

Municipality of Lakeshore

Regular Council Meeting Agenda



Tuesday, April 12, 2022, 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

1. Zoning By-law Amendment Application ZBA-21-2020, Jeremy St John

9

Recommendation:

Defer Zoning By-law Amendment Application ZBA-21-2020 to amend the current zone category R2-21, Residential Type 2 Zone Exception 21 to permit a *Stacked Dwelling* containing a maximum of six dwelling units as an additional permitted use on the "Subject Property" (Appendix 1), including site-specific zone regulations, and introduce a holding provision (h29) which will only permit existing uses until site plan approval has been granted, and a site plan agreement has been entered into that adequately addresses sanitary capacity, until the applicant confirms that there is conveyance capacity for sewage flows to support the development, all as presented at the April 12, 2022 Council meeting.

2. ZBA-5-2022 Removal of Holding Symbol - Serenity Bay

22

Recommendation:

Direct the Clerk to read By-law 33-2022 to remove the Holding Provision (h4) from Lots 1-13, Block 14-35 on Plan of Subdivision 12M-673 (Serenity Bay), during the Consideration of By-laws, as presented at the April 12, 2022 Council Meeting.

6. Public Presentations
7. Delegations

8. Completion of Unfinished Business

1. Consent Agenda

- | | | |
|----|--|----|
| 1. | March 15, 2022 Regular Council Meeting Minutes | 27 |
| 2. | Town of Wasaga Beach - County of Simcoe Regional Government Review Service Delivery Task Force - Fire Services | 33 |
| 3. | Municipality of Mississippi Mills - Abandoned Cemeteries | 39 |
| 4. | Municipality of Mississippi Mills - Joint and Several Liability Reform | 40 |
| 5. | City of Barrie - Joint and Several Liability Reform | 42 |

2. Reports for Information

Recommendation:

Receive the Reports for Information as listed on the agenda.

- | | | |
|----|--|----|
| 1. | Treasurer's Statement – 2021 Council and Appointee Remuneration and Expenses | 44 |
| 2. | Council Requested Report Tracking - March 2022 | 47 |

9. Consent Agenda

Recommendation:

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

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|----|---|----|
| 1. | Municipality of Clarington - Comprehensive Zoning Bylaw Review | 50 |
| 2. | City of Port Colborne - Year of the Garden | 52 |
| 3. | City of Cambridge - Request to Impose a Moratorium on Gravel Applications | 53 |

10. Reports for Information

Recommendation:

Receive the Reports for Information as listed on the agenda.

- | | | |
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| 1. | Golf Cart Pilot Project – Status Update | 55 |
|----|---|----|

2.	Quarterly Building Activity Report – 2022 Q1	58
11.	Reports for Direction	
1.	Tender Award – 2022- 2024 Grass Cutting Contract	62
	<p>Recommendation: Award the Grass Cutting Contracts for the 2022 to 2024 seasons to Creative Homescapes (Section A) in the amount of \$197,404.67 (including applicable HST); A1 Properties (Section B & Section C) in the amount of \$75,841.73 (including applicable HST); 1866885 Ont Ltd o/a Quality Turf (Section D) in the amount of \$94,428.19 (including applicable HST); TDE Groupe Inc. (Section E) in the amount of \$25,703.35 (including applicable HST); for a total of \$393,377.95 (including applicable HST) to deliver the 2022 program, with a total budget overage of \$37,327.95, as presented at the April 12, 2022 Council meeting.</p>	
2.	Tender Award – 2022 Gravel Conversion Program	66
	<p>Recommendation: Award the tender for the 2022 Gravel Conversion Program to Shepley Road Maintenance Ltd. in the amount of \$827,236.80 including applicable HST and approve \$130,000 including applicable HST from the budgeted amount to undertake field assessments on Lakeshore Road 111, as presented at the April 12, 2022 Council meeting.</p>	
3.	Tender Award - 2022 Supply and Place Gravel Program	70
	<p>Recommendation: Direct Administration to award the 2022 Supply and Place Gravel Program to Shepley Excavating & Road Maintenance Ltd. in the amount of \$430,529.77, as per Option 1 with the excess amount of \$97,210.31, funded from the road reserves, as presented at the April 12, 2022 Council meeting.</p>	
4.	Award for Professional Services for Hood Drain & Leffler Pump Upgrades	74
	<p>Recommendation: Award for Professional Services for Hood Drain and Leffler Pump Station Upgrades to Stantec Consulting Ltd. at a total cost of \$127,200.00 including applicable HST, as presented at the April 12, 2022 Council meeting.</p>	

5. **Award for Professional Services for Bridge Rehabilitation at Lakeshore Road 129 over Ruscom River** 77
- Recommendation:**
Award the Professional Services for Bridge Rehabilitation at Lakeshore Road 129 over Ruscom River to Landmark Engineers Inc. for a total cost of \$101,760.00 including applicable HST, as presented at the April 12, 2022 Council meeting.
6. **Subdivision Agreement Amendment & Part Lot Control Exemption By-law (PLC-1-2022) – Serenity Bay** 80
- Recommendation:**
Approve the amendment to the Serenity Bay Subdivision Agreement; and

Approve the application for Part Lot Control exemption for Blocks 14 - 32 (inclusive) on Registered Plan 12M-673 in the Municipality of Lakeshore as presented at the April 12, 2022 Council meeting; and

Direct the Clerk to read By-law 35-2022 and By-law 36-2022 during the “Consideration of By-laws”.
7. **Half Load Designation on Class B Roads - Update** 86
- Recommendation:**
Receive the letter of support from the Heavy Construction Association of Windsor; and
Direct the Clerk to read the draft by-law related to Half Load Designation on Class B roads for consideration, and Approve a transfer of \$46,500.00 (including applicable HST) to purchase and install signage for all of the Class B roads, as described in the report presented at the April 12, 2022 Council meeting.
8. **Revenue Division Staffing** 108
- Recommendation:**
Direct Administration to implement Option # ____, as described in the report presented at the April 12, 2022 Council meeting.
12. **Announcements by Mayor**
13. **Reports from County Council Representatives**
14. **Report from Closed Session**
15. **Notices of Motion**

1. Councillor Kerr - Atlas Tube Recreation Centre Visioning

113

Recommendation:

Whereas Lakeshore has two regional Parks Lakeview Park/West Beach and Marina along with the Atlas Tube Recreational Centre (ATRC);

And whereas the Lakeview Park/West Beach and Marina redevelopment is in the planning stages;

And whereas the 2020 Lakeshore Budget stated it expects the Lakeview Park/West Beach to cost an estimated \$11.2 million;

And whereas a funding model for such a large undertaking has yet to be brought to Council;

And Whereas the ATRC has been awarded the \$100,000 by motion of Council to start the visioning exercise in 2022 as part of the ATRC redevelopment plan;

And whereas the ATRC public visioning process has yet to start;

And whereas the ATRC has a tax payer funded operating cost in 2022 of \$2.3 million;

And where as the ATRC still has an outstanding loan balance of \$11,202,581 which is expected paid in full in 14 years, December 1, 2036;

And whereas Lakeshore also pays an additional \$780,000 annually from other Reserves towards that loan;

And whereas Lakeview Park/West Beach and Marina has 2022 Budgeted operating cost of approx. \$202,500 plus \$81,150 for the Marina (\$2mil less than ATRC);

Be it resolved that Lakeshore put on hold, the redevelopment plans for the ATRC until the Regional Park of Lakeview Park/West Beach and Marina has completed its redevelopment which is now in stage 3;

Be it further resolved that the \$100,000 for the redevelopment of the ATRC from the 2022 Budget be transferred to the encumbrance reserve fund until the visioning for the ATRC is available to start back up.

2. Councillor Kerr - Park Spending

114

Recommendation:

Whereas Parks Planning is fun for those Lakeshore residents who participate;

And whereas Residents enjoy sharing their vision for the future through the public open house planning process;

And whereas asking residents for their input and not following through breeds distrust in municipal government;

And whereas Lakeshore has shovel ready projects should that be an upper level of government criteria for funding grants;

And whereas Lakeshore has millions in parks planning started without a funding plan or model to pay for them;

And whereas the ATRC has \$100,000 of tax payer money for park planning in its reserve account ready to go but haven't started the public consultation to date;

And whereas Lakeshore can't afford to finish the Regional Park it has started and is in Phase 3, let alone ask tax payers to fund another mega million-dollar regional project at the same time;

And whereas that Lakeshore stop adding more Regional Park plans to the "we can't afford to do it" Park Plan bookshelf;

And whereas Lakeshore should continue to their redesigning to completion the following parks before starting any new redesign projects,

Ward 1 St Clair Park

Ward 2 River Ridge Park

Ward 3 West Beach Park

Ward 4 Lakeview Park

Ward 5 Millen Centre Park

Ward 6 Stoney Point Park

Be it resolved by motion of Lakeshore Council that the ATRC redesign and planning process be placed on hold;

Be it further resolved that by motion of Lakeshore Council that no more tax payer park spending on redesign be added until the six (6) above mentioned parks have had Councils Final budgeting approval and the builds have begun.

3. Councillor McKinlay - Return to Office 116

Recommendation:

Whereas Mayor Bain terminated the State of emergency for the Municipality of Lakeshore;

Direct Administration to bring Council a report that enables Administration and Council to move back into the Administration offices in a responsible and timely manner.

4. Councillor McKinlay - By-laws 117

Recommendation:

Direct Administration to direct the following By-laws including, but not limited to, Campgrounds, B&Bs, Greenhouses, Noxious Odors, to an outside legal counsel for completion, to be presented to Council for approval at the Council meeting scheduled for May 31st 2022.

16. Question Period

17. Non-Agenda Business

18. Consideration of By-laws

Recommendation:

By-law 32-2022 be read a first and second time and provisionally adopted;

By-law 14-2022 be read a third time and adopted; and

By-laws 19-2022, 33-2022, 35-2022, 36-2022 and 37-2022 be read and passed in open session on April 12, 2022.

1. By-law 14-2022, Being a By-law for the West Townline Drain (Nehme Bridge) 118

2. By-law 19-2022, Being a By-law to Amend By-law 2-2002, Being a By-law to Regulate Traffic on Highways under the Jurisdiction of the Municipality of Lakeshore 119

3. By-law 32-2022, Being a By-law for the Hermas Moison Drain North Branch 126

4. By-law 33-2022, Being a By-law to amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-5-2022) 127

5. By-law 35-2022, Being a By-law to authorize the execution of a Subdivision Amending Agreement pertaining to Serenity Bay 129

- | | | |
|----|---|-----|
| 6. | By-law 36-2022, Being a By-law to exempt certain lands from Part Lot Control within Blocks 14 - 32 (inclusive), Registered Plan 12M673, in the Municipality of Lakeshore (PLC-1-2022) | 131 |
| 7. | By-law 37-2022, Being a By-law to Adopt a Use of Municipal Resources during Election Policy | 133 |

19. Closed Session

Recommendation:

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

- a. Paragraph 239(2)(e), (f) and (k) of the *Municipal Act, 2001* to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality, 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 regarding an application under the *Municipal Conflict of Interest Act* and associated litigation.
- b. Paragraph 239(2)(d), (e) and (f) of the *Municipal Act, 2001* to discuss labour relations or employee negotiations, litigation affecting the municipality and advice that is subject to solicitor-client privilege relating to mandatory vaccinations.
- c. Paragraph 239(2)(b) and (d) of the *Municipal Act, 2001* to discuss personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations, relating to pay equity.
- d. Paragraph 239(2)(b), (d) and (f) of the *Municipal Act, 2001* to discuss personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations, and advice that is subject to solicitor-client privilege, including communications necessary for that purpose, relating to an employee.

20. Adjournment

Recommendation:

Council adjourn its meeting at ____ PM.

Municipality of Lakeshore – Report to Council

Growth & Sustainability

Community Planning



To: Mayor & Members of Council

From: Ian Search, Planner I

Date: March 30, 2022

Subject: Zoning By-law Amendment Application ZBA-21-2020, Jeremy St John

Recommendation

Defer Zoning By-law Amendment Application ZBA-21-2020 to amend the current zone category R2-21, Residential Type 2 Zone Exception 21 to permit a *Stacked Dwelling* containing a maximum of six dwelling units as an additional permitted use on the “Subject Property” (Appendix 1), including site-specific zone regulations, and introduce a holding provision (h29) which will only permit existing uses until site plan approval has been granted, and a site plan agreement has been entered into that adequately addresses sanitary capacity, until the applicant confirms that there is conveyance capacity for sewage flows to support the development, all as presented at the April 12, 2022 Council meeting.

Background

The subject property is currently a 1098.86 m² (0.27 acre) vacant residential lot located north of Broadway Street at the southeast corner of Dupuis Street and Railway Ave in the Community of Belle River (see Appendix 1).

The applicant is proposing to construct a new residential building known as a *Stacked Dwelling* housing six dwelling units, together with any necessary ancillary facilities (Appendix 2). A Stacked Dwelling is defined in the Zoning By-law as a residential use building containing four or more dwelling units where each dwelling unit is divided horizontally and vertically, and in which each dwelling unit has an independent entrance to the exterior. The subject property is currently zoned Residential Type 2 Zone Exception 21 (R2-21) which permits one single detached dwelling or semi-detached dwelling, group home and home occupation.

The Zoning By-law Amendment is proposed to include a holding provision which will only permit existing uses until site plan approval has been granted, and a site plan agreement has been entered into that adequately addresses sanitary capacity for the proposed development. It is recommended that Council defer the application until the applicant confirms that sewage flows can be conveyed for the proposed development. While the Denis St. Pierre Treatment plant expansion under construction will provide sanitary

treatment capacity, the capacity for sewage conveyance should be confirmed prior to rezoning the subject property.

Subject Parcel	Lot Area – 1098.86 m ² (0.27 acre) Existing Use – vacant Proposed Use – Stacked Dwelling (6 dwelling units) Access – Dupuis Street (proposed) Servicing – Municipal services
Surrounding Uses	North – residential land uses, VIA right-of-way beyond that East – residential land uses West – residential land uses South – residential land uses
Official Plan	Residential
Existing Zoning	Residential Type 2 Zone Exception 21 (R2-21)

Comments

The other aspects of the Zoning By-law Amendment application are supportable from a planning perspective with comments provided below for Council and the public meeting.

Provincial Policy Statement (PPS)

The proposed development is consistent with the policies of the PPS, including the following:

Section 1.1.1 of the PPS notes that healthy, livable and safe communities are sustained by:

- b. accommodating an appropriate affordable and market-based range and mix of residential types to meet long-term needs;

Section 1.4.3 of the PPS states that planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:

- b. permitting and facilitating all housing options required to meet the social, health, economic and well-being requirements of current and future residents...
- d. promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities...

There are no issues of Provincial significance raised by this application.

County of Essex Official Plan and Municipality of Lakeshore Official Plan

There are no issues of County or Municipal significance raised by this proposed development. The subject property is located in a Primary Settlement Area in the County of Essex Official Plan. Promoting residential intensification within Primary Settlement Areas is an established goal of the County of Essex Official Plan (3.2.2 i). Furthermore, section 3.2.4.1 b) of the County of Essex Official Plan states that Primary Settlement Areas shall have a healthy mixture of housing types, and Section 3.2.7 encourages a range of housing choices to be achieved through residential intensification.

Section 4.3.1.2 a) of the Lakeshore Official Plan states that housing will, in part, be provided through urban residential intensification, which may include infill development and residential development of vacant land or underutilized land in existing neighbourhoods.

The subject land is designated Residential in the Lakeshore Official Plan. A variety of housing types are anticipated to be developed to meet the varying demands and characteristics of the population within this designation. The applicant is proposing a medium profile residential building in accordance with Section 6.6.1 b) of the Lakeshore Official Plan.

b) Medium density residential uses will be permitted including triplex dwellings, fourplex dwellings, row or block townhouse dwellings, converted dwellings containing more than two dwelling units, walk-up apartments and similar medium profile residential buildings, subject to the following criteria;

i) the density, height and character of the development will be compatible with adjacent uses;

Comment: The proposed residential building will be attractively designed to have regard to the character of the surrounding residential area. It will comfortably meet the maximum height requirements in the Zoning By-law, and the proposed density of the medium profile building is considered appropriate in relation to the size of the subject property.

ii) the height and massing of the buildings at the edge of the medium density residential development will have regard to the height and massing of the buildings in any adjacent low density residential area and may be subject to additional setbacks, or landscaping to provide an appropriate transition;

Comment: The proposed residential building will be oriented towards Dupuis Street where there is an existing sidewalk. A 7.62 metre rear yard setback is proposed from the neighbouring property to the east to provide an appropriate transition. The development will only result in 23% lot coverage, with plenty of open space dedicated to landscaping including proposed trees/plants. The applicant is also proposing a new 1.8 metre high wood fence along the rear lot line and side lot lines which will enclose the rear yard.

iii) the development will be encouraged to have direct access to an arterial or collector road, where possible and appropriate;

Comment: Dupuis Street is an urban residential local road, while Broadway Street is in close proximity to the subject property and is an Urban Residential Collector Road

iv) the watermains and sanitary sewers will be capable of accommodating the development, or the proponent will commit to extending services at no cost to the Municipality, save and except where private septic systems will be permitted;

Comment: Full municipal services (sanitary and water) are available for connection from the existing road right-of-way. Section 8.3.2.1 of the Official Plan states that the Municipality may place a holding symbol on the zone that prevents development from occurring until the Municipality is satisfied that certain conditions have been met, allowing the Municipality to indicate support for the development in principle, while identifying the need for additional actions prior to development proceeding.

This application for rezoning was received in October 2020 and is identified as a category two development application in the December 4th 2020 report to Council entitled "Denis St. Pierre Water Pollution Control Plant, Sanitary Sewage Capacity". In this case of an application in process, a holding symbol is to be placed on the zone which will only permit existing uses until sanitary capacity is confirmed for the development. The Denis St. Pierre Treatment plant expansion is currently under construction and will provide sanitary treatment capacity by spring/summer 2023 under the expected timeline. However, it is recommended that Council defer an amendment to the Zoning By-law until the applicant confirms that there is conveyance capacity for sewage flows to support the development.

v) the development is adequately serviced by parks and school facilities;

Comment: Parks and school facilities are available and service the area.

vi) the development will be designed and landscaped, and buffering will be provided to ensure that the visual impact of the development on adjacent uses is minimized;

Comment: The applicant is proposing landscaping, including trees/plants, north of the parking area and surrounding the building. The applicant is also proposing a new 1.8 metre high wood fence along the rear lot line and side lot lines which will enclose the rear yard.

vii) all required parking will be provided on the site, and cash-in-lieu of required parking in accordance with the policies of Section 7.2.2.2 of this Plan, will not be accepted by the Municipality;

Comment: Required parking will be provided on site (1.5 spaces per dwelling unit (6 units) = 9 parking spaces).

viii) in developments incorporating walk-up apartments, block townhouse dwellings and similar medium profile residential buildings, on-site recreational facilities or amenities such as private open space or playground equipment may be required;

Comment: The proposed development will incorporate some private open space on the subject property. On-site recreational facilities or amenities such as playground equipment are not included in the proposed design to maximize opportunity for landscaping. The subject property is in close proximity to Lakeview Park.

ix) except for a triplex dwelling, fourplex dwelling or other similar small scale developments, a report on the adequacy of the road network to accommodate the expected traffic flows and the adequacy of water and sewer services may be required to be prepared by the proponent and approved by the Municipality;

Comment: Due to the small scale of the development a traffic study was not required by the Municipality. Water and sanitary services are in the area and will be reviewed in detail via the site plan control process.

x) triplexes, fourplexes, freehold street townhouses or other similar small scale developments, may be subject to site plan control, in accordance with the policies of Section 8.3.4 of this Plan.

Comment: The proposed development is being reviewed under site plan control. Administration has completed their review of the site plan, elevation drawings, and storm water management. Confirmation that sewage flows can be conveyed is needed prior to development proceeding. A separate report will be brought back to Council in the future.

The subject land is located within the Essex Region Conservation Authority (ERCA) Limit of Regulated Area. At the time of writing this report, no comments were received from ERCA with respect to the proposed Zoning By-law Amendment.

Zoning By-law

The subject property is currently zoned Residential Type 2 Zone Exception 21 (R2-21) which permits one single detached dwelling or semi-detached dwelling, group home and home occupation as the only permitted uses.

An amendment to Lakeshore Zoning By-law 2-2012 is required to permit a *Stacked Dwelling* containing a maximum of six dwelling units as an additional permitted use on

the subject property and to establish zone regulations specific to the development, including:

- The lot line adjacent to Dupuis Street will be deemed the front lot line

The proposed development will be oriented facing Dupuis Street where it can utilize the existing sidewalk infrastructure

- For the waste area enclosures to be setback 0.49 metres from the interior side lot line

The waste area enclosures are proposed south of the parking area adjacent to land owned by the municipality. The applicant is proposing to store waste in fully enclosed containers, and is proposing to further screen the waste by constructing a new wood fence along the south lot line and west of the enclosures.

- A minimum of 54% of the front yard shall be maintained as landscaping

The applicant is proposing to establish plants/trees in the front yard of the subject property to enhance landscaping. 54% of the front yard will be maintained as landscaping due to the proposed parking area being partially located in the front yard.

- The maximum lot coverage shall be in accordance with the Site Plan agreement

The Residential – Medium Density (R2) zone regulations do not specify the maximum lot coverage for a *Stacked Dwelling*. For clarity, the Zoning By-law Amendment will specify that the lot coverage shall be in accordance with the Site Plan agreement. The applicant is proposing only 23% lot coverage for the development, which will maximize opportunity for landscaping of the site.

If approved, the Zoning By-law Amendment will also place a new holding provision on the zone which will only permit existing uses until site plan approval has been granted, and a site plan agreement has been entered into that adequately addresses sanitary capacity and conveyance for the proposed development. It is recommended that Council defer the Zoning By-law Amendment application until the applicant confirms that there is conveyance capacity for sewage flows to support the development.

The site plan and elevation drawings attached as Appendix 2 prepared by the applicant details the proposed development.

Public Consultation

In February 2021, the municipality circulated a request for public comment to landowners within 120 metres of the subject property. The site plan and elevation drawings were shared with the public as part of circulation. One comment sheet was received signed by four different residents residing at 471, 467, 473 and 477 Railway Ave. A separate email response was received from the resident residing at 513 Railway

Ave. Generally, the comments expressed concerns with parking, compatibility including height, sewer capacity, and property values.

Traffic and Parking

With respect to the amount of traffic the proposed use will generate, a traffic study was not deemed necessary given the number of dwelling units proposed and its nominal impact to the municipality's road system. The required number of parking spaces will be provided on site (1.5 spaces per dwelling unit (6 units) = 9 parking spaces). The applicant has developed the same building with the same number of parking spaces on a different property – 272 Renaud Line Road (see Appendix 3) – and has experienced no issues related to parking.

Compatibility to surrounding uses

The height of the building is proposed to be 8.71 metres to the mid-point of the roof, and 7.46 metres to the roof. This proposed height comfortably meets the maximum height requirement under the Zoning By-law. The building is proposed to face Dupuis Street and to be setback 7.62 metres from the rear lot line to provide an appropriate transition from the neighbouring property to the east. Proposed landscaping features and attractive building design will result in a compatible development.

Sewer Capacity/Infrastructure

This issue has been addressed in the report.

Property Values

When intensification proposals are reviewed, residents may perceive that their property values will be negatively impacted. Devaluation of properties is a perceived effect that is difficult to assess. Property values are influenced by many factors and are primarily determined by the condition of the property for sale and other broader, more complex forces, such as, overall area development and neighbourhood prosperity. The location of the residential development has no significant impact on these other conditions which determine property values. The assumption that property values will decline with the location of the development is typically based on an idea that this one development would affect the whole neighbourhood.

Others Consulted

Notice was given to agencies and the general public as required under the provisions of the *Planning Act* and Regulations. As of the writing of this report, no comments were received from the public, other than those noted above, and no concerns were expressed from any agencies.

If Council decides to defer the application until capacity for sewage conveyance is confirmed, then a future report and by-law will be presented to Council to reflect this

change to the requested Zoning By-law Amendment. It is the opinion of administration that this change to the proposed Zoning By-law Amendment would be minor and therefore would not require another public meeting.

Financial Impacts

There are no budget impacts resulting from the recommendation.

Conclusion

Based on the foregoing, Administration recommends that Council defer ZBA-21-2020 as per the Recommendation section of the report.

Attachments

Appendix 1 – Key Plan
Appendix 2 – Site Plan
Appendix 3 – Elevations
Appendix 4 – 272 Renaud Line Road
Appendix 5 – Alternatives under the Planning Act

Report Approval Details

Document Title:	ZBA-21-2020 Jeremy St. John.docx
Attachments:	- Appendix 1 - Key Plan.pdf - Appendix 2 - Site Plan.pdf - Appendix 3 - Elevations.pdf - Appendix 4 - 272 Renaud Line Road.pdf - Appendix 5 - Alternatives under the Planning Act.docx
Final Approval Date:	Apr 7, 2022

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

Aaron Hair

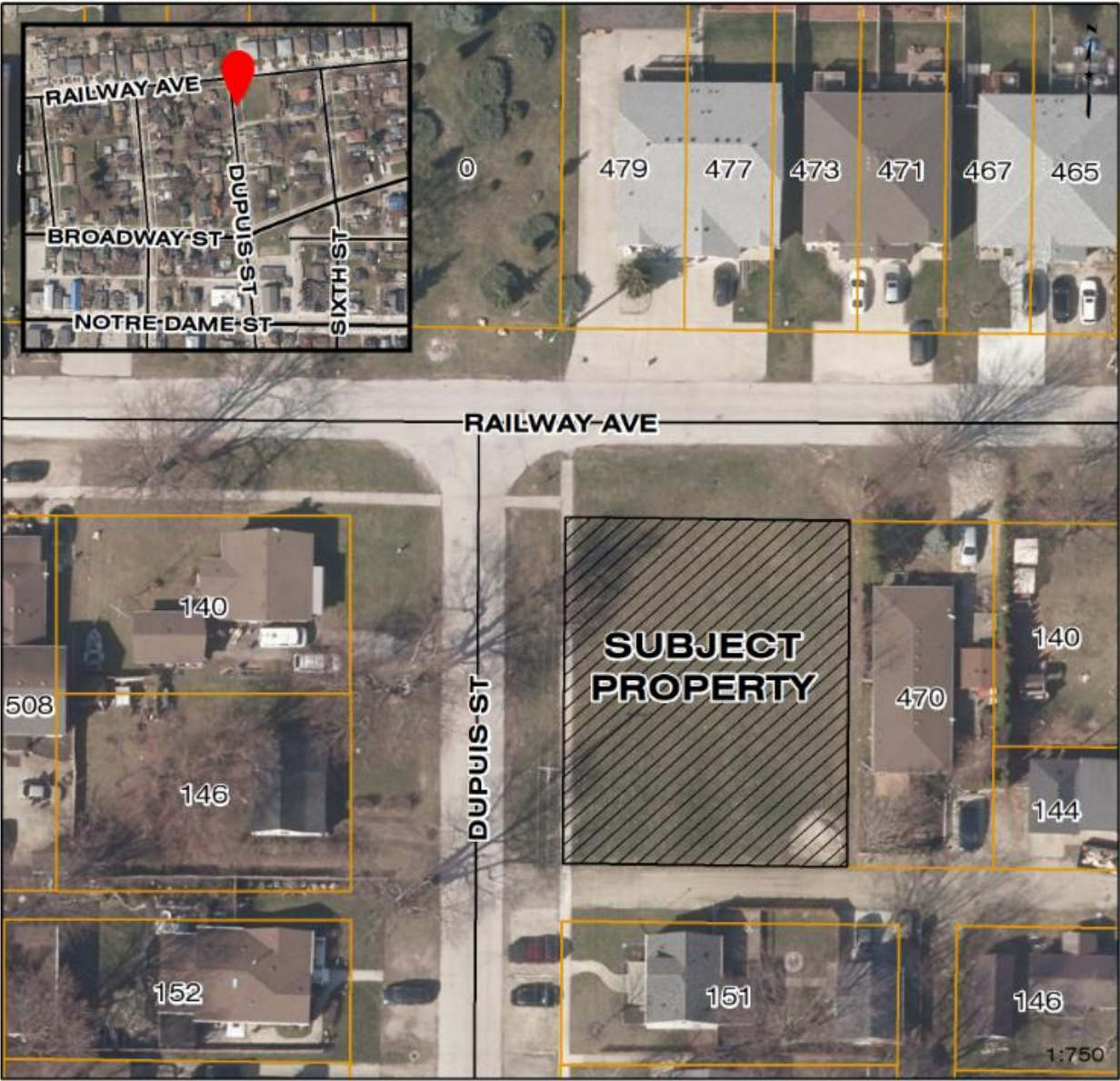
Tammie Ryall

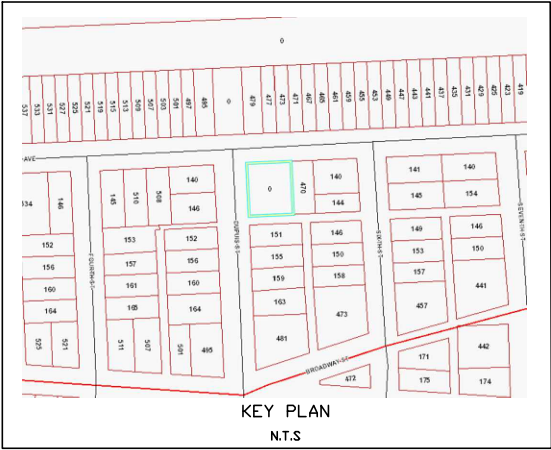
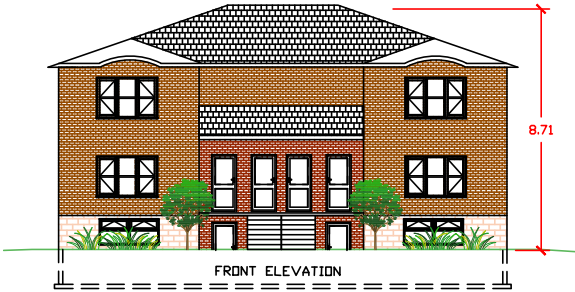
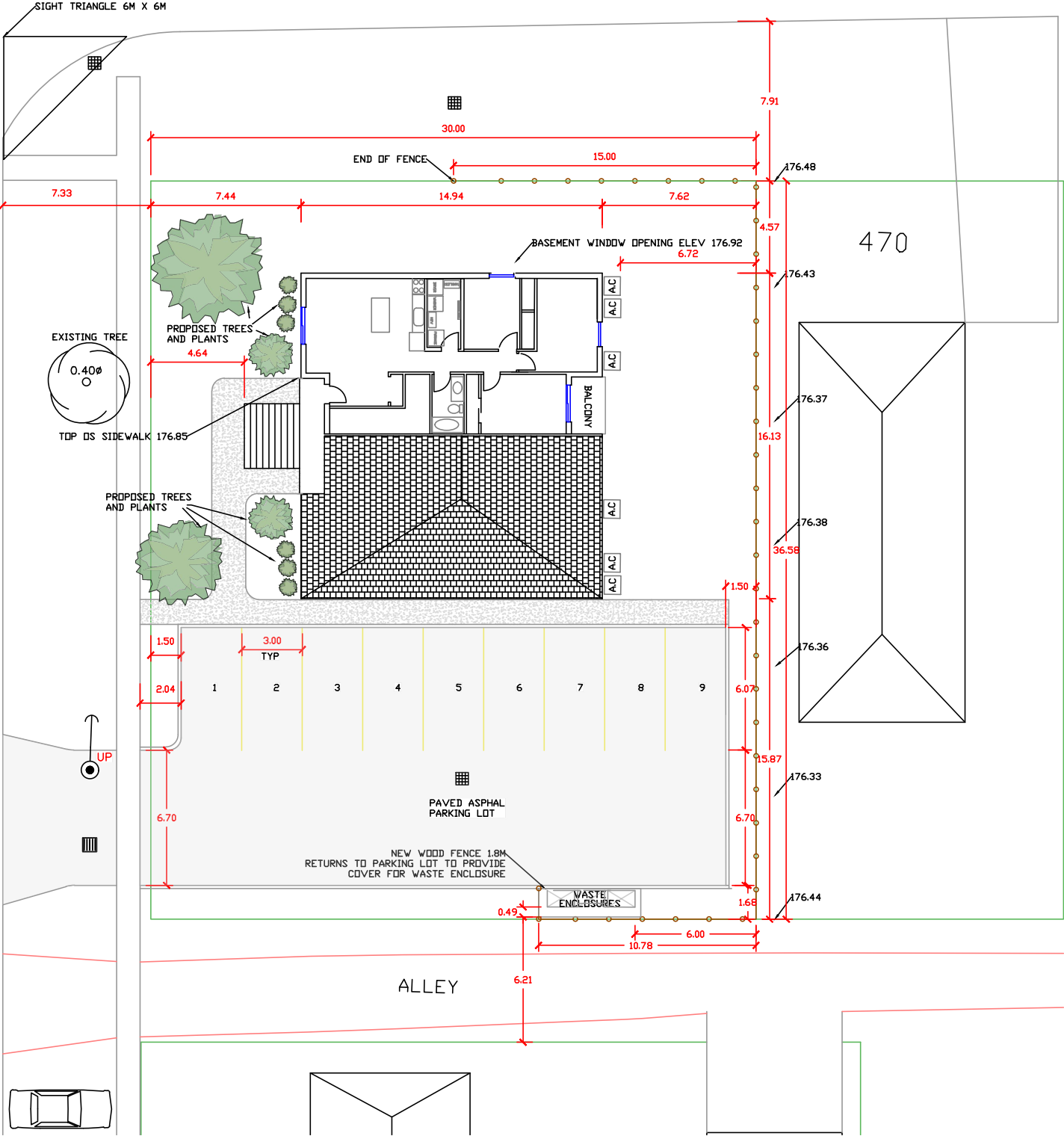
Justin Rousseau

Kristen Newman

Truper McBride

Appendix 1 – Key Plan



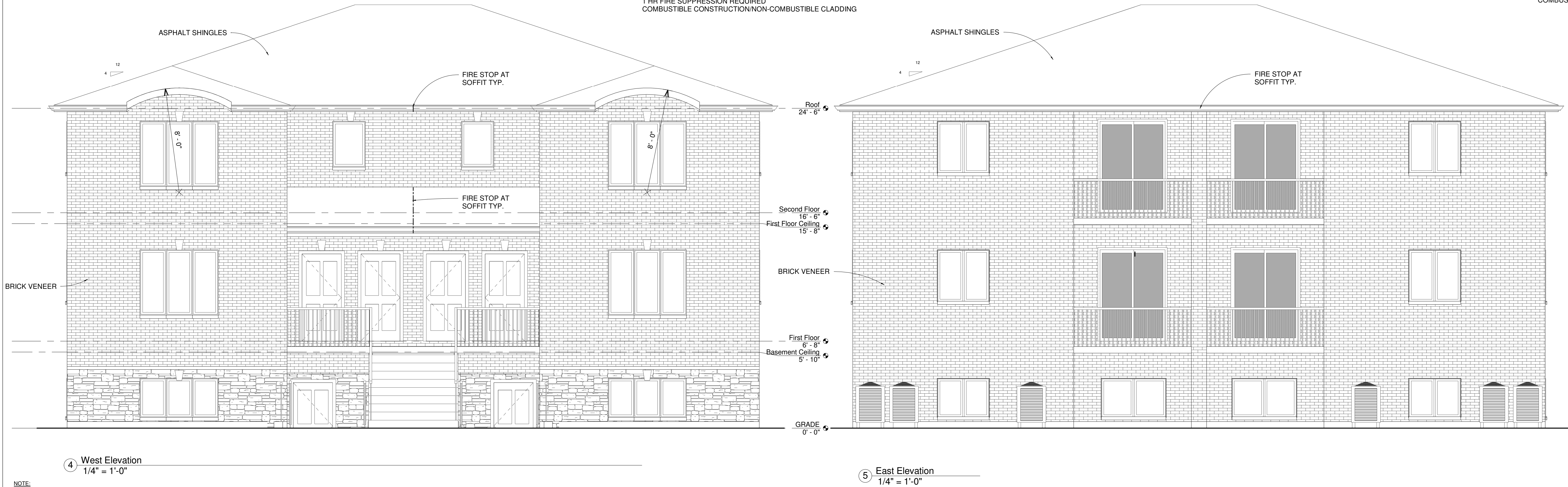
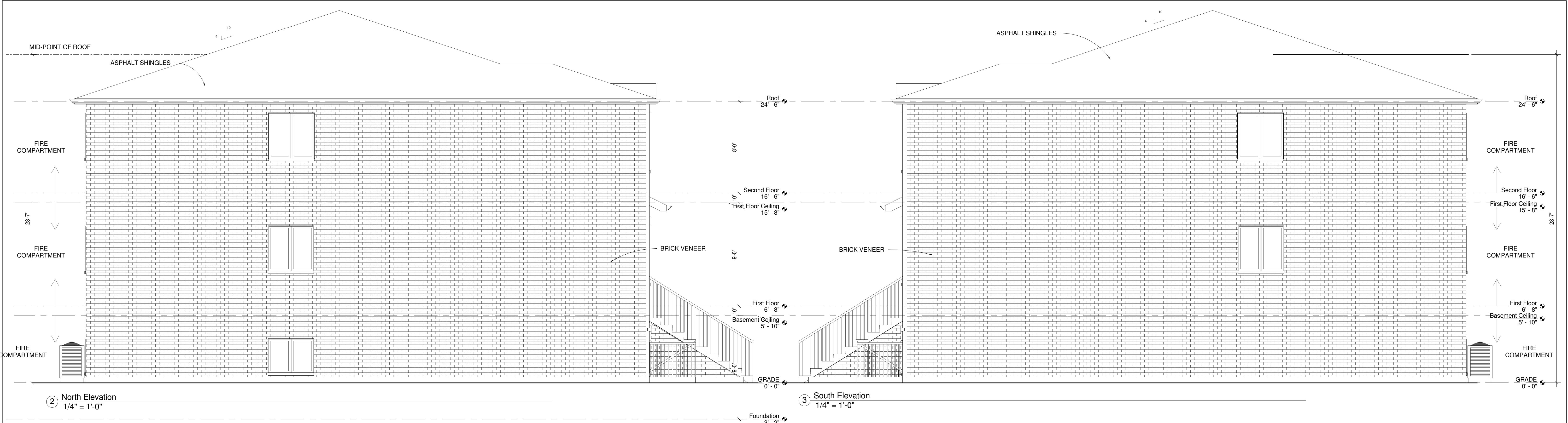


GENERAL NOTES

ADDRESS 0 DUPUIS
ROLL NO. 3751.330.000.00200.0000
APPLICANT: JEREMY ST JOHN, 1120 COUNTY RD 42 BELLE RIVER ON

LOT AREA: 1097.40 m2
FRONT YARD GREEN SPACE: 148m2- %54
LANDSCAPED OPEN SPACE: 419m2- 38%
LOT COVERAGE: 257m2- %23
TOTAL NUMBER OF UNITS: 6
UNIT SIZE 111m2. 3 BEDROOM UNITS
HEIGHT 8.71M TO MIDPOINT OF SLOPE
FRONT YARD SETBACK DUPUIS: 7.44m BUILDING 4.64m STAIRS
REAR YARD SETBACK: 7.62m
EXTERIOR YARD SETBACK: 4.57m
INTERIOR YARD SETBACK: 15.87m

V/L DUPUIS PROPOSED SIX UNIT BUILDING			SHEET NO. 1 OF 1
SITE PLAN SCALE 1:250	DATE: FEB 17TH 2022	REVISION NO. 18	DRAWING NUMBER DUPUIS 18-6



NOTE:
THE CONTRACTOR SHALL NOTIFY THE
OWNER OF ANY DISCREPANCIES PRIOR
TO CONSTRUCTION OR FABRICATION.

WINDOWS ARE REPRESENTATIVE DUE
TO MANY STYLES AND SIZES AVAILABLE.
THEREFORE THE CONTRACTOR AND
THE WINDOW SUPPLIER ARE TO
ENSURE FIT AND O.B.C. COMPLIANCE OF
DOORS AND WINDOWS CONFORMING
TO THE ENERGY PERFORMANCE
EVALUATION STANDARD CAN/CSA-
A440.2.

DIMENSIONS ALWAYS TAKE
PRECEDENCE OVER SCALED
MEASUREMENTS.

INTERIOR DOORS TO BE 32" WIDE UNO.

INTERIOR DOORS TO BE 80" TALL, TYP.

GA DESIGNS
BCIN: 112721
gregoryamaral@yahoo.com

**Modern Solutions
Group Inc.**
0 Railway Ave, Belle Rvier

Elevations

Project number	19
Date	Jan. 12, 2021
Drawn by	GA
Checked by	RB
Scale	1/4" = 1'-0"

A3

NOT FOR CONSTRUCTION

Appendix 4 – 272 Renaud Line Road



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

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

As part of the required prescribed information, the Notice of Refusal must also contain a written explanation for the refusal with a brief explanation of the effect, if any, that the written and oral submissions had on the decision.

Note - In this particular instance, the Applicant would have the option of appealing Council's decision to the Ontario Land Tribunal (O.L.T.)

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

Note - Administration recommends that Council defer ZBA-21-2020 (By-law 34-2022) as per the Recommendation section of the report.

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

Note – at the time of writing the report there were no known modifications that would substantially improve the application for a recommendation of approval.

4. Alternative 4 - Approval - the application is approved as submitted without modifications. If Council chooses to approve the application then a by-law can be prepared for the following Council meeting.

Municipality of Lakeshore – Report to Council

Growth & Sustainability

Community Planning



To: Mayor & Members of Council

From: Urvi Prajapati, BEDP, MES
Planner 1

Date: March 23, 2022

Subject: ZBA-5-2022 Removal of Holding Symbol - Serenity Bay

Recommendation

Direct the Clerk to read By-law 33-2022 to remove the Holding Provision (h4) from Lots 1-13, Block 14-35 on Plan of Subdivision 12M-673 (Serenity Bay), during the Consideration of By-laws, as presented at the April 12, 2022 Council Meeting.

Background

The authorized applicant, has submitted an application on behalf of the owner; 823821 Ontario Inc. to remove a holding provision (h4) on Blocks 14 to 35, Lots 1 to 13 as described in the Plan 12M-673 (Appendix A), zoned Residential - Low Density Holding Symbol 4 (R1)(H4) and Residential - Medium Density Zone Exception Holding Symbol (R2-25)(H4). The holding symbol was placed on the property until the applicants execute a subdivision agreement that is to the satisfaction of the Municipality and approved by the County.

The requirement to remove the holding symbol was satisfied on Dec 10, 2019 and should have been removed from the subject lands at that time.

The Lakeshore Official Plan notes that the Municipality may place a holding symbol on a zone that prevents development from occurring until the Municipality is satisfied that certain conditions have been met. Specific actions or requirements for lifting the holding provision are set out in Section 5.5 of the Town of Lakeshore Zoning By-law (Holding Zones).

Holding Symbol	Permitted Use Until the holding symbol is removed.	Conditions for removal of the Holding Symbol.
H4	Existing uses shall be the only uses permitted in the interim.	- Existing uses shall be the only uses permitted in the interim. The holding symbol shall not be removed until such time as the subdivision

		agreement is executed by the owner and the Town and the development receives final approval by the County.
--	--	--

The parcels of land in the subdivision as mentioned in Plan 12M-673 (Appendix A) are zoned Residential - Low Density Holding Symbol 4 (R1)(H4) and Residential - Medium Density Zone Exception 25 Holding Symbol 4 (R2-25)(H4) in the Lakeshore Zoning By-law. The R1 zone permits single detached dwellings, while the R2-25 zone permits semi-detached, townhouse dwellings, group home dwelling and home occupation.

Subject Land Lots 1 -13 PINs 75001-0651-0663(LT) Blocks 14-35 PINs 75001-0664-0685(LT)	Size – Approximately 5.00 ha (12.35 acre) Existing Use – Vacant Lot Proposed Use – Residential Dwellings Access — Old Tecumseh Road Services — municipal water, municipal sewage disposal
Neighbouring Land Uses	North: Residential Lands South: General Employment Lands East: Residential Lands West: Residential Lands
Official Plan	Residential
Existing Zoning	Residential – Low Density Holding Symbol (R1)(H4) & Residential- Medium Density Zone Exception 25 Holding Symbol (R2-25)(H4)
Proposed Zoning	Residential – Low Density (R1) & Residential - Medium Density Zone Exception 25 (R2-25)

Comments

Provincial Policy Statement

The proposed development was reviewed under the Settlement Areas policies of the 2020 Provincial Policy Statement (PPS) and it was determined that the development is consist with the Provincial Policy Statement.

County of Essex Official Plan

The subject site is in the Primary Settlement Area in the County of Essex Official Plan and growth within the Settlement Area is encouraged. Therefore, the proposal conforms to the County of Essex Official Plan.

Lakeshore Official Plan

The site is designated as Residential in the Lakeshore Official Plan. Town homes, semi-detached and single detached homes are encouraged within this designation.

Zoning By-law

The subject property is currently zoned R1(H4) and R2-25(H4), in the Lakeshore Zoning By-law 2-2012. An application has been submitted for the removal of the holding symbol on the property. The conditions for removing the holding symbol were satisfied on December 10, 2019 and should have been removed from the subject lands at that time. It should be noted that a related Subdivision Agreement amendment for Serenity Bay and Part Lot Control exemption By-law is being considered by Council under a separate Council report.

The related subdivision agreement was entered into on December 10, 2019. Therefore this application predates the December 4th, 2020 report to Council reporting on sewage constraints at the “Denis St. Pierre Water Pollution Control Plant”. In the Serenity Bay subdivision agreement sewage capacity was allocated. In this case, confirmation of sanitary plant capacity is not required.

Conclusion

Administration recommends approval of the removal of the holding symbol, as it is consistent with the Provincial Policy Statement and conforms to the County of Essex and the Lakeshore Official Plans.

Based on the foregoing, Administration recommends that Council approve ZBA-5-2022 (Bylaw 33-2022) as per the Recommendation section of the report.

Financial Impacts

There are no budget impacts resulting from the recommendation.

Attachments

Appendix A – 12M-673 Plan

Report Approval Details

Document Title:	ZBA-5-2022 Removal of Holding Symbol - Serenity Bay .docx
Attachments:	- Serenity Bay Plan 12M-673.pdf
Final Approval Date:	Apr 7, 2022

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

Justin Rousseau

Kristen Newman

Truper McBride

Municipality of Lakeshore

Minutes of the Regular Council Meeting

Tuesday, March 15, 2022, 6:00 PM

Electronically hosted from Town Hall, 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, Corporate Leader - Chief Financial Officer Justin Rousseau, Corporate Leader - Growth & Sustainability Tammie Ryall, Corporate Leader - Operations Krystal Kalbol, Corporate Leader - Strategic & Legal Affairs Kristen Newman, Division Leader - Civic Affairs Brianna Coughlin, Division Leader - Community Planning Aaron Hair, Division Leader - Community Services Frank Jeney, Division Leader - Water Management Albert Dionne, IT Technologist Mark Donlon, Planner II Urvi Prajapati

1. Call to Order

Mayor Bain called the meeting to order at 6:04 PM in Council Chambers. All other members of Council participated in the meeting through video conferencing technology from remote locations.

2. Land Acknowledgement

3. Moment of Reflection

4. Disclosures of Pecuniary Interest

5. Recognitions

6. Public Meetings under the *Planning Act*

1. Zoning By-Law Amendment ZBA-1-2022 – 21575 Lakeshore Road 303

Mayor Bain opened the public meeting at 6:06 PM.

The Planner provided a PowerPoint presentation as overview of the application and recommendation of Administration.

There were no members of the public present to speak regarding the application.

The public meeting concluded at 6:10 PM.

86-03-2022

Moved By Councillor Walstedt

Seconded By Councillor McKinlay

Approve Zoning By-law Amendment Application ZBA-1-2022 (By-law 21-2022, Municipality of Lakeshore By-law 2-2012, as amended), to rezone the subject property from Agricultural Zone Exception 31 (A-31) to Agricultural (A) 21575 Lakeshore Road 303 (indicated on the Key Map, Appendix A), in the Municipality of Lakeshore; and

Direct the Clerk to read By-law 21-2022 to amend the Zoning By-law, By-law 2-2012, as presented at the March 15, 2022 Council meeting.

Carried Unanimously

7. Public Presentations

8. Delegations

1. 2020 Year End Reporting: Audited Consolidated Financial Statements, Building Services Annual Statement, Development Charge Reserve Funds Statement, and 2020 Parkland Dedication Reserve Statement

Alicia Beneteau of KPMG was present electronically to present the 2020 Audited Financial Statements.

87-03-2022

Moved By Councillor McKinlay

Seconded By Deputy Mayor Bailey

Direct Administration to include funding for a third party actuary for audit purposes in the 2023 Budget.

Carried Unanimously

88-03-2022

Moved By Councillor Walstedt

Seconded By Councillor McKinlay

The Audited Consolidated Financial Statements for the year ended December 31, 2020 be approved;

The Audit Findings Report of KPMG for the year ended December 31, 2020 be received;

Administration be authorized to post the 2020 Consolidated Financial Statements on the Municipality of Lakeshore website;

The Statement of Revenue and Expenses and Accumulated Net Expense for Building Services for the year ended December 31, 2020 be received;

The Development Charges Reserve Funds Statement, for the year ended December 31, 2020 be received; and

The Parkland Dedication Reserve Statement, for the year ended December 31, 2020 be received.

Carried Unanimously

2. 2020 Year- End Financial Ratios and Indicators

89-03-2022

Moved By Deputy Mayor Bailey

Seconded By Councillor Santarossa

Receive the 2020 Year-End Financial Ratios and Indicators report for information.

Carried Unanimously

3. County Road 22 Corridor - Preferred Alternative

David Lukezic and Justin Jones from WSP and Jerry Behl from the County of Essex were present electronically and provided a PowerPoint presentation regarding the County Road 22 Corridor Preferred Alternative.

90-03-2022

Moved By Councillor Janisse

Seconded By Councillor Kerr

Advise the County of Essex that Lakeshore Council requests that the County of Essex look at including right-hand turn lanes in the eastbound lanes at Emery Drive, Renaud Line, Willow-wood Drive, Rourke Line and Grandview Boulevard in the County Road 22 Corridor design.

In Favour (6): Mayor Bain, Deputy Mayor Bailey, Councillor Wilder, Councillor Janisse, Councillor Santarossa, and Councillor Kerr

Opposed (2): Councillor Walstedt, and Councillor McKinlay

Carried

91-03-2022

Moved By Councillor Santarossa

Seconded By Deputy Mayor Bailey

Receive the County Road 22 Corridor - Preferred Alternative report for information.

Carried Unanimously

Mayor Bain called a recess at 8:21 PM and reconvened the meeting at 8:35 PM.

92-03-2022

Moved By Councillor McKinlay

Seconded By Councillor Walstedt

Bring forward the by-laws for consideration.

Carried Unanimously

19. Consideration of By-laws

93-03-2022

Moved By Councillor Walstedt

Seconded By Councillor Santarossa

By-law 14-2022 be read a first, second time and provisionally adopted;

By-law 112-2021 be read a third time and adopted; and

By-law 25-2022 be read and passed in open session on March 15, 2022.

Carried Unanimously

12. Reports for Direction

5. Mandatory Mask By-law & Provincial Mask Mandate

94-03-2022

Moved By Councillor Walstedt

Seconded By Councillor Kerr

Direct Administration to proceed with Option 2 as presented in the Mandatory Mask By-law & Provincial Mask Mandate report presented at the March 15, 2022 Council meeting and that the draft by-law be presented at the next meeting of Council.

Carried Unanimously

4. Shoreline Management Plan Final Report

Amelia Sloan, Stantec Consulting, and Peter Zuzek, Zuzek Inc., were present electronically and provided a PowerPoint presentation as overview of the Shoreline Management Plan.

95-03-2022

Moved By Councillor Wilder

Seconded By Councillor McKinlay

Extend the meeting past the 9:30 PM deadline.

In Favour (5): Mayor Bain, Deputy Mayor Bailey, Councillor Wilder, Councillor Santarossa, and Councillor McKinlay

Opposed (3): Councillor Janisse, Councillor Kerr, and Councillor Walstedt

Carried

21. Adjournment

96-03-2022

Moved By Councillor Janisse

Seconded By Councillor McKinlay

Council adjourn its meeting at 10:00 PM.

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

Opposed (1): Deputy Mayor Bailey

Carried

Tom Bain
Mayor

Kristen Newman
Clerk



March 11, 2022

Mr. John Daly
Director of Legislative Services/Clerk
County of Simcoe
1110 Highway 26,
Midhurst, ON
L9Z 1N6

BY EMAIL ONLY

Dear Mr. Daly:

Re: County of Simcoe Regional Government Review Service Delivery Task Force - Fire
Services

Please be advised that the Town of Wasaga Beach Coordinated Committee, during its March 10, 2022 meeting, adopted the following resolution:

"That the Community Services Section of Coordinated Committee receive the Chief Administrative Officer's report on the County of Simcoe Regional Government Review Service Delivery Task Force Fire Services Review for information;

Further that the Community Services Section of Coordinated Committee authorize the Chief Administrative Officer to inform the County of Simcoe that the Town of Wasaga Beach supports recommendations nine and ten of the Fire Service Review report;

And Further, that the Community Services Section of Coordinated Committee authorizes the CAO to request that County Council, through the Regional Government Review, formally request the Province to further review the interest arbitration system, as the changes introduced in 2018 have not impacted wage increases awarded to the fire services sector, often exceeding negotiated settlements for other municipal employee groups, continuing to place a financial strain on municipalities, and creating wage compression with Fire Department leadership;

And Further, that as part of the review, the Province confirm that it is the employer's responsibility to define the hours of work that best fits their circumstance rather than an arbitrator awarding a change;

And that this motion be circulated to all municipalities in the Province."

