in the development, the Municipality shall confirm that sewage treatment conveyance and lagoon capacity, and water supply capacity, are available for all lots in the proposed phase of the development.
10. That the subdivision agreement between the Owner and the Municipality contain provisions to the satisfaction of the Municipality regarding the phasing or timing of the development. That the Owner shall submit plans showing any revised phasing to the Municipality for review and approval if this subdivision is to be developed in more than one registration.
11. That the Owner shall provide easements as may be required for services, utility or drainage purposes, and where required by the Municipality, daylight corners and/or 0.3 metre reserves shall be shown on the final plan and conveyed in a form satisfactory to the Municipality and the relevant agency.
12. That the Owner provide to the municipality all servicing plans and reports for the review and final approval by the Municipality in accordance with the Development Standards Manual.
13. That the Owner provide to the municipality a final storm water management report for the review and final approval by the Municipality in accordance with the Development Standards Manual.
14. That the subdivision agreement between the Owner and the Municipality contain provisions requiring that the Owner provide details on the intended drainage and grading between the proposed development and the existing lots along County Roads 27 and 34. The proposed drainage and grading plan will need to be approved by the Municipality.
15. That the subdivision agreement between the Owner and the Municipality contain provisions, to the satisfaction of the Municipality and the Essex Region Conservation Authority, that stipulate that the Owner will finalize the engineering analysis to identify stormwater quality and quantity measures as necessary to control any increase in flows in downstream watercourses, up to and including the 1:100 year design storm and in accordance with the Windsor-Essex Stormwater Management Standards Manual.

Applicant: Wobocorp Ltd. & David Armstrong Farms Inc. **Date of Decision:** November 30, 2020
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Location: Part of Lot 269, Concession NTR **Lapsing Date:** November 30, 2020
(Former Gosfield North)

16. That the subdivision agreement between the Owner and the Municipality contain provisions that requires that the Owner installs the stormwater management measures identified in the engineering analysis completed as part of the development for the site and undertake to implement the recommendations contained therein, to the satisfaction of the Municipality and the Essex Region Conservation Authority.
17. That prior to final approval, the Essex Region Conservation Authority shall require a copy of the fully executed subdivision agreement between the Owner and the Municipality, in wording acceptable to the Essex Region Conservation Authority, containing provisions to carry out the recommendations of the final plans, reports and requirements noted above.
18. That prior to undertaking construction or site alteration activities, any necessary permits or clearances be received from the Essex Region Conservation Authority in accordance with Section 28 of the Conservation Authorities Act.
19. That the subdivision agreement between the Owner and the Municipality contains the following clause:
 - i. The Owner acknowledges that improperly constructed, maintained or abandoned oil, gas and water sell (“Wells”) present a safety risk to humans as well as a potential risk to pollute groundwater resources. The Owner represents and warrants that it has researched Oil, Gas and Salt Resources Library and the Ministry of the Environment and Climate Change Well Records (the “Records”) and has made itself aware of the presence of any Wells on the Lands. The Owner acknowledges that not all Wells are recorded or located accurately in the Records. The Owner further represents and warrants that is has:
 - i. Systematically searched the lands for potential Well sites; and
 - ii. Taken all other necessary steps to ensure that there are no other Wells on the Lands and that any Well found has been or will be capped in accordance with the applicable legislation, regulations or guidelines, the proof of which shall be submitted to the Municipality.
20. That the subdivision agreement between the Owner and the Municipality shall contain a provision that the Owner agrees to submit a Construction Management Plan which addresses among other matters, site access, construction traffic, parking for construction trades, material delivery and storage, staging, mud, dust and noise controls to the satisfaction of the Municipality, prior to commencement of subdivision servicing.
21. That the subdivision agreement between the Owner and the Municipality shall contain provisions stipulating that Street “A” access standards must be in accordance with those

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outlined in the Geometric Design Guide for Canadian Roads, most recent edition, for the County's review and approval. Further that active transportation facilities must be incorporated into the design/analysis.

22. That the subdivision agreement between the Owner and the Municipality contain provisions, to the satisfaction of the Greater Essex County District School Board, the Windsor Essex Catholic District School Board, and the Municipality, requiring sidewalks as per municipal requirements to facilitate pedestrian movement, bus routing stops and the safety of school children.
23. That the subdivision agreement between the Owner and the Municipality contain provisions, to the satisfaction of the Greater Essex County District School Board, the Windsor Essex Catholic District School Board, and the Municipality, requiring notice in every agreement of purchase and sale for purchasers of lots to be aware that students may not be able to attend the closest neighbourhood school and could be bused to a distant school with available capacity.
24. That the subdivision agreement between the Owner and the Municipality contain provisions, to the satisfaction of Canada Post Corporation and the Municipality, requiring notice in every agreement of purchase and sale for purchasers of lots to be aware of the locations of any community mailboxes within or serving the plan and that mail delivery will be provided via community mailboxes.
25. That the subdivision agreement between the Owner and the Municipality contain provisions, to the satisfaction of Canada Post Corporation and the Municipality, that the Owner shall provide the following for each community mail box site and to include these requirements on the appropriate servicing plans: any required walkway across the boulevard, per municipal standards; any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications) and a community mail box concrete base pad per Canada Post specifications.
26. That the subdivision agreement between the Owner and the Municipality contain a provision, to the satisfaction of the Municipality and the County, that prior to site alteration of any kind, and final approval by the County of Essex, the Owner shall complete and implement the recommendations contained in the Letter to Advice, which is valid until December 31, 2020, along with any other letters/authorizations/directions from the Ministry of Natural Resources and Forestry, and a certified biologist shall confirm in writing that any site alteration has been completed in accordance with the requirements of any letters/authorizations/directions issued under the Endangered Species Act.

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27. That prior to final approval by the County of Essex, the Owner shall submit for review and approval by the Municipality, a draft of the final 12M plan.
28. That prior to final approval by the County of Essex, the County is advised in writing by the Municipality how Conditions 1 to 16 inclusive, 19 to 27 inclusive, have been satisfied.
29. That prior to final approval by the County of Essex, the County is advised in writing by the Essex Region Conservation Authority how Conditions 17 and 18 have been satisfied.
30. That prior to final approval by the County of Essex, the County is advised in writing by the Greater Essex County District School Board how Conditions 22 and 23 have been satisfied.
31. That prior to final approval by the County of Essex, the County is advised in writing by the Windsor Essex Catholic District School Board how Conditions 22 and 23 have been satisfied.
32. That prior to final approval by the County of Essex, the County is advised in writing by the Canada Post Corporation how Conditions 24 and 25 have been satisfied.

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NOTES TO DRAFT APPROVAL

1. It is the applicant's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Essex, quoting the file number "**37-T-20002**".
2. We suggest that you make yourself aware of section 144 of the Land Titles Act and subsection 78(10) of the Registry Act.
3. Inauguration or extension of a piped water supply, a sewage system or a storm drainage system is subject to the approval of the Ministry of Environment under Section 23 and Section 24 of the Ontario Water Resources Act, R.S.O. 1980.
4. The Ministry of the Environment did not review this subdivision with respect to any groundwater, soil or soil atmosphere testing to fully discount the possibility that waste materials and/or other contaminants are present within or in close proximity to this subdivision. If either the Municipality or the Owner requires this assurance before proceeding any further with this plan of subdivision, a consultant(s) should be engaged to conduct the necessary investigations.
5. The Ministry of the Environment must be advised immediately should waste materials or other contaminants be discovered during the development of this plan of subdivision. If waste materials or contaminants are discovered, a further approval under Section 46 of the Environmental Protection Act may be required from that Ministry.
6. The costs of any relocations or revisions to E.L.K. Energy Inc. facilities or any other local electrical utility that are necessary to accommodate the subdivision will be borne by the developer.
7. Any easement rights of E.L.K Energy Inc. or any other local electrical utility are to be respected.
8. The developer should contact the local E.L.K. Energy Services office or other local electrical utility to verify if any low voltage distribution lines may be affected by this proposal.
9. The developer is hereby advised that prior to commencing any work within the plan, the developer must confirm that sufficient wire-line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/telecommunication service to the proposed development. In the event that

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such infrastructure is not available, the developer is hereby advised that the developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services, i.e., 911 Emergency Services.

10. The Municipality shall register the subdivision agreement as provided by subsection 51(26) of the Planning Act, R.S.O. 1990 against the land to which it applies, as notice to prospective purchasers.

11. Clearances are required from the following agencies:

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

Planning Services
Essex Region Conservation Authority
360 Fairview Avenue West
Essex, ON N8M 1Y6

Greater Essex County District School Board
451 Park Street West
P.O. Box 210
Windsor, ON N9A 6K1

Windsor Essex Catholic District School Board
1325 California Avenue
Windsor, ON N9B 3Y6

Mr. Bruno DeSando
Canada Post Corporation
955 Highbury Avenue North
London, ON N5Y 1A3

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If the agency's clearance concerns a condition in the subdivision agreement, a copy of the agreement should be sent to them. This will expedite clearance of the final plan. The County of Essex does not require a copy of the agreement. Please note that some agencies may have a fee to provide a clearance letter.

12. All measurements in subdivision and condominium final plans must be presented in metric units.
13. The approval of the draft plan will lapse on **November 30, 2023**. It is the responsibility of the applicant to request an extension of the draft approval if one is needed.

A request for extension should be made at least 60 days before the approval lapses because no extension can be given after the lapsing date. The request should include the reasons why an extension is needed and a resolution in support of the extension from the Town of Kingsville.



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

Date: November 19, 2020

To: Mayor and Council

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

RE: Site Plan Agreement Compliance Review 2015 to 2019

Report No.: PS 2020-063

AIM

To provide the Mayor and Council with details on the current status of compliance with executed site plan agreements from 2015 to 2019.

BACKGROUND

A notice of motion was brought forward in early 2020 for staff to review and determine the status of compliance with executed site plan agreements that have been undertaken over the last five years. This review was completed by the departments co-op student between May and August of this year. Each file was reviewed, registration checked and a copy of the agreement placed in a master file to improve access in the future.

In addition to the 2015 to 2019 site plans staff has also been working through many earlier approvals to ensure agreement compliance, clear securities and update file records. The most effective process to-date has been requests for the return of securities and amendments to existing approvals.

DISCUSSION

The total number of site plan approvals between 2015 and 2019 ranged from a high of 23 to a low of 14 with a wide range of scale and dollar values. Overall approximately two-thirds to three-quarters of the approved site plans are in full compliance with the requirements of their site plan agreements. Only one of the agreements approved over the five-year timeframe was related to lighting control in a greenhouse and compliance for this location is actively pending. Final site plan review has always been completed based on a request from the applicant. Planning is typically contact regarding return of the securities

collected by the Town. This in turn triggers a site inspection to determine if all requirements outlined in the agreement are completed.

The majority of the site plan approvals considered open with potential outstanding items, are in fact complete but have not called for a final review. Those with outstanding items include things such as final confirmation of storm water management system operation, paved entrance aprons and landscaping. Only one site plan has a major outstanding item and is currently with the Town solicitor for resolution.

The key to compliance with site plan agreements is a clear understanding of the Town's requirements and timelines at the initial pre-consultation phase. Detailed plans and complete submissions, at the time of application, provides a good base for staff to review, monitor and eventually close out files. In addition, it was recently determined that property owners have been confusing final building permit inspections and the issuance of occupancy as a final sign-off for site plans. Building and Planning staff are working together to link final building inspections and site plan review. Under the Building Code final occupancy cannot be refused for outstanding items related to site plan approvals, site plan securities are retained for this purpose. The joint inspection effort will provide an opportunity to communicate to the owner more directly that there may still be site plan related items outstanding.

Collection of appropriate securities as part of the agreement also plays an integral role in ensuring timely completion. This is particularly important with significant developments with both on-site and off-site implications should requirements not be completed in a timely fashion.

Moving forward Planning would like to be able to continue to utilize a co-op or summer student to review and maintain records and highlight outstanding issues for the Planner and Manager to follow-up on. Those property owners with site plans that have outstanding items will be advised to review their site plan agreement, complete any outstanding requirements and schedule a final site visit. The timeline for compliance is targeted at mid-2021 for those plans approved between 2015 and 2019.

LINK TO STRATEGIC PLAN

Manage growth through sustainable planning.

FINANCIAL CONSIDERATIONS

The only financial implication related to site plan agreement compliance is legal costs associated with non-compliance.

CONSULTATIONS

Senior Management Team

RECOMMENDATION

There is no recommendation from administration, the information in the report is provided to address Council's motion.

Robert Brown

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



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

Date: December 29, 2020
To: Mayor and Council
Author: Ryan McLeod, CPA, CA
RE: Council and Committee – Conference, Travel and Other Expense Policy
Report No.: FS-2021-01

AIM

To update the Conference, Travel and Other Expense policy for Council and Committee members.

BACKGROUND

On January 17, 2019, Council directed Administration to conduct a review of the "Convention and Conference and Other Expenses Policy".

The current policy was approved in 2012 and is in need of certain threshold increases and other clarifications.

DISCUSSION

Based on experience, Councillor feedback, and comparisons with other Municipalities in Essex County, Administration has prepared a new policy titled "Council and Committee – Conference, Travel and Other Expense Policy". Please refer to Appendix A for a copy of the proposed policy.

The key changes to the policy are as follows:

- The previous policy applied to both Council, Committee Members and Staff. For simplicity, the proposed policy only relates to Council and Committee Members. A separate policy will be developed for staff at later date.
- Expenses for companion travel have been removed from the policy. Council is welcome to bring a companion when they travel or attend special events, however,

no additional expenses shall be paid by the Town for Councillor guests. This is consistent with most local municipal council policies, and is consistent with the Town's current policies for staff.

- Meal Allowances have been modestly increased to better reflect current market prices at restaurants, however, the requirement to provide receipts has been removed. Instead, the policy now includes more detailed guidance on when the meal allowance will be applicable.
- Transportation or Mileage Expenses have been updated to clarify that only mileage outside of the Town of Kingsville will be reimbursed. The previous policy was unclear on this. It has been assumed that the cost any travel within the Town is compensated through a Councillor's monthly salary or committee pay.
- Administration has removed the reference in the previous policy that permits a Councillor to transfer their unspent Conference budget to another Councillor, as each Councillor is encouraged to use their allotment for their own personal development.
- Town Clothing has been added as a permitted expense.
- Remuneration or "stipends" have been increased from \$150 per day to \$200 per day (or \$100 per half day) to more closely align with other local municipal policies.

The existing "Convention and Conference and Other Expenses Policy" is attached in Appendix B for reference.

A comparison of thresholds and other key term to other Essex County municipalities is provided in Appendix C.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

The thresholds and eligible expenses are all subject the amounts approved in the Town's Municipal Budget, therefore, any financial implications associated with this policy will be limited to annual budget approval.

CONSULTATIONS

The Conference, Travel and Expense policies of all Essex County municipalities were reviewed as part of the proposed policy.

RECOMMENDATION

That Council approve the Council and Committee - Conference, Travel and Other Expense policy as proposed or provide direction for further amendment.

Ryan McLeod

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

Policy #: FIN-04

Issued: January 11, 2021

Reviewed/Revised:

Prepared By: R. McLeod

Reviewed By: J. Norton

Approved By: Council

1.0 PURPOSE

The Town of Kingsville (“Town”) is committed to providing Council and Committee Members with opportunities to attend Conferences and Special Events to effectively carry out their responsibilities as elected or appointed officials. This policy establishes the manner by which Council and Committee conference, travel and other expenses will be reimbursed by the Town.

2.0 SCOPE

This policy applies to all Council and Committee Members

3.0 DEFINITIONS

“**Committee**” means a committee created by Council;

“**Committee Member**” means a member of a Committee appointed by Council and includes an ex-officio member;

“**Conferences**” means seminars or meetings for consultation, discussion and/or instruction, workshops or training that are relevant to the function of the Council or Committee Member;

“**Council Member**” means an elected official of the Town of Kingsville.

“**Maximum Conference Expense**” means the maximum amount to be paid annually to a Council Member for expenses incurred in connection with his or her attendance at Conferences and Special Events as calculated by dividing the total amount provided for in the approved budget by the number of Council Members.

“**Mileage**” means the automobile allowance rate per kilometre as set by Canada Revenue Agency multiplied by the number of kilometres to the point of destination and return

“**Normal Business Hours**” means Monday to Friday from 8:30 – 4:30, excluding Holidays.

“**Special Event**” means a day or evening event or festivity in which an individual is attending as a representative of the Town of Kingsville.

4.0 REFERENCE DOCUMENTS

Annual Budget
Expense Claim Form

5.0 RESPONSIBILITIES

5.1 Council and Committee Members

Understanding this policy and only seek reimbursement for those expenses which in their best judgement are in accordance with it.

5.2 Treasurer (or designate)

- i) Review and approve all expense reimbursement claims in accordance with this policy;
- ii) Provide a quarterly update to each Councillor on their Maximum Conference Expense balance, or upon request;
- iii) Prepare an annual statement on remuneration and expenses paid to Council and Committee Members, as required by section 284 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.

6.0 PROCEDURE

6.1

Approval for Attendance

Council Members

Shall use their judgement to attend Conferences or Special Events which they deem to be beneficial to the Town, subject to their Maximum Conference Expense budget.

Committee Members

Requests to attend Conferences by Committee Members shall be approved by the Chair of Committee. Such approvals shall be subject to the Committee's approved budget.

