

Municipality of Lakeshore

Regular Council Meeting Agenda



Tuesday, May 2, 2023, 4:30 PM

Council Chambers, 419 Notre Dame Street, Belle River

Pages

1. Call to Order

2. Closed Session

Recommendation:

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

- a. Paragraph 239(2)(d) of the *Municipal Act, 2001* to discuss labour relations or employee negotiations relating to a compensation policy for volunteer firefighters.
- b. Paragraph 239(2)(d) of the *Municipal Act, 2001* to discuss labour relations or employee negotiations, relating to IBEW collective bargaining.
- c. Paragraph 239(2)(c) and (f) of the *Municipal Act, 2001* to discuss a proposed or pending acquisition or disposition of land by the municipality and advice that is subject to solicitor-client privilege, including communications necessary for that purpose, regarding lands and drains in Comber.
- d. Paragraph 239(2)(f) of the *Municipal Act, 2001* to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose, regarding the River Ridge subdivision agreement and lands transfers.
- e. Paragraph 239 (2)(k) of the *Municipal Act, 2001* to discuss 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 relating to shared fire services.

3. Return to Open Session

Note: if the closed session is complete before 6:00 PM, a recess will be called until 6:00 PM and the open session will resume at that time.

Should the closed session still be in session at 6:00 PM, the open session will resume once the closed session is complete.

| | | |
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| 4. | Land Acknowledgement | |
| 5. | Moment of Reflection | |
| 6. | Disclosures of Pecuniary Interest | |
| 7. | Recognitions | |
| 8. | Public Meetings under the Planning Act | |
| 9. | Public Presentations | |
| 10. | Delegations | |
| 1. | Relief from Sign Bylaw 107-2007, being a By-law to Regulate the Erection of Signs, Other Advertising Devices and the Posting of Notices – 197 Auburn | 7 |
| 1. | Dan Dimitrievski, Applicant | |
| 11. | Completion of Unfinished Business | |
| 12. | Consent Agenda | |
| | Recommendation: | |
| | Approve minutes of the previous meetings and receive correspondence as listed on the Consent Agenda. | |
| 1. | March 31, 2023 Special Council Meeting Minutes | 29 |
| 2. | April 4, 2023 Regular Council Meeting Minutes | 32 |
| 3. | Essex Region Conservation Authority (ERCA) 2023 Draft Budget - 30 day Notice to Member Municipalities | 40 |
| 4. | Municipality of North Perth - School Bus Stop Arm Cameras | 106 |
| 5. | Municipality of Trent Lakes - Oath of Office | 108 |
| 6. | Municipality of Waterloo - Councillor J. Erb Notice of Motion | 110 |
| 7. | Township of Mulmur and County of Dufferin Resolution regarding Bill 5 | 112 |

13. Reports for Information

Recommendation:

Receive the Reports for Information as listed on the agenda.

- | | | |
|----|---|-----|
| 1. | Quarterly Building Activity Report – 2023 Q1 | 114 |
| 2. | 2022-2023 MECP Drinking Water Inspections | 117 |
| 3. | Atlas Tube Recreation Centre Concession Operations | 203 |

14. Reports for Direction

- | | | |
|----|--|-----|
| 1. | Tender Award – 2023 Asphalt Roads Resurfacing Program | 207 |
|----|--|-----|

Recommendation:

Award the tender for the 2023 Asphalt Road Resurfacing Program to Mill-Am Corporation in the of amount of \$899,965.44, including applicable HST, with the excess amount of \$733.44 to be funded from the roads reserve (as per Option 1), as presented at the May 2, 2023 Council meeting.

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| 2. | Tender Award – 2023 Sidewalk Lifecycle Replacement Program | 218 |
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Recommendation:

Award the tender for the 2023 Sidewalk Lifecycle Replacement Program to Signature Contractors in the amount of \$135,399.31 including applicable HST, as presented at the May 2, 2023 Council meeting.

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| 3. | Contract Award, Programmable Logic Controller (PLC) Replacements at Stoney Point and John George Water Treatment Plant (WTP) | 230 |
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Recommendation:

Award the contract for the Programmable Logic Controller (PLC) Replacement at both the Stoney Point and John George Water Treatment Plant (WTP) to ONYX Engineering through non-competitive selection in the amount of \$162,816.00, including non-recoverable HST, as presented at the May 2, 2023 Council meeting.

4. **Libro Centre – Lakeshore Karate Contract** 234
- Recommendation:**
Approve an agreement with Mr. Wayne Currie for the use of the Libro Centre multi-purpose room for a 1-year term, with the option to extend the agreement for an additional two years, at a rate of \$450 plus tax per month and direct the Clerk to read By-law 41-2023 authorizing the Mayor and Clerk to sign the agreement, as presented at the May 2, 2023, Regular Council meeting.
5. **Ontario Lottery and Gaming Corporation – Charitable Gaming Centre Municipal Agreement** 274
- Recommendation:**
Direct the Clerk to read By-law 33-2023, Being a By-law to Authorize an Agreement with the Ontario Lottery and Gaming Corporation, during the “Consideration of By-laws”, as presented at the May 2, 2023 Council meeting.
6. **Temporary Fire Chief Shared Services Agreement between Lakeshore and Leamington** 338
- Recommendation:**
Direct the Clerk to read By-law 38-2023 being a By-law to Authorize a Temporary Fire Chief Shared Services Agreement with The Corporation of the Municipality of Leamington during the “Consideration of the By-laws”, as presented at the May 2, 2023 Council Meeting.
15. **Announcements by Mayor**
16. **Reports from County Council Representatives**
17. **Report from Closed Session**
18. **Notices of Motion**

1. Councillor Kerr - Light Trespassing

340

Recommendation:

Whereas members of the community have been complaining about the lack of privacy related to scattered or excessive lighting on properties, including residential properties;

And recent lighting technology improvements related to the use of L.E.D.'s have contributed to lighting being much brighter and obtrusive;

And whereas security light fixtures create a condition where there is no control over when the lights are on or off;

And whereas Lakeshore current by-laws do not address this problem;

Now be it resolved that the issue of scattered or excessive lighting on properties be referred to administration to:

1. Investigate regulatory options; and
2. Assess what, if anything is being done in other communities; and
3. What standards could be applied to address this issue.

19. Question Period

20. Non-Agenda Business

21. Consideration of By-laws

Recommendation:

By-laws 33-2023, 38-2023, 39-2023, 40-2023, 41-2023 and 42-2023 be read and passed in open session on May 2, 2023.

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| 1. | By-law 33-2023, Being a By-law to Authorize an Agreement with the Ontario Lottery and Gaming Corporation regarding Charitable Gaming | 341 |
| 2. | By-law 38-2023, Being a By-law to Authorize an Agreement with the Municipality of Leamington relating to Temporary Fire Chief Shared Services | 343 |
| 3. | By-law 39-2023, Being a By-law to Authorize an Agreement with TELUS Communications Inc. | 345 |
| 4. | By-law 40-2023, Being a By-law to Amend By-law 11-2023, Being a By-law to Establish User Fees for Certain Services Provided by the Municipality of Lakeshore | 346 |

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| 5. | By-law 41-2023, Being a By-law to Authorize a Facility Use Agreement with Wayne Currie | 349 |
| 6. | By-law 42-2023, Being a By-law to Confirm the Proceedings of the Council of the Municipality of Lakeshore | 351 |

22. Adjournment

Recommendation:

Council adjourn its meeting at ____ PM.

Municipality of Lakeshore – Report to Council

Growth & Sustainability

By-law Services



To: Mayor & Members of Council

From: Rob Sassine, Division Leader – By-law

Date: February 13, 2023

Subject: Relief from Sign Bylaw 107-2007, being a By-law to Regulate the Erection of Signs, Other Advertising Devices and the Posting of Notices – 197 Auburn

Recommendation

Deny the request for relief from the Sign By-law at 197 Auburn, as presented at the March 7, 2023, Council meeting.

Background

The purpose of the Sign By-law is to regulate the location, size, number, construction, alteration or repair of all outdoor signs in the Municipality of Lakeshore. Section 19 of Sign By-law 107-2007 states that “a person may apply and Council may refuse to grant relief from the regulations contained in this by-law or may grant such relief as it considers appropriate, either absolutely or subject to conditions, provided that, in the opinion of Council, the relief is minor and the general intent and purpose of this by-law are maintained.”

Currently, the Sign By-law, as amended by By-law 7-2015, does not permit a sign to be erected that directs attention to products, goods and services, activities or facilities not provided on the premises on which the sign is located.

Comments

By-law 7-2015 was adopted as an amendment to Sign By-law 107-2007 to reduce the proliferation of signs throughout the Municipality. (Attachments 3, and 4)

In response to a complaint, By-law Officers conducted a site inspection and observed a violation to Sign By-law 107-2007 at 197 Auburn Avenue. (Attachment 2). The property owner complied with an Order issued by the By-law Officer and removed the signs attached to the fence facing County Road 22.

A request has been received from the property owner, a corporation represented by Dan Dimitrievski, (Attachment 1) for relief from the Sign By-law 107-2007 to erect signs

along the fence at 197 Auburn Avenue. The property is used as a Day Care and has frontage on County Road 22. It is understood that the property owner is requesting to place advertising signs on the fence to advertise for third parties and not for the Day Care to collect revenue from third parties. The owner wishes to obtain relief from the Sign By-law in order to collect revenue.

The Sign By-law provides that individuals may apply to Council for relief of the provisions of the Sign By-law. There are no previous requests to Council for this type of relief. There are some existing signs on other properties within the Municipality advertising third parties, however, it is believed that these signs pre-date the Sign By-law Amendment adoption in 2015. The By-law Compliance Division regularly responds to complaints regarding signs advertising third parties and requires these types of signs to be removed.

In situations where relief is requested, Council has authority to grant relief as follows:

Section 19(a): A person may apply and Council may refuse to grant relief from the regulations contained in this by-law or may grant such relief as it considers appropriate, either absolutely or subject to conditions, provided that, in the opinion of Council, the relief is minor and the general intent and purpose of this by-law are maintained.

(b) Applications for relief from the regulations contained in this By-law shall be in writing in on the form provided by the Town and shall indicate the relief requested and the reasons such relief is required.

The proposal is for the property owner to sell approximately 48 signs along County Road 22 and an additional 28 signs along Auburn Avenue. The maximum size of the signs will be 5 feet wide by 3 feet high.

Signs are controlled in order to reduce unsightliness, particularly in residential areas, and to reduce distractions for drivers. Administration does not support the request for relief from the By-law as Administration is of the opinion that a total of 76 signs does not meet the test of being minor in nature, and does not maintain the general intent and purpose of the By-law. Approval of relief would create a precedent to permit further proliferation of signs along County Road 22. Therefore, Administration is recommending that Council deny the request, as per Section 19 of Sign By-law 107-2007 (quoted above).

The request contravenes the Sign By-law in two ways and therefore is not minor and not in keeping with the general intent and purpose:

- The proposed signs would be advertising the businesses or services not located on the property. A total of 76 signs is not minor in nature.
- There are no third party signs permitted in the Sign By-law. Therefore the proposal for 76 signs is not in keeping with the intent of the general purpose and intent of the By-law.

Should Council wish to support the request, Administration would recommend limiting the number of signs to 2-3 with a maximum size of 5 feet wide by 3 feet high, only on the fence that faces County Road 22.

In addition, Administration recommends that the Hearing Committee be delegated the authority to provide relief on the Sign By-law to review these requests in the future. Alternatively, Council could direct that Section 19 of the Sign By-law 107-2007 be removed to prevent future relief applications from being considered.

Financial Impacts

There are no financial impacts resulting from the recommendation.

Attachments

1. Request for relief Dimitrievski.
2. Photos of signs observed during site inspection.
3. Copy of Sign By-law 107-2007
4. Copy of Sign By-law Amendment 7-2015

Report Approval Details

| | |
|----------------------|---|
| Document Title: | Relief from Sign Bylaw - 197 Auburn Avenue.docx |
| Attachments: | - Request for Relief Dimitrievski.pdf - 197 Auburn Ave - Nov 17.pdf - 107-2007 - Regulate the Erection of Signs.pdf - 007-2015 - Sign By-law Amendment.pdf - Council Report - Amendments to By-law 107-2007 - Erection of Signs.pdf |
| Final Approval Date: | Mar 2, 2023 |

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

Prepared by Rob Sassine

Submitted by Tammie Ryall

Approved by Justin Rousseau and Truper McBride

Town of Lakeshore
419 Notre Dame
Belle River, ON

February 1, 2023

Subject: Request for relief from Sign By-law 107-2007

As per Section 19 of the Sign By-law 107-2007, I am formally requesting relief from the Sign By-law regarding the signage located at 197 Auburn Avenue, Belle River, Ontario.

Reason for complaint

I want to begin by stating that no evidence exists to suggest road signs for businesses or services not located on the said property are inherently dangerous to drivers.

In addition, there are currently multiple sign by-law violations throughout the Town of Lakeshore, including but not limited to:

- Mobile signs
- Billboards
- Real estate signs
- Miscellaneous signs

Danger during Elections

If there is an inherent danger to drivers, then there is no conceivable way to justify the risk to drivers during Elections, notwithstanding the By-law Amendment 7-2015. If the hazards are indeed a factor, then during Elections, are we just hoping nobody gets hurt because there is an Amendment in place regarding Election signs?

Invalid complaint

Furthermore, I was informed by the By-law officer that there wouldn't have been any communication with me except for the fact that somebody made a complaint against me. It is important to note that the complaint filed against me appears to be personal since the complainant did not voice any concerns about any other signs located along County RD 22 as communicated to me from the By-law officer with the exception of mine, even though the individual was concerned for their safety, specifically not being able to drive their car as the signs were distracting. The fact that this complaint seems personal invalidates the complaint.

The veracity of danger based on the business location

It is perplexing to try and understand how a sign for a business or service located on the property is any less dangerous to the public than a sign for a business or service located 50 meters away, nor am I aware of any accidents caused by driver distraction attributed to a road sign, whether it was for a business situated onsite or for a real estate sign or even a mobile sign.

Request for Relief with Conditions

I believe that the Municipality of Lakeshore should continue to be involved in decisions regarding business activities; with that said, I am not seeking absolute relief from the By-law as I believe the By-law has merit and is required; therefore, the request for relief will not be a request for absolute relief but rather a request for relief with conditions which include:

- Any sign must be at least 3 feet high and 5 feet wide.
- A \$50.00 permit fee per sign is payable to the Town of Lakeshore before the installation of a sign
- Should a sign become unreadable by any means, including wear and tear or damage by weather, somebody shall replace the affected sign within 14 days of notification
- No sign may contain any obscene or derogatory text or images.

Thank you for your time and consideration of my request.

Sincerely yours,

Dan Dimitrievski

197 Auburn Ave
Lakeshore ON N0R 1A0
Canada

Nov 17, 2022 at 10:18:11 AM



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CORPORATION OF THE TOWN OF LAKESHORE

BY-LAW 107-2007

**BEING A BY-LAW TO REGULATE THE ERECTION OF
SIGNS, OTHER ADVERTISING DEVICES AND THE
POSTING OF NOTICES WITHIN THE TOWN OF
LAKESHORE**

WHEREAS the *Municipal Act*, 2001, S.O. 2001 C.25 as amended, authorizes municipalities to prohibit or regulate the erection of signs, other advertising devices and the posting of notices within the Town of Lakeshore;

AND WHEREAS the *Municipal Act*, 2001, S.O. 2006, c. 25 as amended, also provides that a municipality may remove a sign if it is erected or displayed in contravention of a by-law respecting signs;

AND WHEREAS it is deemed necessary and advisable for the Town to regulate the erection of Signs;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF LAKESHORE HEREBY ENACTS AS FOLLOWS:

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INTERPRETATION

1. In this by-law:

"Animated Sign" means any sign that includes action or motion of all or any party of a sign and includes a sign containing intermittent or flashing light source.

"Approved" means approved by the Chief Building Official

"Area of the Sign" means the number of square feet on the face of a Sign including the border and frame, if any. In the case of a projecting or double faced Sign, the Area is the area of the surface of one side of the Sign face.

"Average Finished Grade" means the average elevation of the finished ground immediately beneath the Sign or proposed Sign.

"Chief Building Official" means a person designated as such by Council.

"Council" means the Council of the Corporation of the Town of Lakeshore.

"Dwelling" means a building or other structure used for human habitation.

"Erect" means to attach, build, construct or reconstruct, enlarge, locate or relocate any Sign, to paint a Wall Sign or to maintain any Sign but does not include changes to the letters, numerals, symbols, graphics, characters, logos, colours, designs, textures or objects on any approved Sign face.

"Height of the Sign" means the vertical distance from the average finished grade to the highest extremity of the Sign including the border or frame and supporting structure, if any.

"Lot" means any parcel of land capable of being separately conveyed.

"Lot Line" means any boundary of a lot.

"Non-Profit or Charitable Organization" means any non-profit corporation or organization set up for a public purpose without share capital having objects of a charitable, religious, professional, fraternal or athletic purpose.

"Permit" means a permit issued by the Town under this By-law.

"Property" means a separately assessed property shown on the Municipality's latest Assessment Roll.

"Shopping Centre" means a group of commercial uses comprising unrelated individual business uses and having a total ground floor area in excess of 6,000 square feet on one lot.

"Sign" means any device that conveys information by means of letters, numerals, symbols, graphics, characters, logos, lights, colours, designs, textures or objects. Without limiting the generality of the foregoing, Signs are classified by their design, means of support and/or purpose as follows:

"Banner Sign" means any Sign made of cloth, paper or fabric supported by ropes, wires or cords.

"Billboard" means any sign other than a real estate sign, measuring more than 1.5 m² (16.0 sq. ft.) in Area that directs attention to products, goods and services, activities or facilities not provided on the premises on which the sign is located.

"Double Faced Sign" means a Sign on a single supporting structure having two Sign faces.

"Election Sign" means any Sign advertising or promoting the election of any candidate standing for election to a government, school board or public utility.

"Flashing Sign" means an illuminated Sign, upon which the source(s) of artificial light are not stationary or the intensity or colour is not constant.

"Ground Sign" means any single or double faced Sign, the main body of which is directly supported by and affixed to the ground with or without the support of any building or structure.

"Illuminated Sign" means a Sign that is lit by an artificial light source(s) within the Sign or by reflected light from a light source(s) directed upon it.

"Pedestal Sign" means a temporary and/or movable sign supported by a column and a base so as to allow the sign to stand in an upright position.

"Portable Sign" means a temporary advertising device and includes any and all signs constructed so as to be readily moved or transported whether or not the sign is fixed to the ground, mounted on a vehicle or affixed to a freestanding structure but does not include a Sandwich Board Sign.

"Projecting Sign" means any Sign other than a Wall Sign that is attached to and projecting from the wall of a building.

"Pylon Sign" means a Ground Sign supported upon one or more poles or standards.

"Real Estate Sign" means a Sign advertising that the lot on which it is located is for sale, rent or lease.

"Roof Sign" means a Sign that is erected on the roof of a building, or on any wall extending above the juncture of the wall and the roof.

"Sandwich Board Sign" means a non – illuminated sign consisting of two (2) flat surfaces joined at one (1) end and resting on the ground.

"Temporary Sign" means a sign displayed for a limited period of time.

"Vehicle" means a motor vehicle, tractor, trailer, truck, camper, boat, motorcycle, motorized snow vehicle, mechanical equipment or any vehicle drawn, propelled or driven by any kind of power.

"Wall Sign" means a single faced Sign which is painted on or affixed to an exterior wall of a building such that the Sign face is approximately parallel to the wall.

"Street" means a common and public street, road, alley, lane, or highway as defined in the *Municipal Act*, and includes a bridge but does not include a private road.

"Street Line" means the lot line dividing a lot from a street.

"Town" means the Corporation of the Town of Lakeshore.

"Width of the Sign" means the distance between edges of the Sign including any border or frame, measured horizontally.

"Zone" means an area delineated on a zoning map schedule and designated by the Zoning By-law for a specific use or group of uses.

"Zoning By-law" means the Zoning By-law in effect for the Town of Lakeshore.

GENERAL PROVISIONS AND REQUIREMENTS

2. This by-law may be cited as the "Town of Lakeshore Sign By-law".
3. The purpose of this By-law is to regulate the location, size, number, construction, alteration, repair and maintenance of all Signs within the corporate limits of the Town.
4. No person shall Erect or cause to be Erected within the Town any Sign except as permitted by this By-law and in conformity with the applicable provisions of the *Ontario Building Code* and the Zoning By-law.
5. The provisions of this By-law do not apply to Signs that have been lawfully Erected prior to the passing of this By-law.
6. This By-law does not apply to Signs Erected in the interior of a building.
7. No person shall erect any sign on or over property owned by the Town without the consent of the Town.
8. No person shall erect the following:
 - (a) a roof sign;
 - (b) a sign within a visibility triangle;
 - (c) a sign attached to a tree, tree grating, protector, utility pole or light standard;
 - (d) a sign located on or over property owned by the Town, a public utility or local board;
 - (e) a fascia sign or awning sign projecting more than .30 m (1 ft) over any street;
 - (f) a sign erected or painted on a vehicle where the vehicle is parked or located in such a manner so to make the vehicle visible from a street; or
 - (g) a sign that encroaches upon any vertical or horizontal spatial clearance required by E.L.K. Energy, Hydro One or the Town, for electrical wires, poles, or light standards.

REMOVAL OF SIGNS

9. The owner of any Sign that is no longer in use shall remove the Sign, and any supporting structure, within 30 days of the cessation of its use.

MAINTENANCE

10. Every Sign must be kept in a good state of repair and maintained in accordance with the following requirements:
- (a) all exposed surfaces shall be covered with a weather resistant, protective finish;
 - (b) repainting or refinishing shall be undertaken as often as necessary to prevent peeling or flaking paint or corrosion;
 - (c) broken or cracked parts of the Sign or its Structure shall be replaced;
 - (d) artificial sources of illumination in Illuminated Signs shall be replaced as required; and
 - (e) the immediate premises occupied by a Sign shall be kept clean and free of debris.

ILLUMINATED SIGNS

11. All light from Illuminated Signs shall be directed away from any adjacent residential Zone.

PERMITS, FEES AND INSPECTION

12. Subject to Section 14 of this By-law, no person shall Erect any Sign or cause or permit any Sign to be Erected unless a permit therefore has been first obtained from the Chief Building Official.
13. A permit issued under this By-law shall expire one year after its issuance if the Sign so approved is not Erected within that time.

SIGNS NOT REQUIRING PERMITS

14. No permit shall be required for:
- (a) any Election Sign for a Municipal, Provincial or Federal election, are to be in conformance with by-law # 67-2006.
 - (b) any Sign owned by the Federal, Provincial or Municipal Governments or any agency thereof.
 - (c) Signs required by law or otherwise intended solely for the safety and convenience of the public such as entrance or delivery Signs or traffic Signs.
 - (d) a Real Estate Sign provided that the area of the Sign shall not exceed 6 square feet.
 - (e) a Sign advertising an event organized by Non-Profit or Charitable Organizations, provided that it is removed within 3 days after the event.

- (f) a Wall Sign or incised or free-standing lettering on the wall of a building that does not project above the juncture of the wall and the roof or beyond the ends of the wall, indicating the name of the occupant or building, provided that:
 - (i) in a residential Zone, the Area of the Sign does not exceed 6 square feet;
 - (ii) in an agricultural Zone, the Area of the Sign, which may also advertise produce for sale, does not exceed 128 square feet .
- (g) in a residential Zone, a Ground Sign indicating the name of the occupant or building provided the Area of the Sign shall not exceed 6 square feet.
- (h) Directional signs indicating location of institutional facility.

PERMIT APPLICATIONS

- 15. Every application for a permit shall be submitted to the Chief Building Official and accompanied by the following:
 - (a) drawings and specifications showing the Sign to be erected, construction details, supporting framework, foundations, materials, illumination details, Height, Area and Width of the Sign, and location on the lot.
 - (b) for a Wall Sign, an elevation drawing of the wall on which the Sign is to be erected, showing doors, windows, other openings, wall area, and the location of the proposed Sign.
- 16. Where a Sign will front on a County Road or Provincial Highway, the Chief Building Official will submit copies of the application to the appropriate authority for approval prior to the issuance of the permit.
- 17. No permit shall be issued until the fees prescribed by the Town's Tariff of Fees By-law have been paid in full.
- 18. The Chief Building Official shall issue a permit to an applicant where he/she is satisfied that the application meets the requirements of this By-law and that the Sign to be Erected will conform to the standards specified in Schedule 'A' attached hereto and forming part of this by-law.

RELIEF FROM BY-LAW

- 19. (a) A person may apply and Council may refuse to grant relief from the regulations contained in this by-law or may grant such relief as it considers appropriate, either absolutely or subject to conditions, provided that, in the opinion of Council, the relief is minor and the general intent and purpose of this by-law are maintained.
- (b) Applications for relief from the regulations contained in this by-law shall be in writing on the form provided by the town and shall indicate the relief requested and the reasons such relief is required.

- (c) Applications for relief from the regulations contained in this by-law shall be submitted to the Town's Clerk together with the applicable fee as set out in the Town's Fees and Charges by-law.
- (d) Upon receipt of an application for relief from the regulations contained in this by-law and the applicable fee the Town's Clerk shall place the matter on the agenda for the next available regular meeting of council.

ERECTION

- 20. All Signs, including Signs that do not require a permit, shall be Erected in conformity with the provisions of this By-law, including the standards in Schedule 'A' hereto, and shall be in compliance with the Ontario Building Code.
- 21. All electrical work in or on any Sign shall be in conformity with all applicable codes, regulations, and permit requirements.

ENFORCEMENT

- 22. The Chief Building Official shall be responsible for the enforcement of this By-law.
- 23. The Chief Building Official and any officer appointed by him to assist with the enforcement of this by-law may, at any reasonable time, enter any premises to inspect any Sign, whether or not the Sign is one for which a permit is required.
- 24. The Chief Building Official may order the owner of the Lot on which a Sign has been erected in contravention of this by-law and/or any person who has Erected or caused or permitted a Sign to be Erected in contravention of this by-law to bring such Sign into compliance with this By-law or to remove such Sign within the timeframe deemed appropriate by the Chief Building Official. Upon failure to comply with such order within a reasonable period of time, the Chief Building Official may cause the Sign to be removed at the expense of the person notified.
- 25. Where the Chief Building Official has charged the expense of removing a Sign to the owner of a Lot, a copy of the invoice for the removal, together with a statement by the Town Treasurer indicating that:
 - (a) the invoice has been sent to the owner of the land and/or owner of the Sign, according to the information contained in the assessment roll;
 - (b) no payment or insufficient payment has been received for the invoice; and
 - (c) payment of the invoice is overdue;shall be sufficient authority to enter the amount of the unpaid balance on the Collector's Roll, to be collected in the same manner as municipal taxes.
- 26. Every Person who contravenes any provision of this by-law is guilty of an offence, and upon conviction is liable to a minimum fine of \$400 and a maximum fine of \$5,000 for each day or part of a day that the offence continues.
- 27. Offences under this by-law are designated as continuing offences.

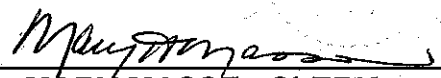
28. Should any section, subsection, clause or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the said section shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

GENERAL

29. By-law# 78-2001 is hereby repealed.
30. This By-law shall be deemed to have come into force and take effect on the date of the final passing thereof.



TOM BAIN - MAYOR



MARY MASSE - CLERK

SCHEDULE 'A' – STANDARDS FOR THE ERECTION OF SIGNS

General

1. No Sign shall be Erected so as to interfere with the visibility of any Traffic Sign.
2. One (1) temporary sign not to exceed 6.0 sq. m (64.59 sq. ft.) in area may be erected on a construction site indicating the nature of the project and the developers and related personnel, professions or trades involved in the development of the site. The sign may be on display for not longer than thirty (30) days after the completion of construction. Notwithstanding Section 13 of the by-law, no permit shall be required for a sign erected pursuant to this section.
3. Not more than one (1) portable sign shall be erected on any property except as follows:
 - (a) where the property frontage exceeds 50.0 m (164.0 ft.). One (1) additional portable sign may be erected for every 50.0 m (164.04 ft.) of frontage; or
 - (b) where the property fronts on more than one (1) street. Additional Portable Signs on each street shall be permitted based upon the calculations set out in 3(a) above.

Residential Zone Signs

4. The following standards apply to Signs in any Residential Zone:
 - (a) only a Wall Sign or a Ground Sign shall be permitted;
 - (b) no Illuminated Sign shall be permitted;
 - (c) Signs identifying rooming and boarding houses, mobile home parks, apartments and other multiple family residential uses shall not exceed 10 square feet in area and the Height of the Sign shall be no more than 3 feet;
 - (d) no more than one (1) Sign per lot identifying a Home Occupation, as defined in the Zoning By-law, is permitted;
 - (e) a ground Sign shall be located no closer than 6 feet from any lot line or street line and no more than 6 feet from any dwelling.

Agricultural Zone Signs

5. The following standards apply to Signs in any Agricultural Zone:
 - (a) one (1) Ground or Wall Sign for the purposes of advertising the sale of produce or providing direction to premises is permitted provided that the Area of the Sign shall not exceed 32 square feet;
 - (b) one (1) Non-illuminated Sign to identify an Agricultural use or a permitted Agricultural Home Occupation, as defined in the zoning by-law.

Commercial, Industrial and Institutional Zone Signs

6. The following standards apply to Signs in any Commercial, Industrial and Institutional Zone:
- (a) any Illuminated Sign shall deflect light away from any adjacent Residential and Agricultural Zone;
 - (b) Wall Signs shall not exceed fifty percent (50%) of the available area of the exterior wall excluding doors and windows;
 - (c) No Sign shall extend above the top of the wall of a building nor extend beyond the ends of a wall to which the Sign is attached.

Pylons

7. The following regulations shall apply to Pylon Signs:
- (a) not be greater than 8.0 m (26.25 ft) in height from grade;
 - (b) have a clearance of 4.5 m (14.76 ft) from grade if erected in a visibility triangle;
 - (c) have a sign area not greater than 27.0 m² (291 sq. ft);
 - (d) not be closer than 3.0 m (9.8 ft) to any property line;
 - (e) not closer than 30cm (1.0 ft) provided that a Pylon Sign having a minimum clear height of 2.5 m (8.2 ft) and which is supported by supports having a maximum width of 38cm (15 in) and which does not have a base or ornamental features which will create a visible obstruction for motorists; and
 - (f) Only one (1) Pylon Sign permitted per property at any one time except where properties with a frontage exceeding 50.0 m (164.0 ft.) or part thereof are permitted an additional Pylon Sign provided that no Pylon Sign may be located closer than 30.0 m (98.44 ft.) from any other Pylon Sign.

Portable Signs

8. The following regulations shall apply to Portable Signs:
- (a) Only one (1) Portable Sign permitted per property at any one time except where properties with a Street frontage exceeding 50.0 m (164.0 ft.) or part thereof are permitted an additional Portable Sign provided that no Portable Sign may be located closer than 30.0 m (98.44 ft.) from any other Portable Sign;
 - (b) No electrical extension cord shall pass over a sidewalk, pedestrian walkway, roadway, driveway, aisle or parking space;
 - (c) Portable Signs shall:
 - i) not require a permit;
 - ii) not be permitted in any Residential Zone as defined in the Zoning By-law for a period exceeding more than three (3) days and shall not be used for commercial purpose;
 - iii) not have an area greater than 6.0 sq. m (64.60 sq. ft);

- iv) not be closer than 0.3 m (1 ft) to any lot line;
- v) not occupy any space required for off-street parking required by the Zoning by-law;
- vi) not be placed on property owned by the municipality;
- vii) not be located within any visibility triangle; and
- viii) have permanently affixed to it in a visually prominent location the name and phone number of the Sign owner.

Sandwich Board Signs and Pedestal Signs

9. The following regulations shall apply to Sandwich Board Signs and Pedestal Signs:
- (a) Only one (1) Sandwich Board Sign or Pedestal Sign shall be permitted in a commercial zone for each business with a maximum of two (2) Sandwich Board Signs, Pedestal Signs or combination of both permitted per property frontage;
 - (b) Sandwich Board Signs and Pedestal Signs shall:
 - i) not require a permit;
 - ii) not have an Area exceeding 1.0 sq. m (10.8 sq. ft.) per sign surface and a height not exceeding 1.2 m (4.0 ft.);
 - iii) not be closer than .30 m (1.0 ft.) to the street line;
 - iv) if placed on public sidewalk or walkway, leave a minimum 1.8 m (6.0 ft) wide unobstructed pedestrian corridor;
 - v) not be placed in a location that will interfere with parking spaces, parking meters, crosswalks, landscape planters, street furniture, trees, utility poles and fire hydrants;
 - vi) not create an obstruction to vehicle or pedestrian traffic or a hazard to public safety;
 - vii) only be displayed during the business hours of the premises; and
 - viii) not be illuminated.
 - (c) The sign owner shall maintain public liability insurance while the Sign is placed within the public right-of-way.

Billboard Signs

10. The following regulations shall apply to portable signs Billboard Signs:
- (a) Billboard Signs shall only be permitted on properties zoned Agricultural, Industrial or Commercial as defined in the Zoning by-law;
 - (b) Only one (1) Billboard Sign shall be permitted on a property;
 - (c) The maximum area of a Billboard Sign shall not exceed 18.5 sq. m. (200 sq. ft.);

- (d) A Billboard Sign shall not be located within 300 m (984.0 sq. ft.) distance from another Billboard Sign;
- (e) A Billboard Sign shall not be located within 152.5 m (500 ft) distance from a residential use;
- (f) A Billboard Sign shall not be closer to the street line that the front of the nearest building on the property or setback requirements for the zone, whichever is greater;
- (g) All Billboard Signs shall be maintained in a neat and clean manner free from any loose materials at all times; and
- (h) All Billboard Signs shall have permanently affixed to it in a visually prominent location the name and phone number of the Sign owner.

Projecting Signs

11. The following regulations shall apply to Projecting Signs:

- (a) One (1) Projecting Sign may be erected for each place of business having frontage on a Street of 25 feet or more;
- (b) The maximum projection of any Projecting Sign shall be no greater than 6 feet from the face of the wall the Sign is attached to and shall not project into Municipal property;
- (c) No part of any Projecting Sign shall be closer than 10 feet to the average finished grade;
- (d) The maximum Area of the Sign shall not exceed 20 square feet;
- (e) No Sign shall be attached to or suspended from any Projecting Sign, unless permanently attached in a manner approved by the Chief Building Official;
- (f) In Industrial Zones, no Ground or Pylon Sign shall be located closer than 10 feet to any lot line; and
- (g) One (1) animated sign per lot may be erected/attached to one of the following; ground, pylon, projecting or fascia sign. Additional animated signs may be erected if there is more than one (1) rental unit or the frontage is greater than 150 ft.



CORPORATION OF THE TOWN OF LAKESHORE

BY-LAW 7-2015

BEING A BY-LAW TO AMEND BY-LAW NUMBER 107-2007 (A BY-LAW TO REGULATE THE ERECTION OF SIGNS, OTHER ADVERTISING DEVICES AND THE POSTING OF NOTICES IN THE TOWN OF LAKESHORE)


WHEREAS the Corporation of the Town of Lakeshore did enact By-law number 107-2007 on the 14 day of August, 2007;

AND WHEREAS the Corporation of the Town of Lakeshore now deems it expedient to amend certain provisions contained in By-law 107-2007;

NOW THEREFORE the Council of the Corporation of the Town of Lakeshore hereby enacts as follows:

1. That Section 1 of By-law 107-2007 is amended by deleting the definition for "Billboard" within the definition for "Sign".
2. That Section 8 of By-law 107-2007 is amended by adding the following subsection (h):
 - (h) a sign that directs attention to products, goods and services, activities or facilities not provided on the premises on which the sign is located.
3. That Schedule A to By-law 107-2007 is amended by deleting Section 10 thereof.
4. All other provisions of By-law 107-2007 unless otherwise amended shall remain in full force and effect.
5. This By-law shall come into force and effect upon the final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 13th DAY OF JANUARY, 2015.



**TOM BAIN
MAYOR**



MARY MASSE

TOWN OF LAKESHORE
COMMUNITY AND DEVELOPMENT SERVICES
BUILDING DEPARTMENT

TO: Mayor and Members of Council
FROM: Morris Harding, Chief Building Official
DATE: January 13, 2015
SUBJECT: Amendments to By-law 107-2007 being a By-law to Regulate the Erection of Signs

RECOMMENDATION:

It is recommended that:

1. Council give 3 readings to Adopt amending By-law 7-2015 to amend By-law 107-2007, being a by-law to remove the definition for "Billboard" within the definition for "signs".

BACKGROUND:

Currently By-law 107-2007 permits the installation of Billboard signs advertising third party businesses. By-law 78-2001 was amended in 2007 to reduce the amount of requests that went to Council for approval.

COMMENTS:

Administration recommends the use of third party signs should be removed from the By-law to reduce the proliferation of signs throughout the Municipality. The signs are used to promote a business, product or service that is not located on the property. Currently Council has no control over the number or location of these signs on appropriately zoned lands so long as the current sign by law is adhered to.

Currently the By-law reads as follows:

- a) Billboard Signs shall only be permitted on properties zoned Agricultural, Industrial or Commercial as defined in the Zoning By-law;
- b) Only one (1) Billboard Sign shall be permitted on a property;
- c) The maximum area of a Billboard Sign shall not exceed 18.5 sq. m. (200 sq. ft.);

- d) A Billboard Sign shall not be located within 300 m (984.0 ft.) distance from another sign;
- e) A Billboard shall not be located within 152.5 m (500 ft) distance from a residential use;
- f) A Billboard Sign shall not be closer to the street line than the front of the nearest building on the property or setback requirements for the zone, whichever is greater;
- g) All Billboard Signs shall be maintained in a neat and clean manner free from any loose materials at all times; and
- h) All Billboard Signs shall have permanently affixed to it in a visually prominent location the name and phone number of the Sign owner.

The proposed amendments to By-law 107-2007 are as follows:

1. That Section 1 of By-law 107-2007 is amended by deleting the definition for "Billboard" within the definition for "Sign".
2. That Section 8 of By-law 107-2007 is amended by adding the following subsection (h) – signs that cannot be erected:
 - (h) a sign that directs attention to products, goods and services, activities or facilities not provided on the premises on which the sign is located.
3. That Schedule A to By-law 107-2007 is amended by deleting Section 10 thereof (Billboard Signs).
4. All other provisions of By-law 107-2007 unless otherwise amended shall remain in full force and effect.
5. This By-law shall come into force and effect upon the final passing thereof.

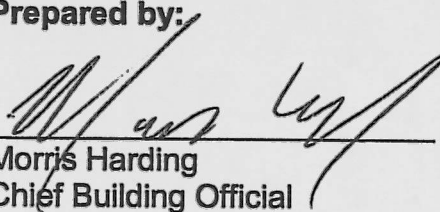
OTHERS CONSULTED:

The Director of Community & Development Services, Steve Salmons, and the Chief Administrative Officer, Kirk Foran, were consulted and concur with the recommendations.

BUDGET IMPACTS:

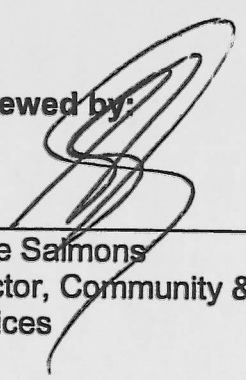
There are no budget impacts resulting from the recommendations.

Prepared by:



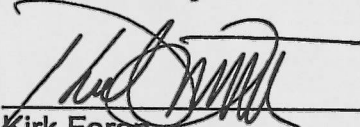
Morris Harding
Chief Building Official

Reviewed by:



Steve Salmons
Director, Community & Development
Services

Submitted by:



Kirk Foran
Chief Administrative Officer

MH/sr

Attachment: By-law 7-2015 amending By-law 107-2007

.R:\2015 Meeting Dates - Reports\01 - January 13, 2015\Community & Development
Services\Third Party Sign Report MH.docx

Municipality of Lakeshore

Minutes of the Special Council Meeting

Friday, March 31, 2023, 9:00 AM

Atlas Tube Recreation Centre Renaud Room, 447 Renaud Line, Belle River



Members Present: Mayor Tracey Bailey, Deputy Mayor Kirk Walstedt, Councillor Ryan McNamara, Councillor Paddy Byrne, Councillor Kelsey Santarossa, Councillor John Kerr, Councillor Ian Ruston, Councillor Larissa Vogler

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 – Accounting & Revenue Services Kate Rowe, Division Leader - Building Morris Harding, Division Leader - Bylaw Robert Sassine, Division Leader - Capital Projects Wayne Ormshaw, Division Leader - Civic Affairs Brianna Coughlin, Division Leader - Community Services Frank Jeney, Division Leader - Digital Transformation & Cloud Services Michael Martin, Division Leader - Economic Development & Mobility Ryan Donally, Division Leader - Engineering and Infrastructure Services Marco Villella, Interim Division Leader - Financial Planning & Analysis Bin Wu, Division Leader - Public Works Jeff Wilson, Division Leader - Workplace Development Lisa Granger, Drainage Superintendent Jill Fiorito, Fire Chief Don Williamson, IT Technical Analyst Simon Barno

1. Call to Order

Mayor Bailey called the meeting to order at 9:12 AM in the Renaud Room of the Atlas Tube Recreation Centre.

2. Land Acknowledgement

3. Moment of Reflection

4. Disclosures of Pecuniary Interest

5. **Strategic Planning Workshop**

Mayor Bailey requested that Council move into Committee of the Whole in order to relax the rules of procedure to allow for more informal discussion of strategic planning matters.

100-03-2023

Moved By Councillor Santarossa

Seconded By Councillor McNamara

Move into Committee of the Whole.

Carried Unanimously

The Chief Administrative Officer provided a brief introduction of the strategic planning process and introduced the facilitator for the session.

JP Gedeon, Chief Executive Officer of Transformative Directions, led the workshop with Council and members of Administration to develop the 2023-2026 Strategic Plan. Participants held several breakout sessions for interactive discussions, which were presented to the group at large.

101-03-2023

Moved By Councillor Kerr

Seconded By Deputy Mayor Walstedt

Move out of Committee of the Whole at 3:45 PM.

Carried Unanimously

Mayor Bailey provided a summary report of the activities of the Committee of the Whole.

6. **Adjournment**

102-03-2023

Moved By Councillor McNamara

Seconded By Councillor Ruston

Council adjourn its meeting at 3:46 PM.

Carried Unanimously

Tracey Bailey
Mayor

Kristen Newman
Clerk

Municipality of Lakeshore

Minutes of the Regular Council Meeting

Tuesday, April 4, 2023, 4:30 PM

Council Chambers, 419 Notre Dame Street, Belle River



Members Present: Mayor Tracey Bailey, Deputy Mayor Kirk Walstedt, Councillor Ryan McNamara, Councillor Paddy Byrne, Councillor Kelsey Santarossa, Councillor John Kerr, Councillor Ian Ruston, Councillor Larissa Vogler

Staff Present: Chief Administrative Officer Truper McBride, Corporate Leader - Chief Financial Officer Justin Rousseau, Corporate Leader - Operations Krystal Kalbol, Corporate Leader - Strategic & Legal Affairs Kristen Newman, Division Leader - Civic Affairs Brianna Coughlin, Division Leader - Economic Development & Mobility Ryan Donally, Division Leader - Engineering and Infrastructure Marco Villella, Division Leader - Public Works Jeff Wilson, Division Leader - Workplace Development Lisa Granger, Team Leader - Development Services Kristina Brcic, IT Technical Analyst Simon Barno

1. Call to Order

Mayor Bailey called the meeting to order at 4:33 PM in Council Chambers.

2. Closed Session

104-04-2023

Moved By Councillor Ruston

Seconded By Councillor Santarossa

Council move into closed session in Council Chambers at 4:33 PM in accordance with:

- a. Paragraph 239(3.1) of the *Municipal Act, 2001* for the purpose of educating and training members in relation to workplace violence and harassment legislation.
- b. Paragraph 239(2)(c) of the *Municipal Act, 2001* to discuss a proposed or pending disposition of land by the municipality relating to the Sixth and Seventh streets area.

- c. Paragraph 239(2)(k) of the *Municipal Act, 2001* to discuss 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 relating to Hydro One.

Carried Unanimously

3. Return to Open Session

The closed session concluded at 5:35 PM and Mayor Bailey called a recess.

Council returned to open session at 6:00 PM.

4. Land Acknowledgement

5. Moment of Reflection

6. Disclosures of Pecuniary Interest

7. Recognitions

8. Public Meetings under the *Planning Act*

1. File ZBA-07-2023 Removal of Holding Symbol for the Giorgi Subdivision, 347 Renaud Line Road

Mayor Bailey opened the public meeting at 6:03 PM.

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

Hal Kersey, representing the applicant, was present to answer any questions of Council.

The public meeting concluded at 6:05 PM.

105-04-2023

Moved By Councillor Byrne

Seconded By Councillor Kerr

Approve Zoning By-law Amendment Application ZBA-07-2023 to remove the holding symbol (h4) on lands known municipally as 347 Renaud Line Road zoned 'Residential – Medium Density Holding (R2(h4))'; and

Direct the Clerk to read By-law 24-2023 during the "Consideration of By-laws", all as presented at the April 4, 2023, Council meeting.

Carried Unanimously

2. OPA No. 20 Official Plan Application OPA-2-2018 & Zoning By-law Amendment Application ZBA-20-2014 for a Soil Management Facility by 2438305 ONTARIO LIMITED at 0 Manning Road (County Road 19), ARN 375122000002640

Councillor McNamara declared a conflict on this item. (The applicant and I are adverse in interest on a litigation which is in process.)

Councillor McNamara left the Council Chambers at 6:06 PM.

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

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

Applicant John Mark Jurak, and consultants Mike Stamp and Brent Langille, were present to answer any questions of Council.

The public meeting concluded at 6:15 PM.

106-04-2023

Moved By Councillor Byrne

Seconded By Councillor Kerr

Adopt OPA No. 20 to the Municipality of Lakeshore Official Plan (By-law 29-2023) being Official Plan Amendment Application OPA-2-2018, to remove the reference of rail related uses within the site specific policy area 6.11.3.2 Maidstone Rail-Related Employment Area, to permit a soil management facility to operate on lands known as ARN 375122000002640, and direct Administration to forward OPA No. 20 to the County of Essex for approval; and

Approve Zoning By-law Application ZBA-20-2014 (By-law 30-2023), to amend the wording of the site specific zone 'General Employment Zone Exception 2 (M1-2) (h2)' to:

- a) add the site specific use of a non-effluent formal operation of a Class 1 soil management facility as a permitted use, and;
- b) remove the reference to "that have a dependency on the rail line, rail-related storage facilities", and;

Direct the Clerk to read By-laws 29-2023 and 30-2023 during the "Consideration of By-laws", all as presented at the April 4, 2023 regular Council meeting.

In Favour (7): Mayor Bailey, Deputy Mayor Walstedt, Councillor Byrne, Councillor Santarossa, Councillor Kerr, Councillor Ruston, and Councillor Vogler

Conflict (1): Councillor McNamara

Carried

Councillor McNamara returned to the Council Chambers at 6:21 PM.

- 9. Public Presentations**
- 10. Delegations**
- 11. Completion of Unfinished Business**
- 12. Consent Agenda**

107-04-2023

Moved By Councillor Santarossa

Seconded By Councillor Vogler

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

Endorse the appointments of Dennis Rogers and Frank Garardo to the Essex Region Source Protection Committee.

Carried Unanimously

- 1. March 21, 2023 Regular Council Meeting Minutes**
- 2. Town of Cobourg - Homeless and Unsheltered Persons**
- 3. Town of Essex - Reinstatement of Legislative Permitting Municipality to Retain Surplus Proceeds from Tax Sales**
- 4. Town of Essex - Tax Classification of Short-Term Rental Units**
- 6. Township of South Glengarry - Barriers for Women in Politics**
- 5. Township of South Glengarry - Accuracy of Voters List**
- 7. Essex Region Conservation - Source Protection Committee Endorsement**

13. Reports for Information

108-04-2023

Moved By Councillor McNamara

Seconded By Councillor Kerr

Receive the Reports for Information as listed on the agenda.

1. 2022 Drinking Water Annual Summary Reports
2. Community Benefits Charge Feasibility Assessment

Carried Unanimously

109-04-2023

Moved By Deputy Mayor Walstedt

Seconded By Councillor Ruston

Direct Administration not to proceed with the Community Benefits Charge Feasibility Assessment.

In Favour (4): Mayor Bailey, Deputy Mayor Walstedt, Councillor Ruston, and Councillor Vogler

Opposed (4): Councillor McNamara, Councillor Byrne, Councillor Santarossa, and Councillor Kerr

Lost

14. Reports for Direction

1. Tender Award - 2023 Supply and Place Gravel Program

110-04-2023

Moved By Councillor Kerr

Seconded By Councillor McNamara

Award the 2023 Supply and Place Gravel Program to Shepley Excavating & Road Maintenance Ltd. in the amount of \$408,133.92, as per Option 1 with the excess amount of \$33,133.92, funded from the road reserve, as presented at the April 4, 2023 Council meeting.

Carried Unanimously

2. Tender Award – Stormwater Management Facility Sediment Removal and Maintenance

111-04-2023

Moved By Councillor Ruston

Seconded By Councillor Byrne

Award the tender for the Stormwater Management Facility Sediment Removal and Maintenance to Nevan Construction Inc. for a total project cost of \$403,727.71 including applicable HST, as presented at the April 4, 2023 Council Meeting.

Carried Unanimously

3. Request for Designation of Municipally Significant Event – Lighthouse Cove & District Lions Club – June 17, 2023

Councillor Vogler declared a conflict on this item. (I am a member of the group in question (Lighthouse Cove Lions Club).)

Councillor Vogler left the Council Chambers during the discussion relating to this agenda item and during the voting on the motion.

112-04-2023

Moved By Councillor Byrne

Seconded By Councillor Santarossa

Designate the Lighthouse Cove & District Lions Club fundraising event, scheduled for Saturday, June 17, 2023 at the property municipally known as 17845 Melody Drive (also known as 999 Quennville Drive), as “municipally significant”, as presented at the April 4, 2023 Council meeting.

In Favour (7): Mayor Bailey, Deputy Mayor Walstedt, Councillor McNamara, Councillor Byrne, Councillor Santarossa, Councillor Kerr, and Councillor Ruston

Conflict (1): Councillor Vogler

Carried

Councillor Vogler returned to the Council Chambers following the voting on this agenda item.

4. Regulation of Food Vehicles

113-04-2023

Moved By Councillor Kerr

Seconded By Councillor Santarossa

Direct Administration to prepare a report regarding the regulation of food vehicles as described in Option 3 (to amend the Zoning By-law to permit food trucks on all private property with temporary use permitted on residential property only), all of which is further described in the report presented April 4, 2023.

Carried Unanimously

15. Announcements by Mayor

16. Reports from County Council Representatives

17. Report from Closed Session

18. Notices of Motion

19. Question Period

20. Non-Agenda Business

21. Consideration of By-laws

114-04-2023

Moved By Councillor Santarossa

Seconded By Councillor Ruston

By-laws 24-2023, 29-2023, 30-2023, 31-2023 and 32-2023 be read and passed in open session on April 4, 2023.

Carried Unanimously

1. By-law 24-2023, Being a By-law to amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-07-2023)

2. By-law 29-2023, Being a By-law to adopt OPA 20 to the Lakeshore Official Plan

3. By-law 30-2023, Being a By-law to amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-20-2014)

4. By-law 31-2023, Being a Borrowing By-law (Tile Drainage Act)

**5. By-law 32-2023, Being a By-law to Confirm the Proceedings of the
March 21, 2023 Council Meetings**

22. Adjournment

115-04-2023

Moved By Councillor Vogler

Seconded By Councillor McNamara

Council adjourn its meeting at 7:21 PM.

Carried Unanimously

Tracey Bailey
Mayor

Kristen Newman
Clerk



admin@erca.org

P.519.776.5209

F.519.776.8688

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

April 6, 2023

Town of Amherstburg

Town of Essex

Town of Kingsville

Town of LaSalle

Municipality of Leamington

Municipality of Lakeshore

Township of Pelee

Town of Tecumseh

City of Windsor

Attention: Municipal Council Clerks (for distribution)

**RE: ESSEX REGION CONSERVATION AUTHORITY 2023 DRAFT BUDGET
30 DAY NOTICE TO MEMBER MUNICIPALITIES**

Please find attached the 2023 Draft Budget for the Essex Region Conservation Authority (ERCA). We do not anticipate that there will be changes to this document and the Budget is being presented to the ERCA Board of Directors at the regular meeting on April 13, 2023. Should Administration receive further direction from the Board, revised materials will be circulated at the earliest opportunity.

Ontario Regulation 139/96 requires that participating municipalities receive a minimum a 30-day notice for which a meeting where a weighted and recorded vote will be taken, respecting non-matching levies. The weighted vote will take place on Wednesday, May 10, 2023, at a meeting of the ERCA Board of Directors.

Should you have any questions regarding this 2023 Draft Budget, please feel free to contact Mr. Tim Byrne, tbyrne@erca.org or by phone 519-776-5209 ext. 350.

Thank you,

Tim Byrne
CAO/Secretary-Treasurer

Shelley McMullen
CFO/Director, Finance and Corporate Services

Attachments: ERCA 2023 Draft Budget, Discussion & Analysis



Essex Region Conservation Authority

Board of Directors

BD12/23

From: Shelley McMullen, CFO/Director of Finance & Corporate Services

Date: Monday, April 3, 2023

Subject: 2023 Draft Budget Approval

Compliance Action: [Conservation Authorities Act, R.S.O. 1990, c. C.27](#)
[Regulation 686/21 Mandatory Programs and Services](#)

Recommendation: THAT the 2023 Draft Budget: Details, Discussion & Analysis be received for Members' review and approval; and further,

THAT the Board of Directors support a 6.4% increase in levy (\$227,932) as recommended by the Finance and Audit Advisory Board (Resolution FAAB 02/23); and further,

THAT Administration circulate the 2023 Draft Budget: Details, Discussion & Analysis inclusive of the Appendices, as attached herein, to member municipalities for review; and further,

THAT Administration provide notice under the Conservation Authorities Act of a weighted vote, in accordance with Ontario Regulation 139/96, regarding the 2023 Draft Budget, at the Board of Directors Meeting on May 10, 2023.

Recommendation: THAT Administration update the 2013 Asset Management Plan; and report back to the FAAB for review and consideration.

Background:

Conservation authorities carry out mandatory programs that serve provincial and municipal interests, including:

- natural hazard management/risk mitigation and protection
- flood and erosion control
- management of conservation authority owned land
- drinking water source protection (under the Clean Water Act)
- surface water and groundwater monitoring programs

They also provide advice to municipalities on natural hazard management, planning matters and regulate impacts of development and activities in hazardous lands, (such as floodplains, shorelines or wetlands) natural hazards, and public safety through a permitting process.

Administration has prepared a comprehensive budget document, which forms an integral part of this report, and includes the detailed 2023 draft budget, management's discussion and extensive analysis. The Authority delivers its programs through five service delivery areas, which are also further refined into sub-units and details regarding service-delivery-area budgets and operations, is included in the document, Budget 2023: Details, Discussion & Analysis (**Attachment 1**).

Administration supports the Province's mandate to improve consistency and transparency of the programs and services that conservation authorities deliver, and the budget document responds to that objective.

Executive Summary & Highlights:

- Building on the 2022 Budget content and presentation, Administration has further refined its 2023 budget document and presentation of 2023 projected financial activities, reflecting the construct for the disclosure of mandatory and non-mandatory programs and services, including funding sources, as required by the [Conservation Authorities Act](#) and [Ontario Regulation 686/21: Mandatory Programs and Services](#).
- While the new funding model is not in force until January 1, 2024, Administration is providing 2023 budget information based on the draft segregation of its activities into mandatory and non-mandatory services to facilitate municipal discussions regarding apportionment (funding) agreements for non-mandatory programs and services.
- The significant difference between the program and service inventory, as outlined in the 2022 budget document, is that the financial activities, relating to the John R. Park Homestead Museum, are now included as non-mandatory, due to direction and feedback, provided by the Province, specifically the Ministry of the Environment, Conservation and Parks (MECP). Expenses specific to maintenance of the lands and trails are now included in mandatory conservation of lands. This resulted in re-categorizing ~\$151k of levy that was identified as mandatory levy in the 2022 budget, to non-mandatory levy in the 2023 budget.
- The 2023 draft budget prioritizes repair and replacement of infrastructure in response to preliminary asset condition reports for greenway infrastructure (bridges/culverts) and JRPH museum/heritage buildings. While still preliminary and subject to review and further analysis, these asset condition reports and cost estimates reveal a potential infrastructure deficit that exceeds \$1million at John R Park Homestead and \$1.8million for replacement of Greenway bridges/crossings, required over the next five (5) years.
- The Authority's budget includes mandatory program expenses of nearly \$6.2 million, including conservation areas capital projects, plus an additional \$325,000 in levy-funded transfers to the infrastructure reserve fund, for a total of \$6.5million. Non-mandatory operating expenses of ~\$2.6million are included, plus a transfer to the JRPH preservation reserve fund of \$515,000 for a total adjusted budget of \$9,662,349. Total revenues of \$8,866,849, plus transfers of \$795,500, are projected to provide the required funds of \$9,662,349 for operations and construction/purchase of assets.

- Levy funding of \$2,895,123 is required to fulfil the Authority's mandated obligations in 2023, consistent with the categories of mandated services, as listed in the *Conservation Authorities Act*. Additional levy of \$873,122 is required to maintain other programs and services, which are categorized as non-mandatory. \$318,122 is directed to support on-going programs which operate on a recurrent basis; \$515,000 is allocated to the non-mandatory John R Park Homestead preservation reserve fund; and \$40,000 is allocated to the land acquisition fund. It should be noted that this allocation represents a reduction in land acquisition funding from the customary \$500,000 to \$40,000, to cover residual legal and surveying expenses relating to the 2022 CASO acquisition.
- While the majority of the levy (77%) supports delivery of mandatory programs, mandatory programs are also financed by provincial transfer payments, permit revenues, user fees and internal chargebacks, with total non-levy sources expected to exceed \$1.4million in 2023.
- Over the past six years, the local investment of levy and municipal special project funding, directed to the Authority, has attracted an investment of \$1.06 for every \$1 of municipal investment, for non-Mandatory programs, services and special projects. Between 2017 and 2022, the Authority received municipal funds of \$10,315,527, representing levy and special-project funds, for programs and projects, that are anticipated to be categorized as non-mandatory, under the Act, but during that time, non-municipal funds of \$10,978,866 were received, supporting those very same initiatives. The non-mandatory work relating to the water quality program generated the greatest return, over the past six years, with \$5.31 received from outside funding sources for every CW~GS levy dollar, followed by the tree planting/restoration program which attracted \$3.53 for every CW~GS dollar of investment.
- No new permanent staffing positions are included, and this budget reflects negotiated changes to 2023 wages and benefits as provided for in the collective agreement with CUPE Local 3784, as well as grid increases for applicable staff members, as service hours are completed. Administration has responded to the observed decrease in permit/development applications over the past 4 months and has implemented a temporary reduction in staffing in Watershed Management Services accordingly; staffing levels continue to be monitored however, and are subject to adjustments as revenue trends are observed.
- Budget pressures for mandatory services exceed \$600,000 primarily due to anticipated declines in permit application revenues, vehicle and equipment purchases, an increased transfer to the infrastructure reserve and various inflationary pressures and negotiated wage increases. Mitigating items relating to mandatory services account for \$282,250, for a net levy increase of \$372,235. Levy savings of \$144,303, related to non-mandatory programs are accounted for, reducing the total levy increase to \$227,932. Details are included in Tables 1 and 2, as presented in Attachment 1.
- The greatest threats to the Authority's future financial condition and sustainability are tied directly to the risk of infrastructure and facilities obsolescence and deterioration at three sites (Holiday Beach, John R Park Homestead, and Greenways) due to ownership issues (Holiday Beach), provision of non-mandatory services and asset preservation at JRPH and the magnitude of required repairs/replacements to Greenway bridges and crossings. The Authority does not own the

infrastructure at Holiday Beach and is engaged in discussions with the Ministry of Natural Resources and Forestry, regarding future site asset management.

- As municipal funding for non-mandatory services, will be required in 2024 and beyond, the Authority is required to engage its municipal funders in consultations during 2023, regarding inventory of services, and execute funding (apportionment) agreements no later than January 1, 2024. Although the 2023 budget aligns the historic General levy with mandatory functions and the Clean Water~Green Spaces levy with non-mandatory activities, the total 2023 levy is collectible from the Authority's participating municipalities, once approved by way of the weighted vote on May 10, 2023.

Recommendation:

Administration, with the support of the Finance and Audit Advisory Board, and after consideration of budget pressures and infrastructure demands, is recommending an increase to levy of \$227,932, representing a 6.4% global increase. Participating municipalities will be effectively adjusted by changes to their respective CVA weights, as detailed in **Appendix B**.

Approved By:



Tim Byrne
CAO/Secretary Treasurer

Attachments:

- Attachment 1 - Budget 2023: Details, Discussion & Analysis.

Appendices:

- Appendix A – 2023 Draft Detailed Statement of Financial Activities
- Appendix B – Draft 2023 Municipal Levies
- Appendix C – Schedule of Projected Reserves
- Appendix D – Funding Sources by Service Delivery Area
- Appendix E – Where Does Your Levy Go?

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CONSERVATION AUTHORITIES AND LEGISLATIVE BACKGROUND

In Ontario, conservation authorities develop and deliver local, watershed-based resource management programs on behalf of the province and municipalities. Conservation authorities are public sector organizations established by the Province and governed by the Conservation Authorities Act (Act), which is administered by the Ministry of Natural Resources and Forestry. Some legislative provisions, including those related to natural hazard management, are the responsibility of the Ministry of Northern Development, Mines, Natural Resources and Forestry.

Conservation authorities carry out mandatory programs that serve provincial and municipal interests, including:

- natural hazard management / risk mitigation and protection
- flood and erosion control
- management of conservation authority owned land
- drinking water source protection (under the *Clean Water Act*)
- surface water and groundwater monitoring programs

They also provide advice to municipalities on natural hazard management, planning matters, as related to hazards, and regulate impacts of development and activities in hazardous lands, (such as floodplains, shorelines or wetlands) natural hazards, and public safety through a permitting process.

Since its establishment by the Province in 1973, the Essex Region Conservation Authority (ERCA) has been serving its local participating municipalities by providing programs, leadership, the coordination across municipal boundaries, and the management of local natural resources. The recent changes to the Act allow municipalities to continue to work with local conservation authorities to: develop and deliver additional local natural resource programs and services; and have more control over funding of non-mandatory programs and services. ERCA is committed to delivering the non-mandatory local natural resource programs and services, in consultation with its municipal funders.

While the municipal levy funding requirements for mandatory services and municipal agreements, for the funding of levy-supported non-mandatory services, are not in force until January 1, 2024, Administration is presenting 2023 budget information based on the draft segregation of its activities into mandatory and non-mandatory services. In accordance with the requirements of the Transition Plan, Administration continues to refine its inventory of programs and services, including costing and funding information, for review by the Province and the Authority's participating municipalities.

The significant difference between the program and service inventory, as highlighted in the 2022 budget document, is that the financial activities relating to the John R. Park Homestead Museum are now included as non-mandatory, due to direction and feedback, provided by the Province, specifically the MECP. Activities specific to maintenance of the lands and trails are now included in mandatory conservation areas maintenance. This resulted in re-categorizing ~\$151k of levy that was identified as mandatory levy in the 2022 budget, to non-mandatory levy in the 2023 budget.

Municipal special studies and Water and Erosion Control Infrastructure projects (WECI) relating to risks of natural hazards have been transferred to the mandatory category in Watershed Management Services, and historically are not funded with levies. Periodically, municipalities engage the Authority as project manager for special studies related to flooding/erosion and these are included as municipal fee-for-service revenues.

While the Authority delivers its programs through five service delivery areas, they are also further refined into sub-units, as presented in the Programs & Services charts below.

PRIMARY SERVICE DELIVERY AREAS

- 1. Watershed Management Services** are identified as Mandatory and ensure that development in the region progresses in a sustainable manner. Within this business unit, Development Services, Watershed/Water Resources Engineering, Flood Management/Flood Forecasting and Warning, and Watershed Planning are all identified as Mandatory services.
- 2. Conservation Services** protects, restores, and manages natural heritage systems within ERCA's watersheds. Conservation lands management, passive recreation at conservation areas, and tree planting and restoration on conservation lands, are identified as Mandatory services. Conservation Services identified as Non-Mandatory include tree planting and restoration on private or municipal lands, and Holiday Beach Conservation Area operations.
- 3. Water Quality Services** strives to improve the health of local watercourses. Source Water Protection is identified as a Mandatory service and ensures local sources of drinking water are protected through the implementation of policies in the Source Protection Plan. Water quality monitoring to support the Provincial Water Quality Monitoring Network is also identified as Mandatory, while other watershed science programs such as the more extensive and informative water quality monitoring and agricultural Best Management Practices fall under the Non-Mandatory category.
- 4. Community Outreach Services** supports all business units of the Authority, through design and provision of all communications collateral including videos, signage, brochures and website content. Corporate communications, supporting Mandatory activities, are identified as Mandatory, while curriculum-based outdoor education, museum operations at the John R. Park Homestead and most outreach activities are Non-Mandatory. Community Outreach Services provide an essential linkage to external stakeholders through curriculum based outdoor education programs, on-the-ground community restoration events including Earth Day Tree Planting; corporate engagement/team building; volunteer management as well as celebrating and disseminating the work of ERCA's Board and team members, via various traditional and social media platforms. Fundraising support is also provided to the Foundation.
- 5. Corporate Services** provides leadership and management in the delivery of all programs and services. Administration

and oversight are central to the successful functioning of the entire organization, through the office of the CAO, and services are categorized as Mandatory. Corporate Services is organized into four program areas: Governance & Risk; Financial Services; Human Resources; and Information Management/Technology. Team members work collectively to ensure corporate compliance with multiple pieces of legislation and also provide support to the Foundation.

In preparation for the required municipal consultations, regarding the inventory of Mandatory and Non-Mandatory services, the following table indicates Administration's initial construct and categorization:

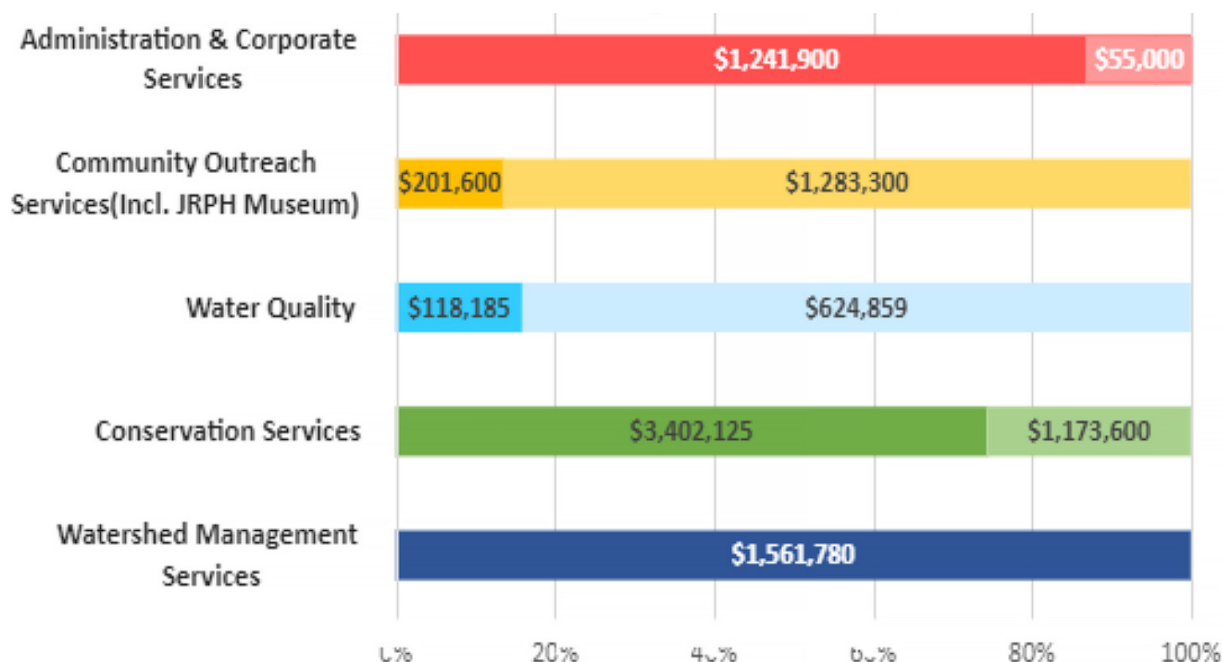
| Conservation Authorities Act 21.1 - Mandatory Programs & Services | | | |
|---|---|---|---|
| Risks of Natural Hazards | Conservation and Management of Lands Owned /Controlled | Water Quality/DWSP | Administration & Corporate Services |
| <p>S.28 Regulations/ Permits</p> <p>Protection of new development and maintenance, upgrades and repairs to existing development</p> <p>S.39 Flood/Erosion Program</p> <p>Maintaining a regional flood forecasting contingency plan</p> <p>Watershed Engineering</p> <p>Stormwater Management reviews, hazards modelling and mapping, project management services to municipalities</p> | <p>CA Lands & Infrastructure Management (Forest Mgmt, Biodiversity, Long Range Plans & Land Strategies).</p> <p>CA Lands & Infrastructure Maintenance (Operational day to day).</p> <p>CA Lands -Restoration of Natural Areas (Tree replacement, wetlands, etc.)</p> | <p>Drinking Water Source Protection Authority under the Clean Water Act (2006)</p> <p>Provincial surface and ground water monitoring program</p> | <p>Corporate Governance, Board of Directors, CAO</p> <p>Risk Management & Legislative Compliance</p> <p>Finance, Budgets, Financial Statements</p> <p>Human Resources</p> <p>Information Systems/ Records/ Technology</p> |
| <p>Planning – Risk of Hazards</p> <p>Review and input on long-range planning instruments (OPs, OPAs), coordination of watershed-scale studies</p> | <p>Climate Change – Risk of Hazards</p> <p>Consider impacts with respect to regulatory, engineering, and planning related decisions with respect to natural hazards</p> | <p>Municipal Water & Erosion Control (WECl) Projects</p> <p>(50% Municipal / 50% Province)</p> <p>Other municipal technical studies or infrastructure projects</p> <p>(100% municipally funded)</p> | <p>Corporate Communications</p> |
| TRANSFERS TO INFRASTRUCTURE RESERVES – CONSERVATION AREAS ASSET REPLACEMENT | | | |
| TRANSFERS TO CORPORATE (ADMINISTRATIVE) RESERVES – LEGAL, HR, IT, ETC. | | | |

| Conservation Authorities Act 21.1 - Non-Mandatory Programs & Services | | | |
|--|---|--|--|
| Watershed Management Services | Conservation Services | Water Quality | Community & Outreach Services |
| | <p>Land Securement & Acquisition</p> <p>Restoration - Non ERCA lands (fee for service or grant subsidized)</p> <p>Holiday Beach Management - Agreement 2001-2031</p> <p>Landowner Stewardship/ Extension Services</p> <p>Essex Soil and Crop Improvement Association Supports</p> <p>Demonstration/ Research Farm</p> | <p>Water Quality & Monitoring</p> <p>Special grant/term-limited research projects & studies</p> <p>Municipal Services provided through agreement (Risk Management Services Part IV CWA) Conservation Authorities Act 21.1.1</p> | <p>Educational programming - various CA locations</p> <p>General outreach, events and partnership engagement</p> <p>Other externally-funded community engagement projects</p> <p>John R Park Homestead museum operations and programming</p> |
| | | | Essex Region Conservation Foundation |

To enhance the reader's understanding of the Authority's programs and current funding mechanisms, and to respond to the Province's demand for funding transparency, ERCA Administration has provided additional analysis, relating to Non-Mandatory programming through the identification of activities which require a degree of levy support and those that are specific to term-limited special projects or fee-for-service activities and are not levy-dependent.

This revised detailed budget presentation (**Appendix A**) includes sub-sections for each service delivery area, noted as (1) Mandatory Programs & Services, (2) Non-Mandatory Ongoing/Recurring Programs & Services and (3) Non-Mandatory Municipal and Term-limited projects with special grants and fixed term funding. The budget includes ~\$17,000 in municipal services, relating to Part IV (Clean Water Act) compliance activities and is included in the third category for presentation purposes, since it is immaterial to the total budget.

2023 Budget by Service Delivery Area and by Mandatory / Non-Mandatory Functions - \$9.7M



Darker colours represent mandatory services, and lighter colours represent non-mandatory services

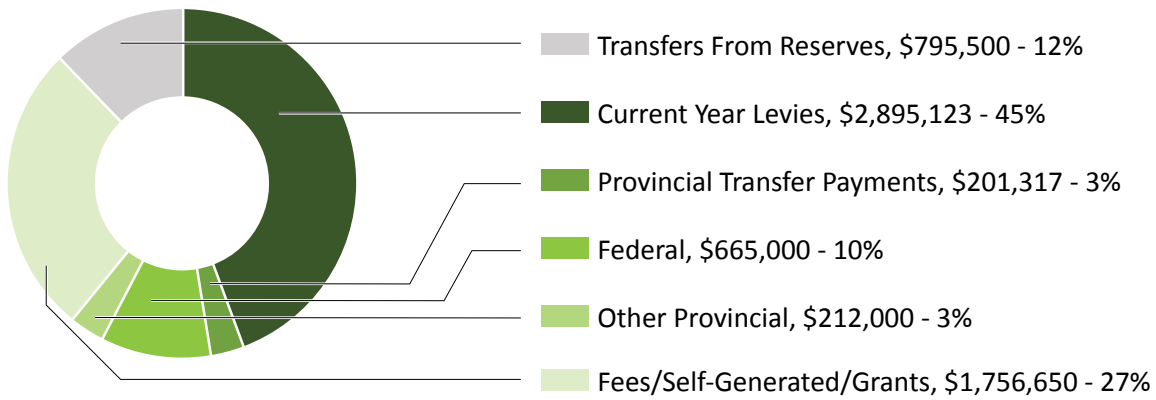
2023 Overview and Analysis

- Administration, in consultation with the Finance and Audit Advisory Board on March 23, 2023, is recommending an increase of \$227,932 (6.4%) to levies, for total levy funding of \$3,768,235 which converts to \$24.33 per household, with assessed value of \$300,000. This is a small increase of \$1.17 per household.
- The 2023 draft budget prioritizes repair and replacement of infrastructure in response to preliminary asset condition reports for greenway infrastructure (bridges/culverts) and JRPB museum/heritage buildings. While still preliminary and subject to review and further analysis, these asset condition reports and cost estimates reveal a potential infrastructure deficit that exceeds \$1million at John R Park Homestead and \$1.8million for replacement of Greenway bridges/crossings, required over the next five (5) years.
- The Authority's budget includes Mandatory program expenses of nearly \$6.2 million, including conservation areas capital projects, plus an additional \$325,000 in levy-funded transfers to the infrastructure reserve fund, for a total of \$6.5million. Non-Mandatory operating expenses of ~\$2.6million are included, plus a transfer

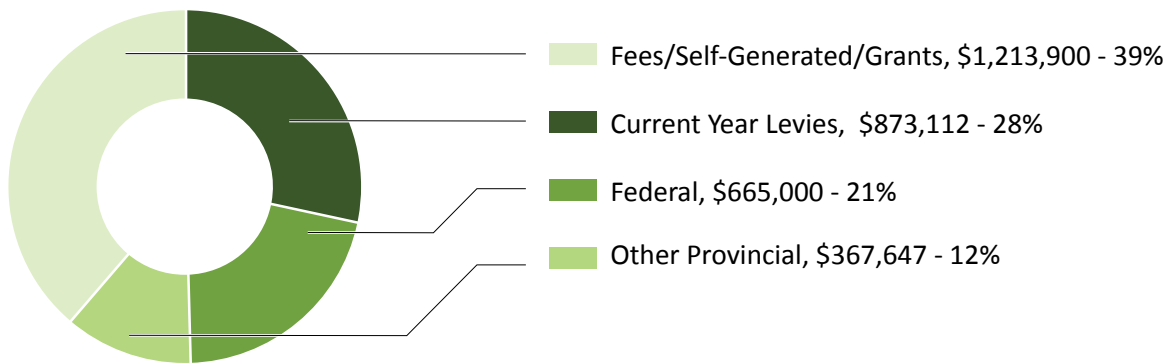
to the JRPH preservation reserve fund of \$515,000 for a total adjusted budget of \$9,662,349. Total revenues of \$8,866,849, plus transfers of \$795,500, are projected to provide the required funds of \$9,662,349 for operations and construction/purchase of assets.

- Levy funding of \$2,895,123 is required to fulfil the Authority's mandated obligations in 2023, consistent with the categories of mandated services, as listed in the Conservation Authorities Act. Additional levy of \$873,122 is required to maintain other programs and services, which are categorized as non-mandatory. \$318,122 is directed to support programs which operate recurrently annually; \$515,000 is allocated to the non-mandatory John R Park Homestead preservation reserve fund and \$40,000 to the land acquisition fund. It should be noted that this allocation represents a reduction in land acquisition funding from the customary \$500,000 to \$40,000, to cover nominal legal and surveying expenses related to the 2022 CASO acquisition.
- While the majority of the levy (77%) supports delivery of mandatory programs, mandatory programs are also financed by provincial transfer payments, permit revenues, user fees and internal chargebacks, with total non-levy sources expected to exceed \$1.4million in 2023.
- Historically, the local investment of levy and municipal special project funding, directed to the Authority has attracted investment of \$1.06 for every \$1 of municipal investment, for Non-Mandatory programs, services and special projects. Between 2017 and 2022, the Authority received municipal funds of \$10,315,527, representing levy and special-project funds, for programs and projects, that are anticipated to be categorized as Non-Mandatory, under the Act, but during that time, non-municipal funds of \$10,978,866 were received, supporting those very same initiatives. The Non-Mandatory work relating to the water quality program generated the greatest return, over the past six years with \$5.31 received from outside funding sources for every CW~GS levy dollar, followed by the tree planting/restoration program which attracted \$3.53 for every CW~GS dollar of investment.
- No new permanent staffing positions are included, and this budget reflects negotiated changes to 2023 wages and benefits as provided for in the collective agreement with CUPE Local 3784, as well as grid increases for applicable staff members, as service hours are completed. Administration has responded to the observed decrease in permit/development applications and has implemented a temporary reduction in staffing in Watershed Management Services accordingly, which continues to be monitored.
- Budget pressures for mandatory services exceed \$600,000 primarily due to anticipated declines in revenues, vehicle and equipment purchases, an increased transfer to the infrastructure reserve and various inflationary pressures and typical wage increases. Mitigating items relating to mandatory services account for \$282,250, for a net levy increase of \$372,235. Levy savings of \$144,303, related to non-mandatory programs are accounted for, reducing the total levy increase to \$227,932. Details are included in Table 1.
- The greatest threats to the Authority's financial condition and future sustainability primarily relate to risk of infrastructure and facilities obsolescence and deterioration at three sites (Holiday Beach, John R Park Homestead, and Greenways) due to ownership issues (HBCA), provision of non-mandatory services and asset preservation at JRPH and the magnitude of required repairs/replacements to Greenway bridges and crossings. The Authority does not own the infrastructure at Holiday Beach and is engaged in discussions with the Ministry of Natural Resources and Forestry, regarding asset management.

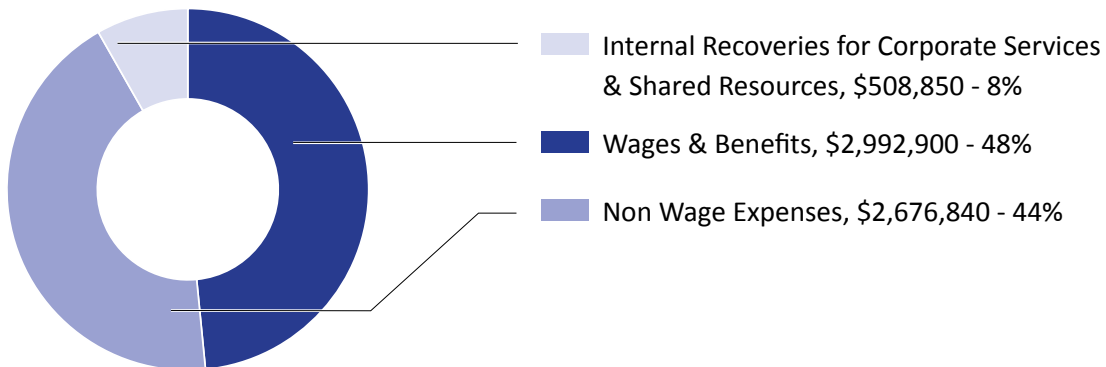
2023 Projected Revenues - Mandatory Programs & Services



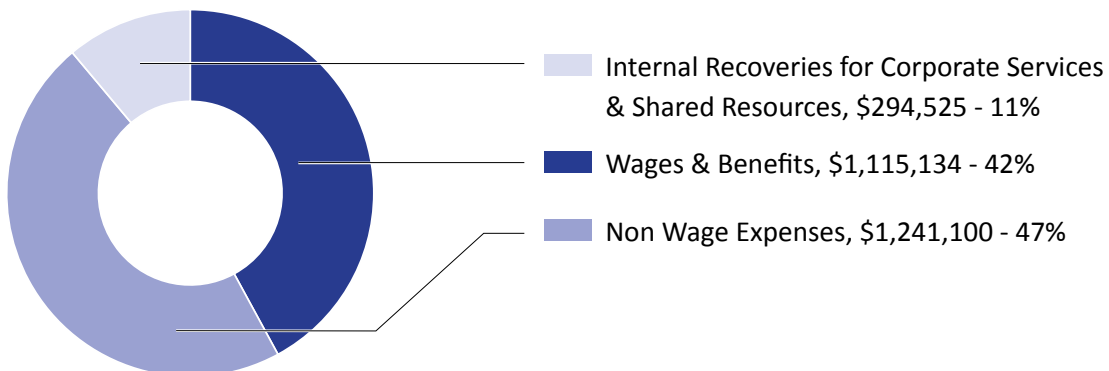
2023 Projected Revenues By Source - Non-Mandatory (Annual / Recurring) Services (Excludes Deferred Revenue / Reserve Transfers)



2023 Expenses - Mandatory Programs & Services



2023 Expenses - Non-Mandatory Programs & Services



YEAR OVER YEAR BUDGET PRESSURES AND MITIGATING MEASURES

Financial Pressures and Cost Drivers

- Based on 4+months of 2022/2023 data, fees associated with permits, clearances, property inquiries and surveying have been conservatively reduced by 25%.
- Insurance premiums have risen 47% from the 2022 budget and as a result, an additional \$56k has been included for premiums to reflect actual premiums.
- Two FTEs are included for a full year but were approved by the Board in 2022 and partially included in 2023.
- Assumes resumption of educational programming that has been partially curtailed during Covid.
- Includes negotiated increases for union members and grid increases for all affected staff.
- Includes additional operating expenses related to the vehicle fleet, due to increased fuel /repair & maintenance costs.
- Includes return to work of staff members on legislated/authorized leaves.
- Includes several inflationary increases, as currently being experienced for some services (e.g., waste removal, utilities etc.), as the timeline for lifting of additional fees, as levied by vendors, is unknown.
- Includes provision to replace one tractor and two heavy-duty trucks.

Mitigating Measures

- Positive financial results of the expanded Maple Festival are included in non-mandatory self-generated revenues and additional gross proceeds have been estimated at \$52k (excludes cost of goods sold).
- Due to the increase in interest rates, additional interest revenues of \$75k have been included.
- Administration will consider the feasibility of adjusting the vehicle fleet to reduce costs and to increase utilization of available vehicles but with an expanded property portfolio and an increase in the conservation areas maintenance staffing complement (CASO/Collavino), it is likely that the fleet/equipment pool will need to be increased rather than decreased.
- The vehicle/equipment reserve will be utilized to address fleet and equipment replacements.
- Temporary staff layoffs have been instituted in Watershed Management Services to address the observed decline in fee-for-service revenues.
- Deferred revenues from prior years, relating to levies allocated to specific initiatives deferred to 2023, are included.

Table 1 - Budget Pressures and Mitigating Items - Mandatory Programs & Services

| Budget Pressures- Mandatory Programs/ Services | Category | \$ Impact on Levy Increase | Comment |
|---|---|----------------------------------|--|
| Permit/clearance revenues | Self-Generated/ Grants | \$ 224,500 | Projected economic impact/Bill 23-assumes ~25% decline |
| ERCF transfers/other grants | Self-Generated/ Grants | 16,200 | Conservation Services |
| Increased transfer to infrastructure reserve | Asset replacement | 75,000 | To address 2023 and future capital projects (Greenway infrastructure) |
| Insurance, legal & audit | Indemnification/ audit requirement | 60,721 | Insurance costs comprise the bulk of this increase |
| Conservation areas maintenance, restoration, fencing, taxes | Lands management | 34,614 | Increased costs related to Collavino CA, inflationary increases, transfer of JRPH grounds maintenance |
| Wages and benefits | Compensation | 43,550 | Net impact of grid/negotiated increases, full year of wages for previously approved staff capacity, slight increase to seasonal staff hours/ rates, return of permanent staff on approved leave-offset by FTE reductions in WMS, related to projected decrease in revenues, noted above |
| Fleet/equipment operations and replacement | Asset replacement | 149,900 | \$125k replacements + inflationary factors (fuel, repairs & maintenance) |
| Transfer from fleet/ equipment reserve to address above | Asset replacement | (110,000) | To address increased fleet replacement and 2023 tractor acquisition |
| Deferred revenues | Prior year levies allocated to specific initiatives | (73,750) | Prior year levies related to 2023 deferred expenses |
| Increased interest revenues | Unrestricted revenues | (75,000) | Estimated impact of higher interest rates |
| Transfer from infrastructure levy | Infrastructure emergency repairs (conservation areas) | (23,500) | Utilize infrastructure reserve to address this item, in lieu of operating levy |
| Net impact on levy associated with mandatory programs & services | | \$372,235 | |

Table 2 - Budget Pressures and Mitigating Items - Non-Mandatory Programs & Services

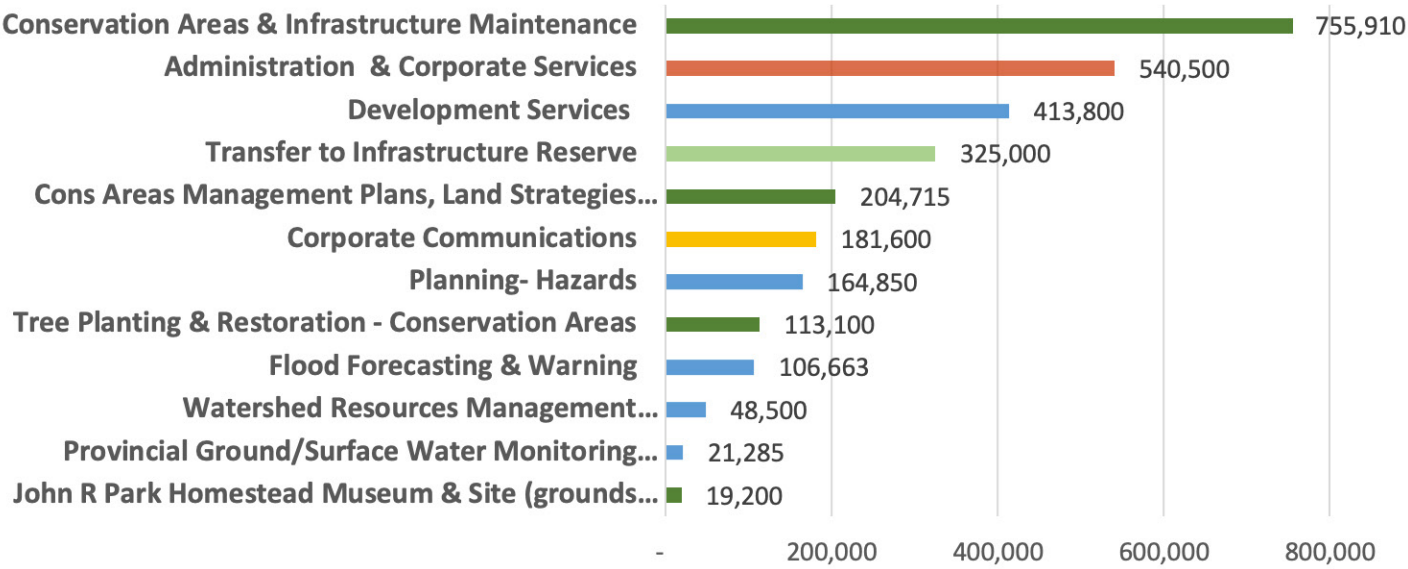
| Budget Pressures- Non-Mandatory Programs/ Services | Category | \$ Impact on Levy Increase | Comment |
|---|---|---|--|
| Transfers to JRPH Preservation Reserve Fund | Reserves | \$ 500,000 | To address deterioration of JRPH Museum and heritage buildings |
| Decline in self-generated revenues for tree-planting/restoration and education | Self-generated/fees | 89,000 | |
| Various operating costs including maintenance, HBCA supplies & repairs, insurance, taxes, allocated shared services, etc. | Operating costs | 22,077 | Inflationary increases, including insurance as well as budget adjustment for operating costs of the JRPH visitor's centre (Fox Creek Conservation Centre) |
| Reduction in transfer to land acquisition fund | Land acquisition fund | (453,000) | |
| JRPH/Holiday Beach | Admissions, rentals, sale of goods, offset by supplies | (67,280) | |
| Transfer from tree planting/restoration stabilization fund | Deferred revenues | (81,400) | |
| Increased grants for restoration/wetlands on private properties (CFN, etc.) | Federal/Provincial grants | (4,200) | Net of increased costs related to construction/plant material |
| Deferred revenues | Prior Year levies allocated to water quality and outreach | (55,200) | |
| Demo Farm/Stewardship | Federal/Provincial grants/Crop sales | (35,400) | |
| Transfer from ERCF funds for education and special initiatives | Deferred revenues | (37,000) | |
| Net wage savings | Compensation | (21,900) | Reallocation of some WMS staff to mandatory services due to termination of natural heritage supports to municipalities and transfer of wages associated with property maintenance at JRPH, to mandatory services |
| Net impact on levy associated with mandatory programs & services | | \$ (144,303) | |

After consideration of mitigating items described above, the required additional levy contribution, to sustain mandatory programs and services is \$372,235, offset by a reduction in levy of \$144,303, supporting the ongoing non-mandatory programs, resulting in a net increase in levy of \$227,932 (6.4%)

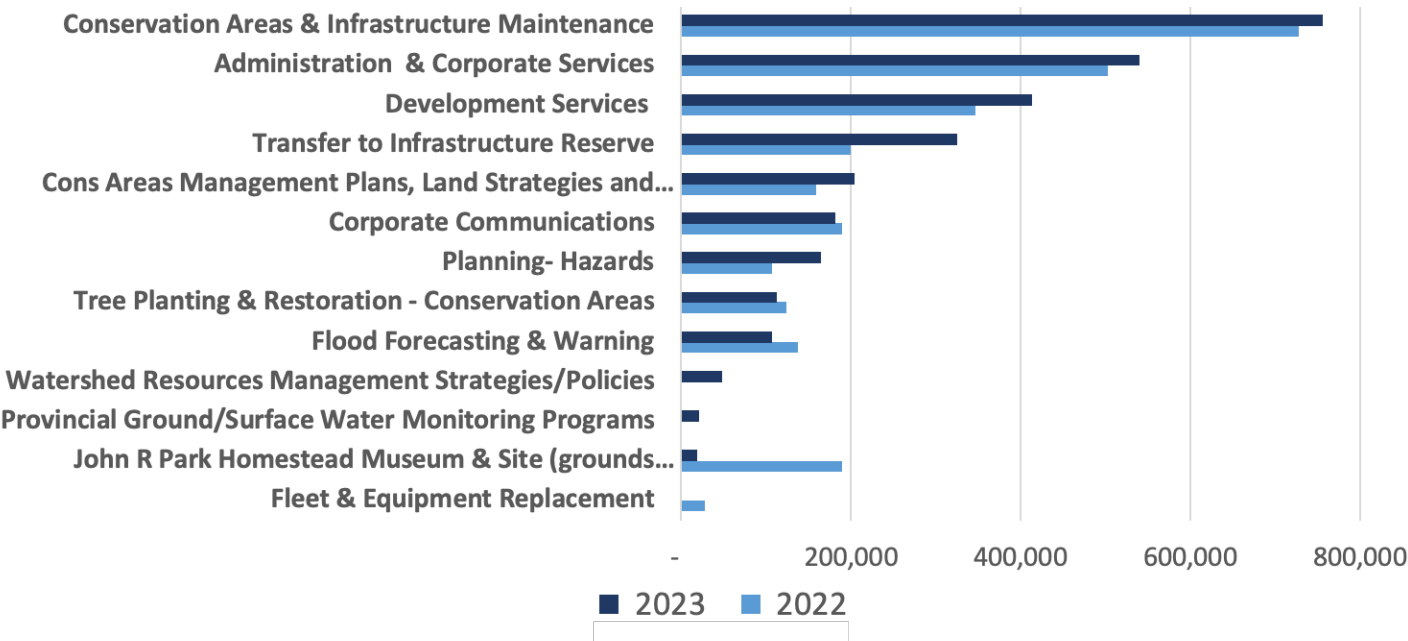
LEVIES ANALYSIS AND DRAFT ALLOCATION

After determining operating costs and infrastructure requirements, Administration has calculated required Levy funding of \$2,895,123 to fulfil the Authority’s mandated obligations, as shown below. If municipal funding for non-mandatory services is required in 2024 and beyond, the Authority is obligated to engage its municipal funders in consultations regarding the inventory of programs/services and execute apportionment agreements in 2023. The 2023 budget aligns the previous categories of ‘General’ and ‘Clean Water ~ Green Spaces’ levy with mandatory and non-mandatory programs and services, respectively.

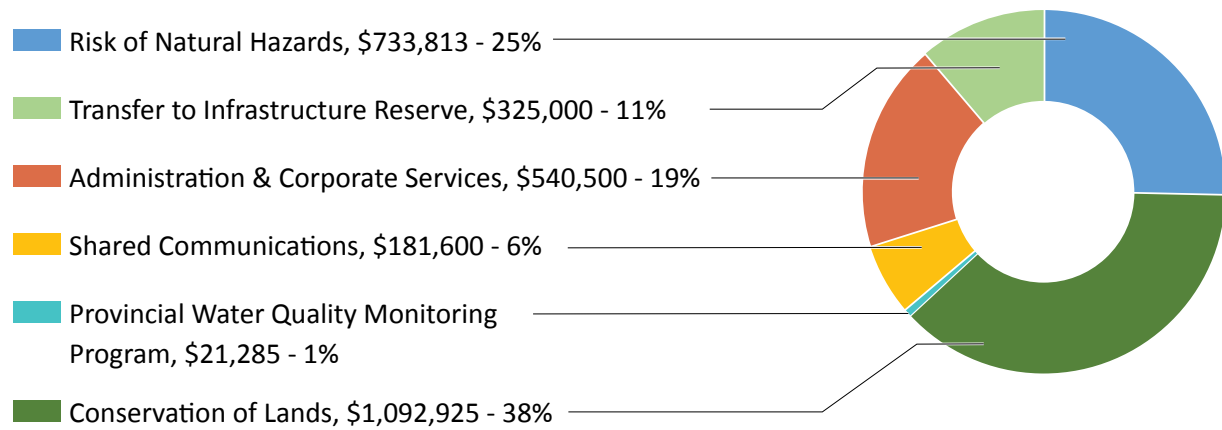
2023 Proposed General Levies
Supporting (Draft) Mandatory Programs & Services



Levies Supporting Mandatory Programs & Services
- Year Over Year Comparison



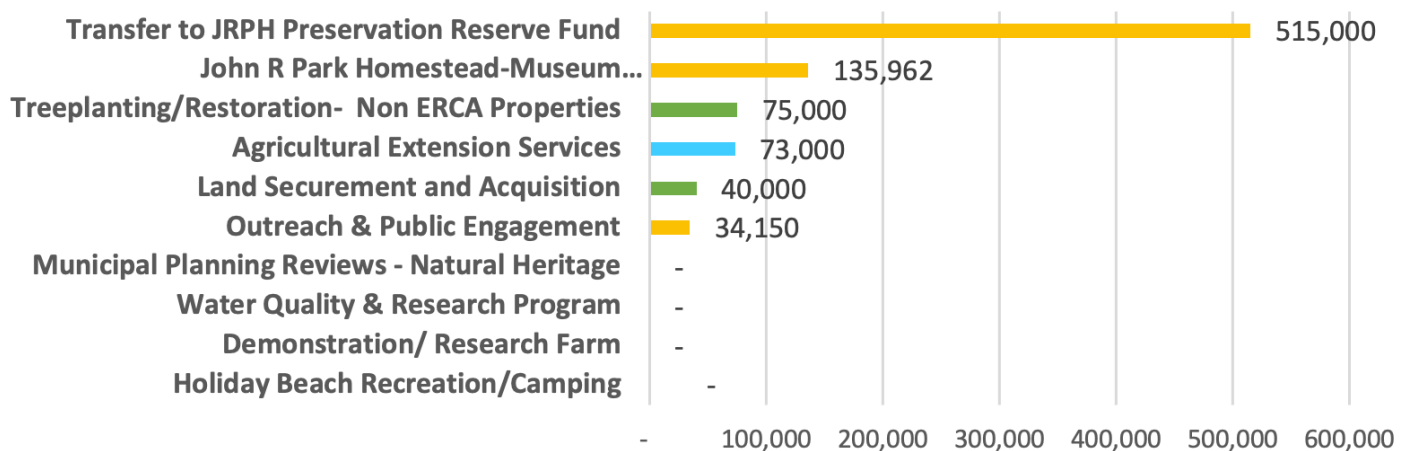
2023 Levy Allocation \$2,895,123 - Mandatory Programs & Services



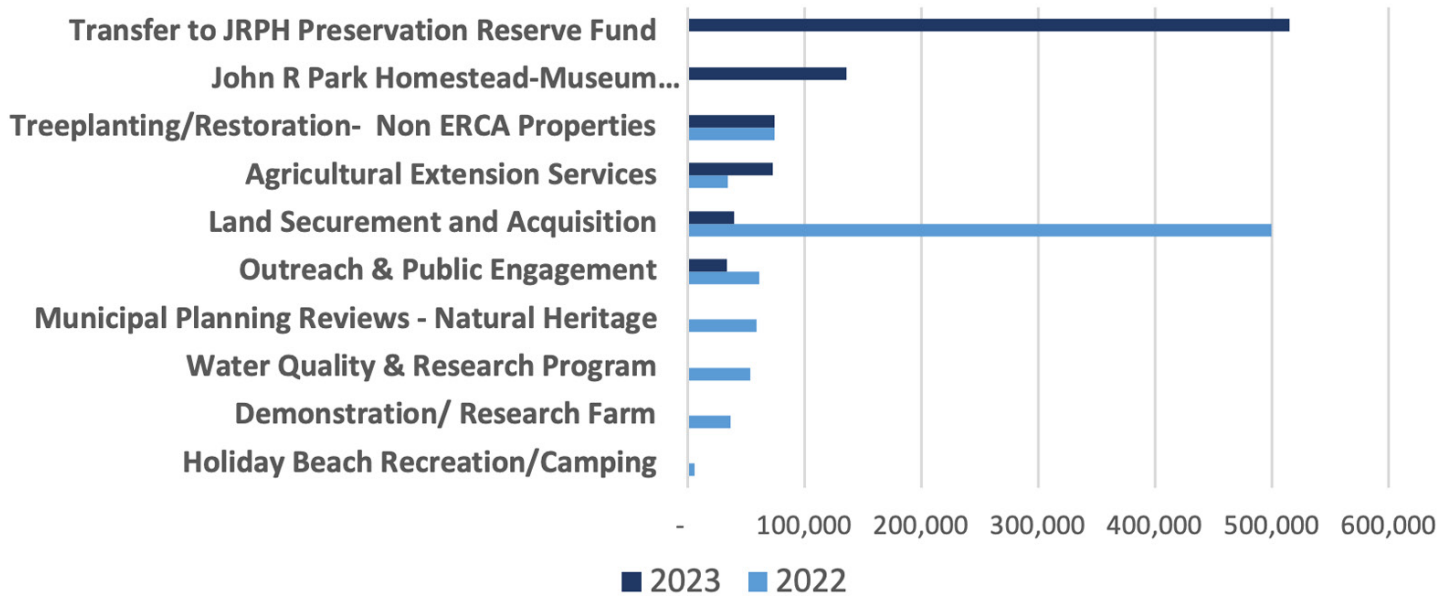
Levies associated with Non-Mandatory services total \$873,112. While Non-Mandatory levy is not insignificant, and approaches \$900,000, **the majority of the allocation supports the \$515,000 transfer to the John R Park Homestead preservation reserve fund.** The remainder ~\$358,000 attracts significant support from other levels of government and NGOs, including the Essex Region Conservation Foundation. Levy supports, on average, **25-30% of the costs to deliver ongoing core watershed programming**, varying annually with successful grant applications and self-generated revenues.

Note that approximately \$956,000 is included in the 2023 budget, for term-limited projects, financed by a third party and/or government funding, or fee-for-service contracts. The decrease in activity is largely attributable to the culmination of the Peche Island project but is partially offset by the new Maple Expansion grant (\$329,000). These projects do not require levy nor do they require municipal agreements in 2024.

2023 Proposed CW~GS Levies (Draft) Supporting Non Mandatory Programs & Services



Levies Supporting Non-Mandatory Programs & Services - YoY Comparison



INFRASTRUCTURE RISK AND REQUIRED FUNDING FOR REPAIRS / REPLACEMENT / PRESERVATION OF ASSETS

The threats to the Authority's financial condition and future sustainability primarily relate to risk of infrastructure and facilities obsolescence and deterioration at three sites (John R Park Homestead CA, Greenways and Holiday Beach CA). The Greenways' infrastructure represents the lowest financial risk due to the fact that the infrastructure is associated with passive recreation and maintenance of same, is eligible for mandatory levy. Conversely the JRPH museum and other heritage buildings are associated with the provision of non-mandatory services and the Authority is precluded from levying for preservation of these heritage assets. This is despite the fact that the transfer of the property from the Province in 2008, contained a number of restrictive covenants and obligations, regarding operations and preservation/maintenance of the assets.

While the risk of infrastructure and facilities failure and obsolescence is an on-going concern at Holiday Beach, the Authority does not have ownership nor an easement over the property and is operating the property by way of a management agreement that expires in 2031. Significant investments have been made at this conservation area over the past 10 years, utilizing the infrastructure reserve, however that opportunity will cease at the end of this budget cycle, as operations there are fully non-mandatory. Administration is currently in discussions with MNRF (Ministry of Natural Resources and Forestry) regarding this property and the management agreement. This budget does not include any provision for a maintenance reserve for this site and the operating budget includes an allocation for certain minimal repairs (meters etc.), that are required before camping season begins.

As a result of the bi-furcation of programs and services into mandatory and non-mandatory and the consequential categorization of those respective assets which support the two-stream service delivery model, Administration engaged consultants in 2022, to undertake asset condition reports for both the JRPH museum and heritage buildings and the infrastructure located within Greenways, such as bridges and culverts. Being aware of the costs

to maintain and replace assets is essential to the municipal discussions regarding the funding of non-mandatory services, specifically the costs to preserve the John R. Park homestead museum and buildings in perpetuity.

In June 2022, the Authority received a preliminary asset condition report, for the John R Park Homestead, which provided an estimate of \$977,476 to remediate twelve (12) buildings. More recently, it was determined that interior structural repairs are required to the main roof of the house, before other repairs can be initiated. A preliminary estimate of approximately \$160,000 was provided by the Architect, however, quotes from Toronto firms, specializing in heritage building remediation are approximately \$350,000. Due to the ongoing structural investigation of the roof, the precise details of the proposed Homestead repairs have not been determined, however a budget of \$259,000 has been included as a provision to address the most urgent structural repair requirements of the house.

Post this budget cycle, the Authority will have no mechanism to collect levy for this essential preservation work. Given the fragile state of the house, its prominence on the site and its integration with programming, Administration is of the opinion that it is imperative to seed a preservation reserve fund with sufficient capital to facilitate crucial repairs over the next year or two.

Seeking and obtaining municipal funding (apportionment) agreements for JRPH museum operations may present a challenge in of itself, as the annual on-going levy requirement is approximately \$150,000- \$170,000 and adding the burden of infrastructure repairs, which are years overdue, on to current and future generations of ratepayers, may be unpalatable and repudiated. Seeding the JRPH preservation fund, is presented as a budget-neutral solution, as Administration is recommending that the customary \$500,000 annual levy funding for land acquisition, be diverted to this specific-purpose reserve fund. The land acquisition fund currently maintains a balance in excess of \$1.9 million.

During 2022, the Authority also engaged a consultant to undertake an assessment of its Greenways bridges and crossings. The preliminary report, received in December 2022, identified projected costs for infrastructure replacements and repairs, for end of lifespan bridges/crossings, in the order of \$1.8million, recommended to be completed between 2023 and 2027. An additional \$1.2million is estimated as the cost to replace end of lifespan assets in 2032.

While the 2023 budget includes a transfer to the general infrastructure reserve fund, of \$325,000, future budgets may need to account for a similar provision annually to address the infrastructure deficit noted above. The consequences of not replacing bridges may increase the Authority's risk profile to an unacceptable level and ultimately necessitate asset decommissioning/trail closures. Upon receipt and review of final asset condition reports, Administration will initiate the update to the asset management plan.

RESERVE FUNDS

The Authority maintains several reserve funds and this budget includes levy-funded transfers of \$840,000 to infrastructure reserves and transfers from the reserves, of \$795,500, are expected to fund capital projects and fleet/equipment acquisitions, as identified in **Appendix C**. Reserves are therefore projected to increment by \$44,500 and all Authority Reserve Funds are shown in **Appendix C**.

Capital projects include the following:

Table 3 - Capital Projects 2023

| Capital Projects 2023 | Total Cost | Infrastructure/ Other Reserve |
|---|--------------------|-------------------------------|
| JRPH Museum repairs | \$259,000 | \$157,000 |
| JRPH Connectivity | 39,500 | 22,000 |
| Greenways culvert/bridge remediation | 242,500 | 242,500 |
| Parking lot(s) resurfacing (deferred in part from 2022) | 100,000 | 100,000 |
| Contingency for emergency infrastructure repairs | 30,000 | 30,000 |
| Conservation Areas signage | 25,000 | 25,000 |
| Train Station maintenance & repairs | 26,000 | 20,000 |
| Fleet/Equipment replacement and fleet operations | 352,700 | 153,000 |
| Cloud development (S28) permitting system | 70,500 | 46,000 |
| | \$1,145,200 | \$795,500 |

HUMAN RESOURCE ANALYSIS

While no new permanent staffing positions are contemplated, one term contract position is included in mandatory services but is grant-funded and related to the Hillman Marsh climate adaptation management plan. Despite the anticipated decline in permit revenues, Watershed Management Services (WMS) human resources will be mostly retained in order to fulfill one of the mandatory components of the Conservation Authorities Act Transition Plan, which is due by January 1, 2024. At the time of writing, one staff member in WMS is on temporary layoff and one has been redeployed to a vacant Conservation Areas Technician position. Recall of these positions will be dependent on the extent that development services revenues are expected to exceed the budgeted amount, based on ongoing monitoring and analysis of fee-for-service revenue trends.

Compensation, including payroll taxes and benefits is the Authority's largest category of expense, comprising 45% of the budget and 72% of the compensation expense is associated with mandatory services. Certain positions that were partly included in 2022, due to recruitment schedules, are included as full-time- equivalents (or nearly) in the 2023 budget. Overall, total FTEs of 47.7 are slightly lower than the 49 budgeted 2022 FTEs, due to a contraction in Water Quality, as term funding ended in March 2023, and a slight contraction in Watershed Management Services, associated with reduced permit application activity and revenues.

Recruitment and retention remain an on-going challenge with demand for many positions, outpacing the available supply of talent. The Authority shares positions of a similar nature, with municipalities and the public sector, which often have higher pay scales, which contributes to the recruitment challenge.

Table 4 – Budgeted Wages 2023

| | 2023 BUDGETED WAGES | 2022 BUDGETED WAGES | 2022 PROJECTED WAGES |
|--|------------------------|------------------------|-------------------------|
| Total Wages & Benefits | | | |
| Mandatory Programs & Services | \$ 2,992,900 | \$ 2,872,300 | \$ 2,747,758 |
| Total Wages & Benefits Non-Mandatory | | | |
| Programs & Services-Annual Recurring | 792,100 | 814,000 | 803,875 |
| Total Wages & Benefits | | | |
| Non-Mandatory Term-Limited Special Projects | 323,534 | 435,050 | 501,902 |
| Total Wages & Benefits | \$ 4,108,534 | \$ 4,121,350 | \$ 4,053,535 |

Table 5- Summary of Employee Full time Equivalents

| Service Delivery Area | 2023 Mandatory | 2023 Non- Mandatory Ongoing | 2023 Non- Mandatory Term Project | 2022 Mandatory | 2022 Non- Mandatory Ongoing | 2022 Non- Mandatory Term Project |
|--|-------------------|-----------------------------------|--|-------------------|-----------------------------------|--|
| Watershed Management Services | 11.8 | | | 14.0 | | |
| Conservation Services | 9.0 | 6.0 | .1 | 8.2 | 5.5 | |
| Water Quality | 1.0 | 2.4 | 1.7 | .8 | 2.4 | 4.2 |
| Community Outreach | 1.7 | 5.2 | 1.1 | 1.7 | 4.3 | .3 |
| Corporate Services | 7.3 | .4 | | 7.2 | .4 | |
| Total FTEs | 30.8 | 14.0 | 2.9 | 31.9 | 12.6 | 4.5 |

RETURN ON LOCAL INVESTMENT

Historically, the local investment of levy and municipal special project funding, directed to the Authority has been matched dollar for dollar, if not exceeded. Between 2017 and 2022, the Authority received municipal funds of \$10,315,527, representing levy and special-project funds, for programs and projects, that are expected to be categorized as Non-Mandatory, under the Act, but during that time, non- municipal funds of \$10,978,866 were received, supporting those very same initiatives.

Table 6 - Sources of Funding

| 2017-2022 Sources of Funds – Non-Mandatory Programs & Services | | | |
|---|-----------|-------------------|----------------------|
| Levies + Municipal Special Project \$ | \$ | 10,315,527 | 48% |
| Federal & Provincial Grants | | 9,124,819 | 43% |
| Essex Region Conservation Foundation | | 639,284 | 3% |
| Other Non-Government | | 1,214,763 | 6% |
| | \$ | 21,294,393 | 100% |
| Total Funding - All Sources | \$ | 10,978,866 | \$1.06:\$1.00 |

For capital projects, which include a mix of projects, supporting both mandatory and non-mandatory functions, as those are now defined, ERCA has attracted \$1.56 for every \$1 of local taxpayer investment, as shown below:

| 2017-2022 Sources of Funds - Capital Investment | | | |
|---|-----------|------------------|----------------------|
| Levies + Municipal Special Project \$ | \$ | 2,032,722 | 39% |
| Federal & Provincial Grants | | 1,260,477 | 24% |
| Essex Region Conservation Foundation | | 1,905,595 | 37% |
| | \$ | 5,198,794 | 100% |
| Total Non-Municipal Funding - Capital Investment | \$ | 3,166,072 | \$1.56:\$1.00 |

It should be noted that the Essex Region Conservation Foundation provided funds of almost \$2.0 million, towards capital projects, between 2017 and 2022, with substantial investment directed to the Cypher Systems Greenway, the Fox Creek Conservation Centre and recently, to the JRPH house repairs.

LEVERAGED INVESTMENT HIGHLIGHTS

- Since 2016, the Watershed Management Service department has successfully secured \$995,500 in grant funds to support flood and erosion hazard programs and projects across the Essex Region. Through various provincial and federal grant opportunities, the Authority has secured over \$400,000 through funding programs only available to Conservation Authorities, which have enabled significant repair and improvement projects as well as condition assessment for flood and erosion control infrastructure.

- An initial investment of approximately \$46,000 into the development of a Floodplain Prioritization assessment resulted in securing a total of \$422,000 from the federal and provincial governments to undertake updates to hydrologic and hydraulic modelling and subsequent flood mapping updates.
- Over the past 5 years, approximately 70% of secured grant funding obtained through Watershed Management Services has benefitted the City of Windsor, with the remaining 30% largely focused on maintaining critical flood control infrastructure throughout the region.
- ERCA has protected 484 acres of land in 2022 through acquisition and donation and will soon acquire an additional 70 acres as a donation. \$635,000 of CW~GS funding supported 2022 land acquisition costs, while external support received was approximately \$2,500,000 in contributions from partners and donated land values. The fair market value of 2023 expected donations of land is valued at over \$1,000,000.
- ERCA has restored over 400 acres and planted over 400,000 trees over the past five years with \$665,000 support from CW~GS levy funding, attracting \$2,349,500 in government grants, and non-government grants and donations, including \$163,000 from the Foundation (ERCF).
- Between 2017 and 2022, \$494,789 in CW~GS levy was used to support watershed research and water quality sampling at approximately 62 sampling locations throughout the region, and 275 water quality improvement projects were implemented, while corporate, federal and provincial contributions towards these initiatives, to enhance our understanding of impacts on our local water sources, was \$2,625,260.
- From 2017 – 2022, a total of \$562,755 of levy funding was used to support outreach and education programs, while \$250,778 in external funding was contributed through grants and donations. During that period, a total of 52 Community Outreach Events were undertaken across the region, resulting in 6,144 volunteers planting 14,937 trees, 2,275 native plant plugs and removing 2.32 metric tonnes of garbage across the region – even though stewardship events were severely curtailed though 2020 and 2021.
- Through 2021 and 2022, Administration actively solicited private funding as part of a focused fundraising campaign through the Essex Region Conservation Foundation, which has eliminated the need for levy funding for curriculum-based Outdoor Education programs for a five-year period.

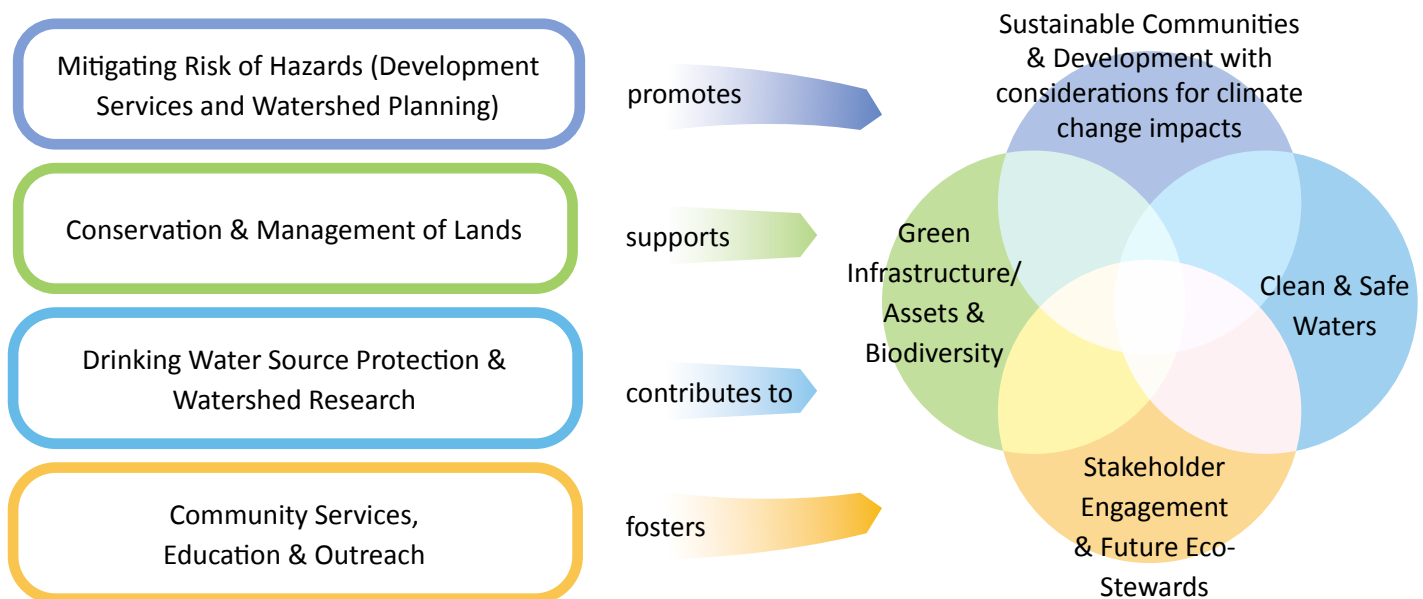
Integrated Watershed Management

As an integrated watershed management agency, ERCA's five service delivery areas have developed over decades, and include beneficial programs and services that support our collective shared objectives and goals, related to ecological, social, and economic health.

These programs were developed by and are implemented by recognized experts in civil/environmental engineering, environmental studies, watershed planning, forestry, biology, ecology, agronomy, water quality science, restoration, and natural resource management. ERCA works across all sectors and levels of government, to secure mission support and sustainable funding, in order to achieve the community's vision for our region.

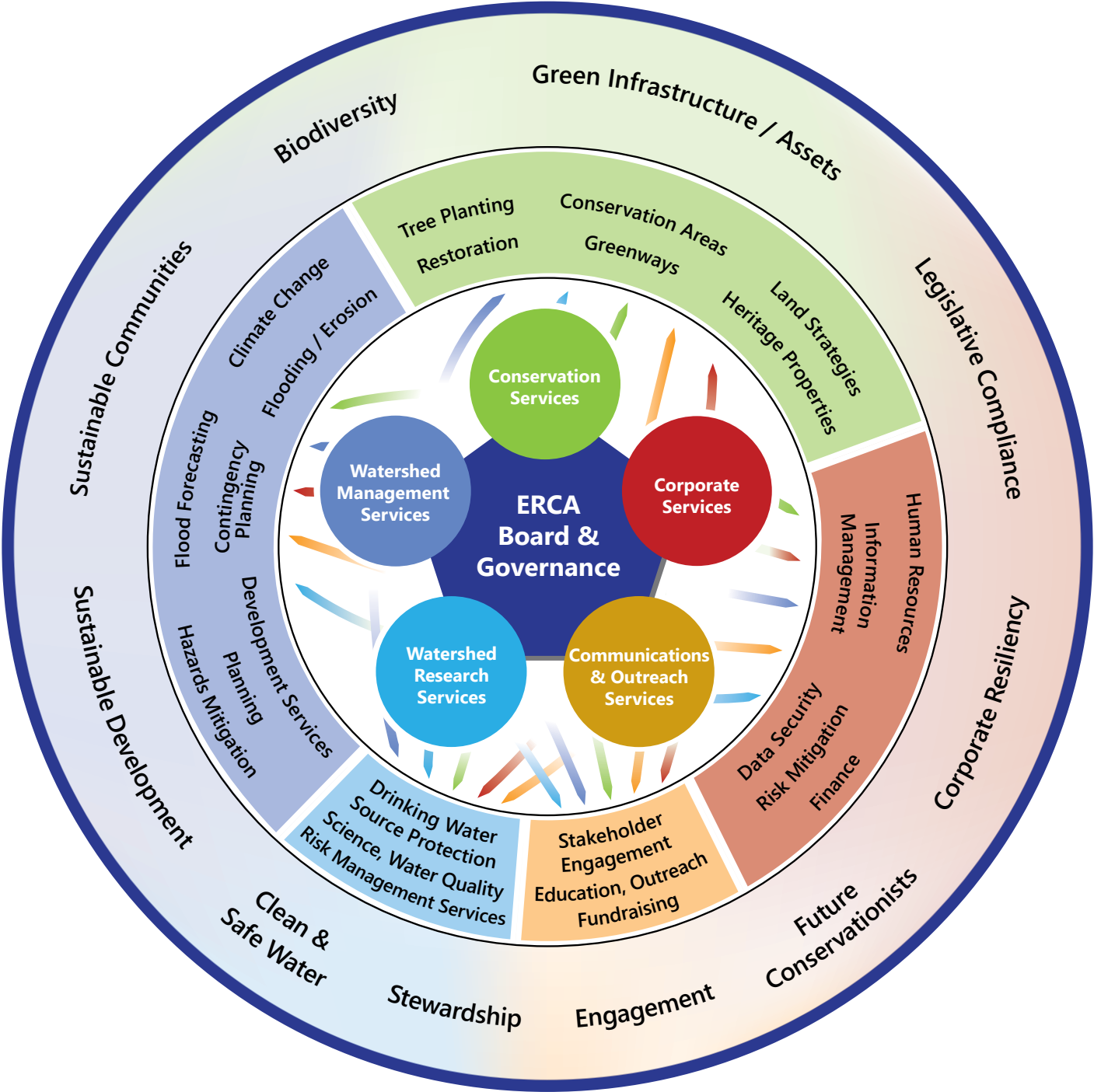
Recent changes to the Conservation Authorities Act confirmed core and the mandatory functions of conservation authorities including: mitigating risks of natural hazards; conserving and managing lands, for heritage and hazards; drinking water source protection; and surface water and groundwater monitoring. To continue to be relevant and to serve the residents of this region, ERCA should be delivering, and can continue to deliver the ancillary programs and services that impact the overall well-being, health and safety of the region and its citizens. **As noted above, the programs, which may be permanently recognized as non-mandatory in the near future, and are potentially at-risk for loss of municipal funding, have returned \$1.06 for every local taxpayer dollar since 2017.**

While it is convenient to organize business functions by service delivery areas and additionally, they align with Provincial categories, each of ERCA's programs support environmental objectives, embraced by all:



ERCA delivers programs consistent with the objects of Conservation Authorities, as defined in the Conservation Authorities Act and is committed to delivering the non-mandatory local natural resource programs and services, in consultation with its participating municipalities and the residents of this region. However, museum operations, maintenance of heritage assets and heritage programming do not fall within the objects of Conservation Authorities, but notwithstanding, the Authority is operating the museum within the covenants of the 2008 property transfer agreement, for the John R Park Homestead site.

PROGRAM INTEGRATION MODEL



The Integrated Watershed Management approach requires an understanding of the interactions between our environment, the economy, and society. At the core of everything that ERCA does to better understand, preserve, and enhance our region, is ERCA’s Board of Directors and our five key service areas. Through the Board’s sound governance and oversight, along with Administration’s efforts in delivering the various interconnected programs within these service areas, ERCA continues to gain a better understanding of our watershed. It is through this approach that ERCA will continue to protect our region’s resources, people, and property, and address the escalating environmental challenges we face now and in the future. The Program Integration Model above demonstrates the linkages between each of the various programs and services, both Mandatory and Non-Mandatory, which are all crucial to achieving our region’s objectives of a healthy, sustainable future for the residents of Windsor-Essex.

Service Delivery Area

Operating Plan Highlights



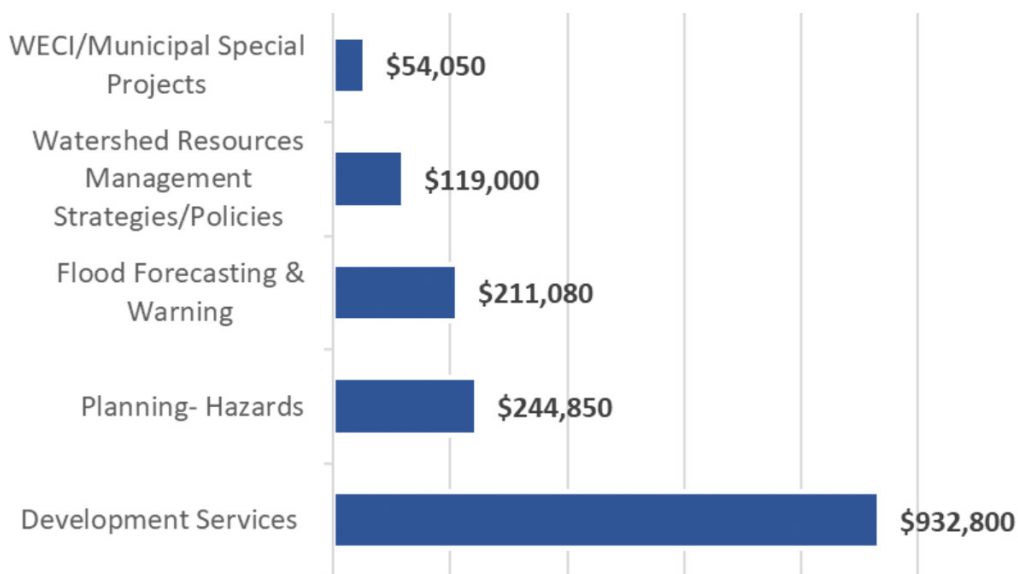
Watershed Management Services

Watershed Management Services are identified as mandatory services and ensures that development in the region progresses in a sustainable manner, is directed away from natural hazards, while protecting existing development, water resources, and natural features that contribute to flood and erosion attenuation.

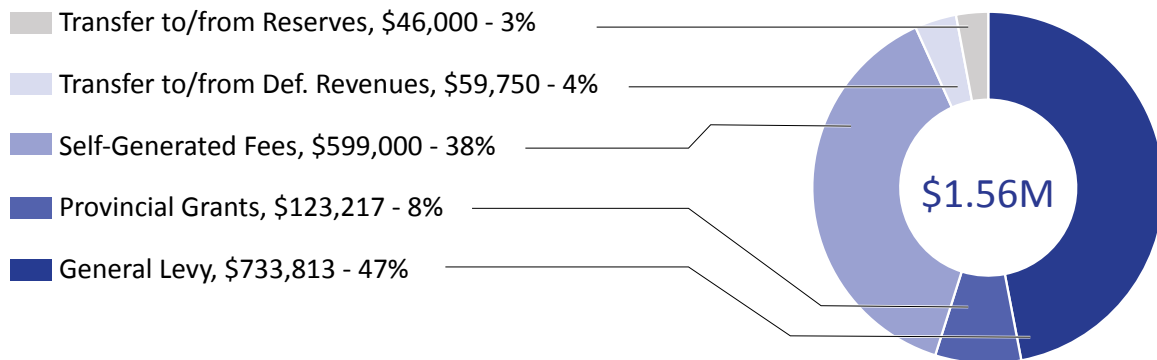
Watershed Management Services are delivered through four programs:

- Development Services (mandatory services)
- Watershed/Water Resources Engineering (mandatory services)
- Flood Management/Flood Forecasting and Warning (mandatory services)
- Watershed Planning (mandatory)
- Approximately 12 FTEs deliver these services

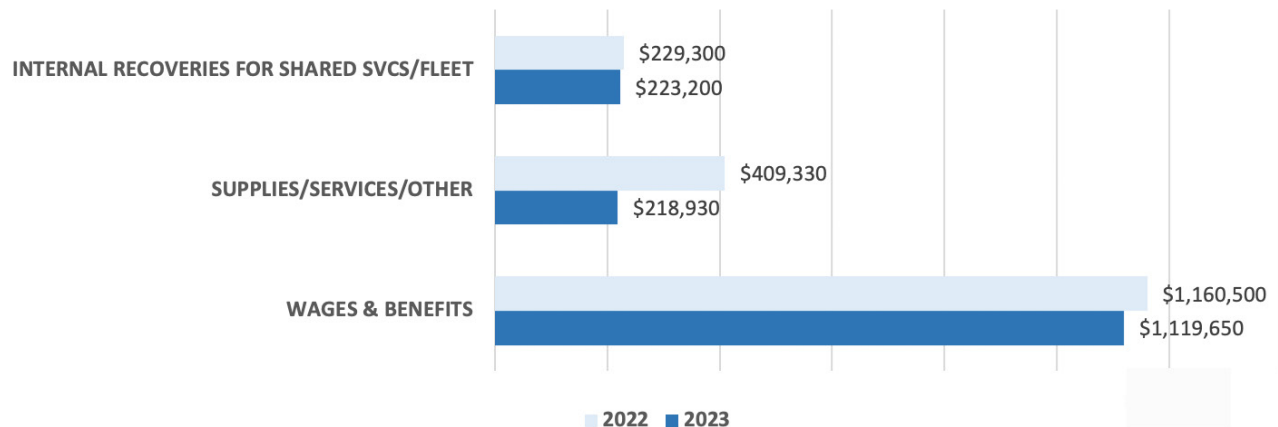
Mandatory Watershed Management Programs & Services - \$1.56M



Watershed Management Services Sources of Revenues for MANDATORY Programs



MANDATORY Watershed Management Program Expenses by Category



In general, the budgeted Watershed Management Services expenses are less than recent previous years as a result of the anticipated decline in development activities across the region. Past years included wages to account for increased hours to meet increasing demands and service delivery targets. The 2023 budget includes most staff on normal working hours with a focus on meeting development service delivery targets, policy review and development, and special projects and ancillary services that support core mandate functions. Two temporary layoffs have been instituted while development applications and related services continue to be monitored.

DEVELOPMENT SERVICES

ERCA administers the Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation, approved by the Minister of Natural Resources and Forestry and known as Ontario Regulation 158/06, as amended. The Regulation allows ERCA to regulate development within hazardous lands through a permitting process. These lands could be unsafe for development because of naturally occurring processes associated with flooding, erosion, unstable soils, dynamic beaches, unstable slopes or in areas where conservation of lands could be impacted by development. The priority is to reduce risk to life, damage to property, and social disruptions resulting from natural hazards.

2023 Program Highlights

- Administration will review the Authority's development policies from 1987 and 2006 and complete an update to comply with current development practices and legislative requirements.
- In an effort to continue with modernizing development review processes, Watershed Management Services is working closely with Information Technology to migrate the permitting and Property Information Management System to a cloud-based service to reduce potential points of failure (i.e., Civic Centre power failures) that disrupt service delivery. This modernization includes a phased approach to build the necessary cloud-based software for staff use and the government-client portal for online services.

WATERSHED / WATER RESOURCES ENGINEERING

Managing the risks associated with the natural hazards of flooding and erosion is one of the primary roles of conservation authorities under the Conservation Authorities Act. This role is fulfilled through the delivery of multiple natural resource management programs and services, including flood plain management and mapping, water and erosion control infrastructure planning, and stormwater management. Many projects delivered through the engineering program are considered "special projects" or "ancillary services" that support core responsibilities of the authority within the context of natural hazards management. The program is currently wrapping up several complex flood mapping projects and beginning new undertakings to update the coastal hazard mapping completed in 1976.

2023 Program Highlights

- Complete the Little River Floodplain Mapping as part of the City of Windsor Sandwich South Master Servicing Study to inform regulatory requirements for future development. This project is delivered on behalf of the City of Windsor as a fee for service undertaking and is 100% cost recoverable.
- Complete the Turkey Hydrologic and Hydraulic Modelling, funded by the City of Windsor, the Town of LaSalle, and the Town of Tecumseh. This project was delivered as a fee-for-service undertaking ensuring cost recovery for the Authority, with municipal expenses subsidized with federal funding of \$182,000 through the National Disaster Mitigation Program (NDMP).
- In coordination with municipal partners, the coastal hazard mapping completed in 1976 will be updated through 2023, with final deliverables expected in March 2024. The total project is valued at approximately \$480,000, with \$240,000 of federal and provincial funding obtained through the Flood Hazard Identification and Mapping Program (FHIMP).
- Evaluate needs to support developing a Watershed-Based Resource Management Strategy, completed by December 31, 2024, as required through Ontario Regulation 686/21: Mandatory Programs and Services.
- Administration will continue to explore partnership and funding opportunities to update flood and erosion hazard mapping.

FLOOD MANAGEMENT

Recognizing that protection of life and property from flooding and erosion hazards is dependent on natural system protection, restoration and remediation; and that development and redevelopment should contribute to the prevention, elimination, and reduction in risk from flooding, erosion, and slope instability. The five pillars of flood management: prevention, mitigation, preparedness, response and recovery, are applied.

2023 Program Highlights

- Update ERCA's Flood Contingency Plan.
- Develop an Operating and Maintenance Manual for ERCA owned and managed climate stations.
- Explore opportunities for increasing flood forecasting operational capacity, including grant funds support field data collection and telemetry.
- Explore grant opportunities through Water and Erosion Control Infrastructure (WECI) mandatory flood management activities across member municipalities.
- Monitor lake levels and a network of 30 climate stations to provide advanced warning of flooding and accelerated erosion.
- Continue to participate in flood-related emergency planning and response activities with member municipalities. Continue to participate as a selected committee member on the Provincial Flood Mapping Technical Team to fulfill Provincial commitments contained within Ontario's Flood Strategy.

WATERSHED PLANNING

ERCA continues to work towards a 'Planning-first principle', which ensures that appropriate planning permissions are in place before any consideration is made for approvals under the Conservation Authorities Act. The planning program area delivers services that fall under the mandatory service category. ERCA's service delivery through Watershed Planning includes all mandatory-related reviews and comments on various Planning Act instruments, as mandated through the amended [Conservation Authorities Act](#) and [Ontario Regulations 686/21: Mandatory Programs and Services](#). It is through this service that Administration provides the necessary comments related to natural hazards, source water protection, and conservation authority owned lands, ensuring the continued "planning-first approach" to protecting the watershed.

2023 Program Highlights

- Watershed Planning currently delivers hazard reviews and comments on circulated Planning Act instruments, as required through Ontario Regulation 686/21: Mandatory Programs and Services, ensuring consistency with the current Provincial Policy Statement and local natural hazard development policy. Source Water Protection, more specifically, the Risk Management Services related to Part IV of the Clean Water Act and comments related to lands owned by ERCA, are also delivered through Watershed Planning. The program is funded through a combination of General Levy and supplemented by program user fees, consistent with the "user pay principle".
- The decentralization of climate change considerations continues to be implemented. Such considerations are delivered through Watershed Planning and Engineering services as potential impacts are often multi-faceted and require input from various professionals within WMS.

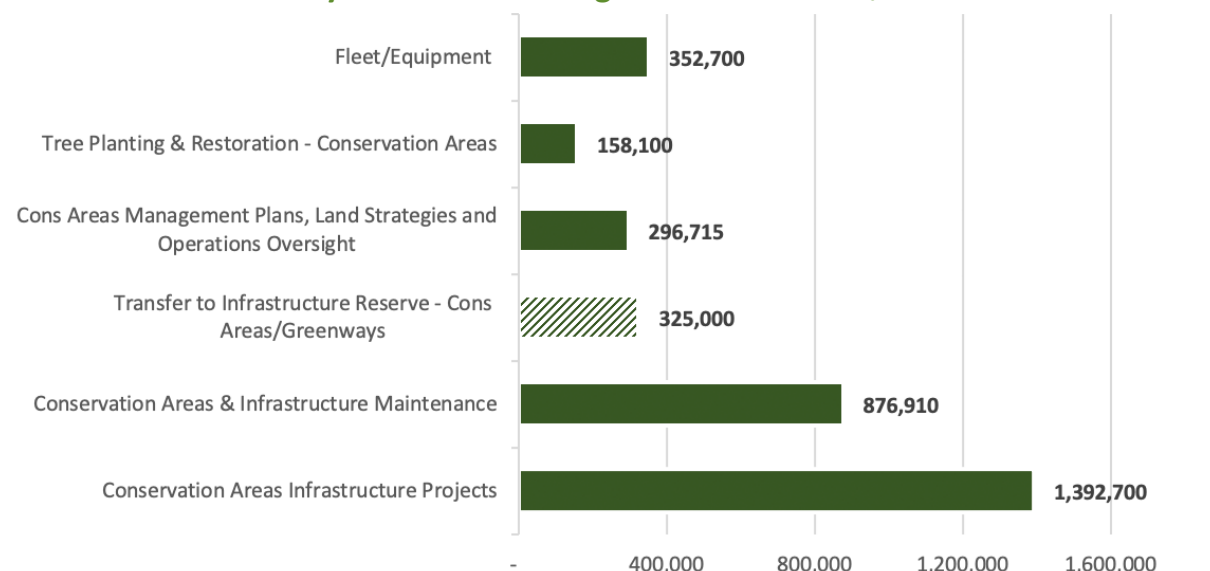
Conservation Services

ERCA's Conservation Services programs protect, restore, and manage natural heritage areas and systems within ERCA's watersheds. This is accomplished through a system of conservation lands, strategic and leveraged investment in land securement, and by identifying and implementing priority restoration projects. All Conservation Areas within the ERCA watershed are impacted on by Natural Hazards, fundamental to the management of sites is the access to hazard areas for flood observation and in the case of trails physical access to reaches that would otherwise be inaccessible. Further, some of our properties are designed/engineered to receive flood waters to reduce upstream impacts of flood waters should they occur. Conservation Services are delivered through multiple programs, in a mix of mandatory and non-mandatory services:

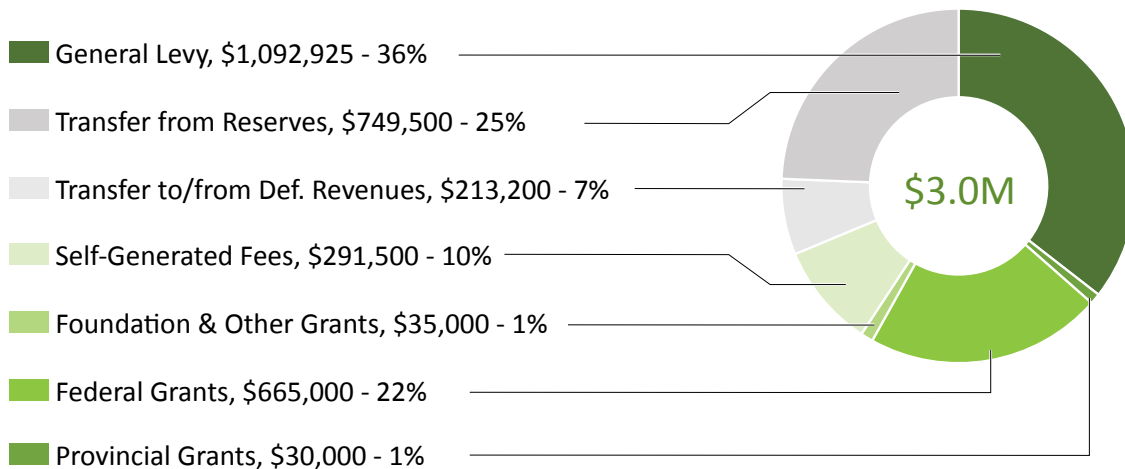
| Mandatory Services | Non-Mandatory Services |
|---|--|
| Conservation Land Management | Tree Planting and Habitat Restoration on Private and Municipal lands |
| Public Conservation Areas | Land Securement & Acquisition |
| Tree Planting & Restoration - Conservation Lands | Holiday Beach Conservation Area |
| John R. Park Homestead – Conservation Area Operations | John R. Park Homestead – Museum Operations |
| Capital Projects | |

Approximately 15 FTEs deliver the services and includes seasonal restoration workers, tree planters, conservation areas technicians and support staff. Included in the 2023 budget are costs associated with expanded staff capacity during the winter months to undertake maintenance along the greenways, including the new CASO property and implement hazard tree removals to ensure public safety.

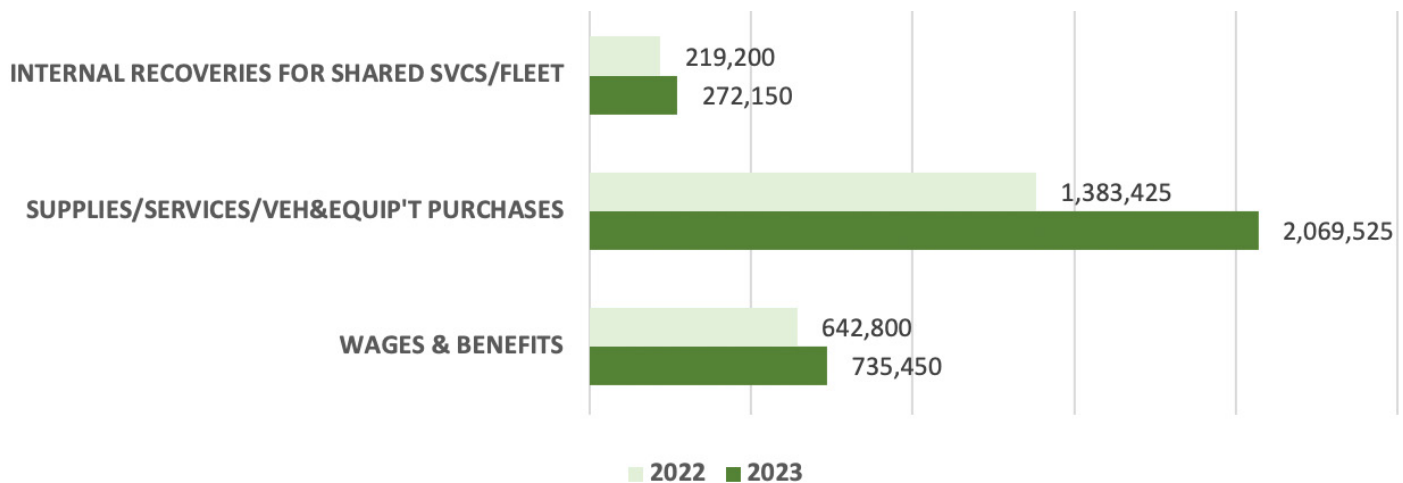
Mandatory Conservation Programs & Services - \$3.4M



Conservation Services Sources of Revenues for MANDATORY Programs



MANDATORY Conservation Programs & Services Expenses by Category



CONSERVATION LAND MANAGEMENT

The Essex Region supports a higher diversity of plant and animal species than any other region in Canada and sustains one of the highest concentrations of globally rare species in an area with some of the lowest percentage of natural cover in Canada. Conservation Areas are managed to protect this natural heritage, preserve human and cultural heritage, and support active and healthy living.

ERCA will continue to manage the natural resources of our region as outlined in the updated Conservation Authorities Act and undertake management of Conservation Areas to improve the biodiversity of the region while also improving the resiliency of species at risk that are vulnerable to climate change.

2023 Program Highlights

- ERCA's Forester will undertake and update forest inventories in many conservation areas to inform management planning documents.
- Invasive species management will be undertaken along the greenway properties and in Conservation Lands that have wetlands.

- ERCA's burn crew will implement prairie management through prescribed burn at Hillman Marsh.
- A new wetland will be built in the Cedar Creek watershed and plans are underway to restore a large former farm field to wetland.
- In keeping with revisions to the Conservation Authority act, staff have initiated the creation of a new Conservation Areas Land Management Strategy.
- ERCA has initiated a restoration and climate adaptation planning process at Hillman Marsh to restore habitat lost in this wetland and to stabilize the eroding shoreline.

PUBLIC CONSERVATION AREAS

Since 1974, ERCA has been acquiring lands to ensure the protection and conservation of their significant natural and cultural heritage features. Conservation Areas ensure that valuable greenspace is protected while allowing for recreational opportunities in safe, well maintained natural settings which are critical to maintaining physical and mental health. Conservation Areas and trails are also identified as key economic drivers and of critical importance to creating an environmentally and economically sustainable region, where people want to live and where companies want to invest.

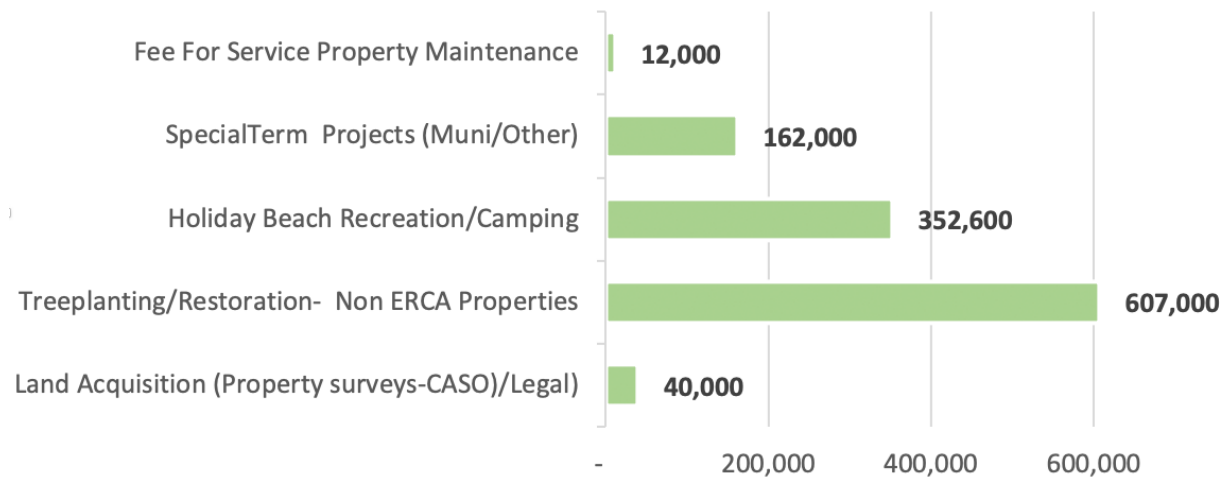
2023 Program Highlights

- Undertake restoration works of the main house at the John R. Park Homestead.
- Initiate wetland and shoreline restoration works at Hillman Marsh Conservation Area.
- Assess the condition of and forecast future maintenance work for the major bridges along ERCA's rail trail corridors and initiate replacements of bridges at the end of their lifespan.
- Winterize and upgrade facilities at Holiday Beach to allow for winter festivals such as the annual maple syrup festival.
- Remove vegetation from trail edges and remove hazardous trees, primarily along the Greenway multi-use paths.
- Continue making public infrastructure investments in the Collavino Conservation Area with the goal of making the site publicly accessible within two years.
- Complete the installation of an accessible lift in the Fox Creek Conservation Center.
- Ongoing Tree Planting and Restoration in Conservation Areas.
- Operate and maintain 17 conservation areas welcoming thousands of visitors each year.
- Ongoing replacement of fleet and equipment assets.
- Hard surfacing (tar and chip) parking lots to improve accessibility and visitor experiences at the John R. Park Homestead and Devonwood Conservation Areas.
- Continue to contribute to the update of ERCA's Asset Management Plan to accurately reflect future capital funding requirements.

