



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

Monday, May 27, 2024, 6:00 PM

Unico Community Centre

37 Beech Street

Kingsville, ON N9Y 1A9

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 atoole@kingsville.ca

Pages

A. CALL TO ORDER

B. CLOSED SESSION

Recommended Action

That Council enter into Closed Session at 4:30 p.m. pursuant to Section 239 of the *Municipal Act, 2001*, to discuss the following item:

Item I - Property Disposition - Lions Park and Lions Hall to be heard under Section 239(2)(c) being a proposed or pending acquisition or disposition of land by the municipality.

C. LAND ACKNOWLEDGEMENT

We acknowledge the Three Fires Confederacy (Ojibwe, Potawatomi 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. MAYOR'S WELCOME AND REMARKS

F. AMENDMENTS TO THE AGENDA

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

Pursuant to Section 239 of the *Municipal Act, 2001*, Council entered into Closed Session at 6:34 p.m. May 6, 2024, to discuss the following items:

Item I - Sanitary Sewer Connections heard under Section 239(2)(f) being advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and, a position, plan, procedure, criteria, or instruction to be applied to negotiations. There is nothing further to report.

***Item II - Legal Matter** heard under Section 239(2)(f) being advice that is subject to solicitor-client privilege, including communications necessary for that purpose. There is nothing further to report.

***Item III - Use of Email** heard under Section 239(3.1) being educating or training members of a council, a local board or committee. There is nothing further to report; And,

Item IV - Personnel Matter heard under Section 239(2)(b) being personal matters about an identifiable individual, including municipal employees. There is nothing further to report.

I. DELEGATIONS

J. PRESENTATIONS

K. MATTERS SUBJECT TO NOTICE

1. Application for Consent and Zoning By-law Amendment (B-2024-14 & ZBA-2024-7): 366 North Talbot Road

1

Recommended Action

1. That consent application B-2024-14, to sever an existing dwelling, deemed surplus to the needs of the applicants' farming operation with an area of 0.92 ac (0.37 ha) lot shown as Part 1 on the applicants' sketch, known as 366 North Talbot Road, in the Town of Kingsville, **BE APPROVED**, subject to the following conditions:
 - a. Prior to consent being endorsed on the deeds the property owners are to execute an agreement for drainage apportionment due to lands severance or sale approved by the Municipality for each parcel being severed. Drainage Apportionment Request, 12R plan shall be submitted to the

- Municipality a minimum of one month prior to the stamping of the deeds.
- b. Prior to consent being endorsed on the deeds a lot grading plan acceptable to the municipality, shall be provided by the applicant to serve the lands being conveyed, and the lands being retained, with the cost of such drainage being solely at the expense of the applicant. Lot Grading Plans shall be submitted to the Engineering Department a minimum of three months prior to the stamping of the deeds.
 - c. That the applicant provide confirmation to the satisfaction of the Town the location of any existing septic systems in relation to the revised lot line locations.
 - d. That the necessary deed(s), transfer or changes be submitted electronically, signed and fully executed, including a copy of the reference plan, prior to certification.
 - e. The conditions imposed above shall be fulfilled by May 27th, 2026 or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.
2. And that By-law 41-2024 being a By-law to amend the Comprehensive Zoning By-law 1-2014 for the Town of Kingsville, to amend the zoning on the retained farm parcel municipally known as VL North Talbot Road from 'General Agricultural (A1)' to 'Agricultural - Restricted (A2)' **BE APPROVED**; and the Mayor and Clerk **BE AUTHORIZED** to sign same.

L. REPORTS - PLANNING AND DEVELOPMENT SERVICES

1. Ridgeview Park Community Centre / Cottam Library Rebuild

9

Recommended Action

1. That Council **ENDORSE** the preferred design option for a new Cottam Community Centre as illustrated in Appendix C of this report, and further, **DIRECT** Administration to proceed with detailed design.

M. REPORTS - FINANCE AND CORPORATE SERVICES

No Reports at this time.

N. REPORTS - FIRE RESCUE SERVICES

No Reports at this time.

O. REPORTS - PUBLIC OPERATIONS

1. 2024 Main Street Division Street Intersection Report

21

Recommended Action

That the Division Street / Main Street Intersection **BE IMPROVED** with the addition of a dedicated westbound right turn lane as per Appendix B within the existing pavement width to improve traffic movement in the Kingsville Downtown core.

2. Lakeside Park Playground – Equipment Replacement

26

Recommended Action

That the Lakeside Park Playground – Equipment Replacement **BE AWARDED** to Park N Play Design – Option 1.

P. REPORTS - LEGAL, BUILDING AND BY-LAW SERVICES

No Reports at this time.

Q. REPORTS - CAO's OFFICE

R. CONSENT AGENDA

- | | |
|---|-----------|
| 1. Regular Council Meeting Minutes - May 6, 2024 | 29 |
| 2. Communities in Bloom Minutes - April 2, 2024 | 38 |
| 3. BIA Minutes -April 9, 2024 | 42 |
| 4. Migration Festival Minutes - April 23, 2024 | 48 |

S. CORRESPONDENCE

No Correspondence at this time.

T. NOTICES OF MOTION

1. Disposition of Lions Hall - Councillor Jarvis-Chausse

Recommended Action

On October 16, 2003, the Lions Club of Kingsville donated lands and buildings to the Town of Kingsville, including “Lions Hall” which is the main building located inside Lions Park;

In 2003 the Lions Club entered into an agreement with the Town of Kingsville indicating that the Lions Club would occupy the main parts of the building and further that the Town of Kingsville would maintain the building and additionally pay the Lions Club a one-time payment of \$53,000;

The Town of Kingsville and Lions Club now agree that the building could serve a greater community purpose under the ownership and leadership of Lions Club for the benefit of various not-for-profit agencies and

organizations;

The Town of Kingsville and Lions Club now also agree that the Town of Kingsville should retain the remaining lands, known as Lions Park, for the benefit of the community;

THEREFORE, Kingsville Council **DIRECTS** Administration to do the following:

1. Bring forward a By-law for Council consideration to declare Lions Hall building surplus to municipal purposes, pursuant to the requirements of the *Municipal Act, 2001*, and to be conveyed to the Lions Club under an exemption from the requirements of the Town of Kingsville's property disposition policy; and
2. Enter into an agreement with the Lions Club on the following terms and conditions:
 - a. Transfer of the Lions Hall building for \$1, in an "as is, where is" condition to the Lions Club;
 - b. Sever the Lions Hall building from the rest of the property and park;
 - c. Retain a right of first refusal over any future conveyance;
 - d. Require the Lions Club to only use the building for not-for-profit uses;
 - e. Agree to pay an annual grant for five years to the Lions Club equal in the amount of property taxes levied, with a right to renew for an additional five years subject to Council approval and Town budget;
 - f. Register an easement in favour of the Lions Club over the park entranceway and parking area, which shall be maintained and the responsibility of the Town of Kingsville for the use of visitors to the Lions Hall as well as Lions Park;
 - g. Terminate any ongoing obligations between the Town of Kingsville and the Lions Club that arise from the Agreements executed in 2003 and any amendment to the same; and
 - h. Require the Lions Club to have a volunteer board of directors to oversee management of the building, representing various community groups and interests as well as holding various skills, backgrounds, and professional expertise.

U. UNFINISHED BUSINESS AND ANNOUNCEMENTS

V. BYLAWS

Recommended Action

That the following By-law receive three readings and finally pass:

By-law 42-2024 being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Kingsville at its May 27, 2024 Regular Meeting of Council.

W. CLOSED SESSION

Recommended Action

That Council enter into Closed Session at X:XX p.m. pursuant to Section 239 of the *Municipal Act, 2001*, to discuss the following item:

Item I - Personnel Matter to be heard under Section 239(2)(b) being personal matters about an identifiable individual, including municipal employees.

X. ADJOURNMENT

Recommended Action

That Council adjourns this Regular Meeting at p.m.



Date: May 27, 2024

To: Mayor and Council

Author: Vitra Chodha, Planner

RE: Application for Consent and Zoning By-law Amendment (B-2024-14 & ZBA-2024-7): 366 North Talbot Road

RECOMMENDED ACTION

1. That consent application B-2024-14, to sever an existing dwelling, deemed surplus to the needs of the applicants' farming operation with an area of 0.92 ac (0.37 ha) lot shown as Part 1 on the applicants' sketch, known as 366 North Talbot Road, in the Town of Kingsville, **BE APPROVED**, subject to the following conditions:
 - a. Prior to consent being endorsed on the deeds the property owners are to execute an agreement for drainage apportionment due to lands severance or sale approved by the Municipality for each parcel being severed. Drainage Apportionment Request, 12R plan shall be submitted to the Municipality a minimum of one month prior to the stamping of the deeds.
 - b. Prior to consent being endorsed on the deeds a lot grading plan acceptable to the municipality, shall be provided by the applicant to serve the lands being conveyed, and the lands being retained, with the cost of such drainage being solely at the expense of the applicant. Lot Grading Plans shall be submitted to the Engineering Department a minimum of three months prior to the stamping of the deeds.
 - c. That the applicant provide confirmation to the satisfaction of the Town the location of any existing septic systems in relation to the revised lot line locations.
 - d. That the necessary deed(s), transfer or changes be submitted electronically, signed and fully executed, including a copy of the reference plan, prior to certification.
 - e. The conditions imposed above shall be fulfilled by May 27th, 2026 or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

2. And that By-law 41-2024 being a By-law to amend the Comprehensive Zoning By-law 1-2014 for the Town of Kingsville, to amend the zoning on the retained farm parcel municipally known as VL North Talbot Road from 'General Agricultural (A1)' to 'Agricultural - Restricted (A2)' **BE APPROVED**; and the Mayor and Clerk **BE AUTHORIZED** to sign same.

BACKGROUND

The Town of Kingsville has received the above-noted applications for lands located on the south side of North Talbot Road, West of County Road 27 East (see location map attached as Appendix A). The subject parcel is designated 'Agricultural' by the Official Plan and is zoned 'General Agricultural (A1)' under the Kingsville Comprehensive Zoning By-law.

The subject parcel is 67.32 acres (27.24 ha) with a frontage of 403.86 m (1325.00 ft) and contains a dwelling. It is proposed that the dwelling deemed surplus to the owner's farming needs be severed on a new lot. The proposed severed parcel is shown as Part 1 on the applicant's survey (attached as Appendix B), the severed parcel has an area of 0.92 ac (0.37 ha).

As a result of the consent, an application to rezone the retained farm parcel from 'General Agricultural (A1)' to 'Agricultural- Restricted (A2)' is submitted in conjunction to prohibit future dwellings on the retained parcel as per Provincial and Town policies.

DISCUSSION

1) Provincial Policy Statement (PPS), 2020:

When reviewing a planning application to determine if it represents sound planning, it is imperative that the proposed development is consistent with the Provincial Policy Statement (PPS). Section 2.3.4.1(c) permits, "a residence surplus to a farming operation as a result of farm consolidation," to be severed, "provided that the planning authority ensures that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance."

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

2) Town of Kingsville Official Plan

The Official Plan for the Town of Kingsville designates the severed and retained lands as 'Agriculture'.

The requested consent to sever the surplus dwelling conforms to the policies of Section 7.3.1, Agriculture Land Division, of the Official Plan. The proposed severed parcel is within the recommended size limit of 0.8 ha (1.97 ac.) or less.

