

Municipality of Lakeshore

Regular Council Meeting Agenda



Tuesday, February 16, 2021, 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
7. Delegations
8. Completion of Unfinished Business
9. Consent Agenda
 1. January 12, 2021 Regular Council Meeting Minutes 7

Approval of the minutes was deferred February 2, 2021 pending a request for amendment to resolutions 6-01-2021 and 7-01-2021
 2. February 2, 2021 Regular Council Meeting Minutes 15
 3. Office of the Prime Minister - High Speed Internet Access 25
 4. Town of Amherstburg - Bill S-216, an Act to Enact the Modern Slavery Act and the Amendment the Customs Tariff 26
 5. City of St. Catharines - Universal Paid Sick Days in Ontario 28

6.	Conmee Township - Criminal Records and Municipal Election Candidates	30
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Recommendation:

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

10. Reports for Information

1.	Committee of Adjustment Meeting Minutes – December 9, 2020	31
2.	Police Services Board Meeting Minutes - September 28th and November 30th, 2020	49
3.	Lakeshore's Financial Indicator Review	58
4.	Shoreline Assistance Loan Program	64
5.	Council Assignments Monthly Tracking Report - February 2021	67

Recommendation:

Receive the Reports for Information as listed on the agenda.

11. Reports for Direction

1.	Essex Region Source Protection Committee – Request to Endorse Municipal Representation	70
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Recommendation:

Endorse the appointment of Kevin Webb, City of Windsor, to the Essex Region Source Protection Committee.

2.	Accessibility Committee Meeting Minutes November 17, 2020	74
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Recommendation:

Approve the use of the 2020 Accessibility Committee budget to purchase customized accessible products such as flags, banner and tablecloth(s) to be used to promote accessibility in Lakeshore up to limit of \$2,200.

Permit an Accessible Flag be flown on either Town Hall or the Atlas Tube Centre on the International Day of Persons with Disabilities – December 3.

Receive the Accessibility Committee Meeting Minutes of November 17, 2020.

3. **Proposal Award and Tender, Geralyn Tellier Perdu Memorial Park** 80
- Recommendation:**
Award the contract for the Geralyn Tellier Perdu Memorial Playground Structure Project to Henderson Recreation Equipment Ltd. in the amount of \$ 84,548.28 plus non recoverable HST to be funded from the Playground Equipment Reserve, as presented in the report at the February 16, 2021 Council meeting.
4. **Tender Award – Mill Street Road Reconstruction and Drainage Improvements** 91
- Recommendation:**
Award the tender for Mill Street Road Reconstruction and Drainage Improvements to Elmara Construction Co. LTD in the amount of \$863,684.04 plus HST, as presented in the report at the February 16, 2021 meeting.
5. **Upgrade to Water Meter Read Program** 95
- Recommendation:**
Direct Administration to proceed with an upgrade to the current water meter reading software and the associated equipment; and,

Authorize the purchase of the water meter reading software and the associated equipment to be funded from the water reserve at a total cost of \$30,350 plus the non-refundable HST.
6. **Gravel Road Conversion Criteria and Amended 10 Year Gravel Conversion Program** 142
- Recommendation:**
Direct Administration to complete the gravel road conversions of Walls Road (from Lakeshore Road 113 to Lakeshore 115), Lakeshore Road 115 (from Walls Road to Rogers Road) and Rogers Road (from Lakeshore Road 115 to West Belle River Road) in 2021 to be funded from the Gravel Road Conversion reserve in the amount of \$469,000;

Adopt the amended 10 year Gravel Conversion program as per the attached with the inclusion of Lakeshore 115 (from Rogers Road to County Road 42) as reassessed, to be completed in 2022 in the amount of \$370,000, as presented in the February 16, 2021 Council report.

Recommendation:

Direct the Clerk to read the execution by-law authorizing the Mayor and Clerk to execute the Monroe Island Interim Servicing Agreement between The Corporation of the Town of Tecumseh and the Property Owners based on the terms and conditions described in the report at the February 16, 2021 Council meeting;

Direct Administration to prepare a consultation plan and draft a restructuring proposal for consultation with the community and stakeholders as required by Part V of the *Municipal Act, 2001*, and,

Direct the Clerk to provide a copy of this report and any accompanying resolution to the Councils for the Town of Tecumseh and the County of Essex and the Property Owners.

12. **Announcements by Mayor**

13. **Reports from County Council Representatives**

14. **Report from Closed Session**

15. **Notices of Motion**

1. **Notice of Motion submitted by Deputy Mayor Bailey - Rental of Comber Medical Building**

Recommendation:

Whereas the Comber Medical Building has been vacant since July 2020;

And whereas it is desirable to encourage medical-related care to the area;

Now be it resolved that the Council of the Municipality of Lakeshore direct Administration to complete the necessary repairs to the Comber Medical Building, located at 6405 Main Street;

That the property be leased for no less than fair market value for a period of three years, with an option to renew for 2 additional 3 year terms; and

That the Mayor and Clerk be authorized to execute the lease and any amendments thereto, and that the Director of Engineering and Infrastructure Services, in consultation with the Clerk, be authorized to issue any renewal options on behalf of the Municipality.

2. Notice of Motion submitted by Councillor Kerr - Street Cleaning and Repair By-law

183

Recommendation:

Whereas the Municipality of Lakeshore has no road cleaning and repair by-law;

Therefore be it resolved that Council direct Administration to draft a street cleaning and repair by-law that incorporates the following items:

- a. The cleaning and repair of a street by any person, where required under this by-law, shall be performed to the satisfaction of the Municipality of Lakeshore including the Ward Councillor.
- b. No person hauling earth, sand, stone or other materials in a street shall load or operate their vehicle so as to permit or cause the contents thereof to fall, spill or be deposited on a street.
- c. No person in charge of a vehicle shall bring that vehicle, or permit it to be brought, upon a street unless there has been removed from the wheels, tires, tracks or treads of that vehicle, any excess mud, clay, lime, and similar material, or any fertilizer or manure that is likely, if not removed, to damage the surface of a street, or be deposited on a street so as to cause an obstruction, nuisance, or dangerous condition.
- d. The Municipality of Lakeshore may remove any mud, clay or other material deposited on a street contrary to the provisions of this by-law and may recover the clean-up costs from development deposit or pursuant to Lakeshore cost recovery.
- e. This by-law does not apply to Municipal-approved salt or de-icing materials or liquids placed on sections of a street to minimize the hazards resulting from slippery conditions.

3. Notice of Motion submitted by Councillor Kerr - Service Ontario Office

184

Recommendation:

Whereas the Service Ontario office has been removed from Lakeshore;

And whereas Lakeshore residents now have to go to neighbouring municipalities to receive the in-person services they desire;

Therefore be it resolved that Council direct Administration to send a letter to Premier Ford and MPP Taras Natyshak requesting that an in-person Service Ontario office be available within the Municipality of Lakeshore boundary area.

16. Question Period

17. Non-Agenda Business

18. Consideration of By-laws

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| 1. | By-law 4-2021, Being a By-law for the 3rd Concession Road Drain (Olsen Bridge) | 185 |
| 2. | By-law 15-2021, Being a By-law to Delegate Authority to the Mayor and the Clerk to Execute an Agreement with KELCOM | 186 |
| 3. | By-law 16-2021, Being a By-law to Amend By-law 94-2017 being a Comprehensive By-law to Provide Rules Governing the Proceedings of the Council of the Municipality of Lakeshore and the Conduct of its Members | 187 |
| 4. | By-law 17-2021, Being a By-law to Confirm Proceedings of Council for February 2, 2021 | 189 |
| 5. | By-law 18-2021, Being a By-law to Delegate Authority to the Mayor and the Clerk to Execute the Monroe Island Interim Servicing Agreement | 190 |

Recommendation:

By-law 4-2021 be read a third time and adopted; and

By-laws 15-2021, 16-2021, 17-2021 and 18-2021 be read and passed in open session on February 16, 2021.

19. Adjournment

Recommendation:

Council adjourn its meeting at ____ PM.

Municipality of Lakeshore

Minutes of the Regular Council Meeting

Tuesday, January 12, 2021, 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 Services, Krystal Kalbol, Director of Finance, Rosanna Pellerito, Director of Legislative & Legal Services, Kristen Newman, Manager of Communications & Strategic Initiatives, Rita Chappell, Manager of Engineering Services, Tony DiCiocco, Manager of Human Resources, Lisa Granger, Manager of Information Technology, Pat Girard, Manager of Legislative Services, Brianna Coughlin, Manager of Operations, Jeff Wilson, Manager of Recreation & Leisure, Frank Jeney, Manager of Water/Wastewater Services, Albert Dionne, Economic Development Officer, Ryan Donally, Engineering & Infrastructure Services Advisor, Nelson Cavacas, Supervisor of Operations, Chad Drummond

1. Call to Order

Mayor Bain called the meeting to order at 6:02 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. **Elise Harding-Davis - Formal Apology from Canadian Government to African Canadians for Slavery**

Elise Harding-Davis presented a letter sent to the Prime Minister requesting a formal apology to African Canadians on behalf of the Canadian Government for slavery.

1-01-2021

Moved By Councillor Kerr

Seconded By Councillor Santarossa

Direct Administration to send a letter of support to Prime Minister Trudeau regarding a formal apology from the Canadian Government to African Canadians for slavery.

Carried Unanimously

b. **Edward and Denise Pavlakovich - Gravel Conversion Criteria**

Edward Pavlakovich presented a request to Council regarding updating the gravel road conversion criteria and that Road 115 be added to the list for gravel conversion.

2-01-2020

Moved By Councillor Walstedt

Seconded By Deputy Mayor Bailey

Direct Administration to bring back a report regarding options for addressing density in the gravel road conversion criteria and how the request for gravel conversion for Road 115 can be addressed.

Carried Unanimously

3-01-2020

Moved By Councillor Wilder

Seconded By Councillor Janisse

Direct Administration to include in the forthcoming report regarding gravel conversion, a list of the top 5 roads based on density and the top 5 roads based on number of homes and the cost to convert those roads from gravel.

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

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

Lost

c. Jessica Koper and Audrey Allan Caffarena - Old Tecumseh Road Safety Improvements

Jessica Koper and Audrey Allan Caffarena provided a presentation on behalf of the resident action group Friends of Old Tecumseh Road regarding a petition submitted to the Municipality of Lakeshore relating to the safety of the multi-use CWATS trail.

4-01-2021

Moved By Councillor Walstedt

Seconded By Deputy Mayor Bailey

Defer consideration of the matter until Administration confers with the County of Essex.

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

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

Lost

5-01-2021

Moved By Deputy Mayor Bailey

Seconded By Councillor Santarossa

Support changes to Old Tecumseh Road and CWATS from East Pike Creek to County Road 22 in an effort to improve the safety of the area, roadway and pathway and that County Administration prepare a report regarding this issue.

Carried Unanimously

6-01-2021

Moved By Councillor Wilder

Seconded By Councillor Janisse

Support the creation of a Community Safety Zone along Old Tecumseh Road and a reduction of the speed limit.

Carried Unanimously

7-01-2021

Moved By Councillor Wilder

Seconded By Councillor Janisse

The County of Essex investigate installing pedestrian crossing lights and signs at Patillo Road and Old Tecumseh Road, Elmgrove Drive and Old Tecumseh Road and Wallace Line and Old Tecumseh Road.

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

Opposed (1): Councillor McKinlay

Carried

7. Delegations

8. Completion of Unfinished Business

a. Town of Lakeshore Official Plan Review

Greg Bender of WSP was present to answer questions relating to the Official Plan review process.

8-01-2021

Moved By Councillor Wilder

Seconded By Councillor Janisse

Property at 205 West Pike Creek Road, portion fronting West Pike Creek Road, be designated as residential in the Official Plan in conformity with the residential area.

In Favour (1): Councillor Wilder

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

Lost

Mayor Bain called a recess at 8:25 PM and reconvened the meeting at 8:45 PM.

9-01-2021

Moved By Councillor Walstedt

Seconded By Deputy Mayor Bailey

Move forward items 11.2, 11.4, 18 and 19a).

Carried Unanimously

11. Reports for Direction

b. Municipal Access Agreement - TekSavvy

10-01-2021

Moved By Councillor Santarossa

Seconded By Councillor Kerr

Direct the Clerk to present for reading By-law 5-2021, as presented at the January 12, 2021 Council Meeting to authorize the execution of the Municipal Access Agreement between the Municipality of Lakeshore and TekSavvy Solutions Inc.

Carried Unanimously

d. Municipal Asset Management Plan Grant Application

11-01-2021

Moved By Councillor Wilder

Seconded By Councillor McKinlay

Direct the Director of Finance to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program to fund the approved asset management review project at a cost of \$65,000 for consulting fees to review and update the Municipality's Asset Management Plan, as described in the report presented at the January 12, 2021 Council meeting; and,

Confirm that the Municipality of Lakeshore commits to conducting the activities proposed in the application to the Federation of Canadian Municipalities, should the application be approved.

Carried Unanimously

18. Consideration of By-laws

- a. By-law 80-2020, Being a By-law for the Goatbe Drain**
- b. By-law 82-2020, Being a By-law for the Bridge Over the 7th Concession Road Branch of Base Line Drain**
- c. By-law 83-2020, Being a By-law for the Bridge Over the McKeown Drain**
- d. By-law 1-2021, Being a By-law to Authorize Temporary Borrowing from Time to Time to Meet Current Expenditures during the Fiscal Year Ending December 31, 2021**
- e. By-law 2-2021, Being a By-law to Raise Five Hundred Thousand Dollars (\$500,000) to Aid in the Construction of Drainage Works under the Tile Drainage Act**
- f. By-law 3-2021, Being a By-law to Authorize Grants by the Municipality of Lakeshore for 2021**
- g. By-law 4-2021, Being a By-law for the 3rd Concession Road Drain (Olson Bridge)**
- h. By-law 5-2021, Being a By-law to Delegate Authority to the Mayor and the Clerk to Execute a Municipal Access Agreement with Teksavvy Solutions Inc.**

- i. **By-law 7-2021, Being a By-law to Repeal By-law 99-2020, Being a By-law to amend By-law 2-2012, Zoning By-law for the Town of Lakeshore (ZBA-18-2020)**
- j. **By-law 8-2021, Being a By-law to Confirm Proceedings of Council for December 8th and 15th 2020 Meetings**

12-01-2021

Moved By Councillor Santarossa

Seconded By Councillor Walstedt

By-law 4-2021 be read a first and second time and provisionally adopted;

By-laws 80-2020, 82-2020 and 83-2020 be read a third time and adopted;
and

By-laws 1-2021, 2-2021, 3-2021, 5-2021 and 7-2021 be read and passed in open session on January 12, 2021.

Carried Unanimously

19. Closed Session

13-01-2021

Moved By Councillor Janisse

Seconded By Councillor Walstedt

Council move into closed session in Council Chambers at 9:04 PM in accordance with:

- a. Paragraphs 239(2)(a), (e), (f) and (k) of the Municipal Act, 2001 for discussions relating to the security of the property of the municipality or local board, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, regarding sewage capacity in the Denis St. Pierre Water Treatment Plant servicing area (unfinished business from December 15, 2020 meeting).

Carried Unanimously

20. Return to Open Session

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

Council returned to open session at 9:54 PM.

21. Adjournment

The meeting adjourned at 10:00 PM.

Tom Bain
Mayor

Kristen Newman
Clerk

Municipality of Lakeshore

Minutes of the Regular Council Meeting

Tuesday, February 2, 2021, 5:15 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 Services, Krystal Kalbol, Director of Finance, Rosanna Pellerito, Director of Legislative & Legal Services, Kristen Newman, Manager of Communications & Strategic Initiatives, Rita Chappell, Manager of Engineering Services, Tony DiCiocco, Manager of Human Resources, Lisa Granger, Manager of Information Technology, Pat Girard, Manager of Legislative Services, Brianna Coughlin, Manager of Recreation & Leisure, Frank Jeney, Economic Development Officer, Ryan Donally, Engineering & Infrastructure Services Advisor, Nelson Cavacas, Fire Chief, Don Williamson, Planner III, Aaron Hair, Supervisor of Operations, Chad Drummond

1. Call to Order

Mayor Bain called the meeting to order at 5:20 PM in Council Chambers. All other members of Council participated in the meeting through video conferencing technology from remote locations.

2. Closed Session

29-02-2021

Moved By Councillor Kerr

Seconded By Councillor McKinlay

Council move into closed session at 5:15 PM in accordance with:

- a. Paragraph 239(2)(b) of the *Municipal Act, 2001* to discuss personal matters about an identifiable individual, including municipal or local board employees, relating to the Chief Administrative Officer performance evaluation.

Carried Unanimously

3. Return to Open Session

Council returned to open session at 6:13 PM.

5. Moment of Reflection

6. Disclosures of Pecuniary Interest

7. Recognitions

8. Public Meetings under the *Planning Act*

1. Zoning By-law Amendment ZBA-15-2020 - King Developments

The Mayor opened the Statutory Public Meeting at 6:17 PM and advised that the Municipality received a request from the Applicant to defer consideration of the application for a period of approximately three months.

30-02-2021

Moved By Councillor McKinlay

Seconded By Councillor Janisse

Defer consideration of Zoning By-law Amendment application ZBA-15-2020 for three months, or earlier at the request of the Applicant.

Carried Unanimously

2. Zoning By-law Amendment ZBA-20-2020 - Manning Developments

The Mayor opened the Statutory Public Meeting at 6:19 PM.

The Director of Community & Development Services and the interim Manager of Development Services provided a PowerPoint presentation as overview of the application and recommendation of Administration.

Patrick Harrington and Greg Priamo, representing the applicant, Manning Developments, were present electronically and spoke in favour of the application. They requested that Council approve the application with conditions rather than deferring the decision as recommended in the Planning report.

Rashid Farhat, representing 2741981 Ontario Ltd., was present electronically and spoke in favour of the recommendation.

Peter Valente, representing Beachside Development Ltd., was present electronically and spoke in favour of the recommendation.

Mike Bain, resident, was present electronically and spoke in favour of the application.

The public meeting concluded at 7:11 PM.

31-02-2021

Moved By Councillor Walstedt

Seconded By Councillor McKinlay

Defer Zoning By-law Amendment Application ZBA-20-2020 (By-law 9-2021, Municipality of Lakeshore Zoning By-law 2-2012, as amended), to rezone the "Subject Property", located at 1654 Manning Road, from "Mixed Use Zone (MU)" to "Mixed Use Zone Exception 35 (MU-35)(H25)" until April or May of 2021.

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

Opposed (1): Councillor Wilder

Carried

9. Public Presentations

10. Delegations

11. Completion of Unfinished Business

12. Consent Agenda

- 1. January 12, 2021 Regular Council Meeting Minutes**
- 2. January 19, 2021 Special Council Meeting Minutes**

3. **Belle River on the Lake BIA Board Meeting Minutes of November 16, 2020**
4. **Essex Region Source Protection Committee - Municipal Representation**
5. **Municipality of Leamington - Removal of Windsor International Airport From NAV Canada Closure List**
6. **Region of Peel - Property Tax Exemptions for Veteran Clubs**
7. **Town of Bracebridge - Infrastructure Funding**
8. **Township of Augusta - Closure of Ontario Fire College**
9. **Township of South-West Oxford - Photo Radar Speed Enforcement**
10. **Municipality of West Grey - Schedule 8 of the Provincial Budget 229, Protect, Support and Recover from COVID-19 Act**

32-02-2021

Moved By Councillor Walstedt

Seconded By Councillor Santarossa

Support the resolutions by Municipality of Leamington and the County of Essex regarding Removal of Windsor International Airport from NAV Canada Closure List.

Carried Unanimously

33-02-2021

Moved By Councillor Walstedt

Seconded By Councillor Wilder

Support the resolution of the Town of Bracebridge regarding Infrastructure Funding.

Carried Unanimously

34-02-2021

Moved By Councillor Santarossa

Seconded By Councillor Kerr

Direct Administration to send a letter to NAV Canada objecting to the closure of the air traffic control office at the Windsor International Airport, including economic development and tourism impacts to the Municipality and the region as a whole.

Carried Unanimously

35-02-2021

Moved By Councillor Wilder

Seconded By Councillor Walstedt

Support the resolution of the Township of Augusta regarding the Closure of Ontario Fire College.

Carried Unanimously

36-02-2021

Moved By Councillor Wilder

Seconded By Councillor Janisse

Support the resolution of the Township of South-West Oxford regarding Photo Radar Speed Enforcement.

Carried Unanimously

37-02-2021

Moved By Councillor Walstedt

Seconded By Deputy Mayor Bailey

Approve the minutes of the January 19, 2021 Special Council Meeting.

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

38-02-2021

Moved By Deputy Mayor Bailey

Seconded By Councillor McKinlay

Defer approval of the January 12, 2021 Regular Council Meeting Minutes until February 16, 2021.

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

Opposed (1): Councillor Wilder

Carried

13. Reports for Information

- 1. Drainage Board Minutes for January 11th, 2021**
- 2. Quarterly Building Activity Report – As of December 31, 2020**

39-02-2021

Moved By Councillor Janisse

Seconded By Councillor Walstedt

Receive the Reports for Information as listed on the agenda.

Carried Unanimously

14. Reports for Direction

- 1. 2021 Fire Department Radio System Lease Agreement Extension**

40-02-2021

Moved By Councillor Janisse

Seconded By Councillor Kerr

Authorize the Mayor and Clerk to execute the Master Digital Radio System Contract Extension-Feb 2021 Lakeshore, as described in the report of the Fire Chief presented at the February 2, 2021 Council meeting; and,

That the necessary by-law be prepared.

Carried Unanimously

15. Announcements by Mayor

16. Reports from County Council Representatives

17. Report from Closed Session

18. Notices of Motion

- 1. Notice of Motion submitted by Councillor Kerr - Unfinished Business**

41-02-2021

Moved By Councillor Kerr

Seconded By Councillor Walstedt

Whereas Lakeshore Council Regular Council Meetings run past 10 PM on a regular basis;

And Whereas, Lakeshore Councillors have a multitude of reasons from Municipal Committee meetings to personal reasons for not being able to

attend the Mayor's selected additional Special Council Meeting date and time;

And Whereas, arbitrary in appearance meeting dates and times called by the Mayor to make up for meeting time over runs has caused considerable confusion on scheduling important Council and personal appointments;

And Whereas, once the date and time is selected, and is okay with some but then changed without reason makes individual Councillors resident concern planning impossible;

And Whereas, having a day selected to go along with the Regular Council Meeting Schedule for unfinished business will allow for better planning;
Be it resolved that Council direct Administration to draft an amendment to the Procedural By-law to incorporate the following changes:

- a. If the business of Lakeshore Council is not concluded by 10:00 PM, the Council may, by resolution with 2/3rd in favour vote, extend the meeting for a maximum of one (1) hour, after which time Council must adjourn, unless it is agreed to continue the meeting by a unanimous vote of Council.
- b. If Council does not agree to continue the meeting at either vote, they will meet again at the 10 AM hour on the following day.

In Favour (5): Deputy Mayor Bailey, Councillor Santarossa, Councillor Kerr, Councillor Walstedt, and Councillor McKinlay

Opposed (3): Mayor Bain, Councillor Wilder, and Councillor Janisse

Carried

19. Question Period

20. Non-Agenda Business

21. Consideration of By-laws

- 1. By-law 93-2020, Being a By-law for the T Renaud Drain (Trepanier Bridge) in the Municipality of Lakeshore**
- 2. By-law 6, 2021, Being a By-law over the North Townline Drain in the Municipality of Lakeshore**
- 3. By-law 8-2021, Being a By-law to Confirm Proceedings of Council for the December 8th and 15th, 2020 Meetings**

4. **By-law 10-2021, Being a By-law to amend By-law 2-2012, Zoning By-law for Municipality of Lakeshore (ZBA-15-2020)**
5. **By-law 14-2021, Being a By-law to Confirm the Proceedings of Council for the January 12th & 19th, 2021 Meetings**

42-02-2021

Moved By Councillor Walstedt

Seconded By Councillor McKinlay

By-law 6-2021 be read a first and second time and provisionally adopted;

By-law 98-2020 be read a third and adopted; and

By-laws 8-2021 be read and passed in open session on February 2, 2021.

Carried Unanimously

43-02-2021

Moved By Councillor Janisse

Seconded By Councillor Wilder

Defer consideration of By-law 14-2021 in order to separate the January 12, 2021 and January 19, 2021 meeting dates.

In Favour (3): Mayor Bain, Councillor Wilder, and Councillor Janisse

Opposed (5): Deputy Mayor Bailey, Councillor Santarossa, Councillor Kerr, Councillor Walstedt, and Councillor McKinlay

Lost

44-02-2021

Moved By Councillor Walstedt

Seconded By Councillor McKinlay

Adopt By-law 14-2021.

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

22. Closed Session

45-02-2021

Moved By Councillor McKinlay

Seconded By Councillor Santarossa

Council move into closed session at 8:33 PM in accordance with:

- a. Paragraph 239(2)(e), (f) and (k) of the *Municipal Act, 2001* to discuss litigation before the Local Planning Appeal Tribunal, advice that is subject to solicitor-client privilege, including communications necessary for that purpose and a position, plan, or instruction to be applied to negotiations carried on behalf of the Municipality regarding Local Planning Appeal Tribunal Appeal of Zoning By-law Amendment ZBA-9-2020 (1654 Manning Road);
- b. Paragraph 239(2)(e), (f) and (k) of the *Municipal Act, 2001* to discuss litigation before the Local Planning Appeal Tribunal, advice that is subject to solicitor-client privilege, including communications necessary for that purpose and a position, plan, or instruction to be applied to negotiations carried on behalf of the Municipality regarding Local Planning Appeal Tribunal Appeal of Consent B/6/2020 (0 Canadian Southern Railway Property);
- c. 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, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, relating to municipal property on Main Street, Comber;
- d. 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 Municipality regarding plans to accommodate Municipality staff.

Carried Unanimously

23. Return to Open Session

The closed session was adjourned at 9:23 PM.

24. Adjournment**46-02-2021****Moved By** Councillor Walstedt**Seconded By** Councillor McKinlay

Council adjourn its meeting at 9:24 PM.

Carried Unanimously

Tom Bain
Mayor

Kristen Newman
Clerk

Office of the
Prime Minister



Cabinet du
Premier ministre

Ottawa, Canada K1A 0A2

January 27, 2021

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

Dear Ms. Newman:

On behalf of Prime Minister Justin Trudeau, I would like to acknowledge receipt of your correspondence of July 21, 2020, regarding a resolution passed by the Town of Lakeshore with respect to high-speed internet access.

For reasons related to the COVID-19 outbreak, our office was not able to provide you with a more timely response. I sincerely regret the delay in processing your letter.

Thank you for taking the time to write to the Prime Minister. You may be assured that your correspondence has been carefully reviewed. I have taken the liberty of forwarding a copy of your letter to the Honourable Maryam Monsef, Minister of Women and Gender Equality and Rural Economic Development, for information and consideration.

Once again, thank you for writing.

Yours sincerely,

A handwritten signature in blue ink that reads "m. ibrahim".

M. Ibrahim
Executive Correspondence Officer



The Corporation of The Town of Amherstburg

February 8, 2021

VIA EMAIL

Honourable Julie Miville-Dechene
Senate of Canada
julie.miville-dechene@sen.parl.gc.ca

Re: Support of Bill S-216, an Act to enact the Modern Slavery Act and to amend the Customs Tariff

Dear Honourable Miville-Dechene,

At its meeting of January 11th, 2021, Amherstburg Town Council passed the following:

“Whereas it is estimated that at least 40 million men, women and children around the world are victims of modern slavery, a term that is not explicitly defined by international law but encompasses a whole series of practices, including sex and other trafficking and forced marriage, in which a person is exploited or forced to work through violence, threats, coercion, abuse of power or fraud;

And Whereas, of these, 16 million human beings, both adults and children, are trafficked for forced labour in the private sector, according to International Labour Organization estimates;

And Whereas Bill S-216, an Act to enact the Modern Slavery Act and to amend the Customs Tariff, is a tool for transparency to fight against modern slavery and will help Canada to more strictly adhere to the letter of its international commitments;

And Whereas Town of Amherstburg Council understands the severity of modern slavery and wishes to assist in motivating businesses to eliminate the use of any form of child labour in their global supply chains, and empower consumers and investors to engage meaningfully on this important issue;

Now therefore let it be resolved that Town of Amherstburg Council supports Bill S-216, an Act to enact the Modern Slavery Act and a letter indicating Council's support be sent to the Honourable Julie Miville-Dechene, local MP's and MPP's and all regional Town Councils.

Regards,



Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

Taras Natyshak, MPP, Essex County
Email: tnatyshak-co@ndp.on.ca

Chris Lewis, MP, Essex County
Email: chris.lewis@parl.gc.ca

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk - Town of Essex
Email: rauger@essex.ca

Jennifer Astrologo, Director of Corporate Services/Clerk - Town of Kingsville
Email: jastrologo@kingsville.ca

Agatha Robertson, Director of Council Services/Clerk - Town of LaSalle
Email: arobertson@lasalle.ca

Kristen Newman, Director of Legislative and Legal Services/Clerk - Town of Lakeshore
Email: knewman@lakeshore.ca

Brenda Percy, Municipal Clerk/Manager of Legislative Services - Municipality of Leamington
Email: bpercy@leamington.ca

Laura Moy, Director of Corporate Services/Clerk - Town of Tecumseh
Email: lmoy@tecumseh.ca

Mary Birch, Director of Council and Community Services/Clerk -County of Essex
Email: mbirch@countyofessex.ca

Valerie Critchley, City Clerk – City of Windsor
Email: clerks@citywindsor.ca

February 9, 2021

The Honourable Doug Ford, M.P.P.
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Sent via email: premier@ontario.ca

**Re: Universal Paid Sick Days in Ontario
Our File 35.31.99**

Dear Premier Ford:

At its meeting held on February 1, 2021, St. Catharines City Council approved the following motion:

“WHEREAS workers in Ontario without paid sick leave often feel forced to work when unwell so they can feed and support their families and are at risk of losing a paycheque or even their jobs if they stay home; and

WHEREAS the Canada Recovery Sickness Benefit is temporary, not accessible to all and not usable for the crucial first few days of an illness; and

WHEREAS had legislated paid sick leave been in place before the global pandemic, lives would have been saved because infection rates would have been reduced; and

WHEREAS the lack of paid sick days has especially hurt Black, Indigenous, workers of colour, women and migrant workers who are over-represented in low-paying frontline jobs with few benefits and a reduced ability to work from home; and

WHEREAS the Ontario Medical Association, 11 GTHA Mayors and Chairs representing Ontario's largest municipalities, the editorial board of the Toronto Star, the Toronto Board of Health, the Decent Work and Health Network, the Ontario Nurses Association, and several other professional associations representing thousands of healthcare workers have all called on the provincial government to legislate paid sick days;

THEREFORE BE IT RESOLVED that the City of St. Catharines endorses legislated sick leave and calls on the government of Ontario to permanently legislate universal paid sick days for all workers in Ontario during the pandemic and beyond, regardless of workplace size, type of work or immigration status; and

BE IT FURTHER RESOLVED that this motion be forwarded to the Premier of Ontario, Minister of Labour, all Regional MPPs, Niagara Region, and all Ontario Municipalities.”

If you have any questions, please contact the Office of the City Clerk at extension 1506.



Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:ra

Cc Minister of Labour, Hon. Monte McNaughton, Minister.MLTSD@ontario.ca
Jennifer Stevens, MPP - St. Catharines, JStevens-CO@ndp.on.ca
Jeff Burch, MPP - Niagara Centre, JBurch-QP@ndp.on.ca
Wayne Gates, MPP - Niagara Falls, wgates-co@ndp.on.ca
Sam Oosterhoff, MPP - Niagara West-Glanbrook, sam.oosterhoff@pc.ola.org
Niagara Region
Ontario Municipalities



19 Holland Rd W. RR.#1
Kakabeka Falls, ON P0T 1W0

www.conmee.com

The following resolution was passed by the Council of the Township of Conmee at its regular meeting on January 26th 2021:

Resolution No. 2021-022

Moved by: Councillor Arnold

Seconded by: Councillor MacMaster

WHEREAS duly elected Officials of a Municipality, or a Township are expected to be above reproach and to conduct themselves with integrity, truth, justice, honesty, transparency and courtesy.

AND WHEREAS there are people of dubious character who have a Criminal Record, having been convicted of a Federal Offence of any of the Federal Statutes of Canada, but not limited to the Criminal Code or Narcotic Control Act, who are currently on Council of a Municipality or have let their name stand for election for Mayor, Reeve or Councillor as a municipal candidate.

NOT WITHSTANDING the provisions of the Ontario Human Rights Code

THEREFORE BE IT RESOLVED that the Township of Conmee lobby the Provincial Government to amend The Municipal Act and Municipal Elections Act, as may be, so that people with a criminal record who have not had their record cleared from the RCMP Data Base by order of the Governor General of Canada, be prohibited from becoming a candidate in municipal elections.

AND THAT an elected local government official be disqualified from office upon conviction of a serious criminal offense and must resign

AND THAT Council of the Township of Conmee direct the Clerk to send a copy of this resolution to the Ontario Premier Doug Ford, Attorney General Doug Downey, Solicitor-General Sylvia Jones, Minister of Municipal Affairs Steve Clark, Association of Municipalities of Ontario, Rural Ontario Municipal Association, Northern Ontario Municipal Association, Thunder Bay District Municipal League, MPP Judith Monteith-Farrell, and all Ontario municipalities

CARRIED

Municipality of Lakeshore - Report to Council

Community & Development Services

Development Services



To: Mayor & Members of Council

From: Ian Search, Planner I

Date: January 29, 2021

Subject: Committee of Adjustment Meeting Minutes – December 9, 2020

Recommendation

This report is for information only.

Background

The Committee of Adjustment decisions from the December 9, 2020 meeting are detailed below. The appeal period ended December 28, 2020:

1. Minor Variance and Consent – **Granted** (0 Lakeshore Rd. 303) – to sever two lot additions from a vacant farm parcel to adjacent residential properties, and to permit a minimum lot area of 2 ha (4.94 acres) and a minimum lot frontage of 26 metres (85.3 feet) for the retained farmland
2. Consent – **Granted** (1022 County Rd. 22) – to sever the land in half along the common wall of a semidetached dwelling to create two separate residential lots
3. Minor Variance – **Granted** (1642 Caille Ave.) –to permit an accessory structure to have a gross floor area of 115.53 m² (1,243.6 ft²) and a height of 6.66 metres (21.83 feet), to permit the driveway on the subject property to have a maximum width of 11.28 metres at the lot line, and to permit a setback of 0.76 metres from the east side lot line
4. Validation Certificate – **Granted** (208 Pierre Ave.) – Certificate was granted to validate 208 Pierre Avenue as a separate conveyable lot.
5. Validation Certificate – **Granted** (1360 South Middle Rd.) – Certificate was granted to validate 1360 South Middle Road as a separate conveyable lot.

Comments

The draft minutes from the December 9, 2020 Committee of Adjustment meeting are attached. All applications for consent, minor variance and certificate of validation were approved.

Financial Impacts

There are no financial impacts resulting from the recommendation in this report.

Attachment(s): Committee of Adjustment Minutes December 9, 2020

Report Approval Details

Document Title:	Committee of Adjustment Meeting Minutes - December 9, 2020.docx
Attachments:	- Committee of Adjustment Minutes December 9 2020.pdf
Final Approval Date:	Feb 10, 2021

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

Aaron Hair

Tammie Ryall

Rosanna Pellerito

Kristen Newman

Truper McBride

**TOWN OF LAKESHORE
COMMITTEE OF ADJUSTMENT
WEDNESDAY, DECEMBER 9, 2020 @ 5:45 P.M.**

The meeting opened at 6:00 P.M. with the following members present:

Chairman	- Mark Hacon
Members	- Steve Diemer
	- Ron Barrette
	- Robert Sylvestre
Secretary-Treasurer & Planner I	- Ian Search
Planner III	- Aaron Hair
Director of Community and Development Services –	Tammie Ryall

The Chair introduced the Committee members and support staff and provided a brief outline of the process followed through the hearings.

The Chair also inquired if there were any disclosures of pecuniary interest and the general nature thereof with the applications proposed to be heard at tonight's Committee meeting.

- There were no disclosures of pecuniary interests at this time.

APPLICATION:	B/25, 26/2020 & A/38/2020
APPLICANT:	Clarence Nussey Estate, c/o David French (Storey Samways Planning Ltd.)
PROPERTY LOCATION:	0 Lakeshore Rd. 303 (Con 2 S Pt Lot 17 RP 127557 Parts 5 & 7) (Community of Tilbury North)

PURPOSE OF APPLICATION

The subject land is located on the north side of Lakeshore Road 303 in the former Community of Tilbury North and has 97.13 metres of frontage and an overall area of 2.82 hectares (6.98 acres). The applicant is applying to sever two lot additions. One lot addition (B/26/2020) consists of landscaped open space and has an area of 0.96 acres and a frontage of 39.41 metres and is to be added to a residential property (17700 Lakeshore Rd. 303). The other lot addition (B/25/2020) consists of landscaped open space and multiple accessory structures, and has an area of 0.87 acres and a frontage of 24.6 metres, and will be added to another residential property (17500 Lakeshore Rd. 303). The subject lands are designated "Agricultural" and zoned "A, Agriculture". Additionally, a 1 foot by 1 foot square will be conveyed from the residential property

(17500 Lakeshore Rd 303) to the Town to become part of the Town's road allowance. This alters the original residential parcel that received a consent certificate, so that the lot can be merged with the lot addition lands.

- The applicant is also seeking relief from Section 8.9 (A, Agriculture) zone of the Lakeshore Zoning By-law 2-2012 to permit a minimum lot area of 2 ha (4.94 acres) and a minimum lot frontage of 26 metres (85.3 feet) for the retained farmland;

Section 8.9, (A, Agriculture) zone of the Lakeshore Zoning By-law 2-2012 requires a minimum lot area of 19 ha (46.9 acres) and a minimum frontage of 75 metres for a farmland parcel.

PRESENT AT MEETING

David French (Storey Samways Planning Ltd.), Authorized Applicant

CORRESPONDENCE RECEIVED

1. Lakeshore Building Dept. – No comments
2. Lakeshore Drainage Dept. – There is a municipal drain that runs north and south in the middle of this property, but this should not adversely affect this application
3. Lakeshore Engineering Dept. – Water is in the Wheatley/Tilbury Water Service area. Applicant should contact Chatham/Kent for policy on water connection and applicable fees if applicant is ever interested in connecting to municipal water.
4. Lakeshore Fire – No comments
5. Lakeshore Planning Dept. –

The subject property is located within the Lake St Clair floodprone designation and was circulated to Lower Thames Valley Conservation Authority for comment. There is a municipal drain, the Upstream Macklem Creek Drain, which runs north-south on the subject property adjacent to the west side lot line north of the parcels to be severed. The application was circulated to the Drainage Department for comment.

The subject property is designated 'Agricultural' in the Town of Lakeshore Official Plan and zoned A, Agriculture in the Town of Lakeshore Zoning By-law 2-2012, as amended, which permits a single detached dwelling and accessory uses. Currently, there is no single detached dwelling on the property.

The 0.87 acre parcel proposed to be severed and merged with the adjacent property to the west, 17500 Lakeshore Road 303, consists of landscaped open space and several accessory structures. It also includes the driveway that is currently being utilized by the

residents of 17500 Lakeshore Road 303, which provides technical justification for the lot addition. No farmland is being transferred or coming out of production. Because 17500 Lakeshore Road 303 was created through consent, the survey will need to detail a 1 foot by 1 foot square as a Part on the reference plan that will be conveyed from this residential property to the Town to become part of the Town's road allowance. This alters the original residential parcel that received the consent certificate, so that the lot can be merged with the lot addition lands.

The 0.96 acre parcel proposed to be severed and merged with the adjacent property to the east, 17700 Lakeshore Road 303, consists of landscaped open space and one accessory structure. It also includes the well that the residents at 17700 Lakeshore Road 303 utilize for water supply. Currently, the single detached dwelling located at 17700 Lakeshore Road 303 encroaches onto the subject property – 0 Lakeshore Road 303. This proposed lot addition will remedy that situation and provides technical justification for the lot addition. No farmland is being transferred or coming out of production.

Both the 2020 Provincial Policy Statement and the County and Town's Official Plan permit minor lot adjustments of this nature in prime agriculture areas. In accordance with Section 6.2.3 d) of the Official Plan, the lot additions do not threaten the viability of the retained land as a farm parcel and sufficient need has been demonstrated for the proposed enlargements. Measures will be taken to ensure the lands do in fact merge.

The variance for deficient lot area and frontage of the retained parcel is considered minor. The current area of the subject property is only 6.98 acres, which is already severely deficient compared to the minimum lot area required (46.95 acres) for an agriculture lot in the zoning by-law. The lot additions will reduce the size of the parcel to 4.94 acres but no farmland is being transferred or coming out of production. While the lot additions propose to eliminate 64 metres of the subject property's lot frontage, none of that frontage is used to access any of the farmland. Access to the farmland is provided through the 26 metre frontage east of 17700 Lakeshore Road 303 which will remain following the lot additions.

Therefore, the Planner is of the opinion that the requested variance meets the following four tests prescribed under Section 45 (1) of the *Planning Act*.

- i. The variance would be "minor" in nature.
- ii. It would be desirable for the appropriate development or use of the land, building or structure.
- iii. It would maintain the general intent and purpose of the Official Plan.
- iv. It would maintain the general intent and purpose of the Zoning By-law.

If the Committee decides to approve this application, they are advised that the proposed consent would be consistent with the Provincial Policy Statement (PPS), conforms to the Lakeshore Official Plan, subject to the following conditions of consent:

1. That the applicant obtain a proper Survey and Reference Plan from an Ontario Land Surveyor for the severed parcels of land and all buildings that confirms compliance with additional zone provisions and detail a 1' x 1' square from the original lot at 17500 Lakeshore Road 303. The 1' x 1' square will be conveyed to the municipality and will become part of the road allowance. Data shall also be provided in the format of a projection (NAD 83) UTM Zone 17.
 2. That minor variance application A/38/2020 be approved, final and binding
 3. That all municipal taxes be paid in full prior to the stamping of the Deeds.
 4. That the applicant enter into an Agreement with the municipality prior to the stamping of the Deeds regarding the apportionment of any current or future local improvements or drainage charges levied against the subject property.
 5. That the Deed for the lot additions be prepared and a copy for our records be forwarded to the Secretary for stamping.
 6. That Section 50(3) and (5) of The Planning Act shall apply to the severances and that the property shall be conveyed & merged to Roll #375169000002100 (B/25/2020) and Roll #375169000001900 (B/26/2020)
 7. That the applicant produce a Deed and/or a Solicitor's Undertaking to the Secretary prior to the stamping of the severance Deeds, in evidence that the severed parcel and the abutting parcel will be registered in the same name(s) in satisfaction that all parcels will merge.
 8. That the applicant/ and or a Solicitor provide an Undertaking to the Secretary prior to the stamping of the severance Deed(s), in evidence that "Application to consolidate Pins" will be submitted to the Land Titles/ Registry Office for each lot addition and provide proof of the consolidation.
 9. That all conditions be met in accordance with Section 53(41) of the Planning Act, R.S.O. by **December 11, 2021**. Failure to fulfil the conditions by this date, shall deem the consent refused, as per The Planning Act.
6. Lower Thames Valley Conservation Authority– No objections

APPLICANTS AMENDMENTS

- None

DISCUSSION

The Chair inquired if anyone in the audience wished to speak to the application. No response was received.

David French stated that he had no issue with the recommendation or recommended conditions

**Moved by Member Sylvestre
2nd by Member Barrette**

That Combined Minor Variance and Consent Application B/25, 26/A/38/2020 by David French (Storey Samways Planning Ltd.) be approved subject to the recommended conditions from the Planning Department.

- Carried -

APPLICATION:	B/24/2020
APPLICANT:	Custom Quality Built iHomes Inc. c/o Tracey Pillon-Abbs
PROPERTY LOCATION:	1022 County Rd. 22 (Community of Maidstone)

PURPOSE OF APPLICATION

The applicant has submitted a consent application for the subject land that is located on the north side of County Road 22, in the Community of Maidstone. The applicants have decided to split the lands (severed & retained residential lots), with the severed lot having a frontage of 17.59 metres and an area of 864.24 m², and the retained lot having a frontage of 19.87 metres and an area of 743.29 m². The subject lands are zoned "Residential Type 1 Zone Exception 13" (R1-13) (h8) and is designated "Mixed Use" in the Official Plan.

If approved, the severed and retained lot will comply with the Zoning By-law (lot frontage/ area)

PRESENT AT MEETING

Tracey Pillon-Abbs, Applicants

CORRESPONDENCE RECEIVED

1. Lakeshore Building Dept. – No comments
2. County of Essex – No objection

3. Lakeshore Engineering Dept. – Any new entrances will require an entrance permit from the County of Essex. The Town of Lakeshore will require confirmation of the location of sanitary and water services to each lot to be verified and shown on a 12R plan. Services could be located in the field through Ontario One Call or perhaps the builder.
4. Lakeshore Drainage Dept. – No comments
5. Lakeshore Fire Dept. – No comments
6. Essex Region Conservation Authority – No objection
7. Lakeshore Planning Dept. –

The subject property is designated "Mixed Use" and is within the Conservation Authority's "Limit of Regulated Area" in the Town's Official Plan and is zoned "Residential Type 1 Zone Exception 13 (R1-13) (h8)". The subject property is also located in the County Road 22 Special Planning Area.

A dwelling containing two dwelling units was constructed on the subject property earlier this year, and the applicant is now applying to sever the dwelling along the vertical common wall that separates the dwelling units. The severance will establish two semi-detached dwellings (a dwelling attached by a vertical common wall to only one other semi-detached dwelling, and each semi-detached dwelling is on a separate lot).

Both the 2020 Provincial Policy Statement and the County and Town's Official Plan permit lot severances of this nature in settlement areas. The subject property is designated Primary Settlement Area in the County Official Plan. Development, including lot creation, is to be directed to Primary Settlement Areas. All new development within Primary Settlement Areas is to occur on full municipal water services and municipal sewage services.

The subject property is designated Mixed Use in the Town of Lakeshore Official Plan. The proposal to establish two semi-detached dwellings through a severance, which is a housing form identified as a medium density residential use in the zoning by-law, does not conflict with the policies of the Mixed Use designation. The R1-13 (h8) zone permits semi-detached dwellings and both the retained and severed lot will meet the minimum lot area and frontage. The h8 holding symbol will be removed in the future when the land is rezoned to accommodate a mixed use development proposal. It does not preclude the development of permitted uses on the subject property, including the semi-detached dwellings which were constructed earlier this year.

If the Committee decides to approve this application, they are advised that the proposed consent would be consistent with the Provincial Policy Statement (PPS), conforms to the Lakeshore Official Plan, subject to the following conditions of consent:

1. That the applicant obtain a proper Survey and Reference Plan from an Ontario Land Surveyor for the severed and retained parcel of land and all buildings that confirms compliance with additional zone provisions. The location of the sanitary and water service connections for both the severed and retained parcel is to be detailed on the survey. Data shall also be provided in the format of a projection (NAD 83) UTM Zone 17.
2. That the applicant confirm water service and/or sanitary service connections for the severed and retained lot are in front of the lot that they are intended to service, and if not in front of the lot they are intended to service, relocate the water and/or sanitary service connections for the served and/or retained lot, at their own expense, to be in front of the lot that they are intended to service.
3. That all municipal taxes be paid in full prior to the stamping of the Deed.
4. That a Park Fee be imposed on the granting of this Application in the amount of \$1,200.00 and that such fee shall be paid prior to the stamping of the Deed.
5. That the applicant enter into an Agreement with the municipality to be registered on title at the expense of the applicant prior to the stamping of the Deeds, to pay any applicable water rates or fees with respect to the subject lands.
6. That the applicant enter into an Agreement with the municipality prior to the stamping of the Deed regarding the apportionment of any current or future local improvements or drainage charges levied against the subject property.
7. That the applicant enter into an Agreement with the municipality to be registered on title at the expense of the applicant prior to the stamping of the Deed that a Sanitary Sewer connection be provided for all severed and retained property in the Sanitary Sewer area at the expense of the applicant according to the requirements of the Ministry of the Environment
8. That the Deed and a copy for our records be forwarded to the Secretary for stamping.
9. That all conditions be met in accordance with Section 53(41) of the Planning Act, R.S.O. 1990 by December 11, 2021. Failure to fulfil the conditions by this date, shall deem the consent refused, as per The Planning Act.

APPLICANTS AMENDMENTS

- None

DISCUSSION

The Chair inquired if anyone in the audience wished to speak to the application. No response was received

Tracey Pillon-Abbs stated she supported the recommendation and recommended conditions

Member Diemer asked if each lot would have a separate driveway. Ian Search said each lot would have a separate driveway

**Moved by Member Barrette
2nd by Member Diemer**

That Consent Application B/24/2020 by Tracey Pillon-Abbs be approved subject to the conditions recommended by the Planning Department

- Carried-

APPLICATION:	A/37/2020
APPLICANT:	Cathy Williams c/o Mark Campeau
PROPERTY LOCATION:	1642 Caille Ave. (Community of Belle River)

PURPOSE OF APPLICATION

The applicant is seeking relief from the Lakeshore Zoning By-law 2-2012 to permit a new accessory structure for the following relief:

- Relief from Section 6.5 a) ix) and 6.5 a) xi) of Lakeshore Zoning By-law 2-2012 to permit a gross floor area of 115.53 m² (1,243.6 ft²) and a height of 6.66 metres (21.83 feet)
- Relief from Section 6.41.4 a) to permit the driveway on the subject property to have a maximum width of 11.28 metres at the lot line and at the curb, edge of pavement, or edge of the travelled portion of the road
- Relief from Section 6.5 a) vii) to permit a setback of 0.76 metres from the east side lot line
- Relief from Section 6.42 d) to permit the cornices and eaves to encroach 1.35 metres into the east side yard setback

Section 6.5 a) ix) of the Lakeshore Zoning By-law 2-2012, restricts accessory buildings in an R1, R2, R3, RW1, RW2, RM or HR zone to not exceed a gross floor area of 55 m² (592 ft²)

Section 6.5 a) xi) restricts accessory structures to not exceed a height of 5 metres unless within an Agriculture Zone.

Section 6.41.4 a) restricts driveways for a residential use to have a maximum width of 7.6 m at the lot line and at the curb, edge of pavement, or edge of the travelled portion of the road

Section 6.5 a) vii) requires accessory structures to not be built closer than 1.5 m from any lot line

Section 6.42 d) permits cornices and eaves to encroach up to 1 metre into any yard setback

PRESENT AT MEETING

Mark Campeau, Applicant

CORRESPONDENCE RECEIVED

2. Lakeshore Building Dept. – No comments
3. Lakeshore Engineering Dept. – Owner must maintain a maximum 7.6 metre driveway width at the right of way/edge of payment. EIS does not support increasing driveway to 11.28 metre at the right of way/edge of pavement. The driveway can be wider once north of property line/right of way limit. Construction of the accessory buildings should not adversely impact the rear yard drainage or adjacent neighbouring lands.
4. Lakeshore Drainage Dept. – No concerns
5. Lakeshore Fire Dept. – No comments
6. Lakeshore Planning Dept. –

Gross Floor Area

The purpose of the zoning by-law provision limiting the gross floor area of accessory structures is to ensure that these structures are compatible with the characteristics of a typical residential area. Lakefront properties on Caille Avenue have considerable depth. Dwellings are generally located near rear lot lines while accessory structures are sited in the front yard much closer to the right-of-way. In congruence with this pattern, the detached garage is proposed to be located 32 metres south of the existing dwelling in the front yard where the massing of the structure will have little to no impacts on neighbouring property owners. There are no residential properties on the south side of Caille Avenue.

While the applicant is seeking relief for an accessory structure to have a gross floor area of 115.53 m², is it important to note that this is due to the fact the structure is a two-storey building. The building footprint will only be 62.43 m². There are numerous accessory structures in the area with similar massing that vary in architectural design.

The dwelling on the subject property has a gross floor area of 148.64 m² so the proposed accessory structure is considered subordinate and accessory.

Height

The accessory structure is proposed to be built with a gable roof and dormers. The Building Department will measure the height of the accessory structure from grade to the midpoint of the dormers which has required the applicant to seek relief for a 6.66 metre high building. The accessory structure is only 5.29 metres from grade to the midpoint of the gable roof. This architectural design seems to mitigate the appearance of the building's height, especially from the front and rear. There are multiple examples of two-storey accessory structures in the area, including some that were constructed in the last five years. Location is a consideration when evaluating the impacts of a building's height, and the proposed location of the accessory structure is deemed unoffensive with respect to neighbouring property owners.

The applicant has indicated that the second storey of the accessory structure will be used as additional lounge space for the residents. If the Committee decides to approve the minor variance, it is recommended the Committee impose a condition that the accessory structure will not contain a kitchen. This will prevent the accessory structure from being used as a dwelling unit, which is not a permitted use.

Setback

The purpose of the setback regulation is to ensure light and air circulation, privacy, maintenance and fire prevention. Light and air circulation and privacy are not considered an issue in this case. Fire prevention is a matter that will be reviewed through the Building Code and Fire Code at the time of permit issuance. The applicant may find it difficult to maintain the eaves trough on the east side of the building given the reduced setback, and has indicated that gutter guards will be installed as a result. If the Committee decides to approve the minor variance, it is recommended the Committee impose a condition to ensure any runoff/drainage is kept/maintained on the property and does not cause any problems to adjacent properties. In terms of existing standards in the area, there are other accessory structures in the area that are setback a similar distance from side lot lines.

Driveway

The purpose of the provision limiting the width of driveways is to maintain open space in the front yard of a property for landscaping and aesthetics. The property has large depth and plenty of space will remain for landscaping between the house and accessory structure. The proposal does not disrupt uniformity of appearance in the area as many properties on Caille Avenue have the driveway extending across the front lot line to accommodate a detached garage in the front yard. To facilitate future road improvements, the Engineering Department has commented that a maximum 7.6 metre driveway width at the right-of-way/edge of pavement must be maintained. They do not

support increasing the driveway to 11.28 metres at the right-of-way/edge of pavement. The driveway can be 11.28 metres wide once north of the property line/right-of-way limit.

None of the above issues appear to cause a concern and the variance is considered minor.

Therefore, the Planning Department is of the opinion that the requested variance meets the following four tests prescribed under Section 45 (1) of the *Planning Act*.

Condition(s):

- Satisfaction of the applicable Conservation Authority, if required by the Authority;
- That the accessory structure will not contain a kitchen
- That runoff/drainage is kept/maintained on the subject property and does not cause any problems to adjacent properties
- That the driveway is maximum 7.6 metres wide at the right-of-way/edge of pavement
 - i. The variance would be “minor” in nature.
 - ii. It would be desirable for the appropriate development or use of the land, building or structure.
 - iii. It would maintain the general intent and purpose of the Official Plan.
 - iv. It would maintain the general intent and purpose of the Zoning By-law.

7. ERCA – No objection. The property owner will be required to obtain a permit and/or clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.

APPLICANTS AMENDMENTS

- None

DISCUSSION

The Chair inquired if anyone in the audience wished to speak to the application. No response was received.

Mark Campeau stated he had no issue with the recommendation and recommended conditions

Member Barrette asked if there was sanitary services. Mark Campeau said there was sanitary servicing.

Member Sylvestre asked for clarification regarding the location of the accessory structure. Mark Campeau stated it would be 6 metres from the front lot line.

**Moved by Member Diemer
2nd by Member Sylvestre**

That Minor Variance Application A/37/2020 by Mark Campeau be approved subject to the recommended conditions of the Planning Department

- Carried-

APPLICATION:	V/1/2020
APPLICANT:	Jill Christina Bouma c/o Pearsall, Marshall, Halliwill & Seaton LLP
PROPERTY LOCATION:	208 Pierre Ave (Pt Lt 3 Plan 1514) (Community of Maidstone)

PURPOSE OF APPLICATION

The purpose of the application is a request for a Certificate of Validation. 208 Pierre Avenue, was held by Lloyd Clickner, as sole titled owner. 206 Pierre Avenue was owned by Lloyd Clickner and his late wife Doris Theresa Clickner (Abutting land), likely to avoid merger of the two parcels. Mrs. Doris Theresa Clickner passed away before Lloyd Clickner on September 27, 2017. Immediately upon Mrs. Clickner's death, there was a technical merger under the *Planning Act* as 206 and 208 were held by the sole surviving beneficial owner of both parcels, Lloyd Clickner. After Mrs. Clickner's passing, 208 Pierre was transferred out of Lloyd's name into Jill Christina Boumas' name on May 2nd 2018 after Mrs. Clickner's death. As it was not a whole lot on a registered plan, and title was technically merged with abutting lands, consent was required under the *Planning Act* to properly convey this parcel in accordance with the Act.

PRESENT AT MEETING

Amanda Camlis (Pearsall, Marshall, Halliwill & Seaton LLP), Applicant

CORRESPONDENCE RECEIVED

1. Lakeshore Planning Dept. –

The Committee of Adjustment may issue a Certificate of Validation in respect of land described in the certificate, providing that the contravention of section 50 does not have

and shall be deemed never to have had the effect of preventing the conveyance of or creation of any interest in such land.

Section 57 (6) of the Planning Act states that in considering whether to issue a certificate, regard shall be had to the prescribed criteria, and Section 57 (7) states no certificate shall be issued by a council unless the land described in the certificate conforms with the prescribed criteria. The prescribed criteria are in Ontario Regulation 144/95 and are addressed below:

Criteria (Ontario Regulation 144/95):

No certificate under section 57 of the Act shall be issued by a council unless the certificate conforms with,

(a) any official plan in effect in the municipality

The subject land is designated Residential in the Town of Lakeshore Official Plan. The Residential Designation permits a variety of residential dwelling types, including single detached dwellings. Uses accessory to any of the permitted uses in the Residential Designation are also permitted. The Validation Certificate will validate the conveyance of land that includes a single detached dwelling and an above ground swimming pool as an accessory use. The Validation Certificate does not create a new lot, but merely validates the conveyance of land that was a residential lot on its own prior to the technical merger under the *Planning Act*. The residential lot is not irregular and it fits in with existing lot pattern of the surrounding community.

(b) the zoning by-law of the municipality

The subject land is zoned Residential-Low Density (R1). The R1 zone permits the single detached dwelling and accessory uses on the subject land. The residential lot will comply with the minimum lot frontage and area of the R1 zone.

Fairness should also be a factor in reviewing a request for a Certificate of Validation. In this particular case, the parcel of land already exists as a separate parcel of land. It is being assessed under a separate tax roll number, municipal address and has been used and serviced as a separate parcel of land. The issue is essentially one of fixing title or ownership. In considering whether to issue a certificate, The Committee of Adjustment is required to have regard to matters of health, safety, convenience and welfare of the present and future inhabitants of the local municipality and other considerations under Section 51 (24). These considerations are not germane to this particular request involving land that has existed as a separate parcel of land and been assessed as such.

If the Committee decides to approve this application, they are advised that the Planner is of the opinion that the land to be described in the certificate conforms with the prescribed criteria.

APPLICANTS AMENDMENTS

- None

DISCUSSION

Member Diemer asked how old the house was. Amanda Camlis said it was built in the 1980's.

**Moved by Member Barrette
2nd by Member Diemer**

That Certificate of Validation Application V/1/2020 by Pearsall, Marshall, Halliwill & Seaton LLP be approved

- **Carried-**

APPLICATION:	V/2/2020
APPLICANT:	Dennis Matthew Diemer and Mary Ann Elizabeth Diemer c/o Peggy Golden
PROPERTY LOCATION:	1360 South Middle Road (Community of Maidstone)

PURPOSE OF APPLICATION

The purpose of the application is a request for a Certificate of Validation. A title search of the subject land revealed that the original conveyance of this property on June 29, 1972 from Stanley Diemer and Bertha Diemer to Bertha Diemer, violated the Planning Act as no Consent Certificate is attached to the Deed. Subsequent to the transfer of the lands to Bertha Diemer, on May 28, 1991, Bertha Diemer transferred the land to Dennis Matthew Diemer and Mary Ann Elizabeth Diemer. Consequently, there have also been mortgages registered on the title to the property in violation of the Planning Act.

PRESENT AT MEETING

Peggy Golden, Authorized Applicant

CORRESPONDENCE RECEIVED

1. Lakeshore Planning Dept. –

The Committee of Adjustment may issue a Certificate of Validation in respect of land described in the certificate, providing that the contravention of section 50 does not have

and shall be deemed never to have had the effect of preventing the conveyance of or creation of any interest in such land.

Section 57 (6) of the Planning Act states that in considering whether to issue a certificate, regard shall be had to the prescribed criteria, and Section 57 (7) states no certificate shall be issued by a council unless the land described in the certificate conforms with the prescribed criteria. The prescribed criteria are in Ontario Regulation 144/95 and are addressed below:

Criteria (Ontario Regulation 144/95):

No certificate under section 57 of the Act shall be issued by a council unless the certificate conforms with,

(a) any official plan in effect in the municipality

The subject land is designated Agricultural in the Town of Lakeshore Official Plan. The Agricultural Designation permits one single detached dwelling per lot. Uses accessory to any of the permitted uses in the Agricultural Designation are also permitted. The Validation Certificate will validate the conveyance of land that includes a single detached dwelling and an accessory structure. The Validation Certificate does not create a new lot, but merely validates the conveyance of this residential lot that breached the Planning Act close to 50 years ago, as well as the subsequent mortgages registered on the title to the property. The residential lot is not irregular and it fits in with existing lot pattern of the surrounding community.

(b) the zoning by-law of the municipality

The subject land is zoned Agriculture (A). The A zone permits the single detached dwelling and accessory uses on the subject land. The residential lot will comply with the minimum lot frontage and area of the A zone for a residential lot.

Fairness should also be a factor in reviewing a request for a Certificate of Validation. In this particular case, the parcel of land already exists as a separate parcel of land. It is being assessed under a separate tax roll number, municipal address and has been used and serviced as a separate parcel of land. The issue is essentially one of fixing title or ownership. In considering whether to issue a certificate, The Committee of Adjustment is required to have regard to matters of health, safety, convenience and welfare of the present and future inhabitants of the local municipality and other considerations under Section 51 (24). These considerations are not applicable to this particular request involving land that has existed as a separate parcel of land in the rural area of the Town, and has been assessed as such.

APPLICANTS AMENDMENTS

- None

DISCUSSION

Member Sylvestre asked if the validation certificate was for the residential lot, and not the farm. Ian Search said it would be for the residential lot in the southwest corner of the farm parcel. Peggy Golden agreed and said that granting the certificate would cure Planning Act issues for both the residential lot and farm parcel.

Moved by Member Sylvestre
2nd by Member Hacon

That Certificate of Validation Application V/2/2020 by Peggy Golden be approved

Moved by Member Barrette
2nd by Member Sylvestre

That the minutes of November 18, 2020 be adopted as printed and distributed.

- Carried –

Moved by Member Sylvestre
2nd by Member Barrette

THAT the meeting adjourn at 7:08 p.m.

- Carried –

Mark Hacon
Chairman

Ian Search
Secretary-Treasurer

Municipality of Lakeshore
Report to Council
Legislative & Legal Services



To: Mayor & Members of Council
From: Kristen Newman, Director of Legislative & Legal Services
Date: January 22, 2021
Subject: Police Services Board Meeting Minutes - September 28th and November 30th, 2020

Recommendation

This report is for information only.

Background

The Police Services Board met on September 28th and November 30th 2020. The draft minutes from the September 28th and November 30th meetings are attached for Council's information.

Comments

Ed Hooker was appointed as the provincial representative in July and was introduced the first meeting subsequent to his appointment on September 28th, 2020.

At the September 28th, 2020 the following motion was passed:

20-09-2020

Lakeshore Police Services Board support the allocation of surplus funds of \$277.74 to the Community Policing Committee.

The *Police Services Act* requires that the Police Services Board advise with respect to surplus funds.

At the November 30th Councilor Walstedt was acclaimed as Vice Chair.

Financial Impacts

The Police Services Board passed the resolution to approve the Reduce Impaired Riding Everywhere (R.I.D.E.) grant application at the November meeting.

24-11-2020

Lakeshore Police Services Board approved the Reduce Impaired Riding Everywhere (R.I.D.E.) Grant Allocation for 2020-2022.

Attachments: September 28, and November 30th 2020 Police Services Board minutes

Report Approval Details

Document Title:	Police Services Board Meeting Minutes - September 28 and November 30, 2020.docx
Attachments:	- September 28, 2020 Police Services Board Meeting Minutes.pdf - November 30, 2020 Police Services Board Meeting Minutes.pdf
Final Approval Date:	Feb 11, 2021

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

Kristen Newman

Rosanna Pellerito

Truper McBride

The Corporation of the Town of Lakeshore

Minutes of the Police Services Board Meeting



Monday, September 28, 2020, 10:00 AM

Electronically Hosted from Council Chambers 419 Notre Dame Street Belle River

Members Present: Mayor Tom Bain, Councillor Kirk Walstedt, Member, John Quennell, Chair Francis Kennette, Member Ed Hooker

Staff Present: Director of Legislative and Legal Services, Kristen Newman, Inspector, Glenn Miller, Board Secretary, Cindy Lanoue, Sergeant Byron Hornick, OPP

1. Call to Order

Chair Kennette called the meeting to order at 10:00 AM.

2. Disclosures of Pecuniary Interest

3. Public Presentations

a. Introduction of Edwin Hooker newly appointed Town of Lakeshore Police Services Board Member

Chair Kennette introduced newly appointed member, Edwin Hooker.

4. Delegations

5. Completion of Unfinished Business

6. Consent Agenda

a. June 22, 2020 Meeting Minutes

b. OAPSB OPP Detachment Board Composition - Final

c. Commissioner Carrique Regarding OPP 2020-2022 Strategic Plan

d. Letter to OPP Reinstatement of the OPP Auxiliary Volunteers During COVID-19

e. Office of the Premier - Ontario Expanding Closed-Circuit Television Coverage to Keep Communities Safe

17-09-2020

Moved By Member Quennell

Seconded By Mayor Bain

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

Carried Unanimously

7. Reports for Information

- a. Police Services Board Reports for Lakeshore for June, July & August**
- b. Essex County Overview for June, July & August**
- c. Speed Management - Radar Speed Displays**

18-09-2020

Moved By Councillor Walstedt

Seconded By Chair Kennette

Endorse speed management devices in the 2021 municipal budget.

Carried Unanimously

- d. 2020 Lakeshore Police Services Board Summary**
- e. 2020-2021 - 2021-2022 Community Safety and Policing (CSP) Grant Provincial Priorities Funding Stream**

Inspector Miller advised the Board that applying for funding was not required as we are currently well positioned operationally in these areas.

- f. Mental Health Related calls and New Community Safety Policing Grant Units Update**
- g. Lakeshore Police Services Board to Host Essex County Section 10 Boards**

Board recommended to postpone hosting the Essex County Section 10 meeting until further notice.

- h. OAPSB 2020 Virtual Labour Seminar Invitation**

Board members will not be participating in the OAPSB virtual Labour Seminar.

i. Illicit Cannabis Grow Operations

Inspector Miller suggested the Board invite the Green Team to a PSB meeting to discuss the monitoring of illegal marijuana production. The Board expressed interest in a presentation from the Green Team. Inspector Miller would advise of their availability for a future Lakeshore Police Services Board meeting.

j. Community Safety and Well-Being Plan

19-09-2020

Moved By Councillor Walstedt

Seconded By Member Quennell

Receive the Reports for Information as listed on the agenda.

Carried Unanimously

8. Reports for Direction

9. Notices of Motion

10. Question Period

20-09-2020

Moved By Councillor Walstedt

Seconded By Mayor Bain

Lakeshore Police Services Board approve the allocation of surplus funds of \$277.74 to the Community Policing Committee.

Carried Unanimously

11. Non-Agenda Business

12. Adjournment

21-09-2020

Moved By Mayor Bain

Seconded By Councillor Walstedt

The Police Services Board adjourn its meeting at 11:45 AM.

Carried Unanimously

Francis Kennette
Chair

Cindy Lanoue
Secretary

The Corporation of the Town of Lakeshore

Minutes of the Police Services Board Meeting

Monday, November 30, 2020, 10:00 AM

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



Members Present: Mayor Tom Bain, Councillor Kirk Walstedt, Member John Quennell, Chair Francis Kennette, Member Ed Hooker

Staff Present: Director of Legislative and Legal Services, Kristen Newman, Inspector Glenn Miller, Board Secretary Cindy Lanoue, Sergeant Byron Hornick, OPP, Police Constable Kristopher Gagnier, OPP, Sergeant Jamie Smith, OPP

1. Call to Order

Chair Kennette called the meeting to order at 10:00 AM. All members participated in the meeting through video conferencing technology from remote locations.

2. Disclosures of Pecuniary Interest

3. Election

a. Election of Vice Chair

Chair Kennette called for nominations for the role of Vice Chair. Mayor Bain nominated Councillor Walstedt, Councillor Walstedt accepted the nomination, and there were no other nominations. Councillor Walstedt was acclaimed in the role of Vice Chair.

4. Public Presentations

5. Delegations

6. Completion of Unfinished Business

7. Consent Agenda

a. September 28, 2020 Police Service Board Meeting Minutes

The Chair questioned if the speed monitors were included in the 2021 Budget. The Director of Legal & Legislative Services will provide confirmation of inclusion.

22-11-2020

Moved By Member Quennell

Seconded By Member Hooker

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

Carried Unanimously

8. Reports for Information

a. OPP Municipal Policing 2021 Annual Billing Statement

Discussion ensued regarding the Billing Statement. The Board was informed that Council passed the budget based on the estimate.

Inspector Miller discussed the decreasing cost of policing per property in Lakeshore.

b. Police Services Board Reports for September and October

c. Essex County Overview for September and October 2020

Inspector Miller read a letter of appreciation for the support from Council and the residents of Lakeshore especially during the trying times of the current pandemic.

Inspector Miller presented the overview.

Councillor Walstedt described recent resolutions passed by Lakeshore Town Council to attempt to reduce speeding in Lakeshore.

The Inspector warned residents of the concerns of cyber-crime. Board members indicated interest in posting a warning to residents on the Lakeshore website regarding cyber-crime.

23-11-2020

Moved By Councillor Walstedt

Seconded By Member Quennell

Receive the Reports for Information as listed on the agenda.

Carried Unanimously

9. Reports for Direction

a. Reduce Impaired Driving Everywhere R.I.D.E. Grant Allocation for 2020-2021

24-11-2020

Moved By Member Hooker

Seconded By Member Quennell

Approve the Reduce Impaired Driving Everywhere (R.I.D.E.) Grant Allocation for 2020-2022.

Carried Unanimously

10. Notices of Motion

There were no notices of motion.

11. Question Period

Chair Kennette asked about sending past member Ron Barrette a letter of appreciation on behalf of the Board. The Secretary indicated that she would prepare a letter of appreciation to past member Barrette on behalf of the Board.

12. Non-Agenda Business

13. Adjournment

25-11-2020

Moved By Member Hooker

Seconded By Mayor Bain

The Police Services Board adjourn its meeting at 11:10 AM.

Carried Unanimously

Francis Kennette
Chair

Cindy Lanoue
Secretary

Municipality of Lakeshore - Report to Council

Finance Services



To: Mayor & Members of Council
From: Rosanna Pellerito, Director of Finance/Treasurer
Date: February 5, 2021
Subject: Lakeshore's Financial Indicator Review

Recommendation

This report is for information only.

Background

Annually, the Ministry of Municipal Affairs and Housing review's each municipality in Ontario's financial health through the use of key financial indicators in relation to established provincial thresholds. This review provides a financial snapshot at a particular moment in time (December 31, 2019 for this attached review).

The financial data for this review is obtained from each Municipality's financial information return (FIR), which is required to be completed annually. For each indicator, medians and averages have been calculated for comparator groupings relative to Lakeshores.

Comments

It is important to note that the Municipality of Lakeshore has scored a low level of risk for all financial indicators included in this review and outperforms the medians and averages of comparable municipalities in most categories except that of Debt servicing costs. Lakeshore's current debt serving ratio is in the medium category. As the amount of debt increases, the ratio too will increase relative to additional income that the Municipality is able to levy.

Below is a description of what each financial indicator means.

1) Total taxes receivable less allowance for uncollectibles as a % of total taxes levied shows how much of the taxes billed are not collected. A lower percentage is better than a higher percentage.

2) Net financial assets or net debt as a % of own source revenues indicates how much property tax and user fee revenue is servicing debt. A higher percentage is better than a lower percentage.

3) Reserves and reserve funds as a % of municipal expenses indicates how much money is set aside for future needs and contingencies. A higher percentage is better than a lower percentage.

4) Cash ratio (total cash and cash equivalents as a % of current liabilities) indicates how much cash and liquid investments are available to cover current obligations. A higher ratio is better than a lower ratio.

5) Debt servicing cost as a % of total revenues (less donated tangible capital assets) indicates how much each dollar raised in revenue is spent on paying down existing debt. A lower percentage is better than a higher percentage.

6) Closing amortization balance as a % of total cost of capital assets (asset consumption ratio) indicates how much of the assets' life expectancy has been consumed. A lower percentage is better than a higher percentage.

7) Annual surplus / (deficit) (less donated tangible capital assets) as a % of own source revenues indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.). A higher percentage is better than a lower percentage.

The attached review provides details of Lakeshore's scores in each of these categories mentioned above for the years 2015 through 2019. The results of this review, shows the annual improvements to the financial health of Lakeshore. This is due to the carefully planned financial approach the Municipality has taken over the last few years, specifically with an emphasis of financial sustainability and asset management planning. The goal, as each year passes, is to move the debt servicing scale to a low risk position in line with the others. This will move Lakeshore towards a stronger financial position being more financially sustainable and more flexible to respond when adverse circumstance develop.

Financial Impacts

There are no immediate financial impacts resulting from this report.

Attachment(s): Lakeshore's Financial Indicator Review

Report Approval Details

Document Title:	Lakeshore's Financial Indicator Review.docx
Attachments:	- FITC20_Lakeshore T.pdf
Final Approval Date:	Feb 10, 2021

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

Kristen Newman

Truper McBride

FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

Lakeshore T

Date Prepared:		2019 Households:	14,533	Median Household Income:	97,064
MSO Office:	Western	2019 Population:	31,359	Taxable Residential Assessment as a	
Prepared By:		2020 MFCI Index:	0.7	% of Total Taxable Assessment:	80.8%
Tier:	LT			Own Purpose Taxation:	33,120,108

SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	South - LT - Counties - Non-Rural		Level of Risk
			Median	Average	
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2015	4.8%	6.6%	LOW
		2016	4.9%	6.2%	LOW
		2017	5.6%	5.8%	LOW
		2018	4.9%	6.1%	LOW
		2019	4.7%	5.7%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2015	-36.7%	-2.7%	LOW
		2016	-17.9%	-4.8%	LOW
		2017	5.3%	3.4%	LOW
		2018	30.0%	20.2%	LOW
		2019	47.8%	33.1%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2015	51.8%	55.9%	LOW
		2016	65.4%	58.4%	LOW
		2017	80.2%	60.2%	LOW
		2018	94.6%	64.4%	LOW
		2019	116.6%	77.3%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: < 0.25:1	2015	1.15:1	2.41:1	LOW
		2016	3.27:1	2.37:1	LOW
		2017	4.05:1	2.91:1	LOW
		2018	5.12:1	3.29:1	LOW
		2019	5.11:1	3.61:1	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2015	5.3%	5.1%	6.0%	MODERATE
		2016	6.6%	5.2%	5.9%	MODERATE
		2017	7.4%	5.2%	6.0%	MODERATE
		2018	6.4%	5.2%	5.3%	MODERATE
		2019	5.6%	4.8%	5.0%	MODERATE
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2015	28.5%	35.5%	35.3%	LOW
		2016	28.7%	35.4%	35.9%	LOW
		2017	30.5%	36.5%	36.9%	LOW
		2018	32.2%	37.3%	37.7%	LOW
		2019	33.2%	38.5%	39.0%	LOW
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2015	27.8%	9.0%	11.7%	LOW
		2016	25.4%	10.9%	13.5%	LOW
		2017	18.3%	15.2%	16.8%	LOW
		2018	31.1%	17.7%	20.4%	LOW
		2019	25.5%	21.2%	21.0%	LOW

The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

Lakeshore T

NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - Shows how much of the taxes billed are not collected.

Net Financial Assets or Net Debt as % of Own Source Revenues - Indicates how much property tax and user fee revenue is servicing debt.

Reserves and Reserve Funds as a % of Municipal Expenses - Indicates how much money is set aside for future needs and contingencies.

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - Indicates how much cash and liquid investments could be available to cover current obligations.

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) - Indicates how much of the assets' life expectancy has been consumed.

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

The Northern and Rural Municipal Fiscal Circumstances Index (MFICI) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFICI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFICI corresponds to relatively positive fiscal circumstances, whereas a higher MFICI corresponds to more challenging fiscal circumstances. (Note: the MFICI index is only available for northern and rural municipalities)

FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

Lakeshore T

CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied

SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)

Net Financial Assets or Net Debt as % of Own Source Revenues

SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 -
SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 -
SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)

Total Reserves and Reserve Funds as a % of Municipal Expenses

(SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07)

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)

SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)

(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)

SLC 51 9910 10 / SLC 51 9910 06

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues

(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 -
SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 -
SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)

Municipality of Lakeshore - Report to Council

Finance Services



To: Mayor & Members of Council
From: Rosanna Pellerito, Director of Finance/Treasurer
Date: February 5, 2021
Subject: Shoreline Assistance Loan Program

Recommendation

This report is for information only.

Background

On April 1, 2010 the Province of Ontario discontinued the Shoreline Assistance Loan Program administered by the Ministry of Municipal Affairs and Housing.

The Program provided loans to private owners of shoreline properties to repair or construct protective works, or repair, raise or relocate buildings or structures damaged by high-water levels under the authority of the Shoreline Property Assistance Act, RSO 1990.

The program was discontinued in 2010 due to minimal uptake as a result of lower lake levels and economic conditions which allowed financial institutions to offer competitive or better interest rates on personal loans than those offered through the program. Over the period the program was active (2001 to 2010), a total of 7 applications were made at a total loan value of \$157,800. The majority if not all of the debentures were issued by municipalities in either Essex County or Chatham-Kent.

In 2020, the Town of Essex through direction from its Council implemented a municipally managed Shoreline Assistance Loan Program for the residents of The Town of Essex. Following this, Lakeshore Council requested that Administration research the possibility of implementing a similar program in Lakeshore. At its May 15, 2020 meeting Council passed the following resolution.

138-05-2020 "Direct Administration to bring a report regarding financial options to support private break wall repairs."

Following this meeting, Administration began the process to more thoroughly investigate the Shoreline Property Assistance Act, and the requirements to implement a similar program in Lakeshore. Lakeshore sought input from The Town of Essex, the Ministry of Municipal Affairs and Housing and Lakeshore's current financial service provider, TD Bank, to understand how such a program could be structured and what, if any, would be the financial impacts to Lakeshore.

Comments

A program of this nature would need to be structured in a way whereby Lakeshore would request a revolving line of credit from the bank and facilitate any financing applications through this loan. Lakeshore would secure the debt on behalf of the applicant. Loan payments would then be billed back to the applicant similar to a tile loan program. If an applicant were to default on the loan payment, Lakeshore would still be responsible for making that payment at the bank. The loan would have priority lien status against the property and as such Lakeshore would be able to levy the payment on the tax account should the resident default on their payment. However Lakeshore would be responsible for ensuring loan payments are made on time would hold all the risk should these payments not be made by the applicant. In other words the credit risk and default risk would be borne solely by Lakeshore. There would be no relationship between the bank and the applicant.

Through extensive research and various discussion with the Ministry of Municipal Affairs and Housing, it has been determined that this program could have a significant impact on the debt capacity of Lakeshore. The Municipality is required to report all outstanding debt to the Ministry on an annual basis. This in turn is used to calculate the Municipality's debt capacity for future debt. This is called the annual debt servicing cost indicator. A lower percentage is better than a higher percentage. In 2019 Lakeshore's debt servicing indicator was at a moderate level of 5.6%. Anything over 10% would be considered high risk. There is risk that this program could move that indicator to a high risk position as any additional debt would increase the percentage.

Given the number of large projects on the horizon for Lakeshore including but not limited to the Denis St. Pierre Water Treatment Plant facility expansion, it is not recommended that Lakeshore proceed with implementing this program that would require the Municipality to secure additional debt. Proceeding with this program could affect Lakeshore's ability to acquire debt in the future for projects that cannot be funded through internal sources. Property owners on the other hand, can access private lending through banks in order to finance the work that would otherwise be accessed through a shoreline assistant loan program.

Others Consulted

Jeff Morrison, Town of Essex
Ministry of Municipal Affairs and Housing

TD Bank

Financial Impacts

There are no immediate financial implications resulting from this report. Should Council wish to proceed with the implementation of a Shoreline Loan Program, Administration will proceed with implementing a loan program similar in structure to the loan program previously provided by the Province and in accordance with the Shoreline Property Assistance Act.

Report Approval Details

Document Title:	Shoreline Assistance Loan Program.docx
Attachments:	
Final Approval Date:	Feb 10, 2021

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

Kristen Newman

Truper McBride

COUNCIL ASSIGNMENTS/MONTHLY TRACKING REPORT						FEBRUARY 2, 2021
ISSUE #	ASSIGNEE	DATE	COUNCIL ASSIGNOR	DESCRIPTION	COMMENTS	Date Completed
9-2019	EIS	03-05-19	M-DM Bailey S-Councillor McKinlay	Collaborate with the ECATV Club on a plan for the use of off-road vehicles on designated roads in Lakeshore and prepare a report to Council.	03/28/19 EIS undertaking preliminary review. 06/11/19 A meeting was held with ECATV Club May 29th. Continue on-going review of implementation and developing a process. 04/30/20 Report to Council anticipated Q1, 2021	
12-2019	EIS Advisor to the CAO	03-05-19	M-Councillor Kerr S-Councillor Walstedt	Prepare a report to Council with the community involvement to restore passive lake access on Ruston Dr.	04/05/19 Discussed with ERCA. Director of EIS to schedule a meeting with residents and review options. 02/14/20 Report to Council anticipated Q4. 09/11/20 Work with ERCA to schedule a PIC with the residents.	
15-2019	EIS	03/19/19	M-Councillor Walstedt S-Councillor Wilder	Prepare a report to Council regarding half-load designations on Class B roads.	01/30/20 Report to Council anticipated Q4, 2020. 09/11/20 To be consolidated in the Traffic Bylaw report for Q1, 2021.	
26-2019	EIS	05-21-19	M-Councillor Janisse S-Councillor Wilder	Prepare a report to Council regarding a regulatory by-law for garbage cans, recycle bins and debris.	02/13/20 Report to Council anticipated Q3, 2020. 09/11/20 To be incorporated in the road fouling by-law in Q2, 2021.	
36-2019	LLS	08/13/19	M-Councillor Wilder S-Councillor Santarossa	Prepare a report to Council on the viability of creating an OPP tracking report for speeding and other traffic complaints to the OPP.	11/21/19 Report to Council anticipated Q2, 2021.	
49-2019	CDS	10-08-19	M-Councillor Santarossa S-Councillor Kerr	Prepare a report regarding a MAT tax for fixed room short-term accommodation.	11/07/19 Report to Council anticipated in Q2, 2021.	
55-2019	EIS Advisor to the CAO	11-05-19	M-Councillor Wilder Councillor Walstedt	Prepare a report to Council regarding the full cost of bringing the Maidstone Water Tower back on-line.	11/07/19 Report to Council anticipated Q1, 2021.	

COUNCIL ASSIGNMENTS/MONTHLY TRACKING REPORT						FEBRUARY 2, 2021
ISSUE #	ASSIGNEE	DATE	COUNCIL ASSIGNOR	DESCRIPTION	COMMENTS	Date Completed
64-2019	CDS	03-05-19	M-Councillor Wilder S-Councillor McKinlay	Draft a Tree Canopy and Natural Vegetation By-law to protect trees in provincially designated woodlots, riparian corridors and significant wetlands, and all those on public property.	02/10/21 Report to Council anticipated Q2, 2021.	
68-2019	LLS	12-10-19	M-Councillor Santarossa S-Councillor McKinlay	Work with the Town's regional partners to develop a Community Safety and Well-being Plan.	01/24/20 The CSWB Plan is underway. 06/10/20 The Province delayed it due to COVID-19. 09/02/20 Restarting meetings. 10/21/20 The City of Windsor will be making a presentation to Council on Dec. 8, 2020. Stakeholder engagement planned for March 4, 2021.	
1-2020	CAO	01-14-20	M-Councillor Janisse S-Councillor Santarossa	Develop an implementation plan that will detail the planning and process of next steps required to construct a new Town Civic Centre Facility.	01/29/20 Report to Council anticipated Q1, 2021. 02/10/21 A follow-up report is anticipated in April, 2021.	
9-2020	CDS	05-26-20	M-Councillor Kerr S-Councillor Janisse	05/26/20 Prepare a report to Council regarding the conversion of the south-east emergency door at the ATC to an accessible door, including costs to be considered during the 2021 Budget deliberations.	05/29/20 Report to Council through 2021 Budget. 12/11/20 Report to Council Q2, 2021.	
17-2020	CDS	09-01-20	M-Councillor Janisse S-Councillor Walstedt	09/01/20 Prepare a report to Council regarding pool openings/closings and how to enforce stagnant water complaints.	11/13/20 Report to Council anticipated Q1, 2021.	
19-2020	EIS	11-03-20	M-Councillor Kerr S-Councillor Wilder	11/03/20 Administration to investigate a vacuum leaf yard waste program for the Town of Lakeshore.	11/17/20 Report to Council anticipated Q2, 2021. 12/11/20 Email to be sent to Council early January.	
21-2020	CDS	12-08-20	M-Councillor Wilder S-Councillor Janisse	12/08/20 Prepare a report to Council outlining the review of a boat parking by-law.	12/11/20 Report to Council through the zoning bylaw review Q3, 2021.	

COUNCIL ASSIGNMENTS/MONTHLY TRACKING REPORT					FEBRUARY 2, 2021	
ISSUE #	ASSIGNEE	DATE	COUNCIL ASSIGNOR	DESCRIPTION	COMMENTS	Date Completed
3-2021	EIS	01-19-21	M-Councillor Walstedt S-Councillor Kerr	01/19/21 Prepare a survey for users of the Bulk water station re: the proposed move of the bulk water station.		

Municipality of Lakeshore - Report to Council

Legislative & Legal Services

Legislative Services



To: Mayor & Members of Council

From: Brianna Coughlin, Manager of Legislative Services

Date: February 11, 2021

Subject: Essex Region Source Protection Committee – Request to Endorse
Municipal Representation

Recommendation

Endorse the appointment of Kevin Webb, City of Windsor, to the Essex Region Source Protection Committee.

Background

The Essex Region Source Protection Authority established the Source Protection Committee as required under the *Clean Water Act, 2006*. The committee is composed of 15 members, including 5 representatives from the municipal sector:

- City of Windsor – 2 members
- Union Water Supply System – 1 member
- Municipality of Lakeshore – 1 member
- Town of Amherstburg – 1 member

Comments

From time to time membership on the Source Protection Committee will need to be updated or vacancies filled.

On September 1, 2020, Council approved resolution #294-09-2020 to endorse the appointment of the following members:

- Albert Dionne, Municipality of Lakeshore
- Ian Wilson, City of Windsor
- Nelson Santos, Union Water Supply System

At this time, Mr. Wilson from the City of Windsor has stepped down from the Committee and it is recommended that Council endorse the appointment of Kevin Webb.

Financial Impacts

There are no financial impacts as a result of endorsing the member from the City of Windsor.

Attachment: Request by the Essex Region Conservation Authority

Report Approval Details

Document Title:	Essex Region Source Protection Committee - Request to Endorse Municipal Representation.docx
Attachments:	- Essex Region Conservation Authority Source Protection Committee Member Endorsement.pdf
Final Approval Date:	Feb 11, 2021

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

Kristen Newman

Rosanna Pellerito

Truper McBride

25 January, 2021

Sent to all Clerks of Member Municipalities

Re: Essex Region Source Protection Committee – Municipal Representation

As required by the Clean Water Act, 2006, the Essex Region Source Protection Authority (ERSPA) has an established Source Protection Committee (SPC), which follows the guidance of Ontario Regulation 288/07 (O.Reg 288/07). The SPC is composed of 15 members, including five (5) representatives from the municipal sector. The remaining two-thirds of the SPC are representatives of key industries (e.g. agriculture, greenhouse operations, and fuel suppliers) and members of the public at large.

In 2007, the ERSPA striking committee proposed the following composition of municipal representation on the SPC.

- City of Windsor – 2 members
- Union Water Supply System – 1 member
- Town of Lakeshore – 1 member
- Town of Amherstburg – 1 member

The striking committee felt that those municipalities responsible for the Water Treatment Plants that provide the largest water supplies should have the opportunity to have representation on the SPC. A letter was sent to all Clerks of Member Municipalities on July 30, 2007 to this effect, and this distribution of representation was subsequently endorsed by all municipalities in 2007. At this time, the term of appointment is expiring for one municipal member, one municipal member is retiring and one municipal member has taken a new position and can no longer sit on the SPC in this role.

Ian Wilson, a member of the SPC since 2014 first in the Economic Sector and then filling an interim position for the City of Windsor since September 2020, will be stepping down from his position. Mr. Wilson was a valued member of the SPC, and will be missed. The City of Windsor has nominated Kevin Webb as their representative to the SPC. Mr. Webb is the City's Manager of Environmental Quality, which was previously held by Paul Drca. Mr. Webb brings a background of human health, laboratory analysis, and a passion for safe drinking water. We are pleased to have Mr. Webb join the SPC.

Municipal Councils are asked to endorse Mr. Webb prior to his formal appointment by the Essex Region Source Protection Authority as a regular SPC member. In keeping with our previous practices, at this time we are asking that all member Municipalities endorse the following individuals' appointment to the Essex Region Source Protection Committee:

- **Kevin Webb, City of Windsor**, appointment date: April 14, 2021; expiration of appointment: April 14, 2026

Responses in the form of Council Resolutions are kindly requested by **1 March, 2021**. The Essex Region Source Protection Authority is scheduled to address this matter at their meeting on April 14, 2021

This letter is sent under separate cover to municipal staff who have been appointed by their municipality to assist with Source Water Protection. Please contact me if you require any further information.

Sincerely,



Katie Stammer, PhD
Water Quality Scientist and Source Water Project Manager
Essex Region Conservation Authority

Municipality of Lakeshore - Report to Council

Community & Development Services

Communications & Strategic Initiatives



To: Mayor & Members of Council

From: Rita Chappell, Manager of Communications & Strategic Initiatives

Date: January 4, 2021

Subject: Accessibility Committee Meeting Minutes November 17, 2020

Recommendation

Approve the use of the 2020 Accessibility Committee budget to purchase customized accessible products such as flags, banner and tablecloth(s) to be used to promote accessibility in Lakeshore up to limit of \$2,200.

Permit an Accessible Flag be flown on either Town Hall or the Atlas Tube Centre on the International Day of Persons with Disabilities – December 3.

Receive the Accessibility Committee Meeting Minutes of November 17, 2020.

Background

The Draft Accessibility Advisory Committee meeting minutes are attached.

Comments

The Accessible Advisory Committee requests Administration create customized accessible promotional products which can be used during events to promote accessibility.

The products include:

- A customized Accessible Flag which can be flown on a municipal building on provincially recognized Accessibility Days, such as the International Day of Persons with Disabilities on December 3.
- Customized accessible tablecloth and pull-up banner which can be used for events such as the Sunsplash, Canada Day, Comber Fair or other such events where members of the Accessibility Committee may be present.

Due to the initial setup cost of customization, Administration recommends Council approve the purchase of a backup flag/tablecloth which can be used should the original

be damaged. The costs for 2 tablecloths, pull-up banner and 4 flags is estimated at \$2,000 plus tax.

With Council's approval, Municipal Liaison Rita Chappell shall have draft designs created for approval by the Committee. The Committee has requested funds from the committee's 2020 budget which was not used for training due to COVID-19, be used to fund the expense.

The Committee passed the following Motion:

02-11-2020 - Motion

Accessibility Advisory Committee 2020 budget be used to purchase a flag(s) and banner/tablecloth. The budget amount is to be carried over to 2021 should the project not be completed by the end of 2020.

Financial Impacts

The 2020 Accessibility Committee Budget of \$3,000 will remain open into 2021 to purchase the customized accessible products.

Estimated cost of recommendation:

Setup Fee and Artwork	\$ 250
Tablecloth \$265 X 2	\$ 520
Pull-up Banner	\$ 299
Flags \$195 X 4	\$ 780
Total	\$1859 plus tax

Funds remaining from the 2020 budget shall be transferred to Lakeshore's general account.

Attachment 1 - Draft Accessible Advisory Committee Meeting Minutes November 17, 2020.

Report Approval Details

Document Title:	Accessibility Committee Draft Minutes.docx
Attachments:	- Nov 17 2020 - Accessibility Advisory Committee Meeting Minutes.docx
Final Approval Date:	Feb 10, 2021

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
Minutes of the Accessibility Advisory Committee Meeting
Held Virtually Tuesday, November 17, 2020 at 2:30 PM

Members Present: Mayor Tom Bain
Deputy Mayor Tracey Bailey
Carol Pavlov, Rolf Keller, Julie Curtis, Lydia Williams, Joe Matz

Staff Present: Manager of Communications & Strategic Initiatives,
Rita Chappell, Chief Building Official, Morris Harding

Call to Order

Chair Keller called the meeting to order at 2:30 PM.

Disclosures of Pecuniary Interest

None noted.

Adoption of the Minutes

The Accessibility Advisory Committee Minutes of February 4, 2020

01-11-2020 – Williams/Curtis

That the February 4, 2020 Accessibility Advisory Committee Meeting Minutes be approved.

Carried

Delegation:

- a) Morris Harding CBO discussed questions related to Accessibility and building/planning inspections. He will have plans provided in PDF format when possible for review.

Old Business

- a) Accessibility Plan 2019-2022 – is available on the Town's website
- b) Accessible Parking. Chief Building Official Morris Harding stated that parking lines and maintenance can be requested. Members who have questions regarding parking spaces at commercial properties are welcome to contact Building at 519-728-2818 or building_web@lakeshore.ca.
- c) LAAC Advising on exterior and interior plans, see above, Delegation.
- d) Committee members were reminded to continue to look for conferences or workshops that would benefit the committee. Virtual conferences may be offered in 2021.

New Business

- a) Mary Lou Hamelin retirement. Municipal Liaison Rita Chappell will send out letter under Mayor Bain's signature.
- b) Banner/Flag creation of a flag to be flown and a banner/tablecloth which can be used for events be designed. Municipal Liaison Rita Chappell to identify products for committee, obtain pricing, then have draft designs created.

02-11-2020 - Motion

Accessibility Advisory Committee 2020 budget to be used to purchase a flag(s) and banner/tablecloth from the 2020 budget. The budget amount is to be carried over to 2021 should the project not be completed by the end of 2020.

Carried

- c) Committee request Administration apply for the complimentary Rick Hansen accessibility certification for the Atlas Tube Centre and

potentially for the Libro Community Centre and Comber Community Centre if possible.

- e) The Joint AAC Meeting with County Municipalities has been deferred until 2021. Municipal Liaison Rita Chappell will send out meeting request when received.

d) Date of Next Meetings

- February 9, 2021 at 2:30 PM
- May 4, 2021 at 2:30 PM
- September 14, 2021 at 2:30 PM
- November 2, 2021 at 2:30 PM

Adjournment

03-Nov-2020 - Pavlov/Matz

That the meeting adjourn at 3:34 PM.

Carried

Municipality of Lakeshore - Report to Council

Engineering & Infrastructure Services

Public Works



To: Mayor & Members of Council

From: Jeff Wilson, Manager of Operations

Date: January 29, 2021

Subject: Proposal Award and Tender, Geralyn Tellier Perdu Memorial Park

Recommendation

Award the contract for the Geralyn Tellier Perdu Memorial Playground Structure Project to Henderson Recreation Equipment Ltd. in the amount of \$ 84,548.28 plus non recoverable HST to be funded from the Playground Equipment Reserve, as presented in the report at the February 16, 2021 Council meeting.

Background

Through the Parks Master Plan, it was recommended that playground structures and equipment in excess of 20 years be replaced as the equipment does not meet current safety standards.

The Master Plan identified that the park equipment upgrades for the Geralyn Tellier Perdu Memorial Park (Geralyn Park) be completed in 2020.

In 2020 Council approved a \$95,000 budget for the Geralyn Park in alignment with the above plan. The following works are proposed:

- Removal and restoration of the existing playground structures in the southwest corner (which has exceeded the 20 year useful life) that does not satisfy current CSA safety standards;
- The northwest area will receive a new play structure (to CSA safety standards), including placement of safe material (Engineered Wood Fibre (EWF)) as equipment platform; and
- The northeast area will be upgraded with fall safe surface conversion (EWF) platform in lieu of the existing stone within the swing area and the expansion to include a new play item within this area.

A request for proposal (RFP) for the proposed park improvements was issued on December 7, 2020 with a closing date of January 15, 2021. There were 5 proponents that submitted proposals.

Comments

An evaluation committee consisting of the Manager of Operations, the Supervisor of Parks, the Manager of the ATC and one of our Parks Operators completed an evaluation of each proposal by applying criteria that were set out in the RFP.

In selecting the recommended proposal for acceptance, the below criteria was used to evaluate each proponent including the weighting for each category.

Evaluation Criteria	Weighting
Play Value, Appearance, Layout and Design	55%
Quality and Durability of Equipment	15%
Experience of Proponent	10%
Warranty, Service and Maintenance	10%
Total Contract Price	5%
References	5%
Total	100%

Based on the above, Henderson Recreation Equipment Ltd. submitted the highest ranked proposal with an associated cost of \$84,548.28 plus HST. The Evaluation committee was satisfied that the proponent understood the scope of the work and is capable of performing the work in a timely and professional manner.

The contract being awarded is in accordance with the Municipality's purchasing by-law.

The submission was also reviewed by the Accessibility Advisory Committee to ensure accessibility standards are acceptable.

The concept plan for the park can be found in the attached Henderson Detailed Design Submission.

Others Consulted

The Accessibility Advisory Committee was consulted as part of this project.

Financial Impacts

The budgeted amount for the Geralyn Tellier Perdu Memorial Playground Structure Project is \$ 84,548.28 including the non-refundable HST and will be funded from the playground equipment reserve as approved under the 2020 budget and carried over into 2021.

Attachment(s): Henderson Detailed Design Submission.

Report Approval Details

Document Title:	Proposal Award – Geralyn Tellier Perdu Memorial Park Playground Structure 2021.docx
Attachments:	- Henderson Submission.pdf
Final Approval Date:	Feb 10, 2021

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

Krystal Kalbol

Rosanna Pellerito

Kristen Newman

Truper McBride



Detailed Design Submission

SECTION INCLUDES

Geralyn Tellier Perdu Memorial Park Drawings L05144R1 and L05145R2

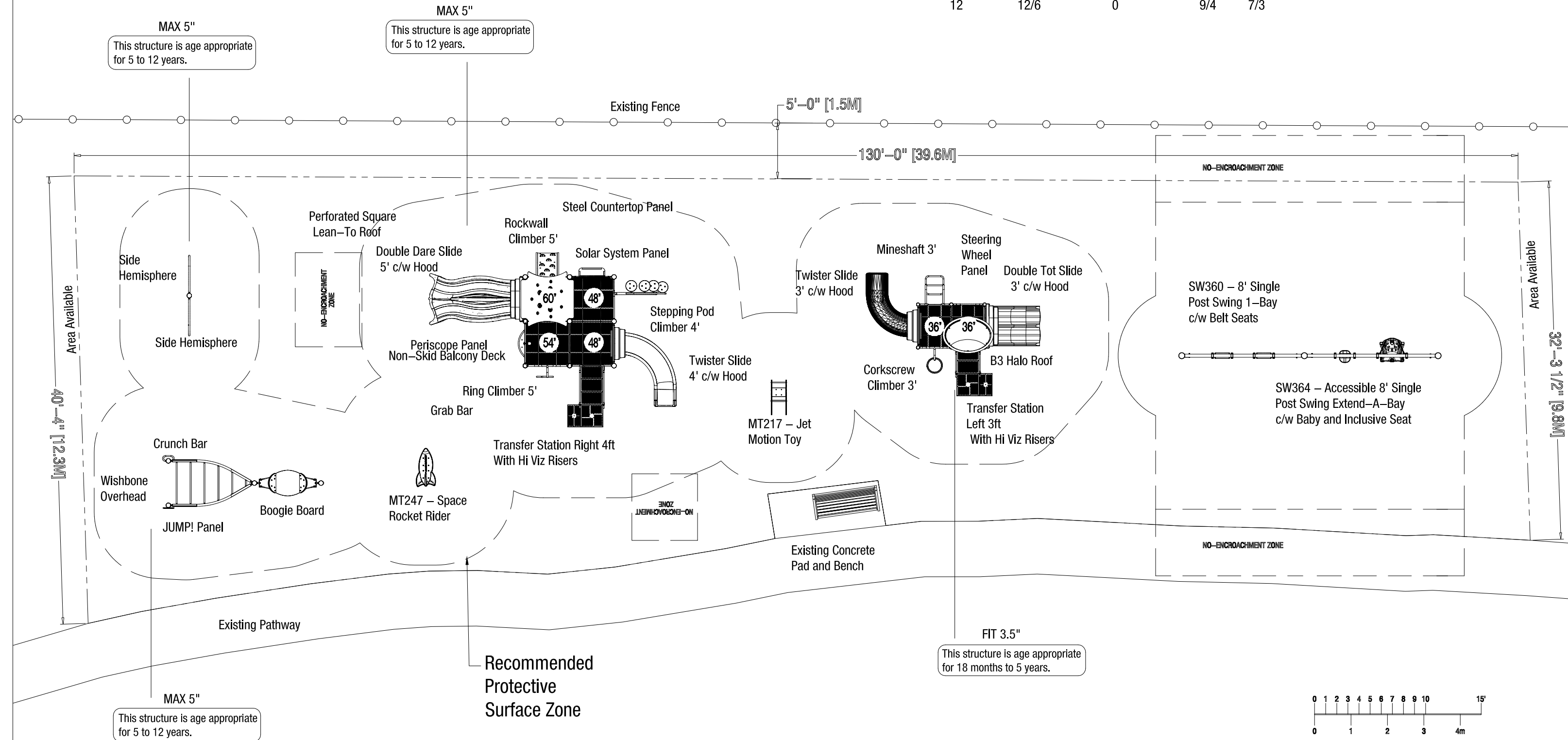
- Proposed Equipment- Plan Views
- Proposed Equipment- 3D views
- CSA Compliance Certificate



Annex H Recommended Minimum Number and Types of Ground-Level Play Components on Accessible Routs and Required Elevated Components

ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND TYPES	
12	12/6	0	9/4	7/3

Henderson
Providing Playground Fun



Model No. L05144R1
Town of Lakeshore
Geraldyn Tellier Perdu Park – Area 1

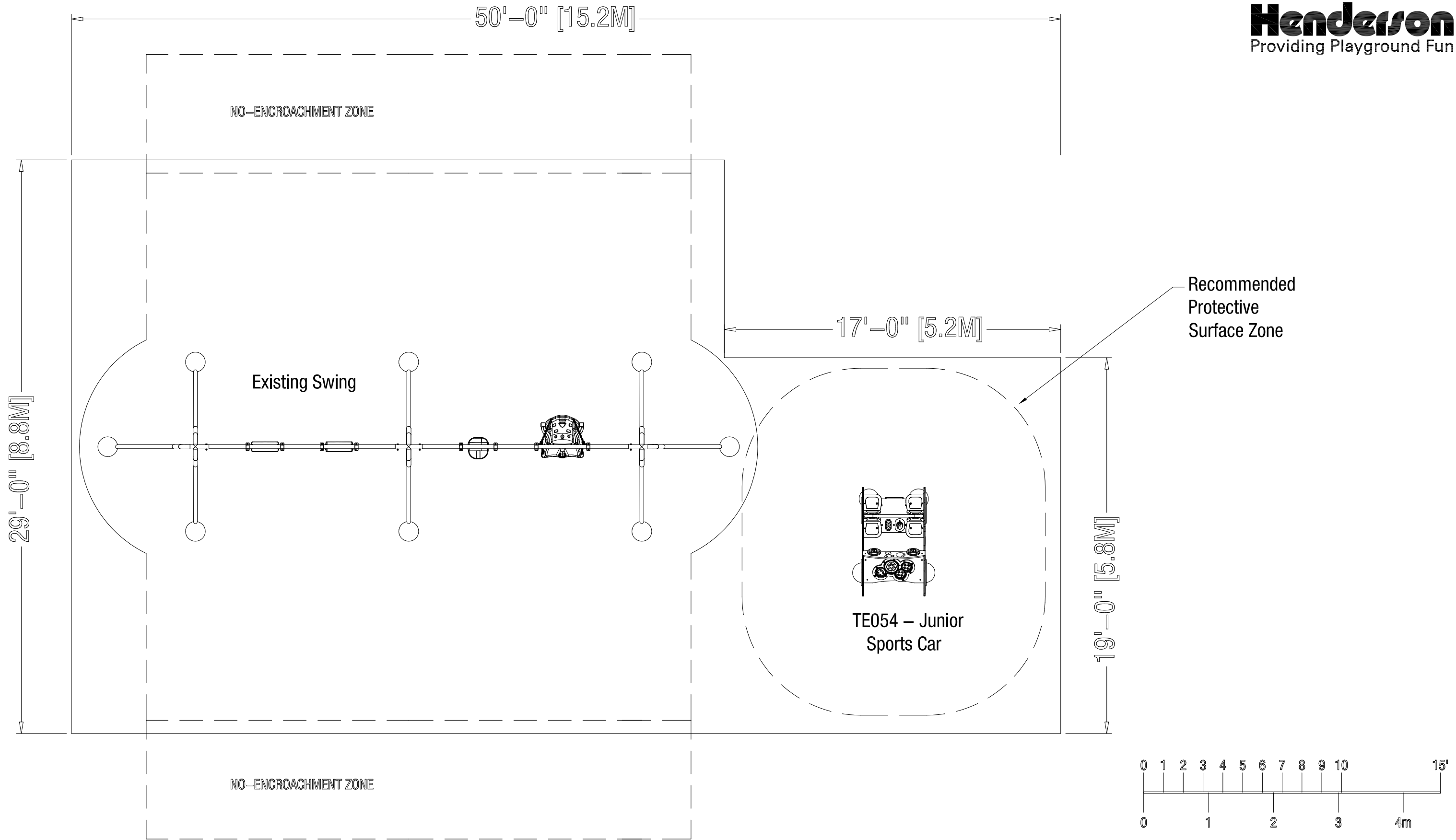
Henderson Recreation Equipment Ltd.
PO Box 68, 11 Gilbertson Drive
Simcoe, ON, Canada, N3Y 4K8
T. 1.800.265.5462
F. 519.426.9380
www.hendersonplay.ca

Salesperson | P.W.
Drawn By | R.H.
Date Drawn | January 11, 2021
Revised By | R.H.
Revision Date | January 12, 2021

Product Line | Playsteel MAX & FIT
Standard Compliance | CAN/CSA-Z614
Best User Age | See Note
Protective Surfacing Type | Wood Chips
Accessibility | Yes

Border Area | 4,329 sq/ft
Border Perimeter | 342'
Installation Type | Inground

WARNING: All play equipment shall have a protective surfacing zone that consists of an obstacle free soft resilient surfacing, as specified for each type of equipment and at depths to meet the critical fall heights as specified by the CAN/CSA Z614, ASTM F1487 and the U.S. Consumer Product Safety Commission.



Model No. L05145R2

Town of Lakeshore
Geraldyn Tellier Perdu Park – Area 2

Henderson Recreation Equipment Ltd.
PO Box 68, 11 Gilbertson Drive
Simcoe, ON, Canada, N3Y 4K8
T. 1.800.265.5462
F. 519.426.9380
www.hendersonplay.ca

Salesperson | P.W.
Drawn By | R.H.
Date Drawn | January 11, 2021
Revised By | R.H.
Revision Date | January 13, 2020

Product Line | Playsteel
Standard Compliance | CAN/CSA-Z614
Best User Age | 18m to 5 yrs.
Protective Surfacing Type | Wood Chips
Accessibility | Yes

Border Area | 1,280 sq/ft
Border Perimeter | 158'
Installation Type | Inground

WARNING: All play equipment shall have a protective surfacing zone that consists of an obstacle free soft resilient surfacing, as specified for each type of equipment and at depths to meet the critical fall heights as specified by the CAN/CSA Z614, ASTM F1487 and the U.S. Consumer Product Safety Commission.



MODEL: L05144R1

Posts | Charcoal
Accents | Orange
Roto-Molded Plastic | Gecko
HDPE Plastic | Lime-Black-Lime

© 2017 Henderson Recreation Equipment Limited | All rights reserved.
1-800-265-5462 | Fax 519-426-1132 | www.hendersonplay.com
11 Gilbertson Drive, Simcoe, Ontario, Canada, N3Y4K8
This drawing is not to be reproduced in any way without prior approval from Henderson Recreation.

Components

Quantity	Desc	
1	Steering Wheel Panel	1 Solar System Panel
1	Corkscrew Climber 3'	1 Boogie Board
1	Mineshaft 3'	1 Stepping Pod Climber 4'
1	B3 Halo Roof	1 Rockwall Climber 5'
1	TRANSFER STATION LEFT 3FT	1 Ring Climber 5'
1	Twister Slide 3'	2 Side Hemisphere
1	Double Tot Slide 3'	1 Non-Skid Balcony Deck
1	Periscope Panel	1 Crunch Bar
1	JUMP! Panel	1 Wishbone Overhead
1	Steel Countertop Panel	1 Grab Bar
		1 Perforated Square Lean-To Roof
		1 Twister Slide 4'
		1 Double Dare Slide 5'
		1 TRANSFER STATION RIGHT 4FT
		1 Jet Motion Toy
		1 Space Rocket Rider
		8 "3"" Swing Bearing"
		1 Slash-Proof Baby Seat (8' Topbar)
		2 Slash-Proof Belt Seat (8' Topbar)
		1 Inclusive Swing Seat (8' Topbar)
		1 8' Single Post Swing 1-Bay
		1 Accessible 8' Single Post Swing Extend-A-Bay



Henderson®
Providing Playground Fun



GERALYN TELLIER PERDU MEMORIAL PARK



MODEL: L05144R1

Posts | Charcoal
Accents | Orange
Roto-Molded Plastic | Gecko
HDPE Plastic | Lime-Black-Lime

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Components

Quantity	Desc	
1	Steering Wheel Panel	1 Solar System Panel
1	Corkscrew Climber 3'	1 Boogie Board
1	Mineshaft 3'	1 Stepping Pod Climber 4'
1	B3 Halo Roof	1 Rockwall Climber 5'
1	TRANSFER STATION LEFT 3FT	1 Ring Climber 5'
1	Twister Slide 3'	2 Side Hemisphere
1	Double Tot Slide 3'	1 Non-Skid Balcony Deck
1	Periscope Panel	1 Crunch Bar
1	JUMP! Panel	1 Wishbone Overhead
1	Steel Countertop Panel	1 Grab Bar
		1 Perforated Square Lean-To Roof
		1 Twister Slide 4'
		1 Double Dare Slide 5'
		1 TRANSFER STATION RIGHT 4FT
		1 Jet Motion Toy
		1 Space Rocket Rider
		8 "3"" Swing Bearing"
		1 Slash-Proof Baby Seat (8' Topbar)
		2 Slash-Proof Belt Seat (8' Topbar)
		1 Inclusive Swing Seat (8' Topbar)
		1 8' Single Post Swing 1-Bay
		1 Accessible 8' Single Post Swing Extend-A-Bay



Henderson®
Providing Playground Fun



GERALYN TELLIER PERDU MEMORIAL PARK



MODEL: L05145R2

Posts | Charcoal
Accents | Orange
Roto-Molded Plastic | Gecko
HDPE Plastic | Lime-Black-Lime

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Components

Quantity	Desc
1	Junior Sports Car



Henderson®
Providing Playground Fun





MODEL: L05145R2

Posts | Charcoal
Accents | Orange
Roto-Molded Plastic | Gecko
HDPE Plastic | Lime-Black-Lime

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Components

Quantity	Desc
1	Junior Sports Car



Henderson®
Providing Playground Fun



CSA-Z614 COMPLIANCE CERTIFICATE

ANNEX H COMPLIANCE

Organization:

Project:

Model:

Compliance with Play Equipment Standards

Henderson Recreation Equipment Limited warrants that its products are designed and manufactured to meet or exceed the requirements of the most current edition of the Canadian National Standard CAN/CSA-Z614, "Children's Playspaces and Equipment" at the time of installation or shipment of the product.

For a period of 12 months from the date of installation or shipment, should a non-compliance to the Standard be identified that is caused by improper design, manufacturing or original installation procedure, Henderson Recreation Equipment Limited will make the necessary corrections to the equipment at its cost.

This compliance certificate of CSA Standards compliance does not apply when the cause of the non-compliance is the result of the following:

- Oversights by owner/operator or its designated inspectors that are not identified within the 12 month warranty period
- Oversights by third party inspectors that are not identified within the 12 month warranty period
- Failure of owner/operator to report any non-compliance to Henderson Recreation within the 12 month warranty period
- Vandalism



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recreation equipment limited

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Regarding Supply and Installation of Playground Equipment Only

This will confirm that the play ground equipment offered by Henderson Recreation is designed to comply with the most current edition of CAN/CSA -Z614, a Guideline on Children's Playspaces and Equipment, A National Standard of Canada.

In addition, Henderson Recreation Equipment Limited will undertake to ensure that the installation of the playground equipment proposed complies with the above mentioned standard if the equipment is installed by Henderson Recreation Equipment Limited or its designated agent.

- Abuse
- Damage caused by natural occurrences
- Improper maintenance procedures by owner/operator or designate
- Equipment alterations that are not performed by Henderson Recreation
- Amendments or complete revisions to CAN/CSA-Z614 or ASTM F1487
- Requirements exceeding the scope of CAN/CSA-Z614 or ASTM F1487 that are mandated by various licensing, regulatory or governmental authorities
- Comments and observations offered by play space inspectors related to the design, manufacture and installation of the equipment that exceed or are outside of the scope of CAN/CSA-Z614 or ASTM F1487

Yours truly,

Andrew Henderson, Vice President
Henderson Recreation Equipment Limited

P.O. Box 68, 11 Gilbertson Drive
Simcoe, ON Canada N3Y 4K8
1.800.265.5462 | www.hendersonplay.ca

Rev. 01-17

Municipality of Lakeshore - Report to Council

Engineering & Infrastructure Services

Public Works



To: Mayor & Members of Council

From: Brian Laramie, Manager of Capital Projects

Date: February 8, 2021

Subject: Tender Award – Mill Street Road Reconstruction and Drainage Improvements

Recommendation

Award the tender for Mill Street Road Reconstruction and Drainage Improvements to Elmara Construction Co. LTD in the amount of \$863,684.04 plus HST, as presented in the report at the February 16, 2021 meeting.

Background

A request for drainage improvements under the Drainage Act was received for the Mill Street Drain system. These include the installation of new storm sewer, boulevard catch basins, storm service connections, a storm pump station and a steel sheet pile wall. While the drainage improvements are being completed the Municipality of Lakeshore will also be replacing the cast iron watermain and appurtenances, and completing a full road reconstruction consisting of a new widened (8.5 meter wide) asphalt roadway, barrier curbs and LED street lighting to current Municipality of Lakeshore standards.

The Drainage Report and detailed design was completed in 2020.

The above project was publicly advertised on the Municipality of Lakeshore's Bids and Tenders website on Friday, January 15, 2021 and tenders closed on February 5, 2021.

The following eleven (11) tenders (excluding HST) were received:

Tenderer	Tendered Amount (excluding HST)
Elmara Construction Co. LTD.	\$863,684.04
Sherway Contracting (Windsor) Limited	\$946,132.00
J&J Lepera Infrastructures	\$1,029,400.00

Rudak Excavating Inc.	\$1,042,000.00
Sterling Ridge Infrastructures Inc.	\$1,063,991.00
Nevan Construction Inc.	\$1,066,702.00
SheaRock Construction Group Inc.	\$1,090,556.00
D'Amore Construction (2000) Ltd.	\$1,100,000.00
Amico Infrastructures Inc.	\$1,120,499.75
Murray Mills Excavating and Trucking Ltd.	\$1,192,979.00
Matassa Incorporated	\$1,374,657.00

Comments

N. J. Peralta Engineering Ltd. reviewed the eleven bids received and found them to be complete in all respects except for two bids where a mathematical correction was made which did not affect the tender ranking.

Administration is satisfied that the low tenderer has the required equipment and labour expertise to undertake this project and recommends that Council award the above-noted project to Elmara Construction Co. LTD.

The proposed works will begin within five (5) calendar days after the low tenderer has received confirmation in writing of the tender being awarded to them and an order to commence work has been issued by the engineer. The expected start date for this project is March 1, 2021. The work is anticipated to be substantially completed by July 1, 2021.

Throughout the term of this project, access to residential properties will be maintained at all times. There will be some disruption due to the drainage and sewer improvements and water main installation, or when curbs are being poured. However, advance notice will be given to the project area property owners, schools and parks sports user groups to ensure the disruption is kept to a minimum. This notice shall be provided in the form of a hand delivered letter to each of the affected property owners prior to project commencement.

Others Consulted

N.J. Peralta Engineering Ltd. were consulted in the tender process.

Financial Impacts

In 2019 Council approved a total budget of \$300,000 for the watermain replacement on Mill Street. In 2020 Council approved a total budget of \$1,000,000 for Mill Street road reconstruction and drainage improvement works.

The below breakdown includes the following items:

- Construction Tendered Costs (including net HST) - \$878,884.88;
- Drainage Act Assessment Dollars - (\$135,545.00) *(to be recovered)*; and
- Engineering and Incidentals (including net HST) - \$228,960.00.
- Total Project cost including Net HST - \$972,299.88

A breakdown of the budget is displayed in the table below:

Mill Street Reconstruction and Drainage Improvements	Budget	Total Municipal Cost (incl. Net HST)	Surplus (Deficit) Variance
2019 Water Reserve Fund	\$300,000.00		
Watermain Construction Costs <i>(as tendered)</i>		\$97,683.99	
Contingency Allowance		\$20,364.90	
Engineering and Incidentals		\$30,753.14	
Total Watermain	\$300,000.00	\$148,802.03	\$151,197.97
Drainage Costs & Assessments <i>(these values are based on Drainage Report)</i>	\$479,378.00		
Drainage Works <i>(report estimate)</i>		\$495,469.00	
Contingency		\$0	
Engineering and Incidentals		\$119,454.00	
Estimated Landowner Assessment as per Drainage Report		(\$124,630.00)	
Estimated County Assessment as per Drainage Report		(\$10,915.00)	
Total Drainage Cost (municipal share)	\$479,378.00	\$479,378.00	\$0
2020 Capital Works Budget for Mill Street	\$520,622.00		
Roadway and Miscellaneous Costs <i>(as tendered)</i>		\$219,587.89	
Contingency		\$45,779.10	
Engineering and Incidentals		\$78,752.86	
Total Roadway & Miscellaneous Costs	\$520,622.00	\$344,119.85	\$176,502.15
Total Cost	\$1,300,000.00	\$972,299.88	\$ 327,700.12

This project was allocated funding under the 2020 Federal Gas Tax reserve fund in the amount of \$1,000,000. Any unused FGT funding will be carried forward to future years.

Based on the foregoing, Administration recommends that Council proceed with awarding of the tender to Elmara Construction Co. LTD. in the amount of \$863,684.04 (excluding HST) for the Mill Street Road Reconstruction and Drainage Improvements project.

Report Approval Details

Document Title:	Tender Award - Mill Street Road Reconstruction and Drainage Improvements.docx
Attachments:	
Final Approval Date:	Feb 11, 2021

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

Krystal Kalbol

Rosanna Pellerito

Kristen Newman

Truper McBride

Municipality of Lakeshore

Report to Council

Engineering & Infrastructure Services

Environmental Services



To: Mayor & Members of Council

From: Albert Dionne, C.E.T.
Manager, Environmental Services

Michelle Heslop, AIMA
Supervisor of Revenue

Date: December 15, 2020

Subject: Upgrade to Water Meter Read Program

Recommendations

Direct Administration to proceed with an upgrade to the current water meter reading software and the associated equipment; and,

Authorize the purchase of the water meter reading software and the associated equipment to be funded from the water reserve at a total cost of \$30,350 plus the non-refundable HST.

Background

For purposes of water meter reading and billing, the Municipality currently utilizes N_Sight Systems (N_Sight) to download meter reads. N_Sight is software managed and licensed by Neptune. The Municipality has the software installed on only one computer in the revenue department and since the software is now outdated, it cannot be transferred to another computer and/or the information accessed by additional staff.

Meter readings are currently taken by either Olameter (a 3rd party utility service) and/or the Public Works road patrol staff.

Olameter is scheduled to read any non-radio frequency meters that requires a read either for a regular billing cycle (cannot be read by the road patrol) or for final reads when properties are sold. Olameter staff attend Town Hall, download the appropriate routes required for meter reading, conduct the reads (using 3 handheld units known as Neptune Micro Flex CE5320) and then return to Town Hall to upload the data into the N_Sight software for billing.

Public Works staff conduct meter reads in accordance with the Public Works road patrol schedule (completed on standard 3, 7, 14 and 21 days cycles). Public works staff use the Neptune MRX 900 which includes an antenna strapped onto the patrol truck which wirelessly connects to a laptop. The laptop loads the required reads into the system as staff complete their road patrols. Once completed, the laptop is returned to Town Hall and the data is imported into the N_Sight software for billing.

As the current hand held equipment used by Olameter continues to age requiring more frequent repairs, replacement parts are becoming scares, rendering repairs to these units very difficult. Batteries are no longer holding a charge and poor screen resolution sometimes makes the screen difficult to read. Ineffective equipment can lead to missed reads or more frequent call outs thereby added costs to the Municipality by the service provider.

The aging equipment used by Public Works staff has also contributed to operating inefficiencies requiring staff to sometimes attend several locations repeated times or on subsequent dates to get reads. This equipment at times has been unreliable at obtaining meter reads due to factors such as distance away from the meter or weather conditions. This too contributes to added costs and operating inefficiencies for the Municipality.

Under the current program, utilizing the equipment and software that is currently in place has some limitations in being able to provide property owners with timely data. Public works staff work on a monthly road patrol schedule. Meter read schedules are loaded in accordance with the road patrol schedule. This means that reads can only be uploaded to the system at the end of the monthly schedule. This prevents the data from being accessed in a timely manner. Upgrading this system will allow for real time data being uploaded to the water billing department which would allow consumption issued to be identified in a more timely manner.

Comments

The proposed upgrades will include an upgrade to the most current cloud based software as well as replacement of the current equipment to current equipment that works in a wireless platform providing real time data reads to the software portal.

With the recommended upgrades, both Olameter staff and Public Works staff would no longer have to attend Town Hall to upload the meter reads. Data will be simultaneously upload on site to the proposed new cloud based system that will accessible by staff online. Since this can be done remotely with more reliable equipment, time and effort for both parties would be saved and efficiencies recognized.

Since reads will be uploaded to the cloud based software and available immediately this will allow revenue staff access to consumption data in real time.

It is being recommended that the updated software and replacement equipment be obtained from Neptune, as Neptune is the sole provider of the water meters installed across the municipality. Using software that is directly compatible with the meter is the recommended approach.

Financial Impacts

The cost to purchase the software and the associated equipment is \$30,350 plus the non-refundable HST. This project has not been budgeted in the 2021 budget as the information relative to this project was not available at the time of completing the 2021 budget. Should Council direct Administration to proceed with the upgrade, this project can be funded from the Water reserve as it is directly related to water services.

The software will require an annual operating budget of \$10,050 (plus the non-refundable HST) for the annual license. The first year of the license cost (2021) has been included in the above implementation cost, however this will be required to be included in the 2022 budget (and in subsequent years for the duration of the contract).

Report Approval Details

Document Title:	Upgrades to Water Meter Read Program.docx
Attachments:	- FP Report.pdf
Final Approval Date:	Jan 4, 2021

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

Krystal Kalbol

Rosanna Pellerito

Kristen Newman

Truper McBride



 **Watson
& Associates**
ECONOMISTS LTD.

Water Ontario Regulation 453/07 Financial Plan

Town of Lakeshore

Financial Plan #031-301A

June 30, 2020

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

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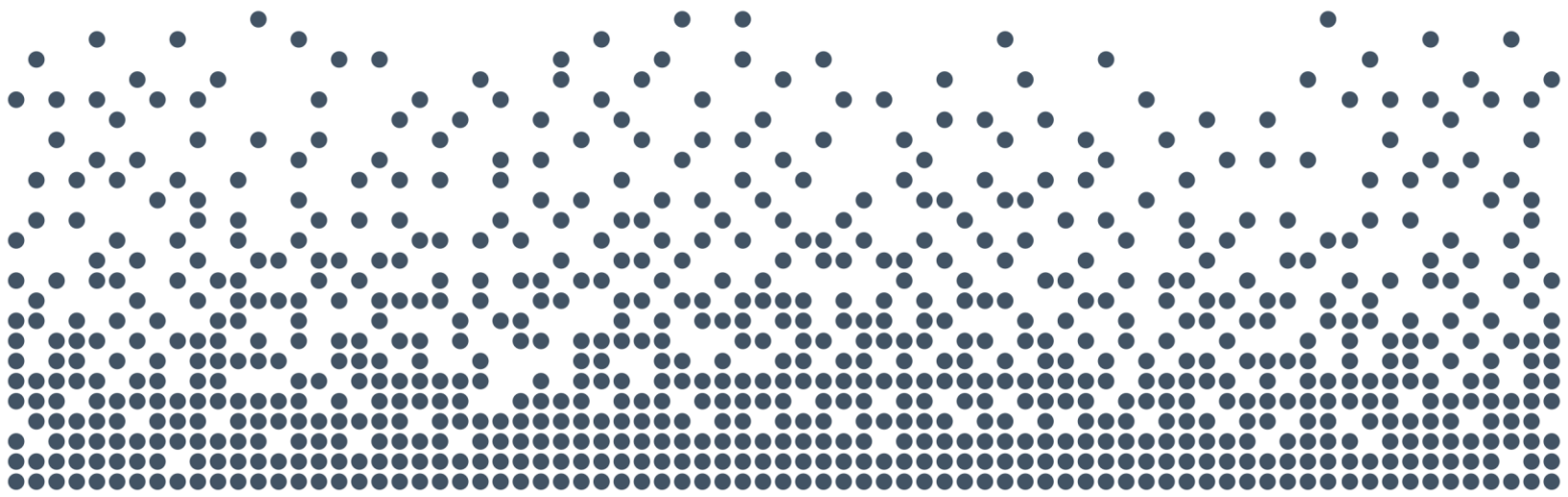
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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
MECP	Ministry of the Environment, Conservation and Parks
MMAH	Ministry of Municipal Affairs and Housing
O. Reg.	Ontario Regulation
PSAB	Public Sector Accounting Board
S.D.W.A.	Safe Drinking Water Act
T.C.A.	Tangible Capital Assets
W.O.A.	Water Opportunities Act



Report



Chapter 1

Introduction



1. Introduction

1.1 Study Purpose

The Town of Lakeshore (the Town) retained Watson & Associates Economists Ltd. (Watson) to prepare a water financial plan as part of the five submission requirements for the purposes of obtaining a municipal drinking water license as per the *Safe Drinking Water Act, 2002*. In general, a financial plan requires an in-depth analysis of capital and operating needs, a review of current and future demand versus supply, and consideration of available funding sources. The detailed financial planning and forecasting regarding the Town's water systems has been completed based on the Town's 2019 Water and Wastewater Rate Study, dated January 29, 2019 (2019 Rate Study). The objective of the report provided herein is to convert the findings of the 2019 Rate Study into the prescribed reporting requirements for a financial plan as defined by Ontario Regulation 453/07 (O. Reg. 453/07).

1.2 Background

The Safe Drinking Water Act (S.D.W.A.), "the Act," was passed in December 2002 in order to address the recommendations made by the Walkerton Inquiry Part II report. Note that S.D.W.A. has been amended several times since 2002. One of the main requirements of the Act is the mandatory licensing of municipal water providers. Section 31 (1) specifically states:

"No person shall,

- a) establish a new municipal drinking water system or replace or carry out an alteration to a municipal drinking water system except under the authority of and in accordance with an approval under this Part or a drinking water works permit; or
- b) use or operate a municipal drinking water system that was established before or after this section comes into force except under the authority of and in accordance with an approval under this Part or municipal drinking water licence."

In order to become licensed, a municipality must satisfy five key requirements as per section 44(1):



1. Obtain a drinking water works permit.
2. Acceptance of the operational plan for the system based on the Drinking Water Quality Management Standard.
3. Accreditation of the Operating Authority.
4. Prepare and provide a financial plan.
5. Obtain permit to take water.

For licence renewals, the application must be accompanied by proof that the financial plan meets the prescribed requirements as per the Act s. 32 (5) 2.ii.

The preparation of a financial plan is a key requirement for licensing and as such, must be undertaken by all municipal water providers.

1.2.1 Financial Plan Defined

Subsection 30 of the Act provides the following definition of financial plans:

"financial plans" means financial plans that satisfy the requirements prescribed by the Minister. 2017, c. 2, Sched. 11, s. 6 (3).

As of time of writing, the Sustainable Water and Sewage Systems Act, 2002 has been repealed (see section 2.2 of this report); however, the standards that it directs underpin the specific requirements of s. 30 as they are outlined in O. Reg. 453/07 and which will be examined in detail below.

1.2.2 Financial Plan Requirements – Existing System

The O. Reg. 453/07 provides details with regards to the financial plans for existing water systems. The requirements for existing systems are summarized as follows:

- Financial plans must be approved by resolution of Council (or governing body);
- Financial plans must include a statement that the financial impacts have been considered and apply for a minimum six-year period (commencing in the year of licence expiry);
- Financial plans must include detail regarding proposed or projected financial operations itemized by total revenues, total expenses, annual surplus/deficit and



accumulated surplus/deficit (i.e. the components of a “Statement of Operations” as per the PSAB) for each year in which the financial plans apply;

- Financial plans must present financial position itemized by total financial assets, total liabilities, net debt, non-financial assets, and tangible capital assets (i.e. the components of a “Statement of Financial Position” as per PSAB) for each year in which the financial plans apply;
- Gross cash receipts/payments itemized by operating transactions, capital transactions, investing transactions and financial transactions (i.e. the components of a “Statement of Cash Flow” as per PSAB) for each year in which the financial plans apply;
- Financial plans applicable to two or more solely-owned drinking water systems can be prepared as if they are for one drinking water system;
- Financial plans are to be made available to the public upon request and at no charge;
- If a website is maintained, financial plans are to be made available to the public through publication on the Internet at no charge;
- Notice of the availability of the financial plans is to be given to the public;
- Financial plan is to be submitted to the Ministry of Municipal Affairs and Housing; and
- The resolution of Council approving the Financial Plan be submitted to the Ministry of the Environment, Conservation and Parks (MECP).

1.2.3 Financial Plan Requirements – General

Given that the requirements for a financial plan is legislated under the Act, a financial plan is mandatory for water systems. The financial plans shall be for a forecast period of at least six years but longer planning horizons are encouraged. The ten-year forecast goes above and beyond the minimum requirement. The financial plan is to be completed and approved by resolution of Council or the governing body in accordance with subsection 3(1)1 of O. Reg. 453/07. Confirmation of approval of the financial plan must be submitted at the time of municipal drinking water license renewal (i.e. six months prior to license expiry).

A copy of the financial plan will be submitted to the Ministry of Municipal Affairs and Housing (MMAH) and not the MECP; however, MECP may request it in the course of review of the licence renewal. Financial plans may be amended and additional



information beyond what is prescribed can be included if deemed necessary. The financial plan must contain on the front page, the appropriate financial plan number as set out in Schedule A of the Municipal Drinking Water Licence.

1.2.4 Public Sector Accounting Board (PSAB) Requirements

The components of the financial plans indicated by the regulation are consistent with the requirements for financial statement presentation as set out in section PS1200 of the Canadian Institute of Chartered Accountants Public Sector Accounting Handbook:

“Financial statements should include a Statement of Financial Position, a Statement of Operations, a Statement of Change in Net Debt, and a Statement of Cash Flow.”

The format required is to conform to the requirements of PS1200 and PS3150. The financial statements are to be reported on a full accrual accounting basis. The accrual accounting method recognizes revenues and expenses in the same period as the activities that give rise to them regardless of when they are actually paid for. Since an exchange of cash is not necessary to report a financial transaction, the accrual method is meant to provide a more accurate picture of financial position.

The accounting treatment of tangible capital assets is prescribed under section PS3150. Tangible capital assets are to be capitalized to ensure an inventory of the assets owned are recorded and to account for their ability to provide future benefits.

The Statement of Cash Flow and the Statement of Change in Net Financial Assets/Debt are required statements. The Statement of Change in Net Financial Assets/Debt reports on whether enough revenue was generated in a period to cover the expenses in the period and whether sufficient resources have been generated to support current and future activities. The Statement of Cash Flow reports on how activities were financed for a given period providing a measure of the changes in cash for that period.

1.2.5 The Town's Financial Plan

The Town is currently in the process of renewing the drinking water license and the previous version of the financial plan no longer meets the requirements as it must apply to a period of a least six years beginning in the year that the licenses would otherwise expire. Although the Act requires at least six years to be included, this financial plan



provides for a nine-year forecast period 2020 to 2028. Lakeshore's residents and businesses are serviced with drinking water from five separate sources, including the:

1. Lakeshore Water System
2. Stoney Point Water System
3. Tecumseh Water System
4. Union Water Supply System
5. Chatham-Kent Public Utilities Commission

The Lakeshore and Stoney Point water systems include both water treatment and distribution, which the Town of Lakeshore owns and operates. For the Tecumseh and Union Water Supply systems, the Town only owns and operates the distribution systems, as they derive their water from the Windsor water treatment plant and the Union Water Supply water treatment plant, respectively. The Chatham-Kent Public Utilities Commission (P.U.C.) includes private water systems that are supplied from Chatham-Kent P.U.C., where all operations are performed by the P.U.C. or by the private system owners. Therefore, the Town has no role in this system beyond granting permission for the P.U.C. to provide the supply of drinking water in Lakeshore, as such, this system is not considered under this Financial Plan. This Financial Plan #031-301A is a combined financial plan for the first four water systems.



Chapter 2

Sustainable Financial Planning



2. Sustainable Financial Planning

2.1 Introduction

In general, sustainability refers to the ability to maintain a certain position over time. While the Act requires a declaration of the financial plan's sustainability, it does not give a clear definition of what would be considered sustainable. Instead, MECP released a guideline ("Towards Financially Sustainable Drinking-Water and Wastewater Systems") that provides possible approaches to achieving sustainability. The Province's Principles of Financially Sustainable Water and Wastewater Services are provided below:

- Principle #1: Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system(s) to which they relate.
- Principle #2: An integrated approach to planning among water, wastewater, and storm water systems is desirable given the inherent relationship among these services.
- Principle #3: Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.
- Principle #4: Life-cycle planning with mid-course corrections is preferable to planning over the short-term, or not planning at all.
- Principle #5: An asset management plan is a key input to the development of a financial plan.
- Principle #6: A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.
- Principle #7: Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.
- Principle #8: Financial plans are "living" documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.



Principle #9: Financial plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal Council.

2.2 Sustainable Water and Sewage Systems Act

The *Sustainable Water and Sewage Systems Act* (S.W.S.S.A.) was passed on December 13, 2002. The intent of the Act was to introduce the requirement for municipalities to undertake an assessment of the “full cost” of providing their water and the wastewater services. In total, there were 40 areas within the Act to which the Minister could have made Regulations. It is noted that, the regulations, which accompany the Act, were not issued and the Act was repealed on December 31, 2012.

2.3 Water Opportunities Act, 2010

Since the passage of the *Safe Drinking Water Act*, changes and refinements to the legislation have been introduced, including the *Water Opportunities Act* (W.O.A). W.O.A. was introduced into legislation on May 18, 2010 and received Royal Assent on November 29, 2010, as the *Water Opportunities Act*.

The purposes of the *Water Opportunities Act* are to: foster innovative water, wastewater and storm water technologies, services, and practices; create opportunities for economic development and clean-technology jobs; and conserve and sustain water resources. To achieve this W.O.A. provides for the creation of performance targets (financial, operational and maintenance related), which will vary by service type and location and the required submission of conservation and sustainability plans for water, wastewater, and stormwater.

The sustainability plan in W.O.A. expands on interim legislation for financial plans included in O. Reg. 453/07, to include the following:

- an asset management plan for the physical infrastructure;
- financial plan;
- water conservation plan (for water service only);
- a risk assessment;
- a strategy for maintaining and improving the services; and



- additional information considered advisable.

Where a Board has jurisdiction over a service, the plan (and any plan amendments) must be approved by the municipality in which the municipal service is provided before submission to the Minister. The Minister may also direct preparation of joint or partially joint plans.

Regulations (still forthcoming) will prescribe details in regard to any time periods or time limits, contents of the plans, identifying which portions of the plan will require certification, the public consultation process (if required), limitations updates and refinements.

2.4 Infrastructure for Jobs and Prosperity Act (I.J.P.A.), 2015

On June 4, 2015, the Province passed the Infrastructure for Jobs and Prosperity Act (I.J.P.A.) which, over time, will require municipalities to undertake and implement asset management plans for all infrastructure they own. On December 27, 2017, the Province of Ontario released Ontario Regulation 588/17 under I.J.P.A. which has 3 phases that municipalities must meet.

Every municipality in Ontario will have to prepare a strategic asset management policy by July 1, 2019. Municipalities will be required to review their strategic asset management policies at least every five years and make updates, as necessary. The subsequent phases are as follows:

- Phase 1 – Asset Management Plan (by July 1, 2021):
 - For core assets – Municipalities must have the following:
 - Inventory of assets;
 - Current levels of service measured by standard metrics; and
 - Costs to maintain levels of service.
- Phase 2 – Asset Management Plan (by July 1, 2023):
 - Same steps as Phase 1 but for all assets.
- Phase 3 – Asset Management Plan (by July 1, 2024):
 - Builds on Phase 1 and 2 by adding:
 - Proposed levels of service; and
 - Lifecycle management and Financial strategy.



In relation to water (which is considered a core asset), municipalities will need to have an asset management plan that addresses the related infrastructure by July 1, 2021 (Phase 1). O. Reg. 588/17 specifies that the municipality's asset management plan must include the following for each asset category:

- the current levels of service being provided;
 - determined in accordance with the following qualitative descriptions and technical metrics and based on data from at most the two calendar years prior to the year in which all information required under this section is included in the asset management plan.
- the current performance of each asset category;
- a summary of the assets in the category;
- the replacement cost of the assets in the category;
- the average age of the assets in the category, determined by assessing the average age of the components of the assets;
- the information available on the condition of the assets in the category;
- a description of the municipality's approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate; and
- the lifecycle activities that would need to be undertaken to maintain the current levels of service.

Upon completion of the asset management plan for water, the Town will need to consider the impacts during the annual budget and forecast process.

2.5 Water Forecast

As noted earlier, the Town has already completed and approved a 2019 Rate Study in early 2019. The 2019 Rate Study process is designed to address “full cost” principles and reflect the guiding principles toward sustainable financial planning.

As a result of employing this process, the 2020 to 2028 water forecast, included in the 2019 Rate Study, provides the basis for a sound financial plan for the Town's water system by assessing:

- A detailed assessment of current and future capital needs including an analysis of potential funding sources;



- An analysis of operating costs in order to determine how they will be impacted by evolving infrastructure needs;
- A review and recommendation on rates that ensure revenues are equitable and sufficient to meet system needs; and
- A public process that involved consultation with the main stakeholders including the Town's staff, Council, the general public (specifically the users of the system) and others with the aim of gaining input and collaboration on the sustainability of the water systems.



Chapter 3

Approach



3. Approach

3.1 Overview

The 2019 Rate Study (along with additional detailed information provided by Municipal Staff) has been used as a starting point to prepare the water financial plan. The Water forecast is prepared on a modified cash basis; therefore, a conversion is required in order to present a full accrual financial plan for the purposes of this report. The conversion process used will help to establish the structure of the financial plan along with the opening balances that will underpin the forecast. This chapter outlines the conversion process utilized and summarizes the adjustments made to prepare the water financial plan.

3.2 Conversion Process

The conversion from the existing modified cash basis found in the 2019 Rate Study to the full accrual reporting format required under O. Reg. 453/07 can be summarized in the following steps:

1. Calculate Tangible Capital Asset Balances
2. Convert Statement of Operations
3. Convert Statement of Financial Position
4. Convert Statement of Cash Flow and Net Assets/Debt
5. Verification and Note Preparation

3.2.1 Calculate Tangible Capital Asset Balances

In calculating tangible capital asset balances, existing and future purchased, developed, and/or contributed assets will need to be considered. For existing water assets, an inventory has already been compiled and summarized by the Town for the purposes of their annual PSAB 3150 compliance process. As required, for PSAB 3150 reporting purposes, the asset inventory listing included historical cost (which is the original cost to purchase, develop, or construct each asset) along with an estimated useful life for each



asset and any anticipated salvage value is recorded. The following calculations are made to determine net book value:

- Accumulated amortization up to the year prior to the first forecast year.
- Amortization expense on existing assets for each year of the forecast period.
- Acquisition of new assets for each year of the forecast period.
- Disposals and related gains or losses for each year of forecast period.

Future water capital needs have also been determined and summarized within the 2019 Rate Study. These estimates, however, only represent future assets that the Town anticipates purchasing or constructing without consideration for future assets that are contributed by developers and other parties (at no or partial cost to the Town). These contributed assets will form part of the infrastructure going forward in terms of the sustainability of the system and despite their non-monetary nature; future financial plans may need to be adjusted in order to properly account for these transactions. Once the sequence and total asset acquisition has been determined for the forecast period, annual amortization of these assets for each year is calculated in a similar manner as that used for existing assets.

Once the historical cost, accumulated amortization, and amortization expenses are calculated as described above, the total net book value of the tangible capital assets can be determined and recorded on the Statement of Financial Position.

3.2.2 Convert Statement of Operations

A wide range of adjustments will be considered, dependent on the size and complexity of the systems, in order to convert from the cash to full accrual basis (see Figure 3-1). For example, debt repayment costs relating to the principal payment portion only needs to be removed under the accrual basis, as they no longer qualify as an expense for reporting purposes. Principal payments are reported as a decrease in debt liability on the Statement of Financial Position. Transfers to and from reserves are removed as these transactions are represented by changes in cash and accumulated surplus. Finally, expenses relating to tangible capital assets, such as amortization, write-offs, and (gain)/loss on disposal of assets are reported on the Statement of Operations in order to capture the allocation of the cost of these assets to operating activities over their useful lives and therefore are added in under the accrual basis.



Table 3-1
Conversion Adjustments
Statement of Operations

Modified Cash Basis	Budget 2019	Adjustments		Full Accrual Budget 2019	Accrual Basis
		DR	CR		
Revenues					Revenues
Base Charge Revenue	3,529,787			3,529,787	Base Charge Revenue
Rate Based Revenue	5,435,628			5,435,628	Rate Based Revenue
Transfers from Reserves	1,233,604	1,233,604			
			1,233,604	1,233,604	Earned Development Charges Revenue
Other Revenue	322,800		231,121	553,922	Other Revenue
Total Revenues	10,521,819			10,752,941	Total Revenues
Expenditures					Expenses
Operating	4,842,100	-		4,842,100	Operating Expenses
Capital					
Transfers to Reserves	4,306,733		4,306,733		
Transfers to Capital	-		-		
Debt Repayment (Principal & Interest)	1,372,987		1,042,697	330,290	Interest on Debt
		1,575,936		1,575,936	Amortization
Total Expenditures	10,521,820			6,748,326	Total Expenses
Net Expenditures	-			4,004,615	Annual Surplus/(Deficit)
Increase (decrease) in amounts to be recovered	-			104,157,259	Accumulated Surplus/(Deficit), beginning of year
Change in Fund Balances	-	4,004,615	-	108,161,874	Accumulated Surplus/(Deficit), end of year
TOTAL ADJUSTMENTS		6,814,155	6,814,155		

Note: The combined adjustments above should be balanced and net to \$0 (i.e. Total DR = Total CR)



3.2.3 Convert Statement of Financial Position

Once the Statement of Operations has been converted and the net book value of tangible capital assets has been recorded, balances for the remaining items on the Statement of Financial Position are determined and recorded (see Figure 3-2). The opening/actual balances for the remaining accounts such as accounts receivable, inventory, accounts payable, outstanding debt (principal only), are recorded and classified according to the structure of the Statement of Financial Position as outlined in PS1200.

It is acknowledged that some of the balances required on the Statement of Financial Position will be consolidated across the Town and as such, will be difficult to isolate the information that is relevant to water. An example of this is accounts receivable, which may be administered centrally by the Finance Department. Ontario Regulation 453/07 allows for the exclusion of these numbers if they are not known at the time of preparing the financial plan. Please refer to the Financial Plan Notes in Chapter 4 for more details.

3.2.4 Convert Statement of Cash Flow and Net Financial Assets/Debt

The Statement of Cash Flow summarizes how the Town financed its activities or in other words, how the costs of providing services were recovered. The statement is derived using comparative Statement of Financial Position, the current Statement of Operations and other available transaction data.

The Statement of Change in Net Financial Assets/Debt is a statement which reconciles the difference between the surplus or deficit from current operations and the change in net financial assets/debt for the year. This is significant, as net debt provides an indication of future revenue requirements. In order to complete the Statement of Net Financial Assets/Debt, information regarding any gains/losses on disposals of assets, asset write-downs, acquisition/use of supplies inventory, and the acquisition use of prepaid expenses is necessary, (if applicable). Although the Statement of Change in Net Financial Assets/Debt is not required under O. Reg. 453/07, it has been included in this report as a further indicator of financial viability.



Table 3-2
Conversion Adjustments
Statement of Financial Position

Modified Cash Basis	Budget 2019	Adjustments		Full Accrual Budget 2019	Accrual Basis
		DR	CR		
ASSETS					ASSETS
Financial Assets					Financial Assets
Cash	14,281,130			14,281,130	Cash
Accounts Receivable	1,047,410			1,047,410	Accounts Receivable
Total Financial Assets	15,328,540			15,328,540	Total Financial Assets
Non-Financial Assets					
Inventory of Supplies	-		-		
Prepaid Expenses	-		-		
Total Non-Financial Assets	-				
LIABILITIES					LIABILITIES
Accounts Payable & Accrued Liabilities	-			-	Accounts Payable & Accrued Liabilities
Gross Long-term Liabilities	8,934,250			8,934,250	Debt (Principal only)
Deferred Revenue	623,647			623,647	Deferred Revenue
Bank Indebtedness	-			-	Bank Indebtedness
Other	-			-	Other
Total Liabilities	9,557,897			9,557,897	Total Liabilities
Net Assets/(Debt)	5,770,643			5,770,643	Net Financial Assets/(Debt)
		102,391,231	-	102,391,231	Non-Financial Assets
		-		-	Tangible Capital Assets
		-		-	Inventory of Supplies
					Prepaid Expenses
				102,391,231	Total Non-Financial Assets
Municipal Position					
Water Reserves	14,704,893	14,704,893	-		
Gas Tax Reserve Fund	-	-	-		
Development Charge Reserve Fund	623,647	623,647	-		
Amounts to be Recovered	(9,557,897)	-	9,557,897		
Total Municipal Position	5,770,643		108,161,874	108,161,874	Accumulated Surplus/(Deficit), end of year
TOTAL ADJUSTMENTS		117,719,771	117,719,771		

Note: The combined adjustments above should be balanced and net to \$0 (i.e. Total DR = Total CR)



3.2.5 Verification and Note Preparation

The final step in the conversion process is to ensure that all the statements created by the previous steps are in balance. The Statement of Financial Position summarizes the resources and obligations of the Town at a set point in time. The Statement of Operations summarizes how these resources and obligations changed over the reporting period. To this end, the accumulated surplus/deficit reported on the Statement of Financial Position should equal the accumulated surplus/deficit reported on the Statement of Operations.

The Statement of Change in Net Financial Assets/Debt and the Statement of Financial Position are also linked in terms of reporting on net financial assets/debt. On the Statement of Financial Position, net financial assets/debt is equal to the difference between financial assets and liabilities and should equal net financial assets/debt as calculated on the Statement of Net Financial Assets/Debt.

While not part of the financial plan, the accompanying notes are important to summarize the assumptions and estimates made in preparing the financial plan. Some of the significant assumptions that need to be addressed within the financial plan are as follows:

- a) Opening cash balances – Opening cash balances are necessary to complete the Statement of Cash Flows and balance the Statement of Financial Position. Preferably, opening cash balances should be derived from actual information contained within the Town's ledgers. It may not be possible, however, to extract this information from the ledgers for water alone; therefore, a reasonable proxy will be needed. One approach is to assume that opening cash balances equal ending reserve and reserve fund balances from the previous year adjusted for accrual-based transactions reflected by accounts receivable/payable balances. The following equation outlines this approach:

Ending Reserve/Reserve Fund Balance
Plus: Ending Accounts Payable Balance
Less: Ending Accounts Receivable Balance
Equals: Approximate Ending Cash Balance



- b) Amortization Expense – The method and timing of amortization should be based on the Town’s amortization policy.
- c) Accumulated Amortization – Will be based on the culmination of accumulated amortization expenses throughout the life of each asset however derived, along with information on construction/acquisition date and useful life obtained from the capital asset listing provided.
- d) Contributed Assets – As noted earlier, contributed assets could represent a significant part of the Town’s infrastructure acquisitions. As such, a reasonable estimate of value and timing of acquisition/donation may be required in order to adequately capture these assets. In the case where contributed assets are deemed to be insignificant or unknown, an assumption of “no contributed assets within the forecast period” will be made.
- e) Accumulated Surplus – The magnitude of the surplus in this area may precipitate the need for additional explanation especially in the first year of reporting. This Accumulated Surplus captures the historical infrastructure investment which has not been reported in the past but has accumulated to significant levels. It also includes all water reserve and reserve fund balances.
- f) Other Revenues – Will represent the recognition of revenues previously deferred (i.e. development charge revenues) and/or accrued revenues (developer contributions), and/or other minor miscellaneous revenues.



Chapter 4

Financial Plan



4. Financial Plan

4.1 Introduction

The following tables provide the complete financial plan for the Town's water systems. A brief description and analysis of each table is provided below. It is important to note that the financial plan that follows is a forward look at the financial position of the Town's water systems. It is not an audited document¹ and it contains various estimates as detailed in the "Notes to the Financial Plan" section below.

4.2 Water Financial Plan

4.2.1 *Statement of Financial Position (Table 4-1)*

The Statement of Financial Position provides information that describes the assets, liabilities, and accumulated surplus of the Town's water systems. The first important indicator is net financial assets/(debt), which is defined as the difference between financial assets and liabilities. This indicator provides an indication of the system's "future revenue requirement." A net financial asset position is where financial assets are greater than liabilities and implies that the system has the resources to finance future operations. Conversely, a net debt position implies that the future revenues generated by the system will be needed to finance past transactions, as well as future operations. Table 4-1 indicates that in 2020, the Town's water system was in a net financial asset position of \$5.77 million. The financial plan forecasts a net financial asset position for each year of the forecast period, increasing to a net financial asset position of \$22.29 million by 2028.

Another important indicator on the Statement of Financial Position is the tangible capital asset balance under section PS3150. As noted earlier, providing this information is a requirement for municipalities as part of PS3150 compliance and is significant from a financial planning perspective for the following reasons:

- Tangible capital assets such as watermain and treatment facilities are imperative to water service delivery.

¹ O. Reg. 453/07 does not require an audited financial plan.



- These assets represent significant economic resources in terms of their historical and replacement costs. Therefore, ongoing capital asset management is essential to managing significant replacements and repairs.
- The annual maintenance required by these assets has an enduring impact on water operational budgets.

In general terms, an increase in the tangible capital asset balance indicates that assets may have been acquired either through purchase by the municipality or donation/contribution by a third party. A decrease in the tangible capital asset balance can indicate a disposal, write down, or use of assets. A use of assets is usually represented by an increase in accumulated amortization due to annual amortization expenses arising as a result of allocating the cost of the asset to operations over the asset's useful life. Table 4-1 shows tangible capital assets net book value is expected to increase over the forecast period of approximately \$28.33. This indicates that the Town continues to acquire new assets over the forecast period.

4.2.2 Statement of Operations (Table 4-2)

The Statement of Operations summarizes the revenues and expenses generated by the water system for a given period. The annual surplus/deficit measures whether the revenues generated were sufficient to cover the expenses incurred and in turn, whether net financial assets have been maintained or depleted. Table 4-2 illustrates the ratio of expenses to revenues, although fluctuating to some extent, fluctuating over the forecast period with a decrease from 63% in 2020 to 61% by 2028. As a result, annual surplus increases from a surplus of \$4.0 million to a surplus of \$5.53 million by 2028. This is due to a general increasing trend in amortization expense. It is important to note that an annual surplus is beneficial to ensure funding is available to non-expense costs such as tangible capital asset acquisitions and reserve/reserve fund transfers.

Another important indicator on this statement is accumulated surplus/deficit. An accumulated surplus indicates that the available net resources are sufficient to provide future capital water services. An accumulated deficit indicates that resources are insufficient to provide future services and that borrowing, or rate increases are required to finance annual deficits. From Table 4-2, the financial plan proposes to increase by approximately \$48.85 million from a 2020 accumulated surplus of \$104.18 million to \$153.01 million in 2028. The accumulated surplus, as indicated in Table 4-2, is



predominantly made up of reserve and reserve fund balances as well as historical investments in tangible capital assets by the Town.

4.2.3 Statement of Change in Net Financial Assets/Debt (Table 4-3)

The Statement of Change in Net Financial Assets/Debt indicates whether revenue generated was sufficient to cover operating and non-financial asset costs (i.e. inventory supplies, prepaid expenses, tangible capital assets, etc.) and in so doing, explains the difference between the annual surplus/deficit and the change in net financial assets/debt for the period. Table 4-3 indicates that, forecasted annual surplus exceeds forecasted tangible capital asset acquisitions (net of amortization for the year), resulting in increases in the net financial asset balance. Therefore, an overall increase to net financial assets is anticipated over the forecast period to 2028. This is a result of more significant capital asset acquisitions forecasted between 2020 and 2028 allowing for a long-term plan of funding capital through accumulated surplus (i.e. reserves and reserve funds). This is evidenced by the ratio of cumulative annual surplus before amortization to cumulative tangible capital asset acquisitions decreasing from 1.85 to 1.41 over the forecast period.¹

4.2.4 Statement of Cash Flow (Table 4-4)

The Statement of Cash Flow summarizes how water systems are expected to generate and use cash resources during the forecast period. The transactions that provide/use cash are classified as operating, capital, investing, and financing activities as shown in Table 4-4. This statement focuses on the cash aspect of these transactions and thus is the link between cash-based and accrual-based reporting. Table 4-4 indicates that cash from operations will be used to fund capital transactions (i.e. tangible capital asset acquisitions) and build internal reserves and reserve funds over the forecast period. The financial plan projects the cash position of the Town's water systems to improve from a balance of \$13.92 million at the beginning of 2020, to just over \$21.5 million by the end of 2028. For further discussions, on projected cash balances please refer to the Notes to the Financial Plan.

¹ A desirable ratio is 1:1 or better.



Table 4-1
Statement of Financial Position: Water Services
UNAUDITED: For Financial Planning Purposes Only
2020-2028

	Notes	Forecast								
		2020	2021	2022	2023	2024	2025	2026	2027	2028
Financial Assets										
Cash	1	14,281,130	15,623,807	16,907,139	17,120,361	15,243,277	16,014,188	20,116,341	21,217,388	21,504,545
Accounts Receivable	1	1,047,410	1,068,887	1,090,787	1,110,580	1,132,983	1,155,639	1,178,593	1,334,858	1,358,473
Long-term Accounts Receivable	2	-	-	383,764	1,141,829	6,940,125	7,686,718	7,822,655	9,297,340	10,775,204
Total Financial Assets		15,328,540	16,692,694	18,381,690	19,372,770	23,316,385	24,856,545	29,117,589	31,849,586	33,638,222
Liabilities										
Bank Indebtedness		-	-	-	-	-	-	-	-	-
Accounts Payable & Accrued Liabilities	1	-	-	-	-	-	-	-	-	-
Debt (Principal only)	2	8,934,250	7,860,435	6,754,232	5,614,744	4,464,848	3,280,157	15,533,054	13,480,650	11,353,194
Deferred Revenue	3	623,647	533,143	-	-	-	-	-	-	-
Total Liabilities		9,557,897	8,393,578	6,754,232	5,614,744	4,464,848	3,280,157	15,533,054	13,480,650	11,353,194
Net Financial Assets/(Debt)		5,770,643	8,299,116	11,627,458	13,758,026	18,851,537	21,576,388	13,584,535	18,368,936	22,285,028
Non-Financial Assets										
Tangible Capital Assets	4	102,391,231	103,980,778	105,734,525	108,612,400	113,571,916	115,912,032	128,522,854	129,113,622	130,722,714
Total Non-Financial Assets		102,391,231	103,980,778	105,734,525	108,612,400	113,571,916	115,912,032	128,522,854	129,113,622	130,722,714
Accumulated Surplus/(Deficit)	5	108,161,874	112,279,894	117,361,983	122,370,426	132,423,453	137,488,420	142,107,389	147,482,558	153,007,742
Financial Indicators	Total Change	2020	2021	2022	2023	2024	2025	2026	2027	2028
1) Increase/(Decrease) in Net Financial Assets	19,071,936	2,557,551	2,528,473	3,328,342	2,130,568	5,093,511	2,724,851	(7,991,853)	4,784,401	3,916,092
2) Increase/(Decrease) in Tangible Capital Assets	29,778,547	1,447,064	1,589,547	1,753,747	2,877,875	4,959,516	2,340,116	12,610,822	590,768	1,609,092
3) Increase/(Decrease) in Accumulated Surplus	48,850,483	4,004,615	4,118,020	5,082,089	5,008,443	10,053,027	5,064,967	4,618,969	5,375,169	5,525,184



Table 4-2
Statement of Operations: Water Services
UNAUDITED: For Financial Planning Purposes Only
2020-2028

	Notes	Forecast								
		2020	2021	2022	2023	2024	2025	2026	2027	2028
Water Revenue										
Base Charge Revenue		3,529,787	3,616,313	3,705,627	3,795,999	3,887,430	3,979,919	4,073,466	4,169,978	4,267,598
Rate Based Revenue		5,435,628	5,563,744	5,693,331	5,824,387	5,956,914	6,090,910	6,226,376	6,363,313	6,501,719
Earned Development Charges Revenue	3	1,233,604	1,233,604	2,064,774	1,914,314	6,864,604	1,822,525	1,233,978	2,569,094	2,569,094
Other Revenue	6	553,922	581,583	624,294	619,166	695,631	724,969	807,760	860,565	894,879
Total Revenues		10,752,941	10,995,244	12,088,026	12,153,866	17,404,579	12,618,323	12,341,580	13,962,950	14,233,290
Water Expenses										
Operating Expenses	Sch. 4-1	4,842,100	4,957,600	5,077,900	5,202,800	5,332,700	5,467,900	5,608,900	5,756,200	5,909,900
Interest on Debt	2	330,290	299,171	266,784	233,498	199,368	164,572	128,533	632,349	557,298
Amortization	4	1,575,936	1,620,453	1,661,253	1,709,125	1,819,484	1,920,884	1,985,178	2,199,232	2,240,908
Loss on Disposal of Tangible Capital Assets		-	-	-	-	-	-	-	-	-
Total Expenses		6,748,326	6,877,224	7,005,937	7,145,423	7,351,552	7,553,356	7,722,611	8,587,781	8,708,106
Annual Surplus/(Deficit)		4,004,615	4,118,020	5,082,089	5,008,443	10,053,027	5,064,967	4,618,969	5,375,169	5,525,184
Accumulated Surplus/(Deficit), beginning of year	5	104,157,259	108,161,874	112,279,894	117,361,983	122,370,426	132,423,453	137,488,420	142,107,389	147,482,558
Accumulated Surplus/(Deficit), end of year		108,161,874	112,279,894	117,361,983	122,370,426	132,423,453	137,488,420	142,107,389	147,482,558	153,007,742
Note 5:										
Accumulated Surplus/(Deficit) Reconciliation:		2020	2021	2022	2023	2024	2025	2026	2027	2028
Reserve Balances										
Reserves: Development Charges		623,647	533,143	(383,764)	(1,141,829)	(6,940,125)	(7,686,718)	(7,822,655)	(9,297,340)	(10,775,204)
Reserves: Gas Tax		-	-	-	-	-	-	-	-	-
Reserves: Capital/Other		14,704,893	16,159,551	18,381,690	19,372,770	23,316,385	24,856,545	29,117,589	31,849,586	33,638,222
Total Reserves Balance		15,328,540	16,692,694	17,997,926	18,230,941	16,376,260	17,169,827	21,294,934	22,552,246	22,863,018
Less: Debt Obligations and Deferred Revenue		(9,557,897)	(8,393,578)	(6,754,232)	(5,614,744)	(4,464,848)	(3,280,157)	(15,533,054)	(13,480,650)	(11,353,194)
Add: Long-term Accounts Receivable		-	-	383,764	1,141,829	6,940,125	7,686,718	7,822,655	9,297,340	10,775,204
Add: Tangible Capital Assets	4	102,391,231	103,980,778	105,734,525	108,612,400	113,571,916	115,912,032	128,522,854	129,113,622	130,722,714
Total Ending Balance		108,161,874	112,279,894	117,361,983	122,370,426	132,423,453	137,488,420	142,107,389	147,482,558	153,007,742
Financial Indicators	Total Change	2020	2021	2022	2023	2024	2025	2026	2027	2028
1) Expense to Revenue Ratio		63%	63%	58%	59%	42%	60%	63%	62%	61%
2) Increase/(Decrease) in Accumulated Surplus	48,850,483	4,004,615	4,118,020	5,082,089	5,008,443	10,053,027	5,064,967	4,618,969	5,375,169	5,525,184



Schedule 4-1
Statement of Operating Expenses: Water Services
UNAUDITED: For Financial Planning Purposes Only
2020-2028

	Notes	Forecast								
		2020	2021	2022	2023	2024	2025	2026	2027	2028
Operating Expenses										
Wages and benefits		2,332,500	2,369,800	2,407,700	2,446,200	2,485,300	2,525,100	2,565,500	2,606,500	2,648,200
Office supplies		5,200	5,300	5,400	5,500	5,600	5,700	5,800	5,900	6,000
Materials and supplies		129,000	131,100	133,200	135,300	137,500	139,700	141,900	144,200	146,500
Water sample testing		54,700	55,600	56,500	57,400	58,300	59,200	60,100	61,100	62,100
Clothing allowance		10,900	11,100	11,300	11,500	11,700	11,900	12,100	12,300	12,500
Advertising		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Water meter repairs and maintenance		10,300	10,500	10,700	10,900	11,100	11,300	11,500	11,700	11,900
Postage		77,400	78,600	79,900	81,200	82,500	83,800	85,100	86,500	87,900
Janitorial supplies		6,100	6,200	6,300	6,400	6,500	6,600	6,700	6,800	6,900
Purification		212,200	218,600	225,200	232,000	239,000	246,200	253,600	261,200	269,000
Computer		25,100	25,500	25,900	26,300	26,700	27,100	27,500	27,900	28,300
Internet		1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700
Security services		3,300	3,400	3,500	3,600	3,700	3,800	3,900	4,000	4,100
Telephone		49,800	50,600	51,400	52,200	53,000	53,800	54,700	55,600	56,500
Utilities		478,200	516,500	557,800	602,400	650,600	702,600	758,800	819,500	885,100
Services		54,100	55,000	55,900	56,800	57,700	58,600	59,500	60,500	61,500
Meeting Expense		500	500	500	500	500	500	500	500	500
Property taxes		46,500	47,200	48,000	48,800	49,600	50,400	51,200	52,000	52,800
Water purchased - Union Water		323,600	333,300	343,300	353,600	364,200	375,100	386,400	398,000	409,900
Water purchased - Tecumseh		27,600	28,400	29,300	30,200	31,100	32,000	33,000	34,000	35,000
Administration		289,000	293,600	298,300	303,100	307,900	312,800	317,800	322,900	328,100
Billing and collecting		15,200	15,400	15,600	15,800	16,100	16,400	16,700	17,000	17,300
Legal		2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100
Consulting		77,400	78,600	79,900	81,200	82,500	83,800	85,100	86,500	87,900
Water station expense		4,100	4,200	4,300	4,400	4,500	4,600	4,700	4,800	4,900
Insurance		88,300	89,700	91,100	92,600	94,100	95,600	97,100	98,700	100,300
Water service installations		38,700	39,300	39,900	40,500	41,100	41,800	42,500	43,200	43,900
Meter reading contract		35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
Janitorial Services		9,500	9,700	9,900	10,100	10,300	10,500	10,700	10,900	11,100
Fuel		63,000	64,000	65,000	66,000	67,100	68,200	69,300	70,400	71,500
Watermain breaks/services/materials		67,100	68,200	69,300	70,400	71,500	72,600	73,800	75,000	76,200
Vehicle maintenance		36,600	37,200	37,800	38,400	39,000	39,600	40,200	40,800	41,500
Building maintenance		23,700	24,100	24,500	24,900	25,300	25,700	26,100	26,500	26,900
Grass cutting/snow removal		27,900	28,300	28,800	29,300	29,800	30,300	30,800	31,300	31,800
Tower maintenance and minor repair		5,200	5,300	5,400	5,500	5,600	5,700	5,800	5,900	6,000
Equipment repairs and maintenance		378,800	384,900	391,100	397,400	403,800	410,300	416,900	423,600	430,400
Health and Safety Supplies		13,400	13,600	13,800	14,000	14,200	14,400	14,600	14,800	15,000
Mileage non-conference		600	600	600	600	600	600	600	600	600
Training & conferences		36,100	36,700	37,300	37,900	38,500	39,100	39,700	40,300	40,900
Memberships and subscriptions		7,800	7,900	8,000	8,100	8,200	8,300	8,400	8,500	8,600
Bad debts		500	500	500	500	500	500	500	500	500
Refunds-leaks		10,300	10,500	10,700	10,900	11,100	11,300	11,500	11,700	11,900
Bank service charge		3,600	3,700	3,800	3,900	4,000	4,100	4,200	4,300	4,400
Expense recoveries		(241,500)	(245,400)	(249,300)	(253,300)	(257,400)	(261,500)	(265,700)	(270,000)	(274,300)
TOTAL OPERATING EXPENSES		4,842,100	4,957,600	5,077,900	5,202,800	5,332,700	5,467,900	5,608,900	5,756,200	5,909,900



Table 4-3
Statement of Changes in Net Financial Assets/Debt: Water Services
UNAUDITED: For Financial Planning Purposes Only
2020-2028

	Notes	Forecast								
		2020	2021	2022	2023	2024	2025	2026	2027	2028
Annual Surplus/(Deficit)		4,004,615	4,118,020	5,082,089	5,008,443	10,053,027	5,064,967	4,618,969	5,375,169	5,525,184
Less: Acquisition of Tangible Capital Assets	4	(3,023,000)	(3,210,000)	(3,415,000)	(4,587,000)	(6,779,000)	(4,261,000)	(14,596,000)	(2,790,000)	(3,850,000)
Add: Amortization of Tangible Capital Assets	4	1,575,936	1,620,453	1,661,253	1,709,125	1,819,484	1,920,884	1,985,178	2,199,232	2,240,908
(Gain)/Loss on disposal of Tangible Capital Assets		-	-	-	-	-	-	-	-	-
Add: Proceeds on Sale of Tangible Capital Assets		-	-	-	-	-	-	-	-	-
Add: Write-downs of Tangible Capital Assets		-	-	-	-	-	-	-	-	-
		(1,447,064)	(1,589,547)	(1,753,747)	(2,877,875)	(4,959,516)	(2,340,116)	(12,610,822)	(590,768)	(1,609,092)
Less: Acquisition of Supplies Inventory		-	-	-	-	-	-	-	-	-
Less: Acquisition of Prepaid Expenses		-	-	-	-	-	-	-	-	-
Add: Consumption of Supplies Inventory		-	-	-	-	-	-	-	-	-
Add: Use of Prepaid Expenses		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Increase/(Decrease) in Net Financial Assets/(Net Debt)		2,557,551	2,528,473	3,328,342	2,130,568	5,093,511	2,724,851	(7,991,853)	4,784,401	3,916,092
Net Financial Assets/(Net Debt), beginning of year		3,213,092	5,770,643	8,299,116	11,627,458	13,758,026	18,851,537	21,576,388	13,584,535	18,368,936
Net Financial Assets/(Net Debt), end of year		5,770,643	8,299,116	11,627,458	13,758,026	18,851,537	21,576,388	13,584,535	18,368,936	22,285,028
Financial Indicators		2020	2021	2022	2023	2024	2025	2026	2027	2028
1) Acquisition of Tangible Capital Assets (Cumulative)		3,023,000	6,233,000	9,648,000	14,235,000	21,014,000	25,275,000	39,871,000	42,661,000	46,511,000
2) Annual Surplus/Deficit before Amortization (Cumulative)		5,580,551	11,319,024	18,062,366	24,779,934	36,652,445	43,638,296	50,242,443	57,816,844	65,582,936
3) Ratio of Annual Surplus before Amortization to Acquisition of TCA's (Cumulative)		1.85	1.82	1.87	1.74	1.74	1.73	1.26	1.36	1.41



Table 4-4
Statement of Cash Flow – Indirect Method: Water Services
UNAUDITED: For Financial Planning Purposes Only
2020-2028

	Notes	Forecast								
		2020	2021	2022	2023	2024	2025	2026	2027	2028
Operating Transactions										
Annual Surplus/Deficit		4,004,615	4,118,020	5,082,089	5,008,443	10,053,027	5,064,967	4,618,969	5,375,169	5,525,184
Add: Amortization of TCA's	4	1,575,936	1,620,453	1,661,253	1,709,125	1,819,484	1,920,884	1,985,178	2,199,232	2,240,908
Less: Earned Deferred Revenue	3	(1,233,604)	(1,233,604)	(2,064,774)	(1,914,314)	(6,864,604)	(1,822,525)	(1,233,978)	(2,569,094)	(2,569,094)
Add: Deferred Revenue Proceeds		1,122,427	1,143,100	1,147,866	1,156,250	1,066,308	1,075,932	1,098,040	1,094,410	1,091,230
Change in A/R (Increase)/Decrease		(1,047,410)	(21,477)	(21,900)	(19,793)	(22,404)	(22,656)	(22,954)	(156,266)	(23,615)
Less: Interest Proceeds		(231,121)	(257,683)	(299,294)	(316,766)	(392,131)	(420,369)	(501,959)	(553,566)	(586,677)
Cash Provided by Operating Transactions		4,190,843	5,368,809	5,505,240	5,622,945	5,659,680	5,796,233	5,943,297	5,389,885	5,677,936
Capital Transactions										
Less: Cash Used to acquire Tangible Capital Assets	4	(3,023,000)	(3,210,000)	(3,415,000)	(4,587,000)	(6,779,000)	(4,261,000)	(14,596,000)	(2,790,000)	(3,850,000)
Cash Applied to Capital Transactions		(3,023,000)	(3,210,000)	(3,415,000)	(4,587,000)	(6,779,000)	(4,261,000)	(14,596,000)	(2,790,000)	(3,850,000)
Investing Transactions										
Proceeds from Investments		231,121	257,683	299,294	316,766	392,131	420,369	501,959	553,566	586,677
Cash Provided by (applied to) Investing Transactions		231,121	257,683	299,294	316,766	392,131	420,369	501,959	553,566	586,677
Financing Transactions										
Proceeds from Debt Issue	2	-	-	-	-	-	-	13,474,000	-	-
Add: Long-term Accounts Receivable Proceeds (recovery of debt)	2	-	-	-	-	-	-	-	-	-
Less: Debt Repayment (Principal only)	2	(1,042,697)	(1,073,815)	(1,106,202)	(1,139,489)	(1,149,895)	(1,184,691)	(1,221,103)	(2,052,404)	(2,127,456)
Cash Applied to Financing Transactions		(1,042,697)	(1,073,815)	(1,106,202)	(1,139,489)	(1,149,895)	(1,184,691)	12,252,897	(2,052,404)	(2,127,456)
Increase in Cash and Cash Equivalents		356,267	1,342,677	1,283,332	213,222	(1,877,084)	770,911	4,102,153	1,101,047	287,157
Cash and Cash Equivalents, beginning of year	1	13,924,863	14,281,130	15,623,807	16,907,139	17,120,361	15,243,277	16,014,188	20,116,341	21,217,388
Cash and Cash Equivalents, end of year	1	14,281,130	15,623,807	16,907,139	17,120,361	15,243,277	16,014,188	20,116,341	21,217,388	21,504,545



Notes to Financial Plan

The financial plan format as outlined in Chapter 4 closely approximates the full accrual format used by municipalities on their audited financial statements. However, the financial plan is not an audited document and contains various estimates. In this regard, section 3 (2) of O. Reg. 453/07 states the following:

“Each of the following sub-subparagraphs applies only if the information referred to in the sub-subparagraph is known to the owner at the time the financial plans are prepared:

1. Sub-subparagraphs 4 i A, B and C of subsection (1)
2. Sub-subparagraphs 4 iii A, C, E and F of subsection (1).”

The information referred to in sub-subparagraphs 4 i A, B and C of subsection (1) includes:

- A. Total financial assets (i.e. cash and receivables);
- B. Total liabilities (i.e. payables, debt, and deferred revenue);
- C. Net debt (i.e. the difference between A and B above).

The information referred to in sub-subparagraphs 4 iii A, C, E and F of subsection (1) includes:

- A. Operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges
- B. Investing transactions that are acquisitions and disposal of investments
- C. Change in cash and cash equivalents during the year
- D. Cash and cash equivalents at the beginning and end of the year

In order to show a balanced financial plan in a full accrual format for the Town, some of the items listed above have been estimated given that the Town does not maintain all financial asset and liability data separately for water. Usually, this type of data is combined with the financial assets and liabilities of other departments and services



given that there is not a current obligation to disclose this data separately (as there is with revenue and expenses).

The assumptions used have been documented below:

1. Cash, Receivables and Payables

It is assumed that the opening cash balances required to complete the financial plan are equal to:

Ending Reserve/Reserve Fund Balance
Plus: Ending Accounts Payable Balance
Less: Ending Accounts Receivable Balance
Equals: *Approximate Ending Cash Balance*

For the Town, receivable and payable balances were estimated for each year of the forecast based on the following factors:

- a) Receivables: Based on the historical levels of water receivables as a percentage of annual water revenue earned; and
- b) Payables: Based on historical levels of water payables as a percentage of annual water expenses.

2. Debt

Outstanding water related debt at the end of 2019 was just over \$9.97 million. In addition, the Town anticipates issuing debentures of \$13.474 million over the forecast period to 2028. The principal repayments, for existing and projected debt required over the forecast period are scheduled as follows.

Year	Principal Payments
2020	1,042,697
2021	1,073,815
2022	1,106,202
2023	1,139,489
2024	1,149,895
2025	1,184,691
2026	1,221,103
2027	2,052,404
2028	2,127,456
Total	\$ 12,097,752



3. Deferred Revenue

Deferred revenue is typically made up of water development charge reserve balances which are considered to be a liability for financial reporting purposes until the funds are used to emplace the works for which they have been collected. Where future years provide for a negative balance in the water development charge reserve fund balance it is shown as an asset (“long-term accounts receivable”) for financial reporting purposes, representing future amounts to be collected from developers. Currently, the forecast does anticipate a negative balance in the water development charges reserve fund for the years 2022 through 2028.

4. Tangible Capital Assets

- Opening net book value of tangible capital assets includes water related assets in the following categories:
 - i. Water treatment facilities, Pumping stations and storage;
 - ii. Linear Infrastructure;
 - iii. Land;
 - iv. Land Improvements; and
 - v. Vehicles and Equipment.
- Amortization is calculated based on using the straight-line approach with a half year of amortization in the year of acquisition or construction.
- Given the planned asset replacement forecast in the 2019 Rate Study, useful life on acquisitions is assumed to be equal to the weighted average useful life for all assets on hand in each respective asset category.
- Write-offs are assumed to equal \$0 for each year in the forecast period.
- Tangible capital assets are shown on a net basis. It is assumed that disposals occur when the asset is being replaced. To calculate the value of each asset disposal, the replacement value (of each new asset that has been identified as a “replacement”) has been deflated (by weighted average useful life for all assets on hand in the respective asset category) to an estimated historical cost. This figure was used to calculate disposals only. Future assets are disposed of when fully amortized.
- Gains/losses on disposal are assumed to be \$0 (it is assumed that historical cost is equal to accumulated amortization for all disposals).



- Residual value is assumed to be \$0 for all assets contained within the forecast period.
- Contributed Assets, as described in section 3.2.1, are deemed to be insignificant/unknown during the forecast period and are therefore assumed to be \$0.
- The Town is unaware of any lead service piping in the municipal water systems.



- The balance of tangible capital assets is summarized as follows:

Asset Historical Cost	2020	2021	2022	2023	2024	2025	2026	2027	2028
Opening Tangible Capital Asset Balance	128,058,580	130,691,582	133,571,266	136,652,801	139,994,892	146,424,222	150,101,491	164,245,789	166,614,183
Acquisitions	3,023,000	3,210,000	3,415,000	4,587,000	6,779,000	4,261,000	14,596,000	2,790,000	3,850,000
Disposals	389,998	330,316	333,465	1,244,909	349,670	583,731	451,702	421,606	1,775,056
Closing Tangible Capital Asset Balance	130,691,582	133,571,266	136,652,801	139,994,892	146,424,222	150,101,491	164,245,789	166,614,183	168,689,127
Opening Accumulated Amortization	27,114,413	28,300,351	29,590,488	30,918,276	31,382,492	32,852,306	34,189,459	35,722,935	37,500,561
Amortization Expense	1,575,936	1,620,453	1,661,253	1,709,125	1,819,484	1,920,884	1,985,178	2,199,232	2,240,908
Amortization on Disposal	389,998	330,316	333,465	1,244,909	349,670	583,731	451,702	421,606	1,775,056
Ending Accumulated Amortization	28,300,351	29,590,488	30,918,276	31,382,492	32,852,306	34,189,459	35,722,935	37,500,561	37,966,413
Net Book Value	102,391,231	103,980,778	105,734,525	108,612,400	113,571,916	115,912,032	128,522,854	129,113,622	130,722,714



5. Accumulated Surplus

Opening accumulated surplus for the forecast period is reconciled as follows:

Water	2020 Opening Accumulated Surplus
Reserve Balances	
Reserves: Development Charges	734,824
Reserves: Capital/Other	13,190,039
Total Reserves Balance	13,924,863
Less: Debt Obligations and Deferred Revenue	(10,711,771)
Add: Tangible Capital Assets	100,944,167
Total Opening Balance	104,157,259

The accumulated surplus reconciliation for all years within the forecast period is contained in Table 4-2.

6. Other Revenue

Other revenues include minor revenues from water meter sales, buy-in fees, investment income, penalty & interest, etc., these revenues have been held constant over the forecast period. Water station revenues have been inflated annually by 1.6% over the forecast period based on CPI averages.



Chapter 5

Process for Financial Plan Approval and Submission to the Province



5. Process for Financial Plan Approval and Submission to the Province

As mentioned in section 1.2, preparation of and approval of a financial plan for water assets that meets the requirements of the Act is mandatory for municipal water providers. Proof of the plan preparation and approval is a key submission requirement for municipal drinking water licensing and, upon completion, must be submitted to the MECP. The process established for plan approval, public circulation and filing is set out in O. Reg. 453/07 and can be summarized as follows:

1. The financial plan must be approved by resolution of Council of the municipality who owns the drinking water system or the governing body of the owner. (O. Reg. 453/07, section 3 (1) 1.)
2. The owner of the drinking water system must provide notice advertising the availability of the financial plan. The plans will be made available to the public upon request and without charge. The plans must also be made available to the public on the municipality's website. (O. Reg. 453/07, section 3 (1) 5.)
3. The owner of the drinking water system must provide a copy of the financial plan to the Director of Policy Branch, Ministry of Municipal Affairs and Housing. (O. Reg. 453/07, section 3 (1) 6.)
4. The owner of the drinking water system must provide proof satisfactory to the Director that the financial plans for the system satisfy the requirements under the Safe Drinking Water Act. (S.D.W.A. section 32 (5) 2.ii.)



Chapter 6

Recommendations



6. Recommendations

This report presents the water financial plan for the Town in accordance with the mandatory reporting formats for water systems as detailed in O. Reg. 453/07. It is important to note that while mandatory, the financial plan is provided for Council's interest and approval however, for decision making purposes, it may be more informative to rely on the information contained within the 2019 Water and Wastewater Rate Study, dated January 29, 2019. Nevertheless, Council is required to pass certain resolutions with regard to this plan and regulations and it is recommended that:

1. The Town of Lakeshore's Water Financial Plan prepared by Watson & Associates Economists Ltd. dated June 30, 2020 be approved.
2. Notice of availability of the Financial Plan be advertised.
3. The Financial Plan dated June 30, 2020 be submitted to the Ministry of Municipal Affairs and Housing. (O. Reg. 453/07, section 3 (1) 6).
4. The resolution of Council approving the Financial Plan be submitted to the MECP, satisfying the requirements under the Safe Drinking Water Act. (S.D.W.A. section 32 (5) 2.ii.).

Municipality of Lakeshore - Report to Council

Engineering & Infrastructure Services

Public Works



To: Mayor & Members of Council

From: Jeff Wilson, Manager of Operations

Date: January 29, 2021

Subject: Gravel Road Conversion Criteria and Amended 10 Year Gravel Conversion Program

Recommendation

Direct Administration to complete the gravel road conversions of Walls Road (from Lakeshore Road 113 to Lakeshore 115), Lakeshore Road 115 (from Walls Road to Rogers Road) and Rogers Road (from Lakeshore Road 115 to West Belle River Road) in 2021 to be funded from the Gravel Road Conversion reserve in the amount of \$469,000;

Adopt the amended 10 year Gravel Conversion program as per the attached with the inclusion of Lakeshore 115 (from Rogers Road to County Road 42) as reassessed, to be completed in 2022 in the amount of \$370,000, as presented in the February 16, 2021 Council report.

Background

The original Gravel Road Conversion Program implemented in 2009 focused on the conversion of roadways that would allow for paved connectivity moving east to west joining the Municipality's rural road system with other Municipal roads and/or the County road system. This original program did not consider the number of residential houses along these routes and only focused on the network as a whole.

The revised criteria for the gravel conversion program adopted in 2017 was amended to give consideration to the number of residents along the route. This program criteria was expanded to consider two factors, residential density per kilometer and connectivity.

Residential density takes into consideration the number of residence per kilometer of a particular road section while connectivity continues to ensure that paved roads connect to other paved roads creating travel routes for residents across the Municipality. Connectivity is an important criteria to be included in any gravel conversion program as it accounts for the broader public interest in improving a stretch of roadway as opposed to

the private benefit to those residing along a stretch of road. If a road does not provide a benefit to the broader public through improving connectivity then a local improvement process is likely a better option than subsidizing the improvement by using public dollars.

This was considered in the equal weighting of density and connectivity.

Prior to the amended criteria being adopted in 2017, a report was taken to Council identifying that sections of roadways (from the original list) were delayed to accommodate the timing of the Belle River Wind Project. These sections included Walls Road (from Lakeshore Road 113 to Lakeshore Road 115), Lakeshore Road 115 (from Walls Road to Rogers Road) and Rogers Road (from Lakeshore Road 115 to West Belle River Road). It was identified at that time that the newly paved roadways would have seen considerable damage by the construction of the wind mill project and therefore the gravel conversions would be completed once the wind farm construction was concluded.

The criteria was amended prior to the completion of the wind farm construction.

Comments

The revised criteria and weighting of the Gravel Road Conversion Program as identified in 2017 is still supported by Administration.

The delay of this conversion project in 2017 due to the construction of the Belle River Wind Project and being subject to a program modification had a major impact on the conversion timing of Lakeshore Road 115.

There are 2 maps attached for information:

- **Map 1** shows the existing points per section assigned to Lakeshore Road 115, without considering the deferred works; and
- **Map 2** shows the updated points for the remaining sections on Lakeshore Road 115 with the deferred works being considered.

The delay of this section of Lakeshore Road 115 (from Walls Road to Rogers Road) contributed to the section of Lakeshore Road 115 (from Rogers Road to County Road 42) obtaining a lower score based on connectivity points, which in turn removed this section of roadway from the 10 year conversion program.

The section of Lakeshore Road 115 (from Rogers Road to County Road 42) was reassessed based on conditions shown in Map 2 and now falls within the 10 year program (in 2022) as connectivity of the roadway scores higher if the delayed works would have been completed.

It should be noted that the section of Lakeshore Road 115 to the south of Walls Road will not be eligible in 2022 for conversion but falls within the 10 year plan.

If Council wishes to proceed with the recommendation to complete the deferred works indicated in the attached report dated August 24, 2017 in 2021, Administration further recommends that Council approve the amended the 10 year Gravel Conversion program as attached which includes the section of Lakeshore Road 115 (from Rogers Road to County Road 42).

This addresses both the overall impact this delay had on the conversion of Lakeshore Road 115 and continues to recognize a Gravel Road Conversion Program that meets the needs of the community.

Financial Impacts

The delayed road sections, Walls Road (from Lakeshore Road 113 to Lakeshore Road 115), Lakeshore Road 115 (from Walls Road to Rogers Road) and Rogers Road (from Lakeshore Road 115 to West Belle River Road) can be completed and funded in 2021 in part from the surplus (under the gravel road conversion program reserve) that was recognized on the Hawthorne Drive gravel conversion project in the amount of \$469,100 from the gravel roads conversion reserve.

The Hawthorne Drive project had significant surplus due to the following:

- Aggressive bidding by a Contractor based on proximity to the site (construction yard was less than a kilometer away from the work site);
- The original estimate considered relocation of utilities that were accommodated in the conversion and utility relocations were minimized;
- The original estimate considered an asphalt surface vs. surface treatment; and
- Project contingency was not utilized during construction of this project.

The road section, Lakeshore Road 115 (from Rogers Road to County Road 42) will be completed in 2022 under the amended 10 year program and would be funded under the Gravel Road Conversion Program reserve in the amount of \$370,000. This will be brought forward as part of the 2022 Capital Budget.

Attachments: Report to Council August 24, 2017

Map1 Current Gravel Conversion Criteria

Map 2 Updated Gravel Conversion Criteria

Amended 10 year Gravel Road Conversion Program

Report Approval Details

Document Title:	Gravel Road Conversion Criteria and Lakeshore Road 115.docx
Attachments:	<ul style="list-style-type: none">- Report to Council August 24 2017.pdf- Map 1 Lakeshore Road 115 Current Gravel Conversion Criteria.pdf- Map 2 lakeshore Road 115 Updated Criteria.pdf- Amended 10 year Gravel Road Conversion Program.pdf
Final Approval Date:	Feb 10, 2021

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

Krystal Kalbol

Rosanna Pellerito

Kristen Newman

Truper McBride

TOWN OF LAKESHORE
ENGINEERING AND INFRASTRUCTURE SERVICES
PUBLIC WORKS SERVICES DIVISION

TO: Mayor and Members of Council

FROM: Nelson Cavacas, Director
Engineering and Infrastructure

DATE: August 24, 2017

SUBJECT: Conversion of Gravel Roads to Surface Treatment Program - Update

RECOMMENDATIONS:

It is recommended that:

1. Council receive this report for information for review as an update to the Town of Lakeshore's Conversion of Gravel Roads to Surface Treatment Program with Hawthorn Drive added to the program.

BACKGROUND:

At the June 27, 2017 Council meeting, the following resolution (276-6-2017) was passed by Council:

That:

Hawthorn Drive be added to the gravel road conversion program list and that administration be directed to bring forward the gravel road conversion program for further review by Council.

COMMENTS:

In 2007, Council approved a list of gravel roads to be converted to surface treated. This list essentially became the first five (5) year program for the Conversion of Gravel Roads to Surface Treatment. An annual funding amount was established that year for the program. Subsequently to this, administration was requested to prepare a longer range conversion program. Administration completed a review and developed a multi-year plan that was approved by Council at the December 15, 2009 Council meeting. The intent of this established program was to provide road network connectivity between existing paved arterial roads (both local and County).

In 2012 the multi-year plan was again updated after reviewing the annual funding amount and adjustments also being made to road list. Annually, administration brings forward the next road segment(s) identified in the program as part of the budget deliberation process for funding approval.

As Council is aware, the Conversion Program schedule has been altered in 2017 due to the Belle River Windfarm project currently underway. The conversion of Walls Road (Lakeshore Road 113 to Lakeshore Road 115) and Lakeshore Road 115 (Walls Road to Rogers Road) have been delayed due to this project. Lakeshore Road 308 (Kent Road 1 to Richardson Sideroad) was completed in place of the previously mentioned two (2) road projects. In addition, Lakeshore Road 308 (Richardson Sideroad to Gracey Sideroad) was completed as well this year with funding provided by Council for additional road works. As costs of the alternate projects exceeded original estimates, Council approved 2017 over-expenditures for these projects of \$41,110 and \$65,700 respectively.

With the windfarm project expected to be substantially complete in 2017, it would be the expectation of administration to return to the regular surface treatment schedule. This would mean that Walls Road/Lakeshore Road 115/Rogers Road would be considered as candidate road sections for 2018/2019.

As directed by Council, administration has updated the Gravel Road Conversion Program to reflect changes with work completed in recent years and add Hawthorn Drive to the roads list. The updated multi-year plan of the program list and map are attached for Council's review with Hawthorn Drive added. Hawthorn Drive has been added as two road sections with the first section from Bissonnette Lane to the north end in 2028 and section south from Bissonnette Lane to Oriole Park Drive in 2029.

The average costs for the conversion program is currently approximately \$110,000/km for just the application of the surface treatment and does not include road widening or improvements for road sections that may require additional work to support the surface treatment conversion. Previously reported to Council at the June 27, 2017 meeting, administration provided information on what would be required including cost to upgrade Hawthorn Drive. The total project cost for Hawthorn Drive improvements would in the order of magnitude of \$500,000.

The current annual conversion program budget is \$325,300. This annual funding amount would not be sufficient to fund the entire project cost in a single program year. In the event Hawthorn Drive is approved for inclusion in the conversion program the costing and program will require to be updated in future years.

OTHERS CONSULTED:

Director of Finance was consulted in the preparation of this report.

FINANCIAL IMPACTS:

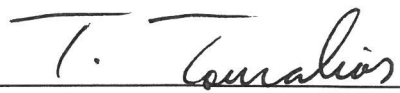
There are no financial impacts resulting with the recommendation in this report. However, in the event this Hawthorn Drive is approved to be added to the Conversion of Gravel Roads to Surface Treatment multi-year plan, there will be approximately \$500,000 in additional funding investment that will be required in the future. The additional funding investment will compete with all of the other Town's existing infrastructure needs backlog.

Prepared by:



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

Submitted by:



Tom Touralias, P. Eng., MBA
Chief Administrative Officer

NC/nc

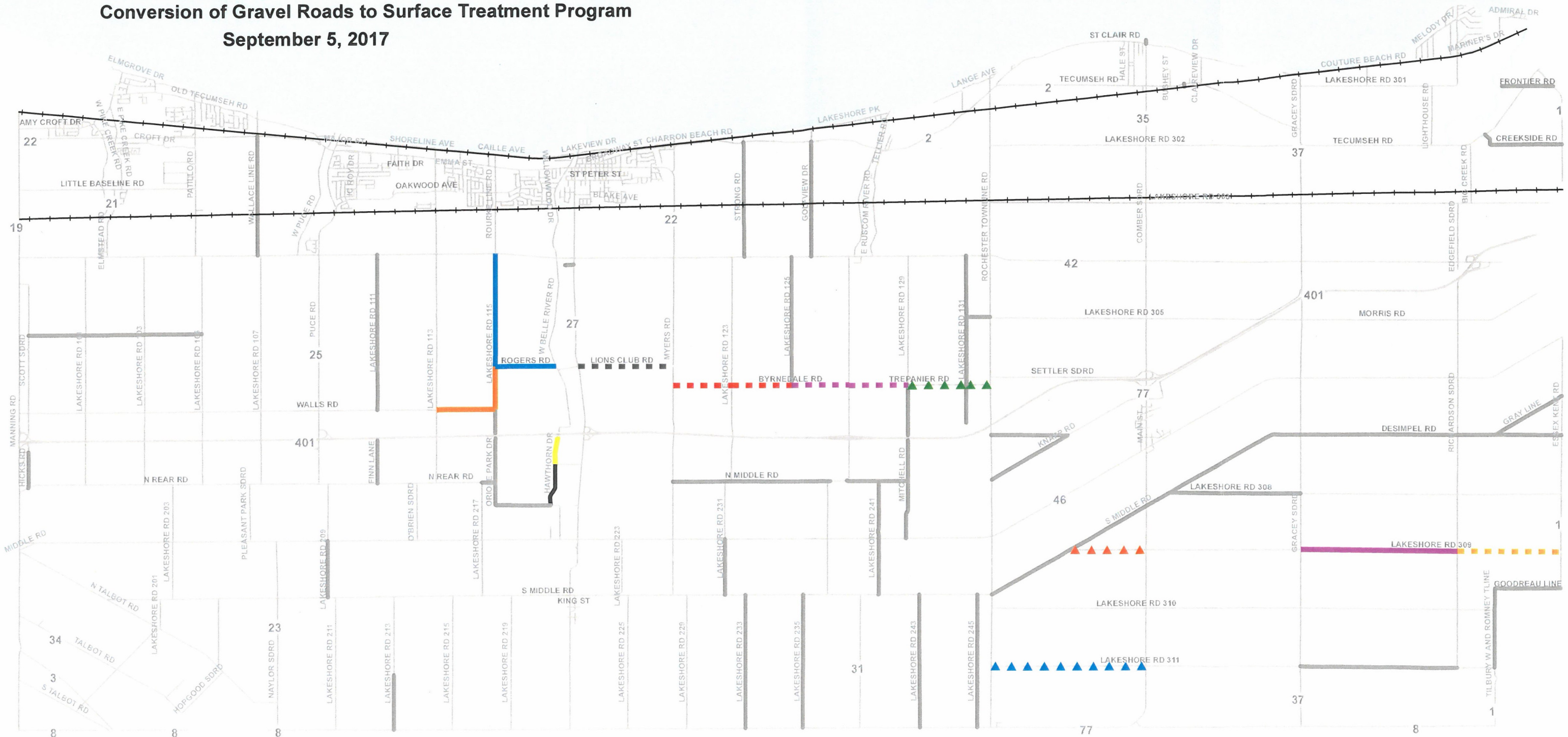
Attachments: Multi-Year Gravel Conversion Program and Map

R:\2017 Meeting Dates-Reports\09 – September 12, 2017\Conversion of Gravel Roads to Surface Treatment Program - Update.doc

Gravel to Surface Treatment Program					
YEAR	ST. ID.	STREET NAME	FROM	TO	LTH. (km)
2018	107	Lakeshore Rd. 115	Rogers Rd.	County Rd. 42	2.66
	115	Rogers Rd.	Lakeshore Rd. 115	W. Belle River Rd	1.42
2019	66	Walls Rd.	Lakeshore Rd. 113	Lakeshore Rd. 115	1.37
	106	Lakeshore Rd. 115	Walls Rd.	Rogers Rd.	1.00
2020	2012	Lakeshore Rd. 309	Kent Rd. 1	Rich. Sdrd.	2.45
2021	1027	Lions Club Rd.	Cty Rd. 27	Myers Rd.	2.24
2022	1050	Byrnedale Rd.	Myers Rd.	Lakeshore Rd. 123	1.36
	1051	Byrnedale Rd.	Lakeshore Rd. 123	Lakeshore Rd. 125	1.41
2023	1052	Byrnedale Rd.	Lakeshore Rd. 125	Cty Rd. 31	1.36
	1053	Trepanier Rd.	Cty Rd. 31	Lakeshore Rd. 129	1.38
2024	1054	Trepanier Rd.	Lakeshore Rd. 129	Lakeshore Rd. 131	1.37
	1055	Trepanier Rd.	Lakeshore Rd. 131	Roch. Townline	0.55
2025	2001	Lakeshore Rd. 311	Roch. Townline	Hwy. 77	3.64
2026	2009	Lakeshore Rd. 309	Hwy. 77	South Middle Rd.	1.78
2027	2001	Lakeshore Rd. 309	Gracey Sdrd.	Rich. Sdrd.	3.67
2028	111	Hawthorn Drive	Bissonnette Lane	North End	0.68
2029	110	Hawthorn Drive	Bissonnette Lane	Oriole Park Drive	1.0
				TOTAL	29.34

Figure 1

Town of Lakeshore
Conversion of Gravel Roads to Surface Treatment Program
September 5, 2017



TOWN OF LAKESHORE
ENGINEERING AND INFRASTRUCTURE SERVICES
DRAINAGE DIVISION

TO: Mayor and Members of Council
FROM: Jill Fiorito, Drainage Superintendent
DATE: September 5, 2017
SUBJECT: Drainage Board Meeting draft Minutes for July 31, 2017

RECOMMENDATION

It is recommended that:

1. Council receive the draft Minutes from the July 31, 2017 Drainage Board meeting.

BACKGROUND

The draft minutes from the July 31, 2017 Drainage Board meeting are attached. Mr. Tony Peralta of N.J. Peralta outlined his report on enclosing a section of the Wallace Line Drain to accommodate a new residential subdivision (Lakeside Estates).

COMMENTS

The Drainage Board members recommended that By-law No. 67-2017 be read a first and second time and provisionally adopted.

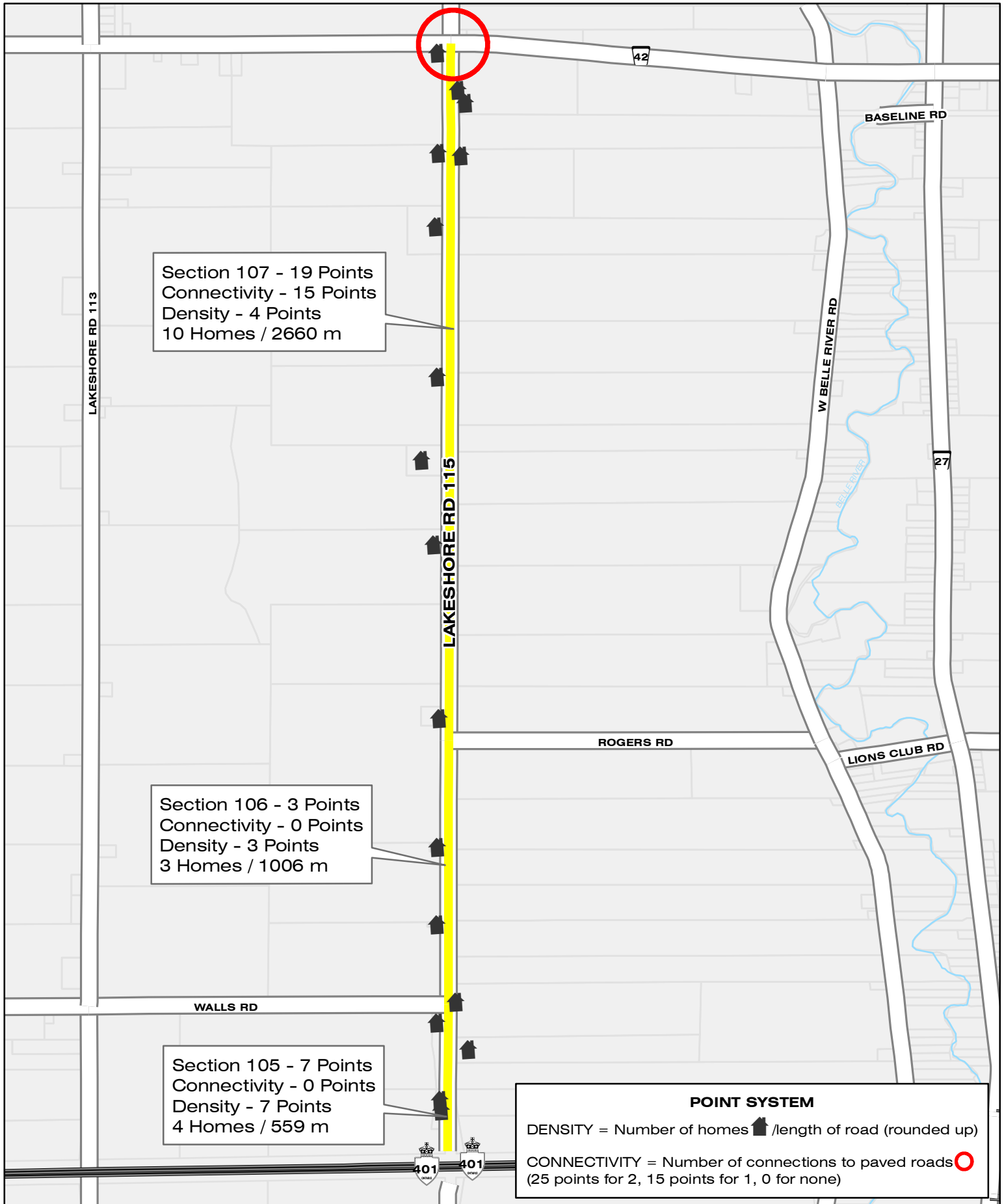
OTHERS CONSULTED

Because of the specific nature of this report, no other staff was consulted.

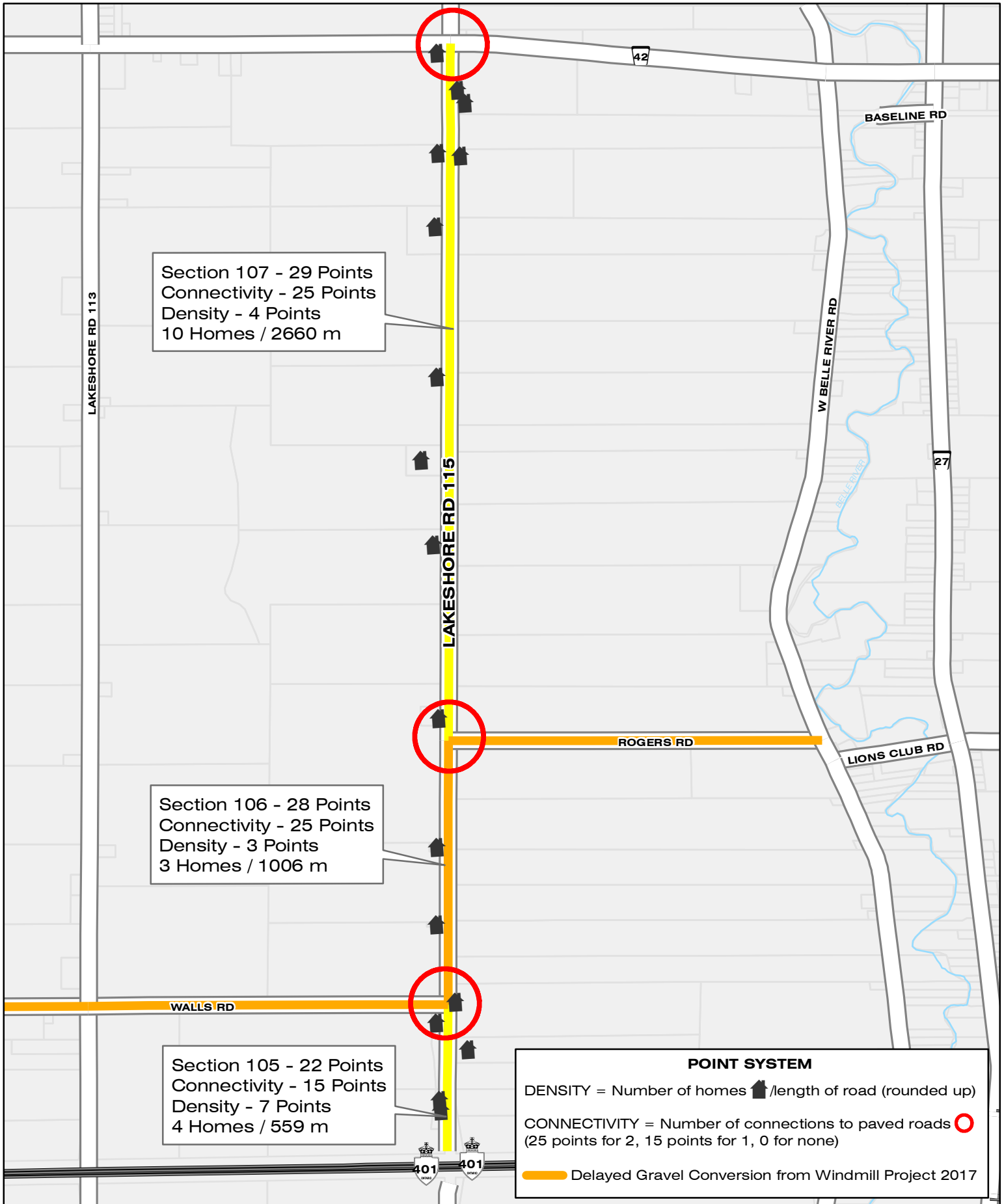
FINANCIAL IMPACTS

There are no financial impacts resulting from the recommendation in this report.

MUNICIPALITY OF LAKESHORE LAKESHORE RD 115 GRAVEL CONVERSION CRITERIA



MUNICIPALITY OF LAKESHORE - LAKESHORE RD 115 GRAVEL CONVERSION UPDATED RANKING



Gravel Road Conversions Description	From	To	Length (m)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	COMMENTS
				0	1	2	3	4	5	6	7	8	9	10	11	
				\$ 900,000	\$ 1,177,000	\$ 915,000	\$ 1,042,200	\$ 889,000	\$ 1,175,000	\$ 930,000	\$ 1,035,000	\$ 995,000	\$ 1,066,000	\$ 986,000	\$ 200,000	
2021																
HAWTHORN DR	Bissonnette Lane	End of Cul-de-sac		\$900,000												
2022																
HAWTHORN DR - (3rd Lift)	Bissonnette Lane	Oriole Park Dr			\$27,000											
HAWTHORN DR - (3rd Lift)	Bissonnette Lane	End of Cul-de-sac			\$18,000											
LUCS LANE	Tecumseh Road	End of Street	76.0		\$11,000											
FRONTIER ROAD	Tecumseh Road	Kent Road 1	650.8		\$91,000											
LAKESHORE ROAD 115	Rogers Road	County Road 42	2,660.0		\$370,000											
LAKESHORE ROAD 111	County Road 42	Walls Road	3,665.4		\$480,000											
N MIDDLE RD	Myers Road	Lakeshore Road 123	1,363.1		\$180,000											
2023																
LAKESHORE RD 243	South Middle Road	County Road 8	3,128.7			\$410,000										
KNAPP RD	Rochester Townline Road	Auction Sideroad	2,068.5			\$270,000										
AUCTION SDRD	Rochester Townline Road	Knapp Road	1,798.1			\$235,000										
2024																
LUCS LANE - (3rd lift)	Tecumseh Road	End of Street	76.0				\$2,200									
FRONTIER ROAD - (3rd Lift)	Tecumseh Road	Kent Road 1	650.8				\$18,000									
LAKESHORE ROAD 115 - (3rd Lift)	Rogers Road	County Road 42	2,660.0				\$74,000									
LAKESHORE ROAD 111 - (3rd Lift)	County Road 42	Walls Road	3,665.4				\$100,000									
N MIDDLE RD - (3rd Lift)	Myers Road	Lakeshore Road 123	1,363.1				\$38,000									
ORIOLE PARK DR	North Rear Road	Hawthorn Drive	1,818.1				\$240,000									
LAKESHORE RD 213	Former CN Railway (South of S. Middle Rd)	County Road 8	1,208.1				\$160,000									
LAKESHORE RD 245	South Middle Road	County Road 8	3,125.3				\$410,000									
2025																
KNAPP RD - (3rd Lift)	Rochester Townline Road	Auction Sideroad						\$60,000								
LAKESHORE RD 243 - (3rd Lift)	South Middle Road	County Road 8						\$90,000								
AUCTION SDRD - (3rd Lift)	Rochester Townline Road	Knapp Road						\$50,000								
SCHOOLHOUSE RD	Scott Sideroad	Lakeshore Road 101	1,353.7					\$189,000								
BYRNEDALE RD	Myers Road	Lakeshore Road 123	1,361.6					\$180,000								
LAKESHORE RD 309	Richardson Sideroad	Essex Kent Road	2,445.7					\$320,000								
2026																
LAKESHORE RD 245 - (3rd Lift)	South Middle Road	County Road 8							\$90,000							
ORIOLE PARK DR - (3rd Lift)	North Rear Road	Hawthorn Drive							\$50,000							
SCHOOLHOUSE RD - (3rd Lift)	Scott Sideroad	Lakeshore Road 101							\$40,000							
LAKESHORE RD 213 - (3rd Lift)	Former CN Railway (South of S. Middle Rd)	County Road 8							\$35,000							
LAKESHORE RD 309	Gracey Sideroad	Richardson Sideroad	3,665.4						\$480,000							
LAKESHORE RD 311	Gracey Sideroad	Richardson Sideroad	3,672.4						\$480,000							
2027																
LAKESHORE RD 309 - (3rd Lift)	Richardson Sideroad	Essex Kent Road								\$70,000						
BYRNEDALE RD - (3rd Lift)	Myers Road	Lakeshore Road 123								\$40,000						
LAKESHORE RD 233	South Middle Road	County Road 8	3,141.4							\$410,000						
LAKESHORE RD 235	South Middle Road	County Road 8	3,137.8							\$410,000						
2028																
LAKESHORE RD 309 - (3rd Lift)	Gracey Sideroad	Richardson Sideroad									\$105,000					
LAKESHORE RD 311 - (3rd Lift)	Gracey Sideroad	Richardson Sideroad									\$105,000					
LAKESHORE RD 311	Rochester Townline Road	Highway 77	3,640.0								\$475,000					
LAKESHORE RD 241	County Road 46	South Middle Road	1,316.5								\$175,000					
LAKESHORE RD 209	Puce Road & County Road	South Middle Road	1,328.3								\$175,000					
2029																
LAKESHORE RD 233 - (3rd Lift)	South Middle Road	County Road 8										\$90,000				
LAKESHORE RD 235 - (3rd Lift)	South Middle Road	County Road 8										\$90,000				
CREEKSIDE ROAD	Tecumseh Road	Essex Kent Road 1	1,974.6									\$280,000				
SCHOOLHOUSE RD	Lakeshore Road 101	Lakeshore Road 103	1,390.4									\$185,000				
SCHOOLHOUSE RD	Lakeshore Road 103	Lakeshore Road 105	1,363.7									\$180,000				
LAKESHORE RD 231	County Road 46	South Middle Road	1,313.0									\$170,000				

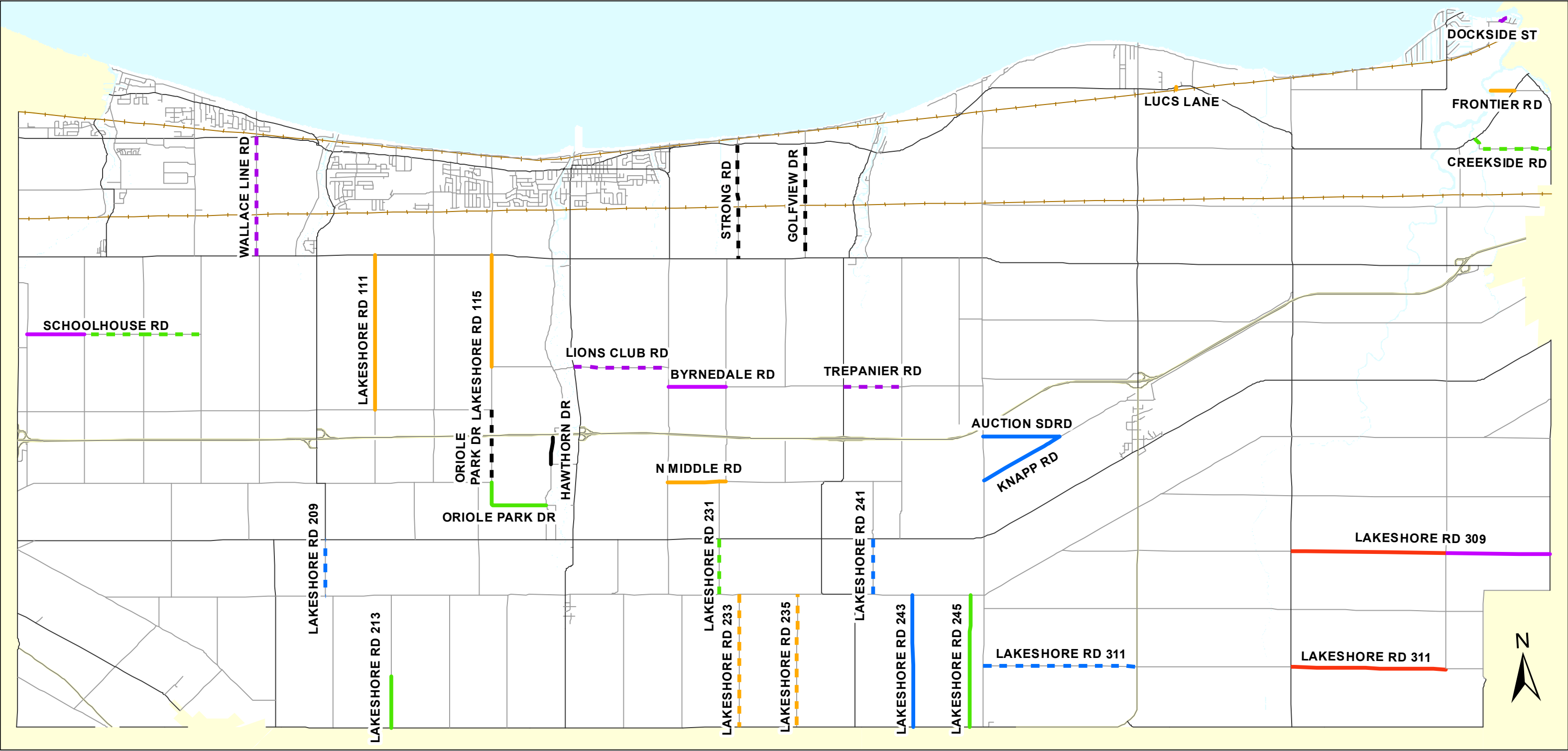
Gravel Road Conversions Description	From	To	Length (m)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	COMMENTS
				0	1	2	3	4	5	6	7	8	9	10	11	
				\$ 900,000	\$ 1,177,000	\$ 915,000	\$ 1,042,200	\$ 889,000	\$ 1,175,000	\$ 930,000	\$ 1,035,000	\$ 995,000	\$ 1,066,000	\$ 986,000	\$ 200,000	
2030																
LAKESHORE RD 311 - (3rd Lift)	Rochester Townline Road	Highway 77											\$105,000			
LAKESHORE RD 241 - (3rd Lift)	County Road 46	South Middle Road											\$40,000			
LAKESHORE RD 209 - (3rd Lift)	Puce Road & County Road	South Middle Road											\$40,000			
DOCKSIDE STREET	Admiral Drive	End of street	180.0										\$26,000			
LIONS CLUB RD	County Road 27	Myers Road	2,235.4										\$295,000			
TREPANIER RD	County Road 31	Lakeshore Road 129	1,382.9										\$190,000			
WALLACE LINE RD	County Road 22	County Road 42	2,813.5										\$370,000			
2031																
LAKESHORE RD 231 - (3rd Lift)	County Road 46	South Middle Road												\$35,000		
SCHOOLHOUSE RD - (3rd Lift)	Lakeshore Road 101	Lakeshore Road 103												\$38,000		
CREEKSIDE ROAD - (3rd Lift)	Tecumseh Road	Essex Kent Road 1												\$55,000		
SCHOOLHOUSE RD - (3rd Lift)	Lakeshore Road 103	Lakeshore Road 105												\$38,000		
ORIOLE PARK DR	North Rear Road	End of Street	1,045.9											\$140,000		
LAKESHORE ROAD 115	Walls Road	End of Street	560.0											\$80,000		
GOLFVIEW DR	County Road 2	County Road 42												\$300,000		
STRONG RD	County Road 2	County Road 42												\$300,000		
2032																
TREPANIER RD - (3rd Lift)	County Road 31	Lakeshore Road 129													\$40,000	
LIONS CLUB RD - (3rd Lift)	County Road 27	Myers Road	2,235.4												\$70,000	
DOCKSIDE STREET - (3rd Lift)	Admiral Drive	End of street													\$10,000	
WALLACE LINE RD - (3rd Lift)	County Road 22	County Road 42													\$80,000	
Total Capital Expenditures			72,184.8	\$900,000	\$1,177,000	\$915,000	\$ 1,042,200	\$ 889,000	\$ 1,175,000	\$ 930,000	\$ 1,035,000	\$ 995,000	\$ 1,066,000	\$ 986,000	\$ 200,000	

The highlighted roads require a full field assessment and will be subject to one or more of the following: platform widening, drainage works and/or possible land acquisition. Project planning will be required with the potential that the gravel conversion of these roadways may spread over 3 years to accommodate the additional works required.

The costs above are based on gravel conversion estimates only and have not considered additional costs associated with the platform widening, drainage or land acquisition.

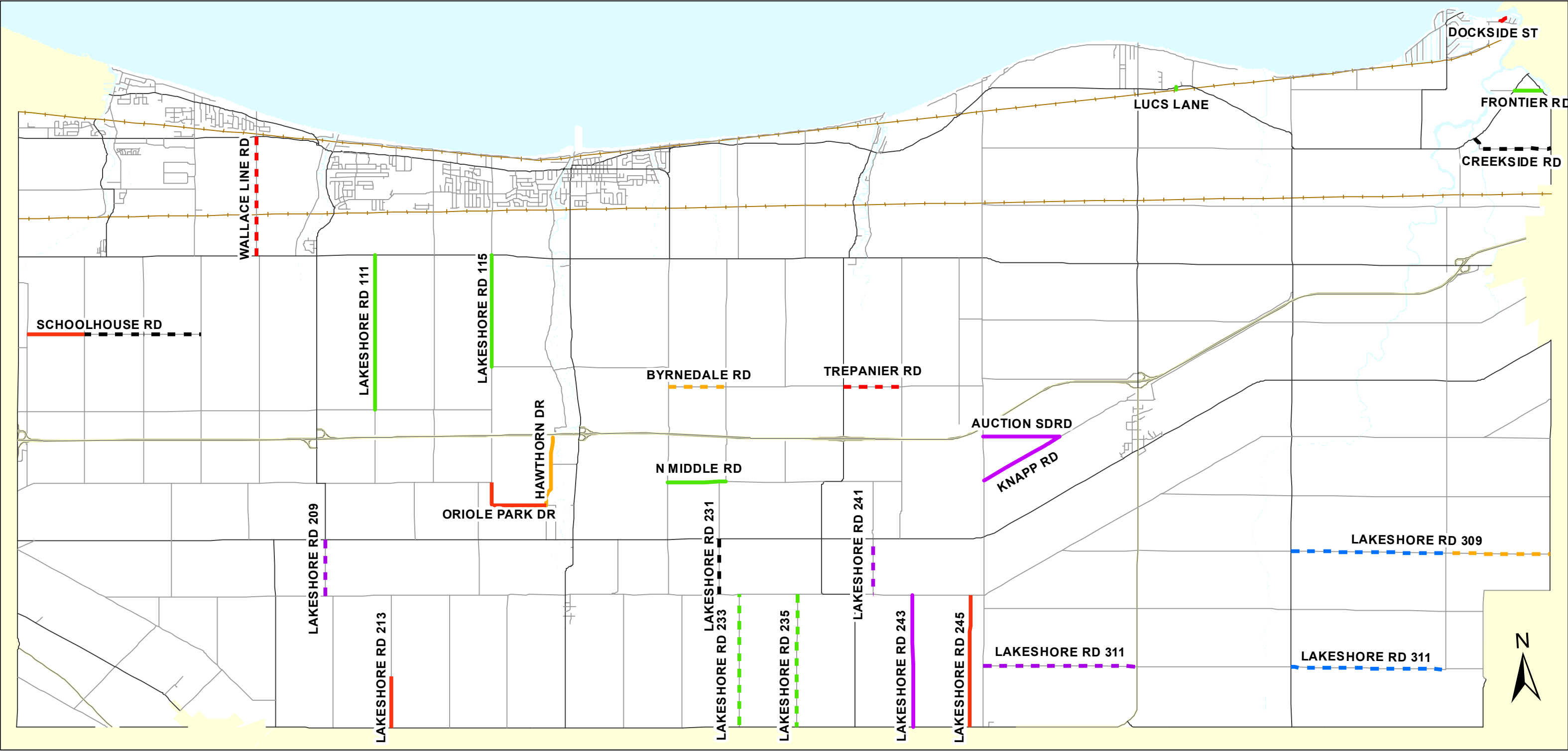
The increased costs and timing for these roadways will be brought forward and confirmed during annual budget review, including the impact these may have on the 10 year plan.

10 YEAR GRAVEL ROAD CONVERSION CAPITAL PLAN (2021-2032)



— 2021	— 2024	- - - 2027	- - - 2030
— 2022	— 2025	- - - 2028	- - - 2031
— 2023	— 2026	- - - 2029	- - - 2032

10 YEAR GRAVEL ROAD CONVERSION CAPITAL PLAN (2021-2032)
- 3RD LIFT



2021	2024	2027	2030
2022	2025	2028	2031
2023	2026	2029	2032

Municipality of Lakeshore - Report to Council

Legislative & Legal Services



To: Mayor & Members of Council

From: Kristen Newman, Director of Legislative & Legal Services

Date: January 6, 2021

Subject: Monroe Island Interim Agreement

Recommendation

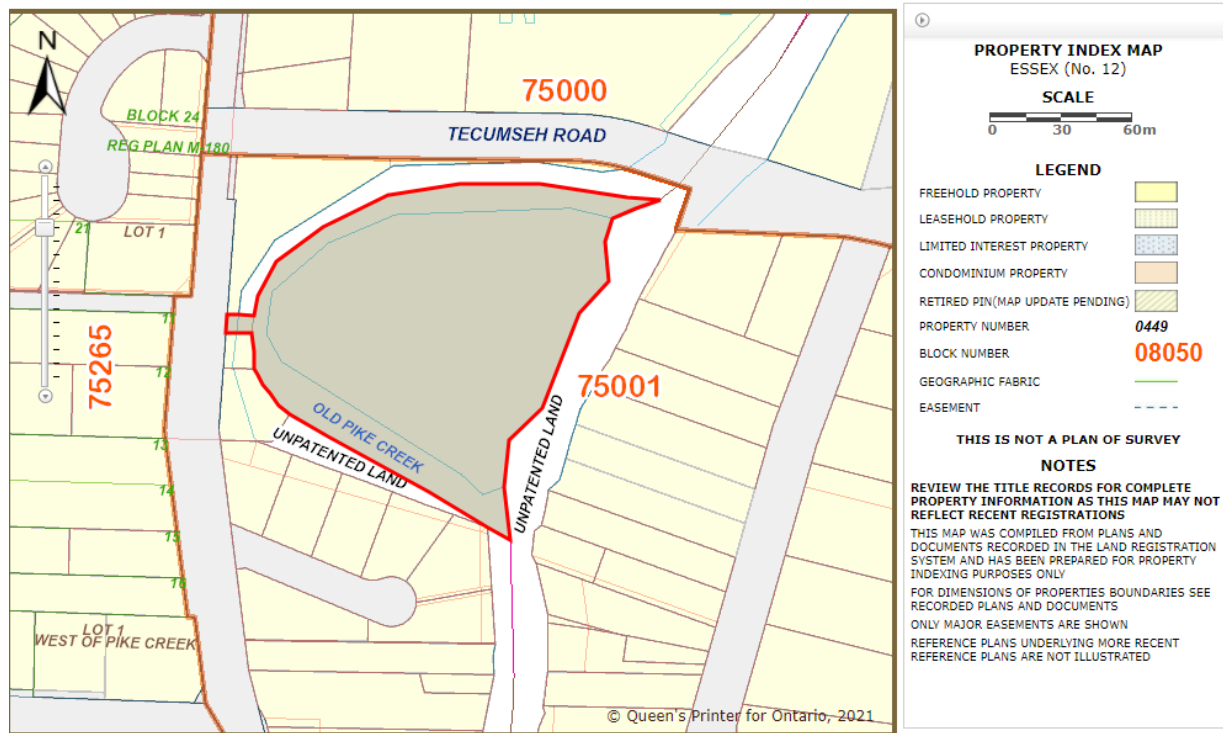
Direct the Clerk to read the execution by-law authorizing the Mayor and Clerk to execute the Monroe Island Interim Servicing Agreement between The Corporation of the Town of Tecumseh and the Property Owners based on the terms and conditions described in the report at the February 16, 2021 Council meeting;

Direct Administration to prepare a consultation plan and draft a restructuring proposal for consultation with the community and stakeholders as required by Part V of the *Municipal Act, 2001*, and,

Direct the Clerk to provide a copy of this report and any accompanying resolution to the Councils for the Town of Tecumseh and the County of Essex and the Property Owners.

Background

Monroe Island is an island in Pike Creek in the Municipality of Lakeshore that, at one time, was accessed by car through Tecumseh by Brighton Road. The bridge extended from Brighton Road to the Island. Monroe Island has an address on Brighton Road (454 Brighton Road). The island ("Property") is zoned "Residential Waterfront-Watercourse" which permits a single detached dwelling. The Property currently has no road, driveway or water or sewage services. The strip of land in Tecumseh that was once used to access the bridge to the island has a Tecumseh address of 440 Brighton Road. They form part of the same parcel of land for the purposes of the Ontario Land Registry. Lakeshore has no plans on file with respect to servicing the site.



The Property Owner wishes to build a single detached dwelling on the island and is prepared to build a bridge and pay for the servicing required to build the single family dwelling on the property. The Property Owner wishes to build a new bridge to the Property from 440 Brighton Road. This is the closest reasonable access point to build the bridge and the Property Owners own the land at 440 Brighton Road.

In 2019, Lakeshore Town Council passed the following resolution:

1. The Town of Lakeshore encourage access and municipal servicing of this parcel, from the Town of Tecumseh, as it is easier to access (owner owns additional property on the Tecumseh side) and service this parcel in the Oxbow, than in the main waterbody of the Pike Creek; and
2. The Town of Tecumseh be made aware that the Town of Lakeshore would support servicing this parcel from the Town of Lakeshore, if additional approvals from the Province is problematic to bring this parcel into the Town of Tecumseh's Servicing Area.

The 2019 report is attached as Appendix "A".

In 2019, Tecumseh Town Council passed the following resolution:

That Report CS-2019-45 regarding servicing of Monroe Island – 454 Brighton Road, Lakeshore be received;

And that Administration be authorized to negotiate the terms of an Agreement, between the Town of Lakeshore and the owner of 454 Brighton Road for road access and municipal services by way of the owner's lands located at 440 Brighton Road, in the Town of Tecumseh;

And further that terms of negotiation for an Agreement be predicated as outlined in Report CS-2019-45;

And furthermore that once an Agreement has been negotiated, that it be presented to Council for consideration and adoption by by-law;

And furthermore over that subject to a request from the Town of Lakeshore, the Town of Tecumseh cooperate to undertake a boundary adjustment to bring Monroe Island into the Town of Tecumseh.[emphasis added]

Tecumseh's December 2019 report is attached as Appendix "B".

Comments

As noted above, there is no road access to Monroe Island on the Lakeshore side. There is road access on the Tecumseh side of the Creek and, furthermore, that road access is owned by the Property Owner. Either Lakeshore (and thereafter, the Property Owner) or the Property Owner would need to acquire land on the Lakeshore side to provide road access for a bridge to be built from the Lakeshore side to Monroe Island.

Similarly, installation of service pipes for water and sanitary connections on the Lakeshore side is constrained because of the limitation of corridor or land ownership by the property owner to feasibly service the property. The owner, however, does own property in Town of Tecumseh adjacent to Brighton Road that could feasibly provide the access to road, water and sanitary municipal servicing efficiently as opposed to servicing it from Lakeshore at a much greater cost. As such, Administration is supportive of a boundary adjustment which would have the effect of annexing the Property to the Town of Tecumseh (keeping it consistent with the current legal lot fabric) with an interim servicing agreement in place to permit the development of Monroe Island to proceed while the boundary adjustment application process takes place.

Interim Agreement

The parties have negotiated the following terms for an interim servicing agreement:

- Lakeshore agrees to Tecumseh providing servicing,
- Lakeshore collects Building Permit and Development Charge fees at Lakeshore's rates,

- Lakeshore administers the building permit process and keeps the Building Permit fees,
- Development charge fees will be collected at Lakeshore's rate and transferred to Tecumseh,
- Property taxes paid to Lakeshore will be transferred to Tecumseh upon occupancy,
- Tecumseh will cooperate in the submission of the restructuring application to the Province, and,
- Lakeshore will bear the costs of the restructuring application (the draft agreement is attached as Appendix "D" to this report).

In the time leading up to restructuring, the Property would continue to be subject to, and governed by, Lakeshore's by-laws and processes.

Finally, the Property Owner would like to have the agreement signed prior to March 15, 2021 in order to ensure the necessary approvals are in place for construction this year.

Restructuring Proposal

The *Municipal Act, 2001* ["MA, 2001"] requires that a boundary adjustment occur by way of a restructuring application to the Province. A representative of the Ministry of Municipal Affairs and Housing was consulted and did not express any initial concerns regarding the proposed plan. Administration was advised to put in an application to the Province. Simple applications can take approximately 6 months; however, in light of the changed work circumstances and shifting priorities brought on by the COVID-19 pandemic, Administration anticipates that such an approval will likely take longer than 6 months. The Province provided the attached checklist and guidelines (Appendix "C" and "D") and advised that the Municipality follow the procedures set out in the MA, 2001 should it wish to pursue the restructuring application.

Part V of the MA, 2001 sets out the process for municipal restructuring and includes annexing a part of a municipality to another municipality. An excerpt of Part V is attached to this report as Appendix "B". As part of the process and before Council votes whether to support a restructuring proposal, the Municipality is obliged to consult with the following:

1. the public by giving notice of, and by holding, at least one public meeting;
2. such persons or bodies as the Minister may prescribe; and,
3. such other persons and bodies as the municipality considers appropriate.

Each of Tecumseh, Lakeshore and Essex County Councils will need to approve the restructuring proposal by a by-law with the identical proposal attached. The restructuring proposal would then be submitted to the Ministry for the Minister to consider an exercise of discretion to issue a Minister's Order pursuant to O.Reg. 204/03 to the MA, 2001 which sets out the requirements for restructuring proposals.

The proposal will need to include the new boundaries (based on a survey and reference plan), effective date, ward designation and council representation in Tecumseh, transition provisions relating to property taxes, information regarding consultation and public meeting(s).

Should Council pass Administration's recommendation in this report, Administration will work with Tecumseh Administration to finalize a schedule for the submission of the restructuring application, develop a consultation plan, and provide a report to Council regarding those plans in the spring/early summer of 2021.

Others Consulted

The Corporation of the Town of Tecumseh

Ministry of Municipal Affairs & Housing

Financial Impacts

If Council chooses to adopt the recommendation of Administration:

Short term implications: The expenses associated with the survey/reference plan, application and legal costs for both Lakeshore and the Town of Tecumseh were budgeted to be funded from Lakeshore's corporate legal expense account. Administration will cover the costs of the community consultation through existing budgets and processes (i.e., advertising, letters to stakeholders).

As the Property Owner has not yet applied for a building permit, the amount of the development charges owing to Lakeshore is, at this time, unknown. That amount will be transferred to Tecumseh for its servicing of the Property.

Long term implications: Lakeshore will no longer receive the property tax revenues assessed that would have otherwise attached to Monroe Island into the future.

Attachments:

A-August 2019 Lakeshore Council Report

B-December 2019 Tecumseh Council Report

C-Restructuring Application Checklist

D-Restructuring Guidelines

E-Draft Servicing Agreement

Report Approval Details

Document Title:	Monroe Island Restructuring Application.docx
Attachments:	<ul style="list-style-type: none">- Appendix A-August 2019 Lakeshore Council Report.pdf- Appendix B-December 2019 Tecumseh Council Report.pdf- Appendix C-Restructuring Application Checklist.pdf- Appendix D-Restructuring Guidelines.pdf- Appendix E-Draft Servicing Agreement.pdf
Final Approval Date:	Feb 11, 2021

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

Rosanna Pellerito

Truper McBride

Appendix A

TOWN OF LAKESHORE

COMMUNITY AND DEVELOPMENT SERVICES DEVELOPMENT SERVICES DIVISION

TO: Mayor and Members of Council
FROM: Kim Darroch, Manager of Development Services
DATE: July 30, 2019
SUBJECT: 454 Brighton Road

RECOMMENDATION:

It is recommended that:

1. The Town of Lakeshore encourage access and municipal servicing of this parcel, from the Town of Tecumseh, as it is easier to access (*owner owns additional property on the Tecumseh side*) and service this parcel in the Oxbow, than in the main waterbody of the Pike Creek; and
2. The Town of Tecumseh be made aware that the Town of Lakeshore would support servicing this parcel from the Town of Lakeshore, if additional approvals from the Province, is problematic to bring this parcel into the Town of Tecumseh's Servicing Area.

BACKGROUND:

The Town of Lakeshore has received a request to build a single detached dwelling at 454 Brighton Road (Appendix 1). The subject property is an island located in the Pike Creek, bordering the administrative boundary, with the Town of Tecumseh.

The subject property is currently zone RW1, Residential Waterfront-Watercourse permits a single detached dwelling, with access on a public road and connections to full municipal services, including, storm, sanitary and water services. There is currently no road access to this parcel or connections to full municipal services. The subject property, prior to January 2012 was zoned R1, Residential Type One Zone, which also permitted a single detached dwelling, in the previous Maidstone Zoning By-law.

The location of a bridge and any required servicing connections for storm, sanitary and water services, would require the crossing of the Pike Creek from the either the Town of Tecumseh's side or the Town of Lakeshore side. The owner of the parcel does not own additional land on the Town of Lakeshore side, but does own property on the Town of

Tecumseh's side in order to connect a future bridge and perhaps future municipal services.

The Town of Tecumseh has noted that servicing the island from the Town of Tecumseh is troublesome and time-consuming, as the island is not in Tecumseh's Service Area and addition approvals would be required from the Province and would prefer that the island be serviced from the Town of Lakeshore. The owner has since hired a consultant to prepare drawings for the required access bridge and culvert and to provide servicing from the Lakeshore side (at County Road 2 and Pike Creek).

From a natural heritage perspective, several environmental approvals would be required from the Conservation Authority (Essex Region Conservation Authority), the Province and the Federal Government, before an access bridge could be constructed in the Oxbow of Pike Creek and municipal services installed, to then permit the construction of a single detached dwelling on the island.

COMMENTS:

Agreement with the Town of Tecumseh for Access and / or Services

Lakeshore and Tecumseh would need to agree on the "terms and conditions" under which they would be prepared to permit access and / or services to be provided from the Town of Tecumseh via an agreement between them, which may spell out remunerations for assessment, fire, garbage pick-up, provision of water and sanitary services etc.

OTHERS CONSULTED:

- Town of Tecumseh
- Manager of Engineering and Infrastructure Services
- Director of Finance

FINANCIAL IMPACTS:

Any financial implications from the recommendations in this report will be clearly presented when this matter is brought back to Council following further negotiations with the Town of Tecumseh.

Prepared by:

Kim Darroch, M.PL., MCIP, RPP
Manager of Development Services

Reviewed and Submitted by:

Truper McBride, MPlan, MCIP, RPP
Chief Administrative Officer



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: December 10, 2019

Report Number: CS-2019-45

Subject: Servicing of Monroe Island – 454 Brighton Road, Lakeshore

Recommendations

It is recommended:

That CS-2019-45 regarding servicing of Monroe Island – 454 Brighton Road, Lakeshore **be received;**

And that Administration **be authorized** to negotiate the terms of an Agreement, between the Town of Lakeshore and the owner of 454 Brighton Road for road access and municipal services by way of the owner's lands located at 440 Brighton Road, in the Town of Tecumseh;

And further that terms of negotiation for an Agreement **be predicated** as outlined in CS-2019-45;

And furthermore that once an Agreement has been negotiated, that it **be presented** to Council for consideration and adoption by by-law;

And furthermore over that subject to a request from the Town of Lakeshore, the Town of Tecumseh cooperate to undertake a boundary adjustment to bring Monroe Island into the Town of Tecumseh.

Background

The Town of Lakeshore has received a request from the property owner of 454 Brighton Road to build a single detached dwelling on the property. The property, historically known as Monroe Island, is located in the Pike Creek, immediately south of Old Tecumseh Road and

east of Brighton Road in the Town of Lakeshore (Lakeshore), and borders the Town of Tecumseh (Tecumseh).

Additionally, the property owner also has a Tecumseh address of 440 Brighton Road by virtue of a strip of land owned on the west side of the Creek.

A map of the subject property and 440 Brighton Road is attached as [Appendix 1](#).

Over the course of 2019, Administration for Lakeshore approached Tecumseh Administration to assist with the servicing of Monroe Island to facilitate development. A meeting was convened between the CAOs and Mayors of the respective municipalities to discuss options for accommodating the proposed development. Two primary options were identified: 1) entering into an agreement for Tecumseh to service the subject property, or 2) modifying the municipal boundary so that the subject property is in Tecumseh.

Both options were reviewed with the Ministry of Municipal Affairs and Housing which had no objection to either arrangement. The first option would be faster and, given that the property owner is ready to develop, this option was more favourable in the short term. Accordingly, the Town of Lakeshore made the request to Tecumseh earlier this fall attached as [Appendix 2](#).

For a longer term solution, it is anticipated that a request will be forthcoming to undertake a boundary adjustment to bring Monroe Island into Tecumseh. This would be the best solution over the long term as the property would effectively be getting all of its municipal services from the Town of Tecumseh once it is developed.

Comments

According to Lakeshore, the subject property is currently zoned RW 1, Residential Waterfront - Watercourse and permits a single detached dwelling, with access on a public road and connections to full municipal services, including sanitary and water services.

There is no current road or driveway access to the subject property and it is not connected to full municipal services.

Given the location of the subject property in the Pike Creek, a bridge would be required for driveway access to Brighton Road. Additionally, servicing connections for sanitary and water services would be required to cross through the Creek.

Lakeshore has acknowledged that Lakeshore and Tecumseh would need to agree on certain "terms and conditions" under which road access could be permitted and municipal services provided from Tecumseh by way of an agreement. Municipal services will include sanitary and water services, fire, police, garbage pick-up, and all other municipal services.

The following are the recommended provisions, in general, of an agreement to be entered into, between the Parties, of which would include the property owner, Lakeshore and Tecumseh, in order to confirm the services to be provided by Tecumseh and all related terms and conditions, as well as fees and service costs to be recovered by Tecumseh.

1. The services provided by Tecumseh include the following:
 - a. Sanitary sewage;
 - b. Potable water;
 - c. Access/driveway to Brighton Road;
 - d. Fire;
 - e. Police;
 - f. Garbage pickup and yard waste; and
 - g. Other - deemed municipal services.
2. The property owner being responsible for filing for permits, where necessary (i.e.: items 1a, 1b and 1c) and payment of all applicable fees to Tecumseh.
3. All Planning and Building approvals and the processing of related permits, including inspections, being the sole responsibility of Lakeshore.
4. As 454 Brighton Road is an address in Lakeshore, Lakeshore will change it to be consistent/same as the Tecumseh municipal address - 440 Brighton Road - to ensure proper dispatch of emergency services, including ambulance services provided by the County of Essex.
5. Lakeshore will make an annual payment to Tecumseh in the amount equal to the Tecumseh residential tax rate applied to the assessed value of the subject property for payment of the services provided by Tecumseh.
6. Tecumseh will be paid its 2019 Development Charge of \$17,472 (or the applicable amount that is in effect at the time of the building permit being issued by Lakeshore) by either Lakeshore or the property owner.
7. All legal and other costs that may be incurred by Tecumseh will be recovered from either Lakeshore or the property owner.
8. The Agreement be binding on the property owner's heirs, successors, assigns, etc. and registered on the property's title in the Land Registry Office for the County of Essex.

Consultations

Financial Services
Planning & Building Services
Public Works & Environmental Services

Financial Implications

The cost for providing municipal services, as described above, would be recovered from a payment made annually to Tecumseh equivalent to the Tecumseh residential property tax rate applied to the assessed value of the subject property.

A payment in the amount of the Tecumseh Development Charge in effect at the time of the issuance of a building permit by Lakeshore (being \$17,472 in 2019) would also be made, consistent with any new single unit dwelling residential development in the Town.

The owner would be required to pay all applicable permit fees for storm, sanitary and water service connections.

All legal and other costs that may be incurred by Tecumseh would be recovered from either Lakeshore or the property owner.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input 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 type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" 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 reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

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

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Reviewed by:

Brian Hillman, MA, MCIP, RPP
Director Planning & Building Services

Reviewed by:

Phil Bartnik, P.Eng.
Director Public Works & Environmental Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Aerial Map of 440 and 445 Brighton Road (Monroe Island)
2	Letter from Town of Lakeshore

MUNICIPAL ACT, 2001 PROCESS FOR MUNICIPAL RESTRUCTURING

Before it is given final approval by the municipal councils, municipal staff should provide to ministry staff the final draft of the municipal restructuring proposal, including the legal description of the lands to be annexed and any supporting materials, whenever possible. This helps to ensure appropriate form and content and may eliminate problems with completeness, interpretation, and compliance with O. Reg. 204/03 [Powers of the Minister or a Commission for the Implementation of a Restructuring Proposal] and O. Reg. 216/96 [Restructuring Proposals].

The *Municipal Act, 2001* (sections 171 to 173) sets out a process for locally developed proposals for municipal restructuring, including both annexations and amalgamations. The process includes the following steps:

- Municipalities develop a restructuring proposal describing details, such as new boundaries, effective date, council composition and transitional provisions.
- Before voting on a restructuring proposal, the councils of the municipalities must give notice and hold at least one public meeting. It is not unusual for all involved municipalities to hold a joint public meeting.
 - Public notice for the meetings is determined by each municipality according to its procedure by-laws. The meeting must be advertised in each municipality.
 - The draft restructuring proposal, the terms of any related local agreement, and clear identification of the lands to be annexed should be available to the public at the meeting.
- Municipalities are expected to consult with Indigenous communities to determine if the proposed changes might adversely affect Aboriginal or treaty rights (e.g. hunting or fishing) or Aboriginal interests. A simple letter of notification is not considered sufficient to make this determination.
 - Changes related to municipal restructuring that Indigenous communities might be interested in include the potential for future land development and related servicing decisions.
- Municipalities must meet prescribed support requirements before submitting a restructuring proposal to the Minister:
 - In areas with a two-tier municipal government, triple majority support is required: support by the upper-tier, and a majority of councils representing a majority of electors of the affected municipalities. Councils of any separated municipality included in the proposal must also give their consent (see O. Reg. 216/96).
 - In areas without an upper-tier government, the prescribed level of support is a double majority. This means a majority of the local municipalities and local bodies in unorganized territories affected by the proposal, representing a majority of the electors (see O. Reg. 216/96).

A locally developed restructuring proposal is implemented through a Minister's order, at the Minister's discretion (for more detail on the powers of the Minister, see O. Reg. 204/03). Any proposed development on the lands to be annexed would have to comply with the requirements of the *Planning Act*.

Municipalities that have been created or restructured through special legislation (i.e. Toronto, Hamilton, Ottawa, Greater Sudbury, Haldimand County, Norfolk County or regional municipalities) may use the *Municipal Act, 2001* process only for minor restructuring proposals (e.g. boundary adjustments).

THE RESTRUCTURING PROPOSAL PACKAGE

Restructuring proposals need to be complete when submitted to the Minister. This document lists the materials that should be part of the package. Please note that complete electronic copies are accepted:

Letter to the Minister

The letter should be addressed to the Minister and report on how the municipalities have fulfilled their obligations under sections 171 to 173 of the *Municipal Act, 2001*.

Council Resolution

The package must include evidence in the form of a by-law that each council is in support of the restructuring proposal. It needs to be evident that each council, when voting, had the identical proposal before it as the other councils affected by the restructuring proposal. To ensure that occurs, it is recommended that the proposal be an attachment to the by-law and the by-law make specific reference to the attachment.

Restructuring Proposal

The proposal should describe details such as new boundaries, effective date, council/ward changes, disposition of assets and liabilities, and any transitional provisions. Previous Minister's restructuring orders may provide some guidance. The land identification must be part of the proposal and is usually provided as a schedule.

Land Identification

The land identification (description) must be in written form; a map alone is not sufficient. The description should be prepared by an Ontario Land Surveyor (OLS) retained by the municipality, either as a metes and bounds description or by making reference to regional plans and PIN numbers (PIN numbers are only sufficient if the land comprises the full PIN area). Reference plans must be provided to the Ministry for review along with the restructuring proposal. Description of new ward boundaries may also be required if 1) the municipality where the lands that are proposed to be annexed to has wards and/or 2) the boundaries of one or more wards of the upper-municipality would be changed as a result of the restructuring proposal.

Clerk's Declaration

A clerk's declaration stating that a public meeting was held and how consultation with Indigenous communities was undertaken should be submitted by each clerk as part of the proposal package (a sample declaration is attached). The municipalities should also send notification to advise relevant local government offices and other organizations that may have an interest in the proposed restructuring (e.g. MTO, OMAFRA, MPAC, conservation authorities).

Additional Materials

Additional materials that should be attached to the declaration to indicate that sufficient notice was provided and that consultation was conducted appropriately include:

- Copies of the meeting notice(s)
- Meeting minutes
- Feedback received prior and following the public meeting
- List of Indigenous groups that were consulted and any comments/concerns that were received or raised

CLERK'S STATUTORY DECLARATION

This declaration is made with respect to the procedures set out in subsection 173(3) of the *Municipal Act, 2001*.

I, _____, Clerk of _____
(name of municipal clerk) (name of municipality)
solemnly declare that to the best of my knowledge the following information is true.

2. A public meeting was held on _____, 20_____, at
_____ to inform the public of a
(location)
restructuring proposal to _____,
(description of proposal)
at which time the public was given a copy of the proposed restructuring proposal, was given an explanation of the purpose and effect of the proposed restructuring proposal and was given an opportunity to make submissions.

3. Notice of the meeting was given on _____, 20_____ in the
_____.
(name of newspaper) A copy of the notice is attached.

(Please insert here a detailed description of the consultation with Indigenous communities that was undertaken as part of the restructuring proposal process, including who was consulted, when the consultation occurred and what the results were, including any accommodation considered. If no response was received, describe what follow-up measures were taken.)

4. On _____, 20_____ the council of _____ (name of municipality) voted to support (or oppose) the restructuring proposal attached to, and forming part of by-law/motion number _____.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared at _____ on _____, 20_____.
(location)

(signature)
(name of municipal clerk)

Appendix E

This Monroe Island Servicing Agreement made this 17th day of February, 2021
("Effective Date")

Between:

MUNICIPALITY OF LAKESHORE
(hereinafter referred to as "Lakeshore")

-and-

THE CORPORATION OF THE TOWN OF TECUMSEH
(hereinafter referred to as "Tecumseh")

-and-

APRIL PAWLUK AND RYAN PAWLUK
(hereinafter, collectively, referred to as the
"Property Owner")

WHEREAS Lakeshore and Tecumseh are lower-tier municipal corporations incorporated
by the Province of Ontario in the County of Essex;

AND WHEREAS the Property Owner owns the lands municipally known as 454 Brighton
Road, Lakeshore, and as legally described in Schedule "A" ("**Monroe Island**") and
lands municipally known as 440 Brighton Road, Tecumseh and as legally described
in Schedule "A" ("**440 Brighton**");

AND WHEREAS the Property Owner intends to construct a residential dwelling on Monroe
Island ("Residence");

AND WHEREAS the Property Owner wishes to construct a residential dwelling on Monroe
Island and requires Municipal Services to so do;

AND WHEREAS Tecumseh is positioned to provide Municipal Services to Monroe Island in
a more effective manner than Lakeshore;

AND WHEREAS Tecumseh has consented to providing Municipal Services to Monroe
Island subject to the terms and conditions set forth in this Agreement;

AND WHEREAS sections 19 and 20 of the *Municipal Act, 2001* authorize Tecumseh and
Lakeshore to enter into the cooperative arrangement contemplated by this Agreement;

AND WHEREAS Monroe Island will form the subject of this, a restructuring application under
Part V of the *Municipal Act, 2001* by Lakeshore and Tecumseh which, if approved,
would have the effect of restructuring Lakeshore and Tecumseh by annexing part of
Lakeshore, Monroe Island, to Tecumseh;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the aforesaid

premises and the terms and conditions hereinafter set forth, the sufficiency whereof is hereby expressly acknowledged, the Parties hereby covenant and agree as follows:

Definitions

1. In this Agreement the following terms shall have the meanings set out below, unless otherwise redefined or where the subject matter or context requires another meaning to be ascribed:
 - (a) “Agreement” means this agreement;
 - (b) “*Building Code Act*” means the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended;
 - (c) “Building Permit Fees” means those amounts imposed and collected pursuant to the *Building Code Act* and any by-law passed in relation to that Act;
 - (d) “Development Charge(s)” means those amounts imposed and collected pursuant to a by-law passed under the *Development Charges Act* or *Planning Act*;
 - (e) “*Development Charges Act*” means the *Development Charges Act, 1997*, S.O. 1997, c.27, as amended;
 - (f) “*Municipal Act, 2001*” means the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, or any successor statute;
 - (g) “Municipal Services” means all municipal services including, without limitation, potable water, sanitary sewer, fire protection, police protection, garbage, recycling and yard waste pickup and public road access, and excluding storm water management;
 - (h) “*Planning Act*” means the *Planning Act*, R.S.O. 1990, c. P.13, as amended, or any successor statute;
 - (i) “Provincial Order” means a restructuring order issued by the Province of Ontario pursuant to Part V of the *Municipal Act, 2001*;
 - (j) “Provincial Order Effective Date” means the date specified in the Provincial Order when the annexation takes effect;
 - (k) “Property Taxes” means the ad valorem taxes assessed and collected by Lakeshore on behalf of Lakeshore and the County and the Province of Ontario; and
 - (l) “*Planning Act*” means the *Planning Act*, R.S.O. 1990, c. P.13, as amended, or any successor statute.

2. This Agreement applies to Monroe Island and 440 Brighton.

Interim Agreement between Lakeshore and Tecumseh

3. Tecumseh agrees to provide Municipal Services to Monroe Island upon receiving a request for services from the Property Owner. The installation of connections and materials for connections to Municipal Services and private access bridges shall be undertaken by and at the expense of the Property Owner and shall be completed to Tecumseh's satisfaction. The Property Owner shall be responsible for undertaking installation to the satisfaction of Tecumseh and for all installation costs as required. The Property Owner agrees to pay for all permits required by Tecumseh and for any installation costs of the Municipal Services incurred by Tecumseh.
4. The Property Owner agrees to secure required approvals from and satisfy any requirements of the Essex Region Conservation Authority and any relevant Provincial and/or Federal approvals for discharging storm water from Monroe Island to Pike Creek.
5. Lakeshore consents to Tecumseh providing Municipal Services to Monroe Island. The Property Owner agrees to waive any right, claim, or other interest that it may have to obtain Municipal Services from Lakeshore.
6. As Monroe Island is currently located within Lakeshore's jurisdiction, any construction on the lands will be subject to Lakeshore's by-laws passed pursuant to the *Planning, Development Charges and Building Code Acts*. Lakeshore will bill and collect Building Permit Fees and Development Charges in accordance with its existing by-laws from the Property Owner upon their application for a building permit.
7. The Building Permit Fees collected by Lakeshore for the construction of a residential dwelling on Monroe Island (hereinafter "Residence") will be retained by Lakeshore and Lakeshore will provide all *Building Code Act* permitting and inspection services as well as respond to all inquiries and complaints during construction.
8. Lakeshore will collect the Development Charges, where applicable, for the Residence. The Property Owner acknowledges the obligation to pay the Development Charges, where applicable, to Lakeshore.

Following Lakeshore's fiscal year end, Lakeshore will pay to Tecumseh, the Lakeshore portion of the Development Charges collected by Lakeshore for the Residence. Lakeshore will remit the education portion of the Development Charge to the applicable school boards.

Notwithstanding that either of or both of Lakeshore's Development Charges may be less than those that Tecumseh would have been able to collect had Monroe Island been located within Tecumseh's jurisdiction, Tecumseh will accept the aforementioned payment in full satisfaction of all Development Charge related obligations for Monroe Island.

9. Lakeshore will continue to collect the property taxes assessed for Monroe Island. Tecumseh shall be entitled to Lakeshore's portion of the collected property taxes on a pro-rata basis calculated from the date of occupancy of the Residence. The Property Owner acknowledges the obligation to pay the property taxes to Lakeshore.

Following Lakeshore's fiscal year end, Lakeshore will pay to Tecumseh, the Lakeshore portion of the property taxes collected by Lakeshore for Monroe Island. Lakeshore shall continue to remit the education and upper tier portions of the property taxes to the applicable school boards and County of Essex.

Notwithstanding that Lakeshore's property tax rate may be less than those that Tecumseh would have been able to collect had Monroe Island been located within Tecumseh's jurisdiction, Tecumseh will accept the aforementioned payments in full satisfaction of all property tax related obligations for Monroe Island.

10. In the event of a proceeding or application which has the effect of adjusting the amount of property taxes or Development Charges owing to Lakeshore for Monroe Island or the Residence during the term of this Agreement, Lakeshore will adjust the next payment to Tecumseh issued pursuant to this Agreement accordingly.
11. While this Agreement is in effect, the Property Owner shall be prohibited to sell Monroe Island or 440 Brighton independent of one another. The Property Owner will make best efforts to legally consolidate Monroe Island and 440 Brighton.

Restructuring Proposal

12. Lakeshore and Tecumseh agree to work cooperatively on a restructuring proposal and submission of this application for a Provincial Order. Lakeshore agrees to pay for survey costs and to prepare the restructuring proposal and the costs incurred by Tecumseh associated with this Agreement and the application for the Provincial Order.
13. Tecumseh agrees to assume jurisdiction of Monroe Island on the Provincial Order Effective Date.

General

14. Any notices required or permitted to be given pursuant to this Agreement shall be given to the individuals noted below, to be delivered either by email, personally or by prepaid ordinary mail, as follows:

The Corporation of the Town of Tecumseh

[insert current address]

Attention: Clerk

Municipality of Lakeshore

419 Notre Dame Street

Belle River, Ontario N0R 1A0

Attention: Clerk

clerk@lakeshore.ca

Property Owners

[insert current address]

Attention: Ryan Pawluk, April Pawluk

15. Where notice is given:
- (a) by prepaid ordinary mail, it shall be deemed to have been received 5 days following posting;
 - (b) where notice has been given personally, it shall be deemed to have been received immediately upon delivery; or,
 - (c) by email, it shall be deemed within 1 hour of the time that the email is sent.

Any party may change its address by giving notice of such change in accordance with the foregoing.

- (d) This Agreement shall remain in effect until such time as the date that the Provincial Order comes into effect. This Agreement shall remain in effect until such time as the Parties replace this Agreement or a Provincial Order comes into effect, whichever is earlier.
- (e) This Agreement shall be construed with all changes in number and gender as may be required by the context.
- (f) References herein to any statute or any provision thereof include such statute or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor statute thereto.
- (g) All obligations herein contained, although not expressed to be covenants, shall be deemed to be covenants.
- (h) This Agreement shall be registered by Lakeshore on title to Monroe Island and on title to 440 Brighton.

- (i) Tecumseh and Lakeshore agree to pass all by-laws necessary to give effect to this Agreement.
- (j) Whenever a statement or provision in this Agreement is followed by words denoting inclusion or example and then a list of or reference to specific items, such list or reference shall not be read so as to limit the generality of that statement or provision, even if words such as “without limiting the generality of the foregoing” do not precede such list or reference.
- (k) The Parties agree that all covenants and conditions contained in this Agreement shall be severable, and that should any covenant or condition in the Agreement be declared invalid or unenforceable by a court of competent jurisdiction, the remaining covenants and conditions and the remainder of the Agreement shall remain valid and not terminate thereby.
- (l) This Agreement shall be interpreted under and is governed by the laws of the Province of Ontario and the Parties attorn to the jurisdiction of the courts of the Province.
- (m) The Parties confirm that the recitals at the beginning of this Agreement are true in fact and are incorporated into this Agreement as though repeated herein.
- (n) This Agreement shall be enforceable by and against the parties hereto, their administrators, successors and permitted assigns.

IN WITNESS WHEREOF the Parties hereto have hereunto affixed their corporate seals duly attested by the hands of their proper signing officers duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED

)
)
) THE CORPORATION OF THE TOWN OF
) TECUMSEH
)
)
) per: _____
) Gary McNamara, Mayor
)
)
) per: _____
) Laura Moy, Director Corporate Services/Clerk

)
)
)
) MUNICIPALITY OF LAKESHORE
)
)
) per: _____
) Tom Bain, Mayor
)
)
) per: _____

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

Witness (as to both signatures):

Print Name: _____

April Pawluk

Ryan Pawluk

SCHEDULE “A”

Legal Description of Monroe Island

Part of Lot 1, Concession East of River Peche, Maidstone and Part of Lot 1, Concession West of River Peche, Maidstone (St. Clair Beach) as in R857943; Lakeshore/Tecumseh, being all of the Property Identifier Number 75001-0384(LT).

Legal Description of 440 Brighton

Part of Lot 1, Concession West of Pike Creek, Maidstone (St. Clair Beach); Tecumseh, being part of the Property Identifier Number 75001-0384(LT).

Notice of Motion submitted by Deputy Mayor Bailey regarding Rental of Comber Medical Building

Whereas the Comber Medical Building has been vacant since July 2020;

And whereas it is desirable to encourage medical-related care to the area;

Now be it resolved that the Council of the Municipality of Lakeshore direct Administration to complete the necessary repairs to the Comber Medical Building, located at 6405 Main Street;

That the property be leased for no less than fair market value for a period of three years, with an option to renew for 2 additional 3 year terms; and

That the Mayor and Clerk be authorized to execute the lease and any amendments thereto, and that the Director of Engineering and Infrastructure Services, in consultation with the Clerk, be authorized to issue any renewal options on behalf of the Municipality.

Notice of Motion submitted by Councillor Kerr regarding Street Cleaning and Repair By-law

Whereas the Municipality of Lakeshore has no road cleaning and repair by-law;

Therefore be it resolved that Council direct Administration to draft a street cleaning and repair by-law that incorporates the following items:

- a) The cleaning and repair of a street by any person, where required under this by-law, shall be performed to the satisfaction of the Municipality of Lakeshore including the Ward Councillor.
- b) No person hauling earth, sand, stone or other materials in a street shall load or operate their vehicle so as to permit or cause the contents thereof to fall, spill or be deposited on a street.
- c) No person in charge of a vehicle shall bring that vehicle, or permit it to be brought, upon a street unless there has been removed from the wheels, tires, tracks or treads of that vehicle, any excess mud, clay, lime, and similar material, or any fertilizer or manure that is likely, if not removed, to damage the surface of a street, or be deposited on a street so as to cause an obstruction, nuisance, or dangerous condition.
- d) The Municipality of Lakeshore may remove any mud, clay or other material deposited on a street contrary to the provisions of this by-law and may recover the clean-up costs from development deposit or pursuant to Lakeshore cost recovery.
- e) This by-law does not apply to Municipal-approved salt or de-icing materials or liquids placed on sections of a street to minimize the hazards resulting from slippery conditions.

Notice of Motion submitted by Councillor Kerr regarding Service Ontario Office

Whereas the Service Ontario office has been removed from Lakeshore;

And whereas Lakeshore residents now have to go to neighbouring municipalities to receive the in-person services they desire;

Therefore be it resolved that Council direct Administration to send a letter to Premier Ford and MPP Taras Natyshak requesting that an in-person Service Ontario office be available within the Municipality of Lakeshore boundary area.

Municipality of Lakeshore

By-Law 4 - 2021

**Being a By-Law for the 3RD Concession Road Drain (Olson Bridge)
In the Municipality of Lakeshore – In the County of Essex.**

Whereas, the Council of the Municipality 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.

**3RD Concession Road Drain (Olson Bridge)
In the Municipality of Lakeshore – In the County of Essex.**

And Whereas, the estimate cost of repairing and improving the drainage works is \$22,980.00.

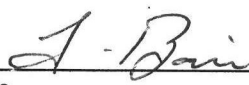
Therefore the Council of the Municipality of Lakeshore pursuant to the *Drainage Act*, enacts as follows:

1. The considered report dated November 4th 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 Municipality of Lakeshore may borrow on the credit of the Municipality the amount of \$22,980.00 being the amount necessary for construction of the drainage works.
3. The Municipality 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 3rd Concession Road Drain (Olson Bridge).

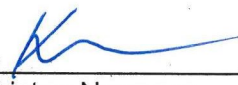
First Reading: January 12th, 2021

Second Reading: January 12th, 2021

Provisionally adopted this 12th day of January, 2021



Tom Bain,
Mayor



Kristen Newman,
Clerk

Third Reading this day of , 2021.
Enacted this day of , 2021.

Tom Bain,
Mayor

Kristen Newman,
Clerk

Municipality of Lakeshore

By-law 15-2021

Being a By-law to Delegate Authority to the Mayor and the Clerk to Execute an Agreement with KELCOM

Whereas, section 9 of the *Municipal Act, 2001*, S.O. 2001, c.25 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas, paragraph 11(2)7 of the *Municipal Act, 2001*, S.O. 2001, c.25 authorizes a municipality to pass by-laws respecting services and things that the municipality is authorized to provide;

And whereas, section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c.25 authorizes Council to delegate its power and duties;

And whereas, it is necessary and desirable to delegate certain duties in relation to the execution of agreements within the Municipality of Lakeshore;

And whereas, the Council of the Municipality of Lakeshore passed resolution #40-02-2021 to authorize the Mayor and Clerk to execute the Master Digital Radio System Contract Extension – Feb 2021 Lakeshore, as described in the report of the Fire Chief presented at the February 2, 2021 Council meeting;

Now therefore the Council of the Municipality of Lakeshore enacts as follows:

1. The Mayor and the Clerk are delegated the authority to execute an agreement with RadioCo Ltd. o/a KELCOM to extend the Master Digital Radio System Contract for 1 year.
2. The delegated authority described in Section 1 includes the authority to execute any related amendments or agreements in furtherance of this agreement.
3. In the event of a conflict between this by-law and another Lakeshore by-law, this by-law prevails.
4. The delegation in this by-law is subject to any restrictions on such delegation under the *Municipal Act, 2001*, S.O. 2001, c.25 or any other Act.
5. This By-law comes into force and effect upon passage.

Read and passed in open session February 16, 2021.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

Municipality of Lakeshore

By-law 16-2021

Being a By-law to Amend By-law 94-2017 being a Comprehensive By-law to Provide Rules Governing the Proceedings of the Council of the Municipality of Lakeshore and the Conduct of its Members

Whereas, By-law 94-2017, governing the calling, place and proceedings of meetings, was passed on December 12, 2017 pursuant to the *Municipal Act, 2001*, S.O. 2001, c. 25;

And whereas, on October 22, 2019 Council adopted By-law 118-2019 which amended sections 3.5, 8.3, 10.1 and 10.2 of By-law 94-2017;

And whereas, on February 2, 2021 Council passed resolution #41-02-2021 directing Administration to draft an amendment to the Procedural By-law to incorporate changes relating the meeting extension times and the completion of unfinished business;

Now therefore the Council of the Municipality of Lakeshore enacts as follows:

1. By-law 118-2019 shall be amended by repealing and replacing section 3.5 with the following:

“3.5 Adjournment Hour/All Meetings

 - a) All regular meetings shall stand adjourned when the Council has completed all business listed on the Order of Business or at 10:00 PM.
 - b) In the event that Council has not completed all of the business listed on the Order or Business by 10:00 PM, Council, by a 2/3 vote of all members present, may approve an extension of the meeting to 11:00 PM.
 - c) In the event that a meeting is extended pursuant to subsection (b) and Council has not completed all of the business listed on the Order of Business by 11:00 PM, Council, by a unanimous vote of all members present, may approve an extension of the meeting until such time as all of the business on the Order of Business is completed or the meeting is otherwise adjourned.
 - d) In the event that a regular meeting adjourns prior to Council completing all of the business listed on the Order of Business, Council shall reconvene the following day at 10:00 PM to complete all of the business listed on the Order of Business.”
2. This By-law comes into force and effect upon passage.

Read and passed in open session on February 16, 2021.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

Municipality of Lakeshore

By-law 17-2021

**Being a By-law to Confirm the Proceedings of the
Council of the Municipality 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 municipality 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 Municipality of Lakeshore at this session be confirmed and adopted by By-law.

Now therefore the Council of the Municipality of Lakeshore enacts as follows:

1. The actions of the Council of the Municipality 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 Municipality of Lakeshore, documents and transactions entered into during the February 2nd, 2021 sessions 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 Seal of the Municipality of Lakeshore to all documents referred to in said paragraph 1 above.

Read and passed in an open session on February 16, 2021.

**Mayor
Tom Bain**

**Kristen Newman
Clerk**

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Municipality of Lakeshore

By-law 18-2021

Being a By-law to Delegate Authority to the Mayor and the Clerk to Execute the Monroe Island Interim Servicing Agreement

Whereas, section 9 of the *Municipal Act, 2001*, S.O. 2001, c.25 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas, paragraph 11(2)7 of the *Municipal Act, 2001*, S.O. 2001, c.25 authorizes a municipality to pass by-laws respecting services and things that the municipality is authorized to provide;

And whereas, section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c.25 authorizes Council to delegate its power and duties;

And whereas, it is necessary and desirable to delegate certain duties in relation to the execution of agreements within the Municipality of Lakeshore;

And whereas, it is recommended that an interim servicing agreement be executed between The Corporation of the Town of Tecumseh and the property owners of 454 Brighton Road, also known as Monroe Island, as described in the report of the Director of Legislative & Legal Services presented at the February 16, 2021 Council meeting;

Now therefore the Council of the Municipality of Lakeshore enacts as follows:

1. The Mayor and the Clerk are delegated the authority to execute the Monroe Island Interim Servicing Agreement.
2. The delegated authority described in Section 1 includes the authority to execute any related amendments or agreements in furtherance of this agreement but does not extend to execution of the restructuring proposal agreement.
3. In the event of a conflict between this by-law and another Lakeshore by-law, this by-law prevails.
4. The delegation in this by-law is subject to any restrictions on such delegation under the *Municipal Act, 2001*, S.O. 2001, c.25 or any other Act.
5. This By-law comes into force and effect upon passage.

Read and passed in open session February 16, 2021.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**