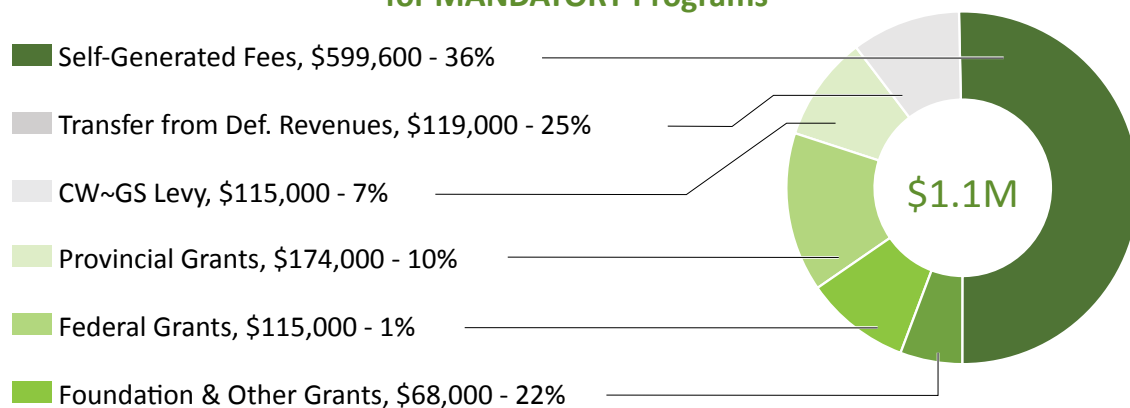
ERCA continues to expand natural habitat in this region by increasing wetland, prairie and tree cover on properties it owns. Through partnerships, lands will continue to be strategically acquired through purchase or donation to create a more sustainable region. In 2023, a new wetland on ERCA's Cedar Creek landholdings will prevent ongoing erosion of our field and provide multiple co-benefits such as flood attenuation, water quality improvements and habitat for wildlife.

CONSERVATION SERVICES - NON-MANDATORY

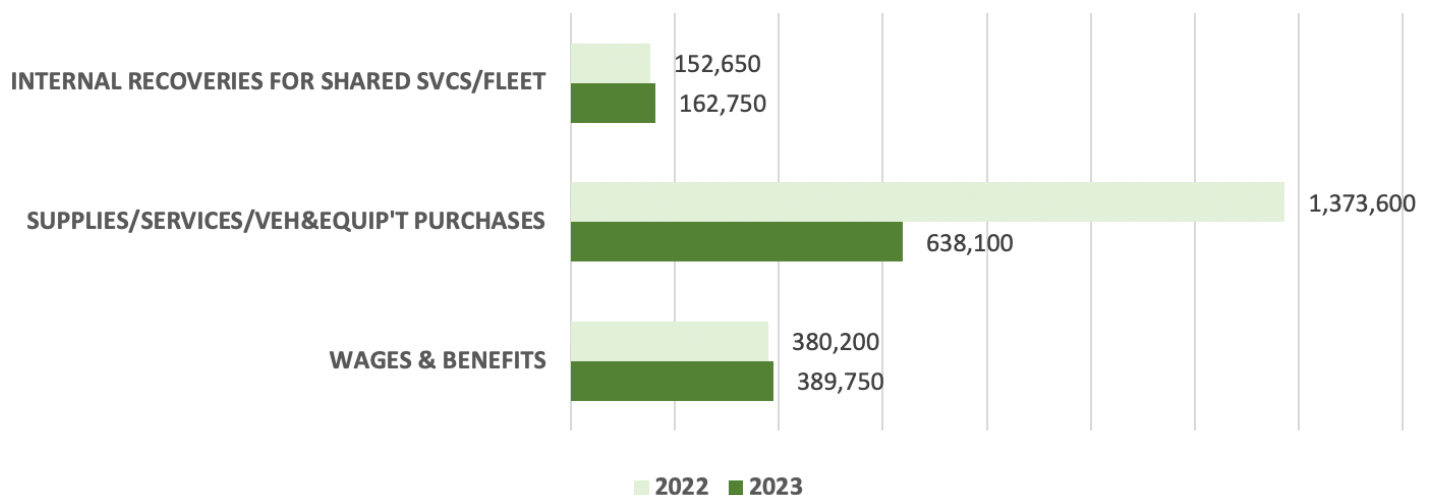
Non-Mandatory Conservation Services by Function - \$1.2M



Conservation Services Sources of Revenues for MANDATORY Programs



NON MANDATORY Conservation Programs & Services Expenses by Category



TREE PLANTING AND HABITAT RESTORATION ON PRIVATE AND MUNICIPAL LANDS

To achieve a sustainable future, mitigate climate impacts, expand tree canopy cover, improve water quality and keep endangered species from extinction in Canada, partnerships must continue with private landowners to grow the amount of habitat restored in the region. To assist with the costs of restoration that takes place on private lands and provide the biological professionals needed to undertake this work, ERCA obtains grants and donations to provide incentives and keeps cost reasonable, including funding from the Clean Water~Green Spaces fund. Clean Water~Green Spaces funding to assist with private lands restoration accounts for approximately 15% of this activity, which does not include the value of land. ERCA has restored over 430 acres of land on private property since 2017. These privately owned restoration sites are an invaluable contribution from our community as they further the rehabilitation of our region.

2023 Program Highlights

- Plant 50,000 trees throughout the region on our property as well as privately owned lands leading to the creation of at least 70 acres of new habitat.
- Build a minimum of two new wetlands in the region to reduce erosion and simultaneously create habitat.
- Continue a multi-year large scale restoration project on Caldwell First Nation property involving 10 acres of tree planting of Phase 2 in 2023.

LAND SECUREMENT

Each year ERCA works towards the strategic purchase of lands that have the highest biological value, as indicated by the Land Securement Strategy, and will have the greatest impact on improving the biological health of the region. Specifics of new land acquisitions are managed in Committee of the Whole and once purchased, restoration and management of these lands would be categorized as mandatory.

ERCA is currently negotiating the donation of a 72 acre parcel of land that will contribute to improve water quality, reduced soil erosion and habitat for wildlife.

As of December 31, 2022, the land acquisition fund has a total of \$1.9million in available funds.

HOLIDAY BEACH CONSERVATION AREA

The Province of Ontario with the Ministry of Natural Resources and Forestry as its representative, is the legal owner of Holiday Beach Conservation Area but the site is operated by the Authority via a thirty-year management agreement with the Province, which expires in 2031. The operational costs associated with this site are covered by user fees related to camping, hunting and cottage rentals, however, revenue generation is not sufficient to fund future capital replacement and major renovation costs. Recent trail and amenities improvements have been funded through government grants and contributions from the Foundation.

The most recent project, funded through the Federal Economic Development Agency for Southern Ontario allowed ERCA to expand the Maple Syrup Festival to include a second location at Holiday Beach Conservation Area, resulting in infrastructure improvements to winterize washrooms and undertake necessary upgrades to the portable classroom. Financial information for this grant is captured within the Community Outreach Services 2023 budget details, as the project spanned multiple program areas.

CAPITAL PROJECTS

An overview of major mandatory and non-mandatory capital projects included in the 2023 budget is summarized below. These projects will improve accessibility and overall visitor experiences in our Conservation Areas.

| Capital Project | General Levy/ Reserve Transfers | ERCF/ Other | Fed Grant | Prov Grant | Total | Category |
|--|------------------------------------|------------------|------------------|------------------|--------------------|---------------|
| Greenway / Bridge replacement | \$242,000 | | | | \$242,000 | Mandatory |
| Hillman coastal erosion and wetland works | \$10,000 | | \$50,000 | \$500,000 | \$560,000 | Mandatory |
| JRPH telecommunications tower | \$22,000 | \$17,500 | | | \$39,500 | Non-Mandatory |
| Parking lot resurfacing | \$100,000 | | | | \$100,000 | Mandatory |
| JRPH historic buildings condition assessment & repairs (Phase 1) | \$137,000 | \$102,000 | | | \$259,000 | Non-Mandatory |
| HBCA building winterization | | | \$110,000 | | \$110,000 | Non-Mandatory |
| Collavino Conservation Area Improvements | | \$90,000 | | | \$90,000 | Mandatory |
| Totals | \$511,000 | \$209,500 | \$160,000 | \$500,000 | \$1,400,500 | |

*Pending contribution agreements

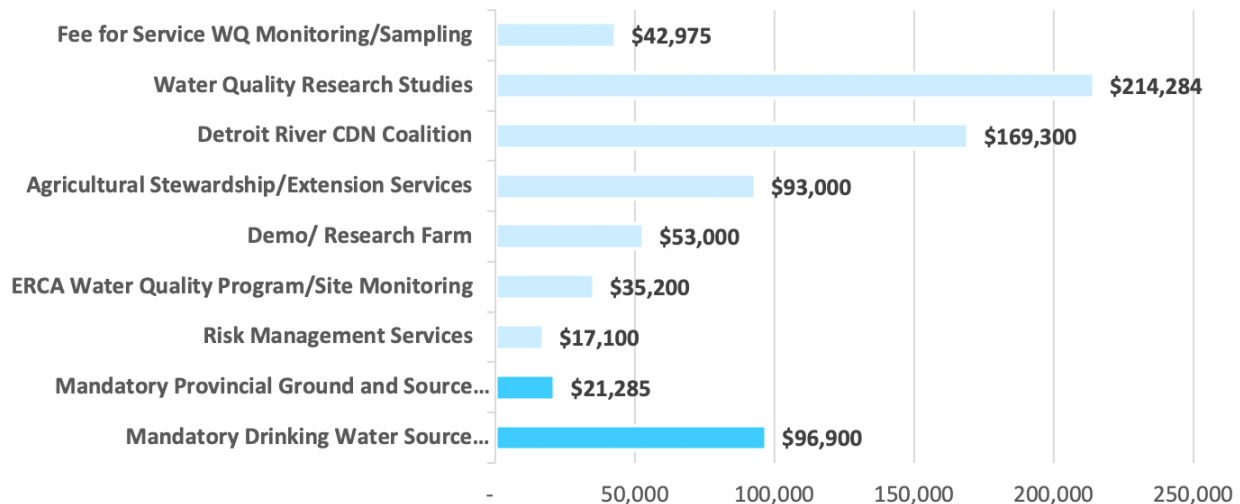
Water Quality Programs & Services

Water Quality programs and services endeavor to improve the health of local watercourses through agricultural Best Management Practices, enhanced monitoring at the watershed and edge-of-field scale and collection of landscape information through Geographic Information Services. Strengthened relationships with academic and government scientists and active participation in several ongoing research programs allows solutions to be developed that are best suited to the region's unique ecosystem. Local sources of drinking water are protected through the implementation of policies in the Source Protection Plan and its amendments.

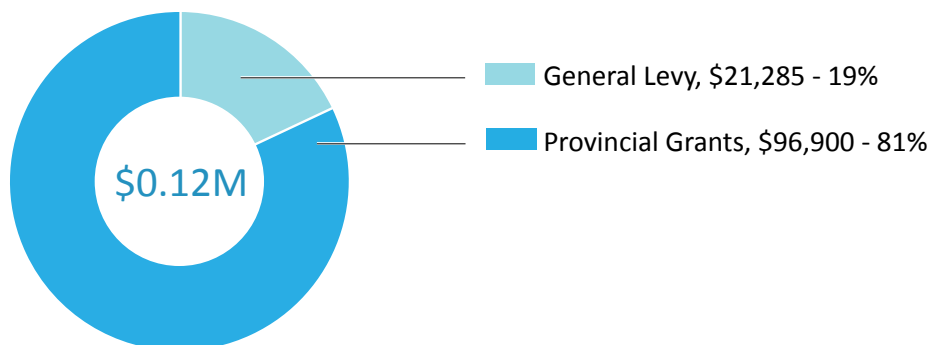
Water Quality Services are delivered through three programs:

- Source Water Protection (mandatory)
- Watershed Science (mandatory and non-mandatory)
- Water Quality Improvements (non-mandatory)
- ~5 FTEs deliver the combination of mandatory and non-mandatory programs

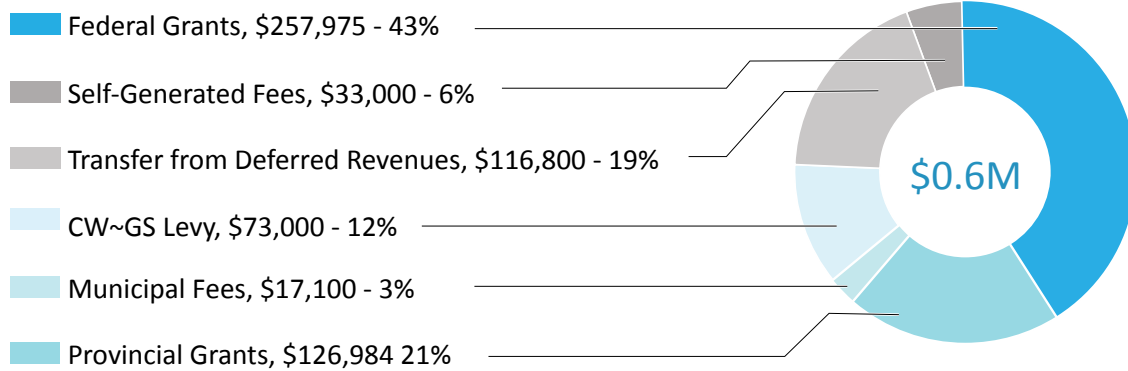
Mandatory & Non Mandatory Water Quality Programs & Services - \$0.7M



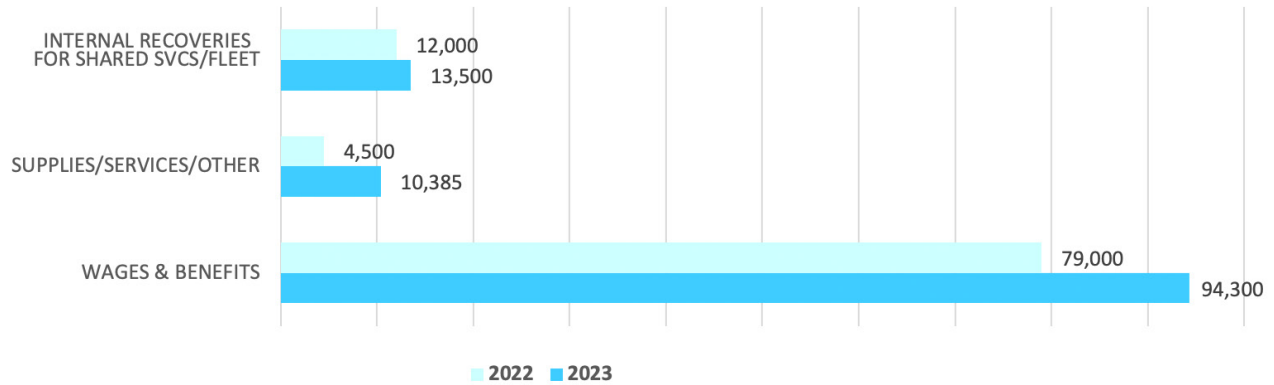
Water Quality Sources of Revenues for MANDATORY Programs



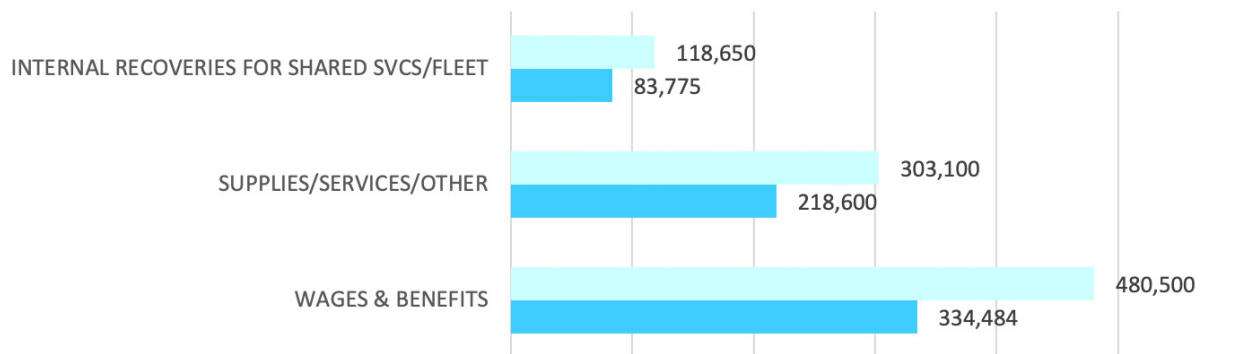
Water Quality Sources of Revenues for NON-MANDATORY Programs



MANDATORY Water Quality Programs & Services Expenses by Category



NON-MANDATORY Water Quality Programs & Services Expenses by Category



SOURCE WATER PROTECTION

Administered under the Clean Water Act, the watershed-based Source Protection Program is the first step in a multi-barrier approach to protect drinking water. It complements municipal water treatment and supports sound land use planning decisions. ERCA, and other conservation authorities, have designated responsibilities under the Clean Water Act to work closely with stakeholders to ensure that sources of municipal drinking water are safe and abundant. ERCA's Risk Management Services implements a specific subset of policies on behalf of municipalities.

- Source Water Protection (Clean Water Act) is identified as a mandatory program and service in the Conservation Authorities Act, and the Province remains committed to providing funding for this program; ERCA received a slight increase for the current two-year funding cycle (2022-2024) to accommodate expanded workload while the Source Protection Plan is being amended. This is the first time that the Province has provided multi-year funding for this program and their commitment provides greater stability for this mandatory work.
 - Risk Management Services are offered on behalf of all municipalities in the Essex Region as a direct service cost through an agreement originally established in 2015. This agreement was renewed January 1, 2022, for another three-year term. Risk Management Officials undertake work to implement Source Protection Policies for which municipalities are the Implementing Body. This does not fall under a mandatory program or service in the Conservation Authorities Act, but rather is a Category 2 activity as it is a municipal responsibility.
- ### 2023 Program Highlights
- Provide annual reporting to the Province and Municipalities.
 - Continue technical work to update the Source Protection Plan and Assessment Report to align with changes to the Director Technical Rules and the Section 36 Assessment Report. Begin the formal consultation process on the comprehensive updates to the Source Protection Plan, policies and Assessment Report.
 - Update policies to address new types of Significant Drinking Water Threats and/or changes to applicable vulnerable areas.
 - Conduct compliance monitoring to ensure properties with Risk Management Plans continue to adhere to Risk Management Measures.
 - Continue reviewing s.59 applications for potential new significant drinking water threats.
 - While a number of staff support this program and deliver DWSP services, it accounts for less than one full-time person.

Healthy rivers, headwaters, and species in our watershed are key elements of a sustainable and healthy environment that we all rely on for our sources of drinking water, our economy and for recreation. The ability to track and report on changes to these indicators of healthy watersheds and share that knowledge helps assess and understand current health and emerging trends as a basis for setting environmental management priorities, identify research gaps to work with academic and other research partners to address, and manage, protect or enhance watershed resources. ERCA undertakes its watershed science programs through partnerships with the Provincial Water Quality Monitoring Network (PWQMN), and the Provincial Groundwater Monitoring Network (PGMN) and works in partnership with Provincial and Federal programs and with universities including the Great Lakes Institute for Environmental Research at the University of Windsor.

Within the Essex region, water health is inextricably linked to farming practices. Because of this, ERCA continues to support the Essex Soil and Crop Improvement Association to facilitate knowledge transfer opportunities. In collaboration with the Ontario Ministry of Agriculture and Rural Affairs and Environment Canada, ERCA provides incentives to producers. These incentives to undertake Best Management Practices on their farms can reduce fertilizer applications, reduce erosion, improve soils and decrease nutrient and soil runoff that leads to toxic algae blooms in Lake Erie.

- Participation in the PWQMN and PGMN are a mandatory program in the Conservation Authorities Act, however, the majority of our water quality science work falls outside mandatory services yet is critical to providing the residents of this region and partners with information. In 2023, ERCA will continue to monitor ground and surface water quality stations and provide this information to the Province, consistent with most Conservation Authorities. Beyond this fundamental monitoring, ERCA will also undertake the following water quality work, which is supported by Provincial and Federal grants:

2023 Program Highlights

- Collect water samples, funded by various external partners as funding is available, to provide samples for research projects that could not otherwise be collected due to travel restrictions or other logistical challenges.
- Seek out funding to maintain the important ongoing monitoring of greenhouse influenced streams. This sampling was supported by the MECP from 2012 to December 31, 2021. The MECP is not supporting this monitoring program in Fiscal Year 2022/23.
- Complete over 20 Agricultural Best Management Practice (BMP) projects in partnership with landowners.
- Operate the Essex County Demonstration Farm to facilitate agricultural research and disseminate lessons learned to the farming community.

Community Outreach Services

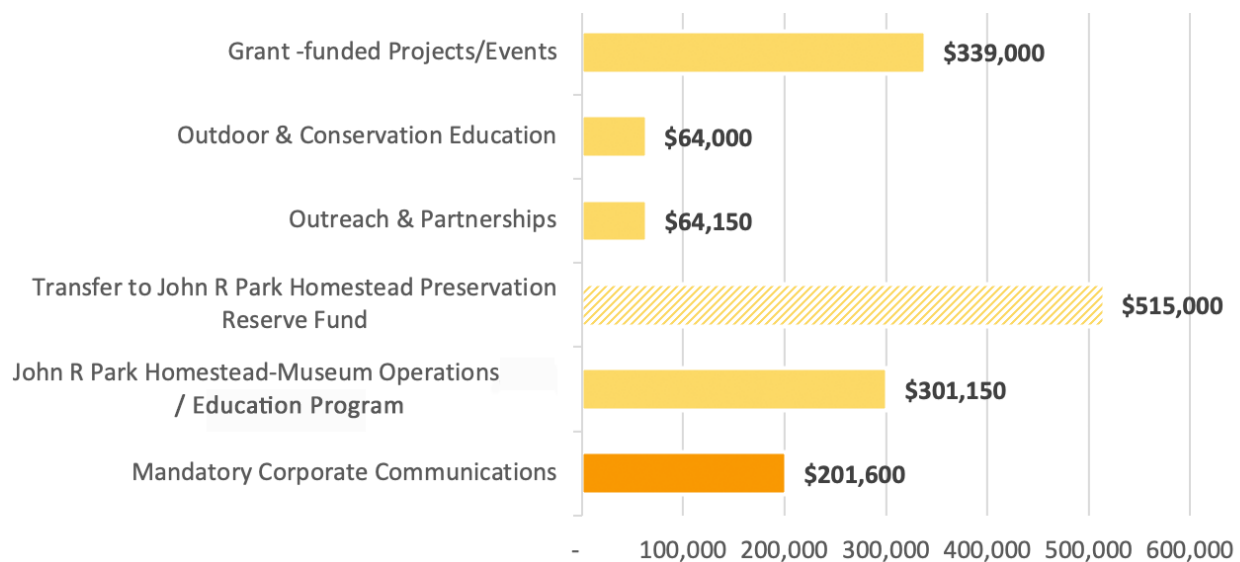
Communications and outreach services support all business units of the Authority. This includes supporting flood messaging, disseminating natural hazard information, engaging landowners in conservation practices and climate action, educating students of all ages about environmental sustainability, promotion of and engagement in tree planting and restoration, connecting people to nature through a variety of programs and events, identifying the value of natural connections to our health, and communicating broadly with stakeholder groups and watershed residents. Communications efforts also support revenue-generating activities for conservation areas.

Providing stewardship and educational opportunities to residents living within our watersheds is important and critical to conservation success across the region. Providing hands on opportunities for people to connect with nature and take action for the environment will raise awareness about broader local environmental needs, including expanding natural areas coverage, protecting mature forests, and reducing energy use to mitigate climate change impacts such as frequent and more intense flood events.

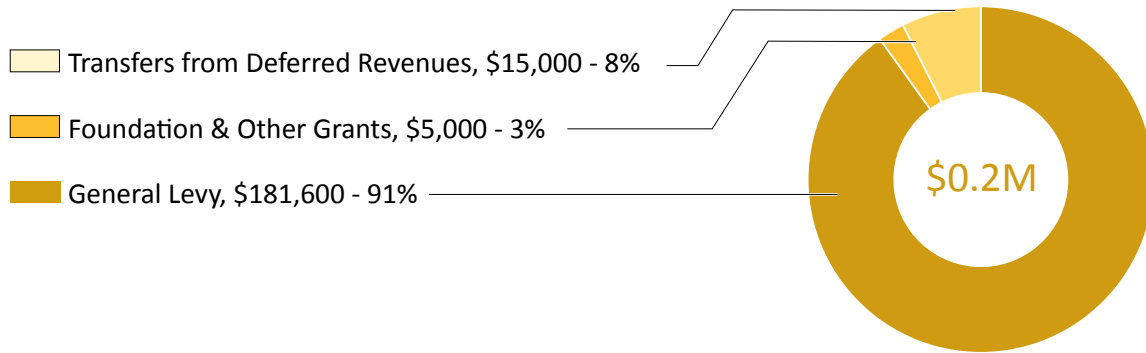
Community Outreach Services are delivered through four programs:

- Communications (mandatory)
- Outdoor Education (non-mandatory)
- Outreach and Engagement (non-mandatory)
- JRPH Museum Operations & Programming
- ~8 FTEs will deliver the mandatory and non-mandatory programs

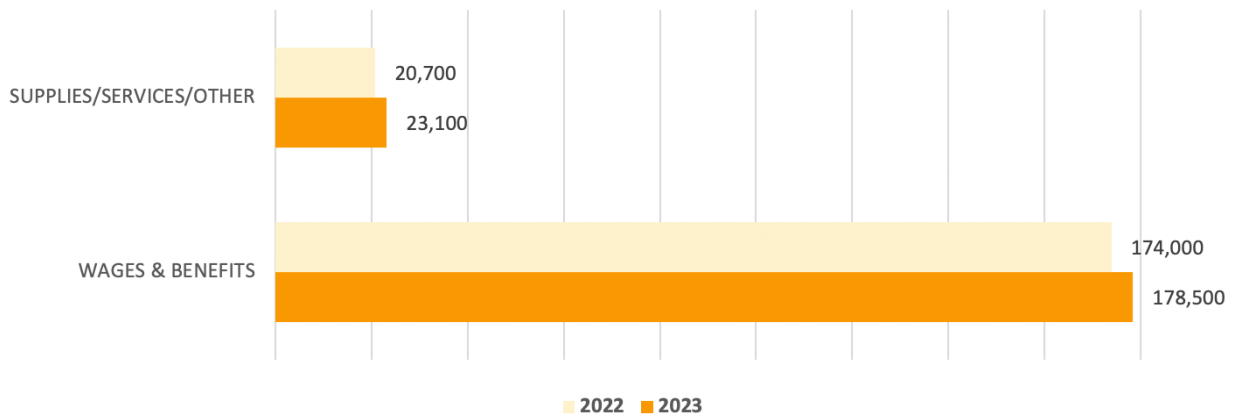
Community Outreach Services Mandatory and Non Mandatory Programs & Services + John R Park Homestead -\$1.5M



Community Outreach Sources of Revenues for MANDATORY Programs



MANDATORY Communications Expenses by Category



COMMUNICATIONS

Corporate communication is included as a mandatory service as it supports the communication needs of the Authority's mandatory functions, including critical flood messaging, to various audiences across multiple platforms. This includes Annual Reporting, stakeholder relations, engagement through traditional and social media, media relations and other communications priorities.

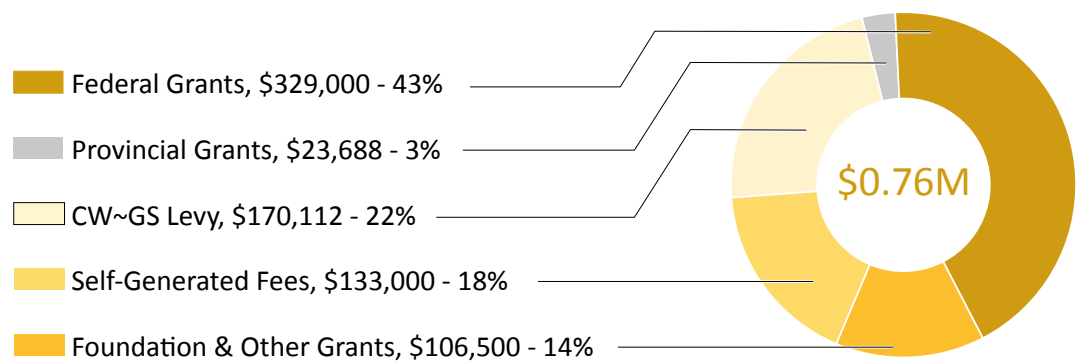
2023 Program Highlights

- Continue to engage and inform stakeholders and watershed residents to engage in conservation practices and programs across a variety of platforms; and communicate broadly as ERCA implements its Transition Plan.

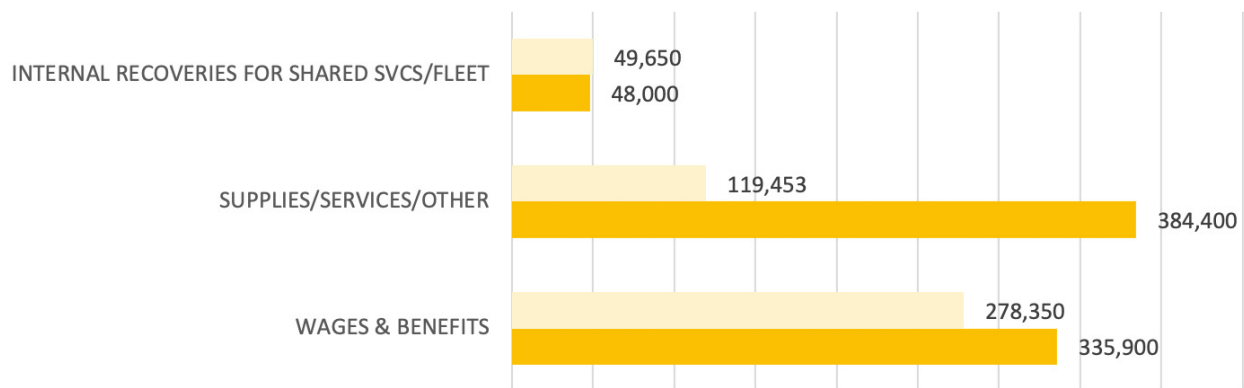
- Engage stakeholders and the broader Windsor-Essex-Peel Island community in celebrating ERCA's 50 years of conservation.
- Continue to support revenue generation through enhanced marketing of conservation programs.
- Continue to support the Essex Region Conservation Foundation in fundraising to support conservation projects and program areas.

NON-MANDATORY PROGRAMS

Community Outreach Services Sources of Revenues for NON MANDATORY Programs



NON MANDATORY Communications Expenses by Category



OUTDOOR EDUCATION

There is a significant body of research-based evidence surrounding the value of outdoor learning experiences. There is also increasing demand within the education sector for programs and services that focus on environmental issues that are important today. ERCA's Outdoor Education programs provide experiential environmental programs and services for kindergarten to grade 12 students and teachers, meeting the objectives of the provincial curriculum. Busing costs and availability continue to impact student field trips. However, enhanced partnerships and relationships with all major school boards continue to position ERCA's outdoor education and Specialist High Skills Major programs as a preferred service delivery partner. Nature-Near-You programs continue to be popular when bussing is not available. While outdoor education is identified as non-mandatory, significant fundraising through the Essex Region Conservation Foundation has eliminated the reliance on levy to continue to deliver these vital conservation education programs.

2023 Program Highlights

- Continue to deliver Specialist High Skills Major certification programs both digitally and in person as a preferred service delivery provider to ensure students across the province can receive training modules required to graduate with the SHSM designation.
- Continue to deliver both curriculum-based field trips at conservation areas and through Nature Near You programs to engage students in environmental learning.
- Implement the expanded Maple Syrup Festival program.
- Environmental Educator position remains on reduced hours.

OUTREACH AND ENGAGEMENT

There continues to be significant demand to provide opportunities for the community to engage in environmental restoration activities. Tree planting events for 2023 include Earth Day in east Windsor, as well as plantings in Sandwich Town and Ford City. Administration continues to pursue grants and partner funding to implement far-reaching stewardship and outreach programs. The Outreach and Partnerships Coordinator position continues to be a shared position also supporting the Detroit River Remedial Action Plan on a cost-recovery basis.

JOHN R. PARK HOMESTEAD - MUSEUM OPERATIONS

While passive recreation and related maintenance costs are eligible within the mandatory levy category, the John R. Park Homestead (JRPH) Museum and other heritage buildings are associated with the provision of non-mandatory services and the Authority is precluded from levying for preservation of these heritage assets. This is despite the fact that the transfer of the property from the Province in 2008 contained a number of restrictive covenants and obligations, regarding operations and the maintenance of assets. Additional covenants include the requirement to maintain the employ of a Curator and that the site be opened a minimum of 1080 hours, 180 days and 20 days during 8 months of the calendar year. Another significant covenant is that it be operated in accordance with the Community Museum Standards, as defined in the Ontario Heritage Act.

2023 Program Highlights

- Tree planting and citizen science programs include Earth Day Tree Planting, as well as planting activities in Sandwich Town, Ford City, Kingsville, Amherstburg, and others, with support from a variety of community partners.
- Introduce and manage the Adopt-A-Greenway program with various community partners to undertake annual cleanups of the 80km multi-use trail system.
- Host multiple clean up events across the region as part of the Bi-National Detroit River Coalition.

2023 Program Highlights

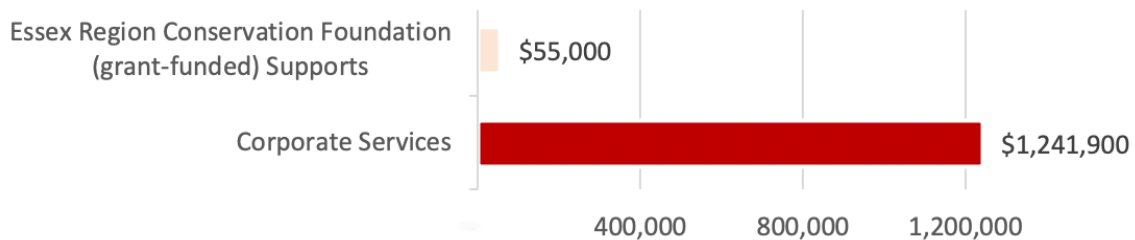
- A successful grant through the Federal Economic Development Agency for Southern Ontario in the amount of \$329,000 to significantly expand the Maple Syrup Festival will positively impact the budget as the grant provided for wages, as well as new exhibit and program materials. The expansion of this traditionally popular Festival also resulted in significant self-generated revenues.
- Further enhance partnerships with the Caldwell First Nation and expanding Indigenous Education programming.
- Continue to grow self-generated revenues through enhanced program options, marketing efforts and rental income opportunities.
- Initiate urgent structural repair work needed to the historic home.

Administration & Corporate Services

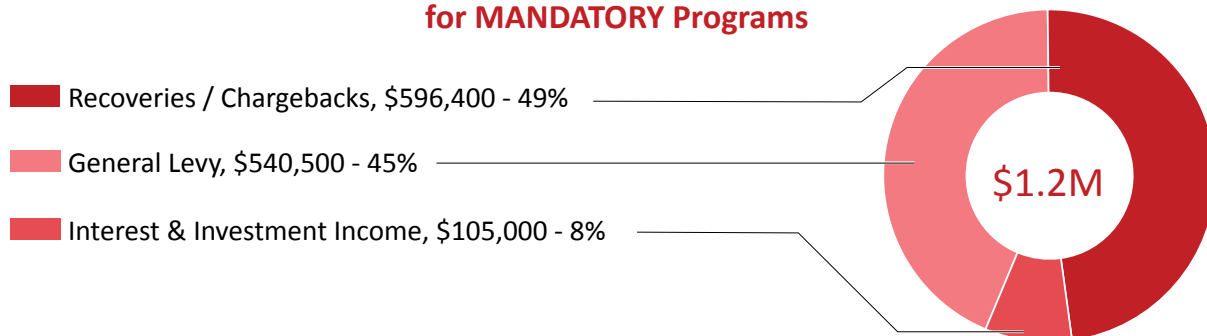
Corporate Services includes:

- Administration/Governance
- Compliance/Risk Management
- Finance
- Human Resources
- Information Management/Records/GIS/Systems/Network
- All services are provided to the Essex Region Conservation Foundation
- ~7 FTEs will deliver and support the diverse functions of Corporate Services

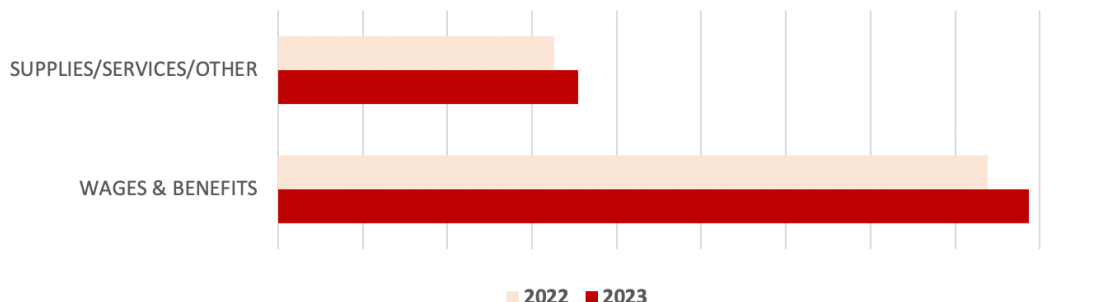
Corporate Services by Function - \$1.3M



Corporate Services Sources of Revenues for MANDATORY Programs



MANDATORY Corporate Services Expenses by Category



ADMINISTRATION / GOVERNANCE

2023 Program Highlights

- Continue to deliver and report on requirements outlined in the Transition Plan as required under O.Reg. 687/21.
- Engage municipal partners in consultations regarding suite of non-mandatory services and develop apportionment agreements for municipal funding, where required.
- Review and update Administrative Bylaws and Terms of Reference, where required.
- Explore potential transfer of ownership of Holiday Beach and/or asset management planning, with the Ministry of Natural Resources and Forestry.
- The Province is being reengaged regarding the John R Park Homestead, vis a vis the non-mandatory categorization, as the transfer agreement is with the Ontario Realty Corporation and the original transfer agreement was with the MNRF. (Ministry of Natural Resources and Forestry).
- Complete performance reviews, skills gap assessments and professional development opportunities (Management).

HUMAN RESOURCES

2023 Program Highlights

- Continue to review and update policy, procedures and guidelines to ensure ERCA's Health & Safety program remains robust and compliant with all legislation.
- Continue to provide some on-boarding of new hires remotely, for efficiency and convenience of new staff.
- Input into Collective Bargaining negotiations with CUPE Local 3784 for a new agreement commencing January 1, 2024.

FINANCE

2023 Program Highlights

- Prepare financial information, analysis and draft apportionment agreements for discussion and negotiation related to funding for non-mandatory levy-supported services. Update the required inventory of programs and services as required by the Transition Plan (O.Reg 687/21).
- Work in collaboration with watershed management(engineering) and conservation services to update the asset management plan, including segregation of non-mandatory assets.
- Continue with refining budgets and financial reports to support transparency of operations and to comply with new Ontario Regulation 402/22: Budget and Apportionment.
- Assist with exploring and evaluating revenue-generating proposals and concepts to reduce dependency on non-mandatory levies.

INFORMATION MANAGEMENT / RECORDS / SYSTEMS / NETWORK

2023 Program Highlights

In response to recommendations from the 2020 consultant's report on the status and readiness of Information Technology at ERCA, a focus on IT modernization, sustainability, and security has been adopted to address various technology deficits and security needs. Included in this program are diverse projects that will provide the security and platforms needed to meet our mandated services.

The projects are broken down into several key areas of investment and practice, each representing a component of the Board approved plan. These include:

- **Permit Application and Property Information System (PIMS):** Completion of a modernized system based on current internet facing technologies, professional-built database, and modular, transaction-focused architecture, that will replace the legacy on-premise MS Access database. This new system will also incorporate a customer self-service portal to streamline applicant requests and payments while reducing the need for administrative resources.
- **Corporate records management:** Progress continues to be made on the cataloging of HR-related records, scanning of governance records and the disposition of expired records.
- **Infrastructure as a Service Migration:** The migration of our legacy, unsupported infrastructure (servers, storage, backup) to a cloud hosted solution provided by Microsoft which includes necessary upgrades to the unsupported, unpatched, vulnerable servers as well as providing client-side upgrades to email and MS Office. This implementation includes enhanced security, threat reduction, increased manageability, and redundancy. Secondary and stretch goals outlined in the approved modernization plan will be targeted for implementation this year. These will include the upgrade of multifactor authentication, automated software deployment, new security policies, end user security patching automation and automated security updates.
- **Information as a Service:** ERCA ITS will begin to build and integrate new systems to replace legacy offerings. In doing so, IT will begin to provide data integration, advanced reporting, business intelligence & decision support services to respond to the decision-making challenges faced by ERCA as well provide potential revenue streams via the creation of advanced, value-added service offerings. Other aspects to be addressed in these initiatives are: streamlining and facilitating a new web Presence; enhancing the online identity; and incorporating financial transactional services to ERCA's online portfolio.
- **Website Rebuild:** ERCA will undertake a full rebuild and reinvestment in the website to better reflect changes to ERCA services and offerings. The overall goal is to better serve customers and to delineate the mandatory and non-mandatory services, while still maintaining a consistent identity and brand. The new site will be tied to the new permitting portal for development services and will include self-service and online payment options to reduce workflow and increase efficiency.
- **Phone System Replacement:** ITS is currently in the process of replacing the aged on-premises phone systems with a new cloud-based service which offers increased resilience, removes points of failure and streamlines services between ERCA sites
- **John R Park Homestead (JRPH) Communications improvements:** In response to feedback related to communications challenges (cellular and data connectivity) at the JRPH site, the deployment of a 68-foot communication Tower and antenna array will be added to the site to better serve our staff and guests. This new development will help boost reception and be coupled with an internal cellular booster setup in the guest center to ensure strong inbuilding signal. As part of this deployment, new fiber optic cable will be run in the building in preparation for future connectivity for the site as well as to prepare the way for future connectivity to new fiber optic networking options from Cogeco.

Summary

This 2023 Draft Budget including appendices, once approved by the Essex Region Conservation Authority Board of Directors, will be posted publicly on the Authority's website at www.essexregionconservation.ca and circulated to Municipalities to provide notice under the Conservation Authorities Act of a weighted vote, in accordance with Ontario Regulation 139/96, regarding the 2023 Draft Budget at the Board of Directors Meeting on May 10, 2023.

As budgets are a snapshot in time and represent management's best estimates at the time the budget is prepared, actual results can vary, and projects may proceed in a slightly altered fashion than contemplated in this budget. At any time, the Authority may experience employee attrition, turnover or short-term vacancies in positions, which may result in realized savings for the year but may be utilized to buffer against unanticipated/unbudgeted expenses or declines in revenues.

Administration endeavors to respond to the wishes of the community it serves by delivering programs and services, as consistent with the objects of the Conservation Authorities Act, and by utilizing public funds efficiently, effectively, responsibly and transparently.

APPENDICES

- **Appendix A:** Detailed 2023 Draft Budget Financial Activities
- **Appendix B:** Draft Municipal Levy Schedule (6.4%)
- **Appendix C:** Draft Reserves Continuity Schedule
- **Appendix D:** 2023 Funding Sources by Service Delivery Program Area
- **Appendix E:** Where Does Your Money Go?



ERCA Board

Jim Morrison, City of Windsor – Chair
Sue Desjarlais, Town of Lasalle – Vice-Chair
Molly Allaire, Town of Amherstburg
Peter Courtney, Town of Amherstburg
Kimberly DeYong, Town of Kingsville
Thomas Neufeld, Town of Kingsville
Jason Matyi, Town of Essex

Katie McGuire Blaise, Town of Essex
Tracey Bailey, Municipality of Lakeshore
Ryan McNamara, Municipality of Lakeshore
Michael Akpata, Town of Lasalle
Anthony Abraham, Municipality of Leamington
Larry Verbeke, Municipality of Leamington
Dayne Malloch, Pelee Island

Tania Jobin, Town of Tecumseh
Joe Bachetti, Town of Tecumseh
Angelo Marignani, City of Windsor
Mark McKenzie, City of Windsor
Kieran McKenzie, City of Windsor

ERCA Staff

Tim Byrne Chief Administrative Officer / Secretary Treasurer

Corporate Services

| | |
|------------------|---|
| Shelley McMullen | Chief Financial Officer / Director, Finance & Corporate Services |
| Tom Dufour | Geomatics Technician |
| Lori Jacobs | Payroll & Accounting Specialist |
| Nicole Kupnicki | Human Resources Manager / Executive Assistant |
| Lisa Limarzi | Administrative Associate: Corporate Services |
| Ryan Rossman | Director, Information Technology Services |
| Nancy Roy | Accounting Associate |
| Bryan Schmidt | Application Support Technician |

Watershed Management Services

| | |
|-------------------------|--|
| James Bryant | Director, Watershed Management Services |
| Lina Florian | Watershed Engineer |
| Tom Gutpell | Engineering Technologist |
| Ashley Gyor | Regulations Analyst |
| Dan Jenner | Regulations Coordinator |
| Summer Locknick | Regulations Technician |
| Tian Martin | Water Resources Engineer |
| Laura Neufeld | Regulations Technician |
| Sydney Richmond | Regulations Analyst |
| Kathleen Schnekenburger | Resource Planner |
| TBD | Team Lead, Planning Services |
| TBD | Surveyor / Technical Assistant |

Conservation Services

| | |
|-------------------------|---|
| Kevin Money | Director, Conservation Services |
| Kathryn Arthur | Restoration Biologist |
| Tim Baxter | Conservation Area Technician |
| Michael Dick | Agricultural Technician |
| Paul Drca | Detroit River Remedial Action Plan Coordinator (Contract) |
| Paul Giroux | Forester |
| Jenny Gharib | HMCA Restoration and Adaptation Coordinator |
| Russ Jones | Conservation Area Technician |
| Dan Lebedyk | Biologist / Ecologist |
| Bevin Martin | Senior Conservation Area Technician |
| Jacqueline Serran (LOA) | Detroit River Remedial Action Plan Coordinator |
| Katie Stammler | Water Quality Scientist / Project Manager, Source Water Protection |
| William Tate | Superintendent, Field Operations |
| Amy Weinz | Water Quality Technician |
| TBD | Senior Conservation Area Technician, HBCA |
| TBD | Conservation Area Technician |

Community Outreach Services

| | |
|---------------------------|---|
| Danielle Breault Stuebing | Director, Communications & Outreach Services |
| Kathryn Bezaire | Interpreter |
| Kyrsten Burns | Environmental Educator (Contract) |
| Kris Ives | Curator / Education Coordinator |
| Gina Pannunzio | Partnerships & Outreach Coordinator |
| Jessica Rose (LOA) | Environmental Educator |
| Aaron Zimmer | Multimedia Specialist |

Primary Contributor/Project Manager

Shelley McMullen, CFO/Director of Corporate Services

Secondary Contributors:

James Bryant, Director Watershed Management Services
Kevin Money, Director Conservation Services
Danielle Breault-Stuebing, Director Communications &
Outreach Services

Ryan Rossman, Director Information Technology Services
Nicole Kupnicki, Human Resources Manager/EA

Editor/Reviewer

Tim Byrne, CAO/Secretary-Treasurer

Graphic Design

Aaron Zimmer, Multi-Media Specialist

DRAFT 2023 DETAILED STATEMENT OF FINANCIAL ACTIVITIES

2023
DRAFT BUDGET

2022
BUDGET

2022
UNAUDITED

WATERSHED MANAGEMENT SERVICES

CATEGORY 1 MANDATORY SERVICES - RISKS OF NATURAL HAZARDS

DEVELOPMENT SERVICES

| | | | |
|------------------------------|----------------|------------------|------------------|
| GENERAL LEVY | 413,800 | 322,200 | 346,918 |
| SELF-GENERATED FEES | 519,000 | 715,000 | 677,890 |
| | <u>932,800</u> | <u>1,037,200</u> | <u>1,024,808</u> |
| WAGES | 691,500 | 796,000 | 803,649 |
| CONSULTING | - | 12,000 | 3,694 |
| SUPPLIES/OFFICE/JANITORIAL | 30,700 | 26,550 | 19,974 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 26,600 | 21,600 | 19,483 |
| CORP SUPPORT/SHARED SVCS | 120,000 | 138,000 | 131,157 |
| RENT/INS/TAXES/UTILITIES | 58,000 | 29,400 | 56,242 |
| DUES/MEMBERSHIPS | 1,000 | 1,150 | 1,506 |
| AUDIT AND LEGAL | 5,000 | 10,000 | 4,579 |
| SMALL MISC | - | 2,500 | 750 |
| | <u>932,800</u> | <u>1,037,200</u> | <u>1,041,034</u> |

PLANNING RELATED TO HAZARDS

| | | | |
|------------------------------|----------------|----------------|----------------|
| GENERAL LEVY | 164,850 | 107,150 | 123,072 |
| SELF GENERATED FEES | 80,000 | 108,500 | 134,395 |
| | <u>244,850</u> | <u>215,650</u> | <u>257,467</u> |
| WAGES | 200,200 | 182,000 | 208,332 |
| SUPPLIES/OFFICE/JANITORIAL | 1,550 | 1,550 | 363 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 1,500 | 500 | 750 |
| CORP SUPPORT/SHARED SVCS | 26,600 | 26,600 | 31,692 |
| RENT/INS/TAXES/UTILITIES | 15,000 | 5,000 | 14,580 |
| | <u>244,850</u> | <u>215,650</u> | <u>255,717</u> |

FLOOD /EROSION PROGRAM (S.39 PROV \$)

| | | | |
|------------------------------|----------------|----------------|----------------|
| GENERAL LEVY | 106,663 | 137,863 | 107,223 |
| PROVINCIAL GRANTS | 104,417 | 104,417 | 104,417 |
| | <u>211,080</u> | <u>242,280</u> | <u>211,640</u> |
| WAGES | 128,900 | 156,000 | 128,587 |
| CONSULTING/INFO'N/DATA SVCS | 35,500 | 35,500 | 36,079 |
| SUPPLIES/OFFICE/JANITORIAL | 5,180 | 5,180 | 4,540 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 7,000 | 6,000 | 6,635 |
| CORP SUPPORT/SHARED SVCS | 26,500 | 31,600 | 26,800 |
| RENT/INS/TAXES/UTILITIES | 8,000 | 8,000 | 8,999 |
| | <u>211,080</u> | <u>242,280</u> | <u>211,640</u> |

OTHER WMS TERM PROJECTS

| | | | |
|--|----------------|----------|----------|
| GENERAL LEVY | 48,500 | - | - |
| OTHER GRANTS/USER FEES/RECOVERIES | 46,000 | - | - |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | 24,500 | - | - |
| | <u>119,000</u> | <u>-</u> | <u>-</u> |
| DIRECT WAGES | 52,000 | - | - |
| CONSULTING/OUTSIDE ENGINEERING | 58,000 | - | - |
| TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD | 9,000 | - | - |
| | <u>119,000</u> | <u>-</u> | <u>-</u> |

CLIMATE CHANGE - HAZARDS

| | | | |
|---------------------------------------|----------|---------------|------------|
| GENERAL LEVY | - | 25,000 | 25,000 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | - | - | (25,000) |
| | <u>-</u> | <u>25,000</u> | <u>(0)</u> |
| CONSULTING | - | 25,000 | - |
| | <u>-</u> | <u>25,000</u> | <u>-</u> |

| | 2023 DRAFT BUDGET | 2022 BUDGET | 2022 UNAUDITED |
|---|----------------------|------------------|-------------------|
| SUMMARY - CATEGORY 1 WMS MANDATORY SERVICES, RISKS OF NATURAL HAZARDS | | | |
| GENERAL LEVY | 733,813 | 592,213 | 602,213 |
| PROVINCIAL GRANTS | 104,417 | 104,417 | 104,417 |
| SELF-GENERATED FEES | 599,000 | 823,500 | 812,285 |
| TRANSFER TO/FROM DEF REVENUES | 24,500 | - | (25,000) |
| TRANSFER TO/FROM RESERVES | 46,000 | - | - |
| | 1,507,730 | 1,520,130 | 1,493,916 |
| WAGES & BENEFITS | 1,072,600 | 1,134,000 | 1,140,568 |
| SUPPLIES/SERVICES/OTHER | 218,930 | 162,830 | 151,408 |
| INTERNAL RECOVERIES FOR SHARED SVCS/FLEET | 216,200 | 223,300 | 216,415 |
| | 1,507,730 | 1,520,130 | 1,508,391 |
| SURPLUS/(DEFICIT) | - | - | (14,475) |
| MUNICIPAL WATER & EROSION CONTROL PROJECTS (50% PROV \$) | | | |
| MUNICIPAL | - | - | 4,000 |
| | - | - | 4,000 |
| WAGES | - | - | 308 |
| CONSULTING/OUTSIDE ENGINEERING | - | - | 3,190 |
| TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD | - | - | 502 |
| | - | - | 4,000 |
| OTHER MUNICIPAL TERM STUDIES/PROJECTS | | | |
| MUNICIPAL | (163,200) | 97,000 | 241,225 |
| PROVINCIAL GRANTS | 182,000 | 182,000 | - |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | 35,250 | - | 22,479 |
| | 54,050 | 279,000 | 263,704 |
| WAGES | 47,050 | 26,500 | 14,850 |
| CONSULTING/OUTSIDE ENGINEERING | - | 246,500 | 245,854 |
| TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD | 7,000 | 6,000 | 3,000 |
| | 54,050 | 279,000 | 263,704 |
| SUMMARY CATEGORY 1 MANDATORY SERVICES -WECI PROJECTS AND MUNICIPAL SPECIAL STUDIES | | | |
| MUNICIPAL | (163,200) | 97,000 | 245,225 |
| PROVINCIAL GRANTS | 182,000 | 182,000 | - |
| TRANSFER TO/FROM DEF REVENUES | 35,250 | - | 22,479 |
| | 54,050 | 279,000 | 267,704 |
| WAGES & BENEFITS | 47,050 | 26,500 | 15,158 |
| CONSTRUCTION/ENGINEERING/SUPPLIES | - | 246,500 | 249,043 |
| INTERNAL RECOVERIES FOR SHARED SVCS/FLEET | 7,000 | 6,000 | 3,503 |
| | 54,050 | 279,000 | 267,704 |
| SURPLUS/(DEFICIT) | - | - | 0 |
| CATEGORY 2 NON MANDATORY SERVICES -MUNICIPAL PROGRAMS | | | |
| PLANNING RELATED TO NATURAL HERITAGE | | | |
| CW~GS LEVY | - | 59,500 | 61,761 |
| | - | 59,500 | 61,761 |
| WAGES | - | 52,000 | 50,178 |
| CORP SUPPORT/SHARED SVCS | - | 7,500 | 8,072 |
| RENT/INS/TAXES/UTILITIES | - | - | 3,512 |
| | - | 59,500 | 61,761 |
| SUMMARY CATEGORY 2 NON MANDATORY SERVICES -MUNICIPAL PROGRAMS | | | |
| CW~GS LEVY | - | 59,500 | 61,761 |
| | - | 59,500 | 61,761 |
| WAGES & BENEFITS | - | 52,000 | 50,178 |
| SUPPLIES/SERVICES/OTHER | - | - | 3,512 |
| INTERNAL RECOVERIES FOR SHARED SVCS/FLEET | - | 7,500 | 8,072 |
| | - | 59,500 | 61,761 |
| SURPLUS/(DEFICIT) | - | - | (0) |

| | 2023 DRAFT BUDGET | 2022 BUDGET | 2022 UNAUDITED |
|---|----------------------|----------------|-------------------|
| CONSERVATION SERVICES | | | |
| CATEGORY 1 MANDATORY SERVICES - CONSERVATION LANDS MANAGEMENT | | | |
| GENERAL PROGRAM OPERATIONS, MANAGEMENT PLANS & LAND STRATEGIES | | | |
| GENERAL LEVY | 204,715 | 158,515 | 158,515 |
| FEDERAL GRANTS | 92,000 | - | 8,300 |
| | 296,715 | 158,515 | 166,815 |
| WAGES | 256,300 | 131,000 | 105,422 |
| ENGINEERING/CONSULTING | - | - | - |
| SUPPLIES/OFFICE/JANITORIAL | 5,515 | 4,215 | 2,972 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 3,500 | 2,000 | 2,681 |
| CORP SUPPORT/SHARED SVCS | 31,400 | 21,300 | 16,514 |
| | 296,715 | 158,515 | 127,589 |
| CONSERVATION AREAS/GREEWAYS/OWNED PROPERTIES MAINTENANCE | | | |
| GENERAL LEVY | 775,110 | 704,360 | 670,635 |
| FEDERAL GRANTS | - | - | - |
| FOUNDATION & OTHER GRANTS | - | 20,000 | 30,450 |
| SELF-GENERATED USER FEES | 81,800 | 79,400 | 94,432 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | - | 4,000 | (4,424) |
| TRANSFERS TO/FROM RESERVES | 20,000 | 20,000 | (26,585) |
| | 876,910 | 827,760 | 764,508 |
| WAGES | 371,500 | 389,900 | 316,679 |
| CONSTRUCTION | - | - | 10,158 |
| ENGINEERING/CONSULTING | 17,000 | - | 24,509 |
| SUPPLIES/OFFICE/JANITORIAL | 58,110 | 47,410 | 50,043 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 90,000 | 46,100 | 101,682 |
| PLANT MAT/LANDOWNER GRANTS | 5,500 | 24,000 | 17,762 |
| CORP SUPPORT/SHARED SVCS | 107,600 | 102,200 | 96,366 |
| RENT/INS/TAXES/UTILITIES | 155,700 | 125,300 | 121,560 |
| AUDIT AND LEGAL | - | - | 1,980 |
| CAP MAINT/LOW VALUE ASSETS | 68,000 | 89,600 | 21,015 |
| SMALL MISC | 3,500 | 3,250 | 4,104 |
| | 876,910 | 827,760 | 765,859 |
| CAPITAL OR MAJOR MAINTENANCE/IMPROVEMENT PROJECTS | | | |
| GENERAL LEVY | - | 23,500 | 36,466 |
| PROVINCIAL GRANTS | - | 161,000 | 261,000 |
| FEDERAL GRANTS | 573,000 | 180,000 | 190,200 |
| FOUNDATION & OTHER GRANTS | 30,000 | 327,000 | 420,055 |
| SELF-GENERATED FEES | - | - | - |
| TRANSFERS TO/FROM DEFERRED REVENUES | 213,200 | 174,000 | 100,612 |
| TRANSFERS TO/FROM RESERVES | 576,500 | 27,000 | (173,200) |
| | 1,392,700 | 892,500 | 835,133 |
| WAGES | 24,250 | 14,000 | 36,299 |
| CONSTRUCTION | 1,124,300 | 688,500 | 606,935 |
| ENGINEERING/CONSULTING/SUB CONTRACTING | 179,000 | 133,000 | 135,023 |
| CONSTRUCTION SUPPLIES | 9,200 | 7,000 | 17,528 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 2,000 | - | 425 |
| PLANT MAT/LANDOWNER GRANTS | 5,000 | - | 1,380 |
| CORP SUPPORT/SHARED SVCS | 23,750 | 30,500 | 13,384 |
| CAP MAINT/LOW VALUE ASSETS | 23,200 | 19,500 | 30,846 |
| SMALL MISC | 2,000 | - | 896 |
| | 1,392,700 | 892,500 | 842,715 |
| TREE PLANTING AND RESTORATION -ERCA LANDS | | | |
| GENERAL LEVY | 113,100 | 124,300 | 124,300 |
| PROVINCIAL GRANTS | 30,000 | 10,000 | - |
| FOUNDATION & OTHER GRANTS | 5,000 | 35,000 | 17,072 |
| SELF GENERATED FEES | 10,000 | - | - |
| | 158,100 | 169,300 | 141,372 |
| WAGES | 72,500 | 101,000 | 66,200 |
| CONSTRUCTION | 40,000 | - | - |
| ENGINEERING/CONSULTING/SUB CONTRACTING | - | - | 300 |
| SUPPLIES/OFFICE/JANITORIAL | 4,250 | 10,579 | 966 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 12,850 | 13,050 | 6,567 |
| PLANT MAT/LANDOWNER GRANTS | 11,500 | 24,071 | 18,483 |
| CORP SUPPORT/SHARED SVCS | 17,000 | 20,600 | 13,872 |
| | 158,100 | 169,300 | 106,387 |

| | 2023 DRAFT BUDGET | 2022 BUDGET | 2022 UNAUDITED |
|--|----------------------|----------------|-------------------|
| FLEET & FIELD EQUIPMENT | | | |
| GENERAL LEVY | - | 27,750 | 48,509 |
| RECOVERIES/CHARGEBACKS | 199,700 | 126,600 | 204,585 |
| TRANSFERS TO/FROM RESERVES | 153,000 | 43,000 | (23,000) |
| | 352,700 | 197,350 | 230,094 |
| MAINTENANCE/REPAIRS | 65,900 | 61,900 | 67,308 |
| FUEL | 57,500 | 31,000 | 57,935 |
| LICENCES/MISC/SMALL TOOLS | 19,300 | 19,450 | 18,383 |
| AMORTIZATION | 89,000 | 90,000 | - |
| | 231,700 | 202,350 | 143,626 |
| SUMMARY CATEGORY 1 MANDATORY SERVICES -LAND MGMT, (OWNED) CONSERVATION AREAS OPERATIONS,MAINTENANCE & CAPITAL | | | |
| GENERAL LEVY | 1,092,925 | 1,038,425 | 1,038,425 |
| CW~GS LEVY | - | - | - |
| PROVINCIAL GRANTS | 30,000 | 171,000 | 261,000 |
| FEDERAL GRANTS | 665,000 | 180,000 | 198,500 |
| FOUNDATION & OTHER GRANTS | 35,000 | 382,000 | 467,577 |
| SELF-GENERATED FEES | 291,500 | 206,000 | 299,016 |
| TRANSFER TO/FROM DEF REVENUES | 213,200 | 178,000 | 96,188 |
| TRANSFER TO/FROM RESERVES | 749,500 | 90,000 | (222,785) |
| | 3,077,125 | 2,245,425 | 2,137,921 |
| WAGES & BENEFITS | 735,450 | 642,800 | 533,147 |
| CONSTRUCTION/ENGINEERING/SUPPLIES | 1,948,525 | 1,388,425 | 1,212,189 |
| INTERNAL RECOVERIES FOR SHARED SVCS/FLEET | 272,150 | 219,200 | 240,840 |
| | 2,956,125 | 2,250,425 | 1,986,176 |
| SURPLUS/(DEFICIT) | 121,000 | (5,000) | 151,745 |
| CATEGORY 3 NON MANDATORY SERVICES - ONGOING ERCA CORE CONSERVATION-RELATED PROGRAMS | | | |
| LAND SECUREMENT | | | |
| CW~GS LEVY | 40,000 | 500,000 | 500,000 |
| MUNICIPAL | - | - | 549,793 |
| FEDERAL GRANTS | - | - | 1,013,655 |
| FOUNDATION & OTHER GRANTS | - | - | 1,053,250 |
| TRANSFERS (TO)/FROM LAND ACQ FUND | - | (453,000) | 135,294 |
| | 40,000 | 47,000 | 3,251,992 |
| WAGES | 5,000 | 18,300 | 20,074 |
| PROPERTY | - | - | 3,121,675 |
| LEGAL, SURVEYING,CONSULTNG | 30,000 | 22,700 | 98,144 |
| CORP SUPPORT/SHARED SVCS | 5,000 | 6,000 | 12,099 |
| | 40,000 | 47,000 | 3,251,992 |
| RESTORATION/TREE PLANTING PROGRAM - NON ERCA PROPERTIES | | | |
| CW~GS LEVY | 75,000 | 75,000 | 75,000 |
| PROVINCIAL GRANTS | 150,000 | 70,000 | 70,833 |
| FEDERAL GRANTS | 40,000 | 40,000 | 91,617 |
| FOUNDATION & OTHER GRANTS | - | 60,000 | 139,851 |
| SELF-GENERATED FEES | 225,000 | 255,000 | 339,556 |
| IN-KIND | 10,000 | - | 2,171 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | 107,000 | 25,600 | (34,350) |
| | 607,000 | 525,600 | 684,678 |
| WAGES | 207,400 | 187,800 | 216,147 |
| CONSTRUCTION | 40,000 | - | - |
| ENGINEERING/CONSULTING/SUB-CONTRACTING | - | - | 604 |
| SUPPLIES/OFFICE/JANITORIAL | 18,200 | 10,700 | 19,879 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 41,400 | 33,100 | 44,595 |
| PLANT MAT/LANDOWNER GRANTS | 215,500 | 216,500 | 311,777 |
| CORP SUPPORT/SHARED SVCS | 65,000 | 68,500 | 78,808 |
| RENT/INS/TAXES/UTILITIES | 9,000 | 8,000 | 8,935 |
| IN KIND SVCS SUPPLIES | 10,000 | - | 2,171 |
| CAP MAINT/LOW VALUE ASSETS | 500 | 1,000 | 1,744 |
| | 607,000 | 525,600 | 684,660 |
| HOLIDAY BEACH (OPERATED UNDER MGMT AGREEMENT) | | | |
| CW~GS LEVY | - | 6,000 | 6,000 |
| SELF GENERATED | 352,600 | 315,600 | 331,960 |
| TRANSFERS TO/FROM RESERVES | - | - | (2,816) |
| | 352,600 | 321,600 | 335,144 |

| | 2023 DRAFT BUDGET | 2022 BUDGET | 2022 UNAUDITED |
|---|----------------------|----------------|-------------------|
| WAGES | 161,000 | 166,800 | 154,962 |
| ENGINEERING/CONSULTING/SUB CONTRACTING | 8,500 | 1,000 | 4,126 |
| SUPPLIES/OFFICE/JANITORIAL | 61,600 | 44,664 | 62,590 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 19,000 | 17,036 | 19,699 |
| CORP SUPPORT/SHARED SVCS | 35,500 | 34,600 | 34,438 |
| RENT/INS/TAXES/UTILITIES | 44,000 | 40,500 | 44,641 |
| MAJOR MAINT/ROADS/VEGETATION | 20,500 | 16,500 | 9,932 |
| SMALL MISC | 2,500 | 500 | 2,506 |
| | 352,600 | 321,600 | 332,894 |
| SUMMARY CATEGORY 3 NON MANDATORY SERVICES - ERCA ONGOING CORE CONSERVATION & HERITAGE PROGRAMS | | | |
| CW~GS LEVY | 115,000 | 581,000 | 581,000 |
| MUNICIPAL | - | - | 549,793 |
| PROVINCIAL GRANTS | 150,000 | 70,000 | 70,833 |
| FEDERAL GRANTS | 40,000 | 40,000 | 1,105,272 |
| FOUNDATION & OTHER GRANTS | - | 60,000 | 139,851 |
| SELF-GENERATED FEES | 577,600 | 570,600 | 674,766 |
| IN-KIND | 10,000 | - | 1,052,171 |
| TRANSFER TO/FROM DEF REVENUES | 107,000 | (427,400) | 100,944 |
| TRANSFER TO/FROM RESERVES | - | - | (2,816) |
| | 999,600 | 894,200 | 4,271,813 |
| WAGES & BENEFITS | 373,400 | 372,900 | 391,183 |
| OTHER OPERATING/SITE SUPPLIES/PROF SERVICES | 478,200 | 373,200 | 3,705,305 |
| INTERNAL RECOVERIES FOR SHARED SVCS/FLEET | 148,000 | 148,100 | 173,058 |
| | 999,600 | 894,200 | 4,269,546 |
| SURPLUS/(DEFICIT) | - | - | 2,267 |
| CATEGORY 3 NON MANDATORY SERVICES - FEE FOR SERVICE TERM-LIMITED PROJECTS/CONTRACTS | | | |
| FEE FOR SERVICE RESTORATION PROJECTS & HABITAT STUDIES | | | |
| MUNICIPAL | - | 1,000,000 | 1,973,978 |
| PROVINCIAL GRANTS | 24,000 | - | 36,000 |
| FEDERAL GRANTS | 75,000 | - | 724,769 |
| FOUNDATION & OTHER GRANTS | 68,000 | - | 58,200 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | (5,000) | - | 75,639 |
| | 162,000 | 1,000,000 | 2,868,586 |
| WAGES | 9,000 | - | 17,868 |
| CONSTRUCTION | 70,000 | 1,000,000 | 2,623,616 |
| ENGINEERING/CONSULTING/SUB-CONTRACTING | 57,000 | - | 168,258 |
| SUPPLIES/OFFICE/JANITORIAL | 2,000 | - | 7,491 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 500 | - | 3,317 |
| PLANT MAT/LANDOWNER GRANTS | 15,000 | - | 35,000 |
| CORP SUPPORT/SHARED SVCS | 8,500 | - | 13,035 |
| | 162,000 | 1,000,000 | 2,868,585 |
| FEE FOR SERVICE PROPERTY MAINTENANCE/MANAGEMENT | | | |
| SELF-GENERATED FEES | 12,000 | 12,250 | 12,509 |
| | 12,000 | 12,250 | 12,509 |
| WAGES | 6,600 | 7,300 | 8,169 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 2,700 | 2,800 | 2,514 |
| CORP SUPPORT/SHARED SVCS | 2,300 | 1,750 | 1,626 |
| RENT/INS/TAXES/UTILITIES | 400 | 400 | 213 |
| | 12,000 | 12,250 | 12,522 |
| SUMMARY CATEGORY 3 NON MANDATORY SERVICES - FEE FOR SERVICE CONTRACTS/TERM LIMITED PROJECTS | | | |
| MUNICIPAL | - | 1,000,000 | 1,973,978 |
| PROVINCIAL GRANTS | 24,000 | - | 36,000 |
| FEDERAL GRANTS | 75,000 | - | 724,769 |
| FOUNDATION & OTHER GRANTS | 68,000 | - | 86,200 |
| SELF-GENERATED FEES | 12,000 | 12,250 | 12,509 |
| TRANSFER TO/FROM DEF REVENUES | 12,000 | - | 133,436 |
| | 191,000 | 1,012,250 | 2,966,891 |
| WAGES & BENEFITS | 16,350 | 7,300 | 27,034 |
| CONSTRUCTION/SUPPLIES/OTHER | 159,900 | 1,000,400 | 2,920,861 |
| INTERNAL RECOVERIES FOR SHARED SVCS/FLEET | 14,750 | 4,550 | 19,009 |
| | 191,000 | 1,012,250 | 2,966,904 |
| SURPLUS/(DEFICIT) | - | - | (13) |

| | 2023 DRAFT BUDGET | 2022 BUDGET | 2022 UNAUDITED |
|--|----------------------|----------------|-------------------|
| WATER QUALITY | | | |
| CATEGORY 1 MANDATORY SERVICE - DRINKING WATER SOURCE PROTECTION AND PROV SURFACE/GROUND WATER MONITORING PROGRAMS | | | |
| GENERAL LEVY | 21,285 | - | - |
| PROVINCIAL GRANTS | 96,900 | 95,500 | 70,258 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | - | - | 21,999 |
| | 118,185 | 95,500 | 92,257 |
| WAGES | 94,300 | 79,000 | 75,556 |
| SUPPLIES/OFFICE/JANITORIAL | 785 | - | 384 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 1,500 | - | - |
| CORP SUPPORT/SHARED SVCS | 13,500 | 12,000 | 11,415 |
| RENT/INS/TAXES/UTILITIES | 3,500 | 1,500 | 1,770 |
| PER DIEMS/MISC | 4,600 | 3,000 | 4,345 |
| | 118,185 | 95,500 | 93,471 |
| CATEGORY 2 MUNICIPAL SERVICES - RISK MANAGEMENT SERVICES (PART IV CWA, 2006) | | | |
| MUNICIPAL | 17,100 | 15,500 | 16,977 |
| | 17,100 | 15,500 | 16,977 |
| WAGES | 11,600 | 12,000 | 11,755 |
| SUPPLIES/OFFICE/JANITORIAL | 500 | 500 | 381 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 1,500 | - | 840 |
| CORP SUPPORT/SHARED SVCS | 1,500 | 1,500 | 2,210 |
| RENT/INS/TAXES/UTILITIES | 2,000 | 1,500 | 1,792 |
| | 17,100 | 15,500 | 16,977 |
| CATEGORY 3 NON MANDATORY SERVICE - ONGOING ERCA CORE WATER QUALITY/RESEARCH PROGRAM | | | |
| WATERSHED WATER QUALITY PROGRAM | | | |
| CW~GS LEVY | - | 54,000 | 51,739 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | 35,200 | - | (35,000) |
| | 35,200 | 54,000 | 16,739 |
| WAGES | 16,500 | 28,000 | (8,938) |
| CONSULTING/SUB CONTRACTING | 5,500 | 9,750 | 9,017 |
| SUPPLIES/OFFICE/JANITORIAL | 1,700 | 2,400 | 2,595 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 4,000 | 4,500 | 8,153 |
| CORP SUPPORT/SHARED SVCS | 4,500 | 8,000 | 1,256 |
| RENT/INS/TAXES/UTILITIES | 2,500 | 1,350 | 4,072 |
| TECHNICAL EQUIPMENT | 500 | - | 450 |
| | 35,200 | 54,000 | 16,604 |
| DEMONSTRATION/CROP RESEARCH FARM | | | |
| CW~GS LEVY | - | 36,750 | 36,750 |
| PROVINCIAL GRANTS | 30,000 | - | 15,000 |
| SELF-GENERATED | 23,000 | 17,600 | 23,240 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | - | - | (17,924) |
| | 53,000 | 54,350 | 57,066 |
| WAGES | 32,500 | 35,500 | 29,259 |
| SUPPLIES/OFFICE/JANITORIAL | 4,250 | 1,500 | 11,026 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 4,000 | 3,000 | 5,639 |
| PLANT MAT/LANDOWNER GRANTS | - | 1,000 | - |
| CORP SUPPORT/SHARED SVCS | 6,000 | 7,500 | 6,585 |
| RENT/INS/TAXES/UTILITIES | 750 | 350 | 640 |
| DUES/MEMBERSHIPS | 500 | 500 | 259 |
| SMALL MISC | 5,000 | 5,000 | 3,658 |
| | 53,000 | 54,350 | 57,066 |
| LANDOWNER STEWARDSHIP PROGRAM | | | |
| CW~GS LEVY | 73,000 | 35,000 | 35,000 |
| IN-KIND | 20,000 | 20,000 | 3,674 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | - | - | (14,000) |
| | 93,000 | 55,000 | 24,674 |

| | 2023 DRAFT BUDGET | 2022 BUDGET | 2022 UNAUDITED |
|---|----------------------|----------------|-------------------|
| WAGES | 38,000 | 7,000 | 11,910 |
| SUPPLIES/OFFICE/JANITORIAL | - | - | 300 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | - | 2,000 | - |
| PLANT MAT/LANDOWNER GRANTS | 30,000 | 22,000 | 5,396 |
| CORP SUPPORT/SHARED SVCS | 4,000 | 4,000 | 3,144 |
| RENT/INS/TAXES/UTILITIES | 1,000 | - | 305 |
| IN KIND SVCS SUPPLIES | 20,000 | 20,000 | 3,674 |
| | 93,000 | 55,000 | 24,729 |
| SUMMARY CATEGORY 3 NON MANDATORY SERVICES - ERCA ONGOING WATER QUALITY/ RESEARCH PROGRAM | | | |
| CW-GS LEVY | 73,000 | 125,750 | 123,489 |
| PROVINCIAL GRANTS | 30,000 | - | 15,000 |
| SELF-GENERATED | 23,000 | 17,600 | 23,240 |
| IN-KIND | 20,000 | 20,000 | 3,674 |
| TRANSFER TO/FROM DEF REVENUES | 35,200 | - | (66,924) |
| | 181,200 | 163,350 | 98,479 |
| WAGES & BENEFITS | 87,000 | 70,500 | 32,230 |
| SUPPLIES/TECH SERVICES/EQUIP'T | 71,700 | 65,850 | 41,504 |
| INTERNAL RECOVERIES FOR SHARED SVCS/FLEET | 22,500 | 27,000 | 24,664 |
| | 181,200 | 163,350 | 98,399 |
| SURPLUS/(DEFICIT) | - | - | 80 |
| CATEGORY 3 NON MANDATORY SERVICES - TERM LIMITED GRANT-FUNDED/FEE-FOR-SERVICE PROJECTS/STUDIES | | | |
| DETROIT RIVER CANADIAN CLEANUP | | | |
| PROVINCIAL GRANTS | 73,500 | 73,500 | 73,500 |
| FEDERAL GRANTS | 70,000 | 73,500 | 35,000 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | 25,800 | 12,000 | 81,796 |
| | 169,300 | 159,000 | 190,296 |
| WAGES | 131,200 | 121,000 | 150,091 |
| ENGINEERING/CONSULTING | - | - | 6,243 |
| SUPPLIES/OFFICE/JANITORIAL | 4,400 | 6,150 | 5,710 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 300 | 250 | 1,286 |
| PLANT MAT/LANDOWNER GRANTS | 10,000 | 10,000 | - |
| CORP SUPPORT/SHARED SVCS | 21,000 | 20,000 | 24,578 |
| RENT/INS/TAXES/UTILITIES | 2,400 | 1,600 | 2,387 |
| | 169,300 | 159,000 | 190,296 |
| REGIONAL ENERGY PLAN & CLIMATE CHANGE STUDIES | | | |
| FEDERAL GRANTS | - | 5,000 | - |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | - | - | 5,864 |
| | - | 5,000 | 5,864 |
| WAGES | - | 5,000 | 5,100 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | - | - | - |
| CORP SUPPORT/SHARED SVCS | - | - | 764 |
| | - | 5,000 | 5,864 |
| OTHER WATER QUALITY STUDIES (FED\$ & PROV\$) | | | |
| PROVINCIAL GRANTS | 23,484 | 280,000 | 224,758 |
| FEDERAL GRANTS | 145,000 | - | 113,396 |
| OTHER | (10,000) | - | - |
| IN-KIND | - | 70,000 | 20,313 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | 55,800 | 161,900 | 132,522 |
| | 214,284 | 511,900 | 490,989 |
| WAGES | 72,784 | 241,000 | 253,908 |
| CONSULTING/SUB CONTRACTING | 46,800 | 52,000 | 19,540 |
| SUPPLIES/OFFICE/JANITORIAL | 8,000 | 6,000 | 21,262 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 4,200 | 3,000 | 10,079 |
| PLANT MAT/LANDOWNER GRANTS | 70,000 | 70,000 | 85,173 |
| CORP SUPPORT/SHARED SVCS | 12,500 | 50,900 | 50,611 |
| IN KIND SVCS SUPPLIES | - | 70,000 | 20,313 |
| TECHNICAL EQUIPMENT | - | 19,000 | 29,801 |
| SMALL MISC | - | - | 301 |
| | 214,284 | 511,900 | 490,988 |
| OTHER WATER QUALITY FEE FOR SERVICE (SAMPLING/DATA/ANALYSIS) | | | |
| FEDERAL GRANTS | 42,975 | 37,000 | 28,038 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | - | - | (1,441) |
| | 42,975 | 37,000 | 26,597 |

| | 2023 DRAFT BUDGET | 2022 BUDGET | 2022 UNAUDITED |
|--|----------------------|----------------|-------------------|
| WAGES | 31,900 | 31,000 | 20,657 |
| CONSULTING/SUB CONTRACTING | 500 | - | 1,299 |
| SUPPLIES/OFFICE/JANITORIAL | 1,500 | 500 | 75 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 2,675 | - | - |
| CORP SUPPORT/SHARED SVCS | 5,700 | 5,500 | 3,575 |
| RENT/INS/TAXES/UTILITIES | 700 | - | - |
| SMALL MISC | - | - | 1,800 |
| | 42,975 | 37,000 | 27,405 |
| SUMMARY CATEGORY 3 NON MANDATORY SERVICES - GRANT-FUNDED/FEE-FOR-SERVICE PROJECTS/STUDIES | | | |
| PROVINCIAL GRANTS | 96,984 | 353,500 | 298,258 |
| FEDERAL GRANTS | 257,975 | 115,500 | 176,434 |
| SELF-GENERATED | (10,000) | - | - |
| IN-KIND | - | 70,000 | 20,313 |
| TRANSFER TO/FROM DEF REVENUES | 81,600 | 173,900 | 218,740 |
| | 426,559 | 712,900 | 713,746 |
| WAGES & BENEFITS | 235,884 | 398,000 | 429,756 |
| SUBSIDIES/MATERIALS/TECH SVCS/EQUIP'T | 144,400 | 235,250 | 200,470 |
| INTERNAL RECOVERIES FOR SHARED SVCS/FLEET | 46,275 | 79,650 | 84,326 |
| | 426,559 | 712,900 | 714,553 |
| SURPLUS/(DEFICIT) | - | - | (807) |

COMMUNITY SERVICES

CATEGORY 1 MANDATORY SERVICES- SUPPORTS ALL MANDATORY SERVICES

CORPORATE COMMUNICATIONS

| | | | |
|---------------------------------------|---------|---------|----------|
| GENERAL LEVY | 181,600 | 189,700 | 189,700 |
| FOUNDATION & OTHER GRANTS | 5,000 | 5,000 | 4,167 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | 15,000 | - | (15,000) |
| | 201,600 | 194,700 | 178,867 |

| | | | |
|------------------------------|---------|---------|---------|
| WAGES | 178,500 | 174,000 | 162,169 |
| CONSULTING | 10,000 | 15,000 | - |
| SUPPLIES/OFFICE/JANITORIAL | 12,400 | 4,800 | 4,519 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 250 | 450 | 233 |
| CAP MAINT/LOW VALUE ASSETS | 450 | 450 | 300 |
| | 201,600 | 194,700 | 167,222 |

CATEGORY 3 NON MANDATORY SERVICES - ONGOING ERCA STAKEHOLDER ENGAGEMENT, OUTREACH & EDUCATION

OUTDOOR & CONSERVATION EDUCATION

| | | | |
|---------------------------------------|--------|----------|----------|
| CW~GS LEVY | - | - | (0) |
| FOUNDATION & OTHER GRANTS | 40,000 | 45,000 | 87,243 |
| SELF-GENERATED | 24,000 | 28,000 | 20,689 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | - | (20,000) | (56,137) |
| | 64,000 | 53,000 | 51,795 |

| | | | |
|------------------------------|--------|--------|--------|
| WAGES | 51,350 | 36,100 | 43,341 |
| SUPPLIES/OFFICE/JANITORIAL | 1,970 | 2,320 | 1,231 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 1,080 | 1,080 | 64 |
| CORP SUPPORT/SHARED SVCS | 8,000 | 11,900 | 6,013 |
| RENT/INS/TAXES/UTILITIES | 1,600 | 1,600 | 1,146 |
| | 64,000 | 53,000 | 51,795 |

OUTREACH & ENGAGEMENT

| | | | |
|---------------------------------------|--------|--------|---------|
| CW~GS LEVY | 34,150 | 61,600 | 61,600 |
| FOUNDATION & OTHER GRANTS | 10,000 | 10,000 | 19,144 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | 20,000 | - | (7,029) |
| | 64,150 | 71,600 | 73,715 |

| | | | |
|-------------------------------|--------|--------|--------|
| WAGES | 35,100 | 45,000 | 27,228 |
| SUPPLIES/OFFICE/JANITORIAL | 3,350 | 3,850 | 5,904 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 4,200 | 1,950 | 4,388 |
| PARTNER GRANTS/PLANT MATERIAL | 9,000 | 9,000 | 24,366 |
| CORP SUPPORT/SHARED SVCS | 10,000 | 10,000 | 8,780 |
| RENT/INS/TAXES/UTILITIES | 2,000 | 1,300 | 2,406 |
| CAP MAINT/LOW VALUE ASSETS | 500 | 500 | 228 |
| SMALL MISC | - | - | 415 |
| | 64,150 | 71,600 | 73,716 |

| | 2023 DRAFT BUDGET | 2022 BUDGET | 2022 UNAUDITED |
|--|----------------------|----------------|-------------------|
| JOHN R PARK HOMESTEAD MUSEUM OPERATIONS AND EDUCATIONAL PROGRAMMING | | | |
| GENERAL LEVY | - | 189,565 | 189,565 |
| CW~GS LEVY | 150,962 | - | - |
| PROVINCIAL GRANTS | 23,688 | 23,688 | 23,688 |
| FEDERAL GRANTS | 6,000 | 6,000 | 65,274 |
| FOUNDATION & OTHER GRANTS | 26,500 | 23,000 | 28,142 |
| SELF-GENERATED FEES | 109,000 | 45,750 | 84,985 |
| TRANSFERS (TO)/FROM DEF REVENUES | - | - | 5,000 |
| TRANSFERS (TO)/FROM RESERVES | (15,000) | (15,000) | (93,500) |
| | <u>301,150</u> | <u>273,003</u> | <u>303,154</u> |
| WAGES | 189,000 | 182,000 | 202,045 |
| CONSULTING/SUB K | - | 3,500 | 1,869 |
| SUPPLIES/OFFICE/JANITORIAL | 43,850 | 21,303 | 29,271 |
| VEHICLE/TRAVEL/EQUIP'T USAGE | 3,300 | 300 | 4,298 |
| CORP SUPPORT/SHARED SVCS | 25,000 | 25,000 | 25,000 |
| RENT/INS/TAXES/UTILITIES | 38,500 | 36,900 | 37,899 |
| CAP MAINT/LOW VALUE ASSETS | 1,000 | 3,000 | 1,248 |
| SMALL MISC | 500 | 1,000 | 670 |
| | <u>301,150</u> | <u>273,003</u> | <u>302,302</u> |

| | | | |
|---|----------------|----------------|----------------|
| SUMMARY CATEGORY 3 NON MANDATORY SERVICES - COMMUNITY OUTREACH, EDUCATION & JRPH MUSEUM OPERATIONS | | | |
| GENERAL LEVY | - | 189,565 | 189,565 |
| CW~GS LEVY | 185,112 | 61,600 | 61,600 |
| PROVINCIAL GRANTS | 23,688 | 23,688 | 23,688 |
| FEDERAL GRANTS | 6,000 | 6,000 | 65,274 |
| FOUNDATION & OTHER GRANTS | 76,500 | 78,000 | 140,229 |
| SELF-GENERATED FEES | 133,000 | 73,750 | 99,974 |
| TRANSFER TO/FROM DEF REVENUES | 20,000 | (20,000) | (58,166) |
| TRANSFER TO/FROM RESERVES | (15,000) | (15,000) | (93,500) |
| | <u>429,300</u> | <u>397,603</u> | <u>428,664</u> |
| WAGES & BENEFITS | 275,450 | 263,100 | 272,614 |
| OTHER OPERATING/SITE SUPPLIES/PROF SERVICES | 105,850 | 84,853 | 109,068 |
| INTERNAL RECOVERIES FOR SHARED SVCS/FLEET | 48,000 | 49,650 | 46,131 |
| | <u>429,300</u> | <u>397,603</u> | <u>427,813</u> |
| SURPLUS/(DEFICIT) | - | - | 851 |

| | | | |
|--|----------------|---------------|---------------|
| CATEGORY 3 NON MANDATORY SERVICES - FUNDRAISING/COMMUNITY EVENTS & GRANT FUNDED TERM PROJECTS | | | |
| FEDERAL GRANTS | 329,000 | 250 | 250 |
| FOUNDATION & OTHER GRANTS | 30,000 | - | 7,700 |
| SELF-GENERATED | - | - | 7,000 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | (20,000) | 49,600 | 53,227 |
| | <u>339,000</u> | <u>49,850</u> | <u>68,177</u> |
| WAGES | 60,450 | 15,250 | 34,354 |
| TREES/SUPPLIES | 278,550 | 34,600 | 33,970 |
| | <u>339,000</u> | <u>49,850</u> | <u>68,324</u> |

CORPORATE SERVICES

| | | | |
|--|------------------|------------------|------------------|
| CATEGORY 1 MANDATORY SERVICES- CORPORATE & SUPPORT FUNCTIONS | | | |
| ADMINISTRATION, GOVERNANCE, RISK, COMPLIANCE, HR, FINANCE & IM/IT | | | |
| GENERAL LEVY | 540,500 | 502,550 | 492,550 |
| RECOVERIES/CHARGEBACKS | 596,400 | 631,600 | 632,808 |
| INTEREST & INVESTMENT INCOME | 105,000 | 30,000 | 86,268 |
| OTHER | - | - | 34,884 |
| TRANSFERS (TO)/FROM DEFERRED REVENUES | - | - | (25,000) |
| TRANSFERS (TO)/FROM RESERVES | - | - | (35,000) |
| | <u>1,241,900</u> | <u>1,164,150</u> | <u>1,186,510</u> |
| WAGES | 865,000 | 816,000 | 833,315 |
| MEMBER EXPENSES/CO DUES | 55,500 | 57,500 | 51,944 |
| AUDIT/LEGAL/CONSULTING | 54,000 | 48,000 | 23,791 |
| SUPPLIES/EQUIP/NETWORK | 93,400 | 71,150 | 73,064 |
| OCCUPANCY/PHONE | 150,000 | 146,500 | 145,417 |
| TRAVEL & BD/STAFF MEETINGS | 2,000 | 3,000 | 3,015 |
| RETIREE BENEFITS | 22,000 | 22,000 | 21,094 |
| | <u>1,241,900</u> | <u>1,164,150</u> | <u>1,151,641</u> |

| | 2023 DRAFT BUDGET | 2022 BUDGET | 2022 UNAUDITED |
|--|----------------------|----------------|-------------------|
| CORPORATE SPECIAL PROJECTS (RECORDS/IS/IT) | | | |
| TRANSFERS FROM RESERVES | - | 43,000 | - |
| | - | 43,000 | - |
| CONSULTING/OTHER | - | 43,000 | 10,000 |
| | - | 43,000 | 10,000 |
| RESERVES- MANDATORY PROGRAMS | | | |
| GENERAL LEVY | 325,000 | 200,000 | 200,000 |
| TRANSFER TO/FROM RESERVES | (325,000) | (200,000) | (200,000) |
| GAIN ON DISPOSAL OF ASSETS/OTHER INCOME | - | - | - |
| | - | - | - |
| SUMMARY CATEGORY 1 MANDATORY SERVICES - CORPORATE SERVICES | | | |
| GENERAL LEVY | 865,500 | 702,550 | 692,550 |
| RECOVERIES/CHARGEBACKS | 596,400 | 631,600 | 632,808 |
| INTEREST | 105,000 | 30,000 | 86,268 |
| OTHER | - | - | 34,884 |
| TRANSFER TO/FROM DEF REVENUES | - | - | (25,000) |
| TRANSFER TO/FROM RESERVES | (325,000) | (157,000) | (235,000) |
| | 1,241,900 | 1,207,150 | 1,186,510 |
| WAGES & BENEFITS | 865,000 | 816,000 | 833,315 |
| OTHER OPERATING/SUPPLIES/PROF SERVICES | 376,900 | 391,150 | 328,326 |
| | 1,241,900 | 1,207,150 | 1,161,641 |
| SURPLUS/(DEFICIT) | - | - | 24,869 |
| NON MANDATORY SERVICES- ESSEX REGION CONSERVATION GOVERNANCE & FINANCE SUPPORTS | | | |
| FOUNDATION SUPPORT GRANT | 55,000 | 55,000 | 55,000 |
| ERCF-RELATED WAGE SUPPORTS | 55,000 | 55,000 | 56,123 |
| NET FINANCIAL SUPPORT OF/(PROVIDED BY) ERCF | - | - | (1,123) |
| RESERVES- NON-MANDATORY PROGRAMS | | | |
| CWGS LEVY | 500,000 | - | - |
| TRANSFER TO/FROM RESERVES | (500,000) | - | - |
| | - | - | - |

AUTHORITY FINANCIAL SUMMARY OF PROGRAMS & SERVICES BY CATEGORY

| Programs & Services associated with Risks of Hazards, Conservation of Lands*, & Drinking Water Source Protection | | | |
|---|------------------|------------------|------------------|
| Total Municipal Levies associated with mandatory programs & services | 2,895,123 | 2,499,388 | 2,486,422 |
| Municipal special project | (163,200) | 97,000 | 245,225 |
| Other Government \$ | 505,317 | 391,917 | 182,976 |
| Self-generated/Other grants | 805,800 | 992,900 | 1,079,558 |
| Shared services recoveries - Non-Mandatory Programs | 311,500 | 328,000 | 378,822 |
| Deferred Revenue Transfers | 74,750 | 4,000 | (24,946) |
| Reserve transfers | (106,000) | (94,000) | (284,585) |
| Total revenues associated with mandatory programs & services | 4,323,290 | 4,219,205 | 4,063,471 |
| Operational Expenses associated with mandatory services | | | |
| Wages & benefits -ERCA operations | 2,968,650 | 2,858,300 | 2,711,292 |
| Plant material, removals and landowner subsidies - ERCA operations | 17,000 | 48,071 | 36,245 |
| Site & operational supplies/services - Conservation Areas | 60,550 | 53,415 | 56,214 |
| Office supplies & expenses - other ERCA programs | 25,865 | 14,480 | 12,954 |
| Occupancy, taxes, utilities & waste removal | 300,010 | 266,510 | 262,373 |
| Maintenance, repairs & security-sites | 111,750 | 86,700 | 38,849 |
| Maintenance, repairs & supplies-fleet/equipment | 119,400 | 94,500 | 121,129 |
| Equipment, software/hardware & website- ERCA operations | 91,415 | 68,800 | 68,051 |
| Technical & sub-contracted services/consulting - ERCA operations | 132,000 | 405,500 | 303,948 |
| Insurance | 138,700 | 80,150 | 125,661 |
| Audit & Legal | 34,000 | 33,000 | 28,510 |
| Dues & memberships | 45,300 | 50,229 | 45,502 |
| Travel, training & professional development | 11,250 | 14,950 | 6,901 |
| Board ,committee & meeting expenses | 20,600 | 20,000 | 17,760 |
| Bank, credit card charges and interest | 14,800 | 17,600 | 14,512 |
| Fleet/Equipment replacement | 210,000 | 85,000 | 86,193 |
| Other | 22,000 | 22,000 | 33,417 |
| Total operational expenses -mandatory programs | 4,323,290 | 4,219,205 | 3,969,511 |
| Operating surplus/(Deficit) - mandatory programs/services | - | - | 93,960 |

| | 2023 DRAFT BUDGET | 2022 BUDGET | 2022 UNAUDITED |
|--|----------------------|----------------|-------------------|
| Capital projects associated with conservation areas infrastructure | | | |
| Total Municipal Levies associated with capital projects/infrastructure | - | 23,500 | 36,466 |
| Transfers from Infrastructure Reserve | 576,500 | 27,000 | (173,200) |
| Grants from ERCF/Other funders | 816,200 | 842,000 | 971,867 |
| Total revenues associated with capital projects/infrastructure | 1,392,700 | 892,500 | 835,133 |
| Construction/engineering-ERCA capital projects (transferred to TCA at y/e) | 1,368,450 | 878,500 | 806,416 |
| Wages | 24,250 | 14,000 | 36,299 |
| Capitalized Infrastructure replacement | | | - |
| Total ERCA infrastructure investment | 1,392,700 | 892,500 | 842,715 |
| Surplus/(Deficit) - capital projects | - | - | (7,582) |
| TOTAL SURPLUS/(DEFICIT)-MANDATORY PROGRAMS/SVCS | - | - | 86,378 |

| | | | |
|---|------------------|------------------|------------------|
| CATEGORY 3 NON MANDATORY PROGRAMS & SERVICES | | | |
| On-going recurring core watershed programs & services | | | |
| Total Municipal Levies associated with NM programs & services | 873,112 | 1,017,415 | 1,017,415 |
| Municipal Special Project | - | - | 549,793 |
| Other Government \$ | 249,688 | 139,688 | 1,280,067 |
| Self-generated/Other grants | 895,100 | 874,950 | 2,216,904 |
| Deferred Revenue Transfers | 179,200 | (447,400) | 33,651 |
| Reserve Transfers | (515,000) | (15,000) | (96,316) |
| Total revenues associated with ERCA-ongoing non-mandatory programs & services | 1,682,100 | 1,569,653 | 5,001,514 |
| Expenses associated with ERCA ongoing non-mandatory programs & services | | | |
| Wages & benefits -non mandatory operations | 792,100 | 814,000 | 803,875 |
| Construction& consulting engineering | 80,500 | 13,700 | 84,404 |
| Plants, removals and landowner subsidies | 254,500 | 255,500 | 341,539 |
| Supplies | 96,807 | 53,215 | 90,484 |
| Maintenance, repairs & security | 32,200 | 22,272 | 27,219 |
| Occupancy, taxes, utilities & waste removal | 75,053 | 67,303 | 77,089 |
| Equipment, software/hardware & website | 16,400 | 13,723 | 13,869 |
| Lab, data, technical & sub-contracted services | 19,000 | 18,250 | 18,645 |
| Insurance | 42,350 | 34,500 | 46,925 |
| Audit & legal | 5,000 | 10,000 | 98,144 |
| Dues & memberships | 4,650 | 650 | 4,330 |
| Travel, training & professional development | 2,590 | 3,590 | 1,272 |
| Bank, credit card charges and interest | 11,700 | 10,700 | 11,081 |
| In-kind supplies & services | 30,000 | 20,000 | 5,845 |
| Land acquisition & acquisition assistance | - | - | 3,121,675 |
| Shared services allocations | 219,250 | 232,250 | 252,926 |
| | 1,682,100 | 1,569,653 | 4,999,439 |
| Surplus/(Deficit) associated with ERCA-ongoing NM programs & services | - | - | 2,075 |
| Category 2 & 3 Municipal and Non Mandatory Term-limited projects with special grants and fixed terms | | | |
| Municipal Special Project/Fee For Service | 17,100 | 1,015,500 | 1,990,955 |
| Other Government \$ | 782,959 | 469,250 | 1,235,711 |
| Self-generated/Other grants | 100,000 | 82,250 | 105,722 |
| Deferred Revenue Transfer | 56,600 | 223,500 | 347,606 |
| Total Revenues associated with term limited 3rd-party funded projects & services | 956,659 | 1,790,500 | 3,679,994 |
| Expenses associated with term limited 3rd-party funded projects & services | | | |
| Wages & benefits -special grant & municipal projects | 323,534 | 435,050 | 501,902 |
| Construction& consulting engineering-special grant & municipal | 330,300 | 1,020,000 | 2,806,611 |
| Plants, removals and landowner subsidies-special grant projects | 99,500 | 101,000 | 139,473 |
| Program supplies- special grant projects | 46,000 | 16,150 | 34,888 |
| Occupancy, taxes, utilities & waste removal | 600 | 1,000 | 679 |
| Equipment, software/hardware & website-special grant projects | 58,400 | 20,000 | 43,889 |
| Lab, data, technical & sub-contracted services -special grant | 14,800 | 32,000 | 12,344 |
| Insurance, audit & legal | 5,500 | 3,500 | 4,392 |
| Travel, training & professional development | 500 | - | 2,167 |
| Bank, credit card charges and interest | - | - | 1,272 |
| In-kind supplies & services | - | 70,000 | 20,313 |
| Shared services allocations | 77,525 | 91,800 | 113,031 |
| | 956,659 | 1,790,500 | 3,680,961 |
| Surplus/(Deficit) associated with term limited 3rd party funded projects & | - | - | (967) |
| SURPLUS/(DEFICIT) ASSOCIATED WITH ALL NMS & ACTIVITIES | - | - | 1,108 |

| | | | |
|--------------------------------------|----------|----------|---------------|
| Consolidated Surplus(Deficit) | - | - | 87,486 |
|--------------------------------------|----------|----------|---------------|

| | 2023 DRAFT BUDGET | 2022 BUDGET | 2022 UNAUDITED |
|---|----------------------|---------------------|----------------------|
| Municipal Levies associated with mandatory services | 2,895,123 | 2,522,888 | 2,522,888 |
| Municipal Levies associated with non-mandatory services | 873,112 | 1,017,415 | 1,017,415 |
| Total Municipal Levies | 3,768,235 | 3,540,303 | 3,540,303 |
| Levy - Operations | \$ 2,895,123 | \$ 2,712,453 | \$ 2,712,453 |
| Levy - Clean Water-Green Spaces | 873,112 | 827,850 | 827,850 |
| Total Municipal Levy | 3,768,235 | 3,540,303 | 3,540,303 |
| Water & erosion control infrastructure and special projects | (163,200) | 1,097,000 | 2,768,996 |
| Risk management services | 17,100 | 15,500 | 16,977 |
| | 3,622,135 | 4,652,803 | 6,326,276 |
| Provincial | | | |
| Section 39 Flood/Erosion Program | 104,417 | 104,417 | 104,417 |
| Drinking Water Source Protection | 96,900 | 95,500 | 70,258 |
| Other (CMOG, SEO etc.) | 536,672 | 806,188 | 704,778 |
| | 737,989 | 1,006,105 | 879,454 |
| Federal | | | |
| | 1,372,975 | 341,750 | 2,270,500 |
| Total Government Transfer Payments & Fees-For-Services | 5,733,099 | 6,000,658 | 9,476,230 |
| Other revenues | | | |
| Permit and applicant fees - mandatory services | 599,000 | 823,500 | 812,285 |
| Admissions, program fees & other services | 744,300 | 662,100 | 820,545 |
| Leases & property rentals | 83,100 | 85,500 | 88,125 |
| Donations and other grants | | | |
| General | 51,500 | 113,000 | 188,602 |
| Essex Region Conservation Foundation grants | 218,000 | 467,000 | 684,122 |
| In-kind contributions | 30,000 | 90,000 | 1,076,158 |
| Interest income | 105,000 | 30,000 | 89,518 |
| Gain on sale of assets | - | - | - |
| Total other revenues | 1,830,900 | 2,271,100 | 3,759,354 |
| Transfers from/(to) deferred revenues | 506,750 | (45,900) | 399,126 |
| Interdepartmental recoveries | 796,100 | 758,200 | 837,393 |
| TOTAL REVENUES | \$ 8,866,849 | \$ 8,984,058 | \$ 14,472,103 |
| EXPENSES BY CLASSIFICATION | | | |
| Wages & benefits -all programs | 4,129,784 | 4,143,350 | 4,085,787 |
| Construction-municipal projects | 58,000 | 246,500 | 249,043 |
| Construction-special grant projects | 357,800 | 1,000,000 | 2,798,721 |
| Construction-ERCA capital projects | 1,328,300 | 835,200 | 754,349 |
| Plant material, removals and landowner subsidies-special grant projects | 352,000 | 343,571 | 455,829 |
| Plant material, removals and landowner subsidies - ERCA operations | 24,000 | 61,000 | 62,808 |
| Program supplies- special grant projects | 48,485 | 39,750 | 72,186 |
| Site & operational supplies - Conservation Areas | 133,450 | 92,273 | 121,257 |
| Office supplies & expenses - other ERCA operations | 63,487 | 23,737 | 23,323 |
| Occupancy, taxes, utilities & waste removal | 375,663 | 334,813 | 340,140 |
| Maintenance, repairs & security-sites | 103,950 | 108,972 | 55,909 |
| Maintenance, repairs & supplies-fleet/equipment | 119,400 | 94,500 | 121,129 |
| Equipment, software/hardware & website-special grant projects | 9,900 | 24,000 | 46,467 |
| Equipment, software/hardware & website- ERCA operations | 157,515 | 86,523 | 79,342 |
| Lab, data, technical & sub-contracted services -special grant | 57,800 | 66,750 | 33,788 |
| Lab, data, technical & sub-contracted services - ERCA operations | 74,500 | 42,500 | 69,875 |
| Insurance | 186,550 | 118,150 | 176,977 |
| Audit, legal & consulting services | 84,000 | 163,000 | 142,188 |
| Dues & memberships | 49,950 | 50,879 | 49,832 |
| Travel, training & professional development | 14,340 | 18,540 | 10,348 |
| Board ,committee & meeting expenses | 20,600 | 20,000 | 17,880 |
| Bank, credit card charges and interest | 26,500 | 28,300 | 26,864 |
| In-kind supplies & services | 30,000 | 90,000 | 26,158 |
| Land acquisition & acquisition assistance | - | - | 3,121,675 |
| Amortization | 375,500 | 317,500 | - |
| Internal recoveries included in revenues | 806,375 | 784,750 | 837,393 |
| TOTAL EXPENSES | \$ 8,987,849 | \$ 9,134,558 | \$ 13,779,271 |

| | 2023 DRAFT BUDGET | 2022 BUDGET | 2022 UNAUDITED |
|--|----------------------|------------------|-------------------|
| Total Revenues | 8,866,849 | 8,984,058 | 14,506,987 |
| Total Expenses | 8,987,849 | 9,134,558 | 13,779,271 |
| SURPLUS/(DEFICIT) (ACCRUAL BASIS) | (121,000) | (150,500) | 727,716 |
| ADD/SUBTRACT: NON CASH ITEMS | | | |
| Donation of land to ERCA | - | - | - |
| Gain/loss on asset disposal | - | - | - |
| Amortization | 375,500 | 317,500 | - |
| Transfers from Reserves (Per Schedule) | - | - | - |
| DEDUCT: CAPITAL ITEMS | | | |
| Land acquisition | - | - | - |
| Purchased fleet/equipment | (210,000) | (85,000) | (86,193) |
| Infrastructure additions | - | - | - |
| (DECREASE)/INCREASE IN NET SURPLUS (prior to reserve transfers) | 44,500 | 82,000 | 641,523 |
| TRANSFER (TO)/FROM RESERVES (Per Schedule) | (44,500) | (82,000) | (554,101) |
| FUND SURPLUS | \$ - | \$ - | \$ 87,422 |

APPENDIX B: MUNICIPAL LEVIES

MUNICIPAL LEVIES

| MUNICIPALITY | CVA % | CVA % | GENERAL LEVY | | CW~SP LEVY | | TOTAL LEVIES | | | |
|---------------------------|-------------|-------------|-----------------------|--------------------------|---------------------|------------------------|-----------------------|--------------------------|-----------------------------|----------------|
| | 2023 DRAFT | 2022 | 2023 DRAFT | 2022 | 2023 DRAFT | 2022 | 2023 DRAFT | 2022 | 2023-2022 | % |
| | | | DRAFT \$ 2,895,123 | APPROVED \$ 2,712,453 | DRAFT \$ 873,112 | APPROVED \$ 827,850 | DRAFT \$ 3,768,235 | APPROVED \$ 3,540,303 | \$ 227,932 \$ Difference | CHANGE 6.4% |
| TOWN OF AMHERSTBURG | 6.07% | 6.00% | \$ 175,773 | \$ 162,713 | \$ 53,010 | \$ 49,660 | \$ 228,783 | \$ 212,373 | \$ 16,410 | 7.7% |
| TOWN OF ESSEX | 4.86% | 4.76% | 140,591 | 129,173 | 42,400 | 39,424 | 182,991 | 168,597 | 14,394 | 8.5% |
| TOWN OF KINGSVILLE | 6.44% | 6.34% | 186,474 | 171,975 | 56,237 | 52,487 | 242,711 | 224,462 | 18,249 | 8.1% |
| MUNICIPALITY OF LAKESHORE | 9.77% | 9.69% | 282,974 | 262,878 | 85,339 | 80,231 | 368,313 | 343,109 | 25,204 | 7.3% |
| TOWN OF LASALLE | 9.03% | 8.95% | 261,314 | 242,710 | 78,807 | 74,076 | 340,121 | 316,785 | 23,335 | 7.4% |
| MUNICIPALITY LEAMINGTON | 6.21% | 6.17% | 179,796 | 167,404 | 54,223 | 51,092 | 234,019 | 218,497 | 15,523 | 7.1% |
| TOWNSHIP OF PELEE | 0.27% | 0.28% | 7,910 | 7,490 | 2,385 | 2,286 | 10,295 | 9,776 | 519 | 5.3% |
| TOWN OF TECUMSEH | 8.22% | 8.27% | 238,054 | 224,440 | 71,792 | 68,500 | 309,846 | 292,940 | 16,906 | 5.8% |
| CITY OF WINDSOR | 49.13% | 49.54% | 1,422,238 | 1,343,671 | 428,919 | 410,093 | 1,851,156 | 1,753,764 | 97,393 | 5.6% |
| TOTALS | 100% | 100% | \$ 2,895,123 | \$ 2,712,453 | \$ 873,112 | \$ 827,850 | \$ 3,768,235 | \$ 3,540,303 | \$ 227,932 | 6.4% |

Appendix C: Schedule of Projected Reserves

| ESSEX REGION CONSERVATION AUTHORITY | | | | | | | | | | | | |
|-------------------------------------|---|------------------------------------|-----------------------|----------------|----------------------|-----------------|-------------------------|-------------------|-----------------------------|--------------------------------|-----------------|----------------|
| 2023 PROJECTED RESERVES | | INFRASTRUCTURE / MAJOR MAINTENANCE | REVENUE STABILIZATION | GRANT MATCHING | VEHICLE / CA EQUIP'T | SUITE/F&F/IT/IS | HUMAN RESOURCES / ADMIN | LEGAL / INSURANCE | HISTORIC PROPERTIES RESERVE | TREE WARRANTY & SELF INSURANCE | OTHER WATERSHED | TOTAL RESERVES |
| | PROJECTED OPENING BALANCE -01/01/2023 | \$ 512,124 | \$ 148,342 | \$ 100,000 | \$ 187,287 | \$ 274,508 | \$ 139,685 | \$ 50,000 | \$ 225,469 | \$ 90,000 | \$ 47,857 | \$ 1,775,271 |
| | Transfers to reserves | 325,000 | - | - | - | - | - | - | 515,000 | - | | 840,000 |
| | Interest | - | | | | | | - | | | | - |
| | AVAILABLE BALANCE | \$ 837,124 | \$ 148,342 | \$ 100,000 | \$ 187,287 | \$ 274,508 | \$ 139,685 | \$ 50,000 | \$ 740,469 | \$ 90,000 | \$ 47,857 | \$ 2,615,271 |
| | RESERVE FUND EXPENSES/TRANSFERS | | | | | | | | | | | |
| | JRPH Museum repairs | - | | | | | | | 157,000 | | | 157,000 |
| | JRPH Connectivity | | | | | | | | 22,000 | | | 22,000 |
| | Greenways culvert/bridge remediation | 242,500 | | | | | | | | | | 242,500 |
| | Parking lot(s) resurfacing | 100,000 | | | | | | | | | | 100,000 |
| | Emergency infrastructure repair contingency | 30,000 | | | | | | | | | | 30,000 |
| | Conservation Areas signage | 25,000 | | | | | | | | | | 25,000 |
| | Train Station maintenance & repairs | | | | | | | | 20,000 | | | 20,000 |
| | Fleet/Equipment replacement & maintenance | | | | 153,000 | | | | | | | 153,000 |
| | Cloud development (S28) permitting system | | | | | 46,000 | | | | | | 46,000 |
| | TOTAL EXPENSES | 397,500 | - | - | 153,000 | 46,000 | - | - | 199,000 | - | - | 795,500 |
| | PROJECTED CLOSING BALANCE 12/31/2023 | \$ 439,624 | \$ 148,342 | \$ 100,000 | \$ 34,287 | \$ 228,508 | \$ 139,685 | \$ 50,000 | \$ 541,469 | \$ 90,000 | \$ 47,857 | \$ 1,819,771 |
| | | | | | | | | | | | | \$ 44,500 |

APPENDIX D: FUNDING SOURCES BY SERVICE DELIVERY AREA



CVA in the watershed
Population in the watershed

2023
46,471,165,642
327,543

FUNDING SOURCES BY SERVICE DELIVERY AREA

| Dept/Category of Program | Program Sub-Unit | Budgeted Expenses/Transfers | General Levy | CW~GS Levy | Municipal Special | Provincial Transfer Payments | Other Provincial | Federal | Fees/Grants/Def Rev | (To/From) Reserves | Total | Levy % | Levy Per Household (\$300k) |
|---|---|-----------------------------|------------------|----------------|-------------------|------------------------------|------------------|----------------|---------------------|--------------------|------------------|------------|-----------------------------|
| Watershed Management Programs & Services | | | | | | | | | | | | | |
| Cat 1 - Risks of Natural Hazards | Development Services | \$ 932,800 | \$ 413,800 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 519,000 | \$ - | \$ 932,800 | 44% | \$ 2.67 |
| Cat 1 - Risks of Natural Hazards | Planning- Hazards | 244,850 | 164,850 | - | - | - | - | - | 80,000 | - | 244,850 | 67% | \$ 1.06 |
| Cat 1 - Risks of Natural Hazards | Flood Forecasting & Warning | 211,080 | 106,663 | - | - | 104,417 | - | - | - | - | 211,080 | 51% | \$ 0.69 |
| Cat 1 - Risks of Natural Hazards | Watershed Resources Management Strategies/Policies | 119,000 | 48,500 | - | - | - | - | - | 24,500 | 46,000 | 119,000 | 41% | \$ 0.31 |
| Cat 1 - Risks of Natural Hazards | WECI/Municipal Special Projects | 54,050 | - | - | (163,200) | - | 182,000 | - | 35,250 | - | 54,050 | 0% | \$ - |
| Watershed Management Summary | | 1,561,780 | 733,813 | - | (163,200) | 104,417 | 182,000 | - | 658,750 | 46,000 | 1,561,780 | 47% | \$ 4.74 |
| Conservation Programs & Services | | | | | | | | | | | | | |
| Cat 1 - Conservation of Lands | Conservation Areas Infrastructure Projects | 1,392,700 | - | - | - | - | - | 573,000 | 243,200 | 576,500 | 1,392,700 | 0% | \$ - |
| Cat 1 - Conservation of Lands | Conservation Areas & Infrastructure Maintenance | 876,910 | 775,110 | - | - | - | - | - | 81,800 | 20,000 | 876,910 | 88% | \$ 5.00 |
| Cat 1 - Conservation of Lands | Transfer to Infrastructure Reserve - Cons Areas/Greenways | 325,000 | 325,000 | - | - | - | - | - | - | - | 325,000 | 100% | \$ 2.10 |
| Cat 1 - Conservation of Lands | Cons Areas Management Plans, Land Strategies and Operations Oversight | 296,715 | 204,715 | - | - | - | - | 92,000 | - | - | 296,715 | 69% | \$ 1.32 |
| Cat 1 - Conservation of Lands | Tree Planting & Restoration - Conservation Areas | 158,100 | 113,100 | - | - | - | 30,000 | - | 15,000 | - | 158,100 | 72% | \$ 0.73 |
| Cat 1 - Conservation of Lands | Fleet/Equipment | 352,700 | - | - | - | - | - | - | 199,700 | 153,000 | 352,700 | 0% | \$ - |
| Cat 3 - Non Mandatory Services | Land Acquisition (Property surveys-CASO)/Legal) | 40,000 | - | 40,000 | - | - | - | - | - | - | 40,000 | 100% | \$ 0.26 |
| Cat 3 - Non Mandatory Services | Tree planting/Restoration- Non ERCA Properties | 607,000 | - | 75,000 | - | - | 150,000 | 40,000 | 342,000 | - | 607,000 | 12% | \$ 0.48 |
| Cat 3 - Non Mandatory Services | Holiday Beach Recreation/Camping | 352,600 | - | - | - | - | - | - | 352,600 | - | 352,600 | 0% | \$ - |
| Cat 3 - Fee for Service/ Contracts | Special Term Projects (Muni/Other) | 162,000 | - | - | - | - | 24,000 | 75,000 | 63,000 | - | 162,000 | 0% | \$ - |
| Cat 3 - Fee for Service/ Contracts | Fee For Service Property Maintenance | 12,000 | - | - | - | - | - | - | 12,000 | - | 12,000 | 0% | \$ - |
| Conservation/Lands Summary | | 4,575,725 | 1,417,925 | 115,000 | - | - | 204,000 | 780,000 | 1,309,300 | 749,500 | 4,575,725 | 34% | \$ 9.90 |

| Dept/Category of Program | Program Sub-Unit | Budgeted Expenses/Transfers | General Levy | CW~GS Levy | Municipal Special | Provincial Transfer Payments | Other Provincial | Federal | Fees/Grants/ Def Rev | (To/From) Reserves | Total | Levy % | Levy Per Household (\$300k) |
|--|--|-----------------------------|----------------|----------------|-------------------|------------------------------|------------------|----------------|----------------------|--------------------|------------------|------------|-----------------------------|
| Water Quality Programs & Services | | | | | | | | | | | | | |
| Cat 1 - Drinking Water Source Protection | Mandatory Drinking Water Source Protection (SPA) | 96,900 | - | - | - | 96,900 | - | - | - | - | 96,900 | 0% | \$ - |
| Cat 1 - Provincial Ground and Source Water Monitoring PGM | Mandatory Provincial Ground and Source Water Monitoring PGM | 21,285 | 21,285 | - | - | - | - | - | - | - | 21,285 | 100% | \$ 0.14 |
| Cat 2 - Municipal Services | Risk Management Services | 17,100 | - | - | 17,100 | - | - | - | - | - | 17,100 | 0% | \$ - |
| Cat 3 - Non Mandatory Services | ERCA Water Quality Program/Site Monitoring | 35,200 | - | - | - | - | - | - | 35,200 | - | 35,200 | 0% | \$ - |
| Cat 3 - Non Mandatory Services | Demo/ Research Farm | 53,000 | - | - | - | - | 30,000 | - | 23,000 | - | 53,000 | 0% | \$ - |
| Cat 3 - Non Mandatory Services | Agricultural Stewardship/Extension Services | 93,000 | - | 73,000 | - | - | - | - | 20,000 | - | 93,000 | 78% | \$ 0.47 |
| Cat 3 - Special/Term Projects | Detroit River CDN Coalition | 169,300 | - | - | - | - | 73,500 | 70,000 | 25,800 | - | 169,300 | 0% | \$ - |
| Cat 3 - Special/Term Projects | Water Quality Research Studies | 214,284 | - | - | - | - | 23,484 | 145,000 | 45,800 | - | 214,284 | 0% | \$ - |
| Cat 3 - Special/Term Projects | Fee for Service WQ Monitoring/Sampling | 42,975 | - | - | - | - | 42,975 | - | - | - | 42,975 | 0% | \$ - |
| Water Quality Summary | | 743,044 | 21,285 | 73,000 | 17,100 | 96,900 | 169,959 | 215,000 | 149,800 | - | 743,044 | 13% | \$ 0.61 |
| Community Outreach/Heritage Programs & Services | | | | | | | | | | | | | |
| Cat 1 - General Programs/Services | Mandatory Corporate Communications | 201,600 | 181,600 | - | - | - | - | - | 20,000 | - | 201,600 | 90% | \$ 1.17 |
| Cat 3 - Non Mandatory Services | John R Park Homestead-Museum Operations/Education Program | 301,150 | - | 135,962 | - | - | 23,688 | 6,000 | 135,500 | - | 301,150 | 45% | \$ 0.88 |
| Cat 3 - Non Mandatory Services | Transfer to John R Park Homestead Preservation Reserve Fund | 515,000 | - | 515,000 | - | - | - | - | - | - | 515,000 | 100% | \$ 3.32 |
| Cat 3 - Non Mandatory Services | Outreach & Partnerships | 64,150 | - | 34,150 | - | - | - | - | 30,000 | - | 64,150 | 53% | \$ 0.22 |
| Cat 3 - Non Mandatory Services | Outdoor & Conservation Education | 64,000 | - | - | - | - | - | - | 64,000 | - | 64,000 | 0% | \$ - |
| Cat 3 - Non Mandatory Projects | Grant -funded Projects/Events | 339,000 | - | - | - | - | - | 329,000 | 10,000 | - | 339,000 | 0% | \$ - |
| Community Outreach Summary | | 1,484,900 | 181,600 | 685,112 | - | - | 23,688 | 335,000 | 259,500 | - | 1,484,900 | 58% | \$ 5.60 |
| Administration & Corporate Services | | | | | | | | | | | | | |
| Mandatory | Corporate Services | 1,241,900 | 540,500 | - | - | - | - | - | 701,400 | - | 1,241,900 | 44% | \$ 3.49 |
| Non Mandatory Services | Essex Region Conservation Foundation (grant-funded) Supports | 55,000 | - | - | - | - | - | - | 55,000 | - | 55,000 | 0% | \$ - |
| Administration & Corporate Services Summary | | 1,296,900 | 540,500 | - | - | - | - | - | 756,400 | - | 1,296,900 | 42% | \$ 3.49 |
| | | \$ 9,662,349 | \$ 2,895,123 | \$ 873,112 | \$ (146,100) | \$ 201,317 | \$ 579,647 | \$ 1,330,000 | \$ 3,133,750 | \$ 795,500 | \$ 9,662,349 | 39% | \$ 24.33 |
| Mandatory Services (BOLDDED) | | \$ 6,525,590 | \$ 2,895,123 | \$ - | \$ (163,200) | \$ 201,317 | \$ 212,000 | \$ 665,000 | \$ 1,919,850 | \$ 795,500 | \$ 6,525,590 | 44% | \$ 18.69 |
| Non Mandatory Services | | \$ 3,136,759 | \$ - | \$ 873,112 | \$ 17,100 | \$ - | \$ 367,647 | \$ 665,000 | \$ 1,213,900 | \$ - | \$ 3,136,759 | 28% | \$ 5.64 |

Appendix E: Where Does Your Levy Go?





MUNICIPALITY OF

North Perth

www.northperth.ca

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

March 14, 2023

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Via Email: premier@ontario.ca

Dear Premier Ford:

RE: School Bus Stop Arm Cameras

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

Moved by Councillor Rothwell **Seconded by** Councillor Blazek

WHEREAS almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

AND WHEREAS the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

AND WHEREAS the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

AND WHEREAS police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

AND WHEREAS the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of North Perth urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me at lcline@northperth.ca.

Sincerely,



Lindsay Cline,
Clerk/Legislative Services Supervisor
Municipality of North Perth

cc.
Hon. Doug Downey, Attorney General
Hon. Stephen Lecce, Minister of Education
Provincial Opposition Parties
MPP Matthew Rea
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

February 28, 2023

Via email only

To: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
minister.mah@ontario.ca
The Honourable Doug Ford, Premier of Ontario
doug.fordco@pc.ola.org
The Honourable Dave Smith, MPP Peterborough-Kawartha
dave.smithco@pc.ola.org
The Honourable Michelle Ferreri, MP Peterborough-Kawartha
michelle.ferreri@parl.gc.ca
Curve Lake First Nation
audreyp@curvelake.ca
The Association of Municipalities Ontario
amo@amo.on.ca

Re: Oath of Office

Please be advised that during their Regular Council meeting held February 21, 2023, Council passed the following resolution:

Resolution No. **R2023-119**

Moved by Councillor Franzen
Seconded by Deputy Mayor
Armstrong

Whereas most municipalities in Ontario have a native land acknowledgement in their opening ceremony; and

Whereas a clear reference to the rights of Indigenous people is the aim of advancing Truth and Reconciliation; and

Whereas Call to Action 94 of the Truth and Reconciliation Commission of Canada called upon the Government of Canada to replace the wording of the Oath of Citizenship to include the recognition of the laws of Canada including Treaties with Indigenous Peoples; and

Whereas on June 21, 2021 an Act to amend The Citizenship Act received royal assent to include clear reference to the rights of Indigenous peoples aimed at advancing the Truth and Reconciliation Commission's Calls to Action within the broader reconciliation framework; and

Whereas the Truth and Reconciliation Commission of Canada outlines specific calls to action for municipal governments in Canada to act on, including education and collaboration;

Therefore be it resolved that Council request to the Minister of Municipal Affairs and Housing that the following changes be made to the municipal oath of office: I will be faithful and bear true allegiance to His Majesty King Charles III and that I will faithfully observe the laws of Canada including the Constitution, which recognizes and affirms the Aboriginal and treaty rights of First Nations, Inuit and Metis peoples; and further

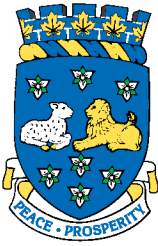
That this resolution be forwarded to the Association of Municipalities of Ontario (AMO), all Ontario municipalities, MPP Dave Smith, MP Michelle Ferreri, Premier Doug Ford and Curve Lake First Nation.

Carried.

Sincerely,

Mayor and Council of the Municipality of Trent Lakes

Cc: All Ontario municipalities



April 24, 2023

Area Members of Provincial Parliament
Sent via email

Dear Area Members of Provincial Parliament:

Re: Councillor J. Erb Notice of Motion

Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on April 19, 2023, approved the following motion:

WHEREAS the Municipal Elections Act requires all individuals wishing to be a candidate in a municipal or school board election to file Nomination Paper - Form 1 with the municipal clerk;

AND WHEREAS the Municipal Elections Act requires all candidates who sought election to a municipal council or school board to file Financial Statement – Auditor’s Report Candidate – Form 4 with the municipal clerk;

AND WHEREAS Form 1 requires candidates to provide their qualifying address;

AND WHEREAS Form 4 requires candidates to list the name and home address of any donor contributing over \$100.00

AND WHEREAS the Municipal Elections Act specifies that these documents are not protected by the Municipal Freedom of Information and Protection of Privacy Act, and requires the municipal clerk to make Form 4 available on a website;

AND WHEREAS there has been concern expressed about those who hold public office and those who support them that they have been the subject of unnecessary attention and excessive scrutiny;

AND WHEREAS the requirement to publish the personal home address of donors to specific candidates may discourage individuals from

engaging in the democratic process to elect municipal and school board politicians.

THEREFORE, BE RESOVLED THAT the Regional Municipality of Waterloo calls on the Minister of Municipal Affairs and Housing for the Province of Ontario to protect the privacy of candidates and donors by removing the requirement for their street name, number and postal code to be listed on publicly available forms.

AND FURTHER THAT for verification purposes, the addresses of all candidates and all donors over \$100 be submitted to the municipal clerk on separate forms that are protected by the Municipal Freedom of Information and Protection of Privacy Act and will not be published.

AND FINALLY, that this resolution be forwarded to the Area Members of Provincial Parliament, the Association of Municipalities of Ontario, the Association of Municipal Clerks and Treasurers of Ontario, the Ontario Public School Boards' Association, the Ontario Catholic School Trustees' Association, and all Ontario municipalities.

Please accept this letter for information purposes only. If you have any questions or require additional information, please contact Rebekah Harris, Research/Administrative Assistant to Council, at RHarris@regionofwaterloo.ca or 519-575-4581.

Regards,



William Short

Regional Clerk/Director, Council and Administrative Services

WS/hk

cc: Association of Municipalities of Ontario
Association of Municipal Clerks and Treasurers of Ontario
Ontario Public School Boards' Association
Ontario Catholic School Trustees' Association
Ontario municipalities



758070 2nd Line E
Mulmur, Ontario
L9V 0G8

Local (705) 466-3341
Toll Free from 519 only (866) 472-0417
Fax (705) 466-2922

April 6, 2023

Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022

At the meeting held on April 5, 2023, Council of the Township of Mulmur passed the following resolution in support of Bill 5 – Stopping Harassment and Abuse by Local Leaders Act, 2022

Moved by Cunningham and Seconded by Clark

WHEREAS Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022 was introduced in the Ontario Legislature by MPP Stephen Blais through a Private Member's Bill on August 10, 2022;

AND WHEREAS the Township of Mulmur and Council are committed to demonstrating good governance and greater accountability to its Code of Conduct and workplace policies;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Mulmur endorses Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022 which would require the Code of Conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member's seat if the Commissioner's Inquiry determines that the member has contravened this requirement;

AND THAT the Council of the Corporation of the Township of Mulmur expresses its support for Bill 5 by directing the Clerk to send this motion to the Premier of Ontario; the Ontario Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario (AMO); the local Members of Parliament (MP's); the local Members of Provincial Parliament (MPP's); and all Ontario Municipalities.

CARRIED.

Sincerely,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk/Planning Coordinator



April 17, 2023

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

At its regular meeting on April 13, 2023, Dufferin County Council passed the following resolution:

THAT Dufferin County Council supports Bill 5 – Stopping Harassment and Abuse by Local Leaders Act;

AND THAT this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Stephen Blais, and local MPPs.

Thank you,

Michelle Hargrave

Michelle Hargrave
Administrative Support Specialist

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 14, 2023

Subject: Quarterly Building Activity Report – 2023 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 2021, 2022 and 2023.

Comments

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

| Year to Date Totals | 2023 | 2022 | 2021 |
|-------------------------------------|------|------|------|
| Number of Permits (January – March) | 110 | 136 | 212 |
| This comprises the following units: | | | |
| New Single-Family Dwellings | 13 | 31 | 34 |
| New Homes (Semi Detached 2 Units) | 10 | 0 | 4 |
| New Homes (Multi-Unit Buildings) | 0 | 0 | 18 |
| Total Dwelling Units Created | 23 | 31 | 56 |

| Type of Permit | 2023 | 2022 | 2021 |
|---|------|------|------|
| Home Additions / Renovations | 13 | 13 | 17 |
| Plumbing/Waterline | 6 | 7 | 6 |
| Commercial (New) | 0 | 0 | 1 |
| Commercial (Renovations & Additions) | 3 | 2 | 9 |
| Industrial (New) | 0 | 0 | 0 |
| Industrial (Renovations and Additions) | 2 | 1 | 2 |
| Institutional (New) | 0 | 0 | 0 |
| Institutional (Renovations and Additions) | 0 | 2 | 1 |
| Agricultural Structures | 1 | 8 | 9 |
| Garages & Sheds | 14 | 14 | 13 |
| Swimming Pools | 19 | 24 | 48 |
| Fences | 8 | 14 | 29 |
| Decks | 4 | 0 | 1 |
| Septic Systems | 10 | 8 | 10 |
| Demolition | 4 | 6 | 6 |
| Fills | 0 | 2 | 0 |
| Tents | 1 | 0 | 0 |
| Signs | 0 | 2 | 2 |
| Solar Panels | 0 | 0 | 0 |
| Wind Turbines | 0 | 0 | 0 |
| Mobile Homes | 0 | 2 | 2 |
| Liquor Licenses | 2 | 0 | 0 |

| Construction Value to Date (January - March) | 2023 | 2022 | 2021 |
|---|-----------------|------------------|-----------------|
| All Permit Types | \$21,328,490.00 | \$ 70,133,813.00 | \$33,921,304.00 |
| New Residential | \$10,712,000.00 | \$19,795,000.00 | \$26,543,927.00 |
| New Non-Residential | \$0.00 | \$0.00 | \$ 25,000.00 |

By-law Enforcement (January - March)

Complaints in Queue: 0

Complaints in Progress: 35

Complaints Closed: 91

Financial Impacts

The 2023 revenue is set in the Budget at \$975,000.00. The revenue to the end of March 2023 is \$167,984.80.

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 - 2023 Q1.docx |
| Attachments: | |
| Final Approval Date: | Apr 26, 2023 |

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

Prepared by Morris Harding

Submitted by Tammie Ryall

Approved by Justin Rousseau and Truper McBride

Municipality of Lakeshore – Report to Council

Operations

Water Management



To: Mayor & Members of Council
From: Albert Dionne, C.E.T. Division Leader – Water Management
Date: March 3, 2023
Subject: 2022-2023 MECP Drinking Water Inspections

Recommendation

This report is for information only.

Background

Lakeshore has four (4) drinking water systems as follows:

1. generally, Drinking Water System (DWS# 260091507) - The Lakeshore drinking water system delivers drinking water to the north-west part of the Municipality, generally bound by Lake St. Clair to the south to Highway 401 from County Road 19 (Manning Road) to Rochester Townline Road. Water is supplied from the Lakeshore Water Treatment plant on Lakeview Drive in Belle River. The water treatment plant and the water distribution system were inspected.
2. Tecumseh Distribution System (DWS# 260004982) - Under a service agreement between the Municipality of Lakeshore and the Town of Tecumseh, water is supplied to two small areas within the Municipality of Lakeshore both off County Road 19 (Manning Road). The first area is along Little Baseline Road for approximately 700 meters east from County Road 19 (Manning Road) while the second area is the rural area between County Road 42 and Highway 401 immediately west of County Road 19 (Manning Road) along Scott Sideroad and Walls Road. These service areas have a total equivalent population of approximately 200 people. The Tecumseh Water Supply System is supplied with water from the Windsor Water Supply System (under a service agreement between the Town of Tecumseh and the Windsor Utilities Commission).
3. Union Distribution System (DWS# 260004995) - The Union Distribution drinking water system delivers drinking water to the south-west part of the municipality, generally bound by Highway 401 from County Road 19 (Manning Road) to Rochester Townline Road. Water is supplied from the Union Water Supply System Water Treatment plant in Ruthven.

4. Stoney Point Drinking Water System (DWS# 220003396) - The Stoney Point Drinking Water System delivers drinking water to most of the eastern part of the municipality and is generally bound by Lake St. Clair to County Road 8 and from Rochester Townline to just west of Richardson Sideroad. Water is supplied from Lakeshore's Water Treatment plant on St. Clair Road in Stoney Point. The water treatment plant and the water distribution system were inspected.

The Ministry of Environment, Conservation and Parks (MECP) conducts inspections of the Municipality's water systems annually.

The Ministry of Environment, Conservation and Parks (MECP) 2022-2023 Annual Drinking Water Inspections for the Municipality of Lakeshore's following systems have been provided for information:

1. Lakeshore Drinking Water System – Report dated October 4, 2022
2. Tecumseh Distribution System – Report dated July 20, 2022
3. Union Distribution System – Report dated March 8, 2023
4. Stoney Point Drinking Water System – Report dated October 4, 2022

Comments

This report confirms that Council (as the owner of the drinking water system) has been informed when an MECP inspection takes place and the results of the inspections and these reports are provided to Council in fulfilment of regulatory requirements under the Safe Drinking Water Act, 2002.

The results of the inspection for each system are summarized below:

1. Lakeshore Drinking Water System

An announced inspection of the Lakeshore Drinking Water System was carried out by the MECP on October 4, 2022. The inspection report gives an overall rating of 100% and is appended to this report.

There are no items noted under **Non-Compliance/Non-Conformance Items**.

2. Tecumseh Distribution System

An announced inspection of the Tecumseh Distribution System was carried out by the MECP on July 20, 2022. The inspection report gives an overall inspection rating of 100% and is appended to this report.

There are no items noted under **Non-Compliance/Non-Conformance Items**.

3. Union Distribution System

An unannounced inspection of the Union Distribution System was carried out by the MECP on February 1, 2023. The inspection report gives an overall inspection rating of 100% and is appended to this report.

There are no items noted under **Non-Compliance/Non-Conformance Items**.

4. Stoney Point Drinking Water System

An announced inspection of the Stoney Point Drinking Water System was carried out by the MECP on October 4, 2022. The inspection report gives an overall inspection rating of 100% and is appended to this report.

There are no items noted under **Non-Compliance/Non-Conformance Items**.

All reports have been appended herein in their entirety.

Financial Impacts

There are no financial impacts based on the findings of the inspection reports.

Attachments

- Lakeshore Drinking Water System (DWS) (Belle River) Inspection Report
- Inspection Rating Record (IRR) Lakeshore DWS (Belle River)
- Lakeshore (Tecumseh) Distribution System (DS) Inspection Report
- IRR Lakeshore (Tecumseh) DS
- Lakeshore (Union) Distribution System (DS) Inspection Report
- IRR Lakeshore (Union) DS
- Lakeshore Stoney Point Drinking Water System (DWS) Inspection Report
- IRR Lakeshore Stoney Point DWS

Report Approval Details

| | |
|----------------------|---|
| Document Title: | 2022-2023 MECP Drinking Water Inspections.docx |
| Attachments: | <ul style="list-style-type: none">- Lakeshore DWS (Belle River) - 2021-2022 - PT.pdf- IRR 1-106181381 Lakeshore DWS.pdf- Lakeshore (Tecumseh) DS - 2022-23 Inspection Report-EA.pdf- Lakeshore (Tecumseh) DS - 2022-23 IRR (002).pdf- Lakeshore (Union) DS 2022-2023 Inspection Report - NG.pdf- IRR Lakeshore (Union) DS.pdf- Stoney Point DWS - 2021-2022 - PT.pdf- IRR 1-106181389 Stoney Point DWS.pdf |
| Final Approval Date: | Apr 26, 2023 |

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

Prepared by Albert Dionne

Submitted by Krystal Kalbol

Approved by Justin Rousseau and Truper McBride



Municipality Of Lakeshore Drinking Water System

Inspection Report

Ministry ID Number: 260091507
Inspection Start Date: 10/04/2022
Inspection End Date: 12/15/2022
Inspection By: Paul TerSteege

(signature)

We want to hear from you. How was my service? You can provide feedback at
1-888-745-8888 or [Ontario.ca/inspectionfeedback](https://ontario.ca/inspectionfeedback)

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Appendices

Appendix 1 – Area Map and Photographs

Appendix 2 – Drinking Water System Dossier - Excerpts

Inspection Background

Name: Municipality Of Lakeshore Drinking Water System
ID Number: 260091507
Entity Inspected: Lakeshore
Local Ministry Office: Windsor
Local Supervisor: Marc Bechard
Date Inspected: 10/4/2022
Review Period: February 1, 2022 to present

Facility Description

The Municipality of Lakeshore is the owner and operator of the Lakeshore Drinking Water System. The system supplies ~30,000 consumers in Lakeshore Water Service Area, an area in the northwestern portion of the Municipality which lies between Lake St. Clair and Highway 401, and Manning Road and Rochester Townline Road.

The John George Water Treatment Plant, located on Lakeview Drive, draws raw water from Lake St. Clair. Treatment includes chemically assisted filtration, and both UV and chlorine disinfection. The facility includes a diesel generator to provide standby power in the event of a disruption to the electrical grid.

The distribution system includes an elevated tank on Oakwood Avenue, which provides storage and assists to regulate pressure. (It also includes an elevated tank on County Road 22 which was taken out of active duty in 2018.)

In addition to the applicable legislation, operation of the system is governed by Municipal Drinking Water Licence Number 031-101 (the "Licence") and Drinking Water Works Permit Number 031-201 (the "Permit").

Inspection Observations

Introduction

- **The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices. This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA. This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.**

The Officer's reviews typically focus on operational records since the previous inspection, along with a select set of older records, e.g., Ministry approvals, historical laboratory results, etc. The inspection included a physical inspection of the plant on October 4, 2022; a review of operational records; and input from operators.

Source

- **The owner had a harmful algal bloom monitoring plan in place.**

Source

- **The owner had a harmful algal bloom monitoring plan in place.**

Condition 6.1.2 in Schedule C of the Licence requires,

The owner to implement a Plan annually during the harmful algal bloom season, during but not limited to the warm seasonal period between June 1 and October 31 each year, or as otherwise directed by the Ministry or the Medical Officer of Health.

Operators provided a copy of the Certificates of Analysis and Sample Submission forms. Weekly samples of raw and treated water were collected from late May until the end of October. The onset of an algal bloom was reported in July, and microcystin was detectable up until October 1.

| Reported by SGS | | | Reported by Caduceon | | |
|-----------------|-----|--------|----------------------|------|--------|
| Date | MDL | Result | Date | MDL | Result |
| 29-Oct | 0.1 | 0.1 | 01-Jul | 0.15 | 0.15 |
| 22-Oct | 0.1 | 0.1 | 25-Jun | 0.15 | 0.15 |
| 14-Oct | 0.1 | 0.1 | 18-Jun | 0.15 | 0.15 |
| 09-Oct | 0.1 | 0.1 | 11-Jun | 0.15 | 0.15 |
| 01-Oct | 0.1 | 0.2 | 03-Jun | 0.15 | 0.15 |
| 24-Sep | 0.1 | 0.1 | 28-May | 0.15 | 0.15 |
| 17-Sep | 0.1 | 0.1 | 20-May | 0.15 | 0.15 |
| 10-Sep | 0.1 | 0.1 | | | |
| 05-Sep | 0.1 | 0.2 | | | |
| 26-Aug | 0.1 | 0.1 | | | |
| 20-Aug | 0.1 | 0.1 | | | |
| 13-Aug | 0.1 | 0.2 | | | |
| 06-Aug | 0.1 | 0.1 | | | |
| 29-Jul | 0.1 | 0.4 | | | |
| 23-Jul | 0.1 | 0.1 | | | |
| 16-Jul | 0.1 | 0.4 | | | |

However, as with previous years, the microcystin results for all the treated water samples were below the method detection limit of their laboratories.

Flow/Capacity Assessment

- **There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.**

Of the devices identified in Schedule A of the Permit; the Office received data for plant influent, filter effluent, UV reactor influent, and plant effluent flows – which includes the flows explicitly identified in Schedule C of the Licence. Each device appears to have been operable during the review period.

Note: Daily totals of some of the additional flows (e.g., those related to filter backwashing and wastewater flows) are included in internal monthly performance reports.

- **The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.**

As required by Condition 1.1 in Schedule C of the Municipal Drinking Water Licence, daily flows were maintained within (45% of) the Rated Capacity identified in Table 1, e.g., 36,400 m³/day.

Treatment Processes

- **This Drinking Water System provides for both primary and secondary disinfection and distribution of water.**

- **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**

Outside of minor alterations, the Ministry expects the equipment described in Schedule A of the Owner's Permit, as may be amended by alterations identified in Schedule C, to be (and to remain) installed.

Operators advised there had been no significant equipment alterations to the system since the previous inspection, and that the equipment identified within the Permit was, and remains, installed. Some equipment was replaced; however, this is a normal part of replacing aging infrastructure, and it does not result in a functional change.

With regards to future changes, operators indicated that they anticipate Maidstone Elevated Water Storage Tank, which was taken offline in 2018, will be 2023. Further, they noted consideration is being given to adding a 4th pump to their high lift pumping station.

With regards to process chemicals, supply chain issues forced the Municipality to change their coagulant from DelPAC 2020 to Sternpac 70 on May 16, 2022. Both coagulants are polyaluminum chloride formulations. To assure themselves that the change in formulation would not significantly alter their operations, operators conducted a monitoring program before and after the transition.

Treatment Processes

- **All parts of the drinking water system were disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.**

Various components of water systems can be subject to contamination during alterations. Schedule B of the Permit requires components which may be subject to contamination to be disinfected according to the applicable procedure or AWWA standard.

Operators provided documents related to repairs and the installation of watermains (in their Union Water Service Area). Amongst the information provided in these documents were details regarding disinfection following repairs, and the results of microbiological samples collected following the installation of the new watermains.

- **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**

Regardless of whether owners provide secondary disinfection themselves, Section 1-5 in Ontario Regulation 170/03 requires them to ensure the provision of treatment capable of providing a free chlorine residual of 0.2 mg/L at all locations within the distribution system. Further, Section 1-2 requires the free chlorine residual to be ≥ 0.05 mg/L.

Operators have approximately 80 samples stations from which they can monitor the distribution system. No compliance concerns were noted. Frequently the results were above 1.00 mg/L.

The only anomaly was a reading of 0.38 mg/L for a sample collected on December 13, 2021, from Sample Station 75. The station appears to be at a dead-end in the southwestern extremity of the service area (on Lakeshore Road 101, just above Highway 401). In the absence of demand, maintaining a residual in a dead-end in a rural setting can pose an operational challenge. A street view available from Google Maps indicates the Municipality has installed a hydrant on the south side of the station. If necessary, operators can flush the hydrant. However, it also appears that there may be a low-profile automated flushing system installed on the north side of the station.

Treatment Processes

- **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under O. Reg. 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.**

Operators identified critical control points (CCPs) for the system; provided continuous monitoring data; and worksheets for review.

The CCPs included,

- Coagulant Feed Rate: < 5 kg/h
- Turbidity (Filter Effluent): > 0.3 NTU
- UV Dosage: <50 mJ/cm²
- Free Chlorine Residual (Treated Water): < 1.00 mg/L OR > 3.00 mg/L
- Free Chlorine Residual (Distributed Water): ≤ 0.20 mg/L

Most of the events flagged by the CCPs stemmed from filter turbidity spikes. The Officer noted some additional outliers stemming from communications issues (e.g., Aug 31, Sep 10, Sep 20-21). Despite these outliers, it appears the Municipality had no problem satisfying the applicable Primary Disinfection Credit Criteria in Schedule E of Municipal Drinking Water Licence.

- **The primary disinfection equipment was equipped with alarms or shut-off mechanisms that satisfied the standards described in Section 1-6 (1) of Schedule 1 of O. Reg. 170/03.**

The system is equipped with two Trojan UV Swift reactors, each of which houses 4 lamps. Sensors monitor the performance lamp and reactor. A dosage below 50 mJ/cm² (i.e., low) will trigger an internal alarm. A loss of power or a dosage below 40 mJ/cm² (i.e., low-low), will result in the lockout of the reactor by means of a motorized valve (that is equipped with a battery backup).

Alarms are enunciated audibly and visually at the site. Further, the SCADA system relays low-low alarms to a security company who in turn will page the operator on-call.

Treatment Process Monitoring

- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**

Operators confirmed regulatory and operational data is stored on their historian at a frequency greater than required by paragraph 1 of Subsection 6-5 (1) in Schedule 6 of Ontario Regulation 170/03. To facilitate the Ministry review, operators use reporting software to generate CSV files containing 5-minute averages of the data extracted from their historian.

Treatment Process Monitoring

- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**

Records indicate that operators are examining continuous monitoring results within 72 hours as required by paragraph 4 of Subsection 6-5 (1) in Schedule 6 of Ontario Regulation 170/03.

Operators may consult their SCADA system throughout the day, particularly if any irregularity arises. However, as part of their routine operations, and to demonstrate compliance, an operator typically creates a log entry each morning indicating they have reviewed the trending of regulatory parameters for a 24-hour period (e.g., from 7:00am the previous day to 7:00am of the current day). Later in the afternoon, operators typically make a second entry denoting they have reviewed the trending (i.e., for the current shift).

- **All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**

As with many municipal drinking water systems, alarms are used to safeguard both the system and consumers. Regardless of whether Section 6-5 of Ontario Regulation 170/03 applies, the presence of an alarm enables operators to take prompt and appropriate action to resolve regulatory and/or operational concerns.

With regards to turbidity and chlorine, the listing of Critical Control Points identifies a high (0.3 NTU) alarm setpoint for turbidity in filter effluent; both low (1.00 mg/L) and high (3.00 mg/L) alarm setpoints for free chlorine in the plant effluent; and a low (50 mJ/cm²) UV dosage alarm setpoint.

- **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

Section 6-5 in Schedule 6 of Ontario Regulation 170/03 requires equipment used to continuously monitor chlorine residuals and turbidity to be calibrated to ensure that test results are within acceptable margins of error.

The Operating Authority provided worksheets documenting that the accuracy of their handheld analysers was verified each month that the devices were in use. In turn, the handheld instruments are used to assess the continuous monitoring equipment. This activity is scheduled and documented using a work order system. In addition to in-house assessments, an outside contractor comes in on an annual basis (June 2022) to verify the calibration of these and other instruments.

Treatment Process Monitoring

- **Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.**

During inspections, the Officer queries available regulatory and operational data captured by the continuous monitoring equipment. Anomalies are cross-referenced with available log and worksheet entries to determine if there were any regulatory concerns or significant operational abnormalities.

With respect to (turbidity and chlorine residuals), during the events examined by the Officer, records indicated operators were usually onsite at the onset of the event (i.e., as they were performing maintenance), or they appeared to have acted promptly and appropriately as outlined by Subsection 6-5 (1.1) in Schedule 6 of Ontario Regulation 170/03.

- **The secondary disinfectant residual was measured as required for the large municipal residential distribution system.**

Data provided for review indicated the disinfectant residual in the distribution system is monitored as required by Section 7-2 in Schedule 7 of Ontario Regulation 170/03 by means of weekly testing of grab samples.

- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**

Chlorine residual monitoring continues to be conducted at the location identified by their engineer as being representative of where the intended CT value has been met. Further, as indicated in Schedule A of the Permit, additional chlorine analysers have been installed to facilitate process monitoring and control.

- **Continuous monitoring of each filter effluent line was being performed for turbidity.**

Continuous monitoring data provided for review indicated turbidity monitoring was performed on each filter effluent line while water was being supplied/produced as required by Section 7-2 (3) in Schedule 7 of Ontario Regulation 170/03.

Treatment Process Monitoring

- **The owner and operating authority ensured that the primary disinfection equipment had a recording device that continuously recorded the performance of the disinfection equipment.**

Where a large municipal residential system relies on something other than chlorine for primary disinfection, Subsection 1-6 (3) in Schedule 1 of Ontario Regulation 170/03 requires continuously monitoring. Further, Schedule C of the License explicitly requires monitoring of the following parameters:

- Calculated UV dose;
- Flow rate;
- UV transmittance; and
- UV lamp status.

The available monitoring data confirm the requisite monitoring was taking place.

- **All UV sensors were checked and calibrated as required.**

If the UV equipment manufacturer has not prescribed alternate measures to ensure the calibration of this equipment, Schedule E of the License requires,

- Duty UV sensors to be checked monthly against a reference UV sensor; and
- Reference sensors to be checked every 3 years.

Calibration checks are performed by the manufacture. The monthly worksheets prepared by their personnel document the performance of the duty sensors relative to the reference sensor. They include a comment stating that the reference sensor was validated on July 24, 2020, and a reminder that they need to send out a reference sensor prior to June 2023 visit.

Operations Manuals

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

In addition to being readily available, Section 28 of Ontario Regulation 128/04 manuals to be sufficient for the safe and efficient operation of the system.

With respect to treatment systems, the Ministry expects the availability of process descriptions (related to both treatment and monitoring); and drawings regarding the treatment facilities and equipment/process units, chemical application points, and process monitoring / sampling points. Per previous inspections, operators have ready access at the plant to an Operations Manual, as-built drawings of the plant, process and instrumentation diagrams, and other reference materials.

With respect to distribution systems, the Ministry expects the availability of drawings that illustrate the location of watermains, valves, hydrants, and other significant appurtenances. In addition to access at the plant, distribution operators have portable access to maps on the Municipality's GIS system, including the location of mains, hydrants, and valves. Hyperlinks in the GIS system allow for additional access to as-built drawings and asset data.

Operations Manuals

- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

Ontario Regulation 128/04 focuses on the provision of plans, drawings, and process descriptions, whereas Municipal Drinking Water Licences impose requirements related to the provision of procedures. The Officer understands copies of the Licence and Permit are available to operators. A master copy of the standard operating procedures governing routine operations is maintained at the plant, with electronic copies available to operators. Emergency operations are supported by procedures and reference materials as part of a Contingency Plan for the system.

The Officer did not obtain copies of all the reference materials used to guide day-to-day operations in the drinking water system. For this inspection, he obtained a copy of the Operational Plan prepared as part of Lakeshore's Drinking Water Quality Management System. This document sets out responsibilities, processes, and procedures which Lakeshore has enacted to achieve policies and objectives related to the overall management of the system.

Logbooks

- **Logbooks were properly maintained and contained the required information.**

Pursuant to Subsection 27 (1) of Ontario Regulation 128/04, logs and other record-keeping mechanisms are available for use by operators to document the operation of the subsystem. As with a growing number of systems, the Municipality has adopted an electronic log.

Operators provided a tabular activity log consisting of the date/time activity took place, one or more labels for identifying the activity, an entry detailing the activity, the email address of the operator making the entry, and the date/time the entry was made.

It is understood that the activity log is used to report on activities. Details regarding all the operators on duty, and the party serving as Overall Responsible Operator are stored separately.

Almost 90% of the ~4,000 entries were made by 5 operators at the plant. Unless expressly stated otherwise (e.g., Bob did X; Joe and I did Y), it is understood that the operating making the entry refers to the operator responsible for completing and/or overseeing the activity.

To preserve the integrity of the activity log, if any entry is made in error (e.g., a duplicate entry), it can be struck out; however, it remains on the system. Approximately 50 such corrections were noted.

- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Pursuant to Section 7-5 in Schedule 7 of Ontario Regulation 170/03, only qualified personnel (e.g., certified operators or water quality analysts) appear to be performing operational tests.

Security

- **The owner had provided security measures to protect components of the drinking water system.**

The low lift station is normally locked. The property across the street housing the water treatment plant is fenced. Access to the doors is controlled, and the property is monitored by video surveillance.

The water towers are sited within fenced enclosures, and the gates and doors are locked when not in attendance.

Operators did not report any incidents or concerns suggesting a need for additional security measures.

Certification

- **The overall responsible operator had been designated for each subsystem.**

Ontario Regulation 128/04 prescribes systems for classifying water systems, and for certifying personnel who operate them. Subsection 23 requires an operator, who holds the appropriate type and level of certification, to be designated as the Overall Responsible Operator (ORO). An operator with class III certificates continues to serve in this capacity.

- **Operators-in-charge had been designated for all subsystems which comprise the drinking water system.**

All operators capable of acting independently are eligible to serve as "operator-in-charge" per Subsection 25 (1) of Ontario Regulation 128/04.

Certification

- All operators possessed the required certification.**

The Municipality's water systems are operated by a pool of operators, each of which has obtained one or more water certificates.

| Operator | Type | Class | Certificate | Operator | Type | Class | Certificate |
|----------|------|-------|-------------|----------|------|-------|-------------|
| 90001550 | WT | III | 11642 | 90056701 | WT | III | 65674 |
| 90001550 | WD | III | 11643 | 90056960 | WT | II | 74804 |
| 90006058 | WT | IV | 16882 | 90062682 | WT | II | 82668 |
| 90006058 | WS | II | 16885 | 90068851 | WT | II | 81319 |
| 90008626 | WT | IV | 12425 | 90068851 | WD | II | 89504 |
| 90008626 | WS | II | 13180 | 90075947 | WD | II | 105707 |
| 90008626 | WQA | -- | 11616 | 90077030 | WT | II | 105212 |
| 90012701 | WD | III | 53262 | 90082169 | WD | I | 112093 |
| 90020231 | WD | II | 68200 | 90082173 | WT | I | 99885 |
| 90020233 | WD | II | 57845 | 90082173 | WS | II | 99886 |
| 90023075 | WD | II | 50271 | 90083165 | WT | I | 105102 |
| 90050039 | WD | III | 56423 | 90086232 | WT | II | 109759 |
| 90050816 | WD | II | 95682 | 90086232 | WS | OIT | OT102891 |
| 90051468 | WT | I | 87947 | 90086514 | WT | II | 110156 |
| 90051468 | WD | II | 58006 | 90086514 | WS | OIT | OT103374 |
| 90054440 | WT | III | 67881 | 90087936 | WD | I | 113845 |
| 90054440 | WS | II | 67043 | 90088603 | WT | II | 116593 |
| 90054440 | WQA | -- | 109130 | 90088603 | WS | OIT | OT108302 |

- Only certified operators made adjustments to the treatment equipment.**

Log entries reviewed by the Officer indicated that as required by Subsection 1-2 (2) in Schedule 1 of Ontario Regulation 170/03, only certified operators are carrying out adjustments to the water treatment equipment.

Water Quality Monitoring

- All microbiological water quality monitoring requirements prescribed by legislation for distribution samples in a large municipal residential system were being met.**

Reported laboratory results indicate distributed water samples have been collected monthly for microbiological testing per Section 10-2 of Ontario Regulation 170/03. Operators routinely collect 11 samples per week with 44 to 55 samples per month (i.e., depending on the number of weeks in the month).

Water Quality Monitoring

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

Sample submission forms indicate that during the collection of samples for microbiological testing, operators tested the chlorine residual as required by Section 6-3 of Ontario Regulation 170/03.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

Reported laboratory results indicate that over the past several years, at least one distributed sample has been collected every calendar quarter as required by Section 13-6.1 (1) of Ontario Regulation 170/03. During that time, operators have collected samples from several sample stations (i.e., 1049 Lakeshore Park; Belle River Water Tower; and Broadway and Sixth Street).

In the 2nd quarter of 2022, samples were collected weekly from two locations to assess process (coagulant) changes at the water treatment plant.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

Reported laboratory results indicate that over the past several years, at least one distributed sample has been collected every calendar quarter as required by Section 13-6 (1) of Ontario Regulation 170/03. In addition to the required distributed water samples, operators have been collecting treated water samples quarterly for comparison purposes since 2018.

As with their haloacetic acid monitoring program, operators have collected samples from various stations, and in the 2nd quarter of 2022, samples were collected weekly from two locations to assess process changes at the water treatment plant.

- **All water quality monitoring requirements imposed by the MDWL or DWWP issued under Part V of the SDWA were being met.**

Reported laboratory results indicate that as required by the Licence, monthly effluent samples have been collected for testing total suspended solids.

- **All microbiological water quality monitoring requirements prescribed by legislation for treated samples were being met.**

Reported laboratory results indicate treated water samples have been collected weekly for microbiological testing per Section 10-3 of Ontario Regulation 170/03. Further, the results indicated duplicate samples are submitted for testing.

Water Quality Monitoring

- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**
Reported laboratory results indicate that as required by Section 13-2 of Ontario Regulation 170/03 of large municipal systems that treat surface water, at least one treated water sample has been collected every 12 months for testing the inorganic parameters in Schedule 23.
- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**
Reported laboratory results indicate treated water samples have been collected quarterly for nitrate and nitrite testing per Section 13-7 of Ontario Regulation 170/03.
- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**
Reported laboratory results indicate operators have sampled treated every one or two years, which more than satisfies the testing requirements in Section 13-8 of Ontario Regulation 170/03.
- **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**
Reported laboratory results indicate treated samples have been collected annually for testing fluoride, which more than satisfies Section 13-9 of Ontario Regulation 170/03.
- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**
Reported laboratory results indicate that as required by Section 13-4 of Ontario Regulation 170/03 of large municipal systems that treat surface water, at least one treated water sample has been collected every 12 months for testing the organic parameters in Schedule 24.

Water Quality Assessment

- **Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03).**

All the reported laboratory results met the applicable water quality standards (in Ontario Regulation 169/03).

A standard has not been prescribed for sodium; however, as some consumers may have sensitivities to this parameter, notifications are required when the results are above 20 mg/L. A treated water result of 24.4mg/L was reported on May 10, 2022. The average the treated and two distributed water results for May 10, 2022, was 19.8mg/L. The average a week later was 7.7mg/L.

Reporting & Corrective Actions

- **The owner had evidence that required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.**

To satisfy Condition 2.7 in Schedule B of the Drinking Water Works Permit, the Municipality provides developers of major residential developments information on this subject.

- **Corrective actions (as per Schedule 17), including any other steps that were directed by the Medical Officer of Health, had been taken to address adverse conditions.**

Supply chain issues forced the Municipality to seek an alternate coagulant. Operators conducted additional sampling before and after the change to determine what effect it would have on the chemistry of the treated water. The laboratory reported marginally elevated results for a sample collected on May 10, 2022 (e.g., 24.4 mg/L versus the 20 mg/L reporting threshold).

Operators changed their coagulant from DelPAC 2020 to Sternpac 70 on May 16. The results of two samples the following day were 6.3 and 6.4 mg/L respectively.

Note: The Municipality did not explicitly request their laboratory test for sodium, rather, the elevated sodium results were identified while performing metal scans to identify the concentration of aluminum. When elevated sodium results were encountered, the laboratory diligently reported their findings.

- **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**

Paperwork submitted by operators indicated the verbal notifications were made to the local Health Unit and to the Ministry's Spills Action Centre as required by Section 16-6 in Schedule 16 of Ontario Regulation 170/03.

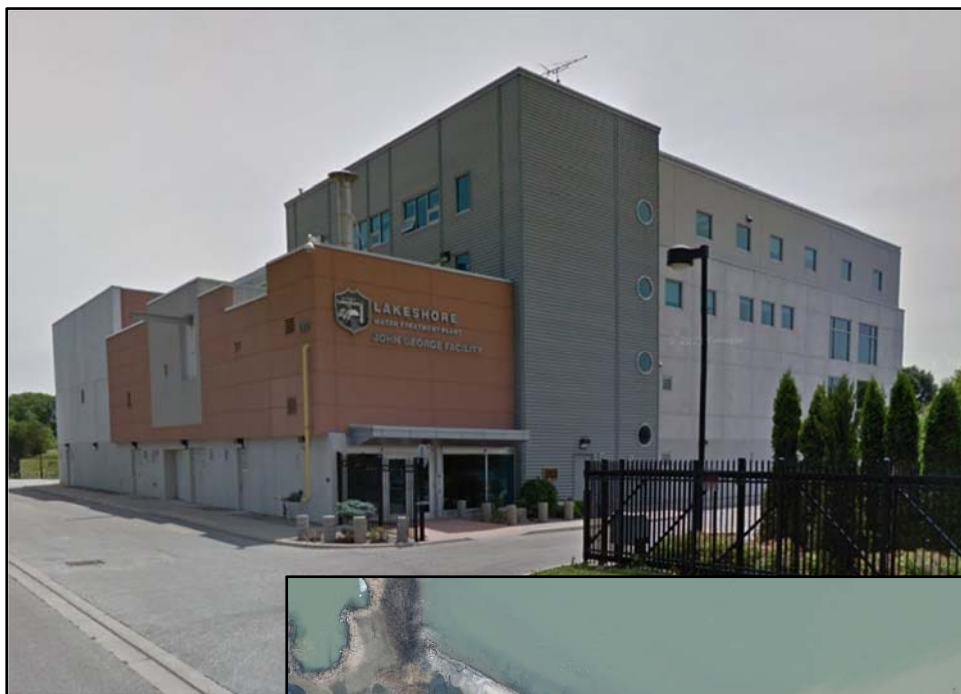
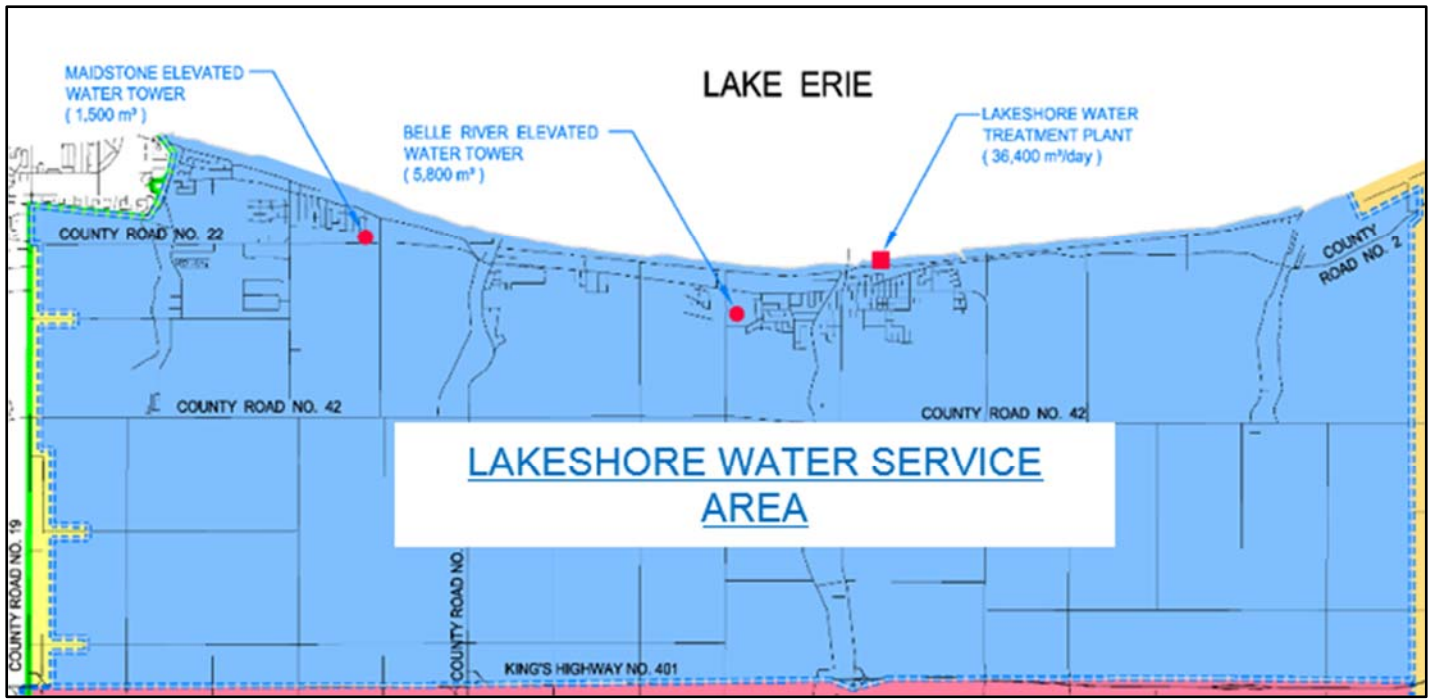
Appendices

Appendix 1 – Area Map and Photographs

Appendix 2 – Drinking Water System Dossier - Excerpts

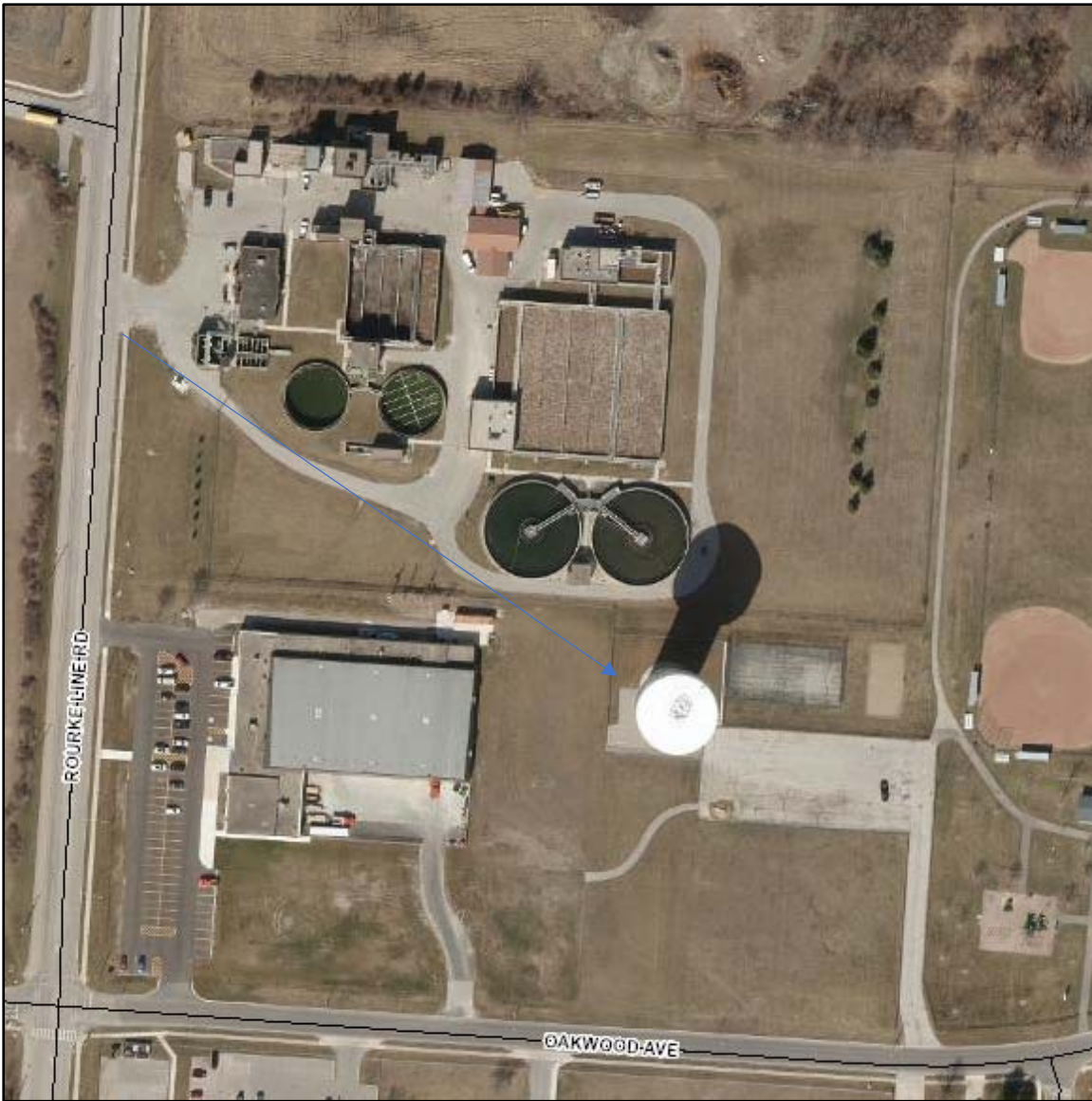
Appendix 1

Area Map and Photographs



Lakeshore Water Treatment Plant





Belle River Elevated Storage Tank





Maidstone Elevated Storage Tank



Appendix 2

Drinking Water System Dossier - Excerpts

021 - Drinking Water System Dossier for 260091507

Drinking Water System Profile Information

| | |
|---------------------------------------|---|
| DWS # | 260091507 |
| Registration Date (yyyy/mm/dd) | 2009/09/15 |
| DWS Status | Active DWS |
| DWS Expiry Date (yyyy/mm/dd) | |
| MOE Assigned Name | Municipality Of Lakeshore Drinking Water System |
| Category | LMRS |
| Regulation Short Name | O.REG 170/03 |
| DWS Type | Water Treatment Plant |
| Source Type | Surface Water |
| Address | 492 Lakeview Drive, Belle River, Ontario, N0R 1A0, Canada |
| Region | Southwestern Region |
| District | Windsor Area Office |
| Municipality | Lakeshore |
| Public Health Unit | Windsor-Essex County Health Unit |

DWS OPERATIONAL INFORMATION

| | |
|---------------------------------------|--------------|
| Concession Plan Number | |
| Lot | |
| Geographic Township | |
| Population: | 30,075 |
| Number of Private Residences: | |
| Number of Service Connections: | 10,741 |
| Rated Daily Capacity (L/S) | 421.3 |
| Number of DFs Served: | 0 |
| LSN Compliance Status: | Complete LSN |

| | |
|--------------------------|--|
| 24/7 Contact | Garry Punt, Team Leader Of Water Management |
| 24/7 Contact Info | p: (226)2782700 x649, f: (519)7284110, e: gpunt@lakeshore.ca, c: (226)3452079, pg: - |

DWS OWNER INFORMATION

| | |
|-------------------------------------|--|
| Owner Legal Name | Lakeshore, The Municipality Of |
| Owner Business Name | Lakeshore, The Municipality Of |
| Owner Address | 419 Notre Dame St , Belle River, ON, N0R 1A0 |
| Owner Contact | Krystal Kalbol, Corporate Leader Of Operations |
| Owner Contact Info | p: (519)7282700 x655, f: - , e: kkalbol@lakeshore.ca |
| Owner Alternate Contact | Albert Dionne, Division Leader Of Water Management |
| Owner Alternate Contact Info | p: (519)7282700 x631, f: - , e: adionne@lakeshore.ca |

DWS OPERATING AUTHORITY INFORMATION

| | |
|---|--|
| Op. Authority Legal Name | Lakeshore, The Municipality Of |
| Op. Authority Business Name | Lakeshore, The Municipality Of |
| Op. Authority Address | 419 Notre Dame St , Belle River, ON, N0R 1A0 |
| Op. Authority Contact | Krystal Kalbol, Corporate Leader Of Operations |
| Op. Authority Contact Info | p: (519)7282700 x655, f: - , e: kkalbol@lakeshore.ca |
| Op. Authority Alternate Contact | Albert Dionne, Division Leader Of Water Management |
| Op. Authority Alternate Contact Info | p: (519)7282700 x631, f: - , e: adionne@lakeshore.ca |

021 - Drinking Water System Dossier for 260091507

As the intent of these sections was to identify relationships with OTHER systems, the Officer requested the Ministry's registration team remove references to this system.

O. Reg 170 DWS that SUPPLY Water to THIS DWS

| Supplying DWS # | Supplying DWS Name | Supplying DWS Category | How is Water Supplied? |
|----------------------|--|------------------------|------------------------|
| 260091507 | Town Of Lakeshore Drinking Water System | LMRS | Unknown |

O. Reg 170 DWS that RECEIVE Water from THIS DWS

| Receiving DWS # | Receiving DWS Name | Receiving DWS Category | How is Water Received? |
|----------------------|--|------------------------|------------------------|
| 260091507 | Town Of Lakeshore Drinking Water System | LMRS | Unknown |

DWIS Components

Distribution System

| DWIS Component Name | GUDI Flag | Seasonal Flag | Treatment Process | Primary Treatment Flag | Secondary Treatment Flag |
|--|-----------|---------------|-------------------|------------------------|--------------------------|
| Distribution:Municipality Of Lakeshore Drinking Water System | | | | | |

Entry Point

| DWIS Component Name | GUDI Flag | Seasonal Flag | Treatment Process | Primary Treatment Flag | Secondary Treatment Flag |
|---|-----------|---------------|----------------------------|------------------------|--------------------------|
| Treated: High Lift Pump Building-492 Lakeview Drive | | | CHLORINATION | Y | Y |
| | | | CLARIFIER - SLUDGE BLANKET | | |
| | | | CLARIFIER - UPFLOW | | |
| | | | COAGULATION | | |
| | | | DISSOLVED AIR FLOTATION | | |
| | | | FILTRATION | | |
| | | | FLOCCULATION | | |
| | | | SEDIMENTATION | | |
| | | | TASTE AND ODOUR CONTROL | | |
| | | | ULTRAVIOLET IRRADIATION | Y | |
| | | | ZEBRA MUSSEL CONTROL | | |

DWS Name: MUNICIPALITY OF LAKESHORE DRINKING WATER SYSTEM
DWS Number: 260091507
DWS Owner: MUNICIPALITY OF LAKESHORE
Municipal Location: LAKESHORE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Inspection Date: Oct-4-2022
Ministry Office: Windsor Area Office

Maximum Risk Rating: 549

| Inspection Module | Non Compliance Rating |
|--------------------------------|-----------------------|
| Treatment Processes | 0 / 39 |
| Operations Manuals | 0 / 28 |
| Water Quality Monitoring | 0 / 24 |
| Reporting & Corrective Actions | 0 / 21 |
| Other Inspection Findings | 0 / 437 |
| Overall - Calculated | 0 / 549 |

Inspection Risk Rating: 0.00%

Final Inspection Rating: 100.00%

DWS Name: MUNICIPALITY OF LAKESHORE DRINKING WATER SYSTEM
DWS Number: 260091507
DWS Owner Name: MUNICIPALITY OF LAKESHORE
Municipal Location: LAKESHORE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Inspection Date: Oct-4-2022
Ministry Office: Windsor Area Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 549

| | |
|-------------------------|-------|
| Inspection Risk Rating: | 0.00% |
|-------------------------|-------|

| | |
|--------------------------|---------|
| FINAL INSPECTION RATING: | 100.00% |
|--------------------------|---------|

August 30, 2022

File: SI-ES-LA-540

Town of Lakeshore
419 Notre Dame St.
Belle River, ON N0R 1A0

Attention: Mr. Truper McBride, CAO

**Re: Municipality of Lakeshore Drinking Water System – Tecumseh Distribution System;
Inspection Report**

Please find enclosed the Inspection Report for the inspection of the Lakeshore (Tecumseh) Distribution System (DWS# 260004982) on July 20, 2022.

The format of the enclosed report has been updated, and you will note that the non-compliance and/or non-conformance items are now detailed at the beginning of the report. All questions that were assessed are included in the Inspection Details Section.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Rating Report (IRR) provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspectors' Annual Report.

Please note that due to a change in IT systems, the Inspection Rating Report (IRR) cannot be generated at the same time as the inspection report. The IRR will be sent separately and prior to any public release (typically within 1-2 month of the completion of the inspection).

If you have any questions or concerns regarding this report, please call me at (226) 280-1406.

Yours truly,



Emily Awad
Water Inspector, Provincial Officer #1823
Drinking Water and Environmental Compliance Division
Sarnia/Windsor District

Encl.

cc: Kyle Davis, Water Compliance, Krystal Kalbol, Corporate Leader – Operations, Albert Dionne, Division Leader – Water Management, Municipality of Lakeshore;
Nicole Dupuis, Chief Executive Officer, Kristy McBeth, Director of Health Protection, Elaine Bennett, Manager, Environmental Health, Victoria Peczulis, Manager, Environmental Health, Windsor-Essex County Health Unit;
Marc Bechard, Supervisor, Ministry of the Environment, Conservation and Parks.



MUNICIPALITY OF LAKESHORE DRINKING WATER SYSTEM -
TECUMSEH DS

Inspection Report

System Number: 260004982
Entity: MUNICIPALITY OF LAKESHORE
Inspection Start Date: 07/18/2022
Inspection End Date: 08/17/2022
Inspected By: Emily Awad
Badge #: 1823



(signature)

NON-COMPLIANCE/NON-CONFORMANCE ITEMS

This should not be construed as a confirmation of full compliance with all potential applicable legal requirement and BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

| Question ID | MRDW1001001 | Question Type | Information |
|---|----------------|---------------|-------------|
| Question: What was the scope of this inspection? | | | |
| Legislative Requirement | Not Applicable | | |
| Observation | | | |
| <p>The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices.</p> <p>This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.</p> <p>This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.</p> <p>This unannounced focused inspection was conducted on July 20, 2022 for the inspection period July 1, 2021 to June 30, 2022.</p> | | | |

| Question ID | MRDW1000001 | Question Type | Information |
|--|----------------|---------------|-------------|
| Question: Does this drinking water system provide primary disinfection? | | | |
| Legislative Requirement | Not Applicable | | |
| Observation This Drinking Water System provides for only secondary disinfection and distribution of water. Primary disinfection is undertaken by another regulated Drinking Water System which provides treated water to this Drinking Water System. | | | |

| |
|--|
| |
|--|

| Question ID | MRDW1034001 | Question Type | Legislative |
|---|---|---------------|-------------|
| Question: Is the secondary disinfectant residual measured as required for the small municipal residential distribution system? | | | |
| Legislative Requirement | SDWA O. Reg. 170/03 7-2 (5); SDWA O. Reg. 170/03 7-2 (6); | | |
| Observation The secondary disinfectant residual was measured as required for the small municipal residential distribution system. Secondary disinfection is supplied entirely by the City of Windsor Drinking Water System via the Tecumseh Distribution System. No re-chlorination takes place after entering the Lakeshore (Tecumseh) Distribution System. Logs show that distribution system chlorine residuals were taken and measured seven times per week as required; taken on two different days, 48 hours apart, at four and then three stations. Free chlorine measurements ranged from 0.33 to 1.56 mg/L during the inspection period. Chlorine residuals were measured at sample station LT-04 during the inspection on July 20, 2022: free = 0.87 and total = 1.13 mg/L. | | | |

| Question ID | MRDW1099001 | Question Type | Information |
|---|-------------|----------------|-------------|
| Question: Do records show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03)? | | | |
| Legislative Requirement | | Not Applicable | |
| Observation Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03). | | | |

| Question ID | MRDW1082001 | Question Type | Legislative |
|--|-------------|---------------|-------------|
| Question: For SMR systems, are all microbiological water quality monitoring requirements for distribution samples prescribed by legislation being met? | | | |

| | |
|--|---|
| Legislative Requirement | SDWA O. Reg. 170/03 11-2 (1); SDWA O. Reg. 170/03 11-2 (2); |
| Observation | |
| <p>All microbiological water quality monitoring requirements prescribed by legislation for distribution samples in a small municipal residential system were being met.</p> <p>For a Small Municipal Residential drinking water system, O. Regulation 170/03 requires the owner and operating authority to take a minimum of one sample every two weeks from the distribution system. All samples must be analysed for E. coli, total coliforms and heterotrophic plate count (HPC). The distribution system was sampled at a minimum of two locations every week, from four routine sample locations, resulting in 8 to 10 samples per month. Each of the samples taken was analysed for HPC.</p> | |

| | | | |
|---|------------------------------------|---------------|-------------|
| Question ID | MRDW1096001 | Question Type | Legislative |
| Question: | | | |
| Do records confirm that chlorine residual tests are being conducted at the same time and at the same location that microbiological samples are obtained? | | | |
| Legislative Requirement | SDWA O. Reg. 170/03 6-3 (1); | | |
| Observation | | | |
| Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained. | | | |

| | | | |
|--|---|---------------|-------------|
| Question ID | MRDW1086001 | Question Type | Legislative |
| Question: | | | |
| Are all haloacetic acid water quality monitoring requirements prescribed by legislation conducted within the required frequency and at the required location? | | | |
| Legislative Requirement | SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6); | | |
| Observation | | | |
| All haloacetic acid water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location. | | | |
| As required under Sch. 13-6.1 of O. Regulation 170/03, samples must be taken and analysed for haloacetic acids in every calendar quarter (60 to 120 days apart). The Running Annual Average (RAA) was 12.3 ug/L. | | | |

| Question ID | MRDW1087001 | Question Type | Legislative |
|---|---|---------------|-------------|
| Question: Have all trihalomethane water quality monitoring requirements prescribed by legislation been conducted within the required frequency and at the required location? | | | |
| Legislative Requirement | SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6); | | |
| Observation All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location. As required under Sch. 13-6 of O. Regulation 170/03, samples must be taken and analysed for Trihalomethanes in every calendar quarter (60 to 120 days apart). The RAA was 27 ug/L. | | | |

| Question ID | MRDW1113000 | Question Type | Legislative |
|---|-------------------------------------|---------------|-------------|
| Question: Have all changes to the system registration information been provided to the Ministry within ten (10) days of the change? | | | |
| Legislative Requirement | SDWA O. Reg. 170/03 10.1 (3); | | |
| Observation All changes to the system registration information were provided within ten (10) days of the change. | | | |

| Question ID | MRDW1059000 | Question Type | Legislative |
|--|-----------------------------|---------------|-------------|
| Question: Do the operations and maintenance manuals contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the system? | | | |
| Legislative Requirement | SDWA O. Reg. 128/04 28; | | |
| Observation The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system. Water distribution operators have access to maps produced on the owner's GIS system on | | | |

their own tablet. The GIS maps identify locations of mains, hydrants and valves. Curb-stops are also entered each summer to complete the map set, although locating services and old archived maps are still needed for identifying older services. All as-built drawings are scanned into electronic files and hyperlinks to those files have been incorporated onto the GIS distribution maps. Hydrant and valve asset data are also hyperlinked.

| Question ID | MRDW1060000 | Question Type | Legislative |
|--|------------------|---------------|-------------|
| Question: Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V of the SDWA? | | | |
| Legislative Requirement | SDWA 31 (1); | | |
| Observation The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA. The master copy of the standard operating procedures (SOPs) is maintained at the Lakeshore DWS Belle River water plant. Selected procedures are maintained in the "Lakeshore Water Supply System - Operations & Maintenance/Contingency Plan Manual" binder maintained for the distribution group. Three SOPs were updated to include a Critical Control Point (CCP) for distribution residual to trigger flushing and documentation. All SOPs are also available to operators electronically in the Compliance Science Program. Copies of the Municipal Drinking Water System Licence and Drinking Water Works Permit are kept in a separate binder available to operators. | | | |

| Question ID | MRDW1061001 | Question Type | Legislative |
|---|---|---------------|-------------|
| Question: Are logbooks properly maintained and contain the required information? | | | |
| Legislative Requirement | SDWA O. Reg. 128/04 27 (1); SDWA O. Reg. 128/04 27 (2); SDWA O. Reg. 128/04 27 (3); SDWA O. Reg. 128/04 27 (4); SDWA O. Reg. 128/04 27 (5); SDWA O. Reg. 128/04 27 (6); SDWA O. Reg. 128/04 27 (7); | | |
| Observation Logbooks were properly maintained and contained the required information. Operators conducting compliance and operational testing record their activities in a Daily Operational Log, used as a shift log. Work orders, repair records and log sheets are used to document details of these activities. The Watermain Commissioning Form and Distribution Repair Form have been updated as per the last MECP inspection. Training was provided | | | |

on these new and updated forms to all distribution operators.

| Question ID | MRDW1062001 | Question Type | Legislative |
|---|-------------|------------------------------|-------------|
| Question: Do records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment is being done by a certified operator, water quality analyst, or person who meets the requirements of O. Reg. 170/03 7-5? | | | |
| Legislative Requirement | | SDWA O. Reg. 170/03 7-5; | |
| Observation Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5. Free chlorine residual monitoring is conducted by Lakeshore Water Distribution/Treatment operators, all of whom are properly certified. | | | |

| Question ID | MRDW1071000 | Question Type | BMP |
|--|----------------|---------------|-----|
| Question: Has the owner provided security measures to protect components of the drinking water system? | | | |
| Legislative Requirement | Not Applicable | | |
| Observation The owner had provided security measures to protect components of the drinking water system. This is a standalone distribution system with no treatment, rechlorination, booster or storage facilities. All sampling stations and boundary meters are locked. | | | |

| Question ID | MRDW1073001 | Question Type | Legislative |
|---|-----------------------------------|---------------|-------------|
| Question: Has the overall responsible operator been designated for all subsystems which comprise the drinking water system? | | | |
| Legislative Requirement | SDWA O. Reg. 128/04 23 (1); | | |
| Observation | | | |

The overall responsible operator had been designated for each subsystem.

The overall responsible operator (ORO) for the distribution system holds Class 3 certification, exceeding the water distribution subsystem Class 1 certification of the Lakeshore (Tecumseh) Distribution System.

| Question ID | MRDW1074001 | Question Type | Legislative |
|---|-----------------------------------|---------------|-------------|
| Question: Have operators-in-charge been designated for all subsystems for which comprise the drinking water system? | | | |
| Legislative Requirement | SDWA O. Reg. 128/04 25 (1); | | |
| Observation Operators-in-charge had been designated for all subsystems which comprise the drinking water system. Operators-in-charge (OIC) for each shift are required to be identified in a designated field in the Daily Operational Log book. | | | |

| Question ID | MRDW1075001 | Question Type | Legislative |
|---|-----------------------------|---------------|-------------|
| Question: Do all operators possess the required certification? | | | |
| Legislative Requirement | SDWA O. Reg. 128/04 22; | | |
| Observation All operators possessed the required certification. | | | |

DWS Name: MUNICIPALITY OF LAKESHORE DRINKING WATER SYSTEM - TECUMSEH DS
DWS Number: 260004982
DWS Owner: MUNICIPALITY OF LAKESHORE
Municipal Location: LAKESHORE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Inspection Date: Jul-18-2022
Ministry Office: Windsor Area Office

Maximum Risk Rating: 150

| Inspection Module | Non Compliance Rating |
|--------------------------------|-----------------------|
| Operations Manuals | 0 / 28 |
| Reporting & Corrective Actions | 0 / 4 |
| Other Inspection Findings | 0 / 118 |
| Overall - Calculated | 0 / 150 |

Inspection Risk Rating: 0.00%

Final Inspection Rating: 100.00%

DWS Name: MUNICIPALITY OF LAKESHORE DRINKING WATER SYSTEM - TECUMSEH DS
DWS Number: 260004982
DWS Owner Name: MUNICIPALITY OF LAKESHORE
Municipal Location: LAKESHORE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Inspection Date: Jul-18-2022
Ministry Office: Windsor Area Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 150

| | |
|-------------------------|-------|
| Inspection Risk Rating: | 0.00% |
|-------------------------|-------|

| | |
|--------------------------|---------|
| FINAL INSPECTION RATING: | 100.00% |
|--------------------------|---------|

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement, de la
Protection de la nature et des Parks

Southwestern Region

Direction régionale du Sud-Ouest

620 – 4510 Rhodes Drive
Windsor ON N8W 5K5

Tel.: 519 948-1464

Fax.: 519 948-2396

TTY: 416 456-1234

620 – 4510, chemin Rhodes
Windsor ON N8W 5K5

Tél. : 519 948-1464

Téléc. : 519 948-2396

ATS : 416 456-1234

File# SI-ES-LA-540

March 8, 2023

Town of Lakeshore
419 Notre Dame St.
Belle River, ON
N0R 1A0

Attention: Truper McBride, CAO
tmcbride@lakeshore.ca

Re: Lakeshore (Union) Distribution System
O.Reg. 170/03 Inspection Report

Please find enclosed the Drinking Water System Inspection Report for the Municipality of Lakeshore Drinking Water System – Union DS (DWS#260004995). The review period for this unannounced inspection was September 1, 2021 to November 30, 2022. There were no Non-Compliance/Non-Conformance Items identified during this review period.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in *“Taking Care of Your Drinking Water: A guide for members of municipal council”* found on the Drinking Water Ontario website at www.ontario.ca/drinkingwater.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR) provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance.

Please note, the IRR will be sent separately and prior to any public release (typically within 1-2 month of the completion of the inspection).

IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspectors' Annual Report. If you have any questions or concerns regarding the rating, please contact Marc Bechard, Water Compliance Supervisor, at (519) 490-0761.

Likewise, if you have any questions or concerns regarding this report, please call me at (226) 280-1556.

Yours truly,



Neil Gilbert, P.Eng.
Provincial Officer – Water Inspector
Southwestern Region
Ministry of the Environment, Conservation and Parks
Sarnia District – Windsor Area Office

Encl.

cc: Dr. Shanker Nesathurai, Medical Officer of Health, Windsor-Essex County HU, shnesathurai@wechu.org
Kristy McBeth, Director of Health Protection, Windsor-Essex County HU, kmcbeth@wechu.org
Victoria Peczulis, Manager, Environmental Health, Windsor-Essex County HU, vpeczulis@wechu.org
Elaine Bennett, Manager, Environmental Health, Windsor-Essex County HU, ebennett@wechu.org
Garry Punt, Team Leader – Water Management, Town of Lakeshore, gpunt@lakeshore.ca
Krystal Kalbol, Corporate Leader – Operations, Town of Lakeshore, kkalbol@lakeshore.ca
Albert Dionne, Division Leader – Water Management, Town of Lakeshore, adionne@lakeshore.ca
Kyle Davis, Water Compliance, Town of Lakeshore, kdavis@lakeshore.ca
Dale Dillen, Sr Operations Manager – Union AWSS, OCWA, ddillen@ocwa.com
Dave Jubenville, Essex Regional Manager, OCWA, djubenville@ocwa.com
Ken Penney, Senior Operations Manager (Distribution & Compliance), OCWA, kpenney@ocwa.com
Samuel Wen, Process & Compliance Technician, OCWA, swen@ocwa.com
Marc Bechard, Water Compliance Supervisor, MECP Sarnia District, marc.bechard@ontario.ca

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Appendix A: Stakeholder Appendix



MUNICIPALITY OF LAKESHORE DRINKING WATER SYSTEM -
UNION DS

Inspection Report

System Number: 260004995
Entity: MUNICIPALITY OF LAKESHORE
Inspection Start Date: 02/01/2023
Inspection End Date: 03/08/2023
Inspected By: Neil Gilbert
Badge #: 1072

(signature)

NON-COMPLIANCE/NON-CONFORMANCE ITEMS

This should not be construed as a confirmation of full compliance with all potential applicable legal requirement and BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

| Question ID | MRDW1001001 | Question Type | Information |
|--|----------------|---------------|-------------|
| Question: What was the scope of this inspection? | | | |
| Legislative Requirement | Not Applicable | | |
| Observation The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices. This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA. This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements. The review period for this unannounced inspection was from September 1, 2021 to November 30, 2022. | | | |

| Question ID | MRDW1000001 | Question Type | Information |
|--|----------------|---------------|-------------|
| Question: Does this drinking water system provide primary disinfection? | | | |
| Legislative Requirement | Not Applicable | | |
| Observation This Drinking Water System provides for only secondary disinfection and distribution of water. Primary disinfection is undertaken by another regulated Drinking Water System which provides treated water to this Drinking Water System. | | | |

| Question ID | MRDW1025001 | Question Type | Legislative |
|--|-------------|------------------|-------------|
| Question: Were all parts of the drinking water system that came in contact with drinking water (added, modified, replaced or extended) disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit? | | | |
| Legislative Requirement | | SDWA 31 (1); | |
| Observation All parts of the drinking water system were disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit. | | | |

| Question ID | MRDW1033001 | Question Type | Legislative |
|--|---|---------------|-------------|
| Question: Is the secondary disinfectant residual measured as required for the large municipal residential distribution system? | | | |
| Legislative Requirement | SDWA O. Reg. 170/03 7-2 (3); SDWA O. Reg. 170/03 7-2 (4); | | |
| Observation The secondary disinfectant residual was measured as required for the large municipal residential distribution system. As per O.Reg. 170/03 s 7-2 (3), the owner/operating authority of a system that provides secondary disinfection shall ensure that at least seven distribution samples are taken each week and are tested immediately for, (a) free chlorine residual, if the system provides chlorination and does not provide chloramination; or (b) combined chlorine residual, if the system provides chloramination. The following rules apply to the distribution samples referred above unless at least one sample is taken on each day of the week: At least four of the samples must be taken on one day of the week, at least 48 hours after the last sample was taken in the previous week. Then, at least three of the samples must be taken on a second day of the week, at least 48 hours after the last sample was taken on the first day of the sampling week. When more than one sample is taken on the same day of the week then each sample must be taken from a different location. During the inspection review period (September 1, 2021 to November 30, 2022) at least seven distribution samples were collected each week using the 4/3 rule and tested for free chlorine residuals. | | | |

| Question ID | MRDW1099001 | Question Type | Information |
|---|-------------|---------------|-------------|
| Question: Do records show that all water sample results taken during the inspection review period did | | | |

not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03)?

| | |
|--------------------------------|----------------|
| Legislative Requirement | Not Applicable |
|--------------------------------|----------------|

Observation

Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03).

| | | | |
|--------------------|-------------|----------------------|-------------|
| Question ID | MRDW1081001 | Question Type | Legislative |
|--------------------|-------------|----------------------|-------------|

Question:

For LMR systems, are all microbiological water quality monitoring requirements for distribution samples being met?

| | |
|--------------------------------|---|
| Legislative Requirement | SDWA O. Reg. 170/03 10-2 (1); SDWA O. Reg. 170/03 10-2 (2); SDWA O. Reg. 170/03 10-2 (3); |
|--------------------------------|---|

Observation

All microbiological water quality monitoring requirements prescribed by legislation for distribution samples in a large municipal residential system were being met. As per O.Reg. 170/03 s10-2, the owner/operating authority for the system shall ensure that if a system serves 100,000 people or less, at least eight distribution samples, plus one additional sample for every 1,000 people served, are taken every month, with at least one sample being taken each week. Each of the distribution samples collected must be tested for E. coli and total coliforms and at least 25 percent of these samples must be tested for general bacteria population expressed as colony counts on a heterotrophic plate count (HPC). During the inspection review period (Sept. 1, 2021 to Nov. 30, 2022) all microbiological water monitoring requirements for distribution water samples were performed.

| | | | |
|--------------------|-------------|----------------------|-------------|
| Question ID | MRDW1096001 | Question Type | Legislative |
|--------------------|-------------|----------------------|-------------|

Question:

Do records confirm that chlorine residual tests are being conducted at the same time and at the same location that microbiological samples are obtained?

| | |
|--------------------------------|------------------------------------|
| Legislative Requirement | SDWA O. Reg. 170/03 6-3 (1); |
|--------------------------------|------------------------------------|

Observation

Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.

| Question ID | MRDW1086001 | Question Type | Legislative |
|--|-------------|---------------|-------------|
| Question: Are all haloacetic acid water quality monitoring requirements prescribed by legislation conducted within the required frequency and at the required location? | | | |
| Legislative Requirement SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6); | | | |
| Observation All haloacetic acid water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location. As per O.Reg 170/03 s13-6.1, the owner/operating authority shall ensure that a minimum of one sample is collected and tested for haloacetic acid (HAA) per calendar quarter. On January 1, 2020, the O.Reg. 169/03 standard for HAA (80ug/L) came into effect and is expressed as a RAA, where RAA is defined as "the running annual average of quarterly results" for HAA for a drinking water system. During the inspection review period (Sept. 1, 2021 to Nov. 30, 2022), these HAA samples were collected on Oct. 7, 2021 (HAA result = 20.5ug/L), Jan. 5, 2022 (HAA result = 13.5 ug/L), Apr. 5, 2022 (HAA result = 22.9ug/L), July 6, 2022 (HAA result = 22.8ug/L) and Oct. 3, 2022 (HAA result = 24.6ug/L). All of these HAA results were below 80ug/L and the average for the inspection review period was 20.9ug/L. | | | |

| Question ID | MRDW1087001 | Question Type | Legislative |
|--|-------------|---------------|-------------|
| Question: Have all trihalomethane water quality monitoring requirements prescribed by legislation been conducted within the required frequency and at the required location? | | | |
| Legislative Requirement SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6); | | | |
| Observation All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location. As per O.Reg. 170/03 s13-6, the owner/operating authority of a system that provides chlorination or chloramination shall ensure that at least one distribution sample is taken in each calendar quarter, from a point in the distribution system that is likely to have an elevated potential for the formation of trihalomethanes (THMs), and have the sample tested for THMs. During the inspection review period (Sept. 1, 2021 to Nov. 30, 2022), these THM quarterly samples were collected on Oct. 7, 2021 (THM result = 63ug/L), Jan. 5, 2022 (THM result = 27ug/L), Apr. 5, 2022 (THM result = 34ug/L), July 6, 2022 (THM result = 41ug/L) and Oct. | | | |

3, 2022 (THM result = 43ug/L).

The Ontario Drinking Water Quality Standard (ODWQS) for THM is 100ug/L (expressed as a running annual average of quarterly results). All of the THM results were below 100ug/L and the average for the inspection review period was 41.6ug/L.

| Question ID | MRDW1113000 | Question Type | Legislative |
|---|-------------------------------------|---------------|-------------|
| Question: Have all changes to the system registration information been provided to the Ministry within ten (10) days of the change? | | | |
| Legislative Requirement | SDWA O. Reg. 170/03 10.1 (3); | | |
| Observation All changes to the system registration information were provided within ten (10) days of the change. | | | |

| Question ID | MRDW1059000 | Question Type | Legislative |
|--|-----------------------------|---------------|-------------|
| Question: Do the operations and maintenance manuals contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the system? | | | |
| Legislative Requirement | SDWA O. Reg. 128/04 28; | | |
| Observation The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system. | | | |

| Question ID | MRDW1060000 | Question Type | Legislative |
|--|------------------|---------------|-------------|
| Question: Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V of the SDWA? | | | |
| Legislative Requirement | SDWA 31 (1); | | |
| Observation The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA. | | | |

| Question ID | MRDW1061001 | Question Type | Legislative |
|-------------|-------------|---------------|-------------|
|-------------|-------------|---------------|-------------|

| | |
|---|---|
| Question: | |
| Are logbooks properly maintained and contain the required information? | |
| Legislative Requirement | SDWA O. Reg. 128/04 27 (1); SDWA O. Reg. 128/04 27 (2); SDWA O. Reg. 128/04 27 (3); SDWA O. Reg. 128/04 27 (4); SDWA O. Reg. 128/04 27 (5); SDWA O. Reg. 128/04 27 (6); SDWA O. Reg. 128/04 27 (7); |
| Observation | |
| Logbooks were properly maintained and contained the required information. | |

| | | | |
|--|------------------------------|---------------|-------------|
| Question ID | MRDW1062001 | Question Type | Legislative |
| Question: Do records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment is being done by a certified operator, water quality analyst, or person who meets the requirements of O. Reg. 170/03 7-5? | | | |
| Legislative Requirement | SDWA O. Reg. 170/03 7-5; | | |
| Observation Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5. | | | |

| | | | |
|--|----------------|---------------|-----|
| Question ID | MRDW1071000 | Question Type | BMP |
| Question: Has the owner provided security measures to protect components of the drinking water system? | | | |
| Legislative Requirement | Not Applicable | | |
| Observation The owner had provided security measures to protect components of the drinking water system. | | | |

| | | | |
|---|-----------------------------------|----------------------|-------------|
| Question ID | MRDW1073001 | Question Type | Legislative |
| Question: | | | |
| Has the overall responsible operator been designated for all subsystems which comprise the drinking water system? | | | |
| Legislative Requirement | SDWA O. Reg. 128/04 23 (1); | | |

| |
|--|
| Observation |
| The overall responsible operator had been designated for each subsystem. |

| | | | |
|---|-----------------------------------|---------------|-------------|
| Question ID | MRDW1074001 | Question Type | Legislative |
| Question: Have operators-in-charge been designated for all subsystems for which comprise the drinking water system? | | | |
| Legislative Requirement | SDWA O. Reg. 128/04 25 (1); | | |
| Observation Operators-in-charge had been designated for all subsystems which comprise the drinking water system. | | | |

| | | | |
|---|-----------------------------|---------------|-------------|
| Question ID | MRDW1075001 | Question Type | Legislative |
| Question: Do all operators possess the required certification? | | | |
| Legislative Requirement | SDWA O. Reg. 128/04 22; | | |
| Observation All operators possessed the required certification. | | | |

Stakeholder Appendix

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater



| PUBLICATION TITLE | PUBLICATION NUMBER |
|--|-------------------------------------|
| FORMS: Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification | 012-2149E 012-2148E 012-4444E |
| Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils | Website |
| Procedure for Disinfection of Drinking Water in Ontario | Website |
| Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids | Website |
| Filtration Processes Technical Bulletin | Website |
| Ultraviolet Disinfection Technical Bulletin | Website |
| Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments | Website |
| Certification Guide for Operators and Water Quality Analysts | Website |
| Guide to Drinking Water Operator Training Requirements | 9802E |
| Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption | Website |
| Drinking Water System Contact List | 7128E01 |
| Ontario's Drinking Water Quality Management Standard - Pocket Guide | Website |
| Watermain Disinfection Procedure | Website |
| List of Licensed Laboratories | Website |

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

| TITRE DE LA PUBLICATION | NUMÉRO DE PUBLICATION |
|---|-----------------------|
| Renseignements sur le profil du réseau d'eau potable | 012-2149F |
| Avis de demande de services de laboratoire | 012-2148F |
| Avis de résultats d'analyse insatisfaisants et de règlement des problèmes | 012-4444F |
| Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux | Site Web |
| Marche à suivre pour désinfecter l'eau potable en Ontario | Site Web |
| Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection | Site Web |
| Filtration Processes Technical Bulletin (en anglais seulement) | Site Web |
| Ultraviolet Disinfection Technical Bulletin (en anglais seulement) | Site Web |
| Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable | Site Web |
| Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable | Site Web |
| Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable | 9802F |
| Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption | Site Web |
| Liste des personnes-ressources du réseau d'eau potable | Site Web |
| L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche | Site Web |
| Procédure de désinfection des conduites principales | Site Web |
| Laboratoires autorisés | Site Web |

DWS Name: MUNICIPALITY OF LAKESHORE DRINKING WATER SYSTEM - UNION DS
DWS Number: 260004995
DWS Owner: MUNICIPALITY OF LAKESHORE
Municipal Location: LAKESHORE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Inspection Date: Feb-1-2023
Ministry Office: Windsor Area Office

Maximum Risk Rating: 171

| Inspection Module | Non Compliance Rating |
|--------------------------------|-----------------------|
| Operations Manuals | 0 / 28 |
| Reporting & Corrective Actions | 0 / 4 |
| Other Inspection Findings | 0 / 139 |
| Overall - Calculated | 0 / 171 |

Inspection Risk Rating: 0.00%

Final Inspection Rating: 100.00%

DWS Name: MUNICIPALITY OF LAKESHORE DRINKING WATER SYSTEM - UNION DS
DWS Number: 260004995
DWS Owner Name: MUNICIPALITY OF LAKESHORE
Municipal Location: LAKESHORE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Inspection Date: Feb-1-2023
Ministry Office: Windsor Area Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 171

| | |
|-------------------------|-------|
| Inspection Risk Rating: | 0.00% |
|-------------------------|-------|

| | |
|--------------------------|---------|
| FINAL INSPECTION RATING: | 100.00% |
|--------------------------|---------|



Municipality Of Lakeshore Drinking Water System - Stoney Point

Inspection Report

Ministry ID Number: 220003396
Inspection Start Date: 10/04/2022
Inspection End Date: 12/01/2022
Inspection By: Paul TerSteege

(signature)

We want to hear from you. How was my service? You can provide feedback at
1-888-745-8888 or [Ontario.ca/inspectionfeedback](https://ontario.ca/inspectionfeedback)

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Appendices

- Appendix 1 – Stoney Point Area and Infrastructure
- Appendix 2 – Drinking Water System Dossier - Excerpts

Summary of Action Items

Where a concern regarding a legislative requirement or a best management practice (BMP) recommended by the Ministry has yet to be resolved, the Officer has included one or more action items. These may include a request to satisfy a requirement and/or a recommendation as to steps which could be taken to prevent or mitigate the concern.

Additional details may be found within the related inspection observations included within this report.

Please respond by the date indicated to confirm the required actions have been taken and/or that recommendations have been considered.

Should you have any questions regarding what is expected, please do not hesitate to contact the Officer who conducted the inspection.

The following bullets have been used to distinguish between requests related to legislative requirement and BMPs. Related observations are similarly marked in this report.

- Items related to a legislative requirement are marked with a solid bullet and dark yellow shading.
- Items related to a recommended BMP are marked with a hollow bullet and light yellow shading.

Other Inspection Findings

- **Were the inspection questions sufficient to address other identified best practice issues?**

Action Item(s)

During subsequent inspections, please provide turbidity data for the clarified effluent, and if available, please provide data with which to confirm whether the clarifier is in use.

Inspection Background

Name: Municipality Of Lakeshore Drinking Water System - Stoney Point
ID Number: 220003396
Entity Inspected: Lakeshore
Local Ministry Office: Windsor
Local Supervisor: Marc Bechard
Date Inspected: 10/4/2022
Review Period: February 1, 2022 to present

Facility Description

This large municipal residential drinking water system serves approximately 7,800 Lakeshore residents within the Stoney Point Water Service Area. The service area stretches from Lake St. Clair south to County Road 8, and from Rochester Townline Road east to Big Creek.

The surface water treatment plant, with a rated capacity of 4,546 m³/day, consists of two neighbouring properties on either side of St. Clair Road. The low lift pumping station connected to the intake, chemical feed systems, and an up-flow clarifier are sited on the northern property. The filtration system, reservoir, high lift pumping station, and wastewater lagoons are sited on the southern property.

Treatment processes include coagulation, flocculation, sedimentation, chlorination, filtration, and taste and odour control. Process chemicals include aluminum sulphate, activated carbon, and chlorine gas.

As the plant relies on a single clarifier, to ensure adequate contact time is provided, controls were installed,

- to maintain a minimum of 1.4 m of water at 1.5 mg/L free chlorine residual in the clearwells for chlorine contact under normal operations; and
- to maintain a minimum of 2.3 m of water at 2.0 mg/L free chlorine residual in the clearwells for chlorine contact when the clarifier is out of service.

The plant is an automated facility controlled by a Supervisory Control and Data Acquisition system. The SCADA system also monitors the performance of infrastructure in the distribution system including the two reservoirs and booster pumping stations in Haycroft and Comber. Both facilities are equipped with chlorination systems to maintain secondary disinfectant in the zones they supply.

The distribution system in the service area includes approximately 208 km of watermain ranging in diameter from 25 to 300 mm.

In the absence of elevated storage, both the plant and the reservoirs include diesel generators to provide standby power in the event of a disruption to the electrical grid.

Inspection Observations

Introduction

- **The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices. This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA. This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.**

The Officer's reviews typically focus on recent operational records from a prescribed review period, along with a select set of older records which may predate the preceding inspection (e.g., historical laboratory results, etc.).

The inspection included a physical inspection of the plant and pump stations on October 4, 2022; a review of operational records; and input from operators.

Source

- **The owner had a harmful algal bloom monitoring plan in place.**

Source

- **The owner had a harmful algal bloom monitoring plan in place.**

Condition 6.1.2 in Schedule C of the Licence requires,

The owner must implement the Plan annually during the harmful algal bloom season, during but not limited to the warm seasonal period between June 1 and October 31 each year, or as otherwise directed by the Ministry or the Medical Officer of Health.

Operators provided a copy of their Certificates of Analysis and Sample Submission forms. Weekly samples of raw and treated water were collected from late May until the end of October. As with previous years, the microcystin results for all the treated water samples were below the method detection limit of their laboratory.

Considering their historical results, the Stoney Point plant seems less prone than the Belle River plant to the presence of harmful algal blooms, and operators inquired whether the Ministry would be willing to direct/authorize them to suspend sampling a month earlier.

The Officer confirmed with his supervisor that the Ministry would be amenable to receiving such requests, e.g., provided that by the end of August, the results supported the conclusion that the threat had already crested, and that the microcystin concentration was reasonably expected to remain below their laboratory's method detection limit.

Flow/Capacity Assessment

- **There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.**

The Officer received data for monitoring locations identified in Schedule A of the Permit. Each device appears to have been operable during the review period.

- **The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.**

As required by Condition 1.1 in Schedule C of the Municipal Drinking Water Licence, daily flows were maintained within 68% of the Rated Capacity identified in Table 1, e.g., 4,546 m³/day.

Treatment Processes

- **This Drinking Water System provides for both primary and secondary disinfection and distribution of water.**

Treatment Processes

- **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**

Outside of minor alterations, the Ministry expects the equipment described in Schedule A of the Owner's Permit, as may be amended by alterations identified in Schedule C, to be (and to remain) installed. Operators advised there had been no significant alterations to the system since the previous inspection, and that the equipment identified within the Permit was, and remains, installed.

- **The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

While not specific to treatment processes, the Ministry directs Officers to use this opportunity to discuss any alterations to the distribution system. Section 3.0 in Schedule B of Permits allows for watermain additions, modifications, replacements, and extensions - providing owners retain a completed "Form 1 – Record of Watermains Authorized as a Future Alteration" verifying they have met the requirements listed in Conditions 3.1.1 through 3.1.6.

As an example, operators provided a copy of the form related to the installation of a new 200mm watermain, hydrants and appurtenances in Phase 2 of the Tracey Estates Subdivision.

- **The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.**

Section 4.0 in Schedule B of Permits allows for minor modifications to drinking water systems - providing owners complete and retain a "Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System" verifying they have met the requirements listed in Condition 4.3.

Operators provided forms documenting the replacement of the two filter inlet valves and several chlorine analysers.

- **All parts of the drinking water system were disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.**

Various components of water systems can be subject to contamination during alterations. Schedule B of the Permit requires components which may be subject to contamination to be disinfected according to the applicable procedure or AWWA standard.

Operators provided documents related to repairs and the installation of watermains in the distribution system. Amongst the information provided in these documents were details regarding disinfection following repairs, and the results of microbiological samples collected following the installation of the new watermains.

Treatment Processes

- **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**

Regardless of whether owners provide secondary disinfection themselves, Section 1-5 in Ontario Regulation 170/03 requires them to ensure the provision of treatment capable of providing a free chlorine residual of 0.2 mg/L at all locations within the distribution system. Further, Section 1-2 requires the free chlorine residual to be ≥ 0.05 mg/L.

The continuous monitoring data provided for review indicated the chlorine residual in the treated water was fairly consistent. The daily average ranged from 1.51 to 2.06 mg/L. Water leaving the pump stations also had good residual levels.

The results of grab sample from the distribution system were understandably more diverse. While most test results were above 1.0 mg/L, some locations were prone to lower results. The lowest result in the first three quarters of 2022 was 0.26 mg/L. It was from a sample collected August 29th at a dead-end in the northeastern extremity of the system.

- **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under O. Reg. 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.**

Subsection 1-2 (2) in Schedule 1 of Ontario Regulation 170/03 requires the provision of primary disinfection while supplying water. Operators identified critical control points (CCPs) for the system; provided continuous monitoring data; and worksheets for review.

The CCPs included,

- Coagulant Feed Rate: < 5 kg/h
- Turbidity (Filter Effluent): > 0.25 NTU
- Free Chlorine Residual (Treated Water): < 1.40 mg/L OR > 2.50 mg/L
- Free Chlorine Residual (Distributed Water): < 0.20 mg/L

Most of the events flagged by the CCPs stemmed from filter turbidity spikes. Despite these brief outliers, the Municipality had no problem satisfying the applicable Primary Disinfection Credit Criteria in Schedule E of Municipal Drinking Water Licence.

Treatment Process Monitoring

- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**

Operators confirmed regulatory and operational data is stored on their historian at a frequency greater than required by paragraph 1 of Subsection 6-5 (1) in Schedule 6 of Ontario Regulation 170/03. To facilitate the Ministry review, operators use reporting software to generate CSV files containing 5-minute averages of the data extracted from their historian.

- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**

Operators reported a SCADA review is conducted daily (and recorded in the logbook). Further, key parameters are summarized as part of monthly reports generated for review.

- **All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**

As with many municipal drinking water systems, alarms are used to safeguard both the system and consumers. Regardless of whether Section 6-5 of Ontario Regulation 170/03 applies, the presence of an alarm enables operators to take prompt and appropriate action to resolve regulatory and/or operational concerns.

With regards to turbidity and chlorine, the listing of Critical Control Points identifies a high (0.25 NTU) alarm setpoint for turbidity in filter effluent; and both low (1.40 mg/L) and high (2.50 mg/L) alarm setpoints for free chlorine in the plant effluent.

- **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

Section 6-5 in Schedule 6 of Ontario Regulation 170/03 requires equipment used to continuously monitor chlorine residuals and turbidity to be calibrated to ensure that test results are within acceptable margins of error.

The Operating Authority provided worksheets documenting that the accuracy of their handheld analysers was verified each month that the devices were in use. In turn, the handheld instruments are used to assess the continuous monitoring equipment. This activity is scheduled and documented using a work order system. In addition to in-house assessments, an outside contractor comes in on an annual basis (June 2022) to verify the calibration of these and other instruments.

Treatment Process Monitoring

- **Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.**

The overall trends for the review period suggested filtration and disinfection processes were tightly controlled at the plant, and that operators were either onsite at the onset of events (i.e., as they were performing maintenance), or they responded promptly and appropriately as outlined by Subsection 6-5 (1.1) in Schedule 6 of Ontario Regulation 170/03.

- **The secondary disinfectant residual was measured as required for the large municipal residential distribution system.**

Records provided for review indicated the disinfectant residual in the distribution system is monitored as required by Section 7-2 in Schedule 7 of Ontario Regulation 170/03 by means of weekly testing. Records indicate operators use conduct testing on Mondays and Thursday. In addition to testing of grab samples, continuous monitoring equipment is used to monitor the chlorine residual entering and exiting the two booster stations.

- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**

The Permit identifies five chlorine analysers used at the water treatment plant. Data was provided for each.

- **Continuous monitoring of each filter effluent line was being performed for turbidity.**

Continuous monitoring data provided for review indicated turbidity monitoring was performed on each filter effluent line while water was being supplied/produced as required by Section 7-2 (3) in Schedule 7 of Ontario Regulation 170/03.

Operations Manuals

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

In addition to being readily available, Section 28 of Ontario Regulation 128/04 manuals to be sufficient for the safe and efficient operation of the system.

With respect to treatment systems, the Ministry expects the availability of process descriptions (related to both treatment and monitoring); and drawings regarding the treatment facilities and equipment/process units, chemical application points, and process monitoring / sampling points. Per previous inspections, operators have ready access at the plant to an Operations Manual, as-built drawings of the plant, process and instrumentation diagrams, and other reference materials.

With respect to distribution systems, the Ministry expects the availability of drawings that illustrate the location of watermains, valves, hydrants, and other significant appurtenances. In addition to access at the plant, distribution operators have portable access to maps on the Municipality's GIS system, including the location of mains, hydrants, and valves. Hyperlinks in the GIS system allow for additional access to as-built drawings and asset data.

- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

Ontario Regulation 128/04 focuses on the provision of plans, drawings, and process descriptions, whereas Municipal Drinking Water Licences impose requirements related to the provision of procedures. The Officer understands copies of the Licence and Permit are available to operators. A master copy of the standard operating procedures governing routine operations is maintained at the plant, with electronic copies available to operators. Emergency operations are supported by procedures and reference materials as part of a Contingency Plan for the system.

Logbooks

- **Logbooks were properly maintained and contained the required information.**
- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Security

- **The owner had provided security measures to protect components of the drinking water system.**

The pump stations and low lift station are sited within fenced enclosures, and the gates and doors are locked when not in attendance. The property housing the water treatment plant and lagoons is largely fenced with entrances to the plant outside of the fence line. A keycard access system is used to enter the facility.

Video surveillance is maintained at both the plant and the low lift station.

Operators did not report any incidents or concerns suggesting a need for additional security measures.

Certification

- **The overall responsible operator had been designated for each subsystem.**

Ontario Regulation 128/04 prescribes systems for classifying water systems, and for certifying personnel who operate them. Subsection 23 requires an operator, who holds the appropriate type and level of certification, to be designated as the Overall Responsible Operator (ORO). An operator with class III certificates continues to serve in this capacity.

- **Operators-in-charge had been designated for all subsystems which comprise the drinking water system.**

All operators capable of acting independently are eligible to serve as "operator-in-charge" per Subsection 25 (1) of Ontario Regulation 128/04.

Certification

- All operators possessed the required certification.**

The Municipality has a pool of operators, the certificates for which are listed below:

| Operator | Type | Class | Certificate | Operator | Type | Class | Certificate |
|----------|------|-------|-------------|----------|------|-------|-------------|
| 90001550 | WD | III | 11643 | 90054440 | WT | III | 67881 |
| 90001550 | WT | III | 11642 | 90056701 | WT | III | 65674 |
| 90006058 | WS | II | 16885 | 90056960 | WT | II | 74804 |
| 90006058 | WT | IV | 16882 | 90062682 | WT | II | 82668 |
| 90008626 | WQA | -- | 11616 | 90068851 | WD | II | 89504 |
| 90008626 | WS | II | 13180 | 90068851 | WT | II | 81319 |
| 90008626 | WT | IV | 12425 | 90075947 | WD | II | 105707 |
| 90012701 | WD | III | 53262 | 90077030 | WT | II | 105212 |
| 90020231 | WD | II | 68200 | 90082169 | WD | I | 112093 |
| 90020233 | WD | II | 57845 | 90082173 | WS | II | 99886 |
| 90023075 | WD | II | 50271 | 90082173 | WT | I | 99885 |
| 90050039 | WD | III | 56423 | 90083165 | WT | I | 105102 |
| 90050816 | WD | II | 95682 | 90086232 | WS | OIT | OT102891 |
| 90051468 | WD | II | 58006 | 90086232 | WT | II | 109759 |
| 90051468 | WT | I | 87947 | 90086514 | WS | OIT | OT103374 |
| 90054440 | WQA | -- | 109130 | 90086514 | WT | II | 110156 |
| 90054440 | WS | II | 67043 | 90087936 | WD | I | 113845 |

- Only certified operators made adjustments to the treatment equipment.**

Water Quality Monitoring

- All microbiological water quality monitoring requirements prescribed by legislation for distribution samples in a large municipal residential system were being met.**

Reported laboratory results indicate raw water samples have been collected monthly for microbiological testing per Section 10-4 of Ontario Regulation 170/03.

- Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

Sample submission forms indicate that during the collection of samples for microbiological testing, where required by Section 6-3 of Ontario Regulation 170/03, another sample was collected at the same time from the same location for testing the chlorine residual.

Water Quality Monitoring

- **All haloacetic acid water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

Reported laboratory results indicate distributed water samples have been collected from a sample station at the corner of Gracey Side Road and Lakeshore Road 302, a sample location operators believe would be likely to have an elevated potential for the formation of haloacetic acids – should this disinfection by-product be a concern.

The results indicate that at least one distributed sample has been collected every calendar quarter as required by Section 13-6.1 (1) of Ontario Regulation 170/03.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

Reported laboratory results indicate distributed water samples have been collected from a sample station at the corner of County Road 8 and Pillon Avenue, a sample location operators believe would be likely to have an elevated potential for the formation of trihalomethanes – should this disinfection by-product be a concern.

The results indicate that at least one distributed sample has been collected every calendar quarter as required by Section 13-6 (1) of Ontario Regulation 170/03. To provides the distribution sample results context, operators also collected treated water samples from the plant.

- **All water quality monitoring requirements imposed by the MDWL or DWWP issued under Part V of the SDWA were being met.**

Reported laboratory results indicate that as required by the Licence, monthly lagoon effluent samples have been collected for testing total suspended solids. Samples may be collected from one or both lagoons, depending on whether they are discharging.

- **All microbiological water quality monitoring requirements prescribed by legislation for treated samples were being met.**

Reported laboratory results indicate treated water samples have been collected weekly for microbiological testing per Section 10-3 of Ontario Regulation 170/03.

- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Reported laboratory results indicate that as required by Section 13-2 of Ontario Regulation 170/03 of large municipal systems that treat surface water, at least one treated water sample has been collected every 12 months for testing the inorganic parameters in Schedule 23.

Water Quality Monitoring

- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

Reported laboratory results indicate treated water samples have been collected quarterly for nitrate and nitrite testing per Section 13-7 of Ontario Regulation 170/03.

- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Reported laboratory results indicate operators have sampled treated and/or or distributed water at least once annually for several years. Their sampling program readily satisfies the testing requirements in Section 13-8 of Ontario Regulation 170/03.

- **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Reported laboratory results indicate treated samples have been collected annually for testing fluoride easily satisfying Section 13-9 of Ontario Regulation 170/03.

- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Reported laboratory results indicate that as required by Section 13-4 of Ontario Regulation 170/03 of large municipal systems that treat surface water, at least one treated water sample has been collected every 12 months for testing the organic parameters in Schedule 24.

Water Quality Assessment

- **Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03).**

All the reported laboratory results met the applicable water quality standards (in Ontario Regulation 169/03).

Reporting & Corrective Actions

- **The owner had evidence that required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.**

To satisfy Condition 2.7 in Schedule B of the Drinking Water Works Permit, the Municipality provides developers of major residential developments information on this subject.

Other Inspection Findings

○ The following issues were also noted during the inspection:

Treatment Processes – Coagulant Flow and Clarifier Usage

It is recommended that turbidity data for the clarified effluent be provided during subsequent inspections. This measure has previously been identified as a Critical Control Point, and considering dependence on a single clarifier, an evaluation of its performance seems warranted.

