

The Corporation of the Town of Lakeshore

Regular Council Meeting Agenda



Tuesday, February 11, 2020, 6:00 PM

Council Chambers, 419 Notre Dame Street, Belle River

Pages

1. Call to Order
2. Moment of Reflection
3. Disclosures of Pecuniary Interest
4. Recognitions
5. Public Meetings under the Planning Act

- a. ZBA-19-2019 16015 Lakeshore Road 310

6

Recommendation:

Council approve Zoning By-law Amendment Application ZBA-19-2019 (By-law No. 012 -2020), Town of Lakeshore By-law 2-2012, as amended), to rezone a portion of the farm parcel, indicated as the "Retained Land" on the Key Map, Appendix 1, located at 16015 Lakeshore Road 310, in the Town of Lakeshore, from "A, Agriculture" to a site-specific "A-1, Agriculture" zone which prohibits a single detached dwelling.

6. Public Presentations
7. Delegations
8. Completion of Unfinished Business

- a. Follow Up to Council Questions on the 2020 User Fees (deferred from January 14, 2020 meeting)

11

Recommendation:

1. Receive the report of the Director of Finance for information, and;
 2. Adopt By-law 16-2020 to prescribe User Fees for 2020.

9. Consent Agenda

Recommendation:

Council approve Item 9.a) and receive Items 9.b) through 9.c) as listed on the Consent Agenda dated February 11, 2020.

- | | | |
|----|--|----|
| a. | January 28, 2020 Regular Council Meeting Minutes | 14 |
| b. | BIA Board of Management Meeting Minutes December 2, 2019 | 22 |
| c. | Village of Merrickville-Wolford - Resolution regarding Provincially Significant Wetlands Designation | 24 |

10. Reports for Information

Recommendation:

Council receive Items 10.a) through 10.e) as listed on the agenda dated February 11, 2020.

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| a. | Drainage Board Meeting draft Minutes for January 6, 2020 | 27 |
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Recommendation:

Council receive the draft Minutes from the January 6, 2020 Drainage Board meeting.

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| b. | Quarterly Building Activity Report | 32 |
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Recommendation:

Council receive the Quarterly Building Activity Report as of December 31, 2019.

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| c. | Mailbox Replacements Arising from Damage due to Municipal Operations | 36 |
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Recommendation:

Council receive this report for information.

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| d. | 2018-2019 Closed Meeting Report | 43 |
|----|---------------------------------|----|

Recommendation:

Council receive the Information Report by the Manager of Legislative Services entitled "2018-2019 Closed Meeting Report" as presented at the February 11, 2020 meeting.

- e. High Water and Flooding Communication Plan 52

Recommendation:

Council receive the report of the Manager of Communications & Strategic Initiatives entitled, High Water Flooding and Communication Plan, presented at the February 11, 2020 Council meeting for information.

11. Reports for Direction

- a. PLC-1-2020 River Ridge Phase 7 Subdivision 58

Recommendation:

Council approve the application for exemption for Part Lot Control for Blocks 1, 2, 3 and 4 on Registered Plan 12M-659 and adopt the By-law (013-2020).

- b. Town of Lakeshore Submission regarding OPP Detachment Boards 63

Recommendation:

1. Council endorse the contents of this report entitled “Town of Lakeshore Submission regarding OPP Detachment Boards” as the Town of Lakeshore’s submission to the Province regarding the OPP Detachment Boards; and
2. The Clerk forward this report to the Ministry of the Solicitor General.

- c. Community Safety Zone Designation for Caille Avenue 80

Recommendation:

Council adopt By-law 17-2020 designating Caille Avenue as a Community Safety Zone, as further described in the report of the Manager of Public Works presented at the February 11, 2020 Council meeting.

12. Announcements by Mayor

13. Reports from County Council Representatives

14. Report from Closed Session

15. Notices of Motion

16. Question Period

17. Non-Agenda Business

18. Consideration of By-laws

Recommendation:

By-laws 6-2020, 10-2020 and 11-2020 be read a first and second time and provisionally adopted;

By-laws 1-2020 and 2-2020 be read a third time and adopted; and

By-laws 12-2020, 13-2020, 16-2020, 17-2020 and 19-2020 be read and passed in open session on February 11, 2020.

a.	By-law 1-2020, Being a By-law for the Arch Drain (Creation of a New Municipal Drain)	84
b.	By-law 2-2020, Being a By-law for the Little Baseline Drain - East (Sylvestre Bridge)	85
c.	By-law 6-2020, Being a By-law for the Reaume Drain Enclosure	86
d.	By-law 10-2020, Being a By-law for the South 3rd Conc. Road Drain - RC (Never Rest Farms)	87
e.	By-law 11-2020, Being a By-law for the Tecumseh Drain (1903286 Ont. Inc.)	88
f.	By-law 12-2020, being a By-law to amend By-law No. 2-2012, Zoning By-law for the Town of Lakeshore (ZBA-19-2019)	89
g.	By-law 13-2020, being a By-law to exempt certain lands from Part Lot Control within Blocks 1, 2 3 and 4, Registered Plan 12M-659, for the former Community of Maidstone, now in the Town of Lakeshore (PLC-1-2020)	91
h.	By-law 16-2020, being a By-law to Establish User Fees for Certain Services Provided by the Corporation of the Town of Lakeshore	92
i.	By-law 17-2020, Being a By-Law To Amend By-law 67-2000, Being a By-law to Designate Community Safety Zones Within the Boundaries of the Town of Lakeshore	114
j.	By-law 19-2020, Being a By-law to Confirm Proceedings of Council	116

19. Closed Session

Recommendation:

Council move into closed session in Council Chambers at ____ PM in accordance with:

Paragraph 239(2)(c) and (k) of the *Municipal Act, 2001* for the purpose of discussing a proposed or pending disposition of land by the municipality and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality related to the proposed lease of municipal property.

20. Return to Open Session

21. Adjournment

Recommendation:

Council adjourn its meeting at ____ PM.

The Corporation of the Town of Lakeshore

Report to Council

Community & Development Services

Development Services



To: Mayor & Members of Council

From: Kim Darroch, Manager of Development Services

Date: January 21, 2020

Subject: ZBA-19-2019 16015 Lakeshore Road 310

Recommendation

Council approve Zoning By-law Amendment Application ZBA-19-2019 (By-law No. 012 - 2020), Town of Lakeshore By-law 2-2012, as amended), to rezone a portion of the farm parcel, indicated as the "Retained Land" on the Key Map, Appendix 1, located at 16015 Lakeshore Road 310, in the Town of Lakeshore, from "A, Agriculture" to a site-specific "A-1, Agriculture" zone which prohibits a single detached dwelling.

Background

The subject property is a 20.2 hectare (50 acre) parcel of farmland located east of Gracey Side Road, west of Richardson Side Road, and is located on the south side of Lakeshore Road 310, in the former Township of Tilbury West, known municipally as, 16015 Lakeshore Road 310 (See Appendix '1').

The subject property is designated 'Agricultural' in the Town of Lakeshore Official Plan and is zoned Agriculture Zone (A) in the Lakeshore Zoning By-law. The subject property is not part of any hazard lands, significant valley lands, woodlands or wetlands. It is located within the LTVCA Limit of Regulated Area.

Recently, provisional consent (File: B/26/2019) was granted to sever a surplus dwelling lot from the farm parcel. In order to meet conditions of the provisional consent, the applicants have submitted an application to rezone the surplus dwelling lot to recognize the non-farm use and to rezone the remnant (retained) farmland to prohibit single detached dwellings. As a result of the surplus lot creation, the severed lot is automatically recognized for its non-farm residential use, as long as it is under 4 hectares or 9.88 acres. As the surplus farm lot is under 4 ha, there is no need to rezone the severed lot.

Comments

Provincial Policy Statement

The PPS 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.”*

Comment: It was a condition of the consent application which created the surplus dwelling lot, that a zoning by-law amendment application be submitted to the Town for the retained lands, following the surplus lot creation to ensure that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance. In addition, the Town of Lakeshore Official Plan (Section 6.2.3 b) ii requires that the non-farm parcel will be zoned to recognize the non-farm residential use and will not accommodate a livestock operation. By severing off the surplus lot, from the farm lot, the Zoning By-law automatically recognizes the surplus lot's non-farm use (as a result of the lot's smaller size). Therefore the proposal is consistent with the PPS.

County Official Plan and Lakeshore Official Plan and Zoning By-law

The proposal conforms to the land use and consent policies of the Agricultural designations of both the County and Lakeshore Official Plans. In order to satisfy a condition of the provisional consent to sever a surplus dwelling from the farm parcel, the “Retained Farmland” will be re-zoned from “A, Agriculture” to a site-specific “A-1 Agriculture zone” which shall prohibit a single detached dwelling.

Conclusion

Staff recommend approval of the zoning by-law amendment as it is consistent with the Provincial Policy Statement and conforms to the County and Town of Lakeshore Official Plans.

Under the Planning Act, when considering a Zoning By-law Amendment, Council has the following four alternatives when making its decision:

1. Alternative 1 - Refusal - should Council choose to refuse an application to amend a Zoning By-law, under Subsection 34(10.9) of the Planning Act, it is now required that a Notice of Refusal be issued, not later than 15 days after the day of the refusal, containing the prescribed information, to be given to:
 - (a) the person or public body that made the application;
 - (b) each person and public body that filed a written request to be notified of a refusal; and
 - (c) any prescribed person or public body.

As part of the required prescribed information, the Notice of Refusal must also now

contain a written explanation for the refusal.

Comment - In this particular instance, the Applicant would have the option of appealing Council's decision to the LPAT.

2. Alternative 2 - Deferral - deferral of an application often occurs when further information or consultation is required, usually becoming apparent after the scheduled public meeting date has been set or after the planning report has been completed. Consequently, it is usually something that Administration will recommend either in the planning report or in lieu of the written recommendations. From Council's perspective, a deferral option is often considered should new issues arise at the public meeting or when Council feels that it requires further information in order to make an informed decision.

Comment - At the time of writing, no additional information or studies were deemed necessary.

3. Alternative 3 - Approve as modified or revised - this is an approach used where the planning review of the application or the consultation process reveals the need for mitigation measures or compromises. Often the planning report will recommend to approve the application, subject to certain modifications, conditions, etc., that are slightly different from what has been requested in the application. From Council's perspective it may also choose to approve the application, but also modify the approval to the recommendations as submitted.

Comment - There are no modifications that would substantially improve the application.

4. Alternative 4 - Approval - the application is approved as submitted without modifications.

Based on the foregoing, the Town's Planner supports Alternative 4 (Approval).

Others Consulted

Notice was given to agencies and the general public as required under the provisions of the Planning Act and regulations. As of the writing of this report, no comments were received from the public and no concerns were expressed from any agencies.

Financial Impacts

There are no financial impacts resulting from the recommendation.

Attachment(s): Appendix 1: Key Map

Report Approval Details

Document Title:	ZBA-19-2019 16015 Lakeshore Road 310.docx
Attachments:	- APPENDIX 1 keymap.pdf - 012-2020 ZBL.doc
Final Approval Date:	Jan 30, 2020

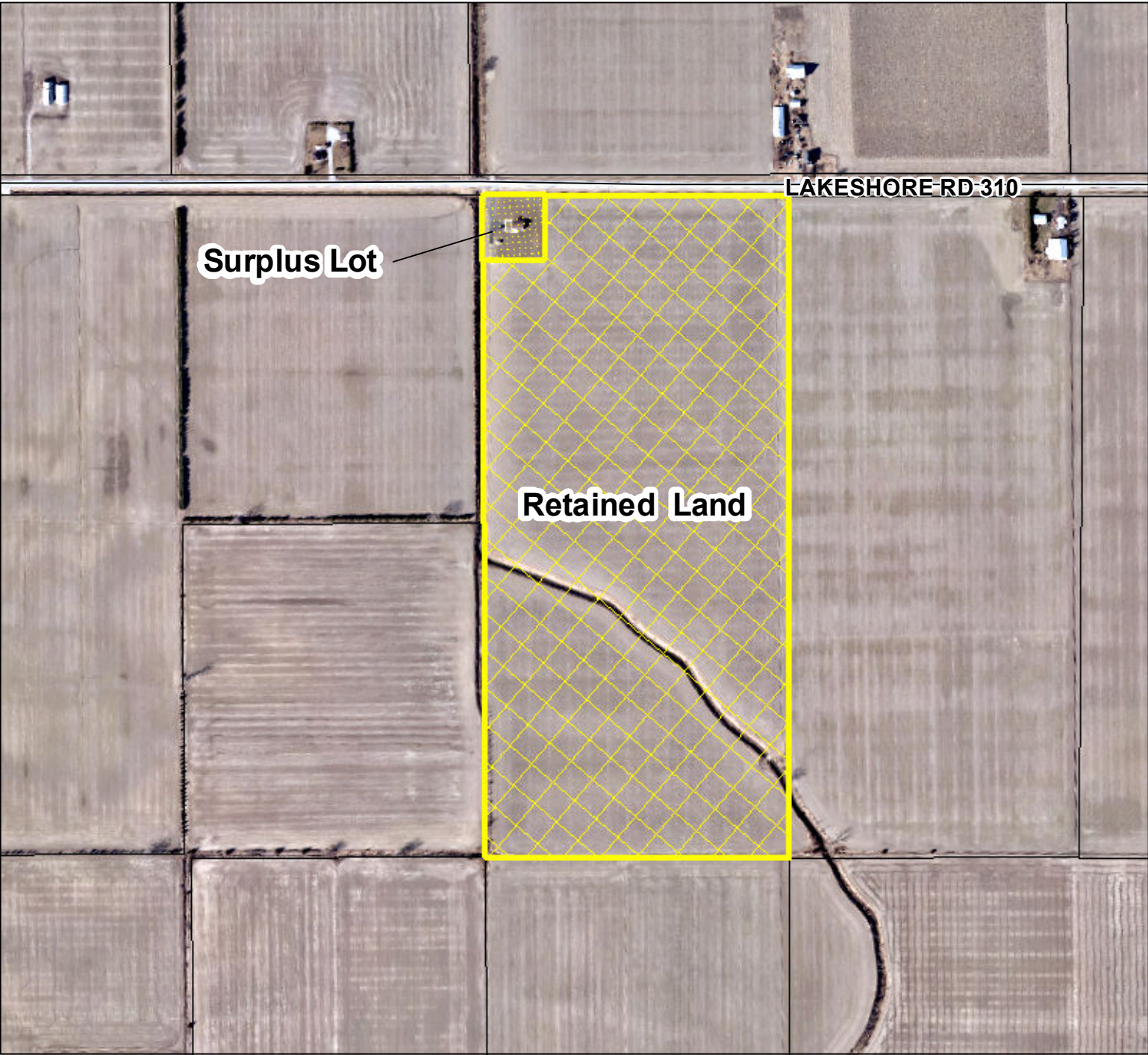
This report and all of its attachments were approved and signed as outlined below:

Tammie Ryall

Rosanna Pellerito

Kristen Newman

Truper McBride



The Corporation of the Town of Lakeshore

Report to Council

Finance Services

Accounting Services



To: Mayor & Members of Council
From: Rosanna Pellerito, Director of Finance
Date: January 27, 2020
Subject: Follow Up to Council Questions on the 2020 User Fees

Recommendation

1. Receive the report of the Director of Finance for information, and;
2. Adopt By-law 16-2020 to prescribe User Fees for 2020.

Background

The following resolution was passed at the December 10th Council Meeting;

Council defer the report regarding 2020 Tariff of Fees pending a report back from Administration regarding the possibility of increasing the following fees as identified by Council:

1. *Schedule A - Fill Permits*
2. *Schedule A - Parkland Dedication Fees*
3. *Schedule B - flat fees relating to Planning and Development Services*
4. *Schedule D - Motor Vehicle Accident Reports*
5. *Schedule J - Belle River Marina Rates*

Comments

Below is further clarification for those items identified by Council.

- 1) Schedule A: Fill Permits for less than 1.5 acres** - Fill permits are charged for any size property in the amount of \$121.00 per application. The user fee schedule was only showing those permits for which a deposit is required. I have added an additional line to include the cost of anything less than 1.5 acres to avoid any confusion.

- 2) **Schedule A: Parkland Dedication Fees** – The initial 2020 user fee by-law provided for an increase in the Parkland Dedication fee for Urban area from \$1,200 per Lot to \$1,500 per lot. However after further review, it has been determined that Parkland payments are not a user fees and are authorized under the Planning Act (42, 51.1 and 53), as a condition of a subdivision or consent approval process under the Planning Act etc. The relevant by-law authorizing the taking of land or cash in lieu as an alternative is the Parkland or Payment of Cash In Lieu By-law (42-2014). A review of this by-law will be undertaken as part of the OP Review and public open house process. As such, any reference to parkland dedication fees will be removed from the user fee by-law going forward.
- 3) **Schedule B: Changing planning fees from flat rate to hourly** - Work done on development applications from staff would be cost prohibitive for the applicant to pay in most circumstances if an hourly rate was implemented. A flat fee is more appropriate and less time consuming to track from staff's perspective. Planning did an analysis some years back and raised their fees and identified a need for a stable revenue and operating base for planning and development functions and recommended that fee increases for all services provided by the Municipality be implemented and phased-in over a two year period starting in 2010 with the budget (there has not been a fee increase since 2010 other than the CPI indexing in order to be competitive with other municipalities and not be cost prohibited to the applicant).
- 4) **Schedule D: Motor Vehicle Accident Reports** – Lakeshore rates are comparable with other Municipalities that use the OPP services for policing. Tecumseh charges \$52.21 and Kingsville charges \$42.25. We have not received any information from any other municipality.
- 5) **Schedule J: Non Resident Fees for Slip Rentals** – There are no municipalities in Essex County that impose a non-resident fee on slip rentals.

Council also asked about greenhouse fees. This rate has been kept low as it only applies to the farming component of the greenhouse structure. The commercial component of greenhouses is treated as a commercial property and the commercial rates would apply for that portion of the development, including development charges. Greenhouses are typically large acreages and therefore would incur large costs for permit fees. Other local municipalities charge anywhere from \$0.04 to \$0.07 per square feet for greenhouses but they may not incorporate a commercial component.

Financial Impacts

There are no financial impacts resulting from the recommendations. Deferring the implementation of the 2020 User fees rates could potentially result in a revenue shortfall in the various departmental budgets.

Attachment(s): None.

Report Approval Details

Document Title:	2020 User Fees.docx
Attachments:	
Final Approval Date:	Feb 5, 2020

This report and all of its attachments were approved and signed as outlined below:

Kristen Newman

Truper McBride

The Corporation of the Town of Lakeshore

Minutes of the Regular Council Meeting

Tuesday, January 28, 2020, 6:00 PM
Council Chambers, 419 Notre Dame Street



Members Present: Mayor Tom Bain, Deputy Mayor Tracey Bailey, Councillor Steven Wilder, Councillor Len Janisse, Councillor Kelsey Santarossa, Councillor John Kerr, Councillor Kirk Walstedt, Councillor Linda McKinlay

Staff Present: Director of Legislative & Legal Services, Kristen Newman, Manager of Legislative Services, Brianna Coughlin, Chief Administrative Officer, Truper McBride, Director of Community & Development Services, Tammie Ryall, Director of Engineering & Infrastructure Service, Nelson Cavacas, Director of Finance, Rosanna Pellerito, Manager of Public Works, Albert Dionne, Manager of Human Resources, Lisa Granger, Manager of Engineering Services, Tony DiCiocco, Manager of Communications & Strategic Initiatives, Rita Chappell, Manager of Recreation and Leisure, Frank Jeney

1. Call to Order

Mayor Bain called the meeting to order at 6:00 PM.

2. Moment of Reflection

3. Disclosures of Pecuniary Interest

4. Recognitions

Mayor Bain introduced the Manager of Recreation and Leisure, Frank Jeney, and welcomed him to the Town of Lakeshore team.

5. Public Meetings under the Planning Act

6. Public Presentations

7. Delegations

8. Completion of Unfinished Business

- a. **Acquisition of Lands Required for the Lanoue Street Extension and Amy Croft Storm Water Expansion - Negotiation and Expropriation**

16-01-2020

Moved By Councillor McKinlay

Seconded By Councillor Walstedt

That the matter be considered following the closed session.

Carried Unanimously

9. Consent Agenda

The minutes of the January 14, 2020 were amended to reflect a resolution extending the meeting past 9:30 PM.

17-01-2020

Moved By Deputy Mayor Bailey

Seconded By Councillor Kerr

Council approve Item 9.a) and receive Item 9.b) as listed on the Consent Agenda dated January 28, 2020.

Carried Unanimously

- a. **January 14, 2020 Regular Council Meeting Minutes**
- b. **Association of Municipalities of Ontario - Consultation on re-composition of OPP Detachment Boards**

10. Reports for Information

11. Reports for Direction

- a. **Provincial Animal Welfare Services Act, 2019**

18-01-2020

Moved By Councillor Kerr

Seconded By Councillor Santarossa

The report of the Manager of Legislative Services entitled "Provincial Animal Welfare Services Act, 2019", presented at the January 28, 2020 Council meeting, be made available during the Animal Control Public Consultation open house on January 29, 2020.

Carried Unanimously

b. Taxi and Vehicle for Hire Consultation

19-01-2020

Moved By Councillor Kerr

Seconded By Councillor Walstedt

Direct Administration to bring forward a new Taxi and Vehicle for Hire By-law, taking into consideration the public consultation feedback as described in the report of the Manager of Legislative Services presented at the January 28, 2020 Council meeting.

Carried Unanimously

c. Swim Drink Fish Canada Grant

20-01-2020

Moved By Councillor Kerr

Seconded By Councillor Santarossa

Authorize the use of the \$150,000 grant from Swim Drink Fish Canada (the "Grantor") for the purpose of completing site restoration work that will improve the water quality and shoreline conditions, and enhance the aquatic habitat at Lakeview Park.

Carried Unanimously

12. Announcements by Mayor

Mayor Bain advised that the Lakeshore Police Services Board passed a motion at their January 27, 2020 meeting regarding the potential to move towards a board comprised of multiple municipalities. The Clerk read the motion adopted by the Lakeshore Police Services Board.

Mayor Bain also requested that Council engage in a training workshop hosted by the Ministry of Municipal Affairs and Housing.

21-01-2020

Moved By Councillor Janisse

Seconded By Councillor Walstedt

That the Procedural By-law be waived in order to allow for the consideration of a motion by the Lakeshore Police Services Board dated January 27, 2020.

Carried Unanimously

22-01-2020

Moved By Councillor Walstedt

Seconded By Deputy Mayor Bailey

Support the January 27, 2020 motion of the Lakeshore Police Services Board regarding a proposed two board system approximately divided between the north and south municipalities of the County for the region with billing apportioned by municipality.

In Favour (6): Mayor Bain, Deputy Mayor Bailey, Councillor Janisse, Councillor Kerr, Councillor Walstedt, and Councillor McKinlay

Opposed (2): Councillor Wilder, and Councillor Santarossa

Carried

23-01-2020

Moved By Councillor Walstedt

Seconded By Councillor Kerr

Direct Administration to request a training session led by the Ministry of Municipal Affairs and Housing regarding updates in legislation as well as roles and responsibilities of Council and Administration.

Carried Unanimously

13. Reports from County Council Representatives

Deputy Mayor Bailey advised that the next scheduled meeting of County Council has been cancelled.

Mayor Bain advised that the County of Essex requested that the Town provide support regarding the repair of railroad crossings.

24-01-2020

Moved By Councillor Wilder

Seconded By Deputy Mayor Bailey

Support the County of Essex in its efforts to ensure the repair of railroad crossings on County Road 21 and County Road 19.

Carried Unanimously

14. Report from Closed Session

15. Notices of Motion

16. Question Period

25-01-2020

Moved By Councillor Kerr

Seconded By Councillor McKinlay

That the Procedural By-law be waived in order to allow for the consideration of a motion regarding the replacement of mailboxes.

Carried Unanimously

26-01-2020

Moved By Councillor Walstedt

Seconded By Councillor McKinlay

Direct Administration to bring back a report that should a mailbox be destroyed as a result of the Town's snowplowing, that the mailbox be replaced and installed by the Town as soon as possible within the Town's timeline, as per a standard procedure.

Carried Unanimously

27-01-2020

Moved By Councillor Kerr

Seconded By Councillor Walstedt

Direct Administration to bring back a report regarding options to install a pedestrian walkway east of Duck Creek Bridge.

In Favour (7): Mayor Bain, Deputy Mayor Bailey, Councillor Janisse, Councillor Santarossa, Councillor Kerr, Councillor Walstedt, and Councillor McKinlay

Opposed (1): Councillor Wilder

Carried

28-01-2020

Moved By Councillor Kerr

Seconded By Councillor Walstedt

Direct Administration to invite Connecting Windsor-Essex to provide a presentation to Council regarding fibreoptic connectivity throughout the Town of Lakeshore.

Carried Unanimously

29-01-2020

Moved By Deputy Mayor Bailey

Seconded By Councillor Santarossa

Direct Administration to bring back a report regarding what it would take to launch a community competition to re-invent the marina restaurant space.

Carried Unanimously

17. Non-Agenda Business

Councillor Janisse left the meeting at 8:01 PM.

Councillor Janisse joined the meeting at 8:02 PM.

18. Closed Session

30-01-2020

Moved By Councillor McKinlay

Seconded By Councillor Wilder

Council move into closed session in Council Chambers at 8:05 PM in accordance with:

- a. Paragraph 239(2)(c) and (f) of the *Municipal Act, 2001* for the purpose of discussing a proposed or pending disposition of land by the municipality related to Amy Croft Drive and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- b. Paragraph 239(2)(d), (f) and (k) of the *Municipal Act, 2001* for the purpose of discussing labour relations or employee negotiations, positions and plans to be applied to negotiations to be carried on by the Town and solicitor-client privileged advice relating to collective bargaining.

Carried Unanimously

19. Return to Open Session

A resolution was passed in closed session to extend the meeting past the 9:30 PM deadline.

Council returned to open session at 9:41 PM.

31-01-2020

Moved By Councillor Walstedt

Seconded By Councillor Kerr

1. Council, as the expropriating authority, directs the Director of Engineering and Infrastructure Services, on behalf of the Expropriating Authority, to make application to Council, as the approving authority, by submitting an Application to Expropriate Land to the Clerk; and
2. The Clerk issue notice of the application to expropriate the Required Lands pursuant to the *Expropriations Act*.

In Favour (6): Mayor Bain, Deputy Mayor Bailey, Councillor Santarossa, Councillor Kerr, Councillor Walstedt, and Councillor McKinlay

Opposed (2): Councillor Wilder, and Councillor Janisse

Carried

20. Consideration of By-laws

32-01-2020

Moved By Councillor Kerr

Seconded By Councillor Santarossa

By-law 14-2020 be read and passed in open session on January 28, 2020.

In Favour (6): Mayor Bain, Deputy Mayor Bailey, Councillor Santarossa, Councillor Kerr, Councillor Walstedt, and Councillor McKinlay

Opposed (2): Councillor Wilder, and Councillor Janisse

Carried

33-01-2020

Moved By Councillor Wilder

Seconded By Councillor McKinlay

By-law 15-2020 be read and passed in open session on January 28, 2020.

Carried Unanimously

- a. **By-law 14-2020, being a By-Law to Authorize the Commencement of Expropriation Proceedings in relation to Development pursuant to the further Development of the Amy Croft Secondary Plan Area**
- b. **By-law 15-2020, being a By-law to Confirm the Proceedings of Council**

21. Adjournment

34-01-2020

Moved By Councillor McKinlay

Seconded By Deputy Mayor Bailey

Council adjourn its meeting at 9:45 PM.

Carried Unanimously

Tom Bain
Mayor

Kristen Newman
Director of Legislative &
Legal Services/Clerk



Belle River-On the Lake Business Improvement Area

BIA Board of Management Meeting Minutes December 2, 2019 Town of Lakeshore Council Chambers

BIA Board Members
Ward 4 Council Representative: John Kerr
Chairman: Moe Mailloux, Moe Mailloux Financial Services Inc
Vice Chair: Laura Tremblay, National Bank
Directors: Jelena Adzic, Libro Credit Union, Sandy Pepper, The Treasure Nook, Shawn Sauve, RONA Sauvé's Home Centre, Ray Tetreault, Tetreault valu mart
Director Regrets: Rachelle Crevatin, La Belle Fromage, Mike Sutton, Melady Funeral Home, Lucille Soulliere, Active Living Chiropractic
Associate Members: Tina Roy, Remax Preferred Realty Ltd, Derek Trepanier, Best Pest Control
Associate Member Regrets: Jay Coulter, Coulter Software Inc, Dale Sanger, New Life Assembly
Absent: Julie Curtis, Community Support Centre

BIA Office Lakeshore Delegate: Coordinator Janel Gagnier and U of W VIP Student - Julia Adamo
Tammie Ryall, Director of Community & Development Services
Truper McBride – Sunsplash Festival & Lakeview Park Update

Agenda Items

Message from Moe
December 10th Council Meeting: a) BIA Budget to be presented along with a power point presentation by the OBIAA regarding the "Value of BIAS"
B) A report to be presented by administration regarding the change of the Town of Lakeshore to Municipality of Lakeshore.

#1 Declaration Of Conflict of Interest - None

#2 **Adoption of the Minutes of the BIA Board Meeting on October 7, 2019** Shawn Moved Jelena Seconded: That the minutes from the BIA Board Meeting of October be adopted as presented.
Motion # 2019 – 26 All in favour. Motion carried.

#3 **Approval of 2018 Financial Statement** Laura Moved and Jelena Seconded: That the Financial Statements for the Belle River BIA for the year ended Dec 31, 2019 be approved.
Motion # 2019 – 27 All in favour. Motion Carried

#4 **Revision of 2020 Budget:** After email discussion between the Director of Finance and the BIA Board regarding the balancing of the budget, it was voted by the board thru email (due to the time deadline by administration to get the budget in) that the BIA Levy be raised to \$93,280 to balance the budget instead of taking money from reserves as previously discussed.

3 Against: John, Mike, Rachelle

6 Approved: Ray, Moe, Shawn, Jelena, Laura, Sandy

1 No Vote: Lucille

- #5 Old Business: 1. Holiday Dollars – Update: \$25,000 Sold out in 1 week
Essex sold \$40 K in a week, Kingsville sold 100K in 3hours 10 minutes!
- #6 New Business: a) Win This Space Information – It was determined that the BIA proceed to find out more on the Libro Prosperity Grant and the Small Business Centre to seek a grant for this program in 2020
b) Business to Business Collaboration Committee Update:
Meeting # 1 Outcome: Determine how the BIA can better help businesses, utilize Facebook with a Belle River BIA Business Group. Host 2 events in 2020

B2B Collaboration Meeting # 2 Notes - November 14, 2019

BIA Board Members
Jelena Adzic, Libro Credit Union
Rachelle Crevatin, La Belle Fromage
Julie Curtis, Community Support Centre
Sandy Pepper, The Treasure Nook
Tina Roy, Remax Preferred Realty Ltd.

BIA Coordinator Janel Gagnier

Agenda Items Spring Networking Night - Spring 2020

#1 Who Open to ALL Members - Expect 50 people or more
Invite BIA Board Members from Leamington, Kingsville, Essex, and Tec
Invite TWEPI

#2 What Sponsored by Libro
Ticketed Event for BIA Members and Guests - Eventbrite
Raffle for Something Good
Name tags
Welcome Packages / Swag

#4 Location Rochester Place - Tina to discuss details with Stephanie
Appetizers / Cash Bar / Glass of Champagne on the way in
Theme – Celebrate our Success – black and gold

#5 Why Promote Collaboration between businesses and other BIA's
Celebrate OUR Success – Holiday Dollars, Digital Mainstreet
Jelena to speak on the holiday dollars

#6 Details Professional Photographer – post photos on social media Lakeshore News

#7 Sandy Motioned and Ray Seconded that the meeting adjourn at 1:10pm.
Motion # 2019 – 28 All in Favour. Motion Carried

Meeting

Minutes

Approved

John Kerr

Laura Tremblay

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

February 5, 2020

The Honourable Doug Ford, Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON, M7A 1A1

Dear Premier Ford:

Re: Provincially Significant Wetlands Designation

Please find attached the Council of the Corporation of the Village of Merrickville-Wolford's Resolution No. R-029-20, with respect to the Village's concerns surrounding the Ministry of Natural Resources and Forestry's practices and procedures while implementing designations of Provincially Significant Wetlands.

While the attached resolution is tailored to a Village-specific issue, it is Council's position that the concerns expressed therein are being experienced by municipalities Province-wide.

Thank you in advance for the consideration that you give this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Doug Robertson".

Doug Robertson
CAO/Clerk/Director, Economic Development

c. Honourable John Yakabuski, Minister of Natural Resources and Forestry
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Andy Brown, CAO of the United Counties of Leeds and Grenville
Association of Municipalities of Ontario
Rural Ontario Municipal Association
All Ontario municipalities



VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - 029 - 20

Date: January 27, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

WHEREAS the Village of Merrickville-Wolford is endeavouring to adopt a new Official Plan as required per Section 17 of the *Planning Act* and the Village is required to incorporate the Provincial Policy Statements of the Act;

AND WHEREAS the Provincial Policy Statements require the Village to provide in its Official Plan the updated provisions of new and expanded Provincially Significant Wetlands designations;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that the expansion of these wetlands is detrimentally affecting certain landowners and the Village's assessment base;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that designations of Provincially Significant Wetlands have occurred throughout the Province of Ontario without the provision of supporting evidence;



VILLAGE OF MERRICKVILLE-WOLFORD

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned about the expansion of the Provincially Significant Wetlands in the Northeast quadrant of the Village;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that these wetlands designations have been expanded without the Ministry of Natural Resources and Forestry having provided to the Village supporting evidence to justify said expansion;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby respectfully request that the Ministry of Natural Resources and Forestry provide the Village with supporting evidence with respect to the expansion of these wetlands designations;

AND THAT the Ministry of Natural Resources and Forestry re-evaluate the subject properties without delay;

AND THAT a copy of this resolution be sent to the Honourable Premier Doug Ford, Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the United Counties of Leeds and Grenville, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association and all Ontario municipalities.

Carried / Defeated


J. Douglas Struthers, Mayor

The Corporation of the Town of Lakeshore
Report to Council

Engineering & Infrastructure Services

Drainage Services



To: Mayor & Members of Council
From: Jill Fiorito, Drainage Superintendent
Date: January 21, 2020
Subject: Drainage Board Meeting draft Minutes for January 6, 2020

Recommendation

Council receive the draft Minutes from the January 6, 2020 Drainage Board meeting.

Background

The draft minutes from the January 6, 2020 Drainage Board meeting are attached.

Reading of the Report:

Mr. Tony Peralta from N.J Peralta Engineering Ltd. was in attendance to give a brief summary of his drainage report dated November 29, 2019 Little Baseline Drain East (Sylvestre Bridge).

Mr. Jim Sylvestre (owner of 362 Little Baseline) inquired when the construction could begin, to which Mrs. Fiorito explained the tendering process.

Comments

The Drainage Board recommended By-law No. 002-2020 be recommend for first and second reading.

Other Consulted

Essex Regional Conservation Authority has been consulted on this project.

Financial Impacts

This bridge replacement/relocation costs assessed out accordingly to the proportions outlined in the engineer's report.

Attachment(s): Draft Drainage Board minutes dated January 6, 2020

Report Approval Details

Document Title:	Drainage Board minutes January 6, 2020.docx
Attachments:	- 1 - Jan 6, 2020 Drainage Board Minutes.docx
Final Approval Date:	Jan 30, 2020

This report and all of its attachments were approved and signed as outlined below:

Nelson Cavacas

Rosanna Pellerito

Kristen Newman

Truper McBride

**THE CORPORATION OF
THE
TOWN OF LAKESHORE**

MINUTES OF THE DRAINAGE BOARD

PRESENT:	Chairman	-	Dave Armstrong
	Board members	-	Horst Schmidt
		-	Graeme Carter
		-	Jeremy Reaume
		-	Lyle Morris
	Drainage Superintendent	-	Jill Fiorito
	Absent		
	Asst. Drainage Superintendent	-	Andrew Neely

1. CALL TO ORDER AT 5:00 PM

The Chair called the meeting to order at 5:00 p.m.

2. DISCLOSURES OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

There were no disclosures of conflicts of interest.

3. APPROVING THE MINUTES OF PREVIOUS DRAINAGE BOARD MEETING

The minutes of the Drainage Board Meeting dated December 9th 2019 approval be deferred to February 3rd Drainage Board meeting.

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4 ENGINEERING AND INFRASTRUCTURE SERVICES

READING OF THE REPORT

Little Baseline Drain – East (Sylvestre Bridge)

Mr. Tony Peralta, P.Eng was in attendance and briefly outlined the key points of the assessment schedule in his report dated November 29th, 2019.

Mr. Peralta explained he was appointed as a result of a bridge relocation, and replacement. Mr. Peralta went on to say that since this property was classed as Agricultural use, the bridge should be eligible for the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) grant.

Mr. Peralta concluded his presentation, and stated he was open to questions.

Chairman Armstrong opened the floor for questions.

Mr. Sylvestre (owner of 362 Little Baseline Road) had inquired when the bridge could be constructed.

Mrs. Jill Fiorito (Town Drainage Superintendent) briefly explained the process.

There were no further questions.

Board Member Morris moved and Board Member Schmidt seconded:

That:

The Engineer's considered report prepared by N. J. Peralta Engineering Ltd., dated November 29th, 2019 Little Baseline Drain (Sylvestre Bridge) in the Town of Lakeshore, in the County of Essex be adopted and By-Law 002-2020 be recommended for the first and second reading

Motion Carried

5. ADJOURNMENT

That:

The Drainage Board adjourn its meeting at 5:30 p.m.

Motion Carried

**DAVID ARMSTRONG
CHAIRMAN**

**Jill Fiorito
DRAINAGE SUPERINTENDENT**

NEXT SCHEDULED MEETING

The next Drainage Board Meeting is schedule for 5:00pm on February 3rd, 2020 in the Town of Lakeshore Council Chambers.

The Corporation of the Town of Lakeshore

Report to Council

Community & Development Services

Building Services



To: Mayor & Members of Council
From: Morris Harding, CBO, Manager of Building Services
Date: January 23, 2020
Subject: Quarterly Building Activity Report

Recommendation

Council receive the Quarterly Building Activity Report as of December 31, 2019.

Background

The Building Activity Report is a quarterly report prepared to provide a comparison of building activity with the same periods in 2017, 2018 and 2019.

Comments

The report also provides a comparison of construction value for the same periods at similar quarter ends.

<u>YEAR TO DATE TOTALS:</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Number of Permits as of December 31 st	782	940	1,134

This comprises the following units:

New Single Family Dwellings	147	219	281
New Homes (Semi Detached 2 Units)	0	0	20
New Homes (Multi-Unit Buildings)	<u>28</u>	<u>3</u>	<u>5</u>
<i>Total Dwelling Units Created</i>	175	222	306
Home Additions / Renovations	53	69	85

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Plumbing/Waterline	31	93	158
Commercial (New)	7	6	3
Commercial (Renovations and Additions)	21	28	24
Industrial (New)	1	4	2
Industrial (Renovations and Additions)	7	4	5
Institutional (New)	0	0	0
Institutional (Renovations and Additions)	2	8	7
Agricultural Structures	18	9	17
Solar Panels	1	5	25
Decks	28	33	36
Fences	121	148	137
Fills	1	3	2
Garage / Sheds	105	90	80
Pools	89	115	103
Septic Systems	58	44	61
Signs	7	7	19
Demolitions	34	28	32
Tents	23	23	14
Wind Turbine	0	1	17

CONSTRUCTION VALUE TO DATE (AS OF DECEMBER 31st)

	<u>2019</u>	<u>2018</u>	<u>2017</u>
ALL PERMIT TYPES	\$105,634,255.00	\$127,675,312.00	\$158,609,169.00
NEW RESIDENTIAL	\$71,952,203.00	\$86,198,400.00	\$101,892,471.00
NEW NON-RESIDENTIAL	\$16,335,000.00	\$19,809,000.00	\$5,787,500.00

BUILDING DEPARTMENT ACTIVITY (AS OF DECEMBER 31st)

Building Inspections: 3655

Zoning Letters: 94

BY-LAW ENFORCEMENT (AS OF DECEMBER 31st)

Complaints in Queue: 67

Complaints in Progress: 24

Complaints Closed: 340

Financial Impacts

For the 2019 Fiscal year the building Dept. revenue is \$706,600.00 the anticipated budget for 2019 was set at \$850,000.00. This leaves the Building Dept. in a deficit for the year of \$143,400.00. These funds will be balanced through the reserve funds.

Attachment(s): None.

Report Approval Details

Document Title:	Quarterly Building Activity Report.docx
Attachments:	
Final Approval Date:	Feb 4, 2020

This report and all of its attachments were approved and signed as outlined below:

Tammie Ryall

Rosanna Pellerito

Kristen Newman

Truper McBride

The Corporation of the Town of Lakeshore

Report to Council

Engineering & Infrastructure Services

Public Works



To: Mayor & Members of Council

From: Nelson Cavacas, Director, Engineering and Infrastructure Services

Date: January 30, 2020

Subject: Mailbox Replacements Arising from Damage due to Municipal Operations

Recommendation

Council receive this report for information.

Background

Council adopted the following resolution at its January 22, 2020 meeting:

Direct Administration to bring back a report that should a mailbox be destroyed as a result of the Town's snowplowing, that the mailbox be replaced and installed by the Town as soon as possible within the Town's timeline, as per a standard procedure.

Comments

The Town implemented a policy regarding the replacement of mailboxes by municipally owned equipment on January 26, 1999. This policy was last revised on May 27, 2011. The policy addresses on how the Town will handle the replacement of standard mailboxes that are proven to have been damaged by municipal equipment on Town of Lakeshore road allowances. The policy does not apply to mailboxes located on private roads or County of Essex roadways. The current policy # EN-020 on Mailbox Replacements is attached for reference.

As outlined in the Town's current policy regarding mailbox replacements, the Town has a procedure to be followed when mailbox damage has been reported to the Town. A Work Order is created in the Town's City Works System that initiates the work flow process and tracks the actions taken in addressing the reported mailbox damage. Typically the damages to Mailboxes are reported during Winter Control Operations. Upon confirmation that the Town was responsible for the Mailbox damage at the reported address location, Town staff advises the homeowner that the Town of Lakeshore will supply the homeowner with a standard mailbox suitable for Canada Post mail delivery. In the event that the mailbox post was also damaged the homeowner is also supplied with a pressure treated

post measuring 4" (100mm) in diameter and 6 foot (1.8m) in length. The policy also addresses situations where homeowners who want to replace their mailbox with something other than the standard mailbox. In these circumstances the Town will provide a rebate equal to the cost of a standard mailbox and post if both were damaged. The cost of a standard mailbox is \$24 and the pressure treated wood post is \$8 for a combined total of \$32 if both items require replacement. Homeowners electing the reimbursement option would receive up to a maximum amount of \$32 providing both items need to be replaced. The historical trend has been that a majority of the homeowners (approximately 90%) have accepted the standard Mailbox replacement and half of these have also needed the standard pressure treated wood post.

There are several factors that contribute to mailboxes being damaged during winter control operations of which does not involve operation of the equipment actually striking the mailbox. An operator's main focus is safety in navigating the plow equipment to remain on the road while operating the equipment along the road at a safe speed dependent on weather and road conditions. There is a total of 527km of centre line length of roads that Town crews are required to clear snow from throughout the large geography of the municipality. As such, Town resources have a significant area to cover with snow clearing which is challenging at times during prolonged storm events.

In many cases mailboxes are damaged by the force of the snow being plowed off to the side of the road. This especially occurs during snowfall events with milder temperatures that result in heavy wet snow similar to the recent snowfall of January 17th to 19th, 2020. Other factors that also contribute is whether the existing mailbox wooden post has deteriorated partially to a weakened state and/or the location of mailbox as to the proximity to the edge of the road. The location of some mailboxes are near the edge of the road where roadside environment constrains the ability for a mailbox to be set back further away from the road. This occurs in rural areas especially where open drains are right up against the road and no shoulders exist. In both instances, the mailboxes are at a greater risk of being damaged by the force of the snow being cleared off of the road and unavoidable during the snow clearing operations when mailboxes are unable to withstand the force/weight of the snow.

As noted in the Town's current policy, the Town does not cover the cost of the installations of the mailbox replacements and that it is the responsibility of the homeowner to make arrangements for the installation. Installations can vary in complexity depending if it is only requiring reattachment of new mailbox to the existing wood post or base versus where a new post is required to be dug into the ground. Further, environmental conditions may also compound the effort required to install the replacement of the wood post in the event of a severe winter season that lead to presence of ground frost. In these situations depending on the depth of frost, mechanical equipment may be required to dig the hole for the post. When any digging is required for the installation a utility locate must be completed first which typically take 2 weeks to complete by all utilities (Gas, Bell, Hydro, etc.). The Town's Public Works (PW) staff resources primary service delivery is to maintain the municipal roads to the provincial minimum maintenance standard (MMS).

Considering the coordination efforts and time involved with each location to install post installations, it would result in allocating and diverting PW staff resources away from the primary service delivery. Furthermore, the operation of equipment used for the mailbox post installation could result in reduction of hours that staff could be available to operate the snow plow equipment to comply with the Ministry of Transportation's regulations regarding the hours of operation of heavy commercial vehicles. For these reasons the municipality has maintained the position of not allocating internal PW staff resources towards the installation of mailboxes.

The Town consulted with the County of Essex and other local Essex municipalities, of which at the time of writing the report, the Town of Essex, Town of Leamington and Town of Kingsville were able to respond as to their policy and procedures regarding mailboxes damaged by winter control operations. The County of Essex along with Town of Essex, Town of Leamington and Town of Kingsville confirmed that their policies were similar to Lakeshore's policy regarding replacement of the mailboxes and posts but that installation is the homeowner responsibility. Further, the Town of Essex noted it does not replace mailboxes and/or posts that fall from the force of plowed snow. Mailboxes and supporting posts must be installed to withstand the impact of the force of snow pushed from the street onto the roadside and should be located in such a way as to minimize damage. The only difference reported by the County of Essex with their policy by comparison to Lakeshore is their cost of the replacement is up to a value of \$50 for their standard mailbox and post.

The Town explored potential alternatives which would not impact municipal PW staff resources mandate of the provincial MMS. These options would involve the use of a contractor to complete the installation. Depending on efforts described above especially ground conditions with frost and location of underground utilities, the cost could range from \$100 to \$300 to complete the post installation. The contractor could be either retained by the Town or Homeowner but considering coordination efforts mentioned above, it would be better suited that the Homeowner would hire and coordinate the installation work directly with the contractor. Furthermore, the installation of the mailbox could attract other potential liability to the Town. As such, if Council wishes to have the Town assist with installation, the Administration's recommended approach would be to reimburse the homeowner to a maximum amount (with proof of receipts). This option would require setting a maximum amount of reimbursement such as up to \$100. This would result in combined total of \$132 when combining cost of the standard post and mailbox.

If Council were to consider amending the existing Mailbox Replacement policy to include the additional cost to reimburse the installation of the mailbox, it would result in an increase in the level of service for mailbox replacements to only Lakeshore homeowners with properties located on a Town roads. Properties located on County roads would continue to follow the County policy described above with a maximum value of \$50 for their standard mailbox and post replacements. This could potentially raise questions regarding Lakeshore homeowners receiving the same level of service.

Summary

To summarize the above, Administration proposes two options that could be considered by Council regarding mailbox replacements which are as follows:

Option 1 is to continue to use the current Town policy that has been in effect since 1999 outlining procedure of mailboxes that are damaged by municipal equipment.

Option 2 would be to amend the current Town policy to include provisions of a rebate for the installation cost of mailbox and post to a maximum value of \$100 upon proof of installation and homeowner submitting receipts to the Town. This option has financial implications that are noted in the Financial Impacts section below.

Considering that the Town's current policy is consistent with the policies of the County of Essex and other local Essex region municipalities along with the other factors discussed above surrounding the matter of mailbox damage which does not involve operation of the equipment actually striking the mailbox, it is recommended that the existing policy not change and remain consistent with current Town policy # EN-020.

Others Consulted

County of Essex
Town of Leamington
Town of Kingsville
Town of Essex

Financial Impacts

Currently under the Town Policy EN-020, the maximum cost involving the replacement of the standard mailbox and post is \$32. In 2019, there were a total of 15 mailbox replacements under the Town policy. In the last five years mailbox replacements varied depending on severity and duration length of the winter seasons that has resulted in an average of 30 mailbox annual replacements in the last five years (2015 to 2019). The 30 annual average replacements represents a total cost of \$960 annually that is funded under the operating budget for winter control operations.

Although, it is recommended that the existing policy not change, in the event Council was to consider Option 2 to include a rebate for the cost of installation such as \$100, it would result in an approximate additional cost of \$3,000 applying the 30 average mailbox replacements per year. This amount could vary from year to year depending severity of winter seasons and conditions.

Attachment(s): Mailbox Replacement Policy – EN-020

Report Approval Details

Document Title:	Mailbox Replacements Arising from Damage due to Municipal Operations.docx
Attachments:	Mailbox Replacement Policy – EN-020
Final Approval Date:	Feb 4, 2020

This report and all of its attachments were approved and signed as outlined below:

Truper McBride

Policy: Mailbox Replacement	Policy #: EN-020
Department: Engineering and Infrastructure Services	Effective Date: January 26, 1999
	Revision Date: May 27, 2011

1.0 Purpose

- 1.1** To outline the requirements of having a mailbox replaced by the Town of Lakeshore that was damaged by municipal owned equipment.

2.0 Scope

- 2.1** This policy covers the replacement of standard Canada Post mailboxes when the original is destroyed or damaged by Municipal equipment, typically during Winter Control Operations.
- 2.2** This policy covers only mailboxes that are located on Town of Lakeshore municipal roads.
- 2.3** All concerns and telephone calls for mailboxes that are on roads managed by the County of Essex are to be forwarded to the Essex County Highway Department.

3.0 Policy

- 3.1** Public Works Services Division office is usually notified either by a homeowner or by the equipment operator that a mailbox has been damaged.
- 3.2** A Work Order is produced and a Public Works Services Lead Hand attends the site to determine the damage and identify the need for a new mailbox, a new post, or both.
- 3.3** If the Town of Lakeshore municipal equipment has damaged a homeowner's mailbox, then the Town of Lakeshore will supply the homeowner with a standard Canada Post mailbox.
- 3.4** If the Town of Lakeshore municipal equipment has damaged a homeowner's mailbox post, the Town of Lakeshore will also supply a pressure treated post measuring four inches in diameter by 8 feet long.

- 3.5** If the owner wishes to replace their mailbox with something other than the standard Canada Post mailbox, then the Town of Lakeshore will provide a rebate equal to the cost of a standard mailbox.

4.0 Responsibilities

- 4.1** The Town of Lakeshore is responsible to replace a damaged mailbox with a standard Canada Post mailbox and a wooden post where damaged by municipal equipment.
- 4.2** The owner will be responsible to have the mailbox and/or post installed.
- 4.3** The Public Works Services Lead Hand is responsible to determine the need for a mailbox, post or both.

5.0 Consequences

- 5.1** Through the replacement of municipally damaged mailboxes, the Town of Lakeshore hopes to maintain a high level of customer service and resident satisfaction.
- 5.2** Failure to follow this policy may result in unnecessary expenses to the corporation.
- 5.3** Failure to follow this policy may result in discipline.

6.0 References

- 6.1** There is no related legislation or bylaw at this time.

The Corporation of the Town of Lakeshore

Report to Council

Legislative & Legal Services

Legislative Services



To: Mayor & Members of Council
From: Brianna Coughlin, Manager of Legislative Services
Date: January 24, 2020
Subject: 2018-2019 Closed Meeting Report

Recommendation

Council receive the Information Report by the Manager of Legislative Services entitled “2018-2019 Closed Meeting Report” as presented at the February 11, 2020 meeting.

Background

The Town of Lakeshore is committed to conducting meetings in an open and transparent manner. All meetings of Council are advertised on the Town website and are video-recorded in order to allow residents to watch the proceedings from their homes or other locations.

Despite this commitment to openness, there are times where Council must deliberate confidentially in order to protect the privacy of an individual or the position of the corporation.

Section 239(2) of the *Municipal Act, 2001* allows municipalities to go into closed session to consider matters for the following reasons:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;

- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Council may also go into closed session pursuant to Section 239(3.1) of the Act to undertake education or training, as long as no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council.

Comments

In 2018, Council held 17 closed session meetings in order to consider 27 items. Two of these items a result of resolutions by Council in open Council meetings and were therefore not advertised on the meeting agenda. Approximately 16 hours were spent in closed session throughout these meetings.

In 2019, Council held 27 closed session meetings in order to consider 54 items. Three of these items were as a result of resolutions by Council during open meetings and were therefore not advertised as per the meeting agenda. Approximately 41 hours were spent in closed session throughout these meetings.

The following are two tables outlining the dates of the meetings, the subject matter discussed, the reasons the items were discussed during a closed session meeting and the outcome of the discussion.

Date 2018	Time Spent in Closed Session (minutes)	Subject	Reasons to go into Closed session	Vote for Direction
February 6	55	Lease Agreement	e)	N
February 20	129	Lease Agreement	e)	Y
		Employee Personal Matter	b)	N
March 6	90	Employee Personal Matter	b)	Y
March 12	95	Employee Personal Matter	b)	N
March 20	95	Lake access at Ruston Drive	c)	Y
		Lease Agreement (extra item brought forward in closed session by Council member)	e) and f)	Y
		Employee Personal Matter (extra item brought forward in closed session by Council member)	b)	N
April 24	51	Disposition of Land	c)	Y
May 8	75	Disposition of Land	c)	Y
		Employee Personal Matter	b)	N
		Negotiations	k)	Y
May 22	7	Acquisition of Land	c)	Y
July 10	57	Acquisition of Land	c)	Y
		Employee Personal Matter	b)	Deferred
		Local Planning Appeal Tribunal Appeals of OPA-1- 2018 & ZBA-4-2018 (in-meeting motion)	b)	N
July 17	110	Employee Personal Matter	b)	N

Date 2018	Time Spent in Closed Session (minutes)	Subject	Reasons to go into Closed session	Vote for Direction
August 7	62	LPAT Appeal of Elmstead Cemetery Lands	e)	Y
September 11	76	Labour relation or employee negotiations	d)	Y
		Enforcement matter (extra item brought forward in closed session by Council member)	e)	N
September 25	25	Amy Croft Drive	c), e) and f)	Y
		Selection of Lakeshore Election Compliance Audit Committee members (in-meeting motion)	b)	N
October 9	10	LPAT Committee of Adjustment decision	e)	Y
November 6	25	Water access on Lake St. Clair	c)	Y
December 11	12	Lighthouse Cove Land Acquisition	c)	Y
		Sale of municipal vacant land and subdivision lands in Stoney Point	c)	Y
		Purchase of unopened road allowance on waterfront properties	c)	Y

Date 2019	Time Spent in Closed Session (minutes)	Subject	Reasons to go into Closed session	Vote for Direction
January 8	459	Council Orientation	(3.1)	Y
January 15	75	Amy Croft Drive Board and Committee appointments	e), f) and k) b)	Y Deferred
January 30	275	Board and Committee appointments Employee performance evaluation	b) b)	N N
February 5	83	Taxi licence renewals Former Town employee Appointment of a Chief Administrative Officer	b) d) and f) b) and d)	Y N N
February 11	90	Former Town employee Appointment of an Interim Chief Administrative Officer	d) and f) b) and d)	Y N
February 12	10	Appointment of an Interim Chief Administrative Officer	b) and d)	Y
February 19	65	Notre Dame Street property Collective bargaining Appointment of a Chief Administrative Officer Remuneration of Directors (extra item brought forward in closed session by Council member)	c) d) and k) b) and d) b)	Y N Y Y

Date 2019	Time Spent in Closed Session (minutes)	Subject	Reasons to go into Closed session	Vote for Direction
March 5	95	Taxi Driver's Permit	b)	Y
		Former Town employee	d) and f)	Y
		Collective bargaining	d) and k)	Y
March 19	89	Taxi cab licence application	b)	Y
		Collective bargaining	d), f) and k)	N
		Amy Croft Drive	e) and f)	Y
		2019 Pay equity review results for part-time non-union employees (in-meeting motion)	b)	Y
April 1	34	Collective agreement	d) and f)	Y
April 9	115	Recruitment of Chief Administrative Officer	b)	Y
April 23 (special)	115	Recruitment of Chief Administrative Officer	b)	Y
April 23	87	Stoney Point Treatment Plant	c)	Y
		Water fluoridation	f)	Y
		Atlas Tube Centre lands	e), f) and k)	Y
		Committee member appointments	b)	Y
April 29 (special)	15	Appointment of a Chief Administrative Officer	b)	Y
May 21	20	Acquisition of Lighthouse Cove land	c)	Y

Date 2019	Time Spent in Closed Session (minutes)	Subject	Reasons to go into Closed session	Vote for Direction
June 18	70	Disposition of Emily Street land	c) and f)	Y
		Staffing changes and role conversion	b) and d)	Y
		Remuneration of directors	b)	Y
July 16	21	LPAT appeal of Elmstead cemetery lands	f) and k)	Y
August 13	20	Former Township of Maidstone impost fees	f)	Y
		Contract negotiations	b) and d)	Y
		Chief Administrative Officer/Council relationship	b)	Y
September 17	169	Planning Act	3.1	N
		Amy Croft Secondary Plan agreements	c), f) and k)	Y
September 24	47	Subdivision application	e) and f)	Y
		Employment of an identifiable individual	b)	Y
October 8	6	Lighthouse Cove infrastructure development	e), f) and k)	Y
		Procurement of consultants	f)	Y

Date 2019	Time Spent in Closed Session (minutes)	Subject	Reasons to go into Closed session	Vote for Direction
November 5	74	LPAT appeal of Minor Variance A/8/2019	e), f) and k)	Y
		Plans to accommodate Town staff	f) and k)	Y
		OPP Services Contract	f) and k)	Y
		Extension of building permit conditions	f) and k)	Y
November 19	127	Integrity Complaint Commissioner protocol	3.1	N
		Chief Administrative Officer performance evaluation	b)	Y
November 25	66	Plans to accommodate Town staff	k)	Y
November 26	35	Positions in Development Services (in-meeting motion)	b)	Y
November 27	25	Plans to accommodate Town staff (in-meeting motion)	k)	N
December 10	75	Stoney Point Library lease	k)	Y

Financial Impacts

There are no financial impacts as a result of receiving this report. While there is additional staff time associated with preparing for and attending the closed session meetings, the printing and courier costs are included in the Legislative & Legal Services budget center.

Attachment(s): None.

Report Approval Details

Document Title:	2018-2019 Closed Meeting Report.docx
Attachments:	
Final Approval Date:	Jan 27, 2020

This report and all of its attachments were approved and signed as outlined below:

Kristen Newman

Rosanna Pellerito

Truper McBride

The Corporation of the Town of Lakeshore

Report to Council

Community & Development Services

Communications & Strategic Initiatives



To: Mayor & Members of Council

From: Rita Chappell, Manager of Communications & Strategic Initiatives

Date: January 22, 2020

Subject: High Water and Flooding Communication Plan

Recommendation

Council receive the report of the Manager of Communications & Strategic Initiatives entitled, High Water Flooding and Communication Plan, presented at the February 11, 2020 Council meeting for information.

Background

During the January 14, 2020 Council meeting, Council passed the following resolution:

Direct Administration to bring a report on the process for emergency communications and to create a public information campaign and utilize the emergency alert function on the Town's website.

Carried

Comments

Emergency communications for possible flood or high water events includes the following personnel:

- Director of Engineering and Infrastructure Services (EIS)
- All four of the EIS Managers
- Public Works Supervisor and
- Manager of Communications and Strategic Initiatives

These individuals receive Flood warning/advisories from both the Essex Region Conservation Authority and the Lower Thames Valley Conservation Authority regarding cautionary weather events and risks to be prepared for. The Manager of Communications and Strategic Initiatives regularly communicates these messages to the public.

The Conservation Authorities also send emails to Lakeshore's EIS Management team with more specific details such as the recent warning where it was noted that the increased flows in the Thames River would not pose flooding risks but instead the risk for flooding in Lighthouse Cove was from high winds that were anticipated from the northwest which would result in lake levels rising. Depending on the situation, this additional information may be shared with the public through media releases or other avenues.

In the event of severe weather such as high water/flooding, the responsible department provides communications with details of the event and information to be communicated. The Manager of Communications and Strategic Initiatives drafts the media release and public message for review and confirmation of details. The media release is then distributed to the local media, Council and staff. The release is also posted on the Town's social media accounts and website. Depending on the event, the message will be posted on the Town website either as "News" or an "Alert".

Lakeshore's new website has a News and Alert feature where the message will be displayed when opening the website to draw attention. Generally, Managers for each department are responsible to ensure their messages and department information is posted to the Town's website. In severe weather events and emergency situations, Communications assists, issuing media releases and alerts.

The website also has a subscription feature whereby individuals can subscribe to a variety of information, including news and alerts. There are several ways to access the service and subscribe, one of which is from the News page. From the Home page, click on any News article or View all News which brings you to the News page. At the top of the News page, is the Subscribe button. Enter your name and email then select the items you would like to subscribe to and confirm the subscription. Individuals can unsubscribe at any time.

The new subscription feature has been identified to residents previously by communications; however, the Manager of Communications and Strategic Initiatives will continue the awareness campaign for this feature on a regular basis on the website and through social media to increase subscriptions.

The public information campaign for advertising subscription services will include:

- Media Release recently distributed concerning subscription services
- Monthly social media posts for the next few months
- Additional reminders in the next Lakeshore Waves issue in June
- Reminders 3-4 times a year going forward.

Lakeshore has an Emergency After-Hours number (519-728-2488) and call service operator who forwards telephone calls to on-call personnel. These on-call staff members, trained in municipal functions and infrastructure, receive the call, triage for priority and respond to the situation immediately, if required. The after-hours service also sends EIS Administrative Assistants emails the next day to follow up on the call and so that work orders can be generated. Administration will continue communications

about this service so the public can report emergency situations so they are addressed by the appropriate staff.

Facebook is not the desired method for the public to identify emergency situations as it is not connected to staff who can address the situation quickly. The most effective avenues for the public to reach administration will be promoted – which is to call Town Hall during normal business hours or use the Emergency After-Hours service after business hours.

Attached to this Council report is the Severe Weather Events Notification Communication Plan, detailing communication steps and responsibilities for administration during severe weather events.

Emergency Response Plan

Administration has an Emergency Response Plan coordinated by the Fire Department for emergencies under the Emergency Management and Civil Protection Act. This plan details opening an Emergency Operations Centre (EOC) and coordinating a municipal response for a variety of situations. Appendix 11 of this plan details the [Flood Contingency Plan](#). The Town's primary contact as the Flood Coordinator is the Manager of Public Works and the backup is the Manager of Drainage Services. The Town has contact lists that are provided to both Conservation Authorities and updates as staff changes occur so they have a list of Town contacts to reach in the event of emergencies and flooding events.

Financial Impacts

There are no financial impacts from this report.

Attachment(s): Severe Weather Events Notifications Final

Report Approval Details

Document Title:	High Water Flooding Communication Plan.docx
Attachments:	- Severe Weather Events Notifications Final.docx
Final Approval Date:	Feb 6, 2020

This report and all of its attachments were approved and signed as outlined below:

Tammie Ryall

Rosanna Pellerito

Kristen Newman

Truper McBride

Severe Weather Events Notifications

Severe weather events may have an effect on residents and businesses. Where possible, the Town will proactively communicate information received from reputable sources both internally and externally. Communications will support departments to develop the message and ensure information is distributed through the various channels.

Departments are responsible to:

- Provide detailed information to communications regarding the event and steps undertaken
- Ensure information provided is accurate, timely and complete
- Ensure information is distributed to pertinent management/employees and Council
- Where possible, post information on the municipal website however communications will assist as required and take the lead on posting information after normal business hours.

Depending on the event, the following channels of communication will be used:

- Website, including News and/or Alerts where required
- Social media – Facebook and Twitter
- Media Releases
- PlaceSpeak

Before Event – With sufficient warning

- Communicate weather event and any proactive steps that can be taken
- Reminder of municipal rules/requirements/tips
- Identify contact information – who, where, when
- Reminder of After Hours Emergency number

During

- Communicate steps Lakeshore is undertaking to mitigate event
- Identify status of municipal infrastructure and facilities
- Identify restrictions
- Provide updates on event as provided by department
- Reminder of municipal rules/requirements
- Identify contact information – who, where, when
- Identify if after-hours phone message requires revision
- Provide informative details/descriptions to educate the public, if applicable.

Town of Lakeshore Communication Plan



Post Event

- Update status of infrastructure/facilities
- Provide event updates
- Identify:
 - if restrictions are lifted
 - contact information
 - if there will be on-going work
 - there are staff training needs to deal with future events
 - assess the need for public education.
- Summarize municipal efforts during event for senior staff

January 23, 2020

The Corporation of the Town of Lakeshore

Report to Council

Community & Development Services

Development Services



To: Mayor & Members of Council

From: Kim Darroch, Manager of Development Services

Date: January 21, 2020

Subject: PLC-1-2020 River Ridge Phase 7 Subdivision

Recommendation

Council approve the application for exemption for Part Lot Control for Blocks 1, 2, 3 and 4 on Registered Plan 12M-659 and adopt the By-law (013-2020).

Background

The subject lands known as the “River Ridge Subdivision Phase 7” received Draft Plan Approval from the County of Essex on May 18, 2018. The lands have frontage on Oakwood Avenue and are located in the community of Maidstone, Town of Lakeshore (See Appendix 1).

The developer’s solicitor has submitted a request for approval to proceed with a Part Lot Control Exemption for the Subdivision, as depicted on the attached Draft Red-Lined 12M Plan (See Appendix ‘2’), which shows a total of 4 Blocks (Blocks 1, 2, 3, and 4, Phase 1 of River Ridge) (76 townhouses) with easements for access and rear yard drainage for townhouses.

A subdivision agreement was entered into by the municipality and the developer on September 11th, 2018 and the Subdivision was registered as Plan 12M-659 on October 3rd, 2018 containing a number of blocks to encompass a total of 185 residential units.

The servicing contemplated by this agreement may be constructed in three phases. Phase one shall be comprised of Blocks 1 through 4, both inclusive, phase two shall be comprised of Blocks 5 through 8, both inclusive, and phase three shall be comprised of Blocks 9 through 11, both inclusive. Building permits have been issued for Phase 1 and construction has commenced. Sales are pending on the constructed units.

The applicant is requesting Council approve the application for exemption for Part Lot Control for Blocks 1, 2, 3 and 4 (Phase 1) on Registered Plan 12M-659 and adopt the By-law to permit future sales of the townhome units.

The site is designated 'Residential' and is within the Conservation Authority's 'Limit of Regulated Area' in the Town's Official Plan and is zoned (R2-22, Residential – Type 2 Zone Exception 22) which permits the townhouse units.

Comments

The *Planning Act* under Section 50(7) authorizes Council to pass a by-law to designate a part or parts of a registered plan of subdivision as not being subject to the part lot control provisions of Section 50(5) of the *Planning Act*, in effect allowing further subdivision of the designated lands by means of a reference plan and without going through the consent or subdivision process. The part lot control by-law will permit the Blocks to be subdivided to convey the individual townhome units along with access / drainage easements.

Applications of this type are not subject to public hearings or appeal. Final approval of the by-law rests with the County of Essex, the subdivision approval authority.

Provincial Policy Statement and County of Essex Official Plan

The application raises no concerns relative to the PPS and the proposal conforms to the County of Essex Official Plan.

Official Plan

The proposal conforms to the Town of Lakeshore Official Plan.

Zoning

As noted, the subject lands are zoned for Residential Uses (townhouses) in accordance with the R2-22 Zone, in the Town of Lakeshore Zoning By-law 2-2012, as amended.

Conclusion

The Town's Planner supports the application as proposed.

Financial Impacts

There are no financial impacts resulting from the recommendation.

Attachment(s):

Appendix 1: Key Map
Appendix 2: Draft Red-lined 12M-659 Plan

Report Approval Details

Document Title:	PLC-1-2020 River Ridge Phase 7 Subdivision.docx
Attachments:	- Appendix 1 keymap PCL R1.pdf - APPENDIX 2 12-M659.pdf
Final Approval Date:	Jan 30, 2020

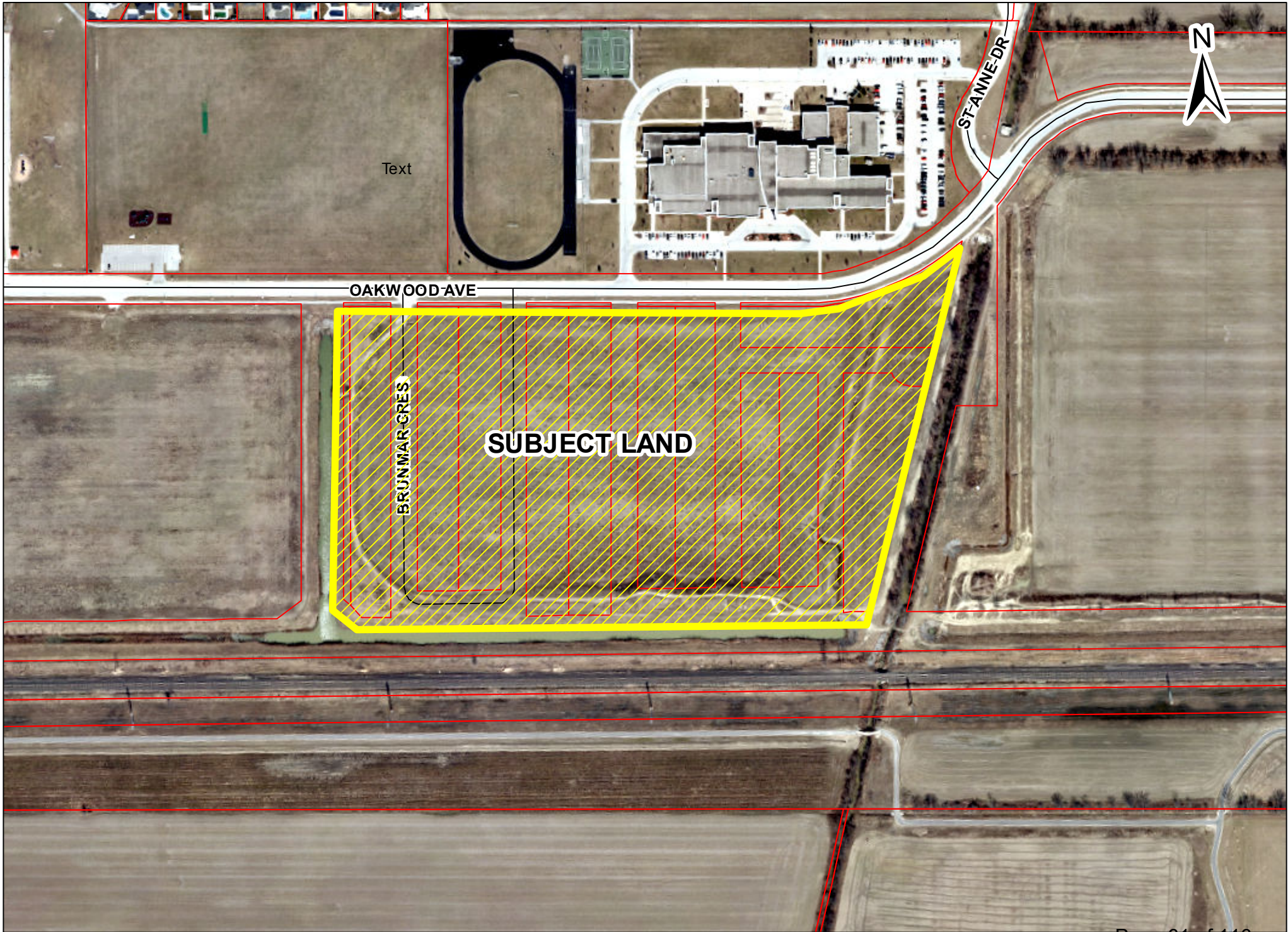
This report and all of its attachments were approved and signed as outlined below:

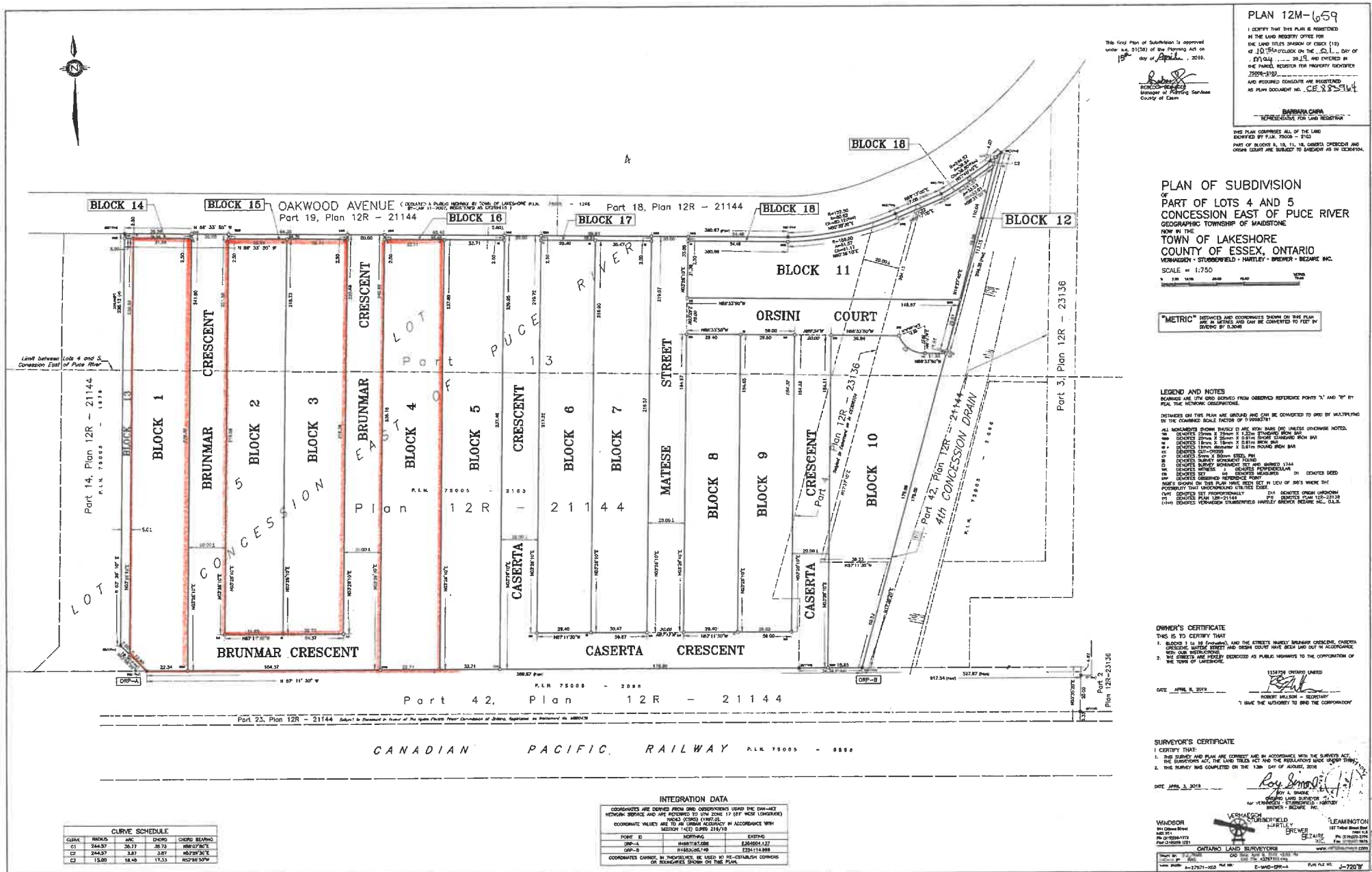
Tammie Ryall

Rosanna Pellerito

Kristen Newman

Truper McBride





The Corporation of the Town of Lakeshore

Report to Council

Legislative & Legal Services



To: Mayor & Members of Council

From: Kristen Newman, Director of Legislative & Legal Services

Date: February 5, 2020

Subject: Town of Lakeshore Submission regarding OPP Detachment Boards

Recommendation

1. Council endorse the contents of this report entitled “Town of Lakeshore Submission regarding OPP Detachment Boards” as the Town of Lakeshore’s submission to the Province regarding the OPP Detachment Boards; and
2. The Clerk forward this report to the Ministry of the Solicitor General.

Background

The Corporation of the Town of Lakeshore contracts with the Ontario Provincial Police (“OPP”) to provide police services for the Town pursuant to the *Police Services Act*, R.S.O. 1990, c. P15 [“PSA”]. The PSA requires the OPP detachment assigned to the Town to provide police services and any other duties that are specified in the agreement. Section 10 of the PSA requires that, in order to enter into an agreement for the provision of policing services, the municipality must have a board.

Section 10 of the PSA sets out the role of the police services board which is to:

... advise the Ontario Provincial Police detachment commander assigned to the municipality or municipalities, or his or her designate, with respect to police services in the municipality or municipalities and shall,

- (a) participate in the selection of the detachment commander of the detachment assigned to the municipality or municipalities;
- (b) generally determine objectives and priorities for police services, after consultation with the detachment commander or his or her designate;
- (c) establish, after consultation with the detachment commander or his or her designate, any local policies with respect to police services (but the board or joint board shall not establish provincial policies of the Ontario Provincial Police with respect to police services);
- (d) monitor the performance of the detachment commander;

- (e) receive regular reports from the detachment commander or his or her designate on disclosures and decisions made under section 49 (secondary activities);
- (f) review the detachment commander's administration of the complaints system under Part V and receive regular reports from the detachment commander or his or her designate on his or her administration of the complaints system.

The *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1 ["CSPA"], was passed in 2019. The Act has not yet come into force. The legislation overhauls Ontario's PSA. It removes the requirement for municipalities to enter into contracts and removes the requirement for a municipality to have a board in order to have an OPP policing contract. The CPSA states with respect to the Boards:

- 67 (1) There shall be an O.P.P. detachment board, or more than one O.P.P. detachment board in accordance with the regulations, for each detachment of the Ontario Provincial Police that provides policing in a municipality or in a First Nation reserve.
- (2) The composition of the O.P.P. detachment board shall be as provided in the regulations.
- (3) The term of office and remuneration and expenses of the members of the O.P.P. detachment board shall be as provided in the regulations.

This provision could have the effect of consolidating police service boards at a detachment level (the "1 Board: 1 Detachment Model"). In this case, a consolidation would create a single board that aligns with the service areas of the OPP's Essex Detachment which include the Towns of Essex, Kingsville, Tecumseh, and Lakeshore, the Municipality of Leamington and Pelee Island.

Notably though, the legislation contemplates that an OPP Detachment may respond to more than 1 board pursuant to the regulations. The Province recently announced consultations regarding OPP Detachment Boards. These consultations are presumably intended to inform the Province's efforts with respect to the development of the CPSA regulations which have not yet been released in draft form for consultation.

In 2019, the 5 Essex Detachment police services boards held a joint meeting. The meeting included the boards of the Towns of Essex, Kingsville, Tecumseh, Lakeshore and Municipality of Leamington ("The Local Police Services Boards")¹. One of the agenda items included discussion about the forthcoming OPP Detachment Boards. The Boards struck a working group to look at the issue.

Further to this resolution, the Mayors of each municipality and the Chairs (or Vice Chair where the Mayor is the Chair) of the Local Police Services Boards were invited to attend a workshop facilitated by Dr. Janet Forsyth. The workshop focused on the following 3 themes related to OPP Detachment Boards:

1. Composition of OPP Detachment Boards
2. Transitioning to OPP Detachment Boards

¹ The Township of Pelee Island does not have a contract for policing and does not have a police services board but it is policed by the Essex Detachment.

3. OPP Detachment Board Governance

The recommendations from the Working Group are described in detail in the attached Working Group Report. The Working Group consensus proposes:

- a 1 board model,
- representation on the board by population (i.e. 2 members per municipality) and 2 provincial appointees who would be reflective of the diversity requirements of the legislation, and
- board member remuneration standard for each board member.

At the January 27, 2020 Lakeshore Police Services Board meeting, the Board passed the following resolution:

That the Board supports a two board system approximately divided between the north and south Municipalities of the County for the region with billing apportioned by municipality.

At the January 28, 2020 Town Council meeting, Council passed the following resolution:

Support the January 27, 2020 motion of the Lakeshore Police Services Board regarding a proposed two board system approximately divided between the north and south municipalities of the County for the region with billing apportioned by municipality.

This resolution has provided to Tecumseh's Town Clerk.

Comments

Maximizing Municipal Influence

In order to advance the Town's support of the Board composition model supported by the Lakeshore Police Services Board, Administration recommends that Council endorse the following approach to be reflected in the forthcoming CPSA regulations regarding OPP Detachment Board composition:

- (1) Subject to the conditions described in subsection (2), where an OPP Detachment provides police services to one or more local municipalities, the council of a local municipality may pass a by-law approving the formation of a board with one or more of the other local municipalities served by that OPP Detachment.
- (2) Two or more local municipalities served by one OPP Detachment may form a board:
 - a. where the total sum of the populations of the participating local municipalities is more than 40,000; and
 - b. the municipalities are partially contiguous.

This approach would accommodate a northern municipality board for the Essex Detachment and would permit greater municipal influence in comparison to the 1 Board: 1 Detachment Model.

Unlike the PSA, the CPSA does not require provincial appointees on the Board like the PSA. However, the CPSA does contain a diversity and a competency requirement. Section 33 of the CPSA states:

- 33 (1) In appointing or reappointing a member of a police service board, the appointing person or body shall consider,
- (a) the need to ensure that the police service board is representative of the area it serves, having regard for the diversity of the population in the area;
 - (b) the need for the police service board to have members with the prescribed competencies, if any; and
 - (c) any applicable diversity plan.

In an effort to maximize municipal representation and accommodate these changes to board eligibility, Administration recommends that the requirement of provincial appointees to the board be eliminated.

The CPSA is silent with respect to the number of board members required to comprise a board. Administration recommends that the number of members be determined by the participating municipalities by by-law with the qualification that the Board may be comprised of no less than 3 members and no more than 15 members. Additionally, one member from each participating municipality must be selected from the community and not from the municipal council. This will permit for an appointment to the Board which will satisfy the diversity requirements of the CPSA.

With respect to remuneration, Administration recommends the approach adopted by the Working Group in its Report with some additional comments:

- Standard remuneration for each Board member to be funded by the Board's municipality (remuneration to be determined by the participating municipalities); and
- Community members appointed to the Board may be permitted to serve 2 terms on the Board. Terms would be the same as the municipal council appointing the member.

Others Consulted

OPP Detachment Board Working Group

Financial Impacts

Representatives of the Ministry of the Attorney General advised at the OPP Governance Summit on January 31, 2020 that the regulations will not impact the OPP billing model. As such, Administration anticipates that, for now, the OPP will continue to bill individual municipalities in accordance with current practices.

As noted above, remuneration for board members remains to be determined.

Attachment(s): OPP Detachment Board Working Group Final Report

OPP Detachment Board Backgrounder

OPP Detachment Board Themes for Discussion

Report Approval Details

Document Title:	Town of Lakeshore Submission regarding OPP Detachment Boards.docx
Attachments:	OPP Detachment Board Working Group Final Report OPP Detachment Board Backgrounder OPP Detachment Board Themes for Discussion
Final Approval Date:	Feb 6, 2020

This report and all of its attachments were approved and signed as outlined below:

Truper McBride

OPP Detachment Boards

Backgrounder: Community Safety & Policing Act, 2019 (CSPA)

Introduction:

The *Comprehensive Ontario Police Services Act, 2019* received Royal Assent on March 26, 2019 creating the CSPA. Once in force, the CSPA will replace the *Police Services Act, 1990*. The Solicitor General is working toward bringing the CSPA into effect in 2021. In advance of that, regulations must be developed, and the Province has committed to broad community consultation on these regulations.

The new CSPA carries over similar principles as are currently in effect in the *Police Services Act* (PSA). Principles new to the CSPA include an additional requirement for police service boards to be representative of the communities they serve. There is also a new principle that ensures all parts of Ontario including First Nation (FN) Territories receive equitable levels of policing.

The Solicitor General has new duties under the CSPA, including the duty to develop, promote and provide education and training toward professional policing and a duty to assist members of police service boards, OPP detachment boards and FN OPP boards in performing their duties.

The CSPA is predicated on the provision of ‘adequate and effective police services’; this is carried over from the current PSA. Adequate and effective police services must include crime prevention, law enforcement, assistance to victims of crime, public order maintenance and emergency response. The CSPA provides flexibility to add other policing functions by regulation. The new CSPA also requires that policing functions be delivered in accordance with:

- the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code; and
- a conflict of interest standard to be set in regulation.

The CSPA clarifies that the enforcement of municipal by-laws (except as may be set out in regulation) and court security are not part of the requirement for adequate and effective police service delivery.

The CSPA makes police service boards and the Commissioner of the OPP responsible for the delivery of adequate and effective policing in their area of policing responsibility. Municipalities continue to have options regarding how policing services are delivered, including establishing their own police service, sharing a municipal police service or through the OPP.

Transition to Detachment Boards:

For municipalities with OPP service, Section 10 agreements between municipalities and the OPP will not exist under the CSPA. Municipalities with Section 10 police service boards are to transition to an OPP detachment board. Municipalities can still enter into agreements for additional services/enhancements (for services not required as part of adequate and effective policing) under the CSPA. A regulation is to be developed to guide the transition from PSA agreements to the CSPA, including alignment of OPP billing to a detachment board model.

The CSPA creates a requirement for one OPP detachment board per OPP detachment. A regulation will be developed that sets out requirements for community representation and input, including:

- board composition, in terms of size and representation;
- board member terms of office; and
- board member remuneration.

The regulation will also address detachment board flexibility to address geography, where more than one board may be needed, such as northern communities.

OPP detachment boards are to represent the full diversity of population groups within a detachment, e.g. Indigenous peoples, Franco-Ontarians, etc. Municipalities in a detachment are responsible for sharing the costs of operating a detachment board.

Role of Detachment Boards:

The CSPA sets out the following key responsibilities of the new OPP detachment boards:

- develop a local action plan and policies;
- determine objectives and priorities for the detachment;
- prepare estimates for the board's operation and submit to every municipality served by the detachment;
- provide an annual report to every municipality served by the detachment;
- advise the Detachment Commander (DC) with respect to policing provided by the detachment;
- consult on the selection of a DC; and
- monitor the performance of the DC.

It is also anticipated that some of the above will be addressed in regulation, such as estimates related to board operating costs.

Regulations are also expected to establish a code of conduct for detachment board members and mandatory training requirements. Board members are expected to complete training on:

- human rights and systemic racism;

- recognition of and respect for diverse, multiracial and multicultural communities and the rights and culture of FN, Inuit and Métis peoples.

Development of Local Policies by Detachment Boards:

OPP detachment boards are empowered to make local policies for policing services after consultation with the DC. The CSPA requires that local policies:

- must not be inconsistent with the strategic plan of the Solicitor General for the OPP;
- must not relate to specific investigations, the conduct of specific operations or other prescribed matters;
- must not require a member of the OPP to provide any policing that is not required as part of adequate and effective policing.

Additionally, the DC is required to prepare and adopt a local action plan for the provision of policing by the detachment. In preparing or revising the local action plan, the DC is required to consult the OPP detachment board.

As an additional measure to ensure the needs and priorities of various populations in Ontario are served by the OPP, the CSPA will establish the OPP Governance Advisory Council. This Council will advise the Solicitor General on how to exercise her OPP-related authorities under the Act, and may have some relationship or linkage to OPP detachment boards. A regulation will be developed for the composition and role of the OPP Governance Advisory Council.

OPP Detachment Boards

Key Themes for Discussion

Key Themes Related to OPP Detachment Boards:

1. Composition of OPP Detachment Boards
2. Transitioning to OPP Detachment Boards
3. OPP Detachment Board Governance

Key Questions by Theme:

Theme 1: Composition of OPP Detachment Boards

- a. Should a standardized approach to the composition of OPP detachment boards be developed? Or should OPP board composition be customized by detachment? Or should there be some basic common elements across all detachment boards as well as some ability to customize (i.e. a hybrid)?
- b. What recommendations can we suggest to the Province for detachment boards:
 - number of boards per detachment
 - size – number of members (no need to limit to 5 members)
 - representation
 - by municipality
 - by populations, i.e. gender, age, race, ethnicity, etc.
 - board member term of office, and
 - board member remuneration

Theme 2: Transitioning to OPP Detachment Boards

- a. What recommendations can we suggest to the Province for transitioning from the current contract-based model to the new detachment model?
- b. Specifically, what expectations are there to align the current OPP billing model to an OPP detachment board model?
- c. How can the new model enhance transparency in OPP billing?
- d. What additional information do we need from the Province to inform municipalities on the type and level of service available under “adequate and effective police services” vs the need for additional services/enhancement?

Theme 3: OPP Detachment Board Governance

- a. How can detachment boards best represent the needs of all municipalities served by the detachment? How should the board report out to municipalities served by the detachment?
- b. What say should the detachment board have on the DC's local action plan for policing services? How can the Board ensure the DC remains accountable?
- c. What should be in the regulation for preparing a cost estimate of the board's operation?

Bonus Question:

- a. How should the OPP Governance Advisory Council be constituted? And what relationship should exist between this Council and the detachment boards?



OPP Detachment Board Report

Prepared by: Janice Forsyth, PhD
President
Foresight Management Consulting
jforsyth@foresightconsulting.ca

January 23, 2020

OPP Detachment Board Report

Background

The *Comprehensive Ontario Police Services Act, 2019* received Royal Assent on March 26, 2019 creating the *Community Safety and Policing Act, 2019* (CSPA). Once in force, the CSPA will replace the *Police Services Act, 1990*. The Solicitor General is working toward bringing the CSPA into effect in 2021. In advance of that, regulations must be developed, and the Province has committed to broad community consultation on these regulations.

The new CSPA carries over similar principles as are currently in effect in the *Police Services Act* (PSA). Principles new to the CSPA include an additional requirement for police service boards to be representative of the communities they serve. There is also a new principle that ensures all parts of Ontario including First Nation (FN) Territories receive equitable levels of policing.

The Solicitor General has new duties under the CSPA, including the duty to develop, promote and provide education and training toward professional policing and a duty to assist members of police service boards, OPP detachment boards and FN OPP boards in performing their duties.

The CSPA is predicated on the provision of ‘adequate and effective police services’; this is carried over from the current PSA. Adequate and effective police services must include crime prevention, law enforcement, assistance to victims of crime, public order maintenance and emergency response. The CSPA provides flexibility to add other policing functions by regulation. The new CSPA also requires that policing functions be delivered in accordance with:

- the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code; and
- a conflict of interest standard to be set in regulation.

The CSPA clarifies that the enforcement of municipal by-laws (except as may be set out in regulation) and court security are not part of the requirement for adequate and effective police service delivery.

The CSPA makes police service boards and the Commissioner of the OPP responsible for the delivery of adequate and effective policing in their area of policing responsibility. Municipalities continue to have options regarding how policing services are delivered, including establishing their own police service, sharing a municipal police service or through the OPP.

Introduction

For municipalities with OPP service, Section 10 agreements between municipalities and the OPP will not exist under the CSPA. Municipalities with Section 10 police service boards are to transition to an OPP detachment board. Municipalities can still enter into agreements for additional services/enhancements (for services not required as part of adequate and effective policing) under the CSPA. A regulation is to be developed to guide the transition from PSA agreements to the CSPA, including alignment of OPP billing to a detachment board model.

The CSPA creates a requirement for one OPP detachment board per OPP detachment. A regulation will be developed that sets out requirements for community representation and input, including:

- board composition, in terms of size and representation;
- board member terms of office; and
- board member remuneration.

The regulation will also address detachment board flexibility to address geography, where more than one board may be needed, such as northern communities.

OPP detachment boards are to represent the full diversity of population groups within a detachment, e.g. Indigenous peoples, Franco-Ontarians, etc. Municipalities in a detachment are responsible for sharing the costs of operating a detachment board.

Given this reality, a meeting was convened on December 18, 2019 with the Mayors, the Police Service Boards Chairs and the respective municipal Chief Administrative Officers from Tecumseh, Lakeshore, Essex, Kingsville & Leamington to prepare recommendations for the Community Safety & Policing Act regulations.

The following individuals participated in the meeting:

Town of Essex:

Larry Snively – Mayor and PSB Chair
Kim Verbeek – PSB Vice Chair
Chris Nepszy – CAO

Town of Kingsville:

Nelson Santos, Mayor and PSB Chair
Will Chisholm, PSB Vice Chair
Peggy Van Mierlo-West, CAO

Town of Lakeshore:

Tom Bain, Mayor
Francis Kennette, PSB Chair
Kristen Newman, Director of Legislative and Legal Services

Municipality of Leamington:

Joan McSweeney, PSB Vice Chair
Ruth Orton, Director of Legal and Legislative Services

Town of Tecumseh:

Gary McNamara, Mayor
Christopher Hales, PSB Chair
Margaret Misek-Evans, CAO
Ellen Preuschat, PSB Recording Secretary

The purpose of this report is to summarize the feedback from the December 18, 2019 meeting and make recommendations to the Community Safety & Policing Act regulations.

Recommendations to the *Community Safety & Policing Act* Regulations

The discussion was organized around three themes with recommendations and context presented for each theme as follows:

1. Composition of OPP Detachment Boards

- a) Flexible approach including diversity requirements of population groups within a detachment.

It was discussed that for larger detachments (containing a higher number of municipalities) the model could become unwieldy therefore the recommendation is for a flexible approach. Participating municipalities could self-govern, within a certain framework, i.e. change the terms of reference on what the board looks like, with Ministerial approval.

There was agreement that every municipality needs a voice and should be represented on the detachment board. This approach could also assist in meeting the CSPA diversity requirements.

- b) Representatives by municipal population: up to 10,000 has one member appointed to the detachment board, and two members appointed with a population of 10,000 + 2 provincial representatives.

There was consensus that equal representation by municipality is not the ideal situation. It was proposed that a form of representation by population be instituted. The group agreed on the recommendation that a municipality with a population up to 10,000 has one member appointed to the detachment board, and two members appointed with a population of 10,000 +.

Based on the context above, the recommended composition of the new detachment board (Tecumseh, Lakeshore, Essex, Kingsville & Leamington)

would be 2 representatives from each municipality present plus 1 from Pelee Island and 2 provincial appointments (as per legislation).

- c) Representatives chosen by individual councils: may be Mayor, Council member and/or citizen.

The group discussed the fact that the Board provides oversight, however the Council approves the contract/budget and that these are different functions. From that perspective, it is important to have Mayor/Council representation on the board. The final conclusion, following further discussion, was that it should be up to each individual Council to decide who will represent them.

- d) Term is same as Council – with community members up to 8 years.

Regarding terms of office, it was emphasized that there is a significant training/orientation period for new members and continuity is critical. Members indicated that a longer term would be ideal with 6 to 8 years maximum service. Terms for elected officials would be defined by their Council terms however community appointees could serve for multiple terms, to a maximum of two terms or 8 years.

- e) Remuneration standardized for the group.

To ensure the equitable distribution of remuneration across the detachment the group proposes that each board member would be remunerated equally. In other words, remuneration would be the same for each member, regardless of which municipality appoints the individual.

2. Transitioning to OPP Detachment Boards

- a) One bill per detachment board that is based on hours of service vs. calls to enhance transparency and accountability for officer hours.

Discussion included concerns with the current billing model primarily related to value for money. Municipalities have no way of assessing proactive policing service received in a model that relies on reactive service calls as the basis for billing and reporting. The group recommended an open and transparent model like the previous hours of service approach. Also, as an integrated service – officers and staff may be moved from municipality to municipality. The group agreed that they don't need to break down for calls for service and that hours of service would better reflect an integrated service delivery model including a provision for a guaranteed minimum staffing level for each shift. Allowance would be made for OPP coverage of major incidents.

- b) Municipalities responsible for own enhancements.

As is current practice, the group supported Municipalities having the ability to enhance services within their community and be responsible for funding and implementing the enhancement.

- c) Define adequate and effective policing with input into the definition from each community or provide opportunity for municipalities to define locally.

The group discussed revising the whole approach toward “adequate and effective policing,” incorporating feedback from municipalities regarding the definition. It is recommended that the regulations should more clearly spell out what is meant by adequate and effective policing. As the billing model is a regulation, this may be the ideal time to re-define adequate and effective policing.

3. OPP Board Governance

- a) A representative of the detachment board must report to Council regularly and provide feedback from Council through a formal feedback mechanism including comparing statistics and metrics for accountability.

With the expectation that each municipality would have adequate representation, the role would include ensuring statistics and metrics are collected and communicated back to each Council. The group felt strongly that this must be a formal feedback mechanism, reporting must be mandated from the detachment board to each municipality in the detachment with a prescribed format for municipal questions/concerns/requests to be considered by the board. Similarly, there must be a mechanism whereby each Council can provide input to local action plans and strategies affecting policing in their community.

- b) Development and updating of the local action plan to increase local engagement and input into decision making.

The group recommends a bottom up approach input process regarding the development and updating of the local action plan. This approach would demonstrate how the board is unique with distinctive partners. Mandatory consultation with Municipal Council regarding the development of the Local Action Plan is recommended to ensure boards establish objectives, priorities and policies for the entire detachment, not just for policing a single community within the detachment area.

The current feeling among the group is that existing PSBs do not have adequate decision making powers and with fewer boards, it is believed that we will have less say on the policing service provided, without a mechanism in the regulation to provide otherwise. Regular meetings, regular consultation and presentation of

statistics (metrics to be included in the action plan, DC responsible for reporting out of the metrics) would improve engagement and accountability.

- c) Develop regulations for the funding formula that reflects the added time and responsibility of developing local policies and action plans, as well as, reporting to member municipalities.

The group discussed that the regulations should set out a funding formula, i.e. based on per property, per person, per household for funding detachment board operations including timelines for submission to partners for budgeting. It was noted that detachment boards' compensation would need to reflect the added time and responsibility of developing local policies, action plans, governance training and reporting to member municipalities.

Conclusion

The *Community Safety and Policing Act* has established a requirement for one OPP detachment board per OPP detachment with requirements for community representation and input. The Municipalities of Tecumseh, Lakeshore, Essex, Kingsville & Leamington convened a meeting to discuss the regulation and prepare a report to provide input into the regulation. The above recommendations are intended to ensure that detachment boards will represent the needs of all municipalities served by the detachment while adhering to the CSPA.

The Corporation of the Town of Lakeshore

Report to Council

Engineering & Infrastructure Services

Public Works



To: Mayor & Members of Council

From: Albert Dionne, C.E.T.
Manager of Public Works

Date: January 27, 2020

Subject: Community Safety Zone Designation for Caille Avenue

Recommendation

Council adopt By-law 17-2020 designating Caille Avenue as a Community Safety Zone, as further described in the report of the Manager of Public Works presented at the February 11, 2020 Council meeting.

Background

A petition was received by residents of Caille Avenue on April 23, 2019 and presented to Council at the April 23, 2019 Regular Council Meeting. Accordingly, Administration was directed by Council to investigate the creation of a Community Safety Zone for Caille Avenue.

Comments

In light of concerns raised by the residents on Caille Avenue, the Town undertook a Traffic Study on Caille Avenue from May 22 to June 21, 2019 (during round-about construction) and also from June 22 to July 15 (after completion of round-about construction) which was conducted by IBI Group. The area of study is shown below noted as Exhibit "A" – Study Area:

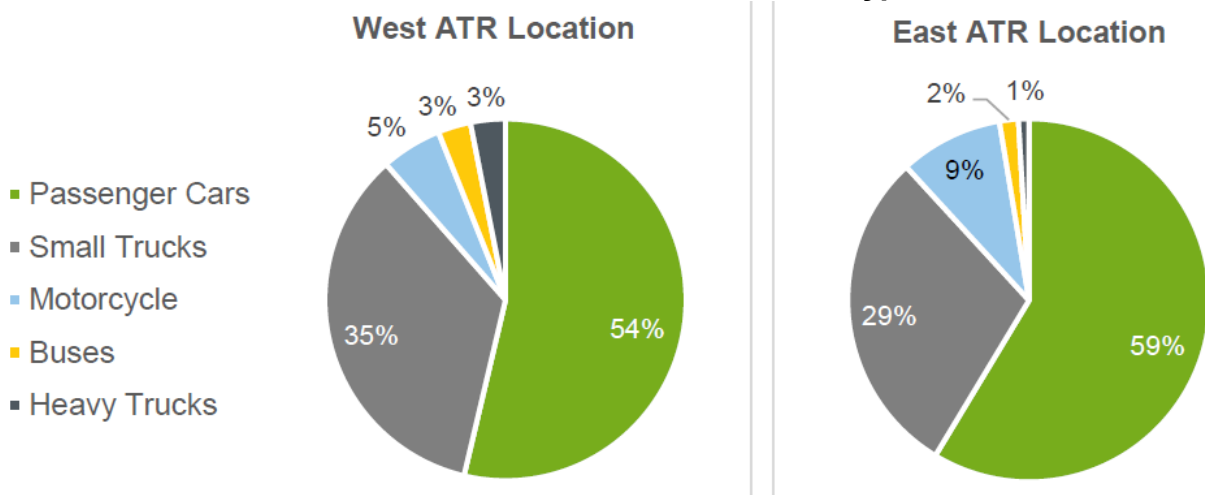
Exhibit “A” – Study Area



It should be noted that the current pavement width on Caille Ave. is approximately 6m, which is less than ideal. A typical width would be 8.5m for an urban residential local road. Further, the roadway has numerous driveways and mature trees along it which is a hindrance to drivers. These road characteristics alone would be cause for lower operating speeds.

Automated Traffic Recorders (“ATR”) were placed at two locations within the study area, as shown above in the plan Exhibit “A”. The percent distribution of vehicle type based on the recorded data at each location is shown below in the plan as Exhibit “B”

Exhibit “B” – Distribution of Vehicle Type



Post-construction, daily traffic volumes were observed to be in the 700-950 vehicles per day range. Overall, measured speeds were higher for passenger cars and small trucks in the range of approximately 53 km/h on average which certainly exceeds the 40km/h current posted speed limit. These speeds may pose some risk to the residents and pedestrians in the area. There was a significant change in traffic patterns following construction.

There is some merit to giving consideration to traffic calming measures in the interim until such time reconstructing the road to a higher standard is feasible in future years. In the short-term, IBI's Report suggested that additional signage probably would not have its intended effect and that the use of speed display devices would be more practical as a way of traffic calming. However, it should be noted that while these devices have proven to be effective, results show that operating speeds tend to revert to pre-installation levels if the devices are later removed. Speed humps are a common form of physical traffic calming measures, however, the Town looked into this per Council's request in June of 2019 and reported that the cost of installing proper speed humps along Caille Ave. was estimated at \$65,000. This amount is currently not provided for under any budget.

The long-term plan would be for the Town to reconstruct Caille Ave. when it aligns with asset management plans for future road and municipal infrastructure improvements to include road widening, installation of multi-use pathways, street lighting and drainage improvements that will need to be initiated under the Drainage Act. However, upon completion of these road improvements this may give drivers the perception that higher speeds are appropriate which could potentially perpetuate and compound the concerns with vehicular speeds.

The traffic study also reviewed the area characteristics for active transportation generators and identified the recreational destination points of West Beach, Lakeview Park and Marina that use both Caille Avenue and West River Street for access by pedestrians and cyclists. As such, designating the area on both of these streets as a Community Safety Zone would assist in heightening the awareness to motorists on the enforcement of traffic speeds. This is similar to the approach that has been taken on other streets in the Town that have schools and playgrounds which also have been designated as Community Safety Zones.

Based on the traffic analysis and foregoing, it is being recommended that the proposed areas (Caille Ave from Rourke Line to West River Road and West River Road from Notre Dame to Caille Avenue) be designated as a Community Safety Zone considering the location and active transportation corridor connecting to the recreational area with pedestrian and cyclists commuting to the West Beach/Lakeview Park and furthermore the residents and cyclist already using Caille as a pathway.

Others Consulted

IBI Traffic Group

Financial Impacts

The cost for IBI Group to complete the traffic analysis was \$4,500.00 plus applicable taxes and was funded within the 2019 operating budget for consulting services.

The cost of the required signage to be installed to designate the proposed limits of the Community Safety Zone is \$900 which can be funded within the 2020 Operating Budget account for Signage and Safety Devices.

Attachment(s): None

Report Approval Details

Document Title:	Community Safety Zone Designation for Caille Avenue.docx
Attachments:	
Final Approval Date:	Feb 3, 2020

This report and all of its attachments were approved and signed as outlined below:

Nelson Cavacas

Rosanna Pellerito

Kristen Newman

Truper McBride

**CORPORATION OF THE TOWN OF LAKESHORE
BY-LAW 001-2020**

**BEING A BY-LAW FOR THE ARCH DRAIN
(CREATION OF A NEW MUNICIPAL DRAIN)**

IN THE TOWN OF LAKESHORE – IN THE COUNTY OF ESSEX.

WHEREAS, the Council of the Town of Lakeshore in the County of Essex in accordance with the provisions of the Drainage Act, R.S.O. 1990 C.D. 17 deems it expedient that the following drain be created in accordance with Section 4 of the said Act.

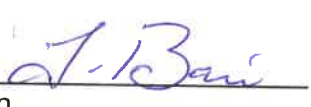
ARCH DRAIN (CREATION OF A NEW MUNICIPAL DRAIN)

AND WHEREAS, the estimate cost of construction of the drainage works is \$59,560.00.


THEREFORE the Council of the Town of Lakeshore pursuant to the Drainage Act, 1990 enacts as follows:

1. The considered report dated November 5, 2019 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Town of Lakeshore may borrow on the credit of the Corporation the amount of \$59,560.00 being the amount necessary for construction of the drainage works.
3. The Corporation may issue debentures for the amount borrowed less the total amount of,
 - (a) Grants received under Section 85 of the Act;
 - (b) Commuted payments made in respect of the lands and roads assessed within the municipality;
 - (c) Monies paid under subsection 61 (3) of the Act, and;
 - (d) Monies assessed in and payable by another municipality.
4. Such debentures shall be made payable within five (5) years from the date of the debentures. If greater than \$10,000 and upon request for a ten (10) year debenture term, such debentures shall be made payable within a ten (10) year period from the date of the debentures. Debentures shall bear interest at a rate established at the date of issuance of such debentures.
5. A special equal annual rate sufficient to redeem the principal and interest on the debentures, shall be levied upon the lands and roads identified in the engineers report and will be collected in the same manner and at the same time as other taxes are collected in each year for five (5) and/or ten (10) years after the passing of this By-law.
6. All assessments of \$750.00 or less are payable in the year in which the assessment is imposed.
7. This By-law comes into force on the passing thereof and may be cited as Arch Drain (Creation of a New Municipal Drain).

First Reading January, **14** 2020;
Second Reading January, **14** 2020;
Provisionally adopted this January, 2020;



Tom Bain,
Mayor



Kristen Newman,
Director of Legislative and Legal
Services

Third Reading this **11th** day of **February** , 2020.
Enacted this **11th** day of **February** , 2020.

Tom Bain,
Mayor

Kristen Newman,
Director of Legislative and Legal
Services

**CORPORATION OF THE TOWN OF LAKESHORE
BY-LAW 002 - 2020**

**BEING A BY-LAW FOR THE LITTLE BASELINE DRAIN - EAST (SYLVESTRE BRIDGE)
IN THE TOWN OF LAKESHORE - IN THE COUNTY OF ESSEX.**

WHEREAS, the Council of the Town of Lakeshore in the County of Essex in accordance with the provisions of the Drainage Act, R.S.O. 1990 C.D. 17 deems it expedient that the following drain be repaired and improved in accordance with Section 78 of the said Act.


**LITTLE BASELINE DRAIN - EAST (SYLVESTRE BRIDGE)
IN THE TOWN OF LAKESHORE - IN THE COUNTY OF ESSEX.**

AND WHEREAS, the estimate cost of repairing and improving the drainage works is \$28,694.00.

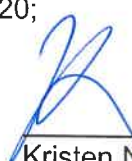
THEREFORE the Council of the Town of Lakeshore pursuant to the Drainage Act, 1990 enacts as follows:

1. The considered report dated November 29th, 2019 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Town of Lakeshore may borrow on the credit of the Corporation the amount of \$28,694.00 being the amount necessary for construction of the drainage works.
3. The Corporation may issue debentures for the amount borrowed less the total amount of,
 - (a) Grants received under Section 85 of the Act;
 - (b) Commuted payments made in respect of the lands and roads assessed within the municipality;
 - (c) Monies paid under subsection 61 (3) of the Act, and;
 - (d) Monies assessed in and payable by another municipality.
4. Such debentures shall be made payable within five (5) years from the date of the debentures. If greater than \$10,000 and upon request for a ten (10) year debenture term, such debentures shall be made payable within a ten (10) year period from the date of the debentures. Debentures shall bear interest at a rate established at the date of issuance of such debentures.
5. A special equal annual rate sufficient to redeem the principal and interest on the debentures, shall be levied upon the lands and roads identified in the engineers report and will be collected in the same manner and at the same time as other taxes are collected in each year for five (5) and/or ten (10) years after the passing of this By-law.
6. All assessments of \$750.00 or less are payable in the year in which the assessment is imposed.
7. This By-law comes into force on the passing thereof and may be cited as Little Baseline Drain – East (Sylvestre Bridge)

First Reading January 14th, 2020;
Second Reading January 14th, 2020;
Provisionally adopted this January 14th, 2020;



Tom Bain,
Mayor



Kristen Newman,
Director of Legislative and Legal
Services

Third Reading this **11th** day of **February** , 2020.
Enacted this **11th** day of **February** , 2020.

Tom Bain,
Mayor

Kristen Newman,
Director of Legislative and Legal
Services

**CORPORATION OF THE TOWN OF LAKESHORE
BY-LAW 006 - 2020**

**BEING A BY-LAW FOR THE REAUME DRAIN ENCLOSURE
IN THE TOWN OF LAKESHORE - IN THE COUNTY OF ESSEX.**

WHEREAS, the Council of the Town of Lakeshore in the County of Essex in accordance with the provisions of the Drainage Act, R.S.O. 1990 C.D. 17 deems it expedient that the following drain be repaired and improved in accordance with Section 78 of the said Act.

**REAUME DRAIN ENCLOSURE
IN THE TOWN OF LAKESHORE - IN THE COUNTY OF ESSEX.**

AND WHEREAS, the estimate cost of repairing and improving the drainage works is \$463,513.00.

THEREFORE the Council of the Town of Lakeshore pursuant to the Drainage Act, 1990 enacts as follows:

1. The considered report dated December 20th, 2019 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Town of Lakeshore may borrow on the credit of the Corporation the amount of \$463,513.00 being the amount necessary for construction of the drainage works.
3. The Corporation may issue debentures for the amount borrowed less the total amount of,
 - (a) Grants received under Section 85 of the Act;
 - (b) Commuted payments made in respect of the lands and roads assessed within the municipality;
 - (c) Monies paid under subsection 61 (3) of the Act, and;
 - (d) Monies assessed in and payable by another municipality.
4. Such debentures shall be made payable within five (5) years from the date of the debentures. If greater than \$10,000 and upon request for a ten (10) year debenture term, such debentures shall be made payable within a ten (10) year period from the date of the debentures. Debentures shall bear interest at a rate established at the date of issuance of such debentures.
5. A special equal annual rate sufficient to redeem the principal and interest on the debentures, shall be levied upon the lands and roads identified in the engineers report and will be collected in the same manner and at the same time as other taxes are collected in each year for five (5) and/or ten (10) years after the passing of this By-law.
6. All assessments of \$750.00 or less are payable in the year in which the assessment is imposed.
7. This By-law comes into force on the passing thereof and may be cited as Reaume Drain Enclosure

First Reading February 11th, 2020;
Second Reading February 11th, 2020;
Provisionally adopted this February 11th, 2020;

Tom Bain,
Mayor

Kristen Newman,
Director of Legislative and Legal
Services

Third Reading this day of , 2020.
Enacted this day of , 2020.

Tom Bain,
Mayor

Kristen Newman,
Director of Legislative and Legal
Services

**CORPORATION OF THE TOWN OF LAKESHORE
BY-LAW 010 - 2020**

**BEING A BY-LAW FOR THE SOUTH 3RD CONC. ROAD DRAIN – RC (NEVER REST FARMS)
IN THE TOWN OF LAKESHORE - IN THE COUNTY OF ESSEX.**

WHEREAS, the Council of the Town of Lakeshore in the County of Essex in accordance with the provisions of the Drainage Act, R.S.O. 1990 C.D. 17 deems it expedient that the following drain be repaired and improved in accordance with Section 78 of the said Act.

**SOUTH 3RD CONC. ROAD DRAIN – RC (NEVER REST FARMS)
IN THE TOWN OF LAKESHORE - IN THE COUNTY OF ESSEX.**

AND WHEREAS, the estimate cost of repairing and improving the drainage works is \$21,011.00.

THEREFORE the Council of the Town of Lakeshore pursuant to the Drainage Act, 1990 enacts as follows:

1. The considered report dated January 10th, 2020 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Town of Lakeshore may borrow on the credit of the Corporation the amount of \$21,011.00 being the amount necessary for construction of the drainage works.
3. The Corporation may issue debentures for the amount borrowed less the total amount of,
 - (a) Grants received under Section 85 of the Act;
 - (b) Commuted payments made in respect of the lands and roads assessed within the municipality;
 - (c) Monies paid under subsection 61 (3) of the Act, and;
 - (d) Monies assessed in and payable by another municipality.
4. Such debentures shall be made payable within five (5) years from the date of the debentures. If greater than \$10,000 and upon request for a ten (10) year debenture term, such debentures shall be made payable within a ten (10) year period from the date of the debentures. Debentures shall bear interest at a rate established at the date of issuance of such debentures.
5. A special equal annual rate sufficient to redeem the principal and interest on the debentures, shall be levied upon the lands and roads identified in the engineers report and will be collected in the same manner and at the same time as other taxes are collected in each year for five (5) and/or ten (10) years after the passing of this By-law.
6. All assessments of \$750.00 or less are payable in the year in which the assessment is imposed.
7. This By-law comes into force on the passing thereof and may be cited as South 3rd Conc. Drain – RC (Never Rest Farms)

First Reading February 11th, 2020;
Second Reading February 11th, 2020;
Provisionally adopted this February 11th, 2020;

Tom Bain,
Mayor

Kristen Newman,
Director of Legislative and Legal
Services

Third Reading this day of , 2020.
Enacted this day of , 2020.

Tom Bain,
Mayor

Kristen Newman,
Director of Legislative and Legal
Services

**CORPORATION OF THE TOWN OF LAKESHORE
BY-LAW 011 - 2020**

**BEING A BY-LAW FOR THE TECUMSEH ROAD DRAIN (1903286 ONT. INC)
IN THE TOWN OF LAKESHORE - IN THE COUNTY OF ESSEX.**

WHEREAS, the Council of the Town of Lakeshore in the County of Essex in accordance with the provisions of the Drainage Act, R.S.O. 1990 C.D. 17 deems it expedient that the following drain be repaired and improved in accordance with Section 78 of the said Act.

**TECUMSEH ROAD DRAIN (1903286 ONT. INC.)
IN THE TOWN OF LAKESHORE - IN THE COUNTY OF ESSEX.**

AND WHEREAS, the estimate cost of repairing and improving the drainage works is \$135,500.00.

THEREFORE the Council of the Town of Lakeshore pursuant to the Drainage Act, 1990 enacts as follows:

1. The considered report dated January 15th, 2020 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Town of Lakeshore may borrow on the credit of the Corporation the amount of \$135,500.00 being the amount necessary for construction of the drainage works.
3. The Corporation may issue debentures for the amount borrowed less the total amount of,
 - (a) Grants received under Section 85 of the Act;
 - (b) Commuted payments made in respect of the lands and roads assessed within the municipality;
 - (c) Monies paid under subsection 61 (3) of the Act, and;
 - (d) Monies assessed in and payable by another municipality.
4. Such debentures shall be made payable within five (5) years from the date of the debentures. If greater than \$10,000 and upon request for a ten (10) year debenture term, such debentures shall be made payable within a ten (10) year period from the date of the debentures. Debentures shall bear interest at a rate established at the date of issuance of such debentures.
5. A special equal annual rate sufficient to redeem the principal and interest on the debentures, shall be levied upon the lands and roads identified in the engineers report and will be collected in the same manner and at the same time as other taxes are collected in each year for five (5) and/or ten (10) years after the passing of this By-law.
6. All assessments of \$750.00 or less are payable in the year in which the assessment is imposed.
7. This By-law comes into force on the passing thereof and may be cited as Tecumseh Road Drain (1903286 Ont. Inc.)

First Reading February 11th, 2020;
Second Reading February 11th, 2020;
Provisionally adopted this February 11th, 2020;

Tom Bain,
Mayor

Kristen Newman,
Director of Legislative and Legal
Services

Third Reading this _____ day of _____, 2020.
Enacted this _____ day of _____, 2020.

Tom Bain,
Mayor

Kristen Newman,
Director of Legislative and Legal
Services

The Corporation of the Town of Lakeshore

By-law 12-2020

Being a By-law to amend By-law No. 2-2012, Zoning By-law for the Town of Lakeshore (ZBA-19-2019)

Whereas By-law No. 2-2012 is the Town's comprehensive zoning by-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Lakeshore;

And whereas the Council of The Corporation of the Town of Lakeshore deems it expedient and in the best interest of proper planning to further amend By-law No. 2-2012;

And whereas this amendment is in conformity with the Lakeshore Official Plan;

Now therefore the Council of The Corporation of the Town of Lakeshore enacts as follows:

1. That Schedule "A", Map 96 to By-law No. 2-2012, as amended, is hereby further amended by changing the zoning classification on a portion of Part of Lot 16, Concession 10, shown on Schedule "A" attached hereto and forming part of this By-law from "A, Agriculture Zone" to "A-1, Agriculture Exception 1 Zone".
2. This by-law shall come into force and take effect from the date of passing by Council and shall come into force in accordance with Section 34 of *The Planning Act* R.S.O. 1990.

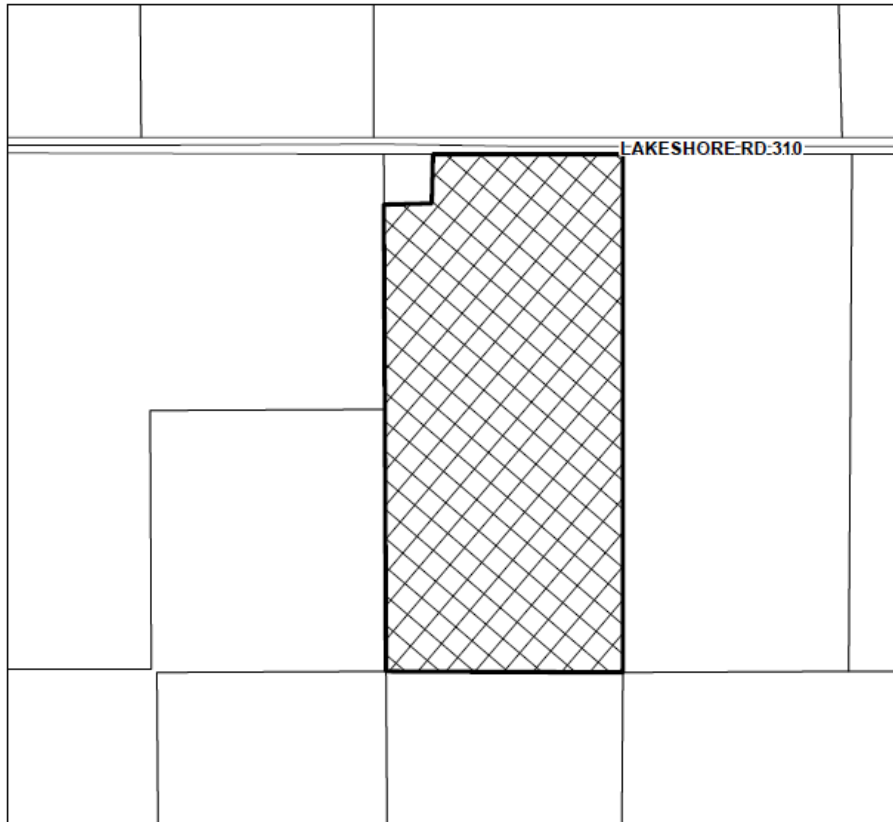
Read and passed in open session February 11, 2020.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

**Schedule “A”
to By-law 12-2020**

PART OF LOT 16
CONCESSION 10
TOWN OF LAKESHORE



AMEND “A, AGRICULTURE” ZONE TO
“A-1, AGRICULTURE EXCEPTION 1” ZONE

The Corporation of the Town of Lakeshore

By-law 12-2020

**Being a By-law to exempt certain lands from Part Lot Control within
Blocks 1, 2 3 and 4, Registered Plan 12M-659,
for the former Community of Maidstone, now in the Town of Lakeshore
(PLC-1-2020)**

Whereas the *Planning Act*, R.S.O. 1990, c.P.13, as amended, provides that part-lot control shall apply where land is within a plan of subdivision registered before or after the coming into force of the Act;

And whereas Subsection 7 of Section 50 of the *Planning Act* provides that the Council of the Municipality may by by-law provide that the part lot control provisions of Section 50 of the *Planning Act*, R.S.O. 1990 c.P.13 does not apply to lands within a registered plan(s) of subdivision(s) or part(s) as designated in the by-law, and where the by-law is passed and approved part lot control as described in Subsection 5 of Section 50, ceases to apply to such land;

And whereas it is deemed desirable that the provisions of Subsection (5) of Section 50 of the *Planning Act* R.S.O. 1990, c.P.13 shall not apply to certain lands that are within Blocks 1, 2, 3 and 4, Registered Plan 12M-659, in the Town of Lakeshore;

Now therefore the Council of The Corporation of the Town of Lakeshore enacts as follows:

1. That Section 50(5) of the *Planning Act*, R.S.O. 1990, C. P.13 shall not apply to the lands within part of the registered plan of subdivision designated as follows:

Blocks 1, 2, 3 and 4, Registered Plan 12M-659, in the Town of Lakeshore.

2. That the development of the lands more particularly described in Section 1 of this by-law shall be only by way of descriptions of lands on a registered Reference Plan, which Reference Plan has been duly approved by the Corporation.
3. That this by-law shall expire on February 11, 2022.
4. That this by-law shall come into force and take effect after the final passing thereof on the date upon which this by-law is approved by the County of Essex pursuant to the provisions of the *Planning Act*.

Read and passed in open session February 11, 2020.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

The Corporation of the Town of Lakeshore

By-law Number 16-2020

A By-law to Establish User Fees for Certain Services Provided by the Corporation of the Town of Lakeshore

Whereas Section 391(1) of the *Municipal Act, 2001*, S.O. 2001, C.25, allows municipalities to pass by-laws imposing fees or charges for services or activities provided, documents provided, use of property and related matters;

And whereas the Council of The Corporation of the Town of Lakeshore (hereinafter referred to as the “Town of Lakeshore”) wishes to pass a by-law respecting fees for processing of applications to the Town of Lakeshore for services, inspections, activities, document provision, use of property and facilities provided by the Town of Lakeshore and related matters;

And whereas Section 69 of the *Planning Act*, R.S.O. 1990, c.P.14, allows municipalities to pass a by-law imposing a tariff of fees for processing of applications made in respect of planning matters;

And whereas the Council of the Town of Lakeshore wishes to establish a tariff of fees for processing applications made under the *Planning Act*;

And whereas Section 7 of the *Building Code Act, 1992*, S.O. 1990, c.25, allows municipalities to pass a by-law concerning the issuance of permits and related matters requiring the payment of fees on applications for and on the issuance of permits;

And whereas the Council of the Town of Lakeshore wishes to establish a tariff of fees for processing applications made under the *Building Code Act, 1992*;

And whereas Section 446(1) of the *Municipal Act, 2001*, S.O. 2001, C.25, authorizes the municipality under this or any other Act or under by-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person’s expense;

Now therefore the Council of The Corporation of the Town of Lakeshore enacts as follows:

1. Definitions

- 1.1. In this by-law: “Schedule” means Schedules A through to and including K attached to this by-law.

2. Interpretation

- 2.1. Whenever this by-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the by-law with the gender applicable to the circumstances.
- 2.2. References to items in the plural include the singular, as applicable.
- 2.3. The words “include”, “including” and “includes” are not to be read as limiting the phrases or descriptions that precede them. Any examples provided are intended to be representative examples and not intended to be an exhaustive list.
- 2.4. Headings are inserted for ease of reference only and are not to be used as interpretation aids.
- 2.5. Specific references to laws in the by-law are printed in italic font and are meant to refer to the current laws applicable with the Province of Ontario as at

the time the by-law was enacted, as they are amended, restated or replaced from time to time.

- 2.6. Any reference to periods of time, stated in number of days, shall be deemed applicable on the first Business Day after a Sunday or statutory holiday if the expiration of the time period occurs on a Sunday or statutory holiday.
- 2.7. The obligations imposed by the by-law are in addition to obligations otherwise imposed by law or contract.

3. Severability/Conflict

- 3.1. If any section, subsection, part or parts of this by-law is declared by any court of law to be bad, illegal or ultra vires, such section, subsection, part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.
- 3.2. Nothing in this by-law relieves any person from complying with any provision of any federal or provincial legislation or any other by-law of the Town of Lakeshore or shall be deemed to authorize anything contrary to the *Municipal Act, 2001*.

4. Fees Established

- 4.1. The Council of the Town of Lakeshore hereby establishes the fees and charges as set out in the Schedules attached to and forming part of this by-law. Where indicated, disbursements or other costs incurred by the Town of Lakeshore shall be charged in addition to the fees identified.

5. Payment Terms

- 5.1. Any person who makes an application to, or a request for, any services, activity, use of any Town property or facility described in a Schedule attached to and forming part of this by-law, or enters into an agreement with, or obtains approval from, the Town, in respect of things or matters set out in this by-law, shall pay to the Treasurer the applicable administrative fees or charges set out in the Schedules to this by-law unless otherwise provided for in this by-law. Such administrative fees and charges are not refundable, unless otherwise provided for in this by-law, and are payable upon the person making such application or requiring services or entering into such agreement or obtaining such approval.
- 5.2. Except as expressly provided to the contrary or where not possible in the circumstances, no application by any person, request by any person for any service, activity, use of any Town property or facility described in a Schedule, and no application to the Committee of Adjustment will be processed or provided unless and until the person making the application or requesting the service, activity or use of Town property or facility has paid the applicable fee in the prescribed amount as set out in the Schedule, any applicable disbursements or other charges and any applicable Harmonized Sales Tax or other successor tax as may apply.
- 5.3. Notwithstanding subsection 5.1, where a fee or charge levied under this by-law is not due prior to the delivery of the service, participation in the activity, or use of the Town property or facility, or cannot in the circumstances be determined in advance, as for example, in the case of a service charged on an hourly rate, or where the amount of a recoverable disbursement cannot be determined in advance, then an invoice shall be sent to the person responsible for payment, and payment shall be due on the date specified in the invoice.

6. Contribution to Appeals – Planning Applications

- 6.1. On all applications under the Planning Act, including without limitation, applications for minor variance, consent, rezoning, Official Plan amendment, subdivision approval, the applicant shall, in the application for services, undertake to pay a fee in accordance with Schedule F as a contribution towards the Town's legal fees, costs and disbursements associated with the preparation for and attendance at all Land Planning Appeal Tribunal hearings in the event that the application is approved by the Committee of Adjustment or Council as the case may be; the application is appealed by a third party to the Tribunal, and if the applicant wishes the Town of Lakeshore to attend on or participate in the appeal.
- 6.2. The applicant shall pay to the Town of Lakeshore in advance of any scheduled hearing date, an amount equal to the number of days the hearing is anticipated to last as established by the Director of Legislative & Legal Services, times the fee determined in accordance with Schedule F. In the event that payment is not made or guaranteed to the satisfaction of the Director of Legislative & Legal Services, prior to the commencement of the hearing, the Town of Lakeshore shall not attend upon the hearing. The applicant shall be responsible to pay any fees required by the Land Planning Appeal Tribunal, whether required to be paid by the Town of Lakeshore or not, and shall be responsible for payment of any costs associated with his or her own representation at the hearing. Any amount secured by advance payment shall be a debt owing to the Town of Lakeshore and bear interest at the rate provided for in this by-law until payment in full.
- 6.3. Nothing in subsection 6.2 limits Council for the Town of Lakeshore from determining that the Town will attend and participate in the hearing of the third party appeal without the applicant being required to pay the fee as set out in Schedule F.

7. Interest on Receivables

- 7.1. Unless a contrary rate is provided for elsewhere, overdue amounts owing to the Town shall bear interest at the rate set out on Schedule H as the rate payable on overdue amounts, from the due date until payment in full.
- 7.2. Notwithstanding Subsection 7.1, the Treasurer is hereby authorized to reduce or waive accrued interest when she or he is satisfied that it would be unreasonable in the circumstances to require payment of interest at the rate provided or at all.

8. Add to Tax Role

- 8.1. Fees and charges listed in the attached Schedules to this by-law and imposed on a person or party, constitute a debt of the person or party to The Corporation of the Town of Lakeshore. The Town's Treasurer may add unpaid fees and charges imposed by the Town to the tax roll for the following property in the Town limits and shall collect them in the same manner as municipal taxes:
 - 8.1.1. In the case of fees and charges for the supply of a public utility, the property to which the public utility was charged; and
 - 8.1.2. In all other cases, any property for which all of the owners are responsible for paying the fees and charges.

9. Recovery of Costs for Remedial Action

- 9.1. Where permitted under this or any other by-law or law, where the Town has directed or required a person to do a matter or thing, in default of it being done by the person directed or required to do it, the Town may do the matter or thing at the person's expense. The municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

10. Annual Inflationary Increase

- 10.1. The fees in Schedule A through K shall be adjusted annually, without amended to this by-law, on the 1st of January, except for Schedule C and Schedule I rates which are effective the 1st of April, in accordance with the applied year over year change in the Consumer Price Index (CPI). Fees, including indexing adjustments, may then be rounded up, as follows:
 - 10.1.1. Fees less than \$1 per unit rounded up to the nearest \$0.01 (one cent);
 - 10.1.2. Fees greater than \$1 and up to \$5 per unit rounded up to the nearest \$0.05 (five cents);
 - 10.1.3. Fees greater than \$5 per unit rounded up to the nearest \$1.00 (one dollar);All fees will be charged plus applicable taxes, unless otherwise noted.
- 10.2. The user deposit amounts in various Schedules and the user rates for water and wastewater (Schedule K) are not subject to annual CPI indexing, but are as established under this by-law and as amended through Council approval from time to time.

11. Repeal

- 11.1. By-law 15-2019 and all by-laws amending By-law 15-2019 are hereby repealed.
- 11.2. Any amount owing under By-law 15-2019 as amended and unpaid as of the date of repeal shall survive and continue to be a debt owing to the Town and is collectible by the Town, despite the repeal of By-law 15-2019 as amended.

12. Effect

- 12.1. This by-law shall come into force and effect upon passage, save and except where approval of any fee by any regulatory agency or body is required, in which case the fee shall come into effect only upon such approval being granted.
- 12.2. Despite anything to the contrary in this by-law, where a Schedule in this By-law has specified effective dates, then any such Schedule shall be in effect only until the date set out therein, or shall come into effect only as of the date set out therein, as the case may be.

13. Short Title

- 13.1. This by-law shall be known as the "User Fees By-law".

14. Accessibility

- 14.1. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c.11, and regulations thereunder, all as amended or replaced from time to time, no additional fee shall be charged to a person with a disability arising from or related to their disability.

Read and passed in open session on February 11, 2020.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

**By-law Number 16-2020
Schedule A**

(Applicable taxes will be added to all fees)

Community and Development Services Building Services

Construction - New	
New Residential – per square foot of living area	\$1.06
Modular Homes/Relocated Dwellings – per square foot	\$0.41
New Non-Residential (including Mezzanines) – per square ft	\$0.78
Greenhouses– per square foot	\$0.02
Greenhouse related Structures – per square foot	\$0.30
Construction - Addition or Renovations	
Permit fees for all other construction not shown will be calculated per thousand dollars of the construction cost. The construction cost will be reflective of labour and materials and will be as determined by the Chief Building Official where a valuation is not provided in this schedule.	\$12.16
Detached Garage/Shed – per square foot	\$0.23
Pole Barn – per square foot (Agricultural Use)	\$0.16
Construction– Residential Application Fee Deposit (minimum)	\$1,000.00

Flat Fees	
Inspection fee – no show and/or not ready for inspection	\$55.00
Minimum Building Permit fee	\$99.00
Fence Permit	\$60.00
Application for variance to Fence By-law	\$469.00
Application for variance to Noise By-law	\$469.00
Application for variance to Sign By-law	\$469.00
Swimming Pool Permit – Above Ground	\$60.00
Swimming Pool Permit – In-Ground	\$119.00
Sign Permit	\$77.00
Plumbing Permit – per washroom	\$99.00
Driveway Approach	\$176.00
Demolition Permit	\$99.00
Deck Permit (Minimum)	\$145.00
Solar Panel Permit - per panel rate (max. \$605; min. \$90)	\$13.00
Lawyer letters – per property inquiry	\$75.00
Review for purposes of liquor licence	\$100.00
All 911 Address Signs and Posts	Actual cost
All 911 Address Signs Only	Actual cost
911 Sign for undeveloped properties	\$88.00
Wind Turbines with an output over 1.5 megawatts, per turbine	\$11,917.00

Indemnity Deposits	
New Construction Indemnity Deposit – refundable up to 3 years from issuance of permit.	
Residential - Within a Plan of Subdivision	\$3,000.00
Residential - Outside a Plan of Subdivision	\$1,000.00
Non Residential	\$2,000.00
Site Plan Control Agreement Required	\$5,000.00
Swimming Pool - NEW	\$250.00
Detached garage/Shed - NEW	\$250.00
All Other Construction not listed - NEW	\$500.00
Demolition Permit Indemnity Deposit – refundable up to 3 years from issuance of permit.	\$750.00

Part 8 (O.B.C.) Program	
Permit - Class 4 – Septic New or Replacement System	\$841.00
Permit – Class Tertiary System	\$968.00
Permit – Class 4 – Tank Replacement only	\$336.00
Class 5 – Holding Tank	\$841.00

Fill Permit	
1.5 to 2 acres (fee plus \$2,500 deposit)	\$121.00
2 to 4 acres (fee plus \$5,500 deposit)	\$121.00
4 to 5 acres (fee plus \$7,500 deposit)	\$121.00
Over 5 acres (fee plus deposit of \$7,500 plus \$2,500 per acre over 5)	\$121.00

By-law Number 16-2020
Schedule A

(Applicable taxes will be added to all fees)

Community and Development Services Building Services	
Refund Policy*	
Application filed, no work done (Minimum Administrative Fee*)	\$30.00
Application filed, preliminary review of plans performed	80%
Application filed, plans reviewed and permit issued	75%
Additional deduction for each field inspection performed	5%
Permits valued at less than \$100	0%
*refund applied to balance after minimum fee deducted	
Property Standards	
Property Standards Order	actual cost plus 20% admin fee
Yard Maintenance Order	actual cost plus 20% admin fee
Changes to Permits Already Issued	\$150.00
Building Permit Fees (building, plumbing & septic) will be charged at twice the applicable rate if any work requiring a permit is commenced prior to receiving a Building Permit.	

**By-law Number 16-2020
Schedule B**

(Applicable taxes will be added to all fees)

Community and Development Services Planning and Development Services			
Description	Minimum Deposit to Accompany Application	Fee (Non ReFundable) plus actual costs	Flat Fee
Official Plan amendments			
Major (see below)	\$5,000.00	\$2,360.00	
Minor (see below)	\$3,500.00	\$1,770.00	
Zoning By-law amendments			
Major (see below)	\$4,500.00	\$2,360.00	
Minor (see below)	\$3,500.00	\$1,770.00	
Temporary Use By-law	\$3,500.00	\$1,770.00	
By-law to extend the time limit for a Temporary Use			\$591.00
Combined Official Plan Amendment and Zoning By-law Amendment	\$6,000.00	\$3,187.00	
"H" Removal By-law			\$1,415.00
Deeming By-law			\$1,181.00
Site Plan Approval – Minor			
Site Plan Approval - Minor	\$3,000.00	\$1,770.00	
Amendment (see below)	\$2,500.00	\$1,181.00	
Amendment (No Report to Council)			\$591.00
Request for Security Release			\$237.00
Release of Agreement			\$176.00
Site Plan Approval – Major			
Site Plan Approval - Major	\$5,500.00	\$2,951.00	
Amendment (see below)	\$4,000.00	\$2,360.00	
Request for Security Release			\$237.00
Release of Agreement			\$176.00
Telecommunications Facilities			
Exempt from Public Consultation			\$591.00
Not Exempt from Public Consultation			\$946.00
Subdivision Applications			
Subdivision Application	\$10,000.00	\$5,310.00	
Subsequent Phases of Existing Plans of Subdivision	\$6,000.00	\$2,314.00	
Revisions to Draft Approved Plans			
Revisions to a Draft Approved Plan of Subdivision (Red Line Revision)			
Minor Revision (see below)	\$6,000.00	\$2,951.00	
Major Revision (see below)	\$8,000.00	\$4,720.00	
Request to Amend Conditions of Draft Approval	\$3,000.00	\$1,181.00	
Request to Extend Draft Approval			\$591.00
Clearance letter from County			\$355.00
Condominium Application	\$10,000.00	\$5,310.00	

**By-law Number 16-2020
Schedule B**

(Applicable taxes will be added to all fees)

Community and Development Services Planning and Development Services

Description	Minimum Deposit to Accompany Application	Fee (Non ReFundable) plus actual costs	Flat Fee
Revisions to a Draft Approved Plan of Condominium (Red Line Revision)			
Minor Revision (see below)	\$6,000.00	\$2,951.00	
Major Revision (see below)	\$8,000.00	\$4,720.00	
Request to Amend Conditions of Draft Approval (no change to layout)	\$3,000.00	\$1,181.00	
Request to Extend Draft Approval			\$591.00
Clearance letter from County			\$355.00
Condominium Conversion	\$3,000.00	\$1,181.00	
Preparation of a subdivision, condominium, site plan or development agreement		Actual Costs	
Lift Part Lot Control			\$1,181.00
Extend Part Lot Control			\$591.00
Minor Variance, Consent and Rezoning Applications			
Minor Variance – Residential		\$709.00	
Minor Variance – All others		\$946.00	
Amendment when Recirculation Required			\$237.00
Tabling Fee			\$119.00
Special Hearing			\$591.00
Consent	\$1,500.00	\$1,181.00	
Amendment - Recirculation Required			\$237.00
Tabling Fee			\$119.00
Special Hearing			\$591.00
Stamping Fee (Certificate):			
For consent, new lot & lot additions			\$119.00
For lease and easement			\$78.00
Combined Minor Variance & Consent	\$1,700.00	\$1,415.00	
Combined Consent & Rezoning	\$2,900.00	\$2,242.00	
Other Fees			
Compliance Letters			\$119.00
Heritage Permit Application			Actual cost
Peer Review of all Specialized Reports/Studies	\$3,000.00	Actual Costs	
OMB Costs	\$2,500.00	Actual Costs	
Photocopies – per page			\$0.30
Information search (per hour, first hour free)			\$36.00
Advertising fee		Actual Costs	
More than one Open House or Public Meeting Required			\$355.00
Notice to Cancel Public Meeting or Open House			\$237.00
Re-circulation of Public Notices			\$237.00

By-law Number 16-2020
Schedule B

(Applicable taxes will be added to all fees)

Community and Development Services
Planning and Development Services

Description	Minimum Deposit to Accompany Application	Fee (Non ReFundable) plus actual costs	Flat Fee
Engineering Review Fee			\$176.00
Legal Review Fee		Actual Costs	
Septic Review Fee			\$176.00
Preconsultation Meeting			\$50/hour
Amendment to Development or Subdivision Agreement			\$679.00
Refund Policy*			
Minimum fee*		\$30.00	
After file opened but before circulated			90%
After file circulated but before considered at a public meeting			50%
After file considered at a public meeting			0%
*Refunds on balance after minimum fee deducted			

Where the application is not complete and the deposit has been totally offset by costs,

Planning Definitions for Major and Minor

Official Plan Amendments

Major

- Proposes a re-designation or change in land use for a property or properties;
- Requires many changes to the policies and schedules of the Official Plan;
- New golf courses or expansion to existing golf courses;
- New waste management facility or expansion to existing waste management facility (including agriculture waste facilities);
- Expansion to urban boundary or re-designation of Urban Reserve Area;
- Commercial Development over 3,000 square metres;
- Deletion or addition of arterial or collector road, and;
- Any application that due to the broader policy implications of the Municipality would require the need to review or manage studies or any application deemed to be major by the Manager of Development Services.

Minor

- Proposes a small-scale exception to a specific Official Plan standard (e.g. minor
- Proposes a minor change to a specific policy that is limited in scope and typically to one property;
- Maintains the intent and purpose of the Official Plan;
- Shall have limited impact or policy implications beyond the subject lands, and;
- Any application deemed to be minor by the Manager of Development Services.

**By-law Number 16-2020
Schedule B**

(Applicable taxes will be added to all fees)

Community and Development Services Planning and Development Services

Description	Minimum Deposit to Accompany Application	Fee (Non ReFundable) plus actual costs	Flat Fee
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Zoning By-law Amendments

Major

- Zone Category Change;
- Associated with an Official Plan Amendment;
- Associated with a Plan of Subdivision or Condominium;
- Application involving multiple properties, and;
- Any Application that requires the review of technical support documents or studies (e.g. environmental analysis, transportation studies, retail market studies etc.).

Minor

- Changes within current zone category;
- Re-zoning related to a “surplus lot consent” whereby the remnant parcel of farmland must be re-zoned to ensure that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance.

Site Plan Approval

Major

- New buildings of any size or additions greater than 929 square metres (10,000 sq. ft) or greater than 3 storeys in building height or;
- Comprehensive changes to on-site grading/servicing/drainage or parking affecting lands greater than .6 hectare (1.5 acres) in land area.

Minor

- Existing buildings or new additions not exceeding 929 square metres (10,000 sq. ft) or up to 3 storeys in building height or;
- Changes to landscaping, parking, grading or drainage areas up to .6 hectare (1.5 acres) in land area, including revisions to building elevations, patios or additions thereto.

Site Plan Amendment

“Major” and “Minor” categories, as listed above, apply where a previous Site Plan has been approved and/or a Site Plan Agreement has been entered into with the Town.

Revisions to a Draft Approved Plan of Subdivision or Condominium (Red-Line Revision)

Major

- Major changes to the layout or conditions of draft approval of a draft approved plan.

Minor

- Minor changes to the layout or conditions of draft approval of a draft approved plan.

**By-law Number 16-2020
Schedule C**

(Applicable taxes will be added to all fees)

Community and Development Services Parks and Recreation Services	
Effective 01-Apr-20	
Fees – Rooms and Pavilions	
Cancellation fee - (not refundable if within 72 hours)	\$33.00
Set up and Take Down	\$111.00
Security Deposit (no alcohol function)	\$109.00
Security Deposit (alcohol function)	\$217.00
Rentals - Park Pavilions	
Large Pavilion Rental – no alcohol (Lakeview, Geralyn Tellier Perdu, Tilbury North, Optimist) - per day	\$172.00
Small Pavilion Rental – no alcohol (Woodslee Memorial) - per day	\$87.00
Centennial and Pleasant Park Pavilions – no alcohol - per day	\$42.00
All Pavilion Rentals – Alcohol Event - per day	\$627.00
Lakeview Park Amphitheatre – electrical access	\$89.00
Park Permit (per event)	\$56.00
Rentals – Community and Recreation Centres	
Large Room - per day	\$285.00
Large Room – non-profit - per hour	\$56.00
Large Room - commercial - per hour	\$78.00
Large Room – 4 hour block with or without kitchen	\$171.00
Large Room and kitchen – Alcohol Event - per day	\$631.00
Large Room and kitchen– Alcohol Event – non-profit group - per day	\$615.00
Small Room - per hour	\$56.00
Small Room - non-profit - per hour	\$33.00
Small Room - per day	\$171.00
Small Room – Alcohol Event - per day	\$329.00
Small Room + hall and servery (Libro Centre) no alcohol - per day	\$220.00
Small Room – Community/non-profit group (regular business hours, non-fee usage, approved by Manager of Recreation)	Free
Gymnasium – half – non-profit – per hour	\$32.00
Gymnasium – half – commercial – per hour	\$75.00
Gymnasium - full – per hour	\$56.00
Gymnasium – full – commercial – per hour	\$148.00
Gymnasium – full – block of 10 hours or more – per hour	\$50.00
Gymnasium – Sporting event (non-profit) 12 hours	\$598.00
Arena floor (non-ice) - non-profit – per hour	\$56.00
Arena floor (non-ice) – per day	\$603.00
AtlasTube Centre Lobby or Common Area(s)	150.00
Projector and Screen (with facility rental, per day)	\$24.00
Sound System (with facility rental, per day)	\$24.00
Table Rentals (each)	\$10.00
Recreation Fees	
Drop-in Fees:	
Gymnasium per visit:	
Teen (13-14 years)	\$6.00
Teen (15-17 years)	\$6.00
Adult (18-54 years)	\$6.00
Senior (55 years and over)	\$3.75
Family rate (up to 6 immediate family members)	\$12.00
Adult – Open Gym Time	\$6.00
Pickleball or Shuffleboard	
Adult/Senior (up to 3 hours) per visit – no instructor	\$3.75

By-law Number 16-2020
Schedule C

(Applicable taxes will be added to all fees)

Community and Development Services Parks and Recreation Services	
	Effective 01-Apr-20
Fitness Class Drop-in	
Adult instructor led fitness class – per class	\$7.50
Senior instructor led fitness class – per class	\$5.00
Pickleball and Shuffleboard - 10 Session Pass	\$33.75
Gymnasium Drop in Pass - 10 Session Pass	\$54.00
Program Registration:	
Recreation Programs: (per hour)	
Preschool (0-5 years)	\$6.50
Youth (6-12 years)	\$6.50
Teen (13-14 years)	\$6.50
Teen (15-17 years)	\$6.00
Adult (18-54 years) (not instructor led fitness)	\$7.00
Senior (55 years and over) (not instructor led fitness)	\$7.00
Fitness: (per class)	
Adult Fitness –instructor led fitness class	\$6.00
Senior Fitness – instructor led fitness class	\$3.00
Adult Fitness – full session registration	\$5.00
Senior Fitness (55 years and over)– full session registration	\$2.00
Recreation Program Discounts:	
Family Program Registration – 3 or more immediate family members register for programs at full rates	10% discount
ODSP Recipient Program Registration – eligible persons	10% discount
Seniors Program Registration (55 yrs and up)	10% discount
Individual – Multi-Program – 3 or more programs/session	10% discount
Recreation - Camps and Birthday Parties	
Camps: (fees include activity fees and supplies)	
Summer or March Break Camp - per day	\$40.00
Summer or March Break Camp - per week	\$150.00
Specialty Camp – includes activity fees and supplies - per week	\$165.00
Birthday parties:	
Birthday parties - room plus staff (2 hrs, max 20 children)	\$192.00
Birthday parties - room plus staff plus pizza (2 hrs, max 20 children)	\$220.00
Birthday parties - gym + room + staff (2 hrs, max 20 children)	\$209.00
Birthday parties - gym + room + staff + pizza (2 hrs, max 20 children)	\$313.00
Birthday parties – room, staff, pizza, primetime skating (2 hrs, max 20 children)	\$339.00
Each additional child (non-swim parties)	\$8.00
Birthday parties – room + staff + pool (2hrs, max 20 children)	\$261.00
Birthday parties – room + staff + pool + pizza (2hrs, max 20 children)	\$365.00
Sports Facilities and Fields	
Soccer or Baseball – Registered league fees, per user per season	\$13.15
Baseball Diamond –reservation & preparation (non-league)	\$56.00
Tennis Court key – per season	\$29.79
WFCU Pool	
Drop-in Swimming	
Pool Lengths and Leisure swim	\$4.87
Pool – Aquatic Exercise	\$5.75
Recreation Swim	
Child under 24 months (with paid adult)	Free
Child/Youth (ages 2-14)	\$3.50
Child/Youth (ages 15-17)	\$3.10
Adult/Senior	\$3.10

**By-law Number 16-2020
Schedule C**

(Applicable taxes will be added to all fees)

Community and Development Services Parks and Recreation Services	
	Effective 01-Apr-20
Swim Passes:	
Summer Family Swim Pass (Valid from June 26-Labour Day for recreation swims only. Up to 6 immediate family members living in the same household)	\$165.00
Summer Adult Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$56.00
Summer Youth (up to age 14) Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$50.00
Summer Youth (ages 15-17) Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$44.25
Summer Organization Swim Pass (Valid for a recognized organization up to 6 people)	\$165.00
Preschool Swim Pass (3 month pass for 1 child to attend preschool swims only, with guardian in the water)	\$99.00
Memberships and Pass Cards	
Adult Pool Membership – Monthly	\$40.00
Adult Pool Membership – 3 Month	\$108.00
Adult Pool Membership – 6 Month	\$193.00
Adult Pool Membership – Annual	\$347.00
Adult Enhanced Pool Membership – Monthly	\$47.00
Adult Enhanced Pool Membership – 3 Month	\$132.00
Adult Enhanced Pool Membership – 6 Month	\$235.00
Adult Enhanced Pool Membership – Annual	\$422.00
Adult Swim Pass – 10 Sessions	\$45.00
Adult Enhanced Swim Pass – 10 Sessions	\$53.00
Swimming Lessons – rates per person, per ½ hour:	
Child/Youth (regular ratios)	\$8.50
Adult (regular ratios)	\$7.52
Child/Youth (up to age 14) (1:4 ratios)	\$11.50
Youth (age 15-17) (1:4 ratios)	\$10.18
Private Lessons - individual	\$27.50
Private Lessons – 2 participants (per person)	\$17.00
Private Lessons – 3 or more participants (per person)	\$13.80
Swim/Skate Passes:	
Fall Swim/Skate Pass – Adult (3 month pass. Valid for public skate and swim only)	\$56.00
Fall Swim/Skate Pass – Youth to age 14 (3 month pass. Valid for public skate and swim only)	\$50.00
Fall Swim/Skate Pass – Youth ages 15 - 17 (3 month pass. Valid for public skate and swim only)	\$44.25
Pool Rental:	
1 hour rental -1 pool, 2 lifeguards max. 24 people (base fee)	\$121.00
Extra Lifeguard for Hourly Pool Rental – per additional lifeguard per hour (added to base fee)	\$28.00

By-law Number 16-2020
Schedule D

(Applicable taxes will be added to all fees)

Legislative and Legal Services	
Police Services	
Motor Vehicle Accident Reports	\$53.00
Incident Report Confirmation	\$53.00
Criminal Record Checks (CRC)	\$53.00
Criminal Record Checks – students	\$25.00
Criminal Record Checks – volunteers	Free
Duplicate Copy of CRC Certificate	\$5.00
Technical Traffic Collision Reports	\$558.00
Reconstructionist Report	\$1,115.00
Alarm Registration – Annual	\$20.00
False Alarm Fees:	
Unregistered Premises - Any at fault false alarm call	\$120.00
Registered Premises -Third at fault false alarm and each subsequent call thereafter	\$120.00

**By-law Number 16-2020
Schedule E**

(Applicable taxes will be added to all fees)

Legislative and Legal Services Fire Services	
Letters of Compliance	
Lawyer Letters – per inquiry	\$75.00
Commercial - includes on site inspection	\$192.00
Residential - includes on site inspection	\$97.00
Fire Reports for property owners	\$71.00
Fire Inspections	
Inspection and certification of premises for liquor license approval	\$120.00
Inspection by request (day care facility, retirement homes, group homes etc) - excluding residential homes	\$60.00
Fire Inspections (after standard 3 visits) – per hour	\$44.00
Special Occasion Permit Inspection	\$41.00
All retrofits	\$359.00
Fire Scene Photographs (each)	\$4.40
Assistance for private standby beyond normal fire protection of Commercial and Industrial premises - per hour (MTO rates per manned apparatus)	\$475.00
Call for Service – Failure to Locate Utilities – per manned fire apparatus	\$542.00
Fire Investigation Reports	\$239.00
Fire Safety Plan Review:	
Vulnerable Occupancies Small Facilities (up to 5 residents)	\$271.00
Vulnerable Occupancies Large Facilities (over 5 residents)	\$542.00
General – First Plan Initial Review	\$57.00
General – Plan review per review	\$41.00
Inspections for Propane Dispensing Sites:	
Existing 5,000 USWG or less	\$169.00
New/modified 5,000 USWG or less	\$338.00
Existing greater than 5,000 USWG	\$1,687.00
New/modified greater than 5,000 USWG	\$1,687.00
If necessary to retain 3 rd party engineer/other firm	Actual cost
False Alarms	
After second false alarm:	
First Hour – per manned apparatus	Current MTO rate
Each additional half hour – per manned apparatus	Current MTO rate
Open Burn By-law Cost Recovery Formula	
Fire Administration only attends location	½ the current MTO rate for a single manned fire apparatus
Camp fire extinguishment only	½ the current MTO rate for a single manned fire apparatus
Fire extinguishment using less than 6 firefighters	Current MTO rate for a single manned fire apparatus
Fire extinguishment using greater than 6 firefighters and less than 12 firefighters	Current MTO rate for 2 manned fire apparatus
Fire extinguishment requiring a 2 station response	Current MTO rate for 4 manned fire apparatus
External Services	
Recovery – external services cost	Actual Costs

**By-law Number 16-2020
Schedule F**

(Applicable taxes will be added to all fees)

Legislative and Legal Services	
Legislative and Legal Services and Animal Control	
Permits, Licences and Fees	
Break open lottery tickets – per box	\$12.00
Bingo/Raffle Licenses	3% of Proposed Prize
Hunting Licences	
Resident – Small Game (subject to Ministry approval)	\$12.00
Non-Resident – Small Game (subject to Ministry approval)	\$17.00
Marriage License	\$137.00
Marriage Solemnization - Ceremony fee (basic)	\$271.00
Taxi Licences (Annual)	
Company License	\$120.00
Company License Renewal	\$60.00
Driver Permits – OPP Clearance provided by applicant	\$24.00
Burial Permits	\$15.00
Photocopying – Per Standard Page	\$0.30
Privacy Act	
Freedom of Information (MFIPPA) Requests:	
Application Fee	\$5.00
Electronic document search – per 15 minutes	\$15.00
Miscellaneous Charges per OReg 823	Per O. Reg 823
Alley Closing	
Closing, sale and disposition of streets and alleys - Policy AD-284 - non-refundable fee plus applicable costs	\$1,073
Animal Control	
Dog Tags	\$20.00
Dog Tag Penalty if Purchased after March 31	\$10.00
Replacement of lost dog tag	\$6.20
Dog Tags – for calendar year of adoption from Lakeshore Area 3 Dog Pound by Lakeshore resident	Free
Kennel License - In designated zoning areas only	\$64.00
Dog Pound Fees	
Second Offence	\$60.00
Third Offence	\$120.00
Impound Fee Per Day	\$12.00
Trap rental – per day, up to 7 continuous days, plus \$50 refundable deposit	\$10.00
Trap rental – per day beyond 7 continuous days	\$5.00
Contribution to Appeals	
Costs and Disbursements to attend third party appeals	Actual Costs

**By-law Number 16-2020
Schedule G**

(Applicable taxes will be added to all fees)

Engineering and Infrastructure Services	
Public Works Services	
Ditching Policy EN120 - Administrative Fee	\$239.00
Encroachment/entrance permit and other miscellaneous works	\$239.00
Indemnity deposit – refundable up to 3 years from issuance of permit	\$1,300.00
Mini-Cam Inspection	\$0.00
Drainage Services	
Tile Loans – Administrative Fee	\$150.00
Engineering Services	
Lawyer Letters - per property inquiry	\$75.00
Water Services	
Water Shut-Off - nonpayment	\$50.00
Water Shut-Off	\$30.00
Water Shut Off – After Hours	\$152.00
Water Turn-On	\$30.00
Water Turn On – After Hours	\$152.00
Water Disconnect, defined as a complete removal of the water service to corporation stop	Actual cost
Water Reconnect, defined as a installation of the water service to corporation stop. Buy-in fee under Tariff of Fees By-law is not applicable if done within 5 years of disconnect.	Actual cost
New Water Account Set Up Fee	\$30.00
Water account late payment fee	3% per month
Shut off notice	\$6.00
Relocation of Water Service:	
Short Service	\$2,980.00
Long Service	\$3,695.00
Inspection Fee – water service when building demolished	\$58.00
Missed appointment or service refusal per instance	\$55.00
Water Service Abandonment Fee: Where all buildings have been removed from a building lot and a water service is requested to be abandoned by the property owner, the water service pipe shall be disconnected at the property line. The service box and rod shall be removed by the owner's contractor or by Town forces, at the owner's expense, and inspected by the Town; after which the basic charge will no longer be applicable	
Town performs the work	\$295.00
Inspection Fee when property owner performs the work	\$58.00
Water Service Abandonment Reconnection Fee (at property line):	
Town performs the work	\$295.00
Inspection Fee when property owner performs the work	\$58.00
In the event that the reconnection is done within 5 years of Water Buy-in, reconnection fee shall not be applicable.	
Water Permit - Includes Supplying Water Meter - Actual cost plus administration fee	\$30.00
Test of Water Meter - where meter is found to be in proper working order	\$163.00
Frozen Meter Repair	\$108.00
Water Buy-In Fees	Per By-law 49-2015

**By-law Number 16-2020
Schedule H**

(Applicable taxes will be added to all fees)

Finance Services	
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Administration Fees and Service Charges	
Convenience Fee – US currency transactions (per item)	\$3.00
NSF Cheque/Returned Item Charge	\$35.00
Financing Administration Fee – per property	\$112.00
Interest on trade receivables over 30 days past due per month	1.25%
Penalty and Interest on tax account arrears per month	1.25%
Tax Certificate and Water Certificate - each per property inquiry	\$75.00
Tax Certificate and Water Certificate - each per property inquiry within 3 business days	\$150.00
Property Tax bill reprint	\$12.00
Additions to the Roll - Water, AR, POA, WSIB, etc.	\$30.00
Refund or Misdirected Payment Fee	\$30.00
Title search on property > 2 years in arrears	\$56.00
Financing Admin Fee	\$112.00
Ownership Changes	\$35.00
Mortgage Fees for tax bills	\$11.00

Tax Sale Fees	
Farm Debt Mediation Letter – per property	\$50.00
Block A – Preliminary work (including registration of Tax Arrears Certificate, mailing of first notices, Statutory Declaration regarding notice, Tax Arrears Cancellation Certificate)	\$1,050.00
Block B – Survey (if required)	Actual
Block C – Final Notice, Statutory Declaration	\$300.00
Block D – Extension Agreement	\$400.00
Tender process:	
Advertising	Actual
Tender opening and examination	\$570.00
Prepare and Register Tax Deed	\$750.00
Pay proceeds into court	\$650.00

G.I.S. Mapping	
Standard Map Products	
Municipal Wide Street Map - (Double Sided – Colour) 11"x17"	Free
Municipal Wide Street Map - (Double Sided – Colour) 18"x34"	\$6.00
Municipal Wide Street Map - (Double Sided – Colour) 24"x50"	\$12.00
Custom Map Products	
Custom Mapping - include any plots larger than 11" x 17" up to maximum size 24" x 50" - per hour	\$50.00

**By-law Number 16-2020
Schedule I**

(Applicable taxes will be added to all fees)

Community and Development Services

Arena – Ice Rates	
	Effective 01-Apr-19
Ice Rentals – hourly rates:	
Weekday morning (M-F 7am – 12pm; September – March)	\$110.00
Weekday non-prime time (M-F 12pm – 5pm; 10pm-12am)	\$154.00
Prime Time (M-F 5pm-10:00pm, Sat/Sun 8am-10pm)	\$192.00
Same Day rental	\$135.00
Ice Rental Cancellation Fee – minimum 48 hours notice	\$32.00
Arena Storage Room – registered leagues	Free
Public Skating:	
Public Skate session (up to age 14)	\$2.00
Public Skate session (over age 14)	\$2.00
Parent and Tot Skate session	Free
Adult/Senior Skate session	Free
Figure Skating practice (Child/Youth to age 14)	\$11.00
Figure Skating practice (Youth ages 15-17)	\$10.00
Drop-in Hockey: (full equipment is required)	
Child/Youth to age 14	\$5.00
Youth – ages 15-17	\$5.00
Adult	\$7.00

**By-law Number 16-2020
Schedule J**

(Applicable taxes will be added to all fees)

Community and Development Services

Belle River Marina Rates	
Slip Rental –Seasonal:	
Fully Serviced - based on size of slip - per foot	\$52.00
Un-serviced- based on size of slip - per foot	\$41.00
Slip Rental – Monthly:	
Docks A and B – Serviced	\$460.00
Docks C, D, G and F – Serviced	\$400.00
Docks E and F – Un-serviced	\$370.00
Slip Rental - Transient	
Slip Rental - per foot	\$1.80
5-night Discount (Sunday through Wednesday)	Buy 3 nights, Get 2 nights free
3-night Discount (Sunday through Wednesday)	Buy 2 nights, Get 1 night Free
2-night Club Event Booking	Buy 1 night, Get 1 night 50% Off
Other Fees:	
Electrical Fee -Air Conditioner per unit	\$195.00
Pump Out	\$13.28
Boat Launch Ramp – Day Pass	\$13.28
Boat Launch Ramp – 10-pack	10% off
Boat Launch Ramp - Season Pass	\$184.00
Boat Launch Ramp - Seasonal Pass Senior Rate	\$150.00
Jet Ski Access – Season Pass (must supply own Town-approved dock)	\$195.00
Chartering Access – Season Pass	\$500.00
Marina Pavillion – seasonal boater use only	Free

By-law Number 16-2020
Schedule K

Engineering and Infrastructure Services

Water Rates	
Consumption - per cubic meter	\$1.52
Basic - per month	\$20.41
Flat rate - per month	\$72.00
Late payment charge on water bill	3% per month

Wastewater Rates	
Consumption - per cubic meter	\$1.52
Basic - per month	\$18.71
Flat rate - per month	\$71.00
Bulk Water Rates	
Bulk Water Fill Station Rate - per 1,000 gallons (0.4546 m3)	\$6.00

The Corporation of the Town of Lakeshore

By-Law No. 17-2020

**A By-Law To Amend By-law 67-2000, Being a By-law to Designate
Community Safety Zones Within the Boundaries of the Town of Lakeshore**

Whereas, pursuant to section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, Council may pass by-laws for health, safety and well-beings of persons;

And whereas, pursuant to section 214 of the *Highway Traffic Act*, R.S.O. 1990, c. H.8, Council may by by-law designate a part of a highway under its jurisdiction as a community safety zone if, in the council's opinion, public safety is of special concern on that part of the highway;

And whereas it is deemed expedient to amend By-law 67-2000 as recommended by the Manager of Public Works at the February 11, 2020 Council meeting to designate additional areas as Community Safety Zones;

Now therefore the Council of The Corporation of the Town of Lakeshore enacts as follows:

1. By-law 67-2000 shall be amended as follows:
 - a. Schedule "A" of By-law 67-2000 is repealed and replaced by Schedule "A" to this by-law.
2. By-laws 116-2002, 1-2006, 88-2007, 103-2007 and 127-2007 are repealed.
3. This By-law comes into force and effect upon passage.

Read and passed in open session on February 11, 2020.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

**Schedule “A”
to By-law 17-2020**

Community Safety Zones

Highway	Between	Hours/Days
St. Peter Street	South Street and Eleventh Street	7:00 AM to 9:00 PM 7 Days per Week
Eleventh Street	Notre Dame Street and St. Peter Street	7:00 AM to 9:00 PM 7 Days per Week
Eleventh Street	Notre Dame Street and 100m north of Notre Dame Street	7:00 AM to 9:00 PM 7 Days per Week
Notre Dame Street	Eleventh Street and 200m east of Eleventh Street	7:00 AM to 9:00 PM 7 Days per Week
Notre Dame Street	Eleventh Street and 200m west of Eleventh Street	7:00 AM to 9:00 PM 7 Days per Week
Amy Croft Drive	Commercial Boulevard to County Road 21	7:00 AM to 9:00 PM 7 Days per Week
Desjardins Street	St. Simon Street and Lenore Street	7:00 AM to 9:00 PM 7 Days per Week
Lenore Street	St. Peter Street and Desjardins Street	7:00 AM to 9:00 PM 7 Days per Week
St. Simon Street	St. Peter Street and Desjardins Street	7:00 AM to 9:00 PM 7 Days per Week
Adelaide Street	Lenore Street and South Street	7:00 AM to 9:00 PM 7 Days per Week
I.C. Roy Drive	County Road 22 and Oakwood Avenue	7:00 AM to 9:00 PM 7 Days per Week
Oakwood Avenue	Renaud Line and Puce Road	7:00 AM to 9:00 PM 7 Days per Week
Oriole Park Drive	North Rear Road to County Road 46	7:00 AM to 9:00 PM 7 Days per Week
Rourke Line	County Road 22 to CPR Tracks	7:00 AM to 9:00 PM 7 Days per Week
Oakwood Avenue	Beechwood Avenue to Rourke Line	7:00 AM to 9:00 PM 7 Days per Week
Oakwood Avenue	Traditional Trail to Rourke Line	7:00 AM to 9:00 PM 7 Days per Week
Caille Avenue	Rourke Line to West River Street	7:00 AM to 9:00 PM 7 Days per Week
West River Street	Caille Avenue to Notre Dame Street	7:00 AM to 9:00 PM 7 Days per Week

The Corporation of the Town of Lakeshore

By-law 19-2020

Being a By-law to Confirm the Proceedings of the Council of The Corporation of the Town of Lakeshore.

Whereas, in accordance with the *Municipal Act 2001*, S.O. 2001, c. 25, municipalities are given powers and duties in accordance with this Act and many other Acts for purposes which include providing the services and other things that a municipality considers are necessary or desirable for the municipality;

And Whereas, in accordance with said Act, the powers of a Municipal Corporation shall be exercised by its Council;

And Whereas, municipal powers, including a municipality's capacity, rights, powers and privileges shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the Town of Lakeshore at this session be confirmed and adopted by By-law.

Now therefore the Council of The Corporation of the Town of Lakeshore enacts as follows:

1. The actions of the Council of The Corporation of the Town of Lakeshore in respect of all recommendations in reports of Committees, all motions and resolutions and all other action passed and taken by the Council of The Corporation of the Town of Lakeshore, documents and transactions entered into during the January 28th, 2020 session of Council be adopted and confirmed as if the same were expressly embodied in this By-law.
2. The Mayor or the Deputy Mayor together with the Clerk are authorized and directed to execute all documents necessary to the action taken by this Council as described in paragraph 1 of this By-law and to affix the Corporate Seal of The Corporation of the Town of Lakeshore to all documents referred to in said paragraph 1 above.

Read and passed in open session on February 11th, 2020.

**Mayor
Tom Bain**

**Kristen Newman
Director of Legislative and
Legal Services (Clerk)**

/cl