For clarity, if a Councillor is attending a Conference or Special Event, by virtue of their role as a Committee Member, the expenses shall be charged to their respective Committee's budget. If no such budget exists, the Councillor may claim the expense against their Maximum Conference Expense budget

Conference Expenses

Subject to the Maximum Conference Expense or Committee Budget, the following expenses shall be paid by the Town, in connection with attendance at Conferences:

6.2

- i) **Transportation** – the lesser of mileage or the actual transportation expense. Mileage will only be paid when travel is required to attend Conferences outside of the boundaries of the Town of Kingsville.
- ii) **Registration** – the registration fee.
- iii) **Accommodation** – the actual cost of accommodation based on single or double occupancy when required to travel outside of Windsor and Essex County.
- iv) **Meals** – An allowance for meals will be provided as follows, except when meals are provided as part of the Conference registration.

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$40.00

Receipts to claim a meal allowance are not required. In lieu of receipts, the following guideline shall be applied when a claiming meal allowance:

- Breakfast – When the individual is required to leave for a trip before 6 a.m. or is away overnight.
 - Lunch – When the individual is required to leave before noon or arrives home after 2 pm.
 - Dinner – When the individual could not arrive home before 7 pm or is away overnight.
- v) **Incidentals** – personal telephone expenses, taxis, shuttles, parking, gratuities, applicable taxes, etc. to a maximum of \$55.00 per day. Receipts are required to claim incidental expenses.

- vi) **Remuneration** - A Council Member may request remuneration in the amount of \$200.00 for each full day or \$100 for each half day he or she attends a Conference or Special Meeting of Council, during Normal Business Hours. Such remuneration shall be applied to the Council Member's Maximum Conference Expense

Town Clothing

- 6.3 A Council Member may request reimbursement for clothing with the Town logo. Such expenses will be applied to the Council Member's Maximum Conference Expense.

Attendance at Special Events

- 6.4 Council members may attend Special Events as a representative of the Town of Kingsville. The cost of their ticket or admission to the Special Event will be charged to the Councillor's Conference Expense Account and shall be applied to the Council Member's Maximum Conference Expense. The cost of tickets or admission for guests will not be eligible for reimbursement. No remuneration shall be paid to Councillor's for attendance at Special Events.

Entertaining

The Mayor is authorized to make expenditures to entertain various individuals and groups when the Mayor deems the same to be advantageous to the Town. The expense shall be charged to the Mayor's Promotional Account.

The CAO may make expenditures to entertain various individuals and groups when the CAO deems the same to be advantageous to the Town. The expense shall be charged to the Administration Miscellaneous Expense Account.

7.0 Generally

Council or Committee Members may request that the payment of certain expenses to be incurred in accordance with this policy be paid directly to the institution, service or transportation provider, hotel, or facility as the case may be, by the Town by way of Town credit card or otherwise.

- 7.1 Requests for payment of expenses incurred shall be submitted to the Treasurer using an Expense Claim Form as developed by Administration. All requests shall be made within 30 days of the date upon which the expense is incurred and shall be supported by valid receipts (where required) and any other documentation as may be required by the Treasurer.
- 7.2

- 7.3 Any requests for payment of expenses from a Councillor’s Maximum Conference Expense account which are deemed not in accordance with this policy shall require an approved motion of Council.

8.0 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 Director of Financial & IT Services



CONVENTION AND CONFERENCE AND OTHER EXPENSES POLICY

PURPOSE

1. This policy provides for the manner of approval for attendance at Conventions and Conferences and the payment by the Town of expenses incurred or which would otherwise be incurred by Members of Council, Members of Committees and Officers and Employees.

DEFINITIONS

2. For the purposes of this policy:
 - a) "Committee" means a committee authorized and/or created by Council and "Committee Member" means a member of a Committee and includes an ex-officio member;
 - b) "Companion" means either of:
 - i) a spouse as defined in section 29 of the *Family Law Act*, R.S.O. 1990, c. F.3; or
 - ii) in the case of a person with a disability as it is defined by the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, a "support person" as defined by the Regulations thereto.
 - a) "Conventions and Conferences" means seminars or meetings for consultation, discussion and/or instruction, workshops or training that are relevant to the function of the Council Member or Committee Member, or the position of the Officer or Employee;
 - b) "Council" means the Council of the Town and "Council Member" means a member of Council;
 - c) "Department Head" means:
 - i) in the case of an Officer or Employee, the head of the department within which the Officer or Employee works or the CAO as the case may be; or
 - ii) in the case of a Committee Member, the head of the department responsible for providing administrative support to the Committee,
 - j) "Local Event" means a day or evening event or festivity;
 - k) "Maximum Conference Expense" means the maximum amount to be paid annually to a Council Member for expenses incurred in connection with his or her attendance at Conventions and Conferences as calculated by dividing the total amount as provided for annually in the approved budget by seven and subject to section 20;

- l) "Mileage" means the automobile allowance rate per kilometre as set by Canada Revenue Agency multiplied by the number of kilometres to the point of destination and return; and
- m) "Officers and Employees" means those persons appointed as officers by Council or employed by the Town, and for greater clarity, does not include Council Members or Committee Members.

APPROVAL FOR ATTENDANCE

Officers and Employees

- 3. Requests by Officers and Employees for attendance at Conventions and Conferences shall be made to and approved by the Department Head who shall, prior to approval, ensure that there are sufficient funds for the same within the approved budget.
- 4. A written or oral report shall be provided by the Officer or Employee to the Department Head within thirty days of his or her attendance at the Convention or Conference.
- 5. Representation at any one Convention or Conference shall be limited to not more than two Officers or Employees.
- 6. No Officer or Employee shall attend more than two Conventions or Conferences per year.

Committee Members

- 7. Requests to attend at Conventions and Conferences by Committee Members shall be made as follows:
 - a) In the case of a Committee that has no line item budget in the current budget year, to the Department Head through the Chair of the Committee and authorized by the Department Head who shall, prior to approval, ensure that there are sufficient funds for the same within the approved budget.
 - b) In the case of a Committee that has a line item budget in the current budget year, to the Chair of the Committee and authorized by the Chair of the Committee who shall, prior to approval, ensure that there are sufficient funds for the same within the approved budget.
- 8. If a Council Member wishes to attend a Convention or Conference as a Committee Member, the Council Member shall obtain authorization in accordance with paragraph 7 and if such authorization is not obtained, any expenses associated with the Convention or Conference shall be applied to the Council Member's Maximum Conference Expense.
- 9. A written or oral report by the Committee Member shall be provided to the Committee within thirty days of the completion of the Convention or Conference.
- 10. Each year, from January 1 until the approval of the budget by Council, any attendances at Conventions and Conferences shall be authorized by resolution of Council.

EXPENSES

11. Subject to the Maximum Conference Expense, the following expenses incurred by Council Members, Committee Members and Officers and Employees shall be paid by the Town, in connection with attendance at Conventions and Conferences:
- a) **Transportation** - The lesser of Mileage or the actual transportation expense.
 - b) **Registration** - The registration fee.
 - c) **Accommodation** - Accommodation based on single or double occupancy as the case may be.
 - d) **Meals** - To a maximum per day as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$40.00
 - e) **Incidentals** - Personal telephone expenses, parking, gratuities, applicable taxes, etc. to a maximum of \$55.00 per day.
12. Subject to the Maximum Conference Expense, transportation, accommodation, meals and incidental expenses incurred by one Companion when travelling with a Council Member attending at Conventions and Conferences, shall be paid by the Town in accordance with section 11 and all such expenses shall be applied to the Council Member's Maximum Conference Expense. Notwithstanding the foregoing, all such expenses shall be itemized separately from those of the Council Member.

REMUNERATION

13. An Officer or Employee shall be entitled to receive his or her regular salary or rate of pay while attending a Convention or Conference. For greater clarity, in the event that his or her attendance is in excess of their normal working hours, no Officer or Employee shall be entitled to overtime pay or time off in lieu of overtime pay while attending a Convention or Conference.
14. A Council Member may request remuneration in the amount of \$150.00 for each day or part of day he or she attends at a Convention or Conference as a Council Member or as a Committee Member. In either case, such remuneration shall be applied to the Council Member's Maximum Conference Expense.

ASSOCIATION DUES

15. The professional and membership association dues of Officers and Employees shall be paid when such dues are a requirement of the profession of the Officer or Employee or if membership in the association is determined by the CAO to be in the interest of the Town.

ENTERTAINING AND ATTENDANCE AT LOCAL EVENTS

16. The CAO may make expenditures to entertain various individuals and groups when the CAO deems the same to be advantageous to the Town. The expense shall be charged to the

Administration Miscellaneous Expense Account.

17. All other Officers and Employees must obtain permission from the CAO to incur expenditures related to entertaining various individuals or groups.
18. The Mayor is authorized to make expenditures to entertain various individuals and groups when the Mayor deems the same to be advantageous to the Town. The expense shall be charged to the Mayor's Promotional Account.
19. If invited to attend, Council members may attend Local Events. The cost of the ticket or admission to the Local Event will be charged to the Council Conference Expense Account and shall be applied to the Council Member's Maximum Conference Expense.

GENERALLY

20. Any Council Member may contribute all or part of his or her Maximum Conference Expense to any one or more Council Members by filing a written notice of such contribution with the Director of Financial Services and, upon so doing, such Council Members' Maximum Conference Expense shall be adjusted accordingly.
21. Council Members, Committee Members, Officers and Employees may request that the payment of certain expenses to be incurred in accordance with this policy be paid directly to the institution, service or transportation provider, hotel, or facility as the case may be, by the Town by way of Town credit card or otherwise.
22. Requests for payment of expenses incurred shall be submitted to the Director of Financial Services using such form of Expense Claim as may be in place from time to time. All requests shall be made within 30 days of the date upon which the expense is incurred and shall be supported by valid receipts and any other documentation as may be required by the Director of Financial Services.
23. In the event of any inconsistency between this policy and a policy with respect to training of Officers or Employees of a specific department within the Town, the policy with respect to training of Officers or Employees within the specific department will prevail.

REPORT BY DIRECTOR OF FINANCIAL SERVICES

24. In addition to the mandatory requirements as set out in section 284(1) of the *Municipal Act, 2011*, S.O. 2001, c. 25, as amended, upon the request of Council, the Director of Financial Services shall provide a statement of all expenses incurred by Officers and Employees pursuant to this policy.

This Policy replaces the Convention and Conference Expense Policy passed November 20, 2001

**Essex County Comparision
Meal Allowance**

	Amherstburg	Essex	Lakeshore	LaSalle	Leamington	Tecumseh	Kingsville (Current)	Kingsville (Proposed)
Breakfast	\$ 15	\$ 18	\$ 25	n/a	\$ 15	n/a	\$ 10	\$ 15
Lunch	\$ 25	\$ 22	\$ 30	n/a	\$ 15	n/a	\$ 15	\$ 20
Dinner	\$ 35	\$ 41	\$ 60	n/a	\$ 40	n/a	\$ 40	\$ 40
	<u>\$ 75</u>	<u>\$ 81</u>	<u>\$ 115</u>	<u>\$ 65</u>	<u>\$ 70</u>	<u>\$ 80</u>	<u>\$ 65</u>	<u>\$ 75</u>
Meal Receipts Required?	No	No	No	No	No	No	Yes	No
Last Updated	2016	2014	2018	2019	1999	2016	2012	2021
Companion	No	No	Yes	No	Yes	No	Yes	No
Stipends								
Full	\$ 200	\$ 198	\$ 180	\$ 175	\$ 150	\$ 200	\$ 150	\$ 200
1/2 Day				\$ 88		\$ 100		\$ 100



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

Date: January 4, 2021
To: Mayor and Council
Author: Jennifer Astrologo, Director of Legislative Services
RE: Electronic Meetings – Procedure By-law Amendment
Report No.: LS-2021-01

AIM

To ask that Council adopt By-law 5-2021, being a by-law to amend the Procedure By-law to strike section 14.1(e), the provision mandating that the chair and clerk be in the same meeting room during a meeting conducted electronically.

BACKGROUND

In March 2020, the Mayor declared an emergency under the *Emergency Management and Civil Protection Act* in response to the COVID-19 pandemic. Shortly thereafter, Council adopted By-law 36-2020, being a by-law amending the Town's Procedure By-law, which allows members of Council and Committees to participate in meetings electronically during a period of a declared emergency. The By-law established a number of requirements for electronic participation. One such requirement is the necessity of the meeting chair and the clerk (or, in the case of Committee meetings the administrative staff support) to be present in the same room during the meeting (s. 14.1(e)).

DISCUSSION

The Town is still operating under a municipally-declared emergency. For the health and safety of the residents, members of Council and staff, meetings continue to be conducted virtually.

Since October/November, the Province, and more particularly Windsor-Essex County, has seen an increase in the number of cases of COVID-19. Public health officials have expressed concerns about the transmissions of this virus and the increase in cases is putting a strain on hospital resources.

On or about December 14, 2020 Windsor-Essex County was moved into grey/lockdown status. In an effort to slow community transmission of the virus, the Premier ordered a province-wide shutdown, which took effect December 26, 2020. Southern Ontario will remain shut down at least until January 23, 2021.

To protect the public and keep staff safe, a number of measures have been adopted by the Town and all are currently in effect:

- Municipal Office and facility closures
- Appointment only public attendance at the Municipal Office
- Work from home initiatives for staff
- Cleaning and disinfecting procedures for equipment
- Mandatory masking
- Health screening

Public health is strongly recommending that employees work from home as much as possible so that in-person interactions are reduced. Given these recommendations, the CAO issued a directive to staff encouraging all staff to work from home as much as possible only attending the office when necessary. All staff meetings and interactions are to be conducted electronically. Staff are also expected to keep their doors closed when in the office and limit their in-person contact with others when in the office.

These measures have been implemented for the health and safety of the staff and to ensure that the public continues to receive the essential services the Town provides. It is only logical that such health and safety considerations be extended to Council and Committee meetings and that all members participating in these meetings be permitted to participate electronically from the location of their choice. Accordingly, Administration recommends that the Procedure By-law be amended to strike s.14.1(e) - the requirement that the chair and clerk (or administrative support for Committee meetings) be present in the meeting room scheduled for the meeting.

LINK TO STRATEGIC PLAN

To promote a safe community.

FINANCIAL CONSIDERATIONS

There are no financial considerations.

CONSULTATIONS

None.

RECOMMENDATION

That Council adopts By-law 5-2021, being a by-law to amend the Procedure By-law, to strike section 14.1(e) thereby allowing all members and staff participating in a meeting electronically to do so from a location of their choice.

Jennifer Astrologo

Jennifer Astrologo, B.H.K. (hons), LL.B
Director of Legislative Services, Town Solicitor, Clerk

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 5 - 2021

**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**

WHEREAS By-law 55-2016, as amended, governs the calling, place and proceedings of Council and Committees of The Corporation of the Town of Kingsville;

AND WHEREAS by By-law 36-2020 passed the 23rd day of March, 2020 Council amended its procedure By-law to allow for Electronic Participation (as defined in said By-law 36-2020 as "...participation in a Meeting by means of telecommunication instruments including but not limited to telephone and video conferencing");

AND WHEREAS the Council of The Corporation of the Town of Kingsville hereby deems it expedient to further amend its procedure By-law to remove the requirement for the chair and Clerk to be present in the meeting room scheduled for the Meeting.

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

1. **THAT** By-law 55-2016, as amended by By-laws 36-2020, 54-2020, and 66-2020 is hereby further amended as follows:
 - i) To delete subsection 14.1.e) under Section 2 of Amending By-law 36-2020 in its entirety, which reads as follows:

"14.1.e) The chair of the Meeting, regardless of whether open or closed to the public, may not participate electronically and must be present in the meeting room scheduled for the Meeting with the Clerk;"
2. **THAT** all other terms set out in said By-law 55-2016, as amended, shall remain in full force and effect.
3. **THAT** this By-Law shall come into effect upon third reading and being finally passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED this
11th day of January, 2021.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo



**SPECIAL MEETING OF COUNCIL
MINUTES**

**Monday, December 7, 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. Norton, CAO

 J. Astrologo, Director of Corporate Services
 J. Galea, Human Resources Manager
 R. McLeod, Director of Financial Services
 S. Kitchen, Deputy Clerk-Council Services
 A. Plancke, Director of Municipal Services
 J. Quennell, Deputy Fire Chief

A. CALL TO ORDER

Mayor Santos, in attendance in the Council Chambers, called the Special Meeting to order at 6:01 p.m. All other members participated in the meeting through video conferencing technology from remote locations.

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

1. StrategyCorp--Presentation of Town of Kingsville: Service Delivery Review

Chris Loreto (Engagement Principal), Tony Haddad, Konner Fung-Kee-Fung, and Srusti Pandya (Consultants) were in attendance.

Mr. Loreto and Mr. Fung-Kee-Fung presented the Service Delivery Review Final Report through a condensed PowerPoint Slide Presentation dated December 2020.

675-2020

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Thomas Neufeld

That Council receives the StrategyCorp Town of Kingsville: Service Delivery Review Final Report and directs Administration to continue the process and provide follow-up.

CARRIED

D. CLOSED SESSION

676-2020

Moved by Councillor Tony Gaffan

Seconded by Councillor Larry Patterson

That Council at 7:23 p.m., pursuant to Subsection 239(2) of the *Municipal Act, 2001*, enter into Closed Session to address the following item:

Subsection 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality, Subsection 239(2)(f) advice that is subject to solicitor client privilege, and Subsection 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality; being an update by CAO J. Norton regarding Mettawas Park and the proposed acquisition/expropriation of a portion of waterfront lands for municipal purposes.

CARRIED

Upon rising from Closed Session at 8:29 p.m., Mayor Santos reported that Council entered into Closed Session to address Agenda Item D described above.

Mayor Santos reported that Council was provided an update and legal advice by CAO J. Norton regarding Mettawas Park and the proposed acquisition/expropriation of a portion of waterfront lands for municipal purposes, and Council provided direction to Administration.

E. CONFIRMATORY BY-LAW

1. By-law 106-2020

677-2020

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Kimberly DeYong

That Council reads By-law 106-2020, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its December 7, 2020 Special Meeting of Council, a first, second and third and final time.