Attached is a copy of the report dated March 10, 2022. Your favourable consideration of this matter is appreciated.

Should you have any questions, please contact me at cao@wasagabeach.com or (705) 429-3844 Ext. 2222.

Sincerely,

A handwritten signature in black ink, appearing to read "George Vadeboncoeur". The signature is fluid and cursive, with the first name "George" being more prominent.

George Vadeboncoeur
Chief Administrative Officer

/pk

- c. Wasaga Beach Town Council Members
Association of Municipalities of Ontario
All Municipalities in Ontario

STAFF REPORT



TO: Community Services Section of Coordinated Committee

FROM: George Vadeboncoeur, Chief Administrative Officer

SUBJECT: County of Simcoe Regional Government Review
Service Delivery Task Force - Fire Services Report

DATE: March 10, 2022

RECOMMENDATION

THAT the Community Services Section of Coordinated Committee receive the Chief Administrative Officer's report on the County of Simcoe Regional Government Review Service Delivery Task Force Fire Services Review for information;

FURTHER that the Community Services Section of Coordinated Committee authorize the Chief Administrative Officer to inform the County of Simcoe that the Town of Wasaga Beach supports recommendations nine and ten of the Fire Service Review report.

BACKGROUND

The County of Simcoe established a Service Delivery Task Force Committee of County Council members to undertake reviews of the following services to determine if efficiencies could be found leading to improved services to tax payers. The services being reviewed are:

- Conservation Authority Services
- Fire Services
- Land Use Planning Services
- Library Services
- Transit Services
- Water and Waste Water Services
- Storm Water Management Services – completed, no further action required
- Legal Services – completed, no further action required

The subject of this report is the review of Fire Services.

The County engaged a third-party consultant to conduct a comprehensive review of Fire Services in the County of Simcoe, identifying possible efficiencies and preferred Service Delivery models including regional and sub-regional service models.

Through an RFP process, Pomax Consulting Inc. (Pomax) was selected by the County to complete the review. The Pomax team commenced the project and municipal engagement in May 2021.

On December 6, 2021 the County of Simcoe Regional Government Review Service Delivery Task Force received the final report and passed a resolution requesting that the report be sent to individual municipal Councils for review and comment.

The ten recommendations tabled with the Task Force are as follows:

1. "Share fire chiefs wherever possible. Examples of this include Innisfil and Bradford-West Gwillimbury, and Penetanguishene and Midland. There is an expectation that the number of responses will decline in the next few years as the province implements Medical Priority Dispatch System (MPDS). An advantage of sharing fire chiefs may be that the joint chief will find realistic ways to rationalize training, prevention, public education, and stations. Essa Township has an opportunity to share a fire chief with a neighbouring community or even amalgamating.
2. Share recruitment, intake, selection, training, and equipment in the same manner as takes place in North Simcoe. Duplication of these processes can be expensive. Sharing also supports consistency so that when the time comes that firefighters from different departments have to work together at mutual aid or other major incidents, they are familiar with common practices.
3. Share public education and prevention resources. This may not save money but may accomplish consistency in neighbouring communities and may enhance some communities that have inadequate resources.
4. Where possible consolidate fire services. This is not a minor step but it is one that has been accomplished before when municipalities amalgamate or a decision is made that shared services is best for a community <https://lincoln.ca/news/2021/06/media-releasetowns-lincoln-and-grimsby-embark-shared-fire-service-pilot-project>.
5. Several fire departments, during interviews, discussed establishing training centres – some with the perspective of providing services for a fee to other fire departments. Prior to taking those steps, partnerships should be discussed to defray costs and to determine the best location for training centres. Training centres that are established with the objective of defraying costs by renting to other fire departments do not have a history of success.

6. Prior to considering building a new fire station, undertake a needs analysis including response modelling and incident type. Fires may be an impetus for establishing a new or additional fire station but sometimes medical incidents are held out as part of the justification. Fires are on a downward trend. It is possible medical responses will also trend downwards. Schedule 1 RGR 2021-357 Page 28 Simcoe County Fire Services Review Final Report Part 1 Page | 27
7. Where possible, consider contracting services with a neighbouring municipality. Ramara Station 2's response area is a possible opportunity as are responses to areas that border other full time fire departments.
8. Employ the precept of closest or quickest vehicle responds. Although some form of cost per call may have to be worked out using the closest fire resource delivers service sooner.
9. Obtaining and understanding fire department data and information, particularly outcome information to answer the question "Why are we doing what we are doing?" should be the primary objective of all municipalities. It does not exist now notwithstanding the efforts of some departments who are attempting to secure information. This is a major undertaking that is not realistic for individual departments but could be provided by the county on a cost recovery basis. We recommend that municipalities work with the county to obtain that service, or the county should establish the service and offer it to those municipalities who see it as an advantage. During our interviews several CAOs envisioned the county as being the data and information centre.
10. We recommend that representatives of Simcoe County and the municipalities form a committee to further explore these recommendations, particularly the provision of a data service by the county as noted in recommendation 9."

On February 1, 2022 staff received a letter from the County of Simcoe Clerk's Department on behalf of the Service Delivery Task Force asking for feedback on the report.

At the February 10, 2022 Community Services Section of Coordinated Committee the Fire Chief provided a report requesting that if Council members had comments concerning the proposed efficiencies, service delivery models and recommendations outlined in the review, that they provide such comments to the Chief Administrative Officer.

DISCUSSION

Based on the feedback from individual Council members, it is felt two of the ten recommendations found within the Pomax report warrant additional exploration.

Recommendation number nine supports the County providing data collection and analysis services due to challenges for smaller municipalities undertaking the same

exercise. While conducting interviews with municipalities, Pomax received comments from several Chief Administrative Officers indicating that the County could assist as a data and information centre. This would ensure that the data required to make decisions is collected and what is collected is standardized across the County. One area identified is outcome information, similar to the data collected by other emergency services. With automation, training and building on data already collected for other purposes, this should be fairly easy to implement.

Recommendation number ten supports the creation of a committee comprised of municipalities and representatives of the County to further explore all of the recommendations, in particular the provision of a data service by the County as noted in recommendation nine. Some areas of interest include, sharing in the recruiting of volunteer Fire Fighters, Fire Prevention and Training. It was noted that a "...significant level of cooperation and sharing in Simcoe was identified..." as already occurring.

Although it was not considered as part of the review or a recommendation, some Council members feel the disproportionate escalation of firefighter wages and benefits, supported by the Arbitration system, is an issue that deserves attention and resources. It is acknowledged that this is beyond a local issue and should be addressed by the province as a priority as it impacts all fire services.

In discussing the recommendations with the Fire Chief, he is committed to reviewing all aspects of his administration and operations to identify areas to improve efficiencies and service delivery in the spirit outlined in the Promax Report.

Respectfully Submitted,

George Vadeboncoeur
Chief Administrative Officer



**The Corporation of the
Municipality of Mississippi Mills**

Council Meeting

Resolution Number 079-22

Title: Information List #05-22 Township of South Glengarry Resolution re: Abandoned Cemeteries

Date: Tuesday, March 15, 2022

Moved by Councillor Holmes

Seconded by Councillor Dalgity

BE IT RESOLVED THAT the Council of the Municipality of Mississippi Mills hereby supports Prince Edward County's call for government action concerning the current legislation and regulations surrounding municipal requirements to take over and maintain abandoned operating cemeteries;

AND FURTHERMORE that a copy of this resolution be sent to the Minister of Government & Consumer Services, ROMA, the Eastern Ontario Wardens Caucus and all Ontario municipalities.

CARRIED

I, Casey Munro, Deputy Clerk for the Corporation of the Municipality of Mississippi Mills, do hereby certify that the above is a true copy of a resolution enacted by Council.



Casey Munro, Deputy Clerk



**The Corporation of the
Municipality of Mississippi Mills**

Council Meeting

Resolution Number 080-22

Title: Information List #05-22 Town of Bracebridge Resolution re: Joint and Several Liability Reform

Date: Tuesday, March 15, 2022

Moved by Councillor Holmes

Seconded by Councillor Dalgity

WHEREAS municipal governments provide essential services to the residents and businesses in their communities; and

WHEREAS the ability to provide those services is negatively impacted by exponentially rising insurance costs; and

WHEREAS one driver of rising insurance costs is the legal principle of “joint and several liability”, which assigns disproportionate liability to municipalities for an incident relative to their responsibility for it; and

WHEREAS the Government of Ontario has the authority and responsibility for the legal framework of “joint and several liability”; and

WHEREAS the Premier of Ontario committed to review the issue in 2018 with a view to helping municipal governments manage their risks and costs; and

WHEREAS the Provincial Review was conducted in 2019 with AMO and municipalities fully participating; and

WHEREAS the results of the Provincial Review have not been released and municipalities are still awaiting news of how the Attorney General will address this important matter; and

WHEREAS the Association of Municipalities of Ontario (AMO) on behalf of municipal governments has provided recommendations in their document “Towards a Reasonable Balance – Addressing Growing Municipal Liability and Insurance Costs” to align municipal liability with the proportionate responsibility for incidents and capping awards; and

WHEREAS The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) has written to the Attorney General in support of the abovementioned recommendations provided by AMO;

NOW THEREFORE BE IT RESOLVED THAT THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS RESOLVES AS FOLLOWS:

1. That the Municipality of Mississippi Mills calls on the Attorney General of Ontario to work with municipal governments to put forward a plan of action to address “joint and several liability” before the end of the government’s current term.
2. That the Municipality of Mississippi Mills supports the seven (7) recommendations contained in the AMO submission “Towards a Reasonable Balance – Addressing Growing Municipal Liability and Insurance Costs” to re-establish the priority for provincial action on this issue.
3. That a copy of this resolution be forwarded to Attorney General, the Honourable Doug Downey; the Minister of Municipal Affairs and Housing, the Honourable Steve Clark; AMO President, Jamie McGarvey, AMCTO President, Sandra MacDonald; and all Municipalities in Ontario.

CARRIED

I, Casey Munro, Deputy Clerk for the Corporation of the Municipality of Mississippi Mills, do hereby certify that the above is a true copy of a resolution enacted by Council.



Casey Munro, Deputy Clerk

March 17, 2022

File: C00

The Honourable Doug Ford, MPP
Premier of Ontario
Premier's Office, 1 Queen's Park
Legislative Building, Room 281
Toronto ON M7A 1A1
premier@ontario.ca

Dear Premier Ford:

**Re: REQUEST TO THE PROVINCE OF ONTARIO FOR A PLAN OF ACTION
TO ADDRESS JOINT AND SEVERAL LIABILITY**

On behalf of the Council of The Corporation of the City of Barrie, I wish to advise that on March 7, 2022, City Council adopted the following resolution regarding a Plan of Action to Address Joint and Several Liability:

**22-G-064 REQUEST TO THE PROVINCE OF ONTARIO FOR A PLAN OF ACTION TO ADDRESS
JOINT AND SEVERAL LIABILITY**

WHEREAS the cost of municipal insurance in the Province of Ontario has continued to increase with especially large increases going into 2022; and

WHEREAS Joint and Several Liability continues to ask property taxpayers to carry the lion's share of a damage award when a municipality is found at minimum fault; and

WHEREAS these increases are unsustainable and unfair and eat at critical municipal services; and

WHEREAS the Association of Municipalities of Ontario outlined seven recommendations to address insurance issues including:

1. That the Provincial Government adopt a model of full proportionate liability to replace joint and several liability.
2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10-day rule on slip and fall cases given recent judicial interpretations and whether a 1-year limitation period may be beneficial.
3. Implement a cap for economic loss awards.
4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third-party liability coverage to \$2 million in government regulated automobile insurance plans.

5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non-profit insurance reciprocals.
6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims and deductible limit changes which support its own and municipal arguments as to the fiscal impact of joint and several liability.
7. Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General.

NOW THEREFORE BE IT RESOLVED that the Council for the Corporation of the City of Barrie call on the Province of Ontario to immediately review these recommendations despite COVID-19 delays, as insurance premiums will soon be out of reach for many communities and

BE IT FURTHER RESOLVED that this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Peter Bethlenfalvy, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario and MPP for Barrie-Springwater, the Honourable Andrea Khanjin, MPP for Barrie-Innisfil, and all Ontario municipalities.

If you have any questions, please do not hesitate to contact the undersigned, wendy.cooke@barrie.ca or (705) 739.4220, Ext. 4560.

Yours truly,



Wendy Cooke
City Clerk/Director of Legislative and Court Services

WC/bt

Cc:

- The Honourable Peter Bethlenfalvy, Minister of Finance
- The Honourable Doug Downey, Attorney General and MPP for Barrie-Springwater
- The Honourable Andrea Khanjin, MPP for Barrie-Innisfil
- All Ontario municipalities

Municipality of Lakeshore – Report to Council

Finance & Technology

Accounting & Revenue



To: Mayor & Members of Council

From: Justin Rousseau, Corporate Leader – Chief Financial Officer

Date: March 21, 2022

Subject: Treasurer's Statement – 2021 Council and Appointee Remuneration and Expenses

Recommendation

This report is provided for information only.

Background

Section 284(1) of the *Municipal Act, 2001* requires an annual Treasurer's Statement be provided to Council disclosing remuneration and expenses paid in the previous year to:

- a) Each member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council;
- b) Each member of Council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- c) Each person, other than a member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

Comments

This report is forwarded to satisfy the Treasurer's Statement requirements for disclosure of annual remuneration and expenses for Council and board appointees in accordance with section 284 of the *Municipal Act, 2001*.

The attached Schedule A includes remuneration and expenses paid to each member of Council and committee/board appointee for 2021 based on the following:

Boards & Agencies Includes remuneration from agencies, boards and committees, municipal and external, such as Conservation Authorities and ELK.

Please note that payments to Lakeshore Council representatives on County of Essex Council and related committees are not included in this report as they are disclosed in the Treasurer's Statement filed by the County Treasurer.

Expenses Includes payments to members for re-imbursement of expenses while on municipal business, mileage, per diems and expenses related to conferences, seminars and conventions.

Authorization Council salaries and committee per diems are set in the annual budget estimates adopted by By-law. Expense re-imbursement rates paid are established in the Corporate Policy Manual as adopted and as amended from time to time. Specifically, Council travel and training expenses are paid in accordance with Business Travel, Conference and Seminar Policy AD-200 established under By-law 91-2006.

Financial Impacts

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

Attachments

Schedule A – 2021 Council and Appointee Remuneration and Expenses

Report Approval Details

Document Title:	2021 Council and Appointee Remuneration and Expenses.docx
Attachments:	- Schedule A - 2021 Council and Appointee Remuneration and Expenses.pdf
Final Approval Date:	Mar 24, 2022

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

Kate Rowe

Justin Rousseau

Kristen Newman

Truper McBride

Municipality of Lakeshore							Schedule A
Council and Appointee Remuneration and Expenses							
For the period ended December 31, 2021							
	Salary	Conference expenses	Conference Honorariums	Paid Committees	Mileage	Other Events	Total
Council							
Tom Bain	\$ 53,549	\$ 1,168	\$ 540	\$ 1,500	\$ 100	135.00	\$ 56,993
Tracey Bailey	31,933	-	-	3,411	0	-	35,344
Steven Wilder	24,564	-	-	225	0	-	24,789
Len Janisse	26,775	1,018	1,260	1,020	0	-	30,072
Kelsey Santarossa	24,564	-	-	-	0	-	24,564
John Kerr	24,564	-	-	-	0	-	24,564
Kirk Walstedt	24,564	-	-	3,000	0	-	27,564
Linda McKinlay	26,775	-	-	1,001	0	-	27,776
	\$ 237,286	\$ 2,186	\$ 1,800	\$ 10,158	\$ 100	\$ 135	\$ 251,665
Non-Council Appointees							
Mark Hacon		150	-	1,750	1,325		3,225
Robert Sylvestre		-	-	1,625	961		2,586
Ron Barrette		400	-	1,625	497		2,522
Steven Diemer		-	-	1,625	480		2,105
Michael Hoffman		-	-	1,250	437		1,687
John Quennell		356	450	625	-		1,431
Francis Kennette		356	450	625	-		1,431
Ed Hooker		-	-	625	-		625
Graeme Carter		-	-	250	-		250
Horst Schmidt		-	-	1,375	-		1,375
Maurice Janisse		-	-	1,250	-		1,250
Norbert Poggio		-	-	1,250	-		1,250
David Armstrong		-	-	1,375	-		1,375
Carol Pavlov		-	-	375	-		375
Lydia Williams		100	-	375	-		475
Rolf Keller		80	-	375	-		455
Joseph Matx		-	-	375	-		375
	\$ -	\$ 1,442	\$ 900	\$ 16,750	\$ 3,699	\$ -	\$ 22,792

COUNCIL REQUESTED REPORT TRACKING					MARCH 15, 2022	
ISSUE #	ASSIGNEE	DATE	COUNCIL ASSIGNOR	DESCRIPTION	COMMENTS	Public Consultation / Open House
15-2020	SLA	07-28-20	M-Councillor Kerr S-Councillor Walstedt	07/28/20 Prepare a report for the first meeting in September regarding prohibiting short term accommodation rentals.	08/17/20 Report to Council anticipated Sept. 1, 2020. 12/15/20 Remove revisions to the Draft OP regarding short-term rentals. 09/28/21 Defer consideration of the report pending a further report regarding regulatory options for short term rentals, including business licensing, number of permitted short term rentals, definition of primary residence and types of dwelling. 11/18/21 Report to Council Q2, 2022.	
21-2020	GS	12-08-20	M-Councillor Wilder S-Councillor Janisse	04/20/21 Prepare a report outlining boat, trailer and any motorized vehicle parking in a driveway or residential area.	04/14/21 The review will include all recreational vehicles parked in residential areas.03/09/22 Report to Council Q2, 2022.	
4-2021	O	02-16-21	M-Councillor Kerr S-Councillor Janisse	02/16/21 Administration draft a street cleaning and repair by-law.	03/18/21 Report to Council anticipated late Q2, 2022.	
5-2021	O	02-16-21	M-Councillor Kerr S-Councillor Wilder	02/16/21 Prepare a report regarding light recreation use of property around stormwater management ponds and beautification.	03/18/21 Report to Council anticipated Q2, 2022.	
8-2021	O	04-06-21	M-Councillor Kerr S-Councillor McKinlay	04/06/21 Prepare a report regarding imposing a 40 km/hr speed limit in all residential areas of the Municipality of Lakeshore and develop a policy to implement 40 km/hr speed limits in all new residential areas in Lakeshore.	04/12/21 Report to Council Q4, 2022.	
12-2021	O	06-08-21	M-Deputy Mayor Bailey S-Councillor Santarossa	06/08/21 Prepare a report regarding a municipal-wide strategy for the purchase and installation of winter community lights.	06/11/21 Report to Council Q2, 2022.	

COUNCIL REQUESTED REPORT TRACKING					MARCH 15, 2022	
ISSUE #	ASSIGNEE	DATE	COUNCIL ASSIGNOR	DESCRIPTION	COMMENTS	Public Consultation / Open House
13-2021	SLA	06-08-21	M-Councillor McKinlay S-Councillor Walstedt	06/08/21 Develop a Campground Licensing By-law based on best practices in Ontario.	06/09/21 Report to Council Q2, 2022.	
15-2021	SLA	06-22-21	M-Councillor Kerr S-Councillor Wilder	06/22/21 Publish the Draft Animal Care and Control By-law as presented June 22 for public consultation until July 31st and present a report at the Sept. 14, 2021 Council meeting summarizing the public commentary and present recommendations for Council consideration.	07/16/21 Out for public consultation. 08/11/21 Report to Council on the public feedback Sept. 14, 2021. Waiting on direction from Council on how to proceed. 09/16/21 Review the minimum distance requirement for kennels to neighbouring properties and present the Draft By-law for review Nov. 9, 2021. 11/10/21 The Draft By-law was deferred pending a special meeting of Council. 01/25/22 Special meeting scheduled for April 5, 2022.	
16-2021	GS	08-10-21	M-Councillor McKinlay S-Councillor Santarossa	08/10/21 Include Float Home in the upcoming Zoning By-law Review.	02/09/21 Report to Council through the zoning bylaw review Q2, 2022.	
19-2021	O	11-09-21	M-Deputy Mayor Bailey S-Councillor Wilder	11/09/21 Prepare a report regarding when and how the Municipality could participate in a regional food, organic and biosolid waste process.	02/11/22 Report on hold pending CAO direction.	
20-2021	GS	2021-11-09 2022-01-11	M-Councillor McKinlay S-Councillor Kerr M-Councillor McKinlay S-Councillor Santarossa	11/09/21 Look through the Stoney Point Park Planning Process at a centre through which various community services, including library services could be offered. 01/11/22 Begin the Stoney Point Park visioning exercise on or before April 1, 2022.	11/10/21 Timing and public consultation date to be determined Q1, 2022. 03/23/22 Phase 1 of the public consultation will begin April 1st. A date for the in-person meeting will follow.	

COUNCIL REQUESTED REPORT TRACKING					MARCH 15, 2022	
ISSUE #	ASSIGNEE	DATE	COUNCIL ASSIGNOR	DESCRIPTION	COMMENTS	Public Consultation / Open House
21-2021	SLA	11-09-21	M-Councillor McKinlay S-Councillor Wilder	11/09/21 Prepare a report regarding the possibility of regulating the use of golf carts in Lighthouse Cove.	02/01/22 Report to Council Q2, 2022.	
3-2022	O	01-11-22	M-Councillor Wilder S-Councillor Santarossa	01/11/22 Prepare a report regarding what needs to be done to bring speed reductions in the approach to the 401 and over the 401 into compliance while also complying with the speed study.	01/19/22 Report to Council regarding enhancements needed for traffic on these roads outside of the overpasses. 02/11/22 Retaining a consultant.	
4-2022	O	01-18-22	M-Councillor Kerr S-Councillor Santarossa	01/18/22 Reduce the speed limit on Notre Dame St. to 40 km/h, as requested by the correspondence submitted by the BIA; and include Notre Dame St. in the speed trailer program.	03/11/22 To be addressed in tandem with Tracking #8-2022.	
5-2022	SLA	02-15-22	M-Councillor McKinlay S-Councillor Walstedt	02/15/22 Prepare a report regarding membership in the Multi-Municipal Wind Turbine Work Group.	03/09/22 Report to Council Q2, 2022.	
6-2022	GS	03-07-22	M-Councillor Wilder S-Councillor Janisse	03/07/22 Defer the St. Clair Shores Park Plan, pending a report for the June, 2022 Council meeting or earlier regarding the addition of lighting, a dry pond and washroom facility.	03/09/22 Report to Council Q2, 2022.	



If this information is required in an alternate format, please contact the Accessibility Co-ordinator at 905-623-3379 ext. 2131

April 5, 2022

To All Ontario Municipalities:

Re: Correspondence Regarding the Municipality of Clarington's Comprehensive Zoning By-law Review Project, Zone Clarington

File Number: PG.25.06

At a meeting held on April 4, 2022, the Council of the Municipality of Clarington approved the following Resolution #PD-037-22:

That the correspondence arising from the following Resolution, #C-398-21, passed on December 13, 2021, be forwarded directly to all municipalities in Ontario.

"Whereas rural property owners and farmers in Clarington and across the Province are affected by the natural heritage system mapping;

And Whereas the mapping of natural heritage systems conflicts between the Greenbelt Natural Heritage System, Conservation Authority mapping, official plan mapping, and zoning bylaw mapping;

And Whereas the over-reach of natural heritage system mapping often results in environmental protection designations which are not justified, and are not protecting natural heritage features, and which negatively affects thousands of rural property owners and farmers;


And Whereas municipalities which are engaged in official plan updates and zoning bylaw updates have no clear direction on natural heritage systems mapping from the Province;

And Whereas a thorough investigation into the designated natural heritage systems by the provincial ministries are desperately needed immediately to ensure appropriate mapping is done and the designations are indeed accurate;

Now therefore be it resolved that:

1. The Provincial Government be requested to issue a cease and desist order on all updates to Natural Heritage System designations in official plans and zoning bylaws, thereby pausing the updates until a review of same by the province can be completed.
2. Clarington not proceed further with any revisions to its natural heritage system in its zoning bylaw pending the provincial review.
3. A copy of this resolution be forwarded to:
 - a) The Minister of Municipal Affairs and Housing;
 - b) The Minister of the Environment, Parks and Conservation;
 - c) All Durham MPP's;
 - d) The Region of Durham and all Durham municipalities; and
 - e) AMO for distribution to all rural municipalities."

Yours truly,



John Paul Newman
Deputy Clerk

JPN/lp

c: R. Windle, Director of Planning and Development Services
A. Burke, Senior Planner



PORT COLBORNE

March 22, 2022

Moved by Councillor E. Beauregard
Seconded by Councillor A. Desmarais

WHEREAS the **Year of the Garden 2022** celebrates the Centennial of Canada's horticulture sector; and

WHEREAS gardens and gardening contribute to the quality of life of our municipality and create safe and healthy places where people can come together; and

WHEREAS the **Year of the Garden 2022** will highlight and celebrate the important contribution of gardeners, our local gardening organizations, horticultural professionals and local horticultural businesses which contribute to garden culture and the experience garden of our municipality; and

WHEREAS gardens and gardening have helped us face the challenges of the COVID pandemic; and

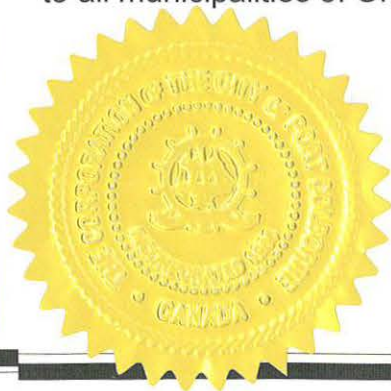
WHEREAS Communities in Bloom in collaboration with the Canadian Garden Council, invites all municipalities to celebrate the Year of the Garden; and

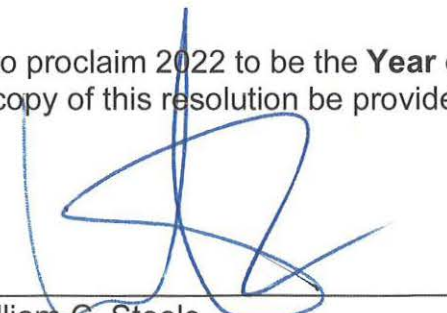
NOW THEREFORE I, Mayor William C. Steele, do hereby proclaim 2022 as the **Year of the Garden**, in the City of Port Colborne. In celebration of the contribution of gardens and gardening to the development of our country, our municipality and the lives of our citizens in terms of health, quality of life and environmental challenges; and

THAT the Saturday before Father's Day, June 18 in 2022, be recognized as Garden Day in the City of Port Colborne as a legacy of Canada's Year of the Garden 2022; and

THAT the City of Port Colborne is committed to be a Garden Friendly City supporting the development of its garden culture; and

THAT all municipalities across Canada be invited to proclaim 2022 to be the **Year of the Garden** in their respective municipalities, and that a copy of this resolution be provided to all municipalities of Ontario, for that purpose.




William C. Steele
Mayor

**The Corporation of the City of Cambridge
Corporate Services Department
Clerk's Division
The City of Cambridge
50 Dickson Street, P.O. Box 669
Cambridge ON N1R 5W8
Tel: (519) 740-4680 ext. 4585
mantond@cambridge.ca**

March 31, 2022

Re: Motion: Councillor Wolf re: Request to impose a moratorium on all new gravel applications, including expansions to existing licensed sites

At the Special Council Meeting of March 22, 2022, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS Ontario currently has over 3600 licenses and 2500 permits held by Operators located throughout the Province that are able to meet the expected near term needs of Ontario's construction industry;

AND WHEREAS in 2020 there was approximately 5,677,296 tonnes of aggregate extracted from properties located within the Township of North Dumfries;

AND WHEREAS applications continue to be submitted without a definitive determination if there is a need for additional supply;

AND WHEREAS gravel pits and quarries can be destructive of natural environments and habitats when not properly planned and managed;

AND WHEREAS pits and quarries have negative social impacts on host and neighbouring communities like Cambridge in terms of noise, air pollution, and truck traffic;

AND WHEREAS the urgent need to reduce greenhouse gas emissions in order to combat climate change has brought awareness to the very high carbon footprint associated with the production of concrete and asphalt which are major end-users of aggregates;

NOW THEREFORE BE IT RESOLVED THAT the Province of Ontario be requested to impose an immediate temporary moratorium on all new gravel applications, including expansions to existing licensed sites, pending a broad consultation process that would

include First Nations, affected communities, independent experts and scientists, to chart a new path forward for the extraction and processing of aggregates in Southern Ontario which:

- i) Proposes criteria and processes for determining the need for new aggregate licences (including the expansion to existing licenses);
- ii) Recommends updated policies and restrictions for aggregate extraction below the water table to reflect current groundwater sciences; including quarterly water monitoring reports.
- iii) Assesses the cumulative impacts of aggregate operations in terms of off-site impacts to environmental systems; the groundwater regime and baseflow contributions to area watercourses, wetlands, etc; area habitat including corridors; traffic along haul routes; and, dust and noise emissions;
- iv) Develops new guidelines for reprocessing / recycling of concrete and asphalt products in order to ensure sustainable aggregate supplies;
- v) Recommends a fair levy for aggregate extraction that includes compensation for the full environmental and infrastructure maintenance costs to the local community of extraction and distribution of aggregate;
- vi) Provides greater weight to the input by local municipalities to lessen the social impacts from aggregate extraction and truck haul routes through their communities

AND FURTHER THAT a copy of this Resolution be sent to the Honourable Doug Ford, Premier of Ontario, the leaders of all Provincial Parties, the Minister of Northern Development, Mines, Natural Resources & Forestry, the MPPs of Waterloo Region, and, the Region of Waterloo.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



Danielle Manton
City Clerk

Cc: (via email)
Hon. Premier Ford
Association of Municipalities of Ontario
City of Cambridge Council

Municipality of Lakeshore – Report to Council

Strategic & Legal Affairs

Civic Affairs



To: Mayor & Members of Council
From: Brianna Coughlin, Division Leader – Civic Affairs
Date: April 6, 2022
Subject: Golf Cart Pilot Project – Status Update

Recommendation

This report is for information only.

Background

At the November 9, 2021 meeting, Council passed the following resolution:

Resolution #386-11-2021

Direct Administration to bring a report regarding a pilot program for the use of golf carts on roads in Lighthouse Cove.

Subsequent to this meeting, the Police Services Board passed the following resolution at the November 29, 2021 meeting:

Resolution #20-11-2021

Police Services Board support not allowing golf carts to drive on public roads.

Comments

On June 3, 2021, the Province of Ontario introduced a ten-year pilot project to allow the use of golf carts on certain roads in Huron-Kinloss and on Pelee Island, subject to conditions. This pilot project required a regulation under the *Highway Traffic Act*, as well as by-laws passed by the municipalities involved.

Information and guidelines relating to the program can be found at <https://www.ontario.ca/page/golf-cart-pilot-program>.

The current provincial guidelines require the following:

- No drugs or alcohol permitted when operating a golf cart (consequences under the Criminal Code of Canada and/or the *Highway Traffic Act* may apply).
- Operated by a driver with a valid A, B, C, D, E, F or G licence.
- Cannot carry passengers under eight years of age.
- Maximum road speed limit of 50 km/h.
- Allow crossing at a controlled intersection (where there is a traffic control signal, stop sign and/or other traffic control devices (e.g., yield signs) and traffic is controlled in all directions) that includes a road having a speed limit greater than 50km/h but not greater than 80 km/h.
- Only permitted to operate between April 1 and November 30 each year.
- Cannot tow other vehicles.
- Cannot be used for a driver's licence road test.
- Can be operated at any time of day.
- During the period that begins one-half hour before sunset and ends one half-hour after sunrise vehicles are required to have adequate nighttime lighting.
- Must be operated in the right-most lane, unless making a left turn.
- Cannot carry any combustible fuel while being driven.

This pilot project is currently limited to the municipalities of Huron-Kinloss and Pelee Island, as the intention of the program is to assess the use of golf carts in these areas over a specified period of time to examine their ability to safely integrate with other vehicle types, determine whether existing rules of the road are adequate; and, appropriate operating and licensing requirements before expanding their use and/or allowing these vehicles on-road permanently.

A revision to the *Highway Traffic Act* regulation allowing the pilot program would be required to permit Lakeshore to introduce a similar program. Administration met with members of the Ministry of Transportation to discuss the possibility of expanding the program to the Lighthouse Cove area, based on the direction of Council.

The Ministry of Transportation is currently in the process of evaluating the pilot program and, if no serious safety concerns arise, will be undertaking consultation with interested municipalities and other stakeholders to determine if the program should be continued, expanded or modified. The Ministry is aware of Lakeshore's desire to participate in the program and Administration will continue to monitor the status of the evaluation process at the Ministry.

Administration anticipates preparing another report once the Ministry of Transportation has completed its review of the pilot program and has indicated how it plans to proceed. Administration anticipates this will occur in late 2022.

Others Consulted

Ministry of Transportation

Financial Impacts

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

Report Approval Details

Document Title:	Golf Cart Pilot Project - Status Update.docx
Attachments:	
Final Approval Date:	Apr 6, 2022

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

Kristen Newman

Justin Rousseau

Truper McBride

Municipality of Lakeshore – Report to Council

Growth & Sustainability

Building Services



To: Mayor & Members of Council

From: Morris Harding, Division Leader – Building & Chief Building Official

Date: April 7, 2022

Subject: Quarterly Building Activity Report – 2022 Q1

Recommendation

This report is provided for information only.

Background

The Building Activity Report is a quarterly report prepared to provide a comparison of building activity with the same periods in 2020, 2021 and 2022.

Comments

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

Year to Date Totals	2022	2021	2020
Number of Permits as of March 31 st	139	213	150
This comprises the following units:			
New Single Family Dwellings	31	34	23
New Homes (Semi Detached 2 Units)	0	4	0
New Homes (Multi-Unit Buildings)	0	18	36
Total Dwelling Units Created	31	56	59

Type of Permit	2022	2021	2020
Home Additions / Renovations	13	17	15
Plumbing/Waterline	7	6	9
Commercial (New)	0	1	1
Commercial (Renovations & Additions)	2	9	6
Industrial (New)	0	0	0
Industrial (Renovations and Additions)	1	3	1
Institutional (New)	0	0	0
Institutional (Renovations and Additions)	2	1	0
Agricultural Structures	8	9	0
Garages & Sheds	14	13	17
Swimming Pools	25	48	10
Fences	15	28	14
Decks	0	2	1
Septic Systems	9	10	7
Demolition	6	6	8
Fills	2	0	0
Tents	0	0	0
Signs	2	2	1
Solar Panels	0	0	1
Wind Turbines	0	0	0
Mobile Homes	2	2	0
Liquor Licenses	0	0	0

Construction Value to Date (as of March 31 st)	2022	2021	2020
All Permit Types	\$70,204,813.00	\$33,923,303.50	\$26,498,822.00
New Residential	\$19,795,000.00	\$26,543,927.00	\$20,767,734.00
New Non-Residential	\$0.00	\$25,000.00	\$800,000.00

Building Department Activity (as of March 31st)

Building Inspections: 1,211

Zoning Letters: 23

By-law Enforcement (as of March 31st)

Complaints in Queue: 5

Complaints in Progress: 21

Complaints Closed: 30

Financial Impacts

The 2022 revenue is set in the Budget at \$975,000.00. The revenue to the end of March/22 is \$135,170.00. The increase in the construction value cost at the beginning of the year is the Denis St. Pierre Sanitary Treatment Plant expansion. The permit was entered as \$ 45,000,000.00.

As the Building Department is self-funded according to the *Building Code Act*, any surplus or deficit in operations will close out to the Building Services- Operational Reserve.

Report Approval Details

Document Title:	Quarterly Building Activity Report - 2022 Q1.docx
Attachments:	
Final Approval Date:	Apr 7, 2022

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

Tammie Ryall

Justin Rousseau

Kristen Newman

Truper McBride

Municipality of Lakeshore – Report to Council

Operations

Roads, Parks & Facilities



To: Mayor & Members of Council

From: Jeff Wilson, Division Leader – Roads, Parks & Facilities

Date: March 30, 2022

Subject: Tender Award – 2022- 2024 Grass Cutting Contract

Recommendation

Award the Grass Cutting Contracts for the 2022 to 2024 seasons to Creative Homescapes (Section A) in the amount of \$197,404.67 (including applicable HST); A1 Properties (Section B & Section C) in the amount of \$75,841.73 (including applicable HST); 1866885 Ont Ltd o/a Quality Turf (Section D) in the amount of \$94,428.19 (including applicable HST); TDE Groupe Inc. (Section E) in the amount of \$25,703.35 (including applicable HST); for a total of \$393,377.95 (including applicable HST) to deliver the 2022 program, with a total budget overage of \$37,327.95, as presented at the April 12, 2022 Council meeting.

Background

The request for the Grass Cutting Contract was publicly advertised on Bids & Tenders on Thursday March 10, 2022. Tenders closed on Friday March 25, 2022.

This tender included grass cutting for Parks, Facilities, Pump Stations, Roadside Boulevards, and Stormwater Management Ponds.

Five (5) sections were tendered with the relative section breakdowns:

1. Section "A" identified as areas one acre in size or larger.
2. Section "B" identified as areas less than one acre in size.
3. Section "C" identified as pump stations
4. Section "D" identified as boulevard areas
5. Section "E" identified as stormwater ponds

The awarded contract will include a term of three (3) years, with an option to extend for an additional two (2) years, subject to future recommendation by Administration based on performance, and as approved by Council.

There was a total of seven (7) tenders received for the grass cutting contracts.

The following table outlines the tenders received for each section and the relative low bid, as highlighted:

Bidder	Section A	Section B	Section C	Section D	Section E
Creative Homescapes Inc.	\$ 193,990.44				
A1 Properties	\$ 212,150.00	\$ 50,730.00	\$ 23,800.00	\$ 100,900.00	\$ 33,950.00
1866885 Ont Ltd o/a Quality Turf	\$ 270,570.00	\$ 69,770.00	\$ 26,880.00	\$ 92,795.00	\$ 70,530.00
TDE Groupe Inc.	\$ 225,847.35	\$ 164,625.00	\$ 105,000.00		\$ 25,258.80
Talis Group Inc	\$ 218,315.00	\$ 66,045.00	\$ 30,940.00	\$ 101,805.00	\$ 51,270.00
Crimson Landscapes Limited		\$ 131,330.00	\$ 53,340.00		
KnM Yard Care					\$ 33,954.00
Total Price (excluding HST)	\$ 193,990.44	\$ 50,730.00	\$ 23,800.00	\$ 92,795.00	\$ 25,258.80
Total Price (including applicable HST)	\$ 197,404.67	\$ 51,622.85	\$ 24,218.88	\$ 94,428.19	\$ 25,703.35
Total Tender Price (including applicable HST)	\$ 393,377.95				

Comments

The contract includes 28 cuts which is approximately equivalent to a weekly cut, with an additional 6 cuts for the sports fields in the park areas for the months of May and June.

Bidders were advised that any or all sections could be awarded to a successful bidder.

The tendered amount for each section is the total annual cost to provide the grass cutting service for all the parcels and areas included within that section.

Based on past working history with the companies identified, Administration is satisfied that all companies being recommended have the proper equipment required to complete the work.

Administration recommends that those section(s) of the grass cutting contract be awarded to the companies listed at the lowest tender prices.

Financial Impacts

The table below provides the breakdown of the costs with the tendered prices.

Item	2022 Budget	Contract (excluding HST)	Contract Cost (including applicable HST)	Difference
Section A - Creative Homescapes Inc.		\$ 193,990.44	\$ 197,404.67	
Section B - A1 Properties		\$ 50,730.00	\$ 51,622.85	
Section C - A1 Properties		\$ 23,800.00	\$ 24,218.88	
Section D - 1866885 Ont Ltd o/a Quality Turf		\$ 92,795.00	\$ 94,428.19	
Section E - TDE Groupe Inc.		\$ 25,258.80	\$ 25,703.35	
Total Cost	\$ 356,050.00	\$ 386,573.00	\$ 393,377.95*	-\$ 37,327.95

***Actual cost will be the cost based on expected number of cuts/service level, and may differ from the cost incurred based on actual cuts throughout the year.**

The cost difference between the approved 2022 budget amount and the proposed 2022 annual contract price will be an increase of \$37,326.00, including applicable HST.

Since the funding for this work is across various budget centers, the overage will be applied to those departments, as required. And that future budget be adjusted to reflect the new contract and pricing.

Report Approval Details

Document Title:	Tender Award - 2022 Grass Cutting Contract .docx
Attachments:	
Final Approval Date:	Apr 6, 2022

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

Justin Rousseau

Kristen Newman

Truper McBride

Krystal Kalbol

Truper McBride

Municipality of Lakeshore – Report to Council

Operations

Roads, Parks & Facilities



To: Mayor & Members of Council

From: Jeff Wilson, Division Leader – Roads, Parks & Facilities

Date: March 29, 2022

Subject: Tender Award – 2022 Gravel Conversion Program

Recommendation

Award the tender for the 2022 Gravel Conversion Program to Shepley Road Maintenance Ltd. in the amount of \$827,236.80 including applicable HST and approve \$130,000 including applicable HST from the budgeted amount to undertake field assessments on Lakeshore Road 111, as presented at the April 12, 2022 Council meeting.

Background

In Council's Strategic Planning Session in 2021, the 10-year Gravel Conversion plan highlighted roadways that would require additional work in advance of gravel conversion taking place, likely taking more than one year to convert the roadway.

The plan identified Lakeshore Road 111 to be converted in 2022, however this roadway was highlighted as a roadway that would require additional work to proceed with gravel conversion. This additional work includes road widening, potential ditch enclosures and possible land acquisitions.

Based on the above, Lakeshore Road 243 was moved into the 2022 program (identified to be converted in 2023). This will allow for preliminary field investigations and confirmation of budget to complete Lakeshore Road 111 in 2023.

As such, the 2022 Gravel Conversion Program tender contained the five (5) amended road sections, also as shown on the attached map:

1. Lakeshore Road 115 From Rogers to County Rd 42 (Schedule A)
2. Luc's Lane in Stoney Point, Tecumseh Rd to South Limit (Schedule B)
3. Frontier Road from Kent Road 1 to Tecumseh Road (Schedule C)
4. North Middle Road from Myers to Lakeshore Road 123 (Schedule D)
5. Lakeshore Road 243 from South Middle Road to County Road 8 (Schedule E)

The request for tender for the 2022 Gravel Conversion Program was publicly advertised on Bids & Tenders on Tuesday January 11, 2022. The following two tenders were received prior to tender closing time on Friday, March 25, 2022:

Tenderer	Price (excluding HST)	Price (including applicable HST)
Shepley Road Maintenance Ltd.	\$812,929.25	\$827,236.80
Walker Construction Ltd.	\$1,048,526.20	\$1,066,980.26

The submitted tenders were reviewed and found to be complete. Shepley Road Maintenance Ltd. has completed our previous contracts and have the resources to complete the works.

Comments

Council approved the budgeted amount of \$1,062,000.00 in 2022 for the Gravel Conversion Program.

Administration recommends the tender be awarded to Shepley Road Maintenance Ltd. in the tender amount of \$827,236.80, including applicable HST.

Further, Administration recommends that a portion of the budget in the amount of \$130,000 be allocated to complete field assessments and investigative work on Lakeshore Road 111 to be able to recommend conversion and identify sufficient costs in the 2023 budget.

Financial Impacts

The financial breakdown for 2022 for the Gravel Conversion Program is shown in the table below.

	2022 Budget	Tendered Cost (excluding applicable HST)	Tendered Cost (including applicable HST)	Difference (over)/under
Project Cost	\$1,062,000.00	\$812,929.25	\$827,236.80	
Lakeshore Road 111 investigation		\$127,751.57	\$130,000.00	
Project Total Cost	\$1,062,000.00	\$940,680.82	\$957,236.80	\$104,763.20

As noted in the table above the tender for the 2022 Gravel Conversion program is within the overall total budget for the 5 road sections and the investigation of Lakeshore Road 111. The difference (under budget amount) will be placed back into reserve to assist with the conversion of Lakeshore Road 111 in 2023.

Surface Treatment Tender – actual quantities: The final costs for 2022 will be based on the actual amounts of emulsion and aggregate required to be used in the surface treatment process. The quantities contained in the Surface Treatment Tender specifications were estimates only. Should the actual quantities required to complete the 2022 surface treatment work differ from the estimated quantities, the actual cost will vary from the amount contained in the tender. As a result, the estimated under-expenditure may be higher or lower than shown above.

The Gravel Road Conversion Program is not a service level that is contemplated in the current Asset Management Plan. As such the long-term financial commitment of the program and ongoing operating cost for this level of service are not well defined in current budgets and long-range forecasting. Administration will be working to update the Asset Management Plan in 2022 and will have updated capital forecast to understand the long-term commitment of the enhanced service level.

Attachments

Attachment A - 2022 Gravel Conversion map

Report Approval Details

Document Title:	Tender Award - 2022 Gravel Conversion Program .docx
Attachments:	- Gravel Conversion Tender Map 2022.pdf
Final Approval Date:	Apr 6, 2022

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

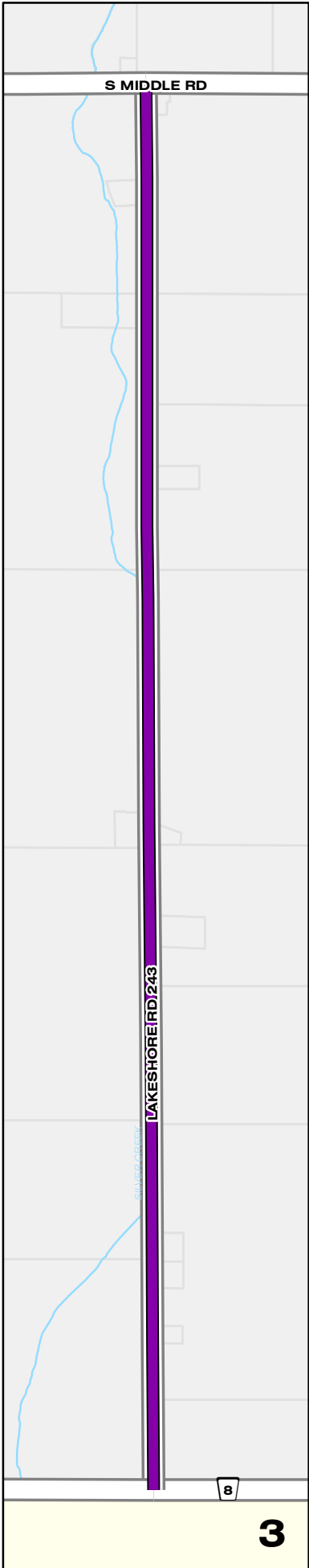
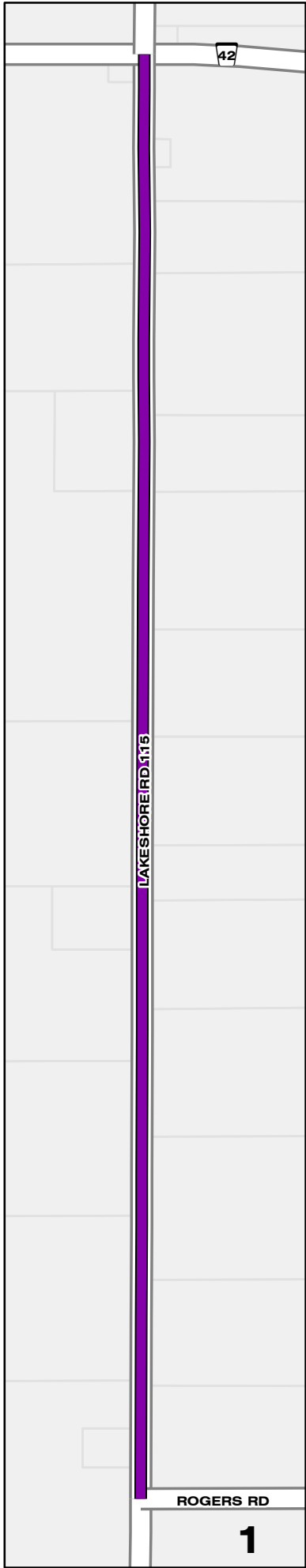
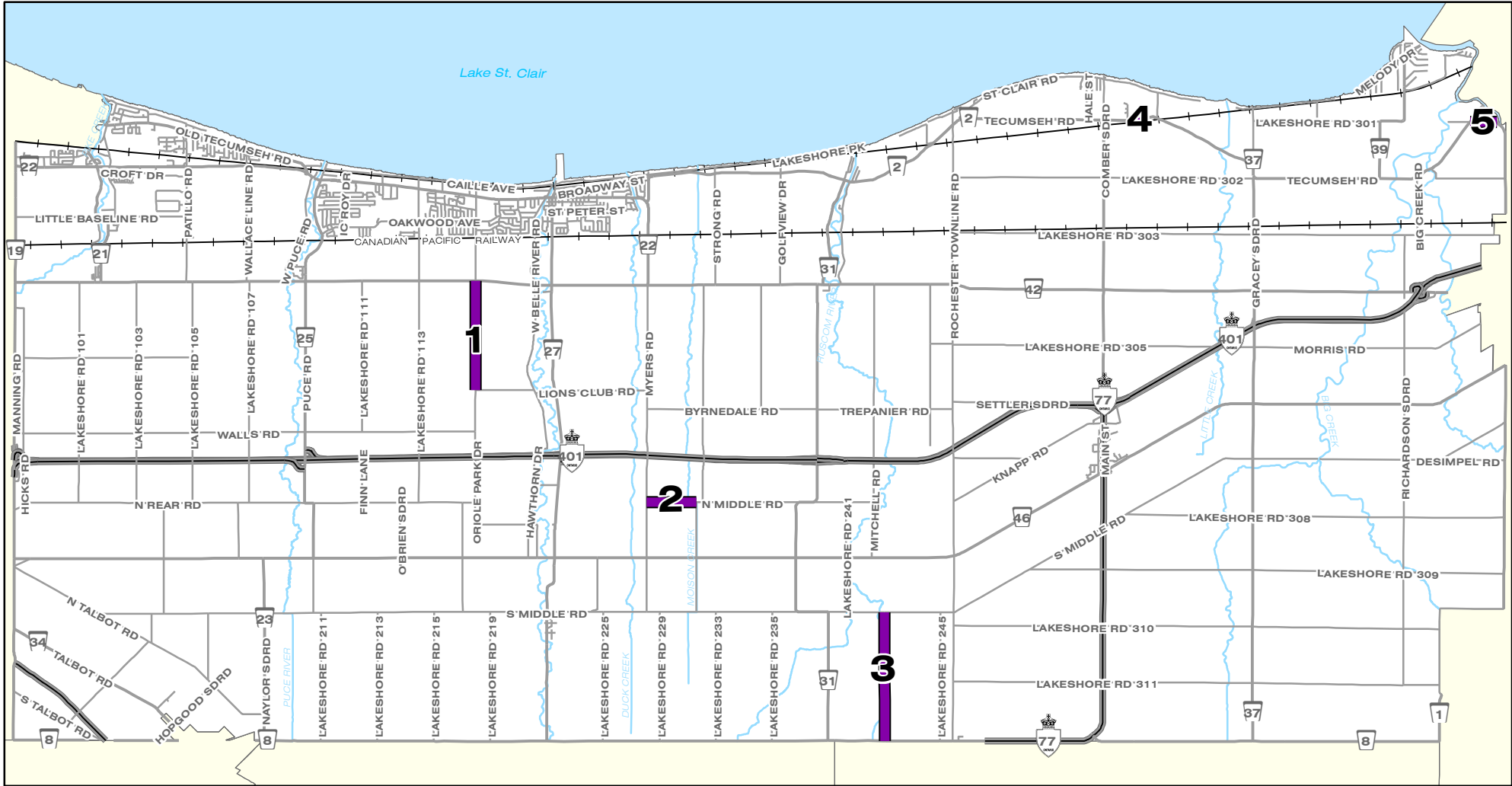
Krystal Kalbol

Justin Rousseau

Kristen Newman

Truper McBride

MUNICIPALITY OF LAKESHORE
2022 GRAVEL ROAD CONVERSION TENDER

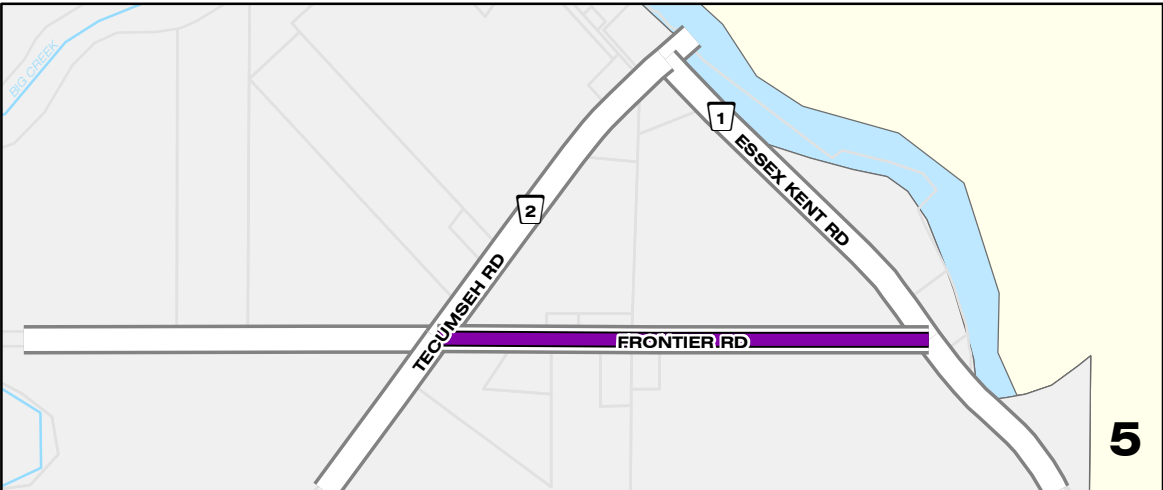
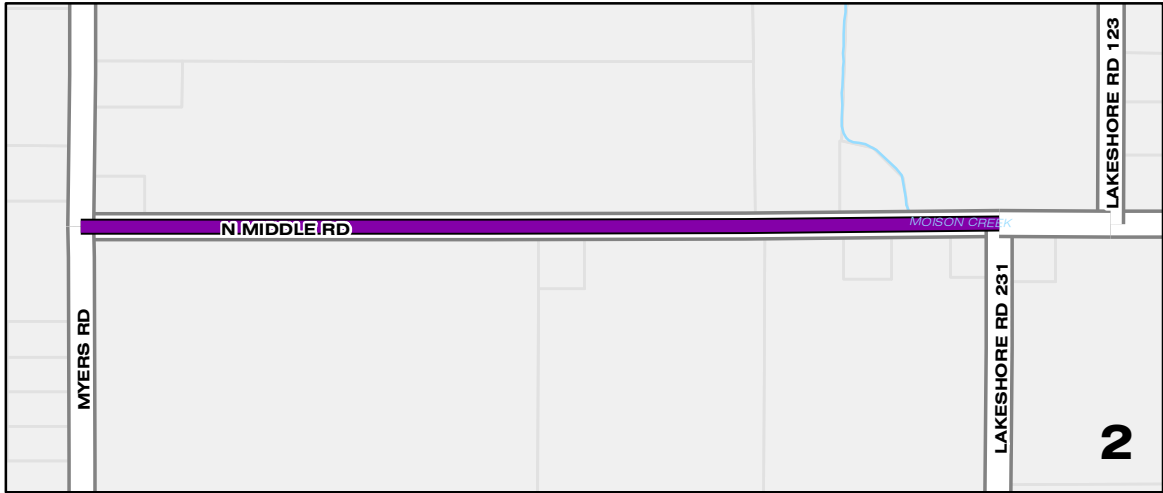


Lakeshore

OUR COMMUNITIES. OUR HOME.

GRAVEL ROAD CONVERSION

ROAD NAME	LENGTH (m)
LAKESHORE RD 115	2660.0
NORTH MIDDLE RD	1215.5
LAKESHORE RD 243	3128.7
LUCS LANE	76.0
FRONTIER RD	650.8



Municipality of Lakeshore – Report to Council

Operations

Roads, Parks & Facilities



To: Mayor & Members of Council
From: Jeff Wilson, Division Leader – Roads, Parks & Facilities
Date: March 25, 2022
Subject: Tender Award - 2022 Supply and Place Gravel Program

Recommendation

Direct Administration to award the 2022 Supply and Place Gravel Program to Shepley Excavating & Road Maintenance Ltd. in the amount of \$430,529.77, as per Option 1 with the excess amount of \$97,210.31, funded from the road reserves, as presented at the April 12, 2022 Council meeting.

Background

The Supply and Place Gravel Program identified a total of 11.6 kilometers of roadway to receive loose top maintenance, as put forward in the 2022 budget.

It should be noted that roads typically receive loose top maintenance on a three-to-five-year cycle, pending condition assessments.

The Supply and Place Gravel Program includes 2 components:

Component 1)

Existing gravel roadways receive full maintenance based on a three-to-five-year cycle, pending field assessments based on the condition.

The proposed roadways within Component 1) with the respective lengths, are listed below:

ROAD NAME	ROAD LENGTH (meters)
Golfview Drive	2716
Goodreau Line	1551
Lakeshore Road 309	3665
Lakeshore Road 311	3672

Component 2)

Stockpile additional gravel over and above the quantities required to complete Component 1).

This gravel is stockpiled at both the West and East Public Works Yards and is utilized for shouldering on hardtop roads, general maintenance (potholes on gravel roads, fine grading, etc.) as well as projects such as culvert replacements and storm sewer repairs throughout the year.

The stockpile amounts required (based on previous required annual amounts) are identified below:

YARD	AMOUNT (tonnes)
Lakeshore West Public Works	2500
Lakeshore East Public Works	2500

Comments

The tender for Supply and Place Gravel was publicly advertised on the Bids & Tenders website on March 8, 2022. The tender closed on March 25, 2022.

One (1) tender was received prior to tender closing.

The following outlines the tender amounts received for the two schedules (components):

Tenderer	Price (excluding HST)	Price (including applicable HST)
Schedule 1 - Supply and Place Gravel (Component 1)		
Shepley Excavating & Road Maintenance Ltd.	\$301,333.50	\$306,636.97
Schedule 2 – Stockpile Gravel (Component 2)		
Shepley Excavating & Road Maintenance Ltd.	\$121,750.00	\$123,892.80
Total	\$423,083.50	\$430,529.77

The total tender price to Supply & Place Gravel is \$430,529.77 (including applicable HST).

The 2022 budget approved an amount for Loose Top Road Maintenance of \$335,000.00. Based on this, the total tender would create a budget shortfall of \$97,210.31 (including applicable HST).

Based on the tender documents the following clause is applicable:

“Furthermore, the Town reserves the right to reduce or increase the specified quantities in this tender by up to 25%, without penalties to unit prices, subject to budget constraints and Council approval.”

Therefore, Council reserves the right to decrease the total tender price through a reduction of the tendered quantities while holding the unit price bid.

In order to remain within the 2022 budget (through the reduction of tender quantities) and based on the condition of the above noted roadways that are identified in Component 1), Lakeshore Road 309 (3672 meters in length) would be required to be removed from the contract.

It should be noted that to maintain minimum maintenance standards, the stockpiled quantities (Component 2) are not recommended to be decreased/eliminated.

Although Administration strives to stay within the approved budgeted amounts, this reduction will have an impact on the current maintenance program (which is typically the completion of between 11 - 12 km's per year).

Based on the foregoing, Administration recommends that Council award the tender to Jeff Shepley Excavating Ltd. in the total tendered amount.

Financial Impacts

The financial impact has been summarized below:

Project items	2022 Budget	Contract Amount (excluding HST)	Contract Amount (including applicable HST)	Difference (over)/ under
Supply and Place Gravel		\$301,333.50	\$306,636.97	
Stockpile Gravel		\$121,750.00	\$123,892.80	
Total	\$335,000.00	\$423,083.50	\$430,529.77	(\$97,210.31)

Based on the above budget difference, 2 options have been included below:

- 1) Option 1: Approve the total tender amount of \$430,529.77 (including applicable HST) whereby the financial impact is the excess amount noted above (\$97,210.31) which will be funded from the roads reserves;

OR

- 2) Option 2: Approve a decrease in tender quantities for a total tender amount of \$335,000 which falls within the approved 2022 budget amount (with no reserve impact) but removes Lakeshore Road 309 from the program in 2022.

Report Approval Details

Document Title:	Tender Award - 2022 Supply and Place Gravel Program .docx
Attachments:	
Final Approval Date:	Apr 6, 2022

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

Justin Rousseau

Kristen Newman

Truper McBride

Municipality of Lakeshore – Report to Council

Operations

Capital Projects



To: Mayor & Members of Council

From: Wayne Ormshaw, P.Eng. Division Leader – Capital Projects

Date: April 1, 2022

Subject: Award for Professional Services for Hood Drain & Leffler Pump Upgrades

Recommendation

Award for Professional Services for Hood Drain and Leffler Pump Station Upgrades to Stantec Consulting Ltd. at a total cost of \$127,200.00 including applicable HST, as presented at the April 12, 2022 Council meeting.

Background

This project was identified in the Stormwater Master Plan, Phase 1. Council approved \$310,000 in the 2022 budget to undertake the design and construction to upgrade the pump station.

This upgrade is also required to accommodate the future widening of Patillo Road scheduled to be completed in 2024/2025.

The project comprises the following:

- Design of a new automatically controlled sluice gate;
- Review of the existing system for the installation of a new Supervisory Control and Data Acquisition (SCADA) monitoring system;
- Preparation of design drawings and specifications for tender and construction; and
- On-site inspection and contract administration during construction.

Comments

The Request for Proposals for this project was placed on Bids and Tenders on Wednesday March 9, 2022.

Prior to tender closing on Friday, March 27, 2021, one (1) compliant bid was received.

The tender amounts received are shown below:

Tenderer	Price (excluding HST)	Price (including non- refundable HST)
Stantec Consulting Ltd.	\$125,000.00	\$127,200.00

Stantec Consulting Ltd. confirmed that the engineering and design work can commence within a few weeks of award. The project is expected to go to tender before the end of 2022, for construction during the spring/summer of 2023.

Administration is satisfied that Stantec Consulting Ltd. has the required resources and expertise to undertake this project and recommends the above work be awarded to Stantec Consulting Ltd.

Financial Impacts

A detailed breakdown of the costs and budget are included below:

Professional Services for Hood Drain and Leffler Pump Station Upgrades	Budget (included Design & Construction of the Upgrades)	Total Project Cost (excluding HST)	Total Project Cost (including applicable HST)	Difference (over)/under
Engineering Design, Tender and Approvals		\$125,000.00	\$127,200.00	
Total Cost	\$310,000.00	\$125,000.00	\$127,200.00	\$182,800.00

The funding required for the project is within the approved project budget with a surplus in amount of \$182,800.00. The budget was intended to include both the design and construction of the pump upgrades, therefore the surplus funds will be used towards the construction cost of the project.

Report Approval Details

Document Title:	RFP Award - Professional Services for Hood Drain and Leffler Pump Station Upgrade.docx
Attachments:	
Final Approval Date:	Apr 5, 2022

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

Krystal Kalbol

Justin Rousseau

Kristen Newman

Truper McBride

Municipality of Lakeshore – Report to Council

Operations

Capital Projects



To: Mayor & Members of Council

From: Wayne Ormshaw, P.Eng. - Division Leader – Capital Projects

Date: March 30, 2022

Subject: Award for Professional Services for Bridge Rehabilitation at Lakeshore Road 129 over Ruscom River

Recommendation

Award the Professional Services for Bridge Rehabilitation at Lakeshore Road 129 over Ruscom River to Landmark Engineers Inc. for a total cost of \$101,760.00 including applicable HST, as presented at the April 12, 2022 Council meeting.

Background

This project was identified in the 2021 Bridge and Culvert Needs Study by Keystone Bridge Management Corp. to require rehabilitation in 2022. The Professional Services will establish and provide details and specification as to the extent of the rehabilitation needed for construction. The budget for construction will be brought forward in 2023, as required.

The project comprises the following:

- Inspection, survey and investigation of the bridge to confirm the required bridge repairs and rehabilitation;
- Preliminary design including hydraulic analysis of the bridge in line with the Ministry and the Conservation Authority requirements;
- Assist the municipality in the Regulatory Agency approval and permitting process;
- Preparation of design drawings and specifications for tender and construction; and
- On-site inspection and contract administration during construction.

Council approved a total of \$300,000 in the 2022 to undertake the design and engineering for the Bridge Rehabilitation at Lakeshore Road 129 over Ruscom River as well as the Bridge Rehabilitation at Lakeshore Road 309 over Big Creek. The two projects were anticipated to be of similar scope, and as such Administration allocated \$150,000 for each project.

A separate Request for Proposal (RFP) has been placed on bids and tenders on Friday, March 25, 2022 for the Bridge Rehabilitation at Lakeshore Road 309 over Big Creek and is scheduled to close on April 14, 2022.

Comments

The RFP for this project was placed on Bids and Tenders on Tuesday March 1, 2022.

Prior to tender closing on Friday March 18, 2022 two (2) compliant bids were received.

The tender amounts received are shown below:

Tenderer	Price (excluding HST)	Price (including applicable HST)
Haddad Morgan and Associates Ltd.	\$129,890.00	\$132,176.06
Landmark Engineers Inc.	\$100,000.00	\$101,760.00

Landmark Engineers Inc. have confirmed that the engineering and design work can commence within a few weeks of award. The project is expected to go to tender, pending budget approval in early 2023.

Administration is satisfied that the low bidder has the required resources and expertise to undertake this project and recommends that Council award the above-noted work to Landmark Engineers Inc.

Financial Impacts

A detailed breakdown of the project costs and budget are included below:

Bridge Rehabilitation at Lakeshore Road 129 over Ruscom River Project	Budget (included Lakeshore Road 309 over Big Creek)	Total Project Cost (excluding HST)	Total Project Cost (including applicable HST)	Difference (over)/under
Engineering Design, Tender and Approvals		\$100,000	\$101,760.00	
Geotechnical Investigation (estimated)		\$40,000.00	\$40,704.00	
Permits and Approval costs (estimated)		\$5,000.00	\$5,088.00	
Total Cost	\$300,000.00	\$145,000.00	\$147,552.00	\$152,448.00

The funding required for the project is under the budgeted amount by \$152,448.00, and, as such, this surplus should be sufficient to complete the design and tender for the Bridge Rehabilitation at Lakeshore Road 309 over Big Creek.

That RFP is scheduled to close on April 14, 2022. A subsequent report will follow for award.

Report Approval Details

Document Title:	RFP Award - Professional Services for Bridge Rehabilitation at Lakeshore Road 129 over Ruscom River .docx
Attachments:	
Final Approval Date:	Apr 6, 2022

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

Krystal Kalbol

Justin Rousseau

Kristen Newman

Truper McBride

Municipality of Lakeshore – Report to Council

Growth & Sustainability

Community Planning



To: Mayor & Members of Council

From: Ian Search, BES, Planner I

Date: March 31, 2022

Subject: Subdivision Agreement Amendment & Part Lot Control Exemption By-law (PLC-1-2022) – Serenity Bay

Recommendation

Approve the amendment to the Serenity Bay Subdivision Agreement; and

Approve the application for Part Lot Control exemption for Blocks 14 - 32 (inclusive) on Registered Plan 12M-673 in the Municipality of Lakeshore as presented at the April 12, 2022 Council meeting; and

Direct the Clerk to read By-law 35-2022 and By-law 36-2022 during the “Consideration of By-laws”.

Background

The subject lands known as the “Serenity Bay” plan of subdivision received final approval from the County of Essex on January 28, 2021. A subdivision agreement was entered into by the municipality and the developer on December 10, 2019. That subdivision agreement states that the owner received Draft Plan Approval for a plan of subdivision showing four blocks (18, 19, 20 and 24) for 12 townhouse dwellings, and 15 blocks (14, 15, 16, 17, 21, 22, 23, 25, 26, 27, 28, 29, 30, 31, and 32) for 30 semi-detached dwellings.

The developer is now intending to develop blocks 18, 19 and 20 for six semi-detached dwellings instead of nine townhouse dwellings. For block 19, the service connections (storm, water, and sanitary) were installed for the interior townhouse dwelling and have now been rendered unusable – the storm and sanitary service connections have been capped, and the water service connection removed. For blocks 18 and 20, service connections have been installed for semi-detached dwellings. An amendment to the existing subdivision agreement will identify blocks 18, 19 and 20 as supporting six semi-detached dwellings instead of nine townhouse dwellings.

The developer has submitted a request for a Part Lot Control Exemption for Blocks 14 – 32 (inclusive) on Registered Plan 12M673 (See Appendix B). The subject lands under

consideration form part of the “Serenity Bay” Plan of Subdivision, and are located throughout the subdivision (See Appendix A – Key Map). The purpose of the part-lot control exemption by-law is to allow these blocks on the Registered Plan to be divided into smaller lots for 36 semi-detached dwellings (Blocks 14-23 & 25-32, inclusive) and three townhouse dwellings (Block 24).

The site is designated ‘Residential’ in the Lakeshore Official Plan and is zoned R2-25 (h4), Residential Type 2 Zone Exception 25, which permits semi-detached dwelling, townhouse dwelling, group home dwelling and home occupation. As part of the application for Part Lot Control exemption, a Frontage and Lot Area Certificate and Plan of Survey were submitted for the proposed lots – 36 semi-detached dwelling lots and 3 townhouse dwelling lots. The lots will comply with the Zoning By-law lot frontage and area requirements.

The *Planning Act* under Subsection 50(7) authorizes Council to pass a by-law to designate a part or parts of a registered plan of subdivision as not being subject to the part lot control provisions of Subsection 50(5) of the *Planning Act*, in effect allowing further subdivision of the designated lands by means of a Reference Plan without going through the consent or subdivision process. Passage of the part lot control by-law would permit the owner to convey all or portions of a Lot or Block in a registered Plan of Subdivision. Applications of this type are not subject to public hearings or appeal. Public notice has already occurred through the subdivision approval process. Final approval of the by-law rests with the County of Essex, the subdivision approval authority.

Analysis

Provincial Policy Statement (PPS), County of Essex Official Plan, Lakeshore Official Plan

The amendment to the subdivision agreement and the Part Lot Control Exemption raises no concerns under the PPS. The proposal conforms to the County of Essex Official Plan with the development still increasing housing supply and a mixture of housing types in the Maidstone Urban Area. The subject lands are designated Residential in the Lakeshore Official Plan which permits semi-detached dwellings and townhouse dwellings.

Zoning

As noted, the subject lands are zoned R2-25 (h4), Residential Type 2 Zone Exception 25, and the lots will comply with the Zoning By-law lot frontage and area requirements. It should be noted that the Holding Removal is being requested to be removed under a separate report and by-law.

Conclusion

That the following recommendations be approved:

1. Council Approve the amendment to the Serenity Bay Subdivision Agreement;
2. Council approve the application for Part Lot Control exemption for Blocks 14 - 32

- (inclusive) on Registered Plan 12M-673 in the Municipality of Lakeshore; and
3. Council adopt By-law 35-2022 and By-law 36-2022.

Others Consulted

The County of Essex has been forwarded the Part Lot Control exemption draft by-law for comment.

Financial Impacts

There are no financial impacts resulting from the recommendation.

Attachments

Appendix A – Key Plan
Appendix B – Plan of Subdivision
Appendix C – Plan of Survey

Report Approval Details

Document Title:	Serenity Bay Subdivision Amendment and PLC-1-2022 - Part Lot Control .docx
Attachments:	- Appendix 1 - Key Map.pdf - Appendix 2 - Plan of Subdivision 12M673.pdf - Appendix 3 - Plan of Survey.pdf
Final Approval Date:	Apr 7, 2022

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

Aaron Hair

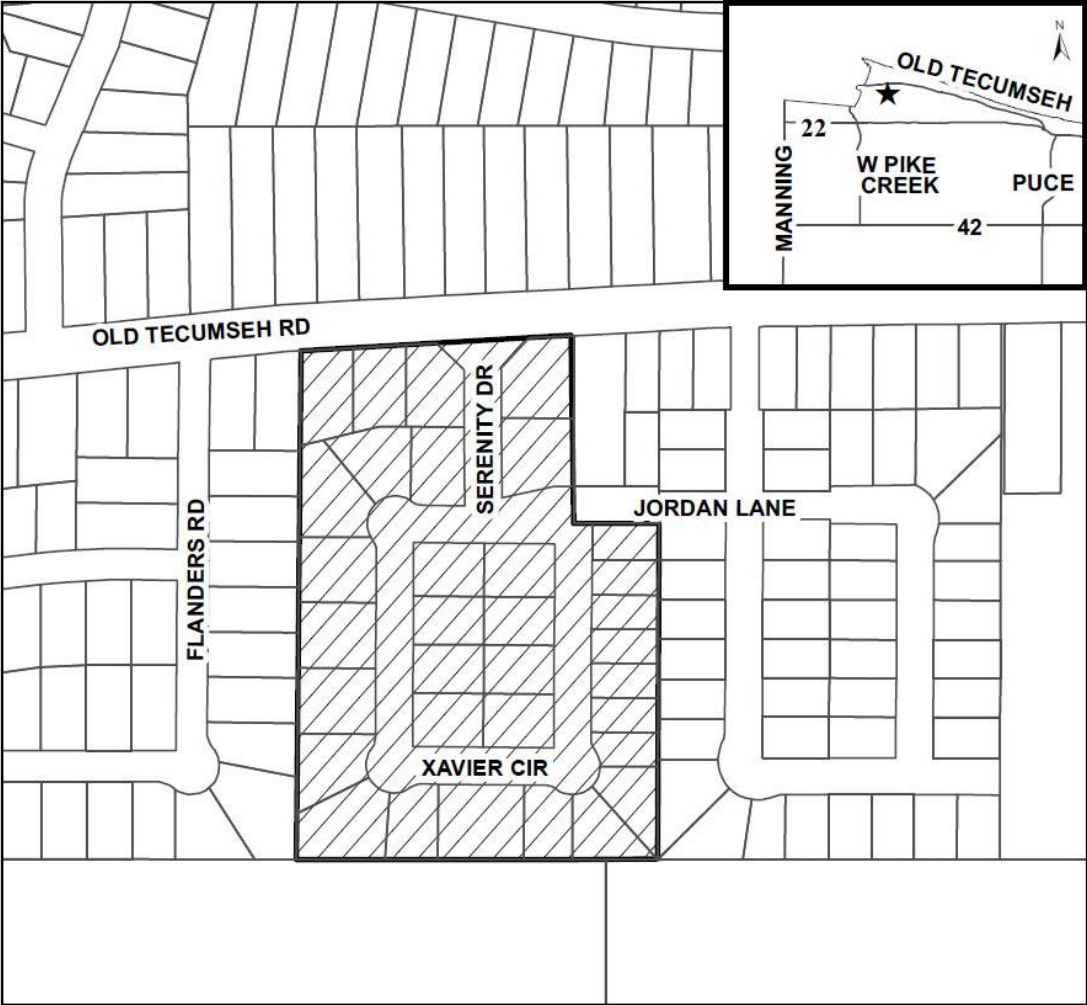
Tammie Ryall

Justin Rousseau

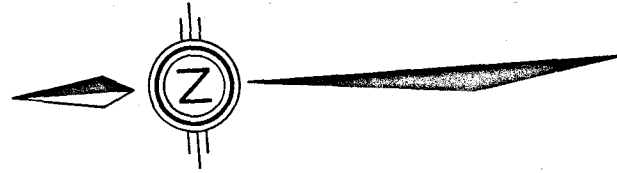
Kristen Newman

Truper McBride

Appendix 1 – Key Map



NOTE 1: SUBJECT TO EASEMENT IN FAVOUR OF THE CORPORATION OF LAKESHORE TOWNSHIP AS IN INSTRUMENT No. R1442206.
SUBJECT TO EASEMENT IN FAVOUR OF ONTARIO HYDRO NETWORKS COMPANY INC. AS IN INSTRUMENT No. R1475828.
SUBJECT TO EASEMENT IN FAVOUR OF BELL CANADA AND UNION GAS LIMITED AS IN INSTRUMENT No. R1485166.



"METRIC" DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

NOTES
BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.
DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99985862

CURVE SCHEDULE				
CURVE	RADIUS	ARC	CHORD	CHORD BEARING
C1	15.00	43.32	29.76	N48°55'20"E
C2	15.00	0.88	0.88	N50°02'10"W
C3	15.00	20.78	19.16	N88°35'50"E
C4	15.00	19.55	18.20	N11°34'10"E
C5	15.00	2.10	2.10	N29°47'10"W
C6	9.00	5.92	5.81	N67°11'10"W
C7	9.00	5.99	5.88	N15°18'40"W
C8	9.00	5.99	5.88	N22°48'00"E
C9	15.00	43.19	29.75	N41°11'40"W
C10	15.00	16.79	15.93	N09°13'00"E
C11	15.00	14.27	13.74	N50°05'50"W
C12	15.00	12.13	11.80	N79°29'20"E
C13	9.00	5.92	5.81	N75°09'20"E
C14	9.00	5.92	5.81	N67°11'10"W
C15	15.00	43.34	29.76	N48°53'20"E
C16	15.00	9.94	9.76	N67°20'20"W
C17	15.00	11.82	11.52	N71°06'10"E
C18	15.00	11.86	11.56	N25°52'40"E
C19	15.00	9.71	9.54	N15°19'20"W
C20	9.00	5.91	5.80	N15°03'30"W

ESSEX COUNTY ROAD 2
(TECUMSEH ROAD)
P.I.N. 75000-0526
*(Transferred to the County of Essex by Instrument No. R268271
P.I.N. 75000-0526-19 to the
Southern Limit of Tecumseh Road as shown on M.T.O. Plan P-2386-7
Inst. No. 153316 as shown on M.T.O. Plan P-2386-7)*



This final Plan of Subdivision is approved under s.s. 51(58) of the Planning Act on the 28th day of January, 2021.

REBECCA BELANGER
Manager of Planning Services
County of Essex

PLAN 12M-673

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF ESSEX (12) AT 10:09 O'CLOCK ON THE 9th DAY OF February, 2021 AND ENTERED IN THE PARCEL REGISTER FOR PROPERTY IDENTIFIER 75001-0636, 75001-0637 and 75001-0638. AND REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT NO. CE990092.

Robt. Karschella
REPRESENTATIVE FOR LAND REGISTRAR

PLAN OF SUBDIVISION OF
PART OF LOT 1,
CONCESSION EAST OF RIVER PECHE
GEOGRAPHIC TOWNSHIP OF MAIDSTONE
NOW IN THE
TOWN OF LAKESHORE
COUNTY OF ESSEX, ONTARIO
VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC.

SCALE = 1:500

LEGEND
ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.
SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
SIB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
SIB DENOTES 19mm diameter X 0.61m ROUND IRON BAR
SIB DENOTES 5mm X 50mm STEEL PIN
SIB DENOTES SURVEY MONUMENT FOUND
SIB DENOTES SURVEY MONUMENT SET AND MARKED 1744
SIB DENOTES WITNESS DENOTES PERPENDICULAR
(S) DENOTES SET (M) DENOTES MEASURED (O) DENOTES DEED
SIB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.
(S/P) DENOTES SET PROPORTIONALLY (O/U) DENOTES ORIGIN UNKNOWN
(P) DENOTES PLAN 12R-27846 (P1) DENOTES PLAN 12M-123
(P2) DENOTES PLAN 12M-141
(1244) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
(1201) DENOTES CLARKE SURVEYORS INC., O.L.S.
(1194) DENOTES JOHN B. SUTTON INC., O.L.S.

INTEGRATION DATA		
COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81 WEST LONGITUDE) NAD83 (CSRS) (1987.0). COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) OREG 216/10		
POINT ID	NORTHING	EASTING
ORP-A	N4686207.398	E348804.300
ORP-B	N4686208.371	E348805.013
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN		

OWNER'S CERTIFICATE
THIS IS TO CERTIFY THAT:
1. LOTS 1 to 4, (incl.), BLOCKS 14 to 35, (incl.) AND THE STREETS NAMEDLY JORDAN LANE, SERENITY BAY DRIVE AND PART OF XAVIER CIRCLE HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
2. THE STREETS ARE HEREBY DEDICATED AS PUBLIC HIGHWAYS TO THE CORPORATION OF THE TOWN OF LAKESHORE
DATED THE 14th DAY OF DECEMBER, 2020.

823821 ONTARIO INC.
JOHN EVOLA
"I HAVE THE AUTHORITY TO BIND THE COMPANY"

OWNER'S CERTIFICATE
THIS IS TO CERTIFY THAT:
1. LOTS 5 to 13, (incl.) AND PART OF XAVIER CIRCLE HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
2. THE STREETS ARE HEREBY DEDICATED AS PUBLIC HIGHWAYS TO THE CORPORATION OF THE TOWN OF LAKESHORE
DATED THE 14th DAY OF DECEMBER, 2020.

JACK MOCERI & SONS CONTRACTING LIMITED
GENE MOCERI - SECRETARY-TREASURER
"I HAVE THE AUTHORITY TO BIND THE COMPANY"

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT.
2. THIS SURVEY WAS COMPLETED ON THE 6th DAY OF MAY, 2020.

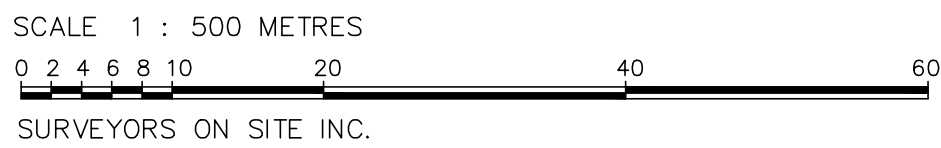
DATE SEPTEMBER 14, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR
for VERHAEGEN • STUBBERFIELD • HARTLEY
BREWER • BEZAIRE INC.

VERHAEGEN
LAND SURVEYORS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N9X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY: NMG CHECKED BY: A.S.M. REFERENCE NO.: 19-47-098-01
FILE: 19-47-098-01.dwg E-MAID-EPC-1 CAD Date: December 19, 2020 10:10 AM
CAD File: 19-47-098-01.dwg

PLAN OF SURVEY OF
BLOCKS 14 TO 32 (INCLUSIVE)
REGISTERED PLAN 12M-673
GEOGRAPHIC TOWNSHIP OF MAIDSTONE
MUNICIPALITY OF LAKESHORE
COUNTY OF ESSEX



LEGEND

■	MONUMENT PLANTED
□	MONUMENT FOUND
SIB	STANDARD IRON BAR
SIB	SHORT STANDARD IRON BAR
IB	IRON BAR
RIB	ROUND IRON BAR
WIT	WITNESS
M	MEASURED
S	SET
P1	REGISTERED PLAN 12M-673
1201	CLARKE SURVEYORS INC.
1744	VERHAEGEN, STUBBERFIELD, HARTLEY, BREWER, BEZAIRE INC.
JOB	J.D. BARNES LIMITED
OU	ORIGIN UNKNOWN

SCHEDULE					SCHEDULE				
PLAN	LOT/BLOCK	PLAN	PIN	AREA (m ²)	PLAN	LOT/BLOCK	PLAN	PIN	AREA (m ²)
1	BLOCK 24		PART OF PIN 75001-0674 (LT)	512.7	21	BLOCK 15		PART OF PIN 75001-0665 (LT)	569.8
				351.5					523.5
				614.0					477.7
				542.6					602.3
				540.5					495.9
2	BLOCK 23		PART OF PIN 75001-0673 (LT)	595.1	24	BLOCK 28		PART OF PIN 75001-0678 (LT)	493.0
				711.3					493.0
				984.3					493.0
				579.2					493.0
				719.8					496.3
3	BLOCK 22		PART OF PIN 75001-0672 (LT)	729.9	31	BLOCK 32		PART OF PIN 75001-0675 (LT)	602.7
				863.7					602.7
				610.2					496.3
				738.7					493.0
				738.7					493.0
4	BLOCK 21		PART OF PIN 75001-0671 (LT)	562.8	36	BLOCK 31		PART OF PIN 75001-0681 (LT)	493.0
				716.9					493.0
				1012.6					493.0
				710.7					495.9
				480.8					602.3
5	BLOCK 20		PART OF PIN 75001-0670 (LT)	512.7	40	BLOCK 24		PART OF PIN 75001-0665 (LT)	31.5
				351.5					
				614.0					
				542.6					
				540.5					
6	BLOCK 19		PART OF PIN 75001-0669 (LT)	595.1	41	BLOCK 23		PART OF PIN 75001-0673 (LT)	512.7
				711.3					351.5
				984.3					614.0
				579.2					542.6
				719.8					540.5
7	BLOCK 18		PART OF PIN 75001-0668 (LT)	729.9	42	BLOCK 22		PART OF PIN 75001-0672 (LT)	863.7
				863.7					610.2
				610.2					738.7
				738.7					738.7
				562.8					562.8
8	BLOCK 17		PART OF PIN 75001-0667 (LT)	716.9	43	BLOCK 21		PART OF PIN 75001-0671 (LT)	716.9
				1012.6					1012.6
				710.7					710.7
				480.8					480.8
				512.7					351.5
9	BLOCK 16		PART OF PIN 75001-0666 (LT)	351.5	44	BLOCK 20		PART OF PIN 75001-0670 (LT)	512.7
				614.0					351.5
				542.6					614.0
				540.5					542.6
				595.1					711.3
10	BLOCK 15		PART OF PIN 75001-0665 (LT)	711.3	45	BLOCK 28		PART OF PIN 75001-0678 (LT)	493.0
				984.3					493.0
				579.2					493.0
				719.8					496.3
				729.9					602.7

GEOGRAPHIC TOWNSHIP OF MAIDSTONE

PARTS 1 TO 3 (INCLUSIVE) COMPRISE ALL OF PIN 75001-0674 (LT).
PART 4 & 5 COMPRISE ALL OF PIN 75001-0673 (LT).
PART 6 & 7 COMPRISE ALL OF PIN 75001-0672 (LT).
PART 8 & 9 COMPRISE ALL OF PIN 75001-0671 (LT).
PART 10 & 11 COMPRISE ALL OF PIN 75001-0670 (LT).
PART 12 & 13 COMPRISE ALL OF PIN 75001-0669 (LT).
PART 14 & 15 COMPRISE ALL OF PIN 75001-0668 (LT).

PART 16 & 17 COMPRISE ALL OF PIN 75001-0667 (LT).
PART 18 & 19 COMPRISE ALL OF PIN 75001-0666 (LT).
PART 20 & 21 COMPRISE ALL OF PIN 75001-0665 (LT).
PART 22 & 23 COMPRISE ALL OF PIN 75001-0664 (LT).
PART 24 & 25 COMPRISE ALL OF PIN 75001-0678 (LT).
PART 26 & 27 COMPRISE ALL OF PIN 75001-0677 (LT).
PART 28 & 29 COMPRISE ALL OF PIN 75001-0676 (LT).

PART 30 & 31 COMPRISE ALL OF PIN 75001-0675 (LT).
PART 32 & 33 COMPRISE ALL OF PIN 75001-0682 (LT).
PART 34 & 35 COMPRISE ALL OF PIN 75001-0681 (LT).
PART 36 & 37 COMPRISE ALL OF PIN 75001-0680 (LT).
PART 38 & 39 COMPRISE ALL OF PIN 75001-0679 (LT).



CURVE SCHEDULE			
CURVE	RADIUS	ARC	CHORD
C1	9.000 (P1&S)	5.920 (P1&M)	5.810 (P1&M)
C2	15.000 (P1&S)	43.240 (M) (43.320 P1) (29.749 M) (29.760 P1)	43.240 (M) (43.320 P1) (29.749 M) (29.760 P1)
C3	9.000 (P1&S)	5.990 (P1&M)	5.880 (P1&S)
C4	9.000 (P1&S)	5.990 (P1&M)	5.880 (P1&S)
C5	15.000 (P1&S)	43.190 (P1&M)	29.750 (P1&S)
C6	9.000 (P1&S)	5.920 (P1&M)	5.810 (P1&S)
C7	9.000 (P1&S)	5.920 (P1&M)	5.810 (P1&S)
C8	15.000 (P1&S)	9.958 (M) (9.940 P1)	9.776 (M) (9.760 P1)
C9	15.000 (P1&S)	0.880 (P1&M)	0.880 (P1&S)
C10	15.000	11.656	11.365
C11	15.000	9.117	8.977
C12	15.000	8.984	8.850
C13	15.000	10.524	10.309
C14	15.000 (P1&S)	2.100 (P1&M)	2.100 (P1&M)
C15	15.000	7.330	7.257
C16	15.000	9.461	9.305
C17	15.000	9.017	8.882
C18	15.000	5.255	5.228
C19	15.000 (P1&S)	12.130 (P1&M)	11.800 (P1&S)
C20	9.000	0.929	0.929
C21	9.000	4.987	4.923
C22	9.000	1.872	1.868
C23	9.000	4.044	4.010

COORDINATES BELOW ARE DERIVED FROM NETWORK RTK GPS OBSERVATIONS (SMARTNET) AND ARE REFERRED TO UTM ZONE 17, NAD83 (CSRS) (2010.0).			
COORDINATES COMPLY WITH THE URBAN ABSOLUTE ACCURACY PER SEC. 14(2) OF O.R.G. 216/10.			
POINT ID	NORTHING	EASTING	
(A)	4686207.39	348804.33	
(B)	4686208.18	348685.11	
(C)	4685935.70	348685.05	
(D)	4686103.83	348843.61	
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.			

NOTES

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

DISTANCES ON THIS PLAN ARE HORIZONTAL GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE AVERAGE COMBINED SCALE FACTOR OF 0.99984699.

BEARINGS ARE UTM GRID DERIVED FROM NETWORK RTK GPS OBSERVATIONS (SMARTNET) ON MONUMENTS (Q) AND (R) AS SHOWN HEREON, HAVING A GRID BEARING OF N89°37'20"W, NAD83 CSRS (2010.0) AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81° W LONGITUDE).

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE XXth DAY OF MARCH, 2022.

MARCH 11, 2022

CHRISTOPHER JOHN OYLER
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-XXXXX.



3560 WALKER ROAD
WINDSOR, ONTARIO
N8W 3S4
519-818-0767
www.surveyorsonsite.com

DRAWN BY: AHR	CHECKED BY: CJO	DATE: MARCH 11, 2022	FILE: 2021-763 RPLAN
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Municipality of Lakeshore – Report to Council

Operations

Roads, Parks & Facilities



To: Mayor & Members of Council

From: Krystal Kalbol, P. Eng., Corporate Leader – Operations

Date: April 4, 2022

Subject: Half Load Designation on Class B Roads - Update

Recommendation

Receive the letter of support from the Heavy Construction Association of Windsor; and Direct the Clerk to read the draft by-law related to Half Load Designation on Class B roads for consideration, and Approve a transfer of \$46,500.00 (including applicable HST) to purchase and install signage for all of the Class B roads, as described in the report presented at the April 12, 2022 Council meeting.

Background

At the January 18, 2022 Council meeting a report was received related to Half Load Designation (all year round) for Class B roads. The initial report included Class B roadways that were surface treated.

At that meeting Council passed the following notice of motion:

33-01-2022

Direct Administration to prepare an amendment to By-Law 2-2002 being a By-law to Regulate Traffic on Highways under the jurisdiction of the Municipality of Lakeshore, to include year round load restrictions on Municipal Class B Roads pursuant to section 122 of the Highway Traffic Act from January 1st to December 31st of each year; and Direct Administration to bring back a report regarding the inclusion of gravel roads as designated Municipal Class B Roads requiring signage.

A subsequent report was provided on February 15, 2022 to include gravel roads.

At the February 15, 2022 meeting a report was received related to Half Load Designation (all year round) for Class B roads, including surface treated and gravel roadways. The following recommendation was presented by Administration:

Direct Administration to include gravel roads to By-Law 2-2002 being a By-Law to Regulate Traffic on Highways under the jurisdiction of the Municipality of Lakeshore, to include year round load restrictions on Municipal Class B Roads pursuant to section 122 of the Highway Traffic Act from January 1st to December 31st of each year; and Approve the cost of \$8,500.00 (including applicable HST) to purchase and install signage for the additional gravel roads, as required, and as described in the report presented at the February 15, 2022 Council meeting.

Council passed the following resolution at the meeting:

83-03-2022

Defer the reading of By-law 19-2022 until Administration has an opportunity to meet with the Heavy Construction Association of Windsor.

Comments

Based on the notice of motion above, Administration met with the Heavy Construction Association of Windsor (HCAW) board members on March 21, 2022 and provided the attached presentation for clarity on the proposed Half Load Designation on Class B Roads within the Municipality of Lakeshore.

Subsequent to the above noted meeting, a letter was received by the HCAW on March 24, 2022 and associated email correspondence confirming (all attached).

The letter outlines the below:

In accordance with the roundtable discussion between the HCAW Board and Lakeshore Administration held on Monday, March 21st, the HCAW supports the proposed amendment. This is on the basis that construction projects located adjacent to a Class B Road will be exempt from the full year-round half load restriction through the permitting process.

Based on the above, Administration recommends proceeding with the amendment to By-Law 2-2002 being a By-law to Regulate Traffic on Highways under the jurisdiction of the Municipality of Lakeshore, to include year round load restrictions on Municipal Class B Roads pursuant to section 122 of the Highway Traffic Act from January 1st to December 31st of each year.

Others Consulted

The Board Members at the Heavy Construction Association of Windsor were consulted.

Financial Impacts

The financial impacts are as outlined in the January 18, 2022 report and further in the subsequent February 15, 2022 report.

Attachments

Attachment 1 – Half Load Restrictions, Class B Roads Overview Presentation to Heavy Construction Association of Windsor

Attachment 2 – Letter from HCA, Lakeshore Half Load Restrictions on Class B Roads

Attachment 3 – Report to Council presented February 15, 2022

Report Approval Details

Document Title:	Half Load Designation, Class B Roads.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 - Half Load Designation of Class B Roads presentation to Heavy Construction Association .pdf- Attachment 2 - Letter from HCA Half Load Restrictions on Class B Roads.pdf- Attachment 3 Half Load Designation for Class B Roads – Addition of Gravel Roads.pdf
Final Approval Date:	Apr 7, 2022

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

Justin Rousseau

Kristen Newman

Truper McBride



HALF LOAD DESIGNATION CLASS B ROADS

Heavy Construction Association Presentation

March 21, 2022

PRESENTATION OVERVIEW

LAKESHORE'S GRAVEL CONVERSION PROGRAM AND PROJECTED INVESTMENT

LAKESHORE'S EXISTING TRAFFIC BYLAW (#2-2002 & ASSOCIATED AMENDMENTS)

EXISTING TRUCK ROUTES WITHIN LAKESHORE

SURFACE TREATED ROADWAYS

HALF LOAD DESIGNATION REQUEST

WHAT THE BY-LAW ENHANCEMENT DOES

TIMING AND NEXT STEPS

ROUNDTABLE DISCUSSION & QUESTIONS

LAKESHORE'S GRAVEL CONVERSION (SURFACE TREATED) PROGRAM

Although Lakeshore started converting gravel roadways prior to 2007, Lakeshore's Gravel Conversion program (and criteria) was formally adopted in 2017. At that time the commitment to the program was approximately \$500,000 annually. Council identified the need to increase the investment into this program in 2019. Currently the program will see over a million dollars a year in investment, expected to continue for the next 10 years.

Currently Lakeshore has approximately 230 km of surface treated Class B roadways and 115 km of Class B gravel roadways left to convert.

Town of Lakeshore — Municipality of Lakeshore
Public Works Services Division
Gravel Road Conversion Projects - 10 Year Plan
May, 2020 version

Gravel Road Conversions Description	From	To	Length (m)	2021 \$	2022 1 \$	2023 1 \$	2024 2 \$	2025 3 \$	2026 4 \$	2027 5 \$	2028 6 \$	2029 7 \$	2030 8 \$	2031 9 \$	2032 10 \$	COMMENTS
2021				\$ 900,000	\$ 1,177,000	\$ 915,000	\$ 1,231,200	\$ 1,110,000	\$ 1,175,000	\$ 1,020,000	\$ 1,095,000	\$ 1,065,000	\$ 1,061,000	\$ 1,086,000	\$ 428,000	
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	2,068.8			\$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				\$180,000									
SCHOOLHOUSE RD	Scott Sideroad	Lakeshore Road 101	1,353.7				\$189,000									
LAKESHORE RD 245	South Middle Road	County Road 8	3,125.3				\$410,000									
2025																
KNAPP RD - (3rd Lift)	Rochester Townline Road	Auction Sideroad						\$80,000								
LAKESHORE RD 243 - (3rd Lift)	South Middle Road	County Road 8						\$90,000								
AUCTION SDRD - (3rd Lift)	Rochester Townline Road	Knapp Road						\$50,000								
LAKESHORE RD 245	South Middle Road	County Road 8	3,125.3					\$410,000								
MYERS RD	Myers Road	Lakeshore Road 123	1,361.6					\$180,000								

LAKESHORE’S EXISTING TRAFFIC BY-LAW (#2-2002)

Lakeshore’s existing traffic by-law defines heavy traffic and designates roadways that are adequate for the use of hauling and/or truck routes (Schedule ‘F’). Options are available to lift the restrictions, if required.

"Heavy Traffic" means a commercial motor vehicle, having a weight when unloaded of 3 tonnes or more, or when loaded, of 5 tonnes or more, but does not include a passenger vehicle, an ambulance, a vehicle of the Police or Fire departments, a Municipal vehicle, a Public Utilities Commission vehicle, a bus operated for the Board of Education, a bus operated by a company having a franchise for a Municipality, or a commercial motor vehicle making delivery to or collection from a bona fide destination that can only be reached via a highway or highways upon which heavy traffic is prohibited by this by-law;

HEAVY TRAFFIC REGULATIONS

PERMITS

31.

(1)

The highways and parts of highways listed on Schedule “F” hereto, are designated as Truck Routes.
- (2)

This section does not apply to any vehicle owned or operated by the Corporation; by the County; by any local boards, or to any commercial motor vehicle making a bona fide delivery or collection from a destination that cannot be reached via a highway or highways upon which heavy traffic is permitted by this by-law.
- (3)

No person shall operate a vehicle attached to a semi-trailer on any Highway other than a designated Truck Route.
34.

The Director of Public Works is hereby appointed and authorized to issue, on behalf of the Corporation, permits under Section 110 of the Highway Traffic Act, with full power and authority to grant or refuse to grant any such permit.
35.

A permit granted under Section 34 may be general or may limit the time and particular highway that may be used and may contain any special conditions that are deemed necessary by the said Director of Public works for the protection of the said highway from damage and he may require financial security sufficient to defray the expense of repairing any possible damage to the highway resulting from its use as set out in the permit.
36.

No person shall move or cause to be moved, on any highway within the Corporation, any heavy vehicle, load, object or structure in excess of the dimensional limits set out in Section 109, or the weight limits set out in Part VIII

EXISTING TRUCK ROUTES SCHEDULE 'F'

(BY-LAW AMENDMENT #104-2016)

SCHEDULE 'F'

TRUCK ROUTES

LOCATION	FROM	TO
Walls Road	County Rd. 19	Lakeshore Rd. 101
East Pike Creek Rd.	Old Tecumseh Rd.	Croft Drive
Amy Croft Drive	County Rd. 19	Commercial Boulevard
Croft Drive	East Pike Creek Rd.	County Rd 22
Commercial Boulevard	Amy Croft Drive	County Rd. 22
Advance Boulevard	County Road 22	Patillo Rd.
Silver Creek Industrial Road	Patillo Road	Jutras Drive South
Richard Ruston Drive	Patillo Road	Jutras Drive
Jutras Drive	Silver Creek Industrial Dr.	Silver Creek Industrial Dr.
Patillo Road	County Road 22	County Road 42
Harvard Drive	Patillo Road	East Dead End
Puce Road	Oakwood Avenue	Canadian Pacific Railway
Third Street	Railway Avenue	Broadway Street
Railway Avenue	First Street	Third Street
First Street	Notre Dame Street	Lakeview Drive
Lakeview Drive	First Street	Lakeshore Water Treatment Plant
Notre Dame Street	Duck Creek	Maplewood Avenue
South Street	Notre Dame Street	Canadian Pacific Railway
Broadway Street	First Street	Duck Creek
South Middle Road	County Road 27	1961 South Middle Road
Richardson Sideroad	County Road 42	County Road 46
Knapp Road	5307 Knapp Rd.	Highway 77
Industrial Drive	Highway 77	Morris Road

HIGHWAY TRAFFIC ACT FURTHER OUTLINES EXEMPTIONS

Section 122 HTA

Designation by municipality

(7) The municipality or other authority having jurisdiction over a highway may by by-law designate the date on which a reduced load period shall start or end and the highway or portion thereof under its jurisdiction to which the designation applies. R.S.O. 1990, c. H.8, s. 122 (7); 2002, c. 17, Sched. F, Table.

O. Reg. 419/15: DEFINITIONS OF COMMERCIAL MOTOR VEHICLE AND TOW TRUCK

under *Highway Traffic Act, R.S.O. 1990, c. H.8*

COMMERCIAL MOTOR VEHICLE

Definition of commercial motor vehicle, generally

1. For the purposes of every provision of the Act and the regulations, “commercial motor vehicle” includes the following, even if it does not have a truck or delivery body attached to it:

1. A motor vehicle commonly known as a tow truck.
2. A mobile equipment vehicle.
3. A vehicle built on a truck chassis. O. Reg. 399/16, s. 2.

SURFACE TREATED ROADWAYS

Surface Treatment of a roadway does not increase the structural integrity. Adequate drainage is not necessarily present on these roads prior to conversion to surface treatment.

These roadways have never been engineered.

Surface treatment roadways were prioritized based on density and connectivity. These were treated to accommodate the residents of Lakeshore (local traffic).

Based on the volume of roadways that are currently surface treated, the concern with condition of the roadways has compounded over the last several years.

Lakeshore cannot maintain the use of these roadways as heavy truck routes.



2018 Pre Condition



2019 Post Condition

HALF LOAD DESIGNATION REQUEST

TUESDAY MARCH 19, 2019 COUNCIL MEETING

177-03-2019 - Walstedt/Wilder

That Administration bring back a report regarding half-load designations on Class B roads.

TUESDAY JANUARY 18, 2022 COUNCIL MEETING

33-01-2022

Moved By Councillor Wilder

Seconded By Councillor Walstedt

Direct Administration to prepare an amendment to By-Law 2-2002 being a By-law to Regulate Traffic on Highways under the jurisdiction of the Municipality of Lakeshore, to include year round load restrictions on Municipal Class B Roads pursuant to section 122 of the *Highway Traffic Act* from January 1st to December 31st of each year; and

Direct Administration to bring back a report regarding the inclusion of gravel roads as designated Municipal Class B Roads requiring signage.

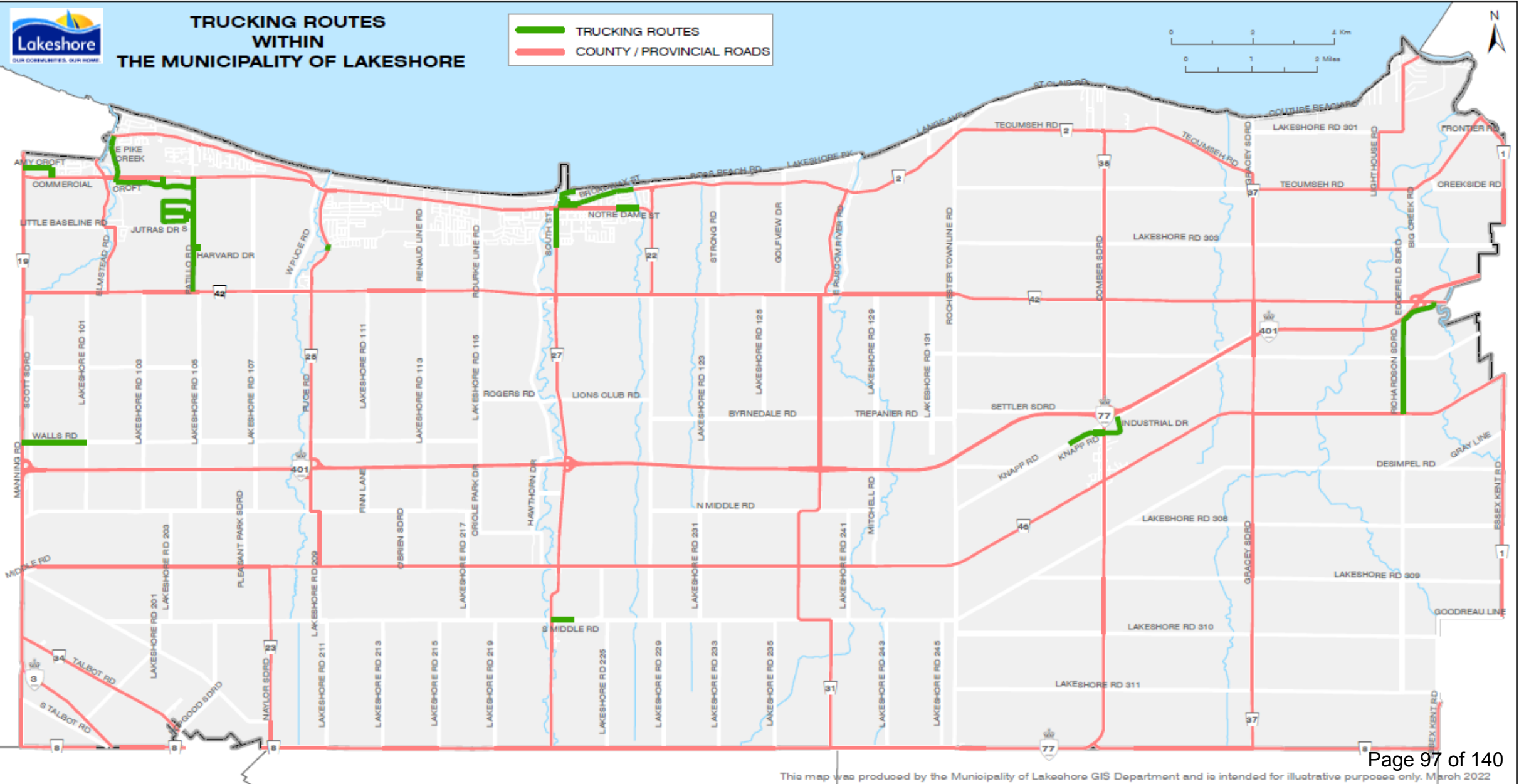
Carried Unanimously

TUESDAY MARCH 7, 2022 COUNCIL MEETING

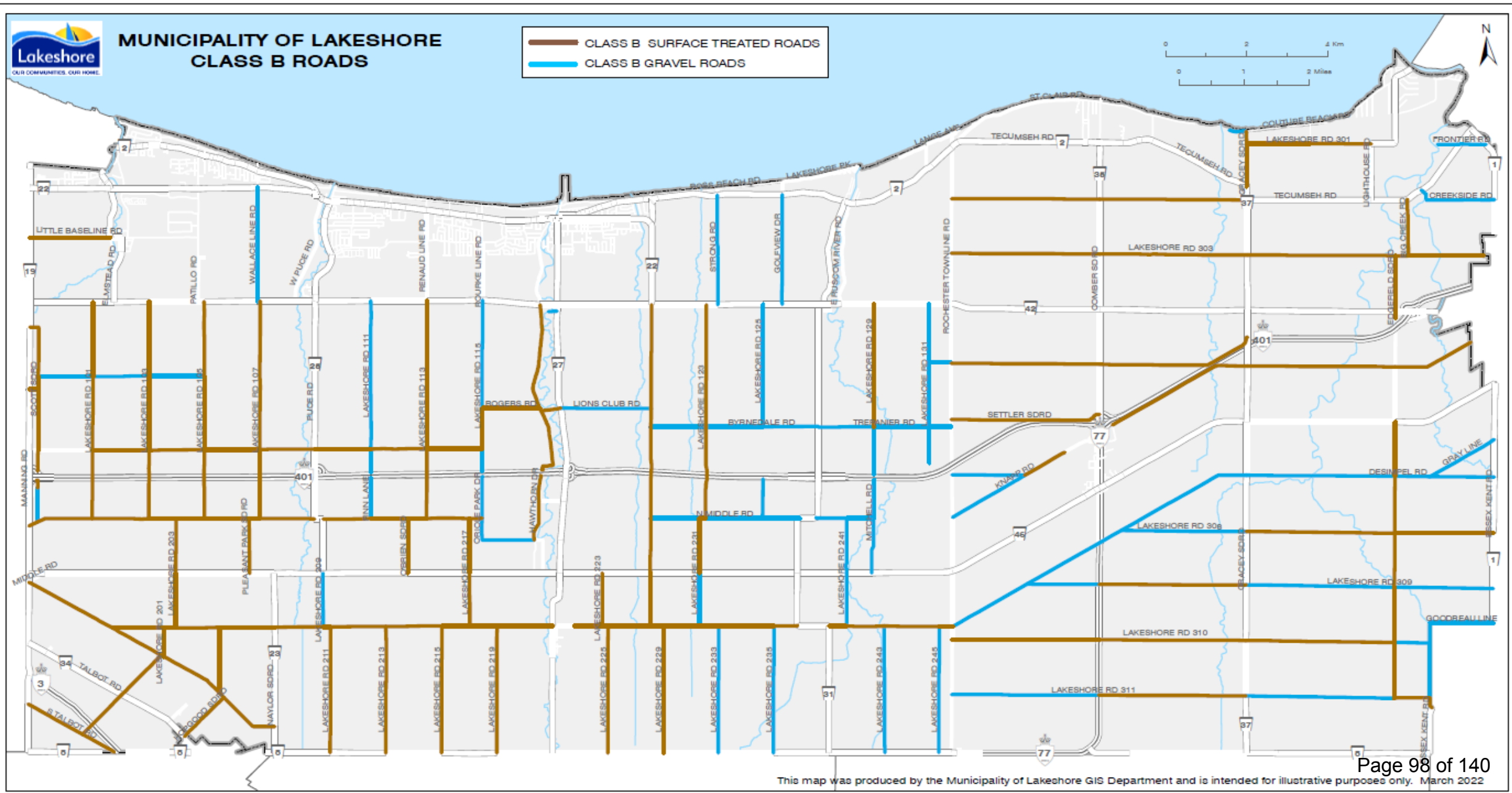
By-law was amended as requested to include gravel roadways.

Council deferred the reading of By-law 19-2022 until Administration has an opportunity to meet with the Heavy Construction Association of Windsor.

DESIGNATED HEAVY TRUCK ROUTES



CLASS B ROAD MAP



WHAT THE BYLAW ENHANCEMENT DOES



- Further aims at eliminating indirect hauling routes on Class B roads, where possible;
- Provides a reminder via signage to stick to routes designated for heavy traffic under Schedule F (and County Roads), unless exempt or permits are obtained;
- Allows for those projects that require permits and/or are subject to the Class EA process the ability to lift exemptions through agreements and/or approvals; and
- Allows Lakeshore to protect its assets.

NEXT STEPS AND TIMING

A report to Council will follow at the next available Council Meeting recommending passing of by-law for amendment to Schedule 'K' (Class B roadways).

The report will include:

- Summary of the meeting with the HCA;
- Follow up letter for distribution to members of the HCA related to the by-law amendment; and
- Recommendations on how this be communicated/clarified across other areas of industry.





ROUNDTABLE DISCUSSION & QUESTIONS

From: [Jeff Wilson](#)
To: [Ryan Capogna](#)
Cc: [Krystal Kalbol](#); [Wayne Ormshaw](#); [Christine Prymack](#)
Subject: RE: Letter from HCA, Lakeshore Half Load Restrictions on Class B Roads
Date: March 29, 2022 7:10:11 PM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[To Lakeshore Administration Half Load \(003\).pdf](#)

Good Day Ryan,

We would like to thank you and the HCA board members for taking the time to meet with Lakeshores administration and allowing us to clarify our half load by law and its intent. Your letter dated March 24th captures the intent of the By-law being one to avoid heavy traffic on our designated Class B roads, eliminating indirect haul routes unless exempt or through the permit process.

I have attached your letter with a highlighted sentence, I believe we are on the same page and based on the body of the letter I thought it was worth mentioning.

Thank you again,

Working together,

Thanks,

Jeff

Jeff Wilson

Division Leader - Roads, Parks and Facilities

Municipality of Lakeshore | Operations - Roads, Parks and Facilities

419 Notre Dame Street, Belle River, ON, N0R 1A0

T: 519-728-2488 x611

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From: Christine Prymack <cprymack@wca.on.ca>

Sent: March 24, 2022 1:35 PM

To: Krystal Kalbol <kkalbol@lakeshore.ca>; Wayne Ormshaw <wormshaw@lakeshore.ca>; Jeff Wilson <jwilson@lakeshore.ca>

Subject: Letter from HCA, Lakeshore Half Load Restrictions on Class B Roads

[EXTERNAL EMAIL] CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please see attached

Thank you

WCA Logo



Christine Prymack

Operations & Communications Manager

Windsor Construction Association

2880 Temple Drive, Windsor, On N8W 5J5

P: 519-974-9680 X 100

E: cprymack@wca.on.ca

W: www.wca.on.ca



Jeff Wilson and Lakeshore Administration
Municipality of Lakeshore
419 Notre Dame St,
Belle River, ON NOR 1A0

March 24, 2022

Dear Jeff Wilson and Lakeshore Administration,

This letter is regarding the proposed amendment to By-law 19-2022 pertaining to “Half Load Designation for Class B Roads”. The Heavy Construction Association of Windsor (HCAW) would like to take this opportunity to thank the Town of Lakeshore, Mayor Bain, Council, and Administration for deferring the issue until Administration had opportunity to discuss the proposed changes of the By-Law with the HCAW Board. We appreciate Administration taking the time to communicate the intent of the proposed changes. The HCAW welcomes the collaborative effort and would like to encourage this approach for future consideration on issues impacting the construction industry and the HCAW members.

Further to the letter sent to Mayor Bain and Council on March 7th, and as a follow up to the meeting between the HCAW board and Lakeshore Administration, the following is our understanding of the proposed changes.

The By-Law enhancement aims at:

- Eliminating indirect hauling routes on Class B roads, where possible,
- Provides a reminder via signage to utilize designated routes for heavy traffic, unless exempt or permits are obtained,
- Allows for those projects that require permits and/or are subject to the Class EA process the ability to lift exemptions through agreements and/or approvals, and
- Allows Lakeshore to protect its assets.

In accordance with the roundtable discussion between the HCAW Board and Lakeshore Administration held on Monday, March 21st, the HCAW supports the proposed amendment. This is on the basis that construction projects located adjacent to a Class B Road will be exempt from the full year-round half load restriction through the permitting process. In essence, our understanding is that the intent of the By-Law aims to avoid heavy truck traffic using Class B roads for general hauling purposes. The enhancement strives to ensure through traffic is utilizing the designated haul routes. **It is our understanding that the provisions of the proposed By-Law amendment will not apply to situations where the site being accessed is immediately adjacent to a Class B Road.** In these circumstances, the designated haul routes shall be followed whenever possible, and Class B roads shall be utilized for the shortest route possible to access to the property immediately adjacent to a Class B Road.

Please review the above summary and advise if the HCAW's understanding of the proposed Amendment is incorrect. It is recommended that the changes be communicated to impacted stakeholders, including the membership of the HCAW.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Capogna', written in a cursive style.

Ryan Capogna
HCA President

CC: Mayor Bain and Lakeshore Councillors

Municipality of Lakeshore – Report to Council

Operations

Roads, Parks & Facilities



To: Mayor & Members of Council

From: Jeff Wilson, Division Leader of Roads, Parks & Facilities

Date: February 15, 2022

Subject: Half Load Designation for Class B Roads – Addition of Gravel Roads

Recommendation

Direct Administration to include gravel roads to By-Law 2-2002 being a By-Law to Regulate Traffic on Highways under the jurisdiction of the Municipality of Lakeshore, to include year round load restrictions on Municipal Class B Roads pursuant to section 122 of the *Highway Traffic Act* from January 1st to December 31st of each year; and

Approve the cost of \$8,500.00 (including applicable HST) to purchase and install signage for the additional gravel roads, as required, and as described in the report presented at the February 15, 2022 Council meeting.

Background

At the January 18, 2022 Council meeting a report was received related to Half Load Designation for Class B roads. The initial report included Class B roadways that were surface treated.

At that meeting Council passed the following notice of motion:

33-01-2022

Direct Administration to prepare an amendment to By-Law 2-2002 being a By-law to Regulate Traffic on Highways under the jurisdiction of the Municipality of Lakeshore, to include year round load restrictions on Municipal Class B Roads pursuant to section 122 of the *Highway Traffic Act* from January 1st to December 31st of each year; and

Direct Administration to bring back a report regarding the inclusion of gravel roads as designated Municipal Class B Roads requiring signage.

Comments

Based on the above Council notice of motion and the addition of Class B gravel roadways, the attached map and list have been updated to include all Class B roadways for purposes of the By-law.

It should be further noted that based on the addition of the gravel roads, this by-law will continue to protect these roadways when conversion takes place.

Financial Impacts

The cost to supply and install an additional 74 signs in the amount of \$8,500.00 (including applicable HST). This cost includes signs, posts, and hardware along with the cost of a contractor for hydro excavation services. This will be funded from the Roads Reserve.

Therefore, the total cost for signage (for a total of 408 signs) on all identified Class B roads would be \$46,500 (including applicable HST) for all applicable signage, all funded from the Roads Reserve.

When required, the maintenance and/or the replacement costs for these signs will be included through the budget process.

Attachments

Attachment 1 - Schedule 'K' Class B Roads.

Attachment 2 - Class B Roads Map, Half Load Designation.

Report Approval Details

Document Title:	Half Load Designation for Class B Roads .docx
Attachments:	- Schedule K Class B Roads.xlsx - Class B Roads Map Half Load Designation Revised.pdf
Final Approval Date:	Feb 10, 2022

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

Justin Rousseau

Kristen Newman

Truper McBride

Municipality of Lakeshore – Report to Council

Finance

Accounting & Revenue



To: Mayor & Members of Council

From: Michelle Heslop, Team Leader – Revenue & Justin Rousseau, Corporate Leader – Chief Financial Officer

Date: March 31, 2022

Subject: Revenue Division Staffing

Recommendation

Direct Administration to implement Option # ____, as described in the report presented at the April 12, 2022 Council meeting.

Background

The Revenue Division is responsible for the maintenance of Water, Property Tax and Accounts Receivable accounts and is the first point of contact for residents at Town Hall. Currently there are 14,760 Water Accounts and 17,507 Property Tax Accounts that require attention due to ownership changes, mailing address changes, assessment, payment options, billing and collections, and general account functions to provide service to the public.

On October 21, 2021, Council approved the Lifecycle Water Meter Replacement Program which will commence on April 11, 2022. The administrative requirements for processing the replacements in the water billing software are extensive as the Revenue Division will be responsible for updating and billing approximately 4,500 water accounts. The process includes retrieving information from the Neptune Connect Portal which will provide a daily report of the meter work completed. Staff will then close out the previous meter information on file and enter the new information and bill accordingly. This process is estimated to take 1 staff member approximately 15 minutes of uninterrupted time to complete the replacement procedure. This will add approximately 1,125 hours. (approximately 0.70 – 0.75 FTE). Annual hours for one full time FTE are 1,820, or between 1485-1575 hours after factoring in paid breaks, vacation, and sick time.

Operations is also planning water meter replacement at a rate of 800-1000 meters per year and this process will need to be completed annually for the foreseeable future.

Currently there are 2 full time Water Billing Clerks maintaining 14,760 accounts and will now have this additional workload, which cannot be sustained without a reduction in service level with current staffing.

Comments

Administration has identified a need for 1 additional FTE in the Revenue Division to manage the workload in relation to the meter replacement program starting in April 2022 and increase in accounts based on growth. The Municipality of Lakeshore has grown over the past 5 years and continues to grow with the new developments. This growth adds more accounts for current staff to maintain in Water and Property Tax. In an effort to adhere to the requests from the public, the option of paperless billing will be available in June, 2022, upon the discontinuance of EPOST, provided through Canada Post. This will allow for our financial system to email bills to residents as per their request. However, this process will require an additional amount of staff resources to receive, enter and maintain the email information for both Property Tax and Water.

Administration estimates an enrollment of 35%, resulting in 5,250 Water Accounts and 6,300 Property Tax Accounts to be updated with email addresses for billing.

Administration is striving to meet the demands of the public and provide exceptional customer service on behalf of the municipality. To continue to provide a high level of service, additional staff resources are required in the Revenue Division to ensure billing and collection procedures are efficient, accurate and sustainable.

Administration is confident that the additional staff in the Revenue Division and the improvements to infrastructure and technology will benefit the municipality. Options including monthly water billing cycles, accessible consumption reports and water usage analysis, will be available to increase the level of service provided to the residents of Lakeshore.

However, at the current time Lakeshore Revenue team has the highest per resident demand for service per staffing head count in the region, as well as 10,248 residents to service per staff member.

It is also noted that the regional comparators have made significant upgrades to technology with respect to customer service including online services and financial systems. This is an area in which Lakeshore is falling behind, adding to the current resource issue.

Regional Service Comparators:

In Essex County there are 4 comparators who process both water and property tax accounts, the following is a breakdown of staffing.

Municipality	Front Line Staff	Water Accounts	Water Accounts per Staff	Property Tax Accounts	Property Tax Accounts per Staff	Population (2021)	Front Line Revenue Staff per Population
Lakeshore	4	14,760	3,690	17,507	4,376	40,995	10,248
Leamington	4	9,855	2,463	12,000	3,000	29,680	7,420
LaSalle	3	11,000	3,666	11,000	3,666	32,721	10,907
Kingsville	4	8,701	2,175	9,952	2,488	22,119	5,529

* Note that not all billing cycles are at the same frequency as Lakeshore (in some cases, water billing is done on a quarterly basis only).

Cost Savings:

The Meter Replacement Program of approximately 4,500 water meters that are beyond the end of their lifecycle, will provide more accurate readings and an estimated annual revenue increase of \$315,000. New equipment will capture accurate water usage and rectify the water loss that the municipality is experiencing. In addition to the revenue increase, the new meters will be read by the Municipality's Road Patrol staff, no longer requiring a third-party service. The saving for this is approximately \$29,000 annually.

With the improvement in technology, administration estimates a decrease in costs for printing and mailing of both Water and Tax bills. E-Billing will reduce the costs by 35% resulting in \$33,250 annual savings. As this is based on customer engagement it is premature to factor these savings in the funding model, but it is anticipated that savings will occur.

It is administration recommendation that one full time FTE is warranted in the Revenue division in not just 2022 but beyond to meet growth demands. However, two options are being presented for Council consideration

Option 1: Hire a full time FTE which will be funded by the water rates in 2022, and have the cost built into the 2023 water budget.

Option 2: Hire a contract staff for the remainder of 2022, and direct administration to build in the staffing request into the 2023 water budget for council deliberations.

Others Consulted

Manager of Finance or Supervisor of Revenue at neighboring municipalities.

Financial Impacts

Option 1: - Full Time Staff

1 FTE Revenue Clerk for May - December 31, 2022 wages and benefits of \$57,322, will be funded from the following cost savings:

Water Co-Ordinator Wages from January – April 30, 2022 - \$38,109

Third Party Meter Reading Services from May – December 31, 2022 - \$19,333

	Budget 2022	2022 Cost	Variance
Cost:			
FTE Revenue Clerk (water rate funded)	\$ Nil	\$57,322	\$(57,322)
Total Cost	\$Nil	\$57,322	\$(57,322)
Funding:			
Salary Gapping (Jan-April 2022)	\$38,109	\$Nil	\$38,109
Meter Reading Services (May- Dec 2022)	\$19,333	\$Nil	\$19,333
Total Funding	\$57,442	\$Nil	\$57,442
Total Forecasted Variance	\$57,440	\$57,322	\$120

The cost to cover salaries and benefits is \$85,982 (2022 rates) this will be added to the to the 2023 budget.

Option 2: Contract Staff till December 31, 2022

1 contract Revenue Clerk for May - December 31, 2022 wages and benefits of \$48,303, will be funded from the following cost savings:

Water Co-Ordinator Wages from January – April 30, 2022 - \$38,109

Third Party Meter Reading Services from May – December 31, 2022 - \$19,333

	Budget 2022	2022 Cost	Variance
Cost:			
Contract Revenue Clerk (water rate funded)	\$ Nil	\$48,303	\$(48,303)
Total Cost	\$Nil	\$48,303	\$(48,303)
Funding:			
Salary Gapping (Jan-April 2022)	\$38,109	\$Nil	\$38,109
Meter Reading Services (May- Dec 2022)	\$19,333	\$Nil	\$19,333
Total Funding	\$57,442	\$Nil	\$57,442
Total Forecasted Variance	\$57,440	\$48,303	\$9,137

The cost to cover salaries and benefits is \$85,982 (2022 rates) this will be added to the to the 2023 budget for council consideration.

It should be noted that the following position is funded by water rates, and all water operations are self-funded and fund balances close out to the water reserve.

Report Approval Details

Document Title:	Revenue Department Staffing .docx
Attachments:	
Final Approval Date:	Apr 7, 2022

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

Kate Rowe

Justin Rousseau

Kristen Newman

Truper McBride

Notice of Motion submitted by Councillor Kerr regarding the Atlas Tube Recreation Centre Visioning

Whereas Lakeshore has two regional Parks Lakeview Park/West Beach and Marina along with the Atlas Tube Recreational Centre (ATRC);

And whereas the Lakeview Park/West Beach and Marina redevelopment is in the planning stages;

And whereas the 2020 Lakeshore Budget stated it expects the Lakeview Park/West Beach to cost an estimated \$11.2 million;

And whereas a funding model for such a large undertaking has yet to be brought to Council;

And Whereas the ATRC has been awarded the \$100,000 by motion of Council to start the visioning exercise in 2022 as part of the ATRC redevelopment plan;

And whereas the ATRC public visioning process has yet to start;

And whereas the ATRC has a tax payer funded operating cost in 2022 of \$2.3 million;

And where as the ATRC still has an outstanding loan balance of \$11,202,581 which is expected paid in full in 14 years, December 1, 2036;

And whereas Lakeshore also pays an additional \$780,000 annually from other Reserves towards that loan;

And whereas Lakeview Park/West Beach and Marina has 2022 Budgeted operating cost of approx. \$202,500 plus \$81,150 for the Marina (\$2mil less than ATRC);

Be it resolved that Lakeshore put on hold, the redevelopment plans for the ATRC until the Regional Park of Lakeview Park/West Beach and Marina has completed its redevelopment which is now in stage 3;

Be it further resolved that the \$100,000 for the redevelopment of the ATRC from the 2022 Budget be transferred to the encumbrance reserve fund until the visioning for the ATRC is available to start back up.

Notice of Motion submitted by Councillor Kerr regarding Park Spending

Whereas Parks Planning is fun for those Lakeshore residents who participate;

And whereas Residents enjoy sharing their vision for the future through the public open house planning process;

And whereas asking residents for their input and not following through breeds distrust in municipal government;

And whereas Lakeshore has shovel ready projects should that be an upper level of government criteria for funding grants;

And whereas Lakeshore has millions in parks planning started without a funding plan or model to pay for them;

And whereas the ATRC has \$100,000 of tax payer money for park planning in its reserve account ready to go but haven't started the public consultation to date;

And whereas Lakeshore can't afford to finish the Regional Park it has started and is in Phase 3, let alone ask tax payers to fund another mega million-dollar regional project at the same time;

And whereas that Lakeshore stop adding more Regional Park plans to the "we can't afford to do it" Park Plan bookshelf;

And whereas Lakeshore should continue to their redesigning to completion the following parks before starting any new redesign projects,

Ward 1 St Clair Park

Ward 2 River Ridge Park

Ward 3 West Beach Park

Ward 4 Lakeview Park

Ward 5 Millen Centre Park

Ward 6 Stoney Point Park

Be it resolved by motion of Lakeshore Council that the ATRC redesign and planning process be placed on hold;

Be it further resolved that by motion of Lakeshore Council that no more tax payer park spending on redesign be added until the six (6) above mentioned parks have had Councils Final budgeting approval and the builds have begun.

Notice of Motion submitted by Councillor McKinlay regarding Return to Office

Whereas Mayor Bain terminated the State of emergency for the Municipality of Lakeshore;

Direct Administration to bring Council a report that enables Administration and Council to move back into the Administration offices in a responsible and timely manner.

Notice of Motion submitted by Councillor McKinlay regarding By-laws

Direct Administration to direct the following By-laws including, but not limited to, Campgrounds, B&Bs, Greenhouses, Noxious Odors, to an outside legal counsel for completion, to be presented to Council for approval at the Council meeting scheduled for May 31st 2022.

**MUNICIPALITY OF LAKESHORE
BY-LAW 14-2022**

**BEING A BY-LAW FOR THE WEST TOWNLIN DRAIN (NEHME 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.

**WEST TOWNLIN DRAIN (NEHME BRIDGE)
IN THE MUNICIPALITY OF LAKESHORE –
IN THE COUNTY OF ESSEX.**

AND WHEREAS, the estimate cost of repairing and improving the drainage works is \$54,850.00.

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

1. The considered report dated January 13th, 2022 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 \$54,850.00 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 West Townline Drain (Nehme Bridge).

First Reading: March 15th, 2022

Second Reading: March 15th, 2022

Provisionally adopted this 15th day of March, 2022

Tom Bain,
Mayor

Kristen Newman,
Clerk

Third Reading this 12th day of April, 2022

Enacted this 12th day of April, 2022

Tom Bain,
Mayor

Kristen Newman,
Clerk

Municipality of Lakeshore

By-law 19-2022

Being a By-law to Amend By-law 2-2002, Being a By-law to Regulate Traffic on Highways under the Jurisdiction of the Municipality of Lakeshore

Whereas pursuant to section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, Council may pass by-laws regulating highways, including parking and traffic on highways;

And whereas on February 12, 2002 Council adopted By-law 2-2002, being a by-law to regulate traffic on highways within its jurisdiction;

And whereas Council passed resolution #33-01-2022 directing Administration to prepare an amendment to By-law 2-2002 to include year-round load restrictions on Municipal Class B Roads pursuant to section 122 of the *Highway Traffic Act*, as recommended by the Division Leader – Roads, Parks and Facilities at the January 18, 2022 Council meeting;

And whereas on January 18, 2022 Council further directed that Administration bring a report regarding the inclusion of gravel roads as designated Municipal Class B Roads requiring signage;

And whereas it is deemed necessary to include gravel roads as designated Municipal Class B Roads in Schedule K to By-law 2-2002, as recommended by the Division Leader – Roads, Parks and Facilities at the February 15, 2022 Council meeting;

Now therefore the Council of the Municipality of Lakeshore enacts as follows:

1. By-law 2-2002 shall be amended as follows:
 - a. Schedule “K” of By-law 2-2002 is repealed and replaced by Schedule “A” to this by-law.
2. This By-law comes into force and effect upon passage.

Read and passed in open session on April 12, 2022.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

**Schedule “A”
to By-law 19-2022**

**Schedule “K”
to By-law 2-2002**

Class “B” Roads

Load Limit of 5 Tonnes Per Axle from January 1st to December 31st each year

Road Name	From	To
Arnald Lane	Manning Road	Scott Sideroad
Auction Sideroad	Rochester Townline Road	Knapp Road
Baseline Road	East End	County Road 27
Big Creek Road	Tecumseh Road	Lakeshore Road 303
Byrnedale Road	Lakeshore Road 125	County Road 31
Byrnedale Road	Myers Road	Lakeshore Road 123
Byrnedale Road	Lakeshore Road 123	Lakeshore Road 125
Cazabon Lane	Lakeshore Road 131	Rochester Townline Road
Countryview Lane	Lakeshore Road 241	Mitchell Road
Countryview Lane	County Road 31	Lakeshore Road 241
Creekside Road	Tecumseh Road	Essex Kent Road
Desimpel Road	Gray Line	Essex Kent Road
Desimpel Road	Richardson Sideroad	Gray Line
Desimpel Road	East end	Richardson Sideroad
Edgefield Sideroad	Lakeshore Road 303	County Road 42
Edgefield Sideroad	County Road 42	Dead end
Ellis Sideroad	Talbot Road and Wilson Sideroad	Highway 3
Ellis Sideroad	Highway 3	South Talbot Road
Finn Lane	Highway 401	North Rear Road
Frontier Road	Tecumseh Road	Essex Kent Road
Frontier Road	East end	Tecumseh Road
Golfview Drive	County Road 2	County Road 42
Goodreau Line	Essex Kent Road	Essex Kent Road
Gracey Sideroad	Laforet Beach Road and Crystal Beach Road	Lakeshore Road 301
Gracey Sideroad	Lakeshore Road 301	Tecumseh Road
Gray Line	Desimpel Road	Essex Kent Road
Hawthorn Drive	Dead end	Bissonnette Lane
Hawthorn Drive	Bissonnette Lane	Oriole Park Drive
Hicks Road	Dead end	Lawhead Lane

Hicks Road	Hicks Road	North Rear Road
Hopgood Sideroad	North Talbot Road	Talbot Road
Knapp Road	Auction Sideroad	Lindsay Sideroad
Knapp Road	Lindsay Sideroad	Highway 77 and Industrial Drive and Main Street
Knapp Road	Rochester Townline Road	Auction Sideroad
Laforet Beach Road	East end	Crystal Beach Road
Lakeshore Road 101	County Road 42	Schoolhouse Road
Lakeshore Road 101	Schoolhouse Road	Walls Road
Lakeshore Road 101	Walls Road	North Rear Road
Lakeshore Road 103	County Road 42	Schoolhouse Road
Lakeshore Road 103	Schoolhouse Road	Walls Road
Lakeshore Road 103	Walls Road	North Rear Road
Lakeshore Road 105	County Road 42	Schoolhouse Road
Lakeshore Road 105	Schoolhouse Road	Walls Road
Lakeshore Road 105	Walls Road	North Rear Road
Lakeshore Road 107	County Road 42	Walls Road
Lakeshore Road 107	Walls Road	North Rear Road
Lakeshore Road 111	Walls Road	South end
Lakeshore Road 111	County Road 42	Walls Road
Lakeshore Road 113	County Road 42 and Renaud Line Road	Walls Road
Lakeshore Road 113	Walls Road	North Rear Road
Lakeshore Road 115	Walls Road	South end
Lakeshore Road 115	County Road 42	Rogers Road
Lakeshore Road 123	County Road 42	Byrnedale Road
Lakeshore Road 123	Byrnedale Road	North Middle Road
Lakeshore Road 125	County Road 42	Byrnedale Road
Lakeshore Road 129	County Road 42	Trepanier Road
Lakeshore Road 129	Trepanier Road	South end
Lakeshore Road 131	Trepanier Road	South end
Lakeshore Road 131	County Road 42	Cazabon Lane
Lakeshore Road 131	Cazabon Lane	Trepanier Road
Lakeshore Road 201	South Middle Road	North Talbot Road
Lakeshore Road 203	North Rear Road	County Road 46
Lakeshore Road 203	County Road 46	South Middle Road
Lakeshore Road 205	South Middle Road	North Talbot Road
Lakeshore Road 209	County Road 46	South Middle Road
Lakeshore Road 211	South Middle Road	County Road 8
Lakeshore Road 213	South Middle Road	County Road 8
Lakeshore Road 215	South Middle Road	County Road 8
Lakeshore Road 217	North Rear Road	County Road 46
Lakeshore Road 217	County Road 46	South Middle Road
Lakeshore Road 219	South Middle Road	County Road 8

Lakeshore Road 223	County Road 46	South Middle Road
Lakeshore Road 225	South Middle Road	County Road 8
Lakeshore Road 229	South Middle Road	County Road 8
Lakeshore Road 231	North Middle Road	County Road 46
Lakeshore Road 231	County Road 46	South Middle Road
Lakeshore Road 233	South Middle Road	County Road 8
Lakeshore Road 235	South Middle Road	County Road 8
Lakeshore Road 241	Countryview Lane	County Road 46
Lakeshore Road 241	County Road 46	South Middle Road
Lakeshore Road 243	South Middle Road	County Road 8
Lakeshore Road 245	South Middle Road	County Road 8
Lakeshore Road 301	Gracey Sideroad	Couture Road
Lakeshore Road 301	Couture Road	Lighthouse Road
Lakeshore Road 302	Rochester Townline Road	Comber Sideroad
Lakeshore Road 302	Comber Sideroad	Gracey Sideroad
Lakeshore Road 303	Rochester Townline Road	Comber Sideroad
Lakeshore Road 303	Comber Sideroad	Gracey Sideroad
Lakeshore Road 303	Gracey Sideroad	Edgefield Sideroad
Lakeshore Road 303	Edgefield Sideroad	Big Creek Road
Lakeshore Road 303	Big Creek Road	Clouthier Street
Lakeshore Road 305	Rochester Townline Road	Comber Sideroad
Lakeshore Road 305	Comber Sideroad	Gracey Sideroad
Lakeshore Road 308	Gracey Sideroad	Richardson Sideroad
Lakeshore Road 308	Richardson Sideroad	Essex Kent Road
Lakeshore Road 308	South Middle Road	Gracey Sideroad
Lakeshore Road 309	Highway 77	Gracey Sideroad
Lakeshore Road 309	Richardson Sideroad	Essex Kent Road
Lakeshore Road 309	Gracey Sideroad	Richardson Sideroad
Lakeshore Road 309	South Middle Road	Highway 77
Lakeshore Road 310	Rochester Townline Road	Highway 77
Lakeshore Road 310	Highway 77	Gracey Sideroad
Lakeshore Road 310	Gracey Sideroad	Richardson Sideroad
Lakeshore Road 310	Richardson Sideroad	Tilbury West and Romney Townline
Lakeshore Road 311	Highway 77	Gracey Sideroad
Lakeshore Road 311	Richardson Sideroad	Tilbury West and Romney Townline
Lakeshore Road 311	Rochester Townline Road	Highway 77
Lakeshore Road 311	Gracey Sideroad	Richardson Sideroad
Lions club Road	West Belle River Road	County Road 27
Lions club Road	County Road 27	Myers Road
Little baseline Road	Manning Road	West Pike Creek Road
Mitchell Road	North end	Countryview Lane
Mitchell Road	Countryview Lane	County Road 46
Morris Road	Industrial Drive	Gracey Sideroad

Morris Road	Gracey Sideroad	Richardson Sideroad
Morris Road	Richardson Sideroad	Lee Ave
Myers Road	County Road 22 and County Road 42	Lions Club Road
Myers Road	Lions Club Road	Byrnedale Road
Myers Road	Byrnedale Road	North Middle Road
Myers Road	North Middle Road	County Road 46
Myers Road	County Road 46	South Middle Road
N Middle Road	Lakeshore Road 231	Lakeshore Road 123
N Middle Road	North Middle Road	County Road 31
N Middle Road	Myers Road	Lakeshore Road 231
N Middle Road	Lakeshore Road 123	Wheatfield Road
N rear Road	Manning Road	Hicks Road
N rear Road	Hicks Road	Lakeshore Road 101
N rear Road	Lakeshore Road 101	Lakeshore Road 103
N rear Road	Lakeshore Road 103	Lakeshore Road 203
N rear Road	Lakeshore Road 203	Lakeshore Road 105
N rear Road	Lakeshore Road 105	Pleasant Park Sideroad
N rear Road	Pleasant Park Sideroad	Lakeshore Road 107
N rear Road	Lakeshore Road 107	Puce Road
N rear Road	Puce Road	Finn Lane
N rear Road	Finn Lane	O'brien Sideroad
N rear Road	O'brien Sideroad	Lakeshore Road 113
N rear Road	Lakeshore Road 113	Lakeshore Road 217
N rear Road	Lakeshore Road 217	Oriole Park Drive
N talbot Road	Manning Road	South Middle Road
N talbot Road	South Middle Road	Wilson Sideroad
N talbot Road	Wilson Sideroad	Lakeshore Road 201
N talbot Road	Lakeshore Road 201	Lakeshore Road 205
N talbot Road	Lakeshore Road 205	Hopgood Sideroad
N talbot Road	Hopgood Sideroad	Naylor Sideroad
O'brien Sideroad	North Rear Road	County Road 46
Oriole park Drive	North end	North Rear Road
Oriole park Drive	North Rear Road	Mullins Drive
Pleasant park Sideroad	North Rear Road	County Road 46
Richardson Sideroad	County Road 42	Morris Road
Richardson Sideroad	Morris Road	County Road 46
Richardson Sideroad	County Road 46	Desimpel Road
Richardson Sideroad	Desimpel Road	Lakeshore Road 308
Richardson Sideroad	Lakeshore Road 308	Lakeshore Road 309
Richardson Sideroad	Lakeshore Road 309	Lakeshore Road 310
Richardson Sideroad	Lakeshore Road 310	Lakeshore Road 311
South Middle Road	North Talbot Road	Lakeshore Road 201
South Middle Road	Lakeshore Road 201	Lakeshore Road 203
South Middle Road	Lakeshore Road 203	Lakeshore Road 205

South Middle Road	Lakeshore Road 205	Naylor Sideroad
South Middle Road	Naylor Sideroad	Lakeshore Road 209
South Middle Road	Lakeshore Road 209	Lakeshore Road 211
South Middle Road	Lakeshore Road 211	Lakeshore Road 213
South Middle Road	Lakeshore Road 213	Lakeshore Road 215
South Middle Road	Lakeshore Road 215	Lakeshore Road 217
South Middle Road	Lakeshore Road 217	Lakeshore Road 219
South Middle Road	Lakeshore Road 219	County Road 27
South Middle Road	County Road 27	Church Street
South Middle Road	Church Street	Lakeshore Road 223
South Middle Road	Lakeshore Road 223	Lakeshore Road 225
South Middle Road	Lakeshore Road 225	Myers Road
South Middle Road	Myers Road	Lakeshore Road 229
South Middle Road	Lakeshore Road 229	Lakeshore Road 231
South Middle Road	Lakeshore Road 231	Lakeshore Road 233
South Middle Road	Lakeshore Road 233	Lakeshore Road 235
South Middle Road	Lakeshore Road 235	County Road 31
South Middle Road	County Road 31	Lakeshore Road 241
South Middle Road	Lakeshore Road 241	Lakeshore Road 243
South Middle Road	Lakeshore Road 243	Lakeshore Road 245
South Middle Road	Lakeshore Road 245	Rochester Townline Road
South Middle Road	Lakeshore Road 308	Gracey Sideroad
South Middle Road	Highway 77	Lakeshore Road 308
South Middle Road	Rochester Townline Road	Lakeshore Road 309
South Middle Road	Lakeshore Road 309	Highway 77
South Middle Road	Gracey Sideroad	East end
South Talbot Road	Manning Road	Ellis Sideroad
South Talbot Road	Ellis Sideroad	County Road 8
Schoolhouse Road	Lakeshore Road 103	Lakeshore Road 105
Schoolhouse Road	Lakeshore Road 101	Lakeshore Road 103
Schoolhouse Road	Scott Sideroad	Lakeshore Road 101
Scott Sideroad	Manning Road	Schoolhouse Road
Scott Sideroad	Schoolhouse Road	Arnald Lane
Scott Sideroad	Arnald Lane	Walls Road
Scott Sideroad	Walls Road	Dead end
Settler Sideroad	Rochester Townline Road	Comber Sideroad
Strong Road	County Road 2	County Road 42
Tilbury West and Romney Townline	Lakeshore Road 311	Essex Kent Road
Tilbury West and Romney Townline	Goodreau Line	Lakeshore Road 310
Tilbury West and Romney Townline	Lakeshore Road 310	Essex Kent Road

Trepanier Road	Lakeshore Road 131	Rochester Townline Road
Trepanier Road	Lakeshore Road 129	Lakeshore Road 131
Trepanier Road	County Road 31	Lakeshore Road 129
West Belle River Road	County Road 42	Rogers Road
West Belle River Road	Rogers Road	Lions Club Road
West Belle River Road	Lions Club Road	Dead end
Wallace line Road	County Road 22	County Road 42
Walls Road	Manning Road	Scott Sideroad
Walls Road	Scott Sideroad	Lakeshore Road 101
Walls Road	Lakeshore Road 101	Lakeshore Road 103
Walls Road	Lakeshore Road 103	Lakeshore Road 105
Walls Road	Lakeshore Road 105	Lakeshore Road 107
Walls Road	Lakeshore Road 107	Puce Road
Walls Road	Puce Road	Lakeshore Road 111
Walls Road	Lakeshore Road 111	Lakeshore Road 113
Wheatfield Road	North end	North Middle Road
Wilson Sideroad	North Talbot Road	Ellis Sideroad and Talbot Road

**MUNICIPALITY OF LAKESHORE
BY-LAW 32-2022**

**BEING A BY-LAW FOR THE HERMAS MOISON DRAIN NORTH BRANCH
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 created in accordance with Section 4 of the said Act.

**HERMAS MOISON DRAIN NORTH BRANCH
IN THE MUNICIPALITY OF LAKESHORE –
IN THE COUNTY OF ESSEX.**

AND WHEREAS, the estimate cost of constructing the drainage works is \$72,000.00.

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

1. The considered report dated March 18th, 2022 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 \$72,000.00 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 Hermas Moison Drain North Branch

First Reading: April 12th, 2022
Second Reading: April 12th, 2022
Provisionally adopted this 12th day of April, 2022

Tom Bain,
Mayor

Kristen Newman,
Clerk

Third Reading this day of
Enacted this day of

Tom Bain,
Mayor

Kristen Newman,
Clerk

Municipality of Lakeshore

By-law 33-2022

Being a By-law to amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-5-2022)

Whereas By-law 2-2012 is the Municipality's comprehensive zoning by-law regulating the use of lands and the character, location and use of buildings and structures within the Municipality of Lakeshore;

And whereas the Council of Municipality of Lakeshore deems it expedient and in the best interest of proper planning to further amend By-law 2-2012;

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

Now therefore the Council of the Municipality Lakeshore enacts as follows:

1. Schedule "A", Map 44 of By-law 2-2012, is amended as follows:
 - a) the zoning classification of the land legally described as Lots 1-13 PINs 75001-0651 (LT) to 75001-0663(LT) and Blocks 14-35 PINs 75001-0664 (LT) to 75001-0685(LT), Plan 12M673, Town of Lakeshore, which is shown for reference only in Schedule "A" to this by-law, is "Residential – Low Density Holding Symbol 4 (R1)(H4) and Residential – Medium Density Zone Exception 25 Holding Symbol 4 (R2-25)(H4)" zone to "Residential- Low Density (R1) and Residential- Medium Density (R2-25)" zone.
2. This by-law shall come into force with sections 34 and 36 of the *Planning Act*, R.S.O. 1990, c. P. 13.

Read and passed in open session April 12, 2022.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

**Schedule “A”
to By-law 33-2022**

Lots 1-13 PINs 75001-0651(LT) to 75001-0663(LT)
Blocks 14-35 PINs 75001-0664(LT) to 75001-0685(LT)
on Plan 12M673; Town of Lakeshore



The holding symbol be removed from the subject property.

Municipality of Lakeshore

By-law 35-2022

Being a By-law to authorize the execution of a Subdivision Amending Agreement pertaining to Serenity Bay

Whereas pursuant to the *Planning Act*, R.S.O. 1990, c.P.13, representatives of 1903286 Ontario Inc. and Jack Mocerì & Sons Contracting Limited (“the Original Owner”) received Draft Plan Approval (File# 37-T-15001) for a plan of subdivision prepared by O.L.S. and signed August 31, 2018;

And whereas the parties entered into a Subdivision Agreement for the Original Development on December 9, 2019, and registered on December 18, 2019, as in instrument number CE924516 that is the subject to various amendments (the “Original Agreement”);

And whereas the plan of subdivision was registered as Plan 12M673 on February 9, 2021 on lands legally described as Part of 1, Concession East of River Peche; Town of Lakeshore (the “Subject Lands”);

And whereas Blocks 18, 19, 20 on Plan 12M673 have since been transferred to the ownership of 823821 Ontario Inc. (“the Owner”);

And whereas the Owner has requested to convert Blocks 18, 19, 20 on Plan 12M673 from 3-unit townhouse residential dwellings to semi-detached residential dwellings;

And whereas the Council of the Municipality of Lakeshore passed a resolution directing the Clerk read a by-law to amend the Subdivision Agreement to reflect the reduction of three dwelling units, as recommended by the Planner at the April 12, 2022 Council meeting;

Now therefore the Council of the Municipality of Lakeshore enacts as follows:

1. The Mayor and Clerk are authorized to execute an agreement that is not intended to replace the Subdivision Agreement previously entered into with 1903286 Ontario Inc. and Jack Mocerì & Sons Contracting Limited dated December 9, 2019, but be an amendment to it.
2. The number of dwelling units identified in section 3.2 of the Original Agreement shall be reduced by three units after the execution of the Amending Agreement.
3. The Original Agreement shall continue to apply to the Subject Lands except in so far as it is in conflict with this Amending Agreement in which case the provisions of this Amending Agreement shall prevail.
4. This by-law shall come into force and effect upon passage.

Read and passed in open session April 12, 2022.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

Municipality of Lakeshore

By-law 36-2022

Being a By-law to exempt certain lands from Part Lot Control within Blocks 14 - 32 (inclusive), Registered Plan 12M-673, in the Municipality of Lakeshore (PLC-1-2022)

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

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

And whereas it is deemed in the interest of good planning that the provisions of subsection 50(5) of the *Planning Act* shall not apply to certain lands that are within Blocks 14-32 (inclusive) on Registered Plan 12M673, being all of the Property Identifier Numbers 75001-0664 (LT) to 75001-0682 (LT); Town of Lakeshore;

Now therefore the Council of the Municipality of Lakeshore enacts as follows:

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

Blocks 14-32 (inclusive), on Registered Plan 12M673, being all of the Property Identifier Numbers 75001-0664 (LT) to 75001-0682 (LT); Town of Lakeshore.

2. The development of the lands more particularly described in section 1 of this by-law shall be only by way of descriptions of lands on a registered Reference Plan, which Reference Plan has been approved by the Municipality.

Enactment

3. (a) This by-law shall come into force and effect upon passage subject to subsection (b).

(b) The part lot control exemption shall become final in accordance with subsection 50(7.1) of the *Planning Act*.

4. This by-law shall expire on April 12, 2025.

Read and passed in open session on April 12, 2022.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**

Municipality of Lakeshore

By-law 37-2022

Being a By-law to Adopt a Use of Municipal Resources during Election Policy

Whereas section 88.18 of the *Municipal Elections Act, 1996*, S.O. 1996, c.32, requires municipalities and local boards to establish rules and procedures regarding the use of municipal and/or board resources during the election campaign period;

And whereas the Use of Municipal Resources during Election Policy was approved at the March 15, 2022 Council meeting as recommended by the Division Leader – Civic Affairs;

Now therefore the Council of the Municipality of Lakeshore enacts as follows:

1. Schedule “A” to this By-Law is adopted and shall be referred to as the “Use of Municipal Resources during Election Policy”.
2. This by-law shall be known as the “Use of Municipal Resources during Election By-law”.
3. This By-law comes into force and effect upon passage.

Read and passed in open session on April 12, 2022.

**Mayor
Tom Bain**

**Clerk
Kristen Newman**



Use of Municipal Resources during Election Policy

Policy # [C or A] - [DI] - 00000

Date Last Reviewed:

1.0 Purpose and Scope

- 1.1 The purpose of this policy is to set out provisions for the use of Municipality of Lakeshore Resources during an election period.
- 1.2 The provisions for the use of Resources are intended to preserve the public trust and integrity in the election process and to comply with the *Municipal Elections Act, 1996*.
- 1.3 The purpose of this policy is to manage the use of Resources by Candidates while respecting the right to freedom of expression and association while ensuring that that no Candidate, Third Party Advertiser or Political Party is provided with an unfair advantage.
- 1.4 This policy applies to municipal (including school board), provincial or federal elections, including by-elections, and to questions on the ballot.

2.0 Interpretation

- 2.1 The Municipality recognizes that Council Members hold their office until the end of the term and supports them in continuing to fulfill their responsibilities as Council Members. Nothing in this policy shall preclude a Council Member from performing their duty as an elected official nor inhibit them from representing the interests of their constituents.

3.0 Definitions

- 3.1 In this Policy:
- 3.2 “Campaign Period” means:
 - 3.2.1 In the case of a regular election pursuant to the *Municipal Elections Act, 1996*, the period between the first available day on which a nomination may be filed with the Clerk and Voting Day in the year of a municipal election;



Use of Municipal Resources during Election Policy

Policy # [C or A] - [DI] - 00000

Date Last Reviewed:

- 3.2.2 In the case of a by-election pursuant to the *Municipal Elections Act, 1996*, the period between the first available day on which a nomination may be filed with the Clerk and Voting Day;
- 3.2.3 In the case of an election pursuant to the *Canada Elections Act*, the period between the issue of a writ and Voting Day; and
- 3.2.4 In the case of an election pursuant to the *Election Act*, the period between the issue of a writ and Voting Day.
- 3.3 “Campaign Activity” means an activity, event, or pursuit that promotes or opposes, whether directly or indirectly, a Candidate or a response to a question on a ballot and includes but is not limited to the display, posting or distribution of Campaign Material.
- 3.4 “Campaign Material” means material, physical or digital and regardless of format, that promotes or opposes a Candidate, or a response to a question on a ballot and includes, but is not limited to, printed literature, social media posts, banners, posters, pictures, buttons, clothing, signs, magnets and vehicle decals.
- 3.5 “Candidate” means an individual who has filed nomination papers with the Clerk in accordance with the *Municipal Elections Act, 1996* or with a returning officer in accordance with the *Election Act* or the *Canada Elections Act*.
- 3.6 “Clerk” means the Clerk of the Municipality of Lakeshore, appointed pursuant to the *Municipal Act, 2001*, or their designate.
- 3.7 “Council” means the municipal council of the Municipality of Lakeshore.
- 3.8 “Council Member” means an individual elected or appointed to Council and holding public office during a Campaign Period.



Use of Municipal Resources during Election Policy

Policy # [C or A] - [DI] - 00000

Date Last Reviewed:

- 3.9** “Election” means a municipal, provincial or federal election, or by-election, held in accordance with the *Municipal Elections Act, 1996*, the *Election Act* or the *Canada Elections Act*.
- 3.10** “Election Activities” means an election-related session, event or activity hosted by or at the direction of the Clerk, or a returning officer appointed pursuant to the *Election Act*, or the *Canada Elections Act*.
- 3.11** “Election Sign” means a sign or other advertising device which by the use of words, pictures or graphics or any combination thereof is intended to influence persons to do one or more of the following:
- a) to give or to refrain from giving their votes to a Candidate;
 - b) to give or to refrain from giving their votes to an individual and/or a Political Party at an Election, or
 - c) to vote in favour of or against any question submitted under the *Municipal Act, 2001* or any other law, to a vote of the electors.
- 3.12** “Employee” means an employee of the Municipality.
- 3.13** “Facilities” means land, buildings or other structures owned, leased, occupied, operated or otherwise controlled by the Municipality, including but not limited to all administrative and operational buildings, libraries, community and recreation centres.
- 3.14** “Infrastructure” means any physical asset owned, leased, occupied, operated or otherwise controlled by the Municipality including roads, parks, trails, sports fields and open space.
- 3.15** “Municipality” means the Municipality of Lakeshore and includes its agencies, boards and committees.



Use of Municipal Resources during Election Policy

Policy # [C or A] - [DI] - 00000

Date Last Reviewed:

- 3.16** “Municipal Event” means an activity, occasion or experience for the public which is organized or supported by the Municipality, either through financial or in-kind support.
- 3.17** “Political Party” means a Political Party registered in accordance with the *Elections Act* or the *Canada Elections Act*.
- 3.18** “Resource” means a physical, electronic, intellectual or other asset owned, leased or otherwise controlled by the Municipality and includes email addresses, domains, websites, social media pages, vehicles, equipment, supplies, services and Employees.
- 3.19** “Third Party Advertiser” means an individual, corporation or trade union registered in accordance with the *Municipal Elections Act, 1996*, the *Election Finance Act* or the *Canada Elections Act*.
- 3.20** “Volunteer” means a volunteer of the Municipality, including volunteer firefighters and members of boards and committees of the Municipality.
- 3.21** “Voting Day” means:
- 3.21.1 in the case of a municipal Election, Voting Day as determined in accordance with the *Municipal Elections Act, 1996*;
 - 3.21.2 in the case of a federal Election, polling day as determined in accordance with the *Canada Elections Act*;
 - 3.21.3 In the case of a provincial Election, polling day as determined in accordance with the *Election Act*.



Use of Municipal Resources during Election Policy

Policy # [C or A] - [DI] - 00000

Date Last Reviewed:

4.0 Policy

General

- 4.1 No person shall use a Resource for any election-related purpose.
- 4.2 Section 3.1 does not apply to:
 - 4.2.1 an Employee of the Municipality (or in the case of a federal or provincial Election, an employee of one of those) using a Resource in the conduct of an Election; and
 - 4.2.2 use of Facilities or Infrastructure for general purposes in common with electors, such as driving on a municipal road.
- 4.3 No permits, licenses, leases or other agreement for the use of Facilities will be issued to promote, support or oppose a particular Candidate, Third Party Advertiser or Political Party.
- 4.4 A Candidate, Third Party Advertiser or Political Party may not distribute Campaign Materials on or in Facilities, Infrastructure or at a Municipality Event.
- 4.5 The erection and display of signs or Campaign Materials must be in conformity with any applicable sign by-laws.

Access to Resources during an Election Period

- 4.6 The Municipality's logo, crest, slogans, or any other branding materials may not be printed, posted or distributed on election-related Campaign Materials or included on election-related website, except to link to the Municipality's website to obtain information about the municipal election.
- 4.7 Candidates may not post photographs of themselves with Employees or Volunteers in Campaign Materials.



Use of Municipal Resources during Election Policy

Policy # [C or A] - [DI] - 00000

Date Last Reviewed:

- 4.8** Photographic, digital or video materials which were created by, prepare for, or paid for by the Municipality may not be used for an Election purpose.

Access to Information during an Election Period

- 4.9** A Candidate, Third Party Advertiser or Political Party shall not be entitled to access to information in the custody of the Municipality other than to information which is generally available to the public and in the same manner as it is available to the public.
- 4.10** Access to voter information shall only be permitted by the Clerk and as expressly authorized by the *Municipal Elections Act, 1996*.

Attending Municipal Events during an Election Period

- 4.11** A Candidate, Third Party Advertiser or Political Party is permitted to attend a Municipal Event, or events held at Municipality facilities, in either their capacity as elected representatives, where applicable, or as private citizens, but may not campaign while in attendance. No Election Sign may be posted at a Municipal Event and no Campaign Materials may be disseminated at a Municipal Event.

5.0 Responsibilities

- 5.1** The Clerk is responsible for the administration of the policy and, in the case of a municipal Election, for providing each registered Candidate and Third Party Advertiser with a copy of the policy.
- 5.2** Each Candidate and Third Party Advertiser is responsible for following the provisions outlined in this policy.

6.0 Reference Documents

- 6.1** *Municipal Election Act, 1996, S.O. 1996, c.32*



Use of Municipal Resources during Election Policy

Policy # [C or A] - [DI] - 00000

Date Last Reviewed:

- 6.2** *Election Act*, R.S.O. 1990, c.E.6
- 6.3** *Canada Elections Act*, SC 2000, c.9
- 6.4** *Election Finances Act*, R.S.O. 1990, c.E.7
- 6.5** *Municipal Act, 2001*, R.S.O. 2001, c.25
- 6.6** Code of Conduct for Council, Local Board & Committee Members

7.0 Communication and Training

- 7.1** This policy will be provided to each registered Candidate and Third Party Advertiser pursuant to the *Municipal Elections Act, 1996*.
- 7.2** This policy will be posted on the Municipality of Lakeshore website and provided to Candidates and Third Party Advertisers upon registration.

8.0 Review/Revisions

- 8.1** This policy will be reviewed every four years.

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

Refer policy questions to the Clerk.