



**REGULAR MEETING OF COUNCIL
AGENDA**

Monday, June 28, 2021, 6:00 PM

Council Chambers

2021 Division Road N

Kingsville, Ontario N9Y 2Y9

Pages

A. CALL TO ORDER

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

B. MOMENT OF SILENCE AND REFLECTION

C. PLAYING OF NATIONAL ANTHEM

Prerecorded Singing of O'Canada by 'The Cast of Migration Hall KIDS! Into The Woods Jr.'

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. PRESENTATIONS/DELEGATIONS

1. Grahame Soley, Cogeco Connexion Inc.

1

Grahame Soley, Director, Market Development, Cogeco Connexion Inc. will present a PowerPoint presentation entitled 'Broadband Expansion, Town of Kingsville/Cogeco in Essex County, dated June 28, 2021'

2. Mike Cowan, CPA, CA, Partner, BDO Canada LLP--Presentation of 2020 Financial Statement Audit Report (SEE: Draft Consolidated Financial Statements as at December 31, 2020 attached to Staff Report H1)

F. MATTERS SUBJECT TO NOTICE

1. **ZBA/10/21 Application for Removal of the H-Holding Symbol & Redline Amendment of Draft Plan of Subdivision Ontario Ltd. (Sunvalley Estates Subdivision)** 14
1552843

Part of Lot 10, Concession 2 ED, Lots 1 to 21, Phase 4, Draft Plan 37-T-12001

R. Brown, Manager of Planning Services

i) Notice of an Intention to Pass an Amending By-law to Remove a Holding Symbol, dated June 14, 2021

ii) Report of R. Brown, Manager of Planning Services dated June 9, 2021;

iii) Proposed By-law 53-2021, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

Recommended Action

That Council:

Approve the removal of the H-Holding symbol on the lands outlined in the amending by-law, in the Town of Kingsville and adopt the implementing by-law.

Pass a resolution in support of the proposed redline amendment to the Sunvalley Estates Draft Plan of Subdivision for the Mucci Drive extension including Lots 1 to 22 on the attached plan.

G. AMENDMENTS TO THE AGENDA

H. STAFF REPORTS

1. **2020 Financial Statements and Year End Review** 24

R. McLeod, Director of Financial and IT Services

Recommended Action

That Council approve the Financial Statements for the year ending December 31, 2020, as audited by BDO Canada LLP.

That council approve the allocation of the 2020 general budget surplus of \$735,125 to a 'Property Acquisition Reserve'.

2. **Application for Site Plan Approval SPA/13/2021 by Southshore Greenhouse Inc. 1670 Seacliff (County Rd. 20)** 60
Pt. Lot 10, Concession 1 ED, Part 1, RP 12R 6792

R. Brown, Manager of Planning Services

Recommended Action

That Council:

Approve site plan approval application SPA/13/2021 for the construction of a new 11.71 ha (28.956 ac.) greenhouse facility and associated support facilities on lands located at 1670 Seacliff Drive (County Road 20), 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. Naming-Renaming or Dedicating of Municipal Property, Buildings and Park Elements Policy 82

D. Wolicki, Manager of Municipal Facilities and Property

Recommended Action

That Council adopt the Naming/Re-Naming or Dedicating of Municipal Property, Buildings and Park Elements Policy.

4. Lions Park Development Phase 2 – Tender Results 96

D. Wolicki, Manager of Municipal Facilities and Property

Recommended Action

That Council authorizes the Mayor and Clerk to execute an agreement with Greenlight General Contracting Inc. in the amount of \$210,065.00 (excluding HST) for the construction of the Lions Park Development Phase 2 located at 21 Mill Street;

And that Council authorizes the expense of \$210,065 (excluding HST) to be funded by \$200,000 from the 2021 Capital Budget and the balance from the Lion's Hall Property Development Reserve (03-000-032-31049).

I. MINUTES OF THE PREVIOUS MEETINGS

1. Regular Meeting of Council--June 14, 2021 99

2. Regular Closed Session Meeting of Council--June 14, 2021

Recommended Action

That Council adopts Regular Meeting of Council Minutes dated June 14, 2021 and Regular Closed Session Meeting of Council Minutes dated June 14, 2021.

J. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. Planning Advisory Committee--January 12, 2021 and February 16, 2021 115

Recommended Action

That Council receive Planning Advisory Committee Meeting Minutes dated January 19, 2021 and February 16, 2021

2. Kingsville Accessibility Advisory Committee--February 18, 2021 130

Recommended Action

That Council receive Kingsville Accessibility Advisory Committee Meeting Minutes dated February 18, 2021

3. **Committee of Adjustment--March 16, 2021 and April 20, 2021** 132

Recommended Action

That Council receive Committee of Adjustment Meeting Minutes dated March 16, 2021 and April 20, 2021

4. **Main Street Development Review Committee--April 6, 2021 and May 4, 2021** 145

Recommended Action

That Council receive Main Street Development Review Committee Meeting Minutes dated April 6, 2021 and May 4, 2021

5. **Kingsville Municipal Heritage Advisory Committee--April 21, 2021** 151

Recommended Action

That Council receive Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated April 21, 2021

6. **Police Services Board--April 28, 2021** 156

Recommended Action

That Council receive Police Services Board Meeting Minutes dated April 28, 2021

7. **Parks Recreation Arts & Culture Committee--May 20, 2021** 160

Recommended Action

That Council receive Parks Recreation Arts and Culture Committee Meeting Minutes dated May 20, 2021 together with the following sub-committee minutes:

Communities in Bloom - April 6, 2021

Fantasy of Lights - September 22, 2020, October 20, 2020 and March 23, 2021

Migration Festival - March 23, 2021

K. BUSINESS CORRESPONDENCE - INFORMATIONAL

1. **Municipality of Leamington--Correspondence dated June 15, 2021 RE: Support for Suicide Prevention Hotline** 185

2. **Township of Rideau Lakes Resolution #68-2021 RE: Funding for abandoned cemeteries** 186

3. **City of St. Catharines--Correspondence dated June 11, 2021 RE: Lyme** 187

Disease Awareness Month

4. **Municipality of Hastings Highlands--Correspondence dated June 11, 2021** 189
RE: Support for 988--a 3 digit suicide and crisis prevention hotline

Recommended Action

That Council receives Business Correspondence-Informational Items 1 through 4.

L. NOTICES OF MOTION

1. **Councillor Neufeld may move, or cause to have moved, that Administration bring forward an Economic Development Officer position during the 2022 Budget Deliberations for Council's consideration.**

M. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

N. BYLAWS

1. **By-law 53-2021** 191

Being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (Lots 1 to 21, Draft Plan 37-T-12001; ZBA/10/2021)

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

2. **By-law 54-2021** 193

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

O. CLOSED SESSION

Pursuant to section 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, including communications necessary for that purpose] RE: Rock Island Decision; and

ii) Subsection 239(2)(c) [a proposed or pending acquisition of land by the municipality] RE: West Collector Road; and

iii) Subsection 239(2)(f) [advice that is subject to solicitor-client privilege, including communications necessary for that purpose] RE: Albuna Townline; and

iv) Subsection 239(2)(f) [advice that is subject to solicitor-client privilege, including communications necessary for that purpose] RE: Maple Street housing.

P. REPORT OUT OF CLOSED SESSION

Q. CONFIRMATORY BY-LAW

1. By-law 55-2021

194

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its June 28, 2021 Regular Meeting

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

R. ADJOURNMENT



Broadband Expansion-Town of Kingsville

Cogeco in Essex County

June 28th, 2021



Table of Contents

Cogeco Network Expansion Overview

Details of ISED Rapid Response Initiative

ISED Rapid Response - Project Details

Details of SWIFT Initiative

SWIFT- Project Details

Proposed Services

Next Steps

Frequently Asked Questions

- Cogeco Communications is the 8th largest cable operator in North America with 60 years of experience with delivering telecommunication services
- Cogeco Connexion's Ontario footprint serves more than 165 communities within 87 municipalities, offering Internet services at download speeds up to 120 Mb/s to 98% of our customers, and 1 Gb/s across 92% of our footprint
- In 2019, Cogeco announced that they would invest more than \$1B over the next 4 years to enhance and expand their broadband network in Ontario and Quebec
- This investment coincided with Cogeco's intent to submit applications to various provincial and federal broadband funding programs i.e. CRTC, ISED, ICON, SWIFT etc...
- Over the past year, Cogeco has submitted a significant number of applications and as of June 2021, have been awarded 23 projects (through a combination of SWIFT, CRTC and ISED Rapid Response) with ICON and ISED UBF still pending
- More than ever, Cogeco is committed to contributing to the economic recovery and growth of the areas in which they serve, and are particularly proud of their focus on serving those communities in rural areas that are traditionally unserved or underserved

ISED Rapid Response Stream

Background

- The objective of this stream, which has a budget of up to \$150 million, is to enhance household access to high-speed Internet in the very short term
- Stream will allocate contributions of up to \$5 million to projects that can be deployed quickly and have a big impact on networks in rural and remote areas where Internet service speeds have not yet reached 50/10 Mbps.
- On May 20th, ISED announced that Cogeco was awarded funding for 2 projects in Essex County that would connect 1,560 homes across rural communities in the Town of Essex, Town of Lakeshore and Town of Kingsville
- Letters of Support were a critical component of this ISED stream as well as all current RFP's. Cogeco appreciates the support that was provided by the Town of Kingsville and Essex County for these successful applications

ISED Rapid Response Stream

Cogeco Project Details- County Rd. 50

- This project will build off from Cogeco's established network in Kingsville and enable service to ~1,017 premises between the communities of Cedar Beach and Klie's Beach- **~319** of these in Kingsville
- Project will provide Fibre-to-the-Home (FTTH) services offering download speeds of up to 1Gb
- Work is set to be completed & services made available as of March 31, 2022

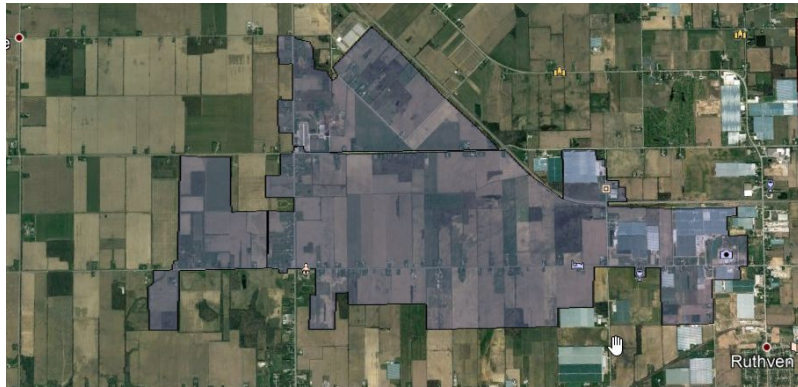
SWIFT Initiative

Background

- Phase 3 of the SWIFT program targeted the remaining counties within the SWIFT Initiative, with each issued a specific RFP with their own unique timelines and scoring systems.
- For Essex County, there was \$8.2M available in funding, of which no more than \$4.1M could be requested in a single bid.
- Cogeco was one of 2 ISPs awarded funding as part of this program in Essex County, receiving \$6.15M to expand broadband availability to residents in the Town of Essex, Town of Kingsville and Municipality of Leamington

SWIFT Initiative

Cogeco Project Details- Kingsville & Leamington-Mount Carmel



- Highlighted in Red- The approved SWIFT “Mount Carmel” area project will connect 1,732 premises in the communities of:
 - Mount Carmel
 - Wigle
 - Blytheswood
 - Oakland
 - Staples
- ~195 premises will be connected in Kingsville
- Project will provide Fiber-to-the-Home (FTTH) services offering download speeds of up to 1Gb
- Work is set to be completed & services available as of October 31st, 2022

Cogeco Proposed Internet Services

Package Name	Max DL Speed (mbps)	Max UL Speed (mbps)	Monthly Usage (GB)	Monthly Rate (\$)
UltraFibre 90 Unlimited	90	10	Unlimited	89.00
UltraFibre 180 Unlimited	180	10	Unlimited	99.00
UltraFibre 360 Unlimited	360	360	Unlimited	103.00
UltraFibre 1Gig Unlimited	1000	1000	Unlimited	113.00

Products and prices indicated above reflect current regular priced package offerings without any bundle or promotional discounts applied. Packages and rates are subject to change.

ISED and SWIFT Project

Next Steps

- Cogeco and ISED are now engaged in discussions to finalize the statement of work
- The SWIFT project is now underway with designs in progress
- Cogeco will work directly with the Town and County to align on construction requirements and ensure the process proceeds smoothly for both the ISED and SWIFT projects
- Cogeco's marketing team will start to engage residents closer to launch to provide details on offers and services.

Frequently Asked Questions

Service Availability

Q: “How can I find out if my address will be connected as part of any of these new projects?”

A: There are a few ways to determine if an address will be included in one of these projects. The Cogeco website is also being updated to allow residents the ability to enter their address and postal code to see if service will be available (more details will be provided once this is launched).

- For SWIFT Projects- <https://swiftruralbroadband.ca/resources/our-service-map/>
- Cogeco Contact Centre - 1-800-267-9000

Q: “My address is not included in any of these project areas. Why not? When will Cogeco be expanding to my area?”

A: These project areas were identified based on Cogeco’s maximum funding commitment and required additional funding from government programs (based on eligibility maps) in order to make the business cases work. Rural expansion is very costly which is why the Provincial and Federal governments have funding programs in place to help encourage private companies to build and connect as many residents as possible.

While there are no *imminent* plans for Cogeco to expand past these project areas, having a new network in the area will allow for future growth and the “open access requirement” means that other providers could look to build off of this new network i.e. Fixed wireless etc...

Frequently Asked Questions

Construction Oversight and Remediation

Q: “What will construction look like? What will happen if my property is damaged?”

A: Cogeco will be burying a majority of this new fibre network down main roads and then to each individual residence. Cogeco takes pride in the work they do and always ensures that full remediation is done at the end of a project. Cogeco is working directly with the Town of Kingsville and County of Essex who will also be closely monitoring this project. Rest assured that all steps will be taken to minimize issues related to this exciting new build.



Frequently Asked Questions

Marketing Activities

Q: “How will I know when I can subscribe to the service?”

A: Cogeco will employ a multi-faceted marketing strategy to advise residents of service availability and assist them in subscribing to services. Methods to be employed will include mass mailers, door to door sales representatives, and community outreach events such as free barbecue lunches during warmer months. Cogeco employs an outsourcing company for our door to door sales, but with full oversight from a coordinating team within Cogeco, while our Community Events team consists entirely of in-house Cogeco employees. As we navigate through the current pandemic, our teams are sure to follow all safety protocols so it's possible that in-person marketing activities may be limited for the foreseeable future.



THANK YOU!



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

Date: June 9, 2021

To: Mayor and Council

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

RE: ZBA/10/21 Application for Removal of the H – Holding Symbol &
Redline Amendment of Draft Plan of Subdivision
1552843 Ontario Ltd. (Sunvalley Estates Subdivision)
Part of Lot 10, Co

Report No.: PS 2021-034

RECOMMENDED ACTION

That Council:

Approve the removal of the H-Holding symbol on the lands outlined in the amending by-law, in the Town of Kingsville and adopt the implementing by-law.

Pass a resolution in support of the proposed redline amendment to the Sunvalley Estates Draft Plan of Subdivision for the Mucci Drive extension including Lots 1 to 22 on the attached plan.

BACKGROUND

In order to consider a redline amendment to a draft plan, the developer must make a written request to the County outlining the nature of, and reason for, the change along with copies of the proposed change. The developer must also contact the Town of Kingsville and request support for the redline amendment. The County requires correspondence from the Town acknowledging support of the amendment by way of a Council resolution. The developer will then provide signed copies of the plan to the County who will issue a "Notice of Changed Conditions", changing Condition #1 to reflect the new redlined plan. The County considers this to be a minor change under the Planning Act Section 51(47) and is therefore not required to give notice, and there will be no appeal period.

Located to the north of Road 2 E the subject lands were approved for development in 2012. The subdivision was proposed as a three phase development, however was adjusted to four phases due to changes in the housing market and customer demand. In 2016 and again in 2018 redline amendments were requested and approved to make

minor adjustments to lot configurations and provide smaller lots which were in higher demand. The overall layout of the subdivision has remained within the intended build out and the minor changes have not impacted on available services, traffic or storm water management.

DISCUSSION

The subject lands fall within the Hamlet designation in the Town's Official Plan and within the boundaries of the Secondary Settlement Area of Ruthven. The portion of the subject lands that are part of this application are currently zoned 'Residential Zone 2 Rural/Urban, holding (R2.2h)' and Residential Zone 2 Rural/Urban Exception 8, holding (R2.2-8(h)) in the Town of Kingsville Comprehensive Zoning By-law.

The extension of Mucci Drive east from Branco Drive originally showed a total of 12 lots and one large Block for future development once the existing drain had been relocated and is shown on Appendix A. The redline amendment lot layout is attached as Appendix B. The requested redline amendment to the plan would increase the number of lots on the south side of Mucci Drive from 9 to 10 and create a total of 11 lots on the north side. This includes increasing the original 3 lots (north side) to 4 lots with the remaining new lots created within the Block. The drain relocation has been completed and the lands have been serviced based on the new lot configuration. The County planner has reviewed the revised submission by the developer and is now requesting a resolution from Council in support of the requested change.

The proposed reconfigured lots will continue to meet the minimum lot area and lot frontage requirements. No amendment to the regulations is being requested as part of either application. As part of this report the application for removal of the H- Holding is also being requested. Conditions for removal of the H-Holding were completion of a plan of subdivision and the developer entering into a development agreement with the Town. Both of these have been completed. The Town continues to hold securities on the subdivision.

LINK TO STRATEGIC PLAN

Manage residential growth through sustainable planning.

Link to Council 2021-2022 Priorities

- ☐ COVID-19 and the health and safety of the community
- ☐ Customer Service: Training, Technology, Staff, Review Standards/Level of service
- ☐ Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- ☐ Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- ☐ Programming Increase: Youth and Seniors
- ☐ A development plan for Downtown Kingsville / Main Street
- ☐ Financial savings: Schools closings, Migration Hall

- ☐ Economic Development: strengthen tourism/hospitality
- ☐ COVID - economic recovery
- ☐ Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- ☐ Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- ☐ Committees / Boards: Review and Report
- ☐ Policy Update: Procedural Bylaw
- ☐ Economic Development: diversify the economy, create local jobs, industrial, Cottam
- ☐ Infrastructure (non-Municipal): Union Water expansion & governance
- ☐ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- ☒ No direct link to Council priorities

FINANCIAL CONSIDERATIONS

The redline amendment and removal of the H-Holding will finalize the development of the subdivision and result in increased assessment, collection of development charges and building permit fees.

CONSULTATIONS

The County has reviewed the requested redline amendment and considers it minor. As such no additional public consultation is required. The removal of the H-Holding symbol, in accordance to O. Reg 545/06 Subsection 8 of the *Planning Act*, does require that property owners within 120 m of the subject site boundaries receive a Notice of Intention to Remove the Holding Zone symbol by mail. The request for lifting of the Holding symbol is subject to Town review and satisfactory completion of the conditions for removal but is not an appealable application under the *Act*.

1) Essex Region Conservation Authority (ERCA)

ERCA requirements outlined in the original notice of decision and development agreement remain in place.

2) Technical Advisory Committee

TAC has no objection to the removal of the H-Holding symbol or the redline amendment. Building Services did ask if ERCA approval remains in place for the whole subdivision as has been past practice. This can be confirmed prior to any new permit submissions.

Robert Brown

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



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca
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NOTICE OF AN INTENTION TO PASS AN AMENDING BY-LAW TO REMOVE A HOLDING SYMBOL

APPLICATION: ZONING BY-LAW AMENDMENT ZBA/10/21
(Section 36 of the Planning Act, R.S.O. 1990, C.P. 13)

APPLICANT: 1552843 Ontario Ltd.

LOCATION OF PROPERTY: Lots 1 through 21, Draft Plan 37-T-12001
(Redline Amendment - Sunvalley Estates)
Pt. Lot 10, Concession 2 ED

TAKE NOTICE that the Council for the Corporation of the Town of Kingsville intends to pass a by-law on **June 28, 2021** to remove the holding symbol on the property described as Lots 1 through 21, on the Redline amendment to Draft Plan 37-T-12001 in the former Township of Gosfield South, now in the Corporation of the Town of Kingsville (see attached map). The subject property is currently zoned "Residential Zone 2 Rural/Urban - Holding (R2.2 (h))".

THE PROPOSED amendment intends to remove the Holding (h) Symbol from part of the subject property shown on Map 54, Schedule "A" to Comprehensive Zoning By-law 1-2014, as amended. The requested amendment will permit the property owner to proceed with the next phase of development in the existing approved plan of subdivision on the subject property.

A **PUBLIC MEETING** OF COUNCIL has been SCHEDULED to be held on:

WHEN: June 28, 2021
WHERE: Virtual Meeting via Zoom
TIME: 7:00 p.m.

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

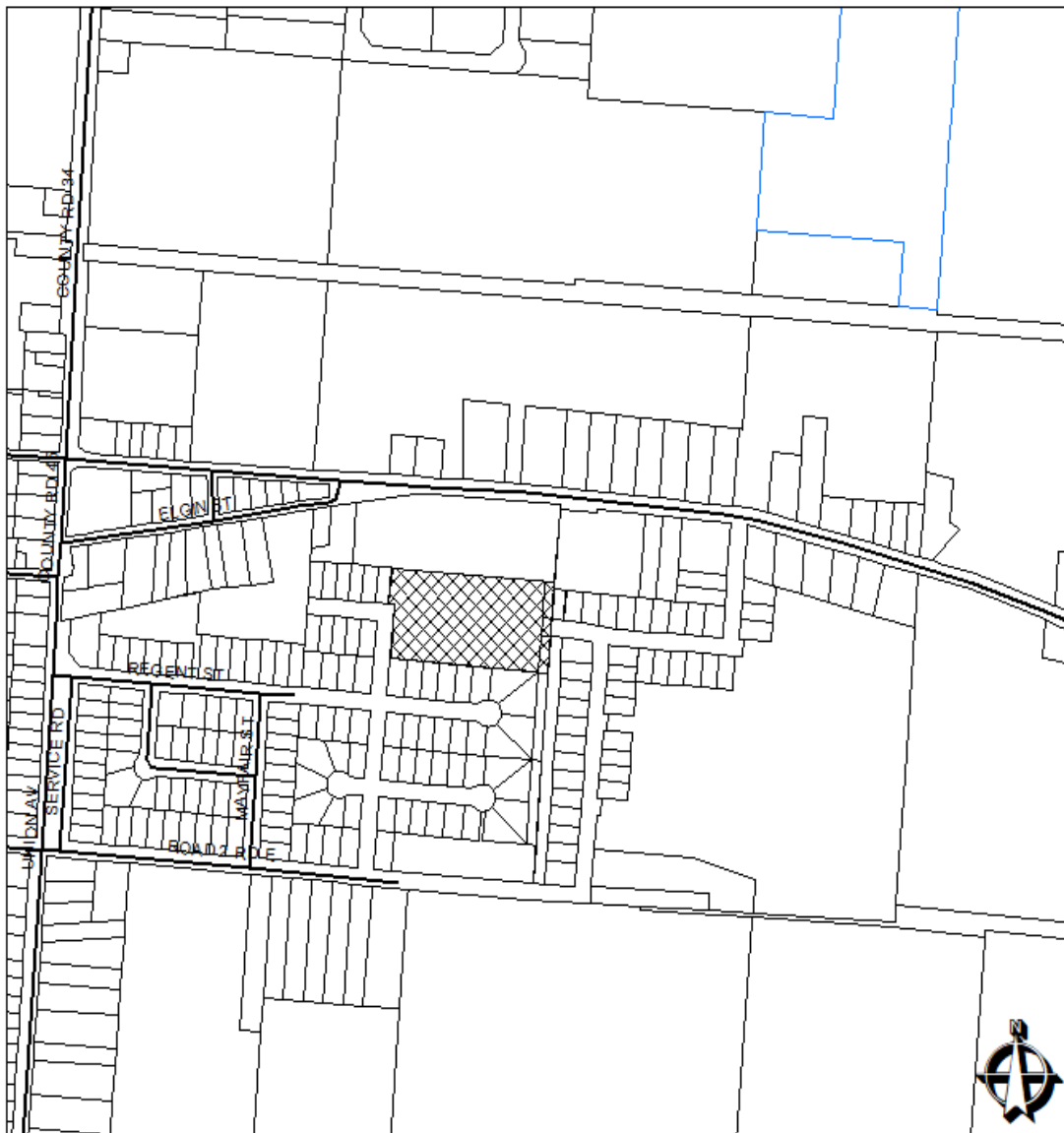
ADDITIONAL INFORMATION relating to this matter is available for review at the Kingsville Municipal Office during regular office hours.

DATED AT THE TOWN OF KINGSVILLE THIS 14TH DAY OF JUNE, 2021

Robert Brown, H. Ba, MCIP, RPP
519-733-2305 ext 250
rbrown@kingsville.ca

KEY MAP- ZBA/10/21

Schedule A



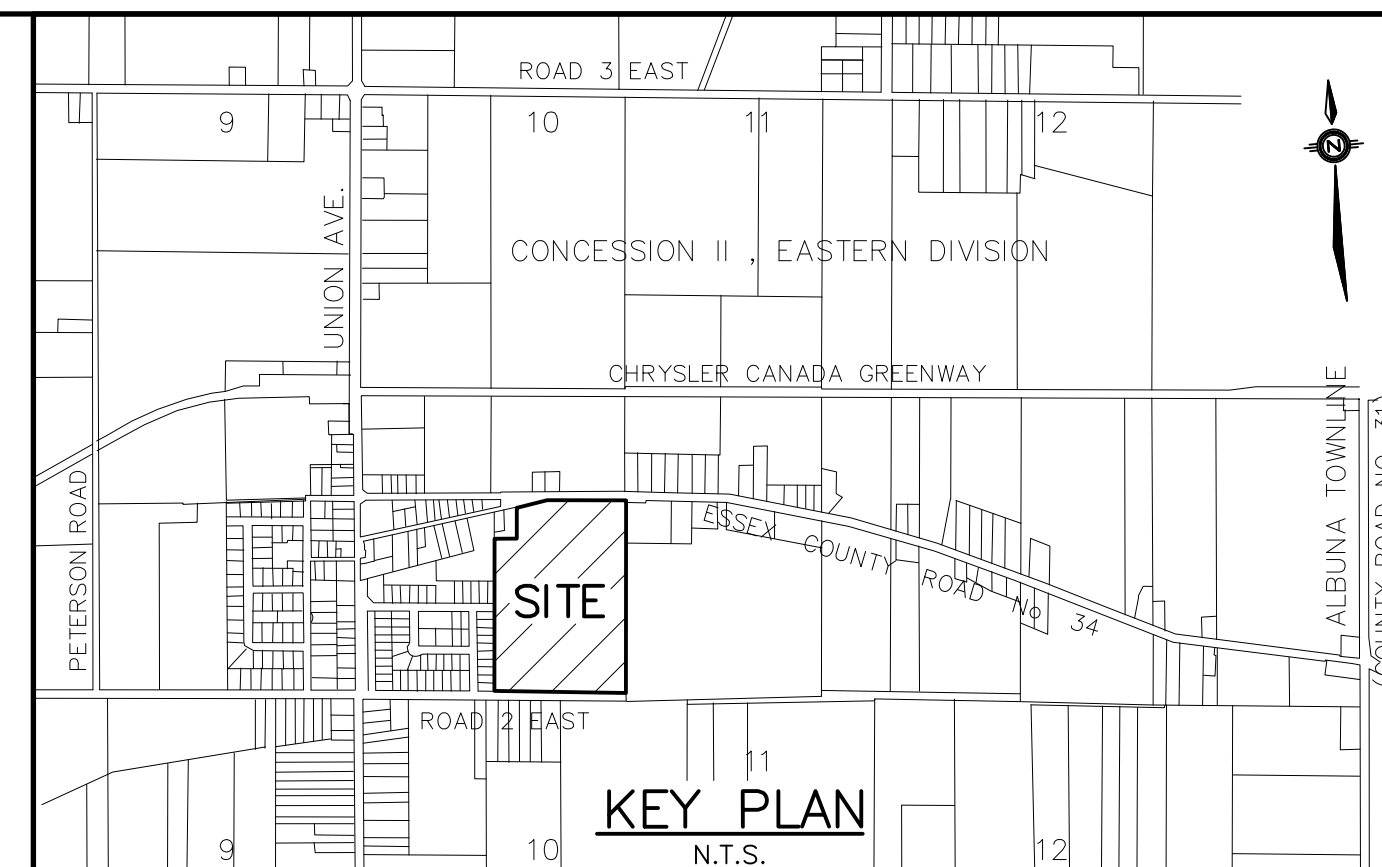
Lots 1 to 21
Draft Plan 37-T-12001
ZBA/10/2021

0 55 110 220 330 440 Meters



Schedule "A", Map 54 of By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Residential Zone 2 Rural/Urban, holding (R2.2 (h)) & Residential Zone Rural/Urban, Exception 8, holding, R2.2-8(h)' to 'Residential Zone 2 Rural/Urban, (R2.2)' & 'Residential Zone 2 Rural/Urban Exception 8, (R2.2-8)'

(A) AS SHOWN ON PLAN
(B) AS SHOWN ON PLAN
(C) AS SHOWN ON PLAN
(D) RESIDENTIAL
(E) REFER TO KEY PLAN
(F) AS SHOWN ON PLAN
(G) AS SHOWN ON PLAN
(H) PIPED MUNICIPAL
(I) SILTY SAND WITH TRACE CLAY DEPOSITS
(J) AS SHOWN ON PLAN
(K) ALL SERVICES TO BE PROVIDED
(L) AS SHOWN ON PLAN



OF
PART OF LOT 10,
CONCESSION 2 EASTERN DIVISION
GEOGRAPHIC TOWNSHIP OF GOSFIELD SOUTH
NOW IN THE
TOWN OF KINGSVILLE
COUNTY OF ESSEX, ONTARIO
VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE, INC.

A horizontal scale bar labeled "METRES" with markings at 0, 7.5, 15.0, 30.0, 45.0, and 75.0.

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

LAND USE SCHEDULE	LOTS/ BLOCKS	RESIDENTIAL UNITS	AREA(Ha)
SINGLE FAMILY DWELLINGS	72	72	6.578
LINEAR PARK & MUNICIPAL DRAIN	1		0.222
STORM WATER MANAGEMENT – BLOCK 74	1		0.795
OTHER – BLOCK 73	1		0.609
R.O.W.			2.137

TOTAL	75	72	10.341
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INTEGRATED SURVEY-UTM ZONE 17 NAD83 (CSRS)
BEARINGS ARE GRID BEARINGS UTM ZONE 17 NAD83 (CSRS) AND ARE DERIVED FROM THE
CAN-NET GPS NETWORK. LEAMINGTON BASE North 4,657,220.630, East 368,549.087 AND
ARE REFERRED TO THE CENTRAL MERIDIAN 81° WEST.

DISTANCES
DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING
BY THE COMBINED SCALE FACTOR OF 0.99980769

LEGEND

SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
SSIB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
IB DENOTES 16mm X 16mm X 0.61m IRON BAR
a DENOTES 19mm diameter X 0.61m ROUND IRON BAR
c DENOTES COT-CROSS
CP DENOTES 5mm X 50mm STEEL PIN
DENOTES SURVEY MONUMENT SET FORTH
DENOTES SURVEY MONUMENT SET AND MARKED 1528
WIT. DENOTES WITNESS DENOTES PERPENDICULAR
(1) DENOTES SET MEASURED
SSIB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE
POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.
(SP) DENOTES SET PROPORTIONALLY (O) DENOTES ORIGIN UNKNOWN
(1) DENOTES PLAN OF SURVEY BY (1528) DATED SEPT. 28, 1990. PLAN FILE G-396.
(P1) DENOTES PLAN 12R-19035
(P2) DENOTES PLAN 12R-10878
(P3) DENOTES REGISTERED PLAN 1601
(P4) DENOTES PLAN 12R-23982
(P5) DENOTES PLAN 12R-24076
(P6) DENOTES PLAN 12R-8984
(P7) DENOTES PLAN 12R-9830
(P8) DENOTES MTO PLAN P-1518-15

(1528) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZARE INC., O.L.S.
(1048) DENOTES WILLIAM J. SETTERINGTON, O.L.S.
(M) DENOTES C.G.R. ARMSTRONG, O.L.S.
(1172) DENOTES STUBBERFIELD, HARTLEY, BREWER LIMITED, O.L.S.
(M0) DENOTES MINISTRY OF TRANSPORTATION, ONTARIO
(1201) DENOTES CLARKE SURVEYS INC., O.L.S.

OWNER'S CERTIFICATE

DOMENICO & FILOMENA MUCCI, BEING THE REGISTERED OWNER OF THE
SUBJECT LANDS HEREBY AUTHORIZE VERHAEGEN, STUBBERFIELD, HARTLEY, BREWER,
BEZAIRE INC. TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION FOR APPROVAL

DATED: _____

_____ DOMENICO MUCCI

DATED: _____

FILOMENA MUCCI

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP
TO THE ADJACENT LANDS HAVE BEEN ACCURATELY AND CORRECTLY SHOWN.

DATE DECEMBER 2, 2011

BRIAN COAD
ONTARIO LAND SURVEYOR
for VERHAEGEN • STUBBERFIELD • HARTLE
BREWSTER • BEZAIRE INC.

BRANCO / MUCCI DEVELOPMENT	PROJECT NO. 11-143
DRAFT PLAN	SHEET NO. 1
	OF 1

APPENDIX A

21

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 53-2021

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

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

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

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

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

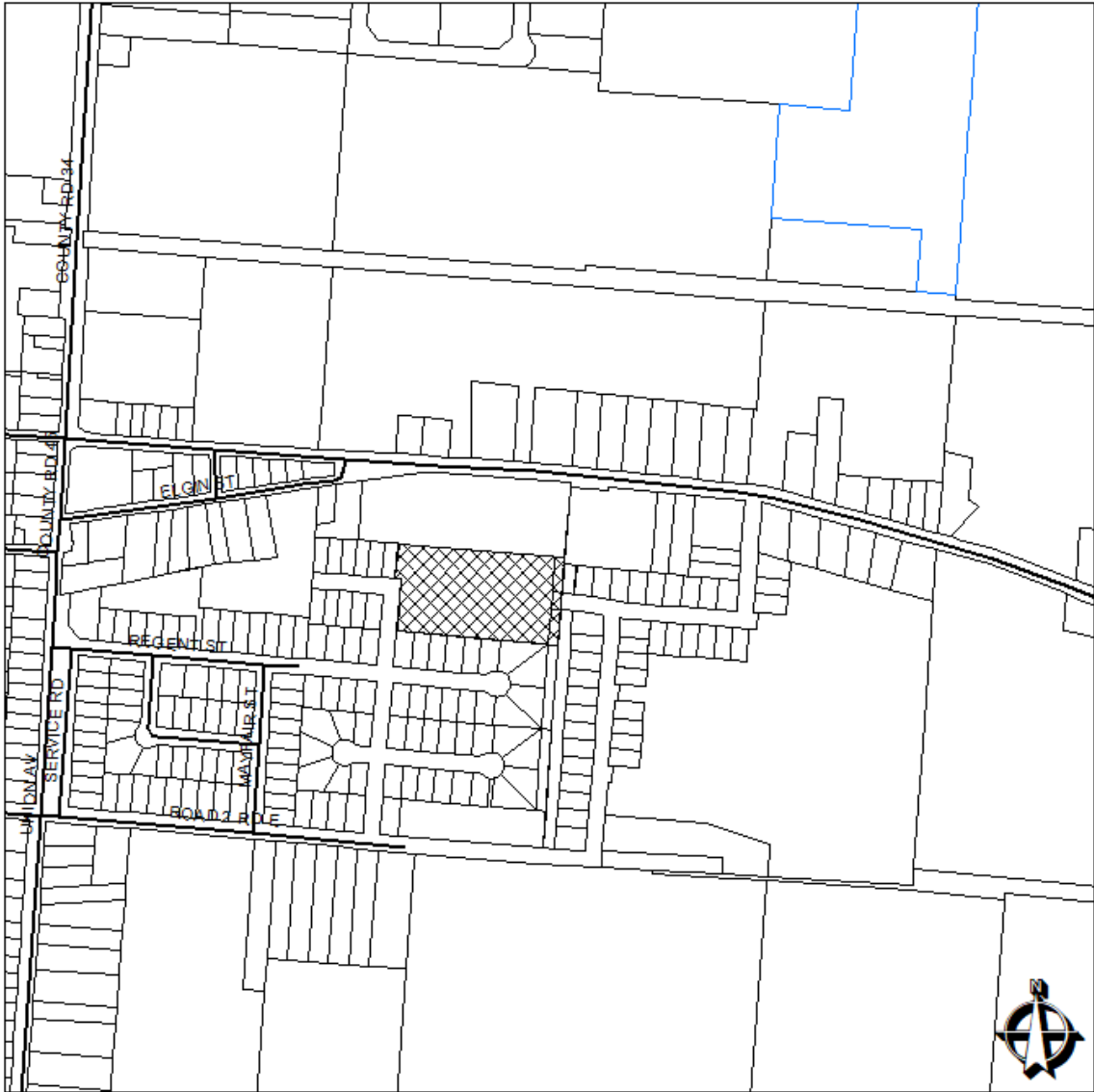
1. Schedule "A", Map 54 of By-law 1-2014 is hereby amended by removing the Holding symbol (h) on lands known municipally as Part of Lot 10, Concession 2 ED, as shown on Schedule 'A' in cross-hatch attached hereto from 'Residential Zone 2 Rural/Urban – Holding (R2.2 (h))' to 'Residential Zone Rural/Urban (R2.2)' or 'Residential Zone 2 Rural/Urban Exception 8 – Holding (R2.2-8 (h))' to 'Residential Zone 2 Rural/Urban Exception 8.'
2. This by-law shall come into force and take effect from the date of passing by Council and shall come into force in accordance with Section 36 of the Planning Act.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
28TH DAY OF JUNE, 2021.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

Schedule A



Lots 1 to 21

Draft Plan 37-T-12001

ZBA/10/2021

Meters

0 55 110 220 330 440

Schedule "A", Map 54 of By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Residential Zone 2 Rural/Urban, holding (R2.2 (h)) & Residential Zone Rural/Urban, Exception 8, holding, R2.2-8(h)' to 'Residential Zone 2 Rural/Urban, (R2.2)' & 'Residential Zone 2 Rural/Urban Exception 8, (R2.2-8)'



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

Date: June 16, 2021
To: Mayor and Council
Author: Ryan McLeod, CPA, CA
RE: 2020 Financial Statements and Year End Review
Report No.: FS-2021-14

RECOMMENDED ACTION

That Council approve the Financial Statements for the year ending December 31, 2020, as audited by BDO Canada LLP.

That council approve the allocation of the 2020 general budget surplus of \$735,125 to a 'Property Acquisition Reserve'.

BACKGROUND

As per section 294.1 of the *Municipal Act, 2001*, every year, municipalities are required to prepare financial statements in accordance with Public Sector Accounting Board (PSAB) standards. These statements are required to be audited by an independent accounting firm. Prior to issuing their audit opinion, the Financial Statements must be approved by Council.

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

The following discussion attempts to provide Council with an overview of the 2020 Financial Statements and highlight any significant changes and observations.

DISCUSSION

The Consolidated Statement of Financial Position, also known as the "Balance Sheet", can be found on page 3 of the Financial Statements. This statement provides a snapshot of the Town's assets and liabilities as at December 31, 2020. Items to note include the following:

Cash and cash equivalents

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

Taxes and grants in-lieu receivable

The Town's tax receivable balance is approximately 4% of total taxes levied which is below the regional municipal average of 5.8%, as indicated in 2019 Provincial Financial Indicator Review (Appendix C). A low tax receivable balance is an indicator of effective collection strategies and a healthy local economy.

Trade and other receivables

This refers to water, sewer, and other miscellaneous receivables owing to the Town at year end. This balance is relatively consistent with 2019.

Drainage costs recoverable

This refers to drainage work that has yet to be billed. This figure has increased over 2019 primarily due to the Esseltine Drain project which is expected to be completed later this year.

Drainage debt receivable

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

Land held for sale

This refers to the property sold to the Greater Essex County School Board on January 16, 2020. The Town is reporting a gain on the sale of this property of \$1,246,233.

Long-term investment

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

Accounts payable and accrued liabilities

The increase in this balance can be attributed to an increase in capital spending in the final months of 2020. All vendor invoices are paid upon approval. The Town had no difficulty meeting its financial obligations as they became due throughout the year.

Municipal debt

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

This debt can be summarized in 3 main categories:

	2020	2019	Increase (Decrease)
Property Tax Supported Debt	\$6,596,608	\$7,276,798	\$(680,190)
Debt Paid by Benefiting land owners	425,480	644,275	(218,795)
Union Water Debt	4,306,542	4,772,208	(465,666)
	<u>\$11,328,630</u>	<u>\$12,693,281</u>	<u>\$(1,364,651)</u>

The only component of Municipal Debt which Council has direct control over is the "Property Tax Supported Debt". This figure is driven by the decisions Council makes during budget deliberations.

Based on the 2021 Capital budget, Council should expect to see an increase in long-term debt over the next few years. This budget included some significant capital projects, namely the Road 2 E reconstruction and South West Watermain, which require debt financing to complete. As these projects were captured in the Town's Development Charge study, the majority of the debt servicing costs associated with these projects will be funded through the future collection of development charges.

Employee future benefits

The Employee Future Benefit Obligation represents the Town's estimated liability for benefit payments for its retirees, based on current and past years of service. The increase in 2020 is primarily attributed to a reduction in the 'discount rate' applied to estimated future cash flows.

Deferred revenue

Deferred Revenue consists of \$3.8M in Development Charges and \$2.2M of unspent federal and provincial grants.

During 2020 the Town collected \$1,911,812 in Development Charges. These funds are collected upon the issuance of building permits and are held in a reserve to finance various growth related capital projects. To put this amount in perspective, the Town would have had to increase property taxation by 10% to generate this level of revenue in 2020. Please refer to appendix A for the Treasurer's Annual Statement of Development Charge Activity.

A breakdown of the unspent federal and provincial grants can be found in Schedule 2 of the Financial Statements. The majority of these funds have been applied against 2021 capital projects.

Tangible capital assets

Tangible capital assets refers to all of the infrastructure, property, and equipment owned by the Town. This includes assets that been purchased directly by the Town and assets that have been contributed to the Town from developers. It is important to note that the value reported on the financial statements refers to historical cost, less accumulated amortization. In most cases, the replacement value of these assets would be significantly higher than the \$129,945,434 reported on the balance sheet. Council should rely on the Asset Management Plan and other infrastructure studies for long-term financial planning with respect to tangible capital assets. Administration currently is the process of reviewing and updating its Asset Management Plan for the Town's core infrastructure assets.

Annual surplus

The Consolidated Statement of Financial Operations and Accumulated Surplus, also known as an "Income Statement", can be found on page 4 of Financial Statements. This statement provides a summary of the financial activities of the Town for the year ended December 31, 2020.

Under PSAB, the Town is reporting a surplus of \$14,062,277 for 2020. This surplus includes \$4.3M in contributed capital from private developers and a \$1.4M from our share of UWSS.

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

	PSAB	Budget Accounting
Capital Assets	Most capital expenditures are recognized on the Balance Sheet as long-lived assets and amortized over their useful lives	Capital expenditures are an expense in the year incurred.
Developer Contributions	Any assets built and transferred to the Town are considered to be income at the time of transfer.	Developer contributions are not budgeted for.
Long-term Debt Repayments	Only the interest portion of long-term debt repayments is an expense.	Both the principle and interest payments are expensed in the year incurred.
Reserves	Reserve activity is neither recognized as 'revenue' or an 'expense'	Contributions from reserves are recognized as revenue, contributions to reserves are considered to be an expense.

Local Improvements & Special Capital Levies	Local improvements and Special Levies are recorded as revenue in the year they are levied on taxes.	Local Improvements and Special Levies are recognized as revenue in the year the project expenses are incurred, offsetting the cost of the project.
Employee Future Benefit Obligation	An actuarial valuation is performed. The estimated obligation is recognized as a liability on the Balance Sheet.	Benefit payments on behalf of retirees are expensed in the year the payments are made.
Water & Wastewater & Building Depts.	The Financial Statements include all of the Town's water, wastewater and building department activities.	For budgeting purposes, these operations have separate stand-alone budgets.
Union Water Supply System	The Financial Statements include the Town's proportionate share of UWSS assets, liabilities and annual surplus / deficit	The UWSS budget is not incorporated into the Town's budget.

For budget purposes, the Town is reporting a general surplus of \$735,125 from 'tax funded' operations. Please refer to Appendix B for a detailed reconciliation of the surplus for budget purposes to the surplus reported under PSAB standards.

The 2020 budget surplus is primarily the result of the following key factors:

- Supplemental tax levies (i.e. taxes on new development) exceeded estimates by \$100,000
- Staffing vacancies and lay-offs resulted in wages and benefit savings of approximately \$290,000
- A reduction in park & facility maintenance and special event expenditures due to COVID-19 cancellations totaled \$122,000 in savings
- Training cancellations due to COVID-19 resulted in savings of \$90,000

Covid-19 Impact

Covid-19 had a significant financial impact on 2020 operations. Fortunately, the Town received \$542,800 in funding from the Federal-Provincial Safe Restart program to help offset Covid-19 related financial pressures. Of the amount received, \$326,475 was applied against 2020 expenses and the balance has been carried forward to offset 2021 challenges. 2020 Covid-19 financial challenges included; enhanced cleaning, PPE, workspace modifications, work from home technology investments, interest waivers on property tax balances, and lost rental income at various Town facilities.

Budget Surplus Allocation

As part of the 2021 Strategic Plan Review, Council identified “Financial Savings for the potential acquisition of Migration Hall and / or School Properties” as a key priority. With this direction in mind, Administration is recommending that the \$735,125 budget surplus from general operations be applied to a new ‘Property Acquisition’ reserve.

Union Water Supply System (UWSS)

The PSAB financial statements include our proportionate share (40.33%) of UWSS assets, liabilities and any surplus or deficit. The Town’s 2020 surplus for PSAB purposes includes a \$1,419,536 surplus from UWSS. Please refer to Note 3 of the Financial Statements for a breakdown of how UWSS is consolidated with the Town’s Financial Statements.

Reserves

As discussed above, Reserves are neither an asset or liability under PSAB financial reporting, they are simply an internal allocation of equity. Page 21 of the Financial Statements includes summary of the Town’s reserve balances at year end. In 2020, the Town’s reserve balances increased by approximately \$4.8M, which includes a \$1.4M increase in UWSS reserves. Based on the Provincial Financial Indicator review, the Town’s reserve balances in relation to operating expenses are slightly better than the average for Southern Ontario lower-tier municipalities.

LINK TO STRATEGIC PLAN

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

To become a leader in sustainable infrastructure renewal and development.

Link to Council 2021-2022 Priorities

- ☐ COVID-19 and the health and safety of the community
- ☐ Customer Service: Training, Technology, Staff, Review Standards/Level of service
- ☐ Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- ☐ Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- ☐ Programming Increase: Youth and Seniors
- ☐ A development plan for Downtown Kingsville / Main Street
- ☒ Financial savings: Schools closings, Migration Hall
- ☐ Economic Development: strengthen tourism/hospitality
- ☐ COVID - economic recovery
- ☐ Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- ☐ Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase

- ☐ Committees / Boards: Review and Report
- ☐ Policy Update: Procedural Bylaw
- ☐ Economic Development: diversify the economy, create local jobs, industrial, Cottam
- ☐ Infrastructure (non-Municipal): Union Water expansion & governance
- ☐ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- ☐ No direct link to Council priorities

FINANCIAL CONSIDERATIONS

Overall, the 2020 Financial Statements indicate that the Town is in a relatively healthy financial position. There are no immediate cash flow concerns. Property taxes are being collected in timely fashion. Long-term debt is decreasing and reserve balances are increasing.

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

CONSULTATIONS

Senior Management Team

Ryan McLeod

Ryan McLeod, CPA, CA

Director of Financial & IT Services

**THE CORPORATION OF
THE TOWN OF KINGSVILLE**

Consolidated Financial Statements
December 31, 2020

**THE CORPORATION OF
THE TOWN OF KINGSVILLE**
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INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying consolidated financial statements of the Corporation of the Town of Kingsville, which comprise the consolidated statement of financial position as at December 31, 2020 and the consolidated statement of financial operations and accumulated surplus, the consolidated statement of changes in net financial assets, the consolidated statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of

the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly in all material respects, the financial position of The Corporation of the Town of Kingsville as at December 31, 2020 and their financial performance and cash flows for the year then ended in accordance with Canadian public sector accounting

Chartered Professional Accountants, Licensed Public Accountants

Essex, Ontario
June 28, 2021

THE CORPORATION OF THE TOWN OF KINGSVILLE
Consolidated Statement of Financial Position
as at December 31, 2020

	<u>2020</u>	<u>2019</u>
FINANCIAL ASSETS		
Cash and cash equivalents (Notes 3 & 9)	\$ 35,878,282	\$ 30,511,981
Taxes and grants-in-lieu receivable	1,581,412	1,470,816
Trade and other receivables (Note 3)	4,310,979	4,497,203
Drainage costs recoverable (Note 6)	3,720,080	1,084,776
Drainage debt receivable (Note 6)	251,660	496,986
Land held for sale	-	1,075,171
Long-term investment (Note 3)	4,349,755	4,241,306
	<u>50,092,168</u>	<u>43,378,239</u>
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities (Note 3)	9,813,258	6,942,393
Accrued interest	47,092	55,158
Municipal debt (Notes 3 & 4)	11,328,630	12,693,281
Employee future benefits (Note 7)	1,426,637	1,300,598
Deferred revenue (Schedule 2)	6,040,977	7,118,589
	<u>28,656,594</u>	<u>28,110,019</u>
NET FINANCIAL ASSETS	<u>21,435,574</u>	<u>15,268,220</u>
Contractual obligations (Note 14)		
Contingencies (Note 17)		
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 3, Schedule 1)	129,945,434	121,992,658
Prepaid expenses	36,611	94,464
	<u>129,982,045</u>	<u>122,087,122</u>
ACCUMULATED SURPLUS	<u>\$ 151,417,619</u>	<u>\$ 137,355,342</u>

THE CORPORATION OF THE TOWN OF KINGSVILLE
Consolidated Statement of Financial Operations and Accumulated Surplus
for the year ended December 31, 2020

	<u>2020 Budget</u> (Note 11)	<u>2020</u>	<u>2019</u>
REVENUES			
Net taxation/user charges	\$ 33,730,301	\$ 29,981,690	\$ 28,163,088
Government transfers	946,203	1,150,133	1,026,914
Other	1,842,574	2,238,350	2,373,562
TOTAL REVENUES	36,519,078	33,370,173	31,563,564
EXPENSES			
General government	4,138,126	4,278,418	4,073,696
Protection to persons and property	6,015,962	6,013,277	5,824,156
Transportation services	6,472,125	6,550,010	6,559,193
Environmental services	10,937,451	10,121,247	9,045,748
Health services	127,499	108,103	123,055
Recreation and culture	3,237,468	2,833,583	3,400,649
Planning and development	515,338	444,316	519,483
TOTAL EXPENSES	31,443,969	30,348,954	29,545,980
NET REVENUES	5,075,109	3,021,219	2,017,584
OTHER			
Deferred revenue earned	3,254,500	2,306,756	175,735
Government transfers received for capital projects	5,011,498	3,682,990	1,824,016
Transfers to Upper Tier Municipality (Note 15)	(450,000)	(435,253)	(180,920)
Employee future benefits	-	(126,039)	(116,585)
Contributed tangible capital assets	-	4,368,485	4,216,077
Gain on sale of land	1,150,000	1,246,233	
Loss on disposal of tangible capital assets	-	(2,114)	(64,125)
	8,965,998	11,041,058	5,854,198
ANNUAL SURPLUS	14,041,107	14,062,277	7,871,782
ACCUMULATED SURPLUS, BEGINNING OF YEAR	137,355,342	137,355,342	129,483,560
ACCUMULATED SURPLUS, END OF YEAR	\$ 151,396,449	\$ 151,417,619	\$ 137,355,342

THE CORPORATION OF THE TOWN OF KINGSVILLE
Consolidated Statement of Changes in Net Financial Assets
for the year ended December 31, 2020

	<u>2020 Budget</u> (Note 11)		<u>2020</u>		<u>2019</u>
Annual Surplus	\$ 14,041,107	\$	14,062,277	\$	7,871,782
Amortization of tangible capital assets	6,857,831		7,101,109		6,857,831
Acquisition of tangible capital assets	(31,107,900)		(15,067,549)		(11,915,268)
Disposals of tangible capital assets	-		13,664		144,588
Acquisition of prepaid expense	-		(36,611)		(94,464)
Consumption of prepaid expense	-		94,464		103,480
INCREASE IN NET FINANCIAL ASSETS	(10,208,962)		6,167,354		2,967,949
NET FINANCIAL ASSETS, BEGINNING OF YEAR	15,268,220		15,268,220		12,300,271
NET FINANCIAL ASSETS, END OF YEAR	\$ 5,059,258	\$	21,435,574	\$	15,268,220

THE CORPORATION OF THE TOWN OF KINGSVILLE
Consolidated Statement of Cash Flows
for the year ended December 31, 2020

	<u>2020</u>	<u>2019</u>
OPERATING ACTIVITIES		
Annual Surplus	\$ 14,062,277	\$ 7,871,782
Items Not Involving Cash		
Amortization of tangible capital assets	7,101,109	6,857,831
Loss on disposal of tangible capital assets	2,114	64,125
Change in employee future benefits	126,039	116,585
Sources (Uses)		
Taxes and grants-in-lieu receivable	(110,596)	(181,447)
Trade and other receivables	186,224	(3,473)
Drainage costs and debt receivable	(2,389,978)	753,610
Assets held for sale	1,075,171	(50,061)
Prepaid expenses	57,853	9,016
Accounts payable and accrued liabilities	2,870,865	(460,655)
Deferred revenue	(1,077,612)	3,934,743
Accrued interest	(8,066)	(7,575)
	21,895,400	18,904,481
INVESTING ACTIVITIES		
Increase in long-term investments	(108,449)	(105,464)
	(108,449)	(105,464)
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(15,067,549)	(11,915,268)
Proceeds on disposal of tangible capital assets	11,550	80,463
	(15,055,999)	(11,834,805)
FINANCING ACTIVITIES		
Long-term debt repaid	(1,364,651)	(1,340,892)
	(1,364,651)	(1,340,892)
NET INCREASE IN CASH AND CASH EQUIVALENTS	5,366,301	5,623,320
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	30,511,981	24,888,661
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 35,878,282	\$ 30,511,981

THE CORPORATION OF THE TOWN OF KINGSVILLE
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

1. Significant Accounting Policies

(a) Management Responsibility

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

(b) Basis of Consolidation

(i) Consolidated Entities

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

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

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

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

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

(iii) Trust Funds

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

THE CORPORATION OF THE TOWN OF KINGSVILLE
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

(c) Basis of Accounting

(i) Accrual Basis of Accounting

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

(ii) Non-financial assets

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

(ii.1) Tangible capital assets

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

Land - Not amortized
Land Improvements - 10 to 30 years
Buildings & Improvements - 10 to 40 years
Information Technology - 4 years
Vehicles/Machinery & Equipment - 4 to 25 years
Furniture and Fixtures - 10 to 15 years
Infrastructure - 20 to 50 years

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

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

(ii.2) Contribution of tangible capital assets

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

THE CORPORATION OF THE TOWN OF KINGSVILLE
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

(ii.3) Leases

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

(ii.4) Inventories

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

(iii) Deferred Revenue

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

(iv) Employee Future Benefits

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

(v) Use of Estimates

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

THE CORPORATION OF THE TOWN OF KINGSVILLE
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

(vi) Taxes receivable and related revenues

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

(vii) Government transfers

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

(viii) Cash and Cash Equivalents

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

THE CORPORATION OF THE TOWN OF KINGSVILLE
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

2. Operation of School Boards and the County of Essex

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

	<u>2020</u>	<u>2019</u>
School Boards	\$ 6,518,682	\$ 6,303,138
County	<u>13,127,751</u>	<u>12,312,336</u>
	<u><u>\$ 19,646,433</u></u>	<u><u>\$ 18,615,474</u></u>

3. Equity in the Union Water Supply System

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

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

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

	<u>2020</u>	<u>2019</u>
Cash and cash equivalents	\$ 5,008,652	\$ 4,057,490
Trade and other receivables	528,646	476,645
Long-term investment	4,349,755	4,241,306
Accounts payable and accrued liabilities	(755,377)	(1,082,918)
Long-term debt	<u>(4,306,542)</u>	<u>(4,772,208)</u>
Net Financial Assets	4,825,134	2,920,315
 Tangible capital assets	 <u>17,015,075</u>	 <u>17,500,358</u>
 Accumulated surplus	 <u><u>\$ 21,840,209</u></u>	 <u><u>\$ 20,420,673</u></u>
 Equity in Reserve and Reserve Funds	 <u><u>\$ 9,131,676</u></u>	 <u><u>\$ 7,692,522</u></u>

The Town's share of any operating surplus or deficit from UWSS is included in Environmental Services expenses on the Consolidated Statement of Financial Operations and Accumulated Surplus. Kingsville's share of the UWSS current year operating surplus was \$1,419,536 (2019 - \$1,301,387).

THE CORPORATION OF THE TOWN OF KINGSVILLE
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

4. Municipal Debt

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

	<u>2020</u>	<u>2019</u>
<i>Property Tax Supported</i>		
i) OSIFA Loan - repayable in semi-annual instalments of \$49,389 plus interest at 4.72%, due September, 2027	\$ 642,055	\$ 740,833
ii) OILC Loan - repayable in semi-annual instalments of \$119,772 including interest at 3.97%, due December, 2033	2,414,336	2,553,863
iii) OILC Loan - repayable in semi-annual instalments of \$91,043 including interest at 2.47%, due November, 2025	851,523	1,009,641
iv) OILC Loan - repayable in semi-annual instalments of \$52,753 including interest at 3.34%, due November, 2035	1,236,906	1,299,528
v) OILC Loan - repayable in semi-annual instalments of \$131,283 including interest at 2.56%, due November, 2026	1,451,788	1,672,933
<i>Benefiting Property Owners</i>		
i) Sewer Separation Program Debentures - repayable in annual instalments including interest ranging from 4.0% to 5.0%, due in various amounts from 2021 to 2022	154,927	292,650
ii) Drain Debentures - repayable in annual instalments including interest ranging from 3.25% to 5.0%, due in various amounts from 2021 to 2028	251,659	496,987
iii) Sanitary Sewer Debentures - repayable in annual instalments including interest ranging from 2.83% to 5.0%, due in various amounts from 2021 to 2025	638,278	849,373
iv) Watermain Debentures - repayable in annual instalments including interest of 4.5%, due 2029	70,798	-
v) Tile Loans - repayable in annual instalments including interest at 6.0%, due in various amounts from 2021 to 2028	<u>115,743</u>	<u>139,095</u>
Total long-term liabilities incurred by the Municipality and those incurred on behalf of benefiting land owners	7,828,013	9,054,903
Less: Internally financed debt	<u>(805,925)</u>	<u>(1,133,830)</u>
	7,022,088	7,921,073
Share of Union Water System Obligations	<u>4,306,542</u>	<u>4,772,208</u>
	<u>\$ 11,328,630</u>	<u>\$ 12,693,281</u>

THE CORPORATION OF THE TOWN OF KINGSVILLE
Notes to the Financial Statements
for the year ended December 31, 2020

4. Municipal Debt (continued)

(b) Principal payments are as follows;

2021	\$ 1,334,018
2022	1,419,884
2023	1,458,783
2024	1,558,483
2025	1,666,304
2026 onward	<u>3,891,158</u>
	<u>\$ 11,328,630</u>

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

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

	<u>2020</u>	<u>2019</u>
Interest	\$ 794,256	\$ 871,365

5. Trust Funds

The municipality administers a Perpetual Care Cemetery Trust Fund which amounts to \$1,248,782 (2019 - \$1,215,751). The assets and liabilities of this trust have not been included in the "Consolidated Statement of Financial Position" nor have the operations been included in the "Consolidated Statement of Financial Operations and Accumulated Surplus".

6. Drainage Costs Recoverable and Drainage Debt Receivable

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

THE CORPORATION OF THE TOWN OF KINGSVILLE
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

7. Employee Future Benefits

The municipality pays certain medical, dental and life insurance benefits on behalf of its retired employees until they reach the age of 65. Information about the Town's defined benefit plans is as follows:

	<u>2020</u>	<u>2019</u>
Accrued benefit as at January 1	\$ 1,300,598	\$ 1,184,013
Service cost	68,337	60,513
Interest cost	40,408	42,824
Benefit paid for year	(43,996)	(41,968)
Actuarial gain	<u>61,290</u>	<u>55,216</u>
Projected accrued benefit obligation at December 31	\$ <u><u>1,426,637</u></u>	\$ <u><u>1,300,598</u></u>

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

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

	<u>2020</u>	<u>2019</u>
Discount rate	2.5%	3.0%
Salary scale	3.0%	3.0%
Drug expense trend	7% in 2018 to 4% over 20 years	7% in 2018 to 4% over 20 years
Dental expense trend	3.5%	3.5%
Other medical expense trend	4.0%	4.0%

8. Segmented Information

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

General Government

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

Protection to Persons and Property

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

THE CORPORATION OF THE TOWN OF KINGSVILLE
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

Transportation

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

Environmental

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

Health Services

Health Services refers to cemetery operations.

Recreation & Culture

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

Planning & Development

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

9. Cash and Cash Equivalents

The Town has an authorized overdraft limit of \$2,000,000 bearing interest at prime with TD Canada Trust. At December 31, 2020, the Town had \$2,000,000 (2019 - \$2,000,000) in unused credit available.

Included in cash and cash equivalents is deferred revenue of \$6,040,977 (2019 - \$7,118,589) and reserve funds of \$59,276 (2019 - \$59,276) which is restricted for specific purposes as outlined in schedules 2 and 3.

Cash equivalents may include short-term investments with maturity dates of more than six months from the date of acquisition but less than one year. The total included is \$0 (2019 - \$9,508,537).

THE CORPORATION OF THE TOWN OF KINGSVILLE
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

10. Reserve, Reserve Funds and Deferred Revenue

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

	<u>2020</u>	<u>2019</u>
Total reserves and reserve funds (Schedule 3)	\$ 30,501,754	\$ 25,649,658
Deferred revenue portion of reserve funds set aside for specific purposes by legislation, regulation or agreement (Schedule 2)	<u>6,040,977</u>	<u>7,118,589</u>
	<u><u>\$ 36,542,731</u></u>	<u><u>\$ 32,768,247</u></u>

11. Budget Amounts

The 2020 Financial Budget was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. Further, the budget includes all tangible capital expenditures rather than amortization expense. For the purpose of these financial statements, the budget figures have been modified as follows;

Consolidated Statement of Financial Activities
For the year ended December 31, 2020

	2020 Budget	Change	Restated 2020 Budget
Revenue	\$ 61,701,431		61,701,431
Less: Contributions from reserves		(7,644,621)	(7,644,621)
Less: Proceeds from long-term debt		(7,950,000)	(7,950,000)
Less: Inter-departmental revenues		(570,500)	(570,500)
Plus: Local Improvements		398,766	398,766
	<u>61,701,431</u>	<u>(15,766,355)</u>	<u>45,935,076</u>
Expenses			
Total Expenditures as per budget	61,701,431		61,701,431
Less: Contributions to reserves		(4,368,200)	(4,368,200)
Less: Capital expenditures, net of transfers		(31,107,900)	(31,107,900)
Plus: Amortization		6,857,831	6,857,831
Plus: Interest on non-tax funded debt		61,495	61,495
Less: Repayments of tax funded debt		(680,188)	(680,188)
Less: Inter-departmental expenses		(570,500)	(570,500)
	<u>61,701,431</u>	<u>(29,807,462)</u>	<u>31,893,969</u>
Annual Surplus			14,041,107
Accumulated surplus, beginning of year			137,355,342
Accumulated surplus, end of year			\$ 151,396,449

THE CORPORATION OF THE TOWN OF KINGSVILLE
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

12. Pension Plan

The Town belongs to the Ontario Municipal Employee Retirement Fund (OMERS) which is a multi-employer plan on behalf of 62 members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on their length of service and rates of pay. The plan is funded through equal contributions from the employer and its member employees.

The amount contributed by the Municipality in 2020 was \$516,450 (2019 - \$470,407). At December 31, 2020 the OMERS plan was in a deficit position, funded at 97% (2019 - 97%). Contribution rates to the plan are determined by OMERS, based on the funding status of the plan, investment projections and other actuarial assumptions. Ongoing adequacy of the current contribution rates will need to be monitored as fluctuations in the financial markets may lead to increased future funding requirements.

13. Public Sector Salary Disclosure Act

The Public Sector Salary Disclosure Act requires all municipalities to disclose, which, if any, employees or officers received remuneration totaling more than \$100,000 during the year. During 2020, the following employees met this requirement:

Position	Name	Salary Paid	Taxable Benefits
Chief Building Official	P. Valore	\$ 128,123	930
Deputy Fire Chief	J. Dean	111,470	844
Director of Financial and IT Services	R. McLeod	151,786	1,011
Director of Infrastructure and Engineering	A. Plancke	136,998	983
Director of Legislative Services	J. Astrologo	159,775	1,070
Fire Chief	C. Parsons	126,781	1,954
Manager of Engineering	T. Del Greco	111,470	844
Manager of Facilities and Properties	D. Wolicki	100,324	775
Manager of Financial Services	T. Hong	105,897	797
Manager of Human Resources	J. Galea	105,276	808
Manager of Information Technology	T. Iacobelli	126,782	930
Manager of Planning & Development Services	R. Brown	126,781	930
Manager of Public Works/Environmental Svcs	S. Martinho	111,470	1,421
Manager of Recreation Programs	M. Durocher	100,549	767

14. Contractual Obligations

Policing services for the Town are currently provided by the Ontario Provincial Police (OPP). Under the current agreement, which expires December 31, 2021, policing costs are determined annually. In 2020, the OPP contract approximated \$3.3 million (2019 - \$3.2 million).

The Town has entered an agreement with the Ontario Clean Water Agency (OCWA), to operate their sewage facilities through May 31, 2025. Under this agreement, the Town retains responsibility for all operating and capital costs associated with these facilities. Included in the consolidated statement of financial activities are charges from OCWA of approximately \$1,256,000 (2019 - \$1,168,000).

The Town has entered an agreement for waste collection services which expires on December 31, 2026. In 2020, the cost of collection services provided under this agreement was \$563,000 (2019 - \$540,000).

THE CORPORATION OF THE TOWN OF KINGSVILLE
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

15. Transfers to Upper Tier Municipality

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

16. Comparative Amounts

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

17. Contingencies

The Town has been named as a defendant in 2 lawsuits arising from the actions of a former employee. These claims are currently being managed by an insurance provider and no additional liability is expected against the Town, at this time. As the outcome of these claims is not determinable, no provision for such costs have been recorded in the financial statements.

There is possibility of additional claims from additional victims which may or may not be covered by insurance and give rise to the possibility of a financial liability, but at this time no other claims have been received.

18. Uncertainty due to COVID-19

The global pandemic has disrupted economic activities and supply chains. The Town continues to provide essential services and has adapted operations to comply with Provincial Health regulations. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the related financial impact cannot be reasonably estimated at this time.

THE CORPORATION OF THE TOWN OF KINGSVILLE
Consolidated Schedule of Tangible Capital Assets
Categorized by Asset Type
For the Year Ended December 31, 2020

Schedule 1

	GENERAL					INFRASTRUCTURE			TOTALS	
	Land & Improvements	Buildings & Improvements	Information Technology	Furniture & Fixtures	Vehicles, Machinery & Equipment	Roads & Bridges	Water, Wastewater & Storm Sewers	Construction in Progress	2020	2019
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
COST										
Balance, beginning of year	4,462,688	15,148,679	487,034	501,961	10,049,195	130,074,016	111,929,593	7,576,791	280,229,957	269,689,625
Additions during the year	153,595	4,264,804	474,006	-	716,328	3,057,779	5,593,961	807,076	15,067,549	11,915,268
Disposals during the year	-	-	(71,610)	-	(157,826)	(37,817)	(22,631)	-	(289,884)	(1,374,936)
BALANCE, END OF YEAR	4,616,283	19,413,483	889,430	501,961	10,607,697	133,093,978	117,500,923	8,383,867	295,007,622	280,229,957
ACCUMULATED AMORTIZATION										
Balance, beginning of year	118,984	6,935,191	379,103	306,371	5,639,265	98,285,917	46,572,468	-	158,237,299	152,609,816
Amortization during the year	32,437	449,459	93,420	26,164	616,489	3,329,393	2,553,747	-	7,101,109	6,857,831
Accumulated Amortization on disposals	-	-	(71,610)	-	(144,162)	(37,817)	(22,631)	-	(276,220)	(1,230,348)
BALANCE, END OF YEAR	151,421	7,384,650	400,913	332,535	6,111,592	101,577,493	49,103,584	-	165,062,188	158,237,299
TANGIBLE CAPITAL ASSETS	4,464,862	12,028,833	488,517	169,426	4,496,105	31,516,485	68,397,339	8,383,867	129,945,434	121,992,658

THE CORPORATION OF THE TOWN OF KINGSVILLE
Consolidated Schedule of Deferred Revenue
For the Year Ended December 31, 2020

Schedule 2

	Opening	Contributions Received	Interest Earned	Deferred Revenue Allocated	Ending
	\$	\$	\$	\$	\$
Development charges	4,136,185	1,911,812	59,487	(2,306,756)	3,800,728
Federal gas tax	1,449,201	1,046,091	19,891	(1,292,299)	1,222,884
Ontario Community Infrastructure Grant	939,168	962,227	14,088	(1,468,000)	447,483
Cannabis Legalization Implementation Grant	33,257	-	496	-	33,753
Modernization Grant	560,778	131,250	6,555	(378,779)	319,804
Safe Restart (Covid) Fund	-	542,800	-	(326,475)	216,325
	7,118,589	4,594,180	100,517	(5,772,309)	6,040,977

THE CORPORATION OF THE TOWN OF KINGSVILLE
Consolidated Schedule of Reserves and Reserve Funds
For the Year Ended December 31, 2020

Schedule 3

	Opening	Contributions Received	Transfer to Operations	Transfer to Capital	Ending
	\$	\$	\$	\$	\$
RESERVE FUNDS					
WATER CAPITAL	59,276	-	-	-	59,276
	59,276	-	-	-	59,276
RESERVES					
BIA	65,812	19,137	-	-	84,949
BUILDING	642,970	433,279	-	-	1,076,249
FACILITIES	762,336	220,000	-	29,690	952,646
FIRE	564,549	313,000	-	50,246	827,303
GENERAL	6,549,057	1,146,169	50,000	39,343	7,605,883
IT	4,316	-	-	-	4,316
MARINA	67,305	-	-	30,000	37,305
MIGRATION	7,249	55	-	-	7,304
PARKS & RECREATION	866,112	640,179	8,921	448,679	1,048,691
PLANNING	20,000	-	-	-	20,000
POLICE	701,388	80,000	-	-	781,388
PUBLIC WORKS	2,670,803	1,985,952	-	362,427	4,294,328
SEWER	745,038	721,634	18,183	1,250,160	198,329
WATER - MUNICIPAL	4,230,925	1,072,044	-	930,858	4,372,111
WATER - UNION WATER SUPPLY SYSTEM	7,692,522	1,439,154	-	-	9,131,676
	25,590,382	8,070,603	77,104	3,141,403	30,442,478
	25,649,658	8,070,603	77,104	3,141,403	30,501,754

THE CORPORATION OF THE TOWN OF KINGSVILLE
Consolidated Schedule of Accumulated Surplus
as at December 31, 2020

Schedule 4

	<u>2020</u>		<u>2019</u>
Tangible capital assets	\$ 129,945,434	\$	121,992,658
Reserves and reserve funds	30,501,754		25,649,658
Operating fund surplus	3,121,099		3,381,725
Unfinanced capital	(338,571)		(338,574)
Drainage debt receivable	251,660		496,986
Amounts to be Recovered:			
Municipal Debt - Recoverable from future taxation	(6,596,608)		(7,276,798)
Municipal Debt - Recoverable from benefiting property owners	(1,160,607)		(1,778,105)
Union Water Supply System Debt - Recoverable from rate payers	(4,306,542)		(4,772,208)
Accumulated Surplus	\$ 151,417,619	\$	137,355,342

THE CORPORATION OF THE TOWN OF KINGSVILLE
Consolidated Schedule of Segmented Information
For the Year Ended December 31, 2020

Schedule 5

	General Government	Protection to Persons & Property	Transportation	Environmental	Health Services	Recreation & Culture	Planning & Development	Total
Revenues								
Property taxes	\$ 3,058,344	\$ 5,206,068	\$ 5,854,490	\$ 1,398,833	\$ 44,941	\$ 3,136,567	\$ 274,978	\$ 18,974,222
User charges	89,138	94,612	468,764	9,783,597	73,002	398,189	100,166	11,007,468
Government transfers	978,511	20,059	-	52,384	-	76,519	22,660	1,150,133
Local improvement charges	-	-	-	441,732	-	-	-	441,732
Licences, permits, rents	44,212	1,023,788	8,432	-	1,273	113,398	-	1,191,103
Fines and penalties	134,846	21,277	-	14,240	-	-	-	170,363
Donations	-	250	7,400	-	-	6,905	400	14,955
Investment income	335,835	-	-	84,362	-	-	-	420,197
	<u>4,640,886</u>	<u>6,366,054</u>	<u>6,339,086</u>	<u>11,775,148</u>	<u>119,216</u>	<u>3,731,578</u>	<u>398,204</u>	<u>33,370,173</u>
Expenses								
Wages and benefits	2,395,476	1,993,044	980,609	887,430	41,984	1,394,734	325,190	8,018,467
Interest on long-term debt	21,300	-	177,993	544,100	-	42,886	-	786,279
Materials	1,206,503	291,996	1,833,146	1,271,786	9,415	763,103	96,885	5,472,834
Contracted services	419,934	3,482,774	-	4,782,362	50,834	78,043	18,471	8,832,418
Rents & financial expenses	88,034	19,636	7,724	-	-	18,896	3,557	137,847
Amortization	147,171	225,827	3,550,538	2,635,569	5,870	535,921	213	7,101,109
	<u>4,278,418</u>	<u>6,013,277</u>	<u>6,550,010</u>	<u>10,121,247</u>	<u>108,103</u>	<u>2,833,583</u>	<u>444,316</u>	<u>30,348,954</u>
Other								
Deferred revenue earned	-	-	169,107	2,137,649	-	-	-	2,306,756
Government transfers received for capital	518,551	-	3,122,159	42,280	-	-	-	3,682,990
Government transfers provided for capital	-	-	(435,253)	-	-	-	-	(435,253)
Change in employee benefits	(126,039)	-	-	-	-	-	-	(126,039)
Contributed tangible capital assets	-	-	1,414,104	2,941,781	-	12,600	-	4,368,485
Gain on sale of land	-	-	1,246,233	-	-	-	-	1,246,233
Gain/(Loss) on sale of assets	-	-	8,452	3,006	-	(13,572)	-	(2,114)
	<u>392,512</u>	<u>-</u>	<u>5,524,802</u>	<u>5,124,716</u>	<u>-</u>	<u>(972)</u>	<u>-</u>	<u>11,041,058</u>
Annual Surplus (Deficit)	<u>\$ 754,980</u>	<u>\$ 352,777</u>	<u>\$ 5,313,878</u>	<u>\$ 6,778,617</u>	<u>\$ 11,113</u>	<u>\$ 897,023</u>	<u>\$ (46,112)</u>	<u>\$ 14,062,277</u>

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

Schedule 5

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

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

Description	Services to which the Development Charge Relates											Total
	Roads	Municipal Parking	Police	Fire	Recreation	Library	Administration	Non- Administrative Facilities	Water	Storm Water	Wastewater	
Opening Balance, January 1, 2020	1,017,537	22,735	105,104	375,529	1,458,955	(563,802)	122,617	(14,112)	621,291	187,686	802,646	4,136,185
Plus:												
Development Charge Collections	795,162	5,462	21,524	-	199,025	39,791	31,633	3,381	502,653	26,935	286,246	1,911,812
Accrued Interest	26,133	448	2,013	5,971	26,362	(8,332)	2,453	(170)	17,766	3,412	(16,569)	59,487
Repayment of Monies Borrowed from Fund and Associated Interest ¹	-	-	-	-	-	-	-	-	-	-	-	-
Sub-Total	1,838,832	28,645	128,641	381,500	1,684,342	(532,343)	156,703	(10,901)	1,141,710	218,033	1,072,323	6,107,484
Less:												
Amount Transferred to Capital (or Other) Funds ²	(169,107)	-	-	-	-	-	-	-	(6,571)	-	(2,131,078)	(2,306,756)
Amounts Refunded	-	-	-	-	-	-	-	-	-	-	-	-
Amounts Loaned to Other D.C. Service Category for Interim Financing	-	-	-	-	-	-	-	-	-	-	-	-
Credits	-	-	-	-	-	-	-	-	-	-	-	-
Sub-Total	(169,107)	-	-	-	-	-	-	-	(6,571)	-	(2,131,078)	(2,306,756)
Closing Balance, December 31, 2020	1,669,725	28,645	128,641	381,500	1,684,342	(532,343)	156,703	(10,901)	1,135,139	218,033	(1,058,755)	3,800,728

¹ Source of funds used to repay the D.C. reserve fund

² See Appendix A-1 for details

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

Appendix B - PSAB - Budget Reconciliation

	2020
General Surplus (Deficit) for Budget Purposes:	735,125
Other Self-Funded Municipal Departments:	
Building	422,029
Water	216,044
Wastewater – KLSW	109,205
Wastewater – Cottam	(18,183)
Total Surplus (Deficit) for Budget Purposes	729,095
Tangible Capital Asset Adjustments:	
Capitalized additions	10,613,643
Amortization & Disposals	(6,544,070)
Tangible Capital Asset Adjustments	4,069,573
Contributed Capital (i.e. Developer Contributions)	4,368,485
Long-term debt principal repayments	680,188
Reserve contributions in excess of withdrawals	1,600,847
UWSS Surplus	1,419,536
Local improvement revenue	380,237
Non-Budgeted Items:	
Employee Future Benefit expense	(126,039)
Other Items*	205,230
2020 Surplus - PSAB	14,062,277

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

FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

Kingsville T

Date Prepared:	
MSO Office:	Western
Prepared By:	
Tier	LT

2019 Households:	8,990
2019 Population	21,552
2020 MFCI Index	2.7

Median Household Income:	77,429
Taxable Residential Assessment as a % of Total Taxable Assessment:	79.8%
Own Purpose Taxation:	18,046,229

SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	South - LT - Counties - Non-Rural		Level of Risk
			Median	Average	
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2015	4.8%	6.6%	LOW
		2016	4.7%	6.2%	LOW
		2017	4.0%	5.8%	LOW
		2018	3.7%	6.1%	LOW
		2019	4.0%	5.7%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2015	-2.1%	-2.7%	LOW
		2016	12.1%	-4.8%	LOW
		2017	31.0%	3.4%	LOW
		2018	43.5%	20.2%	LOW
		2019	50.1%	33.1%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2015	60.3%	55.9%	LOW
		2016	67.6%	58.4%	LOW
		2017	79.0%	60.2%	LOW
		2018	87.2%	64.4%	LOW
		2019	86.9%	77.3%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: < 0.25:1	2015	2.01:1	2.41:1	LOW
		2016	4.3:1	2.37:1	LOW
		2017	3.72:1	2.91:1	LOW
		2018	3.33:1	3.29:1	LOW
		2019	4.36:1	3.61:1	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2015	10.1%	5.1%	6.0%	HIGH
		2016	10.6%	5.2%	5.9%	HIGH
		2017	7.6%	5.2%	6.0%	MODERATE
		2018	7.1%	5.2%	5.3%	MODERATE
		2019	6.6%	4.8%	5.0%	MODERATE
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2015	52.5%	35.5%	35.3%	MODERATE
		2016	54.3%	35.4%	35.9%	MODERATE
		2017	55.9%	36.5%	36.9%	MODERATE
		2018	58.0%	37.3%	37.7%	MODERATE
		2019	57.9%	38.5%	39.0%	MODERATE
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2015	-8.5%	9.0%	11.7%	MODERATE
		2016	2.7%	10.9%	13.5%	LOW
		2017	15.3%	15.2%	16.8%	LOW
		2018	4.7%	17.7%	20.4%	LOW
		2019	12.0%	21.2%	21.0%	LOW

The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.



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

Date: June 15, 2021

To: Mayor and Council

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

RE: Application for Site Plan Approval SPA/13/2021 by
Southshore Greenhouse Inc.
1670 Seacliff (County Rd. 20)
Pt. Lot 10, Concession 1 ED, Part 1, RP 12R 6792

Report No.: PS 2021-039

RECOMMENDED ACTION

That Council:

Approve site plan approval application SPA/13/2021 for the construction of a new 11.71 ha (28.956 ac.) greenhouse facility and associated support facilities on lands located at 1670 Seacliff Drive (County Road 20), 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.

BACKGROUND

The subject land is a 15.44ha (38.15 ac.) farm parcel with an existing dwelling and outbuilding. The proposed development for the site is a new 11.71 ha (28.956 ac.) greenhouse with associated support facilities. The development is a continuation of the applicant's operations to the east and will add to their current vegetable growing facilities.

DISCUSSION

1.0 Provincial Policy Statement

The proposed development on the property is a permitted agricultural use and consistent with the agricultural policies of the Provincial Policy Statement.

2.0 Official Plan

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

3.0 Comprehensive Zoning By-Law – Town of Kingsville

The subject property is zoned 'Agriculture, (A1)' and permits greenhouse farming and the associated support facilities. The attached site plan has been reviewed and the proposed new development will be in compliance with the greenhouse specific provisions of Sections 4.16 and 7.1d) i) of the Town of Kingsville Zoning By-law 1-2014.

4.0 Site Plan

The new development includes the following:

- 11.71 ha (28.956 ac.) of vegetable growing area
- 7,200 sq. m (77,500 sq. ft. warehouse
- a new hot water tank,
- increase to the storm water management pond, and
- new entrance inline with Fuller Drive

Water allocation for the site was approved prior to the current moratorium on new large water services and this was confirmed via letter from Union Water (Appendix B). The site has access to sanitary sewer servicing over the abutting lands also owned by the applicant.

The north end of the greenhouse has been setback in accordance with the requirements for new greenhouse development however the applicant is also proposing a new tree line to provide screening. It is further recommended that a similar landscaped buffer be provided along the south end of the lot along Seacliff to provide a visual buffer for the existing dwellings on the south side of Seacliff. This same type of buffer is required along the west and north lot lines of 1718 Seacliff. Housing for workers on this site are provided at other bunkhouse facilities that are part of the overall operations of the applicant.

LINK TO STRATEGIC PLAN

Support growth of the business community.

Link to Council 2021-2022 Priorities

- ☐ COVID-19 and the health and safety of the community
- ☐ Customer Service: Training, Technology, Staff, Review Standards/Level of service
- ☐ Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- ☒ Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- ☐ Programming Increase: Youth and Seniors
- ☐ A development plan for Downtown Kingsville / Main Street
- ☐ Financial savings: Schools closings, Migration Hall
- ☐ Economic Development: strengthen tourism/hospitality
- ☐ COVID - economic recovery
- ☐ Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- ☒ Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- ☐ Committees / Boards: Review and Report
- ☐ Policy Update: Procedural Bylaw
- ☐ Economic Development: diversify the economy, create local jobs, industrial, Cottam
- ☐ Infrastructure (non-Municipal): Union Water expansion & governance
- ☐ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- ☐ No direct link to Council priorities

FINANCIAL CONSIDERATIONS

There will be an increase in assessment as a result of the proposed new development. Building permit fees will be collected and development charges are applicable to any non-growing area.

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. There are no objection to the proposed development subject to an acceptable storm water management plan and any necessary permitting. The Town has reviewed the storm water plan and indicated that it is sufficient subject to consolidation of the subject lands with the abutting parcel(s) to the east. ERCA has also requested that wording outlined in

the attached comment be included in the amending agreement. In addition to the standard comment ERCA has noted that the parcel may be within an event based area (EBA) that requires preparation of a risk management plan if fuel (more than 15,000 L) is stored on site. See Appendix C for full comment.

2) County of Essex

The County has requested a road widening along the frontage of the property. The applicant has noted this on the site plan. The full comment is attached as Appendix D.

3) Technical Advisory Committee

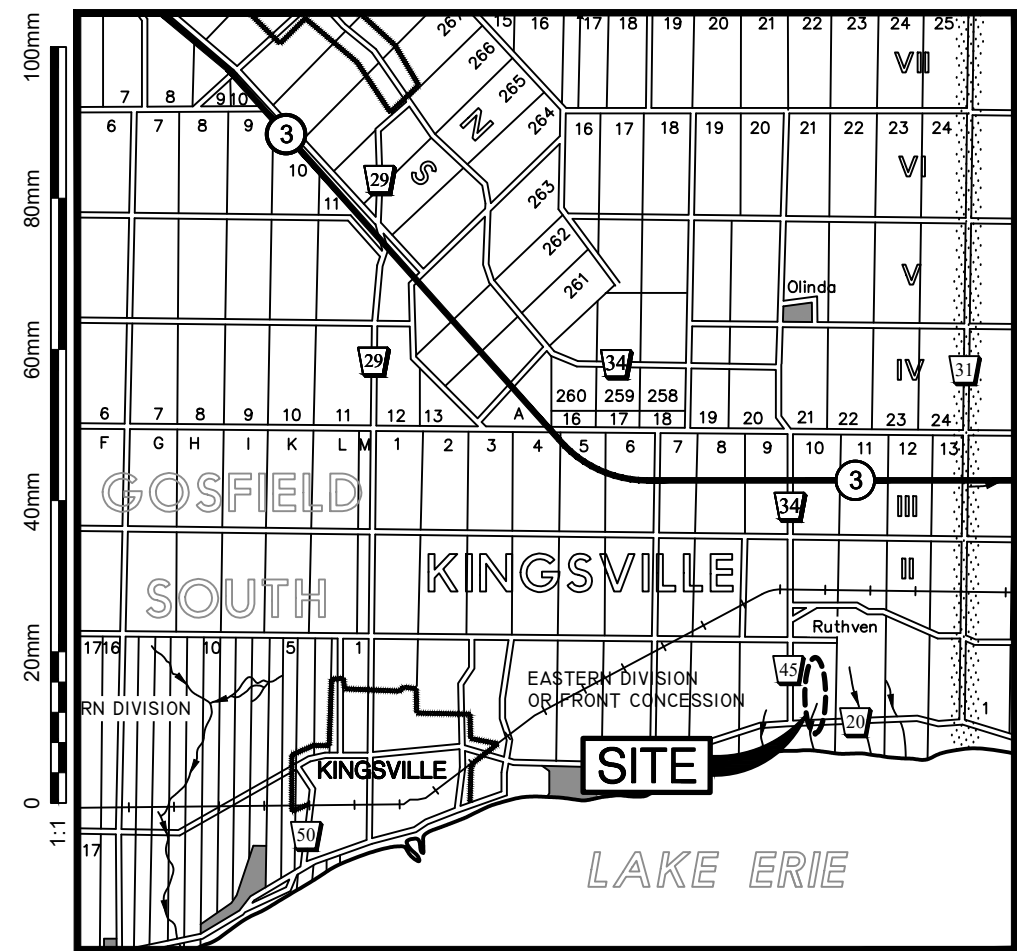
Building Services will review the plans for items related to the Building Code at the permit stage.

IES has requested that the subject site be consolidated with the abutting lands to address both water servicing and storm water management. The applicant has indicated that the consolidation process has been started and the requirement will be outlined in the site plan agreement. Along with consolidation a new water service is being installed to the property that will allow for a number of existing services to be removed. An as-built consolidated servicing plan has been requested to update IES and Planning records for future reference.

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

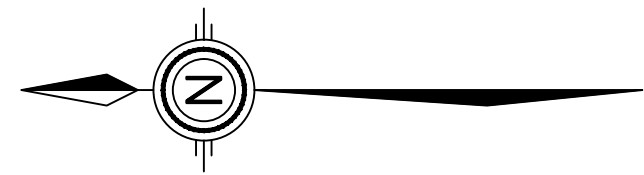
Robert Brown

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



KEY PLAN

Scale = N.T.S.

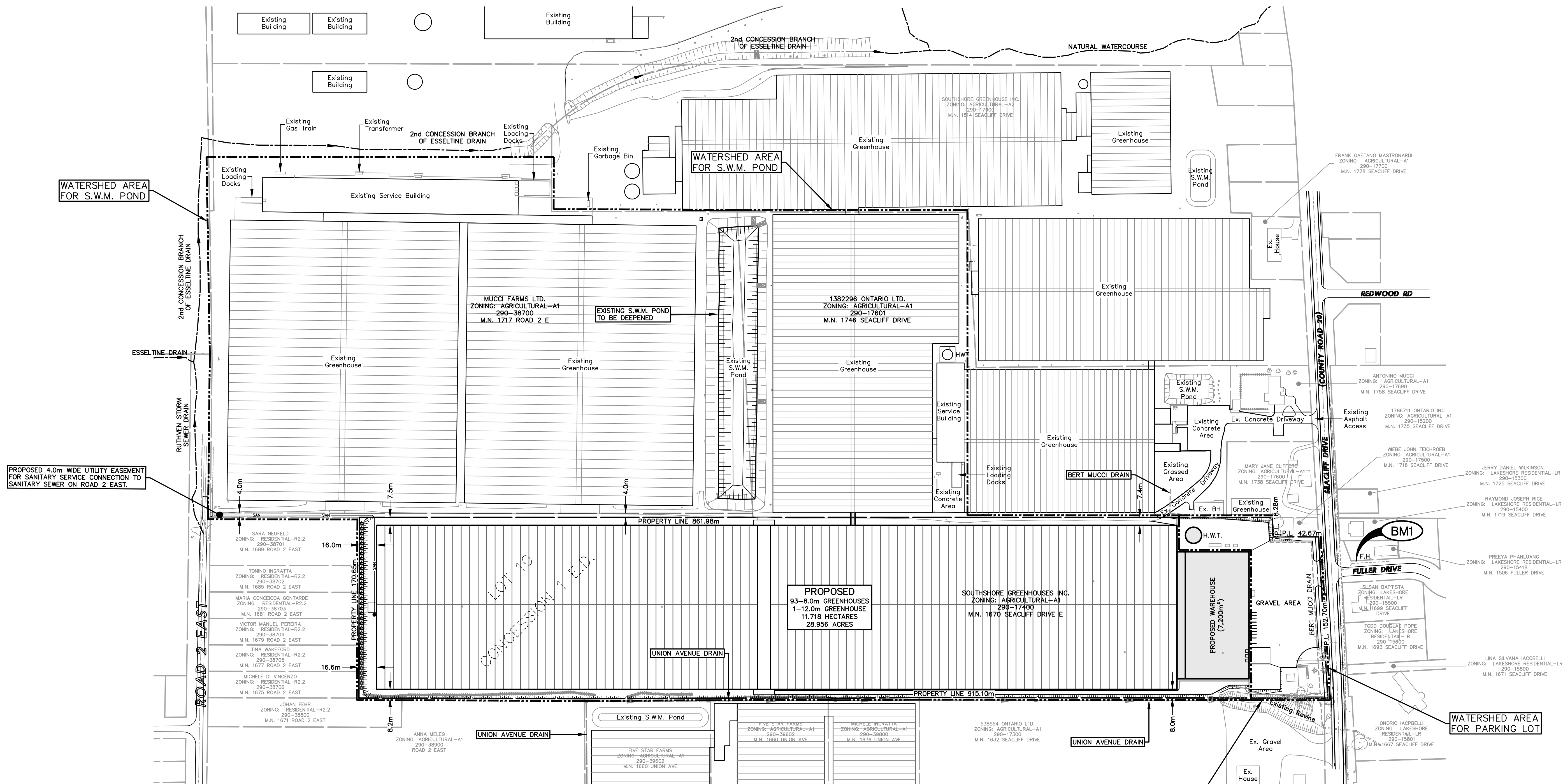


SITE STATISTICS (290-17400)				
ZONING:	AGRICULTURE - A1			
ZONE CATEGORY	REQUIRED	PROPOSED		
GROSS LOT AREA	2,000 ha.	(4.94 ac.)	15,440 ha.	(38.15 ac.)
LOT FRONTAGE (MIN.)	30.00m		152.70m	
FRONT YARD SETBACK (MIN.)	20.00m		66.40m	
REAR YARD SETBACK (MIN.)	5.00m		16.00m	
INTERIOR SIDE YARD SETBACK (MIN.)	3.00m		7.40m	
EXTERIOR SIDE YARD SETBACK (MIN.)	4.50m		N/A	

LOT COVERAGE		
EXISTING BUILDING AREA	0.014 ha.	(0.04 ac.)
PROPOSED MAIN BUILDING AREA	12.534 ha.	(30.97 ac.)
ACCESSORY STRUCTURE AREA	0.000 ha.	(0.00 ac.)
TOTAL LOT COVERAGE	81.27%	MAX. = 80%
LOADING SPACES		
NUMBER OF LOADING SPACES	-	3
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	8	
BARRIER FREE SPACES PROVIDED	1	
BUILDING HEIGHTS		
MAIN BUILDING (MAX.)	15.00m	(GREENHOUSE AND WAREHOUSE)
ACCESSORY BUILDING(S) (MAX)	15.00m	N/A

Appendix A



OVERALL SITE PLAN

Scale = 1:2000

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.
- SITE GRADING, STORM DRAINAGE, AND DETENTION DESIGN ARE BASED ON THE SITE LAYOUT ESTABLISHED AND APPROVED BY OWNER. ADEQUACY OF SITE PLAN AND LAYOUT IS THE RESPONSIBILITY OF THE OWNER OR THEIR REPRESENTATIVE.
- 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 R0-83.
- ALL EXTERIOR LIGHTS TO BE DARK SKY COMPLIANT.

BENCHMARKS

- TOP NUT OF FIRE HYDRANT (NO. K743) ON SOUTH SIDE OF COUNTY ROAD 20, IN NORTHWEST CORNER OF M.N. 1506.
ELEV. = 195.069m

REVIEW AND APPROVAL	W.L.L.	06 MAY 2021
REVIEW AND APPROVAL	W.L.L.	20 APR. 2021
ISSUED FOR:	BY	DATE

REVISIONS

N. J. Peralta
Engineering Ltd.
Consulting Engineers

Kingsville Ontario



SOUTHSHORE
GREENHOUSES INC.

GREENHOUSE
DEVELOPMENT
EXPANSION

1670 SEACLIFF DRIVE EAST,
KINGSVILLE, ONTARIO

SHEET TITLE:

OVERALL SITE PLAN

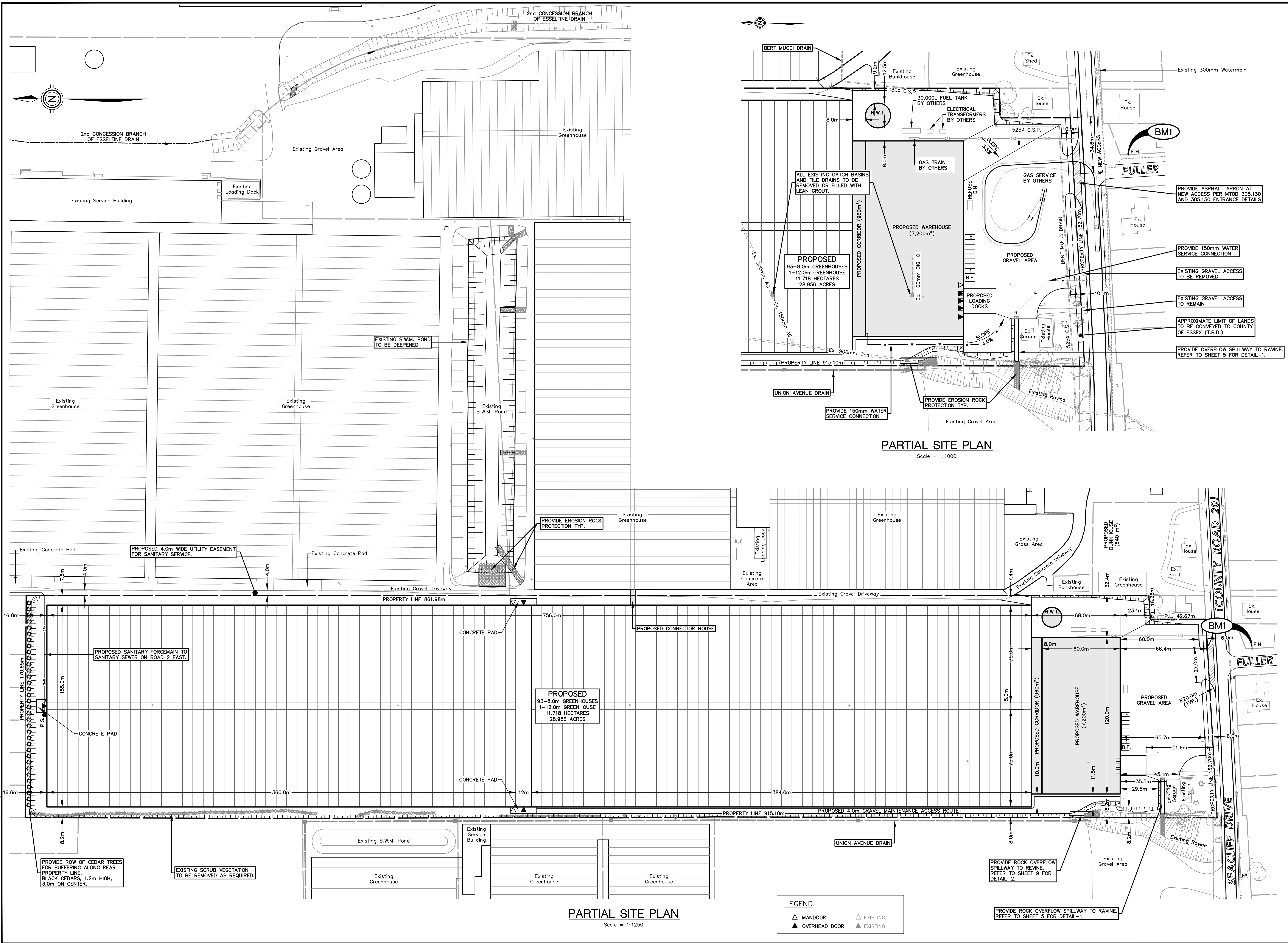
DESIGNED BY: H.C.M. DATE: JULY 06, 2020

DRAWN BY: J.H. SCALE: AS SHOWN

SHEET No: 1 OF 11

PROJECT No: E19-031

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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.
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BENCHMARKS

1. TOP NUT OF FIRE HYDRANT (NO. K743) ON SOUTH SIDE OF COUNTY ROAD 20, IN NORTHWEST CORNER OF M.N. 1506.

ELEV. = 195.069m

REVIEW AND APPROVAL	W.L.L.	DATE
OWNER REVIEW	W.L.L.	06 MAY 2021
OWNER REVIEW	W.L.L.	08 JAN. 2021
ISSUED FOR:	BY	DATE

REVISIONS

NO.	DESCRIPTION	DATE
-----	-------------	------

N. J. Peralta
Engineering Ltd.
Consulting Engineers

Kingsville Ontario

PROFESSIONAL ENGINEER
H.C. MIKKELSEN
1611-05-06
PROVINCE OF ONTARIO

SOUTHSHORE GREENHOUSES INC.

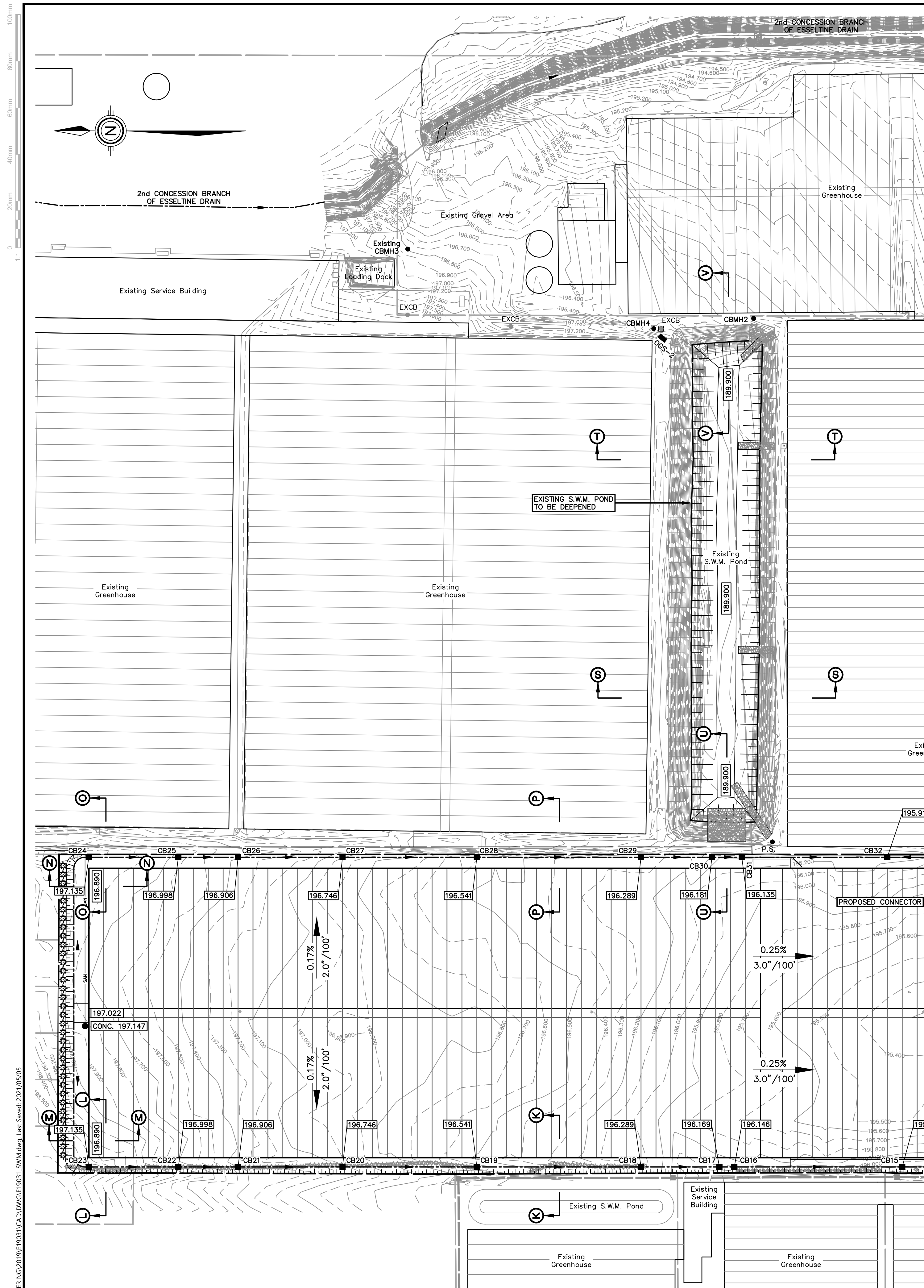
GREENHOUSE DEVELOPMENT EXPANSION

1670 SEACLIFF DRIVE EAST, KINGSVILLE, ONTARIO

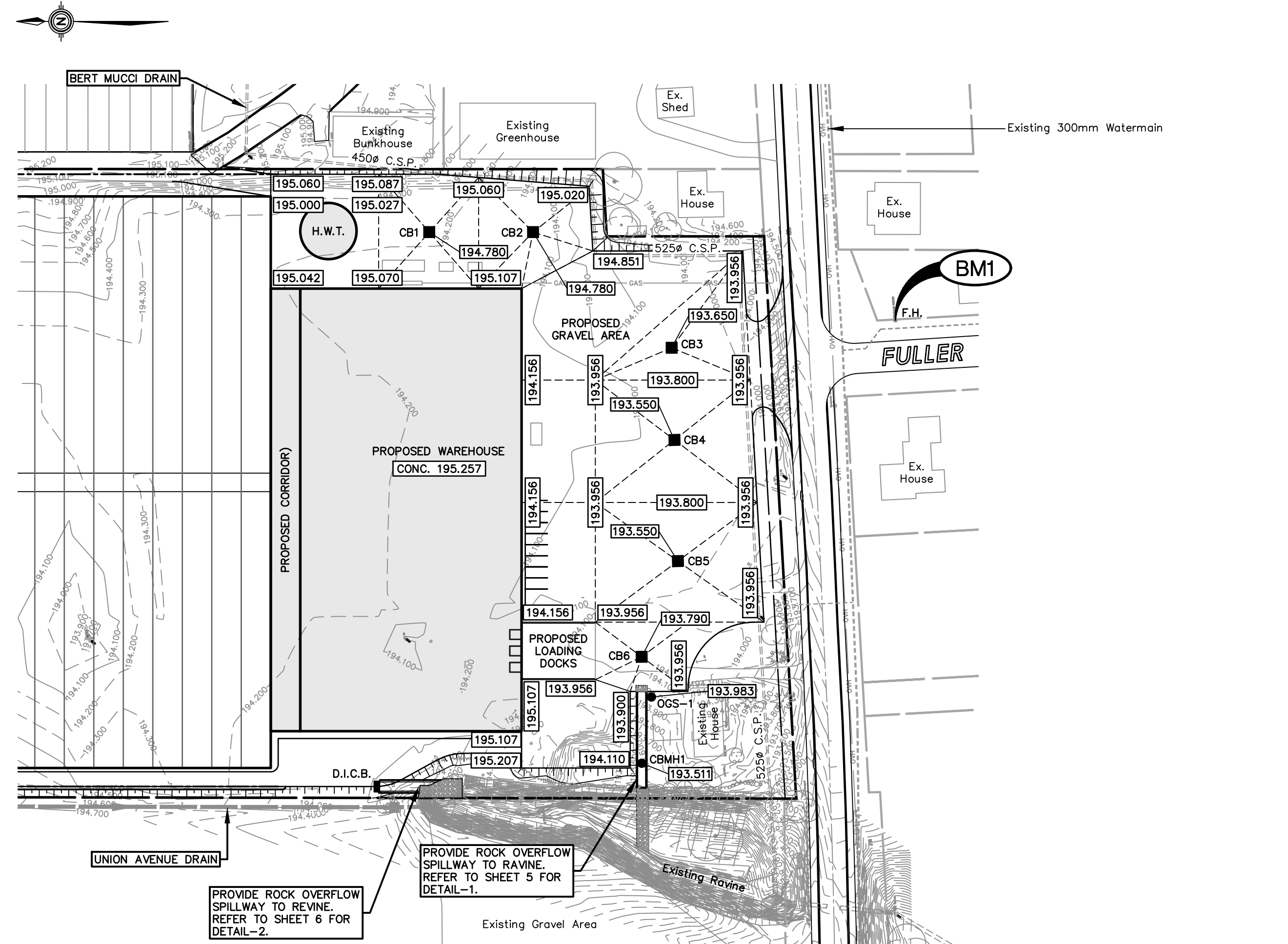
SHEET TITLE:

PARTIAL SITE PLAN

DESIGNED BY:	DATE:
H.C.M.	JULY 06, 2020
DRAWN BY:	SCALE:
J.H.	AS SHOWN
SHEET No:	OF:
2	11
PROJECT No:	E19-031



PARTIAL GRADING PLAN
Scale = 1:1250



PARTIAL GRADING PLAN
Scale = 1:1000

- 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. APPROXIMATE PROPOSED TOP ELEVATION OR SITE ELEVATIONS.
 4. APPROXIMATE PROPOSED TOP ELEVATION OR SITE ELEVATIONS.
 5. APPROXIMATE PROPOSED TOP ELEVATION OR SITE ELEVATIONS.
 6. APPROXIMATE PROPOSED TOP ELEVATION OR SITE ELEVATIONS.
 7. APPROXIMATE PROPOSED TOP ELEVATION OR SITE ELEVATIONS.
 8. ALL POND SLOPES TO BE NO STEEPER THAN 4(H):1(V) UNLESS OTHERWISE NOTED.
 9. PLACE MIN. 6" (150mm) THICK TOPSOIL ON ALL POND BANKS AND DISTURBED AREAS, AND SEED TO GRASS.
 10. EROSION PROTECTION TO BE 300mm THICK QUARRIED LIMESTONE RIP RAP ON NON-WOVEN FILTER CLOTH MINIMUM 2.0m WIDE.
 11. PROVIDE RODENT GRATES ON ALL DRAIN OUTLETS.
 12. TOP ELEVATION OF DETENTION POND TO BE NO LESS THAN 195.000m.
 13. STORM EVENTS IN EXCESS OF THE 1:100 YEAR STORM MAY CAUSE FLOODING.
 14. THIS PLAN IS TO BE READ IN CONJUNCTION WITH THE STORMWATER MANAGEMENT REPORT DATED MAY 6th, 2021.
 15. STORM DRAINAGE AND DETENTION DESIGN BASED ON SITE LAYOUT ESTABLISHED AND APPROVED BY OWNER. ACCURACY OF SITE LAYOUT IS THE RESPONSIBILITY OF THE OWNER.
 16. THE OWNER AND/OR CONTRACTOR IS RESPONSIBLE TO PROVIDE ADEQUATE SEDIMENT CONTROL MEASURES DURING CONSTRUCTION. FOR DETAILS SEE O.P.S.S. 977.
 17. DETAILS FOR SEDIMENT CONTROL MEASURES ARE AVAILABLE IN APPENDIX "F" OF THE STORMWATER MANAGEMENT REPORT.
 18. CATCH BASINS WITHIN PARKING LOTS AND TRAVELLED AREAS TO BE PRECAST CONCRETE WITH CAST IRON FRAME AND GRATE OR EQUIVALENT.

BENCHMARKS

1. TOP NUT OF FIRE HYDRANT (NO. K743) ON SOUTH SIDE OF COUNTY ROAD 20, IN NORTHWEST CORNER OF M.N. 1506.

ELEV. = 195.069m

REVIEW AND APPROVAL	W.L.L.	06 MAY 2021
ISSUED FOR:	BY	DATE
REVISIONS		

N. J. Peralta
Engineering Ltd.
Consulting Engineers

Kingsville Ontario



SOUTHSHORE GREENHOUSES INC.

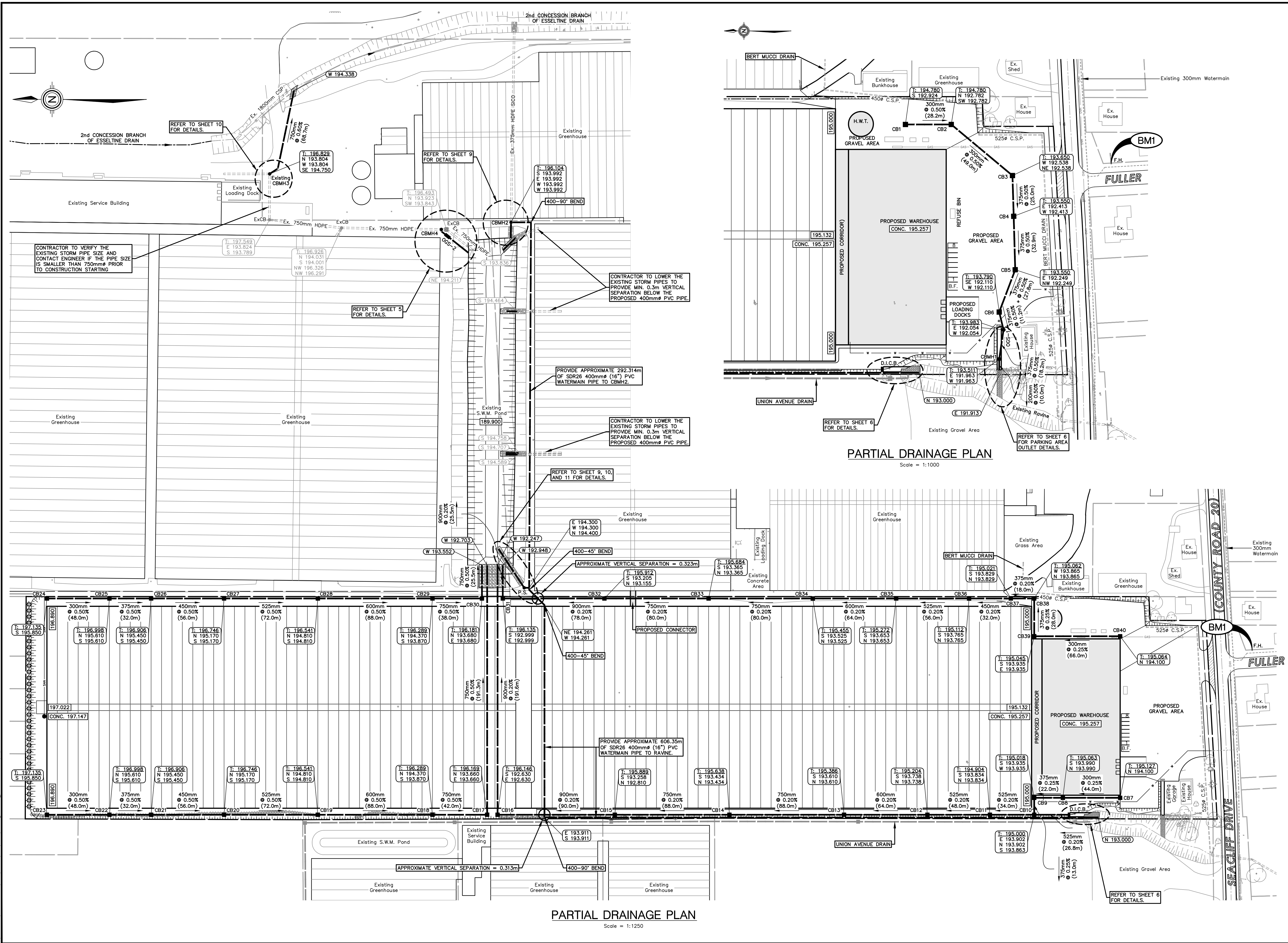
GREENHOUSE DEVELOPMENT EXPANSION

1670 SEACLIFF DRIVE EAST, KINGSVILLE, ONTARIO

SHEET TITLE:
GRADING PLAN

DESIGNED BY:	DATE:
H.C.M.	JULY 06, 2020
DRAWN BY:	SCALE:
J.H.	AS SHOWN
SHEET No:	OF:
3	11
PROJECT No:	E19-031

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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 SITE ELEVATIONS.
- APPROXIMATE PROPOSED TOP ELEVATION OR SITE GRADE.
- APPROXIMATE PROPOSED INVERTS. I. DENOTES APPROXIMATE PROPOSED TOP ELEVATION.
- APPROXIMATE PROPOSED SWALE GRADINGS.
- ALL POND SLOPES TO BE NO STEEPER THAN 4(H) TO 1(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 Limestone RIP RAP ON NON-WOVEN FILTER CLOTH MINIMUM 2.0m WIDE.
- PROVIDE ROCKET GRATES ON ALL DRAIN OUTLETS.
- TOP ELEVATION OF DETENTION POND TO BE NO LESS THAN 195.000m.
- 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 MAY 6th, 2021.
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- CATCH BASINS WITHIN PARKING LOTS AND TRAVELLED AREAS TO BE PRECAST CONCRETE WITH CAST IRON FRAME AND GRATE, OR EQUIVALENT.

BENCHMARKS

- TOP NUT OF FIRE HYDRANT (NO. K743) ON SOUTH SIDE OF COUNTY ROAD 20, IN NORTHWEST CORNER OF M.N. 1506.
ELEV. = 195.069m

REVIEW AND APPROVAL	W.L.L.	06 MAY 2021
ISSUED FOR:	BY:	DATE
REVISIONS		

N. J. Peralta Engineering Ltd.
Consulting Engineers
Kingsville Ontario

SOUTHSHORE GREENHOUSES INC.
GREENHOUSE DEVELOPMENT EXPANSION
1670 SEACLIFF DRIVE EAST, KINGSVILLE, ONTARIO

SHEET TITLE:

UNDERGROUND DRAINAGE PLAN

DESIGNED BY:	DATE:
H.C.M.	JULY 06, 2020

DRAWN BY:	SCALE:
J.H.	AS SHOWN

SHEET No:	OF:
4	11

PROJECT No.: E19-031

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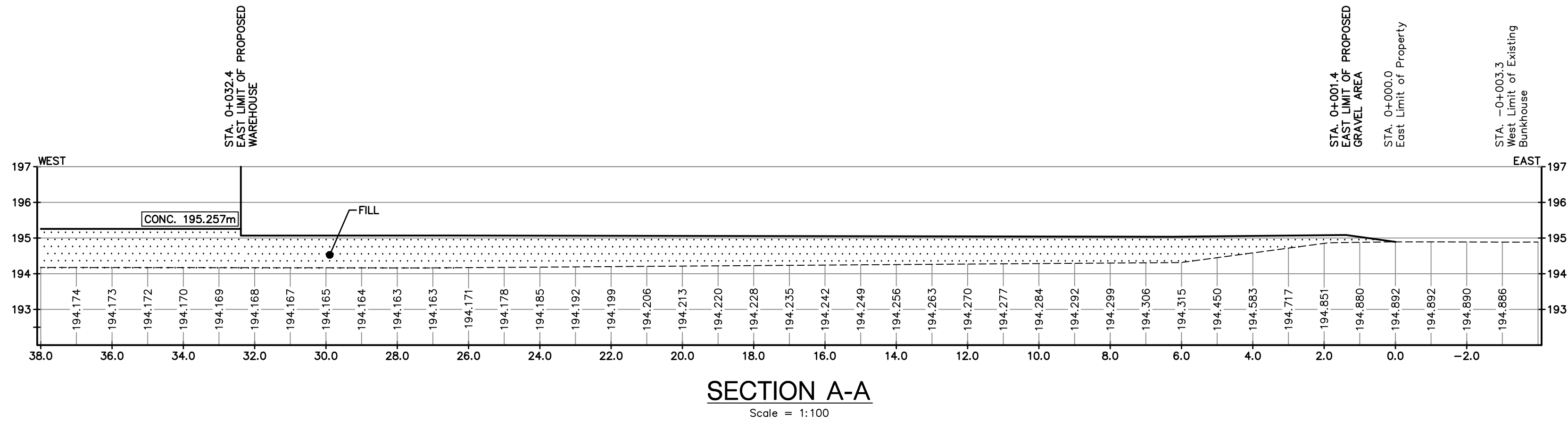
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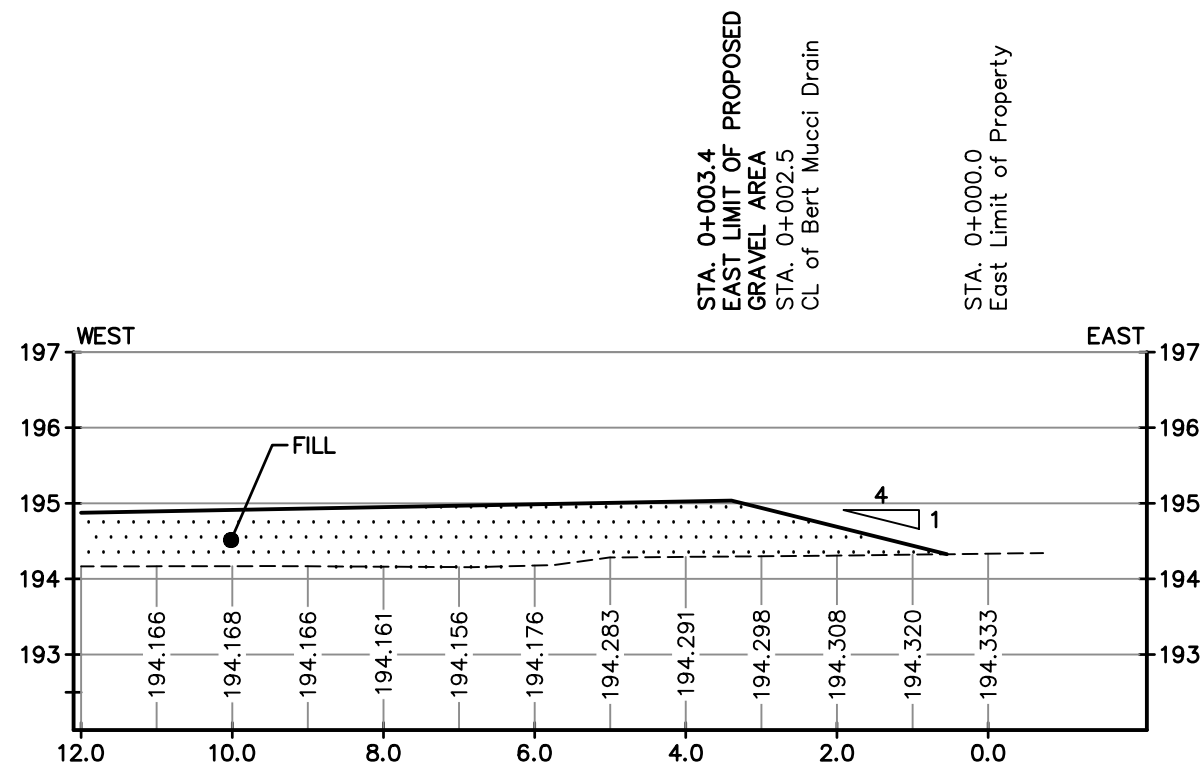
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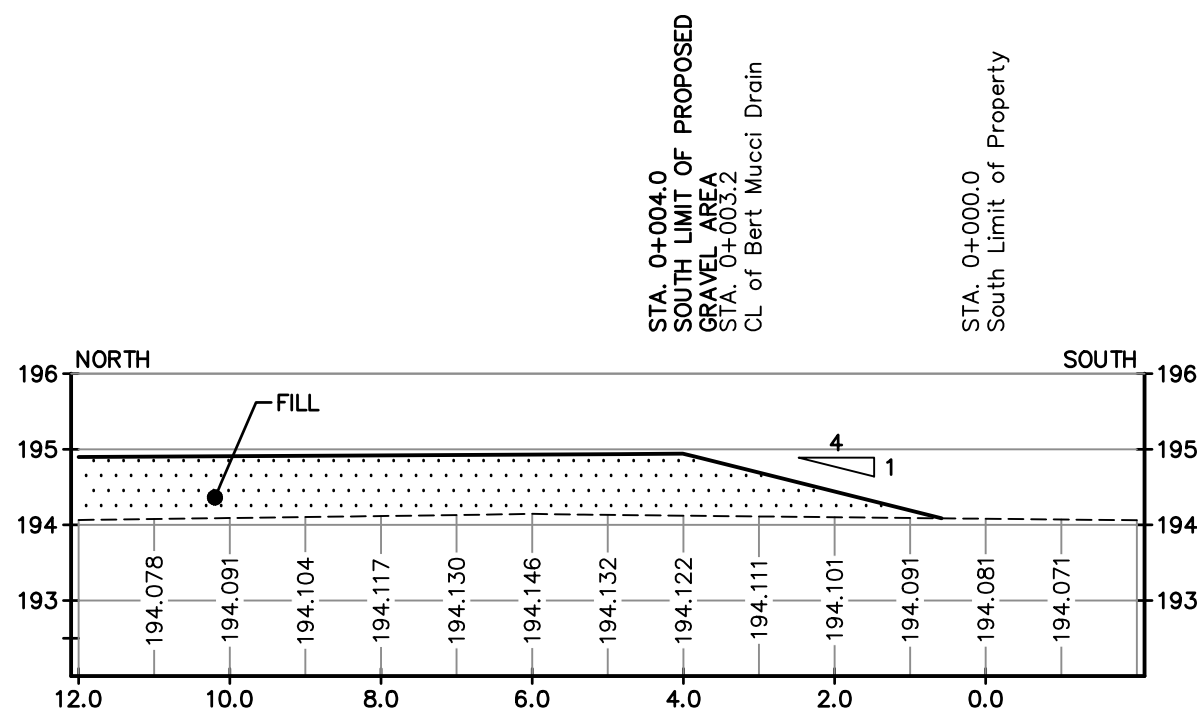
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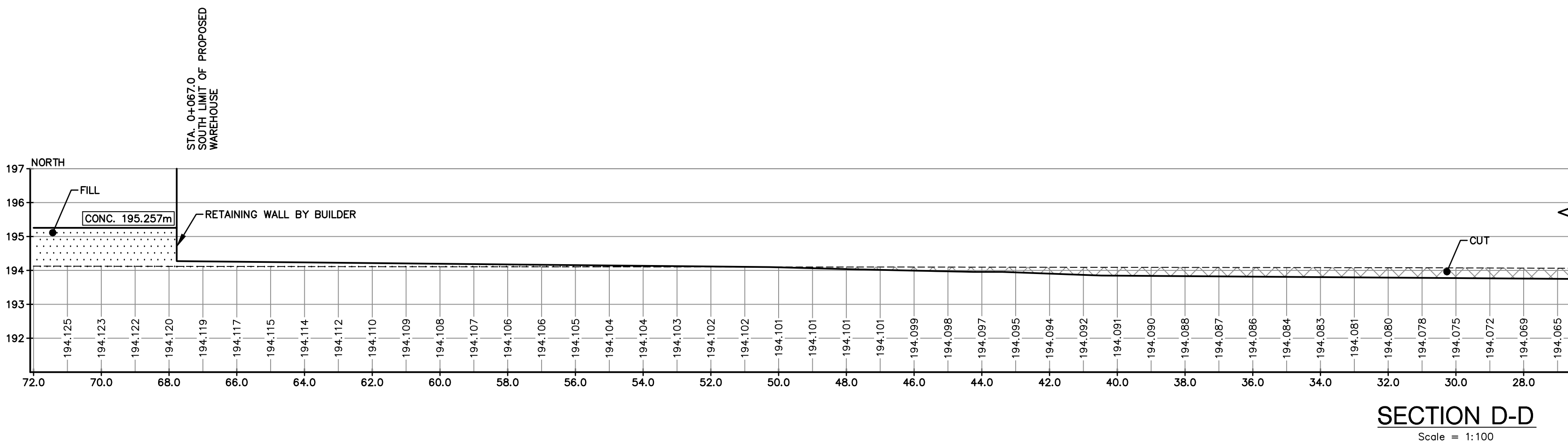
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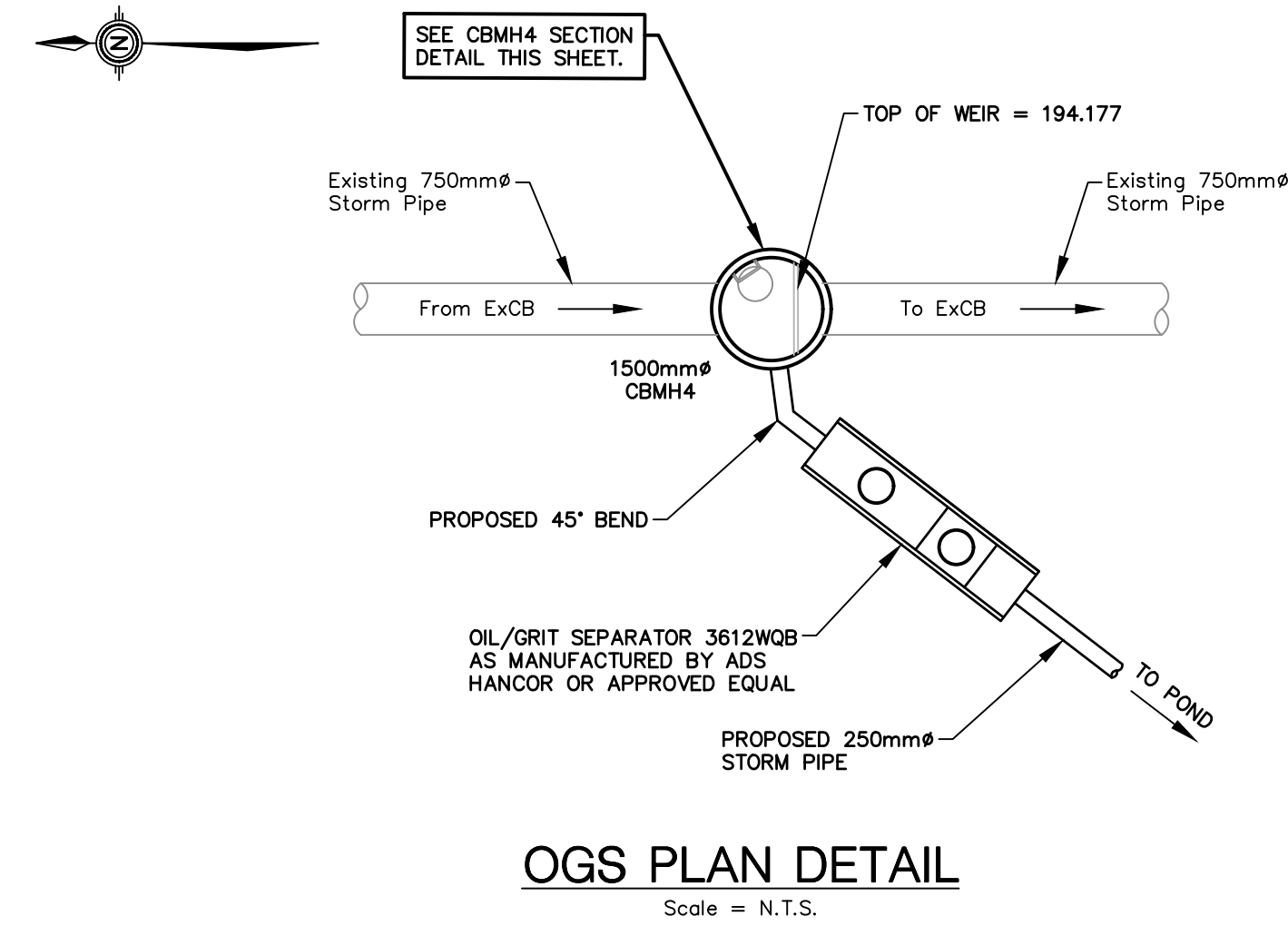
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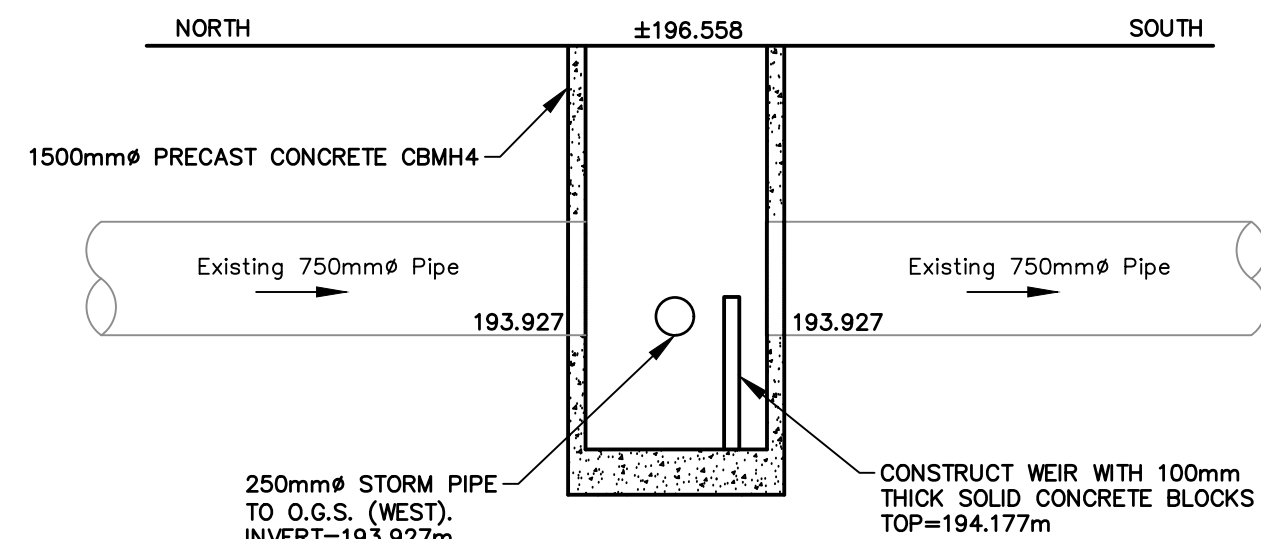
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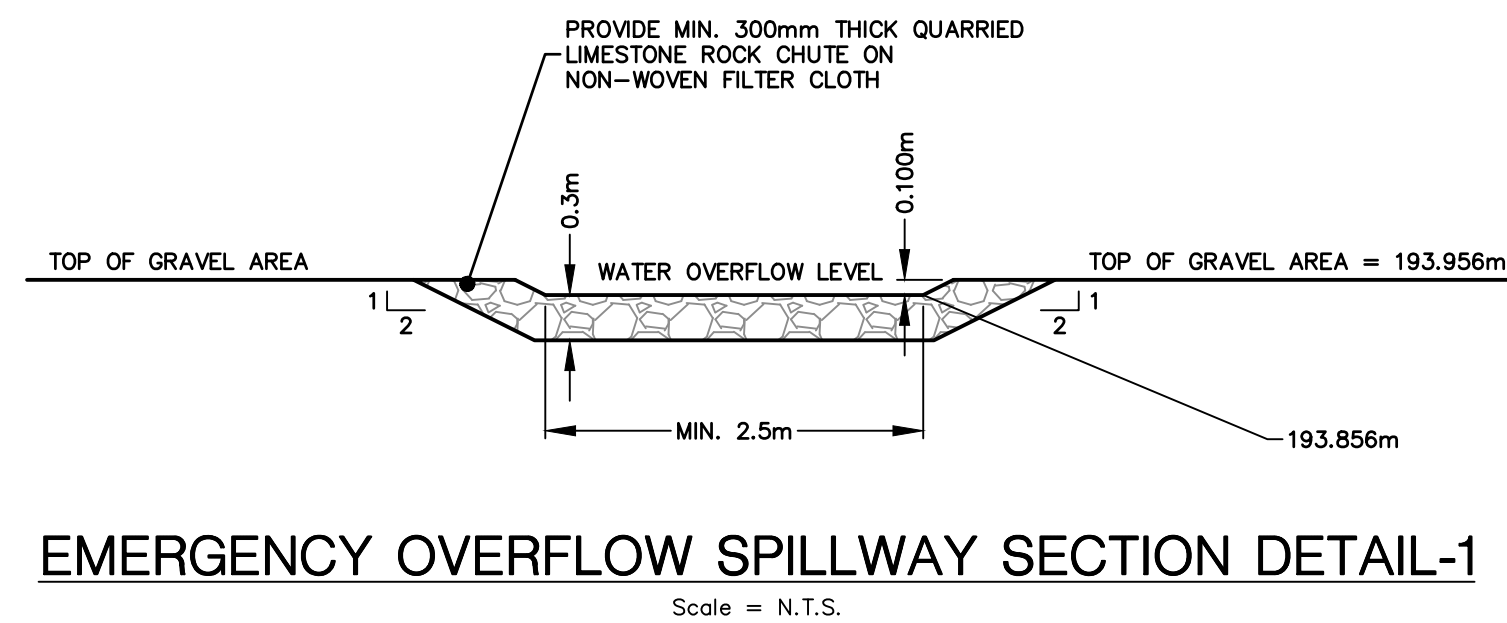
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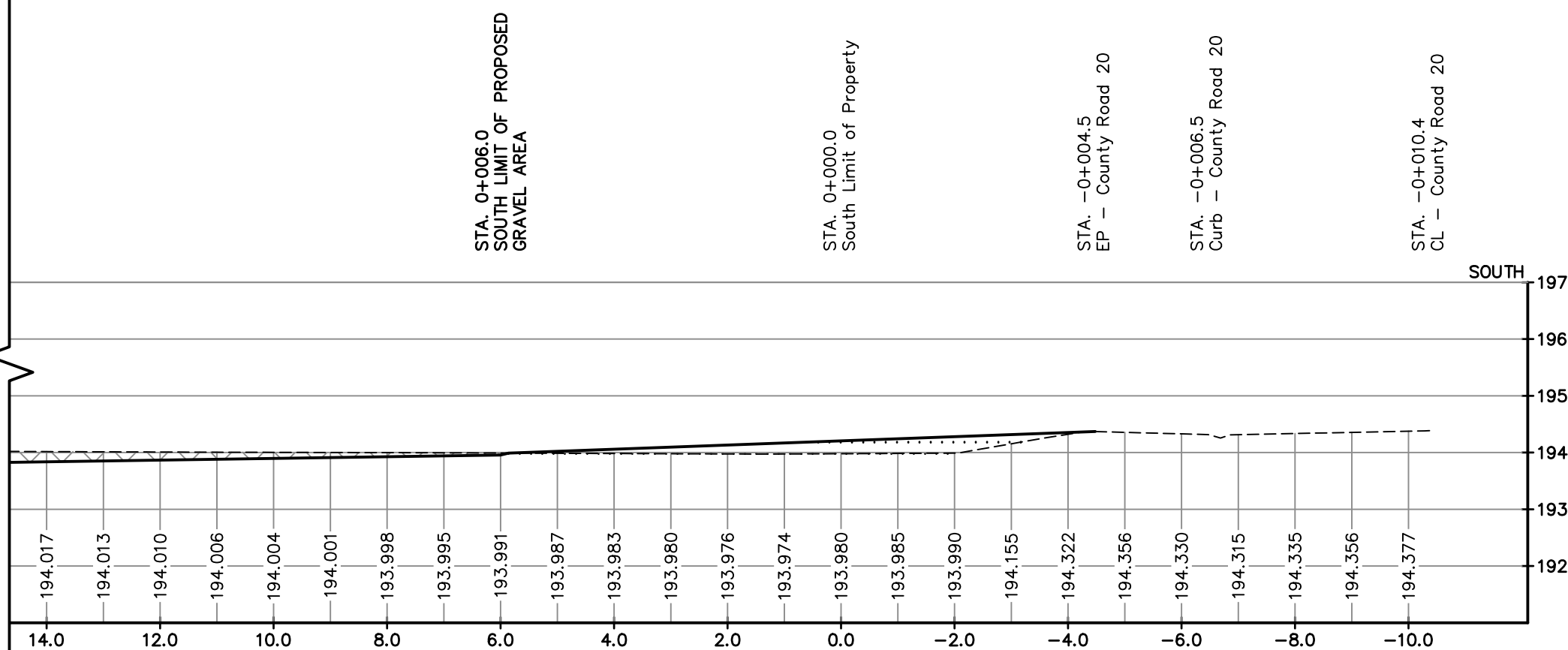
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Scale = N.T.S.



CBMH4 SECTION DETAIL
Scale = N.T.S.



EMERGENCY OVERFLOW SPILLWAY SECTION DETAIL-1
Scale = N.T.S.



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ELEV. = 195.069m

REVIEW AND APPROVAL	W.L.L.	06 MAY 2021
ISSUED FOR:	BY	DATE
REVISIONS		

N. J. Peralta
Engineering Ltd.

Consulting Engineers

Kingsville

Ontario



SOUTHSHORE
GREENHOUSES INC.

GREENHOUSE
DEVELOPMENT
EXPANSION

1670 SEACLIFF DRIVE EAST,
KINGSVILLE, ONTARIO

SHEET TITLE:

SECTIONS

DESIGNED BY:	DATE:
H.C.M.	JULY 06, 2020
DRAWN BY:	SCALE:
J.H.	AS SHOWN
SHEET No:	OF:
5	11
PROJECT No:	E19-031

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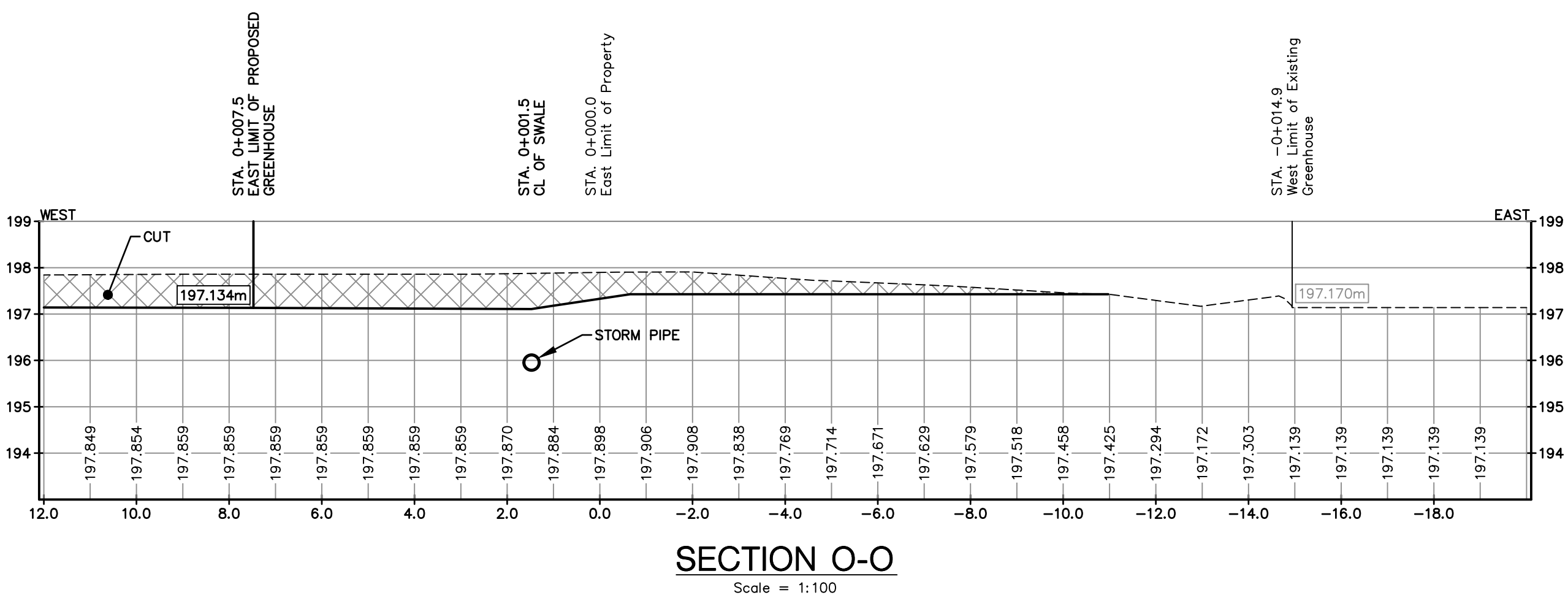
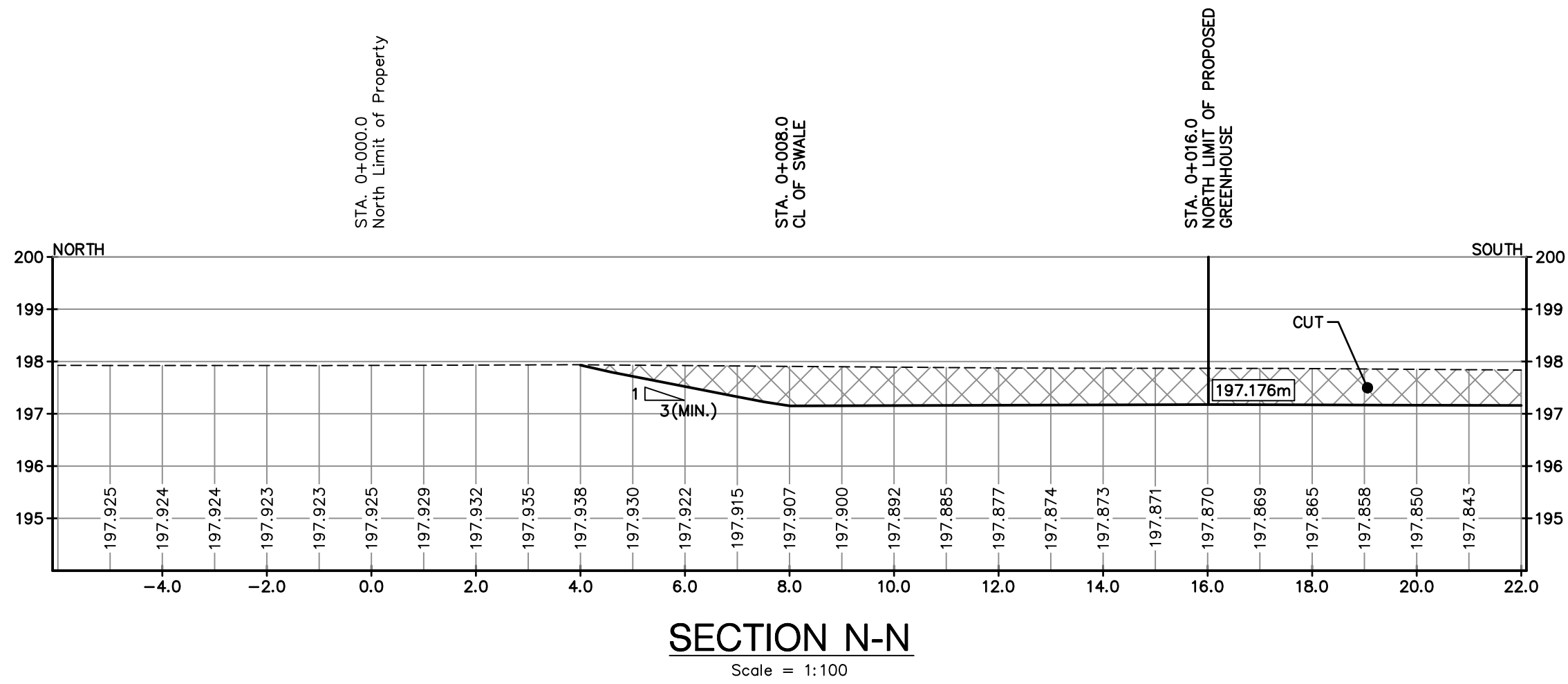
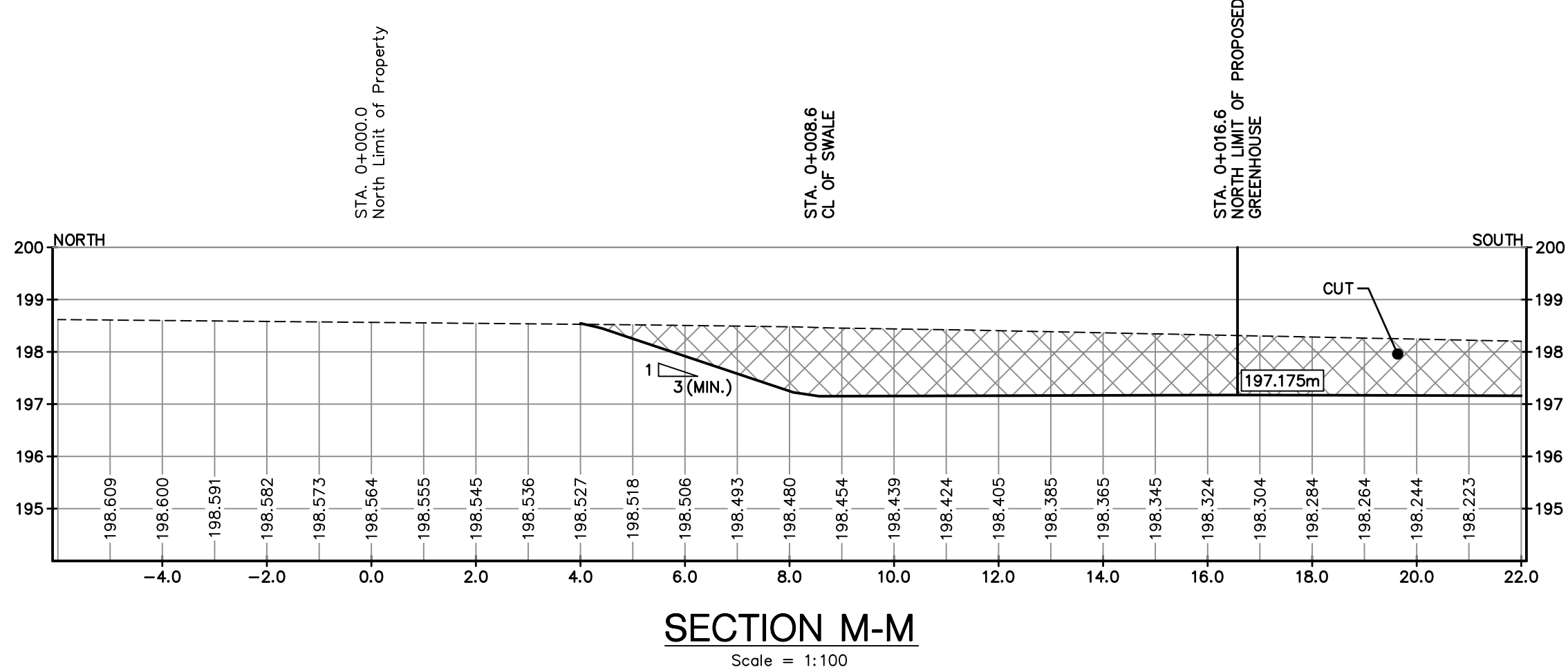
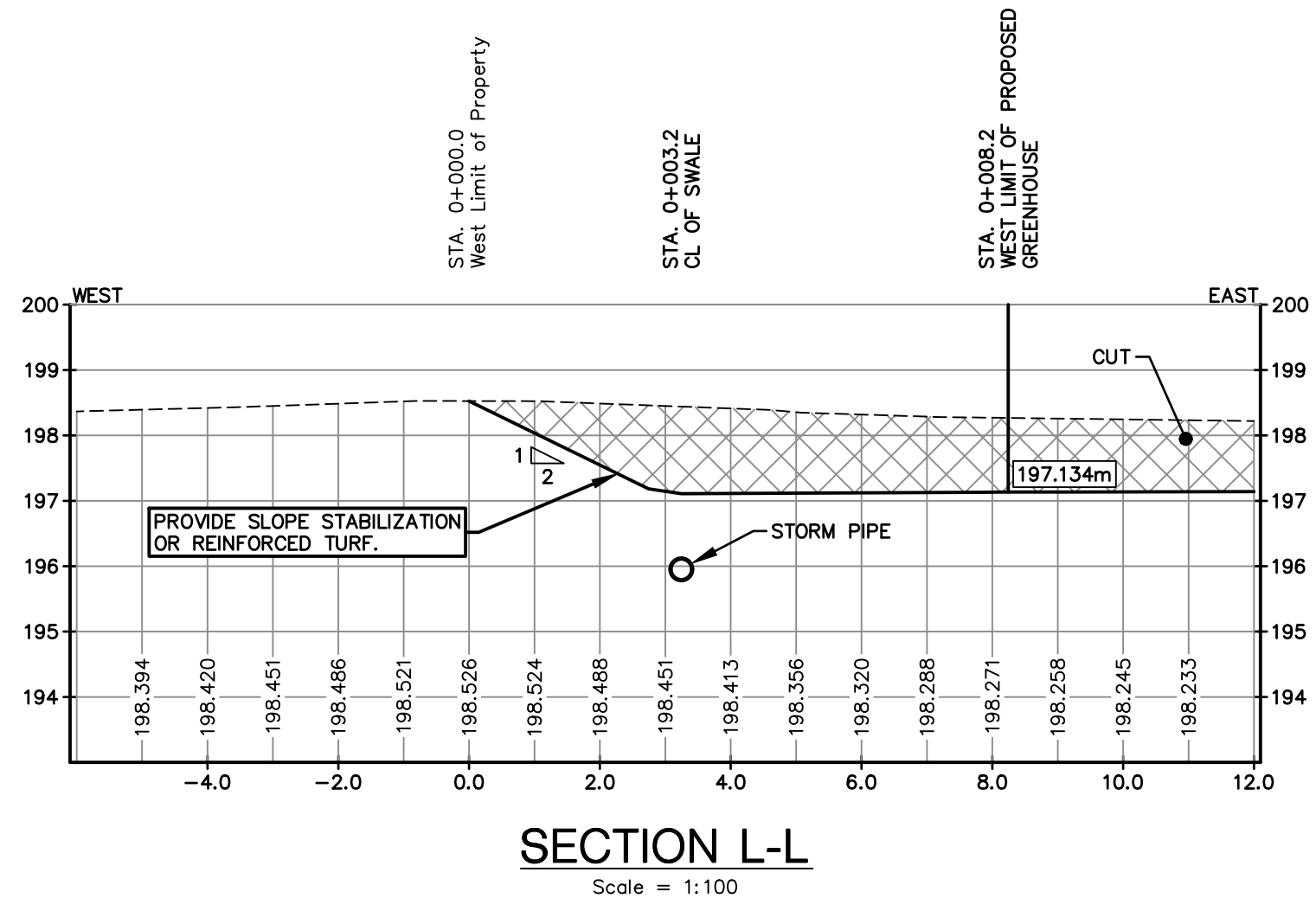
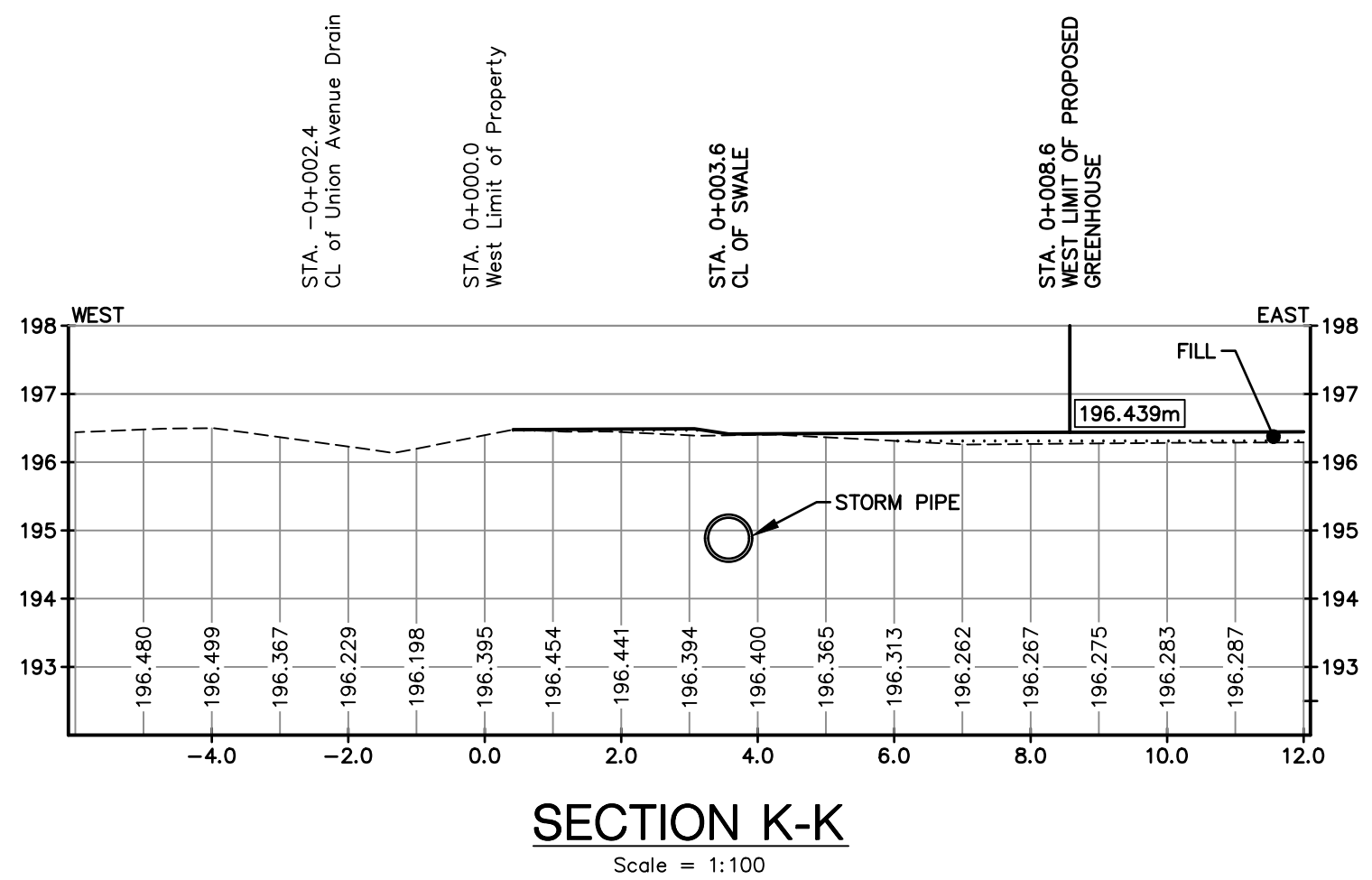
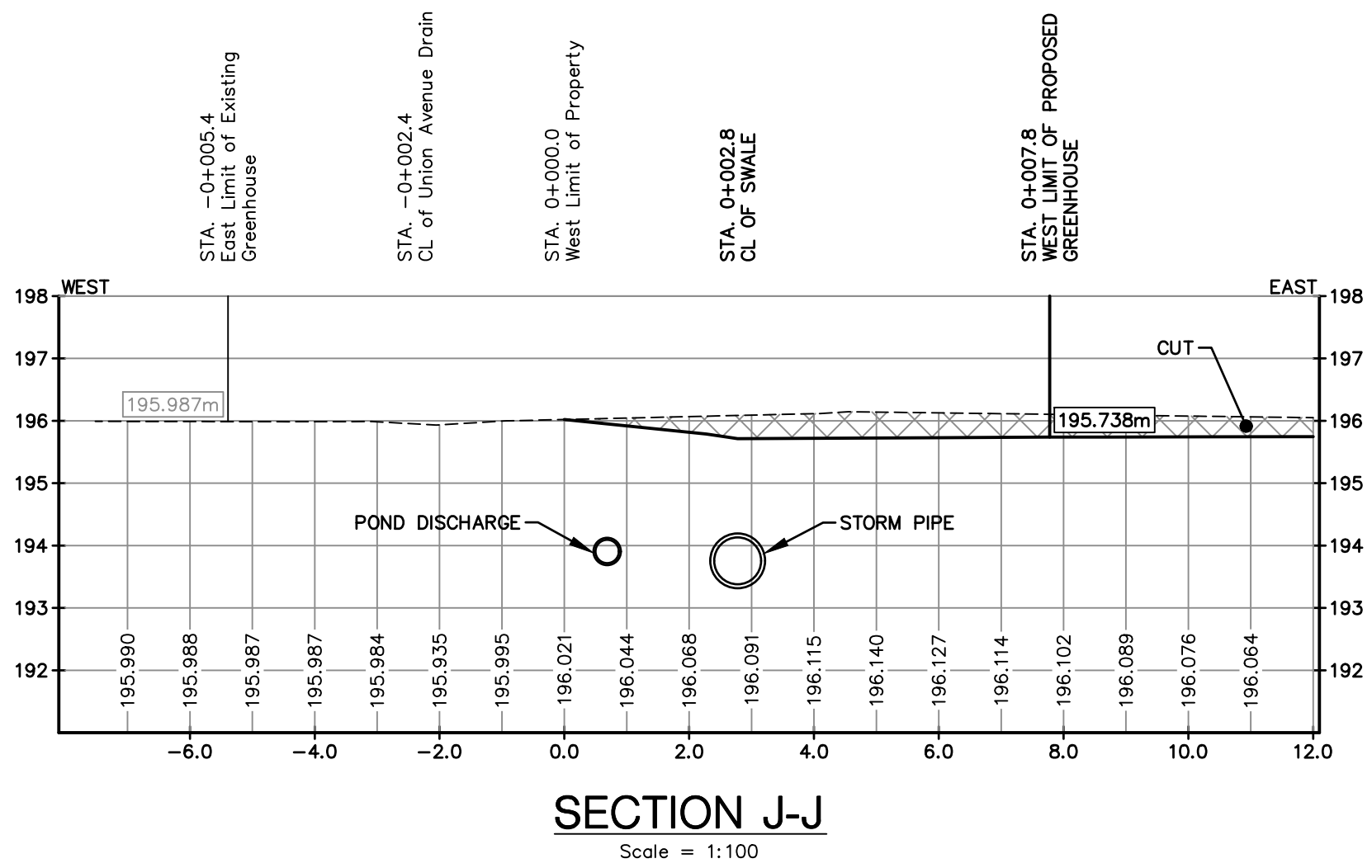
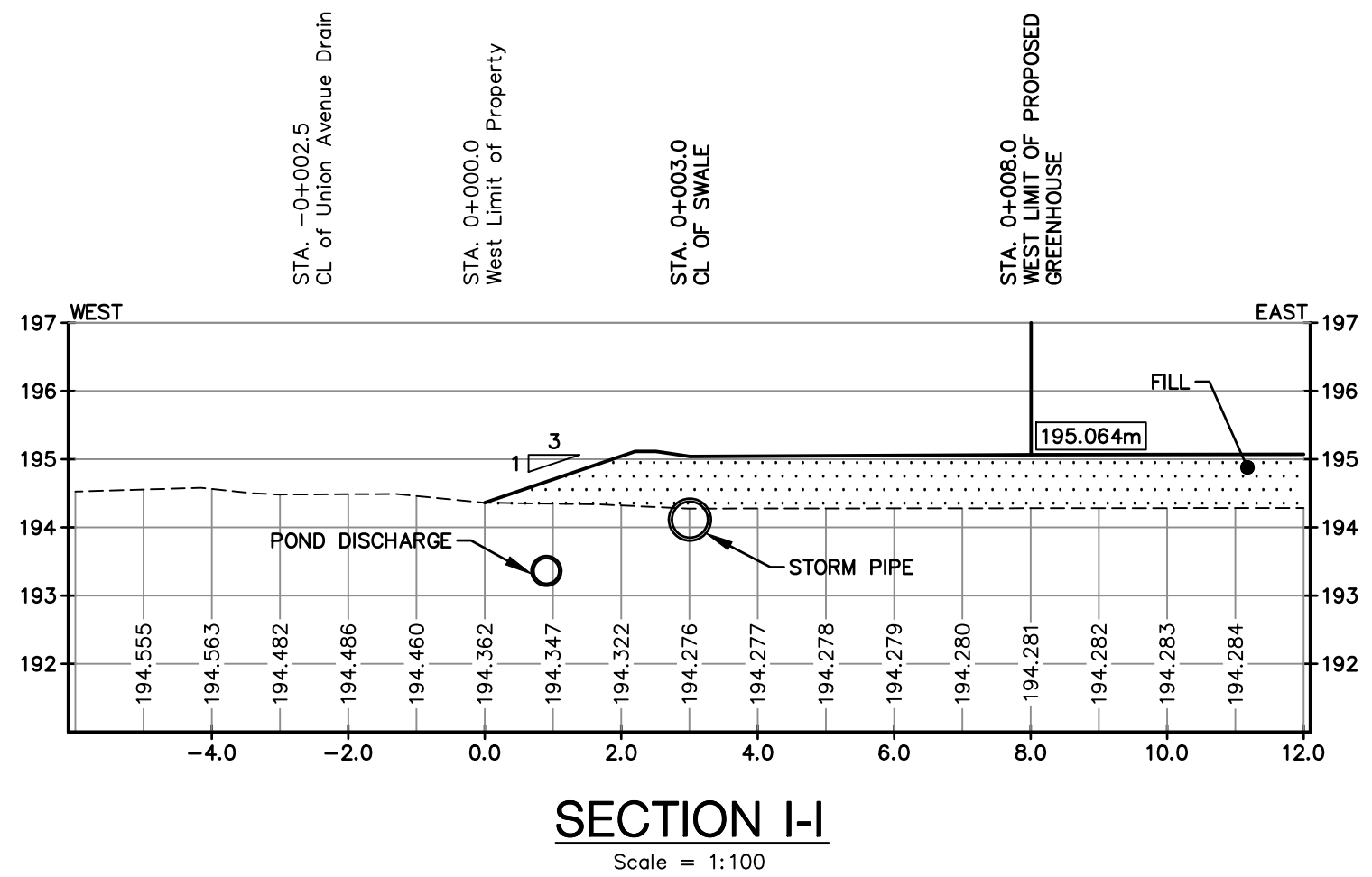
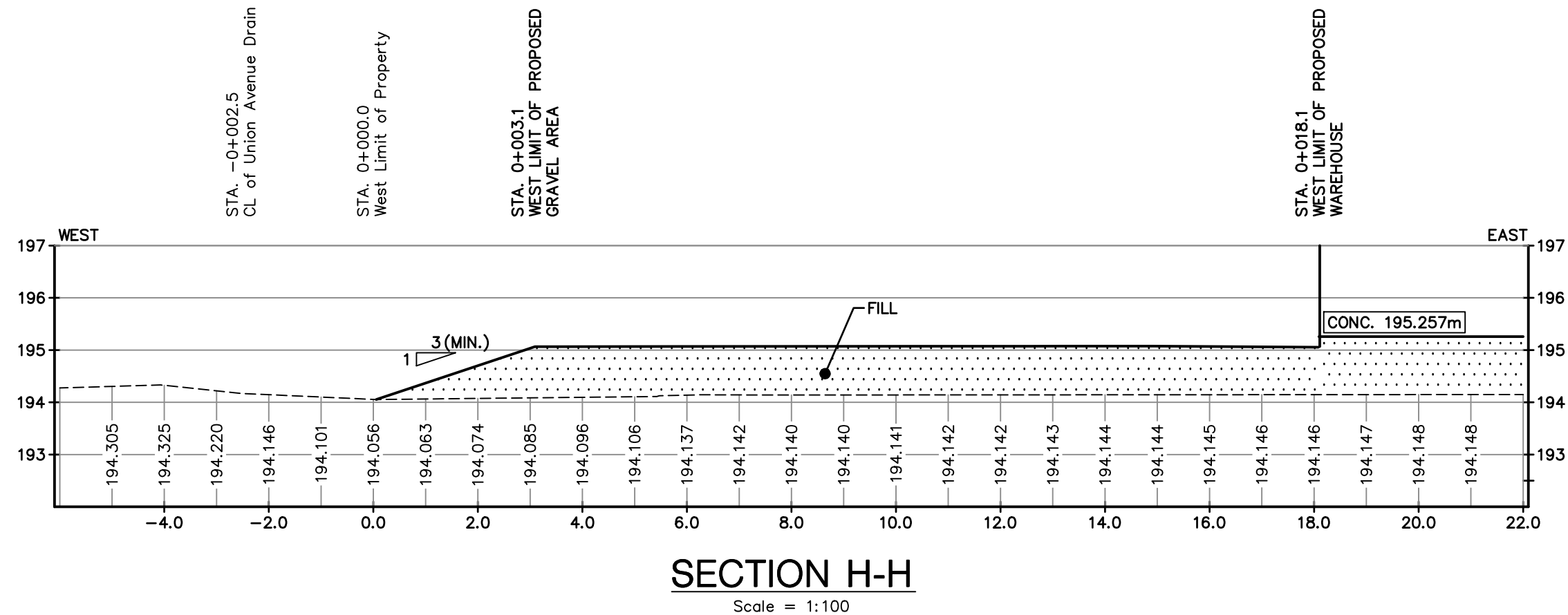
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- NOTES:
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BENCHMARKS

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ELEV. = 195.069m

REVIEW AND APPROVAL	W.L.L.	06 MAY 2021
ISSUED FOR:	BY	DATE
REVISIONS		

N. J. Peralta
Engineering Ltd.
Consulting Engineers

Kingsville Ontario



SOUTHSHORE
GREENHOUSES INC.

GREENHOUSE
DEVELOPMENT
EXPANSION

1670 SEACLIFF DRIVE EAST,
KINGSVILLE, ONTARIO

SHEET TITLE:

SECTIONS

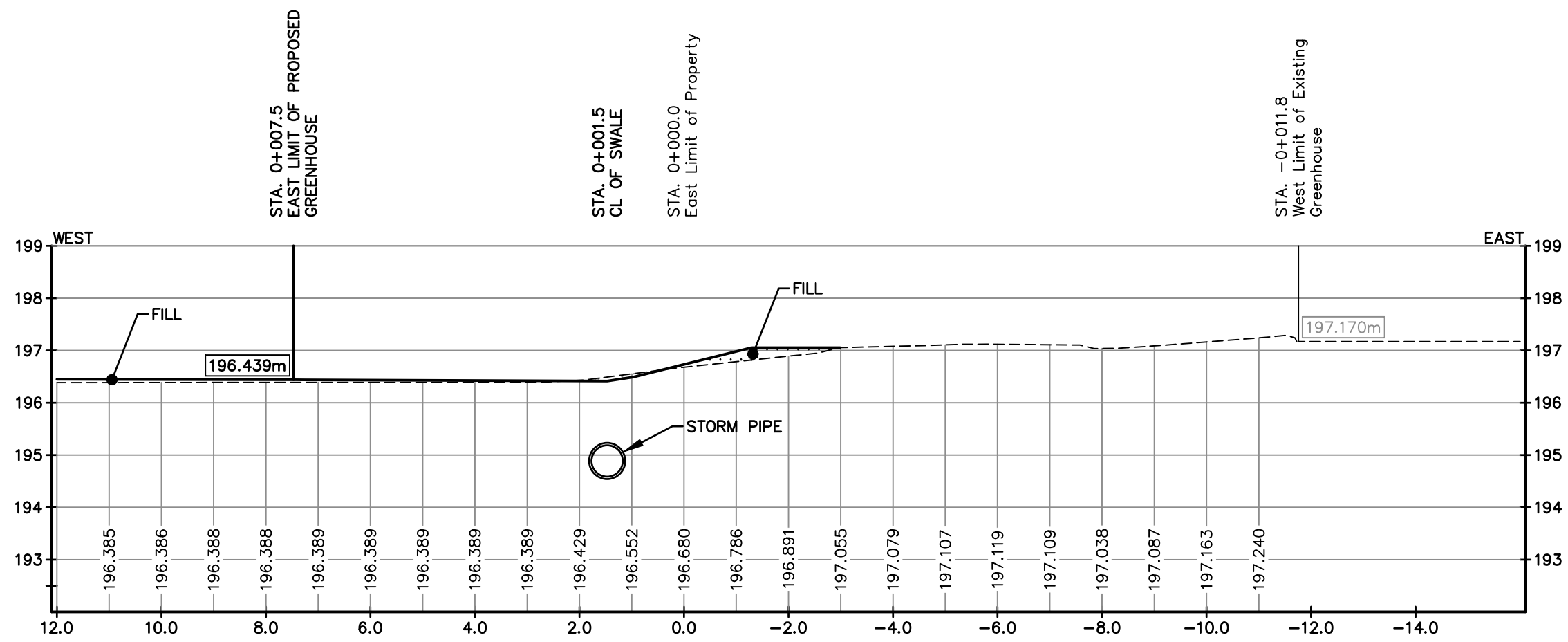
DESIGNED BY: H.C.M. DATE: JULY 06, 2020

DRAWN BY: J.H. SCALE: AS SHOWN

SHEET No: 7 OF: 11

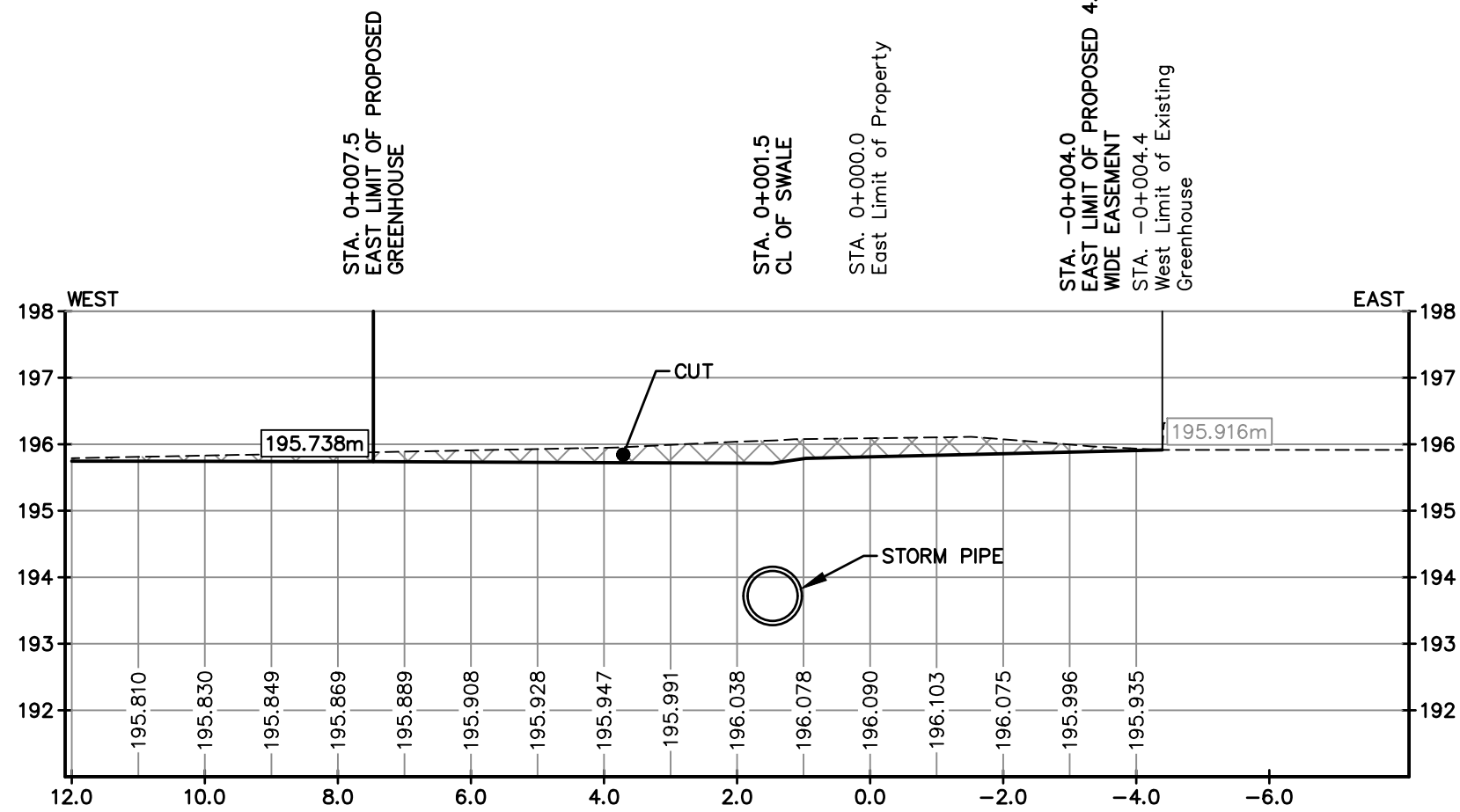
PROJECT No.: E19-031

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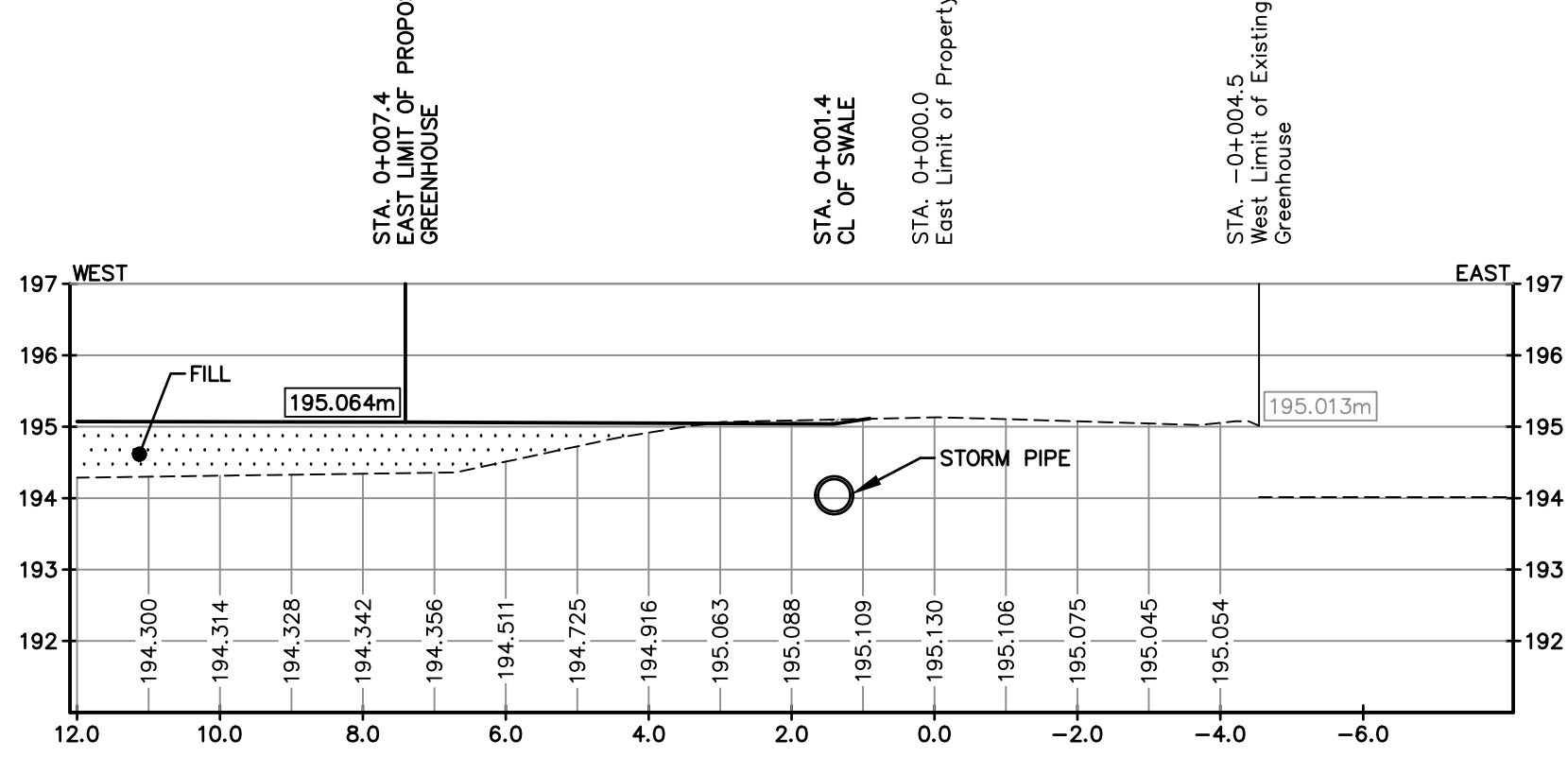
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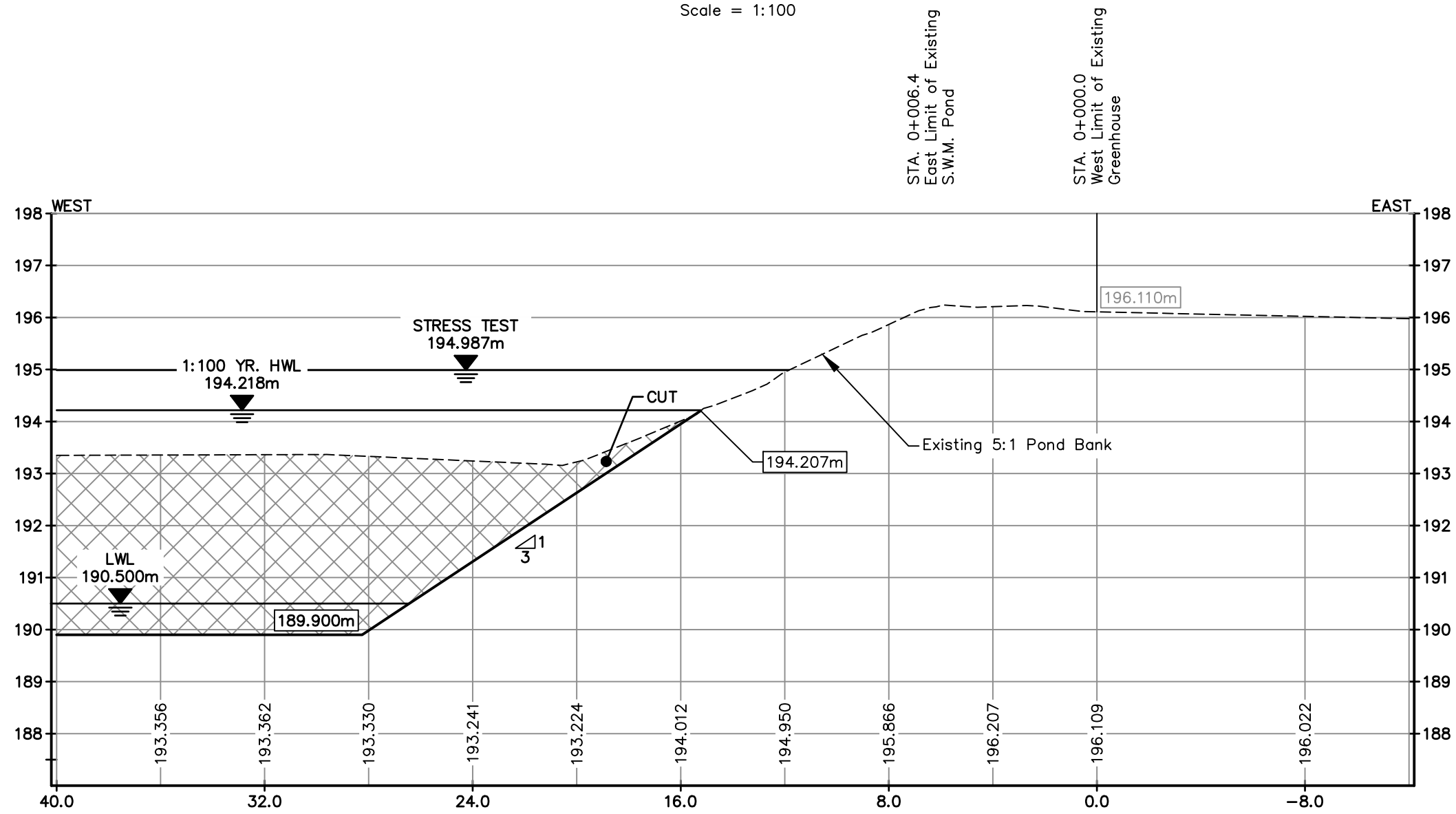
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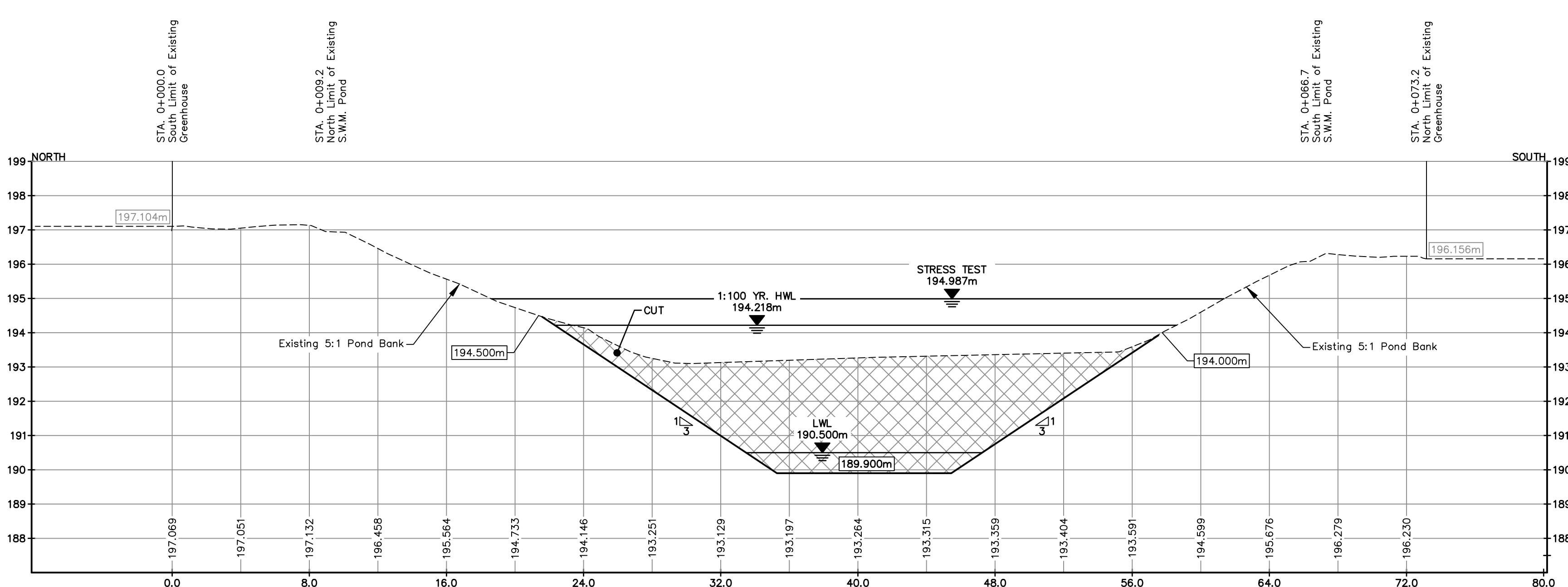
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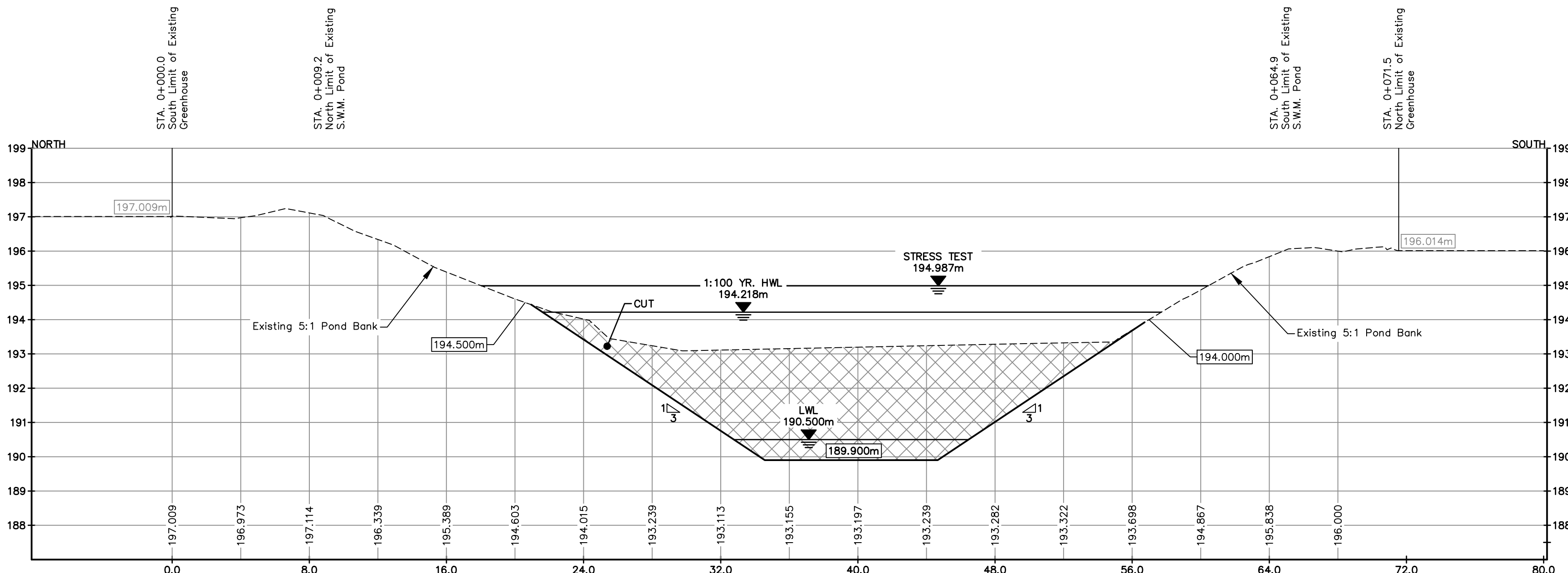
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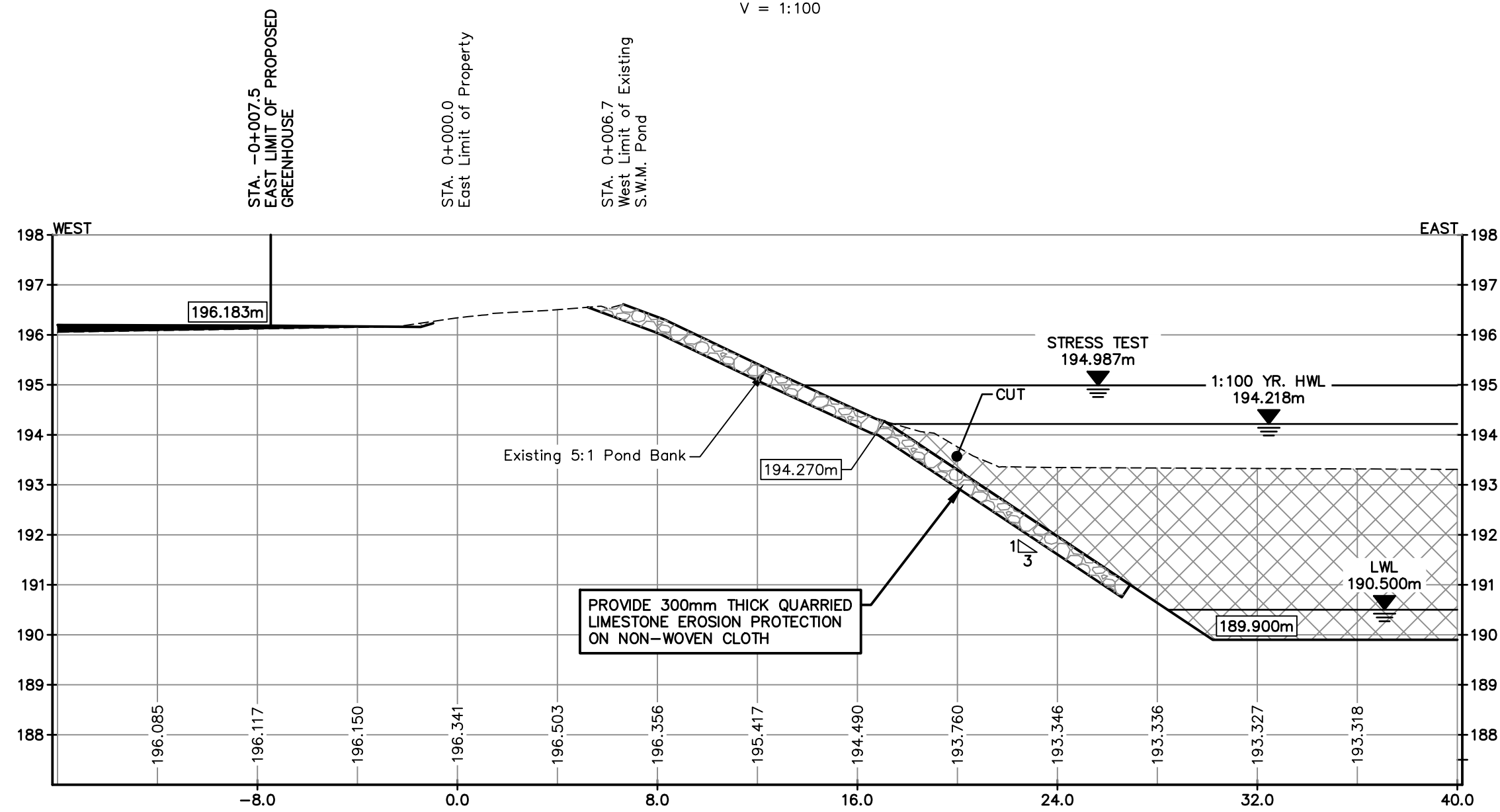
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Scale H = 1:200
V = 1:100



SECTION T-T

Scale H = 1:200
V = 1:100



SECTION U-U

Scale H = 1:200
V = 1:100

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5. APPROXIMATE PROPOSED SWALE GRAD.
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BENCHMARKS

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ELEV. = 195.069m

REVIEW AND APPROVAL	W.L.L.	06 MAY 2021
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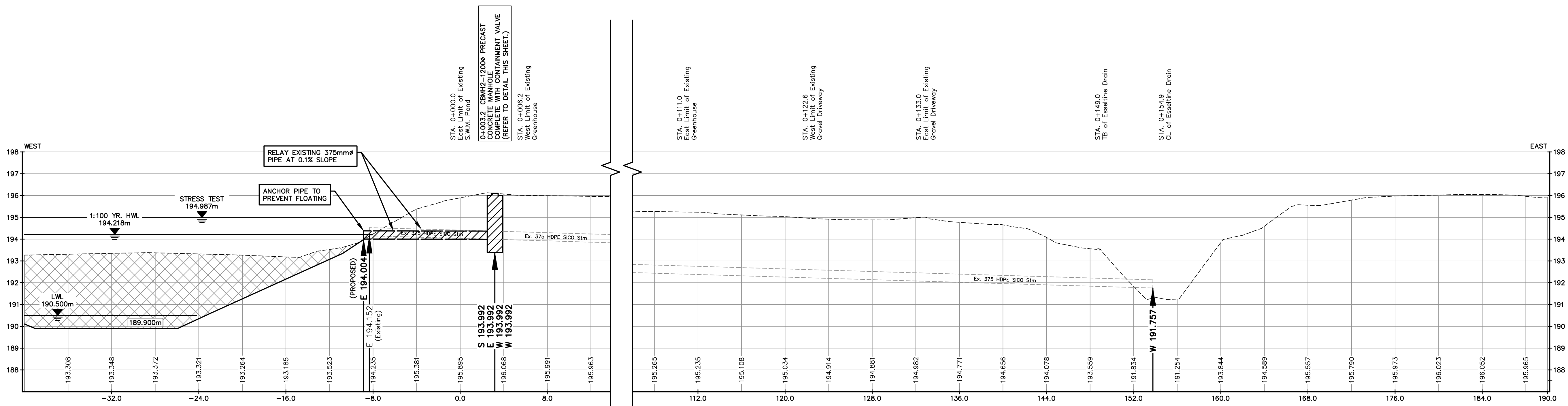
1670 SEACLIFF DRIVE EAST,
KINGSVILLE, ONTARIO

SHEET TITLE:

SECTIONS

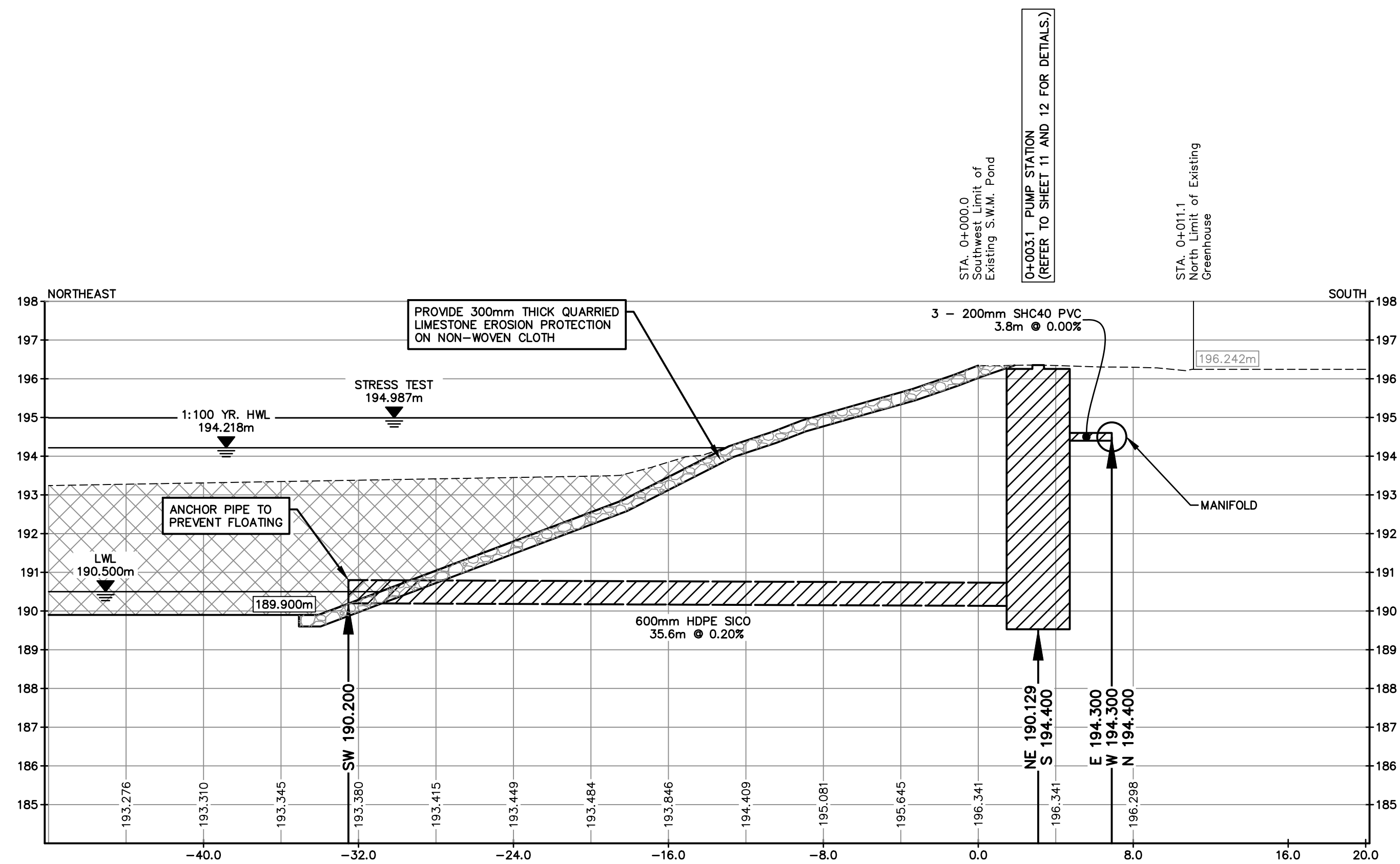
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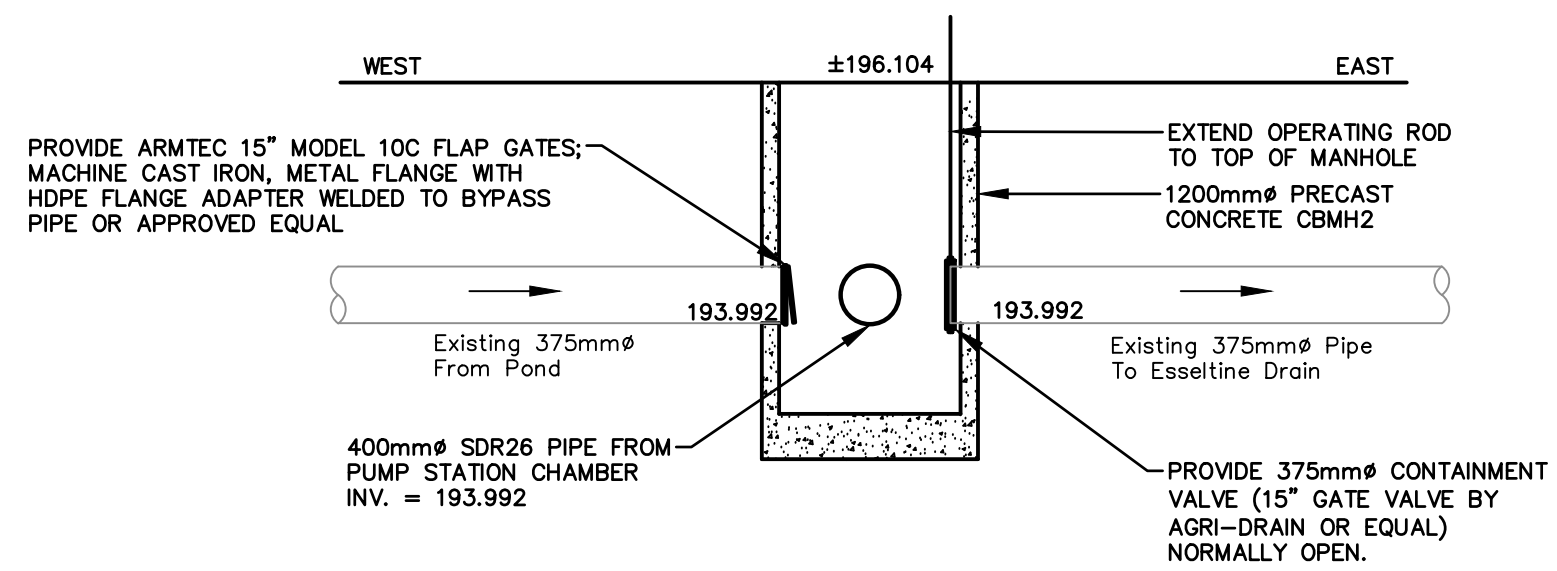
OUTLET TO ESSELTINE DRAIN

Scale H = 1:200
V = 1:100



OUTLET TO ESSELTINE DRAIN AND RAVINE

Scale H = 1:200
V = 1:100



CBMH2 SECTION DETAIL

SCALE = N.T.S.

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ISSUED FOR:	BY	DATE
REVISIONS		

N. J. Peralta
Engineering Ltd.

Consulting Engineers

Kingsville

Ontario



SOUTHSHORE
GREENHOUSES INC.

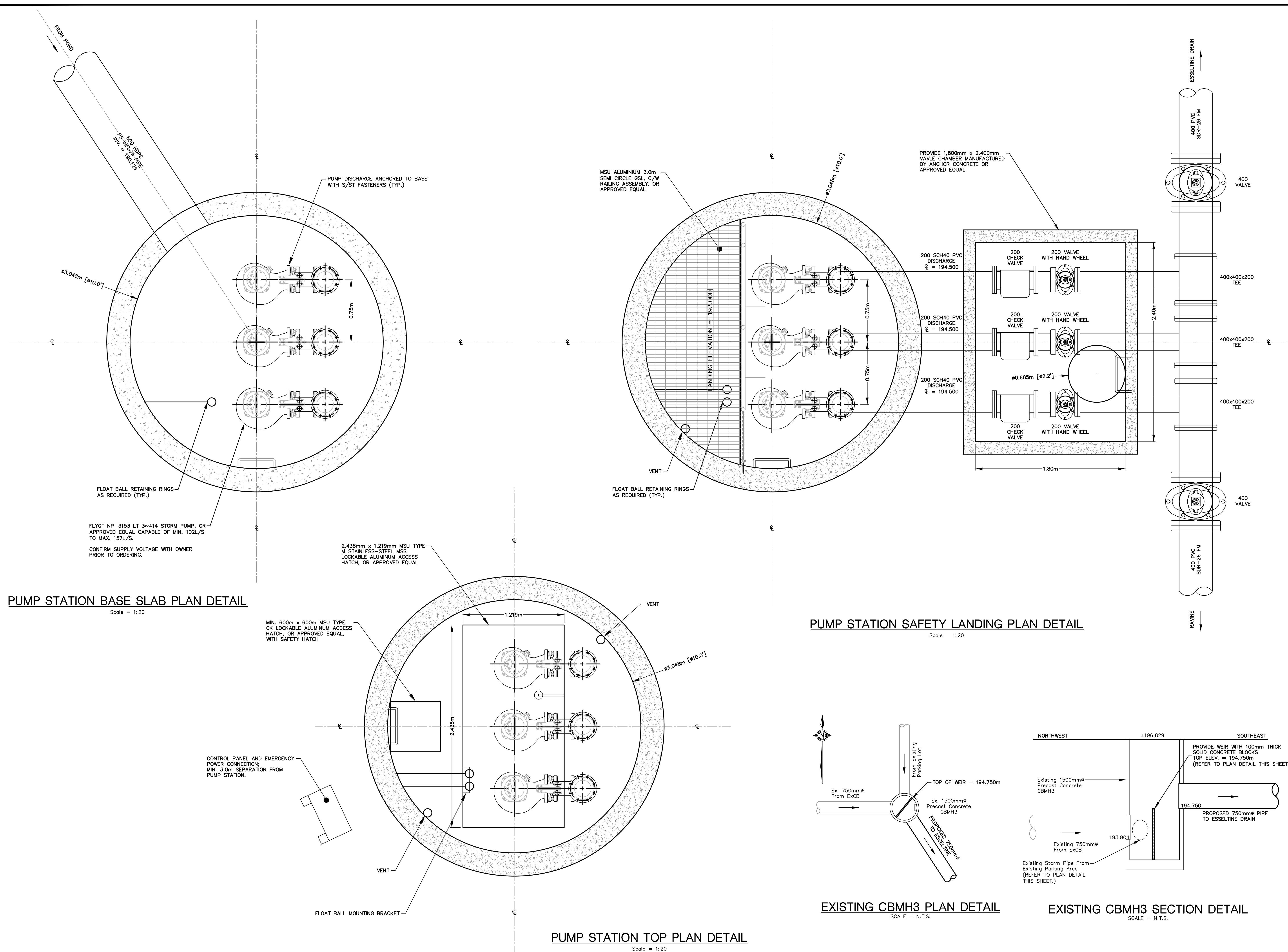
GREENHOUSE
DEVELOPMENT
EXPANSION

1670 SEACLIFF DRIVE EAST,
KINGSVILLE, ONTARIO

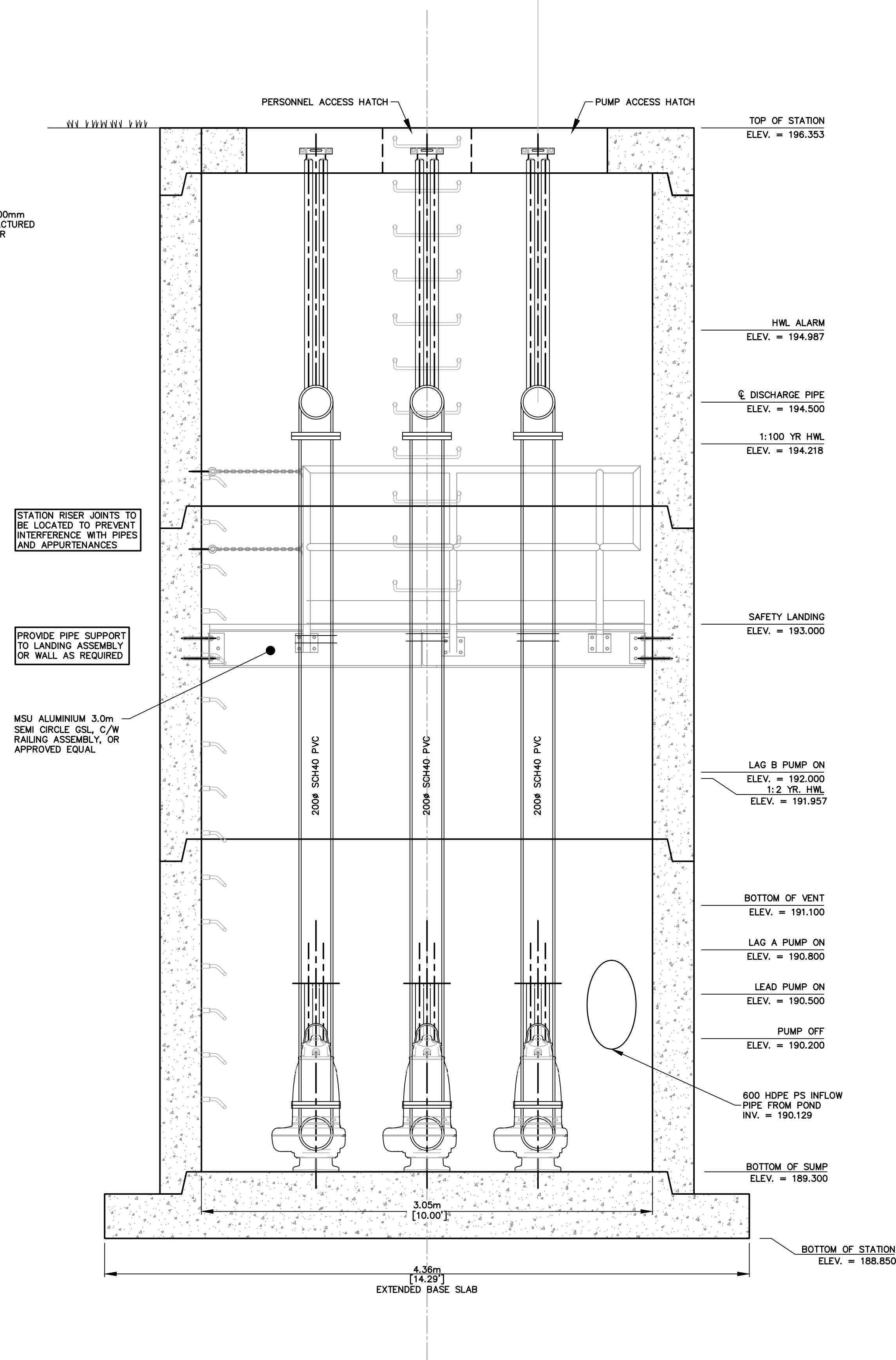
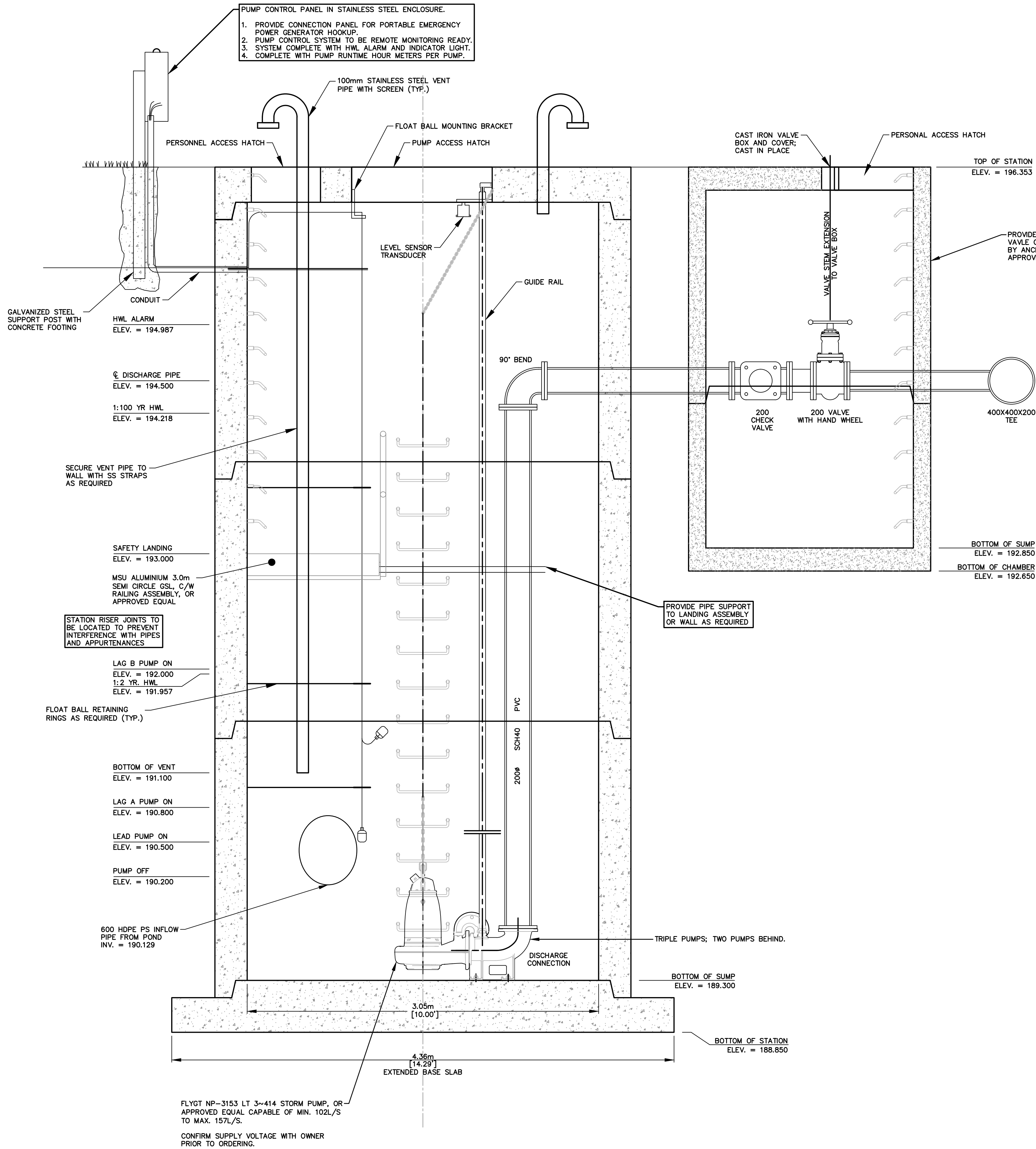
SHEET TITLE:

SECTIONS

DESIGNED BY:	DATE:
H.C.M.	JULY 06, 2020
DRAWN BY:	SCALE:
J.H.	AS SHOWN
SHEET No:	OF:
9	11
PROJECT No:	E19-031



Z:\PROJECTS\ENGINEERING\2018\1670 SEACLIFF DRIVE\DWG\167031 SWM.dwg, Last Saved: 2021/05/05



- 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. APPROXIMATE PROPOSED SITE ELEVATIONS.
 4. APPROXIMATE PROPOSED TOP ELEVATION OR SITE GRADE.
 5. APPROXIMATE PROPOSED TOP ELEVATION OR SITE GRADE.
 6. APPROXIMATE PROPOSED TOP ELEVATION OR SITE GRADE.
 7. ALL POND SLOPES TO BE NO STEEPER THAN 4(H:V) TO 1(V:H) 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 195.000m.
 12. STORM EVENTS IN EXCESS OF THE 1:100 YEAR STORM MAY CAUSE FLOODING.
 13. THIS PLAN IS TO BE READ IN CONJUNCTION WITH THE STORMWATER MANAGEMENT REPORT DATED MAY 6th, 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 'F' OF THE STORMWATER MANAGEMENT REPORT.
 17. CATCH BASINS WITHIN PARKING LOTS AND TRAVELED AREAS TO BE PRECAST CONCRETE WITH CAST IRON FRAME AND GRATE, OR EQUIVALENT.

BENCHMARKS

1. TOP NUT OF FIRE HYDRANT (NO. K743) ON SOUTH SIDE OF COUNTY ROAD 20, IN NORTHWEST CORNER OF M.N. 1506.

ELEV. = 195.069m

REVIEW AND APPROVAL	W.L.L.	06 MAY 2021
ISSUED FOR:	BY	DATE
REVISIONS		

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

Consulting Engineers

Kingsville Ontario



**SOUTHSHORE
GREENHOUSES INC.**

**GREENHOUSE
DEVELOPMENT
EXPANSION**

**1670 SEACLIFF DRIVE EAST,
KINGSVILLE, ONTARIO**

SHEET TITLE:

SECTIONS

DESIGNED BY:	DATE:
H.C.M.	JULY 06, 2020
DRAWN BY:	SCALE:
J.H.	AS SHOWN
SHEET No:	OF:
11	11
PROJECT No:	E19-031



Union Water Supply System

P.O. Box 340, 1615 Union Avenue, Ruthven, Ontario, N0P 2G0

Tele: 519-326-1668 Fax: 519-326-3490

Email: rbouchard@unionwater.ca

www.unionwater.ca

SENT BY: EMAIL

May 17, 2021

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

Attention: Mr. Andrew Plancke, Director of Municipal Services

Dear Sir,

RE: Southshore Greenhouses Inc., 1670 Seacliff Drive (28.8 acres), Kingsville, Ontario

This is further to the application dated November 2, 2020, concerning approval for production capacity of a 28.8 acre greenhouse development, located on vacant lands at 1670 Seacliff Drive East (County Road 20) in Kingsville, Ontario. This request represents the ultimate size of the greenhouse development on this particular land. It should be noted that UWSS provided approval in principle of this application on December 7, 2020 to allow for Stantec Consulting Ltd. (Stantec) to complete the water treatment and delivery capacity review.

Based on Stantec's May 12, 2021 Water Availability review report, UWSS' December 7, 2020 approval of this application for water treatment capacity allocation remains valid. As such, the application is approved for 144,000 lgal/day for the 28.8 acre greenhouse development from the Union Water Supply System. The attached approval forms have been signed and dated on behalf of the Union Water Supply System. Stantec Consulting Ltd. has also stated that granting of water delivery capacity be contingent on several conditions listed in their letter dated May 12, 2021.

In accordance with the UWSS policies, the following time limits apply to the approval:

1. This approval is valid for 6 months from the date of this letter, unless municipal approval is granted for the application within that time. Approval will lapse unless the municipality notifies the UWSS of such municipal approval.
2. This approval is valid for 6 months from the date of municipal approval (subject to the time limit in condition 1 above), unless a municipal building permit is issued for the proposed development and the issue of the permit is within that time. Approval will lapse unless the municipality notifies the UWSS of such municipal approval.
3. This approval is valid for 12 months from the date of issuance of a municipal building permit (subject to the limits in conditions 1 and 2 above) unless construction has started within that time. Approval will lapse unless the municipality notifies the UWSS.

Please notify the Union Water Supply System of the date of Kingsville's approvals under conditions 1 and 3 above of this application and, if possible, of the date that the increase in water

demand takes place. This approval is issued for the applicant and for the property designated on the application. It is not transferable to another property or to another applicant.

If you have any questions or concerns please feel free to call me.

Yours truly,



Rodney Bouchard, Manager
Union Water Supply System Joint Board of Management

RRB/kmj

Filename: e:\khristine\applications greenhouse khristine\2021 application information\mucci farms\mucci - 1670 seacliff drive (2021)\05-17-21

ltr to ap - 1670 seacliff dr (28-8 acres).docx

CC: Peter Valore, Robert Brown, Katrina Brcic, Heide Mikkelsen, William LeBel, George Dekker



planning@erca.org

P.519.776.5209

F.519.776.8688

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

May 07, 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 SPC-13-2021
1670 SEACLIFF DR E
ARN 371129000017400; PIN: 751430097
Applicant: Southshore Greenhouse Inc.

The following is provided as a result of our review of Application for Site Plan Control SPC-13-2021. The applicant is proposing to build a new greenhouse, warehouse, loading dock, parking, gravel area and other structures.

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 Union 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.

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



Mr. Brown
May 07, 2021

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.

The subject property may lie wholly or partially within the Event Based Area (EBA) of the Essex Region Source Protection Plan, which came into effect October 1, 2015. The Source Protection Plan was developed to provide measures to protect Essex Region's municipal drinking water sources. As a result of these policies, new projects in these areas may require approval by the Essex Region Risk Management Official (RMO) to ensure that appropriate actions are taken to mitigate any potential drinking water threats. Should your proposal require the installation of fuel storage on the site, please contact the RMO to ensure the handling and storage of fuel will not pose a significant risk to local sources of municipal drinking water. The Essex Region's Risk Management Official can be reached by email at riskmanagement@erca.org or 519-776-5209 ext 214. If a Risk Management Plan has previously been negotiated on this property, it will be the responsibility of the new owner to contact the Essex Region Risk Management Official to establish an updated Risk Management Plan. For any questions regarding Source Water Protection and the applicable source protection plan policies that may apply to the site, please contact the Essex Region Risk Management Official.

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



Mr. Brown
May 07, 2021

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 advises that a Stormwater Management Plan is provided to the satisfaction of the Town of Kingsville and the Essex Region Conservation Authority. The applicant must apply for a Section 28 Permit and/or Clearance from ERCA.

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

Sincerely,



Vitra Chodha, E.P
Resource Planner
/vc





May 31, 2021

Mr. Robert Brown
Town of Kingsville
2021 Division Road North
Kingsville, Ontario
N9Y 2Y9

Dear Mr. Brown:

Re: Application for Site Plan Approval, Southshore Greenhouse Inc., Part of Lot10, Concession1, Part1, 12R6792, municipal Number 1670 Seacliff Drive, North Side OF County Road No. 20.

County Infrastructure Services has reviewed aforementioned application and the following documents pertaining to subject land being a 15.44ha (38.15) farm parcel with an existing dwelling and outbuilding. The proposed development for the site is a new 11.718 ha (28.956 ac.) greenhouse with associated support facilities. Storm water is being prepared and will be forwarded separately. Please be advised the comments provided are engineering related only. This application has not been reviewed from a planning perspective.

The County of Essex has reviewed the Traffic Review by Dillon's Consultant Project No. 21-1752. At this time the County of Essex has no comments, however, The County of Essex reserves the right to revisit the situation should the operation of the site advance in such a way where more traffic and/or conflicts are generated than outlined. Should these conditions develop, the County of Essex will review mitigation measures and any required mitigation shall be undertaken at the Proponent's expense.

In 2019 an Environmental Study was completed that identified required road improvements on County Road No. 20 that impact the above noted property:

- Property to accommodate widening along County Road No. 20
- The required property will consist of 2m offset from existing property limit over subject lands and will be deeded to the County of Essex at the Proponent's expense.

The minimum setback for any structures must be 14 meters from the planned right of way limit. The minimum setback for parking area must be 3 meters from the planned right of way limit.

The applicant will be required to comply with the following County Road regulations:

County By-Law Number 2481 – A By-Law to Provide for the Protection of Highways and to Provide for the Installation of Entrance Ways.

County By-Law Number 2480 – A By-Law of the Corporation of the County of Essex to Regulate the Location of Buildings and Structures on Land Adjacent to County Roads.

Permits are necessary for any changes to existing entrances and structures, or the construction of new entrances or structure:

Any/all signage (including temporary signs) visible from County Rd 20 must be identified on the plans, must conform to County guidelines, and will require a valid County Sign Permit before installation.

Further, any required works within the County of Essex right-of-way will require permits and approvals and are to be obtained from the County of Essex.

Should you require further information, please contact the undersigned by email at kbalallo@countyofessex.ca or by phone at extension 1564.

Regards,



Kristoffer Balallo
Engineering Technologist



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

Date: June 28, 2021

To: Mayor and Council

Author: Dan Wolicki, Manager of Municipal Facilities and Properties

RE: Naming-Renaming or Dedicating of Municipal Property, Buildings and Park Elements Policy

Report No.: CDS 2021-7

RECOMMENDED ACTION

That Council adopt the Naming/Re-Naming or Dedicating of Municipal Property, Buildings and Park Elements Policy.

BACKGROUND

The purpose of this report is in response to a motion approved at the January 11th, 2021 Council meeting, whereby Council directed administration to prepare a naming policy:

19-2021

Moved By Councillor Kimberly DeYong

Seconded By Councillor Laura Lucier

‘That Council directs Administration to prepare a Naming Policy to be brought back sometime during the second half of this year’.

At present, there is no policy or guidelines in place which regulate the naming/re-naming or dedicating of municipal property, buildings or park elements for the Town of Kingsville.

The creation of a single policy in force throughout the Town of Kingsville will provide benefits of administrative efficiencies, improved customer service, less confusion for the public and most importantly, a set of uniform guidelines by which municipal property, buildings and park elements are named.

Furthermore, the policy enacts an objective to promote community identity, and the Town’s cultural and natural heritage as reflected in the naming of municipal property, buildings and park elements.

DISCUSSION

The Town honours and promotes its heritage and identity, therefore, the purpose of the Naming/Re-Naming or Dedicating of Municipal Property, Buildings and Parks Elements Policy provides general guidelines and establishes a consistent process that further protects the reputation and integrity of the Town and its assets.

The intent of the policy is to establish consistent criteria and practice for the naming of municipal property, buildings and park elements after significant geographical, neighbourhood and historical elements, and providing direction on how to apply for approval. The policy also includes recognition of significant contributions that organizations and/or individuals have made to the public life and well-being of the residents of Kingsville.

For the purpose of the policy, **Municipal Property and Buildings** refers to all real property including unimproved lands, buildings and structures owned by the Town including but not limited to dedicated parkland, open space, recreational facilities, and operational and administrative facilities.

Park Elements refers to substantial structures or recreational aspects of a park such as trails, ball diamonds, gardens, playgrounds, washrooms and water elements.

Naming principles are characterized to promote pride in the Town, acknowledge local heritage, history, and recognize unique features and geography. Proposed names are to meet one of the following criteria:

- Commemorate local history, places, events, culture;
- Strengthen neighbourhood identity to reflect the character of the area;
- Recognize native wildlife, flora, fauna, natural features; or,
- Recognize communities that contribute to the public life of the Town.

Priority in order of preference will be given to the naming practice of property and buildings after the following:

- Area or planning district in which the property or building is located to provide a geographical association to assist in locating a park or building easily;
- Most dominant 'constant feature either within or nearby' the selected site (ecological or natural resource feature);
- Historical name related to Kingsville's heritage and/or historical folklore;
- An event or person of international, national or provincial significance;
- An organization or individual, recognizing particular activities and significant contributions to the community toward the development and enhancement of a property or building.

In addition, preference shall be given to naming elements within parks and buildings after an organization or an individual that complies with particular criteria including but not limited to contributions they have made to the public life and well-being of Kingsville and sponsorship contributions made toward the acquisition, creation or redevelopment of the property, building or feature.

The following outlines the types of situations that are applicable to naming:

- **An Opening or Re-opening of a Building**
Opening or re-opening of a building as a result of a capital building campaign that includes a plan for contribution recognition upon receipt of public donations through appreciation from the Town by listing name(s) on a plaque board or on a particular feature of the building or park.
- **A Civic Recognition**
Recognizing a group or an individual's outstanding accomplishments, involvement or work in the local community or in a provincial or national forum.
- **International, National or Provincial Events/Competitions**
A building or an amenity within it in recognition of it being a venue for international, national or provincial events/competition and may also consider recognizing an individual, group or corporation who donates significantly toward meeting the cost of hosting the event/competition.
- **New Park Development**
Adopting the area, subdivision or planning district name in which the new park is located to provide a geographical association.
- **Corporate Sponsorship**
Applies to business relationships between the Town and businesses which contribute either financially or in-kind to Town programs, services, or facilities in return for recognition, public acknowledgement or other promotional considerations.

Subsequently, the following situations are not covered by this policy of individual naming dedications made to a person to celebrate a special occasion such as:

- A birth;
- A marriage;
- An anniversary;
- An accomplishment;
- A major landmark event, person(s) such as a retirement or happenings.

The proposed policy requires Council approval to formally accept and initiate the naming of municipal property, buildings and park elements.

Applicants shall submit a written request for a civic naming to the Manager of Municipal Facilities and Properties who will review for conformity with the policy and circulate to the Senior Management Team for comment on the suitability of the application.

Administration will bring forward recommendations to Council for final deliberation and decision.

The policy does not require public consultation, unless it was directed by Council in respect to a request for naming.

The approval of the proposed policy for the Naming/Re-naming, Dedicating of Municipal Property, Buildings and Park Elements will provide a consistent, open, and streamlined approach for application across the Town that ensures proper circulation and involvement of Town departments, external agencies and the public.

The Naming/Re-naming or Dedicating of Municipal Property, Buildings and Parks Elements Policy is attached in Appendix A of this report.

LINK TO STRATEGIC PLAN

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

Link to Council 2021-2022 Priorities

☒ Customer Service: Training, Technology, Staff, Review Standards/Level of service

FINANCIAL CONSIDERATIONS

The endorsement of the policy will not result in any additional financial obligations to the Town of Kingsville.

The production and installation of signage will be accounted for as part of park development budgeting. Should renaming occur or where additional complementary elements, such as memorials, accompany naming or renaming efforts, funding will be sought through the Capital Budget process or through budget amendments reports.

CONSULTATIONS

Senior Management Team
Infrastructure and Engineering Services
Legislative Services
Manager of Planning Services
Chief Administrative Officer

Dan Wolicki

Dan Wolicki

Manager of Municipal Facilities and Properties



NAMING/RE-NAMING or DEDICATING OF MUNICIPAL PROPERTY, BUILDINGS AND PARK ELEMENTS POLICY

Policy #:CDS001

Issued:

Reviewed/Revised:

Prepared By: Daniel Wolicki

Reviewed By: SMT

Approved By:

1.0 POLICY STATEMENT

The Town of Kingsville honours and promotes the heritage and identity of the Town and therefore, the purpose of this Naming/Re-Naming or Dedicating of Municipal Property, Buildings and Park Elements Policy is to provide general guidelines and a consistent process for the naming/re-naming or dedicating of municipal property, buildings and park elements. This Policy further protects the reputation and integrity of the Town of Kingsville and its assets.

2.0 APPLICABILITY

This policy applies to the following five (5) main types of situations that could initiate a request for a naming/re-naming or dedicating of municipal property, buildings or park elements:

- a) an opening or re-opening of a building, which may require donations;
- b) a civic recognition;
- c) international, national or provincial events/competitions;
- d) new park development;
- e) corporate sponsorship.

3.0 DEFINITIONS

For the purpose of this policy:

3.1 Municipal Property and Buildings shall mean all real property including unimproved lands, buildings and structures owned by the Town including but not limited to dedicated parkland, open space, recreational facilities, and operational and administrative facilities.

3.2 Park Elements shall mean substantial structures or recreational aspects of a park such as trails, ball diamonds, gardens, playgrounds, washrooms and water elements.

4.0 REFERENCE DOCUMENTS

Town of Kingsville Municipal Street and Road Naming Policy #PS001

5.0 RESPONSIBILITIES

5.1 Community and Development Services is responsible for the following:

- Receives, reviews and processes requests from individual(s), organization(s), Administration or Council;
- Prepare and provide the necessary information to send to all internal departments for initial review and consideration;
- Circulation to and correspondence with all affected organization(s) and/or individual(s);
- Provide approved naming to the appropriate staff for updating of Town mapping;

5.2 Other Department Responsibilities

- Information Technology Services (IT) – GIS – updating of all applicable municipal mapping with new name(s) of municipal property, buildings or park elements.
- Legislative Services - notification provided to the new and/or existing name holder in accordance with the policy for changes or re-naming of municipal property, buildings and park elements.

6.0 POLICY

6.1 Intent

The intent of this Policy is to:

- a) establish consistent criteria and practice for the naming of municipal property, buildings and park elements after significant geographical, neighbourhood and historical elements;

- b) recognize, on an exception basis, significant contributions that organizations (individuals may be considered in special circumstances with the exception of elected officials currently in office) have made to the public life and well-being of the people of Kingsville;
- c) provide direction on how to apply for approval to name, re-name or dedicate major external municipal property, buildings or park elements.

In instances where a naming request has been proposed as a result of receiving a significant donation toward the acquisition, creation or redevelopment of the property, building or element, consideration will be given to the sponsorship contribution being provided.

6.2 Naming Principles

- a) Names that promote pride in the Town, acknowledge local heritage, history, and recognize unique features and geography are appropriate. Proposed names should meet one of the following criteria:
 - i. Commemorate local history, places, events, culture;
 - ii. Strengthen neighbourhood identity to reflect the character of the area;
 - iii. Recognize native wildlife, flora, fauna, natural features; or,
 - iv. Recognize communities that contribute to the public life of the Town.
- b) Names shall be unique; name duplication and similar sounding names shall be avoided.
- c) Names should give a sense of place, continuity, belonging and celebrate distinguished characteristics and uniqueness of Kingsville.
- d) Names shall not be discriminatory, derogatory or political in nature.
- e) Names shall be consistent with any other applicable Town of Kingsville policies and naming standards.
- f) Names shall assist with emergency response situations by being consistent with street names and geographical locations.
- g) The form of signage shall be consistent with corporate and municipal signage, and plaque guidelines.
- h) The cost associated with signage will be responsibility of the Town when the naming/re-naming has been initiated by the Town and will be the responsibility of the community when the naming/re-naming has been initiated by the community.
- i) The Town of Kingsville makes all final decisions concerning what is placed or occurs on Town property and in its buildings.

- j) Names associated with a sponsorship will be considered when a donation amount relates to the construction value of an element.
- k) Council shall retain the right not to name certain facilities of broad community importance such as (but not limited to) Town Hall.

6.3 Naming Preferences

- a) Priority (in order of preference) shall be given to the naming/re-naming practice of the Town of Kingsville property and buildings after:
 - i. the area or planning district in which the property or building is located to provide a geographical association to help the public to locate a park or building more easily;
 - ii. the most dominant “constant feature either within or nearby” the selected site such as an associated significant ecological or natural resource feature;
 - iii. a historical name related to Kingsville’s heritage and/or historical folklore;
 - iv. an event or person of international, national or provincial significance; or,
 - v. an organization (or an individual, with the exception of elected officials currently in office) to recognize:

particular activities and significant contributions to the Kingsville community and/or society; and/or outstanding contributions and/or sponsorships made toward the development and/or enhancement of a property or building.
- b) Preference shall be given to naming the Town of Kingsville Elements (within parks and buildings) after an organization or an individual.
- c) When a name of an organization (or an individual) is being considered the following criteria should apply:
 - i. the contribution they have made to the public life and the well-being of Kingsville;
 - ii. the sponsorship contribution made toward the acquisition, creation or redevelopment of the property, building or feature;
 - iii. a direct relationship or association that existed between the place of residence of the individual and the property, building or element to be named;

- iv. where a property, building or element is named after a sports or entertainment celebrity the type of element shall be associated with the celebrity; and
- v. where the name of an individual or organization is so used, approval shall be obtained from the individual (their family) or the organization for such naming.

6.4 Types of Situations Applicable to Naming

a) An Opening or Re-opening of a Building

For the opening or re-opening of a building which may be the result of a capital building campaign, Council approves the proposed business plan which includes a plan for contribution recognition upon receipt of public donations. Citizens of Kingsville contribute to this campaign for numerous reasons including being recognized through receiving appreciation from the Town and/or having their name located on a plaque board or on a particular feature of the building or park. Donations made for a building campaign are usually collected by a community group toward the project.

b) A Civic Recognition

A civic recognition may be requested by a member of the public or may be initiated by the Town itself to recognize a group or an individual's outstanding accomplishments, involvement or work in the local community or in a provincial or national forum.

c) International, National or Provincial Events/Competitions

A naming or re-naming of a building or an amenity within it in recognition of it being a venue for International, National or Provincial Events/Competitions will occur to fulfill a condition agreed to by the Town as part of its hosting obligations. Council may also consider the naming or re-naming of such a facility or amenity to recognize an individual, group or corporation who donates significantly toward meeting the cost of hosting the event/competition. The naming or re-naming may be for the duration of a specified number of years, at any time after which Council in its sole discretion may re-name the building or amenity.

d) New Park Development

Community and Development Services is responsible for naming new parks which are developed as part of the subdivision development process. The names selected for new parks continue the current naming/re-naming practice adopting the area, subdivision or planning district name in which the park is located to provide a geographical association to help the public to locate the park more easily.

e) Corporate Sponsorship

Applies to all business relationships between the Corporation of the Town of Kingsville and businesses which contribute either financially or in-kind to Town programs, services or facilities in return for recognition, public acknowledgement or other promotional considerations. Only for cases of sponsorship which have an associated sunset clause, will a corporate name or advertising brand be used.

6.5 Types of Naming Situations Not Covered by This Policy

The following situations are not covered by this policy:

- a) Individual naming dedications made to a person to celebrate a special occasion such as:
 - i. a birth;
 - ii. a marriage;
 - iii. an anniversary;
 - iv. an accomplishment;
 - v. a major landmark event, person(s) such as a retirement or happenings.

Options for individual naming dedications can be found for naming of park features covered under the Commemorative Tree and Bench Program.

6.6 Application and Review Process

- a) Applicant(s) shall submit a written request for a civic naming to the Community and Development Services Department. The written request shall include the following:

- i. Background information concerning the rationale for consideration of the request;
 - ii. Biographical information if named after an organization (or an individual);
 - iii. Documentation including letters from organizations and individuals providing substantial support for the request. The applicant(s) is responsible for securing consensus within the community with respect to the application. Opposition to the application must be addressed and resolved by the applicant(s).
- b) Upon receipt of an application, the Manager of Municipal Facilities and Properties and/or the Director of Community and Development Services shall:
 - i. review the application for conformity with this policy;
 - ii. circulate the application to the appropriate internal stakeholders for comment on the suitability of the application, which would include:

Senior Management Team (SMT) which is comprised of representatives from Legislative Services, Financial & IT Services, Fire Department, Infrastructure and Engineering Services, Community and Development Services and the Chief Administrative Officer to review all proposed external civic names for the purpose of minimizing confusion for emergency response situations;

Planning Services, Parks and Recreation Services – for new park development naming, park re-naming and park elements;

Parks and Recreation Services – for recreational facility naming.
- c) Consult with external stakeholders in the community and identify possible objections and/or positive responses and determine the level of support for the requested civic naming;
- d) Determine whether or not a special event is planned to coincide with a formal naming ceremony;
- e) Submit a report with appropriate recommendation to Town Council to either approve or not approve the naming/re-naming as requested by the applicant(s). The report shall include, as applicable, the following:
 - i. a recommendation;

- ii. rationale for recommended action;
- iii. confirmation of the individual's /organization's endorsement and community consensus;
- iv. whether or not a ceremony is required;
- v. timing of the ceremony;
- vi. future contributions to financing and ongoing maintenance (if applicable);
- vii. the duration of time the name will be used (if applicable); and,
- viii. other associated expenses with respect to signs, ceremonies, record keeping and how costs will be addressed.

6.7 Special Circumstances

There may be special occasions where the above noted review process would not be followed (eg. for a surprise civic naming). As an example, contests for naming are considered as a special circumstance requiring approval by Town Council.

6.8 Civic Renaming

The Town of Kingsville believes that existing names have a historical significance and place within the community and should not be changed unless it is an exceptional situation and it can be proven that the majority of the local community is in support of the change. Each application for re-naming will be examined on a case by case basis, and the following considerations shall apply:

- a) Priority for re-naming will be granted by Town Council in instances where a re-naming is a condition of the awarding of an International, National, or Provincial Event/Competition and/or the duration of time agreed upon as part of this condition has expired.
- b) Civic names may be changed if there are specific circumstances that arise which warrant a review.
- c) The re-naming of an entire building or property could include:
 - i. adding another new name to the existing name; or,
 - ii. subdividing or portioning off a particular property or feature to be given a new name or sub name; or,
 - iii. placing the names of an organization (or individuals) on a plaque to recognize their contributions if it is found that it is inappropriate to name a particular property or building in its entirety.

6.9 Corporate Sponsorship Naming/Renaming

In addition to the general civic renaming considerations noted in part 6.8, above, corporate sponsorship naming/renaming initiative shall:

- a) have a specific sunset clause associated with the length of time that the corporate name will be used, with no guarantee of perpetuity;
- b) consider the significance of the contribution made relative to the construction and operating cost of the property that is the subject of the naming;
- c) require the sponsor to pay for the signage, unless the Town has requested the name change;
- d) not be limited to this policy in those circumstances where there are more appropriate ways of recognizing a sponsorship, such as internal facility naming, the dedication of plaques at a facility such as the use of donor plaque boards, or the purchase of park features such as trees, benches and picnic tables.

5.0 REVIEW/REVISIONS

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

Questions about this policy can be referred to the Director of Community and Development Services and/or designate.



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

Date: June 28, 2021
To: Mayor and Council
Author: Dan Wolicki, Manager of Municipal Facilities and Properties
RE: Lions Park Development Phase 2 – Tender Results
Report No.: CDS 2021-9

RECOMMENDED ACTION

That Council authorizes the Mayor and Clerk to execute an agreement with Greenlight General Contracting Inc. in the amount of \$210,065.00 (excluding HST) for the construction of the Lions Park Development Phase 2 located at 21 Mill Street;

And that Council authorizes the expense of \$210,065 (excluding HST) to be funded by \$200,000 from the 2021 Capital Budget and the balance from the Lion's Hall Property Development Reserve (03-000-032-31049).

BACKGROUND

Lions Park is located at 21 Mill Street that includes the Lions Hall building and a community garden. The rejuvenation of Lions Park had been discussed for several years as the existing park space and its amenities, including a basketball court, were in dire need of improvement due to the conditions.

In 2017, Ron Koudy's Landscape Architects had been appointed by the Town to construct designs for future development of the park to improve the overall functionality and to provide further opportunities of use among the community and general public.

The proposed designs developed by Ron Koudy's Landscape Architects had been presented to the public for discussion and input back in the spring of 2018. In gathering feedback from administration and the general public, Ron Koudy's Landscape Architects was able to finalize the master plan for the development of Lions Park which had been presented and approved at the regular meeting of Council on July 23rd, 2018.

The project has been strategically phased to allow the community and general public to utilize the park following completion of each phase.

In 2019, construction of Phase 1A-1B development was completed that included site servicing, a new basketball court, paved walking trails and plantings.

Council approved the budget of \$200,000 in the 2021 Capital Budget for the Phase 2 development of the Lions Park project.

Items included within the construction of Phase 2 are as follows:

- Shade structure
- Multi-use court
- New plantings
- Extension of paved trail system

DISCUSSION

Ron Koudy's Landscape Architects was retained to prepare the necessary drawings, specifications, and tender documents. The final tender package seeking construction services was advertised to the public on May 5th, 2021 with a closing date of May 28th, 2021. The results (excluding HST) are as follows:

Contractor/Vendor Name	Bid Amount
Greenlight General Contracting Inc.	\$210,065.50
Quinlan Inc.	\$229,040.00
CSL Group Ltd.	\$230,665.00
Nevan Construction Inc.	\$255,680.00
Gulf Developments Inc.	\$390,453.85

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

LINK TO STRATEGIC PLAN

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

Link to Council 2021-2022 Priorities

☒ Programming Increase: Youth and Seniors

FINANCIAL CONSIDERATIONS

\$200,000.00 is allocated towards this project (*Capital Project: PARKS-2020-2*) in the 2021 Capital Budget.

Based on the tender results, an additional \$10,065 plus non-refundable HST of \$3,697 will need to be funded from additional sources. Administration recommends funding the excess costs from the Lion's Hall Property Development Reserve (03-000-032-31049) which currently has a balance of \$23,246.

Both the Town and the Consultant have identified a trend with tender pricing running about 20-30% higher than project estimates due to inflation and rising costs on materials and general construction.

It was also identified that the design of the outdoor shade structure, based on the uniqueness, contributed to higher than anticipated costs for the purchase and construction of the structure.

CONSULTATIONS

Senior Management Team
Director, Financial and IT Services
Chief Administrative Officer

Dan Wolicki

Dan Wolicki
Manager of Municipal Facilities and Properties



REGULAR MEETING OF COUNCIL

MINUTES

Monday, June 14, 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
 J. Galea, Human Resources Manager
 K. Brcic, Planner
 T. Del Greco, Manager of Engineering
 S. Kitchen, Deputy Clerk-Council Services
 R. McLeod, Director of Financial & IT Services
 A. Plancke, Director of Infrastructure & Engineering
 R. Baines, Deputy Clerk - Administrative Services
 D. Wolicki, Manager of Municipal Facilities and Property
 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 members to 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. Windsor-Essex Regional Community Safety and Well Being Plan / Engagement Meeting with Council--Update presentation from Strategy Corp

John Matheson, Principal, and Olivia Lahaie, Associate, StrategyCorp Inc.

John Matheson presented a PowerPoint Presentation entitled "Windsor-Essex Regional Community Safety and Well-Being Plan, Town of Kingsville-Update Presentation", including project background information, an overview of the Public Consultation process, the benefits of the multi-sectoral partnership approach, identification of issues and interim regional priorities, and next steps.

367-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council receives the update Report as presented by John Matheson of StrategyCorp Inc. entitled 'Windsor-Essex Regional Community Safety and Well-Being Plan, Town of Kingsville, Update Presentation, dated June 14, 2021.

CARRIED

2. Tourism Windsor Essex Pelee Island--Presentation of new Regional Tourism Video, discuss plans for 2021, and to unveil TWEPI's new 2021/2022 Official Visitor Guide

CEO Gordon Orr, Lynnette Bain, Vice President Destination Development, and Jason Toner, Director of Marketing and Communications presented the new Regional Tourism Video, TWEPI's plans and areas of focus for 2021, and unveiled the latest edition of the 2021/2022 Official Visitor Guide.

At 6:39 p.m. Mayor Santos called for a brief recess, and the meeting reconvened at 6:45 p.m., at which time the question-and-answer period continued.

368-2021

Moved By Councillor Tony Gaffan

Seconded By Councillor Thomas Neufeld

That Council receives the presentation of Gordon Orr, Lynnette Bain, and Jason Toner, representing Tourism Windsor Essex Pelee Island (TWEPI) entitled 'Where Can WE Take You?', dated June 14, 2021.

CARRIED

3. Delegations RE: COVID-19 Economic Recovery Officer (See Agenda Item I-6)

Dennis Rogers, GreenHeart Kitchen

Sheri Lowrie and Mark Somerville, Members, Tourism and Economic Development Committee

Dennis Rogers, speaking on behalf of The Main, My Cousin's Closet, Garage Gym, Pinnacle Realty, Jack's Group, Tangles Hair Spa, GreenHeart Kitchen and the Grove Hotel, asked that Council approve the request being made this evening as a recommendation from the Tourism and Economic Development Committee for a COVID-19 economic recovery officer.

At 6:50 p.m. Councillor Lucier left the meeting, and did not return.

Ms. Lowrie expressed support of the request, provided background information, and stated that the position is required because the Town is understaffed in the area of tourism.

Mr. Somerville expressed support of the request, suggesting Town be treated as a brand and be uniquely positioned as such to attract businesses, residents and tourists, and that the requested position would lead the Town into those areas and assist with that brand identification.

369-2021

Moved By Councillor Larry Patterson

Seconded By Councillor Kimberly DeYong

That Council receives the presentation of Dennis Rogers, Sheri Lowrie, and Mark Somerville.

CARRIED

F. MATTERS SUBJECT TO NOTICE

**1. Application for Zoning By-law Amendment ZBA/06/21 by Leonard Fitch
VL County Rd 8 & 403 County Rd 27**

K. Brcic, Town Planner

i) Notice of Complete Application and Public Meeting: Zoning By-law Amendment dated May 21, 2021;

ii) Report of K. Brcic dated May 31, 2021;

iii) Proposed By-law 47-2021, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law of the Town of Kingsville.

Ms. Brcic presented the Planning Report and recommendation that Council approve Zoning By-law Amendment Application ZBA/06/21 to rezone the subject lands from 'Agriculture (A1)' to 'Agriculture-Exception 83 (A1-83)' to permit a secondary dwelling unit and adopt the implementing by-law.

There were no comments from the Applicant, and no comments from the public.

370-2021

Moved By Councillor Larry Patterson

Seconded By Councillor Kimberly DeYong

That Council approves Zoning By-law Amendment application ZBA/06/21 to rezone the subject lands at 403 County Rd 27 and VL County Rd 8, PT Lot 11 & 12, Concession 11, in the Town of Kingsville from 'Agriculture (A1)' to 'Agriculture - Exception 83 (A1-83)' to permit a secondary dwelling unit, and adopt the implementing by-law.

CARRIED

G. AMENDMENTS TO THE AGENDA

None.

H. ADOPTION OF ACCOUNTS

1. Town of Kingsville Accounts for the monthly period ended May 31, 2021

371-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council receives Town of Kingsville accounts for the monthly period ended May 31, 2021 being TD cheque numbers 076437 to 076730 for a grand total of \$1,896,785.40

CARRIED

I. STAFF REPORTS

1. Park Curfew Bylaw Amendment

D. Wolicki, Manager of Municipal Facilities and Property

372-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council approves the amendment to the Parks Curfew By-law 127-2004 as outlined in report CDS 2021-6 to enact a sunset to 5:00 a.m. curfew for Lions Park for the remainder of the 2021 year.

CARRIED

**2. Cottam Community Improvement Plan Application by Tim Lindsay.
105/107 County Road 34 W Pt. Lot 270, Concession STR, Part 1,
RP 12R 553**

R. Brown, Manager of Planning Services

373-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council:

Approves the Cottam Community Improvement Plan funding application for façade upgrading and improvements for 105/107 County Road 34 W in the amount of \$1,750 representing 25% of the funding allowance for the proposed improvements;

Agrees that future Cottam Community Improvement Grant applications will be reviewed and approved by the CAO and Director of Financial and IT Services upon the advice of the Manager of Planning Services with the understanding that Administration will provide a biannual report to Council outlining those approvals.

CARRIED

3. Application for Site Plan Amendment SPA/10/2021, 2495 Graham Side Road, Part of Lot 6, Concession 3 ED Pt. 1 RP 12R-20425 & Part 1, RP 12R24954

R. Brown, Manager of Planning Services

374-2021

Moved By Councillor Thomas Neufeld

Seconded By Councillor Larry Patterson

That Council:

Approves Site Plan Amendment application SPA/10/2021 for the expansion of an existing greenhouse facility including 7.4 ha (18.3 ac.) of growing area with support facility, a new hot water tank, expanded storm water pond and additional bunkhouse on lands located at 2495 Graham Side Road, 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.

CARRIED

4. Division Road North Culvert over Mill Creek – Tender Results

T. Del Greco, Manager of Engineering

375-2021

Moved By Councillor Larry Patterson

Seconded By Councillor Kimberly DeYong

That Council awards the Division Road North Culvert over Mill Creek Tender to Sterling Ridge Infrastructure in the amount of \$428,800 (excluding HST) and authorizes the Mayor and Clerk to execute the requisite agreement.

CARRIED

At 7:34 p.m Mayor Santos called for a brief recess and the meeting reconvened at 7:42 p.m.

5. Kingsville Striking Committee--Report dated June 3, 2021

Mayor Santos presented the Kingsville Striking Committee report.

376-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council endorses the following appointments and update the municipal committee appointment by-law for the Migration Festival Committee membership as presented to include: Bev Snyder and Layne van Loo.

CARRIED

6. COVID-19 Economic Recovery Officer

J. Norton, CAO

377-2021

Moved By Councillor Tony Gaffan

Seconded By Councillor Kimberly DeYong

That Council reconsiders Motion #30-2021 that "Council does not approve the Tourism and Economic Development Officer position for the 2021 calendar year".

LOST

As the reconsideration motion lost, and in accordance with the Procedure By-law, there was no further discussion.

7. Graham Sideroad – Road Repair

T. Del Greco, Manager of Engineering.

378-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council waives the requirements of the Kingsville Procurement Policy and award repairs of Graham Sideroad (between Road 2 East and Road 3 East) to Coco Paving Incorporated.

CARRIED

8. West Side Collector Road – Partial Land Acquisition

R. McLeod, Director of Financial and IT Services

379-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council authorizes the Mayor and Clerk to enter an agreement with Amico Properties Inc. to accept the assignment of a purchase agreement, and then to authorize Administration to immediately complete and close on the purchase, for 3.181 acres of a portion of land situated on Fox Lane in the Town of Kingsville and legally described as Pt Lt 4 Con 1 Western Division Gosfield as in R1069204 Kingsville, being a portion of PIN 75173-0125 (LT), subject to satisfactory terms and conditions agreed upon by the Chief Administrative Officer.

CARRIED

J. MINUTES OF THE PREVIOUS MEETINGS

1. Regular Meeting of Council--May 25, 2021

2. Regular Closed Session Meeting of Council--May 25, 2021

380-2021

Moved By Councillor Tony Gaffan

Seconded By Councillor Larry Patterson

That Council adopts Regular Meeting of Council Minutes dated May 25, 2021 and Regular Closed Session Meeting of Council Minutes dated May 25, 2021.

CARRIED

K. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. Open Streets Advisory Committee--March 18, 2021

381-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council receives the Open Streets Advisory Committee Meeting Minutes dated March 18, 2021.

CARRIED

2. Kingsville B.I.A.--April 13, 2021

382-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council receives Kingsville BIA Meeting Minutes dated April 13, 2021.

CARRIED

3. Park Recreation Arts and Culture--April 15, 2021

383-2021

Moved By Councillor Larry Patterson

Seconded By Deputy Mayor Gord Queen

That Council receive Park Recreation Arts and Culture Committee Meeting Minutes dated April 15, 2021 together with the following sub-committee minutes: Migration Festival - February 23, 2021, Communities in Bloom - March 2, 2021, Highland Games - October 27, 2020.

CARRIED

4. Union Water Supply System Joint Board of Management--April 21, 2021

384-2021

Moved By Councillor Larry Patterson

Seconded By Councillor Tony Gaffan

That Council receives Union Water Supply System Joint Board of Management Meeting Minutes dated April 21, 2021.

CARRIED

L. BUSINESS CORRESPONDENCE - INFORMATIONAL

- 1. Township of Conmee--Resolution passed April 13, 2021 RE: Support Kingsville's resolution re: Bill-C-21 regarding firearms.**
- 2. Municipality of Chatham-Kent**
 - a. Correspondence dated May 12, 2021 RE: Support Resolution for Cannabis Licensing and Enforcement**
 - b. Correspondence dated May 12, 2021 RE: Support Resolution for Exempt Carbon Tax on all Primary Agriculture Producers**
 - c. Correspondence dated May 12, 2021 RE: Support Resolution Withdraw Prohibition on Golfing and other Outdoor Recreational Activities**
- 3. Endorsements of 988 Suicide and Crisis Prevention Hotline Initiative**
 - a. City of Owen Sound--Correspondence dated May 21, 2021**
 - b. Municipality of Lakeshore--Correspondence dated May 27, 2021**
 - c. Township of West Lincoln--Correspondence dated May 26, 2021**
- 4. Municipality of West Elgin--Correspondence dated May 14, 2021 RE: Phragmites australis**
- 5. The Corporation of the Township of Terrace Bay--Correspondence dated May 18, 2021 RE: Advocacy for Reform MFIPPA**

6. **Gravel Watch Ontario--Correspondence received May 18, 2021 RE: Gravel Watch re: recent provincial consultation on the expansion of the Green Belt.**
7. **Town of Cochrane--Correspondence dated May 19, 2021 RE: Reopening of Greenwater Provincial Park**
8. **Township of The Archipelago**
 - a. **Correspondence dated May 21, 2021 RE: Bill 228--Banning unencapsulated Polystyrene Foam**
 - b. **Correspondence dated May 21, 2021 RE: Bill 279, Environmental Protection Amendment Act (Microplastics Filters for Washing Machines), 2021**
9. **Local 444 Unifor--Correspondence from Dave Cassidy, President dated May 26, 2021 RE: Premier Ford's Roadmap to Reopening**
10. **Township of West Lincoln--Correspondence dated May 26, 2021 RE: Health Canada Open Consultation: Requesting a Review of Cannabis Licensing and Enforcement**
11. **Perth County--Correspondence dated May 26, 2021 RE: Domestic COVID-19 Vaccine Production and Capacity**
12. **Town of Halton Hills--Correspondence dated June 1, 2021 RE: Elimination of LPAT**
13. **County of Essex--Correspondence dated June 2, 2021 RE: Request for Discretionary Regional Reopening Strategy**
14. **Township of O'Connor--Correspondence dated June 4, 2021 RE: Bill C-21**
15. **Deputy Mayor Gord Queen--Report dated June 8, 2021 RE: Municipal Code of Conduct Consultation Meeting with Minister Dunlop and the Western Region Municipalities**

385-2021

Moved By Councillor Kimberly DeYong

Seconded By Deputy Mayor Gord Queen

That Council receives Business Correspondence - Information items 1-15.

CARRIED

386-2021

Moved By Councillor Kimberly DeYong

Seconded By Councillor Thomas Neufeld

That Council supports Town of Halton Hills Resolution No. 2021-0115 RE:
Elimination of Local Planning Appeal Tribunal (LPAT).

CARRIED

387-2021

Moved By Councillor Thomas Neufeld

Seconded By Councillor Tony Gaffan

That Council supports Municipality of West Elgin Resolution No. 2021-147
passed May 13, 2021 RE: Invasive Phragmites australis.

CARRIED

388-2021

Moved By Councillor Kimberly DeYong

Seconded By Councillor Larry Patterson

That Council supports Local 444 Unifor correspondence of President Dave
Cassidy dated May 26, 2021 RE: Premier Ford's Roadmap to Reopening.

CARRIED

389-2021

Moved By Councillor Kimberly DeYong

Seconded By Councillor Larry Patterson

That Council supports County of Essex Resolution 131-2021 passed June 2,
2021 RE: Request to Premier of the Province of Ontario for Discretionary
Regional Reopening Strategy.

CARRIED

390-2021

Moved By Councillor Kimberly DeYong

Seconded By Councillor Larry Patterson

That Council supports Municipality of Lakeshore Resolution 173-05-2021 passed May 25, 2021 RE: Support for National Suicide Prevention Hotline.

CARRIED

M. NOTICES OF MOTION

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

391-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council, at a future meeting of Council, be provided with a brief plain language report explaining exactly what a home occupation (in a residential zone) is, and information as to how the Town deals with complaints in regard to same.

CARRIED

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

392-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That we as a Town Council formally invite Premier Doug Ford to come in person to our Town in a spirit of sharing and cooperation that he may have the opportunity to actually learn from our small business owners the effect of not opening is having on them. Following such in person exchange, that Mr. Ford and such Ministers or staff that he chooses to join with him be offered the opportunity to break bread with one of our fine establishments, and, as this is an important offering, That the formal offer or invitation when prepared in such manner be given the opportunity to sign the same.

CARRIED

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

393-2021

Moved By Councillor Kimberly DeYong

Seconded By Deputy Mayor Gord Queen

That Council waives annual patio permit and application fees for the 2021 season in support of our restaurant industry in their recovery from restrictions.

CARRIED

N. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

None.

O. BYLAWS

1. By-law 47-2021

394-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council reads By-law 47-2021, being a by-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (ZBA/06/21; VL County Road 8 and 403 County Road 27, PT Lot 11 and 12, CON 11) a first, second and third and final time.

CARRIED

2. By-law 48-2021

395-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council reads By-law 48-2021 being a By-law to amend By-law 127-2004, being a By-law to establish a curfew and regulate parking in certain municipally owned parks within the Town of Kingsville a first, second and third and final time.

CARRIED

3. By-law 49-2021

396-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council reads By-law 49-2021 being a By-law to amend By-law 21-2005, as amended, being a By-law to Regulate Traffic and Parking on Highways within the Town of Kingsville a first, second and third and final time.

CARRIED

4. By-law 50-2021

397-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council reads By-law 50-2021, being a by-law to Appoint a By-law Enforcement Officer and a Property Standards Officer a first, second and third and final time.

CARRIED

P. CLOSED SESSION

398-2021

Moved By Councillor Kimberly DeYong

Seconded By Councillor Thomas Neufeld

That Council, at 8:18 p.m. pursuant to Subsection 239(2) of the *Municipal Act, 2001*, enter in Closed Session to address the following item: Subsection 239(2)(b) personal matters about an identifiable individual, including municipal

employees and Subsection 239(2)(d) employee negotiations, being an update by CAO J. Norton and Human Resources Manager J. Galea regarding matters relating to hiring of staff.

CARRIED

Q. REPORT OUT OF CLOSED SESSION

Upon rising from Closed Session at 8:53 pm. Mayor Santos reported that Council received information regarding two items, being an update from CAO Norton and Human Resources Manager Galea regarding matters relating to hiring of staff.

R. CONFIRMATORY BY-LAW

1. By-law 51-2021

399-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council reads By-law 51-2021, being a by-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its June 14, 2021 Regular Meeting a first, second and third and final time.

CARRIED

S. ADJOURNMENT

400-2021

Moved By Councillor Larry Patterson

Seconded By Councillor Tony Gaffan

That Council adjourns this Regular Meeting at 8:55 p.m.

CARRIED



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

**PLANNING ADVISORY COMMITTEE
JANUARY 19, 2021 @ 7:00 P.M.
ELECTRONIC PARTICIPATION – Via Zoom**

A. CALL TO ORDER

Chairperson John Lein called the Meeting to order at 7:04 p.m. with the following persons in attendance:

**MEMBERS OF PLANNING
ADVISORY COMMITTEE:**

Deputy Mayor Gord Queen
Councillor Laura Lucier
John Lein
Lorrie Mensch
Wayne Latam

MEMBERS OF ADMINISTRATION:

Manager of Planning Services – Robert Brown
Town Planner – Kristina Brcic
Administration – Stephanie Coussens

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. MINUTES OF THE PREVIOUS MEETING

Review and adoption of minutes of the November 19th, 2019 Planning Advisory Meeting.

PAC – 01 – 2021

Moved by Gord Queen, seconded by Laura Lucier that the Planning Advisory Committee Meeting Minutes dated November 19th, 2019 be adopted.

CARRIED

D. ITEMS FOR DISCUSSION

1. NOMINATION OF NEW CHAIR

Chairperson, John Lein has made the Committee aware that he has recently moved out of the municipality of Kingsville. Due to the non-residence issue this raises, the Manager of Planning Services, Robert Brown has requested Mr. Lein step down as chairperson, and a new Chairperson is nominated.

Lorrie Mensch nominated Councilor Laura Lucier.

Councilor Laura Lucier accepted the nominated.

PAC – 02 – 2021

Moved by Lorrie Mensch, seconded by Wayne Latam that Councilor Laura Lucier be appointed the new Chairperson of the Planning Advisory Committee.

CARRIED

- 2. DIRECTION FORWARD** - Format and utilization of PAC to better provide an opportunity for constructive and meaningful public engagement in significant planning approvals. Manager of Planning Services, Robert Brown explained what he wants to see going forward for the committee, and how to utilize the Planning Advisory Committee more often.
- 3. PAC MEMBER ENGAGEMENT** – to determine, through open discussion the role that Planning Advisory Committee potentially sees it playing going forward.

Committee member Wayne Latam asked if there is a perception of anything that is taken to council will be approved. Rubber stamp perhaps.

Deputy Mayor Gord Queen discussed past practice in the Town of Kingsville, and explained the tightened up procedures now.

Mr. Latam, would like to see Planning Advisory Committee involvement in discussion of proposed applications.

Manager of Planning Services, Robert Brown explained that smaller municipalities didn't have the resources, planners on staff, relied on consultants. This community doesn't seem to appreciate outsiders. Keeping resources is also a challenge for small municipalities.

Committee member Lorrie Mensch, is a long term Kingsville resident. Ms. Mensch explained that resentment isn't against outsiders, she feels that the community doesn't feel that the wants and needs of the residents is being heard or considered. The people of Kingsville, have and want respect for their community, as well as more public interaction.

Mr. Latam, feels that some applicants lack attention to detail. The Town provides a Zoning By-law of what is required and the applicants look at it as more of a suggestion than a requirement.

Ms. Mensch, feels the November 19th, 2019 meeting provided the public a chance to speak, and be heard. Ms. Mensch feels it was a benefit to the applicant as well as the Town to host the meeting for the public.

Mr. Queen agrees with both Mr. Latam, as well as Ms. Mensch that the applicants need to be given clear direction, and expectations. As well as listening to the thoughts and concerns of the general public.

Mr. Brown, agrees with the comments, he does appreciate all the feedback, and the good information that came from the meeting; however, it would be helpful for all in attendance to remain respectful of all participant's roles and their comments.

- 4. CASE STUDY EXERCISE** – To provide PAC with some hypothetical development plans in and around Kingsville. Good conversations were had with the committee members on what is expected from a discussion point of view.

E. NEW BUSINESS

F. NEXT MEETING DATE

The next meeting of the Planning Advisory Committee shall take place on February 16th, 2021 via Zoom @ 7:00 PM p.m.

G. ADJOURNMENT

PAC – 03 – 2021

Moved by Wayne Latam, seconded by Lorrie Mensch to adjourn this Meeting at 8:26 p.m.

CARRIED

CHAIR, Laura Lucier

**RECORDING SECRETARY,
Robert Brown**



COMMITTEE MINUTES

**PLANNING ADVISORY COMMITTEE
FEBRUARY 16, 2021 @ 7:00 P.M.
ELECTRONIC PARTICIPATION – VIA ZOOM**

A. CALL TO ORDER

Chairperson Laura Lucier called the Meeting to order at 7:02 p.m. with the following persons in attendance:

MEMBERS OF PLANNING ADVISORY COMMITTEE:

Deputy Mayor Gord Queen
Councillor Laura Lucier
Lorrie Mensch
Wayne Latam

MEMBERS OF ADMINISTRATION:

Manager of Planning Services, Robert Brown
Town Planner, Kristina Brcic
Chief Administrative Officer, John Norton
Administration, Stephanie Coussens

B. DISCLOSURE OF PECUNIARY INTEREST

Chairperson Laura Lucier 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. MINUETS OF THE PREVIOUS MEETING

Review and adoption of minutes of the January 16th, 2021 Planning Advisory Meeting.

PAC – 04 – 2021

Moved by Gord Queen, seconded by Wayne Latam that the Planning Advisory Committee Meeting Minutes dated January 16th, 2021 be adopted.

CARRIED

D. ITEMS FOR DISCUSSION

1. OPA/01/2021 and ZBA/01/2021 – 2610349 Ontario Ltd. – 45 & 49 Division St N

Introduction of the proposal by Manager of Planning Services, Robert Brown presented his report dated February 5th, 2021 with information regarding a proposed Official Plan Amendment OPA/01/21 and Zoning By-law Amendment ZBA/01/21 for lands, located at 45 & 49 Division St N, in the Town of Kingsville.

The Town of Kingsville has received the above-noted applications for lands located on the east side of Division St. North, between Pulford St. and Beech St. The subject property is designated 'Central Commercial' (45 Division St. N) and 'Residential' (49 Division) by the Official Plan (see Official Plan Map attached) and zoned 'General Commercial Exception 4 (C4-4)' (45 Division St. N) and 'Residential Zone 1 Urban (R1.1)' (49 Division St. N) under the Kingsville Comprehensive Zoning By-law. (see attached Zoning Map attached)

Together the subject lands are 2,302 sq. m (24,779 sq. ft.) in area with 40.37 m (132.4 ft.) of frontage. Each of the properties contain single detached dwellings. The dwelling at 45 Division St N is used as an engineering office (N. J. Peralta Engineering Ltd.) with the one at 49 Division St N a vacant residence. The applicant is proposing to remove both buildings and redevelop the lot with a two storey office building, being 8 m (26 ft.) in height and 553 sq. m (5,952 sq. ft.) in area, with associated parking area (see Appendix A).

The proposed development does not raise any technical concerns for the Town. Servicing is available to the property and storm water management will be required as part of the site plan approval process. The intensity of the use is not proposed to increase to a level that would impact on the ongoing function of Division St North. The design and placement of the building have attempted to take into consideration the impact on abutting uses while maximizing open space and providing the necessary parking to support the use.

From the policy side the requested Official Plan Amendment would permit a minor expansion of the Central Commercial area, the rationale for which has been provided. The zoning amendment request will rezone both lots to a new consolidated site-specific General Commercial classification that will permit the development and address the requested reduction in the side yard setback on the north side. Site plan control applies to commercial development which will help to further mitigate potential impact on abutting properties. The current residential zoning on 49 Division St N permits residential development which does not require site plan approval and does not afford neighbouring landowners any level of input if the lot is redeveloped for a permitted use.

Mr. Brown introduced the Applicants, Tony Peralta and Heide Mikkelsen of N. J. Peralta Engineering Ltd; and Agent, Jackie Lassaline of Lassaline Planning Consultants. Ms. Lassaline presented a slide show of the proposed development, in more detail for the residents. Explaining the vision of her client.

Larry and Karen Harrison, 57 Division St N. Written comment was provided to the committee members and is attached as part of Appendix A to these minutes.

The agent, Ms. Lasaline responded to Mr. Harrison's concerns of the setback, landscaping, as well as the Heritage interest of the home. The home at 49 Division St. N is not in habitable form, the Heritage committee will evaluate the request for demolition. Ms. Lasaline explained the benefit of the professional office as a passive commercial development, explaining the perfect transitional use between the residential existing and the active commercial we see with the Red Apple store South of the properties. This proposal is a very appropriate use to the adjacent residential properties. With the re-zoning By-law additional commercial uses will be appropriate and will be supportive of the existing residential surrounding properties.

The applicant, Tony Peralta, asked the Manager of Planning Services, Robert Brown to clarify a few different situations if this application is denied. Mr. Brown, explained what the current height and set back requirements on both parcels could permit large homes with less setback as currently zoned. By re-zoning the properties, the applicant is actually seeking less than half of what is allowed in the current zoning.

Manager of Planning Services, Robert Brown also commented on Mr. Harrison's comments of the Official Plan amendment, it is not unusual to amend an Official Plan even after it is new; The Official Plan is a living document. As part of the review process we did not include land supply, which will be a separate review. Land supply is driven at the County level, they provide population projections, the County determines land supply, how large a municipality will grow. Minor amendments such as this proposal is not uncommon, when you have two abutting land use designations. It is unusual to see a downtown core expand. It is encouraging to see the expansion of the downtown core. Encompassing one additional lot immediately next to an existing is not unusual. Mr. Brown commented on the property at 9 Pulford St, he is aware that the property was for sale, and it may have sold. Mr. Brown is not aware of any commercial proposals. If and when the application is brought to the Town, it would be separately assessed. This particular application does not influence the success or failure of that application in the future, if an application is made.

Chairperson, Laura Lucier commented to keeping the conversation focused on the property at hand, and not speculate about other properties.

Mr. Harrison responded to Tony Peralta, regarding the set back of the commercial building asking if there will be negotiation of the acceptable setback, moving the setback to 15 feet instead of 10 feet.

The applicant, Heide Mikkelsen spoke to the proposal of shifting the building to the South. The space would be used as an amenity space. Mr. Mikkelsen shared some slides of the proposed building, highlighting the architectural notch that has been incorporated in the design to reduce any impact to the Harrison's view of the streetscape. The alternative proposal would be to mirror the site to the South of the property, to allow for the 6 meter setback. This would put the parking lot next to the residential properties, this proposal would require more buffering between the parking lot and residential properties to maintain the same level of enjoyment to the neighbours. Mr. Tony Peralta spoke to the correspondence and conversations between the Harrison's and Peralta Engineering for the past 5 years. They realize that the Harrison's are the most effected neighbours for this property. In speaking with the Harrison's it was understood that they did not want the traffic and parking lot next to their home. Peralta Engineering felt this proposal was the most accommodating to their requests.

Mr. Harrison, spoke to the understanding of if they move to the South. Mr. Harrison would rather see the amenity space between his home and the commercial building, instead of the 10 foot proposed setback. Mr. Harrison would like the consideration of the setback to be looked at.

Committee member Wayne Latam, asked regarding the current office space versus the new space, what is the difference / type of business / activity? Regarding the amenity space being placed on the North side of the building, Mr. Latam foresees it being an inconvenient location for the employees; however it would not get used as much, only be used during lunch hour and breaks so it would be a good compromise for the residential property. Mr. Latam does have an issue with the applicant asking for a re-zoning and then asking for a minor variance right away. Mr. Latam would prefer to see the applicant design their development so that it complies with the requested zoning. Mr. Latam does not believe that the building should or could be used as a buffer between the residential and commercial designation.

Mr. Peralta spoke to the compromise of moving the building to the South, to the 4.5 meter or 15 feet. The Harrisons would need to let them know if they would rather have the amenity space or a clear space that is not used by staff.

David Harrison, 171 Division St N. Written comment was provided to the committee members and is attached as part of Appendix A to these minutes.

Mr. Peralta responded to the concerns of Mr. Harrison, discussing the site lines that will be maintained with what is currently existing. Regarding the height of building, it will appear to be more inline, as the new build will have a flat roof. The Harrison's home is 20 feet high, the new build will be 26 feet high. The difference should not dwarf the Harrison's home. Regarding the window height, the intent of the design is that the windows will be at 6 to 7 feet high in the second floor of the building.

Mr. Harrison brought up the property on Pulford that was recently purchased; if a proposal of commercial is presented to the Town, it would box in 57 Division St N. It does need to be considered as what is becoming of the neighbourhood in general.

Helen Noels; 63 Division St N. Written comment was provided to the committee members and is attached as part of Appendix A to these minutes.

Mr. Peralta, commented on the height of 63 Division St N, being higher than the proposed new build. Mr. Peralta explained that the sunlight and shadow should not affect the property at 63 Division St N, and with the windows intended to be placed higher in the design, if an employee is sitting in the office, they would be looking up in the air and will not see into anyone's back yard. The neighbouring residents will still be able to enjoy their backyards. Chairperson Laura Lucier asked if a shadow study has been conducted on this site. Mr. Brown explained that this request has not been made, as it primarily has to do with the orientation of the building. The proposed orientation of this development will see the sun rising at the rear of the building and setting in the front of the building; there should not be a shadow impact on the neighbouring properties because of the orientation.

Helen Noels, spoke to the uninhabitable of the house at 49 Division St N. Ms. Noels indicated that there was a family living in the home up until December 2020. Tony

Peralta, spoke to the efforts made to repair the property and helping the tenant find a new home. The building is not financially feasible to be repaired.

Chairperson Laura Lucier reminded the public and committee that consultation of the Heritage committee has been requested. The information will be provided by a report to Council prior to a decision being made, if the application proceeds.

Bruce Durward, 71 Division St N. Written comment was provided to the committees and is attached as part of Appendix A to these minutes.

The agent, Ms. Lassaline, spoke to the Official Plan being a living document, constantly under review. A municipality isn't static, it is always evolving. The Official Plan is constantly under push and pull pressure. Ms. Lassaline explained the transition of the neighbourhood, seeing changes to the neighbourhood. The application is not to expanding the commercial area, it is a minor adjustment of the designation. It is a property that will have dual designation, which is very challenging to administer. From an administrative point of view; from a policy application and a regulatory application of the by-law, you need to have a property that is a unified zone; with homogeneous policy.

Mr. Brown, understands the concerns of the public with changes to the Official Plan or changes to the Zoning By-law. Mr. Brown agrees these documents are not static documents, they do change. The Town of Kingsville's Official Plan for instance was originally adopted in 2012, it was the bringing together of the former Kingsville, as well as Gosfield North and Gosfield South. It has not been amended considerably since that time despite the growth of the community. It's important to keep in mind that there are existing professional offices in the down core; accountants' doctors, real estate and insurance offices that all help support the downtown area, and keep it vibrant, not just for the commercial entity, but the surrounding residents. Having the core of businesses in the downtown helps to support the off season, very heavily tourist orientated, in the off season having that core of business, people living and people working in a downtown is what keeps it vibrant. That seems to be very important to the residents of Kingsville. Growth in a downtown area of this nature, should be taken into consideration, keeping in mind potential for impact to the neighbours. Mr. Brown feels that the property owners are taking into consideration the concerns of the neighbours and will have a little bit of work to do before this application moves forward.

Chief Administrative Officer, John Norton, introduced himself to the committee. Mr. Norton thanked the committee and the public for helping bring the different perspectives of the community.

Committee member, Lorrie Mensh spoke to the applicant regarding the concern of having the driveway access of two commercial properties adjacent to each other.

Applicant, Heide Mikkelsen, explained that the site plan is preliminary, and the final plan will show an aligned access at a 90 degree angle. It is not intended to have the access point merged with the Red Apple entrance. The access will be better aligned in the final site plan.

Applicant Tony Peralta; made a concluding presentation to the committee and public. In summary; Mr. Tony Peralta and Mr. Heide Mikkelsen have been partners and owners of Peralta Engineering since 2015. Both are longtime residents of Kingsville, over 25

years each. Mr. Peralta spoke to the evolution of the business. Operating in the location for the past 35 years (1980s). Peralta Engineering believes that being part of the growth is something to be proud of. Peralta Engineering specializes in drainage and municipal infrastructure, close ties to environmental aspects of engineering. The owners and employees of Peralta Engineering are very proud citizens of this community and a big part of the community, in volunteering, sponsorship, etc. Peralta Engineering has considered many different options, different locations, and even more cost-effective ways to meet the needs of the growing firm. There is more diversity in the Town of Kingsville commercial and residential buildings than some would realize. Diversity is good for the community. Peralta Engineering is a civil engineering firm with close ties to natural elements such as water, earth, concrete and greenery; these elements best represent what this firm does and who they are. These elements were included in the design of the proposed development, plenty of windows to allow for natural sunlight lighting, natural stone and concrete facade, landscaping, and water features. Peralta Engineering looks forward to continuing to invest in the Town of Kingsville.

Committee member Lorrie Mensch, commented on the presentation. Ms. Mensch appreciates Peralta Engineering having discussions with the neighbours and appreciates the openness with the community.

Deputy Mayor Gord Queen, appreciated the presentation from the applicant and comments from the neighbourhood. Mr. Queen appreciates the work that Peralta Engineering has done in the Town of Kingsville. Adding to the charm and history of the Town of Kingsville. Mr. Queen first looked at the site plan, he asked why would they put the building so close to the property line on the North; questioning why not flip the building to the South side of the property to be closer to Red Apple. One benefit in terms of the presentation tonight is the placement of the windows being high, is a great compromise for the neighbouring properties. We are told that 49 Division St N is not habitable. Mr. Queen would like to hear the report of the Heritage committee. Mr. Queen does not support a residential property changed to commercial. Regarding parking, which is a concern in all of the Town of Kingsville; we have a 2 hour parking limit sign in front of the building at Peralta Engineering, and we see the firm's staff parking on the street for an excess of more than 2 hours on a regular basis. Mr. Queen does appreciate the firm parking behind 49 Division St N as an extension of their parking, instead of on the road. Mr. Queen is not convinced that this is a minor adjustment and is not in support. Mr. Queen loves to see the old houses in town become office buildings or repurposed not torn down.

Committee member Wayne Latam, supports the building design, would bring a nice change. Mr. Latam does have a concern with the lack of a buffer between commercial and residential. Would be in support if the building was moved away from the North property line.

Manager of Planning Services, Robert Brown explained the options of the committee.

Lorrie Mensch made a motion for the applicant to revise the site plan and have further discussion with the property owner to the North.

PAC – 05 – 2021

Moved by Lorrie Mensch, seconded by Wayne Latam that the applicant makes amendments to the proposal and provides a new site plan proposal to the Planning Advisory Committee at the next scheduled meeting.

CARRIED

E. NEW BUSINESS

F. NEXT MEETING DATE

The next meeting of the Planning Advisory Committee shall take place on March 16th, 2021 via Zoom @ 7:00 PM p.m.

G. ADJOURNMENT

PAC – 06 – 2021

Moved by Gord Queen, seconded by Wayne Latam to adjourn this Meeting at 8:41 p.m.

CARRIED

CHAIR, Laura Lucier

**RECORDING SECRETARY,
Robert Brown**

APPENDIX A

From: [Larry Harrison](#)
To: [Robert Brown](#)
Subject: Re: Advisory Committee Open House Rezoning and Official Plan Amendment for 45 & 49 Division St. North
Applicant: 2610349 Ontario Ltd.
Date: Friday, February 5, 2021 2:22:43 PM

ZONING BY-LAW AMENDMENT - ZBA/01/2021
Section 34 of the Planning Act, R.S.O.1990, C.P.13)

OFFICIAL PLAN AMENDMENT APPLICATION OPA/01/2021
(Section 22 of the Planning Act R.S.O. 1990, C.P.13)

Applicant: 2610349 ONTARIO LTD

Location of Property: 45 & 49 DIVISION ST. N.

COMMENTS SUBMITTED BY: Larry and Karen Harrison, current residents of
57 Division Street North,
Lot No. 8 in accordance with Registered Plan No. 184/185

To: Robert Brown, Manager, Planning Services

Our main objections are:

1. If the rezoning is approved what guarantee do we have that the proposed project would go ahead. Once this property is zoned commercial, it could be used for anything that would impede us from enjoying our property even more.
2. The proposed building does not enhance the neighborhood. The removal of two houses replaced with a two storey, 5,952 square foot professional office building does nothing in keeping with the original footprint. The facade of this building would have been more appropriate in keeping with the town of Kingsville's allure if it was designed to look like a victorian home instead of the more modernistic design they have in their proposal.
3. The proposed greenspace directly to the North of this office building is 3.08m at the front and 3.74m at the rear. In reality this is an unacceptable 10 feet from our property line. There have already been privacy issues in the past which required the construction of a 7 foot fence along the property line to the north, paid for by Peralta Eng. When this project was first brought to my attention some time ago, the buffer zone was to be 20 feet. What are the town of Kingsville's requirements before any amendments are considered? Our biggest concern with a two storey office building abutting our property line is not feeling dwarfed by the building as we exit our side door. We feel that anything less than 20 feet of buffering will not achieve the separation required to alleviate the conflict that will distract from the enjoyment and or functioning of the adjoining property whether it includes any form of landscaping or screening. Anything less than a twenty-foot buffer would interfere with our enjoyment of the open green space we currently have.

4. The proposed office building shows a number of windows (5) on the north side adjacent to our property looking directly into our backyard creates a privacy issue. One of the main reasons we purchased this home seven years ago, was the distance from neighboring houses. We feel that such a large building on these two small lots would tower over the existing homes within this block.
5. Kingsville's reputation of a family friendly town has been changing constantly with these larger than life buildings and looking at this one as you drive into Kingsville would be another deterrent. One only has to look at the recent Medical Center that went up on Mainstreet, east of the high school, to see how they change the allure of Kingsville.

I, Larry Harrison, wish to request time to speak during the meeting in regards to the above noted applications. My email address is LHarrison49@Cogeco.ca.

APPENDIX A

From: [David](#)
To: [Robert Brown](#)
Subject: To speak on matter by phone
Date: Wednesday, February 10, 2021 2:57:53 PM

Zoning By-law amendment ZBA/01/2021

Official plan amendment application OPA/01/2021

Hello, I am a resident of Kingsville and the executor of the estate of 57 Division st north. I have concerns and questions about the development at the addresses of 49 and 45 Division ST North . I would like to speak on this by phone on the February 16th zoom meeting.

My concerns and questions are:

- imposing height of a building that seems to tower over neighbouring properties
- building proximity to front sidewalk/road blocks visibility from neighboring house and driveway
- building proximity to neighboring property line is too close
- second floor north side windows have view into neighboring property drastically reducing privacy
- building design "sticks out like a store thumb" compared to neighboring properties
- 49 Division st north is listed as a heritage home and I would not like to see heritage homes being destroyed rather I would like them preserved and maintained

Thank you for your time
Sincerely
David Harrison
Phone:(519)990-6824

To: Robert Brown
Planning Advisory Committee

From: Don & Helen Noels
63 Division Street North, Kingsville

February 9, 2021

Re: Zoning By-Law Amendment – ZBA/01/2021 & Official Plan Amendment Application OPA/01/2021

49 Division Street North, Kingsville - Notice received by mail on February 2, 2021 and dated January 28th, 2021.

We are profoundly disappointed that we only received 1 week to respond to this application in order to have our input included in the printed reports sent to PAC members and to be added to the agenda as a speaker. Considering that the Rezoning Application had to be submitted by December 9th to be eligible for presentation at the February 16th PAC meeting, the lack of preparation time accorded to neighbouring residents is unconscionable! The fact that we are under lockdown and not permitted to gather provided no time for affected families to confer on this all-important rezoning request. A delay until the next PAC meeting was requested but fell on deaf ears leaving residents who are impacted by this zoning issue to feel railroaded. ***We sincerely hope this is not how this process will be handled moving forward.***

Regardless, this letter serves to register our **vehement opposition** to the rezoning of 49 Division Street North from Residential to Commercial for the following reasons:

- The 5 Year Review of the Town Official Plan dated September 2020 states: “Based on past commercial development activity and with recent amendments, it is estimated that there are adequate lands currently designated for commercial development to meet the needs of existing and projected residents.” If this rezoning from residential to commercial were essential wouldn’t the Official Plan reflect that?
- Rezoning 49 Division St North would eliminate any buffering from the downtown Commercial Zone that current residents depended on when purchasing their properties. The Land Use Plan and Town Official Plan made no mention of this changing in 2015, when we purchased 63 Division St. North, nor was it anticipated in the Town’s September 2020 review. It begs the question, why did the Town make the investment to develop an Official Plan and pay to amend it in 2020 if it can be tweaked at will?
- The section of Division Road North in question currently has a residential streetscape and a small-town vibe, quite remarkable and unusual considering the volume of traffic on this main artery. Removal of the two properties at 45 and 49 would destroy that. Residential properties and the people in them are what help keep downtown cores vibrant, friendly, and safe. There are over 14 families and their properties directly impacted by this decision and numerous others in the immediate vicinity.



- Commercial Zoning of 49 Division St N. will infringe on the lifestyles and outdoor enjoyment of current residents. Families living closest to 49 Division St. N. have pools and backyards that are all frequently used relaxation and entertainment areas. The development proposed with this rezoning application is a 2-story structure set along the entire lot line of the neighbouring property, overlooking all of these backyard oases. The Town Official Plan states: 2.6 BUFFERING Adequate buffering will be required between all uses of land where there may be a conflict such that one use will detract from the enjoyment and/or functioning of the adjoining use. Such buffering may include landscaping using local native plantings, screening, and greater separation distances between incompatible uses. The site plan included with this zoning application allows for only 10 feet between the properties.

- Regardless of the design of any commercial development that may be approved, for the families who live here there are all kinds of unwanted pollution that are inherent with large commercial properties:
 - Noise – The incessant beeping of the car horns of visitors and employees entering and exiting their vehicles along with the noise of their engines. HVAC systems also add noise pollution depending on where they are placed. There will also be the coming and going of snow removal vehicles, landscaping vehicles, and waste management trucks at all hours of the day and night with their compulsory back-up beeping indicators blaring.
 - Light – Light standards will illuminate parking areas and pathways from dusk to dawn and there will also be light pollution from the offices spilling down onto neighbouring yards along with any security lighting.
 - Air – Division Street North is already a busy thoroughfare and increased business activity will mean more vehicles coming and going throughout the day.
 - Visual
 - The architecture style of the early 20th century is evident across all properties in the immediate vicinity currently. The streetscape is residential regardless of the activities taking place inside. The houses on the applicant's property were built in the 1880's and the 1920's. If the zoning is approved and commercial development is to move forward, it is hoped it would fit with the neighbourhood.
 - Large, old trees have already been removed from this property and more will have to be eliminated to accommodate any development. Most notable is one of the towns sycamore trees that will require removal to make way for a driveway. This loss is not only visually offensive but results in the loss of needed photosynthesis, shading and cooling, and wildlife habitats. Trees are critical to downtown neighbourhoods in order to help offset all of the paving and concrete inherent with commercial development.
 - Vermin - Garbage storage location and pick-up protocols can lead to unwanted vermin, particularly in more urban settings. No doubt litter will be even more of a problem than it already is.
- Security is undoubtedly an issue since this enterprise will not necessarily be occupied 24/7. It is no small comfort to homeowners in knowing that your neighbours are there and watching out for their property and the neighbourhood. With Commercial Zoning this will not be the case.
- If the Rezoning is approved families here will be vulnerable as there is no guarantee that site plans will not be sought that impinge even further on our enjoyment of our own property or in loss of the equity in our homes. Where will this end for residents? The Town Official Plan states: the predominant use of land in the "Central Commercial" designation shall be for the buying, selling, and provision of goods and services. The permitted uses shall include retail and service commercial stores, banks and other financial institutions, business and professional offices, restaurants, taverns, clubs, recreational establishments, public buildings, parking lots, places of entertainment and amusement, places of worship, institutional uses, and similar type uses. Residential apartment type uses will also be permitted in the "Central Commercial" designation in accordance with the policies in this subsection. What if the applicant decides to build a 3-story building, an apartment building, a drive-thru restaurant, a strip mall, a carwash or even sell the property to someone else? Once the zoning has been changed, all of these are possible.

Surely it is feasible that Peralta Engineering could operate anywhere as, by its own account, it principally services Windsor-Essex Towns with Municipal Engineering & Drainage Contracts, Greenhouse Development, and Agriculture. If their business needs to expand why not move to a larger facility as most Kingsville taxpayers and families would have to or build in an area that is already zoned commercial? Peralta does not depend on walk in traffic nor the public at large for their survival so why do they need to expand their business in the middle of a residential neighbourhood?

Ordinary people determine the character of a town not buildings and businesses. We implore this committee to take seriously our concerns as taxpayers of the Town of Kingsville, 14+ families who live in the in the immediate vicinity and will be adversely affected by the aspirations of 2 Engineering Partners. We live downtown rather than in a subdivision because we enjoy the proximity of the various amenities that we can avail ourselves of and the uniqueness of the neighbourhood. However, we did not sign up to be overwhelmed by a commercial building. Would you want this next door to your home?



COMMITTEE MINUTES

KINGSVILLE ACCESSIBILITY ADVISORY COMMITTEE THURSDAY, FEBRUARY 18, 2021 @ 4:30 P.M. VIA WEBEX

A. CALL TO ORDER

Councillor L. Patterson called the Meeting to order at 4:34 p.m. with the following persons in attendance:

MEMBERS OF KINGSVILLE ACCESSIBILITY ADVISORY COMMITTEE:

Councillor L. Patterson
Andrew Banar
Jackie Barraco
Stephanie Olewski

MEMBERS OF ADMINISTRATION: Roberta Baines, Deputy Clerk – Administrative Services

Absent: Chris Anson

B. DISCLOSURE OF PECUNIARY INTEREST

Councillor L. Patterson 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. There were none.

C. BUSINESS/CORRESPONDENCE

NONE

D. MINUTES OF THE PREVIOUS MEETING

1. Kingsville Accessibility Advisory Committee Meeting Minutes – November 26, 2020

KAAC 01-2021 Moved by Andrew Banar, seconded by Jackie Barraco to receive the minutes of the Kingsville Accessibility Advisory Committee Meeting dated November 26, 2020.

CARRIED

E. NEW AND UNFINISHED BUSINESS

1. Ontario Newsroom – Advancing Accessibility in Ontario
For information purposes only.
2. Bridge over Mill creek – Council budget discussion
Administration provided an overview of the staff report and discussion at the recent Council budget meeting regarding the bridge over Mill Creek. Options were to remove bridge completely, replace as is, or rebuild as accessible. It was noted that an engineer report will be prepared and presented to Council at a later date. More information will be shared with members at that time. As stated previously, any outside inquiries relating to the bridge can be forwarded to Municipal Services for their response.
3. Ministry of Seniors & Accessibility
It was noted that a future meeting will be scheduled with the Regional Director of the Ministry of Seniors and Accessibility to discuss available grant funding and programs.

F. NEXT MEETING DATE

1. The next meeting of the Kingsville Accessibility Advisory Committee shall take place late April or the beginning of May.

G. ADJOURNMENT

KAAC 02-2021 Moved by Jackie Barraco, seconded by Andrew Banar to adjourn this Meeting at 4:48 p.m.

CARRIED

CHAIR, Larry Patterson

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



COMMITTEE MINUTES

COMMITTEE OF ADJUSTMENT MARCH 16, 2021 @ 6:00 p.m. ELECTRONIC PARTICIPATION – Via Zoom

A. CALL TO ORDER

Chairperson Thomas Neufeld called the Meeting to order at 6:00 p.m. with the following persons in virtual attendance:

MEMBERS OF COMMITTEE OF ADJUSTMENT:

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

MEMBERS OF ADMINISTRATION:

Town Planner, Kristina Brcic
Administration, Stephanie Coussens

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. MINUTES OF THE PREVIOUS MEETING

1. ADOPTION OF COMMITTEE OF ADJUSTMENT MEETING MINUTES DATED FEBRUARY 16TH, 2021.

CA-08-2021

Moved by Gord Queen, seconded by Shannon Olson that the Committee of Adjustment Meeting Minutes dated February 16th, 2021 be adopted.

CARRIED

D. HEARINGS

1. B / 01 / 21 & A / 01 / 21 – Antonio & Fernando Frias – 105, 115 & 121 Main St E

Town Planner, Kristina Brcic introduced the Consent application and reviewed her report dated, March 9th, 2021 which provides details regarding the requested consent to re-establish three (3)

individual lots, and a minor variance for an accessory structure, for the lands known as 105, 115 & 121 Main St E, in the Town of Kingsville.

The Town of Kingsville has received the above-noted applications for lands located on the south side of Main St E, and on the corner of Cherry Lane. The subject properties are designated 'Residential' by the Official Plan. Each parcel is separately zoned; 105 Main St E is zoned 'Residential Zone 1 Urban (R1.1)', 115 Main St E is zoned 'Residential Zone 4 Urban Exception 3 (R4.1-3)' and 121 Main St E is zoned 'Residential Zone 1 Urban - Exception 15 (R1.1-15)', under the Town of Kingsville Comprehensive By-law.

As a result of the lands being registered in the same name and not whole lots on a plan of subdivision or lots created by consent the lots have merged into one. The owners have applied for consent to re-establish the property as three individual conveyable lots (See Appendix B). There is no change proposed to the former lot fabric. (See Appendix A) The properties at 105 and 121 Main St. E. each contain a single detached dwelling. The property at 115 Main St E contains a multi-unit building with an existing covered parking structure. This structure is only 0.5 m (1.8 ft.) from the former westerly side lot line. The required side yard setback for an accessory structure is 1 m (3.28 ft.). With the re-establishment of the former lot fabric it is necessary to address this reduced setback. Therefore, the applicant has applied for a minor variance to recognize the reduction. The rear yard of the structure is also less than required however since this lot line remains in place this setback is recognized as existing.

The applicant's agent, Brian Collins was in attendance.

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

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

CA-09-2021

Moved by Gord Queen, seconded by Allison Vilardi that Consent application B/01/21 to re-establish three (3) residential lots, known as 105, 115 & 121 Main St E, Part Lot 1, Concession 1, ED, in the Town of Kingsville; be **APPROVED** subject to the following conditions:

1. That a plan of survey be prepared or a reference plan deposited in the registry office, ***both an electronic and paper*** copy of to be provided to the Town for the files of the Secretary-Treasurer.
2. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality including satisfactory proof as to compliance of the location of all buildings on the subject lands either by way of a plan showing the location of all buildings located thereon, or a certificate from a qualified surveyor indicating the location and

sizes of all buildings on the said lands and/or favourable minor variances shall have been processed for any non-compliances.

3. That the owner shall provide that all municipal taxes be paid in full and that necessary apportionments of storm drainage and private park fees be established pursuant to the provisions of the Local Improvement Act and/or the Municipal Act.
4. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.
5. That Minor Variance (A/01/21) is approved and finalized to recognize the reduced setback of the existing carport on 115 Main St E.
6. The conditions imposed above shall be fulfilled by **March 16, 2022** for this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act.

CARRIED

CA-10-2021

Moved by Gord Queen, seconded by Shannon Olson that Minor Variance application A/01/21 to reduce the minimum side yard setback of the existing accessory structure (carport) located at 115 Main St. E., from 1 m (3.3 ft.) to 0.5 m (1.8 ft.) be **APPROVED** without condition.

CARRIED

2. B / 03 / 21 - 1088090 Ontario Inc – 21, 31 & 37 Pearl St W

Town Planner, Kristina Brcic introduced the Consent application and reviewed her report dated, March 9th, 2021 which provides details regarding the requested consent to re-establish two lots known as 37 & 31 Pearl St W, in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands located on the south side of Pearl St W, and west of Division Rd S. The subject property is designated 'Residential' by the Official Plan, and zoned 'Residential Zone 2 Urban – Exception 11 (R2.1-11)', under the Town of Kingsville Comprehensive By-law.

As a result of the lands being registered in the same name and not whole lots on a plan of subdivision or lots created by consent, the lots have merged into one. The owner has applied for consent to re-establish the property as three individual conveyable lots. There is no change proposed to the former lot fabric (See Appendix A). As a result of re-establishing the lot lines via consent, a shed in the southeast corner of 31 Pearl St W (see Appendix B) does not meet the minimum side yard setback of 1 m (3.3 ft.) and as a condition of this consent, the owner shall either remove the structure or apply for a minor variance. All other aspects of the proposed severance meet the requirements of the zoning by-law.

The applicant's agent Terrence L. Sims was in attendance.

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

Committee member Allison Vilardi, asked if the shed is completely contained within the property lines. Kristina Brcic, Town Planner explained that a survey has confirmed the location of the shed and it is completely contained on one parcel.

The applicant's agent, Terry Sims spoke to the application on his client's behalf. Mr. Sims explained that each parcel has its own roll number, PIN, etc.

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

CA-11-2021

Moved by Shannon Olson, seconded by Gord Queen that Consent application B/03/21 to create two (2) new residential lots, known as 31 & 37 Pearl St W, consisting of Lots 4-6, Plan 184-185, in the Town of Kingsville; be **APPROVED** subject to the following conditions:

1. That a plan of survey be prepared or a reference plan deposited in the registry office, ***both an electronic and paper*** copy of either to be provided to the Town for the files of the Secretary-Treasurer.
2. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality including satisfactory proof as to compliance of the location of all buildings on the subject lands either by way of a plan showing the location of all buildings located thereon, or a certificate from a qualified surveyor indicating the location and sizes of all buildings on the said lands and/or favourable minor variances shall have been processed for any non-compliances.
3. That the owner shall provide that all municipal taxes be paid in full and that necessary apportionments of storm drainage and private park fees be established pursuant to the provisions of the Local Improvement Act and/or the Municipal Act.
4. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.
5. That the owner apply for and receive approval of a minor variance to recognize a reduced setback for the shed on 31 Pearl St. W., or the shed is relocated in compliance with the zoning or removed.
6. The conditions imposed above shall be fulfilled by **March 16, 2022** for this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act.

CARRIED

3. A / 02 / 21 – James & Jillian McCallum – 66 Main St W

Town Planner, Kristina Brcic introduced the Minor Variance application and reviewed her report dated, March 9th, 2021 which provides details regarding the requested minor variance to increase the accessory structure height to allow construction of a new detached garage consisting of a secondary dwelling unit, on lands known as 66 Main St. W., in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands located on the north side of Main St. W., west of Queen St. The subject property is designated 'Residential' by the Official Plan. The parcel is zoned 'Residential Zone 4 Urban – Exception 2 (R4.1-2)' under the Kingsville Comprehensive Zoning By-law.

The subject land is a 966 sq. m (10,397.9 sq. ft.) residential lot with a single detached dwelling and detached garage (see appendix A). The applicant would like to re-build the detached garage and include a secondary dwelling unit on the upper floor (shown on Applicants' Sketch). The applicants would like to build the accessory structure with a steeper roof to accommodate a more comfortable living space in the secondary dwelling unit. Thus, the applicants are seeking an increase of 0.6 m (2 ft.) to the permitted height of an accessory structure under Section 4.2 h) which limits the permitted height to 5m (16.4 ft.). As a result of the increased height, the applicants have agreed to increase the side yard setbacks of the accessory structure to allow for maintenance access and open space surrounding the structure. All other zone performance standards will be met.

The applicants James and Jillian McCallum were in attendance.

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

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

CA-12-2021

Moved by Allison Vilardi, seconded by Gord Queen that Minor Variance application A/02/21 to increase the maximum permitted accessory structure height from 5m (16.4 ft.) to 5.6 m (18.4 ft.), pertaining to the lands known as 66 Main St W, in the Town of Kingsville; be **APPROVED** subject to the following conditions:

1. That the proposed accessory structure maintain a minimum side yard setback of 1.5 m (5 ft.) and rear yard setback of 3.28 m (10 ft.);
2. That any new construction complies with all other applicable provisions of the By-law.
3. That any new construction complies with the Ontario Building Code.

CARRIED

E. NEW AND UNFINISHED BUSINESS

F. NEXT MEETING DATE

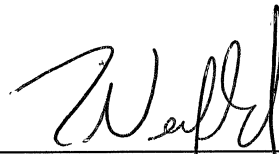
The next meeting of the Committee of Adjustment shall take place on April 20th, 2021 via Zoom @ 6:00 p.m.

G. ADJOURNMENT

CA-13-2021

Moved by Gord Queen, seconded by Allison Vilardi to adjourn this Meeting at 6:23 p.m.

CARRIED



CHAIR, Thomas Neufeld



**SECRETARY TREASURER,
Kristina Brcic**



COMMITTEE MINUTES

COMMITTEE OF ADJUSTMENT APRIL 20, 2021 @ 6:00 p.m. ELECTRONIC PARTICIPATION – Via Zoom

A. CALL TO ORDER

Chairperson Thomas Neufeld called the Meeting to order at 6:00 p.m. with the following persons in virtual attendance:

MEMBERS OF COMMITTEE OF ADJUSTMENT:

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

MEMBERS OF ADMINISTRATION:

Town Planner, Kristina Brcic
Administration, Stephanie Coussens

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. MINUTES OF THE PREVIOUS MEETING

1. ADOPTION OF COMMITTEE OF ADJUSTMENT MEETING MINUTES DATED MARCH 16TH, 2021.

CA-14-2021

Moved by Gord Queen, seconded by Russell Horrocks that the Committee of Adjustment Meeting Minutes dated March 16th, 2021 be adopted.

CARRIED

D. HEARINGS

1. A / 03 / 21 – Paul and Brenda REMARK – 877 McRae Ave

Town Planner, Kristina Brcic introduced the Minor Variance application and reviewed her report dated, April 9th, 2021 which provides details regarding the requested minor variance to reduce side yard setback of an air conditioning unit for the construction of a new single detached dwelling, on lands known as 877 McRae Ave, in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands located on the south side of McRae Ave, abutting Lake Erie. The subject property is designated 'Lakeshore Residential East' by the Official Plan. The parcel is zoned 'Lakeshore Residential (LR)' under the Kingsville Comprehensive Zoning By-law.

The subject land is a 1,700.1 sq. m (18,300 sq. ft.) residential lot with a new single detached dwelling currently under construction. The applicant would like locate the air conditioning unit in the side yard, setback 0.8 m (2.5 ft.) from the side yard (shown on Applicants' Sketch). The applicants are seeking a 0.46 m (1.5 ft.) relief from the Town of Kingsville Zoning By-law 4.29 e) which currently permits an air conditioning unit to encroach into a side yard with a minimum setback of 1.2 m (4 ft.). All other zone performance standards are met.

The applicant's agent, Gino Piccioni of Timberland Homes was in attendance.

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

Deputy Mayor, Gord Queen asked if comments or concerns have been received by neighbouring property owners. Town Planner, Kristina Brcic confirmed that no comments or concerns were received regarding this application.

Gino Piccioni of Timberland Homes spoke to the application, noting that the a/c unit will be a slim line design, and quieter. He confirmed that the location of the neighbouring a/c unit is in similar location at the back of the house.

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

CA-15-2021

Moved by Gord Queen, seconded by Shannon Olson that Minor Variance application A/03/21 to reduce the minimum side yard setback for an air conditioning unit from 1.2 m (4 ft.) to 0.8 m (2.5 ft.), on lands known as 877 McRae Ave in the Town of Kingsville; be **APPROVED** without conditions.

CARRIED

2. B / 02 / 21 – Universal Greenhouse Structures Ltd. – 1956 Settrington Dr

Town Planner, Kristina Brcic introduced the Consent application and reviewed her report dated, April 9th, 2021 which provides details regarding the requested consent to sever and convey a portion of lands from 1932 Settrington Dr., as a lot addition to an abutting industrial lot (1956 Settrington Dr.), in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands on the north side of Settrington Dr. The subject property is designated 'Industrial' by the Official Plan and zoned 'Light Industrial (M1)' under the Kingsville Comprehensive Zoning By-law.

The subject land is approximately 1.4 ha (3.5 ac.) with an existing building. The adjacent property (1956 Settrington Dr.) is part of the overall operation and is expanding its buildings and seeking a lot addition of approximately 0.4 ha (1 ac.). The proposed boundary adjustment will not create any zoning issues related to minimum lot frontage and lot area requirements.

Once the lot adjustment is completed the owner will be undertaking additional development on both parcels and will require submission of new and/or amended site plan approvals. This will require internal review and final approval by Council.

The applicant's agent Amanda Camlis was in attendance.

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

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

CA-16-2021

Moved by Russell Horrocks, seconded by Gord Queen that Consent application B/02/21 to sever and convey a portion of the subject land (Part 1) as a lot addition from 1932 Settingington Dr to an abutting parcel known as 1956 Settingington Dr, in the Town of Kingsville; be **APPROVED** subject to the following conditions:

1. That the lot addition to be severed, shown on the applicant's sketch as Part 1, be conveyed to and consolidated with the abutting parcel, known as 1956 Settingington Dr (P.I.N. 75147-0148) and Section 50 (3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.
2. That a reference plan be deposited in the registry office, ***both an electronic and paper*** copy of the registered plan is to be provided for the files of the Secretary-Treasurer.
3. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality.
4. That the owner shall provide that all municipal taxes be paid in full.
5. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.
6. That any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act be paid in full.
7. That the necessary deed(s), transfers or charges be **submitted in triplicate**; signed and fully executed (**no photocopies**), including a copy of the reference plan, prior to certification.
8. That the owners provide confirmation, to the satisfaction of the Town, that the existing service connections are aligned with the revised lot fabric;
9. The conditions imposed above shall be fulfilled by **April 20, 2022** or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

CARRIED

3. B / 04 / 05 / 06 / 21 – Amico Properties Inc. – VL ES Division Rd N / 75 Road 2 E

Town Planner, Kristina Brcic introduced the Consent application and reviewed her report dated, April 11th, 2021 which provides details regarding the requested consent to create one (1) new commercial lot, and to establish permanent easements for lands known as 75 Rd 2 E in favour of the surrounding plaza owners, in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands located on the southeast corner of Division Rd N and Road 2 E. The subject parcel is designated 'Highway Commercial' by the Official Plan and is zoned 'Rural Commercial Exception 7 (C6-7)' under the Kingsville Comprehensive Zoning By-law.

The subject lands are approximately 1.68 ha (4.15 ac.) which were subject to consents and easements in 2020. A severance over Part 4 was incorrectly executed under File B/09/20 and the applicant wishes to allow that consent to lapse and correctly sever the lot under File B/04/21 to include only Parts 2 & 4 on 12R-28404 being 0.58 ha (1.43 ac.) (highlighted in yellow on the Applicant's Sketch A).

Due to the nature of the development, the applicant needs to establish easements, as referenced on 12R-28437, for the maintenance and access of services. Both the sanitary easement under File B/05/21, shown as Parts 11, 12 & 13 (highlighted orange on the Applicant's Sketch B), and the waterline easement under File B/06/21, shown as Parts 5, 6, 7 & 8 (highlighted in blue on the Applicant's Sketch B), will be in favour of the plaza owners at 75 Rd 2 E, 1768, 1774 & 1788 Division Rd N (addressing shown in Appendix D). The waterline easement will also need to include the Town in order to maintain the Town as the purveyor of water to the various lots within the development.

The applicant's agent, Gudrin Beggs of Amico Properties Inc. was in attendance.

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

Committee member Allison Vilardi, asked what is required to void the lot creation that was granted in September 2020 through file B / 09 / 20. Town Planner, Kristina Brcic confirmed that she will not be stamping the deed of previous decision, B / 09 / 20 and it will simply lapse.

Gudrin Beggs of Amico Properties Inc., explained the current application is for house keeping purposes since the incorrect part was referenced on the decision under file B / 09 / 20.

Committee member Allison Vilardi, asked where the sewer line is coming from. Town Planner, Kristina Brcic confirmed the sewer line is coming across the Chartwell property, tying into the sewer behind the fire hall. The sewer easement is in favour of all the plaza properties.

Gudrin Beggs of Amico Properties Inc., explained the history of the site and lot creation.

Deputy Mayor Gord Queen asked what assurance we have that Chartwell will grant access? Gudrin Beggs of Amico Properties Inc., explained that Chartwell is the applicant with Amico as the agent for Chartwell on the upcoming easement application to tie up the loose ends of this easement, which will grant access and maintenance rights over the sewer.

Gudrin Beggs of Amico Properties Inc., noted that Part 5 is a hydrant on the waterline easement sketch.

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

CA-17-2021

Moved by Gord Queen, seconded by Allison Vilardi that Consent application B/04/21 to create one (1) new lot, shown as Parts 2 & 4 on 12R-28404, from the lands known as 75 Rd 2 E, Part of Lot 1, Concession 1 ED, Parts 2 to 5, RP 12R-20470, in the Town of Kingsville; be **APPROVED** subject to the following conditions:

1. That a plan of survey be prepared or a reference plan deposited in the registry office, ***both an electronic and paper*** copy of either to be provided to the Town for the files of the Secretary-Treasurer.
2. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality including satisfactory proof as to compliance of the location of all buildings on the subject lands either by way of a plan showing the location of all buildings located thereon, or a certificate from a qualified surveyor indicating the location and sizes of all buildings on the said lands and/or favourable minor variances shall have been processed for any non-compliances.
3. That the owner shall provide that all municipal taxes be paid in full and that necessary apportionments of storm drainage and private park fees be established pursuant to the provisions of the Local Improvement Act and/or the Municipal Act.
4. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.
5. The conditions imposed above shall be fulfilled by **April 20, 2022** for this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act.

CARRIED

CA-18-2021

Moved by Allison Vilardi, seconded by Shannon Olson that Consent application B/05/21 for the establishment of a permanent easement for the purpose of servicing, access to and maintenance of the sanitary sewer over the subject lands, shown as Parts 11, 12 and 13 on 12R-28437, in favour of 75 Rd 2 E, 1768, 1774 & 1788 Division Rd N, in the Town of Kingsville; be **APPROVED** subject to the following conditions:

1. That a reference plan be deposited in the registry office, ***both an electronic and paper copy*** to be provided for the files of the Secretary Treasurer;
2. The conditions imposed above shall be fulfilled by **April 20, 2022** or this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act.

CARRIED

CA-19-2021

Moved by Allison Vilardi, seconded by Gord Queen that Consent application B/06/21 for the establishment of a permanent easements for the purpose of servicing, access to and maintenance of the water line over the subject lands, shown as Parts 5, 6, 7 & 8 on 12R-28437, in favour of The Corporation of the Town of Kingsville, 75 Rd 2 E, 1768, 1774 & 1788 Division Rd N, in the Town of Kingsville; be **APPROVED** subject to the following conditions:

1. That a reference plan be deposited in the registry office, **both an electronic and paper copy** to be provided for the files of the Secretary Treasurer;
2. The conditions imposed above shall be fulfilled by **April 20, 2022** or this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act.

CARRIED

4. A / 04 / 21 – Marie Mayhew / 1088090 Ontario Inc. – 31 Pearl St W

Town Planner, Kristina Brcic introduced the Minor Variance application and reviewed her report dated, April 8th, 2021 which provides details regarding the requested minor variance for an existing shed, on lands known as 31 Pearl St. W., in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands located on the south side of Pearl St W, and west of Division Rd S. The subject property is designated 'Residential' by the Official Plan, and zoned 'Residential Zone 2 Urban – Exception 11 (R2.1-11)', under the Town of Kingsville Comprehensive By-law.

The subject property was recently granted provisional consent under file B/03/21 to re-establish individual lots for 21, 31 and 37 Pearl St W, which had been consolidated under one ownership. As a result of re-establishing the lots, it was identified that the shed located on the southeast corner of the subject property is situated closer to the side yard than the 1 m (3.3 ft.) permitted by the Zoning By-law. Therefore, as a condition of consent the owner is seeking a minor variance to recognize the reduced 0.4 m (1.3 ft.) side yard setback for the accessory structure. All other zone performance standards will be met.

The applicant, Marie Mayhew was in attendance.

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

Committee Member Allison Vilardi asked if a new shed would be permitted to be reconstructed in this location. Town Planner, Kristina Brcic confirmed that this Minor Variance will be for the existing accessory structure (shed) located at 31 Pearl St W, and is described as such in the decision.

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

CA-20-2021

Moved by Gord Queen, seconded by Shannon Olson that Minor Variance application A/04/21 to reduce the minimum side yard setback of the existing accessory structure (shed) located at 31

Pearl St W., from 1 m (3.3 ft.) to 0.4 m (1.3 ft.), on lands known as 31 Pearl St W., in the Town of Kingsville; be **APPROVED** without conditions.

CARRIED

E. NEW AND UNFINISHED BUSINESS

F. NEXT MEETING DATE

The next meeting of the Committee of Adjustment shall take place on May 18th, 2021 via Zoom @ 6:00 p.m.

G. ADJOURNMENT

CA-13-2021

Moved by Gord Queen, seconded by Allison Vilardi to adjourn this Meeting at 6:30 p.m.

CARRIED

CHAIR, Thomas Neufeld

**SECRETARY TREASURER,
Kristina Brcic**

MAIN ST DEVELOPMENT REVIEW COMMITTEE

APRIL 6TH, 2021 AT 7:00 P.M.
ELECTRONIC PARTICIPATION – Via Zoom

A. CALL TO ORDER

Chairperson, Gord Queen called the meeting to order at 7:02 p.m. with the following Committee members in attendance:

Members of Committee

Deputy Mayor Gord Queen
Councillor Kimberly DeYong
Brenda Gagnier
David Hunt
Dennis Rogers
Gideon Spevak
Heather Brown
Joe Wilds
Laura Mastronardi
Mary Ellen Havlik
Sarah Sacheli
Tasha Slater
Tom Greenall

Members of Administration

Manager of Planning – Robert Brown
Town Planner – Kristina Brcic
Administrative – Stephanie Coussens

ABSENT: Bruce Durward

B. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Chairperson, Deputy Mayor Gord Queen reminded Committee members to disclose any interest they may have prior to each agenda item being discussed.

C. ITEMS FOR REVIEW:

1. Review and approval of minutes from March 2nd, 2021

MSD-11-2021

Moved by Tom Greenall, seconded by Kim DeYong that the Main St Development Review Committee Meeting Minutes dated March 2nd, 2021 be adopted.

CARRIED

2. Presentation to the public by each sub-committee

- a. **Introduction** – Manager of Planning Services, Robert Brown introduced the committee and explained the purpose of the committee.
- b. **Traffic** - Tom Greenall introduced his sub-committee and presented their recommendations.

- c. **Heritage** – Sarah Sacheli introduced her sub-committee and presented their recommendations.
- d. **Urban Design** - Brenda Gagnier introduced her sub-committee and presented their recommendations.
- e. **Zoning/Landscaping/Signage** - Heather Brown introduced her sub-committee and presented their recommendations.
- f. **Policy Review** – Manager of Planning Services, Robert Brown presented findings and recommendations.

3. Comment and feedback from public

Helen Noels, 63 Division St N applauded the committee for the work done thus far. Ms. Noels appreciates the vision of what the future of Kingsville will look like. Ms. Noels has requested the committee to stretch the mandate to include Division St North and South. Ms. Noels feels that Division St is a main corridor for residents and visitors to come into Town.

Councillor Kim DeYong, discussed the consideration of Division St by the committee (commercial area). The terms of reference for this committee limits this committee to Main St, once it goes to council the area could be extended.

Anne Marie Lemire, 163 Main St E thanked the committee for the hard work done by the committee. Ms. Lemire asked how long before this report is brought to council. Ms. Lemire asked if the Interim by-law regarding development on Main St (moratorium on development) will be going to council with these proposals; and how long will that take before we have decisions from council.

Manager of Planning Services, Robert Brown, spoke to the time line of the next steps. Committee will take comment received in this meeting, and review their recommendations. Final presentation will be brought to council, with an approximate time line of May 2021. Council's action will determine time line; final consideration possibly June 2021. In February 2020 the Interim Control By-law was raised and discussed, but no date has been scheduled, keep watching the website for update, or meeting date.

Questions from Q& A

Anonymous, Is there room for road markings on Main St between Heritage Rd and Kratz Side Road for cyclists? Manager of Planning Services, Robert Brown spoke to the request being reviewed by infrastructure and engineering services as to if this is something that can be safely added in certain areas. A request like this could be incorporated into the Life Cycle plans of Main St. when an update is completed.

Anonymous – Has consideration been given to reducing street parking and widening sidewalks? Deputy Mayor Gord Queen, spoke to the makeup of the committee members, and emphasized that not all staff have had the opportunity to consult on these recommendations. Draft format will be provided to Council, giving all Directors and Managers a chance to review any suggestions brought forward tonight before the final report. This is a work in progress.

Committee member Tasha Slater, spoke to the desire of the committees vision of improving and maintaining the free parking throughout the town, all while keeping the charm of Kingsville

Councilor Kim DeYong, wanted to ensure that public are welcome to continue to send comments and questions through to Manager of Planning Services, Robert Brown at rbrown@kingsville.ca. The presentations and reports are available on the Town Website at www.Kingsville.ca. We are excited to hear your thoughts and engagement.

Anonymous – There seems to be a theme of increased regulation throughout tonight's presentation. Could this be seen as discouraging to business and property owners? Deputy Mayor, Gord Queen, noted that is not the intent of the committee. The intent of the committee is to make businesses and property owners aware of the expectations. Committee member Dave Hunt, added the importance of the frame work for future development in order to be uniform and seek a finalized direction for this corridor, rather than it having no regulation or uniformity. Something to lean back on, to know what the base lines are. Committee member Tasha Slater, added that the committee is not trying to limit anyone, we want to provide a clear direction, and create a brand for our town. We want to avoid inconsistency of development, adding a question mark to what the identity of Kingsville. Committee member Dennis Rogers, introduced himself as a business owner on Main St W, Mr. Rogers feels the recommendations will increase business for all within the main corridor.

Chairperson, Deputy Mayor, Gord Queen asked if there were any comments or questions from the committee or the public. No other comments or questions were brought forward.

4. New Business

No items brought forward.

5. Date of the next meeting.

May 4th, 2021 Location: via Zoom Time: 7pm

D. ADJOURNMENT

MSD-12-2021

Moved by Dennis Rogers, seconded by Sarah Sacheli there being no further items scheduled, the meeting was adjourned at 7:52 p.m.

CARRIED

CHAIRPERSON, G. QUEEN

SECRETARY-TREASURER, R. BROWN

MAIN ST DEVELOPMENT REVIEW COMMITTEE

MAY 4TH, 2021 AT 7:00 P.M.

ELECTRONIC PARTICIPATION – Via Zoom

A. CALL TO ORDER

Chairperson, Gord Queen called the meeting to order at 7:02 p.m. with the following Committee members in attendance:

Members of Committee

Deputy Mayor Gord Queen
Councillor Kimberly DeYong
Brenda Gagnier
Bruce Duward
David Hunt
Gideon Spevak
Heather Brown
Laura Mastronardi
Sarah Sacheli
Tom Greenall

Members of Administration

Manager of Planning – Robert Brown
Town Planner – Kristina Brcic
Administrative – Stephanie Coussens

ABSENT: Tasha Slater, Dennis Rogers, David Hunt,
Mary Ellen Havlik, and Joe Wilds

B. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Chairperson, Deputy Mayor Gord Queen reminded Committee members to disclose any interest they may have prior to each agenda item being discussed.

C. ITEMS FOR REVIEW:

1. Review and approval of minutes from April 6th, 2021

MSD-13-2021

Moved by Kim DeYong, seconded by Sarah Sacheli that the Main St Development Review Committee Meeting Minutes dated April 6th, 2021 be adopted.

CARRIED

2. Discussion of Public Comment from April 6th, 2021 meeting

Manager of Planning Services, Robert Brown explained the next steps, and discussed comment from the public. Video of the meeting is available on the Town website at www.kingsville.ca under Do Business/Planning and Zoning/Main St Committee via a link to the Town of Kingsville YouTube channel. Mr. Brown has not received any feedback from the public.

Committee member Sarah Sacheli, has received positive feedback from her contacts on social media.

Councillor Kimberly DeYong, complimented the committee on their presentations at the public meeting. Ms. DeYong was happy to see the twenty two (22) residents / participants at the online meeting. Ms. DeYong noted that the fact that we didn't have many questions shows that the committee did a great job.

- a. **Traffic** – Tom Greenall spoke on behalf of his sub-committee. Mr. Greenall noted that a rebuttal was submitted with revisions after administration made suggestions / gave feedback. Mr. Greenall asked why the staff feedback was posted but the rebuttal was not posted on the Town website.

Mr. Greenall made a motion to post the rebuttal to the Town website. Councillor Kimberly DeYong seconded the motion for discussion.

Ms. DeYong would like the entire committee to review the rebuttal before it is posted. Committee member Heather Brown agrees, that a review should be completed before it is posted to the website.

Discussion with the committee members was had to explain that the reason the Traffic sub-committee received comment from administration was because it was requested.

Councillor Kimberly DeYong made a motion to have the rebuttal submitted to the committee for review, seconded by Bruce Duward. Please post the rebuttal to the Town website once the committee has reviewed the submission.

- b. **Heritage** – Sarah Sacheli on behalf of sub-committee, they have not meet to discuss. No issues with the presentation going to council as is.
- c. **Urban Design** - Brenda Gagnier on behalf of sub-committee, they have not meet to discuss.
- d. **Zoning/Landscaping/Signage** - Heather Brown on behalf of sub-committee, they have not meet to discuss. No issues with the presentation going to Council as is.
- e. **Policy Review** – Robert Brown, no issues with the presentation going to council as is.

3. Any changes or additions to each of the sub-committee presentations

Manager of Planning Services, Robert Brown, spoke to submitting any changes to the Town Planner, Kristina Brcic in the next few days. The goal is to present at Council at a June meeting.

Once the presentation is made to Council it is anticipated that recommendations approved by Council would be referred to administration for review and comment. Once administration has had an opportunity to review, a report to Council will be prepared. Timeline for this final report is not certain at this point.

4. Moving forward to Council – Date, Format etc.

Committee member Sarah Sacheli, asked if the committee would be able to get into greater detail through the presentation to Council. Administration noted that detailed reports will be included in the council packages.

Chief Administrative Officer, John Norton, asked for an estimate time duration for the presentations. Town Planner, Kristina Brcic confirmed that the presentations will take approximately 5 minutes per sub-committee. Mr. Norton asked if we should consider holding a special meeting of council to present this study. Discussion was had by the committee.

Sarah Sacheli made a motion to request Council hold a special meeting to receive the presentations of the committee's findings, seconded by Bruce Deward. Supported by Councillor Kimberly DeYong, noting lengthy discussion could happen, and would appreciate the time.

5. What is next after Council presentation?

Council to provide direction to staff.

6. Date of the next meeting.

(Dependent on Council's actions and internal review, if applicable)

June 1st, 2021 Location: via Zoom Time: 7pm

D. OTHER BUSINESS

Tom Greenall, asked for an update on the Interim Control By-law.

Gord Queen, discussed inquiries with CAO. The Interim Control By-law was presented to Council however had been placed on hold until not later than 30 days after the end the state of emergency related to the pandemic. John Norton, this Monday (May 10th) Council will consider the Interim By-law.

E. ADJOURNMENT

MSD-14-2021

Moved by Sarah Sacheli, seconded by Tom Greenall there being no further items scheduled, the meeting was adjourned at 7:35 p.m.

CARRIED

CHAIRPERSON, G. QUEEN

SECRETARY-TREASURER, R. BROWN



COMMITTEE MINUTES

KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE WEDNESDAY, APRIL 21, 2021 AT 4:30 P.M. VIA ZOOM

A. CALL TO ORDER

Chair Sacheli called the Meeting to order at 4:39 p.m. with the following Members in attendance:

MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:

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

MEMBERS OF ADMINISTRATION:

Sandra Kitchen, Deputy Clerk-
Council Services
Kristina Brcic, Town Planner
Stephanie Coussens, Office Support
John Norton, CAO (@ 4:55 p.m.)

Absent:

Elvira Cacciavillani (on personal business)

Also in attendance: Veronica Brown, researcher

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. REPORTS AND ACCOUNTS

1. V. Brown
 - i. April 2021 Research Report submitted on April 15, 2021
 - ii. 1961 Seaclyff Drive Progress Report

- i) April 2021 Research report submitted April 15, 2021

Ms. Brown presented her research report, including information on Registered Plan 1068 registered on December 29, 1922 “prepared according to the instructions of Culver Fitch, Darius Wigle, WJ Swallow and Wm T. Conklin”.

She also provided the following information:

75 Mill Street E, built in 1925; Owners: William John and Addie Swallow

79 Mill Street E, built in 1924; Owners: Mervin and Grace Swallow

83 Mill Street E, built in 1922; Owners: Frank and Hattie Herrington

89 Mill Street E, built in 1925; Owners: Silas and Bertha Allen

95 Mill Street E, built in 1924; Owner: Conklin Planing Mills

99 Mill Street E. built in 1924; Owner: Conklin Planing Mills

105 Mill Street E, built in 1924; Owner: Conklin Planing Mills

- ii) 1961 Seacliff Drive Progress Report (See Motion MHC21-2021 passed March 17, 2021)

Ms. Brown presented progress report on the above property, indicating that she has not been able to complete the research because she cannot access the Kingsville Archives during the COVID-19 lockdown to pull the deeds. She described the steps she uses to research a property such as this one on Seacliff Drive. It is a small property that is part of a 200-acre lot, and is not as ‘swift and tidy’ to research like the registered plans in town. She described the variety of resources she uses in her research including Land Abstract Indices, Gosfield South Assessment Rolls, the 1921 Census of Canada, the 1877 Walling Map, etc.

MHC24-2021

Moved by B. Durward, seconded by M. Biggley that the Committee receive the April 2021 Research Report of Veronica Brown.

CARRIED

Ms. Sacheli will prepare an email to the property owners of 1961 Seacliff Drive informing them that because of COVID-19 protocols, the Committee has not yet been able to arrange a site visit.

2. Accounts for the period ending March 31, 2021

Ms. Sacheli presented the Accounts.

MHC25-2021 Moved by B. Durward, seconded by K. DeYong to accept the Accounts.

CARRIED

D. MINUTES OF THE PREVIOUS MEETING

1. Kingsville Municipal Heritage Advisory Committee Meeting Minutes — March 17, 2021

MHC26-2021 Moved by S. Olson, seconded by M. Biggley to adopt the Minutes of the Kingsville Municipal Heritage Advisory Committee Meeting dated March 17, 2021 as presented.

CARRIED

E. BUSINESS/CORRESPONDENCE – INFORMATIONAL

1. V. Brown – Approved Invoice for Research Services – March 2021

MHC27-2021 Moved by M. Biggley, seconded by C. Mackie that the Committee receive the approved invoice of V. Brown for research services for March 2021.

CARRIED

F. NEW AND UNFINISHED BUSINESS

1. Kristina Brcic, Town Planner—Welcome and introduction

Ms. Brcic provided a brief bio, and indicated she is looking forward to her new role as the assigned staff resource person to the Committee.

The Chair and each Committee member then introduced themselves to Ms. Brcic and provided an overview as to their respective areas of expertise, knowledge, and interest in heritage. Ms. Sacheli thanked Ms. Kitchen for her assistance over the past several years.

At 5:23 p.m. Mr. Olson left the meeting due to another commitment.

2. Jack Miner Bird Sanctuary update—B. Durward

Mr. Durward updated that he is waiting on an updated letter requesting designation and is meeting with the Executive Director next week. A further site visit will be conducted to determine which specific heritage features will be included in the proposed designation by-law.

3. Update re: Heritage-themed photography contest

Mr. Biggley updated as to the contest details and an email will be provided to members with more information. Release/waiver forms will be circulated.

4. Discussion RE: updating the Heritage Brochure of designated homes.

This will be revisited at the next meeting (the subcommittee is composed of Ms. Cacciavillani and Mr. Biggley). The next version of the Heritage Brochure will not be in print form, but rather will be available online in an electronic format.

5. Discussion RE: updates to the Town's Website

Mr. Durward will review the links and information provided by the Town's Information Technology Manager, Mr. Tony Iacobelli and this item will be discussed at the May meeting. Options for adding the Heritage listings to the Town's website include:

- A linked pdf
- Placing on website directly with accordians
- Properties placed into the GIS Mapping System

G. NEXT MEETING DATE

1. Tuesday, May 18, 2021 at 4:30 p.m. via Zoom.



COMMITTEE MINUTES

H. ADJOURNMENT

MHC28-2021

Moved by B. Durward, seconded by M. Biggley that the Meeting adjourn at 6:04 p.m.

CARRIED

CHAIR, Sarah Sacheli

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



MINUTES

POLICE SERVICES BOARD MEETING WEDNESDAY, APRIL 28, 2021 @ 4:00 P.M. VIA WEBEX

A. CALL TO ORDER

Chairperson, Nelson Santos called the Meeting to order at 4:01 p.m. with the following persons in attendance:

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

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

Others in attendance: O.P.P. Sergeant Peter Marshall

Absent: Barry Wilson, Board member

B. DISCLOSURE OF PECUNIARY INTEREST

Where a member of the board has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at the Regular Meeting of the Board, the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter.

C. DELEGATIONS/PRESENTATIONS

1. Sergeant Peter Marshall, Contract Analyst, OPP Municipal Policing Bureau

Sergeant Marshall provided an overview of the contract renewal process currently in place. There will be a new Community Safety Policing Act (CSPA) that will take effect early 2022. Municipalities will have 2 options: renew or extend their current contract that are set to expire on December 31, 2021. The OPP is waiting to hear from Ministry regarding these options. Under the new CSPA, old contracts will cease to exist and new boards will be formed. Emphasis was placed on extending the contract as it would be easier.



MINUTES

Questions from board members had been forwarded to Sgt. Marshall in advance of the meeting, and he provided the following answers:

Q1 – will current enhancements be maintained? Yes, Kingsville has a CSO and will continue to have going forward. This will require a separate agreement and any enhancement is not shared with other municipalities in detachment area.

Q2 – Intent or ability to maintain separate municipal contracts through new Essex County detachment? No, however, municipalities will be billed separately. The Town of Kingsville will continue to receive an annual billing statement. Only the PSB will be shared with area municipalities.

Q3 – use current formula for billing? Yes, will continue to use same billing model.

PSB17-2021 Moved by Bill Baird, seconded by Will Chisholm to receive the verbal report from OPP Sergeant Peter Marshall

CARRIED

D. ADOPTION OF MINUTES OF PREVIOUS MEETING

1. Adoption of Police Services Board Minutes – held on March 24, 2021.

PSB18-2021 Moved by Will Chisholm, seconded by Bill Baird to adopt the Police Services Board meeting minutes held on March 24, 2021.

CARRIED

E. REPORTS

1. Monthly Status Reports

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

Inspector Miller had provided an overview of the current state of emergency and enhanced enforcement measures. He thanked Kingsville's By-law Enforcement and values the collaborative relationship during this pandemic.

He stressed that individuals breaking the order will face the repercussions and strongly encourages residents to report illegal gatherings immediately to the OPP. The number to call is the non-emergency line at 1-888-310-1122 and all calls will be responded to.

Staff Sergeant Lenehan provided an overview of the crime stoppers and monthly reports.



MINUTES

PSB19-2021 Moved by Kim DeYong, seconded by Bill Baird to receive Kingsville PSB Report and Crime Stoppers report for March 2021 as information.

CARRIED

F. ADOPTION OF ACCOUNTS

1. **Adoption of Police Services Accounts – RE:** Budget actuals ending March 31, 2021.

PSB20-2021 Moved by Will Chisholm, seconded by Kim DeYong adopt the Police Services Budget actuals ending March 31, 2021.

CARRIED

G. BUSINESS/CORRESPONDENCE

1. OAPSB email dated March 25, 2021 re: Board Detachment Composition

Chair Santos provided an update on Solicitor General discussions regarding board detachment composition. He noted that boards with more than 15 members will have an opportunity to submit proposals outlining justification for more than one board. He also stated that the Ministry will only look at proposed boards that will be over the maximum number of members in order to allow additional board creation.

PSB21-2021 Moved by Kim DeYong, seconded by Will Chisholm to receive correspondence from OAPSB dated March 25, 2021 re: Board Detachment Composition

CARRIED

2. Town of Kingsville letter dated March 30, 2021 re: School Safety Zone in Cottam

Members discussed the school safety zone in Cottam and inquired whether OPP had any concerns with the proposed zone. Members also requested OPP presence in the area and Sergeant Lenehan acknowledged.

PSB22-2021 Moved by Will Chisholm, seconded by Bill Baird to receive correspondence item G-2 re: School Safety Zone in Cottam

CARRIED



MINUTES

3. Tecumseh PSB letter dated April 15, 2021 re: Board Detachment Composition

Chair Santos provided members with an update and indicated that there will be further discussions on the final board detachment composition model.

PSB23-2021 Moved by Bill Baird, seconded by Will Chisholm to receive correspondence item G-3 from Tecumseh PSB re: Board Detachment Composition

CARRIED

H. NEW AND UNFINISHED BUSINESS

1. OPP Constable & CSO Amanda Allen – Retirement

Inspector Miller announced that PC Amanda Allen is retiring after 31 years of service. PC Allen was also Kingsville's Community Safety Officer and her last day is Friday April 30th. Chair Santos extended congratulations on behalf of the Police Services Board.

I. ADJOURNMENT

PSB24-2021 Moved by Kim DeYong, seconded by Will Chisholm that Police Services Board adjourns the meeting at the hour of 4:55 p.m. and to meet again on May 26, 2021 or at the call of the Chair.

CARRIED

CHAIRPERSON, Nelson Santos

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



COMMITTEE MINUTES

PARK RECREATION ARTS AND CULTURE COMMITTEE

MAY 20, 2021 @ 5:30 P.M.

Via - Zoom

A. CALL TO ORDER

Deputy Mayor Queen called the Meeting to order at 5:32 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. Shields
M. Tremaine-Snip

MEMBERS OF ADMINISTRATION:

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

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS - NONE

D. STAFF REPORTS

1. K. Loney, Manager of Recreation Programs and Special Events

- a. Welcomed two new summer students
- b. Healthy Communities Grant was not successful
- c. Legion – helicopter visit uncertain if proceeding
- d. Bike Kingsville – will determine if it can proceed
- e. Perfect Minds software to be launched in June; this allows people to register for programs 24/7
- f. Completing video tours of Grovedale, Lakeside and Ridgeview to put on website so people can view
- g. Canada Day activities – virtual partnership with TWEPI
 - i. Creating a video
 - ii. Handing out cookies

iii. Porch decoration contest

h. Camp in the Bag program will launch in June for registration; will have two different age groups and currently determining what the cost will be

040-2021 Moved by M. Tremaine-Snip, seconded by M. Shields to receive the report as presented.

CARRIED

2. D. Wolicki, Manager of Facilities and Property

- See Appendix A
- Lakeside Park is being screened to remove the debris and hoping to seed next week.
- Future Dog park – Road 2 E. on Jasperson
- Electric Charging Station – look at feasibility of location and working with Hydro One.

Discussion

1. What is the process of adding more mulch under the playground area?
 - Let Dan know if a park needs to be filled in.

041-2021 Moved by A. Hickmott, seconded by M. Tremaine-Snip to receive the report as presented.

CARRIED

E. MINUTES OF THE PREVIOUS MEETING

1. Parks Recreation Arts and Culture Meeting Minutes April 15, 2021

042-2021 Moved by Mayor Santos, seconded by T. Neufeld to receive the minutes of Parks Recreation Arts and Culture Committee Meeting dated April 15, 2021.

CARRIED

F. COMMITTEE REPORTS

1. Communities in Bloom Committee Meeting Minutes February 2, 2021 and April 6, 2021.

- 043-2021** Moved by T. Neufeld, seconded by A. Hickmott, to receive the minutes of Community in Bloom Committee Meeting dated February 2, 2021 and April 6, 2021.

CARRIED

2. Fantasy of Lights Committee Meeting Minutes September 22, 2020, October 20, 2020 and March 27, 2021

- 044-2021** Moved by Mayor Santos, seconded by A. Hickmott to receive the minutes of Fantasy of Lights Committee Meeting dated September 22, 2020, October 20, 2020 and March 27, 2021.

CARRIED

3. Migration Festival Committee Meeting Minutes March 23, 2021

- 045-2021** Moved by A. Hickmott, seconded by T. Neufeld to receive the minutes of Migration Festival Committee Meeting dated March 23, 2021.

CARRIED

G. NEW AND UNFINISHED BUSINESS

- Review of Lions Park, complaints – Deputy Mayor
 - Pathways are not meant for vehicles
 - Have installed decorative planters
 - Staff is creating a gate
 - Arranged for OPP to do extra patrols; no infractions observed
- Municipal Property on Serena - Councillor Neufeld
 - Debris and safety concern in the area
 - Was a former landfill
 - Question raised if it will be cleaned
 - Not classified as greenspace but as a Municipal property
 - Reviewed the area and significant issues and took no further action as not part of the development plan
 - Would require significant clean-up and cost and maybe need to complete an environmental assessment to do what is underneath
 - No intention to make it a park
 - For residents there is a play structure near by

- ACTION – Dan to follow-up with Andrew for a future meeting (possible report that went to Council years ago)
- Recreation Program Needs Assessment – K. Loney
Completing a community inventory. The following questions were asked of the committee members.

To identify potential programs that can be offered by the Town we want to ensure we are not duplicating.

1. In Kingsville, what programs are available,
 - a. Pre-School
 - Keys – only other group for 0 – 6
 - Approach
 - Partners with them and same programs side by side
 - b. Youth
 - c. Seniors
 - Friendly Club – plays cards,
 - Photography group called shooters
 - Music lessons Kingsville music school
 - Pottery lessons
 - Art lessons are plentiful with ASK
 - Learn to Paint – sip and paint
 - There was previously an Older Adult Committee of Council
 - Senior dances with a meal was popular
 - Experiential Tourism
 - Organized bike rides like Windsor did
 - Migration Hall events
 - Pickle Ball group
 - Shuffle Board (not the quality they expected)
 - Jacks and Banded goose organized bike club
 - Organized walk – beech walks, park walks
 - Andrew Banner – Kingsville Kings
 - A state of health business
 - Elder College
 - Kingsville Gosfield Heritage Society
 - Legion lots of activities for seniors (dart nights)
 - Sporting events
 - Soccer
 - Baseball

- Mom's and Tots skating
- Mom's and Tots tennis
- Sun Parlor Folk Music Society provides events
- Community Garden Access

2. Is there any group we should talk to specifically to look for partnerships?

a. As per the list above

d. Trends

1. What are the recreation or leisure trends your family, friends or colleagues are interested in now?

- Cedar Creek
- Kayaks
- Outside
- Canoeing
- Paddle Boarding
- Anything to get people outside

046-2021 Moved by Mayor Santos, seconded by T. Neufeld to receive the survey and move forward with engaging the community.

CARRIED

H. NEXT MEETING DATE

1. June 10, 2021 Via – Zoom

I. ADJOURNMENT

047-2021 Moved by Mayor Santos, seconded by A. Hickmott to adjourn this Meeting 6:40 P.M.

CARRIED



COMMITTEE MINUTES

CHAIR, Deputy Mayor Queen

**RECORDING SECRETARY,
K. Loney**



COMMITTEE MINUTES

COMMUNITIES IN BLOOM COMMITTEE

APRIL 6, 2021 @ 5:30 P.M.

Via - Zoom

A. CALL TO ORDER

Councillor T. Neufeld called the Meeting to order at 5:32 P.M. with the following persons in attendance:

MEMBERS OF COMMUNITIES IN BLOOM COMMITTEE:

Councillor T. Neufeld
M. Tremaine-Snip
J. Willoughby
M. Fogal
Christina ?
Guest Karin

MEMBERS OF ADMINISTRATION:

K. Loney, Manager of Recreation Programs
and Special Events

B. DISCLOSURE OF PECUNIARY INTEREST

Councillor T. 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. STAFF REPORTS

1. Karen Loney, Manager

- Shout Out sent in for Lions Club work on access bike parks
- Weekly tips are scheduled till May

March Melissa

D. MINUTES OF THE PREVIOUS MEETING

1. Communities in Bloom Committee Meeting Minutes March 2, 2021

xxx-2019 Moved by Marcy [INSERT NAME], seconded by Janet to receive the minutes of the Community in Bloom Committee Meeting dated March 2, 2021.

CARRIED

E. DELEGATION

I. Karrin Sonnenberg – Bee Keeper

- Reviewed the desire to have Kingsville a Bee friendly community
- Bee Friendly city application; <https://beecitycanada.org/bee-cities/benefits/>
- Multiple cities are Bee Friendly such as Collingwood, Midland, Orangeville, Region of Waterloo, Town of Wellesley, Stratford, etc.
-

xxx-2019 Moved by Marcy [INSERT NAME], seconded by Melissa [INSERT NAME] to accept the presentation.

CARRIED

Committee discussed the value and concerns of becoming a Bee Friendly community.

xxx-2019 Marcy [INSERT NAME], seconded by Janet that the committee supports a Bee Friendly Kingsville and that administration with the committee's input, prepare a report to be brought to PRAC that shows the pros and cons.

CARRIED

F. NEW AND UNFINISHED BUSINESS

1. Committee Membership

- a. Application for Community in Bloom committee member is still open. Currently three people have applied.
- b. Christine Bedal has given her resignation.

xxx-2019 With regrets it is moved by Marcy [INSERT NAME], seconded by Melissa [INSERT NAME] to accept Christine's resignation.

CARRIED

2. CIB Best in Garden Grant

- Have been chosen to receive free Kingsville signs and promotional material to give out to six locations.

- Janet and Marcy to develop a plan on how to identify six homes that have the best Gardens and present back to the committee.
- Suggest that this can connect with the Heritage committee and to have locations in Kingsville, Cottam, and Ruthven.

3. Scavenger Hunt to be postponed to summer.

4. Earth Day Clean Up

- Lots of groups doing clean up on Earth Day and through the whole month.
- Request to ask if the Town has a location or process where garbage can be picked up

5. NEXT MEETING DATE

1. The next meeting of the Communities in Bloom Committee shall take place on May 4, 2021 at Via - Zoom @ 5:30 P.M.

6. ADJOURNMENT

xxx-2019 Moved by Christina [INSERT NAME], seconded by Janet [INSERT NAME] to adjourn this Meeting at 6:21 P.M.

CARRIED

CHAIR, T. Neufeld

**RECORDING SECRETARY,
K. Loney**



COMMITTEE MINUTES

FANTASY OF LIGHTS COMMITTEE

MARCH 23, 2021 @ 4:00 P.M.

Via - Zoom

A. CALL TO ORDER

Councillor T. Gaffan called the meeting to order at 4:05 P.M. with the following persons in attendance:

MEMBERS OF FANTASY OF LIGHTS COMMITTEE:

Mayor N. Santos
Councillor T. Gaffan
S. l'Anson
D. Doey
L. Duhig
D. Laman
J. Mockler
J. Willoughby

MEMBERS OF ADMINISTRATION:

K. Loney, Manager of Recreation Programs
and Special Events

Regrets: C. Anson

B. DISCLOSURE OF PECUNIARY INTEREST

Councillor T. Gaffan reminded the Committee that any declaration is to be made before each item is discussed and to identify the conflict's nature as the agenda items come forward.

C. WELCOME AND ROUNDTABLE

D. MINUTES OF THE PREVIOUS MEETING

The Fantasy of Lights Committee Meeting Minutes January 26, 2021

Remove T. Coke as a member of the Committee and add S. l'Anson as attending

003-2021 Moved by D. Doey, seconded by J. Willoughby to receive the minutes of the Fantasy of Lights Committee Meeting, with the above corrections, dated January 26, 2021.

CARRIED

E. NEW AND UNFINISHED BUSINESS

1. Review of Action Items from January 26th, 2021 minutes
 - The inventory of lights can be viewed in Appendix A
 - Donations for 2020 were \$220.00
2. Request from BIA
 - To ask the BIA where there is space to put lights
 - BIA to encourage business to put up their lights
3. Next Steps
 - Parade (Parade Corp. or Us)
 - i. November 20th, 2021
 - ii. T. Gaffan has held the date with the Parade Corporation, but no contract has been signed until the committee makes a final decision.
 - Opening Ceremonies
 - i. November 20, 2021
 - ii. COVID style: Proposed to do a video for the opening that tells the story of Fantasy of Lights with the partnership of the school
 - iii. Non-COVID style: Local musicians
 - iv. ACTION: Mayor Santos to take the lead
 - Dinner with Santa
 - i. November 20, 2021
 - ii. EDDK has agreed to partner with the community
 - Fireworks
 - i. November 20, 2021
 - ii. Mayor Santos to take the lead
 - Breakfast with Santa and Children activities
 - i. Vern is willing to help
 - ii. Councillor Gaffan and Julie to organize
 - iii. Children Activities: Janet, Lori and Julia to take the lead

- Sip Shop
 - i. Wine and Beer at the back of the Lakeside Pavillion
 - 1. Vendors and insurance arranged by town staff
 - 2. Dates: December Saturday 4th and 11th Noon to 8 P.M.
December Sunday 5th and 12th Noon to 5 P.M.
- Paws and Claws
 - i. Date: Tuesday, December 7th from 6 – 8 P.M.
 - ii. Vendors who sell pet items will be recruited to attend
 - 1. Karen to look at insurance, and what fee were charge
- Train

A decision will need to be made on the following options:

 - i. Repairing the existing train; costs will need to absorb from the Event budget (note there are no funds in the event budget for this); OR
 - ii. Source and acquire a new tractor through fundraising or sponsorship opportunities and developing a plan to outfit the unit accordingly through a partnership; OR
 - iii. Acquiring a surplus UTV or tractor and develop a plan to outfit the unit accordingly through a partnership; OR
 - iv. Continue with the proposed fundraising campaign in hopes to purchase a new electric train
 - v. Karen to ask for an update on the cost of train

04-2021 It was moved S. l'Anson, seconded by L. Duhig to request the train be added into the May PRAC agenda.

CARRIED

- Contracts / Sponsorship for displays (find, review and update)
 - i. Colasanti Bird is not working
 - ii. Karen to ask Dan about the cost to upgrade the bird
 - iii. Doug to acquire a price for the tunnel
 - iv. Janet/Doug to ask another welder to see if they could help
 - v. The sponsorship package needs to be updated
 - 1. Janet to update text and Karen to have the graphics updated
- Ornaments
 - i. To sell the ornament for \$5. at all the various events

- Advertising (Rack Cards, Radio, TV Social Media)
 - i. Karen to work with the Communications Coordinator
- Volunteer schedule
 - i. A Kingsville Volunteer Ambassador Program will be created that helps with the screening and training.
 - ii.
- Partnerships - New Idea
 - i. Tony to investigate price for a light pole/flag connected to music
 - ii. Karen to investigate the price for a light show on Grovedale
 - iii. Janet to investigate an idea for Guinness World Record related to Christmas

F. NEXT MEETING DATE

1. The Fantasy of Lights Committee's next meeting shall take place on April 27, 2021 @ 4:00 P.M.

G. ADJOURNMENT

05-2021 Moved by A. Hickmott, seconded by L. Duhig to adjourn this meeting at 5:28 P.M.

CARRIED

CHAIR, Councillor T. Gaffan

**RECORDING SECRETARY,
K. Loney**



COMMITTEE MINUTES

FANTASY OF LIGHTS COMMITTEE OCTOBER 20, 2020 @ 4:00P.M. VIA ZOOM

A. CALL TO ORDER

Councillor T. Gaffan called the Meeting to order at 4:00 p.m. with the following persons in attendance:

MEMBERS OF FANTASY OF LIGHTS COMMITTEE:

T. Gaffan
Mayor N. Santos
C. Anson
S. l'Anson
D. Doey
D. Laman
L. Duhig
J. Willoughby
J. Mockler (arrived at 4:16 p.m.)

MEMBERS OF ADMINISTRATION:

Maggie Durocher, Administrative Support

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

There were none.

D. AMENDMENTS TO THE AGENDA

There were none.

E. STAFF REPORTS



COMMITTEE MINUTES

1. Maggie Durocher, Manager of Programs

Christmas Ornament

M. Durocher provided a sample of an ornament for the committee to consider for this year. It is made locally by Trisha Hunter. The committee agreed to order 100 for sale this year at \$1.25 apiece. M. Durocher to contact the vendor.

20-2020 Moved by C. Anson, seconded by J. Willoughby to purchase the ornaments.

CARRIED

21-2020 Moved by C. Anson, seconded by S. l'Anson that the committee would sell them at Sip and Shop and other locations for \$5.00 apiece.

CARRIED

Pancake Breakfast

Pancake mix (similar to Migration Festival), letter from Santa, craft, and a video link to a story with Santa to be included in bag. Bags would be distributed at the Arena starting December 1, 2020.

M. Durocher to look after contacting Toasted Meringue, obtaining bags for the goodies, stickers for the jars, contacting Santa for letter, and ensuring that video link is on website.

T. Gaffan and J. Mockler to partner on part of the cost.

L. Duhig and J. Mockler to look after the craft.

F. MINUTES OF THE PREVIOUS MEETING

1. Fantasy of Lights Committee Meeting Minutes September 22, 2020

22-2020 Moved by S. l'Anson, seconded by N. Santos to receive the minutes of the Fantasy of Lights Committee Meeting dated September 22, 2020

CARRIED

G. NEW AND UNFINISHED BUSINESS

1. Light up the Night Campaign

M. Durocher to work with CKLW AM 800 to set this up with them for contesting purposes.

2. Fantasy Express Train

Committee talked about the existing train and the amount of hours of work still necessary to complete it. Committee members expressed their frustration over the state of the train.

23-2020 Moved by D. Laman, seconded by C. Anson that the Fantasy Express Train would not be part of the program this year. Sponsorship for the new train needs to be obtained.

CARRIED

3. Santa Claus Parade

N. Santos suggested speed bumps be put on the side of the road used by cars to drive past stationary exhibits.

4. Paws and Claus Family Event

J. Mockler noted that vendors were hesitant. No calls have been made by J. Willoughby at this point.

5. Sip and Shop Holiday Nights

Lakeside Park Pavilion and the Grovedale Arts & Visitor Centre were chosen for the Sip and Shop Holiday Nights 2020. A liquor permit would only be obtained for 1 location. M. Durocher to work with staff on sending out notices to vendors and preparing online registration forms. Dates are December 5 and 6, 2020.

6. Marketing - CTV News

M. Durocher has been in contact with CTV for a package of the same value for 2020. CTV has agreed to assist with monetary sponsorship for the campaign. M. Durocher to reach out to our advertising rep to initiate the process for beginning the commercial.



COMMITTEE MINUTES

7. Volunteers

Volunteers are needed for all events. M. Durocher to update the volunteer list and have ready for next meeting.

H. NEW BUSINESS

There were none.

I. NEXT MEETING DATE

The next meeting of the Fantasy of Lights Committee shall take place on November 10, 2020 at 4:00 p.m. via Zoom.

J. ADJOURNMENT

24-2020 Moved by J. Willoughby, seconded by J. Mockler to adjourn this meeting at 5:05 p.m.

CARRIED

CHAIR, Councillor T. Gaffan

**RECORDING SECRETARY,
K. Wolters**



COMMITTEE MINUTES

FANTASY OF LIGHTS COMMITTEE SEPTEMBER 22, 2020 @ 4:00P.M. VIA ZOOM

A. CALL TO ORDER

Councillor T. Gaffan called the Meeting to order at 4:00 p.m. with the following persons in attendance:

MEMBERS OF FANTASY OF LIGHTS COMMITTEE:

Mayor N. Santos
D. Doey
J. Willoughby
C. Anson
D. Laman
S. l'Anson

MEMBERS OF ADMINISTRATION:

Maggie Durocher, Administrative Support

Guests: J. Norton-Town of Kingsville CAO

J. Pillon-Windsor Parade Corporation

G. Bacon-AM 800 CKLW

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

J. Pillon provided a presentation to the committee with regard to the reverse parade concept, which the parade corporation is proposing for this year.

The committee had a number of questions for Mr. Pillon including the following:

- What would be the distance required to stage the event-2km is preferred
- What is the time commitment-6-9pm for the parade

- If this is done as a walking event how do you transport people back from the end of the route-train might be an option
- Should a drivable event be considered in case of bad weather-that is a possibility

The committee thanked Mr. Pillon and expressed interest in the parade concept.

16-2020 Moved by J. Willoughby, seconded by S. l'Anson to move forward with the parade at the budgeted amount

CARRIED

- SINCE THIS MEETING THE WECHU HAS INDICATED THAT THEY WOULD ONLY ENDORSE A DRIVE THROUGH TYPE SENARIO

D. AMENDMENTS TO THE AGENDA

E. STAFF REPORTS

1. M. Durocher, Program Manager

M. Durocher provided a verbal update with regard to the sponsorship package for the proposed train

F. MINUTES OF THE PREVIOUS MEETING

1. Fantasy of Lights Committee Meeting Minutes August 25, 2020

17-2020 Moved by S. l'Anson, seconded by D. Laman to receive the minutes of the Fantasy of Lights Committee Meeting dated August 25, 2020

CARRIED

G. NEW AND UNFINISHED BUSINESS

1. Light up the Night

J. Willoughby requested that the registration forms be completed and available on line so that the event can be promoted. Update on repairs required

2. Train Update

M. Durocher provided the committee with information with regard to repairs on the train. D. Doey requested that information be relayed with respect to the alternator. S. l'Anson questioned whether social distancing could be achieved while utilizing the train.

3. Carnegie Christmas tree

M. Durocher indicated that the tree has been ordered. The committee feels that it should be lit on a separate date apart from the opening of FOL

4. Events and Marketing

The committee discussed a number of events and marketing in lieu of the constraints of COVID-19.

18-2020 Moved by S. l'Anson, seconded by D. Doey that dinner with Santa be cancelled for 2020

CARRIED

Breakfast with Santa-give out the pancake mix similar to Migration Fest
Paws and Claus-continue with event being mindful of gathering limits and social distancing

Sip and Shop-continue with same constraints as Paws and Claus

Marketing-No rack cards for 2020 just CTV advertising

New Business



COMMITTEE MINUTES

Councillor Gaffan proposed a signature ornament be ordered for this year.
M. Durocher to send the committee examples of ornaments for consideration.

NEXT MEETING DATE

1. The next meeting of the Fantasy of Lights Committee shall take place on October 20, at 4pm via zoom

H. ADJOURNMENT

19-2020 Moved by D. Doey, seconded by D. Laman to adjourn this Meeting at 5:05p.m.

CARRIED

CHAIR, Councillor T. Gaffan

**RECORDING SECRETARY,
M. Durocher**



COMMITTEE MINUTES

MIGRATION FESTIVAL COMMITTEE MARCH 23, 2021 @ 6:00 P.M. ZOOM

A. CALL TO ORDER

R. Braybrook-Gard called the Meeting to order at 6:01 P.M. with the following persons in attendance:

MEMBERS OF MIGRATION FESTIVAL COMMITTEE:

R. Braybrook-Gard
D. Swiderski
M. Fogal
M. Law
S. Allen-Santos
S. Wye

MEMBERS OF ADMINISTRATION:

K.Loney, Manager of Recreation Programs
and Special Events

Absent: L. Lucier, S. Giradin, A. Araujo

B. DISCLOSURE OF PECUNIARY INTEREST

Co-Chair R. Braybrook-Gard reminded the Committee that any declaration is to be made prior to each items being discussed and to identify the nature of the conflict, if any, as the agenda items come forward.

C. PRESENTATIONS/DELEGATIONS - NONE

D. AMENDMENTS TO THE AGENDA

E. MINUTES OF THE PREVIOUS MEETING

1. Migration Festival Committee Meeting Minutes February 23, 2021

01-2021 Moved by D. Swiderski, seconded by M. Fogal to receive the minutes of the Migration Festival Committee Meeting dated February 23, 2021

CARRIED

F. NEW AND UNFINISHED BUSINESS

1. **What is Migration Festival?**—Correspondence dated March 23, 2021

Two concepts: Celebrate Kingsville and Migrate Home. Committee members resulted in giving direction to pursue the Migrate Home motif, with possibilities to include themes of celebrating Kingsville's history (historical walks, Jack Miner's legacy) and present (Great Migration Paint Out at Kingsville's most beautiful locations, encourage people to puruse the downtown and our local parks through events).

M. Fogal noted wordplay possible on Migrate to "My Great". "My Great" Kingsville, "My Great" Historical Tours, etc.

2. **Communication**

The committee was tasked to look at avenues other than social media to communicate with the community and generate excitement for the festival. Ideas included:

- Partnering with, Open Streets, to advertise Migration Festival.
- If an en plein air event is incorporated in Open Streets it is used as a means to adverstize Migration Festival.
- idea on partnership with Open Streets can be sent to Karen Loney who is the town lead.

3. **Survey Updates**

There were a total of 112 people who responded to the survey. K. Loney to send the results to the committee for review and discussion at next meeting.

4. **Jack Miner**

The committee was asked for ideas to maintain the Jack Miner prescense at the Kingsville Migration Festival.

The committee voiced a want to partner more strongly with the Jack Miner Sanctuary this year, and asked M. Fogal to approach the board and new marketing director to see if they would come to a Migration Festival Committee to speak to them about partnership possibilities.

Reviewd if the 'Kingsville Festival Train' would be purchased and in-use by the time of the Migration Festival. With it, it could be possible to ferry people between the downtown and the Sanctuary via 'train'.

The 'Kingsville Festival Train' will not be upgraded for 2021. The subject of the train will go to PRAC for review with the recommendation that all committees help support fundraising.

It was proposed committee members could look into the idea of tractor rides to serve as a ferry between the locations, possibly to serve as a fundraiser.

5. **History and Educational Walks**

The idea of a history/educational walk was proposed for the 2021 festival. Once a plan is in place K. Loney will identify if additional insurance is needed.

Suggestion that the Kingsville Heritage Walking Tour booklet, created by Kingsville's Municipal Heritage Advisory Committee in 2016 be used. M. Fogal will approach the heritage committee for their thoughts on this booklet possibly being used.

R. Braybrook-Gard asked E. Van Loo about the cycling tours held during an en plein air event. This event saw cyclists pick up business cards from participating artists, in order to earn raffle tickets. This helped promote the event and the artists. Braybrook-Gard felt between biking and walking, it could bring in interest from many different people.

6. **The Great Migration Paint Out**

The Van Loos shared their gratitude to be a part of the event. They said they were surprised by the amount of artists which participate. The Van Loos said the sales were good and there was piqued interest in commissions. The Van Loos said the four day span of the event would need to continue to be a successful event, to give artists the time to complete their submissions.

7. **Budget**

The committee looked over the 2020 budget and proposed 2021 budget. All members were asked to review the budget and consider what would be needed for the events they are a part of.

A Celebrate Ontario Grant is available that could be used to support music during Migration Festival.

02-2021 Moved by M. Fogal, seconded by D. Swiderski to ask Kingsville administration to commit to applying to the Celebrate Ontario grant on behalf of the Migration Festival committee.



COMMITTEE MINUTES

CARRIED

8. A. Araujo's resignation

03-2021 Moved by M. Fogal, seconded by S. Allen-Santos to regretfully accept A. Araujo's resignation from the Migration Festival Committee.

CARRIED

G. NEXT MEETING DATE

1. The next meeting of the Migration Festival Committee shall take place on April 27, 2021 at Zoom @ 6 P.M.

H. ADJOURNMENT

04-2021 Moved by D. Swiderski, seconded by M. Law to adjourn this Meeting at 7:10 P.M.

CARRIED

CO-CHAIRS, R. Braybrook-Gard and L. Lucier

RECORDING SECRETARY, K. Loney



June 15, 2021

To Whom it May Concern:

Please be advised that the Council of The Corporation of the Municipality of Leamington, at its meeting held Tuesday, June 8, 2021 enacted the following resolution:

No. C-181-21

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 Municipality of Leamington 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 Municipality of Leamington 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.

Carried

Dated today, the 15th day of June, 2021.

Brenda Percy, Clerk
The Corporation of the Municipality of Leamington



Rideau Lakes

1439 County Road 8, Delta, ON K0E 1G0
T. 613.928.2251 | 1.800.928.2250 | F. 613.928.3097
rideaulakes.ca

At the Regular E-Meeting of the Council of The Corporation of the Township of Rideau Lakes held Monday, June 7, 2021, the following Resolution was passed:

RESOLUTION #68-2021

Moved By: Councillor Livingston
Seconded By: Deputy Mayor Maxwell

To pass a Resolution that;

WHEREAS at the Municipal Heritage Advisory Committee Meeting held May 20, 2021, Resolution #12-2021 was passed regarding cemetery funding;

AND WHEREAS Municipalities in Ontario have been made responsible for abandoned cemeteries within their boundaries, and are required by the *Funeral, Burial and Cremation Services Act, 2002* "to ensure that the cemetery grounds, including all lots, structures, and markers, are maintained to ensure the safety of the public and to preserve the dignity of the cemetery;

AND WHEREAS cemeteries are not only symbols of respect, preserving the memory of families, prominent citizens, and local history; some cemeteries are landmarks in themselves and hold great historical value worldwide;

AND WHEREAS preservation repairs to older cemeteries are very costly, requiring the specialized services of stonemasons and archeologists;

AND WHEREAS the care and maintenance funds of abandoned cemeteries are generally non-existent or so small as to produce insufficient annual interest to cover even the cost of lawn care at the site;

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes hereby Urges the Government of Ontario to immediately provide funding sources for Municipalities for the ongoing maintenance and preservation repair of abandoned cemeteries in their care;

AND FURTHER that this Resolution be forwarded to the Bereavement Authority of Ontario, the Minister of Government and Consumer Affairs, the Rural Ontario Municipal Association (ROMA), and MPP Steve Clark.

Certified to be a true copy of the original

Date: June 8, 2021

Signature: M. E. Livingston

Title: Clerk, The Corporation of the
Township of Rideau Lakes

Carried:

Signed: Arie Hoogenboom, Mayor

June 11, 2021

The Honourable Doug Ford, M.P.P.
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Sent via email: premier@ontario.ca

Re: Lyme Disease Awareness Month
Our Files: 35.31.99/35.23.12

Dear Premier Ford,

At its meeting held on May 31, 2021, St. Catharines City Council approved the following motion:

“WHEREAS May is Lyme Disease National Awareness Month; and

WHEREAS the City of St. Catharines Strategic Plan includes improving livability for all; and

WHEREAS Niagara Region is a high-risk area for ticks and Lyme Disease, and cases continue to increase; and

WHEREAS Ontario health does not cover treatment and testing for all strains of Lyme Disease; and

WHEREAS Lyme Disease is a crippling disease if not diagnosed and treated appropriately;

THEREFORE BE IT RESOLVED the City of St. Catharines call on the Ontario government to expand testing to all strains of Lyme Disease and improve the level of treatment and care for those diagnosed with this crippling disease; and

BE IT FURTHER RESOLVED the Premier of Ontario, Ontario Minister of Health, local MPPs, Niagara Health, Niagara Region Public Health, all Ontario municipalities, and the Association of Municipalities of Ontario be sent correspondence of Council's decision; and

BE IT FURTHER RESOLVED the Mayor bring this matter to the attention of the Niagara Region and request that the Region build an awareness campaign with on-line resources for families with Lyme Disease.”

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:mb

cc: Ontario Minister of Health
Niagara Area MPPs
Niagara Health
Niagara Region Public Health
Niagara Region
Ontario Municipalities
Association of Municipalities of Ontario, amo@amo.on.ca
Melissa Wenzler, Government Relations Advisor



Hastings Highlands

Beautiful By Nature

The Municipality of Hastings Highlands

P.O. Box 130, 33011 Hwy 62, Maynooth, ON K0L 2S0

613 338-2811 Ext 277 Phone

1-877-338-2818 Toll Free

June 11, 2021

VIA EMAIL

The Honourable Patty Hajdu

Federal Minister of Health

House of Commons

Ottawa, ON K1A 0A6

Patty.Hajdu@parl.gc.ca

Re: Support for 988 a 3 digit suicide and crisis prevention hotline

Please be advised that on June 2, 2021, The Council of the Municipality of Hastings Highlands passed the following motion endorsing the 988 crisis line initiative to ensure critical barriers are removed to those in a crisis and seeking help.

Resolution 219-2021

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

Whereas the motion calls for the federal government to consolidate all existing suicide crisis numbers into one three-digit hotline; and

Whereas the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200%; 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 Municipality of Hastings Highlands recognized 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 as follows:

1. That the Municipality of Hastings Highlands endorses this 988 crisis line initiative.
2. That a letter demonstrating Hastings Highland's support be sent to Daryl Kramp MPP, Derek Sloan MP, the Honourable Patty Hajdu, Federal Minister of Health, the Canadian Radio-television and Telecommunications (CRTC) and all municipalities in Ontario.

cc:

-MP for Hastings–Lennox and Addington Derek Sloan Derek.Sloan@parl.gc.ca

-MPP for Hastings–Lennox and Addington Daryl Kramp daryl.kramp@pc.ola.org

-Chairperson and Chief Executive Officer, Canadian Radio-Television and Telecommunications Commission – Ian Scott

-All Ontario Municipalities

Regards,

Suzanne Huschilt

A handwritten signature in black ink that reads "Suzanne Huschilt". The script is cursive and fluid, with the first name "Suzanne" written in a larger, more prominent style than the last name "Huschilt".

Municipal Clerk

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 53-2021

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

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

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

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

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

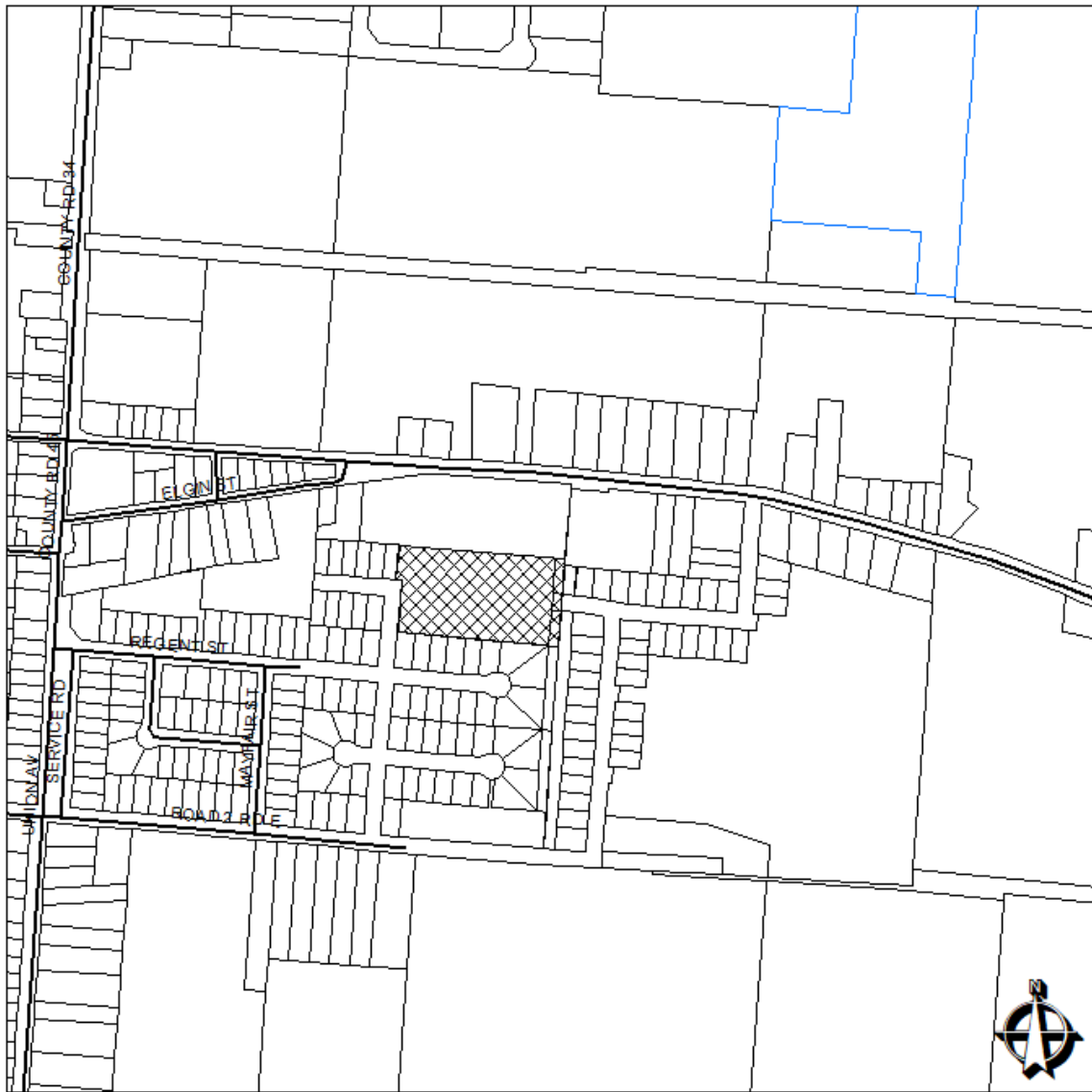
1. Schedule "A", Map 54 of By-law 1-2014 is hereby amended by removing the Holding symbol (h) on lands known municipally as Part of Lot 10, Concession 2 ED, as shown on Schedule 'A' in cross-hatch attached hereto from 'Residential Zone 2 Rural/Urban – Holding (R2.2 (h))' to 'Residential Zone Rural/Urban (R2.2)' or 'Residential Zone 2 Rural/Urban Exception 8 – Holding (R2.2-8 (h))' to 'Residential Zone 2 Rural/Urban Exception 8.'
2. This by-law shall come into force and take effect from the date of passing by Council and shall come into force in accordance with Section 36 of the Planning Act.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
28TH DAY OF JUNE, 2021.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

Schedule A



Lots 1 to 21

Draft Plan 37-T-12001

ZBA/10/2021

Meters

Schedule "A", Map 54 of By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Residential Zone 2 Rural/Urban, holding (R2.2 (h)) & Residential Zone Rural/Urban, Exception 8, holding, R2.2-8(h)' to 'Residential Zone 2 Rural/Urban, (R2.2)' & 'Residential Zone 2 Rural/Urban Exception 8, (R2.2-8)'

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 54-2021

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 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.n) titled **Migration Festival Committee** be amended to add the appointment of the following appointees:

Bev Snyder
Layne van Loo

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 28th DAY OF JUNE, 2021.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 55 - 2021

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its June 28, 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 June 28, 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
28th day of June, 2021.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo