

# The Corporation of the Town of Lakeshore

## Regular Council Meeting Agenda

Tuesday, May 12, 2020, 6:00 PM

Electronically hosted from Council Chambers, 419 Notre Dame Street, Belle River

Pages

1. Call to Order
2. Moment of Reflection
3. Disclosures of Pecuniary Interest
4. Recognitions
5. Public Meetings under the Planning Act
6. Public Presentations
  - a. Ipsos - Town of Lakeshore Community Survey 4
    1. Town of Lakeshore Community Survey 27

**Recommendation:**  
This report is for information only.
7. Delegations
8. Completion of Unfinished Business
9. Consent Agenda
  - a. Regular Council Meeting Minutes - April 28, 2020 31
 

**Recommendation:**  
Approve minutes of the previous meeting as listed on the Consent Agenda.
10. Reports for Information

## 11. Reports for Direction

- a. **Community Safety Zone Designation for École élémentaire catholique Saint-Paul (St. Paul French Catholic Elementary School)** 40

**Recommendation:**

Direct Administration to prepare a by-law to amend the necessary by-laws to designate community safety zones and reduce the speed to 40 km/hr on Comber Side road from St. Clair Road to Tecumseh Road (CR2), as described in the report of the Manager of Public Works presented at the May 12, 2020 Council meeting.

- b. **Belle River Marina – Extension of Restaurant Lease Agreement** 42

**Recommendation:**

Approve a one year extension of the Restaurant Lease Agreement with Lorraine McCann at the Belle River Marina, for the period of May 2020 to November 1, 2020, with monthly payments of \$2,327.80, plus HST, adjusted due to COVID-19 marina closures, and that the necessary by-law be prepared.

- c. **Proposed Cannabis Retail Store 571 Notre Dame Street Suite A** 46

**Recommendation:**

The Manager of Development Services, on behalf of the Mayor and Council, supply comment to the Alcohol and Gaming Commission of Ontario indicating that the location of a cannabis retail store, proposed at 571 Notre Dame Street Suite A (10 Seventeen), falls within a 150 metre setback to a sensitive land use / activity as set out by the Town's Cannabis Policy Statement, adopted by Council at the April 29, 2020 Council meeting.

- d. **Approval of Planner III Position** 65

**Recommendation:**

Approve the additional cost for a Planner III position to be funded from the employee related account should there be an overall deficit at year end 2020, as described in the report of the Director of Community & Development Services presented at the May 12, 2020 Council meeting.

**e. Adoption of a Name Change By-law**

68

**Recommendation:**

Administration present the Name Change By-law to Council at the May 26, 2020 Council meeting for adoption, and,

Administration implement the name change and fund the name change from the contingency reserve where necessary, as described in the report of the Director of Legislative & Legal Services presented at the May 12, 2020 Council meeting.

**12. Announcements by Mayor**

**13. Reports from County Council Representatives**

**14. Report from Closed Session**

**15. Notices of Motion**

**a. Councillor Walstedt - Walking Path on Oriole Park Drive**

73

**b. Councillor McKinlay - Hydroponic Greenhouse Uses on Agriculturally Designated Lands**

74

**16. Question Period**

**17. Non-Agenda Business**

**18. Consideration of By-laws**

**a. By-law 40-2020, Being a By-law to Confirm the Proceedings of Council for April 28, 2020**

75

**Recommendation:**

By-law 40-2020 be read and passed in open session on May 12, 2020.

**19. Closed Session**

**20. Adjournment**

**Recommendation:**

Council adjourn its meeting at \_\_\_\_ PM.



# TOWN OF LAKESHORE

Community Survey Presentation

May 12, 2020

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# Methodology

The survey was conducted by telephone among n=454 respondents 18 years of age and older living in the Town of Lakeshore. The survey was conducted between February 10 and 26, 2020.

The margin of error for a sample of n=454 completed interviews is +/- 4.6 %, 19 times out of 20.

We were unable to use cell phones for this study because Lakeshore does not have its own cell phone exchange. The main reason for including cell phone sample in the study is to ensure that the survey includes sufficient response from residents aged 18 to 34 (who are less likely to have a landline). In response to the lack of cell phone, Ipsos ensured that a sufficient number of residents in this age group was reached (set a quota of n=80) via landline as a significant proportion of this demographic population also reside with older adults in the same household.

The results of the survey have been weighted based on age and gender to match the demographic profile of residents based on 2016 census data.

The response rate for this survey was 11 percent, which is typical of a telephone survey with multiple quotas (age, gender and ward quotas were set). Ward quotas of n=50 were also set to ensure each ward was represented within the data.

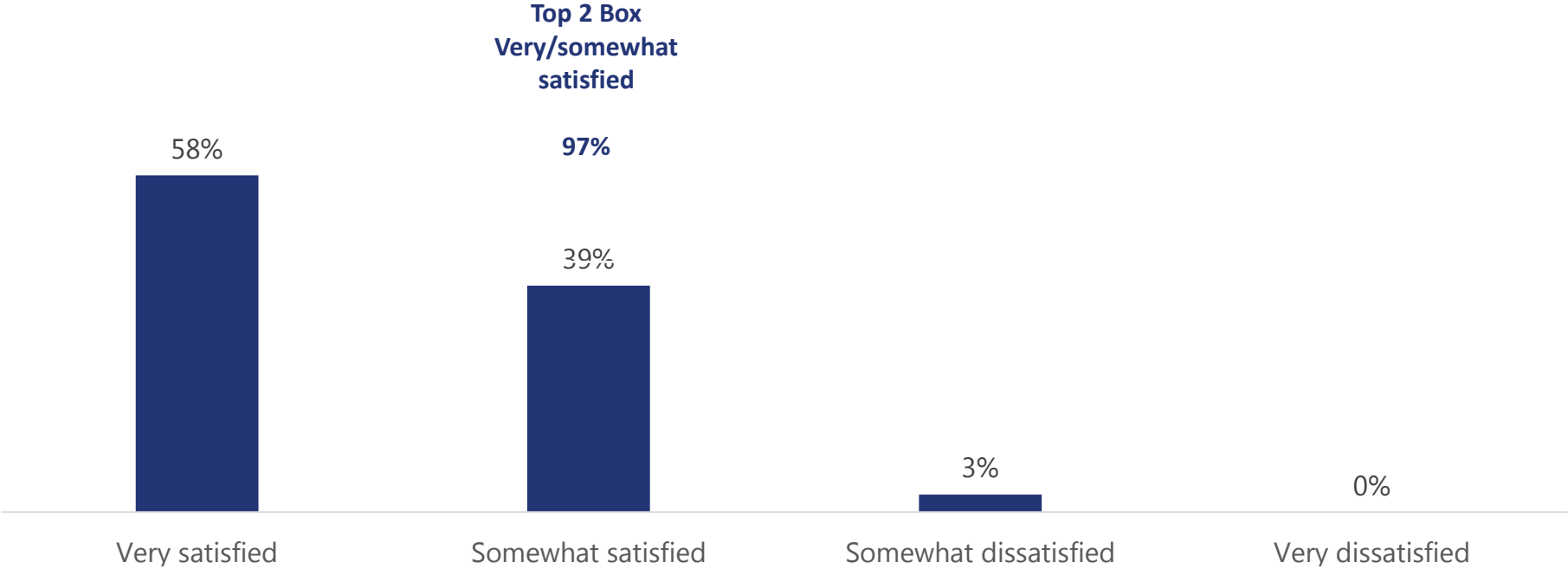
# LIFE IN LAKESHORE



# Lakeshore As a Place to Live

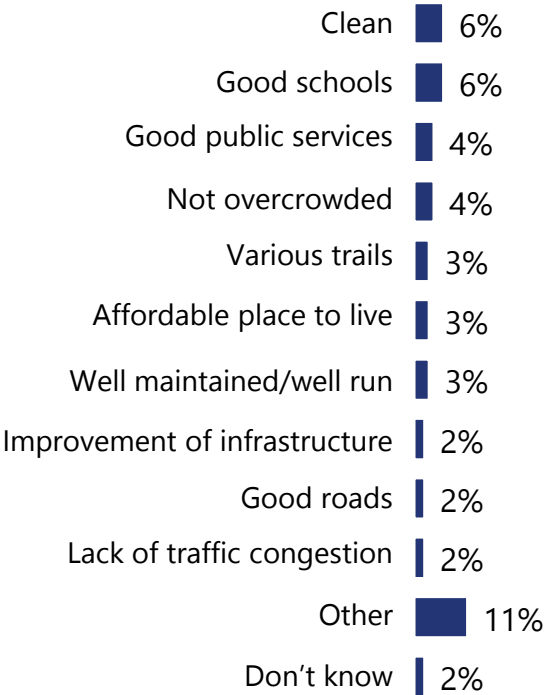
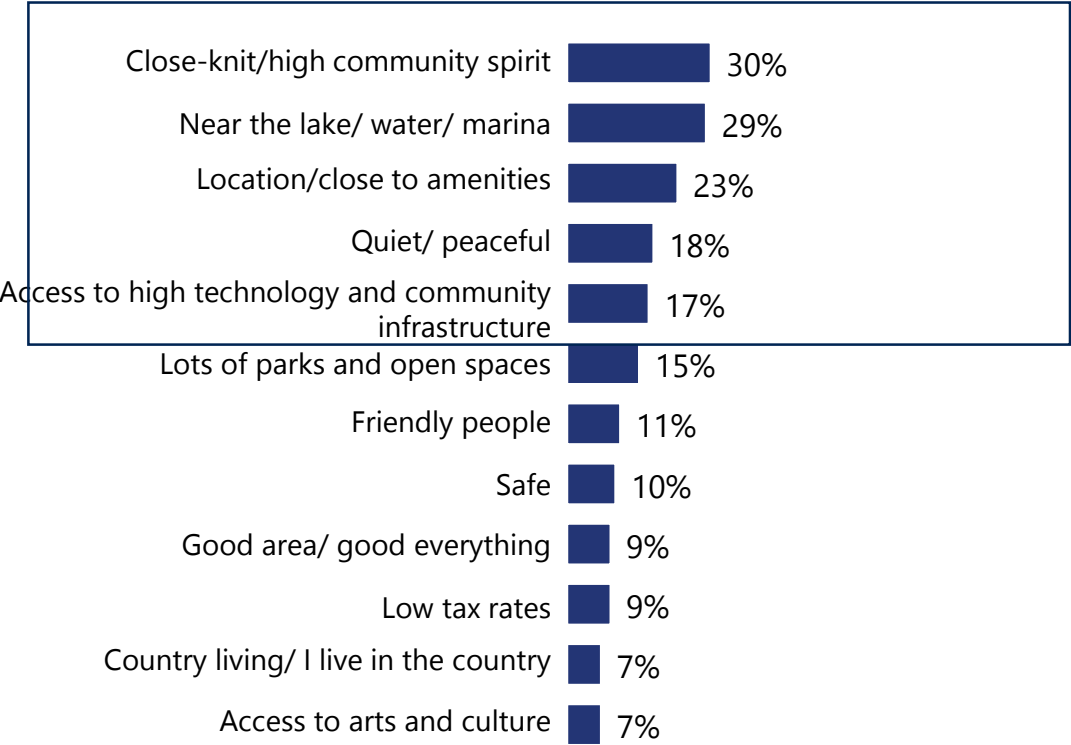
Almost all (97%) residents are satisfied with Lakeshore as a place to live, including six in ten (58%) who are very satisfied.

Satisfaction with the Town does not differ significantly across all demographic groups.



# Most Appealing Aspects About Lakeshore

When residents were asked what they believe to be the most appealing aspects about Lakeshore, the most commonly mentioned responses (top-of-mind) are close-knit or high community spirit (30%) and near the lake, water or marina (29%), followed by location or close to amenities (23%), quiet or peaceful (18%), and access to high technology and community infrastructure(17%).

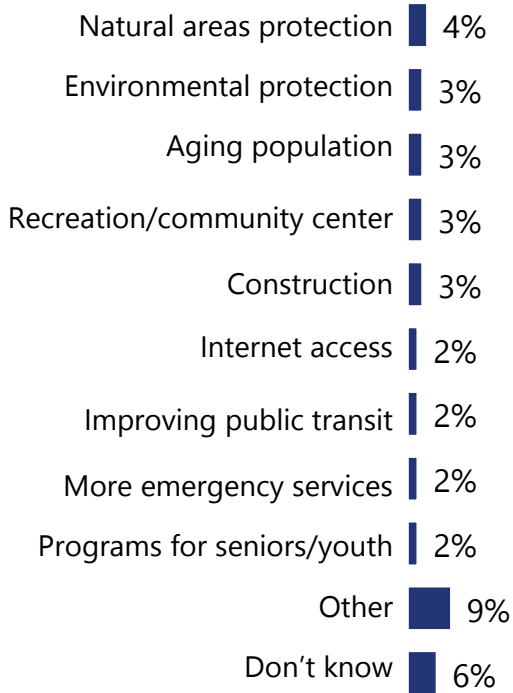
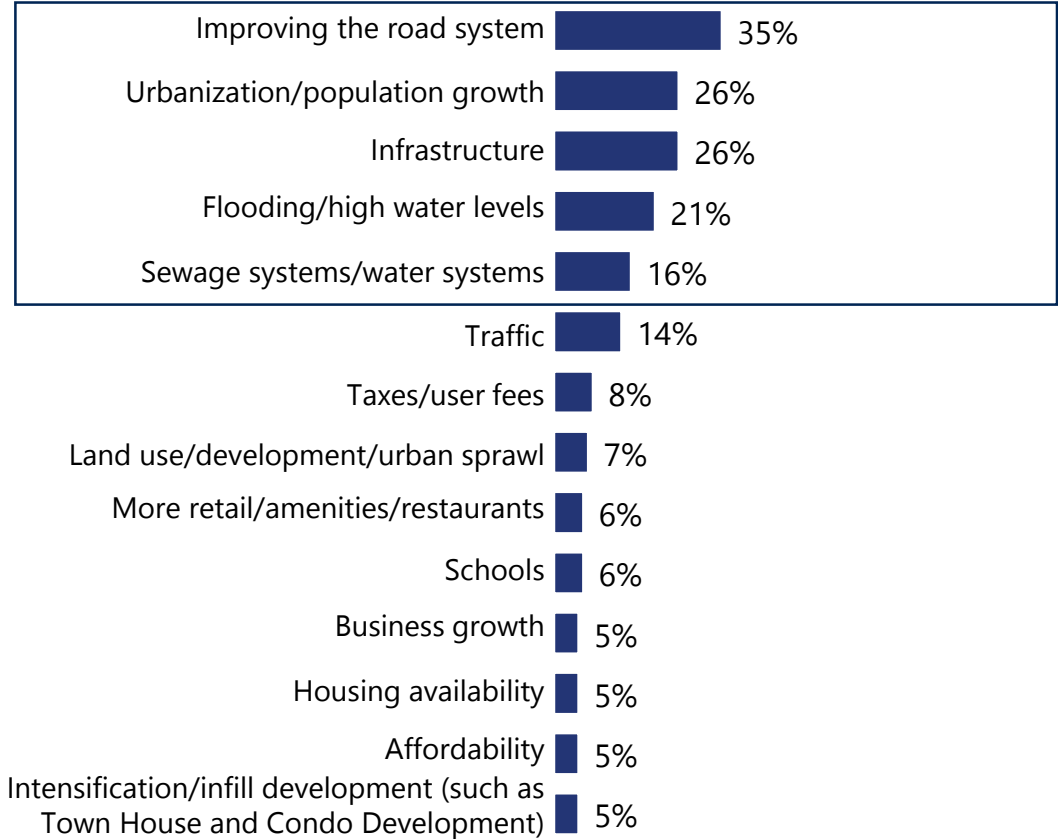


Mentions under 2% are not shown.



# Most Important Issues in Lakeshore

In this question, residents were asked what they think will be the most important issues that Lakeshore will deal with in the next 5 or 10 years. The most commonly mentioned issues are improving the road system (35%), followed by urbanization/overcrowding (26%), infrastructure (26%), flooding/high water levels (21%), and sewage systems/water systems (16%).



Mentions under 2% are not shown.

# Perceptions Toward Community Life (% Rated 5, 6 or 7)

When asked their perceptions of various aspects of life in Lakeshore, residents are most likely to agree that Lakeshore is a welcoming community (89%), a vibrant community (86%), has a good network of parks, natural areas and trails (84%), that they feel a strong sense of belonging to Lakeshore (82%), that they feel connected to their neighbours (82%), and that infrastructure in Lakeshore is well-maintained (81%).

In contrast, residents are least likely to agree that their tax dollars are being used effectively (67%) and that diversity in Lakeshore is one of its strengths (65%).

	Lakeshore is a welcoming community	%Rated 5, 6, 7
	Lakeshore is a welcoming community	89%
	Lakeshore is a vibrant community	86%
	Lakeshore has a good network of parks, natural areas and trails	84%
	You feel a strong sense of belonging to Lakeshore	82%
	You feel connected to your neighbours	82%
	Infrastructure, that is, roads, buildings, parks, and community centres in Lakeshore, is well-maintained	81%
	There are meaningful opportunities to volunteer in the Town	77%
	Lakeshore is environmentally responsible in its actions.	75%
	Your tax dollars are being used effectively by the Town of Lakeshore	67%
	The diversity in Lakeshore is one of its strengths.	65%

# SATISFACTION WITH SERVICES

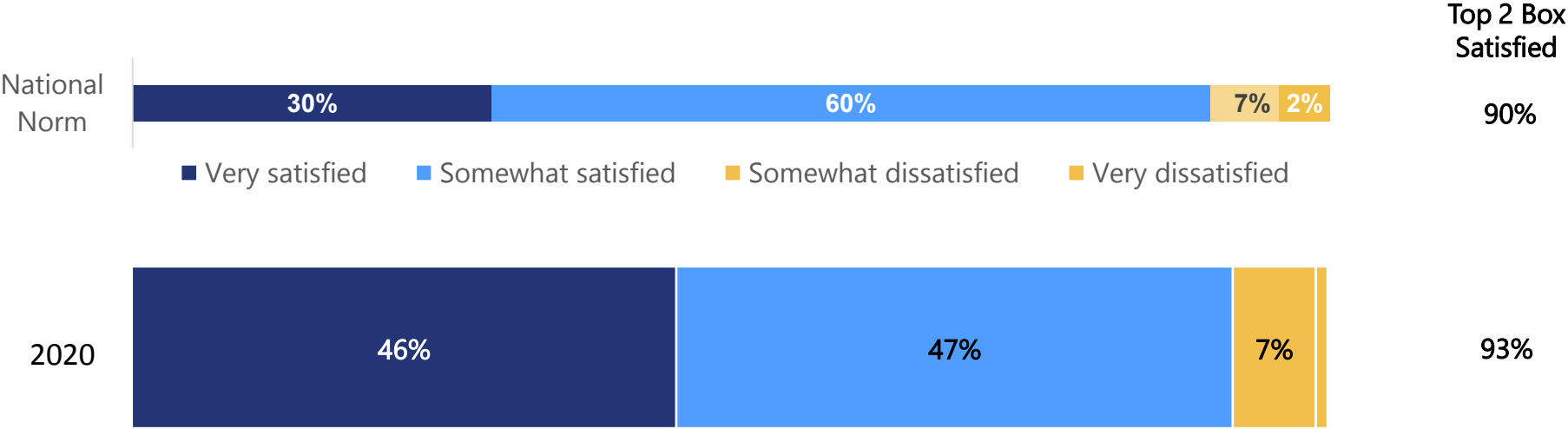


# Overall Satisfaction With Services

The vast majority (93%) of residents are satisfied with the services offered by Lakeshore, residents are divided as to whether they are “very satisfied” or somewhat satisfied (46% vs. 47%).

Overall satisfaction with services is on par with the National Norm\* (93% vs. 90%), but the proportion of Lakeshore residents who are “very satisfied” is significantly higher than the National Norm\* (46% vs. 30%).

Overall satisfaction and the proportion who say they are “very satisfied” does not differ significantly across demographic groups.



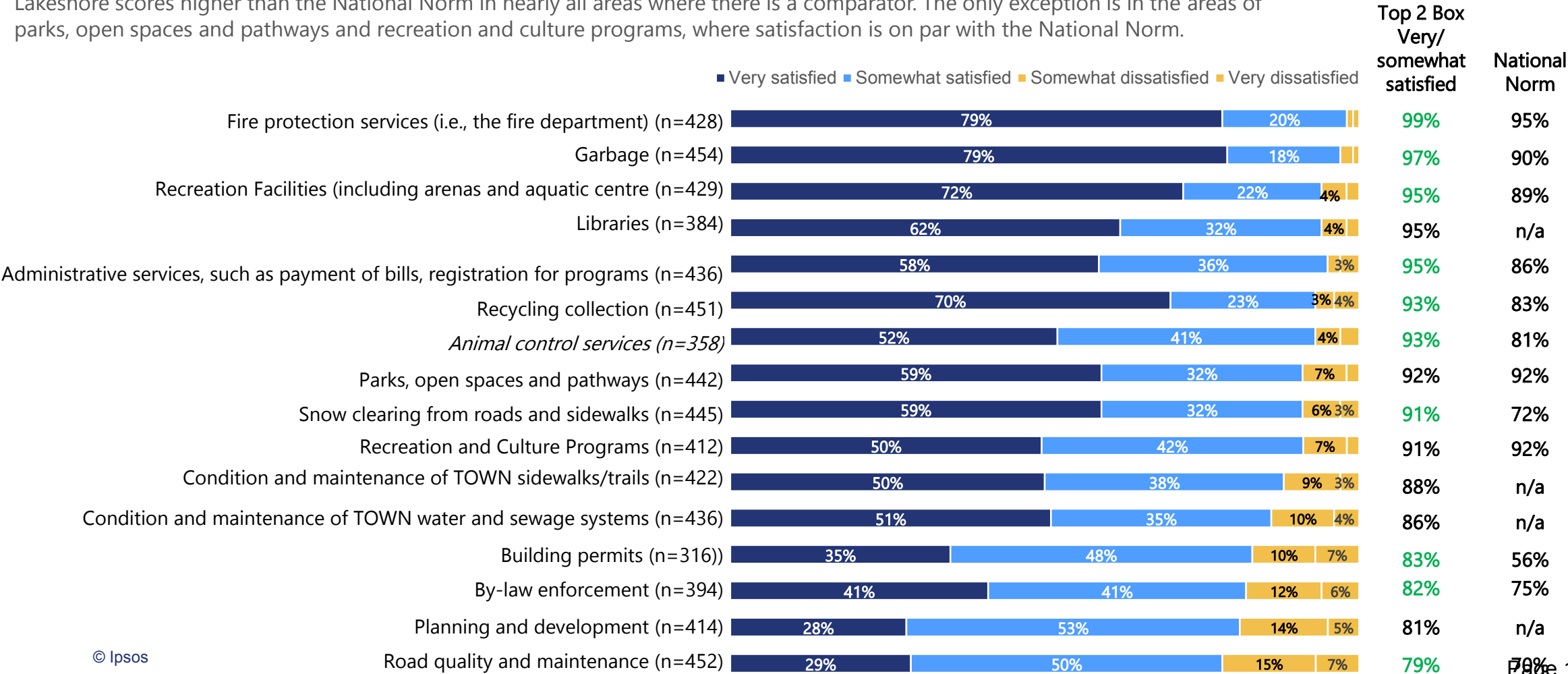
\*Comparisons have been made between the results of the Town of Lakeshore Community Survey to Ipsos’ database of municipal normative data where possible

Proportions under 2% are not shown on the graph.

# Satisfaction with Individual Services

Majorities of residents are satisfied with all the services tested in the survey. Satisfaction is strongest for fire protection services (79% very satisfied), garbage (79%), recreation facilities (72%%), recycling collection (70%), libraries (62%), parks, open spaces and pathways (59%), snow clearing from roads and sidewalks (59%), administrative services (58%), animal control services (52%), and condition and maintenance of Town water and sewage systems (51%).

Lakeshore scores higher than the National Norm in nearly all areas where there is a comparator. The only exception is in the areas of parks, open spaces and pathways and recreation and culture programs, where satisfaction is on par with the National Norm.

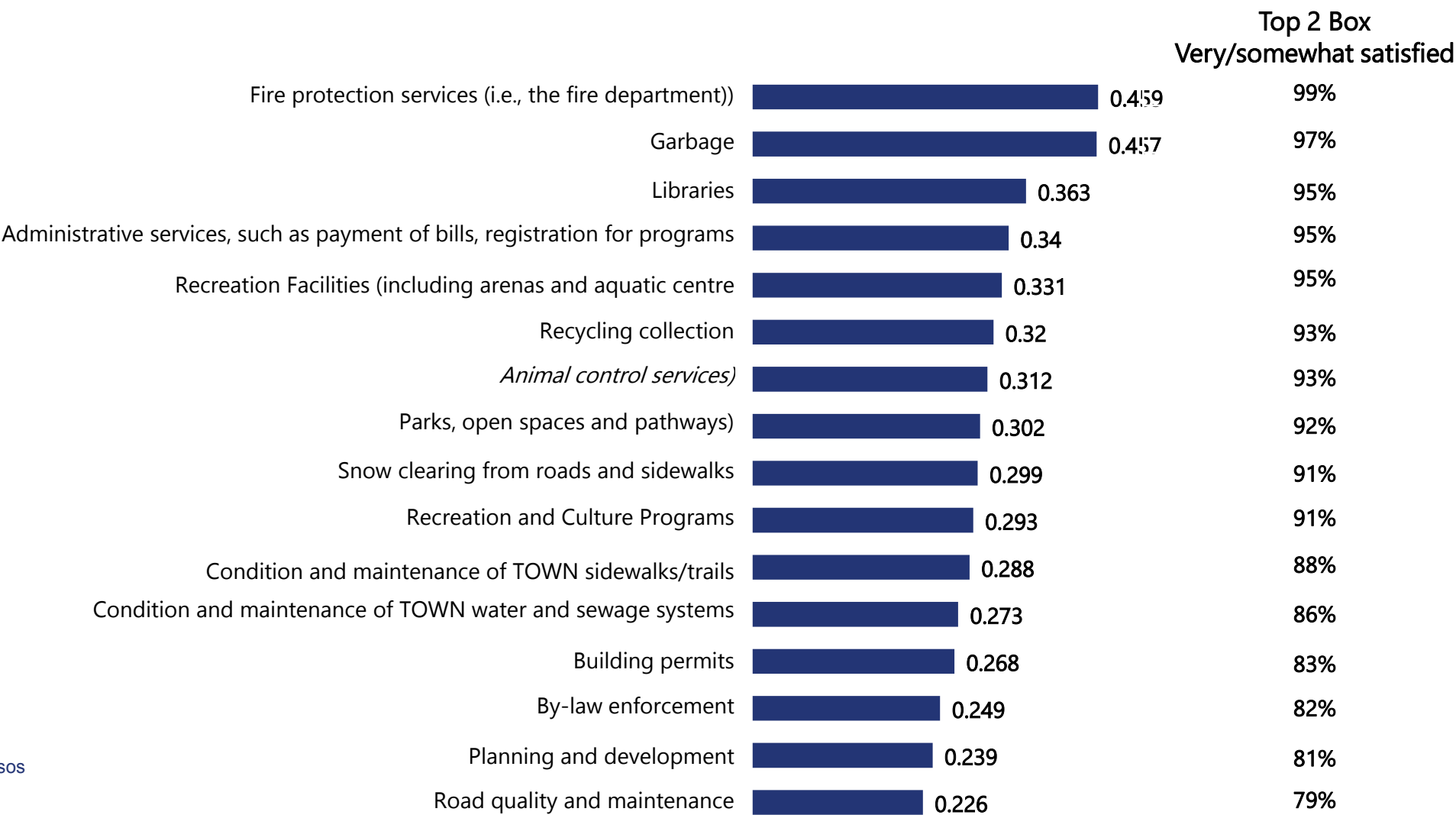


# GAP ANALYSIS

# Drivers of Overall Satisfaction of Services

Derived importance is based on the correlation between satisfaction with individual services as determined in Q4b (p. 10), and satisfaction with services provided by the Town overall as determined in Q4a (p. 9).

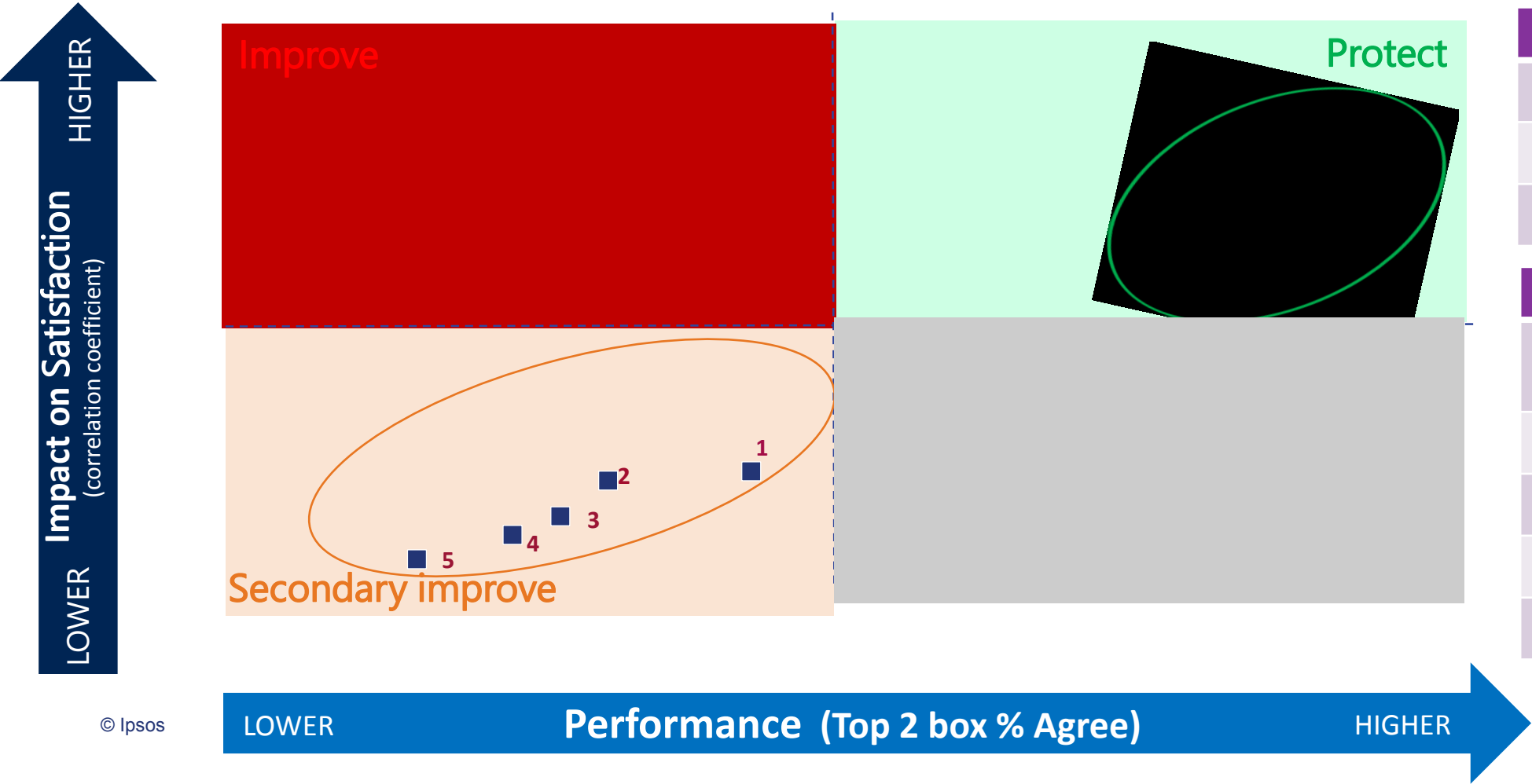
The values displayed are correlation coefficients – the greater the decimal value, the more it drives overall satisfaction.



# GAP ANALYSIS



Primary Areas for Improvement  
Secondary Areas for Improvement  
Primary Areas for Protection  
Primary Areas for Maintenance





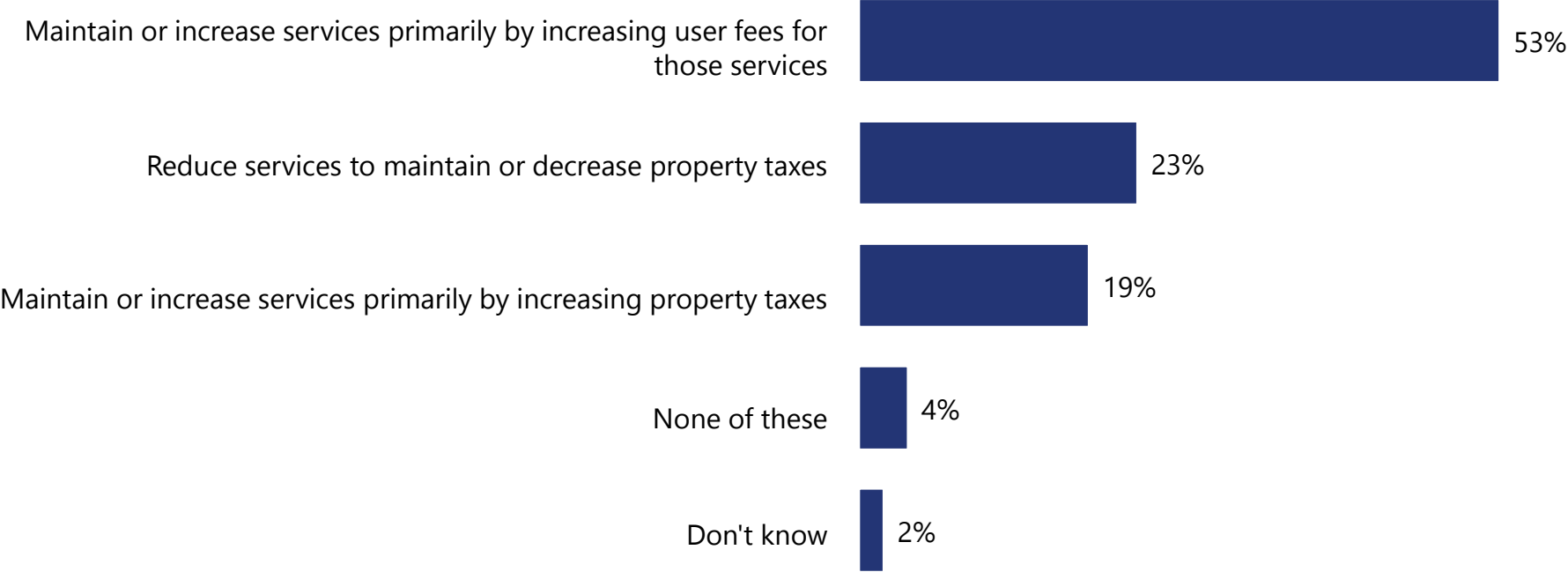
# FISCAL PREFERENCES



# Preferred Direction of Future Budgets

When residents were asked to consider which of 3 guiding principles would they most prefer to be adopted when designing future budgets, a majority (53%) continue to prefer maintaining or increasing services primarily by increasing user fees for those services, Fewer opt for reducing services to maintain or decrease property taxes (23%) or maintaining or increasing services primarily by increasing property taxes (19%).

Preferred direction of future budgets does not differ significantly across demographic groups.



# INTERACTION WITH TOWN

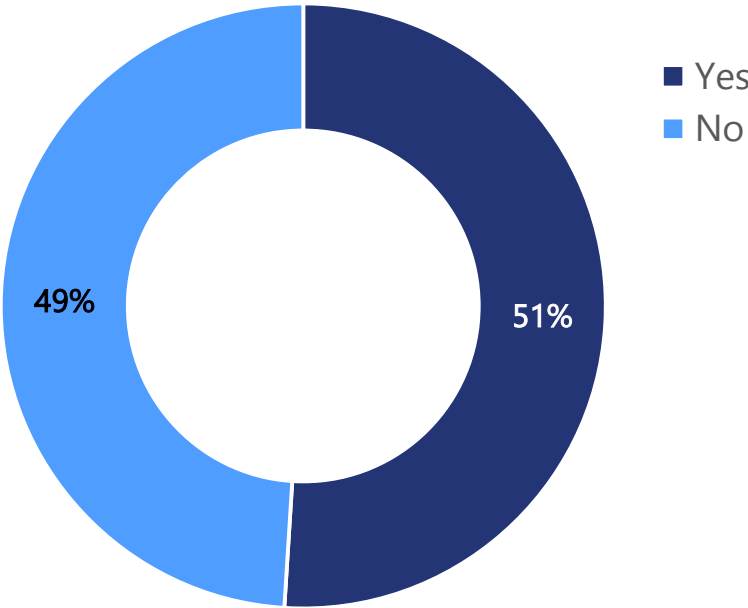


# Contact with the Town in the past 12 months

Half (51%) of residents have had contact with the Town in the past 12 months.

Town of Lakeshore residents are on par with the National Norm to have contacted their municipality (51% vs. 53%, respectively).

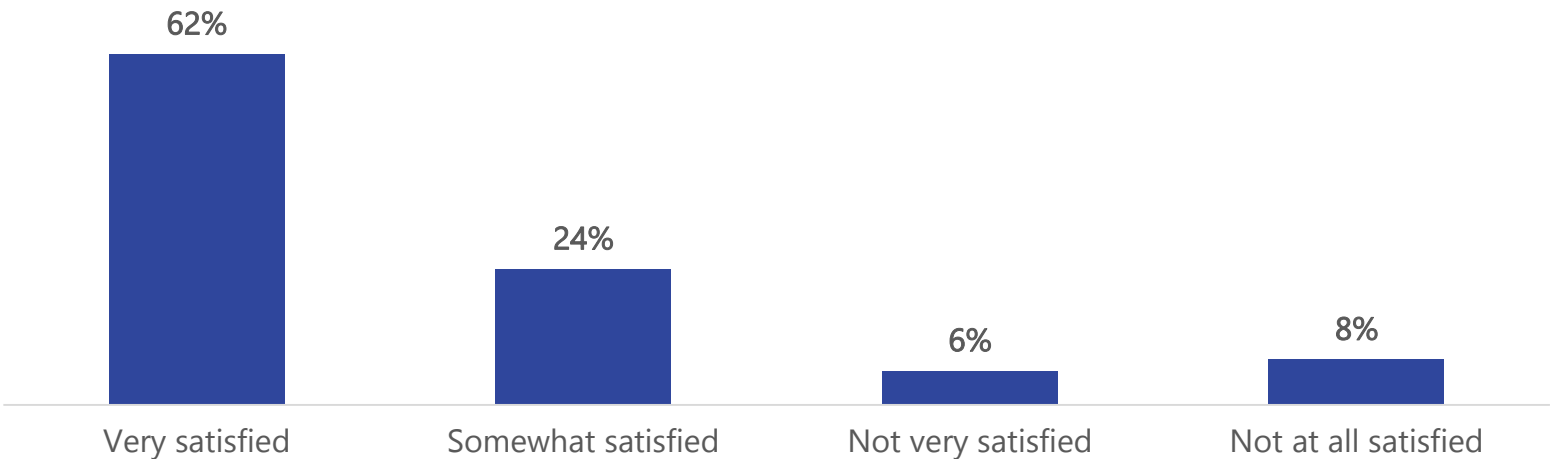
Those with children under the age of 16 in their household are more likely than those without to have had contact with the Town in the past 12 months (62% vs. 44%).



# Satisfied with Service Received in last Contact with Town

A large majority (86%) of those who contacted the Town in the past 12 months, are satisfied with the overall service they received in their last contact with the Town, including six in ten (62%) who say they were very satisfied.

Those with children under the age of 16 in their household are more likely than those without to be very satisfied (71% vs. 55%) with the service they received the last time they had contact with the Town.



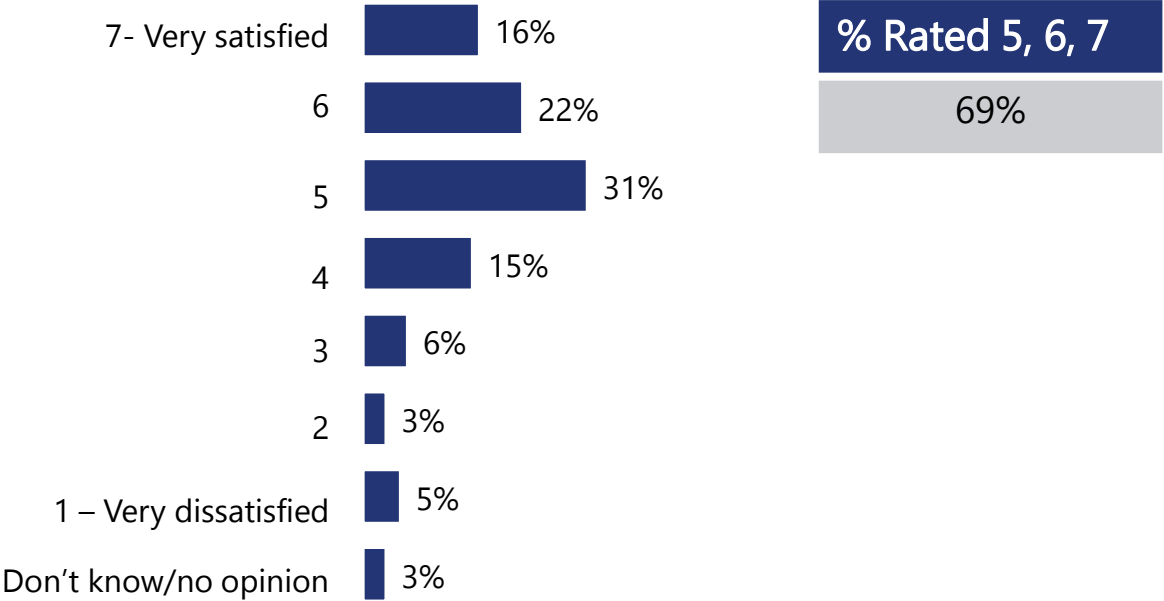
# COMMUNICATION AND ENGAGEMENT



# Satisfaction with Current Opportunities to Engage or be Consulted

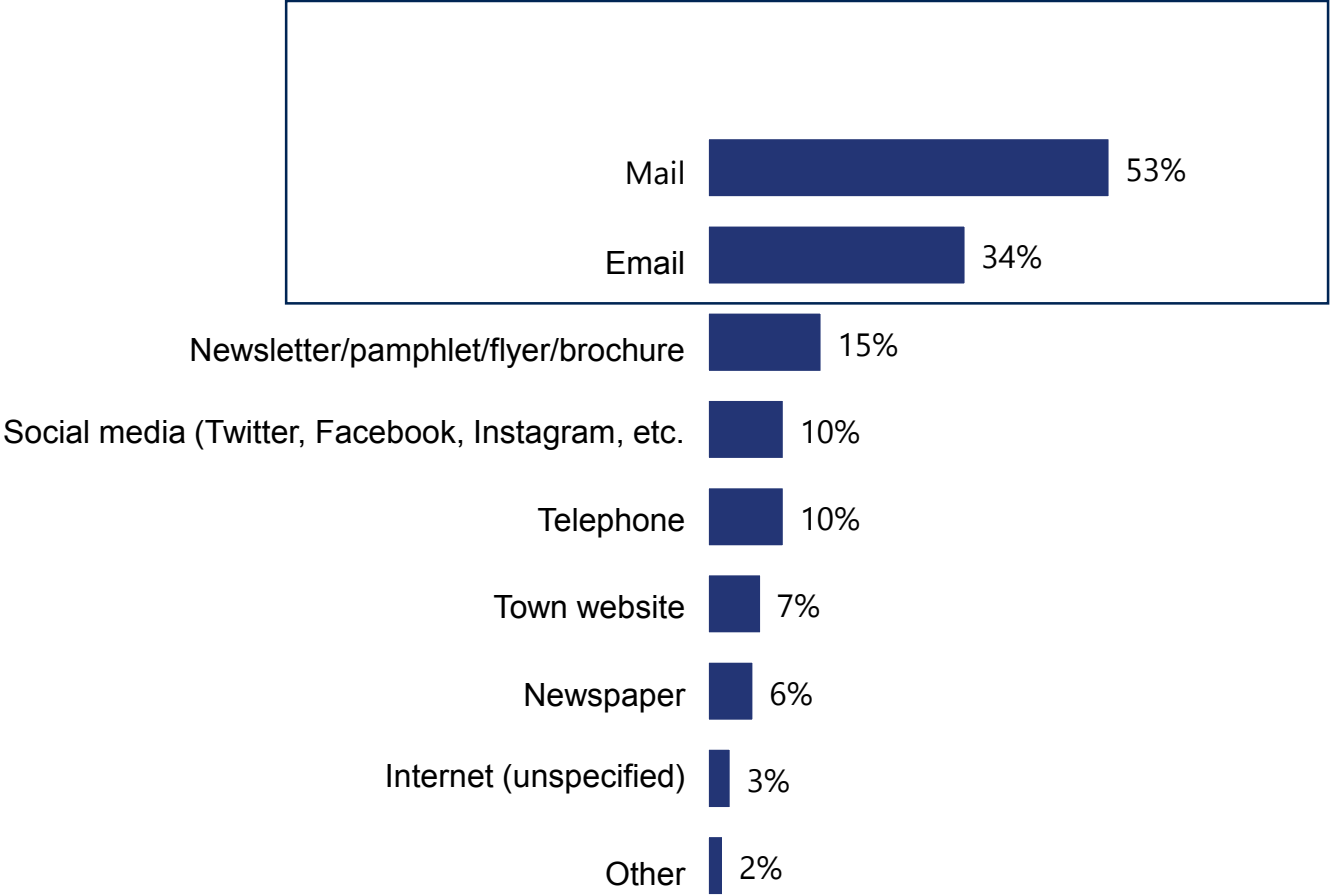
Residents were asked on a scale of 1 to 7 (1 being very dissatisfied, and 7 being very satisfied), how satisfied they are with the current opportunities offered by the Town of Lakeshore to engage with or be consulted regarding important Town matters. A majority of 7 in 10 (69%) are satisfied with the level of engagement/consultation offered by the Town (rated 5, 6 or 7); with about 4 in 10 (38%) saying that they are very satisfied (rated 6 or 7).

Satisfaction with opportunities to engage or be consulted does not differ significantly across all demographic groups.



# Preferred Methods for Communication

Mail (53%), followed by email (34%), newsletters, pamphlets, flyers and brochures (15%), social media (10%) and telephone (10%) are seen as the preferred methods for communicating information from the Town of Lakeshore. Smaller proportions mention other methods.



Mentions under 2% are not shown.



# CONCLUSIONS

# CONCLUSIONS

The results of the survey indicate that the residents of the Town of Lakeshore are satisfied with the Town as a place to live, and with its services. The Town is rated better than other municipalities in the country.

Residents like the close-knit aspect of the Town, but are concerned about future urbanization and population growth. There is also concern that infrastructure and amenities will not keep up with this growth.

Another appealing feature of the Town is its closeness to the lake and water, but there is concern about water levels in the future and the impact on their property.

Like many other municipalities in Canada, road quality is a number one issue, and is one of the lowest rated services relative to other services tested in the survey (although it currently receives a high level of satisfaction).

The concerns about the future of the Town of Lakeshore are consistent with the strategic goals in the Town's 2019-2022 Strategic Plan. These concerns are addressed in the Strategic Goals:

- Sustainable Development
- Roads and Infrastructure
- Shoreline Protection and Community Resiliency
- Financial Sustainability
- Organizational Excellence

The results indicate that the Town is on the right track to addressing the concerns of its residents and should continue on this path.

# **The Corporation of the Town of Lakeshore**

## **Report to Council**

**Chief Administrative Officer**



**To:** Mayor & Members of Council  
**From:** Darlene Mooney, Executive Assistant  
**Date:** April 14, 2020  
**Subject:** Town of Lakeshore Community Survey

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### **Recommendation**

This report is for information only.

### **Background**

As part of the strategic planning session held with members of Town Council and the Senior Management Team July, 2019, Priority 5: Organizational Excellence was identified as one of the themes. The strategic direction outlined in the Town's 2019 – 2022 Strategic Plan is to align service delivery with community expectations. Undertaking a community survey was a progress indicator in the plan.

The first phase of the Town's service delivery review was a public telephone survey conducted by Ipsos for residents 18 years of age and older. The purpose of the survey was to assist in determining service needs within the Town, areas for potential improvements and overall satisfaction with the quality of life in the Town of Lakeshore. The survey was designed to be statistically accurate using a qualifying same size of town population, taking into account urban and rural opinions on existing levels of services.

The results of the survey will help inform the Service Delivery Review (SDR). The purpose of the SDR is to improve the understanding of the services currently provided by the Town and to provide better information that will allow the community, Council and staff to make informed strategic choices regarding those services.

### **Comments**

Ipsos was retained by the Town of Lakeshore to conduct a telephone survey to a sample of 454 residents from February 10 – 26, 2020 in order to ascertain public opinion on quality of life issues and how the Town conducts business and municipal service delivery

review in Lakeshore. The results were weighted based on age and gender that mirror Lakeshore's demographic profile of residents based on 2016 census data.

The response rate for the survey was 11%, which is typical of a telephone survey.

In addition to the quality of life questions, the service delivery areas in the survey included: fire protection, garbage, recreation facilities (including arenas and aquatic centre), libraries, administrative services such as payment of bills, registration for programs, recycling collection, animal control, parks, open spaces and pathways, snow clearing from roads and sidewalks, recreation and culture programs, condition and maintenance of Town sidewalks/trails, condition and maintenance of Town water and sewage systems, building permits, by-law enforcement, planning and development and road quality and maintenance.

The results of the survey are overwhelmingly positive with results exceeding national averages including 97% of those surveyed stating that they are satisfied with Lakeshore as a place to live and 93% are satisfied with the services offered by the Town overall.

A detailed copy of the final report from Ipsos includes a summary of the most appealing aspects of Lakeshore including the following highlights:

- Eighty nine percent (89%) of residents see Lakeshore as welcoming, vibrant and feel a sense of belonging. They also find its close-knit or high community spirit and it's nearness to the lake, water or marina as Lakeshore's greatest appeal;
- A large majority of the respondents (81%) agree that infrastructure (including roads and parks) is well maintained and the Town has a good network of parks, natural areas and trails. Infrastructure is one of the top issues in the minds of Lakeshore residents, with concerns increasing in the next five to 10 years for improvements to the road system and infrastructure.
- Virtually all Lakeshore residents continue to express overall satisfaction with the services provided by the Town, with more than 93% stating they are satisfied. Satisfaction is strongest for fire protection, garbage, recreation facilities, recycling collection and libraries, averaging higher than the national norm and the area of parks, open spaces and pathways and recreation and culture programs is on par with the national norm.
- When residents were asked to consider which of the three guiding principles they most prefer to be adopted when designing future budgets, a majority (53%) continue to prefer maintaining or increasing services primarily by increasing user fees for those services;

- The majority of residents are satisfied with the level of engagement / consultation offered by the Town. Most residents believe they receive the right amount of information. The most preferred ways for the Town to communicate information is by mail, followed by e-mail.
- Six in ten residents were very satisfied with the overall service they received in their contact with the Town in the past 12 month, particularly on courteousness and being treated fairly.

## **Conclusion**

The above noted highlights of the survey suggest that most Lakeshore residents are satisfied with the Town as a place to live and with its services.

Although residents like the close-knit aspect of the Town, there is a concern about urbanization and population growth and that infrastructure amenities will not keep up with this growth.

An appealing feature of the Town is its closeness to the lake and water, but with that, brings concern about water levels in the future and the impact on their property.

Like many other municipalities in Canada, road quality is a number one issue, although it is one of the lowest rated services relative to other services tested in the survey, it currently receives a high level of satisfaction.

The concerns about the future of the Town of Lakeshore are consistent with the strategic goals in the Town's 2019 Strategic Plan. These concerns are addressed in the Strategic Goals:

1. Sustainable Development
2. Roads and Infrastructure
3. Shoreline Protection and Community Resiliency
4. Financial Sustainability
5. Organizational Excellence

The Town is on the right track to addressing the concerns of its residents and should continue on this path. Lakeshore is rated better than other municipalities in the country.

This report will serve as a benchmark for the next Community Survey to be undertaken in 2024.

## Financial Impacts

The Municipal Modernization Fund was used to fund the Town of Lakeshore Community Survey at a cost of \$24,000 (not including HST).

This survey is being done in conjunction with the Service Delivery Review project in line with the Provinces mandate to look for efficiencies within current operations. The Town was approved for \$120,000 to undertake a service delivery review and an organizational review under this grant program.

**Attachment(s):** None.

## Report Approval Details

Document Title:	Town of Lakeshore Community Survey.docx
Attachments:	
Final Approval Date:	Apr 27, 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

## Minutes of the Regular Council Meeting

Tuesday, April 28, 2020, 6:00 PM

Electronically hosted from 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 Communications & Strategic Initiatives, Rita Chappell, Manager of Building Services, Morris Harding, Manager of Development Services, Kim Darroch, Manager of Engineering Services, Tony DiCiocco, Manager of Human Resources, Lisa Granger, Pat Girard, Manager of Legislative Services, Brianna Coughlin, Frank Jeney, Manager of Recreation & Leisure

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### 1. Call to Order

Mayor Bain called the meeting to order at 6:00 PM in Council Chambers. All other members of Council participated in the meeting through video conferencing technology from remote locations.

### 2. Moment of Reflection

### 3. Disclosures of Pecuniary Interest

### 4. Recognitions

### 5. Public Meetings under the *Planning Act*

## 6. Public Presentations

### a. **Watson & Associates Economists Ltd. and WSP - Employment Lands Strategy, Phase 1**

Managing Partner and Director Jamie Cook and Senior Consultant Elizabeth Bang with Watson & Associates Economists Ltd., as well as Manager, Municipal Planning Gregory Bender with WSP, provided a PowerPoint presentation regarding the Employment Lands Strategy for The Corporation of the Town of Lakeshore.

#### a. Employment Lands Strategy

**110-04-2020**

**Moved By** Councillor Wilder

**Seconded By** Councillor Janisse

Waive notice required of Section 9.15(b) of the Procedural By-law, which requires a notice of a motion to reconsider to be in writing and given at least ten days prior to the meeting of Council at which the motion to reconsider will be voted upon.

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

Opposed (2): Deputy Mayor Bailey, and Councillor Santarossa

**Carried**

**111-04-2020**

**Moved By** Councillor Wilder

**Seconded By** Councillor Janisse

Motion to reconsider December 10th motion regarding the suspension of Phase 2 of the Employment Lands Study.

In Favour (2): Mayor Bain, and Councillor Wilder

Opposed (6): Deputy Mayor Bailey, Councillor Janisse, Councillor Santarossa, Councillor Kerr, Councillor Walstedt, and Councillor McKinlay

**Lost**



**112-04-2020**

**Moved By** Deputy Mayor Bailey

**Seconded By** Councillor Santarossa

1. Council receive the report entitled “Employment Lands Strategy – Phase 1, Town of Lakeshore, Final Report” prepared by Watson & Associates Economists Ltd., dated January 31, 2020, and attached to this report as Appendix A, and;
2. Council accept, and adopt, the population projections provided in the report entitled “Employment Lands Strategy – Phase 1, Town of Lakeshore, Final Report” prepared by Watson & Associates Economists Ltd., dated January 31, 2020, and attached to this report as Appendix A.

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**

**b. Stantec - Denis St. Pierre Water Pollution Control Plant Expansion Environmental Study Report**

Jian Li, Project Manager, Clarence Jubenville, Civil/Outfall Sewer Design Lead and Tony Berardi, Client Manager with Stantec provided a PowerPoint presentation regarding the Denis St. Pierre Water Pollution Control Plant Expansion Environmental Study Report.

Councillor Wilder left the meeting at 8:05 PM and returned at 8:10 PM.

- a. Denis St. Pierre Water Pollution Control Plant Expansion EA Update

**113-04-2020**

**Moved By** Councillor Kerr

**Seconded By** Councillor Walstedt

Direct Administration to issue a Notice of Completion and place the Denis St. Pierre Water Pollution Control Plant Expansion (WPCP) Class Environmental Assessment on the public record for the 30-day mandatory review period, at its regular Council meeting on April 28, 2020 for information purpose in finalizing the Class EA for the Denis St. Pierre Water Pollution Control Expansion Environmental Assessment Update.

In Favour (7): Mayor Bain, Deputy Mayor Bailey, Councillor Wilder, Councillor Santarossa, Councillor Kerr, Councillor Walstedt, and Councillor McKinlay  
Opposed (1): Councillor Janisse

**Carried**

## **7. Delegations**

## **8. Completion of Unfinished Business**

Mayor Bain called a recess at 8:57 PM.

The meeting was reconvened at 9:12 PM. Mayor Bain suggested moving into closed session to discuss urgent matters.

## **19. Closed Session**

**114-04-2020**

**Moved By** Councillor Walstedt

**Seconded By** Councillor McKinlay

Council move into closed session in Council Chambers at 9:15 PM in accordance with:

- a. Paragraph 239(2)(e), (f) and (k) of the *Municipal Act, 2001* relating to potential litigation affecting the municipality, advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and positions, plans, procedures, criteria or instruction to be applied to negotiations carried out on behalf of the municipality, relating to infrastructure development in Lighthouse Cove; and

- b. Paragraph 239(2)(d), (f) and (k) of the *Municipal Act, 2001* for the purpose of discussing labour relations or employee negotiations, positions and plans to be applied to negotiations to be carried on by the Town and solicitor-client privileged advice relating to collective bargaining.

**Carried Unanimously**

## **20. Return to Open Session**

Council passed a motion in closed session to suspend the rules of Procedure to continue the meeting past 10:00 PM.

Council returned to open session at 10:12 PM. Mayor Bain called a recess to reset the audio/visual system and the meeting was reconvened at 10:25 PM.

## **9. Consent Agenda**

- a. **Special Council Meeting Minutes - April 6, 2020**
- b. **Regular Council Meeting Minutes - April 7, 2020**
- c. **Township of Mapleton - Request to Review Farm Property Class Tax Rate Programme**
- d. **Town of Gravenhurst - Request to add Community Gardens, Garden Centres and Nurseries as essential services during the COVID-19 Pandemic**
- e. **District Municipality of Muskoka - Request to add Community Gardens, Garden Centres and Nurseries as essential services during the COVID-19 Pandemic**

**115-04-2020**

**Moved By** Councillor Santarossa

**Seconded By** Deputy Mayor Bailey

Approve minutes of the previous meetings and receive correspondence as listed on the Consent Agenda.

**Carried Unanimously**

## **10. Reports for Information**

- a. **Aquatics Safety Audit - WFCU Pool/Lakeview Park/West Beach**
- b. **2020 Recruiting Program**
- c. **Council Assignments Monthly Tracking Report - April 7, 2020**

**d. High Water and Flood Mitigation Program**

Councillor Janisse left the meeting at 11:25 PM.

**116-04-2020**

**Moved By** Councillor Kerr

**Seconded By** Councillor McKinlay

Receive the Reports for Information as listed on the agenda.

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

Opposed (1): Councillor Wilder

**Carried**

**117-04-2020**

**Moved By** Councillor Wilder

**Seconded By** Councillor Walstedt

Council recess its meeting at 11:46 PM and reconvene at 6:00 PM on April 29, 2020.

**Carried Unanimously**

**Call to Order - April 29, 2020**

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

**11. Reports for Direction**

**a. Municipal Cannabis Policy Statement**

**118-04-2020**

**Moved By** Deputy Mayor Bailey

**Seconded By** Councillor Walstedt

Receive the report for information and adopt the Municipal Cannabis Policy Statement.

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

Opposed (1): Councillor Santarossa

**Carried**

**b. Relief from Sign By-Law for 19 Amy Croft Drive**

**119-04-2020**

**Moved By** Councillor Wilder

**Seconded By** Councillor McKinlay

Approve the request for the increased height and area of the proposed pylon sign at 19 Amy Croft Drive.

**Carried Unanimously**

**c. Amendments to the Town's Purchasing Policy (By-law 58-2010, the Town's Purchasing By-law) to Remove the Requirement for a Public Tender Opening**

**120-04-2020**

**Moved By** Deputy Mayor Bailey

**Seconded By** Councillor Wilder

Adopt By-law 36-2020, an amendment to the Purchasing Policy contained in Purchasing By-Law 58-2010, to discontinue public tender openings.

**Carried Unanimously**

**12. Announcements by Mayor**

**13. Reports from County Council Representatives**

Deputy Mayor Bailey presented matters from County Council.

**14. Report from Closed Session**

**15. Notices of Motion**

Councillor McKinlay advised that she will be tabling a motion at the May 12, 2020 Council meeting to request that Premier Ford remove greenhouse use from agriculturally designated lands.

Councillor Walstedt advised that he will be tabling a motion at the May 12, 2020 Council meeting to direct Administration to bring a report no later than May 26, 2020 regarding the costs to construct an extra metre of paved shoulder on Oriole Park Drive for use as a walking path.

**16. Question Period**

## 17. Non-Agenda Business

**121-04-2020**

**Moved By** Councillor Wilder

**Seconded By** Councillor Santarossa

Direct Administration to send a letter to Post Media expressing disappointment and concern regarding the closure of five local newspapers.

**Carried Unanimously**

## 18. Consideration of By-laws

- a. **By-law 6-2020, Being a By-law for the Reaume Drain Enclosure**
- f. **By-law 27-2020, Being a By-law for the Bridge Over the North Townline Drain**
- g. **By-law 34-2020, Being a By-Law to Adopt a Municipal Cannabis Policy and Delegate Authority to the Director of Community & Development Services to Make Submissions regarding Cannabis Retail Store Authorizations**
- h. **By-law 36-2020, Being a By-law to Amend By-law 58-2010 being a Comprehensive By-law Governing Procurement Policies and Procedures of the Town of Lakeshore to Remove the Requirement for Public Tender Openings**
- i. **By-law 39-2020, Being a By-law to Confirm the Proceedings of Council for April 6 and April 7, 2020**

**122-04-2020**

**Moved By** Councillor Santarossa

**Seconded By** Councillor Walstedt

By-law 27-2020 be read a first and second time and provisionally adopted;

By-laws 6-2020, 10-2020, 11-2020 and 18-2020 be read a third time and adopted; and

By-laws 25-2020, 36-2020 and 39-2020 be read and passed in open session on April 28, 2020.

**Carried Unanimously**

**21. Adjournment**

**123-04-2020**

**Moved By** Councillor McKinlay

**Seconded By** Councillor Kerr

Council adjourn its meeting at 7:45 PM.

**Carried Unanimously**

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Tom Bain  
Mayor

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Kristen Newman  
Clerk

# 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 11, 2020

**Subject:** Community Safety Zone Designation for École élémentaire catholique Saint-Paul (St. Paul French Catholic Elementary School)

---

#### Recommendation

Direct Administration to prepare a by-law to amend the necessary by-laws to designate community safety zones and reduce the speed to 40 km/hr on Comber Side road from St. Clair Road to Tecumseh Road (CR2), as described in the report of the Manager of Public Works presented at the May 12, 2020 Council meeting.

#### Background

A request was received from a resident for consideration of designating this school zone area of École élémentaire catholique Saint-Paul (St. Paul French Catholic Elementary School) as a Community Safety Zone. Administration investigated and confirmed that this school zone area has not been designated as a Community Safety Zone.

#### Comments

Administration completed a review of all existing elementary and secondary schools currently operating and confirmed the two remaining schools in the Town of Lakeshore that do not have Community Safety Zone designations are in the community of Stoney Point as follows:

- École élémentaire catholique Saint-Paul located on Comber Side road north of Tecumseh Road (CR2); and,
- Our Lady of Annunciation located on Tecumseh Road (CR2) east of Comber Side road.

Administration considers this is a continuation of the Town previous initiative to have Community Safety Zones designated where ever children are at risk with traffic volumes,



children walking to school as well as when students dropped off in the morning and picked up at the end of the school day.

The current speed limit on Comber Side road between Tecumseh Road (CR2) and St. Clair Road is 50km/h. As outlined in the report to Council dated September 25, 2007, it was recommended by the EIS Department that the speed limits in all future Community Safety Zones be reduced to 40 km/h accordingly. Administration recommends that the proposed area be designated as a Community Safety Zone and the speed be reduced to 40km/h.

Administration has contacted the County of Essex regarding the request to also designate the section of Tecumseh Road (CR2) in the vicinity of Our Lady of Annunciation School as a Community Safety Zone as well. Upon execution of the necessary bylaws for these two remaining school zones by their respective road authorities, the Town of Lakeshore will have Community Safety Zone designations at all schools.

### **Financial Impacts**

The cost of the required signage to be installed to designate the proposed limits of the Community Safety Zone on Comber Side road is \$600 and cost will be funded within the 2020 Operating Budget account for Signage and Safety Devices.

**Attachment(s):** None

### **Report Approval Details**

Document Title:	Community Safety Zone Designation for École élémentaire catholique Saint-Paul.docx
Attachments:	
Final Approval Date:	May 4, 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**

### **Community & Development Services**

### **Recreation Services**



**To:** Mayor & Members of Council

**From:** Frank Jeney, Manager of Recreation Services

**Date:** May 4, 2020

**Subject:** Belle River Marina – Extension of Restaurant Lease Agreement

---

### **Recommendation**

Approve a one year extension of the Restaurant Lease Agreement with Lorraine McCann at the Belle River Marina, for the period of May 2020 to November 1, 2020, with monthly payments of \$2,327.80, plus HST, adjusted due to COVID-19 marina closures, and that the necessary by-law be prepared.

### **Background**

The Corporation of the Town of Lakeshore has entered into multiple agreements with Lorraine McCann to lease the Belle River Marina Restaurant from April 1<sup>st</sup>, 2014 to December 31, 2019.

### **Comments**

The Town has concluded an Expression of Interest (EOI). The EOI did not generate any interest (Zero submissions).

In consultation with Lorraine McCann (the most recent Lease holder), she has agreed to continue to operate the Belle River Marina Restaurant for the 2020 season under the extension of the existing agreement. Terms include a 1% increase over the 2019 lease rate.

To maintain a restaurant operation in 2020 without delay or interruption, Administration supports continued operations by the existing operator, and recommends the award of a lease with Lorraine McCann without a call for further proposals.

Another lease is recommended to allow for flexibility in the future use of the marina building. Administration will make a decision regarding future Requests for Proposals based on the outcome of the Belle River Marina Master Plan schedule.

## Financial Impacts

The 2020 Lease Agreement extension with Lorraine McCann is based on operation for the period of May 2020 – November 1, 2020, in the annual amount of \$13,966.80 + HST, in six (6) equal monthly payments of 2,327.80 + HST; a 1% increase over the 2019 rental rates.

Due to COVID-19 and the steps taken by the Municipal Government to help flatten the curve, the Marina Restaurant opening date will be delayed. Administration will include a clause in the agreement to allow for adjustment of the seasonal cost due to the delayed opening date. Administration will also consult with the lease holder regarding the possibility of offering take-out service, in keeping with the provincial essential services orders.

Administration will include a clause in the agreement to allow for adjustment of the seasonal cost due to the delayed opening date. Administration will also consult with the lease holder regarding the possibility of offering take-out service, in keeping with the provincial essential services orders.

## Report Approval Details

Document Title:	Belle River Marina - Extension of Restaurant Lease Agreement.docx
Attachments:	- Belle River Marina- Extension of Restaurant Lease Agreement.docx
Final Approval Date:	May 6, 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 AND LEISURE**

**TO:** Mayor and Members of Council

**FROM:** Frank Jeney, Manager of Recreation and Leisure

**DATE:** April 24, 2020

**SUBJECT:** Belle River Marina- Extension of Restaurant Lease Agreement

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**RECOMMENDATION:**

It is recommended that:

1. Council approve a one year extension of the Restaurant Lease Agreement with Lorraine McCann at the Belle River Marina, for the period of May 2020 to December 31, 2020, in the annual amount of \$20,950.20 + HST, in nine (9) equal monthly payments of 2,327.80 + HST.

**BACKGROUND:**

The Corporation of the Town of Lakeshore had entered into multiple agreements with Lorraine McCann to lease the Belle River Marina Restaurant from April 1<sup>st</sup> 2014 to December 31, 2019.

**COMMENTS:**

The Town has concluded an Expression of Interest (EOI). The EOI did not generate any interest. (Zero submissions)

In consultation with Lorraine McCann (the most recent Lease holder), she has agreed to continue to operate the Belle River Marina Restaurant for the 2020 season under the extension of the existing agreement. Terms include a 1% increase over the 2019 lease rate.

To maintain a restaurant operation in 2020 without delay or interruption, administration has supported continued operations in an over-holding to the previous agreement, and recommends the award of a one year extension to the recent lease with Lorraine McCann without a call for further proposals.

Administration will make a decision regarding future Requests for Proposals based on the outcome of the Belle River Marina Master Plan schedule. A one-year lease is recommended to allow for flexibility in case of redevelopment of the marina building.

### **FINANCIAL IMPACTS:**

The 2020 Lease Agreement extension with Lorraine McCann is based on 9 month operations, for the period of May 2020 to December 31, 2020, in the annual amount of \$20,950.20 + HST, in nine (9) equal monthly payments of 2,327.80 + HST; a 1% increase over the 2019 rental rates.

Due to COVID-19 and the steps taken by the Municipal Government to help flatten the curve, the Marina Restaurant opening date will be delayed. Administration will include a clause in the agreement to allow for adjustment of the seasonal cost due to the delayed opening date. Administration will also consult with the lease holder regarding the possibility of offering take-out service, in keeping with the provincial essential services orders.

#### **Prepared by:**

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Manager Frank Jeney  
Manager of Recreation and Leisure

#### **Reviewed by:**

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Tammy Ryall  
Director of Community & Development Services

#### **Submitted by:**

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Truper McBride  
Chief Administrative Officer

# **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:** May 5, 2020

**Subject:** Proposed Cannabis Retail Store 571 Notre Dame Street Suite A

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#### **Recommendation**

The Manager of Development Services, on behalf of the Mayor and Council, supply comment to the Alcohol and Gaming Commission of Ontario indicating that the location of a cannabis retail store, proposed at 571 Notre Dame Street Suite A (10 Seventeen), falls within a 150 metre setback to a sensitive land use / activity as set out by the Town's Cannabis Policy Statement, adopted by Council at the April 29, 2020 Council meeting.

#### **Background**

As a result of new Provincial legislation (Cannabis License Act, 2018) regarding the retail sales of cannabis, at the April 29, 2020 meeting of Council, Council adopted the Town's Municipal Cannabis Policy Statement (See Appendix A).

It is noted that the Cannabis Policy Statement provides the reader with the following important information:

- Background
- Purpose & Vision
- Principles for Cannabis Retail Store Locations
- Relationship to other applicable laws including the Planning Act and the Ontario Building Code
- Acknowledgement that retail cannabis stores are a permitted use where retail sales is permitted in the zoning by-law
- Provision of appropriate setback distances between cannabis retail locations and sensitive land uses / activities

## **Comments**

### Proposed Cannabis Retail Store – “10 Seventeen”, 571 Notre Dame Street, Suite A

It was recently brought to the attention of the Town by the Alcohol and Gaming Commission of Ontario (AGCO) that an application was made to permit and establish a cannabis retail store at 571 Notre Dame Street Suite A.

It is noted that at the time of writing, and at the time this report is considered by Council, the AGCO application for the proposed cannabis retail store is currently within a required 15-day public commenting period. The municipality can file an objection / submission by May 19, 2020.

It is further noted that in the Town’s recently adopted Cannabis Policy Statement, the policy does recommend a 150 metre separation distance between the proposed cannabis retail store at this location and what has been identified as an existing sensitive land use / activity at this location – Purple Sun Art Studio (540 Notre Dame Street)– a facility targeted to school age children and adults. The actual separation distance is below what is recommended and contained with the Town’s Cannabis Policy Statement.

For the information of the reader, attached to this report, as Appendix B, is a map prepared by Administration, depicting the location of the cannabis retail store or point of interest (POI) and sensitive land use in the area. As per Appendix A, it is evident that the proposed cannabis retail store falls within the recommended 150 metre setback, a setback which is recommended by the Town’s Cannabis Policy Statement for cannabis retail stores in relation to commercial schools.

It is important to note that the Town’s recommended setback of 150 metres, in this case, mirrors the provincial regulation, which states that that cannabis retail stores must be a minimum of 150 metres from a school (public and/or private). While it is the opinion of Administration, upon review of the Education Act, that commercial schools do not fall under the definition of a school under the Act, these educational oriented schools, do provide an instructive / educational service to children and or youth, similar to what a defined school provides (i.e. art instruction / lessons to our most vulnerable).

## **Financial Impacts**

No financial impacts are anticipated as a result of the recommendation of this report.

## **Attachment(s):**

Appendix A: Municipal Cannabis Policy Statement

Appendix B: Key Map of Sensitive Land Uses

## Report Approval Details

Document Title:	Proposed Cannabis Retail Store 571 Notre Dame Street Suite A.docx
Attachments:	- Appendix A Municipal Cannabis Policy Statement REV 7 Council Adopted Apr 29 2020.pdf - Appendix B Key Map.pdf
Final Approval Date:	May 6, 2020

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

Tammie Ryall

Rosanna Pellerito

Kristen Newman

Truper McBride





## Municipal Cannabis Policy Statement

Policy # [C or A] – [DI] - 00000

Date Last Reviewed: April 29, 2020

### **1.0 Purpose and Scope**

- 1.1** The purpose of this policy statement is to provide input related to proposed cannabis retail outlets to the Alcohol and Gaming Commission of Ontario (AGCO) as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in the Town of Lakeshore.
- 1.2** This policy applies to all prospective recreational cannabis retailers and properties in the Town of Lakeshore.

### **2.0 Definitions**

- 2.1** “AGCO” is the Alcohol and Gaming Commission of Ontario.

### **3.0 Policy**

- 3.1** Bill C-45, the Cannabis Act came into effect on October 17, 2018. The Act legalizes access to recreational cannabis in Canada and controls and regulates how cannabis is grown, distributed and sold. In Ontario, the Cannabis Licence Act, 2018 and Ontario Regulation 468/18 provide the Registrar of the Alcohol and Gaming Commission of Ontario (AGCO) with the authority to establish standards and requirements respecting the licensing of retail cannabis store.
- 3.2** AGCO is the provincial authority that licenses cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff. Municipal governments have no licensing authority.



## Municipal Cannabis Policy Statement

Policy # [C or A] – [DI] - 00000

Date Last Reviewed: April 29, 2020

- 3.3** The AGCO regulates and reviews all aspects of the retail operation to ensure that the proposed store location is consistent with the public interest. Public interest is defined in the regulations (O. Reg. 468/18) as public health or safety, protecting youth and eliminating the illegal market. AGCO has already mandated a 150 metre setback from schools where no retail cannabis store would be permitted to be located.
- 3.4** For each store site proposed by an approved operator, the AGCO will have a 15-day window for public and municipal government comments. Comments must focus on whether a proposed location is in the public interest as defined in the regulation. AGCO is not obligated to reject a store licence where public or municipal government comments are unsupportive of a proposed location.
- 3.5** On December 10, 2019 Council made the decision to allow retail sales of recreational cannabis in the Town of Lakeshore. This policy statement provides municipal staff with guidance on commenting to AGCO when notice on a specific proposed cannabis retail store site is provided on the site location. It also helps prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in the Town of Lakeshore.
- 3.6** Land Use Planning: The provincial licensing process does not remove the requirement to comply with the zoning by-law and other municipal planning documents. The definitions within the municipality's Official Plan and Zoning By-law are applicable to all retail, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is legal and is a permitted use in the retail zones.
- 3.7** Municipal Building Inspections: while the licencing of the store operation is the responsibility of the AGCO, the Building Code applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory.
- 3.8** For the purposes of this policy statement, a cannabis retail store shall mean a store licensed by the AGCO.



## Municipal Cannabis Policy Statement

Policy # [C or A] – [DI] - 00000

Date Last Reviewed: April 29, 2020

- 3.9** The Town of Lakeshore acknowledges that retail cannabis stores are a permitted use in areas zoned for retail stores within the Town's Zoning By-law, 2-2012, as amended. Lakeshore Zoning By-law 2-2012 permits retail uses in the: Hamlet Commercial (HC), Service Commercial (CS), Central Area (CA), Neighbourhood Commercial (CN) and Mixed Use (MU) zones. Retail is a permitted use in some site specific zones as well. In order to help ensure public health and safety, protect youth, and reduce illegal sales, retail cannabis stores are discouraged where nearby properties are designed to serve youth or other sensitive facilities that service persons with mental health or addiction challenges, in accordance with Appendix A attached to this policy (see Section 6.1 below), which identifies each sensitive facility and its separation distance.

### **4.0 Responsibilities**

- 4.1** It is the responsibility of the Manager of Development Services to ensure staff are aware of the policy.

### **5.0 Consequences**

- 5.1** Failure to follow this policy may result in a cannabis retail store being located too close to a sensitive land use and the AGCO not receiving comment in accordance with this policy from the Town of Lakeshore.

### **6.0 Reference Documents**

- 6.1** Appendix A (attached)
- 6.2** Zoning By-law 2-2012, as amended
- 6.3** *Cannabis Licence Act, 2018 and Regulation 468/18*
- 6.4** Ontario Planning Act, R.S.O. 1990 c.P.13



## Municipal Cannabis Policy Statement

Policy # [C or A] – [DI] - 00000

Date Last Reviewed: April 29, 2020

### 7.0 Communication and Training

- 7.1 The Manager of Development Services and Manager of Building Services will communicate this policy.
- 7.2 Staff/individuals in the Development Services Department, including the Building / By-law and Planning Divisions, will need to know this policy.
- 7.3 Training will be provided to workers by their Manager/Supervisor on the mapping provided in Appendix A.

### 8.0 Review/Revisions

- 8.1 Timing for reviews are subject updates received from the Building Division on a Bi-annual basis.

#	Date Revised	Author	Section	Details of Change
1				
2				
3				
4				
5				



## Municipal Cannabis Policy Statement

Policy # [C or A] – [DI] - 00000

Date Last Reviewed: April 29, 2020

### Appendix A

<b>Community Centres/Facilities</b>	<b>Separation Distance (Metres)</b>	<b>Reference # on Schedule A</b>	<b>Map #</b>
Belle River Marina	100	1	Map 3
Atlas Tube Centre	100	2	Map 2
Comber Community Centre and Fairgrounds	100	3	Map 8
Libro Community Centre	100	4	Map 6
<b>Schools and Daycares</b>	<b>Separation Distance (Metres)</b>	<b>Reference # on Schedule A</b>	<b>Map #</b>
Your Wooden Treehouse (daycare centre)	150	5	Map 3
Alexander's Daycare Centre – Lakeshore	150	6	Map 2
The Children's House Montessori - Lakeshore	150	7	Map 1
Lakeshore Ontario Early Years Centre	150	8	Map 2
Lakeshore Discovery School	150	8	Map 2
St. Anne Catholic High School	150	9	Map 2
St William Catholic Elementary School	150	10	Map 2
Our Lady of Annunciation School	150	11	Map 4
École Élémentaire catholique Pavillon des Jeunes	150	12	Map 2
École élémentaire catholique Saint-Ambroise	150	13	Map 3
École élémentaire catholique Saint-Paul	150	14	Map 4



## Municipal Cannabis Policy Statement

Policy # [C or A] – [DI] - 00000

Date Last Reviewed: April 29, 2020

Belle River District High School	150	15	Map 3
St John the Baptist Catholic School	150	16	Map 3
Belle River Public School	150	17	Map 3
Saint John the Evangelist Catholic School	150	18	Map 6

Centennial Central Public School	150	19	Map 8
310 Croft Drive (Commercial School)	150	20	Map 1
1303 County Road 22 (Commercial School)	150	21	Map 2
1302 County Road 22 (Commercial School)	150	22	Map 2
1203 Faith Drive (Commercial School)	150	23	Map 2
540 Notre Dame Street (Commercial School)	150	24	Map 3
540 Old Tecumseh Road (Commercial School)	150	25	Map 1
21 Amy Croft Drive (Commercial School)	150	26	Map 1
486 Advance Blvd (Commercial School)	150	27	Map 1
2548 County Road 27 (Daycare Centre)	150	28	Map 6
<b>Parks</b>	<b>Separation Distance (Metres)</b>	<b>Reference # on Schedule A</b>	<b>Map #</b>
Centennial Park	100	29	Map 2
Duck Creek Park	100	30	Map 3
Geralyn Tellier – Perdu Memorial Park	100	31	Map 3
Girard Park	100	32	Map 2

Page 6 of 15



## Municipal Cannabis Policy Statement

Policy # [C or A] – [DI] - 00000

Date Last Reviewed: April 29, 2020

Golfview Drive Lakefront Parkette	100	33	Map 3
Gracey Sideroad Lakefront Parkette	100	34	Map 4
Helena Park	100	35	Map 3
Johnson Riverview Park	100	36	Map 3
Ladouceur/Lions Park	100	37	Map 3
Lakeview Park	100	38	Map 3
Lakeview Park West Beach	100	39	Map 3
Leffler Peace Park	100	40	Map 1
Legion Park	100	41	Map 3
Lighthouse Cove Community Park	100	42	Map 4
Maidstone Park	100	43	Map 2
Oakwood Park	100	44	Map 2
Optimist Park	100	45	Map 2
Puce Road Lakefront Parkette	100	46	Map 2
Renaud Line Lakefront Parkette	100	47	Map 2
River Downs Park	100	48	Map 2
River Ridge Park	100	49	Map 2
Russel Woods Parkette	100	50	Map 1
Shanahan Park	100	51	Map 5
Staples Community Park	100	52	Map 7
St Clair Shores Park	100	53	Map 1
Stoney Point Park	100	54	Map 4
Stoney Point Lakefront Parkette	100	55	Map 4
Strong Lakefront Parkette	100	56	Map 3
Stuart Lakefront Parkette	100	57	Map 3
Terra Lou Park	100	58	Map 3
Wallace Line Lakefront Parkette	100	59	Map 1



## Municipal Cannabis Policy Statement

Policy # [C or A] – [DI] - 00000

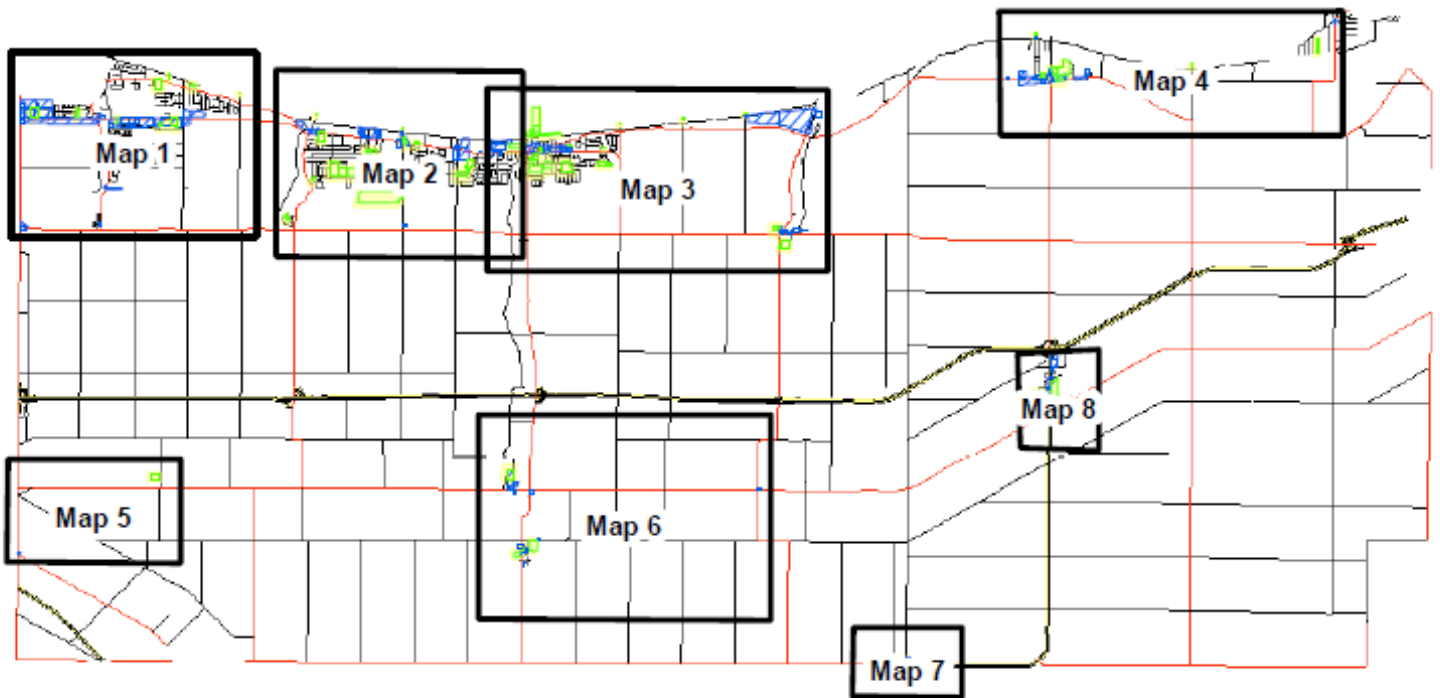
Date Last Reviewed: April 29, 2020

Woodslee Memorial Park	100	60	Map 6
<b>Libraries</b>	<b>Separation Distance (Metres)</b>	<b>Reference # on Schedule A</b>	<b>Map #</b>
Comber Library	100	61	Map 8
Stoney Point Library	100	62	Map 4
Toldo Library	100	2	Map 2
Libro Library	100	4	Map 6

The maps below merely represent a guide that Development Services will use when evaluating the appropriateness of proposed sites in greater detail.

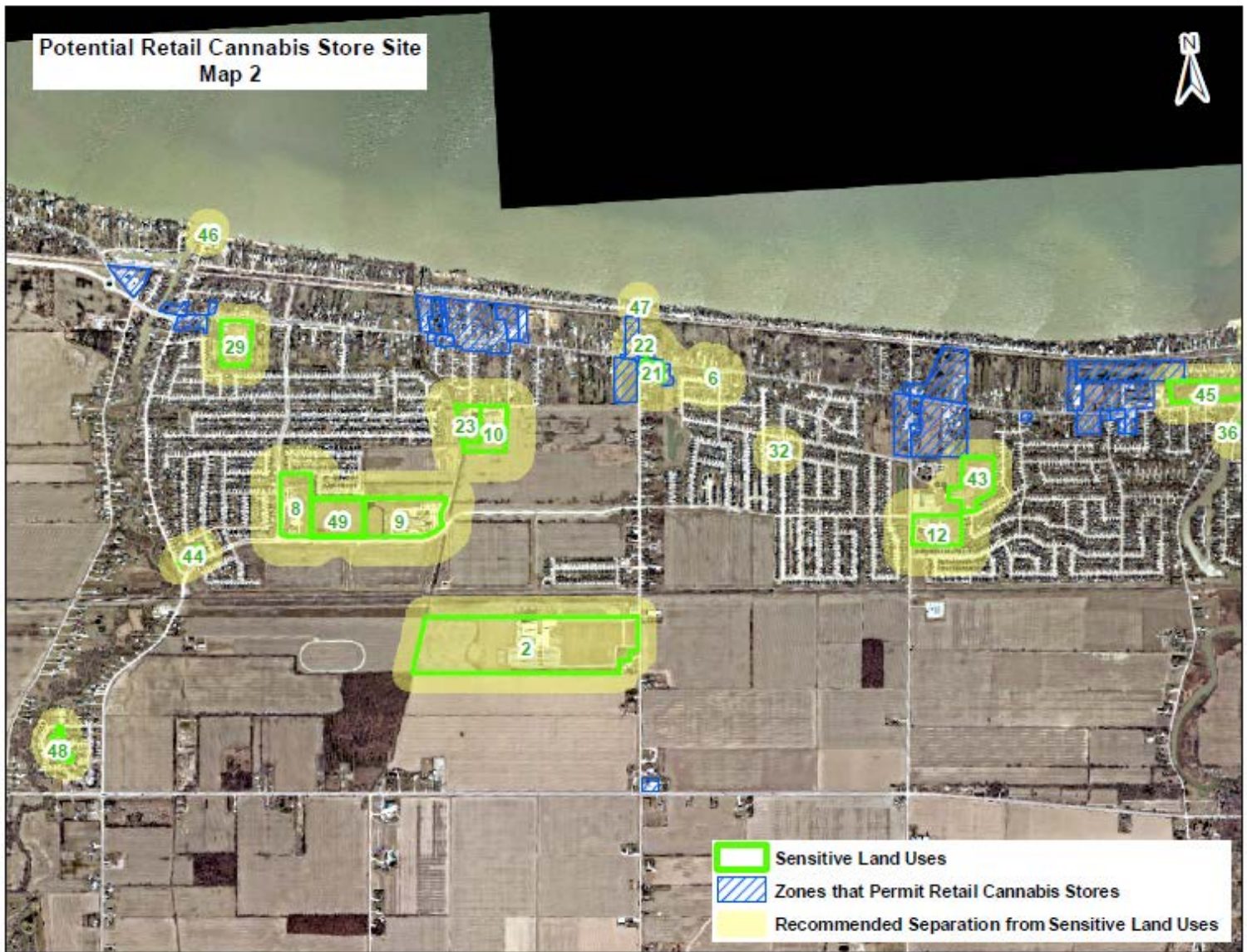


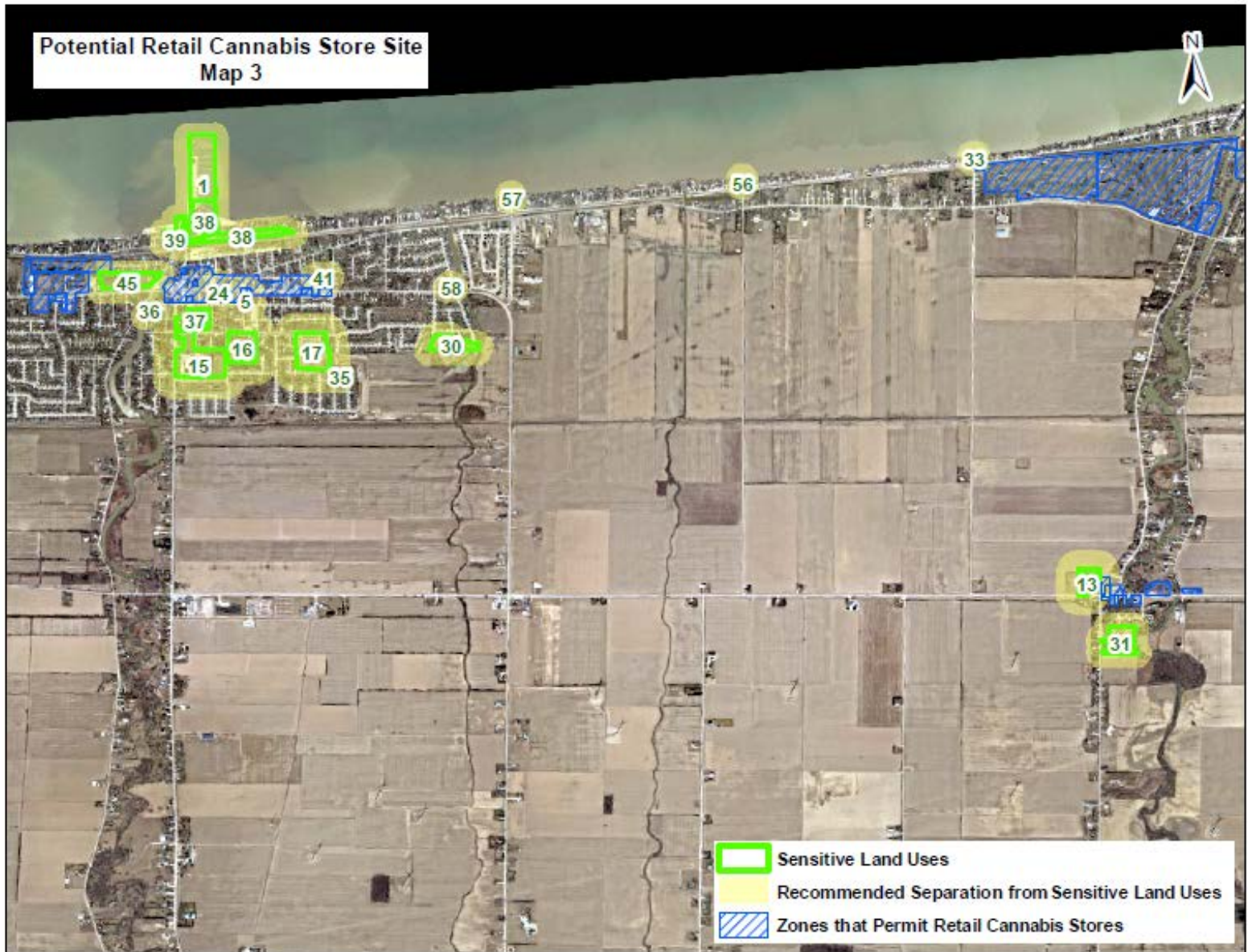
Potential Retail Cannabis Store Site  
Overview



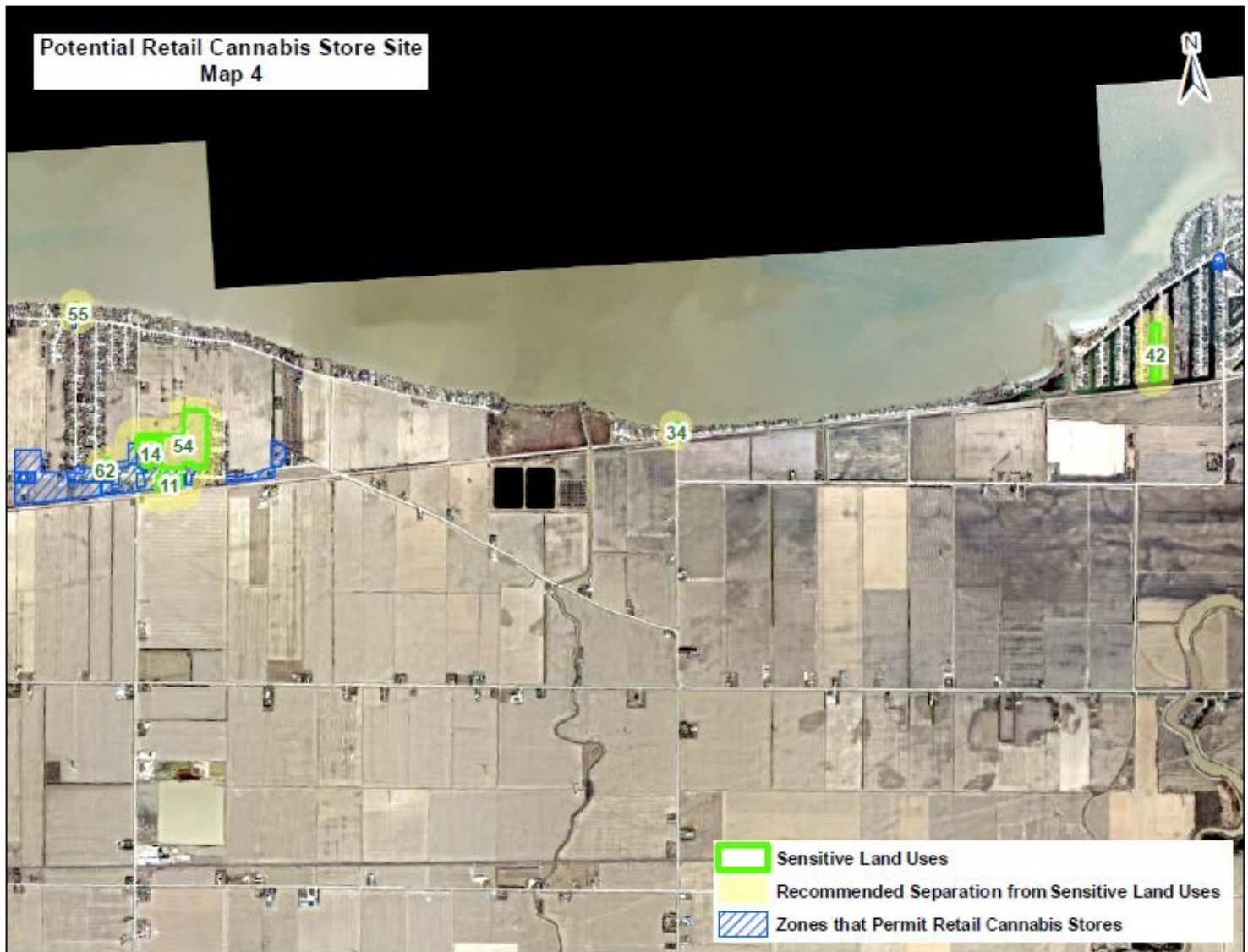


















## Appendix B Key Map





# The Corporation of the Town of Lakeshore

## Report to Council

### Community & Development Services

#### Development Services



**To:** Mayor & Members of Council

**From:** Tammie Ryall, Director of Community and Development Services

**Date:** April 29, 2020

**Subject:** Approval of Planner III Position

---

#### Recommendation

That Council approve the additional cost for a Planner III position to be funded from the employee related account should there be an overall deficit at year end 2020, as described in the report of the Director of Community & Development Services presented at the May 12, 2020 Council meeting.

#### Background

In the 2020 Draft Budget, Administration proposed that the Senior Planning Technician position be converted to a Senior Planner position. This was due to the incumbent retiring at the end of 2019, and the ensuing ability to rearrange responsibilities within the planning department. As compared to a Senior Planning Technician, a Senior Planner would have a university degree in land use planning; be qualified to be a Registered Professional Planner; have a minimum of 5-7 years of experience as a land use planner, and be qualified to give expert opinion evidence at a Local Planning Appeal Tribunal hearing (formerly the Ontario Municipal Board).

At the November 25, 2019 Regular Council meeting, Council approved the conversion.

As well, Council approved the addition of an intermediate planner position which will expand the service delivery capacity of the Planning Department. The following motion was passed:

Motion 532-11-2019

*Direct Administration to add an additional Planner II to the budget, to be hired mid-way through 2020 at Administration's discretion.*

**Carried.**

The recruitment for the intermediate (Planner II) position is underway but has not been completed.

### **Comments**

Given the municipality did not have a Senior Planner (Planner III) type of position in the current wage structure, Human Resources undertook a full review of similar jobs in other municipalities. During this time, it was determined this position would be suited in a supervisory role overseeing the Planner I and Administrative Assistant in the Planning area. A review of the qualification and job description using the pay equity tool would slot this position in Grade 6 of the Management wage grid attracting an annual salary of \$107,961 to \$124,792 (including benefits) depending on what step they fell in the wage grid. As Council may recall, the wage rate for the Planner III was estimated using the higher wage rate in the current CUPE collective agreement.

The intent was to fill this position in April of 2020. However, the process has been delayed due to the COVID-19 Emergency, making the earliest this position could be filled is June. This would mean that cost for the Planner III for 2020 could be in the range of \$56,000 to \$63,000 including benefits. Given the budget for 2020 is only \$50,000 there would be a potential shortfall in the range of \$6,000 - \$13,000. This shortfall could be funded from the employee related reserve account at year end.

### **Financial Impacts**

The 2020 budget included \$50,000 for the Planner III position to be hired part way through the year at a wage rate of \$38.63. After further review with HR of the job qualification and requirements, the position was evaluated and rated under pay equity rules, to fall within band 6 of Management pay grid.

A potential shortfall of between \$6,000 to \$13,000 would occur if this position was filled in June. Should Council approve this request, the overall shortfall can be addressed at year end, through the year end variance report.

Alternatively, Administration could choose to hold off on the recruitment until later in the year thereby eliminating the shortfall.

**Attachments:** None

## Report Approval Details

Document Title:	Approval of Planner III Position.docx
Attachments:	
Final Approval Date:	May 4, 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**

### **Legislative & Legal Services**



**To:** Mayor & Members of Council

**From:** Kristen Newman, Director of Legislative & Legal Services

**Date:** May 1, 2020

**Subject:** Adoption of a Name Change By-law

---

### **Recommendation**

Administration present the Name Change By-law to Council at the May 26, 2020 Council meeting for adoption, and,

Administration implement the name change and fund the name change from the contingency reserve where necessary, as described in the report of the Director of Legislative & Legal Services presented at the May 12, 2020 Council meeting.

### **Background**

On October 22, 2019, Council passed resolution# 474-10-2019 which states:

The Council of the Corporation of the Town of Lakeshore directs Administration to bring forward a By-law to change the name of the Town of Lakeshore to the Municipality of Lakeshore and bring a report back on the matter to the December 10, 2019 Council meeting.

On December 10, 2019, Council passed resolution #560-12-2019 which states:

That The Corporation of the Town of Lakeshore be renamed the "Municipality of Lakeshore" to be implemented January 1, 2021 and furthermore, that Administration draft a by-law on this issue for Council's approval in early spring 2020.

### **Comments**

Further to the directions of Council, Administration has prepared a draft Name Change By-law for the consideration of Council. The draft by-law is attached as Appendix 1 to this report. The By-law addresses the following:

- Changes the name of the municipality;
- Transitions the assets and liabilities under the new name; and,
- Interpretation of Town legal instruments (by-laws and resolutions).

Once Council adopts the Name Change By-law, the Clerk will send a copy of the Name Change By-law to the Director of Titles appointed under the *Land Titles Act* and to the Minister of Municipal Affairs and Housing promptly after its passage in order to satisfy the requirements of the *Municipal Act, 2001* with respect to municipal name changes.

Administration will implement the changes as described in the report of the Director of Legislative & Legal Services attached as Appendix 2 to this report.

### **Others Consulted**

Ministry of Municipal Affairs and Housing

### **Financial Impacts**

As noted in Appendix 2, Administration anticipates the financial cost of a name change to be approximately \$57,000 based on the following estimated costs:

Signage: \$34,500

Legal/Financial advertising/notices: \$9,000

Communications Initiative: \$12,000

Crest: \$1,500

**Total:** \$57,000

**Immediate Costs:** The Legal/Financial advertising/notices costs are costs that cannot be lifecycled and must be addressed in time for the name change in order to ensure that cheques are issued under the appropriate name and legal instruments are registered and executed accordingly. These expenses will be funded from operational budgets and in the event of a variance will be reported at year end.

Similarly, communications efforts must be put in place to properly communicate the new name to the community and stakeholders. The cost of funding the communications initiative for the name change will be funded from available funds, and, from the contingency reserve, if necessary.

**Lifecycled Costs:** The costs associated with signage will be funded through future operational and capital budgets in accordance with the lifecycle requirements of the signage. As such, no immediate changes will be made to signage.

There will be a cost in terms of staff time which is estimated to be several weeks but this will be minimized, where possible, in the circumstances where the changes are done on a life-cycle basis.

The cost of redesigning the crest will be incorporated in the 2021 budget.

Alternatively, Council could direct that all of the Town's signage be changed to coincide with the name change. This would require \$34,500 to be funded from the contingency reserve.

**Attachment(s):** Appendix 1 - Draft Name Change By-law

Appendix 2 – December 10, 2019 Report of the Director of Legislative  
& Legal Services

**Report Approval Details**

Document Title:	Adoption of Name Change By-law.docx
Attachments:	- Appendix1-DraftNameChangeBy-law.pdf - Appendix2-LLS-NameChangeReport.pdf
Final Approval Date:	May 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**

## **By-law X-2020**

### **Being a By-law to Change the Name of the Municipality**

Whereas section 187(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, authorizes a municipality to enact a by-law to change its name so long as the new name is not the same as the name of another municipality;

Whereas, section 187(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25, provides that changing the name of a municipality does not affect the status of the municipality as a lower-tier municipality; and,

Whereas section 187 (5) of the *Municipal Act, 2001*, S.O. 2001, c. 25, provides that changing the name of a municipality does not affect its rights or obligations; and,

Whereas section 4(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, states that the inhabitants of every municipality are incorporated as a body corporate; and,

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

1. The name of the municipality is changed from “The Corporation of the Town of Lakeshore” to the “Municipality of Lakeshore”.
2. In this by-law and other by-laws and resolutions, “Municipality of Lakeshore” may be a reference to its geographic area or to the municipal corporation, as the context requires.
3. Any by-laws and resolutions in effect on the date that this by-law comes into force which include the term “The Corporation of the Town of Lakeshore” or “Town of Lakeshore” are deemed to be amended by repealing and replacing those terms with “Municipality of Lakeshore”.
4. All of the assets and liabilities of The Corporation of the Town of Lakeshore, including all rights, interests, approvals, status, registrations, entitlements and contractual benefits and obligations, shall become the assets and liabilities of Municipality of Lakeshore.
5. All rights and obligations of The Corporation of the Town of Lakeshore shall become the rights and obligations of Municipality of Lakeshore.
6. In the event of a conflict between this by-law and any provision of the *Municipal Act, 2001*, S.O. 2001, c. 25, any other Act of the Province of Ontario, or any regulation made under any Act of the Province of Ontario, this by-law prevails.
7. This by-law shall be known as the “Name Change By-law”.
8. This By-law comes into force and effect upon passage.

Read and passed in open session on May 26, 2020.

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**Mayor  
Tom Bain**

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**Clerk  
Kristen Newman**

**THE CORPORATION OF THE TOWN OF LAKESHORE**  
**LEGISLATIVE AND LEGAL SERVICES**

**TO:** Mayor and Members of Council  
**FROM:** Kristen Newman, Director of Legislative & Legal Services  
**DATE:** December 5, 2019  
**SUBJECT:** Implications of Adoption of a Name Change By-law

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**RECOMMENDATION:**

It is recommended that:

The report of the Director of Legislative & Legal Services entitled, *Implications of Adoption of a Name Change By-law*, presented at the December 10, 2019 Council meeting be received for information.

**BACKGROUND:**

On October 22, 2019, the Council of The Corporation of the Town of Lakeshore passed resolution# 474-10-2019 which states:

The Council of the Corporation of the Town of Lakeshore directs Administration to bring forward a By-law to change the name of the Town of Lakeshore to the Municipality of Lakeshore and bring a report back on the matter to the December 10, 2019 Council meeting.

**COMMENTS:**

**History of the Current Name**

During the restructuring exercise led by the Province in the late 1990s, several Essex County municipalities were amalgamated and provided with an opportunity to change their names in the Restructuring Order dated November 19, 1997 (excerpt of the order attached as Appendix "A" to this report). At the time, the former municipalities of The Corporation of Lakeshore Township, The Corporation of the Township of Rochester, The Corporation of the Township of Tilbury North and The Corporation of the Township of Tilbury West were restructured and named "The Corporation of the Town of Lakeshore-Rochester-Tilbury North-Tilbury West".

As part of the Restructuring Order, the name of the new municipality could be changed upon a request (resolution) to the Ministry of Municipal Affairs and Housing by the transition board (if the request was made prior to January 1, 1999) or by the Council of the new municipality (if the request was made between January 1 and December 31, 1999).



**Notice of Motion submitted by Councillor Walstedt Re: Walking Path on Oriole Drive Park**

**MOTION**

Direct Administration to bring a report no later than May 26, 2020 detailing the costs to construct an extra metre of paved should on Oriole Park Drive for use as a walking path.

**Notice of Motion submitted by Councillor McKinlay Re: Hydroponic Greenhouse Use on Agriculturally Designated Lands**

**MOTION**

Direct Administration to prepare a letter to Premier Ford requesting to remove hydroponic greenhouses as an allowable use on agriculturally-designated lands and that these greenhouses be considered a light-industrial use due to the financial responsibilities put upon the host municipality.

# **The Corporation of the Town of Lakeshore**

## **By-law 40-2020**

### **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 April 28<sup>th</sup> 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 an open session on May 12, 2020.**

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**Mayor  
Tom Bain**

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**Kristen Newman  
Clerk**

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