



**REGULAR MEETING OF COUNCIL
AGENDA**

**Monday, January 23, 2017, 7:00 PM
Council Chambers
2021 Division Road N
Kingsville, Ontario N9Y 2Y9**

Pages

- A. CALL TO ORDER**
- B. MOMENT OF SILENCE AND REFLECTION**
- C. PLAYING OF NATIONAL ANTHEM**
- D. DISCLOSURE OF PECUNIARY INTEREST**

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

E. PRESENTATIONS/DELEGATIONS

- 1. Tracy Pringle, Account Manager, Municipal Property Assessment Corporation**

1

Request dated January 11, 2017 RE: MPAC 2016 Assessment Update Summary Report

- 2. Mary Margaret Steckle, Resident and spokesperson on behalf of other citizens of Kingsville**

Delegation Request dated January 12, 2017 RE: Kingsville Public Libraries

F. MATTERS SUBJECT TO NOTICE

26

PUBLIC MEETING

Consideration of amendments to Fees and Charges By-law, Water Rates and Sewage Rates By-law, and Building Services By-law

SEE: Public Notice, dated January 6, 2017 and the following Staff Reports of Director Astrologo and Manager R. McLeod

1. 2017 Fees By-law Amendment Proposals 27

J. Astrologo, Director of Corporate Services, dated January 9, 2017

Recommended Action

Council passes By-law 9-2017, being a By-law to impose fees and charges by The Corporation of the Town of Kingsville.

2. Building Department Fee Changes 2017 35

J. Astrologo, Director of Corporate Services, dated January 13, 2017

Recommended Action

Council pass By-law 11-2017 at this Regular Meeting.

3. Water and Wastewater Rates 51

a. 2017 Water Rates 62

R. McLeod, Manager of Financial Services, dated January 6, 2017

Recommended Action

Council approve the Water Rates effective April 1, 2017.

b. 2017 Wastewater Rates 66

R. McLeod, Manager of Financial Services, dated January 6, 2017

Recommended Action

Council to approve the wastewater rates as proposed, effective April 1, 2017.

G. AMENDMENTS TO THE AGENDA

H. ADOPTION OF ACCOUNTS

None.

I. STAFF REPORTS

1. 2016 Year End Activity Report 73

P. Valore, Chief Building Official, dated January 13, 2017

Recommended Action

It is recommended that Council receive this information report for the purpose of updating on the current status of the 2016 Building and By-law activity.

2. Municipal Election Act Amendments and Ranked Ballots 99

J. Astrologo, Director of Corporate Services / J. Alexander, Deputy Clerk-Administrative Services, dated January 16, 2017

Recommended Action

That Council receives the Municipal Elections Act Amendments and Ranked Ballots report for information and that the first-past-the-post election model is maintained for the 2018 municipal election.

3. Town of Kingsville Strategic Plan 115

Report of P. Van Mierlo-West, CAO, dated January 19, 2017

Recommended Action

That Council approve the Draft Strategic Plan

J. BUSINESS/CORRESPONDENCE-ACTION REQUIRED

1. The Royal Canadian Legion Ontario Command 137

Correspondence request from Brian Weaver President RE: Request for support (1/10 pg. business card size advertisement) of 3rd annual "Military Service Recognition Book"

Recommended Action

Council support request of the Royal Canadian Legion Ontario Command to support the Military Service Recognition Book by way of purchasing space of 1/10 page for business card size ad at the cost of \$275.00 including HST

2. Heart and Stroke Foundation 139

Correspondence dated December 12, 2016 requesting that the Town proclaim February 2017 as Heart Month in the Town of Kingsville

Recommended Action

Council proclaim February 2017 as Heart Month in the Town of Kingsville in the form provided

K. MINUTES OF THE PREVIOUS MEETINGS

1. **Regular Meeting of Council--January 9, 2017** 141
2. **Regular 'Closed Session' Meeting of Council--January 9, 2017**

Recommended Action

Council adopts the Regular Meeting of Council Minutes, dated January 9, 2017 and the Regular 'Closed Session' Meeting Minutes, dated January 9, 2017.

3. **Special Meeting of Council--January 10, 2017** 155

Recommended Action

Council adopts the Special Meeting of Council Minutes, dated January 10, 2017.

L. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. **Parks, Recreation, Arts and Culture Committee--October 20, 2016** 166

Council receive Parks, Recreation, Arts and Culture Committee Meeting Minutes dated October 20, 2016 together with the Minutes of the following sub-committees:

i) Migration Festival-August 30, 2016

ii) Older Adults Advisory Committee--September 15, 2016

iii) Mettawas Park Fundraising--September 6, 2016

iv) Fantasy of Lights--August 30, 2016

Recommended Action

Council receive Parks, Recreation, Arts and Culture Committee Meeting Minutes dated October 20, 2016 together with Minutes of the following sub-committees: Migration Festival-August 30, 2016; Older Adults Advisory Committee-- September 15, 2016; Mettawas Fundraising-

September 6, 2016; and Fantasy of Lights--August 30, 2016

2. **Tourism and Economic Development Committee--November 10, 2016** 179

Recommended Action

Council receive Tourism and Economic Development Committee Meeting Minutes dated November 10, 2016

3. **Kingsville BIA--December 13, 2016** 190

Recommended Action

Council receive Kingsville BIA Meeting Minutes dated December 13, 2016

4. **Kingsville Municipal Heritage Advisory--December 13, 2016** 195

Recommended Action

Council receive Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated December 13, 2016.

5. **Committee of Adjustment--October 18, 2016** 199

Recommended Action

Council receive Committee of Adjustment Meeting Minutes dated October 18, 2016

M. BUSINESS CORRESPONDENCE-INFORMATIONAL

1. **Town of Greater Napanee** 202

Correspondence dated January 9, 2017 RE: Resolution requesting a Moratorium on the Accommodation Review Process

2. **Ministry of Citizenship and Immigration** 215

Correspondence inviting the Town of Kingsville to participate in two of Ontario's volunteer recognition programs for 2017 (the Ontario Medal for Young Volunteers and The Ontario Volunteer Service Awards)

3. **Municipality of Calvin** 216

Correspondence dated January 18, 2017 RE: Resolution 2017-002--Support for Fire Department Infrastructure

4. **Windsor-Essex County Health Unit** 217

Correspondence dated January 2, 2017 to The Hon Dr. Eric Hoskins, Minister of Health and Long-Term Care RE: Resolution regarding the

Expansion of Provincial Publicly Funded Dental Health Programs for
Adults with Low Incomes

5. Township of Montague 219

Correspondence dated December 22, 2017 RE: Township of Montague
Resolution 336-2016-Fire Protection

6. Township of Montague 223

Correspondence dated December 22, 2016 RE: Township of Montague
Resolution 332-2016 supporting Tay Valley's Resolution C-2016-11-12,
Hydro One's Strategy Regarding Hydro Costs

7. Township of Montague 227

Correspondence dated December 22, 2016 RE: Township of Montague
Resolution 334-2016 - Hydro Rates for Rural Customers

Recommended Action

Council receives Information Items 1 through 7.

N. NOTICES OF MOTION

1. Councillor Neufeld may move or cause to have moved:

THAT this Council, as representatives of the residents of the municipality
of Kingsville, be of the respectful position that we encourage continued,
meaningful dialogue between the Essex County Library Board's
negotiating team and CUPE 2974.0 representing the Essex County
Library Workers, and to discourage the use of non-unionized replacement
staff as this could lead to an unsafe work environment and compromise
public safety.

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

THAT Council receive the reports referenced in the October 31, 2016
Special Meeting of Council RE: Medical Centre Proposed Lease and
reports.

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

THAT Council be provided with the detail as to the date and time of the
Public Input Sessions planned by the Parks and Recreation Program

Manager and the Manager of Municipal Facilities and Property to gain the public input required in respect to the property commonly known as King's Landing or The Grovedale House (Ref. Nov.14/16 Motion 642-2016)

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

THAT Administration provide Council with a detailed cost estimate for the in-depth review of the Parks Master Plan with such scope and detail as was provided by the original firm that provided the 2013 plan. Such detail and estimated cost to be provided prior to completion of the 2017 Town of Kingsville Budget

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

RE: Ontario Greenhouse Vegetable Growers' Request RE: Motion 341-2016 "Administration to Conduct further research in regard to the Ontario Greenhouse Vegetable Growers' request for Kingsville Sanitary Sewer Expansion and bring back a report to Council".

Motion for Council to receive an update report on the above-noted project (Ref. Minutes and May 5/16 letter and petitions)

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

THAT Council be provided with an update in respect to flooding that was reported (2015) to have occurred to the lower level of the housing at Mettawas Residential Development.

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

THAT Council be provided with a status update in respect to the site commonly referred to as ATI. Such report may include an update noting the current status of any legal actions between the property owners, ATI, and the Town of Kingsville.

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

THAT Council be provided with information as to the state of any dredging that may be undertaken at Kingsville Harbour in 2017.

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

A request for follow up information to be provided to Council on the

following matter: Home Office and Contractor's Yard Construction County Road 20, North Side; 1552843 Ontario Ltd. o/a Noah Homes. (Ref. D. Stevenson, Planner Report dated Feb 3/08 and By-law 76-2010 that included an undertaking to construct a home on the site within 2 years)

O. UNFINISHED BUSINESS, ANNOUNCEMENT, AND UPDATES

P. BYLAWS

- | | |
|---|-----|
| 1. By-law 4-2017 | 230 |
| Being a By-law authorizing the Borrowing of money to meet current expenditures of The Corporation of the Town of Kingsville | |
| To be read a first, second and third and final time | |
| 2. By-law 5-2017 | 231 |
| Being a by-law to provide for an Interim Tax Levy and to provide for the Payment of Taxes | |
| To be read a first, second and third and final time | |
| 3. By-law 9-2017 | 234 |
| Being a by-law to impose fees and charges by The Corporation of the Town of Kingsville | |
| To be read a first, second and third and final time | |
| 4. By-law 10-2017 | 249 |
| Being a by-law to impose a Water Rate and Sewage Rates | |
| To be read a first, second and third and final time | |
| 5. By-law 11-2017 | 260 |
| Being a By-law to Regulate Permits Issued Under the Building Code Act, Set Fees, and Establish a Code of Conduct for the Chief Building Official and Inspectors | |
| To be read a first, second and third and final time | |
| 6. By-law 12-2017 | 274 |

Being a by-law to designate a certain property, including land and buildings, known as The Cowan-Valentine House (107 Elm St., Kingsville) as being of cultural heritage value or interest under the provisions of the Ontario Heritage Act, R.S.O. 1990, c. O. 18, as amended

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

Q. CLOSED SESSION

1. Section 239 (2)(d) labour relations or employee negotiations, being Report of Human Resources/Office Manager, Angela Lonsbery RE: Staff Compensation
2. Section 239 (2)(d) labour relations or employee negotiations, being Report of Human Resources/Office Manager, Angela Lonsbery RE: Building Department Staffing Levels
3. Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, being verbal report by P. Van Mierlo-West RE: Agreement of Purchase and Sale with Edward Remark and Sons Limited
4. Section 239 (2)(d) labour relations or employee negotiations, being I.B.E.W., Local 636, Application for Certification
5. Section 239 (2)(d) labour relations or employee negotiations, being Personnel Committee Meeting Minutes of October 12, 2106

R. REPORT OUT OF CLOSED SESSION

S. CONFIRMATORY BY-LAW

1. By-law 15-2017

278

Being a by-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its January 23, 2017 Regular Meeting

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

T. ADJOURNMENT



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2016 ASSESSMENT UPDATE - REVIEW

Mayor and Council
Town of Kingsville
January 23, 2017

Tracy Pringle
Account Manager
Municipal and Stakeholder Relations

ONTARIO'S ASSESSMENT CYCLE



The Municipal Property Assessment Corporation determines Current Value Assessments and classifications for all properties in Ontario.



The Provincial Government passes legislation, sets assessment policies and determines education tax rates. The Province also operates an independent assessment appeal tribunal – the Assessment Review Board (ARB).



The Ontario Property Taxpayer



Municipalities determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services.* These services may include:



Police and fire protection



Roads, sidewalks and public transit

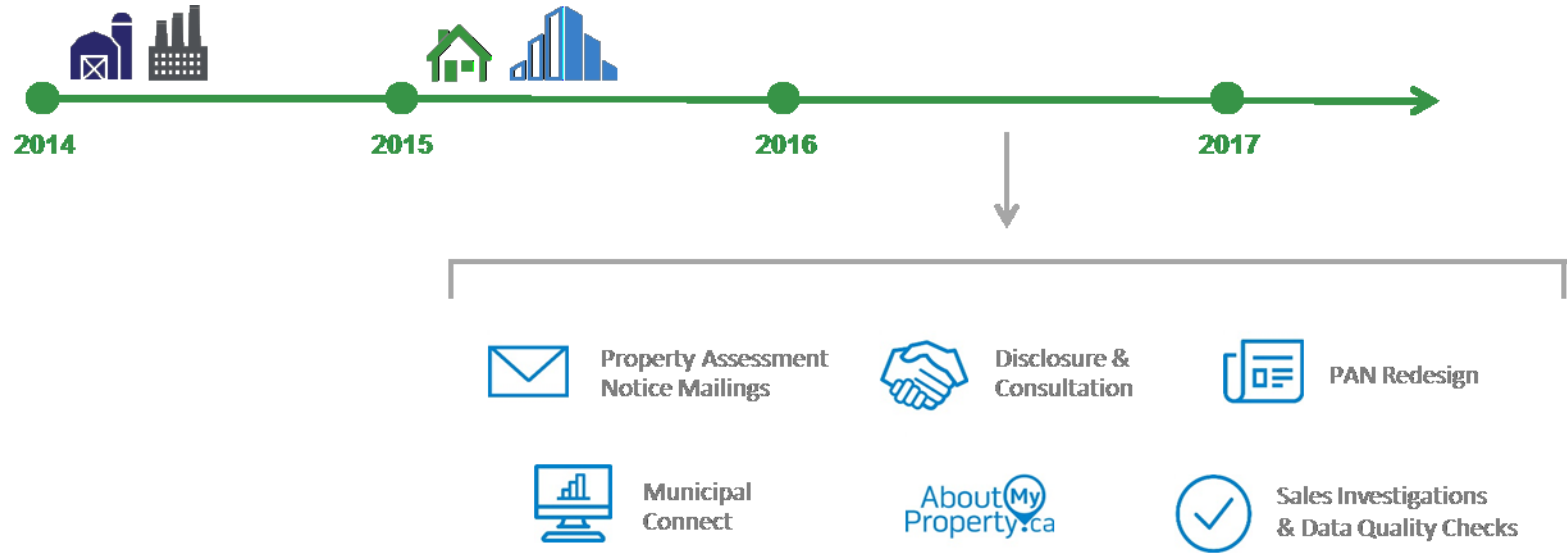


Waste management



Parks and leisure facilities

2016 ASSESSMENT UPDATE



MPAC prepared the 2016 assessment update since early in 2014 — two years earlier than previous assessment updates.

An isometric illustration of a city street scene with various buildings, trees, a gas station, a tennis court, and a taxi. A large blue rectangular overlay covers the center of the image, containing text and a logo.

PROPERTY OWNERS AND MUNICIPALITIES

QUESTIONS ABOUT PROPERTY ASSESSMENT



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NOTICE MAILING SCHEDULE

Property Type	Notice Mailing Date	Request for Reconsideration Deadline
Farm Properties	October 11, 2016	February 8, 2017
Business Properties	October 18, 2016	February 15, 2017
Multi-Partition Residential Properties	October 24, 2016	February 21, 2017
Business and Special Purpose Properties, Landfills, Managed Forests	November 28, 2016	March 28, 2017

*Deadline for multi-residential and business property owners to file an appeal with the Assessment Review Board is **March 31, 2017***

ABOUT MY PROPERTY



Your Property.
Our Assessment.
Know More About It.

[Home](#) | [Market Trends](#) | [Tutorials](#) | [How Assessment Works](#) | [Contact Us](#)

ASSESSMENT UPDATE

2016

[VIEW THE MAILING SCHEDULE](#)



Welcome to AboutMyProperty™

User ID ?

[Forgot User ID](#)

Password

[Forgot Your Password](#)

Login

[New to the site? Register Now](#)

You will need your Property Assessment Notice for the
2017 to 2020 property taxation years to register.

MARKET TRENDS

Learn about market trends across Ontario.



6

HOW ASSESSMENT WORKS

Interested in learning about how your property was
assessed? Want to learn more about Ontario's
property assessment system?



HOW ASSESSMENT WORKS



Your Property.
Our Assessment.
Know More About It.

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How Assessment Works

MPAC is the Municipal Property Assessment Corporation, responsible for assessing and classifying all properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario. We are the largest assessment jurisdiction in North America, assessing and classifying more than five million properties with an estimated total value of \$2.3 trillion.

Select a property type to learn more:

- [Residential Properties](#)
- [Commercial/Industrial Properties and Land](#)
- [Farm Properties](#)
- [Hospitality Properties](#)
- [Managed Forest Properties](#)
- [Multi-Residential Properties](#)
- [Large and Special Purpose Business Properties](#)
- [Special/Exempt and Linear Properties](#)



Did you know financial institutions, the insurance industry and real estate boards [USE MPAC'S DATA?](#)

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MARKET TRENDS



Your Property.
Our Assessment.
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Market Trends

Learn more about market trends in neighbourhoods and municipalities across Ontario. Market trend reports will be available for the following property types:

- [Residential Properties](#)
- [Farm Properties](#)
- [Multi-Residential Properties](#)
- [Industrial Properties](#)
- [Commercial Properties](#)
 - Office Class A, Class AA, and Class AAA
 - Office Class B, Class C, and Class D
 - Neighbourhood Shopping Centres

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RESOLVING ASSESSMENT CONCERNS

STEP 1: Review

Review and validate your Property Assessment Notice carefully to make sure the information is correct. If a factual error has been made, we will correct it.



STEP 2: Compare

Visit **aboutmyproperty.ca** to review the information MPAC has on file for your property.



Online: aboutmyproperty.ca

OR

STEP 3: Contact us

We're here to help. Contact us and one of our property assessment experts will help guide you through your Property Assessment Notice.



mpac.ca/ContactUs



Fax: 1-866-297-6703



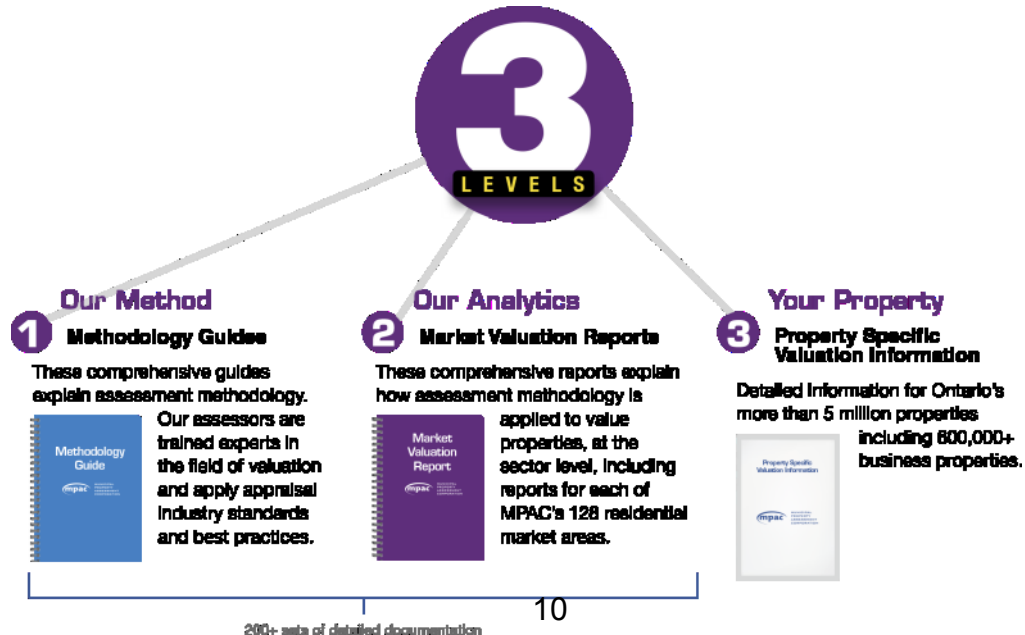
Mail:
MPAC, PO Box 9808
Toronto ON M1S 5T9

STEP 4: Request a Reconsideration or Appeal

Farms, Managed Forest and Conservation Land – File a Request for Reconsideration with MPAC before the deadline shown on the Notice (120 days from the Notice date).

Business – File a Request for Reconsideration with MPAC before the deadline shown on the Notice or an appeal with the Assessment Review Board before March 31.

MUNICIPAL CONNECT



An isometric illustration of a city street scene with various buildings, trees, a gas station, a tennis court, and a yellow taxi. A large, semi-transparent blue rectangle is overlaid on the center of the image, containing the title and logo.

PROPERTY PORTFOLIO UPDATES



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RESIDENTIAL



Comparing the 2016 Residential Experience to 2012

- 2016 Residential Notices were mailed from April to August
- Improved Notice provides a clear and simple explanation of the property assessment process, phase-in and five key factors that affect value
- Expanded AboutMyProperty.ca with Residential Market Trends for each municipality and easy to understand videos and materials explaining the assessment process
- 120 day Request for Reconsideration deadline to help ensure property assessment concerns are resolved ahead of roll return
- All Residential Request for Reconsideration (RfR) deadlines have passed; 33,714 RfRs have been received for the 2017 tax year with **68** from residential owners in Kingsville
- Following the 2012 Assessment Update, MPAC received 93,460 residential RfRs for the 2013 tax year and **229** were received in Kingsville
 - *all properties were subject to a standard March 31, 2013 deadline*

REDESIGNED COMMUNICATIONS = INCREASED AWARENESS

The redesigned Property Assessment Notice has increased residential property owners' awareness of MPAC's role.

The Property Assessment Notice is easy to read.

69%
AGREED

It was easy to understand what my assessed value is.

64%
AGREED

It was easy to understand how my assessed value will be used by my municipality

47%
AGREED

The Notice does a good job of explaining MPAC's role in Ontario's Property Assessment System.

57%
AGREED

FARMS

- MPAC has strengthened the accuracy and equity of farm valuations for the 2016 Assessment Update.
- After consulting with the Ontario Federation of Agriculture, the Ministry of Agriculture Food and Rural Affairs, farmers and municipalities, we:
 - improved the farm sale verification process
 - completed a comprehensive review of vacant farm land sales back to January 2008
 - reduced the number of farm neighbourhoods from 228 to 167
 - Implemented a new Agricultural Cost Guide



2016 FARM VALUES EXPLAINED

1 Upward trends continue

Farmland property sales indicate that farm values have continued to increase provincially.

2 Interest rates are low

Historic low interest rates have allowed farmers to expand farming operations.

3 Demand outweighs supply

Over the last several years, the demand for farmland has significantly outweighed the supply, creating competition.

4 Not all buyers are farmers

Non-agricultural buyers in Ontario continue to purchase farmland.*

5 More land is needed

Many sectors, including large intensive livestock enterprises, need land for nutrient management and cropping requirements.

6 Soil type is a factor

The availability of soil types that support high-value crops is driving up demand.

7 Farmland sales expand east

Producers continue to expand by purchasing land in Eastern Ontario and in neighbouring communities.

8 Lower priced land available in northeast

Buyers from Southern Ontario who are in search of lower priced land are finding it in the Northern and Eastern regions of Ontario.

MULTI-RESIDENTIAL

- Consultations with provincial, municipal and industry representatives to discuss multi-residential methodology, including:
 - Federation of Rental-Housing Providers of Ontario,
 - Co-operative Housing Federation of Canada (Ontario) and
 - Ontario Non-Profit Housing Association.
- As a result of feedback, MPAC valued multi-residential properties using the Direct Capitalization approach for the 2016 Assessment Update.
- MPAC has received broad support from stakeholders about the change.
- Launched a Property Income and Expense Return application in aboutmyproperty.ca to collect property rental, income and expense information.



2016 MULTI-RESIDENTIAL VALUES EXPLAINED

- 1 Upward trends continue**

Multi-residential property sales indicate that values have continued to increase provincially.
- 2 Interest rates are low**

Historic low interest rates have fueled an active sales market for multi-residential properties.
- 3 Demand outweighs supply**

Competition for apartment investment properties in large urban centres has resulted in premium pricing.
- 4 REITs and large portfolio holders invest**

Real estate investment trusts and large institutional investors continue to invest in this stable asset class.
- 5 Rent vs. buy**

Many young professionals are choosing to rent instead of buy due to strong home prices.
- 6 Province-wide effect**

Sale prices have continued to climb across the province. Sault Ste. Marie, Thunder Bay, Barrie, Hamilton, Windsor and the Greater Toronto Area all show strengthening apartment markets.

COMMERCIAL AND INDUSTRIAL

- MPAC investigated more than 69,000 sales commercial/industrial properties province-wide, representing almost 90% of all sales for the Province.
- Implemented a consistent valuation approach for big box store that reflects, where appropriate, valuation methodologies used in recent appeal settlements.
- Data collection, review, pre-Roll consultations and/or information sessions with:
 - Large Special Purpose Property Owners
 - Ontario Stone Sand and Gravel Association and industry members
 - Mining Owners
 - Ontario Business Improvement Area Association and member associations across Ontario
 - Municipalities
 - Ministry of Finance



2016 STANDARD INDUSTRIAL VALUES EXPLAINED

1

Upward trends continue

Standard Industrial property sales indicate the Industrial market remains strong in the Greater Toronto Area.

2

Rebounding market in Southwestern Ontario

The market in Southwestern Ontario remains stable with industrial sales rebounding in Windsor/Chatham.

3

Logistics a key driver for this segment

Access to main transportation routes along the 400 series highways and large distribution centres continues to stimulate Industrial markets.

4

Steady growth province-wide

Central, east and northern areas of the province continue to experience stable Industrial markets.

5

Interest rates are low

Historic low interest rates have fueled growth in Industrial property sales.

2016 COMMERCIAL VALUES EXPLAINED

1 Retail development in an expanding housing market

Retail development remains strong in areas with growing residential communities to support the demand for retail services from new residents.

4 Big box vs. standard retail properties

Province-wide, big box properties are experiencing marginally lower increases in assessment when compared to standard retail properties due to the limited utility beyond their existing use and limited market demand within this sector.

2 Capitalization rates and office buildings

Capitalization rates continue to compress in most parts of Ontario. New supply continues to be added in several major markets, including Toronto, Richmond Hill, Mississauga and Oakville.

5 Commercial in the Northwest

The main urban centres of Thunder Bay, Kenora, Dryden and Fort Frances are experiencing the most consistent assessment increases in the region. Affordable housing market conditions along with stability in the mining and forestry sector have contributed to steady market conditions in the commercial sector.

3 Ottawa faces decline in office building values

Ottawa continues to see a decline in rents and an increase in vacancy as the federal government continues to relinquish office space back to the market.

6 Commercial in Northeastern Ontario

Northeastern Ontario is seeing the lowest average change in commercial properties in the region. Increases to small retail properties are tempered in part due to the continued development of big box centres in these communities which have drawn consumers from traditional retail markets. Office buildings and large shopping centre values have outperformed small retail as sectors and investors outside of Northern Ontario see value in investing in the North due to low interest rates.

An isometric illustration of a city street scene. The scene includes various buildings: a brick building with a flat roof, a taller brick building with a fire escape, a white building with a red roof, and a modern white building with blue accents. There are also trees, a road with a car, a gas station, a tennis court, and a yellow taxi. A large blue rectangular overlay covers the center of the image, containing the title and logo.

LOCAL ASSESSMENT SUMMARY



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REASSESSMENT RELATED IMPACT STUDY

The following chart provides a comparison of the total assessment for the 2012 and 2016 base years, as well as a comparison of the assessment change for year one of the four year phase in (2017 property tax year), by property class.

Property Class/Realty Tax Class	2012 Full CVA	2016 Full CVA	Percent Change 2012 to 2016	2017 Phased-in CVA	Percent Change 2012 to 2017
R Residential	1,754,698,731	1,908,417,700	8.8%	1,768,128,831	0.8%
M Multi-Residential	20,117,570	26,111,900	29.8%	21,613,903	7.4%
C Commercial	121,191,009	124,738,205	2.9%	117,718,509	-2.9%
S Shopping Centre	1,548,200	1,629,400	5.2%	1,568,500	1.3%
X Commercial (New Construction)	28,055,800	29,579,300	5.4%	27,705,845	-1.2%
Z Shopping Centre (New Construction)	3,721,800	3,707,100	-0.4%	3,695,190	-0.7%
I Industrial	18,704,796	20,366,200	8.9%	18,875,441	0.9%
L Large Industrial	5,195,500	5,301,800	2.0%	5,222,075	0.5%
J Industrial (New Construction)	8,692,300	11,345,400	30.5%	9,351,000	7.6%
K Large Industrial (New Construction)	6,163,400	6,956,600	12.9%	6,361,700	3.2%
P Pipeline	13,225,000	14,406,000	8.9%	13,520,250	2.2%
F Farm	681,213,400	680,016,000	-0.2%	599,168,550	-12.0%
T Managed Forests	751,900	784,400	4.3%	691,550	-8.0%
(PIL) R Residential	52,300	75,800	44.9%	58,175	11.2%
(PIL) C Commercial	12,235,500	16,027,300	31.0%	13,183,450	7.7%
(PIL) F Farm	214,500	305,000	42.2%	237,125	10.5%
E Exempt	63,268,295	65,821,800	4.0%	61,562,625	-2.7%
TOTAL	2,739,050,001	2,915,589,905	6.45%	2,668,662,719	-2.57%

REASSESSMENT RELATED IMPACT SUMMARY

The following chart provides a comparison of the distribution of the total assessment for the 2012 and 2016 base years, which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2012 Full CVA	Percentage of Total 2012 CVA	2016 Full CVA	Percentage of Total 2016 CVA	2017 Phased-in CVA	Percentage of Total 2017 CVA
R Residential	1,754,698,731	64.1%	1,908,417,700	65.5%	1,768,128,831	66.3%
M Multi-Residential	20,117,570	0.7%	26,111,900	0.9%	21,613,903	0.8%
C Commercial	121,191,009	4.4%	124,738,205	4.3%	117,718,509	4.4%
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I Industrial	18,704,796	0.7%	20,366,200	0.7%	18,875,441	0.7%
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J Industrial (New Construction)	8,692,300	0.3%	11,345,400	0.4%	9,351,000	0.4%
K Large Industrial (New Construction)	6,163,400	0.2%	6,956,600	0.2%	6,361,700	0.2%
P Pipeline	13,225,000	0.5%	14,406,000	0.5%	13,520,250	0.5%
F Farm	681,213,400	24.9%	680,016,000	23.3%	599,168,550	22.5%
T Managed Forests	751,900	0.0%	784,400	0.0%	691,550	0.0%
(PIL) R Residential	52,300	0.0%	75,800	0.0%	58,175	0.0%
(PIL) C Commercial	12,235,500	0.4%	16,027,300	0.5%	13,183,450	0.5%
(PIL) F Farm	214,500	0.0%	305,000	0.0%	237,125	0.0%
E Exempt	63,268,295	2.3%	65,821,800	2.3%	61,562,625	2.3%
TOTAL	2,739,050,001	100.0%	2,915,589,905	100.0%	2,668,662,719	100.0%

CONTACT

Municipal and Stakeholder Relations Contacts

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tracy.pringle@mpac.ca

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Jana Tiessen, Account Support Coordinator

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Amanda Macdougall, Regional Manager

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An aerial, isometric view of a city street scene. The scene includes various buildings: a brick building with a flat roof, a taller brick building with a fire escape, a white building with a red roof, and a modern white building with blue accents. There are also trees, a road with a car, a gas station, a tennis court, a yellow taxi, and an ambulance. A large, semi-transparent blue rectangle covers the center of the image, containing the text 'QUESTIONS?' and the 'mpac' logo.

QUESTIONS?



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
(519) 733-2305
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**NOTICE OF CONSIDERATION OF AMENDMENTS TO
FEES AND CHARGES BY-LAW,
WATER RATE AND SEWAGE RATES BY-LAW
AND
BUILDING SERVICES FEES BY-LAW**

TAKE NOTICE that The Council of The Corporation of the Town of Kingsville will consider amendments to the following By-laws:

- Fees and Charges By-law 25-2015, as amended
- *Water Rate and Sewage Rates By-law 2-2014, as amended, and
- Building Services By-law 37-2015 (Permits Fees and Fees for Other Services)

at its Regular Meeting to be held on:

**Monday, January 23, 2017 at 7:00 p.m.
at Kingsville Council Chambers,
2021 Division Road North, Kingsville**

*The proposed Amendment to the Water Rate and Sewage Rates By-law includes an increase to the sewage rate and an increase to the water rate.

A Summary of the Proposed Amendments pertaining to each of the above-mentioned By-laws will be available online at www.kingsville.ca on Friday, January 13, 2017. Anyone wishing to appear before Council to speak to this matter may advise the Clerk in writing not later than 12:00 noon on Wednesday, January 18, 2017. Comments which are made at the meeting or in writing will become part of the public record which is available for anyone to view on the Town of Kingsville website.

DATED at Kingsville, Ontario this 6th day of January, 2017.

Jennifer Astrologo, Director of Corporate Services/Clerk
The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, Ontario N9Y 2Y9
www.kingsville.ca



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Date: January 9, 2017
To: Mayor and Council
Author: Jennifer Astrologo, Director of Corporate Services
RE: 2017 Fees By-law Amendment Proposals
Report No.: CS-2017-001

AIM

To provide Council with information relating to the proposed amendments to the fees and charges by-law

BACKGROUND

In addition to the general powers to pass by-laws conferred by sections 9, 10 and 11 of the *Municipal Act, 2001*, S.O. c. 25 (the "Act"), section 391 of the Act authorizes a municipality to pass by-laws imposing fees or charges on persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control.

DISCUSSION

Attached is the proposed new Fees and Charges By-law (9-2017), which incorporates all the changes that have been implemented and are in effect since the passing of the 2015 Fees and Charges By-law.

Administration is recommending a one rental limit be placed on the Schedule "E" users that are permitted to use municipal facilities for no fee. The proposed amendment limits these groups/organizations to a one day rental at no charge of the facility of their choosing

during peak rental periods (i.e. weekend) provided that such rental is used by the organization for the benefit of that organization or the community at large. These amendments are contained at provisions 13 and 14 of the proposed by-law.

Also attached is a condensed version of Schedule A to highlight the proposed amendments. Comments related to some of the proposed changes to Schedule “A” are set out below:

Administrative Services

There are no proposed fee changes to current fees listed under the Administrative Services heading. Rather, there are a number of new fees that are being proposed. The Town has been marketing merchandise and apparel and recommends a mark-up of 15% to the cost of the item to cover administrative costs.

With respect to the costs associated with the various permits (over-the-road, fireworks, and noise), the fees proposed are representative of the fees charged in our neighbouring municipalities, if not lower. The proposed fees cover the administrative costs associated with processing and circulating the application.

Finally, it is recommended that notarizing service be removed from the by-law. This is a service that has not been provided for a number of years. This does not impact the commissioning services provided by the Town.

Fire Services

Fire Services is proposing to remove the Re-Inspection Attendance fee (charged at a flat rate of \$100.00) and replace it with a number of other inspection types (charged out at an hourly rate) which would have otherwise been captured by that fee. The fees, at an hourly rate, are more reflective of the costs associated with conducting the various inspections.

On occasion the Fire Department is requested to provide a full investigation with an Occurrence Report, and the proposed fee is reflective of the additional costs associated with that investigation.

The Fire Safety Request for Training is a fee associated with a request for enhanced training that falls outside the scope of the Fire Department’s standard public fire safety education.

Finally, it is recommended that the Fire Certificate be eliminated as the information captured by that certificate is captured in the Property Information Report (PIR) process, for which there is a corresponding fee.

Water Services

The proposals reduce the fees for the after hour rates to more accurately reflect the true “out of pocket” cost to the municipality when responding to after hour calls.

LINK TO STRATEGIC PLAN

The collection of fees and charges assists in the effective management of the Town in order to achieve the Town's goals and maximize the effectiveness of the Town's strategies.

FINANCIAL CONSIDERATIONS

The addition of certain fees and the increases recommended to other fees will result in an increase in revenue to the Town which was reflected in this year's budget. As indicated above, these increases are as a result of a fee for service, which will subsidize administrative costs, meaning less of an impact on general taxation.

CONSULTATIONS

The preparation of this report and the Fees and Charges By-law was a multi-department collaborative effort.

In some cases, when considering adding a new fee or increasing an existing fee, Administration will review fees and charges imposed by our neighbouring municipalities.

Notice that this By-law was being considered at this Regular Meeting of Council has been given to the public pursuant to the Town's Notice Policy.

RECOMMENDATION

Council passes By-law 9-2017, being a By-law to impose fees and charges by The Corporation of the Town of Kingsville.

Jennifer Astrologo

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

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 9 – 2017

Being a by-law to impose fees and charges by The Corporation of the Town of Kingsville

WHEREAS section 391 of the *Municipal Act, 2001*, S.O. c. 25 (the “Act”) authorizes a municipality to pass by-laws imposing fees or charges on persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

and the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS subsection 398(1) of the Act provides that such fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality.

AND WHEREAS subsection 398(2) of the Act provides that the treasurer of a municipality may add fees and charges imposed by the municipality to the tax roll for any property for which all of the owners are responsible for paying the fees and charges and collect them in the same manner as municipal taxes.

AND WHEREAS subsection 69(1) of the *Planning Act*, R.S.O. 1990 c. P.13 provides that the council of a municipality, by by-law may establish fees for the processing of applications made in respect of planning matters (the “Application”), which fees shall be designed to meet only the anticipated cost to the municipality in respect of the processing the Application.

AND WHEREAS the Town deems it advisable to repeal By-laws 25-2015 and 10-2016, and all amendments thereto.

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

Definitions

1. “Expense Deposit” means a fee or charge paid to the Town to meet all or a portion of the cost of those costs and expenses incurred by the Town or paid by the Town to a third party as a result of an Application.
2. “Indemnity Deposit” means a fee or charge paid to the Town to meet all or a portion of the cost and expenses of remediating or repairing any damage to Town property or infrastructure, including, but not limited to roads, sidewalks, curbing or paved boulevards, water or sewage works, caused as a result of the use of such property or infrastructure or as a result of the carrying on of construction or demolition or other works on adjacent property.
3. “Security Deposit” means a fee or charge paid to the Town to guarantee the due performance of certain obligations owing to the Town that the Town may draw upon in the event that such obligations are not performed in order to complete all outstanding works or matters and pay the costs and expenses incurred.

Fees and Charges

4. Subject to section 12 of this By-law, the fee or charges as provided for in Schedule “A” attached hereto and forming part of this By-law shall be imposed and charged for the services, activities and use of property as indicated in said Schedule “A”.

Expense Deposits

5. Expense Deposits as provided for in Schedule “B” attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule “B”.
6. Upon the disposition of an Application in respect of which an Expense Deposit has been paid and, upon request of the person who paid the Expense Deposit to the Town, the Expense Deposit, less those costs and expenses incurred by the Town or paid by the Town to a third party shall be refunded by the Town.

Indemnity Deposits

7. Indemnity Deposits as provided for in Schedule “C” attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule “C”.
8. Following the use of the property or infrastructure or the completion of the construction or demolition in respect of which an Indemnity Deposit has been paid and, upon request of the person who paid the Indemnity Deposit to the Town, the Indemnity Deposit, less any costs and expenses of remediating or repairing any damage to Town property or infrastructure, shall be refunded by the Town.

Security Deposits

9. Security Deposits as provided for in Schedule “D” attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule “D”.
10. Upon the performance of all obligations owing to the Town for which a Security Deposit has been paid and, upon request of the person who paid the Security Deposit to the Town, the Security Deposit, less any costs and expenses of completing any works or matters not performed, shall be refunded by the Town.

Unclaimed Deposits

11. Where an Expense Deposit, an Indemnity Deposit and/or a Security Deposit has been paid to the Town and remains unclaimed for a period of seven years, the Treasurer of the Town may transfer to the general funds of the Town, any such Expense Deposit, Indemnity Deposit and/or Security Deposit against which no claim has been made, free of and from any and all claims whatsoever.

Reduced Fee or No Fee

12. Those persons and organizations identified in Column III of Schedule “E” attached hereto and forming part of this By-law shall be subject to the corresponding reduced fee or no fee identified in Column II for the use of those facilities identified in Column I.
13. Subject to availability, organizations under Column III are permitted one free weekend (prime time) facility rental per calendar year, to a maximum of a one day rental.
14. Column III organizations are not permitted to transfer entitlements under Schedule “E” to any other group, organization, entity or individual and

such bookings must be used by the organization for a purpose benefiting the organization or the community at large.

Repeal

15. By-laws 25-2015 and 10-2016 and all amendments thereto are hereby repealed.
16. 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 23rd day of January, 2017.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
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SCHEDULE A

FEES AND CHARGES

ADMINISTRATIVE SERVICES		
FEE ITEM	CURRENT FEE	PROPOSED FEE
Fireworks Permit	-	\$100.00
Merchandise and Apparel	-	Cost + 15% + applicable taxes
Noise Permit	-	\$50.00
Non-Objection Letter (AGCO)	-	\$25.00
Over the Road Banner	-	\$50.00
Photocopying (off-site)	-	cost
Signing of Document as a Notary Public	\$50.00	Removal of service

FIRE SERVICES		
FEE ITEM	CURRENT FEE	PROPOSED FEE
Fire Certificate (if inspection requested as a result of Property Information Report)	\$60.00	-
Occurrence Report with Full Investigation	-	\$250.00
Fire Code Inspection with Violations (incl. re-inspection)	-	\$80.00 per hour
Request for Inspection	-	\$80.00 per hour
Fire Safety Plan Review	-	\$80.00 per hour
Fire Safety Request for Training Services	-	\$100.00 per session (up to 2 hours)
Propane Review – Level I	\$100.00 per hour	\$80.00 per hour
Propane Review – Level II	\$100.00 per hour	\$80.00 per hour
Re-inspection Attendance (after first follow up inspection)	\$100.00	-

WATER SERVICES		
FEE ITEM	CURRENT FEE	PROPOSED FEE
Turn On (after Town business hours)	\$300.00	\$200.00
Frozen Meter Replacement (after Town business hours)	\$500.00	\$400.00
Frozen Plate Repair (after Town business hours)	\$360.00	\$260.00
Steaming Frozen Private Water Services (after Town business hours)	\$675.00 first hour	\$500.00 first hour



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Date: January 13, 2017
To: Mayor and Council
Author: Jennifer Astrologo
RE: Building Department Fee Changes 2017
Report No.: CS-2017-002

AIM

To provide Council with information relating to changes to the fees in the Building Department.

BACKGROUND

The *Building Code Act, 1992*, S.O. 1992, c. 23 (the "Act") authorizes the Council of a municipality to pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of the Act including the payment of fees on applications for and on the issuance of permits and requiring the payment of fees for maintenance inspections.

Notice that this By-law was being considered at this Regular Meeting of Council has been given to the public pursuant to the Town's Notice By-law. The proposed fee changes were circulated via email to the contractors/builders contained on the email list maintained by the Building Department.

DISCUSSION

Amendments are highlighted in yellow for ease of reference.

As discussed in his budget presentation to Council, the Chief Building Official reiterated the need for the Building Department to be financially self-sufficient. The proposed changes are keeping with that requirement.

LINK TO STRATEGIC PLAN

The collection of fees and charges assists in the effective management of the Town in order to achieve the Town's goals and maximize the effectiveness of the Town's strategies.

FINANCIAL CONSIDERATIONS

The Act indicates that the amount set in connection with these fees must not exceed the anticipated reasonable costs to administer and enforce the Act. Accordingly, the proposed new and amended fees are not in excess of the anticipated cost of the related activity, and will assist in the efficient and effective operation of the building department.

CONSULTATIONS

Peter Valore, Chief Building Official
Senior Management Team

RECOMMENDATION

Council pass By-law 11-2017 at this Regular Meeting.

Jennifer Astrologo

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

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 11 - 2017

Being a By-law to Regulate Permits Issued Under the Building Code Act, Set Fees, and Establish a Code of Conduct for the Chief Building Official and Inspectors

WHEREAS section 7 of the *Building Code Act*, 1992, S.O. 1992, c. 23 (the “Act”) authorizes the Council of a municipality to pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of the Act.

AND WHEREAS the authorization set out in section 7 of the Act includes the power to require the payment of fees on applications for and on the issuance of permits, requiring the payment of fees for maintenance inspections, and to set the amounts of such fees, the total amount of which must not exceed the anticipated reasonable costs to administer and enforce the Act.

AND WHEREAS section 391 of the *Municipal Act*, 2001, S.O. c. 25 authorizes a municipality to pass by-laws imposing fees or charges on persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

and the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS subsection 398(2) of the *Municipal Act*, 2001, S.O. c. 25 provides that the treasurer of a municipality may add fees and charges imposed by the municipality, including such fees as authorized by the Act, to the tax roll for any property for which all of the owners are responsible for paying the fees and charges and collect them in the same manner as municipal taxes.

AND WHEREAS section 7.1(1) of the Act requires a municipality to establish and enforce a code of conduct for the Chief Building Official and inspectors appointed under the Act.

AND WHEREAS section 8 of the Act provides the authority to a Chief Building Official to revoke a permit in certain circumstances.

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE ENACTS AS FOLLOWS:

Definitions and Interpretation

1. In this By-law:
 - a) “applicant” means a person who applies for a permit and includes any person authorized by an owner to apply for a permit on the owner’s behalf;
 - b) “Code” means the regulations made under section 34 of the Act;

- c) “Chief Building Official” means the person appointed as such by Council of the Town for the purposes of enforcement of the Act;
 - d) “Council” means the Council of the Town;
 - e) “Inspector” means those persons appointed as such by Council of the Town for the purposes of enforcement of the Act;
 - f) “owner” means the registered owner of the property upon which the building is situate which is the subject of a permit or an application for a permit;
 - g) “permit” means a permit issued pursuant to the Act;
 - h) “person” means an individual, firm, corporation, association or partnership;
 - i) “permit holder” means the person to whom a permit has been issued; and
 - j) “Town” means The Corporation of the Town of Kingsville.
2. Any term not defined in this By-law shall have the same meaning ascribed to it in the Act or the Code.