Further, it would be helpful if there was a Tag with which to flag whether the clarifier is in use. This would enable an assessment of whether an appropriate reservoir depth and chlorine residual were being maintained (based upon whether the system was working normally or as a direct filtration plant).



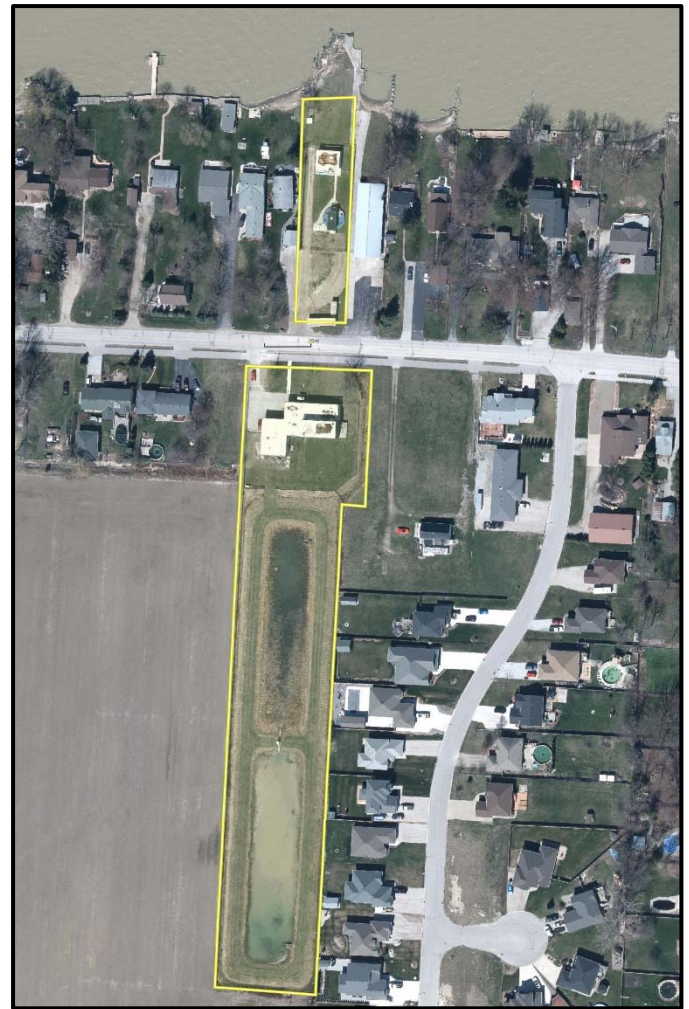
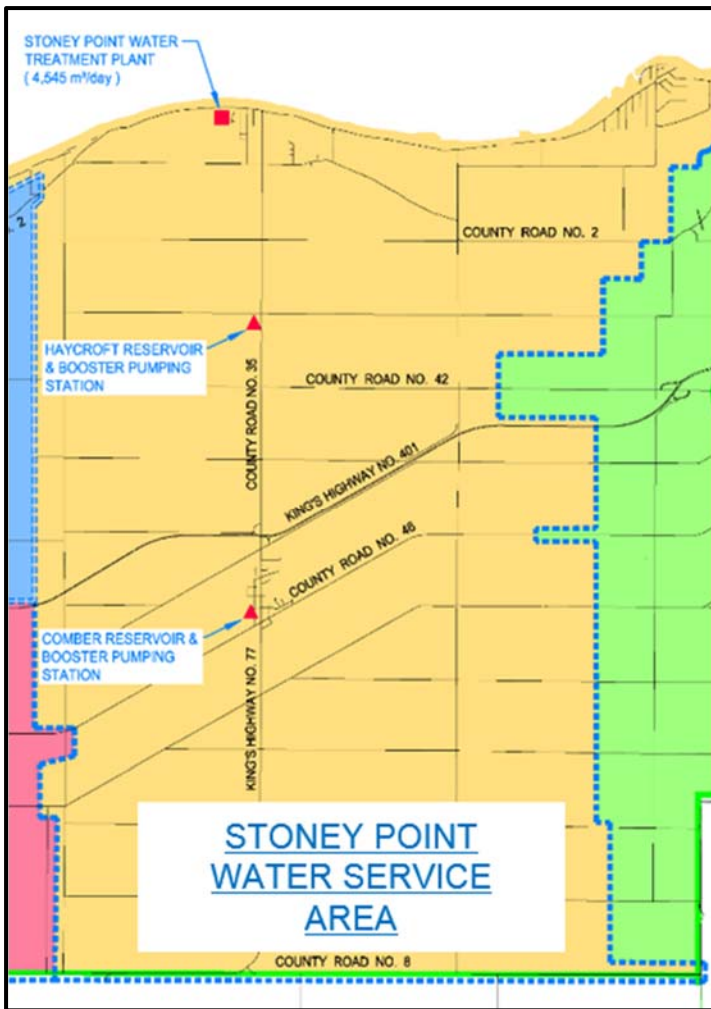
Appendices

Appendix 1 – Stoney Point Area and Infrastructure

Appendix 2 – Drinking Water System Dossier - Excerpts

Appendix 1

Stoney Point Area and Infrastructure



Stoney Point Water Service Area and Stoney Point Water Treatment Plant





Haycroft Reservoir and Pumping Station





Comber Reservoir and Pumping Station



Appendix 2

Drinking Water System Dossier - Excerpts

021 - Drinking Water System Dossier for 220003396

Drinking Water System Profile Information

| | |
|---------------------------------------|--|
| DWS # | 220003396 |
| Registration Date (yyyy/mm/dd) | 2002/08/26 |
| DWS Status | Active DWS |
| DWS Expiry Date (yyyy/mm/dd) | |
| MOE Assigned Name | Municipality Of Lakeshore Drinking Water System - Stoney Point |
| Category | LMRS |
| Regulation Short Name | O.REG 170/03 |
| DWS Type | Water Treatment Plant |
| Source Type | Surface Water |
| Address | 6011 St.Clair Road, Stoney Point, Ontario, N0R 1N0, Canada |
| Region | Southwestern Region |
| District | Windsor Area Office |
| Municipality | Lakeshore |
| Public Health Unit | Windsor-Essex County Health Unit |

DWS OPERATIONAL INFORMATION

| | |
|---------------------------------------|--------------|
| Concession Plan Number | |
| Lot | |
| Geographic Township | |
| Population: | 6,728 |
| Number of Private Residences: | |
| Number of Service Connections: | 2,403 |
| Rated Daily Capacity (L/S) | 52.6 |
| Number of DFs Served: | 0 |
| LSN Compliance Status: | Complete LSN |

| | |
|--------------------------|--|
| 24/7 Contact | Garry Punt, Team Leader Of Water Management |
| 24/7 Contact Info | p: (226)2782700 x649, f: (519)7284110, e: gpunt@lakeshore.ca, c: (226)3452079, pg: - |

DWS OWNER INFORMATION

| | |
|-------------------------------------|--|
| Owner Legal Name | Lakeshore, The Municipality Of |
| Owner Business Name | Lakeshore, The Municipality Of |
| Owner Address | 419 Notre Dame St , Belle River, ON, N0R 1A0 |
| Owner Contact | Krystal Kalbol, Corporate Leader Of Operations |
| Owner Contact Info | p: (519)7282700 x655, f: - , e: kkalbol@lakeshore.ca |
| Owner Alternate Contact | Albert Dionne, Division Leader Of Water Management |
| Owner Alternate Contact Info | p: (519)7282700 x631, f: - , e: adionne@lakeshore.ca |

DWS OPERATING AUTHORITY INFORMATION

| | |
|---|--|
| Op. Authority Legal Name | Lakeshore, The Municipality Of |
| Op. Authority Business Name | Lakeshore, The Municipality Of |
| Op. Authority Address | 419 Notre Dame St , Belle River, ON, N0R 1A0 |
| Op. Authority Contact | Krystal Kalbol, Corporate Leader Of Operations |
| Op. Authority Contact Info | p: (519)7282700 x655, f: - , e: kkalbol@lakeshore.ca |
| Op. Authority Alternate Contact | Albert Dionne, Division Leader Of Water Management |
| Op. Authority Alternate Contact Info | p: (519)7282700 x631, f: - , e: adionne@lakeshore.ca |

021 - Drinking Water System Dossier for 220003396

As the intent of these sections was to identify relationships with OTHER systems, the Officer requested the Ministry's registration team remove references to this system.

DWS RELATIONSHIP INFORMATION

Does S5 or S6 Relationship Exist?

O. Reg 170 DWS that SUPPLY Water to THIS DWS

| Supplying DWS # | Supplying DWS Name | Supplying DWS Category | How is Water Supplied? |
|-----------------|---|------------------------|------------------------|
| 220003396 | Town Of Lakeshore Drinking Water System - Stoney Point | LMRS | Unknown |

O. Reg 170 DWS that RECEIVE Water from THIS DWS

| Receiving DWS # | Receiving DWS Name | Receiving DWS Category | How is Water Received? |
|-----------------|---|------------------------|------------------------|
| 220003396 | Town Of Lakeshore Drinking Water System - Stoney Point | LMRS | Unknown |

DWIS Components

Distribution System

| DWIS Component Name | GUDI Flag | Seasonal Flag | Treatment Process | Primary Treatment Flag | Secondary Treatment Flag |
|---|-----------|---------------|-------------------|------------------------|--------------------------|
| Distribution:Municipality Of Lakeshore Drinking Water System - Stoney Point | | | CHLORINATION | Y | Y |

Entry Point

| DWIS Component Name | GUDI Flag | Seasonal Flag | Treatment Process | Primary Treatment Flag | Secondary Treatment Flag |
|--|-----------|---------------|----------------------------|------------------------|--------------------------|
| Treated: HI Pump Station, Stoney Point Wtp | | | CHLORINATION | Y | Y |
| | | | CLARIFIER - SLUDGE BLANKET | | |
| | | | CLARIFIER - UPFLOW | | |
| | | | COAGULATION | | |
| | | | FILTRATION | | |
| | | | FLOCCULATION | | |
| | | | SEDIMENTATION | | |
| | | | TASTE AND ODOUR CONTROL | | |
| | | | ZEBRA MUSSEL CONTROL | | |

Plumbing

| DWIS Component Name | GUDI Flag | Seasonal Flag | Treatment Process | Primary Treatment Flag | Secondary Treatment Flag |
|---|-----------|---------------|-------------------|------------------------|--------------------------|
| Plumbing:Municipality Of Lakeshore Drinking Water System - Stoney Point | | | | | |

Waterbody

| DWIS Component Name | GUDI Flag | Seasonal Flag | Treatment Process | Primary Treatment Flag | Secondary Treatment Flag |
|---------------------|-----------|---------------|-------------------|------------------------|--------------------------|
| Lake St. Clair | | N | | | |

DWS Name: MUNICIPALITY OF LAKESHORE DRINKING WATER SYSTEM - STONEY POINT
DWS Number: 220003396
DWS Owner: MUNICIPALITY OF LAKESHORE
Municipal Location: LAKESHORE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Inspection Date: Oct-1-2022
Ministry Office: Windsor Area Office

Maximum Risk Rating: 473

| Inspection Module | Non Compliance Rating |
|-----------------------------|-----------------------|
| Treatment Processes | 0 / 35 |
| Operations Manuals | 0 / 28 |
| Water Quality Monitoring | 0 / 24 |
| Other Inspection Findings | 0 / 386 |
| Overall - Calculated | 0 / 473 |

Inspection Risk Rating: 0.00%

Final Inspection Rating: 100.00%

DWS Name: MUNICIPALITY OF LAKESHORE DRINKING WATER SYSTEM - STONEY POINT
DWS Number: 220003396
DWS Owner Name: MUNICIPALITY OF LAKESHORE
Municipal Location: LAKESHORE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Inspection Date: Oct-1-2022
Ministry Office: Windsor Area Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 473

| | |
|-------------------------|-------|
| Inspection Risk Rating: | 0.00% |
|-------------------------|-------|

| | |
|--------------------------|---------|
| FINAL INSPECTION RATING: | 100.00% |
|--------------------------|---------|

Municipality of Lakeshore – Report to Council

Growth & Sustainability

Community Services



To: Mayor & Members of Council
From: Frank Jeney, Division Leader – Community Services
Date: March 22, 2023
Subject: Atlas Tube Recreation Centre Concession Operations

Recommendation

This report is for information only.

Background

At the Regular Council meeting of March 21st 2023, the following Council Resolution was passed:

Resolution #97-03-2023

Direct Administration to prepare a report regarding outsourcing options and the scope to outsource concession stands at the Atlas Tube Recreation Centre.

Result: Carried Unanimously

Lakeshore Community Services has a mission to deliver excellent recreation experiences to residents and visitors each year. Lakeshore recreational facilities and services are made available to residents and visitors at a cost that is reasonable and competitive in the market. Rentals and programs at the Atlas Tube Recreation Centre (ATRC), are offered 12 months per year, and in compliment to these services, the ATRC also provides food and beverage as an option for those visiting and participating.

Since the ATRC opening in 2014, the Municipality has operated the concessions, supported by the budget established within the Community Services Division. Lakeshore has two concession locations at the ATRC, the main location being on the main floor outside the Rock Arena, the second on the walking track on the second floor in the Rock Arena.

Operations of the ATRC concession involve the following: oversight and administration of ordering, hiring, training, and scheduling of the concession staff. The maintenance

and cleaning of the two concession stands is also completed by full and part time rink attendants.

The annual financial breakdown of the ATRC concession operations is in the table below.

| Item | Budget | Notes |
|--|------------------|---|
| Concession Staff | -\$79,336 | Student staff hired to work September to April annually. |
| Concession Food/Drink Purchases | -\$55,000 | Cost of goods sold. |
| Concession Items (cups, plates, etc.) | -\$6,500 | Cost of goods sold. |
| Concession Cleaning (estimated) | -\$10,000 | Full time and part time rink attendants, estimated at 8-10 hours per week, 12 months per year. Cleaning, changing cooking oil, etc. |
| Concession Equipment Maintenance | -\$1,500 | Fixtures and chattels. |
| Concession Sales | \$120,000 | Estimated annually |
| Annual Concession Operations | \$-32,336 | Annual loss |

The annual operating deficit of the concession stand is supported through the municipal levy.

Comments

There are advantages to using a third-party food provider for recreation centre concession operations. A company that has a specialization in the food industry will have expertise and experience, better product purchasing power, access to a more comprehensive menu, as well as access to a higher number of staff trained in food safety.

There are disadvantages to using a third-party food provider as well. This can include less control over adjustments to menu items and hours of operation. Lakeshore will lose the opportunity to hire local youth into what is considered an entry level position and later mentoring these youth into further municipal roles. Many current staff began their Lakeshore career within the concession operations.

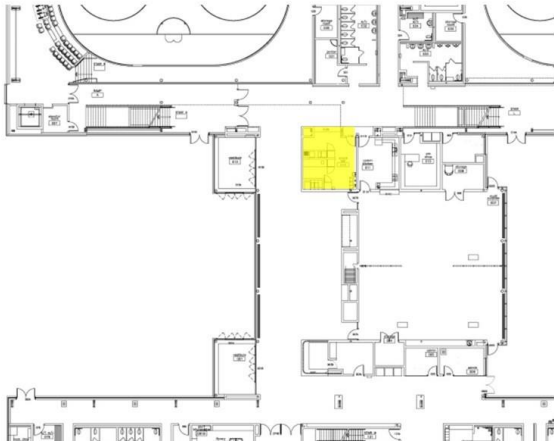
Should Lakeshore issue a Request for Proposal (RFP), it will not obligate Lakeshore to enter into an agreement/contract with a third-party food vendor, unless the service levels and revenue will have a positive impact on the Municipality. Lakeshore currently has advantageous contracts for operations of the West Beach concession and the Belle River Marina restaurant space.

Should Lakeshore decide to enter into an agreement with a third-party food provider, the contract would include provisions for monthly rent, expected hours of operation, utilities costs, storage of items for sale, fume hood cleaning certifications, and maintenance and cleaning of all fixtures and chattels within the concessions areas.

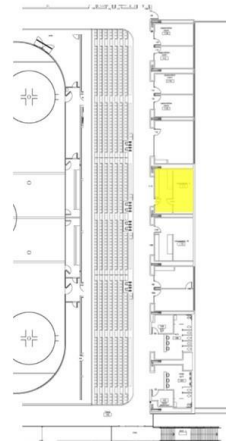
Images of the concession space:



Lower Level Concession



Rock Rink Concession



Financial Impacts

There are no financial impacts for this Report.

Report Approval Details

| | |
|----------------------|---------------------------------|
| Document Title: | ATRC Concession Operations.docx |
| Attachments: | |
| Final Approval Date: | Apr 26, 2023 |

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

Prepared by Frank Jeney

Submitted by Tammie Ryall

Approved by Justin Rousseau and Truper McBride

Municipality of Lakeshore – Report to Council

Operations

Public Works



To: Mayor & Members of Council

From: Jeff Wilson, Division Leader – Public Works

Date: April 12, 2023

Subject: Tender Award – 2023 Asphalt Roads Resurfacing Program

Recommendation

Award the tender for the 2023 Asphalt Road Resurfacing Program to Mill-Am Corporation in the of amount of \$899,965.44, including applicable HST, with the excess amount of \$733.44 to be funded from the roads reserve (as per Option 1), as presented at the May 2, 2023 Council meeting.

Background

The 2023 Lifecycle Asphalt Road Resurfacing Program included costs to complete seven (7) road sections as identified in the 5-year resurfacing program.

1. Community Centre Street from Main Street east to parking lot
2. McAllister Street from Main Street to Ainslie Ave
3. Victoria Street from Stowe Street to north end
4. Victoria Street from Stowe Street to south end
5. Chisholm Street from Notre Dame to Broadway Street
6. Wallace Avenue from Main Street to the north end
7. Dubois Avenue from County Road 22 to Faith Drive

Additionally, Administration added two (2) roads sections for Council's consideration in the 2023 resurfacing program as provisional items:

1. Eleventh Street from Broadway Street to Notre Dame
2. West Belle River Road from Park Lane Drive to 481 West Belle River Road

The above road sections have deteriorated substantially since the last road scan was completed in 2018. Although the above noted roadways are currently not included as part of the 5-year resurfacing program, these roadways have been identified to require rehabilitation through both field inspections and geotechnical review based on the unforeseen substantial deterioration over the last couple of years.

Geotechnical work was completed in late 2022 to confirm the adequacy of the planned resurfaced roadways. The geotechnical results also help to identify the approach to the resurfacing scope of work (extent and magnitude of the required repairs).

It should be noted that Council approved funding in the 2023 budget to undertake a Road Needs Study to address the issue of road conditions and update the plan. Administration will have a better understanding of the roadway conditions and further which roadways are experiencing additional deterioration over time.

To summarize, the 2023 Asphalt Road Resurfacing request for tenders included the following:

| # | Road Name | Length (km) |
|---------------------|---|-----------------|
| 1 | Community Centre Street from Main Street east to parking lot | 0.072 |
| 2 | McAllister Street from Main Street to Ainslie Ave | 0.149 |
| 3 | Victoria Street from Stowe Street to north end | 0.082 |
| 4 | Victoria Street from Stowe Street to south end | 0.166 |
| 5 | Chisholm Street from Notre Dame to Broadway Street | 0.091 |
| 6 | Wallace Avenue from Main Street to the north end | 0.203 |
| 7 | Dubois Avenue from County Road 22 to Faith Drive | 0.326 |
| 8 | Provisional Item – Eleventh Street from Notre Dame to Broadway Street | 0.300 |
| 9 | Provisional Item – West Belle River Road from Park Lane Drive to Address 481 | 0.396 |
| Total Length | | 1.785 km |

The request for tender for the 2023 Asphalt Road Resurfacing Program as outlined above was publicly advertised on Bids & Tenders on Friday March 17, 2023.

Comments

The following tenders were received prior to tender closing on Friday April 6, 2023:

| Tenderer | Item | Price (excluding HST) | Price (including applicable HST) |
|--------------------------|--|--------------------------------------|---|
| Mill – Am Corporation | 2023 Lifecycle Asphalt Road Resurfacing | \$590,815.00 | \$601,213.34 |
| | Provisional, Additional Roadways | \$293,585.00 | \$298,752.10 |
| | Total | \$884,400.00 | \$899,965.44 |
| Coco Paving Ltd. | 2023 Lifecycle Asphalt Road Resurfacing | \$660,915.00 | \$672,547.10 |
| | Provisional, Additional Roadways | \$320,415.00 | \$326,054.30 |
| | Total | \$981,330.00 | \$998,601.40 |

Administration is satisfied that the bidder with the lowest tender has the required equipment and labour expertise to undertake this project and recommends that Council award the above-noted work to Mill-Am Corporation.

Options have been provided in relation to the Provisional Items, as recommended by Administration, in the below Financial Impact section.

Financial Impacts

In the 2023 budget, Council approved a total of \$618,535.00 for the 2023 Lifecycle Asphalt Road Resurfacing Program.

The financial impacts have been summarized below:

| 2023 Asphalt Road Resurfacing Program Items | Total Cost (including applicable HST) | Budget |
|--|--|---------------|
| Tender Price - Mill Am Corporation | \$601,213.34 | |
| Provisional Items | \$298,752.10 | |
| Total Tender Price | \$899,965.44 | |
| Approved Funding in the 2023 Asphalt Road Resurfacing Program | | \$618,535.00 |

| | | |
|---|--|---------------------|
| Encumbered funding from the 2022 Asphalt Road Resurfacing Program | | \$280,697.00 |
| Total Budget | | \$899,232.00 |
| Budget Shortfall (including applicable HST) | | (\$733.44) |

The total tender price for the 2023 Asphalt resurfacing program is \$899,965.44 (including applicable HST) with the applicable provisional items as outlined.

The total amount tendered (including provisional items) would create a budget shortfall of \$733.44 (including applicable HST).

Based on the above budget shortfall, 2 options have been included below for Council consideration:

1) **Option 1:**

Approve the total tender amount of \$899,965.44 (including applicable HST) whereby the financial impact is the excess amount of \$733.44, to be funded from the roads reserve;

OR

2) **Option 2:**

Award the tender to Mill Am Corporation and only complete the roads section listed in the Asphalt Road Resurfacing Program for 2023 in the amount of \$601,213.34 (including applicable HST), excluding the provisional items, to remain within the approved 2023 budget amount (with an excess of \$17,321.66 plus the 2022 encumbered amount of \$280,697 to be returned to the road reserve).

Based on the foregoing, Administration recommends that Council proceed with Option 1 above and award the tender to Mill-Am Corporation in the total tendered amount and further recognize the need to accelerate deteriorating road sections depending on field observations and geotechnical investigations.

To remain within the 2023 budget Council could select Option 2 in the financial section and stay within budgeted amounts.

Attachments

Asphalt Roads Resurfacing Program 2023 Map

Report Approval Details

| | |
|----------------------|--|
| Document Title: | Tender Award – 2023 Asphalt Roads Resurfacing Program.docx |
| Attachments: | - 2023 Asphalt Resurfacing - Combined Maps.pdf |
| Final Approval Date: | Apr 26, 2023 |

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

Prepared by Jeff Wilson

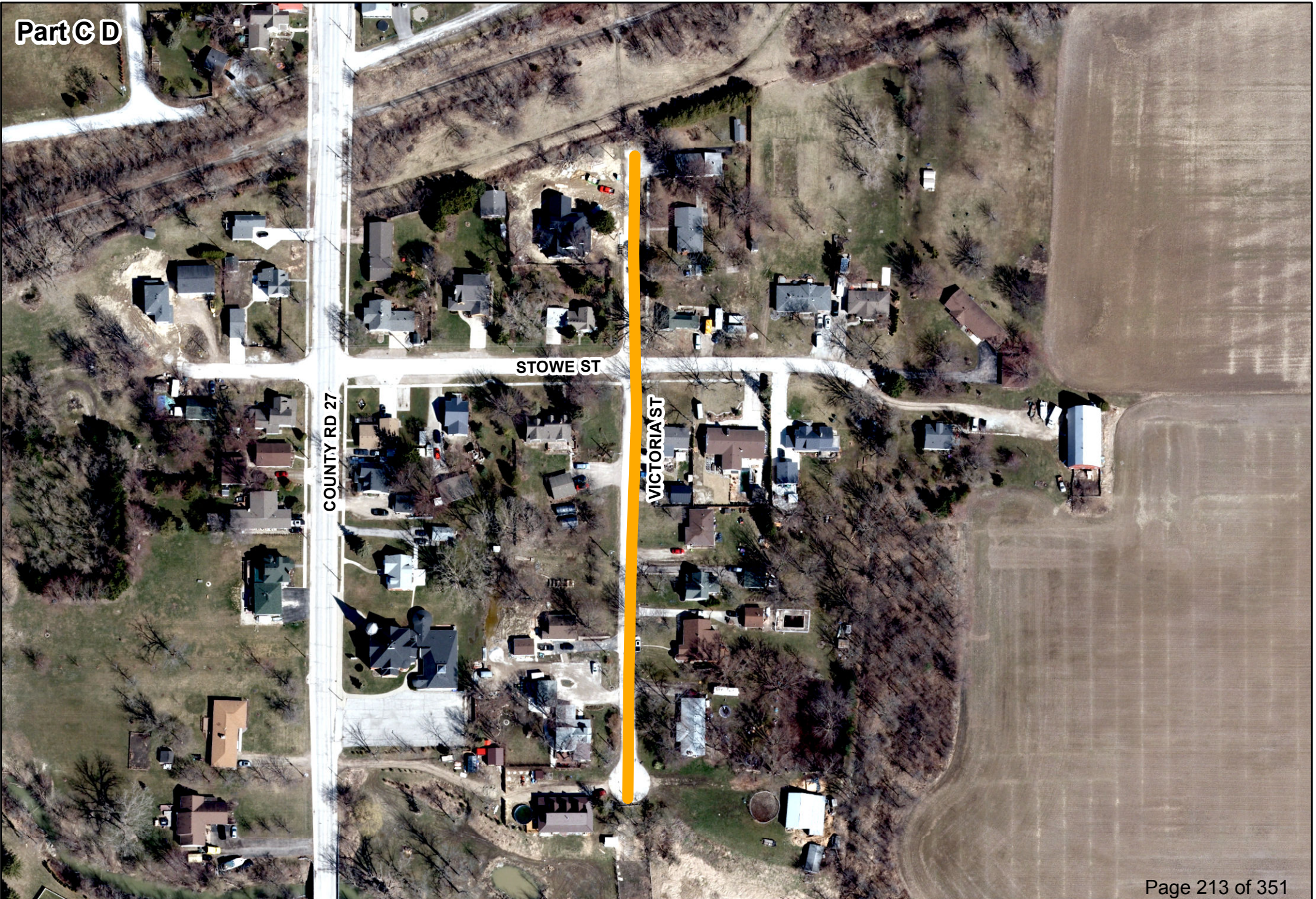
Submitted by Krystal Kalbol

Approved by Justin Rousseau and Truper McBride

Part A B F



Part C D



Part E



BROADWAY ST

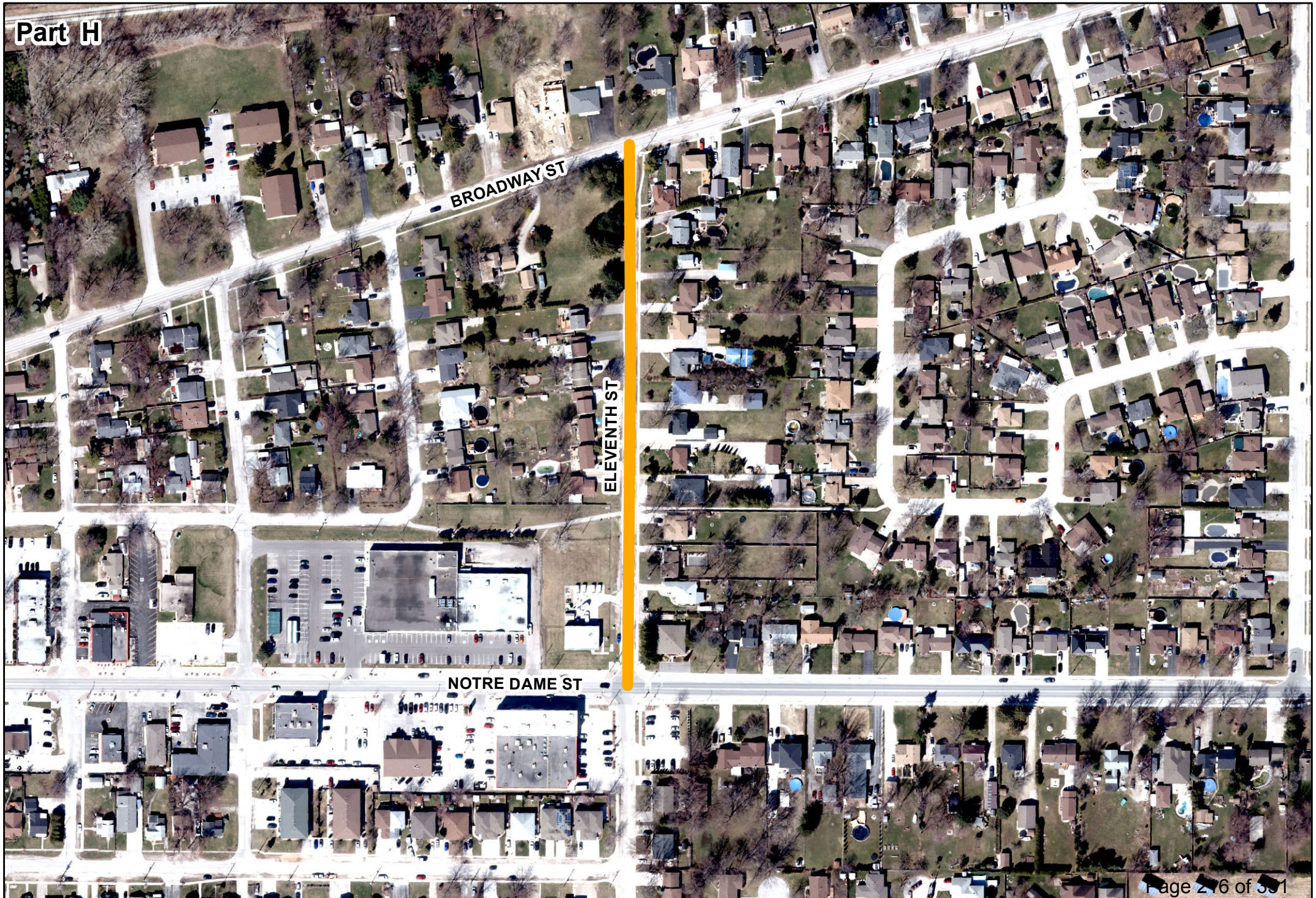
CHISHOLM ST

NOTRE DAME ST

Part G



Part H



Part 1

PARKLANE DR

W BELLE RIVER RD

481

SOUTH ST

COUNTY RD 27

Municipality of Lakeshore – Report to Council

Operations

Public Works



To: Mayor & Members of Council

From: Jeff Wilson, Division Leader – Public Works

Date: April 12, 2023

Subject: Tender Award – 2023 Sidewalk Lifecycle Replacement Program

Recommendation

Award the tender for the 2023 Sidewalk Lifecycle Replacement Program to Signature Contractors in the amount of \$135,399.31 including applicable HST, as presented at the May 2, 2023 Council meeting.

Background

The Sidewalk Lifecycle Replacement Program was initiated by Council to address many sidewalks replacement needs in our communities. The Sidewalk Lifecycle Replacement Program was established in 2020 (but deferred due to the pandemic). The program was further completed in 2021, 2022 and has now been tendered for 2023.

In the 2023 budget, Council approved \$100,000 for the 2023 Sidewalk Lifecycle Replacement program.

This program identified areas with larger or block sections of sidewalks to be replaced. These areas are generally narrow, depressed areas that have visible cracking or deflections and require upgrades to Municipal and AODA Standards.

It should be noted that this tender also included base pads for the Facilities Biker Shelters, Park bench pads and a sidewalk section along County Road 31 as part of the CWATS project.

Comments

The tender for the 2023 Sidewalk Lifecycle Replacement Program was publicly advertised on Bids & Tenders website on February 28, 2023.

The following tenders were received prior to tender closing time on March 17, 2023:

| Tenderer | Price (excluding HST) | Price (including non- refundable HST) |
|----------------------------------|----------------------------------|--|
| Signature Contractors | \$133,057.50 | \$135,399.31 |
| Giorgi Bros (1994) Inc | \$138,775.00 | \$141,217.44 |
| Nasci Construction Services Ltd. | \$145,680.00 | \$148,243.96 |
| Amico Infrastructures Inc. | \$179,241.00 | \$182,395.64 |
| Royal Crown Construction | \$188,523.10 | \$191,841.06 |
| Matassa Incorporated | \$260,059.60 | \$264,636.65 |

Administration is confident that Signature Contractors has the equipment, experience, and expertise to complete this project. The expected completion date of the program is early June 2023.

Financial Impacts

The table below outlines the project costs, budget centers and associated approved budgets:

| 2023 Sidewalk Lifecycle Replacement Program | Total Cost (including applicable HST) | Budget |
|---|--|---------------------|
| Tender Price, Sidewalk Program- 2023 Budget | \$99,744.64 | \$100,000.00 |
| Tender Price County Road 31 sidewalk extension-Council Approval | \$18,274.06 | \$55,000.00 |
| Tender Price for Bike Shelter Facilities-2022 Budget | \$17,380.60 | \$45,000.00 |
| Total Tendered Project Cost | \$135,399.30 | |
| 2023 Approved Budget | | \$195,000.00 |
| Total Surplus/(Deficit) | | \$61,9425.50 |

The 2023 Sidewalk Lifecycle Replacement Program, the County Road 31 sidewalk extension and the bike shelter pads are within the Council approved budgeted amounts.

Administration recommends the contract be awarded as presented. It should be noted that although the award is within budgeted amounts, unforeseen issues or field-related obstacles may affect the final tender costs. The expectation is to be below or within funding limits. The total surplus returning to the sidewalk reserve may vary depending on the final amounts.

Attachments

2023 Bike Shelter Locations

2023 Sidewalk Tender Map

Report Approval Details

| | |
|----------------------|---|
| Document Title: | Tender Award – 2023 Sidewalk Lifecycle Replacement Program.docx |
| Attachments: | - 2023 Bike Shelter Locations.pdf - 2023 Sidewalk Tender Map.pdf |
| Final Approval Date: | Apr 26, 2023 |

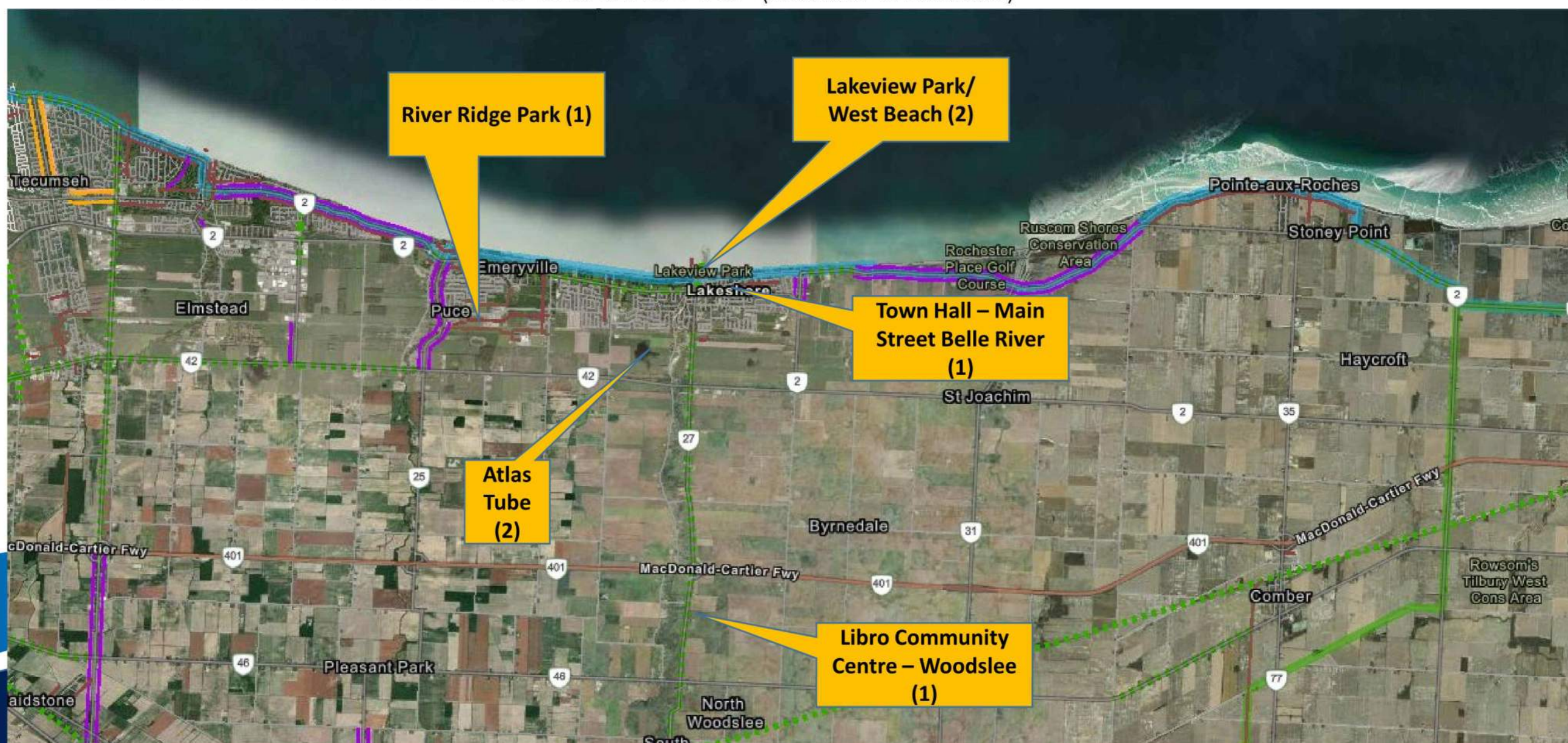
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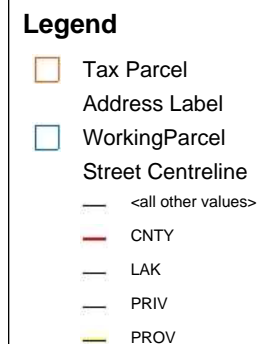
Prepared by Jeff Wilson

Submitted by Krystal Kalbol

Approved by Justin Rousseau and Truper McBride

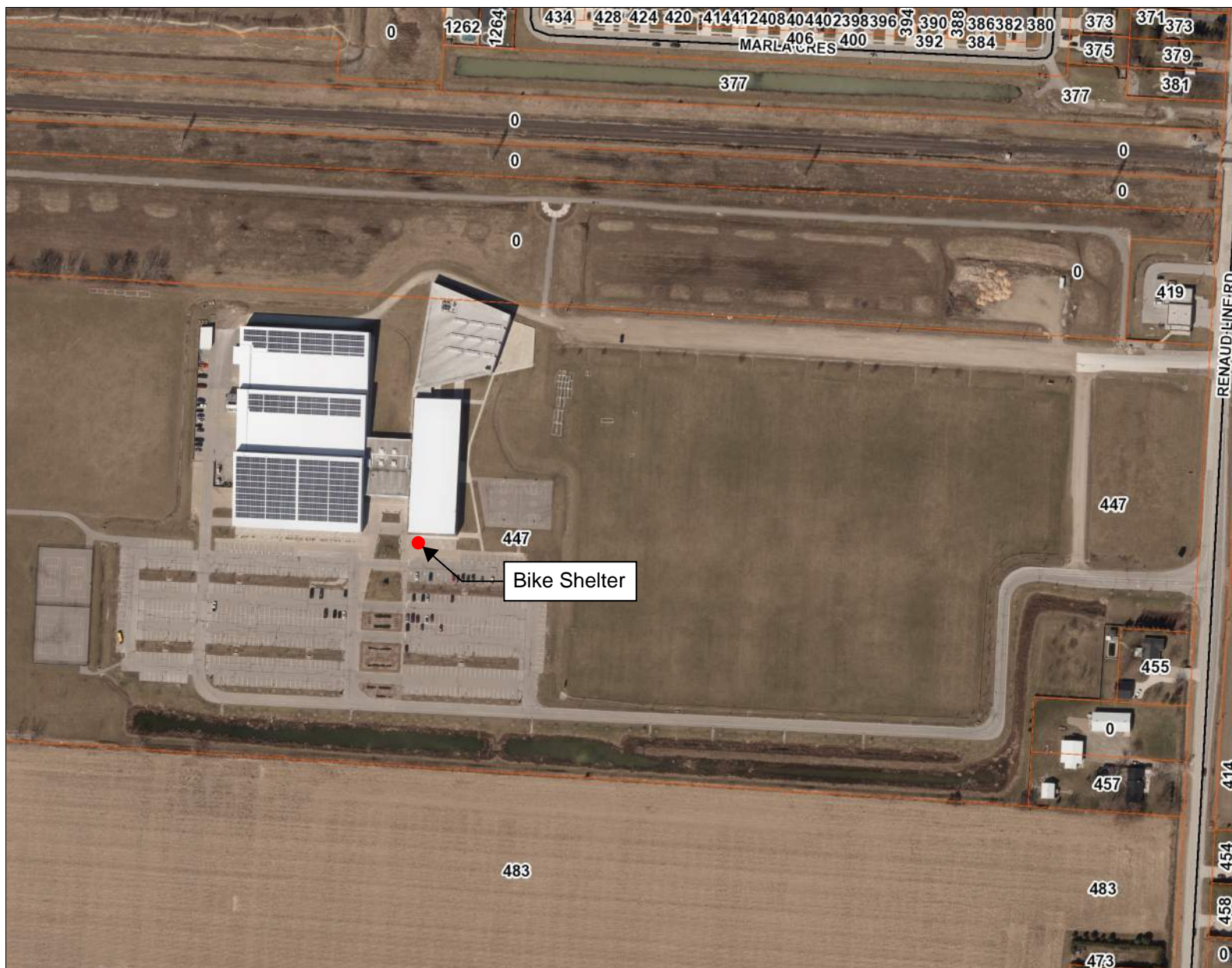
Bike Shelter Locations (Number of Shelters)





TO BE USED FOR NAVIGATION
Page 222 of 351

Atlas Tube Recreation Centre



Legend

- Tax Parcel
- Address Label
- WorkingParcel
- Street Centreline
- <all other values>
- CNTY
- LAK
- PRIV
- PROV

1: 3,664

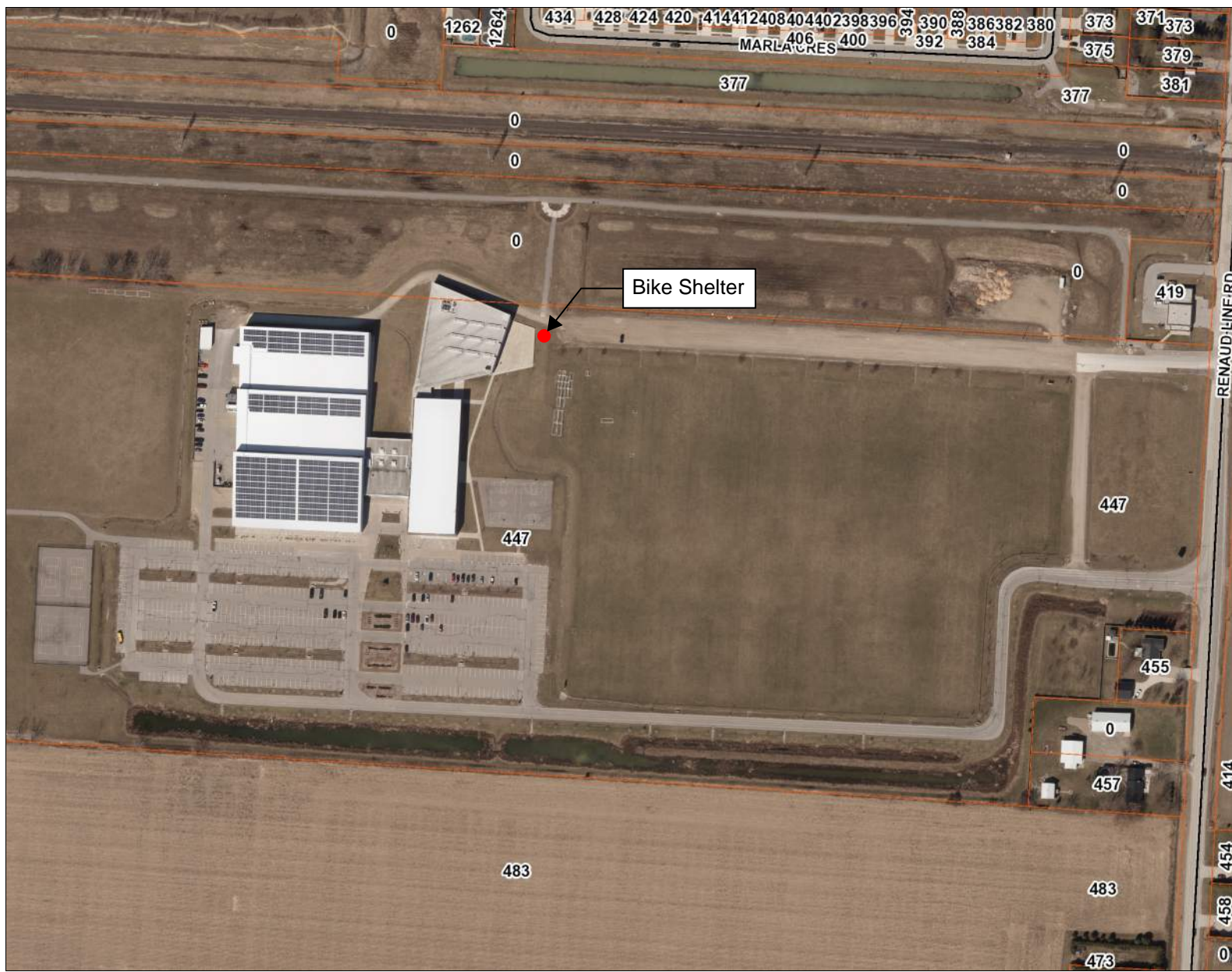


Notes:

Location of bike shelter is approximate and may be relocated at the discretion of the Division Leader - Public Works or their designate.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION

Atlas Tube Recreation Centre



Legend

- Tax Parcel
- Address Label
- WorkingParcel
- Street Centreline
- <all other values>
- CNTY
- LAK
- PRIV
- PROV

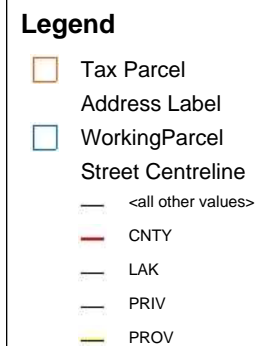
Notes:

Location of bike shelter is approximate and may be relocated at the discretion of the Division Leader - Public Works or their designate.

1: 3,664



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION



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Legend

- Tax Parcel
- Address Label
- WorkingParcel
- Street Centreline
- <all other values>
- CNTY
- LAK
- PRIV
- PROV

1: 896



Notes:

Location of bike shelter is approximate and may be relocated at the discretion of the Division Leader - Public Works or their designate.

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Legend

- Tax Parcel
- WorkingParcel
- Street Centreline
- <all other values>
- CNTY
- LAK
- PRIV
- PROV

1: 916



Notes:

Location of bike shelter is approximate and may be relocated at the discretion of the Division Leader - Public Works or their designate.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION

Libro Community Centre



Legend

- Tax Parcel
- Address Label
- WorkingParcel
- Street Centreline
- <all other values>
- CNTY
- LAK
- PRIV
- PROV

1: 896






Notes:

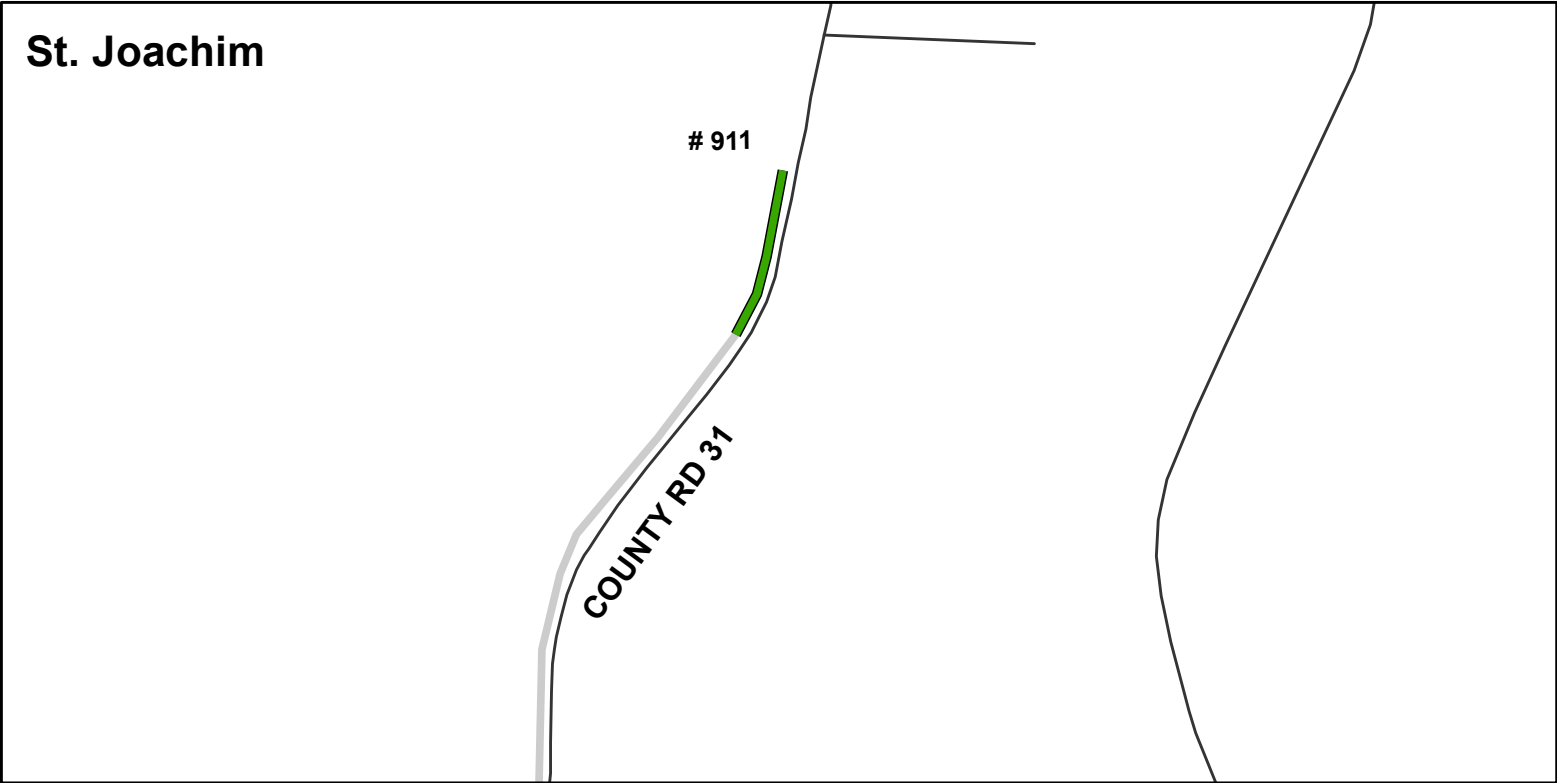
Location of bike shelter is approximate and may be relocated at the discretion of the Division Leader - Public Works or their designate.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION

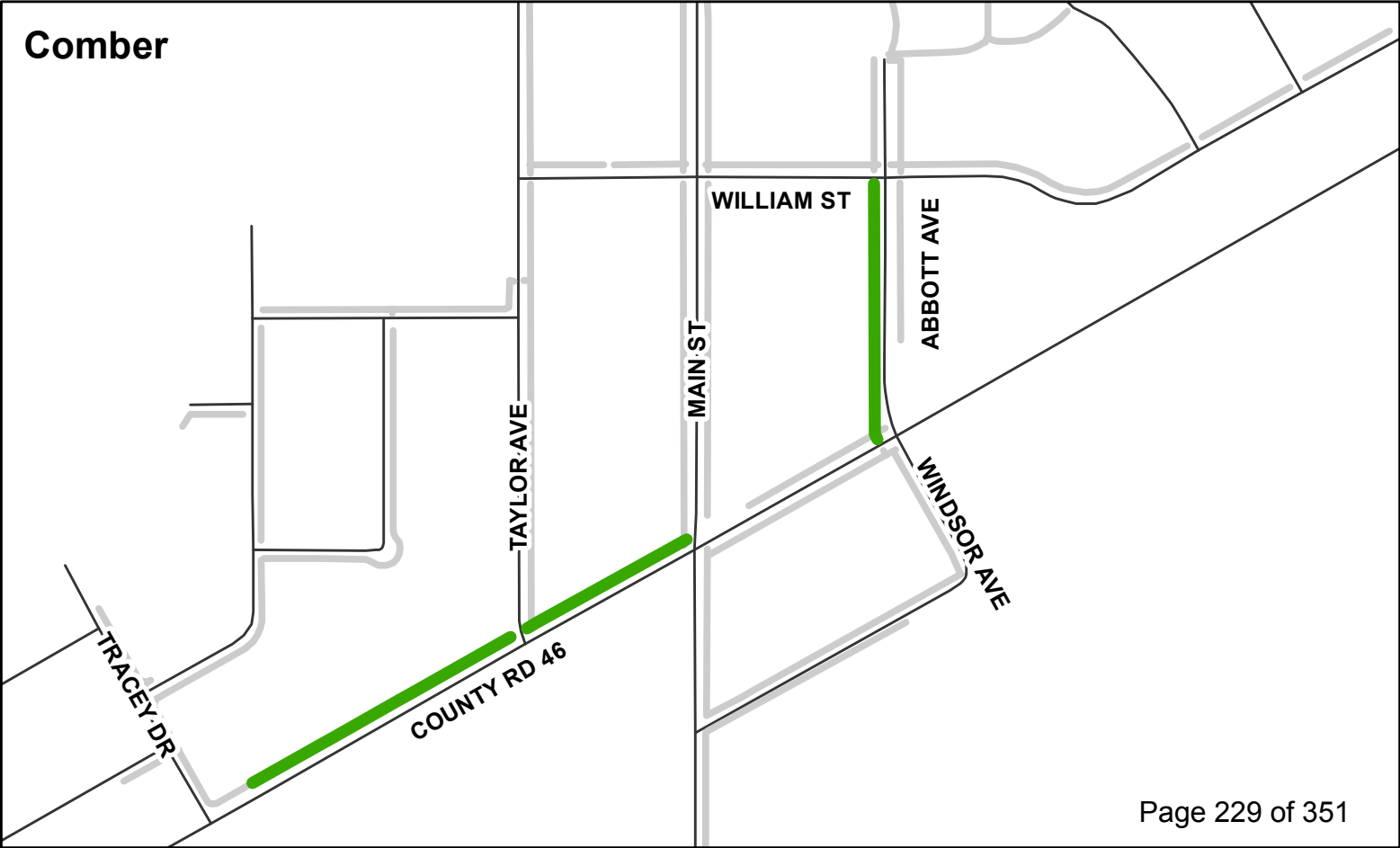
2023 Sidewalk Life Cycle Replacement

-  Sidewalk Life Cycle Replacement
-  New Sidewalk
-  Existing Sidewalk

St. Joachim



Comber



Municipality of Lakeshore – Report to Council

Operations

Water Management



To: Mayor & Members of Council

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

Date: April 20, 2023

Subject: Contract Award, Programmable Logic Controller (PLC) Replacements at Stoney Point and John George Water Treatment Plant (WTP)

Recommendation

Award the contract for the Programmable Logic Controller (PLC) Replacement at both the Stoney Point and John George Water Treatment Plant (WTP) to ONYX Engineering through non-competitive selection in the amount of \$162,816.00, including non-recoverable HST, as presented at the May 2, 2023 Council meeting.

Background

Programmable Logic Controllers assist with the operation of Lakeshore's Supervisory Control and Data Acquisition (SCADA) system at both the Stoney Point WTP and John George WTP. These assist with the collection and monitoring of data for all critical functions in the WTPs while the potable water process is underway.

There are 3 PLCs at the Stoney Point WTP and 7 PLCs at the John George WTP.

2 PLCs were previously replaced at the John George WTP, one in 2019 and one in 2022, leaving still 3 to be replaced at the Stoney Point WTP and 5 at the John George WTP.

In the 2023 Budget, Council approved the replacement of four (4) PLCs, three (3) in Stoney Point WTP and one (1) in John George WTP. The remaining PLCs that have not been replaced at John George WTP (four (4)) will be brought forward in the 2024 budget.

Comments

The existing PLCs have reached their life expectancy and require replacement to provide reliable and continuous monitoring of data and to continue to remain in compliance with Provincial Regulations.

When replaced, the PLCs will also be upgraded to mitigate the risk of potential cyber-attacks. The current PLCs cannot be programmed to prevent malware attacks on Lakeshore's SCADA system, leaving the process, monitoring, and information collected at the Water Treatment Plants at risk.

The replacement and upgrade of the PLCs will ensure that the WTP(s) can perform in a safe, efficient, and risk-free manner.

Lakeshore's Purchasing By-law 36-2020, Section 3.9 allows non-competitive selection for purchases based on the below:

- a) The requirement for competitive bid solicitation for goods, services, and construction may be waived under joint authority of the appropriate Department Head and the Purchasing Coordinator and replaced with negotiations by the Department Head under the following circumstances:
 - i. where competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, technical secrets or controls or raw material;
 - ii. where due to abnormal market conditions, the good, services, or construction required are in short supply;
 - iii. where only one source of supply would be acceptable and cost effective;
 - iv. where there is an absence of competition for technical or other reasons and the goods, services, or construction can only be supplied by a particular supplier and no alternatives exist;
 - v. where the nature of the requirement is such that it would not be in the public interest to solicit competitive bids as in the case of security or confidentiality matters.
- b) When a Department Head intends to select a supplier to provide goods, services, or construction pursuant to subsection 3.9 a), a written report indicating the compelling rationale that warrants a non-competitive selection will be submitted by the Department Head to Town Council for approval.

Based on the circumstances listed in item a) above, i and iii was found to apply based on the below:

- i. ONYX Engineering has been appointed as the Rockwell (Allen Bradley) Automation Recognized System Integrator for the Windsor Region, therefore in this case competition would be precluded as they are the only authorized area integrator to supply and work on Rockwell Automation based equipment (including trouble shooting, maintenance and warranty support).

- iii. Since the existing PLC equipment is Allen Bradley which must require Allen Bradley hardware and software replacement in order to be compatible with the existing system, the replacement also requires approved suppliers, as applicable in this case which would be acceptable and cost effective as ONYX are the only local approved supplier for these parts.

Further, Section 3.9 (b) will be met, upon receipt and support for award under this report.

Therefore, using a non-competitive selection process for this project meets the criteria outlined in Lakeshore's Purchasing By-law and allows the project to proceed immediately.

Additionally, there is a short supply of all parts required for PLC Replacement projects throughout Ontario. ONYX Engineering is expecting the material delivery for the project to take approximately 16 weeks (4 months) and it has been identified that this is not a guarantee based on the existing global supply shortage. In addition, due to the global chip shortage, timing is critical on ordering, however because this is considered an essential service use, priority will be provided to the project.

Others Consulted

ONYX was consulted as part of this project.

Financial Impacts

In the 2023 Budget, Council approved the replacement of four (4) PLCs, three (3) in Stoney Point WTP and one (1) in John George WTP in the amount of \$200,000.

The total project cost to complete the four (4) PLC replacements is in the amount of \$162,816.00, including non-recoverable HST. This project is \$37,184.00 under the approved budget.

The remaining funds allocated for this project in the amount of \$37,184.00 will be put back into the water reserves to support the future replacements.

Report Approval Details

| | |
|----------------------|---|
| Document Title: | Contract Award, PLC Replacements at Stoney Point and John George Water Treatment Plant (WTP).docx |
| Attachments: | |
| Final Approval Date: | Apr 26, 2023 |

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

Prepared by Krystal Kalbol

Approved by Justin Rousseau and Truper McBride

Municipality of Lakeshore – Report to Council

Growth & Sustainability

Community Services



To: Mayor & Members of Council
From: Frank Jeney, Division Leader – Community Services
Date: March 24, 2023
Subject: Libro Centre – Lakeshore Karate Contract

Recommendation

Approve an agreement with Mr. Wayne Currie for the use of the Libro Centre multi-purpose room for a 1-year term, with the option to extend the agreement for an additional two years, at a rate of \$450 plus tax per month and direct the Clerk to read By-law 41-2023 authorizing the Mayor and Clerk to sign the agreement, as presented at the May 2, 2023, Regular Council meeting.

Background

At the Regular Council meeting of March 10th 2020, a Council Resolution was passed:

Resolution #63-03-2020

Direct Administration to prepare an agreement with Mr. Wayne Currie for the use of the Libro Centre multi-purpose room for a 3 year term at a rate of \$400 plus tax per month and that the necessary by-laws be prepared.

Result: Carried Unanimously

Lakeshore Karate entered into an agreement with the Municipality of Lakeshore for the rental of the Libro Centre's multi-purpose room to offer a martial arts school three days per week.

On March 14th 2020, the world pandemic forced Lakeshore to cease all recreational programs, and recreational spaces were closed to the public. Lakeshore Karate was unable to resume full activities until November 2021. Lakeshore Karate was only able to operate for a total of 16 months of the previous 3-year contract due to the pandemic.

As the current 3-year agreement has reached the end of its term, Lakeshore Karate has requested to renew its agreement with the Municipality. Administration recommends

entering into an additional one-year term agreement, with the option to extend the agreement for an additional two years thereafter.

Comments

Karate programs are highly skilled and require a highly skilled person to run the curriculum. Wayne Currie runs Lakeshore Karate at an industry best standard, providing Lakeshore youth the opportunity to learn positive life skills, and important confidence building attributes.

Currently, Lakeshore does not have interest from other external programs for use of the Libro Centre. It is recommended to offer this contract on a yearly basis to allow for future consideration of other programs or uses. Administration would be responsible for extending the contract in years 2 and 3, as per mutual agreement with Lakeshore Karate and recommends including this delegation of authority to the Chief Administrative Officer.

Financial Impacts

The agreement will require Lakeshore Karate to pay a flat rate of \$450 plus tax per month. The increase from \$400 per month to \$450 per month would be in line with annual inflation rate per the Bank of Canada from 2020 to 2023. (A three-year average of 3.99%)

The annual income of this agreement totals \$6,102.00. If charged per the Lakeshore 2023 User Fee Bylaw, the hourly rate of \$86.00 plus tax would be applied. The rental fees for 11 hours per week at the Libro Centre would be \$12,827.76 annually.

Attachments

Report to Council: March 2, 2020 “Request for Reduction of Facility Use Fees, Libro Centre”

Report Approval Details

| | |
|----------------------|---|
| Document Title: | Libro Centre - Lakeshore Karate Contract.docx |
| Attachments: | - RequestforReductioninFacilityUseFeesLibroCommunityCentre.pdf - Letter to Lakeshore -Libro Agreement 02012023.pdf |
| Final Approval Date: | Apr 27, 2023 |

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

Prepared by Frank Jeney

Submitted by Tammie Ryall

Approved by Justin Rousseau and Truper McBride

The Corporation of the Town of Lakeshore

Report to Council

Community & Development Services

Recreation Services



To: Mayor & Members of Council

From: Tammie Ryall, Director of Community and Development Services

Date: March 2, 2020

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

Recommendation

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

Background

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

Finance Services Reports (Attachment 1)

b) Grants and Community Partnership Program

385-08-2019 — Bailey/Santarossa

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

Carried Unanimously

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

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

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

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

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

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

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

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

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

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

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

Comments

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

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

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

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

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

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

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

Financial Impacts

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

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

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

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

Assistance prohibited

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

Same

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

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

Attachments:

Attachment 1 – Grant and Community Partnership Report to Council

Attachment 2 - Grant Request Policy AD-069

Attachment 3 - 2019 Hours and Fees Paid by Lakeshore Karate

Attachment 4 - Wayne Currie's Submission

Report Approval Details

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

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

Rosanna Pellerito

Kristen Newman

Truper McBride

**TOWN OF LAKESHORE
FINANCE SERVICES
FINANCE**

TO: Mayor and Members of Council
FROM: Rosanna Pellerito, Director of Finance
DATE: October 11, 2019
SUBJECT: Community Benefit Fund Grant Program

RECOMMENDATION:

It is recommended that Council:

1. Adopt the revised Grant Request Policy AD-069; and
2. Adopt the Lakeshore Community Benefit Fund (LCBF) Grant Policy and related appendices; and
3. Approve a base budget of \$25,500 to be established as part of the 2020 Budget to fund grant requests under this policy.

BACKGROUND:

At its meeting on August 13, 2019 Council directed Administration to prepare draft revisions to the current Grant Request Policy AD-069 and prepare a Community Partnership program policy for Council's Review.

Attached is the revised Grant Request Policy AD-069 and a draft Community Benefit Fund Grant policy for Council's review. Also included is Appendix A – Application for Funding under the Lakeshore Community Benefit Fund and Appendix B – Evaluation Matrix.

COMMENTS:

Under the proposed policy, only those organizations located in the Town of Lakeshore or provide evidence of a project specific to the Town of Lakeshore, with the majority of participants being from the Town of Lakeshore that meet all of the following criteria will be considered for a grant under the LCBF

- a) Registered charitable organization; or
- b) Registered not-for-profit organization; or
- c) Association or society otherwise recognized at law that is non-for-profit

All organizations requesting funding under the Lakeshore Community Benefit Fund must submit an application using the "Application for Funding under the Lakeshore

Community Benefit Fund". Grants may award by way of cash, in kind assistance or waiver of fees. The Lakeshore Community Benefit Fund is meant for one time funding of projects or initiatives and not an annual allocation. Organizations submitting grant requests for annual re-occurring grant funding will be referred to the Grants Policy AD-0069.

This policy excludes Town support offered through formal partnership and sponsorship agreements and those grants funded through the Grant Fund Policy AD-0069.

This program does not cover the waiving of fees relating to development charges, building permit or planning fees. Council may consider exempting fees for Development Charges through the Development Charges Study. Council may consider waiving or reducing building permit or land use planning fees through an approved Community Improvement Plan.

Applications must provide services that fall into one of the following categories;

Social & Community Services: services that respond to the basic needs and safety of residents within the community, including referral, information and assistance in a variety of areas such as health care, food, clothing, shelter, government services, counseling, employment, etc. and services which promote healthy communities.

Senior or Youth: Programs or activities directed towards the youth or senior population.

Historical, Arts & Cultural Events or Organizations: Events and activities which serve to celebrate history, arts and culture, or gather, document, preserve or otherwise maintain information and artifacts of an historical or cultural value.

Fundraisers for Municipal Projects: Fees may be waived for fundraisers held in a municipal facility, whose sole purpose is to raise funds for a municipal project to construct, rehabilitate or maintain municipal infrastructure. Assistance provided in this category will be prorated based on the proportion of funds raised and directed towards municipal projects to total funds raised.

Community Beautification & Protection/Preservation of the Environment: includes projects which serve to enhance or beautify the municipality or preserve and protect the environment.

Applications will only be considered on an annual basis with the deadline for submitting an application being September 30th for approval in the following year's budget. The Director of Financial Services or his/her designate will receive and score applications in accordance with the evaluation matrix found in Appendix B. A summary will be prepared

and attached to copies of applications for presentation to Council. Council will review submissions as part of the annual budget deliberation process.

OTHERS CONSULTED:


Policy development committee.

FINANCIAL IMPACTS:

Administration is recommending an annual budget of \$25,500 be established to fund grant requests under the Lakeshore Community Benefit Fund Grant program. This is in conjunction with the annual transfer to the Community Benefit Reserve from the Wind Turbine land use agreements and has no impact to the annual tax revenue base.

Should Council wish to approve more than \$25,500 in a given year, additional funding can be drawn from the Community Benefit Reserve fund provided such funds are available within the fund.

Prepared by



Rosanna Pellerito CPA, CGA, CRM
Director of Finance

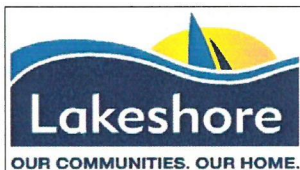
Approved by



Truper McBride, MPlan, RPP, MCIP
Chief Administrative Officer

RP/rp

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APPENDIX A
CORPORATION OF THE TOWN OF LAKESHORE

419 Notre Dame Street
Belle River, ON N0R 1A0
Phone: 519-728-2700

Lakeshore Community Benefit Grant
Application for Grant Funding

NOTICE TO APPLICANTS -

The Town of Lakeshore policy for Community Benefit Grants is included as part of this application package and should be read prior to completing an Application for Grant Funding under the Lakeshore Community Benefit Grant Fund. Applications will be scored in accordance with the evaluation matrix (APPENDIX B to the Policy). Send completed applications to the attention of the Director of Finance at the Town of Lakeshore, 419 Notre Dame St, Belle River ON, N0R1A0 or by email to director.finance@Lakeshore.ca
The Deadline for submission is September 30 each year.

GENERAL INFORMATION (must be completed by all applicants)

Name of Organization/Group/Project:

Street Address/PO Box

City/Province Postal Code

Contact Person:

Name & Position

Telephone Number:

Fax Number:

Email Address:

INFORMATION ABOUT YOUR ORGANIZATION (must be completed by all applicants)

Type of Organization: (select one)

☐ Registered Charity

Regist. # :

☐ Incorporated Not-for-profit

Incorp. # :

☐ Other (provide details below)

Other: (please specify)

No. of Volunteers in Organization:

No. of Paid Employees in Organization:

TYPE OF GRANT & GENERAL GRANT INFORMATION (please select only one)

☐ Cash Grant

Amount: _____

☐ In-Kind (provide detail below)

☐ Waive Fees (provide % and details below)

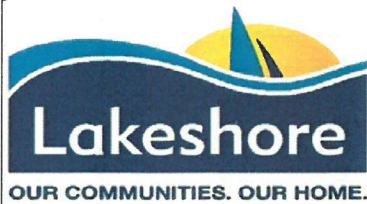
☐ Disaster Relief (provide details below)

| TYPE OF GRANT & GENERAL GRANT INFORMATION (continued from previous page) | |
|--|---|
| Description of Project/Service Provided by Organization: _____ | |
| _____ | |
| _____ | |
| _____ | |
| _____ | |
| Has your organization received a grant in previous year(s)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please specify amount of grant per year: _____ | |
| _____ | |
| Will your organization require grants in future years? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| PROGRAM / EVENT / PROJECT DETAILS (must be completed by all applicants) |
|---|
| Briefly explain the new program, event or project to be provided by your organization: (Additional information may be attached if space is required) |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |

| BENEFIT TO THE TOWN OF Lakeshore (must be completed by all applicants) | |
|---|---|
| Is your organization based in the Town of Lakeshore? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How will your organization benefit the Town of Lakeshore? _____ | |
| _____ | |
| What is the anticipated # of Town of Lakeshore residents participating or benefiting from the project or service? | |
| _____ | |
| Demographic Information (existing multi-yr projects/organizations only): | |
| No. of Town of Lakeshore residents using the service/participating | <input type="text"/> (a) |
| Total Number of persons using service/participating | <input type="text"/> (b) |
| % Benefit to the Town of Lakeshore | <input type="text"/> (a) / (b) |
| Council reserves the right to request membership lists, etc. to support demographic information provided above. | |

| GRANTS FROM OTHER MUNICIPALITIES (must be completed by all applicants) | |
|--|---|
| Have you applied for a grant from another municipality? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If you answered yes, please provide details (municipality name, amount requested and whether application has been approved). | |
| _____ | |
| _____ | |



**APPENDIX B
CORPORATION OF THE TOWN OF LAKESHORE**

419 Notre Dame Street
Belle River, ON N0R 1A0
Phone: 519-728-2700

**Lakeshore Community Benefit Grant
Evaluation Matrix**

The purpose of the evaluation matrix is to objectively measure requests for funding against the eligibility criteria set out in the attached policy.

This evaluation matrix may be amended from time to time by resolution of Council.

One point will be awarded for each successful factor. Sections will be totaled and multiplied by the stated weighting factor. The grand total of all weighted sections determines the application's overall score.

Evaluation Factors:

Section 2.0 Eligibility Criteria

| | |
|---|--------------------------------|
| Submitted complete application. | <input type="checkbox"/> |
| Submitted application by deadline. | <input type="checkbox"/> |
| Applicant is a registered charity/ not-for-profit or volunteer group. | <input type="checkbox"/> |
| Applicant represents a charity or group that has no paid employees. | <input type="checkbox"/> |
| Subtotal | <input type="text" value=""/> |
| Weighting Factor | <input type="text" value="1"/> |
| Section Total | <input type="text" value=""/> |

Section 3.0 Funding Categories

Request matches funding category (select all that apply)

| | |
|---|--------------------------------|
| Social & Community Services | <input type="checkbox"/> |
| Seniors or Youth | <input type="checkbox"/> |
| Historical, Arts & Cultural Events or Organizations | <input type="checkbox"/> |
| Fundraisers for Municipal Projects | <input type="checkbox"/> |
| Community Beautification & Protection/Preservation of Environment | <input type="checkbox"/> |
| Disaster Relief | <input type="checkbox"/> |
| Event Sponsorship | <input type="checkbox"/> |
| Subtotal | <input type="text" value=""/> |
| Weighting Factor | <input type="text" value="1"/> |
| Section Total | <input type="text" value=""/> |

Section 3.2 Types of Funding

Request is for only one type of funding

Request is for in kind services only.

Subtotal
Weighting Factor
Section Total**Section 6.1 Sustainability**Application is for less than than **50%** of project costs.*

*Applicant must demonstrate ability to finance the balance of the costs

Application is for less than than **25%** of project costs.**

**Additional point

Applicant has not received funding/support in previous 2 years.

Application is for current year only.

Subtotal
Weighting Factor
Section Total**Section 6.2 Benefit to Residents of Lakeshore**

Application will benefit how many Lakeshore residents:

Weighting
Factor

0 - 25 residents

| | | |
|----------------------|--------------------------------|----------------------|
| <input type="text"/> | <input type="text" value="0"/> | <input type="text"/> |
|----------------------|--------------------------------|----------------------|

26 - 100 residents

| | | |
|----------------------|--------------------------------|----------------------|
| <input type="text"/> | <input type="text" value="1"/> | <input type="text"/> |
|----------------------|--------------------------------|----------------------|

100 - 500 residents

| | | |
|----------------------|--------------------------------|----------------------|
| <input type="text"/> | <input type="text" value="2"/> | <input type="text"/> |
|----------------------|--------------------------------|----------------------|

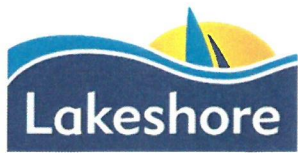
500 - 2000 residents

| | | |
|----------------------|--------------------------------|----------------------|
| <input type="text"/> | <input type="text" value="3"/> | <input type="text"/> |
|----------------------|--------------------------------|----------------------|

2000+ residents

| | | |
|----------------------|--------------------------------|----------------------|
| <input type="text"/> | <input type="text" value="4"/> | <input type="text"/> |
|----------------------|--------------------------------|----------------------|

APPLICATION GRAND TOTAL (max score 25)



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

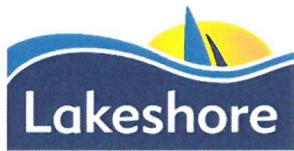
1.0 Purpose and Scope

1.1 The purpose of this policy is to:

- a) Establish guidelines for funding to organizations that meet the eligibility requirements and funding categories of the Lakeshore Community Benefit Fund (LCBF);
- b) Define the types of organizations that are eligible for funding;
- c) Establish eligible funding categories;
- d) Define funding mechanisms;
- e) Define the requirements for an annual application process for grant requests; and
- f) Ensure fairness and consistency in providing funding to qualifying organizations.

1.2 Only those organizations that meet all of the following criteria will be considered for a grant under the LCBF:

- a) The "Organization" is a:
 - a) Charitable organization registered with the Canada Revenue Agency;
 - b) Registered not-for-profit organization;
 - c) Association or society otherwise recognized at law that is not-for-profit.
- b) The Organization seeking a grant under the LCBF must provide services that fall into one of the funding categories identified in Section 2.1 "Funding Categories";
- c) The Organization must:
 - a) Be located in the Town of Lakeshore; or
 - b) Conduct itself in a way that provides a benefit to residents of the Town of Lakeshore.



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

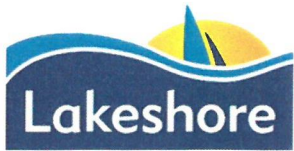
Date Last Reviewed:

- 1.3 This policy excludes Town support offered through the Grant Fund Policy AD-0069.
- 1.4 Organizations submitting grant requests for multiple years will be referred to the Grants Policy AD-0069.
- 1.5 The Community Benefit Fund is meant for one time funding of projects or initiatives and is not intended to fund:
 - a) the waiver of fees relating to development charges, building permit, planning fees;
 - b) deficits from operations of past years;
 - c) projects or initiatives that duplicate or resemble projects or initiatives offered by the Town.

2.0 Definitions

Funding Categories

- 2.1 **Social & Community Services:** services that respond to the basic needs and safety of residents within the community, including referral, information and assistance in a variety of areas such as health care, food, clothing, shelter, government services, counseling, employment, etc. and services which promote healthy communities.
- 2.2 **Senior or Youth:** Programs or activities directed towards the youth or senior population.
- 2.3 **Historical, Arts & Cultural Events or Organizations:** Events and activities which serve to celebrate history, arts and culture, or gather, document, preserve or otherwise maintain information and artifacts of an historical or cultural value.



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

- 2.4 Fundraisers for Municipal Projects:** Fees may be waived for fundraisers held in a municipal facility, whose sole purpose is to raise funds for a municipal project to construct, rehabilitate or maintain municipal infrastructure. Assistance provided in this category will be prorated based on the proportion of funds raised and directed towards municipal projects to total funds raised.
- 2.5 Community Beautification & Protection/Preservation of the Environment:** includes projects which serve to enhance or beautify the Town of Lakeshore or preserve and protect the environment.

Types of Funding

The following types of funding requests will be entertained under the LCBF. Applications will be limited to requests for one type of funding only.

- 2.6 Grants:** The Town of Lakeshore may award cash grants, up to a maximum of 50%, of the cost for the following:
- a) Start-up costs for new programs;
 - b) Special events; or
 - c) Capital projects.

The applicant will be required to demonstrate that they have the funding available, or a viable financial plan, to fund the balance of the cost.

- 2.7 In-Kind Assistance:** includes work performed for the organization by Town of Lakeshore employees during regular hours while employed by the Town (for example: snow removal, grass cutting, barricade placement, traffic control).
- 2.8 Waiver of Fees:** one time waiver of all or a portion of the fees normally charged for the use of space in a municipal facility.



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

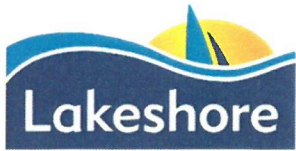
Date Last Reviewed:

3.0 Applications for Funding under the Lakeshore Community Benefit Fund

- 3.1** An Organization requesting funding under the Lakeshore Community Benefit Grant Fund must submit an application using the “Application for Funding under the Lakeshore Community Benefit Fund” contained in Appendix A.
- 3.2** All information requirements outlined in the application must be included with an application.
- 3.3** Applications for operating grants, capital grants and in-kind grants for the following funding categories will only be considered on an annual basis. The deadline for submissions for grant applications is September 30th for approval in the following year’s budget:
 - a) Social & Community Services;
 - b) Seniors or Youth;
 - c) Historical, Arts & Cultural Events or Organizations;
 - d) Community Beautification & Protection/Preservation of the Environment.
- 3.4** Only one application per organization will be considered in a calendar year. All programs, projects and undertakings requiring grant funding for an organization must be consolidated into one application.
- 3.5** Applications will only be considered from an Organization if they are submitted prior to the commencement of a project or initiative and before any costs associated with the project or initiative are incurred.
- 3.6** If an Organization applying for a grant has a financial surplus or reserve from prior years’ operations and it is not designated for a specific purpose, the amount of the surplus or reserve will be deducted from any grant approved for the organization.

4.0 Processing Applications

- 4.1** All grant applications will be assessed solely on the information provided in the application on or before the deadline.



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

- 4.2** All applications for operating grants, capital grants and in-kind grants for the September 30th deadline will be reviewed for completeness by the Director of Finance who will score the requests based on the evaluation matrix and provide to Council for approval as part of the annual budget process. Applicants will be advised of the status of their grant application after budget adoption by Council.
- 4.3** All other applications submitted throughout the year will be reviewed by the Director of Finance and considered by Council at the earliest possible meeting date following receipt of the request.
- 4.4** The granting of assistance in any year is not to be regarded as a commitment by the Town of Lakeshore to continue assistance in future years.

5.0 Payment of Approved Grants

- 5.1** Successful applicants will be required to enter into a contract with the Town.
- 5.2** Grants will be paid to recipients within 30 days of approval.
- 5.3** Grant recipients may be required, upon request, to provide financial documentation (ex: receipts) to verify that grant proceeds were applied towards their intended purpose as outlined in their grant application.

6.0 Recognition

- 6.1** Grant recipients are required to acknowledge the Town of Lakeshore's contribution to their project in a manner approved by the Town of Lakeshore.
- 6.2** All recognition must be approved by the Town of Lakeshore prior to printing, posting or distributing the material.

7.0 Repayment of Grants

- 7.1** Grant recipients shall repay the whole or any part of the grant as determined by the Town of Lakeshore if the grant recipient:
 - a) Ceases operating;
 - b) Ceases to operate as a non-profit, charitable or volunteer group;



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

- c) Merges or amalgamates with any other party;
- d) Knowingly provides false information in a grant application;
- e) Uses grant funds for purposes other than those identified in the grant application and subsequently approved by the Town of Lakeshore;
- f) Breaches any other terms or conditions of the LCBF;
- g) Breaches any of the provisions of the Human Rights Code or Criminal Code in its operations;
- h) The Organization uses the grant funding for a purpose other than which it was approved; or
- i) Acts in the capacity of funding body for, or makes grants or transfers funds to any other group or organization.

7.2 Any unused portion of a grant paid to a grant recipient remains the property of the Town of Lakeshore and must be repaid by the recipient upon request.

7.3 It is recognized that organizations that receive grant funding may have a year-end that is different from the Town's fiscal year end. The determination of funding use will be assessed based on the grant recipient's year end.

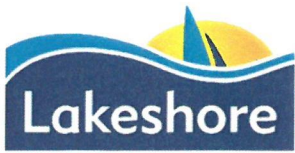
8.0 Applications Budget for the Lakeshore Community Benefit Fund

8.1 The total value of grants provided through the LCBF will be limited to annual budget allocations approved by Council.

8.2 The Town reserves the right to adjust awards to approved recipients if the total of approved requests exceeds the recommended annual maximum.

9.0 Responsibilities

9.1 The Director of Finance or his/her designate will receive and score applications in accordance with the evaluation matrix found in Appendix B. A summary will be prepared and attached to copies of applications for presentation to Council.



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

- 9.2** Council will review submissions as part of the annual budget deliberation process.
- 9.3** Council is responsible for allocating resources for the successful implementation of the LCBF during the annual budget process.
- 9.4** Successful applicants are responsible for ensuring truthful accurate information is provided to the Town and to notify the Town of any changes that may affect the grant award. Successful applicants are also required to use the funds in accordance with the grant agreement.

10.0 Consequences

- 10.1** Refer to section 7.0 above.

11.0 Reference Documents

- 11.1** Annual Budget
- 11.2** Grants Policy AD-0069
- 11.3** Lakeshore Community Benefit Fund Application Form (Appendix A to this policy)
- 11.4** Evaluation Matrix (Appendix B to this policy)

12.0 Communication and Training

- 12.1** This policy will be communicated to all staff and Council.
- 12.2** This policy will be included on the Town Website
- 12.3** Training will be provided to staff and Council.

13.0 Review/Revisions

- 13.1** This policy will be reviewed annually as needed
- 13.2** Identify within chart each revision, by whom and when.



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

| # | Date Revised | Author | Section | Details of Change |
|---|------------------|-------------------|---------|-------------------|
| 1 | October 22, 2019 | Rosanna Pellerito | | Created Policy |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Refer policy questions to the Director of Finance

| | |
|-----------------------------------|---|
| Policy: Grant Requests | Policy #: AD-069 |
| Department: Administration | Effective Date: September 9, 1999 |
| | Revision Date: July 10, 2009 May 18, 2012 September 16, 2019 |

1.0 Purpose

- 1.1 To define a policy for the administration of grant requests received by or submitted to the Town of Lakeshore.

2.0 Scope

- 2.1 This policy covers all requests for grants received by the municipality

3.0 Policy

- 3.1 All grant requests received shall be acknowledged and the requestor referred to this policy.
- 3.2 As of the year 2000, the municipality will discontinue approval of further grants with the exception of;

| ORGANIZATION | AMOUNT | PURPOSE OF GRANT |
|------------------------------|-----------------------------|---|
| Comber Historical Society | \$10,000 | Ongoing operations |
| Maidstone Historical Society | \$10,000 | Ongoing operations |
| Club de L'Age D'or | \$11,320 | Match grant program under Seniors Active Living Centres Act |
| Good Neighbour Club | \$12,677 | Match grant program under Seniors Active Living Centres Act |
| Comber Agricultural Society | \$2,500 | Policing for Comber Fair |
| Belle River On the Lake BIA | \$2,500 | Policing for Sunsplash Festival |
| | In-kind services | <ul style="list-style-type: none"> Banking, accounting, insurance and IT functions office space and supplies staffing and equipment for the installation of lights and banners on streetlights |
| Comber Chapter IODE | \$1,120 (waiver of fees) | Waiver of rental fees for events at Comber Community Centre |

- 3.3 Council will consider the grants previously approved for those organizations separately subject to budget availability.
- 3.4 Grant requestors may be referred to the other venues for funding or to the Town's Community Benefit Fund.

4.0 Responsibility

- 4.1 It is the responsibility of the Chief Administrative Officer to ensure staff is aware of and follow this policy.
- 4.2 It is the responsibility of staff to follow this policy.

5.0 Consequences

- 5.1 Failure to follow this policy may result in disciplinary action.
- 5.2 Failure to follow this policy may result in inaccurate information being provided to the Town of Lakeshore community.

6.0 References

- 6.1 There are no references at this time.

**TOWN OF LAKESHORE
FINANCE SERVICES
FINANCE**

TO: Mayor and Members of Council

FROM: Rosanna Pellerito, Director of Finance

DATE: July 19, 2019

SUBJECT: Grants and Community Partnership Program

RECOMMENDATION:

It is recommended that:

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

BACKGROUND:

Current Grant Policy AD-069

The current Grant Request Policy AD-069, last revised in May 2012, discontinued the approval of any further grants with the exception of the Comber and Maidstone Historical Societies. These organizations each receive an annual grant of \$10,000 for ongoing operations.

While the current grant policy prohibits grants to any organization except the Comber and Maidstone Historical Societies, the Town of Lakeshore does provide funding to other organizations both monetary as well as in-kind support.

Both the Comber Agricultural Society and the BIA each receive \$2,500 in monetary funding towards policing costs for the Comber Fair and Sunsplash. These festivals, as well as other festivals also receive a number of in-kind services provided by the Town including, but not limited to staffing resources, setting up and taking down barricades, enhanced levels of service with beautification and set up of certain park amenities, road maintenance and street sweeping, as well as increased water and hydro servicing at Town owned facilities which are paid for by the Town. For example, a total of \$8,500 in staff wages was incurred by the Town on for Sunsplash alone in 2019.

The Town provides annual monetary funding to the Club De L'Age D'or of \$11,320 as well as \$12,677 to the Good Neighbor Club pursuant to matching grant program administered by the Ministry of Senior Affairs under the Seniors Active Living Centres Act 2017.

The Town also provides assistance to the BIA through other in-kind services such as;

- The Town supports the BIA with all of its banking and accounting functions including daily banking, revenue deposits, accounts payable, bank reconciliations, daily accounting transactions, insurance program management and year end audited financial statements, all administered by Town staff and through the Town's bank account.
- The Town provides the BIA office space and other resources for printing, office supplies, IT support, storage, reception etc.
- The Town also provides staffing and equipment for the installation of lights and banners on streetlights.

These are all costs incurred by the Town that are not recovered by the BIA and therefore considered in-kind grants.

Other benefits provided by the Town include a waiver of fees for Wayne Currie who provides karate services out of the Libro Centre, and a waiver of rental fees for the IODE group to use the Comber center for various events at no cost. Based on the current Tariff of Fees by-law, Mr. Currie is receiving a subsidy in the amount of approximately \$23,730 annually and the IODE group is receiving a subsidy of approximately \$1,120 annually. These too are considered grants and will be reported as such going forward.

Community Partnership Program

From 2006 through to 2008, the Town of Lakeshore administered a Community Partnership Fund (CPF) which distributed funds to local organizations to support cultural, heritage and community celebrations for community projects, festivals and events. The CPF was a limited resource fund intended to be replenished by the Town on an annual basis subject to approval by Town Council. The following general funding parameters applied:

- Mainstream projects may be entitled to up to 50% of a project cost, up to a maximum of \$5,000 per project.
- Festival and event projects may be entitled to up to 50% of a project cost, up to a maximum of \$2,500 per project.
- Festival and event projects must meet the Municipal Festivals and Events Policy and Guidelines.
- Estimates were required from two different suppliers and/or contractors for each project in excess of \$3,000 including projects for proposed renovations.

Contractors for municipally owned facilities and parks must be approved by the Town of Lakeshore.

- Once a grant is approved, the amount of the grant will not change, even if the project costs rise.
- In-kind costs are not eligible.

The grant was intended for one-time funding and not intended to create an ongoing dependency on the Town for future funding. It was also not intended to replace the grant policy which governed re-occurring annual grants. Under this program, and with the completion of a number of projects between 2006 and 2008, the Town was able to leverage over \$500,000 worth of investment into the community with less than \$200,000 in contribution.

A few of the projects that were approved for grant funding under the Community Partnership Program were:

- Construction of a storage building at Lion's Club in Lighthouse Cove
- Fencing at the Lakeshore Black Historical Cemetery
- Beautification and repairs to the Belle River Cenotaph
- Upgrades to the Lions Park #2 Diamonds
- Millen Centre improvements
- Wheelchair accessible washrooms at the Royal Canadian Legion
- Heritage building preservation at the Walls Underground Railroad Museum

As part of the 2009 Budget, given various budget pressures, in an effort to find cost savings as a result of economic slowdown, Council eliminated funding for the Community Partnership Program.

COMMENTS:

Throughout the region, there are many municipalities who provide grants in one form or another. Grants can be provided by way of monetary funding or in-kind contributions. Grants can be annual and incorporated into the municipality's base budget and administered through a grant policy, or they can be on-time in nature and typically administered through a partnership type program.

The Town currently has a grant policy, however this grant policy, as indicated above does not provide for grants other than those exceptions which have been specifically approved.

The Town does not currently have an active Community Partnership program. A Community Partnership program is an opportunity for Council to fund initiatives in partnership with local organization to meet strategic goals supporting capital and/or other municipal objectives. Reinstating this program will enable community groups throughout

the municipality to complete endeavors that may not otherwise be completed without the funding assistance.

The recommendation is to revise the current Grant Request Policy to specifically include all those approved grants and prepare a Community Partnership program policy for Council's Review.

OTHERS CONSULTED:

Manager of Communications and Strategic Initiatives

FINANCIAL IMPACTS:

The Town currently provides monetary grants to;

- Comber Historical Society \$10,000
- Maidstone Historical Society \$10,000
- Club de L'Age D'or \$11,320
- Good Neighbour Club \$12,677
- Comber Agricultural Society for policing at the Comber Fair \$2,500
- BIA for policing at the Sunsplash Festival \$2,500
- Wayne Currie waiver of fees of approximately \$22,730 annually
- IODE waiver of fees of approximately \$1,120 annually

These grants are currently budgeted annually and approved by Council. They would fall under the parameters of the grant policy. In addition, the in-kind services provided would be considered grants under the grant policy and reported as such. Grants under this program would continue to form part of the base budget and be funded from tax revenue.

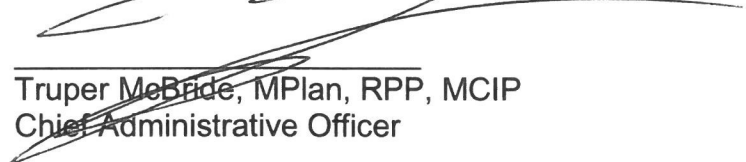
The Community Partnership grant program would require an annual budget that could be funded from the Community Benefit reserve fund. This would not be funded from taxation but rather the investment of the wind farm program in accordance with the various wind farm agreements. For the duration of these agreements, no additional dollars would be required from the Town for this program. These agreements currently contribute \$25,500 to this fund annually and most agreements are for a 20 year term. With the approval of various projects being funded from this reserve fund in 2019, the anticipated year-end balance is \$1.5M.

Prepared by



Rosanna Pellerito CPA, CGA, CRM
Director of Finance

Approved by



Truper McBride, MPlan, RPP, MCIP
Chief Administrative Officer

RP/rp

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2019 Fees paid by Lakeshore Karate at th Libro Community Centre

Wayne Currie

The Libro Centre is booked by Lakeshore Karate every Monday, Thursday and Saturday throughout the year during the times below.

| Dates | Time | Rental rate per Tariff of Fees | Number of dates | Total rental \$ (before tax) |
|---|-------------|---|----------------------------|---|
| Mondays | 5pm - 9pm | \$168 | 45 | \$7,560 |
| Thursdays | 5pm - 9pm | \$168 | 50 | \$8,400 |
| Saturdays | 9am - 12pm | \$162 | 49 | \$7,938 |
| plus one Karate Expo | | | | |
| Fri Oct 16 | full day | \$280 | 1 | \$280 |
| Sat Oct 17 | full day | \$280 | 1 | \$280 |
| Sun Oct 18 | 1/2 day | \$168 | 1 | <u>\$168</u> |
| Total if based on Tariff of Fees | | | | <u>\$24,626</u> |
| Actual amount paid (before tax): | | | | |
| Monthly | | \$158 | 12 | <u>\$1,896</u> |
| Difference/Loss Revenue | | | | <u><u>-\$22,730</u></u> |

Lakeshore Karate -Partnership Report and Request for Reconsideration

Mission Statement "Teaching Self Esteem through Self Defense"

Through the practice of karate, you can enhance all areas of your life with greater self confidence, self esteem and physical conditioning. Our goals in Karate training are to develop and improve students' self discipline, confidence, self esteem, fitness, balance and coordination. Learning violence is a choice, confidence avoids conflict and supports society expectations. We teach and expect life skills such as responsibility for your actions, your family and your community. We expect students to be involved and be leaders within their schools and within our community.

Background

Lakeshore Karate has been operating out of the Community Centre in Woodslee, since 2008. Lakeshore Karate operates as a partner program with the Town of Lakeshore. This partnership with the Town of Lakeshore allows for programming costs to remain low for students wishing to pursue Karate training. Students are charged \$20/month, this rate has not increased since day one. This extremely low-cost rate eliminates the obstacles and assists parents to find affordable cost programs for their children, to promote confidence, increase physical activity all in a safe environment. Classes are offered at the Town of Lakeshore, Libro Community Centre in Woodslee.

Lakeshore Karate program is run as a traditional dojo, that has one chief instructor and 8 additional blackbelt assistant instructors. These blackbelts volunteer their time to assist in karate/weapons instruction, guidance and act as role model examples to the students that attend our programing.

Lakeshore Karate program offers the following classes:

Monday and Thursday

(6-10 yrs) 5:00 pm-5:45 pm
(6-10 yrs) 5:45 pm-6:30 pm
(11-14 yrs) 6:30 pm-7:15 pm
(11-14 yrs) 7:15 pm-8:00 pm
(15+ adults) 8:00 pm-8:45 pm

Saturday-Bonus classes (weapons/sparring)

9:00 am-12:00 pm

Historical Perspective of Creation of Karate Programming

We started our Karate program due to the need to save the Millen Community Centre/Library back in 2008. In the previous years the Essex County Libraries were looking at closing all small branch libraries, Woodslee was on the cutting block.

Working to save the library, we identified that no community programs were running out of the Millen Community Centre. The Town had a partnership rental with a Community Church for their School, but after the Church group left, there was a stagnant period. Several town programs tried yet failed to run at the Community Centre, citing lack of interest, instructors not wanting to drive out for programs and the community support wasn't there.

Woodslee community members identified that saving Community Centre/Library was the goal, (the building blocks of our Woodslee community), so we had to find more tenants to offer programs and help increase library usage.

Previously, when my children were young, I coached and was active within several community organizations both Woodslee Orioles Baseball and the St Joachim Athletic Assoc for Soccer and Baseball. Seeing a need and having a skill base as a Karate instructor with a desire to help. I offered to start a karate program that was based on not making revenue, but one based on giving back and making opportunities for young kids and teens. The Town agreed to this new start up program, identified its needs and created the foundation of the partner program.

Lakeshore Karate signed and started paying a monthly partner rate to offer programming to the area community. The spin off benefit to the karate program hours was the library was getting filled with users that were in the building (parents/students waiting for classes or during pickup and drop off of their children). As the program grew, the use of the library increased, thus the EC Library moved away from closure to maintaining the branch. Over the years while we continued to offer low cost programs in partnership with the Town, we always met with Town administrators to be involved in discussions relating to cost increases that would affect our program

Over those years, the Town was moving towards centralizing programming and were considering closure of the Millen Community Centre. This was something that wasn't going to happen, I worked alongside another community advocate, Donna Roubos, and we rallied the citizens, we organized petitions and worked through the budget processes with several different councils, many different administrators for over six years to prevent closure. We organized and campaigned a community grass roots movement to fight against closure and to encourage council to approve the building of a much-needed new community centre to replace the outdated Millen Centre. We were successful.

During this time, I got involved and became the Woodslee Representative on Lakeshore's Community Advisory Community, (previously named "parks committee") a position I held for

12 years and one I just vacated at the end of the term in 2018. I believe in programming for this community, I believe in the Libro Community Centre, I believe in Lakeshore.

There have always been other locations in Woodslee to locate and offer our programming from yet I have never swayed from my partnership commitment. Our program was first introduced May 2008 at the Millen Centre. During the tear down of the Millen Centre in 2013 and build of the Libro Community Centre, the Town brokered an interim location for us to continue to offer classes until we could move back into the new community centre. The Community Centre was built and we moved back into the Community Centre Aug 2014.

Since beginning our partnership in 2008; we have maintained a not for profit karate program within our community, we reinvest any profits back into the program and help families that need assistance with cost for attendance, equipment and uniforms. Since 2008, we have offered and provided classes to hundreds of local residents, and their families. We have continued to offer a low cost community-based program that uses the local community centre and supports the Library.

There are other aspects of the Lakeshore Karate program that also need to be discussed to understand what we stand for, what we provide to this community.

Community Responsibility- Lakeshore Karate "Gives Back"

- Supports the local Lakeshore Community Services each year with a canned goods and non-perishables food drives through-out the year to help those in need. This year (2020) we are participating in the monthly "Show You Care Campaign" needs are identified and collected by the parents and students to donate to this campaign.
- Annually donates backpacks and schools supplies to the Rotary International "Pack for Success" providing kids with the tools for learning campaign.
- Provides Free Women's Self Defence Classes with voluntary donations being collected for the Victim Services of Windsor Essex County
- Conducts Partner Programs for the Essex County Library (Lakeshore Branches -Stoney Point, Comber and Woodslee Branches -providing Free Women's Self Defence Classes for 13 yrs and up)
- Provides free karate and self defense demonstrations at community events or to groups as a means to promote the values of Karate-do. (Canada Day, Seniors Groups, etc)
- Participates in the District School Board (40 hour) Community Involvement Program, allowing high school students to volunteer around the dojo to complete their necessary hours.
- Community Spring Clean Up Day- students walk the neighbourhood to pick up and help clean up garbage or debris. This reinforces civic values and responsibilities.

- Student Leadership Development Awards for students mentoring, becoming engaged in the community and participating in our Give Back programs.
- Libro Community Centre (Ambassadors). The Town of Lakeshore staff refer potential renters or users to attend during our program hours to get facilities tours and to get details regarding rental questions addressed. We also cancel our scheduled classes when the Town requires the program room for events/functions. We monitor the Community Centre, we report any deficiencies or concerns (lighting issues, heating/cooling issues, damages to the Town, for report or corrections).

The reason I presented the above programs we participate in, is to help you understand the impact we have had within Lakeshore.

We have had students attend classes from all over Lakeshore (students have attended classes from Stoney Point, Light House Cove, St Joachim, Staples, Comber, Maidstone, Belle River, Maidstone and of course Woodslee).

We support our local businesses, organizations and services. We support making opportunities to make our community a reason, a place people want to live and raise their families within. Having community partners to strengthen core values is a bonus for the Town of Lakeshore.

Since starting classes in 2008, we are very proud to acknowledge that 46 of our students have tested and obtained their blackbelts (1st or 2nd degree levels). We have another group of teen student's moving towards this goal. I will note the process of obtaining a blackbelt is lengthy. A minimum of 18 years of age and 6 years of training for adults. (Youth blackbelts can be obtained if less than 18 years old). These students that obtained their blackbelts now form part of our team of other adult blackbelts that continue to run our programs.

We have provided classes and have helped hundreds and hundreds of residents and their children develop and foster a better citizen mentality versus a sometimes-destructive community attitude for over a decade.

Current Issue Relating to Tariff of Fees -Bylaw

In December, I was contacted by administration and advised that they were directed by Council to end the long-standing partnership, our previous grandfathered program. I was contacted to attend a meeting with The CAO and Director of Community and Development Services.

At this meeting I was presented 2 options. Furthermore, administration indicated they had no record of formal agreements or partnerships between the Town and Lakeshore Karate. Being quite surprised, I directed them to review their records back as the program was initially set up

with manager Romeo Beaulieu, all subsequent managers would have known, discussed and reinforced the long-standing practice of our partner programming. All would have been privy to many aspects of how this partner programming has benefitted both the Town and to the community.

Furthermore, I provided a program perspective which included the past practice of our working agreement, an acknowledgement of a decade plus relationship. I reviewed that we had made continuous monthly payments, attended discussions, meetings when requested and produced reports over the years. Thus, maintaining my partner responsibilities since 2008. I reviewed how rate increases had occurred over the years and the understanding of how increases could occur. In fact, Lakeshore Recreation Guides has in the past included and identified to residents (actually stating it as a partnership program) that our karate classes were being offered at the Community Centre.

The 2 options presented by Administration were:

1. Instructors start working for the town getting paid an hourly rate and let the Town take over running our program
2. Pay \$57/hr for each hour of programming

Through the review of our karate program, we discussed the opportunity to present an option for consideration, as the two options presented by administration were not being in the spirit of the past working agreements. We identified that we had previously agreed to fees increases over the years. We discussed we weren't opposed to an increase of fees, yet it would need to be something that was achievable and amendable for both parties. I was asked to present a business plan. I was asked to provide program information, and that an alternative to the tariff of fees could be explored.

Request for Council Consideration

Currently, as previously identified we offer young children, teens and adult programs classes based on age groups for residents across Lakeshore. These classes are offered twice a week at minimum with an additional bonus class of programming as well. We offer year-round classes each class is 45 minutes and Saturday bonus class is 3 hours. We charge \$20/student, that equates to less than \$2.00/class.

We do not have yearly contracts for karate registration. There is zero guarantee students will remain month to month. Student interests change, life circumstances of parents change, we reflect the values of providing a program without the need to make revenue. Registration and class sizes vary as other activities may occur and students come and go throughout the year. If we seem to lose money operating these programs, we are okay as the goal is to offer opportunities, not to make money. We are not a commercial money-making business nor do

we want to become such an industry machine that waters down the meaning and lessons of community giving. We generally maintain 60-70 student year-round.

Since 2008 we have been charged a nominal partner rental fee, this rate has changed several times over the years. Currently the rental fee for use of space in the community centre is \$178.50/month which provides the Town with revenue of \$2142/year for the use of this space.

A simple breakdown of our operating expenses; include rent, insurance (building/equipment) (personal/injury and instructors' waivers), advertising (internet/webhosting and maintenance) and communication costs. Additional budgeted expenses; Equipment (required/replacement), hosting bi-annual/annual seminars and workshops (instructors from across North America), attending annual Tournament, hosting a Summer Karate Camp, instructor events and Christmas Party. Overall, approximately \$1160/month in identified expenses to operate a year-round program offering many learning and developmental opportunities for the students.

Proposed Fee Considerations

Currently, we have 61 families, we normally maintain 68 students year-round paying \$20/month. 68 students paying \$20/month equals \$1360/month totalling \$16320/year. Any additional students that sign up throughout the year simply creates a buffer for losses as it would be put back into the program for replacement of equipment/other expenses.

Our operating and budgeted expenses are \$13920/year. Our revenues equate to \$16320/year. Currently we provide 11 hrs of total programming per week, providing 572 total programming hours per year (excluding the seminars, workshops and/or tournament hours). Students can attend 2-5 hours of instruction per week.

The option of turning our program over to the Town, with the volunteer instructors becoming paid instructors isn't something we believe in or feel comfortable in doing. Based on our numbers the other option of paying \$57/hour for use of space for our current 11 hours per week of programming equals to \$627/week, \$2717/month, totalling \$32604/year, this is just not achievable.

The fee for, use of space costs alone is twice the money generated, which is required for all programming expenses. We couldn't continue to operate, we would need to drastically change how we offer programs, requiring monthly increases, reduce programming, cut classes and age groups to our Lakeshore families. The only other option is to simply find another venue to deliver our program classes. Leaving zero revenue to be collected, leaving no programming or usage of the Libro Community Centre. An option we really do not support.

Proposed Alternative

As a community partner with over a decade of programming being offered and delivered within our community, we are asking Council to consider and accept an additional fee increase for the use of space of versus the 2 options that were presented by administration.

Therefore, moving forward the Lakeshore Karate Program **will no longer be charged \$178.50/month**. The use of space agreement **will increase by \$196.50/month**. Lakeshore Karate **will now be charged \$375/month** for the use of space from community programming.

This increase of \$196.50/month will provide an additional \$2358/year in revenue. If accepted, the new use of space agreement would provide the Town with a total of \$4500/year in revenue collected from Lakeshore Karate.

This proposed alternative will increase revenue to the Town while maintaining a strong community partner program. (this will increase Lakeshore Karate's operating budget to \$16278.00 per year with a total revenue of \$16320 leaving \$42.00 of surplus to be put back into programming). We will find and reduce our expenses; we will make it work.

We will again, commit that our rates will not increase, and we will maintain the current level of programming to the families and students.

We are always open to reasonable fee increases. Gradual increases based on program reviews including understandings of how and when increases would occur.

We believe in being part of the solution, we believe in our philosophy of giving back, we are dedicated to the Lakeshore Community and support the continued choice of the Libro Community Centre to offer our programming. We hope you consider this alternative option to maintain a community partner that is committed to our youth, our future and to the community.

Frank Jeney
Division Leader Community Services
Municipality Of Lakeshore

Feb 1st, 2023

Hi Frank,

Thanks for the earlier discussion. I wanted to officially get back to you to express our interest in continuing the agreement for program space at the Libro Community Centre.

Please let know if you require anything further,

Thanks

A handwritten signature in black ink, appearing to read 'Wayne Currie', with a long horizontal stroke extending to the right.

Wayne Currie
Chief Instructor
Lakeshore Karate
519-975-2119

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 11, 2023

Subject: Ontario Lottery and Gaming Corporation – Charitable Gaming Centre
Municipal Agreement

Recommendation

Direct the Clerk to read By-law 33-2023, Being a By-law to Authorize an Agreement with the Ontario Lottery and Gaming Corporation, during the “Consideration of By-laws”, as presented at the May 2, 2023 Council meeting.

Background

In 2022, the Municipality of Lakeshore undertook public engagement in relation to the proposed relocation of the PowerPlay Gaming Centre to 446 Advance Boulevard. A copy of the Results of Public Consultation report is included as Appendix A to this report for information.

At the September 27, 2022 meeting, Council approved resolution #347-09-2022:

Direct Administration to advise the applicant (Community Gaming and Entertainment Group), the Alcohol and Gaming Commission of Ontario (AGCO) and the Ontario Lottery and Gaming Corporation (OLG) that the Municipality of Lakeshore supports the location of a gaming site at 446 Advance Boulevard;

and further that, subject to the Provincial approval of the OLG business case for the gaming site and the AGCO approval of the relocation of the PowerPlay Gaming Centre, funding for the staff resources required to implement the gaming permitting program be funded from OLG revenue and overall wage surplus for the remainder of 2022 and be included in the 2023 base budget, all as further described in the report of the Division Leader – Civic Affairs presented at the September 27, 2022 Council meeting.

Comments

The PowerPlay Gaming Centre has received both AGCO and OLG approval for the relocation of the charitable gaming centre. Administration has been working with the proponent as well as the OLG to finalize the terms of the agreement and the start date of the OLG charitable gaming program in Lakeshore. The proposed start date for the facility is May 8, with the first bingo session to take place on May 19.

The draft Charitable Gaming Centre Municipality Agreement is included as Appendix B to this report. Administration recommends that Council approve By-law 33-2023, which will allow the Mayor and Clerk to execute the agreement. This agreement contains provisions which the Municipality cannot satisfy regarding confirmation of the eligibility of charities prior to the commencement of operations in Lakeshore; however, OLG has provided confirmation in writing that it is waiving Lakeshore's obligations in this regard to permit the relocation.

Subsequent to the execution of the agreement, Administration will work with the OLG, the Community Gaming and Entertainment Group and the Town of Tecumseh on the transition of existing permits for approximately 25 local charities. This transition will take considerable administrative time and is expected to consume a significant amount of Civic Affairs division staff time during May and June. This is expected to impact service levels in the division, including delays in records management practices (including uploading files into Laserfiche for public viewing and a deferral of the statutorily required annual destruction of records), as well as the availability of staff to provide support to other divisions relating to historical records that may be required as part of the research for upcoming projects and tenders.

Others Consulted

Ontario Lottery and Gaming Corporation (OLG)

Financial Impacts

The OLG charitable gaming program provides for quarterly payments to the Municipality based on 2.79% of the unaudited "Net Gaming Win". This refers to the gaming revenue plus any promotional play revenue less the aggregate amount of all paid winnings and any funds accrued for progressive jackpot charitable games.

For further financial breakdown of the impact of the program, see the financial impacts section of Appendix A.

Attachments

Appendix A – Results of Public Engagement – Location of a cGaming Centre

Appendix B – Charitable Gaming Centre Municipality Agreement (draft)

Appendix C – Waiver Letter (draft)

Report Approval Details

| | |
|----------------------|---|
| Document Title: | Ontario Lottery and Gaming Corporation - Charitable Gaming Centre Municipal Agreement.docx |
| Attachments: | - Appendix A - Report to Council - ResultsofPublicEngagementLocationofacGamingCentre.pdf - Appendix B - Powerplay Relocation - Lakeshore Municipality Agreement draft.pdf - Appendix C – Waiver Letter draft) |
| Final Approval Date: | Apr 27, 2023 |

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

Prepared by Kristen Newman

Submitted by Kristen Newman

Approved by Justin Rousseau and Truper McBride

Municipality of Lakeshore - Report to Council

Strategic & Legal Affairs

Civic Affairs



To: Mayor & Members of Council

From: Brianna Coughlin, Division Leader – Civic Affairs
Alex Denonville, Team Leader – Civic Engagement

Date: September 20, 2022

Subject: Results of Public Engagement – Location of a cGaming Centre

Recommendation

Option #1 – Direct Administration to advise the applicant (Community Gaming and Entertainment Group), the Alcohol and Gaming Commission of Ontario (AGCO) and the Ontario Lottery and Gaming Corporation (OLG) that the Municipality of Lakeshore supports the location of a gaming site at 446 Advance Boulevard; and further that, subject to the Provincial approval of the OLG business case for the gaming site and the AGCO approval of the relocation of the PowerPlay Gaming Centre, funding for the staff resources required to implement the cGaming permitting program be funded from OLG revenue and overall wage surplus for the remainder of 2022 and be included in the 2023 base budget, all as further described in the report of the Division Leader – Civic Affairs presented at the September 27, 2022 Council meeting;

or

Option #2 – Direct Administration to advise the applicant (Community Gaming and Entertainment Group), the Alcohol and Gaming Commission of Ontario (AGCO) and the Ontario Lottery and Gaming Corporation (OLG) that the Municipality of Lakeshore does not support the location of the Power Play Gaming Centre at 446 Advance Boulevard.

Background

On July 14, 2022, the Municipality of Lakeshore received a proposal from the Community Gaming and Entertainment Group (CGEG) to locate the Power Play Gaming Centre from 13320 Desro Drive in the Town of Tecumseh to 446 Advance Boulevard in the Municipality of Lakeshore. The proposal, along with the legislative framework and potential municipal administrative responsibilities, was presented to Council at the August 9, 2022 meeting and has been included in this report as Appendix A.

Following the presentation of the above-noted report, Council passed resolution #318-08-2022:

Direct Administration to schedule a public input session in September, 2022 regarding the proposed relocation of a cGaming Centre to 446 Advance Boulevard, as presented at the August 9, 2022 Council meeting.

Comments

As part of the proponent's requirement for public consultation under the regulations of the Alcohol and Gaming Commission of Ontario (AGCO), the proponent advertised in the Windsor Star on two consecutive weeks seeking written comments on the proposed location of the facility to 446 Advance Boulevard. Written comments were directed to both the AGCO and the Municipality of Lakeshore by August 29, 2022. No written comments were received as part of this process.

As directed and in accordance with the requirements of the *Ontario Lottery and Gaming Corporation Act*, Administration undertook a public engagement process regarding the proposed gaming site. The following is a brief outline of the engagement process:

- Virtual open house held Monday, September 12th
- In-person open house held Wednesday, September 14th at the Atlas Tube Recreation Centre
- Online survey available for comments from August 26th to September 19th

The public engagement process included notice on the municipal website, email distribution, social media, and advertised in the Lakeshore News.

The engagement initiative was also covered by a number of local media outlets, including: Blackburn News, AM800, WindsoriteDOTca, and CTV News – Windsor.

Part 1: Public Feedback

Public Information Sessions

The virtual open house held September 12, 2022 saw 23 registered participants and 14 attendees. Questions were related to traffic, zoning, parking, and complaints or issues at the current gaming centre.

The in-person open house held September 14, 2022 was attended by 19 participants who had the opportunity to ask questions to the applicant and learn about Lakeshore's role in the process as well as general community engagement. Five surveys were distributed at the event, with four returned that evening.

Survey

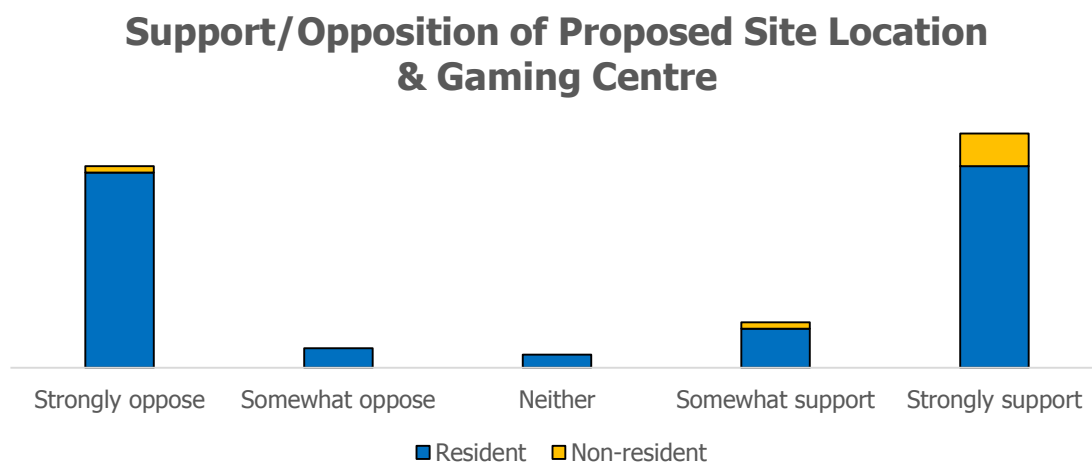
As part of the consultation process, Administration drafted a survey to gather feedback from members of the public regarding specific questions relating to the location of a cGaming Centre within the Municipality of Lakeshore.

74 surveys were submitted through the municipal website and 5 hard copy surveys were submitted. Seventy-two respondents self-identified as residents, while seven respondents self-identified as non-residents.

Compared to other Lakeshore surveys, interest was relatively low on this initiative. It should also be noted that online surveys have limitations and do not necessarily capture an accurate representation of the population.

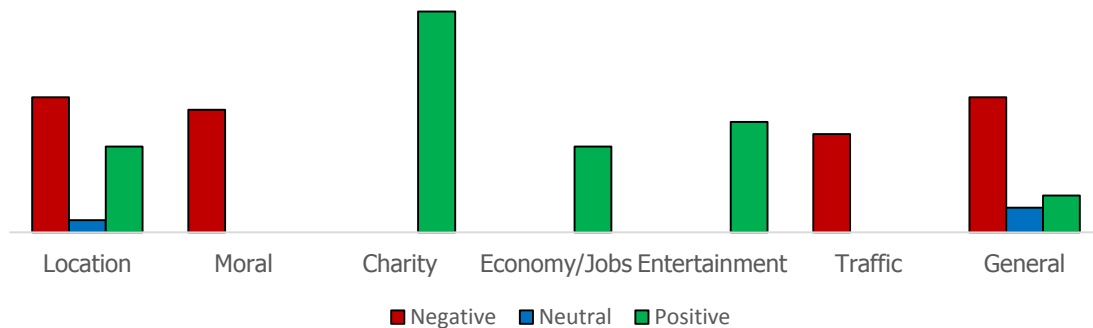
Below are graphic summaries of the responses along with a brief explanation.

The first chart, “Support/Opposition of Proposed Site Location & Gaming Centre,” breaks down the number of responses to the question “To what extent do you support or oppose the establishment of a gaming site, for a Charitable Gaming Centre, at 446 Advance Blvd. in the Municipality of Lakeshore?” Responses from self-identified residents are shown in blue with non-residents shown in yellow. The responses show both strong support and strong opposition to the proposed site and gaming centre.



In addition to the questions identified above, the survey also allowed for respondents to provide additional comments. The comments have been anonymized, analyzed, and categorized with brief descriptions below. Each comment may include multiple categories.

Comments by Category & Sentiment



Location: Negative comments generally focused on the site's proximity to a daycare and church. Positive comments went the other way, supporting the site because it is far enough away from residential areas and fits well with the other uses in the area.

Moral: All comments were noted as negative with respondents conveying their belief that gambling is bad for society so should not be supported by the Municipality. Some comments also noted a perception that the gaming centre could correlate to an increase in crime and/or impaired driving.

Charity: All the comments in this category noted the positive impact and work that local charities can do with proceeds from the gaming centre.

Economy: These comments noted the positives of bringing jobs to Lakeshore, the gaming centre benefitting other local businesses in the area, as well as additional tax revenue.

Entertainment: This category is a corollary to the economy comments. Respondents largely noted that the centre would be a welcome entertainment attraction to Lakeshore.

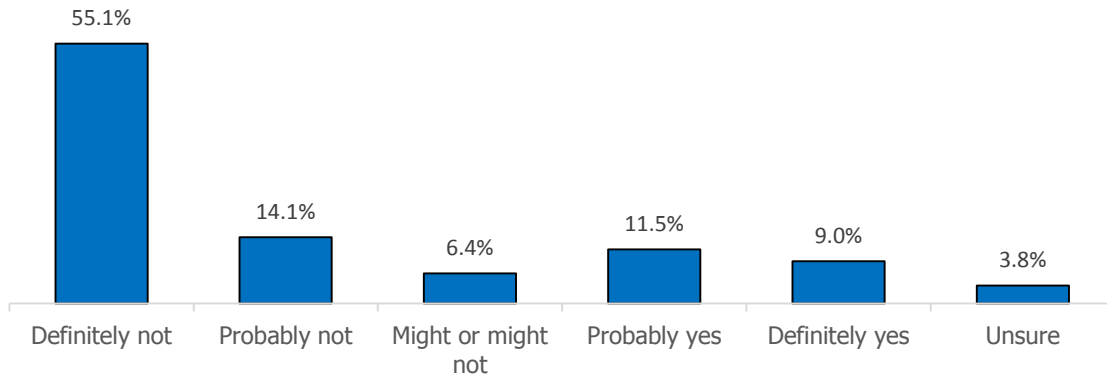
Traffic: Respondents noted that more visitors to the centre would increase traffic in the area.

General: These uncategorized comments mostly reiterated the respondent's support/opposition to the site.

The next chart shows a breakdown of responses to the question "If a cGaming Centre is established in the Municipality of Lakeshore, additional municipal staff and resources would be needed to administer and enforce the gaming licenses required by the Province of Ontario. It is expected that these costs would be offset by revenue from the

cGaming Centre. Does the need for additional municipal staff affect your support or opposition to the proposed gaming site and cGaming Centre?”

Impact of staffing/services levels on support/opposition?



Of the responses, 12 provided additional comments/concerns related to the impact on municipal staffing/service levels. Of those comments, five noted that all additional municipal expenses should be covered by the increased revenue/gaming centre. Two comments indicated additional jobs would be a positive and one suggested outsourcing licence enforcement. The other four comments were incorporated into the previous analysis as they were not related to the question.

Part 2: Staffing Resources – subject to cGaming proposal approval by AGCO and OLG

As noted in the previous report to Council on August 9, 2022, the introduction of cGaming would represent a dramatic increase lottery permitting activities and one that is very different from the services currently required of the community and provided through the Municipality’s current lottery licensing program.

Currently, lottery licensing comprises 10% of overall duties of a Civic Affairs Assistant and generates an average revenue of \$14,000 per year. The duties associated with cGaming are more and greater than is expected under the current lottery licensing program.

The following table provides an overview of responsibilities under the current lottery licensing program versus the increased responsibilities with a cGaming permitting program.

| Activities | Current Duties | cGaming Duties (additional responsibilities to current licensing program) |
|-------------------------|--|--|
| Eligibility | <p>Determine eligibility of charities, including charitable status, review of constitution/by-laws, audited financial statements, organizational annual budget, lottery annual budget, list of board of directors and list of participants (for youth sports only)</p> <p>Annual eligibility update recommended</p> | <p>Determine eligibility of charities, including charitable status, review of constitution/by-laws, audited financial statements, organizational annual budget, lottery annual budget, list of board of directors and list of participants (for youth sports only)</p> <p>Annual eligibility update required</p> <p>Coordination with OLG and charitable gaming provider/association to determine any concerns or violations that would prohibit eligibility</p> |
| Licence/Permit approval | Process and approve lottery licences with prize values under \$50,000 subject to applicable conditions and use of proceeds | Process and approve lottery permits for charitable gaming on behalf of the OLG subject to applicable conditions and use of proceeds |
| Monitoring | <p>Process post-lottery reports submitted by charities within 60 days of the lottery event</p> <p>Ensure proceeds have been spent in accordance with lottery conditions</p> <p>Follow-up with charities if reports are not submitted in a timely manner</p> <p>Ensure enforcement for violations of licence conditions</p> | <p>Process permit reports submitted by charities monthly</p> <p>Ensure proceeds have been spent in accordance with permit conditions, including analysis of financial statements and invoices</p> <p>Follow-up with charities if reports are not submitted in a timely manner; notify charitable gaming partners and OLG of any breaches of requirements</p> |

| | | |
|-----------|---|--|
| | (may range from no further licences or up to/including criminal charges) | |
| Reporting | <p>Quarterly reporting to the AGCO regarding the number and type of lottery licences issued by the Municipality</p> <p>Annual report to Council recommended</p> | <p>Monthly reporting to the OLG and charitable gaming partners</p> <p>Validation of the distribution of funds to charities</p> <p>Validation of the funds received by the Municipality (2.79% of wins)</p> <p>Annual report to Council recommended</p> |
| Training | <p>Provide training to internal staff</p> <p>Provide information to new charities participating in lottery licensing</p> <p>Provide updates relating to legislative changes</p> | <p>Provide training to internal staff</p> <p>Provide information to new charities participating in OLG permitting program</p> <p>Coordinate and participate in annual or quarterly meetings with charitable gaming partners and charities</p> |

Administration estimates that the additional permitting responsibilities required for cGaming will increase administrative duties by 34% for the processing of permit applications and reports. Additionally, there will be supervisory responsibilities relating to training, enforcement, required quarterly meetings with the Gaming Association and annual reporting to Council and the OLG. Regular supervisory responsibilities are estimated to range between 7-14% of supervisory duties, as time spent on enforcement would vary throughout the year. Significant time would be spent in the first year establishing the program.

This new cGaming Permitting Program cannot be accommodated in the current staff complement. As such, additional staff would need to be hired to accommodate this new programming.

While staff could be hired solely for the coordination of the cGaming Permitting Program, this provides an opportunity for the Municipality to move forward with service level improvements that would be mostly offset by the funds received from the OLG for administrative responsibilities relating to cGaming, estimated to be approximately \$150,000 annually. Council has identified by-law and policy development as a priority which could be significantly enhanced with additional resources. In addition, Administration recommends creating a dedicated resource for committee training and coordination. These services could be performed with the additional staff complement.

Administration recommends that the following two positions be approved for the Civic Affairs Division:

1. Civic Affairs Assistant (20 hours per week) – administrative responsibilities relating to cGaming are estimated at approximately 0.4 FTE. The position would also include administrative responsibilities for other types of municipal lottery licensing as well as general administrative support for the division. The 2023 wage with benefits and pension would be approximately \$44,000.
2. Team Leader – Legislative Affairs (full-time) – supervisory responsibilities relating to cGaming are estimated at 0.3 FTE. Regular approvals, training and quarterly meetings would account for approximately 0.15 FTE while onboarding new charities and enforcement activities could vary significantly. The 2023 wage with benefits and pension would be approximately \$126,000.

The Team Leader is a position that was identified in the Organizational Review for consideration in 2025. Administration recommends that a full-time position be approved at this time to take on the supervisory responsibilities for cGaming as well as additional supervisory responsibilities such as onboarding, training and program deliverables for records management and additional support, training and coordination for committees. This would make more time available for the Division Leader – Civic Affairs for additional Council policy development and policy management.

It is noted that the hiring of the above-noted staffing resources would be subject to the successful approval of the cGaming proposal by both the AGCO and the OLG and subject to the completion of agreement with the OLG regarding the cGaming program.

Options for Council Consideration

As part of the approval process for both the AGCO and OLG, the Municipality must provide a resolution of Council noting its support or opposition to the proposed location. As such, Administration is recommending that Council provide direction through one of the following options:

Option #1 – advise the applicant (Community Gaming and Entertainment Group), the Alcohol and Gaming Commission of Ontario (AGCO) and the Ontario Lottery and Gaming Corporation (OLG) that the Municipality of Lakeshore supports the location of a gaming site at 446 Advance Boulevard; and further that, subject to the Provincial approval of the OLG business case for the gaming site and the AGCO approval of the relocation of the PowerPlay Gaming Centre, funding for the staff resources required to implement the cGaming permitting program be funded from OLG revenue and overall wage surplus for the remainder of 2022 and be included in the 2023 base budget, all as further described in the report of the Division Leader – Civic Affairs presented at the September 27, 2022 Council meeting;

or

Option #2 – Direct Administration to advise the applicant (Community Gaming and Entertainment Group), the Alcohol and Gaming Commission of Ontario (AGCO) and the Ontario Lottery and Gaming Corporation (OLG) that the Municipality of Lakeshore does not support the location of the Power Play Gaming Centre at 446 Advance Boulevard.

Financial Impacts

Should Council support the proposal for the location of the Power Play Gaming Centre at 446 Advance Boulevard, and should the proposal subsequently be approved by both the AGCO and the OLG, Administration will move forward with the staffing resource identified (Team Leader and Administrative Assistant) which is anticipated to be largely offset by the anticipated revenue received from OLG annually.

Recruitment would need to occur quickly following an approval by the AGCO and OLG, in order to establish agreements and procedures with the OLG and service provider, as well as to prepare for permits for eligible charities. As such, it is anticipated that there may be a financial impact for 2022 beginning as early as November (more likely December).

| | 2022 Financial Impact | 2023 Financial Impact |
|--|-----------------------|-----------------------|
| Part-time Administrative Assistant (wages for 20 hours per week with pension and benefits) | \$12,000 | \$44,000 |
| Team Leader | \$19,000 | \$126,000 |
| Revenue from cGaming** | | (\$150,000) |
| Total estimated impact | \$31,000 | \$20,000 |

** Based on actual estimates from current OLG licensing fees in a neighboring Municipality who ran similar operations.

Any financial impacts for 2022 would be funded from any revenue received from the OLG and from overall wage surplus, and the 2023 impacts would be included in the 2023 base budget.

Attachment

Appendix A – Proposal to Relocate a cGaming Center, presented at the August 9, 2022 Council meeting

Report Approval Details

| | |
|----------------------|--|
| Document Title: | Results of Public Engagement - Location of a cGaming Centre.docx |
| Attachments: | - Appendix A - ProposaltoRelocateacGamingCentre.pdf |
| Final Approval Date: | Sep 22, 2022 |

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

Prepared by Brianna Coughlin and Alex Denonville

Submitted by Kristen Newman

Approved by Justin Rousseau and Truper McBride

Municipality of Lakeshore – Report to Council

Strategic & Legal Affairs

Civic Affairs



To: Mayor & Members of Council

From: Brianna Coughlin, Division Leader – Civic Affairs

Date: July 26, 2022

Subject: Proposal to Relocate a cGaming Centre

Recommendation

Direct Administration to schedule a public input session in September, 2022 regarding the proposed relocation of a cGaming Centre to 446 Advance Boulevard, as presented at the August 9, 2022 Council meeting.

Background

On July 14, 2022, the Municipality of Lakeshore received a proposal from the Community Gaming and Entertainment Group (CGEG) to relocate the Power Play Gaming Centre from 13320 Desro Drive in the Town of Tecumseh to 446 Advance Boulevard in the Municipality of Lakeshore. The proposal has been included in this report as Appendix A.

Beginning in 2005, the Ontario Lottery and Gaming Commission (OLG) partnered with charities, commercial bingo hall operators and municipalities to allow for the transformation of existing bingo halls to charitable gaming (cGaming) centres, which allow for electronic versions of charitable gaming as well as traditional paper products. There are 37 approved sites throughout the Province of Ontario, which are all former bingo hall sites licensed through the Alcohol and Gaming Commission of Ontario (AGCO).

The following is an overview of the responsibilities of each participant in the cGaming process.

| Stakeholder | Responsibilities | Activities |
|--|--|---|
| Ontario Lottery and Gaming Corporation (OLG) | Responsible for the conduct and management of all cGaming site, as per section 207(1)(a) of the <i>Criminal Code of Canada</i> | Issues licences and contracts to providers, charity associations and municipalities |

| Stakeholder | Responsibilities | Activities |
|---|--|--|
| Ontario Charitable Gaming Association (OCGA) | A provincial body representing all the charities participating in cGaming | Provides training and support for charities participating in cGaming throughout Ontario Contracted by the OLG to develop policies and procedures |
| Charitable Gaming Centre Association (CGCA) | An association representing charities participating at their local site | Supports member charities and facilitates participation with the CGCSP |
| Charitable Gaming Centre Service Provider (CGCSP) | Provides the venue for the cGaming site, including all technology and equipment and is responsible for daily operations | Managers the facility and all gaming activity, including site marketing and staffing Coordinates with the CGCA for scheduling of participation of local charities and distribution of profit sharing |
| Municipality | Initial: Approves cGaming program to operate within the municipal boundaries subject to public input Ongoing: Monitors ongoing eligibility of charities, provides permits to eligible charities (as per OLG guidelines) | Approve gaming site subject to a public input session and provincial approval based on OLG business case Determine eligibility of charities and issue permits on behalf of the OLG; monitor and ensure compliance with permit requirements including the use of proceeds; ensure monthly reports are received from the CGCSP and validate the distribution of funds to charities; ensure monthly reports and banking statements are received from charities; investigate and notify OLG of any breaches of the requirements by charities or the CGCSP |
| Charities | Apply for permits and provide volunteers to participate at cGaming events | Apply for permits and adhere to the requirements, including monthly reporting and monitoring of use of proceeds |

Comments

Legislative Process for Approval of a cGaming Site

The Power Play Gaming Centre (formerly the Classic III Bingo Hall) received approval for the cGaming model in 2019 and has been operating as such since 2020.

The CGCSP for the Power Play Gaming Centre is the Community Gaming and Entertainment Group. The CGCA is the Tecumseh Gaming Association, which represents 25 charities within Essex County. The Tecumseh Gaming Association has provided a letter of support for the proposed relocation (included in Appendix A).

The proposed location at 446 Advance Boulevard is zoned as Mixed Use, which permits a “place of entertainment”. The Zoning By-law defines a Place of Entertainment as:

a motion picture of other theatre, amusement arcade including **game machines**, arena, auditorium, assembly hall, billiard or pool room, **bingo hall**, drive-in theatre, bowling alley, indoor racquet courts, indoor swimming pool, ice or roller rink, studio, dance hall or music hall, but does not does not include an adult entertainment establishment or any place of entertainment or amusement otherwise defined or classified herein. (bold font emphasis added here for clarity).

The OLG advises that this is the first time a proposal has come forward to move a cGaming site into a municipality that does not have a previously approved gaming site. As such, the proposal requires approval from both the AGCO to licence the location, as well as the OLG for the location/operation of the site.

Both the AGCO and OLG approval processes require a resolution from the Municipality of Lakeshore to support the location of the cGaming centre within the municipality.

As part of the requirement for AGCO approval, the Community Gaming and Entertainment Group published a public notice in the Windsor Star on July 23, 2022 advising of the proposed relocation of the cGaming centre. Written comments may be submitted to both the AGCO and the Municipality of Lakeshore until August 29, 2022.

The OLG approval is governed by [Ontario Regulation 81/12: Requirements for Establishing a Gaming Site](#), under the *Ontario Lottery and Gaming Corporation Act, 1999*. This process requires the OLG to prepare a business case for the proposed gaming site, to be submitted to the Minister, that sets out the cost of establishing the proposed gaming site, demonstrates the viability of the proposed gaming site and the adequacy of responsible gaming features for the proposed gaming site, and sets out or demonstrates any other matter that the Corporation considers appropriate.

As part of this process, Council is required to seek public input into the establishment of the proposed gaming site and then provide OLG with a written description of the steps it

took to do so and a summary of the public input received. Then Council would have the opportunity to consider whether it wishes to pass a resolution supporting the establishment of the gaming site in the municipality. The decision of Council would then be sent to both the AGCO and the OLG, as well as the applicant. This would satisfy the municipal requirements of both the OLG and AGCO processes. Following that, the OLG would then complete its business case for presentation to the Province for a final determination as to whether to approve the gaming site.

Introduction of cGaming - Administrative Responsibilities

Unlike traditional lottery licensing programs with set fees established by the AGCO, the permit application process for cGaming is free for eligible charities. Instead, participating charities and the municipality receive a percentage of the net gaming wins. It is estimated that the municipal portion of wins (2.79%) would be approximately \$150,000 annually. It is noted that this revenue was significantly lower in recent years due to the COVID-19 pandemic, however these revenues have increased in 2022.

Currently lottery licensing is undertaken by the Civic Affairs division as approximately 10% of overall duties, and generates an average revenue of \$14,000 per year. While cGaming represents a significant opportunity for local charities, it also comes with a significant increase in time and staffing resource requirements. It is estimated that the additional permitting responsibilities required for cGaming will add an average of 40 hours per month to process permits. Additionally, there will be supervisory responsibilities relating to training, enforcement, required quarterly meetings with the Gaming Association and annual reporting to Council and the OLG. These additional responsibilities are expected to consume a minimum of 105 hours (3 work weeks) regular activities per year. Hours spent on enforcement would vary. This increased workload cannot be accommodated in the current staff complement. As such, additional staff members would need to be hired to accommodate this new programming. A business case will be brought to Council which will include the costs and resources needed, which are anticipated to be offset by the anticipated revenue received from OLG annually.

It is the recommendation of Administration that a public input session be scheduled to solicit feedback from the community on the proposed gaming site. The public input session would be held mid-September, 2022 and consist of an in-person open house and a virtual session. These will be advertised via social media, print newspaper outlets, and municipal website. Members of the public will have access to the related information and a form on the Municipality's website to submit written comments.

Others Consulted

Ontario Lottery and Gaming Corporation (OLG)

Alcohol and Gaming Corporation of Ontario (AGCO)

Community Gaming and Entertainment Group (applicant)

Financial Impacts

Under the AGCO approval process, the applicant (Community Gaming and Entertainment Group) has the responsibility to bear the costs of public engagement for the proposed relocation and establishment of the gaming site within the Municipality of Lakeshore. The Applicant has already undertaken the public notice in the Windsor Star, as required by the AGCO.

The cost of the proposed public input session, including materials and public notice, is estimated to be approximately \$3,500.

Attachments

Appendix A – Proposal to relocate a Class A cGaming Centre, submitted by the Community Gaming and Entertainment Group

Report Approval Details

| | |
|----------------------|---|
| Document Title: | Relocation of a cGaming Centre - Power Play.docx |
| Attachments: | - Appendix A - Power Play Relocation Proposal.pdf |
| Final Approval Date: | Aug 4, 2022 |

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

Prepared by Brianna Coughlin

Submitted by Kristen Newman

Approved by Justin Rousseau and Truper McBride



A PROPOSAL TO RELOCATE A

“Class A”

cGaming Centre

**446 Advance Blvd.
Lakeshore, Ontario
N8N 5G8**

Community Gaming & Entertainment Group
O/a Power Play Gaming Centre
13320 Derso Drive
Tecumseh, Ontario
N8K 0B6

July 6, 2022

Mayor Tom Bain and Council Members:

Re: Relocation of Power Play Gaming Centre

We are requesting your approval to relocate our cGaming centre to 446 Advance Blvd, Lakeshore (Zoned MU 1 which allows for commercial recreation). We have acquired 20,000+ square feet. We operate 7 days a week and provide bingo sessions, POD games, Taptix games and Bar & Lounge. We employ 35 employees, have 25 charities and currently generate \$700,000 annually to these charities.

Sincerely,



Tony Rosa
President & CEO
CGEG

Background of CGEG

Power Play Gaming Centre is operated by Community Gaming and Entertainment Group (CGEG), which has been operating several Bingo Halls now cGaming centres in the Windsor Tecumseh area since 2007. Our cGaming centres are as follows in Windsor Breakaway Gaming Centre, Paradise Gaming Centre and All Star Gaming Centre. In Tecumseh we operate Power Play Gaming Centre.

cGaming centres are operated in partnership with the OLG. They maintain the "Manage and Conduct" part of the partnership while the charities are the beneficiary of the revenues generated from the facility.

In 2005 the industry started to work with government to move the bingo industry in Ontario to the 21st century. At the time we could not operate any bingo or break open tickets on or through a computer or video device. Partnering with the OLG has enabled us to bring our industry into the 21st century. There is 37 such cGaming centres throughout the province of Ontario. The closest operators to our facilities are locations in Chatham and Leamington.

Biography of Tony Rosa

Tony is currently President and CEO of Community Gaming and Entertainment Group (CGEG) out of Windsor, Ontario. CGEG operates 4 cGaming centres in Windsor and Tecumseh in conjunction with the Ontario Lottery and Gaming Corporation (OLG) under the new Charity Revitalization program. They employ approximately 250 people and operate 250 sessions per month serving over 400 charities. He also is President and Chair of the Commercial Operators Association of Ontario (CGAO).

Tony has been involved in the Charitable Bingo industry since 1985. Prior to Tony joining CGEG he was Director of Operations for Bingo Country which he joined in 1989. In 1989 Bingo Country had 9 Bingo Halls in operation, at its peak time had 63 Bingo Halls and operated in three different provinces, Ontario, Saskatchewan and British Columbia. . Tony started in the Bingo industry in Brampton Ontario where he was General Manager of Brampton Bingo Country (now Rutherford Bingo) since it started in 1985. Tony is registered with the AGCO and was also registered with the BCLC when operating in BC.



**Tecumseh Gaming Association
c/o 13320 Desro Drive,
Tecumseh, ON
N8N 2L9**

July 5/2022

Dear Mayor Tom Bain & Town Council Members:

Please accept this letter of support from the charities of the Tecumseh Gaming Association for the relocation of Power Play Gaming Centre. Currently, Power Play Gaming Centre is located at 13320 Desro Drive in Tecumseh, Ontario. The new address will be 446 Advance Blvd. in Lakeshore, Ontario.

The Tecumseh Gaming Association was incorporated without share capital on May 14, 2020, by Letters Patent from the Province of Ontario. Currently the association is comprised of 25 local charitable organizations (see attached list of current charity organization members).

The main purpose of the Association is to promote interest in charitable gaming, and to distribute the proceeds generated from charitable gaming to members of the Association.

Since 2011 (we have gone back a lot further, but just to give you an idea) the Association distributed more than \$5,767,000 in gross proceeds to its charitable member organizations. These proceeds are then used by our charitable members to help them fulfill their mandates by providing needed programs and services for our local communities & other local charities.

We look forward to this new adventure and collaborating with the Lakeshore community and council.

Thanking you in advance for your consideration,

Sincerely,

Brian Adlam – President – Tecumseh Gaming Association

Attachment – 1 page

Tecumseh Charity Association

List of Charities:

| |
|--|
| ABC DAY NURSERY |
| BELLE RIVER HIGH SCHOOL |
| BELLE RIVER PUBLIC SCHOOL |
| BELLE RIVER MINOR HOCKEY ASSOCIATION |
| ESSEX ENERGIZERS SKIPPING CLUB |
| FOREST GLADE BASEBALL LEAGUE |
| HARROW HAWKS ALUMNI ASSOCIATION |
| HUGH BEATON HOME & SCHOOL |
| KNIGHTS OF COLUMBUS # 2775 |
| KNIGHTS OF COLUMBUS # 4555 |
| KNIGHTS OF COLUMBUS # 9671 |
| LEAMINGTON SKATING CLUB |
| OUR LADY OF ANNUNCIATION SCHOOL |
| ROSE CITY COMMUNITY ASSISTANCE FUND |
| SELECT TRAVEL SOCCER |
| SOUTHPOINT MINOR HOCKEY |
| ST. CLAIR BEACH OPTIMIST CLUB |
| SUN COUNTY AAA HOCKEY ASSOCIATION |
| TECUMSEH BASEBALL CLUB |
| TILBURY FIGURE SKATING CLUB |
| TILBURY/KENT MINOR HOCKEY ASSOCIATION |
| TILBURY ROTARY CLUB |
| TECUMSEH SHORELINE MINOR HOCKEY ASSOCIATION |
| WINDSOR MARTIAL ARTS |
| WINDSOR OPTIMIST YOUTH BAND |

HCA is Sandy Bondy gsbondy@sysmpatco.ca (519) 919-8207

Benefits to the Community

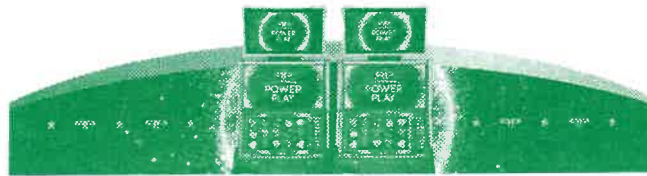
We employ 35+ Full time and Part-time staff from the area.

We create a long term source of funding for charities and non-profits in the area with annual funds of approximately \$700,000 and growing.

We provide a premiere operation for the customer to enjoy.

This location will draw patrons from the surrounding area.

The Town of Lakeshore will receive revenues for permit fees



VEGAS ROOM OPEN

Monday to Thursday: 11:00 am-12:00 am

Friday & Saturday: 9:00 am-1:00 am

Sunday: 9:00 am-12:00 am



POWER PLAY SESSIONS

SUNDAY: 11:00 am & 1:00 pm

FRIDAY & SATURDAY: 8:00 pm & 10:15 pm

| <u>DOUBLE ACTION</u> | | \$3.00 OR \$4.00 A BOOK |
|----------------------|-----------|-------------------------|
| GAME 1 | FULL CARD | \$75.00 |
| GAME 2 | FULL CARD | \$75.00 |
| GAME 3 | FULL CARD | \$75.00 |
| GAME 4 | FULL CARD | \$75.00 |

2 STRIP MINIMUM PURCHASE
\$12.00 DOUBLE \$18.00 TRIPLE
1 STRIP DOUBLE PAYS \$8.00

** BIG 5 PLAYED DURING REGULAR GAMES ONLY

| | | | |
|-----------------------|----------|----------|--------------|
| ** GAME 1 | ONE LINE | \$100.00 | |
| (BLUE) BB - TWO LINES | | \$200.00 | *DP \$200.00 |

| | | | |
|------------------------|----------|----------|--------------|
| ** GAME 2 | ONE LINE | \$100.00 | |
| (ORANGE) BB- TWO LINES | | \$200.00 | *DP \$200.00 |

| | | |
|------------------------------|---------------|------------|
| SUPER JACKPOT | \$2.00 A CARD | |
| (ORANGE) TWO LINES | | \$100.00 |
| FULL CARD WITHIN DESIGNATED# | | \$2,500.00 |
| CONSOLATION | | \$300.00 |

| | | | |
|------------------------|----------|----------|--------------|
| ** GAME 3 | ONE LINE | \$100.00 | |
| (GREEN) BB - TWO LINES | | \$200.00 | *DP \$200.00 |

| | | |
|--------------------------|-----------------|----------|
| SUPER "G" BALL (BLACK) | \$2.00 A CARD | |
| TWO LINES | | \$50.00 |
| BEFORE DESIGNATED# | | \$250.00 |
| FULL CARD ON DESIGNATED# | PROGRESSIVE POT | |
| AFTER DESIGNATED# | | \$200.00 |

| | | | |
|-------------------------|----------|----------|--------------|
| ** GAME 4 | ONE LINE | \$100.00 | |
| (YELLOW) BB - TWO LINES | | \$200.00 | *DP \$200.00 |

| | | |
|---------------------------------|---------------|------------|
| ACCUMULATOR | \$2.00 A CARD | |
| (AQUA) ROVING "T" | | \$100.00 |
| FULL CARD WITHIN 53 #'S or LESS | | \$3,000.00 |
| CONSOLATION | | \$275.00 |

| | | | |
|-----------------------|----------|----------|--------------|
| ** GAME 5 | ONE LINE | \$100.00 | |
| (PINK) BB - TWO LINES | | \$200.00 | *DP \$200.00 |

| | | |
|---------------------------|--------------------|------------|
| JACKPOT ROUND (BROWN) | \$2.00 EXTRA CARDS | |
| INSIDE SQUARE | | \$100.00 |
| LETTER "H" | | \$150.00 |
| FULL CARD | | \$1,500.00 |
| 2 nd FULL CARD | | |

* DP - DOUBLE PAY PLAYED DURING 2 LINES ONLY IN REGULAR BOOK

BB - BINGO BONUS PLAYED DURING 2 LINES ONLY IN REGULAR BOOK

Regular Bingo Session

POD Games

| 2022 Attend | Ave Spend | Sales | Prizes | Payout % | Win | Ave Spend | Sales | Prizes | Payout % | Win |
|--------------------|-----------------|---------------------|-----------------------|----------------|---------------------|-----------------|---------------------|-----------------------|----------------|--------------------|
| Feb 1,804 | \$ 88.86 | \$160,301.00 | (\$112,474.80) | -70.16% | \$47,826.20 | \$ 39.65 | \$71,529.11 | (\$62,136.31) | -86.87% | \$9,392.80 |
| Mar 2,453 | \$ 81.18 | \$199,126.00 | (\$111,258.00) | -55.87% | \$87,868.00 | \$ 34.52 | \$84,684.09 | (\$74,320.74) | -87.76% | \$10,363.35 |
| Apr 2,841 | \$ 64.79 | \$184,059.00 | (\$108,271.00) | -58.82% | \$75,788.00 | \$ 33.48 | \$95,130.34 | (\$85,443.48) | -89.82% | \$9,686.86 |
| May 2,532 | \$ 84.80 | \$214,726.00 | (\$153,676.60) | -71.57% | \$61,049.40 | \$ 27.24 | \$68,969.33 | (\$61,271.95) | -88.84% | \$7,697.38 |
| Total 9,630 | \$ 78.73 | \$758,212.00 | (\$485,680.40) | -64.06% | \$272,531.60 | \$ 33.26 | \$320,312.87 | (\$283,172.48) | -88.40% | \$37,140.39 |

Taptex Machines

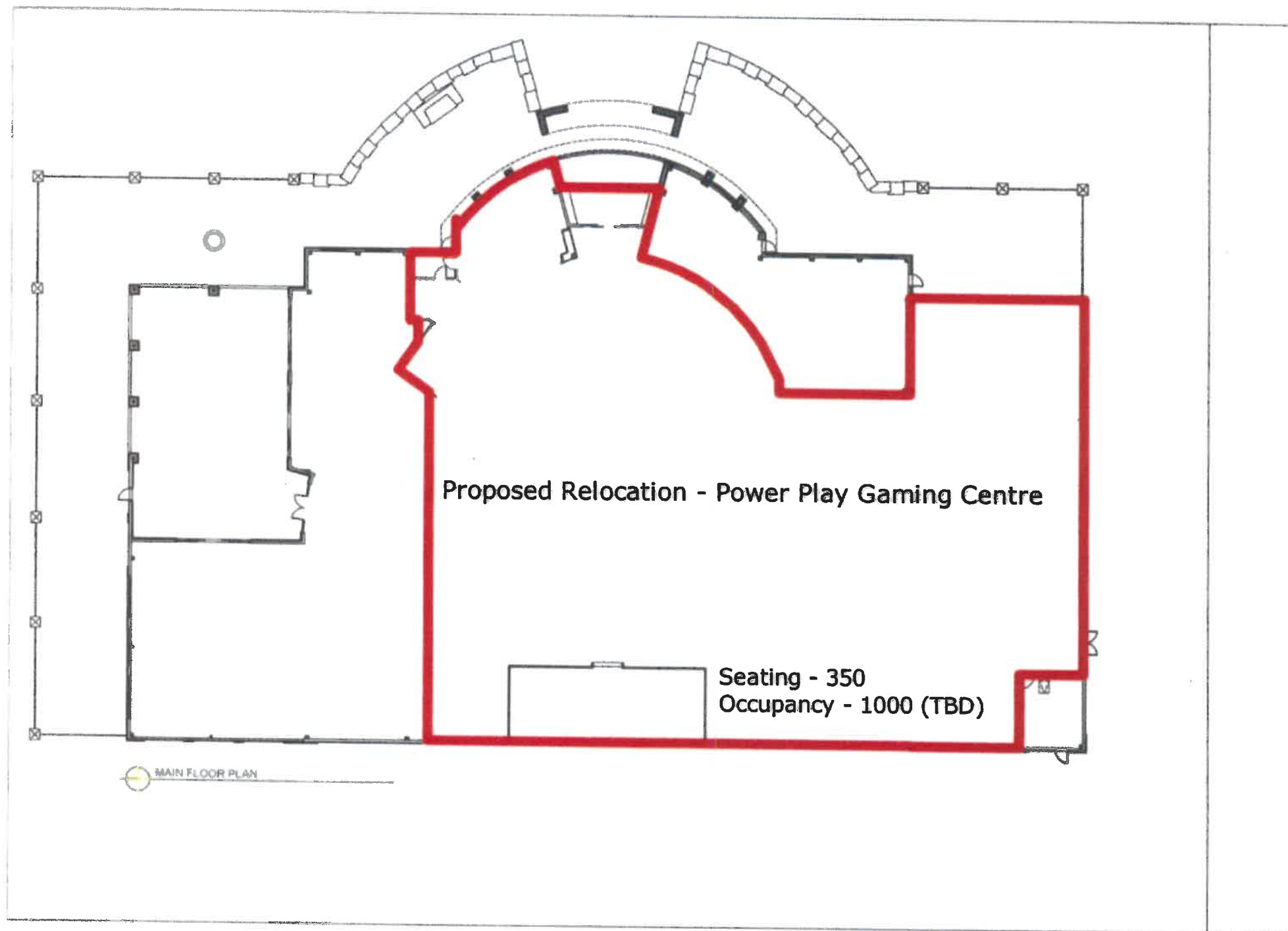
Break Open Tickets

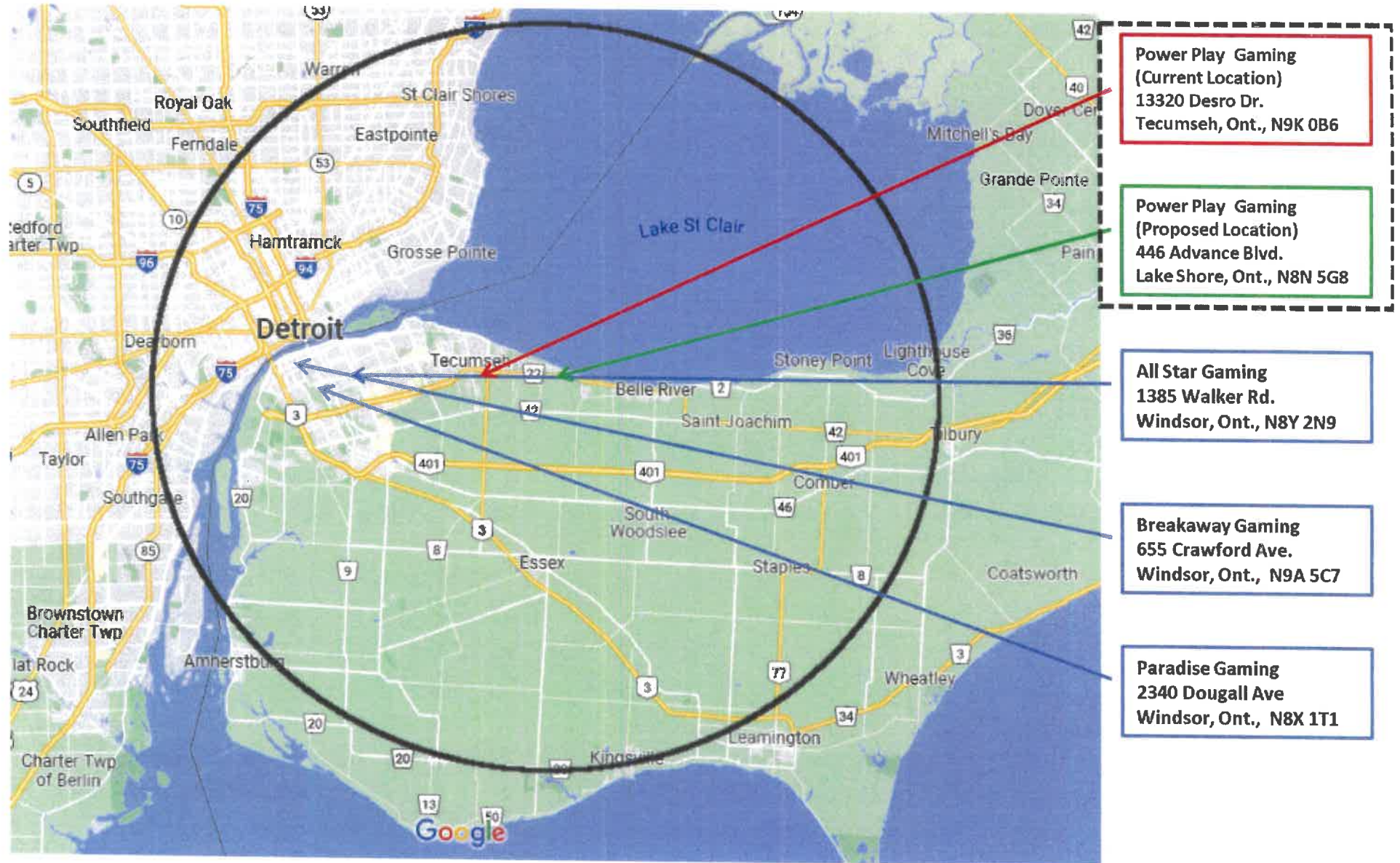
| 2022 Attend | Ave Spend | Sales | Prizes | Payout % | Win | Ave Spend | Sales | Prizes | Payout % | Win |
|--------------------|------------------|-----------------------|-----------------------|---------------|---------------------|-----------------|---------------------|----------------------|----------------|--------------------|
| Feb 1,804 | \$ 551.04 | \$ 1,348,944.67 | \$1,225,958.11 | 90.88% | \$ 122,986.56 | \$ 14.37 | \$25,920.00 | (\$17,639.00) | -68.05% | \$8,281.00 |
| Mar 2,453 | \$ 462.99 | \$ 1,527,860.05 | \$ 1,398,632.94 | 91.54% | \$ 129,227.11 | \$ 15.26 | \$37,440.00 | (\$25,440.00) | -67.95% | \$12,000.00 |
| Apr 2,841 | \$ 427.32 | \$ 1,600,325.97 | \$ 1,469,638.99 | 91.83% | \$ 130,686.98 | \$ 10.39 | \$29,520.00 | (\$20,072.00) | -67.99% | \$9,448.00 |
| May 2,532 | \$ 578.69 | \$ 2,031,185.46 | \$ 1,869,302.34 | 92.03% | \$ 161,883.12 | \$ 11.94 | \$30,240.00 | (\$20,550.00) | -67.96% | \$9,690.00 |
| Total 9,630 | \$ 500.52 | \$6,508,316.15 | \$5,963,532.38 | 91.63% | \$344,783.77 | \$ 12.79 | \$123,120.00 | (\$83,701.00) | -67.98% | \$39,419.00 |

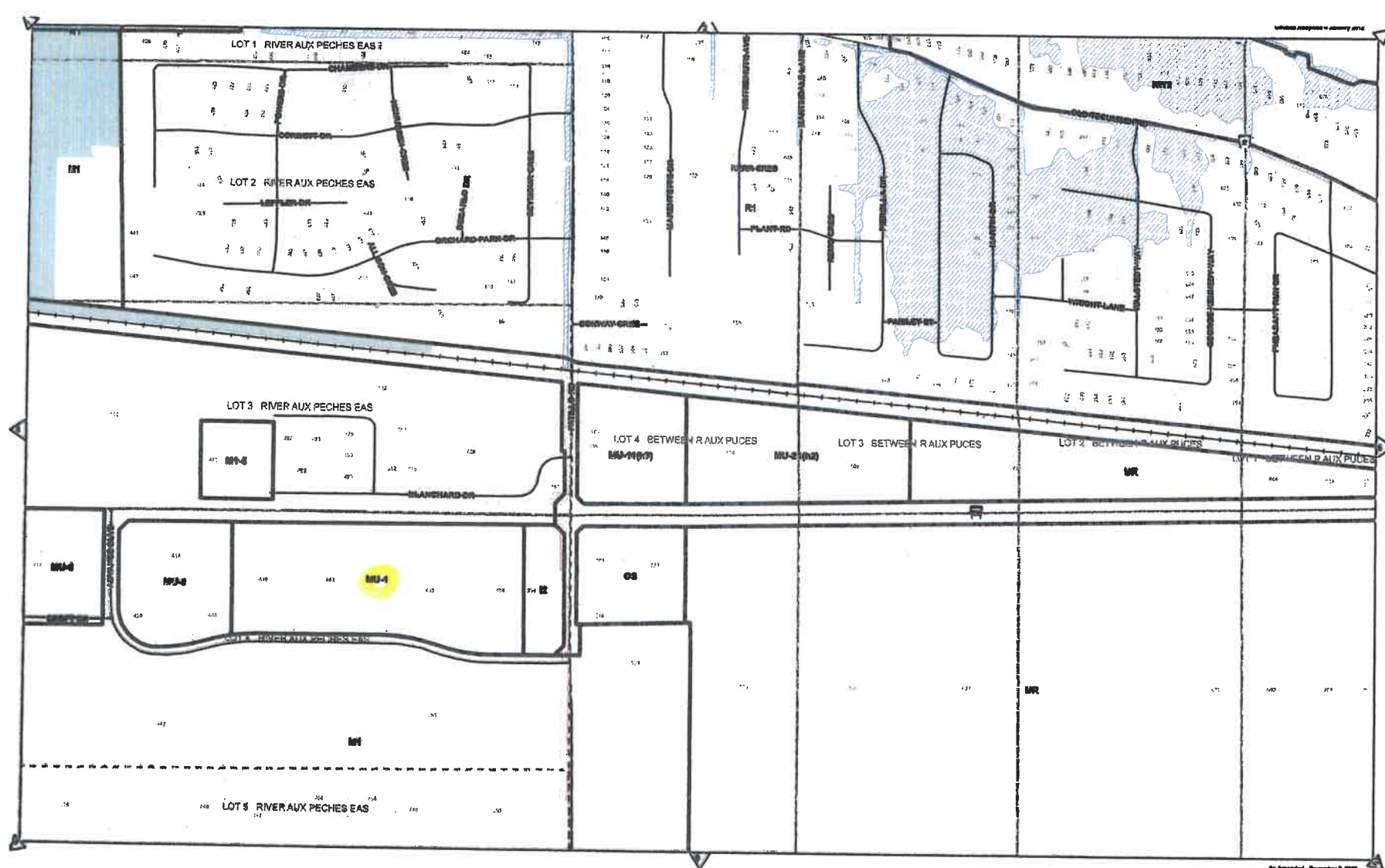
Total

| 2022 Attend | Sales | Prizes | Payout % | Win | Charity Revenue | Monthly Ave Share |
|--------------------|-----------------------|-----------------------|---------------|---------------------|---------------------|-------------------|
| Feb 1,804 | \$1,606,884.78 | \$1,833,708.00 | 64.34% | \$188,486.56 | \$49,006.51 | \$1,960.26 |
| Mar 2,453 | \$1,849,110.14 | \$1,187,614.20 | 64.13% | \$239,458.46 | \$62,259.20 | \$2,490.37 |
| Apr 2,841 | \$1,909,835.31 | \$1,238,852.51 | 65.78% | \$225,009.84 | \$58,658.56 | \$2,346.34 |
| May 2,532 | \$2,345,128.79 | \$1,633,803.79 | 69.67% | \$340,319.90 | \$62,483.17 | \$2,499.33 |
| Total 9,630 | \$7,709,961.82 | \$5,198,978.50 | 66.29% | \$893,874.76 | \$232,407.44 | \$9,296.30 |

Annually \$697,222.81 \$27,883.80 Each Charity







7.0 Permitted Uses

Subject to compliance with this By-law, the following uses shall be permitted within the zones corresponding to the columns identified with a "•" in Table 7.1. Where a superscript "E" (^E) is identified next to a "•" symbol, only *existing uses* shall be permitted. All permitted uses shall be subject to the applicable Zone Regulations provided in Section 8.0 and the General Provisions including the site specific qualifications provided in Section 6.0, where applicable.

The zone symbols are defined and described in Section 5.2, and consist of letters and numbers, as the case may be, as listed below:

| Zone Symbol | Zone Title |
|--------------------------|---|
| <i>Residential Zones</i> | |
| R1 | Residential – Low Density |
| R2 | Residential – Medium Density |
| R3 | Residential – High Density |
| RM | Residential Mobile Home Park |
| RW1 | Residential Waterfront – Watercourse |
| RW2 | Residential Waterfront – Lake St. Clair |
| <i>Hamlet Zones</i> | |
| HR | Hamlet Residential |
| HC | Hamlet Commercial |
| HE | Hamlet Employment |
| <i>Commercial Zones</i> | |
| CS | Service Commercial |
| CR | Rural Commercial/Employment |
| CN | Neighbourhood Commercial |
| CT | Recreational/Tourist Commercial |
| <i>Mixed Use Zones</i> | |
| CA | Central Area |
| MU | Mixed Use |
| <i>Employment Zones</i> | |
| M1 | General Employment |

Table 7.1 – Permitted Uses

| | R1 | R2 | R3 | RM | RW1 | RW2 | HR | HC | HE | CS | CR | CA | CN | CT | MU | M1 | M2 | I1 | I2 | EP | W | P | A | UR |
|--|----|----|----|----|-----|-----|----|----|----|----|----|----|----|----|----------------|----|----|----|----|----|---|---|---|----|
| Parking lot or structure, public | | | | | | | | | | | | • | | | • | | | | | | | | | |
| Personal service shop | | | | | | | | • | | • | | • | • | | • | | | | | | | | | |
| Pharmacy | | | | | | | | • | | • | | • | | | • | | | | | | | | | |
| Place of entertainment | | | | | | | | • | | • | | • | | • | • | | | | | | | | | |
| Printing establishment | | | | | | | | • | | • | | | | | | • | | | | | | | | |
| Private club | | | | | | | | • | | | | • | | • | • | | | | • | | | • | | |
| Public club | | | | | | | | • | | | | • | | • | • | | | | • | | | • | | |
| Public storage | | | | | | | | | • | | | | | | • ^E | • | | | | | | | | |
| Recreational vehicle sales, service, and storage establishment | | | | | | | | | | • | • | | | • | | | | | | | | | | |
| Retail establishment | | | | | | | | • | | • | | • | | | • | | | | | | | | | |
| Retail establishment, convenience | | | | | | | | • | | • | | • | • | | • | | | | | | | | | |
| Retail and service uses related to recreation | | | | | | | | | | | | | | • | | | | | | | | | | |
| Retail use, accessory | | | | | | | | | • | | | | | | | • | • | | | | | | | |
| Service and repair establishment | | | | | | | | • | | • | | • | | | • | | | | | | | | | |
| Shopping Centre | | | | | | | | • | | • | | • | • | | • | | | | | | | | | |
| Supermarket | | | | | | | | • | | • | | • | | | • | | | | | | | | | |
| Taxi establishment | | | | | | | | | | • | | | | | | | | | | | | | | |
| (d) Employment Uses | | | | | | | | | | | | | | | | | | | | | | | | |
| Batching or recycling plant, concrete or asphalt | | | | | | | | | | | | | | | | • | | | | | | | | |
| Bus terminal | | | | | | | | | | • | | | | | | | | | | | | | | |
| Call centre | | | | | | | | | | | | | | | | • | • | | | | | | | |
| Contractor's yard | | | | | | | | | • | | | | | | | • | | | | | | | | |
| Laboratory or scientific research facility | | | | | | | | | | | | | | | | • | • | | | | | | | |
| Landing strip | | | | | | | | | | | | | | | | | | | | | | • | | |
| Manufacturing, heavy | | | | | | | | | | | | | | | | • | | | | | | | | |
| Manufacturing, light | | | | | | | | | • | | | | | | | • | • | | | | | | | |
| Office | | | | | | | | • | | • | • | • | • | | • | | • | | | | | | | |
| Propane transfer facility | | | | | | | | | | | | | | | | • | | | | | | | | |

or other legal representatives of a person to whom the context can apply according to law.

158. **PERSONAL SERVICE SHOP** – shall mean a *building* or part thereof in which services are provided and administered to the individual and personal needs of persons or their pets, and without limiting the generality of the foregoing, includes barber shops, hairdressing establishments, dog grooming establishments, spas, shoe repair and shoe shining shops, tailor shops, *bake shops*, *dry cleaning depots* and *laundromats*, wherein machines and facilities for wet laundering, drying or finishing are available for public use at a cost, but shall not include a *dry cleaning establishment*.
159. **PHARMACY** – shall mean a *retail establishment* which dispenses prescription drugs and which sells, among other things, non-prescription medicines, health and beauty products and associated sundry items.
160. **PIT** – shall mean a place where unconsolidated gravel, stone, sand, earth, clay, fill mineral or other material is being or has been removed by means of an open excavation, and may include the processing thereof for commercial purposes including screening, sorting, washing, crushing and other similar operations, *buildings* and *structures*.
161. **PLACE OF ENTERTAINMENT** – shall mean a motion picture or other theatre, amusement arcade including *amusement game machines*, arena, auditorium, *assembly hall*, billiard or pool room, *bingo hall*, drive-in theatre, bowling alley, indoor racquet courts, indoor swimming pool, ice or roller rink, *studio*, dance hall or music hall, but does not include an *adult entertainment establishment* or any place of entertainment or amusement otherwise defined or classified herein.
162. **PLACE OF WORSHIP** – shall mean a *building* dedicated to religious worship and includes a church, synagogue, temple, mosque, hermitage or *assembly hall* and may include such *accessory uses* as a nursery school, a school of religious education, convent, monastery, parish hall or an *assembly hall*.
163. **POINT OF INTERSECTION** – shall mean the point at which *street lines* abutting a *corner lot* intersect, or, if the *street lines* do not intersect at a point, then the point of intersection shall be deemed to be the intersection of the projection of the *street lines* or the intersection of the tangents of the *street lines*. Refer to the definition and illustration for *sight triangle*.
164. **PORCH** – shall mean a roofed open area attached to the outside of a *building* and with direct access to or from a *building*.
165. **PORTABLE BATCHING OR RECYCLING PLANT, CONCRETE OR ASPHALT** – shall mean equipment for the crushing, screening or washing of sand and gravel aggregate

Public Notice

Proposal TO RELOCATE A BINGO HALL

A proposal has been submitted to the Town of Lakeshore, to relocate a bingo hall to:

446 Advance Blvd., Lakeshore, ON N8N 5G8

This proposal has been submitted by CGEG.

Copies of the proposal are available at Lakeshore Town Hall.

Written comments on the proposal may be submitted not later than August 29th, 2022

And forward to the municipal office and the Commission

Municipality of Lakeshore

419 Notre Dame Street

Belle River, Ontario

N0R 1A0

Alcohol and Gaming Commission of Ontario

90 Sheppard Avenue East, Suite 200

Toronto, Ontario

M2N 0A4

Written comments submitted on the proposal may be provided to the applicant.



Alcohol and Gaming Commission of Ontario
90 Sheppard Avenue East, Suite 200
Toronto ON M2N 0A4
Tel.: 416-326-8700
Toll free in Ontario: 1-800-522-2876
Inquiries: www.agco.ca/iagco • Website: www.agco.ca

Registration No.: OPCHF00131687

Expiry Date: Mar. 20, 2023

Certificate of Registration - Supplier

Class: Operator

Issued under the *Gaming Control Act, 1992*

Issued to

**COMMUNITY GAMING &
ENTERTAINMENT GROUP
LIMITED PARTNERSHIP**

**Doing
Business As**

Power Play Gaming Centre

Gaming Site

**13320 DESRO DR
TECUMSEH, ON N8N2L9**

To be prominently displayed





Commission des alcools et des jeux de l'Ontario
90, avenue Sheppard Est, bureau 200
Toronto (Ontario) M2N 0A4
Tél. : 416-326-8700
Interurbains sans frais en Ontario : 1-800-522-2876
Demande de renseignements : www.agco.ca/fr/icajo
Site Web : www.agco.ca/fr

N° d'inscription : OPCHF00131687

Date

d'expiration : 20 mars 2023

Certificat d'inscription - Fournisseur

Catégorie : Exploitant

**Délivré en vertu de la
Loi de 1992 sur la réglementation des jeux**

Délivré à

COMMUNITY GAMING &
ENTERTAINMENT GROUP
LIMITED PARTNERSHIP

Faisant affaire
sous le nom de

Power Play Gaming Centre

Site de jeu

13320 DESRO DR
TECUMSEH, ON N8N2L9

À afficher en évidence.



CHARITABLE GAMING CENTRE MUNICIPALITY AGREEMENT

THIS AGREEMENT is made as of the 3rd day of May, 2023 and will be effective upon the first day of operations of the Power Play Gaming Centre, located at 446 Advance Boulevard, Lakeshore ON L6T 4J2; (The “**Effective Date**”).

B E T W E E N:

ONTARIO LOTTERY AND GAMING CORPORATION, a statutory corporation established under the *Ontario Lottery and Gaming Corporation Act, 1999*, with an office located at 4120 Yonge Street, Suite 500, Toronto, Ontario, M2P 2B8

(hereinafter referred to as “**OLG**”)

- and -

OF THE FIRST PART

MUNICIPALITY OF LAKESHORE, with its administrative office located at 419 Notre Dame Street, Belle River, Ontario, N0R 1A0

(hereinafter referred to as the “**Municipality**”)

OF THE SECOND PART

WHEREAS OLG has the authority to conduct and manage lottery schemes on behalf of the government of His Majesty in right of Ontario pursuant to Section 207(1)(a) of the *Criminal Code* (Canada) and in accordance with the *Ontario Lottery and Gaming Corporation Act, 1999* (Ontario) and to enter into agreements with third parties regarding any lottery schemes conducted or managed by OLG on behalf of the Province.

In consideration of the respective agreements, representations, warranties and indemnities herein contained and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by each party hereto) the parties agree as follows:

1. DEFINITIONS

As used herein, the following terms shall have the respective meanings indicated below:

- (a) “**Bona Fide Member**” means a member, 18 years of age or over, in good standing of a Permittee and who has other activities, beyond participating in lottery events, within the Permittee organization and, for greater certainty, excludes a member of convenience;

- (b) **“Cash Equivalents”** means a tender or right that is convertible into cash, including gaming tokens and vouchers, but excluding Promotional Play;
- (c) **“Cash Equivalents Credits”** means the Cash Equivalents Receipts received in respect of Cash Equivalents that remain unplayed at the end of any business operating day;
- (d) **“Cash Equivalents Receipts”** means the aggregate amount of all cash actually collected or otherwise received from Players and other customers for the purchase of Cash Equivalents that may be used to play or for the opportunity to play any Charitable Game in the Charitable Gaming Centre;
- (e) **“Charity Assignment”**, means a predetermined allotment of time when individual charities are scheduled and are required to provide volunteer resources to execute roles and responsibilities as required under the policies and standards as prescribed by OLG in return for a share of the charities proceeds.
- (f) **“Charitable Gaming Centres”** means the lands and buildings, or area in the lands and buildings, located at the addresses in the Municipality set out in, and more particularly described in, Schedule B hereto (regardless of whether or not any of the words “charitable”, “bingo”, “centre” or “hall” forms part of its name);
- (g) **“Charitable Gaming Centre Association”** or **“CGCA”** means, with respect to the Charitable Gaming Centres, an association formed by Permittees that, prior to the commencement of this Agreement, conducted regular bingo lottery events under the *Gaming Control Act, 1992* within the Charitable Gaming Centres, provided that OLG shall not be required to recognize more than one such CGCA in respect of each Charitable Gaming Centre.
- (h) **“Charitable Gaming Centre Service Provider”** or **“CGCSP”** means the service provider who has entered into a Charitable Gaming Centre Service Provider Agreement with OLG to provide operational services in a Charitable Gaming Centre;
- (i) **“Charitable Games”** or **“Charitable Gaming”** means paper and electronic lottery schemes of a social charitable nature, conducted and managed by OLG, tested and approved by AGCO and set out in Schedule A, but excluding OLG Lottery Games;
- (j) **“Charitable Organization”** means a charity or non-profit organization that meets the Permit Requirements and participates in assignments in a Charitable Gaming Centre;
- (k) **“Eligible Charity”** means a charitable organization which: (1) as of the day immediately preceding the Start Date, held a valid, unsuspended licence, issued by the Registrar of Alcohol and Gaming based on an authorization issued by the Municipality, to conduct and manage a charitable gaming lottery event at a Charitable Gaming Centre; or (2) had held such a valid, unsuspended licence for a period wholly within the preceding 12 month period preceding the Start Date or held a Permit under the existing OLG initiative;

- (l) **“Expired Cash Equivalents Liability Amount”** means the Cash Equivalents Credits in respect of those Cash Equivalents that expired in accordance with the Rules and Regulations without such Cash Equivalents having been (i) redeemed by Players or other customers to play any Charitable Game at the Charitable Gaming Centre, or (ii) returned or cancelled for reimbursement to Players or other customers;
- (m) **“Expired Cash Equivalents Liability Amount”** means the Cash Equivalents Credits in respect of those Cash Equivalents that expired in accordance with the Rules and Regulations without such Cash Equivalents having been (i) redeemed by Players or other customers to play any Charitable Game at the Charitable Gaming Centre, or (ii) returned or cancelled for reimbursement to Players or other customers;
- (n) **“Net Gaming Win”** means, for a specific period, Gaming Revenue, plus the Promotional Play Amount for such period, less:
 - (i) the aggregate amount of all paid Winnings; and
 - (ii) the aggregate amount of all cash and Cash Equivalents collected or otherwise received from Players and other customers and validly accrued in respect of the funding of progressive jackpot Charitable Games at a Charitable Gaming Centre, less the aggregate amount of all Winnings previously accrued from progressive jackpot Charitable Games at such Charitable Gaming Centre;
- (o) **“OLG Lottery Game”** means any ticket lottery game conducted and managed by OLG now or in the future (other than a Charitable Game) and commonly referred to by OLG as a lottery game;
- (p) **“Participation Requirements”** means such requirements and criteria that a charitable organization must meet and maintain (including those relating to use of proceeds) as OLG may from time to time prescribe;
- (q) **“Permit”** means a permit governed by the Permit Requirements set out in Appendix 1 hereto and supplied by the Municipality to an Eligible Charity which is receiving the permit on behalf of OLG, confirming that that Eligible Charity meets the Participation Requirements in respect of the Permit Period;
- (r) **“Permit Application Form”** means the form annexed hereto as Appendix 2;
- (s) **“Permittee”** means, with respect to any CGCA, a charitable organization which holds a valid Permit from the applicable Permitting Authority;
- (t) **“Permitting Authority”** means the Municipality;

- (u) **“Permit Period”** means the twelve (12)-month period commencing on the Start Date (or such shorter Permit Period as OLG may allow or that past practices for a given eligible charity may dictate) but in no event a period that extends beyond twelve (12) months after the Start Date, subject to the discretion of the Permitting Authority;
- (v) **“prescribe”, “prescribes” or “prescribed”** means specified, designated or approved in writing by OLG from time to time
- (w) **“Registrar of Alcohol, Gaming and Racing”** means the Registrar of Alcohol, Gaming and Racing established under the *Alcohol and Gaming Regulation and Public Protection Act*, 1996 (Ontario) and includes such Deputy Registrars to whom the Registrar has delegated certain authority;
- (x) **“Quarterly Amount”** has the meaning ascribed to it in Section 4 hereof;
- (y) **“Start Date”** means, with respect to the Charitable Gaming Centre, such date as the CGCSP shall determine for the opening of the Charitable Gaming Centre to the general public and the operation of the Charitable Games therein. OLG shall provide the Municipality with written notification of the Start Date;
- (z) **“Term”** means the period of time referred to and described in Section 2 hereof;

2. Term

- a) The initial term of this Agreement (the **“Initial Term”**) will commence on the Start Date and will continue until March 31, 2030, unless earlier terminated in accordance with the provisions of this Agreement.
- b) OLG shall have one option, exercisable in its sole discretion, to extend the Initial Term for an additional consecutive term of five years (the **“Extended Term”**, and together with the Initial Term, the **“Term”**) by providing to the Municipality written notice of the exercise of such extension option not later 60 days prior to the end of the initial term. All of the same terms and conditions of this Agreement will apply during the Extended Term.
- c) Notwithstanding Section 2(a) above, OLG may, at its option, terminate this Agreement if the Municipality fails to perform or observe any term, covenant or agreement contained herein; provided that OLG shall first provide written notice of its intent to terminate, and termination shall be effective only if the Municipality fails to remedy such failure to perform within thirty (30) days of receipt of notice.
- d) Notwithstanding Sections 2(a) and (b), OLG may, at its option, terminate this Agreement for convenience by providing the Municipality with ninety (90) days’ written notice of termination.

3. Financial Calculations

OLG shall calculate the Net Gaming Win on a calendar quarter basis.

4. Payment

In consideration for the Municipality's role, OLG shall, in accordance with the procedures set out herein, pay to the Municipality, in respect of each calendar quarter an amount (the "**Quarterly Amount**") equal to the amount calculated in accordance with Schedule B, and such payment is inclusive of any applicable taxes payable by OLG. Within twenty-one (21) days of the end of each calendar quarter, OLG shall pay to the Municipality the Quarterly Amount in respect of such quarter.

5. Municipality's Role

The Municipality shall act as the Permitting Authority and shall supply Permits to the Eligible Charities to receive the Permits on behalf of OLG.

The service of supplying the Permits includes the Municipality's performance of the following:

- (a) reviewing and processing the Permit Application Form submitted to the Municipality by each Eligible Charity within the time limits prescribed by OLG;
- (b) notifying OLG in writing, no less than thirty (30) days prior to the Start Date, of the identity of any Eligible Charity that has not submitted a Permit Application Form to the Municipality;
- (c) notifying OLG in writing, no less than twenty (20) days prior to the Start Date of the identity of any Eligible Charity to whom the Municipality has not supplied a Permit;
- (d) where an Eligible Charity has submitted a properly completed Permit Application Form to the Municipality, the supply of a Permit in accordance with the provisions of paragraph (f) below to that Eligible Charity within twenty (20) days of receipt of Permit Application Form;
- (e) supplying Permits only in the form annexed hereto as Appendix 1;
- (f) when considering the issuance of new Permits or the renewal of Permits on or after the Start Date, the Municipality shall consider factors such as the number of bingo authorizations already issued, the Eligible Charity's financial need and community benefit, remaining consistent with the Participation Requirements;

- (g) monitoring each Permittee's compliance with the Permit Requirements set out in Appendix 1 annexed hereto and investigating any breaches of the Permit Requirements set out in Appendix 1;
- (h) monitoring the CGCA's compliance with the distribution requirements of issued Permits by:
 - (i) ensuring monthly reports are received from the CGCA that certify members of the CGCA have acted in compliance with such distribution requirements; (ii) ensuring the CGCA has pooled and distributed funds electronically as set out in the respective Permits; (iii) reviewing CGCA Distribution reports (Appendix 3) submitted to the Municipality to ensure that the Permittees have received their share of Charitable Gaming proceeds only where they have a valid Permit and have fulfilled attendance requirements;
 - (iv) upon request, ensuring Bona Fide Member attendance reports are received from CGCA and Bona Fide Member lists are received from CGCA; (v) validating that the Permittees have met attendance requirements including, at the Municipality's discretion, by conducting periodic checks and verifying that attendance reports submitted by CGCSP's match Bona Fide Member lists submitted by the CGCA (Sample attached as Appendix 5); (vi) notifying OLG as quickly as practicable (and, in any event, no less frequently than once per year) of the CGCA where it has not fulfilled, or is not fulfilling, the above requirements;
- (i) not imposing any other requirements, terms or conditions on any Permittee, other than the Permit Requirements set out in Appendix 1, or as set out below:

The Municipality may place any or all of the following conditions on a Permit: (i) conditions transcribing the approved eligible use for the proceeds from the application form in line with the Participation Requirements; (ii) a requirement to provide the financial reports referred to in Appendix 4 on a monthly basis; (iii) other additional conditions which may be necessary and have received prior approval by OLG (including the conditions set out in the Participation Requirements);
- (j) no later than sixty (60) days following the Start Date, refunding to each Eligible Charity any fees paid by it to the Municipality in respect of the unexpired term (pro-rated to the Start Date) of any licence issued by the Registrar of Alcohol, Gaming and Racing based on an authorization issued by the Municipality to the Eligible Charity to conduct and manage a bingo lottery event at the Charitable Gaming Centre;
- (k) no later than the Start Date, retrieving from each Eligible Charity, and cancelling, the authorization referred to in subsection (j);

- (l) not supplying any Permit to any person or organization that is not an Eligible Charity; for greater certainty, if an Eligible Charity is under investigation by the Municipality or the AGCO as of the day immediately preceding the Start Date, then the Municipality shall: (i) ensure that the Permit supplied to such Eligible Charity is conditional upon the outcome of such investigation; and (ii) inform OLG of the outcome of such investigation as soon as practicable after it has been completed;
- (m) not supplying any more concurrently valid permits than the total number of eligible charities that held a valid licence or Permit as of the day immediately preceding the Start Date or as OLG may specify;
- (n) in the event that the number of eligible charities that have been supplied with permits by the Municipality as of the Start Date decreases, the Municipality may supply additional permits (up to the maximum allowable number of permits) to applying charitable organizations that meet the Participation Requirements;
- (o) not issuing to any person or organization any authorization to conduct and manage a bingo lottery event at the Charitable Gaming Centre during the Permit Period;
- (p) ensuring charity compliance through the following mechanism:
 - (i) notifying OLG as soon as practicable after the Municipality becomes aware that an Eligible Charity has contravened, or is about to contravene, any of the Participation Requirements or Permit Requirements;
 - (ii) cancelling, suspending, revoking or terminating a charity's Permit where it fails to meet the requirements of that Permit and subject to the following conditions:
 - (1) the Municipality has first investigated the alleged contravention and has, in good faith, attempted to resolve any issues with the charity and the corresponding CGCA (or any agent acting on their behalf); (2) the Municipality immediately (within two (2) working days) of cancelling, suspending, revoking or terminating a charity's Permit, has informed OLG, indicating the charity involved and why the Permit was cancelled, revoked, terminated or suspended; (3) OLG reserves the right to reverse, in whole or in part, any decision made by the Municipality with respect to the cancellation, revocation, termination or suspension of any Permit;
 - (iii) cancelling, revoking, terminating or suspending a Permit immediately upon OLG's direction to the Municipality to that effect;
 - (iv) forwarding to OLG any suggestions or possible improvements to the enforcement process for discussion;
 - (v) informing the CGCA of the situation in order to ensure good communication.

- (q) for the purposes of supporting the Charitable Gaming Program objectives of supporting and encouraging innovation and encouraging cooperation among Charitable Gaming stakeholders, sharing with OLG any possible improvements, innovations, best practices or issues of potential benefit or interest;
- (r) maintaining books and records consisting of Permit applications, copies of Permits, the CGCA's monthly reports, each Permittee's report in accordance with Appendix 4 hereto and the Municipality's investigation notes, recommendations and reports pursuant to this Agreement, and causing such books and records to be made available to OLG;
- (s) monitoring each Eligible Charity's use of proceeds from the Charitable Games, and, within thirty (30) days of the receipt of the financial report annexed hereto as Appendix 4, furnishing to OLG a written report with respect thereto, such report to be in such format as may be prescribed by OLG (but, in any event, listing each Eligible Charity's name and, beside each name, the Municipality's confirmation that there have been no breaches of the Participation Requirements by the Eligible Charity revealed by the Municipality during the reporting period);
- (t) if requested by OLG, providing to OLG such copies of any Permit Application Form and other materials submitted by an Eligible Charity in connection with such Permit Application Form; and
- (u) for greater certainty, not charging any fees (including administrative fees) for any of the foregoing.

6. Representations and Warranties

The Municipality hereby covenants, represents and warrants as follows and acknowledges that OLG is relying thereon in connection with entering into this Agreement:

- (a) that it has the right and capacity to enter into this Agreement and to perform its obligations hereunder;
- (b) that each Eligible Charity meets at the time of issuing the Permit, and is expected by the Municipality to continue meeting, the Participation Requirements; and
- (c) that, in addition to subsection (b), prior to the Start Date, the Municipality, in previously having decided to issue an authorization to the Eligible Charity to conduct and manage a bingo lottery event at the Charitable Gaming Centre, took into account factors such as the number of authorizations already issued, the Eligible Charity's financial need and community benefit, remaining consistent with the Participation Requirements.

7. Further Assurances

The parties agree to do, or cause to be done, all acts or things and execute all such further documents as may be necessary to implement and carry into effect this Agreement to its full extent.

8. No Liability of OLG

The Municipality acknowledges that OLG and any provincial agency, ministry or crown corporation shall not be liable to the Municipality for any loss, direct, indirect or consequential damages or injury relating to the operation of the Charitable Games or the Charitable Gaming Centres, including but not limited to loss of fees resulting from the operation or malfunction of equipment.

9. Notice

- (a) Any notice permitted or required to be given by OLG to the Municipality may be given by posting the same by prepaid registered mail; by personal delivery to the Municipality; or by telefax addressed to the Municipality Clerk at the address appearing in this Agreement. Any notice permitted or required to be given by the Municipality to OLG may be given by delivering and leaving the same in an envelope addressed to OLG to the attention of the Director, Charitable Gaming at the address appearing in this Agreement or by posting the same by prepaid registered mail addressed to OLG to the attention of the Director, Charitable Gaming, at the address appearing in this Agreement, or by email to cgamingcontractmanagers@olg.ca. OLG may designate in writing, by notice given in the aforesaid manner, that notices to OLG be given at such other address, to the attention of such other person or office and/or to another email address, as OLG may specify in such notice. Any notice delivered to the Municipality Clerk or at the address of OLG appearing in this Agreement shall be deemed to have been received at the time of so delivering and leaving the notice. Except during periods of a postal strike or of a general interruption of postal services, any notice given by prepaid registered mail shall be deemed to have been received on the second business day following posting of the same.
- (b) Except as provided in Section (a) above 1, any other communication or delivery (including reports and other routine communications) required or permitted to be given or provided by the Municipality under this Agreement or the OLG Policies will be in writing and will be delivered by such means and addressed to such person or persons as OLG may, acting reasonably, prescribe in writing to the Municipality from time to time (which means may include delivery by personal delivery, email, courier, registered mail, the use of data sites or secure file transfer protocols, or other means of electronic communication or collaboration software), or, failing which prescription by OLG, the provisions of Section 9(a) will apply in respect thereof.

10. Relationship of Parties

The Municipality acknowledges that the Municipality is not an employee, agent or representative, joint venturer, or partner of OLG, and the Municipality shall not represent itself to others as being authorized to assume, incur or create any obligation of any kind (express or implied) on behalf of (or in the name of) OLG or any other provincial agency, ministry or crown corporation, or purport to bind OLG or any other provincial agency, ministry or crown corporation in any respect.

11. Severability

If any covenant or term hereof or the application thereof to any person, or in any circumstance, to any extent is held invalid or unenforceable, the remainder of this Agreement or the application of the term, covenant or condition to any person or circumstance, other than those as to which it is held invalid or unenforceable, will not be affected thereby and each term, covenant and condition shall be valid and enforceable to the fullest extent permitted by law, except that if on the reasonable construction of this Agreement as a whole, the applicability of the other provisions presumes the validity and enforceability of the particular provision, the other provisions will be deemed also to be invalid or unenforceable.

12. Governing Law

This Agreement shall be interpreted and the rights of the parties shall be governed by and construed in accordance with the laws of the Province of Ontario and each party irrevocably and unconditionally submits to the exclusive jurisdiction of the courts of such Province.

13. Time

Time shall in all respects be of the essence of this Agreement. The time for doing or completing any matter provided for herein may be extended or abridged by an agreement in writing signed by the parties.

14. Counterparts

This Agreement may be executed in counterparts, each of which shall constitute an original and all of which taken together shall constitute one and the same instrument.

15. Disclosure

The parties acknowledge that OLG is a Crown Agency and that it is subject to the *Freedom of Information and Protection of Privacy Act*, and that the Municipality is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, and that, as a result, either party may be required to observe certain obligations with respect to the disclosure or non-disclosure of information, whether to government agencies or ministries or otherwise.

16. Waiver

No waiver or any breach of any provision of this Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any provision hereof and no waiver shall be effective unless made in writing and signed by an authorized representative of the waiving party.

17. Modifications

If the parties shall deem it necessary or expedient to make any alteration in or addition to this Agreement, they may do so by a written agreement between them which shall be supplemental hereto and form part hereof.

18. Assignment

No transfer, sale or assignment by the Municipality of this Agreement or the Municipality's rights hereunder is valid without the prior written consent of OLG, which consent shall not be unreasonably withheld. This Agreement shall ensure to the benefit of, and be binding upon, the parties and their respective successors and permitted assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first written above.

ONTARIO LOTTERY AND GAMING CORPORATION

per: _____

Name: Dave Pridmore

Title: Chief Gaming Officer_____

I have the authority to bind the Corporation

per: _____

Name: Pinder Basi

Title: Chief Financial and Risk Officer

I have the authority to bind the Corporation

MUNICIPALITY OF LAKESHORE

per: _____

Name: _____

Title: _____

I have the authority to bind the Corporation

per: _____

Name: _____

Title: _____

I have the authority to bind the Corporation

Schedule A

Charitable Games

For the purposes of this Agreement, Charitable Games are lottery schemes that are permitted to be offered at Charitable Gaming Sites pursuant to Ontario Regulation 81/12 made under the *Ontario Lottery and Gaming Corporation Act, 1999*, including the following:

- session play paper bingo games
- session play electronic bingo games
- paper break-open ticket lottery games
- electronic break-open ticket dispensers
- personal play electronic bingo
- personal play electronic break-open tickets
- personal play electronic instant games
- electronic shutterboard games

For greater certainty, the Charitable Games do not include OLG Lottery Games

Schedule B

Name and Address of the Charitable Gaming Centre(s):

PowerPlay Gaming Centre, 446 Advance Boulevard, Lakeshore, Ontario, N8N 5G8

Quarterly Amount Payable to Municipality:

2.79% of unaudited Net Gaming Win at the above-listed Charitable Gaming Centre (s),
subject to OLG adjustments.

APPENDIX 1

Permit Form Template to be used by
Municipalities



UNIQUE PERMIT NUMBER

PERMIT

To authorize the participation in
Ontario Lottery and Gaming Corporation ("OLG") Charitable Games

PERMIT HOLDER:

(Incl. full name and address)

CHARITABLE GAMING CENTRE SERVICE PROVIDER

(Incl. full name and operating address)

PERMIT PERIOD

From:

To:

The permit holder must observe all permit Requirements of this Permit as agreed to in its application and provided on the reverse.

The permit holder must use the proceeds received from OLG's Charitable Games for the following purposes:

Conditions of Permit:

| | |
|--------------|---|
| Date Issued: | Permitting Authority (Municipality) <hr/> <i>Signature of municipal rep:</i> <hr/> |
|--------------|---|

NOT TRANSFERABLE

PERMIT REQUIREMENTS

(Permit Page 2)

1. The Permittee shall obtain receipts for each expense incurred.
2. The Permittee shall maintain detailed records of the disbursement of all proceeds derived from the Charitable Games conducted and managed by Ontario Lottery and Gaming Corporation ("OLG") at the Charitable Gaming Centre (herein referred to as "OLG's charitable games").
3. The Permittee shall maintain books, records and other documents in support of all financial reports or statements. These records shall be kept up to date and be retained for no less than four (4) years from the date of the Permit.
4. The Permittee shall:
 - a) provide unencumbered access to the Permittee's books, records and other documents including, but not limited to, the use of proceeds derived from OLG's charitable games, to persons appointed by the Municipality and to all peace officers; and
 - b) deliver to the Municipality within the time period specified by the Municipality the Permittee's books, records and other documents including, but not limited to, those related to the use of proceeds from OLG's charitable games, and such other materials as required by the Municipality for audit and investigation purposes.
5. Each designated business account shall be maintained in the name of the Permittee, and shall have the following features:
 - a) payment/ withdrawal privileges and monthly statements issued;
 - b) all cheques returned with monthly statement or available for printing online.
6. In administering the designated business account, the Permittee shall:
 - a) appoint a minimum of four (4) signing officers, who must be bona fide members of the Permittee, to administer the account and make payments/withdrawals on behalf of the Permittee;
 - b) deposit into the account all monies derived from OLG's charitable games;
 - c) ensure payments/withdrawals are made only for the payment of the expenses incurred and the donation of net proceeds for the charitable purposes approved on the Permit.
7. The Permittee shall not:
 - a) deposit monies received from any source other than OLG's charitable gaming centres - into the designated business account, or;
 - b) close the designated business account until all monies have been donated to approved charitable purposes and a report has been submitted to the Municipality.
8. The Permittee shall provide the Municipality with a financial report outlining the receipt and use of proceeds from OLG's charitable games on the form prescribed by OLG including bank statements and receipts.
9. The financial report shall be filed by March 31 or more frequently as may be stipulated in the conditions of the permit
10. The Permittee shall provide, within 180 days of its fiscal year end, the Municipality with:
 - a) financial statements, which shall, at a minimum, include a summary of the financial information with respect to the receipt and use of proceeds from OLG's charitable games and all expenses, disbursements, net proceeds and use of net proceeds; and
 - b) a report on the Permittee's compliance with these Permit Requirements.
11. The Permittee shall be a member of the OLG recognized Charitable Gaming Centre Association as a condition of receiving and maintaining a Permit.

APPENDIX 2
Permit Application Form



PERMIT APPLICATION FORM

Application to Municipality for permit to participate in Ontario
Lottery and Gaming Corporation ("OLG") Charitable Games

| | | |
|-------------------------------------|---------------|-----------------------------------|
| Charitable Organization: | | |
| Address: | Municipality: | Postal Code: |
| Charitable Gaming Centre Supported: | | Charitable Gaming Centre Address: |
| Period: | To: | |

We, the undersigned, as principal officer(s) of the above charitable organization apply to the above "Municipality" for a permit to participate in charitable games conducted and managed by OLG at the above "Charitable Gaming Centre" for the above permit period:

1. The charitable or religious objects or purposes to which proceeds are to be devoted are described as:

(Circle One)

2. Is the Permit Applicant incorporated as a non-profit organization in the Province of Ontario? ☐ YES ☐ NO
3. Is the Permit Applicant registered with the Canada Revenue Agency as a charitable organization? ☐ YES ☐ NO
- If YES, give Registration Number: _____
4. How long has the Organization been in existence in the Municipality? _____
5. How many members does the Organization have in the Municipality? _____
6. Is the charity a member of the OLG-recognized member Charitable Gaming Centre Association? ☐ YES ☐ NO

Membership in a Charitable Gaming Centre Association recognized by OLG is a condition of receiving and maintaining the Permit.

UPON SUBMISSION OF THIS FORM, YOU MUST APPEND, WHERE REQUIRED BY THE MUNICIPALITY, THE FOLLOWING DOCUMENTS OR INFORMATION WHERE ANY CHANGES HAVE BEEN MADE SINCE THE LAST SUBMISSION TO THE MUNICIPALITY:

- governing documents (including articles of incorporation, constitution and by-laws);
- financial statements for your most recently-completed fiscal year (audited where applicable);
- current year's operating budget;
- your most recent registered charity information return and public information return
- a list of your current Board of Directors;
- detailed outline of charitable programs/services provided and specific costs incurred in delivery
- any other information that will assist in determining the charitable nature of the objects and purposes. This could include an annual report, correspondence relating to your charitable number for income-tax purposes
- the proposed use of proceeds, which must be consistent with your answer to question no.1 above

7. Designated Bona Fide Member or Signing Officer:

I, hereby certify that as the designated bona fide member or signing officer in charge of the organization's participation in OLG's charitable games, I will be responsible for such participation in accordance with the Permit Requirements under which this Permit is supplied. I further certify that I have read, and have in my possession, and agree to comply with, a statement of the Permit Requirements under which this Permit is supplied.

| | First Designated Bona Fide Member or Signing Officer: | Second Designated Bona Fide Member or Signing Officer (where required by municipality): |
|---------------------------|--|--|
| Signature(s): | _____ | _____ |
| Print Name in Full: | _____ | _____ |
| Position: | _____ | _____ |
| Business Telephone | _____ | _____ |
| Number(s): Email Address: | _____ | _____ |
| Date(s) of signing: | _____ | _____ |

PERMIT REQUIREMENTS

(Permit Application Form Page 2)

1. The Permittee shall obtain receipts for each expense incurred.
2. The Permittee shall maintain detailed records of the disbursement of all proceeds derived from the Charitable Games conducted and managed by Ontario Lottery and Gaming Corporation ("OLG") at the Charitable Gaming Centre (herein referred to as "OLG's charitable games").
3. The Permittee shall maintain books, records and other documents in support of all financial reports or statements. These records shall be kept up to date and be retained for no less than four (4) years from the date of the Permit.
4. The Permittee shall:
 - a) provide unencumbered access to the Permittee's books, records and other documents including, but not limited to, the use of proceeds derived from OLG's charitable games, to persons appointed by the Municipality and to all peace officers; and
 - b) deliver to the Municipality within the time period specified by the Municipality the Permittee's books, records and other documents including, but not limited to, those related to the use of proceeds from OLG's charitable games, and such other materials as required by the Municipality for audit and investigation purposes.
5. Each designated business account shall be maintained in the name of the Permittee, and shall have the following features:
 - a) payment/withdrawal privileges and monthly statements issued;
 - b) all cheques returned with monthly statement or available for printing online.
6. In administering the designated business account, the Permittee shall:
 - a) appoint a minimum of two (2) signing officers, who must be bona fide members of the Permittee, to administer the account and make payments/withdrawals on behalf of the Permittee;
 - b) deposit into the account all monies derived from OLG's charitable games;
 - c) ensure payments/withdrawals are made only for the payment of the expenses incurred and the donation of net proceeds for the charitable purposes approved on the Permit.
7. The Permittee shall not:
 - a) deposit monies received from any source other than OLG's charitable gaming centres - into the designated business account, or;
 - b) close the designated business account until all monies have been donated to approved charitable purposes and a report has been submitted to the Municipality.
8. The Permittee shall provide the Municipality with a financial report outlining the receipt and use of proceeds from OLG's charitable games on the form prescribed by OLG including bank statements and receipts.
9. The financial report shall be filed by March 31 or more frequently as may be stipulated in the conditions of the permit.
10. The Permittee shall provide, within 180 days of its fiscal year end, the Municipality with:
 - a) financial statements, which shall, at a minimum, include a summary of the financial information with respect to the receipt and use of proceeds from OLG's charitable games and all expenses, disbursements, net proceeds and use of net proceeds; and
 - b) a report on the Permittee's compliance with these Permit Requirements.
11. The Permittee shall be a member of the OLG recognized Charitable Gaming Centre Association as a condition of receiving and maintaining a Permit.

APPENDIX 3
CGCA Distribution Report

CGCA DISTRIBUTION REPORT

[illegible]

We, as the signing officers of the CGCA, certify that the above transfers took place on _____ (date) and all information is full and correct and that our CGCA has fulfilled its obligations to OLG operating at the premises listed above.

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Appendix 4
Monthly Report to Municipality



MONTHLY REPORT TO MUNICIPALITY

Charity Utilization of OLG Charitable Gaming Proceeds

| | |
|-------------------------|-------|
| PERMIT #: | |
| Month Reported: | Year: |
| Number of Assignments : | |

| | | |
|-------------------------------------|-----------------------------------|--------------|
| Charitable Organization: | | |
| Address: | Municipality: | Postal Code: |
| Charitable Gaming Centre Supported: | Charitable Gaming Centre Address: | |

| | | | | |
|---|--------------|---------|--------|---------|
| (A) Previous Period Closing Balance (Item "E" from last report): | | | | \$ |
| Revenue Received from CGC Participation | Date: | \$ | | |
| Interest | Date: | \$ | | |
| (B) Total Revenue Received: | | | | \$ 0.00 |
| Administration Expenses (e.g. Bank Fees) | Description: | \$ | | |
| | Description: | \$ | | |
| | Description: | \$ | | |
| | Description: | \$ | | |
| (C) Total Administrative Expenses: | | | | \$ 0.00 |
| Use of Proceeds Paid To | Chq# | Purpose | Amount | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| Use separate page if required | | | | |
| (D) Total Use of Proceeds Expenses: | | | | \$ 0.00 |
| (E) Closing Balance as of this Report (A+B-C-D) (closing bank balance) : | | | | \$ 0.00 |

| |
|-----------------|
| Other Comments: |
|-----------------|

| | |
|---|---|
| <input checked="" type="checkbox"/> Required Attachments | <input checked="" type="checkbox"/> Photocopies of Bank Statements, invoices/receipts (as appropriate) & cancelled cheques (front and back) for the month covered by this report. <input checked="" type="checkbox"/> Changes to any information that is required to be on file with the Municipality. |
|---|---|

We, as the signing officers of the above organization, certify that the above information is full and correct and that our organization has fulfilled its bona fide member obligations to the Charitable Gaming Centre Association operating at the premises listed above.

| | First Designated Bona Fide Member or Signing Officer: | Second Designated Bona Fide Member or Signing Officer: |
|-------------------------------|--|---|
| Signature(s): | _____ | _____ |
| Print Name in Full: | _____ | _____ |
| Position: | _____ | _____ |
| Business Telephone Number(s): | _____ | _____ |
| Email Address: | _____ | _____ |
| Date(s) of signing: | _____ | _____ |

Appendix 5
CGCA Bona Fide Member List

CHARITABLE GAMING CENTRE ASSOCIATION BONA FIDE MEMBER LIST

| | | |
|--|-----------------------------------|--------------|
| Charitable Gaming Centre Association (CGCA): | | |
| Address: | City: | Postal Code: |
| Charitable Gaming Centre Supported: | Charitable Gaming Centre Address: | |

[illegible]

April XX, 2023

Municipality of Lakeshore
419 Notre Dame Street,
Belle River, ON NOR 1A0

Attn: Brianna Coughlin

Re: Charitable Gaming Centre Relocation; cGaming Permits

Dear Mrs. Coughlin,

Effective the date of opening of the cGaming Centre in Lakeshore, all current cGaming Permits currently issued by the Town of Tecumseh will transfer to the Municipality of Lakeshore, including the Eligibility and Use of Proceeds review. All such cGaming Permits will expire on September 30, 2023.

The temporary transfer period waives the Municipality of Lakeshore from any of the eligibility requirements conditional upon opening the charitable gaming centre in Lakeshore.

The Municipality of Lakeshore will thereafter issue new OLG Charitable Gaming Permits to eligible organizations, effective the period October 1, 2023 to March 30, 2024.

We thank you in advance for your cooperation in this regard.

Please feel free to contact the writer should you have questions about anything contained herein.

Sincerely,

David Fraser
Senior Director, Charitable Gaming

cc: David Pridmore, Chief Gaming Officer
Valerie Braun, Director Relationship Management, Charitable Gaming

Municipality of Lakeshore - Confidential Report

Strategic & Legal Affairs



To: Mayor & Members of Council

From: Kristen Newman, Corporate Leader-Strategic & Legal Affairs

Date: April 26, 2023

Subject: Temporary Fire Chief Shared Services Agreement between Lakeshore and Leamington

Recommendation

Direct the Clerk to read By-law 38-2023 being a By-law to Authorize a Temporary Fire Chief Shared Services Agreement with The Corporation of the Municipality of Leamington during the “Consideration of the By-laws”, as presented at the May 2, 2023 Council Meeting.

Background

Section 6(1) of the *Fire Protection and Prevention Act* (“FPPA”) mandates a municipality, with an established fire department, to appoint a fire chief. Recently, The Corporation of the Municipality of Leamington’s (“Leamington”) fire chief departed the organization and Leamington requires a fire chief to be appointed to be compliant with the FPPA.

Comments

With a view to supporting neighbouring municipalities and to gain insight into the operations of another fire service which is experiencing growth as Lakeshore explores its future departmental plans, Administration recommends entering into a shared services agreement with Leamington to temporarily share the services of Lakeshore’s Fire Chief for a period of up to a 4 month term and subject to extension with the agreement of both parties for an additional term of a maximum of 5 months.

Others Consulted

The Corporation of the Municipality of Leamington

Financial Impacts

The shared services agreement will include arrangements to compensate Lakeshore for its services based on a model to be negotiated between the municipalities.

Report Approval Details

| | |
|----------------------|--|
| Document Title: | Temporary Fire Chief Shared Services Agreement- Leamington.docx |
| Attachments: | |
| Final Approval Date: | Apr 27, 2023 |

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

Prepared by Kristen Newman

Approved by Justin Rousseau and Truper McBride

Notice of Motion submitted by Councillor Kerr regarding Light Trespassing

Whereas members of the community have been complaining about the lack of privacy related to scattered or excessive lighting on properties, including residential properties;

And recent lighting technology improvements related to the use of L.E.D.'s have contributed to lighting being much brighter and obtrusive;

And whereas security light fixtures create a condition where there is no control over when the lights are on or off;

And whereas Lakeshore current by-laws do not address this problem;

Now be it resolved that the issue of scattered or excessive lighting on properties be referred to administration to:

1. Investigate regulatory options; and
2. Assess what, if anything is being done in other communities; and
3. What standards could be applied to address this issue.

Municipality of Lakeshore

By-law 33-2023

Being a By-law to Authorize an Agreement with the Ontario Lottery and Gaming Corporation regarding Charitable Gaming

Whereas section 11(2)7 of the *Municipal Act, 2001*, S.O. 2001, c. 25, authorizes a municipality to pass by-laws for respecting services and things that the municipality is authorized to provide;

And whereas section 23.1 of the *Municipal Act, 2001* authorizes Council to delegate its powers and duties;

And whereas Council passed resolution #347-09-2022 supporting the location of a gaming site at 446 Advance Boulevard in the Municipality of Lakeshore, subject to the Provincial approval of the Ontario Lottery and Gaming Corporation's business case for the gaming site and the Alcohol and Gaming Commission of Ontario's approval of the relocation of the PowerPlay Gaming Centre; ;

And whereas the PowerPlay Gaming Centre has received approval from both the Alcohol and Gaming Commission of Ontario and the Ontario Lottery and Gaming Corporation to operate at 446 Advance Boulevard in the Municipality of Lakeshore;

And whereas it is deemed necessary to execute a Charitable Gaming Centre Municipality Agreement with the Ontario Lottery and Gaming Corporation as recommended by the Division Leader – Civic Affairs at the May 2, 2023 Council meeting;

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

1. The Mayor and the Clerk are delegated the authority to execute an agreement with the Ontario Lottery and Gaming Corporation with form and content approved by the Corporate Leader – Strategic & Legal Affairs.
2. The delegated authority described in section 1 includes the authority to execute any related amendments or agreements in furtherance of this agreement.
3. In the event of a conflict between this by-law and another Lakeshore by-law, this by-law prevails.
4. The delegation in this by-law is subject to any restrictions on such delegation under the *Municipal Act, 2001*, S.O. 2001, c.25 or any other Act.
5. This By-law comes into force and effect upon passage.

Read and passed in open session on May 2, 2023.

**Mayor
Tracey Bailey**

**Clerk
Kristen Newman**

Municipality of Lakeshore

By-law 38-2023

Being a By-law to Authorize an Agreement with the Municipality of Leamington relating to Temporary Fire Chief Shared Services

Whereas subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And whereas section 23.1 of the *Municipal Act, 2001* authorizes Council to delegate its powers and duties;

And whereas subsection 6(1) of the *Fire Protection and Prevention Act* mandates the appointment of a fire chief for a fire department and The Corporation of the Municipality of Leamington requires a fire chief for its established fire department;

And whereas subsection 2(6) of the *Fire Protection and Prevention Act*, authorizes a municipality to enter into agreements with other municipalities to provide and/or receive fire protection services;

And whereas Council agrees to temporarily supply fire chief services to The Corporation of the Municipality of Leamington subject to a shared services agreement;

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

1. The Mayor and the Clerk are delegated the authority to execute an agreement with the Municipality of Leamington with form and content approved by the Corporate Leader – Strategic & Legal Affairs and Chief Administrative Officer.
2. The Chief Administrative Officer is delegated the authority to make decisions regarding the extension of this agreement for an additional term of no more than 5 months.
3. The delegated authority described in section 1 includes the authority to execute any related amendments or agreements in furtherance of this agreement.
4. In the event of a conflict between this by-law and another Lakeshore by-law, this by-law prevails.
5. The delegation in this by-law is subject to any restrictions on such delegation under the *Municipal Act, 2001*, S.O. 2001, c.25 or any other Act.

6. This By-law comes into force and effect upon passage.

Read and passed in open session on May 2, 2023.

**Mayor
Tracey Bailey**

**Clerk
Kristen Newman**

Municipality of Lakeshore

By-law 39-2023

Being a By-law to Authorize an Agreement with TELUS Communications Inc.

Whereas section 11(2)7 of the *Municipal Act, 2001*, S.O. 2001, c. 25, authorizes a municipality to pass by-laws for respecting services and things that the municipality is authorized to provide;

And whereas section 23.1 of the *Municipal Act, 2001* authorizes Council to delegate its powers and duties;

And whereas Council passed resolution #61-02-2023 to enter into a revised National Site Licence Agreement with TELUS Communications Inc. to allow for the existing communications tower to remain at 592 St. Charles Street, as recommended by the Division Leader – Public Works at the February 14, 2023 Council meeting;

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

1. The Mayor and the Clerk are delegated the authority to execute an agreement with TELUS Communications Inc. with form and content approved by the Corporate Leader – Strategic & Legal Affairs.
2. The delegated authority described in section 1 includes the authority to execute any related amendments or agreements in furtherance of this agreement.
3. In the event of a conflict between this by-law and another Lakeshore by-law, this by-law prevails.
4. The delegation in this by-law is subject to any restrictions on such delegation under the *Municipal Act, 2001*, S.O. 2001, c.25 or any other Act.
5. This By-law comes into force and effect upon passage.

Read and passed in open session on May 2, 2023.

**Mayor
Tracey Bailey**

**Clerk
Kristen Newman**

Municipality of Lakeshore

By-law 40-2023

Being a By-law to Amend By-law 11-2023, Being a By-law to Establish User Fees for Certain Services Provided by the Municipality of Lakeshore

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

And whereas Council approved By-law 11-2023, known as the User Fees By-law, on January 30, 2023;

And whereas Council approved By-law 25-2023, Being a By-law to Amend By-law 11-2023, known as the User Fees By-law, on March 7, 2023, which repealed and replaced Schedule 'G' of By-law 11-2023;

And whereas on March 21, 2023, Council passed resolution #93-03-2023 directing Administration to amend the User Fees By-Law to include Engineering Fees to include a permit fee to obtain an easement across a municipal road to accommodate a private service, as presented at the March 21, 2023 Council meeting;

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

1. By-law 25-2023 is repealed.
2. By-law 11-2023 shall be amended as follows:
 - a. Schedule "G" of By-law 11-2023 is repealed and replaced by Schedule "A" to this by-law.
3. This By-law comes into force and effect upon passage.

Read and passed in open session on May 2, 2023.

**Mayor
Tracey Bailey**

**Clerk
Kristen Newman**

| 2023 User Fees - By-law 11-2023 Schedule G | |
|---|--------------|
| (Applicable taxes will be added to all fees) | |
| Operations | |
| Public Works Services | |
| Ditching Policy EN120 - Administrative Fee | \$264.00 |
| Encroachment/entrance permit and other miscellaneous works | \$264.00 |
| Indemnity deposit – refundable up to 3 years from issuance of permit | \$1,300.00 |
| Drainage Services | |
| Tile Loans – Administrative Fee | \$165.00 |
| Engineering Services | |
| Lawyer Letters - per property inquiry | \$80.00 |
| Engineering Review Fees | |
| Sanitary Capacity and Allocation Assessment - per submission | \$2,000.00 |
| Clearance Letter from Engineering & Infrastructure Division - per development application | \$80.00 |
| Site Plan Engineering Review Fee - per submission | \$1,500.00 |
| Subdivision Engineering Review Fee - per submission | \$3,000.00 |
| General Engineering Review Fee - per submission | \$1,500.00 |
| Minimum Engineering Review Fee - per submission | \$500.00 |
| Additional Review Fee (in exceedance of 5 submissions) | \$250.00 |
| CLI Application Fees | |
| CLI - Pre-Screening Application - per development application | \$1,000.00 |
| Sanitary Sewers - per submission | \$1,500.00 |
| Sanitary Appurtenance (ie - odour or corrosion control) - per item | \$1,000.00 |
| Sanitary Pump Station or Forcemain - per station | \$3,000.00 |
| Storm Sewers - per submission | \$1,500.00 |
| Storm Appurtenance (ie - LID, oil grit separator) - per item | \$1,000.00 |
| Storm Pump Station - per station | \$3,000.00 |
| Stormwater Management Facility (ie - dry/wet ponds) - per facility | \$5,000.00 |
| Water Form 1 - per submission | \$1,000.00 |
| Construction and Inspection Fees | |
| Mandatory Pre-Construction and Inspection Meetings per walkthrough | \$150.00 |
| Additional Walkthroughs (due to deficiencies) - per walkthrough | \$100.00 |
| Sign Purchase and Installation - each sign | \$120.00 |
| Easement Across a Municipal Road To Accommodate a Private Service | Actual cost |
| Water Services | |
| Water Shut-Off - nonpayment | \$56.00 |
| Water Shut-Off | \$35.00 |
| Water Shut Off – After Hours | \$167.00 |
| Water Turn-On | \$35.00 |
| Water Turn On – After Hours | \$167.00 |
| Water Disconnect, defined as a complete removal of the water service to corporation stop | Actual cost |
| Water Reconnect, defined as a installation of the water service to corporation stop. Buy-in fee under Tariff of Fees By-law is not applicable if done within 5 years of disconnect. | Actual cost |
| New Water Account Set Up Fee | \$35.00 |
| Water account late payment fee | 3% per month |
| Shut off notice | \$8.00 |
| Relocation of Water Service: | |
| Short Service | \$3,268.00 |
| Long Service | \$4,053.00 |
| Inspection Fee – water service when building demolished | \$65.00 |
| Missed appointment or service refusal per instance | \$55.00 |
| Water Service Abandonment Fee: | |
| Where all buildings have been removed from a building lot and a water service is requested to be abandoned by the property owner, the water service pipe shall be disconnected at the property line. The service box and rod shall be removed by the owner's contractor or by Town forces, at the owner's expense, and inspected by the Town; after which the basic charge will no longer be applicable | |
| Town performs the work | \$325.00 |

| | |
|--|----------|
| Inspection Fee when property owner performs the work | \$65.00 |
| Water Service Abandonment Reconnection Fee (at property line): | |
| Town performs the work | \$325.00 |
| Inspection Fee when property owner performs the work | \$65.00 |
| In the event that the reconnection is done within 5 years of Water Buy-in, reconnection fee shall not be applicable. | |
| | |
| Water Permit - Includes Supplying Water Meter - Actual cost plus administration fee | \$35.00 |
| Test of Water Meter - where meter is found to be in proper working order | \$179.00 |
| Frozen Meter Repair | \$119.00 |

Municipality of Lakeshore

By-law 41-2023

Being a By-law to Authorize a Facility Use Agreement with Wayne Currie

Whereas section 11(2)7 of the *Municipal Act, 2001*, S.O. 2001, c. 25, authorizes a municipality to pass by-laws respecting services and things that the municipality is authorized to provide;

And whereas section 23.1 of the *Municipal Act, 2001* authorizes Council to delegate its power and duties;

And whereas it is deemed necessary to enter into a Facility Use Agreement with Wayne Currie for the use of the Libro Community Centre multi-purpose room for a 1-year term, as recommended by the Division Leader – Community Services at the May 2, 2023 Council meeting;

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

1. The Mayor and the Clerk are delegated the authority to execute an agreement with Wayne Currie with form and content approved by the Corporate Leader – Strategic & Legal Affairs and the Corporate Leader – Growth & Sustainability.
2. The Chief Administrative Officer is delegated the authority to make decisions regarding the extension of this agreement for an additional term of no more than 2 years.
3. The delegated authority described in Section 1 includes the authority to execute any related amendments or agreements in furtherance of this agreement.
4. In the event of a conflict between this by-law and another Lakeshore by-law, this by-law prevails.
5. The delegation in this by-law is subject to any restrictions on such delegation under the *Municipal Act, 2001*, S.O. 2001, c.25 or any other Act.
6. This By-law comes into force and effect upon passage.

Read and passed in open session on May 2, 2023.

**Mayor
Tracey Bailey**

**Clerk
Kristen Newman**

Municipality of Lakeshore

By-law 42-2023

**Being a By-law to Confirm the Proceedings of the
Council of the Municipality of Lakeshore**

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

And whereas in accordance with said Act, the powers of a municipality shall be exercised by its Council;

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

And whereas it is deemed expedient that the proceedings of the Council of the Municipality of Lakeshore at these sessions be confirmed and adopted by By-law.

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

1. The actions of the Council of the Municipality of Lakeshore in respect of all recommendations in reports of Committees, all motions and resolutions and all other actions passed and taken by the Council of the Municipality of Lakeshore, documents and transactions entered into during the March 31 and April 4, 2023 sessions of Council be adopted and confirmed as if the same were expressly embodied in this By-law.
2. The Mayor or the Deputy Mayor together with the Clerk are authorized and directed to execute all documents necessary to the action taken by this Council as described in paragraph 1 of this By-law and to affix the Seal of the Municipality of Lakeshore to all documents referred to in said paragraph 1 above.

Read and passed in an open session on May 2, 2023.

**Mayor
Tracey Bailey**

**Kristen Newman
Clerk**