

Municipality of Lakeshore

Regular Council Meeting Agenda



Tuesday, December 12, 2023, 5:00 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(3.1) of the *Municipal Act, 2001* for the purpose of educating and training members in relation to computer software.
- b. Paragraph 239(2)(d), (f) and (k) of the *Municipal Act, 2001* for the purpose of discussing labour relations or employee negotiations, advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and positions and plans to be applied to negotiations to be carried on by the Municipality relating to collective bargaining.

3. Return to Open Session

4. Land Acknowledgement

5. Moment of Reflection

6. Disclosures of Pecuniary Interest

7. Recognitions

8. Public Meetings under the Planning Act

9. Public Presentations

1. David Tremblay - Request for Amalgamation Report

8

2. James Rauth - Lakeshore Sports Excellence Hall Of Fame

9

10. Delegations

1. Stoney Point Community Park - Concept Design 10

Recommendation:

Approve the Concept Plan as shown in Appendix B for the Stoney Point Community Park;

Direct Administration to proceed to detailed design for the Stoney Point Community Park based on the approved Concept Plan; and

Approve the additional detail design and tender for the additional items in the amount of \$33,339.07 (including applicable HST) from the Parks Reserve, as presented at the December 12, 2023 Council meeting.

1. Ron Koudys Landscape Architects Inc.

2. Dedication of Parkland By-law Update – Bill 23 41

Recommendation:

Receive the Watson & Associates Economists Ltd. Parkland dedication Memo entitled “Parks Plan - Parkland Dedication and Payment-in-lieu of Parkland Analysis” dated November 20, 2023 (Attachment 1); and

Direct Administration with the assistance of Watson & Associates Economists Ltd. to undertake public engagement to review a draft Parkland Dedication By-law to regulate the dedication of parkland or the payment in lieu thereof as a condition of development or redevelopment to implement the changes made by Bill 23, as presented at the December 12, 2023 Council Meeting.

1. Watson & Associates Economists Ltd

11. Completion of Unfinished Business

12. Consent Agenda

Recommendation:

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

1. **November 21, 2023 Regular Council Meeting Minutes** 129
2. **Police Services Board Report for Lakeshore - September 2023** 138
3. **Police Services Board Report for Lakeshore - October 2023** 160

13. Reports for Information

Recommendation:

Receive the Reports for Information as listed on the agenda.

- | | | |
|----|---|-----|
| 1. | 2022 Investment Report | 181 |
| 2. | Financial Indicators – Ward Data | 206 |

14. Reports for Direction

- | | | |
|----|-----------------------------|-----|
| 1. | 2024 User Fee By-Law | 218 |
|----|-----------------------------|-----|

Recommendation:

Approve the changes to the User Fee schedule, as described at the December 12, 2023 Council meeting; and

Direct the Clerk to read By-Law 95-2023 during the Consideration of By-laws.

- | | | |
|----|--|-----|
| 2. | Tender Award for the Purchase of Two (2) Large Fleet Vehicles | 248 |
|----|--|-----|

Recommendation:

Award the tender for the purchase of two (2) large fleet vehicles including a 2025 tandem axle cab & chassis with one-way plow and wing and a 2025 single axle cab & chassis with two-way plow and wing, to Carrier Truck Center Inc. in the amount of \$774,845.31 (including applicable HST);

Approve the overage in the amount of \$74,845.31 (including applicable HST) to be funded from Vehicles and Equipment Reserves; and

Approve the disposal of the Public Works Service Truck (Unit #603) in accordance with the Sale of Corporate Vehicles Policy AD-209, returning the applicable disposal funds to the Vehicle & Equipment Reserves, as presented at the December 12, 2023 Council meeting.

3. **North Woodslee RBC Replacement Project - Budget Overage** 251
- Recommendation:**
Approve the additional tender amount of \$102,625.73 (including applicable HST) for supply and install of Rotating Biological Contactor (RBC) Equipment at North Woodslee Wastewater Treatment Plant and approve the unforeseen additional expenses in the amount of \$60,593.82 (including applicable HST) for hauling, draining and cleaning the RBC Chamber; and
- Approve the total amount of \$163,219.54 (including applicable HST) to be funded from the Wastewater Reserves, as presented at the December 12, 2023 Council meeting.
4. **2024 Reconstruction, Rehabilitation and Gravel Road Conversion Program Direction** 254
- Recommendation:**
Continue to support the completion of an updated Roads Needs Study to be undertaken in 2024;
- Approve the budget of \$1,900,000 for the Asphalt Road Rehabilitation (asphalt life cycling) in 2024 to complete the rehabilitation of asphalt roadways;
- Approve the budget of \$845,200 for the placement of maintenance lifts and life cycling of current surface treated roadways that require rehabilitation in 2024, foregoing the gravel road conversion plan in 2024; and
- Proceed with Option 4) Rehabilitate Patillo Road with no enclosure or widening (cost to be determined), allocating the remaining reserves to complete asphalt road rehabilitation and the required reconstruction projects in 2024, as presented at the December 12, 2023 Council meeting.
5. **Commercial Greenhouse Farm OPA-18 and ZBA- County comments** 265
- Recommendation:**
Direct Administration to meet with the County of Essex and Provincial Ministries to discuss Official Plan Amendment No. 18 to the Municipality of Lakeshore Official Plan and related Zoning By-law Amendment 2-2023 and report back to Council, as presented at the December 12, 2023 Council meeting.

6. Pier Public Private Partnership Exploration 271

Recommendation:

Direct Administration to undertake the required works to create an Expression of Interest to explore a public-private partnership (P3) model to re-develop the marina and restaurant at Lakeview Park and Pier; and

Direct Administration to bring back the Expression of Interest prior to public release for approval by Council, all as presented at the December 12, 2023 Council meeting.

7. 7340 Tecumseh Road Development Potential 295

Recommendation:

Direct the Chief Financial Officer to allocate \$10,000 from the Economic Development Reserve to begin early feasibility studies for the redevelopment of 7340 Tecumseh Road in partnership with the Windsor Essex Community Housing Corporation, as presented at the December 12, 2023 Council meeting.

8. Municipal Transit Next Steps 298

Recommendation:

Direct Administration to defer consideration of future transit services for the Municipality until the next iteration of the Transportation Master Plan, as presented at the December 12, 2023 Council meeting.

9. 2022 Year End (Q4) Budget to Actual Summaries

331

Recommendation:

Receive the report regarding the 2022 Year End Variances for the general (taxation funded), wastewater (sanitary sewer) and water funds;

Approve the taxation-supported surplus of \$696,585 for the year ended December 31, 2022;

Approve a transfer of \$642,856 to the Assessment Stabilization Reserve;

Approve a transfer of \$25,500 to the Community Benefit Reserve;

Approve a transfer of \$24,229 to the Insurance Reserve;

Approve a transfer of \$111,021 From the Building Services – Operating reserve fund to transfer the 2022 Accumulated Net Deficit per the draft 2022 Building Services Statement;

Approve a transfer of \$1,720,813 representing a surplus from Water operations for the year ended December 31, 2022 be transferred to the Water Reserve Fund; and

Approve a transfer of \$2,085,659 representing a surplus from Wastewater (sanitary sewer) operations for the year ended December 31, 2022 to the Wastewater (Sanitary Sewer) Reserve Fund, all as described in the December 12, 2023 Council meeting report.

10. Terms of Reference for Executive Committee

357

Recommendation:

Direct Administration to prepare the necessary by-law to implement the terms of reference for an Executive Committee, as presented at the December 12, 2023 Council meeting.

11. Lakeshore Flag Protocol Policy Update

363

Recommendation:

Direct Administration to update the Lakeshore Flag Protocol Policy to not allow flag raising ceremonies in Lakeshore, as presented at the December 12, 2023 Council meeting.

15. Announcements by Mayor

16. Reports from County Council Representatives

17. Report from Closed Session

18. Notices of Motion

- 1. Councillor Santarossa - Pedestrian Crossing at Optimist Park** 369

Recommendation:

Direct Administration to bring forward a recommended solution to develop an interim pedestrian crossing at Optimist Park, on Notre Dame Street in advance of the County Road 22 Corridor Re-Construction.

19. Question Period

20. Non-Agenda Business

21. Consideration of By-laws

Recommendation:

By-laws 95-2023 and 101-2023 be read and passed in open session on December 12, 2023.

- 1. By-law 95-2023, Being a By-law to Establish User Fees for Certain Services Provided by the Municipality of Lakeshore** 370

- 2. By-law 101-2023, Being a By-law to Confirm the Proceedings of the November 21, 2023 Council Meeting.** 400

22. Adjournment

Recommendation:

Adjourn the meeting at ____ PM.

Presentation request by David Tremblay

Items for discussion with the members the council of Lakeshore

1, historical facts of why we became one amalgamated municipality

2, need for accountability to the residence of all the municipality

3, answer the questions most often asked after 20+ years of amalgamations

Such as : did the reduction of cost and the great savings of money that we were told that would be achieved happen compare the total budget at the start of amalgamations to today budget total increases in taxes;

did the service increase in all area yes or no and how or why

What area of service were streamlined did we see reduction in staff or increase:

have the identity of the communities been protected or have we been trying to assimilated all into one:

has accessibility to are elected council members increased or decreased:

what and where is the source of revenue coming from residential, commercial, industrials farm and utilities how much from each ward:

the cost related to these revenue stream ex cost of sewer for residential compare to farm or policing for commercial compare to utilities;

has the participation in the decision making increase or decrease (public meetings } to the people believe their voice being heard or to the think it's a done deal no one cares

4, how do we determine if this force marriage is still viable or is there a better solutions,

A municipality, city, town, village or hamlet is like a home not a house. It's not important how big it is, how much it costs, what color or even where it is built. A home is where stories are shared history is made struggles are lived and battles are won where friendships are made thru common likes and needs and the place you know and want to return to Some of us have been very fortunate to have lived in both great homes and great municipalities I just wish that more can experience these two things

I do not expected an answer to these questions tonight but ask council to support the request for that these questions be studied and that a report be brought back to council

merci David de Paul de Louis de Edwouard de Edwouard de Jean Basptiste Tremblay

I am here tonight representing a group of sports enthusiasts who believe in preserving Lakeshore's sports history. We have been meeting for several months and with a seven member board have created "Lakeshore Sports Excellence Hall Of Fame."
We are here tonight to ask council's approval to house these awards at the Atlas Tube Centre.
Thank you
Jim Rauth (Chairperson)

Municipality of Lakeshore – Report to Council

Operations

Capital Projects



To: Mayor & Members of Council
From: Wayne Ormshaw P. Eng., Division Leader – Capital Projects
Date: November 24, 2023
Subject: Stoney Point Community Park - Concept Design

Recommendation

Approve the Concept Plan as shown in Appendix B for the Stoney Point Community Park;

Direct Administration to proceed to detailed design for the Stoney Point Community Park based on the approved Concept Plan; and

Approve the additional detail design and tender for the additional items in the amount of \$33,339.07 (including applicable HST) from the Parks Reserve, as presented at the December 12, 2023 Council meeting.

Background

At the Regular Council Meeting on November 10, 2020, Council approved the Parks and Recreation Master Plan. As part of the Master Plan the recommendation was to classify the Stoney Point Park as a Community Park.

In the 2022 budget, Council approved the visioning and detailed design of the Stoney Point Community Park.

On April 29, 2022, Ron Koudys Landscape Architects was awarded, via the Request for Qualifications (RFQ), the contract for visioning and design of Stoney Point Community Park Concept Plan in the amount of \$41,945 (plus HST).

On June 9, 2022, park visitors and residents of the Municipality of Lakeshore were invited to participate in the first of two public engagements.

This first public engagement (PIC #1) was designed to gather feedback on the future design and desired or potential amenities of Stoney Point Park. As part of the process, visitors and residents were given the opportunity to learn about Stoney Point Park, its current amenities, as well as desired or potential new amenities guided by the Parks

Master Plan and provide their feedback on the future of the park using an online survey from the public engagement session.

Survey responses from the engagement were accepted from March 31, 2022 to June 14, 2022.

On September 19, 2023, park visitors and residents of the Municipality of Lakeshore were invited to participate in the second of two public engagements (PIC #2). This second public engagement was designed to present two concept park designs and to gather feedback on the two concept designs that were felt to provide the most feasible and desired amenities for the Stoney Point Park upgrade. As part of the process, visitors and residents were also given the opportunity to provide their feedback on the concept plans for the park using an online survey.

Survey responses from the engagement were accepted from September 19, 2023, to October 6, 2023.

The findings of these two engagement surveys have been included in the slide presentation.

The attached presentation - Stoney Point Community Park Presentation to Council (Appendix – A) outlines upgrades to Stoney Point Park that are all part of a Community Park in Lakeshore as defined in the Lakeshore Parks Plan. The Stoney Point Community Park proposed Concept Plan has been appended as Appendix B.

Comments

During the visioning stage, Council approved the purchase of the lands to the south previously occupied by the former Stoney Point Tavern. By securing this parcel of land it allowed for a formal (legal) access point from the south as well as the potential location for any planned future community hub. This land also allows for addition park parking. These lands have since been cleared by demolition of the tavern.

In addition to the above, notable additions to the concept were received through feedback from the engagement sessions for consideration. These additional items were:

- A splash pad;
- Rehabilitation of the existing washroom facilities;
- Improvements to the toboggan hill, including a new naturalized area adjacent to the hill; and
- A new entrance and parking lot to the south of the park, including a pedestrian crossing from the south side of Tecumseh Road. This entrance will provide another vehicular access from the south side of the park as well as a pedestrian access with a safe crossing.

As a result of the above it was identified by the architect that additional design fees would be necessary for the additional park features, resulting in the need for additional engineering and architectural services relating to the above. Details of the additional budget requirements are provided in the financial impact section below. These fees will bring the presented concept plan through the detailed design stage to tender award.

Others Consulted

Ron Koudys Landscape Architects were consulted.

Financial Impacts

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

	Total Project Cost (excluding HST)	Total Project Cost (including applicable HST)	Budget	Difference (over)/under
Ron Koudys Landscape Architects RFQ Award	\$41,945.00	\$42,683.23		
Stoney Point Park Detailed Design, addition design fees	\$57,150.00	\$58,155.84		
Total Visioning and Detailed Design		\$100,839.07		
GSA-21-6571 Community Parks: Review, Visioning Design (2022 Budget)			\$7,500	
CAP-22-6614 Community Park Design -Stoney Point (2022 Budget)			\$60,000.00	
Total Approved Budget to date			\$67,500.00	
Total Required Budget				(\$33,339.07)

Subject to the approval of the concept plan and proceeding with the detailed design stage the project will require additional budget in the amount of \$33,339.07 (including applicable HST), to be funded from the Parks Reserve.

The withdrawal will reduce the Parks Reserve to \$809,784.

Detailed design will continue into 2024 and subject to budget approval, tender and construction of the park will occur in 2025.

Attachments

Appendix A - Stoney Point Community Park Presentation to Council

Appendix B – Stoney Point Community Park Concept Plan

Report Approval Details

Document Title:	Stoney Point Park Concept Design.docx
Attachments:	- Appendix A - RTC Stoney Point Park Concept Presentation Dec 12, 2023.pdf - Appendix B - Stoney Point Community Park Concept Plan.pdf
Final Approval Date:	Dec 7, 2023

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

Prepared by Wayne Ormshaw

Submitted by Krystal Kalbol

Approved by Justin Rousseau and Truper McBride

MUNICIPALITY OF LAKESHORE

Stoney Point Community Park

PRESENTATION TO COUNCIL

DECEMBER 12, 2023



Presentation Outline

2

- Project Goals
- Community history
- Park Overview as it exists today
- Project Stages
- What we've heard – public consultation findings
- Our recommended Final Concept
- Precedent Imagery
- Cost Estimate
- Time for Questions

Ron Kouody's Landscape Architects Inc. 2023

Project Goals

The goals of this project are to:

- Upgrade Stoney Point Park to be in line with the Municipality of Lakeshore Parks & Recreation Master Plan (PRP).
- Gain an understanding of how the park is used today, potential for additional recreational opportunities, and how this park could look in the future.
- Provide a park that is in line with the PRP but also fits the needs and desires of the community.

Community of Stoney Point

- French-speaking settlers from the Detroit-Sandwich area and Quebec were the first to locate here.
- Farms were established and in 1851 the community of Stoney Point was formed.
- The Great Western Railway arrived in 1854, and the village developed into a market and industrial centre serving the agriculture and lumber industries.
- After the decrease in lumbering activity in the early 1900's the town was transformed into a quiet agricultural village.
- In 1999, Stoney Point became part of the newly formed Municipality of Lakeshore.



Park Overview

- Stoney Point Park is a dedicated **Community Park** – 23+ acres
 - Serves the Stoney Point & Lighthouse Cove Population Centre
 - In 2016 – 2020 Residents (*PRP*)
 - Future growth expected
- Connections to Saint-Paul elementary school (immediately adjacent) & Our Lady of Annunciation elementary (across Tecumseh Rd)
- Tavern property was purchased & the building was demolished by the Municipality in 2023
 - Provides a gateway to the park from Tecumseh Rd

Park Overview

Current Condition

- Offers active and passive recreation
- Aging infrastructure – need for reinvestment
- Need for improved accessibility
 - Incorporate the Municipality of Lakeshore Accessibility Plan

Current Amenities

- Gravel Parking – *inadequate during peak times*
- Temporary Library



Park Overview



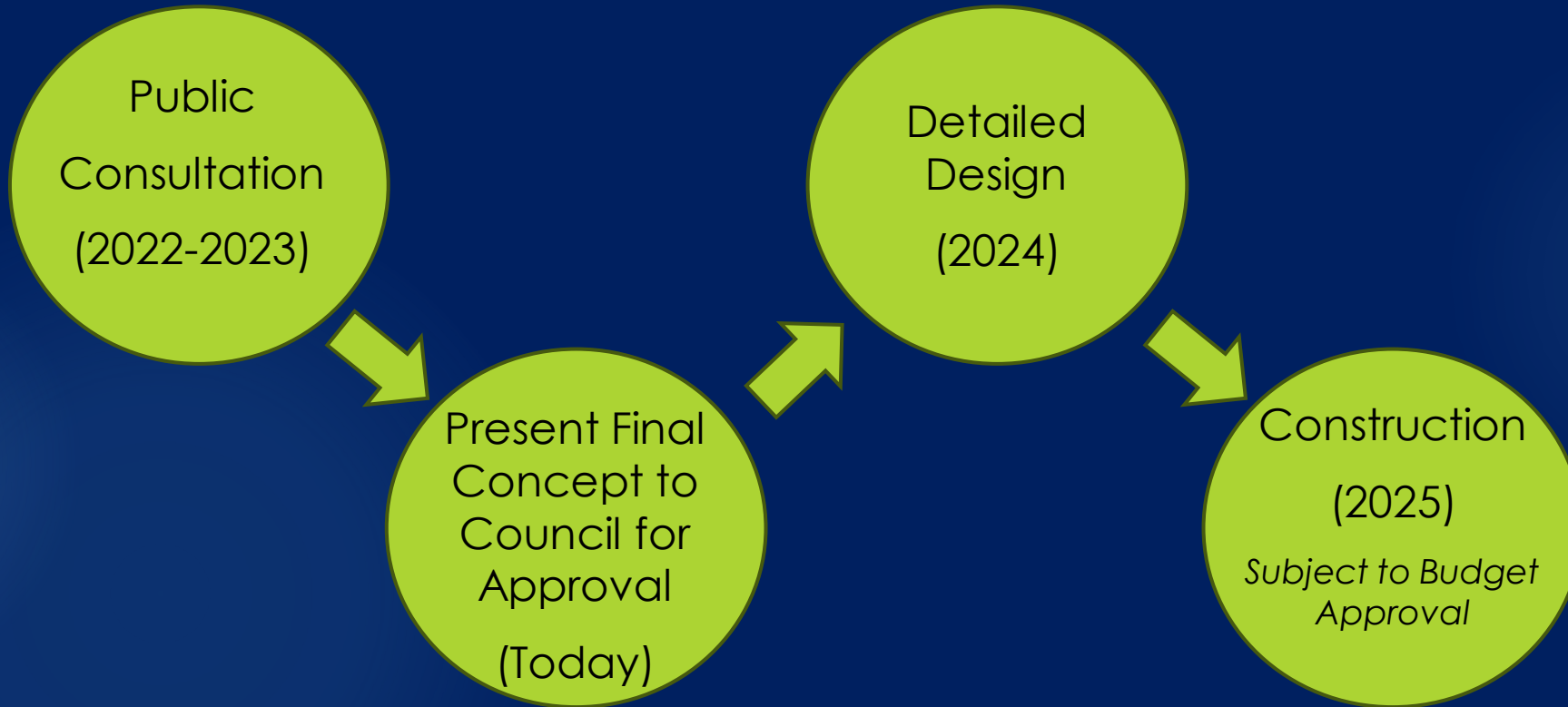
Current Amenities Cont'd.

- Storage Buildings – *safety concerns*
- Skate Park – *safety concerns*
- Toboggan Hill – *safety concerns*
- Walking Trail
- 2 playgrounds – *due for lifecycle replacement*
- Soccer fields
- Beach Volleyball
- Washroom Building & Pavilion
- Seating/benches, trash & recycling receptacles, etc.

Project Stages

- Develop A Final Concept Plan
 - Informed through public consultation
 - In line with the Parks & Recreation Master Plan
- Present to Council for Approval
- Detailed Design
- Tender Ready in 2024
- Construction anticipated in 2025 – *subject to budget approval*

Project Stages

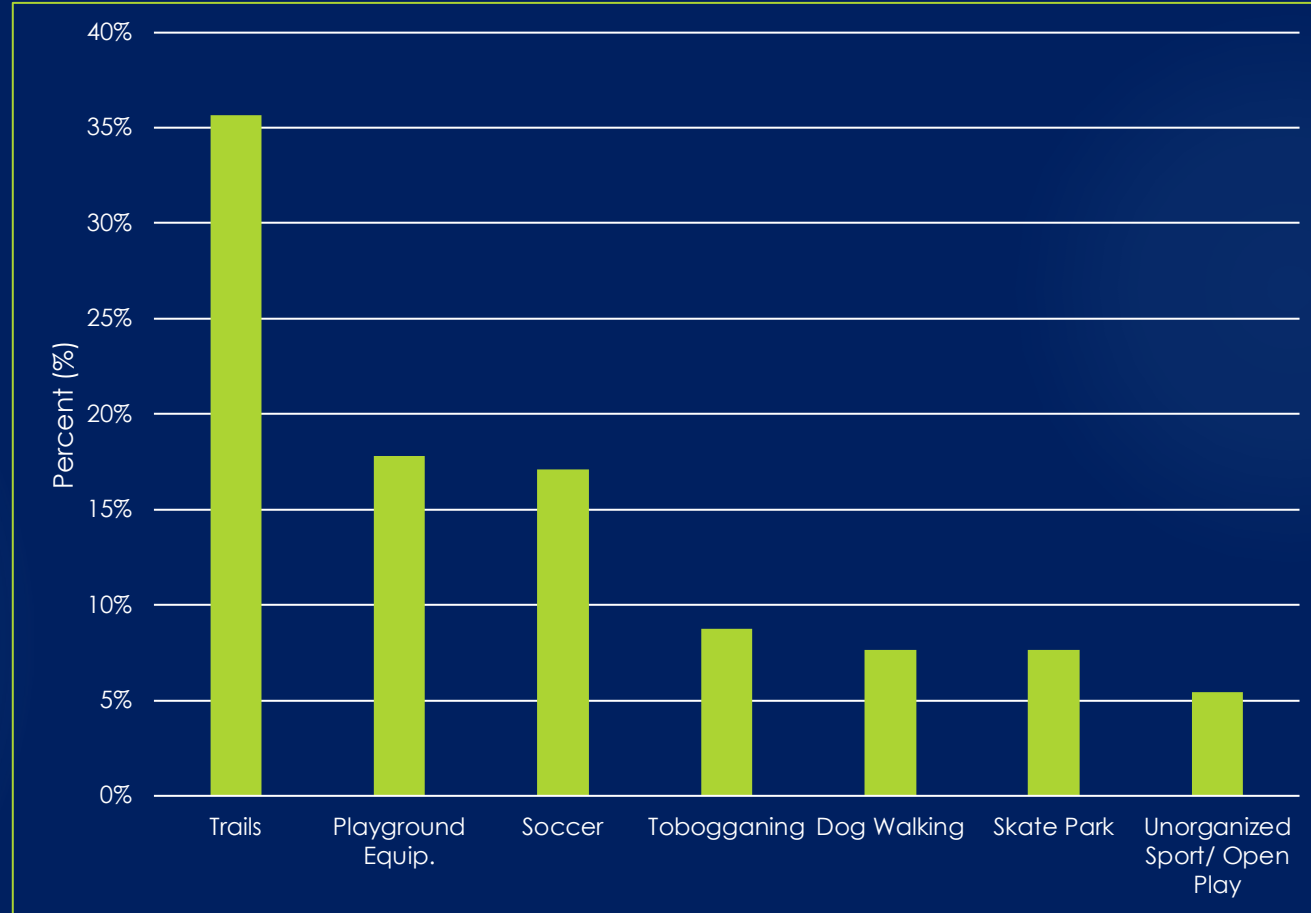


Public Consultation

- Community Visioning Online Survey (2022)
- Community Visioning Drop-in Session – held in the park (2022)
- Community Visioning Drop-in Session – held in the park (2023)
- Community Feed Back Online Survey (2023)

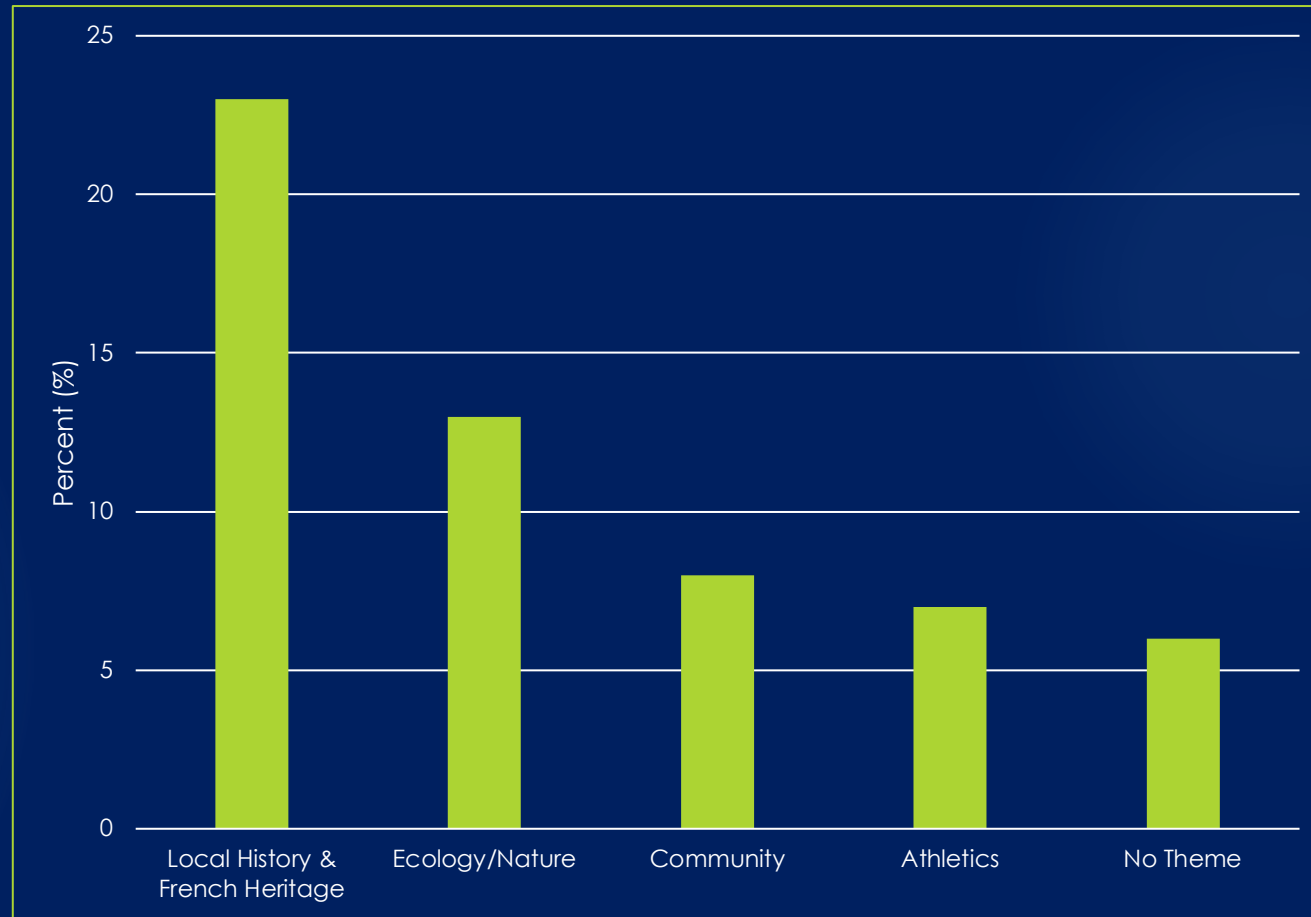
2022 Survey Findings (132 participants)

What do you typically use Stoney Point Park for?



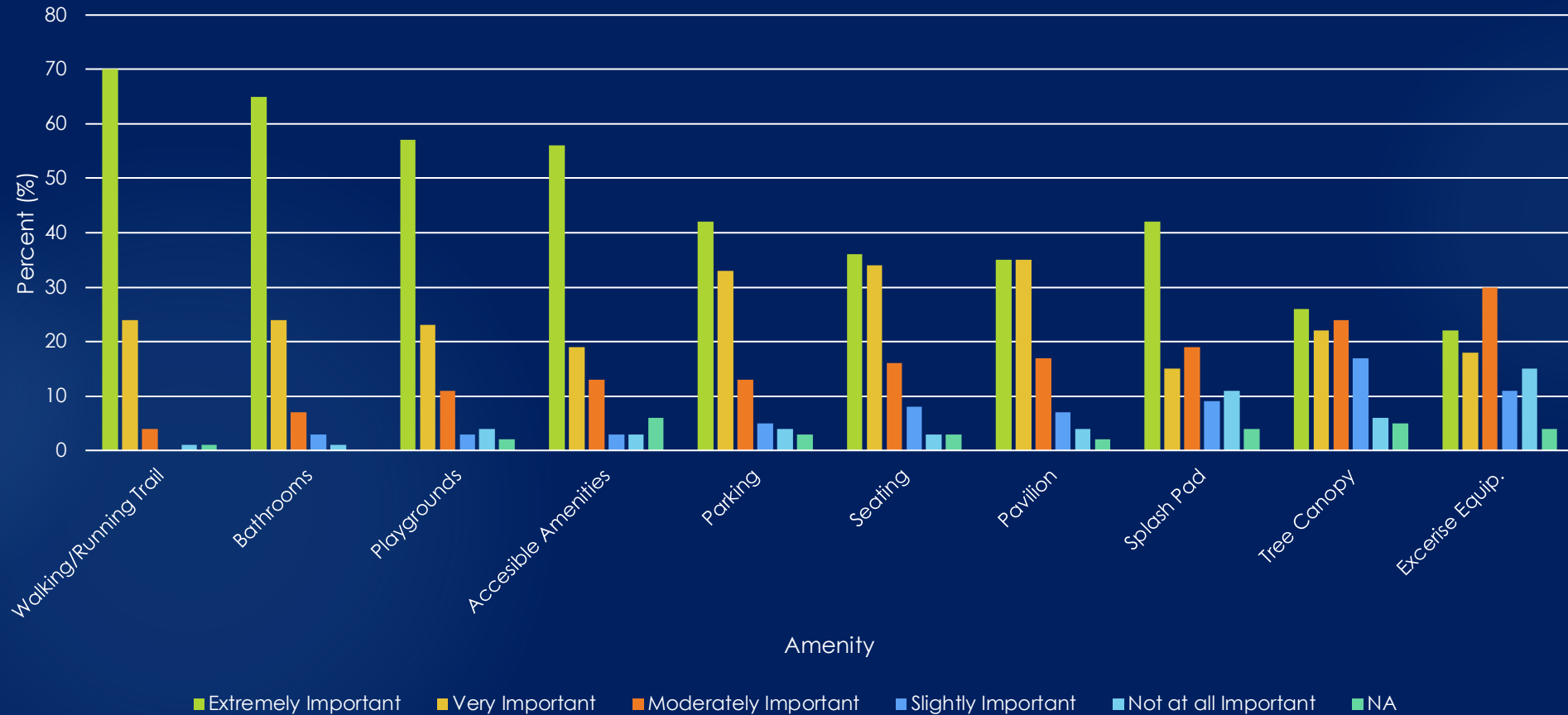
2022 Survey Findings (132 participants)

Are there any park themes important to you?



2022 Survey Findings (132 participants)

Important Park Amenities

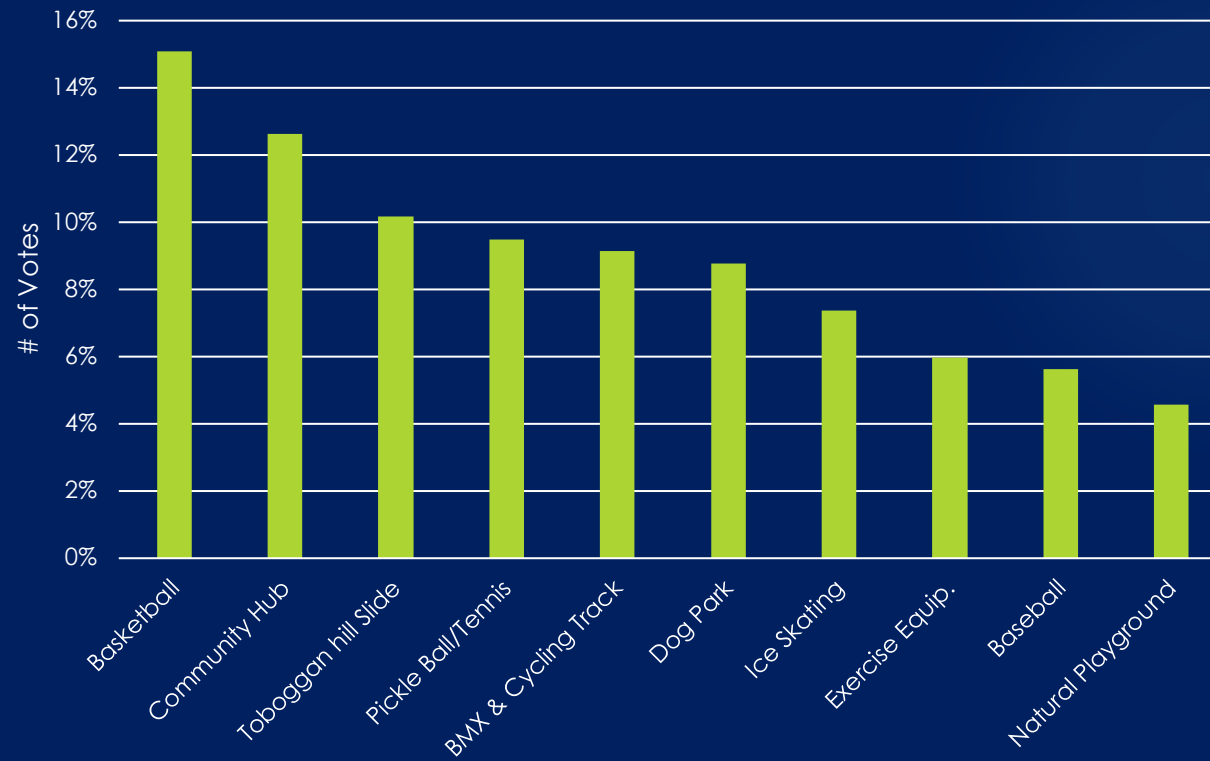


Ron Koudys Landscape Architects Inc. 2023



2022 Drop-In Findings (90+ Participants)

Are there other opportunities to explore?

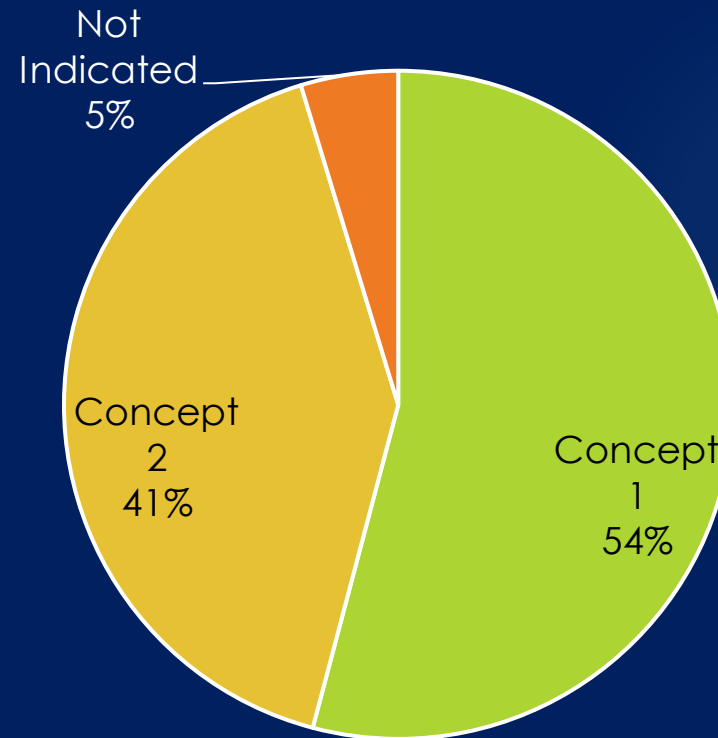


2023 Draft Concepts (85+ Participants)

Two Draft Concepts were proposed and presented to the public:

- Concept 1
- Concept 2

Concept 1 was selected as the preferred option, with minor adjustments based on public input.



2023 Feedback on Concepts

(85+ Participants)

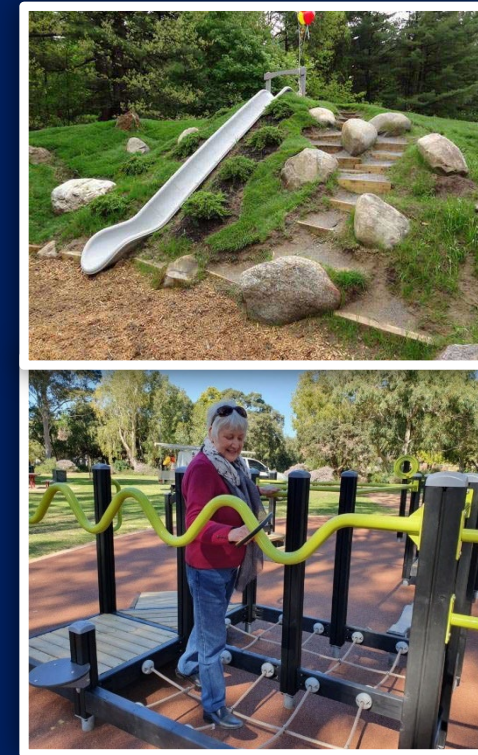
Feedback gathered from in park Drop-in Session & Online Survey

Opinions	# of Mentions
Request for dog park	18
Request for Tennis Court	9
Need for on-site storage	8
Concerns with dry pond	6
Increase seating	5
More washrooms/extended hours	5
Concerns with water tower - eye sore	5



Our Recommendations

- Increase Parking by approx. 175 organized spaces – painted asphalt
- Provide 3 Pickleball Courts & 1 Tennis Court with option to expand
- New open pavilion
- New storage building
- Area reserved for possible future Water Tower
- Improve Toboggan Hill – increase safety, reshape and define travel path for users
- Incorporate a Hill Slide & Natural Play Area
- Explore option of a Future Dry Pond
- Large Open Play Area
- Increase trails – both perimeter and interior
- Incorporate Exercise nodes
- Relocate temporary Library to parking lot off Tecumseh Rd



Our Recommendations

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- Newly acquired property off Tecumseh Rd (former Tavern) to function as a **parking lot /gateway** to the park & potential future location for a **community hub**
- Provide a **crosswalk** across Tecumseh Rd at our Lady of Annunciation Catholic Elementary School
- Provide 1 **Basketball Court**
- Improvements to existing **Skate Park**
- New Traditional **Playground**
- Add a **Splash Pad/Fog Garden**
- Upgrade existing **Washroom Building & Pavilion**
(washrooms, change rooms, pump station, shade structure)
- Add **Site Furnishings** throughout the site
- Add strategic **tree planting** throughout park
- Incorporate **park theming**
 - Explore through detailed design



Ron Koudys Landscape Architects Inc. 2023

Potential for Phasing

19

- The park can be completed in phases
- Recommendations for **Phase 1**
 - Expanded Parking Lot (NE)
 - Washroom Upgrades (pavilion, pump house, etc.)
 - Splash Pad/ Fog Garden
 - Playground
 - Skate park Rehab
 - Relocate temporary Library
 - South Parking Lot (former Tavern property)
 - Some internal trails

Potential for Phasing

20

- **Provisional** items for Phase 1 - subject to budget
 - Basketball court
 - Pickleball courts
 - Open Pavilion
 - Site Furnishings
- Recommendations for **Phase 2**
 - Any provisional items above that were not completed in phase 1
 - Tennis court
 - Pickleball parking and NE Parking Lot
 - Natural Play Area
 - Toboggan Hill Improvements
 - Dry Pond
- Remainder of trails
- Exercise Equipment
- Clearing of scrub trees in SE corner
- Site Furnishings
- Lighting
- **Provisional** items for Phase 2 - subject to budget
 - Additional Pickleball court
 - Additional Tennis court



Phase One



Phase One +



Final Concept

Precedent Images



Pickleball & Tennis



Pavilion



Natural
Playground/
Hill Slide

Precedent Images



Exercise Nodes



Basketball



Crosswalk



Splash Pad/ Fog Garden



Playground

Thank You!

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Steve Byrne

Ron Koudys Landscape Architects Inc.

steve@rkla.ca

Ron Koudys Landscape Architects Inc. 2023





Final Concept

Municipality of Lakeshore – Report to Council

Growth & Sustainability

Community Planning



To: Mayor & Members of Council
From: Tammie Ryall, MCIP, RPP Corporate Leader – Growth & Sustainability
Date: November 27, 2023
Subject: Dedication of Parkland By-law Update – Bill 23

Recommendation

Receive the Watson & Associates Economists Ltd. Parkland dedication Memo entitled “Parks Plan - Parkland Dedication and Payment-in-lieu of Parkland Analysis” dated November 20, 2023 (Attachment 1); and

Direct Administration with the assistance of Watson & Associates Economists Ltd. to undertake public engagement to review a draft Parkland Dedication By-law to regulate the dedication of parkland or the payment in lieu thereof as a condition of development or redevelopment to implement the changes made by Bill 23, as presented at the December 12, 2023 Council Meeting.

Background

There are a number of development-related revenue tools that Municipalities can use to help fund the capital requirements of growth. These include Development Charges, (DC), parkland dedication, and the recently created Community Benefit Charge (CBC).

Parkland Dedication By-law revenues can be used for the acquisition of parkland throughout the Municipality that may or may not be associated with growth-related development. In addition, the parkland dedication revenue can be used for other public recreational purposes.

The Planning Act authorizes municipalities to require the conveyance of land or the payment of cash-in-lieu of land conveyance when development is undertaken.

Lakeshore’s previous Parkland Dedication By-law was adopted in 2014. Under the 2014 By-law, it provided for a payment-in-lieu rate of \$600 (per rural residential lot) and \$1200 (per urban residential lot).

Due to provincial changes in legislation, all municipal Parkland Dedication By-laws would expire and need to be replaced by September 2022. The changes to use an alternative rate of parkland dedication required Council to approve the Parkland Dedication By-law within the context of an approved Park Plan. Fortunately, Lakeshore

has a Parks and Recreation Master Plan which was prepared by Bezaire & Associates in 2017 and was endorsed by Council.

As a result, Watson & Associates Economists Ltd. (“Watson”) was engaged in 2022 to assist with the review and preparation of a new Parkland Dedication By-law. Watson recommended at that time an increase in the per residential lot rate from \$600 (per rural lot) and \$1200 (per urban lot) to \$6000 per lot (lot created through the consent process). Also, the Watson memo encouraged Lakeshore to use an appraisal instead of a set fee when requiring cash-in-lieu of parkland for all types of development (residential, commercial, industrial and institutional).

A phased approach to implementing the per lot increase from \$1200 to \$6000 was recommended; however, Council passed a fee of \$2000 per residential lot, with the direction to undertake further review.

The following motions were passed at the September 27, 2022 Regular Council Meeting:

Direct Administration to prepare a draft Parkland Dedication By-law to adjust the parkland dedication fee to \$2,000 per lot for both rural and urban properties.

Direct Administration to consult with the development community and bring further reports to Council as necessary regarding phasing in the parkland dedication fee.

Based on the motions, a new Parkland Dedication By-law 90-2022 was passed at the October 11, 2022 Council Meeting (Attachment 2).

Subsequently Bill 23 was passed in November 2022, which changed the alternative rates for collecting parkland and had the effect of requiring the calculations of appropriate parkland dedication in the Watson Memo to be reviewed. Therefore, Lakeshore continued to retain Watson to do research on the impacts of Bill 23 and provide an updated memo (Parks Plan - Parkland Dedication and Payment-in-lieu of Parkland Analysis Updated Memo dated November 20, 2023- Attachment 1).

A representative of Watson will be present at the December 12, 2023 Council meeting to present their analysis and to answer questions of Council.

Comments

Section 5 of Watson’s memo provides additional recommendations to Lakeshore to provide further consistency and clarity between the Parks and Recreation Master Plan; the Development Charges Study, and the Official Plan to assist with maximizing our parkland recovery costs. Community Planning has initiated the discussion with the County of Essex regarding the minor Official Plan Amendments that will be required to facilitate some of the recommendations.

A major change from the last memo prepared by Watson is that there has been additional land added to the parkland supply. This increase reflects the parkland that

has been acquired since the Parks and Recreation Master Plan in 2017. Based on the analysis, there is no additional parkland requirement based on projected population. However, it is recognized that there could be a need to accept additional parkland accepted in certain areas of the municipality where there may be a need.

From the Watson analysis, even though Lakeshore does not need to acquire land based on current population projections, it is noted that Lakeshore does need to collect parkland dedication (cash in lieu) to more fully develop the existing parks and recreational programming, in keeping with Lakeshore's Parks and Recreation Master Plan (2017) and any parks capital programs going forward.

Watson is recommending that Lakeshore take full advantage of the ability to collect cash-in-lieu of parkland and to be collected through an appraisal of the cost of the land, and not a set amount. This approach will provide a higher amount of financial payment as compared to a set amount. The set amount of \$11,000 is recommended to be collected for consent to sever applications only. The approach to collect cash-in-lieu based on the appraised value of the land is also recommended to be implemented in other municipalities in Essex County, due to the need to review and update their respective Parkland Dedication By-laws.

Introduction of one new exemption is recommended to be included in the proposed By-law. Institutional uses will be subject to 2% land dedication or cash-in-lieu but exempt for school sites if the school board enters into a joint use agreement with the municipality. The draft By-law is included in Attachment 1, Appendix D.

Others Consulted

The municipality shall give written notice of the passing of a by-law within 20 days of passage and identify the last day for appealing the By-law (40 days after passage). Details of the notice requirements are set out in O.Reg. 509/20 and are provided in Appendix A of Watson's memo.

Sections 42 and 51.1 of the *Planning Act* require a municipality to consult with persons and public bodies as the municipality considers appropriate. A public meeting is not required under the *Planning Act*.

Watson is recommending a joint consultation meeting be held with Municipal representatives in Essex County as several of the local municipalities are also updating the Parkland Dedication By-laws. A joint meeting is preferred as each municipality commonly deals with the same developers and builders. In addition, the School Boards can be invited to attend the consultation meeting. Administration is in favour of this approach and is seeking Council's endorsement as set out in Item 2 in the Recommendation section.

Financial Impacts

As part of Watson’s analysis, they completed a review of recent property sales, and based on this it is assumed that the average sales price of urban vacant land is approximately \$2,290,000 per hectare (2023). Based on the total anticipated Municipal population in 2040, the Municipality would not need to receive or purchase additional hectares of parkland.

Parks funding for development or redevelopment of parks has been identified as a significant financial pressure in Lakeshore strategic financial planning 10-year outlook documents. Increases to the parkland fees will help reduce this financial burden on the general rate payers of the municipality in the future. It is also recommended that financial reviews of parkland development are done on a regular basis to avoid shortfalls in long term funding and financial planning.

As part of the 2022 Budget process, Project CP-22-6595 Parkland Dedication By-Law Update, was authorized by Council. To date the full amount of the \$30,000 budget has been spent. The cost of holding the joint consultation meeting will be minimal.

Attachments

Attachment 1 - Parkland Dedication and Payment-in-lieu of Parkland Analysis

Attachment 2 – Current Parkland Dedication By-law 90-2022

Attachment 3 – Presentation slides – December 12, 2023 Council meeting

Report Approval Details

Document Title:	Parkland Dedication By-law - update to reflect Bill 23 changes.docx
Attachments:	- Attachment 1 Lakeshore Parkland Memo -Final November 20, 2023_.pdf - Attachment 2 - By-law 90-2022.pdf - Attachment 3 Parkland Dedication Watson Presentation - Dec 12 2023.pdf
Final Approval Date:	Dec 5, 2023

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

Prepared by Tammie Ryall

Approved by Justin Rousseau and Truper McBride

Technical Memorandum

To	Tammie Ryall
From	Gary Scandlan and Daryl Abbs
Date	November 20, 2023
Re:	Parks Plan - Parkland Dedication and Payment-in-lieu of Parkland Analysis

Fax

Courier

Mail

Email

This memorandum is being provided to summarize Watson & Associates Economists Ltd. (Watson)'s review and analysis of the Municipality of Lakeshore's (Municipality) parkland dedication and payment-in-lieu of parkland policies.

1. Introduction

Watson was retained by the Municipality to undertake a review and analysis of the Municipality's current policies with respect to parkland dedication and payment-in-lieu of parkland. This memo outlines the relevant legislation, the Municipality's current policies, analysis of alternative policies, and next steps/considerations for Municipal staff. Summary information along with a draft parkland dedication by-law are provided in the appendices. This analysis incorporates the recent changes to the Planning Act via *Bill 23, More Homes Built Faster Act, 2022*.

2. Legislative Overview

The Planning Act provides municipalities with the authority to impose conditions on development and redevelopment to receive parkland or payment-in-lieu of parkland. Section 42 of the Planning Act provides for the rules with respect to conveyance of land for park purposes (to be imposed by by-law), Section 51.1 provides the rules for the conveyance of parkland imposed as a condition of approval of a plan of subdivision, and Section 53 provides the rules for conveyance of parkland required for consent. The following outlines the relevant paragraphs of Section 42. Note: the rules under Section 51.1 and 53 are similar except for the date of determination of value for payment-in-lieu of parkland, which is noted below. Additionally, no by-law is required to impose the base dedication provisions under Section 51.1 or 53.



Parkland Dedication

Section 42 (1) provides that the municipality may require land be conveyed in the amount of 2 per cent for industrial and commercial development and 5 per cent for all other development (i.e., residential, and institutional):

“42 (1) As a condition of development or redevelopment of land, the council of a local municipality may, by by-law applicable to the whole municipality or to any defined area or areas thereof, require that land in an amount not exceeding, in the case of land proposed for development or redevelopment for commercial or industrial purposes, 2 per cent and in all other cases 5 per cent of the land be conveyed to the municipality for park or other public recreational purposes.

(2) A by-law passed under this section comes into force on the day it is passed, or the day specified in the by-law, whichever is later.”

New from Bill 23:

Section 42 (1.1) is proposed to be added upon proclamation by the Lieutenant Governor. This section provides for a reduction in the parkland dedication requirements for affordable residential units. Once enacted, where there are affordable residential units (as defined in the Development Charges Act), the dedication requirements shall not exceed 5% multiplied by the ratio of non-affordable residential units vs. the total number of residential units. For example:

- Number of affordable residential units: 10
- Number of non-affordable residential units: 90
- Total units: 100
- 5% multiplied by (90 divided by 100) equals 90% of 5% or 4.5%.

Section 42 (1.2) has been added to provide for an exemption for non-profit housing developments (as defined in the Development Charges Act).

Section 42 (1.3) has been added to provide for a similar residential intensification exemption as the Development Charges Act:

(1.3) A by-law passed under this section does not apply to the erection or location of,

- (a) a second residential unit in a detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;*
- (b) a third residential unit in a detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other*



than ancillary residential use, is permitted, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; or

- (c) one residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units*

Alternative Parkland Dedication Rate

For residential development or redevelopment, a municipality may also impose an alternative requirement to the 5 per cent dedication based on a rate of one hectare for each 600 net residential units¹, as follows:

“(3) Subject to subsection (4), as an alternative to requiring the conveyance provided for in subsection (1), in the case of land proposed for development or redevelopment for residential purposes, the by-law may require that land be conveyed to the municipality for park or other public recreational purposes at a rate of one hectare for each 600 net residential units proposed or at such lesser rate as may be specified in the by-law. R.S.O. 1990, c. P.13, s. 42 (3).”

New From Bill 23

Section 42(3.0.2) has been added to identify that the number of units included in the calculation is the net new residential units after the development or redevelopment. This provides for a credit for the existing units.

Section 42(3.0.3) is proposed to be added to note that affordable residential units and attainable residential units (as defined in the Development Charges Act), shall be excluded from the net residential unit calculation.

Section 42(3.3) has been added to provide caps on the maximum dedication/payment-in-lieu required. This section is provided as follows:

- (3.3) A by-law that provides for the alternative requirement authorized by subsection (3) shall not require a conveyance or payment in lieu that is greater than,*
 - (a) in the case of land proposed for development or redevelopment that is five hectares or less in area, 10 per cent of the land or the value of the land, as the case may be; and*

¹ New for Bill 23. Previous amount was one hectare for each 300 dwelling units.



- (b) *in the case of land proposed for development or redevelopment that is greater than five hectares in area, 15 per cent of the land or the value of the land, as the case may be.”*

Requirement for a Parkland Dedication By-law – Alternative Residential Rate

To use the residential alternative requirement of one hectare for each 600 net residential units, a municipality must have the policy in their Official Plan document and pass a by-law which outlines parkland dedication (and payment-in-lieu of parkland) requirements. As of the passage of Bill 73 (Smart Growth for our Communities Act) in 2015, Section 42 of the Planning Act was amended to include a requirement to complete a Parks Plan prior to include the use of the alternative rate provisions in an Official Plan. Now, as per Bill 23, a Parks Plan is required to be undertaken prior to passing a by-law which includes the alternative residential rate.

The Municipality does have the alternative provisions included in their Official Plan; therefore, it appears a Parks Plan would not be required. Section 42 (4.1) and (4.2) denote the requirement for a Parks Plan and the need for consultation with school boards and other persons as the municipality considers appropriate. There is no prescription as to the contents of the Parks Plan.

To impose the alternative rate under Section 42 or 51.1 of the Planning Act, the municipality must pass a by-law. Section 42 (3.1) and (4.4) to (4.24) provide for the rules/requirements to pass a by-law with the inclusion of the alternative rate. A summary of the subsections is as follows:

- **Consultation:** the municipality shall consult with persons and public bodies as the municipality considers appropriate (note that in the preparation of a Parks Plan, the Municipality shall consult with every school board that has jurisdiction and may consult with any other persons or public bodies the municipality considers appropriate);
- **Notice of Passage:** the municipality shall give written notice of the passing of the by-law within 20 days of passage and identify the last day for appealing the by-law (40 days after passage). Details of the notice requirements are set out in O.Reg. 509/20 and are provided in Appendix A;
- **Appeal of By-law to the Ontario Land Tribunal:** A by-law may be appealed. The Clerk has certain duties on appeal which are listed in subsection 4.10. The Tribunal has various powers to dismiss the appeal or direct the municipality to amend the by-law.

Although a by-law is required to impose any parkland dedication under Section 42 of the Planning Act, the notice and consultation requirements do not appear to apply if the by-law does not include provision for the alternative rate.



Payment-in-lieu of Parkland

The Municipality may receive payment-in-lieu of parkland based on the value of the land otherwise to be conveyed. Further, if the Municipality has authorized the use of the alternative rate for parkland dedication, payment-in-lieu may be received instead, at a rate of one hectare for each 1,000¹ net residential units.

“42 (6) If a rate authorized by subsection (1) applies, the council may require a payment in lieu, to the value of the land otherwise required to be conveyed.”

“42 (6.0.1) If a rate authorized by subsection (3) applies, the council may require a payment in lieu, calculated by using a rate of one hectare for each 1,000 net residential units proposed or such lesser rate as may be specified in the by-law.”

Determination of Value of Parkland

The value of the land for payment-in-lieu of parkland purposes shall be determined as of the day before the building permit is issued.

“42 (6.4) For the purposes of subsections (4.19), (6), (6.0.1) and (6.2), the value of the land shall be determined as of the day before the day the building permit is issued in respect of the development or redevelopment or, if more than one building permit is required for the development or redevelopment, as of the day before the day the first permit is issued.”

Note, for parkland conveyed as a condition of a plan of subdivision, the value shall be determined as of the day before the approval of the draft plan of subdivision. Section 51.1 (4) provides for the following:

“(4) For the purpose of determining the amount of any payment required under subsection (3) or (3.1), the value of the land shall be determined as of the day before the day of the approval of the draft plan of subdivision.”

Note, for parkland conveyed under consent, the value shall be determined as of the day before the provisional consent was given. Section 53 (13) provides for the following:

“(13) If, on the giving of a provisional consent, land is required to be conveyed to a municipality for park or other public recreational purposes and the council of the municipality requires a payment in lieu, for the purpose of determining the amount of the payment, the value of the land shall be determined as of the day before the day the provisional consent was given.”

¹ New for Bill 23. Previous amount was one hectare for each 500 dwelling units.



New From Bill 23

Sections 42(2.1), (2.2), (2.3), and (2.4) have been added to provide for a rate freeze similar to what is included in the Development Charges Act. This is provided as follows:

- (2.1) *The amount of land or payment in lieu required to be provided under this section is the amount of land or payment in lieu that would be determined under the by-law on,*
- (a) *the day an application for an approval of development in a site plan control area under subsection 41 (4) of this Act or subsection 114 (5) of the City of Toronto Act, 2006 was made in respect of the development or redevelopment;*
- (b) *if clause (a) does not apply, the day an application for an amendment to a by-law passed under section 34 of this Act was made in respect of the development or redevelopment; or*
- (c) *if neither clause (a) nor clause (b) applies, the day a building permit was issued in respect of the development or redevelopment or, if more than one building permit is required for the development or redevelopment, the day the first permit was issued.*
- (2.2) *Subsection (2.1) applies regardless of whether the by-law under which the amount of land or payment in lieu would be determined is no longer in effect on the date the land is conveyed, the payment in lieu is made or arrangements for the payment in lieu that are satisfactory to the council are made, as the case may be.*
- (2.3) *If a development was the subject of more than one application referred to in clause (2.1) (a) or (b), the later one is deemed to be the applicable application for the purposes of subsection (2.1).*
- (2.4) *Clauses (2.1) (a) and (b) do not apply if, on the date the first building permit is issued for the development, more than two years have elapsed since the application referred to in clause (2.1) (a) or (b) was approved.”*

Special Account and Reporting Requirements

All money received by the municipality for the purposes of payment-in-lieu shall be paid into a special account and spent only for the following purposes:

- acquisition of land to be used for park or other public recreational purposes;
- erection, improvement or repair of buildings; and
- acquisition of machinery for park or other public recreational purposes.



Subsection 42(17) of the Planning Act provides that a council that passes a by-law under Section 42 shall provide the reports and information as prescribed in the regulation. Ontario Regulation 509/20, Section 7 identifies the information that shall be provided to the public each year (for the previous year):

1. Statements of the opening and closing balances of the special account and of the transactions relating to the account.
2. In respect of the special account referred to above, statements identifying,
 - a. land and machinery acquired during the year with funds from the special account,
 - b. buildings erected, improved or repaired during the year with funds from the special account,
 - c. details of the amounts spent, and
 - d. for each asset mentioned in subparagraphs I and ii, the manner in which any capital cost not funded from the special account was or will be funded.
3. The amount of money borrowed from the special account and the purpose for which it was borrowed.
4. The amount of interest accrued on any money borrowed from the special account.

New From Bill 23

Section 42(16.1) has been added to require that: “in each calendar year beginning in 2023, a municipality shall spend or allocate at least 60 per cent of the monies that are in the special account at the beginning of the year.”

3. Current Practice and Analysis

3.1 Overview of Guiding Documents

“Section 4.3.4: Recreation” of the Municipality of Lakeshore’s 2021 Official Plan (O.P.) sets out policies with respect to recreation and public open space along with policies regarding parkland dedication. This section discusses a variety of topics including the types of parks, where they may be located, requirements for parks and recreational facilities, and parkland dedication guidelines. Section 4.3.4.3 notes that parkland dedication may be required at the rates of 5% for residential development and 2% for all other purposes. It also states that the Municipality may accept payment-in-lieu of parkland dedication. Further, the Municipality may require residential development to



dedicate land based on the alternative rate of one (1) hectare of land for each 300¹ net residential units proposed or payment-in-lieu at a rate of one (1) hectare per 500² units. Finally, this section notes that “The Municipality will support the implementation of the Parks Master Plan that examines the need for parkland in the Municipality, and a review of the Municipality’s payment-in-lieu of parkland dedication or alternative parkland dedication requirements”.

In 2017, the Municipality undertook a detailed Parks & Recreation Master Plan. This plan undertook a review of Municipal policies with respect to parks and recreation, identified the current inventory of parks, and identified the potential need for future parks. Recommendations were provided to review and update the Municipality’s policies with respect to parkland dedication.

The Municipality’s current parkland dedication by-law (By-law 90-2022) outlines the applicable policies in further detail. By-law 90-2022 replaced the long-standing by-law passed in 2014 (By-law 42-2014).

Additionally, the Municipality’s Zoning by-law was reviewed. This document provides definitions for public parks, community centres, and commercial outdoor recreation facilities.

Finally, a review of the Municipality’s 2020 Development Charge (D.C.) Background Study was undertaken. The D.C. study sets out the inventory of parkland, amenities, vehicles, and recreation facilities over the previous 10-year period. The study also sets out the growth-related capital needs for parks and recreation services (except purchase of parkland) that are to be recovered through D.C.s.

3.2 Current Parkland Dedication and Payment-in-Lieu Policies

The O.P. provides the overarching policies with respect to parkland dedication and payment-in-lieu of parkland which are further detailed by the Parks Master Plan. These policies are then identified in the parkland dedication by-law (90-2022), which, along with the Planning Act, provide the Municipality with the authority to impose parkland dedication and payment-in-lieu of parkland dedication requirements.

3.2.1 Parkland Dedication

Overview

¹ The Official Plan policy should be amended to reflect the changes introduced through Bill 23. The new amount is one hectare for each 600 net residential units.

² The Official Plan policy should be amended to reflect the changes introduced through Bill 23. The new amount is one hectare for each 1,000 dwelling units.



The policies with respect to parkland dedication in the O.P. and the parkland dedication by-law allow for the requirement for 5% of the land for residential developments and 2% for all other developments. Additionally, the Municipality is able to utilize the alternative rate of one (1) hectare of land for each 300 net residential units, if it provides a greater amount of dedication than the 5% rate.

Through discussions with staff, the alternative rate has not been utilized and it is unclear if parkland dedication requirements have been imposed or collected on non-residential development.

Alternative Rate Requirement for Parkland Dedication

As provided in the O.P. and parkland dedication by-law, for residential development, the Municipality may require parkland be dedicated at a rate of one (1) hectare for every 300 net residential units. This rate is to be used where it would provide for a greater amount of dedication relative to the 5% rate. This can be calculated by analyzing the density of development at the breakeven point (i.e., where both rates provide the same land dedication). The rate should be amended in the OP and parkland dedication by-law to reflect the 1 hectare for every 600 net residential units set out in the Planning Act, through Bill 23.

To calculate the breakeven point of density, if we assume there is a 20-hectare development, the parkland dedicated at the 5% rate would yield a dedication of one (1) hectare. If we utilize the alternative rate of one (1) hectare for 600 net residential units, this will imply that to get the same amount of land dedication, there will need to be a density of 600 units on the 20 hectares of development. This equates to a density of 30 units per hectare or 12 units per acre. If density exceeds this breakeven point, the Municipality will receive more land by using the alternative rate.

Analysis

There are a few potential revisions to the current practice that may assist the Municipality in maximizing receipt of dedicated parkland.

- Impose parkland dedication requirements on non-residential development.
- Consider revising the O.P. to include parkland dedication requirements of 5% for institutional development.
 - a) Note that in the O.P. section 4.3.4.3. items (c) and (e) are in conflict. Item (c) states that industrial, commercial, and institutional uses should have the 2% rate apply but item (e) states that all development other than residential, commercial, and industrial shall be subject to the 5% rate.
- Revise the O.P. and include in a parkland dedication by-law, guidance on the use of the alternative rate requirement (i.e., when development exceeds density of 30 units per hectare or 12 units per acre). As a result, the Municipality may consider utilizing the alternative rate for all high-density developments and reviewing



density of each low-density and medium-density development on a case-by-case basis.

3.2.2 *Payment-in-Lieu of Parkland*

Overview

With respect to policies regarding payment-in-lieu of parkland, the O.P. (section 4.3.3) states that the Municipality may accept payment-in-lieu of parkland dedication in the following circumstances:

- where the required land dedication fails to provide an area of suitable shape, size or location for development as public parkland to meet the intended park and opens space requirements;
- where the required dedication of land would render the remainder of the site unsuitable or impractical for development;
- the area is well served with park and open space lands and no additional parks and open spaces are required; and/or
- where the Municipality is undertaking broader land acquisition strategies for Community, Municipal, or Regional Parks and it is preferable to have consolidated parkland of a substantial size servicing a wide area.

The acceptance of payment-in-lieu shall be in accordance with the Municipality's Parkland Dedication By-law which includes a fee per lot of \$2,000 for residential lots. This fee was implemented in 2022 through direction by Council. The Planning Act allows a municipality to require payment-in-lieu of 5% for residential and institutional lands and 2% for commercial and industrial lands.

Per Lot Rate

As noted above, the Municipality utilizes a per lot rate for all payment-in-lieu of parkland dedication. The rates imposed are \$2,000 per residential lot. Watson has reviewed these rates and estimated the equivalent value that would be received on a typical lot in the Municipality. That is, what is the assumed value of the land at the 5% dedication rate using the per lot fee of \$2,000 for residential lots. This summary is provided in Table 3-1 for urban lots.



Table 3-1
Municipality of Lakeshore
Per Lot Equivalent Value Calculations

Urban Lots	Current Charge	Calculated Charge based on Average Land Values
Average Price per Hectare		\$2,290,000
Assumed Density per Hectare		10.4
Assumed Value per Lot	\$40,000	\$220,000
P.I.L. Parkland Charge per lot:	\$2,000	\$11,000

As per the table above, at \$2,000 per residential lot, the assumed value of the land would be \$40,000 per lot. To compare this calculated value per lot to the current market, Watson undertook a review of recent sale price data from the Municipal Property Assessment Corporation (MPAC). Based on the properties surveyed, the average price per hectare is approximately \$2,290,000 for urban residential land areas. Utilizing an assumption of 10.4 units per hectare (based on historical building activity), the estimated value per lot would be \$220,000.

Additionally, a review of recent subdivision developments was undertaken. Lot values prior to the issuance of building permits were observed to be approximately \$220,000 per lot (in 2023\$). This land value analysis was undertaken using MPAC¹ database information and is summarized in Appendix C. As a result, utilizing \$220,000 per lot for the above analysis would appear reasonable. The current rate per lot is significantly lower than the amount that would be collected using the 5% rate or the alternative rate (i.e., based on value of land the day before building permit, as provided under S.42 of the Planning Act).

With respect to the commercial and industrial rates per lot, it is unclear as to a typical lot size as properties vary depending on the nature of the business. As a result, it would be recommended that the Municipality require an appraisal be undertaken and the 2% dedication rate be applied.

The recent changes arising from Bill 23 have required that development or redevelopment proceeding through a site plan application or zoning by-law amendment application have their payment-in-lieu rates frozen at the time the application is submitted. As a result, it is recommended that a per lot rate not be used for these types of development and that appraisals are required to apply the 5%/2% rates.

Analysis

¹ MPAC database review undertaken as of May 2023



There are a few potential revisions to the current practice that may assist the Municipality in maximizing receipt of payment-in-lieu of parkland.

- Impose payment-in-lieu requirements on non-residential development.
- Consider revising the O.P. to include payment-in-lieu of parkland dedication requirements of 5% for institutional development.
- Continue using the per lot fee for severances and consents only and requiring an appraisal for use of the 5% in all other circumstances.
- Consider increasing the residential per lot fee for all residential lots with provision for indexing. Based on the market review this per lot fee can be increased up to \$11,000 as set out in Table 3.1.
- Update in a future parkland dedication by-law, guidance on the use of the alternative rate requirement (i.e., when development equals or exceeds a density of 50 units per hectare or 20 units per acre).
 - a) As a result, the Municipality may consider utilizing the alternative rate for all high-density developments and reviewing the density of each low-density and medium-density development on a case-by-case basis.

3.3 Current Recoveries from Development Charges

3.3.1 Overview of Parks vs. Recreation

The Development Charges Act (D.C.A.) allows for the recovery of growth-related capital costs. Section 2(4) of the D.C.A. lists the services for which recovery of capital costs are eligible; this includes parks and recreation services. There is an exception however, with respect to land for parks which is outlined in Section 2.1 of Ontario Regulation 82/98. Land for an enclosed structure used throughout the year for public recreation and land that is necessary for the structure to be used for that purpose, including parking and access to the structure is eligible for inclusion in a D.C. background study and by-law.

In summary, land for park purposes is not eligible for inclusion in a D.C., however, land for recreation is eligible. The distinction between parkland and land for recreation purposes is important in determining which lands may be recovered from new development through D.C.s as this will help maximize the recovery of costs.

Historically, the Municipality has paid for land for indoor recreation facilities (e.g., arenas, community centres, etc.) through D.C.s and all other parkland has been acquired through dedication or paid with funds collected from payment-in-lieu of parkland. However, a consideration of “recreation” may be undertaken. For example, an indoor soccer field built inside of an air supported structure would be considered an indoor facility and the land for the facility may be funded with D.C.s. If the soccer field was constructed outside, the land would be funded from the parkland reserve. In both cases, the use of the “facility” is the same, however, the funding is different. If soccer facilities (both indoor and outdoor) were defined as “recreation” in all of the

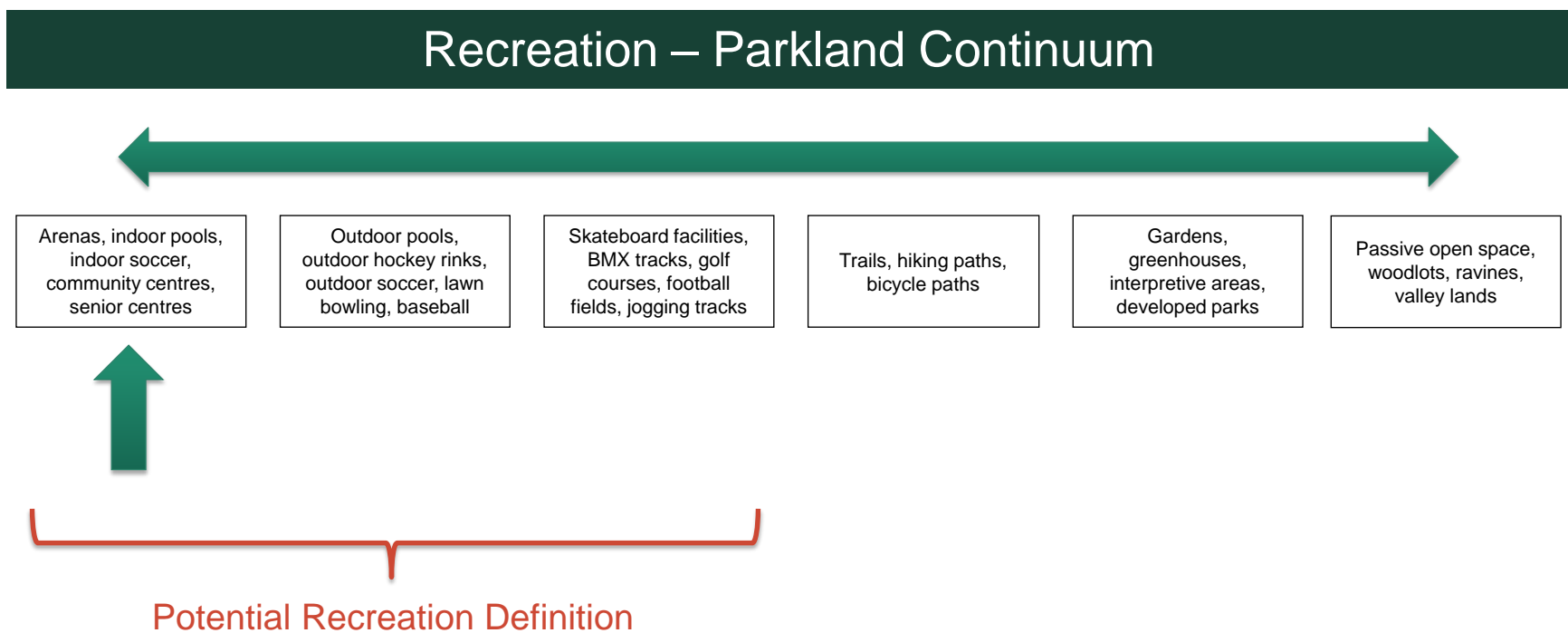


Municipality's policies (e.g., O.P., parks and recreation master plans, zoning by-law, etc.) there is the potential for the Municipality to recover the cost of the land from D.C.s.

Figure 3-1 provides for a spectrum of parks and recreation uses. These range from indoor facilities such as arenas to open space parkland. The green arrow on the left denotes the current definition of recreation utilized by the Municipality (i.e., for which land is included in the D.C. study). There is a potential for the recreation definition to be expanded to include outdoor recreation uses such as pools, outdoor hockey rinks, outdoor soccer, lawn bowling, baseball diamonds, skateboard facilities, BMX tracks, golf courses, football fields, and jogging tracks.



Figure 3-1
Municipality of Lakeshore
Recreation to Parkland Continuum





3.3.2 Current Definitions in Lakeshore Documents

To assess and confirm the Municipality's current definitions of parks and recreation, Watson undertook a review of the following documents:

- Municipality of Lakeshore Official Plan (2021);
- Municipality of Lakeshore Zoning By-law (2019); and
- Parks & Recreation Master Plan (2017).

Through a review of these documents, each reference to parks and/or recreation was noted to ascertain the Municipality's assumed definition of each term. Although there are instances where the O.P. utilizes the terms in various contexts and appears to have different meanings, it appears that there are relatively clear distinctions between parks and recreation. For example, in Section 4 of the O.P., there is a clear distinction between parks and open space versus recreation.

In the Zoning By-law, the definition of commercial outdoor recreation facility provides a distinction between parkland versus outdoor recreation spaces (e.g., mini golf courses, outdoor swimming pools, batting cages, etc.).

In the Parks and Recreation Master Plan, parks and outdoor recreation facilities appear to be distinct. For example, Appendix F specifies that soccer fields, tennis courts, splash pads, outdoor pools, etc. are all recreational facilities as opposed to parkland. This appears to make a clear distinction between parks and recreation.

Table B-1 in Appendix B provides for a list of all of the instances of the use of the words "parks" and "recreation" in the above listed documents, along with notes on the implication of the definitions/references.

3.3.3 Opportunities for Maximizing Recoveries

The Municipality may seek to maximize recovery of costs for recreation land by utilizing recovery through D.C.s as much as possible. To achieve this, the Municipality must first review their existing policy documents to clearly define parks versus recreation. These refined definitions should be consistent between all policy documents. Although there are certain instances where distinctions between parks and recreation are unclear, it appears that the Municipality has provided many clear delineations through policy documents.

4. Impacts of Current Practice vs. Alternative Approaches

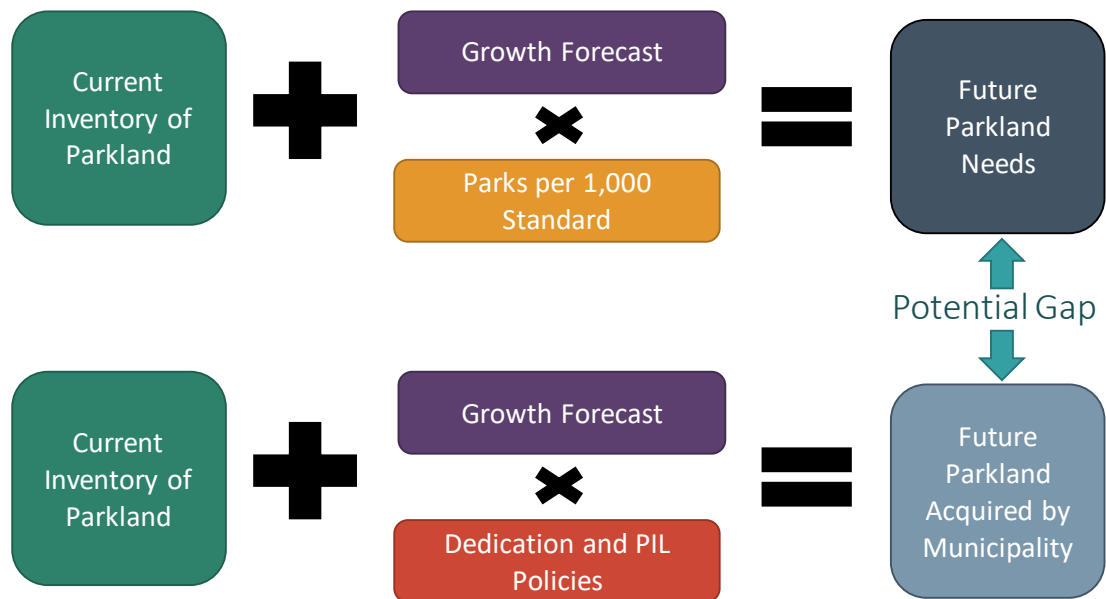
4.1 Approach to Analysis

To quantify the impacts of the various approaches on the Municipality's ability to achieve their parkland targets, the following section provides for the anticipated

parkland dedication and payment-in-lieu of dedication, calculated by using the Municipality’s 2020 D.C. background study growth forecast, and the various rates described above.

Figure 4-1 provides an overview of the analysis. To estimate the future parkland needs, the current parkland inventory is added to the parkland needs arising from new development. This analysis is presented in section 4.2. To estimate the potential future parkland received and/or payment-in-lieu of parkland received, various dedication and payment-in-lieu policies are applied to the anticipated growth and added to the current inventory of parkland. Once the anticipated parkland/ payments received analysis is complete, the potential gap in parkland/funding may be identified.

Figure 4-1
Municipality of Lakeshore
Parkland Needs Analysis



4.2 Current Inventory of Parkland and Future Need

4.2.1 Summary of Current Inventory

The 2020 Development Charges Background Update Study identified the current inventory of parks in the Municipality as of 2019. Upon discussions with staff the Municipality did acquire additional lands since the completion of the D.C. Background Study. The updated inventory has been incorporated into the analysis of this report. Table 4-1 therefore, provides for a summary of the 2023 inventory:

Table 4-1
Municipality of Lakeshore
Inventory of Parkland (2023)

Inventory of Parkland	Total Hectares	Total Acres
Total Parkland	144.96	358.20

A review of the anticipated parkland needs to 2040 was undertaken based on the anticipated population and the service level of 2.83 hectares (or 7 acres) of parkland per 1,000 residents for community and neighbourhood parks. The calculations provide that the Municipality would require 53.72 hectare or 132.73 acres of parkland, implying that by 2040, the Municipality would not need to receive (or purchase) any additional parkland. This information is summarized in Table 4-2:

Table 4-2
Municipality of Lakeshore
Required Parkland by 2040 as per Recommended Service Level and Anticipated Growth

Parkland Requirement Calculations	Current Parkland Inventory	Hectares Required in 2040	Additional Parkland Needed
Projected Population		46,902	
Community and Neighbourhood Parks	144.96	132.73	-
Total Parkland Required (hectares)	144.96	132.73	0.00
Total Parkland Required (acres)	58.67	53.72	0.00

*Community and neighbourhood parkland based on a standard of 2.48 hectares or 7 acres per 1,000 population

4.2.2 Analysis

Parkland Inventory

Watson compared the inventory of parkland identified in the Parks & Recreation Master Plan to updated inventory of parkland provided by staff (the 2020 D.C. background study included a list of parkland inventory; however, the Municipality has acquired land since then). The updated parkland inventory is significantly higher than the amount of parkland identified in the Master Plan. This discrepancy may partially be due to the inclusion of undeveloped parkland in the D.C. inventory. A review and reconciliation of parkland (excluding recreation, discussed further in section 4 of this report) should be undertaken to ascertain the accurate inventory of parkland.

Additionally, the current inventory should be categorized based on the Municipality's parkland hierarchy. The Parks & Recreation Master Plan and the Municipality's O.P. identify five (5) categories of parks: Regional Parks, Community Parks, Neighbourhood

Parks, Parkettes and Trails/Greenway. The anticipated parkland needs identified above may be greater when each category is analysed separately.

4.3 Parkland Dedication

4.3.1 Current Approach

Under the current approach, the Municipality imposes payment-in-lieu rather than parkland dedication requirements. As a result, the analysis in this section assumes payment-in-lieu of dedication is received which is then converted to the equivalent hectares of parkland. The Municipality’s 2020 D.C. background study growth forecast was utilized for this analysis and prorated to align with the forecast period in this report. The current fee is \$2,000 per residential lot. Utilizing the growth forecast from the D.C. background study there are a total of 3,217 low and medium density units anticipated to be constructed over the 2023 to 2040 forecast period. Each of these units are assumed to be developed as one lot for each unit. With respect to high-density development, it has been assumed that there may be an average of 50 units per lot. As a result, it is anticipated that there would be an additional 8 apartment lots in total with 50 residential units per lot. The number of lots is then multiplied by the fee per lot to estimate the payment-in-lieu of parkland revenue. Table 4-3 summarizes these calculations. The total anticipated revenue would be approximately \$6.45 million over the forecast period.

Table 4-3
Municipality of Lakeshore
Revenues Received through Current Policy

Development Type	Fee Per Lot	Anticipated Lots between 2023 and 2040 (single and townhouse)	Anticipated Lots between 2023 and 2040 (apartments)*	Revenue Anticipated
Urban	\$2,000	3,217	8	6,450,963
Total		3,217	8	6,450,963

**Assumed 50 apartments per lot*

Forecast of units based on DC study forecast

The Municipality’s current policy allows for dedication from non-residential development at 2% of the land area. However, through discussions with staff, in practice the Municipality does not appear to impose or collect parkland dedication on non-residential development.

Section 4.2 of this memo provided for the inventory of parkland in the Municipality. This inventory was measured as of 2023. As a result, the growth forecast period utilized for this analysis is based on growth from 2023 to 2040. When defining the need for parkland based on the total population of the Municipality, the total hectares of parkland required shows that the Municipality will not need to require or purchase additional parkland. Based on a review of vacant residential land for sale in the Municipality (discussed in Section 3.2 and presented in Appendix C), the average price per hectare of land in the urban area is approximately \$2,290,000. Under the current policy and

based on this average price per hectare, it is estimated that the Municipality could acquire 2.82 hectares of land.

4.3.2 5%/2% Parkland Dedication

The Planning Act allows municipalities to require parkland dedication at a rate of 2% of land for commercial and industrial development and 5% for all other development (i.e., residential, and institutional).

Table 4-3 provides for a summary of the anticipated residential units to be constructed over this time period. With assumed densities of 15, 40, and 100 units per hectare for low, medium, and high-density development, respectively, the total hectares of residential development lands equal 202.02 hectares. At a parkland dedication rate of 5%, the total parkland to be dedicated would be 10.10 hectares.

Table 4-3
Municipality of Lakeshore
Residential Parkland Dedication at 5%

Unit Type	Anticipated Units (2023 to 2040)	Density Assumption (units/hectare)	Total Hectares	Total Hectares Dedicated at 5%
Singles	2,818	15	187.90	9.39
Towns	400	40	10.01	0.50
Apartments	412	100	4.12	0.21
Total	3,630		202.02	10.10

Table 4-4 provides for a summary of the anticipated non-residential development to be constructed over the 2023-to-2040-time horizon. Based on the D.C. growth forecast, it is anticipated that there will be an additional 3,738 employees in the Municipality by 2040. Based on the sq.ft. per employee assumptions from the D.C. study, the anticipated floor space totals approximately 3.79 million sq.ft. Assuming the industrial buildings have a lot coverage of 25%, and institutional/commercial buildings have a lot coverage of 30%, the total land area for non-residential development is approximately 14.52 million sq.ft. This equates to a total land area of 134.92 hectares. Based on a 2% dedication rate applied to industrial and commercial properties and a 5% dedication rate applied to institutional development, this would provide the Municipality with 3.57 hectares over the forecast period.

Table 4-4
Municipality of Lakeshore
Non-residential Parkland Dedication
2% for Industrial and Commercial, 5% for Institutional

Type	Anticipated Employment (2023 to 2040)	Sq.ft. per Employee	Anticipated Sq.ft. (2023 to 2040)	Assumed Lot Coverage	Total Sq.ft. of Land Area	Total Hectares of Land Area	Total Hectares Dedicated
Industrial	2,194	1,300	2,852,742	25%	11,410,967	106.01	2.12
Commercial	979	550	538,404	30%	1,794,681	16.67	0.83
Institutional	565	700	395,179	30%	1,317,264	12.24	0.61
Total	3,738		3,786,325		14,522,911	134.92	3.57

In total, this approach would yield the Municipality with approximately 13.67 hectares of parkland if every property provided parkland dedication.

4.3.3 Alternative Residential Rate

With respect to use of the alternative rate for parkland dedication of one (1) hectare for every 600 net residential units, the non-residential dedication would remain the same at 3.57 hectares. However, if the Municipality were to utilize the alternative rate for residential developments, the Municipality would receive 5.78 hectares for a total of 9.34 hectares of parkland. Table 4-5 provides for the anticipated hectares of parkland dedication based on the residential growth forecast from the D.C. study and the alternative rate.

Table 4-5
Municipality of Lakeshore
Residential Parkland Dedication at One Hectare for Each 600 Net Residential Units

Unit Type	Anticipated Units (2023 to 2040)	One Hectare per 600 net residential units	Hectares at 10% Maximum*
Singles	2,818	4.70	4.70
Towns	400	0.67	0.67
Apartments	412	0.69	0.41
Total	3,630	6.05	5.78

** As per Bill 23 (nows42(3.3) of the Planning Act), properties 5 hectares or less are limited to 10% of the land area. Parkland dedication for apartments would exceed this limitation, therefore the 10% dedication cap assumption was used.*

4.3.4 Summary of Analysis

Table 4-6 provides for a comparison of the approaches to parkland dedication for residential development (current policy vs. 5% vs. one hectare for 600 net residential units) and non-residential development (currently policy vs. 2% for industrial/commercial and 5% for institutional). Using the base provisions of 5% for residential (and other types of development) and 2% for non-residential would provide the Municipality with the most hectares of parkland by 2040.

Table 4-6
Municipality of Lakeshore
Summary Comparison of Current vs. Alternative Rate Approaches

Summary	Current Policy (Based on \$2,290,000/hectare)	5% for Residential/ Institutional and 2% for Industrial/ Commercial	1 Hectare for 600 net residential Units and 2% for Industrial/Commercial, 5% for Institutional
Residential Hectares	2.82	10.10	5.78
Non-residential Hectares	-	3.57	3.57
Total Hectares Dedicated	2.82	13.67	9.34

4.4 Payment-in-Lieu of Parkland

With respect to Payment-in-Lieu of Parkland, there are three approaches to imposing these fees on development and redevelopment in the Municipality:

1. **Current Policy:** impose a rate per lot (\$2,000 residential);
2. **5%/2% Rates:** impose the equivalent value of 5% of the land area for residential and institutional development and the equivalent value of 2% of the land area for commercial and industrial development; and
3. **Alternative Rate:** impose the equivalent value of one (1) hectare of land for each 1,000 net residential units.

Similar to the analysis with respect to parkland dedication, the D.C. growth forecast was used to estimate the amount of development in the Municipality from 2023 to 2040. The estimated land values in the Municipality were analyzed based on recent land sales obtained from MPAC and are based on the value of the land the day before building permit issuance. A summary table of the properties reviewed is provided in Appendix C. Based on the properties analyzed, the average sales price of residential vacant land is assumed to be \$2,290,000 per hectare¹⁶ and the average sales price of non-residential properties is approximately \$450,000 per hectare for industrial, \$1,190,000 per hectare for commercial, and \$620,000 per hectare for institutional developments.

4.4.1 Current Policy

Based on the discussion in section 4.3.1, under the current policy, the Municipality could expect to receive \$6.45 million in parkland dedication revenues.

¹ The value utilized in the calculation is based on values in the urban area (i.e., properties services with water and wastewater).

4.4.2 5%/2% Rates

Similar to parkland dedication, the Planning Act allows municipalities to require payment-in-lieu of parkland dedication at a rate of 2% for commercial and industrial development and 5% for all other development (i.e., residential and institutional). Similar to the calculations presented in Table 4-3, Table 4-7 provides a summary of the anticipated residential units to be constructed to 2040. With assumed densities of 15, 40, and 100 units per hectare for low, medium, and high-density development, respectively, the total area of residential development lands equal 202.02 hectares. At a value of \$2.29 million per hectare, the total value of the developable lands would be approximately \$462.62 million. At a rate of 5% of the land value, the Municipality would receive approximately \$23.13 million.

Table 4-7
Municipality of Lakeshore
Anticipated Payment-in-Lieu of Parkland Dedication Revenues – 5%

Unit Type	Anticipated Units (2023 to 2040)	Density Assumption (units/hectare)	Total Hectares	Value of Land per Hectare	Total Value of Developable Lands	5% of the Total Value
Singles	2,818	15	187.90	\$2,290,000	\$430,284,639	\$21,514,232
Towns	400	40	10.01	\$2,290,000	\$22,911,927	\$1,145,596
Apartments	412	100	4.12	\$2,290,000	\$9,424,304	\$471,215
Total	3,630		202.02		\$462,620,870	\$23,131,044

With respect to non-residential development, Table 4-8 provides for a summary of the anticipated non-residential development to be constructed over the 2023-to-2040-time horizon. Based on the D.C. growth forecast, it is anticipated that there will be an additional 3,738 employees in the Municipality by 2040. Based on the sq.ft. per employee assumptions from the D.C. study, the anticipated floor space totals approximately 3.79 million sq.ft. Assuming the industrial buildings have a lot coverage of 25%, and institutional/commercial buildings have a lot coverage of 30%, the total land area for non-residential development is approximately 14.52 million sq.ft. This equates to a total land area of 134.92 hectares. At a value of \$450,000 per acre for industrial, \$1,190,000 for commercial, and \$620,000 for institutional developments, the total value of the developable lands would be approximately \$75.13 million. At a rate of 2% of the land value for industrial and commercial and 5% of institutional, the Municipality would receive approximately \$1.73 million.

Table 4-8
Municipality of Lakeshore
Anticipated Payment-in-Lieu of Parkland Dedication Revenues
2% for Industrial/Commercial and 5% for Institutional

Type	Anticipated Employment (2023 to 2040)	Sq.ft. per Employee	Anticipated Sq.ft. (2023 to 2040)	Assumed Lot Coverage	Total Sq.ft. of Land Area
Industrial	2,194	1,300	2,852,742	25%	11,410,967
Commercial	979	550	538,404	30%	1,794,681
Institutional	565	700	395,179	30%	1,317,264
Total	3,738		3,786,325		14,522,911

Type	Total Sq.ft. of Land Area	Total ha of Land Area	Value of Land per ha	Total Value of Developable Lands	2% of the Total Value (5% for institutional)
Industrial	11,410,967	106.01	\$450,000	\$47,705,153	\$954,103
Commercial	1,794,681	16.67	\$1,190,000	\$19,841,041	\$396,821
Institutional	1,317,264	12.24	\$620,000	\$7,587,432	\$379,372
Total	14,522,911	134.92		\$75,133,627	\$1,730,296

4.4.3 Alternative Residential Rate

Regarding receipt of payment-in-lieu of dedication the Planning Act also allows the use of an alternative rate of the value of one (1) hectare of land for each 1,000 net residential units.

With respect to use of the alternative rate the non-residential payment-in-lieu would remain the same at approximately \$1.73 million. However, if the Municipality were to utilize the alternative rate for residential developments, the Municipality would receive approximately \$8.31 million for a total of \$10.04 million. Table 4-10 provides for the anticipated payment-in-lieu of parkland based on the residential growth forecast from the D.C. study and the use of the alternative rate.

Table 4-10
Municipality of Lakeshore
Residential Payment-in-Lieu of Dedication at One Hectare for Each 1,000 Net Residential Units

Unit Type	Anticipated Units (2023 to 2040)	1 ha per 1,000 net residential units	Value of Land per ha	Total Revenue Received	Acres at 10% Maximum*	Total Value of Developable Lands
Singles	2,818	2.82	\$2,290,000	\$6,454,270	2.82	\$ 6,454,270
Towns	400	0.40	\$2,290,000	\$916,477	0.40	\$ 916,477
Apartments	412	0.41	\$2,290,000	\$942,430	0.41	\$ 942,430
Total	3,630			\$8,313,177	3.63	\$ 8,313,177

4.4.4 Summary of Analysis

Table 4-11 provides for a comparison of the approaches to payment-in-lieu of parkland for residential development (per lot fee vs. 5% vs. one hectare for 1,000 residential units) and non-residential development (2% for industrial/commercial and 5% for institutional). Use of the per lot fee provides the Municipality with approximately \$6.45

million, use of the 5%/2% provides for approximately \$24.86 million, and use of the alternative rate provides for approximately \$10.04 million.

Table 4-11
Municipality of Lakeshore
Summary Comparison of Current vs. Alternative Rate Approaches

Summary	Per Lot Fee	5% for Residential/Institutional and 2% for Industrial/Commercial	1 Hectare for 1,000 net residential Units and 2% for Industrial/Com
Residential Recovery	\$6,450,963	\$23,131,044	\$8,313,177
Non-residential Recovery	\$0	\$1,730,296	\$1,730,296
Total Payment-in-Lieu	\$6,450,963	\$24,861,339	\$10,043,473

5. Observations and Comments

The following provides a summary of our observations and potential recommendations for the for the Municipality's consideration.

1. **Parkland Inventory:** Based on the analysis above, it appears that the Municipality will have a surplus of parkland to support growth to 2040. However, the parkland inventory should be allocated to various parkland categories as defined in the parks and recreation master plan. The breakdown of parks should be clearly defined in the master plan with a standard of 1,000 population per hectare for each classification of park. This may have an impact on the hectares of parkland required to support future growth.

For the updates to the Official Plan, the Municipality may consider refining the categories noted to align with the categories in the master plan.

2. **Service Standards:** The current service standard is provided on a Municipal-wide basis. However, the Municipality should consider a standard for each category of parkland.
3. **Parkland Dedication:** The Municipality's current policy for imposing parkland dedication is to impose the 5% dedication requirement on residential development, however the current practice is to impose a per lot fee on residential development and no dedication requirements on non-residential development. The Municipality should consider imposing the following:
 - a. Utilize the alternative rate for residential development (where the alternative rate provides for more dedication and subject to the update to the O.P.);
 - b. Consider including in the O.P. (and a future parkland dedication by-law), guidance on when to use the alternative rate (e.g., when density is greater than 12 units per acre);
 - c. Impose the 5% dedication requirements on residential developments;
 - d. Impose the 2% dedication requirements on commercial and industrial developments;
 - e. Consider revising the O.P. to identify the 5% dedication rate for institutional developments and include in a future parkland dedication by-law;
4. **Payment-in-Lieu:** The current fee per lot of \$2,000 for residential development is less than the value the Municipality would receive by using the 5% and 2% rates. The following provides a summary of recommendations with respect to payment-in-lieu:

- a. **Residential Per Lot Fee:** The current per lot fee is \$2,000. The Municipality should consider increasing this up to an amount of \$11,000 per lot, as set out in Table 3-1, and continue to apply to consents only. Any increases may be phased-in over time. This fee should be included in a parkland dedication by-law and be subject to indexing. For all other development, the 5% or alternative rate would continue to apply, subject to an appraisal.
 - b. **Site Plan and Zoning By-law Amendment Applications:** Development and redevelopment that proceeds through these applications will have their payment-in-lieu rate frozen at the time of submission of the application. As a result, it is recommended that the Municipality require an appraisal be submitted with the application to ensure the appropriate value of land is being dedicated.
 - c. **Commercial and Industrial Per Lot Fee:** With respect to the non-residential rates per lot, it is unclear as to a typical lot size as properties vary depending on the nature of the business. As a result, it would be recommended that the Municipality require an appraisal be undertaken and the 2% dedication rate be applied.
 - d. **Institutional Development and Redevelopment:** It is recommended that the Municipality consider revising their O.P. to include policies to collect payment-in-lieu of dedication for institutional development at a rate of 5% of the value of the land. Additionally, this may be included in a future parkland dedication by-law.
 - e. **All Other Residential Development and Redevelopment:** The Municipality may consider revising their O.P. to include use of the alternative rate (the value is one (1) hectare of land for each 1,000 net residential units) where the alternative rate provides for more payment-in-lieu.
5. **Parkland vs. Recreation Land:** To maximize recovery of costs for parkland and recreation land, the Municipality may consider reviewing definitions in the Official Plan, Master Plan, Zoning By-law, and other policy documents to ensure there is a clear delineation between parkland vs. recreation land. This will allow for more land to be recovered through D.C.s, freeing up the dedication and payment-in-lieu funds to be used for parkland.

6. Next Steps

With respect to next steps, Municipal staff may consider the observations provided in the above section. The Municipality may incorporate these observations into a parkland dedication and payment-in-lieu of parkland by-law. An updated draft by-law has been provided in Appendix D. In addition, the municipality should consider updating the Official Plan policies, the procedures to require appraisals, processing and tracking

parkland dedication payments, all in keeping with the Observations and Comments Section above.

We trust that the information provided in this memo is useful and we would be happy to discuss further.



Appendix A

Parkland Dedication By-law Passage Notice Requirements

APPENDIX A: PARKLAND DEDICATION BY-LAW PASSAGE NOTICE REQUIREMENTS

Section 4(2) of O.Reg. 509/20 provides the following notice requirements:

- 2) Notice shall be given,
 - a) by personal service, fax, mail, or email to,
 - i) as determined in accordance with subsection (3), every owner of land in the area to which the by-law applies,
 - ii) every person and organization that has given the clerk of the municipality a written request for notice of the passing of the by-law and has provided a return address,
 - iii) in the case of a by-law passed by the council of a lower-tier municipality, the clerk of the upper-tier municipality that the lower-tier municipality is in, and
 - iv) the secretary of every school board having jurisdiction within the area to which the by-law applies; or
 - b) by publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the by-law applies to give the public reasonable notice of the passing of the by-law.
- 3) For the purposes of subclause (2) (a) (i), an owner is any person who is identified as an as owner on the last revised assessment roll, subject to any written notice of a change of ownership of land the clerk of the municipality may have received.
- 4) A notice given by mail to an owner shall be mailed to the address shown on the last revised assessment roll or, if applicable, to the address shown on the notice of a change of ownership of land received by the clerk.
- 5) Notice shall contain the following information:
 - (1) A statement that the council of the municipality has passed a community benefits charge by-law or a by-law under section 42 of the Act, as the case may be, and the statement shall set out the number of the by-law and the date on which the by-law passed.
 - (2) A statement that any person or organization may appeal the by-law to the Local Planning Appeal Tribunal under subsection 37 (17) or 42 (4.9) of the Act, as applicable, by filing with the clerk of the municipality a notice of appeal setting out the objection to the by-law and the reasons supporting the objection.
 - (3) The last day on which the by-law may be appealed.

- (4) In the case of a notice of the passing of a community benefits charge by-law, an explanation of the community benefits charges imposed by the by-law.
 - (5) In the case of a notice of the passing of a by-law under section 42 of the Act, an explanation of the parkland and payment in lieu requirements imposed by the by-law.
 - (6) A description of the lands to which the by-law applies, a key map showing the lands to which the by-law applies, or an explanation why no description or key map is provided.
 - (7) The location and times during which persons may examine a copy of the by-law.
- 6) For the purposes of subsection 37 (16) and 42 (4.8) of the Act, the prescribed day is,
- a) if the notice is by publication in a newspaper, the first day on which the publication is circulated;
 - b) if the notice is given by fax, the day that the notice is faxed;
 - c) if the notice is given by mail, the day that the notice is mailed; or
 - d) if the notice is given by email, the day that the notice is emailed.

Appendix B

Parkland vs. Recreation Definitions Review

Table B-1
Municipality of Lakeshore
Parkland vs. Recreation – Review of Definitions in Current Policy Documents

Document	Document Reference	Definition of Recreation vs. Parkland	Notes
Official Plan	Introduction Section 1.0 Page 6	The Municipality of Lakeshore Official Plan (the Plan) is an essential tool to manage future growth, development and change in the Municipality. This Plan provides a blueprint for growth over the planning period to the year 2031, by incorporating a growth management framework which ensures orderly and efficient development patterns by building sustainable and complete communities while protecting and enhancing the Municipality's rich natural and agricultural resources. It ensures that the planning framework and tools are in place to make the Municipality of Lakeshore a healthy and desirable place to live, work and enjoy recreational opportunities .	Refers to recreational opportunities to make Lakeshore a desirable place to live and work. Unclear what recreation means in this case.
	Organization of the OP Section 4 Page 8	Building Healthy Communities - provides detailed policies related to the built environment (including community design, cultural heritage), the human environment (including housing and public services, parks and open space, and recreation), and economic development (including tourism, agriculture, natural resources, retail and employment/industrial policies).	Appears to delineate parks as being separate from recreation
	Economy Page 13	Promote the Municipality as a tourist and recreational destination . Support the preparation of a tourism strategy to investigate opportunities for accommodation development, in addition to opportunities for special events programming;	Unclear what recreational means in this case
	Community Page 14	The Municipality of Lakeshore will promote improved quality of life for Lakeshore residents by making the Municipality a desirable place to live, work and enjoy recreational opportunities . Promote public access to the waterfront and enhanced recreational opportunities	Unclear what recreational means in this case
	Servicing and Facilities Page 16	"Lakeshore will ensure that our Municipality is well served and well equipped." An integral component of the Official Plan is a comprehensive growth management strategy to ensure the development of sustainable and complete communities. Complete communities meet residents' immediate and future needs by providing access to a full range and mix of housing, a diverse mix of jobs, a range of community services and facilities, recreational and open space opportunities , and convenient transportation choices. g) Promote expanded recreational services, programs and facilities, including improved access to the waterfront; h) Promote healthy communities through opportunities for recreation and convenient access to community services and facilities;	Recreational services appear to be allowed on waterfront. Appears to make a distinction between recreation and open space.

Document	Document Reference	Definition of Recreation vs. Parkland	Notes
	Site Specific Policies Page 36	<p>b) The predominant use of land will be a mix of medium to higher density residential uses; non-industrial community-related employment uses including: commercial retail, offices, and services; entertainment and cultural facilities; institutional; and municipal and public services including: schools, recreation centres, parks and open space uses within an innovative pedestrian-oriented main street environment.</p> <p>d) The Municipality will explore opportunities to secure public lands for passive recreation and open spaces.</p>	Recreation appears to be delineated from parks in the first case with respect to recreation facilities, however second point appears to blur the line between parks and recreation
	Built Environment Page 45	<p>A high quality of park and open space design will be required. The land for parkland dedication will be carefully selected to facilitate their use as a central focal point for new or existing neighbourhoods. The Municipality's preference will be for conveyance of parkland and will discourage cash in lieu for sufficiently large sized parcels.</p> <p>The Municipality will promote the integration and accessibility of community uses including schools, municipal facilities, institutional uses, parks and open spaces and recreational uses through pedestrian, cycling and trail linkages. The Municipality will require the provision of certain pedestrian, cycling and trail linkages through the development approvals process, in accordance with the policies of this Plan and associated outline plans as approved by Council.</p>	Recreation separate from parks
	Community Improvement Page 48	deficiencies in community and social services including, but not limited to, public open space, municipal parks, neighbourhood parks, indoor/outdoor recreational facilities, and public social facilities;	Clear delineation between recreation and parks
	Energy Conservation Page 56	The Municipality will encourage public/private partnerships to finance, acquire and construct a linked open space system consisting of bikeways, trails, and walkways which promote walking, cycling and non-motorized modes of transportation between communities.	Provides what open space system consists of
	Recreation Policies Page 73	<p>Recreation</p> <p>The Plan strives to ensure that sufficient recreational, open space and park facilities are provided within the Municipality to meet the leisure needs and desires of the present and future residents, businesses, as well as visitors to the Municipality.</p> <p>The Municipality will promote appropriate recreational development in parks, open spaces, along the lakeshore and other similar areas of the Municipality that provide opportunities for active, passive and programmed community recreation and leisure, and that contribute to the preservation</p>	Several instances in this section that delineates parks separately from recreation

Document	Document Reference	Definition of Recreation vs. Parkland	Notes
		<p>and protection of open space and the natural environment.</p> <p>The Municipality will assess the feasibility of acquiring private land along the lakeshore for public park or open space uses.</p> <p>The Municipality will promote the provision of pedestrian, cycling and trail linkages and the integration of recreational and parks and open space uses.</p>	
	<p>Parks and Open Space Policies</p> <p>Page 73-78</p>	<p>Parks and open spaces appear to be clearly distinct from recreation within this section. There is no mention of recreation or recreational facilities within this section. E.g.</p> <ul style="list-style-type: none"> - The Municipality's parks and open spaces will provide venues for a diverse range of both structured and unstructured, active and passive leisure pursuits for children, teens, adults and seniors to pursue activities of personal interest, skills development, and volunteering active engagement in community life. - The Municipality's parks and open spaces will provide venues to protect and conserve valued natural resources, such as woodlots, marshes, waterfronts, and other natural features vital to a healthy and sustainable ecology and natural environment, as well as to recognize and sustain valued historical and heritage venues that have contributed to both the community's historical development and identity. - Parks and open spaces will also provide lands that contribute to the greening and beautification of the municipality via both natural and planted materials and venues, and will create unique identifiers and focal points for the community. - The Municipality will consider opportunities for the promotion and implementation of stormwater management best practices within the Municipality's parks and open spaces where appropriate. Consideration should be given to stormwater attenuation and re-use and low impact development measures to control the quantity and quality of stormwater. <p>Elements for each type of park are provided within OP. Recreation facilities are not included within the elements. E.g. Regional Parks consider the following elements:</p> <ul style="list-style-type: none"> i) Incorporate universally accessible guidelines ii) Tree canopy iii) Seating (choices) iv) Trash/Recycling v) Play equipment (alternative opportunities) vi) Tables (picnic or café) vii) Parking viii) Restrooms ix) Internal Trail x) Splash pad water feature xi) Pavilion xii) Support marina programming or recreational programming <p>Neighbourhood parks with sports classification may also include sports fields,</p>	<p>Implies major sports field may be outdoor recreation</p> <p>CIP section implies recreation is separate from parkland</p>

Document	Document Reference	Definition of Recreation vs. Parkland	Notes
		however, all other elements are indicative of parks vs. recreation	
	Residential Designation Page 151	Neighbourhood parks and trails will be permitted, whereas community parks, major parks and other large-scale recreational uses will only be permitted in the Parks and Open Space Designation.	Appears that recreational uses are part of parks and open spaces
	Recreation and Commercial Designation Page 155	Recreation facilities operating largely for commercial gain including, marinas, parks, golf courses, travel trailer parks, campgrounds, amusement parks, hotels and motels, convention and meeting establishments, museums and galleries and other commercial recreational facilities including restaurants, clubs, taverns, snack bars, and convenience retail establishments.	Parks are part of recreation facilities definition here
	Parks and Open Space Designation Page 176	Recreation and Recreation facilities are noted here a number of times	Parks and recreation definitions appear blurred here.
Zoning By-law	Definitions - Page 45 & 46	<p>COMMERCIAL OUTDOOR RECREATION FACILITY – shall mean an outdoor facility or facilities which may include, but not necessarily be restricted to a water slide, a commercial outdoor swimming pool, a wave pool, a baseball batting cage or a paddleboat or bumper-boat pool, and a mini golf course, but shall not include a golf course, go-kart track, a ski club or any other use as otherwise defined or listed herein.</p> <p>COMMUNITY CENTRE – shall mean a public building and associated lands used for community recreation or social activities, meetings or other leisure activities and not used for commercial purposes, and the control of which is vested in the Town, a non-profit organization, a local board or agent thereof</p> <p>PARK, PUBLIC – shall mean a park controlled or owned by the Town or a public authority normally open to the public.</p>	Separation of parkland from recreation
Parks and Recreation Master Plan	Appendix F	Delineates parks and outdoor recreation facilities - specifies that soccer fields, tennis courts, splash pads, outdoor pools etc. are all recreational facilities	Appears to make the distinction between parks and outdoor recreation



Appendix C

MPAC Database Review



Table C-1
Municipality of Lakeshore
MPAC Data
As of May 2023

MPAC Database

Property Code - 100 - Vacant Residential Land not on water

Address	Current Value Assessment	Last Sale Amount	Last Sale Date	Acres	\$ Per Acre
Address 1	\$34,000	\$220,000	2023-02-01	0.32	\$ 696,362
Address 2	\$23,000	\$220,000	2023-02-01	0.20	\$ 1,073,837
Address 3	\$34,500	\$220,000	2023-02-01	0.32	\$ 683,342
Address 4	\$25,000	\$220,000	2023-02-01	0.23	\$ 947,836
Address 5	\$23,500	\$220,000	2023-02-01	0.21	\$ 1,061,458
Address 6	\$21,000	\$220,000	2023-02-01	0.19	\$ 1,178,743
Address 7	\$21,500	\$220,000	2023-02-01	0.19	\$ 1,153,768
Total		\$ 1,540,000		1.66	
Average Per Acre					\$ 930,000

MPAC Database

Property Code - 106 - Vacant Industrial

Address	Current Value Assessment	Last Sale Amount	Last Sale Date	Acres	\$ Per Acre
Address 1	\$83,000	\$487,500	2022-09-01	2.13	\$ 228,873
Address 2	\$82,000	\$900,000	2021-09-01	2.84	\$ 316,901
Address 3	\$351,000	\$228,684	2021-02-01	3.82	\$ 59,865
Total		\$ 1,616,184		8.79	
Average Per Acre					\$ 180,000

MPAC Database

Property Code - 105 - Vacant Commercial

Address	Current Value Assessment	Last Sale Amount	Last Sale Date	Acres	\$ Per Acre
Address 1	\$66,000	\$450,000	2022-07-01	0.16	\$ 2,778,061
Address 2	\$69,000	\$255,850	2022-06-01	0.17	\$ 1,510,753
Address 3	\$64,000	\$210,000	2022-04-01	0.52	\$ 406,560
Address 4	\$37,500	\$325,000	2021-05-01	1.72	\$ 188,953
Total		\$ 1,240,850		\$ 3	
Average Per Acre					\$ 480,000

* Addresses have been removed for confidentiality purposes.



Appendix D

Draft Parkland Dedication By-law

THE CORPORATION OF THE MUNICIPALITY OF LAKESHORE

By-law Number XX-2022

Whereas section 42 of the *Planning Act* provides that for the development or redevelopment of land, the council of a local municipality may, by by-law, require that land in an amount not exceeding, in the case of land proposed for Development or Redevelopment for Commercial or Industrial purposes 2 per cent, and in all other cases 5 per cent, be conveyed to the municipality for park or other public recreational purposes;

And whereas section 51.1 of the *Planning Act* provides that an approval authority may impose, as a condition of the approval of a plan of subdivision, that land be conveyed to the local municipality for park or other public recreational purposes, such land not to exceed, in the case of a subdivision proposed for Commercial or Industrial purposes 2 per cent, and in all other cases 5 per cent;

And whereas section 53 of the *Planning Act* provides that section 51.1 of the *Planning Act* also applies to the granting of consents;

And whereas a Parks Plan was prepared in consultation with the local school boards and other persons or public bodies the municipality considered appropriate, and made publicly available on _____, 2023;

And whereas the Council of the Municipality of Lakeshore wishes to use the provisions of the *Planning Act* for the purposes of acquiring and providing parkland for the use and enjoyment of the residents of the Municipality of Lakeshore;

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

Part 1: Interpretation

Definitions

1. In this by-law:

- (a) “**Act**” means the Planning Act, R.S.O. 1990, c.P.13
- (b) “**Affordable Residential Unit**” means a residential unit that meets the criteria set out in subsection 4.1(2) or 4.1(3) of the *Development Charges Act*;
- (c) “**Attainable Residential Unit**” means a residential unit that meets the criteria set out in subsection 4.1(4) of the *Development Charges Act*;
- (d) “**Board of Education**” has the same meaning as “board”, as defined in the Education Act, R.S.O. 1990, c.E.2, as amended;
- (e) “**Commercial**” means the use of land, buildings, or structures for a use which is

not industrial, and which are used in connection with:

- i. the selling of commodities to the general public; or
- ii. the supply of services to the general public; or
- iii. office or administrative facilities.

- (f) **“Council”** means the Council for the Municipality of Lakeshore;
- (g) **“Development”** means the construction, erection, or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof;
- (h) **“Lakeshore”** means Municipality of Lakeshore;
- (i) **“Gross Floor Area”** has the same meaning as in the Municipality’s Development Charges By-law, as amended.
- (j) **“Industrial”** means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehouse club;
- (k) **“Institutional”** means the use of land, buildings, or structures for hospitals, correctional institutions and associated facilities, municipal facilities, elementary and secondary schools, colleges, universities, places of worship and ancillary uses, military and cultural buildings, daycare centres, residential care facilities for more than ten persons and long term care centres;
- (l) **“Mixed Use”** means the physical integration of two or more of the following uses within a building or structure or separate buildings or structures on the lands proposed for Development or Redevelopment: Commercial; Industrial; Institutional; Residential; or any other use not noted herein;
- (m) **“Non-profit housing development”** means development of a building or structure intended for use as residential premises by,
- i. a corporation without share capital to which the Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing;
 - ii. a corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or
 - iii. a non-profit housing co-operative that is in good standing under the Co-

operative Corporations Act, or any successor legislation.

- (n) “**Official Plan**” means the Municipality’s Official Plan, as amended.
- (o) “**PIL**” means payment-in-lieu of parkland otherwise required to be conveyed.
- (p) “**Planning Act**” means the Planning Act, R.S.O. 1990, c.P.13, as amended,
- (q) “**Redevelopment**” means the removal of a building or structure from land and the further Development of the land or, the expansion or renovation of a building or structure which results in a change in the character or density of the use in connection therewith;
- (r) “**Residential**” means the use of land, buildings, or structures for human habitation;
- (s) “**Residential Unit**” means one or more habitable rooms each of which is accessible from the others and which function as an independent and separate housekeeping unit in which separate kitchen and sanitary facilities are provided for the use of the occupants, with a private entrance from outside the building or from a common hallway or stairway inside the building;
- (t) “**Rural Area**” means those areas designated as not being within a settlement area by the Official Plan;
- (u) “**Shared Use Agreement**” means an agreement between a Board of Education and Lakeshore for the sharing of buildings and/or property;
- (v) “**Municipality**” means the Corporation of the Municipality of Lakeshore; and
- (w) “**Zoning By-law**” means the by-law passed pursuant to section 34 of the Planning Act.

Rules of Interpretation

- 2. (1) The following rules of interpretation shall be applied to interpretation of this by-law:
 - (a) References to items in the plural include the singular, as applicable.
 - (b) The words "include", "including" and "includes" are not to be read as limiting the phrases or descriptions that precede them. Any examples provided are intended to be representative examples and not intended to be an exhaustive list.
 - (c) Headings are inserted for ease of reference only and are not to be used as interpretation aids.
 - (d) Specific references to laws or by-laws are meant to refer to the current laws applicable at the time that this by-law was enacted and shall be interpreted to

include amendments, restatements and successor legislation.

- (e) The obligations imposed by this by-law are in addition to obligations otherwise imposed by law or contract.
- (f) Where this by-law provides metric and imperial units of measure, the metric unit of measure shall prevail. For convenience only, approximate imperial measurements may be provided but are of no force or effect. The abbreviation "mm" stands for millimetres and "m" stands for metres.
- (g) Terms with capitals shall be read with the meaning in section 1 and other words shall be given their ordinary meaning.
- (h) If any court of competent jurisdiction finds any provision of this by-law is illegal or *ultra vires* of the jurisdiction of the Municipality, such provision shall be deemed to be severable and shall not invalidate any of the other provisions of this by-law.
- (i) Nothing in this by-law relieves any person from complying with any provision of any federal or provincial legislation or any other by-law of the Municipality.
- (j) Where a provision of this by-law conflicts with the provisions of another by-law in force in the Municipality, the more specific by-law shall prevail.