The severed parcel, Part 1 has an area of 1.97 ac (0.8 ha) therefore the application conforms with Section 7.3.1 of the Kingsville Official Plan.

Section 7.3.1.2 c) of the Kingsville Official Plan that was amended on December 1st, 2023, states that “c) the surplus residential dwelling must have been in existence prior to the date of the adoption of this plan and in a habitable condition”.

The intent of this section was to mirror the wording of the 2014 Official Plan and cap the construction (existence) of the dwelling to when the previous place was put in place in 2014. Administration is to bring forward a house keeping by-law to Council to make the intended changes following the required statutory notice requirements at a later time.

3) Comprehensive Zoning By-law

The severed parcel, Part 1 and 2 has an area of 0.92 ac (0.37 ha) and frontage of 48.79 m (160.00 ft.) and will have access and frontage on North Talbot Road.

The retained parcel will have access and frontage on North Talbot Road.

There are no zoning issues created as a result of the creation of the surplus dwelling lot. The retained farm parcel will be rezoned from ‘Agricultural (A1)’ to ‘Agriculture - Restricted (A2)’ to prohibit future dwellings as required by the surplus dwelling consent policies.

FINANCIAL CONSIDERATIONS

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

ENVIRONMENTAL CONSIDERATIONS

There are no anticipated environmental impact resulting from the severance of the dwelling from the farm parcel.

CONSULTATIONS

Public Consultations

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

Agency & Administrative Consultation

In accordance with O. Reg 545/06 of the Planning Act, Agencies and Town Administration received the Notice of Public Meeting by mail and/or email. At the time of writing, the following comments have been received from circulated agencies.

1) **Essex Region Conservation Authority (ERCA)** No objection to the proposed application (see Appendix C for ERCA comments).

2) Town of Kingsville Technical Advisory Committee

- a. Drainage apportionment may be required.
- b. Septic review is required. It is recommended that the owner obtains a qualified septic contractor to assist with this requirement.
Ensure retained parcel and newly created parcel maintains and manages their own storm water on each lot. Ensure that the property has legal access to their assessed drain. This will be confirmed by the Town of Kingsville's Drainage Superintendent.
- c. Ensure all services are contained within existing property lines and do not cross over into newly established property lines. The owner and/or consultant is required to provide verification that all services are maintained on the retained parcels and do not cross property lines.

PREPARED BY:



Vitra Chodha
Planner

REVIEWED BY:

Sahar Jamshidi

Sahar Jamshidi, RPP, MCIP, C.E.T.
Manager of Planning

366 North Talbot Road



COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE SMART-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0). COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP-A	15313286.75	1167294.38
ORP-B	15311626.14	1168983.84

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

APPENDIX E

ARE

AREAS SHOWN ON THIS PL
ARE IN SQUARE FEET AND
BE CONVERTED TO SQUARE
METRES BY DIVIDING BY
10.76391.

PARTS SCHEDULE					
AN CAN	PART	LOT	CONC	P.I.N.	SQ.FT.
	1	PART OF LOT 270	CONCESSION NORTH TALBOT ROAD	PART OF 75162-0534(LT)	39942.4

PART 1 COMPRISSES PART OF PIN 75162-0534(

I REQUIRE THIS PLAN TO BE
DEPOSITED UNDER THE
LAND TITLES ACT

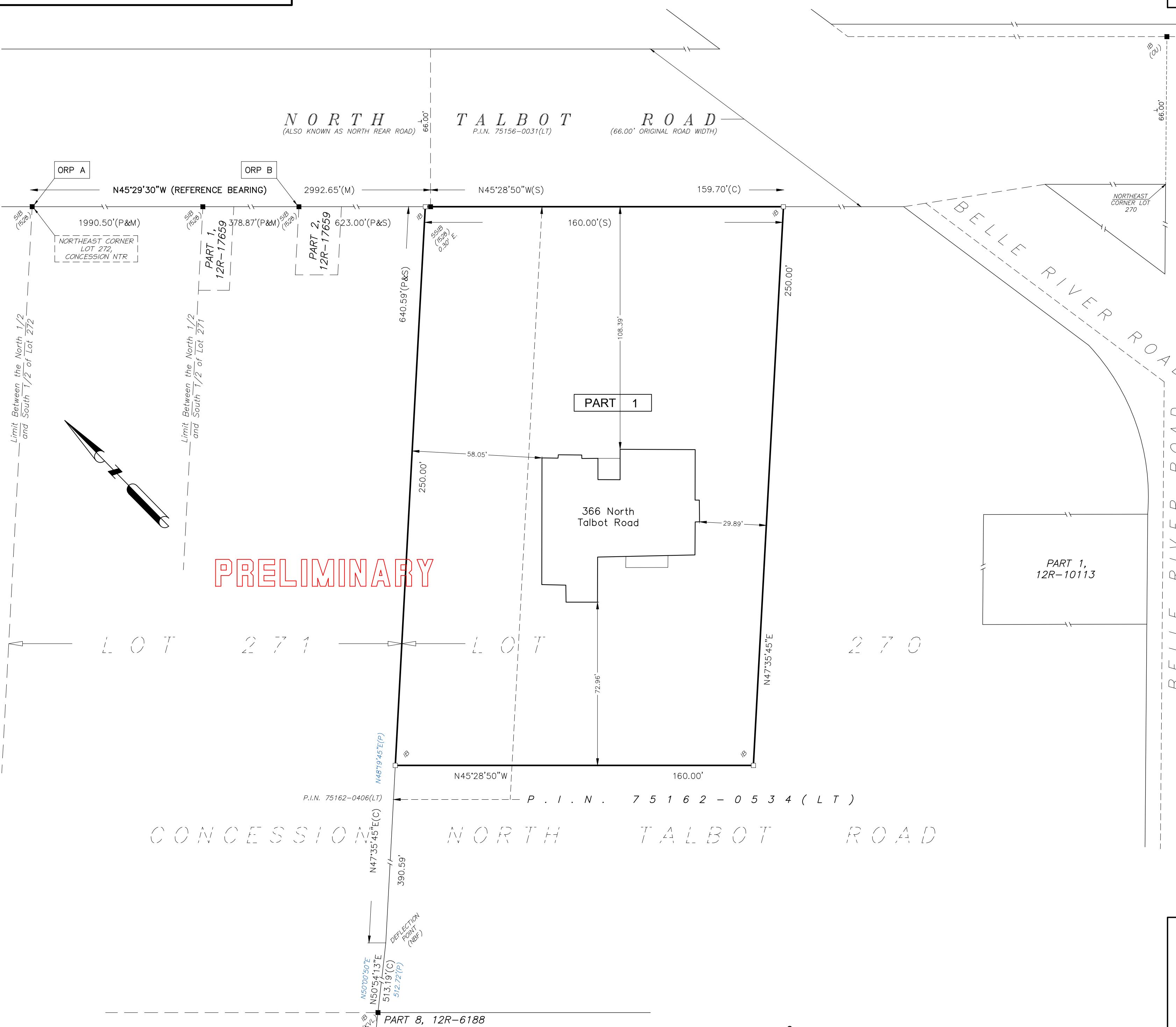
DATE: AUGUST 8, 2023

PLAN 12R -

RECEIVED AND DEPOSITED

DATE: _____

REPRESENTATIVE FOR LAND
REGISTRAR FOR THE LAND TITLE
DIVISION OF ESSEX No. (1)



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

DISTANCES

DISTANCES HEREON ARE HORIZONTAL GROUND AND CAN BE
CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE
COMBINED SCALE FACTOR OF 0.999825366

LEGEND

SIB	DENOTES 1" X 1" X 4'-0" STANDARD IRON BAR
SSIB	DENOTES 1" X 1" X 2'-0" SHORT STANDARD IRON BAR
IB	DENOTES $\frac{5}{8}$ " X $\frac{5}{8}$ " X 2'-0" IRON BAR
IBØ	DENOTES $\frac{3}{4}$ " Diameter X 2'-0" ROUND IRON BAR
■	DENOTES SURVEY MONUMENT FOUND
□	DENOTES SURVEY MONUMENT SET AND MARKED 1858
WIT.	DENOTES WITNESS
	\perp DENOTES PERPENDICULAR
(S)	DENOTES SET
	(M) DENOTES MEASURED
(PROP)	DENOTES SET PROPORTIONALLY
	(C) DENOTES CALCULATED
(OU)	DENOTES ORIGIN UNKNOWN
	(LT) DENOTES LAND TITLES
(N.T.S.)	DENOTES LINE NOT TO SCALE
	\mp DENOTES SET BY INTERSECTION
(S/W)	DENOTES 3"x 3/8Ø SPIKE/WASHER
(NBF)	DENOTES NO BAR FOUND
(D)	DENOTES DEED INST. No.
(P)	DENOTES PLAN 12R-17659
	(P1) DENOTES PLAN 12R-6188
(KVL)	DENOTES KOESTER AND VERHAEGEN LIMITED, O.L.S.
(1528)	DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.

"NOTE"

This plan has been prepared for the limited use of
[Linda Burling & Dan Newman, for the purpose of a Reference Plan] and cannot be used by other parties.
This plan is to remain confidential, is prepared under copyright and must not be used without the permission of the signing surveyor or the company responsible for the plan.

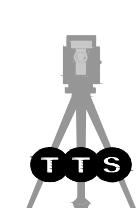
SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 2. THE SURVEY WAS COMPLETED ON THE 4 th DAY OF AUGUST 2023

DATE: AUGUST 8 2023

BLOSS J. SUTHERLAND
ONTARIO LAND SURVEYOR
for TOTAL TECH SURVEYING INC.



Total Tech Surveying Inc.

341 Talbot St. N.
Units 2 & 3
Essex, ON N8M 2W3
(519) 776-9887

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 41-2024

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

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

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

AND WHEREAS the application conforms to the Official Plan of the Town of Kingsville;

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

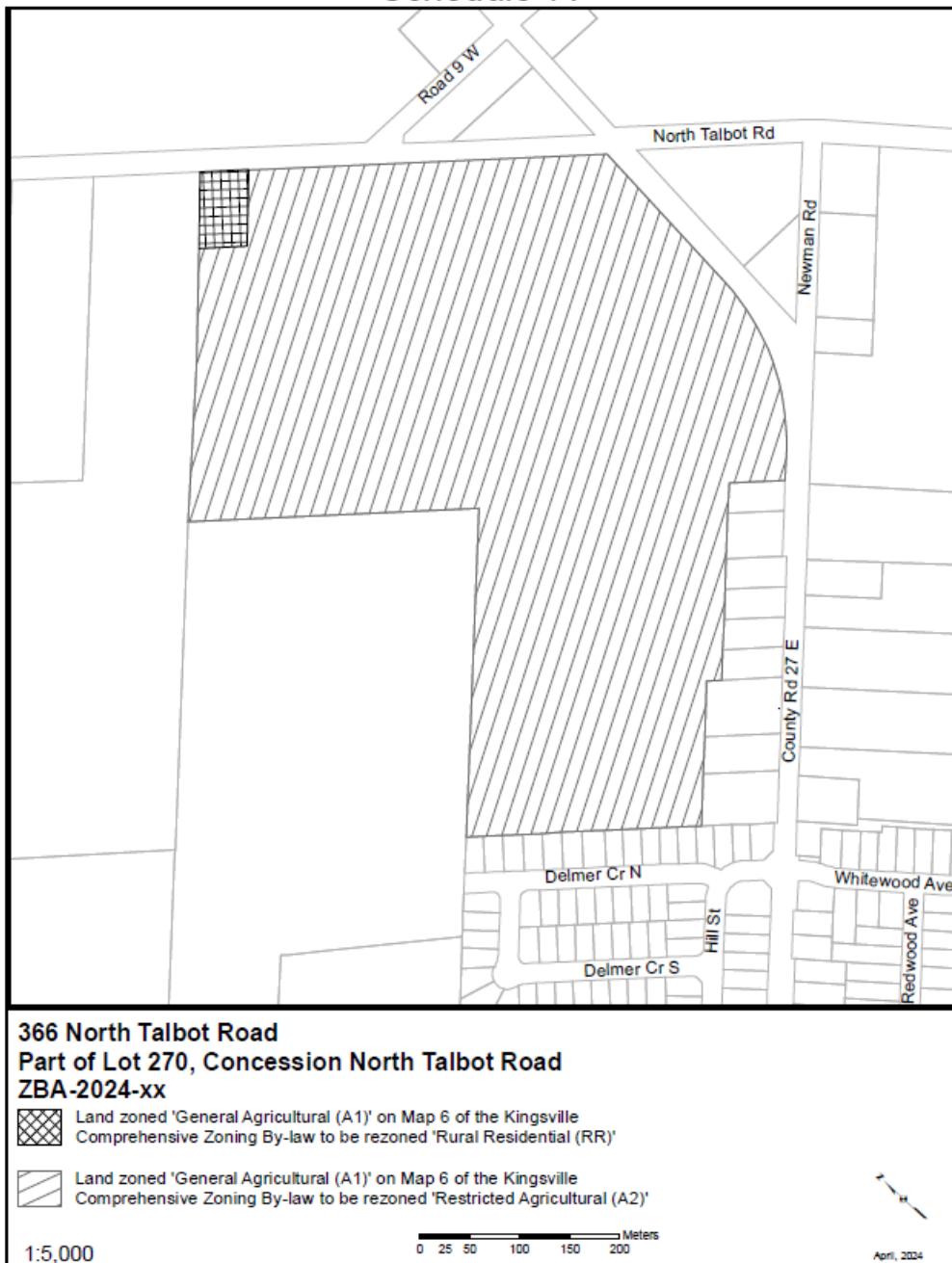
1. Schedule "A", Map 6 of By-law 1-2014 is hereby amended by changing the zone symbol on an approximately 0.8 ha (1.97 ac.) portion of land, known municipally as 366 North Talbot Road, Parts of Lot 270, Concession NTR, as shown on Schedule 'A' in cross-hatch attached hereto from 'General Agricultural (A1)' to 'Rural Residential (RR)'.
2. Schedule "A", Map 6 of By-law 1-2014 is hereby amended by changing the zone symbol on an approximately 26.45 ha (65.35 ac.) portion of land, known municipally as 366 North Talbot Road, Parts of Lot 270, Concession NTR, as shown on Schedule 'A' in diagonal-hatch attached hereto from 'General Agricultural (A1)' to 'Restricted Agricultural (A2)'.
3. This by-law shall come into force and take effect from the date of passing by Council and in accordance with Section 34 of the Planning Act.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
21st DAY OF MAY, 2024.**

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

Schedule 'A'





Date: May 27, 2024

To: Mayor and Council

Author: Tim Del Greco, Senior Manager, Capital Projects and Engineering

RE: Ridgeview Park Community Centre / Cottam Library Rebuild

RECOMMENDED ACTION

1. That Council **ENDORSE** the preferred design option for a new Cottam Community Centre as illustrated in Appendix C of this report, and further, **DIRECT** Administration to proceed with detailed design.

BACKGROUND

Ridgeview Park Community Centre is located within the park at 124 Fox Street in Cottam. Amenities of this facility include an outdoor covered pavilion, an indoor meeting space, a small kitchen, storage for user groups, a dedicated meeting space for Cottam Rotary, and public washrooms. The building itself is aged and requires significant repair. Further, the building lacks storage space, kitchen space, and the driveway is inadequate (too narrow).

The Cottam Library currently operates out of the municipal building located at 122 Fox Street. The library occupies about a third of this building while the remaining portion remains vacant. Securing a tenant for the vacant portion of this building has been a challenge historically. With respect to building condition, significant investment and repair would be required in the short term in order to maintain to an acceptable standard. Repairs include roof replacement, window replacements, parking lot resurfacing, HVAC replacements, masonry repairs, etc.

In 2023, Council completed a review of all Town owned facilities. This review included the aforementioned facilities in Cottam. From this review, Council directed Administration to make plans for demolition of the Cottam facilities and the subsequent construction of a new replacement facility.

In 2024, Council approved funding to complete engineering and architectural design, demolition, and construction.

DISCUSSION

After a competitive bidding process, Architecttura Inc. was selected as the architect for this project. Architecttura, in consultation with Town Administration, prepared two design options (see Appendix A and B for reference). These options differ mainly from an exterior architectural perspective. The interior of each facility is similar and includes space for a kitchen, library, multi-purpose hall, washrooms, storage, and outdoor covered pavilion.

The Town recently hosted a Public Information Centre in Cottam in order to collect public feedback on the designs. The designs were also available online for viewing and comment. A high level summary of the feedback is as follows:

Location

The public was presented with two options for a potential location for rebuild. One option being within Ridgeview Park and the other option being the location of the existing library.

The public overwhelmingly favored Ridgeview Park as the preferred location. This location provides convenient access to the sports fields and parking lot, however, it may be less accessible and lead to increased vandalism or graffiti as it is set back from the road and a bit less visible.

Exterior Design

The public was presented with two exterior design options. Option A is a brick building with a more conventional appearance whereas Option B is a more modern looking building with more window space. The results of the voting (107 cast) were generally mixed with 57 favoring Option A and 52 favoring Option B.

General Comments

Some residents provided written comments in addition to their votes. The comments that were repeated most include:

- Larger kitchen space.
- Concession window for the kitchen space.
- A separate meeting room for Cottam Rotary.
- Outside access for the washrooms.
- A separate storage area for Cottam Scouting.

Council has been provided with a copy of all comments received.

Final Preferred Design

Administration is now proposing to Council a final preferred design option. Endorsement of a preferred design is required prior to commencing detailed design drawings and construction specifications. A preferred design was developed by the Town and Architectura while considering:

- The public feedback received.
- Budget.
- Ease of maintenance and operations.
- Distance to surrounding amenities.
- The ability to remove or repair vandalism, etc.

Renderings of the preferred design are attached in Appendix C. The preferred design is somewhat hybrid in that it is Option A while borrowing some of the window elements from Option B. The proposed location is within Ridgeview Park.

It should be noted that during detailed design, changes are still to be expected. Examples include room sizing, specific exterior finishes, etc. However, conceptually the building will remain the same should Council provide endorsement as recommended by this report.

Finally, Administration will engage the Kingsville Accessibility Advisory Committee later in the design process for their comment with respect to AODA guidelines.

FINANCIAL CONSIDERATIONS

\$2,850,000 is approved in the 2024 Budget for this project. Architectura estimates that this amount is sufficient based on historical building costs. That said, material and labor costs continually fluctuate and actual cost will not be known until tender closing later this year.

ENVIRONMENTAL CONSIDERATIONS

The new facility will result in improved energy efficiency and reduced utility costs.

CONSULTATIONS

Kingsville Residents
Kingsville Administration
Architectura Inc.

PREPARED BY:



Tim Del Greco, P. Eng.
Senior Manager, Capital Projects and Engineering

REVIEWED BY:



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



John Norton
CAO

Appendix A



Ridgeview Park Community Centre

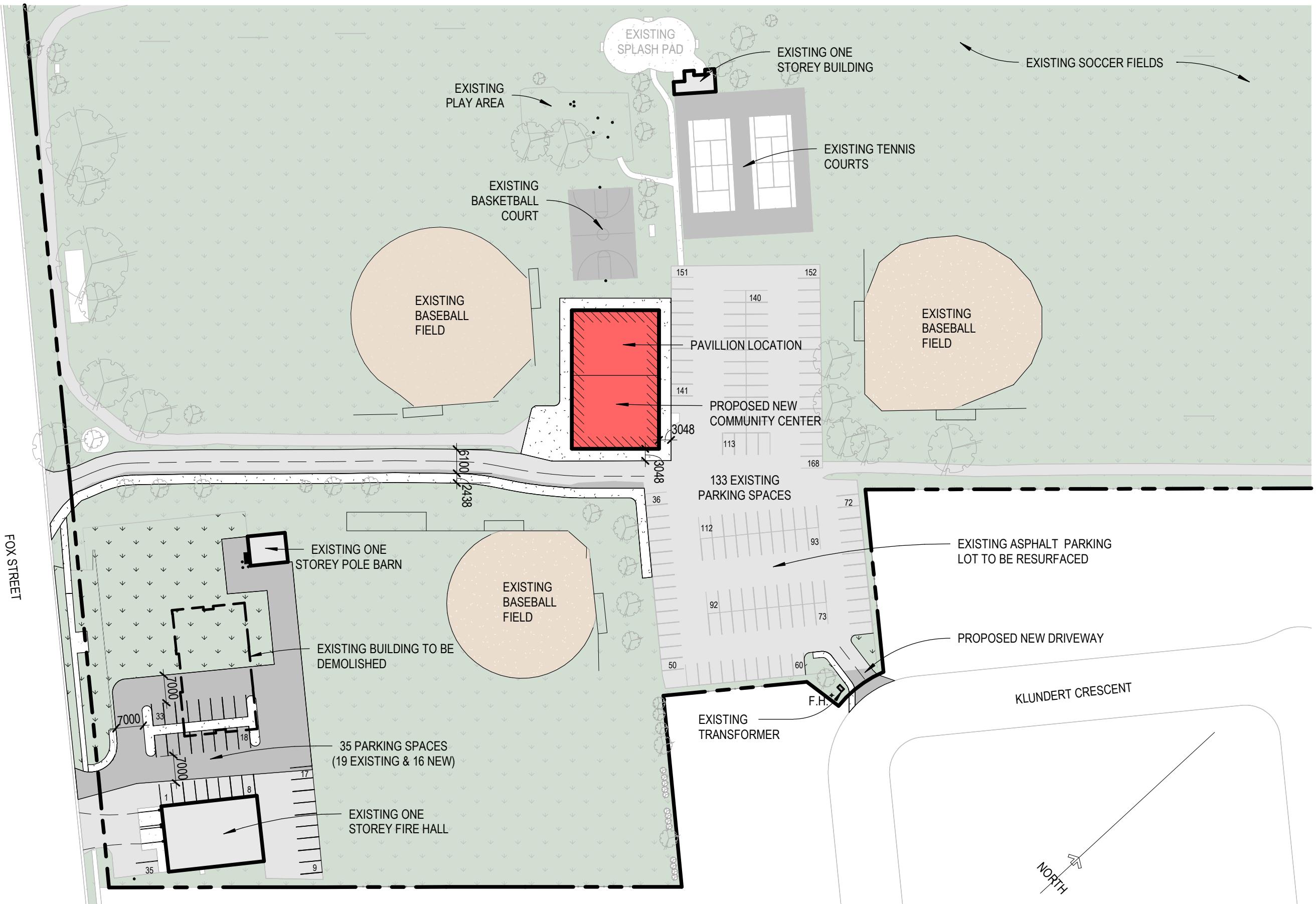
Rendering

P4

Option A - Ridgeview Park Community Centre Rendering 1

Appendix B



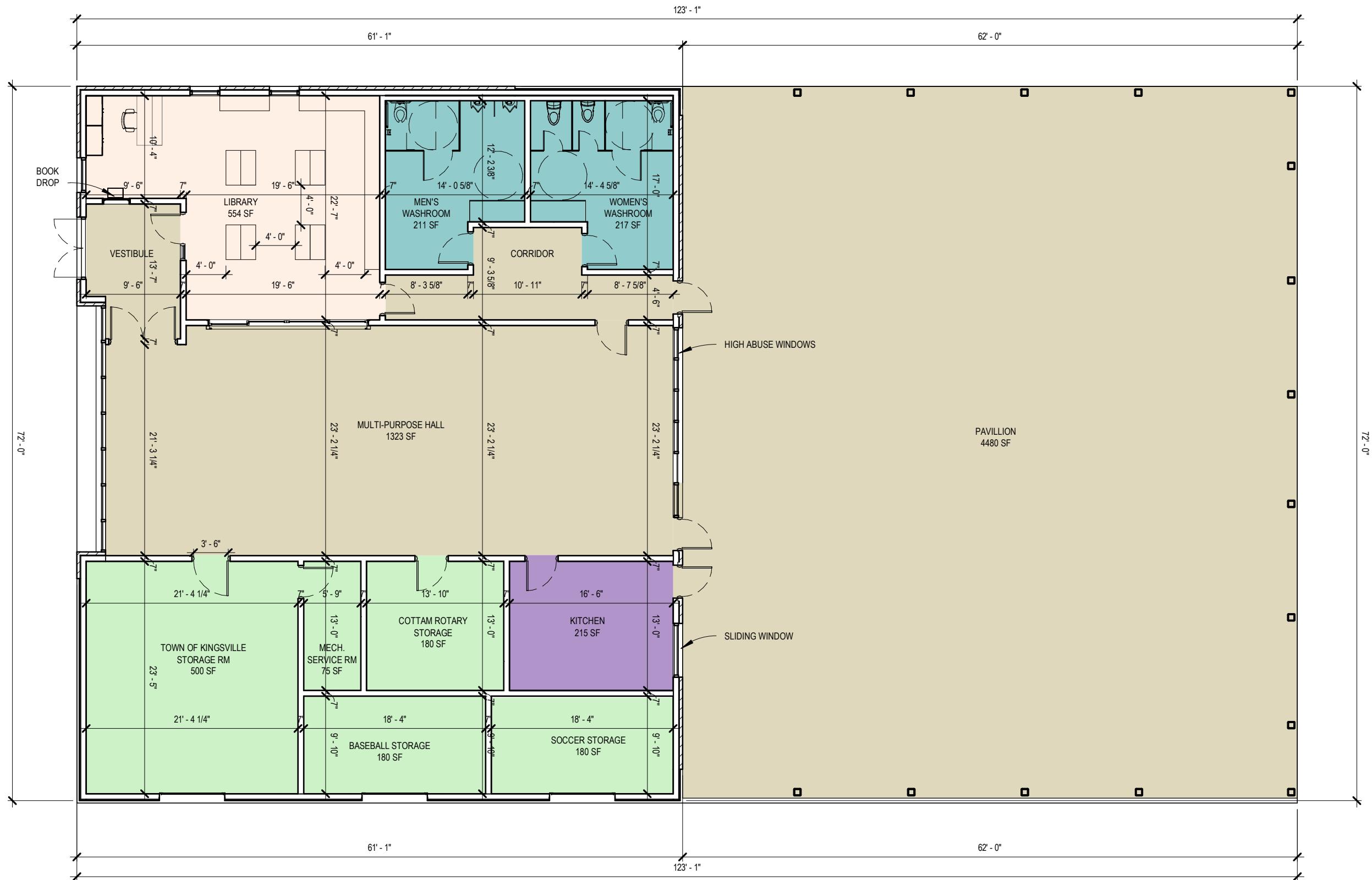


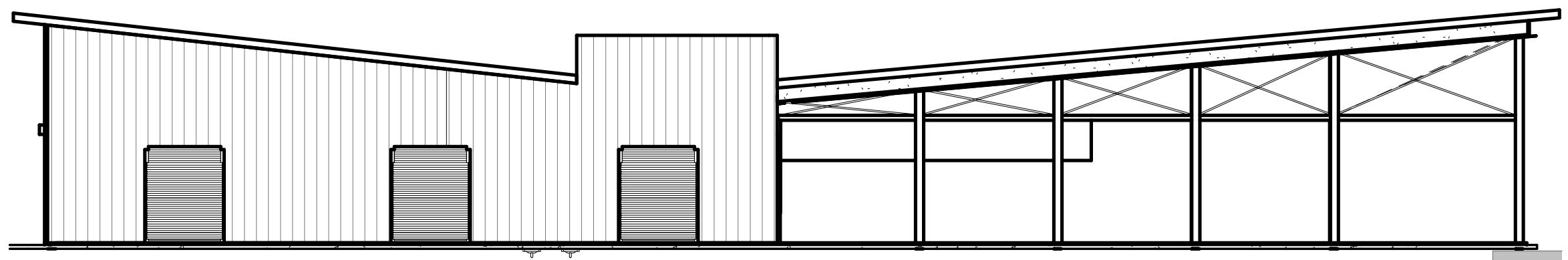
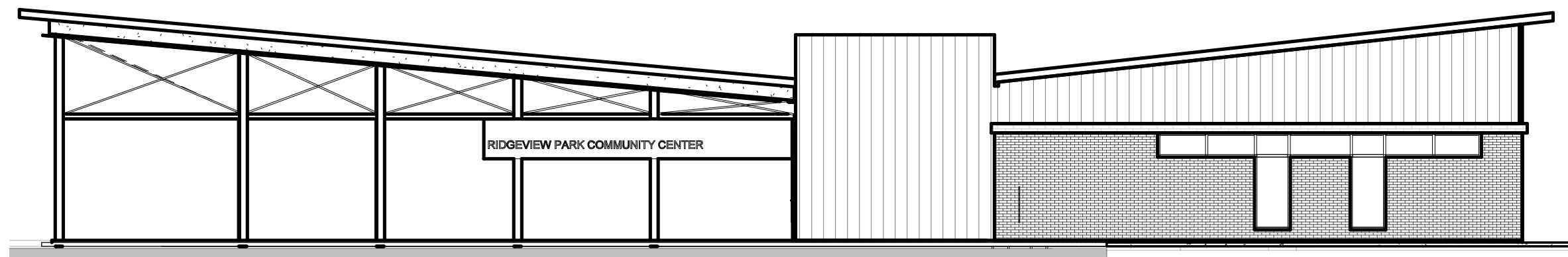
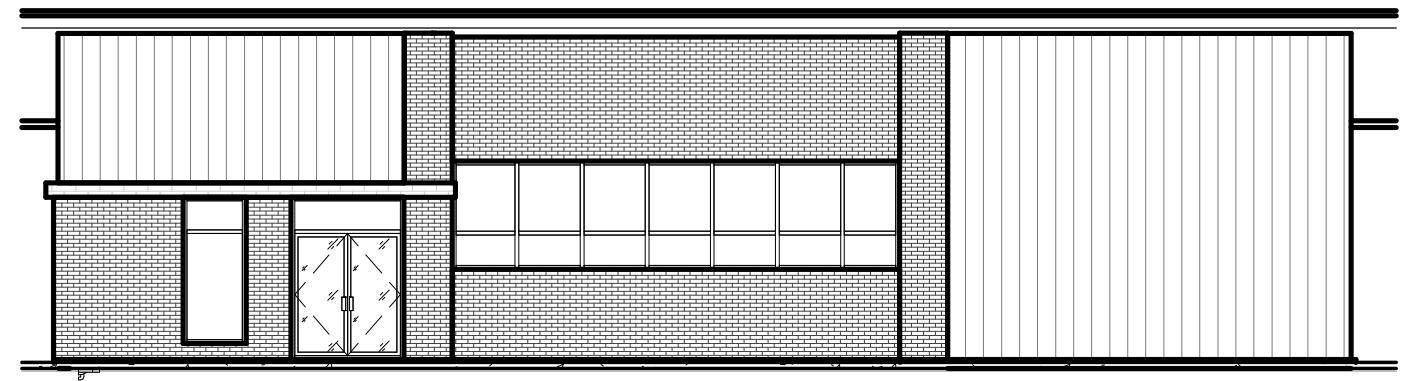
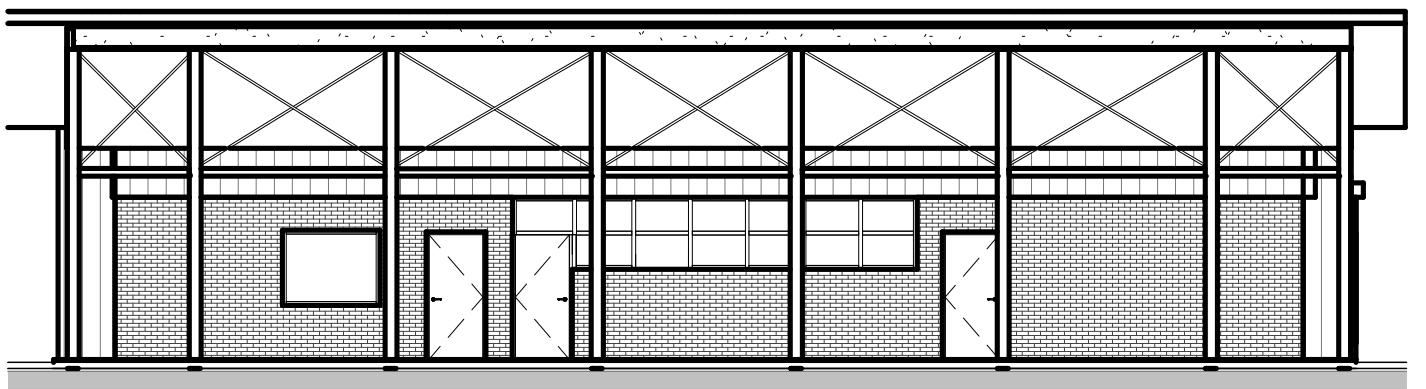


RIDGEVIEW PARK COMMUNITY CENTER











Date: **May 6, 2024**

To: **Mayor and Council**

Author: **Erica Allen, Manager of Public Works and Environmental Services**

RE: **2024 Main Street Division Street Intersection Report**

RECOMMENDED ACTION

That the Division Street / Main Street Intersection be improved with the addition of a dedicated westbound right turn lane as per Appendix B within the existing pavement width to improve traffic movement in the Kingsville Downtown core.

BACKGROUND

During strategic planning in 2023, Council identified traffic congestion as one of the primary concerns raised by residents in Kingsville. As such, traffic improvements were listed as an action towards addressing Priority #4: Resilient Infrastructure.

To investigate and recommend solutions, RC Spencer was retained to conduct a traffic operations assessment of the Division Street / Main Street Intersection. This study aimed to examine existing intersection traffic conditions and identify operational improvements that could result from implementing a dedicated westbound right turn lane within the existing pavement width.

DISCUSSION

As illustrated in the appendices, Division Street at Main Street is a four-legged signalized intersection. Each approach incorporates a dedicated left turn lane and a shared through / right turn lane. Sidewalks are provided on all four legs (on both sides). The land use around this intersection is primarily commercial, and within the study area, parking is permitted on both sides of all four legs.

For the examination, RC Spencer used updated turning movement counts taken on August 17, 2023 to provide the basis for industry-standard traffic operations using industry-leading software analysis. With these results, two alternatives were examined to improve the existing conditions.

Alternative A (Appendix A) utilizes the existing westbound pavement width (in front of the existing parking spaces) to accommodate a 20m right turn lane; the corresponding

left turn lane is also maximized with a 20m storage lane. The existing parking spaces are not affected in this alternative.

Alternative B (Appendix B) utilizes the existing westbound pavement width (in front of the existing parking spaces), but it also infringes on the two closest parking spaces on both sides of the roadway. This alternative accommodates a 40m right turn lane, and the corresponding left turn lane is extended to 30m. The two nearest parking spaces will need to be removed on the north and south sides of the roadways, resulting in a net on-street parking loss of four spaces.

The recommended geometric improvements were modelled to evaluate their effectiveness. The results indicate that a 20m right turn lane (with 25m taper) should adequately serve westbound vehicles wanting to make a right turn. While the potential loss in parking is a consideration, it's important to weigh this against the improved accessibility to the dedicated westbound right (and left) turn lane. If the loss in parking is deemed detrimental to the downtown core's viability, it can be retained, but it's important to note that access to the dedicated lanes may be limited during peak hours.

In summary, both options will benefit from the addition of a westbound right-hand turn lane that will enhance the flow of westbound traffic on Main St E. However, Option B stands out as it will result in a further reduction of queue lengths and allow for more stacking at the intersection. This will reduce congestion in the downtown core and possibly lower the number of times traffic queues at the Main & Division all the way to the Spruce and Main intersection.

FINANCIAL CONSIDERATIONS

All changes can be made by removing the existing paint markings and replacing with the new chosen layout. A quote received in 2023 to complete this work totaled \$4,195.00 excluding HST.

ENVIRONMENTAL CONSIDERATIONS

Improved traffic flow reduces traffic idling and harmful emissions.

CONSULTATIONS

RC Spencer Associates Inc.
Director of Public Operations

PREPARED BY:



Erica Allen, C.Tech.
Manager of Public Works and Environmental Services

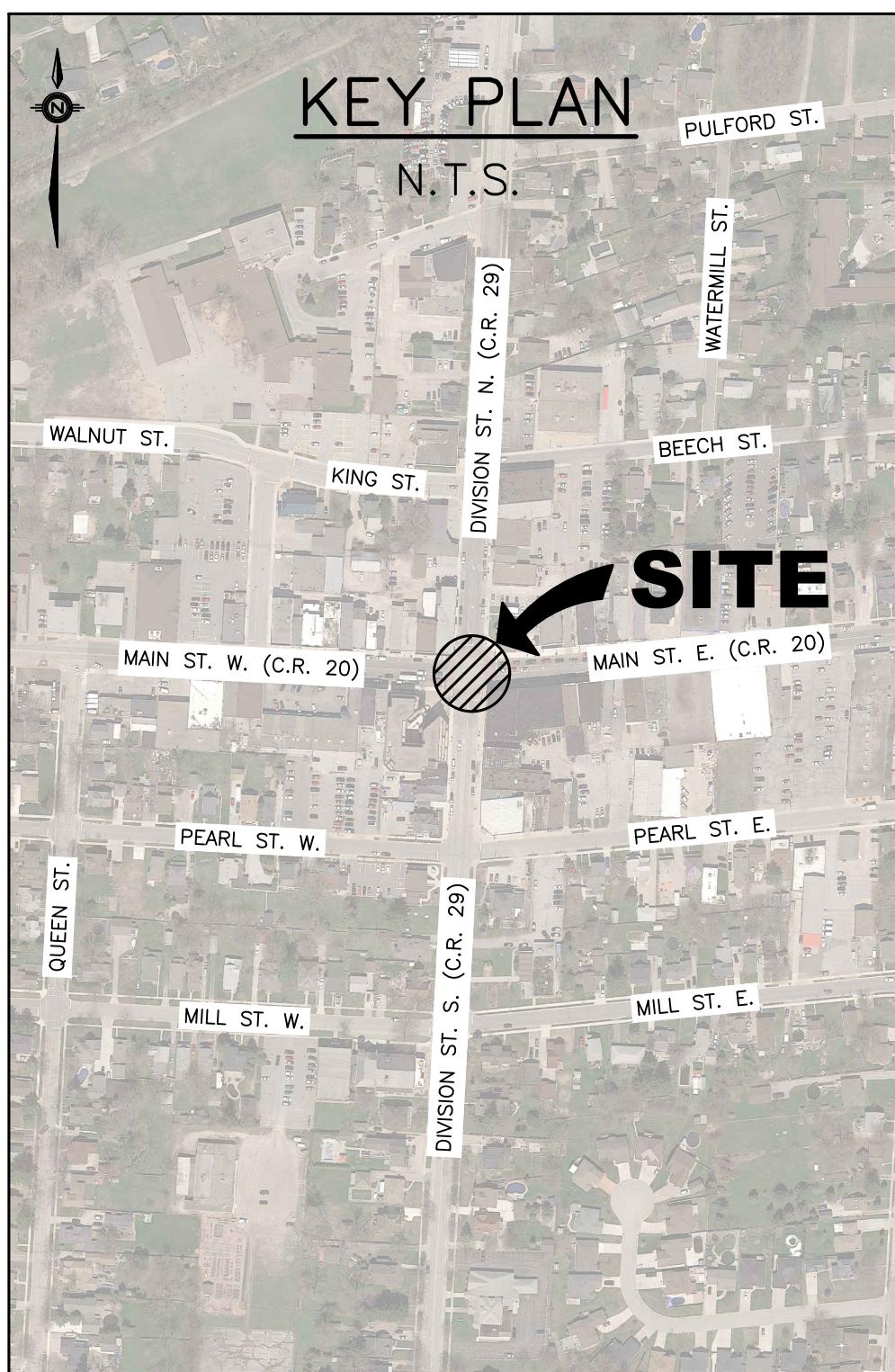
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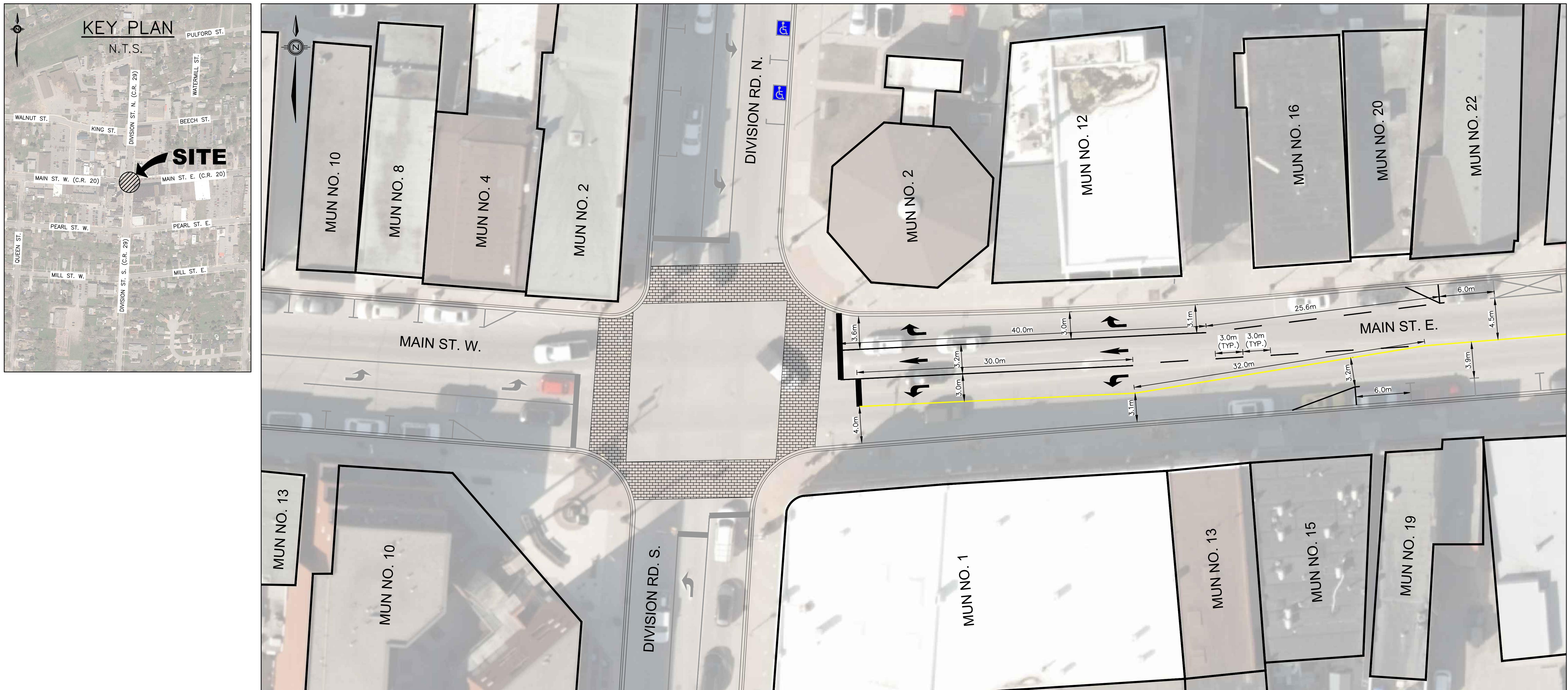
Shaun Martinho, HBSc., MBA
Director of Public Operations



John Norton
CAO



ALTERNATIVE A: ON-STREET PARKING REMAINS



ALTERNATIVE B: ON-STREET PARKING REMOVAL



Date: **May 27, 2024**

To: **Mayor and Council**

Author: **Courtney Godfrey, Manager, Parks, Recreation and Facilities**

RE: **Lakeside Park Playground – Equipment Replacement**

RECOMMENDED ACTION

That the Lakeside Park Playground – Equipment Replacement BE **AWARDED** to Park N Play Design – Option 1.

BACKGROUND

Lakeside Park is a focal point in Kingsville and has one of our most prominent playgrounds. The existing structure has served our community well with over twenty years of wear and tear. The current structure has obsolete parts and sections that are falling apart.

During the December 6th, 2023, Budget Meeting, Council approved the replacement of Lakeside Park Playground equipment. As a result, a Request for Proposal (RFP) was advertised to the public seeking qualified playground contractors and designers to perform the work. From the RFP submissions, three designs were chosen and placed on “HaveYourSay” for public consultation. The three designs that were chosen were selected by a project team that was created to score the proposals based on the proponents’ understanding of scope, qualifications, experience, equipment design, and budget.

Below is a summary of the public survey results as well as a recommendation for award.

DISCUSSION

The scope of work for the RFP included removal of old equipment, design, and installation of a new playground for Lakeside Park. During the RFP process four (4) reputable companies submitted playground designs. After review, the top three (3) designs were selected and placed online through the Town’s “HaveYourSay” for public input.

The three (3) designs that were chosen had multiple factors that met the overall scope of the project and made an impact on design, accessibility, and inclusivity. Each design

offered unique aspects of colour and fun elements. In total we had 255 community members vote on their preference.

Option	Public Vote	Contractor / Vendor Name	Bid Amount
1	153 (68%)	Park N Play Design	\$232,770.27
2	49 (21.8%)	Park N Play Design	\$232,488.54
3	23 (10.2%)	Park and Water LTD.	\$199,117.95

Key highlights of the Option 1 design include:

- 2 Fabric Shade Structures
- GT Tri Runner (3-armed spinner)
- Various levels of challenges
- Sensory Panels
- Two areas for sliding play
- Wheelchair accessible
- Space Arch monkey bars

The original three proposals were originally within the budget but the project team wanted to ensure that the new equipment was a suitable replacement for the existing playground equipment at Lakeside Park. Each of the proponents were asked to add a spinning feature to their designs before seeking public opinion. The project team felt this addition to the park was a necessary fun component for a park that is in the heart of Kingsville.

If council supports the recommended action of Park N Play Design – Option 1 the intent is to complete this project during the Fall timeframe. Fall was chosen so the park would still be used this summer, and our community would not lose access to a park during “prime park time.” Once construction begins, the playground area will be fenced off, but the remainder of the park can still be enjoyed.

FINANCIAL CONSIDERATIONS

The recommended proposal exceeds the original \$200,000 budget by \$32,770.27. This overage can be offset by savings on other parks and recreation capital projects.

ENVIRONMENTAL CONSIDERATIONS

Park N Play Design takes a unique stance on their environmental responsibility. Their goal is to create products that are made from responsible materials, manufactured in a sustainable manner, and designed to be easily reclaimed at the end of their life cycle.

- More than 93% of materials in their products contain recycled content.

- Steel tubing is 100% recyclable and contains 50% post-consumer recycled materials.
- 100% recyclable EcoColour plastics are manufactured with recycled plastics.
- Aluminum uprights are 100% recyclable and contain 65% pre-consumer and 10% post-consumer recycled content.
- Steel decks and stairs are 100% recyclable and contain 30% pre-consumer and 68% post-consumer recycled content.
- 100% recycled plastics.
- Removal of the current playground will be recycled where applicable.

CONSULTATIONS

Kingsville Administration
Town of Kingsville Community
Park N Play Design

PREPARED BY:



Courtney Godfrey
Manager of Parks, Recreation and Facilities

REVIEWED BY:



Shaun Martinho
Director of Public Operations



REGULAR MEETING OF COUNCIL
MINUTES

Monday, May 6, 2024
6:00 PM
Unico Community Centre
37 Beech Street
Kingsville, ON N9Y 1A9

PRESENT	Mayor Dennis Rogers Deputy Mayor Kimberly DeYong Councillor Tony Gaffan Councillor Debby Jarvis-Chausse Councillor Sheri Lowrie Councillor Larry Patterson
Members Absent	Councillor Thomas Neufeld
Staff Present	CAO, John Norton Acting Clerk, Angela Toole

A. CALL TO ORDER

Mayor Rogers called the Regular Meeting to order at 6:01 p.m.

B. LAND ACKNOWLEDGEMENT

Mayor Rogers acknowledged the Three Fires Confederacy (Ojibwe, Potawatomi 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.

C. MOMENT OF SILENT REFLECTION AND NATIONAL ANTHEM

Mayor Rogers invited everyone to stand for a moment of silent reflection and the National Anthem.

D. MAYOR'S WELCOME AND REMARKS

Mayor Rogers welcomed everyone to the May 6, 2024, Regular Meeting of Council and remarked that May has been a busy month so far.

Mayor Rogers wished Fire Chief Jason Suchiu and his team a happy International Firefighters Day on Saturday, May 4, 2024, and expressed how proud Council and Administration are of the men and women serving as firefighters for the Kingsville community.

Mayor Rogers noted that he was fortunate to attend the media release for the Kingsville Music Society's Kingsville Music Festival. He noted that the Festival is a world class event that started in a small music store 10 years ago.

Mayor Rogers attended the Gosfield North Sportsmen Association's 31st Annual Wild Game Supper and said that the event was great and that he enjoyed the wild boar sausage. He also attended the Hogs for Hospice Blessing of the Bikes on Sunday, May 5, 2024, at the First Lutheran Church and said that a record-breaking almost 600 bikes attended.

Lastly, Mayor Rogers remarked that community partners are part of what make the Kingsville community great, and noted that the Town will continue to collaborate with those who continue to enrich residents, businesses and our community.

E. AMENDMENTS TO THE AGENDA

F. DISCLOSURE OF PECUNIARY INTEREST

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

Councillor Gaffan declared conflict on Item K.2 - Hogs for Hospice, as he operates a business in the area of the proposed road closure.

Mayor Rogers declared a conflict on Item K.2 - Hogs for Hospice, as he operates a business in the area of the proposed road closure.

G. REPORT OUT OF CLOSED SESSION

The Clerk gave the following Report out of Closed Session:

Pursuant to Section 239 of the *Municipal Act, 2001*, Council entered into Closed Session at 5:15 p.m. on April 22, 2024, to discuss the following items:

Item I - Tender Awards: 2024 Kingsville Urban Road Resurfacing heard under Section 239(2)(f) being advice that is subject to solicitor-client privilege, including communications necessary for that purpose. There is nothing further to report.

Item II - BLRH Licensing By-law 3-2024 heard under Section 239(2)(f) being advice that is subject to solicitor-client privilege, including communications necessary for that purpose. There is nothing further to report.

H. DELEGATIONS

No Delegations at this time.

I. PRESENTATIONS

No Presentations at this time.

J. MATTERS SUBJECT TO NOTICE

This Item was not heard or considered by Council. See Item E - Amendments to the Agenda.

1. ZBA-2023-2 - Applications for Zoning By-law Amendment by 1000057229 Ontario Inc. - 0 Seacliff Drive

1. That By-law 36-2024 being a by-law to amend the Comprehensive Zoning By-law 1-2014, for the Town of Kingsville be **BE APPROVED** to amend the zoning for the vacant parcel of land, municipally known as 0 Seacliff

Dr. (Part of Lot 4, Concession 1, Eastern Division Town of Kingsville as shown on Appendix A - Location Map), in the following manner:

- a. Amend the zoning on lots 19-26 inclusive, and lots 30-37 inclusive, as shown on the Appendix C - Draft Plan of Subdivision, from "Lakeshore Residential-Holding (LR (h))" to "Lakeshore Residential Exception 36-Holding (LR-36 (h))" to include semi-detached dwellings as an additional permitted use (as shown on Appendix B - Zoning Amendment);
 - b. Amend the zoning on Block 64, and the southern portion of the Lots 56 to 59 inclusive (Appendix C - Draft Plan of Subdivision) from "Lakeshore Residential-Holding (LR (h))" to "Environmental Reserve District-Holding (ERD (h))" along the lake to prohibit any improvements or construction (Appendix B – Zoning Amendment);
 - c. Amend the zoning on Block 60 and Block 63 (Appendix C - Draft Plan of Subdivision) from "Lakeshore Residential-Holding (LR (h))" to "Public Utilities/Facilities (MG)-Holding (MG (h))" to allow for the placement of the required municipal storm and sanitary sewer infrastructure to service the entire subdivision (Appendix B – Zoning Amendment); and
2. The Mayor and Clerk **BE AUTHORIZED** to sign same.

K. REPORTS - PLANNING AND DEVELOPMENT SERVICES

1. Kingsville Pro Rodeo

094-05062024

Moved By Deputy Mayor DeYong
Seconded By Councillor Jarvis-Chausse

1. That Administration **PROVIDE** a letter of "Municipal Significance" for the Kingsville Pro Rodeo, to be held at Trimble Farms from July 26 to July 28, 2024, for the purpose of allowing the event to obtain a licence to serve alcohol.

For (6): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie and Councillor Patterson

CARRIED (6 to 0)

2. Hogs for Hospice

Mayor Rogers vacated the Chair due to a declared conflict. Deputy Mayor DeYong assumed the Chair.

095-05062024

Moved By Councillor Lowrie
Seconded By Councillor Patterson

1. That road closures of Main Street (from Spruce Street to Queen Street) and Division Street (from King Street to Pearl Street) from 10:00 am to 2:00 pm on Saturday, August 3, 2024, for the Hogs for Hospice Registered Ride **BE APPROVED**.

For (6): Deputy Mayor DeYong, Councillor Jarvis-Chausse, Councillor Lowrie and Councillor Patterson

Conflict (2): Mayor Rogers, and Councillor Gaffan

CARRIED (4 to 0)

Mayor Rogers resumed the Chair.

3. Notice of Intention to Designate the Pastorius House (12 Main Street East) under the Ontario Heritage Act

096-05062024

Moved By Councillor Gaffan

Seconded By Deputy Mayor DeYong

1. That the Town Clerk **PUBLISH** a Notice of Intention to Designate the Pastorius House, at 12 Main Street East, in accordance with Part IV of the *Ontario Heritage Act* according to the Statement of Cultural Heritage Value or Interest attached in Appendix 'A'; and,
2. That Administration **PREPARE** the necessary By-law for Council to designate the property in accordance with the requirements of the *Ontario Heritage Act*.

For (6): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie and Councillor Patterson

CARRIED (6 to 0)

L. REPORTS - FINANCE AND CORPORATE SERVICES

1. 2024 Final Tax Levy By-Law

097-05062024

Moved By Councillor Patterson

Seconded By Councillor Gaffan

1. That **By-Law 37-2024** being a By-law for the establishment of the 2024 final tax levy be taken as having been read three times and finally passed; and that the Mayor and Clerk **BE AUTHORIZED** to sign same.

For (6): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie and Councillor Patterson

CARRIED (6 to 0)

M. REPORTS - FIRE RESCUE SERVICES

No Reports at this time.

N. REPORTS - PUBLIC OPERATIONS

1. Banar Subdivision Phase 3 Construction

Erica Allen, Manager of Public Works and Environmental Services, was present to provide details of the Banar Subdivision Phase 3 Construction.

098-05062024

Moved By Councillor Jarvis-Chausse

Seconded By Councillor Lowrie

1. That Phase 3 of the Banar Subdivision Watermain Replacement Project Tender **BE AWARDED** to D'Amore Construction (2000) Ltd. in the

amount of \$844,000.00 (excluding HST) and the Mayor and Clerk **BE AUTHORIZED** to execute the requisite agreement.

For (6): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie and Councillor Patterson

CARRIED (6 to 0)

O. REPORTS - LEGAL, BUILDING AND BY-LAW SERVICES

No Reports at this time.

P. REPORTS - CAO's OFFICE

1. Council Appointments to Boards and Committees - Update

099-05062024

Moved By Councillor Gaffan

Seconded By Councillor Patterson

1. That the appointment of Councillor Thomas Neufeld to the Communities in Bloom Committee **BE RESCINDED**, and that Deputy Mayor Kimberly DeYong **BE APPOINTED** to the Communities in Bloom Committee, effective immediately, for a term set to expire on November 14, 2026; and,
2. That the appointment of Deputy Mayor Kimberly DeYong to the ERCA Board of Directors **BE RESCINDED**, and that Mayor Dennis Rogers **BE APPOINTED** to the ERCA Board of Directors, effectively immediately, for a term set to expire on November 14, 2026.

For (6): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie and Councillor Patterson

CARRIED (6 to 0)

Q. CONSENT AGENDA

100-05062024

Moved By Councillor Gaffan

Seconded By Deputy Mayor DeYong

That Items 1 and 2 on the Consent Agenda, **BE RECEIVED**:

1. Regular Council Meeting Minutes - April 22, 2024
2. Migration Festival Minutes - November 27, 2023

CARRIED

R. CORRESPONDENCE

1. Correspondence from the City of Sarnia dated January 19, 2024, regarding Carbon Tax
2. Correspondence from the Municipality of St. Charles dated March 20, 2024, regarding Expanding the Life Span of Fire Apparatus

S. NOTICES OF MOTION

1. Regional Organic Waste Collection and Processing Program - Councillor Gaffan

101-05062024

Moved By Councillor Gaffan

Seconded By Councillor Patterson

Whereas on March 16, 2022, Essex County Council determined that all lower-tier municipalities shall participate in the regional organic waste collection and processing program;

And whereas County Council has established the level of service associated with such program;

And whereas it is estimated that this service will result in a 4.3% property tax increase for the Town of Kingsville in the first year of the program;

It is moved that Kingsville Council **DIRECTS** Deputy Mayor DeYong or Mayor Rogers to make a Motion at County Council asking that the County Council agree to fund the cost of the regional organic waste collection and processing program through the County of Essex property tax levy. If changes are required to by-laws and agreements to achieve this result, it is requested that the County of Essex amend these by-laws and agreements as required, such as with EWSWA, City of Windsor, and others.

For (6): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie and Councillor Patterson

CARRIED (6 to 0)

2. Short Term Rental Survey Next Steps - Councillor Gaffan

Mayor Rogers vacated the Chair due to a declared conflict. Deputy Mayor DeYong assumed the Chair.

102-05062024

Moved By Councillor Gaffan

Seconded By Councillor Patterson

Whereas Administration has been conducting an online Short Term Rental Survey since January 29, 2024;

And Whereas Council has heard directly from many residents about the need for restrictions and controls on Short Term Rentals;

Therefore, Council **DIRECTS** Administration to close and bring forward the results of the Short Term Rental Survey at the May 13, 2024, Committee of the Whole Meeting for review and discussion.

For (6): Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie and Councillor Patterson

Conflict (1): Mayor Rogers

CARRIED (5 to 0)

Mayor Rogers resumed the Chair.

3. Disposition of Lions Hall - Councillor Jarvis-Chausse

Councillor Jarvis-Chausse read aloud the following Notice of Motion regarding the disposition of Lions Hall for consideration at the May 27, 2024, Regular Meeting of Council:

On October 16, 2003, the Lions Club of Kingsville donated lands and buildings to the Town of Kingsville, including “Lions Hall” which is the main building located inside Lions Park;

In 2003 the Lions Club entered into an agreement with the Town of Kingsville indicating that the Lions Club would occupy the main parts of the building and further that the Town of Kingsville would maintain the building and additionally pay the Lions Club a one-time payment of \$53,000;

The Town of Kingsville and Lions Club now agree that the building could serve a greater community purpose under the ownership and leadership of Lions Club for the benefit of various not-for-profit agencies and organizations;

The Town of Kingsville and Lions Club now also agree that the Town of Kingsville should retain the remaining lands, known as Lions Park, for the benefit of the community;

Therefore, Kingsville Council **DIRECTS** Administration to do the following:

1. Bring forward a By-law for Council consideration to declare Lions Hall building surplus to municipal purposes, pursuant to the requirements of the *Municipal Act, 2001*, and to be conveyed to the Lions Club under an exemption from the requirements of the Town of Kingsville’s property disposition policy; and
2. Enter into an agreement with the Lions Club on the following terms and conditions:
 - a. Transfer of the Lions Hall building for \$1, in an “as is, where is” condition to the Lions Club;
 - b. Sever the Lions Hall building from the rest of the property and park;
 - c. Retain a right of first refusal over any future conveyance;
 - d. Require the Lions Club to only use the building for not-for-profit uses;
 - e. Agree to pay an annual grant for five years to the Lions Club equal in the amount of property taxes levied, with a right to renew for an additional five years subject to Council approval and Town budget;
 - f. Register an easement in favour of the Lions Club over the park entranceway and parking area, which shall be maintained and the responsibility of the Town of Kingsville for the use of visitors to the Lions Hall as well as Lions Park;
 - g. Terminate any ongoing obligations between the Town of Kingsville and the Lions Club that arise from the Agreements executed in 2003 and any amendment to the same; and
 - h. Require the Lions Club to have a volunteer board of directors to oversee management of the building, representing various community groups and interests as well as holding various skills, backgrounds, and professional expertise.

T. UNFINISHED BUSINESS AND ANNOUNCEMENTS

No Unfinished Business or Announcements.

U. BYLAWS

103-05062024

Moved By Deputy Mayor DeYong
Seconded By Councillor Gaffan

That the following By-laws receive three readings and finally pass:

By-law 39-2024 being a By-law to provide for the collection of the costs incurred for drainage works completed for numerous drains all in the Town of Kingsville; and,

By-law 40-2024 being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Kingsville at its May 6, 2024 Regular Meeting of Council.

CARRIED

V. CLOSED SESSION

104-05062024

Moved By Councillor Lowrie
Seconded By Deputy Mayor DeYong

That Council enter into Closed Session at 6:34 p.m. pursuant to Section 239 of the *Municipal Act, 2001*, to discuss the following items:

Item I - Sanitary Sewer Connections to be heard under Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and, a position, plan, procedure, criteria, or instruction to be applied to negotiations; and,

***Item II - Legal Matter** to be heard under Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,

***Item III - Use of Email** to be heard under Section 239(3.1) being educating or training members of a council, a local board or committee; and,

Item IV - Personnel Matter to be heard under Section 239(2)(b) being personal matters about an identifiable individual, including municipal employees.

CARRIED

W. ADJOURNMENT

105-05062024

Moved By Councillor Gaffan

Seconded By Councillor Patterson

That Council rise from Closed Session and adjourn the Regular Meeting at 8:50 p.m.

CARRIED

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole



COMMITTEE MINUTES

COMMUNITIES IN BLOOM COMMITTEE

April 2, 2024, 5:00 p.m.

Kingsville Arena – Room C
1741 Jasperson Drive, Kingsville

PRESENT:

Carol Dunn, Chair
Alan Batke
Heather Crewe, Recording Secretary
Councillor Thomas Neufeld
Karin Sonnenberg
Jessica Towle
Janet Willoughby

Karen Loney, Staff Liaison

A. CALL TO ORDER

Chair, C. Dunn called the meeting to order 5:05 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. ORDER OF BUSINESS

1. The Committee approved its 2024 Work Plan.

Moved by H. Crewe

Seconded by Councillor Neufeld

THAT the 2024 Communities in Bloom Work Plan be approved for implementation by the Committee.

CARRIED



COMMITTEE MINUTES

2. The Committee discussed delaying the launch of its fundraising sale of rain barrels to avoid direct competition with another local organization's similar efforts.

D. MINUTES OF THE PREVIOUS MEETING

1. Communities in Bloom Committee Meeting Minutes of March 5, 2024 were approved.

Moved by J. Willoughby

Seconded by K. Sonnenberg

THAT the minutes of the Communities in Bloom Committee dated March 5, 2024 be approved.

CARRIED

STAFF REPORTS

1. K. Loney, Manager of Recreation Programs and Special Events reported on the following:
 - a. A reminder to CIB Members that Event Templates are required for all planned 2024 Committee events and projects.
 - b. Committee members are invited to attend the Town of Kingsville's Volunteer Appreciation dinner. The dinner will take place at the Grovedale Arts and Culture Centre on April 16, 2024, 6:00 p.m.
 - c. Ribbon Cutting for the new Meditation Trails will take place at the Mettawas Greenway at a date to be announced soon. The Mayor and Council will be invited.
 - d. Ribbon Cutting for the pollinator gardens planted by CIB at Greenhill Cemetery will take place during Pollinator Week in June.
 - e. Staff is reviewing CIB events and projects to determine how best to represent the Committee's events and activities on the Kingsville.ca website.
 - f. A base for the CIB teardrop flag was purchased, allowing it to be displayed both indoors and out.
 - g. Thirty long-sleeved T-shirts have been ordered for CIB Committee members. The Town's logo and the CIB logo will be on the sleeves, with the artwork for



COMMITTEE MINUTES

the Kingsville mural printed on the back. The colour of the T-shirts will be confirmed.

E. INFORMATION ITEMS

1. Seedy Saturday, March 23, 2024, Unico Centre

J. Willoughby reported that the event was well attended and the CIB booth attracted many visitors. Leftover milkweed seeds were donated to the Horticultural Society.

2. Committee Review of the Judge's Comments

The Committee's review of the Judge's Comments from the 2022 National CIB Competition are noted in the Appendix to these minutes.

Moved by J. Willoughby

Seconded by K. Sonnenberg

THAT permission be requested from Council for Kingsville to compete in the 2025 National CIB Competition.

CARRIED

3. Cemetery Pollinator Garden

C. Dunn reported that the plots for transplanting the pollinator plants are cleared and now ready for planting. These will be supplemented by purchased plants. Planting will take place at 3:00 and 5:00 p.m. on two dates: May 15 and May 22. Available CIB members should meet at the cemetery, which is located at 54 Macdonald St., Kingsville. CIB members are reminded to bring their own gardening gloves and planting tools.

4. Meditation Trail

The recorded meditations linked to the QR codes on the trail signs are being tested and finalized. Jordan Scott, owner of the Estate of Health, and partner in the creation of the recorded meditations, will be invited to join us in celebrating the launch of the meditation trails.



COMMITTEE MINUTES

5. **Get in Touch With Nature**, May, 26, 2024, 10:00 to 2:00, Grovedale Promotion of this annual CIB event has begun. The speakers are confirmed, and exhibitors are being confirmed. Mayor Dennis is confirmed to deliver the opening remarks.

6. **Pollinator Week**

The Committee will mark Pollinator Week, June 17 to 23, 2024, with two events: 1. a ribbon cutting ceremony to announce the planting of native flowers at Greenhill Cemetery to support pollinator habitat; and 2. unveiling of the Meditation Trail sign at the Mettawas Greenway.

7. **Recording Secretary**

K. Sonnenberg has agreed to take on the duties of Recording Secretary for the Committee, effective May 7, 2024. Ms. Sonnenberg will replace the current Recording Secretary, Ms. Crewe, who announced that she will be stepping down.

F. NEXT MEETING DATE

The next meeting of the Communities in Bloom Committee will take place on Tuesday, May 7, 2024 at 6:00 p.m., Room C, Kingsville Arena.

G. ADJOURNMENT

Moved by J. Willoughby
Seconded by K. Sonnenberg

THAT the meeting be adjourned at 6:50 p.m..

CARRIED

CHAIR, Carol Dunn

RECORDING SECRETARY, Heather Crewe



COMMITTEE MINUTES

APRIL 9TH, 2024, 6:15PM
CARNEGIE ARTS & VISITORS CENTER

A. CALL TO ORDER

Jason Martin called the Meeting to order at 6:15p.m. with the following Members in attendance:

MEMBERS OF BIA BOARD:

Jason Martin - Chair
Tony Gaffan – Vice-Chair
Councillor Sheri Lowrie
David Debergh
Maria Edwards
Amanda Everaert – Late
Roberta Weston - Late

MEMBERS OF ADMINISTRATION:

Jodie McIntyre

MEMBER(S) OF TOWN:

Sue Rice – Town Liaison

ABSENT:

Abby Jakob

GUESTS:

1. NONE

B. LAND ACKNOWLEDGEMENT

Councillor Lowrie read the Land Acknowledgement.

C. DISCLOSURE OF PECUNIARY INTEREST

Jason Martin 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.

Jason disclosed pecuniary interest on item J. New an Unfinished Business, #1. Flower Contract – Payment Schedule.

D. PRESENTATIONS/DELEGATIONS

1. John Norton – CAO Town of Kingsville
 - John provided an overview of items that potentially may affect the KBIA including events such as the Block Party, Fire and/or Building department, planning, engineering regarding traffic and infrastructure, and the upcoming patio season.
 - Heather Brown provided some feedback about the Eclipse event from The Goose and Vernon's restaurants, stated they were "smoked", business was good both before and after the Eclipse. Also stating TWEPI handed some glasses out to some businesses but not all, which was disappointing. Jason Martin provided information that Cindy's was busy both the Sundays and Monday and included visitors from as far as Ohio and Colorado.

E. AMENDMENTS TO THE AGENDA

1. Letter of Support – Kingsville Cycle Works
 - KBIA provided a letter of support to the KCW for their initiative with WE ReCYCLE Windsor to build bikes for kids that cannot afford to buy brand new ones.

BIA-480-2024 Moved to provide a letter of support by Tony Gaffan and seconded by David Debergh, **CARRIED**

F. ADOPTION OF ACCOUNTS

BIA-481-2024 Moved to receive the accounts ending MARCH 2024 by David Debergh and seconded by Heather Brown, **CARRIED**

G. STAFF REPORTS

BIA Coordinator presented highlights from her report, incorporating the key elements of the KBIA Strategic Plan including:

1. **Engagement/Support**
 - Report on a successful first MMM of 2024 at Wineology. One of our best attended by both the membership and the board.

- Met with the owners of Purple Dragon, La Dulce Café (opening soon), Karen & Shelby from the Town regarding upcoming events and other local BIAs regarding best practices and upcoming collaborating ideas.
- Attended the Talking Tourism Kingsville, hosted the SECC Job Fair in the BIA office.
- Provided information regarding a seminar on Mental Health provided by the Workplace Safety & Prevention Services.

2. Promotion

- Report on the Easter promotion from March 29th with a focus on Instagram. We had 92 new followers that day, with our winners choosing their \$200 gift cards to the Taphouse 127 and My Cousin's Closet.
- Up next is the collaboration with DelFrescoPure for Mother's and Father's day promotions.
- The KBIA will be collaborating with other local BIAs to run a social media promotion to win a \$300 gift basket on July 1st.

3. Policies & Procedures

- Met with Vice-Chair Tony Gaffan to review motions and improve protocols for the monthly meeting.

4. Beautification

- Up next is the July 1st decorating of the 4 main corners. WE will be putting out our red truck, asking to borrow the Fantasy of Lights flag, buying Canadian flags for downtown and placing red and white bows at the 4 corners.

5. Maintenance

- All appropriate files pre-2017 have been properly shredded. This will need to be done yearly on a go-forward basis.

★ It was noted that the Kingsville BIA won the Best Shopping district for the 4th year in a row along with 7 other KBIA businesses.

BIA-482-2024 Motion to accept the Coordinator report by David Debergh and seconded by Heather Brown.

CARRIED

H. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. NONE

I. MINUTES OF THE PREVIOUS MEETING

BIA-483-2024 Motion to receive the minutes by Maria Edwards, seconded by Amanda Everaert.

CARRIED

J. NEW AND UNFINISHED BUSINESS

1. Flower Contract – Payment Schedule

- Cindy's Home & Garden, our flower contractor, has requested date changes to the payment schedule of our flower contract due to their suppliers requesting payments upfront.

BIA-484-2024 Motion to adjust the flower contract payment schedule by Maria Edwards, seconded by Heather Brown.

CARRIED

2. Loading Zone Update

- It will be discussed at the next meeting on whether the KBIA board will support a decision to move forward with a formal request to the town to place a loading zone, for all businesses, on Division Street North and/or Division Street South.
- Outstanding items: OPP report and the number of parking spaces on Division Street North and South.
- Sue Rice to provide the proper procedure and motion if the board moves forward.
- Note: Leamington has 9 loading zone spots in their core downtown area.

3. DeMars Media

- The board is not prepared to support DeMars Media as it is not a KBIA business. They are welcome to canvas businesses on their own.
- Discussion of a social media grant program, like the Facelift Grant, may be something for the board to discuss in the future. In the meantime, the board is waiting to see what information the Coordinator brings back from the OBIAA conference at the end of the month.

K. OTHER REPORTS

1. **FINANCIAL COMMITTEE** – David & Tony
 - Met Tuesday, March 26th.
 - Added a “Miscellaneous” revenue GL back into the budget.
 - Determined a max spending of \$500 without board approval, per month is reasonable with a monthly update on how funds are being spent.
2. **BEAUTIFICATION COMMITTEE** – Maria & Amanda
 - Met Tuesday, March 26th.
 - We will be making a map of where we want the planters this year, noting to not put a planter under a hanging basket.
 - Sue Rice is assisting with a horticultural contact.
 - The committee feels we are missing something for spring at the 4 corners or in the main downtown area. Some suggestions included putting up bows for spring, placing lite flowers in the flowerpots behind the benches at the 4 corners and potentially putting up spring banners.
 - Coordinator to find out who did Harrow’s snowflake lights.
 - Amanda is researching some heavy-duty pots.
 - The KBIA will have a team for Earth Day on Aril 20th which will include Amanda Everaert, Councillor Lowrie & Abby Jacob.
3. **PROMOTIONS COMMITTEE** – Jason & Abby
 - Met Tuesday, March 26th.
 - Logan DeMars attended the meeting to provide details on what they do for Essex & Belle River’s BIAs regarding video and photos.
 - The Coordinator will get more information on the ShopLocal2Win promotion and book a zoon call.
 - We will be moving ahead with Christmas at the Carnegie, similar to 2023 but new & improved elements including the ballots program.
4. **PERSONNEL COMMITTEE** – Roberta & Heather
 - Nothing to report.
4. **COUNCIL REPRESENTATIVE** – Sheri Lowrie
 - Moving forward, Mayor Rogers will be the council representative for the Police Services board and counsellor Lowrie would like to continue the BIA walk once a month.

BIA-485-2024 Motion to extend the meeting by 10 minutes by Tony Gaffan, seconded by Maria Edwards.

CARRIED

5. TOWN LIASON– Sue Rice

- Sue provided information about the successful eclipse, where approximately 300 people attended at Mettawa and Lakeside Park, Cedar Island Beach and Cedar Beach had people, and Pelee Island Winery had approximately 200 people. An update on Tourism and the Talking Tourism piece was provided. The Town will have a person contracted to handle the Town's Instagram tourism page and they also joined Ontario Culinary Tourism. BIA will join the Town for TWEPI's Staycation with a new postcard and inquire if businesses would like to donate to a gift basket giveaway. Update on the 2 tourism grants My Main Street & RED, which is expected to be announced around the end of May.

L. NEXT MEETING DATE

- Tuesday, May 14th, at 6:15pm.

M. ADJOURNMENT

Meeting adjourned at 8:24pm

BIA-486-2024 Motioned to adjourn by Tony Gaffan, seconded by Heather Brown.

Jason Martin
CHAIR, Jason Martin

Jodie McIntyre
RECORDING SECRETARY,
Jodie McIntyre



MINUTES

MIGRATION FESTIVAL COMMITTEE

April 23, 2024 at 5:30pm

Arena – Room C

1741 Jasperson Drive, Kingsville

PRESENT:

Layne van Loo
Karen Loney, Staff
Bailey Waldon
Glenda Willemsma
Councillor Debby Jarvis-Chausse,
Councillor Sheri Lowrie
William Szabo Verzoc
Leslie Pittendreigh

REGRETS:

Jane Larson

A. CALL TO ORDER

Karen called the meeting to order at 5:41 PM

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. ORDER OF BUSINESS

a. Voting for Chair of the Migration Festival Committee

THAT Layne van Loo be the Chair of the Migration Festival Committee and Bailey Waldon be Vice-Chair.

Moved by Glenda Willemsma
Seconded by Councilor Sheri Lowrie

CARRIED



MINUTES

D. MINUTES OF THE PREVIOUS MEETINGS

- a. Migration Festival Committee Meeting Minutes – March 26, 2024

THAT the Migration Festival Committee Meeting Minutes dated March 28, 2024, be approved with two amendments.

Moved by Councillor Sherri Lowrie

Seconded by Councillor Debby Jarvis-Chausse

CARRIED

E. STAFF REPORTS

- a. Ordering T-shirts for the committee plus extra to sell

F. INFORMATION ITEMS

- a. Kick-off
 - i. At the July meeting will determine the percentage to give Scouts as food costs have risen
- b. Great Migration Paint Out
 - i. Promotional cards for GMPO made
 - ii. To look for an MC for the event
- c. Parade
 - i. Theme – Jack Miner and fall
 - ii. To call the tractor dealerships to ask for their participation
 - iii. Could the Town of Kingsville put in trucks? Snow plough was very popular in the Santa Parade
 - iv. Looking at how to incorporate a sensory component

THAT Karen asks Town staff if they can put various trucks in the Migration Festival Parade and then leave them at Lion's Park for 'touch the truck' activities,

Moved by Glenda Willemsma

Seconded by William Szabo Verzoc

CARRIED

- d. Children's Activities



MINUTES

- i. Touching the truck or meeting the machines would be a creative addition
 - ii. Making park layout where activities will go
- e. Market
- i. Facility Booked
- f. **NEXT MEETING DATES**
- May 28, 5:30 pm
 - June 25, 5:30 pm
 - July 23, 5:30 pm
 - September 24, 5:30 pm
 - October 22, 5:30 pm
 - November 26, 5:30 pm
- g. **ADJOURNMENT**
THAT the meeting be adjourned at 6:59 PM

Moved by Councillor Debby Jarvis-Chausse
Seconded by Glenda Willemsma

CARRIED

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 42 - 2024

**Being a By-law to confirm the proceedings of the
Council of the Corporation of the Town of Kingsville at its
May 27, 2024 Regular 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 May 27, 2024 Regular Meeting in respect of each report, motion, resolution or other action taken or direction given by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Chief Administrative Officer and/or the appropriate officers of the Town are hereby authorized and directed to do all things necessary to give effect to the actions set out in paragraph 1, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary and to affix the corporate seal to all such documents.
3. This By-Law comes into force and takes effect on the day of the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
27th DAY OF MAY, 2024.**

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole