

The Corporation of the Town of Lakeshore

Regular Council Meeting Agenda

Tuesday, March 10, 2020, 6:00 PM

Council Chambers, 419 Notre Dame Street, Belle River

Pages

1. **Call to Order**

2. **Closed Session - 5:30 PM**

Recommendation:

Council move into closed session in Council Chambers at 5:30 PM in accordance with:

- a. Paragraph 239(2)(c) and (k) of the *Municipal Act, 2001* to discuss a proposed or pending acquisition or disposition of land by the municipality or local board, and a position, plan, or instruction to be applied to negotiations carried on behalf of the Town regarding plans to accommodate Town staff.
- b. Paragraph 239(2)(c) of the *Municipal Act, 2001* to discuss a proposed or pending acquisition or disposition of land by the municipality or local board relating to Sylvestre land lanes.

3. **Return to Open Session**

The Open Session will begin at 6:00 PM.

4. **Moment of Reflection**

5. **Disclosures of Pecuniary Interest**

6. **Recognitions**

7. Public Meetings under the Planning Act

- a. **ZBA-18-2019, 499 Talbot RD and 581 N. Talbot Road (Sylvestre)** 10

Recommendation:

Council approve Zoning By-law Amendment Application ZBA-18-2019 (By-law No. 020-2020), Town of Lakeshore By-law 2-2012, as amended), to rezone a portion of the farm parcel, indicated as the “Retained Farmland” on the Key Map, Appendix 1, located at 499 Talbot Road and 581 North Talbot Road, in the Town of Lakeshore, from “A, Agriculture” to a site-specific “A-1, Agriculture” zone which prohibits a single detached dwelling.

- b. **ZBA-2-2020: 85 and 87 East Pike Creek Road (Sylva)** 15

Recommendation:

Council approve Zoning By-law Amendment Application ZBA-2-2020 (By-law No. 021-2020), Town of Lakeshore By-law 2-2012, as amended), to rezone a portion of the subject property from an RW1- Residential Waterfront - Watercourse Zone, to an EP-1, Environmental Protection Zone, Exception 1, to recognize the floodway and to rezone a portion of the subject property to an RW1-18 , Residential Waterfront –Watercourse Zone Exception 18, to permit a minimum lot area of 1,160 m² for 85 East Pike Creek Road and 1,025 m² for 87 East Pike Creek Road, indicated on the Key Map, Appendix 1, in the Town of Lakeshore.

- c. **ZBA-1-2020, H&N Platinum Interiors LTD., 350 St. Charles St.** 19

Recommendation:

Council approve Zoning By-law Amendment Application ZBA-1-2020 (By-law 022 - 2020), to re-zone the current zone category from R1, Residential –Low Density Zone to an R2, Medium Density Zone, to permit a *Duplex Dwelling*, for a parcel of land, indicated as the “Subject Land” on the Key Map, Figure 1 (Appendix 1) located at 350 St. Charles Street, in the Community of Belle River, Town of Lakeshore and adopt the implementing by- law.

- d. **37-T-19002, Lakeside Estates Phase 2, Amico Properties Incorporated** 30

Recommendation:

1. Council adopt the proposed draft conditions for draft plan of subdivision application S-A-01-2019 (County File 37-T-19002) attached as Appendix “1”; and
2. The proposed draft conditions be submitted to the approval authority, the County of Essex.

8.	Public Presentations	
a.	OPP Lakeshore Detachment - Strategic Overview of Policing in the Town of Lakeshore	
b.	BFL and DPM Insurance Group - 2020 Insurance Renewal	
a.	2020 Insurance Program Renewal	46
	Recommendation: Direct Administration to purchase additional insurance coverage and execute any related agreements, as further described in the report of the Director of Legislative & Legal Services presented at the March 10, 2020 Council meeting.	
9.	Delegations	
10.	Completion of Unfinished Business	
11.	Consent Agenda	
a.	February 11, 2020 Council Meeting Minutes	61
b.	Ministry of Municipal Affairs and Housing - Provincial Policy Statement, 2020	70
c.	Minister of Infrastructure and Communities - Response regarding Gas Tax Fund	72
d.	Town of Tecumseh - Climate Change Emergency Declaration	74
e.	County of Haliburton - Tourism Oriented Destination Signage Fee Increases	91
f.	County of Prince Edward - Review of Regulations on Consumer Packaging on Single Use Wipes	92
g.	Municipality of Southwest Middlesex - Bill 156, Security from Trespass and Protecting Food Safety Act, 2019	94
h.	Notice of Receipt of Petition - Tellier Road	96
i.	BIA Board of Management Meeting Minutes for December 2, 2019	99

- j. **BIA Board of Management Meeting Minutes for February 3, 2020** 101

Recommendation:

Approve minutes of the previous meeting(s) and receive correspondence as listed on the Consent Agenda.

12. Reports for Information

- a. **Drainage Board Meeting Draft Minutes for February 3rd, 2020** 103
- b. **Dog Pound Committee Meeting January 22, 2020 – Draft Minutes** 111
- c. **Changes to Special Occasion Permits and the Public Consumption of Alcohol** 116
- d. **Sun Protection at the Atlas Tube Centre Splash Pad** 120
- e. **Staff Accommodation at Rourke Line Facility** 133

Recommendation:

Receive the Report(s) for Information as listed on the agenda.

13. Reports for Direction

- a. **2019 Drinking Water Annual Reports** 139

Recommendation:

Council adopt the attached 2019 Annual Reports as prepared in accordance with the *Safe Drinking Water Act*, O.Reg 170/03 for the following water service areas:

1. Lakeshore Water Treatment Plant (WSA) (260091507)
2. Stoney Point Water Treatment Plant (WSA) (220003396)
3. Union Water Service Area (220004995)
4. Tecumseh Water Service Area (060004982)

And further, that the Annual Reports be made available for public viewing through the Town of Lakeshore website.

- b. **2019 Drinking Water Annual Summaries** 160
- Recommendation:**
Council adopt the attached 2019 Annual Summary Reports as prepared in accordance with the *Safe Drinking Water Act*, O.Reg 170/03 for the following water service areas:
1. Lakeshore Water Treatment Plant (WSA) (260091507)
 2. Stoney Point Water Treatment Plant (WSA) (220003396)
 3. Union Water Service Area (220004995)
 4. Tecumseh Water Service Area (060004982)
- And further, that the Annual Reports be made available for public viewing through the Town of Lakeshore website.
- c. **Request for Designation of Municipally Significant Event – Lighthouse Cove & District Lions Club – June 20, 2020** 188
- Recommendation:**
Designate the Lighthouse Cove & District Lions Club fundraising event, scheduled for Saturday, June 20th 2020, as “municipally significant”.
- d. **Request for Reduction in Facility Use Fees, Libro Community Centre** 192
- Recommendation:**
The Town charge Mr. Wayne Currie the applicable rate for use of the Libro Centre in accordance with the Town’s User Fee By-law, and as further described in the report of the Director of Community and Development Services presented at the March 10, 2020 Council.
- e. **Maidstone Museum – Development Charges, Time of Payment** 228
- Recommendation:**
The Corporation of the Town of Lakeshore enter into an agreement with the Maidstone Museum for deferral of the payment of development charges over 2 years, as further described in the report of the Manager of Building Services presented at the March 10, 2020 Council meeting.

- f. **Tender Award – One Ton Truck with Mounted Auto Crane** 231
- Recommendation:**
1. Council award the tender for the purchase of a New 2020 F450 4 X 2 Super cab One Ton with mounted Auto Crane from Ken Knapp Ford in the amount of \$105,319 plus applicable HST.
 2. The shortfall of \$2,175 be funded from the fleet vehicle and equipment reserve account at year end should there be an overall deficit at year end.
- g. **Tender Award for a New 2020 Backhoe Loader** 233
- Recommendation:**
1. Council award the tender for the purchase of a new 2020 Backhoe Loader from Fulline Farm & Garden Equipment Ltd in the total amount of \$150,400 plus applicable taxes.
 2. The shortfall of \$13,050 be funded from the fleet vehicle and equipment reserve account at year end should there be an overall deficit at year end.
- h. **Town Hall Office Space Mitigation Measures** 236
- Recommendation:**
1. The Director of Engineering & Infrastructure Services commence the plan to relocate Council Operations to the Libro Community Centre, so additional office space at Town Hall can be renovated to accommodate staff at an estimated cost of \$200,000;
 2. Establish the Rourke Line Operational Centre as the interim Emergency Operating Centre upon project completion and addition of standby power; and
 3. Council approve the additional \$157,000 amount to be funded from the Facilities lifecycle reserve account to implement the Town Hall renovations, as described in the report of the Director of Engineering & Infrastructure Services presented at the March 10, 2020 Council meeting.
- i. **Policy for Traffic Calming Measures** 240
- Recommendation:**
- Council adopt the Traffic Calming Measures Petition Policy.

j. Earth Walk Trail

248

Recommendation:

1. Direct Administration to proceed with the park node design and construction for the Earth Walk Trail improvement program;
2. Direct Administration to apply for the County Wide Active Transportation System (CWATS) Municipal Partnership Program (2020 intake) for the design and construction of an Earth Walk Trail feature; and
3. Direct Administration to pursue any possible grant opportunities related hereto.

k. Revised 2020 Tax Ratios - Schedule "C" to By-Law 133-2019

257

Recommendation:

Adopt amending By-law 23-2020, an amendment to By-law 133-2019 being a By-law to Adopt the Budget Estimates, Tax for Penalty And Interest in Payment for the Year 2020, to reflect the changes to the 2020 tax ratios as described in the report of the Director of Finance presented at the March 10, 2020 Council meeting.

l. AMCTO Burden Reduction Submission to the Province of Ontario

259

Recommendation:

The Council of The Corporation of the Town of Lakeshore supports the AMCTO's submission to the Ministry of Small Business and Red Tape Reduction identifying areas that pose a significant burden to local governments, as described in the report of the Manager of Legislative Services entitled "AMCTO Burden Reduction Submission to the Province of Ontario", presented at the March 10, 2020 Council meeting; and

Directs the Clerk to send this resolution and report to the Ministry of Small Business and Red Tape Reduction.

14. Announcements by Mayor

15. Reports from County Council Representatives

16. Report from Closed Session

17. Notices of Motion

- a. **Notice of Motion submitted by Councillor Walstedt - Sandbags for Area Flooding** 275

Recommendation:

Whereas record high Great Lakes' water levels have already exceeded the record high levels of 2019 and are expected to rise even further; and

Whereas the municipality wishes to provide assistance to home and business owners who will most certainly experience flooding from these increased lake levels in 2020; and

Whereas the Town of Tecumseh has a portable multi-sandbag filling machine that initial discussions with the Town indicate Lakeshore may be able to share in its use;

Therefore be it resolved that Lakeshore contact the Town of Tecumseh as soon as possible to negotiate such use which would enable Lakeshore to have a large supply of filled sandbags available for residents should flooding of properties take place this year.

18. Question Period

19. Non-Agenda Business

20. Consideration of By-laws

- a. **By-law 16-2020, Being a By-law to Establish User Fees for Certain Services Provided by the Corporation of the Town of Lakeshore (amended by Council February 11, 2020)** 276
- b. **By-law 18-2020, Being a By-law for the Government Drain #2 (Enbridge Bridge)** 298
- c. **By-law 20-2020, Being a By-law to amend By-law No. 2-2012, Zoning By-law for the Town of Lakeshore (ZBA-18-2019)** 299
- d. **By-law 21-2020, Being a By-law to amend By-law No. 2-2012, Zoning By-law for the Town of Lakeshore (ZBA-2-2020)** 303
- e. **By-law 22-2020, Being a By-law to amend By-law No. 2-2012, Zoning By-law for the Town of Lakeshore (ZBA-1-2020)** 306
- f. **By-law 23-2020, Being a By-law to Amend By-law 133-2019, a By-law to Adopt the Budget Estimates, Tax Rates and Further to Provide for Penalty and Interest in Default of Any Payment for the Year 2020** 308

- g. **By-law 26-2020, Being a By-law to Confirm Proceedings of Council for February 11, 2020.**

311

Recommendation:

By-law 18-2020 be read a first and second time and provisionally adopted; and

By-laws 16-2020, 20-2020, 21-2020, 22-2020, 23-2020 and 26-2020 be read and passed in open session on March 10, 2020.

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: February 19, 2020

Subject: ZBA-18-2019, 499 Talbot RD and 581 N. Talbot RD, (Sylvestre)

Recommendation

Council approve Zoning By-law Amendment Application ZBA-18-2019 (By-law No. 020-2020), Town of Lakeshore By-law 2-2012, as amended), to rezone a portion of the farm parcel, indicated as the “Retained Farmland” on the Key Map, Appendix 1, located at 499 Talbot Road and 581 North Talbot Road, 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 land is a 39.6 hectare (97.7 acre) parcel of farmland located east of Wilson Side Road, west of Hopgood Side Road, and is located on the north side of County Road 34, in the former Township of Maidstone, known municipally as, 499 Talbot Road and 581 North Talbot Road (See Appendix 1).

The subject property is designated ‘Agricultural’ in the Town of Lakeshore Official Plan and is split zoned Agriculture (A) and Rural Commercial / Employment (CR) zone (note: the CR zone is located on the surplus or severed lot only and not on the retained farmland) in the Lakeshore Zoning By-law, 2-2012, as amended. The subject property is not part of any hazard lands, significant valley lands, woodlands or wetlands. It is located within the ERCA Limit of Regulated Area.

Recently, provisional consent (File: B/25/2019) 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

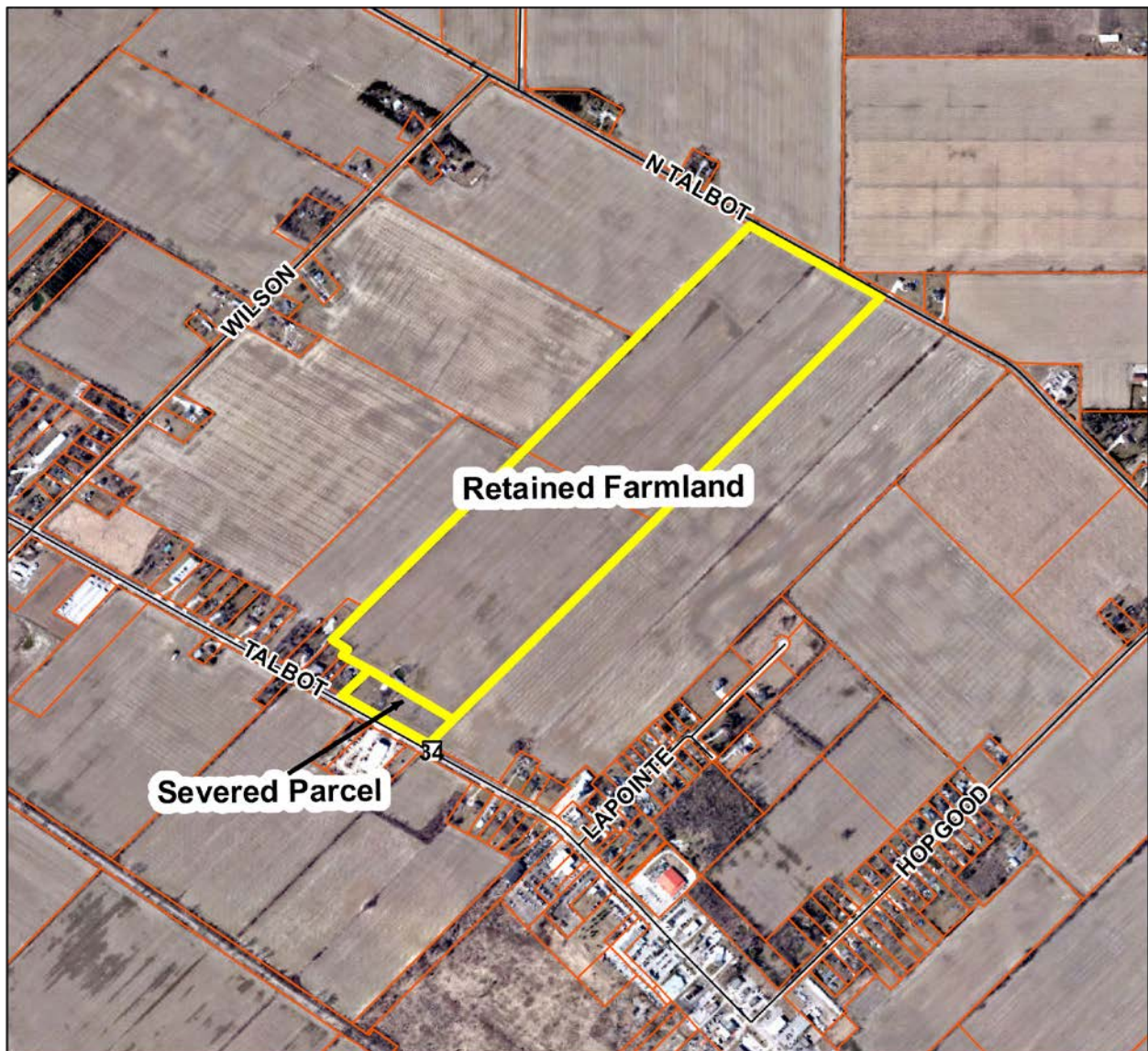
Document Title:	ZBA-18-2019 Sylvestre.docx
Attachments:	- Appendix 1 Key Map - Sylvestre.pdf
Final Approval Date:	Feb 28, 2020

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

Tammie Ryall

Truper McBride

Appendix 1 Key Map



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: February 19, 2020

Subject: ZBA-2-2020: 85 and 87 East Pike Creek RD (Sylva)

Recommendation

Council approve Zoning By-law Amendment Application ZBA-2-2020 (By-law No. 021-2020), Town of Lakeshore By-law 2-2012, as amended), to rezone a portion of the subject property from an RW1- Residential Waterfront - Watercourse Zone, to an EP-1, Environmental Protection Zone, Exception 1, to recognize the floodway and to rezone a portion of the subject property to an RW1-18 , Residential Waterfront –Watercourse Zone Exception 18, to permit a minimum lot area of 1,160 m² for 85 East Pike Creek Road and 1,025 m² for 87 East Pike Creek Road, indicated on the Key Map, Appendix 1, in the Town of Lakeshore.

Background

The subject property is located on the west side of East Pike Creek Road, south of County Road 2 (Old Tecumseh Road), in the Community of Maidstone (See Appendix 1).

The site is designated 'Residential' and 'Limit of Regulated Area' in the Town's Official Plan and is zoned (RW1, Residential Waterfront - Watercourse), which permits a single detached dwelling and accessory uses.

Recently, a provisional consent (File: B/14/2019) was granted to sever the property into two residential lots. In order to meet conditions of the provisional consent, the applicants have submitted an application to rezone the "floodway" to an EP-1, Environmental Protection Zone, Exception 1 zone, as directed by the Essex Region Conservation Authority and to recognize a minimum lot area of 1,160 m² for 85 East Pike Creek Road and 1,025 m² for 87 East Pike Creek Road.

Comments

Provincial Policy Statement

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

Both the 2014 Provincial Policy Statement and the County and Town's Official Plan permit residential lot severances of this nature in Settlement Areas, provided the proposed residential lots comply with the Town's Zoning By-law 2-2012, as amended. A Minor Variance Application (File: A/16/2019) permitted a minimum lot frontage of 10 metres, whereby 23 metres was required. A variance was also approved for a minimum lot area of 1,250 m², whereby 1,400 m² was required. When the official survey was completed by the Applicant, it was confirmed by the surveyor and staff, that additional relief was required to permit a minimum lot area of 1,160 m² for 85 East Pike Creek Road and 1,025 m² for 87 East Pike Creek Road.

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

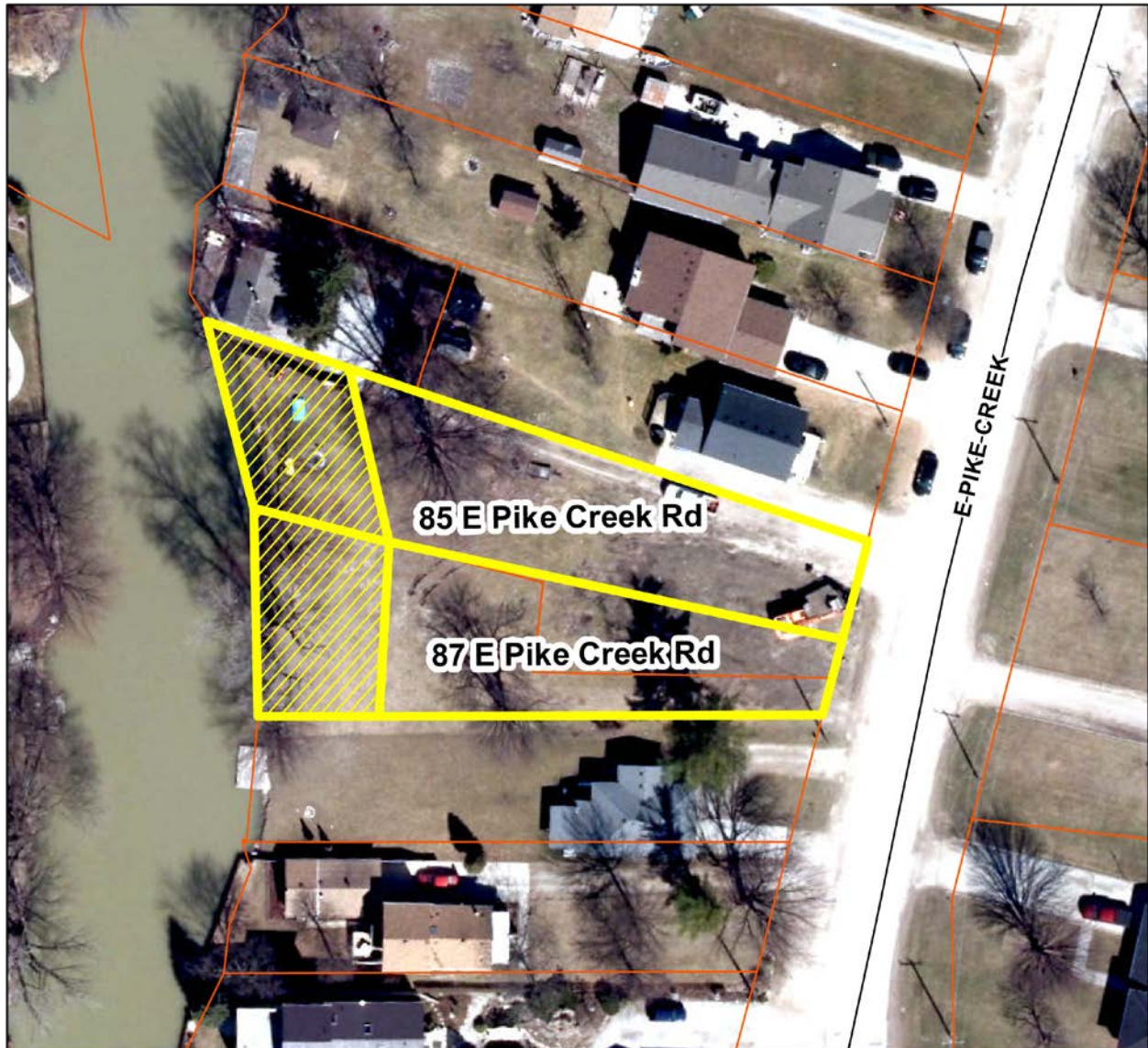
Document Title:	ZBA-2-2020 Sylva.docx
Attachments:	- Key Map Appendix 1 - Sylva.pdf
Final Approval Date:	Feb 26, 2020

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

Tammie Ryall

Truper McBride

Appendix 1 – Key Map



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: February 20, 2020

Subject: ZBA-1-2020, H&N Platinum Interiors LTD., 350 St. Charles St.

Recommendation

Council approve Zoning By-law Amendment Application ZBA-1-2020 (By-law 022 - 2020), to re-zone the current zone category from R1, Residential –Low Density Zone to an R2, Medium Density Zone, to permit a *Duplex Dwelling*, for a parcel of land, indicated as the “Subject Land” on the Key Map, Figure 1 (Appendix 1) located at 350 St. Charles Street, in the Community of Belle River, Town of Lakeshore and adopt the implementing by-law.

Background

The subject property is a 696.75 m² residential lot, located on the south side of St. Charles Street, west of Eleventh Street, in the Community of Belle River (See Appendix 1).

The applicant is proposing to renovate the existing single detached dwelling to a duplex dwelling (a dwelling with 2 units divided by a horizontal common wall with separate entrances). No changes to the building’s footprint are proposed.

Subject Parcel	Lot Area – 696.75 m ² Existing Use – single detached dwelling Proposed Use –Duplex Dwelling (max. 2 dwelling units) Access – existing – St. Charles St. Servicing – full municipal servicing available
Surrounding Uses	North – residential land uses East – residential land uses West – residential land uses South – residential land uses

Official Plan	Residential
Existing Zoning	R1, Residential – Low Density

Comments

Provincial Policy Statement (PPS), County Official Plan and Lakeshore Official Plan

There are no issues of Provincial, County or municipal significance raised by this application.

Section 1.1.3.2 of the 2014 PPS notes that land use patterns within Settlement Areas shall be based on:

- b. a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

Section 1.1.3.3 of the PPS notes that Planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

The subject lands are designated ‘Settlement Area’ in the County Official Plan and ‘Residential’ in the Lakeshore Official Plan, which permits residential uses of this type (i.e. Duplex).

Zoning By-law

The subject lands are currently zoned “R1, Residential-Low Density Zone” which permits the existing single detached dwelling.

An amendment to Lakeshore’s Zoning By-law 2-2012 is required in order to permit a duplex dwelling (a dwelling with 2 units divided by a horizontal common wall with separate entrances).

Site Plan

The site plan drawing attached as Appendix 2 prepared by the applicant details the proposed *Duplex Dwelling* (i.e. maximum of 2 dwelling units).

Issues

The main issues associated with this development application, concerns traffic, parking, suitability of the property for a *Duplex Dwelling*, compatibility to surrounding residential uses, site design, property values and snow removal.

Traffic and Parking

With respect to the amount of traffic the proposed use will generate, a traffic study was not deemed necessary given the number of dwelling units (2) and its nominal impact to the Town's Road system. Adequate parking is being provided in accordance with the Town's Zoning By-law requirements (i.e. 1.5 parking spaces per dwelling unit (2) = 3 parking spaces). Additional parking is permitted on the nearby local streets on one side of the street if signed or on both sides of the street if not signed.

Suitability of the Property, Compatibility with Surrounding Uses and Official Plan Conformity

The subject property is large enough to accommodate the 2 unit development and contributes towards the supply / affordability, of alternative forms of housing in Lakeshore. The development is of a size that it will fit into the community without disrupting the existing residential character of the neighbourhood. By examining the site plan provided, it is evident that the site is large enough to accommodate the parking required and still provide adequate room for amenity space. In terms of its location, the subject site has direct access to a local road, in addition to being close to the downtown area of the Community of Belle River, making it very accessible to a wide range of potential residents. The subject site is able to retain its urban residential setting. The provision of this form of housing on the subject lands would contribute towards increasing the supply of housing options in Lakeshore and makes use of existing municipal infrastructure. Overall, these types of applications encourage intensification and infilling in the existing urban area and provides a use that is needed in an established residential area in the Community of Belle River.

Site Design

The proposal appears to be safe, functional and similar conversions are constructed throughout the municipality.

Property Values

Frequently, when intensification proposals are reviewed, residents perceive that their property values may be negatively impacted.

Devaluation of properties is a perceived effect that is difficult to assess. Property values are influenced by many factors and are primarily determined by the condition of the property for sale and other broader, more complex forces, such as, overall area development and neighbourhood prosperity. The location of the residential development

has no significant impact on these other conditions which determine property values. The assumption is that property values will decline with the location of the development is typically based on an idea that this one development would affect the whole neighbourhood. The building is being designed to fit in with the residential character of the area and is simply a conversion of an existing single detached dwelling to a duplex dwelling.

Snow Removal

During snow events, priority is given to higher travelled roads. This means local residential roads are plowed after the main roads are clear. The landowner will be responsible for snow removal from the parking area. As with any other residential driveways on the street, snow is typically piled on the sides of the driveway.

Conclusion

Staff recommend approval of the zoning by-law amendment application as it is consistent with the 2014 PPS, County of Essex Official Plan and the Town of Lakeshore Official Plan.

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

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.

Others Consulted

Internal departments and external agencies in accordance with *Planning Act* regulations.

Financial Impacts

There are no adverse financial budget impacts resulting from the recommendation.

**Attachment(s): Appendix "1" Key Plan
 Appendix "2" Site Plan & Elevations**

Report Approval Details

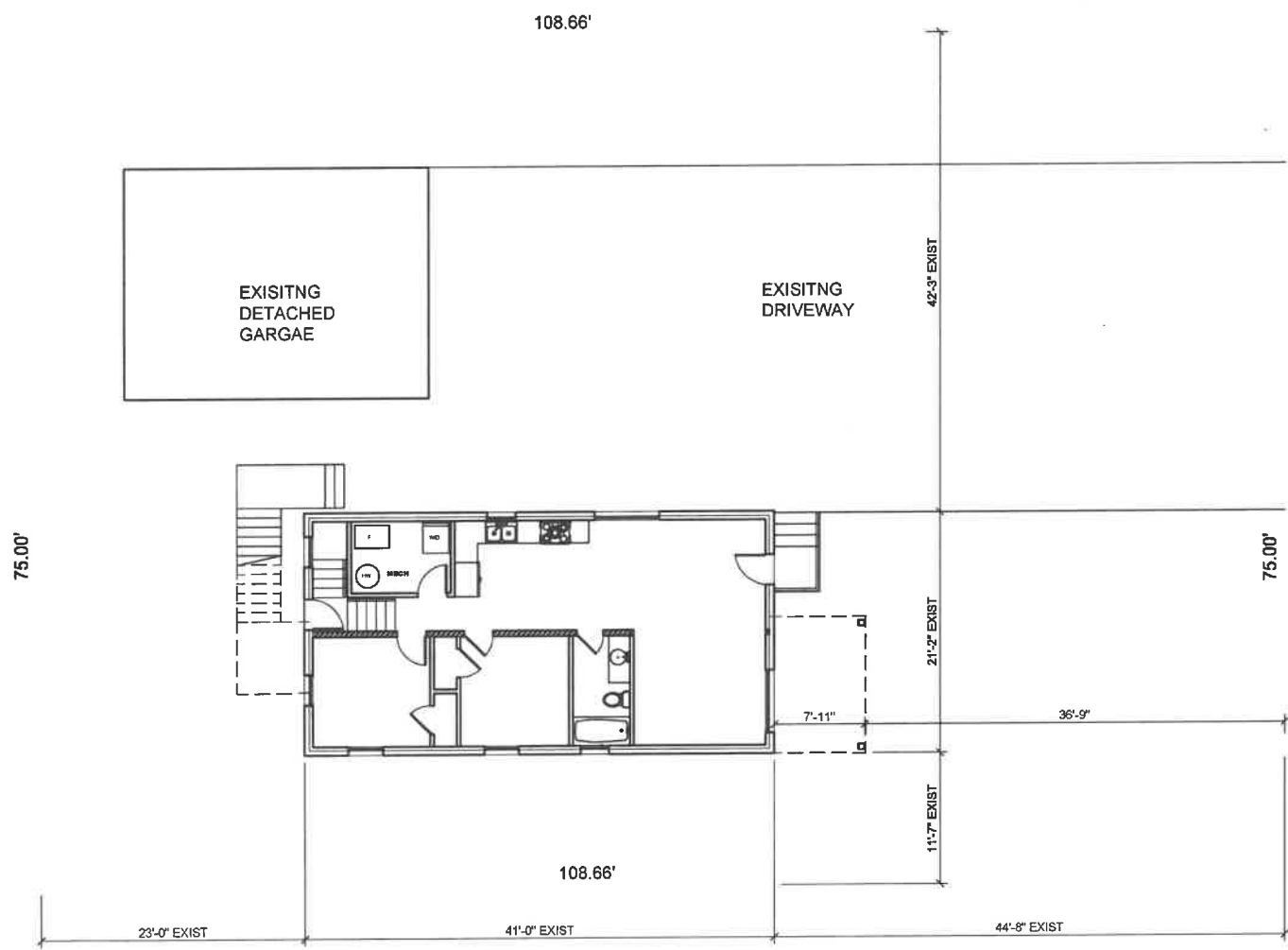
Document Title:	ZBA-1-2020 H N Platinum Interiors.docx
Attachments:	- Appendix 1- 350 St Charles St.pdf - Appendix 2 Site Plan Elevations.pdf
Final Approval Date:	Feb 28, 2020

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

Tammie Ryall

Truper McBride





PROPOSED SITE PLAN

SCALE: 1" = 10'-0"

CONCEPT
STUDIO DESIGNS

184 POINTE VERT DR
AMHERSTBURG, ONTARIO
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CONCEPT STUDIO DESIGNS

XX
PROPOSED DUPLEX DWELING
350 ST. CHARLES ST BELLE RIVER, ON

AS NOTED

SP1



FRONT ELEVATION

SCALE: $\frac{1}{4}" = 1'-0"$



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DATE: 01/11/2011

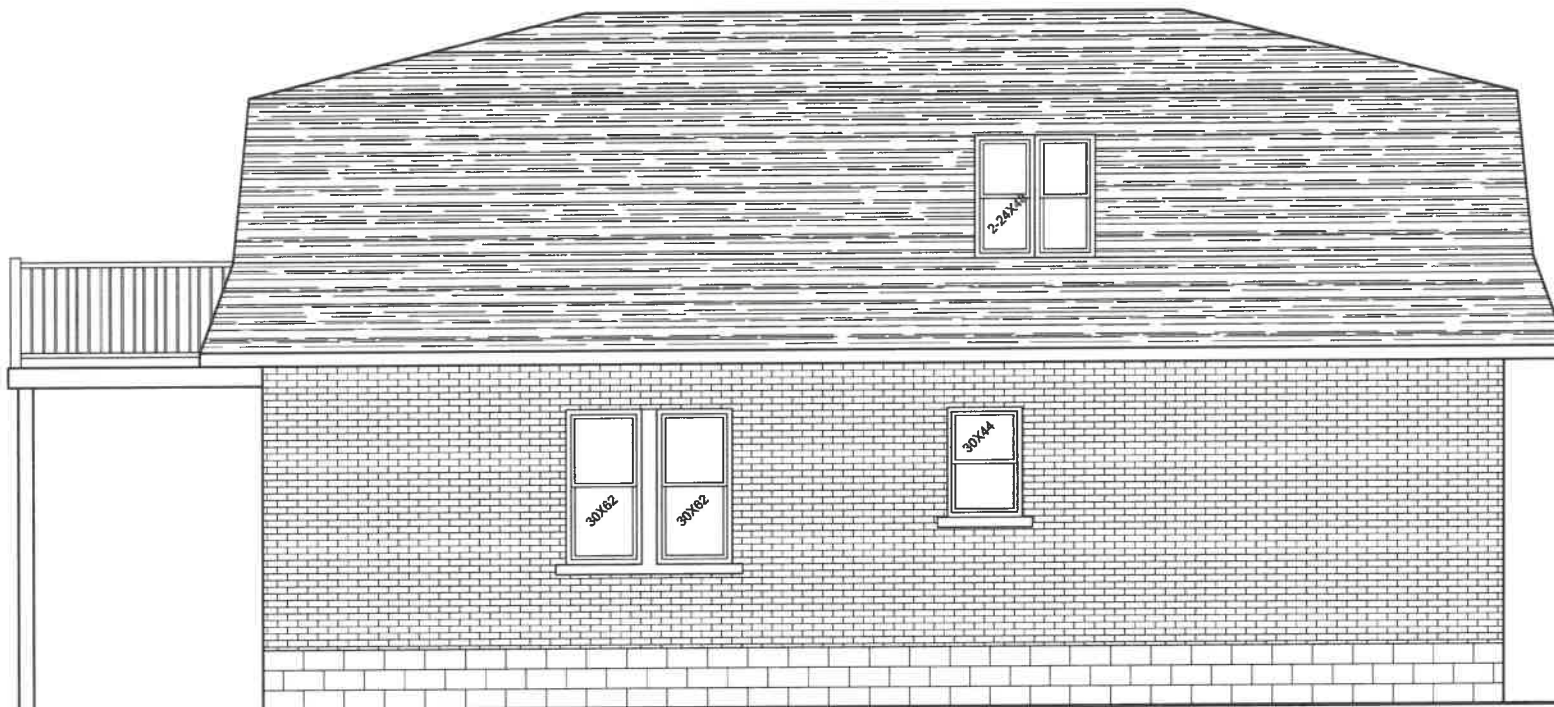
XX

PROPOSED DUPLEX DWELING

550 ST. CHARLES ST. BELLE RIVER, ON

AS NOTED

A4



RIGHT SIDE ELEVATION

SCALE: $\frac{1}{4}" = 1'-0"$



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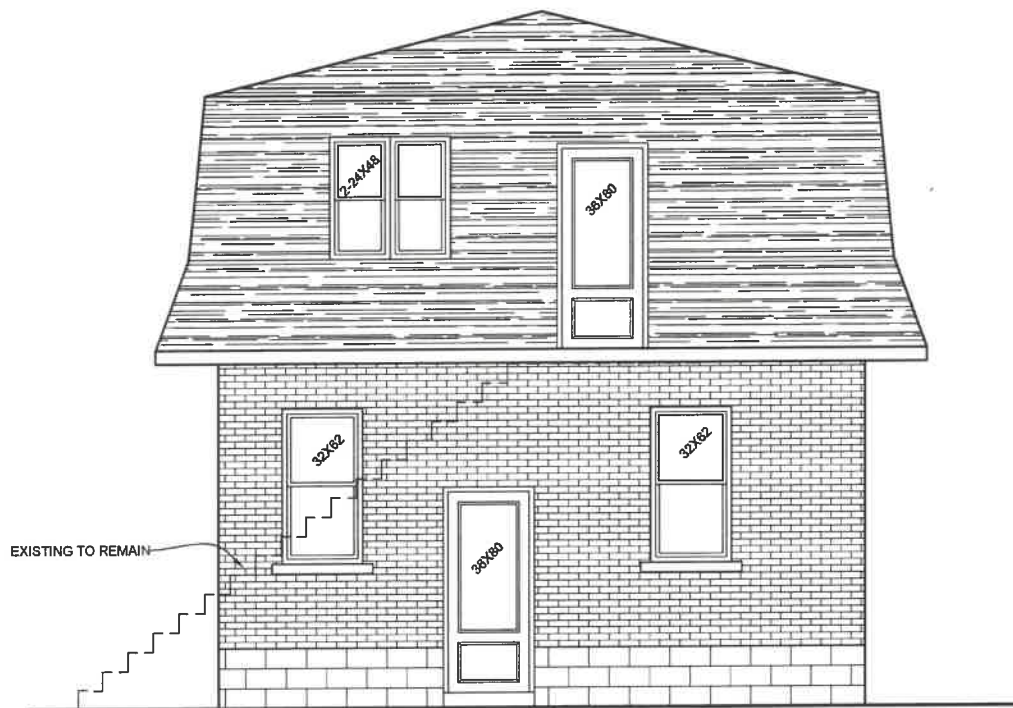
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CONCEPT STUDIO DESIGNS

XX
PROPOSED DUPLEX DWELING
350 ST. CHARLES ST BELLE RIVER, ON

AS NOTED

A5



REAR ELEVATION

SCALE: $\frac{1}{4}" = 1'-0"$

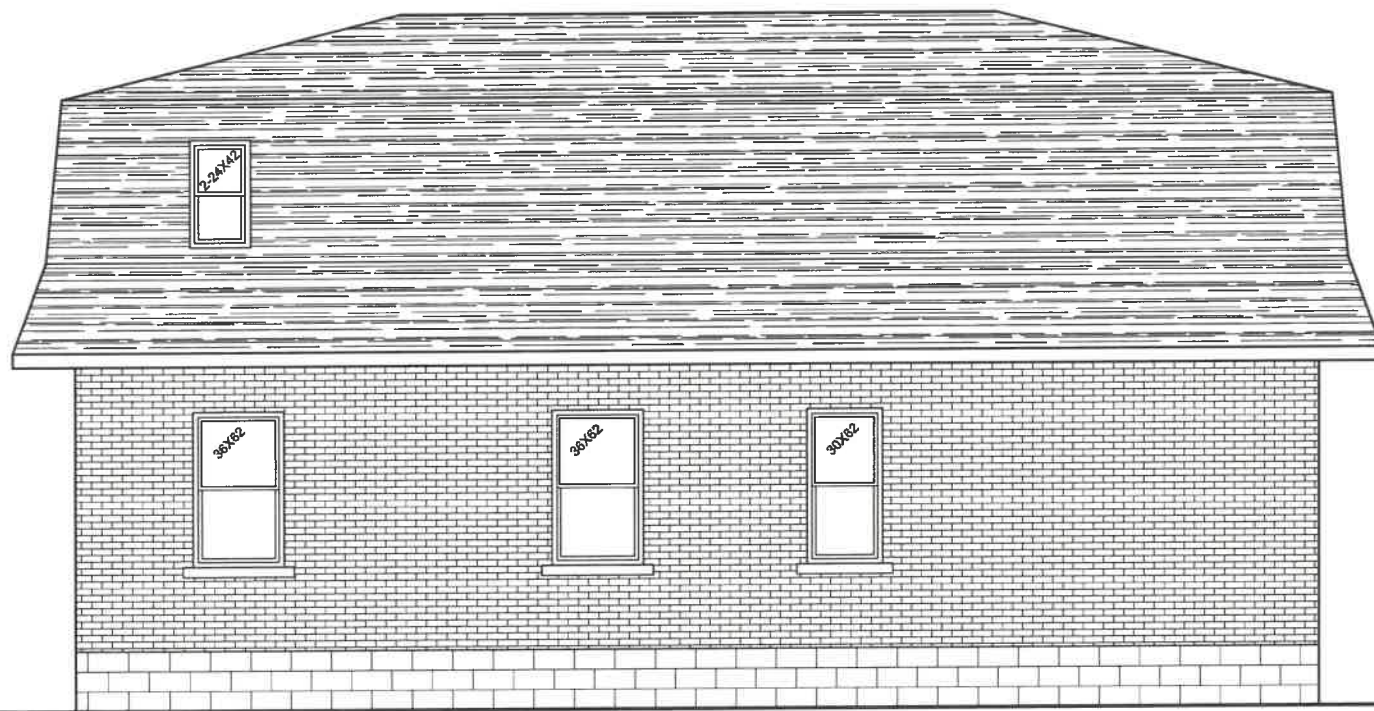


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PROPOSED DUPLEX DWELING
350 ST. CHARLES ST BELLE RIVER, ON

AS NOTED

A6



LEFT SIDE ELEVATION

SCALE: $\frac{1}{4}" = 1'-0"$



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XX
PROPOSED DUPLEX DWELING
350 ST. CHARLES ST BELLE RIVER, ON

As Noted

A7

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: February 20, 2020

Subject: 37-T-19002, Lakeside Estates Phase 2, Amico Properties Incorporated

Recommendation

1. Council adopt the proposed draft conditions for draft plan of subdivision application S-A-01-2019 (County File 37-T-19002) attached as Appendix "1"; and
2. The proposed draft conditions be submitted to the approval authority, the County of Essex.

Background

The site is located at the south-east quadrant of County Road 2 (Old Tecumseh Road) and Wallace Line Road. The lands are currently vacant and used for agricultural purposes (See Appendix 2). The following is background information concerning the application:

Portion of Subject Property to be Developed	Overall Area: 9.256 hectares Existing Use: Vacant Land Proposed Use: Residential Subdivision Access: Wallace Line and County Road 2 (Old Tecumseh Road) Services: Full Municipal Services
Official Plan	Residential Land Use, Flood Plain, Limit of Regulated Area - ERCA
Zoning By-law	R1 Zone – Residential Low Density

Adjacent Land Uses

North	Old Tecumseh Road, Residential Uses and Lake St. Clair
South	VIA Rail ROW, County Road 22, Urban Reserve Lands
East	Residential Uses
West	Wallace Line, Residential Uses

Proposed Development Details

Area of Draft Plan (ha)	9.256 hectares
Number of Proposed Single Detached Dwelling Lots	75 Lots
Proposed Local Road ROW Width	20 metre ROW 66 feet
Blocks for Site Triangles and ROW Conveyance Block 76 & 77 & 78 & 79	VIA Rail (Conveyed to Lakeshore), County of Essex Road (# 2) Site Triangles and ROW Conveyance
Density (dwellings / ha)	8.1 lots per hectare
Minimum lot frontages of Single Detached Dwellings Required by R1 Zone	Min. 15 m
Minimum Lot Area Required by R1 Zone	500 m ²

Comments

Provincial Policy Statement (PPS)

The application is consistent with the PPS.

County Official Plan

The application conforms with the County Official Plan. The subject land is designated 'Settlement Area' and permits residential subdivisions of this nature.

Lakeshore Official Plan

The subject property is designated 'Residential' in the Lakeshore Official Plan. Therefore the proposal conforms with the basic land use policies of the local official plan. However, Section 3.2(a) states *"the Town will discourage any new applications for draft plan of subdivision"*. With the recent approval of the new County Official Plan, this policy is now outdated and will be amended in the Town's Five Year Review of its Official Plan.

Zoning By-law

The subject lands are zoned R1- Residential Low Density. This zone permits single detached dwellings and lot sizes proposed in the subdivision. A certificate to that effect has been received from the Ontario Land Surveyor retained by the developer.

Plan of Subdivision

The draft plan of subdivision is attached as Appendix 3. The residential development consists of 75 single detached dwelling lots divided into 2 phases for stormwater management purposes (Appendix 4). Lots are accessed internally from the proposed local road network and County Road 2 (Old Tecumseh Road). The owner is providing a continuation of the size and style of single detached dwellings found in the adjacent subdivision to the west. It will conform to the latest version of the updated Development Manual and detailed design matters will be reviewed during the further processing of the application to ensure compliance with Town development standards and other policies.

Draft Plan Considerations

Local Roads

The proposed development will include a local road network with a typical right-of-way width of twenty (20) metres or 66 feet. Access to the site is to be accommodated by the provision of a new intersection at Wallace Line Road and County Road 2 (Old Tecumseh Road) into the proposed subdivision. There are some lots along Old Tecumseh Road, that are proposed to have direct driveway access to that road. Access to the County Road will require approval from the County of Essex. Site triangles are proposed at the intersection of Old Tecumseh Road and the new local roadway and at the VIA right-of-way. The Town's Zoning By-law 2-2012, as amended, requires site triangles on all corner lots fronting local roads, however these triangles are not dedicated to the town to maintain. It will be the responsibility of the individual homeowners to maintain those lands in accordance with the Town's Zoning By-law regulations for site triangles on local roads.

Wallace Line Road Improvement

Wallace Line Road has been identified in the Development Charges (DC) Background Study as a future road upgrade project. The reconstruction of Wallace Line Road was tentatively identified in the DC Schedule for the year 2025. It is proposed that the timing of the reconstruction will be accelerated to reflect the local development growth as well as the existing road condition and right-of-way limitations. The timing of the road reconstruction will be subject to future Council approval and budgetary considerations. A road widening conveyance along the Wallace Line road frontage abutting the subject lands was required as part of Phase 1 of Lakeside Estates.

Traffic / Signalization

A *Traffic Impact Assessment* was prepared by Stantec Consulting Ltd. dated June 18, 2019. No capacity improvement measures or additional traffic control devices were warranted. The County Road 22 Class Environmental Assessment (EA) did identify the potential for significant development in the Wallace Woods area south of County Road 22 and suggests future signalization at County Road 22 and Wallace Line when development occurs south of County Road 22 (Wallace Woods Area). The County of Essex is requesting conveyance of site triangles at the intersection of the proposed local road and County Road 2 (Old Tecumseh Road) and a partial right-of-way conveyance

along the southern frontage of the subdivision (lots 1 and 2) to provide a consistent limit along the subdivision in relation to the road right-of-way.

Access and Parking

Access for all proposed lots, with the exception of the lots fronting Old Tecumseh Road, will be from the proposed local road network. For the 75 lots with minimum frontages of 15 metres or greater, it is anticipated that the dwellings will have two-car attached garages, with parking available for a minimum of two additional vehicles in the driveway. On street parking will be available on one side of the street only, typically on the side of the street that does not have a sidewalk. No parking signs on the other side of the street will be posted in accordance with Town standards.

VIA Rail Corridor

A VIA Rail corridor abuts the proposed development along the southern limit of the property. A *Environmental Noise and Railway Vibration Opinion Letter* dated June 12, 2018 was submitted to VIA for their review. VIA is satisfied with the study. As with Phase 1 to the west of this development, VIA identified a preference to not have the site triangle at the intersection of Wallace Line and the rail right-of-way be transferred into their ownership. Administration will therefore be recommending it be conveyed to the Town, as part of the land to be maintained along the Wallace Line road right-of-way. A safety berm, acoustical fence (3 m acoustic fence atop a 2.5 m high berm) is recommended for lots 41 to 54 and a 30 metre (98.43 feet) railway setback. A standard warning clause is registered on title for all lots within 300 metres with requirements to mitigate noise. This would likely encompass all the lots within the development and not the abutting homes. The clause is inserted in all offers to purchase, agreements of sale and purchase or lease and in the title deed or lease of each dwelling warning of noise and vibration, potential alterations or expansions of the rail facilities on the rail right-of-way and the requirement for attenuating measures in the design of the development and individual dwellings (mandatory air conditioners, brick veneer exterior wall construction etc.).

Pedestrian Facilities

As per the Town's Development Manual, sidewalks will be required on one side of the right-of-way on all local roads (excluding cul-de-sacs) internal to the proposed subdivision. In addition, pedestrian facilities along the Wallace Line Road frontage, abutting the subject land, will be considered by the Town, at the time of the reconstruction of the road. Pedestrian improvements to the existing pathway along Old Tecumseh Road are currently being considered by the Town and the County of Essex through the *County Wide Active Transportation System (CWATS)* process.

Parkland

Under Section 51 of the *Planning Act* the municipality may acquire up to 5% of the lands being developed through the Plan of Subdivision process for park purposes or collect the cash value of 5% of the property in lieu of parkland dedication. In the case of development or redevelopment where land has not been conveyed or has not been required pursuant

to sections 51.1 or 53 of the Planning Act, Lakeshore shall require the conveyance of land as a condition of development or redevelopment prior to building permit issuance in accordance with Section 42 of the Planning Act.

For residential development, the amount of parkland required depends on where in the Town the development is proposed. In this case, a small parkette has been provided in Phase 1 of Lakeside Estates and will be connected by the emerging CWATS Trail System and existing pathways on County Road 2 (Old Tecumseh Road) to the subject lands (Phase 2 of Lakeside Estates). A large community park to service this population area, is also located further west (Leffler Peace Park), along with a small parkette / public open space area, located at the end of the Wallace Line road allowance (Wallace Line Lakefront Parkette).

In this case, Administration is recommending to Council, that parkland be provided as cash-in-lieu of land, which the Town then uses to purchase lands for new parks and improve existing parks within the municipality, in accordance with the direction and priorities outlined in the recent Parks Master Plan. The Parks Master Plan speaks to higher priority or larger parkland acquisitions. Section 4.3.3.3 f) iii Parkland Dedication of the Official Plan, notes that the Town will consider cash-in-lieu of parkland dedication when the area is well served with park and open space lands and no additional parks and open spaces are required. A larger parkland dedication in this subdivision would render the remainder of the site unsuitable or impractical for development. Section 4.3.3 f) Recreation, of the Town's Official Plan promotes and encourages walking, cycling and trail linkages and the integration of parks and open spaces. The recent Parks Master Plan also supports the establishment of a network of greenways and connections to existing parks and open space areas to encourage recreation and exercise.

Fencing

The owner will also be required to provide all corner and exterior lot fencing, in accordance with the Development Manual and to the satisfaction of the Town. The location of all required fencing shall be shown on a plan submitted by the owner / developer to the Town's satisfaction. Fencing maintenance and repair shall be the responsibility of the individual property owner purchasing a lot, unless otherwise stated in the implementing subdivision agreement.

Site Servicing

Administrative comments confirm both that municipal water supply and sanitary sewer services are available to service the subject lands. Sanitary servicing for the site will be through the existing municipal sanitary sewer system. Water servicing for the site will be through the existing municipal watermain system. Administration has completed a cursory review of the site servicing and are in agreement with the proposal. Detailed review will be undertaken through the submission of more detailed engineering drawings, following approval of the draft plan. A Servicing Design Brief (June 2019) was prepared by Amico Engineering Inc. in support of the proposed development. Electrical distribution, telecommunications and natural gas are available for the site from the existing right-of-ways.

Stormwater Management

A Stormwater Management Report dated February 2020 has been prepared for the site and reviewed by the Essex Region Conservation Authority and the staff.

Peralta Engineering Ltd. ('Peralta') prepared an Engineer's Report under the Drainage Act with Stantec Consulting Ltd. ('Stantec') prepared a supporting Watershed Drainage Report that included re-directing the majority of the Phase 2 lands to the Wallace Line Drain. Although the subject lands are currently assessed as tributary to the Reaume Drain, the topographic survey indicates that a portion of site is currently tributary to the adjacent Wallace Line Drain to the west, which drains north and outlets to Lake St. Clair. The Reaume Drain discharges into the Wallace Line Drain at the intersection of Old Tecumseh Road and Wallace Line Road. The drain outlets at Lake St. Clair through a gate structure which is normally open to provide a gravity outlet; however, during high lake levels, the gate can be closed manually. When the gate is closed, a de-watering pump draws water from the drain after the rainfall event and discharges it into the lake.

The first stage of the Wallace Line Drain improvements, referred to in the Stantec Watershed Drainage report as the Proposed Condition (see Section 2.4), proposes to enclose the Wallace Line Drain between Old Tecumseh Road and the railway tracks along the south property line of the Meconi lands (recent construction was completed in 2017/2018). Future upgrades, referred to as the Future Condition, propose enclosure of the downstream portion of the Wallace Line Drain between Old Tecumseh Road and Lake St. Clair. These future upgrades may also include the addition of a secondary outlet pump and redesign of the outlet structure to increase the conveyance capacity of the Wallace Line Drain to the ultimate future design capacity. Another portion of the site is currently tributary to the Reaume Municipal Drain along Old Tecumseh Road to the north. Enclosure of this Drain is required as well, subject to approval of a separate drain report by Peralta Engineering and Stantec. Additionally, future upgrades to Old Tecumseh Road along the subject site are anticipated to be undertaken by the Town of Lakeshore.

Full development of the subject lands would require completion of all previously noted upgrades to the Wallace Line Drain and the Reaume Drain. It is anticipated that the future municipal drain upgrades will not all be completed prior to initial development. As such, a sub-phasing strategy has been created for the Lakeside Phase 2 subdivision to allow development to progress as the municipal drain upgrades are completed (Appendix 4).

Environmental Impact Study

LGL Limited prepared a scoped Environmental Impact Assessment dated October 2018. Biophysical inventory of the pre-construction condition within the limits of the subject property identified fish habitat (municipal drains), habitat for endangered or threatened species (two planted Kentucky Coffeetree in a residential rear yard), and two trees with potential to provide habitat for bat maternal roosting (including SAR). The mitigation measures described in Sections 7.0 and 8.0 include a setback to municipal drains functioning as fish habitat, measures to maintain surface water quality, transplantation of the SAR trees, and implementation of timing windows specific to the protection of bats.

Adjacent lands include a small Cottonwood swamp community that functions as significant wildlife habitat for species of conservation concern and a small dug pond that has the potential to function as SWH for turtle overwintering. Mitigation measures as outlined in Sections 7.0 and 8.0 are anticipated to protect these features and their functions through implementation of a buffer, construction of a retaining wall, and installation of temporary and exclusionary fencing. Given all of the above, no residual impact to natural features or their functions are anticipated as a result of the Lakeside 2 proposed development.

Archeological Assessment

A *Stage 1, 2, 3 and 4 Archaeological Resource Assessment* was conducted for the subject lands by The Archaeologists Inc. The assessment concluded that archaeological sites or heritage resources were documented. In summary, the Stage 4 excavation of Site AbHq-14 identified 3 cultural features. The complete excavation of these features resulted in the recovery of 204 artifacts. The artifact assemblage is currently under analysis, however, initial observations confirm that the site represents an early to late nineteenth century Euro-Canadian occupation associated with a homestead. Site AbHq-14 has been completely excavated and has no further cultural heritage value or interest. The Ministry of Tourism, Culture and Sport is satisfied that the fieldwork and archaeological assessment is consistent with the Ministry's standards and the report has been entered into the Ontario Public Register of Archaeological Reports.

Phase 1 Environmental Site Assessment (EA)

The EA (dated January 20, 2019) stated no potential environmental concerns were identified.

Conclusion

As the County of Essex is the approval authority for draft plan of subdivision applications, the options open to Council need to be considered in terms related to the recommendation of this report:

- i) Accept the recommendation – the proposed draft conditions, which are acceptable to the applicant, will be forwarded to the County of Essex. Theoretically the County could revise or refuse these conditions and the Town and/or the Developer would have the right to appeal to the Local Planning Appeal Tribunal.
- ii) Refuse the recommendation – in this case Council would in effect refuse to support the application. Similar to above, the County could proceed with an approval, which the Town could appeal, or following Council's lead, refuse the application, which the developer could then appeal to the Local Planning Appeal Tribunal.
- iii) Modify the recommendation – Council could alter the proposed draft conditions, which would then be forwarded to the County. Depending on the nature of the modifications, the Developer could ultimately appeal the decision to the Local Planning Appeal Tribunal.

Based on the foregoing, the Town's Planner supports the proposed plan, subject to the draft conditions attached as Appendix "1" and recommends that the draft conditions be submitted to the approval authority, the County of Essex.

Others Consulted

Pre-Application Consultation

A pre-application consultation meeting was held with the applicant to discuss complete application submission requirements and to identify preliminary issues with the proposal.

Departments and Agency Comments

The application has been circulated to all internal departments for Town comments and staff have attached their recommended draft conditions to Council as Appendix "1" to this report. External agencies were circulated for comments by the approval authority, the County of Essex. The County of Essex will append any outside agency draft conditions to a draft approval.

Public Open House and Statutory Public Meeting

An open house was held on October 28, 2019. The statutory public meeting was held on March 10, 2020. Notice was circulated in accordance with the *Planning Act*. In addition, those who signed in or sent in written comments were notified of Council's meeting on March 10, 2020 to consider the draft conditions.

To summarize, the following were raised by the public at the open house and the corresponding responses follow:

1. Provision of a parkland. Staff have indicated that there are no plans for additional parkland being required in this particular area of the Town.
2. Need for sidewalks or pedestrian connections or linkages: Will be provided on one side of the local road internal to the subdivision. Consideration will be given for facilities on Wallace Line at the time of reconstruction of the road and along Old Tecumseh Road through the CWATS process;
3. Road improvements on Wallace Line: Improvements to Wallace Line Road. Identified in the DC Study. Consideration will be given to accelerate timing;
4. Traffic flows and need for traffic lights: The Traffic study did not warrant traffic signals or controls in the vicinity of the development;
5. Lot sizes, lot number, density and dwelling type: Meets zoning, similar to the lot sizes and dwelling types in the surrounding area;
6. Storm water management: Phasing plan in place and development subject to future infrastructure improvements. Ongoing review by Administration and ERCA prior to final clearance by the County of Essex.

At the time of writing this report no more comments had been received from the public.

Financial Impacts

In order to accommodate new development in this area, new investment in infrastructure has been centred on road improvements on Wallace Line Road and the Wallace Line Municipal Drain enclosure. The developer was responsible for costs associated with the municipal drain enclosure. As identified in the DC Background Study, the Town will be responsible for the future upgrades to Wallace Line Road, subject to Council and or budget considerations / approvals. Future upgrades, referred to as the Future Condition, propose enclosure of the downstream portion of the Wallace Line Drain between Old Tecumseh Road and Lake St. Clair. These future upgrades may also include the addition of a secondary outlet pump and redesign of the outlet structure to increase the conveyance capacity of the Wallace Line Drain to the ultimate future design capacity. Another portion of the site is currently tributary to the Reaume Municipal Drain along Old Tecumseh Road to the north. Enclosure of this Drain is required as well, subject to approval of a separate drain report by Peralta Engineering and Stantec. Additionally, future upgrades to Old Tecumseh Road along the subject site are anticipated to be undertaken by the Town of Lakeshore. An increase in assessment or tax revenue is expected, as a result of the 75 new homes being constructed in the Town of Lakeshore.

Attachment(s):

Appendix 1: Draft Conditions

Appendix 2: Key Map

Appendix 3: Draft Plan

Appendix 4: Phasing Plan

Report Approval Details

Document Title:	37-T-19002 Lakeside Estates Phase 2 R1.docx
Attachments:	- APPENDIX 1 Draft Conditions.docx - Appendix 2 keymap_0OldTecumseh.pdf - Appendix 3 Draft Plan Phase 2.pdf - Appendix 4 Lakeside Estates 2 - Phasing Plan.pdf
Final Approval Date:	Mar 2, 2020

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

Tammie Ryall

Truper McBride

APPENDIX 1

March 10, 2020

FILE NO: County of Essex File: 37-T-19002, Lakeshore Estates Phase 2
Town of Lakeshore File: S-A-01-2019

APPLICANT: Amico Properties Incorporated

NO.	Town of Lakeshore: DRAFT CONDITIONS
1.	That this approval applies to the draft plan of subdivision, prepared by Verhaegen Stubberfield Hartley Brewer Bezaire INC. and signed by Roy A. Simone, OLS, dated January 22, 2020, which shows a total of 75 lots for single detached dwellings, three blocks for site triangles and one block for road widening.
2.	That the Owner enter into a subdivision agreement with the Town of Lakeshore, wherein the Owner agrees to satisfy all the requirements, financial and otherwise, of the Town of Lakeshore concerning the payment of development charges, provisions of roads, sidewalks, installation and capacity of services, sanitary sewerage collection system, water distribution system, utilities and stormwater management facilities for the development of the lands within the plan. The final form and content of the Agreement being to the satisfaction of the Town of Lakeshore.
3.	That the subdivision agreement between the Owner and the Town of Lakeshore contain a provision requiring the owner to notify in writing each person who first offers to purchase any subdivided lot within the plan of subdivision of all approved development charges, including development charges for school purposes, relating to any such lot pursuant to Section 59(4) of the <i>Development Charges Act, 1997</i> .
4.	That the subdivision agreement between the Owner and the Town of Lakeshore, where required, contain a provision prepared to the satisfaction of the Town of Lakeshore, regarding the phasing or timing of the development.
5.	That the subdivision agreement between the Owner and the Town of Lakeshore be registered against the lands to which it applies prior to the registration of the plan of subdivision.
6.	That the Owner shall submit plans showing any revised phasing to the Town of Lakeshore for review and approval if this subdivision is to be developed in more than one registration.
7.	That the road allowances included in this draft plan of subdivision be shown and dedicated as public highways.
8.	That the Owner provide street names to the Town of Lakeshore and that the streets shall be named to the satisfaction of the Town of Lakeshore.

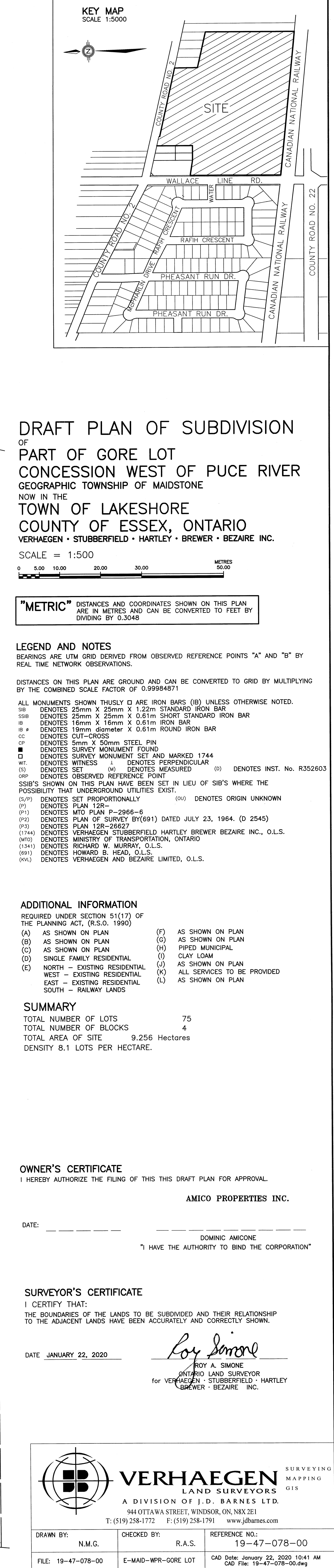
9. The Owner shall provide a municipal street address for each dwelling unit. The street number must be affixed to the wall of the dwelling unit that is associated with the front line, as defined by Town of Lakeshore Zoning By-law 2-2012, as amended.
10. That the Owner convey up to 5% of the land included in the plan to the Town of Lakeshore for park purposes. Alternatively, the Town of Lakeshore may require cash-in-lieu of all or a portion of the conveyance.
11. That the Owner shall convey Blocks 77, 78 and 79 to the County of Essex, as part of the County Road 2 Road Allowance and / or for the purpose of Site Triangles (Old Tecumseh Road).
12. That the Owner shall prepare, grade, seed and / or landscape Block 76 to the satisfaction of the Town of Lakeshore and convey to the Town of Lakeshore as part of the Wallace Line Road allowance and for the purpose of site triangles.
13. That the Owner shall provide easements and or Blocks as may be required for services, utility or drainage purposes, inspection, emergency access or any other purpose in a form satisfactory to the Town of Lakeshore or utility. The easements shall be in locations and widths as deemed appropriate by the applicable authority or agency.
14. That all open sides of road allowances created by this plan be terminated with 0.3 metre reserves to be conveyed to the Town of Lakeshore.
15. That the Owner acknowledges, that this plan of subdivision proceeds to registration, only at such time, as the Town of Lakeshore, is satisfied, that all municipal services are available, including, but not limited to, sanitary sewage treatment capacity.
16. That the subdivision agreement between the Owner and the Town of Lakeshore contain a provision whereby any required fencing be erected in accordance with the Development Manual, or if an alternate style is proposed, to the satisfaction of the Town of Lakeshore. The Owner shall provide all corner and exterior lot fencing. The location of all corner and exterior lot fencing and all fencing or other fencing required by the Town of Lakeshore shall be shown on a separate sheet within the required engineering submission and all fencing to be in accordance with the Town's Fencing By-law and approved by the Town.
17. That the subdivision agreement between the Owner and the Town of Lakeshore contain a provision whereby there be no driveway access provided to Wallace Line Road.
18. That the subdivision comply with the latest version of the Town of Lakeshore Development Manual.
19. That the subdivision agreement between the Owner and the Town of Lakeshore

contain provisions to the satisfaction of the Town of Lakeshore and the Essex Region Conservation Authority, that the Owner finalize, to the satisfaction of the Town of Lakeshore and the Essex Region Conservation Authority, the report entitled "Lakeside Estates Subdivision Phase 2 Stormwater Management Report Wallace Line Road and Old Tecumseh Road (Meconi Lands)" prepared by development engineering (London) Ltd., and install all stormwater management measures identified in the final report as part of the development of the site. That the owner acknowledge, in writing, that full development of the subject lands would require completion of all previously noted upgrades to the Wallace Line Drain and the Reaume Drain. It is anticipated that the future municipal drain upgrades will not all be completed prior to initial development. As such, a sub-phasing strategy has been created for the Lakeside Phase 2 subdivision to allow development to progress as the municipal drain upgrades are completed.

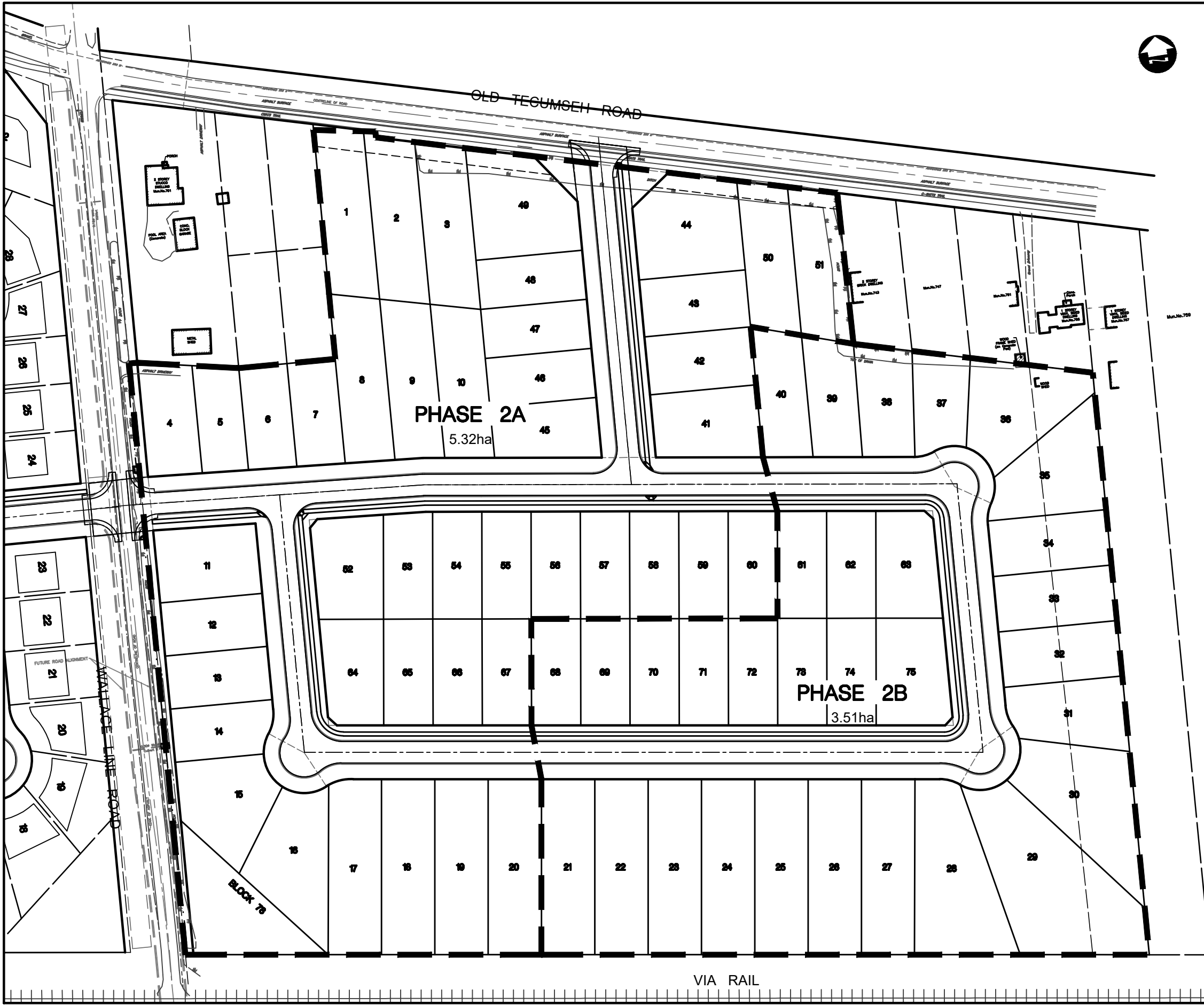
20. That the Owner provide documentation from the Ministry of Tourism, Culture and Sport that the archaeological reports completed by Archaeological Consultants and Contractors has been accepted into the Ontario Public Register of Archaeological Reports and that the site has no cultural value or interest.
21. That the Owner provide a table of lot areas and lot frontages certified by an Ontario Land Surveyor confirming compliance with the Zoning By-law, 2-2012, as amended and its regulations prior to registration of the plan.
22. The Owner shall be responsible for any required amendments or further revisions to submitted reports, plans and studies to the satisfaction of the Town of Lakeshore. If a report, plan or study requires amendments or further revisions, the Owner agrees to provide these amendments or revisions prior to the execution of the subdivision agreement with the Town of Lakeshore.
23. The Owner shall implement all the recommendations in all reports/studies prepared specific to the development, to the satisfaction of the Town of Lakeshore.
24. The Owner agrees that prior to final approval, the Draft Plan of Subdivision shall be red-line revised, if necessary, to accommodate all the requirements of approved studies/reports or any other necessary revisions to the draft plan required as a result of subsequent approvals.
25. The Owner agrees to submit a Construction Management Plan which addresses among other matters, site access, construction traffic, parking for construction trades, material delivery and storage, staging, mud, dust and noise controls to the satisfaction of the Town of Lakeshore, prior to the issuance of the first building permit.

26. The Owner agrees to maintain access routes for fire department vehicles to new buildings, construction trailers and material storage areas at all times during construction.
27. The Owner agrees to provide a water supply for firefighting purposes that is adequate, accessible and operational at all times.
28. The Owner shall submit a detailed plan, noting all services/hydrant locations to the Town of Lakeshore for approval.
29. The Owner agrees to provide fire hydrants in conformity with the requirements of the Ontario Building Code, or other authorities, to the satisfaction of the Town of Lakeshore.
30. The Owner shall provide the Town of Lakeshore Engineering Division, grading plans for all lots, blocks, right-of-ways and landscaped blocks and detailed engineering drawings in accordance with Town of Lakeshore Development Manual standards to the satisfaction of the Town of Lakeshore, prior to the preparation of a subdivision agreement and / or issuance of Building Permits.
31. The Owner shall provide the Town of Lakeshore, as part of the engineering submission, a geotechnical report prepared by a qualified person.
32. The Owner agrees that the Town of Lakeshore and or the County of Essex, upon recommendation of the Owner, will determine the location of temporary road for construction access that will be provided and maintained by the Owner.
33. The Owner agrees that all required parking for construction and trades shall be provided wholly on-site and not on public streets outside of the development limits, for the duration of the construction.
34. The Owner agrees to employ a professional engineer to design all roads, sidewalks, stormwater facilities and services to the satisfaction of the Town of Lakeshore.
35. Prior to final approval, the Owner shall be responsible for preparing a composite utility plan that allows for the safe installation of all utilities, including separation between utilities.
36. The Owner agrees to ensure that all streets are constructed in accordance with composite utility plans previously submitted and approved by all utilities.





Lakeside Estates 2 - Figures.dwg
12/17/2019 12:21 PM BY: RFilipov



NOTES:

PHASE 2B CAN ONLY PROCEED WITH IMPROVEMENTS TO OUTLET AND SECTION OF WALLACE LINE DRAIN NORTH OF COUNTY ROAD 2 (CURRENTLY UNDER REQUEST FOR IMPROVEMENTS PER THE DRAINAGE ACT).

REVISED: SEPTEMBER 06, 2019

AMICO ENGINEERING INC.	
LAKESIDE ESTATES SUBDIVISION PHASE 2 Phasing Plan	
Scale: 1:1500	Figure 1
Date: AUGUST 2018	

The Corporation of the Town of Lakeshore

Report to Council

Legislative & Legal Services



Select name of Division

To: Mayor & Members of Council
From: Director of Legislative & Legal Services
Date: February 21, 2020
Subject: 2020 Insurance Program Renewal

Recommendation

Direct Administration to purchase additional insurance coverage and execute any related agreements, as further described in the report of the Director of Legislative & Legal Services presented at the March 10, 2020 Council meeting.

Background

In April 2014, the Town issued a request for proposals to procure municipal insurance coverage. The successful bidder was BFL. The tender was awarded by Council on May 27, 2014. BFL has provided insurance coverage since that time.

Insurance is the transfer of future unknown losses (“risk”) from one entity to another and the Town transfers some of its risk to its insurance company, BFL. The Town pays a premium in order to transfer that risk. The Town purchases this coverage on an annual basis. The insurance coverage has typically included:

- Commercial General Liability,
- Property,
- Fleet/Automobile, and
- Errors and Omissions Liability.

A more detailed description of the coverages are included in Appendix “A” to this report (Appendix “A” is an excerpt of the RFP that was issued in 2014 to secure the Town’s current coverage).

Most of the following types of claims are typically not insured through municipal insurance coverages: commercial and employment contracts, punitive damages, fines, and human rights. This type of insurance coverage is not typically available in the marketplace.

Comments

Premium

This year, the initial estimate provided by the Town's broker was expected to result in 10-11% increase due to widespread market increases. However, Administration was advised that as a result of an increase in municipal claims, the actual premium is substantially increased.

The most recent annual premium are outlined in the table below:

LINE OF COVERAGE	2018 PREMIUM	2019 PREMIUM	2020 PREMIUM	DIFFERENCE (\$)	DIFFERENCE (%)
Municipal General Liability (includes Public Officials Liability, Employee Benefits Liability, Legal Expense Insurance, Non- Owned Automobile, Marina Liability, Excess Liability, and Environmental Liability)	\$532,657	\$603,208	\$707,440	\$ 104,232	17.28%
Property / Equipment Breakdown / Crime	\$128,933	\$131,888	\$148,124	\$ 16,236	12.31%
Owned Automobile	\$ 35,729	\$ 39,150	\$ 55,175	\$ 16,025	40.93%
Municipal Officials' Accident	\$ 7,224	\$ 6,552	\$ 5,880	\$ (672)	-10.26%
TOTAL - ALL LINES	\$ 704,543	\$ 780,798	\$ 916,619	\$ 135,821	17.40%

This coverage includes coverage for the Belle-River-on-the-Lake Business Improvement Area Board of Management and its activities. These amounts do not include the premium for the Town's facility user coverage as that cost is recovered from the users. The premiums do not include other liability coverages that are quickly becoming standard for municipalities but were not included as standard coverages in 2014 when the initial Request for Proposals was issued. As such, Administration recommends securing additional liability coverage. This additional coverage is estimated to cost a maximum of \$17,000 for coverage with an aggregate limit of \$2 million.

The Town's annual insurance premium is based on the Town's loss history. There have been increases industry-wide this year. Furthermore, the Town's loss history has developed in an adverse manner over the past 12 months which has impacted the Town's premium.

Recoverable Costs

Wherever possible Administration attempts to recover losses incurred by the Town. These costs are defined as subrogated claims and include costs of claims of other internal departments for losses they suffered from 3rd parties. In 2020, we plan to develop processes to be able to isolate and identify our financial success in this regard.

Moving Forward

As proposed and approved in the 2020 budget, Administration intends to conduct a review of the Town's insurance needs in order to issue a request for proposals for insurance coverage commencing January 1, 2021 and seek a commitment for rate stability through that process. Furthermore, Administration will implement a process whereby renewal processes are commenced in the late summer in order to ascertain the premium for the upcoming year and ensure that it falls within that commitment. Additionally, Administration is compiling information in order to develop an annual insurance claim report for Council's information.

Others Consulted

DPM – Town's Insurance Broker

BFL – Town's Insurer

Financial Impacts

The 2020 budget includes \$910,344 for the payment of insurance premiums for the year and \$161,700 for claims, including payments of expenses under the Town's deductible. In the event that Council directs Administration to secure additional insurance coverage, then the Town will be required to fund an additional amount up to \$17,000 for the premium. While the estimated budget is lower than the actual premium costs, should there be an overall corporate deficit at year end, recommendation will be included in the year-end report to Council to off-set any shortfalls.

Moving Forward

In October Administration conducted a comprehensive review of the Town's insurable assets. Administration anticipates that revisions to the property list may result in some adjustments to the premium in future years.

Attachment(s): Appendix "A" – Description of Town Insurance Coverage

Report Approval Details

Document Title:	Annual Insurance Renewal.docx
Attachments:	- RFP Insurance.pdf
Final Approval Date:	Mar 5, 2020

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

Rosanna Pellerito

Truper McBride



The Corporation of the Town of Lakeshore

SECTION 5

CURRENT INSURANCE PROGRAM HIGHLIGHTS

- ❖ Municipal Liability Insurance
- ❖ Errors & Omissions Liability Insurance
- ❖ Non-Owned Automobile Insurance
- ❖ Environmental Liability Insurance
- ❖ Crime Insurance
- ❖ Councillors' Accident Insurance
- ❖ Conflict of Interest Insurance
- ❖ Legal Expense Insurance
- ❖ Property Insurance
- ❖ Boiler & Machinery Insurance
- ❖ Automobile Fleet

MUNICIPAL LIABILITY INSURANCE
(OCCURRENCE FORM)

1. NAMED INSURED:
Corporation of the Town of Lakeshore
2. DESCRIPTION:
Insures all operations of the Town against claims arising from bodily injury, property damage, and personal injury.
3. LIMITS OF PROTECTION PER OCCURRENCE:
\$ 25,000,000. Any one liability claim with no annual aggregate.

\$ 250,000. Wrongful Dismissal (legal expense) Limit per claim:
\$ 250,000. Annual Aggregate Limit:
4. DEDUCTIBLE:
\$ 25,000. Third Party Claims Deductible (including expenses):
\$ 25,000. Sewer Backup per Claimant Deductible (including expenses):
\$ 5,000. Wrongful Dismissal Deductible:
5. POLICY COVERAGE AND CONDITIONS:
 - Bodily injury, property damage and personal injury and professional liability
 - No annual aggregate
 - Separate limit of liability
 - Broad definition of insured applies, including: Councillors, Employees, Statutory Officers, Firefighters, Volunteers, Boards, Commissions and Committees.
 - Cross Liability included
 - Employers' Liability
 - Contractual Liability
 - Liquor Liability
 - Products Liability
 - Malpractice Liability
 - Blanket Tenants' Legal Liability
 - No exclusion for sexual, physical or mental abuse
 - Coverage applies Worldwide
 - Medical Malpractice
 - Municipal Marina Liability
6. ATTACH SPECIMEN COPY OF PROPOSED POLICY.
7. LIST EXCLUSIONS.

ERRORS AND OMISSIONS LIABILITY INSURANCE
(CLAIMS MADE POLICY)

1. NAMED INSURED:
Corporation of the Town of Lakeshore
2. DESCRIPTION:
Insures the Town for claims arising from an error, omission, misleading statement or neglect or breach of duty.
3. LIMITS OF PROTECTION PER CLAIM:
\$ 25,000,000. Any one claim with no annual aggregate.
4. DEDUCTIBLE, INCLUDING EXPENSES:
\$ 25,000.
5. POLICY COVERAGE AND CONDITIONS:
 - Broad form definition of Insured applies including: Councillors, Employees, Statutory Officers, Firefighters, Volunteers, Boards, Commissions and Committees.
 - Separate Limit of Liability applies.
 - Administration of Employee Benefits Programs included to the full policy limit
 - Coverage applies Worldwide.
6. ATTACH SPECIMEN COPY OF PROPOSED POLICY.
7. LIST EXCLUSIONS.

NON-OWNED AUTOMOBILE INSURANCE

1. NAMED INSURED:
Corporation of the Town of Lakeshore
2. DESCRIPTION:
Provides legal liability protection against claims arising out of accidents involving vehicles not owned by the Town, but being operated on their behalf.
3. LIMITS OF PROTECTION PER OCCURRENCE:
\$ 25,000,000. Any one liability claim, with no annual aggregate
\$ 250,000. Legal Liability for Non-Owned Vehicles (S.E.F. No. 94)
All Perils Physical Damage
4. DEDUCTIBLE:
\$ 500. SEF. No. 94
5. POLICY COVERAGE AND CONDITIONS:
 - Main coverage is as per S.P.F. No. 6 – Non-Owned Automobile Policy
 - Comprehensive form.
 - Separate limit of liability applies
 - Coverage is extended to provide excess automobile liability insurance, to the policy limit, for Councillors, Board Members, Officers, Employees and Volunteers for claims arising while driving their own vehicles on municipal business.
 - Physical damage coverage is provided for the Town's contractual and legal liability for damage to vehicles not owned by the corporation or any other insured.
6. ATTACH SPECIMEN COPY OF PROPOSED POLICY.
7. LIST EXCLUSIONS.

ENVIRONMENTAL LIABILITY INSURANCE
(CLAIMS MADE POLICY)

1. NAMED INSURED:

Corporation of the Town of Lakeshore

2. DESCRIPTION:

Protects the Town from environmental liability for claims because of bodily injury, property damage and the prevention, control, repair, clean-up or restoration of environmental impairment.

3. LIMIT OF PROTECTION PER CLAIM:

\$ 2,000,000. Any one liability claim
\$ 4,000,000. Annual aggregate

4. SELF-INSURED RETENTION:

\$ 25,000.

5. POLICY COVERAGE AND CONDITIONS:

- Broad form definition of Insured applies, including: Councillors, Employees, Statutory Officers, Firefighters, Volunteers, Boards, Commissions and Committees.
- Broad definition of Environmental Impairment applies.
- Coverage is included for sudden and accidental events and for liability resulting from events that occur gradually and over a period of time.
- Separate limits of liability apply specifically to this coverage.
- Coverage is included for liability arising out of the escape of contaminants from properties previously owned, leased or operated by the Town.
- Coverage is included for impairment caused by owned watercraft.
- Coverage applies worldwide.
- No exclusion for landfill sites, open or closed.
- No exclusion for fuel tanks, above or underground.

6. ATTACH SPECIMEN COPY OF PROPOSED POLICY.

7. LIST EXCLUSIONS.

CRIME INSURANCE

1. NAMED INSURED:

Corporation of the Town of Lakeshore

2. DESCRIPTION:

Provides protection to the Town for the loss of money, securities and other property through the fraudulent or dishonest acts of employees and others.

3. LIMITS OF PROTECTION:

Commercial Blanket Bond Package	\$1,000,000.
Money Orders & Counterfeit Paper	Included to Bond Limit
Depositors' Forgery	Included to Bond Limit
Audit Expense (Sub-limit \$100,000)	Included
Money and Securities – Blanket any Location	\$200,000.
Excess on Securities	\$100,000.
Computer Fraud or Funds Transfer Fraud	\$200,000.

4. DEDUCTIBLE:

On All Cover – NIL.

5. POLICY COVERAGE AND CONDITIONS:

- Coverage to be provided on a Commercial Blanket Bond package, and may include:
 - Employee dishonesty
 - Loss of money and securities
 - Money order and counterfeit paper currency
 - Depositors forgery
- Audit expense coverage to be in addition to overall bond limit, subject to maximum amount specified
- Employee is extended to include all persons holding positions in the Town's service that are not compensated, and includes members of Council, members of all Boards, Commissions and Committees appointed by and under Council's jurisdiction.
- Definition of "messenger" is extended to include persons not compensated
- None of the cover is to include a deductible nor a minimum loss wording

6. ATTACH SPECIMEN COPY OF PROPOSED POLICY.

7. LIST EXCLUSIONS.

COUNCILLORS' ACCIDENT INSURANCE

1. NAMED INSURED:

Corporation of the Town of Lakeshore

2. DESCRIPTION:

This policy provides accident insurance coverage for the benefit of the Town's elected officials. All benefits are payable in addition to any other benefits that the injured person may be in receipt of.

Persons to be covered are:

List Mayor, Deputy-Mayor and Six (6) Councillors. Also Forty (40) Pump Commissioners

3. LIMITS OF PROTECTION:

Schedule of Benefits:

Principal Sum for Loss of Life	\$250,000.
Capital Sum for Dismemberment	\$250,000.
Paralysis	\$500,000.
Weekly Indemnity – Total Loss of Time (Payable for Life)	\$500.
Weekly Indemnity – Partial Loss of Time (Payable for One Year)	\$300.
Funeral Expenses	\$10,000.
Blanket Accident Expenses	\$10,000.

4. DEDUCTIBLE:

NIL.

5. POLICY COVERAGE AND CONDITIONS:

- Insured Persons are covered while they are acting within the scope of their duties, including all travel required.
- No age limit restriction
- No aggregate limit
- No waiting periods for weekly income
- Weekly indemnities are paid in full regardless of the individual's employment status
- Weekly indemnity for Total Loss of Time is payable for life
- Blanket accident expenses include dental, chiropractic, registered nurse, podiatrist, ambulance, drugs, crutches, etc.

6. ATTACH SPECIMEN COPY OF PROPOSED POLICY.

7. LIST EXCLUSIONS.

CONFLICT OF INTEREST INSURANCE

1. NAMED INSURED:

Corporation of the Town of Lakeshore

2. DESCRIPTION:

This policy provides for the reimbursement of legal fees and expenses incurred by the elected or appointed members of Council who are charged under the Municipal Conflict of Interest Act, provided that the court finds:

- (1) that there has been no contravention, or
- (2) contravention has occurred by reason of inadvertence, remoteness, or insignificance, or
- (3) Contravention has occurred by reason of a bona fide error in judgment.

3. LIMITS OF PROTECTION:

Coverage is provided for 100% of legal fees and disbursements up to a maximum limit of \$100,000. In respect of each individual Insured's claim. No Annual Aggregate Limit.

4. POLICY COVERAGE AND CONDITIONS:

- Coverage is provided in respect of each individual Insured's claim up to the maximum limit.
- Separate limit of insurance applies.
- No annual aggregate limit applies.
- Coverage is extended to include any member of a Board, Commission or Committee of the Insured as defined by the Municipal Conflict of Interest Act.
- Coverage is also included for any subsequent proceedings under the Act.
- The insured is able to select and instruct legal counsel with no intervention by the insurer.

5. ATTACH SPECIMEN COPY OF PROPOSED POLICY.

6. LIST EXCLUSIONS.

LEGAL EXPENSE INSURANCE

1. NAMED INSURED:

Corporation of the Town of Lakeshore

2. DESCRIPTION:

This form of insurance provides for the reimbursement of legal fees and expense incurred by the Town in defence of charges laid for an alleged offence under any Statute of the Province of Ontario (except for the Highway Traffic Act and the Municipal Conflict of Interest Act).

Examples of the more common Statutes where such exposure exists are:

- Environmental Protection Act
- Municipal Freedom of Information and Protection of Privacy Act
- Occupational Health and Safety Act
- Ontario Water Resources Act
- Pesticides Act
- Municipal Elections Act

3. LIMITS OF PROTECTION:

Coverage is provided for 100% of legal fees and disbursements up to \$ 100,000. Subject to an annual aggregate for all claims of \$ 250,000.

4. POLICY COVERAGE AND CONDITIONS:

- Broad form definition of Insured applies, including: Councillors, Employees, Statutory Officers, Firefighters, Volunteers, Boards, Commissions and Committees.
- Separate limits of insurance apply.
- Coverage applies for both “guilty” and “not guilty” outcomes.
- The insured is able to select and instruct legal counsel with no intervention by the insurer.

5. ATTACH SPECIMEN COPY OF PROPOSED POLICY.

6. LIST EXCLUSIONS.

PROPERTY INSURANCE (INCLUDING DATA PROCESSING INSURANCE)

1. NAMED INSURED:

Corporation of the Town of Lakeshore

2. DESCRIPTION:

Insures the Town's buildings, contents and equipment or other property for which the Town is legally liable or has agreed in advance to insure, for damage caused by "All Risks" of direct physical loss or damage.

3. LIMITS OF INSURANCE:

Total Sum Insured	\$ 83,660,044.
Valuable Papers	\$ 500,000.
Accounts Receivable (other than Data Processing)	\$ 500,000.
Extra Expense (other than Data Processing)	\$ 500,000.
Media (other than Data Processing)	\$ 500,000.

Business Interruption:

Rent or Rental Value Form	\$ 500,000.
Gross Revenue Form	\$ 1,162,744

Data Processing:

Systems and Equipment	\$ 238,000.
Media	\$ 1,500.
Extra Expense	\$ 1,500.

Demolition and Debris Removal – Named Perils	\$ 2,233,800.
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Fine Arts Form	\$ 40,000.
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4. DEDUCTIBLE \$ 10,000.

Exceptions:

Data Processing	\$ 2,500.
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Note: Property Insured (See list of properties in Exhibit "A" attached)

PROPERTY INSURANCE (including Data Processing Insurance) (Cont'd)

5. POLICY COVERAGE AND CONDITIONS:

- Broad Definition of property insured
- No co-insurance clause
- Replacement cost coverage provided
- Worldwide coverage included
- Replacement on same site not required
- No restriction on property in transit and coverage is provided to policy limit
- Newly acquired property is automatically included with no limit other than the policy limit
- Sewer back-up coverage included
- By-law coverage included to the policy limit
- Permission is granted: to make additions, alternations and repairs; for property to remain vacant or unoccupied; to keep and use materials as usual and necessary to the Insured's business.
- Debris removal (including Environmental/Pollution Clean-up) included to policy limit
- If a single loss involves both the Automobile and Property Insurance policies, the Property policy deductible is waived only on any insured property attached to the automobile.
- One deductible applies should there be a loss involving both the property and boiler and machinery insurance policies

6. ATTACH SPECIMEN COPY OF PROPOSED POLICY.

7. LIST EXCLUSIONS.

The Corporation of the Town of Lakeshore

Minutes of the Regular Council Meeting

Tuesday, February 11, 2020, 6:00 PM
Council Chambers, 419 Notre Dame Street, Belle River



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: Chief Administrative Officer, Truper McBride, Director of Community & Development Services, Tammie Ryall, Director of Engineering & Infrastructure Service, Nelson Cavacas, Director of Finance, Rosanna Pellerito, Director of Legislative & Legal Services, Kristen Newman, Manager of Building Services, Morris Harding, Manager of Communications & Strategic Initiatives, Rita Chappell, Manager of Development Services, Kim Darroch, Manager of Legislative Services, Brianna Coughlin, Manager of Public Works, Albert Dionne, Manager of Recreation & Leisure, Frank Jeney, Planner I, Ian Search, Project Officer, Community & Development Services, Terry Fink

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

5. Public Meetings under the Planning Act

a. ZBA-19-2019 16015 Lakeshore Road 310

Mayor Bain inquired with members of the public in the gallery if anyone wanted to speak. No one came forward.

35-02-2020

Moved By Councillor McKinlay

Seconded By Councillor Wilder

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.

Carried Unanimously

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)**

36-02-2020

Moved By Councillor Wilder

Seconded By Councillor Walstedt

Direct Administration to bring the User Fee By-law to Council with an increase to the Motor Vehicle Accident report fee of \$75 or more.

In Favour (5): Mayor Bain, Councillor Wilder, Councillor Janisse, Councillor Walstedt, and Councillor McKinlay

Opposed (3): Deputy Mayor Bailey, Councillor Santarossa, and Councillor Kerr

Carried

37-02-2020

Moved By Councillor Janisse

Seconded By Councillor Wilder

Request a report researching equal treatment for fees with respect to Town boat launches.

In Favour (4): Mayor Bain, Councillor Wilder, Councillor Janisse, and Councillor Kerr

Opposed (4): Deputy Mayor Bailey, Councillor Santarossa, Councillor Walstedt, and Councillor McKinlay

Lost

38-02-2020

Moved By Councillor Santarossa

Seconded By Deputy Mayor Bailey

Receive the report of the Director of Finance for information.

Carried Unanimously

9. Consent Agenda

The January 28, 2020 Regular Council Meeting Minutes (Item 9.a) were amended to reflect that Councillor Wilder voted in favour of Resolution 27-01-2020.

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

39-02-2020

Moved By Deputy Mayor Bailey

Seconded By Councillor Kerr

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

Carried Unanimously

10. Reports for Information

- a. **Drainage Board Meeting draft Minutes for January 6, 2020**

40-02-2020

Moved By Councillor Kerr

Seconded By Councillor Walstedt

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

Carried Unanimously

b. Quarterly Building Activity Report

41-02-2020

Moved By Councillor Santarossa

Seconded By Councillor Kerr

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

Carried Unanimously

c. Mailbox Replacements Arising from Damage due to Municipal Operations

42-02-2020

Moved By Councillor Walstedt

Seconded By Councillor McKinlay

That policy EN-020 be amended in the following manner:

When Public Works damages a homeowner's mailbox during the use of municipal equipment during winter control, we provide the resident with a new mailbox and a new post, if necessary, and \$50 to have it erected; and

We request the County of Essex to implement the same policy.

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

d. 2018-2019 Closed Meeting Report

43-02-2020

Moved By Councillor Kerr

Seconded By Councillor Janisse

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.

Carried Unanimously

e. High Water and Flooding Communication Plan

44-02-2020

Moved By Councillor Wilder

Seconded By Councillor McKinlay

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.

Carried Unanimously

11. Reports for Direction

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

45-02-2020

Moved By Councillor Santarossa

Seconded By Deputy Mayor Bailey

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).

Carried Unanimously

b. Town of Lakeshore Submission regarding OPP Detachment Boards

46-02-2020

Moved By Councillor Wilder

Seconded By Councillor McKinlay

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.

Carried Unanimously

c. Community Safety Zone Designation for Caille Avenue

47-02-2020

Moved By Councillor Santarossa

Seconded By Councillor Walstedt

Council adopt By-law 17-2020 designating Caille Avenue and West River Street 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.

Carried Unanimously

12. Announcements by Mayor

Council discussed streetscaping and beautification on County Road 22. The Director of Engineering and Infrastructure Services confirmed that streetscaping is being considered as part of the County Road 22 study.

13. Reports from County Council Representatives

14. Report from Closed Session

15. Notices of Motion

16. Question Period

Council recessed at 7:54 PM and reconvened at 8:09 PM.

48-02-2020

Moved By Councillor Walstedt

Seconded By Deputy Mayor Bailey

That the Procedural By-law be waived to allow for the consideration of a motion regarding the deferral of payment of the development charges for the Maidstone Museum.

Carried Unanimously

49-02-2020

Moved By Councillor Walstedt

Seconded By Councillor Wilder

Waive the Planning Act-related and building permit fees for the Maidstone Museum 2020 expansion, direct Administration to prepare a development charges deferral agreement and the necessary by-laws to return to the next Council meeting and issue Town's 2020 annual grant as soon as possible.

Carried Unanimously

17. Non-Agenda Business

18. Consideration of By-laws

- a. **By-law 1-2020, Being a By-law for the Arch Drain (Creation of a New Municipal Drain)**
- b. **By-law 2-2020, Being a By-law for the Little Baseline Drain - East (Sylvestre Bridge)**
- c. **By-law 6-2020, Being a By-law for the Reaume Drain Enclosure**
- d. **By-law 10-2020, Being a By-law for the South 3rd Conc. Road Drain - RC (Never Rest Farms)**
- e. **By-law 11-2020, Being a By-law for the Tecumseh Drain (1903286 Ont. Inc.)**
- 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)**
- 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)**
- 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**
- 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**
- j. **By-law 19-2020, Being a By-law to Confirm Proceedings of Council**

50-02-2020

Moved By Councillor Santarossa

Seconded By Councillor McKinlay

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, 17-2020 and 19-2020 be read and passed in open session on February 11, 2020.

Carried Unanimously

19. Closed Session

51-02-2020

Moved By Councillor Walstedt

Seconded By Councillor Wilder

Council move into closed session in Council Chambers at 8:58 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.

Carried Unanimously

20. Return to Open Session

Council returned to open session at 9:14 PM.

21. Adjournment

52-02-2020

Moved By Councillor Wilder

Seconded By Councillor McKinlay

Council adjourn its meeting at 9:15 PM.

Carried

Tom Bain
Mayor

Kristen Newman
Director of Legislative &
Legal Services (Clerk)



February 28, 2020

Dear Head of Council:

RE: Provincial Policy Statement, 2020

Earlier today, the government of Ontario released the Provincial Policy Statement (PPS), 2020. The PPS is an important part of Ontario's land use planning system, setting out the provincial land use policy direction that guides municipal decision-making.

Municipalities play a key role in implementing provincial land use policies through local official plans, zoning by-laws and other planning decisions. The Planning Act requires that decisions on land use planning matters be "consistent with" PPS policies.

The PPS, 2020 supports implementation of **More Homes, More Choice**: Ontario's Housing Supply Action Plan and includes key changes to:

- Encourage an increase in the mix and supply of housing
- Protect the environment and public safety
- Reduce barriers and costs for development and provide greater certainty
- Support rural, northern and Indigenous communities
- Support the economy and job creation

The PPS, 2020 works together with other recent changes to the land use planning system – including changes to the Planning Act through Bill 108, More Homes, More Choice Act, 2019 and **A Place to Grow**: Growth Plan for the Greater Golden Horseshoe. Collectively, these changes support key government priorities of increasing housing supply, supporting job creation and reducing red tape – while continuing to protect Ontarians' health and safety and the environment, including the Greenbelt.

The PPS, 2020 policies will take effect on May 1, 2020. It will replace the Provincial Policy Statement, 2014. In accordance with section 3 of the Planning Act, all decisions affecting land use planning matters made after this date shall be consistent with the PPS, 2020. My ministry will be in touch to provide education and training for municipal staff to support implementation of the new policies.

For more information about the PPS, 2020, please visit ontario.ca/PPS where you will find:

- A digital version of the PPS, 2020
- A link to the decision notice on the Environment Registry of Ontario (ERO #019-0279)

If you have any questions about the Provincial Policy Statement, 2020, please contact the ministry at provincialplanning@ontario.ca or by calling 1-877-711-8208.

Sincerely,



Steve Clark
Minister

c: Planning Head, Planning Board Secretary-Treasurer, and/or Clerks

Minister of Infrastructure
and Communities



Ministre de l'Infrastructure
et des Collectivités

Ottawa, Canada K1P 0B6



Ms. Kristen Newman
Director of Legislative and Legal Services
Town of Lakeshore
419 Notre Dame Street
Belle River, Ontario N0R 1A0

FEB 17 2020

Dear Ms. Newman:

I am writing in response to your letter of August 16, 2019, to the Prime Minister, regarding a resolution of the Council of the Town of Lakeshore pertaining to the federal Gas Tax Fund.

The Government of Canada has a long history of making strategic investments in a wide range of infrastructure categories. Infrastructure is the foundation of sustainable and inclusive communities—it removes barriers, brings people together and allows all Canadians to be active participants in their community. Moreover, good infrastructure fosters an environment where the best of Canadian innovation can grow.

The Government of Canada's *Investing in Canada* plan is providing more than \$180 billion over 12 years. Our priority is to promote infrastructure that will create good, well-paying jobs that can help the middle class grow and prosper. Key areas for investment include public transit, green and social infrastructure, transportation infrastructure that supports trade, and infrastructure in rural and northern communities.

The Plan is investing \$28.7 billion to improve public transit infrastructure throughout Canada, helping transform the way Canadians live, move and work; \$26.9 billion towards green infrastructure; and \$25.3 billion towards social infrastructure that will strengthen our communities, and build a better quality of life for our children and grandchildren. Additionally, the Government will invest \$10.1 billion towards trade and transportation investments that will help Canadian businesses compete and grow, and \$2 billion to support a broad range of projects in our rural and northern communities. The Plan also includes \$92.2 billion in funding that is available through existing programs.

...2

Canada

The agreement in place with the Province of Ontario will provide over \$11.8 billion in federal funding dedicated to infrastructure projects in the Province over the next decade. This new funding will see the Government of Canada and the Province of Ontario make unprecedented investments in public transit, green infrastructure, communities, recreational and cultural infrastructure, as well as rural and northern communities.

The federal Gas Tax Fund delivers over \$2 billion every year to more than 3,600 communities across the country. In recent years, the funding has supported approximately 4,000 projects each year.

Budget 2019 included a one-time transfer of \$2.2 billion through the federal Gas Tax Fund to help address the short-term infrastructure priorities of municipalities and first nations communities. This doubled the Government of Canada's commitment to municipalities last year and provided much-needed infrastructure funds for communities of all sizes, all across the country.

As Minister of Infrastructure and Communities, I have been mandated by the Prime Minister to advance new infrastructure initiatives, such as the National Infrastructure Fund, support communities that are transitioning from fossil fuels, and make the federal commitment to fund public transit permanent. These investments will create good, middle-class jobs, keep our economy strong, and deliver a better quality of life in our urban and rural communities.

Please accept my best regards.

Sincerely,

A handwritten signature in blue ink, appearing to read 'C McKenna', with a stylized flourish at the end.

The Honourable Catherine McKenna, P.C., M.P.
Minister of Infrastructure and Communities



The Corporation of the Town of Tecumseh

January 10, 2020

Honourable Jeff Yurek
Minister of the Environment, Conservation and Parks
College Park 5th Floor
777 Bay Street, Toronto, ON
M7A 2J3

Dear Mr. Yurek:

Re: Climate Change Emergency Declaration

The Council of the Town of Tecumseh, at its regular meeting held Tuesday, December 10, 2019, gave consideration to Report CAO-2019-12 entitled "Climate Change Emergency Declaration", a copy of which is enclosed.

At the meeting, Tecumseh Council passed the following resolution: (RCM 390/19)

Whereas the most recent report by the UN Intergovernmental Panel on Climate change (IPCC) has indicated that within less than 12 years, in order to keep the global average temperature increase to 1.5 degrees Celsius and maintain a climate compatible with human civilization, there must be a reduction in carbon emissions of about 45% from 2010 levels, reaching net zero carbon emissions by 2050; and

Whereas based on current projections of the future impacts of human caused climate change, climate change will adversely impact Windsor-Essex's local economy, damage local infrastructure and property, put a strain on municipal budgets and result in significant economic and health burdens for the constituents of Windsor-Essex, particularly our vulnerable populations; and

Whereas climate change will jeopardize the health and survival of many local plant and animal species, as well as their natural environments and ecosystems; and

Whereas Windsor-Essex is already experiencing large and increased climate change impacts, including but not limited to overland flooding, heavy rain event flooding, emergence of invasive species, an increased number of high heat days, the rise of vector borne diseases, the re-emergence of blue-green algae and harmful algal blooms in our lakes and rivers; and

Whereas municipalities are understood to produce and/or have regulatory jurisdiction over approximately 50% of carbon emissions in Canada; and

Whereas the County of Essex joins the Government of Canada and 444 Canadian municipalities (including Vancouver, Ottawa, Montreal, and 18 other Ontario municipalities, among them Chatham-Kent, Sudbury, Sarnia, Guelph, and Kingston) that have declared climate emergencies, some of which are also implementing strategic plans in order to help reduce global carbon emissions and mitigate the impacts of climate change; and

Whereas the City of Windsor, the Essex Region Conservation Authority (ERCA) and the Windsor Essex County Health Unit (WECHU) are committed to and currently undertaking city and regional climate change planning, encompassing both mitigation and adaptation, in partnership with others; and

Whereas the County of Essex, the Essex Region Conservation Authority (ERCA), local municipalities in Essex County, in partnership with other community stakeholders, are undertaking a Regional Community Energy Plan to assist the County of Essex and local municipalities to align with provincial and federal energy policies and programs; and

Whereas this emergency is an opportunity to bring together County, City and Local municipal governments, as well as regional stakeholders to work together on climate change planning and implementation with the aim of protecting our region and contributing to greater national and global climate change response; and

Whereas implementing climate action and making a transition to a low-carbon economy also represents a significant opportunity to stimulate economic growth, increase job opportunities and develop new technologies;

Therefore be it resolved that the Council of The Corporation of The Town of Tecumseh declare a Climate Emergency in the knowledge that this is an emergency with no foreseeable conclusion which will require robust and permanent changes in how municipalities conduct their business;

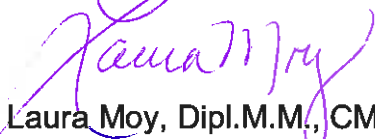
And that in response to this emergency, the need to reduce overall emissions from the Town of Tecumseh as well as continue to prepare for Windsor-Essex County's climate future are deemed to be high priorities when considering budget direction and in all decisions of Council;

And further that the Town Administration be directed to identify priority action items, implementation measures and cost requirements for those programs and services it is responsible for, to accelerate and urgently work towards the reduction of emissions and preparing for our climate future.

Carried"

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

Yours very truly,



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

LM/kc

Attachments

1. Report CAO-2019-12

CC: Taras Natyshak, MPP, tnatyshak-co@ndp.on.ca
Percy Hatfield, MPP, phatfield-co@ndp.on.ca
Lisa Gretzky, MPP, lgretzkey-co@ndp.on.ca
Association of Municipalities of Ontario, AMO, policy@amo.on.ca
Essex Region Conservation Authority, admin@erca.org
Windsor Essex County Environmental Committee, kkadour@citywindsor.ca
Town of LaSalle, arobertson@lasalle.ca
Town of Leamington, bpercy@leamington.ca
Town of Kingsville, astrologo@kingsville.ca
Town of Lakeshore, knewman@lakeshore.ca
Town of Amherstburg, pparker@amherstburg.ca
Town of Essex, rauger@essex.ca
County of Essex, mbirch@countyofessex.ca
City of Windsor, vcritchley@citywindsor.ca



**The Corporation of the
Town of Tecumseh**

Chief Administrative Officer

To: Mayor and Members of Council
From: Margaret Misek-Evans, Chief Administrative Officer
Date to Council: December 10, 2019
Report Number: CAO-2019-12
Subject: Climate Change Emergency Declaration

Recommendations

It is recommended:

Whereas the most recent report by the UN Intergovernmental Panel on Climate change (IPCC) has indicated that within less than 12 years, in order to keep the global average temperature increase to 1.5 degrees Celsius and maintain a climate compatible with human civilization, there must be a reduction in carbon emissions of about 45% from 2010 levels, reaching net zero carbon emissions by 2050; and

Whereas based on current projections of the future impacts of human caused climate change, climate change will adversely impact Windsor-Essex's local economy, damage local infrastructure and property, put a strain on municipal budgets and result in significant economic and health burdens for the constituents of Windsor-Essex, particularly our vulnerable populations; and

Whereas climate change will jeopardize the health and survival of many local plant and animal species, as well as their natural environments and ecosystems; and

Whereas Windsor-Essex is already experiencing large and increased climate change impacts, including but not limited to overland flooding, heavy rain event flooding, emergence of invasive species, an increased number of high heat days, the rise of vector borne diseases, the re-emergence of blue-green algae and harmful algal blooms in our lakes and rivers; and

Whereas municipalities are understood to produce and/or have regulatory jurisdiction over approximately 50% of carbon emissions in Canada; and

Whereas the County of Essex joins the Government of Canada and 444 Canadian municipalities (including Vancouver, Ottawa, Montreal, and 18 other Ontario municipalities, among them Chatham-Kent, Sudbury, Sarnia, Guelph, and Kingston) that have declared climate emergencies, some of which are also implementing strategic plans in order to help reduce global carbon emissions and mitigate the impacts of climate change; and

Whereas the City of Windsor, the Essex Region Conservation Authority (ERCA) and the Windsor Essex County Health Unit (WECHU) are committed to and currently undertaking city and regional climate change planning, encompassing both mitigation and adaptation, in partnership with others; and

Whereas the County of Essex, the Essex Region Conservation Authority (ERCA), local municipalities in Essex County, in partnership with other community stakeholders, are undertaking a Regional Community Energy Plan to assist the County of Essex and local municipalities to align with provincial and federal energy policies and programs; and

Whereas this emergency is an opportunity to bring together County, City and Local municipal governments, as well as regional stakeholders to work together on climate change planning and implementation with the aim of protecting our region and contributing to greater national and global climate change response; and

Whereas implementing climate action and making a transition to a low-carbon economy also represents a significant opportunity to stimulate economic growth, increase job opportunities and develop new technologies;

Therefore be it resolved that the Council of the Corporation of the Town of Tecumseh declare a Climate Emergency in the knowledge that this is an emergency with no foreseeable conclusion which will require robust and permanent changes in how municipalities conduct their business;

And further that in response to this emergency, the need to reduce overall emissions from the Town of Tecumseh as well as continue to prepare for Windsor-Essex County's climate future are deemed to be high priorities when considering budget direction and in all decisions of Council;

And further that the Town Administration be directed to identify priority action items, implementation measures and cost requirements for those programs and services it is responsible for, to accelerate and urgently work towards the reduction of emissions and preparing for our climate future.

Background

Recently the Council for the County of Essex passed a Climate Change Emergency Declaration, as attached to this report. In that Declaration, the final paragraph urges the local municipalities in Essex County to adopt a similar declaration, as an endorsement. The City of Windsor made its declaration of climate change emergency on November 18th and the Essex Region Conservation Authority (ERCA) endorsed the resolution at its most recent meeting. Hundreds of Canadian municipalities, including neighbouring Chatham-Kent have passed similar declarations.

Comments

The endorsement of such a declaration is in keeping with Council's strategic priorities to make Tecumseh a better place to live, work and invest, to ensure that the Town's current and future growth is built upon the principles of sustainability, to integrate the principles of health and wellness into all of the Town's plans and priorities and to demonstrate a leadership role in the community.

The recent initiative to partner with the County and the area municipalities and ERCA to co-create a Community Energy Plan is among the primary steps taken by the Town to mitigate climate change, create economic efficiencies and improve energy performance. Policy and program initiatives are already underway to address climate change including a climate action policy framework in the new Official Plan, the new Storm Water Management Standards, the Flood Emergency Preparedness Plan, with associated Action Plan and the Tecumseh Storm Drainage Master Plan. Additional work is planned that aligns with the final paragraph of the resolution directing Administration to identify priority action items, implementation measures and costs to accelerate efforts to prepare for our climate future.

Consultations

Financial Services
Planning & Building Services
Public Works & Environmental Services

Financial Implications

The financial implications associated with studies, plans and the implementation of recommended actions will be provided to Council as part of the annual operating and capital budgeting process. There are no immediate financial implications associated with making the declaration.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been prepared by, and is recommended for submission by, the Chief Administrative Officer.

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Proposed Essex County Council Climate Change Emergency Declaration
2	Report No 105 of the Windsor-Essex County Environment Committee – Climate Change Emergency Declaration

Proposed Essex County Council Climate Change Emergency Declaration

Whereas the most recent report by the UN Intergovernmental Panel on Climate change (IPCC) has indicated that within less than 12 years, in order to keep the global average temperature increase to 1.5 degrees Celsius and maintain a climate compatible with human civilization, there must be a reduction in carbon emissions of about 45% from 2010 levels, reaching net zero carbon emissions by 2050; and

Whereas based on current projections of the future impacts of human caused climate change, climate change will adversely impact Windsor-Essex's local economy, damage local infrastructure and property, put a strain on municipal budgets and result in significant economic and health burdens for the constituents of Windsor-Essex, particularly our vulnerable populations; and

Whereas climate change will jeopardize the health and survival of many local plant and animal species, as well as their natural environments and ecosystems; and

Whereas Windsor-Essex is already experiencing large and increased climate change impacts, including but not limited to overland flooding, heavy rain event flooding, emergence of invasive species, an increased number of high heat days, the rise of vector borne diseases, the re-emergence of blue-green algae and harmful algal blooms in our lakes and rivers; and

Whereas municipalities are understood to produce and/or have regulatory jurisdiction over approximately 50% of carbon emissions in Canada; and

Whereas the County of Essex joins the Government of Canada and 444 Canadian municipalities (including Vancouver, Ottawa, Montreal, and 18 other Ontario municipalities, among them Chatham-Kent, Sudbury, Sarnia, Guelph, and Kingston) that have declared climate emergencies, some of which are also implementing strategic plans in order to help reduce global carbon emissions and mitigate the impacts of climate change; and

Whereas the City of Windsor, the Essex Region Conservation Authority (ERCA) and the Windsor Essex County Health Unit (WECHU) are committed to and currently undertaking city and regional climate change planning, encompassing both mitigation and adaptation, in partnership with others; and

Whereas the County of Essex, the Essex Region Conservation Authority (ERCA), local municipalities in Essex County, in partnership with other community stakeholders, are undertaking a Regional Community Energy Plan to assist the County of Essex and local municipalities to align with provincial and federal energy policies and programs; and

Whereas this emergency is an opportunity to bring together County, City and Local municipal governments, as well as regional stakeholders to work together on climate change planning and implementation with the aim of protecting our region and contributing to greater national and global climate change response; and

Whereas implementing climate action and making a transition to a low-carbon economy also represents a significant opportunity to stimulate economic growth, increase job opportunities and develop new technologies;

Therefore be it resolved that the Council of the Corporation of the County of Essex declare a Climate Emergency in the knowledge that this is an emergency with no foreseeable conclusion which will require robust and permanent changes in how municipalities conduct their business;

And further that in response to this emergency, the need to reduce overall emissions from the City of Windsor and County of Essex as well as continue to prepare for Windsor-Essex County's climate future are deemed to be high priorities when considering budget direction and in all decisions of council;

And further that the County Administration be directed to identify priority action items, implementation measures and cost requirements for those programs and services it is responsible for, to accelerate and urgently work towards the reduction of emissions and preparing for our climate future;

And further that this declaration be shared with local municipalities in Essex County, who are encouraged to consider endorsing the declaration and identify priority action items, implementation measures, and cost requirements for those programs and services they are responsible for, to accelerate and urgently work towards the reduction of emissions and preparing for our climate future.



Committee Matters: SCM 397/2019

Subject: Report No. 105 of the Windsor Essex County Environment Committee - Climate Change Emergency Declaration

Moved by: Councillor McKenzie
Seconded by: Councillor Kaschak

Decision Number: **ETPS 715**

THAT report no. 105 of the Windsor Essex County Environment Committee – Climate Change Emergency Declaration indicating:

THAT the following Climate Change Emergency Declaration prepared by the Air Subcommittee of the Windsor Essex County Environment Committee BE APPROVED:

WHEREAS the most recent report by the UN Intergovernmental Panel on Climate change (IPCC) has indicated that within less than 12 years, in order to keep the global average temperature increase to 1.5 degrees Celsius and maintain a climate compatible with human civilization, there must be a reduction in carbon emissions of about 45% from 2010 levels, reaching net zero carbon emissions by 2050; and

WHEREAS based on current projections of the future impacts of human caused climate change, climate change will adversely impact Windsor-Essex's local economy, damage local infrastructure and property, put a strain on municipal budgets and result in significant economic and health burdens for the constituents of Windsor-Essex, particularly our vulnerable populations; and

WHEREAS climate change will jeopardize the health and survival of many local plant and animal species as well as their natural environments and ecosystems; and

WHEREAS Windsor-Essex is already experiencing large and increase climate change impacts including but not limited to overland flooding, heavy rain event flooding, emergence of invasive species, an increased number of high heat days, the rise of vector borne diseases, the re-emergence of blue-green algae and harmful algal blooms in our lakes and rivers; and

WHEREAS municipalities are understood to produce and/or have regulatory jurisdiction over approximately 50% of carbon emissions in Canada; and

WHEREAS the City of Windsor join the Government of Canada and 444 Canadian municipalities (including Vancouver, Ottawa, Montreal, and 18 other Ontario municipalities, among them Chatham-Kent, Sudbury, Sarnia, Guelph, and Kingston)

that have declared climate emergencies, some of which are also implementing strategic plans in order to help reduce global carbon emissions and mitigate the impacts of climate change; and

WHEREAS the City of Windsor, the Essex Region Conservation Authority (ERCA) and the Windsor Essex County Health Unit (WECHU) are committed to and currently undertaking city and regional climate change planning, encompassing both mitigation and adaptation, in partnership with others; and

WHEREAS this emergency is an opportunity to bring together County, City and Town governments as well as regional stakeholders to work together on climate change planning and implementation with the aim of protecting our region and contributing to greater national and global climate change response; and

WHEREAS implementing climate action and making a transition to a low-carbon economy also represents a significant opportunity to stimulate economic growth, increase job opportunities and develop new technologies;

THEREFORE BE IT RESOLVED that the City of Windsor declare a Climate Emergency in the knowledge that this is an emergency with no foreseeable conclusion which will require robust and permanent changes in how the City and County conduct their business; and further,

THAT in response to this emergency, the need to reduce overall emissions from the City of Windsor and the County of Essex as well as continue to prepare for Windsor-Essex County's climate future are deemed to be high priorities when considering budget direction and in all decisions of council; and further,

THAT the City of Windsor administration BE DIRECTED to prepare reports for consideration by their respective Councils within 90 days containing recommendations for priority actions items, implementation measures and cost requirements to accelerate and urgently work towards the reduction of emissions and preparing for our climate future.

BE APPROVED; and further,

THAT the County of Essex **BE REQUESTED** to consider adopting the resolution as outlined above.

Carried.

Report Number: SCM 362/2019

Clerk's File: MB2019

Clerk's Note: the recommendation of the Standing Committee and Advisory Committee are not the same.



Committee Matters: SCM 362/2019

**Subject: Report No. 105 of the Windsor Essex County Environment Committee -
Climate Change Emergency Declaration**

Page 1 of 1

REPORT NO. 105
of the
WINDSOR-ESSEX COUNTY ENVIRONMENT COMMITTEE (WECEC)
of its meeting held
September 19, 2019
at 5:00 o'clock p.m.
Lou Romano Reclamation Plant

Members present at the September 19, 2019 meeting:

Councillor Chris Holt, Chair
Councillor Kieran McKenzie
Leo Meloche, Deputy Mayor, Town of Amherstburg
Keri Banar
Derek Coronado
Rosanna Demarco
Michael Schneider
Richard St. Denis
Radwan Tamr
Jerry Zhu

Regrets received from:

Hilda MacDonald, Mayor of Leamington
Katie Kuker

Your Committee submits the following recommendation:

Moved by Councillor McKenzie, seconded by K. Banar,
That the following Climate Change Emergency Declaration prepared by the Air Subcommittee of the Windsor Essex County Environment Committee **BE APPROVED:**

WHEREAS the most recent report by the UN Intergovernmental Panel on Climate change (IPCC) has indicated that within less than 12 years, in order to keep the global average temperature increase to 1.5 degrees Celsius and maintain a climate compatible with human civilization, there must be a reduction in carbon emissions of about 45% from 2010 levels, reaching net zero carbon emissions by 2050; and

WHEREAS based on current projections of the future impacts of human caused climate change, climate change will adversely impact Windsor-Essex's local economy, damage local infrastructure and property, put a strain on municipal budgets and result in significant economic and health burdens for the constituents of Windsor-Essex, particularly our vulnerable populations; and

WHEREAS climate change will jeopardize the health and survival of many local plant and animal species as well as their natural environments and ecosystems; and

WHEREAS Windsor-Essex is already experiencing large and increase climate change impacts including but not limited to overland flooding, heavy rain event flooding, emergence of invasive species, an increased number of high heat days, the rise of vector borne diseases, the re-emergence of blue-green algae and harmful algal blooms in our lakes and rivers; and

WHEREAS municipalities are understood to produce and/or have regulatory jurisdiction over approximately 50% of carbon emissions in Canada; and

WHEREAS the County of Essex and the City of Windsor join the Government of Canada and 444 Canadian municipalities (including Vancouver, Ottawa, Montreal, and 18 other Ontario municipalities, among them Chatham-Kent, Sudbury, Sarnia, Guelph, and Kingston) that have declared climate emergencies, some of which are also implementing strategic plans in order to help reduce global carbon emissions and mitigate the impacts of climate change; and

WHEREAS the City of Windsor, the Essex Region Conservation Authority (ERCA) and the Windsor Essex County Health Unit (WECHU) are committed to and currently undertaking city and regional climate change planning, encompassing both mitigation and adaptation, in partnership with others; and

WHEREAS this emergency is an opportunity to bring together County, City and Town governments as well as regional stakeholders to work together on climate change planning and implementation with the aim of protecting our region and contributing to greater national and global climate change response; and

WHEREAS implementing climate action and making a transition to a low-carbon economy also represents a significant opportunity to stimulate economic growth, increase job opportunities and develop new technologies;

THEREFORE BE IT RESOLVED that both the City of Windsor and the County of Essex declare a Climate Emergency in the knowledge that this is an emergency with no foreseeable conclusion which will require robust and permanent changes in how the City and County conduct their business; and further,

That in response to this emergency, the need to reduce overall emissions from the City of Windsor and the County of Essex as well as continue to prepare for Windsor-Essex County's climate future are deemed to be high priorities when considering budget direction and in all decisions of council; and further,

That the City of Windsor and County of Essex administrations **BE DIRECTED TO PREPARE REPORTS** for consideration by their respective Councils within 90 days containing recommendations for priority actions items, implementation measures and cost requirements to accelerate and urgently work towards the reduction of emissions and preparing for our climate future.

CHAIR

COMMITTEE COORDINATOR

NOTIFICATIONS:		
WECEC Committee	On file	
Mary Birch, County of Essex	mbirch@countyofessex.on.ca	
Anneke Smit, University of Windsor	asmit@uwindsor.ca	
Richard Wyma, ERCA	rwyma@erca.org	
Amandeep Hans, Windsor Essex County Health Unit	ahans@wechu.org	
Brian Lennie, Senior Advisor Enbridge	Brian.lennie@enbridge.com	



October 18, 2019

Environment, Transportation & Public Safety Standing
Committee
City of Windsor

admin@erca.org

P.519.776.5209

F.519.776.8688

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

**RE: Report No. 105 of the Windsor-Essex County Environment Committee – Climate Change
Emergency Declaration**

The Essex Region Conservation Authority strongly supports the proposed climate emergency declaration by the Windsor-Essex County Environment Committee for the City of Windsor and County of Essex.

In 2019 alone, our region has experienced first-hand the impacts of warmer, wetter and wilder effects of climate change. Record high water levels in Lake Erie and Lake St. Clair, which resulted in closures of roads and facilities, parks and conservation areas, placed our region under flood watch for 189 days and caused flooding throughout the region and our shorelines.

These challenges follow successive years of intense rain events in 2016 and 2017 that resulted in over 9,000 reports of flooding and hundreds of millions of dollars in insured losses. Significant spring rainfall severely disrupted crop cycles and associated farm revenues. Changes in weather patterns have resulted in annual reoccurrence of harmful algal blooms in Lake Erie and, more recently, Lake St. Clair. New vector borne diseases are being found in our region.

Both the evidence and the science are very clear that the impacts of climate change are very apparent, perhaps here more than anywhere else in Ontario. Our municipalities are at the front line of much climate damage and are taking steps to address impacts of climate change through mitigation and adaptation – investing in infrastructure, strengthening flood and emergency response plans, undertaking shoreline management and hazard mapping, supporting community energy planning, building active and alternative transportation options, and reviewing planning tools to ensure they reflect provincial policies and local climate realities.

With this declaration, our municipalities recognize that these 'permanent and robust changes' can best be achieved through partnerships and collaboration. The Windsor Essex Climate Change Collaborative, formed earlier this year, commits the Essex Region

Conservation Authority to support our municipalities as they prepare for the future climate and we are looking forward to working with the City, County and municipalities to develop action plans that reflect both the steps we are taking today, and the actions we need to take in the future.

ERCA is dedicated to sustaining and enriching the environment of the Windsor-Essex-Pelee Island region to ensure it continues to be the Place for Life in the face of these immense environmental challenges.



Richard Wyma
General Manager/Secretary-Treasurer



Claire Sanders
Climate Change Specialist





County of Haliburton

P.O. Box 399 – 11 Newcastle Street
Minden, Ontario K0M 2K0

705-286-1333 phone 705-286-4829 fax

Warden Liz Danielsen

Michael Rutter, CAO
mrutter@county.haliburton.on.ca

February 3, 2020

All Ontario Municipalities

Dear Sir/Madame:

Re: Tourism Oriented Destination Signage Fee Increases

Haliburton County and our local municipalities recently became aware of a significant increase in fees being charged to businesses by Canadian Tourism Oriented Destination Signage Limited. In a time when every effort is being made to remove barriers to prosperity, this change will take money directly from the "bottom line" of small and medium sized businesses and not-for-profits across the Province.

At their most recent meeting, Haliburton County Council passed the following resolution:

Whereas the Ministry of Heritage, Sport, Tourism, and Culture and the Ministry of Transportation supervise the delivery and maintenance of tourism oriented destination signage through a third party – Canadian TODS Limited;
And Whereas our tourism stakeholders and other enterprises rely heavily on this signage to direct customers to their businesses;
And Whereas Canadian TODS Limited recently advised their customers that fees will be doubling, beginning in 2020;
And Whereas this will result in significant financial hardship for those business owners:
Now therefore, be it resolved that the Haliburton County Tourism Committee and Haliburton County Council request that the Minister of Tourism, Culture and Sport and the Minister of Transportation reconsider or phase in this fee increase, allowing an appropriate amount of time for businesses to adjust;
And finally that those municipalities that support the resolution be requested to advise the Ministers noted above and their local MPP of their support.

All of the municipalities in the County of Haliburton recognize the value of this signage and the need for cost increases to meet inflation; however, we are asking that this fee increase be reconsidered and phased in to ease the burden on our stakeholders.

Thank you for your consideration of our request.

Yours truly,



Liz Danielsen
Warden

February 10, 2020

Please be advised that during the regular meeting of Council on February 4, 2020 the following motion was carried;

RESOLUTION NO. 2020-057

DATE: February 4, 2020

MOVED BY: Councillor Nieman

SECONDED BY: Councillor Margetson

Council's support for lobbying the Federal Government to review the regulations related to consumer packaging on single-use wipes

WHEREAS many municipalities in Ontario have endorsed a similar resolution urging the Federal Government to review the regulations related to consumer packaging on single-use wipes to remove the word flushable;

AND WHEREAS single-use wipes are a \$6-billion industry and growing, and are now being advertised as the clean alternative to toilet paper and are safe to flush;

AND WHEREAS there is no one standard for what the word “flushable” means;


AND WHEREAS single-use wipes may in fact not be safe to flush as they are buoyant; are not biodegradable; and, are unable to break down into small pieces quickly;

AND WHEREAS single-use wipes may accumulate in the sewer system and eventually clog the sanitary sewer system costing municipalities hundreds of millions of dollars in additional repairs and maintenance costs each year to municipal sewer systems across the country;

AND WHEREAS there is a lack of public awareness of the impact caused by non-flushable wipes being flushed down toilets and consumer education and outreach could play a large part in reducing the impact;

THEREFORE BE IT RESOLVED

1. **THAT** the Corporation of the County of Prince Edward requests that the Federal Government to review regulations related to consumer packaging on single-use wipes to remove the word flushable;
2. **AND THAT** this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; the Minister of the Environment, Conservation and Parks; the Minister of Municipal Affairs and Housing; and the Association of Municipalities of Ontario.



Mayor





February 13, 2020

To:

The Honourable Doug Ford, Premier of Ontario,
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs,
The Honourable Steve Clark, Minister of Municipal Affairs and Housing,
Andrea Horwath, Leader of the New Democratic Party of Ontario,
John Fraser, Interim Leader of the Liberal Party of Ontario,
Mike Schreiner, Leader of the Green Party of Ontario,
Monte McNaughton, MPP, Middlesex-Kent;
Association of Municipalities of Ontario; and
Ontario municipalities

RE: Southwest Middlesex Resolution regarding Government Bill 156

Please be advised that at its February 12, 2020 meeting, the Council of the Municipality of Southwest Middlesex passed the following resolution regarding Bill 156, *Security from Trespass and Protecting Food Safety Act, 2019*:

Moved by Councillor McGill
Seconded by Councillor Cowell

Whereas the Provincial Government of Ontario is considering Bill 156, *Security from Trespass and Protecting Food Safety Act, 2019*; and

Whereas Bill 156 is intended to protect farms, farm operations, and food safety and security by addressing unwanted trespassing; and

Whereas Ontario farmers are increasingly under threat of unwanted trespassers who are illegally entering property, barns and buildings, and safety of drivers of motor vehicles transporting farm animals which threatens the health and safety of the farm, employees, livestock and crops; and

Whereas additional protection for the agri-food industry to protect the security of the food chain, the farm owners, family and employees is the purpose of the *Security from Trespass and Protecting Food Safety Act, 2019*; and

Whereas unwanted trespassing occurs on all types of farm operations, including grain farmers, which has the potential to impact the safety and security of people and the food chain;

Now Therefore Be It Resolved That the Municipality of Southwest Middlesex supports the intent of Bill 156 and requests that the Province of Ontario expanding Bill 156 to identify and include protections against trespass for grain farm operations; and

That a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, Andrea Horwath, Leader of the New Democratic Party of Ontario, John Fraser, Interim Leader of the Liberal Party of Ontario, Mike Schreiner, Leader of the Green Party of Ontario, and Monte McNaughton, MPP, Middlesex-Kent; and

That a copy of this motion be sent to the Association of Municipalities of Ontario (AMO), and Ontario municipalities.

Carried

Notice of Clerk's Receipt of Petition



Petition Received

A petition was received by the Town of Lakeshore via email on February 19, 2020.

The petition held 14 signatures and requested the following:

We the residents of Tellier rd. in St. Joachim Ontario, petition The Town of Lakeshore to expropriate Tellier rd. from the current owner, or estate of Mr. Quinlan.

Road conditions are dangerous and hazardous. We have elderly and disabled residents on this road which prevent them and everyone from safely walking, riding bicycles, or simply walking to the mailbox to retrieve their mail. Ambulance services have had difficulty reaching the address in the appropriate time. Residents are denied newspaper delivery due to the unsafe road conditions. Residents have spent thousands of dollars on vehicle repairs. Unsafe passageway of vehicles driving on our lawns to avoid sinkholes. Water is pooling in large potholes and making its way towards our foundations. The owner of the road has not provided any type of maintenance or repair for many years.

We respectfully ask for the township to assume ownership of Tellier rd.

Administration's Response

The attached letter was sent in response to the petition.

A handwritten signature in blue ink, appearing to read "Kristen Newman", is written over a horizontal line.

Kristen Newman
Director of Legislative &
Legal Services (Clerk)



March 4, 2020

Ms. Crystal Meloche
[REDACTED]

Dear Ms. Meloche:

Re: Petition for Assumption of Private Road – Tellier Road

The Town of Lakeshore acknowledges receipt of the petition that you have submitted with signatures of other property owners on Tellier Road for the Town to expropriate and assume Tellier Road. I advise that the Town has a policy on identifying the criteria that will need to be satisfied before the Town will assume a private road. The Town will not typically expropriate land in order to assume a private road which is the reason for the Town policy on establishing what will be required to be completed for the Town to assume a private road.

As outlined in the policy, all of the property owners that front on Tellier Road must be in 100% agreement to the following:

- 1) All property owners that own a portion of the private road must agree to dedicating the private road to the Town of Lakeshore
- 2) All of the property owners must agree to assume the full cost of upgrading the private road to municipal standards in accordance with the Municipal Act for Local Improvement charges.
- 3) A road right of way (ROW) width dedication of 20m width will be required
- 4) Construction of road infrastructure upgrades must be completed prior to conveyance of the road right of way property.
- 5) Road infrastructure upgrades will consist of the following minimum standards:
 - a) 7m wide paved asphalt surface
 - b) 1.5m wide gravel shoulders on both sides of the road
 - c) Proper roadside drainage determined by the Town with a sufficient outlet
 - d) Sufficient easements for any existing utility that remain outside of ROW
- 6) The property owners must maintain the newly constructed road for a period of one year prior to the assumption of the road allowance by the Town
- 7) All associated costs including legal, surveying, engineering, construction or other related costs are to be the responsibility of the affected property owners.

Tellier Road is approximately 450m long with 20 properties fronting along the west side of the road. The existing road consist of a gravel road varying between 4 to 5m width and there are a number of accessory buildings and boat docks along the east side of the road.

The Town has completed a high level review of potential implications that property owners need to be informed about before making the decision of whether there is still interest in moving forward with a formalized petition process under the Municipal Act. The Town provides the following additional information:

- 1) A high level estimate to complete the construction of the upgrades to Tellier Road is \$700,000.
- 2) The estimated total identified above will result in estimated cost of \$35,000 equally divided between each of the 20 properties that would be required to assume these costs.
- 3) The 20m wide ROW dedication will result in the east limits extending to the water channel along the east side of road; therefore, the accessory buildings, sheds, boat docks will require removal from the ROW dedication.

Should you along with your neighbouring property owners on Tellier Road wish to proceed after recognizing the above process requirements and costs that will be borne by the affected property owners, please contact the undersigned to discuss the next steps of a formalized petition form that will include costs and associated process requirements that property owners are acknowledging and agreeing to by signing the petition.

Should you have any questions or concerns, please feel free to contact the undersigned.

Yours truly,



Nelson Cavacas, C.E.T.
Director of Engineering and Infrastructure Services

NC/bjk



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	Coordinator Janel Gagnier and U of W VIP Student - Julia Adamo Tammie Ryall, Director of Community & Development Services
Delegate:	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	_____ John Kerr
Minutes	_____ Laura Tremblay
Approved	_____



Belle River-On the Lake Business Improvement Area

BIA Board of Management Meeting Minutes Feb 3, 2020 at Noon Council Chambers Town of Lakeshore

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

BIA Office Lakeshore Coordinator Janel Gagnier
Tammie Ryall, Director of Community & Development Services

Agenda

Items

#1 Declaration Of Conflict of Interest: None

#2 **Adoption of the Minutes of the BIA Board Meeting on Dec 2, 2019**
Shawn Moved and Sandy Seconded: That the minutes from the BIA Board Meeting of December 2, 2019 be adopted as presented.
Motion # 2020 – 01. All in favour. Motion carried

#3 **Old Business:**

1. Tecumseh BIA now allows Lakeshore Businesses to join as Associate Members with the cost determined by the number of employees. We have not reached target number of associate memberships to meet the increased budget of \$4500 budget.

2. Libro Granting Program will be accepting applications between May 3 and June 12. The BIA will apply for a "Win This Space" contest.

3. Puce Harbour will allow Sunsplash boaters with Lakeshore Marina Pass to launch their boats (and they did the same in 2019!) Cost TBD depending on when staff is needed. Tofflemires to be asked to allow trailers to park there after launching.

#4

New Business:

1. 2020 Business Banner list has been updated and invoiced. Some banners will need replacing due to high winds and we have four new locations at the roundabout. Due to higher demand and new business interest the banners have sold out and businesses will only be allowed one banner this year. Logos have been sent to the designer.
2. Windsor Star Booklet to be launched on May 1st, just one week before May Stroll the Street. Title, Content and Contest need to be determined by the BIA. Coordinator is meeting with them next week to start the process. One of the first steps will be to email the BIA Members to let them know that Windsor Star will be contacting them to determine if they would want to put in an advertisement.
3. Exciting News: Nathan Bain will be our BRDHS Co-op student starting on Friday, Feb 7th until June.
4. Lakeview Park and West Beach Public Open House will be held on February 13th between 3pm and 7pm in the Renaud Room at the Atlas Tube Centre to discuss and review the concept drawing.

#5

Next BIA Meeting will be held on March 2, 2020 at Lakeshore Town Hall

#6

Meeting Adjournment at 1pm

Meeting
Minute
Approval



Moe Mailloux
Laura Tremblay

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: February 14, 2020

Subject: Drainage Board Meeting draft Minutes for February 3rd, 2020

Recommendation

Report is provided for information only.

Background

The draft minutes from the February 3rd, 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 reports dated November 29, 2019 Little Baseline Drain East (Sylvestre Bridge), South 3rd Concession Drain (Never Rest Farms) dated January 10, 2020 and Reaume Drain Improvements dated December 20, 2019.

Mr. Gerard Rood from Rood Engineering Ltd was in attendance to give a brief summary of his drainage reports dated November 5, 2019 Arch Drain and Tecumseh Road Drain for 1902286 Ontario Inc. dated January 20, 2020.

Comments

The Drainage Board recommended By-law No's. 006-2020, 010-2020 and 011-2020 be recommend for first and second reading and By-law No's 002-2020 and 001-2020 be recommended for third reading.

Other Consulted

Essex Regional Conservation Authority has been consulted on these projects.

Financial Impacts

All costs associated with these works will be assessed out accordingly to the proportions outlined in the engineer's report.

Attachment(s): Draft Drainage Board minutes dated February 3rd, 2020

Report Approval Details

Document Title:	Drainage board minutes February 3rd, 2020.docx
Attachments:	- 2 - Feb 3, 2020 Drainage Board Minutes.docx
Final Approval Date:	Feb 24, 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
	Asst. Drainage Superintendent	-	Andrew Neely
	Absent		
	Board member	-	Lyle Morris
	Drainage Superintendent	-	Jill Fiorito

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

Drainage Board Meeting Minutes of December 9th 2019, and January 6th 2020

Board Member Schmidt moved and Board Member Carter seconded

That:

The Board approve the minutes of the Drainage Board Meeting dated December 9th 2019, and January 6th 2020

Motion Carried

4 ENGINEERING AND INFRASTRUCTURE SERVICES

COURT OF REVISION

Opening of the Court of Revision.

Board Member Carter and Board Member Schmidt seconded:

It is recommended that:

The Drainage Board move into Court of Revision to consider appeals respecting By-law No. 001-2020 and 002-2020 in the Town of Lakeshore, in the County of Essex.

Motion Carried

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 that he had not received any concerns from upstream landowner's regarding this bridge replacement. The Drainage board has not received any questions, or appeals for this assessment.

The Chairman opened the floor for questions.

There were no concerns.

Board Member Schmidt moved and Board Member Carter seconded:

That:

The Schedule of Assessment to provide for the Little Baseline Drain – East (Sylvestre bridge) in the Town of Lakeshore, in the County of Essex as prepared N.J. Peralta Engineering Ltd., dated November 29th, 2019 be approved and By-Law 002-2020 be recommended for third reading.

Motion Carried

Arch Drain (Creation of a New Municipal Drain)

Mr. Gerard Rood, P.Eng was in attendance and briefly outlined the key points of the assessment schedule in his report dated November 5th, 2019.

Mr. Rood briefly described that this was a creation of a new Municipal Drain under Section 4 of the Drainage Act Mr. Rood explained that the cost of construction was completely on the 1628 County Rd 22 (Arch Lakeshore Facility Inc. However, Mr. Rood included provisions for future maintenance cost sharing.

Mr. Rood indicated he was open for questioning.

Chairman Armstrong opened the floor for questions.

There were no questions for this project.

Board Member Reaume moved and Board Member Carter seconded:

That:

The Schedule of Assessment to provide for the construction of the Arch Drain in the Town of Lakeshore, in the County of Essex as prepared Rood Engineering Inc., dated November 5th, 2019 be approved and By-Law 001-2020 be recommended for third reading.

Motion Carried

Closing of the Court of Revision

Board Member Carter moved and Board Member Schmidt seconded:

That:

The Drainage Board moves to close the Court of Revision.

Motion Carried

READING OF THE REPORT

Reaume Drain Improvements

Mr. Tony Peralta, P.Eng was in attendance and briefly outlined the key points of the report dated December 20th, 2019.

Mr. Peralta confirmed that the Town's standard policy property development for residential usage, the drain is to be enclosed. As a result, he was appointed to write a report under section 78 of the Drainage Act. Mr. Peralta indicated that the total cost for this project is assessed to the land developer. Mr. Peralta also indicated that Essex Region Conservation Authority (ERCA) stipulated that the enclosure should have the 1:100 year storm capacity. As a result the watershed was slightly adjusted so part of the property's water is directed in to the Wallace line Drain instead of the Reaume Drain.

Mr. Peralta concluded his presentation, and indicated that he was open to question.

Chairman Armstrong opened the floor for questions.

There were no questions for this project.

Board Member Schmidt moved and Board Member Carter seconded:

That:

The Engineer's considered report prepared by N.J Peralta Engineering Ltd., dated December 20th, 2019 Reaume Drain Improvements in the Town of Lakeshore, in the County of Essex be adopted and By-Law 006-2020 be recommended for the first and second reading

Motion Carried

South 3rd Conc. Drain – RC (Never Rest Farms)

Mr. Tony Peralta, P.Eng was in attendance and briefly outlined the key points of the report dated January 10th, 2020.

Mr. Peralta explained this bridge was a result of a house lot land severance. He also indicated he has been in contact with the owner to give him an estimate of the cost of the bridge.

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

Chairman Armstrong opened the floor for questions.

There were no questions for this project.

Board Member Reaume moved and Board Member Carter seconded:

That:

The Engineer's considered report prepared by N.J Peralta Engineering Ltd., dated January 10th, 2019 South 3rd Conc. Drain - (Never Rest Farms) in the Town of Lakeshore, in the County of Essex be adopted and By-Law 010-2020 be recommended for the first and second reading

Motion Carried

Tecumseh Rd Drain - (1902286 Ontario Inc.)

Mr. Gerard Rood, P.Eng was in attendance and briefly outlined the key points of the report dated January 20th, 2020.

Mr. Rood explained that this enclosure was in response to the residential development of the property owned by 1903286 Ont. Inc. Mr. Rood went over some of the background, and technical details of project. Mr. Rood briefly described the alignment of the drain, and the assessment rational.

Mr. Rood concluded his presentation, and indicated he was open to questions.

Chairman Armstrong opened the floor for questions.

Board member Carter asked as to why the assessment on the enclosure was so minimal for upstream land owners.

Mr. Rood indicated that enclosures are typically assigned to abutting properties, with cost sharing for the bridge portion. This approach was used in this case.

There were no further questions for Mr. Rood or the Drainage Board.

Board Member Schmidt moved and Board Member Carter seconded:

That:

The Engineer's considered report prepared by Rood Engineering Inc., dated January 20th 2020 Tecumseh Rd Drain –(1903286 Ontario Inc.) in the Town of Lakeshore, in the County of Essex be adopted and By-Law 011-2020 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**

**ANDREW NEELY
ASSISTANT DRAINAGE SUPERINTENDENT**

NEXT SCHEDULED MEETING

The next Drainage Board Meeting is schedule for 5:00pm on March 2nd, 2020 in the Town of Lakeshore Council Chambers.

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: February 21, 2020

Subject: Dog Pound Committee Meeting January 22, 2020 – Draft Minutes

Recommendation

Report is provided for information only.

Background

The Dog Pound is operated by the Town of Lakeshore and jointly governed by the Town of Lakeshore, Essex, LaSalle and Tecumseh.

The expenses relating to construction, emergency care, Administration and transfers to reserve are shared equally between all four (4) member municipalities. The remaining operating costs are billed to each municipality based on the use of the facility, determined by number of days each dog has stayed at the Pound.

Comments

At the January 22, 2020 meeting, the Dog Pound Committee approved the 2020 Budget and received a presentation regarding the St. Clair College Technician Veterinary Program.

Administration is developing recommendations relating to operating processes, which will be presented to the Committee at an upcoming meeting.

Financial Impacts

There are no financial impacts as a result of receiving this report.

Attachment(s): Dog Pound Committee Meeting January 22, 2020 Draft Minutes

Report Approval Details

Document Title:	Dog Pound Committee Meeting January 22, 2020 - Draft Minutes.docx
Attachments:	- 20200122 Dog Pound Committee Meeting Minutes.docx
Final Approval Date:	Feb 25, 2020

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

Kristen Newman

Rosanna Pellerito

Truper McBride

Dog Pound Committee

Minutes of Regular Meeting

Held Wednesday, January 22nd 2020 at 6:00 PM

In the Atlas Tube Centre Boardroom, 447 Renaud Line, Belle River

Members Present: Lakeshore Councillor Steven Wilder (Chair)
Essex Councillor Sherry Bondy
LaSalle Councillor Anita Riccio-Spagnuolo
Tecumseh Councillor Brian Houston

Staff Present: Manager of Legislative Services, Brianna Coughlin

Call to Order

Chair Wilder called the meeting to order at 6:00 PM.

Disclosures of Pecuniary Interest

None.

Adoption of Minutes

a) Dog Pound Committee Minutes of July 31, 2019

01-01-2020 – Houston/Riccio-Spagnuolo

That the Dog Pound Committee Minutes of July 31, 2019 be approved.

Carried Unanimously

Delegations

a) Overview of St. Clair College Veterinary Technician Program

Betsy Wismer and Patty O'Hara presented an overview of the program, the facilities and inspections undertaken by various organizations throughout the year.

The Committee members discussed the possibility of a tour of the facility which was welcomed by the program directors.

Correspondence

None.

New Business

a) 2019 Overall Dog Pound Statistics – January to December 2019

02-01-2020 – Houston/Riccio-Spagnuolo

Receive the 2019 Overall Dog Pound Statistics report presented at the January 22, 2020 Dog Pound Committee meeting.

Carried Unanimously

b) 2020 Budget

The Manager of Legislative Services provided a PowerPoint presentation and report relating to the proposed 2020 Budget.

03-01-2020 – Houston/Riccio-Spagnuolo

Approve the 2020 Dog Pound Budget, including Option #1 as described in the report by the Manager of Legislative Services dated January 17, 2020.

Carried Unanimously

c) Provincial Animal Welfare Services Act, 2019

04-01-2020 – Bondy/Riccio-Spagnuolo

Receive the report of the Manager of Legislative Services entitled “Provincial Animal Welfare Services Act, 2019”, presented at the January 22, 2020 Dog Pound Committee meeting.

Carried Unanimously

Adjournment

05-01-2020 – Bondy/Houston

That the Dog Pound Committee adjourn its meeting at 7:05 PM and the next meeting of the Dog Pound Committee be scheduled for March 25, 2020 at 6:00 PM.

Carried Unanimously

Steven Wilder
Chair

Kristen Newman
**Director of Legislative &
Legal Services**

/bc

DRAFT

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: February 21, 2020

Subject: Changes to Special Occasion Permits and the Public Consumption of Alcohol

Recommendation

Report is provided for information only.

Background

In 2019, the Province of Ontario made several amendments to the *Liquor Licence Act* and its corresponding regulations. The purpose of the reforms are to “enhance consumer choice and convenience, reduce administrative burden on businesses and provide additional flexibility for those involved in the sale, service and consumption of alcohol”ⁱ.

This information report is intended to provide Council with an overview of the amendments which may affect the time and resources of Town staff, particularly in regard to the public consumption of alcohol.

Comments

While there were many changes in the language of the *Liquor Licence Act*, Administration would like to highlight the following amendments: the sale and service of alcohol, public consumption of alcohol and tailgate events.

Sale and Service of Alcohol

Many of these changes refer to the availability of alcohol, including the expansion of the sale of beer and wine to corner stores, big box stores and grocery stores. The prescribed serving size for manufacturers under a By-the-Glass licence has also been removed.

Town of Lakeshore Administration is most affected by the changes relating to Special Occasion Permits (SOPs). A 0.9 metre partition, to identify the boundaries of the permit area, is no longer required, although permit holders must continue to ensure that the area is distinguishable from adjacent premises to which the permit does not apply.

The requirement for permit holders to have a sufficient supply of food to serve persons attending the event has also been removed. In addition, the hours for which an SOP can be issued have been extended; alcohol may now be sold, served and consumed between 9 AM and 2 AM.

All other existing requirements, including ensuring there is no intoxication, disorderly conduct, promotion of immoderate consumption or provision of alcohol to minors, are still in effect.

Administration has noted the changes regarding permit area boundaries and hours of sale/service of alcohol and will consider these when reviewing SOP applications.

Public Consumption of Alcohol

Under the provisions of the *Liquor Licence and Control Act, 2019*, municipalities may pass by-laws to designate public areas for the public consumption of alcohol. It would be up to each municipality to determine which, if any, public spaces would be eligible for public alcohol consumption.

The *Liquor Licence and Control Act, 2019* is not currently in effect and there are no associated regulations. It is unknown at this time what types of “public spaces” would be eligible to be designated by Council. The Province has suggested local parks could be designated, but it may also include commercial/restaurant “downtown” areas or the grounds of facilities such as the Atlas Tube Centre.

Administration will bring further information to Council once the legislation and regulations come into effect. However, it is important to note that the AGCO has advised that it would have no role in enforcement should Council designate a public area of the Town of Lakeshore as an area for public alcohol consumption. Local police would be responsible for ensuring compliance with the law, including the prevention of underage drinking and public intoxication.

Tailgate Events

Special Occasion Permits may now be obtained for “tailgate events” which are events held outdoors (at ground level) in connection with and in proximity to a professional, semi-professional or post-secondary sporting event. Permit holders may sell and serve alcohol and attendees 19 years of age or older may bring their own alcohol for consumption at the event, within the permitted area.

The AGCO is the licencing authority for Tailgate Event SOPs and the applicants are required to notify the municipality, although there is no requirement to obtain municipal approval. However, applicants must confirm that they are authorized to use the permit area for the event, therefore there would be no unauthorized use of municipal property for a licenced tailgate event.

Provincial Consultation – Cannabis Special Occasion Permits

The Legalization of Cannabis Branch of the Ministry of the Attorney General has recently posted a proposal for feedback regarding the potential for cannabis consumption establishments and/or Cannabis Special Occasion Permits (SOPs). The deadline to respond to this consultation is March 10, 2020.

The Province has advised that the government is not considering a change to the *Smoke-Free Ontario Act, 2017* regime as part of this consultation, therefore smoking or vaping cannabis would be prohibited in the same manner as tobacco. The Town of Lakeshore also has a by-law in place that prohibits smoking of any tobacco or non-tobacco product on municipal property.

Cannabis edibles, extracts and topicals became available for sale through the Ontario Cannabis Store and in authorized retail cannabis stores on January 6, 2020. Should the Province authorize the sale and consumption of these cannabis items at special events, Administration recommends that cannabis SOPs be treated in the same manner as liquor SOPs where municipalities are notified and consulted.

Financial Impacts

There are no financial impacts as a result of receiving this report. However, there are anticipated to be increased costs relating to enforcement by way of call for service to the OPP should Council decide to allow the consumption of alcohol in public places, should that legislation be implemented in the future.

Attachment(s): None.

Report Approval Details

Document Title:	Changes to the Liquor Licence Act - Public Consumption of Alcohol.docx
Attachments:	
Final Approval Date:	Mar 3, 2020

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

Frank Jeney

Albert Dionne

Tammie Ryall

Nelson Cavacas

Kristen Newman

Rosanna Pellerito

Truper McBride

ⁱ Alcohol and Gaming Commission of Ontario (AGCO), "May, 2019 Liquor Licence Reforms in Ontario: Frequently Asked Questions", 2019

The Corporation of the Town of Lakeshore

Report to Council

Community & Development Services

Recreation Services



To: Mayor & Members of Council

From: Tammie Ryall, Director of Community and Development Services

Date: February 28, 2020

Subject: Sun Protection at the Atlas Tube Centre Splash Pad

Recommendation

Report is provided for information only

Background

This report has been prepared to consolidate the information on sun protection at the Atlas Tube Centre (ATC) splash pad.

At the November 25, 2019 Council Meeting, Council discussed the amount proposed in the 2020 Budget to develop sun protection structures at the ATC splash pad. The following motions took place.

Motion 526-11-2019

Direct administration to close the Atlas Tube Centre splash pad temporarily and to install a temporary barrier to prevent persons from touching the glass; and that Administration be directed to bring back a report regarding barriers.

Motion Lost

Motion 527-11-2019

Direct Administration to remove the proposed \$170,000 for the sun protection for Splash Pad at the Atlas Tube Centre.

Carried

Motion 528-11-2019

Direct Administration to bring back the previous report regarding sun protection for the Atlas Tube Centre splash pad for Council's consideration.

Carried

It is noted that review of this matter was under the 2019 and 2020 Budget discussions. No report was prepared.

Splash Pad Structure

The splash pad was constructed at the same time as the Aquatic wing of the ATC in 2016. It is a cement structure immediately adjacent to the south east side of the building. It is used in the summer for interactive water play. It is approximately 600 square metres in area (6,460 square feet). Attachment 1 shows air photos of the existing splash pad.

Administration is unable to find any design drawings that indicate a permanent shade solution was originally proposed for the splash pad. Two renderings show umbrellas attached to tables (Attachments 2 and 3).

It is noted that the investment to build the splash pad at the time the aquatic centre was constructed was approximately \$664,000. The splash pad was included in the ATC grant application and funding was received for this structure. If the Town decided to decommission the splash pad, it would trigger a repayment of some of the grant funding, and therefore it is not recommended.

Complaints Regarding Sun and Heat

There are no operational issues reported with the water system/usability of the splash pad. However, the Town has received significant feedback from the public on the usability of the splash pad due to the lack of shade during the hot summer days when the sun reflects off of the cement pad. Town staff have also become aware that the glass on the wall separating the pool and the splash pad can also warm to the point of posing a burn risk should users touch it or lean against it. Town staff were aware of this risk and were vigilant in telling children (for example, at the day camp) to not touch the glass. However, it is difficult to effectively warn users when staff are not present.

Comments

The Town has made a significant financial investment to construct the splash pad and it provides an interactive play space which compliments other ATC activities. A cost effective permanent solution to provide sun protection is important to ensure that it is an inviting and safe space that can be used to its full potential. There is also an increased awareness of the importance of providing shade to protect adults and children from sunburn.

The ATC Park Plan program is underway, with proposals for the use of the ATC property to be considered by Council later in 2020. However, it is unlikely that the Park Plan would recommend that the Splash Pad be relocated or removed, as it is an existing structure. Therefore, Administration will proceed to obtain solutions for sun protection in advance of the ATC Park Plan being finalized.

Previous Sun Shade Proposals

Umbrellas:

The operational costs of daily set up and take down, and potential damage due to storm events, is a consideration if the Town were to install tables and umbrellas as was the solution shown in the original renderings (Attachments 2 and 3).

The proposals included in the 2019 and 2020 budgets are set out below.

Option 1 - Hard Roofed Structures (Attachment 4)

This proposal includes the installation of two permanent structures with metal roofs. The dimensions are 16 x 60 feet and 6 x 26 feet. It is noted that the structures in the illustration would be appropriately designed to complement the architectural features of the ATC. This option would be oriented to provide a high degree of shade relief for the public and provide a permanent solution with minimal operational costs. The option is priced at \$135,600 with HST and installation included.

Option 2 – Cantilever Umbrellas over the Splash Pad (Attachments 5 and 6)

This proposal includes the installation of five cantilever umbrella structures with glide rails. Each umbrella is 20 feet x 20 feet by 10 feet high. This option is priced at \$83,500 with HST and installation included.

Both Options 1 and 2, as well as umbrellas attached to tables, may not provide a solution to prevent the glass from heating up in the sunlight.

Option 3 – Pole and Sail Shading and a hard barrier along the glass (Attachments 7 and 8 for illustrative purposes). This option includes of Sails held up by 6 posts, 2 on the pad area and 4 on the perimeter and a metal barrier to shield people from touching the glass. The sails and poles were estimated at \$210,000 and the barrier was estimated at \$60,000 (installation included but no HST). The total was \$270,000. This estimate was provided by JP Thompson Architects Limited. A total of \$100,000 was included in the 2019 budget therefore \$170,000 was included in the 2020 budget to bring the total to \$270,000. As mentioned above, the increase of \$170,000 was not approved by Council in the 2020 budget.

Other Options and Conclusion

Administration has undertaken preliminary research into the use of external blinds which can be pulled down to shield the glass from the sun. This could possibly be an effective solution to shield the glass on hot days, which can be retracted on cloudy days and during the off-seasons, to allow an unobstructed view in the indoor pool area. As well, a different type of window film may be a solution to reduce the heat on the glass. Solutions could be paired with the development of one of the shade structure options.

To reduce the costs, the use of one of the two permanent structures (Option 1) or fewer cantilevered umbrellas (Option 2) could be explored. Administration recommends seeking professional advice on the ideal orientation of (a) structure(s) to provide maximum sun protection, and to shield the glass so that it does not heat up in the sunlight. If there is no effective way to shield the glass, a physical barrier to prevent contact with the glass would need to be proposed.

Administration will proceed to issue a request for proposal to provide options for sun protection. Administration will provide a report to Council if the estimated costs provided through the request for proposal process exceeds the budgeted amount of \$100,000.

Financial Impacts

\$100,000 was included in the 2019 budget for this project.

Attachments:

Attachment 1 – Air photos of the existing splash pad

Attachments 2 and 3 – Renderings of the Atlas Tube Centre showing umbrellas

Attachment 4 – Hard Roofed Structures

Attachments 5 and 6 – Cantilever Umbrellas

Attachment 7 – Example of Pole and Sail Shading

Attachment 8 – Example of a Picket barrier

Report Approval Details

Document Title:	Sun Protection at the Atlas Tube Centre Splash Pad.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 Air photos of the existing splash pad.pdf- Attachment 2 Rendering of the splash pad showing umbrellas.pdf- Attachment 3 Rendering from indoors showing umbrellas outdoors.pdf- Attachment 4, two hard roofed structures.pdf- Attachment 5 Umbrella Shade Structure.pdf- Attachment 6 Cantilever umbrellas.jpg- Attachment 7 Sail Shading.jpg- Attachment 8 Picket Railing System.pdf
Final Approval Date:	Mar 5, 2020

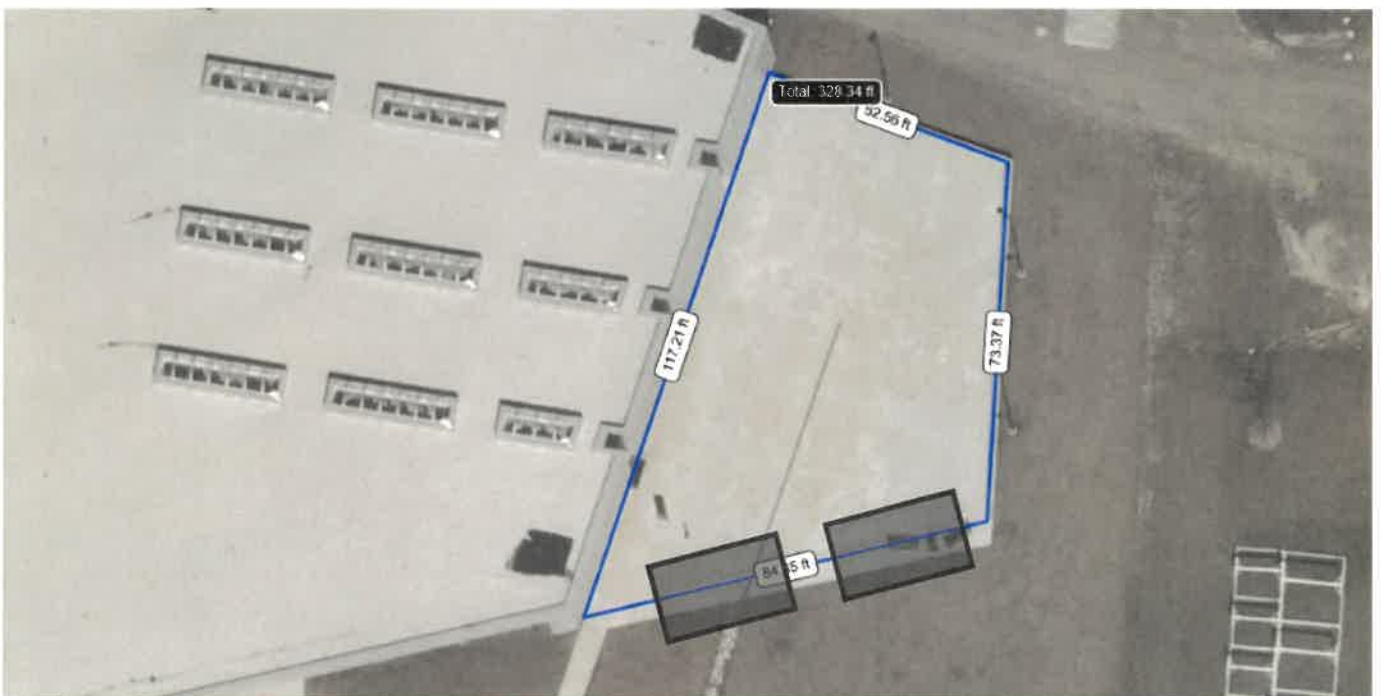
This report and all of its attachments were approved and signed as outlined below:

Rosanna Pellerito

Kristen Newman

Truper McBride

AtlasTube Recreation Centre





Lakeshore Pool Splashpad®, ON - View 3



Proud distributor of



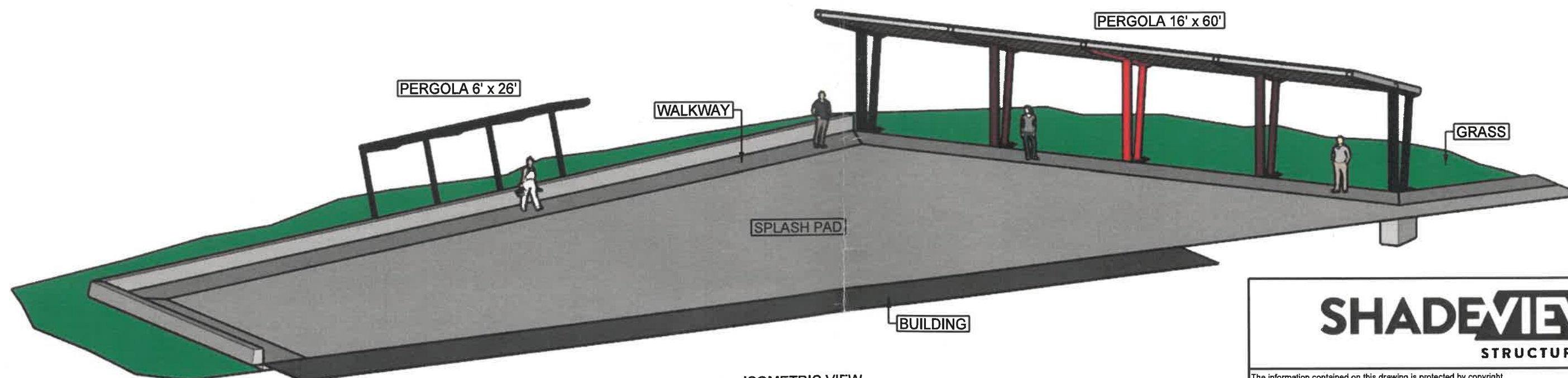




PLAN VIEW



FRONT VIEW



ISOMETRIC VIEW

SHADEVIEW®
STRUCTURES

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PROJECT Atlas-Lakeshore Recreation Centre			
LOCATION		MODEL #:	
DWG. TITLE 3D Rendering			
DRAWN BY: RL	CHECKED BY: BBK	WO#	DWG. NO.
DATE: 16.04.19	DATE: 17.04.19	TIME: 11:29:04am	Q # 19-1587

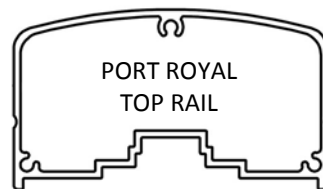
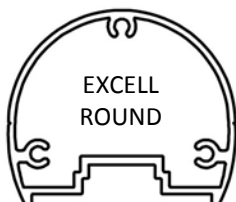
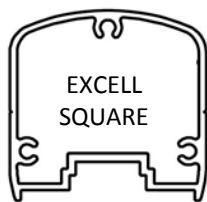
Page 128 of 31

REV	DATE	REMARKS
	04/17/2019	For Presentation Only

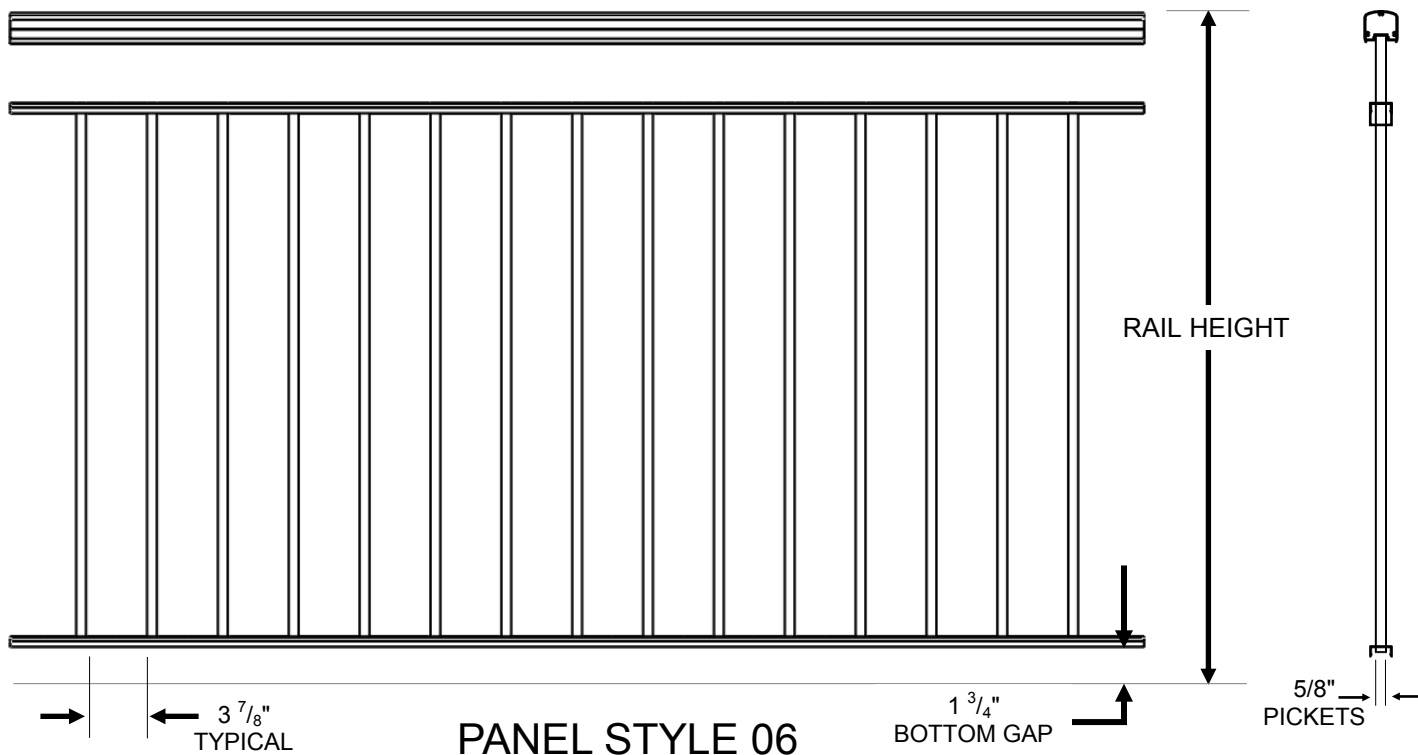








TOP RAIL OPTIONS



The Corporation of the Town of Lakeshore

Report to Council

Engineering & Infrastructure Services

Public Works



To: Mayor & Members of Council

From: Nelson Cavacas C.E.T.
Director, Engineering and Infrastructure Services

Date: March 4, 2020

Subject: Staff Accommodation at Rourke Line Facility

Recommendation

Report is provided for information only.

Background

Council adopted the following resolution at its November 26, 2019 meeting:

That a report be provided on increasing the number of staff to be accommodated at the Rourke Line site.

Council has approved a \$3,730,700 to complete the renovation and site works for the Rourke Line Operational Centre ("RLOC") renovations of the former Rourke Line Arena and Library. The facility under the current design, once construction is completed, will provide two primary functional uses.

Comments

Current Design

The former library area (front and westerly) portion facing Rourke Line consists of a total gross area of 9,300 sq.ft. for municipal offices and staff basic amenities. The back (easterly) portion being the former arena ice rink area consists of a total gross area of 25,000 for an operational shop with various storage rooms for materials, record archival storage of paper documents which are currently not in ideal climate conditions below grade at the Lakeshore Water Treatment Plant, and vehicle and equipment storage of the Water Distribution, Public Works, Parks and Facilities departments.

The front (westerly) part of the facility provides a customer waiting area and service counter, workstations for working foreman, training room that doubles as staff lunch room, two meeting rooms, washrooms, individual male and female change rooms with showers, and offices for the Engineering and Infrastructure Services (EIS) staff.

A combined total of 47 staff will be using the 9,300 sq.ft. building area. This equates to a building area to staff ratio of 198 sq.ft. per staff member. The 9,300 sq.ft. building area can be further broken down into 4,300 sq.ft. of office space for 19 EIS staff and 5,000 sq.ft. of basic amenity space for 28 EIS operational staff. These respectively equate to 226 sq.ft. per staff member and 180 sq.ft. per staff member. These are below the 300 sq.ft. per staff member space ratio identified in the 2017 Strategic Facility Plan (SFP) for Town Hall which was described as being a space ratio lower than industry standards and demonstrative of the fact that the Town Hall building is already above capacity.

To accommodate more staff would result in offices and work spaces being reduced to less than standard size office desks and furniture. Further, the shoehorning of more staff into the current design layout spaces will result in the visual and mental aspects of a crowded work environment that is not conducive to a healthy work environment. As Council has recently adopted Organizational Excellence as a strategic priority, recreating a cramped work environment at the new facility would be counter to establishing Lakeshore as an employer of choice for employee attraction and retention.

Aside from increasing capacity in the manner described above, JP Thomson Architects Limited (the architecture firm working on the Operational Centre Renovations) concluded that there are two approaches to increase the number staff.

The two approaches to increase number of staff consists of the following:

- 1) Use 5,000 sq.ft. of shop area for office space and reduce shop area to 20,000 sq.ft.
- 2) Expand the existing footprint of the former library space southerly towards Oakwood.

The current building floor design considered the existing building characteristics of the previous building structure and occupancy code requirements. As such, there is an existing masonry wall that satisfies the Building Code requirement for fire separation between the front office use and the back operational shop use.

Option 1 – Figure A – Cost \$1,760,000

For Option 1 a new fire separation will be required to be constructed to create the 5,000 sq.ft. area of office space. This will involve excavating for a footing and foundation to build the new fire separation wall from the ground up to the high ceiling height of the former arena so it can be anchored to roof beams at the top. In addition to the fire wall construction, there will be a need to add a fire sprinkler system to the facility because of the expanded area use changes under the Building Code and, as well, additional mechanical HVAC equipment. Also the parking lot area will need to be expanded by an additional 14 spaces. Attached to the report is a plan illustrating this labelled as option 1.

The total cost to complete the added scope of facility construction and parking lot along with the associated professional cost (for design and project management) and FFE (Furniture, Fixtures & Equipment) costs for option 1 is \$1,760,000. The new combined total project cost would be \$5,485,700.

Option 2 – Figure B – Cost \$2,130,000

The existing exterior building footprint of the former library space would expand southwards Oakwood Avenue. This would involve constructing exterior walls and roof over the additional 5,000 sq.ft. expansion. Similarly, as result of the expanded area the building will likely require the addition of fire sprinkler system along with the expansion to the parking lot and addition of mechanical HVAC equipment. This option would result in the highest cost by roughly an extra \$375,000 (costs associated with the exterior wall and roof construction renovations).

The total cost to complete the added scope of facility construction and parking lot along with the associated professional cost (for design and project management) and FFE (Furniture, Fixtures & Equipment) for option 2 is \$2,130,000. The new combined total project cost would be \$5,860,700.

Conclusion

In developing the current design, Administration, in consultation with J.P. Thomson Architects Limited, took into consideration the use of the existing building construction as well existing features of existing washrooms, reuse of existing mechanical HVAC units and particularly the use of the existing fire separation wall as required under the building code. As such, Administration attempted to maximize the repurposing the facility while trying to minimize significant additional costs.

Currently, the design of new Rourke Line Operational Centre will have a total of 47 staff members working at this facility that will be relocated from five different municipal facility sites. More importantly considering current space pressures at Town Hall there will be 10 staff members relocating from Town Hall to the newly repurposed facility. Further, the shop area will provide the area to house a total of 50 pieces of equipment. This will consist of the following from each operational divisions:

- 17 pieces of equipment for Water Distribution,
- 29 pieces of equipment for Parks.
- 4 pieces of equipment for PW.

The 4 pieces of Public Works equipment noted above are units that will be better served being centrally located at the RLOC to deploy this equipment which are primarily used in urban areas such as the street sweeper.

Lastly, considering the two options described above would result in an additional cost of either \$1,760,000 or \$2,130,000 to the current project cost, Administration did not

consider pursuing these additional renovations. As such, it is recommended that the current renovation project be completed as designed.

Others Consulted

JP Thomson Architects Limited

Financial Impacts

Although the recommendation does not have any additional budget implications, should Council consider directing Administration to implement any of the options discussed above, it will result in potential significant budget implications affecting the Town's Facility Lifecycle reserve account.

Attachment(s): Figure A - Option 1 Plan for Rourke Line Operational Centre
Figure B - Option 2 Plan for Rourke Line Operational Centre

Report Approval Details

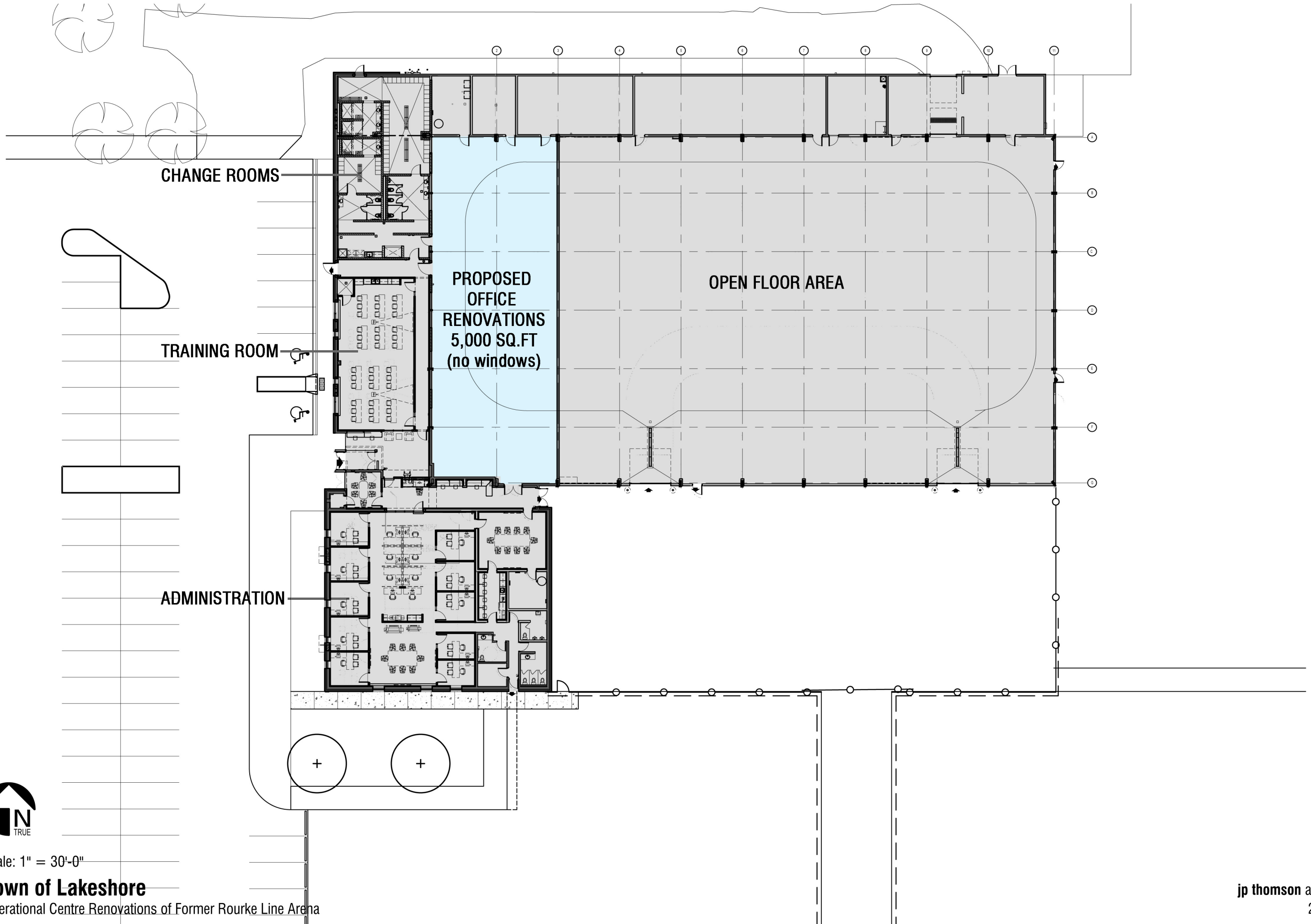
Document Title:	How Can More Staff be Accommodated at Rourke Line Facility.docx
Attachments:	- 2020-02-20 - Option 1 - Proposed Renovation.pdf - 2020-02-20 - Option 2 - Proposed Addition.pdf
Final Approval Date:	Mar 4, 2020

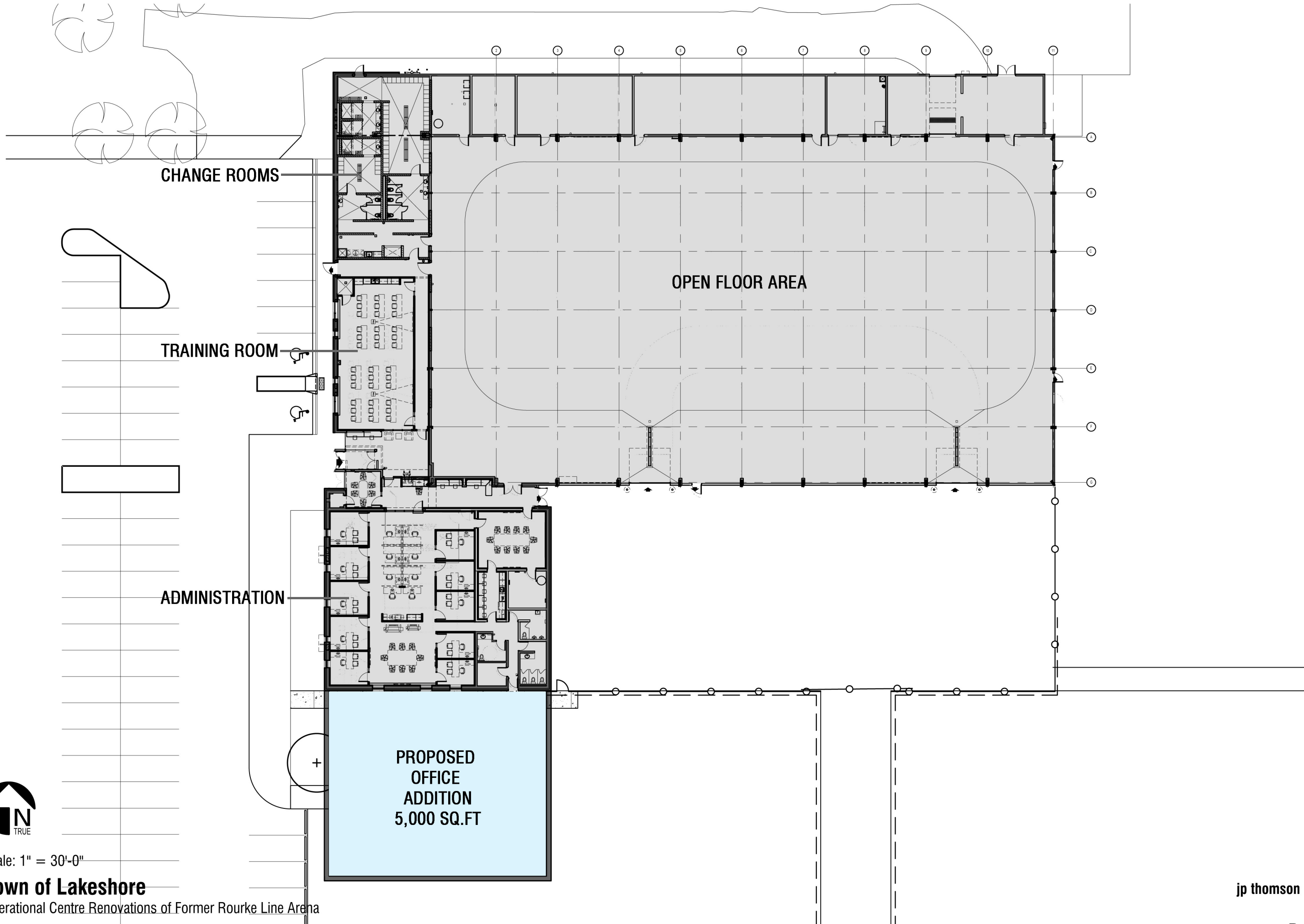
This report and all of its attachments were approved and signed as outlined below:

Rosanna Pellerito

Kristen Newman

Truper McBride





scale: 1" = 30'-0"

The Corporation of the Town of Lakeshore

Report to Council

Engineering & Infrastructure Services

Environmental Services



To: Mayor & Members of Council

From: Kevin Girard, P.Eng, Manager of Environmental Services

Date: January 20, 2020

Subject: 2019 Drinking Water Annual Reports

Recommendation

Council adopt the attached 2019 Annual Reports as prepared in accordance with the *Safe Drinking Water Act*, O.Reg 170/03 for the following water service areas:

1. Lakeshore Water Treatment Plant (WSA) (260091507)
2. Stoney Point Water Treatment Plant (WSA) (220003396)
3. Union Water Service Area (220004995)
4. Tecumseh Water Service Area (060004982)

And further, that the Annual Reports be made available for public viewing through the Town of Lakeshore website.

Background

Ontario's Drinking-Water Systems Regulation (O.Reg. 170/03), made under the Safe Drinking Water Act, 2002, requires that the owner of a drinking water system prepare an annual report on the operation of the system and the quality of its water. Under the Act, the owner of the system shall ensure that a copy of every report prepared under the section is available to the public at no charge before the end of February each year.

Comments

These reports are being provided to Council in fulfilment of regulatory requirements. When a Ministry of Environment, Conservation and Parks (MECP) inspection takes place, this report confirms that Council as the owner of the drinking water system has been properly informed.

Financial Impacts

There are no budget impacts as a result of this report.

Attachment(s):

1. 2019 Lakeshore Annual Report
2. 2019 Stoney Point Annual Report
3. 2019 Lakeshore Union Distribution Annual Report
4. 2019 Lakeshore Tecumseh Distribution Annual Report

Report Approval Details

Document Title:	2019 Drinking Water Annual Reports.docx
Attachments:	- 2019 Lakeshore Annual Report.pdf - 2019 Stoney Point Annual Report.pdf - 2019 Lakeshore Union Distribution Annual Report.pdf - 2019 Lakeshore Tecumseh Distribution Annual Report.pdf
Final Approval Date:	Feb 24, 2020

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

Nelson Cavacas

Rosanna Pellerito

Kristen Newman

Truper McBride



ANNUAL REPORT

Drinking-Water System Number:	260091507
Drinking-Water System Name:	Lakeshore Water Treatment Plant/Water Service Area
Drinking-Water System Owner:	The Corporation of the Town of Lakeshore
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 01, 2019 to December 31, 2019

<p>Does this Drinking-Water System serve more than 10,000 people? Yes [X] No []</p> <p>Is this annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where this system's Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <p>Town of Lakeshore Municipal Building (Town Hall) 419 Notre Dame Street Belle River, Ont. N0R 1A0</p>	<p>Number of Designated Facilities served: None</p> <p>Number of Interested Authorities reported to: None</p>
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Drinking-Water Systems which receive all of their drinking water from this system:

Drinking Water System Name	Drinking Water System Number
None	

How system users are told that this annual report is available, and is free of charge.

- ☒ **Public access/notice via the web**
- ☒ **Public access/notice via Government Office**
- ☐ **Public access/notice via a newspaper**
- ☒ **Public access/notice via Public Request**



Description of the Drinking-Water System during this reporting period

The Lakeshore WTP is a 36,360,000L/day facility, located at 492 Lakeview Dr. in Belle River, Ont. and serves approximately 28, 997 residents within the Lakeshore Water Service Area. Treatment processes within the facility include: coagulation, flocculation, sedimentation, zebra mussel control, powdered activated carbon, granular activated carbon, filtration, UV disinfection and chlorination. The Lakeshore Water Service Area (LWSA) extends south from Lake St.Clair to Highway 401 and extends east from County Rd.19 to Rochester Townline Road. The LWSA includes approximately 234 kilometers of water distribution piping ranging in size from 25 to 600 millimeters in diameter. The distribution system disinfection is by free chlorine residual. The LWSA also includes the Belle River and Maidstone elevated water storage tanks.

List of all water treatment chemicals used over this reporting period

Aluminum sulphate (DelPAC product), polyelectrolytes, chlorine gas, activated carbon

Significant expenses incurred during this reporting period to:

- ☒ Install required equipment
- ☐ Repair required equipment
- ☒ Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Turbidity Meter Replacements	- \$ 86,000
SCADA Upgrade	- \$ 15,000
Notre Dame Ph4 Watermain Replacement	- \$ 500,000
Lalonde Watermain Replacement	- \$ 300,000
Rourke Line Watermain Replacement	- \$ 500,000
Belle River Water Tower Generator	- \$ 24,000

Details of notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre during this reporting period

****None to report this period.**

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date

Microbiological testing done under the Schedule 10 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)

Raw	52	0-18	0 – 2000	N/A	N/A
Treated	104	0-0	0-0	104	0-70
Distribution	520	0-0	0-0	208	0 - 40

Operational testing done under Schedule 7 of Regulation 170/03 during this reporting period.

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity	8760	0.02-0.07 (avg of 4 filters)	NTU
Chlorine	8760	1.28 – 1.98	Mg/L
All Distribution Free Chlorine Residuals	878	0.28 – 1.56	Mg/L

NOTE: 8760 indicates that continuous monitors were used for sampling.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
June 6, 2016 DWWL 031-101 (issue 02)	Suspended Solids	Running Annual Average	10.55	Mg/L

Summary of Inorganic parameters tested during this reporting period

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	November 13, 2019	N/D	Mg/L	NO
Arsenic	November 13, 2019	N/D	Mg/L	NO
Barium	November 13, 2019	0.015	Mg/L	NO
Boron	November 13, 2019	0.05	Mg/L	NO
Cadmium	November 13, 2019	N/D	Mg/L	NO
Chromium	November 13, 2019	N/D	Mg/L	NO
Mercury	November 13, 2019	N/D	Mg/L	NO
Selenium	November 13, 2019	N/D	Mg/L	NO
Uranium	November 13, 2019	N/D	Mg/L	NO
Fluoride	November 13, 2019	0.069	Mg/L	NO
Nitrite	November 13, 2019	N/D	Mg/L	NO
Nitrate (annual average)	Annual Average	1.00	Mg/L	NO

Summary of Alkalinity and pH testing done under Schedule 15.1 during this reporting period

Location Type Distribution	Number of Samples	Alkalinity Result (range 30 – 500)	Unit of Measure	Field pH Result	Number of Exceedances
Winter Session					

s/stn LSW-027	1	96	Mg/l	7.63	N/A
s/stn LSW-046	1	101	Mg/l	7.55	N/A
s/stn LSW-039	1	99	Mg/l	7.50	N/A
s/stn LSW-066	1	109	Mg/l	7.59	N/A
s/stn LSW-004	1	90	Mg/l	7.64	N/A
s/stn LSW-006	1	92	Mg/l	7.69	N/A
s/stn LSW-018	1	114	Mg/l	7.66	N/A
Summer Session					
s/stn LSW-006	1	96	Mg/l	7.87	N/A
s/stn LSW-004	1	89	Mg/l	7.84	N/A
s/stn LSW-018	1	93	Mg/l	7.91	N/A
s/stn LSW-027	1	93	Mg/l	7.81	N/A
s/stn LSW-066	1	92	Mg/l	7.84	N/A
s/stn LSW-039	1	91	Mg/l	7.79	N/A
s/stn LSW-046	1	93	Mg/l	7.74	N/A

Summary of Organic parameters sampled during this reporting period

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	November 13, 2019	N/D	Mg/L	NO
Atrazine + N-dealkylated metabolites	November 13, 2019	N/D	Mg/L	NO
Azinphos-methyl	November 13, 2019	N/D	Mg/L	NO
Benzene	November 13, 2019	N/D	Mg/L	NO
Benzo(a)pyrene	November 13, 2019	N/D	Mg/L	NO
Bromoxynil	November 13, 2019	N/D	Mg/L	NO
Carbaryl	November 13, 2019	N/D	Mg/L	NO
Carbofuran	November 13, 2019	N/D	Mg/L	NO
Carbon Tetrachloride	November 13, 2019	N/D	Mg/L	NO
Chlordane (Total)	November 13, 2019	N/D	Mg/L	NO
Chlorpyrifos	November 13, 2019	N/D	Mg/L	NO
Diazinon	November 13, 2019	N/D	Mg/L	NO
Dicamba	November 13, 2019	N/D	Mg/L	NO
1,2-Dichlorobenzene	November 13, 2019	N/D	Mg/L	NO
1,4-Dichlorobenzene	November 13, 2019	N/D	Mg/L	NO
Dichlorodiphenyltrichloroethane (DDT) + metabolites	November 13, 2019	N/D	Mg/L	NO
1,2-Dichloroethane	November 13, 2019	N/D	Mg/L	NO

1,1-Dichloroethylene (vinylidene chloride)	November 13, 2019	N/D	Mg/L	NO
Dichloromethane	November 13, 2019	N/D	Mg/L	NO
2-4 Dichlorophenol	November 13, 2019	N/D	Mg/L	NO
2,4-Dichlorophenoxy acetic acid (2,4-D)	November 13, 2019	N/D	Mg/L	NO
Diclofop-methyl	November 13, 2019	N/D	Mg/L	NO
Dimethoate	November 13, 2019	N/D	Mg/L	NO
Diquat	November 13, 2019	N/D	Mg/L	NO
Diuron	November 13, 2019	N/D	Mg/L	NO
Glyphosate	November 13, 2019	N/D	Mg/L	NO
Malathion	November 13, 2019	N/D	Mg/L	NO
HAA's – distribution only	Running Annual Average	0.09	Mg/L	NO
MCPA	November 13, 2019	N/D	Mg/L	NO
Metolachlor	November 13, 2019	N/D	Mg/L	NO
Metribuzin	November 13, 2019	N/D	Mg/L	NO
Monochlorobenzene	November 13, 2019	N/D	Mg/L	NO
Oxychlordane	November 13, 2019	N/D	Mg/L	NO

Summary of Organic parameters sampled during this reporting period (continued)

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Paraquat	November 13, 2019	N/D	Mg/L	NO
Pentachlorophenol	November 13, 2019	N/D	Mg/L	NO
Phorate	November 13, 2019	N/D	Mg/L	NO
Picloram	November 13, 2019	N/D	Mg/L	NO
Polychlorinated Biphenyls(PCB)	November 13, 2019	N/D	Mg/L	NO
Prometryne	November 13, 2019	N/D	Mg/L	NO
Simazine	November 13, 2019	N/D	Mg/L	NO
THM - treatment	Running Annual Average	0.015	Mg/L	NO
THM – distribution	Running Annual Average	0.019	Mg/L	NO

Terbufos	November 13, 2019	N/D	Mg/L	NO
Tetrachloroethylene	November 13, 2019	N/D	Mg/L	NO
2,3,4,6-Tetrachlorophenol	November 13, 2019	N/D	Mg/L	NO
Triallate	November 13, 2019	N/D	Mg/L	NO
Trichloroethylene	November 13, 2019	N/D	Mg/L	NO
2,4,6-Trichlorophenol	November 13, 2019	N/D	Mg/L	NO
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	November 13, 2019	N/D	Mg/L	NO
Trifluralin	November 13, 2019	N/D	Mg/L	NO
Vinyl Chloride	November 13, 2019	N/D	Mg/L	NO

List of Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
None			



ANNUAL REPORT

Drinking-Water System Number:	220003396
Drinking-Water System Name:	Stoney Point Water Treatment Plant/Water Service Area
Drinking-Water System Owner:	The Corporation of the Town of Lakeshore
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 01, 2019 to December 31, 2019

Does this Drinking-Water System serve more than 10,000 people? Yes [] No [X]

Is this annual report available to the public at no charge on a web site on the Internet?
Yes [X] No []

Location where this system's Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

Town of Lakeshore
Municipal Office
419 Notre Dame Street
Belle River, Ont
N0R 1A0

Drinking-Water Systems which receive all of their drinking water from this system:

Drinking Water System Name	Drinking Water System Number
None	

How system users are told that this annual report is available, and is free of charge.

- [X] Public access/notice via the web.
- [X] Public access/notice via Government Office.
- [] Public access/notice via a newspaper.
- [X] Public access/notice via Public Request.



Description of the Drinking-Water System during this reporting period

The Stoney Point Water Service Area (SPWSA) serves the eastern portion of the Town of Lakeshore generally from Lake St.Clair south to County Rd.8 and Rochester Townline Road east to Big Creek. The SPWSA is supplied from the Stoney Point Water Treatment Plant. The plant processes include coagulation, flocculation, sedimentation, filtration, taste and odour control, zebra mussel control and chlorination systems. Approximately 6,588 Lakeshore residents are served in the SPWSA. The SPWSA includes 208km of water distribution piping ranging in size from 25 to 300 mm in diameter. The distribution system disinfection is by free chlorine residual. The SPWSA also includes the Haycroft reservoir/pumping station and the Comber reservoir/pumping station, both of which provide storage, re-disinfection and pumping in the SPWSA.

List of all water treatment chemicals used over this reporting period

Aluminum Sulphate, Activated Carbon, Chlorine Gas

Significant expenses incurred during this reporting period to:

- ☒ Install required equipment
- ☐ Repair required equipment
- ☒ Replace required equipment

A brief description and a breakdown of monetary expenses incurred

Intermediate pump replacement (Pumps 2 & 3) - \$ 43,000
VFD's for Intermediate Pumps (Pumps 1,2&3) - \$ 11,000

Details of notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
None					

Microbiological testing done under the Schedule 10 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	52	0 – 90	0 - >2000	N/A	N/A
Treated	104	0 – 0	0 – 0	104	0 – 30

Distribution	260	0 – 0	0 – 0	104	0 - 20
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Operational testing done under Schedule 7 of Regulation 170/03 during this reporting period.

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity (filter avg)	8760	0.02 – 0.05	NTU
Chlorine	8760	1.63 – 2.02	Mg/L
All Distribution Free Chlorine Residuals	1070	0.29 – 2.36	Mg/L

NOTE: 8760 indicates that continuous monitors were used for sampling.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
June 6, 2016 DWWL 031-101 (issue 02)	Suspended Solids	Running Annual Average	3.13	Mg/L

Summary of Inorganic parameters tested during this reporting period

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	November 13, 2019	ND	Mg/l	NO
Arsenic	November 13, 2019	ND	Mg/l	NO
Barium	November 13, 2019	0.022	Mg/l	NO
Boron	November 13, 2019	0.05	Mg/l	NO
Cadmium	November 13, 2019	ND	Mg/l	NO
Chromium	November 13, 2019	ND	Mg/l	NO
Mercury	November 13, 2019	ND	Mg/l	NO
Selenium	November 13, 2019	ND	Mg/l	NO
Sodium	November 13, 2019	ND	Mg/l	NO
Uranium	November 13, 2019	ND	Mg/l	NO
Fluoride	November 13, 2019	ND	Mg/l	NO
Nitrite	Annual average	ND	Mg/l	NO
Nitrate	Annual average	1.68	Mg/l	NO

Summary of Alkalinity and pH testing done under Schedule 15.1 during this reporting period

Location Type Distribution	Number of Samples	Alkalinity Result (range 30 – 500)	Unit of Measure	Field pH	Number of Exceedances
Winter Session					



s/stn SP-018	1	85	Mg/l	7.31	N/A
s/stn SP-027	1	105	Mg/l	7.20	N/A
s/stn SP-007	1	104	Mg/l	7.36	N/A
s/stn SP-012	1	106	Mg/l	7.17	N/A
Summer Session					
s/stn SP-007	1	82	Mg/l	7.55	N/A
s/stn SP-018	1	87	Mg/l	7.78	N/A
s/stn SP-027	1	84	Mg/l	7.81	N/A
s/stn SP-012	1	93	Mg/l	7.44	N/A

Summary of Organic parameters sampled during this reporting period

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	November 13, 2019	ND	Mg/l	NO
Atrazine + N-dealkylated metabolites	November 13, 2019	ND	Mg/l	NO
Azinphos-methyl	November 13, 2019	ND	Mg/l	NO
Benzene	November 13, 2019	ND	Mg/l	NO
Benzo(a)pyrene	November 13, 2019	ND	Mg/l	NO
Bromoxynil	November 13, 2019	ND	Mg/l	NO
Carbaryl	November 13, 2019	ND	Mg/l	NO
Carbofuran	November 13, 2019	ND	Mg/l	NO
Carbon Tetrachloride	November 13, 2019	ND	Mg/l	NO
Chlordane (Total)	November 13, 2019	ND	Mg/l	NO
Chlorpyrifos	November 13, 2019	ND	Mg/l	NO
Diazinon	November 13, 2019	ND	Mg/l	NO
Dicamba	November 13, 2019	ND	Mg/l	NO
1,2-Dichlorobenzene	November 13, 2019	ND	Mg/l	NO
1,4-Dichlorobenzene	November 13, 2019	ND	Mg/l	NO
Dichlorodiphenyltrichloroethane (DDT) + metabolites	November 13, 2019	ND	Mg/l	NO
1,2-Dichloroethane	November 13, 2019	ND	Mg/l	NO
1,1-Dichloroethylene (vinylidene chloride)	November 13, 2019	ND	Mg/l	NO
Dichloromethane	November 13, 2019	ND	Mg/l	NO

2-4 Dichlorophenol	November 13, 2019	ND	Mg/l	NO
2,4-Dichlorophenoxy acetic acid (2,4-D)	November 13, 2019	ND	Mg/l	NO
Diclofop-methyl	November 13, 2019	ND	Mg/l	NO
Dimethoate	November 13, 2019	ND	Mg/l	NO
Diquat	November 13, 2019	ND	Mg/l	NO
Diuron	November 13, 2019	ND	Mg/l	NO
Ethylbenzene	November 13, 2019	ND	Mg/L	NO
Glyphosate	November 13, 2019	ND	Mg/l	NO
HAA's – distribution only	Running Annual Average	0.019	Mg/L	NO
MCPA	November 13, 2019	ND	Mg/L	NO
Malathion	November 13, 2019	ND	Mg/l	NO
Metolachlor	November 13, 2019	ND	Mg/l	NO
Metribuzin	November 13, 2019	ND	Mg/l	NO
Monochlorobenzene	November 13, 2019	ND	Mg/l	NO
Paraquat	November 13, 2019	ND	Mg/l	NO
Pentachlorophenol	November 13, 2019	ND	Mg/l	NO
Phorate	November 13, 2019	ND	Mg/l	NO
Picloram	November 13, 2019	ND	Mg/l	NO
Polychlorinated Biphenyls(PCB)	November 13, 2019	ND	Mg/l	NO
Prometryne	November 13, 2019	ND	Mg/l	NO
Simazine	November 13, 2019	ND	Mg/l	NO
THM - treatment	Running Annual Average	0.017	Mg/l	NO
THM - distribution	Running Annual Average	0.026	Mg/l	NO
Terbufos	November 13, 2019	ND	Mg/l	NO
Tetrachloroethylene	November 13, 2019	ND	Mg/l	NO
2,3,4,6-Tetrachlorophenol	November 13, 2019	ND	Mg/l	NO
Toluene	November 13, 2019	ND	Mg/L	NO

Triallate	November 13, 2019	ND	Mg/l	NO
Trichloroethylene	November 13, 2019	ND	Mg/l	NO
2,4,6-Trichlorophenol	November 13, 2019	ND	Mg/l	NO
Trifluralin	November 13, 2019	ND	Mg/l	NO
Vinyl Chloride	November 13, 2019	ND	Mg/l	NO

List of Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
None			



ANNUAL REPORT

Drinking-Water System Number:	220004995
Drinking-Water System Name:	Union Water Service Area
Drinking-Water System Owner:	The Corporation of the Town of Lakeshore
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 01, 2019 to December 31, 2019

<p>Does this Drinking-Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is this annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <p>Town of Lakeshore Municipal Building (Town Hall) 419 Notre Dame Street Belle River, Ont. N0R 1A0</p>	<p>Number of Designated Facilities served: None</p> <p>Number of Interested Authorities this system reports to: None</p>
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Drinking-Water Systems which receive all of their drinking water from this system:

Drinking Water System Name	Drinking Water System Number
NONE	

How system users are told that this annual report is available, and is free of charge.

- ☒ **Public access/notice via the web**
- ☒ **Public access/notice via Government Office**
- ☐ **Public access/notice via a newspaper**
- ☒ **Public access/notice via Public Request**



Description of the Drinking-Water System during this reporting period

The Lakeshore Union Distribution System includes the area of Lakeshore generally bounded by County Rd. 19, County Rd. 8, Lakeshore Road 245, Rochester Town line Road, Lakeshore Rd. 131 and Highway 401. The Union Water Supply System (UWSS) WTP in Ruthven supplies approximately 4100 residents located within the Town of Lakeshore. The LUWSS distribution system is comprised of approximately 148 km of watermains ranging in size from 50 to 300 millimeters in diameter.

List of all water treatment chemicals used during this reporting period

No water treatment chemicals applied by Lakeshore. All water treatment chemicals were added by upstream owners and operating authorities.

Significant expenses incurred during this reporting period to:

- ☐ Install required equipment None
- ☐ Repair required equipment None
- ☐ Replace required equipment None

A brief description and a breakdown of monetary expenses incurred during this reporting period

None

Details of notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre during this reporting period

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
N/A					

**** Please note that unless stated otherwise, all following values have been taken from 2019 Annual Report prepared by the Union Water System.**

Microbiological testing done under the Schedule 10 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	N/A	N/A	N/A	N/A	N/A
Treated	N/A	N/A	N/A	N/A	N/A
Distribution	208	0-0	0-0	104	<10-20



Operational testing done under Schedule 7 of Regulation 170/03 during this reporting period

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity	N/A	N/A	N/A
Chlorine	N/A	N/A	N/A
Distribution Free Chlorine Residuals (taken by Union Operators)			Mg/L
Distribution Free Chlorine Residuals (taken by Lakeshore operators)	83	0.28 – 1.65	Mg/L

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
None				

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Nitrite			mg/L	No
Nitrate			mg/L	No
Nitrate + Nitrite (N)			mg/L	No
Ammonia (N) -Total			mg/L	No

Summary of lead testing under Schedule 15.1 during this reporting period

Location Type	Number of Samples	Range of Results (min#) – (max #)		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Distribution-Lead Results (ug/L)	n/a	n/a	n/a	n/a	n/a
Distribution-Alkalinity (mg/L)	6	75	82	n/a	n/a
Distribution-pH In-house	6	7.56	7.93	n/a	n/a



Summary of Organic parameters sampled during this reporting period

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
THM (NOTE: show latest annual average)	Annual Average	50.42	µg/L	No
HAA (NOTE: show latest annual average)	Annual Average	14.67	Ug/L	No

Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
N/A			



ANNUAL REPORT

Drinking-Water System Number:	260004982
Drinking-Water System Name:	Tecumseh Water Service Area
Drinking-Water System Owner:	The Corporation of the Town of Lakeshore
Drinking-Water System Category:	Small Municipal Residential
Period being reported:	January 01, 2019 to December 31, 2019

<p>Does this Drinking-Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is this annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <p>Town of Lakeshore Municipal Building (Town Hall) 419 Notre Dame Street Belle River, Ont. N0R 1A0</p>	<p>Number of Designated Facilities served: None</p> <p>Number of Interested Authorities this system reports to: None</p>
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Drinking-Water Systems which receive all of their drinking water from this system:

Drinking Water System Name	Drinking Water System Number
NONE	

How system users are told that this annual report is available, and is free of charge.

- ☒ [X] Public access/notice via the web
- ☒ [X] Public access/notice via Government Office
- ☐ [] Public access/notice via a newspaper
- ☒ [X] Public access/notice via Public Request



Description of the Drinking-Water System during this reporting period

The Tecumseh Water Service Area (TWSA) includes the area of Lakeshore generally bounded by County Rd.19, County Rd.42, Scott Side Road and Highway 401. The TWSA encompasses water service connections along the east side of County Rd.19 from County Rd.42 north to County Rd.22 including connections on Little Baseline Road. Through an agreement between the Town of Lakeshore and the Town of Tecumseh, the TWSA supplies water to approximately 137 residents located within the Town of Lakeshore. The Town of Tecumseh obtains its drinking water from the Windsor Utilities Commission water system. The TWSA distribution system is comprised of approximately 21km of watermains ranging in size from 50 to 200 millimeters in diameter. The distribution system disinfection residual is by free chlorine.

List of all water treatment chemicals used during this reporting period

No water treatment chemicals applied by Lakeshore. All water treatment chemicals were added by upstream owners and operating authorities.

Significant expenses incurred during this reporting period to:

- ☐ Install required equipment
- ☐ Repair required equipment
- ☐ Replace required equipment

A brief description and a breakdown of monetary expenses incurred during this reporting period

N/A

Details of notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre during this reporting period

****None for this period.**

Microbiological testing done under the Schedule 10 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	N/A	N/A	N/A	N/A	N/A
Treated	N/A	N/A	N/A	N/A	N/A
Distribution	104	0 – 0	0 – 0	104	0 - 20



Operational testing done under Schedule 7 of Regulation 170/03 during this reporting period

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity	N/A	N/A	N/A
Chlorine	N/A	N/A	N/A
All Distribution Free Chlorine Residuals	431	0.58 – 1.51	Mg/L

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
None				

Summary of Alkalinity and Field pH testing done under Schedule 15.1 during this reporting period

Location Type Distribution	Number of Samples	Alkalinity Result (range 30 – 500)	Unit of Measure	Field pH Result	Number of Exceedances
Winter Session					
s/stn LT-05	1	85	Mg/l	7.14	N/A
s/stn LT-06	1	87	Mg/l	7.25	N/A
Summer Session					
s/stn LT-06	1	88	Mg/l	7.31	N/A
s/stn LT-05	1	89	Mg/l	7.30	N/A

Summary of Organic parameters sampled during this reporting period

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
THM	Running Annual Average	13.53	Ug/l	NO
HAA	Running Annual Average	8.55	Ug/l	NO

Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
N/A			

The Corporation of the Town of Lakeshore

Report to Council

Engineering & Infrastructure Services

Environmental Services



To: Mayor & Members of Council

From: Kevin Girard, P.Eng, Manager of Environmental Services

Date: January 20, 2020

Subject: 2019 Drinking Water Annual Summaries

Recommendation

Council adopt the attached 2019 Annual Summary Reports as prepared in accordance with the *Safe Drinking Water Act*, O.Reg 170/03 for the following water service areas:

1. Lakeshore Water Treatment Plant (WSA) (260091507)
2. Stoney Point Water Treatment Plant (WSA) (220003396)
3. Union Water Service Area (220004995)
4. Tecumseh Water Service Area (060004982)

And further, that the Annual Reports be made available for public viewing through the Town of Lakeshore website.

Background

The appended reports have been completed in accordance with Schedule 22 of O.Reg.170/03 under the *Safe Drinking Water Act*, 2002 which requires a Summary Report to be prepared no later than March 31 of each year for the preceding calendar year. The reports cover the period of January 1, 2019 to December 31, 2019.

Section 12 of O.Reg 170/03, requires the Summary Reports be made available for inspection by any member of the public during normal business hours, without charge. The reports are made available for inspection at the office of the municipality, water treatment plants, and posted on the municipal website.

Comments

These reports are being provided to Council in fulfilment of regulatory requirements. When a Ministry of Environment, Conservation and Parks (MECP) inspection takes place,

this report confirms that Council as the owner of the drinking water system has been properly informed.

Financial Impacts

There are no budget impacts as a result of this report.

Attachment(s):

1. 2019 Summary Report – Lakeshore WSA
2. 2019 Summary Report – Stoney Point WSA
3. 2019 Summary Report – Tecumseh WSA
4. 2019 Summary Report – Union WSA
5. Minutes – 2019 Management Review Meeting

Report Approval Details

Document Title:	2019 Drinking Water Annual Summaries.docx
Attachments:	- 2019 Summary Report--Lakeshore WSA.pdf - 2019 Summary Report--Stoney Point WSA.pdf - 2019 Summary Report--Tecumseh WSA.pdf - 2019 Summary Report--Union WSA.pdf - Minutes--2019 Management Review Meeting.pdf
Final Approval Date:	Feb 24, 2020

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

Nelson Cavacas

Rosanna Pellerito

Kristen Newman

Truper McBride

SUMMARY REPORT 2019

For the Town of Lakeshore Water Supply System

Lakeshore Water Service Area

(Made under Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002)

Explanation

Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002 requires that a large municipal residential drinking-water system must provide to its board members a Summary Report on various aspects of the system before March 31 of the following year. The Lakeshore Water Service Area is classed as a large municipal residential drinking-water system and is therefore subject to Schedule 22.

The Summary Report must list the following:

- The requirements of the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- The requirements of the regulations made under the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- The drinking-water systems approval that the system failed to meet during the period covered by the Summary Report
- Any order that the system failed to meet during the period covered by the Summary Report, the duration of any such failure and any measures that were taken to correct such failure
- A summary of the quantities and flow rates of water supplied by the drinking-water system by monthly average and maximum daily flow rates and instantaneous peak flow rates
- A comparison of actual flow rates with rated capacity and flow rates in the systems approval
- Minutes of the Management Review meeting held by the Operating Authority

A drinking-water system that supplies water to a municipality must provide a copy of the Summary Report to the municipality by March 31 of the year following the year covered in the Summary Report.

Failure to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders

The table below lists the occasions on which the Lakeshore Water Service Area failed to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders in 2019.

There were **no** occasions in 2019 when the Lakeshore Water Service Area was not in compliance with the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders.

Lakeshore Water Service Area

Drinking Water Legislation	List the requirement(s) the system failed to meet	Specify the duration of the failure (i.e. date(s))	Describe the measures taken to correct the failure	Status (complete or outstanding)
Safe Drinking Water Act	None			
Ontario Regulations	None			
System Certificate of Approval or Drinking Water Works Permit	None			
Provincial Officer's Order	None			

A Summary of the Quantities and Flow Rates of Water Supplied During the Period Covered by The Report, Including Monthly Average and Maximum Daily Flows, and Daily Instantaneous Peak Flow Rates

The Lakeshore Water Service Area operated under the following listed Permits to Take Water:

(PTTW) Number 3648-B3EQWX issued on July 25, 2018 has the following flow conditions:

- Maximum Allowable Amount Taken per Minute (Litres/Min) **34,722**
- Maximum Allowable Amount Taken Per Day (Litres/Day) **30,000,000**

The maximum amounts of raw water taken during 2019 (see Table 1 below) are as follows:

- Maximum Amount Taken per Minute in 2019 (Litres/Min) **22,326 (July 4, 2019)**

- Maximum Amount Taken Per Day in 2019 (Litres/Day) **17,229,000 (July 15, 2019)**

The system did not exceed the PTTW limits in 2019.

The Lakeshore Water Service Area operated under Drinking Water Works Permit #031-201 and Municipal Drinking Water Licence #031-101 during 2019:

The DWWL has the following flow conditions:

- The maximum daily volume of treated water that flows from the treatment subsystem to the distribution subsystem shall not exceed **36,400 m³/day**.
- The maximum daily volume of water pumped into the distribution system in 2019 was **15, 969 m³/day**

The following tables (Table 1 & Table 2) give the monthly average, maximum and peak flows for the Lakeshore Water Service Area.

Table 1: Raw Flow Data (flow into the treatment system) in 2019

Month	Maximum Allowed Flow Rate (m ³ /Day)	Average Flow (m ³ /Day)	Maximum Flow (m ³ /Day)	Maximum Allowed Flow Rate (Litres/minute)	Peak Flow (Litres/Minute)
January	30,000	8,566	9,285	34,722	15,438
February	30,000	8,896	9,953	34,722	16,026
March	30,000	8,363	9,335	34,722	15,840
April	30,000	7,930	8,587	34,722	15,288
May	30,000	8,868	10,415	34,722	11,262
June	30,000	10,189	13,341	34,722	17,118
July	30,000	13,374	17,279	34,722	22,326
August	30,000	13,035	16,241	34,722	18,162
September	30,000	10,179	11,552	34,722	22,272
October	30,000	8,098	9,077	34,722	15,786
November	30,000	7,845	12,820	34,722	15,816
December	30,000	7,566	8,100	34,722	9,210

Table 2: Treated Flow Data (flow into the distribution system) in 2019

Month	Maximum Allowed Flow Rate (m ³ /Day)	Average Daily Flow (m ³ /Day)	Maximum Daily Flow (m ³ /Day)	Peak Flow (Litres/Minute)
January	36,400	8,460	9,143	11,711
February	36,400	8,773	9,703	11,790
March	36,400	8,272	9,139	19,463
April	36,400	7,877	8,361	11,678
May	36,400	8,770	10,573	11,678
June	36,400	9,995	13,321	11,835
July	36,400	12,983	15,969	24,503
August	36,400	12,655	15,201	11,869
September	36,400	10,009	11,634	11,678
October	36,400	8,015	8,932	11,576
November	36,400	7,775	11,007	12,195
December	36,400	7,536	8,081	11,633

A Summary of 2019 Management Review Meeting Minutes as held by the Operating Authority

SUMMARY REPORT 2019
For the Town of Lakeshore Water Supply System
Stoney Point Water Service Area

(Made under Schedule 22 of Ontario Regulation 170/03, a regulation
made under the Safe Drinking Water Act, 2002)

Explanation

Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002 requires that a large municipal residential drinking-water system must provide to its board members a Summary Report on various aspects of the system before March 31 of the following year. The Stoney Point Water Service Area is classed as a large municipal residential drinking-water system and is therefore subject to Schedule 22.

The Summary Report must list the following:

- The requirements of the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- The requirements of the regulations made under the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- The drinking-water systems approval that the system failed to meet during the period covered by the Summary Report
- Any order that the system failed to meet during the period covered by the Summary Report, the duration of any such failure and any measures that were taken to correct such failure
- A summary of the quantities and flow rates of water supplied by the drinking-water system by monthly average and maximum daily flow rates and instantaneous peak flow rates
- A comparison of actual flow rates with rated capacity and flow rates in the systems approval
- Minutes of the Management Review Meetings held by the Operating Authority

A drinking-water system that supplies water to a municipality must provide a copy of the Summary Report to the municipality by March 31 of the year following the year covered in the Summary Report.

Failure to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders

The table below lists the occasions on which the Stoney Point Water Service Area failed to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders in 2019.

There were **no** occasions in 2019 when the Stoney Point Water Service Area was not in compliance with the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders.

Stoney Point Water Service Area

Drinking Water Legislation	List the requirement(s) the system failed to meet	Specify the duration of the failure (i.e. date(s))	Describe the measures taken to correct the failure	Status (complete or outstanding)
Safe Drinking Water Act	None			
Ontario Regulations	None			
System Certificate of Approval or Drinking Water Works Permit	None			
Provincial Officer's Order	None			

A Summary of the Quantities and Flow Rates of Water Supplied During the Period Covered by the Report, Including Monthly Average and Maximum Daily Flows, and Daily Instantaneous Peak Flow Rates

The Stoney Point Water Service Area operated under the following Permit to Take Water (PTTW) in 2019:

PTTW Number 2373-87MHXB issued on July 30, 2010 has the following flow conditions

- Maximum Allowable Amount Taken per Minute (Litres/Min) **3,180**
- Maximum Allowable Amount Taken Per Day (Litres/Day) **4,600,000**

The maximum amounts of raw water taken during 2019 are as follows:

- Maximum Amount Taken per Minute in 2019 (Litres/Min) **2, 970 (July 7, 2019)**
- Maximum Amount Taken Per Day in 2019 (Litres/Day) **2, 591,000 (August 31, 2019)**

The system did not exceed the PTTW limits in 2019.

The Stoney Point Water Service Area operated under Drinking Water Works Permit #301-201 and Municipal Drinking Water Licence #031-101 during 2019:

The Drinking Water Works Licence has the following flow conditions:

- The maximum daily volume of treated water that flows from the treatment subsystem to the distribution subsystem shall not exceed **4,545 m³/day**.

- The maximum daily volume of water pumped into the distribution system in 2019 was **2, 456 m³/day (August 31, 2019)**.

The following tables (Table 1 & Table 2) give the monthly average, maximum and peak raw water and treated water flows for the Stoney Point Water Service Area.

Table 1 Raw Flow Data (flow into the treatment system) in 2019

Month	Maximum Allowed Flow Rate (m ³ /Day)	Average Flow (m ³ /Day)	Maximum Flow (m ³ /Day)	Maximum Allowed Flow Rate (Litres/Minute)	Peak Flow (Litres/Minute)
January	4,600	1,575	1,760	3,180	1,434
February	4,600	1,591	1,868	3,180	1,464
March	4,600	1,575	1,658	3,180	1,386
April	4,600	1,664	2,203	3,180	1,794
May	4,600	1,683	2,296	3,180	1,602
June	4,600	1,867	2,504	3,180	1,902
July	4,600	2,092	2,538	3,180	2,970
August	4,600	2,292	2,592	3,180	2,010
September	4,600	2,229	2,558	3,180	2,064
October	4,600	1,743	2,252	3,180	1,710
November	4,600	1,381	1,596	3,180	1,302
December	4,600	1,399	1,571	3,180	2,850

Table 2 Treated Flow Data (flow into the distribution system) in 2019

Month	Maximum Allowed Flow Rate (m ³ /Day)	Average Daily Flow (m ³ /Day)	Maximum Daily Flow (m ³ /Day)	Peak Flow (Litres/Minute)
January	4,545	1,391	1,529	2,094
February	4,545	1,428	1,734	2,124
March	4,545	1,424	1,583	2,160
April	4,545	1,493	1,867	3,840
May	4,545	1,575	2,062	3,468
June	4,545	1,783	2,264	3,876
July	4,546	2,011	2,451	3,678
August	4,546	2,183	2,456	4,152
September	4,546	2,118	2,397	3,294
October	4,546	1,667	2,102	3,108
November	4,546	1,292	1,517	3,180
December	4,546	1,303	1,442	2,706

SUMMARY REPORT 2019

For the Town of Lakeshore Water Supply System Tecumseh Water Service Area

(Made under Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002)

Explanation

Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002 requires that a small municipal residential drinking-water system must provide to its board members a Summary Report on various aspects of the system before March 31 of the following year. The Tecumseh Water Service Area is classed as a small municipal residential drinking-water system and is therefore subject to Schedule 22.

The Summary Report must list the following:

- The requirements of the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- The requirements of the regulations made under the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- The drinking-water systems approval that the system failed to meet during the period covered by the Summary Report
- Any order that the system failed to meet during the period covered by the Summary Report, the duration of any such failure and any measures that were taken to correct such failure
- A summary of the quantities and flow rates of water supplied by the drinking-water system by monthly average and maximum daily flow rates and instantaneous peak flow rates
- A comparison of actual flow rates with rated capacity and flow rates in the systems approval
- Minutes of the Management Review Meeting Minutes held by the Operating Authority

A drinking-water system that supplies water to a municipality must provide a copy of the Summary Report to the municipality by March 31 of the year following the year covered in the Summary Report.

Failure to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders:

The table below lists the occasions on which the Tecumseh Water Service Area failed to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders in 2019.

There were **no** occasions in 2019 where the Tecumseh Water Service Area was not in compliance with the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders.

Tecumseh Water Service Area

Drinking Water Legislation	List the requirement(s) the system failed to meet	Specify the duration of the failure (i.e. date(s))	Describe the measures taken to correct the failure	Status (complete or outstanding)
Safe Drinking Water Act	None			
Ontario Regulations	None			
System Certificate of Approval or Drinking Water Works Permit	None			
Provincial Officer's Order	None			

Table 1: Tecumseh WSA Treated Flow Data (flow into Town of Lakeshore) in 2019

Month	Flow in m³/Month
January	1071
February	2694
March	4417
April	6031
May	6732
June	4869
July	4796
August	10186
September	1300
October	1346
November	1182
December	2072
Total	46,696

**A Summary of 2019 Management Review Meeting Minutes as held by the
Operating Authority**

SUMMARY REPORT 2019

For the Town of Lakeshore Water Supply System

Union Water Service Area

(Made under Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002)

Explanation

Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002 requires that a large municipal residential drinking-water system must provide to its board members a Summary Report on various aspects of the system before March 31 of the following year. The Union Water Service Area is classed as a large municipal residential drinking-water system and is therefore subject to Schedule 22.

The Summary Report must list the following:

- The requirements of the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- The requirements of the regulations made under the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- The drinking-water systems approval that the system failed to meet during the period covered by the Summary Report
- Any order that the system failed to meet during the period covered by the Summary Report, the duration of any such failure and any measures that were taken to correct such failure
- A summary of the quantities and flow rates of water supplied by the drinking-water system by monthly average and maximum daily flow rates and instantaneous peak flow rates
- A comparison of actual flow rates with rated capacity and flow rates in the systems approval
- Minutes of the Management Review Meeting held by the Operating Authority

A drinking-water system that supplies water to a municipality must provide a copy of the Summary Report to the municipality by March 31 of the year following the year covered in the Summary Report.

Failure to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders

The table below lists the occasions on which the Union Water Service Area failed to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders in 2019.

There was **no** occasion in 2019 where the Union Water Service Area was not in compliance with the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders.

Union Water Service Area

Drinking Water Legislation	List the requirement(s) the system failed to meet	Specify the duration of the failure (i.e. date(s))	Describe the measures taken to correct the failure	Status (complete or outstanding)
Safe Drinking Water Act	None			
Ontario Regulations	None			
Drinking Water Works Permit	None			
Provincial Officer's Order	None			

Table 1: Union WSA Treated Flow Data (flow into Town of Lakeshore) in 2019

Month	Flow in m³/Month
January	41,678
February	38,936
March	39,432
April	34,751
May	40,599
June	50,955
July	50,021
August	52,553
September	54,830
October	48,283
November	50,078
December	53,520
Total	555,636

**A Summary of 2019 Management Review Meeting Minutes as held by the
Operating Authority**

DWQMS Management Review Meeting

Tuesday March 19, 2019

Belle River Water Treatment Plant

Chair: Nicole Bradley

Attendees: Darrin Johnston, Gary McDonald, Garry Punt, Kevin Girard, Nelson Cavacas, Stephanie Grondin

1. Call To Order – 9:10am

2. Review Management Review Meeting minutes from March 8, 2018.

3. Action Items from March 8, 2018:

a. Incidents of Non-Compliance

- Stoney Point WTP – Ontario Regulations – 4.1.ii – per Nicole, have all be taken care of.
- Findings from last year’s audits, need to review to confirm they have been taken care of.
- Element 4 – Kevin Girard is now QMS representative
- Element 5 – table has been updated and revised.
- Element 18 review completed in April of last year.
- Element 9 has been completed
- Element 13 is done. Will need to go through the list again for this year’s audit. Updated list is in the contingency binders in the lunchroom at WD shop. Nicole can add to Compliance Science. Gary McDonald requesting an update from the May 2018 list. Nicole will discuss Gary Mc to update.
- Element 18 will be discussed further into the meeting.
- Everything has been completed from the external audit, otherwise it would have been in the CARRS for this year.

b. Action Item Table from March 8, 2018:

- Suppliers list completed, but requires revision as mentioned in the external audit.
- Mock emergency did not occur last year.
- Corrective action reports are complete
- Job descriptions updated, but may need further adjustment due to outcome of external audit.
- Per NB, everything in the table has been completed.

ITEMS TO REVIEW MARCH 19, 2019

1. Incidents of Non-compliance – Table presented

- a. Lakeshore WSA – 2 under Ontario Regulations, one in June 2018 and resolved, another in October 2018 from MOE inspection due to communications being down for extended period of time. Resolution accepted, complete. Under license/permit – monthly UV reports not being completed correctly, resolution accepted by inspector, complete.
- b. STPT – no incidents yet. Report has not yet been completed by inspector, may have items after report is completed. Coming in this afternoon.
- c. Tecumseh – 2 – adverse results – due to lab error, switched labs, matter resolved.
- d. Union – 2 – one in June and one found through MOE inspection. Error corrected and communication between NB and Ken determined to prevent this type of error from reoccurring.

2. 2018 Internal Audit – NB presented Audit Report

- a. Councillor training ongoing currently. Endorsement and commitment being completed tonight at Council meeting.
- b. Locate set up addressed through new program being introduced in 2019 – ongoing.
- c. QMS Rep role – suggested by inspectors that there be at least 2 persons assigned.
- d. Operational plan needs to be on the website for DWQMS. Kevin suggesting we add ours to the web to appease request in audit.
- e. Communication with suppliers will be taken care of through revisiting the element.
- f. Additional training for CityWorks is coming for Distribution staff and administration staff.
- g. Risk assessment linked to review and provision of infrastructure – Kevin advised this is related to performance measures and we should be able to do relatively easily.
- h. Obsolete infrastructure in Antero – NB advised she can go in and delete. Kevin inquired how Antero is maintained, NB advised we develop the timeframe/template within Antero and we maintain it. Software updated 2 years ago, per KG should be revisited in 2020. System will notify when update is required. DJ said an email will be sent to Pat Girard (IT) to see when next update should take place.
- i. Suggestion in audit to address smaller scale issues and debrief. NB presented to KG if that is something that can be looked at going forward. KG in favour, suggested it can be added to the H&S meetings to improve communication and understanding of activities occurring from plant to plant.

3. 2018 External Audit – 4 minor 1 major

- a. Element 5 – minor – NB will work on completing requested corrections for next audit.
 - b. NB sent info into NSF, GP received confirmation. NB is looking to have answers by the end of this week as it is required by April 2019 for accreditation.
 - c. Still awaiting final copy of report to identify any OFIs that require action.
4. **Services/Activities** – NB presented outline of identified changes coming. Requesting any others be identified by the meeting members.
- a. NB questioning why extra tests are being done on the Lakeshore-Union WSA. If it is due to switch of coagulant (that took place at the Ruthven WTP) then we should inquire because we are looking into a coagulant switch as well...will we need to run these extra tests?
 - b. Effective Monday, John Merritt will be working out of Lakeshore and Bill Dukes will be working out of STPT until more is determined on the return of Margaret, Mike O'Connor and Brad Deboers.
 - c. New locate program will be introduced, training will be provided once in place. GP is waiting for SCADA issues resolved before adding the electronic log books, will discuss further with Pat Girard (IT). Meter workload being reviewed and revamped as it now in CityWorks.
 - d. DWQMS standard and relevant policies will be added to tender packages for water jobs going forward. GP & KG advised this will take effect with next tender.
 - e. Paperwork will be created for valve maintenance until Sue in IT can look into formalizing an electronic format.
 - f. Source Water Protection - change to regulation outlined in presentation. Info is on EBR #013-1840
 - g. Clean Water Act – amendments under “General” Info is on EBR#013-1839.
 - h. Health Canada – Updated drinking water on lead. MAC reduced from .01mg/L to 0.005 mg/L. Lakeshore, STPT and Tecumseh will remain within the standard guidelines even with this change. Current results for lead are generally less than 1.0 ug/L.
 - i. Tecumseh – NB inquiring about HAA sampling, wondering about water coming from Tecumseh as it is being delivered from Windsor. The HAAs need to be completed near the point of entry so we are not getting a true representation as the water is travelling a long way before it gets to our nearest sample station. Test is irrelevant if the results are used for anything. GP inquiring if we could use what Tecumseh is using. Test is completed quarterly. KG advised we will continue to do the test as required.

5. **Emergency Preparedness and Response**

- a. NB suggested we need to come together to go through the document provided. NB and DJ identified a couple of areas that need to be added or reviewed. KG suggested a meeting be scheduled to review in the near future when everyone in the room with the exception of NC is available.

- b. NB needs a decision on how often Lakeshore will review procedure for emergency preparedness to add to Element. GP will determine and advise NB. GP will have summer student work on supplier list then will determine from there.

6. Results of Infrastructure Review

- a. NB requesting we compile WO report from Antero for Treatment Plant activities. SG to provide w/o report from CityWorks for Water Distribution activities.
- b. Currently working on dead end flushing program and hydrant maintenance was completed in the fall for Water Distribution. Need to create a written plan for maintenance programs and create priorities.

7. Comments/Suggestions From Staff

- a. GP suggested a pamphlet and/or web content be designed regarding water conservation.
- b. NB suggested “new business” be deleted from presentation as it is an ongoing review with opportunity to add new items throughout meeting. GP agreed.

8. Next Meeting: August 13, 2019

- a. Items to review that month will require information be brought in from meeting members.



March 2019 Mngt
Review Mtg---1.pptx

Meeting Adjourned: 10:40am

DWQMS - Management Review Meeting

Sept 25, 2019

Attendees: Nicole Bradley (NB), Kevin Girard (KG), Garry Punt (GP), Darrin Johnston (DJ), Jay Gignac (JG), Nelson Cavacas (NC), Lauren Rivest (LR)

Absent: Stephanie Grondin, Gary McDonald (GM)

1. Called To Order at 9:20 am

2. Review Minutes from September 26, 2018 Management Review Meeting

- a) Section 7 c – Distribution should have manufacturer information available. NB stated that Ministry looks for us to have manufacturer information on pumps and lab equipment, this information must be on file and accessible. GM had said that he has these in a filing cabinet in his office, but it is locked. This information needs to be accessible.
- b) Section 12 a – NB asked if Stantec has finished the updated drawings and schematics. KG and GP stated that the new Stoney Point's is to be completed next September, as part of the scope of work for the clarifier replacement. The IPC Drawings need to be updated.
- c) Section 12 b – GP stated that the NSF61 inventory list of chemicals and components was completed by Abby. Needs to be available for auditor. NB to follow-up on letter sent, describing that we meet NSF requirements.
- d) Section 12 d - Source water meetings - KG goes to all of them as he is a committee member, one coming up in October that he is going to. Bill Dukes was appointed as the treatment representative.

3. Action Items From Last Meeting

- a) Mock Emergency – To be scheduled for early November. Once completed, it does not have to be an annual event. KG gathered information from other municipalities.
- b) Saddles Rotting – Complete. GP said we had eight saddles out. Compactor on site, AMICO was using that rattled the ground. The saddles we used, the metal was impartial. KG stated that as failures happen we will replace the saddles. Tracking was improved through the use of City Works.
- c) Water Production Report – Complete. KG also tracks water purchased and produced through both plants, compared year to year, for the last three years. This is saved in the W drive.
- d) Distribution to have Manufacturer Information Available - Ongoing. See above section for more information.
- e) Councillors to be made aware of responsibilities – All of them had training at some point.
- f) CAR Element 15 – Complete
- g) Plant Process – Drawings and Schematics – Complete, see above.

- h) Sign Off on NSF61 & NSF372 – Complete.
- i) Plant manuals need to be updated for both Belle River and Stoney Point – GP did reach out to an associate and will follow up.
- j) Source Water Meetings – See above.
- k) Corrective Action Forms – Completed.
- l) Emergency Preparedness Report– KG bring the draft to everyone and finalize after we hear suggestions and take comments. Have NC approve and then finalize.

4. Operational Performance

Treatment Plants & Distribution – NB broke performance down into three topics: Lab Analysis Results, Critical Control Point tracking and anything Out of the Ordinary. In general plant performances have been steady providing good quality drinking water.

- a) Lab Analysis –Data is based on weekly analysis, with total number of samples being 52. Used microcystin results from Caduceon.
 - i. Raw water – plants are doing their job, no issues with plants for both Belle River and Stoney Point.
 - ii. Treated water – plants are operationally sound, based on all lab results. Both plants track generally the same for operational performance.

- b) Critical Control Point Exceedance
 - a) No critical control point limit exceedences at LWTP for this reporting period. NB stated that there were instances where CCP alarms were generated and call-ins occurred. However, these instances are not recorded due to system returning to operation but the alarm remaining engaged until physically cleared by an operator. These instances are generally quick spikes or dips in operational values in turbidity. If we need to come in to restore the alarm, should we record this? NB asked to assess Critical Control Points in April at Risk Assessment meeting.

 - b) STPNT incident on November 24, 2018 - Clairifier turbidity, Jan 10, 2019 – Filter effluent turbidity, Jan 18, 2019 – clarifier turbidity, Jan 20-21, 2019 – clarifier turbidity, Jan 21, 2019 Filter effluent turbidity, May 8, 2019 Intermediate well turbidity, May 8, 2019 – Clarifier turbidity, July 26-27, 2019, - Plant effluent chlorine residual.

-Hope that we will see decrease in these incidents once the clarifier is fixed.

 - c) Distribution, none to our knowledge.

5. Out of the Ordinary Occurrences – none for either plant.

- DJ discussed operational Issues in Belle River:

- There was a generator failure which was reportable, due to the UV failing to close, this caused non UV treated water to get into the reservoirs. This was confirmed that it was fine to leave in the reservoirs due to the chlorine residual in the reservoirs. The water was treated again before it left the plant.
- Residual problem – battery back-up that the two main servers are on did not last long enough. If you lose power, it goes into safe mode and will not start up until we go to fix it. Talked to Pat about getting a longer battery back-up, currently we have 45 minutes. If we lose power, we will have a data gap. We will wait to see the comments from Ministry regarding this issue.
- DJ discussed one UV bulb failure, system switched over to other unit without any system shut downs. Bulbs due to be changed this fall, bulbs are in and ready to change.
- DJ discussed operational Issues in Stoney Point:
 - Carbon system, is antiquated state. Needs decision on what to do down the road. There is no room to replace it, but we would want to replace it with same unit as LWTP. Intention is to mix it in the clarifier. If we replace it, we would need to put an expansion on the low lift. Projection for 2021. GP suggested that an alternative would be to put a new loading system.

6. Distribution

Valve maintenance programs are up and running. Tracked through using an audit trail reports. Valve maintenance plan document needs to be created. A few main breaks, two on Railway and one on Ruston Drive. KG stated that there were quite a few leaking services that needed to be fixed, a high number of water-tap in services, and leaking fire hydrants. GP started hydrant flushing. Painting the hydrants totally yellow, and adding reflectors. Look into getting reflective tape for top of pole (for during winter). Need to notify fire department so that they take care of the hydrants.

7. Trends in Raw Water Supply and Drinking Water Quality

- a) Raw water - LWTP & STPT – Ph, Temperature, Turbidity, & flow comparison for 2017, 2018, & 2019
 - i. LWTP - Flow was down this year compared to previous years, Turbidity was not consistent.
 - ii. STPT- Ph was high in Stoney Point, throughout the year, temp was consistent, turbidity was not consistent.
- b) Treated water – LWTP & STPT – PH, Temperature, Turbidity, flow and Alum comparison for 2017, 2018, 2019.
 - i. LWTP – pretty consistent
 - ii. STPT – High PH, temp was consistent, Alum was low based on flow going through plant. Flow is steady.

- c) LWTP chart viewing Raw vs treated for 2017 & 2018. Consistent between putting out and taking in.
- d) STPT chart viewing raw vs. treated for 2017 & 2018. Significant differences, more water coming in then sending out. New flow meter was installed at STPT, which should even out.

8. Deviations from Critical Control Points

- a) Refer back to Operational Performance and the list of indicators used to represent the operational performance at both plants.
- b) Binders are located at each of the WTP's with detailed notes on each of the CCP limit exceedents.

9. Effectiveness of Risk Assessment Process

- a) Annual review was held in April. Went over Lakeshore, Stoney Point, and Distribution. Reviewed and updates were made to each. Meeting minutes are available for full details. NB was wondering if the effectiveness of the Risk Assessment is good. DJ commented that it is good compared to before. No issues from external audit, only a few recommendations. KG said that we could look at adding critical control points to Risk Assessment Table.

10. Resources Needed For Drinking Water QMS Maintenance

- a) Are there sufficient competent operators to fulfill staffing needs – KG comments that the water compliance position needs to be full time. Review staffing needs because of this change. GP commented that we are not meeting our QMS requirements based on current staffing.
- b) Current and Appropriate Training Courses – NB noted courses are heavy in Fall/Winter. We can't afford to lose staff to training during Spring/Summer. On track for training, everyone has met their requirements. NC confirmed with Darlene, 3 of the 8 counselors did not complete training. Darlene is looking into training for these counselors.
- c) Budget – NB stated, ensure that when budget is planned to have a discussion to keep minutes to prove that we have discussed the infrastructure for the auditor.
- d) Revised operations manuals and development manuals - NB stated that these need to be revised and updated. GP is going to track it down. We need to sit down and discuss. Most of it is still relevant, but things need to be updated. When tender/development packages are given out to contractor, make sure they are up to date. Development manuals need to be drafted.
- e) Library of Reference materials – Keep training binders for information. As well as magazines that we get. Keep everything in one place for easy access and reference. Work stations will be in this area as well.

- f) Maintenance Programs – For QMS system, the valve maintenance program needs to have a document to use.
- g) Document Control Tools –Using electronics & media devices. Tablets and electronic log books. Electronic log books are on ITs list, Tablets are budgeted for.
- h) Suppliers and Services – Are they still in business, do they have what we need? GP discussed how we changed procurement rules, are we going to do a procurement approval for contractors. Still subject to dollar amounts. NC would like to have a roster list for engineering.
- i) Audits/Auditors – Should we consider starting internal process audits? This could be possible if we had a full time person. We are keeping NSF as our external audit / accreditation body. GP said that we are going to go with a different auditor, but still keeping with NSF.
- j) Council/Owners – Need to have received their standard of care training. They have been made aware.

11. Currency of Operational Plan

- a) Annual review for all elements is completed, they are all current
- b) As mentioned earlier, our operational manuals are in need of full review and updating.
- c) Encourage staff to check out Compliance Science.
- d) NB will have training for everyone on Compliance Science.

12. Consumer Feedback

- a) No complaints.
- b) Positive feedback about Terry Collins, Mike Quellette, and a summer student. Positive complements from customers about on call visits.
- c) A resident called with questions regarding Microsystin, and was directed to the Health board.
- d) Residents are asking about quality of water for home brews.
- e) Feedback from new homes, because of PVC piping, chlorine hasn't built up a film on the plumbing.

13. New Business

- a) Compliance Science has apps for mobile devices relating to vehicle inspections and traffic control: Job Plan and Traffic Plan.
- b) We know Fluoride is coming to Tecumseh Distribution. When we receive more details from Windsor and Tecumseh, we need to notify our distribution system of the change. We will need to consult the Ministry to find out if we need more sampling for fluoride. GP noted that we can

ask Tecumseh to do their own checks on our system. Discussion will take place when we hear from Tecumseh and Windsor.

14. Next Meeting: March 25th, 2020.

15. Budget Meeting:

- a) Watermain in Wallace Line to support Wallacewood subdivision has been pushed off and will not be completed next year.
- b) Mill St, across the street from W Puce. Drainage is doing drains down this street, potentially doing a full reconstruction. We have identified this main for 2020.
- c) Lalonde St was completed in 2019.
- d) There is a 12 inch and 8 inch behind the LWTP, we will be replacing the 8 inch with a 16 inch, as well as replacing the watermain on Railway, Sixth, and Seventh streets. Engineering is planned for 2020 and construction in 2021.
- e) Decided not to proceed with Chisolm, Evelyn, or Mulhul, since the water levels will impact the cost of these projects. They will be slated to complete in 2021.
- f) Strong road is planned to be engineered in 2020 and will likely be constructed in 2021. Historically, we have had breaks in this system.
- g) On Tecumseh Rd there is a dead end 2 inch at Rochester, eventually the plan is to loop it up to Tecumseh road. The ultimate plan is to isolate the Haycroft Station from the rest of the stations. Intention is to loop the system, and put a check valve on Gracey in 2021.
- h) Goal has been to tackle outstanding cast iron water mains, and chip away at ductile as issues arise. Riviera Estates has had issues with breaks.
- i) Notre Dame was completed this year, eventually the intention is to go down Eleventh all the way to St. Peter.
- j) There is a tower scheduled for 2024 in Stoney Point WSA, was identified in the Master Plan, but KG is not confident that this will take place in this timeframe due to competing pressures from Wallace Woods. Intention is to eventually install a 300mm up Comber Sideroad to the tower from St. Clair.
- k) Lighthouse cove, the intention was to replace Lower Thames Lane, Admiral Drive, Anchor, and Muskey for 2020. Complication is that this is mostly private land, KG reviewed the bylaw and we are allowed to access their property. This will complete all cast replacement in Lighthouse Cove. Ultimately decided to delay this project due to high water levels and dewatering costs. KG will look into alternative rehab methods such as re-lining.
- l) GP and KG discussed interconnecting the two mains in Comber south of County Road 46. If there was an emergency, we could feed from the union system in Staples, the interconnect with the union system is currently closed, but we could open up this intersect and reverse the flow of water and push it up to the 77 main. We could supply water to the Comber area in the event there was a break in the system north of the reservoir.
- m) KG asked if there are watermain issues that need to be bumped up:

- i. Off 22 and Patillo Road, is on the list for 2022, engineered in 2021 in conjunction with Patillo Road reconstruction.
 - ii. Blanchard Park, old system.
 - iii. Beckett and Buckwheat is slated for 2025, but could get pushed up.
 - iv. Flanders has an old system.
 - v. West Belle River Road between the Belle River crossing south of 22 to County Road 22 is in need of replacement.
- n) Regarding sample stations, before anything is put in, KG will be talking to NB and asking if it is needed, in order to not have unnecessary stations that are not able to be checked.

Meeting Adjourned at 11:58am



September 2019
Mngt Review Mtg.ppt

NB/lr

QMS Representative Signature

Printed Sign-off

Date Signed

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: February 13, 2020

Subject: Request for Designation of Municipally Significant Event – Lighthouse Cove & District Lions Club – June 20, 2020

Recommendation

Designate the Lighthouse Cove & District Lions Club fundraising event, scheduled for Saturday, June 20th 2020, as “municipally significant”.

Background

Attached is a copy of the correspondence received from the Lighthouse Cove & District Lions Club relating to the fundraising event scheduled for June 20th 2020. While the letter speaks primarily to lottery licencing, the event organizers have advised that alcohol will be served at the event, thereby a Special Occasion Permit (SOP) will be required.

Comments

The Alcohol and Gaming Commission of Ontario (AGCO) administers the SOP program, which includes the sale and service of alcohol on special occasions such as charity fundraisers.

There are three types of special occasions for which a permit may be issued:

1. Private Event: for events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.
2. Public Events: for events that are open to the public. These events can be advertised and allow for fundraising including profit from the sale of alcohol.

3. **Industry Promotional Events:** for events held to promote a manufacturer's product through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

The Lighthouse Cove & District Lions Club intend to host the public fundraising event at Lighthouse Cove Lions Park, located at 999 Quenneville Drive.

Public Event permits can only be issued for events by registered charities or non-profits, or for events of "municipal significance". In order to be deemed an event of municipal significance, it requires a designation by the municipality in which the event will take place. SOP applications for a municipally significant Public Event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant.

Building Services was consulted and advised that the event organizers must help ensure that smoking occurs in accordance with the *Smoke-Free Ontario Act*. A site plan must be provided to denote the location of stages, portables, additional bathroom facilities, tents or fencing, if installed. The event must also comply with the provisions of the Town's Noise By-law.

Fire Services was consulted and advises that there are no concerns relating to the event, as long as event organizers ensure access is maintained up to the facility as best they can for emergency services in case a medical or other unforeseen emergency occurs.

The Town of Lakeshore will not assume any responsibility for the event by recognizing it as "municipally significant".

Financial Impacts

There is no financial impact to the Town by way of designating an event as "municipally significant".

Attachment(s): Lighthouse Cove & District Lions Club letter of request

Report Approval Details

Document Title:	Request for Designation of Municipally Significant Event - Lighthouse Cove and District Lions Club - June 20, 2020.docx
Attachments:	- Lighthouse Cove Lions Club letter of request.pdf
Final Approval Date:	Feb 24, 2020

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

Kristen Newman

Rosanna Pellerito

Truper McBride

LIGHTHOUSE COVE & DISTRICT LIONS CLUB



R.R. No. 5
TILBURY, ONTARIO, CANADA N0P 2L0



Date: 1-29-20

Municipal Clerks Office


On behalf of the LIGHTHOUSE COVE DIST LIONS we plan to host a
ELIMINATION DRAW/50/50 (fundraising event, community event, or significant event
reception) located at LIGHTHOUSE COVE LIONS PARK - YARQUENA/VILLE DR.

The date of this event is scheduled for JUNE 20, 2020. This event will be
attended by EST. 150 PEOPLE, WEATHER PERMITTING. (1:00pm-6:00pm)
(ELIMINATION DRAW OF 300 TICKETS)

This event is to raise funds for
PARK IMPROVEMENTS & MAINT COMMUNITY. We will be receiving all
proceeds from this event.

Thank you,

Signature


GLEN SALISBURY

copy Local Police
Local Fire Department
Local Building Inspector
Local Health Unit

The Corporation of the Town of Lakeshore

Report to Council

Community & Development Services

Recreation Services



To: Mayor & Members of Council

From: Tammie Ryall, Director of Community and Development Services

Date: March 2, 2020

Subject: Request for Reduction in Facility Use Fees, Libro Community Centre

Recommendation

The Town charge Mr. Wayne Currie the applicable rate for use of the Libro Centre in accordance with the Town's User Fee By-law, and as further described in the report of the Director of Community and Development Services presented at the March 10, 2020 Council.

Background

At the August 13, 2019 Council Meeting, Council adopted the following motion.

Finance Services Reports (Attachment 1)

b) Grants and Community Partnership Program

385-08-2019 — Bailey/Santarossa

Council direct Administration to prepare draft revisions to the current Grant Request Policy AD-069 and prepare a Community Partnership program policy for Council's review.

Carried Unanimously

Subsequently, at the November 5, 2019 Council Meeting, Council adopted the revised Grant Request Policy AD-069 (Attachment 2). Section 3.2 of the Grant Request Policy sets out the organizations that receive benefits.

Wayne Currie's name was removed from the list in Section 3.2 of the Grant Request Policy AD-69, as per the direction of Council at the August 13 Council meeting and confirmed at the November 5, 2019 Council Meeting. The revised Grant Request Policy has the effect of requiring Wayne Currie to pay the hourly rate for use of a multi-purpose room, as set in the User Fee By-law. Staff contacted Mr. Currie to advise him of this change, and subsequently met with him.

Lakeshore Karate paid \$158 per month for use in 2019, (\$178.50 with tax) based on the amount in the former Grant Request Policy AD-69. This equates to approximately \$3.60 per hour (\$158 divided by 44 hours per month). A detailed list of the hours of use and revenue in 2019 are in Attachment 3.

Wayne Currie has operated a karate program for youth in Woodslee for 12 years. He uses a room in the Libro Community Centre (Millen Park) at 1925 South Middle Road. As described in detail in the attached submission (Attachment 4) he requests a special rate of \$375 per month to use the multi-purpose room.

The multi-purpose room in the Community Centre is the larger of the two rooms available, being 30 feet by 60 feet, which can seat 100 people. The Town currently does not provide recreational programming out of this centre due to low enrollment in the past. However, the rooms are available for workshops, meetings, parties, banquets, weddings and showers. A full kitchen is adjacent to the room.

It is understood that the Lakeshore Karate Club is a private organization, not a registered non-profit organization. According to the submission, approximately 60-70 students are enrolled year round. Classes are offered on Monday and Thursday, with an additional class offered on Saturday mornings. This amounts to: 4 hours of time on Monday; 4 hours on Thursday; and, 3 hours on Saturday for a total of 11 hours per week.

For the reasons expressed in the submission, students are charged \$20 per month to enroll in the Karate program. Mr. Currie would like to keep the enrollment fees for Lakeshore Karate low and is of the opinion that paying the rate in the User Fee By-law (\$56 per hour, non-commercial rate) would not be viable for the Club.

Although Mr. Currie refers to an agreement with the Town in his submission, Administration is unable to locate any written record of an agreement between Mr. Currie and the Town to provide the services. It appears that the reference to an agreement would be the rate included into the Grant Request Policy AS-069.

In his submission, Mr. Currie offers to pay \$375 per month for room use. It is assumed that this amount includes taxes. This equals \$326.25 per month revenue for the Town (after tax) which equates to \$7.40 per hour for use of the room (\$326.25 divided by 44 hours per month).

Under the User Fee By-law there are two potential rates: \$56 per hour, and a 4 hour block of time at \$171. The Chart below estimates the rates based on 11 hours per week.

Day of Class	Number of hours weekly	Rate (Week)	Monthly Facility Use Fee (11 hours per week)	Yearly Facility Use Fee
Monday	4	\$171 (4 hr. block rate)	\$684	\$8,208
Thursday	4	\$171	\$684	\$8,208
Saturday	3	\$168 (hourly rate of \$56)	\$672	\$8,064
Total	11	\$510	\$2,040	\$24,480

Comments

Other recreational programs are offered at the Town's community centres with individuals or groups using space for an hourly fee, as set out in the User Fee By-law. Alternatively, recreational programs are run by the Town. Instructors are hired by the Town and are paid an hourly rate. As set out in his submission, Mr. Currie is not interested in having the Town run the program with the instructors paid at an hourly rate.

It is noted that the Club chooses to provide lessons at a low rate (\$20 per student per month). Under this model, the Club could investigate other funding sources (e.g. grants) to receive financial assistance to subsidize the cost of operation.

It does not appear that the Karate Club would qualify for the Lakeshore Community Grant fund as it is not a registered non-profit organization. Further, payment of fees would be an on-going expense that would not fit the criteria of the grant program.

Administration is recommending that the Karate Club pay the rates in the User Fee By-law. The 2020 rate are \$56 per hour and \$171 for a 4 hour block. This equals \$2,040 per month, based on using the room for 44 hours per month.

The Recommendation implements the previous direction of Council, passed on August 13 and November 5, 2019, to amend the Grant Request Policy AD-69.

This Recommendation implements a user-pay approach in keeping with the User Fee By-law. It also recognizes fairness and transparency for other individuals, organizations and groups paying fees for use of space in municipal facilities.

Should Council not support the Recommendation, it is suggested that Council direct Administration to bring back a report and agreement. Grant Request Policy AD-69 would need to be amended (Attachment 2, Section 3.2, organizations that receive benefits). In addition, if a flat monthly rate is supported by Council, a facility use agreement should be entered into, specifying the length of the agreement (e.g. 3 years) and setting a limit to the number of hours per week or month that the Karate Club can book the facility.

Financial Impacts

Under the monthly rate of \$158 monthly before taxes, the Town received a total revenue of \$1,896 in 2019.

Under the monthly rate suggested by Mr. Currie of \$326.25 per month before taxes, (with \$48.75 taxes, total is \$375). This equals an hourly rate of approximately of \$7.40 per hour. The Town would receive an annual revenue of approximately \$3,915.

Under the User Fee By-law, at \$56 per hour and \$171 for a four hour block of time, the Town would receive annual revenue of approximately \$24,480 assuming the club is using the room for 44 hours per month for 12 months.

Should Council accept Mr. Currie's proposal, the Town would be foregoing approximately \$20,565 in revenue which could be perceived as bonusing under subsection 106 (2) (d) of the Municipal Act, 2001. An excerpt from the Municipal Act, 2001 is below.

Assistance prohibited

106 (1) Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose.

Same

(2) Without limiting subsection (1), the municipality shall not grant assistance by,

- (a) giving or lending any property of the municipality, including money;***
- (b) guaranteeing borrowing;***
- (c) leasing or selling any property of the municipality at below fair market value; or***
- (d) giving a total or partial exemption from any levy, charge or fee.***

Attachments:

Attachment 1 – Grant and Community Partnership Report to Council

Attachment 2 - Grant Request Policy AD-069

Attachment 3 - 2019 Hours and Fees Paid by Lakeshore Karate

Attachment 4 - Wayne Currie's Submission

Report Approval Details

Document Title:	Request for Reduction in Rental Fees, Libro Community Centre, Woodslee.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1, Report on Grants and Community Partnership Program.pdf- Attachment 2 Grant Request Policy AD-069.pdf- Attachment 3 - 2019 Hours and Fees Paid by Lakeshore Karate.pdf- Attachment 4 - Wayne Currie's Submission.pdf
Final Approval Date:	Mar 5, 2020

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

Rosanna Pellerito

Kristen Newman

Truper McBride

**TOWN OF LAKESHORE
FINANCE SERVICES
FINANCE**

TO: Mayor and Members of Council
FROM: Rosanna Pellerito, Director of Finance
DATE: October 11, 2019
SUBJECT: Community Benefit Fund Grant Program

RECOMMENDATION:

It is recommended that Council:

1. Adopt the revised Grant Request Policy AD-069; and
2. Adopt the Lakeshore Community Benefit Fund (LCBF) Grant Policy and related appendices; and
3. Approve a base budget of \$25,500 to be established as part of the 2020 Budget to fund grant requests under this policy.

BACKGROUND:

At its meeting on August 13, 2019 Council directed Administration to prepare draft revisions to the current Grant Request Policy AD-069 and prepare a Community Partnership program policy for Council's Review.

Attached is the revised Grant Request Policy AD-069 and a draft Community Benefit Fund Grant policy for Council's review. Also included is Appendix A – Application for Funding under the Lakeshore Community Benefit Fund and Appendix B – Evaluation Matrix.

COMMENTS:

Under the proposed policy, only those organizations located in the Town of Lakeshore or provide evidence of a project specific to the Town of Lakeshore, with the majority of participants being from the Town of Lakeshore that meet all of the following criteria will be considered for a grant under the LCBF

- a) Registered charitable organization; or
- b) Registered not-for-profit organization; or
- c) Association or society otherwise recognized at law that is non-for-profit

All organizations requesting funding under the Lakeshore Community Benefit Fund must submit an application using the "Application for Funding under the Lakeshore

Community Benefit Fund". Grants may award by way of cash, in kind assistance or waiver of fees. The Lakeshore Community Benefit Fund is meant for one time funding of projects or initiatives and not an annual allocation. Organizations submitting grant requests for annual re-occurring grant funding will be referred to the Grants Policy AD-0069.

This policy excludes Town support offered through formal partnership and sponsorship agreements and those grants funded through the Grant Fund Policy AD-0069.

This program does not cover the waiving of fees relating to development charges, building permit or planning fees. Council may consider exempting fees for Development Charges through the Development Charges Study. Council may consider waiving or reducing building permit or land use planning fees through an approved Community Improvement Plan.

Applications must provide services that fall into one of the following categories;

Social & Community Services: services that respond to the basic needs and safety of residents within the community, including referral, information and assistance in a variety of areas such as health care, food, clothing, shelter, government services, counseling, employment, etc. and services which promote healthy communities.

Senior or Youth: Programs or activities directed towards the youth or senior population.

Historical, Arts & Cultural Events or Organizations: Events and activities which serve to celebrate history, arts and culture, or gather, document, preserve or otherwise maintain information and artifacts of an historical or cultural value.

Fundraisers for Municipal Projects: Fees may be waived for fundraisers held in a municipal facility, whose sole purpose is to raise funds for a municipal project to construct, rehabilitate or maintain municipal infrastructure. Assistance provided in this category will be prorated based on the proportion of funds raised and directed towards municipal projects to total funds raised.

Community Beautification & Protection/Preservation of the Environment: includes projects which serve to enhance or beautify the municipality or preserve and protect the environment.

Applications will only be considered on an annual basis with the deadline for submitting an application being September 30th for approval in the following year's budget. The Director of Financial Services or his/her designate will receive and score applications in accordance with the evaluation matrix found in Appendix B. A summary will be prepared

and attached to copies of applications for presentation to Council. Council will review submissions as part of the annual budget deliberation process.

OTHERS CONSULTED:


Policy development committee.

FINANCIAL IMPACTS:

Administration is recommending an annual budget of \$25,500 be established to fund grant requests under the Lakeshore Community Benefit Fund Grant program. This is in conjunction with the annual transfer to the Community Benefit Reserve from the Wind Turbine land use agreements and has no impact to the annual tax revenue base.

Should Council wish to approve more than \$25,500 in a given year, additional funding can be drawn from the Community Benefit Reserve fund provided such funds are available within the fund.

Prepared by



Rosanna Pellerito CPA, CGA, CRM
Director of Finance

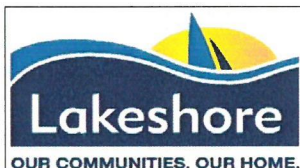
Approved by



Truper McBride, MPlan, RPP, MCIP
Chief Administrative Officer

RP/rp

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APPENDIX A
CORPORATION OF THE TOWN OF LAKESHORE

419 Notre Dame Street
Belle River, ON N0R 1A0
Phone: 519-728-2700

Lakeshore Community Benefit Grant
Application for Grant Funding

NOTICE TO APPLICANTS -

The Town of Lakeshore policy for Community Benefit Grants is included as part of this application package and should be read prior to completing an Application for Grant Funding under the Lakeshore Community Benefit Grant Fund. Applications will be scored in accordance with the evaluation matrix (APPENDIX B to the Policy). Send completed applications to the attention of the Director of Finance at the Town of Lakeshore, 419 Notre Dame St, Belle River ON, N0R1A0 or by email to director.finance@Lakeshore.ca
The Deadline for submission is September 30 each year.

GENERAL INFORMATION (must be completed by all applicants)

Name of Organization/Group/Project:

Street Address/PO Box

City/Province Postal Code

Contact Person:

Name & Position

Telephone Number:

Fax Number:

Email Address:

INFORMATION ABOUT YOUR ORGANIZATION (must be completed by all applicants)

Type of Organization: (select one)

☐

Registered Charity

Regist. # :

☐

Incorporated Not-for-profit

Incorp. # :

☐

Other (provide details below)

Other: (please specify)

No. of Volunteers in Organization:

No. of Paid Employees in Organization:

TYPE OF GRANT & GENERAL GRANT INFORMATION (please select only one)

☐

Cash Grant

Amount:

☐

In-Kind (provide detail below)

☐

Waive Fees (provide % and details below)

☐

Disaster Relief (provide details below)

TYPE OF GRANT & GENERAL GRANT INFORMATION (continued from previous page)	
Description of Project/Service Provided by Organization: _____	

Has your organization received a grant in previous year(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify amount of grant per year: _____	

Will your organization require grants in future years?	<input type="checkbox"/> Yes <input type="checkbox"/> No

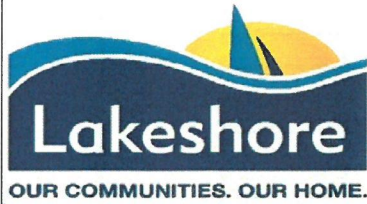
PROGRAM / EVENT / PROJECT DETAILS (must be completed by all applicants)
Briefly explain the new program, event or project to be provided by your organization: (Additional information may be attached if space is required)

BENEFIT TO THE TOWN OF Lakeshore (must be completed by all applicants)	
Is your organization based in the Town of Lakeshore?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How will your organization benefit the Town of Lakeshore? _____	

What is the anticipated # of Town of Lakeshore residents participating or benefiting from the project or service?	

Demographic Information (existing multi-yr projects/organizations only):	
No. of Town of Lakeshore residents using the service/participating	<input type="text"/> (a)
Total Number of persons using service/participating	<input type="text"/> (b)
% Benefit to the Town of Lakeshore	<input type="text"/> (a) / (b)
Council reserves the right to request membership lists, etc. to support demographic information provided above.	

GRANTS FROM OTHER MUNICIPALITIES (must be completed by all applicants)	
Have you applied for a grant from another municipality?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details (municipality name, amount requested and whether application has been approved).	



**APPENDIX B
CORPORATION OF THE TOWN OF LAKESHORE**

419 Notre Dame Street
Belle River, ON N0R 1A0
Phone: 519-728-2700

**Lakeshore Community Benefit Grant
Evaluation Matrix**

The purpose of the evaluation matrix is to objectively measure requests for funding against the eligibility criteria set out in the attached policy.

This evaluation matrix may be amended from time to time by resolution of Council.

One point will be awarded for each successful factor. Sections will be totaled and multiplied by the stated weighting factor. The grand total of all weighted sections determines the application's overall score.

Evaluation Factors:

Section 2.0 Eligibility Criteria

Submitted complete application.

Submitted application by deadline.

Applicant is a registered charity/ not-for-profit or volunteer group.

Applicant represents a charity or group that has no paid employees.

Subtotal
Weighting Factor
Section Total

Section 3.0 Funding Categories

Request matches funding category (select all that apply)

Social & Community Services

Seniors or Youth

Historical, Arts & Cultural Events or Organizations

Fundraisers for Municipal Projects

Community Beautification & Protection/Preservation of Environment

Disaster Relief

Event Sponsorship

Subtotal
Weighting Factor
Section Total

Section 3.2 Types of Funding

Request is for only one type of funding

Request is for in kind services only.

Subtotal
Weighting Factor
Section Total**Section 6.1 Sustainability**Application is for less than than **50%** of project costs.*

*Applicant must demonstrate ability to finance the balance of the costs

Application is for less than than **25%** of project costs.**

**Additional point

Applicant has not received funding/support in previous 2 years.

Application is for current year only.

Subtotal
Weighting Factor
Section Total**Section 6.2 Benefit to Residents of Lakeshore**

Application will benefit how many Lakeshore residents:

Weighting
Factor

0 - 25 residents

<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
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26 - 100 residents

<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
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100 - 500 residents

<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>
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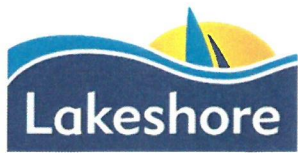
500 - 2000 residents

<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>
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2000+ residents

<input type="text"/>	<input type="text" value="4"/>	<input type="text"/>
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APPLICATION GRAND TOTAL (max score 25)



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

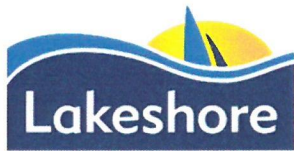
1.0 Purpose and Scope

1.1 The purpose of this policy is to:

- a) Establish guidelines for funding to organizations that meet the eligibility requirements and funding categories of the Lakeshore Community Benefit Fund (LCBF);
- b) Define the types of organizations that are eligible for funding;
- c) Establish eligible funding categories;
- d) Define funding mechanisms;
- e) Define the requirements for an annual application process for grant requests; and
- f) Ensure fairness and consistency in providing funding to qualifying organizations.

1.2 Only those organizations that meet all of the following criteria will be considered for a grant under the LCBF:

- a) The "Organization" is a:
 - a) Charitable organization registered with the Canada Revenue Agency;
 - b) Registered not-for-profit organization;
 - c) Association or society otherwise recognized at law that is not-for-profit.
- b) The Organization seeking a grant under the LCBF must provide services that fall into one of the funding categories identified in Section 2.1 "Funding Categories";
- c) The Organization must:
 - a) Be located in the Town of Lakeshore; or
 - b) Conduct itself in a way that provides a benefit to residents of the Town of Lakeshore.



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

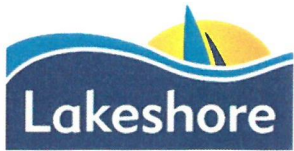
Date Last Reviewed:

- 1.3 This policy excludes Town support offered through the Grant Fund Policy AD-0069.
- 1.4 Organizations submitting grant requests for multiple years will be referred to the Grants Policy AD-0069.
- 1.5 The Community Benefit Fund is meant for one time funding of projects or initiatives and is not intended to fund:
 - a) the waiver of fees relating to development charges, building permit, planning fees;
 - b) deficits from operations of past years;
 - c) projects or initiatives that duplicate or resemble projects or initiatives offered by the Town.

2.0 Definitions

Funding Categories

- 2.1 **Social & Community Services:** services that respond to the basic needs and safety of residents within the community, including referral, information and assistance in a variety of areas such as health care, food, clothing, shelter, government services, counseling, employment, etc. and services which promote healthy communities.
- 2.2 **Senior or Youth:** Programs or activities directed towards the youth or senior population.
- 2.3 **Historical, Arts & Cultural Events or Organizations:** Events and activities which serve to celebrate history, arts and culture, or gather, document, preserve or otherwise maintain information and artifacts of an historical or cultural value.



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- 2.4 Fundraisers for Municipal Projects:** Fees may be waived for fundraisers held in a municipal facility, whose sole purpose is to raise funds for a municipal project to construct, rehabilitate or maintain municipal infrastructure. Assistance provided in this category will be prorated based on the proportion of funds raised and directed towards municipal projects to total funds raised.
- 2.5 Community Beautification & Protection/Preservation of the Environment:** includes projects which serve to enhance or beautify the Town of Lakeshore or preserve and protect the environment.

Types of Funding

The following types of funding requests will be entertained under the LCBF. Applications will be limited to requests for one type of funding only.

- 2.6 Grants:** The Town of Lakeshore may award cash grants, up to a maximum of 50%, of the cost for the following:
- a) Start-up costs for new programs;
 - b) Special events; or
 - c) Capital projects.

The applicant will be required to demonstrate that they have the funding available, or a viable financial plan, to fund the balance of the cost.

- 2.7 In-Kind Assistance:** includes work performed for the organization by Town of Lakeshore employees during regular hours while employed by the Town (for example: snow removal, grass cutting, barricade placement, traffic control).
- 2.8 Waiver of Fees:** one time waiver of all or a portion of the fees normally charged for the use of space in a municipal facility.



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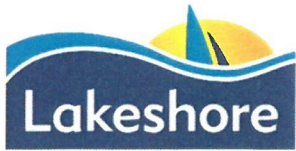
Date Last Reviewed:

3.0 Applications for Funding under the Lakeshore Community Benefit Fund

- 3.1** An Organization requesting funding under the Lakeshore Community Benefit Grant Fund must submit an application using the “Application for Funding under the Lakeshore Community Benefit Fund” contained in Appendix A.
- 3.2** All information requirements outlined in the application must be included with an application.
- 3.3** Applications for operating grants, capital grants and in-kind grants for the following funding categories will only be considered on an annual basis. The deadline for submissions for grant applications is September 30th for approval in the following year’s budget:
 - a) Social & Community Services;
 - b) Seniors or Youth;
 - c) Historical, Arts & Cultural Events or Organizations;
 - d) Community Beautification & Protection/Preservation of the Environment.
- 3.4** Only one application per organization will be considered in a calendar year. All programs, projects and undertakings requiring grant funding for an organization must be consolidated into one application.
- 3.5** Applications will only be considered from an Organization if they are submitted prior to the commencement of a project or initiative and before any costs associated with the project or initiative are incurred.
- 3.6** If an Organization applying for a grant has a financial surplus or reserve from prior years’ operations and it is not designated for a specific purpose, the amount of the surplus or reserve will be deducted from any grant approved for the organization.

4.0 Processing Applications

- 4.1** All grant applications will be assessed solely on the information provided in the application on or before the deadline.



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Date Last Reviewed:

- 4.2** All applications for operating grants, capital grants and in-kind grants for the September 30th deadline will be reviewed for completeness by the Director of Finance who will score the requests based on the evaluation matrix and provide to Council for approval as part of the annual budget process. Applicants will be advised of the status of their grant application after budget adoption by Council.
- 4.3** All other applications submitted throughout the year will be reviewed by the Director of Finance and considered by Council at the earliest possible meeting date following receipt of the request.
- 4.4** The granting of assistance in any year is not to be regarded as a commitment by the Town of Lakeshore to continue assistance in future years.

5.0 Payment of Approved Grants

- 5.1** Successful applicants will be required to enter into a contract with the Town.
- 5.2** Grants will be paid to recipients within 30 days of approval.
- 5.3** Grant recipients may be required, upon request, to provide financial documentation (ex: receipts) to verify that grant proceeds were applied towards their intended purpose as outlined in their grant application.

6.0 Recognition

- 6.1** Grant recipients are required to acknowledge the Town of Lakeshore's contribution to their project in a manner approved by the Town of Lakeshore.
- 6.2** All recognition must be approved by the Town of Lakeshore prior to printing, posting or distributing the material.

7.0 Repayment of Grants

- 7.1** Grant recipients shall repay the whole or any part of the grant as determined by the Town of Lakeshore if the grant recipient:
 - a) Ceases operating;
 - b) Ceases to operate as a non-profit, charitable or volunteer group;



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- c) Merges or amalgamates with any other party;
- d) Knowingly provides false information in a grant application;
- e) Uses grant funds for purposes other than those identified in the grant application and subsequently approved by the Town of Lakeshore;
- f) Breaches any other terms or conditions of the LCBF;
- g) Breaches any of the provisions of the Human Rights Code or Criminal Code in its operations;
- h) The Organization uses the grant funding for a purpose other than which it was approved; or
- i) Acts in the capacity of funding body for, or makes grants or transfers funds to any other group or organization.

7.2 Any unused portion of a grant paid to a grant recipient remains the property of the Town of Lakeshore and must be repaid by the recipient upon request.

7.3 It is recognized that organizations that receive grant funding may have a year-end that is different from the Town's fiscal year end. The determination of funding use will be assessed based on the grant recipient's year end.

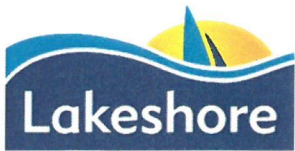
8.0 Applications Budget for the Lakeshore Community Benefit Fund

8.1 The total value of grants provided through the LCBF will be limited to annual budget allocations approved by Council.

8.2 The Town reserves the right to adjust awards to approved recipients if the total of approved requests exceeds the recommended annual maximum.

9.0 Responsibilities

9.1 The Director of Finance or his/her designate will receive and score applications in accordance with the evaluation matrix found in Appendix B. A summary will be prepared and attached to copies of applications for presentation to Council.



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Date Last Reviewed:

- 9.2** Council will review submissions as part of the annual budget deliberation process.
- 9.3** Council is responsible for allocating resources for the successful implementation of the LCBF during the annual budget process.
- 9.4** Successful applicants are responsible for ensuring truthful accurate information is provided to the Town and to notify the Town of any changes that may affect the grant award. Successful applicants are also required to use the funds in accordance with the grant agreement.

10.0 Consequences

- 10.1** Refer to section 7.0 above.

11.0 Reference Documents

- 11.1** Annual Budget
- 11.2** Grants Policy AD-0069
- 11.3** Lakeshore Community Benefit Fund Application Form (Appendix A to this policy)
- 11.4** Evaluation Matrix (Appendix B to this policy)

12.0 Communication and Training

- 12.1** This policy will be communicated to all staff and Council.
- 12.2** This policy will be included on the Town Website
- 12.3** Training will be provided to staff and Council.

13.0 Review/Revisions

- 13.1** This policy will be reviewed annually as needed
- 13.2** Identify within chart each revision, by whom and when.



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Date Last Reviewed:

#	Date Revised	Author	Section	Details of Change
1	October 22, 2019	Rosanna Pellerito		Created Policy
2				
3				
4				
5				

Refer policy questions to the Director of Finance

Policy: Grant Requests	Policy #: AD-069
Department: Administration	Effective Date: September 9, 1999
	Revision Date: July 10, 2009 May 18, 2012 September 16, 2019

1.0 Purpose

- 1.1 To define a policy for the administration of grant requests received by or submitted to the Town of Lakeshore.

2.0 Scope

- 2.1 This policy covers all requests for grants received by the municipality

3.0 Policy

- 3.1 All grant requests received shall be acknowledged and the requestor referred to this policy.
- 3.2 As of the year 2000, the municipality will discontinue approval of further grants with the exception of;

ORGANIZATION	AMOUNT	PURPOSE OF GRANT
Comber Historical Society	\$10,000	Ongoing operations
Maidstone Historical Society	\$10,000	Ongoing operations
Club de L'Age D'or	\$11,320	Match grant program under Seniors Active Living Centres Act
Good Neighbour Club	\$12,677	Match grant program under Seniors Active Living Centres Act
Comber Agricultural Society	\$2,500	Policing for Comber Fair
Belle River On the Lake BIA	\$2,500	Policing for Sunsplash Festival
	In-kind services	<ul style="list-style-type: none"> Banking, accounting, insurance and IT functions office space and supplies staffing and equipment for the installation of lights and banners on streetlights
Comber Chapter IODE	\$1,120 (waiver of fees)	Waiver of rental fees for events at Comber Community Centre

3.3 Council will consider the grants previously approved for those organizations separately subject to budget availability.

3.4 Grant requestors may be referred to the other venues for funding or to the Town's Community Benefit Fund.

4.0 Responsibility

4.1 It is the responsibility of the Chief Administrative Officer to ensure staff is aware of and follow this policy.

4.2 It is the responsibility of staff to follow this policy.

5.0 Consequences

5.1 Failure to follow this policy may result in disciplinary action.

5.2 Failure to follow this policy may result in inaccurate information being provided to the Town of Lakeshore community.

6.0 References

6.1 There are no references at this time.

**TOWN OF LAKESHORE
FINANCE SERVICES
FINANCE**

TO: Mayor and Members of Council
FROM: Rosanna Pellerito, Director of Finance
DATE: July 19, 2019
SUBJECT: Grants and Community Partnership Program

RECOMMENDATION:

It is recommended that:

Council direct Administration to prepare draft revisions to the current Grant Request Policy AD-069 and prepare a Community Partnership program policy for Council's Review.

BACKGROUND:

Current Grant Policy AD-069

The current Grant Request Policy AD-069, last revised in May 2012, discontinued the approval of any further grants with the exception of the Comber and Maidstone Historical Societies. These organizations each receive an annual grant of \$10,000 for ongoing operations.

While the current grant policy prohibits grants to any organization except the Comber and Maidstone Historical Societies, the Town of Lakeshore does provide funding to other organizations both monetary as well as in-kind support.

Both the Comber Agricultural Society and the BIA each receive \$2,500 in monetary funding towards policing costs for the Comber Fair and Sunsplash. These festivals, as well as other festivals also receive a number of in-kind services provided by the Town including, but not limited to staffing resources, setting up and taking down barricades, enhanced levels of service with beautification and set up of certain park amenities, road maintenance and street sweeping, as well as increased water and hydro servicing at Town owned facilities which are paid for by the Town. For example, a total of \$8,500 in staff wages was incurred by the Town on for Sunsplash alone in 2019.

The Town provides annual monetary funding to the Club De L'Age D'or of \$11,320 as well as \$12,677 to the Good Neighbor Club pursuant to matching grant program administered by the Ministry of Senior Affairs under the Seniors Active Living Centres Act 2017.

The Town also provides assistance to the BIA through other in-kind services such as;

- The Town supports the BIA with all of its banking and accounting functions including daily banking, revenue deposits, accounts payable, bank reconciliations, daily accounting transactions, insurance program management and year end audited financial statements, all administered by Town staff and through the Town's bank account.
- The Town provides the BIA office space and other resources for printing, office supplies, IT support, storage, reception etc.
- The Town also provides staffing and equipment for the installation of lights and banners on streetlights.

These are all costs incurred by the Town that are not recovered by the BIA and therefore considered in-kind grants.

Other benefits provided by the Town include a waiver of fees for Wayne Currie who provides karate services out of the Libro Centre, and a waiver of rental fees for the IODE group to use the Comber center for various events at no cost. Based on the current Tariff of Fees by-law, Mr. Currie is receiving a subsidy in the amount of approximately \$23,730 annually and the IODE group is receiving a subsidy of approximately \$1,120 annually. These too are considered grants and will be reported as such going forward.

Community Partnership Program

From 2006 through to 2008, the Town of Lakeshore administered a Community Partnership Fund (CPF) which distributed funds to local organizations to support cultural, heritage and community celebrations for community projects, festivals and events. The CPF was a limited resource fund intended to be replenished by the Town on an annual basis subject to approval by Town Council. The following general funding parameters applied:

- Mainstream projects may be entitled to up to 50% of a project cost, up to a maximum of \$5,000 per project.
- Festival and event projects may be entitled to up to 50% of a project cost, up to a maximum of \$2,500 per project.
- Festival and event projects must meet the Municipal Festivals and Events Policy and Guidelines.
- Estimates were required from two different suppliers and/or contractors for each project in excess of \$3,000 including projects for proposed renovations.

Contractors for municipally owned facilities and parks must be approved by the Town of Lakeshore.

- Once a grant is approved, the amount of the grant will not change, even if the project costs rise.
- In-kind costs are not eligible.

The grant was intended for one-time funding and not intended to create an ongoing dependency on the Town for future funding. It was also not intended to replace the grant policy which governed re-occurring annual grants. Under this program, and with the completion of a number of projects between 2006 and 2008, the Town was able to leverage over \$500,000 worth of investment into the community with less than \$200,000 in contribution.

A few of the projects that were approved for grant funding under the Community Partnership Program were:

- Construction of a storage building at Lion's Club in Lighthouse Cove
- Fencing at the Lakeshore Black Historical Cemetery
- Beautification and repairs to the Belle River Cenotaph
- Upgrades to the Lions Park #2 Diamonds
- Millen Centre improvements
- Wheelchair accessible washrooms at the Royal Canadian Legion
- Heritage building preservation at the Walls Underground Railroad Museum

As part of the 2009 Budget, given various budget pressures, in an effort to find cost savings as a result of economic slowdown, Council eliminated funding for the Community Partnership Program.

COMMENTS:

Throughout the region, there are many municipalities who provide grants in one form or another. Grants can be provided by way of monetary funding or in-kind contributions. Grants can be annual and incorporated into the municipality's base budget and administered through a grant policy, or they can be on-time in nature and typically administered through a partnership type program.

The Town currently has a grant policy, however this grant policy, as indicated above does not provide for grants other than those exceptions which have been specifically approved.

The Town does not currently have an active Community Partnership program. A Community Partnership program is an opportunity for Council to fund initiatives in partnership with local organization to meet strategic goals supporting capital and/or other municipal objectives. Reinstating this program will enable community groups throughout

the municipality to complete endeavors that may not otherwise be completed without the funding assistance.

The recommendation is to revise the current Grant Request Policy to specifically include all those approved grants and prepare a Community Partnership program policy for Council's Review.

OTHERS CONSULTED:

Manager of Communications and Strategic Initiatives

FINANCIAL IMPACTS:

The Town currently provides monetary grants to;

- Comber Historical Society \$10,000
- Maidstone Historical Society \$10,000
- Club de L'Age D'or \$11,320
- Good Neighbour Club \$12,677
- Comber Agricultural Society for policing at the Comber Fair \$2,500
- BIA for policing at the Sunsplash Festival \$2,500
- Wayne Currie waiver of fees of approximately \$22,730 annually
- IODE waiver of fees of approximately \$1,120 annually

These grants are currently budgeted annually and approved by Council. They would fall under the parameters of the grant policy. In addition, the in-kind services provided would be considered grants under the grant policy and reported as such. Grants under this program would continue to form part of the base budget and be funded from tax revenue.

The Community Partnership grant program would require an annual budget that could be funded from the Community Benefit reserve fund. This would not be funded from taxation but rather the investment of the wind farm program in accordance with the various wind farm agreements. For the duration of these agreements, no additional dollars would be required from the Town for this program. These agreements currently contribute \$25,500 to this fund annually and most agreements are for a 20 year term. With the approval of various projects being funded from this reserve fund in 2019, the anticipated year-end balance is \$1.5M.

Prepared by


Rosanna Pellerito CPA, CGA, CRM
Director of Finance

Approved by


Truper McBride, MPlan, RPP, MCIP
Chief Administrative Officer

RP/rp

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2019 Fees paid by Lakeshore Karate at th Libro Community Centre

Wayne Currie

The Libro Centre is booked by Lakeshore Karate every Monday, Thursday and Saturday throughout the year during the times below.

Dates	Time	Rental rate per Tariff of Fees	Number of dates	Total rental \$ (before tax)
Mondays	5pm - 9pm	\$168	45	\$7,560
Thursdays	5pm - 9pm	\$168	50	\$8,400
Saturdays	9am - 12pm	\$162	49	\$7,938
plus one Karate Expo				
Fri Oct 16	full day	\$280	1	\$280
Sat Oct 17	full day	\$280	1	\$280
Sun Oct 18	1/2 day	\$168	1	\$168
Total if based on Tariff of Fees				<u>\$24,626</u>
Actual amount paid (before tax):				
Monthly		\$158	12	<u>\$1,896</u>
Difference/Loss Revenue				<u><u>-\$22,730</u></u>

Lakeshore Karate -Partnership Report and Request for Reconsideration

Mission Statement "Teaching Self Esteem through Self Defense"

Through the practice of karate, you can enhance all areas of your life with greater self confidence, self esteem and physical conditioning. Our goals in Karate training are to develop and improve students' self discipline, confidence, self esteem, fitness, balance and coordination. Learning violence is a choice, confidence avoids conflict and supports society expectations. We teach and expect life skills such as responsibility for your actions, your family and your community. We expect students to be involved and be leaders within their schools and within our community.

Background

Lakeshore Karate has been operating out of the Community Centre in Woodslee, since 2008. Lakeshore Karate operates as a partner program with the Town of Lakeshore. This partnership with the Town of Lakeshore allows for programming costs to remain low for students wishing to pursue Karate training. Students are charged \$20/month, this rate has not increased since day one. This extremely low-cost rate eliminates the obstacles and assists parents to find affordable cost programs for their children, to promote confidence, increase physical activity all in a safe environment. Classes are offered at the Town of Lakeshore, Libro Community Centre in Woodslee.

Lakeshore Karate program is run as a traditional dojo, that has one chief instructor and 8 additional blackbelt assistant instructors. These blackbelts volunteer their time to assist in karate/weapons instruction, guidance and act as role model examples to the students that attend our programing.

Lakeshore Karate program offers the following classes:

Monday and Thursday

(6-10 yrs) 5:00 pm-5:45 pm
(6-10 yrs) 5:45 pm-6:30 pm
(11-14 yrs) 6:30 pm-7:15 pm
(11-14 yrs) 7:15 pm-8:00 pm
(15+ adults) 8:00 pm-8:45 pm

Saturday-Bonus classes (weapons/sparring)

9:00 am-12:00 pm

Historical Perspective of Creation of Karate Programming

We started our Karate program due to the need to save the Millen Community Centre/Library back in 2008. In the previous years the Essex County Libraries were looking at closing all small branch libraries, Woodslee was on the cutting block.

Working to save the library, we identified that no community programs were running out of the Millen Community Centre. The Town had a partnership rental with a Community Church for their School, but after the Church group left, there was a stagnant period. Several town programs tried yet failed to run at the Community Centre, citing lack of interest, instructors not wanting to drive out for programs and the community support wasn't there.

Woodslee community members identified that saving Community Centre/Library was the goal, (the building blocks of our Woodslee community), so we had to find more tenants to offer programs and help increase library usage.

Previously, when my children were young, I coached and was active within several community organizations both Woodslee Orioles Baseball and the St Joachim Athletic Assoc for Soccer and Baseball. Seeing a need and having a skill base as a Karate instructor with a desire to help. I offered to start a karate program that was based on not making revenue, but one based on giving back and making opportunities for young kids and teens. The Town agreed to this new start up program, identified its needs and created the foundation of the partner program.

Lakeshore Karate signed and started paying a monthly partner rate to offer programming to the area community. The spin off benefit to the karate program hours was the library was getting filled with users that were in the building (parents/students waiting for classes or during pickup and drop off of their children). As the program grew, the use of the library increased, thus the EC Library moved away from closure to maintaining the branch. Over the years while we continued to offer low cost programs in partnership with the Town, we always met with Town administrators to be involved in discussions relating to cost increases that would affect our program

Over those years, the Town was moving towards centralizing programming and were considering closure of the Millen Community Centre. This was something that wasn't going to happen, I worked alongside another community advocate, Donna Roubos, and we rallied the citizens, we organized petitions and worked through the budget processes with several different councils, many different administrators for over six years to prevent closure. We organized and campaigned a community grass roots movement to fight against closure and to encourage council to approve the building of a much-needed new community centre to replace the outdated Millen Centre. We were successful.

During this time, I got involved and became the Woodslee Representative on Lakeshore's Community Advisory Community, (previously named "parks committee") a position I held for

12 years and one I just vacated at the end of the term in 2018. I believe in programming for this community, I believe in the Libro Community Centre, I believe in Lakeshore.

There have always been other locations in Woodslee to locate and offer our programming from yet I have never swayed from my partnership commitment. Our program was first introduced May 2008 at the Millen Centre. During the tear down of the Millen Centre in 2013 and build of the Libro Community Centre, the Town brokered an interim location for us to continue to offer classes until we could move back into the new community centre. The Community Centre was built and we moved back into the Community Centre Aug 2014.

Since beginning our partnership in 2008; we have maintained a not for profit karate program within our community, we reinvest any profits back into the program and help families that need assistance with cost for attendance, equipment and uniforms. Since 2008, we have offered and provided classes to hundreds of local residents, and their families. We have continued to offer a low cost community-based program that uses the local community centre and supports the Library.

There are other aspects of the Lakeshore Karate program that also need to be discussed to understand what we stand for, what we provide to this community.

Community Responsibility- Lakeshore Karate "Gives Back"

- Supports the local Lakeshore Community Services each year with a canned goods and non-perishables food drives through-out the year to help those in need. This year (2020) we are participating in the monthly "Show You Care Campaign" needs are identified and collected by the parents and students to donate to this campaign.
- Annually donates backpacks and schools supplies to the Rotary International "Pack for Success" providing kids with the tools for learning campaign.
- Provides Free Women's Self Defence Classes with voluntary donations being collected for the Victim Services of Windsor Essex County
- Conducts Partner Programs for the Essex County Library (Lakeshore Branches -Stoney Point, Comber and Woodslee Branches -providing Free Women's Self Defence Classes for 13 yrs and up)
- Provides free karate and self defense demonstrations at community events or to groups as a means to promote the values of Karate-do. (Canada Day, Seniors Groups, etc)
- Participates in the District School Board (40 hour) Community Involvement Program, allowing high school students to volunteer around the dojo to complete their necessary hours.
- Community Spring Clean Up Day- students walk the neighbourhood to pick up and help clean up garbage or debris. This reinforces civic values and responsibilities.

- Student Leadership Development Awards for students mentoring, becoming engaged in the community and participating in our Give Back programs.
- Libro Community Centre (Ambassadors). The Town of Lakeshore staff refer potential renters or users to attend during our program hours to get facilities tours and to get details regarding rental questions addressed. We also cancel our scheduled classes when the Town requires the program room for events/functions. We monitor the Community Centre, we report any deficiencies or concerns (lighting issues, heating/cooling issues, damages to the Town, for report or corrections).

The reason I presented the above programs we participate in, is to help you understand the impact we have had within Lakeshore.

We have had students attend classes from all over Lakeshore (students have attended classes from Stoney Point, Light House Cove, St Joachim, Staples, Comber, Maidstone, Belle River, Maidstone and of course Woodslee).

We support our local businesses, organizations and services. We support making opportunities to make our community a reason, a place people want to live and raise their families within. Having community partners to strengthen core values is a bonus for the Town of Lakeshore.

Since starting classes in 2008, we are very proud to acknowledge that 46 of our students have tested and obtained their blackbelts (1st or 2nd degree levels). We have another group of teen student's moving towards this goal. I will note the process of obtaining a blackbelt is lengthy. A minimum of 18 years of age and 6 years of training for adults. (Youth blackbelts can be obtained if less than 18 years old). These students that obtained their blackbelts now form part of our team of other adult blackbelts that continue to run our programs.

We have provided classes and have helped hundreds and hundreds of residents and their children develop and foster a better citizen mentality versus a sometimes-destructive community attitude for over a decade.

Current Issue Relating to Tariff of Fees -Bylaw

In December, I was contacted by administration and advised that they were directed by Council to end the long-standing partnership, our previous grandfathered program. I was contacted to attend a meeting with The CAO and Director of Community and Development Services.

At this meeting I was presented 2 options. Furthermore, administration indicated they had no record of formal agreements or partnerships between the Town and Lakeshore Karate. Being quite surprised, I directed them to review their records back as the program was initially set up

with manager Romeo Beaulieu, all subsequent managers would have known, discussed and reinforced the long-standing practice of our partner programming. All would have been privy to many aspects of how this partner programming has benefitted both the Town and to the community.

Furthermore, I provided a program perspective which included the past practice of our working agreement, an acknowledgement of a decade plus relationship. I reviewed that we had made continuous monthly payments, attended discussions, meetings when requested and produced reports over the years. Thus, maintaining my partner responsibilities since 2008. I reviewed how rate increases had occurred over the years and the understanding of how increases could occur. In fact, Lakeshore Recreation Guides has in the past included and identified to residents (actually stating it as a partnership program) that our karate classes were being offered at the Community Centre.

The 2 options presented by Administration were:

1. Instructors start working for the town getting paid an hourly rate and let the Town take over running our program
2. Pay \$57/hr for each hour of programming

Through the review of our karate program, we discussed the opportunity to present an option for consideration, as the two options presented by administration were not being in the spirit of the past working agreements. We identified that we had previously agreed to fees increases over the years. We discussed we weren't opposed to an increase of fees, yet it would need to be something that was achievable and amendable for both parties. I was asked to present a business plan. I was asked to provide program information, and that an alternative to the tariff of fees could be explored.

Request for Council Consideration

Currently, as previously identified we offer young children, teens and adult programs classes based on age groups for residents across Lakeshore. These classes are offered twice a week at minimum with an additional bonus class of programming as well. We offer year-round classes each class is 45 minutes and Saturday bonus class is 3 hours. We charge \$20/student, that equates to less than \$2.00/class.

We do not have yearly contracts for karate registration. There is zero guarantee students will remain month to month. Student interests change, life circumstances of parents change, we reflect the values of providing a program without the need to make revenue. Registration and class sizes vary as other activities may occur and students come and go throughout the year. If we seem to lose money operating these programs, we are okay as the goal is to offer opportunities, not to make money. We are not a commercial money-making business nor do

we want to become such an industry machine that waters down the meaning and lessons of community giving. We generally maintain 60-70 student year-round.

Since 2008 we have been charged a nominal partner rental fee, this rate has changed several times over the years. Currently the rental fee for use of space in the community centre is \$178.50/month which provides the Town with revenue of \$2142/year for the use of this space.

A simple breakdown of our operating expenses; include rent, insurance (building/equipment) (personal/injury and instructors' waivers), advertising (internet/webhosting and maintenance) and communication costs. Additional budgeted expenses; Equipment (required/replacement), hosting bi-annual/annual seminars and workshops (instructors from across North America), attending annual Tournament, hosting a Summer Karate Camp, instructor events and Christmas Party. Overall, approximately \$1160/month in identified expenses to operate a year-round program offering many learning and developmental opportunities for the students.

Proposed Fee Considerations

Currently, we have 61 families, we normally maintain 68 students year-round paying \$20/month. 68 students paying \$20/month equals \$1360/month totalling \$16320/year. Any additional students that sign up throughout the year simply creates a buffer for losses as it would be put back into the program for replacement of equipment/other expenses.

Our operating and budgeted expenses are \$13920/year. Our revenues equate to \$16320/year. Currently we provide 11 hrs of total programming per week, providing 572 total programming hours per year (excluding the seminars, workshops and/or tournament hours). Students can attend 2-5 hours of instruction per week.

The option of turning our program over to the Town, with the volunteer instructors becoming paid instructors isn't something we believe in or feel comfortable in doing. Based on our numbers the other option of paying \$57/hour for use of space for our current 11 hours per week of programming equals to \$627/week, \$2717/month, totalling \$32604/year, this is just not achievable.

The fee for, use of space costs alone is twice the money generated, which is required for all programming expenses. We couldn't continue to operate, we would need to drastically change how we offer programs, requiring monthly increases, reduce programming, cut classes and age groups to our Lakeshore families. The only other option is to simply find another venue to deliver our program classes. Leaving zero revenue to be collected, leaving no programming or usage of the Libro Community Centre. An option we really do not support.

Proposed Alternative

As a community partner with over a decade of programming being offered and delivered within our community, we are asking Council to consider and accept an additional fee increase for the use of space of versus the 2 options that were presented by administration.

Therefore, moving forward the Lakeshore Karate Program **will no longer be charged \$178.50/month**. The use of space agreement **will increase by \$196.50/month**. Lakeshore Karate **will now be charged \$375/month** for the use of space from community programming.

This increase of \$196.50/month will provide an additional \$2358/year in revenue. If accepted, the new use of space agreement would provide the Town with a total of \$4500/year in revenue collected from Lakeshore Karate.

This proposed alternative will increase revenue to the Town while maintaining a strong community partner program. (this will increase Lakeshore Karate's operating budget to \$16278.00 per year with a total revenue of \$16320 leaving \$42.00 of surplus to be put back into programming). We will find and reduce our expenses; we will make it work.

We will again, commit that our rates will not increase, and we will maintain the current level of programming to the families and students.

We are always open to reasonable fee increases. Gradual increases based on program reviews including understandings of how and when increases would occur.

We believe in being part of the solution, we believe in our philosophy of giving back, we are dedicated to the Lakeshore Community and support the continued choice of the Libro Community Centre to offer our programming. We hope you consider this alternative option to maintain a community partner that is committed to our youth, our future and to the community.

The Corporation of the Town of Lakeshore

Report to Council

Community & Development Services

Building Services



To: Mayor & Members of Council

From: Morris Harding, Manager of Building Services

Date: February 21, 2020

Subject: Maidstone Museum – Development Charges, Time of Payment

Recommendation

The Corporation of the Town of Lakeshore enter into an agreement with the Maidstone Museum for deferral of the payment of development charges over 2 years, as further described in the report of the Manager of Building Services presented at the March 10, 2020 Council meeting.

Background

The Maidstone Museum is constructing a 600 sq. ft. addition to the existing building located at 1093 Puce Rd.

The following resolution was passed at the February 11 Regular Council Meeting as follows:

Waive the Planning Act-related and building permit fees for the Maidstone Museum 2020 expansion, direct Administration to prepare a development charges deferral agreement and the necessary by-laws to return to the next Council meeting and issue Town's 2020 annual grant as soon as possible.

Development charges are imposed, calculated, payable and collected upon **issuance of a building permit** for a development. Under the Town's Development Charges By-law, in accordance with Section 27 of the Development Charges Act, Council may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable. Excerpts from the Development Charges By-law are set out below.

Development Charges shall be payable in the amounts set out in By-Law 46-2015 Imposition of Development Charges. The By-law is applicable to;

Any lands located in the area described in section 3.2; and

The development of the lands requires any of the approvals set out in subsection 3.4(a)

3.2 Subject to section 3.3, this By-law applies, to all land within the jurisdiction of the Town of Lakeshore whether or not the land or use thereof is exempt from Development Charges under section 3 of this by-law or from taxation under the Assessment Act, R.S.O. 1990, c.A.31, as amended.

3.3 Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of;

- a) the Town or local board thereof;
- b) a board of education; or
- c) the Corporation of the County of Essex or a local board thereof.

3.4 Development charges shall be imposed on all lands, buildings or structures that are developed for residential or non-residential uses if the development requires:

- (vi) the issuing of a permit under the Building Code Act in relation to a building or structure

Time of Payment of Development Charges

3.15 Development charges imposed under this By-Law are calculated, payable, and collected upon issuance of a building permit for the development.

3.16 Despite section 3.14 and in accordance with section 27 of the Act, Council from time to time, and at anytime, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise payable.

Comments

The Maidstone Museum project must pay the development charges as it does not qualify under the Council approved exemption provisions in Section 3.3 of the Town's Development Charges By-law.

The current Development Charge fees for the proposed structure are \$3.84 square foot, the addition is six hundred (600' 0" sq. ft.) for a total of Twenty Three hundred and four dollars (\$2,304.00).

In keeping with Council's motion passed February 11, and as permitted in Section 3.16 of the Development Charges By-law, staff recommend that the Town enter into an agreement to defer payment. A partial payment of \$1000 in the first year (2020) and a second payment of \$1304 in the second year (2021) is suggested.

Should Council not support the recommendation, Administration recommends payment on issuance of the building permit, as permitted in Section 3.15 of the Development Charges By-law.

Council may wish to consider whether to waive or reduce development charges for institutional uses or non-profit organizations during the Development Charges review exercise, which is currently underway.

Financial Impacts

For the deferral of the payment of development charges, the Town will have to fund any development charges revenue shortfalls from the general levy.

Attachment(s): None.

Report Approval Details

Document Title:	Maidstone Museum Development Charges - Time of Payment.docx
Attachments:	
Final Approval Date:	Mar 5, 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: Albert Dionne, C.E.T.
Manager of Public Works

Date: February 27, 2020

Subject: Tender Award – One Ton Truck with Mounted Auto Crane

Recommendations

1. Council award the tender for the purchase of a New 2020 F450 4 X 2 Super cab One Ton with mounted Auto Crane from Ken Knapp Ford in the amount of \$105,319 plus applicable HST.
2. The shortfall of \$2,175 be funded from the fleet vehicle and equipment reserve account at year end should there be an overall deficit at year end.

Background

The 2020 Capital Budget included \$105,000 funding for the replacement of the existing 2006 One Ton truck with auto crane. This vehicle unit has exceeded its useful life cycle and is a necessary equipment to the Public Works operations. This truck is being equipped with a crane unit capable to lift heavy materials and perform several other operations.

Comments

The above request for tender was publicly advertised on Bids & Tenders, January 13, 2020. The tender closed Friday, January 24, 2020.

The following three tender bids were received prior to closing date and opened publicly.

Tenderer	Unit Description	Tendered Amount (excluding HST)
Ken Knapp Ford	F450 Super Cab / 3203 EH Auto crane	\$105,319
Oxford Dodge Chrysler	Ram 4500 / 3203 EH Auto crane	\$113,848
Rose City Ford	F450 Super Cab / 3203 EH Auto crane	\$115,859

Administration has reviewed all tender bids and found them to be complete except for the bid received from Rose City Ford. The Rose City Ford bid was confirmed to be a non-compliant bid and disqualified because it did not meet all of specification requirements. This did not affect the tender ranking of the other compliant 2 bids received.

Financial Impacts

The budgeted amount for the new one ton truck with mounted auto crane is \$105,000. The lowest tendered bid received is \$105,319 not including non-recoverable HST. The total cost including the applicable HST is \$107,175; therefore, the lowest bid is \$2,175 or 2% above the approved budget. The new one ton truck is funded under the vehicle and equipment reserve account.

Administration recommends awarding the tender to the lowest bidder, Ken Knapp Ford and funding the additional \$2,175 amount needed from the fleet vehicle and equipment reserve account at year end should there be an overall corporate deficit.

Attachment(s): None

Report Approval Details

Document Title:	Tender Award for a 2020 4 X 2 Super Cab Truck with Custom Aluminum Dump with Mounted Autocrane.docx
Attachments:	
Final Approval Date:	Feb 28, 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

Report to Council

Engineering & Infrastructure Services

Public Works



To: Mayor & Members of Council

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

Date: February 24, 2020

Subject: Tender Award for a New 2020 Backhoe Loader

Recommendation

1. Council award the tender for the purchase of a new 2020 Backhoe Loader from Fulline Farm & Garden Equipment Ltd in the total amount of \$150,400 plus applicable taxes.
2. The shortfall of \$13,050 be funded from the fleet vehicle and equipment reserve account at year end should there be an overall deficit at year end.

Background

The 2020 Capital Budget included \$140,000 funding amount for the lifecycle replacement of an existing backhoe loader. This vehicle unit has exceeded its useful life cycle and is a necessary equipment to the Public Works operations requiring replacement.

The new backhoe loader provides Town crews with an increased reliable backhoe loader with ability to efficiently complete small road repairs including culvert replacements, roadside restoration and various underground infrastructure repairs. The existing equipment unit has experienced increasing maintenance repairs and was out of service a number instances in 2019 affecting Public Works ability to complete repairs efficiently.

Comments

The tender was publicly advertised on the Bids & Tenders website on January 13, 2020. The tender closed Friday, January 24, 2020.

The following five (5) tenders were received prior to the closing date and opened publicly.

Tenderer	Unit Model	Tendered Amount (excluding HST)
Fulline Farm & Garden Equipment Ltd.	JBC 3CX-15	\$150,400
Delta Power Equipment	New Holland B95C	\$154,781
Brandt Tractor Ltd.	John Deere 310 SL	\$155,000
Toromont Cat	Cat 420 F2	\$158,000
Kucera Group Tecumseh	Case 580 SN WT	\$159,950

Administration has reviewed all tender bids received and found them to be complete.

The average of the five bids received is \$155,626 and the lowest bid is representatively 3.4% below the average of the five bids. The total cost for the new Backhoe Loader including the applicable HST is \$153,050. The total cost is 9.3% more than the lowest pricing quotes obtained in the fall of 2019.

There are two items that Administrated added to the equipment specifications that were not included in last year's pricing estimates upon which the budget was based for this purchase. The items that were added are an auto greaser and back up camera which attributes to the majority of \$13,050 variance. Administration is of the opinion that the two added features are important which provides added safety with the camera and secondly improved equipment maintenance function with the auto greaser.

Administration is satisfied with the lowest bid submission for the purchase of a new 2020 Backhoe Loader unit model JBC 3CX-15.

Financial Impacts

The 2020 budget included an amount of \$140,000 for the lifecycle replacement of an existing backhoe loader. The lowest tender bid submitted was \$150,400 not including applicable HST. The final total cost for the new Backhoe Loader including the applicable HST is \$153,050; therefore, the lowest bid is \$13,050 or 9.3% above the approved budget.

The new backhoe loader is funded under the vehicle and equipment reserve account. Administration recommends awarding the tender to the lowest bidder, Fulline Farm & Garden Equipment Ltd. and funding the additional \$13,050 amount needed from the fleet vehicle and equipment reserve account

Attachment(s): None

Report Approval Details

Document Title:	Tender Award for a 2020 Backhoe Loader.docx
Attachments:	
Final Approval Date:	Feb 28, 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

Report to Council

Engineering & Infrastructure Services

Public Works



To: Mayor & Members of Council

From: Nelson Cavacas, C.E.T.
Director, Engineering and Infrastructure Services

Date: February 24, 2020

Subject: Town Hall Office Space Mitigation Measures

Recommendations

1. The Director of Engineering & Infrastructure Services commence the plan to relocate Council Operations to the Libro Community Centre, so additional office space at Town Hall can be renovated to accommodate staff at an estimated cost of \$200,000;
2. Establish the Rourke Line Operational Centre as the interim Emergency Operating Centre upon project completion and addition of standby power; and
3. Council approve the additional \$157,000 amount to be funded from the Facilities lifecycle reserve account to implement the Town Hall renovations, as described in the report of the Director of Engineering & Infrastructure Services presented at the March 10, 2020 Council meeting.

Background

Administration has revisited the Strategic Facility Plan as well as investigated other potential options to provide an interim solution for additional office space to address current office space pressures at Town Hall which are discussed below.

Comments

After exploring further possibilities for an interim plan to provide additional office space at Town Hall, Administration has identified the last remaining option is to consider the relocation of Council Operations to another municipal facility which was identified in the Town's Strategic Facility Plan.

Council Operations Relocation

Administration has identified two potential municipal facilities that Council meetings could be held at. They are the Renaud Room at Atlas Tube Centre or the Meeting Room at the Libro Community Centre. The meeting rooms, at each of these two sites, would be arranged with portable tables and chairs similar to previous Council meetings that have been held at the ATC. In addition, a portable audio and video equipment would be purchased and set up for the Council meetings. This will provide the level of service currently provided of streaming over the internet the Council meetings. The cost of the audio and video equipment is estimated at \$20,000 which would be the same for either site.

In regards to implications of potential loss of revenue in scheduling the Council meetings for Tuesday evenings, there is a higher cost associated with respect to rental rates and frequency of rentals at the ATC, that would equate to approximately \$11,000 per year, as opposed to the Libro Centre which has been traditionally an underutilized facility with currently no programming scheduled for Tuesday evenings. This would suggest that the Libro Centre would be best suited to minimize financial and programming implications.

The plan to relocate the Council meetings would also involve renovating the existing Council Chambers space of approximately 1,400 square feet into offices, meeting rooms and workstations at an estimated cost of \$95,000. The additional renovated space could provide for up to 12 workstations. Lastly, considering that the Council Chambers is currently the designated Emergency Operating Centre, this approach would require establishing a new designated Emergency Operating Centre (EOC) with standby power as it currently is at Town Hall with a standby generator. Administration recommends that the Emergency Operating Centre should be established at the new Rourke Line Operations Centre temporarily in the Training Room which has the space needed for the EOC. While facility location and room size is ideal for the EOC, the Rourke Line Operations Centre project did not include provisions to install a standby generator. The cost is \$85,000 to add a sufficiently sized standby generator to the Rourke Line Operations Centre. This will provide backup hydro power to the facility during hydro outages.

The final implication with converting the current Council Chambers into staff office space is that the Town currently provides the service of wedding marriages which average 13 per year. If Council decides that it would like to continue offering this service of the Municipal Clerk office solemnizing marriages and providing marriage certificates, this service would be accommodated at alternate municipal facility and/or depending on ceremony size of attendees, smaller ceremonies could still be potentially provided at Town Hall.

The cost to implement the plan to relocate the operations of Council meetings and renovate the current Council Chambers into offices and workstations as described above is \$200,000.

Staff Relocations and Recruitments

With the current Rourke Line Operations Centre project renovations under way, there are 10 full time EIS staff positions that will be relocating from the Town Hall to the newly renovated facility which is anticipated to be completed by the end of June. Although the relocation of 10 EIS staff to Rourke Line Operations Centre will provide some temporary relief for space at Town Hall, there are a total of 12 new positions (7 full time and 5 student positions) that have been approved in the 2020 budget to be recruited this year that will require space at Town Hall.

The current pressure is timing and overlapping of availability of office space that has resulted in delays with the recruitment of the new staff positions. Furthermore, the Belle River BIA is currently using office space that could be used for two staff workstations. Typically, BIA's have their own independent office located in the downtown business district, which is supported by the existing BIA business memberships with available space in existing commercial buildings. This is another opportunity to be considered and revisited in the future considering the BIA is not municipal service department but instead a board of management. It is typically responsible for overseeing the administration, planning, budgeting, implementing and evaluating of BIA projects that are specific to the benefit of the defined commercial businesses and properties within the BIA limits.

In addition to the Town Hall pressures, there are as well, space pressures at Fire Station #3, where Fire Administration staff are located with no available space to accommodate any future staff positions. In light of these continued pressures, more space is needed for all departments as the community continues to grow and accordingly with increased level of services necessitating increasing staffing positions.

Conclusion

The recommended plan will provide immediate ability to start phasing the work plan in by establishing modular workstations initially for new staff while leaving room to maintain the Emergency Operating Centre until such time the Rourke Line Operational Centre is commissioned into operations. Subsequently, the renovations would start on Council Chambers to create the additional office space for staff.

Based on the foregoing discussion to address the Town Hall office space needs over the next 5 to 10 years, Administration recommends Council approve the following:

- 1) Plan to relocate Council Meetings to the Libro Community Centre and commence with first Council Meeting at new location on April 7, 2020.
- 2) Establish the Rourke Line Operations Centre as the Emergency Operating Centre.
- 3) Approve the additional \$157,000 funding amount needed to implement the plan from the Facilities lifecycle reserves.

Others Consulted

JP Thompson & Associates

Financial Impacts

Currently, the 2020 Budget included \$43,000 for provision of additional office space with respect to potential lease of office space and maintenance costs annually. There was also a \$200,000 cost to complete renovations proposed for additional office space that did not get approved in the 2020 Budget.

Subject to Council approval, the \$43,000 can be allocated towards the \$200,000 cost of implementing the recommended plan to relocate Council Meetings which leaves a balance of additional funding \$157,000 amount that is recommended to be funded from the Facilities lifecycle reserve account.

Attachment(s): none

Report Approval Details

Document Title:	Town Hall Office Space Mitigation Measures.docx
Attachments:	
Final Approval Date:	Mar 5, 2020

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

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 & Infrastructure Services

Date: February 20, 2020

Subject: Policy for Traffic Calming Measures

Recommendation

Council adopt the Traffic Calming Measures Petition Policy.

Background

Council adopted the following resolution at its February 20, 2018 meeting:

That a report be provided on a policy regarding traffic calming measures currently in place for Council consideration.

Comments

The Town periodically receives complaints regarding speeding on specific urban and rural roads. While some residents perceive they already have the solutions to traffic issues in their neighbourhood, studies across North America have shown that using the wrong tool to address a traffic issue not only does not solve the problem, but may result in creating additional safety issues in the area. As an example requests are occasionally received for stop signs to prohibit or eliminate speeding concerns. However, it is important to note that stop signs are implemented for stop control treatments at intersections and are not speed control applications under sound traffic engineering principles.

Traffic Calming Purpose

The primary purpose of traffic calming is to restore streets to their intended function. The intended function of a street is to provide the safe movement of a multi-modal transportation network for all users (pedestrians, cyclists and vehicles). The aim of traffic calming is to employ measures that reduce high traffic speeds within residential neighbourhoods to improve conditions for area residents and the safety of multi-modal users (pedestrians and cyclists).

There has been a significant amount of knowledge gained by many municipalities through the implementation of successful projects to determine what traffic calming measures work and which traffic calming measures are not effective. As such, the following are measures that are not effective and commonly mistaken for being traffic calming tools:

- 1) all way stop
- 2) 40 km/hr reduced speed zone
- 3) children at play signs
- 4) rumble strips
- 5) speed bumps

There are two types of Traffic Calming categories typically employed by some municipalities as listed below:

- 1) Passive measures, i.e. line markings, signage and/or driver feedback boards
- 2) Physical measures, i.e. intrusive treatments that modify the shape and/or form of the travel lanes making it uncomfortable for drivers to attain high speeds.

Passive traffic calming treatments are simple modifications in comparison to physical treatments. Passive modifications are intended to visually reduce effective lane width for a motorist and in some circumstances re-allocate portion of the road to bicycle lanes, adding on-street parking or the use of driver feedback boards such as signs that flash speed of approaching vehicle and/or display messages to inform the driver. These treatments in some applications have proven to be capable of reducing 85th percentile operating speeds by up to 5 km/hr. Passive treatments are typically applied uniformly over the entire road section, unlike physical measures which are best described as spot treatments.

Physical traffic calming treatments fall into three categories of either vertical deflections, horizontal deflections and physical obstructions.

Town's Current Traffic Calming Measures

Currently, speeding complaints are typically addressed through enforcement with policing efforts. However, if problems persist, the following added measures are employed:

- Placement of speed trailer to alert drivers when they are speeding (typically for a minimum duration of one week or sometimes longer)
- Installation of speed limit signs if street is not currently posted

Further to the initial measures of enforcement and deployment of radar speed trailers in areas of public concern, the Town has employed occasionally passive traffic calming measures (signage and/or pavement markings) along with the completion of traffic assessments of speed profiles and characteristics on roads requested by the public and/or as directed by Council. These current measures are completed on an ad hoc manner by reviewing requests on an individual case by case basis without a formal policy or process to initiate a traffic calming review.

Policy for Traffic Calming

A draft policy is attached for Council's consideration to formally adopt as a policy on the implementation of traffic calming measures currently in place. The draft policy provides the requirements to initiate and criteria warrants to be satisfied for implementation of passive traffic calming measures within existing residential neighbourhoods. The policy will ensure safety concerns related to speeding are handled in a fair, transparent and efficient manner.

The policy applies to local and collector roads that are assumed and maintained by the Town of Lakeshore. The policy does not apply to arterial roads or any road that has a posted speed limit above 60 km/hr which are typically associated in non-residential neighbourhoods. This policy applies to traffic calming measures currently in place as directed in Council's motion and does not apply to physical traffic calming measures such as vertical deflections, horizontal deflections or physical obstructions. Implementation of physical traffic calming measures is a contentious subject that is not always received well by the community. Physical measures also have potential implications to emergency response times and municipal operations. As such, implementation of physical measures requires an extensive public consultation process and a comprehensive traffic calming policy which the Town does not have the necessary resources to administer.

Traffic calming is a contentious subject and should be dealt with in a clear, concise and transparent process that will meet the needs and expectations of the neighbourhood residents and community. As such, property owners with concerns regarding traffic speeds on their street shall submit a petition requesting the Town to complete a traffic calming assessment.

The purpose of the petition tool is to enable Administration to assess whether or not there is neighbourhood support for the Town to initiate an investigation into the need for traffic calming on the requested roadway. This step in the process is crucial in determining the level of concern from the residents as well assist in the allocation of resources to traffic calming assessments. As such, a minimum of fifty-one percent (51%) of property owners within the impact area must indicate their approval by signing the Traffic Calming Petition. The use of petition to initiate the process is typical across several municipalities that have implemented traffic calming policies.

The signatures must come from properties with direct frontage or flankage onto the section of roadway that has been identified by the residents having speeding concerns. Each property is represented by one signature, regardless of the number of people in the household. Failure to meet the 51% support level will result in termination of the petition request.

When it is determined that there is public interest for traffic calming measures with the minimum 51% support level of properties on the requested street, the Town will conduct an initial site visit to observe the traffic activity and assess potential mitigation measures and/or the need to complete a traffic assessment for the potential deployment of passive traffic calming measures. This will include a brief preliminary assessment to determine if

the requested road meets all of the following Initial Screening Criteria for traffic calming eligibility:

- 1) Must be a local or collector roadway;
- 2) Must have a minimum 500 Annual Average Daily Traffic (AADT);
- 3) The posted speed limit shall not be greater than 50 km/h;
- 4) All reasonable efforts have been made to address the concerns utilizing other means including education and enforcement tools;
- 5) Roadway must be assumed and maintained by the Town of Lakeshore;
- 6) Zoning should be primarily residential in nature; and
- 7) Requested street or section of street must be a minimum of 150m in length.
- 8) The 85th percentile speed captured is determined to be a minimum of 10 km/hr above the posted speed.

The requested road must satisfy all 8 criteria listed above. If one or more of the 8 criteria is not satisfied in the initial screening criteria, the road will not qualify for traffic calming and a response letter will be provided to the petitioners on the results of the initial screening. Conversely, if all 8 criteria listed above are met the petitioners will be provided with a letter advising them that the road has met all 8 criteria and that the Town will complete a traffic analysis to confirm warrants for potential passive traffic calming measures.

Upon completion of the Traffic Analysis and should the findings warrant the installation of passive traffic calming measures that can be accommodated within the Town's Public Works operational budget for signs and safety devices, Administration will proceed with installation of the recommended measures. Depending on volume of annual maintenance activity for sign replacements, traffic signal repairs, etc. and time of year, the Town's Public Works operational budget for signs and safety devices can accommodate installation of most passive traffic calming measures and including potentially up to two driver feedback board signs that display speed and messages if recommended in the traffic analysis completed.

Should the petition result, at any time through the process, in implications to either completing the traffic analysis and/or implementation of the measures as to the timing and funding necessary, Administration will provide a report for Council consideration and approval.

Although, currently the traffic calming measures employed by the Town are passive measures, a more comprehensive traffic calming policy should be developed in the future to include physical measures along with a resident education component on traffic calming program principles to improve their understanding on the decision making process on the appropriate traffic calming treatments. Completion of an expanded traffic calming program and policy will be considered in conjunction with the future update to the Town's Transportation Master Plan and include implications of required staffing to administer the increased level of service associated with the implementation of a comprehensive traffic calming measures policy.

Others Consulted

The IBI Group, Town of Leamington, and Municipality of Chatham-Kent were consulted in the preparation of this report.

Financial Impacts

There are no financial impacts related to the recommendation of this report. Should a petition for passive traffic calming measures result in a budget implication, a report would be provided for Council consideration and approval.

Attachment(s): Traffic Calming Measures Petition Policy

Report Approval Details

Document Title:	Policy for Traffic Calming Measures.docx
Attachments:	- Traffic Calming Policy.03.2020.docx
Final Approval Date:	Mar 5, 2020

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

Nelson Cavacas

Rosanna Pellerito

Kristen Newman

Truper McBride



Traffic Calming Measures Petition Policy

Policy # [C or A] - [DI] - 00000

Date Last Reviewed:

1.0 Purpose and Scope

1.1 To implement passive traffic calming measures within residential neighbourhoods to address safety concerns related to speeding and to create safe and attractive streets, promote pedestrian and bicycle use, and improve the quality of life in residential neighbourhoods.

1.2 To address undesirable traffic conditions related to speeding on local and collector roadways with the objective to:

1.2.1 Increase the Safety of Neighbourhoods

Excessive traffic speeding on residential roads is the basis for many of the concerns received from residents. The resulting reduction in speed will create a safer environment for all residents including pedestrians, cyclists, children, disabled persons and seniors.

1.2.2 Restore Streets to their intended Function

The intended function of a roadway is to provide the safe movement of a multi-modal transportation network for all users (pedestrians, cyclists and vehicles). A local roadway is to accommodate low to moderate volumes of traffic travelling at low speeds in and out of neighbourhoods or from points of origin to the collector road system. Local roadways provide direct vehicle access to residences that typically front onto these roads. Collector streets are intended to provide access to properties as well as to provide linkages between local roadways and other collector and arterial roadways, again at lower operating speeds.

1.3 To guide the allocation of scarce resources for the deployment of traffic assessments and passive traffic calming measures with the objective of changing driver behaviour and increasing public safety.

1.4 This policy applies to local and collector roadways that are assumed and maintained by the Town of Lakeshore.

1.5 This policy applies to the deployment of passive traffic calming measures only and does not apply to physical traffic calming measures such as vertical deflections, horizontal deflections or physical obstructions.



Traffic Calming Measures Petition Policy

Policy # [C or A] - [DI] - 00000

Date Last Reviewed:

2.0 Definitions

- 2.1 Passive Traffic Calming Measures: consist of pavement marking, signage, driver feedback boards, and/or functional changes with parking or bicycle lanes that is intended to visually reduce effective land width and/or provide visual features to alter driver behaviours to improve conditions for pedestrians and area residents.
- 2.2 Traffic Calming Assessment: consists of a traffic analysis to assess the need for traffic calming measures based on the Transportation Association of Canada guidelines and Town of Lakeshore Transportation Master Plan.

3.0 Policy

- 3.1 Traffic Calming assessments shall be initiated by petition from property owners representing a minimum of 51% of the properties fronting on the subject road. Signatures must come from properties with direct frontage or flankage onto the section of roadway to be reviewed.
- 3.2 Signatures must be from properties with direct frontage or flankage onto the section of roadway to be reviewed. Each property is represented by one signature, regardless of the number of people in the household.

4.0 Responsibilities

- 4.1 Council to:
 - 4.1.1 Approve by resolution this policy and any amendments; and,
 - 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 4.2 Chief Administrative Officer to:
 - 4.2.1 Implement this policy and approve procedures; and
 - 4.2.2 Ensure policy and procedure reviews occur.



Traffic Calming Measures Petition Policy

Policy # [C or A] - [DI] - 00000

Date Last Reviewed:

5.0 Consequences

- 5.1 Failure to follow this policy may result in negative public opinion regarding the Town's commitment to implement passive traffic calming measures within residential neighbourhoods to address safety concerns related to speeding in locations that are warrant calming measures.
- 5.2 Failure to follow this policy may result in the installation of unwarranted traffic calming measures.
- 5.3 Failure to follow this policy may result in the inefficient allocation of Town staff and associated resources.

6.0 Reference Documents

- 6.1 Highway Traffic Act (HTA).
- 6.2 Ontario Traffic Manual (OTM).
- 6.3 Transportation Association of Canada (TAC) Guidelines
- 6.4 Town of Lakeshore Transportation Master Plan

7.0 Review/Revisions

- 7.1 This policy shall be reviewed on a 5 year cycle and updated if warranted.

#	Date Revised	Author	Section	Details of Change
1				
2				
3				

Refer policy questions to: Director of Engineering & Infrastructure Services

The Corporation of the Town of Lakeshore

Report to Council

Community & Development Services

Recreation Services



To: Mayor & Members of Council
From: Tammie Ryall, Director of Community and Development Services
Date: February 28, 2020
Subject: Earth Walk Trail

Recommendation

1. Direct Administration to proceed with the park node design and construction for the Earth Walk Trail improvement program;
2. Direct Administration to apply for the County Wide Active Transportation System (CWATS) Municipal Partnership Program (2020 intake) for the design and construction of an Earth Walk Trail feature; and
3. Direct Administration to pursue any possible grant opportunities related hereto.

Background

This report is prepared due to a motion from Council. During the 2020 Budget deliberations, Council moved the following:

538-11-2019 – Bailey/Walstedt

Freeze implementation of further parks nodes for the Earth Walk Trail and direct Administration to bring a report regarding further implementation.

Carried

At the January 15th 2019 Regular Meeting of Council, a report was presented on a theme for Earth Day in Lakeshore (Attachment 1 - Earth Day Celebration) and the following resolution was adopted:

That Council endorse the Earth Day Celebration program as laid out in this report and name the trail north of the ATC 'Earth Walk Trail'

Carried

The concept design for various nodes and features along the trail was also presented to Council through this report. Work was commenced on the Carolinian Garden node in 2019 with display boards of the design erected inside the Atlas Tube Centre (ATC). The intent was to commission the first garden node on April 20th 2019 however due to heavy rains the ceremony was cancelled and activities moved inside the ATC. To date, reaction from the public to the Earth Walk node and the design boards, as reported to ATC staff, has been positive.

The Earth Walk design concept (Attachment 1, page 4) illustrates the proposed learning gardens and feature areas along the pathway that will provide opportunities for pedestrians and cyclists to rest along the corridor, and interact with trail features and the local community. The plan was to commission a new learning garden or feature area design each year in celebration of Earth Day, with tree planting occurring in the surrounding space. Over time, a vibrant, unique, community attraction will be created paying homage to our natural environment and the Earth with a restored native tree grove introduced throughout the corridor.

The first node with the Carolinian Garden node theme was partially constructed in 2019. Additional bushes and interpretive signs need to be included to complete the node.

In 2019 the Town applied for and received a \$20,000 grant from the CWATS Municipal Partnership Program towards the \$40,000 cost of the node. The construction of the physical amenities matched the eligibility requirements of the CWATS Municipal Partnership program. The Program is intended to support outreach and local initiatives that align with the objectives and recommendations of the CWATS Master Plan. The program is currently open to receive new applications to the end of March 2020.

Earth Day is scheduled for Wednesday April 22, 2020. Since it started in 1970, Earth Day has been celebrated around the world every year on April 22 to highlight important environmental issues such as climate change, pollution, deforestation, and plastic waste. The aim is to educate people and encourage environmental movements around the world.

Comments

Should Council wish to continue supporting the Earth Walk Trail program, Administration will commence work to finalize the Carolinian Garden node in 2020 and commission the design work for the next node, which is a Wild Life Learning Space/Natural Playground/Pollinator Garden. The second node would be designed in 2020 and constructed in 2021.

The project estimates for the next Earth Walk trail improvements are set out below. An estimated cost for 2020 is \$51,500. Administration can apply to the CWATS Municipal Partnership Program to provide up to 50% of the funding for the 2020 projects. The remaining amount can be funded through the \$40,000 budget line. If for any reason there is a shortfall, it can be addressed through sponsorships and volunteer efforts, as described below.

2020	Node # 1 Carolinian Garden Interpretive signage Stone Features and Plaques	\$21,500
2020	Node # 2 Wildlife Garden/Natural Playground and Pollinator Garden – Conceptual and Detailed design work.	\$30,000
2021	Node # 2 Wildlife Garden/Natural Playground and Pollinator Garden - Construction	\$28,000

Administration can approach businesses for donations towards the 50% of the costs not covered under the grant. One business has been approached, and has expressed interest in supporting the program.

Administration has met with the Essex Region Conservation Authority (ERCA) in the past to inquire about providing support for tree planting and to assist in Earth Day activities. If Council wishes to proceed with the program, staff will contact ERCA for support.

Administration will seek the assistance of volunteers. Preliminary discussions have occurred with the Belle River Horticultural Society to assist in selecting native plant species. In addition, the Belle River District High School environmental club is interested in partnering with the Town to celebrate Earth Day and take part in tree planting at the Earth Walk trail.

A budget of \$7,500 to support the Earth Day event and assist with material procurement for the Earth Day trail was approved in the 2020 budget.

Others Consulted

Essex Region Conservation Authority

Belle River District High School Environmental Club

Belle River District Horticultural Society

Financial Impacts

In accordance with the conceptual Earth Walk trail design endorsed by Council, the first node constructed in 2019 was the Carolinian Garden. The total construction cost of this project was \$42,431 of which \$20,000 was funded from the CWATS grant and the remaining \$22,431 was funded from the Parks operating budget. In addition, the overall concept and detailed design costs including design costs of the Carolinian garden of \$19,725 was funded from the Planning consulting budget.

As part of the 2020 Budget, Council approved \$40,000 to continue work on the Earth walk trail pending a report back to Council. Should Council continue to support this project, completion of the Carolinian garden as well as design costs for the next phase can be funded from this line item. In addition, Administration will continue to seek alternative funding opportunities such as grants and third party community groups to help support the full build out of the Earth Walk trail and minimize the impact on the Town's financial resources.

Attachments:

Attachment 1 – Earth Day Celebration Report December 14, 2018

Report Approval Details

Document Title:	Earth Walk Trail.docx
Attachments:	- Attachment 1 Earth Day Celebration Report Dec 14, 2018.pdf
Final Approval Date:	Mar 5, 2020

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

Rosanna Pellerito

Kristen Newman

Truper McBride

TOWN OF LAKESHORE
COMMUNITY AND DEVELOPMENT SERVICES
RECREATION SERVICES

TO: Mayor and Members of Council
FROM: Truper McBride, Director of Community and Development Services
DATE: December 14th 2018
SUBJECT: Earth Day Celebration

RECOMMENDATION:

It is recommended that:

1. That Council endorse the Earth Day Celebration program as laid out in this report and name the trail north of the ATC 'Earth Walk Trail'.

BACKGROUND:

Earth Day is an annual event celebrated on April 22nd around the world each year. Events are planned and organized to demonstrate support for environmental protection, restoration and humanity's role as a steward of the Earth.

The Town of Lakeshore has not had a formal Earth Day program in the past but there has been tree plantings that have taken place with the support of the Essex Regional Conservation Authority (ERCA). In 2018, Council expressed an interest in establishing a local tradition to focus Earth Day activities and have the Town take on a larger role.

The Town's Official Plan highlights the municipality's role in environmental stewardship, Section 2.3.6 of the Plan states that 'Lakeshore will ensure that our Town is natural inviting and environmentally aware' and identifies strategies for connecting natural areas with educational opportunities to enhance environmental awareness for our citizens. Section 5.0 of the Plan, Protecting Natural Assets, goes further and lays out specific policies to preserve, enhance and restore natural environmental assets. These policies collectively set out a theme for the Town to build upon for the celebration of Earth Day.

COMMENTS:

The Town has been collaborating with ERCA to develop a potential program for Earth Day in Lakeshore. As the Town of Lakeshore is known to be a leader in Essex County, staff have been working on developing a potential Earth Day program that will set

Lakeshore apart from other municipalities and create a lasting, distinct legacy, contributing to unique place-making design for the community.

A concept was developed to create learning gardens / feature areas along the newly paved trail north of the Atlas Tube Centre. The land surrounding this trail is currently a blank slate and a prime candidate for park and landscape development, especially given its prominent role as a connecting link to the ATC for pedestrians and cyclist from the rest of the community.

The Earth Day design concept (Appendix A) illustrates the proposed learning gardens and feature areas along the pathway that will provide opportunities for pedestrians and cyclists to rest along the corridor, and interact with trail features and the local community. Each year on Earth Day, a new learning garden or feature area design will be commissioned with tree planting occurring in the surrounding space. In 2019, the first learning garden would be created along the trail and a design is included for Council's consideration in Appendix A. Possible themes for future year's feature areas include, pollinator gardens, water quality, air quality, wind gardens, renewable energy, indigenous art/culture, time capsules. Appendix A also provides possible pathway feature areas design inspirations for future years. Over time, a vibrant, unique, community attraction will be created paying homage to our natural environment and the Earth with a restored native tree grove introduced throughout the corridor.

The Town is proposing to name this trail link 'Earth Walk Trail' to further recognize the Earth Day program should it receive Council support.

The Town has had initial conversations with the Belle River Horticultural Society and will work towards creating further community and corporate sponsorships in an effort to get additional materials and labour donated to support each year's learning garden or feature area development. The intent is to establish a new tradition for Lakeshore that the community can look forward to each year and reflect proudly upon in the future.

OTHERS CONSULTED:

Director of Engineering and Infrastructure Services
Director of Finance
Manager of Recreation Services

FINANCIAL IMPACTS:

An annual budget of \$7,500 to support this event and assist with material procurement has been proposed in the draft 2019 Town Budget for Council's consideration. Additional costs and labour will be addressed through sponsorships and volunteer efforts, depending on the success of these campaigns the \$7,500 seed money may be stretched to go a long ways.

Prepared by:



Truper McBride, MPlan, RPP, MCIP
Director of Community and
Development Services

Reviewed and Submitted by:

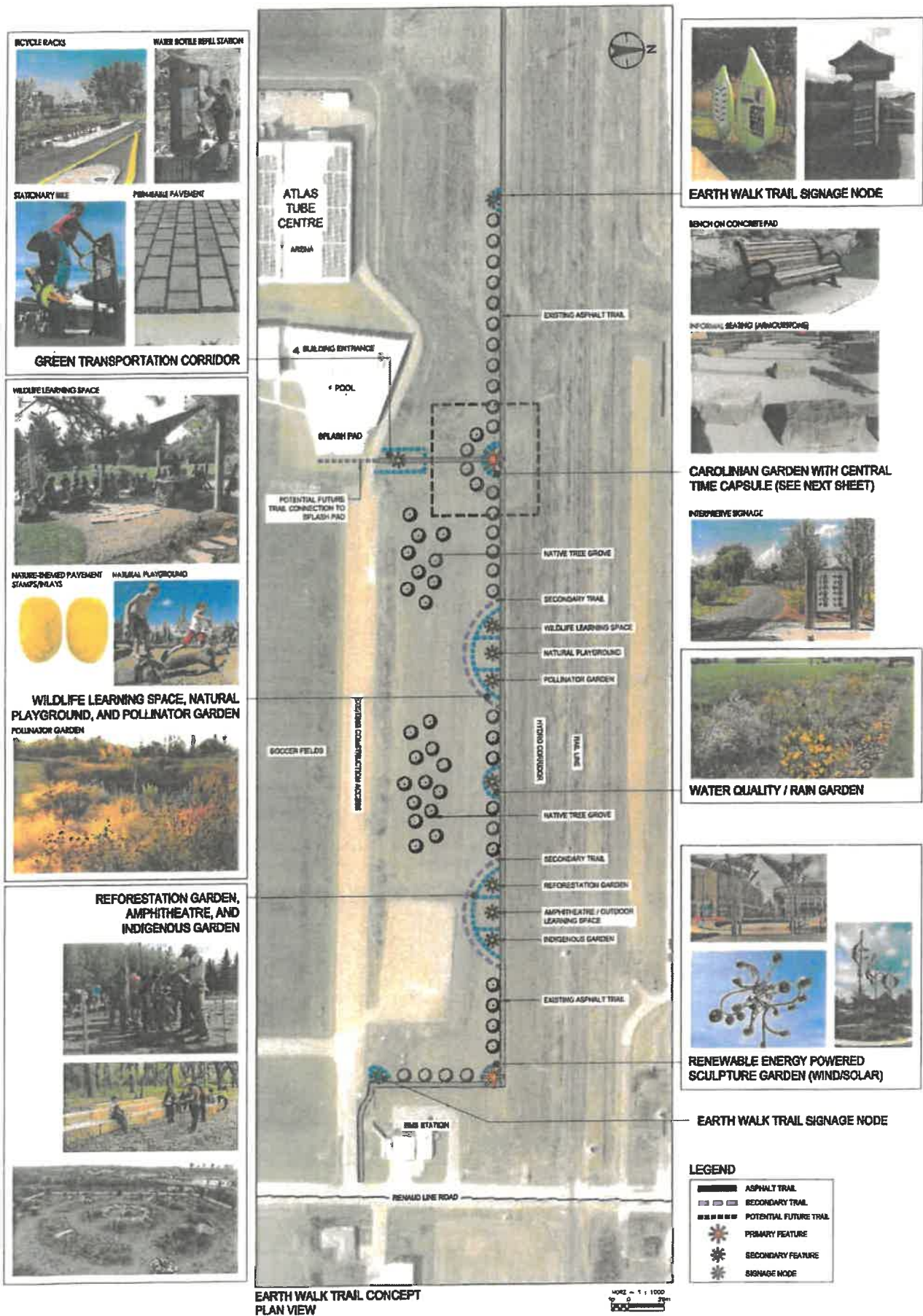


Tom Touralias, P. Eng., MBA
Chief Administrative Officer

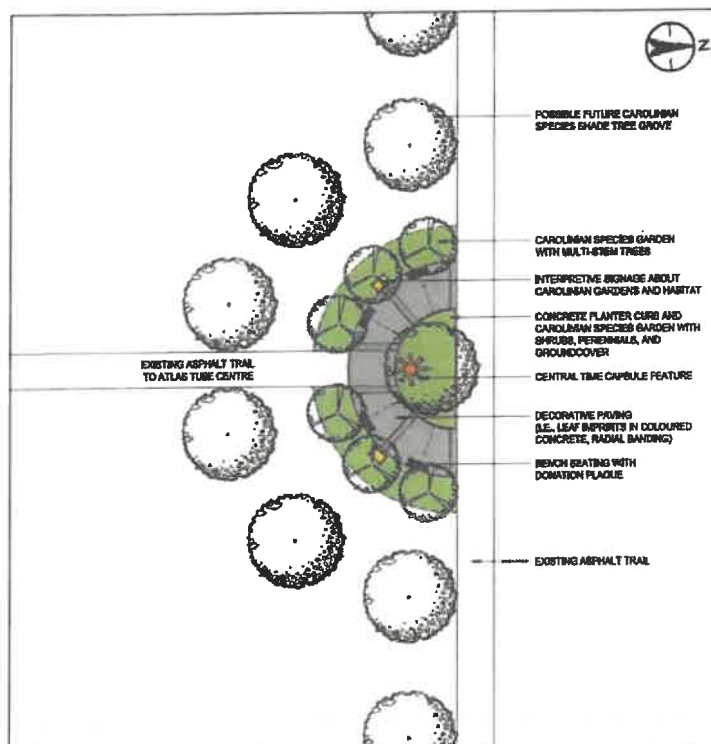
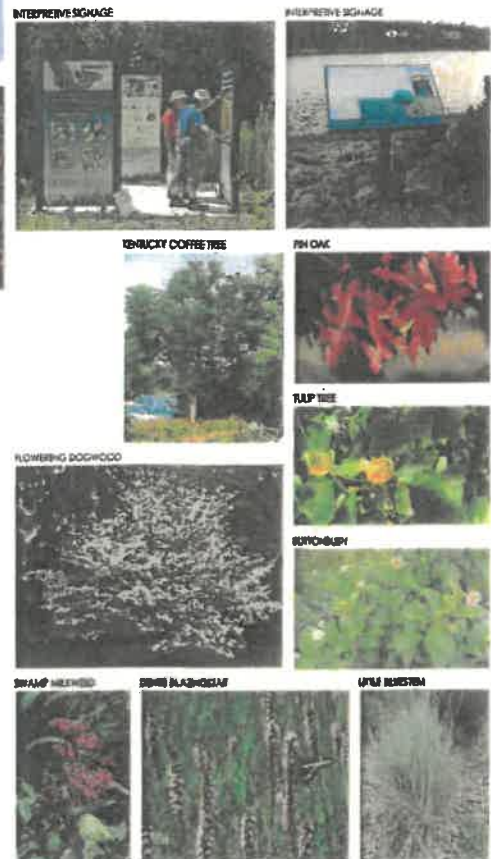
TM/tm

Attachment(s): Appendix A - Earth Walk Trail Design Concept

R:\2018 Meeting Dates - Reports\01 - January 15, 2019\Community And Development\Wallace Woods Secondary
Plan Update\Earth Day Celebration.docx



EARTH WALK TRAIL - OVERALL CONCEPT



CAROLINIAN GARDEN CONCEPT
PLAN VIEW

SCALE - 1 : 200
0 10 20 30 40



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: February 24, 2020

Subject: Revised 2020 Tax Ratios - Schedule "C" to By-Law 133-2019

Recommendation

Adopt amending By-law 23-2020, an amendment to By-law 133-2019 being a By-law to Adopt the Budget Estimates, Tax for Penalty And Interest in Payment for the Year 2020, to reflect the changes to the 2020 tax ratios as described in the report of the Director of Finance presented at the March 10, 2020 Council meeting.

Background

At their meeting of December 10, 2019, Council adopted By-law 133-2019 establishing the 2020 Municipal Tax Levy and Tax Rates. The 2020 tax rates were calculated based on tax ratios anticipated to be approved by the County of Essex and by the Province.

Comments

On February 19, 2020, the County of Essex adopted By-law 05-2020 to adopt tax ratios for the year 2020. As there were some minor changes made to sub classes for excess commercial, excess industrial and vacant industrial land, the Town's tax ratios need to be updated to reflect these changes.

Attached hereto is the amended Schedule "C" showing the revised Municipal and BIA Final Tax rates.

Others Consulted

Director of Financial Services, Treasurer, County of Essex.

Financial Impacts

There is no financial impact as a result of these changes. There is no change to the residential levy that was approved by Council during budget deliberations.

Attachment(s): N/A

Report Approval Details

Document Title:	Amendment to Tax Ratios - Schedule C of By-Law 133-2019 .docx
Attachments:	
Final Approval Date:	Feb 28, 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

Report to Council

Legislative & Legal Services

Legislative Services



To: Mayor & Members of Council

From: Brianna Coughlin, Manager of Legislative Services

Date: February 21, 2020

Subject: AMCTO Burden Reduction Submission to the Province of Ontario

Recommendation

The Council of The Corporation of the Town of Lakeshore supports the AMCTO's submission to the Ministry of Small Business and Red Tape Reduction identifying areas that pose a significant burden to local governments, as described in the report of the Manager of Legislative Services entitled "AMCTO Burden Reduction Submission to the Province of Ontario", presented at the March 10, 2020 Council meeting; and

Directs the Clerk to send this resolution and report to the Ministry of Small Business and Red Tape Reduction.

Background

AMCTO is an organization that represents municipal managers, clerks and treasurers in Ontario. As part of its advocacy work, the Association undertook a research study in 2016 to investigate the provincial reporting burden placed on municipalities and the impacts it was having on service delivery. Based on the research, it was estimated that the Province collected at least 422 reports from municipalities each year; 225 separate reports collected monthly, quarterly, biannually and annuallyⁱ.

While the above-noted reporting requirements are a mix of upper and lower-tier reports, it is understood that each level of municipal government is required to provide a significant amount of statistical data to the Province on a regular basis. Often the same information is provided to different ministries in the form of different reports. AMCTO has identified the reduction of the municipal reporting burden as a priority for the organization.

Comments

In February 2020, AMCTO notified municipalities of a submission to the Ministry of Small Business and Red Tape Reduction which identified three areas of municipal burden that could be alleviated: Special Occasion Permits, wading pools/splash pad regulations and marriage licencing.

Special Occasion Permits

Special Occasion Permits (SOPs) are required when individuals, community groups or local businesses wish to hold an event where alcohol is served. As part of the application process with the Alcohol and Gaming Commission of Ontario (AGCO), applicants must receive a designation of municipal significance by resolution of Council or by a letter from a delegated municipal official. Registered charities and non-profits (with written constitutions and by-laws) are exempt from this process.

AMCTO notes that this process creates confusion for applicants as they must apply to two separate levels of government for approval. In addition, there is no definition of “municipal significance” in the *Liquor Licence Act* nor any criteria provided to municipalities to help make the decision. This process creates an added burden, particularly for small events where there is only the incidental use of alcohol.

The Association is recommending that regulations under the *Liquor Licence Act* be amended to better define or remove the requirement for municipal significance and that the AGCO reform their administrative process by either becoming responsible for managing municipal notifications or removing the requirement altogether.

Town of Lakeshore Administration supports this recommendation.

Wading Pools and Splash Pads

Ontario Regulation 565 (Public Pools) was amended in 2018 to update the designation of a Class C facility to include the following:

1. A public wading pool.
2. A public spray pad or public splash pad.
3. A water slide receiving basin that serves solely as a receiving basin for persons at the bottom of a water slide.

There is no minimum depth of water for Class C facilities, meaning that many splash/spray pads are now classified as wading pools. O. Reg 565 requires supervision “whenever the wading pool contains water and is accessible for use”, despite the fact that many splash pads contain no standing water. In most cases, this requirement means at least two attendants must be in place to ensure continued supervision while water testing or other required maintenance activities are taking place.

AMCTO is recommending a review of O. Reg. 565, the implementation of a range of water depth in the designation of Class C facilities and to allow for bodies of water that are 15 centimeters or less to be regulated by Public Health Units as splash/spray pads rather than Class C wading pools.

Town of Lakeshore Administration supports this recommendation.

Marriage Licenses

When municipalities issue marriage licenses, they are required to use a standard paper-based marriage license form and must purchase these forms from the Province at a cost of \$49 each. This can cause problems and expense because a misalignment in printing or errors in data entry which may result in a ruined form. Many municipalities, such as the Town of Lakeshore, complete the forms using a typewriter or by hand.

Municipalities must also maintain an electronic list of issued licenses and must be able to provide the data to the Province upon request.

AMCTO is recommending that the Association, the Office of the Registrar General (Service Ontario) and the Province work to create a common marriage license portal to streamline the process for applications, issuing licenses, completion of data by officiants and the Registrar's registration.

Town of Lakeshore Administration supports this recommendation.

Financial Impacts

There are no financial impacts associated with the recommended support of the submission by AMCTO.

Attachment(s): AMCTO Municipal-Provincial Reporting Inventory

Report Approval Details

Document Title:	AMCTO Burden Reduction Submission to the Province of Ontario.docx
Attachments:	- AMCTO-Municipal-Provincial-Reporting-Inventory.pdf
Final Approval Date:	Feb 24, 2020

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

Kristen Newman

Rosanna Pellerito

Truper McBride

ⁱ AMCTO, "Bearing the Burden: An Overview of Municipal Reporting to the Province", 2017, p.5

Program (e.g., Strong Communities Rent)	Name of Report (e.g. Service Manager Annual)	Provincial Ministry/Agency (e.g. Ministry of)	Reporting Frequency				Method of Submission			Estimated Business Days to Complete	Internal Certification Requirement				Audit Certification	
			Monthly	Quarterly	Annually	Other	Electronic	Hardcopy	Both		Division Manager	City Manager	CFO	Other	External Auditor	Provincial Auditor
Accessibility	Accessibility Compliance Report	Accessibility Directorate of Ontario			x		x			0.5				x		
Addiction Services Initiative	Addiction Services Initiative Budget Package	Ministry of Community & Social Services		x	x				x	5				x	x	
Affordable Housing	Annual Buildings Report	Ministry of Municipal Affairs & Housing			x		x			0.5				x		
Affordable Housing Program (AHP) Development - Annual Reports	Annual Reports	Ministry of Municipal Affairs & Housing			x		x				x					x
Affordable Housing Program (AHP) Mortgage Renewals	Mortgage Renewals	Ministry of Municipal Affairs & Housing				x	x				x					x
AIDS Bureau	Program Plan	Ministry of Health & Long-Term Care			x				x	1	x					
AIDS Bureau	Year End Financial Submission	Ministry of Health & Long-Term Care			x				x	2	x			x	x	
AIDS Bureau	Financial Projection Report	Ministry of Health & Long-Term Care			x				x	0.5						
Air Emissions	Air Emissions	Ministry of Environment & Climate Change			x		x			1	x					
Anonymous HIV Testing Program and HIV/IDU Outreach Project	Annual Reconciliation Report and Audited Financial Statement	Ministry of Health & Long-Term Care			x		x	x		3				x	x	
Anonymous HIV Testing Program and HIV/IDU Outreach Project	Budget Submission	Ministry of Health & Long-Term Care			x		x			3				x		
Anonymous HIV Testing Program and HIV/IDU Outreach Project	Financial Projections Report (Quarterly Report)	Ministry of Health & Long-Term Care		x	x	x	x			2				x		
Asset Management Plan	Asset Management Plan	Ministry of Infrastructure				x	x									
Bail Safety	Billing Statement	Ministry of Attorney General				x		x			x					
Blind Low Vision Early Intervention Program	Request for funding Schedule	Ministry of Children & Youth Services			x				x	1	x					
Blind Low Vision Early Intervention Program	Settlement Forms	Ministry of Children & Youth Services			x				x	7	x				x	
Blind Low Vision Early Intervention Program	In-Year Financial Reports	Ministry of Children & Youth Services		x					x	1				x		
Capital Development	Environmental Activity and Sector Registry (EASR) construction dewatering	Ministry of Environment & Climate Change			x		x									
Cemeteries License	Cemetery License	Bereavement Authority of Ontario			x				x	5		x				
Certificate of Approval	Certificate of Approval	Ministry of Environment & Climate Change			x		x			1	x					
Chemical, Biological, Radiological, and Nuclear (CBRN)	Claim for Office of the Fire Marshal Funds	Ministry of Community Safety & Correctional Services			x	x		x		1	x			x		x

Child & Adolescent Services	Annual Reconciliation Report and Audited Financial Statement	Ministry of Community & Social Services			x		x	x		3.5				x	x	
Child & Adolescent Services	Transfer Payment Budget Package Submission	Ministry of Community & Social Services			x		x			3				x		
Child & Adolescent Services	Year-To-Date Report	Ministry of Community & Social Services		x			x			3.5				x		
Child Care	Estimates	Ministry of Education			x				x	7				x		
Child Care - Family Support Program	Revised Estimates	Ministry of Education			x				x	0.5				x		
Child Care - Family Support Program	Financial Information Submission (year end)	Ministry of Education			x				x	1				x	x	
Child Care Actual Expenditures & Analysis	Education Financial Information System (EFIS)	Ministry of Education			x	x			x	12	x			x		
Child Care Subsidies	Transfer Payment Annual Reconciliation Report (TPAR)	Ministry of Children & Youth Services			x		x			2	x			x	x	
Child Care Subsidies	Year to Date Quarterly Reporting	Ministry of Children & Youth Services		x					x	1	x					
Child Care Subsidies	Service Contract - Setting annual Service Targets	Ministry of Education			x					7	x			x		
Child Care Subsidies	Year End Financials	Ministry of Education			x				x	7	x			x	x	
Clean Water Act	Risk Management Annual Report	Ministry of Environment & Climate Change			x		x									
Collector Trunk Sewer Environmental Assessment (EA)	Compliance Report	Ministry of Environment & Climate Change			x				x					x		
Collector Trunk Sewer Environmental Assessment (EA)	Performance Management Plan Report	Ministry of Environment & Climate Change			x				x					x		
Collector Trunk Sewer Environmental Assessment (EA)	Ambient Air Monitoring Report	Ministry of Environment & Climate Change			x				x					x		
Collector Trunk Sewer Environmental Assessment (EA)	Odour Monitoring and Mitigation Report	Ministry of Environment & Climate Change				x			x					x		
Community Capacity Building - Choices & Changes	Annual Reconciliation Report and Audited Financial Statement	Ministry of Children & Youth Services			x		x	x		3				x	x	
Community Capacity Building - Choices & Changes	Transfer Payment Budget Package Submission	Ministry of Children & Youth Services			x		x			3				x		
Community Capacity Building - Choices & Changes	Year-To-Date Report	Ministry of Children & Youth Services		x			x			3				x		
Community Homelessness Prevention Initiative (CHPI)	French Language Service Plan	Ministry of Municipal Affairs & Housing			x					3	x			x		

Community Homelessness Prevention Initiative (CHPI)	Annual Budget, Mid year, 3rd quarter and Annual reporting of Actual Expenditures	Ministry of Municipal Affairs & Housing		x	x		x			15				x		
Community Homelessness Prevention Initiative (CHPI)	Performance Indicators	Ministry of Municipal Affairs & Housing			x				x	5				x		
Community Mental Health Promotion Program	3 Year Budget Submission	Ministry of Health & Long-Term Care				x	x			7				x		
Community Mental Health Promotion Program	Annual Reconciliation Report and Audited Financial Statement	Ministry of Health & Long-Term Care			x		x	x		7				x	x	
Community Mental Health Promotion Program	Trial balance and Year-To-Date Reports	Ministry of Health & Long-Term Care				x	x			6						
Community Mental Health Promotion Program	Yearly Budget Revision Submission	Ministry of Health & Long-Term Care			x		x			5				x		
Community Paramedicine	Community Paramedicine Year-End Report Submission	Ministry of Health & Long-Term Care			x		x			2				x		
Community Paramedicine Initiative	Status Reports by Quarter	Ministry of Health & Long-Term Care		x			x							x		
Community Policing Partnerships (CPP) Program	Interim and Final reports	Ministry of Community Safety & Correctional Services			x			x				x				
Community Support Services	Supplemental CAT (Community Analysis Tool) Report - Actual: Financial and Statistics	Local Health Integration Network		x			x					x		x		
Community Support Services	CAPS Supplemental - Community Accountability Planning Submission	Local Health Integration Network				x	x					x		x		
Community Support Services	Annual Reconciliation Report	Ministry of Health & Long-Term Care and Local Health Integration Network			x				x	21				x	x	
Community Support Services - Financial Branch	Multi-Sector Service Accountability Agreement	Ministry of Health & Long-Term Care														
Corporate Energy	Broader public sector energy reporting	Ministry of Energy			x		x							x		
Council Remuneration	Annual Report	Ministry of Municipal Affairs & Housing														
Court Operations	Provincial Offences Act (POA) Municipal Partner Annual Report-Administration	Ministry of Attorney General	x				x				x					
Court Security and Prisoner Transport (CSPT)	Annual Financial Report	Ministry of Community Safety & Correctional Services			x		x			1	x					
Court Services	Provincial Offences Act (POA) Court Administration/Prosecution Incident Report	Ministry of Attorney General				x	x				x					

Critical Care Transport	Preliminary Budget Request - Critical Care Transport Unit	ORNGE			x		x			0.5	x					
Critical Care Transport	In-Year Projection - Critical Care Transport Unit	ORNGE			x		x			0.5	x					
Critical Care Transport	Year End Financial Report - Critical Care Transport Unit	ORNGE			x		x			0.5	x					
Critical Care Transport	Request for Vehicle and Equipment - Critical Care Transport Unit Funding	ORNGE				x	x			0.5	x					
Dedicated Gas Tax Funds for Public Transportation Program	Dedicated Gas Tax Funds for Public Transportation Reporting	Ministry of Transportation			x			x		5			x	x		x
Development Charges Reporting	Annual report	Ministry of Municipal Affairs & Housing			x		x			4				x	x	
Diabetes	Diabetes Budget	Ministry of Health & Long-Term Care				x			x	3	x					
Diabetes	Diabetes Annual Settlement	Ministry of Health & Long-Term Care			x				x	2	x					
Diabetes	Diabetes In-Year Reports	Ministry of Health & Long-Term Care		x					x	1				x		
Diesel Fuel Tax Refund	Tax Refund for Power Takeoff Equipment	Ministry of Finance			x				x	10	x					x
Drinking Water	Drinking Water Quality Management Standard (DWQMS) / Integrated Management System (IMS) Financial Plan	Ministry of Environment & Climate Change				x			x					x		
Drinking Water	Drinking Water Quality Management Standard (DWQMS) / Integrated Management System (IMS) Operational Plan	Ministry of Environment & Climate Change			x		x				x				x	x
Drinking Water	Drinking Water System Schedule 22 Summary Report	Ministry of Environment & Climate Change			x				x		x				x	
Drinking Water	Annual Water Quality Report	Ministry of Environment & Climate Change			x				x		x				x	
Drinking Water	Permit to Take Water (PTTW) Report (XML Reporting)	Ministry of Environment & Climate Change			x		x							x	x	
Drinking Water	Intra-basin Transfer Volume Report	Ministry of Environment and Climate Change and Ministry of Natural Resources and Forestry			x				x					x		
Economic Development Strategic Plan	Annual Reports; Final Report; Community Economic Development Strategic Plan	Northern Ontario Heritage Fund Corporation			x			x			x					
Elderly Person Centre Funding	Maintenance and Operating Fund Summary	Ministry of Citizenship and Immigration			x		x			1	x					
Elderly Persons Centre	Elderly Persons Centre Final Report	Ontario Seniors Secretariat			x		x			7	x			x		

Emergency Health Services Branch	Preliminary Budget Request - Central Ambulance Communication Centres	Ministry of Health & Long-Term Care			x				x	1				x		
Emergency Health Services Branch	In-Year Statement - Central Ambulance Communication Centres	Ministry of Health & Long-Term Care			x				x	1				x		
Emergency Health Services Branch	Year End Financial Report Submission for Central Ambulance Communication Centres	Ministry of Health & Long-Term Care			x			x		15	x				x	
Emergency Health Services Branch	Land Ambulance Services - In-Year Projection/Budget Request Report	Ministry of Health & Long-Term Care			x				x	5				x		
Emergency Health Services Branch	Land Ambulance Services - Year End Financial Report	Ministry of Health & Long-Term Care			x			x		0.5		x				
Emergency Health Services Branch	Land Ambulance Services - Apportionment Report	Ministry of Health & Long-Term Care			x				x	0.007				x		
Emergency Health Services Branch	Annual Budget Request - Dedicated Nurses Program	Ministry of Health & Long-Term Care			x				x	1	x					
Emergency Health Services Branch	In-Year Report - Dedicated Nurses Program	Ministry of Health & Long-Term Care			x				x	1.5	x					
Emergency Health Services Branch	Year End Financial Report - Dedicated Nurses Program	Ministry of Health & Long-Term Care			x				x	0.5	x					
Employer Health Tax (EHT)	Employer Health Tax (EHT) Annual Return	Ministry of Finance			x											
Energy Centre	Annual Diversion Report	Ministry of Environment & Climate Change			x				x		x				x	
Energy Reporting	Energy Consumption and Demand Management	Ministry of Energy	x		x		x			12						
Financial and statistical data collection	Financial Statements	Ministry of Municipal Affairs & Housing			x		x			30		x			x	
Fire Protection Program	Fire Protection & Prevention Act	Ministry of Community Safety & Correctional Services			x		x			3				x		
Freedom of Information	Information and Privacy Commission				x		x			1	x					
Funeral, Burial and Cremation Services Act	Report on Care and Maintenance Fund Account	Bereavement Authority of Ontario			x			x		1	x					
Funeral, Burial and Cremation Services Act	List of Cemetery/Crematorium Sites	Bereavement Authority of Ontario			x			x		1	x					
Gasoline Fuel Tax Refund	Gasoline Used in Unlicensed Business Equipment	Ministry of Finance			x				x	10	x					x
Green Energy Act OREG 397/11	Energy Consumptions and Green House Gas Emissions Reporting	Ministry of Energy			x		x			1	x					

Growing Great Generations	Reconciliation Template	Ministry of Children & Youth Services			x		x			0.25				x		
Hazardous Waste Information Network Registration	Hazardous Waste Information Network registration	Ministry of Environment & Climate Change			x											
Health Data Branch Ontario Healthcare Reporting Standards/ Management Information System	Ontario Healthcare Reporting Standards Management Information System	Ministry of Health & Long-Term Care				x	x			6				x		
Health Quality Ontario	Quality Improvement Plans (QIP)	Health Quality Ontario				x	x			7				x		
Healthy Babies/ Healthy Children	Request for Funding Schedule (Budget Submission)	Ministry of Children & Youth Services			x				x	3	x					
Healthy Babies/ Healthy Children	Settlement and Audited Financial Statements	Ministry of Children & Youth Services			x				x	20	x			x	x	
Healthy Babies/ Healthy Children	In-Year Financial Reports	Ministry of Children & Youth Services		x					x	4				x		
Healthy Communities Fund	Program Budget	Ministry of Health & Long-Term Care			x				x	1	x					
Healthy Communities Fund	Program Settlement	Ministry of Health & Long-Term Care			x				x	1	x					
Healthy Communities Fund	In-year Reports	Ministry of Health & Long-Term Care		x					x	1				x		
Healthy Kids Community Challenge	Financial Reports (quarterly); Project Activity Reports (semi- annual); Annual Reconciliation Report; Audited Financial Report	Ministry of Health & Long-Term Care		x	x	x			x		x				x	
Healthy Kids Community Challenge	Request For Funding (Budget Submission)	Ministry of Health & Long-Term Care			x		x			2				x		
Heavy Urban Search and Rescue (HUSAR)	Claim for Office of the Fire Marshal Funds	Ministry of Community Safety & Correctional Services			x	x		x		3	x			x		x
High Intensity Needs	High Intensity Needs Claims Reports	Ministry of Health & Long-Term Care		x			x			8				x		
Homemakers & Nurses Services	Homemakers & Nurses Services Claims	Ministry of Health & Long-Term Care	x					x		3				x		
Household Hazardous Waste (HHW)	Household Hazardous Waste Annual Report	Ministry of Environment & Climate Change			x			x						x		
HST\RST	HST\RST	Ministry of Finance	x				x							x		
Immigration workshop, video	Expense Summary Report	Ministry of Citizenship and Immigration				x		x			x					
Incorporation Documentation	Initial return notice of change	Ministry of Government and Consumer Services			x		x			1	x					
Industrial, Commercial and Institutional Water Usage - O. Reg. 450/07	Charges for Industrial & Commercial Water Users	Ministry of Environment & Climate Change			x		x									

Infant Hearing	Request for funding Schedule	Ministry of Children & Youth Services			x				x	2	x					
Infant Hearing	Settlement Forms	Ministry of Children & Youth Services			x				x	7	x				x	
Infant Hearing	In-Year Financial Reports	Ministry of Children & Youth Services		x					x	1				x		
Integrated Pest Management	Integrated Pest Management Report	Ministry of Environment & Climate Change			x		x			10						
Interchange Reconstruction	Cost Sharing Agreement	Ministry of Transportation														
Internet Luring aka Cyber Crime project	Financial Expenditures Reports (monthly); Progress Reports (annual) and Statistical Reports (monthly, as available)	Ministry of Community Safety & Correctional Services	x		x			x			x					
Investment in Affordable Housing (IAH)	Annual Occupancy Reports, Rental Housing Construction	Ministry of Municipal Affairs & Housing			x									x		
Investment in Affordable Housing (IAH)	Housing Allowance, Program Delivery and Fiscal Plan (PDFP) updates	Ministry of Municipal Affairs & Housing		x	x	x	x			10	x			x		
Investment in Affordable Housing (IAH)	Provincial Fiscal Delivery Plan	Ministry of Municipal Affairs & Housing		x			x			2				x		
Investment in Affordable Housing (IAH) - Capital Component	Quarterly Report	Ministry of Municipal Affairs & Housing		x			x			0.5				x		
Investment in Affordable Housing (IAH) - Capital Component	Project Information Form (PIF)	Ministry of Municipal Affairs & Housing		x			x			1				x		
Investment in Affordable Housing (IAH) - Extension	Provincial Fiscal Delivery Plan	Ministry of Municipal Affairs & Housing		x			x			2				x		
Investment in Affordable Housing (IAH) - Homeownership Component	Affordable Housing Information Management System (AIMS)	Ministry of Municipal Affairs & Housing			x	x			x	20						x
Investment in Affordable Housing (IAH) - 'Name of Municipality' Renovates Component	Affordable Housing Information Management System (AIMS)	Ministry of Municipal Affairs & Housing			x	x			x	20						x
Investment in Affordable Housing (IAH) - Rental Component	Affordable Housing Information Management System (AIMS)	Ministry of Municipal Affairs & Housing			x	x			x	20						x
Lab Claims	Lab Claim Submissions	Ministry of Health & Long-Term Care		x			x			2				x		
Land Ambulance	Planning Form	Ministry of Health & Long-Term Care			x				x				x			
Library operations and pay equity	Annual Survey of Library Uses	Ministry of Tourism, Culture & Sport			x		x									

Literacy Program	Budget and 4 quarterly reports	Ministry of Children & Youth Services		x	x				x	10	x			x	x	
Long Term Water Conservation Strategy	Annual Program Report	Ministry of Environment & Climate Change			x				x					x		
Long-Term Care Home and Services	Quarterly Physio Therapy Report	Ministry of Health & Long-Term Care		x			x			1				x		
Long-Term Care Home and Services	Quarterly Exercise Report	Ministry of Health & Long-Term Care		x			x			1				x		
Long-Term Care Home and Services	Staffing Survey Report	Ministry of Health & Long-Term Care			x		x			2				x		
Long-Term Care Home and Services	Revenue/Occupancy Report	Ministry of Health & Long-Term Care			x		x			2				x		
Long-Term Care Homes & Services	Short Stay Application	Ministry of Health & Long-Term Care and Local Health Integration Network			x		x			2	x			x		
Long-Term Care Homes & Services	Outbreak Days	Ministry of Health & Long-Term Care			x		x			2	x			x		
Long-Term Care Homes & Services	Accreditation Report	Ministry of Health & Long-Term Care and Local Health Integration Network			x				x	3	x			x		
Lottery Licensing	Municipal Lottery Licence Report	Alcohol and Gaming Commission of Ontario		x				x		1	x					
Methadone Works	Annual Budget	Local Health Integration Network			x		x			1				x		
Methadone Works	Annual Reconciliation Report	Local Health Integration Network			x		x			1	x				x	
Methadone Works	Quarterly Forecast	Local Health Integration Network		x			x			1				x		
Ministry of Health and Long term care- Compliance Branch	Critical Incidents	Ministry of Health & Long-Term Care			x		x							x		
Ministry of Health and Long-term Care Cost-shared and Related Program Based Funding	Reconciliation Report (Certificate of Settlement)	Ministry of Health & Long-Term Care			x				x		x			x	x	
Monitoring wells		Ministry of Environment & Climate Change			x		x			1	x					
Monthly Process Reporting	R1 and R2 reporting systems	Ministry of Environment & Climate Change	x				x			1	x					
Municipal Hazards and Special Waste (MHSW) Funding	Municipal Hazards and Special Waste Financial/Tonnage Datacall	Waste Diversion Ontario			x				x	20	x			x		
Municipal Property Assessment Corporation	Property Income and Expense Return	Municipal Property Assessment Corporation			x		x			1				x		

Municipal Property Assessment Corporation (MPAC)	Rental Data Request	Municipal Property Assessment Corporation			x	x			1						
Name of Municipality - Habitat Subsidy	Year end & Annual Reconciliation Report	Ministry of Health & Long-Term Care			x			x	4				x		
New Grad/Late Career	New Grad/Late Career	Health Force Ontario			x			x	2				x		
Northern Fire Protection Program (NFPP)	Profile Update/Community Contacts	Ontario Fire Marshal			x										
Northern Ontario School of Architecture	Annual Reports; Final Report; Feasibility Study/Business Plan	Northern Ontario Heritage Fund Corporation			x		x			x					
Ontario Community Infrastructure Fund (OCIF)	Annual Project Information Update	Ontario Ministry of Agriculture, Food & Rural Affairs			x	x							x		
Ontario Community Infrastructure Fund (OCIF)	Proposed Project Reporting Table	Ontario Ministry of Agriculture, Food & Rural Affairs			x	x							x		
Ontario Community Infrastructure Fund (OCIF)	Copy of Asset Management Plan and Updates	Ministry of Municipal Affairs & Housing			x										
Ontario Community Infrastructure Fund (OCIF)	Annual Financial Report - Formula Reporting	Ontario Ministry of Agriculture, Food & Rural Affairs			x		x		2		x				
Ontario Community Infrastructure Fund (OCIF) Formula Based Funding	Project Reports	Ontario Ministry of Agriculture, Food & Rural Affairs			x	x			1						
Ontario Libraries Capacity Fund	Expenditure Report	Ministry of Tourism, Culture & Sport				x				x					
Ontario Lottery & Gaming - Slots	Host Funding Expenditure Report	Ontario Lottery & Gaming Commission			x		x		0.5	x					
Ontario Tire Stewardship - Used Tire Program	Rebates under the Used Tire Program	Ministry of Environment & Climate Change													
Ontario Works (OW) Discretionary Benefits	Tracking sheet	Ministry of Community & Social Services	x			x									
Ontario Works (OW) Financial Assistance	FORM V	Ministry of Community & Social Services	x			x						x	x		
Ontario Works (OW) including CHPI Funding	Financial Statement and Reconciliation reports	Ministry of Community & Social Services			x			x						x	
Ontario Works Admin - Time-Limited Projects	Consolidated Ontario Works Budget Package - Year to Date Quarterly Reports	Ministry of Community & Social Services		x	x		x		2	x			x		
Ontario Works Cost of Administration and Employment Assistance Upload Funding	Consolidated Ontario Works Budget Package - Year to Date Quarterly Reports	Ministry of Community & Social Services		x	x		x		3	x			x		
Ontario Works Financial Assistance	Application for Monthly Payment of provincial Subsidy for Assistance	Ministry of Community & Social Services	x			x							x		
Parking Tags	Authorized Requestor Agreement - Schedule E	Ministry of Transportation	x				x		1	x		x			

Police Services internship: Appraisal Developer	Request for Reimbursement; Statement of Account; Final Report	Northern Ontario Heritage Fund Corporation			x		x			x					
Police Services internship: Training Videographer	Request for Reimbursement; Statement of Account; Final Report	Northern Ontario Heritage Fund Corporation			x		x			x					
Polychlorinated Biphenyl Chemicals (PCB) Program	Polychlorinated Biphenyl Chemicals Annual Report	Ministry of Environment & Climate Change			x		x						x		
Preschool Speech & Language	Request for funding Schedule	Ministry of Children & Youth Services			x			x	2	x					
Preschool Speech & Language	Settlement Forms	Ministry of Children & Youth Services			x			x	15	x				x	
Preschool Speech & Language	In-Year Financial Reports	Ministry of Children & Youth Services		x				x	4				x		
Proceeds of Crime (POC) Front Line Policing (FLP)	Interim and Final Progress reports	Ministry of Community Safety & Correctional Services			x		x			x					
Program-Based Grants (PBG) - Mandatory & Related Programs	Program-Based Grants Request (Budget Submission)	Ministry of Health & Long-Term Care			x	x			13				x		
Program-Based Grants (PBG) - Mandatory & Related Programs	Quarterly Reports	Ministry of Health & Long-Term Care		x		x			3				x		
Prosecutions	Provincial Offences Act (POA) Municipal Partner Annual Report- Prosecution	Ministry of Attorney General			x								x		
Provincial Anti-Violence Intervention Strategy (PAVIS)	Financial Reporting and Final Evaluation Report	Ministry of Community Safety & Correctional Services			x		x			x					
Public Sector Salary Disclosure	Public Sector Salary Disclosure	Ministry of Municipal Affairs & Housing			x	x			0.5						
Reduce Impaired Driving Everywhere (RIDE) Program Funding	Annual Statistical Report	Ministry of Community Safety & Correctional Services			x	x			1	x					
Reduce Impaired Driving Everywhere (RIDE) Program Funding	Final Report	Ministry of Community Safety & Correctional Services			x	x			1	x					
Retail Sales Tax Rebate	Sales Tax Rebate	Ministry of Finance		x		x			1	x					
Safer Communities - 1,000 Officers Program	1,000 Officers Program Interim and Final Reports	Ministry of Community Safety & Correctional Services			x		x			x					
Service Agreement (Long-Term Care Home Service Accountability Agreement - (LAPS))	Long-Term Care Home Service Accountability Planning Submission (LAPS)	Local Health Integration Network			x			x	3				x		
Service Agreement (Long-Term Care Home Service Accountability Agreement - (L-SAA))	Long-term Care Home Service Accountability Agreement (L-SAA)	Local Health Integration Network			x			x	45				x		
Service Agreement (Long-Term Care Home Service Accountability Agreement - (L-SAA))	Long-term Care Home Service Accountability Agreement (L-SAA) Indicators	Local Health Integration Network	x			x			0.5				x		

Service Agreement (Long-Term Care Home Service Accountability Agreement - (L-SAA))	Declaration of Compliance	Local Health Integration Network			x		x		60				x		
Single Use Battery Incentive	Reimbursement for eligible costs incurred in respect of the proper management of selected household hazardous waste	Ministry of Environment & Climate Change													
Small Business Enterprise Centre (SBEC) Core Funding	Audit Report	Ministry of Research, Innovation & Science			x	x	x		1	x					
Small Business Enterprise Centre (SBEC) Core Funding	Annual Full Financial Report	Ministry of Research, Innovation & Science			x		x		2	x					
Small Business Enterprise Centre (SBEC) Core Funding	Interim Financial Report	Ministry of Research, Innovation & Science			x		x		2	x					
Small Business Enterprise Centre (SBEC) Core Funding	Monthly Enterprise Centre Report	Ministry of Research, Innovation & Science	x				x			x					
Social Assistance Restructuring Reinvestment Ontario Child Benefit (OCB)	Social Assistance Restructuring Reinvestment Quarterly Monitoring and Year-end Reporting	Ministry of Community & Social services		x	x		x		2				x		
Social Housing Renovation and Retrofit Program (SHRRP)	Annual report	Ministry of Municipal Affairs & Housing			x		x		2				x		
Social Services Homemakers & Nurses	Application for Reimbursement	Ministry of Health & Long-Term Care		x				x		x					
Source Protection	Annual Source Protection report	Conservation Authorities			x			x					x		
Steward Ontario Transportation and Processing Incentive Program	Reimbursement for eligible costs incurred in respect of the proper management of selected household hazardous waste	Ministry of Environment & Climate Change													
Strong Communities Rent Supplement	Report and Forecast	Ministry of Municipal Affairs & Housing			x		x		0.5				x		
Investment in Affordable Housing	Service Manager Annual Information Return (SMAIR)	Ministry of Municipal Affairs & Housing			x		x	x	5 Days	x			x		x
The Joint Emergency Preparedness Program (JEPP)	Claim for Joint Emergency Preparedness Program funding	Ministry of Community Safety & Correctional Services			x	x		x	7	x			x		x
Tires Funding	Tires Datacall	Waste Diversion Ontario			x			x	20	x			x		
Transitional Housing Support Programme	Transitional Housing Support Programme Housing Referral Agreements	Ministry of Community & Social Services			x		x		3				x		
Vector Borne Disease	In-Year Financial Reports	Ministry of Health & Long-Term Care		x				x					x		

Violent Crime Linkage Analysis System (VICLAS)		Ontario Provincial Police													
Waste Electrical and Electronic Equipment (WEEE) Funding	Waste Electrical and Electronic Equipment Financial/Tonnage Datacall	Waste Diversion Ontario						x	20	x			x		
Waste Management Facilities	Annual reports for each site	Ministry of Environment & Climate Change					x							x	
Waste Diversion Ontario (WDO) Funding	Waste Diversion Ontario Financial/Tonnage Datacall	Waste Diversion Ontario			x			x	20	x			x		
Wastewater	Annual Wastewater Reports	Ministry of Environment & Climate Change			x	x							x	x	
Wastewater	Quarterly Municipal Utility Monitoring Program (MUMPS)	Ministry of Environment & Climate Change		x		x							x	x	
Water Taking - O.Reg 387/04	Permit to Take Water (Surface Water)	Ministry of Environment & Climate Change			x	x									
Water/Wastewater- Water Opportunities Act	Water/Wastewater Financial Plan (for each system)	Ministry of Environment & Climate Change and Ministry of Municipal Affairs & Housing.			x										
Young Offenders Assessment	Annual Reconciliation Report and Audited Financial Statement	Ministry of Children & Youth Services			x	x	x		3				x	x	
Young Offenders Assessment	Transfer Payment Budget Package Submission	Ministry of Children & Youth Services			x	x			3				x		
Young Offenders Assessment	Year-To-Date Report	Ministry of Children & Youth Services		x		x			3				x		
Financial Information Return (FIR)	Financial Information Return (FIR)	Ministry of Municipal Affairs & Housing			x	x							x		
Affordable Housing	Demolition & Conversion of Rental Housing Approvals	Ministry of Municipal Affairs & Housing			x		x		2	x			x		

Notice of Motion submitted by Councillor Walstedt Re: Sandbags for Area Flooding

MOTION

Whereas, record high Great Lakes' water levels have already exceeded the record high levels of 2019 and are expected to rise even further and

Whereas the municipality wishes to provide assistance to home and business owners who will most certainly experience flooding from these increased lake levels in 2020 and

Whereas the Town of Tecumseh has a portable multi sandbag filling machine that initial discussions with the Town indicate Lakeshore may be able to share in its use

Therefore be it resolved that Lakeshore contact the Town of Tecumseh as soon as possible to negotiate such use which would enable Lakeshore to have a large supply of filled sandbags available for residents should flooding of properties take place this year

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 of 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 March 10, 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

By-law Number 16-2020
Schedule A

(Applicable taxes will be added to all fees)

Community and Development Services Building Services	
Over 5 acres (fee plus deposit of \$7,500 plus \$2,500 per acre over 5)	\$121.00
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

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	\$75.00
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 OccupanciesSmall Facilities (up to 5 residents)	\$271.00
Vulnerable OccupanciesLarge 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
Commisioning of Oaths	\$10.00
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

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

**CORPORATION OF THE TOWN OF LAKESHORE
BY-LAW 018 - 2020**

**BEING A BY-LAW FOR THE GOVERNMENT DRAIN #2 (ENBRIDGE 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.

**GOVERNMENT DRAIN #2 (ENBRIDGE BRIDGE)
IN THE TOWN OF LAKESHORE - IN THE COUNTY OF ESSEX.**

AND WHEREAS, the estimate cost of repairing and improving the drainage works is \$74,231.00.

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

1. The considered report dated January 21st, 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 \$74,231.00 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 Government Drain # 2 (Enbridge Bridge)

First Reading March 10th, 2020;
Second Reading March 10th, 2020;
Provisionally adopted this March 10th, 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 20-2020

Being a By-law to amend By-law No. 2-2012, Zoning By-law for the Town of Lakeshore (ZBA-18-2019)

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 30 to By-law No. 2-2012, as amended, is hereby further amended by changing the zoning classification on a portion of Part of Lot 286, Concession North of Talbot Road, 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.

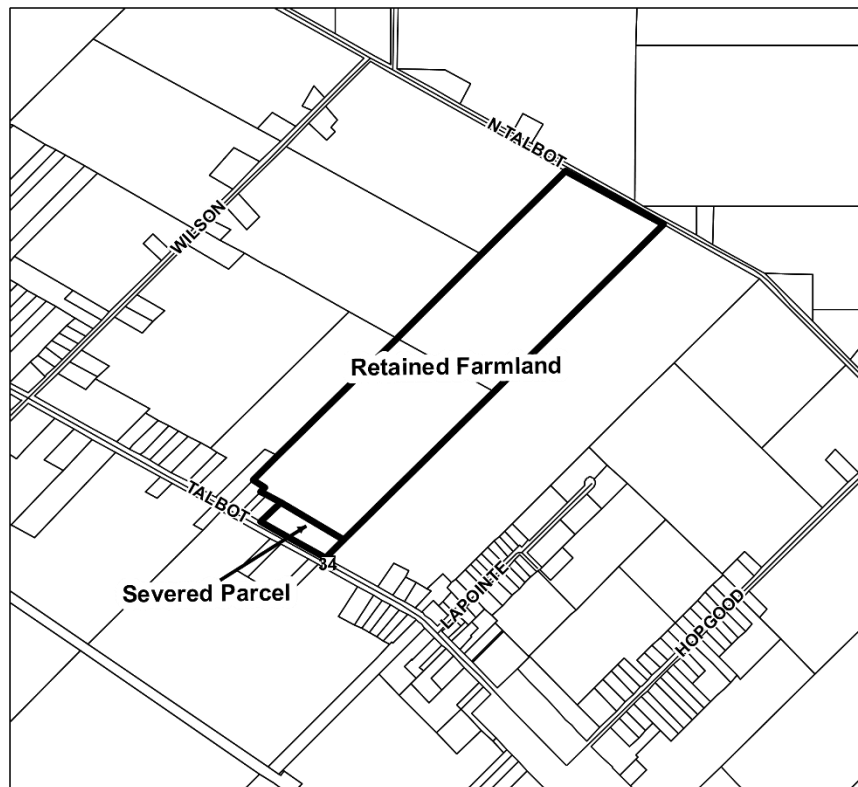
Read and passed in open session March 10, 2020.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

Schedule "A"
to By-law 20-2020

Part of Lot 286
Concession North of Talbot Road
TOWN OF LAKESHORE



Retained Farmland

AMEND "A, AGRICULTURE" ZONE TO
"A-1, AGRICULTURE EXCEPTION 1" ZONE

THE CORPORATION OF THE TOWN OF LAKESHORE

BY-LAW NUMBER 020-2020

**Being a By-law to amend By-law No. 2-2012,
Zoning By-law for the Town of Lakeshore
(ZBA-18-2019)**

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:

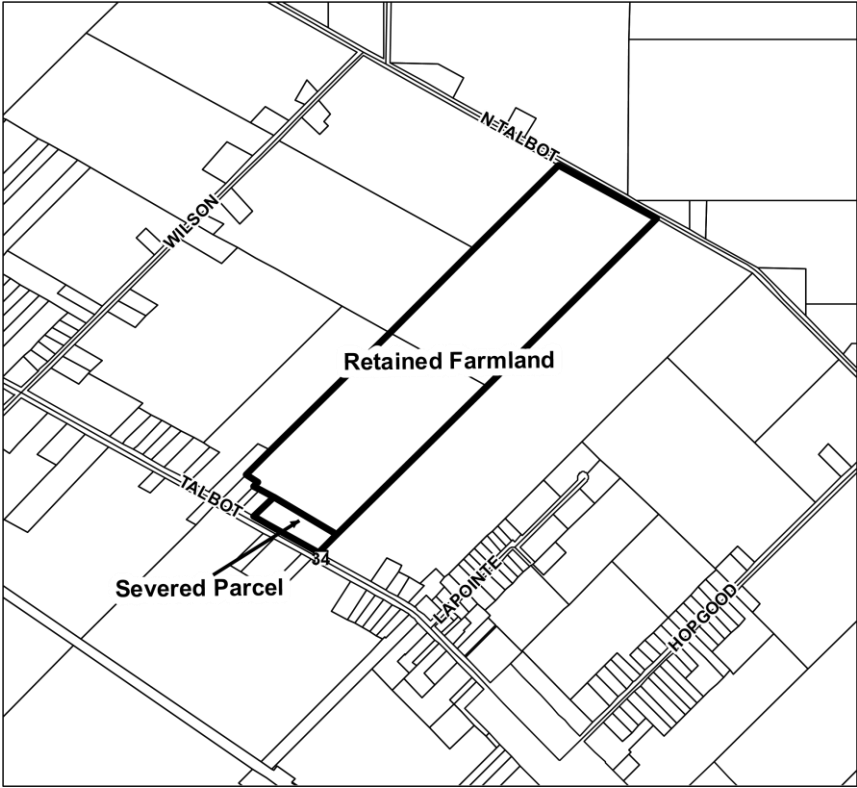
1. That Schedule "A", Map 30 to By-law No. 2-2012, as amended, is hereby further amended by changing the zoning classification on a portion of Part of Lot 286, Concession North of Talbot Road, shown on Schedule "A" attached hereto and forming part of this By-law from "A, Agriculture Zone" to "A-1, Agriculture 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 A FIRST, SECOND AND THIRD TIME AND FINALLY ENACTED THIS 10th DAY OF MARCH, 2020.

Tom Bain, Mayor

Kristen Newman
Director of Legislative and Legal
Services/ Clerk

SCHEDULE A
Part of Lot 286, Concession North of Talbot Road
TOWN OF LAKESHORE



Retained Farmland

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

THIS IS SCHEDULE A TO BY-LAW 020-2020.
PASSED THIS 10TH DAY OF MARCH, 2020.

The Corporation of the Town of Lakeshore

By-law 21-2020

Being a By-law to amend By-law No. 2-2012, Zoning By-law for the Town of Lakeshore (ZBA-2-2020)

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 1 to By-law No. 2-2012, as amended, is hereby further amended by changing the zoning classification on a portion of Part of Lot 1, Concession East of Pike Creek, shown on Schedule "A" attached hereto and forming part of this By-law from "from an RW1 Zone, Residential Waterfront – Watercourse Zone, to RW1-18, Residential Waterfront –Watercourse Zone Exception 18 and to EP-1, Environmental Protection Zone Exception 1".
2. That Section 9.5, Residential Waterfront –Watercourse (RW1) Zone Exceptions is hereby further amended by adding Subsection 9.5.18 and to read as follows:

 "9.5.18 RESIDENTIAL WATERFRONT – WATERCOURWSE ZONE
 EXCEPTION 18 (RW1-18) as shown on Map 1, Schedule "A" of
 this By-law.
 a) Zone Regulations:
 i) The minimum lot area shall be 1,160 m² (85 East Pike
 Creek Road) and 1,025 m² (87 East Pike Creek Road).
3. 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 March 10, 2020.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

Schedule "A"
to By-law 21-2020

Part of Lot 1
Concession East of Pike Creek
TOWN OF LAKESHORE



Amend from "RW1, Residential Waterfront - Watercourse Zone" to
"EP-1, Environmental Protection Zone Exception 1".



Amend from an "RW1 Zone, Residential Waterfront –Watercourse
Zone, to RW1-18, Residential Waterfront –Watercourse Zone
Exception 18".

The Corporation of the Town of Lakeshore

By-law 22-2020

Being a By-law to amend By-law No. 2-2012, Zoning By-law for the Town of Lakeshore (ZBA-1-2020)

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 34 to By-law No. 2-2012, as amended, is hereby further amended by changing the zoning classification on a portion of Plan M74, Lot 6, shown on Schedule "A" attached hereto and forming part of this By-law from "R1, Residential – Low Density Zone" to "R2, Residential - Medium Density 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.

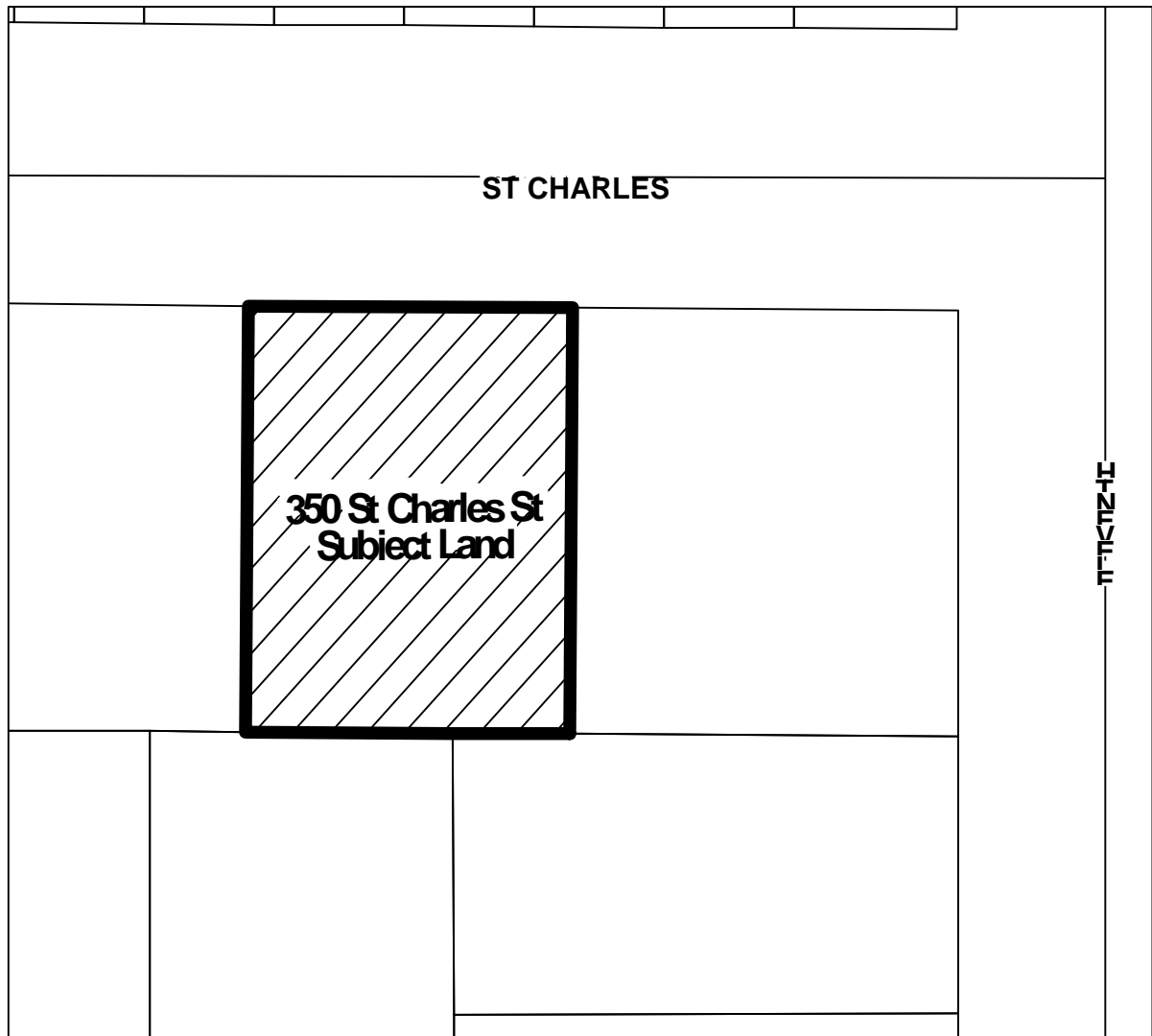
Read and passed in open session March 10, 2020.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

Schedule "A"
to By-law 22-2020

Plan M74, Lot 6
TOWN OF LAKESHORE



Amend From "R1, Residential – Low Density Zone" to "R2, Residential - Medium Density Zone".

The Corporation of the Town of Lakeshore

By-law 23-2020

Being a By-law to Amend By-law 133-2019, a By-law to Adopt the Budget Estimates, Tax Rates and Further to Provide for Penalty and Interest in Default of Any Payment for the Year 2020

Whereas, pursuant to section 312 of the *Municipal Act, 2001*, S.O. 2001, c. 25, Council may pass by-laws to levy a separate tax rate on the assessment in each property subclass;

And whereas, on December 10, 2019, pursuant to section 312 of the *Municipal Act, 2001*, S.O. 2001, c. 25, Council adopted By-law 133-2019, being a by-law to adopt the budget estimates, tax rates and further to provide for penalty and interest in default of any payment for the year 2020;

And whereas, pursuant to section 312 of the *Municipal Act, 2001*, S.O. 2001, c. 25, tax rates must be established in the same proportion to tax ratios;

And whereas, it is recommended by the Director of Finance, as described in the report to Council presented March 10, 2020, that the 2020 tax rates be revised to align with the tax ratios approved by the County of Essex on February 19, 2020;

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

1. By-law 133-2019 shall be amended as follows:
 - a. Schedule "C" of By-law 133-2019 is repealed and replaced by Schedule "A" to this by-law.
2. This By-law comes into force and effect upon passage.

Read and passed in open session on March 10, 2020.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

**Schedule “A”
to By-law 23-2020**

**Schedule “C”
to By-law 133-2019**

2020 Municipal Tax Rates

Assessment Class	RTC	RTQ	Tax Rate	BIA Tax Rate
Commercial: Taxable: Farmland Awaiting Development Phase I	C	1	0.0015308	
Commercial: Payment in Lieu: Full	C	F		
Commercial: Payment in Lieu: General	C	G		
Commercial: Taxable: Full, Shared Payment in Lieu	C	H	0.0066257	
Commercial: Taxable: Full	C	T	0.0066257	0.0026362
Commercial: Taxable: Excess Land	C	U	0.0046380	0.0018453
Commercial: Taxable: Vacant Land	C	X	0.0035668	0.0014191
Commercial: Payment in Lieu: Full, Vacant Land	C	Y		
Exempt	E			
Farm: Taxable: Full	F	T	0.0015308	
Parking Lot: Taxable: Full	G	T	0.0035668	0.0014191
Industrial: Taxable: Farmland Awaiting Development Phase I	I	1	0.0015308	
Industrial: Taxable: Full, Shared Payment in Lieu	I	H	0.0118946	
Industrial: Taxable: Full	I	T	0.0118946	
Industrial: Taxable: Excess Land	I	U	0.0077315	
Industrial: Taxable: Vacant Land	I	X	0.0077315	
Industrial (New Construction): Taxable: Full	J	T	0.0118946	
Industrial (New Construction): Taxable: Excess Land	J	U	0.0077315	
Large Industrial (New Construction): Taxable: Full	K	T	0.0164479	
Large Industrial (New Construction): Taxable: Excess Land	K	U	0.0106911	
Large Industrial: Taxable: Full	L	T	0.0164479	
Large Industrial: Taxable: Excess Land	L	U	0.0106911	
Multi-Residential: Taxable: Full	M	T	0.0119736	
Pipeline: Taxable: Full	P	T	0.0079787	
Residential: Taxable: Farmland Awaiting Development Phase I	R	1	0.0015308	
Residential: Payment in Lieu: Full	R	F		
Residential: Payment in Lieu: General	R	G		
Residential: Payment in Lieu: Full, Taxable Tenant of Province	R	P		

Assessment Class	RTC	RTQ	Tax Rate	BIA Tax Rate
Residential: Taxable: Full	R	T	0.0061233	
Shopping Centre: Taxable: Full	S	T	0.0066257	0.0026362
Shopping Centre: Taxable: Excess Land	S	U	0.0046380	0.0018453
Managed Forests: Taxable: Full	T	T	0.0015309	
Utility Transmission: Taxable: Full, Shared Payment in Lieu	U	H		
Railway: Taxable: Full	W	T		
Commercial (New Construction): Taxable: Full	X	T	0.0066260	0.0026362
Commercial (New Construction): Taxable: Excess Land	X	U	0.0046382	0.0018453
Office Building	Y	T	0.0066260	
Shopping Centre (New Construction): Taxable: Full	Z	T	0.0066260	0.0026362

The Corporation of the Town of Lakeshore

By-law 26-2020

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 February 11th, 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 March 10th, 2020.

**Mayor
Tom Bain**

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

/cl