



**REGULAR MEETING OF COUNCIL  
AGENDA**

**Monday, April 23, 2018, 7:00 PM**

**Council Chambers**

**2021 Division Road N**

**Kingsville, Ontario N9Y 2Y9**

**Pages**

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

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

**E. PRESENTATIONS/DELEGATIONS**

- 1. Beth Riddiford, Chairperson, Kingsville B.I.A.--Request dated April 13, 2018 RE: Proposed Amendment to existing lease of a portion of the Carnegie Arts & Visitor Centre SEE: Correspondence dated April 12, 2018 from C. Bedal, BIA Coordinator**

**1**

**Recommended Action**

That Council refer correspondence dated April 12, 2018 from C. Bedal, BIA Coordinator (being BIA request for consideration to amend the existing BIA Lease) to Administration for Report.

- 2. William Escott, Resident--Request dated April 17, 2018 RE: Proposal for sculpture/fountain for Mettawas Park**

**Recommended Action**

That Council refer proposal of W. Escott to Administration for a Report.

## **F. MATTERS SUBJECT TO NOTICE**

### **1. PUBLIC MEETING--Application for Zoning Amendment ZBA/04/18-Glenn Thorpe 1199 Road 2 W Part of Lots 8 & 9, Concession 4**

3

R. Brown, Manager of Planning and Development Services

i) Notice of Public Meeting, dated March 29, 2018;

ii) Report of David French, Interim Town Planner, dated April 10, 2018 with attached Appendices;

iii) Proposed By-law 49-2018, being a by-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

#### **Recommended Action**

It is recommended that Council approve zoning by-law amendment application ZBA/04/18 to rezone the subject lands at 1199 Road 2 West, Part of Lot 8 and 9, Town of Kingsville, as a condition of consent File B/14/17 from 'Agriculture (A1)' to 'Agriculture – Restricted (A2)' and adopt the implementing by-law.

### **2. PUBLIC MEETING--Zoning Amendment Application – ZBA/05/18 Alium Investments (Kingsville) Limited Part of Lot 3, Concession 1, ED Part 2, RP 12R 9964 & Part 2, RP 11009**

13

R. Brown, Manager of Planning and Development Services

i) Notice of Public Meeting, dated March 23, 2018;

ii) Report of R. Brown, dated April 10, 2018 with attached Appendices;

iii) Proposed By-law 51-2018, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

#### **Recommended Action**

It is recommended that Council approved zoning amendment application ZBA/05/18 to amend the existing site –specific 'General Commercial Exception 1, (C4-1)' zone to grant relief from Section 8.4 d) iii) and permit a drive-thru restaurant on an interior lot abutting a residential use and adopt the implementing by-law.

## **G. AMENDMENTS TO THE AGENDA**

## **H. STAFF REPORTS**

### **1. Folk Festival Significant Event Status**

24

M. Durocher, Parks and Recreation Programs Manager

#### **Recommended Action**

Council approves the request for Event of Municipal Significance status for the 2018 Kingsville Folk Festival.

**2. Results of 2018 Rabies Clinic** 26

R. Baines, Deputy Clerk-Administrative Services

**Recommended Action**

That Council receives this report regarding the 2018 Rabies Clinic for information; and that correspondence be sent from the Mayor's Office thanking Dr. Hussain and the Erie Veterinary Hospital for their contribution to, and participation in, the Clinic.

**3. Sunvalley Estates Extension of Draft Plan of Subdivision Approval County File No. 37-T-12001** 28

R. Brown, Manager of Planning and Development Services

**Recommended Action**

It is recommended that Council support a resolution to grant a three-year extension of the Draft Plan of Subdivision Approval for the Sunvalley Estates Subdivision in the Town of Kingsville (County of Essex File No. 37-T-12001

**4. Medical Marihuana – Policy Review** 32

R. Brown, Manager of Planning and Development Services

**Recommended Action**

It is recommended that:

Council receive the report on Medical Marihuana Policy Review for information purposes;

Council direct the Manager of Planning Service to include a discussion and review of the current Official Plan policies on Medical Marihuana Production Facilities in the 5 year Kingsville Official Plan Review;

Council endorse the continued use of the existing Medical Marihuana Production Facility regulations in the Kingsville Zoning By-law and Kingsville Official Plan, and

Council direct the Manager of Planning Services to review and research the use of zoning regulations in combination with site plan approval to bolster odour regulations for medical marihuana production facilities.

**5. DataFix – Vote By Mail Addendum Agreement** 37

J. Astrologo, Director of Corporate Services

**Recommended Action**

That Council authorizes the Mayor and Clerk to execute the Addendum to the Voter List Management Services Agreement with Comprint Systems

Incorporated (doing business as DataFix) for the provision of Vote by Mail Services for the 2018 Municipal Election.

**6. Regulation of Election Signage 44**

J. Astrologo, Director of Corporate Services

**Recommended Action**

That all election signage not be erected or displayed until the second Friday in August and that the Director of Corporate Services prepare a draft by-law regulating election signs for Council's consideration.

**I. BUSINESS/CORRESPONDENCE-ACTION REQUIRED**

**1. Union Water Supply System--Correspondence dated April 16, 2018 RE: Additional Town of Kingsville Appointment to the UWSS Joint Board of Management 46**

**Recommended Action**

That Council select and appoint one (1) additional Councillor Representative to the Union Water Supply System Joint Board of Management

**2. Town of Kingsville Communities in Bloom Committee--Request for approval of the Council of the Town of Kingsville to pass Proclamation in the form provided 49**

**Recommended Action**

That Council approve the Proclamation in the form provided.

**3. Kingsville B.I.A.--Correspondence from C. Bedal, B.I.A. Coordinator dated April 12, 2018 51**

**Recommended Action**

That Council refer correspondence of Kingsville B.I.A. Coordinator dated April 12, 2018 to Administration for a report.

**J. MINUTES OF THE PREVIOUS MEETINGS**

**1. Regular Meeting of Council--April 9, 2018 52**

**Recommended Action**

That Council adopts Regular Meeting of Council Minutes, dated April 9, 2018.

**K. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

**1. Union Water Supply System--February 21, 2018 63**



**Recommended Action**

That Council receives Union Water Supply System Minutes, dated February 21, 2018.

2. **Kingsville BIA--March 13, 2018** 71

**Recommended Action**

That Council receives Kingsville BIA Meeting Minutes, dated March 13, 2018.

**L. BUSINESS CORRESPONDENCE - INFORMATIONAL**

1. **City of Windsor, Office of the City Clerk--City Council Decision No. CR164/2018 ETPS 574 with attached updated 2017 Environmental Master Plan** 78
2. **City of Windsor, Office of the City Clerk--City Council Decision No. CR165/2018 ETPS 575 RE: Climate Change Adaptation Plan Status** 144
3. **Town of Amherstburg--Correspondence dated April 13, 2018 RE: Offering School Property to Municipalities** 145
4. **Township of Baldwin--Resolution 18-39 requesting support from all Municipalities in Ontario with attached explanatory correspondence from Mayor Vern Gorham dated April 9, 2018** 148
5. **Minister of Citizenship and Immigration -- Correspondence dated April 6, 2018 RE: Lincoln M. Alexander Award** 151

**Recommended Action**

That Council receives Business Correspondence - Information Items 1-5.

**M. NOTICES OF MOTION**

1. **Deputy Mayor Queen may move, or cause to have moved:** 153
- That Council approve the Kingsville Public School Track and Field Event for the morning of Friday, May 11, that may require the temporary closing of Walnut Street from Chestnut Street to Prince Albert Street; Estimated time of closing 9 a.m. to 11 a.m.; And That the school to provide notices to residents as in the past; And That there be an adult volunteer with safety vest at west end of the closing; And That Police assistance is requested for the closing at east end; And That Municipal Services provides (drop off in advance and pick up after event) the necessary road closing barricades
- (See attached Notice of Motion filed with the Clerk at Council's Regular Meeting of April 9, 2018 with further details and map)
2. **Deputy Mayor Queen may move, or cause to have moved:** 156

That Council receive in the next month or two the necessary report and enabling by-law to retain the firm of Monteith Brown Planning Consultants to return and complete the next five-year Parks, Recreation, Arts and Culture Master Plan update consultation process and report, noting a single source supplier (See attached Notice of Motion filed with the Clerk at Council's Regular Meeting of April 9, 2018)

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

That the By-law regarding Cemetery clean-up be updated and returned to Council as required under past motion within the next two months for final Council approval and adoption.

And That Administration prepare a report to and for Council with recommendations as to how cemetery items are damaged or destroyed by employees of the Town, or Contractors hired by the Town. Recognizing that for years the mailboxes of our rural residents have been granted some relief if the mail box is hit and damaged by a snow plow, the desire to treat all families with respect. Such report to be received within two months.

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

**O. BYLAWS**

**1. By-law 49-2018 157**

Being a by-law to amend By-law 1-2014, the Comprehensive Zoning By-law for The Corporation of the Town of Kingsville (1199 Road 2 West; ZBA/04/18)

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

**2. By-law 51-2018 159**

Being a By-law to amend By-law No. 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (ZBA/05/18)

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

**3. By-law 53-2018 160**

Being a by-law authorizing the entering into of an Addendum to the Voter List Management Services Agreement with Comprint Systems Incorporated (doing business as "DataFix")

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

**P. CLOSED SESSION**

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

- i) 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; being a verbal update by the Director of Corporate Services pertaining to the status of ongoing litigation with Agriculture Technology Incorporation (ATI);
- ii) 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; being a verbal update by the CAO pertaining to the status of a proposed or pending acquisition of a strip of vacant land adjacent to 225 North Talbot Road; and
- iii) 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; being a verbal update by the CAO pertaining to negotiations respecting a proposed or pending acquisition/disposition of land with the Greater Essex County District School Board.

**Q. REPORT OUT OF CLOSED SESSION**

**R. CONFIRMATORY BY-LAW**

**1. By-law 54-2018**

166

Being a by-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its April 23, 2018 Regular Meeting of Council

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

**S. ADJOURNMENT**

April 12, 2018

To Members of Council,

This request is to respectfully ask the Town of Kingsville to consider amending the current lease agreement prior to the current lease expiration date. The Kingsville BIA is not asking to terminate the existing agreement but to amend it as it stands.

The Kingsville BIA sees great value in supporting The Carnegie Arts & Visitor Centre but has found increased demands as a local BIA to be more visible and available to its membership outside of this building. Additionally, the maintenance and staffing has grown to become more demanding than anticipated. This indicates increased utilization of the building by the public which is very exciting but not a primary responsibility of the Kingsville BIA to manage, staff and maintain on an ongoing basis.

Our requested amendment includes the following:

- The Kingsville BIA would solely rent the basement of The Carnegie Arts & Visitor Centre at a rent rate to be mutually agreed upon.
- The Kingsville BIA would not be responsible for the janitorial or maintenance of the building with the exception of the basement that they would occupy.
- The Kingsville BIA would not be responsible for staffing the Welcome Centre but are happy to serve as emergency back up to town resources should they be available.
- The Kingsville BIA would continue to offer the use of their WIFI to The Carnegie Arts & Visitor Centre.

The BIA has a desire to have delegate status the evening that this letter is received to answer any questions and concerns that Council members might have. We value our ongoing healthy relationship with The Town of Kingsville and hope that this request is viewed in a positive light as it is of no reflection upon the relationship with The Town.

Respectfully,

A handwritten signature in black ink, appearing to read 'C Bedal', followed by a period.

Christina Bedal  
BIA Coordinator

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

**APPLICATION:** **ZONING BY-LAW AMENDMENT - ZBA/04/18**  
(Section 34 of the Planning Act, R.S.O. 1990, C.P. 13)

**APPLICANTS:** **Manley Glenn Thorpe, Ida Margo McVittie & Janice Arlen Breemhaar**

**LOCATION OF PROPERTY:** **1199 Road 2 West, Part of Lots 8 & 9, Concession 4**

**PURPOSE OF APPLICATION:** The Town of Kingsville has received the above-noted application for lands located on the south side of Road 2 West, west of McCain Side Road. The subject parcel is designated 'Agricultural' by the Official Plan and is zoned 'Agricultural (A1)' under the Kingsville Comprehensive Zoning By-law.

The subject parcel is an approximately 29.14 ha (72 ac.) farm parcel containing an existing single detached dwelling and one outbuilding.

At the November 21, 2017 Committee of Adjustment meeting, provisional consent was given to sever an existing dwelling and outbuilding, deemed surplus to the applicants' farming operation, on a 0.6 ha (1.5 ac.) lot from the parcel known as 1199 Road 2 West. As a condition of that consent, it was required that the retained parcel be rezoned to prohibit the construction of future dwellings. This condition is required by both Provincial and Town policies.

### **A PUBLIC MEETING OF COUNCIL will be held on:**

**WHEN:** **APRIL 23, 2018**  
**WHERE:** Town of Kingsville Municipal Building – Council Chambers  
**TIME:** 7:00 p.m.

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

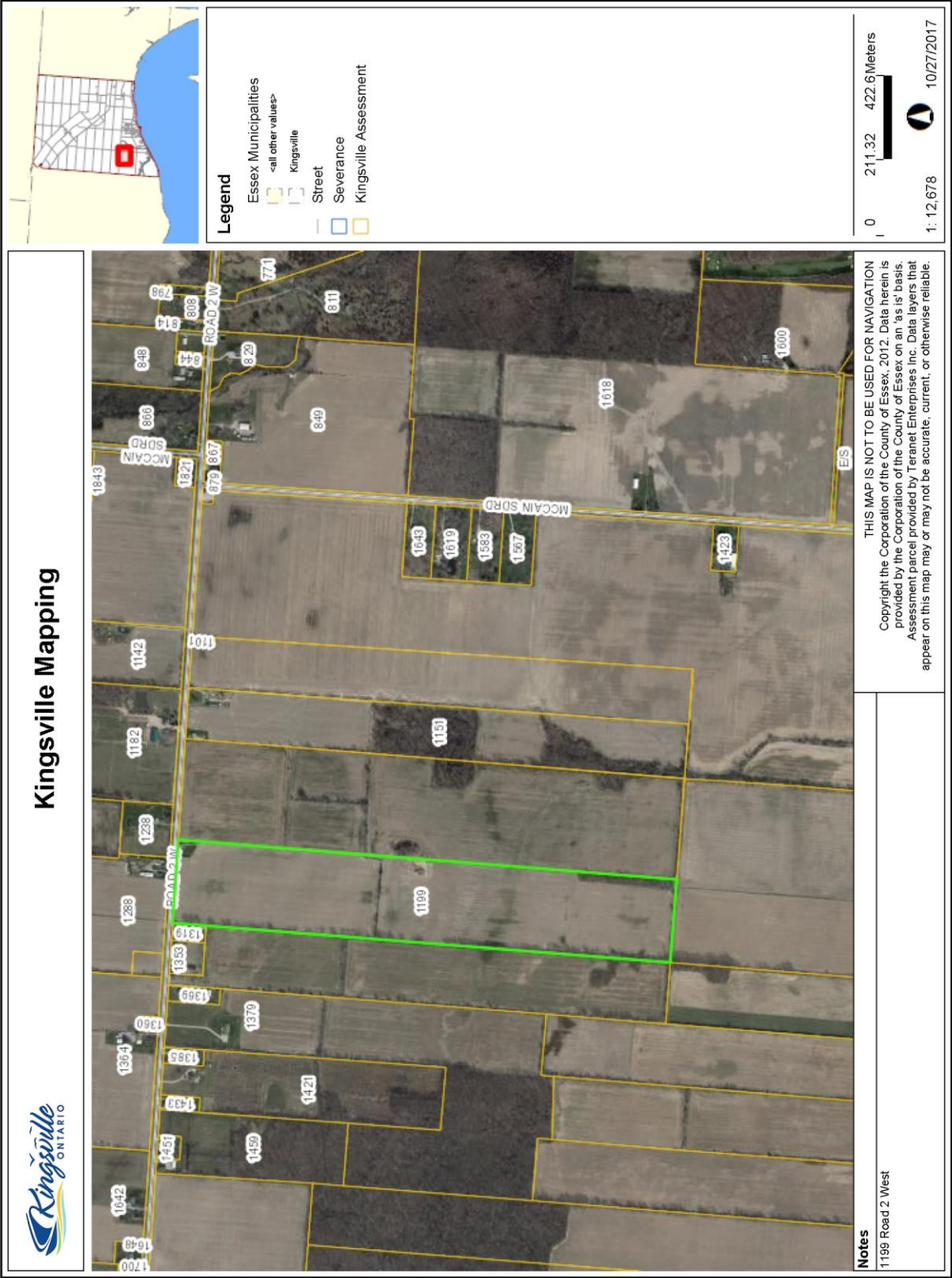
**IF A PERSON** or public body does not make oral submissions at the public meeting or make written submissions to Council before the by-law is passed, the person or public body is not entitled to appeal the decision of the Council to the Ontario Municipal Board.

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

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

**DATED AT**  
**THE TOWN OF KINGSVILLE**  
**on March 29, 2018.**

**David French, BA, CPT**  
**519-733-2305 (x 249)**  
**dfrench@kingsville.ca**





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

**Date:** April 10, 2018

**To:** Mayor and Council

**Author:** David French, BA, CPT  
Interim Town Planner

**RE:** Application for Zoning Amendment  
Glenn Thorpe  
1199 Road 2 W  
Part of Lots 8 & 9, Concession 4

**Report No.:** PDS 2018-018

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## **AIM**

To provide the Town of Kingsville Council with information regarding the requested Zoning By-law Amendment for lands known as 1199 Road 2 West, Part of Lots 8 & 9, Concession 4, as a condition of consent under file B/14/17.

## **BACKGROUND**

At the November 21, 2017 Committee of Adjustment meeting, provisional consent was given to sever an existing dwelling and one outbuilding (File B/14/17), deemed surplus to the farming operation of the owners, from the parcel known as 1199 Road 2 West.

As a condition of that consent, it was required that the retained parcel, being approximately 28.5 ha (70.5 ac.), be rezoned to prohibit the construction of future dwellings. Please refer to the location map attached as Appendix A. This condition is required by both Provincial and Town policies.

## **DISCUSSION**

When considering a request for a Zoning By-law Amendment, it is important to review the request on the basis of the following documents to determine whether the request is appropriate:



## **1) Provincial Policy Statement, 2014 (PPS):**

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

Policy section 2.3.4.1 states:

*Lot creation in prime agricultural areas is discouraged and may only be permitted for:*

*c) a residence surplus to a farming operation as a result of farm consolidation, provided that:*

- 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and*
- 2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective.*

Comment: The subject land was severed to separate a residence surplus to the needs of the farming operation. Therefore, the requested Zoning By-law Amendment from ‘Agriculture (A1)’ to ‘Agriculture – Restricted (A2)’ will ensure that the severance is consistent with the PPS by prohibiting residential development on the remnant parcel but still allow for farming operations to continue.

## **2) Town of Kingsville Official Plan**

The subject land is designated ‘Agriculture’ within the Official Plan for the Town of Kingsville. Section 3.1, pertaining to lands designated ‘Agriculture’, establishes goals to preserve prime agricultural land for agricultural purposes and restricts the type and amount of non-farm development in ‘Agriculture’ designated areas. Additionally, Section 7.3.1, pertaining to Agriculture Land Division, permits the severance of a dwelling that is considered surplus to the needs of the farm operation conditional on the remnant parcel resulting from the severance being rezoned to prohibited new residential dwellings.

Comment: The requested Zoning By-law Amendment conforms to the relevant policies of the Official Plan for the Town of Kingsville.

## **3) Comprehensive Zoning By-law 1-2014**

The subject land is currently zoned ‘Agriculture (A1)’ in the Comprehensive Zoning By-law for the Town of Kingsville. As a condition of the consent the Zoning By-law Amendment to ‘Agriculture – Restricted (A2)’ will prohibit new residences to be built on the retained farmland.

## LINK TO STRATEGIC PLAN

Manage growth through sustainable planning.

## FINANCIAL CONSIDERATIONS

There is no financial impact as a result of this zoning amendment.

## CONSULTATIONS

### 1) Public Consultations

In accordance to O. Reg 545/06 of the Planning Act, property owners within 120m of the subject site boundaries received the Notice of Public Meeting by mail. To date, no comments have been received by members of the public.

### 2) Agency & Administrative Consultation

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

Agency or Administrator	Comment
Essex Region Conservation Authority	<ul style="list-style-type: none"><li>No objections. (See Appendix B).</li></ul>
Town of Kingsville Management Team	<ul style="list-style-type: none"><li>No concerns with the requested rezoning.</li></ul>
County of Essex	<ul style="list-style-type: none"><li>No comments expected.</li></ul>

## RECOMMENDATION

It is recommended that Council approve zoning by-law amendment application ZBA/04/18 to rezone the subject lands at 1199 Road 2 West, Part of Lot 8 and 9, Town of Kingsville, as a condition of consent File B/14/17 from 'Agriculture (A1)' to 'Agriculture – Restricted (A2)' and adopt the implementing by-law.

David French

David French, BA, CPT  
Interim Town Planner

Robert Brown

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

Peggy Van Mierlo-West

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





### Legend

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

**Notes**

1199 Road 2 West

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

0 211.32 422.6 Meters

1: 12,678

10/27/2017



regs@erca.org

P.519.776.5209

F.519.776.8688

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

February 14, 2018

Mr. David French  
Interim Planner  
Planning & Development Services  
The Corporation of the Town of Kingsville  
Kingsville, ON N9Y 2Y9

Dear Mr. French:

RE: Zoning By-Law Amendment ZBA-04-18 1199 ROAD 2 W  
ARN 371133000005650; PIN: 751720125  
Applicant: Thorpe, McVittie & Breemhaar

The following is provided for your information and consideration as a result of our review of Zoning By-Law Amendment ZBA-04-18. We understand that the intent of the application is to satisfy a condition of consent application to sever an existing dwelling and outbuilding surplus to the applicant's farming operation.

## **NATURAL HAZARD POLICIES OF THE PPS, 2014**

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

We have no objection to the re-zoning application.

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

Sincerely,

Mike Nelson  
Watershed Planner  
/mn

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**BY-LAW 49-2018**

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

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

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

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

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

1. Schedule "A", Map 56 of By-law 1-2014 is hereby amended by changing the zone symbol on an approximately 28.5 ha (70.5 ac.) portion of land, known municipally as 1199 Road 2 West, in Part of Lots 8 & 9, Concession 4, as shown on Schedule 'A' cross-hatched attached hereto from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)'.
2. This by-law shall come into force and take effect from the date of passing by Council and shall come into force in accordance with Section 34 of the Planning Act.

READ a FIRST, SECOND and THIRD time and FINALLY PASSED this 23<sup>rd</sup> day of April, 2018.

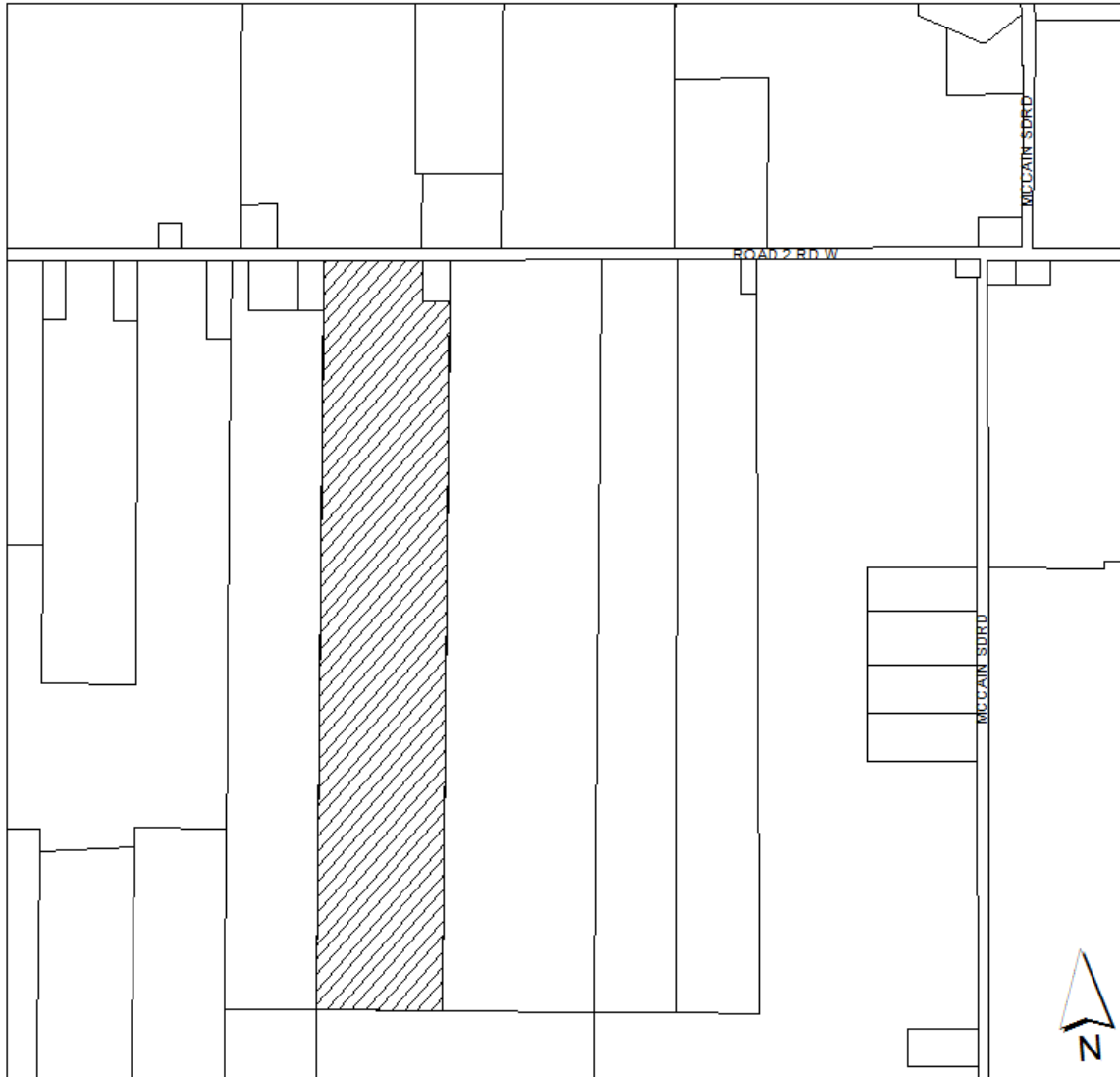
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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**

## Schedule A



0 100 200 400 600 800 Meters

**1199 ROAD 2 WEST  
PART OF LOTS 8 & 9, CONCESSION 4  
ZBA/04/18**



Schedule "A", Map 56 of By-law 1-2014 is hereby amended by changing the zone symbol on a portion of parcel known municipally as 1199 Road 2 West, Part of Lots 8 & 9, Concession 4, and further identified on Schedule 'A' cross-hatched attached hereto from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)'.



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

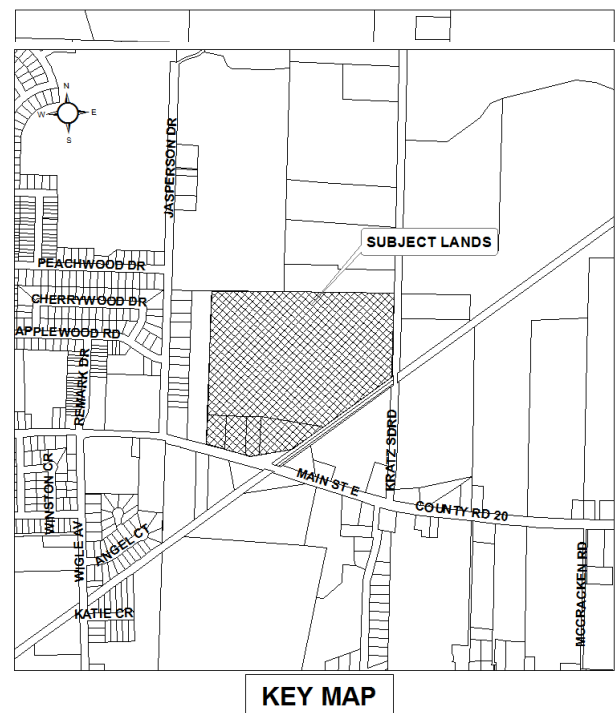
**APPLICATION:** **ZONING BY-LAW AMENDMENT ZBA/05/18**  
(Section 34 of the Planning Act, R.S.O. 1990, C.P. 13)

**OWNER:** **Alium Investments (Kingsville) Limited**

**LOCATION OF PROPERTY:** **410 Main St. E.**  
**Part of Lot 3, Concession 1, ED**  
**Part 2, RP 12R 9964 & Part 2, RP 11009**

### PURPOSE OF APPLICATION:

The subject property is a 5.47 ha (13.5 ac.) commercial lot with an existing commercial building containing a variety of commercial retail units and one stand-alone retail building (LCBO). Site plan approval was first granted on the subject property in 2012 for the initial stage of development for the existing buildings on the site and a potential third building (bank). A second phase of development was intended to be for a second multiple unit commercial building. The property owner is now requesting an amendment to the existing plan which would now see the development of the third building from phase one with a reconfiguration of the parking. Phase two of the plan would be rework into Phase two and three with the initial phase consisting of the development of a 409 sq. m (4,400 sq. ft.) building for a restaurant with drive-thru. Phase three would be the completion of a 2,179 sq. m (29,900 sq. ft.) multiple unit building. Overall the requested revisions total 3,186.5 sq. m (34,300 sq. ft.) which is down considerably from the original 5,173 sq. m (55,660 sq. ft.) of the 2012 plan. A zoning amendment has been requested to grant relief from Section 8.4 d) iii) of the Kingsville Zoning By-law which prohibits a drive-thru adjacent to a residential use.



A **PUBLIC MEETING** OF COUNCIL will be held on:

**WHEN:** **April 23<sup>rd</sup>, 2017**  
**WHERE:** Town of Kingsville Municipal Building (Council Chambers)  
**TIME:** 7:00 p.m.

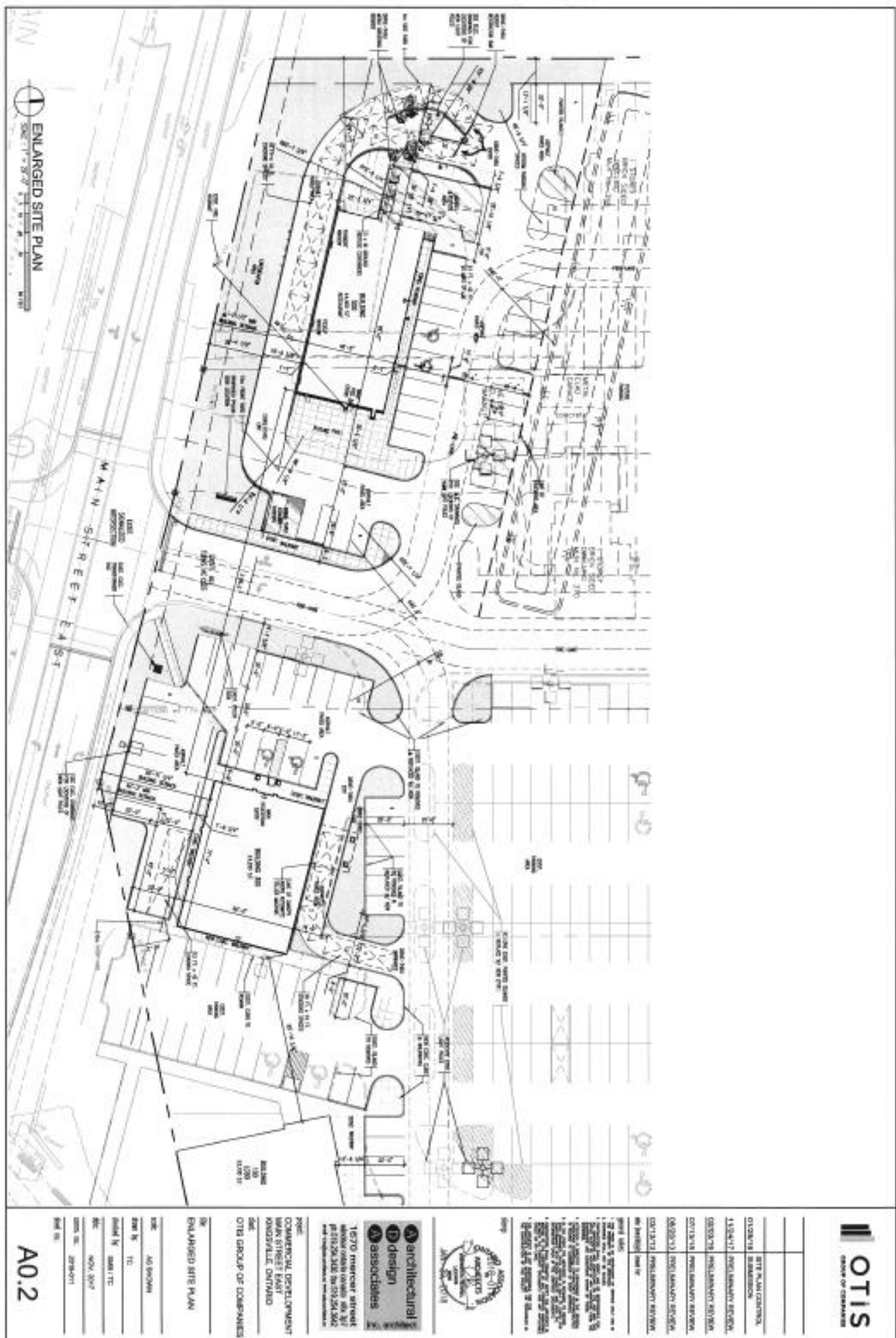
Your feedback on these matters is important. If you have comments on this application, they may be forwarded by phone, email, or mail to the attention of: **Robert Brown**, Manager, Planning Services, Town of Kingsville, 2021 Division Road North, Town of Kingsville, ON N9Y 2Y9. Comments and opinions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

**IF A PERSON** or public body does not make oral submissions at the public meeting or make written submissions to Council before the by-law is passed, the person or public body is not entitled to appeal the decision of the Council to the Ontario Municipal Board.

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



**Robert Brown, H. Ba, MCIP, RPP**  
**Tel: (519) 733-2305 (ext. 250)**  
**E-Mail: [rbrown@kingsville.ca](mailto:rbrown@kingsville.ca)**





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

**Date:** April 10, 2018

**To:** Mayor and Council

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

**RE:** Zoning Amendment Application – ZBA/05/18  
Alium Investments (Kingsville) Limited  
Part of Lot 3, Concession 1, ED  
Part 2, RP 12R 9964 & Part 2, RP 11009

**Report No.:** PDS 2018-019

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## **AIM**

To provide Council with information on a requested zoning by-law amendment to grant relief from Section 8.4 d) iii) to permit a drive-thru restaurant on an interior lot when adjacent to residential land use.

## **BACKGROUND**

The subject property is a 5.47 ha (13.5 ac.) commercial lot with an existing commercial building containing a variety of commercial retail units and one stand-alone retail building (LCBO). Site plan approval was granted on the subject property in 2012 for the initial stage of development for the existing buildings on the site and a potential third building. The plan also included a second phase of development which was intended to be for a second multiple unit commercial building. (See Appendix A)

The property owner is requesting an amendment to the existing plan. The revised plan shows construction of the third building from phase one with a reconfiguration of the parking. The second part of the revised plan is the development of a 409 sq. m (4,400 sq. ft.) building for a restaurant with a drive-thru. (See Appendix B)

The final phase would be the completion of a 2,179 sq. m (29,900 sq. ft.) multiple unit building. (See Appendix C) Overall the requested revisions total 3,186.5 sq. m (34,300 sq. ft.) which is down considerably from the original 5,173 sq. m (55,660 sq. ft.) of the 2012 plan.

As a result of the revised development plan, a zoning amendment is required to grant relief from Section 8.4 d) iii) of the Zoning By-law which states, 'a drive-through restaurant or drive-through food outlet shall not be permitted on an interior lot when adjacent to a residential land use.' At present the lands to the immediate west of the subject property are zoned 'General Commercial, C4' however still contain a residential use in the form a single detached dwelling.

## **DISCUSSION**

### **1) Provincial Policy Statement (PPS), 2014:**

There are no issues of Provincial significance raised by the proposed zoning by-law amendment.

### **2) County of Essex Official Plan**

There are no issues of County significance raised by the application.

### **3) Town of Kingsville Official Plan**

The subject property is designated 'Highway Commercial'. The proposed amendment conforms with the Kingsville Official Plan policies and goals.

### **4) Comprehensive Zoning By-law – Town of Kingsville**

The subject parcel is zoned 'General Commercial Exception 1, (C4-1)' by the Kingsville Zoning By-law. The site-specific zoning was implemented to require a 10 m setback from the greenway. The relief requested by the amendment is from Section 8.4 d) iii) which prohibits a drive-thru restaurant or more specifically the drive-thru lane on an interior lot abutting a residential land use. Although the abutting lands to the west are also zoned for commercial use, at present, they contain a single detached residence that is still under active use.

Comment: The concern with drive-through uses, especially restaurants, is the order board and the drive-thru lane itself. The order board can generate noise and the drive-thru through lane can generate noise, lights, pollution from idling and litter that could have a negative impact on a neighbouring residential use. With the exception of the pollution issue these items can be addressed through site plan control with the use of buffering, fencing and landscaping as well as setting noise limits. What is unique about this regulation is that it applies only to interior lots abutting a residential use. The same use on a corner lot abutting a residential use would be permitted and would likely face all of the same compatibility issues with the resolution of those issues being through site plan control.

The property owner has been in contact with the neighbouring owner of the lot with the residential use. The owner has confirmed via e-mail that he has no objection to the requested amendment.

## LINK TO STRATEGIC PLAN

Support growth of the business community.

## FINANCIAL CONSIDERATIONS

The proposed development will be subject to the collection of development charges and will result in an increase in assessment on the property as the proposed buildings are completed.

## CONSULTATIONS

### Public Consultations

In accordance to O. Reg 545/06 of the *Planning Act*, property owners within 120m of the subject site boundaries received the Notice of Open House/ Public Meeting by mail.

At the time of writing, no public comments had been received.

### Agency & Administrative Consultations

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

Agency or Administrator	Comment
Essex Region Conservation Authority Watershed Planner	<ul style="list-style-type: none"><li>• Full comment is attached as Appendix D</li><li>• The property, like many of the lands along Main St E., in this area drain into the former Kraus Drain which is located on the ERCA Greenway. ERCA's concern is that a formal agreement/easement should be in place with the Town prior to further approvals of development.</li><li>• The Town is working with ERCA to complete the agreement and easement which will be in place prior to construction.</li></ul>
Town of Kingsville Management Team	<ul style="list-style-type: none"><li>• There are no issues with the requested zoning amendment. The Town will continue to work with the applicant on the requested site plan amendment prior to it returning to Council for approval.</li></ul>

## RECOMMENDATION

It is recommended that Council approved zoning amendment application ZBA/05/18 to amend the existing site –specific ‘General Commercial Exception 1, (C4-1)’ zone to grant relief from Section 8.4 d) iii) and permit a drive-thru restaurant on an interior lot abutting a residential use and adopt the implementing by-law.

*Robert Brown*

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

*Peggy Van Mierlo-West*

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



11/30/12	REVISED SITE PLAN
11/27/12	REVISED SITE PLAN
10/24/12	REVISED SITE PLAN
10/10/12	REVISED SITE PLAN
05/23/12	PRELIMINARY REVIEW
04/19/12	PRELIMINARY REVIEW
04/10/12	PRELIMINARY REVIEW
02/17/12	PRELIMINARY REVIEW

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client: OTIS GROUP OF COMPANIES

title:  
SITE PLAN

scale: AS SHOWN

drawn by: TC / JT

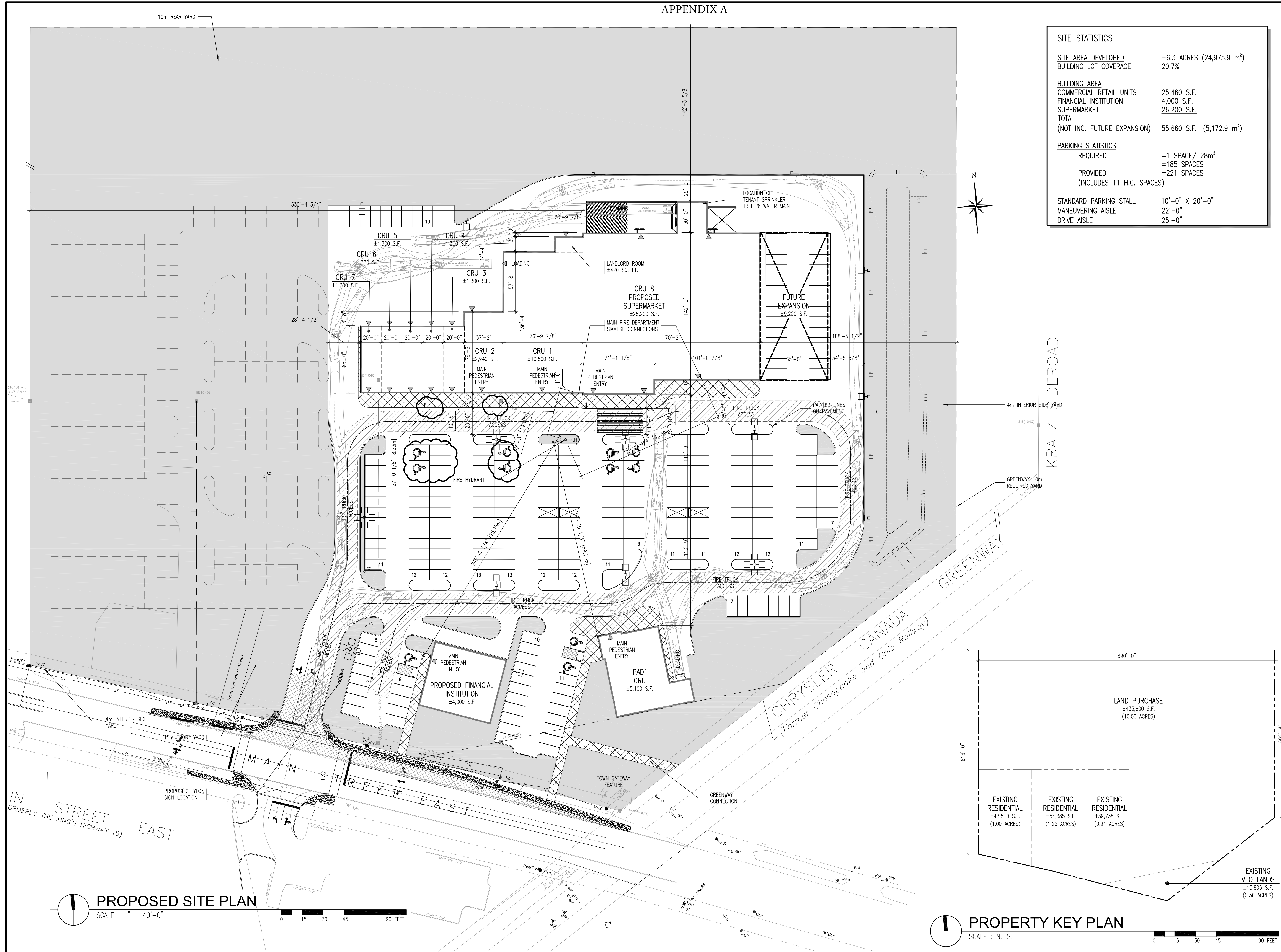
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date: NOV. 2012

comm. no.: 2010-63

sheet no.:

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APPENDIX B



01/29/18	SITE PLAN CONTROL SUBMISSION
11/24/17	PRELIMINARY REVIEW
02/03/16	PRELIMINARY REVIEW
07/13/15	PRELIMINARY REVIEW
08/20/13	PRELIMINARY REVIEW
03/13/13	PRELIMINARY REVIEW
date (mm/dd/yy): issued for:	

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  4. ATTENTION IS DIRECTED TO PROMISES IN THE GENERAL CONDITIONS REGARDING CONTRACTOR'S RESPONSIBILITY IN REGARD TO SUBMISSION OF SHOP DRAWINGS.
  5. IN THE EVENT THE ARCHITECT IS RETURNED TO REVIEW SHOP DRAWINGS, SUCH REVIEW IS ONLY TO CHECK FOR CONFORMANCE WITH DESIGN CONCEPT AND WITH THE INFORMATION GIVEN IN THE CONTRACT DOCUMENTS.
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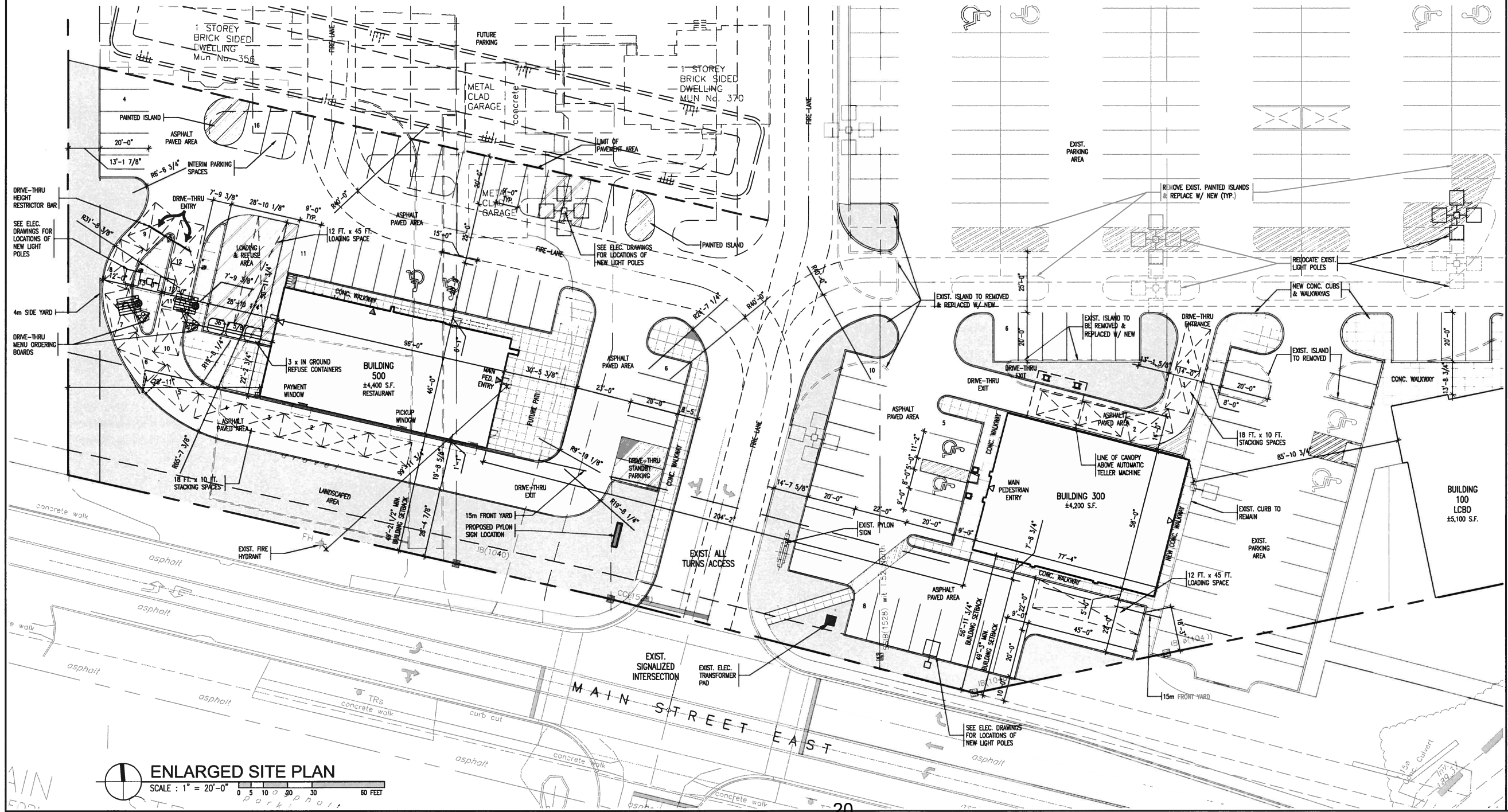
project:  
COMMERCIAL DEVELOPMENT  
MAIN STREET EAST  
KINGSVILLE, ONTARIO

client:  
OTIS GROUP OF COMPANIES

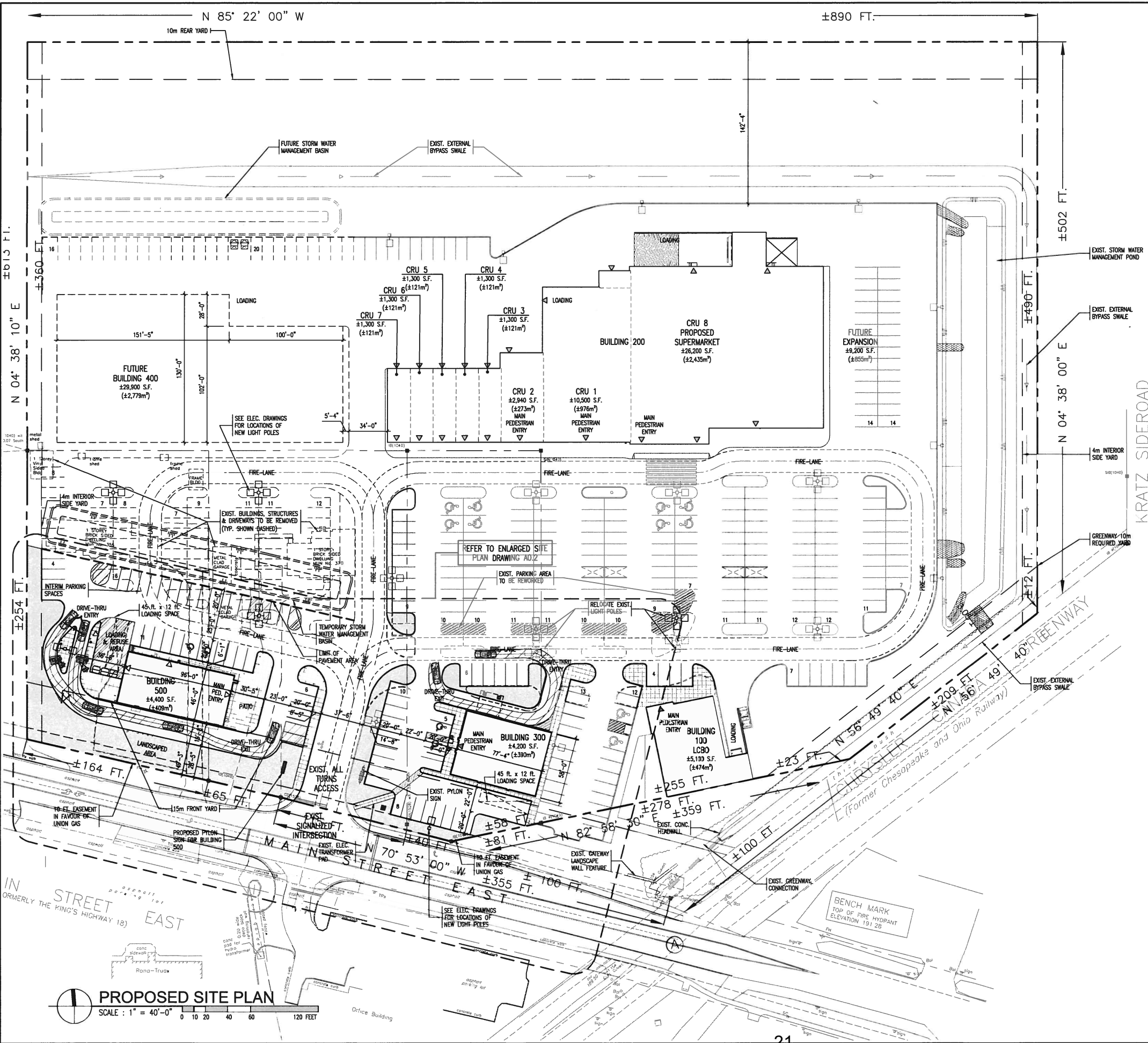
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ENLARGED SITE PLAN

scale: AS SHOWN  
drawn by: TC  
checked by: SMB / TC  
date: NOV. 2017  
comm. no.: 2018-011  
sheet no.:

A0.2



ENLARGED SITE PLAN  
SCALE: 1" = 20'-0" 0 5 10 20 30 60 FEET



SITE STATISTICS (OVERALL)	
SITE AREA DEVELOPED	±13.5 ACRES (54,741.4 m²)
BUILDING LOT COVERAGE	15.2%
BUILDING AREA	
COMMERCIAL RETAIL UNITS	
BUILDING 100	5,100 S.F.
BUILDING 200	
CRU1-8	19,940 S.F.
CRU8	26,200 S.F.
FUTURE BUILDING 400	29,900 S.F.
BUILDING 300	4,200 S.F.
BUILDING 500	
RESTAURANT W/ DRIVE-THRU	4,400 S.F.
TOTAL	
(NOT INC. FUTURE EXPANSION)	89,740 S.F. (8,340 m²)
PARKING STATISTICS	
REQUIRED	= 1 SPACE/ 28m²
	= 298 SPACES
PROVIDED	= 374 SPACES
(INCLUDES 19 H.C. SPACES)	
NEW CONSTRUCTION DATA	
BUILDING AREA	±8,600 S.F.
LANDSCAPE AREA	
SOFT (GRASS)	±15,900 S.F.
HARD (CONCRETE)	±6,200 S.F.
ASPHALT AREA	±35,400 S.F.
CONCRETE CURBS	±1,989 LN. FT.
PARKING	57 SPACES (INC. 4 H/C)
LOADING	2 SPACE



	SITE PLAN CONTROL SUBMISSION
01/29/18	
11/24/17	PRELIMINARY REVIEW
02/03/16	PRELIMINARY REVIEW
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NOV. 2017  
comm. no.:  
2018-011  
sheet no.:



# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 51-2018

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

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

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

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

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

1. That Subsection 8.4 e) GENERAL COMMERCIAL ZONE 4 C4 EXCEPTIONS is amended by deleting Subsection 8.4.1 and replacing with the following:

#### **8.4.1 'GENERAL COMMERCIAL ZONE 4 EXCEPTION 1 (C4-1) – (C2-5 S)' for lands shown as C4-1 on Map 73 Schedule "A".**

##### **a) Permitted Uses**

- i) Those uses permitted under Section 8.4 A) General Commercial (C4);

##### **b) Permitted Buildings and Structures**

- i) Those buildings and structures permitted under Section 8.4 including those for the permitted uses;
- ii) Buildings and structures accessory to the permitted uses.

##### **c) Zone Provisions**

All lot and building requirements for the permitted buildings and structures shall be in accordance with Section 8.4 of this By-law with the exception of the following special provisions;

- i) Notwithstanding any other provisions of the by-law to the contrary the required side yard setback from the Chrysler Canada Greenway shall be 10 m, minimum;
- ii) Section 8.4.d) iii) shall not apply to lands within the C4-1 Zone.

- 2. This by-law shall come into force and take effect from the date of passing by Council and in accordance with Section 34 of the Planning Act.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 23<sup>rd</sup> DAY OF APRIL, 2018.**

\_\_\_\_\_  
**MAYOR, Nelson Santos**

\_\_\_\_\_  
**CLERK, Jennifer Astrologo**



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**Date:** April 5, 2018  
**To:** Mayor and Council  
**Author:** M. Durocher  
**RE:** Folk Festival Significant Event Status  
**Report No.:** PR 04-2018

---

## **AIM**

**Designation of the 2018 Kingsville Folk Festival as an “event of municipal significance” for the purposes of obtaining a Special Occasion Permit from the AGCO.**

## **BACKGROUND**

Founded in 2012 by John and Michele Law, and incorporated as an Ontario non-profit, the Sun Parlour Folk Music Society exists to promote the live performance of folk music and to establish and maintain cultural activities amongst its members and the community at large. The SPFMS presents the annual Kingsville Folk Music Festival the 2nd weekend of August with proceeds from this event being used to enrich the lives of youth in the region through access to arts and cultural education and mentorship.

## **DISCUSSION**

The Kingsville Folk Music Festival is a one of a kind event being held west of London in southwestern Ontario. With five stages and numerous national and international performers, the Festival is modelled after the most successful and longest running Canadian music festivals: Edmonton, Vancouver, Winnipeg and Stan Rogers Folk Festivals. The Festival Organizers are bringing world class entertainment to Kingsville during this event, which will feature a licensed area featuring area wineries and craft beers. The organizers are asking council to deem this event as “an event of municipal significance” in order to comply with the AGCO regulations for outdoor events.

## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

Designation as an event of municipal significance allows for a significant savings to the festival organizers

## **CONSULTATIONS**

AGCO representative  
Kingsville Folk Festival Organizers  
Parks Recreation Arts and Culture Committee  
Special Events Resource Task Force

## **RECOMMENDATION**

Council approves the request for Event of Municipal Significance status for the 2018 Kingsville Folk Festival.

*Maggie Durocher*

Maggie Durocher Hons. BHK  
Manager of Parks and Recreation Programs

*Peggy Van Mierlo-West*

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



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**Date:** April 23, 2018  
**To:** Mayor and Council  
**Author:** Roberta Baines, Deputy Clerk – Administrative Services  
**RE:** Results of 2018 Rabies Clinic  
**Report No.:** CS-2018-12

---

## **AIM**

To provide Council with an update on the results of the Rabies Clinic (the “Clinic”) held on Wednesday March 21, 2018.

## **BACKGROUND**

Building on last year’s success and in an effort to encourage compliance with the proof of rabies vaccine requirement that was implemented last year, the Town collaborated with Dr. Hussain of the Erie Veterinary Hospital to host a rabies clinic.

## **DISCUSSION**

The Clinic was held on Wednesday March 21 from 1:00 p.m. to 7:00 p.m. at the Kingsville Arena. In total, 84 animals were vaccinated and 81 dog tags were sold. The success of the Clinic can be attributed to the location, advertising campaign and generosity of the Erie Veterinary Hospital in providing their services.

The Kingsville Arena was the ideal location to host a clinic as it was able to accommodate the provision of both veterinarian and licensing services. The building is fully accessible, residents had access to all forms of payment (debit, credit and ATM), the reception area was spacious enough to handle many animals waiting, and the veterinarian had a room separate from the waiting area to administer the vaccine. The Erie Veterinary Hospital was very pleased with the turnout and has expressed interest in participating next year.

Advertising began a month prior to the clinic. Advertisements were placed on the Town’s digital sign, social media pages and on the bulletin boards in the lobby at the Municipal Office and at the Arena. Flyers about the rabies clinic were also placed with the dog tag reminder notices that were mailed out to residents mid-February.

The Erie Veterinary Hospital was generous with their services. For the Clinic, the staff secured a reduced cost, one-year rabies vaccination for \$25.00 per dog. Furthermore, Dr. Hussain and the veterinarian technician who attended the event provided their services free of charge for residents.

The feedback from residents about the Clinic was positive as the event provided a chance for residents to get the required vaccine and to pay for the dog tag outside regular business hours. Furthermore, it provided the Town an opportunity to engage with the community and promote the Linden Beach Dog Park.

## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

The Town received \$1620.00 in dog licensing fees as a result of the clinic. The expenses to host the clinic were minimal because the event was hosted at a municipally owned building and all veterinarian services were donated. The Town expended \$330.00 to run the Clinic in partnership with Erie Veterinary Hospital and those costs were attributed to advertising and staff overtime.

## **CONSULTATIONS**

None

## **RECOMMENDATION**

That Council receives this report regarding the 2018 Rabies Clinic for information; and that correspondence be sent from the Mayor's Office thanking Dr. Hussain and the Erie Veterinary Hospital for their contribution to, and participating in the Clinic.

*Roberta Baines*

Roberta Baines, BA  
Deputy Clerk – Administrative Services

*Jennifer Astrologo*

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

*Peggy Van Mierlo-West*

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



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**Date:** April 11, 2018

**To:** Mayor and Council

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

**RE:** Sunvalley Estates  
Extension of Draft Plan of Subdivision Approval  
County File No. 37-T-12001

**Report No.:** PDS 2018-020

---

## **AIM**

To provide Mayor and Council with information regarding a request by the applicant's agent Mr. Walter Branco, for Domenico Mucci, to support a requested extension to draft plan approval for the Sunvalley Estates Subdivision.

## **BACKGROUND**

Council originally authorized the entering into of a Development Agreement with the land owner for the creation of 71 single detached residential lots on August 27<sup>th</sup>, 2012. The County of Essex issued Draft Plan approval for the Sunvalley Estates Subdivision on August 14<sup>th</sup>, 2012. (See Appendix A – Overall Draft Plan)

Draft Plan Approval (as granted by the County of Essex, the approval authority) allows the developer to proceed with servicing and establishing the development but does not allow for the sale of the lots until all conditions have been satisfied, an agreement has been entered into with the Municipality, the plan has received final approval, and the plan is registered. Through phasing of the development, infrastructure and/or servicing, the economy, or other factors, the conditions may not be met within the three years and, therefore, the applicant requires an extension of the approval to complete the works.

## **DISCUSSION**

Phase 1 of the Sunvalley Estates subdivision has been built out completely. Phase 2 underwent a minor redline amendment that reconfigured lots in the northwest corner increasing the total lots at final built out to 73. (See Appendix B) Phase 2 was started in

early 2017 and was just approved to go on one year maintenance. A number of dwellings have received building permits in Phase 2 and are currently under construction. The developer is planning to move forward with the servicing of the remaining lands once all terms of the development agreement have been completed for Phase 1. As Phase 1 is completed, Phase 2 is actively developing and Phase 3 is presently in a position to move forward with servicing extension the developer has demonstrated that ongoing efforts have continued to complete the subdivision. Therefore extension of Draft Approval is, warranted for the Sunvalley Estates Subdivision which is set to expire on August 14<sup>th</sup>, 2018.

According to Section 51(33) of the Planning Act, “the approval authority may extend the approval for a time period specified by the approval authority, and may further extend it, but no extension is permissible if the approval lapses before the extension is given”. Therefore, since the County of Essex has the authority to extend it, and since the full build out has continually proceeded since 2012, Kingsville Administration recommends that the County of Essex grant what should be a final 3-year extension of Draft Plan Approval for the final phase of Sunvalley Estates.

## **LINK TO STRATEGIC PLAN**

Manage residential growth through sustainable planning.

## **FINANCIAL CONSIDERATIONS**

The ongoing construction of dwellings and final registration of the lots in Phase 3 will result in an increase in assessment through to final build out.

## **CONSULTATIONS**

Administration and the County Planner

## **RECOMMENDATION**

It is recommended that Council support a resolution to grant a three-year extension of the Draft Plan of Subdivision Approval for the Sunvalley Estates Subdivision in the Town of Kingsville (County of Essex File No. 37-T-12001

*Robert Brown*

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

*Peggy Van Mierlo-West*

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



ADDITIONAL INFORMATION  
REQUIRED UNDER SECTION 51(17) OF THE PLANNING ACT (R.S.O. 1990)

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

P.I.N. 75143-0191

LOT 33

LOT 32

P.I.N. 75143-0207  
1601

REGENT STREET  
20.12 WIDE PER  
REG. PLAN 1601

LOT 30  
P.I.N. 75143-0210

LOT 29  
P.I.N. 75143-0211

LOT 28  
P.I.N. 75143-0212

LOT 27  
P.I.N. 75143-0213

LOT 26  
P.I.N. 75143-0214

LOT 25  
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P.I.N. 75143-0220

LOT 19  
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LOT 18  
P.I.N. 75143-0222

LOT 17  
P.I.N. 75143-0223

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P.I.N. 75143-0224

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P.I.N. 75143-0225

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P.I.N. 75143-0226

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LOT 9  
P.I.N. 75143-0231

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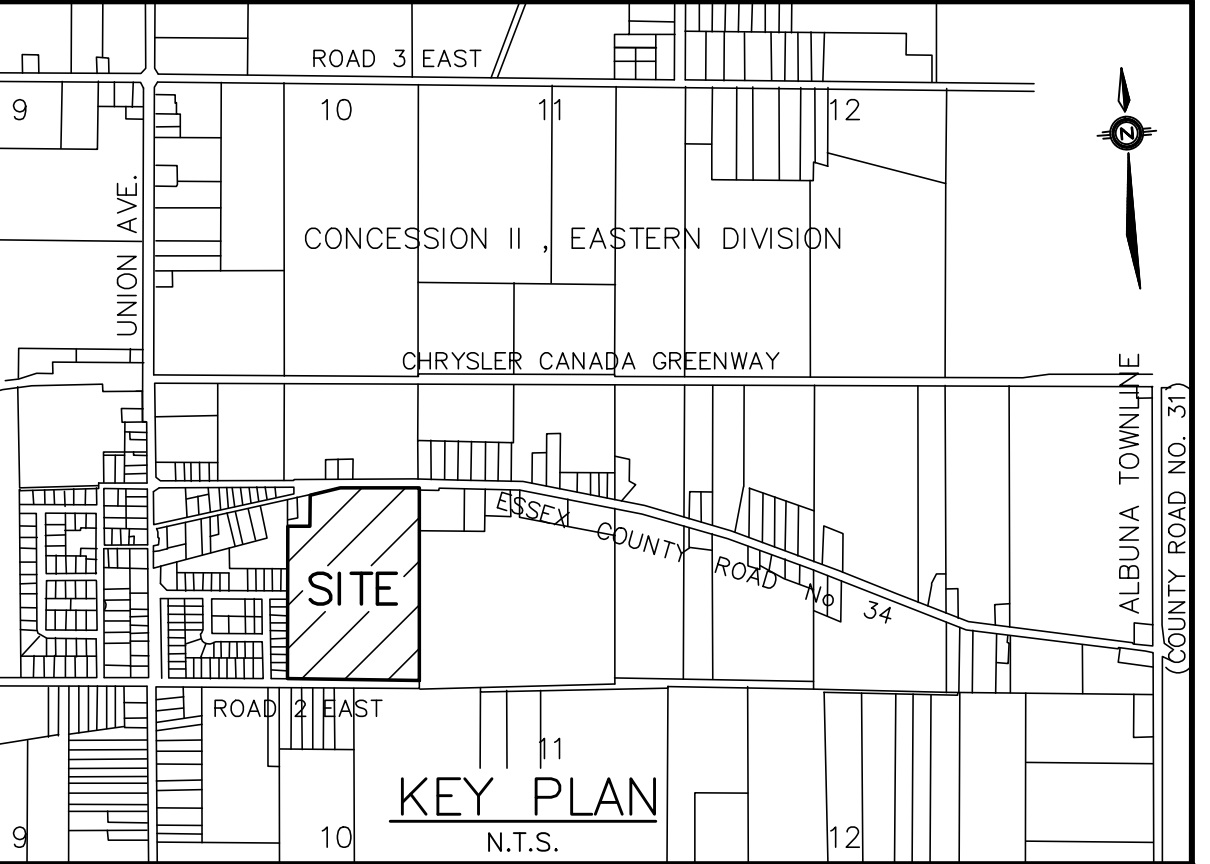
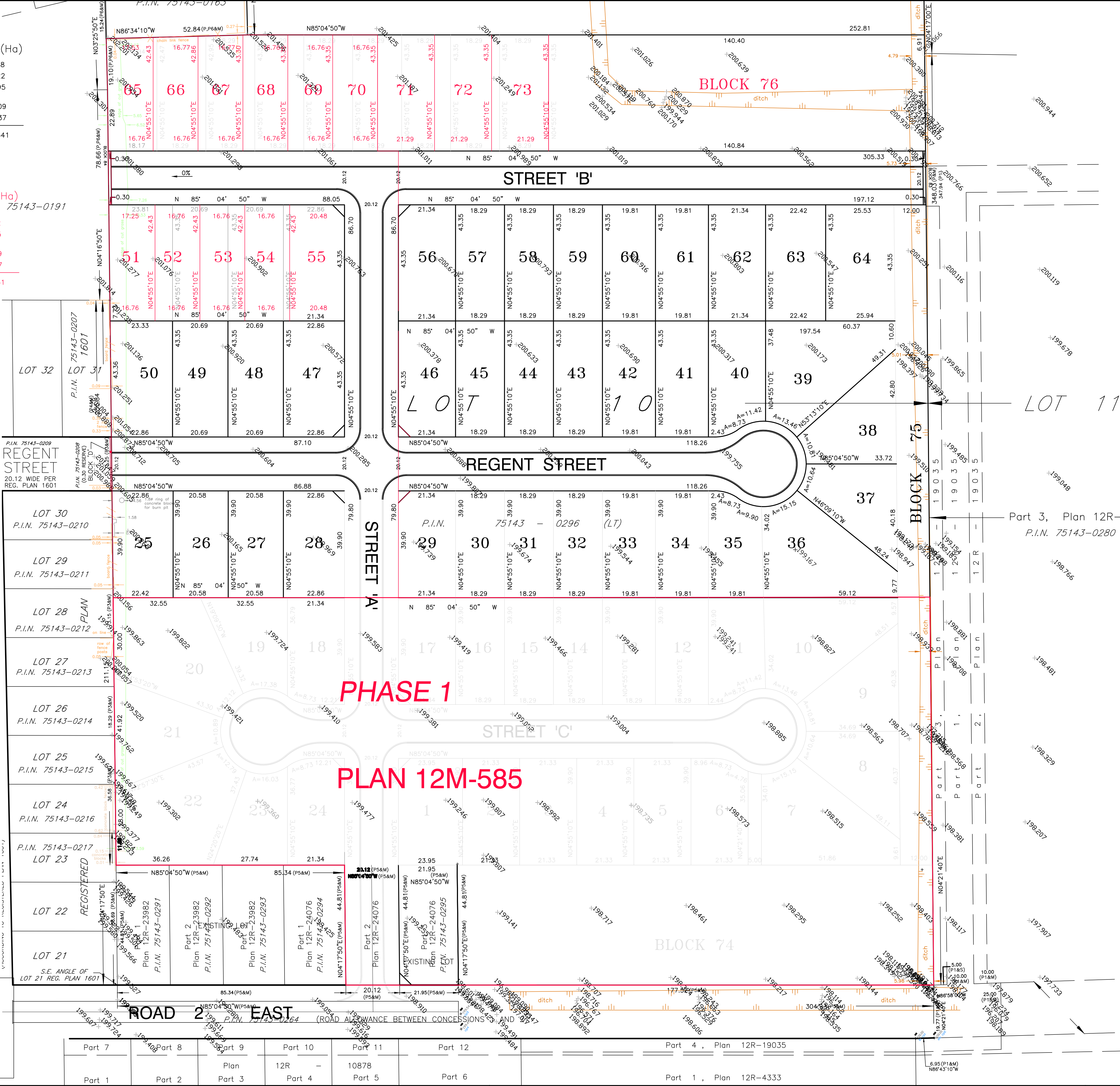


LAND USE SCHEDULE			
USE	LOTS/ BLOCKS	RESIDENTIAL UNITS	AREA(Ha)
SINGLE FAMILY DWELLINGS	72	72	6.578
LINEAR PARK & MUNICIPAL DRAIN	1		0.222
STORM WATER MANAGEMENT - BLOCK 74	1		0.795
OTHER - BLOCK 73	1		0.609
R.O.W.			2.137
TOTAL	75	72	10.341

LAND USE SCHEDULE			
USE	LOTS/ BLOCKS	RESIDENTIAL UNITS	AREA(Ha)
SINGLE FAMILY DWELLINGS	73	73	6.578
LINEAR PARK & MUNICIPAL DRAIN	1		0.222
STORM WATER MANAGEMENT - BLOCK 74	1		0.795
OTHER - BLOCK 76	1		0.609
R.O.W.			2.137
TOTAL	76	73	10.341

APPENDIX B

ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51(17) OF THE PLANNING ACT (R.S.O. 1990)			
(A) AS SHOWN ON PLAN	(C) AS SHOWN ON PLAN		
(B) AS SHOWN ON PLAN	(H) PIPED MUNICIPAL		
(C) AS SHOWN ON PLAN	(I) SILTY SAND WITH TRACE CLAY DEPOSITS		
(D) RESIDENTIAL	(J) AS SHOWN ON PLAN		
(E) REFER TO KEY PLAN	(K) ALL SERVICES TO BE PROVIDED		
(F) AS SHOWN ON PLAN	(L) AS SHOWN ON PLAN		



DRAFT PLAN OF SUBDIVISION  
OF  
PART OF LOT 10,  
CONCESSION 2 EASTERN DIVISION  
GEOGRAPHIC TOWNSHIP OF GOSFIELD SOUTH  
NOW IN THE  
TOWN OF KINGSVILLE  
COUNTY OF ESSEX, ONTARIO  
VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC.  
SCALE = 1:750  
0 7.5 15.0 30.0 45.0 75.0 METRES  
"METRIC" DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND  
CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

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

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

LEGEND  
SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR  
SIB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR  
IB DENOTES 16mm X 16mm X 0.61m IRON BAR  
IB DENOTES 19mm diameter X 0.61m ROUND IRON BAR  
CC DENOTES CUT-CROSS  
CP DENOTES 5mm X 50mm STEEL PIN  
■ DENOTES SURVEY MONUMENT FOUND  
□ DENOTES SURVEY MONUMENT SET AND MARKED 1528  
WT DENOTES WITNESS 1 DENOTES PERPENDICULAR  
(S) DENOTES SET (W) DENOTES MEASURED (D) DENOTES DEED  
SSIB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE  
POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.  
(S/P) DENOTES SET PROPORTIONALLY (O) DENOTES ORIGIN UNKNOWN  
(P) DENOTES PLAN OF SURVEY BY (1528) DATED SEPT. 28, 1990. PLAN FILE G-396.  
(P1) DENOTES PLAN 12R-19035  
(P2) DENOTES PLAN 12R-10878  
(P3) DENOTES REGISTERED PLAN 1601  
(P4) DENOTES PLAN 12R-23982  
(P5) DENOTES PLAN 12R-24076  
(P6) DENOTES PLAN 12R-8964  
(P7) DENOTES PLAN 12R-9830  
(P8) DENOTES MTO PLAN P-1518-15  
(1528) DENOTES VERHAEGEN, STUBBERFIELD, HARTLEY, BREWER, BEZAIRE INC., O.L.S.  
(1040) DENOTES WILLIAM J. SETTERINGTON, O.L.S.  
(A) DENOTES C.G.R. ARMSTRONG, O.L.S.  
(1172) DENOTES STUBBERFIELD, HARTLEY, BREWER LIMITED, O.L.S.  
(W10) DENOTES MINISTRY OF TRANSPORTATION, ONTARIO  
(1201) DENOTES CLARKE SURVEYORS INC., O.L.S.

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

DATED: \_\_\_\_\_ DOMENICO MUCCI  
DATED: \_\_\_\_\_ FILOMENA MUCCI

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

DATE DECEMBER 2 2011 \_\_\_\_\_ BRIAN COAD  
ONTARIO LAND SURVEYOR  
for VERHAEGEN • STUBBERFIELD • HARTLEY  
BREWER • BEZAIRE INC.

2.	RED-LINE DRAFT PLAN	22 FEB 2016	BJS	CHECKED	R.C.S.
1.	WIDENED BLOCK 75	14 JUN 2012	AMC	DATE	JULY 2011
NO.		DATE	BY	SCALE	1 : 750

DESIGN	R.C.S.
CHECKED	R.C.S.
DRAWN	A.M.C./H.M.K.
CHECKED	R.C.S.
DATE	JULY 2011
SCALE	1 : 750

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





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

**Date:** April 12, 2018  
**To:** Mayor and Council  
**Author:** Robert Brown, H. Ba, MCIP, RPP  
Manager, Planning Services  
**RE:** Medical Marihuana – Policy Review  
**Report No.:** PDS 2018-017

---

## **AIM**

To review the current Town of Kingsville Medical Marihuana policies and provide Council with the implications of any suggested changes and provide recommendations on any proposed changes to the current policies.

## **BACKGROUND**

The use of medical marihuana in Canada has been in place since 2001 with the implementation of the Medical Marihuana Access Regulations (MMAR). These regulations permitted an individual or a designated person, with the authorization of their health care practitioner, to produce limited quantities of dried marihuana. In 2013, new regulations, in the form of the Marihuana for Medical Purposes Regulations (MMPR) were created for the establishment of a commercial industry responsible for the production and distribution of marihuana for medical purposes. As part of these new regulations Health Canada also included provisions for local municipalities to implement protocols on the location of commercial growing operations which had not previously been the case with the MMAR regulations.

What resulted from this was a wide variety of different regulations ranging from nothing, to permitted as-of-right in industry zones to requiring a zoning amendment subject to certain criteria. For those municipalities that did address the issue one common element in the regulations was a need to maintain some degree of minimum setback from residential uses, areas or zones and a setback or prohibition in proximity to other sensitive uses such as parks, schools and churches.

The regulations that were developed for Kingsville were what one could refer to as a middle-of-the-road approach. The initial draft suggested that licensed facilities would be

permitted in all industrial zones subject to certain setback requirements from sensitive uses. During the public consultation phase there was feedback from the agricultural sector that suggested a need or desire by the industry to also include the ability for greenhouse operations to have the opportunity to be MMPR producers. Ultimately, the Council of the day agreed and the current Medical Marihuana Production Facility (MMPF) regulations were adopted via OPA #3 and the Comprehensive Kingsville Zoning By-law was amended to add Section 4.46.

## **DISCUSSION**

At the March 12, 2018 Council meeting Motion 222-1018 was brought forward and approved as follows:

That Administration review the Town's existing policies, by-laws and the Official Plan in relation to the production of medical marihuana and provide a report back to Council to provide recommendations as to whether Council should:

- Amend The Zoning By-law to allow for the production of medical marihuana in newly-constructed greenhouses that have proper odour control and security facilities, and if so, what is the process, the cost to undertake said amendment, and the implications of such an amendment; and
- Consider medical marihuana as a legitimate greenhouse crop.

Comment: The original intent behind limiting the establishment of MMPF's to existing greenhouses was not so much about the growing of the plants themselves but more about the processing of the plants into their final usable format. The growing and maintenance of a marihuana plant is very similar to that of vegetable crops however once the plant is to be processed the similarity ends. Vegetable crops are very much pick, pack and ship to the end user. Marihuana must be harvested, dried and processed into its final form which can be dried product or oil which can also be further used in other forms such as edibles or infused products. This processing aspect for an end user product then starts to resemble an industrial form of use which is not intended for location on Agriculture designated lands. While the Zoning and Official Plan do permit agricultural processing there is a limit to the level of processing. Packing and selling bulk carrots is far different than manufacturing baby food from those same carrots.

The first part of the motion asks about permitting new greenhouse builds for MMPF's subject to certain requirements. It is actually not the Zoning By-law which currently limits MMPF establish to existing greenhouses but rather the Official Plan. Amendment of the plan is certainly a possibility however is it necessary. Much of the current interest and demand in MMPF's has been for the use and conversion of existing greenhouses and can be monitored, reviewed and regulated through the required zoning amendment process. This does not mean that new build greenhouses are prohibited it simply means that there is an extra step in the approval process and a need for added justification in the form of a site-specific Official Plan amendment.

The other question that has some merit is why is there a significant desire to add medical marihuana production as a permitted use? Many of the operations that have come forward or will be coming forward in the coming months are smaller older greenhouses. These

operations, based on comments I have hear over the last several years, are becoming less and less viable as the overall average size of operations continues to increase. If the current policy helps to encourage reuse and redevelopment of the existing greenhouse stock perhaps that should be the initial consideration before opening the policy to as-of-right new builds.

Does leaving the policy unchanged place the Town at a competitive disadvantage? In general I do not believe that the requirement for any appropriate approvals places a community at a disadvantage. Failing to work with any developer, greenhouse or otherwise, is what generally impacts a proponents decision to locate in one community over another. Locally the greenhouse industry is far more impacted by the availability of services, increased taxes (cap and trade), hydro costs, gas cost, lands costs, labour supply and lack of available land.

On the other hand changing the policy perhaps creates a lack regulation or oversight creating an environment for too much development of MMPF's. Although you might consider medical marihuana a crop it is also one more pressure on limited agricultural lands. Even current cash crop production is increasingly redirected away from food production, corn for ethanol, fibre crops for automotive parts production etc.

The second part of the motion asks to consider medical marihuana as a legitimate greenhouse crop.

Comment: At present the Zoning By-law does not include a MMPF as an agricultural use. I don't believe that this was intended to not recognize the growing portion as a legitimate crop but rather was based on the commercial industrial direction that the legislation was taking at the time. In addition OMAFRA and MMA have both concluded that the growing of medical marihuana can be considered an agricultural use. This aspect of the overall policy really only represents a very small part of the whole consideration. Whether it is marihuana for medical purposes or recreational use it will continue to be a controlled substance not unlike the sale of alcohol.

## **LINK TO STRATEGIC PLAN**

Support growth of the business community.

## **FINANCIAL CONSIDERATIONS**

If the policy remains unchanged then there is no financial implication for the Town as there is no amendment process required and no public consultation or public meetings. Should the policy be amended then there is the cost of public notification for the entire Town. At minimum two to three circulations would be necessary at approximately \$1,000 each. There is also the added cost of staff time to address an amendment which may actually be premature because of pending changes due to the legalization of marihuana later in 2018 and a possible duplication of review as a result of the current 5-year Official Plan review.

## **CONSULTATIONS**

### **Administration**

Planning staff had the opportunity in late March to attend an information session and round table discussion hosted by OMAFRA and the Minister of Municipal Affairs. The general consensus from attendees at the meeting was that we are still in a learning phase of how to best address planning regulations related to the production of medical marihuana. One of the lead municipalities in regulating this use has been the County of Norfolk. Much of the interest in this area has been driven by the need to find an alternate crop to replace tobacco production. Norfolk has a great deal of greenhouse space that was once used for growing of plug tobacco plants. From a regulation standpoint the two main issues are odour control and is this truly an agricultural use.

### **Conclusions**

To date Council has approved three applications for existing greenhouses to permit a medical marihuana production facility. It is likely that in the coming months Council will be asked to consider several more including a new build greenhouse. There has not been any significant public objection to the proposal save and except some uncertainty of the full impact that the use may or may not have on the area. Medical marihuana production regulation has been in a state of flux for much of the last 15 years and will continue to be until we see what impact legalization for recreational use will have.

Kingsville was one of several municipalities in Essex and across Ontario to take action and development some form of regulatory framework around medical marihuana production in 2013. Until recently those regulations were untested. Until a production facility begins operations and until we see what type of regulations will be applicable to recreational marihuana use and production any change to our current Zoning By-law or Official Plan policies is pre-mature. A site-by-site assessment and justification for a new build greenhouse are important safeguards until more experience is gained.

## RECOMMENDATION

It is recommended that:

Council receive the report on Medical Marihuana Policy Review for information purposes;

Council direct the Manager of Planning Service to include a discussion and review of the current Official Plan policies on Medical Marihuana Production Facilities in the 5 year Kingsville Official Plan Review;

Council endorse the continued use of the existing Medical Marihuana Production Facility regulations in the Kingsville Zoning By-law and Kingsville Official Plan, and

Council direct the Manager of Planning Services to review and research the use of zoning regulations in combination with site plan approval to bolster odour regulations for medical marihuana production facilities.

*Robert Brown*

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

*Peggy Van Mierlo-West*

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



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
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kingsvilleworks@kingsville.ca

**Date:** April 13, 2018  
**To:** Mayor and Council  
**Author:** Jennifer Astrologo, Director of Corporate Services  
**RE:** DataFix – Vote By Mail Addendum Agreement  
**Report No.:** CS-2018-11

---

## **AIM**

To provide Council with information regarding an amendment to the Voter List Management Services Agreement for the provision of Vote by Mail Services for the 2018 Municipal Election and to seek Council's authorization for the Mayor and Clerk to execute said agreement.

## **BACKGROUND**

On or about March 2, 2015, the Town entered into an agreement with DataFix for Voter List Management Services. As part of that agreement, Town election officials have access to an Internet-based application known as VoterView. VoterView allows election officials to electronically access the municipality's electoral information and voter counts, and to make corrections to the voters' list.

Since the Town will be using the Vote by Mail method of election for the 2018 municipal election, additional vote by mail services are necessary. Therefore, the Town must enter into an amending agreement with DataFix for the provision of these services. This agreement is similar to the agreement entered into with DataFix back in 2010 when they were engaged to provide the vote by mail services for the 2010 election.

## **DISCUSSION**

Attached at Appendix "A" is the Addendum to the Voter List Management Services Agreement. Administration proposes to obtain the following services from Datafix to assist with the administration of the election:

1. Online Voter Services ("OVS"); and
2. Voter Kit Production.



The OVS allows electors within the Town to electronically check the Voters' List to ensure that they are registered to vote. The OVS provides three key functions for an elector that engages the system: i) whether the elector is on the Voters' List, ii) where the elector can vote, and iii) who the candidates are for that elector.

Additionally, Datafix will also produce the Voter Kit for each elector listed on the Voters' List. The Voter Kit includes the white outer envelope, yellow return envelope, ballot and secrecy envelope, and voter instructions/declaration. This is not a service that Corporate Services can provide in-house and therefore we must engage DataFix for the provision of this service.

## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

The estimated additional fee for the Vote by Mail and Online Voter Services is \$19,670.00, plus applicable tax, which amount gives the Town credit for payments already made under the existing agreement. The addendum estimates 14,800 Vote by Mail kits, but the final invoice will reflect the actual number of kits purchased. Each kit costs \$1.65, exclusive of postage.

Canada Post will invoice the Town directly for postage and such costs will be based on actual usage.

## **CONSULTATIONS**

None

## **RECOMMENDATION**

That Council authorizes the Mayor and Clerk to execute the Addendum to the Voter List Management Services Agreement with Comprint Systems Incorporated (doing business as DataFix) for the provision of Vote by Mail Services for the 2018 Municipal Election.

*Jennifer Astrologo*

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

*Peggy Van Mierlo-West*

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

## **APPENDIX "A"**

### **Addendum**

#### **To the**

### **VOTER LIST MANAGEMENT SERVICES AGREEMENT**

This document is to be appended to the existing Voter List Management Services Agreement for the provision of VoterView List Management Services dated the 2<sup>nd</sup> day of March 2015 (the "**Effective Date**").

This Addendum is made in duplicate as of the 12<sup>th</sup> day of April 2018.

BETWEEN:

**COMPRINT SYSTEMS INCORPORATED** (doing business as "DataFix"), an Ontario corporation with its registered office at  
40 University Avenue  
Suite 1010  
Toronto Ontario M5J 1T1

(**"DataFix"**)

AND:

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

(the "**Town**")

In reference to the previously issued Agreement for Voter List Management Services, dated the 2<sup>nd</sup> day of March 2015, the changes and additions listed below are to be incorporated. All other conditions remain the same.

These changes/additions are the Terms and Conditions to support the addition of Vote by Mail and Optional Module.

## **Introduction**

In addition to the VoterView List Management Services, DataFix will also provide to the Town, Vote by Mail Services and Integration Codes for use of the Optional Module.

All terms and conditions under which the work will be carried out are found within the Voter List Management Services Agreement and are in force for the duration of time covered by this Addendum.

## **Execution and Effective Date**

This Addendum to the Agreement of the 2<sup>nd</sup> day of March 2015, shall become effective from the date of signing, and shall remain in effect until superseded or until December 31, 2018, whichever should come first.

### **1.0 Optional Module**

1.1 DataFix will provide access and integration codes to the Town for the use of the following Optional Module.

a) Online Voter Services (OVS)

1.2 The Town has been subscribed to the following Module:

1.3 Online Voter Services (*formerly Internet Voter Lookup (IVL)*)

The Online Voter Services (OVS) will allow voters within the Town to check the Voters' list to ensure they are registered to vote, determine who their candidates are and where to vote. Based on a query from a voter, a "Yes" or "No" confirmation will be provided.

The Online Voter Services will include three key functions:

- a) Am I on the Voters' List?
- b) Where do I Vote?
- c) Who are my Candidates?

The URL for the OVS will be that of the Town and there will be no reference to DataFix.

## 2.0 Vote by Mail

DataFix will produce, through its partner Doculink Canada, a voter kit for each elector contained on the voters' list for the Town.

### 2.1 The Voter Kit

Each Voter kit will consist of the following:

- a) Outer Envelope – 24 lb. white wove 4 1/8 x 9 1/2 with double window printed black
- b) Return Envelope (Business Reply) – 24 lb. Canary (yellow) 4" x 9" with double window printed black
- c) Secrecy envelope – 24 lb. white wove 3.75" x 8.75" non-window printed black
- d) Ballot – 8.5" x 11"
- e) Voter declaration/Instruction letter – 8.5" x 11" with horizontal perforation

### 2.2 Responsibility of the Town

To guarantee that mail items are processed and deposited with Canada Post to meet the in-house delivery dates, a number of items are required by DataFix to prepare the Voter Kits. All of these requirements along with their cut-off dates will be posted on the Home Page in the VoterView application. To ensure a smooth transition it is imperative that these dates are respected.

It is the Town's obligation to provide all the postal requirements outlined below as well as meet the cut-off dates posted in the VoterView application. Requests received after the cut-off dates may be subject to additional processing fees.

### 2.3 Artwork for Postal Indicia/Canada Post Customer Number

The Town will be responsible for providing to DataFix, the following Canada Post items to create the Voter Kits:

- a) Business Reply Permit: A Canada Post approved artwork and permit number for use with the yellow Election Return Envelope
- b) Standard Lettermail and/or Incentive Lettermail Customer Number and Agreement Number for mailing the Voter Kits

*Note: The Town will be invoiced directly by Canada Post for all postage usage, i.e. outgoing and the return of business reply mail items.*

## 2.4 Camera Ready Artwork

The Town is responsible for providing DataFix with the required Camera-Ready Artwork of its municipal logo as well as the return address to be displayed on the voter kit. All artwork must be provided electronically and must meet the required specifications.

## 2.5 Blank Kits Request

Requests for blank Voter Kits and appropriate volumes must be provided to DataFix by the specified due date. Requests received after the cut-off dates may be delayed since priority will be given to the processing of the outgoing Voter Kits.

## 2.6 Mail Drop Date Selection

Request for mail drop dates and cut-offs will be posted in the VoterView application. Mail drop date selection will be granted on a first come first served basis. Requests received after the cut-off date will be assigned the next available print window.

*Note: DataFix will ensure that all mail items are deposited with Canada Post to meet the in-house delivery dates.*

# 3.0 Fees and Payment Terms

In consideration for the Services outlined above, the Town will pay DataFix an estimated fee of **\$19,670.00** plus taxes, (the "**Vote by Mail and Optional Module Price**").

The Vote by Mail and Optional Module Price will include the following:

(a) List Management, Vote by Mail - estimated 14,800 kits @ \$1.65 (Final Invoice will reflect the actual number of Voter Kits mailed)	\$24,420.00
(b) Online Voter Services	\$ 1,750.00
<b>TOTAL</b>	<b>\$26,170.00</b>

## 3.1 Payment Information:

(a) Payment made to date	\$ 6,500.00
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<b>3.2 Balance Owning</b>	<b>\$19,670.00</b>
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### 3.3 Payment Terms:

(a) An invoice for \$8,000.00 will be sent to the Town in May 2018

(b) An invoice for \$8,000.00 will be sent to the Town in July 2018


(c) All of the remaining balance will be invoiced in October 2018

Note: DataFix will send an invoice to the Town for each required payment and the applicable taxes will be added to each invoice.

## APPROVAL

The following concur with the contents of this Addendum:

### DATAFIX/COMPRINT SYSTEMS INCORPORATED

By:  Hortense Harvey  
Signature Print Name  
National Director, Client Services  
Print Title

### THE CORPORATION OF THE TOWN OF KINGSVILLE

By: \_\_\_\_\_ Jennifer Astrologo  
Signature Print Name  
\_\_\_\_\_  
Date Director, Corporate Svcs. /Clerk  
Print Title

By: \_\_\_\_\_ Nelson Santos  
Signature Print Name  
\_\_\_\_\_  
Date Mayor  
Print Title



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

**Date:** April 12, 2018  
**To:** Mayor and Council  
**Author:** Jennifer Astrologo, Director of Corporate Services/Clerk  
**RE:** Regulation of Election Signage  
**Report No.:** CS-2018-10

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## **AIM**

The aim of this report is to request that Council prohibit the display of election signage until the second Friday in August, thereby allowing the Director of Corporate Services to research and prepare an election sign by-law for Council's consideration at a future meeting.

## **BACKGROUND**

Section 8 of the *Municipal Act, 2001* (the "Act") confers broad authority on municipalities to govern their affairs as they consider appropriate. Section 11(3) of the *Act* specifically gives the municipality the authority to regulate signage within its boundaries.

Currently, the Town has a by-law regulating the placement of portable signs. However, that by-law does not contain any provisions to regulate the placement or display of election signs.

## **DISCUSSION**

Many municipalities already have in place by-laws to regulate signs and either adopt a separate by-law for election signs, or incorporate provisions within their current by-law to address the display of election signs.

Since the Town does not have a general sign by-law in place, it is recommended that Council consider the adoption of a by-law specifically for the purposes of regulating election signage. A by-law would be beneficial for the following reasons:

- Communicate the "rules" associated with the erection and display of election signs for candidates, third party advertisers, residents and visitors;

- Clearly define any restrictions associated with the display of election signage near roadways and/or intersections;
- Outline any limitations or restrictions on the placement of signs on public property;
- Define a time period within which signs may be displayed and the timeframe within which they must be removed following an election;
- Ensure that all candidates and third parties are treated equitably with respect to the placement of election signs;
- Establish a procedure for the removal of non-compliant signs and the penalty for same; and
- Identify enforcement responsibilities.

Based on the foregoing, it is recommended that Council adopt a motion prohibiting the placement and/or display of any election sign until the second Friday in August and direct the Director of Corporate Services to further investigate and prepare a by-law regulating election signs for Council's consideration.

#### **LINK TO STRATEGIC PLAN**

No direct link to the Strategic Plan.

#### **FINANCIAL CONSIDERATIONS**

None.

#### **CONSULTATIONS**

CAO, P. Van Mierlo-West

#### **RECOMMENDATION**

That all election signage not be erected or displayed until the second Friday in August and that the Director of Corporate Services prepare a draft by-law regulating election signs for Council's consideration.

*Jennifer Astrologo*

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

*Peggy Van Mierlo-West*

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





# Union Water Supply System

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

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

Email: [rbouchard@unionwater.ca](mailto:rbouchard@unionwater.ca)

[www.unionwater.ca](http://www.unionwater.ca)

**SENT BY: email**  
**April 16, 2018**

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

**Attention: Ms. Peggy Van Mierlo-West, Chief Administrative Officer**

Dear Ms. Van Mierlo-West,

**RE: Additional Town of Kingsville Appointee to the Union Water Supply System Joint Board of Management**

In keeping with the *Transfer Order for the Union Water Supply System, Transfer Order Union W1/1999 dated January 8, 2001* (Transfer Order), this letter serves as a request to the Town of Kingsville to appoint an additional Kingsville representative to serve on the Union Water Supply System (UWSS) Joint Board of Management.

The appointment of municipal representatives on the UWSS Joint Board of Management is governed by the following section of Schedule "B" to the Transfer Order:

## ***Joint Board of Management***

1. *(a) Each Municipality may appoint one (1) Representative to the Management Board, such appointment to be made at the effective date of this order and on an annual basis thereafter by January 31<sup>st</sup> of each year. Commencing with the effective date of this order, and on annual basis thereafter, by January 31<sup>st</sup> of each year each Municipality may appoint one (1) additional Representative to the Management Board for every ten (10) percent of the total water consumption of the System apportioned to that Municipality in the previous year.*  
  
*(b) Notwithstanding paragraph (a), a Municipality may not have more than fifty (50) percent of the total number of Representatives, nor more than fifty (50) percent of the total vote, of the Management Board.*

Thus, as per Schedule “B” of the Transfer Order, each municipality can appoint 1 member to the UWSS Board as the municipal representative and additional member for every 10 percent of the total UWSS water consumption.

The proportion of the UWSS that each municipality owns is governed by Schedule C of the UWSS Transfer Order and is based on water consumption for each municipality. Schedule C provides that the system interest is to be updated every four years on the basis of the previous four years’ flows.

At its meeting on April 4<sup>th</sup>, 2018 the UWSS Board passed the following resolution:

***No. UW-16-18***

*Moved by: Councillor Verbeke*

*Seconded by: Mayor Santos*

*That UWSS system interests in Schedule C of the Transfer Order for period of 2017-2021 are revised and updated as follows:*

<b><i>Municipality</i></b>	<b><i>Proportional System Interest</i></b>
<i>The Corporation of the Municipality of Leamington</i>	<i>50.55%</i>
<i>The Corporation of the Town of Kingsville</i>	<i>40.33%</i>
<i>The Corporation of the Town of Essex</i>	<i>5.97%</i>
<i>The Corporation of the Town of Lakeshore</i>	<i>3.15%</i>

*And*

*That the municipalities of Leamington, Kingsville, Essex and Lakeshore be informed of this update to Schedule C of the UWSS Transfer Order. This update will apply from January 1, 2017 to December 31, 2020; And*

*That the Manager send correspondence to the Town of Kingsville asking that another councillor is appointed to the Union Water Supply System Joint Board of Management.*

*Carried*

In accordance with Schedule “B” of the Transfer Order, Table 1 below identifies the number of UWSS Board representatives that can be appointed by each municipality:

**Table 1**

Municipality	No. of Municipal Representatives	Percentage of Total UWSS Water Consumption	Additional Appointees Based on Water Consumption	Total No. of Municipal Appointees to UWSS Board
Leamington	1	50.55%	5	6
Kingsville	1	40.33%	4	5
Essex	1	5.97%	0	1
Lakeshore	1	3.15%	0	1

The UWSS Board currently includes the following number of municipal representatives: Leamington - 6; Kingsville - 4; Essex - 1; Lakeshore - 1. In keeping with Schedule “B” of the Transfer Order, the Town of Kingsville can appoint an additional member to the UWSS Board due to its increase in total UWSS consumption to over 40 percent.

It is anticipated that an additional Town of Kingsville representative will be introduced to the UWSS Board at the May 21<sup>st</sup>, 2018 UWSS Board meeting.

Please do not hesitate to contact me if you have any questions or comments.

Yours truly,



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



Town of Kingsville

Communities in Bloom Committee

April 2018

Council of the Town of Kingsville

We respectfully request approval of the Council of the Town of Kingsville, for the attached Proclamation.

Gord Queen

Chairperson

# Proclamation

## Kingsville Communities in Bloom

**Whereas:** In Canada, we are fortunate to have a multitude of Communities committed to fostering civic pride, environmental responsibility, and beautification; and

**Whereas:** Communities are committed to ensuring sustainable development for future generations; and

**Whereas:** Participation in Communities in Bloom builds communities, strengthens volunteer and community development, enhances social interaction, and creates community pride; and

**Whereas:** The benefits provided by Communities in Bloom may boost the economy, create sustainability, enhance property values, attract new business, and increase tourism; and

**Whereas:** Our parks, open spaces, and trails ensure sustainability, provide space to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife; and

**Whereas:** All community levels; municipal, residential, commercial, and institutional work together to ensure the voluntary sector and private enterprise throughout the County participate in the event; and

**Whereas:** A week in May has been designated in many Communities In Bloom to recognize and Celebrate the benefits derived from Communities In Bloom and the countless volunteers and individuals that make our communities great places to live; and

**Whereas:** Kingsville received five bloom recognition in 2016, and 2017

**Therefore be it resolved;**

- That in recognition of the benefits and values the Communities in Bloom program does provide, that the Week of May 20<sup>th</sup>, to May 26<sup>th</sup> be designated as Communities In Bloom Week; and further,
- That the Town hold a CIB Flag Raising event at noon on Tuesday, May 22; and further,
- That the Administration of the town post and promote this and other supporting Communities In Bloom activities on the town Web Site, the electronic signage, and the Town's Social Media sites.



April 12, 2018

To Members of Council,

At the Kingsville BIA's Regular Meeting on April 10, 2018 the Board of Managers discussed the ongoing concern of pop up businesses and their impact upon the BIA designated area and the following motion was made:

**BIA-042-2018** Moved J. Martin, seconded by H. Brown, to send a letter to the Town of Kingsville Council regarding pop up businesses and request notification of business licenses granted.

**CARRIED**

This motion is to respectfully ask the Town of Kingsville to conduct research to learn of any legal methods to prevent pop up businesses from conducting business in the designated BIA boundaries.

We have received very helpful education regarding the business license process and are appreciative. The Kingsville BIA further asks for the Town of Kingsville to kindly consider providing the updated business registrations that are posted to the Town public access to the BIA at the time of posts being made. This may allow for information to be shared in a timely and legal fashion. We make this request so that we can proactively contact and meet new businesses and share the benefits and function of our organization with them.

Respectfully,



Christina Bedal  
BIA Coordinator



**REGULAR MEETING OF COUNCIL  
MINUTES**

**Monday, April 9, 2018**

**7:00 PM**

**Council Chambers**

**2021 Division Road N**

**Kingsville, Ontario N9Y 2Y9**

Members of Council    Mayor Nelson Santos  
                                 Deputy Mayor Gord Queen  
                                 Councillor Susanne Coghill  
                                 Councillor Tony Gaffan  
                                 Councillor Thomas Neufeld  
                                 Councillor Larry Patterson

Absent: Councillor John Driedger (on personal business)

Members of                J. Astrologo, Director of Corporate Services  
Administration        M. Durocher, Parks & Recreation Program Manager  
                                 T. Del Greco, Manager of Municipal Facilities and Property  
                                 R. McLeod, Director of Financial Services  
                                 A. Plancke, Director of Municipal Services  
                                 P. Van Mierlo-West, CAO  
                                 R. Baines, Deputy Clerk - Administrative 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 singing 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. Rodney R. Bouchard, General Manager, Union Water Supply System, request dated March 7, 2018 RE: Potential restructuring of the Union Water Supply System (SEE: Staff Report Item H-2)**

i) Report of R. Bouchard, General Manager, UWWS, dated March 28, 2018 RE: Proposed Business Case for Restructuring UWSS into a Municipal Service Corporation with attached Exhibit 'A'

ii) UWSS Restructuring Business Case Powerpoint presentation.

Mr. Rodney Bouchard presented the Report and powerpoint presentation on the restructuring proposal.

Mayor Santos then brought forward Staff Report H-2 forward for discussion:

H-2--UWSS Business Case for Restructuring UWSS into a Municipal Service Corporation (Director of Municipal Services G. A. Plancke)

**258-2018**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Susanne Coghill

That the Council of the Town of Kingsville as a shared owner in the Union Water Supply System endorses and adopts the Business Case for Restructuring of the Union Water Supply System into a Municipal Services Corporation as outlined by the report prepared by the General Manager of the Union Water Supply System dated March 28th, 2018, in principle.

**CARRIED**

**F. AMENDMENTS TO THE AGENDA**

**1. Councillor Patterson added one announcement item and Deputy Mayor Queen added four Notices of Motion.**

**G. ADOPTION OF ACCOUNTS**



1. **Town of Kingsville Accounts for the monthly period ended March 31, 2018 being TD cheque numbers 0064926 to 0065208 for a grand total of \$1,415,744.95**

**259-2018**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Tony Gaffan

That Council approves Town of Kingsville Accounts for the monthly period ended March 31, 2018 being TD cheque numbers 0064926 to 0065208 for a grand total of \$1,415,744.95

**CARRIED**

## **H. STAFF REPORTS**

### **1. Carnegie Social**

M. Durocher, Parks and Recreation Programs Manager

**260-2018**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Tony Gaffan

That Council designate the Carnegie Social as an event of municipal significance for the purpose of acquiring a liquor permit through AGCO.

**CARRIED**

### **2. UWSS Business Case for Restructuring UWSS into a Municipal Service Corporation.**

G. A. Plancke, Director of Municipal Services

This staff report was discussed with agenda item E.1, the Union Water Supply System delegation.

### **3. Engineering Services for 2018 Bridge Program**

G. A. Plancke, Director of Municipal Services

**261-2018**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Susanne Coghill

That Council authorize Municipal Services to enter into an agreement with Dillon Consulting for engineering services for the following structures:

- *Project #37* – Engineering Design for Bridge #18 on Road 11 over Ruscom River (MS File No. 18-107)
- *Project #38* – Engineering Design for Bridge #46 on South Talbot Road over Boose Drain (MS File No. 18-108)
- *Project #32* – Engineering Design and Replacement of Culvert #503 on McCallum Drive over Mill Creek/Scratch-Wigle (MS File No. 18-109)

Moreover, that Council authorize funding the possible overages of Bridge #18 and #503 with the surplus from Bridge #46.

**CARRIED**

**4. Road 11 Water Works Petition Update**

G. A. Plancke, Director of Municipal Services

**262-2018**

**Moved By** Councillor Larry Patterson

**Seconded By** Deputy Mayor Gord Queen

That Council receive the results of the 2018 Road 11 Water Works Petition vote and authorize Municipal Services to direct RC Spencer Associates to finalize the design and tendering of the proposed watermain and appurtenances in accordance with the Town's current Water Works Policy.

**CARRIED**

**5. 37 Walnut Street Lease Agreement**

T. Del Greco, Manager of Municipal Facilities and Property

**263-2018**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Larry Patterson

That Council authorizes the Manager of Municipal Facilities and Property to provide the tenant with notice to vacate the building located at 37 Walnut Street before December 31, 2018, and that the cost for removal of that building be included in the 2019 capital budget deliberations.

**CARRIED**

**6. Cottam Rotary Club – Bus Shelter Donation**

T. Del Greco, Manager of Municipal Facilities and Property

**264-2018**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Susanne Coghill

That Council defer the Cottam Rotary Club offer to construct a school bus shelter request until such time as the Revitalization Committee Meeting in May is held with the Cottam residents and such proposal be discussed at that meeting.

**CARRIED**

**7. Cottam Rotary Lease Agreement**

T. Del Greco, Manager of Municipal Facilities and Property

**265-20018**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Larry Patterson

That Council directs the Mayor and Clerk to execute the lease agreement with Cottam Rotary Club for partial usage of the recreational facility located at 124 Fox Street in Cottam.

**CARRIED**

**8. Use of Municipal Resources for Election-Related Purposes**

J. Astrologo, Director of Corporate Services

Council requested an exception to the Policy in relation to the Migration Parade.

**266-2018**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Larry Patterson

That Council approve the Use of Municipal Resources for Election-Related Purposes Policy and pass the corresponding by-law, as amended.

**CARRIED**

**I. MINUTES OF THE PREVIOUS MEETINGS**

**1. Regular Meeting of Council--March 26, 2018**

**2. Regular 'Closed Session' Meeting of Council--March 26, 2018**

**267-2018**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Thomas Neufeld

That Council adopts Regular Meeting of Council Minutes dated March 26, 2018 and Regular 'Closed Session' Meeting of Council Minutes dated March 26, 2018

**CARRIED**

**J. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

**1. Municipal Heritage Advisory Committee--January 23, 2018 and February 28, 2018**

**268-2018**

**Moved By** Councillor Susanne Coghill

**Seconded By** Deputy Mayor Gord Queen

That Council receives Kingsville Municipal Heritage Advisory Committee Meeting Minutes, dated January 23, 2018 and February 28, 2018.

**CARRIED**

**2. Kingsville Police Services Board--February 28, 2018**

**269-2018**

**Moved By** Councillor Tony Gaffan

**Seconded By** Deputy Mayor Gord Queen

That Council receives Kingsville Police Services Board Meeting Minutes, dated February 28, 2018.

**CARRIED**

**3. Parks, Recreation Arts and Culture Committee--January 18, 2018**

**270-2018**

**Moved By** Councillor Susanne Coghill

**Seconded By** Councillor Thomas Neufeld

That Council receives the Parks, Recreation, Arts and Culture Committee Minutes dated January 18, 2018, together with the Minutes of the following Sub-Committees: Fantasy of Lights, dated October 24, 2017 and November 28, 2017

**CARRIED**

**4. Parks, Recreation, Arts and Culture Committee--February 22, 2018**

**271-2018**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Susanne Coghill

That Council receives the Parks, Recreation, Arts and Culture Committee Meeting Minutes dated February 22, 2018 together with the Minutes of the following sub-Committees: Fantasy of Lights, dated January 16, 2018; The 55+ Committee, dated January 18, 2018, and the Communities in Bloom Committee, dated January 25, 2018.

**CARRIED**

**K. BUSINESS CORRESPONDENCE - INFORMATIONAL**

- 1. Kingsville Lions Club--Email from President Fred Cross, dated March 20, 2018 RE: Lions Club Donation of Boulevard Shade Trees to the Town of Kingsville**
- 2. Windsor-Essex Community Foundation--2018 Vital Signs Program Sponsorship Opportunities**
- 3. Town of Essex Arts, Culture and Tourism Committee--Correspondence dated March 22, 2018 RE: Request for support for its Arts Excellence Awards initiative through the sharing of the Arts Excellence Awards information**

**272-2018**

**Moved By** Councillor Tony Gaffan

**Seconded By** Councillor Susanne Coghill

That Council receives Business Correspondence-Informational Items 1 through 3.

**CARRIED**

**L. NOTICES OF MOTION**

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

**273-2018**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Susanne Coghill

That Council invite our Director of Municipal Services Mr. Andrew Plancke that he might provide Council with an estimate as to when a) the Engineering work on the Waterline proposed to go west of the Old Town to the Golf Course area might be started and completed; and b) if the Engineering work is done in 2018, when might Council reasonably expect completion of the same said Waterline.

**CARRIED**

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

That Council approve the Kingsville Public School Track and Field Event for the morning of Friday May 11 that may require the temporary closing of Walnut Street from Chestnut Street to Prince Albert Street. Estimated time of closing 9 a.m. to 11 a.m.;

And That the school to provide notices to residents as in the past;

And That there be an adult volunteer with safety vest at west end of the closing;

And That Police assistance is requested for the closing at east end;

And That Municipal Services provides (drop off in advance and pick up after event) the necessary road closing barricades.

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

That Council receive in the month or two the necessary report and enabling by-law to retain the firm of Montieth Brown Planners to return and complete next five year consultation process and report, noting a single source supplier.

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

That the By-law regarding Cemetery clean up be updated and returned to council as required under past motion within the next two months for final Council approval and adoption;

And That Administration prepare a report to and for Council with recommendations as to how the items are damaged or destroyed by employees of the Town, or Contractors hired by the Town. Recognizing that for years the mailboxes of our rural residents have been granted some relief if the mailbox is hit and damaged by a snow plow, the desire to treat all families with respect. Such report to be received within two months.

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

**1. Councillor Patterson reminded Council and those in attendance of the upcoming OHF hockey tournament being hosted by Kingsville this weekend.**

**N. BYLAWS**

**1. By-law 45-2018**

**274-2018**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Susanne Coghill

That Council read By-law 45-2018, being a By-law to adopt and maintain a policy with respect to the Use of Municipal Resources for Election-Related Purposes as amended, a first, second, third and final time.

**CARRIED**

**2. By-law 46-2018**

**275-2018**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Thomas Neufeld

That Council read By-law 46-2018, being a By-law to authorize the entering into of an Agreement with Bruce Sovran and Barbara Sovran, operating as County Wide Tree Service a first, second and third and final time.

**CARRIED**

**3. By-law 47-2018**

**276-2018**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Tony Gaffan

That Council read By-law 47-2018, being a By-law authorizing the entering into of a Lease Agreement with the Rotary Club of Cottam for use of certain portions of the Town's recreational facility located at 124 Fox Street, Cottam a first, second and third and final time.

**CARRIED**

**O. CONFIRMATORY BY-LAW**

**1. By-law 48-2018**

**277-2018**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Larry Patterson



That Council read By-law 48-2018, being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Kingsville at its April 9, 2018 Regular Meeting a first, second and third and final time.

**CARRIED**

**P. ADJOURNMENT**

**278-2018**

**Moved By** Councillor Susanne Coghill

**Seconded By** Councillor Tony Gaffan

That Council adjourn this Regular Meeting at 8:43 p.m.

**CARRIED**



## JOINT BOARD OF MANAGEMENT

Wednesday, February 21, 2018  
9:00 AM

Kingsville Community Room  
Kingsville Arena  
1741 Jasperson Road, Kingsville

### MINUTES

**Members Present:** Deputy Mayor MacDonald (Chair); Mayor Paterson, Councillors Dunn, Hammond, Verbeke - Leamington  
Mayor Nelson Santos (Vice-Chair); Councillors Gaffan, Neufeld, Patterson - Kingsville  
Mayor McDermott - Essex  
Mayor Bain - Lakeshore

**Members Absent:** Councillor Jacobs - Leamington  
Councillor Diemer - Lakeshore

**UWSS Staff Present:** Rodney Bouchard - Manager  
Khristine Johnson - Administrative Assistant/Recording Secretary

**Staff Present:** Nelson Carvalho, Steve Lewis - Leamington

**OCWA Staff Present:** Susan Budden, Dave Jubenville  
Dale Dillen

**Call to Order:** 9:02 am

Manager call the meeting to order.

### **Election of Chair for the UWSS Joint Board of Management**

The Manager call for the nominations for the position of Chair for the Union Water Supply System Joint Board of Management for a period ending December 31, 2018.

**No. UW-01-18**

**Moved by:** Mayor Paterson

**Seconded by:** Councillor Patterson

That Deputy Mayor MacDonald is nominated to the position of Chair for the UWSS Joint Board of Management.

Carried

Deputy Mayor MacDonald accepts the nomination.

---

**No. UW-02-18**

Moved by: Mayor McDermott

Seconded by: Councillor Gaffan

That the nominations for the position of Chair are closed and that Deputy Mayor MacDonald is received as Chair of the UWSS Joint Board of Management for a period ending December 31, 2018.

Carried

The Chair takes over control of the meeting.

The Chair calls for nominations for the position of Vice-Chair for the Union Water Supply System Joint Board of Management for a period ending December 31, 2018.

**No. UW-03-18**

Moved by: Councillor Verbeke

Seconded by: Councillor Patterson

That Mayor Nelson Santos is nominated to the position of Vice-Chair for the Union Water Supply System Joint Board of Management.

Carried

Mayor Santos accepts the nomination.

**No. UW-04-18**

Moved by: Mayor McDermott

Seconded by: Councillor Patterson

That the nominations for the position of Vice-Chair are closed.

Carried

**No. UW-05-18**

Moved by: Councillor Hammond

Seconded by: Councillor Dunn

That Mayor Santos is received for the position of Vice-Chair for the Union Water Supply System Joint Board of Management for a period ending on December 31, 2018.

Carried

**Disclosures of Pecuniary Interest: none**

**Approval of UWSS Joint Board of Management:**

**No. UW-06-18**

Moved by: Mayor Paterson

Seconded by: Councillor Neufeld

That Minutes of the UWSS Joint Board of Management meeting of December 20, 2017 be received.

Carried

**Business Arising Out of the Minutes:**

There was none.

**Items for Consideration:**

**Report UW/02/18 dated February 16, 2018 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to February 16, 2018**

The Manager informs the Board of the activities that have been taking place within the UWSS system since the last meeting in December 2017.

He notes that the new Low Lift Pump #2 is still experiencing some vibrations. He confirms that the pump supplier will be attending the site to see what is happening and try to determine a proper fix. The Manager confirms that there is still a warranty and UWSS will not incur any costs.

High Lift Pump #5 discharge pipe, located at the main water treatment plant (WTP), has a pin hole leak. The leak was just discovered by maintenance staff and should be repaired soon. This pipe is original to the plant, but the work for repairs is scheduled for mid-March.

The Manager updated the Board on the Essex Water Tower (EWT) rehabilitation project. He indicates that the preconstruction meeting was held on January 17, 2018. The project is very weather dependent as scaffolding will need to be erected around the EWT and this process will take approximately five (5) weeks. There are several antennas and other communications equipment that will have to be moved. He further notes that the project will take approximately 16 weeks to complete, so a finish date should happen sometime around mid-August. He also confirms that a great deal of testing has already occurred to ensure that proper pressure could be maintained for fire suppression as well as properly feeding the Town of Essex.

The Board questioned the Manager if security tighter than when a similar project occurred at the LWT? The Manager confirmed that there would be cameras installed and he is assured that the scaffolding will be less accessible. He will be bringing a mock-up of the

EWT to the next board meeting to show members what the completed EWT should look like. The EWT will also have lights as seen at the LWT site.

The RFP for the SCADA Upgrade closed and the proposals were evaluated by a team from UWSS, OCWA and Associated Engineering (AE). The team from Summa Engineering have been chosen. Their bid was the lowest, but also offered the best value for the complexity of the project. The Manager reminds member of the Board that this will be a very challenging project and will take approximately 1.5 years to complete. He is projecting that the “plug ‘n play” option will allow for greater functionality and ease of use for the operators.

AE is currently working on the design details of the CO2 raw water pH Adjustment system. Soil samples were taken at the WTP near the clarifiers to ensure stability for the storage tank. His hopes are that this project is in place prior to the 2018 algae event, which can start in late August or early September.

The MOECC inspection is under way for the UWSS System. The Manager notes that the inspector is being very thorough and requesting a lot of data to sift through, however, he does not foresee any problems.

The new Municipal Drinking Water License has been issues for the WTP.

Finally, the Manager indicates that the flows for 2018 are up quite a bit over the last several years.

#### **No. UW-07-18**

Moved by: Councillor Neufeld

Seconded by: Mayor Bain

That the report UW/02/18 dated February 16, 2018 Re: Status Updates of UWSS Operations & Maintenance Activities and Capital Works to February 16, 2018 is received.

Carried (UW/02/18)

#### **Report UW/03/18 dated February 15, 2018 re: 2017 Annual Report under the Safe Drinking Water Act and Ontario Regulation 170/03**

The Manager notes that this is a yearly report to that is completed and provided to the systems that UWSS serves. It must be prepared and provided by February 28<sup>th</sup> of the following year setting out any water quality (AWQIs) issues, capital improvements and must be made available to the public.

The Manager makes notes of the AWQI that the WTP experienced in 2017. He confirms that a coagulant pump failed to run for a short period of time. Maintenance personal arrived to switch out the pump, but the event was required to be documented.

The Boards asks the Manager if the WTP has redundancy regarding the pumps. The Manager notes that the pump is attached to an alarm and the alarm did provide the operator with notification, however the operator was not mechanically able to switch out the pump. The event occurred in the middle of the night and personal had to be called.

**No. UW-08-18**

Moved by: Councillor Dun

Seconded by: Councillor Neufeld

That report UW/03/18 dated February 15, 2018 re: 2017 Annual Report under the Safe Drinking Water and Ontario Regulation 170/03 is received.

Carried (UW/03/18)

**Report UW/04/18 dated February 15, 2018 re: 2017 Summary Report for Municipalities under Regulation 170/03 made under the Safe Drinking Water Act**

The Manager notes that this is a yearly report to that is completed and provided to the systems that UWSS serves. It must be prepared and provided by March 31st of the following year. This report sets out any issues within any of the systems within the UWSS.

The Manager makes notes of the AWQIs within the Town of Kingsville regarding a sample station that kept testing for bacteria. After consultation with the MOH and the WECHU it was decided to replace the sample station, since that time all tests have come back within standards. He also notes the AWQI within the Municipality of Leamington, wherein a bacteria sample tested positive. However, after flushing and further testing all results were within normal range.

Finally, this report also sets out the volume of water used by each municipality and by UWSS as whole to ensure that it is within its Permit to Take Water (PTTW) limit.

**No. UW-09-18**

Moved by: Mayor Paterson

Seconded by: Councillor Gaffan

That report UW/04/18 dated February 15, 2018 re: 2017 Summary Report for Municipalities under Regulation 170/03 made under the Safe Drinking Water Act is received.

Carried (UW/04/18)

**Report UW/05/18 dated February 16, 2018 re: Payments from December 16, 2017 to February 16, 2018**

The Board asks the Manager whether or not extra parts (say piping or fittings) are stored at the WTP in case an emergency occurs. The Manager indicates that the WTP does maintain some parts on hand, however, UWSS also relies on its municipal partners to assist if parts/pipes are needed in an emergency. So far the arrangement has been working.

---

**No. UW-10-18**

Moved by: Councillor Dunn

Seconded by: Councillor Verbeke

That report UW/05/18 dated February 16, 2018 re: Payments from December 16, 2017 to February 16, 2018 is received.

Carried (UW/05/18)

The Chair then asks the members of the audience to dismiss themselves.

**Special Closed meeting of the UWSS Joint Board of Management:**

**Motion to move into closed session:**

**No. CUW-01-18**

Moved by: Mayor Patterson

Seconded by: Mayor Bain

That the UWSS Joint Board of Management meeting moved into closed session at 9:37 am.

Carried

A closed meeting was held at between 9:37 and 10:42 am following the open session of the Board pursuant to Subsections 239(2)(f) of the Municipal Act, 2001 for the purpose of considering 2 items.

1. Confidential Report C-UW01-18 Legal Opinion and Financial Business Case for Proposed UWSS Restructuring dated February 15, 2018. Review and discussion of report to be considered in closed session pursuant to Subsection 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
2. Confidential Report C-UW02-18 Legal Opinion Regarding Water Rates dated February 15, 2018. Review and discussion of the report is considered in closed session pursuant to Subsection 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

As a result of this meeting, the following motions are before the UWSS Joint Board of Management for consideration:

**CUW-02-18**

Moved by: Councillor Patterson

Seconded by: Mayor Paterson

That the Manager is directed to create a restructuring team consisting of the himself, the Chair, the Vice-Chair, the legal representative (Willis Business Law) as well as the financial representative (Price Waterhouse Cooper), for the purposes of seeking audiences with the Councils of the Town of Essex, the Town of Kingsville, the Town of Lakeshore and the Municipality of Leamington regarding the UWSS Restructuring.

Carried (C-UW01-18)

And

#### **CUW-03-18**

Moved by: Mayor Santos

Seconded by: Mayor Paterson

That the Manager return to legal counsel (Willis Business Law) for an updated opinion regarding the water rate pertained within report C-UW02-18 dated February 15, 2018 re: Legal Opinion Regarding Water Rates;

And that the Manager bring this legal opinion back to the UWSS Board as soon as possible.

Carried (C-UW02-18)

### **Adjournment of Special Closed Meeting:**

#### **No. CUW-04-18**

Moved by: Councillor Verbeke

Seconded by: Mayor Bain

That the UWSS Special Closed meeting adjourn at 10:42 am, February 21, 2018 and move back into regular session.

Carried

### **Resumption of Regular UWSS Joint Board of Management Meeting**

The administrative assistant read both of the motions of direction as a result of the Closed UWSS Joint Board of Management meeting.

### **New Business:**

A board member informs members of the board that he has been in contact with an elderly customer who was having some issues regarding her water. He notes that after speaking to members of the OCWA staff the issue was resolved quickly and efficiently. He further comments that the elderly resident was very pleased with the swiftness of the resolution.



A board members asks the manager for an update regarding the Co-Gen project. The Manager notes that he has received the final report from the consultant. He further notes that a meeting has been held with the University and the greenhouse owner across the street from the WTP. A final report needs to be completed and then sent off to IESO and Hydro One.

The board asks the manager if there are any financial grants or incentives available for residents in order to hook up to the watermain lines that run in front of their homes (this generally refers to rural residents). The Manager indicates that there is nothing in place for this type of assistance.

The Manager informs the board that he has been contacted by the consultant for the County of Essex regarding the 16" watermain line that runs along Division Road North to South Talbot Road. He reminds members of the board that approximately three (3) years ago the board was required to pay several hundred thousand dollars in order moved a UWSS watermain to allow for proper drainage in an area very close to this new area. The Manager notes that the County of Essex has not gone through the Drainage Act for this project and therefore UWSS is not required to pay. However, the issue at hand is that the UWSS Manager does not feel it is appropriate to move the 16" watermain. He notes that a meeting has been set up with the consulting engineer in order to determine a resolution that might avoid touching the watermain. He will report back to the board.

### **Adjournment:**

#### **No. UW-11-18**

Moved by: Councillor Patterson

Seconded by: Councillor Gaffan

That the meeting adjourn at 10:46 am

Carried

**Date of Next Meeting:** April 4, 2018, 9:00 am, Kingsville Community Room, 1741 Jasperson Road, Kingsville Arena

/kmj



# MINUTES

## REGULAR MEETING OF KINGSVILLE BIA TUESDAY, MARCH 13, 2018 AT 6:00 P.M.

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

### A. CALL TO ORDER

Beth Riddiford called the Meeting to order at 6:00 pm with the following persons in attendance:

Members of BIA Board: Tony Gaffan, Beth Riddiford, Tim Sala, Brian Sanford, Mike Lauzon, Robert Weston, Gord Queen.

Regrets: Heather Brown, Trevor Loop, Izabel Muzzin, Jason Martin

Absent:

Guests – Anthony and Janet DelBrocco

Members of Administration: Christina Bedal

### B. DISCLOSURE OF PECUNIARY INTEREST

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

### C. DELEGATIONS

### D. AMENDMENTS TO THE AGENDA

### E. ADOPTION OF ACCOUNTS

**BIA Coordinator** – Re: BIA Accounts as recorded in the monthly period ending February 2018.

**BIA- 021-2018** Motion by Tony Gaffan and seconded by Tim Sala, to approve the accounts. **CARRIED**

## F. STAFF REPORTS

### 1. BIA Coordinator Christina Bedal – Re: Monthly Activity

The Coordinator presented her written report.

2. **COUNCIL REP** Gord Queen – discussed the Municipal Drainage Act and the local projects resulting from the act. The Grovedale House construction is proceeding and the steel work was commencing earlier this week. The New Gazebo located south of Park Street and West of Grovedale has been getting some finishing touches by staff. The ceiling is being closed in. Benches are to be installed. The Playground Equipment at Prince Albert Street Park is being upgraded this year. RFP issued. Residents in the area to be provided some options moving forward. The Lions Park Design Project has sought out input from residents received by staff and the design firm. Parks Committee has now received input and suggestions as well from the Pickle ball group and more recently from Mr. Murray and others in support of a site for youth to play basketball in our community. Council has responded to Community requests to have Canada Day fireworks on Canada Day. The Second Concession, in the area north of the Arena will be closed to traffic during fireworks and preparation for same. Additionally, Division Street South is to be repaved this summer.

The Communities in Bloom Committee is an advisory Committee to PRAC (Parks, Recreation, Arts and Culture). At last PRAC meeting motion passed not to go for National judging this year. Concept to work on many projects and tasks at Provincial level in 2018 without the added task or role of being judged.

Migration Festival, Fantasy of Lights, 55plus Committees working to prepare for upcoming months. March 6<sup>th</sup>. The Parks staff meeting with our summer user groups included Ball, Soccer groups from Cottam area and old Kingsville.

SERT Committee (Special Events Committee, with Police, Fire, Parks, Municipal Services, and Alcohol & Gaming) had a meeting March 7<sup>th</sup> at the Arena. Several applications received, for discussion, review and submission to PRAC on March 29<sup>th</sup>. Included in the suggestions or Topics were:

- May 26<sup>th</sup>, 2018 Tutu Run and Ride ( Starts at Town owned Lions Park )
- August 10-12 Folk Fest ( at Lakeside Park) set up Aug 7, to Aug 13<sup>th</sup> 5pm
- Sunday Sept 30<sup>th</sup>, 4<sup>th</sup> Annual Super Ethan's Steps ( 2k walk ,support Childhood Cancer / using outside Gazebo
- First Friday of June, July, Aug & Sept Carnegie Social ( Night Market ) at Carnegie Parakeet

This concept is being developed by three of our fine dining establishments.

- Canada Day July 1, Celebration at Arena Expected to start around 3pm, Fireworks in evening.

Other ideas:

Evidently after the SERT Committee meeting another Town Employee is exploring the idea of

Bazaar Nights that may involve the use of the Carnegie Building, Park, parking lots First and Third Thursday (or Friday) June, July and August.

Tony Gaffan – Three farmers are being given permission to grow medical marijuana. Additionally he discussed information pertaining to the Economic Development & Tourism Committee Meeting pertaining to the Night Market concept. It is felt that the Carnegie Social and the Night Market should be two separate events.

### **3 EDDK – No Report Was Given**

## **G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED**

1. Artist Application – Artist sample work was reviewed. Artist is David Creed for July 2018. **BIA- 022-2018** Motion to approve by Tony Gaffan and seconded by Mike Lauzon. **CARRIED**
2. BIA Coordinator suggested using the BIA owned television during meetings and trainings to provide a screen to illustrate some documents for the meeting to potentially reduce printing needs. The board indicated they would try it.
3. The Travel Brochure was reviewed and it was discussed and decided to not participate. **BIA- 023-2018** Motion to deny by Tony Gaffan and seconded by Mike Lauzon. **CARRIED**
4. Customer Service Hero Award Program – BIA Coordinator presented the idea of altering the program to be a quarterly recognition program and provided basic information to learn if the Board had an interest to pursue. Through discussion several ideas and alternatives were recommended that will be taken into account in refreshing the program. The BIA Coordinator was instructed to revise the program to present at the next Board Meeting.



## **H. MINUTES OF THE PREVIOUS MEETINGS**

**BIA-024-2018** – motion to approve the minutes from the February 13, 2018 meeting made by Tim Sala and 2<sup>nd</sup> by Brian Sanford. **CARRIED**

## **I. BUSINESS/ CORRESPONDENCE - INFORMATIONAL**

1. Letter to the Town of Kingsville was sent regarding suggestions and concerns with Pop Up Businesses. The BIA Coordinator updated that a conversation with Roberta Baines took place on 3/13/18 where it was shared that the letter had been discussed and there was an appreciation for the suggestions. The town is trying to determine how to deal with pop ups without targeting or being unfair in treatment to businesses. The town views the pop up businesses as friendly competition and rules are in place that are being followed to their knowledge. It was indicated that this is a new way of doing business and they are figuring it out as they experience it. The town fully agrees and supports that transit vendors are a separate topic and needs to be addressed. The BIA Coordinator asked if it would be possible for the Town to require BIA Associate Membership when awarding licensing to both Pop Up and Food Truck Businesses. This was something that Roberta needed to discuss with her boss. She indicated that they could certainly suggest that they become members. The BIA Coordinator was educated on this call that Food Trucks follow a separate process for licensing approval and any concerns or questions should be directed to Roberta Baines directly. The BIA Board discussed the idea of having a designated area for food trucks and pop ups to utilize and charge them for it. Roberta Weston suggested that the BIA educate its members of consequences to fellow members when permission is given for pop up and food truck businesses. The BIA Coordinator was instructed to send a follow up letter to Jennifer Astrologo to communicate that the BIA Board has continued concerns to raise.
2. AGM – a post event discussion was held to discuss options to change how this event is administered and hosted next year. This topic was tabled due to the number of missing board members and will be pondered to discuss at the next meeting.
3. 2018 Small Business Seminar Series – The BIA Coordinator updated that the topic will be Effective Hiring for Small Businesses and will be hosed late April.
4. Newsletter – The BIA Coordinator requested to begin highlighting one Board Member in each newsletter to continue to educate members of their representation. It was requested that the most tenured members be highlighted first and in that order.
5. Department of Labor – A free training session is to be planned for members to discuss new labour legislation in Ontario.

**J. NEW AND UNFINISHED BUSINESS**

**1. Proposed Sub-Letting of part of our Space –**

- Beth Riddiford and Christina Bedal met with Tim Del Greco and Jennifer Astrologo on 3/9/18 to suggest consideration of a change to our lease allowing us to rent the basemen solely. It was advised that we would need to send a letter to Council for this consideration. The Board decided that we would send this letter.

**2. BIA Dollars –**

- \$99,400 has been redeemed as of 3/13/18

**3. Letter of Intention – Catering Company**

- Anthony and Janet DelBrocco read a letter of intention to the Board Members outlining that Jacks, The Main and Mettawa's Restaurant are forming a catering company called 86 Catering in an effort to fill the void of the old night market offering food, drinks and paying tribute to arts and culture. The request was to setup and use the parking lot, lawn and restrooms at the Carnegie Building. This event would be called Carnegie Social Nights hosted the first Friday in June, July, August, and September. They have been to SERT to request their liquor licensing. Somebody from the BIA must be present in the building for the hours of the event 5-11 PM. Roberta Weston offered to assist with coverage. The event hosts will be responsible for ensuring the restrooms and entry are cleaned at the end of their event. Gord discussed hydro limitations as well as restroom limitations. BIA Coordinator to contact Tim Del Greco to see if the elevator can be turned off for the event. **BIA-025-2018** – motion to approve made by Roberta Weston and 2<sup>nd</sup> by Tim Sala. **CARRIED**

**4. TWEPI Visitor Guide Ad**

- The selected and approved art for the ad was viewed. **BIA-026-2018** – motion to approve made by Tony Gaffan and 2<sup>nd</sup> by Tim Sala. **CARRIED**

**5. BIA Coordinator Benefits-**

- Coordinator updated that Town of Kingsville HR has provided benefits package information options and would like to participate in the full time nonunion plan. The cost is \$320 a month and provides all benefits one could desire. **BIA-027-2018** – motion to defer made by Brian Sanford and 2<sup>nd</sup> by Tony Gaffan. **CARRIED** Further discussion took place regarding what amount the board would contribute and I was decided that the BIA would pay \$70 per month and the Coordinator would pay the balance. **BIA-028-2018** – motion to approve made by Mike Lauzon and 2<sup>nd</sup> by Tim Sala. **CARRIED**



#### **6. Printer Contract –**

- Coordinator shared that the town does pay half of the lease amount for the printer as well as their usage.
- Coordinator was unable to locate any evidence of discussion or approval given to past Coordinator to change the printer or the costs involved
- The BIA will continue with the existing printer contract for the time being due to the large cost involved to terminate the agreement.
- Alternatives to be sought and brought for Board approval when the contract expires.

#### **7. Clock Expenses–**

- Coordinator updated that the money spent on the clock in 2017 was for plaques that had been paid for by donation in 2016. Motion to request \$5239 to transfer from the clock reserve to the capital budget for the purpose of funding the 2017 expenses. **BIA-029-2018** Motion by Tim Sala and seconded by Roberta Weston. **CARRIED**

#### **8. Night Market Tourism Event–**

- Board was provided a memo from Natalie Cobby, Tourism outlining a Tourism event for hosting Night Markets. This is a separate event from the Carnegie Social Events. It was suggested that the Night Markets be held Thursday evenings in opposing weeks of the Carnegie Social Events to avoid competition and confusion. Coordinator will take all suggestions back to Tourism and the Board was supportive of the Coordinator partnering with Tourism to support the event. Three events are planned June, July and August tentatively. Tourism is planning to partner with the BIA, ASK, Folk Music Society, Heritage Advisory and Heritage Society. If music is offered it was suggested that it begin later in the event. It is anticipated that the parking lot on King Street would be designated for BIA Members to set up if they choose to participate there. Coordinator to contact the Farmers Market to ensure they will be able to participate. An update is expected at the next meeting. **BIA-030-2018** Motion by Gord Queen to support and review plans for next year and seconded by Tim Sala. **CARRIED**

#### **9. Promotional Opportunities Handout–**

- Coordinator presented the idea to create a handout for members illustrating promotional opportunities provided by the BIA. Discover Shopping Guides to be removed per Beth Riddiford's request due to this guides potential of no longer being offered to us.

**10.2019 Events-**

- Beth Riddiford updated that in 2019 Kingsville will be hosting The Tall Ships and Highland Games.

**11. Advertise in PeeWee Hockey Tournament Program-**

- After discussion and review of ad options for the program **BIA-031-2018** Motion by Tony Gaffan to approve a \$100 ad and seconded by Brian Sandford. **CARRIED**

**K. Adjournment**

**BIA-032-2018** Motion by Tim Sala and seconded by Tony Gaffan to adjourn the meeting at 8:02 p.m. **CARRIED**



**CHAIR, Beth Riddiford**



**RECORDING SECRETARY, Christina Bedal**



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**City Council  
Decision  
Monday, March 26, 2018**

Decision Number: CR164/2018 ETPS 574

That the updated 2017 Environmental Master Plan, attached as Appendix A, **BE APPROVED** as presented.

Carried.

Report Number: SCM 89/2018

Clerk's File: SW/8523 8.16

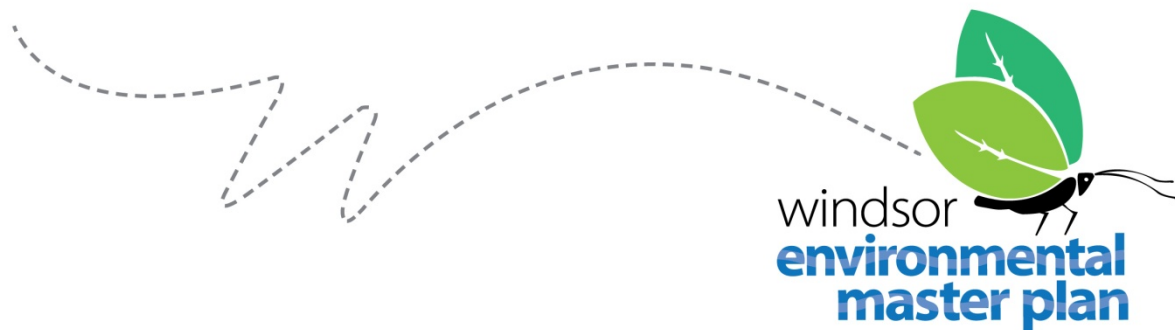
*Steve Vlachodimos*

Deputy City Clerk/Senior Manager of Council Services

April 5, 2018



## ENVIRONMENTAL MASTER PLAN



**2017**



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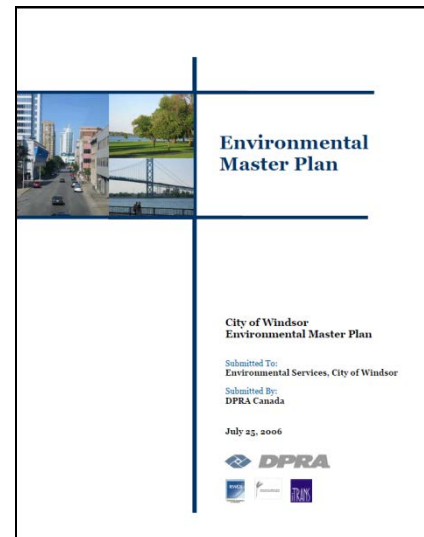
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## INTRODUCTION AND BACKGROUND

The Environmental Master Plan (EMP) was first developed in 2006 to provide a guidance document for the City of Windsor to address environmental issues. A simple vision led to a set of goals that formed the foundation for municipal action to improve the City's environment. The Plan was unanimously approved at Windsor City Council on July 24<sup>th</sup> 2006. Through this Plan, we aspire to make Windsor cleaner, greener, healthier, and more sustainable. Most of the actions refer to the Corporation of the City of Windsor's activities and operations, underpinning its intent of leading residents, industry, and stakeholders by example. The EMP reflects the city's commitment to enhancing environmental performance and facilitating social well-being and economic prosperity. This update is the renewal of that perpetual commitment.

Designed for local leadership, the EMP utilises the influence and outreach of the municipality, and comprises community feedback to meet its goal of prioritizing community interests. The EMP incorporates valued public opinions, acquired through actively sought public engagement and participation. City staff, agencies, boards, and the general public were consulted during the development of this update. An increase in community awareness was successfully reached through active community engagement throughout the development process. This plan was developed in-house by the Environment Sustainability Coordinator and a summer student. A decade of implementation and lessons learned forged the path for the development of a more relevant and effective updated Environmental Master Plan. As suggested in the previous EMP, progress of environmental performance has been regularly tracked and documented in multiple "Report's on the State of our Environment".



A key component of the updated plan is the consideration of climate change and its impacts on the residents of Windsor. Impacts such as more extreme and unpredictable weather conditions and an increase in vector-borne diseases place the health and well-being of the community in jeopardy. Recognizing the changing climate and the consequent changes in social, economic, and environmental context is key to coping with and conquering the challenges posed by this adverse and undesirable phenomenon. The EMP is implemented alongside many other City of Windsor Plans including our Climate Change Adaptation Plan and Community Energy Plan.

Considering only environmental aspects in this Environmental Master Plan update would prohibit achieving overall community benefit. Instead, a comprehensive and integrated approach is essential to recognize the undeniable interconnectedness and interdependence of the environment, economy, and society. Therefore, the Plan does not stand on a pier of environmental performance alone, but also incorporates economic and social aspects which are crucial to the overall health and

quality of life of Windsorites. Continuous research, civic engagement, and community involvement will result in policies, strategies and actions that promote healthy, safe and sustainable communities within the city. The Plan models the concept of treating sustainability as a way of life rather than an environmental issue. The actions outlined depict what the city is considering over the short and long term to improve the City's environment. However, just like in the planning and development process, cooperation of our residents is imperative to the success and progress of this ongoing initiative. After all, it is the collective actions of a community that bring about desired change.



*“Those communities that manage to prosper in this century will be those that plan for change and make sustainable choices; not only to adapt to changing circumstances but also to seize new opportunities as they arise.”*

*From A Plan for Sustainability and Resilience in Canada's Capital Region*



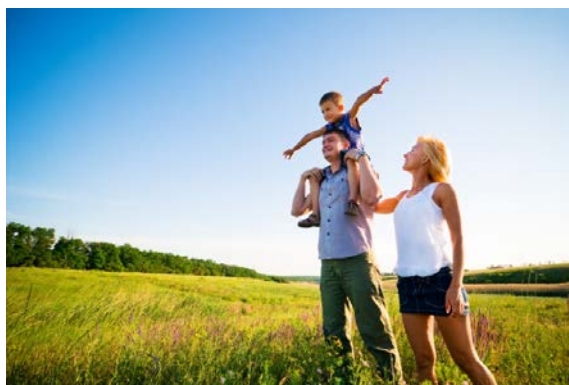
## TIES TO HUMAN HEALTH AND THE ECONOMY

Human health is closely linked to the health of the environment. Factors such as air quality, water quality, land use and proximity to green space as well as access to resources determine the overall well-being of a community. The goal of creating healthier communities, through the implementation of the Environmental Master Plan, necessitates the consideration of economic and social factors as they affect the environment and human health. Health of the natural environment, social cohesion and economic vitality are also the foundation of sustainability, which is necessary to improve the quality of life for current and future generations.

### Air Quality

Due to our location across from Detroit, as well as being a major hub for the automotive industry and a city heavily dependent on cars for commuting, Windsor's air quality is a persistent matter of concern. Vehicle and industry emissions are two main sources of release for pollutants such as nitrogen oxides (NO<sub>x</sub>) and Volatile Organic Compounds (VOCs). These pollutants, along with carbon monoxide (CO) react with sunlight to create ground level ozone. Ozone pollution causes various respiratory illnesses, ranging from coughing and chest pain, to bronchitis and asthma, and even permanent damage to lung tissue (EPA, 2014).

Particulate matter (PM), another type of air pollutant, is most impactful on human health (World Health Organization, 2016). Inhalation can result in cardiovascular and lung diseases, and can lead to heart attacks and cancer (World Health Organization, 2016). It has been linked to premature death and lower birth weight as well (World Health Organization, 2016). Recent studies have indicated its link to cognitive impairment, especially among older adults (Blaszczak-Boxe, 2015), and increased mental health risks among children (Blaszczak-Boxe, 2016).



Estimates state air pollution costs more than \$1 billion a year in hospital admissions, emergency room visits, and absenteeism (Environment and Climate Change Canada, 2012). A 10% decrease in ground level ozone and fine particulate matter can prevent hundreds of premature deaths, thousands of hospital room visits, and millions of activity days in Canada, saving hundreds of million dollars for the medical system (Environment and Climate Change Canada, 2012).

Indoor air quality is often not treated with the gravity it deserves. Household items such as furniture, carpets, candles, cleaning products, and building materials such as paint, solvents, and insulation can release VOCs into the air in your home (World Health Organization, 2016). Damp or leaky places in the house are excellent breeding ground for mould. Chronic exposure to mould can lead to

various health impacts, ranging from headaches, diarrhea, vomiting, trouble breathing, to depression, multiple sclerosis, hemorrhage, liver damage and low immunity and fertility (Mercola, 2011). Indoor air pollution and the build-up of indoor moisture which facilitates mould growth can be reduced by allowing good ventilation in the house.

Air quality has a direct impact on the agriculture, fishing, and tourism industries. Higher air quality means increased productivity in these industries (Environment and Climate Change Canada, 2012). Greenhouse gases (GHGs) such as carbon dioxide, methane and sulphur dioxide, all associated with air pollution, are also the biggest climate change contributors (Air Pollution, n.d.). Higher temperatures increase the occurrence and intensity of smog (Miller, 2017), thus establishing a two-way cause-and-effect relationship between air pollution and climate change. This combination is also associated with increased heart diseases and pollen allergies (Miller, 2017).

## Water Quality

About three decades ago, the Detroit River was identified as an Area of Concern (AOC) due to poor water quality and environmental degradation (Environment and Climate Change Canada, 2017). In the past three decades, the release of pollutants into the river has decreased tenfold due to the investment in wastewater treatment and the enforcement of Provincial and Municipal regulations (Environment and Climate Change Canada, 2017).

The water quality of the Detroit River influences a considerable amount of economic activity. The river and the nearby banks and beaches are popular tourist spots which entertain various water sports and water-related activities. Many people fish the Detroit River, and the market for fishing equipment,



canoes, and other water sport and safety gear, is heavily dependent on its health. Various events and seasonal markets by the river also generate considerable economic activity. Therefore, the river enhances employment and income generation, and promotes economic growth and activity in Windsor. It also fosters social connections by serving as a community space where people can get together and socialize, and encourages physical activity such as walking and biking.

It is important to remember that whatever goes into the river eventually flows into Lake Erie, which is a primary source for drinking water, fishing and recreation, and an essential part of the Essex Region's ecosystem. Pollutants such as phosphorus cause the formation of blue-green algae in the lake, which contains toxins and causes oxygen deficiency in water, and can block sunlight that is necessary for other organisms to survive. While the toxins are detrimental to human, wildlife, and fish health, the oxygen deficiency can cause fish to suffocate (Bejankiwar and Bunch, 2016). Nutrient pollution, leading to algal blooms, can lead to beach closures and drinking water advisories, which is both inconvenient and undesirable for the economy. Climate change can worsen the situation by causing oxygen levels to

lower due to rising temperatures, and causing storms which churn up nutrients settled at the lake bed, providing algae with more phosphorus to feed on (Bejankiwar and Bunch, 2016).

Climate change induces erratic weather patterns and increases the frequency and severity of extreme weather conditions, such as storms and floods. In the flood that occurred in September, 2016 affecting Windsor and Tecumseh, nearly \$108-million in insured damages were claimed (Taekema, 2016). This amount represents only the insured property, the actual total economic damage is estimated to be much higher (Taekema, 2016). Our susceptibility to climate change is a major indicator of our well-being as a community.

## **The Urban Environment**

Efficient road design plays a major role in the enhancement of economic prosperity and health. Traffic calming techniques such as speed humps, bike lanes, and diagonal parking are known to reduce flow of traffic, encourage more responsible driving, increase pedestrian safety, and encourage walking and biking (Project for Public Spaces, 2009). They can benefit businesses as they allow people better opportunity to notice shops by the streets, instead of just speeding past them. Complete streets ensure safe, comfortable, and convenient travelling for people, regardless of their age, ability, or mode of transport, making the use of public transit and active transportation easier to adopt. Active transportation, or human-powered transportation, such as walking, cycling, skateboarding, etc., can contribute extensively to decreasing greenhouse gas emissions, and save people money on gas and parking (Public Health Agency of Canada, 2014). It can save hundreds of million dollars spent on healthcare due to heart disease, high blood pressure and type 2 diabetes related to physical inactivity (Public Health and Emergency Services, n.d). It has also been linked to improved mental health, as the use of active transportation can prevent depression, and driving has been associated with higher amounts of stress and social isolation (Public Health and Emergency Services, n.d). Well-designed roads decrease the chances of traffic congestion, and consequent road rage (Town of Markham, 2011).

The presence or absence of nature in close vicinity has psychological effects on human beings. Being closer to nature reduces stress, a condition known to trigger various mental and physical health problems, both short-term, including fatigue, difficulty concentrating, acute insomnia, etc., and long-term, including weight gain, depression, heart disease, etc (House et al., 2017). Exposure to nature has been linked with healthier birth weight in babies, and reduced Attention Deficit Hyperactivity Disorder (ADHD) symptoms in children (House et al., 2017). Studies have shown that patients heal much faster when their hospital room contains a window providing a scenic natural view (House et al., 2017). Green space and trees also reduce air pollution and the effects of extreme heat as they reduce land surface temperatures (Zupancic, Westmacott, & Bulthuis, 2015). Various plants species, especially trees, can capture and filter all the major air pollutants discussed above (Zupancic, Westmacott, & Bulthuis, 2015).

A neighborhood with more greenery, open spaces, and access to natural amenities is more in demand, and supports the housing market (House et al., 2017). Shops in central business districts that have a high-quality tree canopy can boost economic growth, as people are willing to spend 9-12% more

for goods and services in such areas, and are more likely to travel longer distances to shop in a greener atmosphere (House et al., 2017). Enhanced connection to nature facilitates productivity and increases job satisfaction, and a healthier work force means better business (House et al., 2017). Studies conducted in the USA indicate that investment in parks and natural spaces can save up to 36% of healthcare costs (Wolf, 2017).



Social cohesion and a sense of inclusiveness are often cited as reasons behind prevalence of good mental and physical health in a community, and accessible parks and recreational facilities offer community members with an ideal setting for socializing (House et al., 2017). Green spaces in neighborhoods can bring together a greater number and a more diverse group of people, implying that natural infrastructure enhances the opportunities for building social connections (Brinkley and Wolf, 2016). Youth in cohesive communities are also less likely to engage in disruptive behaviors, as close-knit communities are more likely to provide better guidance to the young adults, in a collective manner (House et al., 2017).

Complete communities, similar to complete streets, are a suitable solution to sprawling communities. Urban and sub-urban sprawling causes increased infrastructure costs, consumer expenditures, travel time, congestion delays, traffic accidents, pollution emissions, and obstructs the formation of complete streets (Gruel, 2015). High-density complete communities facilitate the development of complete streets and ensure that spaces and resources are being properly utilized through mixed use development, enabling residential, commercial, cultural, institutional, and industrial facilities to co-exist in the community and provide opportunities for the people to live and work in close proximity (Symbiotic Cities Network, n.d). Low density developments mean higher costs such as energy and water bills, and a higher property tax base (Gurin, 2003). Sprawling also results in air pollution as the communities are more automotive-dependent, and people burn a large amount of fuel commuting to places they need to go to (Gurin, 2003). Moreover, it reduces the natural environment around the city, reducing green spaces and also uses up more space than required.



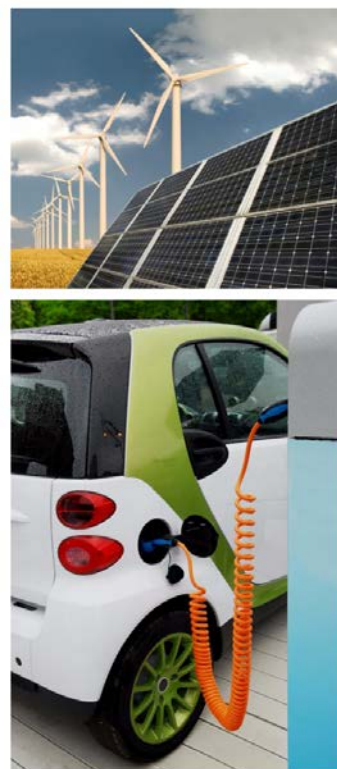
## Resources

Using resources efficiently not only helps conserve valuable resources for current and future generations, but also helps preserve environmental quality. Less organic waste generated (i.e. food waste) results in less methane generation at landfills, and recycling decreases the stress on virgin resources (Recycling and Climate Change, 2014). Recycling uses less energy compared to making a product from scratch. For example, one ton of paper recycled can save 17 trees, 7,000 gallons of water, 380 gallons of oil, 3.3 cubic yards of landfill space and 4,000 kilowatts of energy – enough to power an average Canadian household for 4 months – and reduce greenhouse gas emissions by one metric ton (West, 2017).

Electricity production from non-renewable resources contributes heavily to climate change through methane and carbon dioxide emissions, while renewable energy sources produce little to no greenhouse gases. In addition, use of renewable energy puts much less stress on water resources and prevents water pollution caused by natural gas drilling. It boosts economic activity through job opportunities as the renewable energy industry is more labor-intensive than the non-renewable energy sector. Moreover, the cost of production is lower and more stable compared to other energy industries (Union of Concerned Scientists, 2013).

As we know from Windsor's Community Energy Plan, in 2014 our community spent \$842 million dollars on energy (electricity, natural gas, and transportation fuels). It is anticipated that energy costs will increase by 120% at the lower risk range and by 280% at the higher risk range by 2041. This would increase annual energy costs from \$842 million per year to \$1.8 billion and \$3.1 billion per year respectively. This is a huge economic burden that can be mitigated through better energy management and resource conservation.

Environment is the aggregate of natural, social, and economic conditions that influence the lives of people. In a city, health and safety, local natural environment conditions, the economic situation and the quality of social interactions determine the quality of life of residents. A healthy and prosperous community grows in each sector by dealing with adversities such as pollution, resource consumption, city design and climate change. A good Environmental Master Plan incorporates all the aspects of sustainability, and sees the opportunity in challenging situations.



## LINKAGES TO THE 20-YEAR STRATEGIC VISION

The 20-Year Strategic Vision serves as a cornerstone for Council and City administration when making decisions with respect to programs, services, and infrastructure, and provide the community with an avenue for input on the future of the City. Through this vision, City Council identified jobs, reputation, and quality of life as Council themes. The EMP works in alignment with the 20-Year Strategic Vision.

20- Year Vision  We will Change Our Future.	2017 Environmental Master Plan
<b>Jobs – Through a diversified economy, and by supporting entrepreneurship and small business, Windsor will have jobs</b>	<p>The EMP was developed with consideration of the triple bottom line: environment, social and economy and many of the actions listed in the plan link closely with federal and provincial initiatives to grow and diversify the economy through green jobs.</p> <p>The federal government’s commitment to address climate change and grow the economy is outlined in the Pan-Canadian Framework on Clean Growth and Climate Change: “We will continue to grow our economy and create good jobs as we take ambitious action on climate change. We will work to ensure that the Pan-Canadian Framework opens new opportunities for Canadian businesses to not only maintain but also enhance their competitiveness”.</p> <p>Similarly, the Province of Ontario’s Five-Year Climate Action Plan outlines a transition to a low-carbon economy. “Businesses and industry will benefit from programs and initiatives to help them thrive in a low carbon economy. The province will continue to build Ontario’s clean-tech sector. It will work to retain existing businesses, protect existing jobs and create new ones. It will support innovation and productivity, business certainty and stability.”</p>
<b>Reputation – Through celebrating all successes, emphasizing its fiscal sustainability, and encouraging favourable conversation about the city, Windsor will be a positive place.</b>	<p>The 2006 Environmental Master Plan was born out of City Council’s recognition that to improve Windsor’s reputation and quality of life addressing environmental concerns was required. In 2005, City of Windsor residents were surveyed about the overall quality of Windsor’s environment, only 4.8 % believed that it was better than that of other Ontario Cities.</p> <p>Since the approval of the 2006 Environmental Master Plan, three Reports on the State of the Environment (ROSE) have been developed. These reports track environmental performance over time. As indicated in the 2017 ROSE report most environmental indicators are tracking in alignment with the goals of the EMP. However, more needs to be done to convey our successes to Windsor residents and across the country. Additional objectives have been added under Goal E: Promote Awareness to help</p>

improve the reputation of Windsor’s environment.

The City of Windsor is already being acknowledged for their leadership on climate change issues. Health Canada and the Institute for Catastrophic Loss Reduction (ICLR) have published a number of case studies highlighting work on extreme heat and the urban heat island undertaken by the City of Windsor. The City of Windsor has also received accolades for the innovative Retention Treatment Basin that reduces combined sewer overflows into the Detroit River.

**Quality of Life – By strengthening the city as a whole through supporting its neighbourhoods and districts, encouraging convenient transit and transportation options, and excellent service delivery, Windsor will provide a high quality of life for all.**

The EMP reflects the City’s commitment to enhancing environmental performance and facilitating social well-being and economic prosperity.

The EMP’s 5 goals provide direction to improve the Quality of Life of Windsor residents:

Goal A: Improve Air Quality – To be proactive with community groups, industry and other levels of governments to improve Windsor’s air quality.

Goal B: Improve Water Quality – To be proactive in managing wastewater, stormwater and potable water to improve Windsor’s water quality.

Goal C: Responsible Land Use – To enhance our community through naturalization, reforestation, park and urban planning, densification and community initiatives.

Goal D: Increase Resource Efficiency – To increase resource efficiency, conserve water and energy and reduce waste.

Goal E: Promote Awareness – To foster an engaged community and staff that appreciates and protects its local environment through active communication.

The EMP was created with the understanding of the direct relation between the environment, to human health and the economy which is clearly articulated in the introduction section of the EMP. Progress is tracked through regular Reports on the State of the Environment (ROSE).

# A CORPORATE ENVIRONMENTAL COMMITMENT

The Environmental Master Plan will continue to be grouped with other City of Windsor Master Plans underneath our Community Strategic Plan and our Official Plan.

## 20-Year Strategic Vision

## Official Plan



## Strategic Direction

*The City of Windsor is committed to being a leader through its daily actions and services to enhance the environment for present and future generations.*

## Guiding Principles

While implementing the Environmental Master Plan, the City of Windsor will:

- ❖ **Form Partnerships:** We will pursue partnerships between the City and the community, other governments, private and voluntary sectors to work towards solutions to environmental challenges and opportunities.
- ❖ **Engage Residents:** We will build awareness, actively involve stakeholders, and seek feedback on the Plan's progress.
- ❖ **Focus on Innovation and Balance:** We will review and consider best practices while balancing economic, social and ecological considerations.
- ❖ **Work Together:** Internally, the Corporation and its agencies will collaborate and communicate about the Plan's implementation.
- ❖ **Lead By Example:** We will act as leaders by providing responsible and proactive service to our residents.
- ❖ **Track Our Progress:** We will monitor, evaluate, and report on the Plan's progress to Council and the community-at-large and implement follow-up actions.
- ❖ **Achieve Realism:** We will strive for a balance between ambitious and achievable planning.



## Goals

The strategic direction, guiding principles and goals form the foundation for the Environmental Master Plan. The City is committed to a balanced and realistic approach for implementation of the Plan that provides due consideration for all five goals.

These goals differ slightly from the goals in the original EMP. Improving Air and Water quality are now separate goals, and Creating Healthy Communities and Greening Windsor have been combined into Goal C – Responsible Land Use.



### **Goal A – Improve Our Air Quality**

To be proactive by partnering with community groups, industry and other levels of governments to improve Windsor's air quality.



### **Goal B – Improve Our Water Quality**

To be proactive in managing wastewater, stormwater and potable water to improve Windsor's water quality.



### **Goal C – Responsible Land Use**

To enhance our community through naturalization, reforestation, park and urban planning, densification and community initiatives.



### **Goal D – Increase Resources Efficiency**

To increase resource efficiency, conserve water and energy and reduce waste.



### **Goal E – Promote Awareness**

To foster an engaged community and staff that appreciates and protects its local environment through active communication.



## Goal A – Improve Our Air Quality

- ❖ To be proactive by partnering with community groups, industry and other levels of governments to improve Windsor’s air quality.

Clean air improves human health and mitigates climate change. It is essential for the well-being of vulnerable populations, namely children and older adults, who make up more than one-third of Windsor’s population. Outdoor air pollution is mainly caused by emissions due to the combustion of fossil fuels for industry, transportation, space heating and power generation. Along with government actions, addressing the issue of air pollution will require cooperation from the local community. The actions below are intended to drive economic prosperity through the implementation of various air pollution reduction measures. Together, the municipal government and Windsorites can help address this trans-boundary issue, and contribute to mitigation of this global problem.

### **Objective A1: Develop strategies to reduce cross-border air pollution**

Lead: Environmental Sustainability & Climate Change

Assist: Windsor Essex County Environment Committee, Windsor Essex County Health Unit

#### **Actions:**

- Advocate for Windsor’s local air quality issues at the regional, provincial, and federal levels in the United States and Canada and with industry representatives.
- Gather air quality baseline information for comparison purposes. Publish and track in the Report on the State of the Environment.
- Identify partnerships with other agencies, governments and businesses.
- Liaise with the Ministry of the Environment and Climate Change to increase environmental testing and compliance within the City.

#### **Indicators:**

- Number of Low Risk Air Quality Health Index Days
- Number of Special Air Quality Statement Days and Smog and Air Health Advisory Days
- Ground Level Ozone

### **Objective A2: Increase use of environmentally-friendly products in City facilities to improve indoor air quality**

Lead: Facilities, Departmental staff who purchase products

Assist: Environmental Sustainability & Climate Change, Human Resources

#### **Actions:**

- Implement and promote recommendations made in the Sustainable Purchasing Policy and Guide specifically related to general building maintenance (paint, sealants, adhesives and other building materials) janitorial cleaning products as well as furniture and office systems.
- Continue to promote and advocate for the Scent Safe Workplace Procedure.
- Test municipal buildings for Radon.

## Objective A3: Reduce the City's contribution to poor air quality days

Lead: Operations, Fleet, Parks, Transit Windsor, Environmental Sustainability & Climate Change

### Actions:

- Update the Greening the City Fleet Manual.
- When purchasing for fleet replacement, continue to include wording in the tenders with respect to “lower emitting vehicle” options and automatic shut-off for idling vehicles.
- Continue to implement the Fleet Winter Maintenance Policy.
- Replace older maintenance equipment used by Parks staff with equipment that produces fewer emissions.
- Develop a plan to further limit and monitor dust at constructions sites.
- Develop a plan to modify City of Windsor operations on poor air quality days.
- Implement recommendations in the Corporate Climate Action Plan (2017) such as increasing Transit ridership, advancing transit vehicle replacement and exploring alternative propulsion vehicles.
- Develop a program to replace public transit buses regularly to improve efficiency.
- Develop an electric charging strategy for electric vehicles.
- Increase the tree canopy coverage of the City.



### Indicators:

- Corporate Fuel Consumption
- New Greening of the City Fleet Plan
- Transit Windsor Ridership
- Tree Canopy Cover

## Objective A4: Reduce and monitor community greenhouse gas emissions

Lead: Environmental Sustainability & Climate Change

Assist: Windsor Essex County Health Unit

### Actions:

- Work with various stakeholders and partners to implement the Community Energy Plan (2017) relating to local air quality including:
  - Encouraging a modal shift towards public transit;
  - Encouraging active transportation;
  - Fostering the adoption of electric vehicles;
  - Continuing to advance smart energy systems.

- Continue to track corporate and community greenhouse gas emissions as part of the Federation of Canadian Municipalities Partners for Climate Protection as well as the Compact of Mayors<sup>1</sup>, and publish in the Report on the State of the Environment.

#### **Indicators:**

- Community Greenhouse Gas Emissions (targets to align with the Community Energy Plan, 2017)
- Corporate Greenhouse Gas Emissions (targets to align with the Corporate Climate Action Plan, 2017)

### **Objective A5: Implement and educate residents on the City of Windsor's Anti-Idling By-law**

Lead: Environmental Sustainability & Climate Change, By-law Enforcement

Assist: Windsor Essex County Health Unit

#### **Actions:**

- Develop and implement a city-wide Idling Awareness Campaign to educate residents and businesses on the economic and environmental impacts of idling vehicles.
- Work with school boards and individual schools to educate students, staff and parents about the effects of idling at schools.
- Develop and implement a targeted enforcement plan at idling hot spots.

#### **Indicators:**

- Idling Awareness Campaign

### **Objective A6: Improve the City's traffic flow to reduce vehicular emissions**

Lead: Traffic Operations, Transportation Planning

Assist: Transit Windsor

#### **Actions:**

- Reduce unnecessary and unwarranted all-way stops. Focus on transit and heavy trucking routes to reduce wait times.
- Promote public transit priorities to reduce transit delay and promote schedule adherence and service reliability.
- Invest in "road diets" where possible whereby the number of travel lanes and/or effective width of the road is reduced in order to reduce speeding, increase active transportation and improve safety.
- Promote increased and smoother traffic flow, for all modes (public transit, cyclists and pedestrians) by using Intelligent Transportation Systems (ITS), e.g. to improve signal coordination, provide priorities for public transit and introduce electronic way-finding and transit route information.
- Adjust signal timing to improve traffic flow due to construction projects.
- Continue to upgrade existing and newly installed video detectors (video technology and induction loops) to reduce vehicular idling.

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<sup>1</sup> The Compact of Mayors is a global network of cities pledging to reduce greenhouse gas emissions, enhance resilience to climate change, and track progress in a standardized and transparent manner

## **Objective A7: Improve the City's public transportation system to increase ridership**

Lead: Transit Windsor

Assist: Infrastructure & Geomatics, Operations, Transportation Planning

### **Actions:**

- Complete the Transit Service Delivery Review.
- Continue to explore and invest in Regional Transit.
- Include Transit Windsor in road reconstruction projects and incorporate public transit needs into street design.
- Complete a Route Assessment Study to improve efficiency.
- Update the Transit Windsor Master Plan.
- Continue to invest in smart technologies such as the Transit Windsor online app.
- Direct promotional activities toward improved health and quality of life through increased physical activity walking to and from transit stops. Focus on recommended 30 minutes of physical activity per day in bouts of 10 minutes or more.
- Use capital funding to build and invest in our transit system.
- Investigate Bike Share options



### **Indicators:**

- Route Assessment Study
- Updated Transit Windsor Master Plan

## **Objective A8: Reduce the number of single-occupancy vehicle trips of staff and residents**

Lead: Environmental Sustainability & Climate Change, Human Resources

Assist: Transit Windsor, Windsor Essex County Health Unit, Transportation Planning

### **Actions:**

- Create education campaigns to:
  - Encourage staff and residents to get out of their cars for at least one week;
  - Promote “flex hours” to allow for carpooling to work;
  - Promote benefits of a car-free life-style: better health, lower cost.
- Participate in Open Streets events to promote alternative methods of transportation.
- Promote the Transit Windsor corporate pass.
- Promote use of existing Active Transportation infrastructure and its expansion.
- Direct promotional activities toward improved health and quality of life through increased physical activity. Promote recommended 30 minutes of physical activity per day in bouts of 10 minutes or more.
- Recruit and identify sponsor funding to reinstitute free bus rides on poor air quality days.

- Investigate partnerships with industry and surrounding municipalities for City car pool vans and parking ([www.carpool.ca](http://www.carpool.ca)).
- Continue to provide incentives to City staff to leave their cars at home such as discounted bus passes and end-of-use facilities.
- Support alternative work styles such as telecommuting, or working from home one day per week to reduce greenhouse gas emissions.

#### **Indicators:**

- Participant in Open Streets
- Total vehicle kilometres travelled

### **Objective A9: Develop, expand and maintain a connected network of safe bicycling and walking facilities**

Lead: Transportation Planning, Planning, Operations, Parks

Assist: Environmental Sustainability & Climate Change, Windsor Essex County Health Unit, Infrastructure and Geomatics, Operations, Right-of-Way and Development

#### **Actions:**

- Develop and Implement an Active Transportation Master Plan including cycling, walking and public transit and associated policies, procedures, standards and best practices.
- Develop a Complete Streets Policy
- Continue to provide long-term committed funding to expand Windsor's existing commuter and recreational cycling and walking networks.
- Include cycling and walking facilities in road reconstruction projects and incorporate active transportation needs into street design.
- Establish bike friendly design requirements for municipal roads, and at municipal buildings, public spaces, parks and transit stops.
- Establish bike-friendly design requirements and bike parking policy for public, private and institutional facilities.
- Improve the cycling-transit and walking-transit links.
- Promote bicycling and walking as a healthy alternative for residents and staff.
- Promote injury prevention messaging and education such as bike safety, wearing helmets, rules of the road for cyclists etc.
- Ensure new developments include sidewalks and target existing neighbourhoods without sidewalks for expansion of walking facilities.



#### **Indicators:**

- Length of cycling network
- Active Transportation Plan
- Percentage of roads with one or more sidewalks





## Goal B– Improve Our Water Quality

- ❖ To be proactive in managing wastewater, stormwater and potable water to improve Windsor’s water quality.

Access to safe, clean and sufficient water is an undeniable determinant of human well-being. Water quality is a pressing issue as the Detroit River is a center of various economic and social activities, and has direct connection with the health of Windsorites. Water pollution and subsequent degradation of the environment and ecosystem has been a topic of concern for decades now, and although significant progress has been made there is much more that needs to be done. It is important for us to act responsibly, understanding the link between wastewater, the quality of water in our surface water bodies, and our drinking water supply. Healthy water bodies contribute to a healthy ecosystem and a healthy community.

### Objective B1: Invest in our sewers and wastewater treatment plant infrastructure

Lead: Infrastructure & Geomatics, Pollution Control, Operations, Environmental Sustainability & Climate Change

#### **Actions:**

- Develop an education program on what causes sewer and treatment plant overflows and how they can be reduced (example downspout disconnection, fats, oils & grease, flushable wipes).
- Develop a Sewer Use Master Plan that:
  - Provides an understanding of how the City’s sewer network will respond to various rainfall intensities;
  - Determine flooding risks across the City;
  - Determine appropriate changes to stormwater management practices to reduce risk to the sewer network.
- Investigate the potential for a Retention Treatment Basin on the West side of Windsor.
- Continue to implement the City’s soft separation program (i.e. replacement of combined sewers).
- Continue to upgrade the City’s remaining “over/under” sewers.
- Enhance and enforce Windsor’s current Sewer Use By-law.

#### **Indicators:**

- Percent removal of total phosphorus, suspended solids, and the biological oxygen demand of treatment plant effluent
- Wastewater treatment plant bypass
- Sewer Use Master Plan
- Combined sewer outfall volumes based on annual rainfall

## **Objective B2: Improve stormwater management to reduce the risk of flooding to residents**

Lead: Essex Region Conservation Authority, Environmental Sustainability & Climate Change, Infrastructure & Geomatics, Right-of-Way and Development, Operations, Parks, Pollution Control

### **Actions:**

- Develop Stormwater Guidelines that:
  - Reflect MOECC's guidelines;
  - Addresses stormwater retrofits in developed areas;
  - Uses modeling and best practices to map and apply best stormwater management practices (e.g. source control, end of pipe, pollution prevention), and determine where cash-in-lieu can best be applied.
- Continue to acquire data to inform the condition and functional performance of the network (i.e. fog testing, zoom camera).
- Investigate funding mechanisms on a cost recovery basis for stormwater management.
- Implement recommendations as outlined in the City's Climate Change Adaptation Plan.
- Undertake low impact development projects and strategies such as rain gardens, porous pavement, bioswales etc. as part of road or parking lot reconstruction projects.
- Confirm funding to maintain and monitor low impact development features.
- Continue to use our parks for temporary excess rainwater storage and low impact development features to deter basement flooding.
- Protect, preserve and enhance our urban natural areas and wetlands which naturally provide flood control.
- Encourage downspout disconnection and basement flooding subsidy program
- Acquire lands to enhance flood protection.
- Work with ERCA to acquire lands in the City under the Clean Water, Green Spaces Program.

### **Indicators:**

- Stormwater Guidelines
- Amount of Wastewater Treated

## **Objective B3: Reduce water pollution discharges from City operations**

Lead: Operations, Parks, Facilities, Departmental staff who purchase products

### **Actions:**

- Continue with the City's salt management and snow management programs to include safer alternatives where appropriate.
- Buy and use product alternatives with lower toxic levels (for example, natural fertilizers, such as compost or peat, environmentally friendly cleaning products).
- Decrease pesticide use in City parks and where necessary, continue to use herbicidal vinegar where practical.

- Increase recycling in order to reduce waste going to landfills or waterways.
- Identify tree planting opportunities adjacent to water courses in an effort to improve the water quality before stormwater runoff enters the Detroit River Watershed.

#### **Indicators:**

- Pesticide Use

### **Objective B4: Improve the health of the Detroit River Watershed and Great Lakes Waters**

Lead: Environmental Sustainability & Climate Change, Pollution Control

Assist: Essex Region Conservation Authority, Detroit River Canadian Clean Up

#### **Actions:**

- Work to protect and preserve all remaining natural shorelines.
- Continue to educate residents on the hazards of flushable wipes, oil, litter and chemical disposal down drains and sewers. Promote awareness of:
  - The City's Household Chemical Waste (HCW) Depot and Reuse Centre;
  - The importance of downspout disconnection;
  - The City's two wastewater treatment plants.
- Support the Essex Region Conservation Authorities' ongoing watershed monitoring programs and their restoration program so that naturalization and tree planting in the Detroit River Watershed remains a priority.
- Support the bi-national Remedial Action Plan (RAP) to restore the Detroit River.
- Consider partnering with the following groups for source water protection and monitoring:
  - Environment and Climate Change Canada/Ontario Ministry of Environment and Climate Change;
  - Detroit River Canadian Cleanup (DRCC);
  - Great Lakes Institute for Environmental Research (GLIER);
  - Little River Enhancement Group (Lil'Reg);
  - Friends of Turkey Creek.
- Continue Windsor's Involvement in the Yellow Fish Road program.
- Advocate for Windsor's local water quality issues at the regional, provincial, and federal levels in the United States and Canada.



- Liaise with the Ministry of Environment and Climate Change to increase environmental testing and compliance within the City.
- Identify sources of plastics and microplastics into the Detroit River and identify strategies to reduce the sources
- Implement the Source Water Protection Plan.

#### **Indicators:**

- Detroit River Beneficial Use Impairments
- Average total phosphorus concentrations in Little River and Turkey Creek

### **Objective B5: Reduce the per capita use of treated municipal water**

Lead: Facilities, Environmental Sustainability & Climate Change, Parks, Enwin

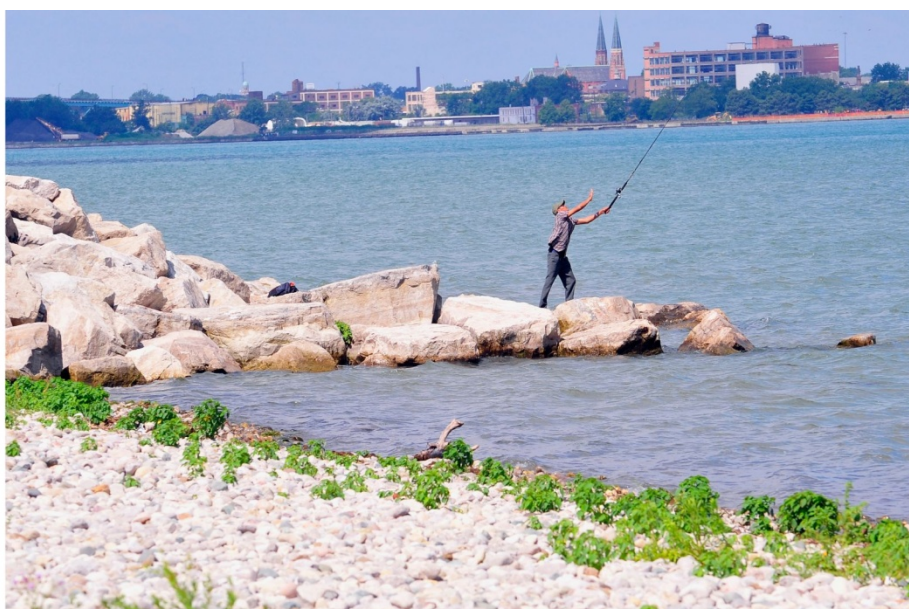
Assist: Infrastructure and Geomatics,

#### **Actions:**

- Develop water conservation strategies for new and existing City buildings and facilities including water re-use in outdoor and indoor recreation facilities.
- Maintain existing water distribution system to reduce water loss.
- Develop strategies to store stormwater for parks irrigation.
- Continue to sell rain barrels at a discounted price to reduce the use of treated water for watering plants and lawn use.

#### **Indicators:**

- Total Water Consumption





## Goal C – Responsible Land Use

- ❖ To enhance our community through naturalization, reforestation, park and urban planning, densification and community initiatives.

Land use planning measures should be such that the full potential of available land is reached in a sustainable way. While it is essential to allot land to housing, industry and education, there needs to be sufficient green space and improved road connectivity for all road users. Use of unused or vacant land should enhance the quality of life for residents, for example, through urban farming, creation of green space, or by building developments to support the economy. This process of repurposing or redeveloping land is known as land recycling, and it facilitates social and economic vitality and sustainability. It helps address the issues of urban sprawl and climate change by increasing density, reducing dependence on automobiles and increasing green space. Efficient land use techniques help preserve natural heritage and enhance ecological diversity and service. Healthier natural systems provide ecological services such as purification of water and air, pollination of plants and increased recreational opportunities to the benefit of human health.

### Objective C1: Encourage in-fill and higher density in existing built areas

Lead: Planning

Assist: Windsor Essex County Health Unit, Windsor Essex Economic Development Corporation

#### Actions:

- Promote concentration, encourage adaptive reuse of buildings, especially heritage buildings in core areas. These buildings already have infrastructure in place: streets, sewers, schools, transit.
- Identify opportunities for higher density development to support alternatives to driving (transit, cycling, walking, etc).
- Examine current policies and by-laws; provide incentives for infill/higher density; set minimum density requirements.
- Design commercial and residential land use to maximize access to public transit.
- Support the existing Brownfields Redevelopment Strategy and implement its work plan.
- Continue the implementation of community improvement plans to encourage investment in older neighbourhoods.
- Monitor the success of the Brownfield Redevelopment Community Improvement Plan. Focus on beautification and renewal of existing built areas.

#### Indicators:

- Population Density in the core area of Windsor
- Number of Records of Site Condition filed (indicator of how many brownfields are being repurposed)

## Objective C2: Investigate the feasibility of a Regional Growth Plan

Lead: Planning & Building

Assist: Windsor Essex County Health Unit, Essex Region Conservation Authority

### **Actions:**

- Based on the provincial context for well managed growth with regard to surrounding regions, continue to investigate a “Regional Approach to Managing Growth” in Windsor/Essex County.
- The benefits of such a growth management plan can include:
  - Service and transportation efficiencies;
  - Coordinated approach to green space linkages;
  - Long term consideration of land use patterns;
  - Attenuating the adverse consequences of rapid growth on areas in the region that are rapidly expanding;
  - Managing population density.
- Continue discussions and plans to develop a Regional Growth Plan that targets regional trends, green space allocations, transportation planning and growth management.

### **Indicators:**

- Regional Growth Plan
- Shared public transit services

## Objective C3: Incorporate sustainable development into the design of neighbourhoods, homes and businesses

Lead: Planning & Building, Environmental Sustainability & Climate Change

Assist: Windsor Essex County Environment Committee, Windsor Essex County Health Unit

### **Actions:**

- Develop a Green Building Standard for new development and retrofits.
- Advertise the Green Building Standard to homeowners and developers, as legislation and building codes allow. The guide may include the consideration of:
  - Green roofs/cool roofs;
  - Low impact development (rain gardens, bioswales, permeable pavement etc.);
  - Rainwater retention;
  - Energy efficiency;
  - Active transportation facilities;
  - Underground parking;
  - Windows in office buildings which can be opened;
  - Improved temperature control systems;
  - Alternative energy sources;
  - Access to public transit.



- Work with developers to encourage best practices and the integration of the ideas listed above. Create incentives for sustainable design by builders and demand for sustainable homes (and businesses) by residents (and business owners) through the development of an education campaign about the advantages of scoring high on the Green Building Standard (i.e., energy and cost savings).
- Identify best practices to improve heat resilience in homes and businesses (ex. options for passive cooling, shading, etc.)
- As part of the Official Plan review, work with small businesses to improve streetscapes and interactivity (encouraging local community development).
- Identify and take advantage of provincial and federal programs for funding and best practices.
- Create incentives for businesses and neighbourhood development which incorporate age-friendly facility design and accessible, safe routes to and from homes, schools and businesses.
- Work with developers to maintain as many trees as possible.
- Expand the public right-of-way to enhance the opportunities for tree plantings, stormwater management, active transportation options, and urban heat island mitigation.

#### **Indicators:**

- Green Building Standard
- Number of buildings participating in the Green Building Standard

### **Objective C4: Expand public understanding of the value of natural spaces and native plants**

Lead: Parks, Environmental Sustainability & Climate Change

Assist: Essex Region Conservation Authority, Windsor Essex County Health Unit

#### **Actions:**

- Undertake a Natural Capital Report to show the true value of natural space and trees.
- Develop an engagement strategy to improve community acceptance of naturalization programs as well as using parks for short term rainwater storage.
- Promote the health benefits of using green spaces for accessible and safe physical activity.
- Promote the preservation and protection of our natural spaces including the Ojibway Prairie Complex, Peche Island, South Cameron Natural Area, Devonwood Conservation Area, etc.
- Promote the use of native plants in our parks as well as to the public.
- Cultivate native plants in our greenhouses for use in parks as well as for sale at the annual plant sale.



#### **Indicators:**

- Natural Capital Report

## **Objective C5: Develop a coordinated approach to invasive species in parks, natural areas and the public right-of-way**

Lead: Parks, Operations, Pollution Control, Environmental Sustainability & Climate Change, Infrastructure and Geomatics

Assist: Essex Region Conservation Authority

### **Actions:**

- Develop and implement a coordinated Phragmites Control Program across City departments.
- Track and monitor the outcome of any approaches used to control Phragmites.
- Continue to identify and track new invasive species and develop strategies to minimize their impact.
- Develop strategies for other invasive species in parks and natural areas.

### **Indicators:**

- Phragmites Control Program

## **Objective C6: Acquire or transition additional lands for integration into our parks, natural areas and natural heritage system**

Lead: Parks,

Assist: Legal, Planning, Essex Region Conservation Authority

### **Actions:**

- Actively seek out opportunities to increase and protect parkland, natural areas and naturalize spaces especially in locations where there is a deficit in the amount of green space.
- Work with the Essex Region Conservation Authority, community associations, school boards and residents to restore, expand and enhance natural heritage features and functions on public and private property.
- Set acquisition targets for parks and natural areas, in particular the remaining unprotected natural areas within and around the Ojibway Prairie Complex and South Cameron Natural Area.
- Increase the amount of naturalized areas within parks.
- Source funding opportunities to secure lands.

### **Indicators:**

- Natural Areas Percent Coverage
- Designated Natural Heritage Land
- Amount of Maintained and Natural Parkland

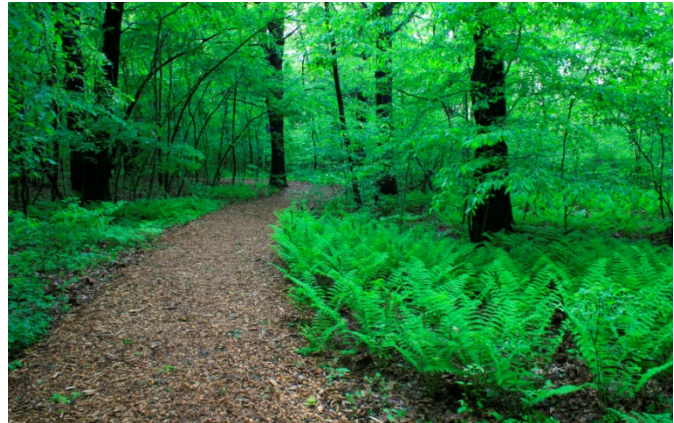
## Objective C7: Protect, enhance and expand the quality and condition of our natural areas and wetlands

Lead: Parks

Assist: Planning, Essex Region Conservation Authority

### **Actions:**

- Develop management plans for our unique and rare ecosystems in Windsor: the Ojibway Prairie Complex, Peche Island and South Cameron Natural Area.
- Prepare Management Plans for natural area components and individual sites:
  - Identify issues that are currently impairing the quality of the natural area (i.e. habitat fragmentation/degradation, invasive species, incompatible human uses, littering, vandalism, erosion, etc.);
  - Identify strategies & actions to address the various issues and enhance our natural areas.
- Implement Management Plans & actions (i.e. actively managing tall grass prairie by prescribed burns).
- Continue to implement Species at Risk protection measures in all areas of Windsor and develop strategies to improve their status.
- Monitor the quality and condition of our natural area components (i.e. integrity, biodiversity, health, etc.).
- Provide multi-use buffer zones around natural areas and wetlands.
- In conjunction with the creation of an Urban Forest Management Plan, conduct a Canopy Cover study of the City and set a new goal to increase the City's canopy cover



### **Indicators:**

- Natural Area Management Plans
- Urban Forest Management Plan
- Canopy Cover Study

## Objective C8: Protect and enhance the quality and condition of our urban forest canopy

Lead: Parks

### **Actions:**

- Update the street tree inventory of all city owned trees along the right of way to better understand the health, structure and biodiversity of our Urban Forest. This will also help identify the gaps and open areas void of trees as well as high risk trees in order to reduce risk, personal injury and damage claims.
- Assess our urban forest and canopy cover by developing a Strategic Urban Forest Management Plan to better understand the environmental goods and services that our urban forest provides.
- Increase the tree canopy cover of the City by setting a new target for canopy cover through the planting and tending of newly planted trees.
- Develop Official Plan policies for new development to require mitigation and compensation for the loss of urban forest vegetation.
- Naturalize and expand our urban forest and canopy cover using native species where appropriate.
- Create incentives for the planting of native tree species and the preservation of existing trees; for example:
  - Encourage species diversification and lead by example through our various tree planting events with local partners;
  - Launch a “tree drive” by encouraging companies to donate trees and celebrate the achievements we have made with other corporate sponsors;
  - Communicate with developers who approach the City in order to preserve trees;
  - Work with Forests Ontario’s Heritage Tree Program to identify large and historic trees.
- Promote the planting of flowering trees, fruit trees, or pollinator tree species where appropriate.
- Explore the potential for a private tree cutting by-law as well as the effectiveness of other Municipal tree cutting by-laws.

### **Indicators:**

- City owned trees planted and removed
- Private tree cutting by-law

## Objective C9: Increase connectivity within and between our parks and natural areas

Lead: Parks, Essex Region Conservation Authority

Assist: Planning, Infrastructure & Geomatics, Transportation Planning, Legal

### **Actions:**

- Conduct an assessment of the current state of Windsor’s parks and natural areas linkages by performing a Landscape Analysis. Include the number of hectares of parks and natural areas that is “linked” to each other as a baseline.
- Identify linkage improvement opportunities and reflect these in Official Plan updates.

- Develop strategies for acquiring these strategic lands through the following mechanisms:
  - Development Applications;
  - Purchase;
  - Park Dedication;
  - Land Swap;
  - Conservation Easements;
  - Land Trust;
  - Voluntary property tax fund;
  - Land contribution by public agencies.
- Work with surrounding municipalities to plan for and strengthen natural linkages across municipal boundaries.
- Incorporate the use of eco-passages to support the movement of wildlife between natural areas.
- Acquire properties through the development process.
- Develop a natural heritage offsetting process.

**Indicators:**

- Parks Landscape Analysis

## **Objective C10: Support education, engagement and local food production**

Lead: Environmental Sustainability & Climate Change, Parks

Assist: Legal,

**Actions:**

- Implement and expand upon the Community Garden on Municipal Property Policy.
- Actively promote the use of underutilized, vacant City of Windsor property for the use of community gardens.
- Encourage Windsor's Farmers Markets.
- Develop and promote local food system through education including programs for kids.
- Explore the potential for an urban bee cooperative or a chicken cooperative on municipal property.
- Promote the health benefits of drinking water over sugar-sweetened beverages for hydration.
- Promote the use of Essex Windsor Solid Waste Authority's compost.

**Indicators:**

- Number of Community Gardens

## Objective C11: Work with the Windsor Essex County Health Unit to develop a Food Strategy

Lead: Windsor Essex County Health Unit, Social Policy and Planning, Environmental Sustainability & Climate Change

### Actions:

- Engage in a comprehensive community food assessment to inform a food strategy.
- Build on the development of the Windsor Essex County Food Charter and the food system work of various organizations.
- Assess the viability of a regional Food Council or Committee.
- Include the need for data gathering to further understand the local food system and the opportunities for improvement.

### Indicators:

- Food Strategy
- Regional Food Council



## Objective C12: Incorporate cooling designs and features into public spaces to protect residents from extreme heat and ultraviolet radiation exposure

Lead: Parks, Facilities

Assist: Planning, Windsor Essex County Health Unit

### Actions:

- Increase the number of artificial shade structures in public places.



- Plan for shade (shadow casting) to fall where needed during peak ultraviolet radiation exposure intervals.
- Improve access to drinking water facilities in public spaces.
- Consider the environmental and health effects of plastic, rubber or other materials when designing and installing playgrounds, splash pads and road medians.
- Increase the number of splash pads, cooling stations, water bottle re-fill stations and other water features in public places.
- Work with Federal and Provincial governments to maximize funding opportunities.

### **Objective C13: Enhance and increase natural shade as a climate change adaptation measure**

Lead: Parks, Environmental Sustainability & Climate Change

Assist: Windsor Essex County Health Unit

#### **Actions:**

- Continue to research the urban heat island effect and its impact in Windsor.
- Enhance tree coverage to reduce the human health risk of heat.
- Promote additional health benefits of natural shade in reducing ultraviolet radiation exposure.
- Plan for dense shade in parks, playgrounds, spectator areas of sports fields and other public spaces frequented by children and vulnerable populations.
- Ensure active transportation routes are planned with natural shade.
- Review tree species for viability under a changing climate and adjust tree planting practices accordingly.
- Incorporate Best Management Practices for naturalization and tree planting. Use local seed for the propagation of trees and incorporate Assisted Migration studies and practices where applicable.
- Undertake assisted migration of tree species to minimize the risk to canopy cover due to climate change.

#### **Indicators:**

- Number of trees planted and removed

## Goal D – Increase Resources Efficiency

### ❖ To increase resource efficiency, conserve water and energy and reduce waste.



Resources are finite - even renewable resources should only be used at a rate that is below their regenerative capacity. In addition, extraction and use of resources often causes pollution. The more resources we use, the more waste and wastewater is generated which needs to be treated. Solid and organic waste in landfills occupies a significant amount of space, is a threat to air quality due to greenhouse gas emissions, and pose a risk to ground water quality. Newer landfills such as those currently operated by the Essex-Windsor Solid Waste Authority employ new technologies to mitigate the historic risk posed by landfills (i.e. flaring of methane to reduce greenhouse gas emissions and leachate collection systems to reduce impacts on ground water quality). However, it is still necessary to use resources responsibly, carefully determining the necessity of using a resource, and following the “*reduce, reuse, recycle*” principle. In addition, energy generation is not only expensive, but is detrimental to air and water quality. Through building a resilient energy system and ensuring wise use of energy by the Corporation and by Windsorites, we can enhance our lifestyle and drive economic development.

### **Objective D1: Decrease community energy consumption and greenhouse gas emissions**

Lead: Environmental Sustainability & Climate Change, Planning and Building, Transportation Planning

Assist: Windsor Essex County Health Unit, Asset Planning, Enwin

#### **Actions:**

- Work with stakeholders to implement the Community Energy Plan.
- Complete a business case for district energy expansion.
- Complete detailed energy mapping of the city to support economic businesses cases and future policy decisions relating to energy.
- Work to create an education campaign for residents (to create demand) and builders (to create supply) about the environmental and financial benefits of energy efficient homes and businesses.
- Investigate the possibility of reducing development charges for developers of energy efficient homes and businesses.
- Explore the potential for a deep energy retrofit program for homes and businesses.

#### **Indicators:**

- District Energy Business Case
- Detailed Energy Mapping
- Deep Energy Retrofit Program
- Community Greenhouse Gas Emissions (Goal A)

## Objective D2: Decrease corporate energy consumption and greenhouse gas emissions

Lead: Asset Planning, Operations, Facilities, Transit Windsor, Environmental Sustainability & Climate Change

Assist: Enwin

### **Actions:**

- Implement and update the Corporate Energy Management Plan and the Corporate Climate Action Plan.
- Implement retrofits and energy saving mechanisms with a payback time and greenhouse gas reductions.
- Consider energy consumption, lifecycle costing and greenhouse gas emissions when planning capital projects.
- Develop an energy awareness campaign for municipal employees.
- Assess current water usage across all municipal buildings.

### **Indicators:**

- Corporate Energy Consumption
- Corporate Greenhouse Gas Emissions (Goal A)

## Objective D3: Consider environmental design in newly constructed or retrofitted municipal buildings

Lead: Right-of-Way and Development, Environmental Sustainability & Climate Change, Facilities

### **Actions:**

- Consider environmental design in all new buildings and retrofits.
- Encourage the use of cool roofs for municipal buildings.
- Continue the reuse of existing buildings (and materials) where it is environmentally-friendly and cost-effective.
- Recycle building materials where possible.
- Require partners to consider environmental design.

### **Indicators:**

- Municipal Green Building Standard
- Cool Roof Policy



## **Objective D4: Increase the diversion rate of recyclable material at all City facilities**

Lead: Facilities, Environmental Services

Assist: Essex Windsor Solid Waste Authority

### **Actions:**

- Undertake a corporate waste audit program and develop a corporate waste baseline, reductions targets and monitoring strategy.
- Publish waste audit results to city staff as part of a solid waste diversion education campaign.
- Install composters or digesters at select city facilities as pilot projects and monitor their success.
- Implement a standard recycling program for all city facilities that includes signage, containers and education.
- Provide training for facilities staff with respect to any changes in recycling procedures.
- Focus reminders and incentive programs on any problem areas.
- Encourage contractors and suppliers to make recycled-content products available.
- Use savings from waste prevention efforts to offset the costs of buying recycled products in those instances where they cost more.
- Continue to promote the use of municipal water.

### **Indicators:**

- Corporate Waste Diversion Rate

## **Objective D5: Increase community waste diversion through recycling and composting**

Lead: Essex Windsor Solid Waste Authority, Environmental Services, Facilities, Parks, Recreation

### **Actions:**

- Expand the use of recycling bins in public facilities and other spaces such as parks.
- Conduct a study to determine the most appropriate composting program for the City of Windsor and implement at an appropriate time.
- Investigate strategies for waste reduction such as, but not limited to, garbage bag limits.
- Formalize a waste diversion plan for events at Festival Plaza and other special events – this could include mandatory use of the hydration station, use of recyclable food containers only, and mandatory waste stations with garbage, paper and plastic receptacles with proper labelling.
- Identify strategies to reduce single use plastic items (ex. plastic straws, bags, etc.)

### **Indicators:**

- Community Diversion Rate
- Total Waste Sent to Landfill
- Waste Diversion Plan for Special Events

## **Objective D6: Integrate environmental sustainability and climate change into Asset Management**

Lead: Asset Management

Assist: Operations, Development Projects & Right of Way, Infrastructure & Geomatics, Pollution Control, Parks, Facilities, Environmental Sustainability & Climate Change, Transit Windsor

### **Actions:**

- Build life-cycle cost into decision making.
- Consider economic, social and environmental factors, also known as the “triple bottom line” when making decisions about capital or operating expenditures.
- Consider the effects that capital projects will have on operating budgets and adjust operating budgets accordingly to ensure proper maintenance of assets.

### **Indicators:**

- Number of projects undergoing Triple Bottom Line assessments

## Goal E – Promote Awareness

- ❖ To foster an engaged community and staff that appreciates and protects its local environment through active communication.



To enhance the quality of life for Windsorites, we all need to develop a deeper understanding and awareness about environmental issues and act accordingly. Acting to achieve a healthier environment would be impossible without appropriate knowledge generation among the people who live, work and visit here. Awareness and understanding enables people to become literate in why they need to protect and conserve the natural environment, and how to do it. Through our public education and outreach programs we seek to educate and involve staff, students, residents and visitors in environmental sustainability education, foster environmental stewardship and promote lifestyle practices beneficial to individual and community health. We are always seeking to develop better communication with our citizens, and the public is always encouraged to participate and provide input into decisions affecting their environment.

### Objective E1: Promote the link between environmental health and human health to Windsor residents

Lead: Environmental Sustainability & Climate Change, Transportation Planning, Windsor Essex County Health Unit

#### Actions:

- Develop and promote a campaign to get staff and residents active and outdoors. This may include:
  - Encouraging students to discover healthy ways of getting to school every day;
  - Promoting walking and biking along trails as leisure activities for families and seniors.
- Support and promote ongoing environmental health initiatives within the City.
- Partner with the Windsor Essex County Health Unit to promote the link between environmental health and human health. This could include, but is not limited to the Air Quality Health Index, active transportation, sun protection, vector borne illnesses and extreme heat.



### Objective E2: Report on the progress of the implementation of the Environmental Master Plan

Lead: Environmental Sustainability & Climate Change

#### Actions:

- Develop, every two years, a brief update to Council on the progress of Environmental Master Plan implementation.



- Continue to produce a Report on the State of Our Environment to be presented every 4 years to City Council reporting on indicators used to monitor the implementation of the Environmental Master Plan.

#### **Indicators:**

- Report on the State of the Environment

### **Objective E3: Conduct a regular survey of environmental attitudes with residents and staff**

Lead: Environmental Sustainability & Climate Change, Communications

Assist: Windsor Essex County Health Unit

#### **Actions:**

- Conduct an environmental attitudes survey once every four years. Coordinate questions and timing with any other City surveys.
- Compare the results of the survey and integrate results into the Report on the State of the Environment.

#### **Indicators:**

- Environmental Awareness Survey (Attitudes towards the environment questions)

### **Objective E4: Develop a corporate environmental education strategy**

Lead: Environmental Sustainability & Climate Change

Assist: Human Resources, Communications, Asset Planning, Environmental Services

#### **Actions:**

- Identify focus areas for an environmental education strategy – likely focus on individual actions that staff, council and contractors can take to improve the City's environment.
- Develop an environmental education strategy to:
  - Focus on individual actions that can be taken to improve the environment, including but not limited to solid waste management, recycling, sewer use, climate change and energy;
  - Develop training material for new staff to expose them to the EMP;
  - Develop incentives to encourage participation in environmental activities and events;
  - Use creative methods for information dissemination about environmental activities (i.e. weekly email, information sheets, awards, prizes, quarterly information sessions);
  - Develop ways to recognize environmental leaders and achievements across the Corporation.



- Set up an Environmental Champion program for all City facilities where the champion is responsible for ensuring environmental measures in their facility are functioning properly. This could include recycling receptacles, energy saving measures, environmental information etc.
- Establish a Green Team to generate new ideas and help develop and coordinate environmental activities within the corporation.

#### **Indicators:**

- Environmental Champion Program
- Green Team

### **Objective E5: Maintain a web-based environmental information site**

Lead: Environmental Sustainability & Climate Change, IT, Communications

#### **Actions:**

- Maintain the Environmental Master Plan website which includes:
  - Windsor's current environmental initiatives, programs and policies;
  - Report on the State of the Environment indicators;
  - Contact information;
  - References;
  - Links to more information.

#### **Indicators:**

- Current Environmental Master Plan Website
- Number of visits to the website

### **Objective E6: Increase awareness among residents and stakeholders of the City's environmental programs, policies and initiatives**

Lead: Environmental Sustainability & Climate Change, Parks (Ojibway Nature Centre)

Assist: Communications, Recreation & Culture, Windsor Public Library, Essex Windsor Solid Waste Authority, Transit Windsor, Windsor Essex County Health Unit, Transportation Planning

#### **Actions:**

- Lead by example by showcasing ongoing environmental initiatives in local media.
- Promote City of Windsor programs including but not limited to:
  - Hazardous waste drop-off (batteries, used oil, hazardous materials, old medicines, etc.);
  - Anti-idling by-law;
  - Waste water treatment plant processes;
  - Separate and combined sewers;
  - Climate change adaptation and mitigation;



- Transit Windsor;
  - Active Transportation.
- Continue to provide environmental education at public events such as Earth Day, Open Streets, the Children’s Water Festival, Waste water treatment plant open houses etc.
- Develop an education campaign that may include:
  - Social media;
  - Videos;
  - Newsletters or Targeted flyers;
  - Radio advertisements.
- Incorporate environmental themes into art, culture and recreational programming.
- Display environmental exhibits at Windsor’s museums and community centres.
- Ensure City of Windsor environmental information is available to the public at community centres and libraries.
- Continue to deliver environmental programming to elementary, secondary and post-secondary schools.

**Indicators:**

- Awareness of Environmentally Related Programs (Environmental Attitudes Survey Question)
- Number of public events attend
- Number of school presentations

**Objective E7: Continue to invest and develop partnerships**

Lead: Environmental Sustainability & Climate Change, Communications, Parks

**Actions:**

- Maintain current partnerships and continue to share information, resources and lessons learned.
- Actively seek out new partnerships moving forward.
- Partner with corporate entities to encourage proper environmental practices through joint education.
- Work with Corporate Partners to identify sponsorship opportunities.
- Encourage involvement of Corporate Partners at environmental events.

**Indicators:**

- Number of partnerships

## **Objective E8: Ensure involvement of residents and stakeholders in environmental decision-making**

Lead: Environmental Sustainability & Climate Change, Planning & Building, Transportation Planning, Parks, Communications

### **Actions:**

- Continue to create forums for stakeholders and residents input and dialogue (i.e. open houses, workshops, etc) when developing various environmental Plans and Policies.
- Continue to advertise public sessions through local media and on the City's website.
- For specific environmental issues, develop specifically targeted communication strategies.

## **Objective E9: Showcase Windsor's Environmental Commitment outside the Region**

Lead: Environmental Sustainability & Climate Change, Communications

Assist: Tourism Windsor Essex Pelee Island, Windsor Essex County Health Unit

### **Actions:**

- Work with outside groups (i.e. federal/provincial governments, agencies) to disseminate Windsor's success.
- Share lessons learned and successes with other municipalities through formal or informal networking opportunities (ex. Clean Air Partnership, Quest).
- Attend and highlight Windsor's accomplishments at conferences and workshops.
- Develop study tours for appropriate conferences being held in Windsor highlighting our successes.
- Apply for awards for environmental innovation

### **Indicators:**

- Number of presentations given
- Number of case studies documented
- Number of tours provided

**"People always focus on the negative about Windsor...We need to change the story people tell"**

**20-Year Strategic Vision**

## IMPLEMENTATION

The Environmental Master Plan is meant to be a guiding document for the municipality on a range of environmental issues. The objectives and actions touch on issues that affect every department in the City, therefore it needs to be integrated into the existing management framework. This has been slowly occurring since the original EMP was adopted by Council in 2006.

The Environmental Master Plan will continue to be administered by Environmental Sustainability & Climate Change staff. This group also oversees implementation of our Climate Change Adaptation Plan and Community Energy Plan (includes a Corporate Climate Action Plan). Staff will continue to work with various departments to provide resources and expertise as these departments work towards implementing their EMP objectives and actions. In addition, Environmental Sustainability & Climate Change staff will continue to implement their own environmental education and projects, as well as work with external agencies and partners to share resources and implement various objectives and actions.

### Reporting and Communication

As recommended in the original Environmental Master Plan, an update to Council on implementation is completed every two years. In addition, a Report on the State of our Environment is completed every four years documenting our progress on Environmental Master Plan indicators and implementation. The Environmental Canvas (next page) is a living document showcasing environmental Plans, policies, and other documents adopted by the City of Windsor. The Environmental Master Plan web pages are maintained by Environmental Sustainability & Climate Change Staff to provide information to the public about EMP initiatives as well as environmental education.

### Funding

The Environmental Master Plan has a dedicated operating budget for its staff, education campaigns, small projects and other initiatives. In addition, many grant opportunities are available and are successfully awarded to Environmental Sustainability & Climate Change staff or various other administrative departments for EMP related programs and initiatives. Challenges exist when various administrative departments look to implement EMP objectives and actions though they have no additional funding in their budgets. Many environmental initiatives have upfront costs, however are financially sustainable over the long term. The City of Windsor's Asset Management Plan seeks to build in lifecycle costing and climate change considerations which will strengthen the argument for sustainability projects.



## Goal A – Improve Our Air Quality



- Transit Master Plan (2006)
- Bicycle Use Master Plan (2001)
- Corporate Climate Action Plan (2017)
- Greening of the Fleet Plan (2012)
- Anti-idling by-law (2017)
- Pedestrian Generator Sidewalk Policy (2007)
- Traffic Calming Policy (2015)
- Windsor Area Long Range Transportation Study (1998)
- All Way Stop Policy (2005)
- Healthy Home Guide
- Scent Safe Workplace Procedure (2013)
- Member, Southern Ontario Clean Air Council

## Goal B – Improve Our Water Quality



- Climate Change Adaptation Plan (2012)
- Sewer Use by-law
- Downspout Disconnection Service
- Basement Flooding Protection Subsidy Program
- Household Chemical Waste Depot
- Sewer separation program
- Climate Adaptation House

## Goal C – Sustainable Land Use



- Rediscover Our Parks – Parks and Outdoor Recreation Master Plan (2015)
- Municipal Cultural Master Plan (2010)
- Community Gardens on Municipal Property Policy and Program (2014)
- Adopt-A-Park Policy (2013)
- Tree Planting of Carolinian Species Policy (1994)
- Ojibway Nature Centre
- Brownfield Redevelopment Strategy (2010)
- School Neighbourhood Policy (2016)
- Urban Heath Island Effect Study (2012)
- Designing Parks to Improve Thermal Comfort in Summer (2014)
- Downtown Windsor Heat Island Study (2015)
- Parks, Trails and Recreation Maps

## Goal D – Use Resources Efficiently



- Community Energy Plan (2017)
- Corporate Energy Management Plan (2014)
- Asset Management Plan (2013)
- Sustainable Purchasing Guide and Policy (2015)
- EWSWA Solid Waste Management Master Plan (2011)
- Hydration Station
- Public Spaces Recycling
- Energy Retrofit Program
- Recycling Centre Open House
- Recycled Construction Materials Policy (2015)
- Policy to Promote Municipal Tap Water (2015)
- Solid Waste Collection Calendar

## Goal E – Promote Awareness



- Earth Day celebration Committee
- Resources for teachers • Windsor Essex County Environment Committee
- Children's Water Festival • Open Streets Windsor
- Video: Waste Water: Where Does it Go? • Wastewater treatment plant open houses and tours
- Windsor Bike

# City of Windsor Environmental Canvas

*A record of Plans, policies, and other documents relating to the environment*



# Environmental Master Plan

City Departments

City Agencies

Supported by numerous stakeholders and the Community

Environment & Climate  
Change Canada

Windsor Port Authority

Community Garden  
Collective

Ministry of Energy

Caesar's Windsor

Community Housing  
Corporation

Sandwich Teen Action  
Group

Various Municipalities

Little River  
Enhancement Group

University of Windsor

Federation of Canadian  
Municipalities

Greater Essex County  
District School Board

Union Gas

Essex County Field  
Naturalists Club

Enwin

St. Clair College

Quest

Canadian Red Cross

Trout's Unlimited  
Canada

Crime Stoppers

Essex County Catholic  
School Board

United Way

Walpole Island First  
Nations

Health Canada

ICLEI

Citizen's Environmental  
Alliance

Downtown Windsor  
Community Collaborative

Detroit River Canadian  
Clean Up

Clean Air Partnership

Ministry of Environment  
& Climate Change

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## Appendix A

### Tentative Implementation Schedule



Objective	Action	Time Frame	Lead
<b>Goal A: Improve Our Air Quality</b>			
<b>Objective A1: Develop strategies to reduce cross-border air pollution</b>			
A1	Advocate for Windsor's local air quality issues at the regional, provincial, and federal levels in the United States and Canada and with industry representatives	OG	Environmental Sustainability and Climate Change Office
A1	Gather air quality baseline information for comparison purposes. Publish and track in the Report on the State of the Environment	OG	Environmental Sustainability and Climate Change Office
A1	Identify partnerships with other agencies, governments and businesses	OG	Environmental Sustainability and Climate Change Office
A1	Liaise with the Ministry of Environment and Climate Change to increase environmental testing and compliance within the City.	0-4	Environmental Sustainability and Climate Change Office
<b>Objective A2: Increase use of environmentally-friendly products in City facilities to improve indoor air quality</b>			
A2	Implement and promote recommendations made in the Sustainable Purchasing Policy and Guide specifically related to general building maintenance (paint, sealants, adhesives and other building materials), janitorial cleaning products as well as furniture and office systems.	OG	Facilities
A2	Continue to promote and advocate for the Scent Safe Workplace Procedure	OG	Human Resources
A2	Test municipal buildings for Radon	0-4	Human Resources
<b>Objective A3: Reduce the City's contribution to poor air quality days</b>			
A3	Update the Greening the City Fleet Manual	0-4	Fleet
A3	When purchasing for fleet replacement, continue to include wording in the tenders with respect to "lower emitting vehicles" options and automatic shut-off for idling vehicles	OG	Fleet
A3	Continue to implement the Fleet Winter Maintenance Policy	OG	Operations
A3	Replace older maintenance equipment used by Parks staff with equipment that produces fewer emissions	OG	Fleet
A3	Develop a plan to limit and monitor dust at construction sites.	0-4	Operations
A3	Develop a plan to modify City of Windsor operations on poor air quality days	0-4	Environmental Sustainability and Climate Change Office
A3	Implement recommendations in the Corporate Climate Action Plan (2017) such as increasing transit ridership, advancing transit vehicle replacement and exploring alternative propulsion vehicles	0-4	Transit Windsor

Objective	Action	Time Frame	Lead
A3	Develop a program to replace public transit buses regularly to improve efficiency.	0-4	Transit Windsor
A3	Develop an electric charging strategy for electric vehicles.	0-4	Fleet
A3	Increase the tree canopy coverage of the City.	OG	Parks
<b>Objective A4: Reduce and monitor community greenhouse gas emissions</b>			
A4	Work with various stakeholders and partners to implement the Community Energy Plan (2017) relating local air quality including: Encouraging a modal shift towards public transit; Encouraging active transportation; Fostering the adoption of electric vehicles; Continuing to advance smart energy systems	OG	Environmental Sustainability and Climate Change Office
A4	Continue to track corporate and community greenhouse gas emissions as part of the Federal of Canadian Municipalities Partners for Climate Protection as well as the Compact of Mayors, and publish in the Report on the State of the Environment	OG	Environmental Sustainability and Climate Change Office
<b>Objective A5: Implement and educate residents on the City of Windsor's Anti-Idling By-law</b>			
A5	Develop and implement a city-wide idling awareness campaign to educate residents and businesses on the economic and environmental impacts of idling vehicles	0-4	Environmental Sustainability and Climate Change Office
A5	Work with school boards and individual schools to educate students, staff and parents about the effects of idling at schools	OG	Environmental Sustainability and Climate Change Office
A5	Develop and implement a targeted enforcement plan at idling hot spots.	0-4	By-Law Enforcement
<b>Objective A6: Improve the City's traffic flow to reduce vehicular emissions</b>			
A6	Reduce unnecessary and unwarranted all way stops. Focus on transit and heavy trucking routes to reduce wait times.	OG	Transportation Planning
A6	Promote public transit priorities to reduce transit delay and promote schedule adherence and service reliability	OG	Transit Windsor
A6	Invest in "road diets" where possible whereby the number of travel lanes and/or effective width of the road is reduced in order to reduce speeding, increase active transportation and improve safety.	0-4	Transportation Planning
A6	Promote increased and smoother traffic flow, for all modes (including public Transit Windsor, cyclists and pedestrians) by using Intelligent Transportation Systems (ITS), e.g. To improve signal coordination provide priorities for public Transit Windsor and introduce electronic way-finding and Transit Windsor route information	OG	Traffic Operations
A6	Adjust signal timing to improve traffic flows due to construction projects	OG	Traffic Operations
A6	Continue to upgrade existing and newly installed video detectors (video technology and induction loops) to reduce vehicular idling.	OG	Traffic Operations



Objective	Action	Time Frame	Lead
<b>Objective A7: Improve the City's public transportation system to increase ridership</b>			
A7	Complete the transit Service Delivery Review	OG	Transit Windsor
A7	Continue to explore and invest in Regional transit	OG	Transit Windsor
A7	Include Transit Windsor in road reconstruction projects and incorporate public transit needs into street design.	OG	Transportation Planning
A7	Complete a Route Assessment Study to improve efficiency	0-4	Transit Windsor
A7	Update the Transit Windsor Master Plan	0-4	Transit Windsor
A7	Continue to invest in smart technologies such as the Transit Windsor online app.	OG	Transit Windsor
A7	Direct promotional activities toward improved health and quality of life through increased physical activity walking to and from Transit Windsor stops. Focus on recommended 30 minutes of physical activity per day in bouts of 10 minutes or more.	0-4	Transit Windsor
A7	Use capital funding to build and invest in our transit system.	OG	Transit Windsor
A7	Investigate bike share options	OG	Transportation Planning
<b>Objective A8: Reduce the number of single-occupancy vehicle trips of staff and residents</b>			
A8	Create education campaigns to: Encourage staff and residents to get out of their cars for a least one week; Promote "flex hours" to allow for carpooling to work; Promote benefits of a car-free life-style: better health, lower cost.	OG	HR
A8	Participate in Open Streets events to promote alternative methods of transportation.	OG	City-wide
A8	Promote the Transit Windsor corporate pass.	OG	Transit Windsor
A8	Promote existing Active Transportation infrastructure and its expansion	OG	Transportation Planning
A8	Direct promotional activities toward improved health and quality of life through increased physical activity. Focus on recommended 30 minutes of physical activity per day in bouts of 10 minutes or more.	OG	Recreation
A8	Recruit and identify sponsor funding to reinstitute free bus rides on poor air quality days	4+	Transit Windsor
A8	Investigate partnerships with industry and surrounding municipalities for City car pool vans and parking	4+	
A8	Continue to provide incentives to City staff to leave their cars at home such as discounted bus passes and end-of-use facilities	4+	Human Resources
A8	Support alternative work styles such as telecommuting, or working from home one day per week to reduce greenhouse gas emissions.	4+	Human Resources
<b>Objective A9: Develop, expand and maintain a connected network of safe bicycling and walking facilities</b>			
A9	Develop and implement an Active Transportation Master Plan including cycling, walking and public Transit Windsor and associated policies, procedures, standards and best practices.	0-4	Transportation Planning

Objective	Action	Time Frame	Lead
A9	Develop a Complete Streets Policy	0-4	Transportation Planning
A9	Continue to provide long-term committed funding to expand Windsor's existing commuter and recreational cycling and walking networks	OG	Transportation Planning
A9	Include cycling and walking facilities in road reconstruction projects and incorporate active transportation needs into street design.	0-4	Transportation Planning
A9	Establish bike friendly design requirements for municipal roads, and at municipal buildings, public spaces, parks and transit stops.	0-4	Transportation Planning
A9	Establish bike friendly design requirements and bike parking policy for public, private and institutional facilities.	0-4	Transportation Planning
A9	Improve the cycling-transit and walking-transit links.	OG	Transportation Planning
A9	Promote bicycling and walking as a healthy alternative for residents and staff.	OG	Transportation Planning
A9	Promote injury prevention messaging and education such as bike safety wearing helmets, rules of the road for cyclists, etc.	OG	Transportation Planning
A9	Ensure new developments include sidewalks and target existing neighbourhoods without sidewalks for expansion of walking facilities.	OG	Right-of-Way and Development

## Goal B: Improve Our Water Quality

### Objective B1: Invest in our sewers and wastewater treatment plant infrastructure

B1	Develop an education program on what causes sewer and treatment plant overflows and how they can be reduced (e.g.: downspout disconnection, fats, oils and grease, flushable wipes)	0-4	Environmental Sustainability and Climate Change Office
B1	Develop a Sewer Use Master Plan that: provides an understanding of how the City's sewer network will respond to various rainfall intensities; -determine flooding risks across the City; -determine appropriate changes to storm water management practices to reduce risk to the sewer network	0-4	Infrastructure and Geomatics
B1	Investigate the potential for a Retention Treatment Basin on the west side of Windsor	OG	Pollution Control
B1	Continue to implement the City's soft separation program	OG	Infrastructure and Geomatics
B1	Continue to upgrade the City's remaining "over/under" sewers	OG	Infrastructure and Geomatics
B1	Enhance and enforce Windsor's current Sewer Use By-law	OG	Pollution Control

### Objective B2: Improve stormwater management to reduce the risk of flooding to residents

B2	Develop Stormwater Guidelines that: reflect MOECC's guidelines; addresses stormwater retrofits in developed areas, uses modeling and best practices to map and apply best management practices.	0-4	Infrastructure and Geomatics
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Objective	Action	Time Frame	Lead
B2	Continue to acquire data to inform the condition and functional performance of the network (i.e. Fog testing, zoom camera)	OG	Operations
B2	Investigate funding mechanisms on a cost recovery basis for stormwater management	0-4	Pollution Control
B2	Implement recommendations as outlined in the City's Climate Change Adaptation Plan.	OG	Environmental Sustainability and Climate Change Office
B2	Undertake low impact development projects and strategies such as rain gardens, porous pavement, bioswales etc. as part of road or parking lot reconstruction projects	0-4	Infrastructure and Geomatics
B2	Confirm funding to maintain and monitor low impact development features	0-4	Operations
B2	Continue to use our parks for temporary excess rainwater storage and low impact development features to deter basement flooding.	OG	Parks
B2	Protect, preserve and enhance our urban natural areas and wetlands which naturally provide flood control.	OG	Parks
B2	Encourage downspout disconnection and basement flooding subsidy program	OG	Infrastructure and Geomatics
B2	Acquire lands to enhance flood protection	0-4	Parks
B2	Work with ERCA to acquire lands in the City under the Clean Water, Green Spaces Program	OG	Parks
<b>Objective B3: Reduce water pollution discharges from City operations</b>			
B3	Continue with the City's salt management and snow management programs to include safer alternatives where appropriate.	OG	Operations
B3	Buy and use alternatives with lower toxic levels (for example, natural fertilizers, such as compost or peat, environmentally friendly cleaning products).	OG	Parks
B3	Decrease pesticide use in City parks and where necessary, continue to use herbicidal vinegar where practical.	OG	Parks
B3	Increase recycling in order to reduce waste going to landfills or waterways	OG	Environmental Services
B3	Identify tree planting opportunities adjacent to water courses in an effort to improve the water quality before stormwater runoff enters the Detroit River Watershed.	OG	Parks
<b>Objective B4: Improve the health of the Detroit River Watershed and Great Lakes Waters</b>			
B4	Work to protect and preserve all remaining natural shorelines	OG	Parks
B4	Continue to educate residents on the hazards of flushable wipes, oil, litter and chemical disposal down drains and sewers. Promote awareness of: -City's Household Chemical Waste (HCW) Depot and Reuse Centre; -importance of downspout disconnection; -City's two wastewater treatment plants	OG	Environmental Sustainability and Climate Change Office

Objective	Action	Time Frame	Lead
B4	Support the Essex Region Conservation Authorities' ongoing watershed monitoring programs and their restoration program so that naturalization and tree planting in the Detroit River Watershed remains a priority	OG	City-wide
B4	Support the bi-national Remedial Action Plan (RAP) to restore the Detroit River	OG	City-wide
B4	Consider partnering with the following groups for source water protection and monitoring; -Environment Canada/MOE; -Detroit River Canadian Cleanup (DRCC); -Great Lakes Institute for Environmental Research (GLIER); -Little River Enhancement Group (Lil'Reg); -Friends of Turkey Creek	OG	Pollution Control
B4	Continue Windsor's involvement in the Yellow Fish Road program	OG	Environmental Sustainability and Climate Change Office
B4	Advocate for Windsor's local water quality issues at the regional, provincial, and federal levels in the United States and Canada	OG	Environmental Sustainability and Climate Change Office
B4	Liaise with the Ministry of Environment and Climate Change to increase environmental testing and compliance within the City	0-4	Pollution Control
B4	Identify sources of plastics and microplastics into the Detroit River and identify strategies to reduce the sources	OG	Environmental Sustainability and Climate Change Office
B4	Implement the Source Water Protection Plan	OG	Pollution Control
<b>Objective B5: Reduce the per capita use of treated municipal water</b>			
B5	Develop water conservation strategies for new and existing City buildings and facilities including water re-use in outdoor and indoor recreation facilities	0-4	Facilities
B5	Maintain existing water distribution system to reduce water loss.	OG	
B5	Develop strategies to store stormwater for parks irrigation	0-4	Parks
B5	Continue to sell rain barrels at a discounted price to reduce the use of treated water for watering plants and lawn use.	OG	Environmental Sustainability and Climate Change Office
<b>Goal C: Responsible Land Use</b>			
<b>Objective C1: Encourage in-fill and higher density in existing built areas</b>			
C1	Promote concentration, encourage adaptive reuse of buildings, especially heritage buildings in core areas. These buildings already have infrastructure in place: streets, sewers, schools, transit	OG	Planning and Building
C1	Identify opportunities for higher density development to support alternatives to driving (transit, cycling, walking, etc)	OG	Planning and Building
C1	Examine current policies and by-laws; provide incentives for infill/higher density; set minimum density requirements	OG	Planning and Building
C1	Design commercial and residential land use to maximize access to public transit	OG	Planning and Building

Objective	Action	Time Frame	Lead
C1	Support the existing Brownfields Redevelopment Strategy and implement its work plan	OG	Planning and Building
C1	Continue the implementation of community improvement plans to encourage investment in older neighbourhoods	OG	Planning and Building
C1	Monitor the success of the Brownfield Redevelopment Community Improvement Plan. Focus on beautification and renewal of existing built areas	OG	Planning and Building
<b>Objective C2: Investigate the feasibility of a Regional Growth Plan</b>			
C2	Based on the provincial context for well managed growth with regard to surrounding regions, continue to investigate a "Regional Approach to Managing Growth" in Windsor/Essex County	4+	Planning and Building
C2	The benefits of such a growth management plan can include: -service and transportation efficiencies; -coordinated approach to green space linkages; -long term consideration of land use patterns; -attenuating the adverse consequences of rapid growth on areas in the region that are rapidly expanding; -managing population density	OG	Planning and Building
C2	Continue discussions and plans to develop a Regional Growth Plan that targets regional trends, green space allocations, transportation planning and growth management	0-4	Planning and Building
<b>Objective C3: Incorporate sustainable development into the design of neighbourhoods, homes and bus</b>			
C3	Develop a Green Building Standard for new development and retrofits	0-4	Planning and Building
C3	Advertise the Green Building Standard to homeowners and developers, as legislation and building codes allow. The guide may include the consideration of: -green roofs/cool roofs; -low impact development (rain gardens, bioswales, permeable pavement, etc); -rainwater retention; -energy efficiency; -active transportation facilities; -underground parking; -windows in office buildings which can be opened; -improved temperature control systems; -alternative energy sources; -access to public Transit Windsor	0-4	Planning and Building
C3	Work with developers to encourage best practices and the integration of the ideas listed above. Create incentives for sustainable design by builders and demand for sustainable homes (and businesses) by residents (and business owners) through the development of an education campaign about the advantages of scoring high on the Green Building Standard (i.e. energy and cost savings)	0-4	Planning and Building
C3	Identify best practices to improve heat resilience in homes and businesses (e.g.: options for passive cooling, shading, etc)	0-4	Environmental Sustainability and Climate Change Office
C3	As part of the Official Plan review, work with small businesses to improve streetscapes and interactivity (encouraging local community development)	OG	Planning and Building

Objective	Action	Time Frame	Lead
C3	Identify and take advantage of provincial and federal programs for funding and best practices for sustainable development	0-4	Planning and Building
C3	Create incentives for businesses and neighbourhood development which incorporate age-friendly facility design and accessible, safe routes to and from homes, schools and businesses	0-4	Planning and Building
C3	Work with developers to maintain as many trees as possible	0-4	Planning and Building
C3	Expand the public right-of-way to enhance the opportunities for tree plantings, storm water management, active transportation options, and urban heat island mitigation	0-4	Planning and Building
<b>Objective C4: Expand public understanding of the value of natural spaces and native plants</b>			
C4	Undertake a Natural Capital Report to show the true value of natural space and trees	0-4	Parks
C4	Develop an engagement strategy to improve community acceptance of naturalization programs as well as using parks for short term rainwater storage	OG	Parks
C4	Promote the health benefits of using green spaces for accessible and safe physical activity	OG	Parks
C4	Promote the preservation and protection of our natural spaces including the Ojibway Prairie Complex, Peche Island, South Cameron Natural Area, Devonwood Conservation Area, etc	OG	Parks
C4	Promote the use of native plants in our parks as well as to the public	OG	Parks
C4	Cultivate native plants in our greenhouses for use in parks as well as for sale at the annual plant sale	0-4	Parks
<b>Objective C5: Develop a coordinated approach to invasive species in parks, natural areas and the public right-of-way</b>			
C5	Develop and implement a coordinated Phragmites Control Program across City departments	0-4	Parks
C5	Track and monitor the outcome of any approaches used to control Phragmites	OG	Parks
C5	Continue to identify and track new invasive species and develop strategies to minimize their impact	OG	Parks
C5	Develop strategies for other invasive species in parks and natural areas	OG	Parks
<b>Objective C6: Acquire or Transit Windsorion additional lands for integration into our parks, natural areas and natural heritage system</b>			
C6	Actively seek out opportunities to increase and protect parkland, natural areas and naturalize spaces especially in locations where there is a deficit in the amount of green space	OG	Parks
C6	Work with Essex Region Conservation Authority, community associations, school boards and residents to restore, expand and enhance natural heritage features and functions on public and private property	0-4	Parks



Objective	Action	Time Frame	Lead
C6	Set acquisition targets for parks and natural areas, in particular the remaining unprotected natural areas within and around the Ojibway Prairie Complex and South Cameron Natural Area	OG	Parks
C6	Increase the amount of naturalized areas within parks	OG	Parks
C6	Source funding opportunities to secure lands	0-4	Parks
<b>Objective C7: Protect, enhance and expand the quality and condition of our natural areas and wetlands</b>			
C7	Develop management plans for our unique and rare ecosystems in Windsor: the Ojibway Prairie Complex, Peche Island and South Cameron Natural Area	0-4	Parks
C7	Prepare Management plans for natural area components and individual sites: -identify issues that are currently impairing the equality of the natural area (i.e. Habitat fragmentation/degradation, invasive species, incompatible human uses, littering, vandalism, erosion, etc); -identify strategies and actions to address the various issues and <u>enhance our natural areas</u>	OG	Parks
C7	Implement Management Plans and actions (i.e. actively managing tall grass prairie by prescribed burns)	OG	Parks
C7	Continue to implement Species at Risk protection measures in all areas of Windsor and develop strategies to improve their status	OG	Parks
C7	Monitor the quality and condition of our natural area components (i.e. Integrity, biodiversity, health, etc)	OG	Parks
C7	Provide multi-use buffer zones around natural areas and wetlands	0-4	Planning and Building
C7	In conjunction with the creation of an Urban Forest Management Plan, conduct a Canopy Cover study of the City and set a new goal to increase the City's canopy cover	0-4	Parks
<b>Objective C8: Protect and enhance the quality and condition of our urban forest canopy</b>			
C8	Update the street tree inventory of all city owned trees along the right of way to better understand the health, structure and biodiversity of our Urban Forest. This will also help identify the gaps and open areas void of tree as well as high risk trees in order to reduce risk, personal injury and damage claims	0-4	Parks
C8	Assess our urban forest and canopy cover by developing a Strategic Urban Forest Management Plan to better understand the environmental goods and services our urban forest provides	0-4	Parks
C8	Increase the tree canopy cover of the City by setting a new target for canopy cover through the planting and tending of newly planted trees	0-4	Parks
C8	Develop Official Plan policies for new development to require mitigation and compensation for the loss of urban forest vegetation	OG	Planning and Building
C8	Naturalize and expand our urban forest and canopy cover using native species where appropriate	0- 4	Parks

Objective	Action	Time Frame	Lead
C8	Create incentives for the planting of native tree species and the preservation of existing trees; for example: -encourage species diversification and lead by example through our various tree planting events with local partners; -launch a "tree drive" by encouraging companies to donate trees and celebrate the achievements we have made with other corporate sponsors; -communicate with developers who approach the City in order to preserve trees; -work with Forests Ontario's Heritage Tree Program to identify large and historic trees	0-4	Parks
C8	Promote the planting of flowering trees, fruit trees or pollinator tree species where appropriate	4+	Parks
C8	Explore the potential for a private tree cutting by-law as well as the effectiveness of other Municipal tree cutting by-laws	0-4	Parks
<b>Objective C9: Increase connectivity within and between our parks and natural areas</b>			
C9	Conduct an assessment of the current state of Windsor's parks and natural areas linkages by performing a Landscape Analysis. Include the number of hectares of parks and natural areas that is "linked" to each other as a baseline	0-4	Parks
C9	Identify linkage improvement opportunities and reflect these in Official Plan updates	0-4	Planning and Building
C9	Develop strategies for acquiring these strategic lands through the following mechanisms: -development applications; -purchase; -park dedication; -land swap; -conservation easements; -land trust; -voluntary property tax fund; -land contribution by public agencies	0-4	Planning and Building
C9	Work with surrounding municipalities to plan for and strengthen linkages across municipal boundaries	0-4	Planning and Building
C9	Incorporate the use of eco-passages to support the movement of wildlife between natural areas	0-4	Infrastructure and Geomatics
C9	Acquire properties through the development process	OG	Planning and Building
C9	Develop a natural heritage offsetting process.	0-4	Planning and Building
<b>Objective C10: Support education, engagement and local food production</b>			
C10	Implement and expand upon the Community Garden on Municipal Property Policy	OG	Environmental Sustainability and Climate Change Office
C10	Actively promote the use of underutilized, vacant City of Windsor property for the use of community gardens	OG	Environmental Sustainability and Climate Change Office
C10	Encourage Windsor's Farmers Markets	0-4	City-wide
C10	Develop and promote local food system through education including programs for kids	0-4	Environmental Sustainability and Climate Change Office
C10	Explore the potential for an urban bee cooperative or a chicken cooperative on municipal property	0-4	Environmental Sustainability and Climate Change Office

Objective	Action	Time Frame	Lead
C10	Promote the health benefits of drinking water over sugar-sweetened beverages for hydration	0-4	Recreation
C10	Promote the use of Essex Windsor Solid Waste Authority's compost.	0-4	Environmental Sustainability and Climate
<b>Objective C11: Work with the Windsor Essex County Health Unit to develop a Food Strategy</b>			
C11	Engage in a comprehensive community food assessment to inform a food strategy	0-4	Environmental Sustainability and Climate Change Office
C11	Build on the development of the Windsor Essex County Food Charter and the food system work of various organizations	0-4	Environmental Sustainability and Climate Change Office
C11	Assess the viability of a regional Food Council or Committee	0-4	Environmental Sustainability and Climate Change Office
C11	Include the need for data gathering to further understand the local food system and the opportunities for improvement	OG	Environmental Sustainability and Climate Change Office
<b>Objective C12: Incorporate cooling designs and features into public spaces to protect residents from extreme heat and ultraviolet radiation exposure</b>			
C12	Increase the number of artificial shade structures in public places	OG	Parks
C12	Plan for shade (shadow casting) to fall where needed during peak ultraviolet radiation exposure intervals	OG	Parks
C12	Improve access to drinking water facilities in public areas	OG	Parks
C12	Consider the environmental and health effects of plastic, rubber or other materials when designing and installing playgrounds, splash pads and road medians	OG	Parks
C12	Increase the number of splash pads, cooling stations, water bottle re-fill stations and other water features in public places	OG	Parks
C12	Work with federal and provincial governments to maximize funding opportunities for cooling features	OG	Environmental Sustainability and Climate Change Office
<b>Objective C13: Enhance and increase natural shade as a climate change adaptation measure</b>			
C13	Continue to research the urban heat island effect and its impact in Windsor	OG	Environmental Sustainability and Climate Change Office
C13	Enhance tree coverage to reduce the human health risk of heat	OG	Parks
C13	Promote additional health benefits of natural shade in reducing ultraviolet radiation exposure	OG	Environmental Sustainability and Climate Change Office
C13	Plan for dense shade in parks, playgrounds, spectator areas of sports fields and other public spaces frequented by children and vulnerable populations	0-4	Parks
C13	Ensure active transportation routes are planned with natural shade	OG	Transportation Planning
C13	Review tree species for viability under a changing climate and adjust tree planting practices accordingly	OG	Parks

Objective	Action	Time Frame	Lead
C13	Incorporate Best Management Practices for naturalization and tree planting. Use local seed for the propagation of trees and incorporate Assisted Migration studies and practices where applicable	OG	Parks
C13	Undertake assisted migration of tree species to minimize the risk to canopy cover due to climate change	OG	Parks
<b>Goal D: Increase Resource Efficiency</b>			
<b>Objective D1: Decrease community energy consumption and greenhouse gas emissions</b>			
D1	Work with stakeholders to implement the Community Energy Plan	0-4	Environmental Sustainability and Climate Change Office
D1	Complete a business case for district energy expansion	0-4	Environmental Sustainability and Climate Change Office
D1	Complete detailed energy mapping of the city to support economic business cases and future policy decisions relating to energy	0-4	Environmental Sustainability and Climate Change Office
D1	Work to create an education campaign for residents (to create demand) and builders (to create supply) about the environmental and financial benefits of energy efficient homes and businesses	0-4	Environmental Sustainability and Climate Change Office
D1	Investigate the possibility of reducing development charges for developers of energy efficient homes and businesses	0-4	Planning and Building
D1	Explore the potential for a deep energy retrofit program for homes and businesses	0-4	Environmental Sustainability and Climate Change Office
<b>Objective D2: Decrease corporate energy consumption and greenhouse gas emissions</b>			
D2	Implement and update the Corporate Energy Management Plan and the Corporate Climate Action Plan	OG	Asset Planning
D2	Implement retrofits and energy saving mechanisms with a payback time and greenhouse gas reductions	OG	Asset Planning
D2	Consider energy consumption, lifecycle costing and greenhouse gas emissions when planning capital projects	0-4	Asset Planning
D2	Develop an energy awareness campaign for municipal employees	OG	Environmental Sustainability and Climate Change Office
D2	Assess current water usage across all municipal buildings	OG	Asset Planning
<b>Objective D3: Consider environmental design in newly constructed or retrofitted municipal buildings</b>			
D3	Consider environmental design in all new buildings and retrofits	OG	Right-of-Way and Development
D3	Encourage the use of cool roofs for municipal buildings	OG	Facilities

Objective	Action	Time Frame	Lead
D3	Continue the reuse of existing buildings (and materials) where it is environmentally-friendly and cost-effective	OG	Facilities
D3	Recycle building materials where possible	OG	Facilities
D3	Require partners to consider environmental design	0-4	Planning and Building
<b>Objective D4: Increase the diversion rate of recyclable material at all City facilities</b>			
D4	Undertake a corporate waste audit program and develop a corporate waste baseline, reductions targets and monitoring strategy	0-4	Facilities
D4	Publish waste audit results to city staff as part of a solid waste diversion education campaign	0-4	Environmental Services
D4	Install composters or digester at select city facilities as pilot projects and monitor their success	0-4	Facilities
D4	Implement a standard recycling program for all city facilities that includes signage, containers and education	0-4	Facilities
D4	Provide training for facilities staff with respect to any changes in recycling procedures	0-4	Facilities
D4	Focus reminders and incentive programs on any problem areas	0-4	Facilities
D4	Encourage contractors and suppliers to make recycled-content products available	0-4	City-wide
D4	Use savings from waste prevention efforts to offset the costs of buying recycled products in those instances where they cost more	OG	City-wide
D4	Continue to promote the use of municipal water	OG	City-wide
<b>Objective D5: Increase community waste diversion through recycling and composting</b>			
D5	Expand the use of recycling bins in public facilities and other spaces such as parks	0-4	Parks
D5	Conduct a study to determine the most appropriate composting program for the City of Windsor and implement at an appropriate time	OG	Environmental Services
D5	Investigate strategies for waste reduction such as, but not limited to, garbage bag limits	0-4	Environmental Services
D5	Formalize a waste diversion plan for events at Festival Plaza and other special events - this could include mandatory use of the hydration station, use of recyclable food containers only and mandatory waste stations with garbage, paper and plastic receptacles with proper labelling	0-4	Recreation
D5	Identify strategies to reduce single use plastic items (ex. plastic straws, bags, etc.)	0-4	Environmental Sustainability and Climate Change Office
<b>Objective D6: Integrate environmental sustainability and climate change into Asset Management</b>			
D6	Build life-cycle cost into decision making	OG	Asset Planning
D6	Consider economic, social and environmental factors, also known as the "triple bottom line" when making decisions about capital or operating expenditures.	OG	Asset Planning
D6	Consider the effects that capital projects will have on operating budgets and adjust operating budgets accordingly to ensure proper maintenance of assets.	0-4	Asset Planning

Objective	Action	Time Frame	Lead
<b>Goal E: Promote Awareness</b>			
<b>Objective E1: Promote the link between environmental health and human health to Windsor residents</b>			
E1	Develop and promote a campaign to get staff and residents active and outdoors. This may include: -encouraging students to discover healthy ways of getting to school everyday; -promoting walking and biking along trails as leisure activities for families and seniors	OG	Recreation
E1	Support and promote ongoing environmental health initiatives within the City	OG	Environmental Sustainability and Climate Change Office
E1	Partner with Windsor Essex County Health Unit to promote the link between environmental health and human health. This could include, but is not limited to, the Air Quality Health Index, Active transportation, sun protection, vector borne illnesses and extreme heat	OG	Environmental Sustainability and Climate Change Office
<b>Objective E2: Report on the progress of the implementation of the Environmental Master Plan</b>			
E2	Develop, every two years, a brief update to Council on the progress of Environmental Master Plan implementation	OG	Environmental Sustainability and Climate Change Office
E2	Continue to produce a Report on the State of Our Environment to be presented every 4 years to City Council reporting on indicators used to monitor the implementation of the Environmental Master Plan	OG	Environmental Sustainability and Climate Change Office
<b>Objective E3: Conduct a regular survey of environmental attitudes with residents and staff</b>			
E3	Conduct an environmental attitudes survey once every four years. Coordinate questions and timing with any other City surveys	OG	Environmental Sustainability and Climate Change Office
E3	Compare the results of the survey and integrate results into the Report on the State of the Environment	OG	Environmental Sustainability and Climate Change Office
<b>Objective E4: Develop a corporate environmental education strategy</b>			
E4	Identify focus areas for an environmental education strategy - likely focus on individual actions that staff, council and contractors can take to improve the City's environment	OG	Environmental Sustainability and Climate Change Office
E4	Develop an environmental education strategy to: -focus on individual actions that can be taken to improve the environment, including but not limited to solid waste management, recycling, sewer use, climate change and energy; -develop training material for new staff to expose them to the EMP; -develop incentives to encourage participation in environmental activities and events; -use creative methods for information dissemination about environmental activities (i.e. weekly email, information sheets, awards, prizes, quarterly information sessions); -develop ways to recognize environmental leaders and achievements across the Corporation	0-4	Environmental Sustainability and Climate Change Office



Objective	Action	Time Frame	Lead
E4	Set up an Environmental Champion program for all City facilities where the champion is responsible for ensuring environmental measures in their facility are functioning properly. This could include recycling receptacles, energy saving measures, environmental information, etc	0-4	Environmental Sustainability and Climate Change Office
E4	Establish a Green Team to generate new ideas and help develop and coordinate environmental activities within the Corporation	OG	Environmental Sustainability and Climate Change Office
<b>Objective E5: Maintain a web-based environmental information site</b>			
E5	Maintain the Environmental Master Plan website which includes: -Windsor's current environmental initiatives, programs and policies; -report on the State of the Environment indicators; -contact information; -references; -links to more information	OG	Environmental Sustainability and Climate Change Office
<b>Objective E6: Increase awareness among residents and stakeholders of the City's environmental programs, policies and initiatives</b>			
E6	Lead by example by showcasing ongoing environmental initiatives in local media	OG	City-wide
E6	Promote City of Windsor programs including but not limited to: -hazardous waste drop-off (batteries, used oil, hazardous materials, old medicines, etc); -anti-idling by-law; -wastewater treatment plant processes; -separate and combined sewers; -climate change adaptation and mitigation; -Transit Windsor Windsor	OG	Environmental Sustainability and Climate Change Office
E6	Continue to provide environmental education at public events such as Earth Day, Open Streets, the Children's Water Festival, wastewater treatment plant open houses, etc	OG	Environmental Sustainability and Climate Change Office
E6	Develop an education campaign that may include: -social media; -videos; -newsletters or targeted flyers; -radio advertisements	OG	Environmental Sustainability and Climate Change Office
E6	Incorporate environmental themes into art, culture and recreational programming	OG	Culture
E6	Display environmental exhibits at Windsor's museum and community centres	OG	Culture
E6	Ensure City of Windsor environmental information is available to the public at community centres and libraries	OG	Environmental Sustainability and Climate Change Office
E6	Continue to deliver environmental programming to elementary, secondary and post-secondary schools	OG	Environmental Sustainability and Climate Change Office
<b>Objective E7: Continue to invest and develop partnerships</b>			
E7	Maintain current partnerships and continue to share information, resources and lessons learned	OG	Environmental Sustainability and Climate Change Office
E7	Actively seek out new partnerships moving forward	OG	City-wide
E7	Partner with corporate entities to encourage proper environmental practices through joint education	OG	City-wide

Objective	Action	Time Frame	Lead
E7	Work with Corporate Partners to identify sponsorship opportunities	OG	Communications
E7	Encourage involvement of Corporate Partners at environmental events	OG	City-wide
<b>Objective E8: Ensure involvement of residents and stakeholders in environmental decision-making</b>			
E8	Continue to create forums for stakeholders and residents input and dialogue (i.e. open houses, workshops, etc) when developing various environmental plans and policies	OG	Environmental Sustainability and Climate Change Office
E8	Continue to advertise public sessions through local media and on the City's website	OG	Environmental Sustainability and Climate Change Office
E8	For specific environmental issues, develop specifically targeted communication strategies	OG	Communications
<b>Objective E9: Showcase Windsor's Environmental Commitment outside the Region</b>			
E9	Work with outside groups (i.e. federal/provincial governments, agencies) to disseminate Windsor's success	OG	Environmental Sustainability and Climate Change Office
E9	Share lessons learned and successes with other municipalities through formal or informal networking opportunities (e.g. Clean Air Partnership, Quest)	OG	Environmental Sustainability and Climate Change Office
E9	Attend and highlight Windsor's accomplishments at conferences and workshops	OG	City-wide
E9	Apply for awards for environmental innovation	OG	City-wide

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

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

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

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

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

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**City Council  
Decision  
Monday, March 26, 2018**

Decision Number: CR165/2018 ETPS 575

That the Council Report of the Supervisor, Environmental Sustainability and Climate Change, dated January 30, 2018, entitled Climate Change Adaptation Plan Status and response to CQ34-2017 and CQ41-2017 **BE RECEIVED** for information.

Carried.

Report Number: SCM 90/2018

Clerk's File: EI/10822 8.17

*Steve Vlachodimos*

Deputy City Clerk/Senior Manager of Council Services  
April 5, 2018



# The Corporation of The Town of Amherstburg

April 13, 2018

VIA EMAIL

Association of Municipalities of Ontario (AMO)  
200 University Avenue, Suite 801  
Toronto, ON M5H-3C6  
Email: [amo@amo.on.ca](mailto:amo@amo.on.ca)

Rural Ontario Municipal Association (ROMA)  
200 University Avenue, Suite 800  
Toronto, ON M5H-3C6  
Email: [roma@roma.on.ca](mailto:roma@roma.on.ca)

## **Re: Offering School Property to Municipalities**

At the Regular meeting of April 9<sup>th</sup>, 2018, Amherstburg Town Council passed the following:

Resolution # 20180409-107

***“That a letter BE SENT in support of the Town of Essex’s resolution regarding offering closed school properties to municipalities for one dollar.”***

Regards,

Tammy Fowkes  
Deputy Clerk

cc: Ontario Municipalities  
enlc: Town of Essex correspondence dated February 1, 2018



RECEIVED  
MAR 15 2018  
Town of Amherstburg

February 1, 2018

Association of Municipalities of Ontario (AMO)  
200 University Avenue, Suite 801  
Toronto, Ontario M5H 3C6  
Email: amo@amo.on.ca

Rural Ontario Municipal Association  
200 University Avenue, Suite 800  
Toronto, Ontario M5H 3C6  
Email: roma@roma.on.ca

Ontario Municipalities

Re: Offering School Property to Municipalities

Dear Sir/Madam,

At its regular council meeting of January 15, 2018, Essex Town Council discussed the ongoing issue of school closures throughout Ontario. These school closures in many cases result in properties that are left as vacant and unused for substantial periods of time and this often results in properties that not only become eyesores for the affected communities but as well often have further negative impacts on the social and economic development of that community and its municipality.

Many municipalities might be interested in purchasing these properties for development and sustainment as a hub in their community. However the feasibility of this certainly becomes more daunting and for some municipalities even impossible when municipalities that are interested in purchasing must first (pursuant to current regulations) purchase these properties at fair market value with taxpayer dollars and then may need to spend further taxpayer monies in order to retrofit and/or remediate the building (s) on these properties.

Given the fact that these properties were already originally purchased and developed into schools using taxpayer dollars we ask that consideration be given to the fact that the taxpayers should not again have to purchase these properties at fair market value if the intent





is for the particular Municipality to develop and/or sustain these properties for the betterment of its community.

As a result of the discussion the following resolution was passed by Essex Town Council at its January 15, 2018 regular meeting:

Moved by Councillor Bondy  
Seconded by Councillor Voakes

**(R18-01-013) That** the Town of Essex send a request to the Association of Municipalities of Ontario (AMO), ROMA and all other municipalities in Ontario requesting that when schools boards make decisions to close schools, that they have to offer the building to the local municipality for a dollar.

**Carried**

Council believes that providing the opportunity to purchase the buildings for a dollar would give municipalities a meaningful opportunity to ensure that these properties remain a key hub for social and economic development in their respective communities.

Should you have any questions or comments regarding this matter, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "R. Auger", written over a light blue horizontal line.

Robert Auger, L.L.B.  
Clerk, Legal and Legislative Services  
Town of Essex  
Email: [rauger@essex.ca](mailto:rauger@essex.ca)

RA/lm





Mailed — 121-MP's  
April 10/18 22- Senator

The Corporation of the  
**TOWNSHIP OF BALDWIN**

P.O. Box 7095, 11 Spooner Street  
MCKERROW, ONTARIO  
POP 1M0

TEL: (705) 869-0225 FAX: (705) 869-5049

**April 9<sup>th</sup> 2018**

**Dear Members of Parliament, House of Commons,**

**In our absence from being able to speak in person on this matter of Bill C-71, I request that our esteemed colleagues from the Canadian Shooting Sports Association (CSSA) be allowed to speak on our behalf. These folks are well versed in the existing firearms legislation and licensing requirements in Canada and can easily explain to non-firearm's owners current legislation already in place and the rigorous criteria needed to obtain a Firearms License or PAL that is required before any person can purchase any firearm or any ammunition.**

**We have listened to both sides of the debate concerning bill C-71 and have also done extensive reading on the matter, reviewed the flawed statistics charts that single out the lowest year of crime in 40 years and use it as a base point for increase or decrease. Its unfortunate that the Federal Government and News Media do not realize what's contained in the currant legislation that is already in place and has been since the mid 1990's. Rather than create new legislation, why not spend the time and money in enforcing the laws that are on the books today that never really seems to matter as a deterrent to the criminal and gang element?**

**The RCMP daily checks all Firearms License holders (Commonly called Firearms License or PAL) in Canada for any wrong doing and that is more than sufficient without putting additional or duplicate checks in place.**

**Simply enforce the laws that are in place now without putting new ones in place.**

**We have heard numerous times that a Police Officer needs to know what firearms he may be facing each time he comes to a residence. That statement, if applied, creates a very false sense of security because if the answer came back and said “no firearms” and he/she proceeds with that thought in mind, and it just happens to be a criminal with illegal firearms, then what happens? However, the Police know better than that and always proceed with caution to any domestic dispute but the Media like to glamourize it as a selling point for any proposed new gun legislation.**

**The Conservation Officers (CO'S) in this province during a single hunting season encounter more law-abiding people with firearms than most police officers would in their entire career. Many of these encounters are often in very remote locations with no cell service. There are no issues with their checks due to the fact that the majority of all firearms owners are very responsible citizens. For those folks that are unsure of a “Conservation Officer's” duty, they are officers that work for the MNRF enforcing all the hunting and fishing laws in all parts of the province.**

**Much of our country was founded and built with the use of firearms first in the fur trade and then in the rebellions/uprisings in the 1700's and 1800's and then the wars.**

**Many Canadian families have a long list of service in the military in WW 1 and WW2 and Foreign Wars with many being left overseas at very young ages. These folks fought for some of the rights and the privileges that we have today.**

**Trapping has been and still is a way of life for generations in many families.**

**For many Ontarian's firearms are a part of their lifestyle and culture and heritage especially those living in the north and even to some extent those in the GTA.**

**I'm asking that you make a wise move and cancel Bill C-71 and simply enforce the legislation that is in place.**

**Thanks very much,**

**Sincerely.**

**Mayor Vern Gorham,  
Township of Baldwin.**

# THE CORPORATION OF THE TOWNSHIP OF BALDWIN

MOVED BY:

*David Fairbairn*

DATE: April 9th, 2018

SECONDED BY:

*B. H. McDowell*

MOTION NO.: 18-39

**NOW THEREFORE BE IT RESOLVED THAT:** The Township of Baldwin send the attached explanatory letter to all Municipalities in Ontario for their support via e-mail as well as by Canada Post to all MP'S and Senators that represent our Province of Ontario.

We don't need bill C-71 and it should be quashed without further ado.

Carried

☒

Defeated

☐

Mayor

*W. C.*



RECORDED VOTE	FOR	AGAINST
Vern Gorham	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Fairbairn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Texas MacDonald	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ray Maltais	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bert McDowell	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Ministry of Citizenship  
and Immigration

Minister

6<sup>th</sup> Floor  
400 University Avenue  
Toronto ON M7A 2R9

Tel.: (416) 325-6200  
Fax: (416) 325-6195

Ministère des Affaires civiques et  
de l'Immigration

Ministre

6<sup>e</sup> étage  
400, avenue University  
Toronto ON M7A 2R9

Tél.: (416) 325-6200  
Téléc.: (416) 325-6195



APR 06 2018

Dear Friends,

Every year since 1993, the Government of Ontario has presented the **Lincoln M. Alexander Award** to honour up to three young Ontarians who have demonstrated exemplary leadership in contributing to the elimination of racial discrimination in Ontario.

Today, I am writing to encourage you to submit a nomination for a young person whom you believe to be deserving of recognition for the **Lincoln M. Alexander Award**. Recipients will be recognized at a special ceremony and receive a cash prize of \$5,000 and a framed certificate. The nominations can be submitted under the following two categories:

- Community
- Student

**To submit a nomination for this award:**

1. Visit [ontario.ca/honoursandawards](http://ontario.ca/honoursandawards).
2. Select the **Inclusion** category.
3. Click on **Lincoln M. Alexander Award**.
4. Download the PDF form.
5. Read the eligibility criteria and instructions carefully.
6. Fill out the form and submit it **no later than May 31, 2018**. Instructions for submitting your nomination package can be found on the website.

If you have any questions, please call 416-314-7526, toll free 1-877-832-8622 or TTY 416-327-2391, or email [ontariohonoursandawards@ontario.ca](mailto:ontariohonoursandawards@ontario.ca).

Thank you for your support of this important recognition program.

Sincerely,

A handwritten signature in black ink, reading "Laura Albanese".

Laura Albanese  
Minister

Ministry of Citizenship  
and Immigration

Minister

6<sup>th</sup> Floor  
400 University Avenue  
Toronto ON M7A 2R9

Tel.: (416) 325-6200  
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Ministère des Affaires civiques et  
de l'Immigration

Ministre

6<sup>e</sup> étage  
400, avenue University  
Toronto ON M7A 2R9

Tél.: (416) 325-6200  
Téléc.: (416) 325-6195



**06 AVR. 2018**

Madame, Monsieur

Chaque année depuis 1993, le gouvernement de l'Ontario honore jusqu'à trois jeunes, pour leur leadership exemplaire, dans leurs efforts visant l'éradication de la discrimination raciale en Ontario, en leur présentant le **Prix Lincoln M. Alexander**.

Aujourd'hui, je vous écris pour vous encourager à soumettre une candidature au **Prix Lincoln M. Alexander**. Les récipiendaires seront honorés à l'occasion d'une cérémonie spéciale, et recevront un prix de 5 000 \$ et ainsi qu'un certificat encadré. Les candidatures peuvent être soumises en ces deux catégories suivantes :

- Communauté
- Étudiant

**Pour présenter une candidature pour ce prix :**

1. Visitez la page [ontario.ca/distinctionsetprix](http://ontario.ca/distinctionsetprix).
2. Sélectionnez la catégorie **Inclusion**.
3. Cliquez sur **Prix Lincoln M. Alexander**.
4. Téléchargez le formulaire PDF.
5. Lisez attentivement les critères d'admissibilité et les instructions.
6. Remplissez le formulaire et **présentez-le au plus tard le 31 mai 2018**.  
Les instructions pour la présentation de la candidature se trouvent sur le site Web.

Si vous avez des questions, veuillez appeler au 416 314 7526, sans frais au 1 877 832 8622 ou ATS 416 327 2391, ou écrire à l'adresse [ontariohonoursandawards@ontario.ca](mailto:ontariohonoursandawards@ontario.ca).

Merci de l'appui que vous apportez à cet important programme de reconnaissance. Veuillez agréer, Madame, Monsieur, l'expression de mes sentiments les meilleurs.

La ministre,

A handwritten signature in black ink, appearing to read "Laura Albanese".

Laura Albanese



Gord Queen, 28 Pulford Street, Kingsville, Ontario N9Y 1B4

April 9, 2018

Council Town of Kingsville  
2021 Division Street North  
Kingsville, Ontario

**Notice of Motion,**

**Re: Kingsville Public School Track and Field Event May 11, 2018**

The Council of the Town of Kingsville has adopted a special events plan and policy that has special events reviewed first by a Committee called SERT ( that includes Police, Fire, Municipal , EMS and similar groups ). Following that review Council has permitted PRAC Committee to review and then grant necessary approvals.

Application sent to Town last week.

The next SERT meeting is May 9<sup>th</sup>, 2018.

The Track and field is May 11<sup>th</sup>, 2018. The Prac meeting would follow.

ONCE ONE the Mayor found it necessary to grant the Road Closing by his authority .

Therefore:

At the next regular meeting of Council I may move or caused to have moved that Council approve the Kingsville Public School Track and Field Event for the morning of Friday May 11 That will require the temporary Closing of Walnut Street from Chestnut Street to Prince Albert Street. ( Estimated time of Closing 9 am to 11 , races start at 9:30).

School to provide notices to residents as in the past.

Adult Volunteer with safety vest at west end.



Police assistance requested for closing at east end.

Municipal services to provide, ( drop off in advance & pick up after event ) the necessary road closing barricades.

Staff may have additional input and or suggestions prior to formal motion being put at the Council table.

A handwritten signature in black ink, appearing to read 'Gord Queen', is written over a faint, illegible printed name.

Gord Queen

Deputy Mayor

Town of Kingsville

Encl.

Map of Site Attached.

# Kingsville Mapping



## Notes

Enter Map Description

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

## Legend

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

0 45.02 92.04Meters

1:2,761 4/8/2018



Gord Queen, 28 Pulford Street, Kingsville, Ontario N9Y 1B4

April 9, 2018

Council Town of Kingsville

Notice Of Motion

Parks, Recreation, Arts & Culture Master Plan Update

Background

Five years ago Council of the day embarked on a public input and consultation process related to Parks and Recreation. During this year's annual budget process the budget was approved for the five year annual review.

Notice OF Motion

At the next regular meeting of Council , I may move or cause to have moved:

That Council receive in the month or two the necessary report and enabling by-law to retain the firm of Montieth Brown Planners to return and complete next five year consultation process and report , noting a single source supplier.

Gord Queen





# **THE CORPORATION OF THE TOWN OF KINGSVILLE**

## **BY-LAW 49-2018**

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

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

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

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

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

1. Schedule "A", Map 56 of By-law 1-2014 is hereby amended by changing the zone symbol on an approximately 28.5 ha (70.5 ac.) portion of land, known municipally as 1199 Road 2 West, in Part of Lots 8 & 9, Concession 4, as shown on Schedule 'A' cross-hatched attached hereto from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)'.
2. This by-law shall come into force and take effect from the date of passing by Council and in accordance with Section 34 of the Planning Act.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
23<sup>rd</sup> DAY OF APRIL, 2018.**

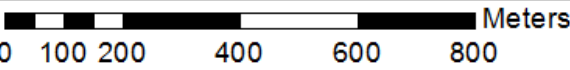
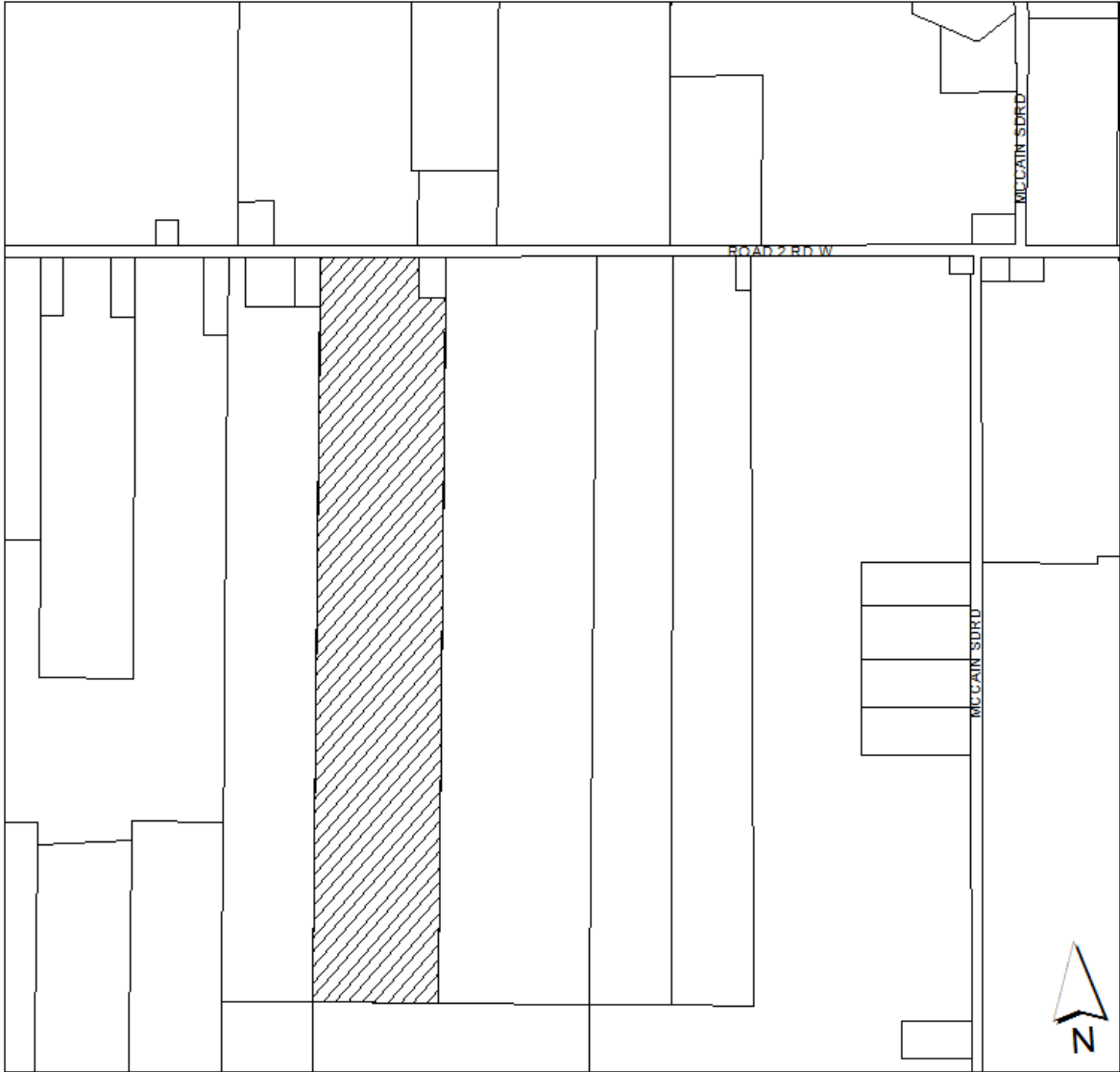
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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**

Schedule A



**1199 ROAD 2 WEST**  
**PART OF LOTS 8 & 9, CONCESSION 4**  
**ZBA/04/18**



Schedule "A", Map 56 of By-law 1-2014 is hereby amended by changing the zone symbol on a portion of parcel known municipally as 1199 Road 2 West, Part of Lots 8 & 9, Concession 4, and further identified on Schedule 'A' cross-hatched attached hereto from 'Agriculture (A1)' to 'Agriculture - Restricted (A2)'.

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 51-2018

---

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

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

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

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

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

1. That Subsection 8.4 e) GENERAL COMMERCIAL ZONE 4 C4 EXCEPTIONS is amended by deleting Subsection 8.4.1 and replacing with the following:

#### **8.4.1 'GENERAL COMMERCIAL ZONE 4 EXCEPTION 1 (C4-1) – (C2-5 S)' for lands shown as C4-1 on Map 73 Schedule "A".**

##### **a) Permitted Uses**

- i) Those uses permitted under Section 8.4 A) General Commercial (C4);

##### **b) Permitted Buildings and Structures**

- i) Those buildings and structures permitted under Section 8.4 including those for the permitted uses;
- ii) Buildings and structures accessory to the permitted uses.

##### **c) Zone Provisions**

All lot and building requirements for the permitted buildings and structures shall be in accordance with Section 8.4 of this By-law with the exception of the following special provisions;

- i) Notwithstanding any other provisions of the by-law to the contrary the required side yard setback from the Chrysler Canada Greenway shall be 10 m, minimum;
- ii) Section 8.4.d) iii) shall not apply to lands within the C4-1 Zone.

2. This by-law shall come into force and take effect from the date of passing by Council and in accordance with Section 34 of the Planning Act.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 23<sup>rd</sup> DAY OF APRIL, 2018.**

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**MAYOR, Nelson Santos**



# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 53 - 2018

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**Being a By-law authorizing the entering into of an  
Addendum to the Voter List Management Services Agreement  
with Comprint Systems Incorporated (doing business as  
“DataFix”)**

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

**AND WHEREAS** by By-law 49-2015 passed the 27<sup>th</sup> day of April, 2015, The Corporation of the Council of the Town of Kingsville (the “Town”) entered into and executed with Comprint Systems Incorporated (doing business as “DataFix”) a Voter List Management Services Agreement;

**AND WHEREAS** the Council of The Corporation of the Town of Kingsville deems it expedient to enter into an Addendum to the said Voter List Management Services 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 Comprint Systems Incorporated (doing business as “DataFix”) the Addendum to the Voter List Management Services Agreement attached hereto as Schedule “A” and forming part of this By-law.
2. **THAT** the Mayor and Clerk are hereby authorized and directed on behalf of the Town to execute the 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 23<sup>rd</sup> day of April, 2018.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**

## **APPENDIX "A"**

### **Addendum**

#### **To the**

### **VOTER LIST MANAGEMENT SERVICES AGREEMENT**

This document is to be appended to the existing Voter List Management Services Agreement for the provision of VoterView List Management Services dated the 2<sup>nd</sup> day of March 2015 (the "**Effective Date**").

This Addendum is made in duplicate as of the 12<sup>th</sup> day of April 2018.

BETWEEN:

**COMPRINT SYSTEMS INCORPORATED** (doing business as "DataFix"), an Ontario corporation with its registered office at  
40 University Avenue  
Suite 1010  
Toronto Ontario M5J 1T1

(**"DataFix"**)

AND:

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

(the "**Town**")

In reference to the previously issued Agreement for Voter List Management Services, dated the 2<sup>nd</sup> day of March 2015, the changes and additions listed below are to be incorporated. All other conditions remain the same.

These changes/additions are the Terms and Conditions to support the addition of Vote by Mail and Optional Module.

## **Introduction**

In addition to the VoterView List Management Services, DataFix will also provide to the Town, Vote by Mail Services and Integration Codes for use of the Optional Module.

All terms and conditions under which the work will be carried out are found within the Voter List Management Services Agreement and are in force for the duration of time covered by this Addendum.

## **Execution and Effective Date**

This Addendum to the Agreement of the 2<sup>nd</sup> day of March 2015, shall become effective from the date of signing, and shall remain in effect until superseded or until December 31, 2018, whichever should come first.

### **1.0 Optional Module**

1.1 DataFix will provide access and integration codes to the Town for the use of the following Optional Module.

a) Online Voter Services (OVS)

1.2 The Town has been subscribed to the following Module:

1.3 Online Voter Services (*formerly Internet Voter Lookup (IVL)*)

The Online Voter Services (OVS) will allow voters within the Town to check the Voters' list to ensure they are registered to vote, determine who their candidates are and where to vote. Based on a query from a voter, a "Yes" or "No" confirmation will be provided.

The Online Voter Services will include three key functions:

- a) Am I on the Voters' List?
- b) Where do I Vote?
- c) Who are my Candidates?

The URL for the OVS will be that of the Town and there will be no reference to DataFix.

## 2.0 Vote by Mail

DataFix will produce, through its partner Doculink Canada, a voter kit for each elector contained on the voters' list for the Town.

### 2.1 The Voter Kit

Each Voter kit will consist of the following:

- a) Outer Envelope – 24 lb. white wove 4 1/8 x 9 1/2 with double window printed black
- b) Return Envelope (Business Reply) – 24 lb. Canary (yellow) 4" x 9" with double window printed black
- c) Secrecy envelope – 24 lb. white wove 3.75" x 8.75" non-window printed black
- d) Ballot – 8.5" x 11"
- e) Voter declaration/Instruction letter – 8.5" x 11" with horizontal perforation

### 2.2 Responsibility of the Town

To guarantee that mail items are processed and deposited with Canada Post to meet the in-house delivery dates, a number of items are required by DataFix to prepare the Voter Kits. All of these requirements along with their cut-off dates will be posted on the Home Page in the VoterView application. To ensure a smooth transition it is imperative that these dates are respected.

It is the Town's obligation to provide all the postal requirements outlined below as well as meet the cut-off dates posted in the VoterView application. Requests received after the cut-off dates may be subject to additional processing fees.

### 2.3 Artwork for Postal Indicia/Canada Post Customer Number

The Town will be responsible for providing to DataFix, the following Canada Post items to create the Voter Kits:

- a) Business Reply Permit: A Canada Post approved artwork and permit number for use with the yellow Election Return Envelope
- b) Standard Lettermail and/or Incentive Lettermail Customer Number and Agreement Number for mailing the Voter Kits

*Note: The Town will be invoiced directly by Canada Post for all postage usage, i.e. outgoing and the return of business reply mail items.*

## 2.4 Camera Ready Artwork

The Town is responsible for providing DataFix with the required Camera-Ready Artwork of its municipal logo as well as the return address to be displayed on the voter kit. All artwork must be provided electronically and must meet the required specifications.

## 2.5 Blank Kits Request

Requests for blank Voter Kits and appropriate volumes must be provided to DataFix by the specified due date. Requests received after the cut-off dates may be delayed since priority will be given to the processing of the outgoing Voter Kits.

## 2.6 Mail Drop Date Selection

Request for mail drop dates and cut-offs will be posted in the VoterView application. Mail drop date selection will be granted on a first come first served basis. Requests received after the cut-off date will be assigned the next available print window.

*Note: DataFix will ensure that all mail items are deposited with Canada Post to meet the in-house delivery dates.*

## 3.0 Fees and Payment Terms

In consideration for the Services outlined above, the Town will pay DataFix an estimated fee of **\$19,670.00** plus taxes, (the "**Vote by Mail and Optional Module Price**").

The Vote by Mail and Optional Module Price will include the following:

(a) List Management, Vote by Mail - estimated 14,800 kits @ \$1.65 (Final Invoice will reflect the actual number of Voter Kits mailed)	\$24,420.00
(b) Online Voter Services	\$ 1,750.00
<b>TOTAL</b>	<b>\$26,170.00</b>

### 3.1 Payment Information:

(a) Payment made to date	\$ 6,500.00
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<b>3.2 Balance Owning</b>	<b>\$19,670.00</b>
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### 3.3 Payment Terms:

(a) An invoice for \$8,000.00 will be sent to the Town in May 2018

(b) An invoice for \$8,000.00 will be sent to the Town in July 2018


(c) All of the remaining balance will be invoiced in October 2018

Note: DataFix will send an invoice to the Town for each required payment and the applicable taxes will be added to each invoice.

## APPROVAL

The following concur with the contents of this Addendum:

### DATAFIX/COMPRINT SYSTEMS INCORPORATED

By:  Hortense Harvey  
Signature Print Name  
National Director, Client Services  
Print Title

### THE CORPORATION OF THE TOWN OF KINGSVILLE

By: \_\_\_\_\_ Jennifer Astrologo  
Signature Print Name  
\_\_\_\_\_  
Date Director, Corporate Svcs. /Clerk  
Print Title

By: \_\_\_\_\_ Nelson Santos  
Signature Print Name  
\_\_\_\_\_  
Date Mayor  
Print Title



# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 54-2018

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### Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its April 23, 2018 Regular Meeting

**WHEREAS** sections 8 and 9 of the *Municipal Act, 2001* S.O. 2001 c. 25, as amended, (the “Act”) provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising the authority conferred upon a municipality to govern its affairs as it considers appropriate.

**AND WHEREAS** section 5(3) of the Act provides that such power shall be exercised by by-law, unless the municipality is specifically authorized to do so otherwise.

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of The Corporation of the Town of Kingsville (the “Town”) be confirmed and adopted by by-law.

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

1. The actions of the Council at its April 23, 2018 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  
23<sup>rd</sup> DAY OF APRIL, 2018.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**