



**REGULAR MEETING OF COUNCIL
REVISED AGENDA**

Monday, March 27, 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. AMENDMENTS TO THE AGENDA

F. STAFF REPORTS

1. **SPA/15/16 – 2524634 ONTARIO LTD. 86 Wigle Ave CON 1 Lot 2 Pt 7** 1
12R25287 RP342 Part of Block A Roll No. 3711 210 000 00105

K. Brcic, Town Planner

Recommended Action

It is recommended that Council approve the proposed site plan, subject to the conditions outlined in the site plan agreement, for a 633.60 sq. m (6,820.01 sq. ft.) carwash and automotive lube shop and authorize the Mayor and Clerk to sign the site plan agreement and register said agreement on title.

2. **Contract #MS17-101-01: Rural Roads Program** 12

K. Girard, Municipal Services Manager

Recommended Action

That Council authorizes the award of the 2017 Rural Roads Program

contract to Jeff Shepley Excavating Ltd. in the amount of \$734,352.44.

3. **Strategic Plan – Final** 14
P. Van Mierlo-West, C.A.O.
Recommended Action
The Council approved the attached Strategic Plan.
 4. **Civic Mobile Tool** 59
P. Van Mierlo-West, C.A.O.
Recommended Action
That Council approved the attached agreement and that the Town of Kingsville enter into an agreement with Inspire Hub for the supply of an app.
 5. **Human Resource Manager – Job Description Update** 66
P. Van Mierlo-West, C.A.O.
Recommended Action
That the revised job description is approved and that the advertisement for this position begins immediately.
- G. BUSINESS/CORRESPONDENCE-ACTION REQUIRED**
1. **The Jack Miner Migratory Bird Foundation--Correspondence from M. Baruth, Executive Director, dated March 9, 2017 requesting that Council consider creating two proclamations** 74
Recommended Action
Council create a proclamation, in the form provided, declaring that April 10, 2017 be "Jack Miner Day" in the Town of Kingsville;
and
Council create a proclamation, in the form provided, declaring that the week of April 10, 2017 be "National Wildlife Week" in the Town of Kingsville
- H. MINUTES OF THE PREVIOUS MEETINGS**
1. **Regular Meeting of Council - March 13, 2017** 78
Recommended Action
Council adopt Regular Meeting of Council Minutes dated March 13, 2017.
- I. MINUTES OF COMMITTEES AND RECOMMENDATIONS**
1. **Kingsville Municipal Heritage Advisory Committee--February 8, 2017** 91

Recommended Action

Council receive Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated, February 8, 2017.

2. **Court of Revision-February 27, 2017** 95

Recommended Action

Council receive Court of Revision Minutes dated, February 27, 2017.

J. BUSINESS CORRESPONDENCE - INFORMATIONAL 98

1. **Town of Tecumseh-Correspondence to Minister of Health and Long-Term Care, dated March 6, 2017 RE: Marijuana controls under Bill 178** 100
2. **Kingsville Historical Park Inc.-Correspondence from K. Gunning, Secretary/Treasurer sent on behalf of all the volunteers of the Kingsville Historical Park Museum, dated March 17, 2017** 102
3. **Northeastern Manitoulin & The Islands-Correspondence to Premier Wynne RE: First Nation Hydro delivery charges, dated March 17, 2017** 103
4. **Municipality of Middlesex Centre--Correspondence RE: Support for policy to install AEDs in all Schools, dated March 15, 2017** 104
5. **Town of Ingersoll--Correspondence RE: Support for policy for AEDs in all schools, dated March 20, 2017** 106
6. **Township of East Zorra-Tavistock--Correspondence supporting policy to install AEDs in all schools, dated March 20, 2017** 108

Recommended Action

Council receive information items 1-6.

- *7 **Leamington and Area Family Health Team-Correspondence dated March 17, 2017** 110

K. NOTICES OF MOTION

1. **Councillor L. Patterson may move, or cause to have moved, that Administration provide a report setting out the rights of medical marijuana growers and the rights of the neighbouring property owners.**

L. UNFINISHED BUSINESS, ANNOUNCEMENT, AND UPDATES

M. BYLAWS

1. **By-law 2-2017** 112

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 (full document available for review at Dept. of Corporate Services)

To be read a third and final time.

2. By-law 37-2017

116

Being a by-law authorizing the entering into of Amendment No. 1 to a Grant Funding Agreement under the 2013-14 Source Protection Municipal Implementation Fund (SPMIF_1516_004) with Her Majesty the Queen in Right of Ontario, as represented by the Minister of the Environment and Climate Change for the Province of Ontario

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

N. CLOSED SESSION

Pursuant to section 239(2) of the *Municipal Act, 2001*, Council of The Corporation of the Town of Kingsville will enter into Closed Session to address the following matters:

1. **Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees being Report of J. Astrologo, Director of Corporate Services RE: Integrity Commissioner**
2. **Section 239(2)(d) labour relations or employee negotiations, being Report RE: Non-Union Salary Wage Report**
3. **Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, being Report RE: Director of Municipal Services Position**
4. **Section 239(2)(b) personal personal matters about an identifiable individual, including municipal or local board employees, being Report RE: Terms of 360 assessment for CAO**

O. REPORT OUT OF CLOSED SESSION

P. CONFIRMATORY BY-LAW

1. By-law 38-2017

126

Being a By-law to confirm the proceedings of The Corporation of the Town of Kingsville at its March 27, 2017 Regular Meeting of Council

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

Q. ADJOURNMENT

Date: March 9, 2017

To: Mayor and Council

Author: Kristina Brcic, Town Planner

RE: SPA/15/16 – 2524634 ONTARIO LTD.
86 Wigle Ave
CON 1 Lot 2 Pt 7 12R25287
RP342 Part of Block A
Roll No. 3711 210 000 00105

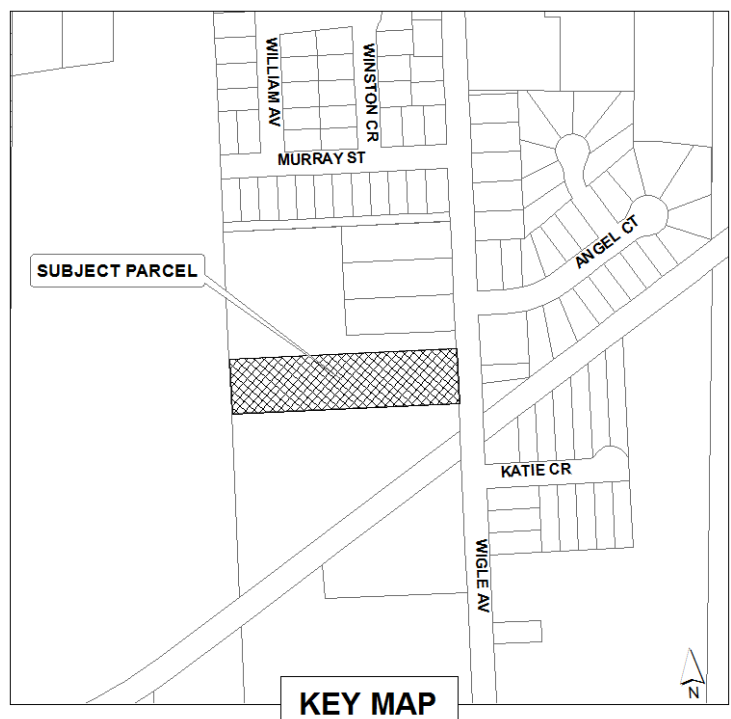
Report No.: PDS-2017-009

AIM

To provide the Mayor and Council with information regarding the proposed site plan approval and associated site plan agreement on lands known as 86 Wigle Avenue, in the Town of Kingsville (see Appendix A).

BACKGROUND

The subject land is a 0.87 ha (2.15 ac.) vacant parcel. The applicant is proposing to construct a 634 sq. m (6,820 sq. ft.) building which would house a combined carwash and automotive lube shop. The applicant also owns the abutting land to the south (106 Wigle Ave) and has been granted provisional approval through Consent Application (B/24/16) for a permanent shared access easement over 106 Wigle, for the subject property. The applicant is proposing that this shared access will be utilized as an entrance only for the subject property, and that the proposed access on the northern part of the subject parcel will serve as an exit only onto Wigle Avenue (as shown on attached Site Plan drawings Appendix B).



KEY MAP

DISCUSSION

1.0 Provincial Policy Statement

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

2.0 Official Plan

The Official Plan for the Town of Kingsville designates the subject property 'Industrial'.

In Section 1.5.7 Forecasted Industrial Demand, the Plan, "encourages additional industrial development particularly [...] automotive related industries".

The proposed development is consistent with Section 3.3 Industrial of the Plan and therefore conforms to the Official Plan.

3.0 Comprehensive Zoning By-law – Town of Kingsville

The subject property is zoned 'Light Industrial Zone 1 (M1)'.

The M1 Zone permits the applicants proposed use of the building as a carwash and automotive lube shop. The existing uses of the surrounding lands are primarily industrial with residential across Wigle Avenue and Agricultural abutting the rear of the property.

Site Details

Property Area:	0.87 ha. (2.15 ac.)
Frontage:	45.72 m (150 ft.)
Existing Buildings:	None
Proposed Building(s):	633.60 sq. m (6,820.01 ft ²)
Total Coverage:	7.3%

The attached plan has been reviewed and the proposed development is in full compliance with the provisions of the Town of Kingsville Zoning By-law 1-2014.

4.0 Site Plan

The applicant is proposing to construct a 634 sq. m (6,820 sq. ft.) building which will contain 2 automatic car wash bays, 4 coin-operated car wash bays, a lift bay and 2 lube bays, along with office space and facilities. The owners have received conditional approval (B/24/16) of a shared access easement over 106 Wigle, which will be utilized as an entrance only into the property. The site plan drawing shows an access to the north of the property, which will be utilized as an exit only and will contain signage and pavement markings to depict this, (see Appendix B). The property will be landscaped in compliance with the site landscape plan and maintained in accordance with the site plan agreement provisions. Due to the proximity of the proposed development to a residential area it was determined that a noise standard in addition to the existing Kingsville Noise By-law should be incorporated into the site plan agreement. Both the dryers and any vacuums located on the site will be required to maintain a noise level not exceeding 60 decibels (level of standard conversation) at the property line of the nearest residential lot, which is

approximately 60 m (200 ft.) from the closest wash bay. This should not present any difficulty based on the orientation of the bays and available dryer technology.

Standard site plan provisions will be applied in the site plan agreement. In addition, special provisions, conditions or modification will include:

- i) that the owner install and maintain all carwash bay dryers and vacuuming systems at a noise level not exceeding 60 decibels at the property line of the nearest residential property.

LINK TO STRATEGIC PLAN

The Strategic Plan specifies under Objective, Priorities and Projects, Subsection III:

“To Develop an economic vision based on our strengths and opportunities that will retain existing and attract new businesses.”

The requested site plan amendment will achieve this Objective of the Strategic Plan by allowing a new business in Town.

FINANCIAL CONSIDERATIONS

Building permit fees will be acquired at the time of the building permit issuance. This will also create additional tax revenue for the Town.

CONSULTATIONS

Agency or Administrator	Comment
Essex Region Conservation Authority Watershed Planner	<ul style="list-style-type: none">• No objection.• See comments in Appendix C.
Town of Kingsville Management Team	<ul style="list-style-type: none">• No concerns with the requested site plan.• The proposed building needs to comply with the requirements of the OBC.• Municipal Services has reviewed the storm water management plan and has no objection to the proposed development moving forward subject to conditions outlined in the agreement.

RECOMMENDATION

It is recommended that Council approve the proposed site plan, subject to the conditions outlined in the site plan agreement, for a 633.60 sq. m (6,820.01 sq. ft.) carwash and automotive lube shop and authorize the Mayor and Clerk to sign the site plan agreement and register said agreement on title.

Kristina Brcic

Kristina Brcic, MSc, BURPI
Town Planner

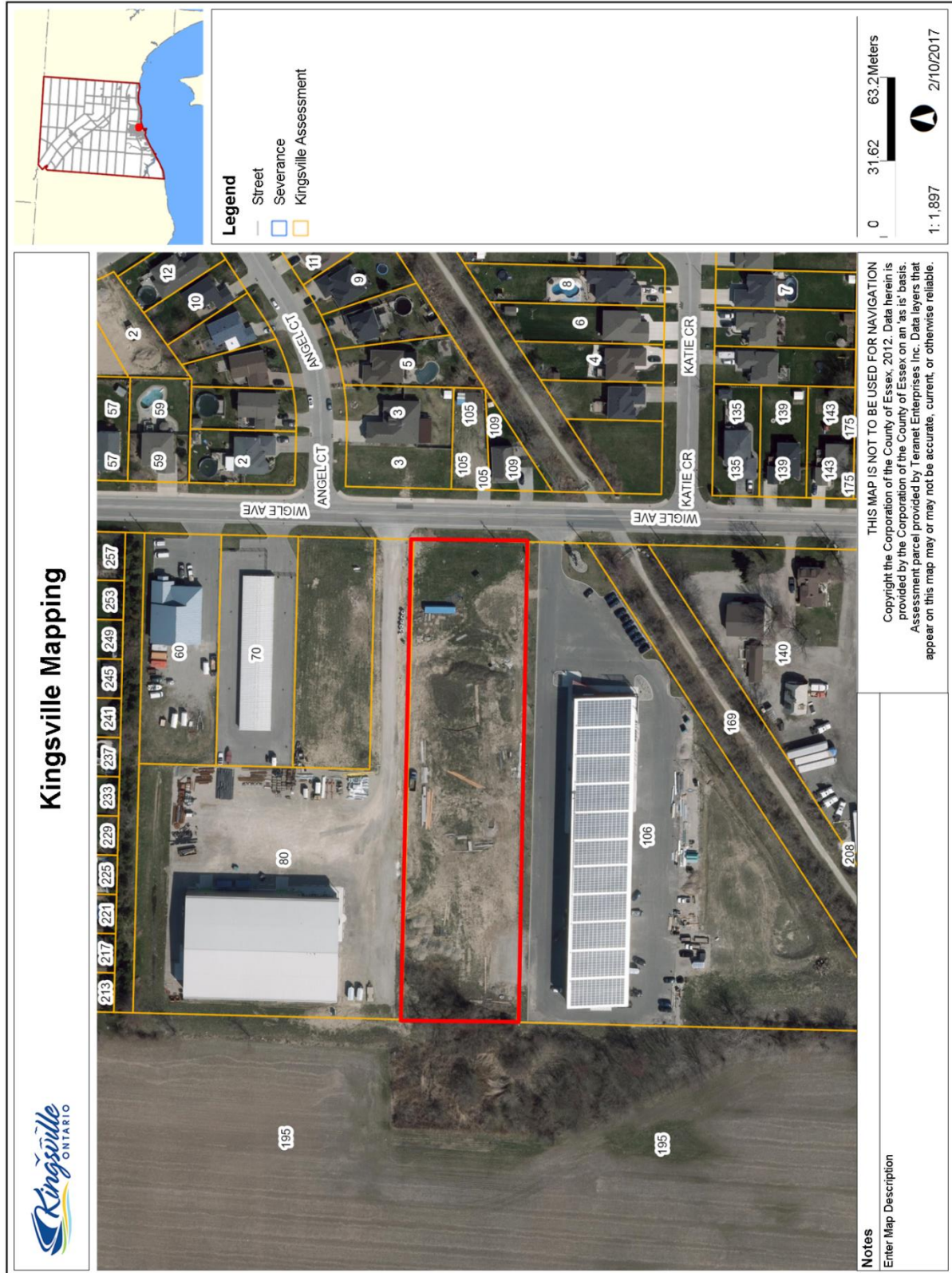
Robert Brown

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

Peggy Van Mierlo-West

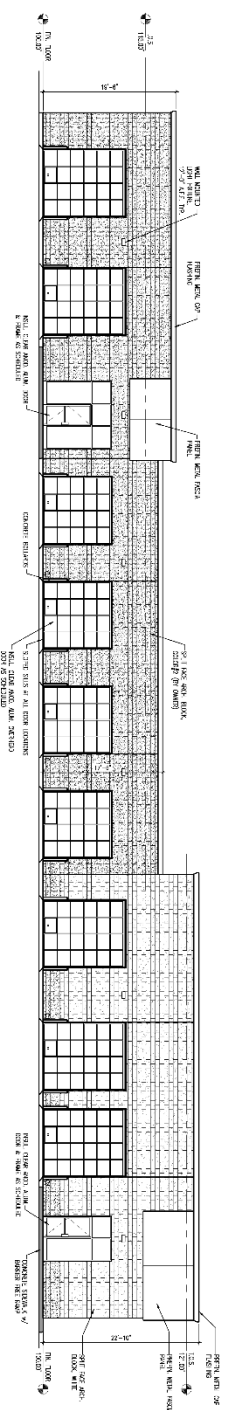
Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer

APPENDIX A – LOCATION MAP

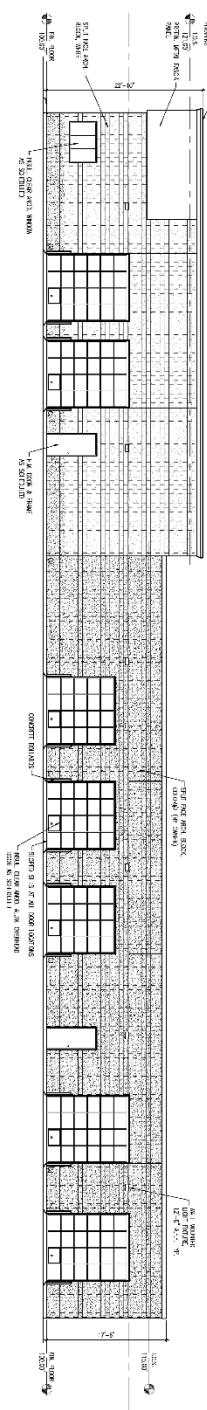


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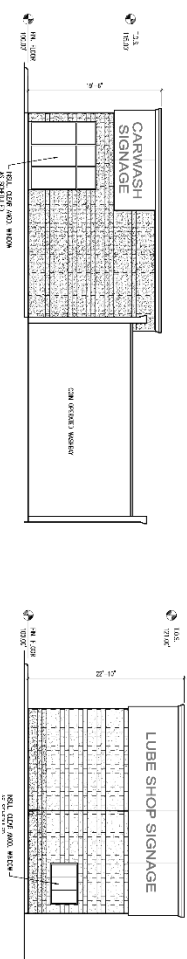




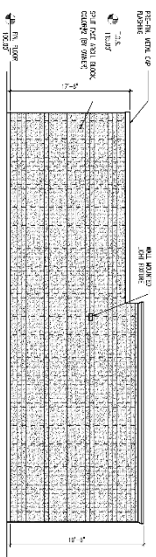
SOUTH ELEVATION



NORTH ELEVATION



EAST ELEVATION (CARWASH)

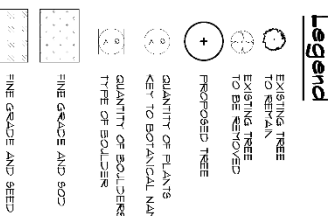
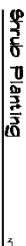
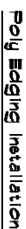
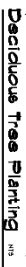
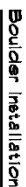


WEST ELEVATION

 <p>D.C. Macdonald Engineering Ltd. 20759 104th Ave NW, Edmonton, AB T6E 6B9 Tel: 780-443-9787 Fax: 780-443-9788 Email: info@dcme.ca</p>				<p>PROJECT</p> <p>PROJECTED CARWASH AND LUBE BAY</p>		<p>DRAWN BY: A.D.</p> <p>CHECKED BY: R.H.</p> <p>DATE: JAN 2017</p> <p>PROJECT FILE NO: M-17-114</p>		<p>DRAWING NO.</p> <p>A3.1</p>	
<p>DATE: 01/23/17</p> <p>BY: D.C. Macdonald</p>		<p>DATE: 01/23/17</p> <p>BY: D.C. Macdonald</p>		<p>DATE: 01/23/17</p> <p>BY: D.C. Macdonald</p>		<p>DATE: 01/23/17</p> <p>BY: D.C. Macdonald</p>		<p>DATE: 01/23/17</p> <p>BY: D.C. Macdonald</p>	
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8

APPENDIX C – ERCA COMMENTS

Essex Region Conservation

the place for life



regs@erca.org

P.519.776.5209

F.519.776.8688

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

February 27, 2017

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

Dear Ms. Brcic:

RE: Application for Site Plan Control SPA-15-16 86 WIGLE AVE
ARN 371121000000105; PIN: 751780510
Applicant: Truax Land & Bldg Corp

The following is provided for your information and consideration as a result of our review of Application for Site Plan Control SPA-15-16. The applicant is proposing to construct a car wash and lube shop building. This site will have a shared access with the lands directly south identified as 106 Wigle Ave.

NATURAL HAZARD POLICIES OF THE PPS, 2014

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

WATER RESOURCES MANAGEMENT

We recommend that the municipality ensure that the release rate for this development is controlled to the capacity available in the existing storm sewers/drains. In addition, that stormwater quality and stormwater quantity are addressed up to and including the 1:100 year storm event and be in accordance with the guidance provided by the Stormwater Management Planning and Guidance Manual, prepared by the Ministry of the Environment (MOE, March 2003) and any other Municipal requirements (e.g., Development Standards Manual).

We further recommend that the stormwater management analysis be completed to the satisfaction of the Municipality. We do not require further consultation on this file with respect to stormwater management.

Ms. Brcic
February 27, 2017

NATURAL HERITAGE POLICIES OF THE PPS 2014

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

FINAL RECOMMENDATION

We have no objections to this Site Plan Control Application.

If you should have any questions or require any additional information, please do not hesitate to contact the ERCA Watershed Planner, Michael Nelson by phone at (519) 776-5209 ext. 347 or by e-mail at mnelson@erca.org.

Thank you.

Sincerely,



Michael Nelson, Watershed Planner
/cor



APPENDIX D – SITE PICTURES



Looking west across the subject lands.



Looking north down Wigle Ave from the shared access at 106 Wigle Ave, at the front of the subject lands and onto the residential properties across the road.



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

Date: March 17, 2017
To: Mayor and Council
Author: Kevin Girard, P.Eng
RE: Contract #MS17-101-01: Rural Roads Program
Report No.: MS 2017-11

AIM

This report is presented to obtain Council's authorization to award the contract for the 2017 Rural Roads Program.

BACKGROUND

As part of the approved 2017 Capital Budget schedule, Municipal Services outlined the following roads as requiring rehabilitation:

1. Road 6E from County Road 31 to Graham Side Road.
2. Road 10E from County Road 31 to County Road 27.
3. Road 11E from County Road 31 to County Road 27.

DISCUSSION

The Municipal Services Department prepared a tender document, as per the Town's procurement policy, for the 2017 Rural Roads Program. The program consists of two types of rehabilitations.

The first method of rehabilitation under this contract will be the localized surface treatment of hazard areas. This will consist of the repairs throughout the segment of road where Municipal Services has inspected and defined areas that pose a safety hazard to the public. The lengths of road outlined under this repair method are Road 11E from County Road 31 to Graham Side Road and Road 10E from Graham Side Road to County Road 27.

The second method of rehabilitation under this contract is the reconstruction of the hard surface layers. This will consist of the pulverizing of the existing hard surface, the

placement of granular 'A' aggregate to correct cross fall and increase the road base, and the placement of surface treatment (Tar and Chip). The lengths of road outlined under this repair method are Road 11E from Graham Side Road to County Road 27, Road 10E from County Road 31 to Graham Side Road, and Road 6E from County Road 31 to Graham Side Road.

LINK TO STRATEGIC PLAN

Provide safe, adequate and affordable municipal services and infrastructure.

FINANCIAL CONSIDERATIONS

The tendering process yielded the following results for the 2017 Rural Roads contract:

- | | |
|---------------------------------|--------------|
| 1. Jeff Shepley Excavating Ltd. | \$734,352.44 |
| 2. MSO Construction Ltd. | \$805,023.34 |

It should be noted that although the low bidder is \$14,352.44 over budget, the contract was written in such a way that it can be modified to reduce costs to remain within budget. In addition, Municipal Services drafted the rural roads contract with a \$60,000 contingency included in these bids.

CONSULTATIONS

Municipal Services

RECOMMENDATION

That Council authorizes the award of the 2017 Rural Roads Program contract to Jeff Shepley Excavating Ltd. in the amount of \$734,352.44.

Respectfully submitted,

Kevin J. Girard

Kevin J. Girard, P.Eng
Manager of Municipal Services

G.A. Plancke

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

Peggy Van Mierlo-West

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



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
(519) 733-2305
www.kingsville.ca
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Date: March 21, 2017
To: Mayor and Council
Author: Peggy Van Mierlo-West, CAO
RE: Strategic Plan – Final
Report No.: CAO 2017- 004

AIM

To provide Council with the Town of Kingsville Strategic Plan for approval.

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 began to take precedent such as:

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

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.

Six open house sessions, Council/Staff workshops and an online survey were completed. A further two meetings were requested from Council after the January 23rd presentation. These additional meetings were to compare the 2011 Strategic plan to the one currently proposed.

The attached Draft Strategic plan is a culmination of these workshops and public input sessions, also attached the report which compared the 2011 Strategic Plan and the proposed. 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.

LINK TO STRATEGIC PLAN

To update the Strategic Plan

FINANCIAL CONSIDERATIONS

Plans will be incorporated within the corresponding budgets when required on an annual basis.

CONSULTATIONS

Senior Management
Council
OMAFRA

RECOMMENDATION

The Council approved the attached Strategic Plan.

Peggy Van Mierlo-West

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



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Date: February 1, 2017
To: Mayor and Council
Author: Peggy Van Mierlo-West, CAO
RE: Strategic Plan - Overview.docx
Report No.: CAO-2017-005

AIM

To provide Council a comparison regarding the current and proposed changes to 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.

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;

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. It should be noted that Council also completed a pre-strategic plan survey to assist staff in direction of the plan.

At the January 19th, 2017 Council meeting, the following motion was approved;

78-2017

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Sandy McIntyre

That the Draft Strategic Plan approval be deferred pending the scheduling of a further Council / Staff Strategic Plan Workshop.

The concern for Council was to ensure that the proposed Strategic Plan did not move away from the intent of the current strategic plan.

Prior to discussing the comparison between the two plans it is important to understand the difference between an "operational plan" and a "strategic plan". The strategic plan is about setting a direction for the town, devising goals and objectives and identifying a range of strategies to pursue so that the town might achieve its goals. The strategic plan is a general guide for the management of the town according to the priorities and goals of residents and Council. The strategic plan DOES NOT stipulate the day-to-day or annual tasks and activities involved in running the corporation.

On the other hand the Operational Plan DOES present highly detailed information specifically to direct people to perform the day-to-day tasks required in the running the Town.

The difference between and operational and strategic plans

Strategic Plan	Operational Plan
A general guide for the management	A specific plan for the use of the organisation's resources in pursuit of the strategic plan.
Suggests strategies to be employed in pursuit of the organisation's goals	Details specific activities and events to be undertaken to implement strategies
Is a plan for the pursuit of the <u>organisation's mission</u> in the longer term (3 - 5 years)	Is a plan for the day-to-day management of the organisation (one year time frame)
A strategic plan enables management to formulate an operational plan.	An operational plan should not be formulated without reference to a strategic

	plan
The strategic plan, once formulated, tends not to be significantly changed every year	Operational plans may differ from year to year significantly

These operational plans are developed after the strategic plan to assist in implementation of the strategic plan. These studies include: road needs studies, asset management studies, masterplans and finance review. The current strategic plan relied heavily on reviewing these reports whereas the proposed plan has relied on the public input to direct the future of the Town.

DISCUSSION

As demonstrated within the attached two documents there are some differences within each document however both documents do contain similarities regarding context and overall theme and direction for the Town. The following is a dissection and comparison of both plans. They have been divided into 5 areas of discussion; Process, SCOT Analysis, Vision, Mission, Objectives.

Process

When strategic planning began the main concern that was brought forth from Council and Administration was the lack of public input with the current plan. The current plan recommended Community input sessions however these were not followed through. The proposed plan does contain 6 public open houses, two online surveys and 5 Council/Staff public workshops. All were well attended and all input was greatly appreciated. It should be noted that the one item within the community input plan was the involvement of the County Library for assistance. However due to the strike this was beyond our control.

The input sessions for both plans were similar in that each included a SWOT Analysis, Vision and Mission statement, development of goals and action plans.

SCOT Analysis

The previous SCOT Analysis was reviewed by the Management Team for common themes. These were then developed into questions within the online and open house surveys. These themes remained the same.

Within the current plan there were 40 strengths, 37 weaknesses, 14 Opportunities and 14 threats. Many of these SCOT items could be reduced into similar themes such as;

Strengths:

- Geographic location
- Diversified Economic Landscape
- Community

- Parks and Natural Areas
- Waterfront
- Tourism
- Growth

Challenges

- Economic Development
- Greenhouse Industry
- Location
- Support in groups

Opportunities

- Location
- Economy
- Natural Environment
- Growth

Threats

(Could not find a theme as they were corporate centric and would not fit within a Municipal Strategic Plan)

Proposed Plan

As stated earlier, the SWOT Analysis was developed through Council pre-survey, workshops with OMAFRA, current strategic plan and community input results.



Vision

During the development of the proposed Vision statement, the facilitator asked the group to respond to this question;

“It is Canada Day 2036, you are enjoying an event at the Mettawas Park. What are people saying about Kingsville?”

The vision communicates what the Town believes are the ideal conditions for the community – how things would look if the issue important to you were perfectly addressed. This utopian dream is generally described by one or more phrases or vision statements, which are brief proclamations that convey the community's dreams for the future. By developing a vision statement, the Town makes the beliefs and governing principles of the organization clear to the greater community

There are certain characteristics that most vision statements have in common. In general, vision statement should be able to pass the following litmus test:

- Understood and shared by members of the community
- Broad enough to encompass a variety of local perspectives
- Inspiring and uplifting to everyone involved in your effort
- Easy to communicate - for example, they should be short enough to fit on a T-shirt

Current Vision Statement

“On the beautiful shores of Lake Erie, advantageously situated close to the international border and major urban centre's, Kingsville, one of Canada's southernmost town's enjoys an ideal growing climate and benefits from a diverse technology-based agricultural economy, natural eco-tourism and opportunities for all ages.

To make Kingsville a desirable place to live, prosper and visit we invest to improve the quality of life and value our heritage in a way which will ensure our small-town, friendly atmosphere while being committed to growth, renewal and enhancing our environmental sustainability.”

Proposed Vision Statement

Kingsville will be a friendly and safe community: Proud of our past, excited about our future.

The proposed Statement was vetted through two workshops and does agree to the litmus test of what is a vision statement. It has been reviewed by the public, it encompasses the public's perspective, it is inspiring and is easy to communicate.

Mission

Developing a mission statement was the next step in the strategic planning process. The mission statement describes what the Town is going to do, and why it's going to do that. Mission statements are similar to vision statements, but they're more concrete, and they

are definitely more "action-oriented" than vision statements. Some general guiding principles about mission statements are that they are:

- **Concise.** Although not as short a phrase as a vision statement, a mission statement should still get its point across in one sentence.
- **Outcome-oriented.** Mission statements explain the overarching outcomes your organization is working to achieve.
- **Inclusive.** While mission statements do make statements about the overarching goals, it's very important that they do so very broadly. Good mission statements are not limiting in the strategies or sectors of the community that may become involved.

Current Mission Statement

- *Promote the betterment, self-image and attitude of the community using our identified strengths*
- *Develop an economy based on our strengths and opportunities that will retain existing and attract new businesses*
- *Maintain and improve health, safety and well-being of our residents*
- *Become a proactive progressive environmental leader who promotes environmentally friendly practices and healthy natural lifestyles*
- *Encourage leadership and management that will provide the direction and provide the resources enquired to achieve our Mission*

Proposed Mission Statement

To make sure Kingsville is an amazing place to be

The Mission Statement should be easy to memorize and remain within the back of staffs minds. It reminds us why we do what we do and provides us with essentially a mission to move the Town forward with our initiatives. Moving back to the three points of what a mission statement is the proposed Mission Statement does qualify each of these points. Ultimately in completion of the Action Plans we will be moving forward to making Kingsville and amazing place to be.

Objectives or Goals

Five objectives of the current Strategic Plan included the following;

1. To maintain and improve the health, safety and wellbeing of our residents
2. To promote the general betterment and positive self-image of our community using the identified strengths that exist in the Community
3. To be recognized as a proactive progressive environmental leader who promotes environmentally friendly practices and healthy natural lifestyles
4. To develop an economic vision based on our strengths and opportunities that will retain existing and attract new businesses
5. To encourage leadership and management the direction to achieve our goals and maximize the effectiveness of our strategies

The proposed goals are located within each of the action plans. Essentially the current goals/objectives have been updated but have maintained the previous themes. The themes include:

- Accessibility
- Communication
- Public Safety
- Recreation and Culture
- Planning and Development
- Business and Growth
- Operations
- Fiscal Responsibility
- Sustainability

These themes were verified through the survey process, discussions at workshops and comments made through the public open houses.

These themes can be further described within the proposed linkages to the strategic plan or goals. These include:

1. Promote the betterment, self-image and attitude of the community
2. To promote a safe community
3. Increase use of recreational and cultural facilities
4. Manage residential growth through strong planning
5. Support growth of business community
6. Effectively manage corporate resources and maximize performance
7. To become a leader in sustainable infrastructure renewal and development

Action Plans

The development of the action plans occurred during Council/Staff workshops and was reviewed during the public open house sessions. This is where there is a very distinct difference between the current plan and the proposed. The current plan developed large infrastructure projects which should be located within a long term Capital plan and not linked directly to a strategic plan.

These action plans provide for sustainable projects to be developed prior to infrastructure plans occurring and Capital dollars being allocated. It was intentionally developed this way as to allow for both staff and Council to essentially “Strategically Plan” for future growth and spending. The plans take into account the public’s wants and needs and allows for flexibility in decision making by the creation of policies, procedures and studies.

As noted, there is performance measures also linked to the action plans. This will provide both Council and Staff a goal to reach on an annual basis. The current plan did not provide this.

Action plans are reviewed on an annual basis and a report card will be posted on the website for the public to review.

LINK TO STRATEGIC PLAN

To encourage leadership and management the direction to achieve our goals and maximize the effectiveness of our strategies

FINANCIAL CONSIDERATIONS

Action items proposed for 2017 have been allocated within the 2017 operational budget.

CONSULTATIONS

Council
Staff

RECOMMENDATION

For Council information and discussion

Peggy Van Mierlo-West

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



Strategic Plan

2017₂₄ 2022

A Message From Mayor
Nelson Santos

"If you do not step forward,
you will always be in the same
place."

The Municipality of Kingsville is in a fortunate position that is representative and home to a diverse population of residents, businesses, agriculture and industry. Often providing a balanced approach can be challenging where there are so many interests and thus why the Council and Administration behind the Corporation of the Town of Kingsville have continually supported visioning for both the short and long term strategies for our community's future.

In Kingsville, it is recognized that our community is never at a standstill, and is constantly learning, growing, and under development as we continue to mature from the days of amalgamation. As we keep moving forward with our positive momentum, we continue to keep an eye on our vision and goals on a regular basis. That's why our today's council has committed to modernize our Municipality's Strategic Plan and has set forth an updated vision based on the messages and input we have received over the past year from the public. This vision and mission for our term of council and for those that follow serves as both a guideline and a target and provides a live record of its progress and updates.

There is something about having our voices of business, our residents and our community, participate and commit to 'visioning' for our future success. Each one of us offers some important insight and support in helping identify key components of Kingsville as well as guide the municipality in ultimate goal setting and making important decisions that include investing in key infrastructure and programs with our goals focused on establishing an environment that will grow success; that will grow investment; that will grow and support our communities.

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These initial goals and service plan targets are just the starting point. As this new strategic plan matures, it will serve as a unique tool that will then outline key projects, programs and direction for our town. It will also begin to bring into focus the necessary financial estimates and costs associated to them as part of our financial mindset and fiscal responsibility. Combined, this will provide for a vision that is reflective of our community and realistic to achieve.

Yours truly,

Nelson Santos
Mayor





Introduction

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 and combine it with the current competitive advantages 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 40 minutes from the Windsor – Detroit border is the Town of Kingsville. Its unique location as one of the most southerly destination in Canada offers its residents an unusually mild winter climate. Since its 1999 restructuring, whereby the Townships of Gosfield North and South merged with Kingsville, the town boasts a total population of 22,358 (2016 Census), and occupies an area of approximately 247 square kilometers.

Home



Heritage



Nature



Leading Industries

Kingsville's ideal climate offers optimal conditions for an abundance of fresh farm produce from local farmers; in fact, Kingsville boasts the second longest growing season in all of Canada. The region of Kingsville-Leamington serves as the hub for North America greenhouse operations including; peppers, cucumbers, tomatoes, and strawberries. This hub is rapidly expanding. Kingsville is primed to meet the needs of this future growth. It also home to four estate wineries, producing a variety of wine from their local vineyards. Located on the shores of Lake Erie, Kingsville is home to Ontario's premier fishing industry along with an active aggregate shipping port.

Economic Development

The Town of Kingsville presents a thriving downtown environment surrounded by traditional agricultural farming, together with an ever-expanding greenhouse industry. Conveniently located with easy access to international border connections and Highway 401, Kingsville is attracting the attention of manufacturing enterprises and tourism development. 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 sector;**
- **Agriculture and related activities;**
- **Tourism;**
- **Pursuing enhanced communication networking and connection;**
- **Small business development and attraction of new manufacturing enterprises;**
- **Industrial park development;**
- **Waterfront and Marina development.**

Kingsville's festivals are among the most attractive and well known. They include the Hamlet of Ruthven Apple Festival, the Village of Cottam Horse Show, the Migration Festival and the Fantasy of Lights Festival. It is an area that is rich with things to do and see. Its downtown shops are set in a Victorian theme, and provide quality personal service for all shopping, dining, and professional needs. Tours can be arranged for Colasanti's Tropical Gardens, Jack Miner Bird Sanctuary, Historical Park, self-guided heritage tours, and Pelee Island Winery. Visitors and residents can also relax in any number of community parks, or by the waterfront and harbour that is home to Kingsville fisheries, as well as ferry services to Pelee Island.

Municipal & Government Services

The Municipality is governed by an elected Council including a Mayor and Deputy Mayor and 5 councillors. All Council are voted at large. Council is elected for a four year term. The Municipality follows the rules and regulations set out by the Provincial Government in the Municipal Act and various Provincial Acts.

The Town of Kingsville is in a two tier governance 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 municipal services supporting community safety, quality of life, and a suite of residential services.

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 The Ministry of Agriculture, Food and Rural Affairs (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.





Mission

To make Kingsville a
progressive and
prosperous place.





Vision

Kingsville: A friendly and safe
community – Proud of our past;
excited about our future.



Kingsville Growing by the Numbers

Total estimated population	22,358		
Census population 2011	21,362		
Census population 2006	20,908		
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		





A photograph of a lavender field. In the foreground, a green plastic crate is filled with harvested lavender bundles. A wooden-handled tool, possibly a shears or pruner, lies on the lavender plants to the right. The background shows more lavender plants in bloom. A large blue circle is overlaid on the center of the image, containing the word "Mission" in white text.

Mission

Mission Statement

Mission is defined by the way you communicate to your citizens to whom services are provided and other stakeholders who have a vested interest. It is why your local government exists.

To enhance the vision statement the below mission statement was adopted:

“To make Kingsville a progressive and prosperous place.”

- Exceptional Service - Responsive
- Fiscally Responsible
- Innovative (Ideas)
- Manage Growth
- Co-operation
- Truly Caring
- Understand Limitations – Be Focused
- Support Business Community
- Open Communication
- Consistent in the Delivery of Services
- Create Opportunities and Environment for Success
- Flexible
- Aligned
- Connected
- Attentive



Vision

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: 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



Values

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 a 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 Analysis



Strategic Action Plan



Photo by Mackenzie Lemire



Within Kingsville's growing portfolio includes an average 5% growth in residential home building, 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 as its population grows.

The Strategic Action Plan 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.

Photo by Randy Holland

Accessibility

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 projects per year			2 per year	2 per year	2 per year
Develop key policies to create compliance			1 per year	1 per year	1 per year
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Recommend training for staff for customer service	2017	Committee and Administration	Accessibility Committee, Council and Administration	Incomplete
2	Recommend training for staff regarding disability	2018	Committee and Administration	Accessibility Committee, Council and Administration	Incomplete
3	Recommend training for staff for sensitivity	2019	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



Communication (Residents)

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	Timeframes	Resources	Who Is Involved	Status
1	Development of Communication Strategy	2017	Staff, materials and licensing	Council and Administration	In progress
2	Build partnerships with the community	2018	Management, materials and supplies	Council and Administration	In progress
3	Integrate communications planning into the development of all Town Departments	2019	Management, materials and supplies	Council and Administrations	Incomplete



Communication (Visitors)

Goal: Promote the betterment, self-image and attitude of the community

Objective: Improved communication for potential residents and visitors

Performance Measures			Year 1	Year 2	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	Timeframes	Resources	Who Is Involved	Status
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 improve tourism experience for visitors	2019	Management	Council/ Administration	Incomplete
4	Development of an online presence for services	2018	Management	Council/ Administration	Incomplete



Public Safety

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	Timeframes	Resources	Who Is Involved	Status
1	Improve public education regarding emergency services	2017	Fire Chief, Fire Prevention Officer, Educational Materials	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	2019	Materials, supplies etc.	Senior Management, Council	Incomplete



Recreation & Culture

Goal: Increase use of recreational and cultural facilities

Objective: Improved response to residents input

Performance Measures			Year 1	Year 2	Year 3
Increase recreation programming opportunities and facilities			15%	15%	15%
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Review of Recreation and Culture Masterplan for relevance, and develop long-term Capital outlook plans	2018	Consultant	PRAC, Council, Senior Management	Incomplete
2	Implementation of new programming as per review of the masterplan	2019	Resources will be required	Council, Senior Management, PRAC	Incomplete
3	Review of Waterfront improvements	2020	Consultant	Council, Senior Management	Incomplete



Planning & Development

Goal: Manage residential growth through sustainable 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	Timeframes	Resources	Who Is Involved	Status
1	Modernize the processes to expedite the permit approval process	2017	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	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

Business Growth

Goal: Support growth of the business community

Objective: Encourage business retention and expansion

Performance Measures			Year 1	Year 2	Year 3
Number of businesses with more than 4 staff			3	2	2
Increase new businesses			1	2	3
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Conduct a BR&E Study including Kingsville, Ruthven and Cottam proper. Including an emphasis for the engagement of larger industries	2017	Consultant	Council, Committee, and Senior Management	Incomplete
2	Develop Tourism Feasibility study to investigate Tourism trends and target groups for the area	2018	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

Municipal Operations

Goal: Effectively manage corporate resources, and maximize performance

Objective: Streamline operations

Performance Measures			Year 1	Year 2	Year 3
Improved time efficiencies			5%	5%	5%
Improved operation efficiency in maintenance of infrastructure			5% from 2016 levels	5% from 2017 levels	5% from 2018 levels
#	Actions	Timeframes	Resources	Who Is Involved	Status
1	Increase capital spending / reserve contributions to fund lifecycle replacements	Annually	Departmental Management Long Range Capital Forecasts Allocation of budget funds	Senior Management 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 Management Team	Incomplete
3	Development of implementation and education programs	2018	Departmental Management	Senior Management, Council	Incomplete
4	Review and updating of processes	2019	Departmental Management	Senior Management, Council	Incomplete

Fiscal Responsibility

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 operating expenditure of no more than 1.5%			Met Goal	Met Goal	Met Goal
#	Actions	Timeframes	Resources	Who Is Involved	Status
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	Training of senior management	Senior Management, Council	Incomplete
4	Implementation of LEAN processes through-out organization	2019	Internal Sources	Senior Management	Incomplete



Sustainability

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
Increase capital spending / reserve contributions annually			5% from 2016 levels	5% from 2017 levels	5% from 2018 levels
Improved proactive development of infrastructure			10% from 2016 levels	10% from 2017 levels	10% from 2018 levels
#	Actions	Timeframes	Resources	Who Is Involved	Status
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 communicate changes	2017-2022	Financial, Organization and Administration, outside Consultant	Council, Senior Management	Incomplete



Arts & Culture



Festivals







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

Date: March 21, 2017
To: Mayor and Council
Author: Peggy Van Mierlo-West
RE: Civic Mobile Tool
Report No.: CAO 2017 - 005

AIM

To gain Council approval in regards to the implementation of a civic mobile tool.

BACKGROUND

In the fall of 2016 the Economic and Tourism Committee were introduced to a community engagement app. The app, developed by InspireHUB Technologies, is a tool which would assist in engaging residents within different aspects of the Town such as events, business, meetings, tourism, organizational, etc. Traditionally, the Town has communicated with its residents through newsletters, website updates, and social media.

A demonstration of the app was also provided to Council during the operational budget deliberations and was approved.

DISCUSSION

The Committee was impressed with the Community Engagement tool which includes; automated newsletters, in-app messaging, event management, volunteer recognition, donation management, surveys and polls.

The IHUBApp and will allow the Town of Kingsville the ability to:

- Instantly create channels by topic, interest, and geography.
- Place real-time polls in the field to every channel to better explore their interests.
- Sell tickets to workshops, conferences and events the Town may be holding.
- Create a sense of community via the Instant Message Center.
- Provide in-app fundraising tools to those who are using the IHUBApp.
- Send private in-app messages to specific (public and private) channels.

- Allow guests, residents, and staff the ability to upload photos, videos and stories that will help build stronger connection between the Town and their respective audiences.
- Communicate opportunities for residents to “Get Involved” in various activities, projects and events.
- Provide a method to communicate the latest Town news.
- View analytics of the Town of Kingsville IHUBApp to determine key areas of activity and interest by users of the app.

Each Department will receive their own section in which they will be able to populate with content. Each Councillor will also receive their own section in which the public will be able to communicate with them. Training will be available for staff regarding the development of content and the set.

It should be noted that the app is W3C compliance for accessibility.

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

The approved budgeted for this project is \$8,600 and was transferred from the Economic Development reserve fund. There is a monthly fee for this project in the amount of \$440.00 with a \$500.00 set up fee.

CONSULTATIONS

Economic Development Committee

RECOMMENDATION

That Council approve the attached agreement and that the Town of Kingsville enter into an agreement with Inspire Hub for the supply of an app.

Peggy Van Mierlo-West

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

Product and Services Proposal

Town of Kingsville IHUBApp and Implementation

Created: February 10, 2017

Client Contact: Peggy Van Mierlo-West, CAO

Company: InspireHUB Technologies
633 W Davis Street
Dallas, Texas

Contact: Karolyn Hart
Chief Operating Officer
karolynhart@inspirehub.com

Summary of the Engagement

Increasing Community Engagement

The Town of Kingsville is seeking an intuitive, simple to use engagement tool that employs the latest in cutting-edge app technology which will allow the Town of Kingsville the ability to create channels that are personally relevant to the audience they wish to engage. The use of cutting-edge app technology combined with a variety of engagement tools comes standard with the IHUBApp and will allow the Town of Kingsville the ability to:

- Instantly create channels by topic, interest, and geography.
- Place real-time polls in the field to every channel to better explore their interests.
- Sell tickets to workshops, conferences and events the Town may be holding.
- Create a sense of community via the Instant Message Center.
- Provide in-app fundraising tools to those who are using the IHUBApp.
- Send private in-app messages to specific (public and private) channels.
- Allow guests, residents, and staff the ability to upload photos, videos and stories that will help build stronger connection between the Town and their respective audiences.
- Communicate opportunities for residents to “Get Involved” in various activities, projects and events.
- Provide a method to communicate the latest Town news.
- View analytics of the Town of Kingsville IHUBApp to determine key areas of activity and interest by users of the app.

Town of Kingsville Plan to Achieve Success with the IHUBApp

Customized Town of Kingsville App

- InspireHUB will work with the Town of Kingsville team to guide them through the initial design of the IHUBApp and will provide a graphic designer to help make them successful.
- Assistance in determining initial channels (public and private) and homepage sliders.
- Delivery of templates for use by Town of Kingsville marketing team in the design of their app.

Successful Launch of the IHUBApp

- The Town of Kingsville Marketing team will be responsible for the design and implementation of the Town of Kingsville App communication plan, registration drive, and review of analytics to determine methods to increase engagement. InspireHUB will provide a graphic designer to assist in the initial design and launch of the IHUBApp.

Ongoing Maintenance and Support

- Enhanced product training to key Town of Kingsville staff.
- 1-855 support.

Detailed Roadmap

Creation of the Town of Kingsville IHUBApp

30 Days

The Town of Kingsville staff are confident in their ability to begin immediately using the IHUBApp. InspireHUB is willing to include the cost of Graphic Design of the initial app that will include uploading the app logo, creating the app avatar, selecting colors, creating three homepage sliders and designing five channel images.

Town of Kingsville IHUBApp Success Steps.

- Step 1: Kick-Off and Orientation Meeting.
 - ◆ Introduction to Account Manager
 - ◆ 1 hour meeting with overview on creation of Sliders and Channels
- Step 2: Town of Kingsville IHUBApp Build.
 - ◆ Selection of colors and upload of logo
 - ◆ IHUBApp Slider and Channels Templates sent by Account Manager for use by Town of Kingsville
- Step 3: Town of Kingsville IHUBApp Implementation.
 - ◆ Upload of Town of Kingsville users and invitations sent to members.
- Step 4: On-going Maintenance and Support.
 - ◆ 1-855 Support (Monday to Friday)

Costs

Pricing details for engaging with the IHUBApp

Please Note: All current pricing can be found at www.inspirehub.com/pricing . The following is our Non Profit and Charity pricing.

	Standard	Premium	Enterprise
Monthly Pricing	<input checked="" type="checkbox"/> \$440/mo	<input type="checkbox"/> \$1,320/mo	<input type="checkbox"/> \$2,200/mo
Registered Active Users	1000	3000	5000
Required Onboarding (one-time fee)	\$500	\$1,250	\$2,000
App Design		Templated	Custom
App Channels	UNLIMITED	UNLIMITED	UNLIMITED

Visitors to App	UNLIMITED	UNLIMITED	UNLIMITED
IHUBApp Posts	UNLIMITED	UNLIMITED	UNLIMITED
IHUBApp Builder Dashboard Licenses	UNLIMITED	UNLIMITED	UNLIMITED
Reporting & Analytics	Standard reporting available within Builder.	Extended reporting delivered quarterly.	Customized reporting delivered monthly.
Progressive Web App Technology (Push Notifications, Access Offline)*	✓	✓	✓
White-Labeled	✓	✓	✓
App Hosting	✓	✓	✓
User Controlled Notification Center	✓	✓	✓
User Uploads	✓	✓	✓
Polls & Surveys	✓	✓	✓
Messenger	✓	✓	✓
Automated Newsletter Digest	✓	✓	✓
Event Management with Ticket Sales	✓	✓	✓
Transaction Costs per Ticket	0	0	0
Corporate Giving Tool	✓	✓	✓
% Taken of Proceeds from Funds Received	0	0	0

Upon acceptance of this proposal InspireHUB Technologies will:

1. Arrange a time to onboard your account. You will need to have a credit card available.
2. An immediate invoice during the on-boarding meeting will be issued for the one-time onboarding fee based on the package that you have selected.
3. You will provide a verbal acceptance during the call of the following Terms of Service, Privacy Policy and Acceptable Use Policy that comes standard with your registration. You can review the links below:
 - a. [Terms of Service](#)
 - b. [Privacy Policy](#)
 - c. [Acceptable Use Policy](#)



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

Date: March 22, 2017
To: Mayor and Council
Author: Peggy Van Mierlo-West
RE: Human Resource Manager – Job Description Update
Report No.: CAO – 2017 -006

AIM

To provide the Personnel Committee with information regarding revisions of the Human Resource Manager's Job Description.

BACKGROUND

The Human Resource – Office Manager position was presented April 2014 and was approved by the Personnel Committee August 2015. This position was a combination of two positions that filled the gap between Human Resources and managing the unionized office staff.

DISCUSSION

Due to the vacancy of the Human Resource – Office Manager, the job description was reviewed to ensure relevancy. As this position does contain an overarching aspect within each Department each Director did review the JD. Some concerns came to light:

- Difficult to surmise reporting duties with current organization
- Office staff find it difficult to maintain work priorities
- Need for additional resources to assist with growing needs of each Department
- Supervision of day-to-day operations is a daily time drain which removes time from Human Resource concerns
- Due to work load it is difficult to provide the provision of Human Resource guidance to departments

These points were also reiterated during the HR/Office Manager exit interview. The revisions include changes made by both the Department Heads and the HR/Office Manager. Overall it is the consensus of the group that this position should mainly concentrate on the Human Resource matters of the Town and that the day-to-day supervision of the unionized Office Staff remain with the Department heads. Benefits to be obtained by this change would include;

- More efficient service provided to each Department
- Improved communication
- Improved delivery of projects
- Clear reporting structure
- Clear role development of the HR Manager

Essentially the organization and coverage of the office staff will remain the same. Coverage and cross training will still occur. The responsibility of the weekly scheduling of staff will be transferred to the Finance Department. Office staff will report to the Department Head or designate.

Other qualifications which have now been included within the job description include;

- Member of a recognized professional HR organization
- Experience in WSIB Claims
- Experience in working in an unionized environment

LINK TO STRATEGIC PLAN

To encourage leadership and management that will provide the direction and provide the resources required to achieve our Mission.

FINANCIAL CONSIDERATIONS

There is no financial impact to the Operational budget as the position will remain in the same grid level.

CONSULTATIONS

Director of Corporate Services
Director of Financial Services
Manager of Planning and Building
Director of Municipal Services
Human Resource/Office Manager

RECOMMENDATION

That the revised job description is approved and that the advertisement for this position begins immediately.

Peggy Van Mierlo-West

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

Job Specifications

Human Resource / Office Manager

Position Summary

Working under the direction of the Chief Administrative Officer, the Human Resource / Office Manager is responsible for all personnel matters, including employee records, employee benefits, monitoring contract agreements, training programs and salary administration. The Human Resource / Office Manager is also responsible for the day-to-day management and supervision of the Office Support Staff.

Responsibilities

- 1) Develop and administer policies, programs and initiatives related to Human Resource management and administration.
- 2) Maintain employee records.
- 3) Supervise the day-to-day operations of the Office Support Staff including the planning, prioritizing and assignment of work.
- 4) Oversee vendor contracts and administer employee benefits, including preparation and / or review of monthly benefit invoices, OMERS plan and coordination of the Employee Assistance Program.
- 5) Conduct research and prepare for collective bargaining. Participate in collective bargaining process.
- 6) Maintain the Non-Union Salary Administration Program ensuring job specifications, performance appraisals and pay equity policies are updated and conducted in a consistent fashion.
- 7) Provide administrative support to the Personnel Committee.
- 8) Keep up-to-date on Human Resource issues and government legislation. Conduct research and provide advice on Human Resource issues to the Chief Administrative Officer, Managers and Personnel Committee / Council.
- 9) Identify and address staff professional development needs. Coordinate and monitor training programs for all employees including Health and Safety Programs.
- 10) Administer the recruitment and hiring of staff. Ensure job application forms and job specifications are up-to-date. Schedule, coordinate and participate in applicant interviews, conduct reference checks and prepare employment offers. Oversee orientation of new employees including full-time employees, part-time employees and students.

- 11) Administer and monitor the terms and policies contained in the Union Collective Agreement, Non-Union Employment Agreement and Volunteer Fire Fighters Agreement to ensure they are implemented in a consistent manner. Investigate employee complaints, interpret the collective agreement and facilitate resolution of employee concerns through mediation and conflict management.
- 12) Prepare labour cost analysis as required. Coordinate Human Resource annual budget estimates including training and development, payroll and benefits, professional fees and recruitment costs.
- 13) Other duties as assigned by Chief Administrative Officer.

Qualifications

- 1) University degree in Human Resource Management or related discipline.
- 2) Strong communication and organizational skills are essential.
- 3) Five to seven years progressive experience in the Human Resource function with working knowledge in recruitment and selection; compensation, job evaluation and salary and benefits administration; employee relations; labour relations and grievance administration; Human Resource and program development; Health and Safety; and legislative compliance.
- 4) Must have experience in problem solving, negotiating, interviewing, research and time management.
- 5) Proficiency in the use of Microsoft Office.

Working Conditions

Work is in an office environment on a 35 hour work week with some after-hours work required.



Job Specifications Human Resource Manager

1.0 POSITION SUMMARY

Working under the direction of the Director of Corporate Services, the Human Resource Manager is responsible for all personnel matters, including employee records, employee benefits, monitoring contract agreements, training programs, policy development and salary administration.

2.0 RESPONSIBILITIES

- 1) Develop and administer policies, programs and initiatives related to Human Resource management and administration.
- 2) Maintain employee records.
- 3) Oversee vendor contracts and administer employee benefits, including preparation and / or review of monthly benefit invoices, OMERS plan and coordination of the Employee Assistance Program.
- 4) Conduct research and prepare for collective bargaining. Participate in collective bargaining process.
- 5) Maintain the Non-Union Salary Administration Program ensuring job specifications, performance appraisals and pay equity policies are updated and conducted in a consistent fashion.
- 6) Provide professional expertise to the Personnel Committee.
- 7) Keep up-to-date on Human Resource issues and government legislation. Conduct research and provide advice on Human Resource issues to the Chief Administrative Officer, Directors, Managers and Personnel Committee / Council.
- 8) Identify and address staff professional development needs. Coordinate and monitor training programs for all employees including but not exclusive to Health and Safety and Succession Programs.
- 9) Administer the recruitment and hiring of staff. Ensure job specifications are up-to-date. Schedule, coordinate and participate in applicant interviews, conduct reference checks and prepare employment offers. Oversee orientation of new employees including full-time employees, part-time employees, crossing guards and students.

- 10) Administration of the crossing guard program including, but not inclusive to; hiring, training, scheduling and the provision of adequate staffing levels.
- 11) Assists management with the administration and monitoring of the terms and policies contained in the Union Collective Agreement, Non-Union Employment Agreement and Volunteer Fire Fighters Agreement to ensure they are implemented in a consistent manner. Investigate employee complaints as required, interpret the collective agreement and facilitate resolution of employee concerns through mediation and conflict management. Is an active participant within the grievance process.
- 12) Prepare labour cost analysis as required. Coordinate Human Resource annual budget estimates including training and development, payroll and benefits, professional fees and recruitment costs.
- 13) Provide guidance and support to managers regarding performance management and policy interpretation.
- 14) Ensure all human resource matters and documentation is handled in accordance with relevant legislation and internal policies.
- 15) Other duties as assigned.

3.0 QUALIFICATIONS

- 1) University degree in Human Resource Management or related discipline.
- 2) Strong communication, organizational and decision making skills are essential.
- 3) Five to seven years of working within a unionized environment, with progressive experience in the Human Resource function with working knowledge in recruitment and selection; compensation, job evaluation and salary and benefits administration; employee relations; labour relations and grievance administration; Human Resource and program development; Health and Safety; WSIB Claims; and legislative compliance.
- 4) Must have experience in problem solving, negotiating, interviewing, research and time management.
- 5) High proficiency in the use of Microsoft Office.
- 6) Professional designation within a recognized Human Resource organization is an asset.

7) Works well under pressure to manage competing priorities.

4.0 WORKING CONDITIONS

Work is in an office environment on a 35 hour work week with some after-hours work required.



March 9, 2017

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

Attention: Sandra Kitchen, Deputy Clerk Council Services

The Jack Miner Migratory Bird Foundation would like to formally submit a request to the Town of Kingsville and Kingsville Council to consider creating two proclamations declaring that April 10, 2017 be "Jack Miner Day" and the week of April 10, 2017 be "National Wildlife Week" in the Town of Kingsville.

Born in Dover Centre (now Westlake) Ohio on April 10, 1865, Jack Miner moved with his family to Gosfield South Township at the age of 13. There, his family operated a brick and tile yard and Jack became a market hunter to help supplement the family income. In 1904, Jack Miner founded his Migratory Bird Sanctuary and began the process of actively trying to encourage waterfowl to migrate to his property. In 1909 Jack Miner began the practise of banding wild ducks as they passed through his Sanctuary in order to track their migratory patterns. Jack was one of the first in North America to develop this practise. In 1915 Jack Miner extended his banding to include Canada Geese and he began stamping each band with a unique Bible verse. By the time of his death in 1944, Jack had banded over 50,000 wild ducks and 40,000 migrating Canada Geese.

During his lifetime, Jack Miner befriended some of the leading thinkers and politicians of his time including Henry Ford, Prime Minister William Lyon Mackenzie King, members of the Dutch Royal Family, and Detroit Tiger Ty Cobb. At the time of his death, Jack Miner was ranked by several American newspapers as one of the 5 best known men in North American along with Henry Ford, Thomas Jefferson, Charles Lindbergh, and Eddie Rickenbacker. In 1947, the Canadian government passed the National Wildlife Week Act to honour Jack Miner's contribution to Canadian Wildlife conservation. Each year the week of his birthday (April 10) has been designated National Wildlife Week across Canada and this year is the 70th Anniversary. It was the hope of the creators of the National Wildlife Week Act that people from across North America would visit the Jack Miner Migratory Bird Sanctuary on Jack's birthday to celebrate his life and work in wildlife conservation.

The Jack Miner Migratory Bird Foundation was incorporated a registered not-for-profit charitable organization in 1931 in the United States of America and in 1936 in Canada. Today, the Foundation continues the good work started by Jack Miner by offering a safe haven for migratory waterfowl.

Proclamation #1 Jack Miner Day, April 10, 2017

Proclamation

Whereas: Jack Miner was born on April 10, 1865 in Dover Centre, Ohio, (now Westlake); and

The Jack Miner Migratory Bird Sanctuary/Foundation • 360 Road 3 West • Kingsville, Ontario, Canada • N9Y 2E5

Whereas: at the age of 13 he moved with his family to Kingsville, Ontario, Canada where he became a professional trapper and market hunter to help supplement the family income and later established a brick and tile manufacturing business; and

Whereas: in 1904 he founded the Jack Miner Migratory Bird Sanctuary for the conservation of migratory waterfowl; and

Whereas: in 1909 he began the practice of tagging wild ducks as they passed through his Sanctuary to better understand their migratory routes; and

Whereas: in 1915 he began the practice of tagging Canada geese and other geese as they passed through his Sanctuary to better understand their migratory routes; and

Whereas: the information collected led to the establishment of the Migratory Bird Act between the United States of America and Canada in 1916 and the Migratory Bird Convention Act in 1917, 100 years ago; and

Whereas: seventy years ago the Canadian Government established National Wildlife Week to take place across Canada each year during the week of Jack Miner's birthday, April 10th, as a lasting tribute to his contribution to Canadian wildlife conservation.

Now, Therefore, I, xxxxxxxxxxxxxx do hereby proclaim Monday, April 10th, 2017 as

Jack Miner Day in the Town of Kingsville

Proclamation #2 National Wildlife Week, April 9-15, 2017:

Whereas: A deserved and enduring tribute was paid to the world's greatest naturalist and founder of the Jack Miner Migratory Bird Sanctuary in Kingsville, Ontario, which bears his name, when the Canadian Parliament passed an Act fixing the week of his birthday, April 10th as National Wildlife Week and;

Whereas: Countless thousands of people have been privileged to visit the Sanctuary and continue to enjoy this unique spot year after year; and

Whereas: At the time of his death in 1944, Jack Miner was referred to as one of the 5 best known men in North America alongside Henry Ford, Thomas Jefferson, Charles Lindbergh, and Eddie Rickenbacker; and

Whereas: The Jack Miner Migratory Bird Foundation was founded in 1931 in the United States and 1936 in Canada to continue the Legacy of Jack Miner and continues to bring environmental and wildlife conservation issues to a new generation; and

Whereas: Across Canada celebrations of the 70th Anniversary of National Wildlife Week are taking place.

Now, Therefore, I, xxxxxxxxxxxxxx do hereby declare the week of April 9, 2017 as

The Jack Miner Migratory Bird Sanctuary/Foundation ● 360 Road 3 West ● Kingsville, Ontario, Canada ● N9Y 2E5

National Wildlife Week in the Town of Kingsville

Thank you for your consideration in this matter. If you have any questions please do not hesitate to contact the Sanctuary.

Best Regards,



Mary E. Baruth
The Jack Miner Migratory Bird Foundation™
P: 519.733.4034
F: 519.733.0932
mbaruth@jackminer.com
www.jackminer.ca

70th ANNIVERSARY



Canada
NATIONAL WILDLIFE WEEK

Est. 1947

Week of Jack Miner's Birthday, April 10, 1865

Jack Miner HOGS 'N' HORNS Birthday Bash

FEATURING:



APRIL 8, 2017
DINNER 5-7 PM

TICKETS \$30 EACH
OR \$55/COUPLE
OR \$225/RESERVED
TABLE OF 8

CASH BAR: BEER & WINE

*Tickets available at Jack Miner Sanctuary.
Price includes Entertainment,
Dancing, Wild Game and
Colasanti's Famous Broasted Chicken.*

Join us April 8-9, 2017

Kids' Activities
Lunch by 2nd Kingsville Scouts
Rusty Barton with Chainsaw Expressions
Kingsport Raptor demonstration
Sportsmen's Yard Sale - Contact Larry Wood at 519-796-3014
Essex Hunting Retriever Club demonstration
Sunday Pancake Breakfast April 9, 7:30-11:00am
Master Duck, Master Goose, & Team Calling Contests

Admission
FREE
Donations Always
APPRECIATED



Jack Miner Sanctuary
332/360 Road 3 West, Kingsville
For more information and tickets
call 519-733-4034 or 519-818-3927
Email events@jackminer.com



**REGULAR MEETING OF COUNCIL
MINUTES**

**Monday, March 13, 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 Larry Patterson
 Councillor Sandy McIntyre

Absent Councillor Susanne Coghill
 Deputy Mayor Gord Queen

Members of P. Van Mierlo-West, CAO
Administration K. Vegh, Drainage Supervisor
 J. Astrologo, Director of Corporate Services
 S. Kitchen, Deputy Clerk-Council Services
 S. Zwiers, Director of Financial Services

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

1. Cherrin Meleg--on behalf of Kingsville Farmers' Market

Request for use of B.I.A. Parkette for another market season commencing May 20, 2017 through to and including October 9, 2017 on Saturdays from 7:00 a.m. until 2:30 p.m.

245-2017

Moved by Councillor Thomas Neufeld

Seconded by Councillor Tony Gaffan

Council authorize administration to prepare a Licence Agreement for the operation of the Kingsville Farmers' Market, for a five-year term, and bring back the necessary authorizing by-law for passage at a future Regular Meeting.

CARRIED

F. MATTERS SUBJECT TO NOTICE

Engineer Lou Zarlenga (R. C. Spencer Associates Inc.) and K. Vegh, Drainage Superintendent

Engineer's Report Consideration - 2nd Concession Branch of the Esseltine Drain - Replacement of Farm Crossing; Owner: Mucci Farms Ltd. (290-38700), in the Town of Kingsville, in the County of Essex

i) Notice of Meeting to Consider Engineer's Report, dated February 22, 2017;

ii) Engineer's Report dated December 22, 2016 (Project Ref. No. 16-568) including Schedule of Assessment for Construction and Schedule of Maintenance;

iii) Proposed By-law 28-2017, being a by-law to provide for the construction of a bridge over the 2nd Concession Branch of the Esseltine Drain; Owner: Mucci Farms Ltd., in the Town of Kingsville, in the County of Essex.

Engineer Zarlenga presented the Engineer's Report prepared in accordance with Section 78 of the Drainage Act, stating that the proposed work involves the replacement of an existing farm crossing. The owner is paying the full cost for the replacement of this culvert; the cost has been assessed entirely against Roll No. 290-38700 as a special benefit based upon the owner agreeing to pay 100% per

cent of the cost. An additional cost of \$17,000 has also been assessed as a special benefit to Roll No. 290-387000 for previous engineering work carried out at their request. Engineer Zarlenga stated that the construction has been upgraded and is based on a 25-year storm event.

Comments from the audience:

Steve Stephenson, 1607 County Road 34 E., Ruthven, stated that his main concern is truck traffic. He wondered what the circumstances will be 5 to 10 years from now with possible expansions of the business, and whether trucks will be going through the small neighbourhood.

Mr. Vegh explained that Road 2 is a 'no truck route' and will remain that way.

Carol Stockwell, 1777 Road 3 East, asked "Where does the bridge begin and where does it end"? Engineer Zarlenga stated that the bridge is located on private property near the middle of Mucci Farms.

Milka Pieper, 1684 Nevan Court also expressed safety concerns regarding truck traffic, stating that children are playing in the Sun Valley subdivision. She also asked for an explanation as to maintenance charges.

Mr. Vegh explained the provisions of Section 74 of the Drainage Act; that drainage works' maintenance and repair is completed by the municipality at the expense of all assessed upstream lands and roads, in the proportion determined by the relevant by-law pertaining to the works. He explained that the upstream properties drain to the same drain the Mucci Bridge is on.

John Penner, 1542 County Road 34, stated that his tax bill has recently gone up and he wondered how the Town made the calculations. Mayor Santos clarified that property tax billing is not associated with the drainage report. Director of Financial Services S. Zwiers indicated she would assist Mr. Penner and explain his property tax billing.

George Dekker asked on behalf of Mucci Farms if Council, pending approval, would consider by-passing the Court of Revision and proceed directly to tendering. Mayor Santos indicated that the property owner could file a signed Waiver of Appeal Rights and should Council accept the signed Waiver the Town Drainage Superintendent would be instructed to obtain Contractor quotations. The Court of Revision would still be scheduled in accordance with the Drainage Act.

John Penner asked how wide the ditch would be in the front of his yard after the works are completed and Mr. Vegh responded that his ditch would not be altered or touched.

There were no further questions from anyone in attendance in the audience.

246-2017

Moved by Councillor Larry Patterson

Seconded by Councillor Sandy McIntyre

Council adopt the Engineer's Report prepared by R. C. Spencer & Associates, dated December 22, 2016 (Project No. 16-568); read By-law 28-2017, being a by-law to provide for the construction of a bridge over the 2nd Concession Branch of the Esseltine Drain; Owner: Mucci Farms Ltd. (290-38700) in the Town of Kingsville, in the County of Essex, a first and second time at this Regular Meeting; and schedule Court of Revision for a future date.

CARRIED

G. AMENDMENTS TO THE AGENDA

1. **Councillor Patterson added one (1) Notice of Motion.**

H. ADOPTION OF ACCOUNTS

Town of Kingsville Accounts for the monthly period ended February 28, 2017 being TD cheque numbers 0061242 to 0061500 for a grand total of \$1,355,635.15

247-2017

Moved by Councillor Thomas Neufeld

Seconded by Councillor Sandy McIntyre

Council approve Town of Kingsville Accounts for the monthly period ended February 28, 2017 being TD cheque numbers 0061242 to 0061500 for a grand total of \$1,355,635.15

CARRIED

I. STAFF REPORTS

1. **Animal Control to Tender**

J. Alexander, Deputy Clerk-Administrative Services

Director of Corporate Services J. Astrologo presented the report.

248-2017

Moved by Councillor Larry Patterson
Seconded by Councillor Tony Gaffan

Council receive the Report of J. Alexander, Deputy Clerk-Administrative Services
RE: Animal Control for Tender, dated March 1, 2017 for information; and further
Council authorize Administration to work with members of Leamington
Administration to prepare the requisite tender document for Animal Control
Services.

CARRIED

2. Marina Public Input Session

P. Van Mierlo-West, CAO

249-2017

Moved by Councillor Larry Patterson
Seconded by Councillor Thomas Neufeld

Council approve the implementation plan for the Marina Community Input
Sessions.

CARRIED

J. BUSINESS/CORRESPONDENCE-ACTION REQUIRED

1. Deanna Sinasac--Request for Purple Day for Epilepsy proclamation

250-2017

Moved by Councillor Larry Patterson
Seconded by Councillor Thomas Neufeld

Council proclaim March 26, 2017 as Purple Day for Epilepsy in the Town of
Kingsville

CARRIED

**2. Nancy Goucher, Manager, Partnerships, Freshwater Future RE: Lake Erie
and potential resolution**

251-2017

Moved by Councillor Thomas Neufeld
Seconded by Councillor Sandy McIntyre

WHEREAS harmful algal blooms in Lake Erie threaten one of Ontario's most important natural and economic resources by negatively impacting the use of water for drinking, fishing, boating, and swimming; and

WHEREAS in 2015 Lake Erie experienced the largest harmful algal bloom in its history; and

WHEREAS toxins from algal blooms can damage the kidneys and liver, and can cause nausea, vomiting, diarrhea, paralysis, and potentially death; and

WHEREAS communities that depend on Lake Erie as a source for their drinking water have made significant investments to ensure it is free from dangerous levels of algal toxins and nuisance algae; and

WHEREAS toxins from algal blooms threaten the health of anglers, boaters, and swimmers exposed to contaminated water; and

WHEREAS algal blooms limit the enjoyment of Lake Erie beaches and other recreational activities on and in the water; and

WHEREAS local tourism, commercial and residential property values may be negatively impacted if algal blooms continue to increase in intensity and frequency; and

WHEREAS algal blooms may negatively impact Lake Erie's commercial and recreational fishing industry.

THEREFORE BE IT RESOLVED that the Town of Kingsville request the Ontario and federal governments to be leaders in the development and implementation of action plans that will protect drinking water and effectively address algal blooms and protect and restore the health of Lake Erie;

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the:

Ontario Minister of the Environment and Climate Change; and

Ontario Minister of Agriculture and Rural Affairs; and

Ontario Minister of Natural Resources; and

Federal Minister of Environment and Climate Change; and

Federal Minister of Agriculture and Agri-Food; and

the local Member of Provincial Parliament and Member of Parliament.

CARRIED

K. MINUTES OF THE PREVIOUS MEETINGS

1. Special Meeting of Council - February 22, 2017

252-2017

Moved by Councillor Thomas Neufeld

Seconded by Councillor Sandy McIntyre

Council adopt Special Meeting of Council Minutes dated February 22, 2017

CARRIED

2. Regular Meeting of Council--February 27, 2017

3. Regular Closed Session Meeting of Council - February 27, 2017

253-2017

Moved by Councillor Larry Patterson

Seconded by Councillor Tony Gaffan

Council adopt Regular Meeting of Council Minutes dated February 27, 2017 and
Regular Closed Session Meeting of Council Minutes dated February 27, 2017

CARRIED

L. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. Parks, Recreation, Arts and Culture Committee--January 19, 2017, together with the Minutes of the following sub-committees: Older Adults Advisory--November 17, 2016 and Mettawas Park Fundraising Committee--October 18, 2016

254-2017

Moved by Councillor Sandy McIntyre

Seconded by Councillor Tony Gaffan

Council receive Parks, Recreation, Arts and Culture Committee Meeting Minutes dated January 19 2017, together with the following sub-committee meeting minutes: Older Adults Advisory dated November 17, 2016 and Mettawas Park Fundraising Committee dated October 18, 2016

CARRIED

2. Police Services Board--January 25, 2017

255-2017

Moved by Councillor Thomas Neufeld

Seconded by Councillor Tony Gaffan

Council receive Police Services Board Meeting Minutes, dated January 25, 2017.

CARRIED

3. Kingsville B.I.A. Annual General Meeting-February 26, 2016

256-2017

Moved by Councillor Larry Patterson

Seconded by Councillor Tony Gaffan

Council receive Kingsville B.I.A. Annual General Meeting Minutes dated, February 26, 2016.

CARRIED

4. Kingsville B.I.A.-February 7, 2017

257-2017

Moved by Councillor Larry Patterson

Seconded by Councillor Sandy McIntyre

Council receive the Kingsville B.I.A. Meeting Minutes dated, February 7, 2017.

CARRIED

M. BUSINESS CORRESPONDENCE-INFORMATIONAL

- 1. Deputy Mayor G. Queen, Correspondence dated March 2, 2017 RE: Physician Recruitment**
- 2. Minister of Seniors Affairs--Call for Nomination for Senior of the Year**
- 3. Ontario Farmland Trust-Invitation to 2017 Ontario Farmland Forum hosted by the Ontario Farmland Trust, in partnership with the University of Guelph, the Simcoe County Greenbelt Coalition and the Ontario Professional Planners Institute**

4. **Township of Zorra--Correspondence to The Hon. K. Wynne, Premier of Ontario dated March 1, 2017 RE: Installation of Automated External Defibrillators in all schools in Ontario**
5. **Municipality of Thames Centre--Correspondence to The Hon. K. Wynne, Premier of Ontario, dated February 28, 2017 RE: Automated External Defibrillators in all schools in Ontario**
6. **Ministry of Education--Correspondence from Minister of Education Mitzie Hunter and Minister of Infrastructure Bob Chiarelli, dated March 6, 2017 RE: Update--Pupil Accommodation Reviews and Support for Education Rural and Remote Communities**
7. **Ministry of Agriculture, Food and Rural Affairs - Office of the Parliamentary Assistant dated March 2, 2017 RE: Delegation during ROMA Conference**
8. **Town of Essex--Notice of Public Meeting for Revisions to the Official Plan of the Town of Essex, dated March 3, 2017**

258-2017

Moved by Councillor Sandy McIntyre

Seconded by Councillor Thomas Neufeld

Council receive information items 1-8 as outlined.

CARRIED

RE: Item M-4--Township of Zorra Correspondence and Item M-5 Municipality of Thames Centre Correspondence

259-2017

Moved by Councillor Thomas Neufeld

Seconded by Councillor Tony Gaffan

That the Town of Kingsville supports the Resolutions of the Township of Zorra (passed February 14, 2017 at Zorra's Regular Meeting); and the Municipality of Thames Centre (passed at Thames Centre's February 22, 2017 Regular Meeting), both relating to Automated External Defibrillators to be allowed in all Schools in Ontario; and further,

That the Town of Kingsville similarly requests that the Premier and Minister of Education develop a policy that enables all schools and school boards in Ontario, including the Greater Essex County District School Board and the Windsor Catholic District School Board that allows individual elementary and secondary schools to have an AED installed in their schools; and that the Town of Kingsville

requests that the said local School Boards and all other school boards in Ontario develop a policy to install AEDs in all schools in Ontario as soon as possible for the safety of our children.

CARRIED

N. NOTICES OF MOTION

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

That Administration provide a Report pertaining to the New Designs flower shop property realignment.

260-2017

Moved by Councillor Thomas Neufeld

Seconded by Councillor Tony Gaffan

Council direct Administration to provide a report pertaining to the New Designs flower shop property realignment.

CARRIED

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

That Administration update Council with a quarterly report on the Tourism and Economic Development Committee initiatives and projects.

261-2017

Moved by Councillor Thomas Neufeld

Seconded by Councillor Tony Gaffan

Council direct administration to provide Council with a semi annual report on the Tourism and Economic Development Committee initiatives and projects.

CARRIED

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

That Administration provide a report that will identify options available to reduce the traffic congestion along Main St. East from the Wigle/Remark intersection to Kratz Rd. with associated costs.

262-2017

Moved by Councillor Thomas Neufeld

Seconded by Councillor Tony Gaffan

That Administration provide to Council, in the next 90 days, a written report that will identify detailed options available to reduce the traffic congestion along Main St. East, specifically from the Wigle / Remark Intersection to Kratz Road, with associated costs.

CARRIED

Councillor Patterson may, at the next Regular Meeting of Council, move or cause to have moved, a motion as to what are the rights of medical marijuana growers and the rights of the neighbouring property owners.

O. UNFINISHED BUSINESS, ANNOUNCEMENT, AND UPDATES

P. BYLAWS

1. By-law 28-2017

263-2017

Moved by Councillor Sandy McIntyre

Seconded by Councillor Thomas Neufeld

Council read By-law 28-2017 being a by-law to provide for the construction of a bridge over the 2nd Concession Branch of the Esseltine Drain; Owner: Mucci Farms Ltd. (290-38700) in the Town of Kingsville, in the County of Essex, a first and second time.

CARRIED

2. By-law 33-2017

264-2017

Moved by Councillor Sandy McIntyre

Seconded by Councillor Thomas Neufeld

Council read By-law 33-2017 being a by-law authorizing the entering into of an Amendment to the Development Agreement with 147160 Ontario Limited (Mettawas Development) a first, second, and third and final time.

CARRIED

3. By-law 34-2017

265-2017

Moved by Councillor Sandy McIntyre

Seconded by Councillor Larry Patterson

Council read by-law 34-2017 being a by-law to authorize the entering into of an Agreement with M & M Farms Ltd. for a water works extension project in the Town of Kingsville a first, second, and third and final time.

CARRIED

Q. CONFIRMATORY BY-LAW

1. By-law 35-2017

266-2017

Moved by Councillor Sandy McIntyre
Seconded by Councillor Tony Gaffan

Council read By-law 35-2017 being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville, a first, second, and third and final time.

CARRIED

R. ADJOURNMENT

267-2017

Moved by Councillor Larry Patterson
Seconded by Councillor Thomas Neufeld

Council adjourn this Regular Meeting at 7:59 p.m.

CARRIED

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo



MINUTES

KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE

FEBRUARY 8, 2017 AT 7:00 P.M.

Council Chambers, 2021 Division Road North, Kingsville

A. CALL TO ORDER

Chair Miljan called the Meeting to order at 7:02 p.m. with the following Members in attendance:

MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:

Elvira Cacciavillani
Annetta Dunnion
Kimberly DeYong
Corey Gosselin
Anna Lamarche
Margie Luffman
Dr. Lydia Miljan
Danielle Truax

MEMBERS OF ADMINISTRATION:

Sandra Kitchen, Deputy Clerk-
Council Services

Absent: Mayor Nelson Santos (on municipal business)

Also in attendance: Ms. Veronica Brown, researcher

B. DISCLOSURE OF PECUNIARY INTEREST

Where a member has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at this meeting, the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter.

C. PRESENTATIONS / DELEGATIONS

None.

D. REPORTS

1. Research report – Veronica Brown

Ms. Brown has now completed indexing the 1891 Census, which describes the houses in Gosfield and Kingsville. Some interesting statistics arising from the indexing include:

Number of families in Kingsville:	299
Number of families in Gosfield:	809

Total Families in Kingsville and Gosfield:	1108
--	------

Inhabited houses in Kingsville and Gosfield:	1091
Houses under construction:	9
Un-inhabited houses	43

Census was completed in April, and many of these homes were summer rentals).

Breakdown of inhabited houses:	8 Shanties
	20 Log
	23 Stone
	877 Frame/Wood
	163 Brick

2. Ms. Cacciavillani indicated the research report she is working on is in progress.

3. Ms. Truax advised she would not have her report prepared until the Spring.

E. MINUTES OF THE PREVIOUS MEETINGS

MH2-2017 Moved by A. Lamarche, seconded by K. DeYong that the January 11, 2017 Minutes be adopted with one amendment (site visits to be conducted in the Spring).

CARRIED

F. BUSINESS / CORRESPONDENCE – INFORMATIONAL

1. Approved invoices:

i) Kingsville Reporter—CD Archives (Oct. – December 2016), dated January 9, 2017

The invoice was received for information.

- ii) 48 Essex Road 27, R.R.#3, Cottam—Correspondence from property owners seeking information, received January 27, 2017

Dr. Miljan will respond to the property owners' request for information.

- iii) Ministry of Citizenship and Immigration RE: Volunteer Service Awards, dated December 29, 2016, received January 18, 2017

The correspondence was received and no action was taken.

- iv) Heritage Designation proofs for 126 Division St. N., 1500 County Road 34, 107 Elm St. and 755 Seacliff

The proofs were approved.

- v) CHO News

Received for information.

- vi) Ontario Heritage Conference—June 8-10, Ottawa

Ms. DeYong indicated interest in attending. More information will follow.

G. NEW AND UNFINISHED BUSINESS

1. Ms. Dunnion described the additional research she obtained regarding the Cottam property known as the Dresser House (192 County Road 14). The Heritage Resources Evaluation sheet will be brought forward, reviewed, and completed at the next meeting.
2. Dr. Miljan advised that she attended the Tuesday, January 31, 2017 Kingsville Council Budget Meeting and presented the Committee's budget, along with an update as to the Committee's work in 2016.

She advised members that Council approved the 2017 Kingsville Municipal Heritage Advisory Committee budget as presented.

3. Dr. Miljan requested that the Division St. South Heritage Conservation District Study be placed on the next meeting agenda for discussion.

H. NEXT MEETING DATE

Wednesday, March 8, 2017

I. ADJOURNMENT

The meeting adjourned at 8:00 p.m.

Chair, Lydia Miljan

Deputy Clerk-Council Services Sandra
Kitchen



COURT OF REVISION

MINUTES

Monday, February 27, 2017

6:30 PM

Council Chambers

2021 Division Road N

Kingsville, Ontario N9Y 2Y9

Members of Council	Mayor Nelson Santos Councillor Thomas Neufeld Councillor Susanne Coghill Councillor Larry Patterson Deputy Mayor Gord Queen
Members of Administration	K. Vegh, Drainage Supervisor J. Astrologo, Director of Corporate Services S. Kitchen, Deputy Clerk-Council Services S. Zwiers, Director of Financial Services

A. OPENING COURT OF REVISION

Director of Corporate Services/Clerk Jennifer Astrologo opened the Court of Revision at 6:30 p.m. and indicated it was in order to call for nominations for Chair and Vice-Chair.

CR1-2017

Moved by Councillor Larry Patterson

Seconded by Councillor Susanne Coghill

That Mayor Nelson Santos be nominated to serve as Chair of the Court and that Deputy Mayor Gord Queen be nominated to serve as Vice-Chair.

CARRIED

Mayor Nelson Santos assumed the Chair.

B. DISCLOSURE OF PECUNIARY INTEREST

Chair Santos reminded the members 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. ORDER OF APPEALS OF ASSESSMENTS

BRIDGE OVER THE GRAHAM SIDEROAD DRAIN

A. Peralta, P. Eng. and K. Vegh, Drainage Superintendent, were in attendance.

i) Notice of Sitting of Court of Revision, dated January 27, 2017

ii) Excerpt of the Report Consideration Minutes, dated January 9, 2017

iii) 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, provisionally adopted on January 9, 2017, including the Schedule of Assessment.

Engineer Peralta reviewed the Engineer's Report.

Mayor Santos asked if there was anyone in the audience wishing to speak to this matter, and no one responded.

CR2-2017

Moved by Councillor Larry Patterson

Seconded by Deputy Mayor Gord Queen

That the Schedule of Assessment presented to the Court of Revision on February 27, 2017 to provide for the construction of a Bridge over the Graham Sideroad Drain for Roger and Gloria Congdon; 510-00800; in the Town of Kingsville, in the County of Essex, be confirmed; and further that By-law 2-2017 be read a third and final time at a future Regular Meeting of Council.

CARRIED

D. CLOSE COURT OF REVISION

CR3-2017

Moved by Councillor Susanne Coghill

Seconded by Councillor Thomas Neufeld

That the Court of Revision to provide for a bridge over the Graham Sideroad Drain in accordance with Provisional By-law 2-2017, in the Town of Kingsville, in the County of Essex, be closed at 6:33 p.m.

CARRIED

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

March 17, 2017

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

Your Worship:

On behalf of our Executive Director, Terry Shields, Board Chair, Bill Orawski and myself, we would like to thank you and CAO Peggy Van Mierlo-West for meeting with us on February 7th and 24th. The purpose of our meetings was to carry on discussions that would outline a proposal to see the Leamington and Area Family Health Team (LAFHT) in Kingsville, move from 59 Main Street at the end of the lease in November 2017, to the new proposed Medical Facility development. The move to the new Medical Facility would intend to occupy 4200 sq. ft., providing enhanced primary care service with augmented urgent hours and additional new physicians joining our team.

Background

The Town of Kingsville is deemed as an “Under-Serviced Area” for physicians. As a result the Town of Kingsville has chosen and is permitted to support Kingsville residents with funding subsidy for the recruitment and retention of physicians for not-for-profit primary care. This support has currently been allocated to maintain the retention of LAFHT physicians at 59 Main St. The lease at 59 Main St. in Kingsville ends in November 2017. LAFHT is recruiting new physicians, and 59 Main St. will not be adequate to facilitate the addition physicians.

Family Health Team Services Provided

We are a primary health care organization that includes a team of family physicians, nurse practitioners, chiropract, dietitian, nurse educators, pharmacist, social workers along with nursing and reception staff at 4 sites in Leamington and Kingsville to provide primary health care to these communities. As a team, we work together with our patients to reach their health goals. Our services include regular health monitoring, medication reviews, footcare, chronic disease management, counselling, memory clinic, smoking cessation and nutrition counselling with added programs for the community when required. We collaborate with community partners to help our patients navigate the health care system.

Proposal

With a supporting motion from the Board, Leamington and Area Family Health Team is requesting funding to cover the lease extended to the new Medical Facility in Kingsville subsidising 4200 sq. ft. for five years. And further, that the current subsidy provided for 59 Main St. be extended beyond the end of the November 2017 lease until the opening of the new Medical Facility is ready to be occupied.

Leamington and Area Family Health Team is proposing to provide the following enhancement to our Primary Care Allied Health Care service for the residents of Kingsville.

- **Additional Physicians**
 - 3 LAFHT Physicians currently provide health services to rostered patients with 59 Main St. Kingsville.
 - 1 New Physician Alexis Taylor has been recruited and is planned to start at 59 Main the week of April 17th. The current waiting list of patients in Kingsville and area will be rostered. Recruitment of new patients will be promoted.
 - 1 Additional Physician will be recruited to LAFHT Kingsville to coincide with the opening of the new Medical Facility.
 - 5 LAFHT Physicians will compliment the new Medical Facility in Kingsville
 - 8 LAFHT Physicians will service Kingsville residents including 3 Physicians currently at 273 Main St. East
- **Increased Urgent Hour Service**
 - With the addition of the new physicians, LAFHT will phase in Urgent hour service during the week as demand requires.
 - New Urgent hour schedules will be presented to administration at the Town and advertised to all rostered patients and to the community.
- **Enhanced Reporting to Town of Kingsville Administration/Council**
 - Biannual reporting to Kingsville administration and council on LAFHT Kingsville primary care provision of services

Leamington and Area Family Health Team are very thankful for the support currently provided to facilitate our Physicians and Allied Health team to support the residents of Kingsville. With our planned growth proposal to the new Medical Facility in Kingsville, LAFHT will be able to serve more residents of Kingsville with additional hours of care.

We thank you for your deliberation of this proposal to enhance healthcare for the residents of Kingsville. We are available to present directly to Council should this be required.

With appreciation,

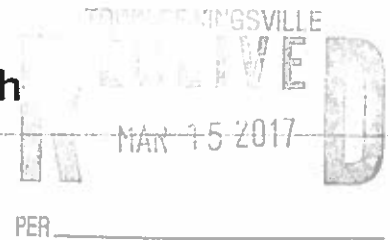


Bill Baker
General Manager,
Leamington and Area Family Health Team
o: 519-322-1905
c: 519-996-0544
bill.baker@lafht.ca

cc: Bill Orawski, Chair LAFHT
Terry Shields, Executive Director LAFHT



The Corporation of the Town of Tecumseh



March 6, 2017

Honourable Dr. Eric Hoskins
Minister of Health & Long-Term Care
Hepburn Block, 10th Floor
80 Grosvenor Street
Toronto, Ontario
M7A 2C4

Dear Dr. Hoskins:

Re: Marijuana controls under Bill 178, Smoke-Free Ontario Amendment Act, 2016

The Council of the Town of Tecumseh, at its regular meeting held Tuesday, February 28, 2017, gave consideration to correspondence from the Windsor-Essex County Health Unit, sent on February 3, 2017, requesting support regarding the inclusion of Marijuana as a prescribed product or substance under Bill 178, Smoke-Free Ontario Amendment Act, 2016, a copy of which is enclosed.

At their meeting, Tecumseh Council passed the following resolution:

"THAT the Tecumseh Council support the position of the Windsor-Essex County Board of Health and Simcoe Muskoka District Health Unit recommending the enactment of the Smoke-free Ontario Amendment Act which received Royal Assent on June 9, 2016, as well as their suggestion to include medicinal and recreational marijuana as a prescribed substance within the regulations.

Carried"

Please consider this letter as confirmation of the Town of Tecumseh's support of the above matter.

Yours very truly,
TOWN OF TECUMSEH


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

Cc: Chief Medical Officer of Health of Ontario
Association of Local Public Health Agency
Ontario Public Health Association
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
Municipal Councils in Windsor-Essex – (County Clerks)
Ontario Boards of Health
Windsor-Essex County Board of Health

February 3, 2017

The Honourable Dr. Eric Hoskins
Minister of Health and Long-Term Care
Hepburn Block, 10th Floor
80 Grosvenor Street
Toronto, Ontario M7A 2C4

Dear Minister Hoskins:

Marijuana controls under Bill 178, Smoke-Free Ontario Amendment Act, 2016

On January 19, 2017, at a regular meeting of the Board of the Windsor-Essex County Health Unit, Administration brought forward a letter supported by the Simcoe Muskoka District Health Unit regarding the inclusion of Marijuana as a prescribed product or substance under Bill 178, Smoke-Free Ontario Amendment Act, 2016.

The Windsor-Essex County Board of Health supports the position of Simcoe Muskoka District Health Unit recommending the enactment of the Smoke-free Ontario Amendment Act which received Royal Assent on June 9, 2016, as well as their suggestion to include medicinal and recreational marijuana as a prescribed substance within the regulations. By utilizing the strong framework set forth in the Smoke-free Ontario Strategy, the provincial government will take advantage of an established and effective means to address the risks associated with the use of these products using the three pillar approach of prevention, protection, and cessation.

As a result, the risks associated with increased uptake of marijuana will be mitigated through appropriate and consistent regulation, and exposure to smoking behaviour in public spaces will be minimized. Increased access to marijuana poses a significant public health concern with the most notable negative outcomes tied to impaired driving, exacerbation of mental illness and addictions, and potential harms to the children of pregnant or lactating women. First and second-hand marijuana smoke also contains known carcinogens and exposure to either can lead to respiratory or cardiovascular disease.

The Windsor-Essex County Board of Health applauds the efforts of the Ontario Government in the development of the Smoke-free Ontario Amendment Act, and the inclusion of marijuana as a prescribed substance is a practical and feasible means through which to lessen the potentially negative public health impacts of legalization. Should this approach be taken, and the enforcement behaviours fall within the scope of Ontario public health units, it is further recommended that sustainable funding and tailored enforcement training be provided.



KINGSVILLE HISTORICAL PARK INC.

**Box 404, Kingsville, Ontario, N9Y 2G1
519-733-2803**

March 17th, 2017

Council of the Town of Kingsville

The Kingsville Historical Park Museum would like to offer its sincere thanks and appreciation for the financial support shown by this council to preserve our local history and that of our veterans. Your investment in the Museum will allow us to continue the good work that was began almost 30 years ago.

We wanted to take this opportunity to share with the council some of the programs which you have supported with this donation. The Museum has taken on a one-of-a-kind research project which will highlight each one of the 553 men who fought at Dieppe for the Essex Scottish Regiment. This collaborative project has brought in partnerships with the Dieppe Museum, Mémorial du 19 Août 1942, and, The Essex and Kent Scottish Association.

The Museum will also be piloting the Museum Youth Experience, a series of youth leadership workshops which will be targeted at Grade 10 history students from local high schools. These students will work in small groups with actual artifacts to research, restore, exhibit, and advertise their creations. This hands-on experience with history will allow youth to feel a sense of ownership and connectedness with local history.

We could not do these projects and many more without the support of the town and its council, thank you,

On behalf of all the volunteers,

Katherine Gunning, Secretary/Treasurer

A Military Museum. Adjacent to Royal Canadian Legion Branch 188
145 Division Street South, Kingsville, Ontario.
Hours Monday, Tuesday, Thursday, Friday & Saturday 9:00 a.m. to 4:00 p.m.
Closed Wednesdays, Sundays and Holidays



Box 608, Little Current, Ontario, P0P 1K0
705-368-3500

March 17, 2017

Premier Wynne
Suite 101 - 795 Eglinton Avenue East
Toronto, Ontario
M4G 4E4

Dear Ms. Wynne:

Please find below a copy of a recent resolution passed by our Council:

Resolution No. 55-03-2017

Moved by: W. Koehler

Seconded by: P. Skippen

Whereas the Premier has announced that Ontario Hydro will be waiving delivery fees for customers who reside on First Nation reserves and settlements in Ontario;

And whereas the many families in the Town of Northeastern Manitoulin and the Islands are having trouble meeting their financial commitments because of the exorbitant delivery fees charged by Ontario Hydro;

Now therefore be it resolved that the Council for the Town of Northeastern Manitoulin and the Islands requests that the Province of Ontario treat all of Ontario Hydro's customers equally and eliminate the delivery fees for residents of the Town of Northeastern Manitoulin and the Islands.

Be it further resolved that, in the interest of transparency, Ontario Hydro explain to the municipalities which cost costing measures or alternative revenue sources will be put in place to replace the revenue losses it experiences from the elimination of the delivery charge to its customers.

And further that a copy of this resolution be sent to Premier Wynne, Minister Thibeault, and the other municipalities in the Province of Ontario.

Carried

Yours truly,

Pam Cress
Clerk



March 15, 2017

Honourable Kathleen Wynne, Premier of Ontario
Legislative Building — Room 281
Queen' s Park
Toronto, Ontario
M7A 1A1

Dear Premier Wynne:

Re: Support for Policy to Install AEDs in all Schools

At its last regular meeting held on March 8, 2017, the Council the Municipality of Middlesex Centre enacted the following resolution:

WHEREAS Automated External Defibrillators are used to treat sudden cardiac arrest and have been proven to be life-saving during the waiting time period for emergency services;

AND WHEREAS for every minute a person in cardiac arrest goes without being successfully treated by defibrillation, the chance of survival decreases by 7 percent in the first, and decreases by 10 percent per minute as time advances past 3 minutes;

AND WHEREAS Andrew Stoddart, a 15 year old boy, passed away while playing soccer in Kintore, Ontario, an AED on site may have increased his odds of survival. Andrew's Legacy foundation has currently purchased 22 AEDs for across Oxford County, including all three elementary schools in Zorra Township;

AND WHEREAS Thames Valley District School Board has yet to put together a policy for having AED's in place in all, or any, of their public elementary and secondary schools;

THEREFORE BE IT RESOLVED THAT the Municipality of Middlesex Centre requests that the Premier, and Minister of Education, develop a policy that enables all school boards in Ontario, including the Thames Valley District School Board, that allows individual elementary and secondary schools to have an AED installed in their schools; and

FURTHER THAT the Municipality of Middlesex Centre request that the Thames Valley District School Board develop a policy to install AEDs in all schools in the Thames Valley District School Board as soon as possible for the safety of our children; and

FURTHER THAT this resolution be sent to the Premier, Minister of Education, AMO, Thames Valley District School Board; and all Ontario Municipalities for consideration and support.

Yours truly,

Stephanie Troyer-Boyd, AMCT
Clerk

- c. Mitzie Hunter, Minister of Education
Association of Municipalities of Ontario
Laura Elliott, Director, Thames Valley District School Board
All Ontario Municipalities



TOWN OF INGERSOLL
Town Centre

March 20, 2017

Honourable Kathleen Wynne, Premier of Ontario
Legislative Building – Room 281
Queen's Park
Toronto ON., M7A 1A1

RE: Development of Policy for Automated External Defibrillators in all Schools

Dear Premier Wynne:

The Council for the Municipality of the Town of Ingersoll passed the following resolution at their regular meeting of Council on March 6, 2017:

Moved by Councillor Franklin; seconded by Councillor Petrie

C17-03-067 WHEREAS Automated External Defibrillators are used to treat sudden cardiac arrest and have been proven to be life-saving during the waiting time period for emergency services;

AND WHEREAS for every minute a person in cardiac arrest goes without being successfully treated by defibrillation, the chance of survival decreases by 7 percent in the first minute, and decreases by 10 percent per minute as time advances past 3 minutes;

AND WHEREAS Andrew Stoddart, a 15 year old boy, passed away while playing soccer in Kintore, Ontario, an AED on site may have increased his odds of survival. Andrew's Legacy foundation has currently purchased 22 AEDs for across Oxford County, including all three elementary schools in Zorra Township;

AND WHEREAS Thames Valley District School Board has yet to put together a policy for having AED's in place in all, or any, of their public elementary and secondary schools;

THEREFORE BE IT RESOLVED THAT the Town of Ingersoll requests that the Premier, and Minister of Education, develop a policy that makes it mandatory for all schools and school boards in Ontario, including the Thames Valley District School

Board, that allows individual elementary and secondary schools to have an AED installed in their schools;

AND THAT the Town of Ingersoll request that the Thames Valley District School Board and all other schools in Ontario develop a policy to install AEDs in all schools as soon as possible for the safety of our children;

AND THAT this resolution be sent to the Premier, Minister of Education, AMO, Thames Valley District School Board; and all Ontario Municipalities for consideration and support.

CARRIED

The Council for the Town of Ingersoll urges the development and implementation of an AED policy for all schools to help ensure the safety of our children. Should you have any questions or comments regarding the Town's request please contact our office.

Sincerely,



Ann Wright
Deputy Clerk

cc Honourable Mitzie Hunter, Minister of Education
 Thames Valley District School Board
 Association of Municipalities of Ontario
 All Ontario Municipalities



Township of East Zorra-Tavistock

Box 100 / 90 Loveys Street
Hickson, Ontario N0J 1L0

Email ezt@ezt.ca
Web www.ezt.ca

Phone 519.462.2697
Fax 519.462.2961

March 20, 2017

Honourable Kathleen Wynne, Premier of Ontario
Legislative Building – Room 281
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Wynne:

Re: Support for Policy to Install AEDs in all Schools

Please be advised that at their March 15, 2017, regular meeting, East Zorra-Tavistock Council considered and passed the following resolution:

Moved by: Maureen RALPH

Seconded by: Shirley MCCALL HANLON

WHEREAS Automated External Defibrillators are used to treat sudden cardiac arrest and have been proven to be life-saving during the waiting time period for emergency services;

AND WHEREAS for every minute a person in cardiac arrest goes without being successfully treated by defibrillation, the chance of survival decreases by 7 percent in the first minute, and decreases by 10 percent per minute as time advances past 3 minutes;

AND WHEREAS Andrew Stoddart, a 15 year old boy, passed away while playing soccer in Kintore, Ontario, an AED on site may have increased his odds of survival. Andrew's Legacy Foundation has currently purchased 22 AEDs for across Oxford County, including all three elementary schools in Zorra Township;

AND WHEREAS the Thames Valley District School Board has yet to put together a policy for having AEDs in place in all, or any, of their public elementary and secondary schools;

THEREFORE BE IT RESOLVED THAT the Municipality of East Zorra - Tavistock requests that the Premier, and Minister of Education, develop a policy that enables all schools and school boards in Ontario, including the Thames Valley District School Board, that allows individual elementary and secondary schools to have an AED installed in their schools;

AND THAT the Municipality of East Zorra-Tavistock request that the Thames Valley District School Board and all other schools in Ontario develop a policy to install AEDs in all schools as soon as possible for the safety of our children;

AND THAT this resolution be sent to the Premier, Minister of Education, AMO, Thames Valley District School Board, MPP Ernie Hardeman; and all Ontario Municipalities for consideration and support.

CARRIED.

Yours truly,

A handwritten signature in blue ink, appearing to read "Will Jaques".

Will Jaques
Corporate Services Manager/ Clerk

c: Mitzie Hunter, Minister of Education
Ernie Hardeman, MPP Oxford
Laura Elliott, Director, Thames Valley District School Board
Association of Municipalities of Ontario
All Ontario Municipalities

March 17, 2017

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

Your Worship:

On behalf of our Executive Director, Terry Shields, Board Chair, Bill Orawski and myself, we would like to thank you and CAO Peggy Van Mierlo-West for meeting with us on February 7th and 24th. The purpose of our meetings was to carry on discussions that would outline a proposal to see the Leamington and Area Family Health Team (LAFHT) in Kingsville, move from 59 Main Street at the end of the lease in November 2017, to the new proposed Medical Facility development. The move to the new Medical Facility would intend to occupy 4200 sq. ft., providing enhanced primary care service with augmented urgent hours and additional new physicians joining our team.

Background

The Town of Kingsville is deemed as an “Under-Serviced Area” for physicians. As a result the Town of Kingsville has chosen and is permitted to support Kingsville residents with funding subsidy for the recruitment and retention of physicians for not-for-profit primary care. This support has currently been allocated to maintain the retention of LAFHT physicians at 59 Main St. The lease at 59 Main St. in Kingsville ends in November 2017. LAFHT is recruiting new physicians, and 59 Main St. will not be adequate to facilitate the addition physicians.

Family Health Team Services Provided

We are a primary health care organization that includes a team of family physicians, nurse practitioners, chiropract, dietitian, nurse educators, pharmacist, social workers along with nursing and reception staff at 4 sites in Leamington and Kingsville to provide primary health care to these communities. As a team, we work together with our patients to reach their health goals. Our services include regular health monitoring, medication reviews, footcare, chronic disease management, counselling, memory clinic, smoking cessation and nutrition counselling with added programs for the community when required. We collaborate with community partners to help our patients navigate the health care system.

Proposal

With a supporting motion from the Board, Leamington and Area Family Health Team is requesting funding to cover the lease extended to the new Medical Facility in Kingsville subsidising 4200 sq. ft. for five years. And further, that the current subsidy provided for 59 Main St. be extended beyond the end of the November 2017 lease until the opening of the new Medical Facility is ready to be occupied.

Leamington and Area Family Health Team is proposing to provide the following enhancement to our Primary Care Allied Health Care service for the residents of Kingsville.

- **Additional Physicians**

- 3 LAFHT Physicians currently provide health services to rostered patients with 59 Main St. Kingsville.
- 1 New Physician Alexis Taylor has been recruited and is planned to start at 59 Main the week of April 17th. The current waiting list of patients in Kingsville and area will be rostered. Recruitment of new patients will be promoted.
- 1 Additional Physician will be recruited to LAFHT Kingsville to coincide with the opening of the new Medical Facility.
- 5 LAFHT Physicians will compliment the new Medical Facility in Kingsville
- 8 LAFHT Physicians will service Kingsville residents including 3 Physicians currently at 273 Main St. East

- **Increased Urgent Hour Service**

- With the addition of the new physicians, LAFHT will phase in Urgent hour service during the week as demand requires.
- New Urgent hour schedules will be presented to administration at the Town and advertised to all rostered patients and to the community.

- **Enhanced Reporting to Town of Kingsville Administration/Council**

- Biannual reporting to Kingsville administration and council on LAFHT Kingsville primary care provision of services

Leamington and Area Family Health Team are very thankful for the support currently provided to facilitate our Physicians and Allied Health team to support the residents of Kingsville. With our planned growth proposal to the new Medical Facility in Kingsville, LAFHT will be able to serve more residents of Kingsville with additional hours of care.

We thank you for your deliberation of this proposal to enhance healthcare for the residents of Kingsville. We are available to present directly to Council should this be required.

With appreciation,



Bill Baker
General Manager,
Leamington and Area Family Health Team
o: 519-322-1905
c: 519-996-0544
bill.baker@lafht.ca

cc: Bill Orawski, Chair LAFHT
Terry Shields, Executive Director LAFHT

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 2-2017

*Being a by-law to provide for the construction of
a bridge over the Graham Sideroad Drain
Owner: Roger & Gloria Congdon [510-00800]
in the Town of Kingsville, in the County of Essex*

WHEREAS the Council of the Town of Kingsville, in the County of Essex, has procured a report under section 78 of the *Drainage Act* for the bridge construction over the Graham Sideroad Drain;

AND WHEREAS the report dated November 7th, 2016 has been authored by Antonio B. Peralta, P. Eng. and the attached report forms part of this by-law;

AND WHEREAS \$27,998.00 is the amount to be contributed by the Town of Kingsville for the drainage works;

AND WHEREAS Council is of the opinion that the report of the area is desirable;

THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE, PURSUANT TO THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. AUTHORIZATION

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. BORROWING

The Corporation of the Town of Kingsville may borrow on the credit of the Corporation the amount of \$27,998.00 being the amount necessary for the completion of the drainage works.

3. DEBENTURES

The Corporation may arrange for the issue of debenture(s) on its behalf for the amount borrowed less the total amount of:

- a) Grants received under section 85 of the *Drainage Act*;
- b) Monies paid as allowances;
- c) Commuted payments made in respect of lands and roads assessed with the municipality;
- d) Money paid under subsection 61(3) of the *Drainage Act*; and
- e) Money assessed in and payable by another municipality.

4. PAYMENT

Such debenture(s) shall be made payable within 2 (two) or 5 (five) years (as determined by the Director of Financial Services or designate) from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s).

- 1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 2 (two) or 5 (five) years (as determined by the Director of Financial Services or designate) after the passing of this by-law.
- 2) For paying the amount \$27,998.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Town of Kingsville in each year for ¹2 (two) or 5 (five) years (as determined

by the Director of Financial Services or designate) after the passing of this by-law to be collected in the same manner and at the same time as other taxes collected.

- 3) All assessments of \$100.00 or less are payable in the first year in which the assessments are imposed.

5. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS

CONSTRUCTION SCHEDULE OF ASSESSMENT
BRIDGE OVER THE GRAHAM SIDEROAD DRAIN

~~For Roger and Gloria Congdon 510-00800, Part of Lot 19, Concession B1~~

TOWN OF KINGSVILLE

3. MUNICIPAL LANDS:

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Graham Sideroad				5.26	2.129	Town of Kingsville	\$ -	\$ 1,036.00	\$ -	\$ 1,036.00
Road 8 East				1.49	0.603	Town of Kingsville	\$ -	\$ 293.00	\$ -	\$ 293.00
Total on Municipal Lands.....							\$ -	\$ 1,329.00	\$ -	\$ 1,329.00

4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
510-00800	8	19	0.91	0.30	0.121	Roger & Gloria Congdon	\$ 20,159.00	\$ 30.00	\$ -	\$ 20,189.00
Total on Privately Owned - Non-Agricultural Lands.....							\$ 20,159.00	\$ 30.00	\$ -	\$ 20,189.00

5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
510-01100	8	19	96.25	91.00	36.827	Andrew & Hildegarde Von Flotow	\$ -	\$ 3,258.00	\$ -	\$ 3,258.00
510-01200	8	19	101.09	90.00	36.423	Walter & Marlene Dick	\$ -	\$ 3,222.00	\$ -	\$ 3,222.00
Total on Privately Owned - Agricultural Lands (grantable).....							\$ -	\$ 6,480.00	\$ -	\$ 6,480.00


TOTAL ASSESSMENT	188.05	76.103	\$ 20,159.00	\$ 7,839.00	\$ -	\$ 27,998.00
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1 Hectare = 2.471 Acres
D15-015
November 7th, 2016

6. CITATION

This by-law comes into force on the passing thereof and may be cited as the "Bridge over the Graham Sideroad Drain – Roger & Gloria Congdon [510-00800]" by-law.

**READ A FIRST AND SECOND TIME AND PROVISIONALLY ADOPTED
THIS 9th DAY OF JANUARY, 2017.**



MAYOR, Nelson Santos



CLERK, Jennifer Astrologo

**READ A THIRD TIME AND FINALLY PASSED ON THIS DAY OF ,
2017.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 37 - 2017

Being a By-law authorizing the entering into of Amendment No. 1 to a Grant Funding Agreement under the 2013-14 Source Protection Municipal Implementation Fund (SPMIF_1516_004) with Her Majesty the Queen in Right of Ontario, as represented by the Minister of the Environment and Climate Change for the Province of Ontario

WHEREAS Section 9 of the *Municipal Act, 2001*, S.O. c. 25 confers natural person powers on municipalities which include the power to enter into agreements with individuals and corporations.

AND WHEREAS the Council of The Corporation of the Town of Kingsville (the “Town”) passed By-law 33-2016 for the Town of Kingsville authorizing a Transfer Payment Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of the Environment and Climate Change (MOECC File No. SPMIF_1516_004) (the “Grant Funding Agreement”);

AND WHEREAS the Town now deems it expedient to enter into Amendment No. 1 to said Grant Funding Agreement.

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

1. **THAT** the Town enters into and executes with Her Majesty the Queen in Right of Ontario, as represented by the Minister of the Environment and Climate Change, Amendment No. 1 to a Grant Funding Agreement under the 2013-14 Source Protection Municipal Implementation Fund (SPMIF_1516_004), attached hereto as Schedule “A” and forming part of this By-law.
2. **THAT** Mayor Nelson Santos and Clerk Jennifer Astrologo are hereby authorized and directed on behalf of the Town to execute the said Amendment No. 1 to said Grant Funding Agreement attached as Schedule “A”.
3. This By-Law comes into force and takes effect on the day of the final passing thereof.

READ a FIRST, SECOND and THIRD time and FINALLY PASSED this 27th day of March, 2017.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

AMENDMENT NO. 1
to a Grant Funding Agreement under the
2013-14 Source Protection Municipal Implementation Fund (SPMIF_1516_004)

THIS AMENDMENT NO. 1 made in duplicate, as of the 16th day of March 2017,

B E T W E E N:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of the Environment and Climate Change

(the “**Province**”)

- and -

The Corporation of the Town of Kingsville

(the “**Municipality**”)

WHEREAS the parties entered into a grant funding agreement under the Source Protection Municipal Implementation Fund dated as of February 4, 2016 for the Municipality to build municipal capacity to implement source protection plans and support sustainable, local actions to protect drinking water (the “**Agreement**”);

AND WHEREAS pursuant to Section 20.2 of the Agreement, the parties may amend the Agreement in writing;

NOW THEREFORE in consideration of the contractual relationship between the Municipality and the Province referred to above and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both parties, the Municipality and the Province hereby acknowledge, agree and undertake as follows:

1. Unless otherwise specified in this Amendment No. 1, capitalized words and phrases have their prescribed meaning as set out in the Agreement.

2. The Agreement is amended as follows:
- 2.1 The following definitions are added to Section 1.1, Definitions, in alphabetical order:

“Lower Tier Municipalities” as defined by the *Municipal Act, 2001* means a municipality that forms part of an upper-tier municipality for municipal purposes. Within regions, they are responsible for providing certain local services that are not provided by the regional municipality. Within counties, they are responsible for providing a wider range of local services since counties as upper-tier municipalities provide less local services than regions.

“Ministry” means the Ontario Ministry of the Environment and Climate Change presided over by the Province. When “Ministry” is referred to in this Agreement, the reference is to the “Ministry” as the regulator.

“RMI” means a risk management inspector appointed under Part IV of the *Clean Water Act, 2006*.

“RMO” means a risk management official appointed under Part IV of the *Clean Water Act, 2006*.

“SPMIF” means the Province's Source Protection Municipal Implementation Fund.

“Upper Tier Municipality” as defined by the *Municipal Act, 2001* means a municipality of which two or more lower-tier municipalities form part for municipal purposes

- 2.2 Section 2.1 is deleted in its entirety and replaced with the following:

The term of the Agreement shall commence on the Effective Date and shall expire on **March 31, 2018** unless terminated earlier pursuant to Article 9. The Municipality shall, upon expiry or termination of the Agreement, return to the Province any Funds remaining in its possession or under its control.

- 2.3 Section A.2.2 (Project Objectives) is deleted and replaced with the following:

The objectives of the Project are for the Municipality to use the Funds to implement, or prepare to implement, one or more of the significant drinking water threat policies set out below in an approved source protection plan, or proposed source protection plan, that has been submitted to the Ministry for approval, provided that:

- i. The implementation of the policy is the responsibility of the Municipality; or

- ii. The implementation of the policy provides source protection implementation benefits to the Municipality, the Municipality's stakeholders, the Municipality's watershed, and/or the Municipality's Lower Tier Municipalities.

Significant drinking water threat policies are limited to:

- (a) Policies for the purpose of Part IV of the *Clean Water Act, 2006* to address significant drinking water threats;
- (b) Policies that govern *Planning Act* decisions to address significant drinking water threats;
- (c) Policies that establish education and outreach programs to address significant drinking water threats; or
- (d) Policies that specify other types of actions the Municipality is required to take to address significant drinking water threats.

- 2.4 Schedule "B" (Eligible Costs and Activities) is deleted in its entirety and replaced with the following:

SCHEDULE "B"

ELIGIBLE COSTS AND ACTIVITIES

B.1 Eligible Activities

The Municipality may only spend the Funds on the following eligible activities that are undertaken by the Municipality, or that are undertaken on the Municipality's behalf, between February 4, 2016 and December 4, 2017 that are directly related to the following:

Risk management

- a) Establishing and enforcing risk management plans under Part IV of the *Clean Water Act, 2006*;
- b) Communication with landowners affected by policies pertaining to Part IV of the *Clean Water Act, 2006*;
- c) Refining the number of threats within the Municipality pertaining to Part IV of the *Clean Water Act, 2006*;

Land use policies

- d) Implementing the Municipality's municipal land-use planning policies related to activities that are identified as significant drinking water threats;

Education and outreach

- e) Implementing education and outreach policies to address significant drinking water threats, including:
 - a. Installation of municipal road signs indicating areas of a wellhead protection area or an intake protection zone where significant threat policies apply;

Other activities

- f) Working with the local source protection authority and local source protection committee to understand the Municipality's requirements under the source protection plan;
- g) Developing and/or modifying the Municipality's business processes in order to implement significant drinking water threat policies;
- h) Establishing processes for information sharing among municipalities and source protection authorities;
- i) Developing a reporting framework for the Municipality that aligns with the collection of data under Section 65 of Ontario Regulation 287/07, made under the *Clean Water Act, 2006*;
- j) Other activities the Municipality undertakes to fulfill its requirements to implement significant drinking water threat policies, including:
 - a. Establishing a mandatory septic re-inspection program for vulnerable areas delineated in approved assessment reports; and,
 - b. Installation of road signs indicating areas of a wellhead protection area or an intake protection zone where significant threat policies apply.
- k) Activities identified in subsections B.1 (a) through (j) for another municipality with a current agreement under the SPMIF, provided that such activities:
 - a. Will provide source protection implementation benefits to the Municipality, the Municipality's community (Upper Tier Municipality and/or Lower Tier Municipalities), and/or the Municipality's watershed; and
 - b. Are not ineligible under the other municipality's own SPMIF agreement.

B.2 Ineligible Activities

The following activities are not eligible for funding under the Agreement and the Municipality may not spend the Funds on the following:

- a) Refining the number of threats within the Municipality not pertaining to Part IV of the *Clean Water Act, 2006*;
- b) Threat refinement work already funded by the Province through source protection authorities;
- c) Activities that are already funded through another program, funding body, partners, or other means;
- d) Activities that are funded by the SPMIF through an agreement between the Province and another municipality;
- e) Fulfilment of the Municipality's responsibilities as a property owner undertaking activities identified as significant drinking water threats;
- f) Fulfilment of the Municipality's responsibilities under other legislation (e.g., Building Code), except as noted in Section B.1(j)(a), including;
 - a. Establishment of a septic re-inspection program for areas delineated through other legislation (i.e. *Lake Simcoe Protection Act, 2008*);
 - b. Establishment of a discretionary septic re-inspection program for areas where an activity is not considered a significant drinking water threat under the source protection framework; and,
- g) Activities not related to fulfilling the Municipality's requirements to implement significant drinking water threat policies specified in an approved source protection plan, or proposed source protection plan that has been submitted to the Ministry for approval.

B.3 Eligible Costs

The eligible costs listed below must be directly related to the source protection implementation activities outlined in Section B.1:

- a) Municipal staff salaries and benefits for time spent working on the Project (such as hiring or re-assigning Municipal staff to serve as RMOs and RMIs as specified under the *Clean Water Act, 2006*; or administrative support required to establish and/or maintain the Risk Management Office);
- b) Fees incurred for contracted professional services from professionals, technical personnel, consultants, and contractors for work on the Project (such as hiring a consultant to support the RMO in determining appropriate measures the Municipality should include in a risk management plan);
- c) Printing and distribution costs related to education and outreach programs and

activities necessary to implement a source protection plan;

- d) Purchase and/or production costs of municipal road signs indicating areas of a wellhead protection area or an intake protection zone where significant threat policies apply;
- e) Transportation (including mileage), meals and accommodation for an appointed RMO/RMI to attend Ministry legislated RMO/RMI training; and, mileage for an appointed RMO/RMI to undertake negotiating risk management plans;
 - a. The amount from the Funds used for transportation, meals and accommodation must be calculated according to the rates in the Ontario Government's Travel, Meal and Hospitality Expenses Directive (<https://www.ontario.ca/document/travel-meal-and-hospitality-expenses-directive>) that is current as of the date that the expense is incurred;
 - b. Transportation will be by the most practical and economical method; tickets (e.g. train, airplane) purchased must be for economy/coach class and when renting a vehicle, the Funds may only be used for a compact model or its equivalent unless approval for a different model is obtained from the Province prior to rental;
 - c. Accommodation will be in a standard room; the Funds may not be used for hotel suites, executive floors or concierge levels.
 - d. Meals refer to the provision of food or beverages, subject to the limitations below:
 - i. The Municipality may only use the Funds for food and beverage if it is collecting and retaining itemized receipts that verify the expenditure. The Funds may not be used for:
 - 1. non-meal food and beverages;
 - 2. alcohol; or
 - 3. meals when the travel period is less than 5 hours, calculated from the time the appointed RMO/RMI leaves their normal place of business (or reasonable alternative origin) to the time the RMO/RMI or returns to the normal place of business (or reasonable alternative destination);
- f) Equipment purchased for an appointed RMO/RMI to undertake negotiating risk management plans;
 - a. Costs for equipment are limited to a maximum of 10% of the Municipality's Maximum Funds;
 - b. Eligible equipment would include items listed in the Ministry of the Environment and Climate Change legislated RMO/RMI training (i.e. industrial personal property entry equipment and biosecurity protocol equipment)
- g) Training (registration fees for courses) for an appointed RMO/RMI, directly related to negotiating risk management plans (such as training on the *Nutrient Management Act*);

- a. Costs for training are limited to a maximum of 10% of the Municipality's Maximum Funds; and,
- h) Any other expense approved by the Province, for which the Province has provided Notice to the Municipality.

For clarity, should the Municipality collaborate with one or more other municipalities to get a "bulk rate" for a similar expense, the bulk rate does not have to be allocated equally between all municipalities. However, the Municipality's share of the bulk rate cannot be any more than it would have paid for its own expense in the absence of a bulk rate and the Municipality may be required by the Province to verify this cost.

B.4 Ineligible Costs

The following costs are not eligible for funding under the Agreement and the Municipality may not spend the Funds on the following:

- a) Travel, meals, accommodation and hospitality;
 - a. Penalties incurred for non-cancellation of guaranteed hotel reservations; and
 - b. Except as noted in Section B.3(e);
- b) Overhead (such as rent, utilities, human resources services, office supplies);
- c) Capital (such as vehicles, office furniture, computers, software licenses, etc.) and equipment;
 - a. Except for municipal road signs indicating areas of a wellhead protection area or an intake protection zone where significant threat policies apply as noted in Section B.3(d); and
 - b. Except for equipment as noted in Section B.3(f);
- d) Training (including staff and contracted professional services associated with training);
 - a. Except as noted in Section B.3(g);
- e) Land expropriation or purchase;
- f) Incentives or compensation for property owners; and
- g) Costs for establishing risk management plans if costs have been or will be recovered from property owners.

- END OF ELIGIBLE COSTS AND ACTIVITIES –

- 2.5 The chart in Schedule “D” (Reports) is deleted in its entirety and replaced with the following:

Name of Report	Due Date
Progress Report 1	August 26, 2016
Collaboration Statement	March 5, 2017
Progress Report 2	August 25, 2017
Final Report	December 8, 2017
Other Reports as specified from time to time	On a date or dates specified by the Province.

3. This Amendment No. 1 shall be in force from February 4, 2016 and shall have the same expiry or termination date as the Agreement.
4. All other terms and conditions of the Agreement shall remain in full force and effect unchanged and unmodified.
5. This Amendment No. 1 shall enure to the benefit of and be binding upon the Municipality and the Province and each of their administrators, permitted successors and permitted assigns, respectively.

6. This Amendment No. 1 may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. To evidence its execution of an original counterpart, a party may send a copy of its original signature on the execution page hereof to the other party by facsimile or other means of recorded electronic transmission (including in PDF) and such transmission with an acknowledgement of receipt shall constitute delivery of an executed copy of this Amendment.

IN WITNESS WHEREOF the parties have executed this Amendment No. 1 as of the date first written above.

HER MAJESTY THE QUEEN in Right of Ontario
as represented by the Minister of the Environment and Climate Change

Name: Heather Malcolmson
Title: Director
Source Protection Programs Branch

Pursuant to delegated authority.

The Corporation of the Town of Kingsville

Name: Nelson Santos
Title: Mayor

Name: Jennifer Astrologo
Title: Director of Corporate Services/Clerk

We have authority to bind the Municipality.

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 38 - 2017

***Being a By-law to confirm the proceedings of the
Council of The Corporation of the Town of Kingsville at its
March 27, 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 March 27, 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 27th day of March, 2017.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo