



**REGULAR MEETING OF COUNCIL  
AGENDA**

**Monday, April 12, 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](http://www.kingsville.ca/meetings) and select the VIDEO icon.

**B. MOMENT OF SILENCE AND REFLECTION**

**C. PLAYING OF NATIONAL ANTHEM**

**D. DISCLOSURE OF PECUNIARY INTEREST**

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

**E. CLOSED SESSION**

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

i) Subsection 239(2)(f) advice that is subject to solicitor-client privilege re: verbal report from Director of Legislative Services J. Astrologo re: Grass Cutting and Trimming Maintenance tender;

ii) Subsection 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality; being a Report from Director of Financial and IT Services R. McLeod pertaining to physician recruitment.

iii) Subsection 239(2)(e) litigation or potential litigation affecting the municipality, being an update from Manager of Planning Services R. Brown RE: Car Wash



and Laundromat operating at 281 Main St. East.

**F. REPORT OUT OF CLOSED SESSION**

**G. PRESENTATIONS/DELEGATIONS**

1. **ERCA CAO/Sec.-Treas. Tim Byrne, Interim CFO/Director, Finance and Corporate Services Shelley McMullen and ERCA Chair Tania Jobin**

1

SEE: Correspondence request dated February 24, 2021. The 2020 Annual Report Video will also be presented.

**H. AMENDMENTS TO THE AGENDA**

**I. STAFF REPORTS**

1. **Night Sky Update**

2

Chief Building Official P. Valore

**Recommended Action**

The recommendation is that Council receive this report as information as it relates to night sky compliance and the enforcement of the Odour and Nuisance by-law.

2. **Application for Site Plan Approval SPA/02/2021 by**  
**1486134 Ontario Limited** **303 & 313 Main St. E., Part of**  
**Lots 2 & 3, Concession 1 ED** **Parts 1 & 2, RP 12R 10381,**  
**Part 1, RP 12R 11009**

5

R. Brown, Manager of Planning Services

**Recommended Action**

That Council:

Approve site plan approval application SPA/02/2021 for a 208.6 sq. m (2,226 sq. ft.) drive-thru/dine-in restaurant on lands located on the south side of Main St. E. (303 Main St. E.), subject to the conditions and requirements outlined in the site plan agreement and authorize the Mayor and Clerk to sign the agreement and register said agreement on title.

3. **Application for Site Plan Approval by** **Amico Properties Inc.**  
**1768 Division Rd. N.** **Part of Lot 1, Concession 1 ED, Part**  
**6, RP 12R 28404**

12

R. Brown, Manager of Planning Services

**Recommended Action**

That Council:

Approve site plan application SPA/05/2021 for a 300 sq. m (2,691 sq. ft.)



drive-thru/dine-in restaurant on lands located on the east side of Division Street North (1768 Division St, N., subject to the conditions and requirements outlined in the site plan agreement and authorize the Mayor and Clerk to sign the agreement and register said agreement on title.

4. **Application for Site Plan Amendment SPA/08/2021 by W. Martens' Greenhouses Ltd. 1254 Road 3 E, Part of Lot 7, Concession 3, ED** 41

R. Brown, Manager of Planning Services

**Recommended Action**

That Council:

Approve site plan amendment application SPA/08/2021 for the expansion of an existing greenhouse facility including 2.77 ha (6.86 ac.) of growing area, a 1,625 sq. m (17,491 sq. ft.) pack house and expanded storm water management pond on lands located at 1254 Road 3 E, subject to the conditions and requirements outlined in the amending site plan agreement and authorize the Mayor and Clerk to sign the agreement and register said agreement on title.

5. **Road 11 Bridge over Ruscom River – Tender Results** 50

T. Del Greco, Manager of Engineering

**Recommended Action**

That Council award the Road 11 Bridge over Ruscom River Tender to Intrepid General in the amount of \$924,442 (excluding HST) and authorize the Mayor and Clerk to execute the requisite agreement.

6. **Clark St Watermain and Road Reconstruction** 55

S. Martinho, Manager of Public Works and Engineering

**Recommended Action**

That Council award the Clark Street Watermain and Road Reconstruction project to Sherway Contracting Limited in the amount of \$467,747.00 excluding HST and authorize the Mayor and Clerk to execute the agreement.

7. **Lakeside Park Splash Pad and Washroom Facility RFP** 60

D. Wolicki, Manager of Municipal Facilities and Property

**Recommended Action**

That Council authorizes the Mayor and Clerk to execute an agreement with TCI Titan Construction Inc. in the amount of \$699,544.43 (excluding HST) for the design and construction of the Lakeside Park Splash Pad and Washroom Facility.

8. **Grass Cutting and Trimming Maintenance Contract** 72



D. Wolicki, Manager of Municipal Facilities and Property

**Recommended Action**

That Council awards the 2021 Grass Cutting and Trimming Maintenance Contract of Various Municipal Properties in the Town of Kingsville, for the period commencing April 15<sup>th</sup>, 2021 to October 31<sup>st</sup>, 2023, to CnR Landscape and Design in the amount of \$58,160.00.

**9. Open Streets 2021 75**

J. Norton, CAO

**Recommended Action**

That Council approves the plans outlined in this report for the 2021 Open Streets event and approve the 2021 Open Streets budget.

**10. Appointment of Integrity Commissioner and Closed Meeting Investigator 79**

J. Astrologo, Director of Legislative Services

**Recommended Action**

That Council appoint Mary Ellen Bench as the Town's Integrity Commissioner and Closed Meeting Investigator

**J. MINUTES OF THE PREVIOUS MEETINGS**

**1. Regular Meeting of Council--March 22, 2021 86**

**2. Regular Closed Session Meeting of Council-March 22, 2021**

**3. Special Meeting of Council-March 23, 2021 103**

**4. Special Closed Session Meeting of Council--March 23, 2021**

**Recommended Action**

That Council adopts Regular Meeting of Council Minutes dated March 22, 2021, Regular Closed Session Meeting of Council Minutes dated March 22, 2021, Special Meeting of Council Minutes dated March 23, 2021, and Special Closed Meeting of Council Minutes dated March 23, 2021.

**K. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

**1. Kingsville Municipal Heritage Advisory Committee--February 17, 2021 108**

**Recommended Action**

That Council receives Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated February 17, 2021.

**2. Union Water Supply System Joint Board of Management--February 17, 2021 113**



**Recommended Action**

That Council receives Union Water Supply System Joint Board of Management Meeting Minutes dated February 17, 2021.

3. **Parks Recreation Arts and Culture Committee--February 18, 2021** 119

**Recommended Action**

That Council receives Parks, Recreation, Arts and Culture Committee Meeting Minutes dated February 18, 2021 together with the following sub-committee minutes: Communities in Bloom--January 12, 2021.

4. **Police Services Board--February 24, 2021** 129

**Recommended Action**

That Council receives Police Services Board Meeting Minutes dated February 24, 2021.

**L. BUSINESS CORRESPONDENCE - INFORMATIONAL**

1. **MP Chris Lewis-Essex--Correspondence dated February 12, 2021 (received March 9, 2021) RE: National 3-Digit Suicide Prevention Hotline** 132
2. **Town of Amherstburg--Correspondence dated April 6, 2021 RE: Support for National 3-Digit Suicide Prevention Hotline** 134
3. **City of Windsor Decision letter dated March 8, 2021 RE: Windsor Essex County Environment Committee recommendation that the initiative by the WECSWA to develop a regional organic waste plan** 139
4. **Municipality of Calvin--Resolution 2021-052 passed March 9, 2021 RE: Universal Paid Sick Days** 140
5. **Kingsville BIA--Correspondence dated March 10, 2021 RE: Current internet infrastructure in the Town of Kingsville** 141
6. **Kingsville BIA--Correspondence dated March 10, 2021 re rent relief Carnegie Building** 142
7. **Canadian Union of Postal Workers--Resolution request received March 11, 2021 to endorse CUPW 'Delivering Community Power' Campaign** 143
8. **Office of the Solicitor General--Correspondence dated March 17, 2021 RE: Update on the new OPP detachment boards under the Community Safety and Policing Act, 2019** 146
9. **Ontario Fire College Closure Resolutions**
  - a. **District Municipality of Muskoka--Resolution passed March 15, 2021** 154
  - b. **Township of Edwardsburgh Cardinal--Resolution passed March 22, 2021** 155



10.	Ontario Recreational Facilities Association Inc. Open Letter to OFRA Members and Industry Employers received March 19, 2021	157
11.	Town of Orangeville--Resolution passed March 22, 2021 RE: Bill 257	159
12.	Debbie France, Norfolk County resident--Email dated March 28, 2021 RE: Health Canada Cannabis Consultation open for comment until May 7, 2021	160
13.	Town of Cochrane--Correspondence dated March 29, 2021 RE: MeeQuam Youth Residence Closure	161
14.	City of Kitchener--Correspondence dated March 31, 2021 RE: Planning Act Timelines.	163
15.	Ministry of Agriculture, Food and Rural Affairs--Correspondence from Minister Hardeman dated March 31, 2021	165
16.	Township of Hudson--Correspondence dated March 31, 2021 RE: Support for Fire Departments	167
17.	County of Essex Administrative Report dated April 7, 2021 RE: Traffic Calming Gosfield North Public School	169

**Recommended Action**

That Council receives Business Correspondence-Informational items 1 through 17.

**M. NOTICES OF MOTION**

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

1. Kingsville Historical Park Verbal Update by Councillor Neufeld RE: Current happenings and coming events

**O. BYLAWS**

- |    |  |     |
|----|--|-----|
| 1. | <b>By-law 33-2021</b>  | 177 |
|    | Being a By-law to amend By-law 2-2019, as amended, being a By-law to appoint certain members of Council and individuals to boards and committees           |     |
|    | To be read a first, second and third and final time.   |     |
| 2. | <b>By-law 34-2021</b>  | 178 |
|    | Being a by-law to appoint Mary Ellen Bench as the Integrity Commissioner and the Closed Meeting Investigator for The Corporation of the Town of Kingsville |     |



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

**P. CONFIRMATORY BY-LAW**

**1. By-law 35-2021**

179

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its April 12, 2021 Regular Meeting

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

**Q. ADJOURNMENT**





February 24, 2021

admin@erca.org

P.519.776.5209

F.519.776.8688

360 Fairview Avenue West  
Suite 311, Essex, ON N8M 1Y6

## RE: DELEGATION REQUEST

At a meeting of the Essex Region Conservation Authority' Board of Directors on February 18, 2021, the Draft 2021 Budget was approved for distribution to municipalities; and to provide notice that a weighted vote will be held at the Board of Directors' meeting on April 8, 2021. Ontario Regulation 139/96 (as amended by O.R. 231/97) requires that affected municipal partners receive a minimum 30-day notice for which a meeting where a weighted and recorded vote will be taken, regarding non-matching levies. The Regulation also requires that the notice be accompanied by the financial information used to determine that levy. This notice, along with ERCA's report to the Board, with appendices, and a 2021 Draft Budget Companion was circulated to municipal clerks for distribution to members of Council on Monday, February 22, 2021.

As described in the Draft 2021 Budget, the budget totals \$10,026,284 and includes a total levy contribution from member municipalities of approximately \$3,454,619, representing a total increase in levy of 2.0%. This levy equates to \$10.75 for every person in our watershed, based on data compiled by MPAC and the Ministry of Natural Resources and Forestry and municipal levies account for slightly less than 50% of the funding for the ongoing programs of the Authority.

The purpose of the delegation is to explain the recent changes to the Conservation Authorities Act, which have widespread and significant implications for operations and program delivery in 2022, due to the provincially-required bifurcation of services into mandatory and non-mandatory categories and resulting changes to the existing funding model. Representatives from Administration will highlight key points of the budget and demonstrate how it responds to provincial direction and objectives including: increased transparency to municipal funders; identification of mandatory and non-mandatory services and reallocation of municipal levies to core mandated responsibilities, as described in the Conservation Authorities Act.

For reference, are links to [ERCA's 2020 Annual Report](#) and [2020 Annual Report Video](#) presented at our Annual General Meeting that highlight some of the work undertaken by ERCA in our community.

Should you have any questions regarding our budget, please do not hesitate to contact us.

Thank you,

CAO/Secretary-Treasurer

Interim CFO/Director, Finance and Corporate Services





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

**Date:** April 6, 2021  
**To:** Mayor and Council  
**Author:** Robert Sassine and Peter Valore  
**RE:** Night Sky Update  
**Report No.:** 01-2021

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## **AIM**

To provide Council with an update to Night Sky Enforcement as requested at the February 22, 2021 council meeting.

## **BACKGROUND**

On October 20th, 2020, Council passed the Odour and Nuisance By-law. The By-law was created to deal with significant night sky illumination from several area greenhouses and the associated odours coming from the cultivation of Marijuana within the municipality. The industry has come to rely on supplementary lighting to assist with crop production year round.

## **DISCUSSION**

Once the By-law was passed, the senior town administration hosted a public meeting inviting the greenhouse owners to attend and take part in the discussions of the ongoing issues with night sky illumination. The frustration from the Town residents and the need to address this public concern was at the top of the list. It was communicated to the greenhouse owners in attendance that it was time to put measures into place to help manage the problem. The outcome of the meeting was generally positive, with the understanding from the greenhouse owners that they need to install ceiling and wall curtains in the greenhouses and that this must take place by fall of 2021.

The greenhouse owners voiced that they would need time to source material and organize the installation around crops that are currently in production. They also indicated that due to Covid there has been a lack of availability of curtain products and it would be difficult to come into immediate compliance with the new By-law. The Town agreed to accept copies of purchase orders as a sign of good faith in the short term to allow the greenhouses some



time to get into compliance. It was expressed by the Town that compliance was to be no later than the fall of 2021.

On February 22, 2021 the Town received a complaint regarding a greenhouse property that has a curtain system in place but was not in compliance. By-law Enforcement conducted an investigation and reached out to the facility regarding the complaint received. The owner acknowledged to the Officer that the operating system that controls the curtains was having some technical issues and needed further programming. The greenhouse owner conveyed to the Officer that the computerized system requires adjustments from time to time and that this issue was corrected.

The By-law Enforcement team conducted a nighttime investigation on February 24, shortly after this complaint was received and found the property to be in compliance. During that night time investigation, By-law Enforcement identified two non-complying Part 2 cannabis facilities. These two cannabis operations have no current arrangements with By-law Enforcement concerning delayed compliance and are therefore subject to immediate enforcement.

On March 11, 2021 an additional nighttime investigation was recently completed and two additional non-complying Part 2 cannabis facilities were identified, making it 4 non-complying facilities in total. These two cannabis operations also have no arrangements with By-law Enforcement concerning delayed compliance. Orders have been issued on these properties and a follow-up investigation is required to confirm compliance.

By-law Enforcement encourages town residents to call in complaints regarding night sky illumination and odours from greenhouse facilities. Complainants are to provide specific and accurate details including the property address and the time of the occurrence. The name and contact numbers of the complainant will be required for further follow up by the Town; they may need to be a witness in the event of court proceedings.

## **LINK TO STRATEGIC PLAN**

In a recent public survey conducted by the Town, Night Sky compliance was among the top concerns of the residents. In addition, Council adopted a two-year plan, which included night sky compliance as being one of the significant items to be addressed and enforced.

## **FINANCIAL CONSIDERATIONS**

The Town will need to consider the ongoing associated costs with the enforcement of this By-law as well as legal costs in bringing non-complying properties to court.

## **CONSULTATIONS**

The CAO was consulted in addition to referencing the Odour and Nuisance By-law.

## **RECOMMENDATION**

The recommendation is that Council receive this report as information as it relates to night sky compliance and the enforcement of the Odour and Nuisance by-law.





*Robert Sassine*

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By-law Enforcement Officer

*Peter Valore*

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Chief Building Official

*John Norton*

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Chief Administrative Officer

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

**Date:** March 30, 2021

**To:** Mayor and Council

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

**RE:** Application for Site Plan Approval SPA/02/2021 by  
1486134 Ontario Limited  
303 & 313 Main St. E., Part of Lots 2 & 3, Concession 1 ED  
Parts 1 & 2, RP 12R 10381, Part 1, RP 12R 110

**Report No.:** PS 2021-019

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## **AIM**

To provide the Mayor and Council with details regarding a request for site plan approval on property located on the south side of Main St. E. (303 Main St E.) between Jasperson Drive and Wigle Ave.

## **BACKGROUND**

The subject land is a 1.36 ha (3.35 ac.) commercial lot with an existing plaza with a mix of commercial uses. The property also includes, under the same ownership, lands to the west which are currently vacant and not used as part of the plaza development. An application for site plan approval has been submitted to construct a new 206.8 sq. m (2,226 sq. ft.) coffee shop (Starbucks) with associated landscaping and some limited reconfiguration of the parking area in front of the plaza to accommodate the necessary drive-thru lane stacking to the new building. (See Appendix A)

## **DISCUSSION**

### **1.0 Provincial Policy Statement**

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



## **2.0 Official Plan**

The subject property is designated 'Highway Commercial' and subject to the policies under Section 3.2.3 of the Official Plan for the Town of Kingsville. The proposed use is permitted in the highway commercial area. The property has been assessed under the Site Suitability criteria of Section 2.8 and conforms or will conform through the site plan process.

## **3.0 Comprehensive Zoning By-Law – Town of Kingsville**

The subject property is zoned 'General Commercial, (C4)'. The attached site plan has been reviewed and the proposed new development will be in compliance with all setback regulations of the Town of Kingsville Zoning By-law 1-2014.

## **4.0 Site Plan**

The site plan shows a new 206.8 sq. m (2,226 sq. ft.) drive-thru/dine-in restaurant for Starbucks coffee. The entrance and lead-up drive-thru lane is located on the plaza property. It utilizes four of the existing parking spaces however does not impact on the parking needs of the plaza or proposed development at 303 Main St. E. The building will be located approx. 15 m (50 ft.) from the front, roughly in line with the TD Bank to the west. This will maintain a large grassed boulevard. A patio area is provided for on the site along with a large grassed area in front and along the east side. A sidewalk linkage has been provided from the Town sidewalk into the property for both accessibility and walkability. Parking is provided on the neighbouring plaza lot at the front that has been traditionally underutilized.

A notable detail on the site plan is that no additional access is being proposed to Main St. E. All traffic will enter and exit to the control intersection at Jasperson and Main. The Technical Advisory Committee (TAC) did request a review of the traffic impact with the addition of the new use. RC Spencer Associates Inc. undertook the work and concluded that the addition of the new development would not adversely affect area traffic operations. It is worth noting that RC Spencer's based much of their review on works that were completed for the Town in preparation for the new school development. As such, the data is current and has anticipated future traffic volumes and development.

## **LINK TO STRATEGIC PLAN**

Support growth of the business community.

## **FINANCIAL CONSIDERATIONS**

Direct financial considerations of the development will include development charges, building permit fees and an increase in assessment value at build out. Indirect considerations are the creation of a new business in the Town along with new employment opportunities.



## CONSULTATIONS

In accordance with standard practice for review of site plan approval applications applicable external agencies and internal departments have been circulated. The following comment has been provided.

**1) Essex Region Conservation Authority (ERCA)**

ERCA comment is pending and should be available prior to presentation to Council.

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

Comments provided by TAC include that an acceptable storm water management plan for the site is prepared, the developer provide an accessible sidewalk connection from the Town sidewalk into the development, a road widening of 3 m (9.84 ft.) is also required across the frontage of both 303 and 313 Main St. E for future road improvements. Building code requirements will be reviewed during the permit process, All other standard requirements are outlined as part of the site plan agreement.

## RECOMMENDATION

That Council:

Approve site plan approval application SPA/02/2021 for a 208.6 sq. m (2,226 sq. ft.) drive-thru/dine-in restaurant on lands located on the south side of Main St. E. (303 Main St. E.), subject to the conditions and requirements outlined in the site plan agreement and authorize the Mayor and Clerk to sign the agreement and register said agreement on title.

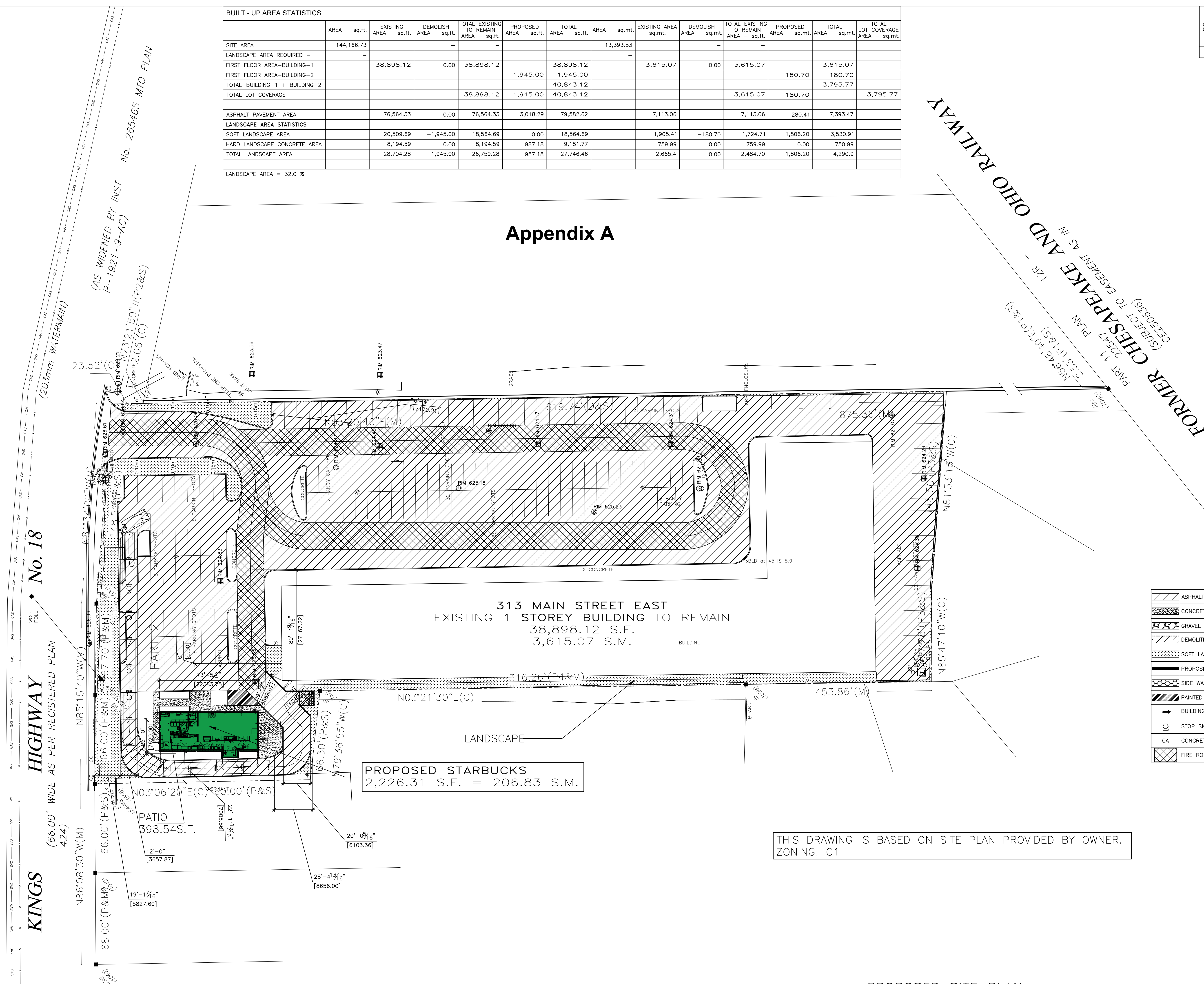
Robert Brown

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



BUILT - UP AREA STATISTICS													
	AREA - sq.ft.	EXISTING AREA - sq.ft.	DEMOLISH AREA - sq.ft.	TOTAL EXISTING TO REMAIN AREA - sq.ft.	PROPOSED AREA - sq.ft.	TOTAL AREA - sq.ft.	AREA - sq.mt.	EXISTING AREA sq.mt.	DEMOLISH AREA - sq.mt.	TOTAL EXISTING TO REMAIN AREA - sq.ft.	PROPOSED AREA - sq.mt.	TOTAL AREA - sq.mt.	TOTAL LOT COVERAGE AREA - sq.mt.
SITE AREA	144,166.73		-	-			13,393.53		-	-			
LANDSCAPE AREA REQUIRED -	-						-						
FIRST FLOOR AREA-BUILDING-1		38,898.12	0.00	38,898.12		38,898.12		3,615.07	0.00	3,615.07		3,615.07	
FIRST FLOOR AREA-BUILDING-2					1,945.00	1,945.00					180.70	180.70	
TOTAL-BUILDING-1 + BUILDING-2						40,843.12						3,795.77	
TOTAL LOT COVERAGE				38,898.12	1,945.00	40,843.12				3,615.07	180.70		3,795.77
ASPHALT PAVEMENT AREA		76,564.33	0.00	76,564.33	3,018.29	79,582.62		7,113.06		7,113.06	280.41	7,393.47	
LANDSCAPE AREA STATISTICS													
SOFT LANDSCAPE AREA		20,509.69	-1,945.00	18,564.69	0.00	18,564.69		1,905.41	-180.70	1,724.71	1,806.20	3,530.91	
HARD LANDSCAPE CONCRETE AREA		8,194.59	0.00	8,194.59	987.18	9,181.77		759.99	0.00	759.99	0.00	750.99	
TOTAL LANDSCAPE AREA		28,704.28	-1,945.00	26,759.28	987.18	27,746.46		2,665.4	0.00	2,484.70	1,806.20	4,290.9	
LANDSCAPE AREA = 32.0 %													

## Appendix A



REAL NORTH		PROJECT NORTH	
CHINTAN J. VIRANI B. ARCH.   OAA, MRAIC,   AIA   COAI			
		9898 HOLLY CRESCENT, WINDSOR, ONTARIO, CANADA N8R 1Z3  PHONE: (519)979-9017 CELL: (519) 567-1800 FAX: (519) 979-4909  EMAIL:chintan@chintan.ca WWW.CHINTAN.CA	
PROJECT BY			
<b>TITAN</b> G R O U P WWW.TCIWINDSOR.COM			
09.		REVISED – STARBUCKS NEW PROTOTYPE	MAR. 30/2021
08.		FIRE ROUTE ADDED	MAR. 12/2021
07.		SP APPLICATION	MAR. 02/2021
06.		STACKING NO. ADDED AS CITY'S COMMENT	JAN. 27/2021
05.		TITAN'S FINAL REVIEW – SP APPLICATION	NOV. 13/2020
04.		TITAN'S FINAL REVIEW – SP APPLICATION	SEP. 30/2019
03.		TITAN'S REVIEW	SEP. 26/2019
02.		TITAN'S REVIEW	SEP. 05/2019
01.		OWNER'S REVIEW	MAY 16/2019
NO.		ISSUED FOR	NO.
PROJECT			
PROPOSE STARBUCKS			
313 MAIN STREET EAST KINGSVILLE, ONTARIO, N9Y 1A7			
DRAWING TITLE			
PROPOSED SITE PLAN			
NOTE: – DO NOT SCALE DRAWINGS. – ALL DIMENSIONS TO BE CHECKED AND VERIFIED ON THE JOB SITE. – ANY AND ALL DISCREPANCIES TO BE REPORTED TO THE ARCHITECT. – ALL DRAWINGS REMAIN THE PROPERTY OF THE ARCHITECT.			
		A. DETAIL NO. B. LOCATION SHEET C. DETAILED ON	
PROJECT NUMBER		1940	DRAWN BY K.V.
DATE		MAY 2019	CHECKED BY CJV
DRAWING NO.			
SP-1.1			



REAL NORTH

PROJECT NORTH

CHINTAN VIRANI  
ARCHITECT INC.

CHINTAN J. VIRANI

B. ARCH. | OAA, MRAIC, | AIA | COAI

9898 HOLLY CRESCENT,  
WINDSOR, ONTARIO,  
CANADA N9R 1Z3

PHONE: (519) 979-9017  
CELL: (519) 567-1800  
FAX: (519) 979-4909  
EMAIL: chintan@chintan.ca  
WWW.CHINTAN.CA


PROJECT BY

TCI

TITAN  
GROUP

WWW.TCIWINDSOR.COM

09.		
08.		
07.		
06.		
05.	REVISED AS NEW PROTOTYPE BY STARBUCKS - PROGRESS	APR. 06/2021
04.	SP APPLICATION	MAR. 02/2021
03.	TITAN'S FINAL REVIEW - SP APPLICATION	SEP. 30/2019
02.	TITAN'S REVIEW	SEP. 05/2019
01.	OWNER'S REVIEW	MAY 16/2019
NO.	ISSUED FOR	NO.

PROJECT

PROPOSE STARBUCKS

313 MAIN STREET EAST  
KINGSVILLE, ONTARIO, N9Y 1A7

DRAWING TITLE

PROPOSED FLOOR PLAN

NOTE:

- DO NOT SCALE DRAWINGS.
- ALL DIMENSIONS TO BE CHECKED AND  
VERIFIED ON THE JOB SITE.
- ANY AND ALL DISCREPANCIES TO BE  
REPORTED TO THE ARCHITECT.
- ALL DRAWINGS REMAIN THE PROPERTY OF  
THE ARCHITECT.

A  
B/C

A. DETAIL NO.  
B. LOCATION SHEET  
C. DETAILED ON

PROJECT NUMBER 1940

DRAWN BY K.V.

DATE MAY 2019

CHECKED BY C.J.V.

DRAWING NO.

A-1.1

0'-0" 10'-0" 20'-0" 30'-0" 40'-0"

PROPOSED FLOOR PLAN WITH FURNITURE  
SCALE: 1/4" = 1'-0"

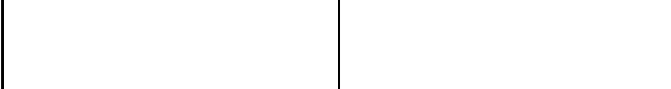
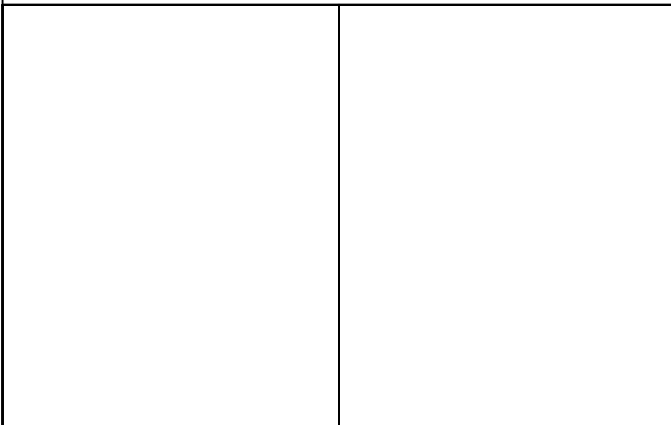
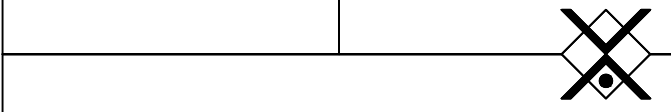
PROPOSED FLOOR PLAN  
SCALE: 1/4" = 1'-0"

9

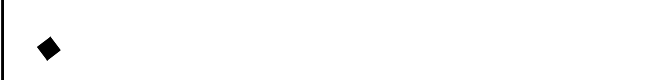




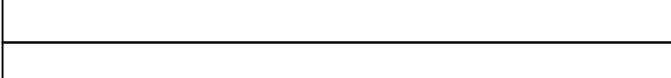




PROJECT BY



09.		
08.		
07.		
06.		
05.	REVISED AS NEW PROTOTYPE BY STARBUCKS – PROGRESS	APR. 06/2021
04.	SP APPLICATION	MAR. 02/2021
03.	TITAN'S FINAL REVIEW – SP APPLICATION	SEP. 30/2019
02.	TITAN'S REVIEW	SEP. 05/2019
01.	OWNER'S REVIEW	MAY 16/2019
NO.	ISSUED FOR	NO.



PROJECT

PROPOSE STARBUCKS

313 MAIN STREET EAST  
KINGSVILLE, ONTARIO, N9Y 1A7

DRAWING TITLE

ELEVATION  
–WEST  
–NORTH

NOTE:  
– DO NOT SCALE DRAWINGS.  
– ALL DIMENSIONS TO BE CHECKED AND  
VERIFIED ON THE JOB SITE.  
– ANY AND ALL DISCREPANCIES TO BE  
REPORTED TO THE ARCHITECT.  
– ALL DRAWINGS REMAIN THE PROPERTY OF  
THE ARCHITECT.

A  
BC

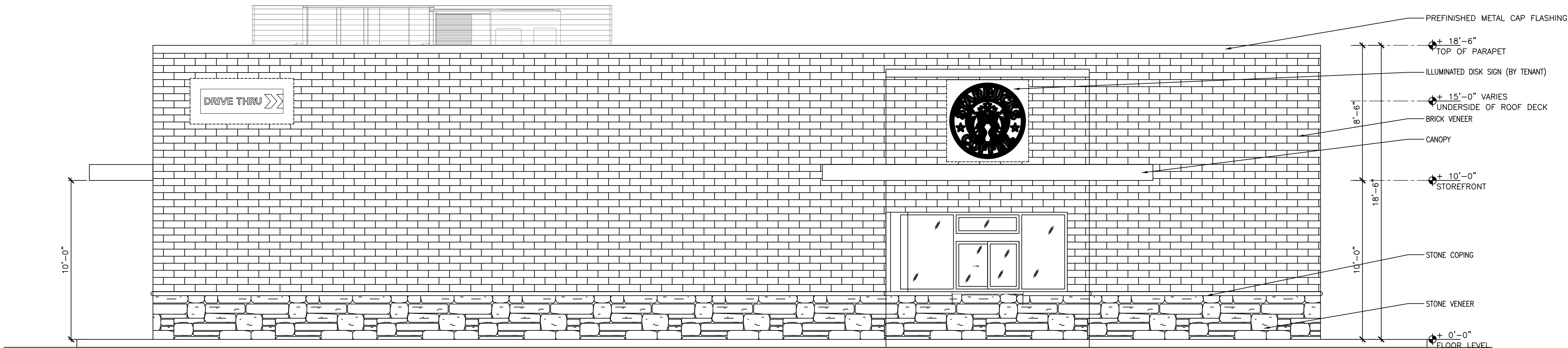
A. DETAIL NO.  
B. LOCATION SHEET  
C. DETAILED ON

PROJECT NUMBER	1940	DRAWN BY	K.V.
DATE	MAY 2019	CHECKED BY	CJV

DRAWING NO.

A-2.2

0'-0"10'-0"20'-0"30'-0"40'-0"



PROPOSED ELEVATION– WEST

SCALE: 1/4" = 1'-0"





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

**Date:** March 30, 2021

**To:** Mayor and Council

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

**RE:** Application for Site Plan Approval by  
Amico Properties Inc.  
1768 Division Rd. N.  
Part of Lot 1, Concession 1 ED, Part 6, RP 12R 28404

**Report No.:** PS 2021-023

---

## **AIM**

To provide the Mayor and Council with details regarding a request for site plan approval on property located on the east side of Division Rd N south of Road 2 E.

## **BACKGROUND**

The subject land is a 3,920 sq. m (42,196 sq. ft.) vacant commercial lot recently created under severance application B/09/2021. A site plan approval application has been submitted for the development of a second lot within the overall development of the larger surrounding property. A new 300 sq. m (2,691 sq. ft.) drive thru/dine-in restaurant is proposed with associated parking and a twin drive-thru lane. Detailed plans are included as Appendix A.

## **DISCUSSION**

### **1.0 Provincial Policy Statement**

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

### **2.0 Official Plan**

The subject property is designated 'Highway Commercial' and subject to the policies under Section 3.2.3 of the Official Plan for the Town of Kingsville. The proposed use is permitted in the highway commercial area. The property has been



assessed under the Site Suitability criteria of Section 2.8 and conforms or will conform through the site plan process. The development of this property as a whole helps in moving toward the decentralization of commercial use which has partially lead to some of the traffic volume issues along Main St. E.

### **3.0 Comprehensive Zoning By-Law – Town of Kingsville**

The subject property is zoned 'Rural Commercial, (C6-7)'. The attached site plan has been reviewed and the proposed new development will be in compliance with all setback regulations of the Town of Kingsville Zoning By-law 1-2014. Other items of interest include 12 required stacking spaces in the drive-thru, a total of 39 parking spaces plus two barrier free and a sizable setback from both Division Rd N and the existing open drain. The by-law also notes a requirement that if an outdoor intercom (order board) is within 60 m of a residential use such as that on the Chartwell property that a noise study must be completed. The order board in this location will be located within the 60 m setback. The applicant has provided a noise impact assessment which is attached as Appendix B. The report concludes that the daytime, evening and nighttime noise exclusionary limits defined in the MECP NPC-300 are met for all sources assessed. The report does recommend the use of an automatic volume control on the drive-thru speaker system so that the speaker volume can be adjusted based on the outdoor ambient noise levels. This will be incorporated into the site plan agreement as a requirement. Landscaped area for the property is 32.7% including the proposed patio area.

### **4.0 Site Plan**

Site plan approval in this case will only apply to the proposed drive thru/eat in restaurant. Additional Council approval will be required as the remaining lots within the development build out.

The current proposal by the prospective purchaser of the subject lot is a 300 sq. m (2,691 sq. ft.) building with a twin drive-thru lane, outdoor patio area and associated parking and garbage enclosure. The site is fully serviced with Town water and sanitary sewer. Storm water is managed on the site within the parking area.

Because the overall site is intended to function as a single development each lot will require interconnection for access purposes. Both the Dairy Queen site and subject site are connected via the parking areas. The main entrance to the site will be limited to the existing shared entrance between the Chartwell property and the subject lands. The proposed internal service road will also provide a shared access from Road 2 E. The access point in the southwest corner of the lot has been limited to an out only as to limit any entrance at this point minimizing impact to traffic enter from Division Street North.

A photometric plan was provided for the site and IES will review the type of lighting proposed. As with all site plan approval lighting must be full cut-off and dark sky compliant.



## **LINK TO STRATEGIC PLAN**

Support growth of the business community.

## **FINANCIAL CONSIDERATIONS**

Direct financial considerations of the development will include development charges, building permit fees and an increase in assessment value at build out. Indirect considerations are the creation of a new business in the Town along with new employment opportunities.

## **CONSULTATIONS**

In accordance with standard practice for review of site plan approval applications applicable external agencies and internal departments have been circulated. The following comment has been provided.

### **1) Essex Region Conservation Authority (ERCA)**

ERCA has no objection to the proposed development. See full comment in Appendix C.

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

Comments provided by TAC include that the proposed storm water management plan for the site is acceptable, building code requirements will be reviewed during the permit process, All other standard requirements are outlined as part of the site plan agreement.

## **RECOMMENDATION**

That Council:

Approve site plan application SPA/05/2021 for a 300 sq. m (2,691 sq. ft.) drive-thru/dine-in restaurant on lands located on the east side of Division Street North (1768 Division St, N., subject to the conditions and requirements outlined in the site plan agreement and authorize the Mayor and Clerk to sign the agreement and register said agreement on title.

*Robert Brown*

---

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



GENERAL NOTES:

1. DO NOT SCALE DRAWINGS.

PROPOSED

HEAVY DUTY ASPHALT PAVEMENT  
40mm HL3 (OPSS 1150)  
60mm HL8 (OPSS 1150)  
400mm GRANULAR 'A' (OPSS 1010)

LIGHT DUTY ASPHALT PAVEMENT  
40mm HL3 (OPSS 1150)  
50mm HL8 (OPSS 1150)  
300mm GRANULAR 'A' (OPSS 1010)

ASPHALT WALKWAY  
50mm HL8 (OPSS 1150)  
300mm GRANULAR 'A' (OPSS 1010)

GARBAGE ENCLOSURE  
6" CONCRETE (32MPa, 6-8% AIR)  
6x6 6/6 WWM AT MID-DEPTH  
4" GRANULAR 'A' (OPSS 1010)

CONCRETE DRIVEWAY  
6" CONCRETE (32MPa, 6-8% AIR)  
4" GRANULAR 'A' (OPSS 1010)

CONCRETE SIDEWALK  
4" CONCRETE (32MPa, 6-8% AIR)  
4" GRANULAR 'A' (OPSS 1010)

LANDSCAPING  
(SEE LANDSCAPING DRAWINGS FOR DETAILS)

B SITE PLAN APPROVAL FEB 12/21  
A OWNER REVIEW NOV 27/20  
No. Issued For Date

1 OWNER'S COMMENTS JAN 18/21  
No. Revision Date



AMICO PROPERTIES INC.

DIVISION COMMERCIAL PLAZA  
TIM HORTONS  
TOWN OF KINGSVILLE

SP1

Sheet No.

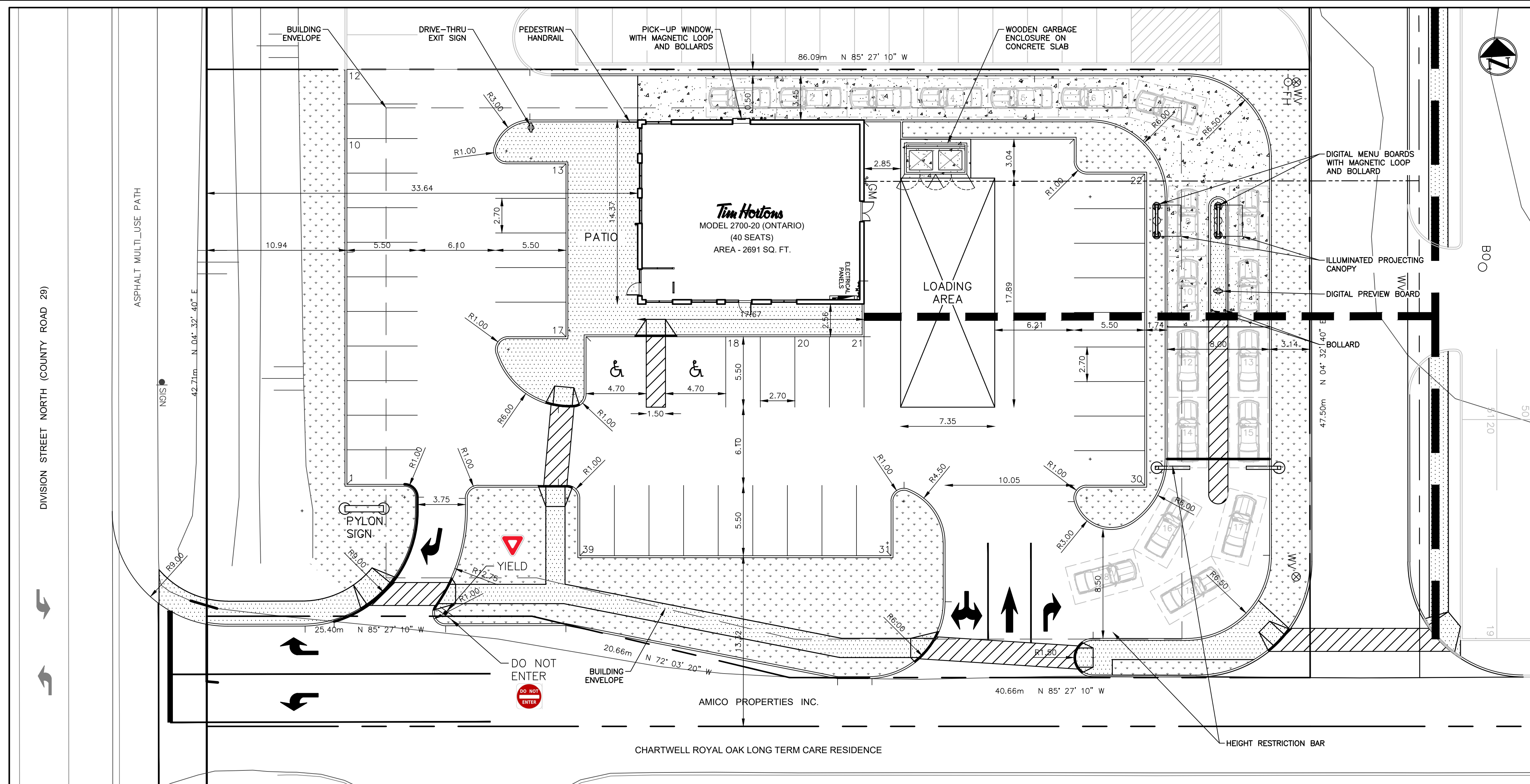
SITE PLAN

Scale: AS NOTED

Date: JULY 2020

Drawn By: RJF

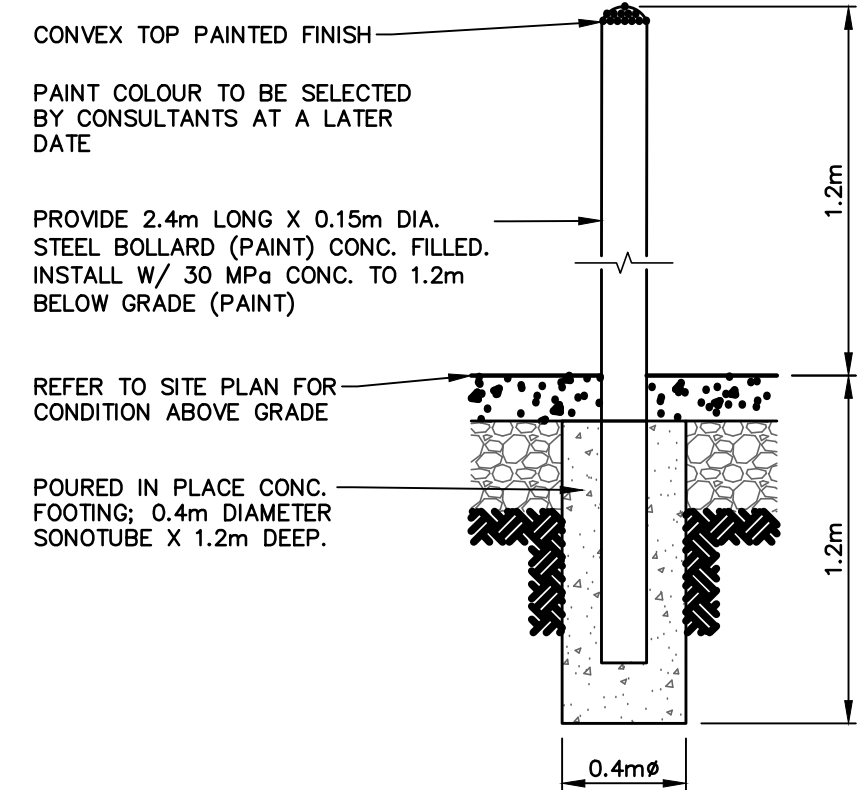
Checked By: RJF



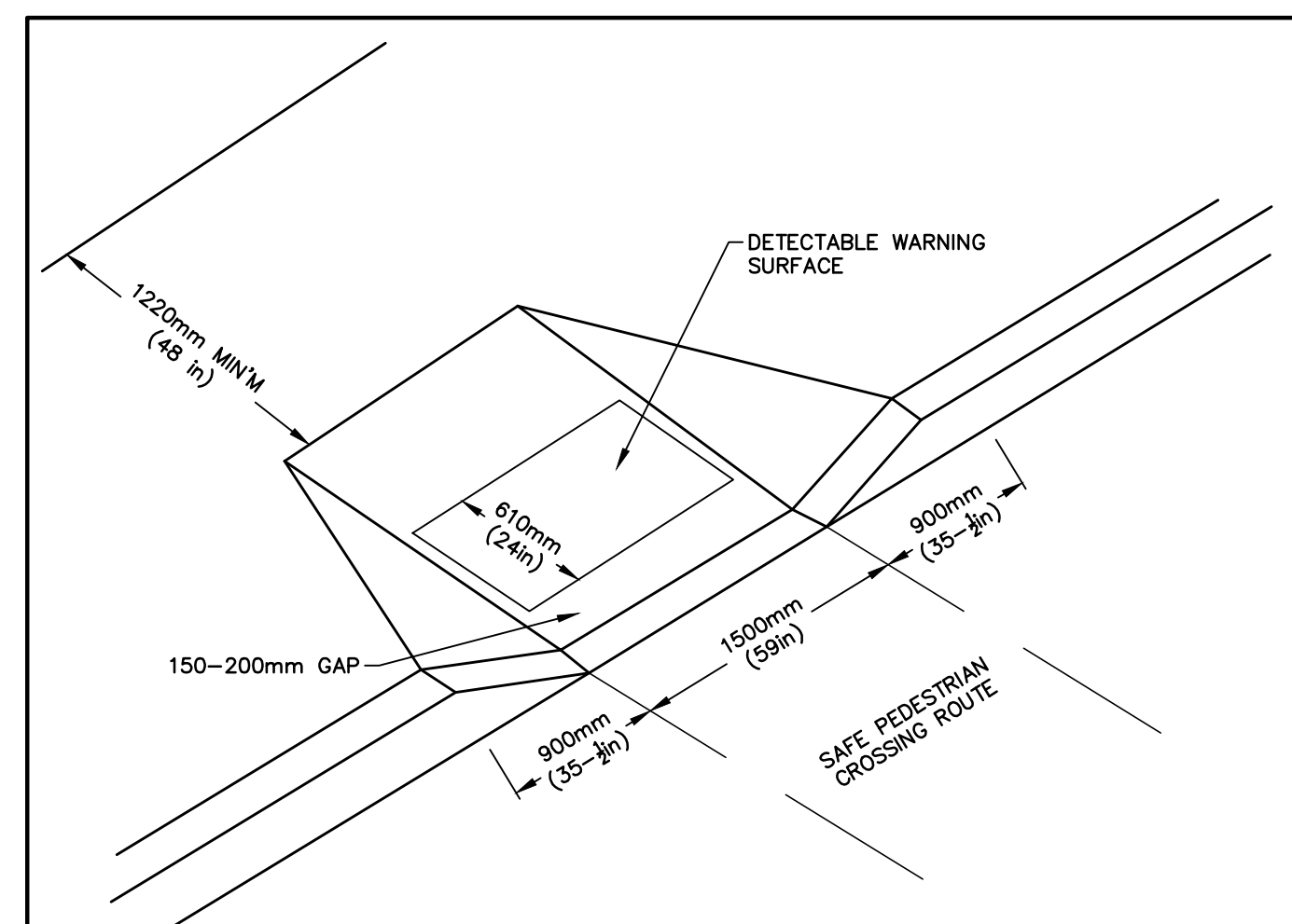
SITE PLAN  
SCALE: 1:200

SITE DATA

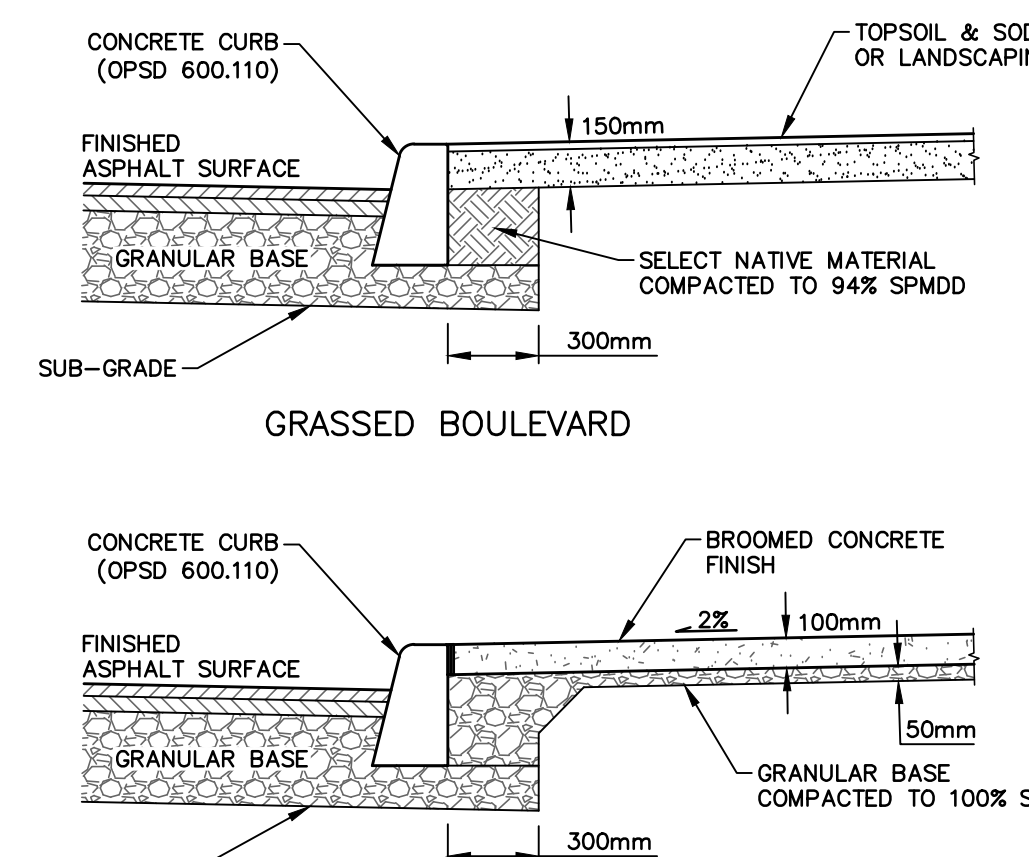
BUILDING INFORMATION		
Facing Street	Division Street North	
Principle Entry (Pedestrian)	Division Street North	
Principle Entrance/Exit to Parking Area	Private Road	
Barrier Free Entry	Division Street North	
Existing Building	N/A	GROSS FLOOR AREA
Proposed Building	250.0sm / 2,691 sf	250.0sm / 2,691 sf
SITE INFORMATION		
Current Zoning	Rural Commercial (C6-7)	
Proposed Use	Restaurant w/ Drive-Through & Patio	
Lot Frontage	51.3m / 168.3 ft	
Lot Depth	86.1m / 282.6 ft	
Lot Depth	0.392ha	
ZONING DATA		
	REQUIRED	PROVIDED
Minimum Retail Space	232.3sm / 2,500 sf	250.0sm / 2,691 sf
Minimum Lot Area	557sm / 6,000 sf	3920sm / 42,196 sf
Minimum Lot Frontage	22m / 75ft	51.3m / 168.3 ft
Maximum Lot Coverage	60%	6.4%
Minimum Landscaped Space	30%	32.7%
Minimum Front Yard Setback	14m	33.64m
Minimum Interior Side Yard	3m	3.95m North / 28.45m South
Minimum Exterior Side Yard	10m	NA
Minimum Rear Yard	3m	34.77m
PARKING DATA		
Barrier Free Parking Space	1	2
Barrier Free Parking Space Size	4.7m x 5.5m	4.7m x 5.5m
Bicycle Parking Space	1	1
Drive-Through Stacking Space	12	19
Drive-Through Intercom Setback	60.0m	48.7m (Perpendicular)
Loading Space	1	1
Loading Space Size	3.5m x 13.5m	7.35m x 16.32m
Parking Space	12	30
Parking Space Size	2.7m x 5.5m	2.7m x 5.5m



BOLLARD DETAIL



CURB RAMP DETAIL



CURB DETAIL





AMICO PROPERTIES INC.

## Noise Impact Assessment

Division & Road 2 Commercial Plaza, Town of Kingsville



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Figure 2: Dominant Noise Sources of the Proposed Development

Figure 3: Daytime and Evening Impacts

Figure 4: Nighttime Impacts

## Appendices

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A Site Plan

B Drive-Thru Sound Pressure Levels from the Menu Board or Speaker Post with AVC



## 1.0

# Introduction

## 1.1

## Purpose and Objectives

Dillon Consulting Limited (Dillon) was retained by the Amico Properties Inc. (Amico) to prepare a Noise Impact Assessment for the proposed Tim Hortons (development) located at Division & Road 2 Commercial Plaza in the Town of Kingsville, Ontario. This study assesses the noise impacts of the proposed development on nearby noise-sensitive land uses.

The proposed development is located in an area zoned Rural Commercial. There are sensitive uses in close proximity of the proposed development, referred to herein as POR1, POR2, and POR3. The receptors are located approximately 130 m to the north, 20 m to the south, and 50 m west of the proposed commercial development's operations.

This study has been completed in accordance with the applicable noise guidelines and methodologies set by the Ontario Ministry of the Environment, Conservation and Parks (MECP) in their publication entitled *NPC-300 – Environmental Noise Guideline* (2013).

## 1.2

## Overview of Proposed Development

The proposed development is to be located in the north end of the Town of Kingsville. The proposed development's lands are zoned for Rural Commercial while lands immediately surrounding the proposed development are zoned as Residential. The development is proposed to be a Tim Hortons fast food restaurant with a walk-in cooler and drive-thru services. The proposed development is 250 square metres (2,691 square feet) of building area on 0.97 acres of land. The Site Plan of the proposed development has been provided in **Appendix A**.

The primary noise sources of concern related to the development's operations include; rooftop HVAC and condenser, drive-thru service speakers, and vehicle traffic located in the drive-thru. The proposed development is assumed to operate 24 hours per day, 7 days per week.

The topography of the development and surrounding area has minor elevations changes in all directions, and is considered to be generally flat.

## 1.3

## Summary of Acoustic Environment and Applicable Noise Limits

The background ambient noise of the surrounding lands can be characterized as having qualities of a Class 2 area, as described in NPC-300. The primary contributors to the background sound during the daytime and evening (07:00-23:00) include the activity of people and road traffic while background sound during the nighttime (23:00-07:00) is defined by the natural environment.



## 1.4 Statement of Compliance

This study confirms that the proposed development will comply with the daytime, evening, and nighttime noise exclusionary limits defined in the MECP's NPC-300, for all sources assessed in this report.



## 2.0

## Noise Criteria

The MECP noise guideline publication NPC-300 – Environmental Noise Guidelines, Stationary and Transportation Sources – Approval and Planning (October 2013) defines four (4) area classification as follows:

- **Class 1 area** – an area with an acoustical environment typical of a major population centre, where the background sound level is dominated by the activities of people, usually road traffic, often referred to as “urban hum.”
- **Class 2 area** – an area with an acoustical environment that has qualities representative of both Class 1 and Class 3 areas: sound levels characteristic of Class 1 during daytime (07:00 to 19:00 or to 23:00 hours); and low evening and night background sound level defined by natural environment and infrequent human activity starting as early as 19:00 hours (19:00 or 23:00 to 07:00 hours).
- **Class 3 area** – means a rural area with an acoustical environment that is dominated by natural sounds having little or no road traffic, such as, a small community, agricultural area, a rural recreational area such as a cottage or a resort area, or a wilderness area.
- **Class 4 area** – means an area or specific site that would otherwise be defined as Class 1 or 2 and which is an area intended for development with new noise sensitive land use(s) that are not yet built; is in proximity to existing, lawfully established stationary source(s); and has formal confirmation from the land use planning authority with the Class 4 area classification which is determined during the land use planning process.

For the purpose of this assessment, the subject site was considered to be a Class 2 area. The noise guideline criteria at sensitive receptors (such as residential dwellings) are given in terms of one-hour  $L_{eq}$ , the energy equivalent continuous sound level (in dBA). The limits for Class 2 areas are presented in **Table 1**.

**Table 1: NPC-300 Class 2 Stationary Source Exclusion Limits**

Time of Day	Plane of Window One-Hour $L_{eq}$ (dBA)	Outdoor Point of Reception One-Hour $L_{eq}$ (dBA)
Daytime (07:00 – 19:00)	50	50
Evening (19:00 – 23:00)	50	45
Nighttime (23:00 – 07:00)	45	-



## 3.0

## Noise Sensitive Points of Reception

As per the MECP noise guideline a Point of Reception (POR) / receptor as “any point on the premises of a person where sound or vibration originating from other than those premises is received.” Noise sensitive receptors, as defined in MECP Publication NPC-300, include the following land uses:

- Permanent, seasonal, or rental residences;
- Hotels, motels and campgrounds;
- Schools, universities, libraries and daycare centres;
- Hospitals and clinics, nursing / retirement homes; and
- Churches and places of worship.

Three (3) sensitive points of reception were identified as the closest sensitive receptors to the development, as shown in **Figure 1**. Brief descriptions of the receptors is provided below and summarized in **Table 2**.

- **POR1** – A 1-storey long term care home approximately 10 m south of the proposed development’s property boundary operating as Chartwell Royal Oak Long Term Care Home Residence. A receptor height of 1.5 m, representing a receiver in the open plane of a first storey windows was assumed. This receptor was assessed for noise impacts during daytime, evening, and nighttime periods. A building evaluation was utilized for this receptor to assess the worst case impacted façade. Additionally a receptor height of 1.5 m, representing an outdoor living area was also assessed at the location of a patio for daytime and evening impacts only.
- **POR2** – A 1-storey residential dwelling located approximately 30 m west of the proposed development’s property boundary on Division Street North. A receptor height of 1.5 m, representing a receiver in the open plane of a first storey window was assumed. This receptor was assessed for noise impacts during daytime, evening, and nighttime periods. Additionally a receptor height of 1.5 m, representing an outdoor living area located at the backyard of the residence was assessed for daytime and evening impacts only.
- **POR3** – A 1-storey residential dwelling located approximately 35 m north of the proposed development’s property boundary on Road 2 East. A receptor height of 1.5 m, representing a receiver in the open plane of a first storey window was assumed. This receptor was assessed for noise impacts during daytime, evening, and nighttime periods. Additionally a receptor height of 1.5 m, representing an outdoor living area located at the backyard of the residence was assessed for daytime and evening impacts only.



**Table 2: Noise Sensitive Receptors**

<b>Receptor ID</b>	<b>Location</b>	<b>Comments</b>
POR1	1750 Division Street North	One-storey long term care home
POR2	1771 Division Street North	One-storey residential dwelling
POR3	60 Road 2 East	One-storey residential dwelling



## 4.0

## Acoustic Analysis

The proposed development is a Tim Hortons fast food restaurant with indoor and drive-thru services assumed to operate 24 hours a day, 7 days a week. The Site Plan of the proposed development has been provided in **Appendix A**. The dominant noise generating sources and operations of the proposed development include rooftop HVAC and condensers associated with the building operation and refrigeration units, as well as vehicle traffic and speakers associated with the operation of the drive-thru service.

The following analysis was completed to determine the impact of dominant noise sources on noise sensitive points of reception identified in **Section 3.0**.

## 4.1

### Noise Source Types

The significant noise sources / operations that were identified as part of this study are summarized in **Table 3**. Any additional noise sources associated with building services (e.g., exhaust fans) that were not included in this assessment are expected to be negligible.

**Table 3: Summary of Significant Noise Sources**

Source ID	Description	Source Type	Sound Power Levels [Daytime / Nighttime] (dBA)	Number of Sources
HVAC	One 10 ton rooftop HVAC unit assumed to operate continuously during daytime and evening periods and to operate at 30 minutes per hour during nighttime period.	Point Source	84.2	1
Condenser	Rooftop condenser operating continuously.	Point Source	81.2	1
Speaker	Drive-thru service speaker operating 30 minutes per hours.	Point Source	82.5	2
Idle	Vehicle traffic of drive-thru service at a speed of 1 km/h and an assumed daytime capacity of 100 vehicles serviced per hour and nighttime capacity of 60 vehicles serviced per hour.	Road Traffic Noise Model	52.5/50.3	3

The sound power levels used in this analysis were determined from historic projects with similar noise sources.

It should be noted that parking lots for private vehicles at commercial facilities, such as retail stores, plazas, or shopping malls, are not considered as stationary sources as per MECP's NPC-300.



## 4.2 Site Plan Identifying All Significant Sources and Noise Control Equipment

The location of the proposed development and noise sensitive points of reception assessed in this study is illustrated in **Figure 1**. The location of the dominant noise sources of the proposed development are illustrated in **Figure 2**.

## 4.3 Acoustic Model Results

Sound power levels for dominant on-site noise sources were used as input to the predictive computer model CADNA/A noise prediction software developed by DataKustik GmbH. The outdoor noise propagation model is based on ISO Standard 9613, Part 1: Calculation of the absorption of sound by the atmosphere, 1993 and Part 2: General method of calculation (ISO-9613-2:1996). The model is capable of incorporating various site specific features, such as elevation, berms, absorptive grounds, and barriers to accurately predict noise levels at specific receptors, pertaining to noise emissions from a particular source / sources. The ISO based model accounts for reduction in sound level due to increased distance and geometrical spreading, air absorption, ground attenuation, and acoustical shielding by intervening structures and topography. The model is considered conservative as it represents atmospheric conditions that promote propagation of sound from source to receiver.

### 4.3.1 Reflections

The noise sources were modelled assuming a single-order reflection. A building absorption coefficient of 0.37 was assumed to be representative of the brick façades present at the surrounding buildings, including the receptor buildings.

### 4.3.2 Ground Absorption & Topography

A global ground absorption coefficient of 0.5 was used to represent the mix between reflective (i.e., asphalt) and absorptive (i.e., grass) surfaces that exist between the proposed development and the surrounding sensitive receptors.

### 4.3.3 Sound Quality

Based on the assumed sources associated with the proposed development, no tonal or other annoyance characterizes are anticipated to be present, therefore, no penalties were applied.

The predicted receptor sound levels for daytime/evening and nighttime operating scenarios are presented in **Table 4**. Also presented in this table are the established performance limits for each time period / scenario.



**Table 4: Acoustic Assessment Summary – Regular Operations**

Point of Reception ID	Point of Reception Description	Time of Day / Operating Scenario	Sound Level at Point of Reception (dBA) (Leq)	Performance Limit (dBA) (Leq)	Compliance with Performance Limit (Yes/No)
POR1	Façade	Daytime / Evening	47	50	Yes
		Nighttime	45	45	Yes
	Patio	Daytime / Evening	36	45	Yes
POR2	Façade	Daytime / Evening	39	50	Yes
		Nighttime	37	45	Yes
	Backyard	Daytime / Evening	26	45	Yes
POR3	Façade	Daytime / Evening	37	50	Yes
		Nighttime	35	45	Yes
	Backyard	Daytime / Evening	36	45	Yes

The predicted noise level contours and receptor noise levels for daytime/evening and nighttime scenarios are presented in **Figure 3** and **Figure 4**, respectively.



## 5.0

## Recommendations

While the predicted receptors sound levels are below the established noise performance limits, it is still recommended to follow best operating practices to ensure that the proposed development minimizes its impact on the nearby noise sensitive points of reception.

It is Dillon's recommendation that the drive-thru speaker system be equipped with the Automatic Volume Control (AVC) technology so that the speaker volume can be adjusted based on the outdoor ambient noise levels. This ensures that the drive-thru speaker system will produce minimum noise emissions during nighttime periods while still servicing customers. A memo from HM Electronics detailing the use of AVC has been included in **Appendix B**.



## 6.0

## Conclusion

This study confirms that proposed development's noise sources included in this assessment are in compliance with applicable daytime, evening, and nighttime noise performance limits specified in MECP's NPC-300.



## 7.0

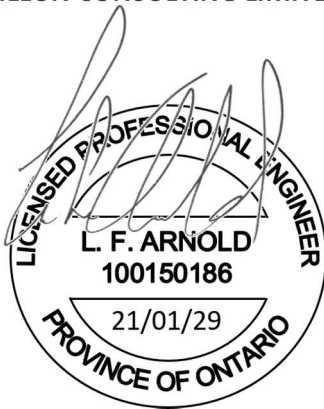
## Closure

This Noise Impact Assessment has been prepared based on the information provided and/or approved by Amico Properties Inc. (Amico). This report is intended to provide a reasonable review of available information within an agreed work scope, schedule, and budget. This report was prepared by Dillon for the sole benefit of Amico and to satisfy the reporting requirements for permitting purposes. The material in the report reflects Dillon's judgment in light of the information available to Dillon at the time of this report preparation. Any use which a third party makes of this report, or any reliance on or decisions made based on it, are the responsibilities of such third parties. Dillon accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

We trust that the report is to your satisfaction. Please do not hesitate to contact the undersigned if you have any further questions on this report.

Respectfully Submitted:

**DILLON CONSULTING LIMITED**



Lucas Arnold, P.Eng.  
Associate

A handwritten signature in black ink that reads "Callum Heggart".

Callum Heggart, EIT

**AMICO PROPERTIES INC.**

*Noise Impact Assessment - Division & Road 2 Commercial Plaza, Town of Kingsville*

January 2021 – 21-1034



## Figures





Scale 1 : 2000

## Figure 1

Project # 21-1034

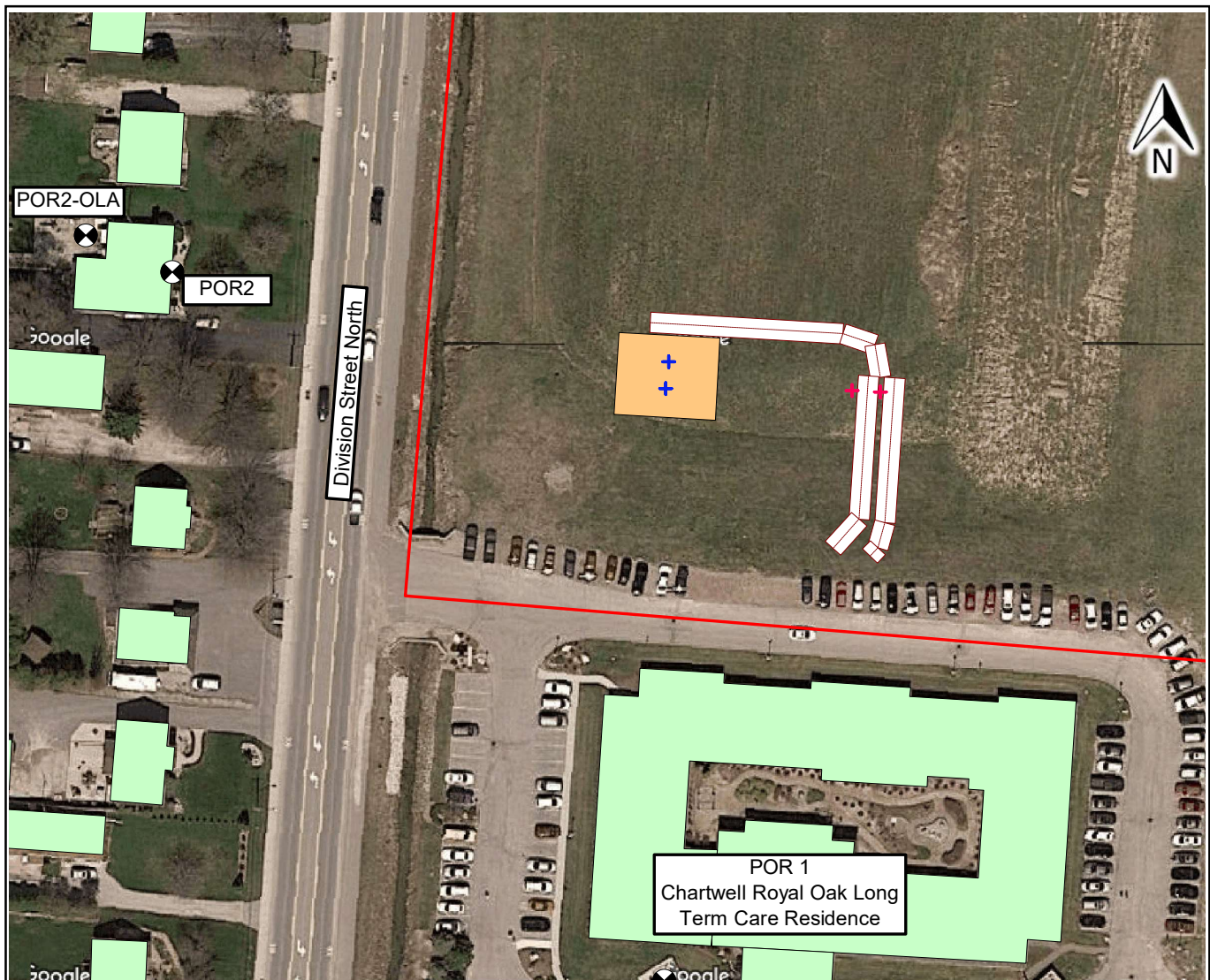
January 22, 2021

## Proposed Development and Surrounding Area

Division Street North and Road 2 East,  
Kingsville, Ontario











Scale 1 : 1,000

### Legend

-  Drive-thru Traffic Noise Source
-  HVAC/Condenser Noise Source
-  Drive-thru Speaker Noise Source
-  Property Boundary

## Figure 2

Project # 21-1034

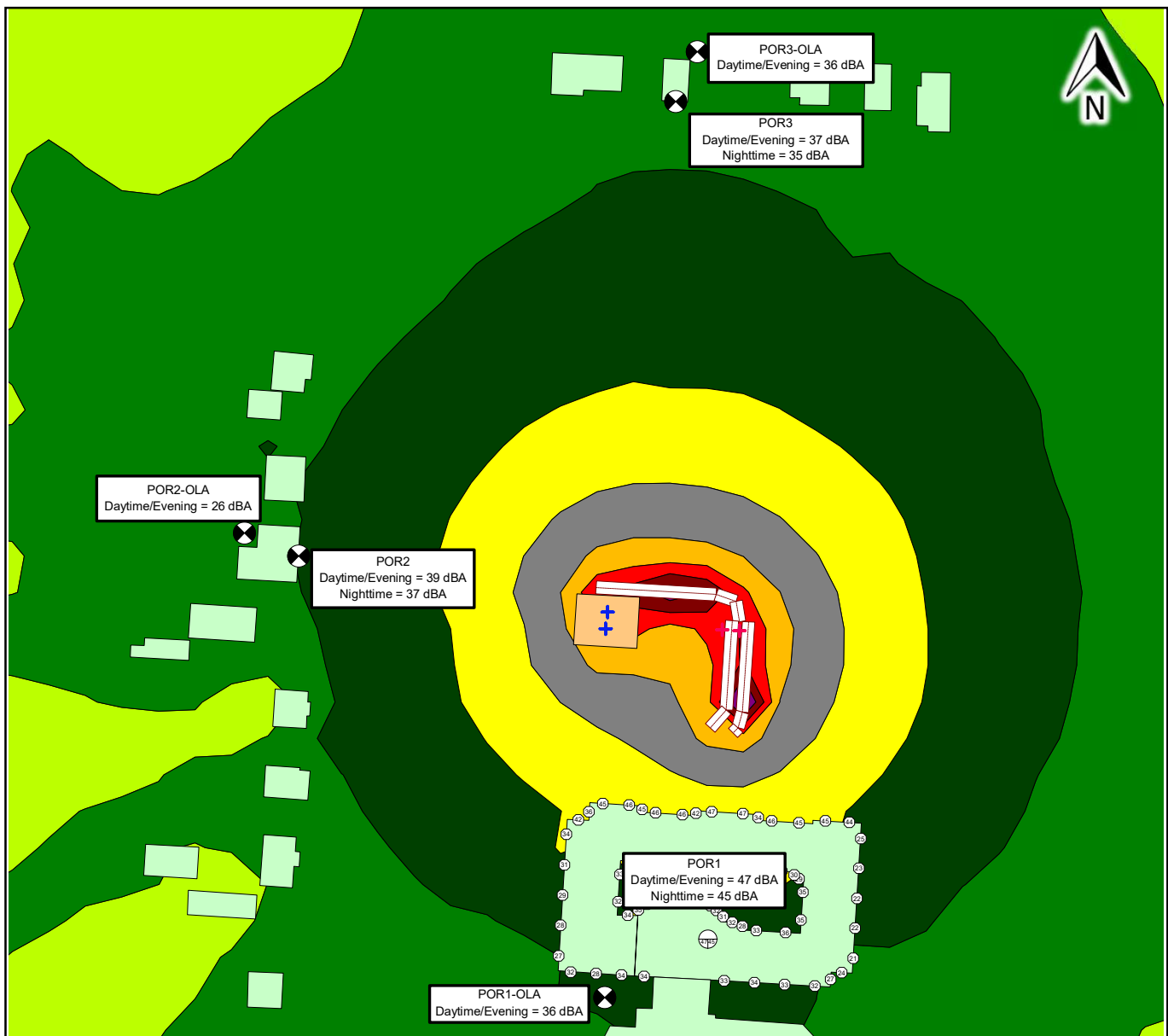
January 22, 2021

## Dominant Noise Sources of the Proposed Development

Division Street North and Road 2 East,  
Kingsville, Ontario







Scale 1 : 1,500

### Legend



Drive-thru Traffic Noise Source



HVAC/Condenser Noise Source



Drive-thru Speaker Noise Source

	> 35.0 dB
	> 40.0 dB
	> 45.0 dB
	> 50.0 dB
	> 55.0 dB
	> 60.0 dB
	> 65.0 dB

## Figure 3

Project # 21-1034

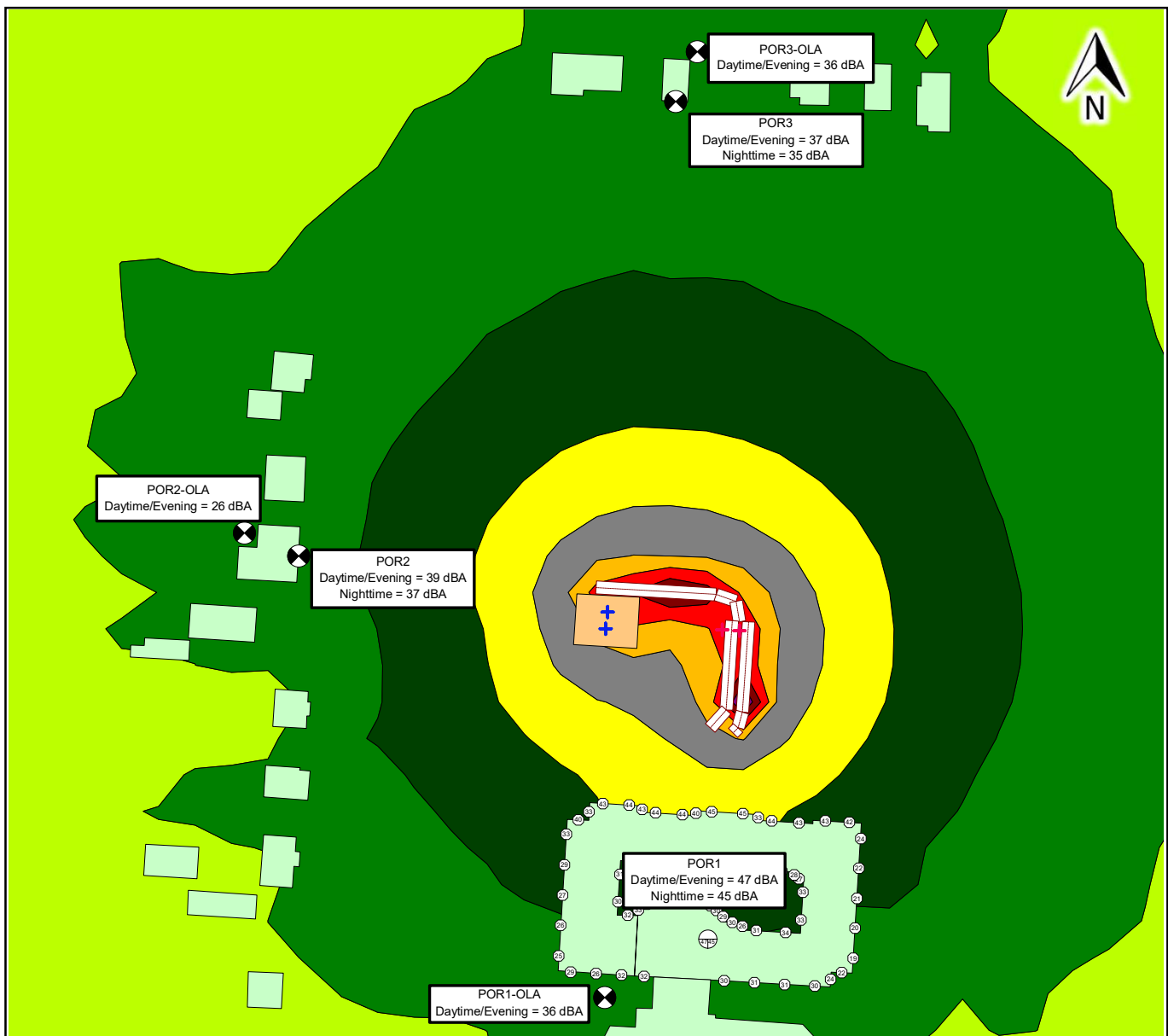
January 22, 2021

## Daytime and Evening Impacts

Division Street North and Road 2 East,  
Kingsville, Ontario







Scale 1 : 1,500

### Legend



Drive-thru Traffic Noise Source



HVAC/Condenser Noise Source



Drive-thru Speaker Noise Source

	> 35.0 dB
	> 40.0 dB
	> 45.0 dB
	> 50.0 dB
	> 55.0 dB
	> 60.0 dB
	> 65.0 dB

## Figure 4

Project # 21-1034

January 22, 2021

## Nighttime Impacts

Division Street North and Road 2 East,  
Kingsville, Ontario





# Appendix A




## Site Plan




GENERAL NOTES:

1. DO NOT SCALE DRAWINGS

## PROPOSED

	<b>HEAVY DUTY ASPHALT PAVEMENT</b> 40mm HL3 (OPSS 1150) 60mm HL8 (OPSS 1150) 400mm GRANULAR 'A' (OPSS 1010)
	<b>LIGHT DUTY ASPHALT PAVEMENT</b> 40mm HL3 (OPSS 1150) 50mm HL8 (OPSS 1150) 300mm GRANULAR 'A' (OPSS 1010)
	<b>ASPHALT WALKWAY</b> 50mm HL8 (OPSS 1150) 300mm GRANULAR 'A' (OPSS 1010)

 GARBAGE ENCLOSURE  
6" CONCRETE (32MPa, 6-8% AIR)  
6x6 6/6 WWM AT MID-DEPTH  
4" GRANULAR 'A' (OPSS 1010)

CONCRETE DRIVEWAY  
6" CONCRETE (32MPa, 6-8% AIR)  
4" GRANULAR 'A' (OPSS 1010)

CONCRETE SIDEWALK  
4" CONCRETE (32MPa, 6-8% AIR)  
4" GRANULAR 'A' (OPSS 1010)

 LANDSCAPING  
(SEE LANDSCAPING DRAWINGS FOR DETAILS)

A	-	-
No.	Issued For	Date
1	-	-
No.	Revision	Date

## PRELIMINARY

AMICO PROPERTIES INC.

## DIVISION & ROAD 2 COMMERCIAL PLAZA TOWN OF KINGSVILLE

**SP1**

Sheet No.

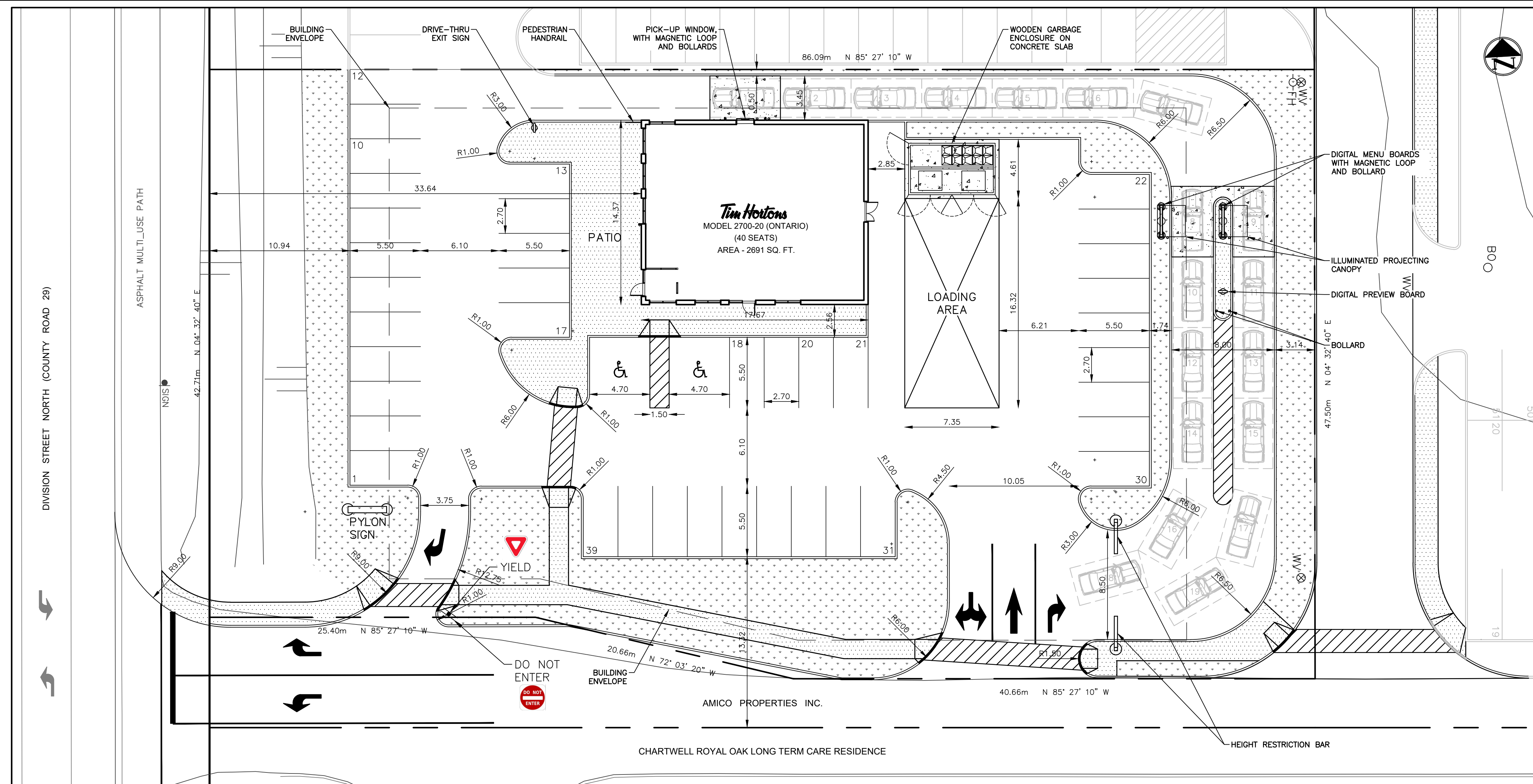
## SITE PLAN

Scale: AS NOTED

Drawn By:	RJF
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Date: JULY 2020

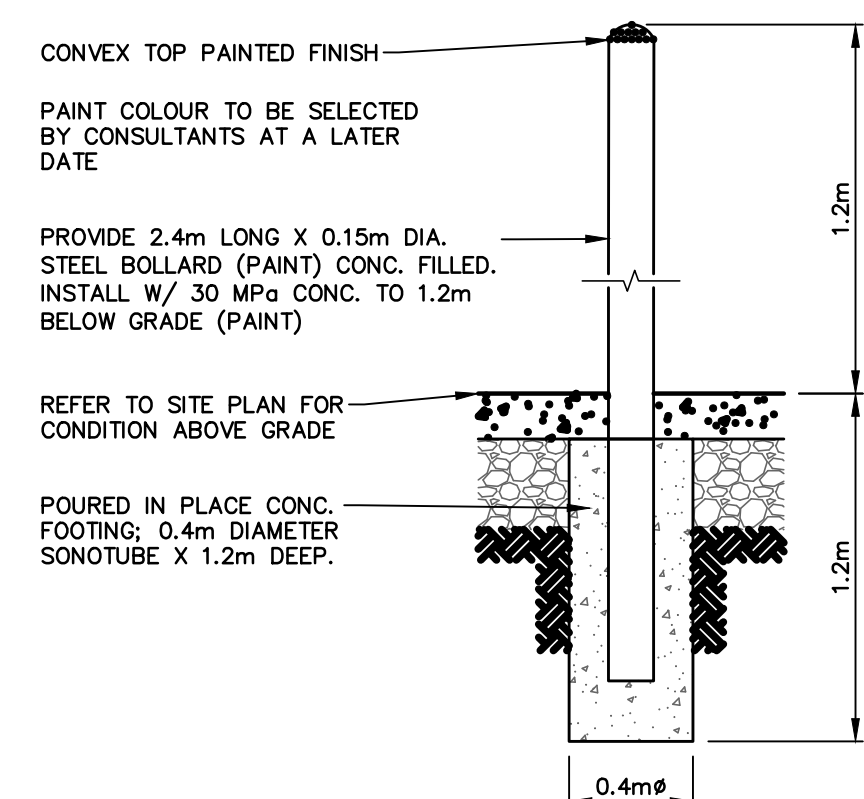
Checked By:	RJF
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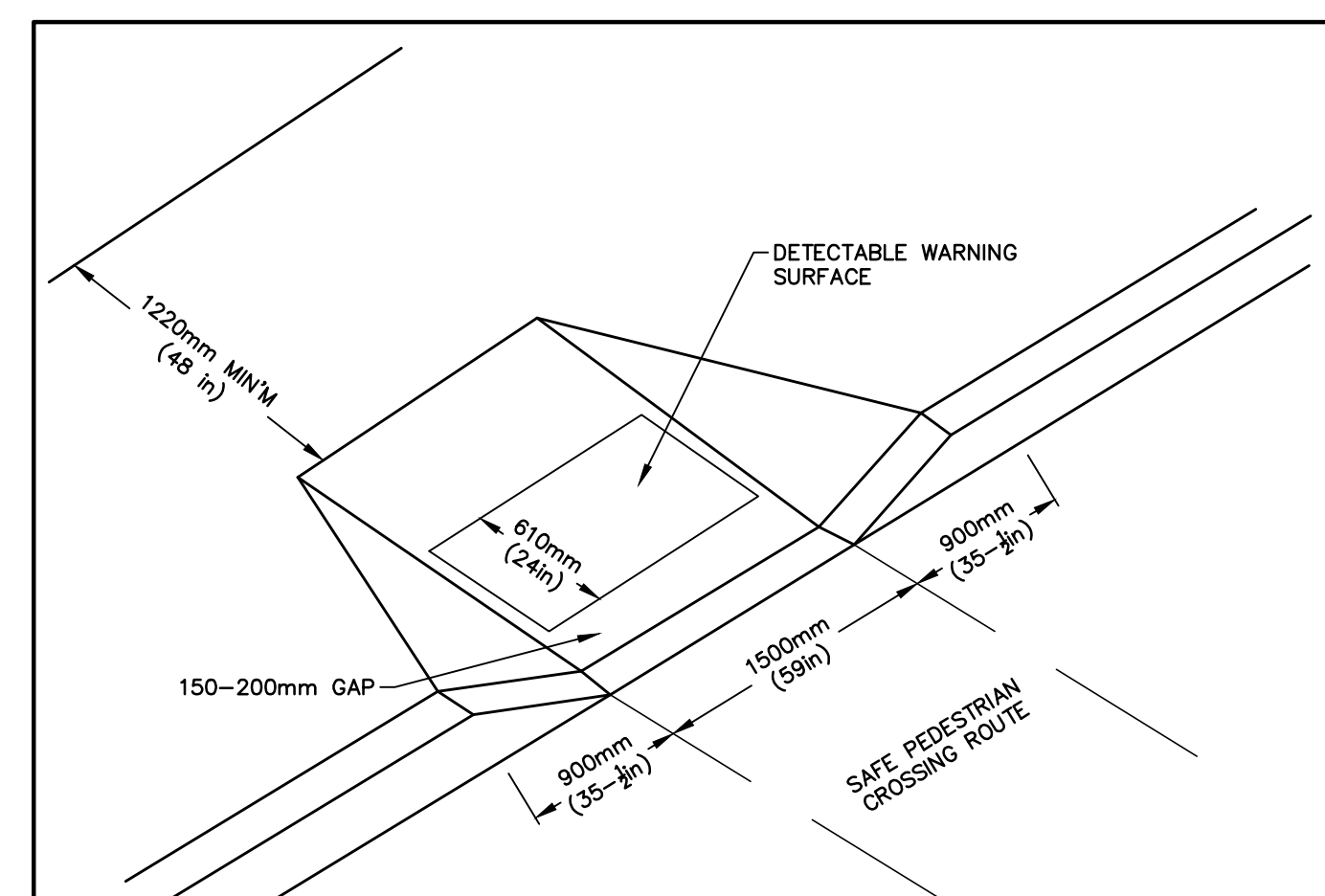
**SITE PLAN**  
SCALE: 1:200

## SITE DATA

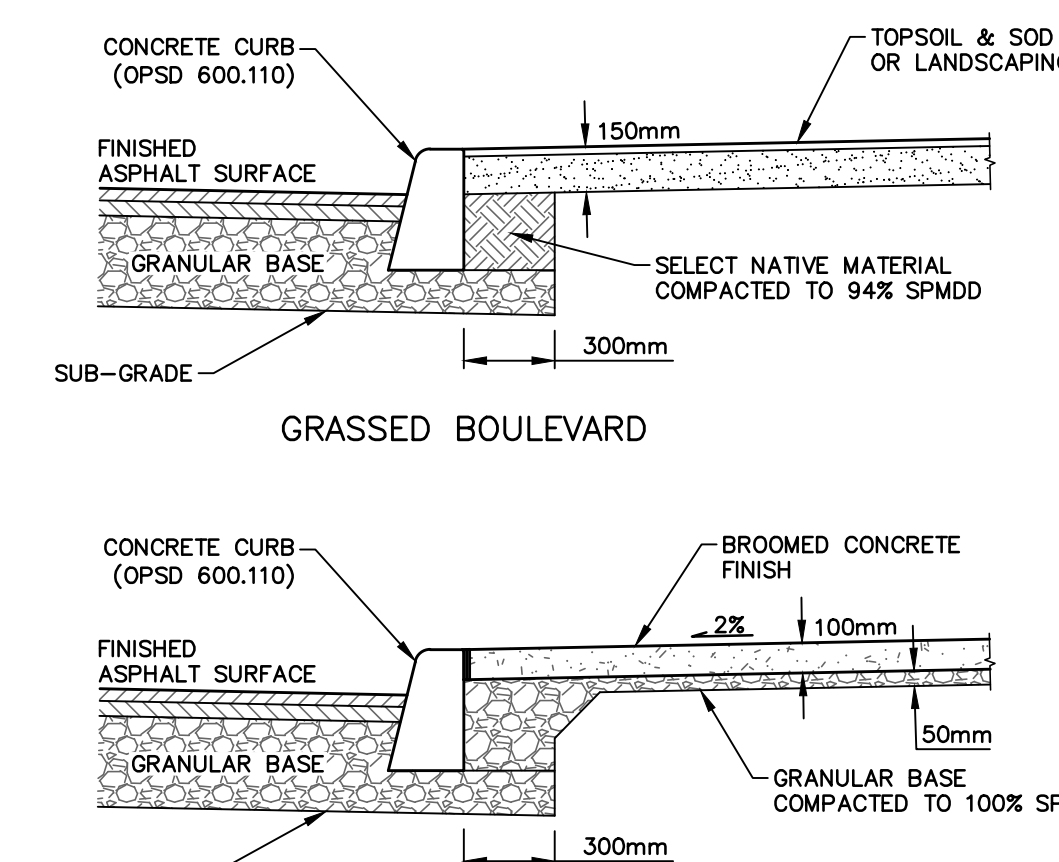
<b>BUILDING INFORMATION</b>		
Facing Street	Division Street North	
Principle Entry (Pedestrian)	Division Street North	
Principle Entrance/Exit to Parking Area	Private Road	
Barrier Free Entry	Division Street North	
	<b>BUILDING AREA</b>	<b>GROSS FLOOR AREA</b>
Existing Building	N/A	N/A
Proposed Building	250.0sm / 2,691 sf	250.0sm / 2,691 sf
<b>SITE INFORMATION</b>		
Current Zoning	Rural Commercial (C6-7)	
Proposed Use	Restaurant w/ Drive-Through & Patio	
Lot Frontage	51.3m / 168.3 ft	
Lot Depth	86.1m / 282.5 ft	
Lot Depth	0.392ha	
<b>ZONING DATA</b>		<b>PROVIDED</b>
Minimum Retail Space	232.3sm / 2,500 sf	250.0sm / 2,691 sf
Minimum Lot Area	557sm / 6,000 sf	3920sm / 42,196 sf
Minimum Lot Frontage	22m / 75ft	51.3m / 168.3 ft
Maximum Lot Coverage	60%	6.4%
Minimum Landscaped Space	30%	32.7%
Minimum Front Yard Setback	14m	33.64m
Minimum Interior Side Yard	3m	3.95m North / 28.45m South
Minimum Exterior Side Yard	10m	N/A
Minimum Rear Yard	3m	34.77m
<b>PARKING DATA</b>		
Barrier Free Parking Space	1	2
Barrier Free Parking Space Size	4.7m x 5.5m	4.7m x 5.5m
Bicycle Parking Space	1	1
Drive-Through Stacking Space	12	19
Drive-Through Intercom Setback	6.0m	48.7m (Perpendicular)
Loading Space	1	1
Loading Space Size	3.5m x 13.5m	7.35m x 16.32m
Parking Space	12	30
Parking Space Size	2.7m x 5.5m	2.7m x 5.5m



### BOLLARD DETAIL



CURB RAMP DETAIL



CONCRETE BOULEVARD  
CURB DETAIL



## Appendix B

Drive-Thru Sound Pressure Levels from the  
Menu Board or Speaker Post with AVC



## Memo

### Re: Drive-Thru Sound Pressure Levels From the Menu Board or Speaker Post

The sound pressure levels from the menu board or speaker post are as follows:

1. Sound pressure level (SPL) contours (A weighted) were measured on a typical HME SPP2 speaker post. The test condition was for pink noise set to 84 dBA at 1 foot in front of the speaker. All measurements were conducted outside with the speaker post placed 8 feet from a non-absorbing building wall and at an oblique angle to the wall. These measurements should not be construed to guarantee performance with any particular speaker post in any particular environment. They are typical results obtained under the conditions described above.
2. The SPL levels are presented for different distances from the speaker post:

Distance from the Speaker (Feet)	SPL (dBA)
1 foot	84 dBA
2 feet	78 dBA
4 feet	72 dBA
8 feet	66 dBA
16 feet	60 dBA
32 feet	54 dBA

3. The above levels are based on factory recommended operating levels, which are preset for HME components and represent the optimum level for drive-thru operations in the majority of the installations.

Also, HME incorporates automatic volume control (AVC) into many of our Systems. AVC will adjust the outbound volume based on the outdoor, ambient noise level. When ambient noise levels naturally decrease at night, AVC will reduce the outbound volume on the system. See below for example:

Distance from Outside Speaker	Decibel Level of standard system with 45 dB of outside noise <u>without</u> AVC	Decibel level of standard system with 45 dB of outside noise <u>with</u> AVC active
1 foot	84 dBA	60 dBA
2 feet	78 dBA	54 dBA
4 feet	72 dBA	48 dBA
8 feet	66 dBA	42 dBA
16 feet	60 dBA	36 dBA

If there are any further questions regarding this issue please contact HME customer service at 1-800-848-4468.

Thank you for your interest in HME's products.





March 05, 2021

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

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

Dear Mr. Brown:

RE: Application for Site Plan Control SPA-05-2021  
E-S DIVISION RD N  
ARN 371135000000800; PIN: 751750632  
Applicant: AMICO PROPERTIES INC

The following is provided as a result of our review of Application for Site Plan Control SPA-05-2021. The subject land is a 3,920 sq. m (42,196 sq. ft.) vacant commercial lot recently created under severance application B/09/2021. A site plan approval application has been submitted for the development of a second lot within the overall development of the larger surrounding property. A new 300 sq. m (2,691 sq. ft.) drive thru/eat-in restaurant is proposed with associated parking and a twin drive-thru lane.

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

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

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

**WATERSHED BASED RESOURCE MANAGEMENT AGENCY**

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



Mr. Brown  
March 05, 2021

#### **SECTION 1.6.6.7 Stormwater Management (PPS, 2020)**

Our office has reviewed the proposal and has no concerns relating to stormwater management. The application does not specify whether the specific easements are for the purposes of stormwater management servicing of the proposed development. ERCA recommends that there is consideration for a regional approach to stormwater management at this location to allow for the consideration of a solution to provide servicing for all of the proposed lots. ERCA acknowledges that the purpose of the consent application is not to address this item specifically, it is a recommendation that ERCA would offer for the consideration of the Town of Kingsville.

#### **PLANNING ADVISORY SERVICE TO PLANNING AUTHORITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2020**

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the *Planning Act*. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance as defined by the PPS. Based on our review, we have no objection to the application with respect to the natural heritage policies of the PPS.

#### **FINAL RECOMMENDATION**

With the review of background information and aerial photograph, ERCA has no objection to this application for Site Plan Control.

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

Sincerely,



Vitra Chodha  
Resource Planner  
/vc







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

**Date:** March 30, 2021

**To:** Mayor and Council

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

**RE:** Application for Site Plan Amendment SPA/08/2021 by  
W. Martens' Greenhouses Ltd.  
1254 Road 3 E, Part of Lot 7, Concession 3, ED

**Report No.:** PS 2021-020

---

## **AIM**

To provide the Mayor and Council with details regarding a request for site plan amendment to complete a third and final phase of greenhouse growing area and expanded support facilities.

## **BACKGROUND**

The subject parcel is a 10 ha (25 ac.) farm with an existing dwelling, barn, bunkhouses, office, and 4.046 ha (10 ac.) greenhouse with service building, originally approved in September 2005 (SPA/05/05). In 2019 an administrative amendment was approved for a new service building, expansion to the existing office, and an additional bunkhouse building. (See Appendix A)

The applicant is looking to complete the last phase of development. Phase 3 will add 2.77 ha (6.86 ac.) of growing area along with a new 1,625 sq. m (17,490 sq. ft.) pack house and require an expansion of the existing SWM pond. Once complete the property will contain a total of 6.82 ha (16.86 ac.) of greenhouse with a total lot coverage of 69 percent

## **DISCUSSION**

### **1.0 Provincial Policy Statement**

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



## **2.0 Official Plan**

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

## **3.0 Comprehensive Zoning By-Law – Town of Kingsville**

The subject property is zoned 'Agriculture, Exception 73, (A1-73)'. The attached site plan has been reviewed and the proposed new development will be in compliance with the provisions of the Town of Kingsville Zoning By-law 1-2014.

## **4.0 Site Plan**

The expansion includes an additional 2.77 ha (6.86 ac.) of growing area and new pack house and expanded storm water management pond. The applicant is not requesting municipal water as they have an existing well on site with an MOE approved permit to take water. The amending agreement in 2019 updated the provisions related to the use of grow lights. This provision is being further updated as a matter of clarity moving forward. Grow lights are not currently in use on the property. There are no outstanding site plan issues related to the current site plan approvals.

## **LINK TO STRATEGIC PLAN**

Support growth of the business community.

## **FINANCIAL CONSIDERATIONS**

There will be an increase in assessment at full build out. Permit fees will be collected for the overall build. The pack house area will be subject to development charges.

## **CONSULTATIONS**

In accordance with standard practice for review of site plan approval applications applicable external agencies and internal departments have been circulated. The following comment has been provided.

### **1) Essex Region Conservation Authority (ERCA)**

ERCA was provided with the proposed site plan and full storm water management report. They have no objection to the proposed expansion. A Section 28 permit will be required from ERCA as part of the expansion. It has also been requested that wording outlined in the attached comment be included in the amending agreement. See Appendix B for full comment.



## 2) Technical Advisory Committee

Building Services will review the plans for items related to the Building Code at the permit stage.

Because municipal water is not being requested Infrastructure and Engineering Services (IES) would like an indemnification from the applicant that no additional water supply is required.

The Technical Advisory Committee is in support of the proposed development subject to the requirements outlined in the associated amending site plan agreement.

### RECOMMENDATION

That Council:

Approve site plan amendment application SPA/08/2021 for the expansion of an existing greenhouse facility including 2.77 ha (6.86 ac.) of growing area, a 1,625 sq. m (17,491 sq. ft.) pack house and expanded storm water management pond on lands located at 1254 Road 3 E, subject to the conditions and requirements outlined in the amending site plan agreement and authorize the Mayor and Clerk to sign the agreement and register said agreement on title.

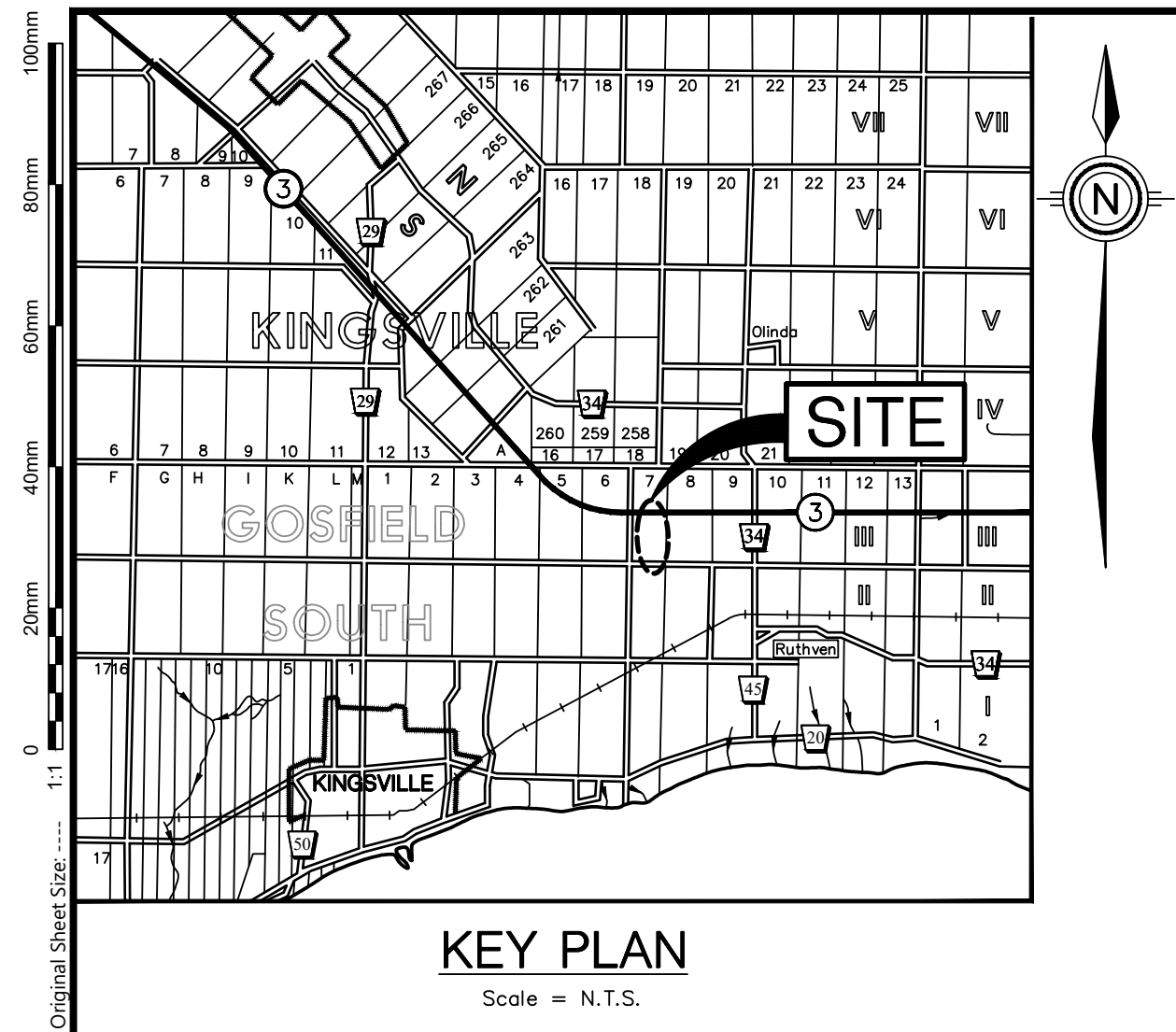
*Robert Brown*

---

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

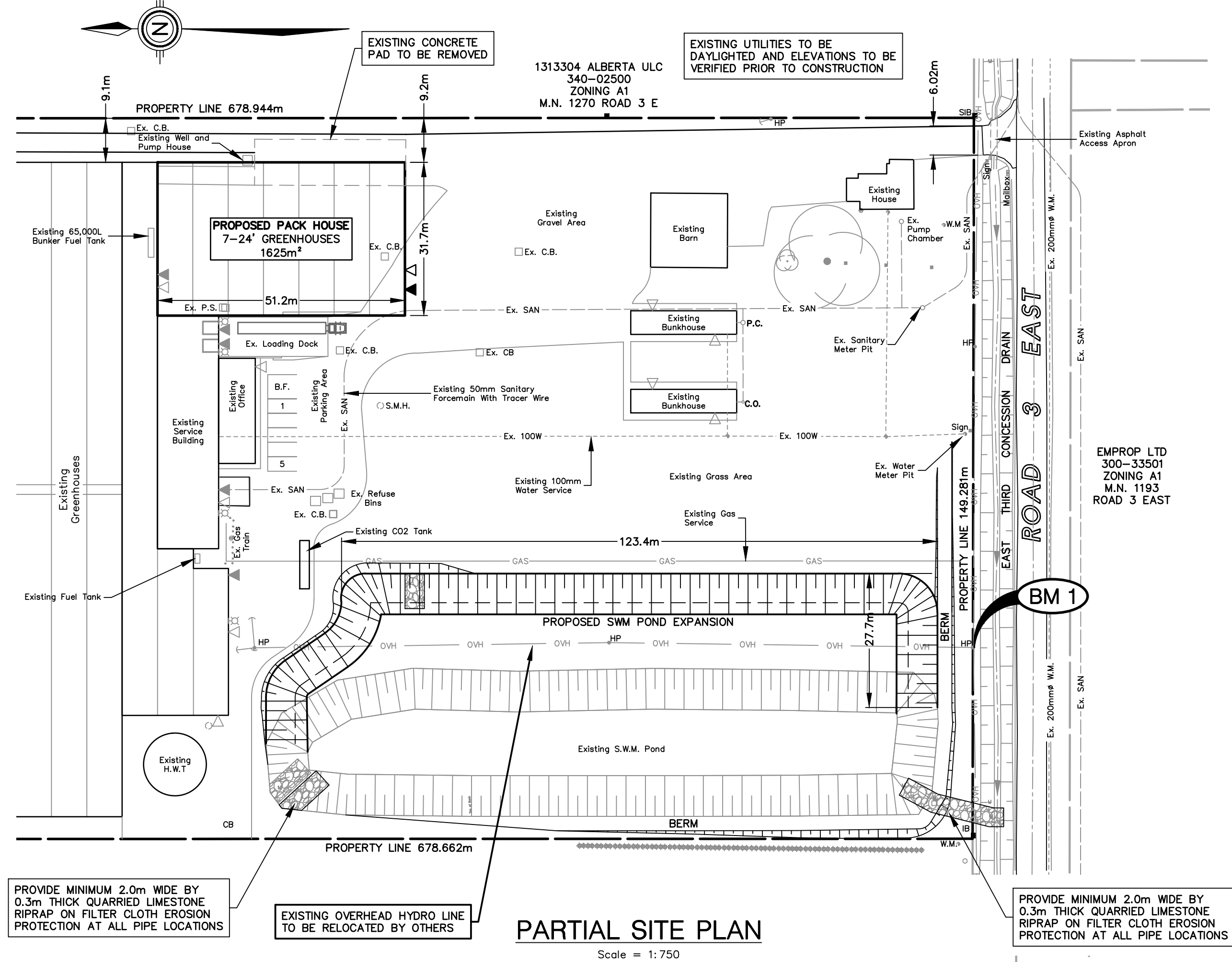
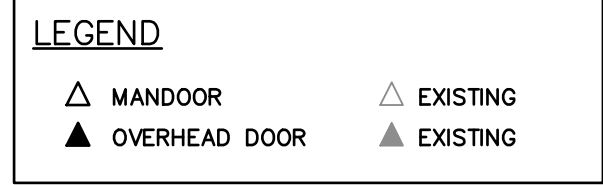


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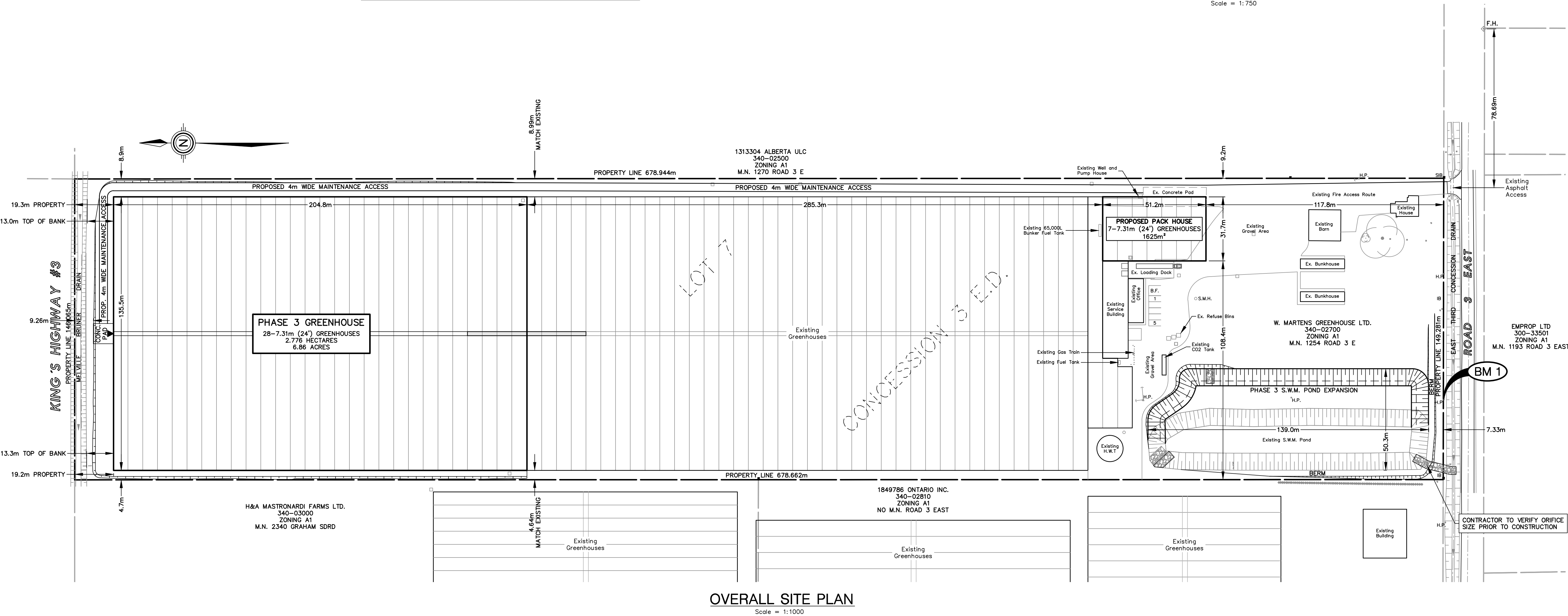


KEY PLAN  
Scale = N.T.S.

SITE STATISTICS (340-02700)			
ZONING:		AGRICULTURE – A1	
ZONE CATEGORY	REQUIRED	PROPOSED	
GROSS LOT AREA	2,000 ha. (4.94 ac.)	10,120 ha.	(25.01 ac.)
LOT FRONTAGE (MIN.)	30.00m	149.281m	
FRONT YARD SETBACK (MIN.)	20.00m	117.80m	
REAR YARD SETBACK (MIN.)	5.00m	19.20m	
INTERIOR SIDE YARD SETBACK (MIN.)	3.00m	4.64m	
EXTERIOR SIDE YARD SETBACK (MIN.)	4.50m	NA	
LOT COVERAGE			
EXISTING BUILDING AREA	4,046 ha. (10.00 ac.)		
PROPOSED MAIN BUILDING AREA	2,776 ha. (6.86 ac.)		
ACCESSORY STRUCTURE AREA	0.163 ha. (0.40 ac.)		
FUTURE MAIN BUILDING AREA	0.000 ha. (0.00 ac.)		
TOTAL LOT COVERAGE	69.02%	MAX. = 80%	
LOADING SPACES		ZONE REQUIREMENT	SITE PROPOSED
NUMBER OF LOADING SPACES		–	2 (EXISTING)
DIMENSIONS OF LOADING SPACES (EA.)		5m x 20m	
PARKING			
REGULAR SPACE SIZE		3m x 6m	
BARRIER FREE SPACE SIZE		5m x 6m	
PARKING SPACE REQUIREMENT		1 SPACE PER 2 ha. GREENHOUSE	
REGULAR SPACES PROVIDED		5	
BARRIER FREE SPACES PROVIDED		1	
BUILDING HEIGHTS			
MAIN BUILDING (MAX.)		15.00m	(GREENHOUSE)
ACCESSORY BUILDING(S) (MAX)		15.00m	(WAREHOUSE)



PARTIAL SITE PLAN  
Scale = 1:750



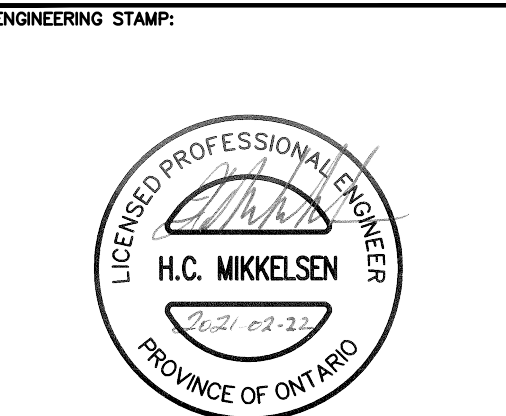
OVERALL SITE PLAN  
Scale = 1:1000

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

BENCHMARK:  
BM 1  
TOP OF NAIL IN NORTH FACE OF HYDRO POLE ON NORTH SIDE OF 3RD CONCESSION ROAD APPROX. 40m EAST OF THE SOUTHWEST LIMIT OF THE SUBJECT PROPERTY.  
ELEV. 201.904m

S.W.M. REPORT	H.C.M.	22 FEB. 2021
WFO PRE-CONSULTATION	W.L.L.	28 NOV. 2020
OWNER REVIEW	W.L.L.	08 SEP. 2020
ISSUED FOR:	BY:	DATE
ISSUES/REVISIONS:		

**N. J. Peralta**  
**Engineering Ltd.**  
Consulting Engineers  
45 Division Street North  
Kingsville, ON N9Y 1E1  
P: 519-733-6587  
www.peraltaengineering.com



CLIENT/PROJECT/ADDRESS  
**W. MARTENS**  
**GREENHOUSE LTD.**

**PHASE 3**  
**GREENHOUSE**

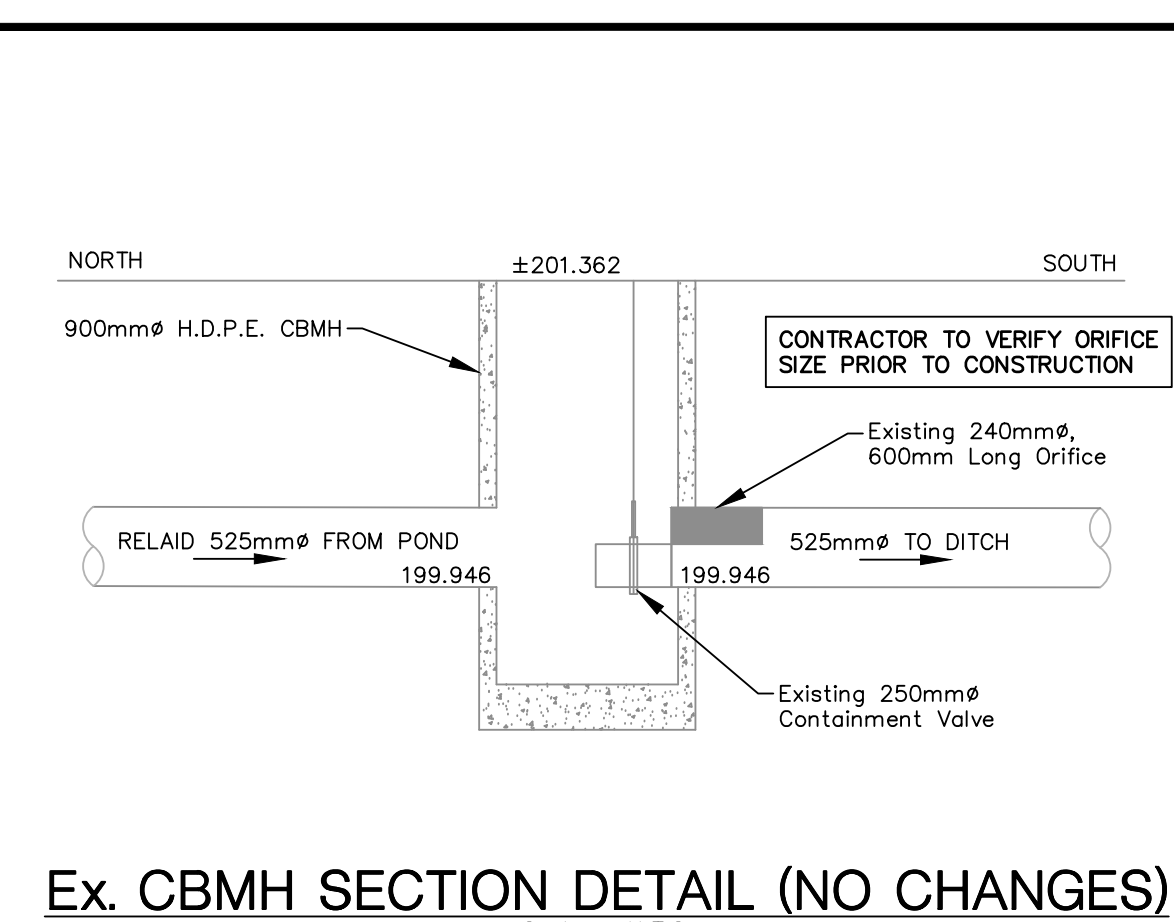
**1254 ROAD 3 EAST**  
**KINGSVILLE, ONTARIO**

SHEET TITLE:  
**SITE PLAN**

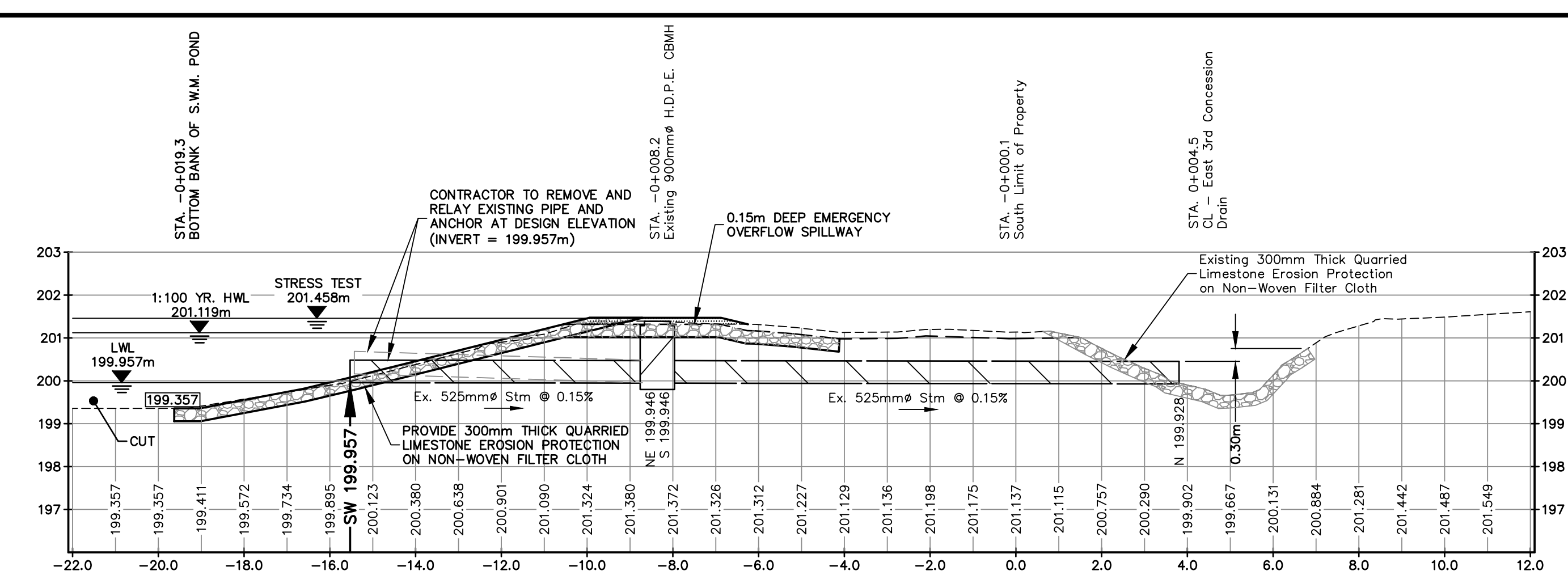
DESIGNED BY:	DATE:
H.C.M.	SEP. 3, 2020
DRAWN BY:	SCALE:
E.J.T.	AS NOTED
SHEET:	OF:
1	3
PROJECT No.:	E20-064



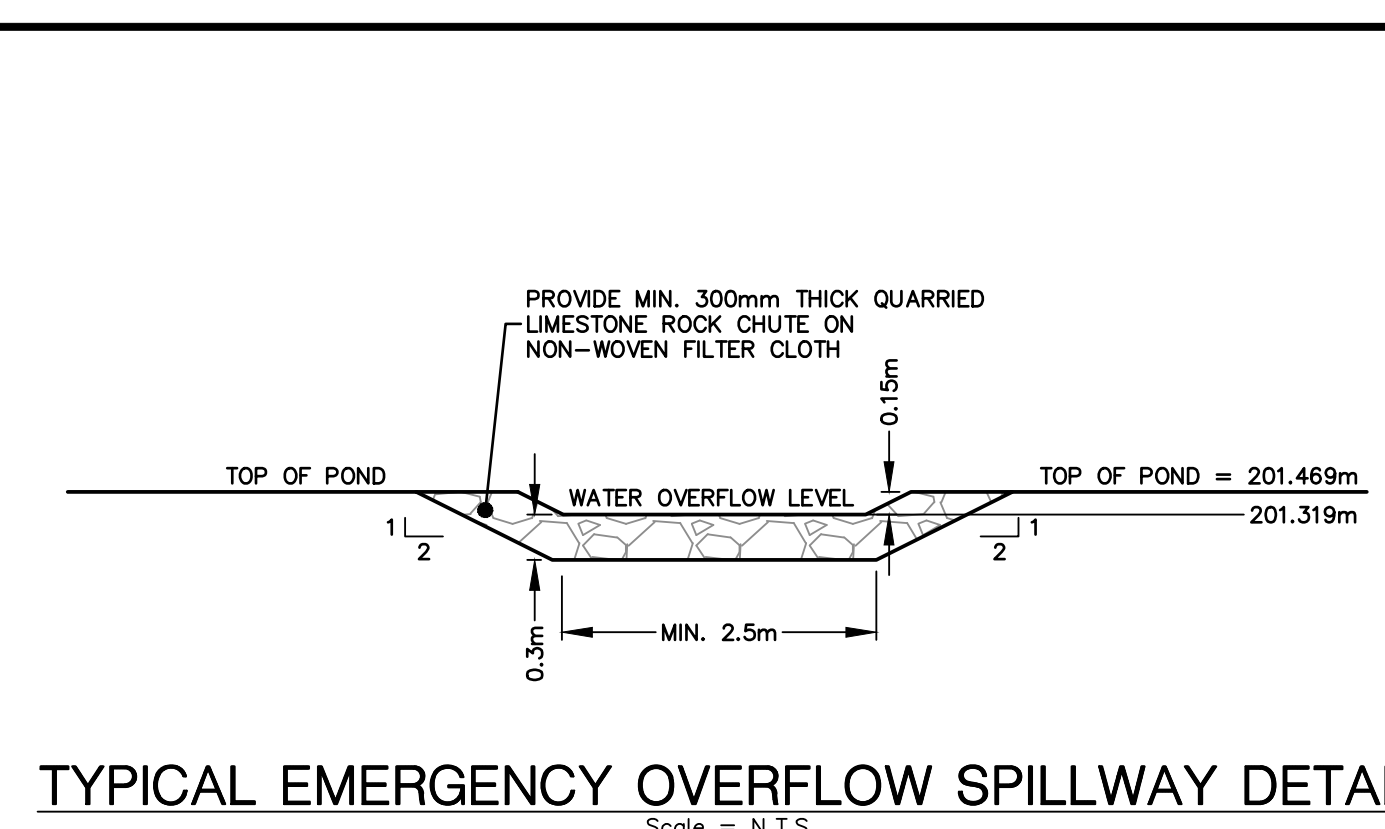
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Original Sheet Size: 11' x 17'



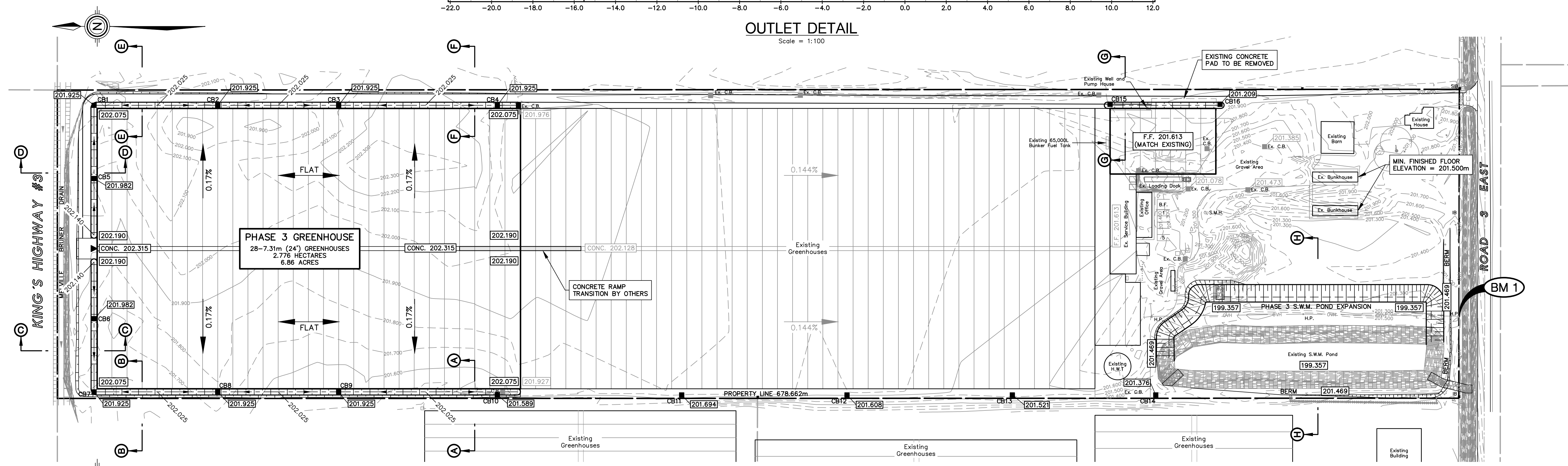
Ex. CBMH SECTION DETAIL (NO CHANGES)  
Scale = N.T.S.



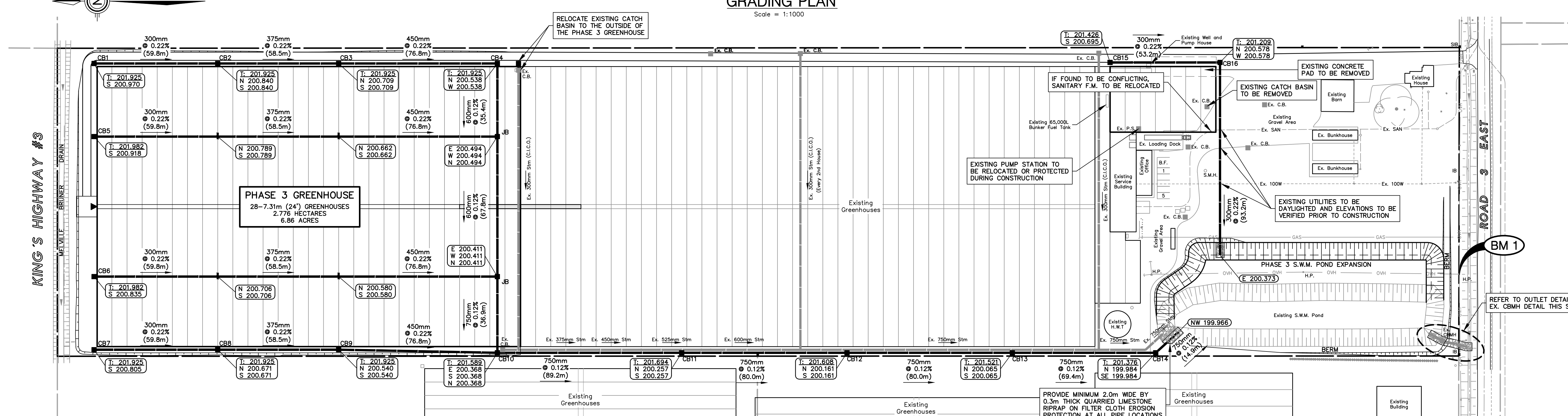
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Scale = 1:100



TYPICAL EMERGENCY OVERFLOW SPILLWAY DETAIL  
Scale = N.T.S.



GRADING PLAN  
Scale = 1:1000



UNDERGROUND DRAINAGE PLAN  
Scale = 1:1000

**NOTES:**

- THE ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING ARE NOT GUARANTEED BY THE OWNER OR N. J. PERALTA ENGINEERING LTD. OTHER UTILITIES MAY BE PRESENT OR THE UTILITIES SHOWN MAY DIFFER IN SIZE AND/OR LOCATION SHOWN.
- ALL DIMENSIONS AND ELEVATIONS SHOWN IN METRES UNLESS OTHERWISE NOTED.
- APPROXIMATE PROPOSED TOP ELEVATION OR SITE GRADE.
- APPROXIMATE PROPOSED INVERTS. I.D. DENOTES APPROXIMATE PROPOSED TOP ELEVATION.
- APPROXIMATE PROPOSED SLOPE GRADES.
- ALL POND SLOPES TO BE NO STEEPER THAN 4:1 (H:V) UNLESS OTHERWISE NOTED.
- PLACE MIN. 6" (150mm) THICK TOPSOIL ON ALL POND BANKS AND DISTURBED AREAS, AND SEED TO GRASS.
- EROSION PROTECTION TO BE 300mm THICK QUARRIED LESTONE RIP RAP ON NON-WOVEN FILTER CLOTH MINIMUM 2.0m WIDE.
- PROVIDE RODENT GRATES ON ALL DRAIN OUTLETS.
- TOP ELEVATION OF DETENTION POND TO BE NO LESS THAN 199.950m.
- STORM EVENTS IN EXCESS OF THE 1:100 YEAR STORM MAY CAUSE FLOODING.
- THIS PLAN IS TO BE READ IN CONJUNCTION WITH THE STORMWATER MANAGEMENT REPORT DATED FEBRUARY 22nd, 2021.
- STORM DRAINAGE AND DETENTION DESIGN BASED ON SITE LAYOUT ESTABLISHED AND APPROVED BY OWNER. ADEQUACY OF SITE LAYOUT IS THE RESPONSIBILITY OF THE OWNER.
- THE OWNER AND/OR CONTRACTOR IS RESPONSIBLE TO PROVIDE ADEQUATE SEDIMENT CONTROL MEASURES DURING CONSTRUCTION. FOR DETAILS SEE O.P.S.S. 977.
- DETAILS FOR SEDIMENT CONTROL MEASURES ARE AVAILABLE IN APPENDIX 'C' OF THE STORMWATER MANAGEMENT REPORT.
- CATCH BASINS WITHIN PARKING LOTS AND TRAVELLED AREAS TO BE PRECAST CONCRETE WITH CAST IRON FRAME AND GRATE, OR EQUIVALENT.

**BENCHMARK:**

BM 1  
TOP OF NAIL IN NORTH FACE OF HYDRO POLE ON NORTH SIDE OF 3RD CONCESSION ROAD APPROX. 40m EAST OF THE SOUTHWEST CORNER OF THE SUBJECT PROPERTY.  
**ELEV. 201.904m**

S.W.M. REPORT	H.C.M.	22 FEB. 2021
OWNER REVIEW <td>N.J.</td> <td>05 FEB. 2021</td>	N.J.	05 FEB. 2021
ISSUED FOR: <td>BY:<td>DATE:</td></td>	BY: <td>DATE:</td>	DATE:

**ISSUES/REVISIONS:**

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

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

**ENGINEERING STAMP:**

LICENSED PROFESSIONAL ENGINEER  
H.C. MIKKELSEN  
P.E. 02-21-21  
PROVINCE OF ONTARIO

**CLIENT/PROJECT/ADDRESS**

**W. MARTENS GREENHOUSE LTD.**

**PHASE 3 GREENHOUSE**

**1254 ROAD 3 EAST KINGSVILLE, ONTARIO**

**SHEET TITLE:**

**GRADING PLAN & UNDERGROUND DRAINAGE PLAN**

DESIGNED BY:	DATE:
H.C.M.	JAN. 5, 2021

DRAWN BY:	SCALE:
E.J.T.	AS NOTED

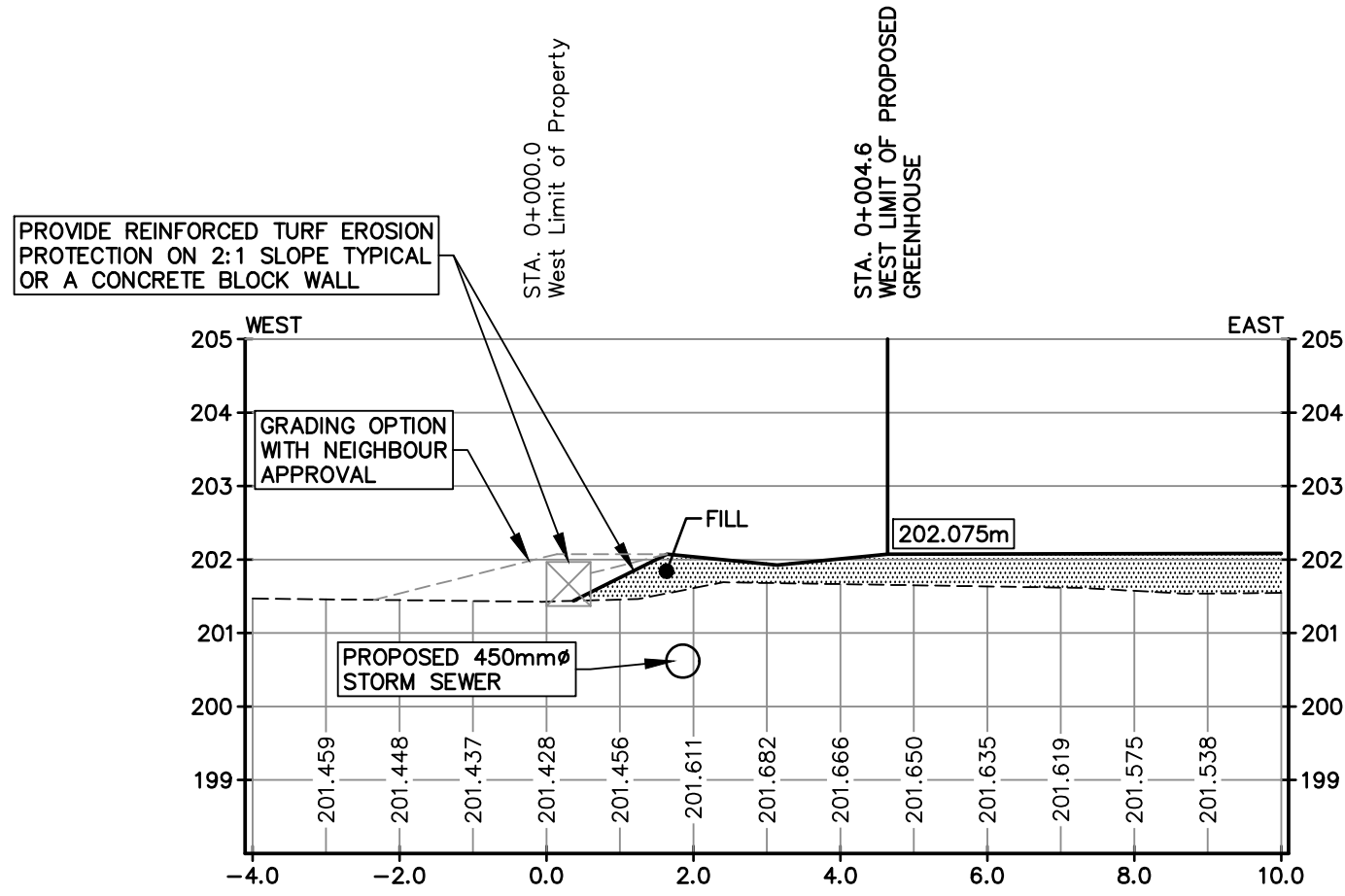
SHEET:	OF:
2	3

**PROJECT No.:** E20-064

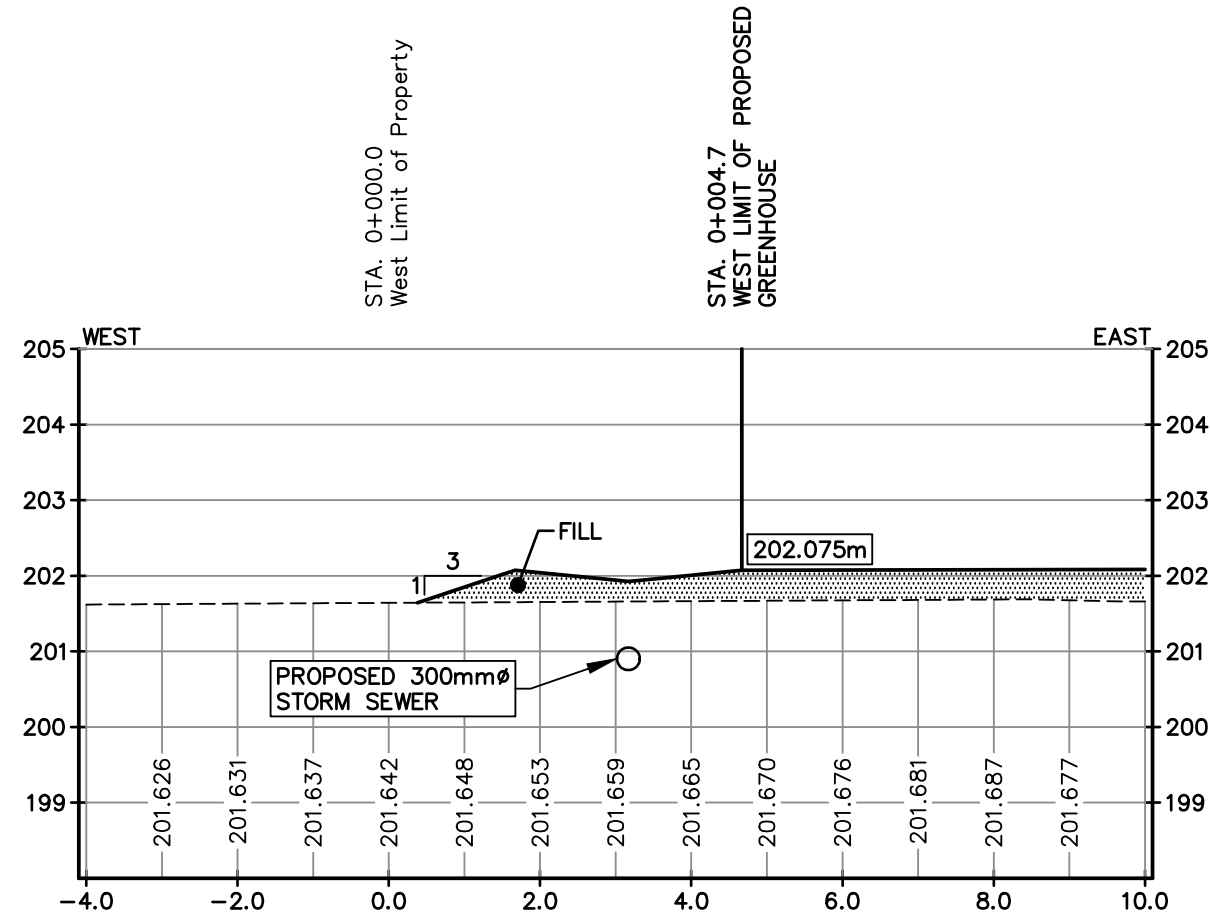
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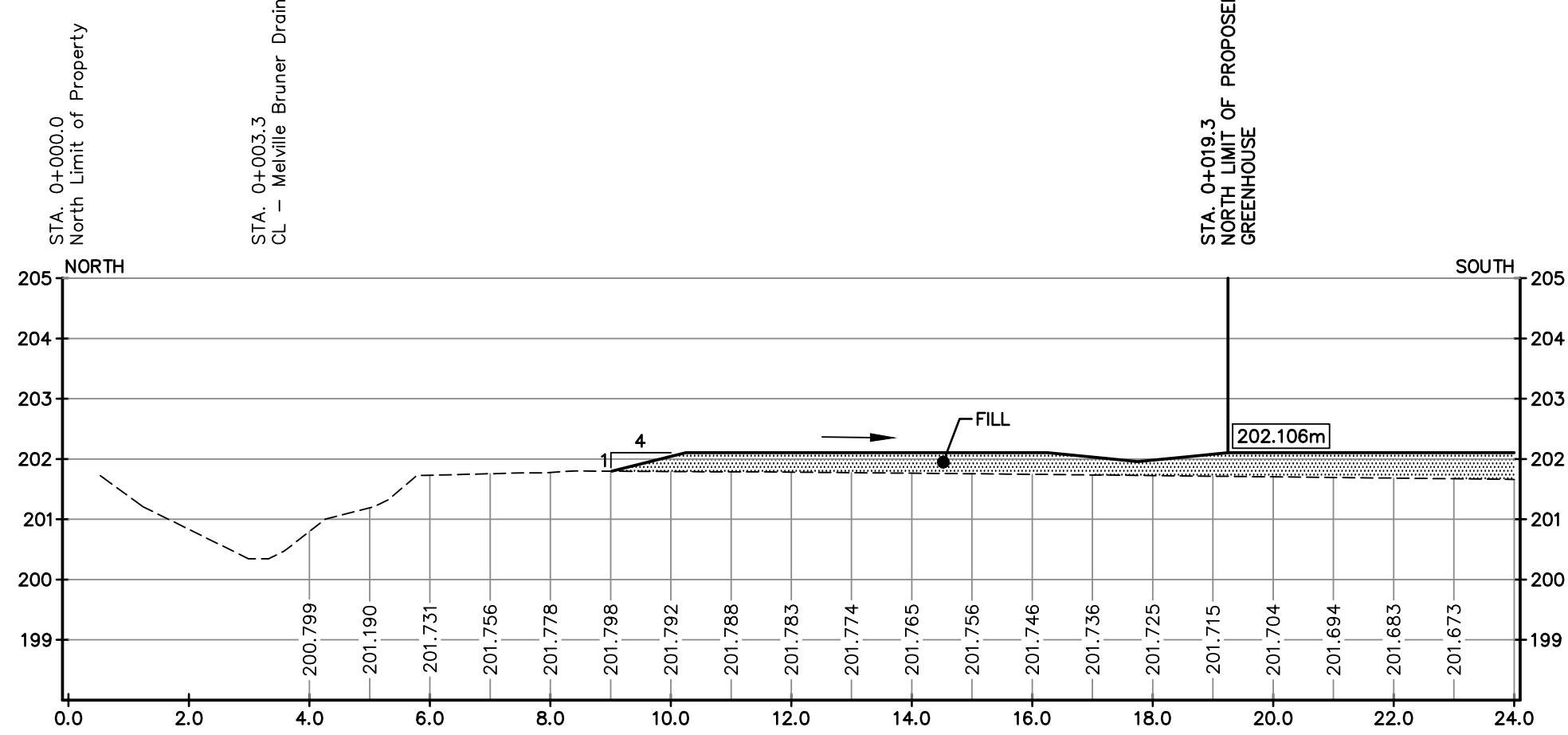
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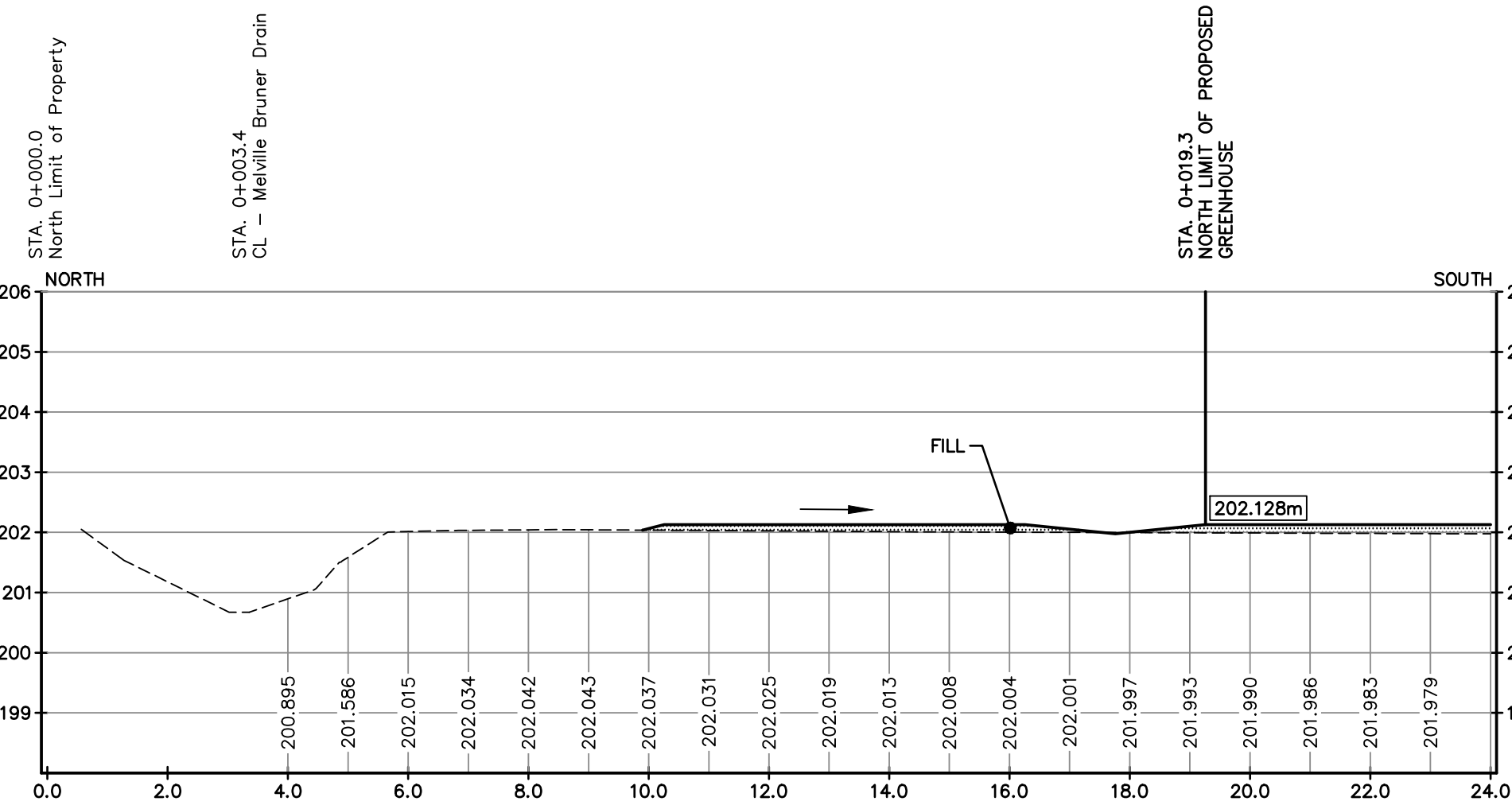
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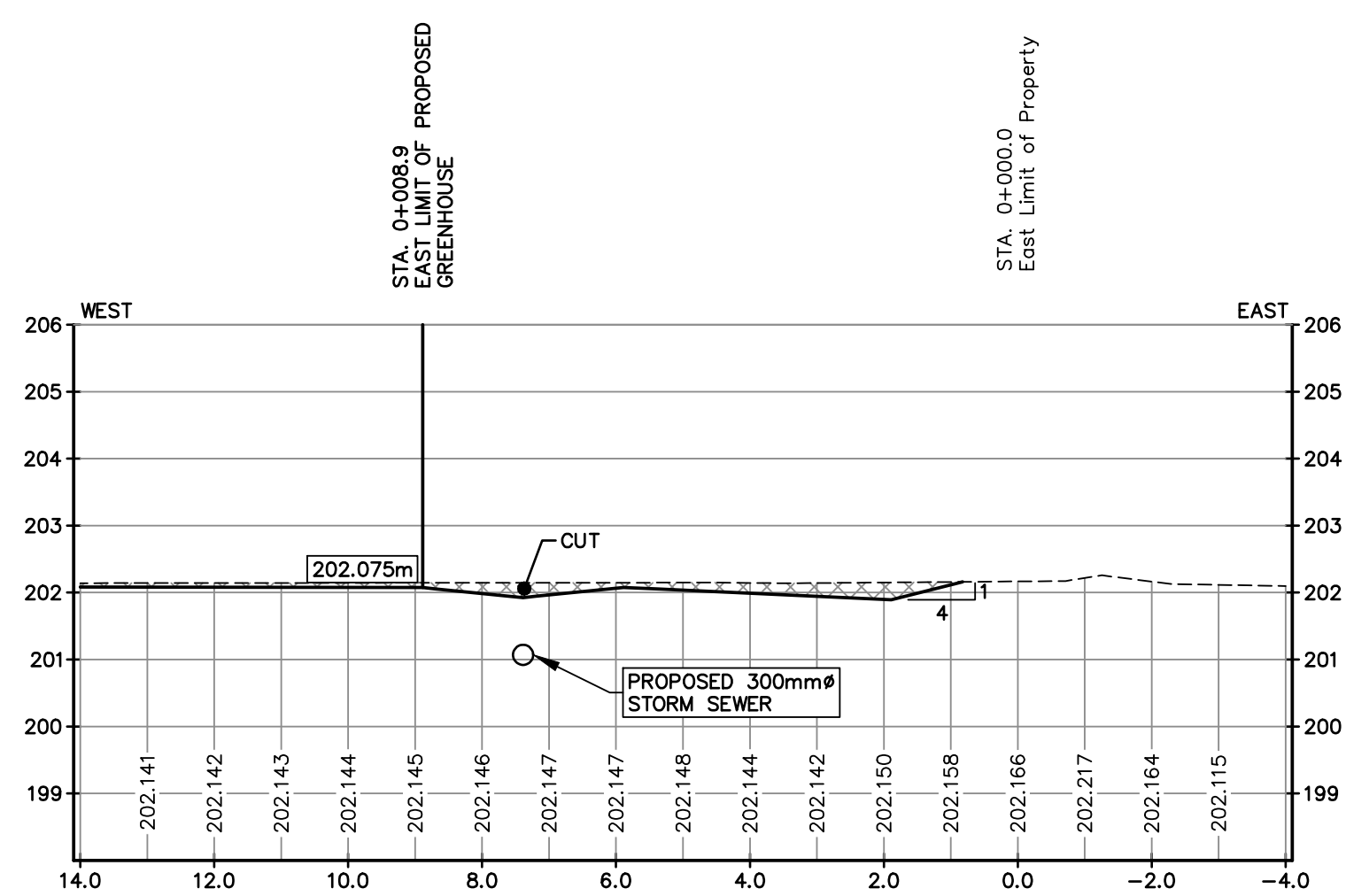
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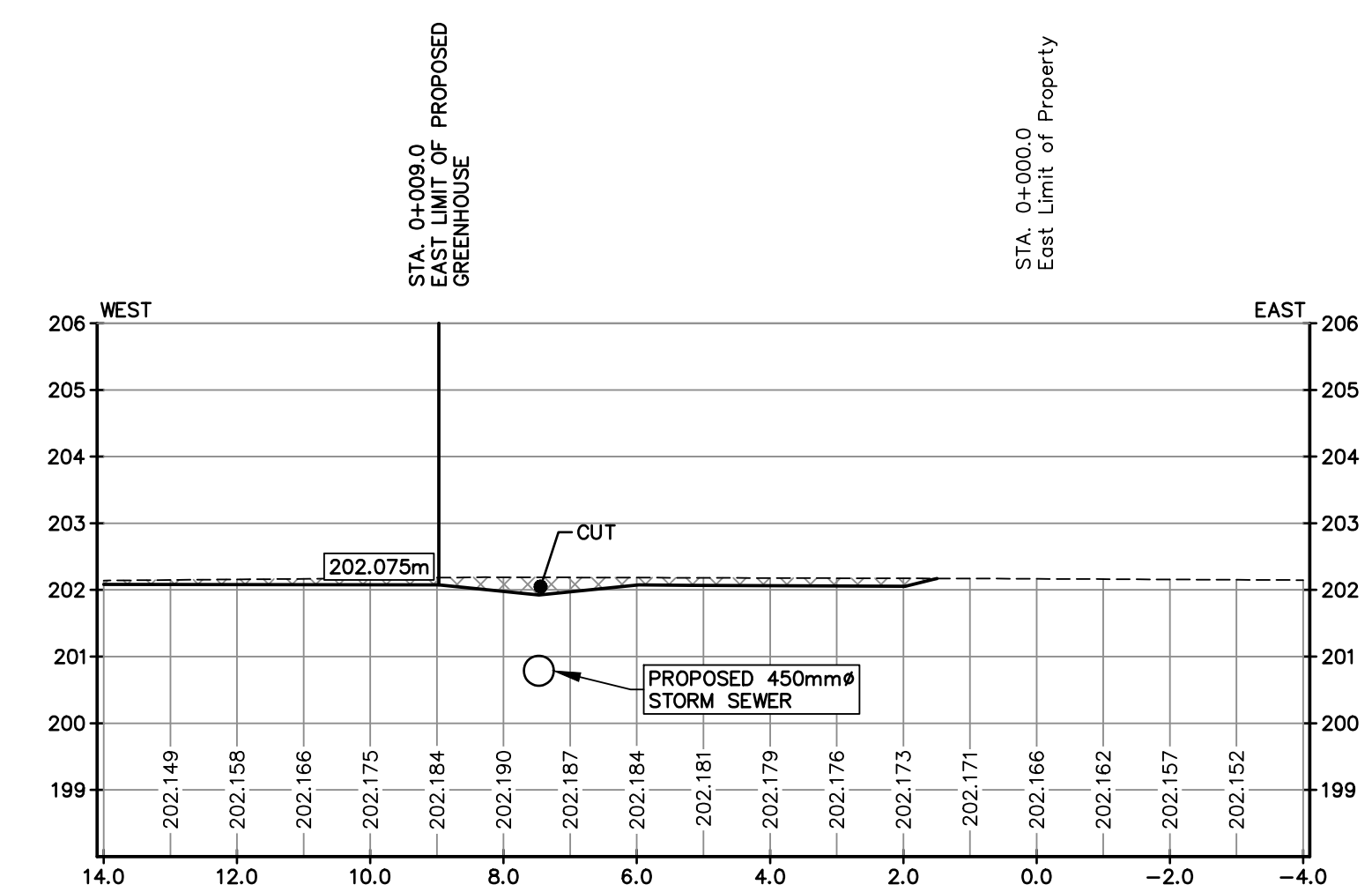
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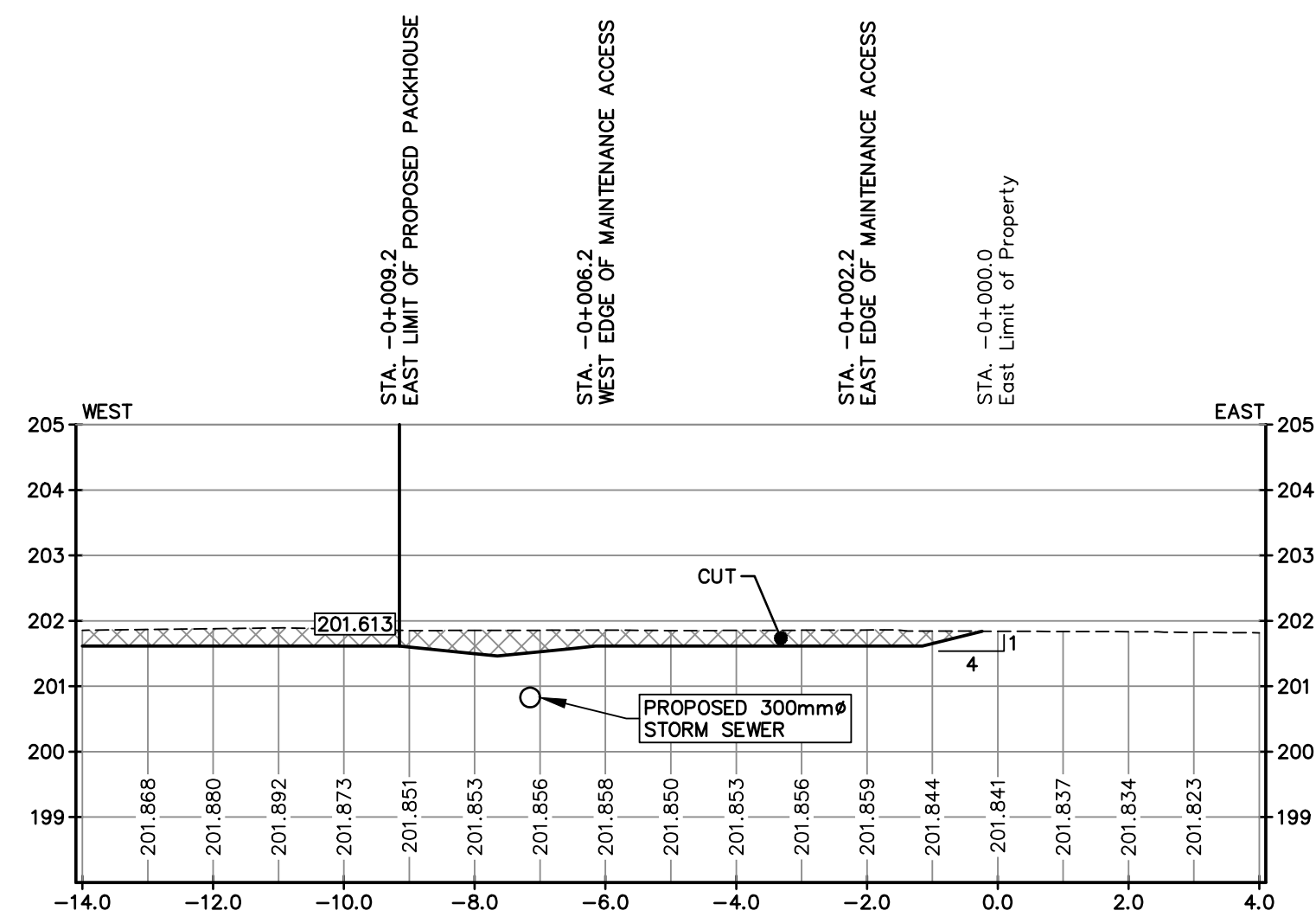
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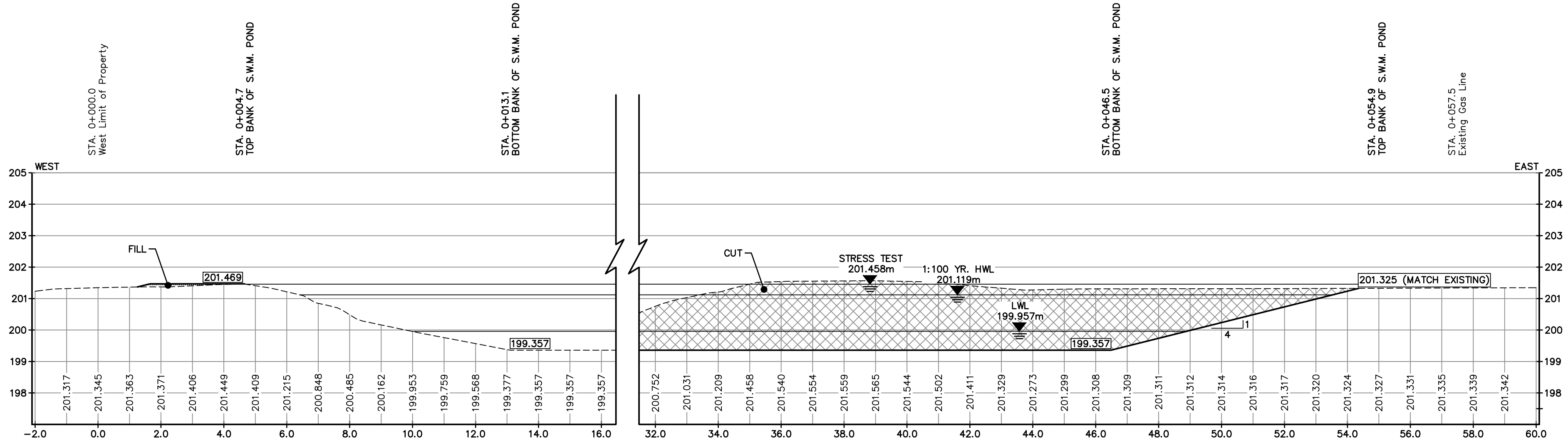
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SECTION F-F  
Scale = 1:100



SECTION G-G  
Scale = 1:100



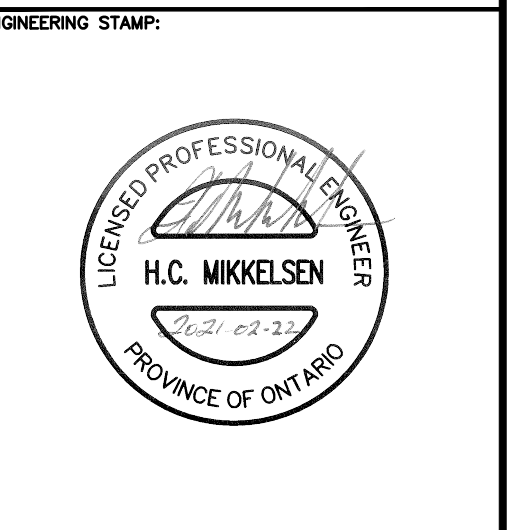
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Scale = 1:100

- NOTES:
1. THE ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING ARE NOT GUARANTEED BY THE OWNER OR N. J. PERALTA ENGINEERING LTD. OTHER UTILITIES MAY BE PRESENT OR THE UTILITIES SHOWN MAY DIFFER IN SIZE AND/OR LOCATION SHOWN.
  2. ALL DIMENSIONS AND ELEVATIONS SHOWN IN METRES UNLESS OTHERWISE NOTED.
  3. DENOTES EXISTING SITE ELEVATIONS.
  4. APPROXIMATE PROPOSED TOP ELEVATION OR SITE GRADE.
  5. APPROXIMATE PROPOSED INVERTS. 'IL' DENOTES APPROXIMATE PROPOSED TOP ELEVATION.
  6. APPROXIMATE PROPOSED SWALE GRADES.
  7. ALL POND SIDESLOPES TO BE NO STEEPER THAN 4H:1V TO 1V:1 UNLESS OTHERWISE NOTED.
  8. PLACE MIN. 6" (150mm) THICK TOPSOIL ON ALL POND BANKS AND DISTURBED AREAS, AND SEED TO GRASS.
  9. EROSION PROTECTION TO BE 300mm THICK QUARRIED LIMESTONE RIP RAP ON NON-WOVEN FILTER CLOTH MINIMUM 2.0m WIDE.
  10. PROVIDE RODENT GRATES ON ALL DRAIN OUTLETS.
  11. TOP ELEVATION OF DETENTION POND TO BE NO LESS THAN 198.950m.
  12. STORM EVENTS IN EXCESS OF THE 1:100 YEAR STORM MAY CAUSE FLOODING.
  13. THIS PLAN IS TO BE READ IN CONJUNCTION WITH THE STORMWATER MANAGEMENT REPORT DATED FEBRUARY 22nd, 2021.
  14. STORM DRAINAGE AND DETENTION DESIGN BASED ON SITE LAYOUT ESTABLISHED AND APPROVED BY OWNER. ADEQUACY OF SITE LAYOUT IS THE RESPONSIBILITY OF THE OWNER.
  15. THE OWNER AND/OR CONTRACTOR IS RESPONSIBLE TO PROVIDE ADEQUATE SEDIMENT CONTROL MEASURES DURING CONSTRUCTION. FOR DETAILS SEE O.P.S.S. 577.
  16. DETAILS FOR SEDIMENT CONTROL MEASURES ARE AVAILABLE IN APPENDIX 'C' OF THE STORMWATER MANAGEMENT REPORT.
  17. CATCH BASINS WITHIN PARKING LOTS AND TRAVELLED AREAS TO BE PRECAST CONCRETE WITH CAST IRON FRAME AND GRATE, OR EQUIVALENT.

BENCHMARK:  
BM 1  
TOP OF NAIL IN NORTH FACE OF HYDRO POLE ON NORTH SIDE OF 300 CONCESSION ROAD APPROX. 40m EAST OF THE SOUTHWEST LIMIT OF THE SUBJECT PROPERTY.  
ELEV. 201.904m

S.W.M. REPORT	H.C.M.	22 FEB. 2021
ISSUED FOR:	BY:	DATE:

**N. J. Peralta**  
**Engineering Ltd.**  
Consulting Engineers  
45 Division Street North  
Kingsville, ON N9Y 1E1  
P: 519-733-6587  
www.peraltaengineering.com



CLIENT/PROJECT/ADDRESS  
**W. MARTENS**  
**GREENHOUSE LTD.**  
  
**PHASE 3**  
**GREENHOUSE**  
  
**1254 ROAD 3 EAST**  
**KINGSVILLE, ONTARIO**

SHEET TITLE:  
  
**SECTIONS**

DESIGNED BY: H.C.M.	DATE: JAN. 5, 2021
DRAWN BY: E.J.T.	SCALE: AS NOTED
SHEET: <b>3</b>	OF: <b>3</b>
PROJECT No.: E20-064	





planning@erca.org

P.519.776.5209

F.519.776.8688

360 Fairview Avenue West  
Suite 311, Essex, ON N8M 1Y6

March 30, 2021

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

Dear Mr. Brown:

RE: Application for Site Plan Control SPA-08-2021  
1254 ROAD 3 EAST  
ARN 371134000002700; PIN: 751450140  
Applicant: SUNQUEST FARMS LTD

The following is provided as a result of our review of Application for Site Plan Control SPA-08-2021. The subject parcel is an approx. 25 acres farm with an existing dwelling, barn, bunkhouse, office, and greenhouse with service building, originally approved in September 2005 (SPA/05/05). An amendment was approved in 2019 for a new service building, expansion to the existing office, and an additional bunkhouse building. The applicant is now proposing to complete the last phase of development. Phase 3 will add 6.86 acres of growing area along with a new pack house 17,490 square feet and result in the expansion of the existing SWM pond.

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

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

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the *Conservation Authorities Act* (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Melville Bruner Drain and East 3rd Concession Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the *Conservation Authorities Act*.

## **WATERSHED BASED RESOURCE MANAGEMENT AGENCY**

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





Mr. Brown  
March 30, 2021

#### **SECTION 1.6.6.7 Stormwater Management (PPS, 2020)**

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

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

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

ERCA has received the stormwater management report dated February 22nd, 2021 by N.J Peralta Engineering Ltd. Further stormwater comments will be provided at the time of Permit and/or Clearance application.

#### **PLANNING ADVISORY SERVICE TO PLANNING AUTHORITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2020**

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the *Planning Act*. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

We note that the subject property is adjacent to (within 120 m of) a natural heritage feature that may meet the criteria for significance





Mr. Brown  
March 30, 2021

under the PPS. Section 2.1.8 of the PPS, 2020 states – “Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5 and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.”

Notwithstanding the above noted references to the PPS policies, we note that the proposed development is either adequately setback and/or physically separated from the natural heritage feature by existing development or infrastructure. Therefore, we do not anticipate any negative impacts associated with the proposal. Based on our review, we have no objection to the application with respect to the natural heritage policies of the PPS.

### **FINAL RECOMMENDATION**

With the review of background information and aerial photograph, the applicant must obtain a Section 28 Permit and/or Clearance from ERCA. We have received the stormwater management report dated February 22nd, 2021 by N.J Peralta Engineering Ltd. Further stormwater comments will be provided at the time of Permit and/or Clearance application.

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

Sincerely,



Vitra Chodha  
Resource Planner  
/vc





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

**Date:** March 15, 2021  
**To:** Mayor and Council  
**Author:** Tim Del Greco, Manager of Engineering  
**RE:** Road 11 Bridge over Ruscom River – Tender Results  
**Report No.:** IED 2021 – 15

---

## **AIM**

To award a tender for replacement of the Road 11 Bridge over Ruscom River.

## **BACKGROUND**

Biennial inspection of bridges and culverts with a span equal to or exceeding 3.0 meters in length is mandated by the Public Transportation and Highway Improvement Act. In 2019, AUE Structural was procured to facilitate such inspection within the Town of Kingsville. Following inspection, a report was generated for each bridge and culvert indicating current condition ratings, recommendations for rehabilitation or replacement if required, and an estimation of costs for any recommended works.

## **DISCUSSION**

The Road 11 Bridge over Ruscom River, built in 1970, is a cast-in-place concrete structure. It measures 12.3 meters in length and 9.2 meters in width. A map of the bridge location is attached in Appendix A for your reference. The 2019 bridge inspection report indicates the following deficiencies:

- Scaling, cracks, and spalls with exposed concrete reinforcement
- Settlement of roadway indicating material defects in decking
- Extensive delamination noted on abutment walls
- Structure is generally in poor condition

Based on the above conditions, the engineer's recommendation is to remove and replace the bridge.

Dillon Consulting was retained in 2019 to begin preparation of the necessary drawings, specifications, and tender documents. The final tender package seeking bridge replacement was advertised to the public on February 18, 2021 and closed on March 11, 2021. The results (excluding HST) of the top three bids are as follows:



<b>Contractor / Vendor Name</b>	<b>Bid</b>
Intrepid General Limited	\$924,442
Front Construction Industries Inc.	\$970,700
Sterling Ridge Infrastructure Inc.	\$1,084,623

Intrepid General is able to satisfy requirements relating to experience with similar projects, bonding, and insurance while providing the lowest cost proposal. Therefore, the recommendation is to proceed with this vendor. Dillon Consulting also conducted a review of the tender results (see Appendix B) and have provided the same endorsement of Intrepid General.

## **LINK TO STRATEGIC PLAN**

To become a leader in sustainable infrastructure renewal and development.

## **FINANCIAL CONSIDERATIONS**

The award of \$924,442 is within the amount budgeted for this project in the 2021 Capital Budget.

## **CONSULTATIONS**

Kingsville Administration  
Dillon Consulting

## **RECOMMENDATION**

That Council award the Road 11 Bridge over Ruscom River Tender to Intrepid General in the amount of \$924,442 (excluding HST) and authorize the Mayor and Clerk to execute the requisite agreement.

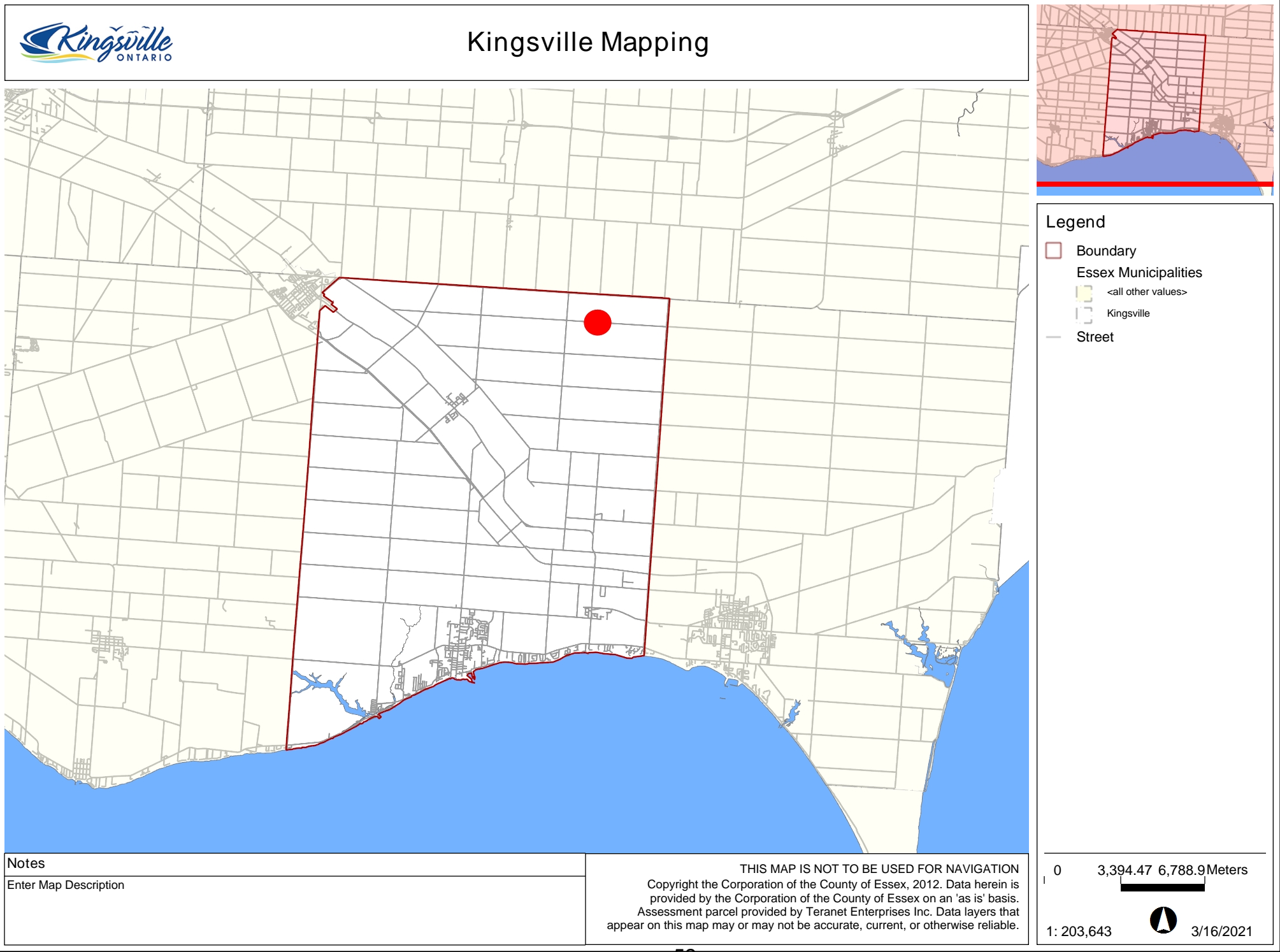
*Tim Del Greco*

Tim Del Greco, P.Eng  
Manager of Engineering

*G. A. Plancke*

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









Our File: 18-7525

March 16, 2021

SENT VIA EMAIL

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

Attention: Mr. Tim Del Greco, P.Eng.  
Manager of Engineering

Road 11 Over Ruscom River Bridge Replacement  
in the Town of Kingsville  
Summary of Tender Results

Five tenders were received on March 11, 2021, for this project. The tender results are summarized as follows:

Tenderer	Total Tender Price (Excluding applicable taxes)
Intrepid General Limited	\$924,441.78
Front Construction Industries Inc.	\$970,700.00
Sterling Ridge Infrastructure Inc	\$1,084,622.70
Facca Incorporated	\$1,331,000.00
Amico Infrastructures Inc.	\$1,730,486.03

Based on our review of the tender submissions, there were no irregularities identified in the tenders received for this work.

We understand that all Tenderers submitted the required Bid Bond which the Town has retained. We further understand that all Tenderers acknowledged receipt of Addendum No. 1 and Addendum No. 2.

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



*Corporation of the Town of Kingsville*  
*Page 2*  
*March 16, 2021*



We have confirmed with Anthony Mandarino, P.Eng., of Intrepid General Limited that Intrepid General Limited is prepared to proceed with this project in accordance with the Contract Documents and their tender submission.

Based on their lowest tender submission, we recommend that the tender be awarded to Intrepid General Limited for the Total Tender Price of \$924,441.78 (excluding applicable taxes).

Subject to Council approval of our recommendation, we will prepare the necessary agreements for signing.

Yours sincerely,

DILLON CONSULTING LIMITED

Wayne Ormshaw, P.Eng.,  
Project Manager

WAO:ldm





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

**Date:** March 30, 2021

**To:** Mayor and Council

**Author:** Shaun Martinho, Manager of Public Works and Environmental Services

**RE:** Clark St Watermain and Road Reconstruction

**Report No.:** IED 2021-18

---

## **AIM**

To award the Tender for the Clark St watermain and road reconstruction project.

## **BACKGROUND**

In 2017, the Ministry of Environment Conservation and Parks (MECP) updated the Drinking Water Quality Management Standard (DWQMS) and included requirements for municipalities to incorporate risk assessment outcomes into infrastructure capital planning. Using the risk assessment tool in Kingsville's Operational Plan, the Infrastructure and Engineering Department developed a capital plan for the replacement of aging watermain infrastructure. The watermain on Clark St was deemed a high priority due to frequent watermain breaks and service leaks. Watermain breaks can cause damage to private property and increase the risk to public health.

After identifying the need to replace the watermain, administration completed an assessment of all the infrastructure on Clark St and noted the following:

- The existing sanitary and storm sewers are constructed of asbestos concrete and are in good condition.
- The curb and gutter are in a state of disrepair and require complete replacement.
- The asphalt pavement has an average Pavement Condition Index (PCI) of 42 with extensive alligator cracking and some rutting. It requires replacement.

As such, during 2021 budget deliberations, Council approved the reconstruction of the watermain and roadway on Clark St from William Avenue to County Road 34 E.



## DISCUSSION

A tender for the Clark St watermain replacement and road reconstruction project was advertised on March 8<sup>th</sup>, 2021 and closed on March 26<sup>th</sup>, 2021. In total, nine (9) bids were received. The results (excluding HST) of the top five are as follows:

Contractor / Vendor Name	Bid Amount
Sherway Contracting Limited	\$467,747.00
Major Reconstruction (2010) Ltd.	\$504,506.00
J & J Lepera Infrastructures Inc.	\$523,560.00
D'Amore Construction (2000) Ltd.	\$545,713.00
SheaRock Construction Group Incorporated	\$552,500.00

Sherway Contracting is able to satisfy requirements relating to experience with similar projects, bonding, and insurance while providing the lowest cost proposal. Therefore, the recommendation is to proceed with this vendor. Peralta Engineering has also endorsed this recommendation (see the Appendix for their tender review letter). If approved, construction would commence mid May and last approximately eight (8) weeks.

## LINK TO STRATEGIC PLAN

To become a leader in sustainable infrastructure renewal and development.

## FINANCIAL CONSIDERATIONS

As part of the 2021 capital schedule \$500,000.00 was budgeted for this project. The table below provides a summary of project costs (excluding HST):

Description	Cost
Construction Costs	\$417,747.00
Contingency	\$50,000.00
Engineering and Inspection	\$32,000.00
<b>TOTAL</b>	<b>\$499,747.00</b>

## CONSULTATIONS

Peralta Engineering  
Infrastructure and Engineering Services Department

## RECOMMENDATION

That Council award the Clark Street Watermain and Road Reconstruction project to Sherway Contracting Limited in the amount of \$467,747.00 excluding HST and authorize the Mayor and Clerk to execute the agreement.



*Shaun Martinho*

Shaun Martinho, H.B.Sc., MBA

Manager of Public Works and Environmental Services

*G.A. Plancke*

G.A. Plancke, Civil Eng. Tech (Env.)

Director of Infrastructure and Engineering



# **N. J. Peralta Engineering Ltd.**

Consulting Engineers

March 30th, 2021

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

Attention: Shaun Martinho, Manager of Public Works

**SUBJECT:** Tender Review Letter

**PROJECT: CLARK STREET WATERMAIN REPLACEMENT & ROAD RECONSTRUCTION**  
**(Geographic Township of Gosfield North)**  
**Town of Kingsville, County of Essex**  
**Project No. E-20-028**

Tenders for the above noted project were received electronically by the Corporation of the Town of Kingsville on their Bids and Tenders Website and closed at 11:00 a.m. on Friday, March 26th, 2021. A total of nine (9) tenders were received for the project. We have conducted a detailed review of the top four (4) tenders and offer the following summary:

<b>Rank</b>	<b>Contractor</b>	<b>Tender Amount (Excl. HST)</b>	<b>Days to Commence</b>	<b>Working Days</b>
1.	Sherway Contracting (Windsor) Limited	\$467,747.00	10	60
2.	Major Construction (2010) Ltd.	\$504,506.00	20	40
3.	J & J Lepera Infrastructures Inc.	\$523,560.00	10	40
4.	D'Amore Construction (2000) Ltd.	\$545,713.00	20	40

The lowest tender submitted was by Sherway Contracting (Windsor) Limited (Sherway) for the amount of \$467,747.00 (excluding H.S.T). We have reviewed the tender from Sherway and found it to have no mathematical errors the other three (3) tenders were also free of any mathematical errors. The Contractors start date and number of working days are satisfactory.

When evaluating the provisional items for the removal and disposal/reuse of excess fill materials, Sherway's price does not change the tender result order.

After reviewing Sherway's tender together with their previous experience with projects of this type, we would recommend that the Corporation of the Town of Kingsville award this Tender to Sherway Contracting (Windsor) Limited for the amount of **\$467,747.00** plus H.S.T. for a total tender price of **\$528,554.11**.



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

All of which is respectfully submitted,

**N. J. PERALTA ENGINEERING LTD.**

  
Heide Mikkelsen, P.Eng.

HCM/nf

Encl.





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

**Date:** April 12, 2021  
**To:** Mayor and Council  
**Author:** Dan Wolicki, Manager of Municipal Facilities and Property  
**RE:** Lakeside Park Splash Pad and Washroom Facility RFP  
**Report No.:** CDS 2021-03

---

## **AIM**

To award the RFP for the design and construction of the Lakeside Park Splash Pad and Washroom Facility.

## **BACKGROUND**

In 2020, a location study was undertaken to analyze the relative drawbacks, benefits and financial implications of three (3) parklands identified as a potential site for a new splash pad.

The Town's vision of a new splash pad facility is to establish an inclusive and accessible area that complements existing park amenities and results as an enjoyable offering for youth of all ages through added benefits of enhancing physical, social, sensory and cognitive development.

An online survey was developed highlighting key elements of each proposed site that was presented to the public to gather input and to rank each location as part of the selection process. The survey was made available online to the public from September 10<sup>th</sup> and closed on September 24<sup>th</sup>, 2020.

Following the review of the responses and results from the survey, Lakeside Park had been determined to be the most favourable location among residents in which is also considered the most compatible site given the following reasons:

- Feasible and most cost effective location overall
- Collocated with existing recreation infrastructure
- Connections to existing utilities and infrastructure
- No direct impacts operationally



- Expanded offering of services with the outward focus on community benefit

At the November 23<sup>rd</sup>, 2020 Regular Meeting of Council, the following recommendation was approved as presented in the MS 2020-46 report:

- *‘That Council approves the location of Lakeside Park for a new splash pad and washroom facility as identified in Figure 1 of Report MS 2020-46.’*

A new splash pad and washroom facility at Lakeside Park will advance the functionality of the park and expand recreational opportunities, supplementary to the parks historical charm and character

## DISCUSSION

An RFP for the design and construction for the Lakeside Park Splash Pad and Washroom Facility (PR-2021-02) was advertised to the public on February 5<sup>th</sup>, 2021 with a closing date of March 5<sup>th</sup>, 2021.

The results of the RFP are as follows (excluding HST):

Vendor Name	Bid Amount	Proposal Score
TCI Titan Construction Inc.	\$699,544.43	86
Diamond Head Sprinklers Inc.	\$629,834.53	81
Park N Play Design	\$698,924.53	69
Vince Ferro Construction Limited	\$699,574.00	67
Greenlight General Contracting Inc.	\$709,500.00	64

The design criteria was stipulated in the RFP describing and including the leading components as follows:

- 3500 – 4000 square foot splash pad including a spray zone and spray free zone
- Water play equipment to include activation bollards and spray fixtures on a finished non-slip surface
- Inclusive and barrier-free access for all ages and abilities
- Men’s, Women’s and Family (Universal) washroom facility with change areas

All proposals were evaluated and scored taking into consideration each proponent’s cost, experience with similar projects, understanding of this project, proposed work plan, and value added benefits. The table above includes the final score of each proposal as ranked by Administration.

TCI Titan Construction Inc. is able to demonstrate considerable experience having completed a number of new splash pads and washroom facilities within Ontario. TCI Titan Construction Inc. is familiar with Windsor-Essex County and surrounding jurisdictions having completed the following projects:

- Outdoor Washroom and Concession Facility, Vollmer Culture & Recreation Complex (Town of Lasalle)
- Drouillard Park Spray Pad (City of Windsor)



- Pool Washroom Facility and Locker Room Addition, Gino & Liz Marcus Community Centre (City of Windsor)
- Dutton Splash Park (Township of Dutton/Dunwich)
- Dresden Splash Pad (Municipality of Chatham-Kent)
- Tilbury Splash Pad (Municipality of Chatham-Kent)
- Arthur Splash Pad (Township of Wellington-North)

Further, TCI Titan Construction has partnered with ABC Recreation and Vortex Aquatic Solutions to provide a total splash pad solution for safety, security and ease of operations and maintenance as both have jointly completed over 600 design-built splash pads in Ontario.

ABC Recreation is specialized in parks and recreation, water distribution management and splash pad design and installation.

Vortex Aquatic Solutions has over two decades of global aquatic experience including splash pad designs and features, operating controls, and installation/service packages. Both have pioneered and revolutionized the way children and families play in parks. Their innovative approach to splash pad design and technology has helped communities across Ontario thrive and grow as the philosophy is centred around maximizing play value while leveraging technology to reduce the amount of water required to operate systems.

Local references of TCI Titan Construction Inc. have been verified to be positive. Therefore, the recommendation is to proceed with TCI Titan Contracting Inc. Should Council approve, the development of this project will commence immediately to provide the community with the intended use in late July-early August.

Attached in Appendix A of this report are the drawing and design options for the new splash pad.

## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

\$700,000 is allocated in the 2021 Capital Budget with respect to this project. Upon approval of this report, \$699,544.43 (excluding HST) will be utilized towards the procurement for the design and construction services through TCI Titan Construction Inc.

## **CONSULTATIONS**

Administration Management Group  
Financial Services  
Engineering and Infrastructure Services

## **RECOMMENDATION**



That Council authorizes the Mayor and Clerk to execute an agreement with TCI Titan Construction Inc. in the amount of \$699,544.43 (excluding HST) for the design and construction of the Lakeside Park Splash Pad and Washroom Facility.

*Dan Wolicki*

Dan Wolicki

Manager of Municipal Facilities and Property



# APPENDIX A

## Option #1 – Drawing and Design

### SPLASHPAD DIMENSION

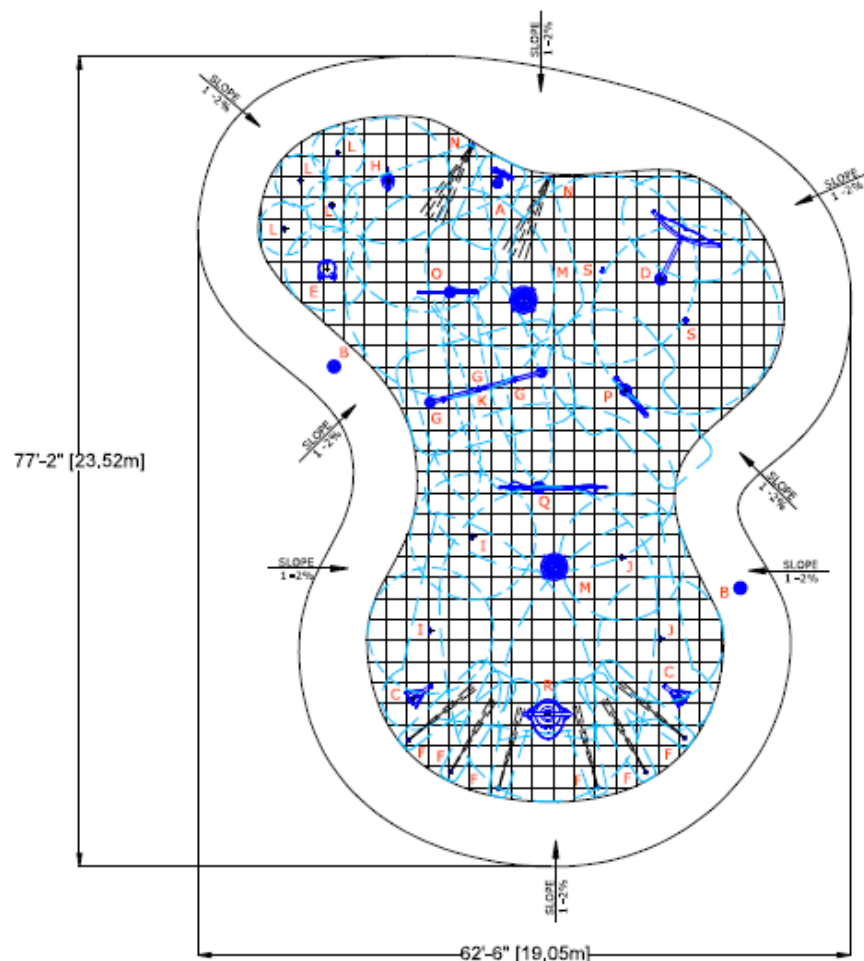
TOTAL AREA : 3500 ft<sup>2</sup> 325 m<sup>2</sup>

SPRAY AREA : 2118 ft<sup>2</sup> 197 m<sup>2</sup>

GRID SIZE : 2 x 2 ft 0.6 x 0.6 m

### PRODUCT LEGEND

REF	PRODUCT	QTY	GPM	LPM
A	Boat Wheel N°1 VOR 7578	1	4,5	17
B	Boiler Activator N°3 VOR 6511	2	0	0
C*	Boat Wheel N°2 VOR 7743	2	8	30,3
D	Whale Tail VOR 6523	1	13,5	51,1
E	Crab N°1 VOR 7268	1	4	15,1
F*	Directional Jet N°1 VOR 6305	6	12	45,4
G*	Directional Jet N°2 VOR 6321	3	4,5	17
H	Fish N°1 VOR 7218	1	4	15,1
I	Fountain Spray N°1 VOR 7513	2	10	37,9
J	Fountain Spray N°2 VOR 7576	2	8	22,7
K	Gateway Arch VOR 6547	1	7,5	28,4
L	Jet Stream N°1 VOR 7312	4	10	37,9
M	PlaySafe Drain N°1 VOR 6001,4000	2	0	0
N*	Rooster Tail VOR 6303	2	18	66,1
O	Sail Wheel N°1 VOR 7677	1	4,5	17
P	Sea Silhouette Fish VOR 7667	1	14	53
Q	Sea Silhouette Turtle VOR 7669	1	8	30,3
R	Twinsplash W/Sucker Bucket VOR 7242	1	12	45,4
S	Water Bloom N°1 VOR 6322	2	18	66,1
	TOTAL	QTY	GPM	LPM
		36	158,5	599,8



MINIMUM 5' [1,5m] SPRAY FREE CONCRETE AREA ALL AROUND THE SPLASHPAD IS RECOMMENDED BY VORTEX

### LAKE SIDE PARK SPLASHPAD, ON

VER-A 36262 (\*LOW FLOW\*)

February 16th, 2021



### SPLASHPAD LAYOUT DRAWING

SCALE : 3/32"=1'



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11" x 17" MAXIMUM SIZE



## Option #1 – Design



All 3D renders shown are for illustration purposes only. Actual colors, textures and finishes may differ from renders.  
Shown in Color Palette Marine 1.



Lakeside Park Splashpad - ON, Canada  
Version A - 36262

Splashpad®  
View 1



## Option #1 – Design





## Option #1 – Design





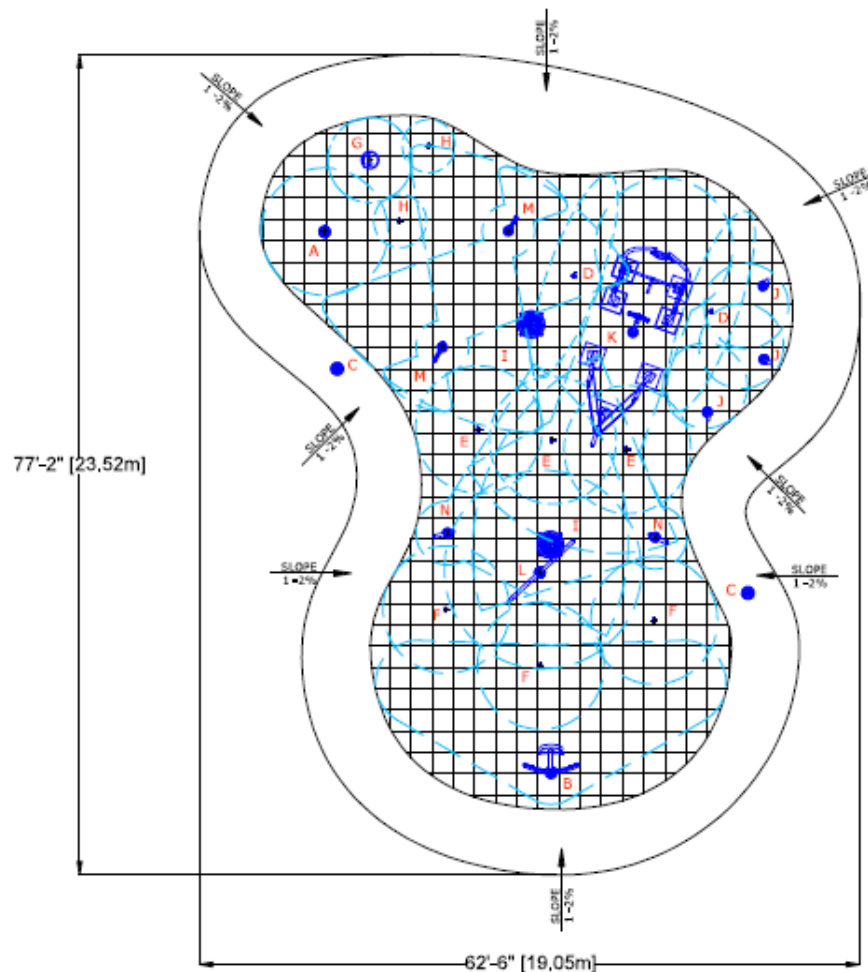
## Option #2 – Drawing and Design

### SPLASHPAD DIMENSION

TOTAL AREA :	3500 ft <sup>2</sup>	325 m <sup>2</sup>
SPRAY AREA :	2118 ft <sup>2</sup>	197 m <sup>2</sup>
GRID SIZE :	2 x 2 ft	0,6 x 0,6 m

### PRODUCT LEGEND

REF	PRODUCT	QTY	GPM	LPM
A	Aqua Dome N°1 VOR 6553	1	14	53
B	Boat Anchor N°1 VOR 7791	1	31,5	119,2
C	Bollard Activator N°3 VOR 6611	2	0	0
D*	Directional Jet N°2 VOR 6321	2	3	11,4
E	Fountain Spray N°1 VOR 7313	3	15	56,8
F	Fountain Spray N°2 VOR 7576	3	9	34,1
G	Frog N°2 VOR 7201	1	4	15,1
H	Jet Stream N°1 VOR 7512	2	5	18,9
I	Keysafe Drain N°1 VOR-1301,4609	2	0	0
J	Refresh N°1 VOR 6767	3	0,5	1,7
K	Sealbook N°3 VOR 7680	1	16,5	62,5
L	Sea Slhouette Pelican VOR 7688	1	7,5	28,4
M	Sawweed N°1 VOR 7779	2	6	22,7
N*	Tube N°1 VOR 6229	2	8	30,3
TOTAL		QTY	GPM	LPM
		26	120	454,1



MINIMUM 5'[1,5m] SPRAY FREE CONCRETE AREA ALL AROUND THE SPLASHPAD IS RECOMMENDED BY VORTEX

## LAKE SIDE PARK SPLASHPAD, ON

VER-B 36262 (\*LOW FLOW\*)

February 17th, 2021



## SPLASHPAD LAYOUT DRAWING

SCALE : 3/32" : 1'  
31" x 17" MAXI DIM





## Option #2 – Design



All 3D renders shown are for illustration purposes only. Actual colors, textures and finishes may differ from renders.  
Shown in Color: Perimeter Marine 6



Lakeside Park Splashpad – ON, Canada  
Version B - 36282

Splashpad™  
View 1



## Option #2 – Design





## Option #2 – Design



Lakeside Park Splashpad - ON, Canada  
Version B - 202502







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

**Date:** April 12, 2021

**To:** Mayor and Council

**Author:** Dan Wolicki, Manager of Municipal Facilities and Property  
Shaun Martinho, Manager of Public Works & Environmental Services

**RE:** Grass Cutting and Trimming Maintenance Contract

**Report No.:** CDS 2021-02

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## **AIM**

To advise Council on the Tender for Grass Cutting and Trimming Maintenance of Municipal Properties and to seek approval to award the contract to CnR Landscape and Design (CnR).

## **BACKGROUND**

For many years, the Town of Kingsville has used the services of outside contractors to assist with grass cutting and trimming on municipal properties. The current contract expired on October 31, 2019, but administration opted to extend the contract for one additional year due to the uncertainties that had emerged surrounding the COVID-19 pandemic. During the off season, the inventory of municipal properties was reviewed to determine the operational feasibility of maintaining high profile or valued locations in-house. In addition, the list of properties was updated to include previously unidentified locations along with newly acquired properties.

After conducting the review, the Parks and Recreation Department and the Public Works Department jointly developed and advertised the Grass Cutting and Trimming Maintenance Tender on March 1<sup>st</sup>, 2021 and requested interested parties to submit proposals prior to the closing date of March 19<sup>th</sup>, 2021. Municipal properties were divided into two schedules:

- Schedule A - Parks and Recreation Properties
- Schedule B - Public Works Properties



Proponents submitted pricing for each schedule separately. Contractors were also required to provide a list of previous experience with references, a list of equipment and personnel, a valid copy of insurance, and a WSIB Clearance Certificate.

## DISCUSSION

The advertised tender document included a description of services and identified the size and location of each property. The contract includes 47 properties consisting of parks, facilities, storm water management ponds, pump stations, boulevards and cul-de-sac islands. The agreement will last three (3) years beginning April 2021 through to the end of October 2023.

In response to the invitation, six (6) landscaping contractors submitted a proposal. The results are as follows:

Vendor Name	Parks and Rec.	Public Works	Total Price
Cedar Creak Landscaping	<b>\$ 24,840.00</b>	\$ 25,410.00	\$ 50,250.00
CnR Landscape and Design	\$ 35,667.00	<b>\$ 22,473.00</b>	\$ 58,160.00
Terrascares	\$ 36,720.00	\$ 27,330.00	\$ 64,050.00
KnM Yard Care	\$ 37,125.00	\$ 32,640.00	\$ 69,765.00
Creative Homescapes	\$ 48,757.41	\$ 35, 060.00	\$ 83,817.42
Talis Group Inc.	\$ 54,405.00	\$ 50,623.50	\$ 105,028.50

Each proponent was evaluated based on previous experience, references, and overall price. References for CnR all reported positive experiences, demonstrating their ability to satisfy the terms of this contract. Furthermore, CnR held the grass cutting and trimming contract in Kingsville from 2013 to 2016 with favorable results.

## LINK TO STRATEGIC PLAN

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

## FINANCIAL CONSIDERATIONS

In the 2021 annual operating budget, \$90,000.00 has been approved for contract services pertaining to grass cutting and trimming of municipal properties. CnR provided a total price in the amount of \$58,160.00 (excluding HST) for 2021. Each year rates will be adjusted by the percent change in the Consumer Price Index as published by statistics Canada.

## CONSULTATIONS

Infrastructure and Engineering Services  
Kingsville Senior Management

## RECOMMENDATION

That Council awards the 2021 Grass Cutting and Trimming Maintenance Contract of Various Municipal Properties in the Town of Kingsville, for the period commencing April



15<sup>th</sup>, 2021 to October 31<sup>st</sup>, 2023, to CnR Landscape and Design in the amount of \$58,160.00.

*Dan Wolicki*

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Dan Wolicki

Manager of Municipal Facilities and Property

*Shaun Martinho*

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Shaun Martinho

Manager of Public Works and Environmental Services





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**Date:** April 6, 2021  
**To:** Mayor and Council  
**Author:** John Norton  
**RE:** Open Streets 2021  
**Report No.:** 03 – 2021

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## **AIM**

For Council to approve the plans for the 2021 Open Streets event and approve the 2021 Open Streets budget.

## **BACKGROUND**

On February 22, 2021, Council approved a "2021 Open Streets" summer event in downtown Kingsville. Open Streets is a Tourism and Economic Development initiative to support businesses, the arts sector, and an opportunity for people to explore the downtown in a COVID-friendly manner.

Council further agreed that Open Streets will be a Town event. An Open Streets Committee of Council was approved in order to obtain resident and business input and foster volunteer participation.

Administration was directed to prepare a report for Council to propose a budget, dates, and other matters requiring Council review and approval.

Advertising for membership on the Open Streets Committee occurred, and at the March 8, 2021 Council meeting, fifteen people were appointed.

The Manager of Recreation Programming and Special Events was assigned as the employee lead for Open Streets and is the liaison to the Committee.

At the first Open Streets Committee meeting, Councillor Laura Lucier and Councillor Tony Gaffan were appointed Co-Chairs. The Open Streets Committee was asked to make recommendations on the timing of the event, what to include in the event and how to engage others in the event.

## **DISCUSSION**

The following are proposed details for Open Streets 2021.



Open Streets is proposed to be held every Saturday from June 19, 2021, to September 11, 2021. Open Streets will be advertised starting at 4:00 P.M. and ending at 10:30 P.M. Staff will begin 'closing' the street to automobile traffic at 3 P.M. and stop foot traffic at 10:30 P.M. to allow automobiles on the road by 11 P.M. Starting at 4 P.M. was chosen to engage retail stores during their regular hours, hoping that they will extend their hours.

What will occur during Open Street?

The Open Streets Committee recommends that the following activities are planned, ensuring COVID protocols can be adhered to:

- Live Music
- Creative art activities including, En Plein artist
- Family-oriented activities
- On-street dining

Will there be music?

- The Sun Parlor Folk Music Society is an active not-for-profit organization in Kingsville. They have offered to provide music for Open Streets at no additional cost to the Town beyond what the Town has given to them for the Folk Festival.
- Administration is working on this proposal but has yet to determine the feasibility and details.

Who can partner with Open Streets?

- The Open Streets Committee encourages any groups who are interested in partnering to email [specialevents@kingsville.ca](mailto:specialevents@kingsville.ca) and propose how they could partner.

Will volunteers be used?

- Yes, volunteers are encouraged to participate.
- A new volunteer program called the "Kingsville Ambassador Program" will be created to ensure all volunteers are appropriately screened, trained and supported.
- Volunteers will be needed to monitor the road closure barricades.
- Volunteers wishing to participate will be asked to complete a registration form found on [www.kingsville.ca/openstreets](http://www.kingsville.ca/openstreets).

What about COVID?

- The Windsor Essex County Health Unit will review the complete project plan to ensure compliance with COVID regulations.
- All activities will be developed to consider the elimination of high-contact interaction areas, and a hazard risk assessment will be completed. This will include reviewing outdoor limits for public/social events.
- Signage and hand sanitization stations will be placed in high-traffic areas.
- To monitor compliance with the COVID protocols, one person will be assigned as the event COVID Monitor.
- All volunteers and staff will follow health and safety guidelines to protect their own and others' safety.
- Administration will continue to review the COVID Ministry response framework and restrict, modify, postpone or cancel Open Streets as per the five zones of public health measures based on what colour Kingsville is in.





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Are you allowed to drink alcohol on the street?

- The Alcohol and Gaming Commission of Ontario (AGCO) sets the policy for where and when alcohol can be served and consumed.
- Administration is working on options and has not yet finalized details or made any decisions.

Will the police be involved in Open Streets?

- The OPP has been informed of the plans for Open Streets, and staff will continue to liaison with them as plans progress.

Will vendors be required to provide insurance?

- All vendors will be required to show proof of insurance for at least \$2 million.
- If a vendor does not have insurance, it can be purchased from the Town of Kingsville for a standard fee.
- If the vendor is providing alcohol or deemed high risk, \$5 Million insurance is required.
- All vendors wishing to participate will be required to complete and sign a registration form that includes indemnifying the Town for any claims against the Town caused by the vendor's negligence.

What streets will be closed?

The Open Streets Committee recommends that the following streets are closed to vehicle traffic and open to pedestrians during the event: Main St. (from Spruce St. to Queen St) and Division St. (from King St. to Pearl St.). The Open Streets Advisory Committee prefers this as it allows for a larger area to include vendors, potentially have a stage set up on the sidewalk of the four corners, provide more space for people to be socially distanced and create a more open feel.

## **LINK TO STRATEGIC PLAN**

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

To promote a safe community.

Support growth of the business community.

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

## **FINANCIAL CONSIDERATIONS**

Council approved \$25,000 in the 2021 budget for Open Streets from the Tourism, Economic Development Committee.



What will it be used for?

- Marketing \$5,000
- Open Streets Coordinator \$10,170
- Summer Student extensions \$1,030
- Materials such as signs, rental of 2-way radio, vests \$2,000

The total projected cash output is \$18,000.

If insufficient volunteers are available to monitor the road closure barricades, staff may need to be assigned to do so at additional cost.

Planning and executing an Open Streets event does have an indirect cost to the Town through staff time. Staff in every department are involved in supporting this event. Staff are involved in the planning, consulting and working with the Advisory Committee and other participants, working closely with businesses, assessing risk (legal, health, financial, insurance, safety), opening/closing streets, cleaning venues and bathrooms, putting up signage, monitoring COVID requirements, supporting and training volunteers, and working the thirteen weeks.

## **CONSULTATIONS**

The following groups and staff were consulted in the development of this report.

Open Streets Advisory Committee  
Director of Financial & IT Services  
Director of Legislative Services, Town Solicitor, Clerk  
Director of Infrastructure and Engineering  
Fire Chief CEMC  
Deputy Fire Chief  
Manager of Municipal Facilities and Properties  
Manager of Public Works & Environmental Services  
Tourism Coordinator

## **RECOMMENDATION**

That Council approves the plans outlined in this report for the 2021 Open Streets event and approve the 2021 Open Streets budget.

*John Norton*

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John Norton  
Chief Administrative Officer





2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
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**Date:** March 24, 2021

**To:** Mayor and Council

**Author:** Jennifer Astrologo, Director of Legislative Services

**RE:** Appointment of Integrity Commissioner and Closed Meeting  
**Investigator**

**Report No.:** LS-2021-03

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## **AIM**

To recommend that Council appoints Ms. Mary Ellen Bench as the Town's Integrity Commissioner and Closed Meeting Investigator in accordance with the terms outlined in the Request for Proposal that was issued by the Town, and authorize the Director of Legislative Services to execute the requisite agreement with Ms. Bench on behalf of the Town.

## **BACKGROUND**

On or about January 18, 2021, the Town issued a Request for Proposal ("RFP") for the provisions of a combined Integrity Commissioner/Closed Meeting Investigator.

In accordance with the *Municipal Act, 2001* (the "Act"), municipalities are required to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner a number of functions assigned by the municipality, including but not limited to:

- The application of the Code of Conduct for Members of Council, Local Boards and Committees Policy ("Code of Conduct") and of sections 5, 5.1, and 5.2 of the *Municipal Conflict of Interest Act* ("MCIA") to members
- Request from members for advice regarding their obligations under the MCIA and the Code of Conduct
- The provision of educational information to members regarding codes of conduct, and the MCIA.

Additionally, the *Act* sets out the process whereby a person may request an investigation into whether a municipality properly held a meeting closed to the public. There is no requirement for the municipality to appoint an investigator to conduct that investigation, however, if one is not appointed, those complaints are investigated by the Ombudsman.



Currently, the Town manages these appointments through two separate contracts; Mr. Paul Watson is the Integrity Commissioner and the Town participates in the Closed Meeting Investigation Program provided by Local Authority Services (LAS). Consolidating these positions into a single contract allows for the effective and efficient administration of these services.

## **DISCUSSION**

The RFP issued by the Town provided a detailed listing of the services that the Town requires as related to the dual role of Integrity Commissioner and Closed Meeting Investigator. Attached as Appendix A is the listing of services outlined in the RFP. As part of the submission, proponents were asked to provide details of their qualifications generally as related to the list of services and also to provide more specific detail of their knowledge and experience as it relates to conflict resolution and investigation, municipal government, the applicable legislation and the roles of Integrity Commissioner and Closed Meeting Investigator.

Finally, the RFP required that each proponent provide information related to work plans and response time to complaints and member inquiries, references supporting their application, and a fee schedule outlining the costs associated with the provision of services. The contract is for an initial period of three years, with the option to extend for an additional two years.

In response to the RFP, the Town received six submissions:

- Aird & Berlis LLP
- Bench Municipal Law and Governance
- Investigative Solutions Network Inc.
- Munro Strategic Perspective
- Paul D Watson Law Office
- SAGE Analytics Inc.

After review of the RFPs, Administration recommends that Council appoint Ms. Mary Ellen Bench of Bench Municipal Law and Governance as the Town's Integrity Commissioner and Closed Meeting Investigator. Ms. Bench has over 30 years' experience working as senior in-house legal counsel in municipalities, is the former City Solicitor for the City of Mississauga, a position she held for 18 years. She is familiar with the dynamics and workings of local government, the applicable legislation and the expectations of the roles of Integrity Commissioner/Closed Meeting Investigator. Attached for your convenience, as Appendix B, is Ms. Bench's resume.

There is no annual or monthly retainer associated with the engagement and all amounts quoted by Ms. Bench were competitive. Given the nature of the role, it is expected that a majority of the services will be provided remotely without the need to incur additional travel and accommodation costs.





## LINK TO STRATEGIC PLAN

No direct link to the Strategic Plan.

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www.kingsville.ca  
kingsvilleworks@kingsville.ca

## FINANCIAL CONSIDERATIONS

Administration set aside \$5,000.00 in the 2021 Operating Budget to cover costs associated with these services.

## CONSULTATIONS

CAO, John Norton

## RECOMMENDATION

That Council appoint Mary Ellen Bench as the Town's Integrity Commissioner and Closed Meeting Investigator effective April 13, 2021, and adopt the necessary appointing by-law;

And That Council authorize the Director of Legislative Services to execute the written agreement between the parties on behalf of the Town.

*Jennifer Astrologo,*

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



## Provision of Services

The Integrity Commissioner will provide the following services:

1. Upon request, provide advice to Council or a Local Board, or the members of same, regarding the following:
  - a. The application of the Code of Conduct.
  - b. The application of any procedures, rules and policies of the Town and local boards governing the ethical behaviour of members of Council and of Local Boards.
  - c. The application of sections 5, 5.1, and 5.2 of the *Municipal Conflict of Interest Act*, to members of Council and of Local Boards.
  - d. Their obligations under the Code of Conduct applicable to the member.
  - e. Their obligations under a procedure, rule, or policy of the Town or Local Board, as the case may be, governing the ethical behaviour of members.
  - f. Their obligations under the *Municipal Conflict of Interest Act*.
2. Upon receipt of a complaint regarding the conduct of a Member, assess the validity of the complaint to determine if it is appropriate, within the mandate of the Integrity Commissioner, to investigate and if so, whether a full investigation is warranted.
3. In the appropriate circumstances, initiate an inquiry, in accordance with section 223.4 of the *Act*, as to whether a Member has contravened the Code of Conduct and take such further action as deemed necessary and as authorized by that section.
4. In the appropriate circumstance, initiate an inquiry, in accordance with 223.4.1 of the *Act*, as to whether a Member has contravened sections 5, 5.1, or 5.2 of the *Municipal Conflict of Interest Act* and take such further action as deemed necessary and as authorized by section 223.4.1.
5. Be responsible for performing his or her set of duties independently, and shall report directly to Council in respect of all such matters. In addition to any requirements that may be set out in the *Act*, file an annual report to Council respecting the advice, education provided and inquiries undertaken in the previous year and to advise of any developments or recommendations of significance related to the role of Integrity Commissioner.
6. Provide advice and suggestions with respect to amendments to the Code of Conduct.
7. Serve as a proactive educator for Council, Administration and the public with respect to the ethical behaviour of Council members, and provide training regarding the role of the Integrity Commissioner, the Code of Conduct and the *Municipal Conflict of Interest Act*. In this regard, the Integrity Commissioner may also be requested to prepare or edit written materials and content for the Town's website or otherwise for distribution to the public to aid in the understanding of the role of Integrity Commissioner, the Code of Conduct, and the *Municipal Conflict of Interest Act*.



The Closed Meeting Investigator will provide the following services:

1. Conduct investigations from time to time as requested by the municipality upon receipt of a complaint in respect of meetings or part of meetings that are closed to the public to determine compliance with the *Act* or the Town's Procedure By-law and to report on the results of such investigations.
2. Conduct such investigations having regard to being independent and impartial while respecting confidentiality.
3. Proceed with investigations in private, without undue delay and with due diligence.
4. Provide an opportunity to any such person that may be adversely affected by a proposed report of the Investigator, to make representations respecting such report.
5. Hear and obtain information from such persons as the Investigator determines is necessary.
6. Preserve confidentiality and secrecy with respect to all matters that come to the Investigator's knowledge in the course of performing these duties, save and except disclosure of such matters as in the Investigator's opinion ought to be disclosed in order to establish grounds for his/her conclusions and recommendations.
7. After concluding an investigation, to render his/her opinion as to whether or not the meeting or part of the meeting that was subject to the investigation appears to have been closed to the public contrary to the *Act*, or the Procedure By-law and, in either case, the Investigator shall report his/her opinion and the reasons for it to the municipality and shall make recommendations that s/he sees fit.



**Mary Ellen Bench, BA, JD, CIC.C, CS**  
maryellen@benchmunicipal.com



### **About Mary Ellen**

For over 30 years Mary Ellen has worked in municipalities and has a solid reputation as a strategic thinker focused on problem solving and ensuring that legal services needs are met. Advocacy efforts have been successful in advancing the interests of municipalities. Mary Ellen is Certified as a Specialist in Municipal Law, local government / land use planning and development law, by the Law Society of Ontario and is a Certified In House Counsel, designated such by the Canadian Corporate Counsel Canada Association and the Rotman School of Business. She and is seen as a leader in municipal governance, policy and law.

### **Skills and Expertise**

Municipal law, municipal governance, conflict of interest and ethics, finance, economic development, land development, infrastructure, workplace investigations, risk management, strategy, elections, and not-for-profit corporate organization and governance. Frequent speaker and advisor.

### **Professional Experience**

- Counsel at Dentons and Senior Advisor at StrategyCorp, specializing in municipal matters
- Integrity Commissioner and Closed Meeting Investigator, Municipality of Chatham-Kent since 2019
- 18 years as City of Mississauga City Solicitor, leading the City's Legal Services Division. Developed a culture where legal advisors also play a strategic business role, expanding the team where appropriate to ensure full range of legal, insurance and risk management services are provided to the Corporation in a timely, cost effective manner, using a combination of in-house and external legal support. Supported the City's Economic Development and City-building initiatives as a business partner.
- 10 years' experience at the City of Toronto including 9 years as a leader in the Legal Department, including playing a leadership role during the amalgamation process and subsequent years' reviews and changes that followed. At Toronto, provided legal support to the then Toronto Economic Development Corporation (TEDCO) and the Toronto Parking Authority in addition to the City.
- Participated actively in teams led by the Association of Municipalities of Ontario (AMO) and as a speaker at both AMO and the Association of Municipal Clerks and Treasurers of Ontario (AMCTO).
- Senior Advisor (policy and governance) at StrategyCorp and Counsel at Dentons following municipal service



## **Career Highlights**

- Continue to provide advice, carry out formal and informal investigations, provide educational sessions for Council as Integrity Commissioner at Chatham-Kent
- Led the strategy development and work to prepare and introduce a Councillor Code of Conduct and Integrity Commissioner to the City of Mississauga, and Council-staff relationship policy.
- Participated in the development of the City of Mississauga's strategic plan, and in many areas of governance, policy development and in developing the business plan model.
- Participated on the steering committees for Downtown Stewardship; LRT; BRT; Lakeview and Small Arms site development; Inspiration Port Credit (West Village Partnership and Canada Lands/marina developments); Britannia Farm; Stormwater charges; Administrative Penalties project; Central Agreement Tracking System; Ward Boundary review; Development Charges and Cannabis
- Participated on key City projects related to the formation of Toronto Global, Mississauga's business incubation initiatives, supporting relationship development opportunities with Sheridan College and University of Toronto at Mississauga, and the City's relationship with the Greater Toronto Airport Authority (GTAA)

## **Professional Leadership in the Community**

- Active as a Board member and corporate secretary of Safe City Mississauga; as a member of the Governance Committee of the International Alliance of ALS/MND Associations; and as a Board member of Canoe Kayak Ontario.
- As City Solicitor, an advisor to the Association of Municipalities of Ontario (AMO) in respect of various issues including representing AMO in discussions with the Province; the Association of Municipalities of Ontario (AMCTO), the Federation of Canadian Municipalities (FCM) and Law Departments Association of Ontario (MLDAO) with the objective of benefitting all municipalities.
- As City Solicitor, was an early municipal supporter and member of Legal Leaders for Diversity (LLD), and of Women's General Counsel Canada (WGCC) as a former Board member.
- Past President and Past Treasurer of the International Municipal Lawyers Association (IMLA). IMLA Board member 2006-2018; currently chairs IMLA Rapid Transit Working Group.
- Engaged in the pilot program development and subsequent program offerings, in the Certified In-House Counsel Canada (CIC.C) program established by the Rotman School of Management and the CCCA and continue to serve as an Executive-in-Residence and as an exam marker when needed, and as a strong supporter of the program.





**REGULAR MEETING OF COUNCIL  
MINUTES**

**Monday, March 22, 2021  
6:00 PM  
Council Chambers  
2021 Division Road N  
Kingsville, Ontario N9Y 2Y9**

Members of Council	Mayor Nelson Santos Deputy Mayor Gord Queen Councillor Tony Gaffan Councillor Thomas Neufeld Councillor Larry Patterson Councillor Kimberly DeYong Councillor Laura Lucier
Members of Administration	J. Astrologo, Director of Legislative Services/Solicitor/Clerk  R. Brown, Manager of Planning Services K. Brcic, Planner S. Kitchen, Deputy Clerk-Council Services S. Martinho, Manager of Public Works and Environmental R. McLeod, Director of Financial & IT Services A. Plancke, Director of Infrastructure & Engineering J. Norton, CAO J. Quennell, Fire Chief

**A. CALL TO ORDER**

Mayor Santos, in attendance in the Council Chambers, called the Regular Meeting to order at 6:00 p.m. All other members of Council participated in the meeting through video conferencing technology from remote locations.

**B. MOMENT OF SILENCE AND REFLECTION**



Mayor Santos asked those present to stand and observe a moment of silence and reflection to be followed by the playing of O'Canada.

**C. PLAYING OF NATIONAL ANTHEM**

**D. DISCLOSURE OF PECUNIARY INTEREST**

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

**E. PRESENTATIONS/DELEGATIONS**

**1. Leamington and Area Family Health Team (LAFHT)--Lead Physician Dr. Sheila Horen, Board Chair Bill Orawski and Interim Executive Director Jim Samson (Update report and presentation)**

Executive Director Jim Samson presented a PowerPoint presentation entitled *Leamington & Area Family Health Team--Annual Presentation to the Town of Kingsville Council Meeting, March 22nd, 2021* including an overview of last year's activities, Kingsville Clinic Statistics, and updates pertaining to family physician recruitments and the COVID-19 vaccination process. He also announced that the Board of Directors of the LAFHT has passed a resolution to change its name to "Erie Shores Family Health Team" and is currently working through the details of making this name change with the Ministry of Health.

**214-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Kimberly DeYong

That Council receives the Presentation of the Leamington and Area Family Health Team.

**CARRIED**

**F. MATTERS SUBJECT TO NOTICE**

**1. PUBLIC MEETING--Application for Zoning By-law Amendment ZBA/18/19 by Brotto Investments Inc. 183 Main St. E., Part of Lot 2, Concession 1 ED**

R. Brown, Manager of Planning Services.

i) Notice of Complete Application and Public Meeting: Zoning By-law Amendment, dated March 2, 2021;



ii) Report of R. Brown dated March 4, 2021 together with Appendices A through H; and

iii) Proposed By-law 29-2021, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law of the Town of Kingsville.

Mr. Brown presented his Report in detail.

Comments from representative of the Applicant (Harry Froussios, Planning Consultant, representing Brotto Investments Inc.):

Mr. Froussios indicated that he represents the Applicant, and that the Applicant, along with members of the project team, are also present this evening.

He provided a PowerPoint presentation outlining steps in the application process to date, including the Site Plan submitted with the original application (3 storey townhouse and 6-storey apartment building proposed for the rear of the property). He indicated his client has revised the application and provided a number of options leading to where we are today. The first revision was for two apartment buildings; to take the height down from 6 storeys to 4 storeys while maintaining the number of units.

More adjustments were made, and the present proposal is to retain the existing dwelling, to preserve the view of the existing dwelling, to permit a 3-storey apartment building with a maximum of 22 dwelling units, reduce required rear yard setback from 12.2 m to 7.5 m, reduce required lot frontage of the land to be retained as a result of the severance of the existing single detached dwelling from 25 m to 16 m, and increase the permitted maximum height from 11 m to 12.2. The rear yard setback of 7.5 m only applies to one portion of the building because of the configuration of the property and the building height of 12.2 metres is requested to allow for a pitched roof. He said this satisfies the PAC concerns, reduces density, and reduces traffic. He commented that he supports Mr. Brown's Planning Report and the recommendation contained therein.

Comments from the public:

Tony Youssef, Resident, commented that having heard the discussions and comments made so far this evening, he had no further comments.

Brenda Gagnier, Resident, pointed out that Appendix A of Mr. Brown's Planning Report "states 4 storeys on the right side of the drawing and 3 storeys in the centre of the drawing" and while she is aware that this has been amended by the developer to 3 storeys, she asked that that her comment in regard to this discrepancy be included in the record. She commented also that Appendix E still refers to 6 storeys (same issue). As well, she commented that the traffic study



contained in the Planner's report appears to have been presented in 2019, but the facts were gathered in 2018. She stated that the Town's population has changed drastically since that traffic study.

Ms. Gagnier stated she is opposed to the development of this property the way it is presented and that the property should be kept as a single family home. She has concerns regarding the close proximity of the existing home to the apartment complex and the potential loss of mature healthy trees. She also indicated that as a member of the Main Street Development Committee her comments this evening are not representative of the group of which she is a part, but only herself. She stated that the recommendations to be presented by the Committee at a future Council meeting are in direct conflict to what is being recommended by this proposal including: facade should be in keeping with buildings in the area, the front of the building should face Main Street, maximum height of 10 metres, and traffic concerns. She asked that Council defer this application until the Committee has presented its findings to Council. She feels the Town is focusing on not only providing additional housing in the area, but as well having those developments produce more taxes to maintain the Town's infrastructure. She wrote emails to Council regarding an idea of a tourism tax being imposed. In summary, Ms. Gagnier stated that while she appreciates the developer has amended the plan many times, she feels that allowing this would open the door for other lots to have apartment buildings squeezed in behind them as well.

Mayor Santos asked for clarification as to the discrepancy on the Appendices as mentioned by Ms. Gagnier, and Mr. Froussios confirmed that the current proposal is for 3 storeys and 22 units.

Anne Marie Lemire, 171 Main St. East, indicated that she lives in the Bon Jasperson House situated to the west of 183 Main St. East. She stated she is in opposition to the Application and has, along with 2,573 people to date, signed her online petition and 450 people have signed in person. The petitions were addressing both the issue of saving the home from demolition and stop the rezoning.

Ms. Lemire provided a history of the past Council and Planning Advisory Committee meetings attended. She indicated that this type of development will have a negative impact on her neighbouring property and stated that amendments to this latest proposal make an "already bad situation worse as they are asking for a taller building from 36 feet to 40 feet". Ms. Lemire described concerns relating to the proximity of the proposed building to the existing residence, the shared driveway access and insufficient parking, lack of secondary access, streetscape, and the proposal being an eye sore. She



commented that a heritage impact statement should have been done in regard to the impacts on 183 Main St. East and that the heritage advisory committee should have commented on this application. She read aloud an excerpt from a letter she received from Ms. Sarah Sacheli, the Chair of the Committee to Ms. Lemire. Ms. Lemire stated that this proposal will dramatically alter her family's enjoyment of their property and the value of their property.

Mr. Brown provided clarification as to parking, noting that the proposal meets parking requirements. As far as the shared driveway access, Mr. Froussios indicated that the intent is to share the driveway in perpetuity as a more efficient way of addressing traffic impact concerns. Mr. Brown stated that ideally a single family dwelling would have its own access but if there is a circumstance where it cannot happen, a formal right-of-way must be established.

Mr. Brown stated that a revised impact statement was done on 183 Main St. East (see: Appendix included with his Report) and clarified that the heritage committee was circulated with the application. Ms. Astrologo read aloud the list of specified identified heritage attributes included in the Notice of Intention to Designate. The outbuildings were not included.

A recorded vote was requested.

#### **215-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Thomas Neufeld

That Council:

Approve zoning amendment application ZBA/18/19 to rezone a portion of the lands located at 183 Main St. E from Residential Zone 1 Urban, R1.1 to a site-specific Residential Zone 4 Urban R4.1-6 to:

Permit an apartment building with a maximum of 22 dwelling units;

Reduce the required rear yard setback from 12.2 m to 7.5 m;

Reduce the required lot frontage of the land to be retained as a result of the severance of the existing single detached dwelling from 25 m to 16 m; and

Increase the permitted maximum height from 11 m to 12. 2 m.

	<b>For</b>	<b>Against</b>
Mayor Nelson Santos		X



Deputy Mayor Gord Queen	X	
Councillor Tony Gaffan		X
Councillor Thomas Neufeld	X	
Councillor Larry Patterson		X
Councillor Kimberly DeYong		X
Councillor Laura Lucier		X
<b>Results</b>	<b>2</b>	<b>5</b>

**LOST (2 to 5)**

Mayor Santos abstained from voting, and such vote was recorded as a vote in the negative.

**G. AMENDMENTS TO THE AGENDA**

**H. ADOPTION OF ACCOUNTS**

1. **Town of Kingsville Accounts for the monthly period ended February 28, 2021 being TD cheque numbers 0075696 to 0075951 for a grand total of \$2,871,756.33**

**216-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Tony Gaffan

That Council receives Town of Kingsville Accounts for the monthly period ended February 28, 2021 being TD cheque numbers 0075696 to 0075951 for a grand total of \$2,871,756.33

**CARRIED**

**I. STAFF REPORTS**

1. **Application for Site Plan Approval SPA/06/2021 by Sun Brite Foods Inc. 1552 County Road 34, Part of Lot 10, Concession 3 ED Parts 1 to 7, RP 12R 25071**



R. Brown, Manager of Planning Services

**217-2021**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Laura Lucier

That Council:

Approve site plan application SPA/06/2021 to permit the construction of a 864 sq. m (9,105 sq. ft.) bunkhouse and associated amenity area, subject to the terms in the associated site plan agreement, and

Authorize the Mayor and Clerk to sign the site plan agreement and register said agreement on title.

**CARRIED**

2. **Application for Minor Development Agreement AGR/01/21 by Jason & Bronwen Stenger (Owners) Roberto D'Alimonte - Silversprings Construction (Applicant) 627 Talbot Rd N Lot 6, Concession 11, Pt. 1, RP 12R-4224 Roll No.: 3711 670 000 01000**

R. Brown, Manager of Planning Services

**218-2021**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Deputy Mayor Gord Queen

That Council:

Approve the proposed minor development agreement to permit a second dwelling on 627 Talbot Rd N for a temporary time during the construction of a new dwelling on the same lot, and authorize the Mayor and Clerk to sign the minor development agreement, and register said agreement on title.

**CARRIED**

3. **2021 Final Tax Levy By-Law**

R. McLeod, Director of Financial and IT Services



**219-2021**

**Moved By** Councillor Laura Lucier

**Seconded By** Councillor Thomas Neufeld

Council authorize By-law 23-2021 for the establishment of rates for the levy and collection of property taxes in the Town of Kingsville for the year 2021.

**CARRIED**

**4. Statement of Remuneration & Expenses for 2020**

R. McLeod, Director of Financial and IT Services

**220-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Kimberly DeYong

Council receive the Statement of Remuneration & Expenses report for 2020.

**CARRIED**

**5. Fleet Replacement Report**

S. Martinho, Manager of Public Works and Environmental Services

**221-2021**

**Moved By** Councillor Laura Lucier

**Seconded By** Councillor Thomas Neufeld

That council approves the acquisition of the Fleet assets utilizing Fleet Management Reserves as follows:

One (1) 2021 Dodge Ram 1500 pick-up truck for the Public Works Department for the purchase price of \$37,679.29 inclusive of the HST burden.

One (1) 2021 Dodge Ram 5500 with a dump body for the Public Works Department for the purchase price of \$74,464.71 inclusive of the HST burden.

One (1) 2021 Vermeer BC1000 Wood Chipper for the Public Works Department for the purchase price of \$51,647.81 inclusive of the HST burden.

Two (2) 2021 Ver-mac PCMS4800 Full Matrix Sign Boards for the combined purchase price of \$37,640.70 inclusive of the HST burden.



Two (2) Kubota F3990 Front End Cutting Mowers for the combined purchase price of \$65,468.94 inclusive of the HST burden.

**CARRIED**

**6. 59 Mettawas Lane Offer to Purchase**

G. A. Plancke, Director of Infrastructure and Engineering

**222-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Thomas Neufeld

That Council authorize and direct administration to prepare an offer to purchase 59 Mettawas Lane for the agreed purchase price of \$95,000 and further that,

Council authorizes the Treasurer to reallocate the purchase cost of \$95,000 plus legal expenses from the P.W. Capital Reserve account # 03-000-032-39068.

**CARRIED**

**7. West Side Collector Road (WSCR)**

G. A. Plancke, Director of Infrastructure and Engineering

**223-2021**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Tony Gaffan

That Council endorse the concept of a West Side Collector Road in principle and that,

Council accept the road alignment as recommended by the West Side Collector Road Committee with the provision that minor modifications may be required in order to secure land and,

Council direct administration to update the Town's Development Charges list of projects to include the West Side Collector Road as an appropriate 90% growth related project based on a high level estimate for construction of \$5,800,000, and further that,



Council direct administration to negotiate with AMICO for the costs of construction as directed by Council in Closed Session, and if an agreement on costs cannot be agreed upon, that administration issue a tender for the project exclusive of the subdivision development.

**CARRIED**

**8. Council's Priorities for 2021-2022**

J. Norton, CAO

**224-2021**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Laura Lucier

That Council approve:

- 1) Council's 2021-2022 priorities include COVID-Health as the overarching priority and the priority list with rankings of these items, as outlined in this report;
- 2) The CAO Action Plan for 2021 and 2022 be approved as attached to this Report and the CAO directed to implement the Plan.

**CARRIED**

**J. MINUTES OF THE PREVIOUS MEETINGS**

- 1. Special Meeting of Council--March 3, 2021**
- 2. Regular Meeting of Council--March 8, 2021**
- 3. Regular Closed Session Meeting of Council--March 8, 2021**

**225-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Larry Patterson

That Council adopts Special Meeting of Council Minutes dated March 3, 2021, Regular Meeting of Council Minutes dated March 8, 2021, and Regular Closed Session Meeting of Council Minutes dated March 8, 2021.



**CARRIED**

**K. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

**1. Committee of Adjustment --December 22, 2020**

**226-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Laura Lucier

That Council receives Committee of Adjustment Meeting Minutes dated December 22, 2020.

**CARRIED**

**2. Parks Recreation Arts and Culture Committee--January 21, 2021**

**227-2021**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Tony Gaffan

That Council receives Parks, Recreation, Arts and Culture Committee Meeting Minutes dated January 21, 2021 together with the following sub-committee minutes: Fantasy of Lights--December 15, 2020.

**CARRIED**

**3. Kingsville B.I.A.--February 9, 2021**

**228-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Larry Patterson

That Council receives Kingsville BIA Meeting Minutes dated February 9, 2021.

**CARRIED**

**L. BUSINESS CORRESPONDENCE - INFORMATIONAL**



1. **Ontario Fire College Resolutions**
  - a. **City of Port Colborne--Correspondence dated February 24, 2021**
  - b. **Township of Brock--Correspondence dated February 25, 2021**
  - c. **Township of Howick--Correspondence dated March 3, 2021**
  - d. **Township of Limerick--Correspondence dated March 9, 2021**
  - e. **Town of Bracebridge--Correspondence dated March 9, 2021**
  - f. **Municipality of Morris-Turnberry--Correspondence dated March 10, 2021**
2. **Norfolk County--Correspondence dated February 23, 2021 RE: Carbon Tax on Primary Agriculture producers**
3. **Township of Adjala-Tosorontio--Correspondence dated February 26, 2021 RE: Tile Drainage Act**
4. **Request from Karen Pickle, resident that March 21 be proclaimed as World Down Syndrome Day in the Town of Kingsville**
5. **Township of South Glengarry--Resolution dated March 1, 2021 RE: Provincial Vaccine Rollout**
6. **Township of Brock--Correspondence dated March 2, 2021 RE: Cannabis Licensing and Enforcement**
7. **Lake of Bays--Correspondence dated March 2, 2021 RE: Capacity Limits for Restaurants in Stage 2 under the Reopening Ontario Act, 2020**
8. **Niagara Region--Correspondence dated March 4, 2021 RE: Schedule 6, Bill 197, COVID-19 Economic Recovery Act.**
9. **City of Sarnia--Correspondence dated March 4, 2021 RE: Colour Coded Capacity Limits**
10. **Niagara Region--Correspondence dated March 5, 2021 RE: Motion respecting Support for the Wine Sector**
11. **Municipality of Tweed--Correspondence dated March 10, 2021 RE: Advocacy for Reform of Joint and Several Liability**
12. **Municipality of Leamington--Correspondence dated March 15, 2021 RE: Support of Save the Ontario Fire College Resolution dated February 11, 2021 received from Chris McConnell, President, OPSEU Local 317**



**229-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Kimberly DeYong

That Council receives Business Correspondence-Informational Items 1-12.

**CARRIED**

**230-2021**

**Moved By** Councillor Tony Gaffan

**Seconded By** Deputy Mayor Gord Queen

That Council supports that March 21, 2021 be recognized as World Down Syndrome day in the Town of Kingsville.

**CARRIED**

**231-2021**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Larry Patterson

That Council supports the Township of Lake of Bays' Resolution #8(b)/03/02/21 passed March 2, 2021 RE: Capacity Limits for Restaurants in Stage 2 under the *Reopening Ontario Act, 2020*.

**CARRIED**

**M. NOTICES OF MOTION**

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

**232-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Larry Patterson

1. That the letter of concern regarding speeding from a local parent and resident Melissa Statham be received into the public record;

2. That a copy of the letter be provided to our local Police Services Board;



3. That a copy of the letter be provided to the County of Essex;
4. That this Council approve and endorse the request for a School Safety Zone by the Gosfield North Public School with the necessary signage for same, with our request to the County of Essex.

**CARRIED**

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

**233-2021**

**Moved By** Councillor Laura Lucier

**Seconded By** Councillor Larry Patterson

That Administration investigate and prepare a report in consultation with ERCA on the possibility of implementing a program to provide shoreline property owners with loans to repair or construct breakwalls to guard against high water and flooding.

**CARRIED**

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

**234-2021**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Tony Gaffan

That the Town of Kingsville participate in the global effort, Earth Hour, to bring awareness to our environmental issues by way of turning off municipal lights not required for safety, for one hour on March 27, 8:30 p.m. to 9:30 p.m. and to encourage others in our community to turn off their lights at the same time by way of media release and promotion on the Town's website and social media.

**CARRIED**

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

**O. BYLAWS**



**1. By-law 23-2021**

**235-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Laura Lucier

That Council reads By-law 23-2021, being a By-law to provide for the establishment of rates for the levy and collection of property taxes in the Town of Kingsville for the year 2021 pursuant to the provisions of the Municipal Act a first, second and third and final time.

**CARRIED**

**2. By-law 26-2021**

**236-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Larry Patterson

That Council reads By-law 26-2021, being a By-law under the Municipal Act, 2001, Part 13, Section 408; to authorize the issue of two series of debentures to consolidate the financing of construction and/or maintenance of numerous drains all in the Town of Kingsville a first, second and third and final time.

**CARRIED**

**3. By-law 28-2021**

**237-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Tony Gaffan

That Council reads By-law 28-2021, being a By-law to amend By-law 2-2019, as amended, being a By-law to appoint certain members of Council and individuals to boards and committee a first, second and third and final time.

**CARRIED**

**P. CLOSED SESSION**



**238-2021**

**Moved By** Councillor Tony Gaffan

**Seconded By** Councillor Kimberly DeYong

That Council, at 9:22 p.m. pursuant to Subsection 239(2) of the *Municipal Act, 2001* enter into Closed Session to address the following item: i) Subsection 239(2)(b) personal matters about an identifiable individual, including municipal employees; being a Report from CAO J. Norton and Director of Legislative Services J. Astrologo re: selection of an Integrity Commissioner for the Town of Kingsville.

**CARRIED**

**Q. REPORT OUT OF CLOSED SESSION**

Upon rising from Closed Session at 9:26 p.m. Mayor Santos reported that Council reviewed an item for information and update about an identifiable individual selection of integrity commissioner for the Town of Kingsville.

**R. CONFIRMATORY BY-LAW**

**1. By-law 30-2021**

**239-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Kimberly DeYong

That Council reads By-law 30-2021, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its March 22, 2021 Regular Meeting a first, second and third and final time.

**CARRIED**

**S. ADJOURNMENT**

**240-2021**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Tony Gaffan

That Council adjourns this Regular Meeting at 9:28 p.m.



**CARRIED**





**SPECIAL MEETING OF COUNCIL  
MINUTES**

**Tuesday, March 23, 2021  
6:00 PM  
Council Chambers  
2021 Division Road N  
Kingsville, Ontario N9Y 2Y9**

Members of Council	Mayor Nelson Santos Deputy Mayor Gord Queen Councillor Tony Gaffan Councillor Thomas Neufeld Councillor Larry Patterson Councillor Kimberly DeYong Councillor Laura Lucier
Members of Administration	J. Astrologo, Director of Legislative Services/Solicitor/Clerk  S. Kitchen, Deputy Clerk-Council Services R. McLeod, Director of Financial & IT Services A. Plancke, Director of Infrastructure & Engineering J. Norton, CAO Quennell, Fire Chief

**A. CALL TO ORDER**

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

**B. DISCLOSURE OF PECUNIARY INTEREST**



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

**C. BUSINESS CORRESPONDENCE--ACTION**

**1. Union Water Supply System Joint Board of Management--Correspondence dated March 9, 2021 RE: Town of Kingsville Appointees to the Union Water Supply System Joint Board of Management**

Mayor Santos presented the UWSS Joint Board of Management correspondence dated March 9, 2021 from Mr. Rodney Bouchard, General Manager, identifying the required change to the total number of Kingsville representatives on the Joint Board of Management from five (5) to four (4).

Ms. Astrologo indicated that ballots were sent to Council listing out the five members that are on the Board currently, with a request that each member of Council select the four members they wish to continue on the Board. She asked Council to complete and return their ballots via email and, during the meeting, she will tabulate the results. The individual votes will be displayed in the minutes when published and once the four members are selected, the decision will then be reaffirmed by Council motion.

Council acknowledged this selection process, directed Ms. Astrologo to proceed as stated, and in the event of a 'tie vote' directed that a second vote be held.

**241-2021**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Kimberly DeYong

That Council receives the Union Water Supply System Joint Board of Management correspondence from Mr. Bouchard and the verbal report of Director of Legislative Services J. Astrologo.

**CARRIED**

**2. Selection of Four (4) Members to the UWSS Board**

**D. STAFF REPORTS**

**1. Union Water System Treatment Capacity & Governance Discussion**

*CAO John Norton, Director of Infrastructure and Engineering G. A. Plancke, and Union Water Supply System General Manager Rodney Bouchard were in attendance*



Mr. Norton and Mr. Plancke provided information to Council in connection with Union Water Supply System governance matters and operations.

Mr. Bouchard presented Council with background information and information pertaining to current treatment capacity allocation methodologies (SEE: Attachment(s) to Report of G. A. Plancke). He indicated that the Board (in consultation with its owner municipalities) is presently completing the required evaluations of existing and proposed treatment capacity allocations so as to identify 'unused' treatment capacity that is already allocated and to develop a more effective process for allocating future treated water requests. Mr. Bouchard answered questions posed by Members of Council.

Mr. Bouchard left the meeting at 7:29 p.m.

#### **242-2021**

Moved by Councillor Thomas Neufeld

Seconded by Councillor Tony Gaffan

That Council at 7:30 p.m., pursuant to Subsection 239(2) of the *Municipal Act, 2001*, enter into Closed Session to address an item pursuant to Subsection 239(2)(f) [advice that is subject to solicitor-client privilege] being legal advice pertaining to Union Water Supply System matters from CAO Norton, in his capacity as solicitor for the Town.

#### **CARRIED**

Upon rising from Closed Session at 8:25 p.m. the Special Meeting reconvened in open session. Mayor Santos reported that Council received legal advice from Solicitor Norton pertaining to Union Water Supply System Board of Management matters and Union Water Supply System operations. Mayor Santos then brought forward Agenda Item C.2. being the Selection of Four (4) Members to the UWSS Board.

Upon tallying the ballots, Ms. Astrologo announced that the four members selected by Members of Council to continue on the Board are as follows: Mayor Santos, Deputy Mayor Queen, Councillor DeYong, and Councillor Patterson.

#### **Ballot Results**

Mayor Santos: N. Santos, G. Queen, K. DeYong, L. Patterson

Deputy Mayor Queen: N. Santos, G. Queen, K. DeYong, L. Patterson

Councillor DeYong: N. Santos, G. Queen, K. DeYong, L. Patterson



Councillor Gaffan: N. Santos, K. DeYong, T. Neufeld, L. Patterson

Councillor Lucier: N. Santos, G. Queen, K. DeYong, L. Patterson

Councillor Neufeld: N. Santos, G. Queen, T. Neufeld, L. Patterson

Councillor Patterson: N. Santos, G. Queen, K. DeYong, L. Patterson

**243-2021**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Laura Lucier

That Council endorses the appointments of Mayor Santos, Deputy Mayor Queen, Councillor DeYong and Councillor Patterson to the Union Water Supply System Joint Board of Management with Councillor Neufeld to be appointed as an alternate member to the Board.

**CARRIED**

**E. CONFIRMATORY BY-LAW**

**1. By-law 31-2021**

**244-2021**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

That Council reads By-law 31-2021, being a By-law to confirm the proceedings of The Corporation of the Town of Kingsville at its March 23, 2021 Special Meeting of Council a first, second and third and final time.

**CARRIED**

**F. ADJOURNMENT**

**245-2021**

Moved by Councillor Kimberly DeYong

Seconded by Councillor Tony Gaffan

That Council adjourns this Special Meeting at 8:27 p.m.

**CARRIED**



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MAYOR, Nelson Santos

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CLERK, Jennifer Astrologo





## COMMITTEE MINUTES

### KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE WEDNESDAY, FEBRUARY 17, 2021 AT 4:00 P.M. VIA ZOOM

#### A. CALL TO ORDER

Chair S. Sacheli called the Meeting to order at 4:06 p.m. with the following Members in attendance:

#### MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:

Matt Biggley  
Kimberly DeYong  
Bruce Durward (@ 4:09 p.m.)  
Anna Lamarche  
Margie Luffman  
Christine Mackie  
Shannon Olson  
Sarah Sacheli

#### MEMBERS OF ADMINISTRATION:

Sandra Kitchen, Deputy Clerk-  
Council Services  
J. Norton, CAO  
R. Brown, Manager of Planning Services  
K. Brcic, Town Planner

Absent: Elvira Cacciavillani (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. Updates regarding outstanding research reports:

- 257 Lakeview Avenue

Mayor Santos will present the research report at the Committee's next meeting.

- 1417 Road 3 East

Ms. Sacheli advised that Ms. Cacciavillani indicated that the report is in progress.



- 208 County Road 34 East

Ms. DeYong reported that the report is in progress and due to the archives being closed at the present time, the finalization of the chain of title will be delayed.

2. KMHAC 2020 Operating Budget actuals to end of December 2020.

**MHC4-2021** Moved by B. Durward, seconded by M. Biggley to receive the Committee 2020 Operating Budget Actuals to December 2020 for information.

**CARRIED**

## **D. MINUTES OF THE PREVIOUS MEETING**

1. Kingsville Municipal Heritage Advisory Committee Meeting Minutes — December 22, 2020 and January 20, 2021

**MHC5-2021** Moved by M. Luffman, seconded by K. DeYong to adopt the Minutes of the Kingsville Municipal Heritage Advisory Committee Meeting dated December 22, 2020 as presented

**CARRIED**

**MHC6-2021** Moved by B. Durward, seconded by A. Lamarche to adopt the Minutes of the Kingsville Municipal Heritage Advisory Committee Meeting dated January 20, 2021 as presented.

**CARRIED**

## **E. BUSINESS/CORRESPONDENCE – INFORMATIONAL**

1. V. Brown – Approved Invoice for Research Services – November and December 2020

**MHC7-2021** Moved by S. Olson, seconded by M. Luffman that the Committee receives the approved invoice of V. Brown for research services for November and December 2020.

**CARRIED**



## F. NEW AND UNFINISHED BUSINESS

1. Discussion with CAO—Town of Kingsville CAO John Norton will lead a discussion regarding upcoming changes regarding administrative support

CAO Norton informed the Committee that there will be a transition over a period of time for the provision of administrative support from the current Legislative Services Dept. to Planning Services.

2. Update on the Conservation Review Board hearing for 183 Main St. East

Ms. Sacheli reported that the CRB hearing scheduled for Feb 14 has been adjourned to an undetermined date in May.

**MHC8-2021** Moved by B. Durward, seconded by A. Lamarche to receive the update on the CRB hearing for 183 Main St. East.

**CARRIED**

3. Request for information from the owner of 1657 Elgin Street in Ruthven.

Ms. Sacheli indicated there has been an inquiry from the owner of 1657 Elgin Street in Ruthven, to obtain information about her property. The home is not listed on the heritage register as a property of interest. Ms. Brown will check to see what research she has on this property and the Committee will provide the information to the homeowner.

**MCH9-2021** Moved by K. DeYong, seconded by B. Durward and the Committee direct that the property owners be sent the research the committee presently has on the property known as 1657 Elgin Street, if any.

**CARRIED**

4. 45-49 Division St. North, Kingsville

**MHC10-2021** Moved by B. Durward, seconded by M. Biggley that the Committee ask Ms. Brown to research 49 Division St. North, Kingsville.

**CARRIED**



## 5. Annabelle's Restaurant

Ms. Brcic presented a proposal for a covered front dining porch at the Annabelle's restaurant location and asked for the Committee's feedback. Ms. Brcic recorded the comments/suggestions/feedback (including concerns relating to the size of the patio, the obscuring of the roofline and front façade of the building, the lack of entrance to the patio directly off of Main St., whether an artist's rendering of the proposal could be obtained, etc.) and will provide same to the new property owner.

## 6. Jack Miner Migratory Bird Sanctuary update

Mr. Durward, Ms. DeYong and Ms. Sacheli met with the executive director of the Jack Miner Migratory Bird Foundation™ to review what building(s) or features will be specifically designated in the proposed designation. The home is beautifully preserved. More information will be presented at the March meeting.

**MHC11-2021** Moved by K. DeYong, seconded by S. Olson that the Committee receive update report as presented by B. Durward.

**CARRIED**

7. Plaque installations update—Mr. Olson recommended that the plaques be installed when the weather warms up and members agreed. The plaques will not be able to be properly installed in the cold temperatures.

**MHC12-2021** Moved by M. Biggley, seconded by B. Durward that the plaque update be received.

**CARRIED**

8. Outreach –There was a general discussion regarding heritage outreach and a possible 'Celebration of Heritage' photo contest as an outreach event. This item will be brought back for discussion at the March meeting.

## G. NEXT MEETING DATE

1. Wednesday, March 17, 2021 at 4:00 p.m. via Zoom.





## COMMITTEE MINUTES

### H. ADJOURNMENT

**MHC13-2021** Moved by B. Durward, seconded by S. Olson that the Meeting adjourn at 5:23 p.m.

**CARRIED**

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**CHAIR, Sarah Sacheli**

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





# JOINT BOARD OF MANAGEMENT

Wednesday, February 17, 2021

9:00 AM

Virtually in Zoom

## MINUTES

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

**Also in Attendance:** Rodney Bouchard, Union Water Supply System Manager  
Khristine Johnson, Recording Secretary

### **Municipal**

**Staff Present:** Laura Rauch, Shannon Belleau, Nelson Carvalho - Leamington  
John Norton, Andrew Plancke, Shaun Martinho, Tiffany Hong - Kingsville  
Andy Graf, Kevin Girard - Essex  
Nelson Cavacas, Albert Dionne, Linda McKinlay - Lakeshore

**OCWA Staff Present:** Susan Budden  
Dale Dillen

**Call to Order:** 9:01 am

**Disclosures of Pecuniary Interest:** none

**Adoption of Board Minutes:**

**No. UW-12-21**

**Moved by:** Deputy Mayor Queen

**Seconded by:** Councillor Jones

That Minutes of the UWSS Joint Board of Management meeting of Wednesday, January 20, 2021 is received.

Carried



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**Business Arising Out of the Minutes:**

There was none.

**Report UW/09/21 dated February 11, 2021 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to February 11, 2021**

The Manager reviews his report with board members. He confirms that the security system installation is now completed and the deficiencies list has been addressed and corrected. The system is working well.

The Manager explains to the Board members that a frazil ice event took place on February 3<sup>rd</sup>, 2021, wherein the frazil ice was allowing for very little water to be drawn in through the intakes. The operations staff worked diligently to backflush the system to clear the ice, however, the reservoirs were very low. He notes that the Manager almost had to put restrictions on water use throughout the system. Finally, the operations staff were able to get the system back on track. He further notes that the staff had not seen a frazil ice event in a large number of years and now that the lake has frozen over this should not occur again this season.

The Manager notes that a valve broke during this process and an emergency repair was made. He also notes that this is another good reason to complete the study with the Windsor Utilities Commission (WUC) for emergency redundancy.

Clarifier No. 2 has gone back into service after seasonal servicing, while Clarifier No. 3 will come offline next week to have a new flow meter installed.

Rehab work on Filters #2 and #4 has started and the team is working quickly on this project. As of today's date all of the filter media has been removed and the second company is on site mobilizing their equipment to start with the coatings next week. The Manager anticipates that the work will be completed by mid-march so the filters can be put back into service as he anticipates a high flow year.

The Kingsville Water Tower (KWT) rehabilitation project has started as well by the general contractor. The Manager notes that the base foundation work was started the day prior to the meeting. It is anticipated that scaffold and enclosure construction could last approximately 5-6 weeks. The KWT will then be taken offline in mid-April so that sandblasting can start.

The Manager mentions a few other projects that are on pause right now due to the emergency order within Ontario, however, once restrictions are lifted they will start again.

The Manager explains that the flows for the WTP are still quite high, but he attributes that to the greenhouses starting their saplings at the moment.

Councillor DeYong notes that she has received a complaint from neighbours regarding noise coming from the WTP. The Manager explains that the noise was most likely from the filter rehab crew vacuuming out the old media. He notes that the work is taking place at the front of the WTP and could be a contributing factor.



Councillor Hammond asks the Manager how old the intakes are and whether they can handle the flows at the moment. The Manager explains that the intakes are each capable of servicing the WTP, but one is original to the plant and the second one was built in the 1970s. The Operations Manager notes that the intakes are inspected every other year and then repair work is scheduled in between.

Councillor Hammond followed up with another question regarding the intakes and a potential new reservoir. He wants to ensure that any changes are going to be robust enough to handle the future needs. The Manager indicates that the UWSS is only allowed to take a certain volume from the lake and if it was required to start using both intakes at that time it might be worth considering a larger intake.

Councillor VanderDoelen asks the manager if the UWSS requires a larger volume of water and seeks permission from the MECP then will the UWSS have to seek approval from the USA as well. The Manager indicates that the UWSS would submit its request to the Ministry and where it goes from there he is not sure, as the Ministry handles water concerns.

#### **No. UW-13-21**

Moved by: Councillor Dunn

Seconded by: Councillor Neufeld

That report UW/09/21 dated February 12, 2021 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to February 12, 2021 is received.

Carried (UW/09/21)

#### **Report UW/10/21 dated February 10, 2021 re: Revision to Schedule C (Proportional Water Consumption and System Interests) of UWSS Transfer Order**

The Manager reviews his report with the members of the Board. He notes that this update to Schedule C last took place in 2017 and was in place for four (4) years. He reviews the numbers from 2017 and explains that water consumption changed slightly during the last four (4) years. He notes that next change will be in place until December 31, 2024.

#### **No. UW-14-21**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Tiessen

That UWSS system interests in Schedule C of the Transfer Order are updated as follows:



<b>Municipality</b>	<b>Average Water Consumption (ML/year)</b>	<b>Proportional System Interest</b>
The Corporation of the Municipality of Leamington	8,909.0	53.00%
The Corporation of the Town of Kingsville	6,509.1	38.72%
The Corporation of the Town of Essex	827.8	4.92%
The Corporation of the Town of Lakeshore	564.8	3.36%

That the municipalities of Leamington, Kingsville, Essex and Lakeshore be informed of this update to Schedule C of the UWSS Transfer Order. This update will apply from January 1, 2021 to December 31, 2024.

Carried (UW/10/21)

#### **Report UW/11/21 dated February 11, 2021 re: Drinking Water Inspection Report for the UWSS - January 28, 2021**

The Manager reviews this report with the Board members. He notes that the Ministry of Environment, Conservation and Parks (MECP) inspects the water treatment plant (WTP) every year. Due to COVID, no physical inspection took place, but rather all document based, for the 2020 year. No improvements or recommendations for consideration were suggested. UWSS received a 100% inspection rating.

The Manager noted that the report indicated that chlorine levels for water that discharges from the residuals ponds back to Lake Erie (through a pipe) are sometimes above the newly established Federal limits. The Manager indicates that there has been difficulty trying to source a good piece of equipment that can reliably measure chlorine below the newer limits. The UWSS does not have any piece of equipment that can obtain the level of analysis suggested. He also notes that the UWSS is trying to do a better job of dechlorination when backwashing. He further explains that this newer Federal requirement are Canada wide and not just for the UWSS.

The Operations Manager explains that this level of instrumentation is much finer than available at this time.

#### **No. UW-15-21**

Moved by: Councillor Patterson

Seconded by: Mayor MacDonald

That the UWSS Joint Board of Management receive report UW/11/21 dated February 11, 2021 re: Drinking Water Inspection Report for the UWSS - January 28, 2021.

Carried (UW/11/21)



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**Report UW/12/21 dated February 10, 2021 re: 2020 Annual report under the Safe Drinking Water Act and Ontario Regulation 170/03**

The Manager reminds members of the Board that this report is produced each year for the year prior under the Safe Drinking Water Act (SDWA) and a standard template is provided. This report provides a look at capital works completed and the expenditures to complete such projects, the raw/distribution water samples collected, those treated and the compounds analyzed each year. There was one item of note in 2021 wherein a sample resulted in a high total coliform count.

Councillor DeYong inquired about the Boil Water Advisory (BWA) and where the UWSS stands with the WECHU in terms of a consistent procedure to announce any issues. The Manager notes after several attempts to organize a meeting with the WECHU/municipal partners that this item was put on the back burner in 2020 due to COVID. He will be bringing this issue back to the table in 2021. He does confirm that we need a better process in place to get information out to the public.

**No. UW-16-21**

Moved by: Councillor Hammond

Seconded by: Deputy Mayor Queen

That report UW/12/21 dated February 10, 2021 re: 2020 Annual Report under the Safe Drinking Water Act and Ontario Regulation 170/03 is received.

Carried (UW/12/21)

**Report UW/13/21 dated February 10, 2021 re: 2020 Summary Report for Municipalities under Regulation 170/03 made under the Safe Drinking Water Act**

The Manager notes that this is another yearly report prepared under Schedule 22 and we can create it any way we want to. He feels that next year UWSS will update the way this information is presented and provide a fresher look and feel. This information provides information about the four (4) member municipalities and identified how much water was taken from the lake and treated.

He notes the one (1) non-compliance issue on July 21, 2020, which was resolved after flushing and resampling.

**No. UW-17-21**

Moved by: Councillor Walstedt

Seconded by: Councillor Jones

That report UW/13/21 dated February 10, 2021 re: 2020 Summary Report for Municipalities under Regulation 170/03 made under the Safe Drinking Water Act is received.

Carried (UW/13/21)



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**Report UW/14/21 dated February 12, 2021 re: Payments from January 16<sup>th</sup> to February 11<sup>th</sup>, 2021****No. UW-18-21**

Moved by: Councillor VanderDoelen

Seconded by: Councillor DeYong

That report UW/14/21 dated February 11, 2021 re: Payments from January 16<sup>th</sup> to February 11<sup>th</sup>, 2021 is received.

Carried (UW/14/21)

**New Business**

The Manager confirms with members that the UWSS has been working with GLIER. He confirms that the Federal grants have come through and now the project can proceed. The installation of the early warning system out in Lake Erie by GLIER will proceed and will benefit the UWSS. A total of \$700, 000 was received in grant monies. A further report will be forthcoming. This is a good news story for the UWSS.

The Manager also reminds members of the January UWSS Board meeting wherein the Board directed the Manager to form a working group regarding the water allocation remaining at the UWSS. He confirms that the first meeting takes place next week on February 24<sup>th</sup>. He will be providing updates of the outcome of this meeting.

Councillor Patterson thanks the Leamington water department for providing stock to Kingsville during a recent main break. The Manager confirms that the municipalities work well together.

**Adjournment:****No. UW-19-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Dunn

That the meeting adjourn at 9:40

Carried

**Date of Next Meeting:** Wednesday, March 17, 2021, virtually in Zoom.

/kmj





## COMMITTEE MINUTES

### **PARK RECREATION ARTS AND CULTURE COMMITTEE**

**FEBRUARY 18, 2021 @ 5:30 P.M.**

**Via - Zoom**

#### **A. CALL TO ORDER**

Deputy Mayor Queen called the Meeting to order at 5:38 p.m. with the following persons in attendance:

#### **MEMBERS OF PARKS, RECREATION ARTS & CULTURE COMMITTEE:**

Mayor N. Santos  
Deputy Mayor G. Queen  
Councillor T. Neufeld  
A. Hickmott  
M. Tremaine-Snip

#### **MEMBERS OF ADMINISTRATION:**

K. Loney, Manager of Recreation  
Programs and Special Events  
D. Wolicki, Manager of Municipal  
Properties and Facilities

Absent: M. Shields

#### **B. DISCLOSURE OF PECUNIARY INTEREST**

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

#### **C. PRESENTATIONS/DELEGATIONS**

#### **D. STAFF REPORTS**

1. **Karen Loney**, Manager of Recreation Programs and Special Events
  - Held an internal meeting of SERT to review processes and areas for improvement. We will update the Special Events application based on the feedback and adding a section on COVID in aligning with Government regulations
  - I have had a request from the Cedar Island Sailing club to partner in their youth programming. When details have further developed, a presentation to PRAC will occur.



- We are meeting with the Arts Society of Kingsville to develop a proposal to make Carnegie Art Centre a cultural hub. When details have further developed, a presentation to PRAC will occur.
- Currently re-branding the recreation programs and creating a process to work with contract instructors to increase community programs.
- In light of Windsor/Essex being in the red category for COVID, programming can occur with less if there are no more than ten people in the class. Fitness programs will potentially start next week.

## 10-2021

Motion: To accept the verbal report as presented by T. Neufeld, seconded A. Hickmott all in favour.

**CARRIED**

## 2. **Dan Wolicki**, Manager of Municipal Facilities and Property

### **COVID-19 Update:**

As of Tuesday, February 16<sup>th</sup>, 2021, Windsor-Essex County had moved to the 'Red – Control Level' status under the province's COVID-19 response framework.

The following are some of the key enhanced measures under the 'Red - Control Level':

- Ten (10) persons per indoor facility
- One (1) parent and/or guardian per participant that is under the age of eighteen (18)
- Teams sports must not be practiced or played except for training (no games or scrimmage)
- Activities that are likely to result in individuals coming within two (2) meters of each other are not permitted; no contact permitted for team or individual sports

### **Kingsville Arena**

The facility will formally re-open on February 23<sup>rd</sup> to host limited in-person programming.

Kingsville Rec. Complex

Improvements to Baseball Diamond #1 (Capital Project: PARKS-2021-9)

Has been approved which includes new dugouts, fencing and infield renovations.



The restoration of the tennis court surface has been approved in the 2021 budget (Capital Project: PARKS-2021-11) as current conditions continue to have large cracking reappear and complete resurfacing is required to formally resolve the issues as opposed to marginal repair work.

## Pickleball and Bocce Court Complex

The RFP closed on December 11<sup>th</sup> and proposal submissions have been reviewed.

Awarding of the contract to the preferred proponent is expected to occur shortly.

## New Dehumidification Unit (Capital Project: ARENA-2020-01)

Most of the internal work has been completed for the new dehumidification unit but the arrival of the new dehumidification will be delayed due to manufacturer constraints.

## Lakeside Park

The RFP for the Lakeside Park Splash Pad and Washroom Facility (Capital Project: PARKS-2021-4) has been issued and will close on Friday, February 26<sup>th</sup>.

An application for paving (hard surfacing) trails at Lakeside Park (Capital Project: PARKS-2021-6) has been submitted for the Investing in Canada Infrastructure Grant under the COVID-19 Stream

## Cottam Revitalization Plan

### Rotary Park

The tender for the new playground equipment had been issued and closed on Friday, February 12<sup>th</sup> at 11:00am.

Proposed designs for the new playground equipment have been distributed through surveys to surrounding residents as part of the selection process.

Furthermore, the preferred design will be brought to the Accessibility Committee for review and input of the accessibility components of the new equipment.

### Ridgeview Park

Improvements to Baseball Diamond #2 (Capital Project: PARKS-2020-2) are nearing completion as resurfacing of the infield remains;



Improvements to Baseball Diamond #3 (Capital Project: PARKS-2021-7

has been approved which includes new dugouts, fencing and infield renovations.

## **Marina**

A contractor has been scheduled to remove the sandbar that had developed within the mouth (entrance) of the channel following the application approval from the Department of Fisheries and Oceans Canada.

A new kiosk for the Boat Launch has been approved (Capital Project: MAR-2021-01), as replacement is required due to internal conditions that have been affected by high water levels that may pose a risk.

The new kiosk unit will also be relocated away from its current positioning to eliminate any potential hazards while improving the functionality and controls of the area.

## **Future Playground Parquets in Ruthven**

The tender for the new playground equipment (Capital Project: PARKS-2021-5) has been issued and will close on Friday, February 19<sup>th</sup> at 11:00am.

Proposed designs for the new playground equipment will be distributed through surveys to surrounding residents as part of the selection process.

Phase 1 of the initial development will also include with access path (sidewalk) to the play structure and park furniture (picnic table and bench).

Further development of the park space (Phase 2) will be determined from public consultation within the community of Ruthven as a survey will be distributed.

## **Lion Parks Development – Phase 2**

The consultant is underway in developing the proposed tender documents for the construction of Phase 2 of the Lions Park development (Capital Project: PARKS-2020-2) which includes the following:

- Concrete plaza area with a shade structure
- Multi-Use Court (e.g. Ball hockey, other recreational activities)
- Additional park furniture (including bike racks)
- Additional plantings



## **User Groups**

### Ice User Groups

Each ice user group has been contacted in attempt to gather plans or intentions from organizations regarding interest, commitment and timelines for a potential return.

### Baseball / Soccer

Representative from baseball and soccer associations have been contacted in attempt to gather plan or intentions for the upcoming seasons; interest has been expressed and indicated that seasons will most likely begin later in comparison to past years.

- A committee member asked for an update on the marina transient slips
- Committee requested to see if flowers at Lions Park be pollinator-friendly.

## **11-2021**

Motion: To accept the report as presented by T. Neufeld, seconded A. Hickmott all in favour

**CARRIED**

## **12-2021**

Motion: For Dan to give PRAC an update on the Marina transient slip option.  
Moved by T. Neufeld, seconded A. Hickmott, all in favour

**CARRIED**

Mayor Santos provided an update that Kingsville Lions is fundraising for \$65,000 to help build a playground that will provide every child in our community with an opportunity to experience active and engaged play. Details can be found at:  
<https://forms.kingsville.ca/Finance/Kingsville-Lions-Play-it-Forward-in-Lions-Park>

## **E. MINUTES OF THE PREVIOUS MEETING**

1. Parks Recreation Arts and Culture Meeting Minutes January 21, 2020



- 13-2021** Moved by A. Hickmott and seconded by M. Tremaine-Snip to receive the Parks Recreation Arts and Culture Committee Meeting minutes dated January 26, 2020.

**CARRIED**

## F. COMMITTEE REPORTS

1. Migration Festival
  - Meeting next week to begin planning for 2021
2. Communities in Bloom Committee Meeting Minutes January 12, 2021
  - Shout-Out Campaign created; anyone can recognize the good works of others. If there is a suggestion, email [recreation@kingsville.ca](mailto:recreation@kingsville.ca)
  - Shout-Out suggestions included: Highland Games committee for their work on the Kingsville Tartan, Town Staff for working long hours to move the snow

- 14-2021** Moved by T. Neufeld and seconded by M. Tremaine-Snip to receive the Community in Bloom minutes dated January 12, 2021

**CARRIED**

3. The Fantasy of Lights Committee
  - No decisions have been made for 2021
  - Reviewing train proposal and fundraising options

- 15-2021** Moved by A. Hickmott and seconded by T. Neufeld to receive the Fantasy of Lights Community update.

**CARRIED**

4. Highland Games Committee Meeting
  - Council approved the proposed Kingsville Tartan

- 16-2021** Moved by N. Santos and seconded by T. Neufeld to receive the Highland Games update.

**CARRIED**

5. SERT No update



## **G. MINUTES OF THE PREVIOUS MEETING**

### **2. Parks Recreation Arts and Culture Meeting Minutes January 21, 2021**

**17-2021** Moved by A. Hickmott and seconded by M. Tremaine-Snip to receive the Parks Recreation Arts and Culture Committee Meeting minutes dated January 26, 2021.

**CARRIED**

## **H. NEW AND UNFINISHED BUSINESS**

### **1. Disc Golf Proposal Reviewed**

- Disc Golf is a low-impact sport in which people of all ages and skill levels can play together simultaneously.
- A disc golf course would provide an inexpensive form of recreation for people of all age and skill levels to use as a healthy, Outdoor, Socially distanced activity
- It cost approximately \$19,000 to install a 12 hole disc golf course with tees, signs and baskets
- It was acknowledged this is a good idea, but currently, no funds in the budget, but it can be considered in the future.

### **2. G. Queen – Master Plan**

- Reviewed how the Master Plan provides a guide book and also needs to be flexible to meet community needs
- Many things within the Master Plan have been completed
- Multiple items have competing priority; such as a pool, is recommended but do taxpayers want to pay for this
- Master Plan activities reflect growth projections for Kingsville
- Actions are identified based on the level of importance

### **3. Dog Park**

- In the community engagement session, there was a mention of a dog park
- Interest from Ruthven and Cottam for a dog park
- The current focus is to implement a dog park by the arena

### **4. PRAC Terms of Reference**

- Council will be reviewing all committees of the Council
- If there are any suggestions for changes, let Karen know





## COMMITTEE MINUTES

### I. NEXT MEETING DATE

March 18, 2021

### J. ADJOURNMENT

**18-2021** Moved by N. Shields, seconded by Thomas Tremaine-Snip, adjourn this Meeting at 6:45 P.M.

**CARRIED**

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**CHAIR, Deputy Mayor Queen**

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**RECORDING SECRETARY,  
K. Loney**





## COMMITTEE MINUTES

### COMMUNITIES IN BLOOM COMMITTEE JANUARY 12, 2021 @ 5:15 P.M. VIA ZOOM

#### A. CALL TO ORDER

Councilor T. Neufeld called the Meeting to order at 5:15 p.m. with the following persons in attendance:

#### MEMBERS OF COMMUNITIES IN BLOOM COMMITTEE:

T. Neufeld  
C. Bedal  
J. Willoughby  
M. Fogal  
M. Tremain-Snip

#### MEMBERS OF ADMINISTRATION:

K. Loney Manger of Programs  
and Special Events

#### B. DISCLOSURE OF PECUNIARY INTEREST

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

#### C. AMENDMENTS TO THE AGENDA

None.

#### D. STAFF REPORTS

None.

#### E. MINUTES OF THE PREVIOUS MEETING

1. Communities in Bloom Meeting Minutes—September 29, 2020

**01-2021** Moved by C. Bedal seconded M. Fogal to receive the minutes of Communities in Bloom Committee Meeting dated September 29, 2020.

**CARRIED**



## F. NEW BUSINESS

### BUDGET

The committee reviewed the budget recommending the following.

- Advertising \$500
- Membership \$500
- Tree planting \$800
- Special events \$3000

**02-2021** Moved by M. Fogal, seconded by J. Willoughby to accept the recommendation of \$4,800 for the 2021 budget.

**CARRIED**

## G. ADJOURNMENT

**03-2021** Moved by M. Fogal, seconded by C. Bedal to adjourn this meeting at 5:15 p.m.

**CARRIED**

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**CHAIR, Councilor T. Neufeld**

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**RECORDING SECRETARY,  
K. Loney**





# MINUTES

## **POLICE SERVICES BOARD MEETING WEDNESDAY, FEBRUARY 24, 2021 @ 4:00 P.M. VIA WEBEX**

### **A. CALL TO ORDER**

Chairperson, Nelson Santos called the Meeting to order at 4:00 p.m. with the following persons in attendance:

Nelson Santos	-	Chairperson
William Chisholm	-	Vice Chairperson
Kimberly DeYong	-	Board member
Bill Baird	-	Board member
Glenn Miller	-	O.P.P. Inspector
Silvano Bertoni	-	O.P.P. Constable
Patrick Lenehan	-	O.P.P. Staff Sergeant

Member of Administration: Roberta Baines, Deputy Clerk-Administrative Services

Absent: Barry Wilson, Board member

### **B. DISCLOSURE OF PECUNIARY INTEREST**

Chair Santos 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. DELEGATIONS/PRESENTATIONS**

There were none.

### **D. ADOPTION OF MINUTES OF PREVIOUS MEETING**

#### **1. Adoption of Police Services Board Minutes – held on January 27, 2021.**

**PSB 08-2021** Moved by Bill Baird, seconded by Will Chisholm adopt the Police Services Board meeting minutes held on January 27, 2021.

**CARRIED**





# MINUTES

## E. REPORTS

### 1. Monthly Status Reports

- i) Town of Kingsville PSB report and Crime Stoppers report for January 2021

Staff Sergeant Lenehan provided an overview of the January reports.

**PSB 09-2021** Moved by Bill Baird, seconded by Will Chisholm to receive Kingsville PSB Report and Crime Stoppers report for January 2021 as information.

**CARRIED**

## F. BUSINESS/CORRESPONDENCE

There were none.

## G. NEW AND UNFINISHED BUSINESS

### 1. OAPSB Spring Conference

Members were advised of the annual OAPSB Spring Conference scheduled for May 26 to 28, 2021 being held virtually. Interested members will notify administration if they wish to attend and to be registered for the conference.

### 2. OPP Updates

Officer Bertoni provided updates on OPP cruiser damage, noise by-law compliances, arrested shoplifters, and ongoing COVID-19 enforcement.

### 3. COVID Enforcement and Fines

Members brought up the recent and highly publicized COVID-19 enforcement occurrence that resulted in a fine. Members expressed concern with the negative publicity it generated. Inspector Miller indicated that details of this incident cannot be disclosed as it is now a court matter. He reaffirmed that OPP will continue to educate residents regarding COVID restrictions and enforcement.

## H. ADJOURNMENT





## MINUTES

**PSB 10-2021**

Moved by Kim DeYong, seconded by Will Chisholm that Police Services Board adjourns the meeting at the hour of 4:24 p.m. and to meet again on March 24, 2021 or at the call of the Chair.

**CARRIED**

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**CHAIRPERSON, Nelson Santos**

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





February 12, 2021

KINGSVILLE TOWN COUNCIL  
2021 Division Rd N  
Kingsville, ON  
N9Y 2Y9

Dear Members of Kingsville Town Council,

On December 11<sup>th</sup>, 2020, the House of Commons passed a motion introduced by Conservative MP Todd Doherty, through unanimous consent, to bring a national 3-digit suicide prevention hotline line to Canada.

**That, given that the alarming rate of suicide in Canada constitutes a national health crisis, the House call on the government to take immediate action, in collaboration with our provinces, to establish a national suicide prevention hotline that consolidates all suicide crisis numbers into one easy to remember three-digit (988) hot- line that is accessible to all Canadians.**

We're asking all municipalities across Canada to consider passing a motion similar, to the one below. In order to make 988 a reality, we must continue to put pressure on the government and the Canadian Radio-television and Telecommunications Commission (CRTC).

Personally, you can support the cause by signing our electronic petition at:

<https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-2772>

The past year has been a challenging year. Lives and livelihoods have been lost. We have begun to see the devastating impacts that COVID has had, through isolation, on the mental health of Canadians. The rates of suicide continue to rise. As elected officials and as leaders, and especially during this period of difficulty as a nation, Canadians are counting on all of us to make a difference.

Please consider passing this motion as soon as possible.

Sincerely,

Chris Lewis, MP  
Essex



**Draft motion:**

**Support for 988 Crisis Line**

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent;

AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS \_\_\_\_\_ Town Council/Municipality/City recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT \_\_\_\_\_ Town Council/Municipality/City endorses this 988 crisis line initiative;

and that Staff be directed to send a letter indicating such support to the local MP, MPP, Federal Minister of Health, the CRTC and local area municipalities to indicate our support.





# The Corporation of The Town of Amherstburg

April 6, 2021

Honourable Patty Hajdu  
Federal Minister of Health  
[hcmister.ministresc@canada.ca](mailto:hcmister.ministresc@canada.ca)

VIA EMAIL

## **Re: Support for National 3-Digit Suicide Prevention Hotline**

Dear Honourable Hajdu,

At its meeting held on March 22, 2021, Council for the Town of Amherstburg passed the following:

Resolution # 20210322-096

***That Administration BE DIRECTED to send the following resolution in support of the request for a National 3-digit suicide prevention hotline:***

***“WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;***

***AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent;***

***AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;***

***AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;***

***AND WHEREAS the Town of Amherstburg recognizes that it is a significant***



***and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;***

***NOW THEREFORE BE IT RESOLVED THAT the Town of Amherstburg endorses this 988 crisis line initiative;***

***and that Staff be directed to send a letter indicating such support to the local MP, MPP, Federal Minister of Health, the CRTC and local area municipalities to indicate our support.”***

Enclosed is a copy of the correspondence from Chris Lewis, MP, Essex, for convenience and reference purposes.

Regards,



Tammy Fowkes  
Deputy Clerk, Town of Amherstburg  
(519) 736-0012 ext. 2216  
[tfowkes@amherstburg.ca](mailto:tfowkes@amherstburg.ca)



cc:

Canadian Radio-television and Telecommunications Commission (CRTC)  
[response@ccts-cprst.ca](mailto:response@ccts-cprst.ca)

Chris Lewis - MP, Essex  
[Chris.Lewis@parl.gc.ca](mailto:Chris.Lewis@parl.gc.ca)

Taras Natyshak – MPP, Essex  
[tnatyshak-co@ndp.on.ca](mailto:tnatyshak-co@ndp.on.ca)

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

Local Ontario Municipalities





RECEIVED

MAR 09 2021

Town of Amherstburg

February 12, 2021

AMHERSTBURG TOWN COUNCIL  
271 Sandwich St S  
Amherstburg, ON  
N9V 2A5

Dear Members of Amherstburg Town Council,

On December 11<sup>th</sup>, 2020, the House of Commons passed a motion introduced by Conservative MP Todd Doherty, through unanimous consent, to bring a national 3-digit suicide prevention hotline line to Canada.

**That, given that the alarming rate of suicide in Canada constitutes a national health crisis, the House call on the government to take immediate action, in collaboration with our provinces, to establish a national suicide prevention hotline that consolidates all suicide crisis numbers into one easy to remember three-digit (988) hot- line that is accessible to all Canadians.**

We're asking all municipalities across Canada to consider passing a motion similar, to the one below. In order to make 988 a reality, we must continue to put pressure on the government and the Canadian Radio-television and Telecommunications Commission (CRTC).

Personally, you can support the cause by signing our electronic petition at:  
<https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-2772>

The past year has been a challenging year. Lives and livelihoods have been lost. We have begun to see the devastating impacts that COVID has had, through isolation, on the mental health of Canadians. The rates of suicide continue to rise. As elected officials and as leaders, and especially during this period of difficulty as a nation, Canadians are counting on all of us to make a difference.

Please consider passing this motion as soon as possible.

Sincerely,

Chris Lewis, MP  
Essex



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AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent;

AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS \_\_\_\_\_ Town Council/Municipality/City recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT \_\_\_\_\_ Town Council/Municipality/City endorses this 988 crisis line initiative;

and that Staff be directed to send a letter indicating such support to the local MP, MPP, Federal Minister of Health, the CRTC and local area municipalities to indicate our support.



**CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1**

**Phone: (519)255-6211**

**Fax: (519)255-6868**

**E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)**

**WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)**

**City Council  
Decision  
Monday, March 8, 2021**

Moved by: Councillor Sleiman  
Seconded by: Councillor Bortolin

Decision Number: CR92/2021 ETPS 810

That Report No. 109 of the Windsor Essex County Environment Committee – To support the Windsor Essex Solid Waste Authority Regional Organic Waste Plan indicating:

That the Windsor Essex County Environment Committee recommends that the initiative by the Windsor Essex County Solid Waste Authority to develop and implement a regional food and organics waste management plan **BE SUPPORTED** by all municipalities in Windsor-Essex, and further, that correspondence **BE SENT** to each member municipality as well as the County of Essex to provide notification of this initiative.

**BE APPROVED.**

Carried.

Report Number: SCM 62/2021 & SCM 47/2021

Clerk's File: MB2021 8.11

*Steve Vlachodimos*

Deputy City Clerk/Senior Manager of Council Services

March 31, 2021



CORPORATION OF THE MUNICIPALITY OF CALVIN

**Resolution**

DATE March 9, 2021

NO. 2021-052

MOVED BY Sandy Cross

SECONDED BY Heather Olmstead

"WHEREAS workers in Ontario without paid sick leave often feel forced to work when unwell so they can feed and support their families and are at risk of losing a paycheque or even their jobs if they stay home, and;

WHEREAS the Canada Recovery Sickness Benefit is temporary, not accessible to all and not usable for the crucial first few days of an illness, and;

WHEREAS had legislated paid sick leave been in place before the global pandemic, lives would have been saved because infection rates would have been reduced, and;

WHEREAS the lack of paid sick days has especially hurt Black, Indigenous, workers of colour, women and migrant workers who are over-represented in low-paying frontline jobs with few benefits and a reduced ability to work from home, and;

WHEREAS the Ontario Medical Association, 11 GTHA Mayors and Chairs representing Ontario's largest municipalities, the editorial board of the Toronto Star, the Toronto Board of Health, the Decent Work and Health Network, the Ontario Nurses Association, and several other professional associations representing thousands of healthcare workers have all called on the provincial government to legislate paid sick days;

THEREFORE BE IT RESOLVED that the Municipality of Calvin endorses legislated sick leave and calls on the government of Ontario to permanently legislate universal paid sick days for all workers in Ontario during the pandemic and beyond, regardless of workplace size, type of work or immigration status, and;

BE IT FURTHER RESOLVED that this motion be forwarded to the Premier of Ontario, Minister of Labour, all Regional MPPs, and all Ontario Municipalities."

CARRIED 

**DIVISION VOTE**

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
<u>Coun Cross</u>	<u>X</u>	<u>      </u>
<u>Coun Maxwell</u>	<u>      </u>	<u>      </u>
<u>Coun Olmstead</u>	<u>X</u>	<u>      </u>
<u>Coun Grant</u>	<u>      </u>	<u>      </u>
<u>Mayor Pennell</u>	<u>X</u>	<u>      </u>



March 10, 2021

Dear Members of Council

I am writing today on behalf of the Kingsville BIA Board of Managers and our membership to thank Mayor Santos for his response to our letter dated February 10, 2021. The high level update was greatly appreciated. However, we are writing to express concern on behalf of the business community with regards to the impacts of the current internet infrastructure in hopes that it will support a sense of urgency in delivering a reliable service.

We respectfully ask if Council may be able to make share to the County and SWIFT that the current internet infrastructure has grown to be an emergency situation for the current and future of business operations. Due to the restricted hours of operation and other pandemic restrictions in place the internet outages that take place create severe hardships upon the businesses. When the internet is out businesses are unable to process payments, provide certain services to clients, telephones reliant on the internet are not operational. Due to the heavy telephone traffic taking place to support take out, pick up and curbside business this has grown to be a significant hardship. Additionally, when payments are to be processed the lack of internet prevents sales all together.

These few examples combined with local businesses trying to recover from two significant lock downs and limited operation options it is clear that the internet reliability is critical to survivability.

We genuinely thank you in advance for your consideration and look forward to our continued working relationship as partners.

Respectfully,

*Christina Bedal*

Christina Bedal  
BIA Coordinator

CC: KINGSVILLE TOWN COUNCIL  
CC: MAYOR NELSON SANTOS  
CC: JOHN NORTON  
CC: BIA BOARD MEMBERS



March 10, 2021

Dear Members of Council

I am writing today on behalf of the Kingsville BIA Board of Managers and our membership to respectfully request if there may be an opportunity for the Kingsville BIA to receive rent relief for the office space at the Carnegie building for the remainder of 2021.

We are extremely grateful for the partnership and lease agreement in place where we value the very fair rent amount applied. However, we are finding ourselves in greater need to invest in more promotion and marketing efforts to aid our membership through the pandemic situation. Our members that have traditionally been in a circumstance where they can donate towards promotional and marketing efforts are not able to do so this year. Moving forward we have planned to do more contest features and promotions to support the local small businesses and the rent relief dollars will support us in doing so.

We genuinely thank you in advance for your consideration and look forward to our continued working relationship as partners.

Respectfully,

*Christina Bedal*

Christina Bedal  
BIA Coordinator

CC: KINGSVILLE TOWN COUNCIL  
CC: MAYOR NELSON SANTOS  
CC: JOHN NORTON  
CC: BIA BOARD MEMBERS



**From:** [Roberta Baines](#)  
**To:** [Roberta Baines](#)  
**Subject:** FW: Request to Submit Resolution  
**Date:** Tuesday, April 6, 2021 3:57:21 PM  
**Attachments:** [resolutionSUPPORT DELIVERING COMMUNITY POWER\\_E20d74fec2-0fec-4c8e-8b88-ccaf24f74b90.pdf](#)

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-----Original Message-----

From: noreply <noreply@kingsville.ca> On Behalf Of Derek Richmond  
Sent: Thursday, March 11, 2021 8:55 AM  
To: Jennifer Astrologo <jastrologo@kingsville.ca>  
Subject: Request to Submit Resolution

Subject: Request for Support for Delivering Community Power Dear Municipal Leaders, In 2016, the Canadian Union of Postal Workers, with a coalition of allies, launched Delivering Community Power – a visionary program for Canada Post to confront climate change, promote better access to expanded services, bring financial inclusion to unbanked and underbanked communities, and address other social inequalities – all by making the most of our existing public postal service network.

Today, while progress has been made on many of the initiatives in the vision, the situation has become more urgent. Effects of climate change are deadly and are affecting nearly every part of society all around the world. The COVID-19 pandemic has revealed the need for a more equal, more resilient society that prioritizes the health of our most vulnerable neighbours and loved ones, before profit. We are relying more than ever on the internet to connect people and to do our business, but rural residents are getting second-class service.

The continuing decline of letters combined with a dramatic rise in parcels from e-commerce makes it plain to see: the postal service has to adapt to a new reality. This is a great opportunity to address multiple problems at once, with a valued public infrastructure that connects everyone in their own community.

Please consider proposing the attached resolution to have your municipality endorse the campaign for expanded services, financial viability, climate action, and – all through leveraging our public postal system. The time is now! Thank you for your support!

This email was sent to you by Derek Richmond<drichmond@cupw-sttp.org>



## SUPPORT DELIVERING COMMUNITY POWER

**Whereas** there is an urgent need for banking services among the unbanked or underbanked, given that thousands of villages and rural municipalities do not have a bank branch and more than 900 municipalities have expressed their support for postal banking;

**Whereas** thousands of Canadians do not have access to affordable high-speed Internet, and the federal government has long promised to bridge the rural broadband gap;

**Whereas** urgent action is needed to establish a robust network of electric vehicle charging stations;

**Whereas** to achieve carbon-neutral targets by 2050, Canada Post must greatly accelerate the electrification of its fleet;

**Whereas** the extensive network of post offices in our communities can provide a wide range of services as community hubs;

**Whereas** Canada Post's letter carriers and RSMCs can check-in on vulnerable residents to help keep us in our homes longer as we age;

**Whereas** Canada Post must play its part for a more equitable post-pandemic recovery;

**Whereas** “The Way Forward for Canada Post,” the report of the 2016 federal public review of the postal service, recommended that Canada Post expand services and adapt its services to the changing needs of the public;

**Whereas** the Canadian Union of Postal Workers has advanced *Delivering Community Power*, a vision of the post-carbon digital-age postal service that address the above needs and more;

**Be it resolved that** \_\_\_\_\_ endorse *Delivering Community Power*, and write to the Honourable Anita Anand, Minister for Public Services and Procurement, with its rationale and a copy of this resolution.



## MAILING INFORMATION

Please send your resolution to: Anita Anand, Minister of Public Services and Procurement, Rm 18A1, 11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5

Please send copies of your resolution to:

Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website: <https://www.ourcommons.ca/Members/en>

*Please save this document using the name of your organization or municipality in the document's name.*

//dn cope 225



**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 325-0408  
MCSCS.Feedback@Ontario.ca

**Solliciteur général**

Bureau du solliciteur général

25, rue Grosvenor, 18<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél. : 416 325-0408  
MCSCS.Feedback@Ontario.ca



132-2021-404  
**By email**

March 17, 2021

Dear Heads of Council and First Nations Chiefs:

I am writing to provide you with an update on the new Ontario Provincial Police (OPP) detachment boards under the *Community Safety and Policing Act, 2019* (CSPA).

As you may remember, in February 2020, the Ministry of the Solicitor General conducted seven regional roundtable sessions across the province. Discussions at these sessions focused on new OPP-related regulatory requirements under the CSPA. Municipalities and First Nation communities receiving policing services from the OPP were invited to learn more about new OPP-related legislative and regulatory requirements and provide the ministry with feedback to inform the development of related regulatory proposals. In addition, we heard from many of you through various letters and engagement opportunities, including meetings with the Association of Municipalities of Ontario MOU Table and Rural Ontario Municipal Association about what you would like your new OPP detachment board to look like.

In response to your feedback, an OPP detachment board framework has been developed that we hope will provide municipalities and First Nation communities receiving direct and/or supplemental services from the OPP the flexibility to create a board that reflects your community and local needs.

Under this framework, municipalities and First Nation communities receiving direct and/or supplemental services from an OPP detachment are being asked to submit one proposal (per detachment) indicating the composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board.

Municipalities and First Nations within a detachment are asked to work together to determine the composition of their board(s) as well as the manner in which they will submit their proposal to the ministry. For example, after determining the composition of the detachment board(s), municipalities and First Nations within a detachment area may select one municipality or First Nation to complete and submit the proposal.

../2



Dear Heads of Council and First Nations Chiefs  
Page 2

Proposals must meet base requirements set by the ministry, which include a minimum number of five members per board and a requirement that each board should be composed of 20% community representatives and 20% provincial appointees. To that end, municipalities and First Nations are not required at this time to identify the names of the individuals that will be participating on the detachment board. Rather, you are only asked to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.

To streamline and support the proposal process, the ministry has developed a digital form that can be accessed using the link included [here](#).

The ministry will work with municipalities and First Nations to obtain outstanding information/proposals and support you in submitting a completed proposal. If, however, a proposal still does not meet the minimum requirements, or a proposal is not submitted and/or if no consensus is reached on the composition of the board then the ministry will determine the composition of the detachment board.

Completed proposals are to be submitted to the ministry by **Monday, June 7, 2021**.

We recognize the significant implications that the current COVID-19 emergency has had on municipalities and First Nations across the province. To this end, in addition to the written supporting material attached here, we are also pleased to work with you directly through virtual information sessions.

If you have questions related to OPP detachment boards under the CSPA, please contact Sarah Caldwell, Director of Community Safety and Intergovernmental Policy, at [sarah.caldwell@ontario.ca](mailto:sarah.caldwell@ontario.ca). If you have questions about the proposal process or would be interested in a virtual information session, please contact Joanna Reading, Senior Policy Advisor, at [joanna.reading@ontario.ca](mailto:joanna.reading@ontario.ca)

Sincerely,



Sylvia Jones  
Solicitor General

Enclosures

c: Chief Administrative Officers  
  
Municipal Clerks





CONTEXT

- Ontario passed the *Comprehensive Ontario Police Services Act, 2019* (Bill 68) and established the *Community Safety and Policing Act, 2019* (CSPA) which, once in force, will repeal the *Police Services Act, 1990* (PSA).
- Section 67 of the CSPA requires there be **an Ontario Provincial Police (OPP) detachment board, or more than one OPP detachment board**, for each detachment of the OPP that provides policing in a municipality or in a First Nation community.
- The Ministry is required to develop a regulation related to the composition of each OPP detachment board. To achieve this, the ministry has developed an “OPP Detachment Board Framework”.



FRAMEWORK

- The new **OPP Detachment Board Framework** will provide civilian governance to 326 municipalities and 43 First Nations including those that:
  - Are directly policed by the OPP;
  - Employ their own First Nations Constables but receive administrative support from the OPP; and
  - Receive “OPP Dedicated” policing (i.e. North Caribou Lake and Wapekeka First Nation).
- By enhancing civilian governance, the **OPP Detachment Board Framework** under the CSPA will:
  - Ensure each municipality and First Nation receiving OPP services and supports has an opportunity to represent their local perspectives, needs, and priorities; and
  - Provide opportunities for municipalities and First Nations to collaborate on efforts to improve community safety.

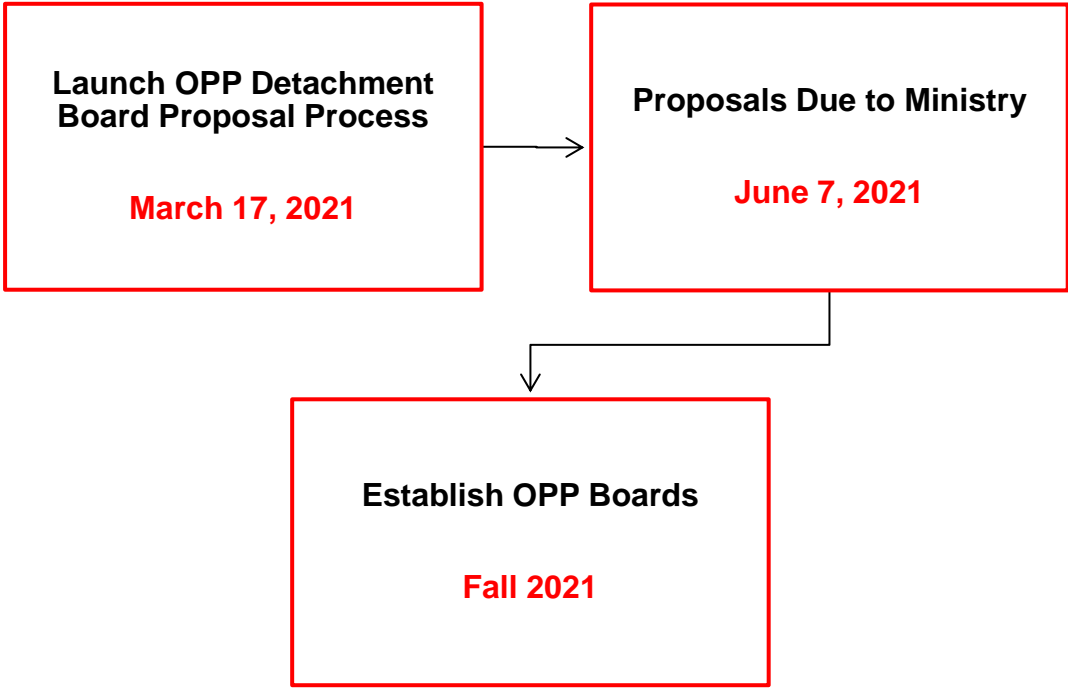


PROCESS

- To ensure the objectives of the **OPP Detachment Board Framework** are met, the ministry has developed a flexible approach that allows municipalities and First Nations to determine the preferred composition of their detachment board(s) by submitting a proposal using a digital form provided by the ministry.
  - Link to Digital Form: [OPP Board Proposal Form](#)
- Municipalities and First Nations within a detachment will be required to work together to develop and submit **one proposal** indicating the composition of their board(s). The proposal must meet the minimum composition requirements established by the ministry (**See Page 2 & Qs and As**).
- Municipalities and First Nations will not be required to identify the names of the individuals that will be participating on the detachment board but will be required to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.
- The ministry will work with each municipality and First Nation to obtain outstanding information and provide support to ensure each detachment submits a completed proposal. However, a proposal does not meet the minimum requirements set by the ministry or a proposal is not submitted, and/or if a detachment is unable to come to a consensus, the ministry will determine the composition of the detachment board(s).
- The ministry is offering virtual information sessions for municipalities and First Nation communities to address outstanding questions and clarify concerns related to the proposal requirements and process, upon request.



TIMELINES





✓

OPP DETACHMENT BOARD COMPOSITION REQUIREMENTS

MINIMUM REQUIREMENTS

Minimum Size	5 members
Maximum Size	None
Community Representatives	20% Community Representation <ul style="list-style-type: none"><li>Province to appoint community representative(s) if municipal council/band council fail to appoint representatives by joint resolution.</li></ul>
Provincial Appointments	20% Provincial Appointees



CONTACT INFORMATION

General Information/OPP Detachment Board Proposal Process	Community Safety and Intergovernmental Policy Branch Joanna Reading ( <a href="mailto:Joanna.Reading@ontario.ca">Joanna.Reading@ontario.ca</a> )
Civilian Governance Options for First Nations	Indigenous Engagement Unit Ashley O'Connell ( <a href="mailto:Ashley.OConnell@ontario.ca">Ashley.OConnell@ontario.ca</a> )



**Q1: What are the key differences between the section 10 board framework under the *Police Services Act* (1990) (PSA) and OPP detachment board framework under the *Community Safety Policing Act, 2019* (CSPA)?**

**A1:**

- The OPP currently polices 326 municipalities. Of these, only those under a section 10 agreement have access to civilian governance. This means there are 178 municipalities that do not participate on a board and as a result do not have access to civilian governance.
- Under the CSPA, all municipalities receiving OPP policing services will have the opportunity to participate on an OPP detachment board.
- In terms of the roles and responsibilities of board members, the role of OPP detachment boards will include additional responsibilities not required for section 10 boards under the PSA (1990) such as:
  - considering any community safety and well-being plan adopted by a municipality that receives policing from the detachment;
  - establishing local policies, in consultation with the detachment commander, with respect to policing in the area receiving policing from the detachment; and
  - ensuring local action plans prepared by the detachment commander address the objectives and priorities determined by the board.
- Under the CSPA, OPP detachment board members will be required to:
  - consult with the OPP Commissioner on the selection of a detachment commander;
  - monitor the performance of the detachment commander; and
  - provide an annual report to the municipalities and band councils served by the OPP.
- OPP detachment boards will also provide a venue for the municipalities and First Nations within a detachment area to coordinate and collaborate on strategies to address common issues that is not present under the PSA.

**Q2: What does the transition to the new OPP detachment board framework mean for municipalities and First Nations currently receiving policing services by the OPP?**

**A2:**

- Until the Act comes into force, the ministry will continue to renew section 10 agreements that are set to expire in 2021.
- However once the CSPA comes into force all existing section 10 agreements will be terminated, and Section 10 boards will be dissolved.
- To do this, the ministry is committed to providing sufficient time and adequate supports to municipalities currently participating on a Section 10 board or, in the case of municipalities that receive OPP policing without a formal agreement/contract (i.e. Section 5.1 municipality), a Community Policing Advisory Committees (CPAC) as they dissolve their current board structures and transition to the new OPP detachment board model.

**Q3: When will the CSPA come into force?**

**A3:**

- The ministry is working towards the act being proclaimed in early 2022.

**Q4: Which municipalities and First Nations are included in the OPP detachment board framework?**

**A4:**

- The OPP detachment board framework provides civilian governance to the municipalities and First Nations receiving policing from OPP detachments.
- More specifically, the framework includes 326 municipalities currently policed by the OPP.
- The First Nations included in this framework include the 43 First Nations that:
  - are directly policed by the OPP (i.e., zone policing without a funding agreement);
  - employ their own First Nations Constables but receive administrative support from the OPP (i.e., “OPP-Administered” policing under the Federal First Nations Policing Program (FNPP)); and
  - receive “OPP-Dedicated” policing (i.e. Stream Two agreements under the FNPP).

**Q5: What role will municipalities and First Nations have with respect to the OPP Detachment Board proposal process?**

**A5:**

- Municipalities and First Nations in each OPP detachment area will be required to submit one proposal indicating the composition of their board and the rationale for multiple boards and the composition of each additional board, if multiple boards are being recommended..
- The ministry will only accept one proposal per detachment.
- Municipalities and First Nations within a detachment will be required to work together and determine the approach for developing and submitting their proposal to the ministry.
  - For example, after determining the composition of the detachment board(s), the municipalities and First Nations within a detachment may select one municipality or First Nation to complete and submit the proposal.



**Q6: What information is the ministry requesting in the proposal form?****A6:**

- Municipalities and First Nations within a detachment area will be required to submit a proposal indicating the composition of their board(s).
- Municipalities and First Nations will not be required to identify the names of the individuals that will be participating on the detachment board. Rather, they will be required to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.
- If a municipality and/or First Nation chooses not to participate on a detachment board and forfeits their seat, they will be required to indicate this in the proposal.

**Q7: Factors to consider when requesting more than one detachment board.****A7:**

- The CSPA allows an OPP detachment to establish one, or more than one, OPP detachment board.
- Detachments that are considering requesting more than one detachment board should consider factors such as:
  - Geography (e.g. distance between municipalities and First Nations);
  - Variations in population size and;
  - The number of municipalities and First Nations within an OPP detachment; and
  - Service demands (e.g. calls for service).
- However, if proposing more than one OPP detachment board, municipalities and First Nations should also consider challenges associated with recruiting board members (e.g. inability to fill vacancies) and the costs associated with operating additional boards.

**Q8: Will municipalities/First Nations that are receiving policing and/or supports and services by two OPP detachments be allowed to participate on both OPP detachment boards?****A8:**

- Yes. Municipalities and First Nations that are receiving policing and/or supports and services by two OPP detachments can participate on both OPP detachment boards, or can choose to participate on only one OPP detachment board.
- Representation must be determined in collaboration with the other municipalities and First Nations within the OPP detachment, as a consensus on the composition of the OPP detachment board is required.
- Municipalities that wish to be represented on both OPP detachment boards will be required to cover the costs associated with participating on two boards (i.e. operational costs).

**Q9: What is considered a “completed” proposal?****A9:**

- Each detachment will be required to complete one proposal using the digital form provided by the ministry. The link to the digital form can be found here: [Ontario Provincial Police Board \(OPP\) Proposal Form](#).
- A completed proposal must be submitted using the digital form provided by the ministry and meet the minimum composition requirements provided by the ministry.
- The ministry will work with each detachment to obtain outstanding information/proposals and support them in submitting a completed proposal.
- If however in the end if a proposal does not meet the minimum requirements set by the ministry or a proposal is not submitted, and/or if a detachment is unable to come to a consensus, the ministry will determine the composition of the detachment board.

**Q10: What support will the ministry provide municipalities and First Nations throughout the OPP detachment board proposal process?****A10:**

- Virtual information sessions, led by the ministry, will be made available upon request for municipalities and First Nation communities to address outstanding questions and clarify concerns related to the proposal requirements and process.
- If your detachment is interested in a virtual information session, or have other inquiries related to the OPP detachment board proposal process, please forward your request to the ministry to Joanna Reading via email at [Joanna.Reading@ontario.ca](mailto:Joanna.Reading@ontario.ca).

**Q11: What is the purpose of provincial appointments on OPP Detachment Boards?****A11:**

- Provincial appointees will provide advice to the board as public representatives whose appointments are independent of municipal/band councils.
- However, to ensure members of the detachment board are reflective of the communities they serve, the municipalities/First Nation Chief and Councils will have the ability to nominate individuals for consideration as provincial appointees.



**Q12: Will the government address the current backlog in provincial appointments?****A12:**

- We know there are concerns related to the number of vacant provincial appointments and the length of time these appointments remain unfilled.
- We have made significant progress in reducing the backlog of provincial appointments. Since our government took office in 2018, we have filled approximately 124 provincial appointment vacancies on section 10 boards.
- We will continue to work with municipalities and First Nations to ensure provincial appointees are recruited and appointed in a timely manner.

**Q13: Why are First Nations with Self-Administered Police Services not included in the OPP detachment board framework?****A13:**

- First Nations that receive policing from a Self-Administered First Nation Police Service (SA FNPS) are not included in the OPP detachment board framework as they are already represented on boards and/or have their own police governing authorities.  
In addition, SA FNPS boards have existing relationships and alternate methods to communicate their input to the OPP with respect to supports and services the OPP provides to their communities.

**Q14: Are there other civilian governance options for First Nation communities that are captured within the OPP detachment board framework?****A14:**

- As an alternative to participating on an OPP Detachment board, under the CSPA First Nations have the option to request to form a First Nation OPP Board.
- Where a First Nation or multiple First Nations has entered into an agreement with the Minister for the provision of policing and other specified services by the Commissioner, the First Nation(s) may request that the Minister constitute a First Nation OPP board.
- A First Nation OPP board would perform similar functions and responsibilities as an OPP Detachment board by providing advice and oversight over the policing services provided by the OPP to a First Nation community or communities.
  - This includes determining objectives and priorities, supporting development of the strategic plan, and advising the Detachment Commander with respect to policing provided to a First Nation community or communities.
  - A First Nation OPP board could also establish local policies, in consultation with the OPP, with respect to the detachment's provision of policing.
- Please contact Ashley O'Connell, Indigenous Engagement Unit, Ministry of the Solicitor General at [Ashley.OConnell@ontario.ca](mailto:Ashley.OConnell@ontario.ca) for more information on requesting a First Nation OPP Board.

**ADDITIONAL INFORMATION****Q15: What training will OPP detachment board members be required to complete?****A15:**

- Members cannot perform their duties or exercise any of their powers until they have successfully completed the training identified in the CSPA.
- More specifically, like all other boards and councils governed under the CSPA, OPP detachment board members will be required to successfully complete training with respect to:
  - human rights and systemic racism;
  - the diverse, multiracial and multicultural character of Ontario society;
  - the rights and cultures of Indigenous peoples; and
  - any other training prescribed by the Solicitor General.

**Q16: Will municipalities be able to request enhanced OPP policing services (e.g., beyond basic “adequate and effective” policing) under the CSPA?****A16:**

- Under the CSPA, municipalities that receive policing from the OPP may enter into agreements for enhanced policing services.
- Municipalities will continue to be responsible for funding and implementing enhancements.

**Q17: Once the CSPA is in force, will municipalities within a detachment receive one billing statement (i.e., a single invoice for the entire detachment)?****A17:**

- There will be no substantive changes to the billing process.
- Municipalities will continue to be billed individually.



**Q18: Will there be an opportunity to provide additional feedback on other OPP-related matters for regulation?**

**A18:**

- All OPP-related matters for regulation will be posted on the Ontario Regulatory Registry for public comment.



## The District Municipality of Muskoka

---

Moved By: H. Lorenz

Seconded By: P. Kelly

WHEREAS the Ontario Fire College Campus has been in operation in Gravenhurst since 1958;

AND WHEREAS the Ontario Fire College Campus is one of the primary sources of certified training for Ontario Firefighters;

AND WHEREAS the Ontario Fire College Campus has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario;

AND WHEREAS the Ontario Fire College Campus has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario;

AND WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College Campus;

AND WHEREAS the Ontario Fire College Campus gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications;

AND WHEREAS the Ontario Fire College Campus is the most cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario;

AND WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018;

AND WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future;

NOW THEREFOR BE IT RESOLVED THAT The District Municipality of Muskoka requests that the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

AND THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

Carried ✓

Defeated \_\_\_\_\_

  
District Clerk



# TOWNSHIP OF EDWARDSBURGH CARDINAL

March 22, 2021

Resolution Number: 2021-

100

Moved By:

Seconded By:

WHEREAS the Ontario Fire College has been in operation since 1949, where its primary responsibility is to develop and delivery academically sound educational andhands on training programs to meet the needs of both today's and tomorrow's fire services; and WHEREAS the Ontario Fire College's main objective is to assist the students to become the best trained and most professional members of the Ontario fire service; and WHEREAS the Ontario Fire College is one of the primary sources of certified training for Ontario and Municipal Firefighters; and WHEREAS the Ontario Fire College has built a reputation of integrity, credibility, and reliability in providing some of the best training for our fire services within the Province of Ontario; and WHEREAS the Ontario Fire College has been utilized by the Township of Edwardsburgh Cardinal for numerous years to train and certify our volunteer firefighters; and WHEREAS the Township of Edwardsburgh Cardinal Volunteer Fire Department is on call 24/7 for 365 days a year, with regular jobs and families that expect them to come home safely each and every time; and WHEREAS the Ontario Fire College provides fire fighters with another option other than Regional Training Centres to obtain their National Fire Protection Association certification; and WHEREAS the Ontario Fire College is the most cost effective method to certify firefighters to National Fire Protection Association standards in Ontario; and WHEREAS when the Government of Ontario enacted and revoked Ontario Regulation 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the Act would be amended and brought back in the future; and REAS the Ontario Fire Service stakeholders were not consulted regarding the closure of the Ontario Fire College training facility in Gravenhurst; and

☐ Carried    ☐ Defeated    ☐ Unanimous

Mayor: \_\_\_\_\_

RECORDED VOTE REQUESTED BY: \_\_\_\_\_

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dilabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		



# TOWNSHIP OF EDWARDSBURGH CARDINAL

March 22, 2021

Resolution Number: 2021-  
Moved By:  
Seconded By:

WHEREAS municipalities in the Province of Ontario are mandated to establish a program including public education and fire prevention, and provide fire protection services as it deems may be necessary with its needs and circumstance.

NOW THEREFORE BE IT RESOLVES THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal hereby strongly requests that the Government of Ontario reverse their decision to close the Ontario Fire College as it is one of the best and most cost effective methods for municipalities to educate and train their firefighters which assists in protecting all residents; and

BE IT FURTHER RESOLVED THAT if the Government of Ontario chooses to not reverse its decision to close the Ontario Fire College, the Province should provide direct financial support to municipalities to offset the increased training costs of providing Provincially mandated firefighting services; and

BE IT FURTHER RESOLVED THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and House, the Ontario Fire Marshal, and all municipalities within the Province of Ontario.

☐ Carried    ☐ Defeated    ☐ Unanimous

**Mayor:** \_\_\_\_\_

**RECORDED VOTE REQUESTED BY:** \_\_\_\_\_

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dilabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		



**From:** Ontario Recreation Facilities Association Inc. <[orfa@orfa.com](mailto:orfa@orfa.com)>  
**Sent:** Friday, March 19, 2021 12:49 PM  
**To:** Jennifer Astrologo <[jastrologo@kingsville.ca](mailto:jastrologo@kingsville.ca)>  
**Subject:** Open Letter to ORFA Members and Industry Employers



Dear Jennifer Astrologo, Town of Kingsville

On behalf of Cathy Seguin, President of the Ontario Recreation Facilities Association (ORFA), I would respectfully request consideration for the following "Open Letter" to be added as correspondence to the next Mayor and Council agenda for awareness.

As we are all aware, the COVID-19 pandemic has created unprecedented challenges for all communities and has required a flexible and responsive approach. Over the past year, we have witnessed the vital role that recreation facility professionals, and recreation infrastructure (indoor and outdoor), play in our communities. While following public health guidance, providing even limited access to recreation has allowed our community residents to stay connected, support their physical and mental health, and hopefully encourages them to view a more positive, post-pandemic future.

Thank you for your consideration of this request.

Best wishes,

A handwritten signature in black ink, appearing to read "John Milton", with a stylized flourish at the end.

John Milton

Chief Administrative Officer

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## OPEN Letter to ORFA Members and Industry Employers

*Dear Colleagues,*

*As we are aware, the pandemic has created unprecedented challenges for all communities and has required a flexible and responsive approach. Over the past year, we have witnessed the vital role that recreation facility professionals, and recreation infrastructure (indoor and outdoor), play in our communities. While following public health guidance, providing even limited access to recreation has allowed our community residents to stay connected, support their physical and mental health, and hopefully encourages them to view a more positive, post-pandemic future.*

*You, and your team members, are the reason why great community recreation exists. I hope you will join me in recognizing the recreation facility professionals within your organization and thank them for their commitment and resilience to ensuring safe and enjoyable recreational activities and spaces.*

*As a member of the Ontario Recreation Facilities Association (ORFA), we continue to support you in your operation and management of your community assets. Since last summer, ORFA has provided its members with timely, current and relevant pandemic-related information. In addition to ORFA's weekly e-news sent to all members, we encourage you to visit [www.orfa.com](http://www.orfa.com) to access other membership benefits, including:*

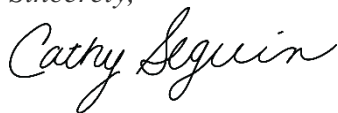
- *COVID-19 Updates and Toolbox including Recreation Facility COVID-19 Re-entering and Reopening Guiding Principles and Best Practices*
- *Events: online self-study and virtual*
- *Professional designations*
- *Facility Forum magazine (print and digital)*
- *Resource Centre (podcasts, webinars, best practice guidelines, discussion board)*
- *Careers (job postings)*

*Recreation facility professionals, through education, workplace-specific training, and professional certification, have the requisite skills, enhanced knowledge and empowered attitude to better operate and manage infrastructure in support of safe facilities. Your ORFA membership allows you to invest in yourself, your staff, and your profession.*

*I wish to close by thanking our 7,000-plus members for providing critically important frontline and management services to our communities and for their support of corporate, municipal, provincial and federal directives that align in keeping your communities as safe as possible.*

*The ORFA is here to help. Please reach out to us at anytime!*

*Sincerely,*



*Cathy Seguin, President  
Ontario Recreation Facilities Association Inc.*

**orfa.com**

Ontario Recreation Facilities Association Inc.  
1 Concorde Gate, Suite 102, Toronto Ontario, Canada M3C 3N6  
Tel. 416-426-7062 [Email ORFA](mailto:info@orfa.com)

[UNSUBSCRIBE](#)

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**From:** [Roberta Baines](#)  
**To:** [Roberta Baines](#)  
**Subject:** FW: Resolution, Bill 257  
**Date:** Tuesday, April 6, 2021 3:24:23 PM

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**From:** Tracy MacDonald <[tmacdonald@orangeville.ca](mailto:tmacdonald@orangeville.ca)>  
**Sent:** Friday, March 26, 2021 4:46 PM  
**To:** [steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org); [laurie.scottco@pc.ola.org](mailto:laurie.scottco@pc.ola.org)  
**Cc:** [ckinfo@chatham-kent.ca](mailto:ckinfo@chatham-kent.ca); [info@stthomas.ca](mailto:info@stthomas.ca); [cao@elgin.ca](mailto:cao@elgin.ca); [bayham@bayham.on.ca](mailto:bayham@bayham.on.ca); [dwilson@centralelgin.org](mailto:dwilson@centralelgin.org);

**Subject:** Resolution, Bill 257

Good afternoon,

Please see the resolution below passed by Orangeville Council on March 22, 2021.

2021-116

WHEREAS the purpose of the Planning Act is to promote sustainable economic development in a healthy natural environment and to provide for a land use planning system led by provincial policy; and, WHEREAS The requirement for all decision-makers under the Planning Act to make decisions in a manner that is consistent with the Provincial Policy Statement is longstanding and necessary for good planning, environmental, societal and health outcomes;

THEREFORE BE IT RESOLVED THAT The Minister of Infrastructure and the Minister of Municipal Affairs and Housing be requested to withdraw Schedule 3 from Bill 257; and THAT a copy of this resolution be circulated to the Premier, MPP Sylvia Jones, Minister of Municipal Affairs and Housing, Minister of Infrastructure, Credit Valley Conservation, and all Ontario municipalities.

Result: Carried

Thanks,

**Tracy Macdonald | Assistant Clerk | Corporate Services**  
**Town of Orangeville** | 87 Broadway | Orangeville ON L9W 1K1  
519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256  
[tmacdonald@orangeville.ca](mailto:tmacdonald@orangeville.ca) | [www.orangeville.ca](http://www.orangeville.ca)

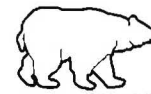






**THE TOWN OF COCHRANE**

171 Fourth Avenue  
Cochrane, Ontario, Canada, P0L 1C0  
T: 705-272-4361 | F: 705-272-6068  
E: townhall@cochraneontario.com



ONTARIO, CA

**COCHRANE**

**WONDERFULLY UNEXPECTED**

"Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

March 29, 2021

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

Dear Premier Ford:

**Re: MeeQuam Youth Residence Closure**

This will serve to advise you that Council, at its regular meeting held Tuesday, March 23<sup>rd</sup>, 2021, passed the following resolution:

**"Resolution No. 83-2021**

**Moved By: Todd Calaiezzi**

**Seconded By: Robert Hutchinson**

**WHEREAS** the Ontario Government announced the closure of 26 youth justice facilities; and

**WHEREAS** the MeeQuam Youth Residence in Cochrane is one of the facilities that will be closing effective April 30; and

**WHEREAS** children aged 12 to 17 from the northeastern communities will be impacted by this closure. These are children who have increased needs yet limited access to much needed set of services and support that assist them with their transition to productive and flourishing adulthood; and

**WHEREAS** with the closure of the MeeQuam Youth Residence, these vulnerable children will find themselves in a facility hundreds and thousands of kilometers away from their community and their families; and

1/2





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**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Town of Cochrane requests that the Province of Ontario reverse their decision to close the youth justice facility in Cochrane, known as MeeQuam Youth Residence, as these vulnerable children need to be as close as possible to their families and communities.


**BE IT FURTHER RESOLVED THAT** this Resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Todd Smith, Minister of Children, Community and Social Services; Honourable Sylvia Jones, Minister of Indigenous Affairs; and all municipalities within the Province of Ontario.

**Carried"**

Your attention to this matter is greatly appreciated!

Yours Truly,

**THE CORPORATION OF THE TOWN OF COCHRANE**



Alice Mercier  
Clerk

/am

c.c.: Hon. Todd Smith, Minister of Children, Community and Social Services  
Hon. Sylvia Jones, Minister of Indigenous Affairs  
All Municipalities within the Province of Ontario  
Charlie Angus, MP, Timmins – James Bay  
John Vanthof, MPP, Timiskaming – Cochrane





CHRISTINE TARLING

Director of Legislated Services & City Clerk

Corporate Services Department

Kitchener City Hall, 2<sup>nd</sup> 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](mailto:christine.tarling@kitchener.ca)

TTY: 519-741-2385

March 31, 2021

Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
17<sup>th</sup> Floor, 777 Bay Street  
Toronto ON M5G 2E5

Dear Mr. Clark:

This is to advise that City Council, at a meeting held on March 22, 2021, passed the following resolution regarding Planning Act Timelines:

“WHEREAS the City of Kitchener, like many Ontario municipalities, is experiencing significant growth; and,

WHEREAS the City of Kitchener has conducted extensive work through its Development Services Review to remove red tape and improve public engagement; and,

WHEREAS the Province of Ontario's Planning Act provides a legislative framework for processing development applications including established timeframes which permit applicants to appeal to the Local Planning Appeal Tribunal if a Council fails to make a decision within a prescribed timeline; and,

WHEREAS the passing of Bill 108 in 2019 reduced the timelines for processing development applications before they can be appealed to the Local Planning Appeals Tribunal (LPAT) for a non-decision from those outlined in Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017 as follows:

- from seven months (210 days) to four months (120 days) for Official Plan amendments;
- from five months (150 days) to three months (90 days) for Zoning By-law amendments; and
- from six months (180 days) to four months (120 days) for Plans of Subdivision; and

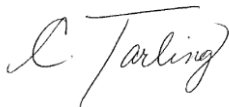


WHEREAS the shortened timeframes create unreasonable pressures on municipalities, even outside the context of navigating city business in a global pandemic, and result in reduced opportunities for meaningful public engagement and limited time for the public to provide written submissions on a development application;

THEREFORE BE IT RESOLVED that Kitchener City Council urge the Province of Ontario to review and reconsider the current timelines established for review of Planning Act applications before an appeal is permitted to the Local Planning Appeals Tribunal and to return to the timelines that were in effect under Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017;

THEREFORE BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Ontario Minister of Municipal Affairs and Housing, to the local MP's and MPP's, to the Federation of Canadian Municipalities, to the Association of Municipalities Ontario, and all other municipalities in Ontario."

Yours truly,



C. Tarling  
Director of Legislated Services  
& City Clerk

c: Honourable Tim Louis, M.P.  
Honourable Raj Saini, M.P.  
Honourable Marwan Tabbara, M. P.  
Honourable Bardish Chagger, M.P.  
Honourable Bryan May, M.P.  
Honourable Amy Fee, M.P.P.  
Honourable Catherine Fife, M.P.P.  
Honourable Belinda Karahalios, M.P.P.  
Honourable Mike Harris, M.P.P.  
Honourable Laura Mae Lindo, M.P.P.  
Bill Karsten, President, Federation of Canadian Municipalities  
Monika Turner, Association of Municipalities of Ontario  
Rosa Bustamante, Director, Planning, City of Kitchener  
Ontario Municipalities



**Ministry of Agriculture,  
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
www.ontario.ca/OMAFRA

**Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
www.ontario.ca/MAARO



March 31, 2021

His Worship Nelson Santos  
Mayor  
Town of Kingsville  
[nsantos@kingsville.ca](mailto:nsantos@kingsville.ca)

Dear Mayor Santos:

I appreciated the opportunity to meet with you and your delegation during the 2021 ROMA Conference and to hear what matters to your community. In these challenging times our ability to converse and keep the lines of communication open is more important than ever. I appreciate as well that we were able to continue our conversation when we met on February 18<sup>th</sup>.

Thank you for sharing your concerns about the Temporary Foreign Worker program with me – I understand how very important this issue is. One of our government's top priorities is to guard against the spread of COVID-19 in agri-food workplaces so that worker health and safety is protected, and Ontario's food supply chain remains strong.

We are working collaboratively with our municipal, provincial and federal partners, and with the farming community to help protect farm worker safety and wellness, and maintain the sustainability and viability of the agri-food sector.

Developed in consultation with the agri-food industry, [the Prevention, Control and Outbreak Support Strategy for COVID-19 in Ontario's Farm Workers](#) provides COVID-19 prevention and control guidance to the province's food supply chain.

November's Ontario budget added \$25.5 million over three years for the new Agri-food Prevention and Control Innovation Program aimed at supporting a workplace's efforts to innovate and invest in new technologies for the health and safety of workers.

Farmers and their workers have access to an [online toolkit](#) that outlines the available supports in multiple languages, including information about prevention, outbreak isolation supports, health and wellness assessments, social supports, and their workplace rights and responsibilities.

.../2



The Ontario government is encouraging the use of rapid antigen testing as an enhanced screening tool for essential sectors, including labour intensive primary agricultural production, food processing and key distribution centres. The newly launched program allows employers to add an additional safety measure in high-risk and essential workplaces, to help reduce the spread of COVID-19. Agri-food employers who are interested in participating can contact [omafra.labour@ontario.ca](mailto:omafra.labour@ontario.ca).

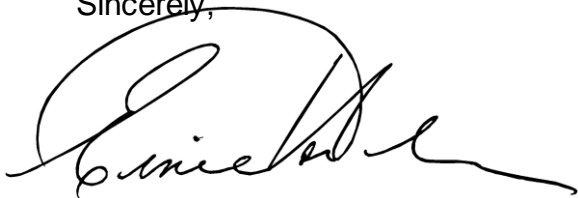
We are encouraged by the federal government's commitment to improve housing for temporary foreign workers, especially in light of the challenges brought on by COVID-19 and we look forward to the opportunity to be part of this important initiative and will look to the federal government to bring more clarity and consistency to Canada's housing standards. We also want to ensure the federal government takes into consideration the views and recommendations of Ontario's agriculture sector in any strategy being developed.

My ministry provides funding through programs such as the [Enhanced Agri-food Workplace Protection Program](#) (EAWPP). Last year we allocated more than \$25 million to this program in response to Ontario producer needs to support health and safety on their farms including worker housing and PPE. In the recent Ontario budget, we announced an additional \$10 million in funding for this program.

I also provided feedback to the federal government's housing consultation, where we indicated the importance of ensuring the continued health and safety of Ontario's agriculture workforce, the overall well-being of rural communities in the province, food security for Canadians, and the continued economic viability of the agriculture and agri-food sector.

I will continue to work hard for our farmers and our rural communities and by working together, I have confidence we will succeed.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', with a large, stylized initial 'E'.

Ernie Hardeman  
Minister of Agriculture, Food and Rural Affairs

### COVID-19 Reminders

- For vaccination booking details visit: <https://covid-19.ontario.ca/book-vaccine/>
- Follow your local public health/safety measures: <https://covid-19.ontario.ca/zones-and-restrictions>
- Practice physical distancing – stay 2 metres away from others in public
- Get the facts - [www.ontario.ca/page/covid-19-stop-spread](http://www.ontario.ca/page/covid-19-stop-spread)





CORPORATION OF THE  
**TOWNSHIP OF HUDSON**  
903303 HANBURY RD.  
NEW LISKEARD, ON P0J1P0  
(t) 705-647-5439 (f) 705-647-6373  
www.hudson.ca admin@hudson.ca

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March 31<sup>st</sup>, 2021

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

**Attention: Premier Ford**

**RE: Support for Fire Departments**

At the Township of Hudson's Regular Meeting of Council held on Wednesday March 3<sup>rd</sup>, 2021, the following resolution 2021-049 was put forward and passed:

**WHEREAS** the role of Ontario's 441 fire departments and their approximate 30,000 full, part-time, and volunteer firefighters is to protect Ontarians and their property; and

**WHEREAS** according to the Ontario Fire Marshal and Emergency Management's latest data, in Ontario there was over 11,000 number of loss fires, 9,500 no loss fires, 784 injuries, 91 fatalities, and over \$820 million dollars of estimated loss in 2018; and

**WHEREAS** fire emergencies only make up a portion of the total calls for help received by fire and emergency service departments as they respond to nearly every public emergency, disaster, or 9-1-1 call; and

**WHEREAS** Ontario's fire department infrastructure deficit continues to grow annually and is almost entirely borne by the municipality and local taxpayers with the majority having populations under 25,000; and

**WHEREAS** due to antiquated structures and equipment that do not meet current industry standards the safety of the Ontario public and Ontario firefighters is being jeopardized;

**NOW THEREFORE** the Council of the Corporation of the Township of Hudson resolves as follows:

1. **THAT** the Federal and Provincial Government includes apparatuses, training, equipment and structures for fire departments as eligible categories to any further infrastructure programs which will not only provide immediate stimulus to the local, provincial and federal economies given current economic uncertainty but also ensure the safety of Canadians and dedicated firefighters; and



2. **THAT** this resolution be forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Laurie Scott, Minister of Infrastructure, local MPP, local MP, the Ontario Fire Marshal, Jon Pegg, the Ontario Association of Fire Chiefs, and all Ontario Municipalities.

Please accept this for your consideration and any necessary action.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jordan Kemp', with a stylized, cursive script.

Jordan Kemp  
Clerk-Treasurer  
Township of Hudson





## **Administrative Report**

### **Office of the Director of Infrastructure Services**

**To:** Warden McNamara and Members of Essex County Council

**From:** Jane Mustac, P. Eng.  
Director of Infrastructure Services/County Engineer

**Date:** Wednesday, April 07, 2021

**Subject:** Traffic Calming Gosfield North Public School

**Report #:** 2021-0407-ISD-R011-JM

---

#### **Purpose**

The purpose of this report is to provide information related to the safety inquiry adjacent to Gosfield North School on County Road 27.

#### **Background**

The Infrastructure Services Department receives several requests each year to review traffic conditions. Guidance contained in the Transportation Association of Canada (TAC) Canadian Guide to Traffic Calming and Geometric Design Guide for Canadian Roads is used by staff to incorporate best practices for traffic calming and safety reviews with an effort to provide an appropriate, efficient, flexible and systematic framework to address traffic safety issues on the County Road network.

At the County Council meeting of March 17<sup>th</sup>, 2021, a notice of motion was brought forward to review the traffic conditions on County Road 27 adjacent to the Gosfield North Public School and implement measures to improve the safety. A Location Map is included as Appendix 1. As well, correspondence was received on March 30, 2021 advising of the Town of Kingsville Resolution 232-2021 requesting a school safety zone by the Gosfield North Public School, attached as Appendix 2.

---

Jane Mustac, P.Eng, Director of Infrastructure Services/County Engineer  
Corporation of the County of Essex, Suite 315, 360 Fairview Ave. W., Essex, ON N8M 1Y6  
Phone: 519-776-6441, ext. 1397; Email: jmustac@countyofessex.ca



CR 27 is a 2-lane rural arterial road with narrow lane widths of 3.5m. The road also includes a 2.0m gravel shoulder on both sides. Gosfield North school is not located in a community or built-up environment and has two access locations from CR 27.

## **Discussion**

A preliminary site assessment of the subject location was conducted by staff using available data on geography, traffic counts, collision and speed data. The site assessment also verified road grades, sightlines, pavement markings and the placement of regulatory and warning signs.

The most recent traffic count (Oct-Nov 2020) shows an ADT of 1785 veh/day of which 5.77% are heavy vehicles. The 85th percentile speed was obtained as 88.1 km/h. To advise the drivers of the approaching school area, two oversized "SCHOOL AREA" signs (black and yellow) are installed on CR 27 on the north and south ends of the school area.

A full evaluation to determine if the issue can be resolved through traffic calming methods, and more importantly the selection of the most appropriate solution has not been completed. However, some activities have taken place to gather some background information.

Staff visited the site on two separate occasions to monitor the situation. Usually after school there is a line-up of parents parked in the Kiss and Ride awaiting the dismissal of their children. This is unavoidable without staggered start/end times as everyone comes at the same time to pick up their child. (See Appendix 3).

Staff also contacted the principle of the school on March 23<sup>rd</sup> to discuss the situation with an effort to understand the situation. In normal circumstances, there is no concern as almost all children travel by school bus with only a few children being driven. School Kiss and Ride zone locations are designed to drop off and pick up children in vehicles before and after school. The purpose of the Kiss and Ride lane is to provide a safe location for parents to stop their car, allow children to disembark and thus, allowing them to drive away in a safe manner. There is a kiss and ride facility, but this was only set up to handle a small number of cars.



During the pandemic more parents are driving their children to avoid traveling on the bus. The number of vehicles dropping off and picking up children are now much higher than the kiss and ride can handle so parents are forced to stop on the gravel shoulder of the County Road until a spot in the parking lot opens up. The parking lot is very congested with buses coming in and out, parents and staff exiting and parents entering the same access location. There is a designated staff member on duty to help navigate the traffic.

Stopping on the shoulder reduces sightlines at the access locations and presents a safety concern and should not continue. Staff will collaborate with school administration and potentially parent council to develop some options to improve safety and to better manage the kiss and ride until more kids return to taking the bus and things return to normal. The intent would be to help create a procedure which allows parents to drop off children for school in a safe and efficient manner. To do so we need the cooperation of staff, students and most of all parents, grandparents or guardians who are dropping off or picking up their children for school each morning. We will continue to work with them to try to ensure that their drop off and pick up program is safe and clearly articulated to the community members

A speed radar detector was installed and collection data is in process now to gain a better understanding of the travel behaviors. The equipment will remain in place approximately 2 weeks to collect pertinent information. Once field data is collected and reviewed, and consultation with the school and other stakeholders is completed, a subsequent report to council with recommendations will be prepared.

## **Financial Implications**

There are no financial implications at this time

## **Recommendation**

That Essex County Council received report 2021-0407-ISD-R011-JM Traffic Calming Gosfield North Public School as information.



Respectfully Submitted

*Jane Mustac*

Jane Mustac, P.Eng, Director of Infrastructure Services/County Engineer

Concurred With,

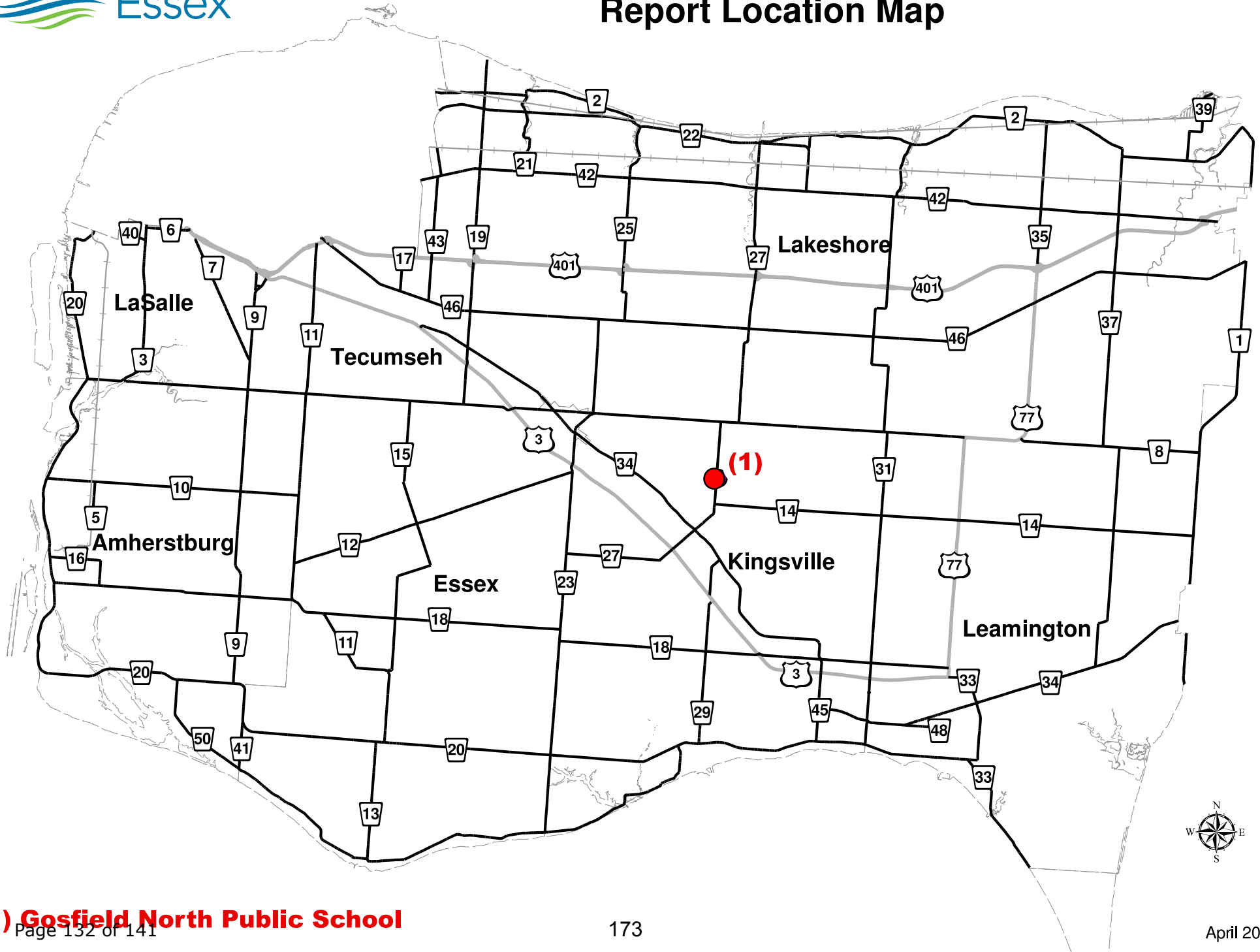
*Mike Galloway*

Mike Galloway, Chief Administrative Officer

Appendix Number	Title
1	Report Location Map
2	Resolution 232-2021 from Town of Kingsville
3	Gosfield North Public School Site Visit Photos



## Report Location Map







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

**VIA EMAIL** (mbirch@countyofessex.on.ca)

March 30, 2021

The Corporation of the County of Essex  
360 Fairview Avenue West  
Suite 202  
Essex, ON N8M 1Y6

Attn: Mary Birch, Director of Council & Community Services/Clerk

Dear Ms. Birch:

**RE: REQUEST FOR SCHOOL SAFETY ZONE FOR GOSFIELD NORTH PUBLIC SCHOOL (302 COUNTY ROAD 27, COTTAM)**

At its Regular Meeting held Monday, March 22, 2021 Council of the Town of Kingsville passed the following resolution:

**"232-2021**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Larry Patterson

1. That the letter of concern regarding speeding from a local parent and resident Melissa Statham be received into the public record;
2. That a copy of the letter be provided to our local Police Services Board;
3. That a copy of the letter be provided to the County of Essex;
4. That this Council approve and endorse the request for a School Safety Zone by the Gosfield North Public School with the necessary signage for same, with our request to the County of Essex.

**CARRIED"**

A copy of the above-mentioned letter of concern from Ms. Statham is enclosed for your reference.

Please contact the undersigned if you should require any further information.

Yours truly,

A handwritten signature in blue ink that reads "Sandra Kitchen".

Sandra Kitchen, Deputy Clerk-Council Services  
Legislative Services Department  
skitchen@kingsville.ca

/so

Encl.

cc: Kingsville Police Services Board (via email c/o rbaines@kingsville.ca)



March 10, 2021

Attn: Town of Kingsville

To Whom It May Concern,

I am writing to you today as a concerned parent and member of the community of Kingsville. My children attend Gosfield North Public School and in the light of the pandemic it has raised some traffic issues that have been present for a long time but are even more concerning this year as more children are being driven to and from school. Due to the high volume of drop offs and pick ups, there is a line on the right hand shoulder of vehicles waiting to get into the parking lot; conversely there is a smaller line waiting to turn left into the school as well. This has been a source of contention as some people feel that parents should all line up on the right hand side forcing some of them to make a U-turn or turn around in the church parking lot on the opposite side of the road. Regardless of this the speed limit in front of this school is **80 km/h**; this is outrageous and I feel like every day there is a near miss. Parents pulling out of the parking lot cannot see right due to the amount of cars lined up and when you have vehicles flying past the school at 80 km/h or more it is literally an accident waiting to happen. There is no sign indicating that a school is coming up and to slow down; it's truly scary and our kids deserve to be able to get to and from school safely.

Can this issue be raised at the next council meeting? For the safety of everyone this speed limit **MUST** be reduced.

Sincerely,

Melissa Statham





1- before afternoon dismissal- clear sightlines- clear fire hydrant



2- before afternoon dismissal- clear shoulder



3- at afternoon dismissal- shoulder is getting occupied



4- at afternoon dismissal- occupied shoulder and obstructed sightlines



# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 33-2021

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**Being a by-law to amend By-law 2-2019, as amended, being a By-law to appoint certain members of Council and individuals to boards and committees.**

**WHEREAS** the Council of The Corporation of the Town of Kingsville deems it expedient to amend By-law 2-2019, as amended, being a by-law to appoint certain Members and Individuals to board and committees.

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

1. **THAT** Paragraph 1.g) titled Joint Management Board of the Union Water Supply System be struck and replaced with Paragraph 1.g) outlined below to reflect Councillor Neufeld's appointment as an Alternate effective March 23, 2021:

"1.g) Joint Management Board of the Union Water Supply System:

Mayor Nelson Santos  
Deputy Mayor Gord Queen  
Councillor Kimberly DeYong  
Councillor Larry Patterson

Alternates: Councillor Tony Gaffan  
Councillor Laura Lucier  
Councillor Thomas Neufeld"

2. **THAT** all other terms set out in said By-law 2-2019 and amendments thereto shall remain in full force and effect.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12<sup>th</sup> DAY OF APRIL, 2021.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**



# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 34-2021

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**Being a by-law to appoint Mary Ellen Bench as the Integrity Commissioner and the Closed Meeting Investigator for The Corporation of the Town of Kingsville**

**WHEREAS** section 223.3(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the “Act”) authorizes a Municipality to appoint an Integrity Commissioner;

**AND WHEREAS** sections 9, 10, 11 and 239.2 of the Act authorize a Municipality to appoint a Closed Meeting Investigator.

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

1. **THAT** Mary Ellen Bench be and she is hereby appointed as the Integrity Commissioner and Closed Meeting Investigator for The Corporation of the Town of Kingsville, effective April 13, 2021, in accordance with the terms outlined in the Request for Proposal that was issued by the Town;
2. **THAT** By-laws 115-2007 and 38-2019 are hereby repealed; and
3. **THAT** this By-law may be cited as the “Integrity Commissioner and Closed Meeting Investigator By-law”.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12<sup>th</sup> DAY OF APRIL, 2021.**

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**MAYOR, Nelson Santos**

---

**CLERK, Jennifer Astrologo**



# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 35 - 2021

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### Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its April 12, 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 April 12, 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  
12<sup>th</sup> day of April, 2021.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**