Application for Permit

3. Every application for every permit shall:
- a) contain sufficient information to enable the Chief Building Official to determine whether or not the work will conform with the Act, the Code and any other applicable law;
 - b) include a statement that the application does not contravene any applicable law and include supporting document in connection with the same;
 - c) be appropriately signed by the applicant;
 - d) if the owner is not the applicant, include an authorization to the applicant, in the form approved by the Chief Building Official, appropriately signed by the owner;
 - e) be accompanied by the required fee as set out in Schedule A attached hereto and forming part of this By-law;
 - f) be submitted to the Chief Building Official.

Permits

4. The classes of permits and the additional information and documents required to be filed by the applicant and considered prior to the issuance of the corresponding permit shall be as follows:

CLASS OF PERMIT	INFORMATION AND DOCUMENTS REQUIRED
Construction	<ul style="list-style-type: none"> (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”; (b) plans and specifications in accordance with sections 5 to 10 inclusive;

	<ul style="list-style-type: none"> (c) a detailed description of the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made; (d) drawings and commitments as set out in Schedule C attached to and forming part of this By-law; and (e) Energy Efficiency Design Summary, as prescribed by the Code.
Demolition	<ul style="list-style-type: none"> (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”; (b) plans and specifications in accordance with sections 5 to 10 inclusive; (c) a detailed description of the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a permit is made and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition; (d) commitment to general review by engineer as required by the Code; (e) demolition control agreement, as required; (f) designated substance report and method of demolition report as required; and (g) confirmation that: <ul style="list-style-type: none"> (i) arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities; and (ii) that the owner and applicant will comply with the Town’s Property Standards By-law upon the completion of demolition.
Conditional	<ul style="list-style-type: none"> (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”; (b) plans and specifications in accordance with sections 5 to 10 inclusive; and (c) a written statement containing the following: <ul style="list-style-type: none"> (i) the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted; (ii) information regarding the necessary

	<p>approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and</p> <p>(iii) the time in which plans and specifications of the complete building will be filed with the Chief Building Official,</p> <p>all of which shall be incorporated into the agreement required pursuant to section 8(c) of the Act.</p>
Change of Use	<p>(a) the application in the form approved by the Chief Building Official from time to time;</p> <p>(b) plans and specifications in accordance with sections 5 to 10 inclusive, including floor plans, details of walls, ceilings and roof assemblies, identifying required fire resistance ratings and load bearing capacities, and details of the existing sewage system if any;</p> <p>(c) a description of the building in which the occupancy is to be changed, which description shall readily identify and locate the building;</p> <p>(d) a detailed description of the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made; and</p> <p>(e) drawings and commitments as set out in Schedule C.</p>
Sewage System	<p>(a) the prescribed application form entitled "Application for a Permit to Construct or Demolish";</p> <p>(b) plans and specifications in accordance with sections 5 to 10 inclusive;</p> <p>(c) commitment to general review by architect and engineer where sewage system exceeds 10,00l/d;</p> <p>(d) soils analysis;</p> <p>(e) site plan and cross section detail;</p> <p>(f) a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:</p> <p>(i) the date the evaluation was done;</p> <p>(ii) the name, address, telephone number and signature of the person who prepared the evaluation;</p>

	<p>(iii) a scaled map of the site including the following:</p> <ul style="list-style-type: none">• the legal description• lot size• property dimensions• existing rights-of-way, easements or municipal/utility corridors• the location of items listed in column 1 of Tables 8.2.1.5.A., 8.2.1.5.B. and 8.2.1.5.C. of the Code• the location of the proposed sewage system• the location of any unsuitable, disturbed or compacted areas• proposed access routes for system maintenance• depth to bedrock• depth to zones of soil saturation• soil properties, including soil permeability; and soil conditions, including the potential for flooding <p>(iv) a report completed by a geo-technical engineer verifying condition of soil</p>
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Transfer	<p>(a) the application in the form approved by the Chief Building Official;</p> <p>(b) a written statement from the permit holder authorizing the transfer of the permit to the transferee;</p> <p>(c) proof of ownership of the property by the transferee;</p> <p>(d) confirmation that the work to be done and the existing and proposed use and occupancy of the building or part thereof, for which the application for the transfer of the permit is made, is the same as that identified in the application;</p> <p>(e) the name, address, telephone number and facsimile number of the proposed architect, professional engineer or other designer, and his/her/their respective qualifications, where they are different from those identified in the application;</p> <p>(f) written confirmation from the proposed architect, professional engineer or other designer that he/she/they have been retained to undertake general review of the construction or demolition where required under the Code; and</p> <p>(g) where the proposed transferee is a builder as defined in the <i>Ontario New Home Warranties Plan Act</i>, or any successor thereto, the proposed transferee's registration number.</p>
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Plans and Specifications

5. Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two (2) complete sets of the plans and specifications submitted upon paper or other suitable and durable material or, if approved by the Chief Building Official, in electronic format, and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale.
6. Site plans shall be referenced to a current plan of survey and a copy of the survey shall accompany the site plan submission except where the Chief Building Official waives the requirement to do so.
7. On the completion of the foundation for a detached, semi-detached, triplex, fourplex or townhouse dwelling, but prior to a framing inspection, the Chief Building Official may require a survey prepared by an Ontario Land Surveyor to be submitted, which survey shall indicate the location and elevation of the top of the foundation wall.
8. Upon completion of the construction of a building, or part of a building, the Chief Building Official may require the submission of a set of plans of the building or part of a building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building along with finished grade elevations.
9. In the event of a material change to a plan or specification on the basis of which a permit has been issued, the applicant shall give notice in writing to the Chief Building Official together with the details of such change.
10. Plans and specifications provided in accordance with this By-law shall become the property of the Town and shall be retained by the Town in accordance with the relevant legislation and the Town's Records Retention By-law, as amended from time to time.

Alternative Solutions

11. Where an applicant proposes using an alternative solution, the applicant shall provide, in addition to the prescribed documentation, a description of the proposed location(s) where the alternative solution is proposed to be used.
12. The Chief Building Official may accept or reject any alternative solution and may impose conditions or limitation on its use.
13. Alternative solutions which are accepted by the Chief Building Official shall be applicable only to the location proposed by the applicant and are not transferable to any other location.

Revoking Permits

14. Prior to revoking a permit, the Chief Building Official shall give written notice of his or her intention to revoke the permit to the permit holder at the permit holder's address shown on the application or to such other address as the permit holder may provide to the Town for that purpose.
15. Notice under subsection 14 of this By-law shall be given either personally or by registered mail and where notice is by registered mail, it shall be deemed to have been given on the fifth day after the day of mailing.
16. A permit holder may request in writing that the Chief Building Official defer the revocation. Such request shall:

- a) be received by the Chief Building Official within 30 days from the date of service of the notice given under subsection 14;
 - b) contain reasons why the permit should not be revoked; and
 - c) include the required fee as set out in Schedule A.
17. The Chief Building Official may, upon consideration of the request, defer the revocation of the permit and, in any event, shall provide notice in writing to the permit holder of his or her decision.
18. If no request for deferral is received by the Chief Building Official, the Chief Building Official may revoke the permit without further notice and dispose of all submitted plans, specifications, documents and other information which has been received in support of the application for a permit in accordance with the Records Retention By-law.

Fees

19. Fees shall be charged and paid as set out in Schedule A attached hereto and forming part of this By-law.
20. The calculation of fees shall be subject to the following:
- a) building classifications and the square footage of buildings shall be determined by the Chief Building Official in accordance with the Code;
 - b) for a construction, demolition or conditional permit based on the value of the proposed work, the value of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services as determined by the Chief Building Official;
 - c) for a construction, demolition permit or conditional permit based on floor area, floor area shall mean the total floor space of all storeys above grade (or below grade for an underground home) measured as the horizontal area within the outside surface of the exterior walls of the building;
 - d) for a change of use permit based on a floor area, floor area shall mean the total floor space of all storeys subject to the change of use; and
 - e) for a conditional permit, fees shall be paid based on the complete project.

Refund of Fees

21. In the event that applicant disputes the value of the proposed work as determined by the Chief Building Official pursuant to subsection 20(b), the applicant shall:
- a) pay the fee;
 - b) submit, together with the payment of the fee, a written notice of protest; and
 - c) within six (6) months of completion of the work, submit an audited statement of the actual costs of the work.

22. Where the actual costs of the work as indicated on the audited statement submitted pursuant to subsection 21(c) are less than the value of the proposed work as determined by the Chief Building Official, the Chief Building shall issue a refund for the difference between the fee paid and the fee calculated based upon the audited costs of the work.
23. Further, the Chief Building Official shall refund a fee paid in the following amounts and in the following circumstances:
- a) ~~60% in the event the permit has been issued, but the application is withdrawn, in writing, prior to the commencement of any work; and~~
 - b) 80% in the event the application has been filed, but is withdrawn, in writing, prior to the permit being issued.

Additional Notice Requirements for Inspections

24. When determined necessary by the Chief Building Official, the permit holder shall provide notice to the Chief Building Official of the following stages of construction:
- a) commencement of construction;
 - b) substantial completion of site grading;
 - c) the completion and availability of drawings of the building as constructed; and/or
 - d) completion of a building for which an occupancy permit is required under Article 1.3.3.4 of the Code.
25. For greater clarity, except as authorized by the Code, prior to the occupancy or use of a building or part of a building or prior to permitting the occupancy or use of a building or part of a building, notice of the date of completion of the building or part must be given to the Chief Building Official.

Code of Conduct

26. The Code of Conduct as set out in Schedule B attached hereto and forming part of this By-law is hereby established.
27. The Chief Building Official and Inspectors shall be governed by the Code of Conduct.

General

28. The requirements as set out in this By-law are in addition to the requirements of the Act and the Code.
29. Should any section, subsection, clause or provision of this By-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law.

30. By-law 36-2014 and all amendments thereto is hereby repealed.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 23rd day of January, 2017.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

SCHEDULE A

BUILDING SERVICES		
NOTE: Permits reviewed and/or issued and not paid for or picked up will be charged a fee of \$250.00 for residential/Part 9 properties and \$300.00 for commercial/Part 3 properties		
CONSTRUCTION PERMITS		
Residential		
- new construction	\$1.00	per square foot
- PLUS - if submitted under Residential - Fast Track Policy:		
- detached house	\$170.00	
- semi-detached house, 2 unit townhouse or row house	\$260.00	
- 3 unit townhouse or row house	\$340.00	
- 4 unit townhouse or row house	\$435.00	
- 5 unit townhouse or row house	\$500.00	
renovations	\$11.25	per \$1,000.00 of value of construction
- accessory buildings	\$0.35	per square foot
- finished basements	\$0.35	per square foot
- minimum fee	\$150.00	
Swimming pools		
- in ground and above ground	\$150.00	
Part 3 – Assembly / Residential / Commercial / Institutional & Industrial		
- value of construction up to \$1,000,000.00	\$11.25	per \$1,000.00 of value of construction
- PLUS - value of construction thereafter	\$1.25	per \$1,000.00 of value of construction
- minimum fee	\$150.00	
Greenhouse		
- first 10 acres	\$0.04	per square foot
- PLUS - additional acreage thereafter	\$0.01	per square foot
- minimum fee	\$500.00	
Other Farm Structures		
	\$0.20	per square foot
- minimum fee	\$150.00	
Temporary Structures		
	\$150.00	
Wind Turbine With an Output of 1.5 Megawatts or More	\$10,000.00	
Construction Commenced Prior to Permit Being Issued	Fee x 2	
Other Permits (not specifically listed)	\$11.25	per \$1,000.00 of value of construction
- minimum fee	\$150.00	
Moving	\$300.00	
Signs	\$200.00	

DEMOLITION PERMIT		
Demolition	\$0.15	per square foot
- minimum fee	\$150.00	
CONDITIONAL PERMITS		
Fees as per Construction Permits		
CHANGE OF USE PERMIT WHERE NO PROPOSED CONSTRUCTION		
Change of Use	\$150.00	
SEWAGE SYSTEM PERMIT		
On Site Sewage		
- systems	\$750.00	
- repair	\$300.00	
TRANSFER PERMIT		
Transfer	\$150.00	
OTHER SERVICES		
Inspection re: AGCO Liquor License Application	\$150.00	
Conditional Permit Agreement	\$250.00	
- registration of Agreement on title	cost	
Change of Use Field Review	\$150.00	
Defer/Revocation Letter	\$150.00	
Post Review Amendment	\$275.00	
Re-inspection (inspection booked, but work not ready or completed; or no one on site)	\$75.00	
Sewer/Water Connection (additional costs apply to complete service):		
-Residential	\$150.00	
Commercial/Industrial/Greenhouse	\$350.00	
Water Meter (5/8" x 3/4" residential meter and MXU radio)	\$335.00	

SCHEDULE B

CODE OF CONDUCT

PURPOSES

The following are the purposes of this Code of Conduct:

1. To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the *Building Code Act, 1992*, S.O. 1992, c. 23 (the “Act”) or the Building Code (the “Code”).
2. To prevent practices, which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Act or the Code.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Act or the Code by the Chief Building Official and Inspectors.

THE CODE

4. In exercising powers and performing duties under the Act, the Chief Building Official and Inspectors shall:
 - a) exercise powers in accordance with the provisions of the Act, the Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of the Chief Building Official and Inspectors;
 - b) act to identify and enforce compliance where significant contraventions of the Act or the Code are known to exist;
 - c) apply all relevant building bylaws, regulations, statutes and standards in a consistent and fair manner, independent of any influence by interested parties;
 - d) not accept any personal benefit, financial or otherwise which may create a conflict with their duties or perform duties where a personal interest may create a conflict;
 - e) obtain the counsel of persons with expertise where the Chief Building Official or Inspector does not possess sufficient knowledge to make an informed judgment; and
 - f) act honestly, reasonably and professionally in the discharge of their duties.

ENFORCEMENT

5. Compliance with this Code of Conduct shall constitute a condition of employment as a Chief Building Official or Inspector appointed under the Act. Any appointed Chief Building Official or Inspector who fails to act in accordance with the provisions of this Code of Conduct may be subject to disciplinary action appropriate to the seriousness of the breach.
6. All allegations concerning a breach of this Code of Conduct shall be made in writing. Any person who has reason to believe that this Code of Conduct has been breached may report the matter to the Chief Building Official. Where the allegation concerns the actions of the Chief Building Official, the matter may be reported to the Manager of Development Services (or designate) to whom the Chief Building Official reports.
7. The Chief Building Official or Manager of Development Services (or designate), as the case may be, upon receipt of an allegation concerning a breach of this

Code of Conduct shall investigate the matter, and, where appropriate, may commence disciplinary action.

8. Where there is any conflict between the provisions of this Code of Conduct and the any other Employee Code of Conduct in place from time to time, the higher standard shall apply.

I, _____ have read and understand the contents of this Code of Conduct and agree to be governed by its terms.

DATED this _____ day of _____, _____.

Signature

SCHEDULE C

CLASS OF PERMIT	DRAWINGS AND COMMITMENTS REQUIRED
Construction – Residential <ul style="list-style-type: none">• Part 9	a) Site Plan b) Grading Plan c) Architectural d) Structural e) Mechanical Ventilation Design Summary (if more than 4 bedrooms)
Construction – Residential <ul style="list-style-type: none">• Alterations• Additions• Accessory Building• Basement Renovations	a) Site Plan b) Architectural c) Structural
Construction - Other Residential <ul style="list-style-type: none">• New Buildings• Additions	a) Site Plan b) Grading Plan c) Architectural d) Structural e) HVAC f) Plumbing g) Fire Protection h) Electrical i) Commitment to general review by architect and engineer (Part 3 buildings) j) ASHRAE 90.1 or Model National Energy Code Compliance forms
Construction – Non-residential	a) Location Plan b) Architectural c) Structural d) HVAC e) Plumbing f) Fire Protection g) Electrical h) Commitment to general review by architect and engineer (Part 3 buildings)
Construction – Designated Structures under 2.21 of the Code	a) From rows above which are applicable to the scope of work proposed b) Commitment to general review by architect and engineer
Change of Use	a) Location Plan b) Architectural c) HVAC d) Plumbing e) Fire Protection f) Commitment to general review by architect and engineer (Part 3 buildings)

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 10 - 2017

Being a by-law to impose a Water Rate and Sewage Rates

WHEREAS pursuant to section 391 of the *Municipal Act, 2001*, S.O. 2001, c.25 (the “Act”), a municipality may pass by-laws imposing fees or charges on persons:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control,

and such fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time.

AND WHEREAS the costs included in a fee or charge may include costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS section 394(2) of the Act provides that a fee or charge may be based on, be in respect of or be computed by reference to the location of the property, the physical characteristics of property, including buildings and structures on the property, or the zoning of property or other land use classification.

AND WHEREAS section 1 of the Act indicates that the definition of a “public utility” includes a system that is used to provide water and sewage for the public.

AND WHEREAS section 398 of the Act indicates that fees and charges for the supply of a public utility imposed by a municipality on a person constitute a debt of the person to the municipality and that such fees and charges may be added to the tax roll for the property in the municipality to which the public utility was supplied and be collected in the same manner as municipal taxes.

AND WHEREAS section 81 of the Act provides that, in addition to recovering all fees and charges payable, a municipality may, on reasonable notice, shut off the supply of a public utility to land if fees or charges payable by the owners or occupants of the land for the supply of the public utility to the land are overdue.

AND WHEREAS By-law 2-2014 is a by-law establishing water, sewer and sewage service rates.

AND WHEREAS By-law 2-2014 was amended by By-law 11-2016.

AND WHEREAS Council of The Corporation of the Town of Kingsville deems it expedient to consolidate the provisions of the aforementioned by-laws, establish new Sewage Service Areas and impose a Water Rate and Sewage Rates.

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

Definitions

1. "Commercial" means property classified as such by the Municipal Property Assessment Corporation.
2. "Foreign Worker Housing" means a building used for the residential housing of workers who work in the agriculture industry, including, but not limited to, work in a Greenhouse.
3. "Greenhouse" means any building or portion of a building producing Greenhouse Sewage which is discharged into the Sewage Works, either directly or through a secondary treatment process.
4. "Greenhouse Sewage" means Sewage resulting directly from the process of growing plants, including, but not limited to watering, fertilizing, cultivating and/or exhibiting plants, in a building with transparent or semi-transparent walls and/or roof, under controlled conditions.
5. "Industrial" means property classified as such by the Municipal Property Assessment Corporation.
6. "Multi-residential" means property classified as such by the Municipal Property Assessment Corporation.
7. "Residential" means property classified as such by the Municipal Property Assessment Corporation.
- 7.1 "Residential Unit" means a self-contained set of rooms located in premises and contains kitchen and bathroom facilities that are intended for the use of the unit only.
8. "Sewage" means any liquid waste containing animal, vegetable or mineral or nutrient matter in solution or in suspension.
9. "Sewage Rate" means the fee and charge imposed for the purpose of raising funds to pay all or a portion of the capital costs of the Sewage Works or for the operation, repair and maintenance of the Sewage Works and any reserve fund for such purpose.
10. "Sewage Area 1 Rate" means the corresponding Sewage Rate for the identified property or building located in the area indicated in Schedule B attached to and forming part of this By-law and serviced by the "Cottam Facility".
11. "Sewage Area 2 Rate" means the corresponding Sewage Rate for the identified property or building located in the area indicated in Schedule B attached hereto and forming part of this By-law and serviced by the "Lakeshore West Facility".
12. "Sewage Area 3 Rate" means the corresponding Sewage Rate for the identified property or building located in the area indicated in Schedule B attached hereto and forming part of this By-law and serviced by the "Kingsville Facility".
13. "Sewage Works" means the collection, transmission, storage, treatment and disposal of Sewage and any systems or works required for the same.
14. "Water" means potable water.
15. "Water Rate" means the fee and charge imposed for the purpose of raising funds to pay for Water and all or a portion of the capital costs of the Water Works or for the operation, repair and maintenance of the Water Works and any reserve fund for such purpose.
16. "Water Works" means the provision and distribution of Water and any systems or works required for the same.

Water Rate

17. The Water Rate as set out in Schedule "A" attached hereto and forming part of this By-law is hereby imposed on those owners, occupants or tenants of property who benefit from or who may benefit from Water Works.

Sewage Rates

18. The Sewage Rates as set out in Schedule "C" attached hereto and forming part of this By-law are hereby imposed on those owners, occupants or tenants of the following:
 - a) a property or building that is connected to the Sewage Works, or
 - b) a property that is not connected to the Sewage Works, but has the facilities to produce Sewage and has frontage adjacent to any part of the Sewage Works.
19. For greater certainty:
 - a. In the Residential Area, in the event there are one or more Residential Units on the property or in the building, the Sewer Rate imposed shall be imposed for each Residential Unit;
 - b. The owner, occupant or tenant of the remainder of the property upon which a Greenhouse (or portion thereof) or Foreign Worker housing is located shall remain subject to the Sewage Rate applicable to that property.
20. The owners, occupants or tenants of property or that portion of a property as described in Schedule "D" are exempt from section 18 of this By-law.
21. The owners, occupants or tenants of properties described in Schedule "E" are exempt from section 18 of this By-law until such time as said property is connected to the Sewage Works.
22. Funds raised from Sewage Rates shall be allocated as follows:
 - a. 16.5% Capital Reserve
 - b. 83.5% Operation of Sewage System

General

23. In the event that a property does not appear to be, in whole or in part, within a Sewage Area as indicated in Schedule B, such property shall be deemed to be within the Sewage Area that is closest to said property.
24. If any court finds that any provision of this By-law is ultra vires or invalid, such provision shall be deemed to be severable and shall not invalidate any other provisions of this By-law which shall remain in full force and effect.
25. By-law 2-2014 and all amendments thereto, including By-law 11-2016 be and are hereby repealed.

26. This by-law, and all attached schedules shall come into effect, April 1, 2017.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 23rd day of January, 2017.

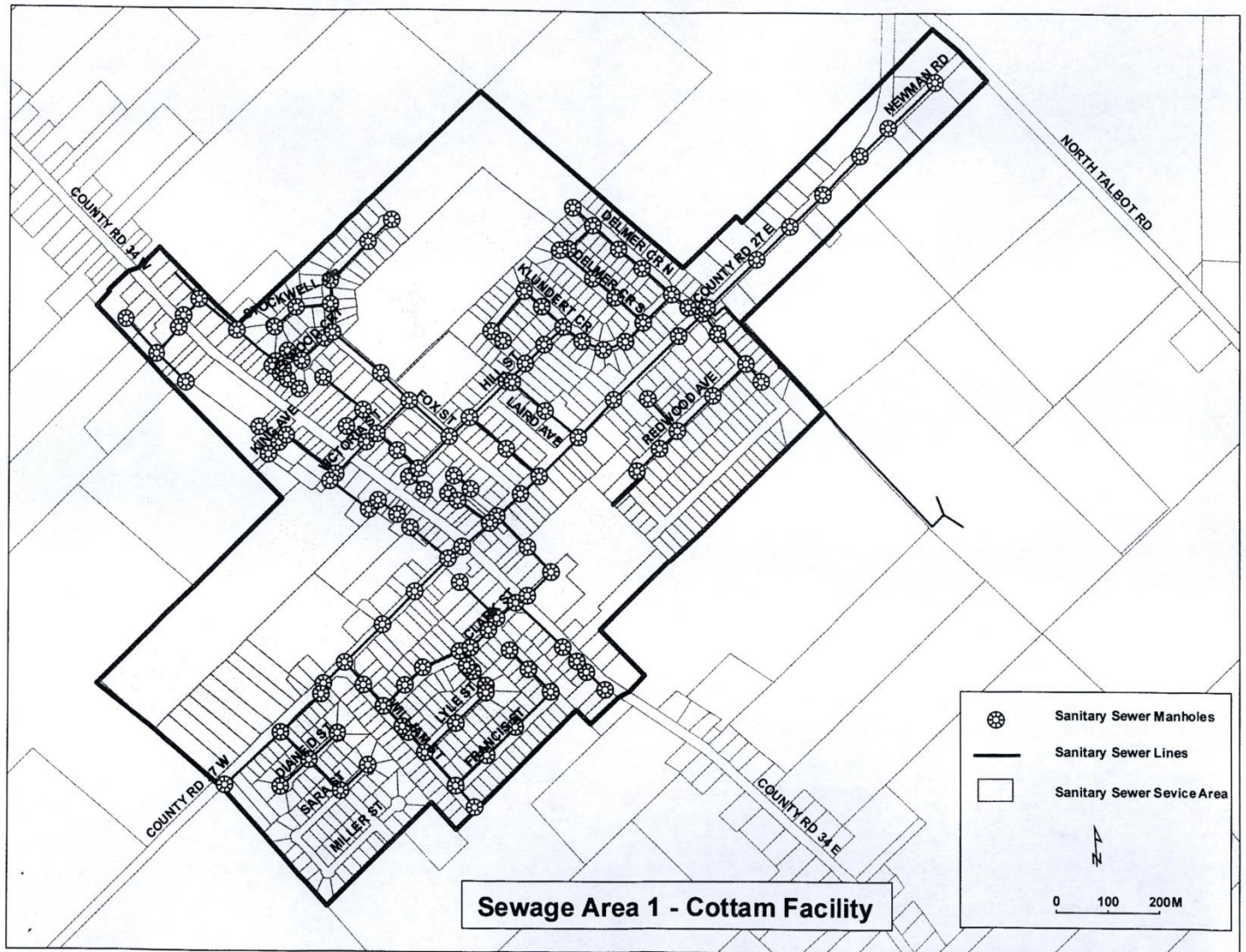
MAYOR, Nelson Santos

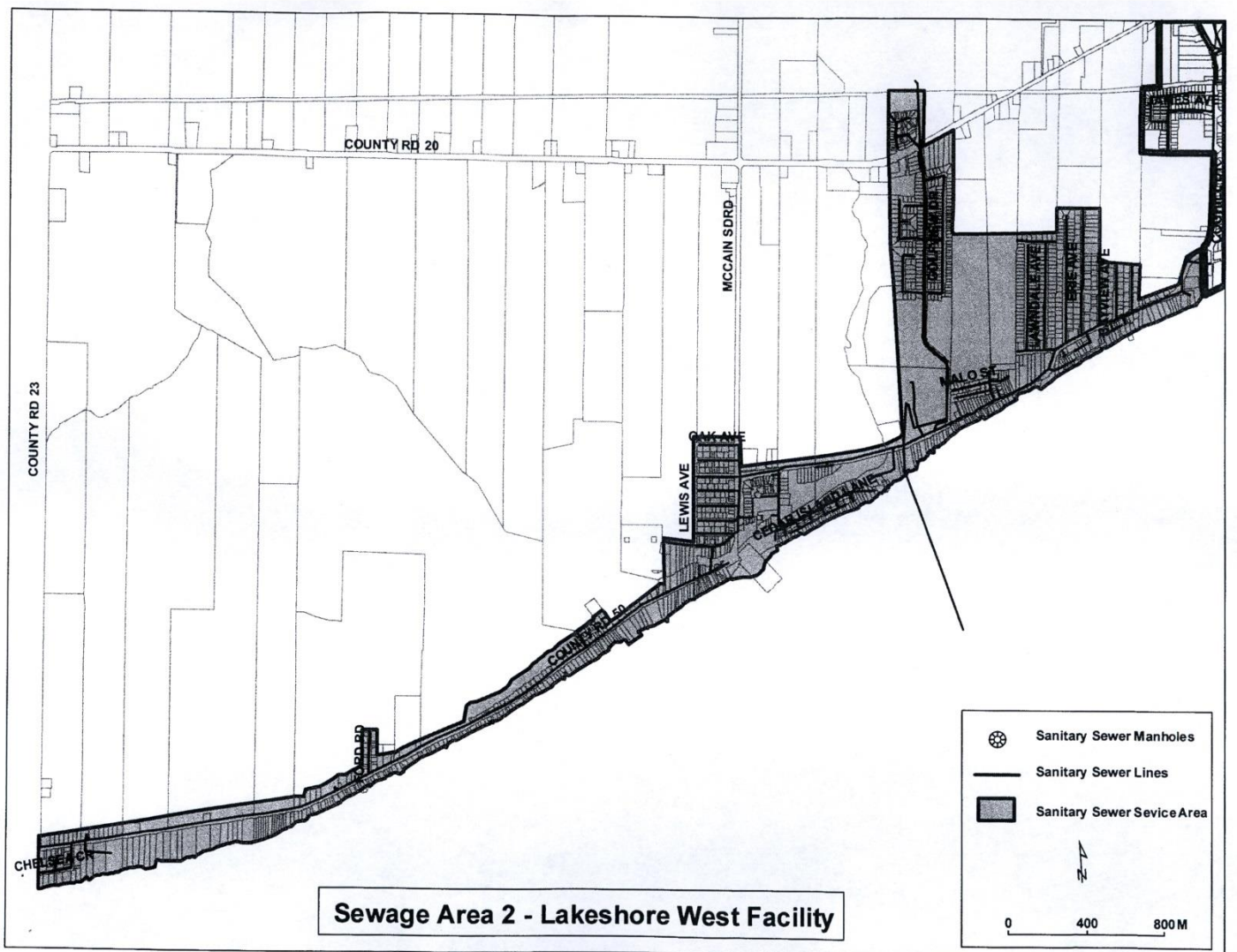
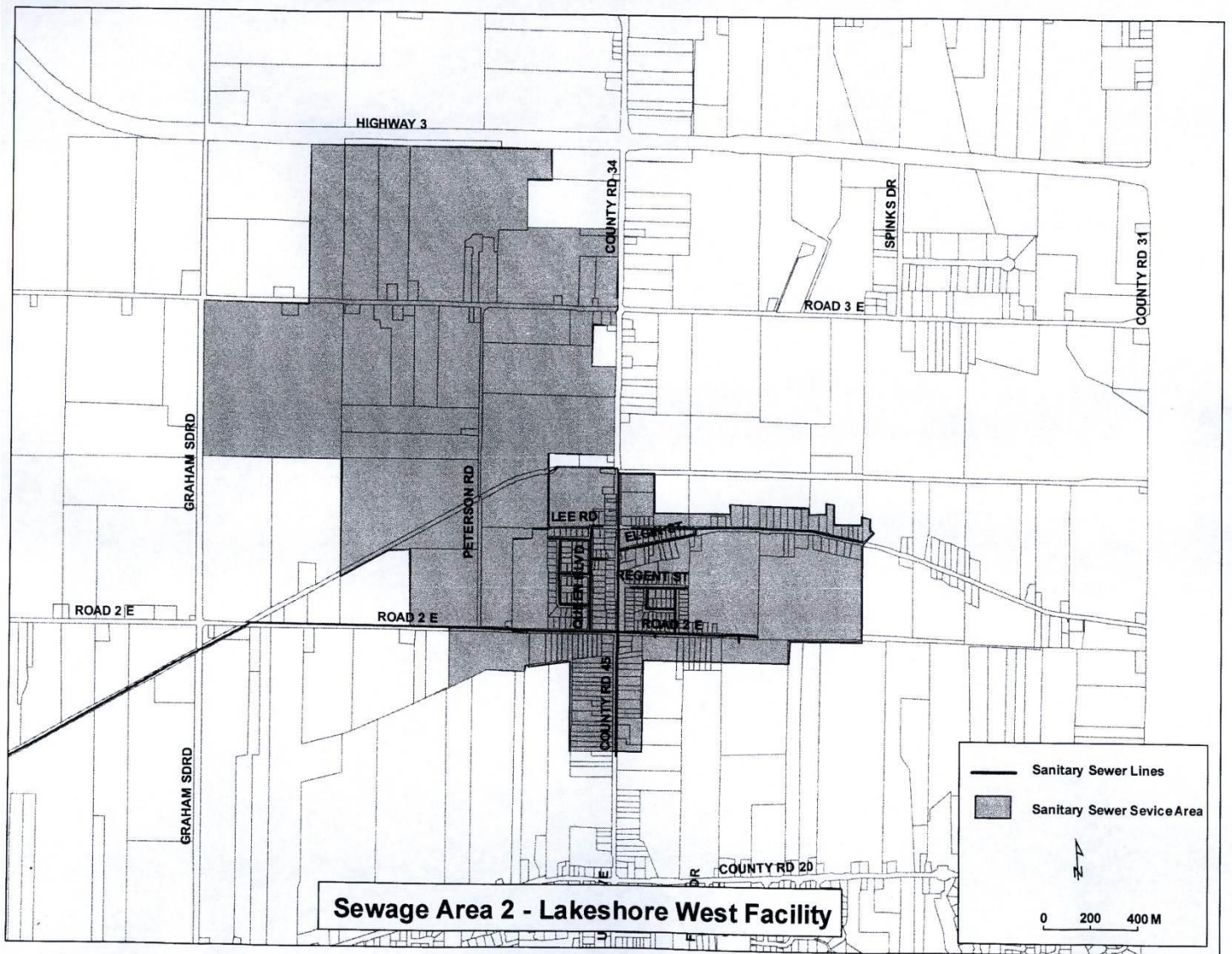
CLERK, Jennifer Astrologo

SCHEDULE “A”

Type of Rate	Rate per m ³	Capital Surcharge Rate per Quarter
Wholesale	\$0.60	N/A
Distribution	\$0.32	\$18.00
TOTAL	\$0.92	\$18.00

SCHEDULE "B"





SCHEDULE “C”

Property or Building	Sewage Area 1 Rate Cottam Facility	Sewage Area 2 Rate Lakeshore West Facility	Sewage Area 3 Rate Kingsville Facility	
Residential	\$82.00	\$80.00	\$80.00	per quarter per residential unit
Multi-Residential, Commercial, Industrial	130%	130%	130%	of total water charges
Greenhouse	\$1.20	\$1.20	\$1.20	per cubic meter of sewage discharge
Foreign Worker Housing	Occupant Load / 3.2 x \$82.00	Occupant Load / 3.2 x \$80.00	Occupant Load / 3.2 x \$80.00	per quarter

SCHEDULE “D”

Irrigation Systems located on a Commercial property if such system is independently metered

Ice Making Systems located on the property owned by the Town of Kingsville and the Kingsville Port Users Association and existing as of the date of the passing of this By-law (includes the former Kingsville Fisherman’s Co-Op Ice; 215 Industry Road, LaNassa Seafood Ice Water Meter and All Temp Foods Ltd. Ice Water Meter)

197 Pineway Park
137 County Road 34E
143 County Road 34E
1875 County Road 34 E

SCHEDULE “E”

203 County Road 34 W
198 County Road 27E
204 County Road 27E
46 County Road 27 W
48 County Road 27 W
50 County Road 27 W
54 County Road 27 W
56 County Road 27 W
58 County Road 27 W
60 County Road 27 W
62 County Road 27 W
68 County Road 27 W



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

Date: January 6, 2017
To: Mayor and Council
Author: Ryan McLeod, CPA, CA, Manager of Financial Services
RE: 2017 Water Rates
Report No.: FS-2017-002

AIM

To increase the 2017 water rates to ensure we are able to meet the current and long-term financial obligations of our water distribution system.

BACKGROUND

The Town's current water rate structure consists of 3 components; a wholesale rate, a distribution rate, and a quarterly capital charge. The wholesale rate is intended to cover the cost of water supplied by the Union Water Supply System (UWSS). The distribution rate funds the municipal water department's operating expenses. The quarterly capital charge is intended to fund future capital projects such as water main replacements.

DISCUSSION

Based on our 3-year average sales volumes and projected expenses for 2017, Administration is proposing the following increase to our water rates;

	Current	Proposed	Increase
Wholesale Rate (UWSS)	\$0.59 / m3	\$0.60 / m3	\$0.01 / m3
Distribution Rate	\$0.31 / m3	\$0.32 / m3	\$0.01 / m3
Total	\$0.90 / m3	\$0.92 / m3	\$0.02 / m3
Quarterly Capital Charge	\$17.00 / Quarter	\$18.00 / Quarter	\$1 / Quarter

The increase to the wholesale rate is necessary to keep pace with the rates established by the UWSS. On December 21, 2016, the UWSS Board approved a recommendation to increase their water rates to \$0.5978 per cubic metre, effective April 1, 2017.

The increase to the distribution rate is necessary to keep pace with rising operating costs, resume contributions to our fleet replacement reserve, and to protect the municipality from unexpected fluctuations in sales volumes, water losses or maintenance expenses.

The increase to the quarterly capital charge is necessary to ensure sufficient funds are available to replace our existing infrastructure as required.

Overall, the proposed rates for 2017 are in line with the recommendations set out in our 2010 water rate study. According to this study, the average household consumes 27 m³ of water / month. Based on this consumption volume, the proposed fee increase would equate to an additional \$0.87 / month in water charges.

Despite this increase, the average Kingsville resident will continue to enjoy the lowest annualized water charges in the county. See appendix A for a comparison of local municipal water rates.

LINK TO STRATEGIC PLAN

To be recognized as a municipal leader in responsible fiscal management, through manageable water and sewage rate increases.

FINANCIAL CONSIDERATIONS

See above.

CONSULTATIONS

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

RECOMMENDATION

Council to approve the following water rates, effective April 1, 2017.

Type of Rate	Rate per m ³	Capital Surcharge Rate per Quarter
Wholesale	\$0.60	N/A
Distribution	\$0.32	\$18.00
TOTAL	\$0.92	\$18.00

Ryan McLeod

Ryan McLeod, CPA, CA
Manager of Financial Services

Sandra Zwiers

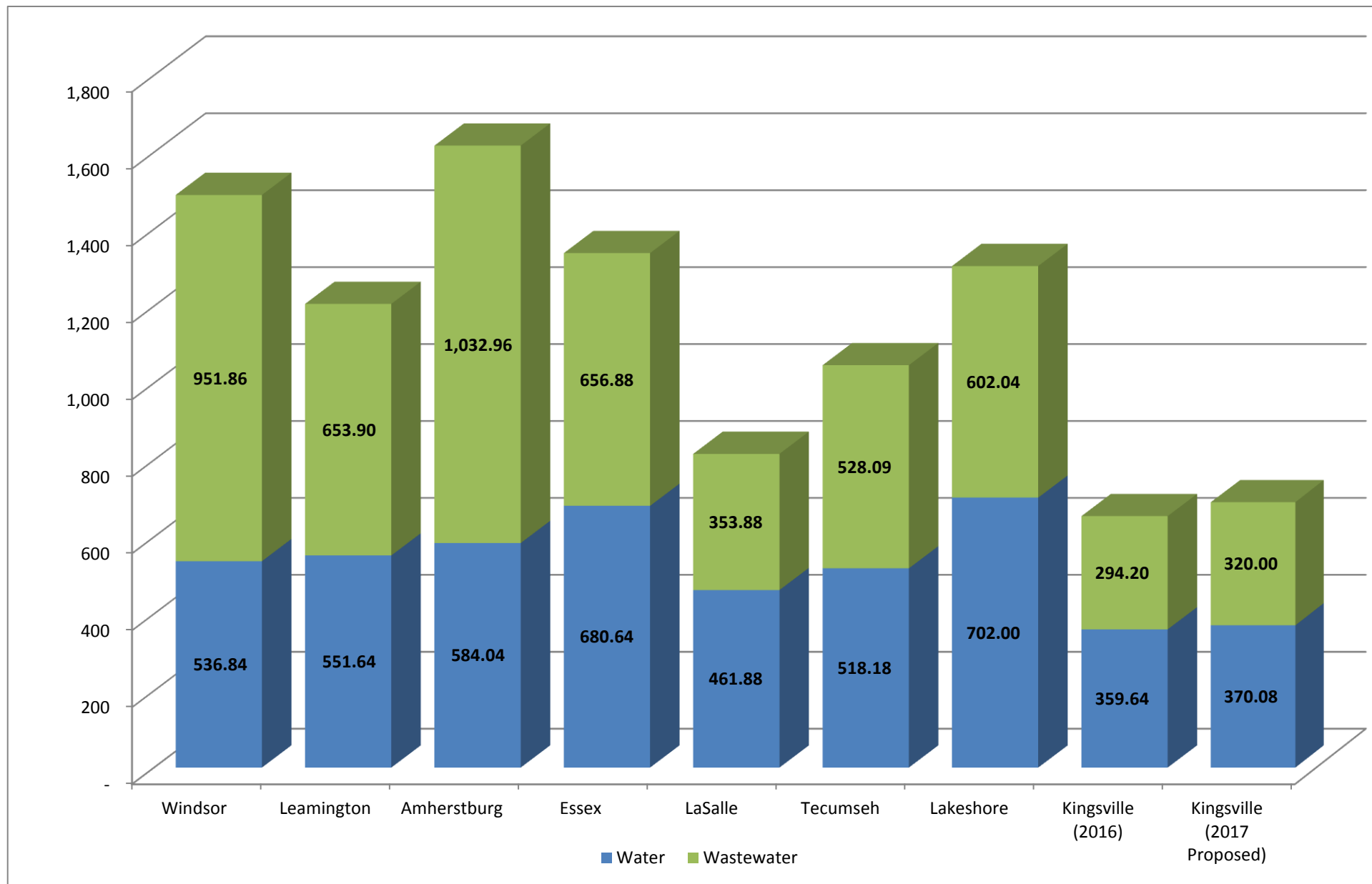
Sandra Zwiers MAcc CPA, CA
Director of Financial Services

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.

Chief Administrative Officer

**2016 Windsor Essex Region Comparison
using 27 m3/mo of water**



Municipality	Windsor	Leamington	Amherstburg	Essex	LaSalle	Tecumseh	Lakeshore	Kingsville (2016)	Kingsville (2017 Proposed)
Water	536.84	551.64	584.04	680.64	461.88	518.18	702.00	359.64	370.08
Wastewater	951.86	653.90	1,032.96	656.88	353.88	528.09	602.04	294.20	320.00
Total	1,488.70	1,205.54	1,617.00	1,337.52	815.76	1,046.27	1,304.04	653.84	690.08



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

Date: January 6, 2017
To: Mayor and Council
Author: Ryan McLeod, CPA, CA, Manager of Financial Services
RE: 2017 Wastewater Rates
Report No.: FS-2017-003

AIM

To increase the 2017 wastewater rates to ensure we are able to meet the current and long-term financial obligations of our wastewater collection and treatment system.

BACKGROUND

The Town's sewage rate structure is comprised of a flat rate charge for residential homes and a consumption based charge for multi-residential, commercial and industrial customers. Separate rates are established for each sewage service area based on the operating and capital costs of the area. As the Kingsville and Lakeshore West facilities are integrated, these service areas share common rates.

Proportionately, the Cottam Facility services the fewest people when compared to the number of people serviced by the Kingsville and Lakeshore West Facilities. Due to economies of scale, the individual cost to customers in the Cottam service area is typically higher than those charged to customers serviced by the other two facilities.

The flat rate and consumption based charges include an allocation for future capital costs. Based on our current sewage rate by-law, 16.5% of sewage revenue is to be allocated to reserves for capital expenditures. The balance of this levy is intended to fund operating expenditures.

The Town's current sewage rates are as follows;

BUILDING	AREA 1: COTTAM FACILITY	AREAS 2 & 3: KINGSVILLE / LAKE SHORE WEST FACILITY	
Residential	\$78.16	\$73.55	per quarter per residential unit
Multi-Residential, Commercial, Industrial	130%	130%	of total water charges
Greenhouse	\$1.17	\$1.17	per m3 of sewage discharge
Foreign Worker Housing	Occupant Load / 3.2 x \$78.16	Occupant Load / 3.2 x \$73.55	per quarter

DISCUSSION

Rate increases in 2016 have allowed the Kingsville / Lakeshore West Sewage Facility to achieve approximately “break even” status for the year. However, the extensive 5-year capital and major maintenance forecast prepared by OCWA (see appendix B) requires further increases to our rates in 2017 to ensure the long-term sustainability of our sewage collection and treatment systems.

The Cottam Facility continues to generate annual operating surpluses, however, in addition to the significant capital and maintenance forecast prepared by OCWA, the facility has significant deficits from prior year capital projects which need to be repaid.

Based on our 2017 draft budget, administration is proposing the following sewage rates to be implemented as of April 1, 2017;

BUILDING	AREA 1: COTTAM FACILITY	AREAS 2 & 3: KINGSVILLE / LAKESHORE WEST FACILITY	
Residential	\$82.00	\$80.00	per quarter per residential unit
Multi-Residential, Commercial, Industrial	130%	130%	of total water charges
Greenhouse	\$1.20	\$1.20	per m3 of sewage discharge
Foreign Worker Housing	Occupant Load / 3.2 x \$82.00	Occupant Load / 3.2 x \$80.00	per quarter

The proposed fee increase will result in an additional \$3.84 / quarter (or \$1.28 / month) for residential households serviced by the Cottam facility.

The proposed fee increase will result in an additional \$6.45 / quarter (or \$2.15 / month) for residential households serviced by the Kingsville / Lakeshore West Sewage Facilities.

Despite these increases, average Kingsville residents will continue to enjoy the lowest sewage rates in the county. See appendix A for a comparison of local municipal water and sewage rates.

LINK TO STRATEGIC PLAN

To be recognized as a municipal leader in responsible fiscal management, through manageable water and sewage rate increases.

FINANCIAL CONSIDERATIONS

See above

CONSULTATIONS

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

RECOMMENDATION

Council to approve the wastewater rates as proposed, effective April 1, 2017.

Ryan McLeod

Ryan McLeod, CPA, CA
Manager of Financial Services

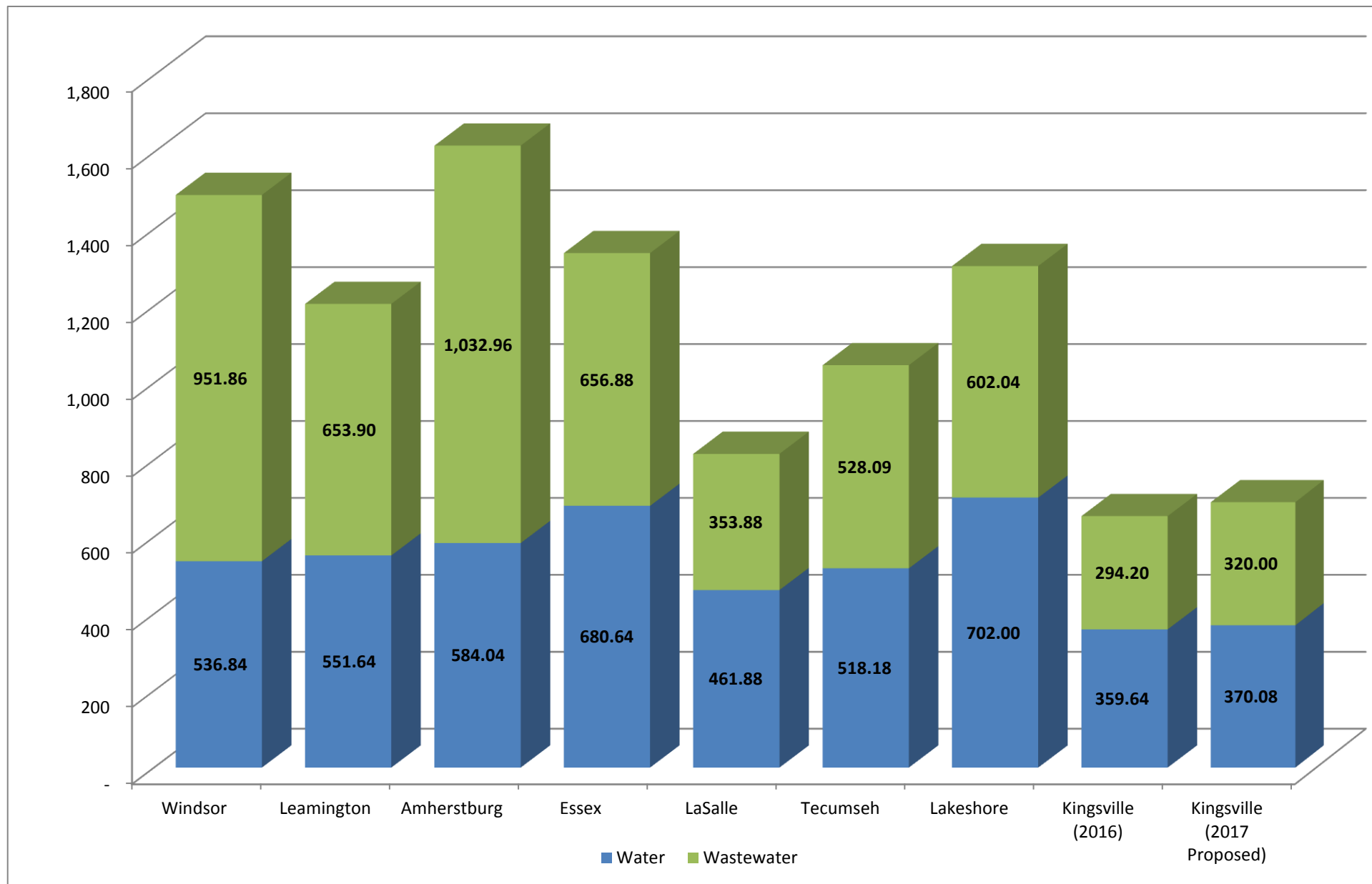
Sandra Zwiers

Sandra Zwiers MAcc CPA, CA
Director of Financial Services

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer

**2016 Windsor Essex Region Comparison
using 27 m3/mo of water**



Municipality	Windsor	Leamington	Amherstburg	Essex	LaSalle	Tecumseh	Lakeshore	Kingsville (2016)	Kingsville (2017 Proposed)
Water	536.84	551.64	584.04	680.64	461.88	518.18	702.00	359.64	370.08
Wastewater	951.86	653.90	1,032.96	656.88	353.88	528.09	602.04	294.20	320.00
Total	1,488.70	1,205.54	1,617.00	1,337.52	815.76	1,046.27	1,304.04	653.84	690.08

Town of Kingsville

5 Year Recommended Capital/Major Maintenance from 2017 to 2021.

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Scope of Work	Cost Estimate					Potential Funding Program	Approved by Client	Rationale for Project
	2017	2018	2019	2020	2021			
Lakeshore West Wastewater Treatment Plant								
Rotork Valves		5,000	5,000	5,000	5,000	RATE/RESERVES	A.P.	Life cycle replacement - Many of the valves throughout the facility are original and are becoming unreliable which will have an impact on operations.
UV System Replacement Parts	6,000					RATE/RESERVES	A.P.	Preventative maintenance.
UV Bulbs	7,000	7,000	7,000	7,000	7,000	RATE/RESERVES	A.P.	Life cycle replacement - every 12,000 hours.
PLC/SCADA	75,000					RATE/RESERVES	A.P.	Life cycle replacement - many components are out dated and are becoming unreliable which will have an impact on operations.
LSW Main Breaker	6,000					RATE/RESERVES	A.P.	Life cycle replacement - main breaker at the plant is weakening and occasionally trips due to age - H&S risk.
Generator Batteries	4,000					RATE/RESERVES	A.P.	Biennial replacement.
Pump Station Improvements & Upgrades		12,000				RATE/RESERVES	A.P.	Improvements - includes pump resets, amperage meters and phase indicator lights moved to the front of the panels (also a H&S risk). Also install audible alarms if pumps are left in the off position.
Generator Connections at Pump Stations	4,000					RATE/RESERVES	A.P.	Improvements - ability for a back-up generator to be connected at pump station during power outages.
Waste Pump	6,000					RATE/RESERVES	A.P.	Repairs - current pump needs to be rebuilt.
Centrifuge Rebuild		80,000				RATE/RESERVES	A.P.	Repairs/Maintenance - send to Alpha Laval to be rebuilt. While the unit is out of service, liquid sludge will have to be hauled.
Pump Station #1 Safety Ladder/Gate	5,000					RATE/RESERVES	A.P.	H&S risk for operators working around pump station #1 when the hatches are open.
TSSA Fuel System Upgrades	30,000					RATE/RESERVES	A.P.	Upgrades are required to meet new TSSA certification standards. If not completed, the delivery of diesel fuel to the units will become an issue.
Roof Replacement			100,000			RATE/RESERVES	A.P.	Life cycle replacement - Roof periodically leaks.
UV System Replacement		100,000				CWWF	A.P.	Life cycle replacement - equipment is becoming unreliable and replacement parts are not always available which could potentially become a compliance risk. A new system would also be more energy efficient.
Scrubber System	15,000					RATE/RESERVES	A.P.	Life cycle replacement - current system requires 4 replacement probes (ORP & Redox) to be replaced and maintenance on the pumps.
Final Clarifier Sand Blasting & Painting		50,000	50,000			RATE/RESERVES	A.P.	Life cycle replacement - metal is rusting and paint peeling due to age in both final clarifiers.
MO Valve Control			70,000			RATE/RESERVES	A.P.	Improvement - the aeration system can be done by installing modulating valves that will control the air flow to each aeration tank and passes by implementing the Most Open Valve control philosophy.
Rake Arm & Bar Screen		200,000					A.P.	Life cycle replacement - the current bar screen rotating rake cleaning system could be replaced with a more efficient automatic screen. The screen only has one working rake and operates 24/7 - to minimize any potential mechanical malfunctions associated with equipment start-up. Spare parts for the equipment are also unavailable and must be custom made when required.
Advanced Odour Control			15,000			RATE/RESERVES	A.P.	Improvement - the air control scrubber is located inside the biosolids dewatering building and turns on when the centrifuge is dewatering. It is possible to install an H2S or odour meter to control the odour control's fan speed.
Arc Flash Assessment	6,000	6,000	6,000	6,000	6,000	RATE/RESERVES	A.P.	Third party assessment must be completed - H&S Risk for staff working on equipment. Assessments conducted at the main building and all pump stations.
Grit Blowers+VFD			85,000			RATE/RESERVES	A.P.	Life cycle replacement - blower is original and new blower and motor would be more energy efficient and less chance of breakdown occurring.
Clarifiers Stairs	10,000					RATE/RESERVES	A.P.	Life cycle replacement - a reinforced plate must be installed at the top of the landing on final clarfier #1 & #2 due to deterioraotion. Also becoming a H&S risk.
MCC Panel Replacement				150,000		CWWF	A.P.	Life cycle replacement - all panels are original. Increased risk of failure and also becoming a H&S risk to staff. New panels will also be more energy efficient.
Laboratory Equipment Replacement	8,000					RATE/RESERVES	A.P.	Life cycle replacement - DR/2000 which is used for in-house lab testing is beyond it's life expectancy and replacements are not available.
Total Estimate - Recommended Capital	182,000	460,000	338,000	168,000	18,000			

Kingsville Wastewater Lagoons								
Check Valve Replacement		12,000				RATE/RESERVES	A.P.	Life cycle replacement - original equipment.
Pump Replacement/Maintenance	15,000	15,000	15,000			OCWA Energy	A.P.	Life cycle replacement - several pumps at the pump stations are starting to meggar low.
Arc Flash Assessment	3,000	3,000	3,000	3,000	3,000	RATE/RESERVES	A.P.	Third party assessment must be completed - H&S Risk for staff working on equipment. Assessments conducted at the main building and all pump stations.
Pump Station Improvements & Upgrades		5,000				RATE/RESERVES	A.P.	Improvements - includes pump resets, amperage meters and phase indicator lights moved to the front of the panels (also a H&S risk). Also install audible alarms if pumps are left in the off position.
Soft Starts		2,000	2,000	2,000		RATE/RESERVES	A.P.	Improvements - motor soft starts for the raw pumps to assist in prolonging the life of the motors.
Lagoon Pump Replacement	40,000	40,000	40,000			CWWF/ OCWA Energy	A.P.	Life cycle replacement - pumps are original. New pumps would also be energy efficient and less chance of breakdown occurring.
TSSA Fuel System Upgrades	20,000					RATE/RESERVES	A.P.	Upgrades are required to meet new TSSA certification standards. If not completed, the delivery of diesel fuel to the units will become an issue.
Total Estimate - Recommended Capital	78,000	77,000	60,000	5,000	3,000			
Cottam Wastewater Lagoons								
I&I Study		10,000				RATE/RESERVES	A.P.	Improvements - serious infiltration issue during rain events.
Pump Station #1 Pumps	50,000	50,000				CWWF	A.P.	Life cycle replacement - pump replacement along with all associated piping.
Interconnect Valve Replacement		60,000				RATE/RESERVES	A.P.	Life cycle replacement - current interconnect between cell #1 and cell #2 is out of service, lagoons are not being operated as designed.
Alum Pumps					10,000	RATE/RESERVES	A.P.	Life cycle replacement.
Diesel Generator Replacement & Transfer Switch				90,000		RATE/RESERVES	A.P.	Life cycle replacement - generator is beyond life expectancy and replacement parts are obsolete. Currently using a temporary unit.
Arc Flash Assessment	3,000	3,000				RATE/RESERVES	A.P.	Third party assessment must be completed - H&S Risk for staff working on equipment. Assessments conducted at the main building and all pump stations.
Total Estimate - Recommended Capital	53,000	123,000	-	90,000	10,000			

CR = Compliance Risk H&SR = Health & Safety Risk R/M = Repair/Maintenance LR = Lifecycle Replacement I = Improvement SPI = Spare Parts Inventory

2017 Recommended Capital Presented by: Karen Burgess, Operations Manager

2017 Recommended Capital Approved by:



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Date: January 13, 2017
To: Mayor and Council
Author: Peter Valore (Chief Building Official)
RE: 2016 Year End Activity Report
Report No.: 1- 2017

AIM

To provide Council with information regarding the Building Activity Report ending 2016

BACKGROUND

Activity reports are done periodically to inform council with current trends in the Building and By-law department also to provide insight to budgeted revenue compared to actual revenue.

DISCUSSION

This report will provide a general view on Building and By-law activity for 2016 year end. The total number of permits that were issued is, 369 which include a variety of small to large projects. Over the course of the year we issued 119 building permits for new dwellings units that is a 20% increase from last year and our total construction value is \$ 81,903,417 that is a 58 % increase from last year, we have not issued that many new dwelling units since 2007.

The total of By-law investigations at the end of December 2016 was of 270 that is an increase of 43% from this time last year. I am happy to report the year end number of cases under investigation is 17.

LINK TO STRATEGIC PLAN

No specific link to the strategic plan.

FINANCIAL CONSIDERATIONS

No specific link to the strategic plan.

CONSULTATIONS

No consultations required.

RECOMMENDATION

It is recommended that Council receive this information report for the purpose of updating on the current status of the 2016 Building and By-law activity.

Peter Valore

Peter Valore
Chief Building Official/By-law Enforcement Officer

Robert Brown

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

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer

Building Activity Report

January 31, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Total Permits Issued To Date	6	11	7
<i>increase / decrease over prior YTD</i>	(5)	4	
<i>increase / decrease over prior YTD (%)</i>	-45%	57%	
New Dwelling Units Created To Date	0	0	0
<i>increase / decrease over prior YTD</i>	0	0	
<i>increase / decrease over prior YTD (%)</i>	#DIV/0!	#DIV/0!	
Total Construction Value to Date	\$ 93,400	\$ 314,000	\$ 6,348,000
<i>increase / decrease over prior YTD</i>	\$ (220,600)	\$ (6,034,000)	
<i>increase / decrease over prior YTD (%)</i>	-70%	-95%	
Revenue To Date	(A) \$ 2,539	\$ 18,810	\$ 28,602
<i>increase / decrease (%)</i>	-87%	-34%	
Pro-rated Budget (see note 1)	(B) \$ 43,273	\$ 41,654	\$ 45,675
Surplus (Deficit) Revenue	(A - B) \$ (40,734)	\$ (22,844)	\$ (17,073)

Note 1 -

Estimated 2016 Revenue	\$ 519,275	499,850	548,100
# of months YTD	1	1	1
Prorated Budget Revenue	<u>\$ 43,273</u>	<u>\$ 41,654</u>	<u>\$ 45,675</u>

Comments -

By-Law Activity Report

January 31, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Number Cases Under Investigation	16	18	52
<i>increase / decrease over prior YTD</i>	-2	-34	
<i>increase / decrease over prior YTD (%)</i>	-11%	-65%	
Number Cases Resolved	2	11	5
<i>increase / decrease over prior YTD</i>	-9	6	
<i>increase / decrease over prior YTD (%)</i>	-82%	120%	
Total Cases Investigated	18	29	57
<i>increase / decrease over prior YTD</i>	-11	-28	
<i>increase / decrease over prior YTD (%)</i>	-38%	-49%	

Building Activity Report

February 29, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Total Permits Issued To Date	27	18	20
<i>increase / decrease over prior YTD</i>	9	(2)	
<i>increase / decrease over prior YTD (%)</i>	50%	-10%	
New Dwelling Units Created To Date	5	4	2
<i>increase / decrease over prior YTD</i>	1	2	
<i>increase / decrease over prior YTD (%)</i>	25%	100%	
Total Construction Value to Date	\$ 4,144,600	\$ 4,968,000	\$ 7,432,500
<i>increase / decrease over prior YTD</i>	\$ (823,400)	\$ (2,464,500)	
<i>increase / decrease over prior YTD (%)</i>	-17%	-33%	
Revenue To Date	(A) \$ 30,411	\$ 45,064	\$ 49,795
<i>increase / decrease (%)</i>	-33%	-10%	
Pro-rated Budget (see note 1)	(B) \$ 86,546	\$ 83,308	\$ 91,350
Surplus (Deficit) Revenue	(A - B) \$ (56,135)	\$ (38,244)	\$ (41,555)

Note 1 -

Estimated 2016 Revenue	\$ 519,275	499,850	548,100
# of months YTD	2	2	2
Prorated Budget Revenue	<u>\$ 86,546</u>	<u>\$ 83,308</u>	<u>\$ 91,350</u>

Comments -

By-Law Activity Report

February 29, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Number Cases Under Investigation	21	18	58
<i>increase / decrease over prior YTD</i>	3	-40	
<i>increase / decrease over prior YTD (%)</i>	17%	-69%	
Number Cases Resolved	7	11	7
<i>increase / decrease over prior YTD</i>	-4	4	
<i>increase / decrease over prior YTD (%)</i>	-36%	57%	
Total Cases Investigated	28	29	65
<i>increase / decrease over prior YTD</i>	-1	-36	
<i>increase / decrease over prior YTD (%)</i>	-3%	-55%	

Building Activity Report

March 31, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Total Permits Issued To Date	70	33	35
<i>increase / decrease over prior YTD</i>	37	(2)	
<i>increase / decrease over prior YTD (%)</i>	112%	-6%	
New Dwelling Units Created To Date	25	12	9
<i>increase / decrease over prior YTD</i>	13	3	
<i>increase / decrease over prior YTD (%)</i>	108%	33%	
Total Construction Value to Date	\$ 10,808,100	\$ 7,859,600	\$ 12,972,700
<i>increase / decrease over prior YTD</i>	\$ 2,948,500	\$ (5,113,100)	
<i>increase / decrease over prior YTD (%)</i>	38%	-39%	
Revenue To Date	(A) \$ 81,444	\$ 53,386	\$ 89,936
<i>increase / decrease (%)</i>	53%	-41%	
Pro-rated Budget (see note 1)	(B) \$ 129,819	\$ 124,963	\$ 137,025
Surplus (Deficit) Revenue	(A - B) \$ (48,375)	\$ (71,577)	\$ (47,089)

Note 1 -

Estimated 2016 Revenue	\$ 519,275	499,850	548,100
# of months YTD	3	3	3
Prorated Budget Revenue	<u>\$ 129,819</u>	<u>\$ 124,963</u>	<u>\$ 137,025</u>

Comments -

By-Law Activity Report

March 31, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Number Cases Under Investigation	21	19	61
<i>increase / decrease over prior YTD</i>	2	-42	
<i>increase / decrease over prior YTD (%)</i>	11%	-69%	
Number Cases Resolved	17	16	9
<i>increase / decrease over prior YTD</i>	1	7	
<i>increase / decrease over prior YTD (%)</i>	6%	78%	
Total Cases Investigated	38	35	70
<i>increase / decrease over prior YTD</i>	3	-35	
<i>increase / decrease over prior YTD (%)</i>	9%	-50%	

Building Activity Report

April 30, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Total Permits Issued To Date	113	67	63
<i>increase / decrease over prior YTD</i>	46	4	
<i>increase / decrease over prior YTD (%)</i>	69%	6%	
New Dwelling Units Created To Date	32	21	20
<i>increase / decrease over prior YTD</i>	11	1	
<i>increase / decrease over prior YTD (%)</i>	52%	5%	
Total Construction Value to Date	\$ 22,043,350	\$ 11,920,800	\$ 17,330,450
<i>increase / decrease over prior YTD</i>	\$ 10,122,550	\$ (5,409,650)	
<i>increase / decrease over prior YTD (%)</i>	85%	-31%	
<i>SDU demolish and rebuild 1</i>			
Revenue To Date	(A) \$ 172,643	\$ 132,446	\$ 140,029
<i>increase / decrease (%)</i>	30%	-5%	
Pro-rated Budget (see note 1)	(B) \$ 173,092	\$ 166,617	\$ 182,700
Surplus (Deficit) Revenue	(A - B) \$ (449)	\$ (34,171)	\$ (42,671)

Note 1 -

Estimated 2016 Revenue	\$ 519,275	499,850	548,100
# of months YTD	4	4	4
Prorated Budget Revenue	<u>\$ 173,092</u>	<u>\$ 166,617</u>	<u>\$ 182,700</u>

Comments -

By-Law Activity Report

April 30, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Number Cases Under Investigation	33	28	60
<i>increase / decrease over prior YTD</i>	5	-32	
<i>increase / decrease over prior YTD (%)</i>	18%	-53%	
Number Cases Resolved	29	19	14
<i>increase / decrease over prior YTD</i>	10	5	
<i>increase / decrease over prior YTD (%)</i>	53%	36%	
Total Cases Investigated	62	47	74
<i>increase / decrease over prior YTD</i>	15	-27	
<i>increase / decrease over prior YTD (%)</i>	32%	-36%	

Building Activity Report

May 31, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Total Permits Issued To Date	156	102	96
<i>increase / decrease over prior YTD</i>	54	6	
<i>increase / decrease over prior YTD (%)</i>	53%	6%	
New Dwelling Units Created To Date	41	29	23
<i>increase / decrease over prior YTD</i>	12	6	
<i>increase / decrease over prior YTD (%)</i>	41%	26%	
Total Construction Value to Date	\$ 40,215,550	\$ 16,053,280	\$ 20,142,120
<i>increase / decrease over prior YTD</i>	\$ 24,162,270	\$ (4,088,840)	
<i>increase / decrease over prior YTD (%)</i>	151%	-20%	
Revenue To Date	(A) \$ 246,140	\$ 185,406	\$ 175,858
<i>increase / decrease (%)</i>	33%	5%	
Pro-rated Budget (see note 1)	(B) \$ 216,365	\$ 208,271	\$ 228,375
Surplus (Deficit) Revenue	(A - B) \$ 29,775	\$ (22,865)	\$ (52,517)

Note 1 -

Estimated 2016 Revenue	\$ 519,275	499,850	548,100
# of months YTD	5	5	5
Prorated Budget Revenue	<u>\$ 216,365</u>	<u>\$ 208,271</u>	<u>\$ 228,375</u>

Comments -

By-Law Activity Report

May 31, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Number Cases Under Investigation	47	35	80
<i>increase / decrease over prior YTD</i>	12	-45	
<i>increase / decrease over prior YTD (%)</i>	34%	-56%	
Number Cases Resolved	52	31	22
<i>increase / decrease over prior YTD</i>	21	9	
<i>increase / decrease over prior YTD (%)</i>	68%	41%	
Total Cases Investigated	99	66	102
<i>increase / decrease over prior YTD</i>	33	-36	
<i>increase / decrease over prior YTD (%)</i>	50%	-35%	

Building Activity Report

June 30, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Total Permits Issued To Date	194	133	125
<i>increase / decrease over prior YTD</i>	61	8	
<i>increase / decrease over prior YTD (%)</i>	46%	6%	
New Dwelling Units Created To Date	48	35	27
<i>increase / decrease over prior YTD</i>	13	8	
<i>increase / decrease over prior YTD (%)</i>	37%	30%	
Total Construction Value to Date	\$ 42,757,050	\$ 25,025,530	\$ 26,875,720
<i>increase / decrease over prior YTD</i>	\$ 17,731,520	\$ (1,850,190)	
<i>increase / decrease over prior YTD (%)</i>	71%	-7%	
Revenue To Date	(A) \$ 286,951	\$ 237,572	\$ 243,974
<i>increase / decrease (%)</i>	21%	-3%	
Pro-rated Budget (see note 1)	(B) \$ 259,638	\$ 249,925	\$ 274,050
Surplus (Deficit) Revenue	A - E \$ 27,313	\$ (12,353)	\$ (30,076)

Note 1 -

Estimated 2016 Revenue	\$ 519,275	499,850	548,100
# of months YTD	6	6	6
Prorated Budget Revenue	<u>\$ 259,638</u>	<u>\$ 249,925</u>	<u>\$ 274,050</u>

Comments -

By-Law Activity Report

June 30, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Number Cases Under Investigation	60	42	77
<i>increase / decrease over prior YTD</i>	18	-35	
<i>increase / decrease over prior YTD (%)</i>	43%	-45%	
Number Cases Resolved	91	55	43
<i>increase / decrease over prior YTD</i>	36	12	
<i>increase / decrease over prior YTD (%)</i>	65%	28%	
Total Cases Investigated	151	97	120
<i>increase / decrease over prior YTD</i>	54	-23	
<i>increase / decrease over prior YTD (%)</i>	56%	-19%	

Building Activity Report

July 31, 2016

	Year to Date 2015	Year to Date 2014	Year to Date 2013
Total Permits Issued To Date	228	163	161
<i>increase / decrease over prior YTD</i>	65	2	
<i>increase / decrease over prior YTD (%)</i>	40%	1%	
New Dwelling Units Created To Date	59	42	31
<i>increase / decrease over prior YTD</i>	17	11	
<i>increase / decrease over prior YTD (%)</i>	40%	35%	
Total Construction Value to Date	\$ 47,348,380	\$ 28,381,980	\$ 33,073,320
<i>increase / decrease over prior YTD</i>	\$ 18,966,400	\$ (4,691,340)	
<i>increase / decrease over prior YTD (%)</i>	67%	-14%	
Revenue To Date	(A) \$ 341,556	\$ 291,626	\$ 287,620
<i>increase / decrease (%)</i>	17%	1%	
Pro-rated Budget (see note 1)	(B) \$ 302,910	\$ 291,579	\$ 319,725
Surplus (Deficit) Revenue	(A - B) \$ 38,646	\$ 47	\$ (32,105)

Note 1 -

Estimated 2016 Revenue	\$ 519,275	499,850	548,100
# of months YTD	7	7	7
Prorated Budget Revenue	<u>\$ 302,910</u>	<u>\$ 291,579</u>	<u>\$ 319,725</u>

Comments -

By-Law Activity Report

July 31, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Number Cases Under Investigation	49	61	91
<i>increase / decrease over prior YTD</i>	-12	-30	
<i>increase / decrease over prior YTD (%)</i>	-20%	-33%	
Number Cases Resolved	126	67	52
<i>increase / decrease over prior YTD</i>	59	15	
<i>increase / decrease over prior YTD (%)</i>	88%	29%	
Total Cases Investigated	175	128	143
<i>increase / decrease over prior YTD</i>	47	-15	
<i>increase / decrease over prior YTD (%)</i>	37%	-10%	

Building Activity Report

August 31, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Total Permits Issued To Date	259	193	178
<i>increase / decrease over prior YTD</i>	66	15	
<i>increase / decrease over prior YTD (%)</i>	34%	8%	
New Dwelling Units Created To Date	64	56	35
<i>increase / decrease over prior YTD</i>	8	21	
<i>increase / decrease over prior YTD (%)</i>	14%	60%	
Total Construction Value to Date	\$ 53,246,240	\$ 34,279,480	\$ 40,647,820
<i>increase / decrease over prior YTD</i>	\$ 18,966,760	\$ (6,368,340)	
<i>increase / decrease over prior YTD (%)</i>	55%	-16%	
Revenue To Date	(A) \$ 400,610	\$ 350,870	\$ 329,881
<i>increase / decrease (%)</i>	14%	6%	
Pro-rated Budget (see note 1)	(B) \$ 346,183	\$ 333,233	\$ 365,400
Surplus (Deficit) Revenue	(A - B) \$ 54,427	\$ 17,637	\$ (35,519)

Note 1 -

Estimated 2016 Revenue	\$ 519,275	499,850	548,100
# of months YTD	8	8	8
Prorated Budget Revenue	<u>\$ 346,183</u>	<u>\$ 333,233</u>	<u>\$ 365,400</u>

Comments -

By-Law Activity Report

August 31, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Number Cases Under Investigation	45	66	65
<i>increase / decrease over prior YTD</i>	-21	1	
<i>increase / decrease over prior YTD (%)</i>	-32%	2%	
Number Cases Resolved	156	89	95
<i>increase / decrease over prior YTD</i>	67	-6	
<i>increase / decrease over prior YTD (%)</i>	75%	-6%	
Total Cases Investigated	201	155	160
<i>increase / decrease over prior YTD</i>	46	-5	
<i>increase / decrease over prior YTD (%)</i>	30%	-3%	

Building Activity Report

September 30, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Total Permits Issued To Date	286	228	203
<i>increase / decrease over prior YTD</i>	58	25	
<i>increase / decrease over prior YTD (%)</i>	25%	12%	
New Dwelling Units Created To Date	71	66	41
<i>increase / decrease over prior YTD</i>	5	25	
<i>increase / decrease over prior YTD (%)</i>	8%	61%	
Total Construction Value to Date	\$ 58,151,128	\$ 41,490,780	\$ 43,491,520
<i>increase / decrease over prior YTD</i>	\$ 16,660,348	\$ (2,000,740)	
<i>increase / decrease over prior YTD (%)</i>	40%	-5%	
Revenue To Date	(A) \$ 457,707	\$ 408,080	\$ 375,324
<i>increase / decrease (%)</i>	12%	9%	
Pro-rated Budget (see note 1)	(B) \$ 389,456	\$ 374,888	\$ 411,075
Surplus (Deficit) Revenue	(A - B) \$ 68,251	\$ 33,192	\$ (35,751)

Note 1 -

Estimated 2016 Revenue	\$ 519,275	499,850	548,100
# of months YTD	9	9	9
Prorated Budget Revenue	<u>\$ 389,456</u>	<u>\$ 374,888</u>	<u>\$ 411,075</u>

By-Law Activity Report

September 30, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Number Cases Under Investigation	40	56	55
<i>increase / decrease over prior YTD</i>	-16	1	
<i>increase / decrease over prior YTD (%)</i>	-29%	2%	
Number Cases Resolved	188	111	118
<i>increase / decrease over prior YTD</i>	77	-7	
<i>increase / decrease over prior YTD (%)</i>	69%	-6%	
Total Cases Investigated	228	167	173
<i>increase / decrease over prior YTD</i>	61	-6	
<i>increase / decrease over prior YTD (%)</i>	37%	-3%	

Building Activity Report

October 31, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Total Permits Issued To Date	303	258	233
<i>increase / decrease over prior YTD</i>	45	25	
<i>increase / decrease over prior YTD (%)</i>	17%	11%	
New Dwelling Units Created To Date	75	77	47
<i>increase / decrease over prior YTD</i>	(2)	30	
<i>increase / decrease over prior YTD (%)</i>	-3%	64%	
Total Construction Value to Date	\$ 61,035,317	\$ 45,034,380	\$ 47,044,420
<i>increase / decrease over prior YTD</i>	\$ 16,000,937	\$ (2,010,040)	
<i>increase / decrease over prior YTD (%)</i>	36%	-4%	
Revenue To Date	(A) \$ 495,749	\$ 447,371	\$ 407,291
<i>increase / decrease (%)</i>	11%	10%	
Pro-rated Budget (see note 1)	(B) \$ 432,729	\$ 416,542	\$ 456,750
Surplus (Deficit) Revenue	(A - B) \$ 63,020	\$ 30,829	\$ (49,459)

Note 1 -

Estimated 2016 Revenue	\$ 519,275	499,850	548,100
# of months YTD	10	10	10
Prorated Budget Revenue	<u>\$ 432,729</u>	<u>\$ 416,542</u>	<u>\$ 419,175</u>

Comments -

By-Law Activity Report

October 31, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Number Cases Under Investigation	25	48	29
<i>increase / decrease over prior YTD</i>	-23	19	
<i>increase / decrease over prior YTD (%)</i>	-48%	66%	
Number Cases Resolved	222	126	156
<i>increase / decrease over prior YTD</i>	96	-30	
<i>increase / decrease over prior YTD (%)</i>	76%	-19%	
Total Cases Investigated	247	174	185
<i>increase / decrease over prior YTD</i>	73	-11	
<i>increase / decrease over prior YTD (%)</i>	42%	-6%	

Building Activity Report

November 30, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Total Permits Issued To Date	355	285	250
<i>increase / decrease over prior YTD</i>	70	35	
<i>increase / decrease over prior YTD (%)</i>	25%	14%	
New Dwelling Units Created To Date	114	86	48
<i>increase / decrease over prior YTD</i>	28	38	
<i>increase / decrease over prior YTD (%)</i>	33%	79%	
Total Construction Value to Date	\$ 74,272,917	\$ 49,737,880	\$ 52,832,570
<i>increase / decrease over prior YTD</i>	\$ 24,535,037	\$ (3,094,690)	
<i>increase / decrease over prior YTD (%)</i>	49%	-6%	
Revenue To Date	(A) \$ 604,673	\$ 510,944	\$ 446,138
<i>increase / decrease (%)</i>	18%	15%	
Pro-rated Budget (see note 1)	(B) \$ 476,002	\$ 458,196	\$ 502,425
Surplus (Deficit) Revenue	(A - B) \$ 128,671	\$ 52,748	\$ (56,287)

Note 1 -

Estimated 2016 Revenue	\$ 519,275	499,850	548,100
# of months YTD	11	11	11
Prorated Budget Revenue	<u>\$ 476,002</u>	<u>\$ 458,196</u>	<u>\$ 502,425</u>

Comments -

By-Law Activity Report

November 30, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Number Cases Under Investigation	18	33	28
<i>increase / decrease over prior YTD</i>	-15	5	
<i>increase / decrease over prior YTD (%)</i>	-45%	18%	
Number Cases Resolved	240	152	165
<i>increase / decrease over prior YTD</i>	88	-13	
<i>increase / decrease over prior YTD (%)</i>	58%	-8%	
Total Cases Investigated	258	185	193
<i>increase / decrease over prior YTD</i>	73	-8	
<i>increase / decrease over prior YTD (%)</i>	39%	-4%	

Building Activity Report

December 31, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Total Permits Issued To Date	369	299	267
<i>increase / decrease over prior YTD</i>	70	32	
<i>increase / decrease over prior YTD (%)</i>	23%	12%	
New Dwelling Units Created To Date	119	99	49
<i>increase / decrease over prior YTD</i>	20	50	
<i>increase / decrease over prior YTD (%)</i>	20%	102%	
Total Construction Value to Date	\$ 81,903,417	\$ 51,848,380	\$ 56,808,170
<i>increase / decrease over prior YTD</i>	\$ 30,055,037	\$ (4,959,790)	
<i>increase / decrease over prior YTD (%)</i>	58%	-9%	
Revenue To Date	(A) \$ 640,933	\$ 540,653	\$ 576,983
<i>increase / decrease (%)</i>	19%	-6%	
Pro-rated Budget (see note 1)	(B) \$ 519,275	\$ 499,850	\$ 548,100
Surplus (Deficit) Revenue	(A - B) \$ 121,658	\$ 40,803	\$ 28,883

Note 1 -

Estimated 2016 Revenue	\$ 519,275	499,850	548,100
# of months YTD	12	12	12
Prorated Budget Revenue	<u>\$ 519,275</u>	<u>\$ 499,850</u>	<u>\$ 548,100</u>

Comments -

By-Law Activity Report

December 31, 2016

	Year to Date 2016	Year to Date 2015	Year to Date 2014
Number Cases Under Investigation	17	18	25
<i>increase / decrease over prior YTD</i>	-1	-7	
<i>increase / decrease over prior YTD (%)</i>	-6%	-28%	
Number Cases Resolved	253	171	175
<i>increase / decrease over prior YTD</i>	82	-4	
<i>increase / decrease over prior YTD (%)</i>	48%	-2%	
Total Cases Investigated	270	189	200
<i>increase / decrease over prior YTD</i>	81	-11	
<i>increase / decrease over prior YTD (%)</i>	43%	-6%	



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Date: January 16, 2017

To: Mayor and Council

Author: Jennifer Astrologo, Director of Corporate Services
Jennifer Alexander, Deputy Clerk – Administrative Services

RE: Municipal Election Act Amendments and Ranked Ballots

Report No.: CS-2017-003

AIM

To provide Council with a review of the changes to the *Municipal Elections Act, 1996* ("MEA") as a result of *Bill 181, Municipal Elections Modernization Act* ("Bill 181") and to provide a recommendation that Council maintain the existing first-past-the-post election model for the 2018 municipal election.

BACKGROUND

On May 28, 2015 the Ministry of Municipal Affairs and Housing commenced its review of the MEA. Input was received from a variety of stakeholders, including the Association of Municipalities of Ontario, the Association of Municipal Managers, Clerks, and Treasurers of Ontario and members of the general public. The public consultation process ended on July 27, 2015.

Bill 181 was introduced to the legislature on April 4, 2016 and received Royal Assent on June 9, 2016. The amendments constitute the most significant update to the MEA and the conduct of municipal elections in Ontario within the last 20 years. One of the most drastic changes to the MEA for the 2018 municipal election is the ability of municipalities to implement a ranked ballot election system.

The amendments to the election system may be grouped in the following categories:

- a) Election Calendar and Nomination Period
- b) Clerk's Authority
- c) Election Signs and Advertising
- d) Third Party Advertising

- e) Campaign Finances
- f) Recounts
- g) Ranked Ballots

DISCUSSION

1. Election Calendar and Nomination Period

The Chart below outlines the changes to key dates and timelines in the election calendar.

Action Item	New Provisions	Old Legislation
By-law: Use of Alternative Voting Methods	May 1, 2017	June 1, 2018
By-law: Use of Ranked Ballots	May 1, 2017	N/A
Clerk's Policies and Procedures for voting/alternative voting	December 31, 2017	June 1st, 2018
Clerk determines single or batch elimination-ranked ballots	December 31, 2017	N/A
Approval of Ballot Question (by By-law):	March 1, 2018	180 days prior to voting day
*Ordered by Upper-Tier/Minister	*May 1, 2018	June 1, 2018
Opening of nominations and registrations for third party advertisers	May 1, 2018	First day of business after January 1 st (January 2 nd , 2018)
Use of Corporate Resources Policy	May 1, 2018	Not previously required
Final date for nominations (Nomination Day)	4 th Friday in July (July 27, 2018)	2 nd Friday in September
Close of Third party advertising	October 19, 2018	N/A

Of particular interest are the timelines associated with ranked balloting (discussed more fully below), as those decisions must be made by May 1, 2017. Additionally, the Town must ensure that it has a by-law passed to permit alternative voting measures (i.e. mail in ballot, electronic voting etc.) By-law 78-2006 permits the Town to use alternative voting measures; however, Corporate Services will review the By-law to determine whether it requires updating. Any amendments will be presented to Council for consideration prior to May 1, 2017, in accordance with the timelines established in the amended *MEA*.

Additionally, the nomination period opens May 1, 2018 rather than the first day of business of 2018 as was previously provided for. Therefore, campaigning will not begin until May 1.

Candidates must also obtain 25 supporting signatures in order to run as a candidate, which is a change from the 2014 election in which no signatures were required.

2. Clerk's Authority

The changes to the *MEA* enhance the authority of the Clerk in relation to various administrative decisions that are required during the election process. The Clerk now has the sole discretion to:

- a) Establish advance voting dates, locations and hours;
- b) Establish reduced voting hours for voting places and long-term care facilities; and
- c) Manage the voters' list, including the removal of deceased persons, adding electors or amending the list of electors and the manner in which such additions, amendments or deletions are completed.

3. Election Signs and Advertising

Pursuant to section 88.3 of the *MEA*, an election advertisement is defined broadly to include any broadcast, print, electronic or other medium that promotes or supports the election of a candidate. The section also requires that candidates be identified in any campaign advertisement for which they are responsible. Additionally, publishers and broadcasters are will be required to maintain a record of information (such as a copy of the advertisement, the name of the candidate etc.) for a period of 4 years following the date the advertisement appears and shall permit public access to that information.

Landlords and condominium corporations are not allowed to prohibit tenants or owners from displaying campaign signage in their windows.

4. Third Party Advertising

The amendments provide a framework for third party advertising (section 88.3 of the *MEA*) and require that they register with the clerk in the municipality where they wish to advertise. Individuals, corporations and trade unions are all permitted to register as third party advertisers; however, the following are not permitted to register:

- a) Municipal election candidate;
- b) A federal political party registered under the *Canada Elections Act* (Canada) or any federal constituency association or registered candidate at a federal election endorsed by that party;
- c) A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Elections Finances Act*;
- d) The Crown in right of Canada or Ontario, a municipality or local board; and
- e) Anyone under the direction of a municipal election candidate.

Similar to candidate advertising, third party advertisers will also be required to provide mandatory information to broadcasters and publishers, which information shall be maintained for a period of 4 years following the date the advertisement appears. Additionally, third party advertisers shall be subject to spending limits and many of the campaign rules which apply to candidates shall also apply to third party advertisers (i.e. contribution limits from corporations and individuals). Finally, although corporations and unions are permitted to make contributions to third party advertisers, they are not permitted to make contributions to candidates.

5. Campaign Finances

The amendments to the *MEA* help to ensure that accountability and transparency are maintained in the finance aspect of the election. As identified above, the *MEA* prohibits corporations or trade unions from making contributions to candidates. However, they are permitted to make contributions of up to \$750 to any one registered third party advertiser, and no more than \$5,000 to two or more registered third party advertisers in the same municipality. These limits are the same for contributions to candidates

Candidates are no longer required to open a bank account if they do not receive any contributions or incur any campaign expenses. Additionally, candidates will be entitled to a refund of the nomination fee if their financial statement is filed on time. However, financial statements filed after the deadline are subject to a \$500 late filing fee and will not be refunded the nomination filing fee. Candidates are permitted to correct financial statements up until the filing deadline.

The Clerk is now required to review the contributions reported in the financial statements submitted, prepare a report, indicating whether each candidate complied with the financial reporting requirements, and make this report available to the public.

6. Recounts

In previous municipal elections a recount could only be conducted under the following circumstances:

- I. Where the counting of ballots resulted in a tie vote;
- II. Where the municipality, local board, or Minister of Municipal Affairs and Housing has passed a resolution to order a recount;
- III. Where the electors' request for a recount has been granted by the Superior Court of Justice.

The *MEA* now gives the Clerk the authority to adopt a policy to define additional circumstances in which a recount would be conducted. Such policy must be adopted by May 1, of the election year.

7. Ranked Ballots

The most extensive changes in the *MEA* are the provisions permitting the use of ranked ballots in future elections. Prior to this amendment, the "first-past-the-post" model of

elections was the only option for Ontario municipalities. However, municipal councils now have the option of passing a by-law to permit the use of ranked ballot elections as early as the 2018 election.

In the first-past-the-post model, candidates with the highest number of votes are elected. Ranked ballot elections require candidates to achieve a certain percentage of votes to be elected (discussed more fully below). If a municipality chooses to use the ranked ballot model, it must be used for all offices on the Council. Ranked ballots are not common place and have never before been implemented in any municipal, provincial, or federal election in Canada. It has been used sparingly in the United States, and various places in Europe. Attached at Appendix “A” are documents published on the Ministry of Municipal Affairs and Ministry of Housing website which explain ranked ballots.

The regulations with respect to ranked ballot elections are in effect and govern the process that a municipality must follow to consider and implement the ranked ballot model. Before passing a by-law, the following must be considered:

- a) The cost to the municipality of conducting the elections;
- b) The availability of technology, such as voting equipment and vote-counting equipment and software, for conducting the elections; and
- c) The impact the proposed by-law would have on election administration.

Additionally, the following information must be available to the public, via open houses and public meetings, before any proposed by-law is passed:

- a) A detailed description of how the elections would be conducted, including a description of how votes would be distributed to candidates based on the rankings marked on ballots;
- b) An estimate of the costs of conducting the elections;
- c) A description of the voting equipment and vote-counting equipment being considered; and
- d) A description of any alternative voting method being considered.

There are two (2) types of ranked ballots: a single member election in which one individual is elected to the post (i.e. mayor or deputy mayor) and multi-member election in which more than one candidate is elected (i.e. election of councillors). In order to be elected candidates must cross the “threshold” number of votes. For the offices of Mayor and Deputy Mayor (single member election), this means that those candidates would be required to obtain 50% +1 of the total number of votes received. Rather than placing one vote, voters would rank their choices. If a candidate does not reach the calculated threshold, the candidate with the lowest number of votes would be dropped and those votes would be re-distributed to the remaining candidates. This process would continue until a successful candidate is elected.

In a multi-member election, the threshold is calculated as follows:

$$\text{Threshold} = \text{number of votes}/(\text{number of candidates to be elected} + 1) + 1$$

The system of voting is similar to a single member election in that voters would rank the candidates on the ballot. If a candidate receives a surplus of votes, a fraction of those votes are redistributed to the second choice candidate. The surplus votes are redistributed prior to the elimination of the candidate with the fewest votes. If the required number of candidates have not crossed the threshold, the candidate with the fewest votes is eliminated and those votes redistributed. This cycle continues until all candidates are elected.

Depending on the voting method selected by Council, the results of a ranked ballot election may not be determined on election night, and it may take several days to declare the winners. In addition to declaring the candidates elected to office, the Clerk will be required to report out to the public on the following information:

- a) The number of ballots cast;
- b) The number of ballots that were declined;
- c) The number of ballots in which the votes for the office were rejected;
- d) The threshold calculated for the office;
- e) The number for votes cast for each candidate at the first round of vote counting;
and
- f) The results of each round of vote counting, including the number of votes received by each continuing candidate for the round and the number of exhausted ballots

8. Summary

Bill 181 has resulted in significant changes to the election landscape; the most significant being the option to implement a ranked ballot election system.

Implementing a ranked ballot election is not simple and requires significant research and preparation on the part of election administration. No municipality in Ontario, or across the country, has used this method of election and Administration is unaware of any municipality electing to pursue this method of election for 2018.

Not only would an open house and public meeting need to be scheduled to adequately provide the public with the information prescribed by the legislation, but ongoing staff and financial resources would be required leading up to, and on, Election Day to educate the public about a ranked ballot system. It is not feasible to properly implement a ranked ballot election for the 2018 municipal election given the timelines for passing a by-law, the various requirements and considerations prescribed by the legislation to educate the public, and the research and the resources currently available to deliver an election. Moreover, a ranked ballot election would almost certainly significantly increase the election costs.

Based on the foregoing, it is recommended that Kingsville maintain the current first-past-the-post method of election and that the clerk continue to monitor the growth and implementation of ranked ballot elections across Ontario.

LINK TO STRATEGIC PLAN

To encourage leadership and management that will provide the direction to achieve our goals and maximize the effectiveness of our strategies.

FINANCIAL CONSIDERATIONS

If Council directs staff to implement ranked balloting for the 2018 election, there will be increased costs associated with administrative support for public consultation and education, and may be additional associated with equipment rentals, electronic systems and software. Attached in Appendix B are the estimated costs, provided by the previous Clerk Ms. Orton, for a first-past-the-post election model.

CONSULTATIONS

The Ministry of Municipal Affairs
AMCTO

RECOMMENDATION

That Council receives the Municipal Elections Act Amendments and Ranked Ballots report for information and that the first-past-the-post election model is maintained for the 2018 municipal election.

Jennifer Alexander

Jennifer Alexander,
Deputy Clerk- Administrative Services

Jennifer Astrologo

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

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer

Appendix 'A'

Follow Your Ballot: An example of a ranked ballot election

Source: <http://www.mah.gov.on.ca/Page11118.aspx>

Follow a ballot and learn what happens in a single-member and multi-member ranked ballot election.

Single-member election: an election where one candidate is elected

In this election, you are being asked to vote on the kind of fruit that will be served as a snack.

Ranking the ballot



With ranked ballots you can rank your choices from your most preferred to least preferred option. You rank the choices as follows:

- Cherry 1
- Pear 2
- Strawberry 3
- Apple 4

Calculate the threshold to be elected

Thirty people voted, and only one fruit can be chosen. Sixteen votes are needed for a fruit to be elected (50 per cent of 30 votes is 15 votes, plus one makes it a majority).

Count the first choice votes

After the ballots are distributed according to first choices, the vote count looks like this:

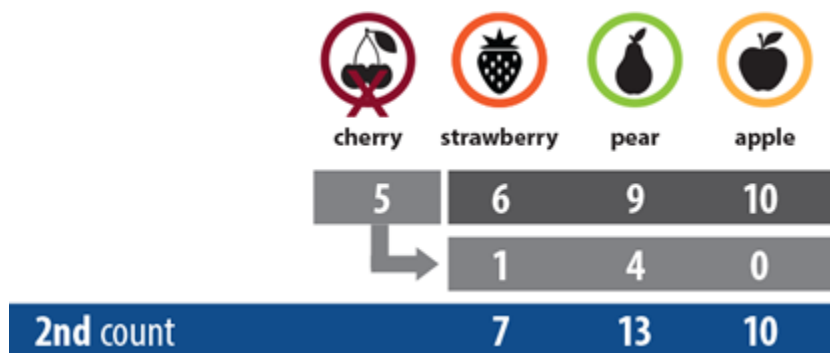


None of the fruits has received enough votes to be elected.

Eliminate the option in last place and redistribute those ballots to other candidates

Your first choice, Cherry got the fewest votes. Your ballot will now be given to your second choice, Pear. (The ballots of everyone else who voted for Cherry as their first choice will also be redistributed to their second choices).

After the 5 Cherry ballots are distributed, the new vote count is:



After the second round of counting, none of the fruits has received enough votes to be elected.

Drop the last place and redistribute those ballots

Strawberry now has the fewest votes. Your ballot stays with your second choice, Pear.

After the 7 Strawberry ballots are redistributed, the new vote count is:

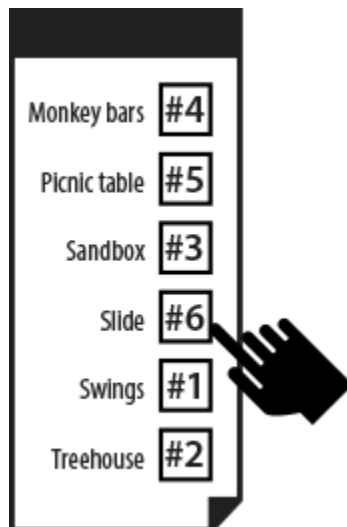


Pear is elected with 17 votes. Even though your first choice didn't get elected, your ballot helped your second choice to win.

Multi-member Election: an election where more than one candidate is elected

In this election, you are being asked to vote on what new equipment should be installed in your neighbourhood park. Three pieces of equipment will be chosen out of a possible six.

Ranking the ballot



With ranked ballots you can rank your choices from your most preferred to least preferred option. You rank your choices as follows:

- Monkey bars 4
- Picnic Table 5
- Sandbox 3
- Slide 6
- Swings 1
- Treehouse 2

Calculate the threshold to be elected

In a multi-member ranked ballot election, the number of votes needed to be elected will depend on how many seats are being filled.

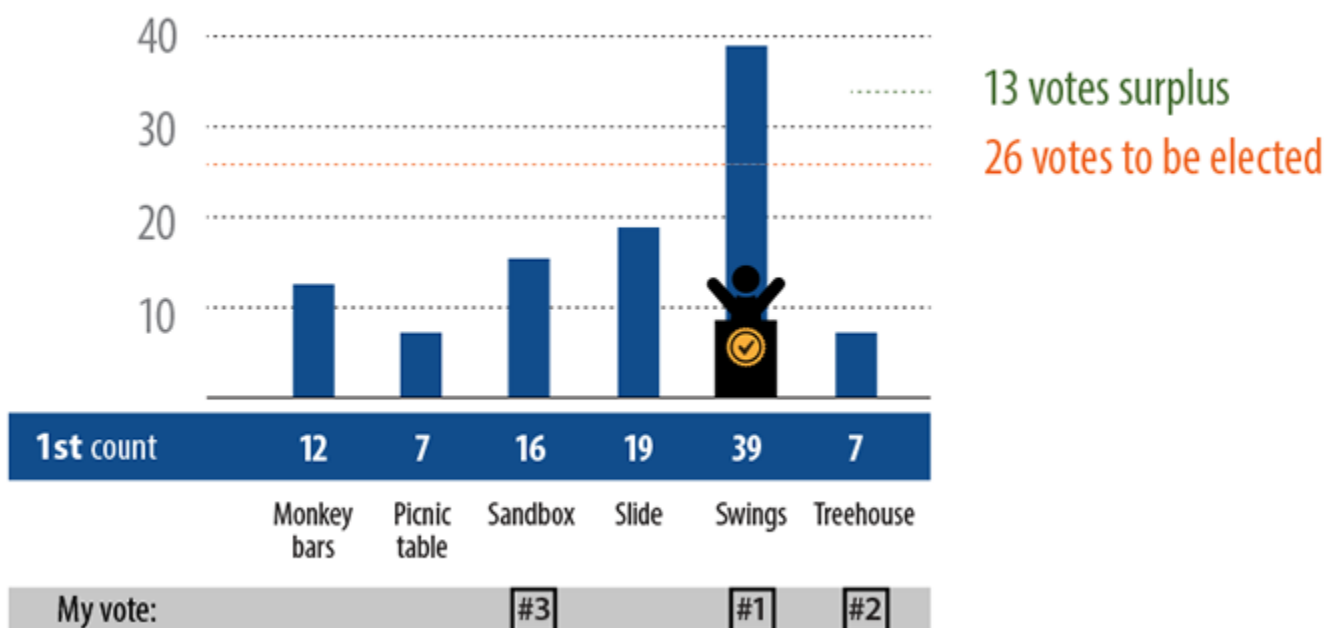
In this example, one hundred people voted, and three pieces of equipment will be chosen.

In order to be elected, a piece of playground equipment must earn twenty-six votes.

To do the math, one hundred votes divided by 4 (3 pieces of equipment will be chosen, plus one is 4) is 25 votes, plus one is 26.

Count the first choice votes

After the ballots are distributed according to first choices, the vote count looks like this:



Swings has received more than 26 votes, and is declared the winner.

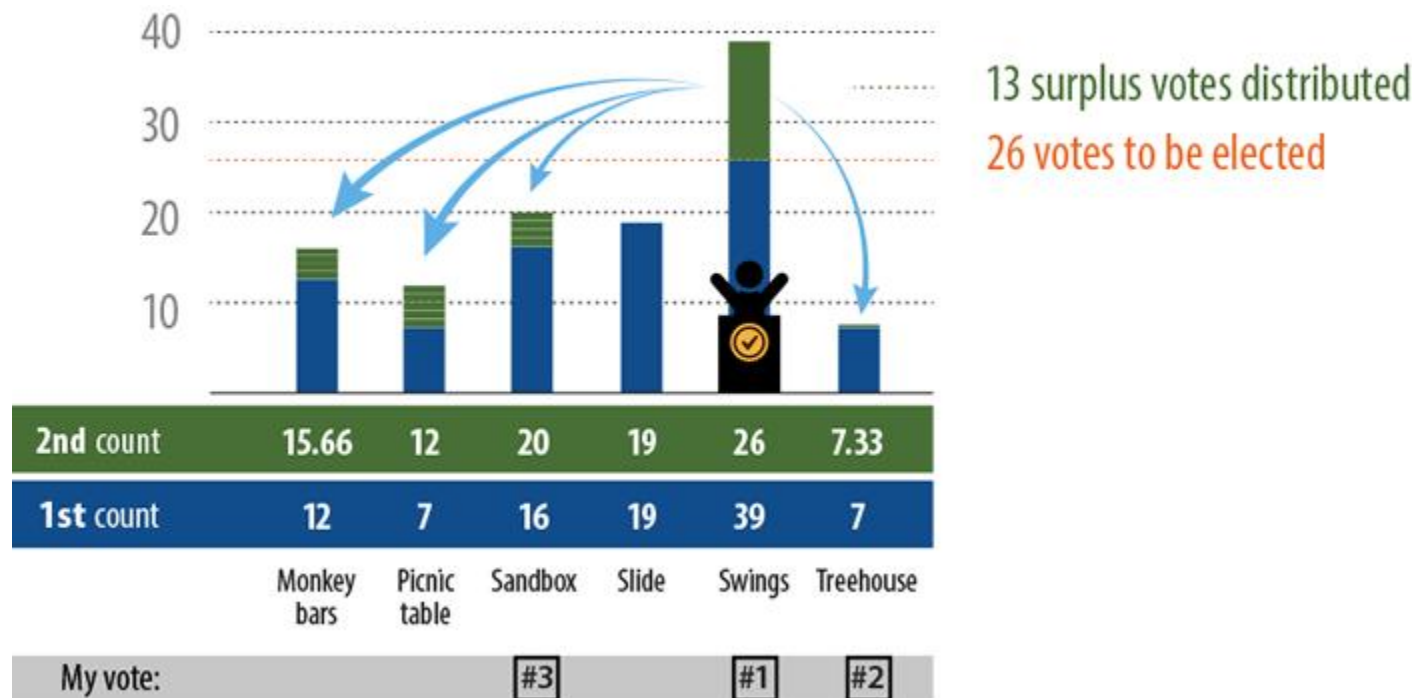
Distribute the surplus

Since the threshold is 26 votes, and Swings got 39 first choice votes, Swings got 13 more votes than is needed to be elected.

Swings has a surplus of 13 votes. Thirteen divided by 39 is one-third. This means that Swings only needed two-thirds of your vote (along with two-thirds of the vote of everyone else who had Swings as a first choice) to be elected.

The two-thirds of your vote that Swings needs to be elected will stay with Swings. The other one-third of your vote will be given to your second choice, Treehouse. Each ballot that had Swings as the first choice will give one-third of their vote to their second choice.

After the ballots are redistributed, the new vote count is:



	Round 1 total	Votes added	New total
Monkey Bars	12	11 ballots worth 1/3 each: 3.66 votes	15.66
Picnic Table	7	15 ballots worth 1/3 each: 5 votes	12
Sandbox	16	12 ballots worth 1/3 each: 4 votes	20
Slide	19	0 votes	19
Swings	39	- 39 ballots worth 1/3 each: -13 votes	26 elected
Treehouse	7	1 ballots worth 1/3 each: 0.33 votes	7.33

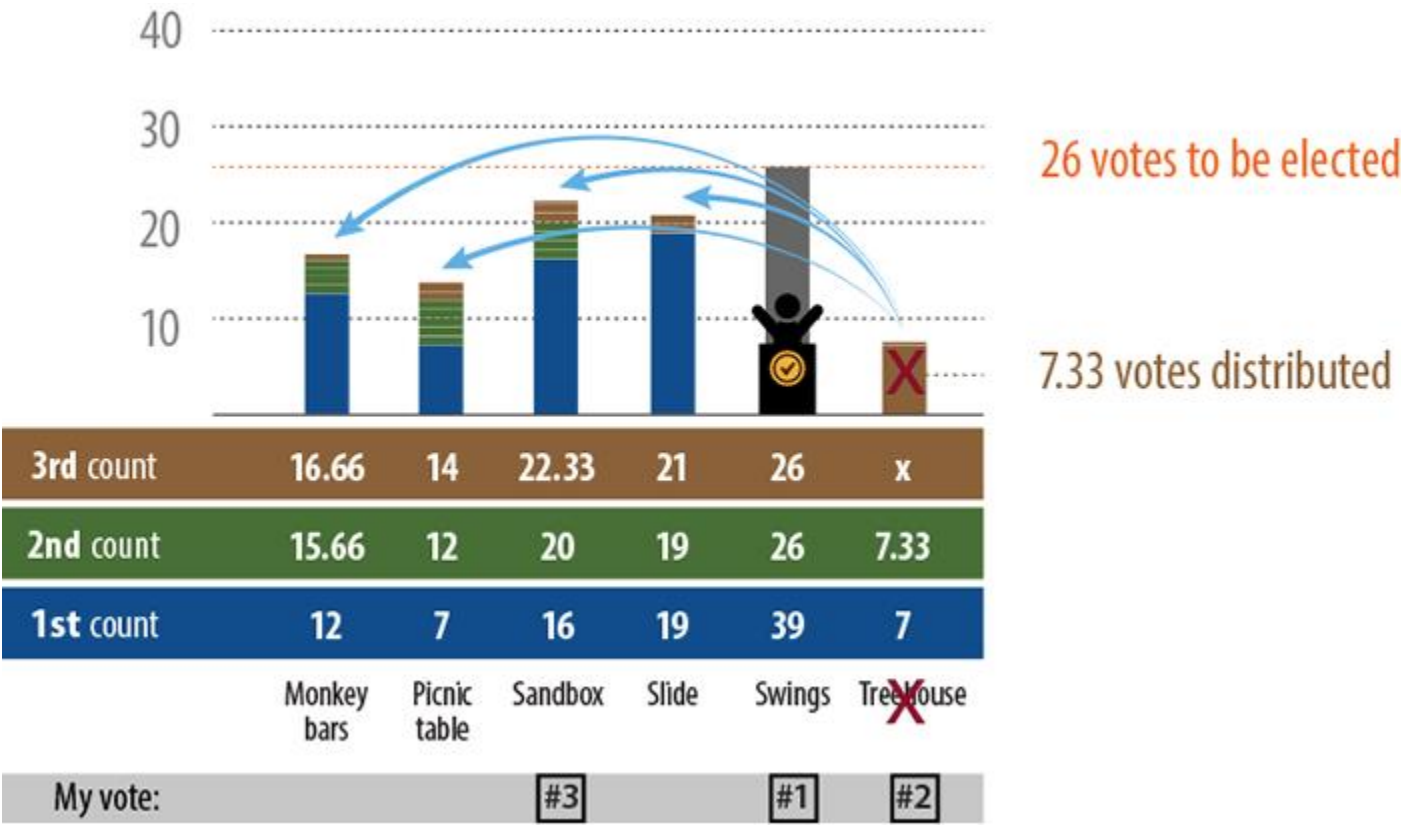
As it turns out, yours was the only ballot of the one hundred votes that chose Swings as the first choice and Treehouse as a second choice. Treehouse’s vote total increased by one-third of a vote.

None of the candidates other than Swings has earned the 26 votes needed to be elected.

Drop the last place and redistribute those ballots

Treehouse got the fewest votes, so it is eliminated. Treehouse’s votes are now redistributed. Your one-third of a vote will be transferred to your third choice, Sandbox.

After the Treehouse votes are redistributed, the new vote count is:



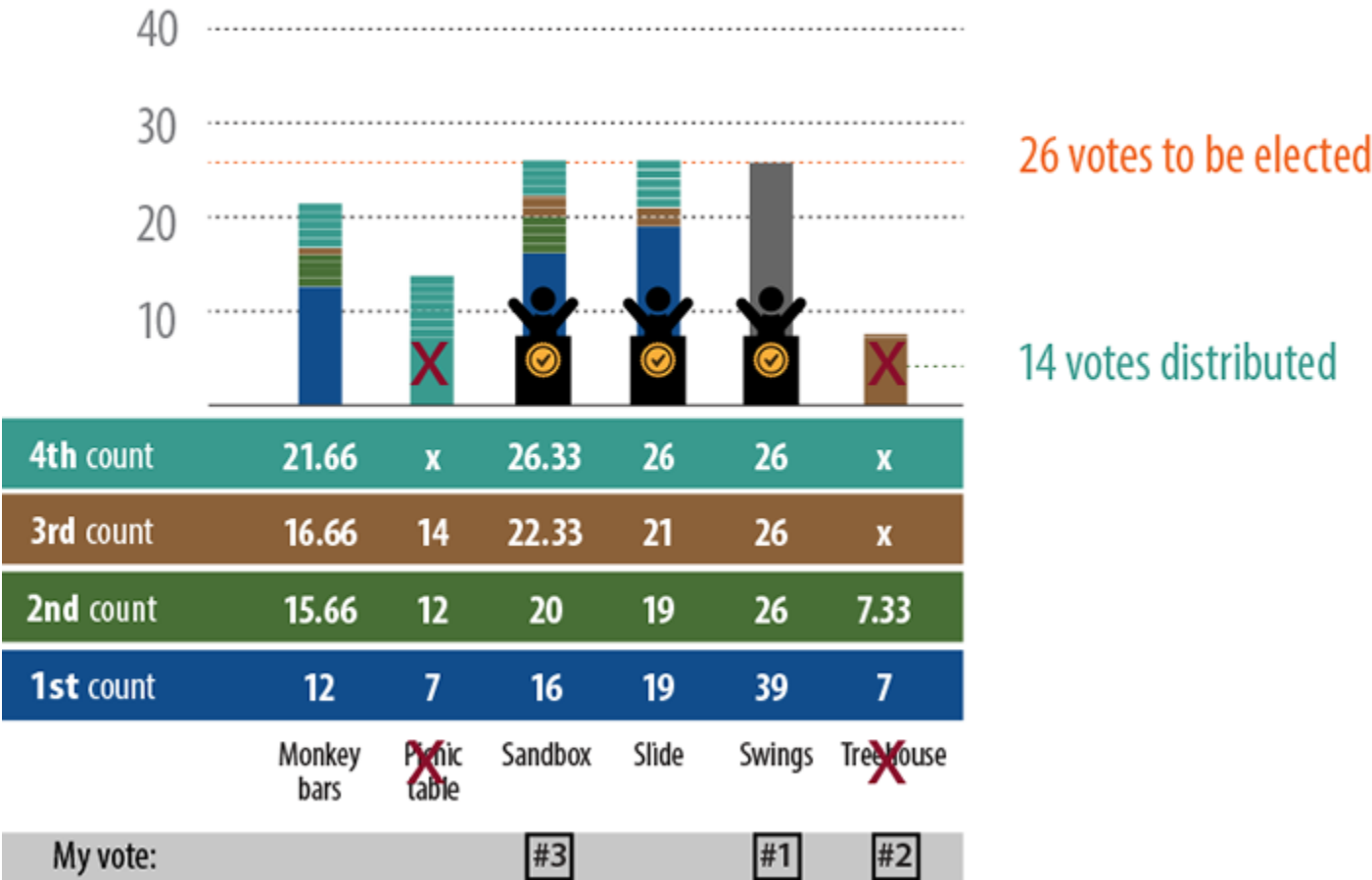
	Round 2 total	Votes added	New total
Monkey Bars	15.66	1	16.66

Picnic Table	12	2	14
Sandbox	20	2.33	22.33
Slide	19	2	21
Swings	26 elected	0	26 elected
Treehouse	7.33	-7.33 votes redistributed	0

None of the other candidates has earned the 26 votes needed to be elected.

Drop the last place and redistribute those ballots

Picnic Table has the fewest votes, so it is now eliminated. Picnic Table’s votes are now redistributed according to their next choice.



	Round 3 total	Votes added	New total
--	---------------	-------------	-----------

Monkey Bars	16.66	5	21.66
Picnic Table	14	-14	0
Sandbox	22.33	4	26.33 elected
Slide	21	5	26 elected
Swings	26 elected	0	26 elected
Treehouse	0	0	0

Sandbox and Slide have each earned 26 votes, so they have reached the threshold to be elected.

Recall that in this election, three pieces of equipment were to be elected out of a possible six. Since three candidates have reached the threshold, the counting stops.

The three winning candidates are Sandbox, Slide and Swings.

Appendix B

Source: Ruth Orton reports on Alternative Voting Method –Election 2014 December 3, 2013 and 2014 Municipal Election on March 23, 2015.

Financials on Past Elections

Financial considerations in the 2010 Budget, \$52,000 was allocated to the municipal election. The actual amount spent on that election was \$48,500. In the 2014 Budget was \$50, 000 and actual was \$51,500 using the electronic only (internet and telephone).

The estimated costs in 2014 based on four options are as follows: All options include funds in connection with the hiring of a contract staff person to maintain work flow, however the need for additional staff varies for each option.

Electronic only (internet and telephone)	\$45,000 - \$55,000
Electronic and Mail	\$75,000 - \$80,000
Internet and Mail	\$70,000 - \$80,000
Mail only	\$55,000 – \$65,000

*Ranked balloting may significantly increase these cost estimates.



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Date: January 19, 2017
To: Mayor and Council
Author: Peggy Van Mierlo-West, CAO
RE: Town of Kingsville Strategic Plan
Report No.:

AIM

To provide Council an update regarding the Town of Kingsville Strategic Plan.

BACKGROUND

In 2011 the Town of Kingsville developed its first Strategic Plan. On an annual basis the plan was updated. The previous Strategic Plan prioritized the following items as important to the economic health of the Town of Kingsville.

- Retirement and attraction of business related to this growing industry;
- Agriculture and related activities;
- Tourism;
- Enhanced communication networking and connection;
- Small business development and attraction of new manufacturing enterprises;
- Growth of the Municipality as a regional service centre;
- Industrial park development;
- Waterfront and Marina development.

DISCUSSION

Based upon the Strategic planning public survey many of the above objectives remained relevant. However other objectives such as:

- Improved overall communication with residents, developers, and business owners ,
- Accessibility and,
- Active living,
- Sustainable renewal;

Began to take a precedent.

Six open house sessions, Council/Staff workshops and an online survey were completed. Based upon these results it can be surmised that overall the residents of the Town are happy with the direction the town is growing. Residents would like to see more active living and cultural amenities. Sustainable infrastructure and smart growth was also noted as a concern to the residents. Vision, Mission and Action plans were also developed to assist in moving the Town forward into the future.

Overall residents are content with the lower tax rate that the Town provides however would like to have a review of possibly the development of user fees for new initiatives that the Town may recommend implementing.

The attached Draft Strategic plan is a culmination of these workshops and public input sessions. The Action plans will be reviewed on an annual basis with Council prior to budget deliberations. Staff will also provide Council with updated project plans regarding the initiatives that are planned for the year.

Once approved, the document will be posted to the town website in a more visually appealing format.

LINK TO STRATEGIC PLAN

To update the strategic vision of the Town.

FINANCIAL CONSIDERATIONS

Some of the projects will have some financial and human resource impact during implementation however these will be presented each year during budget deliberations.

CONSULTATIONS

Council
Senior Management Team
Residents
OMAFRA

RECOMMENDATION

That Council approve the Draft Strategic Plan.

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer

STRAT PLAN1.DOCX

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Introduction

The purpose of this document is to provide a guideline for taking actions that will strengthen the Town of Kingsville. This strategic plan is intended to sustain the quality of life that is enjoyed by residents. This document is designed to capture the ideas and input of the community members, Council and Staff of the Town of Kingsville.

Process & Research

Over the course of 2016 Council, staff and the public were able to attend various public seminars to ascertain a direction in which the strategic plan should move forward. Online surveys were also provided to the general public. These meetings were to ensure the strategic direction contained in the Plan met the Strategic Vision and Mission. The first meeting was facilitated by a member of OMAFRA. During this meeting the Vision, Mission and SWOT (Strengths, Weakness, Opportunities and Threats) were reviewed. Council and staff developed Action Plans which will also assist in developing the vision of the Town of Kingsville.

Community Profile

Located along the north shore of Lake Erie, approximately 25 minutes from the Windsor – Detroit border is the town of Kingsville. Its unique location as one of the most southerly locations in Canada offers its residents an unusually mild winter climate, and encourages many retirees to settle there. Since 1999 restructuring, whereby the Townships of Gosfield North and south, Cottam, Ruthven, Cedar Beach, and North Ridge merged into Kingsville, the town boasts a total population of 22,358 (2016 Census), and occupies an area of approximately 247 square kilometers.

Kingsville's ideal climate offers optimal conditions for gardening and outdoor activities, not to mention the abundance of fresh farm produce from local farmers; in fact, Kingsville boasts the second longest growing season in all of Canada. The Town of Kingsville is primarily an agricultural community, and is the hub of a rapidly expanding greenhouse industry. It also home to three estate wineries, producing a variety of wine from their local vineyards.

Attraction strategies have been identified and prioritized for the various key sectors of the Town. These include;

- Retirement and attraction of business related to this growing industry;
- Agriculture and related activities;
- Tourism;
- Enhanced communication networking and connection;
- Small business development and attraction of new manufacturing enterprises;
- Industrial park development;
- Waterfront and Marina development.

The Municipality is governed by an elected Council consisting of 5 five members, a Mayor and Deputy Mayor. All Council are voted at large. The Term of Council is from December 2014 to November 2018. The Municipality follows the rules and regulations set out by the Provincial Government in the Municipal Act and Provincial Acts. The Town of Kingsville is in a two tier system. The County of Essex is the upper tier, with the Mayor and Deputy Mayor representing the Town at the County Council table. The Town of Kingsville offers full municipal services including police protection, fire protection, water services, storm servicing and sewage service, recycling programs, garbage and waste removal.

Kingsville Demographics (2016)			
Total estimated population		22,358	
Census population 2006		20,908	
Census population 2011		21,362	
Age	Male	Female	Total
0-14	1800	1630	3430
15-19	694	624	1318
20-29	1377	1305	2682
30-39	1350	1152	2502
40-49	1736	1403	3139
50-59	1697	1654	3351
60-69	1467	1555	3022
70-79	841	925	1766
80 +	490	661	1151
Households & Household Income (2016)			
Total number of households			8,146
Median household income \$			74,361
Average household income \$			89,482
Average # of persons in household			2.7

Vision Statement

By working with and listening to residents and Council, administration acquired an understanding of what services were needed from the Corporation. Administration and Council formulated a *vision* that represents a future to aspire to that is responsive to their needs and concerns.

Kingsville will be a friendly and safe Community: Proud of our past excited about our future

- Job Opportunities
- Good Schools
- Active
- Great Weather and Location
- Civic Pride
- Welcoming
- Healthy Downtown
- Historic
- Memorable

- Quiet
- Friendly
- Clean and Beautiful
- Great Parks
- Safe and Secure
- Awesome Staff and Council
- Low Taxes
- Caring
- Lots to Do
- Great for Young and Old

Mission Statement

The Mission Statement is the avenue which Council and Staff communicate to the residents to whom services are provided and other stakeholders why your local government exists, how they benefit or are impacted.

To make sure Kingsville is an amazing place to be.

- Exceptional Service – Approachable
- Fiscally Responsible
- Innovative (ideas)
- Manage Growth
- Co-operation
- Truly Care
- Understand Limitations – Be Focused
- Support Business Community

- Open Communication
- Consistent (Follow Through)
- Create Opportunities/Conditions (Policies) for Success
- Flexible
- Aligned
- Connected
- Listen

Values

Community: The Town of Kingsville values a friendly community that works together to maintain a high quality of life for all its residents.

Leadership: The Town of Kingsville values a proactive approach that moves the community forward rather than reacting to emerging threats and changing times.

Professionalism and Accountability: The Town of Kingsville values professional, responsible service based on sound planning, budgeting and reporting.

Preservation of the Small Town Culture. The Town of Kingsville values the beautiful environment of its small town culture it inhabits and strives to ensure a healthy legacy for current and future generations.

SWOT



Strategic Action Plans

Given Kingsville's high growth rate, a key challenge is to guide and shape future growth in order to preserve the unique characteristics and retaining the small town feel and values of the Town of Kingsville. The Strategic Action Plans provides a starting point for discussion and guides the development of specific, measurable actions that can be implemented over the term of Council, to achieve our long and short terms goals and objectives.

GOAL: Strive to make the Town of Kingsville a more accessible community					
OBJECTIVE: Provide staff training					
PERFORMANCE MEASURES		Year 1	Year 2	Year 3	
Complete 2 accessibility project per year		2 per year	2 per year	2 per year	
Develop key policies as needed to create compliance		1 per year	1 per year	1	
#	ACTIONS Please insert your actions here	TIMEFRAMES What is your timeframe?	RESOURCES What resources (human, financial, other) are required?	CHAMPION / OTHERS WHO ARE INVOLVED? Who is taking the lead in this initiative? Are there partners or stakeholders?	REPORTING STATUS Choose one of: <ul style="list-style-type: none"> Complete In Progress Incomplete
1	Recommend training for staff for sensitivity	2019	Committee and Administration	Accessibility Committee, Council and Administration	Incomplete
2	Recommend training for staff for customer service	2017	Committee and Administration	Accessibility Committee, Council and Administration	Incomplete
3	Recommend training for staff regarding disability	2018	Committee and Administration	Accessibility Committee, Council and Administration	Incomplete
4	Recommend training for staff for accessibility and accommodation	2020	Committee and Administration	Accessibility Committee, Council and Administration	Incomplete

GOAL: Promote the betterment, self-image and attitude of the community					
OBJECTIVE: Improved communication with residents					
PERFORMANCE MEASURES		Year 1	Year 2	Year 3	
Improve response time in complaints		5% from 2016 levels	5% from 2017 levels	5% from 2018 levels	
Improve public awareness of government process		5% from 2016 levels	5% from 2017 levels	5% from 2018 levels	
#	ACTIONS Please insert your actions here	TIMEFRAMES What is your timeframe?	RESOURCES What resources (human, financial, other) are required?	CHAMPION / OTHERS WHO ARE INVOLVED? Who is taking the lead in this initiative? Are there partners or stakeholders?	REPORTING STATUS Choose one of: <ul style="list-style-type: none"> Complete In Progress Incomplete
1	Development of Communication Strategy	2017	Staff, \$7500 materials and licensing	Council and Administration	In progress
2	Build partnerships with the community	2018	Management, \$1000 (materials and supplies)	Council and Administration	In progress
3	Integrate communications planning into the development of all Town Departments	2019	Management (\$7500 materials and supplies)	Council and Administrations	Incomplete

GOAL: Promote the betterment, self-image and attitude of the community					
OBJECTIVE: Improved communication for potential residents and visitors					
PERFORMANCE MEASURES		Year 1		Year2	Year 3
Increase number of tourists to events and the Town		5% from 2016 levels		5% from 2017 levels	5% from 2018 levels
Increase image and marketability of the Town		5% from 2016 levels		5% from 2017 levels	5% from 2018 levels
#	ACTIONS Please insert your actions here	TIMEFRAMES What is your timeframe?	RESOURCES What resources (human, financial, other) are required?	CHAMPION / OTHERS WHO ARE INVOLVED? Who is taking the lead in this initiative? Are there partners or stakeholders?	REPORTING STATUS Choose one of: <ul style="list-style-type: none"> Complete In Progress Incomplete
1	Development of marketing strategy for targeted audiences	2017	Management, Business Groups	Council/Administration	Incomplete
2	Enhancement of the Town website	2018	Management/Economic Development Committee Groups	Council/Administration/Economic Development Committee	Incomplete
3	Expansion of a collaborative approach to approval for community development.	2019	Management	Council/Administration	Incomplete
4	Development of a online presence for services	2018	Management	Council/Administration	Incomplete

GOAL: To promote a safe community					
OBJECTIVE Improved communication and education					
PERFORMANCE MEASURES		Year 1	Year 2	Year 3	
Expanded education program for public and emergency management		10% from 2016 levels	10% from 2017 levels	10% from 2018 levels	
#	ACTIONS Please insert your actions here	TIMEFRAMES What is your timeframe?	RESOURCES What resources (human, financial, other) are required?	CHAMPION / OTHERS WHO ARE INVOLVED? Who is taking the lead in this initiative? Are there partners or stakeholders?	REPORTING STATUS Choose one of: <ul style="list-style-type: none"> Complete In Progress Incomplete
1	Improve public education regarding emergency services.	2017	Fire Chief. Fire Prevention Officer. Educational Materials. (\$2500, materials and supplies)	Fire Prevention Officer, Senior Management, Council	Incomplete.
2	Develop partnerships with neighbouring Municipalities and international agencies	2018	No additional budget implications	Senior Management, Council	Incomplete
3	Development of initiatives to improve the volunteer fire services, crime and youth.	2019	\$6000 based on material, supplies etc	Senior Management, Council	Incomplete

GOAL: Increase use of recreational and cultural facilities					
OBJECTIVE: Improved response to residents input					
PERFORMANCE MEASURES		Year 1	Year 2	Year 3	
Increased user satisfaction the use of surveys		15%	15%	15%	
Improved partnerships for programming		2	4	6	
#	ACTIONS Please insert your actions here	TIMEFRAMES What is your timeframe?	RESOURCES What resources (human, financial, other) are required?	CHAMPION / OTHERS WHO ARE INVOLVED? Who is taking the lead in this initiative? Are there partners or stakeholders?	REPORTING STATUS Choose one of: Complete In Progress Incomplete
1	Review of Recreation and Culture Masterplan for relevance, and develop long-term Capital outlook plans.	2018	\$15,000 Consultant	PRAC, Council, Senior Management	Incomplete
2	Implementation of new programming as per review of the masterplan	2019	\$100,000 additional resources will be required	Council, Senior Management, PRAC	Incomplete
3	Review of Waterfront improvements	2020	\$15,000 Consultant	Council, Senior Management	Incomplete

GOAL: Manage residential growth through strong planning					
OBJECTIVE: Optimize processes for development					
PERFORMANCE MEASURES		Year 1	Year 2	Year 3	
Improve permit approval time lines		5% based on 2016 levels	5% based on 2017 levels	5% based on 2018 levels	
Improved efficiency		5% based on 2016 levels	5% based on 2017 levels	5% based on 2018 levels	
#	ACTIONS Please insert your actions here	TIMEFRAMES What is your timeframe?	RESOURCES What resources (human, financial, other) are required?	CHAMPION / OTHERS WHO ARE INVOLVED? Who is taking the lead in this initiative? Are there partners or stakeholders?	REPORTING STATUS Choose one of: <ul style="list-style-type: none"> Complete In Progress Incomplete
1	Modernize the processes to expedite the permit approval process	2017	\$5000 for investigation	Manager of Development Services and Chief Building Official.	In progress
2	Provide updated information to the Builders regarding Ontario Building Code changes.	2017	Operational , no cost	Chief Building Officials and Inspectors	In progress
3	Meet with local Builders and developers, understand their objectives and help provide the path to get there.	Continuous	\$750.00 for meeting tools	Manager of Development Services and Chief Building Official.	In progress
4	Develop a regional resource to combine approval	2019	Develop partnerships with outside agencies	Manager of Development Services/Chief Building Official	Incomplete

GOAL: Support growth of the business community					
OBJECTIVE: Encourage business retention and expansion					
PERFORMANCE MEASURES		Year 1	Year2	Year 3	
Number of businesses with more than 4 people		3	2	2	
Increase new businesses		1	2	3	
#	ACTIONS Please insert your actions here	TIMEFRAMES What is your timeframe?	RESOURCES What resources (human, financial, other) are required?	CHAMPION / OTHERS WHO ARE INVOLVED? Who is taking the lead in this initiative? Are there partners or stakeholders?	REPORTING STATUS Choose one of: <ul style="list-style-type: none"> • Complete • In Progress • Incomplete
1	Conduct a BR&E Study including Kingsville, Ruthven and Cottam proper. Including an emphasis for the engagement of larger industries	2017	\$15,000 (consultant)	Council, Committee, and Senior Management	Incomplete
2	Develop Tourism Feasibility study to investigate Tourism trends and target groups for the area.	2018	\$25,000 (consultant)	Council, Committee and Senior Management	Incomplete
3	Identify growth opportunities for business through strong business networks	2019	Internal	Council, Committee and Senior Management	Incomplete
4	Develop partnership with neighbouring municipalities	2020	Internal	Council, Committee and Senior Management	Incomplete

GOAL: Effectively manage corporate resources, and maximize performance.					
OBJECTIVE: Streamline operations					
PERFORMANCE MEASURES		Year 1		Year 2	Year 3
Increase Reserve Contributions		5%		5%	5%
Improved efficiencies		5%		5%	5%
#	ACTIONS Please insert your actions here	TIMEFRAMES What is your timeframe?	RESOURCES What resources (human, financial, other) are required?	CHAMPION / OTHERS WHO ARE INVOLVED? Who is taking the lead in this initiative? Are there partners or stakeholders?	REPORTING STATUS Choose one of: <ul style="list-style-type: none"> Complete In Progress Incomplete
1	Increase capital spending / reserve contributions to fund lifecycle replacements.	Annually	Departmental Management Long Range Capital Forecasts Allocation of budget funds	Senior Mgt Team Finance to provide reporting assistance	Incomplete
2	Determine the most cost effective and efficient management of assets	2017	Allocation of budget funds to purchase optimization tools.	Senior Mgt Team	Incomplete
3	Development of implementation and education programs within organization.	2018	Departmental Management	Senior Management, Council	Incomplete
4	Review and updating of processes	2019	Departmental Management	Senior Management, Council	Incomplete

GOAL: Effectively manage corporate resources, and maximize performance.					
OBJECTIVE: Implement cost savings programs for operations					
PERFORMANCE MEASURES		Year 1		Year 2	Year 3
Annual net expenditure increase of 1.5%		Success		Success	Success
Improved efficiencies		1.5%		1.5%	1.5%
#	ACTIONS Please insert your actions here	TIMEFRAMES What is your timeframe?	RESOURCES What resources (human, financial, other) are required?	CHAMPION / OTHERS WHO ARE INVOLVED? Who is taking the lead in this initiative? Are there partners or stakeholders?	REPORTING STATUS Choose one of: • Complete • In Progress • Incomplete
1	Inclusive review of alternative revenue sources	2018	Internal sources no budgetary increase	Finance to provide reporting assistance	Incomplete
2	Inclusive review of human resources and internal infrastructure base upon growth and trends	2017	Internal Sources	Senior Management	Incomplete
3	Development of LEAN processes	2018	\$10,000 (training of senior management)	Senior Management, Council	Incomplete
4	Implementation of LEAN processes through-out organization	2019	Internal Sources	Senior Management	Incomplete

GOAL: To become a leader in sustainable infrastructure renewal and development.					
OBJECTIVE: Create an Infrastructure Sustainable Kingsville					
PERFORMANCE MEASURES		Year 1		Year 2	Year 3
Improved efficiency in maintenance of infrastructure		10% from 2016 levels		10% from 2017 levels	10% from 2018 levels
Improved proactive development of infrastructure		10% from 2016 levels		10% from 2017 levels	10% from 2018 levels
#	ACTIONS Please insert your actions here	TIMEFRAMES What is your timeframe?	RESOURCES What resources (human, financial, other) are required?	CHAMPION / OTHERS WHO ARE INVOLVED? Who is taking the lead in this initiative? Are there partners or stakeholders?	REPORTING STATUS Choose one of: <ul style="list-style-type: none"> Complete In Progress Incomplete
1	Update Infrastructure studies	2017-2020	Financial, Organization and Administration, outside Consultant	Council, Senior Management	Incomplete
2	Develop, approve and implement new preventative maintenance programs	2018	Financial, Organization and Administration, outside Consultant	Council, Senior Management	Incomplete
3	Development of policies and procedures to better communication changes	2017-2022	Financial, Organization and Administration, outside Consultant	Council, Senior Management	Incomplete



www.on.legion.ca

The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

The Royal Canadian Legion Ontario Command is very proud to be printing **20,000 copies** of our third annual **“Military Service Recognition Book”**, scheduled for release by September 2017. This book will assist us in identifying and recognizing many of our Veterans within the Province of Ontario and to serve as a reminder for generations to come, while at the same time assist us in our job as the “Keepers of Remembrance”.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will cover the cost of printing and distributing this unique publication. Additional proceeds received through this program will assist and support many important Legion initiatives that in turn will assist our over 400 branches to remain a viable partner in their communities. The Legion is recognized as Canada’s largest Veteran Organization and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at **1-855-584-1374**.

Thank you for your consideration and/or support.

Sincerely,

**Brian Weaver
President**



www.on.legion.ca

The Royal Canadian Legion Ontario Command

"Military Service Recognition Book"

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>HST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,030.97	+ \$264.03	= \$2,295.00
Inside Front/Back Cover (Full Colour)	\$1,765.49	+ \$229.51	= \$1,995.00
2 Page Spread (Full Colour)	\$2,823.01	+ \$366.99	= \$3,190.00
Full Page (Full Colour)	\$1,411.50	+ \$183.50	= \$1,595.00
Full Page	\$1,057.52	+ \$137.48	= \$1,195.00
½ Page (Full Colour)	\$792.04	+ \$102.96	= \$895.00
½ Page	\$615.04	+ \$79.96	= \$695.00
¼ Page (Full Colour)	\$482.30	+ \$62.70	= \$545.00
¼ Page	\$393.81	+ \$51.19	= \$445.00
1/10 Page (Full Colour)	\$287.61	+ \$37.39	= \$325.00
1/10 Page (Business Card)	\$243.36	+ \$31.64	= \$275.00

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Mayor Nelson Santos
Town of Kingsville
2021 Division Road N
Kingsville, ON
N9Y 2Y9

December 12, 2016

Dear Mayor Santos:

Every February Heart & Stroke celebrates Heart Month by holding its Canvassing Campaign. During this month, we rely on more than 90,000 passionate Canadians to selflessly brave the cold and give their time by canvassing local neighbourhoods to collect donations to help us further our mission - prevent disease, save lives and promote recovery.

Since our founding in 1952, Heart & Stroke funded research has been the engine driving relentless progress in heart disease and stroke prevention and care across Canada. Over the past six decades, the generosity of our donors has enabled us to invest almost \$1.4 billion into life-saving research – research that has revolutionized the prevention and treatment of heart disease and stroke. The impact of these advances has been extraordinary and largely led to a 75 per cent reduction in the rate of death from heart disease and stroke. Despite that remarkable progress, the Foundation's work is more urgent than ever, because heart disease and stroke still takes one life every seven minutes in Canada.

As a volunteer-based health charity, we strive to tangibly improve the health of every Canadian family, every day.

February is recognized as Heart Month in Canada and the Heart & Stroke Windsor Essex County office respectfully requests your proclamation of February 2017 as Heart Month in the Town of Kingsville. I would be grateful to receive notification of approval of this proclamation. To this end, I have enclosed a draft 'Proclamation' for your reference.

If I may provide any additional information, please contact me at your convenience. I can be reached at 226-783-3468 or by email at holly.kirkmclean@heartandstroke.ca

Sincerely,



Area Manager



Proclamation

Town of Kingsville

Mayor Nelson Santos

February 2017

WHEREAS: Heart disease or stroke takes a Canadian life every 7 minutes.

AND WHEREAS: Heart & Stroke's mission is to prevent disease, save lives and promote recovery. As a volunteer-based health charity, we strive to tangibly improve the health of every Canadian family, every day.

AND WHEREAS: February is Heart Month in Canada, during which Heart & Stroke Canvassing Campaign takes place, to support on-going heart disease and stroke life-saving research, health promotion and advocacy;

AND WHEREAS: We applaud and commend the thousands of volunteers, staff and researchers of Heart & Stroke for their dedication and commitment and wish them continued success;

I, THEREFORE: proclaim that the month of February be observed as "Heart Month" in the Town of Kingsville. I further urge all citizens to open their heart to Heart & Stroke Canvassing Campaign, and all civic, social organizations and business establishments to give this campaign the greatest possible support.





**REGULAR MEETING OF COUNCIL
MINUTES**

**Monday, January 9, 2017
7:00 PM
Council Chambers
2021 Division Road N
Kingsville, Ontario N9Y 2Y9**

Members of Council	Mayor Nelson Santos Councillor Tony Gaffan Councillor Thomas Neufeld Councillor Susanne Coghill Councillor Larry Patterson Deputy Mayor Gord Queen Councillor Sandy McIntyre
Members of Administration	P. Van Mierlo-West, CAO K. Vegh, Drainage Supervisor R. Brown, Manager of Planning & Development Services J. Astrologo, Director of Corporate Services S. Kitchen, Deputy Clerk-Council Services S. Zwiers, Director of Financial Services Jennifer Alexander

A. CALL TO ORDER

Mayor Santos called the Regular Meeting to order at 7:00 p.m.

B. MOMENT OF SILENCE AND REFLECTION

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

C. PLAYING OF NATIONAL ANTHEM

D. DISCLOSURE OF PECUNIARY INTEREST

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

E. PRESENTATIONS/DELEGATIONS

None.

F. MATTERS SUBJECT TO NOTICE

1. Engineer's Report Consideration - N. J. Peralta Engineering Ltd.

Engineer Peralta presented the Engineer's Report. There were no questions or comments from anyone in attendance in the audience.

1-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

Council adopt Engineer's Report prepared by N. J. Peralta Engineering Ltd. dated November 7, 2016 (Project No. D-15-015), read By-law 2-2017, being a by-law to provide for the construction of a bridge over the Graham Sideroad Drain; Owner: Roger and Gloria Congdon (510-00800) in the Town of Kingsville, in the County of Essex a first and second time; and schedule Court of Revision for a future date

CARRIED

2. Right of Access By-law

Mr. Brown presented his report providing Council with a draft version of the possible by-law to permit access to adjoining properties for the purpose of repair and maintenance. He indicated that various Cedar Island residents had contacted him. The questions raised by the residents centred around the proposed timelines of the by-law and the type of work that would be permitted (i.e. repairs vs. regular maintenance such as window, siding or gutter cleaning, etc.). Mr. Brown indicated that once all public feedback is received, and the final proposed draft by-law is prepared, it will be circulated to legal counsel for review and comment. Mr. Brown will also prepare and provide a form of notice which residents utilizing the right-of-way access by-law would circulate to an adjoining property owner.

Comments from the Cedar Island residents in attendance:

Irene Schneider stated that she is in favour of the proposed by-law. A fence on an adjoining property is built six inches from her cottage. She advised that water sits around the property foundation because it has no place to go. She inquired about the erosion issues and how the property owner was allowed to erect the 8-foot fence in the first place..

Mr. Brown advised that erosion and run-off is a separate issue.

Barbara Langlois stated that she cannot access the back of her property because a gate was put up on one adjacent property and a fence was erected on another. She asked what avenues she can use to arrive at a solution, or in the event that does not work, that this proposed right-of-access by-law would be used.

Cindy Morel indicated that she may find herself in the same situation as all the lots on the island are 25 foot lots. She indicated she is in favour of the proposed by-law.

Gary Janisse stated that he wondered if it might be helpful for the Town to consider requiring fence construction permits.

Mr. Brown stated he would follow-up on the fence height issue. He also indicated he would look at the yard maintenance by-law to determine whether there are any provisions in that by-law that would apply.

2-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council direct Administration to present a final version of the Right-of-Access By-law for consideration at the February 13, 2017 Regular Meeting of Council.

CARRIED

G. AMENDMENTS TO THE AGENDA

Deputy Mayor Queen added seven Notices of Motion.

H. ADOPTION OF ACCOUNTS

Town of Kingsville Accounts for the monthly period ended December 31, 2016

3-2017

Moved by Councillor Sandy McIntyre

Seconded by Councillor Susanne Coghill

Council approve Town of Kingsville Accounts for the monthly period ended December 31, 2016 being TD Cheque numbers 0060587 to 0060902 for a grand total of \$1,960,643.43

CARRIED

I. STAFF REPORTS

1. Capital Financing and Debt Management Policy

4-2017

Moved by Councillor Thomas Neufeld

Seconded by Councillor Larry Patterson

That Council approves the Capital Financing and Debt Management Policy FIN-03.

CARRIED

2. PLC/03/16 - Exemption from Part Lot Control 1156722 Ontario Limited; Lots 9 and 19-36 on Plan 12M-619, York Subdivision, Phase 4B

R. Brown, Manager of Planning and Development Services presented the report in Ms. Brcic's absence.

5-2017

Moved by Councillor Thomas Neufeld

Seconded by Councillor Tony Gaffan

It is recommended that Council enact Part Lot Control Exemption By-law 117-2016 to allow Lots 9 and 19-36 on Plan 12M-619 to be exempt from Section 50(5) of the Planning Act, and that Council authorize and direct Development Services to register the by-law on title.

Recorded	YEA	NAY
Mayor Nelson Santos	X	
Councillor Tony Gaffan	X	
Councillor Thomas Neufeld	X	
Councillor Susanne Coghill	X	

Councillor Larry Patterson	X	
Deputy Mayor Gord Queen		X
Councillor Sandy McIntyre	X	
Results	6	1

CARRIED

3. 2017 Cat Intake Program – Windsor Essex County Humane Society

6-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

That Council receives the 2017 Cat Intake Program Report for information and postpone consideration of continuing the program to upcoming budget deliberations.

CARRIED

4. 2017 Cat Spay and Neuter Voucher Program

7-2017

Moved by Councillor Tony Gaffan

Seconded by Councillor Susanne Coghill

That Council receives the 2017 Cat Spay and Neuter Voucher Program for information and postpone consideration of the 2017 Program, in the amount of \$6,500 and the requirement of ear tipping for all feral cat vouchers, to upcoming budget deliberations.

CARRIED

5. Records Management Plan

8-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Sandy McIntyre

That Council receives this report regarding the Records Management Plan and considers the request for \$10,000 to move forward with the Plan at an upcoming budget meeting.

CARRIED

J. BUSINESS/CORRESPONDENCE-ACTION REQUIRED

1. Windsor-Essex County Health Unit Correspondence, dated November 21, 2016

9-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

That Council accept the offer of the Windsor-Essex County Health Unit that it appear before Council to further discuss the matter of beach sampling, including a discussion of past and current environmental assessments.

CARRIED

2. Municipality of Leamington

3. Federal Economic Development Agency for Southern Ontario

A further report will be provided with additional details.

11-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

That Council endorses the Town of Kingsville's Canada 150 Community Infrastructure Program Project Application #809576 - Renovation of Grovedale Arts and Culture Centre which has been approved by the Federal Economic Development Agency for Southern Ontario in the amount of up to \$181,500 and authorizes the execution of the CIP 150 contribution agreement.

CARRIED

4. Corporation of the County of Essex

12-2017

Moved by Councillor Larry Patterson
Seconded by Councillor Tony Gaffan

Council authorize the entering into of an Agreement to Amend the Emergency Medical Services Lease Agreement with the Corporation of the County of Essex

CARRIED

5. Amendment of Appointment By-law 1-2015

13-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Tony Gaffan

That Council amend the appointment by-law for the Personnel Committee to appoint Councillors Susanne Coghill and Thomas Neufeld for the term starting January 1, 2017 to December 31, 2017; and further that Council appoint Susanna Child to fill a vacancy in the Older Adults Advisory Committee.

CARRIED

K. MINUTES OF THE PREVIOUS MEETINGS

1. Regular Meeting of Council - December 12, 2016

14-2017

Moved by Councillor Thomas Neufeld
Seconded by Councillor Sandy McIntyre

Council adopt Regular Meeting of Council Minutes dated December 12, 2016

CARRIED

2. Regular 'Closed Session' Meeting of Council - December 12, 2016

15-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Larry Patterson

Council Adopt Regular 'Closed Session' Meeting Minutes dated December 12, 2016

CARRIED

L. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. Kingsville BIA--November 8, 2016

16-2017

Moved by Councillor Tony Gaffan

Seconded by Councillor Susanne Coghill

Council receive Kingsville BIA Minutes dated November 8, 2016

CARRIED

2. Accessibility Advisory Committee--November 8, 2016

17-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Sandy McIntyre

Council receive Kingsville Accessibility Advisory Committee Meeting Minutes dated November 8, 2016

CARRIED

3. Municipal Heritage Advisory Committee--November 22, 2016

18-2017

Moved by Councillor Susanne Coghill

Seconded by Councillor Sandy McIntyre

Council receive Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated November 22, 2016

CARRIED

4. Union Water Supply System Joint Board of Management-November 16, 2016

19-2017

Moved by Councillor Thomas Neufeld

Seconded by Councillor Larry Patterson

Council receive Union Water Supply System Joint Board of Management Meeting Minutes dated November 16, 2016

CARRIED

M. BUSINESS CORRESPONDENCE-INFORMATIONAL

- 1. MPAC**
- 2. Essex Region Conservation Authority**
- 3. Essex Region Conservation Authority**
- 4. Township of Hornepayne**
- 5. Megan Wise, Bursary Recipient**
- 6. Township of Zorra**
- 7. AMO-Office of the President**
- 8. Ontario Trillium Foundation**
- 9. Town of Richmond Hill**
- 10. Town of Amherstburg**

20-2017

Moved by Councillor Susanne Coghill

Seconded by Councillor Tony Gaffan

Council receive information items 1-10 as outlined.

CARRIED

N. NOTICES OF MOTION

- 1. Councillor S. McIntyre may move, or cause to have moved, a motion that the balance of funds in her Convention Account (2016) be allocated to the Mettawas Park Project**

21-2017

Moved by Councillor Sandy McIntyre

Seconded by Councillor Susanne Coghill

That the balance of Councillor McIntyre's funds in her convention account from 2016 be allocated to the Mettawas Park project.

CARRIED

2. Notices of Motion received from Deputy Mayor Queen at this Regular Meeting

i) RE: Kings Landing

At the next Regular Meeting of Council G. Queen may move or cause to have moved that Council be provided with the detail as to the date and time of the Public Input Sessions planned by the Parks and Recreation Program Manager and the Manager of Municipal Facilities and Property to gain the public input required in respect to the property commonly known as King's Landing or The Grovedale House. (Reference Nov. 14/16 Motion 642-2016);

ii) RE: Parks Master Plan

At the next Regular Meeting of Council G. Queen may move or cause to have moved that Administration provide Council with a detailed cost estimate for the in-depth review of the Parks Master Plan with such scope and detail as was provided by the original firm that provided the 2013 plan. Such detail and estimated cost to be provided prior to completion of the 2017 Town of Kingsville Budget

iii) RE: Ontario Greenhouse Vegetable Growers' request RE: Motion 341-2016 "Administration to conduct further research in regard to the Ontario Greenhouse Vegetable Growers' request for Kingsville Sanitary Sewer Expansion and bring back a report to Council"

Motion for Council to receive an update report on the above-noted project (Ref. Minutes and May 5/16 Letter and Petitions)

iv) RE: ATI

At the next Regular Meeting of Council G. Queen may move or cause to have moved that Council be provided with a status update in respect to the site commonly referred to as ATI. Such report may include an update noting the current status of any legal actions between the property owners, ATI and the Town of Kingsville. .

v) RE: Harbour Dredging

At the next Regular Meeting of Council G. Queen may move or cause to have moved that Council be provided with information as to the state of any dredging that may be undertaken at Kingsville Harbour in 2017. (Reference: Notes from August 10, 2015 Regular Minutes following Motion 523-2015)

vi) RE: Home Office and Contractor's Yard Construction

At the next Regular Meeting of Council G. Queen may move or cause to have moved a request for follow-up information to be provided to Council on the following matter: Home Office and Contractor's Yard Construction County Road 20, North Side; 1552843 Ontario Ltd. o/a Noah Homes (Reference: Danielle Stevenson, Planner, Report dated Feb 13/08 and By-law 76-2010 that included an undertaking to construct a home on the site within two years).

O. UNFINISHED BUSINESS, ANNOUNCEMENT, AND UPDATES

1. Unfinished Business

Consideration of Kingsville Accessibility Advisory Committee Motion KAAC 27-2016

Councillor Neufeld asked Council to consider KAAC Recommendation #27-2016 (Agenda Item L-2) that Council consider adopting and installing a limited mobility parking spot at 2021 Division Road North in 2017.

22-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Tony Gaffan

Council request that Administration prepare a Report regarding a limited mobility parking space at 2021 Division Road North, including Administration's recommendation as to where the parking space and signage will be placed.

CARRIED

P. BYLAWS

1. By-law 117-2016

23-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council read By-law 117-2016, being a by-law to exempt certain lands from Part Lot Control (York Subdivision, Phase 4B-Plan 12M-619), a first, second and third and final time.

CARRIED

2. By-law 1-2017

24-2017

Moved by Councillor Susanne Coghil
Seconded by Councillor Sandy McIntyre

Council read By-law 1-2017, being a by-law appointing members to the Committee of Adjustment for the 2017 calendar year, a first, second and third and final time.

CARRIED

3. By-law 2-2017

25-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Larry Patterson

Council ready By-law 2-2017, being a by-law to provide for the construction of a bridge over the Graham Sideroad Drain; Owner: Roger and Gloria Congdon (510-00800) in the Town of Kingsville, in the County of Essex a first and second time.

CARRIED

4. By-law 3-2017

26-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Thomas Neufeld

Council read By-law 3-2017, being a by-law authorizing the entering into of an Agreement Amending the Emergency Medical Services Station Lease Agreement between The Corporation of the Town of Kingsville and The Corporation of the County of Essex, a first, second and third and final time.

CARRIED

5. By-law 6-2017

27-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Sandy McIntyre

Council read By-law 6-2017, being a by-law to amend By-law 1-2015, being a By-law to appoint certain members of Council and individuals to Boards and Committees a first, second and third and final time.

CARRIED

Q. CLOSED SESSION

28-2017

Moved by Councillor Sandy McIntyre
Seconded by Councillor Susanne Coghill

Council, pursuant to Section 239(2) of the Municipal Act, 2001, at 9:11 p.m. entered into Closed Session to address the following item:

1. Section 239(2)(f) being advice subject to solicitor-client privilege, including communications necessary for that purpose, being Report of the Director of Corporate Services J. Astrologo RE: Mettawas Park Phase 1

CARRIED

The Regular Meeting reconvened in Open Session at 9:32 p.m.

1. **Section 239(2)(f) being advice subject to solicitor-client privilege, including communications necessary for that purpose, being Report of the Director of Corporate Services, J. Astrologo RE: Mettawas Park Phase 1**

R. REPORT OUT OF CLOSED SESSION

There were no items to report.

S. CONFIRMATORY BY-LAW

1. **By-law 7-2017**

29-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Larry Patterson

Council read By-law 7-2017, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its January 9, 2017 Regular Meeting, a first, second and third and final time.

CARRIED

T. ADJOURNMENT

30-2017

Moved by Councillor Susanne Coghil

Seconded by Councillor Tony Gaffan

Council adjourn this Regular Meeting at 9:33 p.m.

CARRIED

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo



**SPECIAL MEETING OF COUNCIL
MINUTES**

Tuesday, January 10, 2017

9:00 AM

Council Chambers

2021 Division Road N

Kingsville, Ontario N9Y 2Y9

Members of Council	Mayor Nelson Santos Councillor Tony Gaffan Councillor Thomas Neufeld Councillor Susanne Coghill Councillor Larry Patterson Deputy Mayor Gord Queen Councillor Sandy McIntyre
Members of Administration	P. Van Mierlo-West, CAO A. Plancke, Director of Municipal Services T. Del Greco, Manager of Municipal Services and Property M. Durocher, Parks & Recreation Program Manager P. Valore, Chief Building Official K. Galinac, Planner A. Lonsbery, Human Resources/Office Manager J. Astrologo, Director of Corporate Services S. Ingratta, Director of Financial Services R. McLeod, Manager of Financial Services T. Iacobelli, Manager of Information Technology J. Dean, Deputy Fire Chief Jennifer Alexander

A. CALL TO ORDER

Mayor Santos called the Special Meeting to order at 9:02 a.m.

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. STAFF REPORTS

1. 2017 Draft Budget Executive Summary Report

Ms. Zwiers presented the 2017 Draft Budget Executive Summary Report.

2. Updates to 2017 Draft Budget provided on December 12, 2016 (to be provided at budget meeting)

Ms. Zwiers presented her report outlining the updates and changes to the 2017 Draft Budget provided to council on December 12, 2016.

D. BUDGET DELIBERATIONS

1. Review of Pre-Approved Projects

Ms. Zwiers reviewed the pre-approved projects with Council.

2. Presentation of Carryover Projects from 2016

Ms. Zwiers reviewed the projects that are listed as carryover from 2016.

3. Presentation of Departmental Capital and Operating Budgets

1. General Administration

31-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

That Council approves the 2017 Capital Budget line items 20-23.

CARRIED

2. Council

32-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Sandy McIntyre

That Council add \$1,200.00 to the "Mayor's Promotional" line item under Operating expenditures.

CARRIED

33-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

That Council approves the Council Operating Budget, as amended.

CARRIED

3. Information Technology

34-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Sandy McIntyre

Council approves the 2017 Capital Budget line items 24 through 38.

CARRIED

35-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

That Council approves Information Technology's 2017 Operating Budget.

CARRIED

4. Animal Control

36-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Sandy McIntyre

That Council receives the 2017 Animal Control Operating Budget.

CARRIED

5. Fire

37-2017

Moved by Councillor Larry Patterson
Seconded by Councillor Thomas Neufeld

That Council approves the 2017 Capital Budget line items 7, 39 and 40.

CARRIED

38-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Susanne Coghill

That Council receives the Fire Departments 2017 Operating Budget.

CARRIED

6. Building

39-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Susanne Coghill

That Council approves the Building Departments 2017 Operating Budget

CARRIED

Mayor Santos called for a recess at 10:40am.

The meeting reconvened at 11:03am.

7. Public Works

40-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Tony Gaffan

Council directs that Administration invite the residents of Grandview to a public meeting of Council to discuss the installation of sidewalks.

CARRIED

41-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Larry Patterson

Council approves the 2017 Road Program as outlined in Appendix "D" of the 2017 Draft Budget document.

CARRIED

42-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Sandy McIntyre

Council is taken on a road tour prior to the 2018 budget deliberations.

CARRIED

43-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Tony Gaffan

Council receives the 2017 Sidewalk Program as described in Appendix "D" of the 2017 Draft Budget document.

CARRIED

44-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Susanne Coghill

Council approves the 2017 Capital Budget line items 10 and 11.

CARRIED

45-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Susanne Coghill

Council approves the 2017 Capital Budget line item 9.

CARRIED

46-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Thomas Neufeld

Council rename the "Life Cycle" Reserve in Public Works to "Road Assets".

CARRIED

47-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Thomas Neufeld

Council receives the Public Works 2017 Operating Budget.

CARRIED

8. Sanitation

48-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Sandy McIntyre

Council receives the 2017 Sanitation Operating Budget.

CARRIED

9. Cemetery

49-2017

Moved by Councillor Thomas Neufeld

Seconded by Councillor Susanne Coghill

Council reduces the "Ground Mtce (topsoil, sod, etc.)" budget line to \$5,000.00.

CARRIED

50-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

Council approves the 2017 Capital Budget line item 46 and the 2017 Cemetery Operating Budget.

CARRIED

Mayor Santos called for a recess for lunch at 12:20pm.

The meeting reconvened at 1:03pm.

10. Arena

51-2017

Moved by Councillor Thomas Neufeld
Seconded by Councillor Larry Patterson

Council approves the 2017 Capital Budget line items 47-52, 55, and 57-59.

CARRIED

52-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Tony Gaffan

Council approves the 2017 Capital Budget line item 14.

CARRIED

53-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Sandy McIntyre

Council approves the 2017 Capital Budget line item 15.

CARRIED

54-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Sandy McIntyre

Council receives 2017 Operating Budget for the Arena.

CARRIED

11. Parks

55-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Thomas Neufeld

Council approves the Parks 2017 Operating Budget.

CARRIED

12. Facilities

56-2017

Moved by Councillor Larry Patterson
Seconded by Councillor Sandy McIntyre

Council receives the 2017 Facilities Budget.

CARRIED

13. Marina

57-2017

Moved by Councillor Thomas Neufeld
Seconded by Councillor Susanne Coghill

Council directs Administration to hold a public meeting to discuss the Marina gas pumps.

CARRIED

58-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Sandy McIntyre

Council receives the 2017 Marina Operating Budget.

CARRIED

14. Fantasy of Lights

59-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Susanne Coghill

Council approves the 2017 Capital and Operating Budgets for Fantasy of Lights.

CARRIED

15. Migration Festival

60-2017

Moved by Councillor Larry Patterson
Seconded by Councillor Tony Gaffan

Council approves the 2017 Migration Festival Operating Budget.

CARRIED

16. Recreation Programs

61-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council increases the Communities in Bloom budget to \$10,000 and that Communities in Bloom be identified as a separate budget item.

CARRIED

62-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Tony Gaffan

Council approves the 2017 Recreation Program Operating Budget.

CARRIED

63-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Larry Patterson

Council approves the 2017 Capital Budget line item #61.

CARRIED

17. Planning

64-2017

Moved by Councillor Larry Patterson

Seconded by Councillor Susanne Coghill

Council approves Capital budget line item 62.

CARRIED

65-2017

Moved by Councillor Thomas Neufeld
Seconded by Councillor Sandy McIntyre

Council approves Capital budget line item 63.

CARRIED

66-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Susanne Coghill

Council receives the Planning Department's 2017 Operating Budget.

CARRIED

E. CONFIRMATORY BY-LAW

1. By-law 8-2017

67-2017

Moved by Deputy Mayor Gord Queen
Seconded by Councillor Tony Gaffan

Council read by-law 8-2017, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its January 9, 2017 Special Meeting a first, second and third and final time.

CARRIED

F. ADJOURNMENT

68-2017

Moved by Councillor Tony Gaffan
Seconded by Councillor Larry Patterson

Council adjourn this Special Meeting at 2:40pm.

CARRIED

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo



MINUTES

REGULAR MEETING OF PARKS/RECREATION/ ARTS AND CULTURE COMMITTEE

THURSDAY OCTOBER 20 2016
KINGSVILLE ARENA ROOM B
6:30 P.M

A. CALL TO ORDER

S. l'Anson called the meeting to order at 6:32 p.m. with the following persons in attendance:

Mayor N. Santos
Councillor Gaffan
B. Riddiford
M. Tremaine-Snip
Program Manager M. Durocher
Facilities Manager T. Del Greco

Regrets:

Deputy Mayor Queen

B. DISCLOSURE OF PECUNIARY INTEREST

S. l'Anson reminded members that any declaration and its general nature are to be made prior to each item being discussed.

C. DELEGATIONS/PETITIONS/CORRESPONDENCE

Minor Hockey

P&R 96-2016 Moved by Mayor N. Santos and seconded by M. Tremaine-Snip to defer Minor Hockey to later in the meeting.

CARRIED

Letter from B. Murray

P&R 97-2016 Moved by B. Riddiford and seconded by Councillor T. Gaffan to receive the correspondence by B. Murray

CARRIED

B. Murray is requesting the basketball court at the Lion’s Hall be resurfaced Due to the amount of use that it sees. T. Del Greco will look to see if there is any areas that could be cold patched. This can be included in budget requests for 2017 along with the drainage project

Presentation from Dragon Fly

Councillor T. Gaffan declares pecuniary interest with regard to this item.

P&R 98-2016 Moved by M. Tremaine-Snip and seconded by B. Riddiford to receive the correspondence

CARRIED

P&R 99-2016 Moved by Mayor N. Santos and seconded by M. Tremaine Snip that T. Del Greco and M. Durocher be directed to prepare a report on this item and provide it to PRAC at a later date. The report is to include funding info

CARRIED

D. AMENDMENTS TO THE AGENDA

None

E. STAFF REPORTS

Program Managers Report

P&R 100-2016 Moved by Councillor T. Gaffan and seconded by B. Riddiford to receive the report as presented

CARRIED

Action Items

M. Durocher to provide an update to PRAC with more information with regard to the leaders in training program including Time Lines, Budget and Features and Benefits of the Program.
Also noted that approaching the various churches with this information would assist in recruiting candidates.

CARRIED

Delegation from Minor Hockey

P&R 101-2016 Motion made by Councillor T. Gaffan and seconded by B. Riddiford to receive the report from the delegation with regard to the installation of seating in the dressing room hall way.

CARRIED

Action Item

T. Del Greco to put hallway seating in the 2017 budget

Facility Managers Report

P&R 102-2016 Moved by Councillor T. Gaffan and seconded by Mayor N. Santos to receive the report as presented

CARRIED

F. Minutes of Previous Meetings

Regular Committee Minutes dated Thursday September 15 2016

P&R 103-2016 Motion made by Councillor T. Gaffan and seconded by B. Riddiford to receive minutes of Parks, Recreation, Arts and Culture meeting dated September 15 2016

CARRIED

G. Committee Reports

P&R 104-2016 Motion made by Councillor T. Gaffan and seconded by B. Riddiford to receive minutes of the Migration Festival Committee meeting dated August 30 2016

CARRIED

P&R 105-2016 Motion made by B. Riddiford and seconded by Mayor N. Santos to receive minutes of the Older Adults Committee meeting dated September 15 2016

CARRIED

P&R 106-2016 Motion made by Mayor N. Santos and seconded by Councillor T. Gaffan to receive minutes of the Mettawas Fundraising Committee meeting dated September 6 2016

CARRIED

P&R 107-2016 Motion made by Councillor T. Gaffan and seconded by Mayor N. Santos to receive minutes of the Fantasy of Lights Committee meeting dated August 30 2016. M. Durocher to have volunteer sign up sheet for next meeting.

CARRIED

P&R 108-2016 Moved by Councillor T. Gaffan and seconded by M. Tremaine-Snip to receive the report as presented,

CARRIED

H. New and Unfinished Business

Idling By Law

T. Del Greco to install signs with regard to idling for more than 5 minutes

Grovedale/Lions Park

I. Date of Next Meeting:

**November 17
At 6:30 pm at Kingsville Arena**

J. ADJOURN

P&R 109-2016 Moved by Coucillor T. Gaffan and seconded by M. Tremaine-Snip to adjourn the meeting at 8:31 pm.

CARRIED

Vice Chair S. l'Anson

RECORDING SECRETARY, M. DUROCHER



Minutes

MINUTES
THE CORPORATION OF THE TOWN OF KINGSVILLE
MIGRATION FESTIVAL
AUGUST 30 2016
Kingsville Arena Room B 1741 Jasperson Lane,
Kingsville, Ontario

A. CALL TO ORDER

Chair T Brown called the meeting to order at 6:07 pm with the following members in attendance.

P. Bain
M. Reive
S. Girardin
S. Allen-Santos
N. Hickmott
M. Uprichard
Councillor S. Coghill
Durocher-Manager of Parks and Recreation Programs

B. DISCLOSURE OF PECUNIARY INTEREST

T. Brown reminded members that any declaration and its general nature is to be made prior to each item being discussed

C. DELEGATIONS/PETITIONS/CORRESPONDENCE

None.

D. AMENDMENTS TO THE AGENDA

E. STAFF REPORTS

MF-19-2016	Motion made by Councillor S. Coghill and seconded by P. Bain to receive report as presented by M. Durocher.
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CARRIED

F. MINUTES OF THE PREVIOUS MEETINGS

Minutes of meetings dated August 2 2016

MF 20-2016

Motion made by Councillor S. Coghill and seconded by N. Hickmott to receive the minutes of the Aug. 2 meeting .

CARRIED

G. NEW AND UNFINISHED BUSINESS

Opening Ceremonies

Opening Ceremonies are confirmed for October 13 at 6 pm at Merlies, which will highlight the opening of the Drive Thru Art Gallery. Funding to be provided through the legacy grant.

Children's Events

Budget for this event is \$3500. Currently have booked the following:

Popcorn, Candy Floss, Birds of Prey, Ponies, Glitterfly Faces, Train Rides
Working on Medieval Village

Pumpkin Races
Tic Tac Toe
Pumpkin Bowling

Parade

New parade route has been authorized
Invitations to last year's participants in addition to new participants have been sent Out
Need volunteers for parade-including staging, de-staging, barricades, parade marshalls

Photo and Art Contest

Registrations are now coming in

Market Update

There are currently 32 vendors signed up with 6 spaces remaining. Need handout Letting visitors know where vendors are located. M. Durocher to check on Additional space for storage of tables and chairs

Rack Cards

In the final stages, will be complete by next meeting.

Migration Hall

The dinner is scheduled for Friday night as a fundraiser. S. Allen-Santos will finalize caterer.

Quarter Auction

Scheduled for Oct. 6. Doors open at 6 auction at 7. M. Durocher to look into emcee

H. DATE OF NEXT MEETING

The next meeting of the Migration Festival Committee shall take place on September 20 at the Arena at 6pm

MF 21-2016

Motion made by Councillor S. Coghill and seconded by S. Girardin that the meeting be adjourned at 7:08 pm

CARRIED

CHAIR, T. Brown

**RECORDING SECRETARY,
MAGGIE DUROCHER**



Minutes

MINUTES
THE CORPORATION OF THE TOWN OF KINGSVILLE
OLDER ADULTS ADVISORY COMMITTEE
SEPTEMBER 15 2016 AT 3:00 P.M.
COMMITTEE ROOM A,
2021 DIVISION ROAD N.

A. CALL TO ORDER

S. Hughes called the meeting to order at 3:00 pm with the following members in attendance

K. Lewis
A. Burrell
M. Laman
B. Peterson
M. Durocher-Manager of Parks and Recreation Programs

B. DISCLOSURE OF PECUNIARY INTEREST

S. Hughes reminded members that any declaration and its general nature is to be made prior to each item being discussed

C. PRESENTATIONS/DELEGATIONS

None

D. AMENDMENTS TO THE AGENDA

E. STAFF REPORTS

OAC-19-2016 Moved by M. Laman and seconded by K. Lewis to receive report presented by M. Durocher.

CARRIED

F. MINUTES OF THE PREVIOUS MEETINGS

August 11 2016

OAC 20-2016 Moved by A. Burrell and seconded by M. Laman to adopt Regular Meeting of Older Adults Advisory Committee dated August 11 2016

CARRIED

G. NEW AND UNFINISHED BUSINESS

1. Council Motion

M. Durocher reviewed the report going to council with regard to the motion put forth by Councillor McIntyre.

M. Durocher to check on terms of reference and the roll of the chair and the length of the term

2. November 25 Dance

Almost famous has been booked for Nov. 25 at a cost of \$400. Dessert, Coffee and Bar will be included in the event.

Committee to provide Pretzles, Chips and Popcorn for each table, as well as Coffee and Tea

Knights of Columbus to be asked to manage the bar

Parks and Recreation to manage Ticket sales and advertising.

3. Karen Lewis announced her resignation from the committee as she is moving. She will send written notification to the Town.

OAC-21-2016 Moved by K. Lewis and seconded by A. Burrell to adjourn the meeting at 3:45 pm

CARRIED

Next meeting: October 20 2016
Committee Room A Town Hall

Chairman Councillor S. McIntyre

**RECORDING SECRETARY,
Durocher**



MINUTES

REGULAR MEETING OF METTAWAS PARK FUNDRAISING COMMITTEE

TUESDAY SEPTEMBER 6 2016
2021 DIVISION ROAD NORTH, COMMITTEE ROOM a
3:30 P.M.

A. CALL TO ORDER

Mayor Santos called the meeting to order at 3:30 p.m. with the following persons in attendance:

Councilor T. Gaffan
M. Stewart
L. DiGioia
S. l'Anson
P. Van Mierlo-West-CAO Town of Kingsville
M. Durocher-Manager of Parks and Recreation Programs Town of Kingsville

Regrets: Councillor T. Neufeld

B. DISCLOSURE OF PECUNIARY INTEREST

Mayor N. Santos reminded members that any declaration and its general nature are to be made prior to each item being discussed.

C. Delegations/Petitions/Correspondence

None

D. Amendments to the Agenda

None

E. Staff Reports

F. Minutes of Previous Meeting

Regular Committee Minutes dated Tuesday August 2 2016

MPF-21-2016 Moved by Councillor T. Gaffan and seconded by L. DiGioia
to receive the minutes as presented

CARRIED

G. New Business

1. Toast To Kingsville

Mayor Santos updated on the following:

- EDDK will do cleanup of plates etc. following event
- Waiting on EDDK for menu
- There are 20 items so far for the silent auction
- Committee members are encouraged to contribute 5 items each
- M. Durocher to retain an emcee

2. 5K/10K Event for 2017

The date for the Dine and Dash is May 27 2017. It will be included in the Activity guide. The event will include the following:

- Run
- Family Run
- Race and B.B.Q
- Local talent for entertainment
- All participants will receive a medal and a glass of wine
- Event Brite should be considered for ticket sales
- Red and White run in honour of Canada 150 was suggested
- Needs to be put on Website.

3. Sponsorship Update

Mayor Santos and P. Van Mierlo West will work on the Trillium Submission

H. Date of Next Meetings:

October 18 2016
At 3:30 pm 2021 Division Road North, Committee Room A

I. ADJOURN

MPF-22-2016 Moved by M. Stewart and seconded by L. DiGioia to adjourn the meeting at 4:39 pm.

CARRIED

Mayor N. Santos Chairman

RECORDING SECRETARY, M. DUROCHER



Minutes

MINUTES
THE CORPORATION OF THE TOWN OF KINGSVILLE
FANTASY OF LIGHTS COMMITTEE
AUGUST 30 AT 4:00 P.M.
Kingsville Arena Room B, 1741 Jasperson Lane,
Kingsville, Ontario

A. CALL TO ORDER

Councilor Gaffan called the meeting to order at 4:00 pm with following persons in attendance:

Mayor N. Santos
P. Bain
D. Doey
D. Williams
M. Laman
D. Laman
M. Durocher, Manager Parks and Recreation

B. DISCLOSURE OF PECUNIARY INTEREST

Councilor Gaffan reminded members that any declaration and its general nature is to be made prior to each item being discussed

C. PRESENTATIONS/DELEGATIONS

D. AMENDMENTS TO THE AGENDA

E. Staff Report

The Train is required for the Apple Fest Parade. D. Laman volunteered to drive it.

FOL 17-2016 Moved by D. Laman and seconded by D. Williams put the train in the Apple Fest Parade.

CARRIED

F. MINUTES OF THE PREVIOUS MEETINGS

June 21 2016

FOL 18-2016 Moved by Mayor N. Santos and seconded by D. Laman to adopt the regular meeting of Fantasy of Lights Committee minutes dated June 21 2016

G. NEW AND UNFINISHED BUSINESS

Opening Ceremonies/ Dinner with Santa

Kingsville District High School choir is confirmed, as are the fireworks. M. Durocher spoke with Vollans about the stage. Looking for more activities after the fireworks.

Children's Activities

The Colouring pictures are needed as soon as possible. Volunteers are needed for the colouring contest, crafts and facepainting

Train

The committee would like to see more lights and mirrors on the train. D. Doey dropped off an additional set of lights.

Sip and Shop

Looking to secure more vendors

Sponsorship

D. Williams requests the sponsorship package be sent to him. Cindy's is coming aboard as a sponsor. Cottam Rotary has a number of Christmas Tree Silhouettes that we might consider painting and putting up in Cottam. M. Durocher to print letters and flyers for Distribution-Pat and Marg to take them to various places in Town.

H. ADJOURNMENT

FOL 19-2016 Moved by D. Williams and seconded by M. Laman to adjourn this regular meeting at 4:40 pm

CARRIED

Next meeting: September 27 at 4pm Kingsville Arena

Chair: Councilor T. Gaffan

**RECORDING SECRETARY,
MAGGIE DUROCHER**



MINUTES

**TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE MINUTES
THURSDAY, NOVEMBER 10, 2016 @ 6:30 P.M.
COMMITTEE ROOM A, MUNICIPAL OFFICES
2021 DIVISION ROAD N., KINGSVILLE, ON N9Y 2Y9**

A. CALL TO ORDER

Chairperson, Nelson Santos called the Meeting to order at 6:31 p.m. with the following persons in attendance:

Members:

Nelson Santos

Jim Gaffan

Tony Gaffan

Dave Hunt

Michael Lauzon

Doug Quick – *arrived at 6:34pm*

Marian Stanak

Members of Administration:

CAO, P. Van Mierlo-West

Recording Secretary, T. Hewitt

Tourism Coordinator, N Cobby

BIA Coordinator, S. Holland

BIA Coordinator, K. Wettlaufer

Also Present: Inspire Hub C.O.O Karolyn Hart

B. DISCLOSURE OF PECUNIARY INTEREST

Chairperson, Nelson Santos reminded members that any declaration and its general nature are to be made prior to each item being discussed. None were disclosed.

C. PRESENTATIONS/DELEGATIONS

C. 1. Karolyn Hart, C.O.O InspireHUB Inc. – The Future of Civic Apps: The Power of Engaging Your Community

N. Santos introduced K. Hart to the committee and P. Van Mierlo-West briefly outlined the reason for the InspireHub presentation and how it could potentially be used effectively for our purposes. K. Hart gave a history of the development of the app. She listed stable coverage, browser technology and phone maturation as advancements that make the technology possible. K. Hart demonstrated the technology.

Pricing was discussed and it was revealed that the monthly price is dependent on the number of registered active users. D. Quick recommended offsetting monthly costs with sponsorship opportunities. K.Hart left at 7:37pm

There was continued discussion about the feasibility of the civic app, and potential uses. It was suggested that costs be shared with other departments and that the price may be negotiable.

29-2016 Moved by J. Gaffan seconded by D. Quick that Council approve in their budget to pay for a mobile app, and that the InspireHUB demonstration be presented to Council.

CARRIED

D. ACCOUNTS

D.1. Financial Report – Committee Budget vs. Actuals period ending October 31, 2016

The Committee discussed the financial activity and transactions over the past month.

30-2016 Moved by D. Quick seconded by T. Gaffan to approve the financial report for the period ending October 31, 2016 as presented to the Committee.

CARRIED

E. STAFF REPORTS

E.1. Zoomer Show Trip Report – Dave Hunt

D. Hunt provided a summary of the Zoomer Show, indicating the booth was well received. He highlighted positive comments and identified some of the challenges and opportunities for engagement he encountered. (i.e – most people did not know where Kingsville is) D. Hunt recommended investing in the Zoomer Show and possibly other tradeshow in the future. D. Quick suggested presenting Kingsville as a package with a bank of tents highlighting attractions/accommodations such as Pelee Island Winery, The Grove, etc.

E.2. Zoomer Show Survey Results – Natalie Cobby

N. Cobby explained the process of collecting the email address and presented the Zoomer Show survey results. There was consensus that the online advertising was ineffective; (1.5% identified having heard about Kingsville from the Zoomer digital campaign). It was suggested the retirement community be approached to generate testimonials to forward to respondents. D. Quick recommended that survey participants be invited to Kingsville for the weekend. It was recommended that the new holiday guide link be sent to the email list.

- 31-2016** Moved by J. Gaffan seconded by M. Stanak that the committee receive both reports, and that both reports be forwarded to council.

CARRIED

E.3. MyKingsville.ca Events Guide

N. Cobby reviewed the MyKingsville Events Guide, acknowledging that businesses outside of Kingsville had been removed with the exception of conservation areas. She reported that the guide is consistently growing each month.

F. BUSINESS/CORRESPONDENCE

F.1. 2017 Travel Information Services Conference: Plan for attending/Review of options to be in the Exhibition space.

N. Santos addressed correspondence received from TWEPI in regards to the 2017 Travel Information Services Conference planned for October 11-13, 2017 at Caesars Windsor. It was decided that the Town should have presence there. N. Santos will clarify if there are associated costs.

- 32-2016** Moved by D. Hunt seconded by T. Gaffan that the Committee participate in the 2017 Travel Information Services Conference.

CARRIED

G. MINUTES OF PREVIOUS MEETING

G.1. Tourism/ Economic Development committee meeting minutes dated Thursday, October 13, 2016 as presented for adoption.

- 33-2016** Moved by D. Quick seconded by J. Gaffan, the Committee's Thursday October 13, 2016 minutes are adopted as presented.

CARRIED

H. NEW AND UNFINISHED BUSINESS

H1. Introduction of B.I.A Coordinator, Karen Wettlaufer

S. Holland introduced new B.I.A Coordinator, Karen Wettlaufer to the Committee.

H2. 2017 Budget Report

P. Van Mierlo-West electronically presented the proposed 2017 budget report, requesting any unlisted projects be identified. It was recommended that the existing community sign on County Road 50 be refurbished. It was recommended that the EDC promotions be increased to \$10,000 to account for clothing/merchandise. It was recommended that the relationship with Crossings Magazine be discontinued.

There was discussion about the costs of advertising and some ballpark figures were presented. It was requested that further investigation be done for less expensive alternatives. It was suggested that the Accommodation Feasibility Study be added to the budget. Some locations that could be suitable for a hotel in Town were identified. It was requested that a community profile book be added to the budget (P. Van Mierlo-West will secure quotes). D. Hunt will report back next month regarding which tradeshow he recommends involvement in. It was recommended Kingsville consider hosting (i.e. Leadership day) There was a discussion about the feasibility of city-wide WIFI. The swift program was discussed for high speed broadband.

34-2016 Moved by J. Gaffan seconded by M. Lauzon, the Committee approves the budget with the requested adjustments.

CARRIED

I. OTHER BUSINESS

No other business.

J. ADJOURNMENT

35-2016 Moved by D. Quick seconded by T. Gaffan, the Committee adjourn the meeting at 9:18 p.m.

CARRIED

The Committee will meet again Thursday, December 8, 2016 at 6:30 p.m.

CHAIRMAN, Nelson Santos

Recording Secretary – Tara Hewitt



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

Date: July 15, 2016
To: Tourism and Economic Development Committee
Author: Natalie
RE: Zoomer Show Survey Results

AIM

To provide the Committee with information regarding the Zoomer trade show survey and possible recommendations moving forward regarding communication with the respondents.

BACKGROUND

In 2016, Council approved the Economic Development and Tourism Committee operational budget. Within the budget was costing for participation in the Zoomer's Trade Show. Participation has been completed and a survey has been executed.

DISCUSSION

The Town of Kingsville participated in the ZoomerShow trade show October 29 and 30, 2016. The ZoomerShow defines itself as: "Travel, money, health and fitness, retirement and reinvention – if it's new, if it can show you how to live big, it's at the ZoomerShow". A survey was conducted in order to contact respondents to obtain a representative sample of the target population. The survey was emailed within 48 hours of contact with respondents in order to remain top of mind.

The Town of Kingsville collected 220 email addresses at the Zoomer trade show. Upon delivery of the survey, 12 of the email addresses bounced back and therefore were invalid. Of the 208 emails that were successfully delivered, 66 respondents completed the survey. The information gathered helped to identify the characteristics of the target market. It also measured the features that the target market seeks in a retirement or tourism destination. The following were the question summaries and analysis of results:

Question 1 identifies how the respondent heard about the Town of Kingsville. 51 respondents (77.27%) heard about the Town of Kingsville at the Zoomer trade show. 17 respondents (25.76%) heard about the Town of Kingsville in some other capacity. 1

respondent (1.52%) heard about the Town of Kingsville through a Zoomer advertisement.

Question 2 identifies the age range of the respondent. 18 respondents (27.27%) are 60-64 years of age. 13 respondents (19.70%) are 55-59 years of age. 13 respondents (19.70%) are 65-69 years of age. 13 respondents (19.70%) are 70-74 years of age. 4 respondents (6.06%) are 50-54 years of age. 2 respondents (3.03%) are 75-79 years of age. 1 respondent (1.52%) is 39 years of age or younger. 1 respondent (1.52%) is 45-49 years of age. 1 respondent (1.52%) is 80-84 years of age.

Question 3 identifies if the respondent is considering moving from their current residence in the near future. 9 respondents (13.64%) are considering moving from their current residence in the near future. 27 respondents (40.91%) are not considering moving from their current residence in the near future. 27 respondents (40.91%) are maybe considering moving from their current residence in the near future. 3 respondents (4.55%) replied "other".

Question 4 identifies what amenities respondents look for in a community that they would make their home. 57 respondents (87.69%) identified "Access to Health Care" as an amenity they look for in a community that they would make their home. 48 respondents (73.85%) identified "Low Crime Rate" as an amenity they look for in a community that they would make their home. 47 respondents (72.31%) identified "Walking/Biking Trails" as an amenity they look for in a community that they would make their home. 44 respondents (67.69%) identified "Low Cost of Living" as an amenity they look for in a community that they would make their home. 41 respondents (63.08%) identified "Restaurants" as an amenity they look for in a community that they would make their home. 40 respondents (61.54%) identified "Access to Waterfront" as an amenity they look for in a community that they would make their home. 37 respondents (56.92%) identified "Recreational Programming" as an amenity they look for in a community that they would make their home. 37 respondents (56.92%) identified "Shopping" as an amenity they look for in a community that they would make their home. 9 respondents (13.85%) identified "Golf Courses" as an amenity they look for in a community that they would make their home. 6 respondents (9.23%) identified "Access to US border" as an amenity they look for in a community that they would make their home. 2 respondents (3.08%) identified "Access to Schools" as an amenity they look for in a community that they would make their home.

Question 5 identifies what attractions in Kingsville most interest respondents. 49 respondents (75.38%) identified "Events and Festivals" as an attraction that most interests them. 47 respondents (72.31%) identified "Fruit and Vegetable Stands or Markets" as an attraction that most interests them. 46 respondents (70.77%) of respondents identified "Walking Trails" as an attraction that most interests them. 43 respondents (66.15%) identified "Restaurants" as an attraction that most interests them. 42 respondents (64.62%) identified "Concerts and Performing Arts" as an attraction that most interests them. 42 respondents (64.62%) identified "Beaches" as an attraction that most interests them. 37 respondents (56.92%) identified "Wineries and Vineyards" as an attraction that most interests them. 34 respondents (52.31%) identified "Conservation Areas" as an attraction that most interests them. 34 respondents (52.31%) identified "Historical Sites" as an attraction that most interests them. 28

respondents (43.08%) identified “Shopping” as an attraction that most interests them. 25 respondents (38.46%) identified “Gardens and Plants” as an attraction that most interests them. 23 respondents (35.38%) identified “Art Galleries” as an attraction that most interests them. 20 respondents (30.77%) identified “Cycling” as an attraction that most interests them. 16 respondents (24.62%) identified “Bird Watching” as an attraction that most interests them. 14 respondents (21.54%) identified “Heritage Properties” as an attraction that most interests them. 11 respondents (16.92%) identified “Golfing” as an attraction that most interests them. 11 respondents (16.92%) identified “Boating” as an attraction that most interests them.

Question 6 identifies if respondents would like to receive further information regarding the Town of Kingsville. 39 respondents (59.09%) indicated that they would like to receive further information regarding the Town of Kingsville. 27 respondents (40.91%) indicated that they would not like to receive further information regarding the Town of Kingsville.

Question 7 asks the respondent to provide their email address. By providing their email address we can reference our spreadsheet for their contact name and phone number.

In conclusion, the survey conducted allows us to contact respondents with an understanding of their wants and needs. We can provide targeted emails and testimonials that will appeal to the respondents. We can provide further information based on the amenities and attractions that the respondents seek in a retirement or tourism destination.

77.27% of respondents heard about the Town of Kingsville at the Zoomer trade show. This is an indication that our presence at the trade show was imperative for the exposure of our community. Since only 1.52% of respondents heard about the Town of Kingsville through a Zoomer advertisement, it also indicates that our online advertising campaign may have been ineffective.

13.64% of respondents are considering moving from their current residence in the near future and 40.91% are maybe considering moving from their current residence in the near future. There is an opportunity for us to further showcase Kingsville as a retirement destination to these respondents.

87.69% of respondents identified access to health care as an amenity they look for in a community that they would make their home. This is an opportunity for the committee to further strengthen access to health care in our community. The other amenities indicated as important by respondents (low crime rate, walking/biking trails, low cost of living, restaurants, access to waterfront, recreational programming, etc.) are prevalent in our community and can be used as hot topics in future communication with respondents.

75.38% of respondents identified events and festivals as an attraction that most interests them. Kingsville has many annual and award-winning festivals that should be communicated with the respondents. The other attractions indicated as important by respondents (fruit and vegetable stands or markets, walking trails, restaurants, concerts

and performing arts, beaches, wineries and vineyards, etc.) can be used as hot topics in future communication with respondents.

LINK TO STRATEGIC PLAN

FINANCIAL CONSIDERATIONS

CONSULTATIONS

RECOMMENDATION

It is recommended that the Tourism and Economic Development Committee reach out to the retirement community in Kingsville to request testimonials. We can create targeted emails and testimonials that will appeal to the respondents. We can provide further information based on the amenities and attractions that the respondents seek in a retirement or tourism destination.

TRIP REPORT

Town of Kingsville at the Toronto Zoomer Show

Oct 31 2016 | Report Author – Dave Hunt

In Attendance

Dave Hunt – Economic Development and Tourism Committee member

Natalie Cobby – Tourism – Town of Kingsville

Overview

The 2016 Zoomer show was held at the Enercare Center located in Toronto Ont. Oct 29 -30 2016.

The town of Kingsville purchased a 10X10 booth located in the travel section of the conference floor plan.

Items distributed to the conference attendees were prepared tourism folders including information regarding the local attractions, home builders and events. Town maps, event guides, postcards, promotional pens and magnets were also distributed.

During the show we had asked attendees to enter a draw for a travel prize weekend in Kingsville during the weekend of the 2017 Folk Music Festival. Entrants were asked to provide their name, email address and phone number and would be entered in the draw. Natalie would compile the email addresses provided and contact them with a brief survey and inform the winners of the grand prize. Attendees were encouraged to consider Kingsville as not only a place for a weekend getaway, but also as a possible community to retire in.

Observations

Through the two day event, the overall reaction to the Kingsville Booth was exceptional. From the opening of the show to the end there were regular crowds surrounding the booth interested to find out where Kingsville is and what we had to offer. Total convention attendance reported at 36500 people. It is difficult to count, but we spoke with thousands of people.

Some of our observations through the course of the event:

The majority of people who approached the booth were not aware of Kingsville's location but could identify the location of Point Pelee National Park and sometimes Pelee Island. Having a map was an asset to display our geographical location. Some said that they had travelled East but had not considered travelling West. A small amount of people indicated that it was too far to travel or could not access by train.

A majority of people were not aware of the wine region in Essex County. They were familiar with Pelee Island Wine but unfamiliar with its location and the additional other wineries in the region.

A small amount of people we spoke with were familiar with Kingsville due to their history of living in Essex County during a portion of their life. Others had previously traveled to Pt. Pelee or Pelee Island but had not been back in years and were surprised to hear of the town developments and area attractions.

Another fact that surprised people was our lower costs of living and real estate cost. Many people were intrigued at this fact and several had mentioned that it was in consideration for relocation.

People were very impressed with the maps and were appreciative that we had things that they could take with them and read. We suggested that they consult the mykingsville.ca web site if they were planning a trip to our area to assist with their planning and get informed with town events during their trip.

None of the attendees asked for our Facebook, Twitter or Instagram account information. Other important needs asked by attendees were the accessibility and location of medical services, lodging style and options, senior living community services, housing options tailored to retired living (single floor, no stairs etc.), and climate

Feedback and Suggestions

After attending the conference and having the ability to interact personally with the attendees, it appears that this method of communication is incredibly effective.

Attendees wanted to take literature with them to read more about our community and local attractions. It appears that digital information is a secondary method of communication.

The Town of Kingsville should attempt to network with other local tourism bodies and select additional events to represent at for further exposure. Alco-Tourism conferences may also be a definite target for attraction of people.

Housing developers and Real Estate may also be a resource to determine additional promotional events.

For future events, holding a draw where information is collected would be an asset to build our email database for sending out our Monthly events guide and other promotional emails.

Summary

The Town of Kingsville's presence at the 2016 Zoomer show provided firsthand feedback of the Zoomer demographic in the Greater Toronto Area. The overall reception of Kingsville's location, attractions and events were overwhelmingly good. The findings will allow the Town of Kingsville to tailor the approach for tourism initiatives and future event presence.

Photo of display booth for the show



Pictures of the first opening minutes of the show





MINUTES

REGULAR MEETING OF KINGSVILLE BIA TUESDAY, DECEMBER 13TH, 2016 AT 6:00 P.M.

Carnegie Arts & Visitor Centre, 28 Division St. S, Kingsville, Ontario

A. CALL TO ORDER

Beth Riddiford called the Meeting to order at 6:13 pm with the following persons in attendance:

Members of BIA Board: Brian Sanford, Heather Brown, Tony Gaffan, Trevor Loop, Jason Martin, Beth Riddiford, Roberta Weston and Gord Queen (arrived at 6:44 pm.)

Members of Administration: Sarah Holland and Karen Wettlaufer

Regrets: Mike Lauzon, Tim Sala, Izabela Muzzin

B. DISCLOSURE OF PECUNIARY INTEREST

Beth Riddiford reminded members that any declaration and its general nature is to be made prior to each item being discussed.

C. DELEGATIONS

D. AMENDMENTS TO THE AGENDA

E. ADOPTION OF ACCOUNTS

1. **BIA Coordinator/Karen Wettlaufer** – Re: BIA Accounts for the monthly period ending November 30th, 2016

BIA-106-2016 Moved by R. Weston, seconded by T. Gaffan, to approve the accounts.

CARRIED

F. STAFF REPORTS

1. **BIA Coordinator/Karen Wettlaufer** – Re: Monthly Activity

The Coordinator presented her written report.

The Coordinator was directed to email Andrew Plancke and Verdin concerning the clock that is still losing time. Tony Gaffan requested to be copied on the correspondence.

2. BIA Coordinator/Sarah Holland – Re: 2016 BIA Dollar Program

BIA-107-2016 Moved by T. Loop, seconded by R. Weston, to increase the BIA Dollar amount to \$100,000 for 2017.

CARRIED

3. Council Representative

Tony Gaffan shared on behalf of Council:

- the Town has hired three new employees in Municipal Services,
- Fantasy of Lights and Sip and Shop were both quite successful, thanks to EDDK for their contribution,
- the tree decorating with ACCESS was well attended,
- the municipal holiday party was enjoyable,
- Phase 1 for Mettawas Park is completed,
- the budget is being created now, in hopes of completion by the end of February.

4. EDDK Representative

Heather Brown reported the Santa Clause dinner had more people than previous years. Also the fundraising gift card promotion with Kingsville Public School was incredibly successful. Heather will present final numbers in January.

G. BUSINESS / CORRESPONDENCE – ACTION REQUIRED

1. Nicole Chevalier – Re: Nov 10 email regarding Urban Fairy Proposal

The email was discussed by the Board. At this time, the BIA will not pursue this idea.

2. Manager of Facilities and Property/Tim Del Greco - Re: Dec 1 email regarding Snowflake Cost Sharing Proposal.

Gord Queen arrived at 6:44 pm.

BIA-108-2016 Moved by H. Brown, seconded by T. Loop, for the Coordinator to request more information, including visuals, before the Board will make a decision.

CARRIED

H. MINUTES OF THE PREVIOUS MEETINGS

Regular Meeting – November 8th, 2016

BIA-109-2016 Moved by T. Gaffan, seconded by R. Weston, to approve the minutes.

CARRIED

I. NEW AND UNFINISHED BUSINESS

1. Windsor Star Media Plan

BIA-110-2016 Moved by G. Queen, seconded H. Brown, to receive the information.

CARRIED

2. Facelift Grant Application – Re: Peralta Engineering

BIA-111-2016 Moved by H. Brown, seconded by R. Weston, to approve the grant application.

CARRIED

3. Associate Membership Application – Carole's Photography

BIA-112-2016 Moved by R. Weston, seconded by T. Gaffan, to approve the application.

CARRIED

4. 2017 Draft Budget

4a 2017 Draft Budget - Re: Proposed Associate Member Fee & Levy Increase

BIA-113-2016 Moved by H. Brown, seconded by R. Weston, to reallocate \$10,000 from the BIA Reserve (Clock project) to BIA Reserve (general).

CARRIED

BIA-114-2016 Moved by B. Sanford, seconded by T. Loop, to approve the new budget as presented.

CARRIED

BIA-115-2016 Moved by J. Martin, seconded by T. Gaffan, to increase the associate

membership fee for 2017 to \$120.

CARRIED

BIA-116-2016 Moved by T. Gaffan, seconded by R. Weston, to increase the minimum levy to \$225, effective 2017.

CARRIED

Sarah Holland informed the Board that according to the Ontario BIA Handbook, BIA's are not legally required to have the membership vote on a budget, but to only have it presented to them.

5. AGM – Re: Tony Gaffan Request to Discuss

The AGM time was confirmed for 6:30pm on Feb. 21, 2017. Heather Brown and Trevor Loop have volunteered to co-chair the AGM Committee and Tony Gaffan will also assist in the planning. The Committee will meet in January and the Coordinator will research possible speakers.

6. 2017 Seminars

The Board discussed seminar options for 2017. No set schedule was decided but the Coordinator is directed to bring any opportunities that arise to the Board.

7. Kingsville Super School

Heather Brown requested an update and Gord Queen shared that Kingsville is still waiting to hear from the School Board.

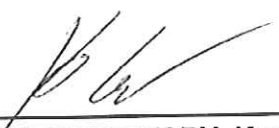
J. ADJOURNMENT

BIA-117-2016 Moved by B. Stafford, seconded by R. Weston to adjourn this meeting at 7:38 p.m.

CARRIED



CHAIR, Beth Riddiford



RECORDING SECRETARY, Karen Wettlaufer



MINUTES

KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE TUESDAY, DECEMBER 13, 2016 AT 7:00 P.M.

Committee Room "A", 2021 Division Road North, Kingsville

A. CALL TO ORDER

Dr. Miljan called the Meeting to order at 7:00 p.m. with the following members in attendance:

Members of Municipal
Heritage Advisory Committee:

Kim DeYong
Anna Lamarche
Corey Gosselin
Margie Luffman
Elvira Cacciavillani
Mayor N. Santos
Danielle Truax
Lydia Miljan
Annetta Dunnion

Members of Administration:

S. Kitchen, Deputy Clerk-
Council Services

Also in attendance: Ms. Veronica Brown, Researcher

B. DISCLOSURE OF PECUNIARY INTEREST

Dr. Miljan 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. REPORTS

1. Ms. Truax updated that the research report regarding The Pearson House (1422 Road 3 East) will be completed in the New Year.
2. Ms. Cacciavillani indicated that the research report pertaining to 1422 Road 3 East is in progress.
3. Ms. Dunnion will continue to research the history of the property owners of 192 East County Road 14, particularly the Dresser family. The Committee has yet to evaluate the property in terms of the Historical context (association with persons or events)
4. Ms. Brown indicated that the historical information pertaining to the old Fire Hall on Main St. West can be found in the "Kingsville Stroll Through Time" volumes. The information will be provided to the current property owner.
5. Dr. Miljan indicated that the property owner of 1203 Seacliff is seeking information.

Ms. Brown reported that the preliminary research shows that the home was constructed pre-1861. Dr. Miljan will provide the preliminary information to the property owner and determine whether the property owner is interested in seeking to apply for designation.

6. The matter of the Division St. South Heritage Conservation District Study and recommendation will be brought back to a future meeting for further discussion.

E. MINUTES OF THE PREVIOUS MEETING

MH12-2016 Moved by M. Luffman, seconded by E. Cacciavillani to adopt the November 22, 2016 Committee Minutes as presented.

CARRIED

F. BUSINESS / CORRESPONDENCE INFORMATIONAL

1. Approved invoices:

- i) V. Brown – Reimbursement for Hostpapa website hosting 2016-23017 and backup
- ii) V. Brown –Invoice for research services for October 2016
- iii) V. Brown—Invoice for research services for November 2016
- iv) V. Brown—Invoice for research services for December, 2016

The approved invoices were received.

- 2. Settingrington Cemetery Services—Invoice for four (4) bronze Heritage House Plaques

The invoice was received for information.

G. NEW AND UNFINISHED BUSINESS

- 1. National Trust for Canada—Launch Pad initiative
- 2. Ontario Heritage Trust Information Sheet
- 3. Copy of Notice of Intention to Designate 755 Seacliff

Information items 1-2 were received for information.

The Notice of Intention to Designate 755 Seacliff will be provided at next meeting and will be published in an upcoming edition of The Kingsville Reporter.

- 4. Dr. Miljan indicated that there is some interest for the Town to be involved with the 2017 Ontario Heritage Trust Doors Open Ontario (DOO) program. The 2017 year is significant for the DOO program because it coincides with 'Canada 150' events.

MH13-2016 Moved by C. Gosselin, seconded by E. Cacciavillani that the Committee agree in principle to investigate participation in the Ontario Heritage Trust 2017 Doors Open Ontario program.

CARRIED

Details as to the entry criteria, application fee, and program requirements will be discussed further at the January Committee meeting.

- 5. Mayor Santos advised that the Federation of Canadian Municipalities (FCM) is seeking to appoint individuals to act as spokespersons in connection with next year's 'Canada 150' celebrations. If any member is interested, he asked that he or she advise Mayor Santos prior to December 31, 2016.

6. The owner of 49 Elm Street is seeking information pertaining to designation. The property was built in 1880. Ms. Brown will review and provide additional information to the Committee at the next meeting.

H. NEXT MEETING DATE

Wednesday, January 11, 2017.

I. ADJOURNMENT

The meeting adjourned at 8:00 p.m.

CHAIR, L. Miljan

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



MINUTES

COMMITTEE OF ADJUSTMENT MEETING

TUESDAY OCTOBER 18TH, 2016 AT 6:00 P.M.

CORPORATION OF THE TOWN OF KINGSVILLE

COUNCIL CHAMBERS

2021 DIVISION RD N, KINGSVILLE, ONTARIO N9Y 2Y9

A. CALL TO ORDER

Chairperson Gord Queen called the meeting to order at 6:00 p.m. with the following Committee members in attendance:

Members of Committee of Adjustment	Members of Administration
<ul style="list-style-type: none">• Deputy Mayor Gord Queen• Russell Horrocks• Allison Vilardi• Thomas Neufeld• Jim Gaffan Jr.	<ul style="list-style-type: none">• Manager of Planning & Development Services – Robert Brown• Town Planner – Kristina Galinac

B. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

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

C. ADOPTION OF COMMITTEE OF ADJUSTMENT MEETING MINUTES DATED TUESDAY, JULY 19TH, 2016.

CA - 43 - 2016

Moved by Russell Horrocks, seconded by Thomas Neufeld the Committee of Adjustment Meeting Minutes dated July 19th, 2016 be adopted.

CARRIED

D. HEARINGS

1. A/04/16 and B/16/16 – Sunvalley Hydroponics Ltd. – 1579 Albuna Townline

Town Planner, Kristina Galinac introduced the consent and minor variance application and reviewed her report dated October 11th, 2016 in which the property owner is requesting consent to create a lot for an existing dwelling surplus to a farming operation on lands known as 1579 Albuna Townline (County Road 31), in the Town of Kingsville.

The subject land is a 2.04 ha (5.03 ac.) agricultural parcel and contains an existing dwelling and approximately 1.17 ha (2.9 ac.) of greenhouse. The applicant is requesting to sever the dwelling as surplus to the farming operation on a 0.147 ha (0.363 ac.) lot with 24.079 m (79 ft.) of frontage on Albuna Townline.

Since the applicant is trying to minimize any irregular lot fabric as a result of the severance, relief is required from the rural residential zoning provisions of the 'Agriculture (A1)' zone in regards to lot frontage and lot area. The property owner is requesting reduction from 25 m (82 ft.) to 24 m (79 ft.) for lot frontage, and a reduction in the minimum required lot area from 0.2 ha (0.49 ac.) to 0.147 ha (0.363 ac.).

Applicant was not in attendance and no neighbours were present to speak.

Member, Allison Vilardi asked what was meant by the minimum lot frontage at 66 feet.

The Planner explained that 66 ft. relates to the width of most road allowances and is considered adequate for the movement of traffic so the proposed reduction in the frontage to 79 ft. should not pose a problem.

Member, Jim Gaffan Jr. asked re: first page – west side not east side of Albuna Townline.

The Planner acknowledged that the correction would be noted in the file.

Member, Allison Vilardi asked if the retained farm parcel had a formal access. Town Planner, Kristina Galinac outlined that there was an existing access but it could be reviewed again and a condition for access added to ensure this was addressed. The Committee agreed to the addition of a condition that a new access be installed, if necessary. (The condition was added as item #6).

Chairperson, Gord Queen confirmed there were no comments from the applicant or the audience.

CA - 44 - 2016

Moved by Jim Gaffan Jr., seconded by Allison Vilardi that Consent Application B/16/16 for Sunvalley Hydroponics Ltd. to create a 0.147 ha (0.363 ac.) lot for a surplus dwelling, located at 1579 Albuna Townline, Part of Lot 13 Concession 1 ED, Part of Part 1 RP 12R-25908 and Part of Part 1 RP 12R-7360, in the Town of Kingsville, be **Approved** subject to the following conditions:

1. That a reference plan be deposited in the registry office, ***both an electronic and paper*** copy to be provided for the files of the Secretary-Treasurer.
2. That the owner shall provide that all municipal taxes be paid in full and that necessary apportionments of storm drainage and private park fees be established pursuant to the provisions of the Local Improvement Act and/or the Municipal Act.
3. 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.
4. That the necessary deed(s), transfer or charges be ***submitted in triplicate***; signed and fully executed (***no photo copies***), prior to certification.
5. The owner submit an agreement for drainage apportionment due to land severance.
6. The owner obtain an access permit and install a new access to the retained farm parcel at the owner's expense and to satisfaction of the Town and County, if necessary.
7. A clearance letter of approval for the septic system on the severed parcel (surplus dwelling lot) must be obtained from the Town's Building Department.
8. To the satisfaction of the Town, the applicant obtains the necessary permit for and install an access to the retained farm parcel at the applicant's expense and, if applicable;
9. That a successful zoning by-law amendment is obtained which rezones the severed lands from 'Agriculture (A1)' to 'Agriculture – Restricted (A2)'.
10. The conditions imposed above shall be fulfilled by October 18, 2017 for this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act.

CARRIED

CA - 45 - 2016

Moved by Jim Gaffan Jr., seconded by Allison Vilardi that Minor Variance Application A/04/16 for Sunvalley Hydroponics Ltd. - 1579 Albuna Townline, Part of Lot 13 Concession 1 ED, Part of Part 1 RP 12R-25908 and Part of Part 1 RP 12R-7360, in the Town of

Kingsville, to reduce the required lot frontage from 25m (82 ft.) to 24.079 m (79 ft.), and reduce the required lot area from 0.2 ha (0.49 ac.) to 0.147 ha (0.363 ac.) be **Approved** without conditions.

CARRIED

2. A/05/16 – Richard & Sandra POUBLON – 293 Erieview Drive

Town Planner, Kristina Galinac introduced the minor variance application and reviewed her report dated October 11th, 2016 in which the property owners are seeking relief to increase the maximum lot coverage for an accessory building or structure for the lands known as 293 Erieview Drive, in the Town of Kingsville.

The subject property is a 422.24 sq. m (4,545 sq. ft.) residential lot with an existing dwelling and detached garage. The applicants have utilized a temporary carport canopy, placed in front of the garage, for several years and would like to replace it with a permanent structure of the same use. The property owners are requesting a minor variance to increase the accessory building lot coverage to 14% to accommodate the construction of a proposed new 14.884 sq. m (160.2 sq. ft.) carport to be attached to the front of the existing garage. Therefore, a 4% relief is required from the zoning provisions for section 4.2 'Accessory Buildings and Structures', where 10% is the maximum lot coverage permitted for accessory buildings or structures in residential zones.

Member, Russell Horrocks asked if the existing garage is in compliance with the zoning? Town Planner, Kristina Galinac outlined that the garage is in compliance.

Member, Allison Vilardi asked if there are issues with the required setback of the carport addition to the main building? Town Planner, Kristina Galinac expressed there is no issue and the proposed construction of the carport is in compliance with zoning setbacks.

Chairperson, Gord Queen confirmed there were no comments from the applicant or the audience.

CA - 46 - 2016

Moved by Russell Horrocks, seconded by Thomas Neufeld that Minor Variance Application A/05/16 for Richard & Sandra POUBLON at 293 Erieview Drive, to increase the lot coverage for accessory buildings or structures from 10% to 14% be **Approved** subject to the following conditions:

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

CARRIED

E. OTHER BUSINESS

F. ADJOURNMENT

CA - 47 - 2016

Moved by Thomas Neufeld, seconded by Allison Vilardi there being no further hearings scheduled, the meeting was adjourned at 6:35 p.m.

CARRIED


CHAIRPERSON G. QUEEN


SECRETARY-TREASURER

January 9, 2017

The Honourable Mitzie Hunter, Minister of Education
Queen's Park
14th Floor, Mowat Block
900 Bay Street
Toronto, ON M7A 1L2

VIA MAIL & EMAIL

Dear Minister Hunter:

**Re: Resolution Requesting a Moratorium on the Accommodation
Review Process**

Please be advised that at the meeting held on December 20, 2016, the Council of the Town of Greater Napanee adopted the following resolution in response to a Deputation from Ms. Norah Brien (see attached):

RESOLUTION #553/16: Isbester & Schenk

WHEREAS the current Accommodation Review Process is not reflective of the reality of rural school and community life;

AND WHEREAS school closures impact single-school small rural communities in all educational, social and economic aspects to a far greater degree than those impacts in multi-school urban communities;

BE IT RESOLVED THAT the Town of Greater Napanee requests the Minister of Education initiate an immediate moratorium on the Accommodation Review Process until such time as a review of the above mentioned impacts on small rural communities can be studied, completed and the results and recommendations be considered;

AND THAT this resolution be circulated to Premier Kathleen Wynne, MPP Randy Hillier, Minister of Infrastructure, Limestone District School Board, Algonquin & Lakeshore Catholic District School Board, Community School Alliance, County of Lennox & Addington and all municipalities in Ontario.

As a result of a recorded vote, the resolution was declared.....CARRIED.

Council appreciates your immediate attention to this request.

Yours truly,



Susan M. Beckel, BBA, Dipl. M.M.,
Clerk

Att. 1

CC:

- The Honourable Kathleen Wynne, Premier of Ontario, Email: premier@ontario.ca
- Randy Hillier, MPP Lanark-Frontenac-Lennox & Addington, Email: randy.hillierco@pc.ola.org
- The Honourable Bob Chiarelli, Minister of Infrastructure, Email: bchiarelli.mpp.co@liberal.ola.org
- Paula Murray, Chair - Limestone District School Board, Email: murrayp@limestone.on.ca
- John Brisbois, Chair - Algonquin & Lakeshore Catholic District School Board, Email: brisbois@alcdsb.on.ca
- Doug Reycraft, Chair - Community Schools Alliance, Email: reycraft@sympatico.ca
- Warden Lowry and Members of County of Lennox & Addington Council, Email: lkeech@lennox-addington.on.ca
- Association of Municipalities of Ontario (AMO) Board, Email: lruder@amo.on.ca
- All Ontario Municipalities
- Norah Brien, Email: norahbrien@gmail.com

Susan Beckel

From: Norah Brien
Sent: November-23-16 11:19 AM
To: Susan Beckel
Subject: Addressing Council

Dear Ms. Beckel

I would like to address the Napanee Town Council regarding the Long Term Accommodation Plan provided to them from the Limestone District School Board.

I would like to ask the Council to formally reject the LTAP and to help the Selby community by sending letters to the Limestone District School Board Trustees, the Director of Education as well as Premier Wynne and Director of Education Mitzie Hunter, stating their objections.

Selby School is not only on the list for closure, but a boundary change that will see over half the school's current population bussed into Prince Charles. Out of all five local schools recommended for closure, Selby has the highest enrollment, has had major repairs done over the last two years and is utilizing every classroom, requirements that do not meet the standard for closure or boundary redefinition set by the Ministry of Education.

If Selby School closes, we will see the loss of a great school and community. This will leave Greater Napanee with only two schools, as the proposal is to build the new school in Stone Mills Township. The LTAP recommendations are not serving the best interests of our children, despite what the Limestone Board says. I am asking Council to please help us save Selby School from closure.

Please,

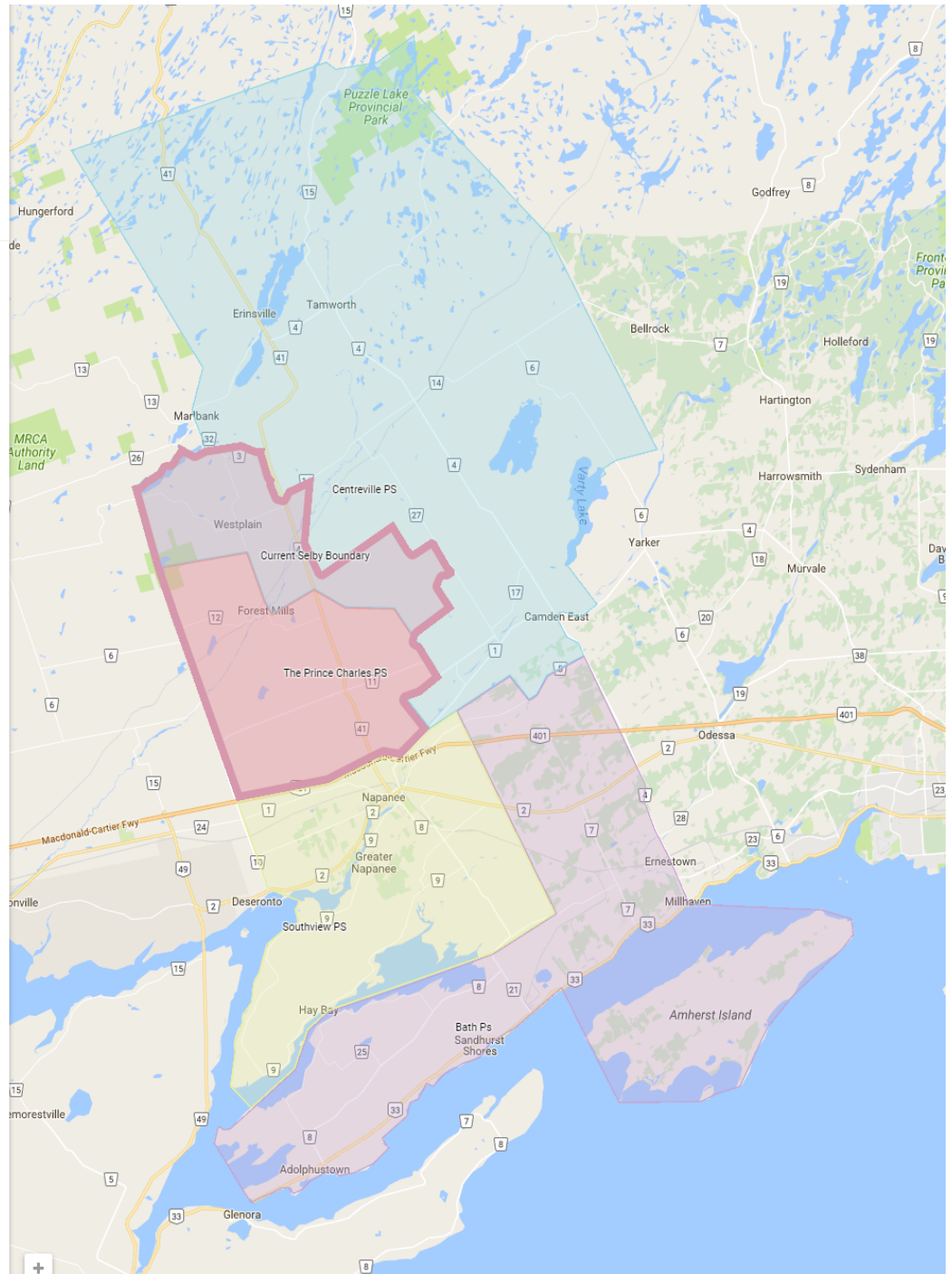
Sincerely,

Norah Brien

Selby, ON
K0K 2Z0

Proposed School Boundaries 2017-18

- Centreville PS
- Bath Ps
- Southview PS
- The Prince Charles PS
- Current Selby Boundary



Good evening,

Thank you for allowing me to speak tonight, Mayor Schermerhorn, Deputy Mayor Isbester and council members. I am here as a parent to Selby school students as well as a lifelong resident of the Selby School community and former Selby student, to ask you to put forth a motion to reject the Long Term Accommodation Report that was presented to you earlier this fall from the Limestone District School Board. As well as rejecting the report, I am asking you join me and members of our community, in writing letters to the Minister of Education Mitzie Hunter and Premier Kathleen Wynne requesting a moratorium on school closures until a more acceptable and fair format to assessing the viability of a school is implemented.

The long term accommodation plan recommendations, prepared by Ameresco Asset Sustainability Group, suggest opening a Pupil Accommodation Review in the 2017/18 school year which would see the closure of Selby School and the amalgamation of Selby students with the students of Tamworth, Enterprise, Centerville and Newburgh into one new school. However, this amalgamation does not include all Selby School students, nor does it include grade seven and eight students. Grade seven and eight students from all the schools in Stone Mills and Greater Napanee would be sent into NDSS and the majority of current Selby School students would be sent to Prince Charles in Napanee.

The way that Long Term Accommodation Review reports are compiled is seriously flawed and it is discriminatory towards our small and rural schools. In their report, Ameresco gives no other alternatives to closing schools and shifting boundaries. Ameresco used outdated and inaccurate information to base their recommendations on. They sourced their information from the government census, which was last done in 2011, they used facility condition indexes from 2012 and enrolment projections based on inflated numbers.

The Facility Condition Index is calculated by using the replacement cost of the school divided by the amount of repair the school needs, the higher the FCI percentage, the more prohibitive it is to repair the school. According to the report Selby School has an FCI of 95.3%, but approximately two years ago, Selby School applied for and received, a government grant for school repairs. With this grant the school was able to upgrade their electrical system and have the roof replaced, major repairs not included in this report.

The Ministry of Education standard for calculating a school's On The Ground Capacity (OTG), the maximum numbers of students the school can accommodate, is to take each grade, JK to grade eight, and give each grade the maximum number of students allowed. Rooms that are being used as a resource room, French room or computer room are "assigned" 12 students per room, even though realistically, a classroom cannot go in a library or computer room. Adding up the max class size with the extra "students" for the other rooms gives the OTG for a school. Therefore if a school's OTG is significantly higher than its current enrolment, that school is deemed under capacity.

Recently the Ministry of Education revised their capacity rates for schools and now all schools must operate at 100% capacity. Selby school has an on the ground capacity of 285 students. There are two French rooms, a computer room and a library, therefore giving our school an extra 48 student spaces. If

we subtract the 48 phantom students from our capacity of 285, this gives Selby School 237 student spaces, the current enrolment of Selby School is 236 students.

Selby School has the highest student enrolment of any rural school in our community and placed second in the EQAO (standardized) testing results for the entire Limestone school board. It is my opinion that Selby School is being considered for closure and boundary redefinition with the sole purpose to boost enrolment in Prince Charles, which according to the LTAP is declining. This is proven if you take a look at the existing boundary for Selby School and the proposed boundary for The Prince Charles, the majority of Selby students would be sent into The Prince Charles.

According to the Ameresco report, enrolment is declining in Napanee District Secondary School and is expected to fall to 756 students by 2030/31. Their suggestion to make NDSS function at 100% capacity is to send all the grade seven and eight students for our entire area to NDSS.

Not only are the Long Term Accommodation reports compiled using flawed information, they are based on guesses. In 2006, the LTAP report completed by Watson & Associates Economists Ltd. was the catalyst to the closure of Westdale, H.H. Langford and Sandhurst Public Schools. In that report, Watson and Associates projected enrolment for Selby Public School to fall to 149 students for 2015/16, as I have mentioned earlier, Selby School has a current enrolment of 236 students.

The entire process of deciding the fate of a school has serious faults, from the LTP reports to the Pupil Accommodation Review Committee (PARC) process. In 2009 The PAR Committee for H.H. Langford, Westdale and Sandhurst had their choice of two schools overruled by the Senior Staff of Limestone District School Board.

In the PARC report from December 2008, it stated that; "There was strong opposition to the splitting the Sandhurst catchment area and sending students in two different directions. Students in the existing Sandhurst catchment area attend Napanee District Secondary School for high school; students at Bath Public School go to Ernestown Secondary School for high school. The PARC felt it was most desirable for students in the Sandhurst catchment area to be able to attend Napanee District Secondary School for their high school program. The first choice of the PARC was to build two new schools – one new school on the existing Westdale Park site for students in the Westdale Park catchment area, and a second new school in a rural area for students in the Langford and Sandhurst catchment areas – and closing the three existing schools. The first choice for the senior staff of Limestone was to build one new school for all students on municipal services at the south end of Napanee, and close the three existing schools, sending some Sandhurst students to Bath Public School." Greater Napanee now has one school in the south end of town, combining Westdale, H.H. Langford and some of Sandhurst students, other students in the former Sandhurst catchment did indeed get sent to Bath PS.

How can the Ministry of Education and the Limestone Board say that the PARC process is fair, when it is obvious that the suggestions and desires of the PARC, students, families and the community are disregarded and what the Board wants, and has wanted all along, is favoured and is implemented?

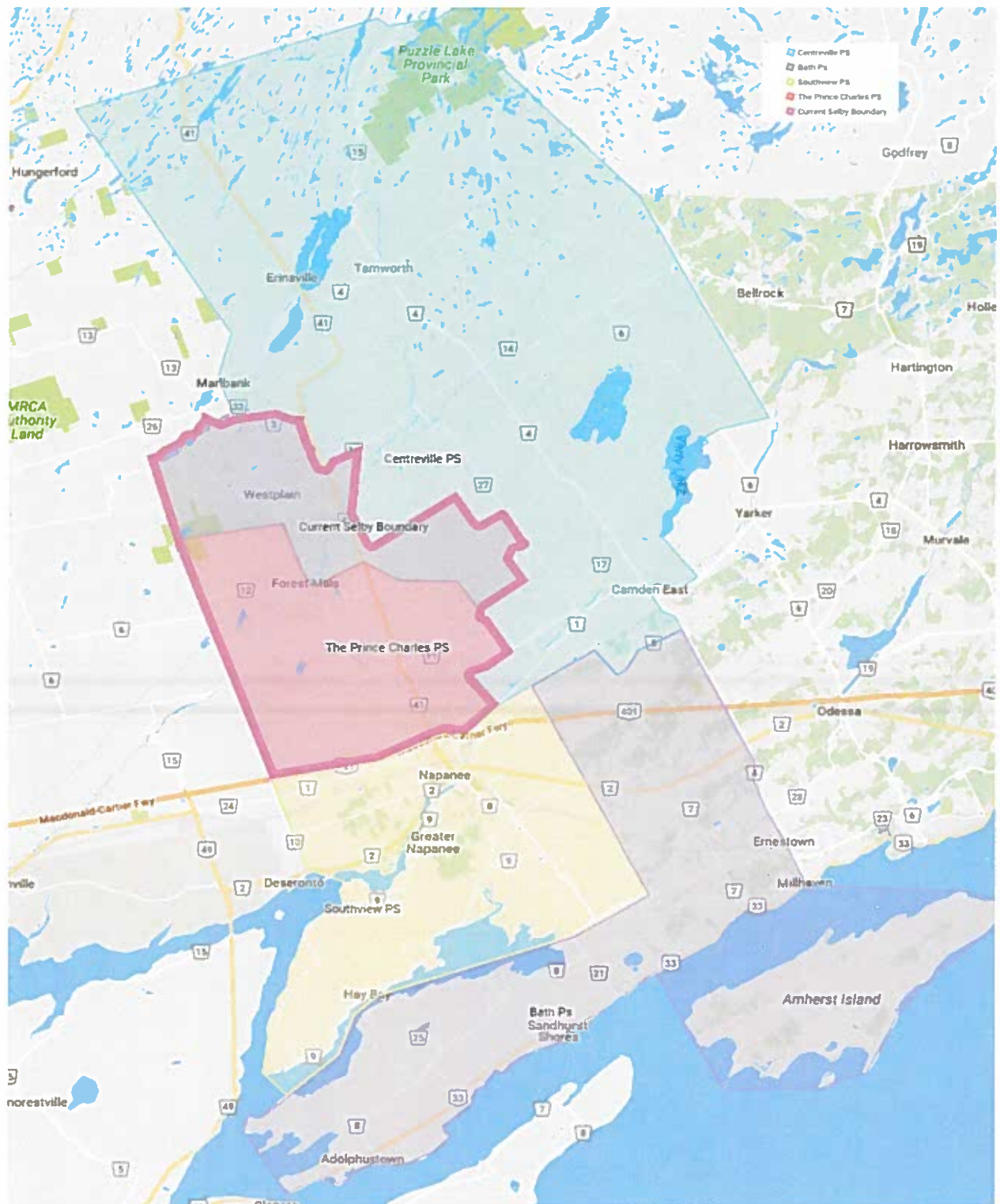
Selby Public School is somewhat of a generational school. Former Selby students have grown up, some have left the community, but many have remained or moved back here to raise their children, myself included. Many parents bring their children to daycares here because of the fantastic reputation Selby School has. I am very afraid that without the school, our community will not thrive. Families will not want to move into an area without a school, they will seek housing in Stone Mills or in the town of Napanee.

I spoke recently with a real estate agent who told me; "My personal opinion is that schools do influence where families choose to live. We have seen families move into the catchment area for Selby because it's such a great school, with a great culture and fantastic teachers. Children that don't do well at other schools thrive at Selby. To lose Selby School will be a huge loss for the community and for our children. Historically property values around a sought after school command a higher price. With the proposed closure of so many of our rural schools, I think this will have a negative impact on our communities and will affect property values. We have seen a steady trend of rising property values but this increase may slow with families moving out of the area to seek housing closer to where their child or children are gaining an education. The amount of time it takes to sell a property may increase if the school, which is oftentimes the heart of the community, is no longer there."

So I am here tonight for myself and on behalf of my children, my neighbours, my friends, the entire community of Selby, the teachers and support staff and most importantly each and every student who attends or will attend Selby Public School; Please, add your voice to ours and let the Limestone District School Board and the Government of Ontario know that you do not support the destruction of our community. If we do nothing, then we are contributing to the problem when we should be part of the solution.

Norah Brien
145 Pleasant Drive
Selby, ON
K0K 2Z0
613-344-1704

norahbrien@gmail.com



Greater Napanee Schools - Current and Proposed Boundaries

Letter from <http://saveourschools.ca/> -

10,000 Empty Spaces in Our Schools? Here's How the Ministry Defines Capacity

Until recently, parents and media had to accept the statement from the UCDSB that there are “10,000 empty student spaces” in the school board.

But now the school board has explained how the study, using Ministry guidelines, has calculated capacity. And it indicates that many of those empty seats in under-enrolled schools are an illusion. According to the recent [FAQ](#) (page 4), capacity is determined in the following way for elementary schools:

- the two Kindergarten classes are each “loaded” at 26 pupils
- other classrooms are “loaded” at 23 pupils (even though most classroom caps are set at 20)
- resource rooms are “loaded” at 12 pupils (!)

This means resource rooms such as a library, language room, and computer room each add 12 students to capacity. Even though the rooms are clearly meant to function in addition to classrooms, not as classrooms and technically shouldn't add to capacity at all.

Let's work a real example. Let's imagine a nice little rural elementary school which has one classroom for each of JK, SK and grades 1 through 6. There is also a small library and a resource room used for music/French/computers, etc.

The Elementary Teachers Union of Ontario has published their own advice for the ideal number of students in each of these classrooms.

<u>Class Size in Single Grade Classes</u>	
Junior Kindergarten	15 Students
Senior Kindergarten	16 Students
Grades 1, 2, 3	18 Students
Grades 4, 5, 6 (Junior)	20 Students
Grades 7, 8 (Intermediate)	22 Students

So our ideal rural school would have, according to the most knowledgeable professionals, a **total capacity of 145 students**.

But what is the capacity of this school according to the Ministry and therefore UCDSB? Using the formula above, which includes adding 12 extra students for each resource room, plus using the maximum amount of students in Kindergarten allowed by the province (26 pupils), the board and Ministry would calculate that this school's capacity is **214 pupils**.

214 vs. 145!

So this school – which the teacher's union would consider to be at 100% capacity – is described by the board and Ministry as being at *67% capacity*. In other words, *at risk for closure*.

If you don't want to use the teachers' numbers, you can use the Ministry's own numbers. Class sizes are generally capped at 26 for kindergarten and 20 for primary grades. So if this school had the maximum number of students, it would still have only 172 students, and it would still be considered at only 84% capacity by the Ministry.

So these "10,000 empty student spaces" don't exist in the real world. But as a bureaucratic device to calculate capacity, these 10 000 empty spaces have the very real power to shut down schools.

A letter of support from Lanark County

Rural Ontario is facing a critical social and structural concern – the closing of rural schools. There's an alarming trend of local school boards closing low enrollment schools without considering the well-being of those students, their families and communities. Schools are an integral part of the economic and service infrastructure necessary for prosperity in our agricultural and rural communities.

Lanark County residents, parents, elected officials and the OFA share the concern of school closures – a result of cutbacks in operating expenses that's done at the expense of rural students and communities. Lanark County opposes school closure decisions that are made without the consideration of critical factors that impact the students, rural families and communities.

Too often important decisions like these are made without critical consideration to transportation, student employment opportunities and parental involvement. Rural school closures mean students are faced with lengthy bus rides to larger schools in urban areas. Hours could be spent each day on a bus, impacting students' attentiveness, learning potential and ability to participate in extracurricular activities. Longer commutes to school also impact students' opportunities for after school and part-time jobs.

Every community – urban and rural – relies on part-time student positions to run their businesses. Student jobs are also an integral part of gaining job experience and saving for post-secondary education. Schools increasingly rely on parent volunteers, and those volunteers will be lost if they can't travel the greater distance to a larger urban school.

Rural schools are also central to the community, acting as hubs for social, service and athletic events and community groups that rely on school buildings. We can't compromise the welfare and best interests of our next generation and our rural communities with school closures that do not account for all costs. Rural Ontario values its children and their education.

Leslie Drynan, CMO
County Clerk / Deputy CAO
Lanark County

**This is a copy of the resolution recently passed by the Township of
Drummond/North Elmsely**

Resolution #16-043

Moved By: Councillor Ray Scissons

Seconded By: Steve Fournier

School Closure Resolution – Ontario Alliance Against School Closures

WHEREAS rural schools are integral to the future of rural communities; and

WHEREAS the Council of the Township of Drummond/North Elmsley are deeply concerned that the current process to consider rural school closures is not inclusive and the timelines do not provide for adequate community input; and

WHEREAS it's critical that continued student achievement and well-being form part of reviews of schools;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of Drummond/North Elmsley urge the Minister of Education to rewrite the Pupil Accommodation Review Guideline (PARG) to take into consideration community and economic value considerations and provide for a more democratic process of rural communities;

AND FURTHER BE IT RESOLVED that until such time as PARG is rewritten that the Province place a moratorium on any more rural school closures; And that this resolution be forwarded to the Premier, Minister of Education, MPPs Bill Walker, Jim Wilson and Lisa Thompson, Association of Municipalities of Ontario, Western Ontario Warden's Caucus and the counties and regions of Ontario.

This is a resolution recently passed by Norfolk County Council

Debbie Robertson, Chief Administrative Officer (Acting)/Municipal Clerk, Director Council and Legislative Services, Municipality of Grey Highlands

Re: Accommodation Review Request for Immediate Moratorium
Res. No. 12

Mover: Councilor Peter Black
Seconder: Councilor John Wells

Whereas rural schools are integral to the future of rural communities;

And Whereas the councils of the Counties of Bruce, Grey and Norfolk are deeply concerned that the current process to consider rural school closures is not inclusive and the timelines do not provide for adequate community input;

And Whereas it's critical that continued student achievement and well-being form part of reviews of schools;

Be It Resolved that the Council of Norfolk County urge the Minister of Education to rewrite the Pupil Accommodation Review Guideline (PARG) to take into consideration community and economic value considerations of rural communities and provide for a more democratic process;

And that until such time as PARG is rewritten that the Province place a moratorium on any more rural school closures;

And that this resolution be forwarded to the Premier, Minister of Education, MPPs Bill Walker, Jim Wilson and Lisa Thompson Carried.

Ministry of Citizenship
and Immigration

Minister

6th Floor, 400 University Avenue
Toronto ON M7A 2R9
Tel.: 416 325-6200
Fax: 416 325-6195

Ministère des Affaires civiques
et de l'Immigration

Ministre

400, avenue University, 6^e étage
Toronto ON M7A 2R9
Tél. : 416 325-6200
Télééc. : 416 325-6195



December 19, 2016

Dear Friends:

I am very pleased to invite your organization to participate in two of Ontario's volunteer recognition programs for 2017.

The Ontario Medal for Young Volunteers – presented to outstanding young volunteers between the ages of 15 and 24 for their contributions and dedication to improve the quality of life in their communities and beyond. Deadline for nominations is **January 15**.

The Ontario Volunteer Service Awards – presented in recognition of continuous years of service to a single community organization. Deadline for nominations is **January 25**.

This year we have created four new pin categories that will help us celebrate more of the longer serving volunteers. The pins include 35+, 45+, 55+, and 65+ years of service.

Every day thousands of Ontarians of all ages give their time and talent to thousands of community organizations, and help hold our communities together. By submitting a nomination, you can help ensure that volunteers receive the recognition they deserve.

Instructions on submitting your nomination for these and other award programs can be found on the Ministry of Citizenship and Immigration website at: ontario.ca/honoursandawards

If you have any questions please call the Ontario Honours and Awards Secretariat at 416-314-7526 toll free 1-877-832-8622 or TTY 416-327-2391.

I will also take this opportunity to invite you to visit the Ontario Volunteer Gateway (www.findmyspark.ca), known as "Spark Ontario". This website encourages Ontarians to volunteer and makes getting involved easier by creating new pathways to volunteering. It may be of interest to you when posting your next volunteer opportunities.

I look forward to celebrating Ontario's volunteers. Thank you for participating.

Sincerely,

A handwritten signature in black ink, reading 'Laura Albanese'.

Laura Albanese
Minister

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: January 10, 2017

NO. 2017-012

MOVED BY

SECONDED BY

"That Council hereby supports Resolution No. 16-384 of the Township of McKellar dated November 21, 2016; WHEREAS the *Fire Protection and Prevention Act, 1997*, legislates that fire prevention, public education and fire protection services are a mandatory municipal responsibility; AND WHEREAS there are a total of 449 Fire Departments operating in the province comprised of 32 Full-Time Departments, 191 Composite Departments and 226 Volunteer Departments with 11,376 Full-Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments; AND WHEREAS the fire service represents a significant percentage of small, rural, and northern municipalities' managed capital assets; AND WHEREAS the Municipal Fire Department and associated assets represent critical municipal infrastructure; AND WHEREAS there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments; NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Calvin hereby petition the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Governments Infrastructure Strategy to Move Ontario Forward; AND FURTHER that a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Vic Fedeli, MPP for Nipissing, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities."

Certified true copy

CARRIED

DIVISION VOTE

NAME OF MEMBER OF COUNCIL

YEA

NAY

Coun Adams
Mayor Brown
Coun Edwards
Coun O'Connor
Coun Pennell

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Clerk Treasurer

Municipality of Calvin

January 2, 2017

The Honourable Dr. Eric Hoskins
Minister of Health and Long-Term Care
Hepburn Block, 10th Floor
80 Grosvenor Street
Toronto, ON M7A2C4

Dear Minister Hoskins:

Resolution Regarding the Expansion of Provincial Publicly Funded Dental Health Programs for Adults with Low Incomes

On November 17th, 2016, at a regular meeting of the Board of the Windsor-Essex County Health Unit, the below resolution was brought forward for consideration and support by administration. The resolution supports the notion that good oral health is an essential part of attaining optimal overall health. To improve and achieve equitable health outcomes for all Ontarians, oral health care services must be accessible to all vulnerable populations within our communities, regardless of age.

The approved resolution states:

WHEREAS oral diseases, including dental caries and periodontal disease are among the most prevalent and preventable chronic diseases; and

WHEREAS oral health is essential to maintaining overall health; and

WHEREAS a mounting body of evidence shows a link between poor oral health and diabetes, cardiovascular and respiratory diseases and results in social and psychological suffering and interferes with employment opportunities;

WHEREAS Ontario's universal health care system does not include dental care for adults;

WHEREAS Ontario only has public dental programs for low income children, and limited and insufficient dental coverage and programs for low income and vulnerable adults and seniors; and

WHEREAS in Windsor Essex County nearly 1 in 3 residents report having no form of dental insurance coverage and residents from low income households consistently have less dental insurance coverage,

WHEREAS approximately every 9 minutes a person in Ontario arrives at a hospital emergency room with a dental problem costing the health care system at least \$31 million annually;

THEREFORE BE IT RESOLVED THAT Windsor Essex County Health Unit's Board of Directors endorses the importance of oral health as part of overall health and recommends the Province of Ontario expands publicly funded oral health programs to include low income and vulnerable adults and seniors, similar to what is offered to children through Ontario's Healthy Smiles program.

Sincerely,



Gary McNamara
Chair, Windsor-Essex County Board of Health



Gary M. Kirk, MPH, MD
CEO & Medical Officer of Health

c: Cheryl Hardcastle, MP Windsor-Tecumseh
Brian Masse, MP Windsor-West
Tracey Ramsey, MP Essex
Dave Van Kesteren, MP Chatham-Kent — Leamington
Percy Hatfield, MPP Windsor-Tecumseh
Lisa Gretzky, MPP Windsor-West
Taras Natyshak, MPP Essex
Rick Nicholls, MPP, Chatham-Kent-Essex
Hon. Kathleen Wynne, Premier of Ontario
Hon. Charles Sousa, Minister of Finance
Valerie Jaeger, President, Association of Local Public Health Agencies
Lynn Dollin, President, Association of Municipalities of Ontario
Dr. Gary Mannarino, President, Essex County Dental Society
County Clerks Offices – Windsor-Essex Regional Municipalities
Windsor Essex County Board of Health

References:

Windsor Essex County Health Unit, [WECHU Adult Dental Health Resolution - Nov 2016.pdf](#)
Canadian Centre for Policy Alternatives. (2011). [Putting Our Money Where Our Mouth Is: The Future of Dental Care in Canada.](#)
Canadian Health Measures Survey. (2007-2009). Statistics Canada
King, Arlene. (2012). Oral Health - [More Than Just Cavities. A Report by Ontario's Chief Medical Officer of Health.](#)
Goel, Vivek et al. (2012). [Staying Ahead of the Curve: A Unified Public Health Program for Ontario.](#)

**THE CORPORATION OF THE
TOWNSHIP OF MONTAGUE**



6547 ROGER STEVENS DRIVE
P.O. BOX 755
SMITHS FALLS, ON K7A 4W6
TEL: (613) 283-7478
FAX: (613) 283-3112
www.township.montague.on.ca

December 22nd, 2016

VIA Email

The Honourable Kathleen Wynne, Premier of Ontario
Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
premier@ontario.ca

Dear Honourable Wynne,

The Council of the Corporation of the Township of Montague at its Council meeting on December 6th, 2016 passed Resolution 336-2016, supporting the Township of McKellar's Resolution 16-384 concerning funding for Fire Department Infrastructure.

Please find the resolution in support and the original resolution attached to this letter.

Please feel free to contact Jasmin Ralph at jralph@township.montague.on.ca or at 613-283-7478.

Thank you,

Jasmin Ralph
Acting CAO/Clerk

Cc: Hon. Brad Duguid, Minister of Economic Development and Growth
Cc: Randy Hillier, MPP



TOWNSHIP OF MONTAGUE

MOVED BY:

RESOLUTION NO: 336-2016

SECONDED BY:

DATE: December 6, 2016

That the Council of the Township of Montague hereby supports the Township of McKellar's resolution 16-384 concerning funding for Fire Department infrastructure; and

That this resolution in support be circulated to Kathleen Wynne, Premier of Ontario, Minister of Economic Development, Employment and Infrastructure, and Randy Hillier, MPP

☒ CARRIED

☐ DEFEATED

REEVE

Township of McKellar

P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

VIA EMAIL

November 22, 2016

The Honourable Kathleen Wynne
The Honourable Brad Duguid
The Honourable Bob Chiarelli
Norm Miller, MPP for Parry Sound-Muskoka
Association of Municipalities of Ontario (AMO)
Federation of Northern Ontario Municipalities (FONOM)
Rural Ontario Municipal Association (ROMA)
All Ontario Municipalities

Please be advised that at its regular meeting held, Monday November 21, 2016 the Council of the Township of McKellar passed the following resolution:

RESOLUTION: 16-384

WHEREAS the *Fire Protection and Prevention Act, 1997*, legislates that fire prevention, public education and fire protection services are a mandatory municipal responsibility;

AND WHEREAS there are a total of 449 Fire Departments operating in the province comprised of 32 Full-Time Departments, 191 Composite Departments and 226 Volunteer Departments with 11,376 Full-Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments;

AND WHEREAS the fire service represents a significant percentage of small, rural and northern municipalities' managed capital assets;

AND WHEREAS the Municipal Fire Department and associated assets represent critical municipal infrastructure;

AND WHEREAS there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of McKellar hereby petition the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Governments Infrastructure Strategy to Move Ontario Forward;

AND FURTHER that a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Norm Miller, MPP for Parry Sound-Muskoka, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

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

If you have any questions please do not hesitate to contact undersigned.

Sincerely,

Shawn Boggs
Clerk Administrator
Township of McKellar



TOWNSHIP OF MONTAGUE

MOVED BY:

RESOLUTION NO: 332-2016

SECONDED BY:

DATE: December 6, 2016

That the Council of the Township of Montague hereby supports the Township of Tay Valley's Resolution C-2016-11-11 concerning Hydro Rates; and

That this resolution in support be circulated to Kathleen Wynne, Premier of Ontario, Glenn Thibeault, Minister of Energy, and Randy Hillier, MPP.



CARRIED



DEFEATED

REEVE



November 25th, 2016

The Honorable Kathleen Wynne, Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1
premier@ontario.ca

Dear Honorable Wynne:

RE: Hydro One's Strategy Regarding Hydro Costs.

The Council of the Corporation of Tay Valley Township at its Council meeting on November 8th, 2016 adopted the following resolution:

RESOLUTION #C-2016-11-12

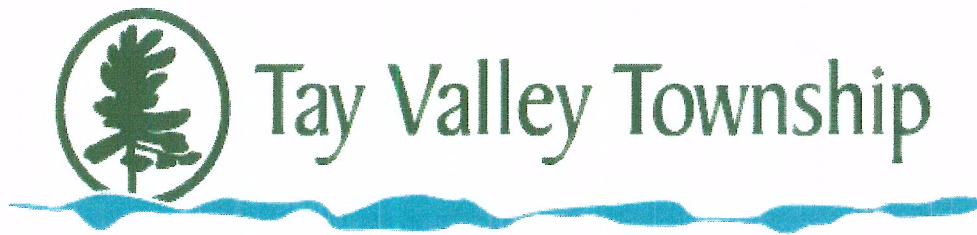
"WHEREAS, there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;

AND WHEREAS, this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;

NOW THEREFORE BE IT RESOLVED THAT, the Council of Tay Valley Township request the Province of Ontario to re-evaluate the structure of hydro in terms of access to delivery and implement structural changes to address the unfair practice of charging more for delivery to rural residents;

AND THAT, this resolution be circulated to Kathleen Wynne, Premier of Ontario, Rural Ontario Municipalities Association (ROMA), Ontario Municipalities, Ontario Small Urban Municipalities (OSUM), and the Association of Municipalities of Ontario (AMO)."

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or clerk@tayvalleytwp.ca.



Sincerely,

Janie Laidlaw, Acting Clerk

cc: Lynn Dollin, President, Association of Municipalities of Ontario (AMO)
Ronald Holman, Chair, Rural Ontario Municipalities Association (ROMA)
Ontario Municipalities
Ontario Small Urban Municipalities (OSUM)



TOWNSHIP OF MONTAGUE

MOVED BY:

K. VanDyke
[Signature]

RESOLUTION NO:

334-2016

SECONDED BY:

[Signature]

DATE: December 6, 2016

That the Council of the Township of Montague hereby support the Township of Georgian Bay's Resolution C-291-2016 concerning the structure of hydro rates for rural customers; and

That this resolution in support be circulated to Kathleen Wynne, Premier of Ontario, Glenn Thibeault, Minister of Energy, and Randy Hillier, MPP.



CARRIED



DEFEATED

[Signature]
REEVE

THE TOWNSHIP OF GEORGIAN BAY

Council Agenda

DATE: 14 November 2016

	YEA	NAY
Councillor Bochek	_____	_____
Councillor Cooper	_____	_____
Councillor Douglas	_____	_____
Councillor Edwards	_____	_____
Councillor Kay	_____	_____
Councillor Wiancko	_____	_____
Mayor Braid	_____	_____

MOVED BY:


SECONDED
BY:


DEFERRED _____ CARRIED ✓ DEFEATED _____ REFERRED _____

WHEREAS there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;

AND WHEREAS this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;

NOW THEREFORE BE IT RESOLVED THAT the Township of Georgian Bay request the Province to re-evaluate the structure of hydro in terms of access and delivery and implement structural changes to address the unfair practice of charging more for delivery for rural residents;

AND THAT this resolution be circulated to all municipalities in the Province of Ontario as well as Ontario Small Urban Municipalities (OSUM) and Association of Municipalities of Ontario (AMO).

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 4-2017

***Being a By-Law authorizing the Borrowing of
money to meet current expenditures of
The Corporation of the Town of Kingsville***

WHEREAS in accordance with subsection 407(1) of the *Municipal Act*, S.O. 2001, c. 25 (the “Act”), the Town considers it necessary to borrow the amount of Two Million Dollars (**\$2,000,000.00**) to meet, until taxes are collected, the current expenditures of the Town for the year 2017;

AND WHEREAS pursuant to subsection 407(2) of the Act, the total amount borrowed pursuant to this By-law, together with the total of any similar borrowings, is not to exceed the limits set forth in that subsection.

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

1. That the Mayor and the Director of Financial Services are authorized on behalf of the Town to borrow from time to time by way of promissory note or bankers’ acceptance from TD COMMERCIAL BANKING (the “Bank”) a sum or sums not exceeding in the aggregate Two Million Dollars (**\$2,000,000.00**) to meet, until taxes are collected, the current expenditures of the Town for the year (including the amounts required for the purposes mentioned in subsection 407(1) of the Act) and to give to the Bank promissory notes or bankers’ acceptances, as the case may be, sealed with the corporate seal of the Town and signed by the Mayor and Director of Financial Services for the sums borrowed plus interest at a rate to be agreed upon from time to time with the Bank.
2. That all sums borrowed pursuant to this By-Law, as well as all other sums borrowed pursuant to the Act in this year and in previous years from the Bank for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Town for the current year and for all preceding years as and when the revenue is received.
3. The Director of Financial Services is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received on account in respect of taxes levied for the current year and preceding years, or from any other source which may lawfully be applied for this purpose.
4. The Director of Financial Services is authorized to furnish to the Bank a statement showing the nature and amount of the estimated revenues of the Town not yet collected and also showing the total of any amounts borrowed that have not been repaid.

**READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED
THIS 23rd DAY OF JANUARY, 2017.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 5 - 2017

Being a By-law to provide for an Interim Tax Levy and to provide for the Payment of Taxes

WHEREAS Section 317 (1) of the *Municipal Act*, S.O. 2001, c. 25 provides that the Council of a local municipality may, in 2017 before the adoption of the estimates for the year under Section 290, pass a By-law levying amounts on the assessment or part thereof for real property according to the last revised assessment roll, a sum of fifty per cent (50%) of the total amount of 2016 taxes for municipal and school purposes levied on the property.

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

1. (A) An interim tax levy on all assessment classes be imposed and levied on the whole of the assessment classes for real property and at the rates so indicated on Schedule "A" to this By-law.

(B) That the said tax rates shall be levied on assessment added, after this By-law is passed, to the collector's roll for this year that was not on the assessment roll for the previous year.

2. Payment of taxes under this By-law shall be payable in two installments, which shall be due and payable on **February 28, 2017** and **May 31, 2017**.

3. That all taxes levied respectively as aforesaid and other rates payable as taxes, shall be payable into the hands of the Treasurer and/or Tax Collector in accordance with the provisions of this By-law.

4. (A) That there shall be imposed an additional percentage charge for non-payment of taxes of one and one-quarter percent (1.25%) on the first day of the default and on the first day of each calendar month thereafter in which default continues. No discount shall be allowed for pre-payment.

(B) On all other taxes in default on January 1, 2017 interest shall be added at the rate of one and one-quarter percent (1.25%) per month and all By-laws and parts of By-laws inconsistent with this policy are hereby rescinded.

(C) That failure to receive a tax notice does not exempt the property owner from penalty and late payment charges as outlined in clauses 4 (A) and 4 (B) of this By-law.

5. That the Treasurer and/or Tax Collector, no later than twenty one (21) days prior to the date the first installment is due, may mail or cause to be mailed to the address of the residence or place of business of each person taxed as aforesaid, a notice specifying the amount of taxes payable by such person or corporation.

6. That the Treasurer and/or Tax Collector shall hereby be authorized to administer a pre-authorized payment plan for the Town of Kingsville and accept four (4) quarterly due date or twelve (12) monthly payments on account of taxes due.

7. That nothing herein contained shall prevent the Treasurer and/or Tax Collector from proceeding at any time with the collection of any rate, tax or assessment, or any part thereof, in accordance with the provisions of the statutes and By-laws governing the collection of taxes.

8. Taxes shall be payable to The Corporation of the Town of Kingsville and shall be paid to the Treasurer and/or Tax Collector or paid at any

financial institution which is authorized to accept payment under the Canadian Payments Association Regulations.

- 9. This By-law shall remain in force from year to year until it is repealed and any By-law repealing this By-law shall be effective only at the end of any year.
- 10. In the event of conflict between the provisions of this By-law and any other By-law, the provisions of this By-law shall prevail.
- 11. That all By-laws inconsistent with this By-law are hereby repealed.
- 12. This By-law shall come into force and take effect on the day of the final passing thereof.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 23rd day of January, 2017.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

Schedule "A"
By-Law 5-2017

2017 Interim Tax Rates

CLASS	DESCRIPTION	RATE	LEVY
RT	Residential	0.00641832	11,338,741.08
FT	Farm	0.00183751	1,100,977.36
R1	Farmland Awaiting Development Phase 1	0.00183751	2,595.43
CT / ST	Commercial Occupied	0.01314333	1,527,247.03
CU	Commercial Excess Land	0.00869750	10,760.77
CX	Commercial Vacant Land	0.00647892	9,534.71
XT / ZT	Commercial Occupied New Construction	0.01201129	373,267.17
XU / ZU	Commercial Excess Land New Construction	0.00921418	2,991.61
MT	Multi-Residential	0.01093466	236,340.77
PT	Pipelines	0.01438094	194,433.95
IT	Industrial Occupied	0.01809128	303,357.01
IU	Industrial Excess Land	0.01151033	7,602.33
IX	Industrial Vacant Land	0.01124113	12,456.02
JT	Industrial Occupied New Construction	0.01545134	142,052.25
JU	Industrial Excess Land New Construction	0.01056148	1,663.17
LT	Large Industrial Occupied	0.02223302	116,102.47
LU	Large Industrial Excess Land	0.01452538	-
KT	Large Industrial New Const	0.02009998	126,553.02
KU	Large Industrial Ex Land New Const	0.01306862	856.32
TT	Managed Forest	0.00175791	1,215.68

15,508,748.14

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 9 – 2017

Being a by-law to impose fees and charges by The Corporation of the Town of Kingsville

WHEREAS section 391 of the *Municipal Act, 2001*, S.O. c. 25 (the “Act”) authorizes a municipality to pass by-laws imposing fees or charges on persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

and the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS subsection 398(1) of the Act provides that such fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality.

AND WHEREAS subsection 398(2) of the Act provides that the treasurer of a municipality may add fees and charges imposed by the municipality to the tax roll for any property for which all of the owners are responsible for paying the fees and charges and collect them in the same manner as municipal taxes.

AND WHEREAS subsection 69(1) of the *Planning Act*, R.S.O. 1990 c. P.13 provides that the council of a municipality, by by-law may establish fees for the processing of applications made in respect of planning matters (the “Application”), which fees shall be designed to meet only the anticipated cost to the municipality in respect of the processing the Application.

AND WHEREAS the Town deems it advisable to repeal By-laws 25-2015 and 10-2016, and all amendments thereto.

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

Definitions

1. “Expense Deposit” means a fee or charge paid to the Town to meet all or a portion of the cost of those costs and expenses incurred by the Town or paid by the Town to a third party as a result of an Application.
2. “Indemnity Deposit” means a fee or charge paid to the Town to meet all or a portion of the cost and expenses of remediating or repairing any damage to Town property or infrastructure, including, but not limited to roads, sidewalks, curbing or paved boulevards, water or sewage works, caused as a result of the use of such property or infrastructure or as a result of the carrying on of construction or demolition or other works on adjacent property.
3. “Security Deposit” means a fee or charge paid to the Town to guarantee the due performance of certain obligations owing to the Town that the Town may draw upon in the event that such obligations are not performed in order to complete all outstanding works or matters and pay the costs and expenses incurred.

Fees and Charges

4. Subject to section 12 of this By-law, the fee or charges as provided for in Schedule “A” attached hereto and forming part of this By-law shall be imposed and charged for the services, activities and use of property as indicated in said Schedule “A”.

Expense Deposits

5. Expense Deposits as provided for in Schedule “B” attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule “B”.
6. Upon the disposition of an Application in respect of which an Expense Deposit has been paid and, upon request of the person who paid the Expense Deposit to the Town, the Expense Deposit, less those costs and expenses incurred by the Town or paid by the Town to a third party shall be refunded by the Town.

Indemnity Deposits

7. Indemnity Deposits as provided for in Schedule “C” attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule “C”.
8. Following the use of the property or infrastructure or the completion of the construction or demolition in respect of which an Indemnity Deposit has been paid and, upon request of the person who paid the Indemnity Deposit to the Town, the Indemnity Deposit, less any costs and expenses of remediating or repairing any damage to Town property or infrastructure, shall be refunded by the Town.

Security Deposits

9. Security Deposits as provided for in Schedule “D” attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule “D”.
10. Upon the performance of all obligations owing to the Town for which a Security Deposit has been paid and, upon request of the person who paid the Security Deposit to the Town, the Security Deposit, less any costs and expenses of completing any works or matters not performed, shall be refunded by the Town.

Unclaimed Deposits

11. Where an Expense Deposit, an Indemnity Deposit and/or a Security Deposit has been paid to the Town and remains unclaimed for a period of seven years, the Treasurer of the Town may transfer to the general funds of the Town, any such Expense Deposit, Indemnity Deposit and/or Security Deposit against which no claim has been made, free of and from any and all claims whatsoever.

Reduced Fee or No Fee

12. Those persons and organizations identified in Column III of Schedule “E” attached hereto and forming part of this By-law shall be subject to the corresponding reduced fee or no fee identified in Column II for the use of those facilities identified in Column I.
13. Subject to availability, organizations under Column III are permitted one free weekend (prime time) facility rental per calendar year, to a maximum of a one day rental.
14. Column III organizations are not permitted to transfer entitlements under Schedule “E” to any other group, organization, entity or individual and

such bookings must be used by the organization for a purpose benefiting the organization or the community at large.

Repeal

- 15. By-laws 25-2015 and 10-2016 and all amendments thereto are hereby repealed.
- 16. 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 23rd day of January, 2017.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

SCHEDULE A

FEES AND CHARGES

ADMINISTRATIVE SERVICES		
911 Sign and Post (with or without building)	\$60.00	
Accounts Receivable (accounts outstanding after 60 days following invoice date)	1.25%	per month
Administration fee		
- misdirected payment	\$25.00	
- adding outstanding charges to tax roll		
- arrangements for weed cutting		
Code of Conduct Complaint (refundable on recommendation of Integrity Commissioner)	\$250.00	
DVD/CD (any copied document or documents)	\$10.00	
Fireworks Permit	\$100.00	
NSF cheque	\$25.00	
Map (Town)	\$30.00	
- PLUS -	\$3.00	per square foot
Marriage Solemnization		
- during business hours	\$250.00	
- after business hours	\$350.00	
- PLUS - travel from and return to municipal office	\$0.54	per kilometer
Merchandise and Apparel	Cost + 15% + applicable taxes	
MYKingsville website advertising space	\$85.00	per month
Notice of Registration of Death (Form 17)	\$10.00	
Noise Permit	\$50.00	
Over the Road Banner	\$50.00	
Photocopies		
- on-site	\$0.50	per copy
- off-site	Cost	
Portable Signs		
- permit	\$65.00	
- removal	\$75.00	per hour
- storage	\$20.00	per day
- variance	\$65.00	
Property Information Report (PIR)	\$100.00	
- within 5 days, excluding holidays	\$200.00	
Property Report (for information not included in the PIR)	\$50.00	Per department
Property File Document Retrieval		
- picked up at Town office	\$7.50	
- delivered by mail, email or fax	\$17.50	
Refund Charge (requests under \$50.00)	\$25.00	
Request for Fence Viewers	\$750.00	
Severance – property roll creation	\$100.00	
Signing of Document as a Commissioner for Taking Affidavits	\$15.00	seniors exempt
Signing of Document as a Notary Public	\$50.00	
Statement of Death (Form 15)	\$15.00	
Statement of Account		
- picked up at Town office	\$7.50	seniors exempt
- delivered by mail, email or fax	\$17.50	
Tax Certificate (includes outstanding water)	\$75.00	per property
- within two days, excluding holidays	\$150.00	per property
Tax Notice – Duplicate		
- picked up at Town office	\$7.50	seniors exempt
- delivered by mail, email or fax	\$17.50	
Tax Registration	cost	
Tax Sale Tender Package	\$10.00	
Town Flag	cost	
Utility Account Set Up	\$25.00	
- PLUS SECURITY DEPOSIT (Tenant Accounts)		
Water Notice – Duplicate		
- picked up at Town office	\$7.50	seniors exempt
- delivered by mail, email or fax	\$17.50	
Weed Cutting (one hour minimum)	\$75.00	per hour
BY-LAW ADMINISTRATION AND ENFORCEMENT		
Zoning Certificate	\$50.00	
Compliance / Review Letter	\$100.00	
By-law Enforcement		
- issue Order	\$100.00	
- registration of Order on title	cost	
- re-inspection attendance (no compliance following Order)	\$100.00	

CEMETERY SERVICES				
GRAVE		INTERMENT RIGHTS	CARE AND MAINTENANCE	TOTAL PRICE
Greenhill Cemetery - Adult or Child (standard 3'4" X 8')		\$600.00	\$400.00	\$1,000.00
Greenhill Cemetery - Cremation		\$300.00	\$200.00	\$500.00
Greenhill Cemetery - Infant (standard 12" X 24")		\$150.00	\$150.00	\$300.00
All Other Active Cemeteries - Adult or Child (standard 3'4" X 8')		\$450.00	\$300.00	\$750.00
All Other Active Cemeteries - Cremation		\$150.00	\$100.00	\$250.00
INTERMENT (includes opening/closing grave, lowering/raising device, grass seeding)				
Dates and Times			Adult or Child Grave	Infant Grave or Cremated Remains
March 16 – December 14	Weekdays 10:00 a.m. to 2:29 p.m.		\$650.00	\$300.00
	Weekdays after 2:30 p.m.		\$810.00	\$400.00
	Saturdays 10:00 a.m. to 2:59 p.m.		\$810.00	\$400.00
	Saturdays after 3:00 p.m., Sundays and holidays		\$970.00	\$485.00
December 15 – March 15	Weekdays 10:00 a.m. to 2:29 p.m.		\$700.00	\$350.00
	Weekdays after 2:30 p.m.		\$860.00	\$450.00
	Saturdays 10:00 a.m. to 2:59 p.m.		\$860.00	\$450.00
	Saturdays after 3:00 p.m., Sundays and holidays		\$1,020.00	\$535.00
MAXIMUM FOR ASSISTED SERVICES (in accordance with O. Reg. 184/12 made under the Funeral, Burial and Cremation Services Act, 2002)				
Interment Rights and Interment – Adult or Child Grave			\$1,300.00	
Interment Rights and Interment – Cremated Remains			\$500.00	
Interment Rights and Interment – Receipt from Irregular Burial Site			\$650.00	
DISINTERMENT (includes opening/closing grave, lowering/raising device, grass seeding)				
Dates and Times			Adult or Child Grave	Infant Grave or Cremated Remains
March 16 – December 14	Weekdays 10:00 a.m. to 2:29 p.m.		\$1,500.00	\$300.00
	Weekdays after 2:30 p.m.		\$1,870.00	\$400.00
	Saturdays 10:00 a.m. to 2:59 p.m.		\$1,870.00	\$400.00
	Saturdays after 3:00 p.m., Sundays and holidays		\$2,235.00	\$485.00
December 15 – March 15	Weekdays 10:00 a.m. to 2:29 p.m.		\$1,615.00	\$350.00
	Weekdays after 2:30 p.m.		\$1,985.00	\$450.00
	Saturdays 10:00 a.m. to 2:59 p.m.		\$1,985.00	\$450.00
	Saturdays after 3:00 p.m., Sundays and holidays		\$2,350.00	\$535.00
MARKER / MONUMENT CARE AND MAINTENANCE				
Flat	Less than 173 square inches			\$0.00
	At least 173 square inches			\$50.00
Upright	4 feet or less in height and 4 feet or less in length, including base			\$100.00
	More than 4 feet in either height or length, including base			\$200.00
OTHER SERVICES				
Transfer Of Interment Rights			\$40.00	
Marker Locating			\$25.00	
Marker Inspection			\$25.00	
Tent Rental (March 16 to December 14 only)			\$100.00	
License (HST exempt)			as set by Ministry of Consumer Services	

FIRE SERVICES			
Carbon Monoxide Alarm Installation (includes the alarm)			
First Alarm	\$70.00		
Additional Alarms	\$40.00		
Fire Certificate (if inspection requested as a result of Property Information Report)	\$60.00		
- PLUS - heavy equipment	cost		
- foam	cost		
Non-resident Motor Vehicle Accident or Fire Attendance	as set by MTO		
Nuisance False Alarm (following third false alarm within 6 months)	as set by MTO		
Occurrence Report Normal	\$40.00		
Occurrence Report with Full Investigation	\$250.00		
Fire Code Inspection with Violations (incl. re-inspection)	\$80.00	Per hour	
Request for Inspection	\$80.00	Per hour	
Fire Safety Plan Review	\$80.00	Per hour	
Fire Safety Request for Training Services	\$100.00	Per session (up to 2 hrs)	
Ontario Fire College course training provided to other Fire Departments	cost		
Persistent Prohibited Open Burn (following second attendance at same property or properties owned by the same owner)	as set by MTO		
Propane Review / Documentation			
- Level I	\$80.00	per hour	
- Level II	\$80.00	per hour	
- PLUS - legal or engineering review	cost		
Re-inspection Attendance (after first follow up inspection)	\$100.00		
Smoke Alarm Installation (includes alarm)	\$40.00		
Additional Alarms	\$10.00		
LICENSES			
Charitable Gaming			
Bingo	3%	of prize	
Media Bingo	3%	of prize	
Break Open (Nevada) Tickets	3%	of prize	
Raffle	3%	of prize	
Bazaar			
- Raffle & Bingo	3%	of prize	
- Wheel of Fortune	\$10		
Dog			
- January 1 to March 31	\$20.00		
- April 1 to December 31	\$40.00		
- PLUS – By-law Enforcement Officer attendance	\$15.00		
Kennel (includes one dog license)	\$110.00		
Hunting			
Pheasant			
- resident	\$12.50		
- non-resident	\$18.00		
Rabbit			
- resident	\$10.00		
- non-resident	\$10.00		
Marriage	\$125.00		
Refreshment Vehicle			
- first vehicle	\$250.00		
- second vehicle	\$125.00		
Taxi / Limousine / Vehicle for Hire			
Vehicle			
- new	\$300.00		
- renewal	\$100.00	per year payable on or before January 1	
Driver	\$25.00	per year payable on or before January 1	
POLICE SERVICES			
Note:			
All fees for Police Services <i>include</i> HST			
Criminal Records Check	\$25.00		
Duplicate Copy of Criminal Record Check Certificate	\$5.00		
Criminal Record Check (Volunteer)	No Charge		
Finger Prints	\$26.50		
Traffic Reports	\$42.25		
Incident Reports	\$42.25		
Statements	\$42.25		
Technical Traffic Collision Reports	\$565.00		
Reconstruction Report	\$1,130.00		
Paid Duty – Administrative	\$68.50		
Paid Duty – Hourly Vehicle Usage Fee	\$28.25		

PARKS AND RECREATION SERVICES			
Note:			
All fees for Parks and Recreation services <i>include</i> HST.			
FACILITY RENTALS			
Lakeside Park Pavilion			
- private party with alcohol (Friday-Sunday)	\$700.00	per day	
- PLUS INDEMNITY DEPOSIT			
- private party with alcohol (Monday-Thursday)	\$500.00	per day	
- PLUS INDEMNITY DEPOSIT			
- private party without alcohol (under 75 persons)	\$175.00	per day	
- private party without alcohol (75 persons and over)	\$300.00	per day	
- set up and/or take down (only in conjunction with full day rental)	\$100.00	per day	
- instructional	\$27.00	per hour	
Kingsville Recreational Complex			
Ice Time			
- Adult - prime	\$186.56	per hour	
- Adult - non-prime (before 6:00 p.m.)	\$158.00	per hour	
- Minor Sports - prime	\$175.00	per hour	
- Minor Sports - non-prime (before 4:00 p.m.)	\$150.00	per hour	
- Public Skating – general	\$3.50	per person	
- Public Skating – general – family	\$9.00	per family	
- Parent & Tot / Home School / Adult Skate	\$2.50	per person	
- Shinny Hockey / Club	\$5.50	per person	
Arena Floor	\$55.00	per hour	
Auditorium			
- weekend with alcohol	\$345.00	per day	
- PLUS INDEMNITY DEPOSIT			
- weekend or weekday without alcohol	\$145.00	per day	
- Saturday without alcohol	\$130.00	4 hours	
- Sunday or weekday without alcohol	\$90.00	4 hours	
- instructional	\$27.00	per hour	
Auditorium B, C or D			
- weekend with alcohol (B & C)	\$320.00	per day	
- PLUS INDEMNITY DEPOSIT			
- weekday with alcohol (B, C or D)	\$130.00	per day	
- PLUS INDEMNITY DEPOSIT			
- Saturday without alcohol (B, C or D)	\$90.00	4 hours	
- Saturday without alcohol (B & C)	\$130.00	4 hours	
- Sunday or weekday without alcohol (B, C or D)	\$80.00	4 hours	
- Sunday or weekday without alcohol (B & C)	\$90.00	4 hours	
- weekend or weekday without alcohol (B, C or D)	\$150.00	per day	
- weekend or weekday without alcohol (B & C)	\$160.00	per day	
- box seating	\$50.00		
- instructional	\$27.00	per hour	
Ball Diamond Pavilion			
- evening with alcohol	\$150.00		
- day with alcohol	\$220.00		
Greens			
Diamond – without lights	\$40.00	per game	
Diamond – with lights	\$55.00	per game	
Diamond – minor sports	\$13.00	per child	
Double Header – without lights	\$75.00		
Double Header – with lights	\$100.00		
Marina			
Seasonal Ramp Pass	\$130.00	per craft	
Senior Ramp Pass	\$100.00	per craft	
Dockage – Cedar Island	\$48.00	per foot	
Dockage – West Marina	\$38.00	per foot	
Dockage – Docks 63 and 64	\$56.00	per foot	
Transient Wells			
- Daily	\$2.00	per foot	
- Monthly	\$15.00	per foot	
Ramp Pass			
- Daily	\$12.00	per day	
- Monthly	\$50.00	per month	
Fuel	cost + \$0. 30	per litre	
Ridgeview Park			
- weekend	\$700.00		
- hall and pavilion with alcohol	\$250.00	per day	
- PLUS INDEMNITY DEPOSIT			
- hall with alcohol	\$180.00	per day	
- PLUS INDEMNITY DEPOSIT			
- pavilion without alcohol	\$75.00	per day	
- instructional	\$27.00	per hour	
Tennis Courts (Kingsville only)			

- access card	\$10.00	
- entry	\$6.00	per court
Unico Community Centre		
- weekend with alcohol	\$370.00	per day
- PLUS INDEMNITY DEPOSIT		
- weekend or weekday without alcohol	\$150.00	per day
- Sunday or weekday without alcohol	\$75.00	4 hours
- Saturday without alcohol	\$140.00	4 hours
- instructional	\$27.00	per hour
Unico Parking Lot	\$160.00	per day
Carnegie Parking Lot	\$160.00	per day
King Street Parking Lot	\$160.00	per day
ADVERTISING		
Arena Walls	\$175.00	per year
Illuminated sign	\$300.00	per year
Ice surface boards	\$580.00	per year
Ice surface	\$865.00	per year
Marina display	\$58.00	per year
Zamboni (\$1,100.00 per side)	\$2,200.00	per year
PROGRAMS		
All Programs	Cost	
Standard First Aid/Level C	\$120.00	
Standard First Aid Renewal	\$75.00	

PLANNING SERVICES		
APPLICATIONS		
Note: A refund of 60% will be applied if an application is filed but withdrawn prior to the holding of any public open house or meeting.		
Committee of Adjustment:		
Consent (1 new lot or lot addition)	\$600.00	
- PLUS septic inspection	\$175.00	
- PLUS ERCA	as set by	ERCA
Minor Variance	\$500.00	
- PLUS ERCA	as set by	ERCA
Joint Application (combined consent and minor variance)	\$1,000.00	
- PLUS septic inspection	\$175.00	
- PLUS ERCA	as set by	ERCA
Development Agreements:		
Minor Agreement (ie: consents)	\$500.00	
- PLUS EXPENSE DEPOSIT		
- PLUS SECURITY DEPOSIT		
Major Agreement (ie: subdivisions)	\$1,000.00	
- PLUS EXPENSE DEPOSIT		
- PLUS SECURITY DEPOSIT		
Development Agreement Amendment	\$500.00	
- PLUS EXPENSE DEPOSIT		
- PLUS SECURITY DEPOSIT		
Official Plan:		
Amendment	\$2,000.00	
- PLUS EXPENSE DEPOSIT		
- PLUS ERCA	as set by	ERCA
Joint Application (combined Official Plan Zoning By-law Amendments)	\$3,000.00	
- PLUS EXPENSE DEPOSIT		
- PLUS ERCA	as set by	ERCA
Parkland Dedication or Fees in Lieu:		
Commercial or Industrial Land	2%	of appraised value of land
Residential Land	\$1,500.00	Per new lot
Part Lot Control	\$1,000.00	
- PLUS EXPENSE DEPOSIT		
Part Lot Control Extension	\$500.00	
- PLUS EXPENSE DEPOSIT		
Plan of Condominium	\$2,500.00	
- PLUS EXPENSE DEPOSIT		
- PLUS ERCA	as set by	ERCA
Plan of Subdivision	\$2,500.00	
- PLUS EXPENSE DEPOSIT		
- PLUS ERCA	as set by	ERCA
Recirculation of Application (after 3 months of inaction by applicant)	\$50.00	
Plan of Subdivision (Redline)	\$1,000.00	
- PLUS EXPENSE DEPOSIT		
- PLUS ERCA	as set by	ERCA
Site Plan Control:		
Site Plan Agreement	\$1,000.00	
- PLUS EXPENSE DEPOSIT		
- PLUS SECURITY DEPOSIT		
- PLUS ERCA	as set by	ERCA
Site Plan Agreement Amendment	\$500.00	
- PLUS EXPENSE DEPOSIT		
- PLUS SECURITY DEPOSIT		
- PLUS ERCA	as set by	ERCA
Site Plan Agreement (Tower)	\$500.00	
- PLUS EXPENSE DEPOSIT		
- PLUS SECURITY DEPOSIT		
- PLUS ERCA	as set by	ERCA
Renewable Energy Review and Approval	\$1,500.00	
- PLUS EXPENSE DEPOSIT		
Sidewalk Patio	\$100.00	
- PLUS use of sidewalk		
- PLUS INDEMNITY DEPOSIT		
Zoning By-law:		
Minor (ie: consents, minor changes)	\$1,200.00	
- PLUS EXPENSE DEPOSIT		
- PLUS ERCA	as set by	ERCA
Major	\$2,000.00	
- PLUS EXPENSE DEPOSIT		
- PLUS ERCA	as set by	ERCA
Temporary Use	\$1,200.00	
- PLUS EXPENSE DEPOSIT		
- PLUS ERCA	as set by	ERCA

Temporary Use Extension	\$600.00	
- PLUS EXPENSE DEPOSIT		
- PLUS ERCA	as set by	ERCA
Removal of Holding (h)	\$700.00	
- PLUS EXPENSE DEPOSIT		
OTHER SERVICES		
Compliance Letter (Subdivision / Site Plan, Development Agreement)	\$100.00	
Documents:		
Comprehensive Zoning By-law (hard copy)	\$100.00	
Official Plan Amendment (hard copy)	\$100.00	
PUBLIC WORKS		
Encroachment / Entrance Permit	\$150.00	
- PLUS INDEMNITY DEPOSIT		
Inspection for to Damage Municipal Services (in conjunction with Building Permit)	\$150.00	
- PLUS INDEMNITY DEPOSIT		
Local Improvement Charges (full details can be obtained from the Local Improvement Policy) <i>The cost of the works shall be assessed upon benefitting properties based upon a maximum fixed rate per metre of assessable frontage as follows:</i>		
Sanitary Sewers	\$165.00	per metre
Storm Sewers	\$125.00	per metre
Road Works (curb and gutter only)	\$65.00	per metre
Sewer Services Connections	Actual Cost	
Road Crossing Agreement	\$150.00	
- PLUS INDEMNITY DEPOSIT		
Road Use Agreement	\$1,500.00	
- PLUS INDEMNITY DEPOSIT		
Temporary Culvert Installation Permit	\$100.00	
Solar Signs		
Blank Sign	\$40.00	
New Post and hardware, if required	\$15.00	
Installation by Public Works	\$25.00	
TRANSIT		
Note:		
If an attendant is required, only half of the fee is payable by the attendant.		
Erie Shores Transit:		
Kingsville, Leamington, Wheatley	\$5.00	one way
Essex, Harrow, Tilbury, Woodslee	\$10.00	one way
Amherstburg, Belle River, LaSalle, St. Clair Beach, Tecumseh, Windsor	\$10.00	one way
WATER / SEWER SERVICES		
Hydrant Hook Up	\$80.00 + water consumption at current rate	
Water Meter (5/8" x 3/4" residential meter and MXU radio)	\$335.00	
Turn On	\$50.00	
- after Town business hours	\$200.00	
Frozen Meter Replacement	\$200.00	
- after Town business hours	\$400.00	
Frost Plate Repair	\$60.00	
- after Town business hours	\$260.00	
New Water Service Connection		
- 3/4"	\$4,000.00	
- 1"	\$5,600.00	
- 2" or larger	cost	
Raising / Lowering Curb Box / Meter Pit (result of owner grade change)	cost	
Lowering of Clean Out (result of owner grade change)	\$85.00	
Replace Clean Out Cap	\$85.00	
Minicam investigation	\$75.00	first hour
- PLUS -	\$50.00	each subsequent hour
Steaming Frozen Private Water Services	\$100.00	first hour
- PLUS -	\$75.00	each subsequent hour
Steaming Frozen Private Water Services after Town business hours	\$500.00	first hour
- PLUS -	\$175.00	each subsequent hour
Service Vehicle	\$24.00	per hour
Watermain and Appurtenance Application Review and Approval	\$1,200.00	

NOTE: For the purposes of this Schedule:

1. except where otherwise noted, fees are exclusive of HST;

- 2. “cost” shall mean an amount equal to the cost to the Town of labour, vehicle(s), materials, supplies or services used or purchased for the purpose of the service or activity;
- 3. “senior” shall mean a person 65 years of age or older; and
- 4. “holidays” include the following days:

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

SCHEDULE B

EXPENSE DEPOSITS

PLANNING SERVICES	
APPLICATIONS	
Development Agreements:	
Minor Agreement (ie: consents)	\$500.00
Major Agreement (ie: subdivisions)	\$500.00
Development Agreement Amendment	\$500.00
Official Plan:	
Amendment	\$2,000.00
Joint Application (combined Official Plan Zoning By-law Amendments)	\$2,000.00
Part Lot Control	\$500.00
Plan of Condominium	\$5,000.00
Plan of Subdivision	\$5,000.00
Site Plan Agreement or Amendment Agreement	\$500.00
Renewable Energy Review and Approval	\$5,000.00
Zoning By-law:	
Minor (ie: consents, minor changes)	\$1,000.00
Major	\$2,000.00
Temporary Use	\$2,000.00
Removal of Holding (h)	\$500.00

SCHEDULE C

INDEMNITY DEPOSITS

PARKS AND RECREATION SERVICES		
RENTALS		
Lakeside Park Pavilion	\$500.00	
Kingsville Recreational Complex		
Auditorium	\$100.00	
Auditorium B, C or D	\$100.00	
Ridgeview Park	\$100.00	
Unico Community Centre	\$100.00	
PUBLIC WORKS		
Damage to Municipal Services (major construction)	\$1,000.00	
Encroachment / Entrance Permit	\$150.00	
Road Crossing Agreement	10%	of value of the works (\$500.00 minimum)
Road Use Agreement	100%	of value of the works

SCHEDULE D

SECURITY DEPOSITS

ADMINISTRATIVE SERVICES			
Utility Account Set Up (Tenant Accounts):			
Residential			
- no sewage		\$100.00	
- with sewage		\$200.00	
Business			
- no sewage		\$150.00	
- with sewage		\$250.00	
PLANNING SERVICES			
APPLICATIONS			
Development Agreements:			
Performance	50%	value of the works	
Maintenance	25%	value of the works	
Delayed Performance	100%	value of the approved delayed works	
- PLUS – maintenance			
Sidewalk Patio		\$500.00	
Site Plan Agreements:			
Minimal (obligation value less than \$10,000.00)		\$1,000.00	
Minor (new entrance, minor on-site construction, minor service connections)		\$5,000.00	
Major (new entrance, major internal services and connections, landscaping, additional studies, hard surfacing, lighting)	\$10,000.00	Minimum	
Greenhouse Minor Addition (no new entrances, storm water facilities)		\$5,000.00	
Greenhouse New or Major Addition (entrances, storm water facilities, buffering, internal facilities, parking areas, fire safety, outdoor large central storage locations installation of rate of flow control device)	\$30,000.00	Minimum	

SCHEDULE E

REDUCED OR NO FEE

PARKS AND RECREATION SERVICES		
FACILITY RENTALS – REDUCED FEE		
COLUMN I	COLUMNM II	COLUMN III
Lakeside Park Pavilion	\$245.00 per day	<ul style="list-style-type: none"> • Delta Waterfowl • Lion’s Club (including auxiliaries) • Neighbourhood Charitable Alliance • Royal Canadian Legion (Including auxiliaries)
- anytime with or without alcohol - PLUS INDEMNITY DEPOSIT (with alcohol only)		
Kingsville Recreational Complex Ice Time - Minor Sports - non-prime (before 4:00 pm)	\$71.50 per hour	<ul style="list-style-type: none"> • Public or Secondary Schools
FACILITY RENTALS – NO FEE		
COLUMN I	COLUMNM II	COLUMN III
Lakeside Park Pavilion	No Fee	<ul style="list-style-type: none"> • Business Improvement Area Board of Management
- anytime with or without alcohol - PLUS INDEMNITY DEPOSIT (with alcohol only)		<ul style="list-style-type: none"> • Canadian Blood Services
Kingsville Recreational Complex		<ul style="list-style-type: none"> • Cottam Cubs & Scouts
Auditorium		<ul style="list-style-type: none"> • Cottam Rotary Club
- anytime with or without alcohol - PLUS INDEMNITY DEPOSIT (with alcohol only)		<ul style="list-style-type: none"> • Gosfield North Sportsmen
Auditorium B, C or D		<ul style="list-style-type: none"> • Horticultural Society
- anytime with or without alcohol - PLUS INDEMNITY DEPOSIT (with alcohol only)		<ul style="list-style-type: none"> • Kingsville Cubs & Scouts
Ridgeview Park		<ul style="list-style-type: none"> • Kingsville Firefighters Association
- hall and pavilion with alcohol - PLUS INDEMNITY DEPOSIT (with alcohol only)		<ul style="list-style-type: none"> • Kingsville Essex Associated Band
- hall with alcohol - PLUS INDEMNITY DEPOSIT (with alcohol only)		<ul style="list-style-type: none"> • Knights of Columbus (including auxiliaries)
Unico Community Centre	No Fee	<ul style="list-style-type: none"> • Optimist Club (including auxiliaries)
- anytime with or without alcohol - PLUS INDEMNITY DEPOSIT (with alcohol only)		<ul style="list-style-type: none"> • Organizations under contract for use of Greens or Ice Time (maximum two rentals under Column I)
Marina Seasonal Ramp Pass	No Fee	<ul style="list-style-type: none"> • Baldwin, Neil • Balkwill, Gary • Branch, Jim • Clemente, Manual • Hodgkins, Leslie • Lacey, Eugene • Mallott, Jim • Miinch, Craig • Pretli, Andy • Woodall, N.

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 10 - 2017

Being a by-law to impose a Water Rate and Sewage Rates

WHEREAS pursuant to section 391 of the *Municipal Act, 2001*, S.O. 2001, c.25 (the “Act”), a municipality may pass by-laws imposing fees or charges on persons:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control,

and such fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time.

AND WHEREAS the costs included in a fee or charge may include costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS section 394(2) of the Act provides that a fee or charge may be based on, be in respect of or be computed by reference to the location of the property, the physical characteristics of property, including buildings and structures on the property, or the zoning of property or other land use classification.

AND WHEREAS section 1 of the Act indicates that the definition of a “public utility” includes a system that is used to provide water and sewage for the public.

AND WHEREAS section 398 of the Act indicates that fees and charges for the supply of a public utility imposed by a municipality on a person constitute a debt of the person to the municipality and that such fees and charges may be added to the tax roll for the property in the municipality to which the public utility was supplied and be collected in the same manner as municipal taxes.

AND WHEREAS section 81 of the Act provides that, in addition to recovering all fees and charges payable, a municipality may, on reasonable notice, shut off the supply of a public utility to land if fees or charges payable by the owners or occupants of the land for the supply of the public utility to the land are overdue.

AND WHEREAS By-law 2-2014 is a by-law establishing water, sewer and sewage service rates.

AND WHEREAS By-law 2-2014 was amended by By-law 11-2016.

AND WHEREAS Council of The Corporation of the Town of Kingsville deems it expedient to consolidate the provisions of the aforementioned by-laws, establish new Sewage Service Areas and impose a Water Rate and Sewage Rates.

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

Definitions

1. "Commercial" means property classified as such by the Municipal Property Assessment Corporation.
2. "Foreign Worker Housing" means a building used for the residential housing of workers who work in the agriculture industry, including, but not limited to, work in a Greenhouse.
3. "Greenhouse" means any building or portion of a building producing Greenhouse Sewage which is discharged into the Sewage Works, either directly or through a secondary treatment process.
4. "Greenhouse Sewage" means Sewage resulting directly from the process of growing plants, including, but not limited to watering, fertilizing, cultivating and/or exhibiting plants, in a building with transparent or semi-transparent walls and/or roof, under controlled conditions.
5. "Industrial" means property classified as such by the Municipal Property Assessment Corporation.
6. "Multi-residential" means property classified as such by the Municipal Property Assessment Corporation.
7. "Residential" means property classified as such by the Municipal Property Assessment Corporation.
- 7.1 "Residential Unit" means a self-contained set of rooms located in premises and contains kitchen and bathroom facilities that are intended for the use of the unit only.
8. "Sewage" means any liquid waste containing animal, vegetable or mineral or nutrient matter in solution or in suspension.
9. "Sewage Rate" means the fee and charge imposed for the purpose of raising funds to pay all or a portion of the capital costs of the Sewage Works or for the operation, repair and maintenance of the Sewage Works and any reserve fund for such purpose.
10. "Sewage Area 1 Rate" means the corresponding Sewage Rate for the identified property or building located in the area indicated in Schedule B attached to and forming part of this By-law and serviced by the "Cottam Facility".
11. "Sewage Area 2 Rate" means the corresponding Sewage Rate for the identified property or building located in the area indicated in Schedule B attached hereto and forming part of this By-law and serviced by the "Lakeshore West Facility".
12. "Sewage Area 3 Rate" means the corresponding Sewage Rate for the identified property or building located in the area indicated in Schedule B attached hereto and forming part of this By-law and serviced by the "Kingsville Facility".
13. "Sewage Works" means the collection, transmission, storage, treatment and disposal of Sewage and any systems or works required for the same.
14. "Water" means potable water.
15. "Water Rate" means the fee and charge imposed for the purpose of raising funds to pay for Water and all or a portion of the capital costs of the Water Works or for the operation, repair and maintenance of the Water Works and any reserve fund for such purpose.
16. "Water Works" means the provision and distribution of Water and any systems or works required for the same.

Water Rate

17. The Water Rate as set out in Schedule "A" attached hereto and forming part of this By-law is hereby imposed on those owners, occupants or tenants of property who benefit from or who may benefit from Water Works.

Sewage Rates

18. The Sewage Rates as set out in Schedule "C" attached hereto and forming part of this By-law are hereby imposed on those owners, occupants or tenants of the following:
 - a) a property or building that is connected to the Sewage Works, or
 - b) a property that is not connected to the Sewage Works, but has the facilities to produce Sewage and has frontage adjacent to any part of the Sewage Works.
19. For greater certainty:
 - a. In the Residential Area, in the event there are one or more Residential Units on the property or in the building, the Sewer Rate imposed shall be imposed for each Residential Unit;
 - b. The owner, occupant or tenant of the remainder of the property upon which a Greenhouse (or portion thereof) or Foreign Worker housing is located shall remain subject to the Sewage Rate applicable to that property.
20. The owners, occupants or tenants of property or that portion of a property as described in Schedule "D" are exempt from section 18 of this By-law.
21. The owners, occupants or tenants of properties described in Schedule "E" are exempt from section 18 of this By-law until such time as said property is connected to the Sewage Works.
22. Funds raised from Sewage Rates shall be allocated as follows:
 - a. 16.5% Capital Reserve
 - b. 83.5% Operation of Sewage System

General

23. In the event that a property does not appear to be, in whole or in part, within a Sewage Area as indicated in Schedule B, such property shall be deemed to be within the Sewage Area that is closest to said property.
24. If any court finds that any provision of this By-law is ultra vires or invalid, such provision shall be deemed to be severable and shall not invalidate any other provisions of this By-law which shall remain in full force and effect.
25. By-law 2-2014 and all amendments thereto, including By-law 11-2016 be and are hereby repealed.

26. This by-law, and all attached schedules shall come into effect, April 1, 2017.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 23rd day of January, 2017.

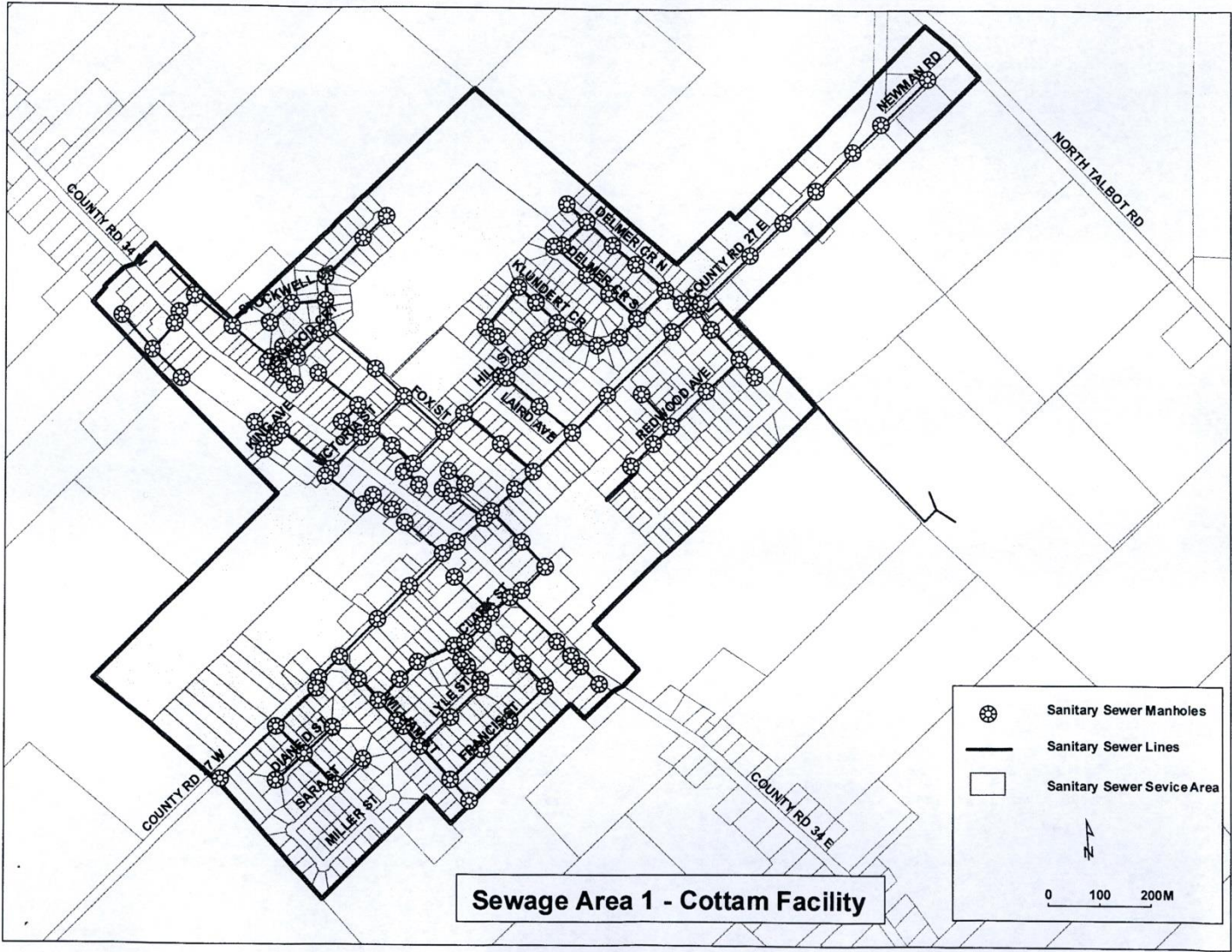
MAYOR, Nelson Santos

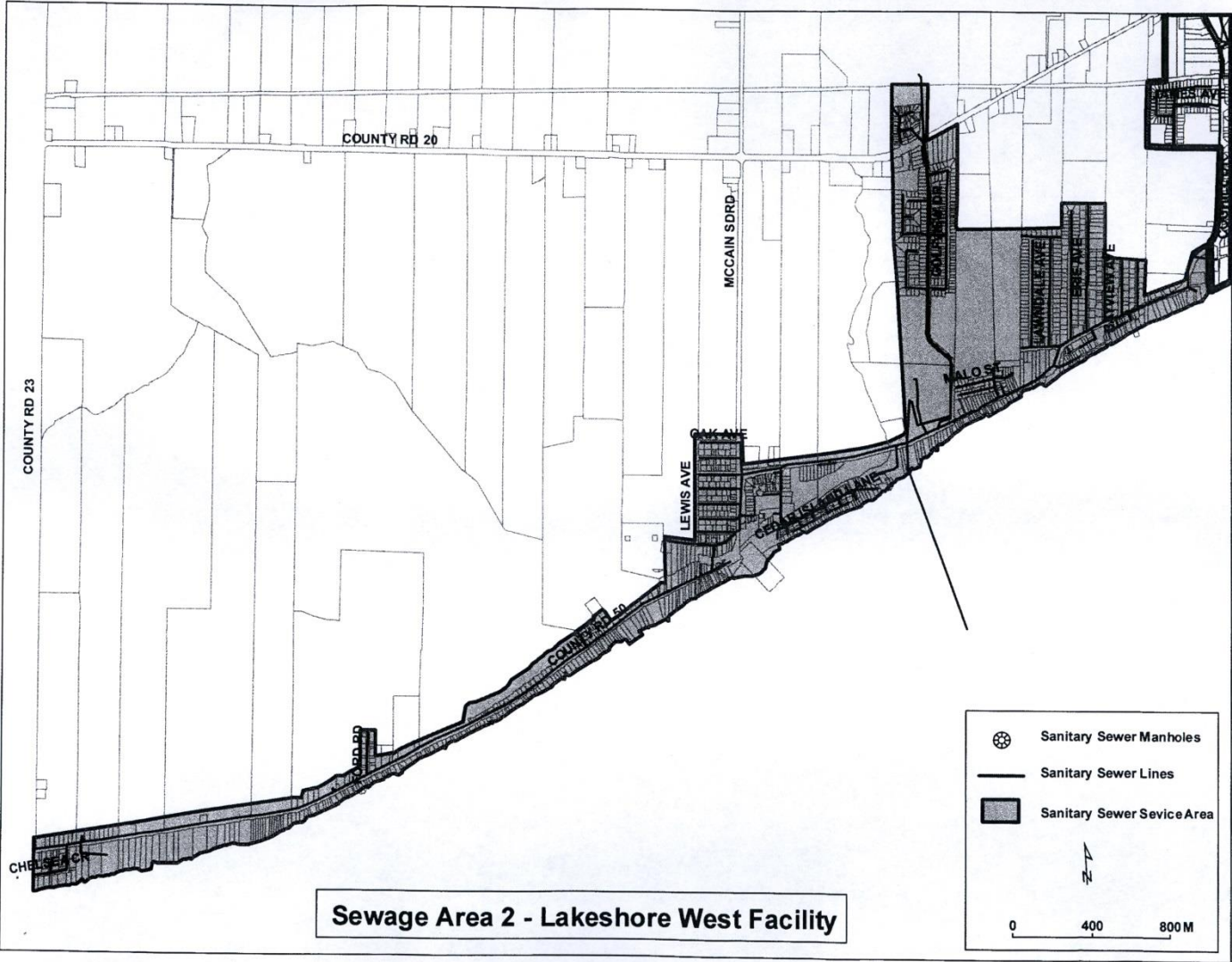
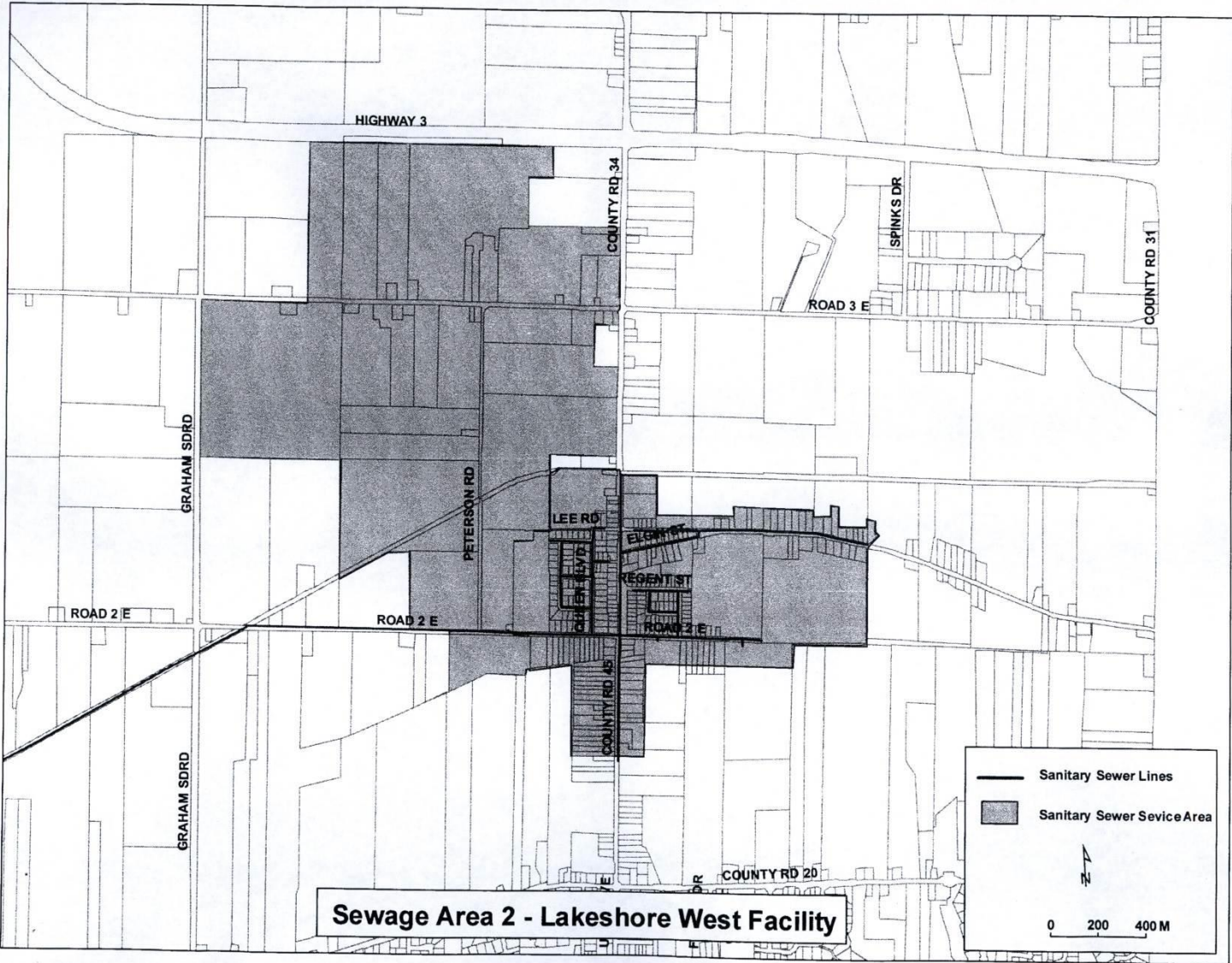
CLERK, Jennifer Astrologo

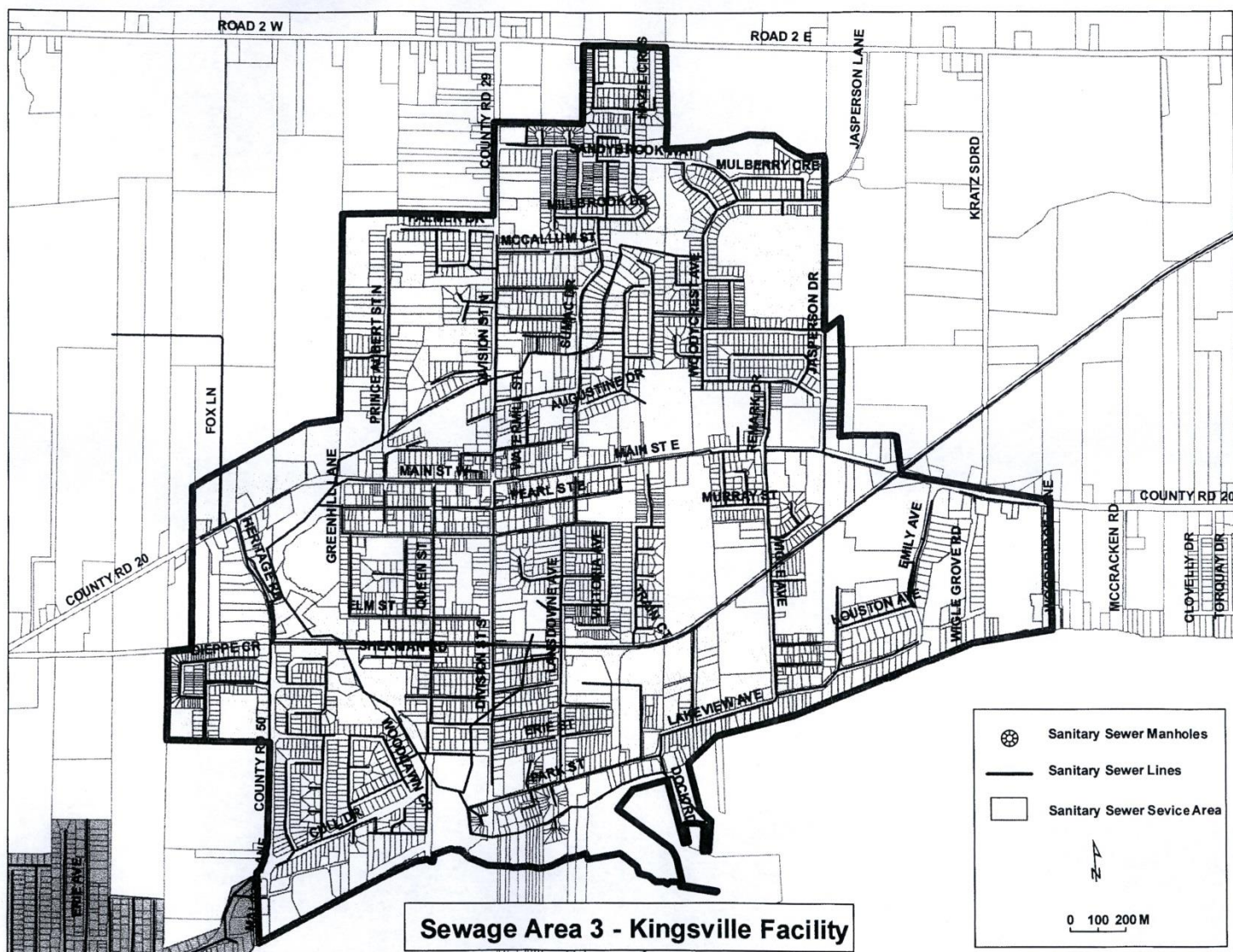
SCHEDULE “A”

Type of Rate	Rate per m ³	Capital Surcharge Rate per Quarter
Wholesale	\$0.60	N/A
Distribution	\$0.32	\$18.00
TOTAL	\$0.92	\$18.00

SCHEDULE "B"







SCHEDULE “C”

Property or Building	Sewage Area 1 Rate Cottam Facility	Sewage Area 2 Rate Lakeshore West Facility	Sewage Area 3 Rate Kingsville Facility	
Residential	\$82.00	\$80.00	\$80.00	per quarter per residential unit
Multi-Residential, Commercial, Industrial	130%	130%	130%	of total water charges
Greenhouse	\$1.20	\$1.20	\$1.20	per cubic meter of sewage discharge
Foreign Worker Housing	Occupant Load / 3.2 x \$82.00	Occupant Load / 3.2 x \$80.00	Occupant Load / 3.2 x \$80.00	per quarter

SCHEDULE “D”

Irrigation Systems located on a Commercial property if such system is independently metered

Ice Making Systems located on the property owned by the Town of Kingsville and the Kingsville Port Users Association and existing as of the date of the passing of this By-law (includes the former Kingsville Fisherman’s Co-Op Ice; 215 Industry Road, LaNassa Seafood Ice Water Meter and All Temp Foods Ltd. Ice Water Meter)

197 Pineway Park
137 County Road 34E
143 County Road 34E
1875 County Road 34 E

SCHEDULE “E”

203 County Road 34 W
198 County Road 27E
204 County Road 27E
46 County Road 27 W
48 County Road 27 W
50 County Road 27 W
54 County Road 27 W
56 County Road 27 W
58 County Road 27 W
60 County Road 27 W
62 County Road 27 W
68 County Road 27 W

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 11 - 2017

Being a By-law to Regulate Permits Issued Under the Building Code Act, Set Fees, and Establish a Code of Conduct for the Chief Building Official and Inspectors

WHEREAS section 7 of the *Building Code Act*, 1992, S.O. 1992, c. 23 (the “Act”) authorizes the Council of a municipality to pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of the Act.

AND WHEREAS the authorization set out in section 7 of the Act includes the power to require the payment of fees on applications for and on the issuance of permits, requiring the payment of fees for maintenance inspections, and to set the amounts of such fees, the total amount of which must not exceed the anticipated reasonable costs to administer and enforce the Act.

AND WHEREAS section 391 of the *Municipal Act*, 2001, S.O. c. 25 authorizes a municipality to pass by-laws imposing fees or charges on persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

and the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS subsection 398(2) of the *Municipal Act*, 2001, S.O. c. 25 provides that the treasurer of a municipality may add fees and charges imposed by the municipality, including such fees as authorized by the Act, to the tax roll for any property for which all of the owners are responsible for paying the fees and charges and collect them in the same manner as municipal taxes.

AND WHEREAS section 7.1(1) of the Act requires a municipality to establish and enforce a code of conduct for the Chief Building Official and inspectors appointed under the Act.

AND WHEREAS section 8 of the Act provides the authority to a Chief Building Official to revoke a permit in certain circumstances.

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE ENACTS AS FOLLOWS:

Definitions and Interpretation

1. In this By-law:
 - a) “applicant” means a person who applies for a permit and includes any person authorized by an owner to apply for a permit on the owner’s behalf;
 - b) “Code” means the regulations made under section 34 of the Act;

- c) “Chief Building Official” means the person appointed as such by Council of the Town for the purposes of enforcement of the Act;
 - d) “Council” means the Council of the Town;
 - e) “Inspector” means those persons appointed as such by Council of the Town for the purposes of enforcement of the Act;
 - f) “owner” means the registered owner of the property upon which the building is situate which is the subject of a permit or an application for a permit;
 - g) “permit” means a permit issued pursuant to the Act;
 - h) “person” means an individual, firm, corporation, association or partnership;
 - i) “permit holder” means the person to whom a permit has been issued; and
 - j) “Town” means The Corporation of the Town of Kingsville.
2. Any term not defined in this By-law shall have the same meaning ascribed to it in the Act or the Code.

Application for Permit

3. Every application for every permit shall:
- a) contain sufficient information to enable the Chief Building Official to determine whether or not the work will conform with the Act, the Code and any other applicable law;
 - b) include a statement that the application does not contravene any applicable law and include supporting document in connection with the same;
 - c) be appropriately signed by the applicant;
 - d) if the owner is not the applicant, include an authorization to the applicant, in the form approved by the Chief Building Official, appropriately signed by the owner;
 - e) be accompanied by the required fee as set out in Schedule A attached hereto and forming part of this By-law;
 - f) be submitted to the Chief Building Official.

Permits

4. The classes of permits and the additional information and documents required to be filed by the applicant and considered prior to the issuance of the corresponding permit shall be as follows:

CLASS OF PERMIT	INFORMATION AND DOCUMENTS REQUIRED
Construction	<ul style="list-style-type: none"> (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”; (b) plans and specifications in accordance with sections 5 to 10 inclusive;

	<ul style="list-style-type: none"> (c) a detailed description of the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made; (d) drawings and commitments as set out in Schedule C attached to and forming part of this By-law; and (e) Energy Efficiency Design Summary, as prescribed by the Code.
Demolition	<ul style="list-style-type: none"> (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”; (b) plans and specifications in accordance with sections 5 to 10 inclusive; (c) a detailed description of the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a permit is made and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition; (d) commitment to general review by engineer as required by the Code; (e) demolition control agreement, as required; (f) designated substance report and method of demolition report as required; and (g) confirmation that: <ul style="list-style-type: none"> (i) arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities; and (ii) that the owner and applicant will comply with the Town’s Property Standards By-law upon the completion of demolition.
Conditional	<ul style="list-style-type: none"> (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”; (b) plans and specifications in accordance with sections 5 to 10 inclusive; and (c) a written statement containing the following: <ul style="list-style-type: none"> (i) the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted; (ii) information regarding the necessary

	<p>approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and</p> <p>(iii) the time in which plans and specifications of the complete building will be filed with the Chief Building Official,</p> <p>all of which shall be incorporated into the agreement required pursuant to section 8(c) of the Act.</p>
Change of Use	<p>(a) the application in the form approved by the Chief Building Official from time to time;</p> <p>(b) plans and specifications in accordance with sections 5 to 10 inclusive, including floor plans, details of walls, ceilings and roof assemblies, identifying required fire resistance ratings and load bearing capacities, and details of the existing sewage system if any;</p> <p>(c) a description of the building in which the occupancy is to be changed, which description shall readily identify and locate the building;</p> <p>(d) a detailed description of the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made; and</p> <p>(e) drawings and commitments as set out in Schedule C.</p>
Sewage System	<p>(a) the prescribed application form entitled "Application for a Permit to Construct or Demolish";</p> <p>(b) plans and specifications in accordance with sections 5 to 10 inclusive;</p> <p>(c) commitment to general review by architect and engineer where sewage system exceeds 10,00l/d;</p> <p>(d) soils analysis;</p> <p>(e) site plan and cross section detail;</p> <p>(f) a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:</p> <p>(i) the date the evaluation was done;</p> <p>(ii) the name, address, telephone number and signature of the person who prepared the evaluation;</p>

	<p>(iii) a scaled map of the site including the following:</p> <ul style="list-style-type: none"> • the legal description • lot size • property dimensions • existing rights-of-way, easements or municipal/utility corridors • the location of items listed in column 1 of Tables 8.2.1.5.A., 8.2.1.5.B. and 8.2.1.5.C. of the Code • the location of the proposed sewage system • the location of any unsuitable, disturbed or compacted areas • proposed access routes for system maintenance • depth to bedrock • depth to zones of soil saturation • soil properties, including soil permeability; and soil conditions, including the potential for flooding <p>(iv) a report completed by a geo-technical engineer verifying condition of soil</p>
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<p>Transfer</p>	<p>(a) the application in the form approved by the Chief Building Official;</p> <p>(b) a written statement from the permit holder authorizing the transfer of the permit to the transferee;</p> <p>(c) proof of ownership of the property by the transferee;</p> <p>(d) confirmation that the work to be done and the existing and proposed use and occupancy of the building or part thereof, for which the application for the transfer of the permit is made, is the same as that identified in the application;</p> <p>(e) the name, address, telephone number and facsimile number of the proposed architect, professional engineer or other designer, and his/her/their respective qualifications, where they are different from those identified in the application;</p> <p>(f) written confirmation from the proposed architect, professional engineer or other designer that he/she/they have been retained to undertake general review of the construction or demolition where required under the Code; and</p> <p>(g) where the proposed transferee is a builder as defined in the <i>Ontario New Home Warranties Plan Act</i>, or any successor thereto, the</p>
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	proposed transferee's registration number.
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Plans and Specifications

5. Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two (2) complete sets of the plans and specifications submitted upon paper or other suitable and durable material or, if approved by the Chief Building Official, in electronic format, and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale.
6. Site plans shall be referenced to a current plan of survey and a copy of the survey shall accompany the site plan submission except where the Chief Building Official waives the requirement to do so.
7. On the completion of the foundation for a detached, semi-detached, triplex, fourplex or townhouse dwelling, but prior to a framing inspection, the Chief Building Official may require a survey prepared by an Ontario Land Surveyor to be submitted, which survey shall indicate the location and elevation of the top of the foundation wall.
8. Upon completion of the construction of a building, or part of a building, the Chief Building Official may require the submission of a set of plans of the building or part of a building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building along with finished grade elevations.
9. In the event of a material change to a plan or specification on the basis of which a permit has been issued, the applicant shall give notice in writing to the Chief Building Official together with the details of such change.
10. Plans and specifications provided in accordance with this By-law shall become the property of the Town and shall be retained by the Town in accordance with the relevant legislation and the Town's Records Retention By-law, as amended from time to time.

Alternative Solutions

11. Where an applicant proposes using an alternative solution, the applicant shall provide, in addition to the prescribed documentation, a description of the proposed location(s) where the alternative solution is proposed to be used.
12. The Chief Building Official may accept or reject any alternative solution and may impose conditions or limitation on its use.
13. Alternative solutions which are accepted by the Chief Building Official shall be applicable only to the location proposed by the applicant and are not transferable to any other location.

Revoking Permits

14. Prior to revoking a permit, the Chief Building Official shall give written notice of his or her intention to revoke the permit to the permit holder at the permit holder's address shown on the application or to such other address as the permit holder may provide to the Town for that purpose.
15. Notice under subsection 14 of this By-law shall be given either personally or by registered mail and where notice is by registered mail, it shall be deemed to have been given on the fifth day after the day of mailing.

16. A permit holder may request in writing that the Chief Building Official defer the revocation. Such request shall:
 - a) be received by the Chief Building Official within 30 days from the date of service of the notice given under subsection 14;
 - b) contain reasons why the permit should not be revoked; and
 - c) include the required fee as set out in Schedule A.
17. The Chief Building Official may, upon consideration of the request, defer the revocation of the permit and, in any event, shall provide notice in writing to the permit holder of his or her decision.
18. If no request for deferral is received by the Chief Building Official, the Chief Building Official may revoke the permit without further notice and dispose of all submitted plans, specifications, documents and other information which has been received in support of the application for a permit in accordance with the Records Retention By-law.

Fees

19. Fees shall be charged and paid as set out in Schedule A attached hereto and forming part of this By-law.
20. The calculation of fees shall be subject to the following:
 - a) building classifications and the square footage of buildings shall be determined by the Chief Building Official in accordance with the Code;
 - b) for a construction, demolition or conditional permit based on the value of the proposed work, the value of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services as determined by the Chief Building Official;
 - c) for a construction, demolition permit or conditional permit based on floor area, floor area shall mean the total floor space of all storeys above grade (or below grade for an underground home) measured as the horizontal area within the outside surface of the exterior walls of the building;
 - d) for a change of use permit based on a floor area, floor area shall mean the total floor space of all storeys subject to the change of use; and
 - e) for a conditional permit, fees shall be paid based on the complete project.

Refund of Fees

21. In the event that applicant disputes the value of the proposed work as determined by the Chief Building Official pursuant to subsection 20(b), the applicant shall:
 - a) pay the fee;
 - b) submit, together with the payment of the fee, a written notice of protest; and
 - c) within six (6) months of completion of the work, submit an audited statement of the actual costs of the work.

22. Where the actual costs of the work as indicated on the audited statement submitted pursuant to subsection 21(c) are less than the value of the proposed work as determined by the Chief Building Official, the Chief Building shall issue a refund for the difference between the fee paid and the fee calculated based upon the audited costs of the work.
23. Further, the Chief Building Official shall refund a fee paid in the following amounts and in the following circumstances:
 - a) ~~60% in the event the permit has been issued, but the application is withdrawn, in writing, prior to the commencement of any work; and~~
 - b) 80% in the event the application has been filed, but is withdrawn, in writing, prior to the permit being issued.

Additional Notice Requirements for Inspections

24. When determined necessary by the Chief Building Official, the permit holder shall provide notice to the Chief Building Official of the following stages of construction:
 - a) commencement of construction;
 - b) substantial completion of site grading;
 - c) the completion and availability of drawings of the building as constructed; and/or
 - d) completion of a building for which an occupancy permit is required under Article 1.3.3.4 of the Code.
25. For greater clarity, except as authorized by the Code, prior to the occupancy or use of a building or part of a building or prior to permitting the occupancy or use of a building or part of a building, notice of the date of completion of the building or part must be given to the Chief Building Official.

Code of Conduct

26. The Code of Conduct as set out in Schedule B attached hereto and forming part of this By-law is hereby established.
27. The Chief Building Official and Inspectors shall be governed by the Code of Conduct.

General

28. The requirements as set out in this By-law are in addition to the requirements of the Act and the Code.
29. Should any section, subsection, clause or provision of this By-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law.

30. By-law 36-2014 and all amendments thereto is hereby repealed.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 23rd day of January, 2017.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

SCHEDULE A

BUILDING SERVICES		
NOTE: Permits reviewed and/or issued and not paid for or picked up will be charged a fee of \$250.00 for residential/Part 9 properties and \$300.00 for commercial/Part 3 properties		
CONSTRUCTION PERMITS		
Residential		
- new construction	\$1.00	per square foot
- PLUS - if submitted under Residential - Fast Track Policy:		
- detached house	\$170.00	
- semi-detached house, 2 unit townhouse or row house	\$260.00	
- 3 unit townhouse or row house	\$340.00	
- 4 unit townhouse or row house	\$435.00	
- 5 unit townhouse or row house	\$500.00	
renovations	\$11.25	per \$1,000.00 of value of construction
- accessory buildings	\$0.35	per square foot
- finished basements	\$0.35	per square foot
- minimum fee	\$150.00	
Swimming pools		
- in ground and above ground	\$150.00	
Part 3 – Assembly / Residential / Commercial / Institutional & Industrial		
- value of construction up to \$1,000,000.00	\$11.25	per \$1,000.00 of value of construction
- PLUS - value of construction thereafter	\$1.25	per \$1,000.00 of value of construction
- minimum fee	\$150.00	
Greenhouse		
- first 10 acres	\$0.04	per square foot
- PLUS - additional acreage thereafter	\$0.01	per square foot
- minimum fee	\$500.00	
Other Farm Structures		
	\$0.20	per square foot
- minimum fee	\$150.00	
Temporary Structures		
	\$150.00	
Wind Turbine With an Output of 1.5 Megawatts or More	\$10,000.00	
Construction Commenced Prior to Permit Being Issued	Fee x 2	
Other Permits (not specifically listed)	\$11.25	per \$1,000.00 of value of construction
- minimum fee	\$150.00	
Moving	\$300.00	
Signs	\$200.00	

DEMOLITION PERMIT		
Demolition	\$0.15	per square foot
- minimum fee	\$150.00	
CONDITIONAL PERMITS		
Fees as per Construction Permits		
CHANGE OF USE PERMIT WHERE NO PROPOSED CONSTRUCTION		
Change of Use	\$150.00	
SEWAGE SYSTEM PERMIT		
On Site Sewage		
- systems	\$750.00	
- repair	\$300.00	
TRANSFER PERMIT		
Transfer	\$150.00	
OTHER SERVICES		
Inspection re: AGCO Liquor License Application	\$150.00	
Conditional Permit Agreement	\$250.00	
- registration of Agreement on title	cost	
Change of Use Field Review	\$150.00	
Defer/Revocation Letter	\$150.00	
Post Review Amendment	\$275.00	
Re-inspection (inspection booked, but work not ready or completed; or no one on site)	\$75.00	
Sewer/Water Connection (additional costs apply to complete service):		
-Residential	\$150.00	
Commercial/Industrial/Greenhouse	\$350.00	
Water Meter (5/8" x 3/4" residential meter and MXU radio)	\$335.00	

SCHEDULE B

CODE OF CONDUCT

PURPOSES

The following are the purposes of this Code of Conduct:

1. To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the *Building Code Act, 1992*, S.O. 1992, c. 23 (the “Act”) or the Building Code (the “Code”).
2. To prevent practices, which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Act or the Code.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Act or the Code by the Chief Building Official and Inspectors.

THE CODE

4. In exercising powers and performing duties under the Act, the Chief Building Official and Inspectors shall:
 - a) exercise powers in accordance with the provisions of the Act, the Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of the Chief Building Official and Inspectors;
 - b) act to identify and enforce compliance where significant contraventions of the Act or the Code are known to exist;
 - c) apply all relevant building bylaws, regulations, statutes and standards in a consistent and fair manner, independent of any influence by interested parties;
 - d) not accept any personal benefit, financial or otherwise which may create a conflict with their duties or perform duties where a personal interest may create a conflict;
 - e) obtain the counsel of persons with expertise where the Chief Building Official or Inspector does not possess sufficient knowledge to make an informed judgment; and
 - f) act honestly, reasonably and professionally in the discharge of their duties.

ENFORCEMENT

5. Compliance with this Code of Conduct shall constitute a condition of employment as a Chief Building Official or Inspector appointed under the Act. Any appointed Chief Building Official or Inspector who fails to act in accordance with the provisions of this Code of Conduct may be subject to disciplinary action appropriate to the seriousness of the breach.
6. All allegations concerning a breach of this Code of Conduct shall be made in writing. Any person who has reason to believe that this Code of Conduct has been breached may report the matter to the Chief Building Official. Where the allegation concerns the actions of the Chief Building Official, the matter may be reported to the Manager of Development Services (or designate) to whom the Chief Building Official reports.
7. The Chief Building Official or Manager of Development Services (or designate), as the case may be, upon receipt of an allegation concerning a breach of this

Code of Conduct shall investigate the matter, and, where appropriate, may commence disciplinary action.

8. Where there is any conflict between the provisions of this Code of Conduct and the any other Employee Code of Conduct in place from time to time, the higher standard shall apply.

I, _____ have read and understand the contents of this Code of Conduct and agree to be governed by its terms.

DATED this _____ day of _____, _____.

Signature

SCHEDULE C

CLASS OF PERMIT	DRAWINGS AND COMMITMENTS REQUIRED
Construction – Residential <ul style="list-style-type: none">• Part 9	a) Site Plan b) Grading Plan c) Architectural d) Structural e) Mechanical Ventilation Design Summary (if more than 4 bedrooms)
Construction – Residential <ul style="list-style-type: none">• Alterations• Additions• Accessory Building• Basement Renovations	a) Site Plan b) Architectural c) Structural
Construction - Other Residential <ul style="list-style-type: none">• New Buildings• Additions	a) Site Plan b) Grading Plan c) Architectural d) Structural e) HVAC f) Plumbing g) Fire Protection h) Electrical i) Commitment to general review by architect and engineer (Part 3 buildings) j) ASHRAE 90.1 or Model National Energy Code Compliance forms
Construction – Non-residential	a) Location Plan b) Architectural c) Structural d) HVAC e) Plumbing f) Fire Protection g) Electrical h) Commitment to general review by architect and engineer (Part 3 buildings)
Construction – Designated Structures under 2.21 of the Code	a) From rows above which are applicable to the scope of work proposed b) Commitment to general review by architect and engineer
Change of Use	a) Location Plan b) Architectural c) HVAC d) Plumbing e) Fire Protection f) Commitment to general review by architect and engineer (Part 3 buildings)

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 12 – 2017

***Being a by-law to designate a certain property,
including land and buildings,
known as The Cowan-Valentine House
(107 Elm St., Kingsville)
as being of cultural heritage value or interest
under the provisions of the
Ontario Heritage Act, R.S.O. 1990, c.O.18 as
amended***

WHEREAS Section 29 of the *Ontario Heritage Act* authorizes the council of a municipality to enact by-laws to designate real property, including all the buildings and structures located thereon, to be of cultural heritage value or interest;

AND WHEREAS the Council for The Corporation of the Town of Kingsville has consulted with the Kingsville Municipal Heritage Advisory Committee with respect to the designation of 107 Elm St. as being of cultural heritage value or interest;

AND WHEREAS authority was granted by Council to designate such property;

AND WHEREAS the Council for The Corporation of the Town of Kingsville has caused to be served upon the owner of the lands municipally known as 107 Elm St., Kingsville and upon the Ontario Heritage Trust, Notice of Intention to Designate the foregoing property and has caused the Notice of Intention to be published in a newspaper having general circulation in the municipality as required by the *Ontario Heritage Act*;

AND WHEREAS the statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property are set out in Schedule "A" to this By-law;

AND WHEREAS no notice of objection to the proposed designation of the foregoing property has been served on the Clerk for The Corporation of the Town of Kingsville.

NOW THEREFORE the Council for The Corporation of the Town of Kingsville enacts as follows:

1. That the property known as The Cowan-Valentine House and municipally known as 107 Elm St., including lands and buildings, more particularly described in Schedule "B" attached to this By-law, is hereby designated as being of cultural heritage value or interest under Part IV of the *Ontario Heritage Act*, R.S.O. 1990, c.O.18, as amended;
2. That the municipality's solicitor is hereby authorized to cause a copy of this By-law to be registered against the property described in Schedule "B" to this By-law in the proper Land Registry Office;
3. That the Clerk of The Corporation of the Town of Kingsville is hereby authorized to cause a copy of this By-law to be served upon the owners of the aforesaid property and upon the Ontario Heritage Trust, and to cause notice of this By-law to be published in a newspaper having general circulation in The Corporation of the Town of Kingsville as required by the *Ontario Heritage Act*;

4. That Schedules “A” and “B” form an integral part of this By-law.

READ a FIRST, SECOND and THIRD time and FINALLY PASSED this 23rd day of January, 2017

MAYOR Nelson Santos

CLERK Jennifer Astrologo

**The Corporation of the Town of Kingsville
By-law 12-2017**

Schedule “A”
107 Elm St., Kingsville, Ontario
The Cowan-Valentine House

Description of Property: The Cowan-Valentine House

Constructed in 1902, the Cowan-Valentine House is a 2 ½ storey brick house in the Queen Anne academic style located in the Town of Kingsville.

Statement of Cultural Heritage Value or Interest:

The cultural value of the house lies partly in its association with two prominent Kingsville citizens: Alexander Cowan and William Valentine.

Alexander Cowan (1853-1913) was born in Olinda, Ontario. Cowan served as clerk and purser on the steamer, ‘City of Dresden’ which began its regular route between Windsor, Amherstburg, and other lake shore ports on March 29, 1886. Cowan next became purser on the steamer ‘Lakeside’. By 1894 Cowan started a career in commerce as a general merchant. In the fall of 1901 Cowan proposed establishing a regular boat service to run between the mainland and Pelee Island. The steamer, ‘Greyhound’, built in 1888 was also known as ‘Lincoln’ and ‘Premier’. Due to Cowan’s efforts it provided a ferry service operating between the Lake Erie Canadian mainland north shore and Pelee Island for the season of 1903. In 1904 ‘Lincoln’ provided a longer service operating from Windsor to Pelee Island and Sandusky, Ohio. Alexander Cowan died on April 11, 1913 at the home of his brother-in-law, Mr. E. R. Scratch.

William Valentine (1868-1961) was born in Pickering, Ontario but lived most of his life in Kingsville. He was the bookkeeper for the Ontario Gas Company. He also served as secretary of the Hodge Tobacco Company Ltd. for 27 years and was a member of St. George’s Lodge A.F. & A.M. No. 41. William Valentine died suddenly at his Elm Street residence on July 16, 1961.

The cultural heritage value of the Cowan-Valentine House also lies in it being a particularly fine example of the Queen Anne Academic style of private dwelling Kingsville, Ontario. The 2 ½ storey brick house has a gable/hip roof, eaves in the gables, spindle work, flat arches, smooth faced sills, open round tower, Doric columns, decorative capitals on the columns and a two-storey partial porch with a peaked roof. The house is constructed of red brick from the local Jack Miner brickyard. The foundation is cut fieldstone. There is a stepping stone near the curb; this is a block of stone placed near the edge of the street usually in line with the front doorway of a home to help passengers as they climbed in and out of carriages.

Description of Heritage Attributes:

Key attributes that embody the heritage value of the Cowan-Valentine house include several examples of fine and/or unique craftsmanship. The main entryway/foyer includes the original wooden staircase made of ash. An area of wall and sloped ceiling constructed with ash in a parallel board pattern contribute to the refinement of the entry. Nine inch ash baseboard surrounds the living room walls. There is an arched stained glass window on the wall leading up the stairs and 2 rectangular stained glass transom windows in the living room.

The property includes 5 old growth giant native trees: a tulip tree, a red oak tree and 3 white oak trees. The most impressive one is the Tulip tree (*Liriodendron tulipifera* L.). Considered one of Canada’s most distinctive trees, it is also one of the largest hardwood trees. The red oak (*Quercus rubra* L.) specimen tree is located near the garage. The 3 white oak (*Quercus alba* L.) trees are near the back of the property.

The Corporation of the Town of Kingsville
By-law 12-2017

SCHEDULE “B”

Description:

LT 37-38, 48-49 PL 227 GOSFIELD; KINGSVILLE

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 15 - 2017

***Being a By-law to confirm the proceedings of the
Council of The Corporation of the Town of Kingsville at its
January 23, 2017 Regular Meeting***

WHEREAS sections 8 and 9 of the *Municipal Act, 2011* S.O. 2001 c. 25, as amended, (the "Act") provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising the authority conferred upon a municipality to govern its affairs as it considers appropriate.

AND WHEREAS section 5(3) of the Act provides that such power shall be exercised by by-law, unless the municipality is specifically authorized to do so otherwise.

AND WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the Town of Kingsville (the "Town") be confirmed and adopted by by-law.

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

1. The actions of the Council at its January 23, 2017 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 23rd day of January, 2017.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo