



**REGULAR MEETING OF COUNCIL
AGENDA**

Monday, September 27, 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

Live singing of O'Canada by Simone Dicaire

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. MATTERS SUBJECT TO NOTICE

1. Combined Consent and Zoning By-law Amendment Application for Surplus Dwelling Severance File B/17/21 & ZBA/22/21 by David & Anna Dyck 177 County Rd 14 E Part lot 17, Concession 9 Roll No. 3711 550 000 00500

1

K. Brcic, Town Planner

i) Notice of Complete Application and Public Meeting: Zoning By-law Amendment and Consent, dated September 3, 2021;

ii) Report of K. Brcic, dated September 13, 2021;

iii) Proposed By-law 75-2021, 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 consent application B/17/21 to sever an existing dwelling, deemed surplus to the needs of the applicants' farming operation on a 0.5 ha (1.3 ac.) lot shown as Part 1 on the applicants' sketch, known as 177 County Road 14 East, in the Town of Kingsville, subject to the following conditions:

1. That a reference plan be deposited in the registry office, both an electronic and paper copy of the registered plan is to be provided to the Town.
2. That any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or Municipal Act be paid in full along with all municipal taxes.
3. That any necessary drainage apportionments be undertaken.
4. That as a result of the 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 of certification of the deed.
5. The zoning of the retained parcel be amended to prohibit future dwellings prior to certification (ZBA/22/21).
6. That the applicant provide confirmation to the satisfaction of the Town the location of any existing septic systems in relation to the revised lot line locations.
7. That the necessary deed(s), transfer or changes be submitted in triplicate, signed and fully executed (no photocopies), including a copy of the reference plan, prior to certification.
8. The conditions imposed above shall be fulfilled by September 27, 2022 or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act. Approve zoning by-law amendment application ZBA/22/21 to rezone the retained parcel, in Part Lot 17, Concession 9, in the Town of Kingsville, from 'Agriculture (A1)' to 'Agriculture – Restricted (A2)' and adopt the implementing by-law.

2. Zoning By-law Amendment File ZBA/17/21 by Julie Sherman - Dann 1775 Division Rd N Concession 1 WD, Pt Lot 1 Roll No. 3711 320 000 06600

16

K. Brcic, Town Planner

i) Notice of Complete Application Application and Public Meeting: Zoning By-law Amendment, dated September 1, 2021;

ii) Report of K. Brcic, dated September 14, 2021;

iii) Proposed By-law 74-2021, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

Recommended Action

That Council:

approve Zoning By-law Amendment application ZBA/17/21 to rezone the subject lands at 1775 Division Rd N (County Road 29), Concession 1 WD, Pt Lot 1, Town of Kingsville, from 'Rural Residential (RR)' to 'Rural Residential Exception 15 (RR-15)' and adopt the implementing by-law.

F. AMENDMENTS TO THE AGENDA

G. ADOPTION OF ACCOUNTS

1. Town of Kingsville Accounts for the month ending August 31, 2021

32

Recommended Action

That Council receives Town of Kingsville Accounts for the monthly period ended August 31, 2021 being TD cheque numbers 0077087 to 0077431 for grand total of \$2,291,703.30

H. STAFF REPORTS

1. 2021 Engineering Services – Request For Quotes

45

T. Del Greco, Manager of Engineering

Recommended Action

That Council award engineering services for the replacement of watermain on Stonehedge Drive, Coghill Drive, Allen Court, and Long Court to RC Spencer in the amount of \$70,000 (excluding HST) and authorize the Mayor and Clerk to execute the requisite agreement;

And That Council award engineering services for resurfacing of Cedar Island Subdivision, replacement of sections of Lorna and Edith Street watermain, and reconstruction of the Cedar Island Park laneway to RC Spencer in the amount of \$43,000 (excluding HST), and further, reallocate the expected surplus from Account #130-360-71825 in order to fund the aforementioned engineering services.

2. Lions Park - Phase 2 Development

51

R. Wyma, Director of Community and Development Services

Recommended Action

That Council approve amendments to the Lions Park Development Phase 2 including the planting of additional trees as may be required, moving the shade structure from the basketball area to the proposed playground area (Phase 3), and relocate the Multi-Use Court to Ridgeview Park to replace the existing basketball court which is in disrepair; and further,

That Council accept the revised tender bid of \$182,175 from Greenlight General Contracting Inc. to complete the construction of Phase 2 of the Lions Park development; and further,

That Administration review the design of the proposed Washroom facilities to ensure the design and facility meets the needs of its users; and further,

That Administration develop a new Park Classification System based on the system included in the 2013 Official Plan and the 2018 Parks, Recreation, Arts and Culture Master Plan; and further,

That Administration explore the introduction of a Park Watch, or after-hours emergency program.

3. Highland Games Committee 58

J. Galea, Manager of Human Resources

Recommended Action

That Council approves the recommendation of applicants to the Highland Games Committee: Amanda Everaert, Wendy Mussleman, Tim Fuerth, and Victor Chepeka.

4. Shoreline Assistance Loan Program 61

R. McLeod, Director of Financial and IT Services

Recommended Action

That Council receive the 'Shoreline Assistance Loan Program' report in response to Motion 233-2021.

5. By-law 77-2021, being a by-law to govern the Calling, Place and Proceedings of Council and Committees (Procedure By-law) 73

S. Kitchen, Acting Clerk

Recommended Action

That Council pass the new Procedure By-law in the form attached hereto as "Appendix A"

I. MINUTES OF THE PREVIOUS MEETINGS

1. Regular Meeting of Council--September 13, 2021 93

2. Regular Closed Session Meeting of Council Minutes--September 13, 2021

Recommended Action

That Council adopts Regular Meeting of Council Minutes dated September 13, 2021 and Regular Closed Session Meeting of Council Minutes dated September 13, 2021.

J. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. **Kingsville B.I.A.--July 13, 2021 and August 10, 2021** 108
Recommended Action
That Council receives Kingsville B.I.A. Meeting Minutes dated July 13, 2021 and August 10, 2021
2. **Kingsville Municipal Heritage Advisory Committee--July 20, 2021** 115
Recommended Action
That Council receives Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated July 20, 2021
3. **Committee of Adjustment--July 20, 2021** 119
Recommended Action
That Council receives Committee of Adjustment Meeting Minutes dated July 20, 2021
4. **Planning Advisory Committee--July 20, 2021** 123
Recommended Action
That Council receives Planning Advisory Committee Meeting Minutes dated July 20, 2021
5. **Union Water Supply System Joint Board of Management--July 21, 2021** 126
Recommended Action
That Council receives Union Water Supply System Joint Board of Management Meeting Minutes dated July 21, 2021
6. **Park Recreation Arts and Culture Committee--June 17, 2021** 131
Recommended Action
That Council receives Park Recreation Arts and Culture Committee Meeting Minutes dated June 17, 2021 together with the following sub-committee minutes:

Communities in Bloom - May 4, 2021

Fantasy of Lights - April 27, 2021

Migration Festival - April 27, 2021

K. BUSINESS CORRESPONDENCE - INFORMATIONAL

1. **Town of Douro-Dummer--Correspondence dated August 24, 2021 RE: Bill C-21, An Act to amend Certain Acts and to make certain consequential amendments (firearms)** 147
2. **Municipality of Trent Lakes--Correspondence dated September 9, 2021 RE: OHIP Eye Care Resolution R2021-593** 148

- | | | |
|----|---|-----|
| 3. | Gosfield North Sportsmen Association--Correspondence dated September 12, 2021 RE: 2021 Pheasant Release Program / Request that Council continue its partnership by contributing licence fees collected for the 2021 hunting season | 150 |
| 4. | County of Essex correspondence dated September 15, 2021 RE: Regional Affordable Housing Strategy and Review of Social Housing Cost Sharing Agreement | 151 |
| 5. | Township of Scugog correspondence dated September 17, 2021 RE: Structure Inventory and Inspections | 154 |
| 6. | Town of Essex correspondence dated September 21, 2021 RE: Association of Municipalities of Ontario (AMO) 2021 Conference and Broadband Internet as essential service | 156 |
| 7. | Huron Kinloss correspondence dated September 21, 2021 RE: Provincial Offences Court and Bill 177 | 160 |
| 8. | Save Eyecare in Ontario--Correspondences from local optometrists: | |

Recommended Action

That Council receives Business Correspondence-Informational items 1 through 8.

- | | | |
|----|---|-----|
| a. | Correspondence from Dr. Mastronardi dated September 14, 2021 | 174 |
| b. | Correspondence from Dr. Mockler dated September 13, 2021 | 176 |
| c. | Correspondence from Dr. McCormick dated September 14, 2021 | 178 |
| d. | Draft form of requested Resolution | 180 |

L. NOTICES OF MOTION

- | | | |
|----|--|-----|
| 1. | Deputy Mayor Queen may move or cause to have moved: | 181 |
| | That Council enter into a discussion as to the manner in which votes should be cast for the next municipal election that is scheduled to be held October 24, 2022. | |
| 2. | Councillor Lucier may move or cause to have moved: | |
| | That Council designate November 15 to raise awareness of Violence Against Women, encourage staff and residents to wear purple, and provide information on the Town website and social media. | |
| 3. | Councillor DeYong may move or cause to have moved: | 182 |
| | That: | |

1. The Town of Kingsville asks the Town of Essex to require the E.L.K. executive leadership and E.L.K. Board of Directors to embark on a comprehensive review of supply of electricity, why its supply is unreliable, why E.L.K. is unresponsive to customer complaints and concerns and why E.L.K. won't work with the Town of Kingsville on a road use agreement. The Town of Essex can do this through a unanimous shareholders declaration or similar resolution.
2. Failing satisfactory resolution from the Town of Essex and E.L.K. in regard to the items above within four months, that Administration bring a report to Council on options available to the Town to hold E.L.K. accountable including (but not limited to) a complaint or application to the Ontario Energy Board.

M. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

N. BYLAWS

1. **By-law 74-2021** 183
 Being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (1775 Division Road North, CON 1 WD, Pt Lot 1 ZBA/17/21)
 To be read a first, second and third and final time.
2. **By-law 75-2021** 185
 Being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (177 County Road 14 E, Part Lot 17, Conc 9, ZBA/22/21)
 To be read a first, second and third and final time.
3. **By-law 77-2021** 187
 Being a By-law to Govern the Calling, Place and Proceedings of Council and Committees
 To be read a first, second and third and final time.

O. CONFIRMATORY BY-LAW

1. **By-law 78-2021** 204
 Being a By-law to confirm the proceedings of the September 27, 2021 Regular Meeting of Council
 To be read a first, second and third and final time.

P. ADJOURNMENT



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

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

APPLICATION: **ZONING BY-LAW AMENDMENT - ZBA/22/21**
(Section 34 of the Planning Act, R.S.O. 1990, C.P. 13)

CONSENT APPLICATION B/17/21
(Section 53 of the Planning Act R.S.O. 1990, C.P. 13)

APPLICANTS: **David & Anna Dyck**

LOCATION OF PROPERTY: **177 County Rd 14 E**

PURPOSE OF APPLICATION: The subject land is approximately 19.6 ha (48.5 ac.) in area and contains one single detached dwelling and five outbuildings. It is proposed that the dwelling is surplus to the farming operation of the owner, whose qualifying home base of farming operations is located in Ruthven. It is proposed that the dwelling and 5 outbuildings be severed on a 0.5 ha (1.3 ac.) lot, shown as Part 1 on the applicant's sketch.

As a condition of the consent, an application to rezone the retained farm parcel from 'Agricultural (A1)' to 'Agriculture - Restricted (A2)' is required to prohibit dwellings as per Provincial and Town policies (File ZBA/22/21).

A PUBLIC MEETING OF COUNCIL will be held on:

WHEN: **September 27, 2021**
WHERE: **ELECTRONIC MEETING ON ZOOM**
TIME: 6:00 p.m.

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

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

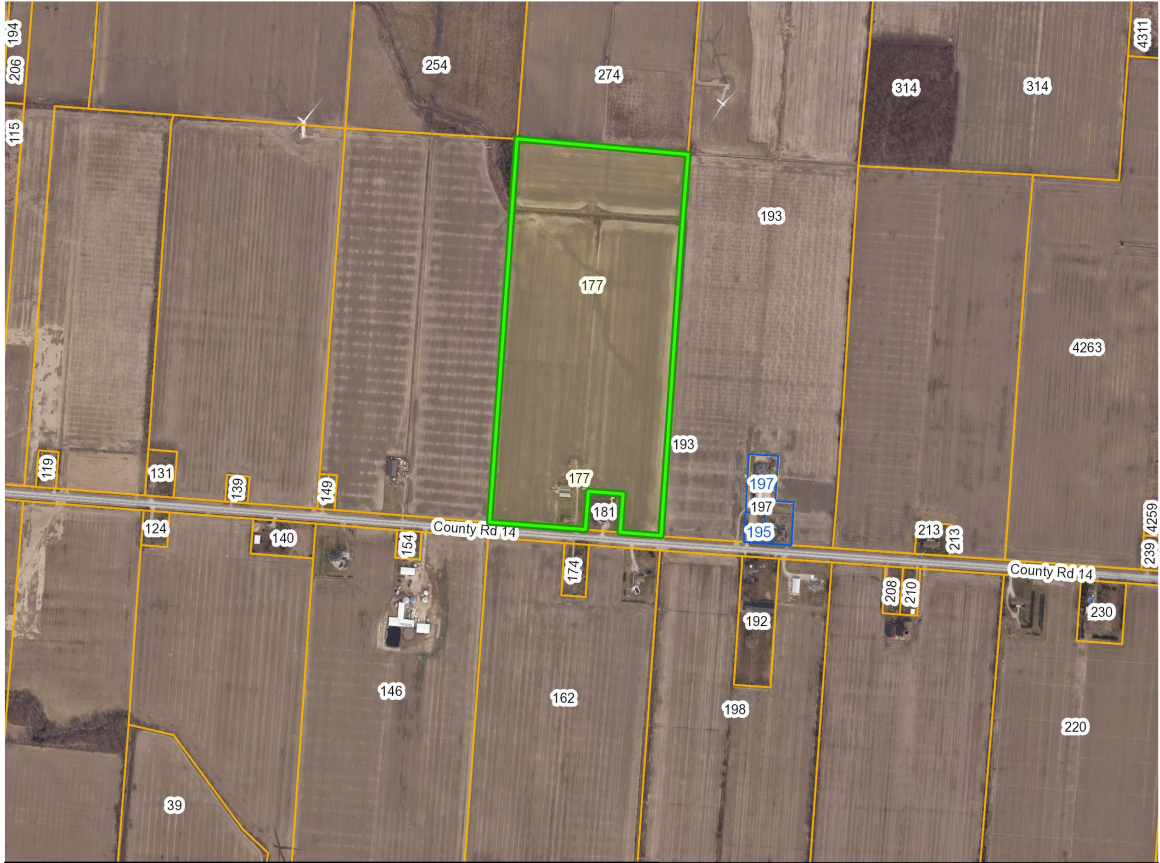
If You Wish to be notified of the decision of The Town of Kingsville in respect of the proposed consent, you must make a written to the **Municipal Clerk, Town of Kingsville, 2021 Division Road North, Kingsville, Ontario, N9Y 2Y9.**

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

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

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

DATED AT THE TOWN OF KINGSVILLE on September 3rd, 2021.



- Legend**
- Essex Municipalities
 - <all other values>
 - Kingsville
 - Street
 - Severance
 - Kingsville Assessment

Notes

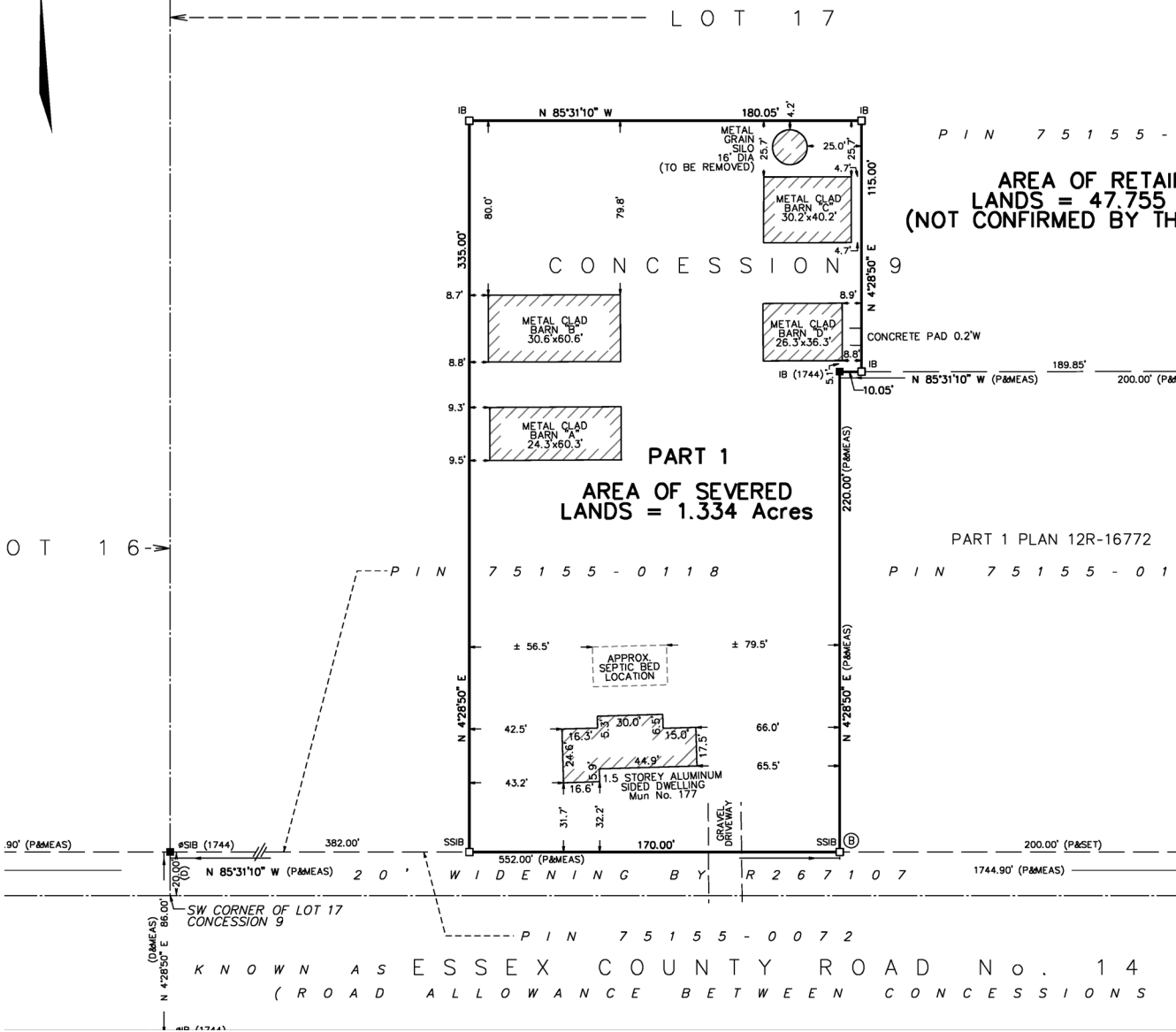
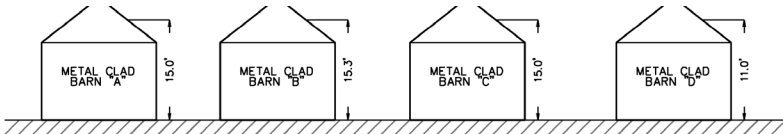
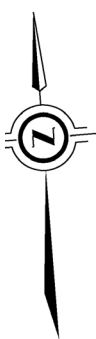
177 County Rd 14 E

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

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1:9,484

8/20/2021



Electronic Participation

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

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

Remote Participation

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

Public Comments

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

Please provide your name (first and last), your address and which item you are commenting on. They may be submitted in writing or by email, to Robert Brown, Manager, Planning Services (see contact info). Comments received **by 4:00 PM on Monday, September 20th** will be part of the Council Agenda package prior to the meeting. Comments received after this time will be forwarded to Members of Council as soon as possible, and prior to the meeting.

b) Request to speak at the Council Meeting: Prior to 4:00 PM on Wednesday, September 22nd you must contact Kristina Brcic, Town Planner, (see contact info), to request to speak during the meeting. Please provide your name (first and last), your address, the item/application you wish to speak on and your email address and/or phone number.

Remote participation for public comments

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

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

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

For more information, please contact:

Kristina Brcic, Town Planner

Phone: 519-733-2305 Ext. 249

Email: kbrbic@kingsville.ca



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

Date: September 13, 2021

To: Mayor and Council

Author: Kristina Brcic, MSc, BURPI
Town Planner

RE: Combined Consent and Zoning By-law Amendment Application for
Surplus Dwelling Severance File B/17/21 & ZBA/22/21 by
David & Anna Dyck
177 County Rd 14 E
Part lot 17, Concession 9
Roll No. 3711 550 000 00500

Report No.: PS 2021-062

RECOMMENDED ACTION

That Council:

Approve consent application B/17/21 to sever an existing dwelling, deemed surplus to the needs of the applicants' farming operation on a 0.5 ha (1.3 ac.) lot shown as Part 1 on the applicants' sketch, known as 177 County Road 14 East, in the Town of Kingsville, subject to the following conditions:

- 1) That a reference plan be deposited in the registry office, both an electronic and paper copy of the registered plan is to be provided to the Town.
- 2) That any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or Municipal Act be paid in full along with all municipal taxes.
- 3) That any necessary drainage apportionments be undertaken.
- 4) That as a result of the 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 of certification of the deed.

- 5) The zoning of the retained parcel be amended to prohibit future dwellings prior to certification (ZBA/22/21).
- 6) That the applicant provide confirmation to the satisfaction of the Town the location of any existing septic systems in relation to the revised lot line locations.
- 7) That the necessary deed(s), transfer or changes be submitted in triplicate, signed and fully executed (no photocopies), including a copy of the reference plan, prior to certification.
- 8) The conditions imposed above shall be fulfilled by September 27, 2022 or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

Approve zoning by-law amendment application ZBA/22/21 to rezone the retained parcel, in Part Lot 17, Concession 9, in the Town of Kingsville, from 'Agriculture (A1)' to 'Agriculture – Restricted (A2)' and adopt the implementing by-law.

BACKGROUND

The subject land is approximately 19.6 ha (48.5 ac.) in area and contains one single detached dwelling and five outbuildings (see Appendix A). The applicants' base of farming operations is located at 297 Road 7 E making the subject dwelling surplus to the farming operations. It is proposed that the dwelling and 5 outbuildings be severed on a 0.5 ha (1.3 ac.) lot, shown as Part 1 on the applicant's sketch (see Appendix B).

As a condition of the consent, an application to rezone the retained farm parcel from 'Agricultural (A1)' to 'Agriculture - Restricted (A2)' is required to prohibit dwellings as per Provincial and Town policies (File ZBA/22/21).

DISCUSSION

When considering a severance request, it is necessary to review the application in context of the following documents to determine the appropriateness of the request:

1.0 Provincial Policy Statement

When reviewing a planning application to determine if it represents sound planning, it is imperative that the proposed development is consistent with the Provincial Policy Statement (PPS).

Section 2.3.4.1(c) permits, "a residence surplus to a farming operation as a result of farm consolidation," to be severed, "provided that the planning authority ensures that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance."

The application is consistent with the PPS definition of a residence surplus to a farming operation. Future dwellings will be prohibited on the retained farm parcel as a condition of consent, in that the retained parcel will be rezoned to 'Restricted Agriculture (A2)'.

2.0 Official Plan

The Official Plan for the Town of Kingsville designates the severed and retained lands as 'Agriculture'. The requested consent and zoning application conforms to the policies of Section 7.3.1, Agriculture Land Division, of the Official Plan.

3.0 Comprehensive Zoning By-law

The subject property is presently zoned 'Agriculture (A1)' in the Comprehensive Zoning By-law. The severed surplus dwelling, shown as Part 1 on the applicants' sketch, has an area of 0.5 ha (1.3 ac.) with 93.57 m (170 ft.) of frontage on County Rd 14 E. The retained farm parcel will have an area of approximately 19.3 ha (47.8 ac.) and maintain a frontage of 177.4 m (582 ft.) on County Rd 14 E.

There are no zoning issues created as a result of the creation of the surplus dwelling lot. The retained farm parcel will be rezoned from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)' to prohibit future dwellings as required by the surplus dwelling consent policies, and both Provincial and Town Policy.

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 impact to assessment resulting from the severance of the dwelling from the farm parcel is minimal.

CONSULTATIONS

In accordance with O. Reg 545/06 of the Planning Act, property owners within 120m of the subject site boundaries received the Notice of Public Meeting by mail. At the time of writing no comments had been received from members of the public.

Agency & Administrative Consultation

In accordance with O. Reg 545/06 of the Planning Act, Agencies and Town Administration received the Notice of Public Meeting by mail and/or email.

Essex Region Conservation Authority

- No objection
- Full comments provided in Appendix C

Town of Kingsville

- Clearance required of the septic system and location relative to new property lines
- Drainage apportionment
- Amend zoning of retained farm to A2 per Town and Provincial Policy

County of Essex

- No objection, comments provided are engineering related
- Full comments provided in Appendix D

Kristina Brcic

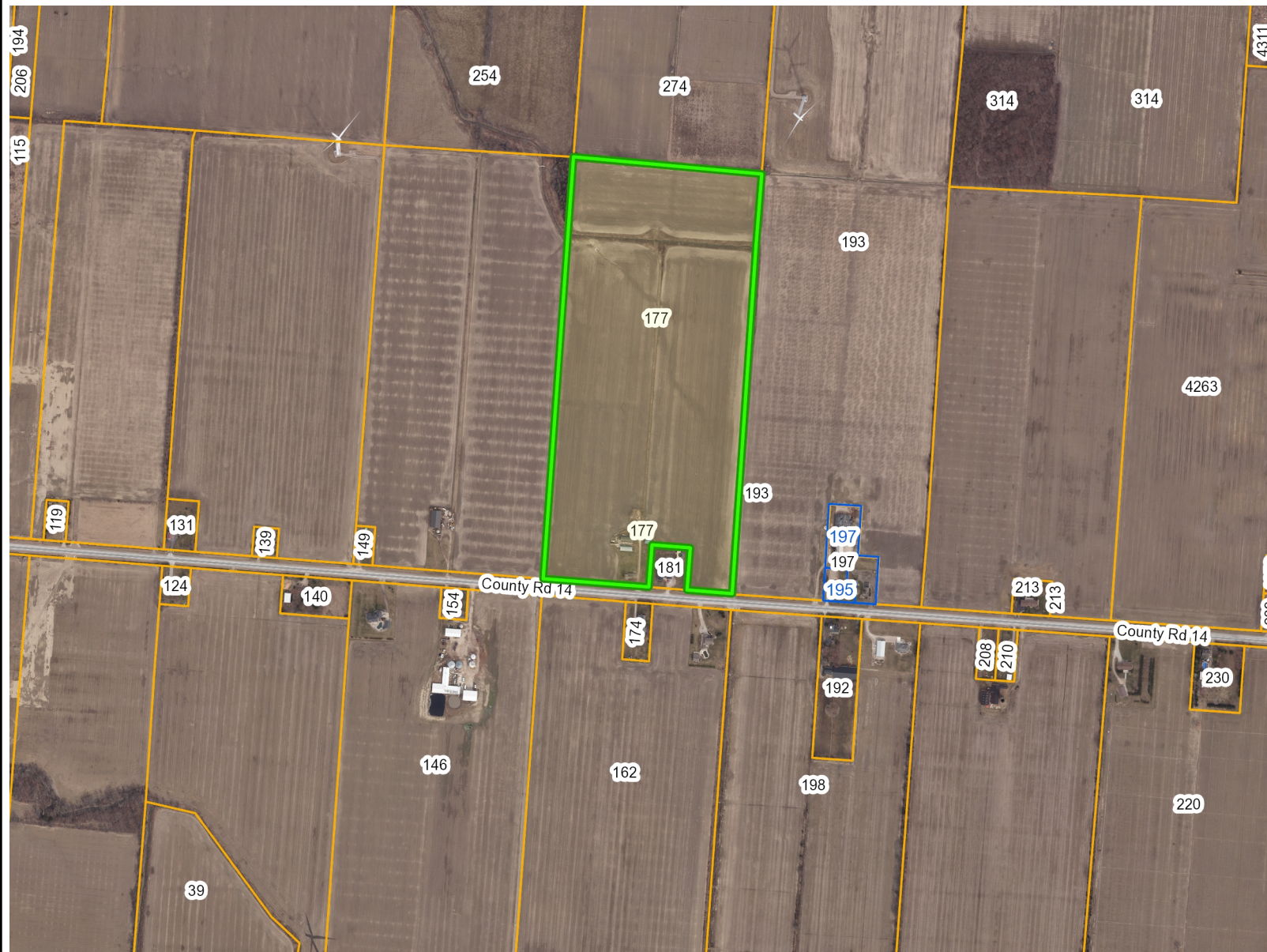
Kristina Brcic, MSc, BURPI
Town Planner

Robert Brown

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



B/17/21 & ZBA/22/21: Surplus Dwelling Severance



Legend

Essex Municipalities

<all other values>

Kingsville

Street

Severance

Kingsville Assessment

Notes

177 County Rd 14 E

THIS MAP IS NOT TO BE USED FOR NAVIGATION

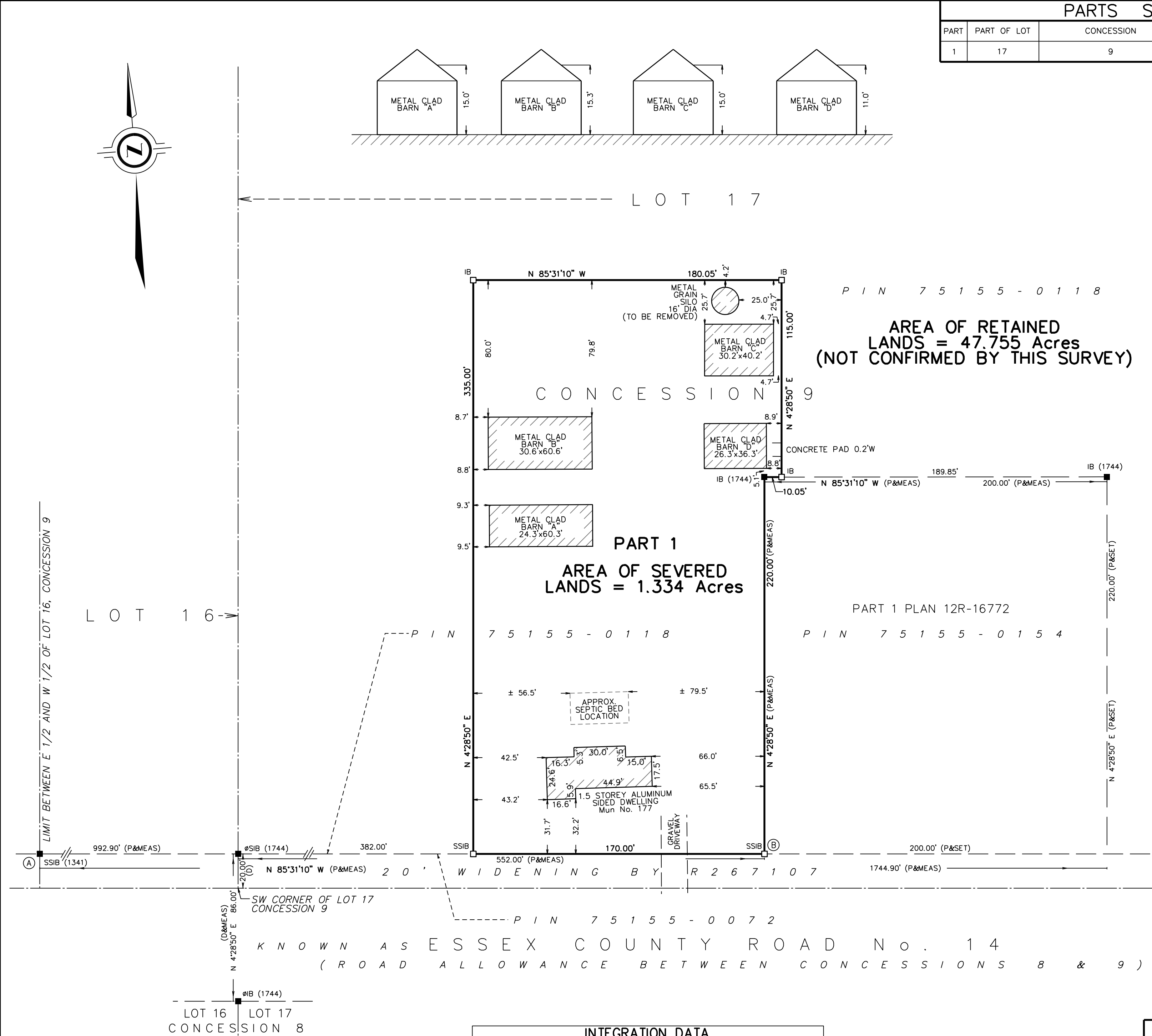
Copyright the Corporation of the County of Essex, 2012. Data herein is provided by the Corporation of the County of Essex on an 'as is' basis. Assessment parcel provided by Teranet Enterprises Inc. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

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1: 9,484

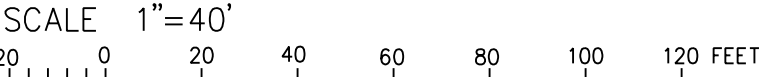


8/20/2021



PARTS SCHEDULE				
PART	PART OF LOT	CONCESSION	P.I.N.	AREA
1	17	9	PART OF 75155-0118	1.334 Acres.

SEVERANCE SKETCH OF
PART OF LOT 17
CONCESSION 9
GEOGRAPHIC TOWNSHIP OF GOSFIELD NORTH
NOW IN THE
TOWN OF KINGSVILLE
COUNTY OF ESSEX



THE INTENDED PLOT SIZE OF THIS PLAN IS 24" IN WIDTH BY 18" IN HEIGHT WHEN PLOTTED AT A SCALE OF 1":40'

VERHAEGEN LAND SURVEYORS - A DIVISION OF J.D. BARNES LIMITED

IMPERIAL DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048.

LEGEND

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- Ø DENOTES ROUND
- WIT DENOTES WITNESS
- MEAS DENOTES MEASURED
- 1341 DENOTES RICHARD W. MURRAY, OLS
- 1744 DENOTES VERHAEGEN LAND SURVEYORS, OLS
- P DENOTES PLAN 12R-16772
- D DENOTES INSTRUMENT R267107

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 - THE SURVEY WAS COMPLETED ON MAY 20th, 2021.

DATE _____ ALEC S. MANTHA
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER XXXXXX

NOTES

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999819.

FOR BEARING COMPARISONS, A ROTATION OF 1°09'55" CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN 12R-16772.

INTEGRATION DATA			
OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (CSRS) (2010.0).			
COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.			
POINT ID	EASTING	NORTHING	
ORP (A)	1 177 412.52'	15 310 295.15'	
ORP (B)	1 178 952.56'	15 310 174.49'	
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.			

VERHAEGEN SURVEYING
LAND SURVEYORS MAPPING
A Division of GIS

J. D. Barnes Limited

187 TALBOT ST E, LEAMINGTON, ON, N8H 1L8
T: (519) 322-2375 F: (519) 322-2675 www.jdbarnes.com

DRAWN BY: AM	CHECKED BY: AM	REFERENCE NO.: 21-48-107-00
CAD Date: July 30th, 2021 CAD File: 21-48-107.00.dwg		FILE NO.: E-GOS.N.-9-17



planning@erca.org

P.519.776.5209

F.519.776.8688

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

September 09, 2021

Ms. Kristina Brcic, Town Planner
The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, Ontario, N9Y 2Y9

Dear Ms. Brcic:

RE: Application for Consent B-17-21 & and Zoning By-Law Amendment ZBA-22-21 Amendment
177 COUNTY RD 14 E
ARN 371155000000500; PIN: 751550118
Applicant: David & Anna Dyck

The following is provided as a result of our review of Application for Consent B-17-21 and Zoning By-Law Amendment ZBA-22-21. The subject land is approximately 19.6 ha (48.5 ac.) in area and contains one single detached dwelling and five outbuildings. It is proposed that the dwelling is surplus to the farming operation of the owner, whose qualifying home base of farming operations is located in Ruthven. It is proposed that the dwelling and 5 outbuildings be severed on a 0.5 ha (1.3 ac.) lot.

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 Orton Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any future construction or site alteration or other activities affected by Section 28 of the *Conservation Authorities Act*.

RISK MANAGEMENT AND SOURCE PROTECTION PLAN

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



Ms. Brcic

September 09, 2021

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.

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)

Our office has reviewed the proposal and has no concerns relating to stormwater management.

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

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

We note that the subject property is adjacent to (within 120 m of) a natural heritage feature that may meet the criteria for significance under the PPS. Section 2.1.8 of the PPS, 2020 states – "Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5 and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions."

Notwithstanding the above noted references to the PPS policies, we note that the purpose of this application for consent is to sever off a surplus dwelling lot only, and that there will be no change in land use. We also acknowledge that the retained lot will be subject to a re-zoning that will prohibit future dwellings on the subject parcel. Based upon this, therefore it is our recommendation to the Municipality that a further demonstration of no negative impact is not required.



Ms. Brcic
September 09, 2021

FINAL RECOMMENDATION

With the review of background information and aerial photograph, ERCA has no objection to this application for Consent and Zoning By-Law Amendment.

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

Sincerely,



Vitra Chodha, E.P
Resource Planner
/vc



Appendix D



September 10, 2021

Ms. Kristina Brcic
Town of Kingsville
2021 Division Road North
Kingsville, Ontario
N9Y 2Y9

Dear Ms. Brcic:

Re: COA Submissions, B-07-21 & ZBA-22-21, David & Anna Dyck

Please be advised that the County has reviewed the aforementioned applications and the comments provided are engineering related only. These applications have not been reviewed from a planning perspective. The subject lands have frontage on County Road No. 14. 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.

The minimum setback for any proposed structures on this property must be 85 feet from the centre of the original ROW of County Road No.14. Permits are necessary for any changes to existing entrances or structures, or the construction of new entrances and structures.

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

Regards,

A handwritten signature in black ink, appearing to read "Kristoffer Balallo".

Kristoffer Balallo
Engineering Technologist

☎ 519-776-6441
TTY 1-877-624-4832

📍 360 Fairview Ave. W.
Essex, ON N8M 1Y6

💻 countyofessex.ca

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 74-2021

**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 the application conforms to the Official Plan of the Town of Kingsville;

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

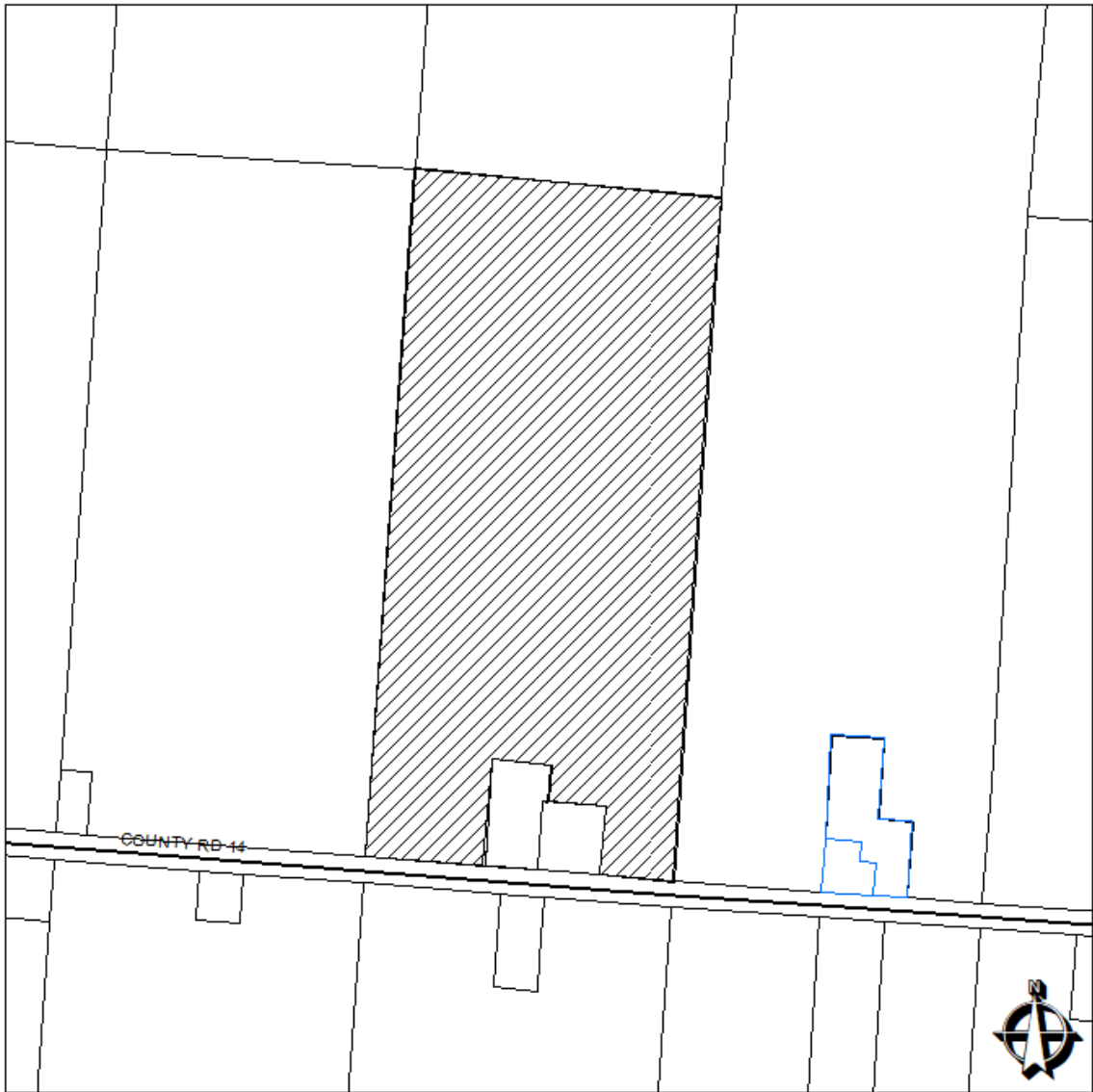
1. Schedule "A", Map 29 of By-law 1-2014 is hereby amended by changing the zone symbol on an approximately 19.3 ha (47.8 ac.) portion of land, known municipally as 177 County Rd 14 E, Part Lot 17, Concession 9, as shown on Schedule 'A' in hatch attached hereto from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)'.
2. This by-law shall come into force and take effect from the date of passing by Council and in accordance with Section 34 of the Planning Act.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
27TH DAY OF SEPTEMBER, 2021.**


MAYOR, Nelson Santos

ACTING CLERK, Sandra Kitchen


Schedule A



177 County Rd 14 E
Part Lot 17, Concession 9,
ZBA/22/21



Meters
0 45 90 180 270 360



Schedule "A", Map 29 of By-law 1-2014 is hereby amended by changing the zone symbol on an approximately 19.3 ha (47.8 ac.) portion of land, known municipally as 177 County Rd 14 E, Part Lot 17, Concession 9, as shown on Schedule 'A' in cross-hatch attached hereto from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)'.



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

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

APPLICATION: **ZONING BY-LAW AMENDMENT FILE ZBA/17/21**
(Section 34 of the Planning Act, R.S.O. 1990, C.P. 13)

APPLICANT: **Julie Sherman-Dann**

LOCATION OF PROPERTY: **1775 Division Rd N (County Rd 29)**

PURPOSE OF APPLICATION: The parcel is a 0.21 ha (0.52 ac.) residential lot with 24.1 m (79 ft.) frontage onto Division Rd N. The property currently contains a single detached house and a shed (to be removed). The applicant is looking to construct a new 133.78 sq. m (1,440 sq. ft.) detached garage in the rear yard with 93.6 sq. m (1,008 sq. ft.) living quarters above. In order to comfortably accommodate the secondary dwelling unit above the garage, the applicant is requesting an increase in height from the permitted 5 m (16.4 ft.) for an accessory structure to 6.58 m (21.6 ft.). The current zoning of the property permits a single family dwelling and accessory structures. A site-specific zoning amendment is proposed to permit the second dwelling unit, as per *Section 2.10* of the Official Plan for a property not on full servicing, where the subject property is on private septic and will include the increased height to 6.58 m (21.6 ft.) in order to build a comfortable upper floor living space. The applicant provided a septic analysis for the proposed secondary dwelling unit for review.

A PUBLIC MEETING OF COUNCIL will be held on:

WHEN: **September 27, 2021**

WHERE: **ELECTRONIC MEETING ON ZOOM**

TIME: **6:00 p.m.**

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

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

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

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

DATED this 1st day of September 2021

Kristina Brcic, MSc, BURPI, Town Planner



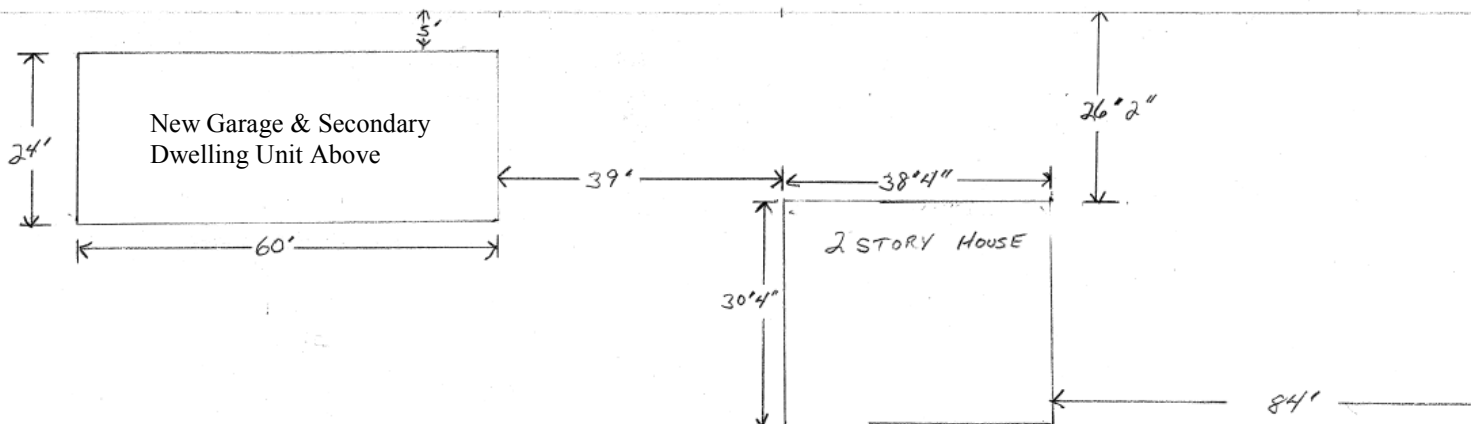
Legend

- Essex Municipalities
- <all other values>
- Kingsville
- Street
- Severance
- Kingsville Assessment

Notes

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

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1:872 N 9/1/2021



Electronic Participation

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

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

Remote Participation

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

Public Comments

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

Please provide your name (first and last), your address and which item you are commenting on. They may be submitted in writing or by email, to Robert Brown, Manager, Planning Services (see contact info). Comments received **by 4:00 PM on Monday, September 20th** will be part of the Council Agenda package prior to the meeting. Comments received after this time will be forwarded to Members of Council as soon as possible, and prior to the meeting.

b) Request to speak at the Council Meeting: Prior to 4:00 PM on Wednesday, September 22nd you must contact Kristina Brcic, Town Planner, (see contact info), to request to speak during the meeting. Please provide your name (first and last), your address, the item/application you wish to speak on and your email address and/or phone number.

Remote participation for public comments

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

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

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

For more information, please contact:

Kristina Brcic, Town Planner

Phone: 519-733-2305 Ext. 249

Email: kbrbic@kingsville.ca



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

Date: September 14, 2021

To: Mayor and Council

Author: Kristina Brcic, MSc, BURPI
Town Planner

RE: Zoning By-law Amendment File ZBA/17/21 by
Julie Sherman - Dann
1775 Division Rd N
Concession 1 WD, Pt Lot 1
Roll No. 3711 320 000 06600

Report No.: PS 2021-063

RECOMMENDED ACTION

That Council:

approve Zoning By-law Amendment application ZBA/17/21 to rezone the subject lands at 1775 Division Rd N (County Road 29), Concession 1 WD, Pt Lot 1, Town of Kingsville, from 'Rural Residential (RR)' to 'Rural Residential Exception 15 (RR-15)' and adopt the implementing by-law.

BACKGROUND

The Town of Kingsville has received a Zoning By-law Amendment Application for lands known as 1775 Division Rd. N, located on the west side of Division Rd N (County Rd 29), and south of Road 2 (see Appendix A). The subject property is designated 'Agriculture' by the Official Plan and zoned 'Rural Residential (RR)' under the Kingsville Comprehensive Zoning By-law.

The parcel is a 0.21 ha (0.52 ac.) residential lot with 24.1 m (79 ft.) frontage onto Division Rd N. The property currently contains a single detached house and a shed (to be removed). The applicant is looking to construct a new 133.78 sq. m (1,440 sq. ft.) detached garage in the rear yard with 93.6 sq. m (1,008 sq. ft.) living quarters above (see Appendix B). In order to comfortably accommodate the secondary dwelling unit above the garage, the applicant is requesting an increase in height from the permitted 5 m (16.4 ft.) for an accessory structure to 6.58 m (21.6 ft.). The current zoning of the property permits a single detached dwelling and accessory structures. A site-specific zoning amendment is proposed to permit the second dwelling unit, as per *Section 2.10*

of the Official Plan for a property not on full servicing, where the subject property is on private septic and will include the increased height to 6.58 m (21.6 ft.) in order to build a comfortable upper floor living space. The applicant provided a septic analysis for the proposed secondary dwelling unit for review.

DISCUSSION

1.0 Provincial Policy Statement

When reviewing a planning application to determine if it represents sound planning, it is imperative that the proposed development is consistent with the Provincial Policy Statement (PPS): "The Provincial Policy Statement provides policy direction for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment."

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

b) permitting and facilitating:

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

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

2.0 Town of Kingsville Official Plan

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

The applicant has applied for the Zoning By-law Amendment as a result of the requirement outlined in the Official Plan. The applicant's septic analysis was reviewed and approved by the Town's Building Department stating there were no septic issues for the proposed development. This conforms to the Goals and Policies of the Official Plan.

3.0 Town of Kingsville Comprehensive Zoning By-law

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

The owner is proposing to construct a new accessory structure, which will contain a ground floor garage and upper floor secondary dwelling unit. The proposed zoning by-law amendment is required to permit a secondary dwelling unit on a property not fully serviced. In order to accommodate the secondary dwelling unit in the building the zoning by-law amendment will also permit an increase to the height of the accessory structure from 5 m (16.4 ft.) to 6.58 m (21.6 ft.). (See Appendix B). The lot area can adequately accommodate the size of the building and the location will be in the rear yard with ample separation from neighbours with a minimum of 1.5 m (5 ft.) side yard, which is the same required side yard setback for the main dwelling. All other provisions of the zoning by-law will be met.

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

There will be an increase in assessment as a result of the application once the proposed development is completed.

CONSULTATIONS

In accordance with O. Reg 545/06 of the Planning Act, Agencies and Town Administration received the Notice of Public Meeting by mail and/or email. At the time of writing, no comments have been received.

1.0 ERCA

- No objection to the application
- Full comments available in Appendix C

2.0 Town of Kingsville – Technical Advisory Committee (TAC)

- Septic approval with Building Department

Kristina Brcic

Kristina Brcic, MSc, BURPI
Town Planner

Robert Brown

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

**Legend**

Essex Municipalities

<all other values>

Kingsville

Street

Severance

Kingsville Assessment

Notes

THIS MAP IS NOT TO BE USED FOR NAVIGATION

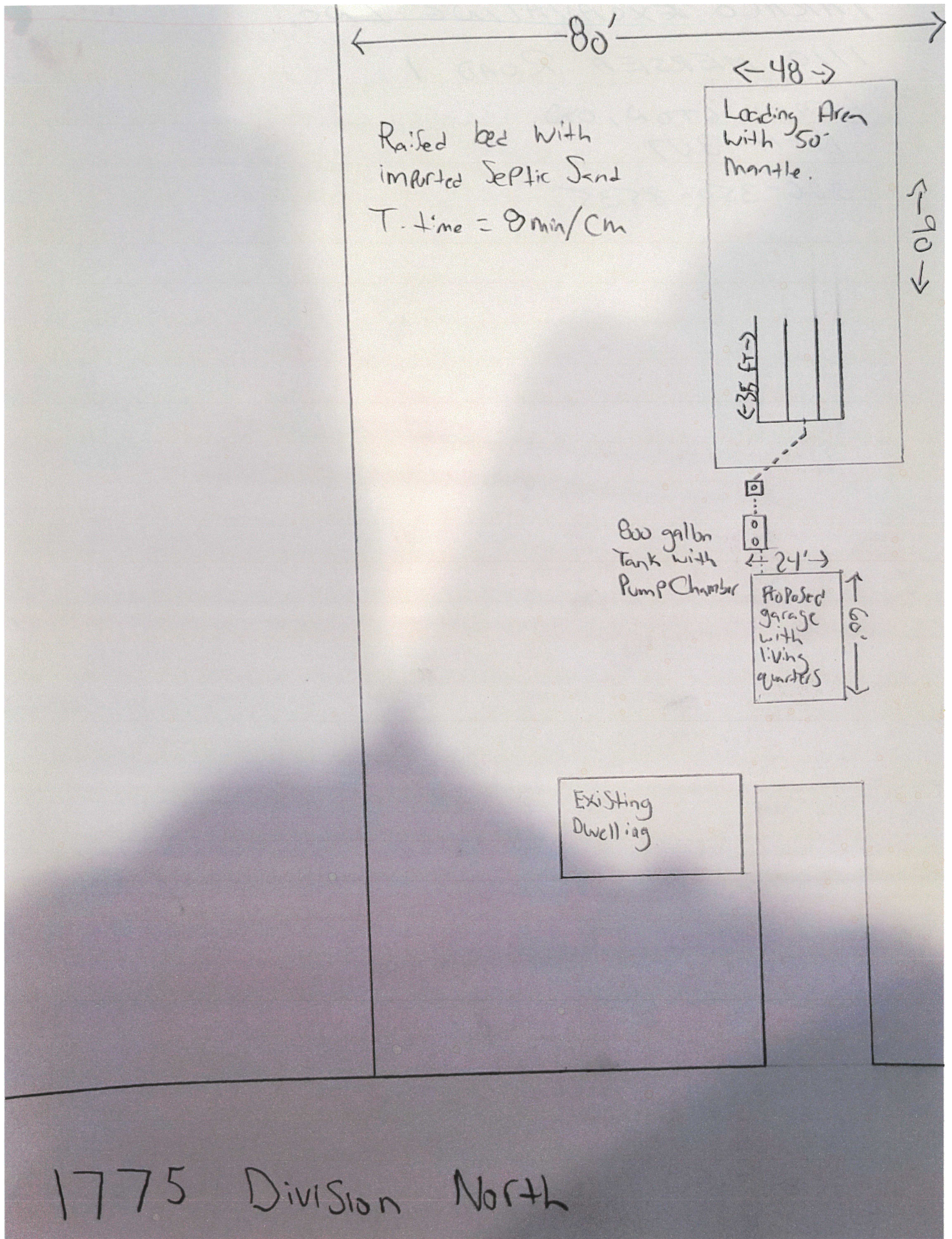
Copyright the Corporation of the County of Essex, 2012. Data herein is provided by the Corporation of the County of Essex on an 'as is' basis. Assessment parcel provided by Teranet Enterprises Inc. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

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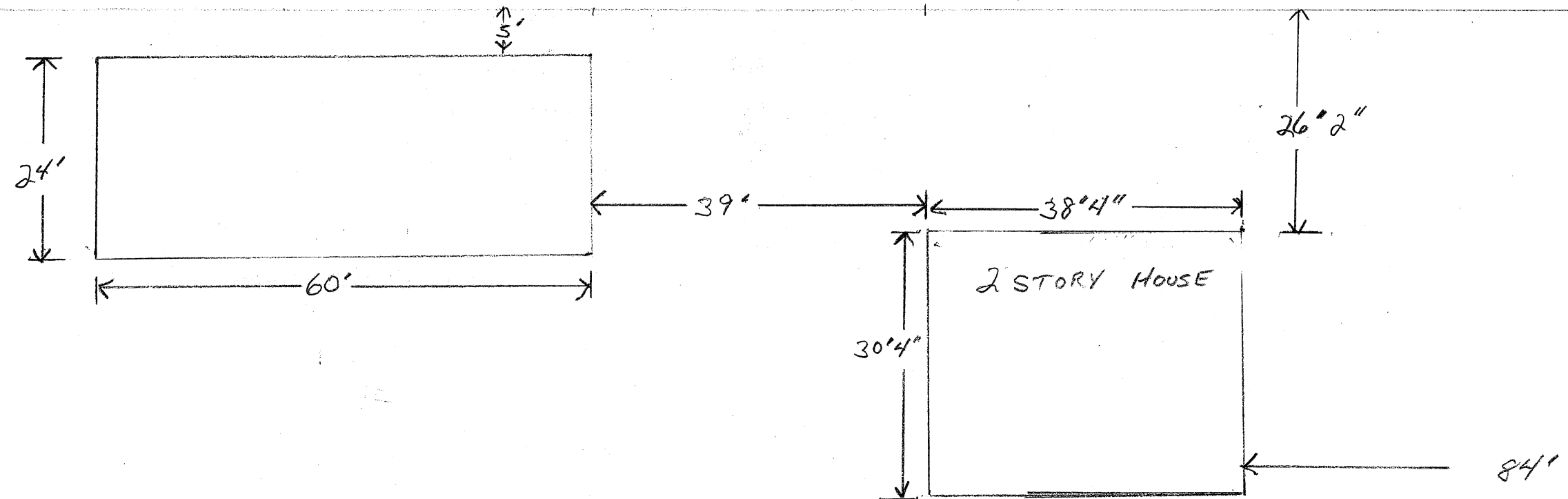


9/1/2021

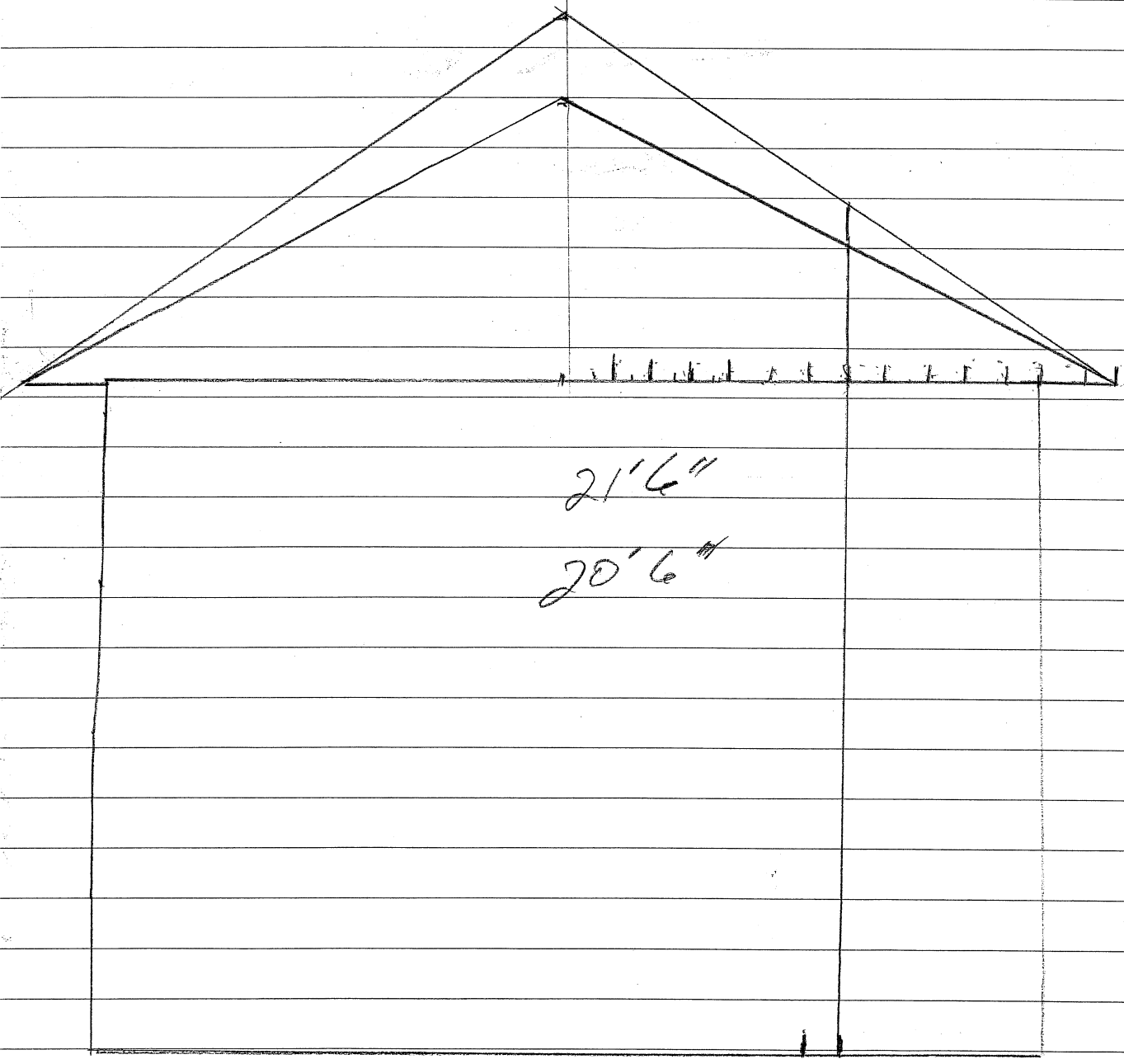


1775 DIVISION ROAD NORTH
79' X 287'

Appendix B-2



3 1/4
8
2
10 8/4
9 1/4"



A hand-drawn floor plan of a house, oriented vertically on a sheet of blue-lined graph paper. The plan includes the following features:

- Front Porch:** Located at the top of the drawing, with a small square area labeled '8'.
- Living Room:** Situated below the porch, featuring a fireplace on the left wall and a large rectangular area representing a rug or seating area.
- Dining Area:** Adjacent to the living room, containing a rectangular table and chairs.
- Kitchen:** Located to the right of the dining area, equipped with a sink, a stove, and a refrigerator.
- Bathroom:** Situated below the kitchen, containing a bathtub, a toilet, and a sink.
- Bedroom:** Located at the bottom of the plan, featuring a bed, a dresser, and a closet.
- Hallway and Closets:** A central hallway connects the rooms, with several closets (wardrobes) distributed throughout the plan.
- Labels:** Various numbers and letters are written in the plan, including '8', '18', '36', '48', '50', '51', '52', '53', '54', '55', '56', '57', '58', '59', '60', '61', '62', '63', '64', '65', '66', '67', '68', '69', '70', '71', '72', '73', '74', '75', '76', '77', '78', '79', '80', '81', '82', '83', '84', '85', '86', '87', '88', '89', '90', '91', '92', '93', '94', '95', '96', '97', '98', '99', '100', '101', '102', '103', '104', '105', '106', '107', '108', '109', '110', '111', '112', '113', '114', '115', '116', '117', '118', '119', '120', '121', '122', '123', '124', '125', '126', '127', '128', '129', '130', '131', '132', '133', '134', '135', '136', '137', '138', '139', '140', '141', '142', '143', '144', '145', '146', '147', '148', '149', '150', '151', '152', '153', '154', '155', '156', '157', '158', '159', '160', '161', '162', '163', '164', '165', '166', '167', '168', '169', '170', '171', '172', '173', '174', '175', '176', '177', '178', '179', '180', '181', '182', '183', '184', '185', 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planning@erca.org

P.519.776.5209

F.519.776.8688

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

September 10, 2021

Ms. Kristina Brcic, Town Planner
The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, Ontario, N9Y 2Y9

Dear Ms. Brcic:

RE: Zoning By-Law Amendment ZBA-17-21
1775 DIVISION RD N
ARN 371132000006600; PIN: 751730354
Applicant: DANN JULIE ANN

The following is provided as a result of our review of Zoning By-Law Amendment ZBA-17-21. The applicant is looking to construct a new 133.78 sq. m (1,440 sq. ft.) detached garage in the rear yard with 93.6 sq. m (1,008 sq. ft.) living quarters above. In order to comfortably accommodate the secondary dwelling unit above the garage, the applicant is requesting an increase in height from the permitted 5 m (16.4 ft.) for an accessory structure to 6.58 m (21.6 ft.). The current zoning of the property permits a single family dwelling and accessory structures. A site-specific zoning amendment is proposed to permit the second dwelling unit, as per Section 2.10 of the Official Plan for a property not on full servicing, where the subject property is on private septic and will include the increased height to 6.58 m (21.6 ft.) in order to build a comfortable upper floor living space. The applicant provided a septic analysis for the proposed secondary dwelling unit for review.

DELEGATED RESPONSIBILITY TO REPRESENT THE PROVINCIAL INTEREST IN NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES ASSOCIATED WITH 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*.

We have reviewed our floodline mapping for this area and it has been determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the *Conservations Authorities Act*, (Ontario Regulation No. 158/06).

WATERSHED BASED RESOURCE MANAGEMENT AGENCY



Ms. Brcic

September 10, 2021

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)

Our office has reviewed the proposal and has no concerns relating to stormwater management.

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

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

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

FINAL RECOMMENDATION

With the review of background information and aerial photograph, ERCA has no objection to this application for Zoning By-Law Amendment.

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

Sincerely,



Vitra Chodha, E.P
Resource Planner
/vc



THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 74-2021

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

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

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

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

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

1. That Subsection 6.6 (e) RURAL RESIDENTIAL (RR) EXCEPTIONS is amended with the addition of the following new subsection:

6.6.15 'RURAL RESIDENTIAL EXCEPTION 15 (RR-15)'

For lands shown as RR-14 on Map 58 on Schedule "A" of this By-law.

- a) Permitted Uses
 - i) Those uses permitted under Section 6.6 (a)
 - b) Permitted Buildings and Structures
 - i) Those buildings and structures permitted under Section 6.6 (b)
 - ii) One Secondary Dwelling Unit.
 - iii) Buildings and structures accessory to the permitted uses.
 - c) Zone Provisions

Notwithstanding Subsection 6.6, the following special provisions *shall* apply to lands *zoned* RR-15:

 - i) Maximum *accessory structure* height – 6.58 m
2. Schedule "A", Map 58 of By-law 1-2014 is hereby amended by changing the zone symbol on lands known municipally as 1775 Division Rd N, CON 1 WD, Pt Lot 1, as shown on Schedule 'A' in cross-hatch attached hereto from 'Rural Residential (RR)' to 'Rural Residential Exception 15 (RR-15)'.
 3. This by-law shall come into force upon third reading and being finally passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
27TH DAY OF SEPTEMBER, 2021.**

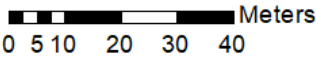
MAYOR, Nelson Santos

ACTING CLERK, Sandra Kitchen

Schedule A



1775 Division Rd N
CON 1 WD, Pt Lot 1
ZBA/17/21



Schedule "A", Map 58 of By-law 1-2014 is hereby amended by changing the zone symbol on lands known municipally as 1775 Division Rd N, CON 1 WD, Pt Lot 1, as shown on Schedule 'A' in cross-hatch attached hereto from 'Rural Residential (RR)' to 'Rural Residential Exception 15 (RR-15)'.



**Town of Kingsville
Council Summary Report
2021**

**Cheque Distributions for the Month of:
Department Summary:**

AUGUST

Dept. No.	Department Name	Amount
-	TD Canada Trust - RM Visa	\$ 4,557.81
-	TD Canada Trust - JN Visa	\$ 450.08
-	TD Canada Trust - NS Visa	\$ -
000	Default - Clearing	\$ 174,985.79
110	Council	\$ 570.79
112	General Administration	\$ 82,189.01
114	Information Technology	\$ 4,384.40
120	Animal Control	\$ 1,519.86
121	Fire	\$ 19,982.92
122	OPP	\$ 288,119.24
124	Building	\$ 10,656.03
130	Transportation - Public Works	\$ 1,204,103.73
131	Sanitation	\$ -
151	Cemetery	\$ 8,097.80
170	Arena	\$ 17,443.49
171	Parks	\$ 181,078.87
172	Fantasy of Lights	\$ -
173	Marina	\$ 25,991.59
174	Migration Festival	\$ -
175	Recreation Programs	\$ 1,399.80
176	Communities in Bloom	\$ -
177	Highland Games	\$ -
178	Facilities	\$ 9,482.20
180	Planning	\$ 45.79
181	BIA	\$ 11,770.91
184	Accessibility Committee	\$ -
185	Tourism & Economic Development Committee	\$ 2,486.11
186	Heritage Committee	\$ 870.14
201	Environmental - Water	\$ 76,305.37
242	Kingsville/Lakeshore West Wastewater	\$ 142,599.36
243	Cottam Wastewater	\$ 22,612.21
Total of Current Expenditures:		\$ 2,291,703.30

Total Number of Current Cheques Issued:

343

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

Comparison Data:

AUGUST 2020

Total of Approved Expenditures:

\$2,633,553.27

Total Number of Cheques Issued:

309

** denotes monies recouped, refunded or billed to third party*

TOWN OF KINGSVILLE CHEQUE DISTRIBUTION

AUGUST 2021

TD Canada Trust - RM Visa

Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77302		8/20/2021	ESSEX FEED WAREHOUSE	ESSEX FEED WAREHOUSE	01-171-099-60337	\$180.74
77302		8/20/2021	FACEBK *DU3HW4XPC2	AD - JUNE CAMPAIGNS	01-175-099-60626	\$76.65
77302		8/20/2021	PREMIUMBEAT.COM	MUSIC BED - JUNE 2021	01-112-099-60306	\$87.17
77302		8/20/2021	SPEEDPRINT LTD	FLYERS x 200	01-175-099-60626	\$60.04
77302		8/20/2021	PAYPAL *ORFA INC. ORFA	TRN'G - SAFE ARENA REFRIDGE	01-170-098-60254	\$251.86
77302		8/20/2021	CONWAY SHIELD	FIRE - J WILSON SHIELD	01-121-072-60216	\$99.70
77302		8/20/2021	STAPLES.CA	FIRE - PREVENTION PRINTER	01-121-360-72136	\$457.90
77302		8/20/2021	Amazon.ca*291H66YU2	CAMP IN A BAG - SCIENCE	01-175-099-60627	\$23.30
77302		8/20/2021	MECP-DRINK WAT WASTE CERT	WW CERT - S BRANCH	02-201-098-60254	\$145.00
77302		8/20/2021	MECP-DRINK WAT WASTE CERT	WW CERT - K SCRATCH	02-201-098-60254	\$145.00
77302		8/20/2021	MECP-DRINK WAT WASTE CERT	WW CERT - D LEVY	02-201-098-60254	\$145.00
77302		8/20/2021	MECP-DRINK WAT WASTE CERT	WW OIT CERT - E Allen	02-201-098-60254	\$145.00
77302		8/20/2021	AMZN Mktp CA*2E7DH8NK2	ADMIN - OFFICE SUPPLIES	01-112-099-60301	\$10.17
77302		8/20/2021	CONWAY SHIELD	FIRE - J WILSON SHIELD SHIP	01-121-099-60305	\$23.93
77302		8/20/2021	BAM*MUNICIPAL WORLD	AD - SOLICITOR POSITION	01-112-099-60306	\$558.66
77302		8/20/2021	AMCTO	MAP - UNIT 4 R FRIAS	01-124-098-60254	\$371.42
77302		8/20/2021	Amazon.ca*2E0RU0MQ2	CAMP IN A BAG - SCIENCE	01-175-099-60627	\$19.75
77302		8/20/2021	Amazon.ca Prime Member	MEMBERSHIP FEE	01-112-099-60320	\$8.13
77302		8/20/2021	ZOOM.US 888-799-9666	PLNG - ZOOM WEBINARS	01-180-099-60317	\$53.93
77302		8/20/2021	BAM*MUNICIPAL WORLD	AD - MANAGER, CLERK	01-112-099-60306	\$558.66
77302		8/20/2021	FACEBK *3MJTR6TGR2	AD - FOOD TRAIL CAMPAIGNS	01-185-099-63104	\$19.32
77302		8/20/2021	INDEED	AD - JOB POSTINGS	01-112-099-60306	\$201.48
77302		8/20/2021	BADGER METER	BEACON SERVICE - MAR 2021	02-201-099-63017	\$231.00
77302		8/20/2021	BADGER METER	BEACON SERVICE - APR 2021	02-201-099-63017	\$228.00
77302		8/20/2021	BADGER METER	BEACON SERVICE - MAY 2021	02-201-099-63017	\$228.00
77302		8/20/2021	BADGER METER	BEACON SERVICE - JUNE 2021	02-201-099-63017	\$228.00
Total For RM Visa						\$4,557.81

TD Canada Trust - JN Visa

Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77273		8/17/2021	METTAWAS STATION	LUNCH-JNO,NSA,RMC,DR H	01-112-099-60317	\$110.63
77273		8/17/2021	SQ *RED LANTERN COFFEE CO	MTG - FOLK MUSIC FEST	01-112-099-60317	\$15.53
77273		8/17/2021	THE MAIN GRILL AND ALE HO	LUNCH - JNO, RWY	01-112-099-60317	\$39.21
77273		8/17/2021	FACEBK *VXT246BDY2	ADS - VARIOUS	01-112-099-60306	\$243.95
77273		8/17/2021	JACK'S GASTROPUB	LUNCH - SOLICITOR CANDIDATE	01-112-099-60317	\$40.76
Total For JN Visa						\$450.08

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77098	*	8/10/2021		DEP RFND - 609 ROAD 3 E	01-000-000-21410	\$1,000.00
77099	*	8/10/2021		RFND EBP OVER PAYMENT	01-000-031-21418	\$6,355.00
77100	*	8/10/2021	Discovery School Based Child Care	2021 FINAL CHARITY REBATE	01-000-031-21418	\$480.10
77101	*	8/10/2021		DEP RFND - 2001 PETERSON LANE	01-000-000-21410	\$2,000.00
77102	*	8/10/2021		DEP RFND - 134 CTY RD 34 E	01-000-000-21410	\$2,000.00
77103	*	8/10/2021		RFND DEP - 86 WIGLE #12 & 34	01-000-000-21410	\$2,000.00
77104	*	8/10/2021		DEP RFND - 536 CTY RD 34 W	01-000-000-21410	\$2,000.00
77105	*	8/10/2021		DEP RFND - 1206 NOTTINGHAM AVE	01-000-000-21413	\$150.00
77106	*	8/10/2021		RFND DEP - 1400 ROAD 3 E	01-000-000-21410	\$1,000.00
77107	*	8/10/2021		RFND DEP - 1851 PETERSON LANE	01-000-000-21410	\$2,000.00
77108	*	8/10/2021		RFND DEP - 257 CTY RD 34 E	01-000-000-21410	\$2,000.00
77109	*	8/10/2021		RFND DEP - 762 CEDAR ISLAND DR	01-000-000-21410	\$1,000.00
77110	*	8/10/2021		RFND DEP - 489 Road 2 W	01-000-000-21410	\$2,000.00
77111	*	8/10/2021		RFND DEP - 1590 JASPERSON DR	01-000-000-21410	\$2,000.00
77112	*	8/10/2021		RFND DEP - 2011(2005) SPINKS	01-000-000-21410	\$1,000.00
77112	*	8/10/2021		RFND DEP - 1968 SETTERINGTON	01-000-000-21410	\$2,000.00
77113	*	8/10/2021		RFND DEP - 164 WOODYCREST AVE	01-000-000-21410	\$2,000.00
77114	*	8/10/2021		RFND DEP - 585 MALO ST	01-000-000-21413	\$150.00
77115	*	8/10/2021		RFND SEVERANCE CREDIT	01-000-031-21418	\$736.71
77116	*	8/10/2021	HYDRO ONE	1 Conc Lot22 Moroun Pump St	01-000-023-14080	\$394.64
77116	*	8/10/2021	HYDRO ONE	Streetlights - Dimar Dr	01-000-006-13199	\$32.12
77117	*	8/10/2021		RFND DEP - 410 MAIN ST E	01-000-000-21410	\$2,000.00
77118	*	8/10/2021		RFND DEP - 57 CTY RD 27 W	01-000-000-21410	\$1,000.00
77119	*	8/10/2021		RFND DEP - 84 ROAD 2 E	01-000-000-21410	\$1,000.00

77121	*	8/10/2021		RFND DEP - 2089 PETERSON LANE	01-000-000-21410	\$1,000.00
77121	*	8/10/2021		RFND DEP - 1375 ROAD 3 E	01-000-000-21410	\$1,000.00
77121	*	8/10/2021		RFND DEP - 2089 PETERSON LANE	01-000-000-21410	\$1,000.00
77122	*	8/10/2021		RFND DEP - 1643 MCCAIN SDRD	01-000-000-21410	\$2,000.00
77123	*	8/10/2021		RFND DEP - 412 CTY RD 27 E	01-000-000-21410	\$2,000.00
77124	*	8/10/2021		RFND DEP - 101 MILL ST W	01-000-000-21410	\$1,000.00
77125	*	8/10/2021	South Essex Community Council	2021 FINAL CHARITY REBATE	01-000-031-21418	\$477.18
77126	*	8/10/2021		RFND DEP - 12 EMILY AVE	01-000-000-21410	\$1,000.00
77128	*	8/10/2021		RFND DEP - 532 CTY RD 34 W	01-000-000-21410	\$2,000.00
77130	*	8/10/2021		RFND DEP - 106 WIGLE AVE	01-000-000-21410	\$2,000.00
77130	*	8/10/2021		RFND DEP - 86 WIGLE #14 & 32	01-000-000-21410	\$2,000.00
77130	*	8/10/2021		RFND DEP - 86 WIGLE #19 & 28	01-000-000-21410	\$2,000.00
77130	*	8/10/2021		RFND DEP-86 WIGLE #8-11&35-38	01-000-000-21410	\$2,000.00
77132	*	8/13/2021		SEC DEP RFND SPA 05 20	01-000-020-21501	\$50,000.00
77134	*	8/13/2021	AbleDocs Inc	ABLE DOCS TRAINING & LICENCES	01-000-006-13199	\$1,500.00
77139	*	8/13/2021	Amico Infrastructures Inc.	CLEAN & SWEEP YORK SUBDIVISION	01-000-006-13199	\$1,682.50
77194	*	8/13/2021	I.B.E.W. #636	REMITTANCE-JUN27-JUL10, 2021	01-000-000-21006	\$1,736.43
77194	*	8/13/2021	I.B.E.W. #636	REMITTANCE-JUL11-JUL24, 2021	01-000-000-21006	\$934.02
77199	*	8/13/2021	Kingsville Fire Fighter Assoc	REMITTANCE - JUNE 2021	01-000-000-21014	\$348.00
77213	*	8/13/2021		CANCEL PERMIT BP2020-0467	01-000-000-21410	\$2,000.00
77235	*	8/13/2021	Pro Bid Contractors Ltd.	BANK FAILURE - GRAHAM RD	01-000-023-14080	\$3,788.52
77235	*	8/13/2021	Pro Bid Contractors Ltd.	ES-ASPHALT/CURB REPAIR WTRMN	01-000-006-13199	\$13,478.00
77235	*	8/13/2021	Pro Bid Contractors Ltd.	PW-BANK REPAIR 1254 RD 3	01-000-023-14080	\$3,768.17
77248	*	8/13/2021	Shilson Excavation & Trucking Inc.	DRAIN BRUSH - MACEYOUSKI DRAIN	01-000-023-14080	\$3,561.60
77248	*	8/13/2021	Shilson Excavation & Trucking Inc.	BEAVER DAM REMOVAL - 10TH CON	01-000-023-14080	\$864.96
77248	*	8/13/2021	Shilson Excavation & Trucking Inc.	BANK FAILURE - CTY RD 8 & 27	01-000-023-14080	\$2,879.81
77248	*	8/13/2021	Shilson Excavation & Trucking Inc.	REMOVE BEAVER DAM - 10TH CON	01-000-023-14080	\$432.48
77248	*	8/13/2021	Shilson Excavation & Trucking Inc.	REMOVE DR OBSTRUCTION-CTY RD 8	01-000-023-14080	\$391.78
77254	*	8/13/2021	Stantec Consulting Ltd.	WTR REPORT - SOUTHSORE GH	01-000-006-13199	\$4,940.46
77268	*	8/13/2021	Wolseley Canada Inc	WATER TOWER - PARTS	01-000-006-13199	\$4,089.92
77269	*	8/13/2021	Workplace Safety & Insurance Board	REMITTANCE - JULY 2021	01-000-000-21007	\$16,266.61
77272	*	8/17/2021		RFND DEP - 1777 COTTONWOOD	01-000-000-21410	\$2,000.00
77287	*	8/20/2021	I.B.E.W. #636	REMITTANCE JUL25-AUG7, 2021	01-000-000-21006	\$1,707.14
77295	*	8/20/2021	Minister of Finance (debentures)	TILE DEBENTURE 84-2011	01-000-052-60441	\$2,678.91
77295	*	8/20/2021	Minister of Finance (debentures)	TILE DEBENTURE 84-2011	01-000-052-60442	\$160.73
Total For Department						\$174,985.79

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77127		8/10/2021	Telus Mobility	CELL PHONE - JUL 28-AUG27/21	01-110-099-60327	\$45.79
77177		8/13/2021	Essex Region Conservation Auth	FOURSOME FOR GOLF	01-110-100-60253	\$175.00
77177		8/13/2021	Essex Region Conservation Auth	FOURSOME FOR GOLF	01-110-102-60253	\$175.00
77177		8/13/2021	Essex Region Conservation Auth	FOURSOME FOR GOLF	01-110-106-60253	\$175.00
Total For Department						\$570.79

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77089		8/6/2021	Cogeco	2021 DIVISION RD N	01-112-099-60327	\$316.26
77091		8/6/2021	Enbridge Gas Inc.	2021 Division Rd N - Town Hall	01-112-099-60314	\$23.27
77116		8/10/2021	HYDRO ONE	2021 Division Admin #J027150	01-112-099-60314	\$2,562.63
77127		8/10/2021	Telus Mobility	CELL PHONE - JUL 28-AUG27/21	01-112-099-60327	\$366.34
77134		8/13/2021	AbleDocs Inc	ABLE DOCS TRAINING & LICENCES	01-112-098-60254	\$1,526.40
77136		8/13/2021	A.J. Stone Company Ltd.	FIRE - CLEANER	01-112-360-72057	\$560.24
77145		8/13/2021	Bench Municipal Law & Governance	SERVICISE - MAY-JUNE 2021	01-112-099-60319	\$1,984.32
77152		8/13/2021	Canada Post Corporation	TAXES - 2021 FINAL NOTICES	01-112-099-60303	\$7,752.95
77152		8/13/2021	Canada Post Corporation	TAX - PAP LETTERS	01-112-099-60303	\$1,887.36
77154	*	8/13/2021	Isabel Carreira	THURSDAY JULY 15, 2021	01-112-072-60129	\$175.00
77154	*	8/13/2021	Isabel Carreira	THURSDAY JULY 15, 2021	01-112-072-60129	\$10.52
77155		8/13/2021	Chapman Signs	SIGNS - COVID	01-112-360-72057	\$61.56
77156		8/13/2021	Cheema Cleaning Services Ltd	CLEANING - OPP EXTRA	01-112-360-72057	\$2,014.85
77157		8/13/2021	Cintas Canada Limited	TOWN HALL - MATS	01-112-099-60315	\$110.98
77158		8/13/2021	Colour Wheel Home Center	SHADES	01-112-099-60315	\$749.13
77161		8/13/2021	Culligan Water	WATER COOLER - TOWN HALL	01-112-099-60315	\$28.44
77177		8/13/2021	Essex Region Conservation Auth	FOURSOME FOR GOLF	01-112-099-60317	\$175.00
77177		8/13/2021	Essex Region Conservation Auth	Q3 LEVY - 2021	01-112-420-60950	\$53,859.25
77185		8/13/2021	GFL Environmental Inc	FRONT END - ARENA/690 HERITAGE	01-112-099-60315	\$177.02
77204		8/13/2021	LBC Capital	RECP PRINTER - AUG15-SEP14/21	01-112-099-60311	\$72.30

77204	8/13/2021	LBC Capital	CAO COPIER - AUG 17 - SEP16/21	01-112-099-60311	\$16.99
77204	8/13/2021	LBC Capital	CLERKS COPIER-AUG 17-SEP16/21	01-112-099-60311	\$227.80
77204	8/13/2021	LBC Capital	RECP COPIER-AUG 17-SEP16/21	01-112-099-60311	\$227.80
77210	* 8/13/2021	Linda Lyman	SATURDAY JULY 24, 2021	01-112-072-60129	\$275.00
77210	* 8/13/2021	Linda Lyman	SATURDAY JULY 24, 2021	01-112-072-60129	\$14.45
77210	* 8/13/2021	Linda Lyman	SUNDAY JULY 25, 2021	01-112-072-60129	\$275.00
77210	* 8/13/2021	Linda Lyman	SUNDAY JULY 25, 2021	01-112-072-60129	\$5.00
77212	8/13/2021	MC Business Solutions Ltd	FOLDER/INSERTER REPAIR	01-112-099-60316	\$111.94
77212	8/13/2021	MC Business Solutions Ltd	FOLDER/INSERTER REPAIR	01-112-099-60316	\$111.94
77216	8/13/2021	Monarch Office Supply	OFFICE SUPPLIES - JULY 2021	01-112-099-60301	\$891.00
77216	8/13/2021	Monarch Office Supply	OFFICE SUPPLIES - JULY 2021	01-112-099-60301	\$245.12
77223	8/13/2021	OMTRA	2021 OMTRA FALL CONFERENCE	01-112-098-60254	\$127.20
77228	8/13/2021	Pearsall Marshall Halliwell & Seaton	REG LIEN	01-112-099-60319	\$565.30
77228	8/13/2021	Pearsall Marshall Halliwell & Seaton	REG TRANSFER	01-112-099-60319	\$367.27
77241	* 8/13/2021	Deanna Reid	FRIDAY JULY 16 2021	01-112-072-60129	\$275.00
77241	* 8/13/2021	Deanna Reid	FRIDAY JULY 16 2021	01-112-072-60129	\$4.14
77241	* 8/13/2021	Deanna Reid	SATURDAY JULY 17 2021	01-112-072-60129	\$275.00
77241	* 8/13/2021	Deanna Reid	SATURDAY JULY 17 2021	01-112-072-60129	\$16.25
77255	8/13/2021	Sterling Marking Products	EMBOSSER	01-112-099-60317	\$88.65
77256	8/13/2021		DRIVERS ABSTRACT	01-112-099-60317	\$12.00
77266	8/13/2021	Windsor Factory Supply	FIRE - COVERALLS	01-112-360-72057	\$480.31
77273	8/17/2021	TD Canada Trust - JN Visa	SERVICE FEES	01-112-099-60346	\$0.04
77277	8/20/2021	Roberta Baines	MAFP UNIT 1 REGISTRATION	01-112-098-60254	\$185.70
77280	* 8/20/2021	Isabel Carreira	FRIDAY JULY 23, 2021	01-112-072-60129	\$175.00
77280	* 8/20/2021	Isabel Carreira	FRIDAY JULY 23, 2021	01-112-072-60129	\$12.86
77281	8/20/2021	Cheema Cleaning Services Ltd	CLEANING SERVICES - JULY 2021	01-112-099-60341	\$2,289.60
77303	8/20/2021	Thomson Reuters Canada	WESTLAW SUBSCRIPTION-JUL 2021	01-112-099-60320	\$142.67
77307	8/20/2021	Wolf Hooker Professional Corp.	LEGAL FEES-AUDIT RESPONSE LTRS	01-112-099-60326	\$356.16
Total For Department					\$82,189.01

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77127		8/10/2021	Telus Mobility	CELL PHONE - JUL 28-AUG27/21	01-114-099-60327	\$97.69
77134		8/13/2021	AbleDocs Inc	ABLE DOCS TRAINING & LICENCES	01-114-099-60309	\$3,846.53
77140		8/13/2021	Applied Computer Solutions Inc	ROUTER SWITCH ISSUE	01-114-099-60310	\$286.20
77151		8/13/2021	Kyle Campbell	MILEAGE - JAN - JUL 2021	01-114-099-60400	\$67.48
77173		8/13/2021	Empire Communications	IT - SECURITY STOCK	01-114-099-60309	\$86.50
Total For Department						\$4,384.40

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77218		8/13/2021	Municipality of Leamington	ANIMAL CTRL-TRAP'G MAY 2021	01-120-280-60124	\$569.86
77243		8/13/2021	Rivard Animal Hospital	CAT VOUCHER PROGRAM	01-120-280-60377	\$150.00
77265		8/13/2021	Windsor Essex County Humane Society	CAT VOUCHER PROGRAM - JUN 2021	01-120-280-60377	\$450.00
77265		8/13/2021	Windsor Essex County Humane Society	STRAY CAT PROGRAM-JUNE 2021	01-120-280-60125	\$350.00
Total For Department						\$1,519.86

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77087		8/6/2021	Allstream Business Inc	Fire Emergency Calls	01-121-099-60327	\$45.79
77090		8/6/2021	E.L.K. Energy Inc	120 Fox St	01-121-099-60314	\$349.39
77091		8/6/2021	Enbridge Gas Inc.	120 Fox St	01-121-099-60314	\$29.76
77092		8/6/2021	Gosfield North Communications	COTTAM FIRE HALL	01-121-099-60327	\$126.46
77116		8/10/2021	HYDRO ONE	1720 Division Rd N	01-121-099-60314	\$955.33
77127		8/10/2021	Telus Mobility	CELL PHONE - JUL 28-AUG27/21	01-121-099-60327	\$249.31
77129		8/10/2021	Town of Kingsville (water)	120 Fox St	01-121-099-60314	\$123.45
77137		8/13/2021	AKA Solutions O/A Blacks Adventure O	FIRE - WEBBING	01-121-099-60316	\$193.34
77143		8/13/2021	B&T Waechter Holdings Ltd (Cdn Tire)	FIRE - BOAT SUPPLIES	01-121-360-70909	\$113.89
77146		8/13/2021	Laurie Bilokraly	FIRE - BUG SPRAY WATCH LUNCH	01-121-099-60317	\$46.45
77147		8/13/2021		POLICE CLEARANCE	01-121-099-60317	\$55.00
77157		8/13/2021	Cintas Canada Limited	FIRE - MATS KING	01-121-099-60315	\$83.17
77157		8/13/2021	Cintas Canada Limited	FIRE - MATS NORTH	01-121-099-60315	\$45.53
77157		8/13/2021	Cintas Canada Limited	FIRE - MATS NORTH	01-121-099-60315	\$16.07
77157		8/13/2021	Cintas Canada Limited	FIRE - MATS KING	01-121-099-60315	\$83.17
77163		8/13/2021	Darem Hardware Limited	FIRE - SOUTH STN BACK DOOR	01-121-099-60315	\$3,034.48
77164		8/13/2021	Jeff Dean	FIRE - REPLACEMENT TUBS	01-121-099-60316	\$203.48
77169		8/13/2021	Economy Rental Centre	FIRE - NORTH CHAINSAW	01-121-099-60316	\$62.99

77179	8/13/2021	Fireservice Management Ltd.	FIRE - EQUIPMENT REPAIR	01-121-099-60316	\$305.36
77180	8/13/2021	Fire Marshal's Public Fire Safety Co	FIRE - PUBLIC EDUCATION	01-121-100-60710	\$498.65
77180	8/13/2021	Fire Marshal's Public Fire Safety Co	FIRE - PUBLIC EDUCATION	01-121-100-60710	\$1,290.42
77181	8/13/2021	Fisher's Regalia & Uniform Ac	FIRE - QUENNELL BADGE	01-121-072-60216	\$121.25
77206	8/13/2021	Levitt-Safety	FIRE - COMPRESSOR MTC	01-121-099-60316	\$2,222.89
77215	8/13/2021	M&L Supply	FIRE - BOOTS	01-121-099-60701	\$189.72
77216	8/13/2021	Monarch Office Supply	OFFICE SUPPLIES - JULY 2021	01-121-099-60301	\$12.58
77217	8/13/2021	Scott Moore	REGISTERED MAIL	01-121-099-60305	\$11.90
77222	8/13/2021	Original Guys Pizza Pies	FIRE - MEAL INCIDENT 21-144	01-121-099-60317	\$140.00
77222	8/13/2021	Original Guys Pizza Pies	FIRE - MEAL AUTO EX TRN'G	01-121-072-60118	\$120.00
77226	8/13/2021	Orkin Canada Corporation	FIRE - EAR WIG SPRAYING	01-121-099-60315	\$127.20
77236	8/13/2021	Purolator Courier Service	FIRE - COURIER SERVICES	01-121-099-60305	\$9.44
77236	8/13/2021	Purolator Courier Service	FIRE - COURIER SERVICES	01-121-099-60305	\$4.58
77239	8/13/2021	John Quennell	FIRE - 21-159 MEAL RD 9 E	01-121-099-60317	\$243.41
77239	8/13/2021	John Quennell	FIRE - FUEL	01-121-099-60340	\$60.34
77239	8/13/2021	John Quennell	FIRE - WTR FOR REHAB	01-121-099-60317	\$80.00
77244	8/13/2021	Safedesign Apparel Ltd.	FIRE - BOOTS	01-121-099-60701	\$577.60
77247	8/13/2021	Sentry Fire Protection Services	FIRE - HTEST	01-121-099-60316	\$253.38
77251	8/13/2021	Southwest Diesel Service Inc	FIRE - 215 SERVICE	01-121-099-60316	\$1,201.67
77251	8/13/2021	Southwest Diesel Service Inc	FIRE - 123 SERVICE	01-121-099-60316	\$112.13
77251	8/13/2021	Southwest Diesel Service Inc	123 - SERVICE	01-121-099-60316	\$102.47
77257	8/13/2021	Talbot Marketing Inc.	FIRE - PANTS	01-121-072-60216	\$117.94
77258	8/13/2021	Tire Tyme	FIRE - 122 TIRES	01-121-099-60316	\$4,680.90
77264	8/13/2021	Warkentin Plumbing	FIRE S - HVAC REPAIRS	01-121-099-60315	\$889.25
77270	8/13/2021	Work Authority	BOOTS -	01-121-072-60216	\$90.05
77281	8/20/2021	Cheema Cleaning Services Ltd	CLEANING SERVICES - JULY 2021	01-121-099-60341	\$356.16
77281	8/20/2021	Cheema Cleaning Services Ltd	CLEANING SERVICES - JULY 2021	01-121-099-60341	\$183.17
77302	8/20/2021	TD Canada Trust - RM Visa	FIRE - INK	01-121-099-60301	\$105.81
77308	8/20/2021	Xerox Canada Ltd.	XEROX - JUNE 27 - JULY 30/2021	01-121-099-60311	\$57.59
Total For Department					\$19,982.92

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77090		8/6/2021	E.L.K. Energy Inc	41 Division St S	01-122-099-60314	\$964.55
77091		8/6/2021	Enbridge Gas Inc.	41 Division St S	01-122-099-60314	\$78.09
77092		8/6/2021	Gosfield North Communications	OPP - TALBOT ST COTTAM	01-122-099-60327	\$121.88
77094		8/9/2021	Minister of Finance (OPP)	OPP CONTRACT - JULY 2021	01-122-072-60120	\$281,795.00
77120		8/10/2021	Reliance Home Comfort	41 Division St S	01-122-099-60314	\$37.61
77157		8/13/2021	Cintas Canada Limited	OPP - MATS	01-122-099-60315	\$164.43
77157		8/13/2021	Cintas Canada Limited	OPP - MATS	01-122-099-60315	\$131.87
77161		8/13/2021	Culligan Water	WATER COOLER - OPP	01-122-099-60315	\$35.56
77183		8/13/2021	Genrep Ltd	OPP - GENERATOR MTC	01-122-099-60316	\$498.62
77242		8/13/2021	Ricoh Canada	OPP-LEASE & COPIES MAY21-JUN21	01-122-099-60311	\$320.96
77281		8/20/2021	Cheema Cleaning Services Ltd	CLEANING SERVICES - JULY 2021	01-122-099-60341	\$1,922.24
77281		8/20/2021	Cheema Cleaning Services Ltd	CLEANING SERVICES - JULY 2021	01-122-099-60341	\$284.93
77286		8/20/2021	Hotel-Dieu Grace Healthcare	EQUIP-CELL,CAR INS,GAS,PRINTER	01-122-030-21391	\$659.50
77286		8/20/2021	Hotel-Dieu Grace Healthcare	EQUIP-CELL,CAR INS,GAS,PRINTER	01-122-030-21390	\$563.69
77288		8/20/2021	John and Michelle Ivanisko	COTTAM OPP LEASE - SEPT 2021	01-122-260-60342	\$540.31
Total For Department						\$288,119.24

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77127		8/10/2021	Telus Mobility	CELL PHONE - JUL 28-AUG27/21	01-124-099-60327	\$239.14
77204		8/13/2021	LBC Capital	BLDG PRINTER-AUG15-NOV14/2021	01-124-099-60301	\$212.17
77213	*	8/13/2021		CANCEL PERMIT 2020-0468	01-124-064-41120	\$1,161.30
77261		8/13/2021	Peter Valore	TRN'G-CITY OF WINDSOR (LUNCH)	01-124-098-60254	\$80.55
77261		8/13/2021	Peter Valore	TRN'G - IT SOFTWARE (LUNCH)	01-124-099-60317	\$48.70
77294		8/20/2021	Wayne Mills Consulting	BLDG - INSPECTIONS JUL 7-9/21	01-124-072-60120	\$4,090.75
77294		8/20/2021	Wayne Mills Consulting	BLDG-INSPECTIONS JUL 19-30/21	01-124-072-60120	\$4,823.42
					Total For Department	\$10,656.03

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77090		8/6/2021	E.L.K. Energy Inc	390 Main St E Traffic Lights	01-130-110-60402	\$64.72
77090		8/6/2021	E.L.K. Energy Inc	Wigle Traffic Lights	01-130-110-60402	\$52.62
77090		8/6/2021	E.L.K. Energy Inc	Jasperson Traffic Lights	01-130-110-60402	\$212.28
77090		8/6/2021	E.L.K. Energy Inc	Street Lights - Kingsville	01-130-114-60412	\$5,222.04

77090	8/6/2021	E.L.K. Energy Inc	Division Traffic Lights	01-130-110-60402	\$164.55
77090	8/6/2021	E.L.K. Energy Inc	Spruce Traffic Lights	01-130-110-60402	\$212.28
77090	8/6/2021	E.L.K. Energy Inc	Santos & Main Traffic Lights	01-130-110-60402	\$30.26
77090	8/6/2021	E.L.K. Energy Inc	Jasperson Crosswalk	01-130-110-60402	\$19.46
77090	8/6/2021	E.L.K. Energy Inc	Street Lights - Cottam	01-130-114-60412	\$1,105.31
77091	8/6/2021	Enbridge Gas Inc.	2021 Div RdN - PW Garage	01-130-099-60314	\$23.27
77091	8/6/2021	Enbridge Gas Inc.	2021 Division - Garage	01-130-099-60314	\$24.30
77093	8/9/2021	J & J Lepera Infrastructures Inc.	ROAD 2 E RECONSTRUCTION PH1	01-130-360-72024	\$51,163.37
77096	8/9/2021	Shepley Road Maintenance Ltd.	2021 CRACK SEALING PROGRAM	01-130-110-60418	\$32,072.74
77096	8/9/2021	Shepley Road Maintenance Ltd.	2021 RURAL ROAD PROGRAM	01-130-360-72018	\$23,173.75
77096	8/9/2021	Shepley Road Maintenance Ltd.	2021 RURAL ROAD PROGRAM	01-130-360-72020	\$58,475.54
77096	8/9/2021	Shepley Road Maintenance Ltd.	2021 RURAL ROAD PROGRAM	01-130-360-72021	\$46,877.55
77096	8/9/2021	Shepley Road Maintenance Ltd.	2021 RURAL ROAD PROGRAM	01-130-360-72109	\$64,443.01
77097	8/9/2021	Sherway Contracting	MAIN ST W RECONSTRUCTION	01-130-360-71546	\$208,890.36
77097	8/9/2021	Sherway Contracting	MAIN ST W RECONSTRUCTION	01-130-360-71546	\$77,131.43
77116	8/10/2021	HYDRO ONE	Streetlights - Kratz	01-130-114-60412	\$3.21
77116	8/10/2021	HYDRO ONE	Combination All Street Lights	01-130-114-60412	\$2,764.51
77116	8/10/2021	HYDRO ONE	PW Garage	01-130-099-60314	\$978.70
77127	8/10/2021	Telus Mobility	CELL PHONE - JUL 28-AUG27/21	01-130-099-60327	\$45.79
77127	8/10/2021	Telus Mobility	CELL PHONE - JUL 28-AUG27/21	01-130-099-60327	\$559.68
77161	8/13/2021	Culligan Water	WATER COOLER - PW	01-130-099-60315	\$28.44
77165	8/13/2021		WORK CLOTHING REPLACEMENT	01-130-072-60216	\$76.30
77166	8/13/2021	Dillon Consulting	BRIDGE#18-REHABILITATION	01-130-360-71825	\$1,052.57
77166	8/13/2021	Dillon Consulting	RD#11 IRWIN DR - CULVERT	01-130-360-71962	\$1,827.10
77166	8/13/2021	Dillon Consulting	BRIDGE#18-REHABILITATION	01-130-360-71825	\$1,258.64
77174	8/13/2021	Erie Sand & Gravel Limited	SAND - RD 3 E	01-130-360-72109	\$989.26
77174	8/13/2021	Erie Sand & Gravel Limited	SAND - RD 3 E	01-130-360-72109	\$87.91
77175	8/13/2021	E.R.(Bill) Vollans Ltd.	PW - BUSH HOG MOWER COVER	01-130-099-60316	\$341.13
77176	8/13/2021	Essex Free Press	AD - ON THE MOVE (TRANSPORT'N)	01-130-360-72110	\$194.89
77188	8/13/2021	Great Lakes Safety Products	PW - SMALL TOOLS	01-130-099-60357	\$1,289.30
77190	8/13/2021	Heaton Sanitation	VAC TRUCK - VARIOUS LOCATIONS	01-130-132-60428	\$457.92
77191	8/13/2021	Hill Sprinkler Systems	MAIN ST W RECONSTRUCTION DMG	01-130-360-71546	\$398.53
77191	8/13/2021	Hill Sprinkler Systems	MAIN ST W RECONSTRUCTION DMG	01-130-360-71546	\$306.24
77191	8/13/2021	Hill Sprinkler Systems	MAIN ST W RECONSTRUCTION DMG	01-130-360-71546	\$1,577.28
77204	8/13/2021	LBC Capital	PW COPIER - AUG 17-SEPT 16/21	01-130-099-60301	\$43.81
77213	* 8/13/2021		CANCEL PERMIT BP2020-0467	01-130-066-41265	\$75.00
77221	8/13/2021	N.J. Peralta Engineering Ltd.	ENG SERV - JASPERSON DR	01-130-360-71925	\$62,333.05
77227	8/13/2021	OZA Inspections Ltd	DAMAGE COMPLAINT-190 MAIN ST W	01-130-360-71546	\$763.20
77229	8/13/2021	Peanut Centre & Nursery	TREE REPLACEMENTS - DOWNTOWN	01-130-099-60425	\$1,083.74
77230	8/13/2021	Phasor Industrial	SERV - HERITAGE CROSSWALK	01-130-114-60413	\$448.76
77234	8/13/2021	Princess Auto Ltd.	PW - PNEUMATIC SEAT	01-130-099-60335	\$47.82
77235	8/13/2021	Pro Bid Contractors Ltd.	PW - ASPHALT REPAIRS VARIOUS	01-130-110-60418	\$5,255.39
77235	8/13/2021	Pro Bid Contractors Ltd.	PW-BANK REPAIR 1083 RD 6 E	01-130-141-60429	\$3,033.72
77235	8/13/2021	Pro Bid Contractors Ltd.	PW - RAOD CROSSING COLLAPSE	01-130-141-60414	\$3,917.76
77235	8/13/2021	Pro Bid Contractors Ltd.	PW -BANK FAILURE 1810 RD 5 E	01-130-141-60429	\$2,356.76
77238	8/13/2021	Queens Auto Supply	PW - PARTS FOR PAINT TRAILER	01-130-099-60316	\$31.66
77238	8/13/2021	Queens Auto Supply	PW - BEARINGS	01-130-099-60316	\$56.31
77240	8/13/2021	RC Spencer Associates Inc.	ENG SERV-W SIDE COLLECTOR RD A	01-130-099-60326	\$2,589.79
77240	8/13/2021	RC Spencer Associates Inc.	EN SERV-RD 2E RECONSTRUCTION	01-130-360-72024	\$6,843.36
77240	8/13/2021	RC Spencer Associates Inc.	EN SERV-RD 2E RECONSTRUCTION	01-130-360-72024	\$3,545.06
77245	8/13/2021	Sam's Service Facility	11-03 SERVICE & BRAKES	01-130-099-60316	\$1,022.45
77245	8/13/2021	Sam's Service Facility	20-01 - SERVICE	01-130-099-60316	\$199.15
77245	8/13/2021	Sam's Service Facility	18-01 - SERVICE	01-130-099-60316	\$144.92
77245	8/13/2021	Sam's Service Facility	17-01 - SERVICE & TIRE REPAIR	01-130-099-60316	\$238.28
77245	8/13/2021	Sam's Service Facility	19-02 - SERVICE	01-130-099-60316	\$193.44
77248	8/13/2021	Shilson Excavation & Trucking Inc.	ROADSIDE DRAIN - 10 TH CON	01-130-141-60429	\$1,979.23
77250	8/13/2021	Southwestern Sales Corp. Ltd.	SAND - RD 3	01-130-360-72109	\$842.50
77252	8/13/2021	Southpoint Publishing Inc	AD - JULY 2021	01-130-360-72110	\$283.91
77252	8/13/2021	Southpoint Publishing Inc	AD - JULY 2021	01-130-099-60306	\$277.98
77263	8/13/2021	Waddick Fuels	PW - GASOLINE	01-130-099-60340	\$1,895.34
77263	8/13/2021	Waddick Fuels	PW - DIESEL	01-130-099-60340	\$780.12
77263	8/13/2021	Waddick Fuels	PW - DIESEL	01-130-099-60340	\$375.55
77271	8/13/2021	WSP Canada Inc.	TRANSPORTATION MASTER PLAN	01-130-360-72110	\$6,100.76
77289	8/20/2021	Jeff Shepley Excavating Ltd.	TRUCKING - SHOULDER STONE	01-130-138-60432	\$1,302.53
77289	8/20/2021	Jeff Shepley Excavating Ltd.	TRUCKING - SHOULDER STONE	01-130-138-60432	\$1,758.41
77290	8/20/2021	J & J Lepera Infrastructures Inc.	ROAD 2 E RECONSTRUCTION PH1	01-130-360-72024	\$167,417.38
77290	8/20/2021	J & J Lepera Infrastructures Inc.	ROAD 2 E RECONSTRUCTION PH 3	01-130-360-71925	\$325,758.58
77292	8/20/2021		PW - DRIVERS PHYSICAL	01-130-098-60254	\$80.00
77293	8/20/2021		SERV ONT-LICENCE PLATE RENEWAL	01-130-099-60345	\$282.00
77298	8/20/2021	Phasor Industrial	PW - STREETLIGHT REPAIRS	01-130-114-60413	\$1,989.41

77300	8/20/2021	SkyMobile	FLEET TRACKING - AUG 2021	01-130-099-60460	\$1,017.60
77304	8/20/2021	Verhaegen Land Surveyors	PROF FEES - ESSELTINE DR BARS	01-130-360-71547	\$1,727.32
77305	8/20/2021	Waddick Fuels	PW - GASOLINE	01-130-099-60340	\$1,943.13
77305	8/20/2021	Waddick Fuels	PW - DIESEL	01-130-099-60340	\$903.88
77305	8/20/2021	Waddick Fuels	PW - GASOLINE	01-130-099-60340	\$1,788.23
77305	8/20/2021	Waddick Fuels	PW - DIESEL	01-130-099-60340	\$1,113.62
77305	8/20/2021	Waddick Fuels	PW - GASOLINE	01-130-099-60340	\$2,694.34
77305	8/20/2021	Waddick Fuels	PW - DIESEL	01-130-099-60340	\$909.93
77306	8/20/2021	Walker Aggregates Inc.	PW - SHOULDER MATERIAL	01-130-138-60432	\$3,062.31
Total For Department					\$1,204,103.73

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77090		8/6/2021	E.L.K. Energy Inc	Greenhill Cemetery	01-151-099-60314	\$15.23
77091		8/6/2021	Enbridge Gas Inc.	Mill St Cemetery	01-151-099-60314	\$28.25
77169		8/13/2021	Economy Rental Centre	CEMETERY - BOBCAT	01-151-072-60121	\$299.90
77193		8/13/2021	Hutchins Monuments	COTTAM - OPENING	01-151-072-60121	\$120.00
77201		8/13/2021	KnM Yard Care	CEMETARY GRASS CUT - JUNE 2021	01-151-072-60120	\$7,634.42
Total For Department						\$8,097.80

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77087		8/6/2021	Allstream Business Inc	Arena - Fax/Debit	01-170-099-60327	\$90.00
77087		8/6/2021	Allstream Business Inc	Carnegie/Arena Elevator	01-170-099-60327	\$45.00
77091		8/6/2021	Enbridge Gas Inc.	1741 Jasperson Lane	01-170-099-60314	\$760.34
77116		8/10/2021	HYDRO ONE	Arena Complex	01-170-099-60314	\$4,749.04
77127		8/10/2021	Telus Mobility	CELL PHONE - JUL 28-AUG27/21	01-170-099-60327	\$412.13
77135	*	8/13/2021	Gabriela Adams	RFND - GROVEDALE SEP 5 2021	01-170-006-12063	\$1,000.00
77157		8/13/2021	Cintas Canada Limited	ARENA - MATS	01-170-099-60315	\$100.04
77157		8/13/2021	Cintas Canada Limited	ARENA - MATS	01-170-099-60315	\$100.04
77161		8/13/2021	Culligan Water	WATER COOLER - ARENA	01-170-099-60315	\$28.44
77163		8/13/2021	Darem Hardware Limited	ARENA - DOOR	01-170-099-60315	\$5,433.00
77173		8/13/2021	Empire Communications	ARENA - IT MAINTENANCE	01-170-099-60315	\$127.44
77184	*	8/13/2021	Vanessa Geraci	RFND - PAVILION SEP30-OCT2/22	01-170-006-12063	\$700.00
77203		8/13/2021	Laser Art Inc.	P&R - STUDENT T-SHIRTS	01-170-072-60216	\$51.00
77204		8/13/2021	LBC Capital	P&R COPIER - AUG17-SEP16/21	01-170-099-60301	\$86.10
77207		8/13/2021	Limelight & Electric	P&R - LIGHT	01-170-099-60315	\$182.25
77208		8/13/2021	Loblaw Inc.	P&R - WATER	01-170-099-60301	\$4.00
77208		8/13/2021	Loblaw Inc.	P&R - POWERADE	01-170-099-60301	\$48.81
77208		8/13/2021	Loblaw Inc.	CAMP IN A BAD SUPPLIES	01-170-006-12063	\$7.33
77214		8/13/2021	Merchant Paper Company	CAMP IN A BAG & SHOP SUPPLIES	01-170-099-60335	\$217.60
77216		8/13/2021	Monarch Office Supply	OFFICE SUPPLIES - JULY 2021	01-170-099-60301	\$157.05
77226		8/13/2021	Orkin Canada Corporation	ARENA - PEST CONTROL	01-170-099-60315	\$102.00
77246	*	8/13/2021	Sarah Parks Horsemanship	P2P FORM 011 & 012	01-170-000-15000	\$1,098.36
77246	*	8/13/2021	Sarah Parks Horsemanship	P2P FORM 013 & 014	01-170-000-15000	\$1,098.36
77274		8/20/2021	AGO Industries Inc.	P&R - SAFETY SHIRTS	01-170-072-60216	\$368.07
77274		8/20/2021	AGO Industries Inc.	P&R - SAFETY SHIRTS	01-170-072-60216	\$477.09
Total For Department						\$17,443.49

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77088		8/6/2021	Bourassa Sport Technologie Inc.	RESURFACE TENNIS COURTS	01-171-360-72124	\$53,300.00
77090		8/6/2021	E.L.K. Energy Inc	Queen St - NE Corner	01-171-099-60314	\$15.38
77090		8/6/2021	E.L.K. Energy Inc	Queen St - NW Corner	01-171-099-60314	\$15.38
77090		8/6/2021	E.L.K. Energy Inc	315 Queen St - Meter Cab	01-171-099-60314	\$22.78
77090		8/6/2021	E.L.K. Energy Inc	169 Cty Rd 34W (Cottam Rotary)	01-171-099-60314	\$47.28
77116		8/10/2021	HYDRO ONE	ERCA - Ticket Booth	01-171-099-60314	\$34.86
77133		8/13/2021	311874 Ontario Limited	P&R - HVAC PARTS	01-171-099-60316	\$16.79
77133		8/13/2021	311874 Ontario Limited	P&R - HVAC PARTS	01-171-099-60316	\$33.58
77143		8/13/2021	B&T Waechter Holdings Ltd (Cdn Tire)	P&R - VOLTAGE METER	01-171-099-60335	\$99.69
77153		8/13/2021	Capogna Flowers Inc.	HS - LIONS HALL PLANTERS	01-171-150-60344	\$49.66
77155		8/13/2021	Chapman Signs	SPONSOR DECAL - WTR STATION	01-171-099-60315	\$40.70
77159		8/13/2021	Joan Cope	HS - LIONS HALL PLANTER SOIL	01-171-150-60344	\$12.19
77170		8/13/2021	Eco Ready-Mix Inc.	P&R - CONCRETE	01-171-099-60337	\$766.26
77171		8/13/2021	Electrical Wholesale Supp.	P&R - BATTERY	01-171-099-60315	\$34.60
77175		8/13/2021	E.R.(Bill) Vollans Ltd.	P&R - BROKEN CABLE TIE	01-171-099-60316	\$710.24
77175		8/13/2021	E.R.(Bill) Vollans Ltd.	P&R - OIL	01-171-099-60316	\$44.65

77178	8/13/2021	FastSigns	P&R - CURFEW SIGNAGE	01-171-099-60315	\$219.70
77182	8/13/2021	Gagnon Demolition Inc	DEMOLITION - LAKESIDE WASHROOM	01-171-360-72118	\$4,548.67
77186	8/13/2021	Gillett Sheet Metal Inc.	P&R - BOLLARDS	01-171-099-60315	\$1,774.69
77186	8/13/2021	Gillett Sheet Metal Inc.	P&R - PARTS/RACK	01-171-099-60315	\$758.11
77188	8/13/2021	Great Lakes Safety Products	P&R - HEDGE TRIMMER	01-171-099-60335	\$263.56
77190	8/13/2021	Heaton Sanitation	VAC TRUCK - VARIOUS LOCATIONS	01-171-099-60337	\$457.92
77192	8/13/2021	Huron Tractor Ltd	P&R - TRACTOR PARTS	01-171-099-60316	\$3,264.60
77195	8/13/2021	Jobin Farms Inc	LAKESIDE - TREES	01-171-099-60339	\$3,307.20
77196	8/13/2021	Joe Johnson Equipment Inc.	P&R - TRACKLESS PARTS	01-171-099-60316	\$571.75
77208	8/13/2021	Loblaw Inc.	HS - RED PRICE & MON WISTERIA	01-171-150-60344	\$75.95
77211	8/13/2021	Maidstone Tree Farm	P&R - GRASS	01-171-099-60337	\$36.63
77214	8/13/2021	Merchant Paper Company	P&R - SHOP SUPPLIES	01-171-099-60335	\$745.96
77231	8/13/2021	Plant Products	P&R - SPORTSTURF	01-171-099-60337	\$859.87
77231	8/13/2021	Plant Products	P&R - HERBICIDE	01-171-099-60337	\$856.16
77231	8/13/2021	Plant Products	P&R - GROUNDS	01-171-099-60337	\$365.00
77232	8/13/2021	Practica	DOGGY BAGS	01-171-099-60335	\$296.04
77237	8/13/2021	Quality Turf	RUTHVEN PARK-TOPSOIL/HYDROSEED	01-171-360-72119	\$12,694.55
77238	8/13/2021	Queens Auto Supply	P&R - PARTS	01-171-099-60316	\$66.67
77238	8/13/2021	Queens Auto Supply	P&R - PARTS	01-171-099-60316	\$18.61
77238	8/13/2021	Queens Auto Supply	P&R - PARTS	01-171-099-60316	\$117.53
77238	8/13/2021	Queens Auto Supply	P&R - PARTS	01-171-099-60316	\$19.96
77250	8/13/2021	Southwestern Sales Corp. Ltd.	P&R - PARK GROUNDS	01-171-099-60337	\$224.10
77250	8/13/2021	Southwestern Sales Corp. Ltd.	P&R - GROUNDS	01-171-099-60337	\$379.88
77253	8/13/2021	Southpoint Equipment	P&R - PARTS	01-171-099-60316	\$285.46
77260	8/13/2021	Uline Shipping Supply Specialists	P&R - FIRE EXTINGUISHER TAG	01-171-099-60315	\$182.61
77266	8/13/2021	Windsor Factory Supply	P&R - SWIVEL CASTER	01-171-099-60316	\$118.12
77266	8/13/2021	Windsor Factory Supply	P&R - DRILL BITS	01-171-099-60335	\$66.76
77266	8/13/2021	Windsor Factory Supply	P&R - PARTS	01-171-099-60316	\$98.95
77266	8/13/2021	Windsor Factory Supply	P&R - GROUNDS SPRINKLER SYSTEM	01-171-099-60337	\$181.41
77266	8/13/2021	Windsor Factory Supply	P&R - PARTS	01-171-099-60315	\$127.81
77266	8/13/2021	Windsor Factory Supply	P&R - CLAMPS	01-171-099-60315	\$7.94
77266	8/13/2021	Windsor Factory Supply	P&R - CASTER	01-171-099-60316	\$236.25
77283	8/20/2021	FastSigns	SIGNS - PICKLEBALL	01-171-099-60315	\$1,519.28
77284	8/20/2021	Greenlight General Contracting Inc.	PICKLEBALL COURT - 60%	01-171-360-72045	\$89,100.00
77305	8/20/2021	Waddick Fuels	P&R - ARENA DIESEL	01-171-099-60340	\$1,109.71
77305	8/20/2021	Waddick Fuels	P&R - COTTAM DIESEL	01-171-099-60340	\$877.42
Total For Department					\$181,078.87

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77087		8/6/2021	Allstream Business Inc	Boat Ramp - 599 Cedar Dr	01-173-099-60327	\$48.62
77116		8/10/2021	HYDRO ONE	Cedar Beach Marina-W Dock	01-173-099-60314	\$79.19
77116		8/10/2021	HYDRO ONE	Boat Ramp Booth - 599 Cedar Dr	01-173-099-60314	\$47.41
77116		8/10/2021	HYDRO ONE	Cedar Island Boat Slips	01-173-099-60314	\$65.10
77116		8/10/2021	HYDRO ONE	Cedar Island Washrooms	01-173-099-60314	\$276.65
77219		8/13/2021	M.W.H. Petroleum Equipment	MARINA - GAS TANK SERVICE	01-173-099-60315	\$2,322.60
77263		8/13/2021	Waddick Fuels	P&R - MARINA FUEL	01-173-099-60383	\$3,457.02
77263		8/13/2021	Waddick Fuels	P&R - MARINA FUEL	01-173-099-60383	\$2,104.41
77297		8/20/2021	NRB Inc.	MARINA - KIOSK BOAT RAMP	01-173-360-72126	\$11,960.00
77305		8/20/2021	Waddick Fuels	P&R - MARINA GASOLINE	01-173-099-60383	\$955.00
77305		8/20/2021	Waddick Fuels	P&R - MARINA FUEL	01-173-099-60383	\$1,073.19
77316	*	8/30/2021	Matthew Bernath	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77321	*	8/30/2021	Wade Chausse	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77324	*	8/30/2021	Bruce Cristine	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77327	*	8/30/2021	Kenneth Day	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77328	*	8/30/2021	Anthony Del Brocco	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77329	*	8/30/2021	Jack Del Brocco	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77336	*	8/30/2021	Adam Edwards	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77346	*	8/30/2021	Joseph Gabiniewicz	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77350	*	8/30/2021	Brad Gelinas	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77351	*	8/30/2021	Kenneth Gerhardt	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77353	*	8/30/2021	Gerald Giles	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77359	*	8/30/2021	Cody Heath	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77362	*	8/30/2021	Elizabeth Hughes	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77364	*	8/30/2021	Stephanie Hyatt	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77377	*	8/30/2021	Paul Langlois Jr	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77379	*	8/30/2021	Chris Lewis	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77382	*	8/30/2021	Tom Lyman	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77383	*	8/30/2021	Dennis Mailbox	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06

77386	*	8/30/2021	John McGregor	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77387	*	8/30/2021	Tom Melton	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77388	*	8/30/2021	Richard Melton	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77390	*	8/30/2021	Ronald Miler	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77391	*	8/30/2021	Paul Monteleone	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77398	*	8/30/2021	Ronald Omstead	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77400	*	8/30/2021	Christopher Pettypiece	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77402	*	8/30/2021	Giovani Pirolì	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77403	*	8/30/2021	Mark or Dave Quick	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77404	*	8/30/2021	Timothy Ramsey	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77406	*	8/30/2021	Michael Reid	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77409	*	8/30/2021	Isaac Schroeder	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77411	*	8/30/2021	John Sim	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77411	*	8/30/2021	John Sim	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77413	*	8/30/2021	Tab Sorrell	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77414	*	8/30/2021	Corey Stanton	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77416	*	8/30/2021	Carrie Stewart	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77422	*	8/30/2021	James Toole	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77423	*	8/30/2021	Larry Trealout	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77425	*	8/30/2021	Gerard Vanderwall	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77429	*	8/30/2021	Anthony or Amy Wilson	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
77431	*	8/30/2021	Scott Willcox	RFND 2021 Boat Dock Deposit	01-173-060-40615	\$90.06
					Total For Department	\$25,991.59

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77141		8/13/2021	Nicholas Armstrong	CANADA DAY BAG ITEMS	01-175-149-60785	\$22.95
77141		8/13/2021	Nicholas Armstrong	CAMP IN A BAG ITEMS	01-175-099-60627	\$4.06
77208		8/13/2021	Loblaw Inc.	CANADA DAY CUPCAKES	01-175-149-60761	\$798.40
77208		8/13/2021	Loblaw Inc.	STAFF MEETING REFRESHMENTS	01-175-099-60317	\$52.38
77209		8/13/2021	Karen Loney	CANADA DAY - SUPPLIES	01-175-149-60785	\$30.02
77209		8/13/2021	Karen Loney	CANADA DAY - RIBBONS, BALLOONS	01-175-149-60785	\$150.29
77209		8/13/2021	Karen Loney	CANADA DAY - VOLUNTEER GC'S	01-175-149-60785	\$100.00
77214		8/13/2021	Merchant Paper Company	CAMP IN A BAG & SHOP SUPPLIES	01-175-099-60627	\$77.05
77216		8/13/2021	Monarch Office Supply	OFFICE SUPPLIES - JULY 2021	01-175-099-60627	\$73.26
77267		8/13/2021	Kelly Wolters	MILEAGE - MAY 19-JUL 12 2021	01-175-099-60400	\$91.39
					Total For Department	\$1,399.80

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77087		8/6/2021	Allstream Business Inc	Park Pavilion	01-178-155-60327	\$48.62
77087		8/6/2021	Allstream Business Inc	Lions Hall	01-178-159-60327	\$45.00
77087		8/6/2021	Allstream Business Inc	Carnegie/Arena Elevator	01-178-171-60327	\$52.66
77089		8/6/2021	Cogeco	37 BEECH ST	01-178-172-60327	\$132.47
77089		8/6/2021	Cogeco	103 PARK ST	01-178-135-60327	\$122.19
77090		8/6/2021	E.L.K. Energy Inc	21 Mill St - Lions Hall	01-178-159-60314	\$15.19
77090		8/6/2021	E.L.K. Energy Inc	28 Division St S	01-178-171-60314	\$312.08
77090		8/6/2021	E.L.K. Energy Inc	315 Queen St - Pavilion	01-178-155-60314	\$253.36
77090		8/6/2021	E.L.K. Energy Inc	21 Mill St - Lions Hall	01-178-159-60314	\$257.13
77090		8/6/2021	E.L.K. Energy Inc	37 Beech St (42 Main)	01-178-172-60314	\$192.15
77090		8/6/2021	E.L.K. Energy Inc	103 Park St	01-178-135-60314	\$46.12
77090		8/6/2021	E.L.K. Energy Inc	103 Park St	01-178-135-60314	\$360.33
77090		8/6/2021	E.L.K. Energy Inc	124 Fox - Ridgeview Park	01-178-176-60314	\$18.73
77090		8/6/2021	E.L.K. Energy Inc	122 Fox St	01-178-173-60314	\$224.57
77091		8/6/2021	Enbridge Gas Inc.	124 Fox St	01-178-176-60314	\$23.21
77091		8/6/2021	Enbridge Gas Inc.	21 Mill St - Lions Hall	01-178-159-60314	\$29.25
77091		8/6/2021	Enbridge Gas Inc.	28 Division St S	01-178-171-60314	\$29.08
77091		8/6/2021	Enbridge Gas Inc.	37 Beech St	01-178-172-60314	\$24.87
77091		8/6/2021	Enbridge Gas Inc.	122 Fox St	01-178-173-60314	\$28.75
77091		8/6/2021	Enbridge Gas Inc.	315 Queen St	01-178-155-60314	\$37.59
77091		8/6/2021	Enbridge Gas Inc.	103 Park St	01-178-135-60314	\$54.75
77116		8/10/2021	HYDRO ONE	1741 Jasperson Lane	01-178-177-60314	\$121.73
77120		8/10/2021	Reliance Home Comfort	315 Queen	01-178-155-60314	\$90.39
77120		8/10/2021	Reliance Home Comfort	24 Mill St - Lions Hall	01-178-159-60314	\$24.36
77129		8/10/2021	Town of Kingsville (water)	122 Fox St	01-178-173-60314	\$25.45
77129		8/10/2021	Town of Kingsville (water)	Fox St - Red Work Shed	01-178-176-60314	\$35.69
77129		8/10/2021	Town of Kingsville (water)	124 Fox St - Splash Pad	01-178-176-60314	\$2,779.61
77129		8/10/2021	Town of Kingsville (water)	122 Fox - Ridgeview Park	01-178-176-60314	\$4.97

77157	8/13/2021	Cintas Canada Limited	BIA - MATS	01-178-171-60315	\$52.95
77162	8/13/2021	D & L Digging	CATCH BASIN & DRAIN-RIDGEVIEW	01-178-176-60337	\$1,211.60
77162	8/13/2021	D & L Digging	STORN DRAIN - RIDGEVIEW	01-178-176-60337	\$668.00
77198	8/13/2021	Kelcom Telemessaging	EMERGENCY ELEVATOR LINE	01-178-171-60315	\$57.36
77238	8/13/2021	Queens Auto Supply	LIONS HALL - GATE SUPPLIES	01-178-159-60315	\$210.87
77262	8/13/2021	Vertechs Elevators Ontario Inc.	CARNEGIE - ELEVATOR MTC	01-178-171-60315	\$330.72
77264	8/13/2021	Warkentin Plumbing	UNICO - HVAC REPAIR	01-178-172-60315	\$221.60
77278	8/20/2021	Bell Canada	Grovedale Elevator	01-178-135-60314	\$89.59
77278	8/20/2021	Bell Canada	Grovedale Elevator	01-178-135-60314	\$45.48
77281	8/20/2021	Cheema Cleaning Services Ltd	CLEANING SERVICES - JULY 2021	01-178-172-60341	\$410.00
77281	8/20/2021	Cheema Cleaning Services Ltd	CLEANING SERVICES - JULY 2021	01-178-171-60341	\$793.73
Total For Department					\$9,482.20

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77127		8/10/2021	Telus Mobility	CELL PHONE - JUL 28-AUG27/21	01-180-099-60327	\$45.79
Total For Department						\$45.79

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77144		8/13/2021	Christina Bedal	BIA - OFFICE SUPPLIES	01-181-099-60301	\$197.00
77144		8/13/2021	Christina Bedal	BIA - OFFICE SUPPLIES	01-181-099-60301	\$35.60
77193		8/13/2021	Hutchins Monuments	MEMORIAL BRICKS	01-181-066-41368	\$81.41
77205		8/13/2021	Leamington District Chamber of Comme	BIA MEMBERSHIP-JUL 1-JUL30/22	01-181-099-60320	\$150.00
77220		8/13/2021	New Designs Flowers & Gifts	BIA - R WESTON	01-181-099-60317	\$55.97
77275		8/20/2021	AIIM - Avant Imaging & Integrated Me	BIA DOLLARS - PRINT	01-181-170-60812	\$783.55
77278		8/20/2021	Bell Canada	BIA Phone	01-181-099-60327	\$125.53
77278		8/20/2021	Bell Canada	BIA Internet	01-181-099-60327	\$36.63
77278		8/20/2021	Bell Canada	BIA Internet	01-181-099-60327	\$36.63
77278		8/20/2021	Bell Canada	BIA Internet	01-181-099-60327	\$36.63
77282		8/20/2021	Cindy's Home and Garden	BIA - FLOWER PROGRAM 2/3	01-181-170-60839	\$10,175.99
77296		8/20/2021	New Designs Flowers & Gifts	BIA - L LUCIER	01-181-099-60317	\$55.97
Total For Department						\$11,770.91

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77127		8/10/2021	Telus Mobility	CELL PHONE - JUL 28-AUG27/21	01-185-099-60327	\$45.79
77138		8/13/2021	Allegra Kingsville	OPEN STREETS - BOOKMARKS	01-185-099-63112	\$68.76
77155		8/13/2021	Chapman Signs	SIGNS - OPEN STREETS	01-185-099-63112	\$66.55
77172		8/13/2021	Elite Canada Security Inc	OPEN STREETS - SECURITY	01-185-099-63112	\$1,040.95
77176		8/13/2021	Essex Free Press	AD - OPEN STREETS	01-185-099-63112	\$295.58
77197		8/13/2021	Kelcom Radio Division	OPEN STREETS - SPARE RADIOS	01-185-099-63112	\$203.52
77267		8/13/2021	Kelly Wolters	OPEN STREETS - CHALK	01-185-099-63112	\$45.63
77278		8/20/2021	Bell Canada	BIA Toll Free	01-185-099-60327	\$12.16
77278		8/20/2021	Bell Canada	BIA Toll Free	01-185-099-60327	\$12.57
77278		8/20/2021	Bell Canada	BIA Toll Free	01-185-099-60327	\$13.00
77278		8/20/2021	Bell Canada	BIA Phone	01-185-099-60327	\$58.23
77278		8/20/2021	Bell Canada	BIA Phone	01-185-099-60327	\$123.37
77299		8/20/2021	Peter & Elizabeth Pucovsky	2021 SIGN LEASE	01-185-099-63101	\$500.00
Total For Department						\$2,486.11

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77149		8/13/2021	Veronica Brown	RESEARCH ASSISTANT-APRIL & EXP	01-186-099-63200	\$420.00
77149		8/13/2021	Veronica Brown	RESEARCH ASSISTANT-APRIL & EXP	01-186-099-60320	\$15.32
77149		8/13/2021	Veronica Brown	RESEARCH ASSISTANT-MAY & EXP	01-186-099-63200	\$420.00
77149		8/13/2021	Veronica Brown	RESEARCH ASSISTANT-MAY & EXP	01-186-099-60320	\$14.82
Total For Department						\$870.14

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77127		8/10/2021	Telus Mobility	CELL PHONE - JUL 28-AUG27/21	02-201-099-60327	\$366.34
77131	*	8/13/2021		RFND WTR - #8 59 MAIN ST E	02-201-006-12067	\$250.00
77142	*	8/13/2021		RFND WTR - 257 ROAD 10	02-201-006-12067	\$500.00
77148	*	8/13/2021		RFND WTR - 34 HILLVIEW CRES	02-201-006-12067	\$278.85

77148	*	8/13/2021		RFND WTR - 32 HILLVIEW CRES	02-201-006-12067	\$93.18
77150		8/13/2021	Caduceon Enterprises Inc.	ANALYSIS - CLARK ST	02-201-099-60326	\$346.80
77150		8/13/2021	Caduceon Enterprises Inc.	ANALYSIS - CLARK ST	02-201-099-60326	\$41.52
77150		8/13/2021	Caduceon Enterprises Inc.	ANALYSIS - CLARK ST	02-201-099-60326	\$554.39
77152		8/13/2021	Canada Post Corporation	WATER - G/S & G/N KING ARREARS	02-201-099-60303	\$3,594.04
77152		8/13/2021	Canada Post Corporation	WATER - KING & G/N ARREARS	02-201-099-60303	\$98.30
77160	*	8/13/2021		RFND WTR - 2004 SEACLIFF DR	02-201-006-12067	\$157.06
77167	*	8/13/2021		RFND WTR - 527 COUNTY RD 34 W	02-201-006-12067	\$27.72
77168		8/13/2021	John Dyck	WTR SERVICE INSPECTION & TAP	02-201-031-21476	\$36.90
77187		8/13/2021	Golder Associates	SOIL TESTING - CLARK ST	02-201-360-72050	\$438.90
77188		8/13/2021	Great Lakes Safety Products	ES - CONCRETE BITS	02-201-099-60357	\$263.04
77189	*	8/13/2021		RFND WTR - 828 COTTAGE GROVE	02-201-006-12067	\$43.71
77200	*	8/13/2021		RFND WTR - 168 HAROLD CULL DR	02-201-006-12067	\$67.93
77202		8/13/2021	KTI Limited	ES - TOUCH COUPLERS	02-201-099-63015	\$11,275.26
77225		8/13/2021	Ontario One Call	NOTIFICATIONS - JUNE 2021	02-201-099-63020	\$391.42
77233		8/13/2021	Preview Inspections and Consulting	BACKFLOW PREVENTION-JUNE 2021	02-201-180-60405	\$1,933.44
77235		8/13/2021	Pro Bid Contractors Ltd.	ES - WTR SERVICE1622 SEACLIFF	02-201-099-63025	\$5,320.52
77235		8/13/2021	Pro Bid Contractors Ltd.	ES - VALVE REPAIR LAKE DR	02-201-099-63040	\$2,479.38
77235		8/13/2021	Pro Bid Contractors Ltd.	ES - WTR SERV 865 RD 2 E	02-201-099-63025	\$4,579.71
77235		8/13/2021	Pro Bid Contractors Ltd.	ES - VALVE AT WATER TOWER	02-201-099-63040	\$4,024.27
77235		8/13/2021	Pro Bid Contractors Ltd.	ES-CONCRETE REPAIRS SUMAC/ERIE	02-201-099-60418	\$4,782.36
77235		8/13/2021	Pro Bid Contractors Ltd.	ES-1769 DIV RD N WTR SERVICE	02-201-099-63025	\$12,934.62
77235		8/13/2021	Pro Bid Contractors Ltd.	ES - ASPHALT REPAIRS WIGLE GRV	02-201-099-60418	\$4,276.97
77238		8/13/2021	Queens Auto Supply	ES - 18-01 HEADLIGHT BULBS	02-201-099-60316	\$10.64
77259		8/13/2021	Twin Peaks Hydroponics Inc	RFND WTR - 3080 CENTENNIAL CRE	02-201-006-12067	\$22.00
77266		8/13/2021	Windsor Factory Supply	ES - STOCK 1" POLY TUBING	02-201-099-63025	\$208.95
77268		8/13/2021	Wolseley Canada Inc	ES - SERVICE SADDLES	02-201-099-63025	\$714.47
77268		8/13/2021	Wolseley Canada Inc	ES - WATER METER PITS	02-201-099-63025	\$1,562.42
77268		8/13/2021	Wolseley Canada Inc	ES - HYDRANT ASSEMBLIES	02-201-099-63045	\$2,849.28
77268		8/13/2021	Wolseley Canada Inc	ES - CAST IRON DRILL BIT	02-201-099-60357	\$301.20
77268		8/13/2021	Wolseley Canada Inc	ES - SERVICE BOX KEY	02-201-099-60357	\$283.39
77268		8/13/2021	Wolseley Canada Inc	ES - REPAIR METER PIT LEAKS	02-201-099-63025	\$156.71
77268		8/13/2021	Wolseley Canada Inc	ES - SERVICE SADDLES	02-201-099-63025	\$113.85
77276		8/20/2021	Allsop Plumbing	WTR - BACKFLOW REPORTS	02-201-180-60405	\$2,022.99
77291		8/20/2021	KTI Limited	ES - METER FLANGE KIT	02-201-099-63015	\$56.66
77291		8/20/2021	KTI Limited	ES - WTE METER (STARBUCKS)	02-201-099-63015	\$796.18
77309	*	8/30/2021		RFND 00405720.002	02-201-006-11520	\$600.00
77310	*	8/30/2021		RFND 10218900.001	02-201-006-11520	\$125.00
77311	*	8/30/2021		RFND 20700811.002	02-201-006-11520	\$50.00
77312	*	8/30/2021		RFND 20801040.002	02-201-006-11520	\$100.00
77313	*	8/30/2021		RFND 10219990.000	02-201-006-11520	\$75.00
77314	*	8/30/2021		RFND 00103050.002	02-201-006-11520	\$125.00
77315	*	8/30/2021		RFND 10067983.001	02-201-006-11520	\$75.00
77317	*	8/30/2021		RFND 10068171.002	02-201-006-11520	\$75.00
77318	*	8/30/2021		RFND 10321624.000	02-201-006-11520	\$150.00
77319	*	8/30/2021		RFND 10321790.001	02-201-006-11520	\$225.00
77320	*	8/30/2021		RFND 10064870.001	02-201-006-11520	\$50.00
77322	*	8/30/2021		RFND 91080510.001	02-201-006-11520	\$50.00
77323	*	8/30/2021		RFND 91191229.001	02-201-006-11520	\$50.00
77325	*	8/30/2021		RFND 00400810.000	02-201-006-11520	\$90.00
77326	*	8/30/2021		RFND 20758880.000	02-201-006-11520	\$25.00
77330	*	8/30/2021		RFND 00200180.001	02-201-006-11520	\$210.00
77331	*	8/30/2021		RFND 10301572.001	02-201-006-11520	\$175.00
77332	*	8/30/2021		RFND 00408270.001	02-201-006-11520	\$40.00
77333	*	8/30/2021		RFND 20662177.000	02-201-006-11520	\$25.00
77334	*	8/30/2021		RFND 00101230.000	02-201-006-11520	\$100.00
77335	*	8/30/2021		RFND 00477883.001	02-201-006-11520	\$50.00
77337	*	8/30/2021		RFND 90001470.000	02-201-006-11520	\$125.00
77338	*	8/30/2021		RFND 00409426.002	02-201-006-11520	\$220.00
77339	*	8/30/2021		RFND 10803779.001	02-201-006-11520	\$125.00
77340	*	8/30/2021		RFND 10210951.007	02-201-006-11520	\$25.00
77341	*	8/30/2021		RFND 20662236.000	02-201-006-11520	\$100.00
77342	*	8/30/2021		RFND 20750300.002	02-201-006-11520	\$75.00
77343	*	8/30/2021		RFND 00409993.002	02-201-006-11520	\$100.00
77344	*	8/30/2021		RFND 10803575.001	02-201-006-11520	\$100.00
77345	*	8/30/2021		RFND 90043022.002	02-201-006-11520	\$25.00
77347	*	8/30/2021		RFND 10321642.000	02-201-006-11520	\$50.00
77348	*	8/30/2021		RFND 10805142.000	02-201-006-11520	\$200.00
77349	*	8/30/2021		RFND 00405353.001	02-201-006-11520	\$25.00
77352	*	8/30/2021		RFND 00303380.000	02-201-006-11520	\$100.00

77354	*	8/30/2021	RFND 10006802.000	02-201-006-11520	\$125.00
77355	*	8/30/2021	RFND 10321546.000	02-201-006-11520	\$25.00
77356	*	8/30/2021	RFND 00400070.003	02-201-006-11520	\$75.00
77357	*	8/30/2021	RFND 10169062.008	02-201-006-11520	\$25.00
77358	*	8/30/2021	RFND 90081301.002	02-201-006-11520	\$25.00
77360	*	8/30/2021	RFND 00100980.000	02-201-006-11520	\$150.00
77361	*	8/30/2021	RFND 10036154.001	02-201-006-11520	\$100.00
77363	*	8/30/2021	RFND 10063811.002	02-201-006-11520	\$25.00
77365	*	8/30/2021	RFND 10036042.001	02-201-006-11520	\$100.00
77366	*	8/30/2021	RFND 00104670.001	02-201-006-11520	\$25.00
77367	*	8/30/2021	RFND 00404220.002	02-201-006-11520	\$25.00
77368	*	8/30/2021	RFND 40957621.006	02-201-006-11520	\$75.00
77369	*	8/30/2021	RFND 20653171.001	02-201-006-11520	\$25.00
77370	*	8/30/2021	RFND 00401133.001	02-201-006-11520	\$125.00
77371	*	8/30/2021	RFND 10800907.001	02-201-006-11520	\$25.00
77372	*	8/30/2021	RFND 10161530.001	02-201-006-11520	\$50.00
77373	*	8/30/2021	RFND 10167391.001	02-201-006-11520	\$60.00
77374	*	8/30/2021	RFND 10164910.002	02-201-006-11520	\$25.00
77375	*	8/30/2021	RFND 10068281.000	02-201-006-11520	\$175.00
77376	*	8/30/2021	RFND 10801361.003	02-201-006-11520	\$25.00
77378	*	8/30/2021	RFND 10061031.002	02-201-006-11520	\$75.00
77380	*	8/30/2021	RFND 91180158.001	02-201-006-11520	\$75.00
77381	*	8/30/2021	RFND 90017100.002	02-201-006-11520	\$75.00
77384	*	8/30/2021	RFND 00304280.000	02-201-006-11520	\$220.00
77385	*	8/30/2021	RFND 40013770.004	02-201-006-11520	\$25.00
77389	*	8/30/2021	RFND 00300480.000	02-201-006-11520	\$450.00
77392	*	8/30/2021	RFND 10036032.001	02-201-006-11520	\$25.00
77393	*	8/30/2021	RFND 00300640.002	02-201-006-11520	\$35.00
77394	*	8/30/2021	RFND 91140019.000	02-201-006-11520	\$75.00
77395	*	8/30/2021	RFND 90090230.002	02-201-006-11520	\$50.00
77396	*	8/30/2021	RFND 40920154.007	02-201-006-11520	\$75.00
77397	*	8/30/2021	RFND 10012780.001	02-201-006-11520	\$75.00
77399	*	8/30/2021	RFND 00301130.001	02-201-006-11520	\$175.00
77401	*	8/30/2021	RFND 10169156.004	02-201-006-11520	\$125.00
77405	*	8/30/2021	RFND 10166710.003	02-201-006-11520	\$50.00
77407	*	8/30/2021	RFND 00400340.003	02-201-006-11520	\$75.00
77408	*	8/30/2021	RFND 00101470.001	02-201-006-11520	\$200.00
77410	*	8/30/2021	RFND 00102400.001	02-201-006-11520	\$275.00
77412	*	8/30/2021	RFND 20653620.001	02-201-006-11520	\$25.00
77415	*	8/30/2021	RFND 10801550.000	02-201-006-11520	\$100.00
77417	*	8/30/2021	RFND 10113960.003	02-201-006-11520	\$75.00
77418	*	8/30/2021	RFND 90041440.000	02-201-006-11520	\$100.00
77419	*	8/30/2021	RFND 10321563.000	02-201-006-11520	\$25.00
77420	*	8/30/2021	RFND 20700692.003	02-201-006-11520	\$50.00
77421	*	8/30/2021	RFND 10066555.001	02-201-006-11520	\$50.00
77424	*	8/30/2021	RFND 10804755.002	02-201-006-11520	\$25.00
77426	*	8/30/2021	RFND 00405650.000	02-201-006-11520	\$100.00
77427	*	8/30/2021	RFND 10017570.002	02-201-006-11520	\$50.00
77428	*	8/30/2021	RFND 10321740.000	02-201-006-11520	\$150.00
77430	*	8/30/2021	RFND 10036152.001	02-201-006-11520	\$125.00
Total For Department					\$76,305.37

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Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77090		8/6/2021	E.L.K. Energy Inc	98 McCallum Dr	02-242-099-60314	\$90.01
77090		8/6/2021	E.L.K. Energy Inc	Bernath Pump Station	02-242-099-60314	\$29.35
77090		8/6/2021	E.L.K. Energy Inc	67 Heritage Sewage 2	02-242-099-60314	\$2,843.30
77090		8/6/2021	E.L.K. Energy Inc	250 Queen St	02-242-099-60314	\$724.31
77116		8/10/2021	HYDRO ONE	Normandy Pump Station	02-242-099-60314	\$91.77
77116		8/10/2021	HYDRO ONE	18 Hwy Lane Sewage Lagoon	02-242-099-60314	\$42.73
77116		8/10/2021	HYDRO ONE	1562 Heritage Rd Pump 4	02-242-099-60314	\$88.33
77116		8/10/2021	HYDRO ONE	1902 Heritage Rd Pump 5	02-242-099-60314	\$60.19
77116		8/10/2021	HYDRO ONE	Pump Station Cedar Island	02-242-099-60314	\$102.76
77116		8/10/2021	HYDRO ONE	Forcemain over Bridge	02-242-099-60314	\$28.87
77116		8/10/2021	HYDRO ONE	1053 Cedar Dr	02-242-099-60314	\$168.18
77116		8/10/2021	HYDRO ONE	690 Heritage Rd	02-242-099-60314	\$15,699.23
77116		8/10/2021	HYDRO ONE	1460 Road 2 East Pump	02-242-099-60314	\$1,404.20
77224		8/13/2021	Ontario Clean Water Agency	CWWF FUNDED PROJECT	02-242-360-72054	\$5,677.91
77224		8/13/2021	Ontario Clean Water Agency	OPERATIONS & MAINT - JULY 2021	02-242-320-64360	\$67,162.59

77224	8/13/2021	Ontario Clean Water Agency	OPERATIONS & MAINT - JULY 2021	02-242-320-64360	\$17,073.63
77224	8/13/2021	Ontario Clean Water Agency	ENBRIDGE MAY 19-JUN 15 2021	02-242-099-60314	\$176.59
77285	8/20/2021	Henry Heyink Construction	LAKESIDE PARK - TRNK SAN PPC#7	02-242-360-71864	\$30,551.41
77301	8/20/2021	Southwest Diesel Service Inc	14-06 - REPAIR CYLINDER	02-242-099-60316	\$584.00
Total For Department					\$142,599.36

243

Cheque	*	Date	Vendor Name	Description	G/L Account	Amount
77090		8/6/2021	E.L.K. Energy Inc	168 Cty Rd 27 N	02-243-099-60314	\$254.21
77090		8/6/2021	E.L.K. Energy Inc	Rear 17 Lyle	02-243-099-60314	\$35.43
77090		8/6/2021	E.L.K. Energy Inc	16 whitewood (Behind)	02-243-328-64365	\$68.16
77090		8/6/2021	E.L.K. Energy Inc	168 Cty Rd 27 N - Lagoon	02-243-099-60314	\$270.47
77090		8/6/2021	E.L.K. Energy Inc	20 Whitewood	02-243-328-64365	\$26.45
77092		8/6/2021	Gosfield North Communications	PUMP HOUSE ALARM	02-243-099-60327	\$48.15
77224		8/13/2021	Ontario Clean Water Agency	OPERATIONS & MAINT - JULY 2021	02-243-320-64360	\$4,952.19
77224		8/13/2021	Ontario Clean Water Agency	OPERATIONS & MAINT - JULY 2021	02-243-320-64360	\$1,204.71
77279		8/20/2021	BGL Contractors Corp	COTTAM LAGOON UPGRADES	02-243-360-71950	\$15,752.44
Total For Department						\$22,612.21

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

\$2,291,703.30

Date: September 15, 2021

To: Mayor and Council

Author: Tim Del Greco, Manager of Engineering

RE: 2021 Engineering Services – Request For Quotes

Report No.: IED 2021 – 37

RECOMMENDED ACTION

That Council award engineering services for the replacement of watermain on Stonehedge Drive, Coghill Drive, Allen Court, and Long Court to RC Spencer in the amount of \$70,000 (excluding HST) and authorize the Mayor and Clerk to execute the requisite agreement;

And That Council award engineering services for resurfacing of Cedar Island Subdivision, replacement of sections of Lorna and Edith Street watermain, and reconstruction of the Cedar Island Park laneway to RC Spencer in the amount of \$43,000 (excluding HST), and further, reallocate the expected surplus from Account #130-360-71825 in order to fund the aforementioned engineering services.

BACKGROUND

Two infrastructure projects originally scheduled for completion in 2021 per the 5 Year Capital Plan include:

- Engineering services for the replacement of watermain on Stonehedge Drive, Coghill Drive, Allen Court, and Long Court.
- Milling and paving of Cedar Island Subdivision.

Council approved the above engineering services during the January 13, 2021 Budget Meeting. However, Administration deferred the inclusion of milling and paving of Cedar Island Subdivision in the 2021 Capital Budget in order to address new and emerging priorities for road rehabilitation as well as concern over current lake levels.

DISCUSSION

Watermain Replacement - Stonehedge, Coghill, Allen, and Long Court

Quotes were solicited for engineering services from five local firms using the “Request for Quote” process to facilitate the required watermain replacement. The Town received the following results (excluding HST):

Consultant	Bid Amount / Response
RC Spencer Associates Inc.	\$70,000
Dillon Consulting Limited	No Bid Due to Current Workload
Stantec Consulting Limited	No Bid Due to Current Workload

RC Spencer has the requisite experience to complete the works and therefore the recommendation is to proceed with this consultant.

It is worth noting the quote exceeds \$50,000. Projects over \$50,000 are to follow the “Request for Proposal” process per the Kingsville Procurement Policy which requires the authoring of a more formal proposal document and advertising online. Council can request Administration use this process as opposed to awarding the work however it will likely yield the same result (historically the same group of local consultants bid on this type of work).

Milling and Paving of Cedar Island Subdivision

Resurfacing (mill and pave) of Cedar Island Subdivision will be included in the 2022 draft capital budget for consideration. With that said, there is an opportunity to combine several projects within this location in order to complete in a more efficient manner and at a reduced cost. The potential projects include:

- Resurfacing of Cedar Island Subdivision (map included in Appendix A).
- Replacement of sections of Lorna and Edith Street watermain (engineering has been previously approved for 2021 however not yet awarded).
- Reconstruction of the laneway thru Cedar Island Park (map included in Appendix B).

Quotes were solicited for engineering services to facilitate the aforementioned projects. The Town received the following results (excluding HST):

Consultant	Bid Amount / Response
RC Spencer Associates Inc.	\$43,000
Dillon Consulting Limited	No Bid Due to Current Workload
Stantec Consulting Limited	No Bid Due to Current Workload

RC Spencer has the requisite experience to complete the works and therefore the recommendation is to proceed with this consultant. However, funding will have to be allocated in 2021 prior to proceeding.

Awarding engineering now may allow for construction in May of 2022 and rehabilitation of the laneway prior to the next summer season.

LINK TO STRATEGIC PLAN

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

\$60,000 is approved in the 2021 Capital Budget for engineering services for the replacement of watermain on Stonehedge Drive, Coghill Drive, Allen Court, and Long Court. Although RC Spencer's quote exceeds this amount, less than \$30,000 will be expensed in 2021. The remainder can be budgeted for in 2022.

There is no funding allocated in the 2021 Capital Budget for engineering services for resurfacing of Cedar Island Subdivision or reconstruction of the laneway thru Cedar Island Park. Funds can be reallocated from Account #130-360-71825 (Replacement of Bridge #18) as this project has sufficient surplus.

CONSULTATIONS

Kingsville Administration
RC Spencer Associates Inc.

Tim Del Greco

Tim Del Greco, P.Eng
Manager of Engineering

G. A. Plancke

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

Kingsville Mapping



Notes

Green Line = Area of Mill and Pave

THIS MAP IS NOT TO BE USED FOR NAVIGATION

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Legend

Essex Municipalities

<all other values>

Kingsville

Street

Severance

Kingsville Assessment

0 53.04 106.1 Meters

1: 3,182



9/16/2021



Kingsville Mapping

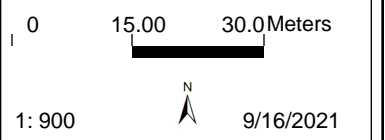


- Legend**
- Essex Municipalities
 - <all other values>
 - Kingsville
 - Street
 - Severance
 - Kingsville Assessment

Notes

Red = Area to be Reconstructed

THIS MAP IS NOT TO BE USED FOR NAVIGATION
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2021 Division Road North
Kingsville, Ontario N9Y 2Y9
(519) 733-2305
www.kingsville.ca
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Date: August 30, 2021
To: Mayor and Council
Author: Richard J.H. Wyma, Director of Community and Development Services
RE: Lions Park – Phase 2 Development
Report No.: CDS-2021-08

RECOMMENDED ACTION

That Council approve amendments to the Lions Park Development Phase 2 including the planting of additional trees as may be required, moving the shade structure from the basketball area to the proposed playground area (Phase 3), and relocate the Multi-Use Court to Ridgeview Park to replace the existing basketball court which is in disrepair; and further,

That Council accept the revised tender bid of \$182,175 from Greenlight General Contracting Inc. to complete the construction of Phase 2 of the Lions Park development; and further,

That Administration review the design of the proposed Washroom facilities to ensure the design and facility meets the needs of its users; and further,

That Administration develop a new Park Classification System based on the system included in the 2013 Official Plan and the 2018 Parks, Recreation, Arts and Culture Master Plan; and further,

That Administration explore the introduction of a Park Watch, or after-hours emergency program

BACKGROUND

At its June 28, 2021 Meeting, Council approved Lions Park Development Phase 2 and authorized the Mayor and Clerk to execute an agreement with Greenlight General Contracting Inc. to complete the construction of Phase 2 of Lions Park development.

The plan for Lions Park, developed by Ron Koudys Landscape Architects, had been presented to the public for discussion and input in Spring 2018. Based on comments received, the Master Plan was finalized and presented and approved by Council in July 2018.

In 2019, Phase 1a-1b was completed. This included site servicing, a new basketball court to replace and relocate the existing court, paved walking trails and tree plantings. The approved Phase 2 included construction of a shade structure, a multi-use court, additional tree plantings, and the extension of the paved trail system to accommodate future development phases.

On July 12 2021, the Lions Park Residents Group appeared before council to identify ongoing issues with Lions Park, including safety and security concerns, site and design challenges, and presented ideas to reimagine the park and its redevelopment.

In response, on July 26, 2021, Council passed the following notice of motion:

494-2021

Moved By Councillor Laura Lucier

Seconded By Councillor Kimberly DeYong

That Administration review the recommendations of the Lions Park Residents Group as presented at the July 12, 2021 Council meeting and bring a report back to council on the consequences of pausing the approved work, as well as identifying which of the recommendations can be incorporated and what other measures can be taken to address these ongoing concerns including vehicle access, noise, and nuisance, both immediately and as improvements continue.

CARRIED

DISCUSSION

In keeping with the Notice of Motion, the Director, Community and Development Services and the Manager of Municipal Facilities and Properties met onsite to discuss options to address issues raised. This onsite meeting resulted in the following actions:

- Installation of new gate and relocation of barricades to eliminate vehicular access into the park
- Installation of regulatory signage confirming amended Park Bylaw Curfew from Sunset to 5:00am.
- Direction to by-law officers to perform 'pop-in' inspections of area to observe activities and park use. OPP have also been contacted to perform extra patrols of the area.

On August 17, the Director met with members of the Lions Park Residents Group to discuss resident concerns on site, identify steps taken to date as noted above, and potential solutions including those actions already taken by the Town. The Lions Park Residents Group appreciated the installation of barricades, gates and the regulatory signage which they acknowledged has addressed their most significant concerns regarding vehicle access into the park and hours of use.

The Director also identified potential solutions for discussion:

- **Additional tree planting and screening in strategic locations, especially along newly installed fence portions.** This will reduce visibility into backyards, and help to reduce noise issues in addition to providing areas for shade and cooling. Additional trees are scheduled to be planted as part of Phase 2. The Town has ordered additional trees as part of its Annual Tree Planting Program. Trees can be planted in fall 2021 as part of awarded contract.
- **Relocating the Shade Structure, to be built in Phase 2, closer to the site where the playground is to be installed (Phase 3).** This would provide shaded seating areas for families using the playground equipment and promote family use of the park.
- **Relocation of the Multi-Use Court, to be constructed in Phase 2, to replace the existing basketball court at Ridgeview Park.** The 2018 Parks, Recreation, Arts and Culture Master Plan noted the basketball courts at Ridgeview were undersized and in a state of disrepair. Relocating the proposed concrete multi-purpose court at Lions Park with an asphalt basketball court in Ridgeview will result in some savings for construction, though there will be additional costs to the Contractor for equipment staging, demolition and removal of existing court at Ridgeview. New basketball nets and posts (similar to those installed at Lions Park) will be required.
- **Review design and location of washroom and Storage Area.** The Master Plan included washroom and storage facilities as part of Phase 3 of development, based on community consultations. The inclusion of washrooms in the park was raised with both the Residents Group and the Lions Club. The Residents Group were mixed on the need for washrooms, but the Lions Club strongly supported the inclusion of washrooms in keeping with the Master Plan. Though washrooms are not typically found in the scale of park like Lions Park, because the park will include an accessible playground (funded by the Lions Club, as part of its Play if Forward campaign) more children will have an opportunity to experience active and engaged play through the new all-inclusive infrastructure. To that end, it will attract users from a broader community, and users with different needs. The Lions Club strongly supported the provision of washroom facilities, and further wanted to ensure that facilities are accessible for all families. Administration will review the design of the proposed washroom to ensure it provides for these needs, and will consider if a standalone facility, or upgraded facilities within the adjacent Community Centre can better provide this need.

The attached drawings show the original approved, and proposed changes to Phase 2 Development of Lions Park; as well as the original approved, and proposed Final Master Plan (Phase 4) included changes noted in this report.

Park Classification

The issue of park classifications was raised by the Lions Park Residents Group who suggested that the Lions Park development is not in keeping with its classification.

It was noted that the PRAC Master Plan included discussion on Park Classification as a means to guide the acquisition and development of parks and open spaces through the establishment of recommended sizes, uses, activities, functions and locations. Park Classifications also guide operational standards, capital standards, and user expectations.

The Town's 2013 Official Plan included a classification system, however it was not carried forward in more recent Official Plans. The 2013 Official Plan classified parks as Parkette, Neighbourhood Park, Community Park, Town-Wide Park, and Open Space Lands. It is proposed that administration review the 2013 classification system, the 2018 PRAC Master Plan, current user patterns/programming, consult with the community, and provide an updated Park Classification System and associated Policies in 2022.

Park Watch

In response to concerns regarding noise, use outside of park hours, or other inappropriate activity, many municipalities have engaged a '311' system or a 'Park Watch' system to provide a single phone number that park users can call. The call is received by a dispatch service which can then direct calls to OPP, EMS or others in the case of emergency; and/or to Parks Staff depending on the nature of the call. Administration will review Park Watch options with other after-hours emergency dispatch needs and associated costs for future consideration by council.

LINK TO STRATEGIC PLAN

- Promote the betterment, self-image and attitude of the community.
- To promote a safe community.
- Improve recreational and cultural facilities and opportunities within the Town of Kingsville.
- Effectively manage corporate resources and maximize performance in day-to-day operations.

Link to Council 2021-2022 Priorities

- ☒ Programming Increase: Youth and Seniors
- ☒ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit

FINANCIAL CONSIDERATIONS

On June 28, 2021, Council awarded the contract to complete the construction of Phase 2 of Lions Park development to Greenlight General Contracting Inc. in the amount of \$210,065.00 (excluding HST).

Administration met with the Greenlight General Contracting Inc. to discuss revisions to the design and construction as described in this report. Based on the changes noted in this report, Greenlight General Contracting Inc. has revised the tender bid to \$182,175. This results in a savings of \$27,890 for construction. There will be some additional costs to the Town for updated drawings from the Landscape Architect.

This can be funded entirely within the \$200,000 identified in the 2021 Capital Budget (Capital Project: PARKS-2020-2) and will no longer require any funds from the Lions Hall Property Development Reserve.

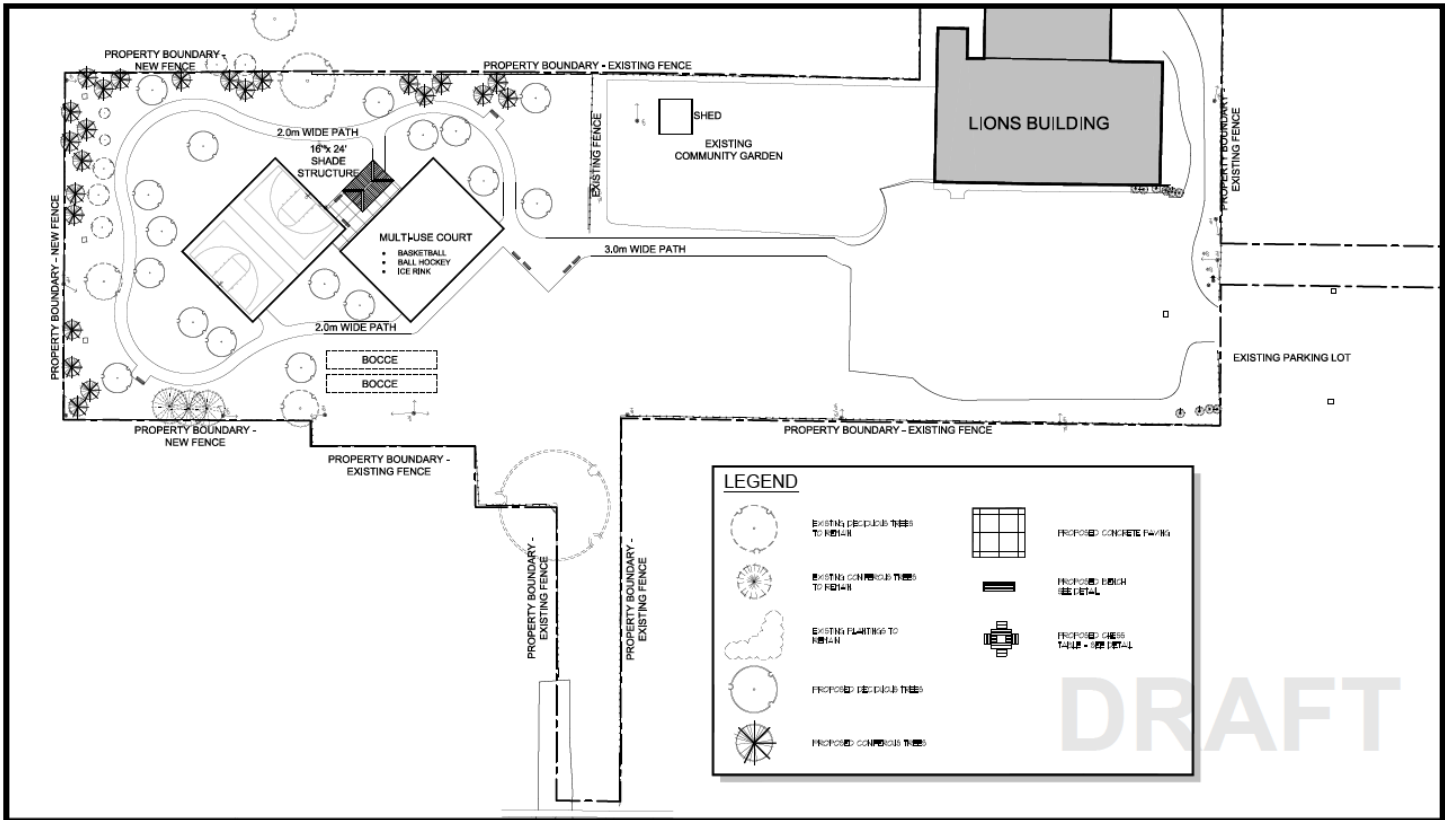
CONSULTATIONS

Lions Park Residents Group
Manager of Municipal Facilities and Properties
Greenlight General Contracting Inc.
Kingsville Lions Club

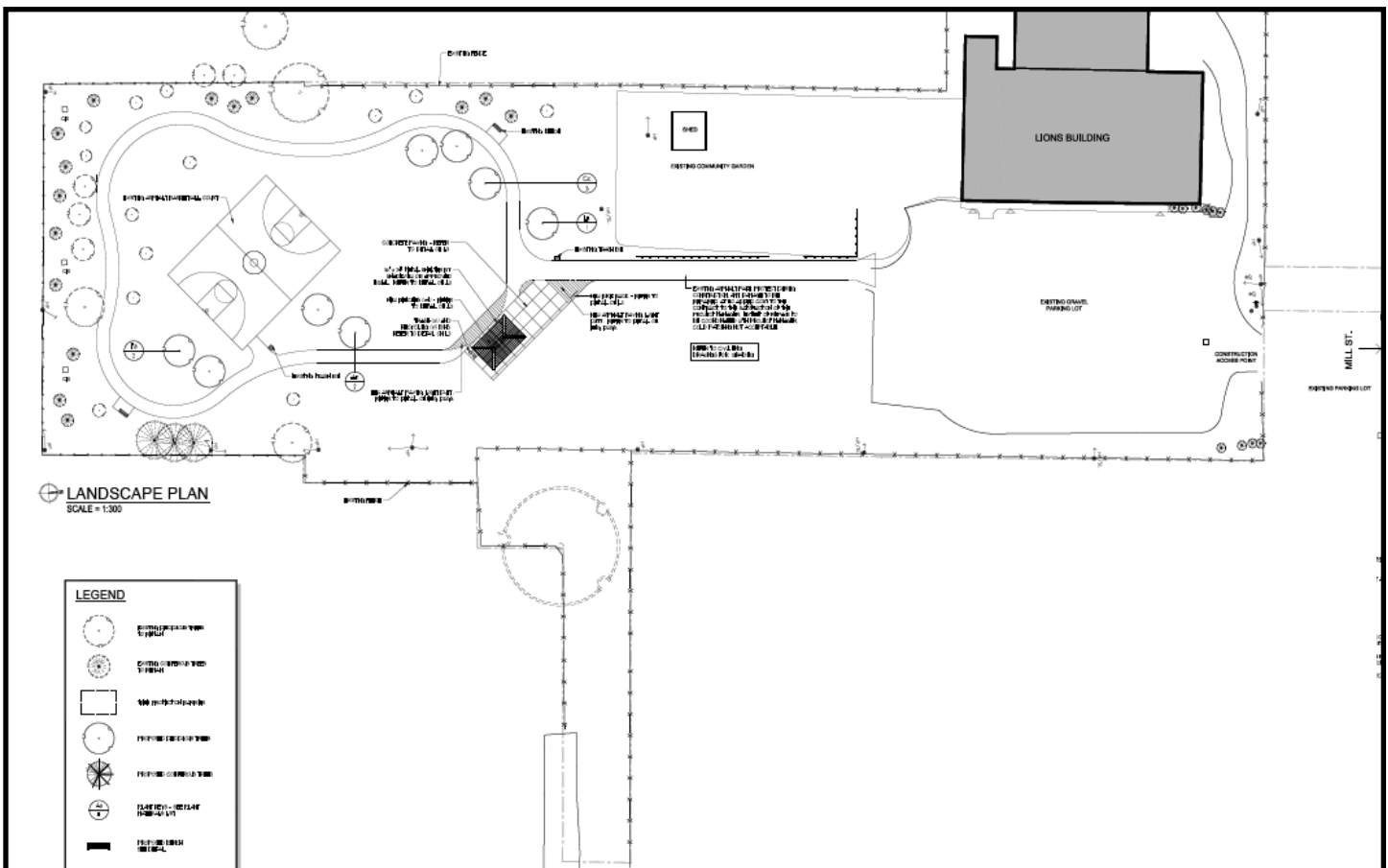
Richard J.H. Wyma

Richard J.H. Wyma, CSLA
Director of Community and Development Services

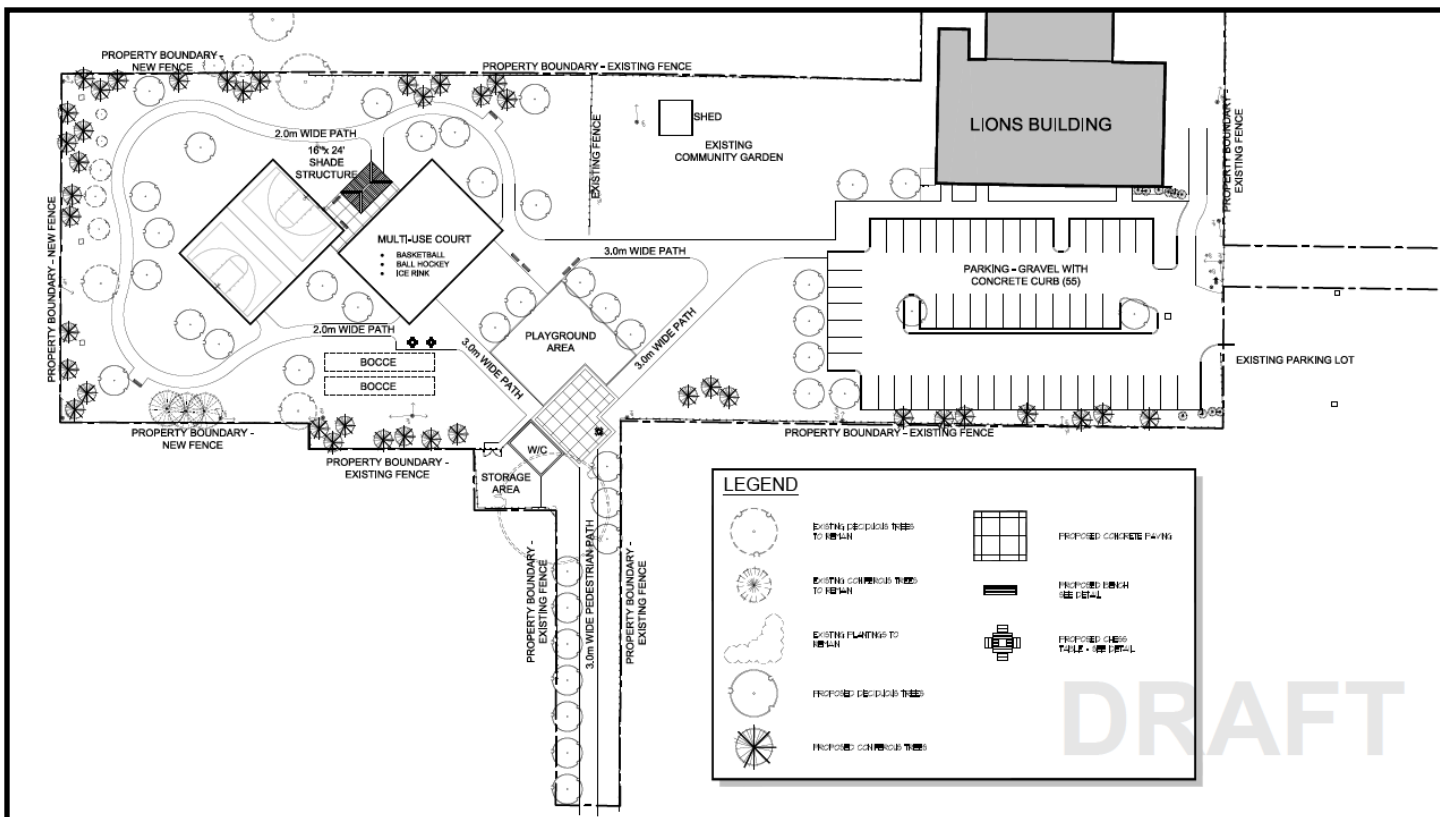
LIONS PARK PHASE 2 DEVELOPMENT—ORIGINAL



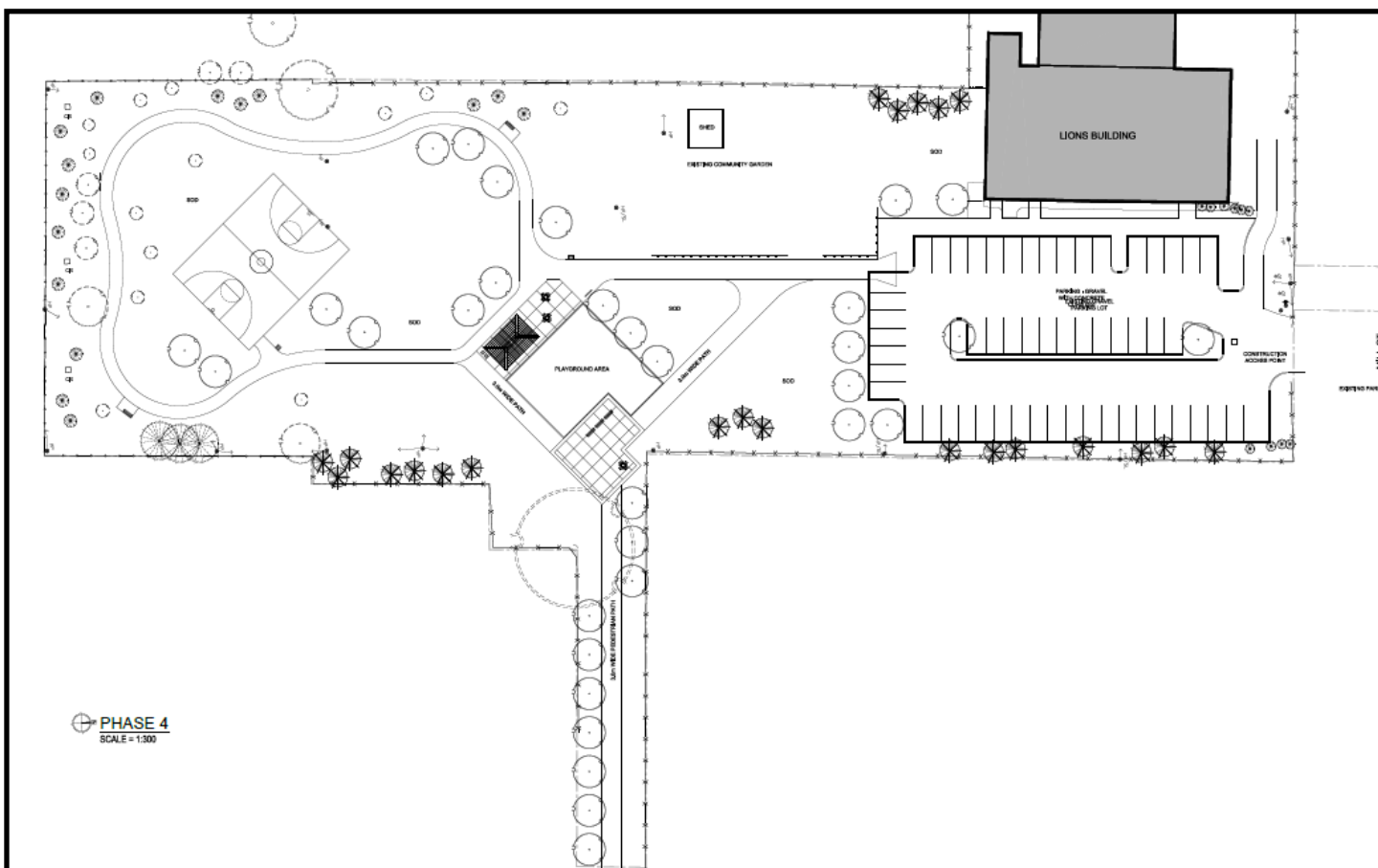
LIONS PARK PHASE 2 DEVELOPMENT—PROPOSED REVISIONS



LIONS PARK MASTER PLAN (PHASE 4) —ORIGINAL



LIONS PARK MASTER PLAN (PHASE 4) —PROPOSED REVISIONS





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

Date: September 21, 2021
To: Mayor and Council
Author: Jennifer Galea, Manager of Human Resources
RE: Highland Games Committee
Report No.: HR-2021-02

RECOMMENDED ACTION

That Council approves the recommendation of applicants to the Highland Games Committee: Amanda Everaert, Wendy Mussleman, Tim Fuerth, and Victor Chepeka.

BACKGROUND

On August 23, 2021, Legislative Services posted on the Town of Kingsville website for the Highland Games Committee openings for the remainder of the 2018-2022 Council Term. The Highland Games Committee creates a memorable, fiscally responsible annual festival to celebrate the Scottish and Celtic Culture while partnering with local businesses and organizations.

The terms of reference for the Highland Games Committee outlines that the number of community members is 10 members. Currently, there are 4 vacancies on the Committee

On September 20, 2021, a report was brought to the Committee of the Whole to provide a formal update on the Highland Games Committee vacancies and the recommendation to fill those vacancies.

DISCUSSION

On September 13, 2021, the Manager of Human Resources had a discussion with Doug Plumb, Highland Games Committee Chair, to discuss what types of qualifications the Committee was looking for. Some of the qualifications discussed were a: financial background to assist them with managing their budget, BIA committee experience, social media experience, and past event experience.

The Manager of Human Resources, Director of Community and Development Services, and the Manager of Recreation Programs, Special Events, Tourism reviewed the applications and resumes that were provided, and based on the above qualifications requested by the Highland Games Committee. The following applicants are being recommended for the Highland Games Committee:

- Amanda Everaert
- Wendy Mussleman
- Tim Fuerth
- Victor Chepeka

The Manager of Human Resources will follow up with all the candidates to inform them of the selection of the Committee once approved.

LINK TO STRATEGIC PLAN

None

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

None

CONSULTATIONS

Director of Community and Development Services
Manager of Recreation Programs, Special Events
Committee of the Whole

Jennifer Galea

Jennifer Galea, CHRL
Manager of Human Resources

John Norton

John Norton
Chief Administrative Officer



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(519) 733-2305
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Date: August 26, 2021
To: Mayor and Council
Author: Ryan McLeod, Director of Financial and IT Services
RE: Shoreline Assistance Loan Program
Report No.: FS-2021-16

RECOMMENDED ACTION

That Council receive the 'Shoreline Assistance Loan Program' report in response to Motion 233-2021.

BACKGROUND

On March 22, 2021, the following motion was moved by Councillor Lucier and carried by Council:

233-2021

Moved By Councillor Laura Lucier

Seconded By Councillor Larry Patterson

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

CARRIED

In 2019, the Town of Essex, in consultation with ERCA, adopted a loan program to help private property owners finance shoreline protection projects.

Through their program, eligible property owners, can obtain a loan up to the lesser of;

- i) 30% of the Assessed Value of their Property; or
- ii) \$250,000

To be eligible for the program, the property owner must;

- be current on their property taxes
- provide evidence of consent from their mortgage lender(s)
- obtain all necessary approvals and permits from ERCA

Town staff are responsible for reviewing and approving all funding requests. If approved, Administration will enter legal agreement with the Property Owner, setting out the terms and conditions of the loan.

After the agreement is executed, the Town will advance the Property owner up to 20% of the approved value to help finance contractor deposits and other up-front costs.

Once the work is completed and verified by Town staff, the Town will advance the balance of the approved loan amount to the property owner.

The loan is considered a “Local Improvement” under O. Reg. 586/06 and is repaid by adding principle repayments and interest to the property owner’s tax roll, each year, over the life of the loan. As a “Local Improvement” charge, the loan has priority lien status, which means the municipality can recover this debt in priority to every other lender, except debt owed to the Federal or Provincial governments and their agencies.

The information above is a summary of the Town of Essex Shoreline Assistance Loan Program. Please refer to Appendix A for full details.

DISCUSSION

Although a Shoreline Assistance Loan Program will assist certain property owners in financing their shoreline protection efforts, there are a number of potential issues to consider;

- 1) Despite having ‘priority lien status’, the Town is still exposing itself to the potential for bad debts. Although the loan amount is limited to 30% of the assessed value of the property, there is always a risk, particularly with ‘flood prone’ properties, that the property will lose its market value. If there is no market value for the property, there is no security to collect the outstanding loan balance against in the event of default.
- 2) The Town does not have unlimited borrowing capacity or cash flows. If the program were to have substantial up take, the Town will need to take on debt to finance private land owner projects. This debt will impact the municipality’s ‘Annual Repayment Limit’ which reduces the amount the municipality can borrow.
- 3) If a property has value, most land owners should be able to obtain a loan from their bank or credit union, at favourable rates, to complete their shoreline improvements. A Town sponsored loan program is likely to attract properties with little to no value or applicants with poor credit ratings.
- 4) A fair amount of time and human resources will be required to administer the loan process. This includes assessing project plans, validating contractor estimates and on-site inspections to ensure the work was actually completed. If

Council chooses to proceed with this program, a fixed administration fee should be added to the cost of borrowing, to fully offset the cost of processing applications.

- 5) There has been limited uptake at the Town of Essex. Despite several property owners expressing interest in this program, the Town of Essex has only completed 5 loan applications over the past 2 years.

Based on discussions with ERCA, there are often on-going maintenance considerations with shoreline improvements. If a private land owner fails to properly maintain their shoreline protection, the value created by the original protection efforts could be lost. ERCA has indicated they do not have the staff or resources to monitor the on-going maintenance of private breakwalls.

Given the potential drawbacks associated with a 'Shoreline Protection Loan Program', Administration is not recommending that Kingsville adopt such a program.

With the significant rise in property values in recent years, the vast majority of waterfront land owners should be able to obtain more cost effective borrowing through a secured line of credit or mortgage with their financial institutions.

LINK TO STRATEGIC PLAN

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

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

If Council were to pursue this program, they should establish a maximum dollar value of funds available for lending. This threshold is necessary to prevent the program from having a detrimental effect on cash flows or future borrowing capacity.

CONSULTATIONS

Town of Essex
ERCA

Ryan McLeod

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

The Corporation of the Town of Essex

By-Law Number 1908

Being a by-law to Authorize the Town of Essex Shoreline Assistance Loan Program and the undertaking of flood and shoreline control/mitigation works on private residential property as Local improvements.

Whereas Part III of Ontario Regulation 586/06 authorizes Council to pass a by-law to undertake works on private residential property as local improvements for the purpose of raising all or part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located; and

Whereas such a by-law may authorize the undertaking of works which satisfy the requirements of a Town program; and

Whereas at its meeting of September 16, 2019, Town Council authorized Administration to move forward with the finalization of a Shoreline Assistance Loan Program pursuant to the authority of Ontario Regulation 586/06;

Now therefore, the Council of The Corporation of the Town of Essex enacts as follows:

- 1.** That Council authorize the undertaking of flood/shoreline control/mitigation works on private property as local improvements on private property by agreement pursuant to the provisions of the Shoreline Assistance Loan Program, as set out in Appendix A to this By-law, for the purpose of raising all or part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located; and
- 2.** That the Mayor and Clerk of the Town may execute Property Owner Agreements with eligible property owners of such properties substantially in the form shown as Appendix B to this By-law subject to such amendments from time to time as may be recommended by administration of the Town acting on the advice of the Town's solicitor.
- 3.** That this by-law comes into force and effect upon passage.

Read a first, a second and a third time and finally passed on April 20, 2020.

Mayor

Clerk

Appendix A

Shoreline Assistance Loan Program Design

I. Outline of Program

1.0. Overview

The Shoreline Assistance Loan Program is designed to extend municipal funding to consenting property owners for the installation of qualifying flood control/mitigation improvements and related designs and permits and then to secure payment by imposing a local improvement charge on the private residential property, as authorized by the Ontario Regulation 596/06 ("the Regulation").

Unless otherwise described herein, capitalized terms shall carry the meaning outlined in the Shoreline Assistance Loan Program (POA) attached hereto as Appendix A to this outline.

1.1. Program Eligibility

Shoreline properties located within the Town of Essex abutting Lake Erie.

The property must have a property tax account with the Town of Essex.

Participation is voluntary, owner-initiated and subject to the following conditions:

- All registered owner(s) of the property must consent to participating in the Program;
- Property tax, utility bills and all other payment obligations to the Town for the past two years must be in good standing;
- Consent from all mortgage lenders, if the property is subject to one or more mortgages; and
- Compliance with all other terms and conditions of this Program and the Property Owner Agreement.

1.2. Expression of Interest

Property owners initiate the process by providing an application in the Town's prescribed form (or otherwise contains sufficient information) that the Property Owner completes and submits to the Town's satisfaction that confirms the Property's eligibility to participate in the Program.

1.3. Permits and quotation

This program works in a manner that compliments and necessitates compliance with the permitting requirements within the Town (where applicable) and with the Essex Region Conservation Authority (herein "ERCA"). The property owner must obtain all necessary permits from ERCA and the information on the permit will assist in detailing the intended improvements. The property owner will also be required to provide, to the satisfaction of the Town, information on the estimated lifetime of the improvements.

In addition, the property owner must provide a quotation from a contractor, to the satisfaction of the Town, to assist in the determination of the estimated cost of the improvement.

1.4. Funding under the Program

An initial disbursement of up to 20% of the pre-qualified project costs can be accessed prior to completion of the work, once the above information is provided, together with a signed copy of the Shoreline Assistance Loan Program Property Owner Agreement (POA) prepared by the Town together with any other attachments required under this agreement.

Within 30 days of the earlier of (a) the Work being Substantially Performed or (b) the Completion Date, the Property Owner shall provide the Town with the Project Completion Report.

The Town shall then verify the completeness and accuracy of the Project Completion Report, and will disqualify the Property from any funding under this POA if the Project Completion Report is incomplete or, in the Town's sole opinion, provides inadequate information to qualify for funding under this POA.

The Town may, in its sole discretion, make any reasonable adjustments to the Actual Cost as evidenced on the Project Completion Report, and may, at the Property Owner expense, inspect or cause the inspection of the Work in accordance with Section 25 of this POA.

The Actual Cost as verified and adjusted by the Town in its sole discretion will constitute the Approved Final Cost.

The Funding Amount shall be the amount, that is the lesser of:

- (1) the Approved Final Cost;
- (2) the Estimated Cost plus Five (5) per cent of the Estimated Cost; and
- (3) the highest dollar amount that does not cause the Special Charge (Actual) to exceed the lesser of either 30 percent of Current Value Assessment for the

property or \$250,000, when the Town calculates the Special Charge (Actual) as set forth in Section 11(1) of the POA.

1.5. Completing the Works through Contractor Engagement

The Town will provide funding to Property Owners for eligible improvements covered by the Program that have been approved and signed off by ERCA, verified by the Town and installed by contractors hired by the property owner. The Town will not pre-qualify contractors or procure contractors to perform or install Works on behalf of Property Owners in connection with this Program. The Property Owner will use the funds disbursed by the Town to pay contractors directly.

The Town is not responsible for the work quality of any contractors hired in connection with this Program and assumes no liability for the works undertaken. All improvements and Works must adhere to local codes and by-laws. The Property Owner is responsible for ensuring that hired contractors are licensed, bonded, and insured. Any issues that may arise relating to the quality of workmanship or post-installation performance of flood mitigation measures, for example, should be dealt with by the Property Owner and contractor.

1.6. Application Process

The steps below outline the process and requirements Property Owners need to follow as part of the Program. Town staff will periodically review this process to ensure effective Program implementation and, where deemed appropriate, the Town may make changes in its sole discretion.

Step 1: Pre-qualification

Property Owners submit an Expression of Interest that includes, but is not limited to, the following information:

- Property address to confirm location is within eligible area of the Town;
- Property assessment roll number to confirm no outstanding payments owed to the Town in the last two years; and
- Evidence of mortgage lender consent (where applicable).
If a Property Owner has one or more outstanding mortgage(s) associated with the property, then the Property Owner must obtain (at his or her own expense) consent from the mortgage lender(s) through a form that the Town will provide. Property owners will advise their mortgage lender(s) of their intention to participate in the Program and receive permission from the lender(s) (perhaps up to only a specific dollar amount) as a requirement of the Program.

Once the property owner has been prequalified by Town staff, based on the above criteria, the Town will provide Notice to Proceed to the Property Owner.

Step 2: Design of Works and Funding Request Form

1. *Details of Improvements and ERCA approval.* Where not already provided in the Expression of Interest, the Property Owner shall supply sufficient design details describing the nature of the improvements and demonstrating how these works will impact or mitigate flooding and shoreline erosion. In addition, the estimated cost of the works can be included in the report or separately indicated on the Funding Request Form.

2. Funding Request Form

The Property Owner also will need to submit a Funding Request Form that:

- identifies the improvements that the property owner intends to install based on the permit obtained by the Property Owner from ERCA;
- identifies the cost for each improvement (including equipment, materials and labour costs); and
- the amount of prepayment (up to a maximum of 20% of the estimated cost of the work) being requested from the Town upon signing the POA.

Following receipt of the Funding Request Form, the Town will:

- confirm the eligibility of the works (e.g. items affixed to property);
- verify the reasonableness of retrofit costs and labour costs by consulting manufacturer pricing and prevailing labour rates;
- calculate the administrative costs using a formula that apportions the cost to the Town to operate this program per individual property. (*n.b.* the "cost to the Town" includes recurring costs and any non-recurring costs not covered by the grant funding, if any, that the Town has obtained for the Program).

The above steps will enable the Town to derive the funding amount up to the maximum of either 30 percent of Current Value Assessment for the property or \$250,000 to include in the Property Owner Agreement.

Step 3: Property Owner Agreement

After the Town has confirmed the acceptability of the details of the improvements, estimated costs, permit obtained from ERCA, and the Funding Request Form, the Town will prepare a property owner agreement ("POA"), in accordance with Appendix B (as amended from time to time at the discretion of the Town acting on the advice of its solicitor) for the Property Owner to review and sign.

Step 4: Completing Improvements

1. Initial Funding Disbursement

Following execution of the POA, the Town will provide the Property Owner with the initial disbursement agreed upon in the POA to a maximum of 20 percent of the estimated cost of the work that can be used by the Property Owner to pay contractors or suppliers (i.e. security deposit). The property owner will be contractually obligated to repay this initial disbursement to the Town if the property owner does not complete the improvements.

The property owner can proceed with hiring contractor(s) and performing the approved improvements to the property. The improvements must be completed within a reasonable timeframe, as stipulated in the POA, to be determined by the Town in its sole discretion.

2. Final Funding Disbursement

As will be detailed in the POA, the Town will provide the final disbursement only after the Property Owner provides a Project Completion Report that:

- includes a Certificate of Completion that attests the approved shoreline improvement measures having been installed and provides a written verification from ERCA that its permit has been finalized to its satisfaction; and
- indicates the actual costs and useful life for all the works.

The Town shall then verify the completeness and accuracy of the Project Completion Report, can disqualify the Property from any funding if the Project Completion Report is incomplete or provides inadequate information to qualify for funding.

The Town may, in its sole discretion, make any reasonable adjustments to the Actual Cost as evidenced on the Project Completion Report, and may, at Property Owner expense, inspect or cause the inspection of the Work in accordance with Section 25 of the POA.

The Actual Cost as verified and adjusted by the Town in its sole discretion will constitute the Approved Final Cost.

Step 5: LIC Repayment

Following the Town Treasurer's periodic certification of the local improvement roll, (which occurs after the improvements on a given set of properties are complete and the final amounts of funding are confirmed), the administration will submit a corresponding bill for Council to adopt a by-law pursuant to Section 36.14 of O.Reg 586/06 to impose the special charges on the participating properties. For each property included in the by-law, the Treasurer will then add to the Town's tax roll for that property each year that

portion of the imposed special charge that is due in that year. These collective steps will provide priority lien status for the annual amount that the Treasurer adds to the tax roll and will ensure that any subsequent property owner who was not a party to the POA is bound to pay that amount.

To facilitate repayment of the annual special charge, the POA will require Property Owners to sign-up for the pre-authorized payment plan option of 11 monthly instalments similar to the existing Program for property tax payments. At any time, a Property Owner can make advance payments, including a one-time payment of the total outstanding amount owing to clear the property of the LIC charge. Failure to make payments is treated with the same remedy as uncollected property taxes which may include penalties and interest charges.

1.7. LIC Disclosure

As indicated above, the subsequent owner of a property on which the Town has imposed a special charge is required to pay the Town the annual LIC amount even though that subsequent owner was not a party to the original POA. In addition to notice that the Town will be giving in accordance with the provisions of O.Reg 586/06, the Town also will take the following steps to ensure even greater transparency of the LIC to interested parties by:

- i) posting on the City's website notice of the special charge by-law to impose the charge on the property in advance of its introduction and after its adoption; and
- ii) updating the Tax Certificate to include the full LIC amount, amount payable in the current year, outstanding amounts owing and a note to reference the by-law pursuant to which the special charge was imposed.

1.8. Quality Control

As a means of additional oversight to confirm that the funded improvements were completed, the POA will indicate that the Town reserves the right to have a Town official or third party contractor arrange with the property owner for an inspection until such time that ERCA has issued a final approval of the Works and to audit the related documentation which must be retained by the Property Owner and be available for inspection..



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(519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

Date: September 21, 2021
To: Mayor and Council
Author: Sandra Kitchen, Acting Clerk
RE: By-law 77-2021, being a by-law to govern the Calling, Place and Proceedings of Council and Committees (Procedure By-law)
Report No.: LS-2021-05

RECOMMENDED ACTION

That Council pass the new Procedure By-law in the form attached hereto as "Appendix A"

BACKGROUND

Section 238 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Act") provides that every municipality and local board pass a procedure by-law to govern the calling, place and proceedings of meetings. The current procedure by-law was passed in 2015 and has been amended for various purposes since that time.

DISCUSSION

In the spring of 2021, Council endorsed a number of changes to the Procedure By-law. Those changes, amongst others, have been incorporated in a Draft By-law for Council's consideration.

On September 20, 2021, the Committee of the Whole met to review the Procedure By-law. Changes recommended by the Committee of the Whole have been incorporated into this new By-law.

LINK TO STRATEGIC PLAN

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

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

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 are no financial considerations.

CONSULTATIONS

Senior Management Team

Sandra Kitchen

Sandra Kitchen, Acting Clerk

Susan Hirota

Susan Hirota,
Director of Legal and Clerk Services/Town Solicitor

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 77 –2021

**Being a by-law to Govern the Calling, Place
and Proceedings of Council and Committees**

WHEREAS pursuant to Section 238 of the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended, every municipality and local board shall pass a procedure by-law to govern the calling, place and proceedings of meetings.

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

Definitions

1.1. For the purpose of this by-law the following definitions are applicable:

- a) **“Act”** means the *Municipal Act, 2001*, S.O. 2001 c.25, as may be amended from time to time;
- b) **“CAO”** means the Chief Administrative Officer of the Municipality, or their designate;
- c) **“Chair”** means the Mayor, the Deputy Mayor or other Member who may be presiding over a Meeting in accordance with this By-law, as the case may be;
- d) **“Clerk”** means the Clerk of the Municipality as appointed by Council, or their designate;
- e) **“Council”** means the Council of the Municipality;
- f) **“Council Chambers”** means the Council Chambers at the offices of the Municipality located at 2021 Division Road North, Kingsville, Ontario;
- g) **“Committee”** means any advisory or other committee, including Committee of the Whole, which is established by Council to deal with specific matters that Council deems appropriate;
- h) **“Committee of the Whole”** means an advisory committee comprised of all Members of Council that directly reports, and makes recommendations, to Council;
- i) **“Electronic Participation”** means participation in a Meeting by means of telecommunication instruments including but not limited to telephone and video conferencing;
- j) **“Emergency”** means circumstances which, in the opinion of the Mayor, are considered to be of an urgent or time sensitive nature, and which may affect the health, safety or physical security of residents of the Municipality;
- k) **“Holiday”** means:

New Year’s Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	December 24
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	December 31

- l) **“Mayor”** means the Head of Council and the Chief Executive Officer of the Municipality.
- m) **“Meeting”** unless otherwise specified, means any Regular, Special or other meeting of a Council or Committee or either of them where:
 - i. A quorum of Members is present, and
 - ii. Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, or Committee;
- n) **“Member”** means a member of Council or a Committee, as the case may be;
- o) **“Municipality”** means The Corporation of the Town of Kingsville.
- p) **“Notice of Motion”** means advance written notice to Members regarding a matter on which Council will be asked to take a position.
- q) **“Quorum”** means, subject to the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M. 50, as amended, a majority of the whole number of the Members;
- r) **“Point of Order”** means a motion drawing attention to an infraction of this By-law;
- s) **“Point of Privilege”** means a matter that a Member considers to impugn his or her integrity or the integrity of Council;
- t) **“Rules of Order”** means the rules of order as set out starting at Section 8 of this By-law;
- u) **“Staff”** means an officer or employee of the Municipality;

2. General Provisions

- 2.1. The procedures contained in this By-law shall be observed in all proceedings of Council and shall be the procedures for the dispatch of business by Council and, unless specifically provided, with the necessary modifications shall apply to all meetings of Committees.
- 2.2. Issues arising in proceedings of Council not specifically governed by the provisions of this By-law shall be resolved by resort to Robert’s Rules of Order, as revised from time to time.
- 2.3. Except as otherwise provided for in this By-law, any provision in this By-law which is not mandatory under the *Act* or any statute may be suspended by a two-thirds vote of Council or Committee, as the case may be.
- 2.4. Unless a contrary intention appears in this By-law, words in the singular include the plural.

3. Meetings

Inaugural Meeting

- 3.1. The inaugural meeting of the Council after a regular municipal election shall be held on the 1st Monday in December at 6:00 p.m.

Regular Meetings

- 3.2. Regular Meetings of Council shall be held at 6:00 p.m. on the second and fourth Mondays of each month. Only one Regular Meeting shall be scheduled in the months of December, July and August.
- 3.3. When the day for a Regular Meeting of Council is a Holiday, the Council shall, unless the Council decides otherwise, meet at the same hour on the next following day which is not a Holiday.

Special Meetings

- 3.4. The Mayor may, at any time, call a Special Meeting.
- 3.5. Upon receipt of a petition of a majority of Members of Council by the Clerk, the Clerk shall call a Special Meeting for the purpose and at the time and date mentioned in the petition.
- 3.6. The Special Meeting shall be held no sooner than 48 hours following the calling of the Meeting by the Mayor or the Clerk, as the case may be.

Emergency Meetings

- 3.7. Notwithstanding any other provision in this By-law, a Meeting may be called in an Emergency by the Mayor, without advanced written notice. The Clerk will notify Members, the CAO, applicable staff and the public about the Meeting as soon as possible, using any method that is reasonable in the circumstances.
- 3.8. The notification of the Emergency Meeting shall include a description of the business to be transacted at the meeting. Lack of receipt of the notice of the Emergency Meeting shall not affect the validity of the meeting or any action taken at the meeting.
- 3.9. Since the public may not have been given adequate notice of the Emergency Meeting, given the emergent nature of the reason for the meeting, the Clerk shall immediately after the meeting, or as soon as practicable, notify the public of the reasons for the meeting in as much as the reasons and content of the meeting can be disclosed.

Place of Meetings

- 3.10. Unless otherwise specified in a notice of meeting, or in the case of an Emergency, Meetings shall be held at the Council Chambers.

Notice of Meetings

- 3.11. Notice of Meetings shall be given in the following manner:
 - a) posted on the Municipality's website;
 - b) posted on the Municipality's social media page(s);
 - c) posted on the electronic sign and/or the bulletin board at Town Hall; and
 - d) electronically distributed to those members of the public that have subscribed on the Municipality's website to receive notifications of council matters.
- 3.12. On or before December 31 each year, a listing of all Regular Meetings of Council for the following year shall be posted for public viewing in accordance with paragraph 3.11.

- 3.13. In the case of a Special Meeting, the meeting notice shall include a description of the business to be transacted at the meeting and shall be made available for public viewing in accordance with paragraph 3.11 as soon as possible after the calling of the Special Meeting, and before the holding of the Special Meeting.
- 3.14. In the case of a Meeting conducted electronically, the meeting notice shall include sufficient information as to provide the public with means to electronically observe the open session part of the Meeting.

Open and Closed Meetings, Confidential Information

- 3.15. All Meetings shall be open to the public.
- 3.16. No Member shall divulge any information to any person that pertains to any aspect of any discussion or direction of Council that was given or provided at a Closed Meeting of Council.
- 3.17. Notwithstanding paragraph 3.15, a meeting or part of a meeting may be closed to the public only in accordance with the provisions of the *Act*.
- 3.18. Before all or part of a meeting is closed to the public, the Council, Local Board or Committee shall state by resolution:
- a) the fact of the holding of the closed meeting, and
 - b) the general nature of the matter to be considered at the closed meeting;
- 3.19. Voting may take place in Closed Session only if the vote is for:
- a) A procedural matter; or
 - b) For giving directions or instructions to officers, employees, or agents of the Municipality or Committee.

Presiding Over Meetings

- 3.20. The Mayor shall preside as Chair at all Meetings, however, when the Mayor is delayed, absent, refuses or is unable to act, or the office is vacant, the Deputy Mayor shall act in the place of the Mayor.
- 3.21. When both the Mayor and Deputy Mayor are absent or are unable to act, or the offices are vacant, the Members may, by resolution, appoint a Member from amongst themselves for the purpose of the Member presiding as Chair over a Meeting.
- 3.22. The duties of the Chair shall be as follows:
- a) to call the Meeting to order;
 - b) to announce the business before Council in the order in which it is to be acted upon;
 - c) when two or more Members seek to address Council, designate the Member who may speak first;
 - d) to receive and submit, in the proper manner, all motions presented by the Members;
 - e) to put to a vote all questions which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;

- f) to decline to put to a vote motions which are contrary to the procedures as set out in this By-law;
- g) to enforce the Rules of Order and conduct of Members' behaviour which disrupts the order and decorum of the Meeting;
- h) to call by name any Members breaching the Rules of Order thereby ordering the Member to vacate their seat;
- i) decide questions on the Rules of Order, including Points of Order, Points of Privilege, and rulings or procedures set out in this By-law, stating reasons for the decision;
- j) to inform the Council when necessary or when referred to for the purpose, on a Rule of Order or procedure under this By-law;
- k) to represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
- l) to ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of the Municipality;
- m) to adjourn the Meeting without question in the case of grave disorder; and
- n) to expel any person for improper conduct at a Meeting, which includes, but is not limited to, conduct obstructing the deliberations or proper action of Council.

Call to Order and Adjournment

- 3.23. At or after the hour fixed for holding of the Meeting, if there is a Quorum present, the Chair shall call the Meeting to order.
- 3.24. If there is no Quorum present one half hour after the time fixed for holding of the Meeting, the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the next Regular Meeting or until a Special Meeting is called.
- 3.25. Meetings shall stand adjourned at 10:00 p.m. Any business items not yet completed shall be added to the following Regular Meeting, or a Special Meeting called for that purpose.
- 3.26. Notwithstanding section 3.25, a Meeting may continue for one hour past 10:00 p.m. upon a two-thirds resolution of Council. Any continuation of the Meeting past 11:00 p.m. shall require a unanimous resolution of Council.

4. Electronic Participation in Meetings

- 4.1. Notwithstanding any other provision in this By-law, a Meeting may be conducted electronically. The Clerk, in consultation with the CAO and/or Mayor, shall determine the method and technology used for a meeting in which Members meet via Electronic Participation. Such determination shall be based on the resources available at the time, the prevailing circumstances of the Meeting, and any other factors that support the holding of an electronic meeting.
- 4.2. A Member participating in a Meeting electronically shall:
 - a) Be counted for the purposes of determining Quorum;

- b) Log into the Meeting in advance of the start time to establish the necessary electronic connection before the Meeting is scheduled to begin;
 - c) Ensure that their camera is on, as may be applicable;
 - d) Mute their electronic device when they are not speaking;
 - e) Inform the Chair about their intention to leave the meeting either on a temporary or permanent basis; and,
 - f) Have the same voting rights as if they were participating in the meeting in person.
- 4.3. When a Meeting is “in person” (normally held at Council Chambers) a Member may make a request to participate electronically in a Meeting, subject to the following rules:
- a) The Member must provide the request in advance to the Clerk.
 - b) A Member may not participate electronically in an “in-person” Meeting under this Section more than three times in a calendar year, except with Council approval in the event of extended illness or other extenuating circumstances.
 - c) The Clerk shall determine the method of Electronic Participation of the Member after considering the resources available to both the Town and the Member, and any other factors necessary to give effect to the request.
- 4.4. Members participating electronically in a Meeting closed to the public must ensure that they are participating from a location that ensures the privacy and confidentiality of the closed meeting discussion.
- 4.5. The Chair shall rule on and determine the applicable in-meeting processes as may be adapted to a Meeting with Electronic Participation, which processes shall be consistent with this By-law and in accordance with the *Act*.
- 4.6. In the case of a loss of connection, or any connection issue, which impedes the ability of a Member to participate in the Meeting in real time, provided Quorum is maintained, the Meeting will continue. At the discretion of the Chair, a short recess may be taken to allow the Member to reconnect. A Member who is unable to connect electronically to a Meeting will not be able to participate or vote, shall be noted in the minutes as “not present” for that portion of the Meeting in which they are unable to connect, and any vote taken during a Member’s absence shall be valid.
- 4.7. Any policies of the Town governing the recording and/or broadcasting of Council Meetings shall apply, with the necessary modifications, to Meetings conducted electronically.
- 4.8. The Clerk may, from time to time, establish or amend procedures related to Electronic Participation, provided that such procedures do not conflict with the provisions of this By-law.

5. Agendas and Materials

- 5.1. The Clerk shall prepare an agenda for Meetings of Council. The Clerk’s designate shall prepare an agenda for Meetings of Committees, as may be applicable.

- 5.2. The Clerk shall prepare an agenda outlining the order of business in a form that best allows for the most efficient and effective conduct of business and which may take the following format:

Call to Order
 Land Acknowledgement
 Moment of Silence and Reflection and National Anthem
 Amendments to the Agenda
 Disclosure of Pecuniary Interest
 Presentations
 Delegations
 Matters Subject to Notice
 Consent Agenda
 Staff Reports
 Business / Correspondence – Action Required
 Notices of Motion
 Unfinished Business and Announcements
 Reading of By-Laws and Confirmatory Bylaws (together, unless a member of Council asks for separation)
 Adjournment

- 5.2.1 Closed Session will be scheduled at any time in the meeting deemed prudent and necessary. Council shall report out of Closed Session immediately after rising from Closed Session.
- 5.3. Notwithstanding the order of business listed above, modifications to the order of business, or to the matters to be included may be affected without requiring amendments to this By-law.
- 5.4. Insofar as is practicable, agendas together with all relevant materials, shall be made available to Members on the fifth day, excluding Holidays, prior to a Meeting. In the event such day falls on a Saturday or Sunday, the day prior that is not a Saturday, Sunday or Holiday; or, in the event a Special Meeting is called within a shorter time frame, as soon as possible following the calling of the Meeting, as the case may be.
- 5.5. If a member wishes to make any additions to the Agenda, those additions shall be forwarded to the Clerk at least 7 days before the Meeting.
- 5.6. Agendas delivered to Members shall contain the recommendations of Staff following each item or group of items, as may be appropriate.
- 5.7. The CAO shall have the right to provide general advice and recommendations to Council.
- 5.8. The Senior Management Team shall have the right to advise Council with respect to their area of responsibility, including rights and obligations which may be of a professional nature (i.e. professional advice of a financial, legal, engineering, health and safety nature, etc.)

Consent Agenda

- 5.9. The Clerk shall list items on the Consent Agenda, in his/her sole discretion, that he/she thinks should be listed on the agenda under the heading "Consent Agenda". For example, items listed in the "Consent Agenda" shall include Staff information reports which do not require a decision, Staff reports with recommendations which are considered minor or non-controversial, minutes of previous meetings, minutes of committees, adoption of accounts, and business correspondence.
- 5.10. If a Member wishes to speak to an item on the Consent Agenda, or wishes to amend a recommendation of any item(s) listed on the

Consent Agenda, the Member shall request the item(s) be removed for subsequent consideration.

- 5.11. All of the items on the Consent Agenda which have not been removed from the Consent Agenda by a Member will be adopted by one motion for approval. The approval of this section has the same effect as if each item in this section was approved by Council separately and the Clerk shall record in the minutes that each item was approved, or received for information, as the case may be.
- 5.12. Any item(s) removed from the Consent Agenda shall then be spoken to by the requesting Member and then, subject to any amendments, the recommendation(s) shall be voted upon.

6. Delegations and Presentations

- 6.1. Any person, group, corporation or organization, not being a Member or Staff, that wishes to appear before Council to present general information or to make a request of Council shall submit a written request to the Clerk, in accordance with the process established by the Clerk. The request shall include the details of the matter to be presented and any material they would like distributed to Council.
- 6.2. The Clerk shall ask delegations if they wish to make a written delegation to Council instead of speaking to Council. In such an instance, the written delegation will be distributed to Council in advance of the Meeting and during the Meeting the Clerk shall verbally note to Council that written delegations have been received and indicate the names of the persons listed on the delegation. The written delegation shall be entered into the minutes without the need for a motion to receive.
- 6.3. Timelines for registration for a delegation shall be:
 - a) For an item on the agenda: Registration with the Clerk by 11am on the day of the Meeting.
 - b) For an item not listed on the agenda: Registration with the Clerk 14 days prior to the Meeting and provide in writing that which they intend to say to Council. The CAO shall determine if an administrative written or verbal report will follow the submission.
- 6.4. The Clerk, in consultation with the Mayor and CAO, may decline to grant a request to appear before Council if it is apparent that the subject matter is not suitable for discussion at a Meeting or the content is outside the jurisdiction of Council.
- 6.5. Where the Clerk anticipates the total time limit for all delegations (not including presentations) shall be 30 minutes, the Clerk may defer delegations and matters to a later Council meeting date and/or reduce the time limits allotted for speaking for each delegation. The Clerk shall consult with the Mayor and CAO before making any such decision and the Clerk shall notify Council of any such decisions at the beginning of the Meeting.
- 6.6. If a delegation has previously presented the same or similar content at a Committee of the Whole meeting, then the delegation shall not be permitted to speak at a Council meeting unless the person making the delegation has new or additional information.
- 6.7. The time limits allotted to delegations shall be strictly enforced. The Clerk shall set a timer at the commencement of the delegation's presentation. The Clerk shall provide Council and the speaker with a 1-minute wrap-up warning. At the conclusion of the allotted time, the

Clerk shall inform Council and the speaker that the time limit has been exhausted. Time limits shall be:

- a) Items not on the agenda: 10 minutes
 - b) Items on the agenda: 10 minutes
 - c) Matters subject to notice: 10 minutes
 - d) Presentations: 20 minutes
- 6.8. Upon the completion of a delegation, Members may ask questions for clarification only. Members shall not enter into debate with the delegation. Delegations may not ask questions of Council or Staff. The total time limit for follow up questions and answers shall be 5 minutes but can be extended at the discretion of the Chair. The Clerk shall set a timer and inform Council when the time limit has been exhausted.
- 6.9. The Chair may curtail or stop any delegation and the person(s) appearing shall withdraw and may not challenge the decision of the Chair.
- 6.10. Where there are numerous delegations taking the same position on a matter, delegates are encouraged to select a spokesperson to speak on behalf of the group.
- 6.11. Delegations are not permitted to assume any unused time allocated to another delegation.
- 6.12. Delegations shall not:
- a) Speak disrespectfully of any person.
 - b) Use offensive words.
 - c) Speak on any subject other than the subject for which they have received approval to address Council.
 - d) Disobey a decision of the Chair or Council.
 - e) Enter into cross-debate with other delegations, Staff, Members, or the Chair.
- 6.13. From time to time, certain persons from partner and external organizations, other government bodies, and dignitaries, may be granted presentation status in order to inform Members of matters of considerable significance to the Town. The Mayor, CAO and Clerk shall determine who is given presentation status.

7. Committee of the Whole

- 7.1. Notwithstanding the provisions in this By-law, the Chair may relax the procedural rules to allow for the efficient and effective dispatch of business by the Committee and to facilitate informal discussion as between the public, Staff and the Members, including but not limited to relaxing the rules related to delegation speaking time and registration.
- 7.2. Meetings shall be held at 6:00 p.m. in Council Chambers on the third Monday of each month. There shall be no regularly scheduled Meeting during the months of March, July, August, and December. Special Meetings shall be at the call of the Chair.
- 7.3. Meetings of Committee of the Whole shall be chaired by the Deputy Mayor.
- 7.4. Meetings will be open to the public unless closed in accordance with the provisions of the *Act*.

Committee Appointments

- 7.5. The Committee of the Whole, during a Meeting closed to the public in accordance with the *Act*, shall review submissions received in response to a call for committee applications, and shall make recommendations to Council regarding appointments to Committees.
- 7.6. The Human Resources Manager will conduct reference checks as may be necessary and bring recommendations to Council.

8. Rules of Order

- 8.1. At a Meeting, no person shall:
 - a) speak on any subject other than the subject in debate, or, in the case of a delegation, the issue raised in the written request to appear as a delegation;
 - b) use offensive words or derogatory language;
 - c) speak disrespectfully of any person;
 - d) address a Member or Council without permission of the Chair;
 - e) disturb a Member, Staff or member of the public by engaging in any behaviour which disrupts the order and decorum of the Meeting; or
 - f) resist the Rules of Order or disobey the decisions of the Chair on the Rules of Order or a procedure as set out in this By-law.
- 8.2. All persons in attendance at a Meeting, including Staff and Members, shall ensure that all personal digital devices are turned off or set to a silent mode during a Meeting.
- 8.3. Following the decision of the Chair, the Council, if appealed to, shall decide the question without debate and its decision shall be final. The Chair, without leaving the chair, shall ask, "Shall the decision of the Chair be sustained?" A tie or majority vote sustains the decision of the Chair. A negative vote reverses the decision of the Chair.
- 8.4. A Member may raise a Point of Privilege at any time during a Meeting. When a Point of Privilege is raised, it shall be considered and decided by the Chair without debate. When the Point of Privilege has been decided in the affirmative, and if a breach of a Member's privileges or that of the assembly has occurred, action should be taken or initiated by the Chair to resolve the situation.

9. Conduct of Members

- 9.1. Without limiting the obligations of a Member to observe the Rules of Order and those obligations as set out in that Section, at a Meeting no Member shall:
 - a) address a Member or Council unless through the Chair and only when recognized to do so;
 - b) interrupt the Member who has the floor except to raise a question on a Rule of Order, Point of Privilege or procedure set out in this By-law;
 - c) having committed a breach of any Rule of Order or provision of this section and being ordered to vacate by the Chair, in the

absence of an apology offered to Council at the same Meeting, retake their seat, until the next Meeting.

- 9.2. Members shall act at all times in a manner that will enhance public trust and confidence in local government and shall govern themselves in accordance with:
 - a) the Declaration of Office; and
 - b) the Code of Conduct for Members of Council and Members Appointed by Council as amended from time to time.
- 9.3. No Member shall be absent from Meetings for three successive months without being authorized to do so by resolution.

10. Motions

Generally

- 10.1. A motion must be formally seconded before the question can be put or a motion recorded in the minutes.
- 10.2. Schedule A to this By-law is a table titled "Table of Rules Relating to Motions" summarizing the ranking and characteristics of various motions.
- 10.3. When a motion is presented to Council in writing it shall be read, or, if it is an oral motion, stated by the Chair.
- 10.4. If the Chair desires to move or second a motion, the Chair shall vacate his or her seat and sections 3.20 and 3.21 shall apply, as the case may be. The Chair who stepped down to participate on an item of business, may not retake the presiding position until the item of business has been disposed of.
- 10.5. After a motion is read or stated by the Chair, it shall be deemed to be in possession of Council but may, with the permission of Council be withdrawn at any time before the question being put to a vote.
- 10.6. No Member may speak more than once to the same question without the consent of the Chair.
- 10.7. When a question is under debate, no motion shall be received except a motion as follows (requires a seconder):
 - a) to refer the question (debatable);
 - b) to amend (debatable);
 - c) to defer indefinitely (debatable);
 - d) to defer to a certain time (debatable);
 - e) to adjourn (not debatable); and
 - f) that the vote now be taken (not debatable).
- 10.8. The following motions are not debatable:
 - a) to adjourn;
 - b) to close, limit or extend debate;

- c) to suspend any provision of this By-law in accordance with section 5; and
- d) that the vote be taken.

Motion to Amend

10.9. A motion to amend:

- a) is debatable, if the motion to be amended is debatable;
- b) is amendable;
- c) shall be relevant and not contrary to the principle of the issue or motion under consideration; and
- d) shall be voted on in the reverse order in which it is moved.

10.10. Only one amendment can be presented to the main motion at one time and only one amendment can be presented to an amendment at one time, but when a sub-amendment has been disposed of, another may be introduced, and when an amendment has been decided, another may be introduced.

10.11. Notwithstanding sections 10.9 and 10.10 a “friendly” amendment may be made with the consent of the mover and seconder.

Motion to Postpone to a Certain Time

10.12. A motion to postpone to a certain time is a motion requesting that consideration of a pending question be delayed to a specific day, meeting or hour or following the occurrence of a specific event. When the item is brought back for discussion, it shall be placed on the Agenda in the Unfinished Business segment of the Agenda and shall have priority over all other matters discussed in that segment.

10.13. A motion to postpone to a certain time shall:

- a) Include a fixed date for the question to come back for consideration; and
- b) Be made while the main motion or an amendment is on the floor, and takes precedence over that motion or amendment.

Motion to Reconsider

10.14. A motion to reconsider is a motion that proposes to amend or cancel a previous decision of Council, whether in exact form or in substance or intent. The Clerk shall decide if the matter is in substance or intent and the decision of the Clerk shall be final.

10.15. The following motions cannot be reconsidered:

- a) to defer indefinitely;
- b) to adjourn;
- c) to recess;

- d) to suspend any provision of this By-law in accordance with section 2.3; and
- e) to reconsider.

10.16. If the action approved in the original motion cannot be reversed, the motion cannot be reconsidered.

10.17. Subject to sections 10.18 to 10.19, after any question has been decided by Council, any Member who was present and who voted in the majority may, at the meeting in which the question was dealt with or in any subsequent meeting of Council, move for the reconsideration thereof.

10.18. No discussion of the main question which is proposed for reconsideration shall be allowed until the motion to reconsider has been adopted.

10.19. If a motion to reconsider is decided in the affirmative, reconsideration shall become the next order of business and debate on the question to be reconsidered shall proceed.

10.20. A motion to reconsider:

- a) is debatable;
- b) is not amendable; and
- c) requires a two-thirds vote of Council, regardless of the vote necessary to adopt the motion to be reconsidered.

10.21. Notwithstanding Paragraph 2.3 of this By-law, the rules as related to a Motion to Reconsider cannot be suspended.

10.22. No question upon which a Motion to Reconsider has been voted on shall be reconsidered more than once within a period of 24 months following the date that the Motion to Reconsider was voted on.

10.23. A motion to reconsider suspends action of the motion to which it applies until the motion to reconsider has been decided.

10.24. When a question is brought before a succeeding Council, it shall be deemed to be new business and not a matter of reconsideration.

11. Notice of Motion

11.1. Notices of Motion shall:

- a) be in writing; and
- b) include the name of the mover.

11.2. Notices of Motion shall be given in writing to the Clerk not later seven (7) days prior to the next regular meeting so that the matter may be included in the Council agenda package for consideration and debate at the upcoming Council Meeting.

11.3. Notwithstanding section 11.2, a Notice of Motion may be introduced during a Meeting, where it will be read out to the Members, and will be recorded in the Minutes. Unless otherwise specified, the Notice of Motion will be placed on the agenda for the next Meeting, or the agenda of a Special Meeting called for that purpose.

- 11.4. Where a Motion is time sensitive or in an emergency situation, Council may allow a Motion to be debated and voted upon during the same Meeting at which it is introduced. In such an instance, a two-thirds vote is required to bring the matter to the table for debate and voting.

12. Voting

- 12.1. Immediately prior to voting on a motion, the Chair shall state the question in the precise form it is to be recorded in the minutes, including any amendments to the question.
- 12.2. Every Member, including the Chair, present at a Meeting, when a question is put, shall vote unless prohibited by statute. If a Member is prohibited from voting, the Clerk shall record the name of the Member and the reason for same.
- 12.3. When an electronic voting system is available, every Member present and participating in a vote on a motion, excluding those motions referred to in subsections a) and b) below, shall vote electronically:
- a) Motion to Recess
 - b) Motion to Adjourn
 - c) Motion to receive items for information, and
 - d) Adoption of by-laws.
- 12.4. When an electronic voting system is used for a vote, the results shall be recorded in the Minutes.
- 12.5. If a Member errs when submitting their vote and wishes to change the record of the vote in the minutes, the Member must bring the error to the Chair's attention immediately before the next item on the agenda is announced.
- 12.6. The Chair shall, upon request of a Member, divide the question and the vote upon each proposal shall be taken separately. When a series of independent main motions has been moved for decision, any member may demand that one or more of the main motions be separated and voted on separately. The Chair shall allow the separation of the motions.
- 12.7. Except where expressly provided in statute, any question on which there is an equality of votes shall be deemed to be lost.
- 12.8. No vote shall be taken by ballot or any other method of secret voting and every vote so taken are of no effect.
- 12.9. If a Member is present at a Meeting and does not vote on a question, the Member shall be deemed to have voted in the negative, except where the Member has not voted because they are prohibited by statute.
- 12.10. Where an electronic voting system is not available and a Member requests, before or after the vote, that the vote be recorded, each Member present, except a Member who has declared a pecuniary interest, shall be called upon by the Clerk in rotating alphabetical order so that each recorded vote shall start and end with a different person than the last recorded vote (by last name), to announce their vote openly. The Clerk shall record each vote and the Chair shall announce the result of the vote.

- 12.11. On an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Chair and may be by voice, show of hands, standing or otherwise.

13. By-Laws

- 13.1. No by-law, except a by-law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been considered and approved by Council.
- 13.2. No by-law shall be introduced except upon motion by a Member specifying the title of the by-law.
- 13.3. Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any statute and shall be complete with the exception of the number and date thereof.
- 13.4. Council may refer any proposed by-law to a Local Board, Committee, Staff or other person or organization for review and comment.
- 13.5. Unless specified otherwise by statute, a by-law may be read a first, second and third and final time at the same Meeting.
- 13.6. A by-law shall include the date of each reading.
- 13.7. Every by-law enacted by the Council shall be numbered and dated and shall be sealed under the seal of the Municipality and shall be signed by the Clerk and Chair.
- 13.8. A by-law to confirm the proceedings shall be the final by-law adopted by Council at each Meeting.

14. Record of Meetings

- 14.1. The Municipality, a Local Board or a Committee shall record, without note or comment, all resolutions, decisions and other proceedings at a Meeting, whether it is closed to the public or not, and shall, when doing so, include the following:
- a) the place, date and time of the Meetings; and
 - b) the names of the Chair, Minute-taker and the record of the attendance of the Members.
- 14.2. The record required by section 14.1 shall be made by:
- (a) the Clerk, if the Meeting is a meeting of Council; or
 - (b) an assigned Staff person, if the Meeting is a meeting of a Local Board or Committee.

15. Identification and Declaration of Pecuniary Interest

- 15.1. It is the responsibility of each Member at a Meeting to identify any conflict of interest / pecuniary interest, as set out in the *Municipal Conflict of Interest Act*, in any matter that is the subject of consideration at the Meeting.
- 15.2. Where a Member, either on their own behalf or while acting for, by, with or through another, has any conflict of interest / pecuniary interest, direct or indirect, in any matter and is present at a Meeting at which the matter is the subject of consideration, the member,

- a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

and, where the Meeting is not open to the public, in addition to complying with the aforementioned requirements, the Member shall forthwith leave the Meeting or the part of the Meeting during which the matter is under consideration.

- 15.3. Where the interest of a Member has not been disclosed as required by reason of the Member's absence from a Meeting, the Member shall disclose the interest and otherwise comply with aforementioned requirements at the next Meeting attended by the Member.

16. Repeal and Coming Into Force

- 16.1. By-law 55-2016, and all subsequent amendments are hereby repealed.
- 16.2. This By-law shall come into force upon third reading and being finally passed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED this 27th day of September, 2021.

MAYOR, Nelson Santos

ACTING CLERK, Sandra Kitchen

Schedule A to By-law 17-2021

Rules Relating to Motions

Motions that are Ranked

Order of Preference	In Order when the Member has Floor	Must be Seconded	Is Amendable	Is Debatable	Vote Required for Adoption
Adjourn	No	Yes	No	No	Majority
Recess (while business is pending)	No	Yes	Yes	No	Majority
Recess (while no business is pending)	No	Yes	Yes	Yes	Majority
Question of Privilege	Yes	Yes*	No	No	No Vote (Chair decides)
Postpone Definitely	No	Yes	Yes	Yes	Majority
Refer	No	Yes	Yes	Yes	Majority
Amend	No	Yes	Yes	Yes	Majority
Postpone Indefinitely	No	Yes	No	Yes	Majority
Main Motion	No	Yes	Yes	Yes	Majority

Motions Not Ranked

Order of Preference	In Order when the Member has Floor	Must be Seconded	Is Amendable	Is Debatable	Vote Required for Adoption
Point of Order	Yes	No	No	No	No Vote (Ruled on by the Chair)
Appeal the Decision	No	Yes	No	Yes	50% vote sustains the Chair
Divide the Question	No	Yes	Yes	No	Majority



**REGULAR MEETING OF COUNCIL
MINUTES**

Monday, September 13, 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 R. Brown, Manager of Planning Services
Administration

J. Galea, Human Resources Manager
S. Kitchen, Acting Clerk
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
K Loney, Manager of Recreation Programs and Special Events
S. Hirota, Director of Legal and Clerk Services/Town Solicitor

A. CALL TO ORDER

Mayor Santos in attendance in the Council Chambers called the Regular Meeting to order at 6:01 p.m. Members participated in the meeting through video conferencing technology from remote locations.

B. MOMENT OF SILENCE AND REFLECTION

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

C. SINGING OF NATIONAL ANTHEM

Live Singing of O'Canada by Rylee Redekop.

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.

Councillor DeYong declared an interest in respect to Agenda item J-1 (Vaccination Policy) because her husband is a volunteer firefighter.

Councillor Gaffan declared an interest in respect to Agenda Item N.1 (Kingsville BIA correspondence dated August 11, 2021) because he is a business owner in the BIA District.

E. PRESENTATIONS/DELEGATIONS

1. Mackenzie Porter on behalf of the 'Better Laws for Paws' Advocacy Group for animal welfare--Presentation pertaining to the Bettering of Animal Care and Control by-laws

Mackenzie Porter presented the Slide Presentation.

532-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council receives the presentation of Mackenzie Porter on behalf of the 'Better Laws for Paws' Advocacy Group for animal welfare.

CARRIED

F. MATTERS SUBJECT TO NOTICE

**1. Zoning By-law Amendment (Corrections) by Town of
Kingsville 380 Inman Side Road and 244B County Road 34 W**

i) Notice of Public Meeting: Zoning By-law Amendment (Correction) dated August 23, 2021;

ii) Notice of Public Meeting: Zoning By-law Amendment (Correction) dated August 23, 2021;

iii) Report of R. Brown dated August 23, 2021;

iv) Proposed By-law 72-2021, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

R. Brown presented his Report.

In connection with the property municipally known as 380 Inman Side Road there were the following comments from the Public:

Comments from the Applicant Re: 380 Inman Side Road

Solicitor W. Jakob, Solicitor for the Applicant, commented that he had no further comments, and agreed with the Planner's description and recommendation.

Public Comments:

Bruce Boyd, 380 Inman, indicated that he had no problem with what was being presented and discussed.

Neil Derbyshire, 380 Inman, indicated that he had no comments.

533-2021

Moved By Councillor Thomas Neufeld

Seconded By Deputy Mayor Gord Queen

That Council split the question.

CARRIED

534-2021

Moved By Councillor Tony Gaffan

Seconded By Councillor Larry Patterson

That Council approves Zoning Amendment Application ZBA/23/2021 to correct the following: Amend the existing 'Agriculture Exception 52 Zone (A1-52)' to

reduce the lot frontage from 100 m to 50 m and reduce the lot area from 7,000 sq. m to 6,400 sq. m consistent with the actual lot area and frontage.

CARRIED

Mr. Brown then presented the Report in connection with the property municipally known as 244B County Road 34 West.

There were no comments from the Applicant.

Comments from the public:

Mr. Bruce Boyd, 380 Inman, commented that he was confused by the content of the report, and it was clarified that the application is a dual application and this part of the discussion pertains only to 244B County Road 34 West. Mr. Boyd was satisfied with such explanation.

There were no further public comments.

535-2021

Moved By Councillor Larry Patterson

Seconded By Councillor Laura Lucier

That Council approves Zoning Amendment Application ZBA/23/2021 to correct the following: Amend the Light Industrial Exception 11 Zone (M1-11) to limit the uses to the existing cabinet manufacturer and establish the associated site-specific zoning regulations for the use.

CARRIED

G. AMENDMENTS TO THE AGENDA

Mayor Santos added one announcement.

H. CLOSED SESSION

536-2021

Moved By Councillor Tony Gaffan

Seconded By Councillor Thomas Neufeld

That Council at 6:43 p.m. pursuant to Subsection 239(2) of the Municipal Act, 2001, enter into closed session to address the following item: Subsection 239(2)(f) [advice that is subject to solicitor client privilege, including communications necessary for that purpose] in regard to the vaccination policy.

CARRIED

I. REPORT OUT OF CLOSED SESSION

Upon rising from Closed Session Mayor Santos indicated that there were technical difficulties being experienced with the audio portion of the meeting. He called for a brief recess and the meeting reconvened with all audio restored.

He reported Council was provided advice subject to solicitor-client privilege in regard to the vaccination policy for information purposes.

J. STAFF REPORTS

1. Vaccination Policy

Councillor Kimberly DeYong declared a conflict on this item. (Councillor DeYong's husband is a volunteer firefighter employed by the Town.)

J. Galea, Manager of Human Resources

537-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council, at 8:28 p.m., enter into Closed Session pursuant to Subsection 239(2)(f) [advice that is subject to solicitor-client privilege, including communications necessary for that purpose] to obtain legal advice.

CARRIED

The meeting reconvened in open session at 8:35 p.m.

538-2021**Moved By** Councillor Thomas Neufeld**Seconded By** Deputy Mayor Gord Queen

That Council, at 8:52 p.m. pursuant to Subsection 239(2)(b) of the *Municipal Act, 2001* [personal matters about an identifiable individual, including municipal or local board employees] enter into closed session.

CARRIED

Mayor Santos reconvened the meeting in open session at 8:59 p.m.

539-2021**Moved By** Deputy Mayor Gord Queen**Seconded By** Councillor Thomas Neufeld

That Council approves a mandatory COVID-19 vaccination policy for the Town of Kingsville in the form presented.

	For	Against
Mayor Nelson Santos	X	
Deputy Mayor Gord Queen	X	
Councillor Tony Gaffan		X
Councillor Thomas Neufeld	X	
Councillor Larry Patterson	X	
Councillor Kimberly DeYong		
Councillor Laura Lucier		X
Results	4	2

CARRIED (4 to 2)

Amendment:

538-2021

Moved By Councillor Tony Gaffan

Seconded By Councillor Thomas Neufeld

To amend the motion to state that the Town of Kingsville will pay for the employees' antigen testing as required at Section 6.5.3 of the policy.

LOST

2. **Application for Site Plan Approval SPA/14/2021 by Michael & Donna Mastronardi & 2780530 Ontario Inc (Ridge Farms); Part of Lot 13, Concession 3 ED, Parts 1 and 2, RP 12R-2141, Part 1 RP 12R-12637 and Part 3, RD 292**

R. Brown, Manager of Planning Services

540-2021

Moved By Councillor Thomas Neufeld

Seconded By Councillor Larry Patterson

That Council Approves site plan application SPA/14/2021 for the construction of a new three phase 16.6 h a (41 ac.) vegetable greenhouse facility and associated support facilities on lands located at 2461 Albuna Town Line (County Road 31), 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.

CARRIED

3. **Application for Site Plan Amendment SPA/15/2021 by Tay Inc. 200 Main St. E, Part of Lot 2, Concession 1 ED, Part 2, RP 12R 26799**

R. Brown, Manager of Planning Services

541-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council rejects the Application for Site Plan Amendment SPA/15/2021 by Tay Inc.

LOST

542-2021

Moved By Councillor Tony Gaffan

Seconded By Councillor Kimberly DeYong

That Council approve Site Plan Amendment Application SPA/15/2021 for 200 Main St. E. for the installation of one (1) ground mounted sign subject to the following conditions: Maximum height of 3.65 m (12 ft); front yard setback of 7.62 m (25 ft) minimum; side yard setback of 4.5 (15 ft.) minimum, Lighting associated with the sign must be dark sky compliant and full cut-off standard and include a timer to limit lighting to the hours of 7 am to 9 pm daily, the signage be limited to the display of tenants located in the building and the name of the building only, and Authorize the Mayor and Clerk to sign the amending agreement and register said amendment on title

LOST

543-2021

Moved By Councillor Kimberly DeYong

Seconded By Deputy Mayor Gord Queen

That Council approves site plan amendment application SPA/15/2021 for 200 Main St. E. for the installation of one (1) ground mounted sign subject to the following conditions: Maximum height of 3.65 m (12 ft.); Front yard setback of 7.62 m (25 ft.), minimum; Side Yard setback 4.5 m (15 ft.), minimum; The signage be limited to the display of tenants located in the building and the name of the building only, and Authorize the Mayor and Clerk to sign the amending agreement and register said amendment on title.

CARRIED

4. **Application for Site Plan Amendment SPA/23/21 by Nello Holdings Inc. 19 Dimar Drive, Pt. Lot 10, Concession 2 ED Lot 5, Plan 12M 609**

R. Brown, Manager of Planning Services

544-2021

Moved By Councillor Kimberly DeYong

Seconded By Deputy Mayor Gord Queen

That Council approves site plan approval application SPA/23/21 for a three phase industrial development at 19 Dimar Drive, subject to the conditions and requirement outlined in the site plan agreement and authorize the Mayor and Clerk to sign the agreement and register said agreement on title.

CARRIED

5. **Application for Site Plan Amendment SPA/12/2021 by Bull Market Farms Inc., 1921 Road 3 E, Part Lots 11 and 12, Concession 2 ED, Parts 1 and 3 and Pt. Pt. 2 RP 12R-14705**

R. Brown, Manager of Planning Services

545-2021

Moved By Councillor Thomas Neufeld

Seconded By Councillor Laura Lucier

That Council approves site plan amendment application SPA/12/2021 for the expansion of an existing greenhouse facility including 5.18 ha (12.8 ac.) of growing area, 880 sq. m (9,472.5 sq. ft.) of warehouse additions and additional storm water management facilities at 1921 Road 3 E, subject to the conditions and requirements outlined in the amending site plan agreement and authorize the Mayor and Clerk to sign the agreement and register said agreement on title.

CARRIED

6. **Carnegie Arts and Visitor Centre – A Cultural Hub**

K. Loney, Manager of Recreation Programs, Special Events, Tourism

546-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council defers the discussion of the Carnegie Arts and Visitor Centre 5-year lease agreement, pending review of lease and drawings.

LOST

547-2021

Moved By Councillor Laura Lucier

Seconded By Councillor Kimberly DeYong

That Council approves Administration to enter into a five-year lease agreement with the Arts Society of Kingsville to use the Carnegie Arts and Visitor Centre, in form satisfactory to the CAO and Director of Legal and Clerk Services.

CARRIED

7. National Truth and Reconciliation Holiday

548-2021

Moved By Councillor Laura Lucier

Seconded By Councillor Tony Gaffan

That Council participates, and encourages others to participate in learning about the history and legacy of residential schools through the National Centre for Truth and Education Learning Series; and that Council honours Truth and Reconciliation Day by engaging in Actions described in this report.

CARRIED

549-2021

Moved By Councillor Laura Lucier

Seconded By Councillor Kimberly DeYong

That Council extend the meeting curfew time to go beyond the hour of 10 o'clock pm.

LOST

8. Lions Park--Phase 2 Development

This report was not dealt with at this meeting, due to the late hour.

9. Lakeside Park Multi-Use Paved Trail Construction – Tender Results

550-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council authorizes the Mayor and Clerk to execute an agreement with Quinlan Inc. in the amount of \$155,315.05 (excluding HST) for the construction of the multi-use paved trail in Lakeside Park located at 315 Queen Street.

And that Council authorize up to an additional \$49,636.00 (excluding HST) to be funded from the Parks Property Reserve (03-000-032-31043).

CARRIED

K. BUSINESS/CORRESPONDENCE-ACTION REQUIRED

1. Consul of Mexico--Correspondence dated August 23, 2021 RE: Request to Raise the Mexican Flag at Town Hall from September 13-16, 2021

551-2021

Moved By Councillor Thomas Neufeld

Seconded By Councillor Tony Gaffan

That Council support the municipality in joining with the Consul of Mexico, Vanessa Calva Ruiz and raise the national flag of Mexico on September 15, 2021 in recognition of Independence Day and honouring the thousands of guest workers who support our agricultural industry and local economies.

CARRIED

2. **Association des communautés francophones de L'Ontario Windsor, Essex, Chatham, Kent (ACFO WECK)--Request to participate in flag raising ceremony on Friday, September 24, 2021**

That Council support the raising of the flag on Franco-Ontarian Day, held every year on September 25 to recognize and celebrate Francophone heritage across the province

552-2021

Moved By Councillor Laura Lucier

Seconded By Councillor Larry Patterson

That Council support the raising of the flag event on Friday, September 24, 2021, to celebrate Franco-Ontarian Day, held every year on September 25 across the province.

CARRIED

L. MINUTES OF THE PREVIOUS MEETINGS

1. **Special Meeting of Council--August 16, 2021**
2. **Special Closed Session Meeting of Council--August 16, 2021**
3. **Regular Meeting of Council--August 23, 2021**

553-2021

Moved By Councillor Tony Gaffan

Seconded By Councillor Thomas Neufeld

That Council adopts Special Meeting of Council Minutes dated August 16, 2021, Special Closed Session Meeting of Council Minutes dated August 16, 2021, and Regular Meeting of Council Minutes dated August 23, 2021.

CARRIED

M. MINUTES OF COMMITTEES AND RECOMMENDATIONS

This item was not dealt with at this meeting due to the late hour.

N. BUSINESS CORRESPONDENCE - INFORMATIONAL

1. **Kingsville BIA--Correspondence dated August 11, 2021 RE: Request that Council consider offering a financial relief grant to all businesses that have been financially impeded by the forced restrictions implemented as a result of the pandemic**
2. **Town of Essex-Correspondence dated August 13, 2021 RE: PSA Test for men**
3. **Municipality of Leamington--Correspondence dated August 17, 2021 RE: Joint and Several Liability reform**
4. **T. Del Greco, Manager of Engineering--Email correspondence RE: Cedar Island Subdivision**
5. **Municipality of Mississippi Mills--Correspondence dated August 26, 2021 Re: Bill C-21, An Act to Amend Certain Acts and to make certain consequential amendments (firearms)**

554-2021

Moved By Councillor Larry Patterson

Seconded By Deputy Mayor Gord Queen

That Council receives Business Correspondence-Informational items 1-5.

CARRIED

555-2021

Moved By Councillor Thomas Neufeld

Seconded By Councillor Larry Patterson

That Council refers Kingsville BIA correspondence dated August 11, 2021 (Re: Request that Council consider offering a financial relief grant to all businesses that have been financially impeded by the forced restrictions implemented as a result of the pandemic) to Administration.

CARRIED

O. NOTICES OF MOTION

This item was not dealt with at this meeting due to the late hour.

P. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

This item was not dealt with at this meeting due to the late hour.

Q. BYLAWS

1. By-law 72-2021

556-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council reads By-law 72-2021, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville a first, second and third and final time.

CARRIED

R. CONFIRMATORY BY-LAW

1. By-law 73-2021

557-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council reads By-law 73-2021, being a by-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its September 13, 2021 Regular Meeting a first, second and third and final time.

CARRIED

S. ADJOURNMENT

558-2021

Moved By Councillor Larry Patterson

Seconded By Councillor Tony Gaffan

That Council adjourns this Regular Meeting at 10:00 pm.

CARRIED



COMMITTEE MINUTES

KINGSVILLE BIA
JULY 13, 2021 @ 6:16 P.M.
Carnegie Arts & Visitor Centre, 28 Division St. S, Kingsville

A. CALL TO ORDER

Beth Riddiford called the Meeting to order at 6:17 p.m. with the following Members in attendance:

MEMBERS OF BIA BOARD:

Beth Riddiford
Councilor Tony Gaffan
Councilor Laura Lucier
Heather Brown
Amanda Everaert
Maria Edwards
Izabel Muzzin
Jason Martin

MEMBERS OF ADMINISTRATION:

Christina Bedal

ABSENT:

REGRETS:

Trevor Loop
Dave Debergh
Roberta Weston

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

NONE

D. AMENDMENTS TO THE AGENDA

NONE

E. ADOPTION OF ACCOUNTS

1. **BIA Accounts** – RE: Budget actuals ending June 2021

BIA-236-2021 Moved by Roberta Weston, seconded by Heather Brown to receive the accounts ending JUNE 2021

CARRIED

F. STAFF REPORTS

1. BIA COORDINATOR PRESENTED HER REPORT- Membership update, administrative duties updates, membership support and communications updates, upcoming promotions, sponsorship update, budget preparation, decals being distributed.
2. LAURA LUCIER PRESENTED HIS REPORT – Updated on presentations made to council, roadwork updates, committee review completed, building updates.
3. EDDK REPORT – no update

G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

NONE

H. MINUTES OF THE PREVIOUS MEETING

1. Kingsville BIA Committee Meeting Minutes—June 8, 2021

BIA-237-2021 Moved by Laura Lucier, seconded by Maria Edwards to receive the minutes of the Kingsville BIA Meeting dated June 8, 2021

CARRIED

I. NEW AND UNFINISHED BUSINESS

1. 2021 LEVY REVIEW

BIA-235-2021 Moved by Laura Lucier, seconded by Maria Edwards to approve report.

CARRIED

2. LIBRO ACCOUNT LETTER – to be reviewed

3. 2022 BUDGET PREPARATION – to be further discussed next meeting

4. 2022 BEAUTIFICATION PLANNING- to be further discussed next meeting

ADDITIONAL ITEMS:

NONE

J. NEXT MEETING DATE

The next meeting of the Committee will be held on Tuesday, July 13, 2021 at 6:15 PM via zoom.

K. ADJOURNMENT

The meeting adjourned 7:43 pm.

Beth Riddiford

CHAIR, Beth Riddiford

Christina Bedal

**RECORDING SECRETARY,
Christina Bedal**

KINGSVILLE BIA
AUGUST 10, 2021 @ 6:15 P.M.
Carnegie Arts & Visitor Centre, 28 Division St. S, Kingsville

A. CALL TO ORDER

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

MEMBERS OF BIA BOARD:

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

MEMBERS OF ADMINISTRATION:

Christina Bedal
John Norton

ABSENT:

Jason Martin

REGRETS:

None

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

JOHN NORTON attended to explain committee structure changes.

D. AMENDMENTS TO THE AGENDA

NONE

E. ADOPTION OF ACCOUNTS

1. **BIA Accounts** – RE: Budget actuals ending July 2021

BIA-239-2021 Moved by David Debergh, seconded by Amanda Everaert to receive the accounts ending JULY 2021

CARRIED

F. STAFF REPORTS

1. BIA COORDINATOR PRESENTED HER REPORT- Membership update, administrative duties updates, membership support and communications updates, upcoming promotions, sponsorship update, budget preparation, decals being distributed, Trevor Loop has resigned from the BIA Board, sidewalk sale.

BIA-240-2021 Moved by Heather Brown, seconded by Maria Edwards to submit a request to Council for Financial Covid Relief Grant for all Kingsville businesses.

CARRIED

2. TONY GAFFAN PRESENTED HIS REPORT – Updated on new management hires at the town, fire fest, Kingsvilleworks report, housing rezoning requests and 183 Main update.
3. EDDK REPORT – group meeting in person and starting work on upcoming gift card promotion for this year.

G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

BIA-241-2021 Moved by Amanda Everaert, seconded by Roberta Weston to approve \$500 of Facelift Grant to The Chop Shop.

CARRIED

H. MINUTES OF THE PREVIOUS MEETING

1. Kingsville BIA Committee Meeting Minutes—July 13, 2021

BIA-242-2021 Moved by Tony Gaffan, seconded by Heather Brown to receive the minutes of the Kingsville BIA Meeting dated July 13, 2021

CARRIED

I. NEW AND UNFINISHED BUSINESS

1. COORDINATOR WORK HOURS

BIA-243-2021 Moved by Tony Gaffan, seconded by Heather Brown to approve 28 hours of paid work per week for the BIA Coordinator effective immediately.

CARRIED

2. TOURISM GRANT REQUEST UPDATE – to proceed

3. FALL BIA DOLLAR PROGRAM DISCUSSION – to begin preparing agreement for businesses and a survey to be sent out to the membership to assist the Board in future planning of this program

4. 2022 BUDGET PREPARATION DISCUSSION – next month final budget will be presented

5. PROMOTION WORK UPDATE FOR REMAINDER OF 2021

BIA-244-2021 Moved by Amanda Everaert, seconded by Roberta Weston to approve \$5100 to apply to Reindeer Games activities.

CARRIED

ADDITIONAL ITEMS:

NONE

J. NEXT MEETING DATE

The next meeting of the Committee will be held on Tuesday, September 14, 2021 at 6:15 PM in person at Carnegie Welcome Centre.

K. ADJOURNMENT

The meeting adjourned 8:21 pm.

Beth Riddiford

CHAIR, Beth Riddiford

Christina Bedal

**RECORDING SECRETARY,
Christina Bedal**



COMMITTEE MINUTES

KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE TUESDAY, JULY 20, 2021 at 4:30 P.M. VIA ZOOM

A. CALL TO ORDER

Chair Sacheli called the Meeting to order at 4:32 p.m. with the following Members in attendance:

MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:

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

MEMBERS OF ADMINISTRATION:

Kristina Brcic, Town Planner

Absent: Shannon Olson and Elvira Cacciavillani

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. Accounts to date (see attached).

Chairperson, Sarah Sacheli asked if we have plaques pre-paid. Town Planner, Kristina Brcic to investigate.

D. MINUTES OF THE PREVIOUS MEETINGS

1. Kingsville Municipal Heritage Advisory Committee Meeting Minutes —
June 15, 2021

MHC32-2021 Moved by Christine Mackie, seconded by Anna Lamrche to adopt the Minutes of the Kingsville Municipal Heritage Advisory Committee Meeting dated June 15, 2021.

CARRIED

E. BUSINESS / CORRESPONDENCE – INFORMATIONAL

F. NEW AND UNFINISHED BUSINESS

1. Plaque Install Updates – S. Olson

Chairperson, Sarah Sacheli decided to revisit this item since Committee Member Shannon Olson is absent to provide information.

2. Jack Miner Bird Sanctuary update—B. Durward

Committee Member, Bruce Durward explained that he and Sarah Sacheli met with Amanda Everaert, the Executive Director, for a site visit and discussed potential roof improvements. Preference to present the report next year in 2022 to align with the 10th Anniversary of the house.

Sarah explained that it is difficult to have the tiled roof repaired, but the Committee may choose to omit the roof due to such repair issues. The Committee members discussed the size of the subject property and questioned the precise house address.

Chairperson, Sarah Sacheli asked the Town Planner, Kristina Brcic to confirm the address as 332 Rd 3 W.

3. Heritage-themed photography contest by subcommittee, M. Biggley, K DeYong and A. Lamarche: Meeting from May 25th Update, deferred discussion from June meeting

Committee member, Matthew Biggley conferred via email with the group and will plan to have something to present at the next meeting.

Chairperson, Sarah Sacheli asked if there is a rule for contests that social media sites like Twitter and Facebook require. Mr. Biggley will look into this info and provide the committee with an update.

4. Heritage Brochure updates by B. Durward, M. Biggley and A. Lamarche.

Committee Member, Bruce Durward informed the committee that that he is organizing folders, pictures and a google drive for all to access. Committee member, Anna Lamarche provided that the committee has a copy of the Hertiage booklet in digital format somewhere and asked Ms. Brcic how many properties we currently have designated. Town Planner, Kristina Brcic provided that there are 37 properties currently designated.

Ms. Lamarche also informed that she has copies of Kingsville Reporter articles from January 2016 until the Kingsville Reporter closed. Sarah requested Kristina to provide the committee with the list.

5. Designations / Report Progress Updates – All

Margie – Conklin Block / Bruce –DeJean Block / Anna & Shannon – remainder of Union Block

Chairperson, Sarah Sacheli asked Ms. Brcic to find the original research report for 29 Main St W – St Georges Lodge.

Town Planner, Kristina Brcic informed the committee of an inquiry received from Richard Colasanti on plaque installation and property designation requests.

Committee member Elvira Cacciavillani was absent and an update on 1417 Rd 3 E research will be revisited at the next meeting.

Chairperson, Sarah Sacheli requested Town Planner, Kristina Brcic to write an email to Committee Member Elvira Cacciavillani to find out how long this research has been outstanding and to find the scoresheet for 1417 Rd 3 E.

Chairperson, Sarah Sacheli encouraged committee members to help Mayor, Nelson Santos to complete his designation report, to which Committee Member, Bruce Durward volunteered.

6. Planning Application Update – K. Brcic - 183 Main St E - Consent Application File B/11/21

Town Planner, Kristina Brcic explained the requested consent application:

The parcel is a 0.43 ha (1.05 ac.) residential lot with an existing single detached dwelling and a detached garage. In March of 2021 a development proposal (zoning by-law amendment) was presented to Council that included the severance of the existing dwelling on a separate lot in order to preserve the home. The balance of the property was intended for the development of a three storey, 22-unit apartment. Council denied the zoning amendment and an appeal has been filed with LPAT.

Despite this, the applicant wishes to move forward with a consent application to establish the existing dwelling on a separate lot. The proposed severed lot would have a frontage of 26.3 m (86 ft.) and lot area of 1,155 sq. m (12,431 sq. ft.). The retained lands on which the development was proposed will have a frontage of 16.2 m (53 ft.) and lot area of 3,050 sq. m (32,830 sq. ft.). A condition of the approval will be that the zoning, currently under appeal, be approved by LPAT. The consent would also require the establishment of a right-of-way over the retained parcel for shared access purposes.

Chairperson, Sarah Sacheli explained that the intention was that the property be preserved in its entirety. Committee Member, Bruce Durward requested that the committee write a letter to Council regarding the application.

MHC33-2021 Moved by Brice Durward, seconded by Anna Lamarche that the Kingsville Municipal Heritage Advisory Committee Meeting provide a written comment to Council regarding the Consent Application File B/11/21 for 183 Main St E being presented to Council on July 26, 2021.

CARRIED

Chairperson, Sarah Sacheli explains that the severance would diminish the heritage component of the lot.

Committee Member, Bruce Durward added that some windows have been left open on the house for quite some time which would lead to damages, and questions if the property has been maintained. Ms. Sacheli will include these concerns in her comments to Council.

7. Other

Councillor, Kim DeYong informed of the committee of the guided walks planned for the upcoming Migration Festival and asked the committee if they would want to provide a guided walk. Chairperson, Sarah Sacheli suggested tying this together with the new brochure work. Councillor DeYong suggested having the researcher Veronica Brown to conduct the work. Ms Sacheli preferred Ms. Brown to work on the buildings the Main Street Development Review Committee recommended for designation.

Committee Member, Bruce Durward questioned accessibility for the guided walk. Ms. Sacheli suggests giving them the brochure and to look to the Division in Time website for information. Sarah suggests the brochure sub-committee to take on the walking tour assignment since it relates to their current tasks. Committee member, Matthew Biggley responds that it is related and he would be willing to assist the Migration Festival Committee with the guided tour information. Councillor DeYong requested direction for moving forward. Ms. Sacheli will email Ms. DeYong and Mr. Biggley further information and they will work on it.

Chairperson, Sarah Sacheli informed the committee that she connected with the owner of 98 Division St S. regarding the request of designation and that the interior has been gutted and the exterior is sided but the look of the building is unchanged. Ms. Sacheli informed the owner to submit a letter to request designation. Ms. Brcic to follow up with Deputy Clerk, Sandy Kitchen on any other outstanding designation requests. Ms. Brcic will look into updating the current excel identifying properties of interest and their status.

G. NEXT MEETING DATE

1. August 17th, 2021 at 4:30 PM via ZOOM (unless otherwise informed)

H. ADJOURNMENT

MHC34-2021 Moved by Bruce Durward, seconded by Christine Mackie that the Meeting adjourn at 5:48 p.m.

CARRIED

CHAIR, Sarah Sacheli

**TOWN PLANNER,
Kristina Brcic**



COMMITTEE MINUTES

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

A. CALL TO ORDER

Chairperson Thomas Neufeld called the Meeting to order at 6:30 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
Manager of Planning Services, Robert Brown

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 JUNE 22ND, 2021.**

CA-33-2021

Moved by Gord Queen, seconded by Shannon Olsen that the Committee of Adjustment Meeting Minutes dated June 22nd, 2021 be adopted.

CARRIED

D. HEARINGS

1. B 13 21 – VL SS County Rd 20 W – 2828060 Ontario Inc.

Town Planner, Kristina Brcic introduced the Consent application and reviewed her report dated, July 12th, 2021 which provides details regarding the requested consent sever a portion of lands from a lot from Part Lot 15, Concession 1 WD, known as VL SS County Rd 20 in the Town of Kingsville

The Town of Kingsville has received the above-noted application for lands located on the north side of County Rd 20, east of McCain SdRd. The subject parcel is designated 'Agriculture' on the northern portion and 'Lakeshore Residential West' on the southern portion by the Official Plan. The property is split zoned with 'Agriculture (A1)' on the northern portion and 'Lakeshore Residential - Holding (LR (h))' on the southern portion, under the Kingsville Comprehensive Zoning By-law.

The parcel is a 10 ha (24.5 ac.) vacant farm lot. The applicant wishes to move forward with a consent application to establish a new lot within the portion of the property designated 'Lakeshore Residential West', shown as Part 2 on the applicants sketch. The proposed severed lot would have access to both County Rd 50 (Heritage Road) and McCain SdRd and have a lot area of 1.0 ha (4.6 ac.). The retained farm land would be approximately 24.6 ha (60.8 ac.) in area.

The applicant 2828060 Ontario Inc, Tony Mastronardi, 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 about the holding zone and what would happen to it and how it would be removed.

Town Planner, Kristina Brcic indicated that application would need to be made to remove the H and conditions for removal would need to be met prior to approval of the removal by Council.

The applicant, Tony Mastronardi, concurred with the report and recommendations

Sawyer Dejonge, the applicant's agent, asked what the timeline was for full service availability to the area.

Manager of Planning Services, Robert Brown, outlined that water service to the area is the main item that is outstanding and that the extension is a multi-phase project and may be two to three years before the full project is completed. What servicing is needed is also dependent on the scale of development proposed.

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

CA-34-2021

Moved by Gord Queen, seconded by Russel Horrocks, that Consent application B/13/21 to sever a lot, shown as Part 1 on the Applicants' Sketch, from Part Lot 15, Concession 1 WD,

known as VL SS County Rd 20, in the Town of Kingsville; be **APPROVED**, subject to the following:

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 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 **July 20, 2022** for this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act.

CARRIED

2. A / 08 / 21 – Pete Dewar and Marian Reffle– 691 McCracken Rd

Town Planner, Kristina Brcic introduced the Minor Variance application and reviewed her report dated, July 14th, 2021 which provides details regarding the requested minor variance to increase the accessory structure height to allow construction of a new pole barn for storage, on lands known as 691 McCracken Rd, in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands located on the east end of McCracken Rd and west of Lake Erie Dr. The subject property is designated 'Lakeshore Residential East' by the Official Plan and zoned 'Lakeshore Residential – Holding (LR(h))' by the Comprehensive Zoning By-law.

The subject land is a 4 ha (9.78 ac.) farm lot with a single detached dwelling. The applicant would like to build a new pole barn on the property. The applicant is seeking a 0.2 m (0.6 ft.) variance to increase the height of the pole barn to 5.2 m (17 ft.), in order to accommodate the storage requirements of the owner. Therefore, relief is being requested from the Town of Kingsville Zoning By-law Accessory Buildings and Structures section 4.2 h) where the maximum permitted height is 5m (16.4 ft.). All other zone performance standards shall be met in accordance with the applicant's drawings.

The applicants Pete Dewar and Marian Reffle were in attendance.

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

Allison Vilardi moved, seconded by Gord Queen to receive the letter of support into the record.

Chairperson, Thomas Neufeld asked if the Town was continuing to receive requests for accessory building height increases.

Town Planner, Kristina Brcic, indicated that we are seeing more request and that they are either coming in at the permit stage or people are asking in advance of permit submission.

Applicant, Pete Dewar, explained the need for the minor variance is for storage of large items such as a boat.

Brendan Payne of 728 Lake Erie Dr was in attendance and had no objection to the application.

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

CA-35-2021

Moved by Gord Queen, seconded by Russell Horrocks that Minor Variance application A/08/21 to pertaining to the lands known as 691 McCracken Rd to increase the maximum permitted accessory structure height from 5m (16.4 ft.) to 5.2 m (17 ft.); be APPROVED subject to the following:

1. That any new construction complies with all other applicable provisions of the By-law.
2. 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 August 17th, 2021 via Zoom at 6:00 p.m.

G. ADJOURNMENT

CA-36-2021

Moved by Gord Queen, seconded by Allison Vilardi to adjourn this Meeting at 6.51 p.m.

CARRIED

CHAIR, Thomas Neufeld

**SECRETARY TREASURER,
Kristina Brcic**



COMMITTEE MINUTES

**PLANNING ADVISORY COMMITTEE
JULY 20, 2021 @ 7:00 P.M.
ELECTRONIC PARTICIPATION – VIA ZOOM**

A. CALL TO ORDER

Chairperson Laura Lucier called the Meeting to order at 7:00 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

B. DISCLOSURE OF PECUNIARY INTEREST

Chairperson Laura Lucier 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

Review and adoption of minutes of the June 22nd, 2021 Planning Advisory Meeting.

PAC – 12 – 2021

Moved by Gord Queen, seconded by Wayne Latam that the Planning Advisory Committee Meeting Minutes dated June 22nd, 2021 be adopted.

CARRIED

D. ITEMS FOR DISCUSSION

1. SPA / 18 / 21 – Telecommunications Tower – V/L ES of County Rd 23

Manager of Planning Services, Robert Brown introduced the application and presented his report dated July 14th, 2021 with information regarding a proposed telecommunication tower and a request for a Statement of Concurrence that sufficient public consultation has occurred taking into consideration input from the local land use authority and surrounding land owners. For application SPA / 18 / 21 for V/L ES of County Rd 23, Part of Lot 280, Concession STR, in the Town of Kingsville.

Land Solutions LP, on behalf of Telus Communications Inc. has applied with the authorization of the registered owner of the subject lands, to construct a 40 m (131.2 ft.) lattice self-supporting tower (See Appendix A – Location Map).

In accordance with federal regulations and the Town's "Policy for the Development and/or Redevelopment of Communication and Broadcasting Facilities" (See Appendix B) guidelines, public consultation is required to be obtained for the construction of telecommunications towers. Public notice was given to registered property owners within 150 m of the proposed location by the applicant. (See Appendix C)

Included with this report is a copy of the site plan and specifications for the telecommunication tower proposed.

Brenden Smith with LandSolutions LP, agent for Telus; made a presentation to the committee. The presentation covered the following; Proposed New Wireless Facility / How Network Works / Industry Trends / Public Consultation (Location / Alternative Locations Considered / Search Area / Site Selection).

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

John Mayor, 316 Talbot St S, Essex is the property owner to the north of the proposed location. Mr. Mayor has plans to build a Secondary Dwelling Unit in his back yard, close to his pond, as he is legally able to do, what is the required setback for a tower from a home? Brenden Smith with LandSolutions LP, agent for Telus indicated that there is no set back regulated. Mr. Smith referred to the Safety Code 6 requirements. Mr. Mayor expressed his concern with the location of the tower, and the negative affects he feels it brings to his property. Mr. Mayor would rather see the tower erected at site 7 in the proposal. Mr. Smith explained the location of site 7 not covering the required areas. Robert Brown, Manager of Planning Services spoke to the comments of a future Secondary Dwelling made by Mr. Mayor. Mr. Brown, explained the requirement from the Town of Kingsville by-law for a secondary dwelling.

Diana & Brian Neels, 346 Talbot St S, Essex, on the proposed tower will be directly behind their home. An access road will be constructed right along their property line, will this be fenced?. Ms. Neels has concerns with what the Federal Government says is safe today; they could come back in 20 years saying it is no longer safe. Mr. Smith spoke to the need / desire to place a fence for safety. Mr. Smith assured Mr. and Ms. Neels that Health Canada has done their research. Safety Code 6 requirements and regulations will be adhered to. Ms. Neels asked how the snow removal will be taken care of. David Zacher., of Land Solutions, explained that every site, every region is different. A site for snow removal is yet to be determined. General maintenance is completed from an operations center, the amount of traffic would be limited to once a month to every 6 weeks. If there is a snow fall and they were not able to access the site they do have ATV's to assist them in getting back to the site.

Dan Oriet, 350 Talbot St S, Essex, ON is also concerned with the access road in their backyard. Mr. Oriet would like to see a fence along the roadway. Mr. Oriet has a concern with the 165m setback on the placement of the tower. Mr. Oriet has done some research of his own, globally, and has found other countries requiring 400-500m placement for EMF exposure. David Zacher., of Land Solutions spoke to the fence and gate on private property. Brenden Smith with LandSolutions LP recommended a condition be added through the Municipality to satisfy the concern. Mr. Smith spoke

more about the health concern, recommending that Health Canada, the regulating body that created Safety Code 6, be contacted directly; links were provided regarding related studies around the world.

Deputy Mayor Gord Queen, appreciated the presentation from the applicant as well as the comments of the residents. Mr. Queen wants to work with the concerns of the residents.

Chairperson Laura Lucier confirmed there were no additional comments or questions from the committee, applicant, or the public.

Mr. Brown spoke to the next step with this application. Mr. Brown explained the desire for direction from the committee.

PAC – 13 – 2021

Moved by Gord Queen seconded by Lorrie Mensch to receive the information, and concerns of the public. Not support the application as presented.

CARRIED

Ms. Mensch feels that the entire residential parcel should be considered in the setbacks, not just the location of the current home. Committee member Wayne Latam, spoke to the concern of children playing in the adjoining properties; noting that there is potential for development regardless of who the developer is and could result in the restriction of children from the property. Mr. Latam feels that the traffic won't increase much more than what is already there. Mr. Latam would like to see the applicant and neighbouring property owners come up with a fair solution for all.

E. NEW BUSINESS

F. NEXT MEETING DATE

The next meeting of the Planning Advisory Committee shall take place on August 17th, 2021 via Zoom @ 7:00 PM p.m.

G. ADJOURNMENT

PAC – 14 – 2021

Moved by Wayne Latam seconded by Lorrie Mensch to adjourn this Meeting at 8:10 p.m.

CARRIED

CHAIRPERSON, Laura Lucier

**RECORDING SECRETARY,
Robert Brown**



JOINT BOARD OF MANAGEMENT

Wednesday, July 21, 2021

9:00 AM

Virtually in Zoom

MINUTES

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

Members Absent: Councillor Jones - Leamington

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

Municipal Staff Present:
Kevin Girard - Town of Essex
Shaun Martinho - Town of Kingsville
Albert Dionne - Municipality of Lakeshore
Shannon Belleau - Municipality of Leamington

OCWA Staff Present:
Dale Dillen, Susan Budden
Ken Penney

Call to Order: 9:02 am

Disclosure of Pecuniary Interest: none

Adoption of Board Minutes:

No. UW-42-21

Moved by: Councillor Dunn

Seconded by: Councillor Tiessen

That the Minutes of the UWSS Joint Board of Management meeting of Wednesday, June 16, 2021 is received.

Carried

Business Arising out of Minutes:

There was none.

The Chair was experiencing technical difficulties, therefore the Vice Chair took over management of the meeting from this point forward.

Report UW/25/21 dated July 16, 2021 re: Status Update of the UWSS Operations and Maintenance Activities and Capital Works to July 16, 2021

The Manager reports that a lot of the projects and maintenance items are moving along smoothly. Operations at the WTP continue to run smoothly as well.

The Manager notes that the filter rehabilitation work was completed during the week ending June 18th, 2021. He explains that both filters were disinfected and put back in service and are now running to full capacity as of June 25, 2021. He notes that in late May and in early June the higher flows had been causing some concern, as these filters were not online, but now that is not an issue.

The Kingsville Water Tower (KWT) rehabilitation project is moving along as scheduled, and perhaps a bit ahead of schedule. The scaffolding has been taken down and the exterior coating has been completed. The Manager acknowledges that there are some touch ups that will have to happen as is normal during a project of this nature. Currently the contractors are working on the inside of the bowl to complete the interior safety work and coating. Structural work and piping for the overflow will still need to be completed. The interior bowl will have to be disinfected prior to being brought back online. However, the Manager anticipates that this could occur sometime in early to mid-August.

The Manager confirms that DiMenna Excavating has been retained to complete the clean out of the north settling pond. Their team is onsite at the moment but the heavy rains last week has delayed this a bit. The Manager is still anticipant that this work will be completed in early August.

The Manager notes that item #5 within the report should have been removed as he will be discussing the DAF project in a later report.

The Manager reminds the members of the hydrant retrofit program. He explains that 10 more fire hydrants have been retrofitted. Therefore, the UWSS now has 40 real time pressure monitoring devices, 10 seasonal and 30 permanent. UWSS and OCWA staff are able to monitor this information daily and municipalities can access the information as well for the equipment within each of their respective municipalities.

The Manager reminds members of the Board of the ongoing Infrastructure Review Study and master servicing review. The consultant team has been inputting growth projections into the water model. A draft report has been provided and is under review by the Manager. Municipal colleagues will also be consulted on this draft report in regards to growth projections, etc. The Manager anticipates that a final report will be provided in September and then reviewed with the UWSS Board.

A meeting with the Financial Directors was held on June 18th to discuss and review the UWSS Restructuring. The Manager has now scheduled a meeting with both the Financial

Directors and the CAOs to determine whether or not this project can move forward. Once that meeting has been completed the Manager will be bringing a report back to the members of the UWSS Board.

A stress test for the Ruthven WTP is planned for the week of August 18th. This will be completed based on the plan developed by UWSS' consultant, Associated Engineering.

The flows have decreased since the last board meeting due to all the rain the area has experienced. The flows have been fluctuating quite a bit this summer and it is anticipated that the new DAF system can help manage the large swings in demand.

No. UW-43-21

Moved by: Deputy Mayor Queen

Seconded by: Councillor Hammond

That Report dated UW/25/21 dated July 16, 2021 re: Status Update of the UWSS Operations and Maintenance Activities and Capital Works to July 16, 2021 is received.

Carried

Report UW/26/21 dated July 16, 2021 re: Dissolved Air Flotation (DAF) Phase 1 Tender Result

The Manager reminds members of the Board that the planning for this project has been ongoing for some time. He notes that the prequalification process for general contractors was issued by Associated Engineering (AE) on MERX to move through the tender process. It should be noted that five (5) of the six (6) interested contractors met the pre-qualifications and showed up to the on-site meeting. Tender closed on July 6th with only two (2) submittals. A third contractor was interested but could not meet the timelines.

The consultant has reviewed both submittals and all criteria has been met. The two (2) interested parties were Maple Reinders Constructors Ltd. and North American Construction (1993) Ltd. and both submitted prices very similar to each other. However, the lower bid is by Maple Reinders and will take approximately 43 weeks to complete the project.

The manager notes that AE will have an engineer onsite for contract management and site inspection during the entire project. He also explains that the bid allows for a contingency budget, however, he feels that most of that will not be used. The majority of the funding will come from revenue and reserves based over two (2) years. There is sufficient money in the reserves.

Councillor Patterson asks the Manager to explain whether or not this project is a water quality issues or is it being caused by the large greenhouses acreage in our area. The manager explains that the DAF project was identified in our water quality masterplan, which was well prior to the high demand of the greenhouses. He notes that the DAF system will improve water quality and address some of the issues of demand.

Councillor DeYong asks for an explanation as to how this DAF system works and why it is necessary. The Manager explains that currently the UWSS WTP uses up flow

clarification and those clarifiers like to have a consistent flow through them to maintain an appropriate chemical blanket. The current wild swings in demand that the UWSS is experiencing is causing a great deal of trouble for the operational staff due to upsets in the chemical blankets. These upsets result in chemical flock ending up on the filters and reduces the efficiencies of those processes. The DAF is designed to adjust to the up/down swings in flows.

No. UW-44-21

Moved by: Councillor Walstedt

Seconded by: Councillor Patterson

That the UWSS Board approves a budget of \$9,250,000 for the Dissolved Air Flotation (DAF) Phase 1 project to be funded from the UWSS Reserves Fund; and

That the UWSS Board authorizes the UWSS General Manager to award the Tender for the Union Water Supply System Ruthven Water Treatment Plant Dissolved Air Flotation (DAF) Phase 1 to Maple Reinders Constructors Limited in the amount of \$8,787,444 (\$7,577,300 plus a Contingency and Allowances of \$1,210,144) not including HST; and

That the UWSS Board authorizes the UWSS General Manager to retain Associated Engineering (AE) to provide Construction Administration services for the DAF phase 1 project in the amount of \$385,400

Carried

Report UW/27/21 dated July 16, 2021 re: Payments from June 21 to July 9, 2021

No. UW-45-21

Moved by: Councillor DeYong

Seconded by: Councillor Tiessen

That report UW/27/21 dated June 21, 2021 re: Payments from June 21 to July 9, 2021 is received.

Carried

Time: 9:27 am

The Union Water Supply System Joint Board of Management then moved into an in-camera session:

No. UW-03-21

Moved by: Councillor Dunn

Seconded by: Deputy Mayor Queen

That the UWSS Joint Board of Management moved into a closed session for the verbal discussion under Municipal Act Section 239 (2)(c) regarding a proposed or pending acquisition or disposition of land by the Union Water Supply System Joint Board of Management.

Carried

Disclosure of Pecuniary Interest and General Nature Thereof

There was none.

No. UW-04-21

Moved by: Councillor VanderDoelen

Seconded by: Councillor DeYong

That the UWSS Joint Board of Management move out of closed session and return to the regular meeting

Carried

Report on Closed Session

The Manager notes that an update was provided to members of the UWSS Board regarding an opportunity to purchase a property that is beneficial to the UWSS. The Manager receives further direction from the Board to seek further information.

New Business:

There was none.

Adjournment:

No. UW-46-21

Moved by: Councillor Dunn

Seconded by: Councillor DeYong

Time: 9:47 am

Date of Next Meeting: August 11th, 2021, 9 am via Zoom

/kmj



COMMITTEE MINUTES

PARK RECREATION ARTS AND CULTURE COMMITTEE

JUNE 17, 2021 @ 5:30 P.M.

Via - Zoom

A. CALL TO ORDER

Deputy Mayor Queen called the Meeting to order at 5:34 P.M. with the following persons in attendance:

MEMBERS OF PARKS, RECREATION ARTS & CULTURE COMMITTEE:

Mayor N. Santos
Deputy Mayor G. Queen
Councillor T. Neufel
A. Hickmott
M. Shields

MEMBERS OF ADMINISTRATION:

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

Absent: M. Tremaine-Snip

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

- Play in the Park being developed
- Open Streets can be seen www.kingsville.ca/openstreets
- Camp in a bag will be launched next week

047-2019 Moved by, T. Neufeld seconded by, M. Shields to receive the report as presented

CARRIED

2. D. Wolicki, Manager of Facilities and Property

048-2019 Moved by T. Neufeld, seconded by M. Shields to receive the report as presented

CARRIED

E. MINUTES OF THE PREVIOUS MEETING

1. Parks Recreation Arts and Culture Meeting Minutes May 20, 2021

049-2019 Moved by T. Neufeld, seconded by M. Shields to receive the minutes of Parks Recreation Arts and Culture Committee Meeting dated May 20, 2021

CARRIED

F. COMMITTEE REPORTS

1. Communities in Bloom Committee Meeting Minutes, May 4, 2021

050-2019 Moved by T. Neufeld, seconded by M. Shields to receive the minutes of Communities in Bloom Committee Meeting dated May 4, 2021

CARRIED

2. Fantasy of Lights Committee Meeting Minutes April 27, 2021

051-2019 Moved by Mayor N. Santos, seconded by T. Neufeld to receive the minutes of Fantasy of Lights Committee Meeting dated April 27, 2021

CARRIED

3. Migration Festival Committee Meeting Minutes April 27, 2021

052-2019 Moved by M. Shields, seconded by T. Neufeld to receive the minutes of Fantasy of Lights Committee dated April 27, 2021

CARRIED

G. NEW AND UNFINISHED BUSINESS

1. Train

- i. The new electric train has been purchased. Mayor Santos raised \$45,000 in support of the train.
- ii. Name the Train – Good way to engage the community to have a fun name for the train.

053-2021 Moved by, T. Neufeld and second by, M. Sheilds to have a name the train contest.

CARRIED

- iii. Could a portion of the old train be built into a new fantasy of lights display?
ACTION: Dan to look into what could be done with the train and bring back and update.

2. Town Dump

- i. Dan followed up with Serena Court; it was a landfill site that closed in 1965, it is Municipal property, on a monthly base there is maintenance. Moving forward would be good to install a pathway but time and costs are needed to complete that.

3. Lions Park – deferred as in Dan's update

4. Canada Day Events

- i. Details can be found at www.kingsville.ca/canadaday Everyone is welcome to volunteer.

H. NEXT MEETING DATE

1. July 15, 2021 Via Zoom

I. ADJOURNMENT

053-2019 Moved by N. Santos seconded by T. Neufeld to adjourn this Meeting at 6:43 p.m.

CARRIED



COMMITTEE MINUTES

CHAIR, Deputy Mayor Queen

**RECORDING SECRETARY,
K. Loney**



COMMITTEE MINUTES

COMMUNITIES IN BLOOM COMMITTEE

MAY 4, 2021 @ 5:30 P.M.

Via - Zoom

A. CALL TO ORDER

Councillor T. Neufeld called the Meeting to order at 5:37 P.M. with the following persons in attendance:

MEMBERS OF COMMUNITIES IN BLOOM COMMITTEE:

Councillor T. Neufeld
T. Oswald
K. Sonnenburg
J. Willoughby
M. Fogal
K. Astrid
H. Crew

MEMBERS OF ADMINISTRATION:

K. Loney, Manager of Recreation Program and
Special Events

Absent:

M. Tremaine-Snip
A. Batke

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. ROUNDTABLE – WELCOME NEW MEMBERS

D. STAFF REPORTS

1. **K. Loney**, Manager of Recreation Programs and Special Events
 - COVID Gardens

- 16-2021** Moved by M. Fogal seconded by J. Willoughby to approve the Media Release

CARRIED

- 17-2021** Moved by M. Fogal seconded by J. Willoughby to receive the Managers verbal report

CARRIED

E. MINUTES OF THE PREVIOUS MEETING

1. Communities in Bloom Committee Meeting Minutes April 6, 2021

- 18-2021** Moved by M. Fogal seconded by K. Sonnenburg to receive the minutes of the Community in Bloom Committee Meeting dated April 6, 2021 with Items C – spelling mistake and accessibility.

CARRIED

F. NEW AND UNFINISHED BUSINESS

1. Best of Garden Process

- Heard back from Communities in Bloom National office and should receive the signs in August
- Add to next agenda to review the criteria

2. Monthly Activity Review

- Follow Parks and Recreation page to like and share details for #KingsvilleBlooms and #CommunityInBlooms
- June – Garbage Pick up
 - Social media challenge: Pick up 10 pieces of garbage
 - Kingsville South Shore Rotary Club
 - Include messages in Shout-Outs – J. Willoughby to provide text for K. Astrid
 - Can a movement be created to encourage to not litter and to pick up the trash?

- Important to have messages on “Protect yourself – wear gloves, wash your hands, be safe”.
 - ACTION – Councillor T. Neufeld to draft a plan
 - July - Canada Day
 - Last year tried to secure sapling to give away, but was unsuccessful
 - Tracy, Astrid, Karin to meet to brainstorm ideas and bring to June meeting
 - August – Scavenger Hunt – Deferred
3. Bee Friendly
- Further information will be needed to know the steps that Kingsville would take
 - Several complementary activities occurring
 - i. Horticultural society is working on one in Lakeside Park that will be native plants
 - Would Pollinator Friendly be different than a Bee Friendly community
- ACTION – K. Sonnenburg to provide more details in the report
4. Open Streets
- Opportunity to promote Community In Bloom messages during Open Streets
5. Budget
- Tree budget is for a commemorative tree; budget includes tree, plaque and planting

G. NEXT MEETING DATE

1. The next meeting of the Communities in Bloom Committee shall take place on June 1, 2021, @ 5:30 P.M.

H. ADJOURNMENT

- 19-2021** Moved by M. Fogal, seconded by J. Willoughby to adjourn this Meeting at 6:37 p.m.



COMMITTEE MINUTES

CARRIED

CHAIR, T. Neufeld

**RECORDING SECRETARY,
K. Loney**



COMMITTEE MINUTES

FANTASY OF LIGHTS COMMITTEE

APRIL 27, 2021 @ 4:00 P.M.

Via - Zoom

A. CALL TO ORDER

Councillor T. Gaffan called the Meeting to order at 4:04 P.M. with the following persons in attendance:

MEMBERS OF FANTASY OF LIGHTS COMMITTEE:

Mayor N. Santos
Councillor T. Gaffan
C. Anson
D. Doey
D. Laman
J. Mockler

MEMBERS OF ADMINISTRATION:

K. Loney Manager of Recreation Programs
and Special Events

Absent: L. Duhig, S. l'Anson

B. DISCLOSURE OF PECUNIARY INTEREST

Councillor 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. AMENDMENTS TO AGENDA

D. MINUTES OF PREVIOUS MEETING

06-2021 Moved by J. Mockler, seconded by C. Anson to receive the Fantasy of Lights March 23, 2021 minutes.

CARRIED

E. NEW AND UNFINISHED BUSINESS

1. Tunnel
 - a. Reviewed options and duration of material
 - b. Need to review storage, resources to make and costs

- c. Do it yourself example reviewed: http://anthonydomingo.com/xmas_2005/
 - i. Could each arch have a separate light with a pigtail at each end and a stringer wire and run along ground.
 - d. Councillor Gaffan has a potential sponsor
 - e. ACTION: Councillor Gaffan, Doug and Chris to contact Facility manager
 - 2. BIA Update
 - a. BIA is looking at purchasing a Fantasy of Lights set for the four corners downtown
 - b. Will be encouraging downtown to decorate storefronts
 - c. ACTION: Cl. Gaffan to review permission to put items at the four corners
 - 3. Colasanti Bird
 - There are 2 Jack Miners fixtures with the flying geese, the Town has one and Jack Miners has the other. The Town's is in working condition but could be converted to rope lighting.
 - The Colasanti's Parrot is hanging in the Public works garage. It currently has no lighting on it and would need to be painted and restrung with rope lighting.
 - a. ACTION: Karen to ask Dan get a price on cost for lighting and who would be able to do the painting.
 - 4. Train Update
 - Review new electric train quote.
 - Proposed that 50% is raised from the community and a request to Council
 - Capacity 24 children or 12 adults
 - Policy will need to be created on usage and any fee schedule
- 07-2021** Moved by J. Willoughby and seconded by C. Anson to send a letter / email endorsing that Council contribute to 50% of the cost of the train and 50% is fundraised and supported by the community.

CARRIED

- 5. Partnership – New Ideas
 - a. Light Pole Flag pole connected to music
 - i. Cost is \$20,000
 - ii. Not feasible
 - b. Guinness World Record
 - i. Reviewing ideas
 - ii. Might have pay a fee
 - iii. ACTION: J. Willoughby to continue researching other ideas
 - c. Light Show
 - i. Reviewed cost of project mapping; starts at \$50,000
 - ii. Not feasible
 - d. Other ideas

- i. Drive-In Christmas movie
 - 1. ACTION: C. Anson to work with K. Loney to sort out technology
- ii. Change to Sip and Shop – K. Loney
 - 1. Proposed to change to day event that include a market and spot where children can buy Christmas gift for their loved ones. A small door would be built that only children can enter and once in the room it would be Santa's workshop where gifts are displayed for low prices. The child picks out the gift and then leave the workshop with a wrapped gift. A partnership with businesses would occur to offer the gifts.
 - 2. Committee supported idea - K. Loney to have a summer student develop a project plan.
- iii. Doug spoke with a welding business who is willing to help

F. NEXT MEETING DATE

- 1. The next meeting of the Fantasy of Lights Committee shall take place on May 25, 2021 at 4 P.M. via Zoom.

G. ADJOURNMENT

08-2021 Moved by J. Mockler, seconded by D. Doey to adjourn this Meeting at 5:05 P.M.

CARRIED

CHAIR, Councillor T. Gaffan

**RECORDING SECRETARY,
K. Loney**



COMMITTEE MINUTES

MIGRATION FESTIVAL COMMITTEE

APRIL 27, 2021, 2021@ 6:02 P.M.

Via - Zoom

A. CALL TO ORDER

R. Braybrook-Gard called the Meeting to order at 6:02 p.m. with the following persons in attendance:

MEMBERS OF MIGRATION FESTIVAL COMMITTEE:

Councillor L. Lucier
R. Braybrook-Gard
S. Allen-Santos
S. Girardin
D. Swiderski
M. Fogal
M. Law
S. Wye

MEMBERS OF ADMINISTRATION:

K. Loney, Manager of Programs and
Special Events

Absent:

B. DISCLOSURE OF PECUNIARY INTEREST

Co-Chair R. Braybrook-Gard 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. PRESENTATIONS/DELEGATIONS - NONE

D. AMENDMENTS TO THE AGENDA – NONE

E. MINUTES OF THE PREVIOUS MEETING

1. Migration Festival Committee Meeting Minutes March 23, 2021

04-2021 Moved by Councillor L. Lucier, seconded by M. Fogal to receive the minutes of the Migration Festival Committee Meeting dated



COMMITTEE MINUTES

March 23, 2021

CARRIED

F. NEW AND UNFINISHED BUSINESS

1. Co-Chairs update

2. Membership

To enhance meeting process, Co-Chairs Councillor L. Lucier and R. Braybrook-Gard will meet with staff to after each meeting said they would be staying after meeting adjournment to organize the creation of the next month's Kingsville Migration Festival Committee Meetings.

R. Braybrook-Gard said the Kingsville Migration Festival Committee has only seven members when they can have eleven. An agreement has been made to put out a call for new members.

5-2021 Moved by M. Fogal, seconded by D. Swiderski to give approval of town administration advertising the open positions on the Kingsville Migration Festival Committee April 27, 2021

CARRIED

3. Resignation of M. Kraus

06-2021 Moved by L. Lucier, seconded by D. Swiderski to receive the resignation of M. Kraus April 27, 2021

CARRIED

4. Promotion of Migration Festival at Open Streets

Open Streets is scheduled to begin June 19, 2021 running to September 1, 2021. It has been proposed the Kingsville Migration Festival Committee have a booth, or share a booth with other town committees, to advertise the upcoming festival.

The committee approved the idea of a postcard 'Save the Date' to be made to be given out at this booth. K. Loney will investigate the capabilities of in-house design work for this print-out.

- Councillor L. Lucier and S. Girardin said they have been informed of a desire for the Migration Festival to have a presence in Cottam center.
- S. Girardin said the Ridgeview Park could be a beneficial location for a vendor's market. Girardin said over 75 vendors could fit at the park, both indoors, under a pavilion, and more on the grassy areas.
- Councillor L. Lucier said the Cottam Rotary Club has offered to work with the Committee to see the idea through.
- Members expressed openness to the idea Councillor L. Lucier and S. Girardin will take the steps to explore the idea further.

5. Contact sheet review

- Members have responded to a request for their most current contact information. A full contact information form is on its way out for the members' use.

6. What is the message to the community?

Vision Statement: Migrate Home, Kingsville

Mission Statement: The Kingsville Migration Festival's mission is to give a safe and welcoming place for all our citizens and visitors. We host a community event which seeks to promote the beauty of our town, preserve our local legacies, and celebrate our people, community groups, and businesses. We want everyone to feel that they have migrated home.

S. Wye asked about the status of the former migrationfestival.ca

Festival and Events are being transitioned to www.mykingsville.ca. Tara Hewitt is the new Communication Coordinator and will be invited to the next meeting.

R. Braybrook-Gard said she is hoping this mission statement can be shared by Committee members moving forward.

7. Jack Miner Bird Sanctuary

M. Fogal, is a member of the Jack Miner Migratory Bird Sanctuary board. There are no decisions at this time of the Sanctuary involvement in Migration Festival.

R. Braybrook-Gard asked for a meeting between the Migration Festival Co-Chairs and the executive director of Jack Miner Migratory Bird Sanctuary to further discuss the possibilities.

M. Fogal also gave update to her conversations with the Kingsville-Gosfield Heritage Society about the Kingsville Heritage Walking Tour. M. Fogal learned the tour was created by the Kingsville Municipal Heritage Advisory Committee.

M. Fogal said Virginia Brown, one of the authors of the brochure, would be a beneficial contact.

8. Decision on migration festival events

i. Survey Results - The survey results indicated 80 per cent of individuals were interested in an Arts and Crafts market, 73 per cent, for the Parade, 59 per cent, for the Craft Beer Festival (cost), 51 per cent for Historical Walking Tours, 49 per cent, for Birds of Prey Demonstrations, 44 per cent, for Guided Nature Walks, 43 per cent, for Wine and Cheese Night, 42 per cent, for Children's Activities, 42 per cent, for Family Friendly Events, 29 per cent for Pet Friendly Activity, 27 per cent, for Family Walk/Run/Wheel, 26 per cent, for Dinner and Dance (cost), 24 per cent, for Afternoon Tea, and 20 per cent, for Children Costumed Events.

ii. Craft Beer Tasting - The discussion reflected a desire for a high-class beer tasting event. A Craft Beer Tasting seemed to be the most likely potential for an event which could bring in revenue. Reviewed if 2021 should be the inaugural year because of uncertainties around how COVID-19 restrictions may effect these plans.

S. Santos-Allen indicated she wanted to continue the conversation with 86'd Catering for this event, as they indicated in years past their willingness to partner with the Migration Festival Committee. S. Santos-Allen was given direction to research the best version of a tasting event (night market, day event, etc.) and potential costs.

iii. Historical Walking Tours – R. Braybrook-Gard claimed responsibility for this event, S. Wye offering support.

R. Braybrook-Gard envisioned three free-of-charge different tours, potentially a Hiram Walker inspired tour and a Nature Walk. R. Braybrook-Gard said she would be asking for \$2,500 to cover the costs of the event, including advertising and potential donations.

iv. Plein Air Event - L. Van Loo was in attendance to speak to the Plein Art Event. L. Van Loo said they are hoping to give more opportunities for future artists to get involved. This could include a high school age class, or potentially an on-site workshop for youth.

v. Parade – It was determined the Migration Festival Parade still was unlikely to be held in its traditional form this year. The members agreed a stationary parade could be a possibility but felt there has not been a stationary parade which has proven wholly successful and worth the huge undertaking. It was discussed the points of interest of the Migration Festival, alongside potential buskers, could be the 'floats' of the stationary parade. There will be a map made and a marketing campaign to ensure each point of interest is better advertised to visitors.

vi. Children's Activities – Further research will be made into children's activities which are possible while maintain all COVID-19 restrictions, as it has been acknowledged that these events tend to be hands-on, involve singing, and physical contact.

9. Budget discussion

It was determined each committee member with a sub-responsibility to submit their budget pitches in the next two weeks to be reviewed.

G. NEXT MEETING DATE

1. The next meeting of the Migration Festival Committee shall take place on May 27, 2021, via - zoom @ 6:00 p.m.

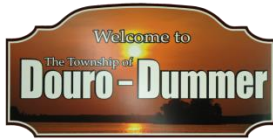
H. ADJOURNMENT

07-2021 Moved by S. Wye, seconded by R. Braybrook to adjourn this Meeting at 7:35 P.M.

CARRIED

CHAIR, Sue Girardin

**RECORDING SECRETARY,
K.Loney**



Township of Douro-Dummer

894 South Street
PO Box 92
Warsaw ON K0L 3A0

www.dourodummer.on.ca

Administration Department

Martina Chait-Hartwig,
Deputy Clerk
Ph 705-652-8392 Ext. 210
F 705-652-5044
martinac@dourodummer.on.ca

August 24, 2021

The Honorable Mariam Monsef, MP
417 Bethune Street, Suite 4
Peterborough, Ontario K9H 3Z1

Sent Via Email Only

Premier Ms. Monsef:

Re: Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms)

At the regular meeting of the Council of the Township of Douro-Dummer, held on August 3, 2021, Council received the attached letter from the Town of Kingsville, dated May 28, 2021 regarding a Resolution requesting to amend certain Acts and to make certain consequential amendments to Bill C-21. The letter also included an information update on Bill C-21 (Firearms). In response, Council passed the following Resolution:

Resolution Number 407-2021

Moved by: Councillor Watson
Seconded by: Councillor Watt

That the Resolution requesting to amend certain Acts and to make certain consequential amendments to Bill C-21 from the Town of Kingsville be received and supported. Carried

If you require anything further, please do not hesitate to contact me.

Sincerely,

Martina Chait-Hartwig
Deputy Clerk

Encl.

Cc: Town of Kingsville
Dave Smith, MPP



760 Peterborough County Road 36, Trent Lakes, ON K0M 1A0 Tel 705-738-3800 Fax 705-738-3801

September 9, 2021

Via email only

To: Premier Doug Ford – doug.fordco@pc.ola.org
Ontario Minister of Health Christine Elliott – christine.elliott@pc.ola.org
Dave Smith, MPP Peterborough-Kawartha – dave.smith@pc.ola.org
David Piccini, MPP Northumberland-Peterborough South –
david.piccini@pc.ola.org
Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock – laurie.scott@pc.ola.org
Ontario Association of Optometrists – oaoinfo@optom.on.ca

Re: OHIP Eye Care Resolution R2021-593

Please be advised that during their Regular Council meeting held September 7, 2021, Council passed the following resolution:

Resolution No. **R2021-425**

Moved by Councillor Lambshead
Seconded by Councillor Franzen

Whereas routine eye care is critical in early detection of eye diseases like glaucoma, cataracts, and macular degeneration, and the health of eyes is critical to overall health and quality of life; and

Whereas conditions that may be detected with an annual eye exam include Diabetes mellitus, Glaucoma, Cataract, Retinal disease, Amblyopia (lazy eye), Visual field defects (loss of part of the usual field of vision), Corneal disease, Strabismus (crosses eyes), Recurrent uveitis (an inflammation of the uvea, the middle layer of the eye that consists of the iris, ciliary body and choroid), Optic pathway disease; and

Whereas payments from OHIP have only increased 9% over the last 30 years, which has not come close to matching inflation of costs (which include rent, staff, utilities, equipment, taxes and supplies); and

Whereas the lack of funding makes it difficult to invest in modern technology, and newer technology means earlier detection of eye disease; and

Whereas the Provincial government's refusal to formally negotiate with Optometrists for more than 30 years has forced the Optometrists to absorb approximately 173 Million dollars annually in the cost to deliver eye care to Ontarians; and

Whereas the 2021 Ontario Budget did not address OHIP-insured eye care, Ontario Optometrists took action and voted to withdraw OHIP services starting

September 1, 2021, unless the government agrees to legally-binding negotiations to fund these services at least to the cost of delivery; and

Whereas this job action will jeopardize good eyecare for those who need the care of an optometrist the most and will have the greatest impact on the most vulnerable groups. Children, who's lifetime ability to learn and develop depends on good vision and to the elderly, who are at the greatest risk for vision-threatening ocular diseases;

Now Therefore, be it resolved that the Municipality of Trent Lakes requests that the Provincial government recognize the value that access to quality eye care brings to all Ontarians and act now to protect it; and further

That the Provincial government address the OHIP-insured eye care immediately and enter into legally-binding negotiations with Ontario Optometrists to fund these services at least to the cost of delivery, prior to any job action taking place; and further

That a copy of this resolution be forwarded to Premier Ford, Ontario Minister of Health Christine Elliot, MPP Dave Smith, MPP David Piccini, MPP Laurie Scott, to the Ontario Association of Optometrists, and to all municipalities in Ontario.

Carried.

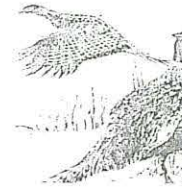
Sincerely,

A handwritten signature in cursive script that reads "J. Clark".

Jessie Clark, Director of Corporate Services/Clerk

cc: Ontario Municipalities

Gosfield North Sportsmen Association



September 12, 2021

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

Attention: Mayor and Councilors

Re: 2021 Pheasant Release Program

Dear Sirs/Madams;

On behalf of the Gosfield North Sportsmen Association, please accept our deepest gratitude for your contribution of the hunting license fees collected in the past. Covid-19 has had a devastating effect on our pheasant release program. The cancellation of our 2020 fundraising events, especially our annual Wild Game Dinner in the spring and our Fish Fry in September, prevented our club from fulfilling its mandate to release pheasants in the community in 2020. The pandemic has carried on in 2021 and these fundraising events have been cancelled again in 2021. The membership of the Gosfield North Sportsmen Association felt that our club should continue its mandate even in these trying times. The club has unanimously agreed to release 500 pheasants in 2021 (approximately 40% of our last release in 2019) to show our commitment to our program. We will attempt to be as fair as possible in our release area in the distribution of birds. One very important consideration in selecting release property is that the birds have a good source of water, cover and feed sources. We have to give them the best opportunity to survive and to reproduce in nature as they were intended. We would very much appreciate any feedback, negative or positive, that you may have received to assist us in improving our release program.

To further demonstrate our commitment to continuing our pheasant release program, we have completed our Phase 1 new pheasant pens construction on our GNSA property at 93E County Road 14 in Cottam. These pens will hold 2,400 birds for our club. We have been able to generate a major portion of the funds for this construction of our new pens since the club's inception from fundraising, pheasant sales and from our supporters like to the Town of Kingsville. Please come out to see our new pheasant farm.

With the seemingly never-ending pressure of cancelled fundraising due to Covid-19, our club will have many challenges to continue our program in the future. Please be assured that we plan on the Gosfield North Sportsmen being around for many years. We would like to thank you again very much for your support to our program in the past and do hope that the Town of Kingsville will consider its continuation of its partnership with the Gosfield North Sportsmen in our Pheasant Release Program by contributing the license fees collected for the 2021 hunting season. Your considerations would be greatly appreciated.

Yours sincerely:

Ken W Roadhouse
Secretary

September 15, 2021

Windsor City Council
c/o Steve Vlachodimos
City Clerk
350 City Hall Square West, Room 530
Windsor, Ontario
N9A 6S1

VIA EMAIL - svlachodimos@citywindsor.ca; clerks@citywindsor.ca

Dear Mayor Dilkens and City Councillors:

Re: Regional Affordable Housing Strategy and Review of Social Housing Cost Sharing Agreement

More than ever before, residents of both the City of Windsor and County of Essex are struggling to find affordable housing options within the region. I think we can agree that we're experiencing an affordable housing crisis within the region and it's incumbent on the municipalities within the region to collaborate to develop a plan to address this crisis.

As the Service Manager for the region, Federal and Provincial funding opportunities do become available to you, however, we know they are often restrictive due to the tight deadlines which don't provide for ample time to develop proposals or to seek out private sector investors who may be able to offer some affordable housing partnership solutions.

At the August 11th, 2021 meeting of County Council, a proposal to support an application for a Round 2 Rapid Housing Initiative in Leamington, by way of a 20-year commitment to fund operational costs, was presented by City Administration. County Council was supportive of the project and agreeable to the funding commitment, however, it was recognized that going forward, there is a need for a regional Affordable Housing Strategy to be developed so plans are in place when funding and partnership opportunities are presented.

Subject of Letter Regional Affordable Housing Strategy and Review of Social Housing Cost Sharing Agreement

September 15, 2021

Similarly, County Council received a presentation on June 16, 2021 from the Windsor Essex Community Housing Corporation, providing an update on the state of the Social Housing stock and the challenges in implementing its capital repair, renewal and asset maintenance program within the region.

County Council recognizes that, it has been twenty-two years since the funding formulas for Ontario Works, Child Care and Social Housing were arbitrated and with respect to Social Housing, it would be appropriate to review the existing funding agreement for regional Social Housing costs and develop a new cost sharing agreement or addendum to the existing agreement.

On behalf of Essex County Council, I would ask that City Council support the immediate commencement of discussions on the development of a Regional Affordable Housing Strategy, including funding responsibilities. I would also ask that City Council support the commencement of discussions on the review of the 1999 Social Housing Cost Sharing arbitrated agreement, with a view to addressing cost sharing provisions for new regional units and regional housing and homelessness initiatives.

As a region, I have no doubt that we can work collaboratively to find creative solutions to address the affordable housing crisis facing our residents.

Sincerely yours,



Gary McNamara
Warden, County of Essex

Attachment

CC: All County of Essex Municipal Councils
Mike Galloway, Chief Administrative Officer, County of Essex
Jason Reynar, Chief Administrative Officer, City of Windsor



August 12, 2021

Re: Resolution of County Council – August 11, 2021

177-2021

Moved By Nelson Santos

Seconded By Marc Bondy

It is recommended that Essex County Council receive the memo from the Executive Director of Housing and Children's Services regarding the Rapid Housing Initiative for information, and further;

THAT Essex County Council pre-commit the annual operating budget funding required, currently estimated at \$48,000 in each of the post-construction operating years to a maximum of 20 years, to support the Round 2 Rapid Housing Initiative project for The Bridge, detailed in the Executive Director of Housing and Children's Services memo dated August 6, 2021, subject to refinement of the annual budget estimate as the developments are finalized, and further;

THAT Essex County Council approve, providing a letter of support to the City of Windsor for submission with the application to Canada Mortgage and Housing Corporation for the required operating and/or capital funding related to The Bridge project, and further;

THAT Essex County Council approve, entering into an agreement with the City of Windsor for the 20-year operating commitment for the County based on compliance with the Contribution Agreement with CMHC on the Rapid Housing Initiative, and further;

THAT Essex County Council request Windsor City Council to support the immediate commencement of discussions on the development of a Regional Affordable Housing Strategy, including funding responsibilities, and further;

THAT Essex County Council request Windsor City Council to support the commencement of discussions on the review of the 1999 Social Housing Cost Sharing arbitrated agreement, with a view to addressing cost sharing provisions for new regional units and regional housing and homelessness initiatives.

Carried



September 17, 2021

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

sent via email: premier@ontario.ca

Re: Structure Inventory and Inspections

Dear Premier:

At the last regular General Purpose and Administration Committee meeting held September 13, 2021 the above captioned matter was discussed.

I wish to advise that the following resolution was passed which will be going forward for ratification at the September 27, 2021 Township of Scugog Council meeting:

THAT Report PWIS-2021-027, 2021 Structure Inventory and Inspections, be received;

THAT the Township of Scugog 2021 Ontario Structure Inspection Manual Inventory and Inspection Summary Report, prepared by Planmac Engineering Inc., be received;

THAT as part of the annual budget process, the Township continue to increase the amount of funding available for bridges and culverts through the continuation of Roads and Other Infrastructure Levy;

THAT as part of the annual budget process, the Township continue to increase the investment in bridge and culvert maintenance and repair through other means including identifying efficiencies and cost savings and applying for grants through other levels of government for major bridge and culvert replacements;

THAT the Township follow the principles of Asset Management and prioritize preventative maintenance such as waterproofing decks, repaving decks, repair concrete soffits, parapet walls, abutments and wingwalls, etc.

THAT the Province of Ontario and the Government of Canada be encouraged to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements; and

THAT a copy of the staff report and resolution be forwarded to the Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister, MP Erin O'Toole, MPP Lindsey Park, AMO, Durham Region and all Ontario municipalities."

Should you require anything further in this regard, please do not hesitate to contact Kevin Arsenault, Capital Projects Technologist at 905-985-7346 ext. 138.

Yours truly,



Becky Jamieson
Director of Corporate Services/Municipal Clerk
Encl.

cc:

Kevin Arsenault, Capital Projects Technologist	karsenault@scugog.ca
Honourable Chrystia Freeland, Federal Minister of Finance	chrystia.freeland@fin.gc.ca
Honourable Peter Bethenfalvy, Ontario Minister of Finance	Minister.fin@ontario.ca
Lindsey Park, MPP, Durham	Lindsey.park@pc.ola.org
Erin O'Toole, MP	Erin.OToole@parl.gc.ca
Ralph Walton, Regional Clerk, The Regional Municipality of Durham	clerks@durham.ca
Association of Municipalities of Ontario (AMO)	amo@amo.on.ca
All Ontario Municipalities	



September 21, 2021

TO: The Honourable Doug Ford
Premier of Ontario
Email: Doug.fordco@pc.ola.org

AND TO: Association of Municipalities of Ontario (AMO)
200 University Avenue, Suite 800
Toronto, Ontario M5H 3C6
Email: amo@amo.on.ca

Re: Association of Municipalities of Ontario (AMO) 2021 Conference

Dear Premier Ford,

At its Regular Council Meeting of September 7, 2021, Essex Town Council received information from Councillor Bjorkman concerning his attendance at the recent Association of Municipalities of Ontario (AMO) 2021 Conference. In particular Councillor Bjorkman advised that the importance of bringing reliable Broadband to all Ontarians was discussed at the conference. During this discussion Council took note of the ongoing concern that a lack of reliable and affordable access to Broadband poses a significant challenge to many Ontarians in particular Ontarians and businesses located in rural/smaller communities. Council then discussed the desire for broadband/high speed internet to be classified and funded by the Province as an essential service so as to ensure all can be a part of and enjoy the benefits of the digital economy. Declaring broadband/high speed internet as an essential service would ensure that the provision of broadband services be given the same priority for Ontarians as the provision of clean water, electricity, health care, education and postal services. Making the provision of broadband service mandatory across every rural and remote corner of the Province will bolster economic development and ensure affordable, reliable and fair access for all to the digital economy.



As a result of the discussion Council passed the following resolution:

R21-09-378

Moved by: Deputy Richard Meloche

Seconded By: Councillor Bondy

That the verbal report/presentation by Councillor Bjorkman regarding his attendance /participation at the Association of Municipalities of Ontario (AMO) 2021 Conference be received;

That Council recognizes the need for broadband internet to be an essential service by adopting the following resolution:

Whereas broadband internet is essential for life tasks including education, workforce, healthcare, and is a fundamental element of an inclusive and sustainable world;

Whereas the global pandemic has heightened the awareness of the problems that the lack of reliable and stable access to broadband and digital connectivity have on residents;

Whereas an increasing number of information resources, including government resources and services, are available solely online; and

Therefore, be it resolved that the Council of the Town of Essex does hereby call upon the Province of Ontario to deem Broadband Internet as an essential service and to provide support to all municipalities so that all residents of Ontario can have access to broadband as an integral part of their daily lives; and further that a letter requesting support be sent to the Honorable Doug Ford, Premier of Ontario, the Association of Municipalities of Ontario (AMO) and all local municipalities.

Carried



I trust you will find this satisfactory. If you have any questions or comments please feel free to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "R. Auger", with a long, sweeping horizontal line extending to the right.

Robert W. Auger, L.L.B.
Town Solicitor, Legal and Legislative Services/Clerk
rauger@essex.ca

c.c. Mary Birch, Director of Council and Community Services/Clerk
County of Essex
Email: mbirch@countyofessex.ca

Paula Parker, Municipal Clerk/Risk Manager
Town of Amherstburg
Email: pparker@amherstburg.ca

Sandra Kitchen, Deputy Clerk
Town of Kingsville
Email: skitchen@kingsville.ca

Linda Jean, Deputy Clerk
Town of LaSalle
Email: ljean@lasalle.ca

Kristen Newman, Corporate Leader, Strategic and Legal Affairs
Municipality of Lakeshore
Email: knewman@lakeshore.ca

Brenda Percy, Municipal Clerk/Manager of Legislative Services
Municipality of Leamington
Email: bpercy@leamington.ca



Laura Moy, Director of Corporate Services/Clerk
Town of Tecumseh
Email: lmoy@tecumseh.ca



The Corporation of the Township of Huron-Kinloss

P.O. Box 130
21 Queen St.
Ripley, Ontario
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: info@huronkinloss.com

Website: <http://www.huronkinloss.com>

Ministry of the Attorney General
McMurtry-Scott Building
720 Bay Street, 11th floor
Toronto, Ontario
M7A 2S9

September 21, 2021

Via Email attorneygeneral@ontario.ca

Re: Copy of Resolution #651

Motion No.: 651

Moved by: Don Murray Seconded by: Lillian Abbott

THAT the Township of Huron-Kinloss Committee of the Whole hereby supports Northumberland County and the City of Toronto in their plea to include in Bill 177 Stronger Fairer Ontario Act and take immediate action to streamline and modernize this section of the legislation by making it easier and more convenient for the public and prosecutors to engage in resolution discussions and by making it more effective and efficient to administer early resolution proceedings for Part I and Part II offences in the Provincial Offences Court AND directs staff to distribute as they see fit

Carried

Sincerely,

Kelly Lush
Deputy Clerk

c.c all Ontario Municipalities

Finance & Audit Committee Resolution

Committee Meeting Date: July 6, 2021
Agenda Item: 9b
Resolution Number: 2021-07-06-465
Moved by: R. Crake
Seconded by: W. Cane
Council Meeting Date: July 21, 2021

“That the Finance and Audit Committee, having considered Report 2021-115, ‘Municipal Court Managers’ Association / POA Advocacy’ recommend that County Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177 Stronger Fairer Ontario Act and take immediate action to streamline and modernize this section of the legislation by making it easier and more convenient for the public and prosecutors to engage in resolution discussions, and by making it more effective and efficient to administer early resolution proceedings for Part I and Part II offences in the Provincial Offences Court; and

Further That the Committee recommend that County Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I or Part II of the POA, and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a justice of the peace; and

Further That the Committee recommend that County Council request the Ministry of Transportation in consultation with Municipalities consider suspending (temporarily) the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions; and

Further That the Committee recommend that County Council direct staff to forward a copy of this resolution to the Ministry of the Attorney General, MPP David Piccini (Northumberland – Peterborough South), and all Ontario municipalities.”

Carried 
Committee Chair's Signature

Defeated _____
Committee Chair's Signature

Deferred _____
Committee Chair's Signature

Council Resolution

Moved By J. Henderson

Seconded By S. Arthur

Agenda
Item 10

Resolution Number
2021-07-21-491

Council Date: July 21, 2021

"**That** County Council adopt all recommendations from the five Standing Committees, as contained within the Committees' Minutes (July 5, 6, 7, 2021 meetings), with the exception of any items identified by Members, which Council has/will consider separately, including Item 9f of this agenda, the 'Thompson Bridge Closure'."

Recorded Vote
Requested by

Councillor's Name

Deferred

Warden's Signature

Carried

Warden's Signature

Defeated

Warden's Signature

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@northumberlandcounty.ca or 1-800-354-7050 ext. 2327



Report 2021-115

Report Title: Municipal Court Managers' Association / POA Advocacy

Committee Name: Finance and Audit Committee

Committee Meeting Date: July 3, 2021

Prepared by: Randy Horne, Court Services Manager

Reviewed by: Glenn Dees, Director of Finance/Treasurer

Approved by: Jennifer Moore, CAO

Council Meeting Date: July 21, 2021

Strategic Plan Priorities: Leadership in Change

Recommendation

“That the Finance and Audit Committee, having considered Report 2021-115, ‘Municipal Court Managers’ Association / POA Advocacy’ recommend that County Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177 Stronger Fairer Ontario Act and take immediate action to streamline and modernize this section of the legislation by making it easier and more convenient for the public and prosecutors to engage in resolution discussions and by making it more effective and efficient to administer early resolution proceedings for Part I and Part II offences in the Provincial Offences Court; and

Further That the Committee recommend that County Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I or Part II of the POA and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a justice of the peace; and

Further That the Committee recommend that County Council request the Ministry of Transportation in consultation with Municipalities consider suspending (temporarily) the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions; and

Further That the Committee recommend that County Council direct staff to forward a copy of this resolution to the Ministry of the Attorney General, MPP David Piccini (Northumberland – Peterborough South), and all Ontario municipalities.”

Purpose

Immediate regulatory and legislative changes are critical to delivering services to the public by putting in place the most modern, efficient, and effective justice system attainable.

The proposed Early Resolution reforms in Bill 177 Stronger, Fairer Ontario Act do not fully support the objectives of the Ministry of the Attorney General pertaining to creating a modernized and efficient justice system. These changes create procedural barriers that prevent reasonable and effective access to court procedures by replacing a simplified process currently in place with a complex lengthy process.

Background

Northumberland County is not currently opted into the formal Early Resolution process as provided for in the Provincial Offences Act (POA). Early Resolution discussions occur informally, scheduled with the Prosecution Team for all defendants (or their agents) who indicate option 3 (Trial) in response to a Part I (or Part II) charge.

The existing Early Resolution legislation (formal process) provides persons charged with minor offences under Part I (or Part II) of the POA with an option to meet with the prosecutor to resolve matters without the necessity of a trial proceeding. The informal early resolution regime has largely been successful in Northumberland County; providing timely access to justice and being the first POA proceedings to resume during the COVID -19 emergency. The number of Part I matters processed through the early resolution option is approximately 25% of all new charges filed annually and the resolution rate (pre-Trial) is approximately 90%. Approximately 20% of charges Fail to Respond and are convicted in absentia, while 55% of charge fines are paid without a Resolution Meeting or Trial.

The level of public participation in exercising an Early Resolution option in Northumberland County is a clear indication that whether opted into the formal Early Resolution process, or not, the rules under the existing Early Resolution section of the POA are easy for the public to understand and provides access to the justice system for minor offences.

Consultations

The Municipal Court Managers Association (MCMA) has conducted a detailed review of the impact the proposed changes will have on administrative processes and resources. The Bill

177 changes to the formal Early Resolution section of the POA will increase processing steps from the existing 15 administrative processes to over 70 processes. This represents an increase in processes of over 400%. Although Northumberland County has digitized and modernized administrative processes to permit the defendant to file their request digitally, the POA court remains dependent upon the Province's antiquated adjudicative case management system (ICON). Given the lack of a modern adjudicative case management system, the impact of the additional and complex legislative processes under the proposed changes to the Early Resolution section of the POA would likely require additional full time Court Clerks to administer the proposed lengthy and complex early resolution process, should Northumberland County choose to opt into the formal Early Resolution process to take advantage of proposed efficiencies in the legislation.

Simplifying the POA to provide for a more efficient, effective justice system with more convenience and proportionate options to the public for minor offences under Part I of the POA, should not require an increase in processes. Permitting any (formal or informal) early resolution meeting to be held in writing and permitting the filing of written agreements between the prosecutor and defendant to be registered administratively as a court outcome by the Court Clerk immediately provides an accessible streamlined efficient and modern court system to the public.

Legislative Authority/Risk Considerations

The current legislative framework for formal (opted-in) Early Resolution consists of one (1) section with 27 subsections or paragraphs supported by approximately 15 administrative processes. This legislative framework permits a defendant to request a meeting with the prosecutor, request a change to the appointment date once, attend a meeting with the prosecutor and have the outcome of the early resolution meeting recorded by the court on the same day as the meeting.

The proposed changes to the Early Resolution section of the POA under Bill 177 creates a more complex legislative framework for formal Early Resolution process, with five (5) sections and 43 subsections, paragraphs or subparagraphs. This represents an approximate 60% increase to the number of rules.

Discussion/Options

Operational pressures that existed prior to the pandemic have become more pronounced and need to be met with legislative reforms to enable timely recovery of Provincial Offences Courts

POA Courts has long advocated for legislative reforms streamlining and modernizing Provincial Offences Courts in support of equitable and timely access to justice. Immediate regulatory and legislative changes are critical to delivering services to the public by putting in place the most modern, efficient, and effective justice system attainable. The attached MCMA request seeks to align and validate the POA courts position on the following legislative barriers:

1. Halting the proclamation of the Early Resolution reforms included in Bill 177 and requesting to take immediate action to streamline and modernize this section of the

legislation. Under the proposed amendment, complex time periods and rules will be introduced including a redundant abandonment period, and delay in recoding of court outcomes which will result in multiple defendant appearances.

2. Enact changes to the *Provincial Offences Act* and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing. By so conserving court time and judicial resources.
3. Ministry of Transportation in consultation with municipalities consider suspending (temporarily) the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions.

Throughout 2020, three separate orders were issued by the Ontario Court of Justice and the Province adjourning all court matters, suspending all *Provincial Offences Act* timelines and later extending these timelines into 2021.

The Chief Justice of Ontario and the Province of Ontario issued separate emergency orders in response to the pandemic throughout 2020 directly impacting Court Services operations.

A set of orders issued by the Chief Justice of Ontario and the Province built on each other and affected the legislative timelines under the *Provincial Offences Act*, meaning that the typical timeframe to respond to a ticket or other court matters governed by the *Provincial Offences Act* no longer applied. The orders extended timelines from March 16, 2020 through to and including February 26, 2021.

Simultaneously, the Chief Justice of Ontario also issued a set of orders that adjourned all court matters from March 16, 2020 until January 25, 2021. This resulted in postponing of over 2,000 trial matters until 2021, at the earliest. As part of court recovery, the Chief Justice advised Provincial Offence Courts that non-trial matters could go ahead by audio hearings by September 28, 2020 and that the resumption of remote trials could go forward as early as January 25, 2021, dependent on local judicial approval and court readiness. In-person trials would continue to be adjourned until the court schedule is approved by the Regional Senior Justice of the Peace, and all health and safety measures have been implemented.

The recovery of Provincial Offence courts was impeded by lack of timely direction from the Province concerning the resumption of services. While the provincial objective was to provide a consistent approach to the resumption of Provincial Offences Courts, priority was given to resuming Criminal Court operations. This often resulted in changing timelines and direction. Coupled with the existing issue of limited judicial resources which was intensified throughout the pandemic, Court Services could not effectively respond to the growing volume of pending cases which directly impacted the public's access to justice.

Bill 177 aims to modernize and streamline the Provincial Offences Courts

Legislative amendments to the *Provincial Offences Act* were passed by the Ontario Legislature in December 2017 under Schedule 35 of Bill 177 *Stronger, Fairer Ontario Act*. These amendments include reforming of the Early Resolution process, improving the collection of default fines, and expanding the powers of the clerk of the court. However, the proposed Early

Resolution reforms came short as they do not fully support the objectives of the Ministry of the Attorney General pertaining to creating a modernized and efficient justice system.

In December 2019, the Ministry of the Attorney General advised that it intends to implement Bill 177 amendments through a phased approach. To date the Attorney General has only proclaimed and implemented section 48.1 allowing for use of certified evidence for all Part I proceedings. The rest of Bill 177 amendments are scheduled to be proclaimed later in 2021.

Bill 177 reforms to the legislated Early Resolution process will prevent reasonable and effective access to court procedures by creating a complex and lengthy process

Early Resolution is an optional program Provincial Offences Courts can offer allowing defendants who opt to dispute their charges to request a meeting with a prosecutor to resolve the charges prior to a trial.

Under the proposed amendment, when a defendant attends a meeting with the prosecutor, the outcome is not recorded by the court immediately and there is a myriad of rules to navigate that result in a court outcome. For example, depending on the agreement, a defendant may have to appear before a Justice of the Peace to register the agreement and there are potential additional appearances required by the defendant and the prosecutor before an outcome is registered by the court. In addition, there are multiple complex time periods and myriad of rules including a redundant abandonment period before an outcome is registered. The inclusion of a proposed abandonment period is redundant as fairness and administrative of justice principles already exist in other sections of the *Provincial Offences Act* including the right to appeal a conviction or a sentence. The complexity of the numerous additional rules will not be easily understood by the public and will hinder access to justice.

Early Resolution process could aid in municipal Provincial Offences Court recovery if the section amendments were edited to make it easy and more convenient for the public and prosecutors to engage in resolution discussions. Northumberland County Court Services would reconsider offering a formal Early Resolution option if the Ministry of the Attorney General were to make it more effective and efficient to administer Early Resolution proceedings.

Closure of courts due to the pandemic resulted in a decrease in fine payments and increased pending caseload

The extension of *Provincial Offences Act* timelines, along with the continued closure of court hearings impacted many of Court Services operational drivers. While court front counters were reopened in 2020 to provide essential administrative services, the ability to process charges and to address pending caseload was greatly impeded.

In turn, court revenue was impacted by operational instabilities such as, extension of the requirement to pay and defaulting of a fine. It is important to note that this is considered a deferred revenue as all outstanding fines are debt to the Crown owed in perpetuity and never forgiven. The ability to collect on debt diminishes the older a fine becomes.

There is an understanding that defendants request trials to seek resolutions that reduce demerit points. If demerit points were suspended for a period for those acknowledging their guilt and

paying the ticket, it may encourage defendants to pay their traffic ticket, thus reducing trial requests and pressures faced by trial courts. Details such as the time period for offences to which this would apply, what to do if a person receives multiple tickets, as well as determining whether a person without any convictions within 3 or 5 years of payment is to be treated as a first offender could be determined by the ministry.

Financial Impact

The recommendations contained in this report have no financial impact.

Member Municipality Impacts

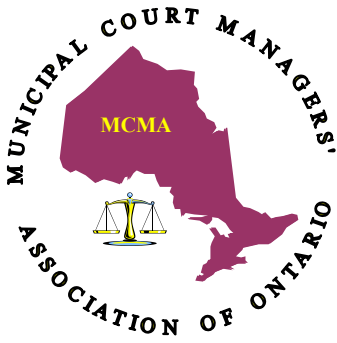
Legislative change allowing any (formal or informal) early Resolution Meeting to be held in writing and permitting the filing of written agreements between the prosecutor and defendant to be registered administratively as a court outcome by the Court Clerk would benefit Member Municipalities in their Part II/Bi-Law proceedings in alignment with County Part I and II Early Resolution Proceedings.

Conclusion/Outcomes

In response to a the MCMA request for Joint Advocacy on behalf of all Ontario Municipal POA Courts, staff request that the Committee recommends that County Council pass a resolution in support for the listed MCMA recommendations.

Attachments

1. Letter: MCMA Request for Joint Advocacy



Municipal Court Managers' Association of Ontario

c/o Seat of the President
Regional Municipality of York
17150 Yonge St
Newmarket ON L3Y 8V3

May 6, 2021

Dear Members,

Re: POA Streamlining and Modernization

In response to the increased pressures resulting from COVID 19, MCMA is seeking the support of POA Courts to actively lobby the Province for immediate regulatory and legislative changes. As you know, our ability to respond to Increasing caseload and declining fine revenue is limited. These proposed changes will enable flexibility for municipalities to respond to local pressures.

It is important that we leverage this opportunity to create a modern, efficient, and sustainable justice system that meets the needs of court users. The proposed changes include:

1. Halting the proclamation of the Early Resolution reforms included in Bill 177 Stronger Fairer Ontario Act and take immediate action to streamline and modernize this section of the legislation.
2. Enacting changes to the Provincial Offences Act and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings.
3. Requesting the Ministry of Transportation in consultation with Municipalities, consider suspending the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions.
4. Make regulatory changes to allow for camera-based offences to be administered through the administrative monetary penalties.

The MCMA board has prepared some templated documents to assist in your efforts. Attached you will find: Draft Council Resolution, draft council report for ER Courts and some key messages to support discussion. We understand that support for one or all may vary depending on individual priorities and appreciate your consideration.

Should you have any questions or would like to discuss further please feel free to reach out to any member of the MCMA board.

Lisa Brooks
MCMA President

"Excellence in Court Administration"

City Clerk's Office

Secretariat
Marilyn Toft
Council Secretariat Support
City Hall, 12th Floor, West
100 Queen Street West
Toronto, Ontario M5H 2N2

Tel: 416-392-7032
Fax: 416-392-2980
e-mail: Marilyn.Toft@toronto.ca
web: www.toronto.ca

In reply please quote:
Ref.: 21-GL23.3

RECEIVED

AUG - 3 2021

June 24, 2021

ONTARIO MUNICIPAL AND REGIONAL COUNCILS:

TOWNSHIP OF HURON-KINLOSS

**Subject: General Government and Licensing Committee Item 23.3
Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial
Offences Act (Ward All)**

City Council on June 8 and 9, 2021, adopted the following resolution and has circulated it to all Municipal City Councils and Regional Councils in Ontario for support:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.

A handwritten signature in black ink, appearing to be 'M. Toft', written over a horizontal line.

for City Clerk

M. Toft/wg

Attachment

c. City Manager

RECEIVED

APR 11 1901

TOWNSHIP OF BRIMLEY

General Government and Licensing Committee

GL23.3		Adopted on Consent		Ward: All
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Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial Offences Act

City Council Decision

City Council on June 8 and 9, 2021, adopted the following:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.
4. City Council direct that this resolution be circulated to the all Municipal City Councils and Regional Councils in Ontario for support.

Committee Recommendations

The General Government and Licensing Committee recommend that:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal

representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.

4. City Council direct that this resolution be circulated to the all Municipal City Councils and Regional Councils in Ontario for support.

Origin

(May 7, 2021) Report from the City Solicitor and the Director, Court Services

Summary

This report responds to the changes to the Provincial Offences Act under Bill 177 Stronger, Fairer Ontario Act for City Council to review and consider taking action on the staff recommendations contained herein.

Background Information (Committee)

(May 7, 2021) Report from the City Solicitor and the Director, Court Services on Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial Offences Act

(<http://www.toronto.ca/legdocs/mmis/2021/ql/bgrrd/backgroundfile-166871.pdf>)

Attachment 1 - Bill 177 Changes to section 5.1 of Provincial Offences Act as enacted and not proclaimed

(<http://www.toronto.ca/legdocs/mmis/2021/ql/bgrrd/backgroundfile-166872.pdf>)

Stephanie Olewski

To: Sandy Kitchen
Subject: RE: Optometric Job Action - Correspondence #3 and Draft resolution:

From: Rick M <[REDACTED]>

Sent: September 14, 2021 4:11 PM

To: Nelson Santos <nsantos@kingsville.ca>; Gord Queen <gqueen@kingsville.ca>; Kim DeYong <kdeyong@kingsville.ca>; Tony Gaffan <tgaffan@kingsville.ca>; Laura Lucier <llucier@kingsville.ca>; Thomas Neufeld <tneufeld@kingsville.ca>; Larry Patterson <lpatterson@kingsville.ca>

Subject: Optometric Job Action

Dear Mr Mayor and Kingsville councillors,

I humbly request you review the enclosed letter and offer whatever help you are able to provide. As a lifelong Kingsville resident and local optometrist, I feel the "asks" made by the Ontario Association of Optometrists are more than reasonable and if anything, modest. While I recognize, this does not fall under the scope of the municipality, all pressure that will allow us to move forward and continue to serve our local residents and provide them with the quality eye care they deserve is welcomed.

For those of you unfamiliar with our current plight, I am happy to refer you to the following website so that you can educate yourselves on the specifics of this woeful situation. www.saveeyecare.ca



Home - Save Eye Care

Français Due to the inaction of the provincial government, eye care under OHIP has ended. Your eye care is worth saving. Every day optometrists take pride in helping our patients see clearly and preventing blindness. But today we need your help. For over 30 years, the Ontario government has refused to formally negotiate with optometrists. [...]

www.saveeyecare.ca

Once again, thank you for your commitment to our lovely town. It is greatly appreciated. Anything you can do to help support optometry in Kingsville is greatly appreciated.

Sincerely,
Rick Mastronardi.

Dr. R.D. Mastronardi
Dr. J. O'Connor
Optometrists

59 Main Street East, Unit 4
Kingsville, ON N9Y 1A1
Phone: (519) 733-7644
Fax: (519) 733-4440

September 13, 2021

Dear Mayor Nelson Santos, Deputy Mayor Gord Queen, Councillor Kim DeYong, Councillor Tony Gaffan, Councillor Laura Lucier, Councillor Thomas Neufeld, and Councillor Larry Patterson,

As a local optometrist, I am writing to request that the Town of Kingsville Council call on the Ontario Government to address the chronic underfunding of eye care.

For more than 30 years, previous Ontario governments have ignored our requests for a sustainable funding system.

Did you know in 1989 the Ontario government paid \$39.15 for OHIP-insured eye exams? Did you know that today, 32 years later, the government only contributes an average of \$44.65 per exam? That's a 14% increase over three decades! With over four million services performed annually under OHIP, this level of funding is not sustainable.

The government did not act before September 1st, 2021, and millions of Ontarians are now at risk of losing their access to eye care. I'm concerned about what this will mean for my patients and my community. We know the ones who will be impacted most are children, seniors and adults with diabetes or certain eye diseases. Due to this lack of funding, optometrists are also limited in their ability to invest in their practices and access to eye care in rural areas is especially threatened. This is not acceptable.

As the most populated province in the country, compared to other provinces with publicly funded optometry services, Ontario is by far the lowest funded. For example, the funding for seniors' eye exams would have to increase more than 60% to reach the next lowest-funded province, Manitoba, and by more than 125% to reach the next lowest-funded, Québec.

Although it is the province that needs to fix the issue, the underfunding of eye care affects municipalities too.

Optometrists are located in over 200 communities, making us the most accessible primary eye care professionals in the healthcare system. In many of these locations, we are the only providers of comprehensive general eye care. This is why municipalities must stand up for their residents and help protect access to OHIP optometry services. Currently, Kingsville has 8 Optometrists across 3 practices within the township and all are participating in Job Action meaning a substantial loss of access in eye care to our community.

So far, 15 municipalities and/or mayors in Ontario have passed motions and/or written letters in support of OHIP optometry services. I'm requesting that my municipal council stand up for eye care by asking the provincial government to commit to reforms so that optometrists are compensated fairly compared to their colleagues all across Canada. Please pass such a motion as soon as possible so that residents can continue to access the quality eye care that they deserve.

Should you have any questions, or would like more information, please let me know. My patients and I hope that we can count on your support.

Sincerely,

Dr. Rick Mastronardi.

Stephanie Olewski

To: Sandy Kitchen
Subject: RE: Save Eye Care in Ontario - Correspondence #2

From: Julia Mockler [REDACTED] >

Sent: September 13, 2021 3:42 PM

To: Nelson Santos <nsantos@kingsville.ca>; Gord Queen <gqueen@kingsville.ca>; Kim DeYong <kdeyong@kingsville.ca>; Tony Gaffan <tgaffan@kingsville.ca>; Laura Lucier <llucier@kingsville.ca>; Thomas Neufeld <tneufeld@kingsville.ca>; Larry Patterson <lpatterson@kingsville.ca>

Subject: Save Eye Care in Ontario

Dear Mayor Nelson Santos, Deputy Mayor Gord Queen, Councillor Kim DeYong, Councillor Tony Gaffan, Councillor Laura Lucier, Councillor Thomas Neufeld, and Councillor Larry Patterson,

As a local optometrist, I am writing to request that the Town of Kingsville Council call on the Ontario Government to address the chronic underfunding of eye care.

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The government did not act before September 1st, 2021, and millions of Ontarians are now at risk of losing their access to eye care. I'm concerned about what this will mean for my patients and my community. We know the ones who will be impacted most are children, seniors and adults with diabetes or certain eye diseases. Due to this lack of funding, optometrists are also limited in their ability to invest in their practices and access to eye care in rural areas is especially threatened. This is not acceptable.

As the most populated province in the country, compared to other provinces with publicly funded optometry services, Ontario is by far the lowest funded. For example, the funding for seniors' eye exams would have to increase more than 60% to reach the next lowest-funded province, Manitoba, and by more than 125% to reach the next lowest-funded, Québec.

Although it is the province that needs to fix the issue, the underfunding of eye care affects municipalities too.

Optometrists are located in over 200 communities, making us the most accessible primary eye care professionals in the healthcare system. In many of these locations, we are the **only** providers of comprehensive general eye care. This is why municipalities must stand up for their residents and help protect access to OHIP optometry services. Currently, Kingsville has 8 Optometrists across 3 practices within the township and all are participating in Job Action meaning a substantial loss of access to eye care in our community.

So far, 15 municipalities and/or mayors in Ontario have passed motions and/or written letters in support of OHIP optometry services. I'm requesting that my municipal council stand up for eye care by asking the provincial government to commit to reforms so that optometrists are compensated fairly compared to their

colleagues all across Canada. Please pass such a motion as soon as possible so that residents can continue to access the quality eye care that they deserve.

Should you have any questions, or would like more information, please let me know. My patients and I hope that we can count on your support.

Sincerely,
Dr. Julia Mockler
Optometrist
Kingsville, Born and Raised

Stephanie Olewski

To: Sandy Kitchen
Subject: RE: Save Eyecare in Ontario - Correspondence #1

From: R McCormick <[REDACTED]>

Sent: September 14, 2021 11:15 AM

To: Nelson Santos <nsantos@kingsville.ca>; Gord Queen <gqueen@kingsville.ca>; Kim DeYong <kdeyong@kingsville.ca>; Thomas Neufeld <tneufeld@kingsville.ca>; Laura Lucier <llucier@kingsville.ca>; Larry Patterson <lpatterson@kingsville.ca>; Tony Gaffan <tgaffan@kingsville.ca>

Subject: Save Eyecare in Ontario

Dear Mayor Nelson Santos, Deputy Mayor Gord Queen, Councillor Kim DeYong, Councillor Tony Gaffan, Councillor Laura Lucier, Councillor Thomas Neufeld, and Councillor Larry Patterson,

As a local optometrist, I am writing to request that the Town of Kingsville Council call on the Ontario Government, by formal letter as other communities already have, to address the chronic underfunding of eye care.

For more than 30 years, previous Ontario governments have ignored our requests for a sustainable funding system.

Did you know in 1989 the Ontario government paid \$39.15 for OHIP-insured eye exams? Did you know that today, 32 years later, the government only contributes an average of \$44.65 per exam? That's a 17 cent increase per year over three decades! With over four million services performed annually under OHIP, this level of funding is not sustainable.

The government did not act before September 1st, 2021, and millions of Ontarians are now at risk of losing their access to eye care. I'm concerned about what this will mean for my patients and my community. We know the ones who will be impacted most are children, seniors and adults with diabetes or certain eye diseases. Due to this lack of funding, optometrists are also limited in their ability to invest in their practices and access to eye care in rural areas is especially threatened. This is not acceptable.

As the most populated province in the country, compared to other provinces with publicly funded optometry services, Ontario is by far the lowest funded. For example, the funding for seniors' eye exams would have to increase more than 60% to reach the next lowest-funded province, Manitoba, and by more than 125% to reach the next lowest-funded, Québec.

Although it is the province that needs to fix the issue, the underfunding of eye care affects municipalities too.

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up for their residents and help protect access to OHIP optometry services. Currently, Kingsville has 8 Optometrists across 3 practices within the township and all are participating in the “Job Action” meaning a substantial loss of access in eye care to our community.

So far, 15 municipalities and/or mayors in Ontario have passed motions and/or written letters in support of OHIP optometry services. I’m requesting that my municipal council stand up for eye care by asking the provincial government to commit to reforms so that optometrists are compensated fairly compared to their colleagues all across Canada. Please pass such a motion as soon as possible so that residents can continue to access the quality eye care that they deserve.

Should you have any questions, or would like more information, please feel free to contact me, [REDACTED] My patients and I hope that we can count on your support.

Sincerely,

Dr. Robert McCormick
Optometrist
Kingsville Eyecare

WHEREAS routine eye care is critical in early detection of eye diseases like glaucoma, cataracts, and macular degeneration, and the health of eyes is critical to overall health and quality of life; and

WHEREAS conditions that may be detected with an annual eye exam include Diabetes mellitus, Glaucoma, Cataract, Retinal disease, Amblyopia (lazy eye), Visual field defects (loss of part of the usual field of vision), Corneal disease, Strabismus (crosses eyes), Recurrent uveitis (an inflammation of the uvea, the middle layer of the eye that consists of the iris, ciliary body and choroid), Optic pathway disease; and

WHEREAS payments from OHIP have only increased 9% over the last 30 years, which has not come close to matching inflation of costs (which include rent, staff, utilities, equipment, taxes and supplies); and

WHEREAS the lack of funding makes it difficult to invest in modern technology, and newer technology means earlier detection of eye disease; and

WHEREAS the Provincial government's refusal to formally negotiate with Optometrists for more than 30 years has forced the Optometrists to absorb approximately 173 Million dollars annually in the cost to deliver eye care to Ontarians; and

WHEREAS the 2021 Ontario Budget did not address OHIP-insured eye care, Ontario Optometrists took action and voted to withdraw OHIP services starting on September 1, 2021, unless the government agrees to legally-binding negotiations to fund these services at least to the cost of delivery; and

WHEREAS this job action will jeopardize good eyecare for those who need the care of an optometrist the most and will have the greatest impact on the most vulnerable groups. Children, who's lifetime ability to learn and develop depends on good vision and to the elderly, who are at the greatest risk for vision- threatening ocular diseases;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of the Town of Kingsville requests that the Provincial government recognize the value that access to quality eye care brings to all Ontarians and act now to protect it; and further

THAT the Provincial government address the OHIP-insured eye care immediately and enter into legally-binding negotiations with Ontario Optometrists to fund these services at least to the cost of delivery, prior to any job action taking place; and further

THAT a copy of this resolution be forwarded to Premier Ford, Ontario Minister of Health Christine Elliot, MPP Taras Natyshak, to the Ontario Association of Optometrists, and to all municipalities in Ontario.



Gord Queen, 28 Pulford Street, Kingsville, Ontario N9Y 1B4

August 24, 2021

Sandy Kitchen
Acting Clerk
Town of Kingsville

Notice of Motion (Reference By-Law 55-2016)

In accordance with our above noted procedure by-law,
Do hereby give notice at the next regular meeting of Council I may move or cause to have
moved that Council enter into a discussion as to the manner in which votes should be cast for
the next municipal election that is scheduled to be held October 24,2022.

Options do exist. Sarnia has selected internet.
Lakeshore recently voted to return to the traditional voting with a polling station.

Council needs to set direction with enough time for proper consideration of the options and
advance notice required for the 2022 election.

Respectfully submitted

P. Gordon Queen

Gord Queen
Deputy Mayor
Corporation of The Town of Kingsville

Whereas the Town of Kingsville residents and businesses pay E.L.K. for electricity and are not receiving good value and service for payment.

And whereas. E.L.K. is a monopoly and customers have no ability to buy electricity elsewhere.

And whereas E.L.K. has frequent disruptions and outages that results in:

- 1) Economic hardship and losses to local businesses;*
- 2) Personal hardship as homes and family lives are disrupted;*
- 3) Loss and damage to electronic equipment; and*
- 4) Stress and concern arising from uncertainty as to when the service can be relied upon.*

And whereas we have experienced poor customer service with complaints and concerns unanswered and a seemingly uncaring and unresponsive ELK executive leadership, ELK Board of Directors, and Town of Essex which is the owner of ELK. We do not understand why the ELK executive leadership, ELK Board of Directors, and Town of Essex are unresponsive to customer concerns which have been raised by many individuals and business leaders.

And whereas the Town of Kingsville, along with its residents and local businesses, have been asking E.L.K. for responses to these concerns but has received no satisfactory reply, including such concerns as not being responsible to residents who have trees abutting E.L.K. hydro wires causing a safety concern.

And whereas developers in the Town of Kingsville have difficulty in getting subdivisions and buildings connected to the E.L.K. power supply and further have felt that their questioning about unreasonable delays have resulted in being “blacklisted” and facing reprisals from E.L.K. staff who seem to operate with impunity.

And whereas the Corporation off the Town of Kingsville has asked for a road use agreement (or similar agreement) which E.L.K. has ignored or refused to sign, contrary to industry standards, and which has resulted in hardship to the Town and risk of injury to residents as work has been undertaken by E.L.K. on Town property without regard to public safety, public notice and cooperation with the Town.

And whereas the Town of Essex must be accountable for E.L.K. and cannot simply take dividends without any expectation of delivering reliable service, good customer service and reasonably requiring E.L.K. to operate safely and cooperatively with the Town government within which it operates.

Therefore be it resolved that:

- 1. The Town of Kingsville asks the Town of Essex to require the E.L.K. executive leadership and E.L.K. Board of Directors to embark on a comprehensive review of supply of electricity, why its supply is unreliable, why E.L.K. is unresponsive to customer complaints and concerns and why E.L.K. won't work with the Town of Kingsville on a road use agreement. The Town of Essex can do this through a unanimous shareholders declaration or similar resolution.*
- 2. Failing satisfactory resolution from the Town of Essex and E.L.K. in regard to the items above within four months, that Administration bring a report to Council on options available to the Town to hold E.L.K. accountable including (but not limited to) a complaint or application to the Ontario Energy Board.*

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 74-2021

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

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

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

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

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

1. That Subsection 6.6 (e) RURAL RESIDENTIAL (RR) EXCEPTIONS is amended with the addition of the following new subsection:

6.6.15 'RURAL RESIDENTIAL EXCEPTION 15 (RR-15)'

For lands shown as RR-14 on Map 58 on Schedule "A" of this By-law.

- a) Permitted Uses
 - i) Those uses permitted under Section 6.6 (a)
 - b) Permitted Buildings and Structures
 - i) Those buildings and structures permitted under Section 6.6 (b)
 - ii) One Secondary Dwelling Unit.
 - iii) Buildings and structures accessory to the permitted uses.
 - c) Zone Provisions

Notwithstanding Subsection 6.6, the following special provisions *shall* apply to lands *zoned* RR-15:

 - i) Maximum *accessory structure* height – 6.58 m
2. Schedule "A", Map 58 of By-law 1-2014 is hereby amended by changing the zone symbol on lands known municipally as 1775 Division Rd N, CON 1 WD, Pt Lot 1, as shown on Schedule 'A' in cross-hatch attached hereto from 'Rural Residential (RR)' to 'Rural Residential Exception 15 (RR-15)'.
 3. This by-law shall come into force upon third reading and being finally passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
27TH DAY OF SEPTEMBER, 2021.**

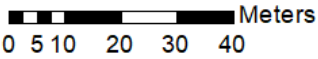
MAYOR, Nelson Santos

ACTING CLERK, Sandra Kitchen

Schedule A



1775 Division Rd N
CON 1 WD, Pt Lot 1
ZBA/17/21



Schedule "A", Map 58 of By-law 1-2014 is hereby amended by changing the zone symbol on lands known municipally as 1775 Division Rd N, CON 1 WD, Pt Lot 1, as shown on Schedule 'A' in cross-hatch attached hereto from 'Rural Residential (RR)' to 'Rural Residential Exception 15 (RR-15)'.

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 75-2021

**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 the application conforms to the Official Plan of the Town of Kingsville;

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

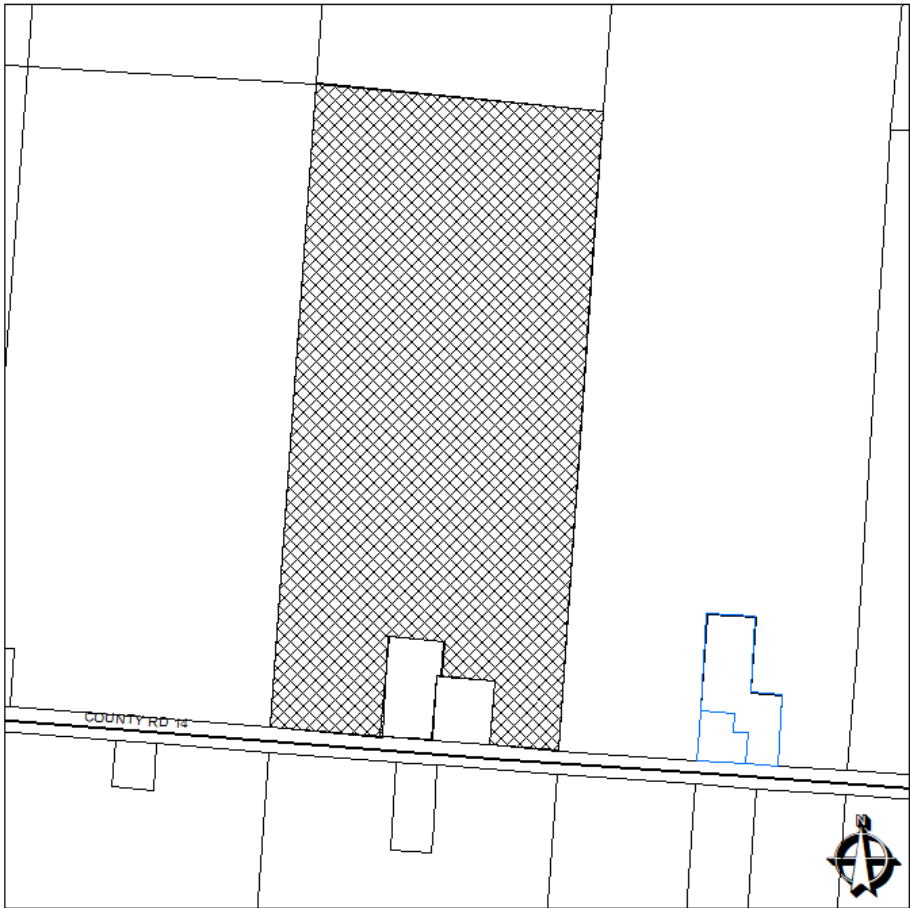
1. Schedule "A", Map 29 of By-law 1-2014 is hereby amended by changing the zone symbol on an approximately 19.3 ha (47.8 ac.) portion of land, known municipally as 177 County Rd 14 E, Part Lot 17, Concession 9, as shown on Schedule 'A' in cross-hatch attached hereto from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)'.
2. This by-law shall come into force and take effect from the date of passing by Council and in accordance with Section 34 of the Planning Act.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
27TH DAY OF SEPTEMBER, 2021.**

MAYOR, Nelson Santos

ACTING CLERK, Sandra Kitchen

Schedule A



177 County Rd 14 E
Part Lot 17, Concession 9,
ZBA/22/21

Meters
0 40 80 160 240 320

Schedule "A", Map 29 of By-law 1-2014 is hereby amended by changing the zone symbol on an approximately 19.3 ha (47.8 ac.) portion of land, known municipally as 177 County Rd 14 E, Part Lot 17, Concession 9, as shown on Schedule 'A' in cross-hatch attached hereto from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)'.

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 77 –2021

**Being a by-law to Govern the Calling, Place
and Proceedings of Council and Committees**

WHEREAS pursuant to Section 238 of the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended, every municipality and local board shall pass a procedure by-law to govern the calling, place and proceedings of meetings.

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

Definitions

1.1. For the purpose of this by-law the following definitions are applicable:

- a) **“Act”** means the *Municipal Act, 2001*, S.O. 2001 c.25, as may be amended from time to time;
- b) **“CAO”** means the Chief Administrative Officer of the Municipality, or their designate;
- c) **“Chair”** means the Mayor, the Deputy Mayor or other Member who may be presiding over a Meeting in accordance with this By-law, as the case may be;
- d) **“Clerk”** means the Clerk of the Municipality as appointed by Council, or their designate;
- e) **“Council”** means the Council of the Municipality;
- f) **“Council Chambers”** means the Council Chambers at the offices of the Municipality located at 2021 Division Road North, Kingsville, Ontario;
- g) **“Committee”** means any advisory or other committee, including Committee of the Whole, which is established by Council to deal with specific matters that Council deems appropriate;
- h) **“Committee of the Whole”** means an advisory committee comprised of all Members of Council that directly reports, and makes recommendations, to Council;
- i) **“Electronic Participation”** means participation in a Meeting by means of telecommunication instruments including but not limited to telephone and video conferencing;
- j) **“Emergency”** means circumstances which, in the opinion of the Mayor, are considered to be of an urgent or time sensitive nature, and which may affect the health, safety or physical security of residents of the Municipality;
- k) **“Holiday”** means:

New Year’s Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	December 24
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	December 31

- l) **“Mayor”** means the Head of Council and the Chief Executive Officer of the Municipality.
- m) **“Meeting”** unless otherwise specified, means any Regular, Special or other meeting of a Council or Committee or either of them where:
 - i. A quorum of Members is present, and
 - ii. Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, or Committee;
- n) **“Member”** means a member of Council or a Committee, as the case may be;
- o) **“Municipality”** means The Corporation of the Town of Kingsville.
- p) **“Notice of Motion”** means advance written notice to Members regarding a matter on which Council will be asked to take a position.
- q) **“Quorum”** means, subject to the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M. 50, as amended, a majority of the whole number of the Members;
- r) **“Point of Order”** means a motion drawing attention to an infraction of this By-law;
- s) **“Point of Privilege”** means a matter that a Member considers to impugn his or her integrity or the integrity of Council;
- t) **“Rules of Order”** means the rules of order as set out starting at Section 8 of this By-law;
- u) **“Staff”** means an officer or employee of the Municipality;

2. General Provisions

- 2.1. The procedures contained in this By-law shall be observed in all proceedings of Council and shall be the procedures for the dispatch of business by Council and, unless specifically provided, with the necessary modifications shall apply to all meetings of Committees.
- 2.2. Issues arising in proceedings of Council not specifically governed by the provisions of this By-law shall be resolved by resort to Robert’s Rules of Order, as revised from time to time.
- 2.3. Except as otherwise provided for in this By-law, any provision in this By-law which is not mandatory under the *Act* or any statute may be suspended by a two-thirds vote of Council or Committee, as the case may be.
- 2.4. Unless a contrary intention appears in this By-law, words in the singular include the plural.

3. Meetings

Inaugural Meeting

- 3.1. The inaugural meeting of the Council after a regular municipal election shall be held on the 1st Monday in December at 6:00 p.m.

Regular Meetings

- 3.2. Regular Meetings of Council shall be held at 6:00 p.m. on the second and fourth Mondays of each month. Only one Regular Meeting shall be scheduled in the months of December, July and August.
- 3.3. When the day for a Regular Meeting of Council is a Holiday, the Council shall, unless the Council decides otherwise, meet at the same hour on the next following day which is not a Holiday.

Special Meetings

- 3.4. The Mayor may, at any time, call a Special Meeting.
- 3.5. Upon receipt of a petition of a majority of Members of Council by the Clerk, the Clerk shall call a Special Meeting for the purpose and at the time and date mentioned in the petition.
- 3.6. The Special Meeting shall be held no sooner than 48 hours following the calling of the Meeting by the Mayor or the Clerk, as the case may be.

Emergency Meetings

- 3.7. Notwithstanding any other provision in this By-law, a Meeting may be called in an Emergency by the Mayor, without advanced written notice. The Clerk will notify Members, the CAO, applicable staff and the public about the Meeting as soon as possible, using any method that is reasonable in the circumstances.
- 3.8. The notification of the Emergency Meeting shall include a description of the business to be transacted at the meeting. Lack of receipt of the notice of the Emergency Meeting shall not affect the validity of the meeting or any action taken at the meeting.
- 3.9. Since the public may not have been given adequate notice of the Emergency Meeting, given the emergent nature of the reason for the meeting, the Clerk shall immediately after the meeting, or as soon as practicable, notify the public of the reasons for the meeting in as much as the reasons and content of the meeting can be disclosed.

Place of Meetings

- 3.10. Unless otherwise specified in a notice of meeting, or in the case of an Emergency, Meetings shall be held at the Council Chambers.

Notice of Meetings

- 3.11. Notice of Meetings shall be given in the following manner:
 - a) posted on the Municipality's website;
 - b) posted on the Municipality's social media page(s);
 - c) posted on the electronic sign and/or the bulletin board at Town Hall; and
 - d) electronically distributed to those members of the public that have subscribed on the Municipality's website to receive notifications of council matters.
- 3.12. On or before December 31 each year, a listing of all Regular Meetings of Council for the following year shall be posted for public viewing in accordance with paragraph 3.11.

- 3.13. In the case of a Special Meeting, the meeting notice shall include a description of the business to be transacted at the meeting and shall be made available for public viewing in accordance with paragraph 3.11 as soon as possible after the calling of the Special Meeting, and before the holding of the Special Meeting.
- 3.14. In the case of a Meeting conducted electronically, the meeting notice shall include sufficient information as to provide the public with means to electronically observe the open session part of the Meeting.

Open and Closed Meetings, Confidential Information

- 3.15. All Meetings shall be open to the public.
- 3.16. No Member shall divulge any information to any person that pertains to any aspect of any discussion or direction of Council that was given or provided at a Closed Meeting of Council.
- 3.17. Notwithstanding paragraph 3.15, a meeting or part of a meeting may be closed to the public only in accordance with the provisions of the *Act*.
- 3.18. Before all or part of a meeting is closed to the public, the Council, Local Board or Committee shall state by resolution:
- a) the fact of the holding of the closed meeting, and
 - b) the general nature of the matter to be considered at the closed meeting;
- 3.19. Voting may take place in Closed Session only if the vote is for:
- a) A procedural matter; or
 - b) For giving directions or instructions to officers, employees, or agents of the Municipality or Committee.

Presiding Over Meetings

- 3.20. The Mayor shall preside as Chair at all Meetings, however, when the Mayor is delayed, absent, refuses or is unable to act, or the office is vacant, the Deputy Mayor shall act in the place of the Mayor.
- 3.21. When both the Mayor and Deputy Mayor are absent or are unable to act, or the offices are vacant, the Members may, by resolution, appoint a Member from amongst themselves for the purpose of the Member presiding as Chair over a Meeting.
- 3.22. The duties of the Chair shall be as follows:
- a) to call the Meeting to order;
 - b) to announce the business before Council in the order in which it is to be acted upon;
 - c) when two or more Members seek to address Council, designate the Member who may speak first;
 - d) to receive and submit, in the proper manner, all motions presented by the Members;
 - e) to put to a vote all questions which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;

- f) to decline to put to a vote motions which are contrary to the procedures as set out in this By-law;
- g) to enforce the Rules of Order and conduct of Members' behaviour which disrupts the order and decorum of the Meeting;
- h) to call by name any Members breaching the Rules of Order thereby ordering the Member to vacate their seat;
- i) decide questions on the Rules of Order, including Points of Order, Points of Privilege, and rulings or procedures set out in this By-law, stating reasons for the decision;
- j) to inform the Council when necessary or when referred to for the purpose, on a Rule of Order or procedure under this By-law;
- k) to represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
- l) to ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of the Municipality;
- m) to adjourn the Meeting without question in the case of grave disorder; and
- n) to expel any person for improper conduct at a Meeting, which includes, but is not limited to, conduct obstructing the deliberations or proper action of Council.

Call to Order and Adjournment

- 3.23. At or after the hour fixed for holding of the Meeting, if there is a Quorum present, the Chair shall call the Meeting to order.
- 3.24. If there is no Quorum present one half hour after the time fixed for holding of the Meeting, the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the next Regular Meeting or until a Special Meeting is called.
- 3.25. Meetings shall stand adjourned at 10:00 p.m. Any business items not yet completed shall be added to the following Regular Meeting, or a Special Meeting called for that purpose.
- 3.26. Notwithstanding section 3.25, a Meeting may continue for one hour past 10:00 p.m. upon a two-thirds resolution of Council. Any continuation of the Meeting past 11:00 p.m. shall require a unanimous resolution of Council.

4. Electronic Participation in Meetings

- 4.1. Notwithstanding any other provision in this By-law, a Meeting may be conducted electronically. The Clerk, in consultation with the CAO and/or Mayor, shall determine the method and technology used for a meeting in which Members meet via Electronic Participation. Such determination shall be based on the resources available at the time, the prevailing circumstances of the Meeting, and any other factors that support the holding of an electronic meeting.
- 4.2. A Member participating in a Meeting electronically shall:
 - a) Be counted for the purposes of determining Quorum;

- b) Log into the Meeting in advance of the start time to establish the necessary electronic connection before the Meeting is scheduled to begin;
 - c) Ensure that their camera is on, as may be applicable;
 - d) Mute their electronic device when they are not speaking;
 - e) Inform the Chair about their intention to leave the meeting either on a temporary or permanent basis; and,
 - f) Have the same voting rights as if they were participating in the meeting in person.
- 4.3. When a Meeting is “in person” (normally held at Council Chambers) a Member may make a request to participate electronically in a Meeting, subject to the following rules:
- a) The Member must provide the request in advance to the Clerk.
 - b) A Member may not participate electronically in an “in-person” Meeting under this Section more than three times in a calendar year, except with Council approval in the event of extended illness or other extenuating circumstances.
 - c) The Clerk shall determine the method of Electronic Participation of the Member after considering the resources available to both the Town and the Member, and any other factors necessary to give effect to the request.
- 4.4. Members participating electronically in a Meeting closed to the public must ensure that they are participating from a location that ensures the privacy and confidentiality of the closed meeting discussion.
- 4.5. The Chair shall rule on and determine the applicable in-meeting processes as may be adapted to a Meeting with Electronic Participation, which processes shall be consistent with this By-law and in accordance with the *Act*.
- 4.6. In the case of a loss of connection, or any connection issue, which impedes the ability of a Member to participate in the Meeting in real time, provided Quorum is maintained, the Meeting will continue. At the discretion of the Chair, a short recess may be taken to allow the Member to reconnect. A Member who is unable to connect electronically to a Meeting will not be able to participate or vote, shall be noted in the minutes as “not present” for that portion of the Meeting in which they are unable to connect, and any vote taken during a Member’s absence shall be valid.
- 4.7. Any policies of the Town governing the recording and/or broadcasting of Council Meetings shall apply, with the necessary modifications, to Meetings conducted electronically.
- 4.8. The Clerk may, from time to time, establish or amend procedures related to Electronic Participation, provided that such procedures do not conflict with the provisions of this By-law.

5. Agendas and Materials

- 5.1. The Clerk shall prepare an agenda for Meetings of Council. The Clerk’s designate shall prepare an agenda for Meetings of Committees, as may be applicable.

- 5.2. The Clerk shall prepare an agenda outlining the order of business in a form that best allows for the most efficient and effective conduct of business and which may take the following format:

Call to Order
 Land Acknowledgement
 Moment of Silence and Reflection and National Anthem
 Amendments to the Agenda
 Disclosure of Pecuniary Interest
 Presentations
 Delegations
 Matters Subject to Notice
 Consent Agenda
 Staff Reports
 Business / Correspondence – Action Required
 Notices of Motion
 Unfinished Business and Announcements
 Reading of By-Laws and Confirmatory Bylaws (together, unless a member of Council asks for separation)
 Adjournment

- 5.2.1 Closed Session will be scheduled at any time in the meeting deemed prudent and necessary. Council shall report out of Closed Session immediately after rising from Closed Session.
- 5.3. Notwithstanding the order of business listed above, modifications to the order of business, or to the matters to be included may be affected without requiring amendments to this By-law.
- 5.4. Insofar as is practicable, agendas together with all relevant materials, shall be made available to Members on the fifth day, excluding Holidays, prior to a Meeting. In the event such day falls on a Saturday or Sunday, the day prior that is not a Saturday, Sunday or Holiday; or, in the event a Special Meeting is called within a shorter time frame, as soon as possible following the calling of the Meeting, as the case may be.
- 5.5. If a member wishes to make any additions to the Agenda, those additions shall be forwarded to the Clerk at least 7 days before the Meeting.
- 5.6. Agendas delivered to Members shall contain the recommendations of Staff following each item or group of items, as may be appropriate.
- 5.7. The CAO shall have the right to provide general advice and recommendations to Council.
- 5.8. The Senior Management Team shall have the right to advise Council with respect to their area of responsibility, including rights and obligations which may be of a professional nature (i.e. professional advice of a financial, legal, engineering, health and safety nature, etc.)

Consent Agenda

- 5.9. The Clerk shall list items on the Consent Agenda, in his/her sole discretion, that he/she thinks should be listed on the agenda under the heading “Consent Agenda”. For example, items listed in the “Consent Agenda” shall include Staff information reports which do not require a decision, Staff reports with recommendations which are considered minor or non-controversial, minutes of previous meetings, minutes of committees, adoption of accounts, and business correspondence.
- 5.10. If a Member wishes to speak to an item on the Consent Agenda, or wishes to amend a recommendation of any item(s) listed on the

Consent Agenda, the Member shall request the item(s) be removed for subsequent consideration.

- 5.11. All of the items on the Consent Agenda which have not been removed from the Consent Agenda by a Member will be adopted by one motion for approval. The approval of this section has the same effect as if each item in this section was approved by Council separately and the Clerk shall record in the minutes that each item was approved, or received for information, as the case may be.
- 5.12. Any item(s) removed from the Consent Agenda shall then be spoken to by the requesting Member and then, subject to any amendments, the recommendation(s) shall be voted upon.

6. Delegations and Presentations

- 6.1. Any person, group, corporation or organization, not being a Member or Staff, that wishes to appear before Council to present general information or to make a request of Council shall submit a written request to the Clerk, in accordance with the process established by the Clerk. The request shall include the details of the matter to be presented and any material they would like distributed to Council.
- 6.2. The Clerk shall ask delegations if they wish to make a written delegation to Council instead of speaking to Council. In such an instance, the written delegation will be distributed to Council in advance of the Meeting and during the Meeting the Clerk shall verbally note to Council that written delegations have been received and indicate the names of the persons listed on the delegation. The written delegation shall be entered into the minutes without the need for a motion to receive.
- 6.3. Timelines for registration for a delegation shall be:
 - a) For an item on the agenda: Registration with the Clerk by 11am on the day of the Meeting.
 - b) For an item not listed on the agenda: Registration with the Clerk 14 days prior to the Meeting and provide in writing that which they intend to say to Council. The CAO shall determine if an administrative written or verbal report will follow the submission.
- 6.4. The Clerk, in consultation with the Mayor and CAO, may decline to grant a request to appear before Council if it is apparent that the subject matter is not suitable for discussion at a Meeting or the content is outside the jurisdiction of Council.
- 6.5. Where the Clerk anticipates the total time limit for all delegations (not including presentations) shall be 30 minutes, the Clerk may defer delegations and matters to a later Council meeting date and/or reduce the time limits allotted for speaking for each delegation. The Clerk shall consult with the Mayor and CAO before making any such decision and the Clerk shall notify Council of any such decisions at the beginning of the Meeting.
- 6.6. If a delegation has previously presented the same or similar content at a Committee of the Whole meeting, then the delegation shall not be permitted to speak at a Council meeting unless the person making the delegation has new or additional information.
- 6.7. The time limits allotted to delegations shall be strictly enforced. The Clerk shall set a timer at the commencement of the delegation's presentation. The Clerk shall provide Council and the speaker with a 1-minute wrap-up warning. At the conclusion of the allotted time, the

Clerk shall inform Council and the speaker that the time limit has been exhausted. Time limits shall be:

- a) Items not on the agenda: 10 minutes
 - b) Items on the agenda: 10 minutes
 - c) Matters subject to notice: 10 minutes
 - d) Presentations: 20 minutes
- 6.8. Upon the completion of a delegation, Members may ask questions for clarification only. Members shall not enter into debate with the delegation. Delegations may not ask questions of Council or Staff. The total time limit for follow up questions and answers shall be 5 minutes but can be extended at the discretion of the Chair. The Clerk shall set a timer and inform Council when the time limit has been exhausted.
- 6.9. The Chair may curtail or stop any delegation and the person(s) appearing shall withdraw and may not challenge the decision of the Chair.
- 6.10. Where there are numerous delegations taking the same position on a matter, delegates are encouraged to select a spokesperson to speak on behalf of the group.
- 6.11. Delegations are not permitted to assume any unused time allocated to another delegation.
- 6.12. Delegations shall not:
- a) Speak disrespectfully of any person.
 - b) Use offensive words.
 - c) Speak on any subject other than the subject for which they have received approval to address Council.
 - d) Disobey a decision of the Chair or Council.
 - e) Enter into cross-debate with other delegations, Staff, Members, or the Chair.
- 6.13. From time to time, certain persons from partner and external organizations, other government bodies, and dignitaries, may be granted presentation status in order to inform Members of matters of considerable significance to the Town. The Mayor, CAO and Clerk shall determine who is given presentation status.

7. Committee of the Whole

- 7.1. Notwithstanding the provisions in this By-law, the Chair may relax the procedural rules to allow for the efficient and effective dispatch of business by the Committee and to facilitate informal discussion as between the public, Staff and the Members, including but not limited to relaxing the rules related to delegation speaking time and registration.
- 7.2. Meetings shall be held at 6:00 p.m. in Council Chambers on the third Monday of each month. There shall be no regularly scheduled Meeting during the months of March, July, August, and December. Special Meetings shall be at the call of the Chair.
- 7.3. Meetings of Committee of the Whole shall be chaired by the Deputy Mayor.
- 7.4. Meetings will be open to the public unless closed in accordance with the provisions of the *Act*.

Committee Appointments

- 7.5. The Committee of the Whole, during a Meeting closed to the public in accordance with the *Act*, shall review submissions received in response to a call for committee applications, and shall make recommendations to Council regarding appointments to Committees.
- 7.6. The Human Resources Manager will conduct reference checks as may be necessary and bring recommendations to Council.

8. Rules of Order

- 8.1. At a Meeting, no person shall:
 - a) speak on any subject other than the subject in debate, or, in the case of a delegation, the issue raised in the written request to appear as a delegation;
 - b) use offensive words or derogatory language;
 - c) speak disrespectfully of any person;
 - d) address a Member or Council without permission of the Chair;
 - e) disturb a Member, Staff or member of the public by engaging in any behaviour which disrupts the order and decorum of the Meeting; or
 - f) resist the Rules of Order or disobey the decisions of the Chair on the Rules of Order or a procedure as set out in this By-law.
- 8.2. All persons in attendance at a Meeting, including Staff and Members, shall ensure that all personal digital devices are turned off or set to a silent mode during a Meeting.
- 8.3. Following the decision of the Chair, the Council, if appealed to, shall decide the question without debate and its decision shall be final. The Chair, without leaving the chair, shall ask, "Shall the decision of the Chair be sustained?" A tie or majority vote sustains the decision of the Chair. A negative vote reverses the decision of the Chair.
- 8.4. A Member may raise a Point of Privilege at any time during a Meeting. When a Point of Privilege is raised, it shall be considered and decided by the Chair without debate. When the Point of Privilege has been decided in the affirmative, and if a breach of a Member's privileges or that of the assembly has occurred, action should be taken or initiated by the Chair to resolve the situation.

9. Conduct of Members

- 9.1. Without limiting the obligations of a Member to observe the Rules of Order and those obligations as set out in that Section, at a Meeting no Member shall:
 - a) address a Member or Council unless through the Chair and only when recognized to do so;
 - b) interrupt the Member who has the floor except to raise a question on a Rule of Order, Point of Privilege or procedure set out in this By-law;
 - c) having committed a breach of any Rule of Order or provision of this section and being ordered to vacate by the Chair, in the

absence of an apology offered to Council at the same Meeting, retake their seat, until the next Meeting.

- 9.2. Members shall act at all times in a manner that will enhance public trust and confidence in local government and shall govern themselves in accordance with:
 - a) the Declaration of Office; and
 - b) the Code of Conduct for Members of Council and Members Appointed by Council as amended from time to time.
- 9.3. No Member shall be absent from Meetings for three successive months without being authorized to do so by resolution.

10. Motions

Generally

- 10.1. A motion must be formally seconded before the question can be put or a motion recorded in the minutes.
- 10.2. Schedule A to this By-law is a table titled "Table of Rules Relating to Motions" summarizing the ranking and characteristics of various motions.
- 10.3. When a motion is presented to Council in writing it shall be read, or, if it is an oral motion, stated by the Chair.
- 10.4. If the Chair desires to move or second a motion, the Chair shall vacate his or her seat and sections 3.20 and 3.21 shall apply, as the case may be. The Chair who stepped down to participate on an item of business, may not retake the presiding position until the item of business has been disposed of.
- 10.5. After a motion is read or stated by the Chair, it shall be deemed to be in possession of Council but may, with the permission of Council be withdrawn at any time before the question being put to a vote.
- 10.6. No Member may speak more than once to the same question without the consent of the Chair.
- 10.7. When a question is under debate, no motion shall be received except a motion as follows (requires a seconder):
 - a) to refer the question (debatable);
 - b) to amend (debatable);
 - c) to defer indefinitely (debatable);
 - d) to defer to a certain time (debatable);
 - e) to adjourn (not debatable); and
 - f) that the vote now be taken (not debatable).
- 10.8. The following motions are not debatable:
 - a) to adjourn;
 - b) to close, limit or extend debate;

- c) to suspend any provision of this By-law in accordance with section 5; and
- d) that the vote be taken.

Motion to Amend

10.9. A motion to amend:

- a) is debatable, if the motion to be amended is debatable;
- b) is amendable;
- c) shall be relevant and not contrary to the principle of the issue or motion under consideration; and
- d) shall be voted on in the reverse order in which it is moved.

10.10. Only one amendment can be presented to the main motion at one time and only one amendment can be presented to an amendment at one time, but when a sub-amendment has been disposed of, another may be introduced, and when an amendment has been decided, another may be introduced.

10.11. Notwithstanding sections 10.9 and 10.10 a “friendly” amendment may be made with the consent of the mover and seconder.

Motion to Postpone to a Certain Time

10.12. A motion to postpone to a certain time is a motion requesting that consideration of a pending question be delayed to a specific day, meeting or hour or following the occurrence of a specific event. When the item is brought back for discussion, it shall be placed on the Agenda in the Unfinished Business segment of the Agenda and shall have priority over all other matters discussed in that segment.

10.13. A motion to postpone to a certain time shall:

- a) Include a fixed date for the question to come back for consideration; and
- b) Be made while the main motion or an amendment is on the floor, and takes precedence over that motion or amendment.

Motion to Reconsider

10.14. A motion to reconsider is a motion that proposes to amend or cancel a previous decision of Council, whether in exact form or in substance or intent. The Clerk shall decide if the matter is in substance or intent and the decision of the Clerk shall be final.

10.15. The following motions cannot be reconsidered:

- a) to defer indefinitely;
- b) to adjourn;
- c) to recess;

- d) to suspend any provision of this By-law in accordance with section 2.3; and
- e) to reconsider.

10.16. If the action approved in the original motion cannot be reversed, the motion cannot be reconsidered.

10.17. Subject to sections 10.18 to 10.19, after any question has been decided by Council, any Member who was present and who voted in the majority may, at the meeting in which the question was dealt with or in any subsequent meeting of Council, move for the reconsideration thereof.

10.18. No discussion of the main question which is proposed for reconsideration shall be allowed until the motion to reconsider has been adopted.

10.19. If a motion to reconsider is decided in the affirmative, reconsideration shall become the next order of business and debate on the question to be reconsidered shall proceed.

10.20. A motion to reconsider:

- a) is debatable;
- b) is not amendable; and
- c) requires a two-thirds vote of Council, regardless of the vote necessary to adopt the motion to be reconsidered.

10.21. Notwithstanding Paragraph 2.3 of this By-law, the rules as related to a Motion to Reconsider cannot be suspended.

10.22. No question upon which a Motion to Reconsider has been voted on shall be reconsidered more than once within a period of 24 months following the date that the Motion to Reconsider was voted on.

10.23. A motion to reconsider suspends action of the motion to which it applies until the motion to reconsider has been decided.

10.24. When a question is brought before a succeeding Council, it shall be deemed to be new business and not a matter of reconsideration.

11. Notice of Motion

11.1. Notices of Motion shall:

- a) be in writing; and
- b) include the name of the mover.

11.2. Notices of Motion shall be given in writing to the Clerk not later seven (7) days prior to the next regular meeting so that the matter may be included in the Council agenda package for consideration and debate at the upcoming Council Meeting.

11.3. Notwithstanding section 11.2, a Notice of Motion may be introduced during a Meeting, where it will be read out to the Members, and will be recorded in the Minutes. Unless otherwise specified, the Notice of Motion will be placed on the agenda for the next Meeting, or the agenda of a Special Meeting called for that purpose.

- 11.4. Where a Motion is time sensitive or in an emergency situation, Council may allow a Motion to be debated and voted upon during the same Meeting at which it is introduced. In such an instance, a two-thirds vote is required to bring the matter to the table for debate and voting.

12. Voting

- 12.1. Immediately prior to voting on a motion, the Chair shall state the question in the precise form it is to be recorded in the minutes, including any amendments to the question.
- 12.2. Every Member, including the Chair, present at a Meeting, when a question is put, shall vote unless prohibited by statute. If a Member is prohibited from voting, the Clerk shall record the name of the Member and the reason for same.
- 12.3. When an electronic voting system is available, every Member present and participating in a vote on a motion, excluding those motions referred to in subsections a) and b) below, shall vote electronically:
- a) Motion to Recess
 - b) Motion to Adjourn
 - c) Motion to receive items for information, and
 - d) Adoption of by-laws.
- 12.4. When an electronic voting system is used for a vote, the results shall be recorded in the Minutes.
- 12.5. If a Member errs when submitting their vote and wishes to change the record of the vote in the minutes, the Member must bring the error to the Chair's attention immediately before the next item on the agenda is announced.
- 12.6. The Chair shall, upon request of a Member, divide the question and the vote upon each proposal shall be taken separately. When a series of independent main motions has been moved for decision, any member may demand that one or more of the main motions be separated and voted on separately. The Chair shall allow the separation of the motions.
- 12.7. Except where expressly provided in statute, any question on which there is an equality of votes shall be deemed to be lost.
- 12.8. No vote shall be taken by ballot or any other method of secret voting and every vote so taken are of no effect.
- 12.9. If a Member is present at a Meeting and does not vote on a question, the Member shall be deemed to have voted in the negative, except where the Member has not voted because they are prohibited by statute.
- 12.10. Where an electronic voting system is not available and a Member requests, before or after the vote, that the vote be recorded, each Member present, except a Member who has declared a pecuniary interest, shall be called upon by the Clerk in rotating alphabetical order so that each recorded vote shall start and end with a different person than the last recorded vote (by last name), to announce their vote openly. The Clerk shall record each vote and the Chair shall announce the result of the vote.

- 12.11. On an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Chair and may be by voice, show of hands, standing or otherwise.

13. By-Laws

- 13.1. No by-law, except a by-law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been considered and approved by Council.
- 13.2. No by-law shall be introduced except upon motion by a Member specifying the title of the by-law.
- 13.3. Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any statute and shall be complete with the exception of the number and date thereof.
- 13.4. Council may refer any proposed by-law to a Local Board, Committee, Staff or other person or organization for review and comment.
- 13.5. Unless specified otherwise by statute, a by-law may be read a first, second and third and final time at the same Meeting.
- 13.6. A by-law shall include the date of each reading.
- 13.7. Every by-law enacted by the Council shall be numbered and dated and shall be sealed under the seal of the Municipality and shall be signed by the Clerk and Chair.
- 13.8. A by-law to confirm the proceedings shall be the final by-law adopted by Council at each Meeting.

14. Record of Meetings

- 14.1. The Municipality, a Local Board or a Committee shall record, without note or comment, all resolutions, decisions and other proceedings at a Meeting, whether it is closed to the public or not, and shall, when doing so, include the following:
- a) the place, date and time of the Meetings; and
 - b) the names of the Chair, Minute-taker and the record of the attendance of the Members.
- 14.2. The record required by section 14.1 shall be made by:
- (a) the Clerk, if the Meeting is a meeting of Council; or
 - (b) an assigned Staff person, if the Meeting is a meeting of a Local Board or Committee.

15. Identification and Declaration of Pecuniary Interest

- 15.1. It is the responsibility of each Member at a Meeting to identify any conflict of interest / pecuniary interest, as set out in the *Municipal Conflict of Interest Act*, in any matter that is the subject of consideration at the Meeting.
- 15.2. Where a Member, either on their own behalf or while acting for, by, with or through another, has any conflict of interest / pecuniary interest, direct or indirect, in any matter and is present at a Meeting at which the matter is the subject of consideration, the member,

- a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

and, where the Meeting is not open to the public, in addition to complying with the aforementioned requirements, the Member shall forthwith leave the Meeting or the part of the Meeting during which the matter is under consideration.

- 15.3. Where the interest of a Member has not been disclosed as required by reason of the Member's absence from a Meeting, the Member shall disclose the interest and otherwise comply with aforementioned requirements at the next Meeting attended by the Member.

16. Repeal and Coming Into Force

- 16.1. By-law 55-2016, and all subsequent amendments are hereby repealed.
- 16.2. This By-law shall come into force upon third reading and being finally passed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED this 27th day of September, 2021.

MAYOR, Nelson Santos

ACTING CLERK, Sandra Kitchen

Schedule A to By-law 17-2021

Rules Relating to Motions

Motions that are Ranked

Order of Preference	In Order when the Member has Floor	Must be Seconded	Is Amendable	Is Debatable	Vote Required for Adoption
Adjourn	No	Yes	No	No	Majority
Recess (while business is pending)	No	Yes	Yes	No	Majority
Recess (while no business is pending)	No	Yes	Yes	Yes	Majority
Question of Privilege	Yes	Yes*	No	No	No Vote (Chair decides)
Postpone Definitely	No	Yes	Yes	Yes	Majority
Refer	No	Yes	Yes	Yes	Majority
Amend	No	Yes	Yes	Yes	Majority
Postpone Indefinitely	No	Yes	No	Yes	Majority
Main Motion	No	Yes	Yes	Yes	Majority

Motions Not Ranked

Order of Preference	In Order when the Member has Floor	Must be Seconded	Is Amendable	Is Debatable	Vote Required for Adoption
Point of Order	Yes	No	No	No	No Vote (Ruled on by the Chair)
Appeal the Decision	No	Yes	No	Yes	50% vote sustains the Chair
Divide the Question	No	Yes	Yes	No	Majority

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 78 - 2021

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its September 27, 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 September 27, 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
27th day of September, 2021.**

MAYOR, Nelson Santos

ACTING CLERK, Sandra Kitchen