CARRIED

F. ADJOURNMENT

678-2020

Moved by Councillor Tony Gaffan

Seconded by Councillor Kimberly DeYong

That Council adjourns this Special Meeting at 8:32 p.m.

CARRIED

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo



**REGULAR MEETING OF COUNCIL
MINUTES**

**Monday, December 14, 2020
7:00 PM
Council Chambers
2021 Division Road N
Kingsville, Ontario N9Y 2Y9**

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

Members of Administration J. Norton, CAO

 J. Astrologo, Director of Corporate Services
 R. Brown, Manager of Planning Services
 J. Dean, Deputy Fire Chief
 T. Del Greco, Municipal Services Manager
 S. Kitchen, Deputy Clerk-Council Services
 S. Martinho, Public Works Manager
 R. McLeod, Director of Financial Services
 A. Plancke, Director of Municipal Services
 P. Valore, Chief Building Official
 R. Baines, Deputy Clerk - Administrative Services
 D. Wolicki, Manager of Municipal Facilities and Property
 J. Quennell, Deputy Fire Chief

A. CALL TO ORDER

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

B. DISCLOSURE OF PECUNIARY INTEREST

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

Councillor Gaffan declared an interest in respect to Agenda item C-2 (Heather Brown-Request dated November 18, 2020 on behalf of a group of local business owners regarding support for small business in Kingsville) and declared an interest in respect to Agenda item L-3 (Notice of Motion by Councillor DeYong).

C. PRESENTATIONS/DELEGATIONS

1. Presentation of Certificates of Commendation to South Station Captain Jeremy McHardy and Firefighters Jeffrey McHardy and Matthew Stewart

Deputy Chief John Quennell introduced South Station Captain Jeremy McHardy and Firefighters Jeffrey McHardy and Matthew Stewart who are being recognized this evening for their bravery during the rescue of three American boaters on September 7, 2020. Also in attendance were Deputy Chief Jeff Dean, South Station Chief Robert Brando, and the spouses of the three firefighters.

The bravery awards were presented to Captain Jeremy McHardy, and Firefighters Jeffrey McHardy and Matthew Stewart, and a bouquet of flowers was presented to each of their spouses.

2. Heather Brown-Request dated November 18, 2020 on behalf of a group of local business owners regarding support for small businesses in Kingsville

Councillor Gaffan, having declared an interest, shut off his camera and left the Council table for this presentation.

Heather Brown (The Main Grill & Ale House) and Dennis Rogers (Greenheart Kitchen) addressed Council on behalf of the following local business owners: Jennifer and James Flynn of The Grove Hotel; Trevor Loop of Jack's, Banded Goose Brewery and Distinctive Inns of Kingsville; Beth Riddiford of My Cousin's Closet; Jodie Scherer of Tangles Hair Spa; Chris Bishop of Pinnacle Plus Realty; and Tony Smith of The Garage Gym. Due to the COVID-19 pandemic they advised Council that some businesses were mandated to close from March 17 to August 12 which has had an incredible impact. They are looking for tourism

support assistance from the Town to provide a 'one-stop shop' where a local business owner or guest can find out what is going on in Kingsville. The local businesses do not currently know where to point them. In this regard, they are requesting Council to consider during its upcoming budget deliberations the hiring of a full-time tourism coordinator. They are also seeking increased communication from the Town so that small business is aware of any grants or other types of COVID-19 support that may be available, now or in the future, whether provincially or federally.

Additionally, the group is asking that the Town request more funding for small business from the upper levels of government and request the Province to apply to the 'big box stores' all of those regulations that small business must follow. There is presently a 2-tier system approach, which must stop. They indicated that the core of this community is not big box but rather small business from all different sectors.

679-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council receives the presentation from Heather Brown and Dennis Rogers.

CARRIED

D. MATTERS SUBJECT TO NOTICE

1. Application for Zoning By-law Amendment ZBA/15/2020 by Golden Acres Farms Inc. & 5021103 Ontario Inc. 1999 and 2011 Graham Sideroad; Part of Lot 6, Concession 2 ED Part 1 and 2, RP 12R 20174

R. Brown, Manager of Planning Services

i) Notice of Complete Application and Public Meeting: Zoning By-law Amendment, dated November 24, 2020;

ii) Report of R. Brown dated November 18, 2020;

iii) Proposed By-law 15-2020, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

Mr. Brown presented his Planning Report.

Comments from the Applicant/Applicant's agent:

Ms. Jackie Lassaline (Lassaline Planning Consultants) representing the Applicants, concurred with Mr. Brown's Planning report. She indicated this is a temporary situation and in future years Mr. Luis Chibante (Golden Acres Farms Inc.) intends to consolidate the parcel. For now, this proposed connecting link between the greenhouses provides for an efficient and effective operation and protects workers from exposure and snow allowing for walking back and forth from one operation to the other.

There were no questions or comments from the public.

680-2020

Moved By Councillor Laura Lucier

Seconded By Councillor Thomas Neufeld

That Council approves Zoning By-law Amendment Application ZBA/15/2020 to amend the zoning on the subject parcels from Agriculture, "A1" to a site-specific Agriculture, "A1-81" to consider both properties a single parcel for zoning purposes only and adopt the implementing by-law.

CARRIED

2. Application for Zoning By-law Amendment ZBA/17/2020 by ZBA/17/2020 by The Corporation of the Town of Kingsville; 1, 7 and 19 Park Lane, 13, 23, 25, 29, 35 and V/L Park Street and 317 Division St. S.

R. Brown, Manager of Planning Services

i) Notice of an Intention to Pass an Amending By-law to Remove a Holding Symbol, dated November 18, 2020;

ii) Report of R. Brown dated November 18, 2020;

iii) Proposed By-law 84-2020, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

Mr. Brown presented his Planning Report and recommendation.

There were no questions or comments.

681-2020

Moved By Councillor Thomas Neufeld

Seconded By Councillor Larry Patterson

That Council approves Zoning Amendment Application ZBA17/2020 to rezone the subject lands from Residential Zone 1 Urban – Holding, “R1.1-(h)” to Residential Zone 1 Urban, “R1.1” and adopt the implementing by-law.

CARRIED

3. Official Plan Five-Year Review – Adoption of Plan

R. Brown, Manager of Planning Services and Gregory Bender, Senior Project Manager, WSP Canada

i) Five-Year Official Plan Review; Notice of Meeting to Consider Adoption of the Town's Revised Official Plan, dated November 6, 2020;

ii) Report of R. Brown, dated November 27, 2020.

Mr. Brown presented the Planning Report, providing Council with an overview of the final version of the Official Plan resulting from the five-year review process.

Mr. Bender presented a PowerPoint presentation, providing background information, steps taken to date during this review process (including Council Meetings and Public Open Houses), and highlighting changes that have been incorporated into the Town's revised Official Plan. Councillor Gaffan asked whether the word 'affordable housing' can be referred to as 'affordable and attainable housing' in the Official Plan at this time in the process. Mr. Bender indicated that he has used the term 'attainable' and will review the same with the County before making those changes to ensure it conforms with existing County policies. Mr. Brown stated that that would be a small wording change, and there would be no need for additional public circulation because the intent is not to delete the term 'affordable' but to simply add reference to the commonly used term 'attainable' where it makes sense to do so.

There were no comments from the public.

682-2020

Moved By Councillor Kimberly DeYong

Seconded By Councillor Tony Gaffan

That Council adopts the Official Plan, based on the five-year review process, as presented and directs Administration to forward the plan to the County for final review and approval.

CARRIED

E. AMENDMENTS TO THE AGENDA

1. Mayor Santos noted the Addendum Agenda which added one Staff Report (G-7--D. Wolicki, Manager of Municipal Facilities and Property RE: Arena Ice).
2. Deputy Mayor Queen added one Unfinished Business item.
3. Councillor DeYong added one Announcement.

F. ADOPTION OF ACCOUNTS

1. **Town of Kingsville Accounts for the monthly period ended November 30, 2020 being TD cheque numbers 0074827 to 0075168 for a grand total of \$2,752,029.92.**

683-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council receives Town of Kingsville Accounts for the monthly period ended November 30, 2020 being TD cheque numbers 0074827 to 0075168 for a grand total of \$2,752,029.92.

CARRIED

G. STAFF REPORTS

1. **2021 Insurance Program – Award of Contract**

R. McLeod, Director of Financial Services

684-2020

Moved By Councillor Larry Patterson

Seconded By Councillor Kimberly DeYong

That Frank Cowan Company be appointed as the Town's insurance provider for the period beginning January 1, 2021, and that the Town;

- Increase the deductible for its Commercial General Liability policy from \$25,000 to \$50,000.

- Utilize Dave Rikley, FCIP, FRM as a local area sub-broker under the insurance agreement to provide Insurance and risk management assistance to the Town at no additional cost.

CARRIED

2. 2021 Municipal Budget – Executive Summary

R. McLeod, Director of Financial Services

685-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council receives the 2021 Draft Budget for deliberation on January 13th and 27th, 2021.

CARRIED

686-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council approves the transfer to reserves the amount of unspent tax dollars on 2020 capital projects for their completion in 2021.

CARRIED

687-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Administration be authorized to submit either the Upper Bowl trail paving at Lakeside Park or the Ridgeview Park walking trail paving to the Investing in Canada Infrastructure Program (ICIP) COVID-19 Stream, whichever Administration thinks is the better option.

CARRIED

3. Cottam Sanitary Lagoons – Capacity Increase

T. Del Greco, Manager of Engineering

688-2020

Moved By Councillor Kimberly DeYong

Seconded By Councillor Larry Patterson

That Council approves \$2,627,000 in the 2021 Capital Budget in order to facilitate increased sanitary treatment capacity at Cottam Lagoons;

And That Council directs Administration to provide Veolia Water Technologies with order confirmation of a nitrification system for the treatment of sanitary wastewater.

CARRIED

4. Report on OPP initiatives on theft and mischief

Police Services Board Chair N. Santos

689-2020

Moved By Councillor Thomas Neufeld

Seconded By Councillor Tony Gaffan

That Council receives the report on OPP initiatives that deal with mischief and theft for information.

CARRIED

5. Erie Shores Health Foundation Banner Project

S. Martinho, Manager of Public Works and Environmental Services

690-2020

Moved By Councillor Laura Lucier

Seconded By Councillor Tony Gaffan

That Council approves waiving the fees outlined in Kingsville's banner policy in support of the Erie Shores Health Foundation 'Care Happens Here' campaign.

CARRIED

6. Appointments to Management Committee of the Port of Kingsville

J. Astrologo, Director of Legislative Services

691-2020

Moved By Councillor Larry Patterson

Seconded By Councillor Kimberly DeYong

That Council adopts By-law 108-2020, being a By-law to appoint CAO John Norton and Mayor Nelson Santos to the Management Committee of the Port of Kingsville at this Regular Meeting.

CARRIED

7. Arena Ice--Verbal Report

D. Wolicki, Manager of Municipal Facilities and Property

Mr. Wolicki presented an operational cost analysis pertaining to the Kingsville Arena, presenting two scenarios amid the Windsor-Essex County region's current COVID-19 Level Grey "lockdown" status--one that the ice surface remains installed; and one where the ice is removed.

692-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council directs Administration to remove the ice surface (including proper close out of refrigeration system) at the Kingsville Arena in the interest of public health and safety.

CARRIED

H. BUSINESS/CORRESPONDENCE- ACTION REQUIRED

I. MINUTES OF THE PREVIOUS MEETINGS

1. Regular Meeting of Council--November 23, 2020

2. Regular Closed Session Meeting of Council--November 23, 2020

693-2020

Moved By Councillor Thomas Neufeld

Seconded By Councillor Tony Gaffan

That Council adopts Regular Meeting of Council Minutes dated November 23, 2020, and Regular Closed Session Meeting of Council Minutes dated November 23, 2020.

CARRIED

J. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. Kingsville Accessibility Advisory Committee - August 19, 2020 and October 8, 2020

694-2020

Moved By Councillor Larry Patterson

Seconded By Councillor Laura Lucier

That Council receives Kingsville Accessibility Advisory Committee Meeting Minutes dated August 19, 2020 and October 8, 2020.

CARRIED

2. Committee of Adjustment - October 20, 2020

695-2020

Moved By Councillor Kimberly DeYong

Seconded By Deputy Mayor Gord Queen

That Council receives Committee of Adjustment Meeting Minutes dated October 20, 2020.

CARRIED

3. Union Water Supply System Joint Board of Management - October 21, 2020

696-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council receives Union Water Supply System Joint Board of Management Meeting Minutes dated October 21, 2020.

CARRIED

4. Police Services Board - October 28, 2020

697-2020

Moved By Councillor Laura Lucier

Seconded By Councillor Larry Patterson

That Council receives Police Services Board Meeting Minutes dated October 28, 2020.

CARRIED

5. Parks Recreation Arts and Culture Committee - October 29, 2020

698-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council receives Parks, Recreation, Arts and Culture Committee Meeting Minutes dated October 29, 2020 together with Minutes of the following sub-committees: Migration Festival - September 15, 2020; Fantasy of Lights - August 25, 2020; Communities in Bloom - September 29, 2020; Highland Games - June 26, 2020.

CARRIED

Correction to Parks Recreation Arts and Culture Committee meeting minutes--
October 29, 2020

Councillor DeYong asked that the listing of Members in attendance be corrected to indicate that CAO Norton and Councillor DeYong (who attended to observe) are not appointed Members.

- K. BUSINESS CORRESPONDENCE - INFORMATIONAL**
- 1. City of Belleville--Correspondence dated November 10, 2020 re: Bill 218**
 - 2. City of Brantford--Correspondence dated November 12, 2020 RE: Bill 218--Ranked Ballots for Municipal Elections**
 - 3. Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020**
 - a. Municipality of Grey Highlands--Correspondence dated November 18, 2020**
 - b. Township of Essa--Correspondence dated November 19, 2020**
 - c. City of Quinte West--Correspondence dated November 19, 2020**
 - d. Town of Shelburne--Correspondence dated November 25, 2020**
 - e. Town of Mono--Correspondence dated November 25, 2020 RE: Schedule 6 of Bill 229-Open Letter to the Honourable Sylvia Jones, MPP for Dufferin-Caledon**
 - f. Town of Orangeville--Resolution 2020-426 passed December 7, 2020**
 - 4. Township of Howick--Correspondence dated November 19, 2020 RE: Resolution regarding amending the Tile Drain Loan Program**
 - 5. Town of Essex--Correspondence dated November 20, 2020 RE: Opposition to Further Amalgamation**
 - 6. Township of Amaranth--Correspondence received November 23, 2020 RE: Support of County of Wellington Aggregate Resource Property Valuation Resolution**
 - 7. Township of Huron-Kinloss--Correspondence dated November 23, 2020 RE: Municipal Insurance Policy**
 - 8. Municipality of Marmora and Lake--Correspondence dated November 25, 2020 RE: Council Resolution--Accessibility for Ontarians with Disabilities Act--Website Support**
 - 9. Region of Peel--Correspondence dated November 26, 2020 RE: Motion Regarding Property Tax Exemptions for Veteran Clubs**
 - 10. City of Hamilton--Correspondence dated November 24, 2020 RE: Cap on Gas Plant and Greenhouse Gas Pollution**

11. **City of Hamilton--Correspondence dated November 24, 2020 RE: Temporary Cap on Food Delivery Service Charges**
12. **Township of Howick--Correspondence dated December 3, 2020 RE: Resolution re amending the Tile Drainage Installation Act**
13. **Municipality of Southwest Middlesex--Correspondence dated December 7, 2020 RE: SWM Municipal Drainage and CN Rail Resolution**
14. **Double Diamond Group of Farms--Correspondence from Benji Mastronardi, Owner dated December 6, 2020**

699-2020

Moved By Councillor Tony Gaffan

Seconded By Councillor Laura Lucier

That Council receives Business Correspondence-Informational items 1 through 14.

CARRIED

700-2020

Moved By Councillor Tony Gaffan

Seconded By Councillor Kimberly DeYong

That Council supports Town of Essex Resolution R20-11-417 Re: Opposition to Further Amalgamation.

CARRIED

L. NOTICES OF MOTION

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

701-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That the end date of the West Side Collector Road Steering Committee, which currently ends at the end of 2020, be extended for ninety (90) days so that they may complete the tasks assigned that have been under discussion for decades.

At 10:15 p.m. there was a brief power outage, and this meeting continued through power supplied by the Town's standby generator. Mayor Santos called for a recess at 10:17 p.m. in order to resolve the technological issue as members G. Queen, L. Lucier, T. Gaffan and T. Neufeld attempted to reconnect.

The meeting resumed at 10:23 p.m. with all members in attendance.

Amendment:

702-2020

Moved By Councillor Laura Lucier

Seconded By Deputy Mayor Gord Queen

That the motion be amended to state that the Steering Committee be extended for 30 days, rather than 90 days.

CARRIED

Motion as Amended:

701-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That the end date of the West Side Collector Road Steering Committee, which currently ends at the end of 2020, be extended for thirty (30) days so that they may complete the tasks assigned that have been under discussion for decades.

CARRIED

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

703-2020

Moved By Councillor Laura Lucier

Seconded By Councillor Kimberly DeYong

WHEREAS excess light increases energy use, negatively impacts human health and the environment, and causes light pollution;

AND WHEREAS public sentiment indicates a desire for the return of Dark Skies to Kingsville;

AND WHEREAS the Municipality currently includes International Darksky Association (IDA) terminology in Site Plan Agreement language and other development documents.

NOW THEREFORE BE IT RESOLVED that the Town of Kingsville demonstrate leadership in Dark Sky Compliance by committing to reduce light pollution, light trespass, skyglow, and glare, and decrease excessive light levels within the Municipality by the following;

1. That the Municipality install and supply in any new installations or construction only Full Cut-off lighting that is fully Dark Sky Compliant in municipally owned lighting, including municipal buildings, parking lots, recreational facilities, and street lighting;
2. And Further that as Municipally owned luminaries and fixtures are replaced they are brought into Dark Sky Compliance as quickly as possible making every effort to reduce glare, light trespass, and sky glow;
3. And Further that private development, through Site Plan Agreements and the Development Manual or other methods, be required to install only Full Cut-off Dark Sky Compliant street lighting for lighting of all future municipal roads;
4. And Further that Administration bring forward a By-law regarding Outdoor Illumination By-Law encompassing best practices as utilized in other municipalities. This By-law to be brought forward to Council for consideration on or before June 30, 2021.

CARRIED

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

Councillor Gaffan, having declared an interest refrained from discussion.

704-2020

Moved By Councillor Kimberly DeYong

Seconded By Councillor Larry Patterson

Attention: Premier Doug Ford

WHEREAS the health and safety of Ontarians is the number one priority and health is a state of physical, mental and social well-being, not merely the absence of disease;

AND WHEREAS many businesses rely on the holiday season for their financial strength and whereby these businesses have faced unprecedented difficult times throughout 2020 due to the COVID-19 pandemic restrictions;

AND WHEREAS closing our small local businesses during the holiday season means many will not survive and business owners and their employees will lose their livelihoods;

AND WHEREAS the Town of Kingsville's commercial businesses are predominately made up of small independently owned businesses and closing them will force residents to travel out of town into larger crowds increasing their exposure to COVID-19;

AND WHEREAS our small independent businesses have every reason to keep customers safe and are able to ensure limited capacity, customer contact tracing and disinfecting in-between customers and may be able to offer curb-side and delivery.

NOW THEREFORE BE IT RESOLVED that the Town of Kingsville calls upon the Premier of Ontario, Doug Ford, as well as the Ontario cabinet and Health officials, to protect the health of Ontarians and our small businesses by allowing them to remain open to in-store sales and service with limited capacity and increased safety measures;

AND THAT this resolution be forwarded to: All Ontario municipalities; Minister of Economic Development, Job Creation and Trade Hon. Victor Fedeli; Associate Minister of Small Business and Red Tape Reduction Hon Prabmeet Singh Sarkaria; Minister of Health Hon. Christine Elliott; Minister of Finance Hon. Rod Phillips; Associate Minister of Mental Health and Addictions Hon. Michael A. Tibollo; MPP Taras Natyshak; the Windsor-Essex County Health Unit Board of Health and the Windsor-Essex County Health Unit Medical Officer of Health Dr. Wajid Ahmed.

CARRIED

M. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

Deputy Mayor Queen inquired about an agreement that was to be placed on the Agenda in connection with the Lions Club. Mr. Norton advised that it has been arranged that the Town will receive the Lions Club donations before the end of the year, tax receipts will be issued, and the funds will be held in trust. He explained that Administration will then bring the report to Council in January.

Administration did not want to rush the process, and wanted to do the proper legal work. Deputy Mayor Queen thanked Mr. Norton for the update.

Ms. DeYong withdrew her announcement and, having in mind the brief power outage that occurred earlier, reminded residents that when they experience a power outage they should immediately report the outage to their hydro provider.

Mayor Santos commented that as this is the last meeting of 2020 he hopes everyone enjoys the holiday season.

N. BYLAWS

1. By-law 84-2020

705-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council reads By-law 85-2020, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (1, 7 and 19 Park Lane, 13, 23, 25, 29, 35 and V/L Park St. and 317 Division St. South; ZBA/17/2020) a first, second and third and final time.

CARRIED

2. By-law 105-2020

706-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council reads By-law 105-2020, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (1, 7 and 19 Park Lane, 13, 23, 25, 29, 35 and V/L Park St. and 317 Division St. South; ZBA/17/2020) a first, second and third and final time.

CARRIED

3. By-law 107-2020

707-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council reads By-law 107-2020, 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 Committee, a first, second and third and final time.

CARRIED

4. By-law 108-2020

708-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council reads By-law 108-2020, being a by-law to appoint members and individuals to the Port of Kingsville Management Committee a first, second and third and final time.

CARRIED

O. CONFIRMATORY BY-LAW

1. By-law 109-2020

709-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council reads By-law 109-2020, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its December 14, 2020 Regular Meeting a first, second and third and final time.

CARRIED

P. ADJOURNMENT

710-2020

Moved By Councillor Larry Patterson

Seconded By Councillor Thomas Neufeld

That Council adjourns this Regular Meeting at 10:51 p.m.

CARRIED



MINUTES

WEST SIDE COLLECTOR ROAD STEERING COMMITTEE MEETING
FRIDAY, AUGUST 14, 2020 @ 1:00 P.M.
Via Zoom

A. CALL TO ORDER

Mayor Nelson Santos called the Meeting to order at 1:05 p.m. with the following persons in virtual attendance:

Committee Members:

Mayor Nelson Santos
Councillor Laura Lucier (1:23 p.m.)
Councillor Larry Patterson

Members of Administration:

Dir. of Municipal Services - Andrew Plancke
Manager of Planning - Robert Brown
Dir. of Finance - Ryan McLeod
Deputy Clerk, Administrative Services – R. Baines

External Resources:

Cindy Prince - Amico
Robert Filipov – Amico
Gudrin Beggs - Amico

B. DISCLOSURE OF PECUNIARY INTEREST

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

1. Nomination and election of Chairperson

Administration opened nominations for the position of Chairperson. Nelson Santos was nominated and was acclaimed as Chairperson for the West Side Collector Road Steering Committee.

01-2020 Moved by Larry Patterson, seconded by Robert Brown that the Chairperson for the West Side Collector Road Steering Committee is Nelson Santos

CARRIED

C. NEW BUSINESS

1. Introductions

Each member took a moment to introduce themselves.

2. Official Plan Roadway Descriptions / Classifications

Ms. Prince provided an overview of the official plan roadway descriptions for arterial, collector and local roads, and mapping. Additional policies within section 6.1 of the official plan were also reviewed.

Members agreed that a collector road would address current traffic flow concerns and would be a welcome addition to the community. The west end of Kingsville will be the area for future development.

3. West Side Collector Road: Present Opportunity

Ms. Prince identified that there is a residential development in the early stages of planning that could incorporate a collector road.

4. Current Land Ownership

Ms. Prince provided an overview of the current land ownerships in the potential collector road area.

5. Estimated Project Construction Cost

Ms. Prince provided a breakdown of the estimated construction costs. The cost presented excluded construction of watermain from Road 2 to County Road 20 as it is a project listed within the current Development Charge Study.

Ms. Lucier entered the meeting at 1:23 p.m.

6. Implementation Strategy / Proposed Cost Recovery

Members discussed implementation strategy and outlined the following items to be completed:

- Incorporating the proposed road into the Official Plan Review currently underway
- Proposed collector road as a Development Charges project. This would have to be spread out over several years.
- Addendum to Transportation Master Plan. Members identified that the current plan is up for renewal and that the timing is right to include this, or have as a separate study.



MINUTES

7. Review of Potential Concepts

Members reviewed and discussed two potential concept drawings presented by Ms. Prince. Members were asked to make a collective decision on the path of the collector road and concurred that slide one would be a better choice.

8. Next Steps for Upcoming Meeting

Items for councilors:

- Present options to Council

Items for Town Administration:

- Mr. Brown to have discussion with County Planner

Items for Amico staff:

- Approach property owner to discuss portion of property needed for collector road

D. NEXT MEETING DATES

- Thursday August 20, 2020 at 10:00 am
- Thursday August 27, 2020 at 10:00 am
- Thursday September 3, 2020 at 10:00 am

E. ADJOURNMENT

02-2020 Moved by Larry Patterson, seconded by Ryan McLeod to adjourn this meeting at 2:21 p.m.

CARRIED

CHAIRPERSON, Nelson Santos

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



MINUTES

**WEST SIDE COLLECTOR ROAD STEERING COMMITTEE MEETING
THURSDAY, AUGUST 20, 2020 @ 10:00 A.M.
Via Zoom**

A. CALL TO ORDER

Administration called the Meeting to order at 10:00 a.m. with the following persons in virtual attendance:

Committee Members:

Mayor Nelson Santos (10:11 am)
Councillor Laura Lucier
Councillor Larry Patterson

Member of Administration:

Dir. of Municipal Services - Andrew Plancke
Manager of Planning - Robert Brown
Dir. of Finance - Ryan McLeod
Municipal Services Mngr - Tim DelGreco
Deputy Clerk, Admin Services – R. Baines

External Resources:

Amico - Cindy Prince
Amico - Robert Filipov

B. DISCLOSURE OF PECUNIARY INTEREST

Committee members were reminded 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. NEW BUSINESS

1. Confirmation of Need for the Road

Ms. Prince provided an overview of the existing arterial roads and the need for a new west side collector road. Certain roads identified were not initially designed as collector roads but have been functioning as collector roads and thus reasons for resident complaints. This is a good opportunity for a collector road to facilitate future development and to address existing traffic flow concerns.

2. Items from Last Meeting

Members reviewed the map identifying current land ownership in the area of the preferred collector road location.

Ms. Prince provided an update to committee members on recent discussions with one of the landowners.

Mr. Brown indicated that he tried to contact the County Planner but she was on vacation. He will provide the committee with an update when the County Planner is back in the office.

3. High Level Cost Estimate

Ms. Prince provided a high level cost estimate overview regarding land and construction. It was noted that with new anticipated housing units comes additional development charges and taxes for the Town.

There was discussion on recouping costs, traffic study, collector road alignment, new watermain and development charges. Ms. Prince fielded questions from committee members.

4. What Needs to be Done

If Council decides that it would like to proceed with project, then the following are needed:

- Inclusion in the Official Plan via review currently underway (R. Brown)
- Amendment to the Development Charges By-law (R. McLeod)
- Addendum to the Transportation Master Plan (A. Plancke)
- Finalize detailed design (R. Filipov)
- Draft report for Council (all)

Discussion ensued regarding property values, expropriation and design options.

5. Discussion Regarding Council Report Preparation

Members decided that there would be co-authoring on the council report.



MINUTES

6. Next Steps for Upcoming Meeting

Item for Amico staff:

- new map showing road superimposed over landowners properties

After much discussion, it was determined that landowners in the collector road area will be invited to a briefing before the next scheduled committee meeting in order to keep the lines of communication open.

Ms. Prince and Mr. Filipov left meeting at 10:45 am.

Committee members further discussed the potential collector road project and options.

D. NEXT MEETING DATES

- Thursday August 27, 2020 at 1:00 pm
- Thursday September 3, 2020 at 10:00 am

E. ADJOURNMENT

04-2020 Moved by Laura, seconded by Larry to adjourn this meeting at 11:23 a.m.

CARRIED

CHAIRPERSON, Nelson Santos

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



MINUTES

**WEST SIDE COLLECTOR ROAD STEERING COMMITTEE MEETING
THURSDAY, DECEMBER 10, 2020 @ 2:00 P.M.
Via Zoom**

A. CALL TO ORDER

Administration called the Meeting to order at 2:00 p.m. with the following persons in virtual attendance:

Committee Members:

Mayor Nelson Santos
Councillor Laura Lucier
Councillor Larry Patterson

Member of Administration:

CAO – John Norton
Dir. of Municipal Services - Andrew Plancke
Manager of Planning - Robert Brown
Dir. of Finance - Ryan McLeod
Deputy Clerk, Admin Services – R. Baines

B. DISCLOSURE OF PECUNIARY INTEREST

Committee members were reminded that any declaration is to made prior to each item being discussed and to identify the nature of the conflict, if any, as the agenda items come forward. There were none.

C. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- 1. Adoption of West Side Collector Road Steering Committee Minutes – held on August 14, 2020 and August 20, 2020**

05-2020

Moved by Laura Lucier, seconded by Larry Patterson adopt the West Side Collector Road Steering Committee meeting minutes held on August 14, 2020 and August 20, 2020 via Zoom.

CARRIED



MINUTES

D. NEW BUSINESS

1. AMICO correspondence dated November 25, 2020 re: project costs

Members reviewed the correspondence from AMICO dated November 25, 2020. Discussion ensued regarding concept drawings, project costs, and collector road options.

06-2020 Moved by Laura Lucier, seconded by Larry Patterson to receive the correspondence by Amico dated November 25, 2020

CARRIED

2. Administration Summary of Stakeholders/Affected Landowner consultations

A summary was provided regarding stakeholders and affected landowner consultations. Members were advised of landowners who were in support of the collector road concept. Discussion on next steps ensued.

E. NEXT MEETING DATE

Members discussed the goal of the next meeting. All members agreed that they should meet with Amico before presenting a report to Council.

07-2020 Moved by Laura Lucier, seconded by Larry Patterson to support the preferred west side collector road alignment and to communicate this plan to the affected landowners before presenting to council

CARRIED

Next meeting will take place on Thursday December 17, 2020 at 10:30 am.

F. ADJOURNMENT

08-2020 Moved by Larry Patterson, seconded by Ryan McLeod to adjourn this meeting at 3:07 p.m.

CARRIED



MINUTES

CHAIRPERSON, Nelson Santos

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



COMMITTEE MINUTES

**KINGSVILLE BIA
NOVEMBER 10, 2020 @ 6:16 P.M.
Carnegie Arts & Visitor Centre, 28 Division St. S, Kingsville**

A. CALL TO ORDER

Beth Riddiford called the Meeting to order at 6:16 p.m. with the following Members in attendance:

MEMBERS OF BIA BOARD:

Beth Riddiford
Councilor Tony Gaffan
Councilor Laura Lucier
Heather Brown
Roberta Weston
Trevor Loop
Amanda Everaert
Dave Debergh
Maria Edwards
Izabel Muzzin

MEMBERS OF ADMINISTRATION:

Christina Bedal

Absent: Jason Martin

Guests: NONE

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

NONE

D. AMENDMENTS TO THE AGENDA

NONE

E. ADOPTION OF ACCOUNTS

1. **BIA Accounts** – RE: Budget actuals ending OCTOBER 2020



COMMITTEE MINUTES

BIA-199-2020 Moved by Tony Gaffan, seconded by Izabela Muzzin to receive the accounts ending OCTOBER 2020

CARRIED

F. STAFF REPORTS

- 1. BIA COORDINATOR PRESENTED HER REPORT- Communities in Bloom Meeting update, administrative duties updates, membership support and communications updates, BIA Dollar contest and upcoming program, brick orders, holiday preparations discussed.
- 2. TONY GAFFAN PRESENTED HIS REPORT – Updated pickle ball courts, nuisance by law and new deputy fire chief.
- 3. EDDK REPORT – Updated gift card promotion starting, burger month is in place, looking for new marketing ideas and they are working with TWEPI.

G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

- 1. ASSOCIATE MEMBER APPLICATION COMMUNICATION from Pretzel Central request date November 2020 RE: Seeking Approval

BIA-200-2020 Moved by Roberta Weston, seconded by Roberta Weston to approve Tier 2 Membership.

H. MINUTES OF THE PREVIOUS MEETING

- 1. Kingsville BIA Committee Meeting Minutes—October 14, 2020

BIA-201-2020 Moved by Laura Lucier, seconded by Maria Edwards to receive the minutes of the Kingsville BIA Meeting dated October 14, 2020

CARRIED

I. NEW AND UNFINISHED BUSINESS

1. ERIE SHORES GALA – a request for donations may be sent to the coordinator which will be forwarded to the membership.
2. BIA DOLLAR PROGRAM PLANNING – November 14th will be the sell date and preparations are in place.
3. ANNUAL HOLIDAY GIVEAWAY CONTEST- This is going to 12 Days of Christmas giveaway this year.

BIA-202-2020 Moved by Roberta Weston, seconded by Izabela Muzzin to use \$600 to fund prizes for 12 Days of Christmas contest.

CARRIED

4. VIRTUAL GIFT CARD CAMPAIGN-

BIA-203-2020 Moved by Heather Brown, seconded by Tony Gaffan to move forward with Virtual Gift Card Campaign.

CARRIED

5. VIRTUAL GIFT GUIDE CAMPAIGN-

BIA-204-2020 Moved by Roberta Weston, seconded by Laura Lucier to move forward with Virtual Gift Guide Campaign.

CARRIED

6. COMPLIMENTARY GIFT WRAPPING CAMPAIGN-

BIA-205-2020 Moved by Roberta Weston, seconded by Tony Gaffan to move to allocate up to \$500 for the gift wrapping campaign.

CARRIED

7. CO-OP STUDENT AND VOLUNTEER – a volunteer has begun helping the coordinator once a week.



COMMITTEE MINUTES

8. HOLIDAY CHEER PROGRAM – discussed the need to plan for more holiday décor in 2021.
9. BIA EMAIL ALTERNATIVE – coordinator to look for options for new email address due to mail delivery issues with current provider.

ADDITIONAL ITEMS:

None.

J. NEXT MEETING DATE

The next meeting of the Committee will be held on Tuesday, December 8th, 2020 at 6:15 PM via zoom.

K. ADJOURNMENT

The meeting adjourned 7:38 pm.

CHAIR, Beth Riddiford

**RECORDING SECRETARY,
Christina Bedal**



**JOINT BOARD OF
MANAGEMENT**
Tuesday, November 17, 2020
9:00 AM
Virtually in Zoom

MINUTES

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

Members Absent: Councillor Dunn - Leamington

Staff Present: Kevin Girard - Essex
John Norton, Andrew Plancke, Shaun Martinho - Kingsville
Albert Dionne - Lakeshore
Shannon Belleau, Nelson Carvalho - Leamington

**OCWA Staff
Present:** Dale Dillen, Ken Penney

Call to Order: 9:01 am

Disclosures of Pecuniary Interest: none

Adoption of Board Minutes:

No. UW-52-20

Moved by: Councillor Hammond

Seconded by: Deputy Mayor Verbeke

That Minutes of the UWSS Joint Board of Management meeting of Wednesday, October 21, 2020 be received.

Carried

Business Arising Out of the Minutes:

There was none.

Report UW/28/20 dated November 13, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to November 13, 2020

The Manager takes a moment to recognize Councillor Jacobs, who recently passed away unexpectedly. He appreciated Councillor Jacobs long term work with the UWSS Board, as well as his humour. He will be missed.

The Manager reviews his report with board members and notes a much shorter agenda this month, as last month's agenda was heavy. He notes that DiMenna Excavating has completed the pond cleanout at the Low Lift. The high water levels contributed to the need for the cleanout.

The SCADA project is finally complete and working well. The Operations Staff is going through a deficiencies list, which will take about six (6) months. This project has been a challenge to staff with a lot of changes and challenges to work through as well as steep learning curves. The staff are happy that this project is now complete.

The new security system is scheduled to be completed in the next week or so. Unfortunately there was an issue with the integration of the new SCADA system sharing the same communication system as the new security system. This has been corrected as the Manager did not want both systems on the same communication system for security reasons. The hardware has been installed for this project.

The Manager indicates that the UWSS WTP front area improvements including the parking lot expansion have been delayed until the Spring of 2021. At this point in the year the asphalt season has come to an end, therefore this project will be tendered in the early Winter and the work completed in the Spring. He also notes that the Road Use Agreement required by the County was not yet in place.

The Manager reminds the members of the board that he working with Associated Engineering (AE) regarding the DAF project for Clarifier No. 2. He notes that a site visit has been completed. Napier-Reid attended the site and brought with them some interesting equipment to demonstrate to staff. This tender package is expected to be completed early in 2021, with construction set to begin in October 2021, once the lower flows can be experienced at the WTP.

Construction for the new lab is underway. The walls have been erected and electrical work is being completed by OCWA staff this week. OCWA and UWSS are working in conjunction to source some of the equipment needed. The hope is to have this space operational by the end of January 2021. There will be space to allow for the technicians as well as the sampling staff.

The Manager informs the Board of a few smaller items including that the new CO2 system is having walls erected around it, because it can be noisy at times. The softstart for pump #8 was failing, therefore, a new one has been purchased and should be installed by the end of November. A flow meter for clarifier #1 has been purchased, with installation scheduled to be completed by the end of the week. A new awning has been installed by Suntailored Awnings over the emergency shower near the chlorine building.

The Manager informs the Board that correspondence was sent to all four (4) CAOs regarding the allocation of the remaining UWSS treatment capacity. At this point he has not received feedback from all four (4) municipalities. He is waiting to receive all feedback prior to making a recommendation to the Board. In the meantime it might be prudent to hold off on any new applications.

Finally, he notes that flows continue to trend upwards.

The Chair asks the Manager if there is a hold up at the County level regarding the easement that members could assist with. The Manager notes that the delays are experienced by all three (3) parties, mostly related to COVID-19.

Deputy Mayor Verbeke asks if the Manager can acknowledge which municipalities have responded to his letter. The Manager notes that he has received information from Kingsville, partial information from Leamington has been received, and there has been a discussion with Lakeshore.

There is a discussion regarding the timing of a possible motion from the Board regarding the allocation of water. Deputy Mayor Queen suggests UWSS should put a motion in place, however, the Manager asks that the Board allow more time for municipalities to respond. He proposes bringing information back at the December meeting.

No. UW-53-20

Moved by: Councillor Tiessen

Seconded by: Councillor VanderDoelen

That report UW/28/20 dated November 13, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to November 13, 2020 is received.

Carried (UW/28/20)

Report UW/29/20 dated November 13, 2020 re: Payments from October to November 13, 2020

No. UW-54-20

Moved by: Councillor Patterson

Seconded by: Councillor Walstedt

That report UW/29/20 dated November 13, 2020 re: Payments from October to November 13, 2020 is received.

Carried (UW/29/20)

New Business

The Manager indicates that he doesn't often like to speak about himself, but wanted the Board to know that he has been appointed to the position of President of the Canadian Water and Wastewater Association for the next term ending on November 2021. This position will bring notice of our area to the rest of Canada.

The Chair congratulates the Manager on behalf of the entire Board and notes that this Board is proud of this accomplishment and shows how well respected the Manager is within the water community.

Adjournment:

No. UW-55-20

Moved by: Mayor Santos

Seconded by: Deputy Mayor Queen

That the meeting adjourn at 9:23

Carried

Date of Next Meeting: Wednesday, December 16th, 2020, in zoom

/kmj



COMMITTEE MINUTES

**COMMITTEE OF ADJUSTMENT
OCTOBER 20, 2020 @ 6:00 p.m.
ELECTRONIC PARTICIPATION – Via Zoom**

A. CALL TO ORDER

Chairperson Thomas Neufeld called the Meeting to order at 6:03 p.m. with the following persons in virtual attendance:

MEMBERS OF COMMITTEE OF ADJUSTMENT:

Councillor Thomas Neufeld
Deputy Mayor Gord Queen
Allison Vilardi
Shannon Olson
Russell Horrocks

MEMBERS OF ADMINISTRATION:

Town Planner, Kristina Brcic
Administration, Stephanie Coussens

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. MINUTES OF THE PREVIOUS MEETING

1. ADOPTION OF COMMITTEE OF ADJUSTMENT MEETING MINUTES DATED SEPTEMBER 22ND, 2020.

CA-43-2020

Moved by Gord Queen, seconded by Shannon Olson that the Committee of Adjustment Meeting Minutes dated September 22nd, 2020 be adopted.

CARRIED

D. HEARINGS

1. B / 08 / 20 – V/L County Rd 14 – Giuseppe QUADRINI

Town Planner, Kristina Brcic introduced the Consent application and reviewed her report dated, October 14th, 2020 which provides details regarding the requested consent to sever and convey lands from V/L County Rd 14 as lot additions to eleven (11) abutting parcels, in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands located on the north side of County Road 14, just east of County Rd 27 E. The subject parcel is designated 'Agriculture' by the Official Plan and is zoned 'Agricultural (A1)' under the Kingsville Comprehensive Zoning By-law.

The subject parcel is approximately 11.5 ha (28.36 ac.) vacant farm land. It is proposed that a portion of land totalling 0.26 ha / 0.634 ac.) be severed and conveyed as individual lot additions to eleven (11) abutting residential lots (222, 224, 226, 228, 232, 234, 236, 238, 240 County Rd 27 E & 11 and 13 County Rd 14) for the purpose of adding land area for amenity and other uses as may be required. The proposed lot additions are shown as Parts 1-11 on the applicant's sketch. The retained farm parcel will have a resultant lot area of approximately 11.24 ha (27.7 ac.).

There is currently a shared water line coming from County Rd 27 E that supplies 11 & 13 County Rd 14. This was established prior to installation of a water line on County Road 14. There is no formal easement for ongoing access to and maintenance of this water line and best practise is that each lot have its own dedicated water service. Municipal Services has indicated that it is willing to install new water connection at the road for both 11 and 13 County Road 14 to correct this issue at the Town's expense. Connection from the road to reconnect 11 and 13 will be the responsibility of the property owner.

When the lots abutting the subject property were created, a drain was installed along the back of the properties for storm drainage for these houses. As a result of the lot addition lands, this drain will now be located within each individual owner's rear yards. Permanent easements were never established and to ensure the ability and proper maintenance of the drain, it is recommended to have an easement put in place as a condition of the consent.

The applicant Giuseppe QUADRINI was in attendance.

Chairperson, Thomas Neufeld asked if there were any comments or questions from the committee, applicant or the public.

Resident Thomas Pyper, 13 County Rd 14 E, regarding Condition #20 *That the owners of 11 and 13 County Rd 14 make application for new water services to the satisfaction of the Town.* The condition doesn't state that there is no cost associated. Town Planner, Kristina Brcic confirmed that there will not be cost associated with the application for a new water service. Mr. Pyper asked if the connection needs to be completed within the one year to ensure that the consent application doesn't laps. Mr. Pyper asked how long will it take for Municipal Services to install the water services? Ms. Brcic noted that this condition was requested by Municipal Services, she is not sure of the time frame.

Committee member Allison Vilardi, asked with respect to the water line, does it affect any of the other consents, if the waterline is not complete. Town Planner, Kristina Brcic would like to see all the lots completed at the same time, the application is required to be submitted for the new water service. If the water line is not installed within the one year it will not affect the consent.

Resident Starre Miller, 15 County Rd 14 E asked about the drain and easement. What would she do if there is a problem and they need to fix it, if we don't own the property. Town Planner Kristina Brcic explained that the easement allows entrance onto the property to perform maintenance. Ms. Miller asked if there is a condition that no one can build over the easement. Ms. Brcic explained that it is a private drain on private property, it is good practice to not build on top of it. Manager of Planning Services, Robert Brown explained that the wording of the easement that will be registered on the deed of the property will restrict permanent construction on that easement.

The subject parcel has two separate drains, one along County Road 27 and one along County Road 14

Resident Lawrence Bos, 11 County Rd 14 E requested that Condition #20 *That the owners of 11 and 13 County Rd 14 make application for new water services to the satisfaction of the Town* be removed from the list of conditions. Mr. Bos feels his waterline should be considered legal non-conforming. Mr. Bos feels this waterline has nothing to do with the land being conveyed. Mr. Bos noted that he was not made aware of this condition until Friday October 16th via email; Mr. Bos feels that he should have been given more notice so he could consider his options. The Manager of Planning Services, Robert Brown agrees that up until now there has not been a problem. Mr. Brown explained that the water line crosses over the property lines at 220 & 222 County Rd 27. Now that the town is aware of the issue we would like to rectify it. If anything were to happen to the water line currently feeding 11 and 13 County Rd 14, the owners would be left with no access to potable water, as they do not have an Easement registered on the deeds to grant them access to the properties at 220 & 222 County Rd 27.

Resident Matthew Miller, 222 County Rd 27, asked if the owners of 11 and 13 County Rd 14 don't make application for the water service within the one year, would that hold up the consent being finalized. Town Planner, Kristina Brcic explained that the hope is to get the consent finalized all together, ensure that the property lines are not jagged, but a straight line.

Committee member Shannon Olson, asked if an easement could be established on 220 & 222 County Rd 27. Is this something that could be grandfather in? Mr. Olson would not appreciate being put in this situation if he was the property owner. Manager of Planning Services, Robert Brown, reminded the committee of the possibility that the waterline needs repairs. This situation needs to be corrected, either by easement, or the new water service connection. The Town is offering to absorb the cost of bringing the waterline under County Rd 14 to the front of the property lines at 11 and 13 County Rd 14. We are only asking for the homeowners to make application. The homeowners would only be responsible to pay for the connection to be made on the private side. Mr. Olson asked if it were not for this

application would this offer have been presented. Mr. Brown explained that it was brought to light because of this application, and now that we are aware we need to rectify it. Mr. Brown explained that the condition was written specifically to read that the owners make application for a new water service. Municipal Service will provide the new water services at the road for 11 and 13 Cty. Rd 14 at the Town's expense. Connection from the road to reconnect each property will be the individual lot owner's responsibility.

Mr. Bos, now understands the requirements and is okay with the condition, he will apply for the water service now that he understands there is no fee associated with the application.

Chairperson, Thomas Neufeld confirmed there were no other comments or questions from the committee, applicant or the public.

CA-44-2020

Moved by Gord Queen, seconded by Shannon Olson that Consent application B/08/20 to sever and convey eleven (11) portions of land, shown on the applicant's sketch a Parts 1 to 11, from the lands known as V/L County Rd 14 (P.I.N. 75155-0042), to the abutting residential parcels, known as 222, 224, 226, 228, 232, 234, 236, 238, 240 County Rd 27 E and 11 and 13 County Rd 14 as lot additions, together with a mutual easement for access to and maintenance of the existing subsurface drainage outlet located on Parts 1 to 11; be **APPROVED** subject to the following conditions:

1. That the lot additions to be severed, shown on the applicant's sketch as Part 1, be conveyed to the owner of the abutting parcel (240 County Rd 27 E – P.I.N. 75115-0043) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.
2. That the lot additions to be severed, shown on the applicant's sketch as Part 2, be conveyed to the owner of the abutting parcel (238 County Rd 27 E – P.I.N. 75115-0044) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.
3. That the lot additions to be severed, shown on the applicant's sketch as Part 3, be conveyed to the owner of the abutting parcel (236 County Rd 27 E – P.I.N. 75115-0045) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.
4. That the lot additions to be severed, shown on the applicant's sketch as Part 4, be conveyed to the owner of the abutting parcel (234 County Rd 27 E – P.I.N. 75115-0046) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.
5. That the lot additions to be severed, shown on the applicant's sketch as Part 5, be conveyed to the owner of the abutting parcel (228 County Rd 27 E – P.I.N. 75115-

0048) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.

6. That the lot additions to be severed, shown on the applicant's sketch as Part 6, be conveyed to the owner of the abutting parcel (226 County Rd 27 E – P.I.N. 75115-0049) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.
7. That the lot additions to be severed, shown on the applicant's sketch as Part 7, be conveyed to the owner of the abutting parcel (224 County Rd 27 E – P.I.N. 75115-0050) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.
8. That the lot additions to be severed, shown on the applicant's sketch as Part 8, be conveyed to the owner of the abutting parcel (222 County Rd 27 E – P.I.N. 75115-0051) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.
9. That the lot additions to be severed, shown on the applicant's sketch as Part 9, be conveyed to the owner of the abutting parcel (232 County Rd 27 E – P.I.N. 75115-0047) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.
10. That the lot additions to be severed, shown on the applicant's sketch as Part 10, be conveyed to the owner of the abutting parcel (11 County Rd 14 – P.I.N. 75115-0054) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.
11. That the lot additions to be severed, shown on the applicant's sketch as Part 11, be conveyed to the owner of the abutting parcel (13 County Rd 14 – P.I.N. 75115-0000) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.
12. That a reference plan be deposited in the registry office, ***both an electronic and paper*** copy of the registered plan is to be provided for the files of the Secretary-Treasurer.
13. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality.
14. That the owner shall provide that all municipal taxes be paid in full.
15. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary

sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.

16. That any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act be paid in full.
17. That the necessary deed(s), transfers or charges be **submitted in triplicate**; signed and fully executed (**no photocopies**), including a copy of the reference plan, prior to certification.
18. That the applicant make application for a zoning by-law amendment to rezone the lot addition lands to Rural Residential, RR.
19. That any necessary drainage reapportionments be undertaken.
20. That the owners of 11 and 13 County Rd 14 make application for new water services to the satisfaction of the Town.
21. That the applicant make application for the establishment of a permanent easement over 232 County Rd 27 E for access to and maintenance of the existing subsurface drainage line servicing the affected lot addition lands.
22. The conditions imposed above shall be fulfilled by **October 20, 2021** or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

CARRIED

2. A / 11 / 20 – 1719 Road 4 E – Jacob PETERS

Town Planner, Kristina Brcic introduced the Minor Variance application and reviewed her report dated, October 9th, 2020 which provides details regarding the requested minor variance to increase the accessory structure height to allow for the construction of a pole barn on lands known as 1719 Road 4 E (County Rd 18), in the Town of Kingsville.

The subject land is a 0.87 ha (2.14 ac.) rural residential lot with a single detached dwelling. The owners would like to build a pole barn (Appendix B) in the rear yard. Since the proposed pole barn would be 6 m (19.7 ft.) in height, relief is being requested from the Town of Kingsville Zoning By-law Accessory Buildings and Structures Section 4.2 h) where the maximum permitted height is 5m (16.4 ft.). All other zone performance standards are met.

The applicant's agent, Frank Peters was in attendance.

Chairperson, Thomas Neufeld asked if there were any comments or questions from the committee, applicant or the public.

The applicant's agent, Frank Peters, wanted to make the committee aware that the neighbouring property to the East has a pole barn 6m high, and the Telus cell tower on another abutting property. This pole barn will fit in with what is existing.

Chairperson, Thomas Neufeld confirmed there were no comments or questions from the committee, applicant or the public.

CA-45-2020

Moved by Russell Horrocks, seconded by Allison Vilardi that Minor Variance application A/11/20 pertaining to the lands known as 1719 Road 4 E (County Rd 18) to increase the maximum accessory building height from 5m (16.4 ft.) to 6 m (19.7 ft.) for the construction of a new pole barn, be **APPROVED** subject to the following:

- i) that any new construction comply with all other applicable provisions of the By-law;

CARRIED

3. A / 12 / 20 – 187 Queen St – 1552843 Ontario Ltd. / O/A Noah Homes

Town Planner, Kristina Brcic introduced the minor variance application and reviewed her report dated, October 13th, 2020 which provides details regarding the requested minor variance to decrease the exterior side yard and rear yard setbacks for the construction of a new home on lands known as 187 Queen St, in the Town of Kingsville.

The subject land is a vacant 416.2 sq. m (4,480 sq. ft.) residential lot. The subject parcel is the result of a severance completed in 2019 under file B/20/19. As a result of the severance, the applicants were granted a minor variance for a reduced lot size, under file A/08/19. Presently, the applicant would like to build a new 143.5 sq. m (1,545 sq. ft.) home for the prospective purchasers.

Relief is being requested from the exterior side yard and rear yard requirements of the Town of Kingsville Zoning By-law 'Residential Zone 1 Urban (R1.1)' zone. The requested reduction would include the exterior side yard from 4.5 m (15 ft.) to 3 m (10 ft.) and a reduction of the rear yard from 7.5 m (25 ft.) to 6 m (19.68 ft.). The proposed dwelling will have a lot coverage of 34.5%, as per the site plan attached, the permitted limit is 40%. This will also allow for the potential building of a small accessory building in the future. All other provisions of the by-law will be met.

The applicant, Walter Branco was in attendance.

Chairperson, Thomas Neufeld asked if there were any comments or questions from the committee, applicant or the public.

Committee member Allison Vilardi; asked where the lot is fronting? Town Planner, Kristina Brcic confirmed the property will be fronting onto Queen Street.

Deputy Mayor Gord Queen, noted that the lot to the East of this property is double the size. When the Committee of Adjustment created the smaller lot in 2019, Mr. Queen was hopeful that they would not see this parcel again for a minor variance. Mr. Queen feels like we are jamming houses in like they do in Windsor, and he is not in support of that.

Committee member Shannon Olson, agrees with Mr. Queen in not supporting a second variance on this property.

The applicant, Mr. Walter Branco, explained that lot coverage is not at the maximum, only at 34.5%. Mr. Branco recognized that the lot is unique in size. Committee member Allison Vilardi asked the applicant if this project is able to move forward without this minor variance. Mr. Branco explained that the lot is 2,400 sq. ft., with a maximum lot coverage of 40% is 1600sq feet. Without the minor variance they could only build a 1,100 sq. ft. and only be at 30%. Ms. Vilardi asked if the applicant could move the building up 5 feet, and stay within the building envelope. Town Planner, Kristina Brcic, explained that unfortunately if the house is moved forward it would go into front yard setbacks.

Committee member Russell Horrocks, commented that when the committee allowed this severance and minor variance back in 2019, it was known that there was going to be a home being built on. It is a legal lot, zoned residential, and the request is minor.

Chairperson Thomas Neufeld, agrees with infill lots, it is a matter of if it fits in with what is existing. Ms. Vilardi has heard all the committee members' comments and concerns and states we have granted similar variances and this application meets the 4 tests. Mr. Horrocks agrees with Ms. Vilardi's statement.

Deputy Mayor Gord Queen, and Committee member Shannon Olson are Opposed to this application. Chairperson Thomas Neufeld is the tie breaker, he approves this application.

Chairperson, Thomas Neufeld confirmed there were no comments or questions from the committee, applicant or the public.

CA-46-2020

Moved by Allison Vilardi, seconded by Russell Horrocks that minor variance application A/12/20 for the lands known as 187 Queen St to permit a decrease in the exterior side yard setback from 4.5 m (15 ft.) to 3 m (10 ft.); and permit a decrease in the rear yard setback from 7.5 m (25 ft.) to 6 m (19.68 ft.); be **APPROVED** subject to the following:

- i) that any new construction comply with all other applicable provisions of the By-law;

CARRIED

4. A / 13 / 20 – 279 County Rd 34 W – Jeffery ALLISON

Town Planner, Kristina Brcic introduced the Consent application and reviewed her report dated, October 9th, 2020 which provides details regarding the requested minor variance to increase the accessory structure height to allow for the construction of a pole barn on lands known as 279 County Rd 34 W, in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands located on the south side of County Rd 34 E, west of Marsh Side Road. The majority of the subject property, and the location of the proposed building, is within the area designated 'Agriculture' by the

Official Plan and zoned 'Agriculture (A1)'. However, the driveway portion of the property is designated 'Rural Residential' and zoned 'Rural Residential (RR)'.

The subject land is a 0.49 ha (1.2 ac.) flag-shaped rural residential lot with a single detached dwelling. The applicant would like to build a 190.27 sq. m (2,048 sq. ft.) pole barn (Appendix B) in the rear yard. The applicant is seeking a variance to increase the height of the pole barn to 8 m (26.25 ft.), in order to accommodate the storage of a camper and a second storey home office. Therefore, relief is being requested from the Town of Kingsville Zoning By-law Accessory Buildings and Structures Section 4.2 h) where the maximum permitted height is 5 m (16.4 ft.). All other zone performance standards shall be met in accordance with the applicant's drawings.

The applicant, Jeffery Allison was in attendance.

Chairperson, Thomas Neufeld asked if there were any comments or questions from the committee, applicant or the public.

Greg Weaver, of James Sylvestre Enterprises who is the builder hired for this project, explained the need of the height for this customer. Mr. Weaver also explained that the building will be 30 feet from the top of the bank, the applicant along with Mr. Weaver are in contact with ERCA, regarding setbacks. Town Planner Kristina Brcic, explained that zoning does regulate the setback for a building or structure to a municipal drain, being determined by the type and depth of the drain plus the standard setback requirement. The Town's Drainage Superintendent, Ken Vegh went on site and measured, he confirmed the type and depth of the drain.

Deputy Mayor Gord Queen, originally had concerns with the height, now seeing how far away from County Rd 34 the building will be, he is in support.

Committee member Allison Vilaridi, asked if the applicant is planning to use this structure as a secondary dwelling unit.

Town Planner Kristina Brcic explained the proposed use as storage as well as a home office, since the applicant is working from home, this offers him a separate working environment from his home.

Chairperson, Thomas Neufeld confirmed there were no comments or questions from the committee, applicant or the public.

CA-47-2020

Moved by Shannon Olson, seconded by Gord Queen that Minor Variance application A/13/20 pertaining to the lands known as 279 County Rd 34 W to increase the maximum accessory building height from 5 m (16.4 ft.) to 8 m (26.25 ft.) for the construction of a new pole barn, be **APPROVED** subject to the following:

- i. that the minimum rear yard setback of the proposed structure is 3 m (9.84 ft.), minimum.
- ii. that any new construction complies with all other applicable provisions of the By-law.

CARRIED

5. A / 14 / 20 – 1541 County Rd 34 E – Hillside Hothouse Limited

Manager of Planning Services, Robert Brown introduced the Minor Variance application and reviewed his report dated, October 1st, 2020 which provides details regarding the requested minor variance to reduce the front yard setback for a new bunkhouse and reduce the required side yard setback for a new cooler addition on the property known as 1541 County Road 34 W, in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands located on the west side of County Road 34 E, just south of County Road 18. (Appendix A) The subject land is a 9.63 ha (23.8 ac.) farm parcel with an existing greenhouse and support facilities. The applicant has submitted a request for an amendment to the existing site plan to construct a new on-site bunkhouse and expanded cooler area to support the greenhouse. (Appendix B) Currently the operation utilizes existing houses on lots immediately abutting the farm for housing purposes. Because of anticipated changes to space requirements for worker housing, many greenhouse operations are in need of additional space, not for added workers, but rather more separation and isolation room. The property currently has an approved site plan and did include a bunkhouse with a 15 m front yard setback however since the bunkhouse was not constructed the recently revised front yard setback for greenhouse development would be applicable. In order to accommodate the proposed bunkhouse on the existing parcel a variance is required to reduce the required front yard setback from 20 m to 15 m. A variance has also been requested to reduce the side yard setback for the proposed cooler addition from 15 m to 1.9 m.

The applicant, Hillside Hothouse was not in attendance.

Chairperson, Thomas Neufeld asked if there were any comments or questions from the committee, applicant or the public.

Committee member Russell Horrocks, asked if this cooler temporary? Manager of Planning Services, Robert Brown, explained that the Cooler will be permanent but the applicant has indicated that he has plans to consolidate the front lots, making this minor variance “temporary”. Mr. Horrocks asked if there would be any guidelines coming in the future from provincial or federal government addressing bunkhouses that could have effect on this application. Mr. Brown, explained the new policies and procedures from the provincial and federal government are still pending.

Committee member Allison Vilardi, asked what is existing. Ms. Vilardi does not consider the yard reduction minor in nature. Ms. Vilardi asked if the applicant was present/on-line? Mr. Brown confirmed that the applicant was not in attendance. Mr. Brown has confirmation from the applicant that the four lots in front of the existing greenhouse will be consolidated with the greenhouse lot. Ms. Vilardi is not comfortable with this application; she does not feel the setback for the cooler is minor.

Committee Member Shannon Olson, agrees with Ms. Vilardi that this application is not Minor. Mr. Olson asked why the applicant doesn't do the lot consolidation instead of this minor

variance. Mr. Olson proposed a motion to defer. Mr. Brown, explained that if the applicant consolidates now they have an issue with providing septic.

Committee member Russell Horrocks, suggested the Cooler be removed from the application.

Chairperson, Thomas Neufeld confirmed there were no comments or questions from the committee, applicant or the public.

CA-48-2020

Moved by Russell Horrocks, seconded by Allison Vilardi that Minor Variance application A/14/20 for lands known as 1541 County Road 34 E to reduce the required front yard setback for a permitted bunkhouse accessory to an existing greenhouse from 20 m to 15 m, be **APPROVED** subject to the following:

- a) that all new construction comply with all other applicable provision of the Zoning By-law;
- b) that site plan amendment SPA/17/2020 is approved, and
- c) that the applicant obtain all applicable permits for new construction, for compliance with the Ontario Building Code.

CARRIED

E. NEW AND UNFINISHED BUSINESS

F. NEXT MEETING DATE

The next meeting of the Committee of Adjustment shall take place on November 17th, 2020 at The Council Chambers, 2021 Division Road North, Kingsville @ 6:00 p.m.

G. ADJOURNMENT

CA-49-2020

Moved by Russell Horrocks, seconded by Allison Vilardi to adjourn this Meeting at 7:33 p.m.

CARRIED

CHAIR, Thomas Neufeld

**SECRETARY TREASURER,
Kristina Brcic**



COMMITTEE MINUTES

KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE TUESDAY, OCTOBER 27, 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 4:06 p.m. All other members in attendance participated in the meeting through video conferencing technology from remote locations.

MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:

Sarah Sacheli
Kimberly DeYong
Bruce Durward
Anna Lamarche
Margie Luffman
Shannon Olson
Christine Mackie
Matt Biggley

MEMBERS OF ADMINISTRATION:

Sandra Kitchen, Deputy Clerk-
Council Services

Absent: Elvira Cacciavillani (absent on personal business)

B. DISCLOSURE OF PECUNIARY INTEREST

Chair S. 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. Accounts (Budget vs. Actual, to period ended September 30, 2020)

MHC54-2020 Moved by B. Durward, seconded by M. Biggley to accept the Accounts.

CARRIED

2. October 2020 Research report submitted by V. Brown, Research Assistant on October 26, 2020

Ms. Sacheli presented Ms. Brown's research report.

MHC55-2020 Moved by A. Lamarche, seconded by M. Biggley to receive the September 2020 Research Report of V. Brown.

CARRIED

3. Ms. Sacheli reported that she provided an update report to Council at its Regular Meeting held on October 13, 2020 pertaining to The Cowan-Valentine House (107 Elm) and the Amending By-law 89-2020 was duly passed.

4. Research Report—Jack Miner Bird Sanctuary

The draft report was reviewed. B. Durward will revise and present again in November.

D. MINUTES OF THE PREVIOUS MEETING

1. Review and adoption of Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated September 8, 2020.

MHC56-2020 Moved by M. Luffman, seconded by C. Mackie to adopt the Minutes of the September 8, 2020 Meeting.

CARRIED

E. BUSINESS CORRESPONDENCE-INFORMATIONAL

1. Approved invoices:

i) V. Brown – Invoice for research services—August, September, October 2020.

MHC57-2020 Moved by A. Lamarche, seconded M. Biggley to receive the Research Invoices.

CARRIED

F. NEW AND UNFINISHED BUSINESS

- 1) Request to Town of Kingsville Building Department for Demolition of Garage—
186 Division St. South (RE: Email dated October 19, 2020)

Photographs of the garage were viewed. The garage is in disrepair and of no heritage significance and the home will remain on the inventory list as a property of interest.

MHC58-2020 Moved by A. Lamarche, seconded by S. Olson that the Committee has no objections to the demolition of the garage located at 186 Division St. South.

CARRIED

2. Discussion re: Proposed 2021 Kingsville Municipal Heritage Advisory Committee Budget

Members reviewed the 2020 Budget and there were no changes recommended to the existing operating budget line items. The total Budget for 2020 was \$27,810.00.

MHC59-2020 Moved by B. Durward, seconded by M. Luffman that the Committee propose the same Committee Budget for 2021 as in 2020.

CARRIED

3. RE: 183 Main St. East update

Ms. Sacheli advised that the Conservation Review Board pre-hearing conference has been postponed to November 30, 2020.

4. RE: Website improvements

The Town's IT Manager will be invited to the January 2021 meeting.

5. RE: Plaquing update

S. Kitchen will forward S. Olson the owners' contact information in connection with any remaining plaques to be presented and installed. Ms. Lamarche will attend to take photographs of the presentations.

G. NEXT MEETING DATE –November 24, 2020 at 4:00 p.m.

H. ADJOURNMENT



COMMITTEE MINUTES

MHC60-2020

Moved by M. Luffman, seconded by C. Mackie to adjourn the Meeting of the Kingsville Municipal Heritage Advisory Committee at 4:55 p.m.

CARRIED

CHAIR, Sarah Sacheli

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



COMMITTEE MINUTES

KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE TUESDAY, NOVEMBER 24, 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 4:07 p.m. All other members in attendance participated in the meeting through video conferencing technology from remote locations.

MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:

Sarah Sacheli
Kimberly DeYong
Bruce Durward
Anna Lamarche
Margie Luffman
Shannon Olson
Christine Mackie
Matt Biggley

MEMBERS OF ADMINISTRATION:

Sandra Kitchen, Deputy Clerk-
Council Services

Also in attendance: CAO J. Norton

Absent: Elvira Cacciavillani (absent on personal business)

B. DISCLOSURE OF PECUNIARY INTEREST

Chair S. 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. Research update email submitted by V. Brown, Research Assistant on November 24, 2020

Ms. Sacheli presented Ms. Brown's update. Ms. Brown is updating the Architectural Research Inventory by making information sheets, and since the presentation in August

2019, there are 47 newly researched properties to be included. The breakdown by decade is:

- 2 from the 1860s;
- 2 from the 1870s;
- 10 from the 1880s;
- 5 from the 1890s;
- 2 from the 1900s;
- 6 from the 1910s;
- 20 from the 1920s.

She is also updating the indexes that list the properties by modern addresses, date of construction and first owners. For the December meeting, she will provide a list of properties that are in the Architectural inventory but not on the heritage inventory, so the Committee can decide if an update to the Heritage Inventory is needed.

2. Research Report—Jack Miner Bird Sanctuary--B. Durward will revise the research report for presentation at a future date.

D. MINUTES OF THE PREVIOUS MEETING

1. Review and adoption of KMHAC Minutes dated October 27, 2020.

S. Kitchen advised that the Minutes of the October 27, 2020 are not included in this agenda package, and will be presented for review and adoption at the next meeting.

E. BUSINESS CORRESPONDENCE-INFORMATIONAL

1. Approved invoices:
 - i) Pearsall, Marshall, Halliwill & Seaton LLP—Statement of Account dated November 2, 2020 for legal services re: Amending By-law 89-2020
 - ii) Pearshall, Marshall, Halliwill & Seaton LLP—Statement of Account dated November 2, 2020 for legal services RE: 183 Main St. East

MHC61-2020 Moved by A. Lamarche, seconded M. Biggley to receive the Invoices.

CARRIED

F. NEW AND UNFINISHED BUSINESS

1. Barn photographs-Discussion and Review

Ms. Sacheli will review the barn photographs that are on a jump drive, which was a project that was commenced by a summer student several years ago. The barns were photographed as a pictorial record of old barns in the municipality.

2. Discussion re: Website

Manager of Information Technology T. Iacobelli will be invited to the January, 2021 meeting. He has had several other projects and commitments requiring his immediate attention.

3. Presentation of plaques

S. Olson will attend the Town Hall to pick up from Ms. Kitchen the two bronze plaques that remain to be presented and installed. The plaque installation hardware is also available for pick-up at the municipal office. Ms. Lamarche will attend to take photographs.

G. NEXT MEETING DATE –December 22, 2020 at 4:00 p.m. via Zoom.

H. ADJOURNMENT

MHC62-2020 Moved by M. Luffman, seconded by C. Mackie to adjourn the Meeting of the Kingsville Municipal Heritage Advisory Committee at 4:30 p.m.

CARRIED

CHAIR, Sarah Sacheli

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



RE: Propose Changes to the Conservation Authorities Act: Schedule 6 of Bill 229

Please be advised that Township of Puslinch Council, at its meeting held on November 18, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2020-331: Moved by Councillor Bulmer and
Seconded by Councillor Sepulis

That the Consent Agenda items 6.2, 6.3, 6.10, 6.11, 6.12, and 6.13 be received; and

GIVEN THAT The Township of Puslinch does not want to see an increased risk to public safety, or increased liabilities to the Province, municipalities, and conservation authorities. Nor does the Township of Puslinch want more red tape, disruption and ultimately delays in helping the government achieve its goal of economic recovery; and

GIVEN the time sensitive nature of this Bill, we encourage the Province to consult with Municipalities and Conservation Authorities in an expedient manner; and

GIVEN that the Township of Puslinch feels that there are better solutions to deal with actual and perceived issues.

BE IT RESOLVED THAT The Township of Puslinch respectfully requests the Province to withdraw Schedule 6 from Bill 229 until a more thorough analysis of the appropriate solutions can take place, with more clarity on what problems were identified through the consultation process. The Township of Puslinch also encourage the Province to engage with municipalities and Conservation Authorities as the Province works on regulations that will eventually define the various Conservation Authorities Act clauses. The Township of Puslinch feels this is critical to ensure that the focus and performance of Conservation Authorities is actually improved where required.

FURTHER that this resolution be forwarded to the Premier, the Minister of the Environment, Conservation and Parks, the Minister of Municipal Affairs and Housing,



the Minister of Natural Resources and Forestry, Minister of Finance, Conservation Ontario, MPP Ted Arnott, and all Ontario Municipalities.

CARRIED

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

Sincerely,
Courtenay Hoytfox
Deputy Clerk

December 8, 2020

Via email: admin@ltvca.ca

Mark Peacock, P.Eng
Lower Thames Conservation
100 Thames Street
Chatham ON N7I 2Y8

Re: Resolution Bill 229 and the Conservation Authorities

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on December 7, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Moved by Councillor Faas, Seconded by Councillor Thompson

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act

WHEREAS the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, permit appeal process and engaging in review and appeal of planning applications

WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the Planning Act

WHEREAS the changes allow the Minister to make decisions without CA watershed data and expertise

WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs

WHEREAS municipalities believe that the appointment of municipal representatives on CA Boards should be a municipal decision; and the Chair and Vice Chair of the CA Board should be duly elected

WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a CA board member to represent the best interests of the conservation authority and its responsibility to the watershed

WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative

WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process

AND WHEREAS municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water

THEREFORE BE IT RESOLVED

THAT the Province of Ontario repeal Schedule 6 of the Budget Measures Act (Bill 229)

THAT the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth

THAT the Province respect the current conservation authority/municipal relationships

AND THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

If you have any questions or comments, please contact Judy Smith at judys@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C

Honourable Premier of Ontario
Hon. Rod Phillips, Minister of Finance (rod.phillips@pc.ola.org)
Hon. Jeff Yurek, Minister of Environment Conservation and Parks
(jeff.yurek@pc.ola.org)
Hon. John Yakabuski, Minister of Natural Resources and Forestry
(john.yakabuski@pc.ols.org)
Local Members of Provincial Parliament
All Ontario Municipalities

December 8, 2020

Via email: stclair@scrca.on.ca

Brian McDougall, General Manger
St Clair Region Conservation Authority
205 Mill Pond Cres.
Strathroy ON N7G 3P9

Re: Resolution Bill 229 and the Conservation Authorities

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on December 7, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Moved by Councillor Faas, Seconded by Councillor Thompson

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act

WHEREAS the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, permit appeal process and engaging in review and appeal of planning applications

WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the Planning Act

WHEREAS the changes allow the Minister to make decisions without CA watershed data and expertise

WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs

WHEREAS municipalities believe that the appointment of municipal representatives on CA Boards should be a municipal decision; and the Chair and Vice Chair of the CA Board should be duly elected

WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a CA board member to represent the best interests of the conservation authority and its responsibility to the watershed

WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative

WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process

AND WHEREAS municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water

THEREFORE BE IT RESOLVED

THAT the Province of Ontario repeal Schedule 6 of the Budget Measures Act (Bill 229)

THAT the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth

THAT the Province respect the current conservation authority/municipal relationships

AND THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

If you have any questions or comments, please contact Judy Smith at judys@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C

Honourable Premier of Ontario

Hon. Rod Phillips, Minister of Finance (rod.phillips@pc.ola.org)

Hon. Jeff Yurek, Minister of Environment Conservation and Parks
(jeff.yurek@pc.ola.org)

Hon. John Yakabuski, Minister of Natural Resources and Forestry
(john.yakabuski@pc.ols.org)

Local Members of Provincial Parliament

All Ontario Municipalities



The Corporation of the Town of Tecumseh

December 9, 2020

Minister of Transportation
House of Commons
Ottawa, Ontario K1A 0A6

Sent via email: marc.garneau@parl.gc.ca

Attention: The Honourable Marc Garneau

Dear Minister Garneau:

Re: Removal of the Windsor International Airport from NAV Canada closure list

The Council of the Town of Tecumseh, at its regular meeting held Tuesday, December 08, 2020, gave consideration to correspondence from the County of Essex, dated December 2, 2020, requesting removal of the Windsor International Airport from NAV Canada closure list, a copy of which is enclosed.

At their meeting, Tecumseh Council passed the following resolution:

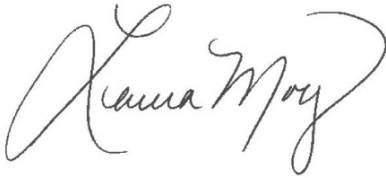
“That the Town of Tecumseh **support** the County of Essex resolution regarding the Removal of Windsor International Airport from NAV Canada closure list; and to send a letter to Transportation Minister Garneau, requesting that Navigation Canada (NAV Canada) remove Windsor International Airport from their list of airports currently being studied for possible removal of air traffic controllers, and noting the economic impact that loss of air traffic would have on the region.”

On behalf of Tecumseh County Council, I am writing to express their opposition to the review by Navigation Canada (NAV Canada) for the possible removal of Windsor International Airport air traffic controllers.

Continued...

By copy of this letter, we formally request that the local MP's and MPP's support the above motion.

Yours very truly,



Laura Moy, Dipl.M.M., CMMIII HR Professional
Director Corporate Services & Clerk

LM/pb

Attachments

1. County of Essex letter dated December 2, 2020

cc: Hon. Marc Garneau, Minister of Transport (marc.garneau@parl.gc.ca) wilsonn@navcanada.ca
Taras Natyshak, MPP, Essex (tnatyshak-qp@ndp.on.ca) Rick Nicholls, MPP, Chatham-Kent-
Essex (rick.nicholls@pc.ola.org) Percy Hatfield, MPP, Windsor-Tecumseh (Phatfield-qp@ndp.on.ca)
Chris Lewis, MP, Essex (chris.lewis@parl.gc.ca) David Epp, MP, Chatham-
Kent-Leamington (dave.epp@parl.gc.ca) Irek Kusmierczyk, MP (irek.kusmierczyk@parl.gc.ca)
Drew Dilkens, Mayor, City of Windsor (mayoro@citywindsor.ca) Local Area Municipalities



December 2, 2020

Neil R. Wilson
President and Chief Executive Officer
Nav Canada
77 Metcalfe Street
Ottawa ON K1P 5L6

Sent via email: wilsonn@navcanada.ca

Dear Mr. Wilson,

Re: Removal of Windsor International Airport from NAV Canada closure list

Essex County Council, at its Wednesday, December 2, 2020 meeting, adopted the following resolution:

263-2020

Moved By: Tom Bain

Seconded by: Richard Meloche

That County Council send a letter to Transportation Minister Garneau, requesting that Navigation Canada (NAV Canada) remove Windsor International Airport from their list of airports currently being studied for possible removal of air traffic controllers, and noting the economic impact that loss of air traffic would have on the region.

Carried

The Windsor International Airport is a popular point of entry into Canada, providing business and general aviation options, and serving Essex County as well as the City of Windsor and surrounding communities.

Removal of the air traffic controllers would result in a closure of the Windsor International Airport, which would have a detrimental economic impact on the region.

On behalf of Essex County Council, I am writing to express our strong opposition to the review by Navigation Canada (NAV Canada) for the possible removal of Windsor International Airport air traffic controllers.

Further, on behalf of Essex County Council and by copy of this letter, we formally request that the local MP's and MPP's support the above motion.

Your consideration on this resolution is greatly appreciated.

Sincerely,



Gary McNamara
Warden, County of Essex
Mayor, Town of Tecumseh

CC:

- Hon. Marc Garneau, Minister of Transport (marc.garneau@parl.gc.ca)
- Taras Natyshak, MPP, Essex (tnatyshak-gp@ndp.on.ca)
- Rick Nicholls, MPP, Chatham-Kent-Essex (rick.nicholls@pc.ola.org)
- Percy Hatfield, MPP, Windsor-Tecumseh (Phatfield-gp@ndp.on.ca)
- Chris Lewis, MP, Essex (chris.lewis@parl.gc.ca)
- David Epp, MP, Chatham-Kent-Leamington (dave.epp@parl.gc.ca)
- Irek Kusmierczyk, MP (irek.kusmierczyk@parl.gc.ca)
- Drew Dilkens, Mayor, City of Windsor (mayoro@citywindsor.ca)
- Local Area Municipalities



The Corporation of the Town of Tecumseh

December 10, 2020

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queens Park
Toronto, ON M7A 1A1

Dear Mr. Ford

Re: Bill 229, Protect, Support and Recover from COVID-19 Act, Schedule 6, Conservation Authorities Act

The Council of the Town of Tecumseh, at its regular meeting held Tuesday, December 08, 2020, passed the following resolution:

That The Council of The Town of Tecumseh supports the recommendation:

That the Province of Ontario delay proclamation of Schedule 6 of Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures); and

That the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth; and

That the Province respect the current conservation authority and municipal relationships; and

That the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role; and

That a copy of this resolution be sent to the Premier of Ontario, Minister of Finance, Minister of the Environment, Conservation and Parks; Local MPPs, ERCA, AMO and the area municipalities.

Thank you in advance for considering Tecumseh Council's request.

Yours very truly,

Laura Moy, Dipl.M.M., CMMIII HR Professional
Director Corporate Services & Clerk

LM/pb

cc: The Honourable Rod Phillips, Minister of Finance (minister.fin@ontario.ca)
The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks (minister.mecp@ontario.ca)
Mr. Percy Hatfield, MPP, Windsor-Tecumseh (Phatfield-qp@ndp.on.ca)
Mr. Taras Natyshak, MPP, Essex (tnatyshak-qp@ndp.on.ca)
Mr. Rick Nicholls, MPP, Chatham-Kent-Essex (rick.nicholls@pc.ola.org)
Mr. David Epp, MP, Chatham-Kent-Leamington (dave.epp@parl.gc.ca)
Mr. Irek Kusmierczyk, MP, Windsor-Tecumseh (irek.kusmierczyk@parl.gc.ca)
Mr. Chris Lewis, MP, Essex (chris.lewis@parl.gc.ca)
Town of Amherstburg, Attention: Ms. Paula Parker, Municipal Clerk/Risk Manager (pparker@amherstburg.ca)
Town of Essex, Attention: Robert Auger, Clerk, Manager of Legal and Legislative Services (rauger@essex.ca)
Town of Lakeshore, Attention: Kristen Newman, Director of Legislative and Legal Services/Clerk (knewman@lakeshore.ca)
Town of LaSalle, Attention: Ms. Agatha Robertson, Director of Council Services/Clerk (arobertson@lasalle.ca)
Town of Leamington, Attention: Brenda M. Percy, CMO, Municipal Clerk/Manager of Legislative Services (bpercy@leamington.ca)
Town of Kingsville, Attention: Jennifer Astrologo, Director of Corporate Services/Clerk (jastrologo@kingsville.ca)
City of Windsor, Attention: Valerie Critchley, Clerk (vcritchley@city.windsor.on.ca)
Association of Municipalities of Ontario (amo@amo.on.ca)
Essex Region Conservation Authority, Attn: Mr. Tim Byrne, Interim General Manager/Secretary-Treasurer (tbyrne@erca.org)

December 14, 2020

Sent via email to all Ontario Municipal Clerks

Dear Municipal Clerks,

At its meeting held on December 10, 2020, Dufferin County Council approved the following recommendation from the General Government Services Committee:

WHEREAS previous assessment methodologies for aggregate resource properties valued areas that were used for aggregate resources or gravel pits at industrial land rates on a per acre basis of the total site and such properties were formally classified and taxed as industrial lands;

AND WHEREAS Dufferin County Council supports a fair and equitable assessment system for all aggregate resource properties;

AND WHEREAS the Municipal Property Assessment Corporation determined, with the participation only of the Ontario Stone, Sand and Gravel Association, revised criteria for assessing aggregate resource properties;

AND WHEREAS Dufferin County Council has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties;

NOW THEREFORE BE IT RESOLVED THAT Dufferin County Council does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties;

AND THAT Dufferin County Council believes there is a need to review the current assessment scheme for aggregate resource properties to address the inequity of property values;

AND THAT Dufferin County Council hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value;

AND THAT Dufferin County Council direct the Clerk to provide a copy of this motion to the Ministers of Finance; Municipal Affairs and Housing; and Natural Resources and Forestry; and to AMO, ROMA, and all Ontario municipalities and local MPP(s).

Regards,

Michelle Dunne
Deputy Clerk

Cc Minister of Finance
Minister of Municipal Affairs and Housing
Minister of Natural Resources and Forestry
AMO
ROMA
Kyle Seeback, MP
Sylvia Jones, MPP

Corporation of the Town of Carleton Place

175 Bridge Street, Carleton Place, ON, K7C 2V8, Phone: (613) 257-6200 Fax (613) 257-8170



December 14, 2020

The Honourable Ahmed Hussen
Minister of Families, Children and Social Development
48 Rosemount Avenue
Unit B
York, Ontario
M9N 3B3

VIA EMAIL

Dear Honourable Minister:

At the December 8th, 2020 session of The Town of Carleton Place Council, Resolution 1-132-10 was adopted as follows:

WHEREAS the COVID-19 pandemic has negatively impacted childcare options for nearly every family in our community and has profoundly increased the cost to operate safe childcare forcing childcare spaces or centres to close.

AND WHEREAS Ontario has among the highest average childcare fees of any Canadian province and while costs vary regionally for licensed childcare, families are paying between \$9,000 and \$20,000+ per year for each child and these costs continue to rise steadily which makes passing the associated COVID-19 costs to families not possible;

AND WHEREAS a 2012 study identified that in Ontario, public investment in the early years and childcare has a ripple effect in positive economic benefits resulting in an economic output of \$2.27 for every dollar invested in childcare;

AND WHEREAS the economic recovery of Carleton Place, Lanark County and Ontario is dependent on families having access to safe, reliable, and affordable childcare that incorporates early learning principles;

AND WHEREAS we are committed to working with the provincial government and childcare service managers to deliver positive and affordable options for our families;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Town of Carleton Place request the Government of Ontario:
 - a. prioritize children and childcare as part of its overall post pandemic recovery plan;

- b. develop, adequately fund and release publicly a comprehensive plan that can support facilities through the provision of licensed childcare and early learning education; and
 - c. provide increased funding to childcare providers reflective of COVID-19 operating cost increases to ensure a safe reopening and long-term sustainability for the sector; and
2. this resolution be circulated to all municipalities in Ontario, Randy Hillier MPP, Scott Reid, MP, the Federal Minister of Families, Children and Social Development and the provincial Minister of Education.

CARRIED

We look forward to hearing back from you with respect to any opportunities for funding to ensure the long-term sustainability of the childcare services sector.

Sincerely,

Stacey Blair

Town Clerk

sblair@carletonplace.ca

- cc. Federal Minister of Families, Children and Social Development
Provincial Minister of Education
MP Scott Reid
MPP Randy Hillier
All municipalities within the Province of Ontario



**THE CORPORATION OF THE
TOWNSHIP OF MATACHEWAN**

December 14, 2020

Honourable Steve Clark
Office of the Minister
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M7A 2J3

Dear Honourable Clark:

There have been numerous announcements of available grants for municipalities. We acknowledge and are very appreciative of the opportunity to apply for these grants. For small municipalities with few employees, the turn around time for applications is very short and restrictive.

We would like to request that the application deadline on any further grants have a longer turn around time.

A copy of Resolution 2020-257 is attached. Your consideration and support of this resolution would be greatly appreciated.

Sincerely,

Barbara Knauth
Deputy Clerk Treasurer

Cc: Association of Municipalities of Ontario (A.M.O.)
Federation of Northern Ontario Municipalities (F.O.N.O.M.)
All Municipalities in Ontario

P.O. Box 177, Matachewan, ON POK 1M0
deputyclerktreasurer@matachewan.ca
www.matachewan.com

Phone: 705-565-2274
Fax: 705-565-2564



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN
P.O. Box 177, Matachewan, Ontario POK IMO

DATE: November 25, 2020

RESOLUTION#: 2020- fo

Moved by:

Ms. A Commando-Dubé

Seconded by:

Mr. G. Dube

WHEREAS we have been getting numerous announcements of available grants; and

WHEREAS we are very appreciative of the opportunity to apply for these grants; however, the turn around time for applications is very short and restrictive for small municipalities with few employees;

NOW THEREFORE we, the Corporation of the Township of Matachewan, send a letter to the Hon. Steve Clarke, Minister of Municipal Affairs and Housing acknowledging the appreciation of the grants but requesting that the application deadline on any further grants have a longer turn around time; and

FURTHER THAT a copy of this resolution be forwarded to A.M.O., F.O.N.O.M. and all municipalities in Ontario.

	COUNCILLOR	YEA	NAY	PID
CARRIED	t/ Ms. A Commando-Dubé Mayor			
AMENDED	Mr. N. Costello Mayor			
DEFEATED	Mr. G. Dube Councillor			
TABLED	Ms. S. Ruck Councillor			
	Mr. A Durand Councillor			

Certified to be a true copy of the original.

[Signature]

Anne Commando-Dubé

Anne Commando-Dubé
Mayor

Janet Gore

Janet Gore
Clerk



December 16, 2020

TO: Honourable Doug Ford
Premier of Ontario
Email: premier@ontario.ca

AND TO: The Windsor Essex County Health Unit
Attention: Theresa Marentette, CEO
Email: tmarentette@wechu.org

Re: Resolution of Support for Town of Essex Small Businesses

At its Special Council Meeting of December 14, 2020, Council of the Town of Essex discussed the serious and dire challenges facing our small businesses in town due to the Covid-19 restrictions currently imposed in our area.

As a result of the discussion that ensued, the following resolution was passed:

Moved By Councillor Bondy
Seconded By Councillor Verbeek

“Whereas the Town of Essex recognizes that all small businesses in the Town of Essex are essential and form the very backbone of our community and its economic, physical, mental and social well-being;

And Whereas the Town of Essex acknowledges that its small businesses remain subject to the currently imposed Provincial and local Health Unit orders relating to COVID-19 restrictions on small businesses as such restrictions prevail over the Town’s ability to lessen such restrictions;

And Whereas Council wishes to ensure that all small businesses in the Town of Essex are aware and understand that they continue to have the support of their Town Council and Administration;

Accordingly BE IT RESOLVED The Town of Essex hereby declares that all small businesses in the Town of Essex should be deemed by Provincial and Local Health authorities as being Essential Services during the COVID-19 pandemic and the Town thereby requests that the Province of Ontario and the Windsor –Essex County Health Unit take the required and immediate steps to deem all small businesses as being Essential Services during the Pandemic so as to allow our small businesses to remain



open including in-store sales but with continued or increased safety measures as appropriate and with limited capacity restrictions in effect but with such capacity restrictions to be appropriate to the size/capacity of the particular business.

And further that this resolution be also forwarded to the Province, Local Health Authorities, local M.P.P and all local municipalities with a Request for Support.

Carried

Yours truly,

A handwritten signature in black ink, appearing to be "R. Auger", written over a horizontal line.

Robert W. Auger, L.L.B.
Town Solicitor/Legal and Legislative Services, Clerk
Ext. 1132
Email: rauger@essex.ca

RWA/lam

Enclosure

c.c. Essex BIA
Email: info@Essexbia.com

Harrow & Colchester South Chamber of Commerce
Email: harrowcolchestersouthchamber@gmail.com

Mary Birch, Director of Council and Community Services/Clerk
County of Essex
Email: mbirch@countyofessex.ca

Paula Parker, Municipal Clerk/Risk Manager
Town of Amherstburg
Email: pparker@amherstburg.ca

Jennifer Astrologo, Director of Corporate Services/Clerk
Town of Kingsville
Email: jastrologo@kingsville.ca

Agatha Robertson, Director of Council Services/Clerk
Town of LaSalle
Email: arobertson@lasalle.ca



Kristen Newman, Director of Legislative and Legal Services/Clerk
Town of Lakeshore
Email: knewman@lakeshore.ca

Brenda Percy, Municipal Clerk/Manager of Legislative Services
Municipality of Leamington
Email: bpercy@leamington.ca

Laura Moy, Director of Corporate Services/Clerk
Town of Tecumseh
Email: lmoy@tecumseh.ca

MPP Taras Natyshak
Email: tnatyshak-co@ndp.on.ca



December 16, 2020

TO: Honourable Doug Ford
Premier of Ontario
Email: premier@ontario.ca

AND TO: Minister of Health Hon. Christine Elliott;
Email: christine.elliott@pc.ola.org

Dr. David Williams
Chief Medical Officer of Health, Public Health
Ministry of Health
393 University Avenue, 21st Floor
Toronto, ON M5G 2M2

The Windsor Essex County Health Unit
Attention: Theresa Marentette, CEO
Email: tmarentette@wechu.org

The Windsor Essex County Health Unit
Attention: Dr. Wajid Ahmed
Medical Officer of Health, Windsor-Essex County Health Unit
Email: wahmed@wechu.org

Re: Letter of Support for Small Businesses

Dear Premier Ford,

At its Special Council Meeting of December 14, 2020, Council of the Town of Essex discussed the serious and dire challenges facing our small businesses in Town due to the Covid-19 restrictions currently imposed in our area.

As a result of the discussion that ensued, the following resolution was passed:

Moved By Councillor Bondy
Seconded By Councilor Garon

Whereas the health and safety of Ontarians is the number one priority and health is a state of physical, mental and social well-being, not merely the absence of disease.

And whereas many businesses rely on the holiday season for their financial strength and whereby these businesses have faced unprecedented difficult times throughout 2020 due to the covid-19 pandemic restrictions.



And whereas closing our small local businesses during the holiday season means many will not survive and business owners and their employees will lose their livelihoods.

And whereas Town of Essex commercial businesses are predominately made up of small independently owned businesses and closing them will force residents to travel out of town into larger crowds increasing their exposure to Covid-19.

And whereas our small independent businesses have every reason and ability to keep customers safe and are able to ensure limited capacity, customer contact tracing and disinfecting in-between customers and may be able to offer curb-side and delivery.

THEREFORE be it resolved that the Town of Essex calls upon the Premier of Ontario, Doug Ford, as well as the Ontario cabinet and Health officials, to protect the health of Ontarians and our small businesses by allowing them to remain open to in-store sales with limited capacity (such capacity as being appropriate to the size/capacity of the business) and increased safety measures as appropriate.

And that this resolution be forwarded to:

All local municipalities;
Minister of Economic Development, Job Creation and Trade Hon. Victor Fedeli;
Associate Minister of Small Business and Red Tape Reduction Hon Prabmeet Singh Sarkaria;
Minister of Health Hon. Christine Elliott
Minister of Finance Hon. Rod Phillips;
Associate Minister of Mental Health and Addictions Hon. Michael A. Tibollo
MPP Taras Natyshak

Carried

Yours truly,

A handwritten signature in black ink, appearing to be "R. Auger", written over a horizontal line.

Robert W. Auger, L.L.B.
Town Solicitor/Legal and Legislative Services, Clerk
Ext. 1132
Email: rauger@essex.ca

RWA/lam

Enclosure

c.c. Municipalities of Ontario (AMO)
amo@amo.on.ca



Mary Birch, Director of Council and Community Services/Clerk
County of Essex
Email: mbirch@countyofessex.ca

Paula Parker, Municipal Clerk/Risk Manager
Town of Amherstburg
Email: pparker@amherstburg.ca

Jennifer Astrologo, Director of Corporate Services/Clerk
Town of Kingsville
Email: jastrologo@kingsville.ca

Agatha Robertson, Director of Council Services/Clerk
Town of LaSalle
Email: arobertson@lasalle.ca

Kristen Newman, Director of Legislative and Legal Services/Clerk
Town of Lakeshore
Email: knewman@lakeshore.ca

Brenda Percy, Municipal Clerk/Manager of Legislative Services
Municipality of Leamington
Email: bpercy@leamington.ca

Laura Moy, Director of Corporate Services/Clerk
Town of Tecumseh
Email: lmoy@tecumseh.ca

Minister of Economic Development, Job Creation and Trade Hon. Victor Fedeli;
Email: vic.fedeli@pc.ola.org

Associate Minister of Small Business and Red Tape Reduction Hon Prabmeet Singh
Sarkaria;
Email: prabmeet.sarkaria@pc.ola.org

Minister of Finance Hon. Rod Phillips;
Email: rod.phillips@pc.ola.org

Associate Minister of Mental Health and Addictions Hon. Michael A. Tibollo
Email: michael.tibolloCO@pc.ola.org

MPP Taras Natyshak
Email: tnatyshak-co@ndp.on.ca





CHRISTINE TARLING
Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7809 Fax: 519.741.2705
christine.tarling@kitchener.ca
TTY: 519-741-2385

December 18, 2020

Monika Turner
Director of Policy
Association of Municipalities of Ontario
200 University Ave., Suite 801
Toronto, Ontario M5H 3C6

Dear Ms. Turner:

This is to advise that City Council, at a meeting held on December 14, 2020, passed the following resolution regarding cannabis retail in Ontario:

“WHEREAS the regulator for private cannabis retail in Ontario, the Alcohol and Gaming Commission of Ontario (AGCO) has the authority to license, regulate and enforce the sale of recreational cannabis in privately run stores in Ontario; and

WHEREAS on January 14, 2019 Kitchener City Council agreed to ‘opt-in’ to the Provincial direction to allow Cannabis Retail to occur in the City of Kitchener; and

WHEREAS the AGCO criteria does not take into consideration radial distance separation from other Licensed Cannabis Stores when considering applications for new Licensed Cannabis Stores; and

WHEREAS the City of Kitchener currently has two open retail locations and 12 active applications for Licensed Cannabis Stores, several within a three block radius; and

WHEREAS Council considers it a matter of public interest to include a 500 metre distance separation from other Licensed Cannabis Stores, as excessive clustering and geographic concentration of cannabis retail outlets may encourage undesirable health outcomes, and over-concentration may cause undesirable impacts on the economic diversity of a retail streetscape including the distortion of lease rates, economic speculation, and the removal of opportunity for other commercial businesses; and


WHEREAS cannabis retail is a new and unproven market, and no studies or precedent exists to determine the number or distribution of stores that

can reasonably be supported by the local economy, and it is therefore prudent to establish the means by which the AGCO, with input from a municipality, can regulate over-concentration as the cannabis retail market evolves;

THEREFORE BE IT RESOLVED THAT Council directs the Mayor, on behalf of Council, to write the Premier of Ontario, the Honourable Rod Phillips, Minister of Finance of Ontario, and the Honourable Doug Downey, Attorney General of Ontario, requesting the Province modify the regulations governing the establishment of cannabis retail stores to consider over-concentration as an evaluation criteria, require a 500 metre distance separation between locations, and provide added weight to the comments of a municipality concerning matters in the public interest when considering the application of new stores; and

BE IT RESOLVED THAT a copy of this resolution be forwarded to the Association of Municipalities of Ontario, Federation of Canadian Municipalities, and other municipalities in Ontario.”

Yours truly,



C. Tarling
Director of Legislated Services
& City Clerk

c: Garth Frizzell, Federation of Canadian Municipalities
Berry Vrbanovic, Mayor, City of Kitchener
Helen Fylactou, Manager of Licensing, City of Kitchener
Ontario Municipalities

The Corporation of the Town of Kingsville

Excerpt from the Regular Meeting of Council Minutes held November 9, 2020

J. NOTICES OF MOTION

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

That Council considers the request of Mary Porrone on behalf of the Porrone Family that the name of the park in the Queens Valley Subdivision be named "Porrone Park" in honour of Frank and Cristina Porrone and the Porrone Family.

637-2020

Moved By Councillor Larry Patterson

Seconded By Councillor Thomas Neufeld

That Council considers the request of Mary Porrone on behalf of the Porrone Family that the name of the park in the Queens Valley Subdivision be named "Porrone Park" in honour of Frank and Cristina Porrone and the Porrone Family.

638-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council defers the request of Mary Porrone on behalf of the Porrone Family that the name of the park in the Queens Valley Subdivision be named "Porrone Park" in honour of Frank and Cristina Porrone and the Porrone Family for sixty days to give Administration an opportunity to review the request.

CARRIED

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 1-2021

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

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

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

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

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

1. That Subsection 7.1(e) AGRICULTURAL EXCEPTION REGULATIONS is amended with the addition of the following new subsection:

7.1.82 'AGRICULTURE EXCEPTION 82 (A1-82)'

For lands shown as A1-82 on Map 30 (County Road 14 E) Schedule "A" of this By-law.

a) Permitted Uses

Those uses permitted under Section 7.1 (a)

b) Permitted Buildings and Structures

Those buildings and structures permitted under Section 7.1 (b)
One Secondary Dwelling Unit
Buildings and structures accessory to the permitted uses.

c) Zone Provisions

Notwithstanding Section 4.35.1 v. and vi. of By-law 1-2014, as amended, the following shall apply to the lands subject to the A1-82 Exception:

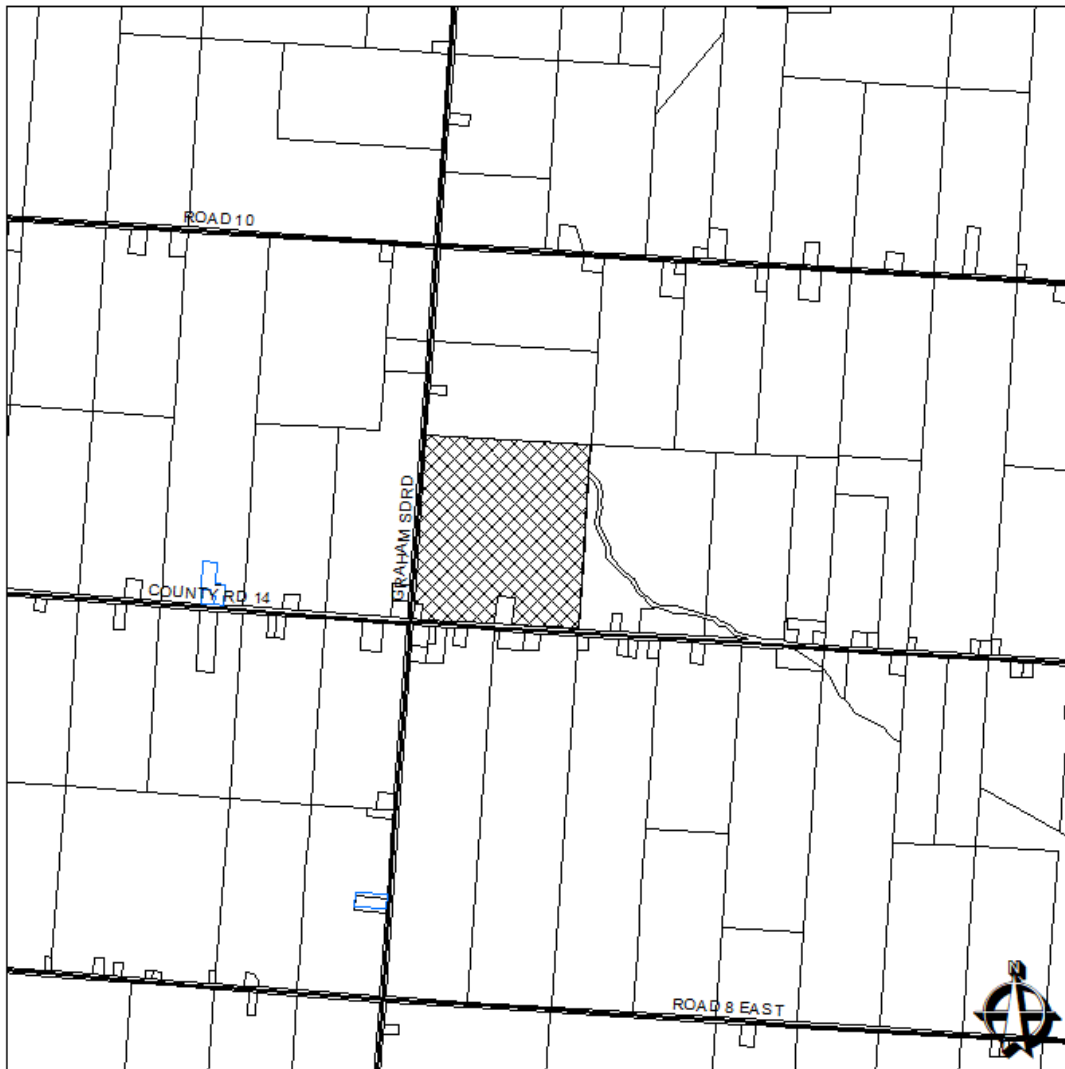
- i) Maximum area of a secondary dwelling unit not to exceed 43% of the total building area of the existing and proposed buildings.
 - ii) Maximum number of bedrooms – three (3)
2. Schedule "A", Map 30 of By-law 1-2014 is hereby amended by changing the zone symbol on lands known municipally as Part of Lot 19, Concession 9, and locally known as 255 County Road 14 E as shown on Schedule 'A' in cross-hatch attached hereto from 'Agriculture (A1)' to 'Agriculture Exception 82 (A1-82)'.
3. This by-law shall come into force upon third reading and being finally passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
11TH DAY OF JANAURY, 2021.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

Schedule A



255 County Road 14 E
Part of Lot 19, Concession 9
ZBA/14/2020

Meters
0 180 360 720 1,080 1,440



Schedule "A", Map 30 of By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Agriculture Zone 1 (A1)' to 'Agriculture Zone 1, Exception 82 - (A1-82)'.

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 4 - 2021

Being a by-law appointing members to the Committee of Adjustment for the 2021 calendar year

WHEREAS the *Planning Act, R.S.O. 1990, c. P.13, Section 44(1)* (the "Act") states that if a municipality has passed a Zoning By-law, the Council of the municipality may by by-law constitute and appoint a Committee of Adjustment for the municipality composed of such persons not fewer than three (3), as the Council considers advisable;

AND WHEREAS Section 44(3) provides that the members of the Committee who are members of Council shall be appointed annually;

AND WHEREAS Council, under By-law 9-2020 enacted January 27, 2020, appointed certain members of Council and individuals to the Committee of Adjustment/Property Standards Committee/Fenceviewers.

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

1. **THAT** the Council members appointed to the Committee of Adjustment/Property Standards Committee/Fenceviewers for the 2021 calendar year are as follows:

Council Appointees:

Deputy Mayor G. Queen
Councillor T. Neufeld

2. **THAT** the term of the Council members shall be from January 1, 2021 to December 31, 2021 or until such time as successor members are appointed by Council.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
11TH DAY OF JANUARY, 2021.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 5 - 2021

**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**

WHEREAS By-law 55-2016, as amended, governs the calling, place and proceedings of Council and Committees of The Corporation of the Town of Kingsville;

AND WHEREAS by By-law 36-2020 passed the 23rd day of March, 2020 Council amended its procedure By-law to allow for Electronic Participation (as defined in said By-law 36-2020 as "...participation in a Meeting by means of telecommunication instruments including but not limited to telephone and video conferencing");

AND WHEREAS the Council of The Corporation of the Town of Kingsville hereby deems it expedient to further amend its procedure By-law to remove the requirement for the chair and Clerk to be present in the meeting room scheduled for the Meeting.

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

1. **THAT** By-law 55-2016, as amended by By-laws 36-2020, 54-2020, and 66-2020 is hereby further amended as follows:
 - i) To delete subsection 14.1.e) under Section 2 of Amending By-law 36-2020 in its entirety, which reads as follows:

"14.1.e) The chair of the Meeting, regardless of whether open or closed to the public, may not participate electronically and must be present in the meeting room scheduled for the Meeting with the Clerk;"
2. **THAT** all other terms set out in said By-law 55-2016, as amended, shall remain in full force and effect.
3. **THAT** this By-Law shall come into effect upon third reading and being finally passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED this
11th day of January, 2021.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 6 - 2021

**Being a By-law to confirm the proceedings of the
Council of The Corporation of the Town of Kingsville at its
January 11, 2021 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 January 11, 2021 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
11th day of January, 2021.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo