



**TOWN OF KINGSVILLE  
REGULAR MEETING OF COUNCIL  
AGENDA**

**Monday, September 25, 2023, 6:00 PM**

**Council Chambers**

**2021 Division Road N**

**Kingsville, Ontario N9Y 2Y9**

View Livestream at the time of the proceedings at <https://www.kingsville.ca/livestream>

For information pertaining to this agenda or to arrange for any additional accessibility needs please contact the Clerk at [pparker@kingsville.ca](mailto:pparker@kingsville.ca)

**Pages**

**A. CALL TO ORDER**

**B. CLOSED SESSION**

**Recommended Action**

Pursuant to section 239(2) of the *Municipal Act, 2001*, Council will enter into Closed Session at 5:00pm to address the following items:

**Item 1 - Ontario Housing Affordability** - Section 239(3.1) - education and training.

**C. LAND ACKNOWLEDGEMENT**

We acknowledge the Three Fires Confederacy (Ojibwe, Potawatomie and Odawa) and the Traditional ancestral, unceded territory of Caldwell First Nation; the original people of Point Pelee, Pelee Island and its surrounding waters. We recognize and respect the First Nations who are stewards of the land and waters of Turtle Island and who have embraced this stewardship since time immemorial. We would also like to acknowledge all the moccasins who have walked lands of Turtle Island.

**D. MOMENT OF SILENT REFLECTION AND NATIONAL ANTHEM**

**E. AMENDMENTS TO THE AGENDA**

**F. MAYOR'S WELCOME AND REMARKS**

## G. 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.

## H. REPORT OUT OF CLOSED SESSION - September 11, 2023

Pursuant to Section 239(2) of the Municipal Act, 2001, Council met in Closed Session at 4:30 pm to address the following items:

**Item I - Code of Conduct** heard under Section 239 (3.1). There will be more to report on this matter at a later date in public session.

**Item II - Significant Weather Events** heard under Section 239(2)(f). There is nothing further to report on this matter.

## I. MATTERS SUBJECT TO NOTICE

### 1. Main Street Corridor – Official Plan and Zoning By-law Amendments

1

#### Recommended Action

1. That Official Plan Amendment Number 16 (OPA/01/23) to establish definitions and policies related to land use within the Main Street Corridor in the Town of Kingsville **BE APPROVED** pending County approval of the Town of Kingsville Official Plan Five-Year Conformity Review;
2. That Administration **BE DIRECTED** to forward the Official Plan Amendment Number 16 (OPA/01/23) to the County of Essex for final approval;
3. That Zoning By-Law Amendment OPA & ZBA 2023-1 to implement Official Plan Amendment Number 16 and establish regulations related to the creation of the following zones within the Main Street Corridor **BE APPROVED**:
  - a) Main Street Corridor – Core (MS1)
  - b) Main Street Corridor – Neighbourhoods (MS2)
  - c) Main Street Corridor – Gateways (MS3)
4. That By-law 58-2023 being a by-law to amend By-law No. 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

## J. REPORTS - PLANNING AND DEVELOPMENT SERVICES

1. Application for Extension for Branco Estates Subdivision Approval - County of Essex File 37-T-13001 42

### Recommended Action

1. That the request for an extension of approval for Branco Estates Subdivision (County file 37-T-13001) for a period of two years **BE SUPPORTED**; and,
2. That Administration **BE DIRECTED** to forward a copy of this resolution to the County of Essex for their approval.

## K. REPORTS - FINANCIAL AND CORPORATE SERVICES

1. Asset Management Plan and Reserve Strategy 48

### Recommended Action

1. That the Asset Management Plan for Core Assets dated August 30, 2023 as prepared by Watson & Associates Economists Ltd **BE APPROVED**; and
2. That Administration **BE DIRECTED** to incorporate the reserve strategy proposed in Table 4 into the 2024, 2025 and 2026 draft Municipal budgets.

2. Policing Contract Renewal and Service Delivery Changes 105

### Recommended Action

1. That Administration **BE DIRECTED** to notify the Ministry of the Solicitor General of its intention to remove the Municipal Liaison Officer enhancement position from its Police Services contract;
2. That an amending agreement for the provision of Police Services under Section 10 of the *Police Services Act* between His Majesty the King in Right of Ontario as represented by the Solicitor General ("Ontario") and the Town of Kingsville **BE EXTENDED** for a period of two years ending December 31, 2025;
3. That Administration **BE DIRECTED** to provide the landlord of 116 County Rd 34, Cottam, ON with written notice of its intention to terminate its lease agreement effective March 31, 2024.

## L. REPORTS - FIRE RESCUE SERVICES

No reports.

## M. REPORTS - PUBLIC OPERATIONS

No reports.

**N. REPORTS - LEGAL, BUILDING AND BY-LAW SERVICES**

No reports.

**O. REPORTS - CAO's OFFICE**

**1. Committee of the Whole – September 18, 2023 108**

**Recommended Action**

1. That the recommendation from the Committee of the Whole, that the Arena Canteen be operated by hiring new staff. be recommended to Council as a one year trial, **BE APPROVED.**

**P. CONSENT AGENDA**

**1. Communities in Bloom Minutes - June 6 2023 110**

**2. BIA Minutes - July 11 2023 114**

**3. Multi-Year Accessibility Plan Status Update 121**

**Q. CORRESPONDENCE**

**1. Ontario Housing Affordability 126**

**R. NOTICES OF MOTION**

**S. UNFINISHED BUSINESS AND ANNOUNCEMENTS**

**T. BYLAWS**

**1. By-law 60-2023 128**

A By-law to confirm the proceedings of the Council of the Corporation of the Town of Kingsville at its September 13 and 25, 2023 Meeting of Council.

**U. ADJOURNMENT**

**Recommended Action**

That Council adjourns this Regular Meeting at p.m.





**Date:** August 23, 2023

**To:** Mayor and Council

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

**RE:** Main Street Corridor – Official Plan and Zoning By-law  
Amendments

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## **RECOMMENDED ACTION**

1. That Official Plan Amendment Number 16 (OPA/01/23) to establish definitions and policies related to land use within the Main Street Corridor in the Town of Kingsville **BE APPROVED** pending County approval of the Town of Kingsville Official Plan Five-Year Conformity Review;
2. That Administration **BE DIRECTED** to forward the Official Plan Amendment Number 16 (OPA/01/23) to the County of Essex for final approval;
3. That Zoning By-Law Amendment OPA & ZBA 2023-1 to implement Official Plan Amendment Number 16 and establish regulations related to the creation of the following zones within the Main Street Corridor **BE APPROVED**:
  - a) Main Street Corridor – Core (MS1)
  - b) Main Street Corridor – Neighbourhoods (MS2)
  - c) Main Street Corridor – Gateways (MS3)
4. That By-law 58-2023 being a by-law to amend By-law No. 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

## **BACKGROUND**

In February 2020, in response to issues facing Main Street corridor, Council directed Administration to review current policy (Official Plan, zoning, approvals processes) and create an Ad Hoc Committee of stakeholders to review provide recommendations for updates and changes to inform a comprehensive plan for development on Main Street. The Main Street Policy Development Review Committee was established and provided ideas to Council related to: Traffic; Heritage; Urban Design; and Zoning, Landscape and Signage.

In response to these ideas, in November 2021 Administration drafted a Framework for a Main Street Strategy which includes short, and longer-term planning, design and policy initiatives that respond to ideas presented by the Main Street Policy Development Review Committee and places them in a planning and design context.

In March 2022, Administration proposed Secondary Plan policies for Main Street in response to an Interim Control By-law enacted in May 2021, related to 4 properties on Main Street. The proposed Secondary Plan policies included recommendations related to density and building height, access to Main Street, and the provision of east-west traffic routes through the high school lands. These proposed policies were deferred to a future Committee of the Whole meeting of Council and the ICBL was extended to May 2023.

In April 2023, Administration presented a report to Committee of the Whole (COTW) that described projects and actions taken in response to ideas and recommendations from the Main Street Development Committee. Main Street Development was set as one of Council's three short-term priorities for 2023, along with Attainable Housing, and a Facilities Assessment – all related, in part, to Main Street.

Within this report, Administration proposed a vision for Main Street as a pedestrian-oriented, compact and mixed-use centre that is enhanced by a high-quality public realm, its cultural heritage, vibrant and animated urban environments and the highest quality of building design. The vision described Main Street as a place where the community meets, interacts, celebrates, shops, and entertains and where visitors gravitate to experience our community. Development within the Main Street Corridor Area will build on its assets to continue to evolve into a vibrant place to live, shop, work and play.

In keeping with this vision, the COTW recommended approval of policies related to land use; building height, orientation, setbacks, and urban design within three policy areas/zones within the Main Street Corridor as summarized below:

#### Zone 1 – Main Street Core

- Buildings in Zone 1 shall be a minimum of 7.5m (2 storeys) and a maximum of 11 m (3 storeys)
- Mixed Use buildings shall include non-residential uses at grade with residential uses above the first floor
- Building design should consider adjacent and surrounding developments while fostering a pedestrian oriented landscape
- New buildings along Main Street will be designed so that service areas are located at the rear or exterior side of the building with appropriate screening from adjacent properties.
- Main entrances, must be designed to face and be accessed from Main Street. Entrances should be prominent and defined through architectural features, materials, and signage.

- Building height articulation, such as parapets, is encouraged for commercial buildings along Main Street to reinforce architectural or cultural heritage details.
- Buildings along Main Street will maintain a consistent set-back from the front lot line to maintain and enhance the street wall. Exceptions may be considered where publicly-accessible courtyards are integrated into the design, or where a view of cultural heritage resources can be retained.

### Zone 2 – Main Street Neighbourhoods

- Buildings in the sub-area shall be a minimum of 7.5m (2 storeys), and a maximum of 22 m (6 storeys) with a minimum 45-degree angular plane applied from the front property line, beginning at the height of the top of the third storey
- All new development is encouraged to reflect the existing architectural features common in the area and must develop in a way that does not detract, hide from view, or impose in a negative way, on existing cultural heritage resources.
- Commercial uses are encouraged to be located on the main floor of mixed-use residential buildings.
- All building frontages must be oriented toward public streets and other public spaces, in order to clearly define the public realm, create a consistent street wall, and to create an attractive street environment for pedestrians
- Residential development shall enhance the public realm by providing landscaping space within a front setback that reflects neighbouring lands (i.e. 5.5m) and supports public street trees and/or sustainable tree planting to promote an attractive streetscape

### Zone 3 – Main Street Gateways

- Buildings in this sub-area shall be a maximum of 22 m (6 storeys).
- To emphasize pedestrian access, new buildings in this sub-area shall be designed so that service areas are located at the rear or side of the building with appropriate screening from adjacent properties.

## **DISCUSSION**

Administration has reviewed the recommended policies within the provincial, county, and municipal policy and regulatory context as described below:

### *Planning Act*

Ontario's *Planning Act* is the statutory basis for all land use planning decisions in the province, from which all provincial and municipal policy flows.

Section 2 of the *Planning Act* sets out a number of matters of provincial interest which all planning authorities must have regard to in undertaking planning decisions, including:

- the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems
- the orderly development of safe and healthy communities
- the adequate provision of a full range of housing, including affordable housing
- the adequate provision of employment opportunities
- the appropriate location of growth and development
- the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians; and
- the promotion of built form that is (i) well-designed, (ii) encourages a sense of place, and (iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;

Further, the *Planning Act* provides the basis for the Town of Kingsville to regulate and manage land uses through zoning and zoning by-laws. Specifically, for regulating type of construction, minimum and maximum building height, character and use of buildings within any defined area or areas, and minimum frontage, depths and lot coverages.

The proposed amendments to both the Official Plan and Zoning By-law are in keeping with *Planning Act* policies. Infill in the Main Street Corridor through mid-rise, mixed use development is more efficient and has less impact on servicing than expansion into greenfield lands outside the core where service upgrades are more substantial. Clarifying building heights (and densities) encourage growth and development within existing lands where not only servicing, but commercial and personal services are already in place and within walkable distances which alleviates traffic within the corridor. Sub-zoning the Main Street corridor allows policies to better reflect existing neighbouring land uses, through building heights, setbacks, and orientation (for example) promotes built form that encourages a sense of place and encouraging compact neighbourhoods further promotes walkability, interaction, and experience.

### Provincial Policy Statements

The Provincial Policy Statement, 2020 (“PPS”) provides policy direction on matters of provincial interest related to land use planning and development, and sets the policy foundation for regulating the development and use of land.

This includes policies related to managing land use to achieve efficient and resilient development and land use patterns. In keeping with this, the PPS requires that planning authorities provide for an appropriate range and mix of housing options and densities, PPS also requires that municipalities prioritize intensification and infilling to use land, resources, infrastructure and public services most efficiently to support livable and resilient communities. Similarly, PPS requires municipalities to promote economic development through encouraging compact, mixed-use development that incorporates compatible employment uses that similarly can be supported in areas

where the necessary infrastructure and public service facilities are or will be available to meet current and project needs.

PPS also encourages municipalities to support long-term economic prosperity by maintaining, and where possible, enhancing the vitality and viability of downtowns and main streets, encouraging a sense of place by promoting well-designed built form and conserving features that help define character, providing opportunities for sustainable tourism development, providing integrated, multi-modal transportation systems and optimizing the long-term availability and use of land, resources, infrastructure and public service facilities.

The proposed OPA and ZBA were developed, in large part, to provide clarity for development within the Main Street Corridor. The proposed vision and goals described in the OPA reflect policies described in the PPS, specifically around enhancing viability and vitality of Main Street and encouraging a sense of place by promoting well-designed built form in both the OPA and ZBA. Further, the intensification and infilling along the corridor places housing and residents within walking distances of Main Street services, and within existing infrastructure.

#### County of Essex Official Plan

The County of Essex Official Plan implements the Planning Act and PPS at a County level and outlines a policy framework for planning and development for lower-tier municipalities.

Section 3 of the County OP sets out the goals of the OP, which includes supporting and promoting public and private re-investment in the Primary Settlement Areas, and promoting compact, mixed-use, pedestrian oriented developments with a broad range of housing types, services and amenities for all residents; and promoting community pride and well-being and creating a sense of place. The County OP also promotes residential intensification within primary settlement areas where municipal services, land uses and densities, and housing options can be most efficiently and effectively supported. These goals are further described in general settlement area policies, intensification and redevelopment policies, and housing policies.

The County Official Plan establishes a policy framework that grounds Planning Act and PPS policies in Essex County and guides the County's future growth and development. The County OP similarly provides guidelines for the preparation and implementation of detailed planning documents by the local municipalities as necessary to achieve the County OP Goals.

The proposed OPA and ZBA are consistent with County OP in that they are designed to promote re-investment within the primary secondary area, support infill and intensification within serviced areas of town, and encourage the development of compact, mixed-use, and pedestrian oriented developments that provide a range of housing and amenities.

## Town of Kingsville OP

The Official Plan sets out the municipality's vision for its growth and development, but as described in the *Planning Act* (S.34), the actual control of land use is implemented through Zoning-By-laws, which allow municipalities to control, among other things; the regulation and management of land uses through zoning and zoning by-laws. Specifically, for regulating type of construction, minimum and maximum building height, character and use of buildings within any defined area or areas, and minimum frontage, depths and lot coverages.

The current OP and Zoning By-law currently provide opportunities for interpretation around these types of policies generally, and specifically within the Main Street Corridor in that the Official Plan is permissive of building heights and densities, where the zoning by-law is prescriptive. The proposed OPA and ZBA are designed to provide clarity and consistency related to development within the Main Street Corridor, thereby removing interpretation and potential challenges or appeals to decisions. As such, the OPA and ZBA and reinforces local decision making, which also provides clarity around land use planning decision-making, another goal of the *Planning Act*.

Based on the policy and regulatory context described, the proposed OPA and ZBA are consistent with provincial and county policies and regulations, and additionally, provide clarity to the local context. The proposed OPA and ZBA were developed through a public and consultative process that included local context, policy and regulatory context (as described above), a jurisdictional scan and best practices, and a discussion of options which ultimately lead to the proposed recommendations and amendments.

The posted amendments respond to concerns and comments received to date from industry, agencies representing farm workers, the Ontario Human Rights Commission, and the community as expressed through those consultation sessions, multiple engagement sessions, presentations and discussions (including delegations) at open Council meetings and Committee of the Whole meetings, and individual discussions and meetings with industry, community and agency representatives. More importantly, the posted amendments provide clarity to industry and staff and provide for opportunities to advance and address farm worker and other housing needs in Kingsville.

## Next Steps

On adoption by Council, the OPA and ZBA will be forwarded to the County of Essex for final approval.

## **FINANCIAL CONSIDERATIONS**

The vision and goals of the Main Street corridor is to create a pedestrian-oriented, compact and mixed-use centre that is enhanced by a high-quality public realm, cultural heritage, and vibrant and animated urban environments and the highest quality of building design. This vision celebrates Main Street as a place where the community meets, interacts, celebrates, shops, and entertains and where visitors gravitate to experience our community. Development within the Main Street Corridor Area will build on its assets to continue to evolve into a vibrant place to live, shop, work and play.

Adding housing, mixed-use commercial, and other amenities in the Main Street corridor will see increased residential and commercial growth in an area requiring less investment in infrastructure and upgrades to accommodate this growth. Growth along the corridor will lead to increase in tax and development charges.

## **ENVIRONMENTAL CONSIDERATIONS**

The proposed OPA and ZBA Policies are designed to encourage compact, pedestrian-oriented development with access to multi-use trails and greenways. This will lead to less reliance of automobile along the corridor. In addition, PPS and OP policies encourage 'green' development, and require consideration of climate change as part of design, leading to a more sustainable and resilient community.

## **CONSULTATIONS**

As noted earlier, the policies presented in the Official Plan and Zoning By-law Amendments were based on recommendations from the Main Street Development Review Committee that were presented to Committee of the Whole in April 2023. The COTW recommended approval of policies related to land use; building height, orientation, setbacks, and urban design within three policy areas/zones within the Main Street Corridor as summarized in this report. The proposed Official Plan and Zoning By-law Amendments

Notice of the Official Plan and Zoning By-Law Amendments were posted on the Town of Kingsville website on September 1, 2023, and advertised in the following local newspapers:

- Harrow News – September 5, 2023
- Southpoint Sun – August 30, 2023

At the time of writing this report, no public comments were received.

### Technical Advisory Committee

- Main Street Development Review Committee
- Committee of the Whole

- Senior Management Team
- George Robinson, Manager of Planning

Based on internal discussions and review, Administration is recommending minor revisions to the proposed amendments (see attached):

- Official Plan Amendment No. 16 included revisions to Section 3.9.3 (d) Sub-Area Three – Main Street Gateways, and permit multi-unit residential to be consistent with policy recommendations
- Zoning By-law Amendment includes the following revisions:
  - clarify that drive-through facilities are prohibited in the Main Street Core and Main Street Neighbourhood zones
  - clarify language regarding minimum floor to floor building height at the ground level
  - remove minimum lot area to encourage infill developments and allow flexibility for site design. Buildings would still be required to meet front, rear, and side yard setback minimums to ensure building footprints are managed on each property
  - revise definition of ‘Established Building Line’ to include Main Street Core, Neighbourhood and Gateway zones as described in the proposed amendments.

**PREPARED BY:**



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Richard J.H. Wyma, CSLA  
Director of Planning and Development

**REVIEWED BY:**



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John Norton  
Chief Administrative Officer



## **Notice of Public Meeting of Council: Official Plan Amendment and Zoning By-Law Amendment**

**APPLICATION:** **OPA & ZBA-2023-1**  
**Official Plan Amendment**  
(Section 21 of the *Planning Act*, R.S.O. 1990, C.P. 13)  
**Zoning By-Law Amendment**  
(Section 34 of the *Planning Act*, R.S.O. 1990, C.P. 13)

**APPLICANT:** **The Town of Kingsville**

**LOCATION OF PROPERTY:** **Main Street Corridor**

**PURPOSE OF THE AMENDMENTS:** The Town of Kingsville has initiated the above-noted Official Plan & Zoning By-law amendments, which are intended to redefine the Main Street Corridor as a pedestrian-oriented, compact & mixed-use centre, enhanced by a high quality public realm, its cultural heritage, vibrant communities, & high quality building design. Under the existing Official Plan & Zoning By-law provisions, there are no similar policies specific to the Main Street Corridor as a whole.

The amendments will meet these goals by defining a vision & goals for the Corridor, & establishing three sub-zones & policies for each sub-zone to provide direction on building heights, orientation & setbacks, describe permitted uses in each sub-zone, & encourage building design to reflect features common in each sub-zone. The three sub-zones are defined as:

- *Sub-Zone 1 (Main Street Core)* – includes the main historical commercial area of Town where the full range of commercial uses will be encouraged to satisfy the needs of the community & visitors to the community. Buildings shall be a minimum of 7.5 m (2 storeys) to a maximum of 11 m (3 storeys) with non-residential uses at grade with residential uses above the first floor.
- *Sub-Zone 2 (Main Street Neighbourhood)* – includes the lands immediately surrounding the Main Street Core area where uses will be primarily residential with neighbourhood-scale commercial uses encouraged. Buildings shall be a minimum of 7.5 m (2 storeys) & a maximum of 22 m (6 storeys) with a minimum 45-degree angular plain applied from the front property line beginning at the height of the top of the third storey. New development is encouraged to reflect the existing architectural features common in the area.
- *Sub-Zone 3 (Main Street Gateways)* – includes lands located east & west of the Main Street Neighbourhoods & primarily intended for highway commercial uses. Buildings in this sub-zone shall be a maximum of 22 m (6 storeys). Service areas & parking facilities shall be located at the rear or side of the building.

These policies were proposed & discussed at a Committee of the Whole meeting that was held on Monday, April 17, 2023 at the Kingsville Arena, & based on ideas & recommendations from the Main Street Development Review Committee that was established by the Town of Kingsville in 2020.

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

**WHEN:** **September 25<sup>th</sup>, 2023**  
**WHERE:** **Virtual Meeting on Zoom OR;**  
**Town of Kingsville, Town Hall, Council Chambers**  
**2021 Division Road North, Kingsville, ON N9Y 2Y9**  
**TIME:** **6:00 p.m.**

**Your comments on these matters are important.** If you have comments on this application, they may be forwarded by phone, email ([planning@kingsville.ca](mailto:planning@kingsville.ca)), or mail to the attention of: **Town of Kingsville, Planning Services, 2021 Division Road North, Kingsville, ON N9Y 2Y9.** Comments and opinions submitted on these matters, including your name and address, may become part of public record, be viewed by the general public, and be published in a Planning report, Council agenda, and minutes of the meeting.

If a person or public body would otherwise have an ability to appeal the decision of Council for the Town of Kingsville to the Ontario Land Tribunal, but the person or public body does not make oral submissions at a public meeting, or make written submissions to the Town of Kingsville before the by-laws are passed, the person or public body is not entitled to appeal the decision.

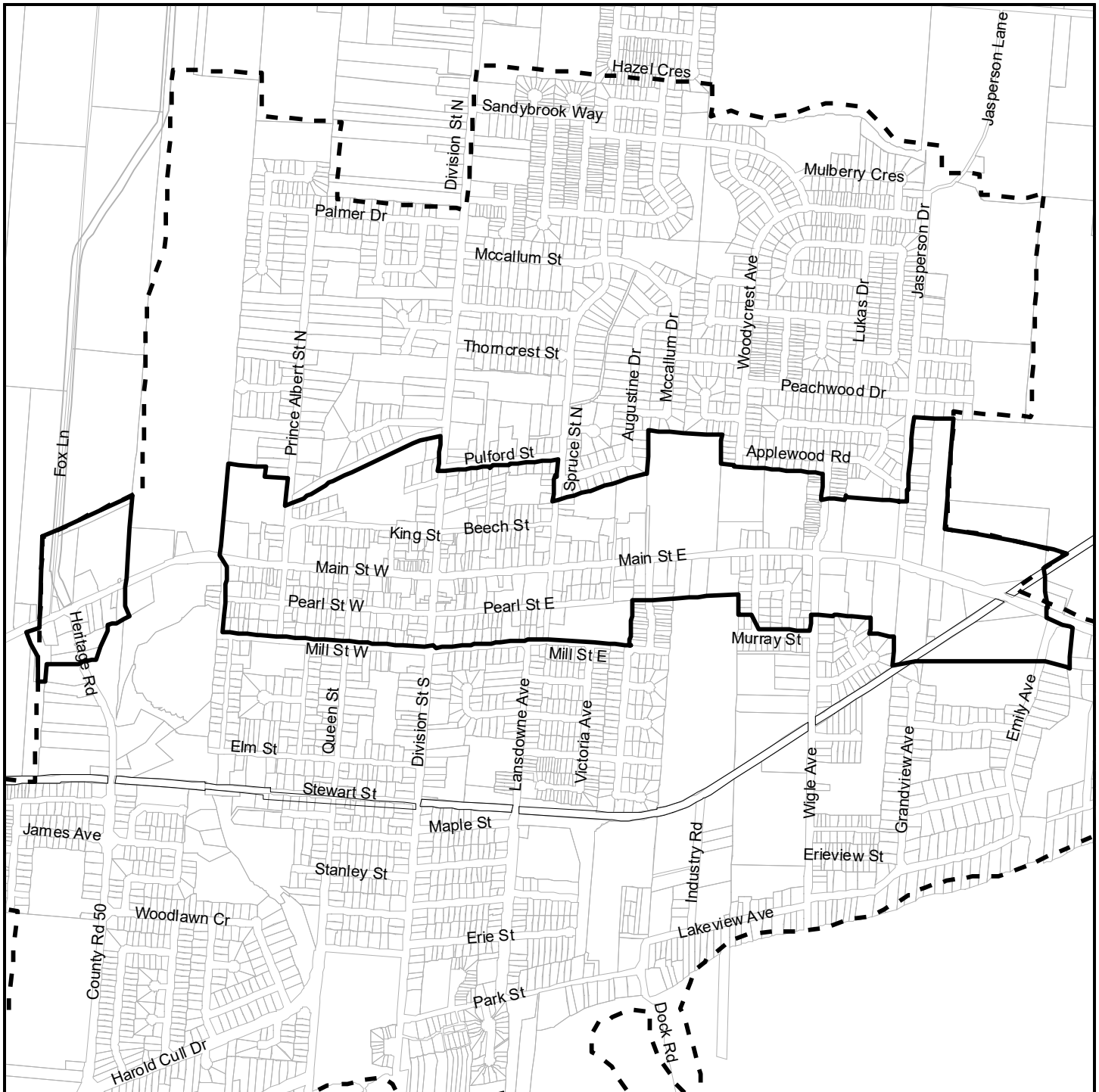
If a person or public body does not make oral submissions at a public meeting, nor make written submissions to the Town of Kingsville before the by-laws are passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision, you must make a written request by email ([planning@kingsville.ca](mailto:planning@kingsville.ca)), or mail to the attention of: **Town of Kingsville, Planning Services, 2021 Division Road North, Kingsville, ON N9Y 2Y9.** This will also entitle you to be advised of an appeal, if one is submitted.

Additional information relating to this matter may be available upon request.

**Dated at the Town of Kingsville this 29<sup>th</sup> day of August, 2023**

# Schedule 'A'





## "Main Street Corridor" OPA & ZBA-2023-1



Schedule "A" of the Official Plan is hereby amended to change the land use designation of an area of Main Street within the Town of Kingsville as the "Main Street Corridor" to add policies to encourage and facilitate the development of lands along Main Street to be a pedestrian-oriented, compact and mixed-use centre enhanced by a high-quality public realm, its cultural heritage, vibrant and animated urban environments and the highest quality of building design.

### Zoning

-  Primary Settlement Area
-  Main Street Corridor

0 250 500 Meters



August, 2023

1:15,000



## Electronic Participation

This meeting will be held in person, with an electronic element, in accordance with Procedural By-law 77-2021. Delegates and presenters will be provided with the option to attend in-person or electronically and spectators will be allowed into the building to watch or can continue to use the livestream option.

### **If you wish to participate via zoom, please read the instructions below:**

Delegates, participants, and members of the public wishing to participate electronically **must request Zoom details by 11:00 am on the date of the public meeting**, as per By-Law 77-2021. Please refer to the contact information provided with this notice.

Please note that neither a computer, nor a video sharing device, is required to participate in the meeting via Zoom. You may also opt to call in from a cell or landline.

Persons who intend to participate electronically during the meeting may wish to register/sign up in Zoom, if they have not already done so. The following information is provided for your consideration and guidance during remote participation in the meeting:

- **Please join the meeting by 5:55 PM in order to avoid any delays.** If you have not joined the public meeting while your Agenda Item is up for public comment you will have forfeited your request.
- When you join the meeting, either by phone or online, you will be admitted in as an attendee. You will not be greeted upon joining the call. You will be able to hear the meeting and see the active speaker (if you have video capability), but your mic will be muted until it is your turn to speak.
- If you join the Zoom meeting through your phone, please **Do not put the phone on hold at any time**, as this will result in broadcasting "hold music" online once your mic function is unmuted.
- To optimize call quality when using a laptop, a headset with microphone is recommended. If you are using your laptop microphone or cell phone, please speak directly into the receiver and do not use speaker phone
- **Please do not forward the Zoom meeting details with anyone or post through social media.** Only registered participants will be admitted to the Zoom meeting.
- **Participants should keep comments directly related to the matter to which they are speaking to.** Questions are to be directed to the Chairperson. Council Members may choose to ask you follow-up questions following your remarks, comment, or ask staff to respond to your comments.
- After providing your comments and answering any questions that may be directed to you, the Meeting Coordinator will disconnect you from the Zoom meeting.

### **For more information, please contact:**

Town of Kingsville, Planning Services  
Phone: 519-733-2305 Ext. 244  
Email: [planning@kingsville.ca](mailto:planning@kingsville.ca)  
The Corporation of the Town of Kingsville  
2021 Division Road North  
Kingsville, Ontario N9Y 2Y9



CORPORATION OF THE TOWN OF KINGSVILLE

**AMENDMENT NO. 16**

TO THE TOWN OF KINGSVILLE OFFICIAL PLAN

**Location:** The subject property is the entire corporate limits of the  
Town of Kingsville.

**Date:** September 25, 2023

AMENDMENT  
NO. 16

To the Official Plan for the Town of Kingsville

**THE CORPORATION OF THE TOWN OF KINGSVILLE**

**BY-LAW 57-2023**

**Being a By-law to amend the Official Plan of the Town of Kingsville**

**WHEREAS** the *Planning Act* R.S.O. 1990, c.P. 13, Section 17 permits the Corporation of the Town of Kingsville to amend the Official Plan of the Corporation of the Town of Kingsville;

**NOW THEREFORE** the Council of the Corporation of the Town of Kingsville, in accordance with the provisions of the *Planning Act*, hereby enacts as follows:

1. Amendment No. 16 to the Kingsville Official Plan consisting of the attached text amendment attached hereto as Schedule 'A' including map amendments, namely Schedules A-1, and A-3 attached hereto is hereby adopted.
2. The Clerk is hereby authorized and directed to provide Notice of Adoption of the Amendment in accordance with Section 17(23) of the *Planning Act*, R.S.O., as amended.
3. The plan authorized by this by-law shall come in effect pursuant to Section 17(27) of the *Planning Act*, R.S.O., as amended.
4. This By-law shall come into force and take effect on the day of the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
25th DAY OF SEPTEMBER, 2023.**

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**MAYOR, Dennis Rogers**

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**CLERK, Paula Parker**

## AMENDMENT NO. 16

### To the Official Plan for the Town of Kingsville

## **PART “A” - THE PREAMBLE**

### **1.0 BACKGROUND**

In April 2023, Administration presented a report to Committee of the Whole (COTW) that described projects and actions taken in response to ideas and recommendations from the Main Street Development Committee.

Administration proposed a vision and goals for Main Street and policies related to land use; building height, orientation, setbacks, and urban design for three sub-zones within the Main Street Corridor as summarized below:

- Sub-Zone 1 – Main Street Core – to encourage mixed-use buildings including non-residential uses at grade with residential uses above the first floor. Buildings in this zone will be a minimum of 7.5m (2 storeys) and a maximum of 11 m (3 storeys).
- Sub-Zone 2 – Main Street Neighbourhoods – to encourage mixed-use buildings with commercial uses on the main floor or mixed-use residential buildings. Buildings in the sub-area shall be a minimum of 7.5m (2 storeys), and a maximum of 22 m (6 storeys) with a minimum 45-degree angular plane applied from the front property line, beginning at the height of the top of the third storey.
- Sub-Zone 3 – Main Street Gateways – to primarily encourage mixed use buildings with commercial uses on the main floor. Buildings in this sub-area shall be a maximum of 22 m (6 storeys).

### **2.0 PURPOSE**

The purpose of this Official Plan Amendment is to add policies and update the schedules of the Official Plan to define a vision & goals for the Main Street Corridor, and establish three sub-zones & policies for each sub-zone to provide direction on building heights, orientation & setbacks, describe permitted uses in each sub-zone, & encourage building design to reflect features common in each sub-zone.

### **3.0 LOCATION**

The Amendment applies to the entire corporate limits of the Town of Kingsville. The specific location of the Main Street Corridor is identified in Schedule “A-3” which is included in this Amendment.

**PART “B” - THE AMENDMENT**

**1.0 DETAILS OF THE AMENDMENT**

The document known as the Official Plan for the Town of Kingsville is hereby amended:

- a. By deleting ‘Schedule “A-1” Land Use Plan’ and replacing it with ‘Schedule “A-1” Land Use Plan’ dated September 25, 2023;
- b. By adding ‘Schedule “A-3” Main Street Policy Areas’
- c. By adding a new Section 3.9 after Section 3.8 Waterfront Mixed Use Neighbourhood. The added text will read as follows:

**3.9 Main Street Corridor**

The “Main Street Corridor”, as identified on Schedule A-3, represents a central focal point of the Kingsville community and a key hub for business and social activity. The policies of this section are intended to encourage and facilitate positive change along the corridor to accommodate the needs of the community in the coming years.

**3.9.1 Vision**

Main Street will continue to be a pedestrian-oriented, compact and mixed-use centre that is enhanced by a high-quality public realm, its cultural heritage, vibrant and animated urban environments and the highest quality of building design. Main Street is where the community meets, interacts, celebrates, shops, and entertains and where visitors gravitate to experience our community. Development within the Main Street Corridor Area will build on its assets to continue to evolve into a vibrant place to live, shop, work and play.

**3.9.2 Goals**

The following goals are established for areas within the “Main Street Corridor” on Schedule A-3 of this Plan:

- a. Urban Design
  - i. to promote and encourage a mix of commercial, restaurants, offices, civic spaces and housing to create a vibrant, high-quality, compact and walkable community to sustain a diverse economy;
  - ii. to encourage high quality design and streetscape that reflects the historic character of Main Street and its contribution to Kingsville’s cultural heritage
  - iii. to reinforce the pedestrian scale of the area through minimum and maximum building heights and setbacks and front-facing building entrances that provide consistency with neighbouring buildings and provide a stimulating and aesthetically pleasing community;
- b. Housing
  - i. to provide more housing opportunities and choices for populations that will benefit from development within the Main Street corridor



c. Heritage

- i. to encourage the repurposing of Heritage buildings on Main Street;
- ii. to work with landowners in order to explore the potential for protection of heritage features through designation of historic buildings or otherwise; and
- iii. to reflect the area's heritage through the use of Victorian and Edwardian-inspired streetscape elements and fixtures on public rights-of-way;

d. Landscape & Signage

- i. to develop standardized wayfinding and commercial signage along the Main Street Corridor that contributes to the local sense of place;
- ii. to expand and enhance the available greenspace and encourage its use for public gatherings and social interactions;
- iii. to protect existing trees and increase the tree canopy along Main Street using locally appropriate species.

e. Transportation

- i. to create a pedestrian friendly street that supports all residents, users and businesses;
- ii. to promote a safe active transportation network for all ages and abilities;
- iii. to ensure access to highly visible municipal parking areas;

### 3.9.3 Policies

The Main Street Corridor includes three sub-areas designated on Schedule A-3 as “Sub-Area One – Main Street Core”, “Sub-Area Two – Main Street Neighbourhoods” and “Sub-Area Three – Main Street Commercial”.

The following land use policies shall be implemented through the Zoning By-law:

a. General Policies (all sub-areas)

- i. The Town may develop Main Street Corridor Design Guidelines to provide direction on architectural design, signage design, street furniture and fixtures, civic spaces (including parkettes/green spaces) and other design elements.
- ii. Housing shall include a mix and range of types, lot sizes, unit sizes, functions, and tenures to provide opportunity for all household types including young families, seniors and residents with special needs.
- iii. The Town may, as infrastructure improvements are required, undertake streetscape improvements to facilitate active transportation, widened sidewalks, signal timing, and to improve the aesthetic appeal of the area.
- iv. No new vehicular entrances will be permitted on Main Street. Existing entrances shall be consolidated wherever possible. Access by side streets or rear lanes will be explored whenever opportunities arise (e.g., through redevelopment or infrastructure works).

b. Sub-Area One - Main Street Core

- i. The areas designated “Main Street Core” on Schedule “A-3” are the main historical commercial areas of the Town. Their purpose is to provide the full range of commercial uses to satisfy the needs of the local area as well as the visiting tourist population.
- ii. The predominant use of land in the “Main Street Core” designation shall be for commercial uses, including cultural, entertainment and dining.
- iii. Permitted uses shall include: retail and service commercial stores; banks and other financial institutions; business and professional offices; restaurants; taverns; clubs; public buildings; places of entertainment and amusement; places of worship; institutional uses; and residential uses located within mixed-use buildings.
- iv. Buildings in the Main Street Core shall be a minimum of 7.5 m (2 storeys) to a maximum of 11 m (3 storeys).
- v. Mixed use buildings shall include non-residential uses at grade with residential uses above the first floor.
- vi. The floor-to-floor building height of the ground level of new mixed-use and commercial buildings should be a minimum of 4.5 metres. This will facilitate current retail or adapted future uses at grade and will ensure that the ground floor has a continuous mixed-use “main street” character.
- vii. Cultural heritage resources shall be conserved, and adaptive re-use solutions encouraged.
- viii. Building design should consider adjacent and surrounding developments while fostering a pedestrian oriented landscape.
- ix. New buildings along Main Street will be designed so that service areas are located at the rear or exterior side of the building with appropriate screening from adjacent properties.
- x. Main entrances, must be designed to face and be accessed from Main Street. Entrances should be prominent and defined through architectural features, materials, and signage.
- xi. Buildings along Main Street will maintain a consistent set-back from the front lot line to maintain and enhance the street wall. Exceptions may be considered where publicly-accessible courtyards are integrated into the design, or where a view of cultural heritage resources can be retained.
- xii. Development shall not include any side yard setbacks, except to provide access as may be required for fire access, pedestrian access, or service access.
- xiii. Secure bicycle parking shall be required for all new development within the Main Street Core Area.
- xiv. Parking requirements within the Main Street Core Area shall be reduced relative to similar uses in other areas.

c. Sub-Area Two - Main Street Neighbourhoods

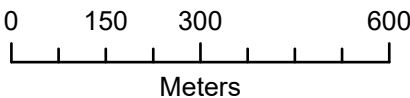
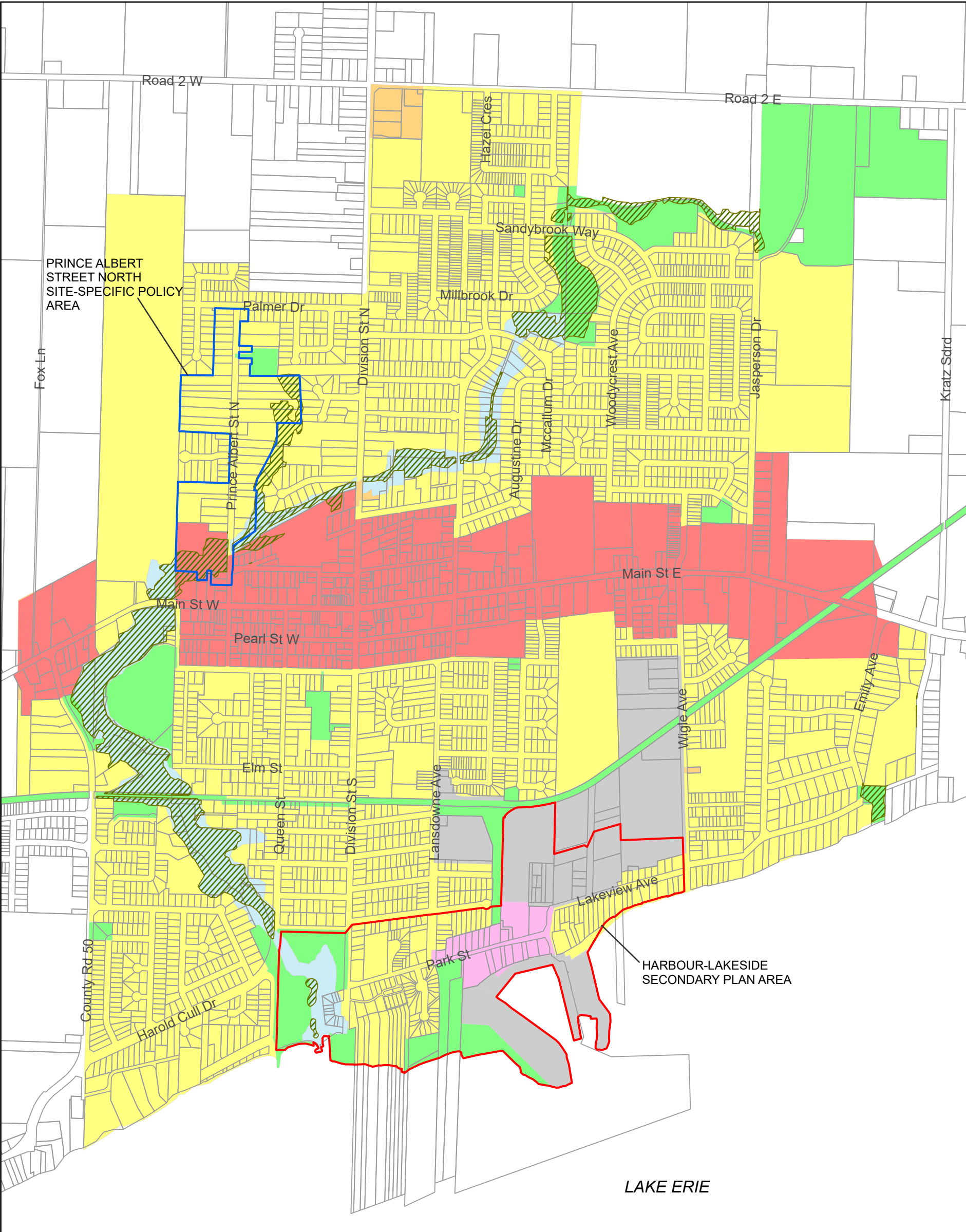
- i. The areas designated “Main Street Neighbourhoods” on Schedule “A-3” encompass lands immediately surrounding the Main Street Core Area.
- ii. The Main Street Neighbourhoods area will be a primarily residential area with low-rise to-mid rise street-

related residential buildings and neighbourhood commercial uses.

- iii. Permitted uses shall include: Residential; neighbourhood-scale commercial uses, restaurants, places of worship, and Institutional.
- iv. Buildings in the sub-area shall be a minimum of 7.5m (2 storeys), and a maximum of 22 m (6 storeys) with a minimum 45-degree angular plane applied from the front property line, beginning at the height of the top of the third storey.
- v. The floor-to-floor building height of the ground level of new buildings with ground-floor commercial uses should be a minimum of 4.5 metres. This will facilitate flexible use of the space and will ensure a continuous mixed-use “main street” character.
- vi. Cultural heritage resources shall be conserved, and adaptive re-use solutions encouraged.
- vii. All new development is encouraged to reflect the existing architectural features common in the area and must develop in a way that does not detract, hide from view, or impose in a negative way, on existing cultural heritage resources.
- viii. Neighbourhood Commercial uses are encouraged to be located on the main floor of mixed-use residential buildings.
- ix. All building frontages must be oriented toward public streets and other public spaces, in order to clearly define the public realm, create a consistent street wall, and to create an attractive street environment for pedestrians.
- x. Residential development shall enhance the public realm by providing landscaping space in the front setback that supports public street trees and/or sustainable tree planting to promote an attractive streetscape.
- xi. Where land is to be developed or redeveloped, the Town shall require the conveyance of land for park purposes in accordance with section 3.5 of this Plan and pursuant to the parkland dedication requirements of the Planning Act.
- xii. If the Town deems that it is unfeasible to convey the required amount of land for park purposes, it may consider payment in lieu.

d) Sub-Area Three - Main Street ~~Commercial Hubs~~ Gateways

- i. The areas designated “Main Street Commercial Hubs” on Schedule “A-3” are located east and west of the Main Street Neighbourhood Area and are primarily intended for Highway Commercial uses.
- ii. Permitted uses include: Highway Commercial; Hotels; Restaurants; Mixed-Use Residential; multi-unit residential
- iii. Buildings in this sub-area shall be a maximum of 22 m (6 storeys).
- iv. To emphasize pedestrian access, new buildings in this sub-area shall be designed so that service areas are located at the rear or side of the building with appropriate screening from adjacent properties.

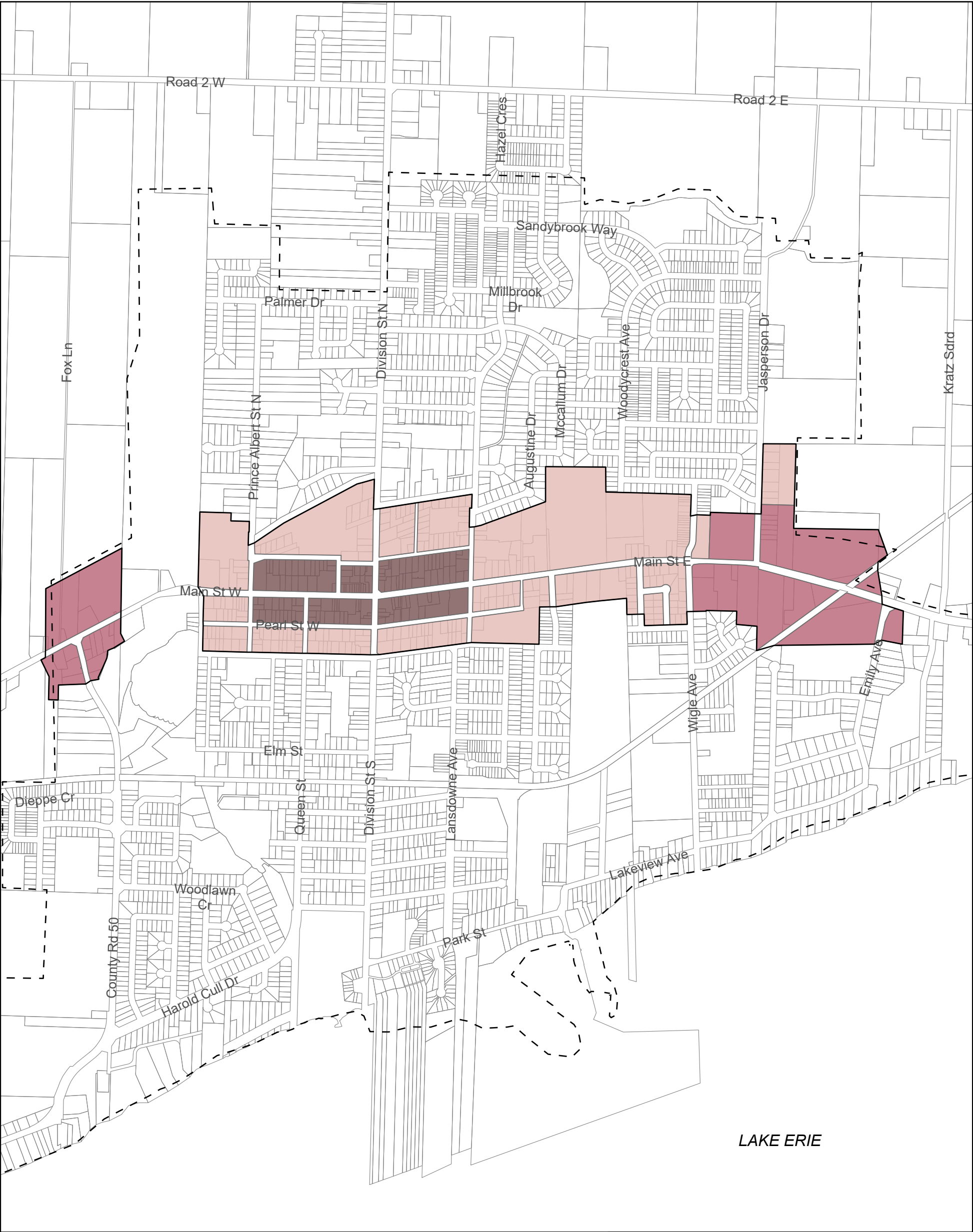


Scale: 1:12,000

# Schedule "A-1" Land Use Plan Kingsville Town of Kingsville Official Plan



- |                      |                                    |
|----------------------|------------------------------------|
| Natural Environment  | Park and Open Space                |
| Main Street Corridor | Residential                        |
| Highway Commercial   | Water Course                       |
| Industrial           | Waterfront Mixed Use Neighbourhood |



N

0

150

300

600

Meters

Scale: 1:12,000

Schedule "A-3"

Land Use Plan

Main Street Corridor

Town of Kingsville

Official Plan

Main Street Corridor

Primary Settlement Area

Sub-Zone One - Main Street Core

Sub-Zone Two - Main Street Neighbourhood

Sub-Zone Three - Main Street Gateway

21



THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 58-2023

Being a By-law to amend the Town of Kingsville Comprehensive Zoning By-law 1-2014 with respect to the entire Town of Kingsville.

WHEREAS the Council of the Town of Kingsville deems it advisable to amend the Town of Kingsville Comprehensive Zoning By-law 1-2014;

AND WHEREAS this By-law is in conformity with the Town of Kingsville Official Plan;

THEREFORE, the Council of the Town of Kingsville enacts as follows:

- 1. That Zoning Map Schedule ‘A’ to the Town of Kingsville Comprehensive Zoning By-law 1-2014 is hereby deleted and replaced with the schedules attached hereto.
- 2. Unless otherwise specifically noted in this By-law, all Section references and numbering will be adjusted sequentially to reflect changes introduced by this By-law.
- 3. That the By-law be amended by inserting Section 12 “Main Street Corridor Provisions” to read as follows:

SECTION 12 Main Street Corridor Provisions

Subsection 12.1	Main Street Core (MS1)	
a) <i>Permitted Uses</i>		
i) <b>Main use</b>	appliance sales and service; art <i>studio</i> and art gallery; <i>assembly hall</i> , convention or conference hall; <i>automobile service</i> establishments (existing); bakery and bakeshop; convenience <i>store</i> ; craft and creative <i>studio</i> ; <i>residential use</i> ; <i>financial institutions</i> ; <i>Fitness centre</i> <i>funeral home</i> and rest parlour; grocery store; home supply specialty shop; <i>hotel</i> or <i>inn</i> ; <i>institutional use</i> ; medical and/or dental <i>clinic</i> ;	municipal, provincial or federal government office; <i>personal service shop</i> ; physio/chiropractic/naturopathic clinic; <i>places of amusement/</i> entertainment/ recreation; <i>place of worship</i> plumbing and plumbing supply <i>facility</i> ; public and municipal <i>use</i> ; private or public clubs and meeting hall; restaurants and/or tavern; retail store; school, educational institution, trade school; small goods repair shop; <i>temporary outdoor vendor</i> ; <i>veterinary clinic</i> ;

ii) <b>Accessory Use</b>	<p><i>Accessory Dwelling Units</i> in a commercial building in accordance with Subsection 4.3 of this by-law</p> <p>Outside display and sale of goods and materials</p> <p>Outdoor patio accessory to a restaurant/bar</p> <p>Accessory uses</p>
iii) <b>Prohibited Uses</b>	<p><i>Outdoor storage</i></p> <p><u><i>Drive-Through facility</i></u> <del>(restaurant or bank)</del></p>
<b>b) Permitted Buildings and Structures</b>	
<p>i. <i>Existing buildings</i></p> <p>ii. Buildings and structures for the permitted commercial uses</p> <p>iii. Mixed Use <i>buildings</i> with non residential uses abutting a public right of way</p>	
<b>c) Regulations</b>	
i. <i>Main Building height (minimum):</i>	7.5m (2 storeys)
ii. <i>Main Building height (maximum):</i>	11m (3 storeys)
iii. Front setback	0m or established building line
iv. Rear setback	Established building line or 4.5m where abutting a residential land use
v. Interior Side yard width:	0m
vi. Exterior Side yard width:	0m or established building line
vii. <u><i>New Buidings shall have a minimum</i></u> floor-to-floor building height at the ground level of 4.5m	
viii. The <i>Main Entry Feature</i> will face the primary street frontage	
ix. <i>Loading spaces</i> <del>are to</del> <u>shall</u> be located at the rear or exterior side of the building	
<b>d) Parking Requirements</b>	
The provisions of Section 5.17 - Parking Requirements do not apply to any commercial uses in the Main Street Core (MS1) zone.	
<b>e) Supplemental Regulations</b>	
<p>i) Each commercial building shall be connected to full municipal services (storm water services, potable water services, sanitary services) and electrical services as approved by The Corporation or any other authority having jurisdiction.</p> <p>ii) Accessory Residential Units:</p> <p>i. shall be located behind the commercial use on the main floor or above the commercial uses;</p> <p>ii. shall comprise a maximum of 75% of the total building floor area;</p> <p>iii. shall have a separate entrance from the commercial business;</p> <p>iv. shall have parking in compliance with Subsection 5 of this By-law.</p>	

- iii) The following supplementary regulations shall also apply to lands zoned (MS1):
- i. Subsection 3: Definitions
  - ii. Subsection 4: General Provisions
  - iii. Subsection 5: Parking Regulations - except as specified in 12.1 (d)
- iv) Subsection 4.15 Floodplain Development Control Area shall apply in whole or in part to lands situated within the following restricted areas shown on Schedule “A”:
- i. Natural Environment Zone – Subsection 11.1;
  - ii. Wetland Zone – Subsection 11.2,&
  - iii. ERCA Floodplain Development Control Area

Subsection 12.2 Main Street Neighbourhood (MS2)	
<b>a) Permitted Uses</b>	
i) <b>Main use</b>	<i>Residential</i> <i>Commercial, Neighbourhood</i> with the exception of a <i>commercial</i> plaza <i>School</i> – Elementary or Secondary <i>Place of Worship</i> Restaurants and/or tavern Boarding, lodging, and rooming house – Residential; Rest home or Nursing home; or Group home.
ii) <b>Accessory Use</b>	<i>Accessory Dwelling Units</i> in a commercial building in accordance with Subsection 4.3 of this by-law <i>Enclosed Storage</i> Accessory uses
iii) <b>Prohibited Uses</b>	<i>Outdoor storage</i> <del><i>Drive-Through facility (restaurant or bank)</i></del>
<b>b) Permitted Buildings and Structures</b>	
i. <i>Existing buildings</i> ii. Buildings and structures for the permitted uses iii. Mixed Use <i>buildings</i> with non residential uses abutting a public right of way	
<b>c) Regulations</b>	
i. <b>Main Building height (minimum):</b>	7.5m (2 storeys)
ii. <b>Main Building height (maximum):</b>	22m (6 storeys)
iii. <b>Maximum Lot Area</b>	3,000 m <sup>2</sup> (32,300 ft <sup>2</sup> )
iv. <u>New Buildings</u> taller than 11m shall incorporate step-backs beyond the top of the third storey to fall within an <i>angular plane</i> measured at 45 degrees from the front property line beginning at the height of the top of the third storey to a maximum of 22m.	



v. Front setback ( <i>minimum</i> )	5.5m
vi. Rear setback ( <i>minimum</i> )	7.5m
vii. Interior Side yard width	1.5m
viii. Exterior Side yard width ( <i>minimum</i> ):	3m <u>or established building line</u>
ix. <u>New Buildings</u> with <i>commercial uses</i> on the ground floor <del>will</del> <u>shall</u> have a <i>minimum</i> floor-to-floor building height at the ground level of 4.5m	
x. The <i>Main Entry Feature</i> will face the primary street frontage	
xi. <i>Loading spaces</i> <del>are to</del> <u>shall</u> be located at the rear or exterior side of the building	
<b>d) Supplemental Regulations</b>	
<p>i) <i>Enclosed storage</i>, if it contains combustible materials (e.g., propane tanks) must be <i>setback</i> 20m from the <i>side lot line</i> adjacent an Education (EG) zone and any Residential zones or a <i>sensitive land use</i> defined by the Ministry of the Environment, Conservation and Parks (MECP).</p> <p>ii) Each commercial building shall be connected to full municipal services (storm water services, potable water services, sanitary services) and electrical services as approved by The Corporation or any other authority having jurisdiction.</p> <p>iii) Accessory Residential Units:</p> <ul style="list-style-type: none"> <li>i. shall be located behind the commercial use on the main floor or above the commercial uses;</li> <li>ii. shall comprise a maximum of 75% of the total building floor area;</li> <li>iii. shall have a separate entrance from the commercial business;</li> <li>iv. shall have parking in compliance with Subsection 5 of this By-law.</li> </ul> <p>iv) The following supplementary regulations shall also apply to lands zoned (MS2):</p> <ul style="list-style-type: none"> <li>i. Subsection 3: Definitions</li> <li>ii. Subsection 4: General Provisions</li> <li>iii. Subsection 5: Parking Regulations</li> </ul> <p>v) Subsection 4.15 Floodplain Development Control Area shall apply in whole or in part to lands situated within the following restricted areas shown on Schedule “A”:</p> <ul style="list-style-type: none"> <li>i. Natural Environment Zone – Subsection 11.1;</li> <li>ii. Wetland Zone – Subsection 11.2, and</li> <li>iii. ERCA Floodplain Development Control Area</li> </ul>	

Subsection 12.3		Main Street Gateway (MS3)	
a) Permitted Uses			
i) Main use	Assembly hall, convention centre automobile gas stations automobile, RV, farm/garden equipment sales and service; automatic car wash and automobile detailing facility coin operated car wash; commercial education facility; convenience stores; drive-through facility (restaurant, bank); financial institutions; fitness centres; funeral home or rest home; garden centre and landscaping supply; grocery stores; home building and supply stores; home supply specialty shop (tiles, carpeting); hotels and motels;	laundromats; long term care facilities; lumber yards and building supply outlet; micro brewery; minor commercial centre; personal service shops; pharmacy; place of amusement, entertainment facilities; private and public recreation professional or medical offices; retail establishments; recreation or community centres; residential use; restaurant, taverns, outdoor patios; retirement homes and seniors homes; roadside stand; taxi office and dispatch; trade school;	
i) Accessory Use	Enclosed Storage  Outside display and sale of goods and materials  Outdoor patio accessory to a restaurant/bar  Accessory Dwelling Units in a commercial building in accordance with Subsection 4.3 of this by-law  Accessory uses		
b) Permitted Buildings and Structures			
i. Existing buildings; ii. Buildings and structures for the permitted uses; iii. Mixed Use buildings containing commercial and residential uses			
c) Regulations			
i. Minimum Lot area	464 m² (5,000 ft²)		
ii. Minimum Lot frontage	15 m (50 ft)		
iii. Main Building height (minimum):	7.5m (2 storeys)		

iv. <i>Main Building height (maximum):</i>	22m (6 storeys)
v. <i>Front setback (minimum)</i>	0m for any <i>commercial</i> or mixed <i>use</i> structures, 5.5m for any residential only structures
vi. <i>Rear setback (minimum)</i>	<del>6m or established building line</del> <u>7.5m</u> where abutting a residential land use
vii. <i>Interior Side yard width</i>	1.5m
viii. <i>Exterior Side yard width (minimum):</i>	3m <u>or established building line</u>
ix. <i>Buildings</i> with <i>commercial</i> uses on the ground floor will have a <i>minimum</i> floor-to-floor building height at the ground level of 4.5m	
x. The <i>Main Entry Feature</i> will face the primary street frontage	
xi. <i>Loading spaces</i> shall be located at the rear or exterior side of the building	
xii. Notwithstanding any provision of Section 5, vehicular entry ways to drive-through facilities shall not use frontage along Main Street. Vehicles shall access a drive-through facility through a secondary access to a primary access along Main Street. (For example drive-through located as a pad within a larger complex, not direct access to Main Street).	
<b>d) Supplemental Regulations</b>	
i) <i>Outside storage</i> is only permitted within an enclosed area.	
ii) <i>Enclosed storage</i> , if it contains combustible materials (e.g., propane tanks) must be <i>setback</i> 20m from the <i>side lot line</i> adjacent an Education (EG) zone and any Residential zones or a <i>sensitive land use</i> defined by the Ministry of the Environment, Conservation and Parks (MECP).	
iii) Each commercial building shall be connected to full municipal services (storm water services, potable water services, sanitary services) and electrical services as approved by The Corporation or any other authority having jurisdiction.	
iv) A <i>drive-through</i> facility shall not be <i>permitted</i> on an interior <i>lot</i> when adjacent to a residential land <i>use</i> .	
v) Accessory Residential Units:	
i. shall be located behind the commercial use on the main floor or above the commercial uses;	
ii. shall comprise a maximum of 75% of the total building floor area;	
iii. shall have a separate entrance from the commercial business;	
iv. shall have parking in compliance with Subsection 5 of this By-law.	
vi) The following supplementary regulations shall also apply to lands zoned (MS2):	
i. Subsection 3: Definitions	
ii. Subsection 4: General Provisions	
iii. Subsection 5: Parking Regulations	
vii) Subsection 4.15 Floodplain Development Control Area shall apply in whole or in part to lands situated within the following restricted areas shown on Schedule “A”:	
i. Natural Environment Zone – Subsection 11.1;	

- |  |
|--|
| <ul style="list-style-type: none"><li>ii. Wetland Zone – Subsection 11.2,&amp;</li><li>iii. ERCA Floodplain Development Control Area</li></ul> |
|--|

**4. That Section 4.3 (a) be amended by striking out “shall be provided from an adjacent street or public lane” to read as follows:**

pedestrian access to an *accessory dwelling unit* shall be for the sole use of the occupants of the said accessory dwelling and shall be separate from the access to the commercial portion of the building

**5. That Section 4.3 (b)(i) be amended to read as follows:**

“a *minimum* of one (1) parking space per *dwelling unit* when the structure is within a Central (C2) Commercial zone, a Main Street Core (MS1) zone, a Main Street Neighbourhood (MS2) zone, or a Main Street Gateway (MS3) zone;”

**6. That Section 4.11 be amended to be read as follows:**

4.11 Established Building Line

On a lot within an Established Residential (ER) or Main Street (MS1, MS2, or MS3) Zone, the required front yard or exterior side yard depth may be reduced on the following basis:

- a) On an interior lot that abuts lots on which dwellings have setbacks from the front lot line of less than that required by this by-law, the minimum required front yard depth is equal to the average front yard depth of the dwellings on the abutting lots;
- b) On a corner lot that abuts a lot on which a dwelling is setback from the front lot line less than that required by this by-law, the minimum required front yard depth is equal to the front yard depth of the dwelling on the abutting lot, but not less than 3 m (10 ft.);
- c) On a corner lot that abuts a lot to the rear on which a dwelling is setback from the exterior side lot line less than that required by this by-law, the minimum required exterior side yard depth is equal to the exterior side yard depth of the dwelling on the abutting lot, but not less than 1.5 m (5 ft.)
- d) The provisions of paragraphs a) and b) of this subsection also apply to an accessory garage or carport.

**7. That this by-law does not come into force and take effect until after Amendment No. 16 to the Town of Kingsville Official Plan has been approved in accordance with the provisions of Section 24(2) of the Planning Act, R.S.O 1990, c. P.13.**

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 25th DAY OF SEPTEMBER, 2023.**

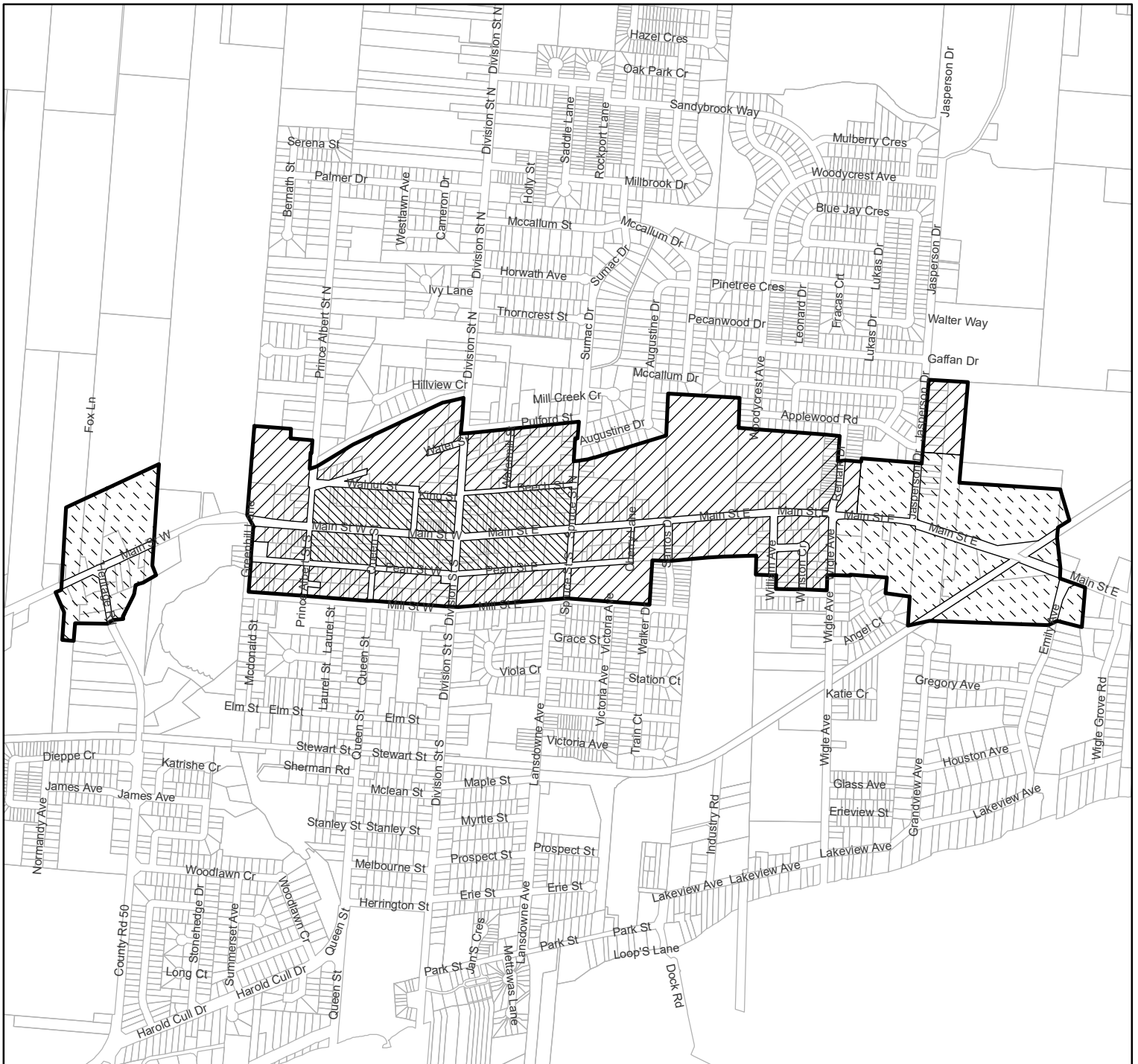
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**MAYOR, Dennis Rogers**

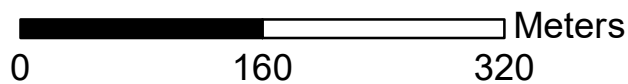
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

**CLERK, Paula Parker**

# Schedule A - Index



## Main Street Corridor Zoning Amendments Index Map By-Law 58-2023



-  Sub-Zone One - Main Street Core
-  Sub-Zone Two - Main Street Neighbourhood
-  Sub-Zone Three - Main Street Gateway
-  Main Street Corridor

# Schedule A



## Main Street Core Part of Lots 1 & 2 Concession 1 Western Division By-Law 58-2023

0 170 340 Meters



Schedule "A", Map 69 By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Central Commercial (C2)', 'Residential Zone 4 Urban Exception 7 (R4.1-7)', and 'Residential Zone 1 Urban (R1.1)' to 'Main Street Core (MS1)'.

# Schedule A



## Main Street Core Part of Lot 1 Concession 1 Eastern Division By-Law 58-2023

0 170 340 Meters



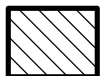
Schedule "A", Map 70 By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'General Commercial (C4)', 'Transitional Commercial (C3)', and 'Residential Zone 1 Urban (R1.1)' to 'Main Street Core (MS1)'.

# Schedule A



## Main Street Neighbourhood Part of Lots 1 & 2 Concession 1 Western Division By-Law 58-2023

0 170 340 Meters



Schedule "A", Map 65 By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'General Commercial (C4)', 'Neighbourhood Commercial (C1)', 'Residential Zone 1 Urban (R1.1)', and 'Residential Zone 1 Urban Exception 5 (R1.1-5)' to 'Main Street Neighbourhood (MS2)'.



# Schedule A



## Main Street Neighbourhood Part of Lot 1 Concession 1 Eastern Division By-Law 58-2023

0 170 340 Meters



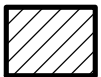
Schedule "A", Map 66 By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Residential Zone 1 Urban (R1.1)', 'Residential Zone 1 Urban Exception 17 (R1.1-17)', 'Residential Zone 3 Urban Exception 5 & 23 (R3.1-5;R3.1-23)', 'Residential Zone 4 Urban Exception 5 (R4.1-5)', and 'General Commercial Exception 3 & 7 (C4-3;C4-7)' to 'Main Street Neighbourhood (MS2)'.

# Schedule A



## Main Street Neighbourhood Part of Lots1 & 2 Concession 1 Eastern Division By-Law 58-2023

0 170 340 Meters



Schedule "A", Map 67 By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Residential Zone 1 Urban (R1.1)', 'Residential Zone 1 Urban Exception 22 (R1.1-22)', 'Residential Zone 2 Urban Exception 2 (R2.1-2)', 'Residential Zone 3 Urban Exception 4 & 9 (R3.1-4;R3.1-9), and 'Residential Zone 4 Urban Exception 2 (R4.1-2)', to 'Main Street Neighbourhood (MS2)'.

# Schedule A



## Main Street Neighbourhood Part of Lots 1 & 2 Concession 1 Western Division By-Law 58-2023

0 170 340 Meters



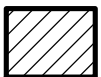
Schedule "A", Map 65 By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Residential Zone 1 Urban (R1.1)', 'Residential Zone 1 Urban Exception 5 (R1.1-5)', 'Neighbourhood Commercial (C1)', and 'General Commercial (C4)' to 'Main Street Neighbourhood (MS2)'.

# Schedule A



## Main Street Neighbourhood Part of Lots 1 & 2 Concession 1 Western Division By-Law 58-2023

0 155 310 Meters



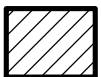
Schedule "A", Map 69 By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Residential Zone 1 Urban (R1.1)' and 'Residential Zone 2 Urban Exception 11 (R2.1-11)' to 'Main Street Neighbourhood (MS2)'

# Schedule A



## Main Street Neighbourhood Part of Lot 1 Concession 1 Eastern Division By-Law 58-2023

0 155 310 Meters



Schedule "A", Map 70 By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Residential Zone 1 Urban (R1.1)' and 'Transitional Commercial (C3)' to 'Main Street Neighbourhood (MS2)'

# Schedule A



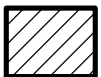
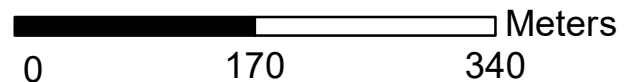
## Main Street Neighbourhood (South of Main St. E

Spruce St.S to Wigle Ave,)

Part of Lots 1 & 2

Concession 1 Eastern Division

By-Law 58-2023



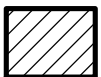
Schedule "A", Map 72 By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Residential Zone 1 Urban (R1.1)', 'Residential Zone 1 Urban Exception 14, 15, & 27 (R1.1-14;R1.1-15;R1.1-27)', and 'Residential Zone 4 Urban Exception 3 (R4.1-3)' to 'Main Street Neighbourhood (MS2)'.

# Schedule A



**Main Street Neighbourhood  
Part of Lot 3  
Concession 1 Eastern Division  
By-Law 58-2023**

0 155 310 Meters



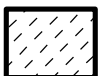
Schedule "A", Map 73 By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'Residential Zone 1 Urban (R1.1)', 'Residential Zone 2 Urban (R2.1)' and 'Agriculture (A1)' to 'Main Street Neighbourhood (MS2)'

# Schedule A



## **Main Street Gateway Part of Lots 2 & 3 Concession 1 Western Division By-Law 58-2023**

0 160 320 Meters



Schedule "A", Map 68 By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'General Commercial (C4)' and 'General Commercial Exception 3 (C4-2)' to 'Main Street Gateway (MS3)'.



# Schedule A



## Main Street Gateway Part of Lots 4 & 5 Concession 1 Eastern Division By-Law 58-2023

0 160 320 Meters



Schedule "A", Map 58,67,73, & 78 By-law 1-2014 is hereby amended by changing the zone symbol as shown on Schedule 'A' in cross-hatch attached hereto from 'General Commercial (C4)', 'General Commercial Exception 1 & 5 (C4-1;C4-5)', and 'Residential Zone 3 Urban Exception 1 (R3.1-1)' to 'Main Street Gateway (MS3)'.

**Date:** September 25, 2023

**To:** Mayor and Council

**Author:** George Robinson, MCIP, RPP  
Manager of Planning

**RE:** Application for Extension for Branco Estates Subdivision Approval -  
County of Essex File 37-T-13001

---

## **RECOMMENDED ACTION**

1. That the request for an extension of approval for Branco Estates Subdivision (County file 37-T-13001) for a period of two years **BE SUPPORTED**; and,
2. That Administration **BE DIRECTED** to forward a copy of this resolution to the County of Essex for their approval.

## **BACKGROUND**

The Town of Kingsville has received a request to extend the approval of the Branco Estates Subdivision (County file 37-T-13001), location map attached as Appendix A. The current approval is set to expire in November 2023, and the applicant has asked for extension of draft plan approval for an additional two years to November 2025 (letter and plans attached as Appendix B).

The draft plan approval was originally granted in June 2014, following which the development went through a number of revisions and the scale was reduced to accommodate the new school site on the north portion of the parcel. Final approval was granted in November 2017. A previous extension request was granted by the County of Essex in May 2020, with the requirement that any future extension requests would require Council approval (attached as Appendix C).

## **DISCUSSION**

Previous Councils of the Town of Kingsville have approved the subdivision and the subsequent development agreement for this subdivision. The applicants have now requested a subsequent extension allowing them to complete servicing and build out of the approved plans.

After discussion with the applicant and their representatives, Administration is recommending the extension of the subdivision approval for an additional two years which is anticipated to provide sufficient time for the completion of servicing works in order to open approved phases of the development for building permits for the construction of new homes.

## **FINANCIAL CONSIDERATIONS**

Completion of the subdivision and associated housing will result in an increase in the tax base.

## **ENVIRONMENTAL CONSIDERATIONS**

Extension of the subdivision approval is not anticipated to have any environmental impacts.

## **CONSULTATIONS**

There are no Planning Act requirements to provide notice of an extension of a subdivision approval.

Senior Management Team and the Technical Advisory Committee were circulated on the request for an extension. There is little concern from a technical perspective as there is already a development agreement in place. Any new dwellings on the newly created lots will require building permits and a full review of applicable law at the time of permit review.

## **PREPARED BY:**



---

George Robinson, MCIP, RPP  
Manager of Planning

## **REVIEWED BY:**

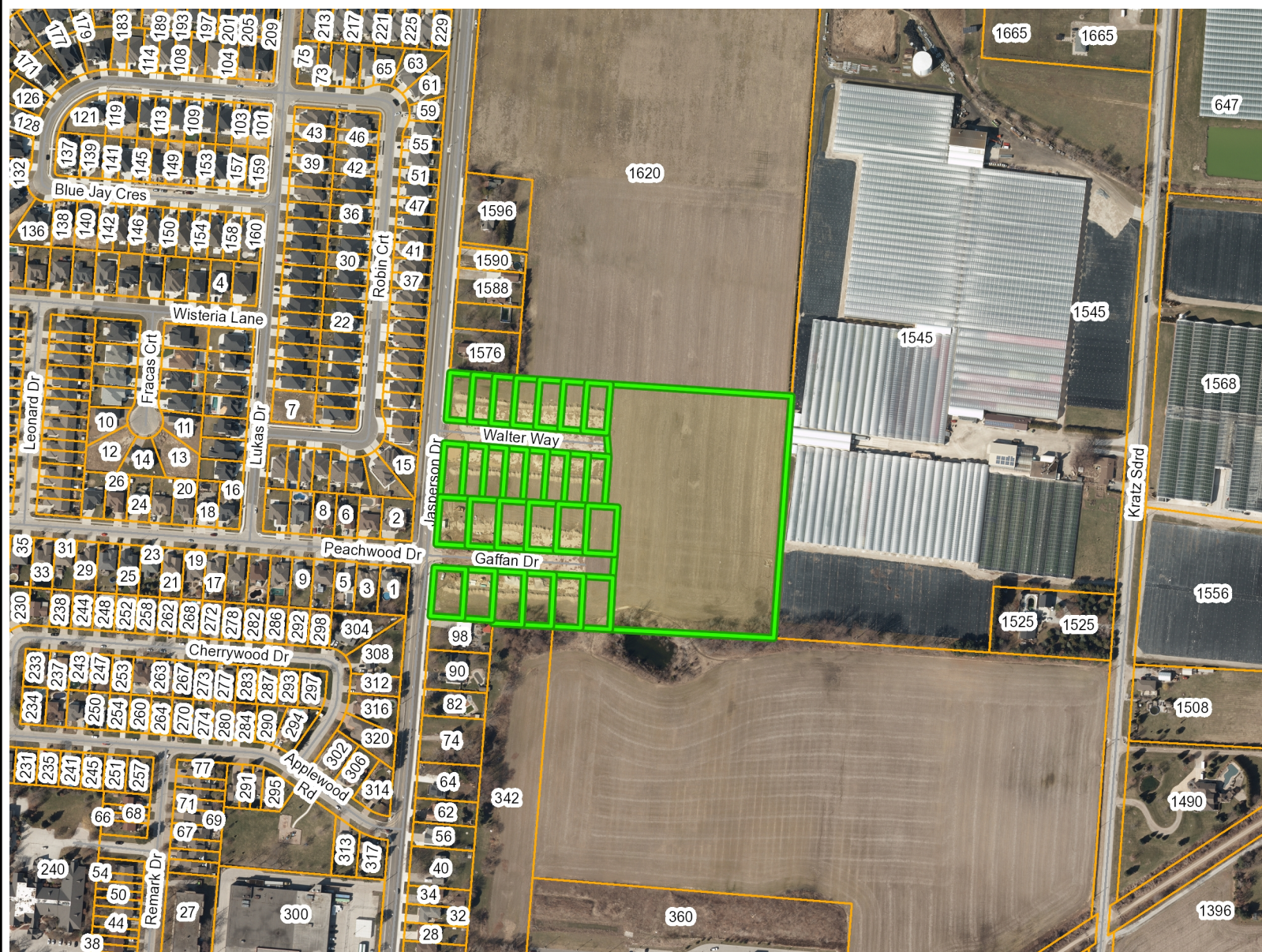


---

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







# Appendix A - Location map for Branco Estates



## Legend

### Essex Municipalities

-  <all other values>
-  Kingsville

-  Street
-  Kingsville Assessment

## Notes

Location map for Branco Estates

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 84.21 168.4 Meters

1: 5,052



9/6/2023



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

August 11, 2023

Attn: Mr. George Robinson, MCIP, RPP  
Manager of Planning & Development Services

**Re: Branco Estates Draft Plan of Subdivision Extension (Phase 1 &2), File No. 37-T-13001**

Dear Mr. Robinson,

Please accept this letter as our formal request for an extension of the Draft Plan of Subdivision Approval for Branco Estates (formerly Remark), File #37-T-13001, which has an upcoming expiration date of November 9, 2023.

Due to the current economic downturn, new home sales have been much slower than anticipated without an increase foreseen for the near future. With the low sales in Phase 1, there is not enough justification to start building in Phase 2, thus necessitating the need for a time extension.

To date, Phase 1 consists of 12 semi-detached lots and 15 single family detached lots, see attached M-plan 12M-693. There are currently 3 semi units sold and we have moved forward with building 3 model semi units. Outstanding works in Phase 1 are surface asphalt and sidewalks to be completed closer to 80% build-out, which we anticipate could be nearer to end of 2024.

As such, we are requesting this DPS time extension which would allow ample time to procure additional sales in Phase 1 in order to justify the need for expansion into Phase 2.

Sincerely,

Robert Molliconi, P. Eng  
General Manager

cc: Rebecca Belanger, Manager, Planning Services, County of Essex





May 19, 2020

**VIA EMAIL ONLY**

Mr. Simon S. Yared  
Ricci, Enns, Rollier & Setterington LLP  
60 Talbot Street West  
Leamington, ON, N8H 1M4

Dear Mr. Yared,

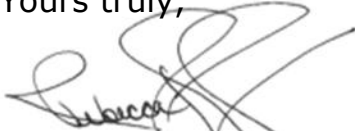
**Re: Notice of Extension of Draft Plan Approval**  
**Applicant: Edward Remark & Sons Ltd.**  
**Municipality: Town of Kingsville**  
**File No.: 37-T-13001**

Please be advised that the County of Essex review of the requested extension of draft plan approval for the above noted plan of subdivision is now complete. As a result of this review, pursuant to Section 51(33) of the Planning Act, the County of Essex approval of this draft plan of subdivision is extended for a period of three (3) years. The draft approval will now lapse on **November 9, 2023**.

If a further extension is needed, it is the responsibility of the applicant to make such a request, which must be made at least sixty (60) days before the approval lapses, because no extension can be given after the lapsing date. The request should include the reasons why an extension is needed and a resolution in support of the extension from the Town of Kingsville.

Should you have any further questions with regard to the above, please do not hesitate to contact the undersigned.

Yours truly,



**REBECCA BELANGER, MCIP, RPP**  
Manager, Planning Services

c.c. Town of Kingsville  
VSHBB (Brian Coad)  
GECD SB

MMAH  
ERCA  
Canada Post

MPAC  
WECDSB  
R.C. Spencer

**Date:** September 25, 2023

**To:** Mayor and Council

**Author:** Ryan McLeod, Director of Finance and Corporate Services

**RE:** Asset Management Plan and Reserve Strategy

**Report No.:** FS-2023-13

---

## **RECOMMENDED ACTION**

1. That the Asset Management Plan for Core Assets dated August 30, 2023 as prepared by Watson & Associates Economists Ltd **BE APPROVED**; and
2. That Administration **BE DIRECTED** to incorporate the reserve strategy proposed in Table 4 into the 2024, 2025 and 2026 draft Municipal budgets.

## **BACKGROUND**

In 2017, the Province of Ontario enacted *Asset Management Planning for Municipal Infrastructure Regulation, O. Reg. 588/17* to standardize municipal asset management practices within the province. This regulation includes a number of phased in reporting requirements intended to increase the depth and scope of Asset Management reporting.

In 2022, Administration provided Council with a draft Asset Management Plan (AMP) on its Core Assets. As per O. Reg. 588/17, "Core Assets" refers to roads, bridges, water, waste water and storm water. Over the past year, Administration has worked closely with its consultant, Watson & Associates Economists Ltd., to refine assumptions, lifecycle activities and replacement costs.

Please see attached for the Town's Asset Management Plan for Core Assets, dated August 30, 2023.

## **DISCUSSION**

The Town's core infrastructure is generally in good condition, however, the study confirms that the Town is not investing nearly enough in its existing infrastructure to maintain this service level over the long term.

This plan calculates the Total Replacement Cost and Annual Funding Requirement for the Town's Core Infrastructure. The Annual Funding Requirement refers to the amount



of money that the Town should set aside each year to keep its core infrastructure in a state of good repair.

**Table 1 – Total Replacement Cost and Annual Funding Requirement**

<b>Asset</b>	<b>Total Replacement Cost (2022 \$)</b>	<b>Annual Funding Requirement</b>
Roads	\$196,520,606	\$5,316,000
Bridges and Culverts	\$45,748,000	\$1,065,000
Water	\$158,686,315	\$1,504,000
Wastewater	\$137,274,008	\$2,016,000
Storm water	\$82,511,467	\$1,372,000
<b>Total Core Assets</b>	<b>\$620,740,396</b>	<b>\$11,273,000</b>

When comparing the Annual Funding Requirement identified in the AMP to the current level of funding provided in the 2023 Municipal Budget, there is a significant deficit. As outlined in Table 2 below, the Town is currently only funding 59% its Annual Funding Requirement for Core Infrastructure Assets.

**Table 2 – Annual Funding Requirement vs. Current Level of Funding**

<b>Asset</b>	<b>Annual Funding Requirement</b>	<b>Current Level of Funding</b>	<b>Annual Funding Deficit</b>	<b>% Funded</b>
Roads	\$5,316,000	\$4,105,000	\$1,211,000	77%
Bridges and Culverts	\$1,065,000	\$750,000	\$315,000	70%
Water	\$1,504,000	\$961,000	\$543,000	64%
Wastewater	\$2,016,000	\$740,000	\$1,276,000	37%
Storm water	\$1,372,000	\$150,000	\$1,222,000	11%
<b>Total Core Assets</b>	<b>\$11,273,000</b>	<b>\$6,706,000</b>	<b>\$4,567,000</b>	<b>59%</b>

## Facilities

Although Municipal buildings are not considered “Core Infrastructure” for the purposes of O. Reg. 588/17, Administration recently performed an analysis of facility replacement values as part of the Town’s Facility Review.

The total replacement cost of Town Facilities, which includes; Town Hall, Arena, Police Station, Fire Stations, Libraries, Community Centers and Storage Buildings amounts to approximately \$58,411,000. Based on the estimated useful lives of these facilities, the Annual Funding Requirement would be \$1,613,000. As outlined in Table 3 below, the Town is currently only funding 33% of the cost required to replace these buildings at the end of their useful lives.

**Table 3 – Facility Annual Funding Requirement vs. Current Level of Funding**

<b>Asset</b>	<b>Annual Funding Requirement</b>	<b>Current Level of Funding (Based on 2023 Budget)</b>	<b>Annual Funding Deficit</b>	<b>% Funded</b>
Facilities	\$1,613,000	\$525,000	\$1,088,000	33%

Based on the above, the Town is not currently funding its core infrastructure or facilities at a sustainable level. By failing to adequately plan for the replacement of these critical assets, residents will be forced to accept lower service levels as these assets degrade and reach the end of their useful lives. What this means for the average resident is; rougher roads, less reliable water and wastewater systems, bridge and facility closures. Degrading infrastructure and facilities does not make Kingsville an attractive place to live, visit or do business.

To make matters worse, the Town is also battling rising construction costs from inflation. If the Town maintains its status quo funding levels, the Annual Funding Deficit will grow larger each year. According to Statistics Canada's Non-Residential Construction Index, costs have increased by an average of 5.1% per year, over the past 10 years.

## **FINANCIAL CONSIDERATIONS**

To address the existing funding deficit and respond to inflationary pressures, Administration recommends the following reserve strategy which aims to close the Annual Funding Deficit over the next 10 years.

**Table 4 – Proposed Reserve Strategy**

<b>Asset</b>	<b>Annual Increase in Lifecycle Reserves (Indexed)</b>	<b>% of Tax Levy</b>	<b>% of Water Revenue</b>	<b>% of Wastewater Revenue</b>
Roads	\$370,000	1.7%		
Bridges and Culverts	\$80,000	0.4%		
Water	\$125,000		1.5%	
Wastewater	\$205,000			7.4%
Storm water	<i>TBD</i>			
Facilities	\$200,000	0.9%		
<b>Total</b>	<b>\$980,000</b>	<b>3.0%</b>	<b>1.5%</b>	<b>7.4%</b>

To address inflationary pressures on replacement values, the Annual Increase in Lifecycle Reserve contributions noted above would need to increase at the same pace as the Statistics Canada's Non-Residential Construction Index.

## **Tax Levy Impact**

Roads, Bridges and Facilities are all funded by the general tax levy, therefore, any increase in reserve contributions for these assets would have a direct impact on taxation. Based on the proposed strategy, the annual reserve increases would require a tax levy increase of 3%. The actual tax rate impact of this levy increase would be offset, in part, by any assessment growth the Town experiences.

## **Roads**

The current level of funding assumes the Canada Community Benefit Fund (formally known as Federal Gas Tax) and Ontario Community Infrastructure Fund (OCIF) will remain relatively stable and will continue to be directed towards the replacement of existing road infrastructure. It also assumes that any funding currently directed towards road related debt payments will be re-directed towards road life cycle reserves as this debt matures.

## **Water**

Funding the replacement of water infrastructure is provided through the Town's water rates. As outlined in Appendix A, the Town currently has the lowest water rates in the County and increasing the capital reserve contributions by \$125,000 would not have a significant impact on rates.

## **Wastewater**

Funding the replacement of waste water infrastructure is provided through the Town's sewage rates. Kingsville residents currently enjoy the lowest sewage rates in the County, and although a 7.4% increase to wastewater rates may sound significant, it would amount to approximately \$30 per year for average household.

## **Storm water**

Storm water infrastructure funding is somewhat of a complicated topic for Municipalities with a mix of urban and rural populations, such as Kingsville. Under the Drainage Act, most of the costs associated with rural drainage systems are assessed directly to the benefiting property owners, so it would be unfair to expect rural property owners to also fund urban storm water infrastructure through general property tax rates.

The level of funding that the Town currently directs toward urban and rural storm drainage is relatively comparable. However, if Council is supportive of closing the infrastructure deficit on the urban storm sewer network, then an area specific storm sewer levy should be adopted. The development of such a levy will require considerable research and analysis of both costs and watershed. Administration is not prepared to make a recommendation on an urban storm sewer levy at this point in time.

## Other Assets

Beyond Facilities, there are number of other significant assets which are not captured in the 2023 AMP, such as; sidewalks, streetlights, and recreational amenities (ex. splash pads, marinas, sports fields and courts).

Administration is currently reviewing the replacement costs of these important assets and developing a lifecycle funding strategy to ensure the Town can continue to deliver the services that residents have come to expect.

## Overall

To be clear, the Annual Funding Requirements discussed above refers to level of funding required to maintain existing infrastructure and facilities. Any enhancements or additions to our existing infrastructure or facilities would have to be funded through Development Charges or additional tax or user fee increases.

Similar to the Asset Management Plan, the proposed reserve strategy is based on the best information available at present time. As new information becomes available or environmental factors change, the reserve strategy may need to be altered from time to time.

## ENVIRONMENTAL CONSIDERATIONS

None.

## CONSULTATIONS


PREPARED BY:



---

Ryan McLeod, CPA, CA  
Director of Finance and Corporate Services / Treasurer

REVIEWED BY:



---

John Norton  
Chief Administrative Officer



# Asset Management Plan – Core Assets

Town of Kingsville

---

Final Draft

August 30, 2023

Watson & Associates Economists Ltd.  
905-272-3600  
[info@watsonecon.ca](mailto:info@watsonecon.ca)

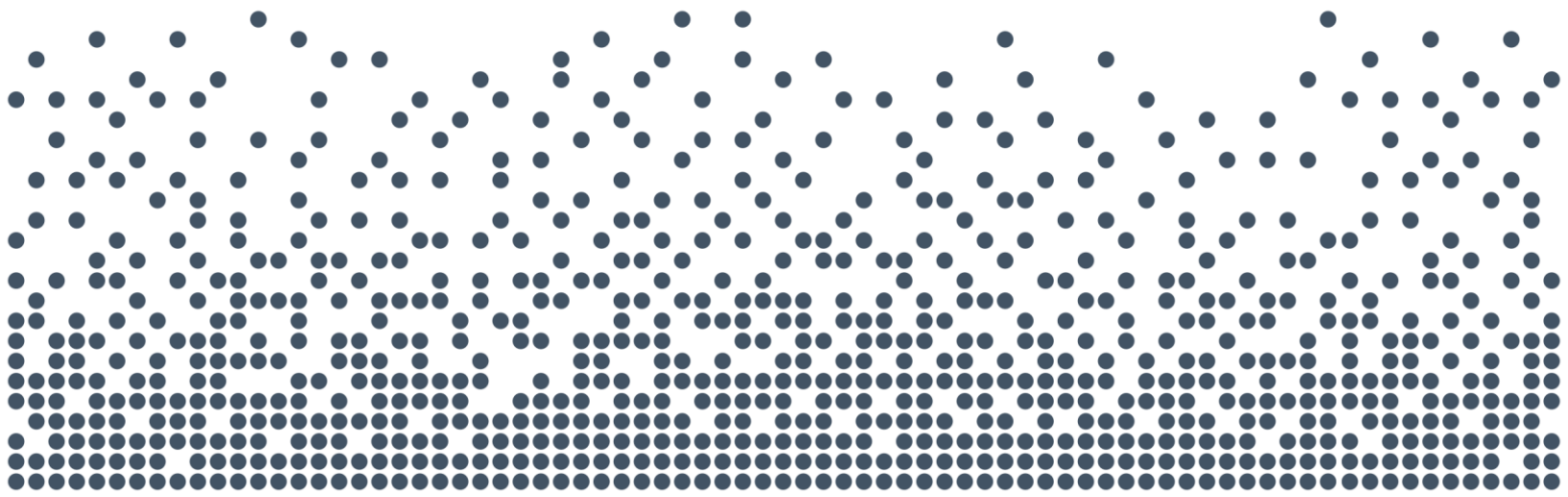
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## List of Acronyms and Abbreviations

B.C.I.	Bridge Condition Index
C.I.R.C.	Canadian Infrastructure Report Card
E.C.A.	Environmental Compliance Approvals
I.J.P.A.	Infrastructure for Jobs and Prosperity Act
O. Reg. 588/17	Ontario Regulation 588/17
O.S.I.M.	Ontario Structure Inspection Manual
P.C.I.	Pavement Condition Index
P.S.A.B.	Public Sector Accounting Board
U.L.C.%	Useful Life Consumed Percentage



# Report





# Chapter 1

## Introduction



# 1. Introduction

## 1.1 Overview

---

The main objective of an asset management plan is to use a municipality's best available information to develop a comprehensive long-term plan for capital assets. In addition, the plan should provide a sufficiently documented framework that will enable continual improvement and updates of the plan, to ensure its relevancy over the long term.

The Town of Kingsville (Town) retained Watson & Associates Economists Ltd. (Watson) to update the Town's 2013 Asset Management Plan. With this update, the intent is to bring the Town's asset management plan into compliance with the July 1, 2022 requirements of Ontario Regulation 588/17 (O. Reg. 588/17).

The assets included in this iteration of the asset management plan are the core municipal assets which fall into the following asset classes:

- Roads;
- Bridges and structural culverts (structures);
- Water;
- Wastewater; and
- Stormwater.

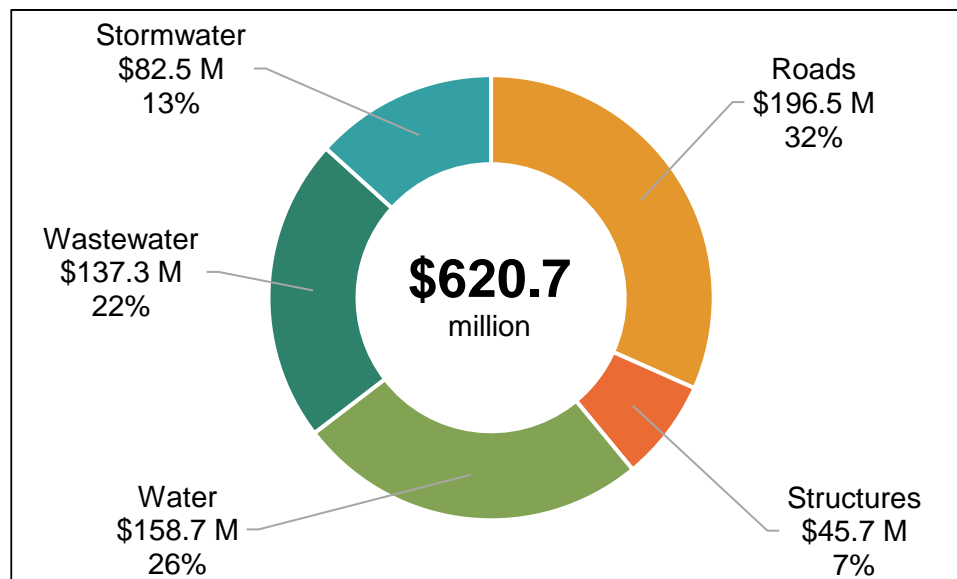
The total replacement cost of the Town's core infrastructure assets has been estimated at \$621 million. A breakdown of the total replacement cost by asset class is provided in Table 1-1 and illustrated in Figure 1-1. The most significant asset class by replacement cost is roads, accounting for almost one-third (32%) of the total, followed by water (26%), wastewater (22%), stormwater (13%), and bridges and culverts (7%).



Table 1-1: Asset Classes and Replacement Cost

Asset Class	Replacement Cost (2022\$)
Roads	\$196,520,606
Structures	\$45,748,000
Water	\$158,686,315
Wastewater	\$137,274,008
Stormwater	\$82,511,467
<b>Total</b>	<b>\$620,740,396</b>

Figure 1-1: Distribution of Assets by Asset Class



## 1.2 Legislative Context for the Asset Management Plan

Asset management planning in Ontario has evolved significantly over the past decade.

Before 2009, capital assets were recorded by municipalities as expenditures in the year of acquisition or construction. The long-term issue with this approach was the lack of a capital asset inventory, both in the municipality's accounting system and financial statements. As a result of revisions to section 3150 of the Public Sector Accounting Board (P.S.A.B.) handbook, effective for the 2009 fiscal year, municipalities were required to capitalize tangible capital assets, thus creating an inventory of assets.



In 2012, the Province launched the municipal Infrastructure Strategy. As part of that initiative, municipalities and local service boards seeking provincial funding were required to demonstrate how any proposed project fits within a detailed asset management plan. In addition, asset management plans encompassing all municipal assets needed to be prepared by the end of 2016 to meet Federal Gas Tax (now the Canada Community-Building Fund) agreement requirements. To help define the components of an asset management plan, the Province produced a document entitled *Building Together: Guide for Municipal Asset Management Plans*. This guide documented the components, information, and analysis that were required to be included in municipal asset management plans under this initiative.

The Province's *Infrastructure for Jobs and Prosperity Act, 2015* (I.J.P.A.) was proclaimed on May 1, 2016. This legislation detailed principles for evidence-based and sustainable long-term infrastructure planning. The I.J.P.A. also gave the Province the authority to guide municipal asset management planning by way of regulation. In late 2017, the Province introduced O. Reg. 588/17 under the I.J.P.A. The intent of O. Reg. 588/17 is to establish standard content for municipal asset management plans. Specifically, the regulation requires that asset management plans be developed that define the current levels of service, identify the lifecycle activities that will be undertaken to achieve these levels of service, and provide a financial strategy to support the levels of service and lifecycle activities.

This plan has been developed to address the July 1, 2022 requirements of O. Reg. 588/17. It utilizes the best information available to the Town at this time.

## 1.3 Asset Management Plan Development

---

This asset management plan was developed using an approach that leverages the Town's asset management principles as identified within its strategic asset management policy, capital asset database information, and staff input.

The development of the Town's asset management plan is based on the steps summarized below:

1. Compile available information pertaining to the Town's capital assets to be included in the plan, including attributes such as size, material type, useful life, age, and current replacement cost valuation. Update the current replacement



cost valuation, where required, using benchmark costing data or applicable inflationary indices.

2. Define and assess current asset conditions, based on a combination of Town staff input, existing background reports and studies (e.g., 2021 Bridge and Culvert Inspections, road condition assessment), and an asset age-based condition analysis.
3. Define and document current levels of service based on analysis of available data and consideration of various background reports.
4. Develop lifecycle management strategies that identify the activities required to sustain the levels of service discussed above. The outputs of these strategies are summarized in the forecast of annual capital and operating expenditures required to achieve these levels of service outcomes.
5. Document the asset management plan in a formal report to inform future decision-making and to communicate planning to municipal stakeholders.



# Chapter 2

## State of Local Infrastructure and Levels of Service



## 2. State of Local Infrastructure and Levels of Service

### 2.1 Introduction

---

This chapter provides an analysis of the Town's assets and the current service levels provided by those assets.

O. Reg. 588/17 requires that for each asset class included in the asset management plan, the following information must be identified:

- Summary of the assets;
- Replacement cost of the assets;
- Average age of the assets (it is noted that the regulation specifically requires average age to be determined by assessing the age of asset components);
- Information available on condition of assets; and
- Approach to condition assessments (based on recognized and generally accepted good engineering practices where appropriate).

Asset management plans must identify the current levels of service being provided for each asset class. For core municipal infrastructure assets, both the qualitative descriptions pertaining to community levels of service and metrics pertaining to technical levels of service are prescribed by O. Reg. 588/17.

The rest of this chapter addresses the requirements identified above, with each section focusing on an individual asset class.

### 2.2 Transportation

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#### 2.2.1 *State of Local Infrastructure*

The Town owns and manages a variety of assets that support the provision of transportation services and that contribute to the overall level of service provided by the Town. The focus for the time being has been placed on the Town's roads and structures as these are considered core assets under O. Reg. 588/17 and must be included in the Town's asset management plan by July 1, 2022. The analysis for



transportation services will be expanded in the future to include all transportation assets that contribute in various ways to the overall level of service (e.g., sidewalks, streetlights, and signs).

The road network consists of paved and gravel roads with an estimated combined replacement cost of \$196.5 million. Table 2-1 provides a breakdown of the road network by surface type, showing centreline length, average age, and replacement cost. A visual rendering of the data presented in Table 2-1 is provided in Figure 2-1. A spatial illustration of the Town's road network and its extent is provided in Map 2-1.

Table 2-1: Road Network – Length, Age, and Replacement Cost by Surface Type

Surface Type	Quantity	Average Age	Replacement Cost (2022\$)
Paved	235.2 km	15 years	\$185,562,388
Gravel	51.1 km	21 years	\$10,958,218
<b>Total</b>	<b>286.3 km</b>		<b>\$196,520,606</b>

The Town has 47 bridges (including 44 vehicle bridges and 3 pedestrian bridges) and 16 structural culverts (diameter  $\geq 3\text{m}$ ) with an estimated combined replacement cost of \$45.7 million. Table 2-2 provides a breakdown of the counts, average ages, and replacement costs by structure type. A visual rendering of the data presented in Table 2-2 is provided in Figure 2-2.

Table 2-2: Summary of Quantity, Age, and Replacement Cost by Structure Type – Structures

Structure Type	Quantity	Average Age	Replacement Cost (2022\$)
Bridges	44	44 years	\$27,896,000
Pedestrian Bridges	3	52 years	\$779,000
Structural Culverts	16	24 years	\$17,073,000
<b>Total</b>	<b>63</b>		<b>\$45,748,000</b>





Figure 2-1: Summary Information – Road Network

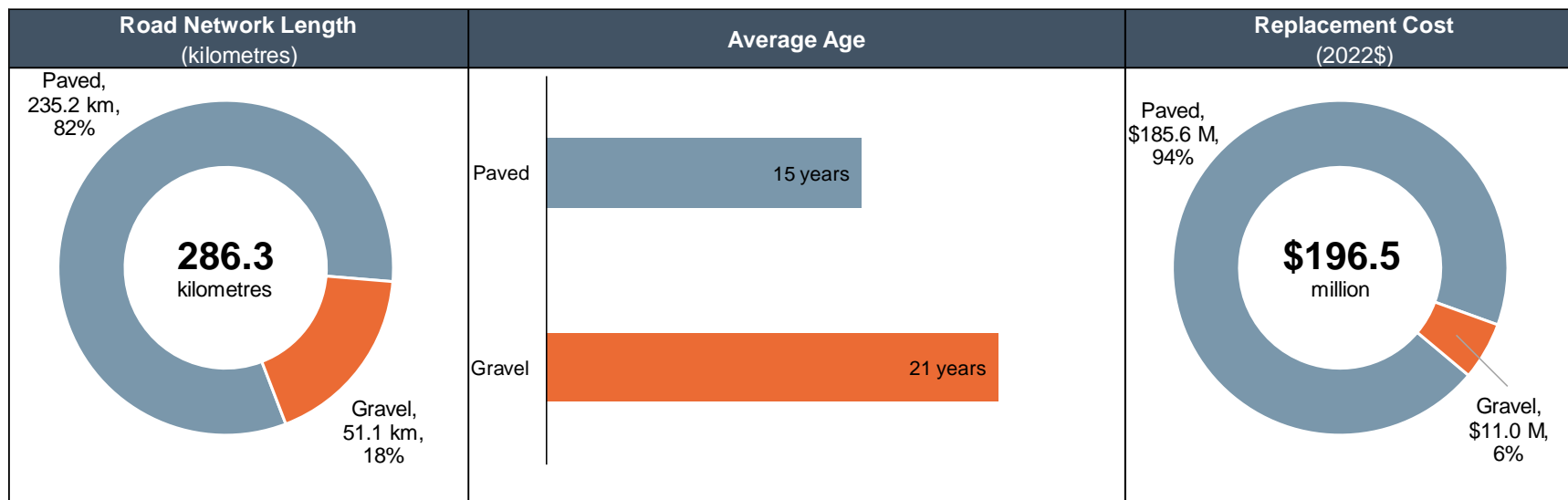
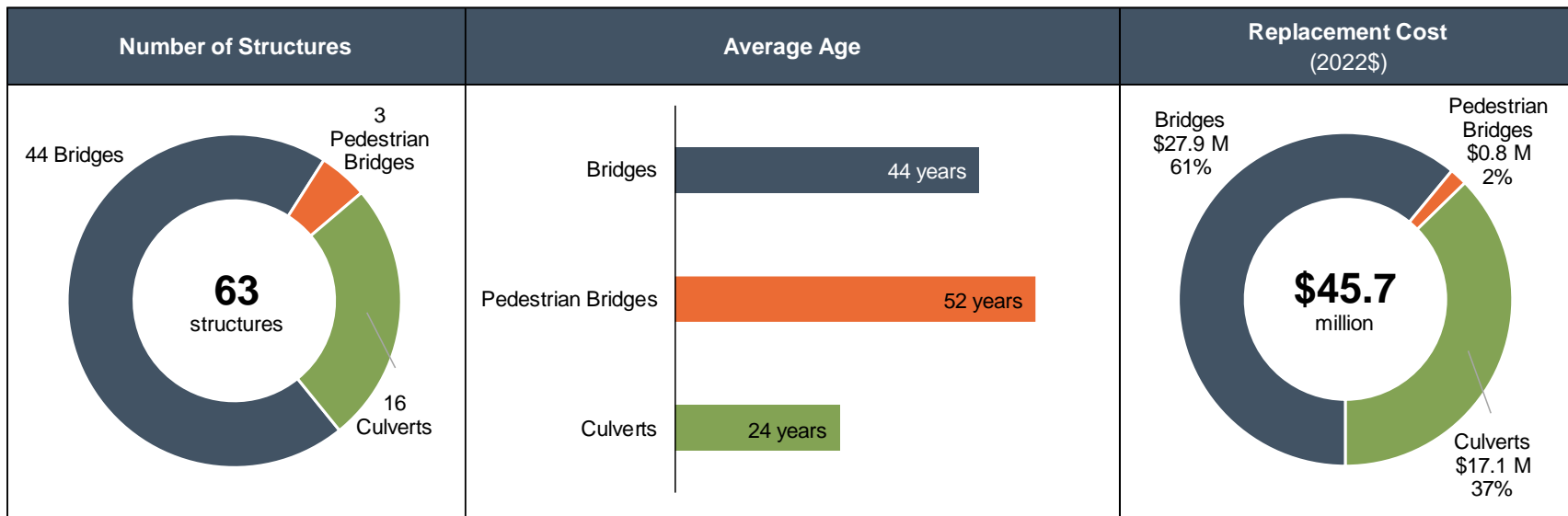


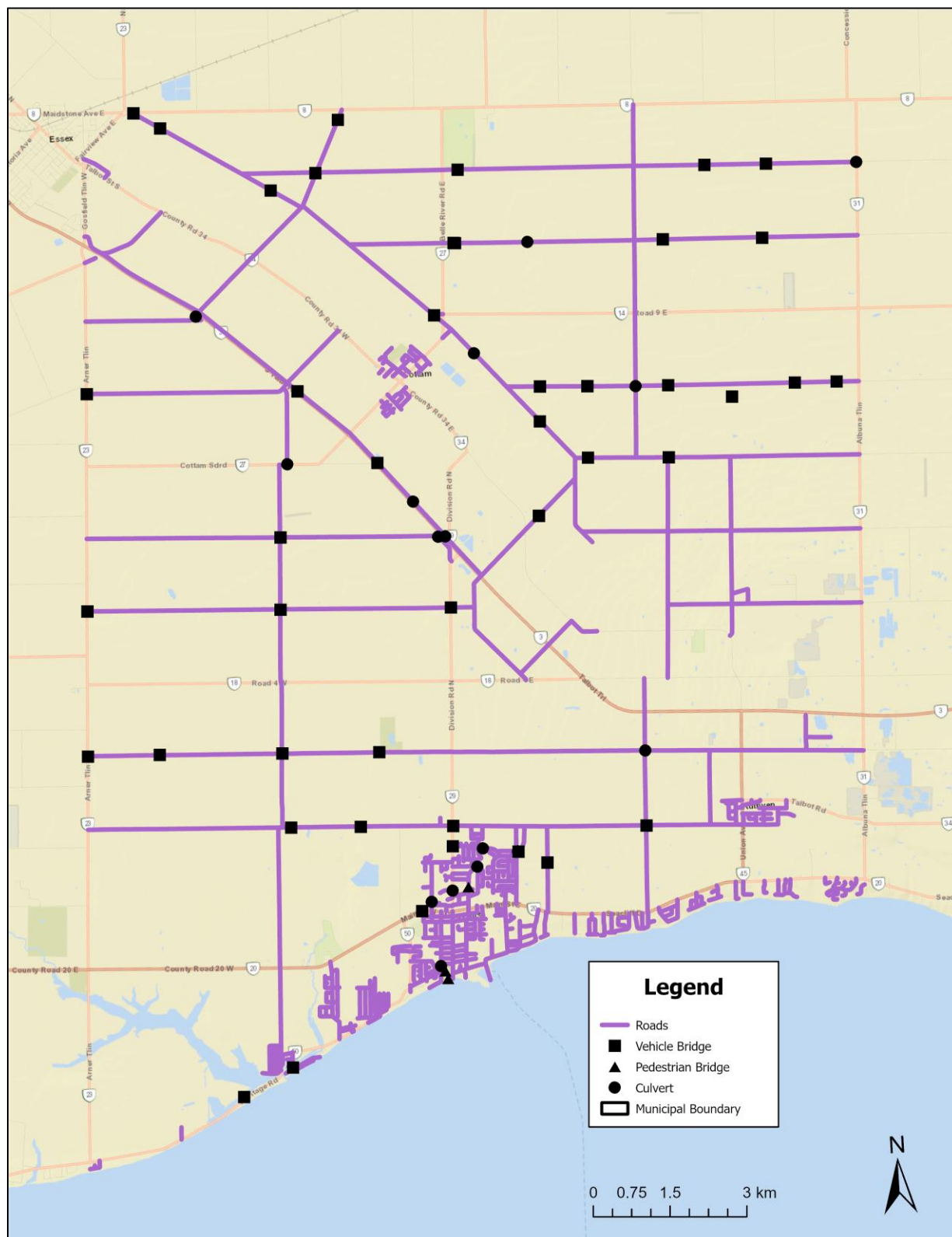


Figure 2-2: Summary Information – Structures





Map 2-1: Roads and Structures





## **2.2.2 Condition**

The Town completes regular condition assessments of the road network. Roads are assessed using the Pavement Condition Rating (P.C.I.). The P.C.I. is measured on a scale from 0 to 100, with 100 being an asset in as-new condition and 0 being a failed asset. Based on the most recent assessment, the average condition of paved roads is a P.C.I. of 73.

To better communicate the condition of the paved road network, the numeric condition ratings for paved roads have been segmented into qualitative condition states as shown in Table 2-3. Moreover, descriptions of roads in these condition states are provided to better communicate the condition to the reader.

The condition of the Town's gravel roads has not been formally assessed, however, based on current maintenance practices it is estimated that gravel roads are on average in fair condition.

In accordance with O. Reg. 104/97, the Town completes biennial inspections of its bridges and structural culverts following the O.S.I.M. The most recent inspections were completed by AMTEC Engineering Ltd. in 2021. Each structure was assigned a Bridge Condition Index (B.C.I.). The B.C.I. is on a scale of 0 to 100, with 100 being an asset in as-new condition and 0 being a failed asset. Similar to the analysis for roads described above, the numeric condition ratings for structures have been segmented into qualitative condition states. Photographs and descriptions of these condition states are provided in Table 2-4 to better communicate the condition to the reader.











Table 2-3: Road Condition States Defined with Respect to Pavement Condition Index

P.C.I. Range	Condition State	Description <sup>[1]</sup>
$85 < \text{P.C.I.} \leq 100$	<b>Good</b>	A very smooth ride. Pavement is in good condition with few cracks.
$70 < \text{P.C.I.} \leq 85$	<b>Satisfactory</b>	A smooth ride with just a few bumps or depressions. The pavement is in satisfactory condition with frequent very slight or slight cracking.
$55 < \text{P.C.I.} \leq 70$	<b>Fair</b>	A comfortable ride with intermittent bumps or depressions. The pavement is in fair condition with intermittent moderate and frequent slight cracking, and with intermittent slight or moderate alligating and distortion.
$40 < \text{P.C.I.} \leq 55$	<b>Poor</b>	An uncomfortable ride with frequent to extensive bumps or depressions. Cannot maintain the posted speed at the lower end of the scale. The pavement is in poor to fair condition with frequent moderate cracking and distortion, and intermittent moderate alligating.
$25 < \text{P.C.I.} \leq 40$	<b>Very Poor</b>	A very uncomfortable ride with constant jarring bumps and depressions. Cannot maintain the posted speed and must steer constantly to avoid bumps and depressions. The pavement is in very poor condition with moderate alligating and extensive severe cracking and distortion.
$10 < \text{P.C.I.} \leq 25$	<b>Serious</b>	The pavement is in serious condition with extensive severe cracking, alligating and distortion.
$0 \leq \text{P.C.I.} \leq 10$	<b>Failed</b>	

<sup>[1]</sup> Descriptions adapted from “SP-024 Manual for Condition Rating of Flexible Pavements” (Ontario Ministry of Transportation, 2016).



Table 2-4: Examples and Descriptions of Structure Condition States

Condition State	B.C.I. Range	Bridge Photos <sup>[1]</sup>	Structural Culvert Photos <sup>[1]</sup>	Description
<b>Good</b>	80 - 100			Repair/maintenance work is not usually required within the next five years.
<b>Good</b>	70 - 80			
<b>Fair</b>	60 - 70			Repair/maintenance work is usually scheduled within the next five years. This may represent an ideal time to schedule major rehabilitation, from an economic perspective.
<b>Poor</b>	50 - 60			Repair/maintenance work is usually scheduled within approximately one year.
<b>Poor</b>	40 - 60			
<b>Poor</b>	< 40			

<sup>[1]</sup> Photos are reproduced from the Town's Bridge and Culvert Inspections Report (AMTEC Engineering Ltd., Nov. 2021)

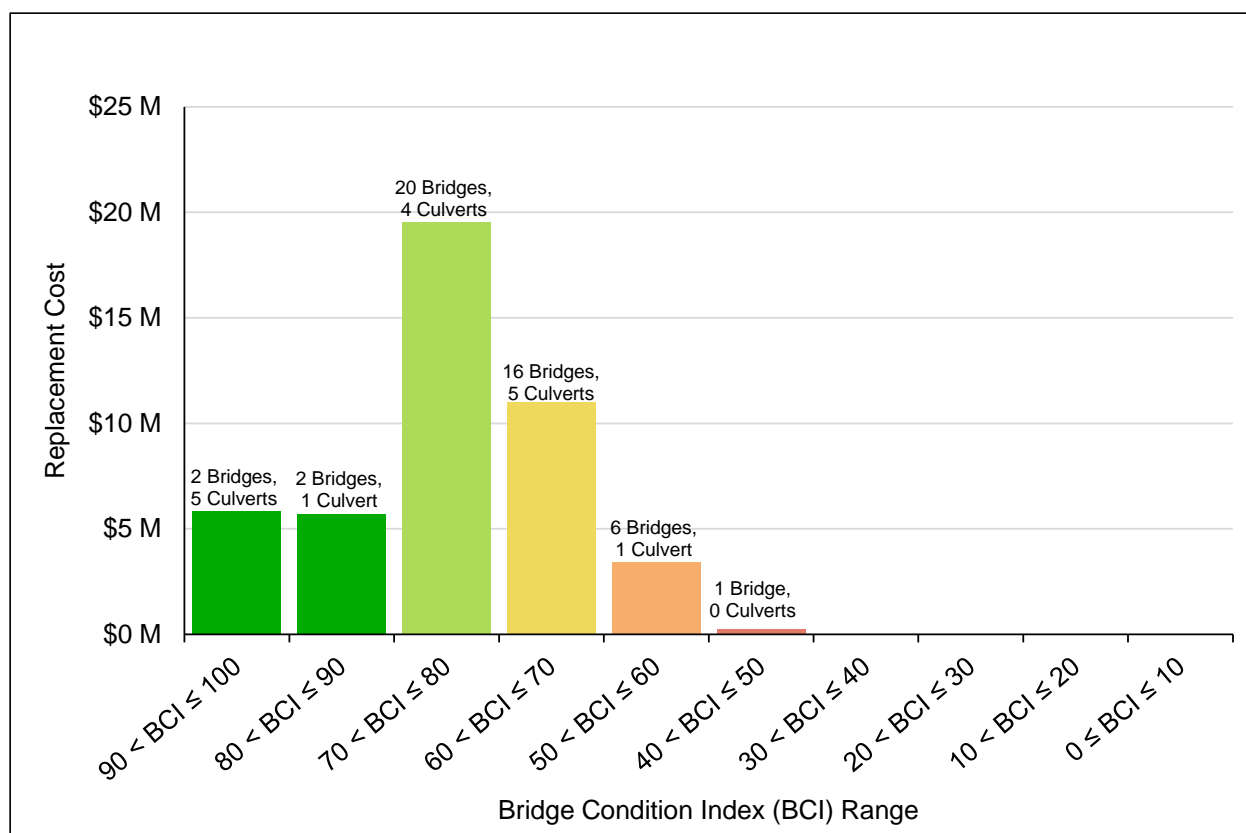


The average B.C.I. ratings and corresponding condition states for structures are summarized in Table 2-5 below. On average (weighted by replacement cost), bridges are in a Good condition state, pedestrian bridges are in a Fair condition state, and structural culverts are in a Good condition state. The distribution of structure condition (as measured by B.C.I.) by structure replacement value by is presented in Figure 2-3.

Table 2-5: Structure Condition Analysis

Structure Type	Quantity	Condition (Weighted Average B.C.I.)	Average Condition State
Bridges	44	72.4	Good
Pedestrian Bridges	3	62.6	Fair
Structural Culverts	16	78.9	Good

Figure 2-3: Distribution of Structures by B.C.I.





### **2.2.3 Current Levels of Service**

The levels of service currently provided by the Town's transportation system are, in part, a result of the state of local infrastructure identified above. The levels of service framework defines the current levels of service that will be tracked over time. There are prescribed levels of service reporting requirements under O. Reg. 588/17 for core transportation assets (i.e., roads and structures). Table 2-6 and Table 2-7 include the prescribed technical levels of service. In future iterations of the asset management plan, additional performance measures may be added to more comprehensively capture the level of service transportation assets provide. Targets will also need to be set for all performance measures by July 1, 2025.

The tables are structured as follows:

- The Service Attribute columns indicate the high-level attribute being addressed;
- The Community Levels of Service column in Table 2-6 explains the Town's intent in plain language and provides additional information about the service being provided;
- The Performance Measure column in Table 2-7 describes the performance measure(s) connected to the identified service attribute; and
- The 2021 Performance column in Table 2-7 reports current performance for the performance measure.





Table 2-6: Community Levels of Service – Roads and Structures

Service Attribute	Community Levels of Service
Scope	The Town's transportation assets enable the movement of people and goods within the Town and provide connectivity to regional roads. The Town's transportation assets are used by pedestrians, cyclists, passenger vehicles, commercial truck traffic, and emergency vehicles.
	The scope of the Town's transportation network, including roads and structures, is illustrated by Map 2-1. This map shows the geographical distribution of the Town's roads and locations of structures.
Quality	To aid in interpreting condition states, descriptions of roads, and structures in different condition states are provided in Table 2-3 and Table 2-4, respectively. Table 2-4 also includes photos of structures in different condition states.



Table 2-7: Technical Levels of Service – Roads and Structures

Service Attribute	Performance Measure	2021 Performance
Scope	Number of lane-kilometres of arterial roads as a proportion of square kilometres of land area of the Town.	0.0550 km/km <sup>2</sup>
	Number of lane-kilometres of collector roads as a proportion of square kilometres of land area of the Town.	0.0557 km/km <sup>2</sup>
	Number of lane-kilometres of local roads as a proportion of square kilometres of land area of the Town.	0.7491 km/km <sup>2</sup>
	Percentage of bridges in the Town with loading or dimensional restrictions.	2.3% <sup>1</sup>
Quality	For paved roads in the Town, the average pavement condition index value.	73
	For unpaved roads in the Town, the average surface condition.	Fair
	For bridges in the Town, the average bridge condition index value.	72.5 <sup>2</sup>
	For structural culverts in the Town, the average bridge condition index value.	78.9

## 2.3 Water

### 2.3.1 State of Local Infrastructure

The Town's water distribution system supplies water to the majority of properties in the municipality from the Union Area Water Supply System. A spatial illustration of the extent of the Town's water distribution system is provided in Map 2-2. The Town's water infrastructure comprises approximately 224 kilometres of water mains, several thousand appurtenances directly related to the mains (such as valves, fire hydrants, and service connections), and over 8,700 water meters. The combined replacement cost of

<sup>1</sup> Reflects 1 vehicle bridge that is a single-lane bridge. There are no bridges with loading restrictions.

<sup>2</sup> Average excludes pedestrian bridges.

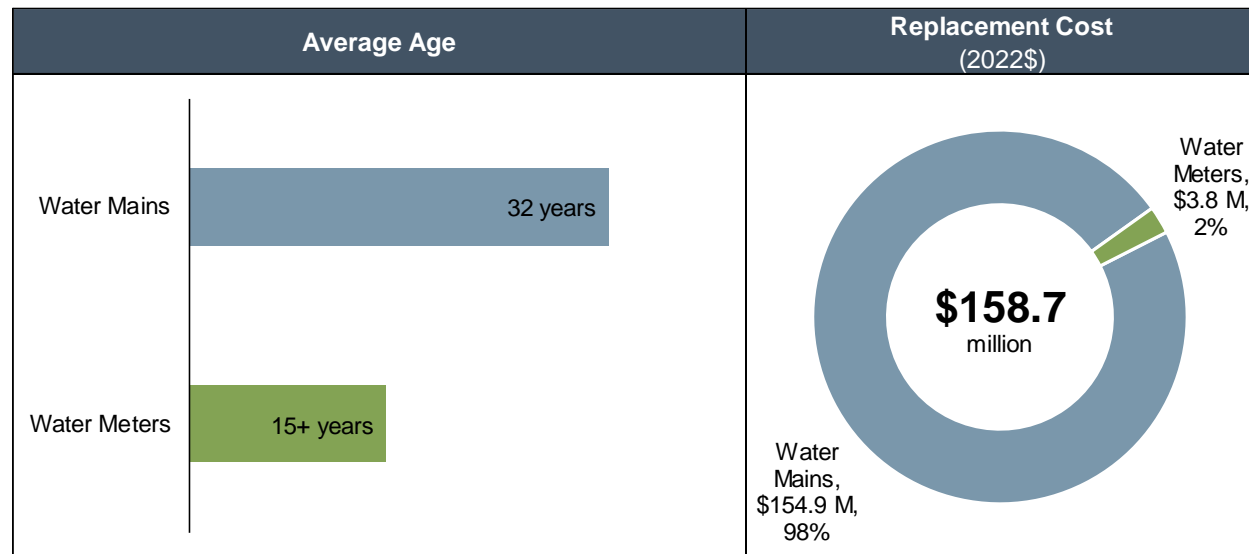


this infrastructure is estimated at \$158.7 million. Table 2-8 provides summary information for the Town's water infrastructure, including quantities, average ages, and replacement costs by asset category. A visual rendering of the data presented in Table 2-8 is provided in Figure 2-4.

Table 2-8: Water Infrastructure – Quantity, Age, and Replacement Cost by Asset Category

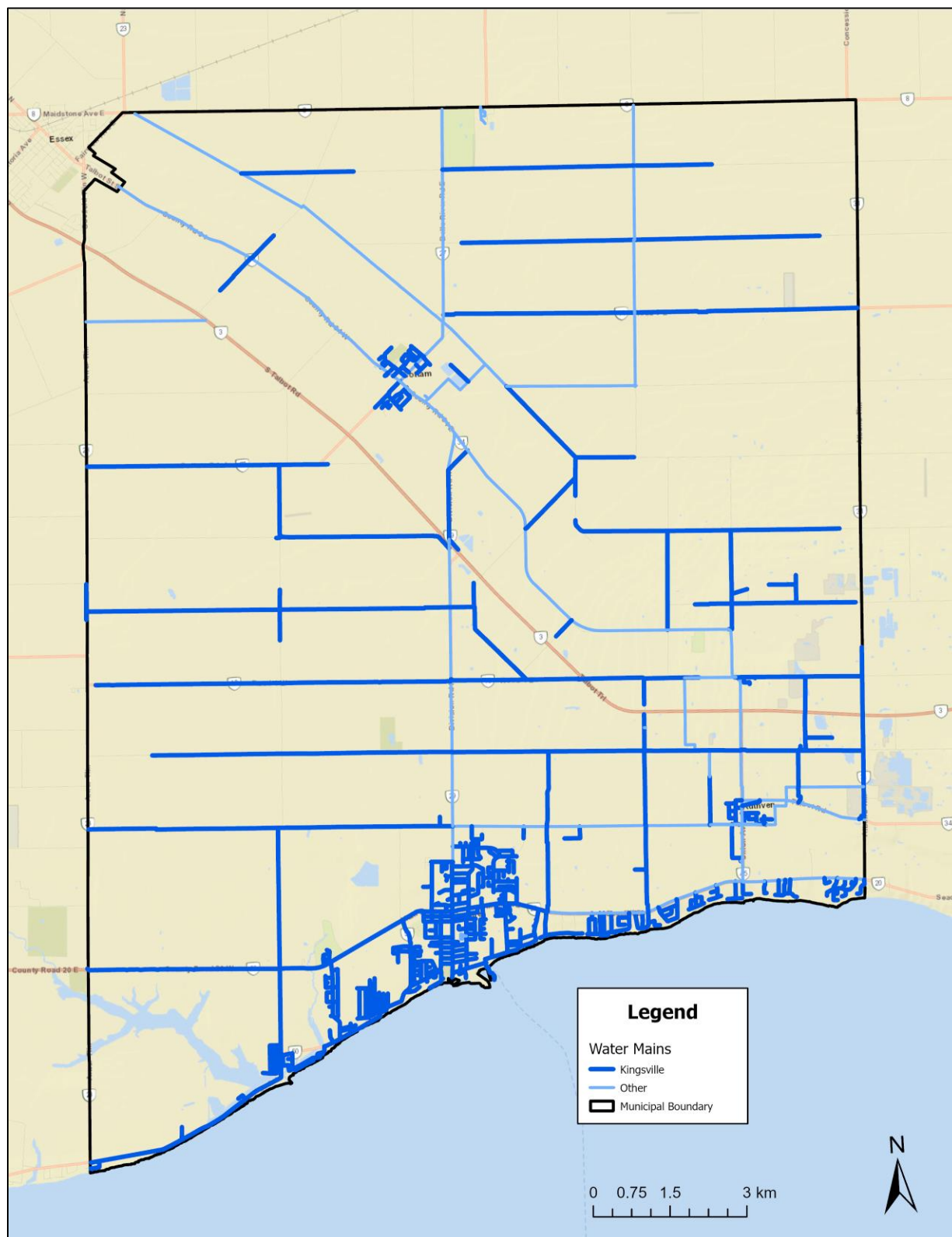
Asset Category	Quantity	Average Age	Replacement Cost (2022\$)
Water Mains	224 km	32 years	\$154,898,335
Valves	1,206		Included above
Isolated Valves	1,004		Included above
Hydrants	1,095		Included above
Water Meters	8,708	15+ years	\$3,787,980
<b>Total</b>			<b>\$158,686,315</b>

Figure 2-4: Summary Information – Water Infrastructure





Map 2-2: Water Distribution System





### 2.3.2 Condition

The condition of the Town's water assets has not been directly assessed through a physical condition assessment. In this asset management plan, the condition of the water assets is evaluated based on age relative to the expected useful life (i.e., based on the percentage of useful life consumed (U.L.C.%)). Useful lives were assigned to individual pipe segments based on material, and range from 80 to 100 years. A brand-new asset would have a U.L.C.% of 0%, indicating that zero percent of the asset's life expectancy has been utilized. Conversely, an asset that has reached its life expectancy would have a U.L.C.% of 100%. It is possible for assets to have a U.L.C.% greater than 100%, which occurs if an asset has exceeded its typical life expectancy but continues to be in service. This is not necessarily a cause for concern; however, it must be recognized that assets that are near or beyond their typical life expectancy are likely to require replacement or rehabilitation in the near term.

To better communicate the condition of water and other assets where U.L.C.% will be used, the U.L.C.% ratings have been segmented into qualitative condition states as summarized in Table 2-9. The scale is set to show that if assets are replaced around the expected useful life, they would be in the Fair condition state. The Fair condition state extends to 100% of expected useful life. Beyond 100% of useful life, the probability of failure is assumed to have increased to a point where performance would be characterized as Poor or Very Poor.

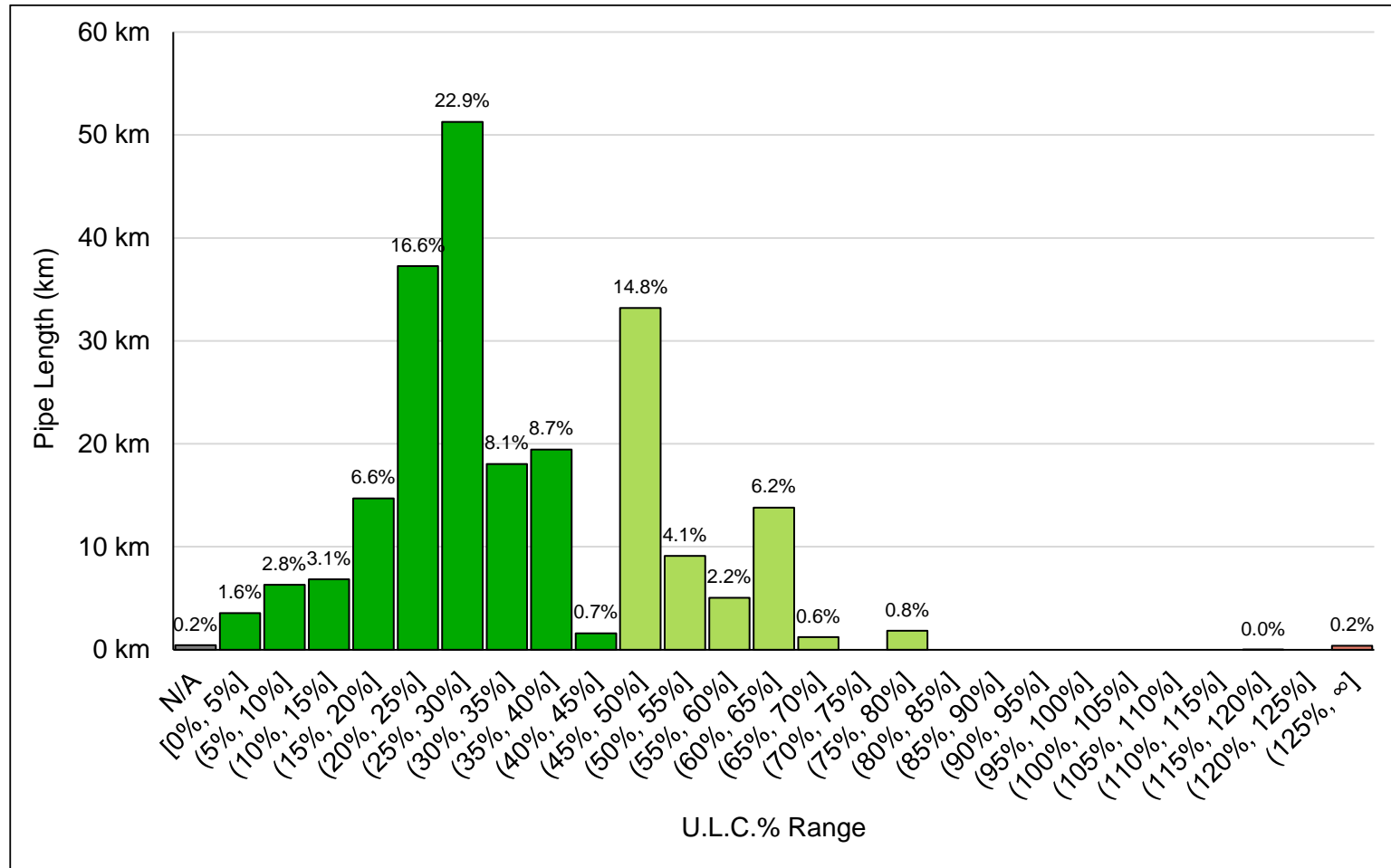
Table 2-9: Condition States Defined with Respect to U.L.C.% – Water Assets

Condition State	U.L.C.%
<b>Very Good</b>	$0\% \leq \text{U.L.C.\%} \leq 45\%$
<b>Good</b>	$45\% < \text{U.L.C.\%} \leq 90\%$
<b>Fair</b>	$90\% < \text{U.L.C.\%} \leq 100\%$
<b>Poor</b>	$100\% < \text{U.L.C.\%} \leq 125\%$
<b>Very Poor</b>	$125\% < \text{U.L.C.\%}$

Figure 2-5 shows the distribution of water main length by condition (as measured by U.L.C.%). On average, Town's water mains are in the Very Good condition state.



Figure 2-5: Distribution of Water Mains by U.L.C.%





### 2.3.3 Current Levels of Service

This section provides an overview of the Town's level of service framework for water services.

Table 2-10: Community Levels of Service – Water

Service Attribute	Community Levels of Service
Scope	Water service is provided to customers in most areas of the Town, as illustrated in Map 2-2.
Reliability	<p>The Town is committed to providing safe drinking water to its customers. The Town's Environmental Services Department:</p> <ul style="list-style-type: none"><li>• Operates and maintains the drinking water supply system following all applicable legislation and regulations.</li><li>• Ensures that all staff are well trained, competent to undertake the duties assigned them and certified appropriately.</li><li>• Maintains and continually improves the Quality Management System.</li></ul> <p>Boil water advisories can be triggered by adverse water quality test results or other problems in the water distribution system. Service interruptions can occur as a result of routine water system maintenance or asset failure. Both boil water advisories and service interruptions are handled in accordance with the Town's Quality Management System.</p>



Table 2-11: Technical Levels of Service – Water

Service Attribute	Performance Measure	2021 Performance
<b>Scope</b>	Percentage of properties connected to the Town water system.	85% <sup>1</sup>
	Percentage of properties where fire flow is available.	82% <sup>2</sup>
<b>Reliability</b>	The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the Town water system.	0 connection days / connection
	The number of connection-days per year lost due to water main breaks compared to the total number of properties connected to the Town water system.	0.00115 <sup>3</sup> connection days / connection

## 2.4 Wastewater

### 2.4.1 State of Local Infrastructure

The Town owns a wastewater system servicing customers in Cottam, Kingsville/Lakeshore West, and Ruthven. A spatial illustration of the extent of the Town's wastewater collection system is provided in Map 2-3. The Town's wastewater infrastructure comprises approximately 110 kilometres of wastewater mains, 1,207 maintenance holes, 824 sanitary cleanouts, and several facilities including a wastewater treatment plant, two facultative lagoons, 13 pump stations, a blower building and a sludge dewatering building. The combined replacement cost of this infrastructure is estimated at \$137.3 million. Table 2-12 provides summary information for the Town's wastewater infrastructure, including quantities, average ages, and replacement costs by

<sup>1</sup> Estimated based on number of water meters relative to number of properties.

<sup>2</sup> Percentage of properties where fire flow is available is lower than the percentage of properties connected to the Town's water system because watermains with a diameter  $\leq 4"$  do not support fire flow.

<sup>3</sup> The Town's records indicate that 6 water main breaks occurred in 2021. All were short duration repairs (assumed to take 4 hours per break, on average), with the disturbance isolated to a very small number of residents for each break (10 residences per break, on average).



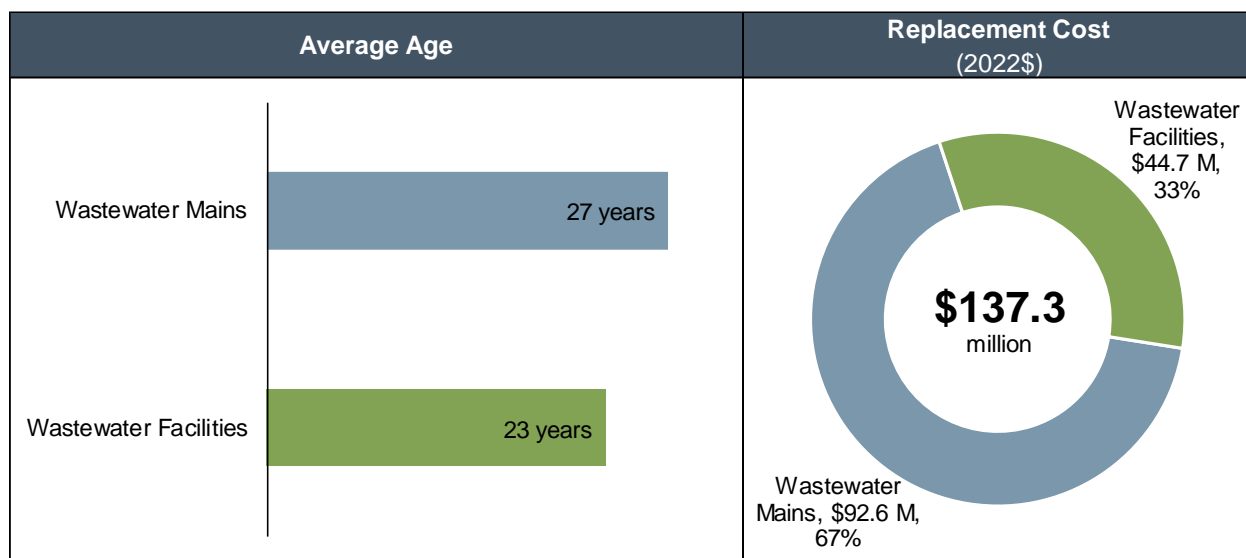


asset category. A visual rendering of the data presented in Table 2-12 is provided in Figure 2-6.

Table 2-12: Wastewater Infrastructure – Summary of Quantity, Age, and Replacement Cost by Asset Category

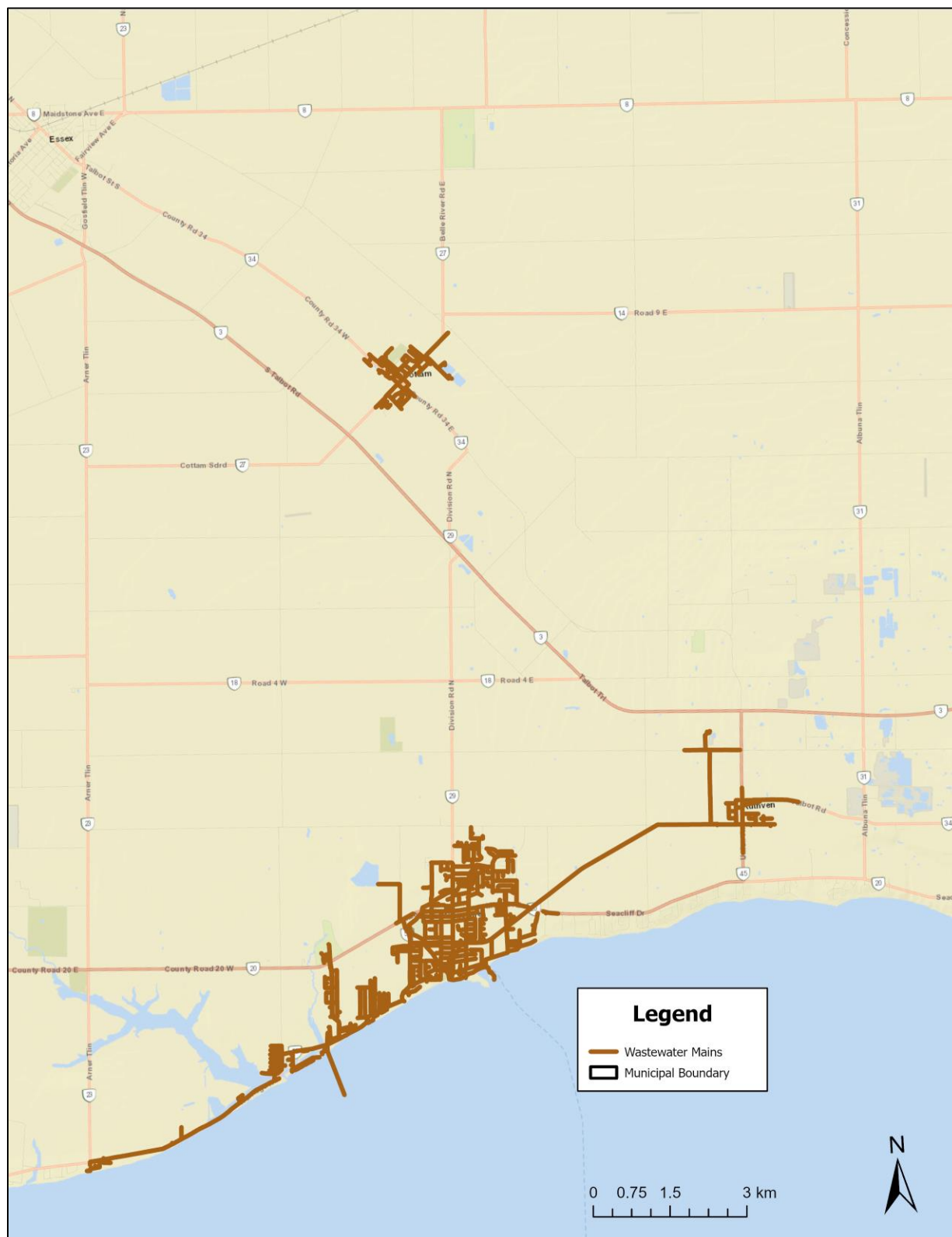
Asset Category	Quantity	Average Age	Replacement Cost (2022\$)
Wastewater Mains	109.6 km	27 years	\$92,563,008
Maintenance Holes	1,207		Included above
Sanitary Cleanouts	824		Included above
Wastewater Facilities	1 Wastewater Treatment Plant 2 Facultative Lagoons 13 Pump Stations 1 Blower Building 1 Sludge Dewatering Building	23 years	\$44,711,000
<b>Total</b>			<b>\$137,274,008</b>

Figure 2-6: Summary Information – Wastewater





Map 2-3: Wastewater Service Area





### **2.4.2 Condition**

The condition of the Town's wastewater assets has not been directly assessed through a physical condition assessment. In this asset management plan, the condition of the wastewater assets is evaluated based on age relative to the expected useful life (i.e., based on the percentage of useful life consumed (ULC%)) as described for water assets in subsection 2.3.2.

Figure 2-7 shows the distribution of wastewater main length by condition (U.L.C.) range. Figure 2-8 depicts the distribution of wastewater facilities by condition (U.L.C.) range. On average, the Town's wastewater mains and wastewater facilities are in the Very Good condition state.



Figure 2-7: Distribution of Wastewater Mains by Condition

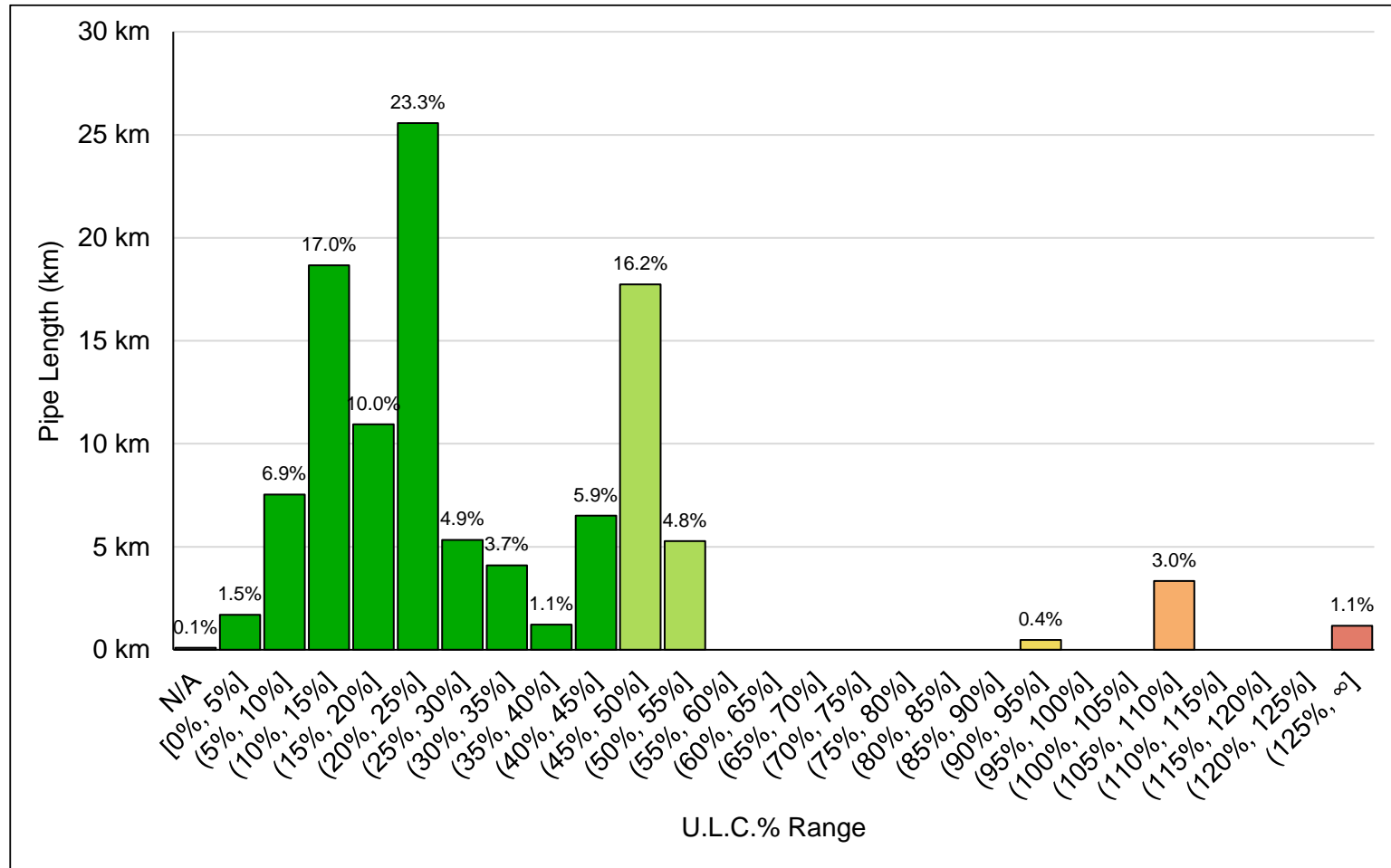
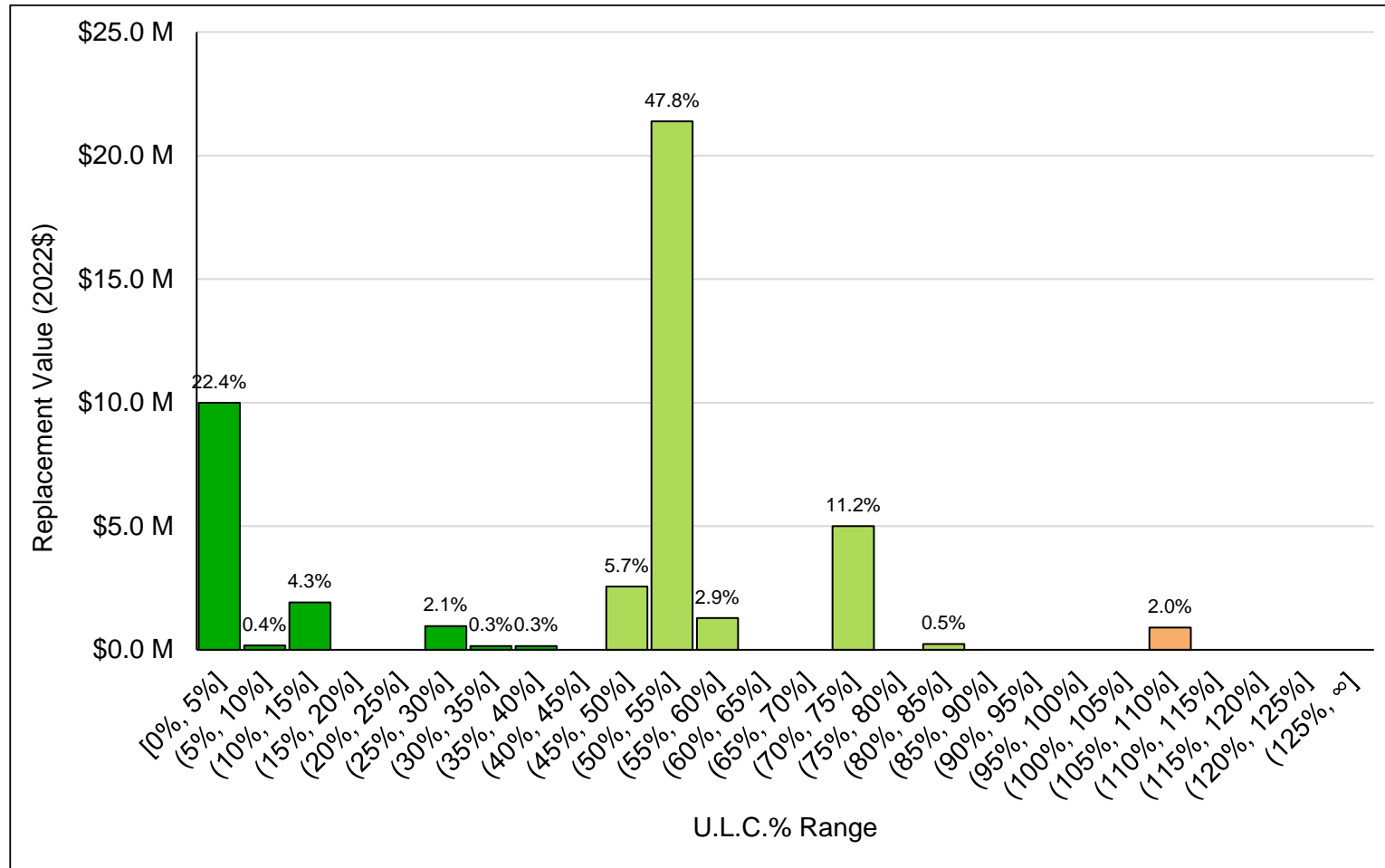




Figure 2-8: Distribution of Wastewater Facilities by Condition





### 2.4.3 Current Levels of Service

This section provides an overview of the Town's level of service framework for wastewater services.

Table 2-13: Community Levels of Service – Wastewater

Service Attribute	Community Levels of Service
Scope	Wastewater service is provided to customers in in Cottam and Kingsville/Lakeshore West, as illustrated in Map 2-3.
Reliability	The Town does not have combined sewers (sewers designed to carry both sanitary and storm water in a single pipe). Despite this, stormwater can enter the wastewater system through numerous sources (e.g., openings on maintenance hole covers, cracks, holes, failed joints, and incorrect or faulty connections). There are ongoing investigations underway to identify sources of inflow and infiltration as part of the Town's asset management initiatives.
	<p>The Town's facilities are operated in accordance with Environmental Compliance Approvals (E.C.A.) as issued by the Ministry of Environment, Conservation and Parks. A description of the effluent that is discharged from each wastewater treatment facility is provided in the respective E.C.A.:</p> <ul style="list-style-type: none"><li>• Cottam: 0434-CADSRQ</li><li>• Kingsville: 6796-5JXRYS</li><li>• Lakeshore West: 2771-A2CJL9</li></ul>



Table 2-14: Technical Levels of Service – Wastewater

Service Attribute	Performance Measure	2021 Performance
Scope	Percentage of properties connected to the Town wastewater system.	54%
Reliability	The number of connection-days per year lost due to wastewater backups compared to the total number of properties connected to the Town wastewater system.	0 connection days / connection
	The number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the Town wastewater system.	0 violations / connection

## 2.5 Stormwater

### 2.5.1 State of Local Infrastructure

The stormwater management system provides for the collection of stormwater in order to protect properties and roads from flooding, and to manage the volume and quality of stormwater discharged back to the environment. A spatial illustration of the extent of the Town's stormwater system is provided in Map 2-4. The Town's stormwater infrastructure comprises approximately 59 kilometres of stormwater mains, several thousand appurtenances directly related to the mains (such as maintenance holes, catch basins, and storm cleanouts), and 13 stormwater ponds. The combined replacement cost of this infrastructure is estimated at \$82.5 million. Table 2-15 shows summary information for the Town's stormwater system, including quantities, average ages and replacement costs by asset category.



Table 2-15: Stormwater Infrastructure – Quantity, Age, and Replacement Cost by Asset Category

Asset Category	Quantity	Average Age	Replacement Cost (2022\$)
Stormwater Mains	59.3 km	29 years	\$77,471,467
Maintenance Holes	747		Included above
Catch Basins	2,236		Included above
Storm Cleanouts	756		Included above
Stormwater Ponds	9 Wet Ponds 4 Dry Ponds	N/A	\$5,040,000
<b>Total</b>			<b>\$82,511,467</b>

### 2.5.2 Condition

The condition of the Town's stormwater assets has not been directly assessed through a physical condition assessment. In this asset management plan, the condition of the stormwater assets is evaluated based on age relative to the expected useful life (i.e., based on the percentage of useful life consumed (ULC%)) as described for water assets in subsection 2.3.2.

Figure 2 9 shows the distribution of stormwater main length by condition (U.L.C.%) range. On average, Town's stormwater mains are in the Good condition state.





Map 2-4: Stormwater System

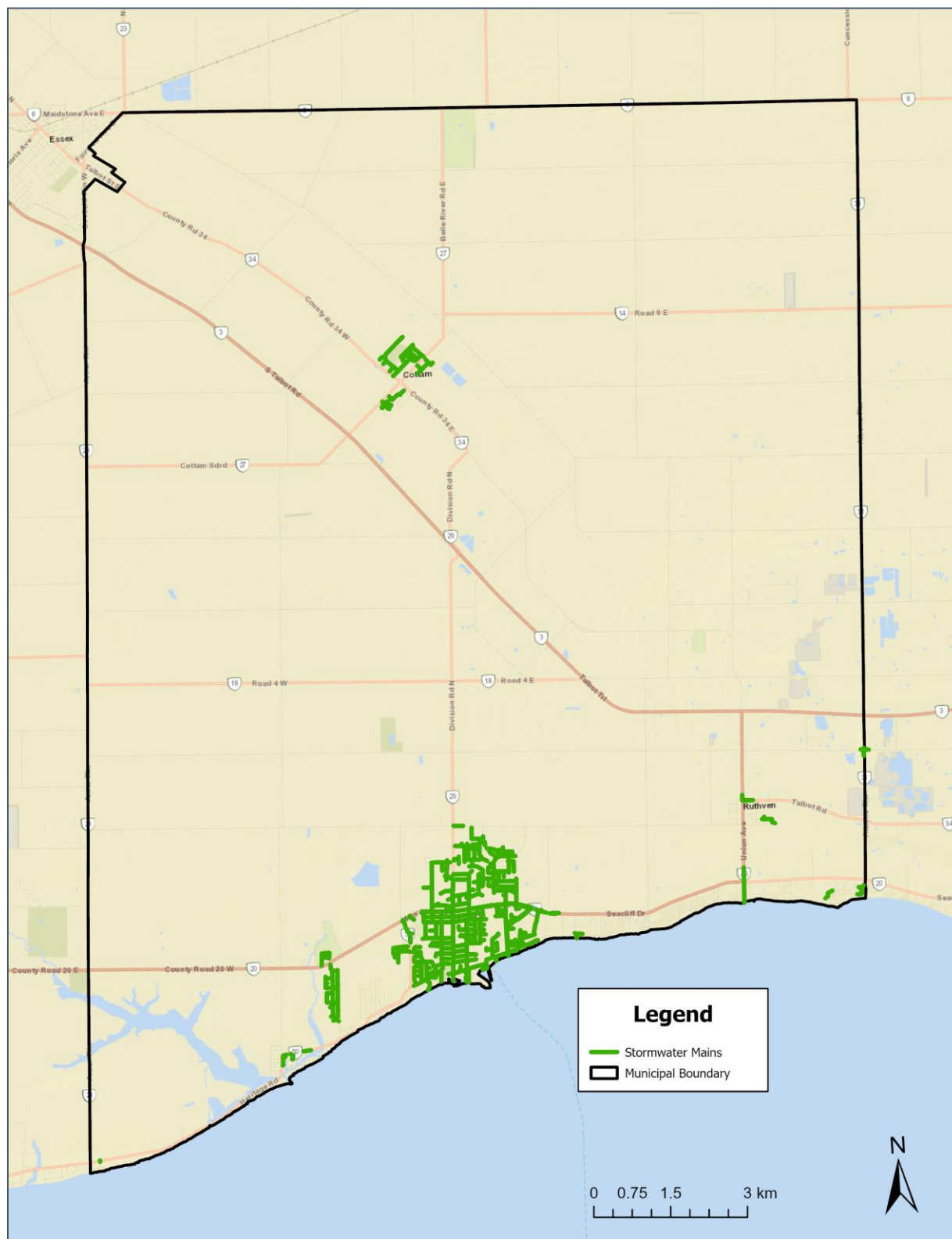
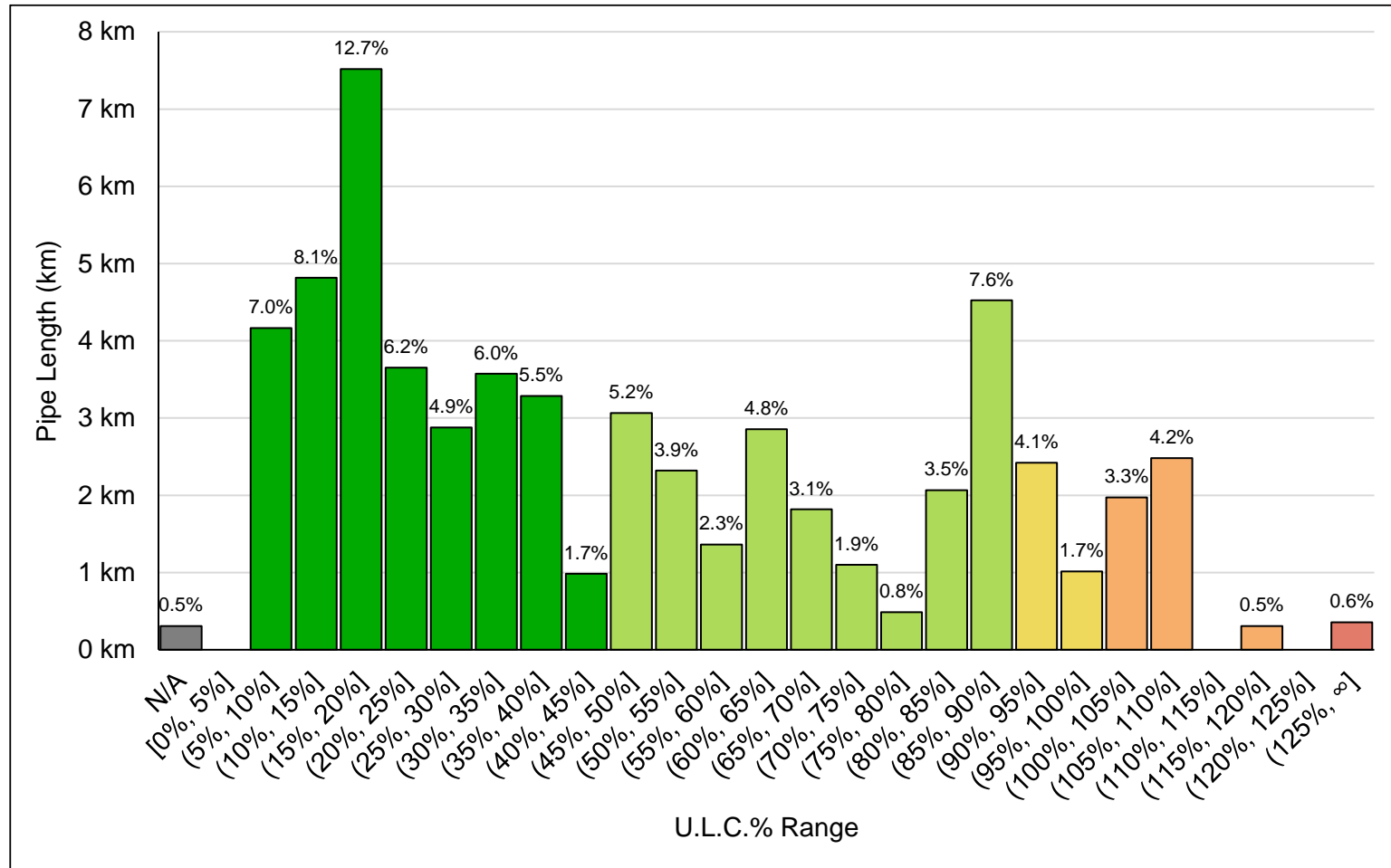




Figure 2-9: Distribution of Stormwater Mains by Condition (U.L.C.% Range)





### 2.5.3 Current Levels of Service

This section provides an overview of the Town's level of service framework for wastewater service.

Table 2-16: Community Levels of Service – Stormwater

Service Attribute	Community Levels of Service
Scope	The Town's stormwater system helps protect several areas of the municipality from flooding. The extent of the Town's stormwater management system is illustrated in Map 2-4.

Table 2-17: Technical Levels of Service – Stormwater

Service Attribute	Performance Measure	2021 Performance
Scope	Percentage of properties in the municipality resilient to a 100-year storm.	N/A <sup>1</sup>
	Percentage of the municipal stormwater management system resilient to a 5-year storm.	All stormwater infrastructure constructed in accordance with current design standards is expected to be resilient to a 5-year storm event. However, some of the older infrastructure may not be resilient to a 5-year storm.

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<sup>1</sup> The resiliency of properties in the Town to a 100-year storm has not been formally assessed. There have been several significant rainfall events in recent years that resulted in reports of flooding. Therefore, there are likely some properties in the Town that may not be resilient to a 100-year storm. It is noted that the Town's stormwater mains are sized to accommodate a 5-year storm, with roads designed to act as overland conveyance during more severe storm events. Stormwater ponds are sized to accommodate a 100-yr. storm.



## 2.6 Population Growth

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According to the 2021 census, the Town's 2021 population was 22,119. Based on the growth forecast contained in the Town's 2017 Development Charges Background Study, the Town's population is anticipated to reach 26,242 by 2037.

Future growth in population is expected to result in incremental service demands that may impact the current level of service. These growth-related needs are summarized in the Town's 2017 Development Charges Background Study and are funded through development charges imposed on new development. Utilizing development charges helps reduce the effects that future population and employment growth have on the cost of maintaining levels of service for existing tax and rate payers.

The estimated capital expenditures related to the lifecycle activities required to maintain the current levels of service considering the projected increases in demand caused by growth are included in the 10-year lifecycle expenditure forecast presented in the next chapter of this report.



# Chapter 3

## Lifecycle Management Strategies



## 3. Lifecycle Management Strategy

### 3.1 Introduction

---

The lifecycle management strategy in this asset management plan identifies the lifecycle activities that would need to be undertaken to maintain the current levels of service presented in Chapter 2. Within the context of this asset management plan, lifecycle activities are the specified actions that can be performed on an asset in order to ensure it is performing at an appropriate level, and/or to extend its service life.<sup>1</sup> These actions can be carried out on a planned schedule in a prescriptive manner, or through a dynamic approach where the lifecycle activities are only carried out when specified conditions are met.

O. Reg. 588/17 requires that all potential lifecycle activity options be assessed, with the aim of identifying the set of lifecycle activities that can be undertaken at the lowest cost to maintain current levels of service. Asset management plans must include a ten-year capital forecast, identifying the lifecycle activities resulting from the lifecycle management strategy.

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<sup>1</sup> The full lifecycle of an asset includes activities such as initial planning and maintenance which are typically addressed through master planning studies and maintenance management, respectively.

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## 3.2 10-year Lifecycle Expenditure Forecast

This section presents a preliminary estimate of the costs associated with maintaining the Town's core infrastructure assets at the current level of service.

The estimate was developed based on the following sources:

- Town's multi-year (2023-2028) capital forecasts;
- Average annual lifecycle expenditures by asset class (see section 3.3);
- Proposed replacement program for water meters identified in staff report No. IED 2022-07; and
- Major maintenance forecast for wastewater facilities, developed by the Ontario Clean Water Agency (OCWA).

The ten-year lifecycle expenditure forecast for the Town's core infrastructure assets is summarized in Figure 3-1. A further breakdown of the lifecycle expenditure forecast is provided in Table 3-1. Average annual expenditures over the forecast period have been estimated at approximately \$16.5 million.

Figure 3-1: 10-year Lifecycle Expenditure Forecast (2022\$)

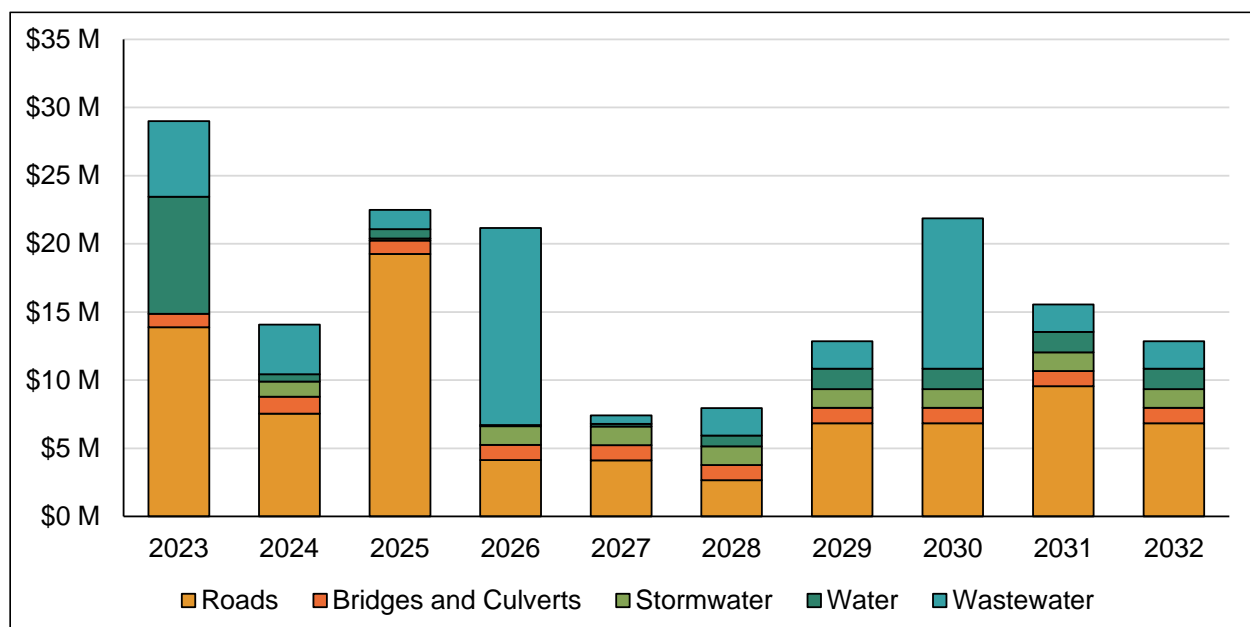




Table 3-1: 10-year Lifecycle Expenditure Forecast (2022\$)

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Roads</b>										
New Construction	\$ 1,100,000	\$ -	\$ 9,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700,000	\$ -
Reconstruction	\$ 9,500,000	\$ 4,981,200	\$ 5,978,000	\$ -	\$ 710,400	\$ -	\$ 3,528,000	\$ 3,528,000	\$ 3,528,000	\$ 3,528,000
Resurfacing	\$ 2,752,000	\$ 2,554,080	\$ 3,874,859	\$ 3,957,376	\$ 3,230,057	\$ 2,483,290	\$ 3,142,000	\$ 3,142,000	\$ 3,142,000	\$ 3,142,000
Engineering Only	\$ 525,000	\$ -	\$ -	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
<b>Sub-total Roads</b>	<b>\$ 13,877,000</b>	<b>\$ 7,535,280</b>	<b>\$ 19,252,859</b>	<b>\$ 4,132,376</b>	<b>\$ 4,115,457</b>	<b>\$ 2,658,290</b>	<b>\$ 6,845,000</b>	<b>\$ 6,845,000</b>	<b>\$ 9,545,000</b>	<b>\$ 6,845,000</b>
<b>Bridges and Culverts</b>										
Replacement	\$ 950,000	\$ 600,000	\$ 950,000	\$ 1,065,000	\$ 1,065,000	\$ 1,065,000	\$ 1,065,000	\$ 1,065,000	\$ 1,065,000	\$ 1,065,000
Rehabilitation	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ 35,000	\$ 100,000	\$ 35,000	\$ 57,000	\$ 57,000	\$ 57,000	\$ 57,000	\$ 57,000	\$ 57,000	\$ 57,000
<b>Sub-total Bridges</b>	<b>\$ 985,000</b>	<b>\$ 1,250,000</b>	<b>\$ 985,000</b>	<b>\$ 1,122,000</b>	<b>\$ 1,122,000</b>	<b>\$ 1,122,000</b>	<b>\$ 1,122,000</b>	<b>\$ 1,122,000</b>	<b>\$ 1,122,000</b>	<b>\$ 1,122,000</b>
<b>Stormwater</b>										
Stormwater Mains	\$ -	\$ 1,104,960	\$ 150,000	\$ 1,279,000	\$ 1,279,000	\$ 1,279,000	\$ 1,279,000	\$ 1,279,000	\$ 1,279,000	\$ 1,279,000
Stormwater Ponds	\$ -	\$ -	\$ -	\$ 93,000	\$ 93,000	\$ 93,000	\$ 93,000	\$ 93,000	\$ 93,000	\$ 93,000
<b>Sub-total Stormwater</b>	<b>\$ -</b>	<b>\$ 1,104,960</b>	<b>\$ 150,000</b>	<b>\$ 1,372,000</b>	<b>\$ 1,372,000</b>	<b>\$ 1,372,000</b>	<b>\$ 1,372,000</b>	<b>\$ 1,372,000</b>	<b>\$ 1,372,000</b>	<b>\$ 1,372,000</b>
<b>Water</b>										
Water Mains & Related	\$ 4,400,000	\$ 538,668	\$ 690,792	\$ 72,540	\$ 191,880	\$ 777,240	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000
Water Meters	\$ 4,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,000	\$ 189,000	\$ 189,000	\$ 189,000
<b>Sub-total Water</b>	<b>\$ 8,600,000</b>	<b>\$ 538,668</b>	<b>\$ 690,792</b>	<b>\$ 72,540</b>	<b>\$ 191,880</b>	<b>\$ 777,240</b>	<b>\$ 1,504,000</b>	<b>\$ 1,504,000</b>	<b>\$ 1,504,000</b>	<b>\$ 1,504,000</b>
<b>Wastewater</b>										
Wastewater Mains & Related	\$ 4,600,000	\$ 621,540	\$ -	\$ 500,000	\$ 221,400	\$ 1,077,000	\$ 1,077,000	\$ 6,077,000	\$ 1,077,000	\$ 1,077,000
Wastewater Facilities	\$ 933,500	\$ 3,017,500	\$ 1,408,500	\$ 13,957,500	\$ 383,500	\$ 939,000	\$ 939,000	\$ 4,939,000	\$ 939,000	\$ 939,000
<b>Sub-total Wastewater</b>	<b>\$ 5,533,500</b>	<b>\$ 3,639,040</b>	<b>\$ 1,408,500</b>	<b>\$ 14,457,500</b>	<b>\$ 604,900</b>	<b>\$ 2,016,000</b>	<b>\$ 2,016,000</b>	<b>\$ 11,016,000</b>	<b>\$ 2,016,000</b>	<b>\$ 2,016,000</b>
<b>Grand Total</b>	<b>\$ 28,995,500</b>	<b>\$ 14,067,948</b>	<b>\$ 22,487,151</b>	<b>\$ 21,156,416</b>	<b>\$ 7,406,237</b>	<b>\$ 7,945,530</b>	<b>\$ 12,859,000</b>	<b>\$ 21,859,000</b>	<b>\$ 15,559,000</b>	<b>\$ 12,859,000</b>





### 3.3 Lifecycle Funding Requirements

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Looking beyond the specific lifecycle activities identified in the Town's 10-year forecast, it is important to establish annual lifecycle funding targets for the Town's core infrastructure assets.

An annual lifecycle funding target describes the amount of funding that would be required annually to fully finance a lifecycle management strategy over the long term. By planning to achieve this annual funding level, the Town would theoretically be able to fully fund capital works as they arise. In practice, capital needs are often "lumpy" in nature due to the value of works being undertaken changing year to year. By planning to achieve this level of funding over the long term, however, the periods of relatively low capital needs would allow for the building up of lifecycle reserve funds that could be drawn upon in times of relatively high capital needs.

The annual lifecycle funding targets by asset class and category are presented in Table 3-2 below. A variety of methods were used to estimate the lifecycle funding targets, and a description of each method is provided in Table 3-3.



Table 3-2: Annual Lifecycle Funding Targets by Asset Class and Category

Asset Class/Category	Lifecycle Cost Estimation Method	Annual Lifecycle Cost (2022\$)
<b>Roads</b>		<b>\$ 5,316,000</b>
Local Asphalt	Lifecycle Analysis (see Figure 3-2)	\$ 3,094,000
Collector and Arterial Asphalt	Lifecycle Analysis (see Figure 3-3)	\$ 705,000
Rural Surface Treated	Lifecycle Analysis (see Figure 3-4)	\$ 1,517,000
<b>Structures</b>		<b>\$ 1,065,000</b>
Bridge	Lifecycle Analysis (see Figure 3-5)	\$ 554,000
Culvert - Concrete	Lifecycle Analysis (see Figure 3-5)	\$ 161,000
Culvert - CSP	Lifecycle Analysis (see Figure 3-6)	\$ 350,000
<b>Water</b>		<b>\$ 1,504,000</b>
Water Mains	Useful Life (80-100 years, depending on material)	\$ 1,315,000
Water Meters	Useful Life (20 years)	\$ 189,000
<b>Wastewater</b>		<b>\$ 2,016,000</b>
Wastewater Mains	Useful Life (50-100 years, depending on material)	\$ 1,077,000
Wastewater Facilities	Annual Reinvestment Rate (2.10%)	\$ 939,000
<b>Stormwater</b>		<b>\$ 1,372,000</b>
Stormwater Mains	Useful Life (50-100 years, depending on material)	\$ 1,279,000
Stormwater Ponds <sup>[A]</sup>	Annual Reinvestment Rate (1.85%)	\$ 93,000

<sup>[A]</sup> The Town should consider undertaking an assessment of the cleanout volumes and frequencies associated with each stormwater pond, which would provide a better means of estimating annual lifecycle costs for these assets. Furthermore, the Town should consider and implementing a regular inspection program for these assets.



Table 3-3: Descriptions of Lifecycle Cost Estimation Methods

Lifecycle Cost Estimation Method	Description
Lifecycle Analysis Method	Average annual lifecycle costs estimated through generalized lifecycle models specific to an asset category. These generalized models were developed for the Town's Roads and Structures through discussions with Town staff, incorporating local knowledge and costing information. The generalized lifecycle models are summarized in figures 3-2 to 3-6.
Useful Life Method	Average annual lifecycle cost estimated by dividing the replacement cost of an asset by its life expectancy (useful life). This method was used to estimate the average annual lifecycle costs of the Town's water mains, water meters, wastewater mains, and stormwater mains.
Annual Reinvestment Rate Method	Annual lifecycle funding target estimated using annual reinvestment rates identified in the 2016 Canadian Infrastructure Report Card <sup>[1]</sup> (2016 C.I.R.C.). Because the C.I.R.C provides a range of annual reinvestment rates for each infrastructure category, the midpoint of the applicable range was used to calculate the annual lifecycle funding target. This method was used to estimate the annual lifecycle funding target for the Town's wastewater facilities and stormwater ponds.

<sup>[1]</sup> Canadian Infrastructure Report Card: Informing the Future. (The Canadian Council for Public-Private Partnerships, 2016). Accessed from [https://www.pppcouncil.ca/web/pdf/infra\\_report\\_card\\_2016.pdf](https://www.pppcouncil.ca/web/pdf/infra_report_card_2016.pdf)



### 3.3.1 Generalized Lifecycle Models

Figure 3-2: Generalized Lifecycle Model for Local Asphalt Roads

Age	Lifecycle Activity	Notes	Unit Cost (per m <sup>2</sup> , 2022\$)
17	Mill and Pave (Two lifts)		\$ 54.00
34	Mill and Pave (Two lifts)		\$ 54.00
51	Mill and Pave (Two lifts)		\$ 54.00
68	Mill and Pave (Two lifts)		\$ 54.00
85	Full depth reconstruction (90mm thick asphalt)	Reconstruction includes curbs and boulevard restoration, but no catch basins or any other storm components.	\$ 126.10

Average Annual Lifecycle Cost (per m<sup>2</sup>): \$ 4.02  
 Total Surface Area of Local Asphalt Roads (m<sup>2</sup>): 768,770  
**Total Annual Lifecycle Cost of Local Asphalt Roads: \$ 3,094,073**

Figure 3-3: Generalized Lifecycle Model for Collector and Arterial Asphalt Roads

Age	Lifecycle Activity	Notes	Unit Cost (per m <sup>2</sup> , 2022\$)
17	Mill and Pave (Two lifts - 100mm)		\$ 54.00
34	Mill and Pave (Two lifts - 100mm)		\$ 54.00
51	Mill and Pave (Two lifts - 100mm)		\$ 54.00
68	Mill and Pave (Two lifts - 100mm)		\$ 54.00
85	Full depth reconstruction (140mm thick asphalt)	Reconstruction includes curbs and boulevard restoration, but no catch basins or any other storm components.	\$ 144.10

Average Annual Lifecycle Cost (per m<sup>2</sup>): \$ 4.24  
 Total Surface Area of Collector and Arterial Asphalt Roads (m<sup>2</sup>): 166,430  
**Total Annual Lifecycle Cost of Collector and Arterial Asphalt Roads: \$ 705,076**



Figure 3-4: Generalized Lifecycle Model for Rural Surface Treated Roads

Age	Lifecycle Activity	Notes	Unit Cost (per m <sup>2</sup> , 2022\$)
10	Tar and chip resurfacing	Pulverizing, 2" of granular, and 3 lifts of tar and chip. Includes replacement of minor culverts and spot base repairs.	\$ 18.00
n/a	Full depth reconstruction	Includes excavation, new granular, and three lifts of tar and chip. Excludes swales.	\$ 76.70

Average Annual Lifecycle Cost (per m<sup>2</sup>): \$ 1.80  
 Total Surface Area of Rural Surface Treated Roads (m<sup>2</sup>): 842,737  
**Total Annual Lifecycle Cost of Rural Surface Treated Roads: \$ 1,516,927**

Figure 3-5: Generalized Lifecycle Model for Bridges & Concrete Culverts

Age	Lifecycle Activity	Notes	Cost
25	Minor Rehabilitation		15% of replacement value
50	Major Rehabilitation		30% of replacement value
75	Replacement		100% of replacement value

Average Annual Lifecycle Cost (per \$1 of replacement value): \$ 0.0193  
 Total Replacement Value of Bridges & Concrete Culverts: \$ 36,992,000  
**Total Annual Lifecycle Cost of Bridges & Concrete Culverts: \$ 715,179**

Figure 3-6: Generalized Lifecycle Model for CSP Culverts

Age	Lifecycle Activity	Notes	Cost
25	Replacement		100% of replacement value

Average Annual Lifecycle Cost (per \$1 of replacement value): \$ 0.0400  
 Total Replacement Value of CSP Culverts: \$ 8,756,000  
**Total Annual Lifecycle Cost of CSP Culverts: \$ 350,240**



# Chapter 4

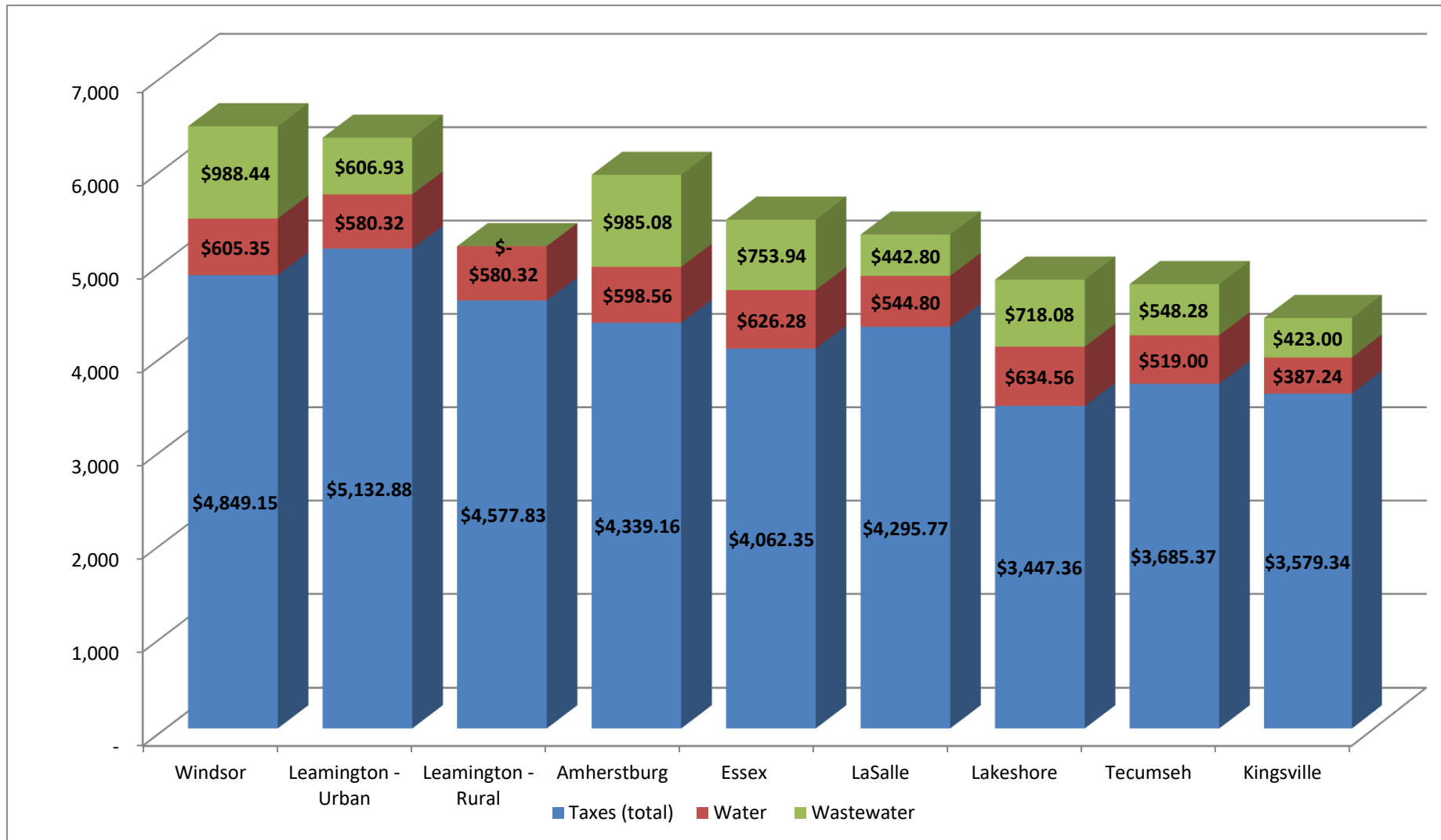
## Summary



## 4. Summary

This asset management plan has been developed to address the July 1, 2022 requirements of O. Reg. 588/17. The plan provides summary information for the Town's core infrastructure assets (including replacement cost valuation and condition), identifies current levels of service, and includes a 10-year forecast of lifecycle activities and associated costs that would be required for the Town to maintain current levels of service. The plan is based on the best information available to the Town at this time. In the coming years, the Town will need to further expand the asset management plan to include all Town assets, to have targets set for levels of service performance measures, and to include a detailed financial strategy. The future expansion of this asset management plan will need to be undertaken to ensure the Town's compliance with the July 1, 2024, and July 1, 2025 requirements of O. Reg. 588/17.

**2023 Windsor Essex Region Comparison**  
**Residential home valued at \$250,000 using 20 m3/mo of water**



Municipality	Windsor	Leamington - Urban	Leamington - Rural	Amherstburg	Essex	LaSalle	Lakeshore	Tecumseh	Kingsville
Taxes (total)	\$ 4,849.15	\$ 5,132.88	\$ 4,577.83	\$ 4,339.16	\$ 4,062.35	\$ 4,295.77	\$ 3,447.36	\$ 3,685.37	\$ 3,579.34
Water	\$ 605.35	\$ 580.32	\$ 580.32	\$ 598.56	\$ 626.28	\$ 544.80	\$ 634.56	\$ 519.00	\$ 387.24
Wastewater	\$ 988.44	\$ 606.93	\$ -	\$ 985.08	\$ 753.94	\$ 442.80	\$ 718.08	\$ 548.28	\$ 423.00
<b>Total</b>	<b>\$ 6,442.94</b>	<b>\$ 6,320.13</b>	<b>\$ 5,158.15</b>	<b>\$ 5,922.80</b>	<b>\$ 5,442.57</b>	<b>\$ 5,283.37</b>	<b>\$ 4,800.00</b>	<b>\$ 4,752.65</b>	<b>\$ 4,389.58</b>



**Date:** September 25, 2023

**To:** Mayor and Council

**Author:** Ryan McLeod, Director of Finance and Corporate Services

**RE:** Policing Contract Renewal and Service Delivery Changes

**Report No.:** FS-2023-14

---

## **RECOMMENDED ACTION**

1. That Administration be **DIRECTED** to notify the Ministry of the Solicitor General of its intention to remove the Municipal Liaison Officer enhancement position from its Police Services contract;
2. That an amending agreement for the provision of Police Services under Section 10 of the *Police Services Act* between His Majesty the King in Right of Ontario as represented by the Solicitor General ("Ontario") and the Town of Kingsville **BE EXTENDED** for a period of two years ending December 31, 2025;
3. That Administration be **DIRECTED** to provide the landlord of 116 County Rd 34, Cottam, ON with written notice of its intention to terminate its lease agreement effective March 31, 2024.

## **BACKGROUND**

The Town contracts the Ontario Provincial Police (OPP) for the provision of police services.

In 2019, the Town entered a 3 year contract with OPP, which it has extended twice for additional one year terms. The current contract is set to expire on December 31, 2023.

For several years, the province has been in discussions with municipalities and police service boards about the amalgamation of police service boards. No final decision or timelines have been provided by the province. However, in the meantime, it has recommended that we pursue shorter term extensions with the OPP while we wait for a final decision from the province in regard to police boards and policing services.

During the 2023 extension deliberations, Council approved the following recommendation:

*That Administration be **DIRECTED** to prepare a report for Council, before the expiry of this one year period, to provide recommendations with respect to contract enhancements and police facilities.*

## **DISCUSSION**

The Town's existing OPP contract includes an 'enhancement' position for a Municipal Liaison Officer. This enhancement provides for the full-time equivalent of an additional uniformed Constable over the base level of service as determined by the OPP for the policing needs of the Town of Kingsville.

The Municipal Liaison Officer duties include public education and other community outreach initiatives. In practice, these duties have been assigned to a variety of officers, based on availability. Each year, the Town receives a "credit" for any hours not provided.

Over the past year, the Police Service Board have discussed the merits of this position with the Detachment Commander and are recommending the elimination of this 'enhancement'. Based on the 2023 OPP Billing statement, eliminating this position will save the Town approximately \$153,000 per year.

The Police Service Board also recommends the termination of the lease of the OPP office space in Cottam. The lease agreement for this space allows the Town to terminate the lease at any time by providing 6 months written notice. Terminating this lease will save the Town approximately \$10,000 per year between rent, cleaning and internet services.

Based on the direction provided by the Committee of the Whole following of the Town's Facility Review, Administration intends to work with the OPP to explore potential options for the relocation of Kingsville OPP detachment in 2024.

As the Town has no immediate plans to contract police services to an alternative service provider, Administration recommends entering a 2-year extension with the OPP.

## **FINANCIAL CONSIDERATIONS**

The cost of the OPP contract is calculated annually using the OPP Billing formula. This formula includes a fixed 'Base Service' cost per property, plus a variable 'Calls for Service' calculation. The latter fluctuates with the level of police activity in the Town relative to the Province.

Each year, the OPP provides the Town with a 'Contract Estimate' which includes an adjustment for the prior year based on the OPP's budget variances and policing activities. Table 1 provides a breakdown of the OPP Contract over the previous 3 years.

Table 1 – Policing Contract Expense

	2023	2022	2021
Contract Estimate	\$ 3,293,125	\$ 3,354,761	\$ 3,354,648
+/- Prior Year Adjustment	13,891	(75,208)	26,892
OPP Contract Budget <i>01-122-072-60120</i>	\$ 3,307,016	\$ 3,279,553	\$ 3,381,540
Property Count	9,603	9,504	9,366
Cost per Property	\$344	\$ 345	\$ 361

Eliminating the contract enhancement position and the Cottam office lease is expected to save the Town approximately \$163,000 per year.

## ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

## CONSULTATIONS

Town of Kingsville Police Services Board

PREPARED BY:



Ryan McLeod, CPA, CA  
**Director of Finance and Corporate Services / Treasurer**

REVIEWED BY:



John Norton  
**Chief Administrative Officer**

**Date:** September 25, 2023

**To:** Mayor and Council

**Author:** Paula Parker, Manager of Municipal Governance/Clerk

**RE:** Committee of the Whole – September 18, 2023

**Report No.:**

---

## **RECOMMENDED ACTION**

1. That the recommendation from the Committee of the Whole, that the Arena Canteen be operated by hiring new staff, be recommended to Council as a one year trial, **BE APPROVED**.

## **BACKGROUND**

On September 18, 2023, Committee of the Whole met to discuss a number of updates and reports. Among them was options for consideration with respect to operation of the Canteen at the Kingsville Arena Complex. At that meeting, the Committee passed the following motion:

*That Option 3 – “Operate the Canteen by hiring new staff” be recommended to Council for approval as a one year trial.*

Other options included installation of vending machines and not operating the canteen.

## **DISCUSSION**

This report brings forward the above motion from Committee of the Whole for ratification.

## **FINANCIAL CONSIDERATIONS**

Financial considerations were highlighted at the September 18, 2023 Committee of the Whole meeting. To operate the canteen by hiring new staff, it was approximated to cost a total of \$60,000 per year.

Administration hopes that with goods sold the costs of food and supplies will break even.

## **ENVIRONMENTAL CONSIDERATIONS**

N/A

## **CONSULTATIONS**

Refer to the September 18, 2023 Committee of the Whole report.

PREPARED BY:

A handwritten signature in black ink, appearing to read 'Paula Parker', written over a horizontal line.

Paula Parker

**Manager of Municipal Governance/Clerk**

REVIEWED BY:

A handwritten signature in black ink, appearing to read 'John Norton', written over a horizontal line.

John Norton

**Chief Administrative Officer**



## COMMITTEE MINUTES

### COMMUNITIES IN BLOOM COMMITTEE

JUNE 6, 2023 @ 6:00 P.M.

Kingsville Arena

**PRESENT:** Carol Dunn, Chair  
Heather Crewe  
Karin Sonnenberg  
Jesse Towle  
Janet Willoughby  
Councillor Thomas Neufeld

Karen Loney Staff Liaison  
Shelby Wye, Staff  
Claire Buxton, Summer Student

**ABSENT:** Alan Batke, Vice Chair

#### A. CALL TO ORDER

The Chair called the meeting to order at 6:00 P.M.

#### B. DISCLOSURE OF PECUNIARY INTEREST

The Chair reminded the Committee of their duty to disclose any pecuniary interests as they arise.

#### C. ADDITIONS TO THE AGENDA

Councillor Neufeld requested that the Yellow Fish program be added to F. New and Unfinished Business.

The Chair requested that Pollinator Garden at the Community Centre be added to F. New and Unfinished Business.

#### D. STAFF REPORTS

K. Loney provided a verbal report on staff changes, new format for meeting minutes, May 5, 2023, CIB dance, plans for 2023 Canada Day celebrations, plans for 2023 Open Streets, and plans for Movies at The Park on June 23, 2023.

## E. MINUTES OF THE PREVIOUS MEETING

1. Item 3f. 2022 CIB Judge's Tour Informal Feedback, should read ***National*** Judge Martin Quinn.

**Moved by Councillor Thomas Neufeld  
Seconded by Karin Sonnenberg**

**THAT the minutes of the CIB meeting held on May 2, 2023 be accepted as amended.**

**CARRIED**

## F. NEW AND UNFINISHED BUSINESS

1. Debrief of May 27, 2023 ***Get In Touch With Nature Event***.

The Committee discussed successes of the event and opportunities for change at future events.

**Moved by Councillor Thomas Neufeld  
Seconded by Karin Sonnenberg**

**THAT the Grovedale Arts and Culture Centre be reserved for Sunday, May 5, 2024 to hold another *Get In Touch With Nature* event.**

**CARRIED**

### 2. ERCA Greenway Project Clean Up

The Committee set dates, times, and rendezvous points for July, August and October to clean up the Committee's assigned section of the Greenway, as well as a one-time clean-up of Cottam.

### 3. Canada Day

The Committee will have a presence at the Canada Day celebrations at the Arena and will give away native plants.

### 4. Pollinator Week

To mark National Pollinator Week, June 19 – 25, 2023, the Committee will dedicate the mural which was commissioned by the Committee and which has now been installed at

Lakeside Park. Dedication of the mural will take place on June 19, 2023 at 2:00 P.M. by the Splash Pad at Lakeside Park. The Committee also recommended that Special Events staff show a nature themed film at the Movies in the Park on June 23, 2023.

## **5. Meditation Garden**

Ms. Towle presented an update on the proposed Mindfulness Walks project.

**Moved by Janet Willoughby**

**Seconded by Councillor Thomas Neufeld**

**THAT the Committee approve a budget of \$1500 to commission a design and to purchase signs for the Mindfulness Walks.**

**CARRIED**

## **6. Healing Garden**

Ms. Crewe reported that there has been no further progress on the proposed Healing Garden project pending further discussions with senior Staff regarding risk management strategies.

## **7. Yellow Fish Project**

Councillor Neufeld presented a verbal update on the 2023 Yellow Fish project whereby catch basins are painted with a stencil of a fish in yellow to remind the public that everything entering the storm water system goes directly into the lake and therefore must not contain harmful chemicals.

## **8. Community Church Pollinator Garden**

The Chair reported that Kingsville Community Centre will open a new pollinator garden on June 13, 2023.

## **G. NEXT MEETING DATE**

1. The next meeting of the Communities in Bloom Committee will take place on September 5, 2023 at Kingsville Arena, Room C at 6:00 P.M.





## COMMITTEE MINUTES

### H. ADJOURNMENT

Moved by Janet Willoughby  
Seconded by Jesse Towle

THAT the meeting be adjourned at 8:00 P.M.

CARRIED

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CHAIR, Carol Dunn

---

RECORDING SECRETARY,  
Heather Crewe



# COMMITTEE MINUTES

**KINGSVILLE BIA  
JULY 11TH, 2023, 6:15PMPM  
CARNEGIE ARTS & VISITORS CENTER**

## **A. CALL TO ORDER**

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

### **MEMBERS OF BIA BOARD:**

Tony Gaffan  
Roberta Weston  
Maria Edwards  
Councilor Sheri Lowrie  
Amanda Everaert  
Abby Jakob  
Heather Brown

### **MEMBERS OF ADMINISTRATION:**

Jodie McIntyre

### **MEMBER(S) OF TOWN:**

Sue Rice

### **ABSENT:**

1. Jason Martin
2. David Debergh

### **GUESTS:**

1. NONE

## **B. LAND ACKNOWLEDGEMENT**

Tony Gaffan recognized the posting of the Land Acknowledgement.

Heather recommended the Acknowledgement be read aloud at each meeting and the Board agreed.

## **C. DISCLOSURE OF PECUNIARY INTEREST**

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

## **D. PRESENTATIONS/DELEGATIONS**

1. NONE.

## **E. AMENDMENTS TO THE AGENDA**

1. NONE

## **F. ADOPTION OF ACCOUNTS**

**BIA-402-2023**      Moved by Roberta Weston seconded by Heather Brown to approve the accounts ending June 2023.

**CARRIED**

## **G. STAFF REPORTS**

### **BIA COORDINATOR PRESENTED HIGHLIGHTS FROM HER REPORT**

#### **1. ENGAGEMENT/SUPPORT**

- Members Mix & Mingle on June 14<sup>th</sup> was a success. Good turn out and good space for members to converse.
- Introduced Digital Dragonfly on Facebook.
- Attended the Home Hardware reopening ribbon cutting.

#### **2. PROMOTION**

- Father's Day giveaway ran well in collaboration with DelFrescoPure.
- Highland games Facebook ticket give away went well. Thank you to Sheri Lowrie for donating tickets. Take away from the contest is the simpler it is the more engagement and participation we receive.
- For Canada Day we placed our red truck and a lite Canada Flag at the Carnegie and New Designs assisted with staking the flag to the ground and placed Canadian flags in the gardens around the Town clock area on Main Street. We also programmed Canadian music to play downtown from June 30<sup>th</sup> to July 2<sup>nd</sup> and received good feedback regarding this.
- Heather Brown suggested putting the large ornaments out at the Town clock area for Christmas in July. A request will be submitted for this.

### 3. POLICIES & PROCEDURES

- The Coordinator completed the job description review and will present it to the Personnel Committee when they meet.
- Coordinator is working on an Annual Projected Beautification/Décor form and process to present to the Board and then the Town.

### 4. BEAUTIFICATION

- Bricks have come in from Hallmark Memorial and they look great. WE will continue to use them for our brick engraving.
- Flower RFQ was sent out to 5 local businesses for review. Deadline is August 1<sup>st</sup>.
- Noted that large flowers, like the elephant ears used this year, do not work well in open spaces where the wind can get at them (for example at the far West and East end of the BIA district). Something smaller would last longer.

### 5. MAINTENANCE

- Need to follow up with Shaun from the Town regarding replacing the toppers on the light posts as they have zero life left.

**BIA-403-2023**      Motion to receive report by Heather Brown, seconded by Maria Edwards.

**CARRIED**

## H. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

### 1. WEEDS/BASKETS/PLANTERS

- The KBIA received correspondence regarding concerns over weeds around the trees, any empty flowerpot on Main, overgrown trees next to the Food Bank and dying hanging pot on Main Street. All items have been addressed and resolved.

### 2. CATHY STEPHENSON – SOUND SYSTEM VIDEO

- Cathy had sent the BIA a video of her husband Rick Stephenson (Frank Sinatra impersonator) hearing his music being played over the downtown sound system along with a thank you and 4 free tickets to one of Rick's shows in Windsor on July 15<sup>th</sup>.
- We will be giving the tickets away on Facebook on July 13<sup>th</sup> and posting the video on our Facebook page.

## I. MINUTES OF THE PREVIOUS MEETING

**BIA-404-2023** Motion to approve by Roberta Weston, seconded by Abby Jakob.  
**CARRIED**

## J. NEW AND UNFINISHED BUSINESS

### 1. Facelift Grant Approvals

- Miller's Bakery

**BIA-405-2023** Motion to approve by Roberta Weston, seconded by Heather Brown to approve \$500 to Miller's Bakery under the Facelift Grant application process.

**CARRIED**

- Movati Athletic

**BIA-406-2023** Motion to approve by Abby Jakob, seconded by Maria Edwards to approve \$500 to Movati Athletic under the Facelift Grant application process.

**CARRIED**

### 2. The Terry Fink Report

- The board discussed the challenges and concerns the report would have on the BIA.
- It was concluded that Heather Brown would attend the Committee of the Whole on July 17<sup>th</sup> to bring forth that the KBIA has challenges and concerns and would like the opportunity to discuss with Town Administration further.

**BIA-407-2023** Motion by Amanda Everaert, seconded by Abby Jakob to have Heather to speak on behalf of the KBIA at the Committee of the Whole on July 17<sup>th</sup>.

**CARRIED**

### 3. Next MMM Date

- Dependent on availability, the next MMM will be held at Jack's Gastropub, on their patio.
- The date will be September 20<sup>th</sup>.
- Times will be changed to 5pm – 7pm from 6pm – 8pm, to see if it accommodates the membership better.
- Libro has offered to sponsor the appetizers.
- The Coordinator will reach out to Jack's to confirm availability.
- Other places such as Joe's HOT+ COLD Coffee, SECC, Home Hardware, Pelee Island Winery patio and Elite.

#### 4. CFIB Membership

- The board recognizes the benefits of the CFIB but felt that a membership at \$34 per month would not be advantageous to the BIA at this time.

#### 5. Mayor's Golf Tournament

- The tournament will be on September 28<sup>th</sup> at the Kingsville Golf and will have a 19<sup>th</sup> hole dinner. Sue Rice provided some background for the tournament stating it will be a spotlight on golf and local businesses, allowing a B2B connection while having fun. The cost is \$60 for dinner or \$150 for golf and dinner. Any business that has any type of offer can provide swag for the swag bag.
- The BIA would like to participate in the event and the Promotions Committee will come up with what they will do with a \$500 budget (sponsor a hole, set up a booth, come up with a fun game etc.).

**BIA-408-2023** Motion by Roberta Weston, seconded by Heather Brown to spend up to \$500 on the Mayor's Golf Tournament event.

**CARRIED**

- Coordinator brought up that for events like this and when going to visit businesses within the district, it would be nice to have some identifying clothing (t-shirt, sweatshirt, golf shirt) to help identify who we are along with a name tag. It was also discussed that having a BIA tent would be beneficial in the future.
- A budget of \$500 was allotted for clothing, name tag and a tent (if it fits within this budget).

**BIA-409-2023** Motion by Abby Jakob, seconded by Heather Brown to spend up to \$500 on clothing, name tag and tent.

**CARRIED**

#### 6. Restraining of Lights Date

- Adding additional lights to the lit garland will now be done in either October or November, just before they are going to be put up, to not move them twice.
- A location to add the additional lights will be needed along with the transportation and a date on which this will be done.

**BIA-410-2023** Motion by Roberta Weston, seconded by Heather Brown to place decorations on the four corners garland this year only, and if it works well add additional decorations in 2024.

**CARRIED**

**BIA-411-2023** Motion by Amanda Everaert, seconded by Roberta Weston to extend the length of the meeting by 10 minutes as there were remaining important items to discuss.

**CARRIED**

## 7. Other New Business

- NONE.

## K. OTHER REPORTS

### 1. FINANCIAL COMMITTEE – David & Tony

- The committee needs to meet in July to begin the 2024 budget.

#### **BIA-412-2023**

Motion by Abby Jakob, seconded by Heather Brown to purchase a dual monitor stand and laptop docking station.

**CARRIED**

### 2. BEAUTIFICATION COMMITTEE – Maria & Amanda

- The committee will set up the next meeting date.

### 3. PROMOTIONS COMMITTEE – Jason & Abby

- The committee will set up the next meeting date.

### 4. PERSONNEL COMMITTEE – Roberta & Heather

- The committee will set up the next meeting date.
- The Personnel Committee will be discussing upcoming updates to the Bylaws.

### 5. COUNCIL REPRESENTATIVE – Sheri Lowrie

- Sheri and the BIA Coordinator went on a walk around town and our next walk will not be until August. Sheri brought back, to John, a few points about loading zones, who's responsibility is the sidewalks and curb areas for upkeep, what are the landlord's responsibility, weeds around beds the Horticultural is responsible for and weeds around the beds is Parks & Rec responsibility, pilons over tree stumps.
- \$10,000 is going towards Senior Active Living Centre if grant is received and are partnering with Kingsville Community Centre.
- Highland Games, Open Streets, Canada Day were all successful.
- New garbage cans have been installed at in such locations as the Arena, Dog Park etc., as a pilot project that go 9 feet into the ground.
- Sheri noted we do not have 25–40-year-old programming.
- Heather Brown was inquiring about all the signs in the Eastern part of Town around the Movati plaza.

## 6. TOWN REPORT – Sue Rice

- Sue reviewed the allocation of Residential and Commercial tax dollars and how you tax dollar is spent.
- The loading zone review is a comprehensive review that unfortunately, currently, is not a priority.
- It was noted that the language on the loading signs does not have specific times and could be used for the public at some times and that the Food Bank loading Zone is only for them and perhaps it could be better utilized.
- On a go-forward-based Sue will meet with Ryan regarding any follow up that pertains to the Town and then send the points out to Councilor Lowrie and the BIA Coordinator.
- BIA Coordinator to post the Open Streets survey & Have Your Say Kingsville links on social media and in our website.

## L. NEXT MEETING DATE

The next committee meeting will be held on Tuesday, September 12th, at 6:15 PM.

- It was reiterated that there is no meeting in the month of August due to lack of quorum.

## M. ADJOURNMENT

Meeting adjourned at 8:56pm

**BIA-413-2023**      Motioned to adjourn by Amanda Everaert, seconded by Abby Jakob.

*Tony Gaffan*  
**CO-CHAIR,**  
**Tony Gaffan**

*Jodie McIntyre*  
**RECORDING SECRETARY,**  
**Jodie McIntyre**





**Date:** September 25, 2023

**To:** Mayor and Council

**Author:** Paula Parker, Manager of Municipal Governance/Town Clerk

**RE:** Multi-Year Accessibility Plan Status Update

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## INFORMATION REPORT

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### BACKGROUND

As required under the *Accessibility for Ontarians with Disabilities Act* ("AODA"), section 4(1) of O. Reg. 191/11 states that municipalities shall establish, implement, maintain and document a multi-year accessibility plan that outlines an organization's strategy to prevent and remove barriers and meet its requirements under the Act and regulations. Additionally, section 4(3) states that municipalities shall prepare annual status reports on the progress of measures taken to implement the multi-year accessibility plan.

The Town of Kingsville's 2020-2024 Multi-Year Accessibility Plan (the "Plan") was approved by Council in 2020, and this Report provides the required annual status update on the implementation of the Plan.

### DISCUSSION

Kingsville's Plan focuses on the five Integrated Accessibility Standards:

- Information and Communication
  - requires that organizations create, provide and receive information and communications that are accessible for people with accessibility needs.
- Employment
  - requires that employers make their workplace and employment practices accessible to potential or current employees with disabilities.
- Transportation
  - Outlines the requirements for transportation service providers.
- Design of Public Spaces
  - outlines the need for newly constructed or redeveloped public spaces to be accessible for people with disabilities
- Customer Service
  - outlines requirements for removing barriers for people with disabilities so they can access goods & services and/or facilities. The Town is committed to making sure all members of the public receive a fair customer service experience that meets their needs.

## **Information and Communication - 2021/2022 Achievements**

- Due to COVID-19 restrictions on in-person meetings, the Town had conducted all its Council and Committee meetings virtually through Zoom or Webex. Staff communicated and worked with the public in making accommodations to facilitate participation during the changing restrictions.
- Continued work towards an accessible website to ensure it conforms with WCAG 2.0 Level AA which allows people to navigate websites using technology such as readers and speech recognition software.
- Broadcasting Council meetings
- Continued to provide accessible formats and communication supports, upon request.
- Training provided for staff responsible for creating accessible documents in Word and PDF formats.

## **Employment - 2021/2022 Achievements**

- Due to COVID-19 and restrictions on in-person meetings, Human Resources with assistance from the IT Department moved to virtual interviews through Zoom.
- Developed an accessible recruitment process and offered accommodations in job postings and employment offers.
- Informed employees of support accessible formats and communication
- Formal processes created for employees that require an individual accommodation plan

## **Transportation and Design of Public Spaces - 2021/2022 Achievements**

- Infrastructure Services
  - installed and/or replaced accessible sidewalks/multi-use paths:
    - Jaserperson Drive sidewalk (east side)
    - Jasperson Drive multi-use path (west side)
    - Road 2 E (south side) multi-use path from Graham Sideroad to Union Ave
    - Main Street East sidewalk (north side) from Heritage to Queen
    - Multi-use path between Conservation Blvd and Lake Drive
  - installed PXO crosswalks at:
    - Jasperson Drive
    - Greenway Crossing on Road 2 East
  - Hard surfacing of the upper bowl trail at Lakeside Park
- Facilities completed the following accessibility improvement projects:
  - Ruthven Park – Accessible picnic table and pathway to playground structure
  - Lakeside Park – Paved upper pathway and paved parking lot
  - Splash pad – washrooms and pad
  - Poured accessible concrete pad for Mobi-Mat and ADA Table
  - Ordered 2 accessible picnic tables to be placed at Arena and Lions Park
  - Update to Arena lower washrooms

It should also be noted that in July 2023, Administration undertook a facility review. Some facilities were identified as not accessible at that time. (i.e.: Ruthven Library washrooms). Administration is moving ahead with upgrades to the Ruthven Library washrooms in 2023. The Kingsville Accessibility Advisory Committee is also currently assessing all municipal facilities as part of its mandate. Any additional deficiencies identified by the Committee will come to Council for consideration at a later date in 2023.

### **Customer Service - 2021/2022 Achievements**

- On-going AODA training for all staff
- 2022 Election included accessibility considerations

### **APPENDIX 'A'**

The Ongoing Initiatives Schedule from the Multi-Year Accessibility Plan has been updated and is attached to this report.

In 2021, the Town's Accessibility Compliance Report came back as non-compliant. These areas of non-compliance included:

- Annual Status Report not provided, not posted on the website. O. Reg. 191/11, s. 4(3)(b)
- Procurement policy does not indicate that the municipality will incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities. The policy does not confirm that the municipality will provide an explanation, if it is not practicable to incorporate accessibility. O. Reg. 191/11, s. 5(1)
- Employee Training/Policies:
  - Training on Ontario Human Rights Code and the Integrated Accessibility Standards Regulation O. Reg. 191/11, s. 7
  - Employment Policy: Notice of accommodation of successful applicants O. Reg. 191/11, s. 24
  - Employment Policy: Informing employees of supports; accessible formats and communication supports for employees O. Reg. 191/11, s. 26
  - Employment Policy: Individualized emergency response information for employees with disabilities O. Reg. 191/11, s. 27
  - Employment Policy: Career development and advancement O. Reg. 191/11, s. 31
  - Employment Policy: Process for documented individual accommodation plans O. Reg. 191/11, s. 28
  - Employment Policy: Performance Management O. Reg. 191/11, s. 30

These items have been completed per Section 14(1) of the Accessibility for Ontarians with Disabilities Act, 2005

## **FINANCIAL CONSIDERATIONS**

The costs incurred for the achievements outlined in this report were funded through the corresponding departmental budgets.

## **CONSULTATIONS**

Kingsville Accessibility Advisory Committee

PREPARED BY:



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Paula Parker  
**Manager of Municipal Governance/Clerk**

REVIEWED BY:



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John Norton  
**Chief Administrative Officer**

**Ongoing Initiatives from Multi-Year Accessibility Plan 2020-2024**

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>	<b>Status</b>
Ridgeview Park	Architectural	New accessible pathway and accessible swing at park	Approved in 2023 budget
Accessible events	Physical / architectural	Identify and remove barriers prior to event	Ongoing
Cottam Rotary Park	Architectural	Accessible swing sets	Site visit conducted
Accessibility Workshop	Attitudinal	Develop and coordinate with BIA an accessibility workshop for business owners	Anticipated workshop to be discussed
Sidewalks	Physical	New sidewalks and reconstructed sidewalks are made accessible, AODA compliant	Ongoing
Town Website	Technology	Website content and documents will be accessible	Ongoing
Customer Service	Attitudinal	Continued compliance with the Customer Service Standard through training conducted for all new members of Town Council, Committees, Boards, staff and volunteers	Ongoing – staff are provided training through HR Downloads program
Kingsville Parks	Architectural	Accessible playground equipment	Committee to review drawings. All new parks need to be accessible.
Recreational pathways	Architectural	Recommend support of the Master Recreation Plan for recreation paths to be paved	Future inspection upon completion.
Physical, attitudinal, mental and learning disabilities of people using the goods and services provided by the Town.	Ontarians With Disabilities Act, 2005 and the Customer Service Standard regulations.	Develop the required policies and staff training under the Ontarians with Disabilities Act, 2005 and the Customer Services Standard.	Accessible Customer Service Standards adopted by the Council, sensitivity training to staff, committees and third party suppliers ongoing to ensure accessible delivery of goods and services.



234-2023-4597

September 15, 2023

Dear Head of Council,

**Subject: Responding to the Housing Affordability Task Force's  
Recommendations**

As you know, in February 2022, the Housing Affordability Task Force delivered [its final report](#) with recommendations to help Ontario tackle the housing supply crisis and build at least 1.5 million homes by 2031. Including sub-items and appendices, the Task Force made 74 unique recommendations, some of which apply to all communities in Ontario, with others more specific to large and urban municipalities. While Ontario has made progress in acting on these recommendations — with 23 implemented to date helping to achieve the highest level of housing starts in over three decades — as the province grows at incredible speed, all levels of government need to do more.

To bring the dream of home ownership into reach for more people, I have asked my ministry to renew its efforts to review and, where possible, implement the Task Force's remaining recommendations with minimal delay. As part of that review, I am asking for you, as head of council, to prioritize your top five recommendations for future consideration. For these top five priorities, this could include your advice to revisit the way a recommendation has been implemented up to this point, as well as how some of the recommendations could or should be implemented with amendments.

Accompanying this letter, you will find a chart with space to rank the top five Task Force recommendations. While I know that some of the recommendations may not be applicable to all small, rural, and Northern communities, I ask that you rank those recommendations that you feel would be, or have been, the most useful in increasing housing supply in your community.

As we look to do more to solve the housing supply and affordability crisis together, it's important for the province to have a full understanding of our municipal partners' positions on these recommendations as quickly as possible. I ask that you **please return the completed chart to [housingsupply@ontario.ca](mailto:housingsupply@ontario.ca) no later than October 16, 2023.**

.../2

I look forward to continuing our work together to ensure that more people can afford a place to call home.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a large, stylized initial 'P' and 'C'.

The Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

c: Hon. Rob Flack, Associate Minister of Housing  
Kirstin Jensen, Interim Chief of Staff, Minister's Office  
Martha Greenberg, Deputy Minister  
Joshua Paul, Assistant Deputy Minister, Market Housing Division  
Sean Fraser, Assistant Deputy Minister, Planning and Growth Division  
Caspar Hall, Assistant Deputy Minister, Local Government Division

Attachment:

Top Five Housing Affordability Task Force (HATF) Recommendations for Response

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 60 - 2023

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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 September 13 and 25, 2023 Meeting of Council

**WHEREAS** sections 8 and 9 of the *Municipal Act, 2001* S.O. 2001 c. 25, as amended, (the “Act”) provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising the authority conferred upon a municipality to govern its affairs as it considers appropriate.

**AND WHEREAS** section 5(3) of the Act provides that such power shall be exercised by by-law, unless the municipality is specifically authorized to do so otherwise.

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of The Corporation of the Town of Kingsville (the “Town”) be confirmed and adopted by by-law.

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

1. The actions of the Council at its September 13 and 25, 2023 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  
25<sup>th</sup> DAY OF SEPTEMBER, 2023.**

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**MAYOR, Dennis Rogers**

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**CLERK, Paula Parker**