Application

- 3. The provisions of this by-law apply to the entire geographic area of the Municipality of Lakeshore.

Exemptions

- 4. Development or Redevelopment described in the subsections (a) through to and including (f) shall be exempt from the obligations to convey land or make a PIL under Parts 2 and 3 of this by-law:
 - a) Development or Redevelopment of land, buildings or structures owned by and used for the purposes of the Municipality of Lakeshore;
 - b) Development or Redevelopment of land, buildings or structures owned by and used for the purposes of a Board of Education, where a Shared Use Agreement exists;
 - c) The replacement of any building that is a direct result of destruction due to accidental fire or other accidental cause provided that no intensification or change of use is proposed, including but not limited to an increase in total Residential Units count or Gross Floor Area;
 - d) The enlargement of an existing Residential Unit provided that the enlargement does not result in additional Residential Units;

- e) The enlargement of an existing Commercial or Industrial building or structure if the Gross Floor Area is enlarged by 50% or less. The area of the existing building or structure shall be calculated by reference to the first building permit which was issued in respect of the building or structure for which the exemption is sought;
- f) Institutional Development;
- g) Development or Redevelopment of land, buildings or structures for temporary construction uses as defined by the Municipality's Zoning By-law; and
- h) Development or Redevelopment or location of,
 - i. a second residential unit in a detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;
 - ii. a third residential unit in a detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; or
 - iii. one residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units.

Part 2: Conveyance of Land for Park Purposes

- 5. Land shall be required to be conveyed to Lakeshore for park purposes as a condition of Development or Redevelopment of land in an amount to be determined in accordance with subsections (a) through to and including (e).
 - a) In the case of lands proposed for Residential uses, the greater of the following:
 - i. if the density of the development is 30 units per hectare or less, at a rate of five per cent (5%) of the land being Developed or Redeveloped, or
 - ii. if the density of the development is greater than 30 units per hectare, at a rate of one (1) hectare for each six hundred (600) net residential units proposed.
 - With respect to land proposed for development or redevelopment that will include affordable residential units or

attainable residential units, as defined in subsection 4.1 (1) of the Development Charges Act, 1997, or residential units described in subsection 4.3 (2) of that Act, the amount of land that may be required to be conveyed under subsection (1) shall not exceed 5 per cent of the land multiplied by the ratio of A to B where,

- “A” is the number of residential units that are part of the development or redevelopment but are not affordable residential units, attainable residential units or residential units described in subsection 4.3 (2) of the Development Charges Act, 1997; and
 - “B” is the number of residential units that are part of the development or redevelopment; or
- b) In the case of lands proposed for Commercial or Industrial uses, land in the amount of two per cent (2%) of the land to be Developed or Redeveloped.
- c) In the case of a Mixed-Use Development or Redevelopment, land in the aggregate, calculated as follows:
- i. the Residential component, if any, as determined by Lakeshore, of the lands being Developed or Redeveloped, shall require the conveyance of land as determined in accordance with subsection (a) of this by-law; plus
 - ii. the Commercial or Industrial component of the lands being Developed or Redeveloped, if any as determined by Lakeshore, shall require the conveyance of land as determined in accordance with subsection (b) of this by-law; plus
 - iii. the component of the lands proposed for any use other than Residential, Commercial or Industrial if any as determined by the Municipality, shall require the conveyance of land as determined in accordance with subsection (d) of this by-law.
- d) In the case of lands proposed for Development or Redevelopment for a use other than those referred to in subsections (a), (b) and (c) of this section, land in the amount of five per cent (5%) of the land to be Developed or Redeveloped.
- e) Where the development of land results from the approval of a site plan or zoning by-law amendment and the approval of the application occurred within two years of building permit issuance, the conveyance shall be determined on the date of the planning application. Where both planning applications apply, conveyance shall be determined on the date of the later planning application.

Location of Conveyance and Condition of Title

6. Subject to restrictions in the Planning Act, the location and configuration of land required to be conveyed pursuant to this by-law shall be as determined by Lakeshore and all such lands shall be free of all encumbrances, including but not limited to such easements which Lakeshore, in its sole and absolute discretion, is not prepared to accept and shall be free of any contamination, including but not limited to any toxic, noxious or dangerous contaminants, and shall otherwise be in a condition satisfactory to Lakeshore.
7. A requirement as part of Development or Redevelopment to convey any valley land or watercourse corridors, woodlands, natural heritage system lands and associated buffers, easements, vista blocks and storm water management ponds, as those terms are defined in the Official Plan or any secondary plan adopted under the Official Plan, shall not be considered to be a conveyance of land for park purposes in satisfaction of a requirement under this by-law.

Timing of Conveyance

8. Where land is required to be conveyed in accordance with this by-law, the lands shall be conveyed as follows:
 - a) in the case of Development or Redevelopment to be approved pursuant to sections 51.1 or 53 of the Planning Act, the conveyance of land may be required as a condition of approval, and said lands shall be conveyed to Lakeshore either prior to or immediately upon registration of the plan of subdivision or upon the consent being given, as determined by Lakeshore; and
 - b) in the case of Development or Redevelopment where land has not been conveyed or has not been required pursuant to sections 51.1 or 53 of the Planning Act, Lakeshore shall require the conveyance of land as a condition of Development or Redevelopment prior to building permit issuance in accordance with section 42 of the Planning Act.

Part 3: Payment-in-Lieu of Parkland

9. In lieu of requiring the conveyance of land required by part 2 of this by-law, Lakeshore may require the payment of the value of the lands otherwise required to be conveyed, calculated in accordance with the following:
 - a) Where the PIL has been required for a consent pursuant to sections 51.1 or 53 of the Planning Act, PIL may be provided on per lot basis where the land is used for a Residential use as per Schedule 1.

The per lot rates shall be indexed annually on January 1st of each year commencing January 1, 2024, by the CMHC housing starts by dwelling type index and posted by Lakeshore. Lakeshore's failure to post the indexed rate shall not waive the requirement for compliance with this by-law.

If the applicant does not agree with the per lot rate, they may submit a property appraisal subject to the PIL requirements is subsection b).

- b) For all other development or redevelopment, the PIL shall be calculated as the equivalent value of the land required based on a property appraisal provided by the applicant, as follows:
- i. in the case of lands proposed for Residential, the greater of the following:
 - 1) if the density of the development is 50 units per hectare or less, at a rate of five per cent (5%) of the value of land being Developed or Redeveloped, or
 - 2) If the density of the development is greater than 50 units per hectares, at a rate of the value of one (1) hectare of land for each one thousand (1,000) net residential units proposed.
 - With respect to land proposed for development or redevelopment that will include affordable residential units or attainable residential units, as defined in subsection 4.1 (1) of the Development Charges Act, 1997, or residential units described in subsection 4.3 (2) of that Act, the PIL that may be required shall not exceed 5 per cent of the value of the land multiplied by the ratio of A to B where,
 - “A” is the number of residential units that are part of the development or redevelopment but are not affordable residential units, attainable residential units or residential units described in subsection 4.3 (2) of the Development Charges Act, 1997; and
 - “B” is the number of residential units that are part of the development or redevelopment; or
 - ii. in the case of lands proposed for Commercial or uses, the value of two per cent (2%) of the land to be Developed or Redeveloped;
 - iii. in the case of a Mixed-Use Development or Redevelopment, the value of the land in the aggregate, calculated as follows:
 - 1) the Residential component, if any as determined by Lakeshore, of the lands being Developed or Redeveloped, shall require the PIL of the value of land as determined in accordance with paragraph (i) of this subsection; plus
 - 2) the Commercial or Industrial component of the lands being Developed or Redeveloped, if any as determined by Lakeshore, shall require the conveyance of land as determined in accordance with paragraph (ii) of this

subsection; plus

- 3) the component of the lands proposed for any use other than Residential, Commercial or Industrial if any as determined by the Municipality, shall require the conveyance of land as determined in accordance with paragraph (iii) of this subsection; and
- iv. in the case of lands proposed for Development or Redevelopment for a use other than those referred to in paragraphs (i), (ii) and (iii) of this subsection, the value of five per cent (5%) of the land to be Developed or Redeveloped.

Timing of PIL Payment and Determination of Value

10. PIL shall be paid as follows:

- a) For Development or Redevelopment where the payment of PIL is not required as a condition of an approval or a consent, pursuant to either sections 51.1 or 53 of the Planning Act, the PIL shall be paid prior to the issuance of the building permit in respect of the Development or Redevelopment in accordance with section 42 of the Planning Act. The value of the land shall be determined as of the day before the day the building permit is issued in respect of the Development or Redevelopment or, if more than one building permit is required for the development or redevelopment, as of the day before the day the first permit is issued.
- b) In the event that an extension of an approval described in subsection (a) or (b) is requested, the value of the land shall be determined as of the day before the day of the approval of the extension.
- c) Where the development of land results from the approval of a site plan or zoning by-law amendment and the approval of the application occurred within two years of building permit issuance, the PIL shall be calculated on the value of the land on the date of the planning application. Where both planning applications apply, PIL shall be calculated on the value of the land on the date of the later planning application.

Part 4: Other

Previous or Required Conveyances

11. Notwithstanding parts 2 and 3 of this by-law, if land has been conveyed or is required to be conveyed to Lakeshore for park or other public recreational purposes or PIL has been received by Lakeshore or is owing to it pursuant to a condition imposed

pursuant to sections 42, 51.1 or 53 of the Planning Act, no additional conveyance or payment in respect of the lands subject to the earlier conveyance or payment will be required by Lakeshore in respect of subsequent Development or Redevelopment unless:

- a) There is a change in the proposed Development or Redevelopment which would increase the density of the development; or
 - b) Land originally proposed for Development or Redevelopment for Commercial or Industrial uses is now proposed for Development or Redevelopment for other uses.
12. Where there is a claim of previous conveyance or PIL payment, it is the applicant's/owner's responsibility to provide suitable evidence of such previous conveyance or PIL payment, to Lakeshore's satisfaction.
13. Land or PIL required to be conveyed or paid to Lakeshore for park or other public recreation purposes pursuant to parts 2 and 3 of this by-law shall be reduced by the amount of land or PIL previously received by Lakeshore pursuant to sections 42, 51.1 or 53 of the Planning Act in respect of the lands being Developed or Redeveloped.

Phased Development

14. Where approvals are issued in phases for Development or Redevelopment, Lakeshore shall calculate and require the conveyance of land for park purposes or the payment of PIL, in accordance with parts 2 and 3 of this by-law, on a phase-by-phase basis.

Part 5: General

15. Where a determination is required to be made by Lakeshore in this by-law, that determination shall be made by the [Position of Staff Member that Makes Determination]. The [Position of Staff Member that Makes Determination]'s decision shall be final.
16. This by-law shall be referred to as the "Parkland Dedication By-law".
17. By-law xx-xxxx and any amendments to the by-law are repealed. Policies made prior the adoption of By-law xx-xxxx respecting conveyance of land for park purposes and payment in lieu of conveyance of land for park purposes are rescinded.
18. This by-law comes into force upon passage.

Schedules

The following schedule shall form part of this By-law:

Schedule 1: PIL of Parkland Per Lot Fee Required as a Condition of a Severance or Consent

Read and passed in open session on _____, 2023.

Mayor

Clerk

**Schedule 1 to By-law XX-2023
PIL of Parkland Per Lot Fee Required for a Consent**

Parkland Per Lot Fee *
\$--

**Rates are subject to indexing as per Section 9(a)*

**Municipality of
Lakeshore By-law 90-**

2022

Being a By-law to Provide for the Dedication of Parkland or the Payment of Cash in Lieu Thereof as a Condition of Development or Redevelopment

Whereas section 42 of the *Planning Act* provides that, as a condition of the development or redevelopment of land, the council of a local municipality may, by bylaw, require that land in an amount not exceeding, in the case of land proposed for Development or Redevelopment for Commercial or Industrial purposes 2 per cent, and in all other cases 5 per cent, be conveyed to the municipality for park or other public recreational purposes;

And whereas section 51.1 of the *Planning Act* provides that an approval authority may impose, as a condition of the approval of a plan of subdivision, that land be conveyed to the local municipality for park or other public recreational purposes, such land not to exceed, in the case of a subdivision proposed for Commercial or Industrial purposes 2 per cent, and in all other cases 5 per cent;

And whereas section 53 of the *Planning Act* provides that section 51.1 of the *Planning Act* also applies to the granting of consents;

And whereas in the case of land proposed for Development or Redevelopment for residential purposes, a municipality may require that such land be conveyed at the rate of up to one hectare for each 300 Dwelling Units, provided that the municipality has specific policies dealing with the provision of lands for park or other public recreational purposes, and the use of this alternative requirement is included within its Official Plan;

And whereas the Municipality of Lakeshore has such specific policies dealing with the provision land to be conveyed at the rate of up to one hectare for each 300 Dwelling Units;

And whereas the Council of the Municipality of Lakeshore wishes to use the provisions of the *Planning Act* for the purposes of acquiring and providing parkland for the use and enjoyment of the residents of the Municipality of Lakeshore;

And whereas on September 27, 2022 Council passed resolution #350-09-2022 directing Administration to prepare a Parkland Dedication By-law to adjust the parkland dedication fee to \$2,000 per lot for both rural and urban properties;

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

Definitions

1. In this by- law:
 - a) "Agricultural Uses" has the same meaning as in Lakeshore's Comprehensive Zoning By- law.
 - b) "Board of Education" has the same meaning as " board", as defined in the *Education Act*, R. S.O. 1990, c. E.2;
 - c) "CIL" means cash- in- lieu of parkland otherwise required to be conveyed;

- d) "Commercial" means the use of land, buildings, or structures for a use which is not industrial, and which are used in connection with:
 - i. the selling of commodities to the general public; or
 - ii. the supply of services to the general public; or
 - iii. office or administrative facilities.
- e) "Council" means the Council for the Municipality of Lakeshore;
- f) "Development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof;
- g) "Dwelling Unit" means one or more habitable rooms each of which is accessible from the others and which function as an independent and separate housekeeping unit in which separate kitchen and sanitary facilities are provided for the use of the occupants, with a private entrance from outside the building or from a common hallway or stairway inside the building;
- h) "Gross Floor Area" has the same meaning as in Lakeshore's Development Charges By-law;
- i) "Industrial" means the use of land, buildings, or structures in connection with:
 - i. manufacturing, producing, or processing of raw goods;
 - ii. warehousing or bulk storage of goods;
 - iii. a distribution centre;
 - iv. a truck terminal; or
 - v. research or development in connection with manufacturing, producing or processing of raw goods;

and includes office uses and the sale of commodities to the general public where such office or retail uses are ancillary to an industrial use, but does not include a building used exclusively for office or administrative purposes unless it is attached to an industrial building or structure as defined above, and does not include a retail warehouse;

- j) "Institutional" means the use of land, buildings, or structures for hospitals, correctional institutions and associated facilities, municipal facilities, elementary and secondary schools, colleges, universities, places of worship and ancillary uses, military and cultural buildings, daycare centres, residential care facilities for more than ten persons and long term care centres;
- k) "Lakeshore" means the Municipality of Lakeshore;
- l) "Mixed Use" means the physical integration of two or more of the following uses within a building or structure or separate buildings or structures on the lands proposed for Development or Redevelopment: Commercial; Industrial; Institutional; Residential; or any other use not noted herein;
- m) "Net Area of the Lands" means the total area of the lands being Developed or Redeveloped, less the area of any lands to be conveyed gratuitously to Lakeshore, the County of Essex, the Essex Region Conservation Authority or the Lower Thames Region Conservation Authority, pursuant to an approval or provisional consent issued in accordance with the Planning Act, in support of natural heritage systems, including but not limited to

wetlands, valley and watercourse corridors, tableland woodlands and other environmentally sensitive lands as determined by Lakeshore;

- n) "Official Plan" means the Lakeshore Official Plan;
- o) "Planning Act" means the *Planning Act*, R.S.O. 1990, c.P.13;
- p) "Redevelopment" means the removal of a building or structure from land and the further Development of the land or, the expansion or renovation of a building or structure which results in a change in the character or density of the use in connection therewith;
- q) "Residential" means the use of land, buildings, or structures for human habitation;
- r) "Rural Area" means those areas designated as not being within a settlement area by the Official Plan;
- s) "Temporary Building or Structure" means a building or structure constructed or erected or placed on land for a continuous period not exceeding eight (8) months, or an addition or alteration to a building or structure that has the effect of increasing the total floor area thereof for a continuous period not exceeding eight (8) months;
- t) "Urban Area" means those areas designated as being within a settlement area by the Official Plan;

Conveyance of Land for Park Purposes

- 2. As a condition of Development or Redevelopment of land pursuant to the *Planning Act*, Lakeshore shall require the conveyance of land for park purposes as follows:
 - a) In the case of lands proposed for Residential uses, at a rate of five per cent (5%) of the land being Developed or Redeveloped, or one (1) hectare for each three hundred (300) Dwelling Units proposed, whichever is greater;
 - b) In the case of lands proposed for Commercial, Industrial or Institutional uses, land in the amount of two per cent (2%) of the land to be Developed or Redeveloped;
 - c) In the case of lands proposed for Development or Redevelopment for a use other than those referred to in subsections 2(a) and 2(b) of this bylaw, land in the amount of five per cent (5%) of the land to be Developed or Redeveloped;
 - d) In the case of a Mixed Use Development or Redevelopment, land in the aggregate, calculated as follows:
 - i. the Residential component, if any as determined by Lakeshore, of the lands being Developed or Redeveloped, shall require the conveyance of land as determined in accordance with subsection 2(a) of this bylaw; plus
 - ii. the Commercial, Industrial, or Institutional component of the lands being Developed or Redeveloped, if any as determined by Lakeshore, shall require the conveyance of land as determined in accordance with subsection 2(b) of this by-law; plus
 - iii. the component of the lands proposed for any use other than Residential, Commercial, Industrial or Institutional, if any as determined by Lakeshore, shall require the conveyance of land as determined in accordance with subsection 2(c) of this by-law.

Location of Conveyance and Condition of Title

3. The location and configuration of land required to be conveyed pursuant to this by-law shall be as determined by Lakeshore and all such lands shall be free of all encumbrances, including but not limited to such easements which Lakeshore, in its sole and absolute discretion, is not prepared to accept and shall be free of any contamination, including but not limited to any toxic, noxious or dangerous contaminants, and shall otherwise be in a condition satisfactory to Lakeshore.
4. The conveyance of any valleyland or watercourse corridors, woodlands, natural heritage system lands and associated buffers, easements, vista blocks and storm water management ponds, as defined in the Official Plan or any secondary plan adopted under the Official Plan, shall not be considered a conveyance of land for park purposes pursuant to the requirements of section 2 of this by-law.

Timing of Conveyance

5. Where land is required to be conveyed in accordance with section 2 of this by-law, the lands shall be conveyed as follows:
 - a) In the case of Development or Redevelopment to be approved pursuant to sections 51.1 or 53 of the *Planning Act*, the conveyance of land may be required as a condition of approval, and said lands shall be conveyed to Lakeshore either prior to or immediately upon registration of the plan of subdivision or upon the consent being given, as determined by Lakeshore;
 - b) In the case of Development or Redevelopment where land has not been conveyed or has not been required pursuant to sections 51.1 or 53 of the *Planning Act*, Lakeshore shall require the conveyance of land as a condition of Development or Redevelopment prior to the building permit issuance in accordance with section 42 of the *Planning Act*.

Cash-in-Lieu of Parkland

6. In lieu of requiring the conveyances referred to in section 2 of this by-law, Lakeshore may require the payment of cash to the value of the lands otherwise required to be conveyed, calculated in accordance with the following:
 - a) Where the payment of CIL has been required as a condition of an approval or consent pursuant to sections 51.1 of 53 of the *Planning Act*, CIL shall be calculated as follows:
 - i. \$2000.00 per lot;
 - b) For Residential Development or Redevelopment CIL shall be calculated as follows:
 - i. \$2000.00 per lot.

Timing of CIL Payment

7. CIL shall be paid as follows:
 - a) For Development or Redevelopment where the payment of CIL is required as a condition of an approval or consent pursuant to either sections 51.1 of 53 of the *Planning Act*, CIL shall be paid prior to registration of the plan of subdivision or prior to the consent being given, as the case may be;
 - b) For Development or Redevelopment where the payment of CIL is not

required pursuant to sections 51.1 or 53 of the *Planning Act*, CIL shall be paid on a per lot basis prior to the issuance of a building permit for such lot in respect of the Development or Redevelopment in accordance with section 42 of the *Planning Act*.

Credits for Previous Conveyances

8. Notwithstanding sections 2 and 6 of this by-law, if land has been conveyed or is required to be conveyed to Lakeshore for park or other public recreational purposes or CIL has been received by Lakeshore or is owing to it pursuant to a condition imposed pursuant to sections 42, 51.1 or 53 of the *Planning Act*, no additional conveyance or payment in respect of the lands subject to the earlier conveyance or payment will be required by Lakeshore in respect of subsequent Development or Redevelopment unless:
 - a) There is a change in the proposed Development or Redevelopment which would increase the density of the development; or
 - b) Land originally proposed for Development or Redevelopment for Commercial, Industrial, or Institutional uses is now proposed for Development or Redevelopment for other uses.
9. Where there is a claim for previous conveyance or CIL payment, it is the applicant's/owner's responsibility to provide suitable evidence of such previous conveyance or CIL payment, to Lakeshore's satisfaction.
10. Land or CIL required to be conveyed or paid to Lakeshore for park or other public recreational purposes pursuant to sections 2 or 6 of this by-law shall be reduced by the amount of land or CIL previously received by Lakeshore pursuant to sections 42, 51.1 or 53 of the *Planning Act* in respect of the lands being Developed or Redeveloped.

Limits of the Lands to be Developed or Redeveloped

11. For the purposes of calculating the land conveyance or CIL requirements of sections 2 or 6 of this by-law, the following shall be used as the area of the lands being Developed or Redeveloped:
 - a) For Development or Redevelopment of land which does not occur pursuant to section 51 or 53 of the *Planning Act*, the Net Area of the Lands denoted within the plan or drawings;
 - b) For Development or Redevelopment of land which occurs pursuant to section 51 of the *Planning Act*, and for which the conveyance of land or the payment of CIL is required as a condition of approval, the Net Area of the Lands denoted within the approved draft plan of subdivision;
 - c) For Development or Redevelopment of land which occurs pursuant to section 53 of the *Planning Act*, and for which the conveyance of land or the payment of CIL is required as a condition of approval, the Net Area of the Lands to be severed pursuant to the consent;
 - d) In all other cases, the area of the lands to be Developed or Redeveloped shall be determined by Lakeshore in accordance with the *Planning Act*, and the Net Area of the Lands as determined by Lakeshore shall be used for the purposes of calculating land conveyance or CIL requirements pursuant to sections 2 or 6 of this by-law.

Phased Development

12. Notwithstanding sections 5 and 7 of this by-law, for Development or Redevelopment for which approvals are issued in phases, Lakeshore shall calculate and require the conveyance of land for park purposes or the payment of CIL, in accordance with the provisions of sections 2 and 6 of this by-law, on a phase by phase basis.

Parkland Conveyance Agreements

13. Nothing in this by-law shall limit Lakeshore's ability to enter into a parkland conveyance agreement with one or more landowners for the purposes of assembling parkland. Parkland conveyance agreements entered into by Lakeshore shall include provisions for the conveyance of land for park purposes or CIL, the calculation of which shall be as provided in this by-law.

Exemptions

14. This by-law shall not apply to any of the following:
- a) Development or Redevelopment of land, buildings or structures owned by and used for the purposes of Lakeshore;
 - b) Development or Redevelopment of land, buildings or structures owned by and used for the purposes of a Board of Education;
 - c) The replacement of any building that is a direct result of destruction due to accidental fire or other accidental cause provided that no intensification or change of use is proposed, including but not limited to an increase in total Dwelling Unit count or Gross Floor Area;
 - d) The enlargement of an existing Dwelling Unit provided that the enlargement does not result in additional Dwelling Units;
 - e) The enlargement of an existing Commercial, Industrial, or Institutional building or structure if the Gross Floor Area is enlarged by 50% or less. The area of the existing building or structure shall be calculated by reference to the first building permit which was issued in respect of the building or structure for which the exemption is sought;
 - f) A Temporary Building or Structure; or
 - g) Where the total CIL payable for Development or Redevelopment is less than \$100.

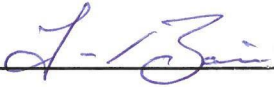
General

15. If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.
16. The headings in this by-law are for convenience only and do not form part of this by-law.
17. This by-law shall be referred to as the "Parkland Dedication By-law".


18. By-law 89-2022 and any amendments to the by-law are repealed. Policies made prior the adoption of By-law 89-2022 respecting conveyance of land for park purposes and payment in lieu of conveyance of land for park purposes are rescinded.

19. This By-law comes into force upon passage.

Read and passed in open session on October 11, 2022.



**Mayor
Tom Bain**



**Clerk
Kristen Newman**



Parkland Dedication and Payment-in-lieu of Parkland Analysis

Municipality of Lakeshore

December 12, 2023

Agenda



- Introductions
- Legislative Overview
- Parkland Policies
- Lakeshore's Current Policy & Practice
- Summary of the Analysis and Observations
- Preliminary Recommendations
- Next Steps
- Questions

Parkland Dedication Analysis



Purpose:

- Allows municipalities to ensure that their park systems grow in tandem along with their community, providing essential parkland for their residents.
- The dedication of parkland is a requirement under the Planning Act



Why Review Parkland Dedication Policies?



- In some municipalities, Finance departments do not have direct input into the creation of parkland dedication policies and/or the application of the policies
- Based on targets set out in the parks and recreation master plan or other documents, there may be a significant financial impact
- A Parkland Dedication By-law is required to utilize the alternative rates for dedications or payment-in-lieu (as required through Bill 197 and Bill 23)

Updates to Parkland Dedication Policies in the County



- In addition to Lakeshore, the following municipalities are updating their Parkland Dedication policies:
 - Essex
 - Tecumseh
 - LaSalle
 - Leamington
 - Kingsville
- Note: Amherstburg passed an updated parkland dedication by-law early 2023



Legislative Overview

Parkland Legislative Overview



- The Planning Act provides municipalities with the authority to impose conditions on development and redevelopment to receive parkland or payment-in-lieu of parkland.

S. 51.1

For subdivisions

- No by-law required (impose as condition)
- 5% for res and institutional and 2% commercial/ industrial
 - Dedication
 - PIL
- Alternative rate for residential
 - Dedication (1ha for 600* units)
 - PIL (1ha for 1,000* units)
- Timing of PIL – day before approval of draft plan

S. 42

For all development and redevelopment

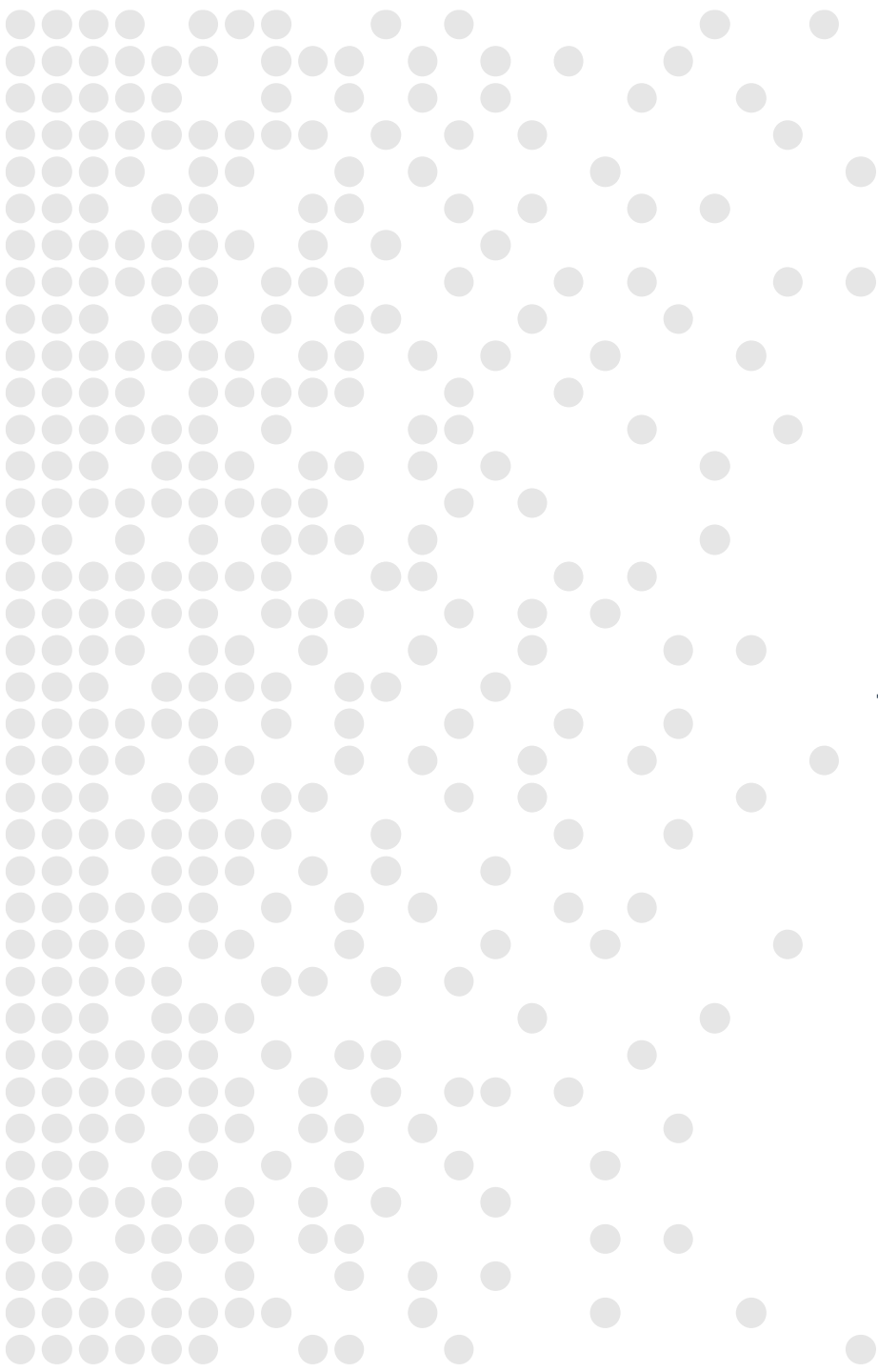
- by-law required
- 5% for res and institutional and 2% commercial/ industrial
 - Dedication
 - PIL
- Alternative rate for residential
 - Dedication (1ha for 600* units)
 - PIL (1ha for 1,000* units)
- Timing of PIL – day before building permit

***Revised as per Bill 23**



Parkland Impacts from Bill 23

- Rate Freeze applies similar to DCs (site plan and zoning by-law amendment)
- Exemptions for additional residential units (similar to DCs)
- Exemptions for Affordable, Attainable, and Inclusionary Zoning units (similar to DCs)
- Exemption for Non-profit Housing units (similar to DCs)
- Requirement to allocate 60% of the monies in a reserve fund at the beginning of the year (similar to DCs).
- Alternative Residential Dedication and PIL Rate cut in half, only calculated on incremental units, and capped
 - Dedication – 1ha for 300 dwelling units now 1ha for 600 net residential units
 - Payment-in-Lieu – Value of 1ha for 500 dwelling units now Value of 1ha for 1,000 net residential units
 - Capped at 10% for land 5ha or less and 15% for land greater than 5ha
- Parks Plan now required to pass a parkland dedication by-law
- Allows for encumbered lands to be included in land dedicated to the Municipality



Parkland Policy Discussion

Impacts of Bill 23



Parkland Impacts from Bill 23

Parks Plan

- Parks Plan now required to pass a parkland dedication by-law
 - Wording in Act states: “Before passing a by-law under this section, the local municipality shall prepare and make available to the public a parks plan that examines the need for parkland in the municipality”





Parkland Impacts from Bill 23

Rate Freeze

- For site plan and zoning by-law amendments only, Rate Freeze applies similar to DCs (i.e. rate frozen at time of submission of **complete** application)
- The value of land is still determined in accordance with the by-law. This means that if you use s. 42, the value would be the value of the proposed type of development the day before building permit issuance
- **Would recommend the requirement of the property appraisal to be deemed a complete application**



Parkland Impacts from Bill 23

Reduced Alternative Rate

- Alternative Residential Dedication and PIL Rate cut in half, only calculated on incremental units, and capped
 - Dedication – 1ha for 300 dwelling units now 1ha for 600 net residential units
 - Payment-in-Lieu – Value of 1ha for 500 dwelling units now Value of 1ha for 1,000 net residential units
 - Capped at 10% for land 5ha or less and 15% for land greater than 5ha

Dedication	
Assume 20ha Development	
5% =	1 ha
1ha for 600 units	600 units on a 20ha development area
=	30 units per hectare
OR	12 units per acre

Payment-in-lieu	
Assume 20ha Development	
5% =	1 ha
1ha for 1,000 units	1,000 units on a 20ha development area
=	50 units per hectare
OR	20 units per acre

Parkland Impacts from Bill 23

Reduced Alternative Rate – High Density



Example:

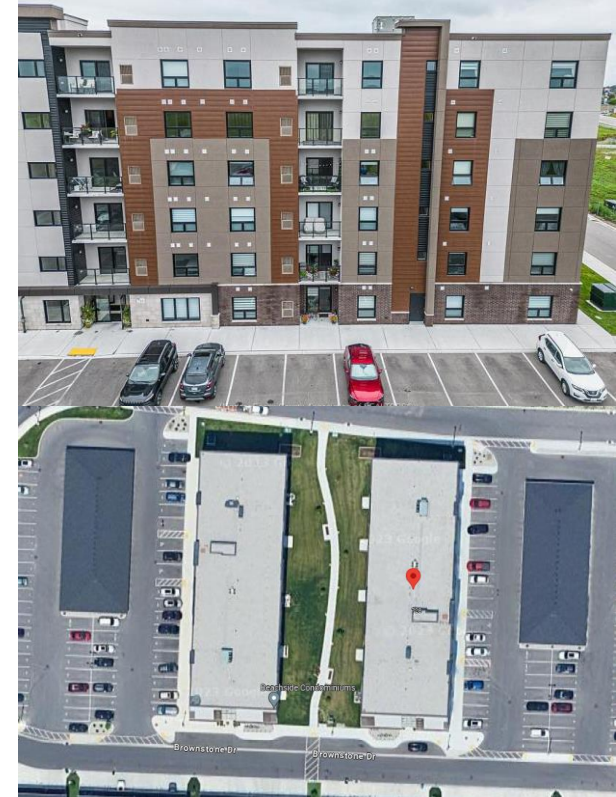
Land Area: 1ha
Units: 200 units
Density: 200 units/ha

Dedication at
1ha/1,000
=
0.2ha*

Dedication
Capped at 10%
=
0.1ha*

Loss of 50%

Increased density = increased losses due to cap





Parkland Impacts from Bill 23 Exemptions

- Additional residential units (similar to DCs)
 - 1% or one unit in existing rental residential buildings (4 or more rental units)
 - 2nd and 3rd additional dwelling unit in single, semi, or row house (can be two (2) in main house or one (1) in house and one in ancillary residential building)
- Non-profit Housing units (similar to DCs)
- Affordable, Attainable, and Affordable Inclusionary Zoning Units (similar to DCs)
 - Not yet in force
- Exclude exempt residential units to only capture New Residential Units:

$$\left(\frac{\text{Non-exempt residential units}}{\text{Total residential units}} \right) \times 5\%^* = \text{Applicable Parkland Dedication \%}$$

Parkland Impacts from Bill 23

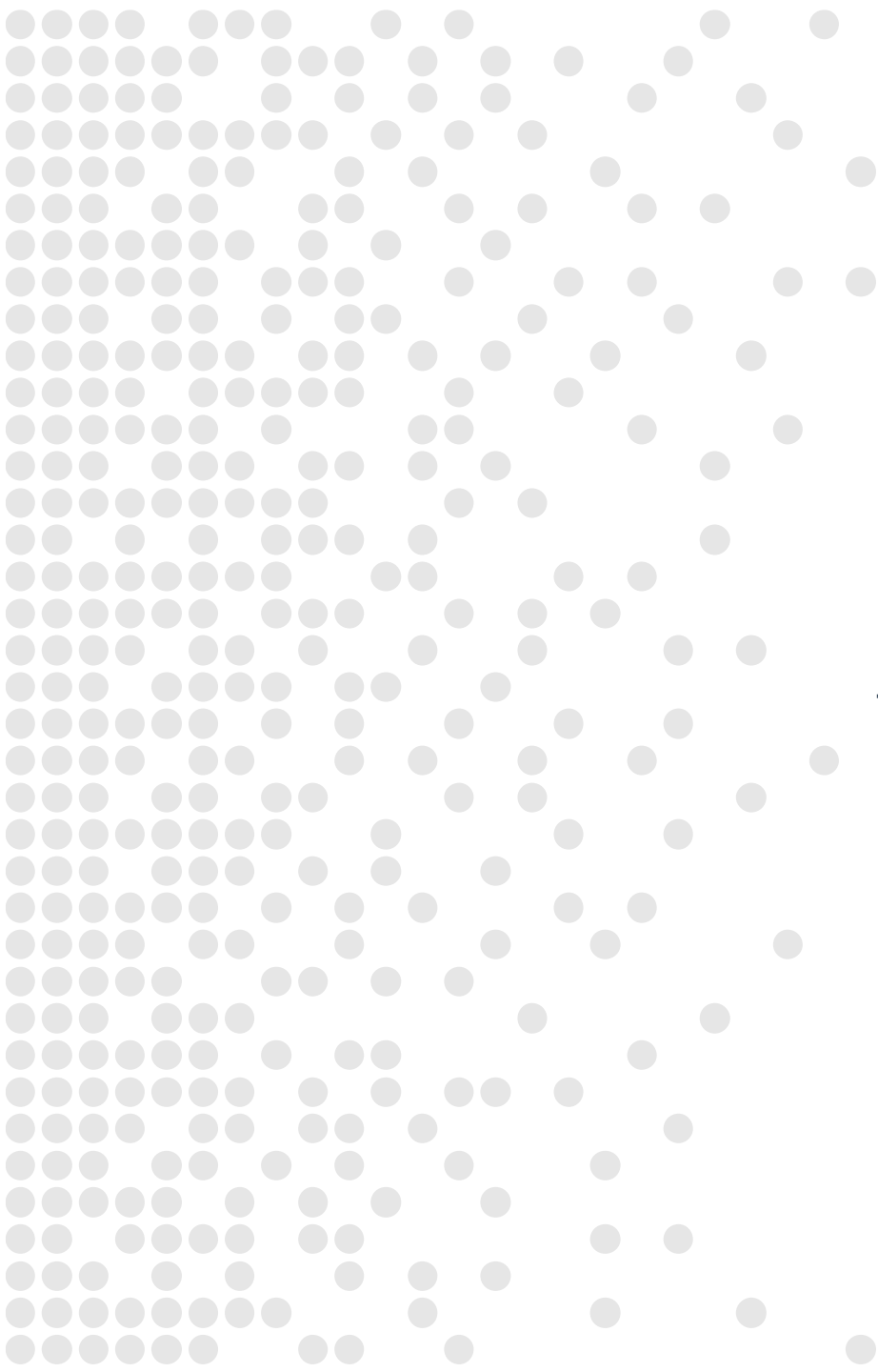
Other



Administrative Impact

- Requirement to allocate 60% of the monies in a reserve fund at the beginning of the year
- This aligns with similar requirements for Development Charges and Community Benefit Charges
- Note: Section 42(15) of the Planning Act provides the applicable uses for parkland dedication funds:

“...shall be paid into a special account and spent only for the acquisition of land to be used for park or other public recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery for park or other public recreational purposes”



Current Policies and Practice



Current Policies

Parkland Dedication

- The O.P. and the current Parkland Dedication By-law allow for the requirement of land to be dedicated (or Payment-in-Lieu) at:
 - 5% of land for residential developments
 - 2% for all other developments
- The Municipality is also able to utilize the alternative rate of 1 hectare of land for each **300** dwelling units at their discretion.

Note: As per Bill 23, this has changed to one (1) hectare for each 600 net residential units.



Current Practice

Parkland Dedication

- Rather than requiring land dedication, the Municipality generally receives payment-in-lieu for residential development and redevelopment.
- The payment-in-lieu is based on the current per lot fees of \$2,000 per urban lot for consents and 5% of the land value for subdivisions.
- Parkland dedications requirements for non-residential development have not been imposed historically.



Current Practice

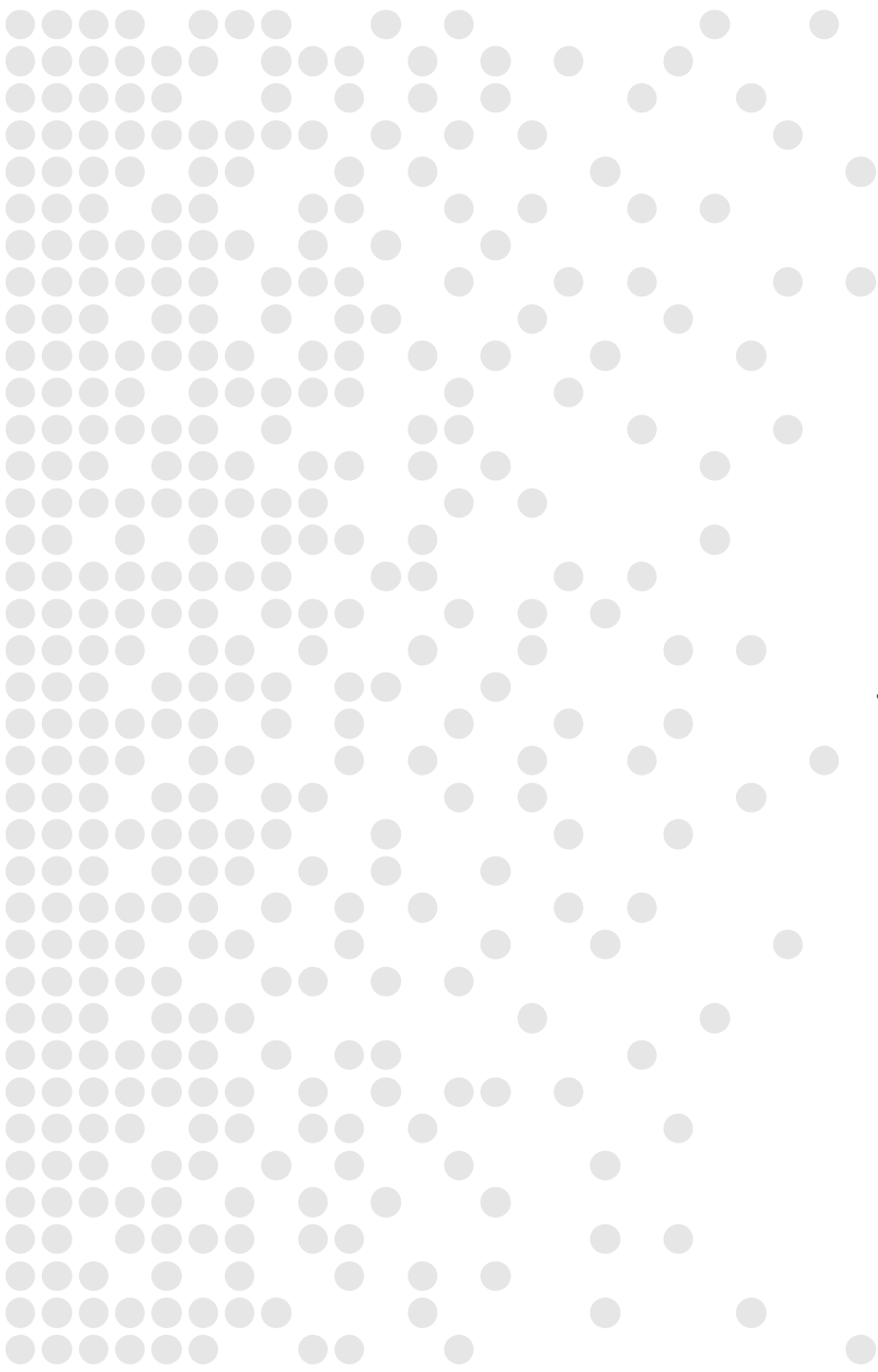
Payment-in-Lieu of Parkland – Per lot fees

- As noted, the base provisions of the Planning Act allow for a dedication requirement of the value of 5% of the land. Based on the current per lot fees, the assumed land value would be as follows:

Area	Per Lot Fee	Equivalent Lot Value at 5%
Urban Lots	\$2,000	\$40,000

- Based on a review of vacant lands for sale in the Municipality and surrounding area, the value of land is significantly higher. This means the Municipality may consider increasing the per lot fee to closer align with the 5% provision in the Planning Act:

Estimated Lot Value	Minimum Provision in the Planning Act	Estimated Per Lot Fee at 5%
\$220,000	5%	\$11,000



Summary of the Analysis



Required Parkland by 2043

- The Municipality's Parks & Recreation Master Plan identified a recommended service level of **2.48 hectares of parkland per 1,000 residents.**
- Based on the anticipated population growth to 2040, the Municipality would not need to receive (or purchase) any additional parkland.

Parkland Requirement Calculations	Current Parkland Inventory	Hectares Required in 2040	Additional Parkland Needed
Projected Population		46,902	
Community and Neighbourhood Parks	144.96	132.73	-
Total Parkland Required (hectares)	144.96	132.73	0.00
Total Parkland Required (acres)	58.67	53.72	0.00



Summary of Analysis

Parkland Dedication

- Under the **current policy** (\$2,000 per lot) the Municipality could acquire 2.82 hectares of land.
- With the **5%/2% parkland dedication rate**, the Municipality would receive 13.67 hectares of land.
- With the **alternative residential rate**, the Municipality could acquire 9.34 hectares of land.

Summary	Current Policy (Per Lot Fee)	5% / 2%	Alternative Rate and 2%/5%
Residential Hectares	2.82	10.10	5.78
Non-Residential Hectares	-	3.57	3.57
Total Hectares Dedicated	2.82	13.67	9.37



Summary of Analysis

Payment-in-Lieu of Parkland

- Under the **current policy**, the Municipality would receive \$6.45 million.
- With the **5%/2% parkland dedication rate**, the Municipality would receive approximately \$24.86 million.
- With the **alternative residential rate**, the Municipality would receive approximately \$10.04 million.

Summary	Current Policy (Per Lot Fee)	5% / 2%	Alternative Rate and 2%/5%
Residential Recovery	\$6.45 M	\$23.13 M	\$8.31 M
Non-Residential Recovery	-	\$1.73 M	\$1.73 M
Total Payment-in-Lieu	\$6.45 M	\$24.86 M	\$10.04 M

Observations of the Analysis



- As a result of the analysis, the following observations are provided:
 - The current approach of utilizing a per lot fee for all residential developments and on fee for non-residential developments provides the least amount of parkland.
 - Use of a combination of the base provisions (5%/2%) and the alternative residential rate provides the most acceptance of land and/or payment-in-lieu of parkland.
 - The Municipality should seek to maximize recovery of parkland dedication and payment-in-lieu as payment-in-lieu of parkland fees are used for the rehabilitation of existing parks as well as purchasing new parkland. This will minimize future impacts on taxes.

Preliminary Recommendations



- As a result of the analysis, the following observations are provided:
 - Parkland Dedication:
 - Utilize the alternative rate for residential development (where the alternative rate provides for more dedication)
 - Consider including in the O.P., guidance on when to use the alternative rate (e.g., when density is greater than 20 units per hectare).
 - Impose the 5% dedication requirements on residential / institutional developments and 2% dedication requirements on commercial and industrial developments;
 - Payment-in-Lieu
 - Utilize per lot rates only for residential consents and severances
 - Council to consider increasing the per lot fee for all residential lots (with indexing) – subject to phasing

Next Steps



- Before passing a parkland dedication by-law, a municipality must prepare and make available to the public a Parks Plan which identifies the need for parkland in the municipality
- As many of the municipalities in the County are updating their policies, a joint engagement session is proposed with the Local School Boards and development community to present the analyses and proposed changes
- Included in the session will be a survey of current and proposed policies for all municipalities in the County. This is anticipated for Q1 of 2024.
- Subsequently, staff will bring back feedback from the engagement session and a recommended parkland dedication by-law for Council's consideration.

Questions?

Municipality of Lakeshore

Minutes of the Regular Council Meeting

Tuesday, November 21, 2023, 5:00 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 - General Counsel Susan Hirota, Corporate Leader - Growth & Sustainability Tammie Ryall, Corporate Leader - Operations Krystal Kalbol, Acting Corporate Leader - Community Health and Safety Frank Jeney, Division Leader - Community Planning Sahar Jamshidi, Division Leader - Economic and Intergovernmental Affairs Ryan Donally, Division Leader – Legislative Services Brianna Coughlin, Division Leader - Workplace Development Lisa Granger, Fire Chief Don Williamson, Team Leader - Legislative Services Cindy Lanoue, Planner I Ian Search, IT Technical Analyst Simon Barno

1. Call to Order

Mayor Bailey called the meeting to order at 5:00 PM in Council Chambers.

2. Closed Session

329-11-2023

Moved By Councillor McNamara

Seconded By Deputy Mayor Walstedt

Council move into closed session in Council Chambers at 5:00 PM in accordance with:

- a. Paragraph 239(2)(b) and (d) of the *Municipal Act, 2001* to discuss personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations, relating to a salary review for non-union employees.

Carried Unanimously

3. Return to Open Session

Council returned to open session at 7:01 PM.

4. Land Acknowledgement

5. Moment of Reflection

6. Disclosures of Pecuniary Interest

7. Recognitions

8. Public Meetings under the Planning Act

1. Zoning By-law Amendment ZBA-11-2023 – 3776 Comber Sideroad

Mayor Bailey opened the public meeting at 7:03 PM.

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

Courtney Brochu, representing the applicant, was present electronically to answer questions relating to the application. There were no others present that wished to speak on the matter.

The public meeting concluded at 7:05 PM.

330-11-2023

Moved By Councillor Byrne

Seconded By Councillor Ruston

Approve Zoning By-law Amendment Application ZBA-11-2023 (Zoning By-law 2-2012, as amended), to rezone the lands known legally as, Part of lots 7 and 8 Concession 3, Tilbury; designated as Parts 1, 2, 3, 5, 6, 7, 9, 10, 11, 12, 13 and 14, Plan 12R27973; subject to an easement over Parts 1, 2 and 3, Plan 12R27973 as in R628274; subject to an easement over Parts 2, 6, 10 and 13, Plan 12R27973 as in TN8528; subject to an easement over Parts 9, 10 and 11, Plan 12R27973 as in R590916; subject to an easement as in CE435333; subject to an easement as in CE510888; Town of Lakeshore, and known municipally as 3776 Comber Sideroad, from “Agriculture (A)” to “Agriculture Zone Exception 114 (A-114)” zone (indicated as “3776 Comber Sdrd Retained Land” on the Key Map, Attachment 1), in the Municipality of Lakeshore; and

Direct the Clerk to read By-law 90-2023 during the Consideration of By-laws, all as presented at the November 21, 2023 Council meeting.

Carried Unanimously

9. Committee of the Whole

331-11-2023

Moved By Councillor Vogler

Seconded By Councillor McNamara

Move into Committee of the Whole.

Carried Unanimously

1. Water Wastewater Master Plan Update Discussion & Public Information Centre #2

The Corporate Leader - Operations provided a PowerPoint presentation, along with Jillian Schmitter and Kylee Moffatt from Jacobs Consulting, regarding the Water Wastewater Master Plan Update Discussion and Public Information Centre #2.

332-11-2023

Moved By Councillor Ruston

Seconded By Councillor Santarossa

Receive the report for information.

Carried Unanimously

333-11-2023

Moved By Councillor McNamara

Seconded By Councillor Vogler

Move out of Committee of the Whole.

Carried Unanimously

Council moved out of Committee of the Whole at 8:20 PM.

10. Public Presentations

11. Delegations

12. Completion of Unfinished Business

13. Consent Agenda**334-11-2023****Moved By** Councillor Ruston**Seconded By** Councillor Byrne

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

1. November 7, 2023 Regular Council Meeting Minutes
2. Township of McKellar - Amendment to the Legislation Act, 2006
3. Town of Essex - Letter of Support for Bill 21
4. Ontario Charitable Gaming Association - cGaming Program

Carried Unanimously**14. Reports for Information****335-11-2023****Moved By** Councillor Santarossa**Seconded By** Councillor McNamara

Receive the Report for Information as listed on the agenda.

1. Q3 2023 Site Plan Agreements Executed

Carried Unanimously**15. Reports for Direction****1. 2024 Interim Levy By-law****336-11-2023****Moved By** Councillor Ruston**Seconded By** Councillor McNamara

Direct the Clerk to read By-law 88-2023 during the Consideration of By-laws, to adopt the Interim Tax Levy for 2024, as presented at the November 21, 2023 Council meeting.

Carried Unanimously

2. Reconsideration of deferred Zoning By-law Amendment Application ZBA-4-2022, 2462 County Rd. 27

337-11-2023

Moved By Deputy Mayor Walstedt

Seconded By Councillor Ruston

Approve Zoning By-law Amendment Application ZBA-4-2022 to remove the Holding Symbol (h6) from the subject land, described as Part of Lot 1, Concession South of Middle Road, Rochester, designated as Parts 1 to 4 inclusive, on Plan 12R-29109; Lakeshore, being part of the Property Identifier Number 75023-0216(LT); and

Direct the Clerk to read By-law 93-2023 during the “Consideration of By-laws”, all as presented at the November 21, 2023 Council meeting.

Carried Unanimously

3. Patillo Road Industrial Development - Letter of Intent for Construction of Interim Works

338-11-2023

Moved By Councillor McNamara

Seconded By Councillor Vogler

Direct the Clerk to read By-law 99-2023, authorizing the Mayor and Clerk to enter into an agreement with 2869614 Ontario Inc. related to the Patillo Road Industrial Development - Letter of Intent for the Construction of Interim Works, as presented at the November 21, 2023 Council meeting.

Carried Unanimously

4. S-A-03-2023 Draft Plan of Subdivision Application for Patillo Industrial Subdivision by 2869614 Ontario Inc.

Mike Stamp, representing the applicant, and consultant Karl Tanner (Dillon Consulting) were present to answer questions of Council relating to the application.

339-11-2023**Moved By** Councillor Ruston**Seconded By** Deputy Mayor Walstedt

Direct Administration to advise the County of Essex that the Municipality of Lakeshore supports the draft plan approval for Patillo Industrial Subdivision by 2869614 Ontario Inc. as described in the report presented at the November 21, 2023 Council Meeting.

Carried Unanimously**5. 2023 Medical Tiered Response Agreement****340-11-2023****Moved By** Councillor Santarossa**Seconded By** Councillor McNamara

Approve a revised Medical Tiered Response Agreement between the Municipality of Lakeshore and Essex-Windsor Emergency Medical Services and direct the Clerk to read By-law 98-2023 during the Consideration of By-laws, as presented at the November 21, 2023 Council meeting.

Carried Unanimously**6. 2024 Fire Department Defibrillator Lifecycle Replacement****341-11-2023****Moved By** Councillor Kerr**Seconded By** Councillor Ruston

Approve the lifecycle replacement of 5 fire department defibrillators and associated equipment funded through the County of Essex annual grant program and direct the Clerk to read By-law 97-2023 during the Consideration of By-laws, all as presented at the November 21, 2023 Council meeting.

Carried Unanimously**16. Announcements by Mayor****17. Reports from County Council Representatives**

Deputy Mayor Walstedt provided an update on County Council matters.

18. Report from Closed Session

19. Notices of Motion

1. Councillor Kerr - Backup Generators for Pump Stations

342-11-2023

Moved By Councillor Kerr

Seconded By Councillor Byrne

That Administration do an assessment and bring back a report to Council of which pump stations would benefit from having a backup generator.

Carried Unanimously

2. Councillor Kerr - 2024 Budget

343-11-2023

Moved By Councillor Kerr

Seconded By Councillor Vogler

For the 2024 Lakeshore Budget and all future Budget deliberations, that new positions and renamed positions not be embedded in the report. That new positions and renamed positions will be separate and introduced at the end of deliberations and that each new/renamed position come with an independent report. Included in the report shall be, wage and benefit package, entry grid grade level and any other monetary items such vehicle or mileage allowance, computer, desk, cell phone, etc. that will be needed to perform the duties. The report shall include current Lakeshore positions that will be receiving new titles through, transforming, modernize citizen-centered service, restructuring, centralizing, relocation, transitioning, or other similar actions that will or is expected to include a higher wage or grade improvement from the new title with or without further responsibilities.

Carried Unanimously

20. Question Period

21. Non-Agenda Business

22. Consideration of By-laws

344-11-2023

Moved By Councillor McNamara

Seconded By Councillor Byrne

By-law 75-2023 be read a third time and adopted; and

By-laws 88-2023, 90-2023, 93-2023, 94-2023, 96-2023, 97-2023, 98-2023, 99-2023 and 100-2023 be read and passed in open session on November 21, 2023.

Carried Unanimously

1. **By-law 75-2023, Being a By-law for the Sylvestre Drain (Creation of a New Municipal Drain)**
2. **By-law 88-2023, Being a By-law to Authorize an Interim Tax Levy Prior to the Adoption of the Estimates for the Year 2024**
3. **By-law 90-2023, Being a By-law to amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-11-2023)**
4. **By-law 93-2023, Being a By-law to amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-4-2022)**
6. **By-law 96-2023, Being a By-law to Authorize an Agreement with Enterprise Fleet Management Inc.**
5. **By-law 94-2023, Being a By-law Imposing Special Annual Drainage Rates under the Tile Drainage Act**
7. **By-law 97-2023, Being a By-law to Authorize an Agreement with The Corporation of the County of Essex**
8. **By-law 98-2023, Being a By-law to Authorize an Agreement with Essex-Windsor EMS**
9. **By-law 99-2023, Being a By-law to Authorize an Agreement with 2869614 Ontario Inc. (Patillo Road Industrial Development)**
10. **By-law 100-2023, Being a By-law to Confirm the Proceedings for the November 21, 2023 Council Meeting**

23. Adjournment

345-11-2023

Moved By Councillor Byrne

Seconded By Councillor Kerr

Adjourn the meeting at 9:09 PM.

Carried Unanimously

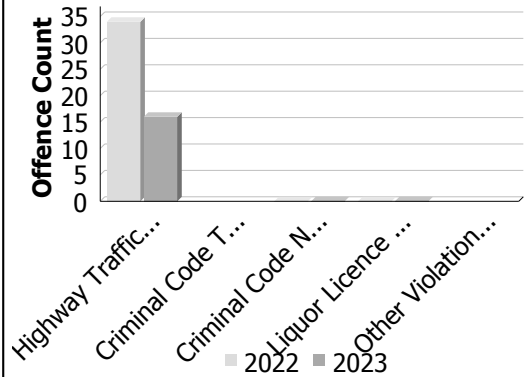
Tracey Bailey
Mayor

Brianna Coughlin
Clerk

**Police Services Board Report for Lakeshore
Integrated Court Offence Network
September - 2023**

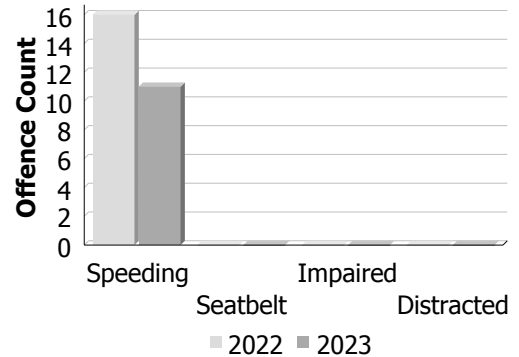
Criminal Code and Provincial Statute Charges Laid

Offence Count	September			Year to Date - September		
	2022	2023	% Change	2022	2023	% Change
Highway Traffic Act	34	16	-52.9%	186	132	-29.0%
Criminal Code Traffic	--	--	--	--	--	--
CCC Non-Traffic	--	--	--	--	--	--
Liquor Licence Act	0	0	--	2	0	-100.0%
Other Violations	--	--	--	--	--	--



Traffic Related Charges

Offence Count	September			Year to Date - September		
	2022	2023	% Change	2022	2023	% Change
Speeding	16	11	-31.2%	92	56	-39.1%
Seatbelt	0	0	--	0	0	--
Impaired	0	0	--	0	0	--
Distracted	0	0	--	1	1	0.0%



Integrated Court Offence Network data is updated on a monthly basis: Data could be as much as a month and a half behind.

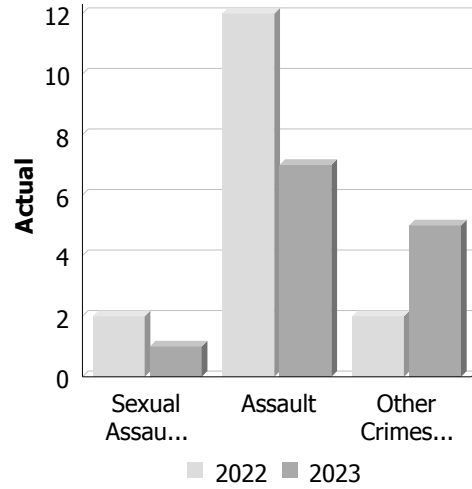
Data Utilized

- Ministry of Attorney General, Integrated Court Offence Network
- Integrated Court Offence Network Charge Business Intelligence Cube

**Police Services Board Report for Lakeshore
Records Management System
September - 2023**

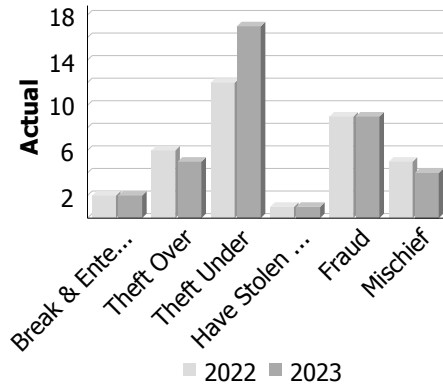
Violent Crime

Actual	September			Year to Date - September		
	2022	2023	% Change	2022	2023	% Change
Murder	0	0	--	0	1	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	2	1	-50.0%	15	13	-13.3%
Assault	12	7	-41.7%	51	61	19.6%
Abduction	0	0	--	0	0	--
Robbery	0	0	--	0	5	--
Other Crimes Against a Person	2	5	150.0%	30	38	26.7%
Total	16	13	-18.8%	96	118	22.9%



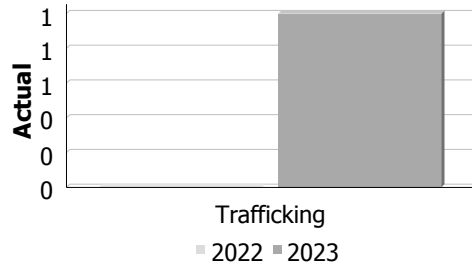
Property Crime

Actual	September			Year to Date - September		
	2022	2023	% Change	2022	2023	% Change
Arson	0	0	--	3	1	-66.7%
Break & Enter	2	2	0.0%	33	40	21.2%
Theft Over	6	5	-16.7%	45	48	6.7%
Theft Under	12	17	41.7%	148	145	-2.0%
Have Stolen Goods	1	1	0.0%	7	2	-71.4%
Fraud	9	9	0.0%	94	116	23.4%
Mischief	5	4	-20.0%	66	48	-27.3%
Total	35	38	8.6%	396	400	1.0%



Drug Crime

Actual	September			Year to Date - September		
	2022	2023	% Change	2022	2023	% Change
Possession	0	0	--	1	2	100.0%
Trafficking	0	1	--	0	1	--
Importation and Production	0	0	--	0	0	--
Total	0	1	--	1	3	200.0%

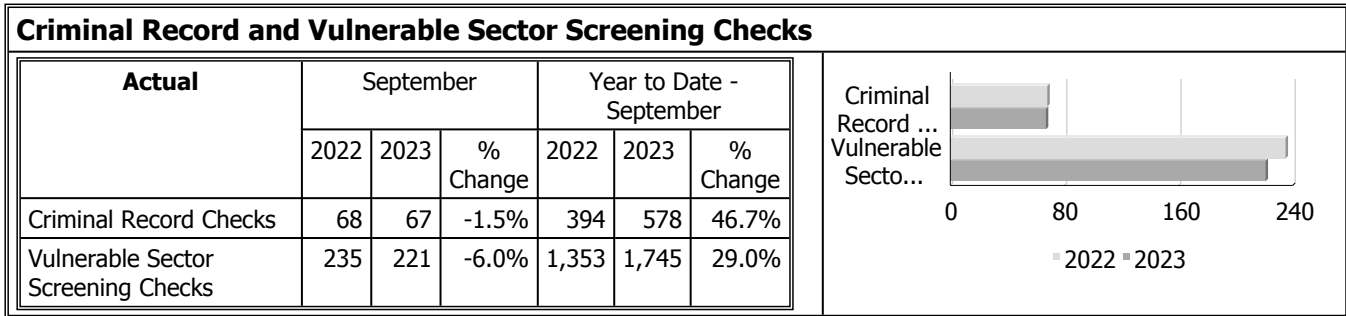
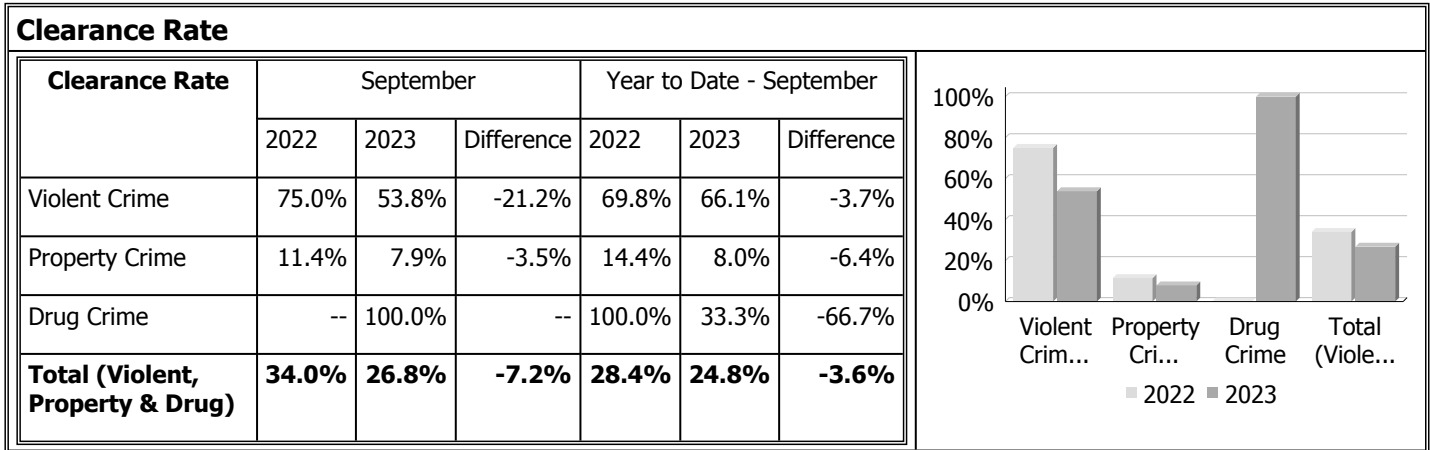


Detachment: 6E - ESSEX COUNTY
Location code(s): 6E20 - LAKESHORE
Data source date: 2023/10/14

Report Generated by:
Pharand, Lise

Report Generated on:
Oct 16, 2023 1:57:51 PM
PP-CSC-Operational Planning-4300

**Police Services Board Report for Lakeshore
Records Management System
September - 2023**

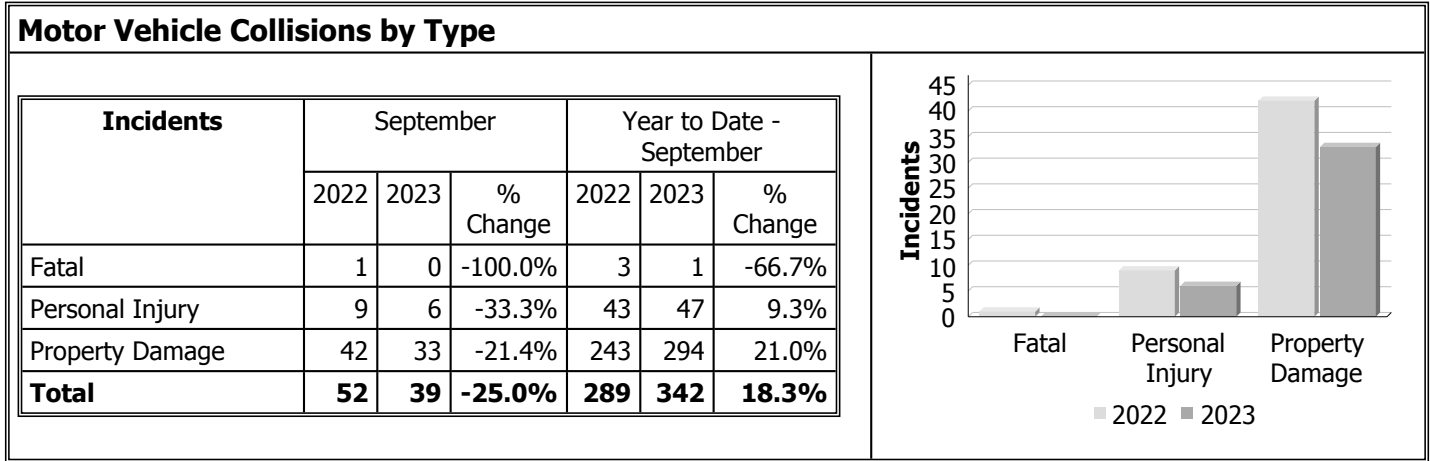


Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

Data Utilized

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

**Police Services Board Report for Lakeshore
Collision Reporting System
September - 2023**



Fatalities in Detachment Area

Incidents		September			Year to Date - September		
		2022	2023	% Change	2022	2023	% Change
Motor Vehicle Collision	Fatal Incidents	1	0	-100.0%	3	1	-66.7%
	Alcohol Related	0	0	--	1	1	0.0%
Off-Road Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--
Motorized Snow Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--

Persons Killed	September			Year to Date - September		
	2022	2023	% Change	2022	2023	% Change
Motor Vehicle Collision	2	0	-100.0%	4	1	-75.0%
Off-Road Vehicle	0	0	--	0	0	--
Motorized Snow Vehicle	0	0	--	0	0	--

Data Utilized

- SQL online application reporting system – OPP CRS 2.3.09
- Collision Reporting System Business Intelligence Cube

Detachment: 6E - ESSEX
Location code(s): 6E20-LAKESHORE
Data source date:
 2023/10/15

Report Generated by:
 Pharand, Lise

Report Generated on:
 Oct 16, 2023 1:54:30 PM
 PP-CSC-Operational Planning-4300
 Page 141 of 400

**Police Services Board Report for Lakeshore
2023/Sep**

Public Complaints	
Policy	0
Service	0
Conduct	0

Date information collected from Professional Standards Bureau Commander Reports: 2023-10-16

Data Source

Ontario Provincial Police, Professional Standards Bureau Commander Reports

- Includes all public policy, service and conduct complaints submitted to the Office of the Independent Police Review Director (OIPRD)

Secondary Employment

Daily Activity Reporting Patrol Hours	
Total Hours	2023/Sep
Number of Cruiser Patrol Hours	370.25
Number of Motorcycle Patrol Hours	0.00
Number of Marine Patrol Hours	0.00
Number of ATV Patrol Hours	0.00
Number of Snowmobile Patrol Hours	0.00
Number of Bicycle Patrol Hours	0.00
Number of Foot Patrol Hours	42.25
Number of School Patrol Hours	1.00

Data source (Daily Activity Reporting System) date: 2023/10/14

Detachment: 6E - ESSEX COUNTY
Location code(s): 6E20 - LAKESHORE

Report Generated by:
Pharand, Lise

Report Generated on:
Oct 16, 2023 1:50:46 PM
PP-CSC-Operational Planning-4300
Page 142 of 400

Ontario Provincial Police
Essex County Detachment

1219 Hicks Rd.
P.O. Box 910
Essex, Ontario
N8M 2Y2

Tel: (519) 723-2493 Fax: (519) 723-2133



Police provincial de l'Ontario
Détachement du Comté d'Essex

1219 rue Hicks
C.P. 910
Essex, Ontario
N8M 2Y2

Tel: (519) 723-2493 Télécopieur: (519) 723-2133

File Reference/

October 16, 2023

Lakeshore PSB information for the month of September:

Suspensions: 7

Charges: 140

Police Record Checks: 34

Vulnerable Sector Record Checks: 132

Jamie Smith, Staff Sergeant
Detachment Manager
Essex County O.P.P.



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore September - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		September	Year to Date	Time Standard	Year To Date Weighted Hours	September	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Murder 1st Degree	0	1	15.8	15.8	0	0		0.0
	Sexual offence occurring prior to January 4, 1983	0	0		0.0	0	1	15.8	15.8
	Sexual Assault	0	12	15.8	189.6	2	8	15.8	126.4
	Sexual Interference	1	1	15.8	15.8	0	2	15.8	31.6
	Invitation to Sexual Touching	0	0		0.0	0	4	15.8	63.2
	Incest	0	1	15.8	15.8	0	0		0.0
	Non-Consensual Distribution of Intimate Images	0	0		0.0	0	1	15.8	15.8
	Aggravated Assault-Level 3	0	1	15.8	15.8	0	0		0.0
	Assault With Weapon or Causing Bodily Harm-Level 2	0	9	15.8	142.2	2	11	15.8	173.8
	Assault-Level 1	7	54	15.8	853.2	10	44	15.8	695.2
	Discharge Firearm with Intent	0	3	15.8	47.4	0	0		0.0
	Pointing a Firearm	0	1	15.8	15.8	0	0		0.0
	Assault Peace Officer	0	0		0.0	1	1	15.8	15.8
	Criminal Negligence: Bodily Harm	0	1	15.8	15.8	0	0		0.0
	Robbery -Master code	0	1	15.8	15.8	0	0		0.0
	Robbery, With Threat of Violence	0	1	15.8	15.8	0	0		0.0
	Robbery - Other	0	2	15.8	31.6	0	0		0.0
	Robbery of firearms	0	1	15.8	15.8	0	0		0.0
	Extortion	0	1	15.8	15.8	0	2	15.8	31.6
	Criminal Harassment	2	16	15.8	252.8	1	11	15.8	173.8
	Criminal Harassment - Offender Unknown	1	1	15.8	15.8	0	1	15.8	15.8
	Indecent/Harassing Communications	0	4	15.8	63.2	0	3	15.8	47.4
	Utter Threats -Master code	1	3	15.8	47.4	0	2	15.8	31.6
	Utter Threats to Person	1	17	15.8	268.6	2	15	15.8	237.0
	Obstruction or interference with access to health services	0	0		0.0	0	1	15.8	15.8
	Total	13	131	15.8	2,069.8	18	107	15.8	1,690.6



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore September - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		September	Year to Date	Time Standard	Year To Date Weighted Hours	September	Year to Date	Time Standard	Year To Date Weighted Hours
Property Crime Violations	Arson - Auto	0	1	6.4	6.4	0	0		0.0
	Arson - Building	0	0		0.0	0	1	6.4	6.4
	Arson - Others	0	0		0.0	0	2	6.4	12.8
	Break & Enter	2	43	6.4	275.2	1	38	6.4	243.2
	Unlawful in a dwelling house	0	1	6.4	6.4	1	1	6.4	6.4
	Theft Over -master code	0	5	6.4	32.0	0	1	6.4	6.4
	Theft Over - Farm Equipment	0	0		0.0	0	2	6.4	12.8
	Theft Over - Construction Site	0	1	6.4	6.4	0	3	6.4	19.2
	Theft Over - Trailers	1	5	6.4	32.0	0	2	6.4	12.8
	Theft Over - Other Theft	2	3	6.4	19.2	0	8	6.4	51.2
	Theft Over - Boat (Vessel)	0	1	6.4	6.4	0	1	6.4	6.4
	Theft Over - Boat Motor	0	2	6.4	12.8	0	0		0.0
	Theft of - Mail	0	2	6.4	12.8	0	0		0.0
	Theft FROM Motor Vehicle Over \$5,000	0	3	6.4	19.2	0	1	6.4	6.4
	Theft Over \$5,000 [SHOPLIFTING]	0	1	6.4	6.4	0	0		0.0
	Theft of Motor Vehicle	2	19	6.4	121.6	4	17	6.4	108.8
	Theft of - Automobile	0	9	6.4	57.6	1	8	6.4	51.2
	Theft of - Trucks	1	5	6.4	32.0	0	5	6.4	32.0
	Theft of - Motorcycles	0	0		0.0	1	2	6.4	12.8
	Theft of - All Terrain Vehicles	0	2	6.4	12.8	0	1	6.4	6.4
	Theft of - Farm Vehicles	0	0		0.0	0	1	6.4	6.4
	Theft of - Other Motor Vehicles	0	1	6.4	6.4	0	0		0.0
	Theft Under -master code	3	21	6.4	134.4	1	12	6.4	76.8
	Theft under - Farm Equipment	0	1	6.4	6.4	0	0		0.0
Theft under - Farm Agricultural Produce	0	1	6.4	6.4	0	0		0.0	
Theft Under - Construction Site	0	0		0.0	0	3	6.4	19.2	
Theft under - Bicycles	1	6	6.4	38.4	0	1	6.4	6.4	



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore September - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		September	Year to Date	Time Standard	Year To Date Weighted Hours	September	Year to Date	Time Standard	Year To Date Weighted Hours
Theft under - Building	0	3	6.4	19.2	0	0		0.0	
Theft under - Persons	0	0		0.0	0	2	6.4	12.8	
Theft under - Trailers	1	3	6.4	19.2	0	0		0.0	
Theft under - Other Theft	5	39	6.4	249.6	4	38	6.4	243.2	
Theft under - Boat (Vessel)	0	1	6.4	6.4	0	0		0.0	
Theft under - Boat Motor	0	1	6.4	6.4	0	0		0.0	
Theft Under - Gasoline Drive-off	0	16	6.4	102.4	1	30	6.4	192.0	
Theft Under - Mine Equipment/Property	0	0		0.0	1	1	6.4	6.4	
Theft FROM Motor Vehicle Under \$5,000	1	26	6.4	166.4	3	43	6.4	275.2	
Theft Under \$5,000 [SHOPLIFTING]	3	32	6.4	204.8	3	43	6.4	275.2	
Possession of Stolen Goods over \$5,000	1	2	6.4	12.8	1	4	6.4	25.6	
Trafficking in Stolen Goods under \$5,000 (incl. possession w	0	0		0.0	0	1	6.4	6.4	
Possession of Stolen Goods under \$5,000	0	0		0.0	0	2	6.4	12.8	
Fraud -Master code	1	17	6.4	108.8	1	16	6.4	102.4	
Fraud - Steal/Forge/Poss./ Use Credit Card	0	6	6.4	38.4	1	7	6.4	44.8	
Fraud - False Pretence <= \$5,000	0	1	6.4	6.4	0	2	6.4	12.8	
Fraud - Fraud through mails	0	0		0.0	0	4	6.4	25.6	
Fraud -Money/ property/security > \$5,000	0	23	6.4	147.2	3	14	6.4	89.6	
Fraud -Money/ property/security <= \$5,000	4	42	6.4	268.8	4	29	6.4	185.6	
Fraud - Transportation	0	1	6.4	6.4	0	0		0.0	
Fraud - Other	4	29	6.4	185.6	3	27	6.4	172.8	
Personation with Intent (fraud)	0	2	6.4	12.8	0	3	6.4	19.2	
Fraud - False Pretence > \$5,000	1	2	6.4	12.8	0	0		0.0	
Identity Theft	0	0		0.0	0	1	6.4	6.4	



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore September - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		September	Year to Date	Time Standard	Year To Date Weighted Hours	September	Year to Date	Time Standard	Year To Date Weighted Hours
	Identity Fraud	0	2	6.4	12.8	0	3	6.4	19.2
	Mischief - master code	6	49	6.4	313.6	4	60	6.4	384.0
	Mischief [Graffiti - Non Gang Related]	0	3	6.4	19.2	1	2	6.4	12.8
	Interfere with lawful use, enjoyment of property	0	1	6.4	6.4	0	1	6.4	6.4
	Property Damage	2	26	6.4	166.4	6	35	6.4	224.0
	Total	41	460	6.4	2,944.0	45	478	6.4	3,059.2
Other Criminal Code Violations (Excluding traffic)	Offensive Weapons-Possession of Weapons	0	3	7.5	22.5	0	1	7.5	7.5
	Offensive Weapons-Restricted	0	1	7.5	7.5	0	0		0.0
	Offensive Weapons-Other Offensive Weapons	0	1	7.5	7.5	0	2	7.5	15.0
	Offensive Weapons-Other Weapons Offences	0	1	7.5	7.5	0	0		0.0
	Bail Violations - Master code	0	1	7.5	7.5	0	0		0.0
	Bail Violations - Fail To Comply	6	14	7.5	105.0	0	6	7.5	45.0
	Bail Violations - Others	1	1	7.5	7.5	0	1	7.5	7.5
	Bail Violations - Recognizance	0	0		0.0	1	1	7.5	7.5
	Counterfeit Money - Master code	0	1	7.5	7.5	0	1	7.5	7.5
	Possession Of Counterfeit Money	0	2	7.5	15.0	0	0		0.0
	Uttering Counterfeit Money	0	1	7.5	7.5	0	0		0.0
	Counterfeit Money - Others	0	1	7.5	7.5	0	1	7.5	7.5
	Disturb the Peace	0	7	7.5	52.5	0	7	7.5	52.5
	Indecent acts - Master code	0	0		0.0	0	2	7.5	15.0
	Indecent acts -Other	0	1	7.5	7.5	0	1	7.5	7.5
	Indecent acts - exposure to person under 14	0	1	7.5	7.5	0	0		0.0
	Child Pornography - Possess child pornography	0	1	7.5	7.5	0	0		0.0
	Child Pornography - Making or distributing	0	0		0.0	0	1	7.5	7.5



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore September - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		September	Year to Date	Time Standard	Year To Date Weighted Hours	September	Year to Date	Time Standard	Year To Date Weighted Hours
Other Criminal Code Violations (Excluding traffic)	Obstruct Public Peace Officer	0	0		0.0	0	1	7.5	7.5
	Breach of Probation	2	4	7.5	30.0	2	5	7.5	37.5
	Utter Threats to Property / Animals	1	1	7.5	7.5	1	1	7.5	7.5
	Disobey court order/Misconduct executing process	0	1	7.5	7.5	0	0		0.0
	Public mischief - mislead peace officer	0	0		0.0	0	1	7.5	7.5
	Common nuisance	0	1	7.5	7.5	0	0		0.0
	Possession of Burglary Tools	1	1	7.5	7.5	0	0		0.0
	Total	11	45	7.5	337.5	4	32	7.5	240.0
Drug Possession	Possession Cocaine	0	1	7.1	7.1	0	0		0.0
	Possession Other Controlled Drugs and Substance Act	0	1	7.1	7.1	0	0		0.0
	Possession - Methamphetamine (Crystal Meth)	0	0		0.0	0	1	7.1	7.1
	Drug related occurrence	1	6	7.1	42.6	0	8	7.1	56.8
	Total	1	8	7.1	56.8	0	9	7.1	63.9
Drugs	Trafficking Heroin	1	1	68.0	68.0	0	0		0.0
	Possession of cannabis for purpose of distributing	0	1	68.0	68.0	0	0		0.0
	Total	1	2	68.0	136.0	0	0		0.0
Statutes & Acts	Landlord/Tenant	9	52	3.4	176.8	5	40	3.4	136.0
	Mental Health Act	13	92	3.4	312.8	4	75	3.4	255.0
	Mental Health Act - No contact with Police	1	5	3.4	17.0	0	17	3.4	57.8
	Mental Health Act - Attempt Suicide	1	9	3.4	30.6	1	9	3.4	30.6
	Mental Health Act - Threat of Suicide	3	42	3.4	142.8	1	34	3.4	115.6
	Mental Health Act - Voluntary Transport	0	5	3.4	17.0	3	13	3.4	44.2
	Mental Health Act - Placed on Form	1	4	3.4	13.6	1	11	3.4	37.4
	Mental Health Act - Apprehension	0	14	3.4	47.6	3	33	3.4	112.2
	Custody Dispute	0	1	3.4	3.4	0	0		0.0
	Trespass To Property Act	8	54	3.4	183.6	12	58	3.4	197.2



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore September - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		September	Year to Date	Time Standard	Year To Date Weighted Hours	September	Year to Date	Time Standard	Year To Date Weighted Hours
Statutes & Acts	Family Law Act - Custody/Access order	0	1	3.4	3.4	0	0		0.0
	Children's Law Reform Act -Custody order	0	1	3.4	3.4	0	0		0.0
	Total	36	280	3.4	952.0	30	290	3.4	986.0
Operational	Animal -Master code	0	2	3.8	7.6	0	0		0.0
	Animal - Left in Vehicle	0	0		0.0	0	2	3.8	7.6
	Animal Bite	0	5	3.8	19.0	0	1	3.8	3.8
	Animal Stray	1	9	3.8	34.2	1	7	3.8	26.6
	Animal Injured	0	13	3.8	49.4	1	10	3.8	38.0
	Animal - Other	0	3	3.8	11.4	2	11	3.8	41.8
	Animal - Dog Owners Liability Act	0	1	3.8	3.8	0	1	3.8	3.8
	Alarm -Master code	0	0		0.0	0	1	3.8	3.8
	Alarm -Others	1	1	3.8	3.8	0	0		0.0
	Domestic Disturbance	25	153	3.8	581.4	18	140	3.8	532.0
	Suspicious Person	36	230	3.8	874.0	17	187	3.8	710.6
	Phone -Master code	0	2	3.8	7.6	1	11	3.8	41.8
	Phone -Nuisance - No Charges Laid	4	27	3.8	102.6	2	27	3.8	102.6
	Phone -Obscene - No Charges Laid	0	0		0.0	0	1	3.8	3.8
	Phone -Threatening - No Charges Laid	1	8	3.8	30.4	1	6	3.8	22.8
	Phone -Other - No Charges Laid	0	4	3.8	15.2	2	11	3.8	41.8
	False Fire Alarm - Building	0	1	3.8	3.8	1	1	3.8	3.8
	Fire - Building	0	9	3.8	34.2	1	12	3.8	45.6
	Fire - Vehicle	0	4	3.8	15.2	2	5	3.8	19.0
	Fire - Other	0	7	3.8	26.6	2	5	3.8	19.0
	Insecure Condition - Master code	1	5	3.8	19.0	0	4	3.8	15.2
	Insecure Condition - Building	0	2	3.8	7.6	0	0		0.0
Missing Person - Master code	0	0		0.0	0	3	3.8	11.4	
Missing Person under 12	1	3	3.8	11.4	0	0		0.0	
Missing Person 12 & older	0	7	3.8	26.6	1	12	3.8	45.6	



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore September - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		September	Year to Date	Time Standard	Year To Date Weighted Hours	September	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Missing Person Located Under 12	0	1	3.8	3.8	0	0		0.0
	Missing Person Located 12 & older	1	13	3.8	49.4	2	11	3.8	41.8
	Noise Complaint - Master code	6	15	3.8	57.0	0	8	3.8	30.4
	Noise Complaint - Vehicle	0	1	3.8	3.8	0	0		0.0
	Noise Complaint - Residence	0	0		0.0	0	1	3.8	3.8
	Noise Complaint - Animal	1	5	3.8	19.0	0	3	3.8	11.4
	Accident - non-MVC -Master code	0	0		0.0	0	4	3.8	15.2
	Found Property - Master code	3	39	3.8	148.2	8	47	3.8	178.6
	Found - License Plate	0	1	3.8	3.8	0	4	3.8	15.2
	Found-Personal Accessories	0	3	3.8	11.4	0	4	3.8	15.2
	Found-Household Property	0	0		0.0	0	1	3.8	3.8
	Found-Sporting Goods, Hobby Equip.	0	1	3.8	3.8	0	0		0.0
	Found-Machinery & Tools	0	0		0.0	0	1	3.8	3.8
	Found-Bicycles	0	3	3.8	11.4	0	0		0.0
	Found - Gun	1	1	3.8	3.8	0	2	3.8	7.6
	Found-Others	1	20	3.8	76.0	0	17	3.8	64.6
	Lost Property - Master code	0	15	3.8	57.0	2	18	3.8	68.4
	Lost License Plate	1	3	3.8	11.4	0	2	3.8	7.6
	Lost Disabled Parking Permit	0	1	3.8	3.8	0	1	3.8	3.8
	Lost - Vehicle Accessories	0	2	3.8	7.6	0	1	3.8	3.8
	Lost-Personal Accessories	2	8	3.8	30.4	2	12	3.8	45.6
	Lost-Jewellery	1	2	3.8	7.6	0	0		0.0
	Lost-Radio,TV,Sound-Reprod. Equip.	0	2	3.8	7.6	0	0		0.0
	Lost-Sporting Goods, Hobby Equip.	0	1	3.8	3.8	0	0		0.0
	Lost-Machinery & Tools	0	0		0.0	0	2	3.8	7.6
	Lost - Gun	0	2	3.8	7.6	0	0		0.0



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore September - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		September	Year to Date	Time Standard	Year To Date Weighted Hours	September	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Lost-Others	4	24	3.8	91.2	1	12	3.8	45.6
	Sudden Death - Suicide	1	3	3.8	11.4	1	3	3.8	11.4
	Sudden Death - Natural Causes	2	17	3.8	64.6	4	21	3.8	79.8
	Sudden Death - Others	0	2	3.8	7.6	0	2	3.8	7.6
	Sudden Death - Apparent Overdose-Overdose	0	1	3.8	3.8	0	3	3.8	11.4
	Suspicious Vehicle	20	148	3.8	562.4	14	102	3.8	387.6
	Trouble with Youth	17	117	3.8	444.6	16	105	3.8	399.0
	Medical Assistance - Other	0	0		0.0	0	2	3.8	7.6
	Vehicle Recovered - Master code	0	1	3.8	3.8	0	1	3.8	3.8
	Vehicle Recovered - Automobile	2	24	3.8	91.2	2	21	3.8	79.8
	Vehicle Recovered - Trucks	2	6	3.8	22.8	0	9	3.8	34.2
	Vehicle Recovered - Motorcycles	0	0		0.0	0	1	3.8	3.8
	Vehicle Recovered - All Terrain Veh	0	1	3.8	3.8	0	0		0.0
	Vehicle Recovered - Other	0	1	3.8	3.8	2	3	3.8	11.4
	Unwanted Persons	4	32	3.8	121.6	6	44	3.8	167.2
	Neighbour Dispute	18	132	3.8	501.6	16	121	3.8	459.8
	By-Law -Master code	0	6	3.8	22.8	2	10	3.8	38.0
	Noise By-Law	29	177	3.8	672.6	19	128	3.8	486.4
	Dogs By-Law	4	43	3.8	163.4	1	23	3.8	87.4
	Firearms (Discharge) By-Law	2	2	3.8	7.6	1	7	3.8	26.6
	Smoking By-Law	0	1	3.8	3.8	0	0		0.0
	Other Municipal By-Laws	5	33	3.8	125.4	1	26	3.8	98.8
	Fireworks By-Law	1	5	3.8	19.0	0	2	3.8	7.6
	Traffic By-Law	12	69	3.8	262.2	10	63	3.8	239.4
	Taxi By-Law	0	0		0.0	0	2	3.8	7.6
	Overdose/Suspected Overdose - Opioid Related	0	1	3.8	3.8	0	0		0.0
Overdose/Suspected Overdose - Naloxone by Police	0	0		0.0	0	1	3.8	3.8	



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore September - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		September	Year to Date	Time Standard	Year To Date Weighted Hours	September	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Assist Fire Department	1	7	3.8	26.6	0	1	3.8	3.8
	Assist Public	16	92	3.8	349.6	5	139	3.8	528.2
	Distressed/Overdue Motorist	0	1	3.8	3.8	0	3	3.8	11.4
	Family Dispute	17	127	3.8	482.6	10	138	3.8	524.4
	Protest - Demonstration	0	0		0.0	0	2	3.8	7.6
	Total	244	1,708	3.8	6,490.4	177	1,592	3.8	6,049.6
Operational2	False Alarm-Accidental Trip	0	4	1.4	5.6	1	2	1.4	2.8
	False Alarm-Malfunction	1	17	1.4	23.8	3	12	1.4	16.8
	False Holdup Alarm-Accidental Trip	3	20	1.4	28.0	1	28	1.4	39.2
	False Holdup Alarm-Malfunction	0	0		0.0	2	2	1.4	2.8
	False Alarm -Others	20	220	1.4	308.0	23	273	1.4	382.2
	False Alarm - Cancelled	2	8	1.4	11.2	0	4	1.4	5.6
	Keep the Peace	14	102	1.4	142.8	15	91	1.4	127.4
	911 call / 911 hang up	7	66	1.4	92.4	11	73	1.4	102.2
	911 hang up - Pocket Dial	0	3	1.4	4.2	0	0		0.0
	911 call - Dropped Cell	10	91	1.4	127.4	11	71	1.4	99.4
	Total	57	531	1.4	743.4	67	556	1.4	778.4
Traffic	MVC (MOTOR VEHICLE COLLISION) -Master code	1	5	3.7	18.5	3	7	3.7	25.9
	MVC - Personal Injury (MOTOR VEHICLE COLLISION)	4	38	3.7	140.6	5	46	3.7	170.2
	MVC - Prop. Dam. Non Reportable	9	86	3.7	318.2	10	77	3.7	284.9
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	16	208	3.7	769.6	35	245	3.7	906.5
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	4	37	3.7	136.9	6	29	3.7	107.3
	MVC - Fatal (MOTOR VEHICLE COLLISION)	0	0		0.0	0	2	3.7	7.4



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore September - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		September	Year to Date	Time Standard	Year To Date Weighted Hours	September	Year to Date	Time Standard	Year To Date Weighted Hours
Traffic	MVC - Others (MOTOR VEHICLE COLLISION)	0	0		0.0	0	4	3.7	14.8
	Road Rage	1	1	3.7	3.7	0	1	3.7	3.7
	Total	35	375	3.7	1,387.5	59	411	3.7	1,520.7
Total		439	3,540		15,117.4	400	3,475		14,388.4

Note to Detachment Commanders:

- **The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.**
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2023 billing period.

Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.



Windsor & Essex County Crime Stoppers

Police Coordinator Report

September 1st-30th, 2023

Overview

Crime Stoppers exists to provide a means for the public to pass along anonymous information that assists in solving crimes, recovering stolen property, seizing illegal drugs, and locating those for whom there is an outstanding warrant of arrest. Locally, the program is operated jointly as Windsor-Essex County Crime Stoppers and has the responsibility to receive and disseminate information to all law enforcement agencies within Essex County.

Program Education and Community Events

- September 13th - Golf Tournament at Kingsville Golf and Country Club
- September 28th-October 1st – Northern National Collectors’ Event at Caesars Windsor

AM800

“Crime of the Week” report with AM800 radio recorded every Monday which airs every Tuesday morning and afternoon.

- September 5th – Suspicious Marine Activity
- September 12th – Arson and Theft of Motor Vehicle on Intersection Road – Tecumseh OPP
- September 19th – Mischief to crosswalks on Erie Street – Leamington OPP
- September 26th – Theft from Motor Vehicle on Heatherglan Drive – Tecumseh OPP

St. Clair College-Media Plex and Radio CJAM FM 99.1

- Recorded weekly – Crime of the Week – TO RESUME IN OCTOBER

CTV News

- Crime Stoppers K9 Calendars – Aired September 29th

Social Media

- Daily/Weekly Facebook, Twitter and Instagram posts

Crime Stoppers Upcoming Calendar

- Charity K9 Calendar for 2023/2024
- Holy Names High School Presentation – October 17th
- Crime Stoppers Zone Meeting in Oxford – October 19th
- Broomsticks and Brushes Event at Tecumseh Mall – October 21st
- Interagency meeting with Windsor Health Unit – October 26th
- Presentation at St Clair College – October 27th
- Booth at Community Housing Corporation Building (2455 Rivard) – October 30th
- Wild Game Dinner at Colasanti's Tropical Garden – March 1st, 2024

This statistical report is reflective of September 1st-30th, 2023.

Crime Stoppers tip information was distributed to the following agencies during this period.

Windsor Police Service

WPS - Amherstburg Detachment

Ontario Provincial Police

LaSalle Police Service

Ministry of Revenue and Finance

Windsor & Essex County Health Unit- Tobacco Enforcement

CBSA

ROPE

Windsor Police Criminal Intelligence Unit – Cannabis Enforcement

Attached documents include:

Police Coordinators Report

Monthly Statistical Report

Tip Summary Report

This Report was Prepared By:

Constable Sarah Werstein – Ontario Provincial Police

TOTAL POPULATION REPRESENTED – 398,718 (2019 CENSUS)

POPULATION (CITY) – 217,188

POPULATION (COUNTY) – 126,314

POPULATION (LASALLE) – 33,180

POPULATION (AMHERSTBURG) – 22,036

***SI on Statistical Report is “Since Inception” – 1985*



Windsor - Essex County Crime Stoppers - Statistical Report

Filter Date: December 2023 Run Date: 2023/10/03

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tips Received	175	166	152	135	162	142	159	155	120	9	0	0
Tip Follow-ups	138	100	100	85	126	125	121	131	155	22	0	0
Arrests	4	8	9	3	2	0	3	4	7	0	0	0
Cases Cleared	2	7	11	2	2	0	3	2	6	0	0	0
Charges Laid	18	24	26	4	2	0	2	12	38	0	0	0
Fugitives	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Discipline	0	0	0	0	0	0	0	0	0	0	0	0
# of Rewards Approved	1	6	8	3	2	2	0	4	2	0	0	0
Rewards Approved	\$750	\$2,700	\$3,400	\$1,000	\$300	\$350	\$0	\$600	\$1,200	\$0	\$0	\$0
# of Rewards Paid	0	3	4	2	0	1	0	0	0	0	0	0
Rewards Paid	\$0	\$1,100	\$2,700	\$800	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0
# of Weapons Recovered	0	3	5	0	0	0	0	0	1	0	0	0
# of Vehicles Recovered	0	1	0	1	0	0	0	0	0	0	0	0
Property Recovered	\$0	\$38,750	\$3,500	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Recovered	\$910	\$13,021	\$350	\$0	\$0	\$0	\$0	\$530	\$0	\$0	\$0	\$0
Drugs Seized	\$49,250	\$62,300	\$72,230	\$0	\$0	\$0	\$0	\$3,680	\$165,000	\$0	\$0	\$0
Total Recovered	\$50,160	\$114,071	\$76,080	\$80,000	\$0	\$0	\$0	\$4,210	\$165,000	\$0	\$0	\$0

Statistic	Q1	Q2	Q3	Q4	YTD	SI
Tips Received	493	439	434	9	1,375	61,307
Tip Follow-ups	338	336	407	22	1,103	21,280
Calls Received	0	0	0	0	0	3,138
Arrests	21	5	14	0	40	7,098
Cases Cleared	20	4	11	0	35	10,433
Charges Laid	68	6	52	0	126	10,301
Fugitives	0	0	0	0	0	625
Administrative Discipline	0	0	0	0	0	3
# of Rewards Approved	15	7	6	0	28	1,885
Rewards Approved	\$6,850	\$1,650	\$1,800	\$0	\$10,300	\$1,267,385
# of Rewards Paid	7	3	0	0	10	971
Rewards Paid	\$3,800	\$950	\$0	\$0	\$4,750	\$833,652
# of Weapons Recovered	8	0	1	0	9	554
# of Vehicles Recovered	1	1	0	0	2	34
Property Recovered	\$42,250	\$80,000	\$0	\$0	\$122,250	\$13,554,173
Cash Recovered	\$14,281	\$0	\$530	\$0	\$14,811	\$604,979
Drugs Seized	\$183,780	\$0	\$168,680	\$0	\$352,460	\$119,682,048
Total Recovered	\$240,311	\$80,000	\$169,210	\$0	\$489,521	\$133,841,200

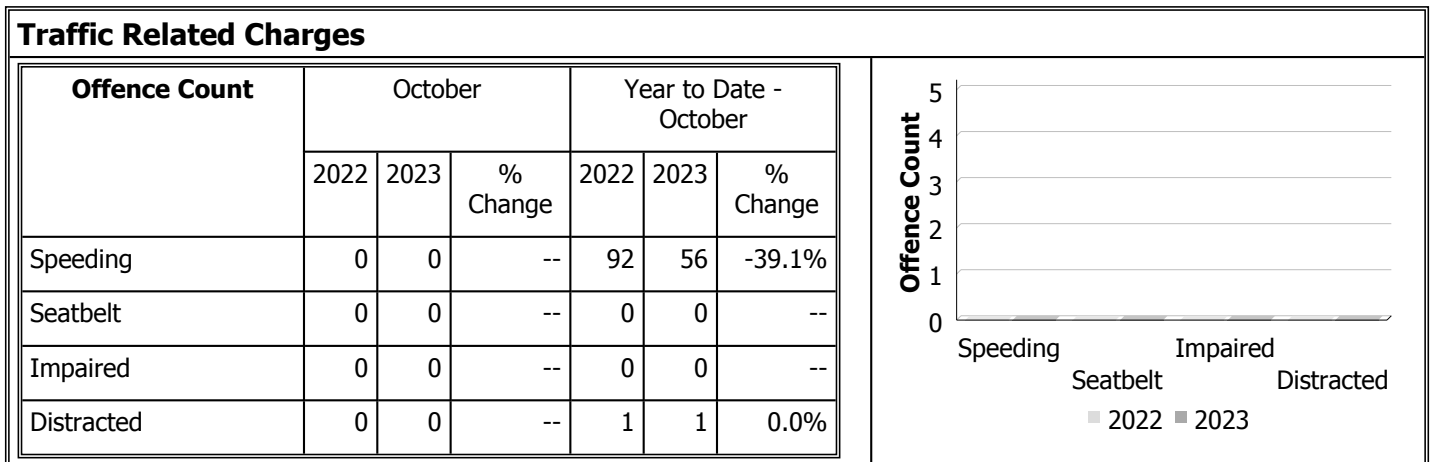
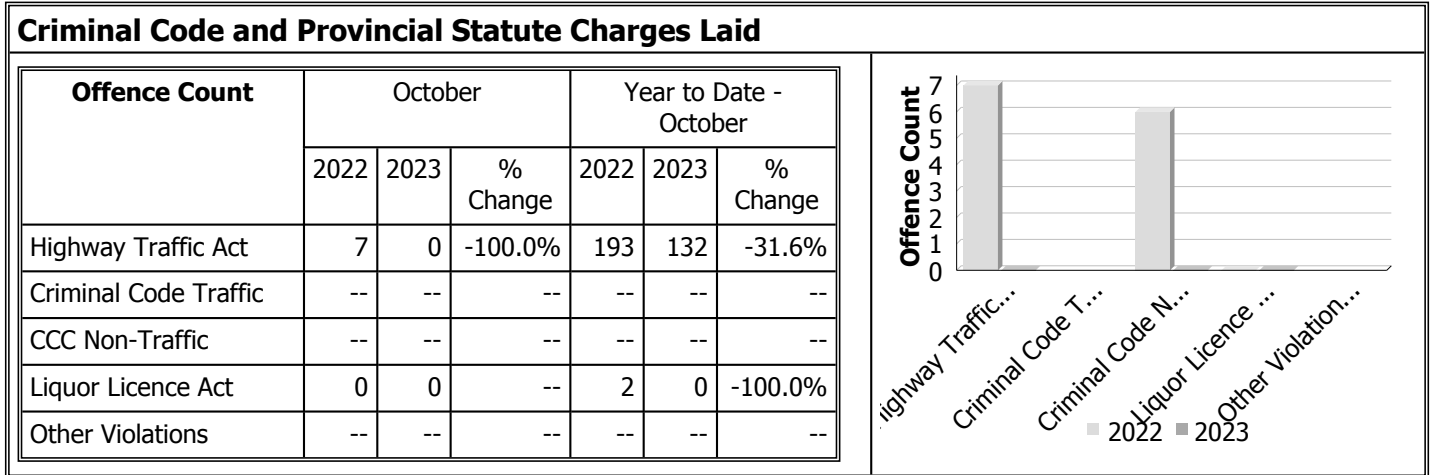
Windsor - Essex County Crime Stoppers Tip Summary Report

Created Date: 2023/09/01 to 2023/09/30

Offense Type	Count
Animal Cruelty	1
Arson	1
Assault	3
Attempt Murder	1
Breach of Condition	0
Break and Enter	1
By Law	0
Child Abuse	0
COVID-19	0
Cybercrime	0
Disqualified Driving	0
Drugs	35
Elder Abuse	0
Fraud	4
Highway Traffic Act	2
Hit and Run / Fail to Remain	1
Homicide	0
Human Smuggling	0
Human Trafficking	1
Illegal Cigarettes	2
Immigration	0

Impaired Driver	0
Indecent Act	1
Liquor (sales to minors, sales without licence)	0
Mischief	4
Missing Person	1
Motor Vehicle Collision	2
Possession of Stolen Property	2
Prostitution/Morality	3
Repeat Impaired Driver	0
Robbery	0
Sexual Assault	0
Stolen Vehicle	0
Suspended Driver	2
Suspicious Activity	7
Terrorism	0
Test Tip	0
Theft	28
Threats	2
Warrant	3
Weapons	4
<i>Other</i>	9
<i>Unknown</i>	1
Total	121

**Police Services Board Report for Lakeshore
Integrated Court Offence Network
October - 2023**



Integrated Court Offence Network data is updated on a monthly basis: Data could be as much as a month and a half behind.

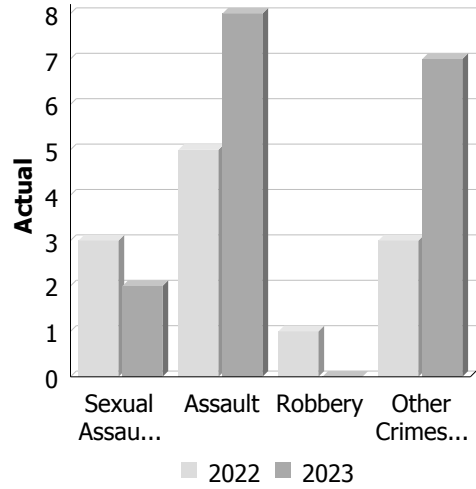
Data Utilized

- Ministry of Attorney General, Integrated Court Offence Network
- Integrated Court Offence Network Charge Business Intelligence Cube

**Police Services Board Report for Lakeshore
Records Management System
October - 2023**

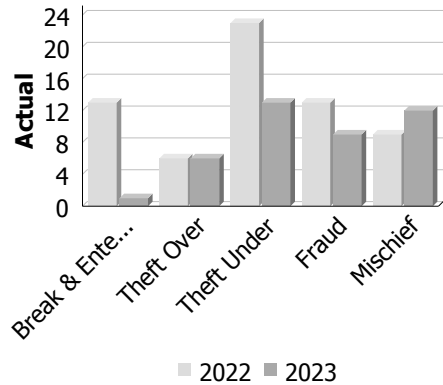
Violent Crime

Actual	October			Year to Date - October		
	2022	2023	% Change	2022	2023	% Change
Murder	0	0	--	0	1	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	3	2	-33.3%	18	15	-16.7%
Assault	5	8	60.0%	56	72	28.6%
Abduction	0	0	--	0	0	--
Robbery	1	0	-100.0%	1	5	400.0%
Other Crimes Against a Person	3	7	133.3%	33	45	36.4%
Total	12	17	41.7%	108	138	27.8%



Property Crime

Actual	October			Year to Date - October		
	2022	2023	% Change	2022	2023	% Change
Arson	0	0	--	3	1	-66.7%
Break & Enter	13	1	-92.3%	46	42	-8.7%
Theft Over	6	6	0.0%	51	55	7.8%
Theft Under	23	13	-43.5%	171	160	-6.4%
Have Stolen Goods	0	0	--	7	3	-57.1%
Fraud	13	9	-30.8%	108	130	20.4%
Mischief	9	12	33.3%	75	61	-18.7%
Total	64	41	-35.9%	461	452	-2.0%



Drug Crime

Actual	October			Year to Date - October		
	2022	2023	% Change	2022	2023	% Change
Possession	0	0	--	1	2	100.0%
Trafficking	0	0	--	0	1	--
Importation and Production	0	0	--	0	0	--
Total	0	0	--	1	3	200.0%



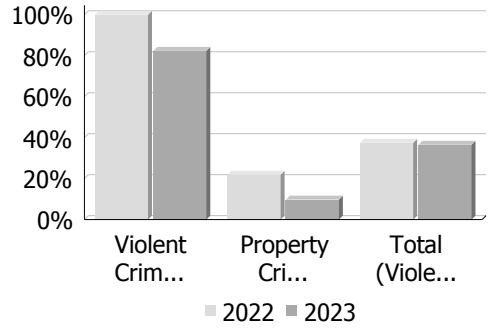
Detachment: 6E - ESSEX COUNTY
Location code(s): 6E20 - LAKESHORE
Data source date: 2023/11/04

Report Generated by:
Pharand, Lise

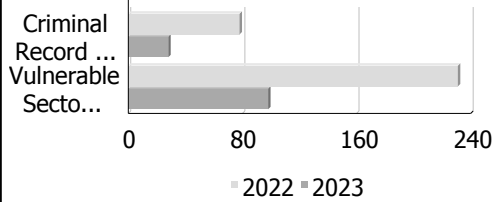
Report Generated on:
Nov 9, 2023 2:10:20 PM
PP-CSC-Operational Planning-4300

**Police Services Board Report for Lakeshore
Records Management System
October - 2023**

Clearance Rate						
Clearance Rate	October			Year to Date - October		
	2022	2023	Difference	2022	2023	Difference
Violent Crime	100.0%	82.4%	-17.6%	73.2%	67.4%	-5.8%
Property Crime	21.9%	9.8%	-12.1%	15.4%	8.4%	-7.0%
Drug Crime	--	--	--	100.0%	33.3%	-66.7%
Total (Violent, Property & Drug)	37.5%	36.5%	-1.0%	29.6%	25.9%	-3.7%



Criminal Record and Vulnerable Sector Screening Checks						
Actual	October			Year to Date - October		
	2022	2023	% Change	2022	2023	% Change
Criminal Record Checks	78	28	-64.1%	472	606	28.4%
Vulnerable Sector Screening Checks	231	98	-57.6%	1,584	1,843	16.4%

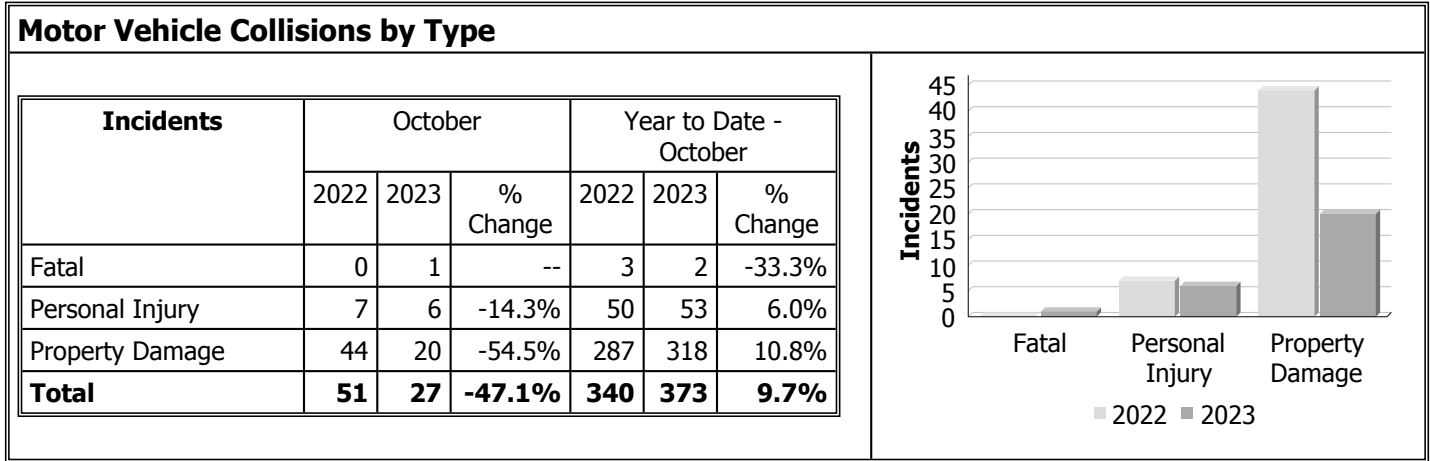


Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

Data Utilized

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

**Police Services Board Report for Lakeshore
Collision Reporting System
October - 2023**



Fatalities in Detachment Area

Incidents		October			Year to Date - October		
		2022	2023	% Change	2022	2023	% Change
Motor Vehicle Collision	Fatal Incidents	0	1	--	3	2	-33.3%
	Alcohol Related	0	0	--	1	1	0.0%
Off-Road Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--
Motorized Snow Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--

Persons Killed	October			Year to Date - October		
	2022	2023	% Change	2022	2023	% Change
Motor Vehicle Collision	0	1	--	4	2	-50.0%
Off-Road Vehicle	0	0	--	0	0	--
Motorized Snow Vehicle	0	0	--	0	0	--

Data Utilized

- SQL online application reporting system – OPP CRS 2.3.09
- Collision Reporting System Business Intelligence Cube

Detachment: 6E - ESSEX
Location code(s): 6E20-LAKESHORE
Data source date:
 2023/11/08

Report Generated by:
 Pharand, Lise

Report Generated on:
 Nov 9, 2023 2:08:43 PM
 PP-CSC-Operational Planning-4300
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**Police Services Board Report for Lakeshore
2023/Oct**

Public Complaints	
Policy	0
Service	0
Conduct	0

Date information collected from Professional Standards Bureau Commander Reports: 2023-11-09

Data Source

Ontario Provincial Police, Professional Standards Bureau Commander Reports

- Includes all public policy, service and conduct complaints submitted to the Office of the Independent Police Review Director (OIPRD)

Secondary Employment

Daily Activity Reporting Patrol Hours	
Total Hours	2023/Oct
Number of Cruiser Patrol Hours	392.50
Number of Motorcycle Patrol Hours	0.00
Number of Marine Patrol Hours	0.00
Number of ATV Patrol Hours	0.00
Number of Snowmobile Patrol Hours	0.00
Number of Bicycle Patrol Hours	0.00
Number of Foot Patrol Hours	47.75
Number of School Patrol Hours	1.50

Data source (Daily Activity Reporting System) date: 2023/11/04

Detachment: 6E - ESSEX COUNTY
Location code(s): 6E20 - LAKESHORE

Report Generated by:
Pharand, Lise

Report Generated on:
Nov 9, 2023 1:58:56 PM
PP-CSC-Operational Planning-4300
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Ontario Provincial Police
Essex County Detachment

1219 Hicks Rd.
P.O. Box 910
Essex, Ontario
N8M 2Y2

Tel: (519) 723-2493 Fax: (519) 723-2133



Police provincial de l'Ontario
Détachement du Comté d'Essex

1219 rue Hicks
C.P. 910
Essex, Ontario
N8M 2Y2

Tel: (519) 723-2493 Télécopieur: (519) 723-2133

File Reference/

November 9, 2023

Lakeshore PSB information for the month of October:

Suspensions: 12

Charges: 165

Police Record Checks: 29

Vulnerable Sector Record Checks: 101

Jamie Smith, Staff Sergeant
Detachment Manager
Essex County O.P.P.



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore October - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		October	Year to Date	Time Standard	Year To Date Weighted Hours	October	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Murder 1st Degree	0	1	15.8	15.8	0	0		0.0
	Sexual offence occurring prior to January 4, 1983	0	0		0.0	0	1	15.8	15.8
	Sexual Assault	1	13	15.8	205.4	2	10	15.8	158.0
	Sexual Interference	1	2	15.8	31.6	0	2	15.8	31.6
	Invitation to Sexual Touching	0	0		0.0	0	4	15.8	63.2
	Incest	0	1	15.8	15.8	0	0		0.0
	Voyeurism	0	0		0.0	1	1	15.8	15.8
	Non-Consensual Distribution of Intimate Images	0	0		0.0	0	1	15.8	15.8
	Aggravated Assault-Level 3	0	1	15.8	15.8	0	0		0.0
	Assault With Weapon or Causing Bodily Harm-Level 2	0	10	15.8	158.0	1	12	15.8	189.6
	Assault-Level 1	7	63	15.8	995.4	4	48	15.8	758.4
	Discharge Firearm with Intent	0	3	15.8	47.4	0	0		0.0
	Pointing a Firearm	0	1	15.8	15.8	0	0		0.0
	Assault Peace Officer	1	1	15.8	15.8	0	1	15.8	15.8
	Criminal Negligence: Bodily Harm	0	1	15.8	15.8	1	1	15.8	15.8
	Robbery -Master code	0	1	15.8	15.8	1	1	15.8	15.8
	Robbery, With Threat of Violence	0	1	15.8	15.8	0	0		0.0
	Robbery - Other	0	2	15.8	31.6	0	0		0.0
	Robbery of firearms	0	1	15.8	15.8	0	0		0.0
	Extortion	0	1	15.8	15.8	0	2	15.8	31.6
	Criminal Harassment	4	20	15.8	316.0	2	13	15.8	205.4
	Criminal Harassment - Offender Unknown	0	1	15.8	15.8	0	1	15.8	15.8
	Indecent/Harassing Communications	0	4	15.8	63.2	0	3	15.8	47.4
	Utter Threats -Master code	2	5	15.8	79.0	0	2	15.8	31.6
	Utter Threats to Person	3	20	15.8	316.0	1	16	15.8	252.8
	Obstruction or interference with access to health services	0	0		0.0	0	1	15.8	15.8
Total	19	153	15.8	2,417.4	13	120	15.8	1,896.0	
Property Crime Violations	Arson - Auto	0	1	6.4	6.4	0	0		0.0
	Arson - Building	0	0		0.0	0	1	6.4	6.4
	Arson - Others	0	0		0.0	0	2	6.4	12.8



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore October - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		October	Year to Date	Time Standard	Year To Date Weighted Hours	October	Year to Date	Time Standard	Year To Date Weighted Hours
Property Crime Violations	Break & Enter	1	45	6.4	288.0	12	50	6.4	320.0
	Unlawful in a dwelling house	0	1	6.4	6.4	1	2	6.4	12.8
	Theft Over -master code	0	5	6.4	32.0	0	1	6.4	6.4
	Theft Over - Farm Equipment	0	0		0.0	0	2	6.4	12.8
	Theft Over - Construction Site	0	1	6.4	6.4	0	3	6.4	19.2
	Theft Over - Trailers	0	5	6.4	32.0	0	2	6.4	12.8
	Theft Over - Other Theft	1	4	6.4	25.6	0	8	6.4	51.2
	Theft Over - Boat (Vessel)	0	1	6.4	6.4	0	1	6.4	6.4
	Theft Over - Boat Motor	0	2	6.4	12.8	0	0		0.0
	Theft of - Mail	0	2	6.4	12.8	0	0		0.0
	Theft FROM Motor Vehicle Over \$5,000	0	3	6.4	19.2	0	1	6.4	6.4
	Theft Over \$5,000 [SHOPLIFTING]	0	1	6.4	6.4	0	0		0.0
	Theft of Motor Vehicle	5	24	6.4	153.6	5	22	6.4	140.8
	Theft of - Automobile	0	10	6.4	64.0	2	10	6.4	64.0
	Theft of - Trucks	0	5	6.4	32.0	0	5	6.4	32.0
	Theft of - Motorcycles	0	0		0.0	0	2	6.4	12.8
	Theft of - All Terrain Vehicles	1	3	6.4	19.2	0	1	6.4	6.4
	Theft of - Farm Vehicles	0	0		0.0	0	1	6.4	6.4
	Theft of - Other Motor Vehicles	0	1	6.4	6.4	0	0		0.0
	Theft Under -master code	1	22	6.4	140.8	3	15	6.4	96.0
	Theft under - Farm Equipment	0	1	6.4	6.4	0	0		0.0
	Theft under - Farm Agricultural Produce	0	1	6.4	6.4	0	0		0.0
	Theft Under - Construction Site	0	0		0.0	0	3	6.4	19.2
	Theft under - Bicycles	0	6	6.4	38.4	1	2	6.4	12.8
	Theft under - Building	0	3	6.4	19.2	0	0		0.0
	Theft under - Persons	0	0		0.0	1	3	6.4	19.2
	Theft under - Trailers	0	3	6.4	19.2	0	0		0.0
	Theft under - Other Theft	4	45	6.4	288.0	5	43	6.4	275.2
	Theft under - Boat (Vessel)	0	1	6.4	6.4	0	0		0.0
	Theft under - Boat Motor	0	1	6.4	6.4	0	0		0.0
Theft Under - Gasoline Drive-off	0	16	6.4	102.4	4	34	6.4	217.6	



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore October - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		October	Year to Date	Time Standard	Year To Date Weighted Hours	October	Year to Date	Time Standard	Year To Date Weighted Hours
Property Crime Violations	Theft Under - Mine Equipment/Property	0	0		0.0	0	1	6.4	6.4
	Theft FROM Motor Vehicle Under \$5,000	3	29	6.4	185.6	4	47	6.4	300.8
	Theft Under \$5,000 [SHOPLIFTING]	5	37	6.4	236.8	7	50	6.4	320.0
	Possession of Stolen Goods over \$5,000	0	3	6.4	19.2	0	4	6.4	25.6
	Trafficking in Stolen Goods under \$5,000 (incl. possession w	0	0		0.0	0	1	6.4	6.4
	Possession of Stolen Goods under \$5,000	0	0		0.0	0	2	6.4	12.8
	Fraud -Master code	2	20	6.4	128.0	0	16	6.4	102.4
	Fraud - Steal/Forge/Poss./Use Credit Card	0	6	6.4	38.4	2	9	6.4	57.6
	Fraud - False Pretence < = \$5,000	1	2	6.4	12.8	0	2	6.4	12.8
	Fraud - Forgery & Uttering	0	1	6.4	6.4	1	1	6.4	6.4
	Fraud - Fraud through mails	0	0		0.0	1	5	6.4	32.0
	Fraud -Money/property/ security > \$5,000	0	24	6.4	153.6	2	17	6.4	108.8
	Fraud -Money/property/ security <= \$5,000	4	48	6.4	307.2	5	34	6.4	217.6
	Fraud - Transportation	0	1	6.4	6.4	0	0		0.0
	Fraud - Other	1	30	6.4	192.0	1	28	6.4	179.2
	Personation with Intent (fraud)	0	2	6.4	12.8	1	4	6.4	25.6
	Fraud - False Pretence > \$5,000	1	3	6.4	19.2	0	0		0.0
	Identity Theft	0	0		0.0	0	1	6.4	6.4
	Identity Fraud	0	2	6.4	12.8	1	4	6.4	25.6
	Mischief - master code	7	57	6.4	364.8	8	68	6.4	435.2
	Mischief [Graffiti - Non Gang Related]	3	6	6.4	38.4	0	2	6.4	12.8
	Interfere with lawful use, enjoyment of property	0	1	6.4	6.4	0	1	6.4	6.4
Property Damage	5	31	6.4	198.4	4	39	6.4	249.6	
Total	45	516	6.4	3,302.4	71	550	6.4	3,520.0	
Other Criminal Code Violations (Excluding traffic)	Offensive Weapons-Possession of Weapons	1	3	7.5	22.5	1	2	7.5	15.0
	Offensive Weapons-Restricted	0	1	7.5	7.5	0	0		0.0



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore October - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		October	Year to Date	Time Standard	Year To Date Weighted Hours	October	Year to Date	Time Standard	Year To Date Weighted Hours
Other Criminal Code Violations (Excluding traffic)	Offensive Weapons-Other Offensive Weapons	0	1	7.5	7.5	0	2	7.5	15.0
	Offensive Weapons-Other Weapons Offences	0	1	7.5	7.5	0	0		0.0
	Bail Violations -Master code	0	1	7.5	7.5	0	0		0.0
	Bail Violations - Fail To Comply	3	17	7.5	127.5	1	7	7.5	52.5
	Bail Violations - Others	0	0		0.0	0	1	7.5	7.5
	Bail Violations - Recognizance	0	0		0.0	0	1	7.5	7.5
	Counterfeit Money - Master code	0	1	7.5	7.5	1	2	7.5	15.0
	Possession Of Counterfeit Money	0	2	7.5	15.0	0	0		0.0
	Uttering Counterfeit Money	0	1	7.5	7.5	0	0		0.0
	Counterfeit Money - Others	0	1	7.5	7.5	0	1	7.5	7.5
	Disturb the Peace	1	8	7.5	60.0	1	8	7.5	60.0
	Indecent acts -Master code	0	0		0.0	0	2	7.5	15.0
	Indecent acts -Other	0	1	7.5	7.5	0	1	7.5	7.5
	Indecent acts -exposure to person under 14	0	1	7.5	7.5	0	0		0.0
	Child Pornography - Possess child pornography	0	1	7.5	7.5	0	0		0.0
	Child Pornography - Making or distributing	0	0		0.0	0	1	7.5	7.5
	Obstruct Public Peace Officer	0	0		0.0	0	1	7.5	7.5
	Breach of Probation	0	4	7.5	30.0	2	7	7.5	52.5
	Utter Threats to Property / Animals	0	1	7.5	7.5	0	1	7.5	7.5
	Disobey court order/Misconduct executing process	0	1	7.5	7.5	0	0		0.0
	Public mischief - mislead peace officer	0	0		0.0	0	1	7.5	7.5
	Common nuisance	0	1	7.5	7.5	0	0		0.0
	Possession of Burglary Tools	0	1	7.5	7.5	0	0		0.0
Total		5	48	7.5	360.0	6	38	7.5	285.0
Drug Possession	Possession Cocaine	0	1	7.1	7.1	0	0		0.0



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore October - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		October	Year to Date	Time Standard	Year To Date Weighted Hours	October	Year to Date	Time Standard	Year To Date Weighted Hours
Drug Possession	Possession Other Controlled Drugs and Substance Act	0	1	7.1	7.1	0	0		0.0
	Possession - Methamphetamine (Crystal Meth)	0	0		0.0	0	1	7.1	7.1
	Drug related occurrence	4	10	7.1	71.0	1	9	7.1	63.9
	Total	4	12	7.1	85.2	1	10	7.1	71.0
Drugs	Trafficking Heroin	0	1	68.0	68.0	0	0		0.0
	Possession of cannabis for purpose of distributing	0	1	68.0	68.0	0	0		0.0
	Total	0	2	68.0	136.0	0	0		0.0
Statutes & Acts	Landlord/Tenant	9	61	3.4	207.4	3	43	3.4	146.2
	Mental Health Act	14	106	3.4	360.4	9	84	3.4	285.6
	Mental Health Act - No contact with Police	1	6	3.4	20.4	0	17	3.4	57.8
	Mental Health Act - Attempt Suicide	2	11	3.4	37.4	0	9	3.4	30.6
	Mental Health Act - Threat of Suicide	4	46	3.4	156.4	3	37	3.4	125.8
	Mental Health Act - Voluntary Transport	2	7	3.4	23.8	3	16	3.4	54.4
	Mental Health Act - Placed on Form	1	5	3.4	17.0	1	12	3.4	40.8
	Mental Health Act - Apprehension	4	18	3.4	61.2	1	34	3.4	115.6
	Custody Dispute	0	1	3.4	3.4	0	0		0.0
	Trespass To Property Act	8	62	3.4	210.8	9	67	3.4	227.8
	Family Law Act - Custody/Access order	0	1	3.4	3.4	0	0		0.0
	Children's Law Reform Act -Custody order	0	1	3.4	3.4	0	0		0.0
	Total	45	325	3.4	1,105.0	29	319	3.4	1,084.6
	Operational	Animal -Master code	0	2	3.8	7.6	1	1	3.8
Animal - Left in Vehicle		1	1	3.8	3.8	0	2	3.8	7.6
Animal Bite		1	6	3.8	22.8	0	1	3.8	3.8
Animal Stray		0	9	3.8	34.2	3	10	3.8	38.0
Animal Injured		0	13	3.8	49.4	5	15	3.8	57.0
Animal - Other		0	3	3.8	11.4	0	11	3.8	41.8
Animal - Dog Owners Liability Act		0	1	3.8	3.8	0	1	3.8	3.8
Alarm -Master code		0	0		0.0	0	1	3.8	3.8
Alarm -Others		0	1	3.8	3.8	0	0		0.0



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore October - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		October	Year to Date	Time Standard	Year To Date Weighted Hours	October	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Domestic Disturbance	21	174	3.8	661.2	11	151	3.8	573.8
	Suspicious Person	27	258	3.8	980.4	23	210	3.8	798.0
	Phone -Master code	0	2	3.8	7.6	2	13	3.8	49.4
	Phone -Nuisance - No Charges Laid	2	29	3.8	110.2	4	31	3.8	117.8
	Phone -Obscene - No Charges Laid	0	0		0.0	1	2	3.8	7.6
	Phone -Threatening - No Charges Laid	0	8	3.8	30.4	0	6	3.8	22.8
	Phone -Other - No Charges Laid	0	4	3.8	15.2	3	14	3.8	53.2
	False Fire Alarm - Building	0	1	3.8	3.8	1	2	3.8	7.6
	Fire - Building	2	11	3.8	41.8	3	15	3.8	57.0
	Fire - Vehicle	3	7	3.8	26.6	0	5	3.8	19.0
	Fire - Other	1	8	3.8	30.4	0	5	3.8	19.0
	Insecure Condition - Master code	1	6	3.8	22.8	2	6	3.8	22.8
	Insecure Condition - Building	0	2	3.8	7.6	0	0		0.0
	Missing Person -Master code	1	1	3.8	3.8	0	3	3.8	11.4
	Missing Person under 12	0	3	3.8	11.4	0	0		0.0
	Missing Person 12 & older	2	9	3.8	34.2	0	12	3.8	45.6
	Missing Person Located Under 12	1	2	3.8	7.6	1	1	3.8	3.8
	Missing Person Located 12 & older	1	14	3.8	53.2	0	11	3.8	41.8
	Noise Complaint -Master code	0	15	3.8	57.0	0	8	3.8	30.4
	Noise Complaint - Vehicle	0	1	3.8	3.8	0	0		0.0
	Noise Complaint - Residence	0	0		0.0	0	1	3.8	3.8
	Noise Complaint - Animal	0	5	3.8	19.0	0	3	3.8	11.4
	Accident - non-MVC - Master code	0	0		0.0	0	4	3.8	15.2
	Found Property -Master code	0	39	3.8	148.2	5	52	3.8	197.6
	Found - License Plate	0	1	3.8	3.8	1	5	3.8	19.0
	Found-Personal Accessories	2	5	3.8	19.0	0	4	3.8	15.2
Found-Household Property	0	0		0.0	0	1	3.8	3.8	



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore October - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		October	Year to Date	Time Standard	Year To Date Weighted Hours	October	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Found-Sporting Goods, Hobby Equip.	0	1	3.8	3.8	0	0		0.0
	Found-Machinery & Tools	0	0		0.0	0	1	3.8	3.8
	Found-Bicycles	1	4	3.8	15.2	0	0		0.0
	Found - Gun	0	1	3.8	3.8	0	2	3.8	7.6
	Found-Others	2	22	3.8	83.6	1	18	3.8	68.4
	Lost Property -Master code	2	17	3.8	64.6	2	20	3.8	76.0
	Lost License Plate	1	4	3.8	15.2	2	4	3.8	15.2
	Lost Disabled Parking Permit	0	1	3.8	3.8	1	2	3.8	7.6
	Lost - Vehicle Accessories	3	5	3.8	19.0	0	1	3.8	3.8
	Lost-Personal Accessories	0	8	3.8	30.4	1	13	3.8	49.4
	Lost-Jewellery	0	2	3.8	7.6	0	0		0.0
	Lost-Radio,TV,Sound-Reprod. Equip.	0	2	3.8	7.6	0	0		0.0
	Lost-Sporting Goods, Hobby Equip.	0	1	3.8	3.8	0	0		0.0
	Lost-Machinery & Tools	0	0		0.0	0	2	3.8	7.6
	Lost - Gun	0	2	3.8	7.6	0	0		0.0
	Lost-Others	4	28	3.8	106.4	1	13	3.8	49.4
	Sudden Death -master code	1	1	3.8	3.8	0	0		0.0
	Sudden Death - Suicide	0	3	3.8	11.4	0	3	3.8	11.4
	Sudden Death - Natural Causes	3	20	3.8	76.0	1	22	3.8	83.6
	Sudden Death - Others	0	2	3.8	7.6	0	2	3.8	7.6
	Sudden Death - Apparent Overdose-Overdose	0	1	3.8	3.8	0	3	3.8	11.4
	Suspicious Vehicle	15	163	3.8	619.4	10	112	3.8	425.6
	Trouble with Youth	12	130	3.8	494.0	16	121	3.8	459.8
	Medical Assistance - Other	0	0		0.0	0	2	3.8	7.6
	Vehicle Recovered - Master code	0	1	3.8	3.8	0	1	3.8	3.8
	Vehicle Recovered - Automobile	3	27	3.8	102.6	4	25	3.8	95.0
Vehicle Recovered - Trucks	0	6	3.8	22.8	0	9	3.8	34.2	
Vehicle Recovered - Motorcycles	0	0		0.0	0	1	3.8	3.8	



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore October - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		October	Year to Date	Time Standard	Year To Date Weighted Hours	October	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Vehicle Recovered - All Terrain Veh	0	1	3.8	3.8	0	0		0.0
	Vehicle Recovered - Other	1	2	3.8	7.6	1	4	3.8	15.2
	Unwanted Persons	8	40	3.8	152.0	4	48	3.8	182.4
	Neighbour Dispute	13	145	3.8	551.0	12	133	3.8	505.4
	By-Law -Master code	1	7	3.8	26.6	2	12	3.8	45.6
	Noise By-Law	11	188	3.8	714.4	14	142	3.8	539.6
	Dogs By-Law	2	45	3.8	171.0	3	26	3.8	98.8
	Firearms (Discharge) By-Law	3	5	3.8	19.0	1	8	3.8	30.4
	Smoking By-Law	0	1	3.8	3.8	0	0		0.0
	Other Municipal By-Laws	5	39	3.8	148.2	4	30	3.8	114.0
	Fireworks By-Law	0	4	3.8	15.2	5	7	3.8	26.6
	Traffic By-Law	11	80	3.8	304.0	10	73	3.8	277.4
	Taxi By-Law	2	2	3.8	7.6	0	2	3.8	7.6
	Overdose/Suspected Overdose - Opioid Related	0	1	3.8	3.8	0	0		0.0
	Overdose/Suspected Overdose - Naloxone by Police	0	0		0.0	0	1	3.8	3.8
	Assist Fire Department	0	7	3.8	26.6	1	2	3.8	7.6
	Assist Public	11	103	3.8	391.4	11	150	3.8	570.0
	Distressed/Overdue Motorist	1	2	3.8	7.6	0	3	3.8	11.4
	Family Dispute	23	150	3.8	570.0	22	160	3.8	608.0
	Protest - Demonstration	0	0		0.0	0	2	3.8	7.6
Total	205	1,915	3.8	7,277.0	195	1,787	3.8	6,790.6	
Operational2	False Alarm-Accidental Trip	1	5	1.4	7.0	0	2	1.4	2.8
	False Alarm-Malfunction	3	20	1.4	28.0	4	16	1.4	22.4
	False Holdup Alarm-Accidental Trip	1	21	1.4	29.4	4	32	1.4	44.8
	False Holdup Alarm-Malfunction	0	0		0.0	0	2	1.4	2.8
	False Alarm -Others	30	250	1.4	350.0	37	310	1.4	434.0
	False Alarm -Cancelled	2	10	1.4	14.0	0	4	1.4	5.6
	Keep the Peace	9	111	1.4	155.4	7	98	1.4	137.2
	911 call / 911 hang up	3	69	1.4	96.6	6	79	1.4	110.6
	911 hang up - Pocket Dial	1	4	1.4	5.6	1	1	1.4	1.4
	911 call - Dropped Cell	4	95	1.4	133.0	10	81	1.4	113.4



Calls For Service (CFS) Billing Summary Report

Town of Lakeshore October - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		October	Year to Date	Time Standard	Year To Date Weighted Hours	October	Year to Date	Time Standard	Year To Date Weighted Hours
Operational2	Total	54	585	1.4	819.0	69	625	1.4	875.0
Traffic	MVC (MOTOR VEHICLE COLLISION) -Master code	0	5	3.7	18.5	2	9	3.7	33.3
	MVC - Personal Injury (MOTOR VEHICLE COLLISION)	2	40	3.7	148.0	6	51	3.7	188.7
	MVC - Prop. Dam. Non Reportable	10	96	3.7	355.2	7	84	3.7	310.8
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	16	224	3.7	828.8	41	285	3.7	1,054.5
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	2	39	3.7	144.3	4	33	3.7	122.1
	MVC - Fatal (MOTOR VEHICLE COLLISION)	0	0		0.0	0	2	3.7	7.4
	MVC - Others (MOTOR VEHICLE COLLISION)	0	0		0.0	0	4	3.7	14.8
	Road Rage	0	1	3.7	3.7	1	2	3.7	7.4
	Total	30	405	3.7	1,498.5	61	470	3.7	1,739.0
Total	407	3,961		17,000.5	445	3,919		16,261.2	

Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2023 billing period.

Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.



Windsor & Essex County Crime Stoppers

Police Coordinator Report October 1st-31st,

2023

Overview

Crime Stoppers exists to provide a means for the public to pass along anonymous information that assists in solving crimes, recovering stolen property, seizing illegal drugs, and locating those for whom there is an outstanding warrant of arrest. Locally, the program is operated jointly as Windsor-Essex County Crime Stoppers and has the responsibility to receive and disseminate information to all law enforcement agencies within Essex County.

Program Education and Community Events

- October 17th - Holy Names Highschool Presentation
- October 21st - Broomsticks and Brushes Halloween Event at Tecumseh Mall
- October 25th - Interagency meeting with Windsor Health Unit at Tecumseh Fire Hall
- October 30th - Booth at Community Housing Corporation Building (2455 Rivard)

AM800

“Crime of the Week” report with AM800 radio recorded every Monday which airs every Tuesday morning and afternoon.

- October 3rd – Crime Stoppers Stat Report
- October 10th – Outstanding Homicide Case- Butterfield
- October 17th – Amherstburg Residence shot at multiple times.
- October 19th – Crime Stoppers Zone Meeting in Oxford
- October 24th – Missing Person, ADAM from Leamington
- October 31st – Arson Investigation on Tecumseh Road

St. Clair College-Media Plex and Radio CJAM FM 99.1

- Recorded weekly – Crime of the Week – TO RESUME IN OCTOBER

CTV News

- Crime Stoppers Theft of Motor Vehicles left idle- Airing beginning of November.

Social Media

- Daily/Weekly Facebook, Twitter and Instagram posts

Crime Stoppers Upcoming Calendar

- Charity Kg Calendar for 2023/2024
- MADD Ribbon Campaign- November 1st
- Christmas in Tecumseh Santa Parade- November 17th
- Chuck A Puck- Windsor Spitfires November 18th
- Leamington Chamber of Commerce Christmas- November 20th
- Wild Game Dinner at Colasanti’s Tropical Garden – March 1st, 2024

This statistical report is reflective of October 1st-31st, 2023.

Crime Stoppers tip information was distributed to the following agencies during this period.

Windsor Police Service
 WPS - Amherstburg Detachment
 Ontario Provincial Police
 LaSalle Police Service
 Ministry of Revenue and Finance
 Windsor & Essex County Health Unit- Tobacco Enforcement
 CBSA
 ROPE
 Windsor Police Criminal Intelligence Unit – Cannabis Enforcement

Attached documents include Police

Coordinators Report
 Monthly Statistical Report
 Tip Summary Report

This Report was Prepared By:

Constable Lauren Brisco – Windsor Police Service

TOTAL POPULATION REPRESENTED – 398,718 (2019 CENSUS)

POPULATION (CITY) – 217,188

POPULATION (COUNTY) – 126,314

POPULATION (LASALLE) – 33,180

POPULATION (AMHERSTBURG) – 22,036

***SI on Statistical Report is “Since Inception” – 1985*



Windsor - Essex County Crime Stoppers - Statistical Report

Filter Date: December 2023 Run Date: 2023/10/31

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tips Received	175	167	152	135	162	142	159	155	120	127	0	0
Tip Follow-ups	138	102	100	85	126	125	121	131	155	119	0	0
Arrests	4	8	9	3	2	0	3	4	7	0	0	0
Cases Cleared	2	7	11	2	2	0	3	2	6	0	0	0
Charges Laid	18	24	26	4	2	0	2	12	38	0	0	0
Fugitives	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Discipline	0	0	0	0	0	0	0	0	0	0	0	0
# of Rewards Approved	1	6	8	3	2	2	0	4	2	0	0	0
Rewards Approved	\$750	\$2,700	\$3,400	\$1,000	\$300	\$350	\$0	\$600	\$1,200	\$0	\$0	\$0
# of Rewards Paid	0	3	4	2	0	1	0	0	0	0	0	0
Rewards Paid	\$0	\$1,100	\$2,700	\$800	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0
# of Weapons Recovered	0	3	5	0	0	0	0	0	1	0	0	0
# of Vehicles Recovered	0	1	0	1	0	0	0	0	0	0	0	0
Property Recovered	\$0	\$38,750	\$3,500	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Recovered	\$910	\$13,021	\$350	\$0	\$0	\$0	\$0	\$530	\$0	\$0	\$0	\$0
Drugs Seized	\$49,250	\$62,300	\$72,230	\$0	\$0	\$0	\$0	\$3,680	\$165,000	\$0	\$0	\$0
Total Recovered	\$50,160	\$114,071	\$76,080	\$80,000	\$0	\$0	\$0	\$4,210	\$165,000	\$0	\$0	\$0

Statistic	Q1	Q2	Q3	Q4	YTD	SI
Tips Received	494	439	434	127	1,494	61,426
Tip Follow-ups	340	336	407	119	1,202	21,379
Calls Received	0	0	0	0	0	3,138
Arrests	21	5	14	0	40	7,098
Cases Cleared	20	4	11	0	35	10,433
Charges Laid	68	6	52	0	126	10,301
Fugitives	0	0	0	0	0	625
Administrative Discipline	0	0	0	0	0	3
# of Rewards Approved	15	7	6	0	28	1,885
Rewards Approved	\$6,850	\$1,650	\$1,800	\$0	\$10,300	\$1,267,385
# of Rewards Paid	7	3	0	0	10	971
Rewards Paid	\$3,800	\$950	\$0	\$0	\$4,750	\$833,652
# of Weapons Recovered	8	0	1	0	9	554
# of Vehicles Recovered	1	1	0	0	2	34
Property Recovered	\$42,250	\$80,000	\$0	\$0	\$122,250	\$13,554,173
Cash Recovered	\$14,281	\$0	\$530	\$0	\$14,811	\$604,979
Drugs Seized	\$183,780	\$0	\$168,680	\$0	\$352,460	\$119,682,048
Total Recovered	\$240,311	\$80,000	\$169,210	\$0	\$489,521	\$133,841,200

Windsor - Essex County Crime Stoppers Tip Summary Report

Created Date: 2023/10/01 to 2023/10/31

Offense Type	Count
Animal Cruelty	1
Arson	2
Assault	4
Attempt Murder	2
Breach of Condition	1
Break and Enter	4
By Law	1
Child Abuse	3
COVID-19	0
Cybercrime	2
Disqualified Driving	3
Drugs	42
Elder Abuse	1
Fraud	8
Highway Traffic Act	5
Hit and Run / Fail to Remain	1
Homicide	0
Human Smuggling	0
Human Trafficking	0
Illegal Cigarettes	0
Immigration	1

Impaired Driver	4
Indecent Act	0
Liquor (sales to minors, sales without licence)	0
Mischief	4
Missing Person	3
Motor Vehicle Collision	2
Possession of Stolen Property	4
Prostitution/Morality	0
Repeat Impaired Driver	0
Robbery	0
Sexual Assault	0
Stolen Vehicle	1
Suspended Driver	0
Suspicious Activity	3
Terrorism	0
Test Tip	0
Theft	11
Threats	1
Warrant	6
Weapons	2
<i>Other</i>	7
<i>Unknown</i>	3
Total	132

Municipality of Lakeshore – Report to Council

Finance

Accounting & Revenue



To: Mayor & Members of Council
From: Justin Rousseau, Corporate Leader – Chief Financial Officer
Date: December 6, 2023
Subject: 2022 Investment Report.docx

Recommendation

This report is for information only.

Background

On July 13, 2021, Council approved the Investment Policy for the Municipality of Lakeshore, this policy was in response to the desire to improve financial processes and reporting for the Municipality.

This policy intends to ensure the integrity of the investment management process. The policy also establishes a reporting structure to govern the investment activities of general, capital, and reserve funds.

The policy focuses on maintaining the following objectives:

- Legality of investments.
- Preservation of capital.
- Maintenance of liquidity.
- Competitive rate of return.

The parameters for investments as established under the *Municipal Act, 2001* are broad in that they allow municipalities the ability to select from a variety of investment instruments. As such, the Policy serves to provide further limitations as to which investment instruments should, as a matter of best practice, be utilized to achieve the municipality's investment objectives.

One of the key foundations of the policy is that an annual investment income report is to be provided to Council. Section 3.13 of the policy states:

“3.13.2 The Treasurer shall provide Council with an annual investment report that shall contain:

3.13.2.1. A statement about the performance of the portfolio of investments of the municipality during the period covered by the report.

3.13.2.2. A description of the estimated proportion of the total investments of the municipality that are invested in its own long-term and short-term securities to the total investment of the municipality, and a description of the change, if any, in that estimated proportion since the previous year's report.

3.13.2.3. A record of the date of each transaction regarding securities, or disposal of securities, including a statement of the purchase and sale price of each security.

3.13.2.4. Such other information that Council may require or, that in the professional opinion of the Treasurer, should be included.

Comments

The Municipality of Lakeshore has several reserves and restricted funds that are managed on an annual basis. Prior to the adoption of the policy all these funds except for \$5 million dollars held in the money market and Canadian government bonds, were held in chequing accounts.

In May of 2022, the Treasurer in line with the policy moved \$30 million dollars into a mix of short-term and long-term principal guaranteed notes to maximize return on investment while ensuring the preservation of municipal capital funds.

The Investments timelines are broken down as follows:

\$5,000,000 in Money Markets and Government Bonds-Current Municipal One Fund

\$5,000,000 in CDN Banks with a minimum Coupon + Growth- 2 year

\$5,000,000 in CDN Banks with a minimum Coupon + Growth- 3 year

\$5,000,000 in CDN Banks Growth Note - 4 year

\$2,500,000 in TSX 60 Low Volume Booster- 5 year

\$2,500,000 in CDN Pipelines Auto callable Note- 5 year

\$5,000,000 in TSX 60 Low Volume minimum coupon Growth- 6 year

\$2,500,000 in TSX Low Volume Booster- 7 year

\$2,500,000 in CDN Banks Autocallable-7 year

None of those investment funds have expired or matured in the period between May-December of 2022.

In a review of the investment portfolio -The worst-case scenario will yield a total return of \$1,015,000 (2.9%) while preserving the original capital investment and the average-case scenario reviewing market trends of the past would indicate a return on investment over the 7-year period of \$10,662,500 (30.5%)

It should be noted that at year-end 2022, the remaining balance of funds is in chequing accounts to fund operations and ongoing capital projects for the Municipality.

It is recommended that in 2023 the Municipality look to move the funds from the money market and Canadian bonds into a greater mix of principal guaranteed notes and look at best-in-market GICs to ensure a greater return on municipal funds. Some of those strategies have been employed by moving an additional \$20,000,000 into short-term GIC's for 10,000,000 at 5.75% with TD and an additional one for 10,000,000 at 5.75% with WFCU credit union.

Others Consulted

Mark Bomben, Manager of Cash Management TD Commercial Bank & Joe Svorinic Director Investment Solution Group TD Securities, Jason Illjanic Director Commercial Banking WFCU

Financial Impacts

The following table is a summary of the investment holding and activities from the prior year to the current year.

Description	Year End 2021	Year End 2022	Change in Dollars	Percentage
Cash Holdings on Financial Statements	\$100,123,363	\$87,606,803	\$(12,516,560)	(12.5%)
Interest Income on Property Taxation and Water Billing	\$792,634	\$689,241	\$(103,393)	(13.0%)

Investment Income	\$290,297	\$1,052,495	762,198	262.6%
Interest income reserve funds	<u>\$250,433</u>	<u>\$426,230</u>	<u>175,797</u>	<u>70.2%</u>
Total Investment Income	<u>\$1,333,364</u>	<u>\$2,167,966</u>	<u>\$834,602</u>	<u>62.6%</u>
Rate of Return	1.30%	2.50%	1.20%	1.20%

Attachments

Municipality of Lakeshore Investment Policy

Report Approval Details

Document Title:	2022 Investment Report.docx
Attachments:	- Investment Policy.pdf
Final Approval Date:	Dec 4, 2023

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

Prepared by Justin Rousseau

Approved by Truper McBride



Investment Policy

Policy # C-FN-433

Date Last Reviewed: July 13, 2021

1.0 Purpose and Scope

- 1.1 The Municipality of Lakeshore is committed to ensuring accountability and transparency when investing public funds.
- 1.2 The Municipality of Lakeshore is committed to ensuring the integrity of the investment management process.
- 1.3 This policy establishes a reporting structure to govern the investment activities of general, capital, and reserve funds.
- 1.4 This policy focuses on maintaining the following objectives:
 - 1.4.1 Adhere to statutory requirements
 - 1.4.2 Preservation of capital
 - 1.4.3 Maintenance of liquidity
 - 1.4.4 Competitive rate of return
- 1.5 Further to the broad parameters for investments established under the *Municipal Act, 2001*, this Policy provides guidance as to which investment instruments should, as a matter of best practise, be utilized to achieve the Municipality's investment objectives.
- 1.6 This policy applies to all Municipality of Lakeshore investment activities including, but not limited to, the Municipality's general funds, reserve funds, and the restricted cash fund.
- 1.7 This policy applies to all investments made by the Municipality on its own behalf, and on behalf of its agencies, boards, commissions, and wholly owned subsidiaries. This includes any new funds created by the Municipality, unless specifically directed otherwise by Council.

2.0 Definitions

- 2.1 "Asset Backed Securities" means fixed income securities (other than a government security) issued by a Special Purpose Entity. This is substantially all of the assets of which consist of Qualifying Assets.



Investment Policy

Policy # C-FN-433

Date Last Reviewed: July 13, 2021

- 2.2** “Credit Risk” means the risk to an investor that an issuer will default in the payment of interest and/or principal on a security.
- 2.3** “DBRS” means a credit rating agency founded in 1976 (originally known as Dominion Bond Rating Service).
- 2.4** “Designated Signing Authorities” means the people authorized to execute legally binding contracts on behalf of the Municipality of Lakeshore, being the Mayor and the Clerk. This authority may be delegated to other individuals as contained in applicable Municipal By-laws.
- 2.5** “Diversification” means a process of investing assets among a range of security types by class, sector, maturity, and quality rating.
- 2.6** “Duration” means a measure of the timing of cash flows, such as interest payments and principal payments, to be received from a given fixed-income security. This is calculated based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.
- 2.7** “Forward Rate Agreement” (FRA) means a contract with a qualified financial institution that allows an investor to fix a rate of interest to be received on an investment for a specified term beginning at a specified future date.
- 2.8** “Interest Rate Risk” means the risk associated with declines or rises in interest rates that cause an investment in a fixed-income security to decrease or increase in value.
- 2.9** “Investment Grade Obligations” means an investment instrument suitable for purchase by institutional investors under the prudent person rule. Investment grade is restricted to those rated BBB or higher by a credit rating agency.
- 2.10** “Liquidity” means a measure of an asset’s convertibility to cash. This implies a high degree of marketability and a high level of price stability.



Investment Policy

Policy # C-FN-433

Date Last Reviewed: July 13, 2021

- 2.11** “Market Risk” means the risk that the value of a security will rise or decline as a result of changes in market conditions.
- 2.12** “Market Value” means the current market price of a security.
- 2.13** “Moody's Investors Service” (Moody's) means the bond credit rating business of Moody's Corporation, representing the company's traditional line of business and its historical name. Moody's Investors Service provides international financial research on bonds issued by commercial and government entities.
- 2.14** “ONE – the Public Sector Group of Funds” (the “One Fund”) is a professionally managed group of investment funds composed of pooled investments that meet eligibility criteria as defined by regulations under the *Municipal Act, 2001*.
- 2.15** “Prudent Person Rule” means an investment standard outlining the fiduciary responsibilities relating to the investment practices of public fund investors.
- 2.16** “Qualifying Assets” means financial assets, either fixed or revolving, that by their terms convert into cash within a finite time period. This includes any rights or other assets designed to assure the servicing, timely distribution, or proceeds to security holders.
- 2.17** “Safekeeping” means the holding of securities by a qualified financial institution on behalf of the investor.
- 2.18** “Schedule I Banks” means domestic banks that are authorized under the *Bank Act* to accept deposits, which may be eligible for deposit insurance provided by the Canadian Deposit Insurance Corporation.
- 2.19** “Schedule II Banks” means foreign bank subsidiaries authorized under the *Bank Act* to accept deposits, which may be eligible for deposit insurance provided by the Canadian Deposit Insurance Corporation. Foreign bank subsidiaries are controlled by eligible foreign institutions.



Investment Policy

Policy # C-FN-433

Date Last Reviewed: July 13, 2021

- 2.20** “Schedule III Banks” means foreign bank branches of foreign institutions that have been authorized under the *Bank Act* to do banking business in Canada. These branches have certain restrictions.
- 2.21** “Special Purpose Entity” means a trust, corporation, partnership, or other entity organized for the sole purpose of issuing securities that entitle the holders to receive payments that depend primarily on the cash flow from qualifying asset. This does not include a registered investment company.
- 2.22** “Standard and Poor’s” means a financial services company. It is a division of McGraw Hill Financial that publishes financial research and analysis on stocks and bonds.
- 2.23** “Supranational” means an agency sponsored by either a single or group of highly rated foreign banks or governments that will issue debt to fund loans in developing countries or large infrastructure projects. Supranational institutions may be owned or guaranteed by a consortium of national governments, and their debt is typically rated AA or higher.
- 2.24** “Weighted Average Maturity” (WAM) means the average maturity of all the securities that comprise a portfolio.

3.0 Policy

Interpretations

- 3.1** Any reference to this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Municipal policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.
- 3.2** Where the Treasurer is authorized to undertake any act pursuant to this policy, such act may be undertaken by the Treasurer’s authorized designate.



Investment Policy

Policy # C-FN-433

Date Last Reviewed: July 13, 2021

- 3.3** Should there be any perceived conflict between the details listed within this policy and legislative requirements, the legislative requirements shall prevail.

General Conditions

3.4 Legality of Investments

3.4.1 In order to adhere to statutory requirements, all investment activities shall be governed by the *Municipal Act, 2001* as amended. Investments, unless limited further by Council, will be those deemed eligible under Ontario Regulation 438/97 or as authorized by subsequent provincial regulations.

3.5 Preservation of Capital

3.5.1 Preservation of capital minimizes the risk of incurring a capital loss and preserves the value of the invested principal.

3.5.2 Preservation of capital shall be accomplished by investing in properly rated financial instruments as per legislation, by limiting the types of investments to a maximum percentage of the total portfolio, and by limiting the amount invested within individual institutions to a maximum percentage of the total portfolio.

3.5.3 Staff shall endeavor to mitigate credit and interest rate risk as follows:

3.5.3.1 Credit Risk

- a) Limiting investments to safer types of securities based on credit ratings.
- b) Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the Municipality does business.
- c) Diversifying the investment portfolio so that potential losses on individual securities will be minimized.



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- d) Setting dollar limits on the size of portfolio investment in asset sectors and in individual credit names in accordance and as restricted by the *Municipal Act, 2001*.

3.5.3.2 Interest Rate Risk

- a) Structuring the investment portfolio so that securities mature to meet ongoing cash flow requirements, thereby reducing the need to sell securities on the open market prior to maturity.
- b) Investing operating funds primarily in shorter-term securities or approved liquid investment pools.
- c) Diversifying longer-term holdings to mitigate effects of interest rate volatility.
- d) Investing in shares or equities of Canadian corporations through a legislatively approved government investment pool, in accordance and restricted by the *Municipal Act, 2001*.

3.6 Maintenance of Liquidity

3.6.1 The portfolio shall be structured to maintain a proportionate ratio of short, medium, and long-term maturities to meet the funding requirements of the Municipality.

3.6.2 The investment portfolio shall maintain sufficient liquidity to meet all operating or cash flow requirements, and limit temporary borrowing requirements. This shall be done where possible by structuring the portfolio such that securities mature concurrent with anticipated cash demands.

3.6.2.1 Since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets.

3.6.3 A portion of the portfolio may be placed in local government investment pools which offer liquidity for short-term funds.



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- 3.6.4 Liquidity considerations include:
 - 3.6.4.1 A reliable cash flow forecast outlining timing requirements of funds.
 - 3.6.4.2 A contingency to cover the possibility of unplanned requirement of funds.
 - 3.6.4.3 An expectation of reliable secondary marketability of investments prior to maturity.
- 3.6.5 If cash flows are unpredictable, liquidity should be kept high in order to cope with unplanned events.
- 3.6.6 The investment portfolio is comprised of:
 - 3.6.6.1 Excess Operating cash flow balances
 - 3.6.6.2 Excess Capital cash flow balances
 - 3.6.6.3 Reserve funds
 - 3.6.6.4 Restricted cash funds

3.7 Competitive Rate of Return

- 3.7.1 Investment yields can only be sought through:
 - 3.7.1.1 Legality of investments.
 - 3.7.1.2 Preservation of capital.
 - 3.7.1.3 Maintenance of liquidity.
 - 3.7.1.4 Competitive rate of return
- 3.7.2 Whenever possible, higher yields will be sought by taking advantage of the interest rate curve of the capital market, which typically yields higher rates of return for long-term investments.
- 3.7.3 Yields will fluctuate based on the institution as a result of individual credit ratings and the type of capital investment, and as such will be monitored.

3.8 Other Investments

- 3.8.1 Should other investments as allowed by the *Municipal Act, 2001*, other than those listed in this policy be considered, Council must provide direction and approval of said investments.



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3.9 Eligible Investments, Grades And Limitations

3.9.1 The following is a summary of the eligible investment instruments that the Municipality may partake in:

3.9.1.1 Bonds, debentures, promissory notes, or other evidences of indebtedness of issued or guaranteed by Canada or a province or territory of Canada, an agency of Canada or a province or territory of Canada, a country other than Canada.

3.9.1.2 Bonds, debentures, promissory notes or other evidences of indebtedness of issued or guaranteed by a municipality in Canada including the municipality making the investment, a school board in Canada, a board of a public hospital, a local board as defined in the *Municipal Affairs Act*, a designated Ontario University or College, a non-profit housing corporation or local housing corporation.

3.9.1.3 Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments, bonds, debentures or evidence of long-term indebtedness issued or guaranteed, by a bank (as listed in Schedule I or II to the *Bank Act*), a loan corporation or trust corporation (that is registered under the *Loan and Trust Corporations Act*), a credit union to which the *Credit Union and Caisses Populaires Act, 1994* applies.

3.9.1.4 Asset-backed securities are considered an allowable investment, however, use of this investment instrument is limited through those investments held by the ONE Fund.

3.9.1.5 Forward rate agreements are considered an allowable investment with consideration made to restrictions which are provided under Ontario Regulation 438/97.

3.9.2 A summary of the maximum allowable exposure for each classification of security as a percentage of the total portfolio, as well as the maximum allowable exposure for each specific issuer in a security class as a percentage of the total portfolio, is set out in Appendix A.



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- 3.9.3 Eligible investment institutions are limited to the following, in order to provide minimum exposure to risk:
- 3.9.3.1 Investments issued or guaranteed by the Government of Canada, province or territory of Canada, including an agency of Canada or a province or territory of Canada.
 - 3.9.3.2 Investments issued or guaranteed by a municipality in Canada, including the Municipality making the investment, subject to a minimum DBRS rating of “AA low”, Moody’s Investor Services of “Aa3” or Standard and Poor’s of “AA-”.
 - 3.9.3.3 Investments issued or guaranteed by a school board in Canada, a board of a public hospital, a local board as defined in the *Municipal Affairs Act*, a designated Ontario University or College, a non-profit housing corporation or local housing corporation subject to a minimum DBRS rating of “AA low”, Moody’s Investor Services of “Aa3” or Standard and Poor’s of “AA-”.
 - 3.9.3.4 Investments issued or guaranteed by a bank (as listed in Schedule I or II of the *Bank Act*), by a loan or trust corporation (which is registered under the *Loan and Trust Corporations Act*), a credit union to which the *Credit Union and Caisses Populaires Act, 1994* applies, subject to a minimum DBRS rating of “AA low”, Moody’s Investor Services of “Aa3” or Standard and Poor’s of “AA-”.
 - 3.9.3.5 A review of the credit rating for all bonds, debentures, promissory notes, and other evidence of indebtedness of a corporation incorporated shall take place within thirty days of each calendar quarter. This review is to ensure that all investments held by the Municipality meet the standards outlined and established with the *Municipal Act, 2001*.
 - 3.9.3.6 Any investments that are off-side in terms of long-term and/or short-term credit rating with this policy at the time of adoption will be cancelled within ninety days from the date of the default.



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3.9.4 All investments must be stated and held in Canadian currency.

3.10 Investment Portfolio Diversification

3.10.1 In order to properly balance the investment risk/liquidity profile of the portfolio, investments will be spread over a time horizon of short-term (less than one year), and long-term (greater than one year).

3.10.2 In addition to being spread over a time horizon, the investments are spread over a number of eligible institutions subject to the following maximum percentages.

3.10.3 Portfolio percentages limitations:

3.10.3.1 Government of Canada – 100%

3.10.3.2 Province or Territory of Canada – 80%
(no more than 25% in any single Province or Territory)

3.10.3.3 Municipality of Lakeshore internally financed capital projects -100% (at the discretion of the Treasurer, with Council approval)

3.10.3.4 Other Canadian municipalities – 25% (no more than 10% in any single municipality)

3.10.3.5 Applied Arts, Housing Corporations, Education, and Hospitals – 25% (no more than 5% in any single entity)

3.10.3.6 Schedule I bank debt – 75%
(no more than 25% in any single bank)

3.10.3.7 Schedule II bank debt – 10%
(no more than 5% in any single bank)

3.10.3.8 One Fund Money Market Fund – 50%

3.10.3.9 One Fund Bond Fund – 25%

3.10.3.10 One Fund Equity Fund – 5%

3.10.3.11 Loan or Trust Corporation, Credit Union – 10%



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(no more than 5% in any single entity)

3.10.4 Portfolio term limitations:

- 3.10.4.1 Less than ninety days – 10% to 100%
- 3.10.4.2 Less than one year – 25% to 100%
- 3.10.4.3 From one year up to two years – maximum of 75%
- 3.10.4.4 From two years up to five years – maximum of 25%
- 3.10.4.5 From five years up to thirty years – maximum of 20%

3.10.5 The portfolio percentage restrictions apply at the time that the investment is made. At specific times thereafter, the portfolio limitations may be exceeded for a short time as a result of the timing of maturities, where due to cash flow fluctuations longer-term discrepancies may be noted.

3.10.6 Prior to the disposal of investments, the Treasurer will make a determination giving consideration to the stated investment objectives and any penalties that may be incurred as a result of deposition.

3.10.7 Based upon the performance, the Treasurer may retain, at their discretion, the investment(s) that exceed the prescribed portfolio limitations provided that such action is not contrary to the *Municipal Act, 2001*.

3.10.8 Any investments that are off-side with regards to portfolio limitations stated in this policy at the time of adoption will be re-invested at the time of maturity to comply.

3.11 Investment Strategy

3.11.1 Cash flow will be managed on an ongoing basis and will include all investment, borrowing, operations, and capital activity affecting the cash balance of the Municipality.

3.11.2 Whenever possible, the Municipality will attempt to match its investments with anticipated cash flow requirements to maximize the advantage of longer investment terms, while preserving sufficient cash flow.



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3.11.3 Key requirements and limitations of this strategy are:

3.11.3.1 Development and maintenance of a solid cash flow forecast.

3.11.3.2 Use of One Funds in order to benefit from the usually enhanced returns associated with actively managed investment portfolios.

3.11.3.3 Working capital to be invested in bank account balances, One Funds Money Market Fund and/or short-term investments of thirty to ninety days

3.11.3.4 Periodic review of the Municipality's investment strategy on analysis of prior period returns, conducted once per year at a minimum.

3.12 Investment Income

3.12.1 For investment purposes, funds are to include money that is held in a general fund, a capital fund, a reserve fund, and restricted cash balances. The allocation of earnings from combined investments shall be credited to each separate fund on proportion to the amount invested from it.

3.13 Investment Reporting

3.13.1 Each year, a report of the "Portfolio Yield" and the "Portfolio Compliance with the Investment Policy" is completed for the Treasurer's review.

3.13.2 The Treasurer shall provide Council with an annual investment report that shall contain:

3.13.2.1 A statement about the performance of the portfolio of investments of the Municipality during the period covered by the report.

3.13.2.2 A description of the estimated proportion of the total investments of the Municipality that are invested in its own long-term and short-term securities to the total investment of the Municipality, and a description of the change, if any, in that estimated proportion since the previous year's report.



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3.13.2.3 A record of the date of each transaction regarding securities, or disposal of securities, including a statement of the purchase and sale price of each security.

3.13.2.4 Such other information that Council may require or, that in the professional opinion of the Treasurer, should be included.

3.14 Performance Standards

3.14.1 The investment portfolio will be managed in accordance with the criteria set out within this policy.

3.14.2 The portfolio should obtain a market average rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs of the Municipality.

3.14.3 The performances of investments are measured using multiple benchmarks and performance indicators:

3.14.3.1 Short-term funds will be compared to the three-month return rate on the Government of Canada Treasury Bills and the One Fund's Money Market Fund.

3.14.3.2 Long-term funds will be compared to the Bank of Canada one year Treasury Bill rate.

3.14.3.3 Prime interest rates and other applicable market rates can and may be utilized to provide a useful benchmark for investment performance with consideration made to the limitations laid out in the *Municipal Act, 2001*.

3.14.4 Baseline expectations are determined at the beginning of each fiscal year and could be reviewed and adjusted quarterly with consideration made to current market conditions.

3.15 Investment Transaction, Accounts And Safekeeping



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- 3.15.1 The Treasurer, together with the Deputy Treasurer, shall be authorized to enter into arrangements with banks, investment dealers and brokers, and other financial institutions for the purchase, sale, redemption, issuance, transfer and safekeeping of securities, and to perform other related acts in the day-to-day operation of the investment program for all investment transactions on behalf of the Municipality.
- 3.15.2 The Designated Signing Authorities shall be authorized to sign the necessary documentation associated with maintaining approved investment accounts, subject to approval in financial content by the Treasurer.
- 3.15.3 Investment records are issued for each investment held in Municipal specific accounts through various investment dealers. Each investment transaction generates a ticket, which is received and recorded by staff within the Financial Services department. Quarterly statements are generated for each Municipal specific account, indicating all investment activity, including income earned by the investments.

3.16 Selection Process of Investment Instruments

- 3.16.1 The purchase and sale of securities shall be conducted through a competitive process with financial institutions approved by the Treasurer.
- 3.16.2 The Municipality will accept an offer, which:
 - 3.16.2.1 Optimizes the investment objectives of the overall portfolio;
and
 - 3.16.2.2 Has the highest rate of return within the maturity required.
- 3.16.3 Before selling a security, the Municipality will select the bid that generates the highest sale price or the transaction that will yield the best return for the portfolio.
 - 3.16.3.1 In a situation where there is a tie between one or more brokers, the Municipality will award the winning bid to the brokers on a rotating basis.



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3.16.4 The Treasurer and Deputy Treasurer will be responsible, for each purchase/sale. The Treasurer and Deputy Treasurer will also be responsible for producing and retaining written records of each transaction, including the name of the financial institutions solicited (at least two brokers), rate quoted, description of the security, investment selected, and any special considerations that had an impact on the decision.

3.16.4.1 In the case that the lowest priced security (highest yield) was not selected for purchase, an explanation describing the rationale shall be included in this record.

3.16.5 Agencies, boards, commissions, and wholly owned corporations incorporated by the Municipality under Section 203 of the *Municipal Act, 2001*, may only invest in instruments prescribed by Section 418 of the *Municipal Act, 2001*.

3.17 Prudence

3.17.1 Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

3.18 Ethics and Conflicts of Interest

3.18.1 Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

3.18.2 Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

3.18.3 Employees and officers shall not undertake personal investment transactions with the same individual with whom business is conducted on behalf of the Municipality.



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3.18.4 Conflicts shall be disclosed immediately to the employee's direct supervisor who in turn shall notify the Treasurer. Any conflicts noted by the Treasurer as to his/her personal business activity shall be disclosed to the Chief Administrative Officer.

4.0 Responsibilities

4.1 Designated Signing Authorities have the authority and responsibility to:

4.1.1 Execute and sign all agreements in relation to this policy on behalf of the Municipality.

4.2 The Treasurer has the authority and responsibility to:

4.2.1 Provide Council with an annual investment report, or more frequently as directed by Council.

4.2.2 Enter into arrangements with banks, investment dealers and brokers, and other financial institutions for the purchase, sale, redemption, issuance, transfer and safekeeping of securities, all in the name of the Municipality.

4.2.3 Ensure that any investment that is not consistent with this policy will be disposed of within prescribed timelines.

4.2.4 Ensure that credit ratings of securities held in the investment portfolio are being monitored regularly and that any negative changes are communicated in a timely manner, as deemed appropriate.

4.2.5 Ensure that all reporting requirements identified within this policy are met.

4.3 Deputy Treasurer has the authority and responsibility to:



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- 4.3.1 Prepare and provide annual reports to the Treasurer including an investment report prepared in accordance with the *Municipal Act, 2001*.
- 4.3.2 Develop and maintain all necessary operating procedures for the effective control and management of the investment function, and reasonable assurance that the Municipality's investments are properly managed and adequately protected.
- 4.3.3 Authorized to enter, as restricted in Section 6.12 of this Policy, into arrangements with banks, investments dealers and brokers, and other financial institutions for the purchase, sale, redemption, issuance, transfer and safekeeping of securities, all in the name of the Municipality, as delegated by the Treasurer.
- 4.3.4 In the absence of the Treasurer, the Deputy Treasurer shall assume the roles and responsibilities of the Treasurer.

4.4 Delegation of Authority

- 4.4.1 The Treasurer will have overall responsibility for the prudent investment of the Municipality's portfolio.
- 4.4.2 The Deputy Treasurer will be responsible and have the authority for the implementation of the investment program and the establishment of investment procedures consistent with this policy.
- 4.4.3 The Deputy Treasurer shall share in the responsibility with the Treasurer for all transactions undertaken, and shall establish a system of controls to regulate the activities.
- 4.4.4 The Deputy Treasurer may delegate responsibility for the day-to-day management of the portfolio to subordinate Managers within established guidelines and in accordance with this policy.



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4.4.5 No Person may engage in an investment transaction except as provided under the terms of this policy.

4.5 Legislative Authority

4.5.1 Legislative authority for the investment guidelines of municipal funds is Section 418 of the *Municipal Act, 2001*.

4.5.2 Investments, unless otherwise limited by Council, will be those deemed eligible under Ontario Regulation 438/97, or as amended.

5.0 Consequences

5.1 Failure to follow this policy could result in negative financial consequences to the Municipality.

6.0 Reference Documents

6.1 Appendix A: Eligible Investments and Sector Thresholds

6.2 *Municipal Act, 2001*

7.0 Communication and Training

7.1 This policy will be communicated to Council.

7.2 This policy will be communicated to Finance Staff.

8.0 Review/Revisions

8.1 This policy will be reviewed every two years or at the discretion of the Treasurer.

8.2 Revision Log:



Investment Policy

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Date Last Reviewed: July 13, 2021

#	Date Revised	Author	Section	Details of Change
1	July 13, 2021	R.Pellerito		New Policy
2				

Refer policy questions to: Director of Finance/Treasurer



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Appendix A – Eligible Investments and Sector Thresholds

Sectors	Minimum Credit Rating		Sector/Credit Exposure Limitation (Maximum)		Sector Term Limitations (Maximum)
	Long-Term	Short-Term	Portfolio Limit	Individual Limit	
(I)	(II)	(III)	(IV)	(V)	(VI)
Federal					
Canada		N/A	100%	100%	1 Year
	N/A		75%	75% (> 1 Year)	30 Years
Overall Category Limit			100%		
PROVINCIAL					
Ontario		R1 Mid	80%	25%	1 Year
		R1 Low	10%	5%	1 Year
	AA		75%	25%	30 Years
	A		25%	15%	15 Years
	BBB		10%	5%	5 Years
Overall Category Limit			80%		
Municipal					
Internally financed capital projects	N/A		100%	100%	None
Other Municipalities	AAA		25%	10%	20 Years
	AA (low)		25%	5%	10 Years
Applied Arts, Housing Corp., Education, Hospitals and Other	AA (low)		25%	5%	10 Years
Overall Category Limit			25%		
Banks					
Schedule I Banks		R1 Mid	75%	25%	1 Year
		R1 Low	20%	5%	6 Months
	AA (low)		30%	15%	10 Years
Schedule II Banks		R1 Mid	10%	5%	1 Year
	AA(low)		10%	5%	10 Years
Overall Category Limit			75%		



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Sectors	Minimum Credit Rating		Sector/Credit Exposure Limitation (Maximum)		Sector Term Limitations (Maximum)
	Long-Term	Short-Term	Portfolio Limit	Individual Limit	
(I)	(II)	(III)	(IV)	(V)	(VI)
One Fund					
Money Market Fund	N/A		50%	N/A	None (pooled funds)
Bond Fund	N/A		25%	N/A	None (pooled funds)
Equity Fund	N/A		5%	N/A	None (pooled funds)
Overall Category Limit			50%		
Other					
Loan or trust corporation, credit union	AA(low)		10%	5%	10 Years
Deposit: Loan or trust corporation, credit union		N/A	10%	5%	1 Year
Overall Category Limit			10%		

Municipality of Lakeshore – Report to Council

Corporate Services

Financial Planning and Analysis



To: Mayor & Members of Council
From: Justin Rousseau, Corporate Leader – Chief Financial Officer
Date: December 6, 2023
Subject: Financial Indicators – Ward Data

Recommendation

This report is for information only.

Background

Municipalities use many indicators to monitor the health of its financial systems, including the allocation of resources. In preparing for the 2024 Budget deliberations, and review of strategic planning. Administration is looking to present several infographics to help provide transparency and accessibility in the budgeting and fiscal management of the municipality.

One new financial indicator is a general overview of resources and revenue based on wards, in particular financial indicators that are predominantly urban or rural only. This does not include projects that are beneficial to all wards, such as recreation or fire service projects.

Comments

The Financial Indicators Based on Ward Data (Appendix A) is based on 2022 Budget allocations and data.

Financial Impacts

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

Attachments

Appendix A - Financial Indicators Based on Ward Data

Report Approval Details

Document Title:	Financial Indicators - Ward Data.docx
Attachments:	- Appendix A - Financial Indicators - Wards.pdf
Final Approval Date:	Dec 7, 2023

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

Prepared by Justin Rousseau

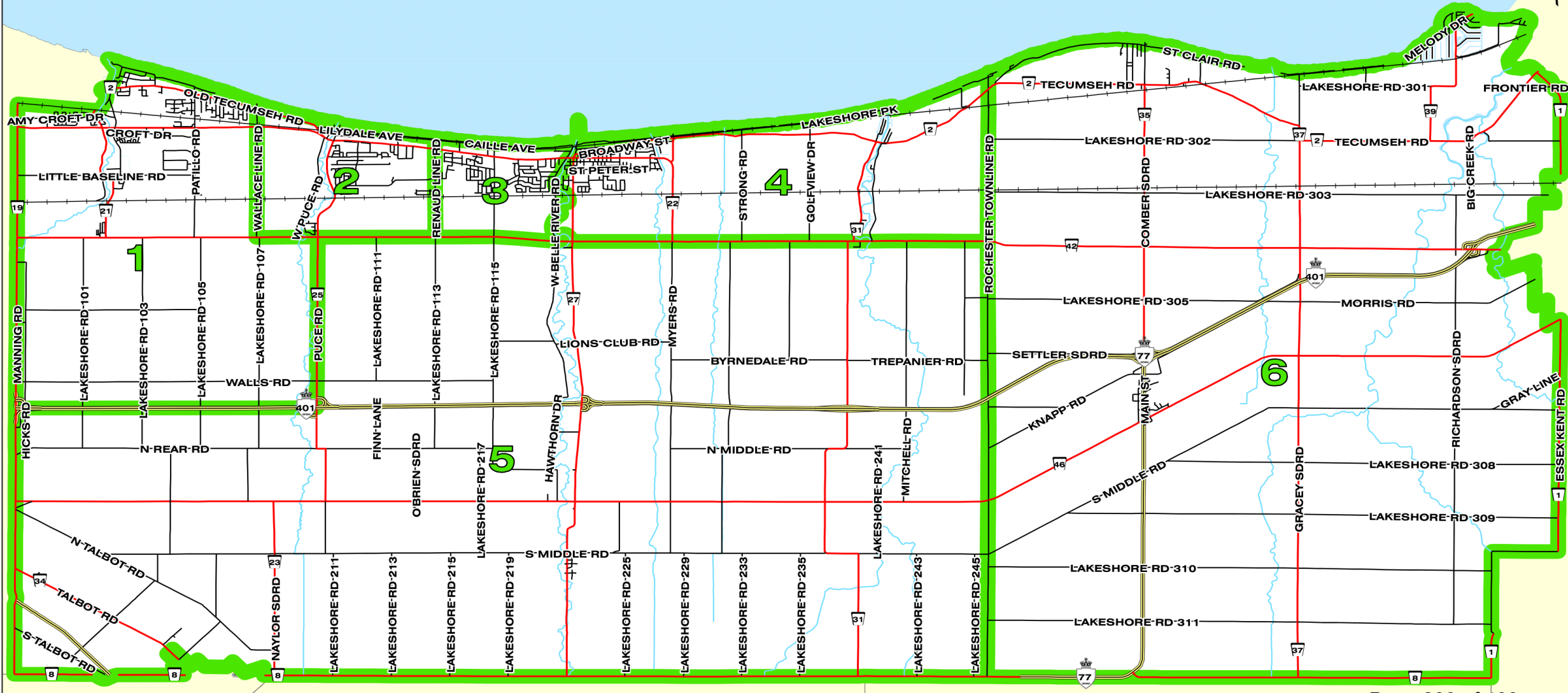
Approved by Truper McBride



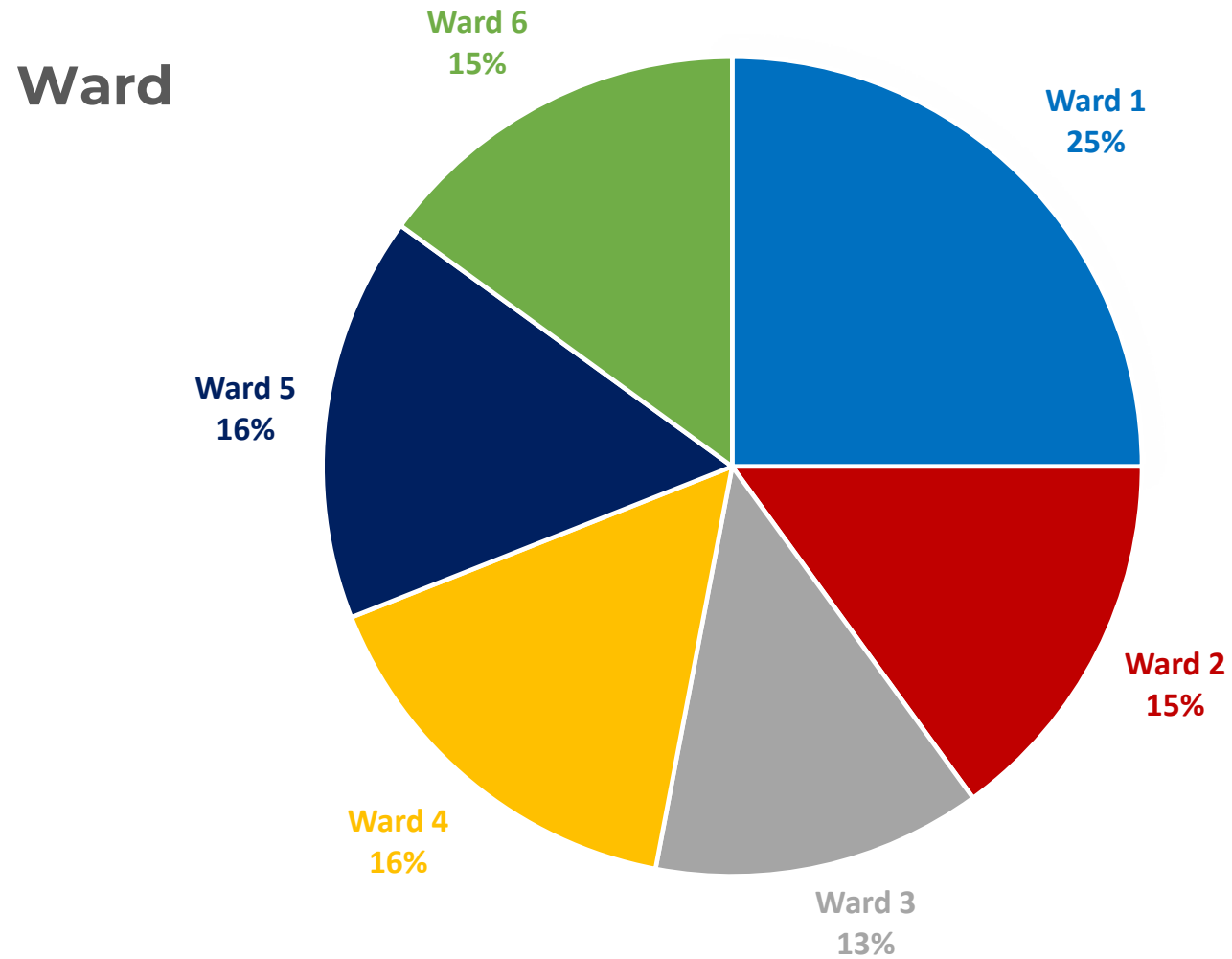
Ward Review

Financial Indicators Based on Ward Data

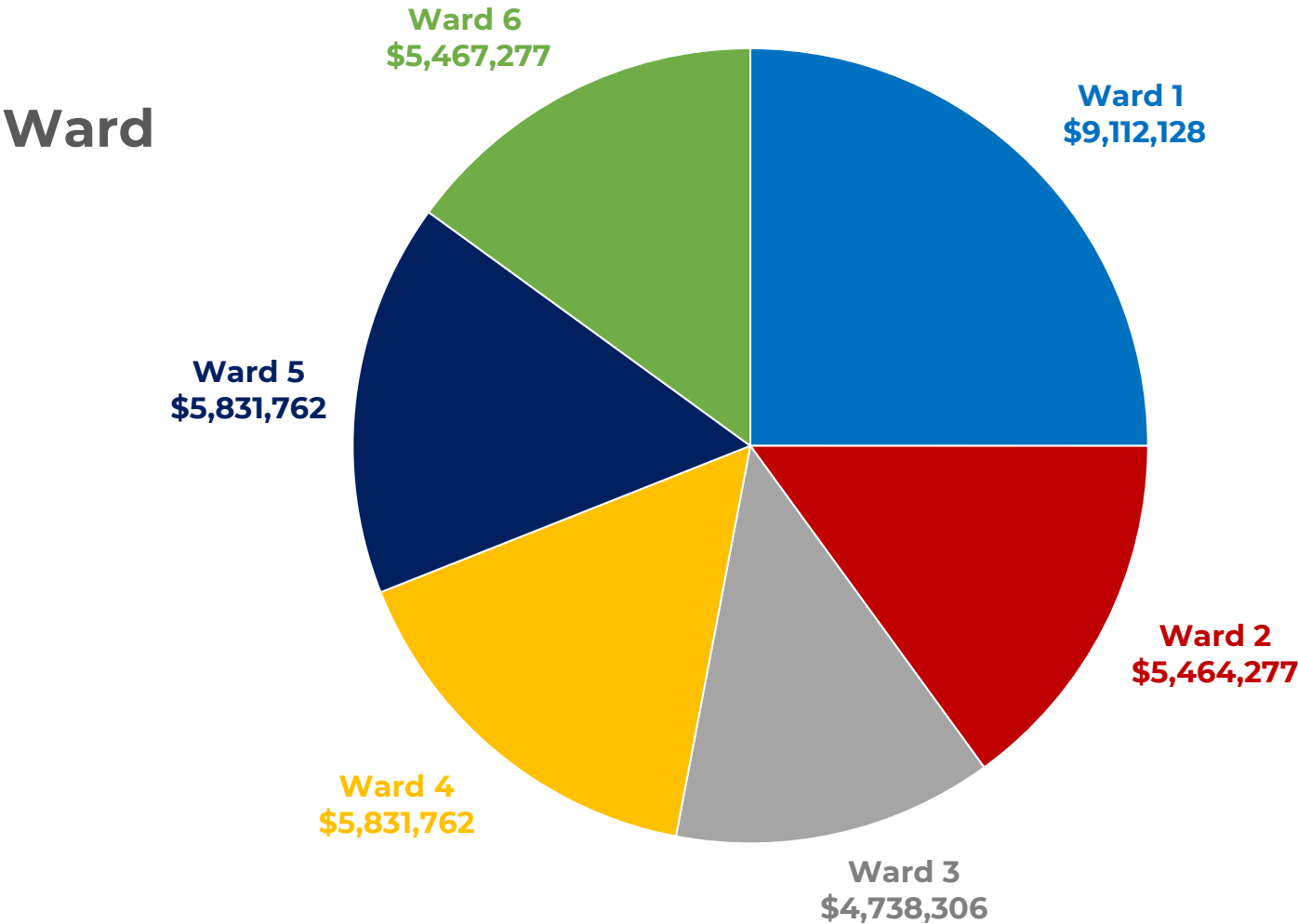
Ward Overview



Assessment Breakdown By Ward

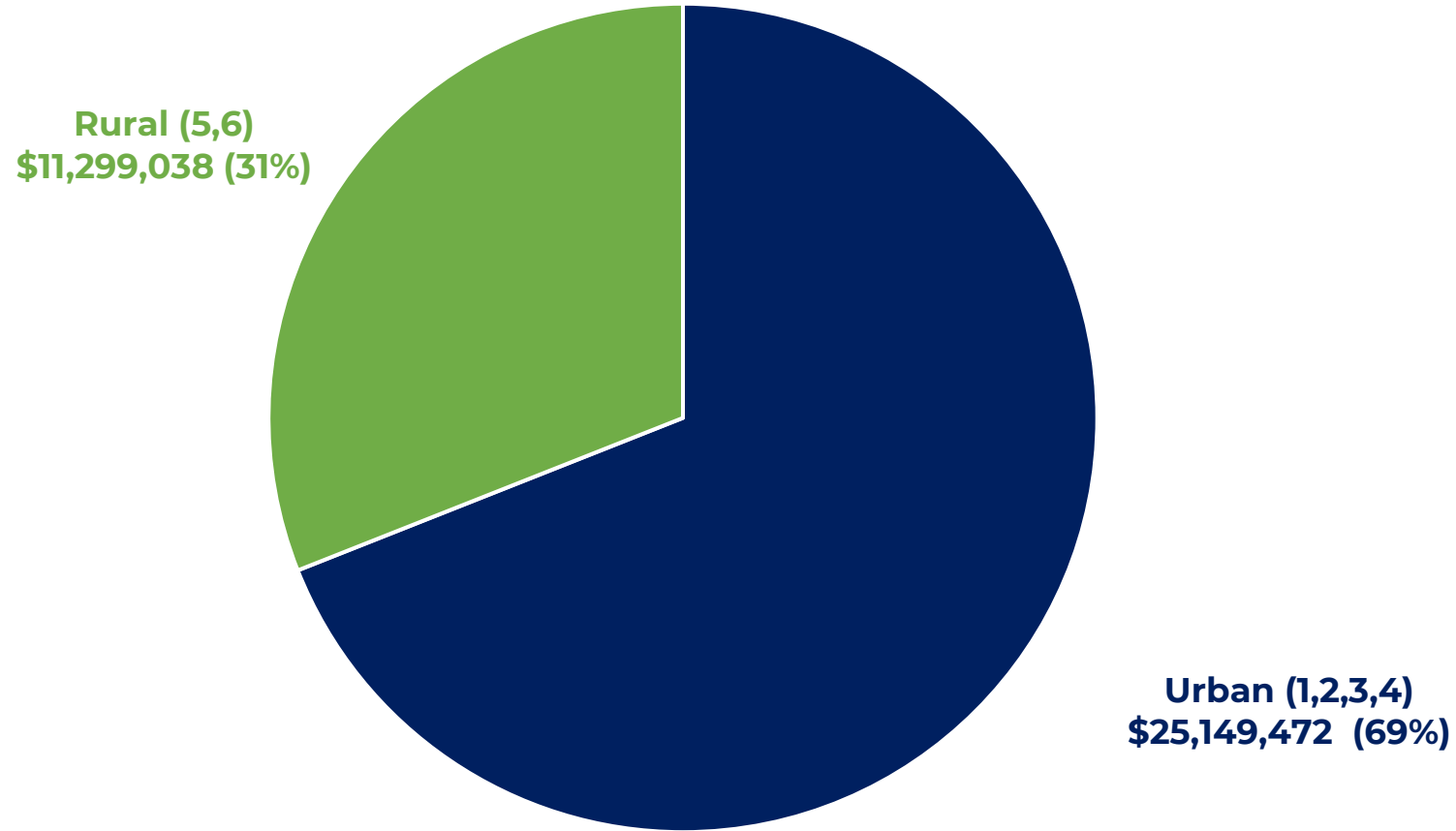


Revenue Breakdown By Ward



Revenue Breakdown: Urban Vs Rural

Ward



Urban & Rural Expenses and Revenue

The following is based on 2022 budget allocations

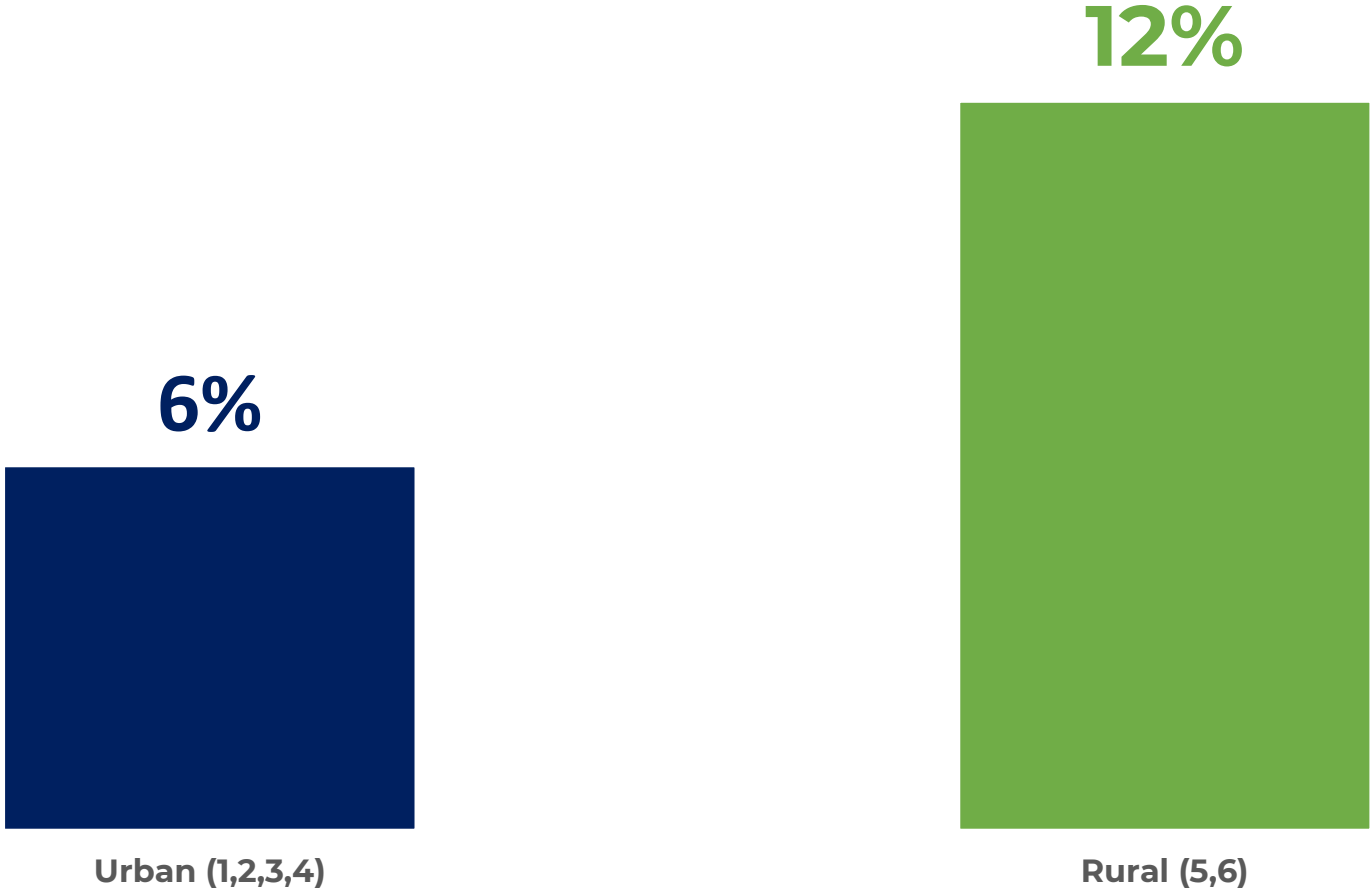
Urban Expenses and Revenue		Rural Expense and Revenue	
Sidewalk Maintenance	\$30,000	Loosetop Road Maintenance	\$335,000
Streetlight Maintenance	\$35,000	Drain Assessments	\$149,800
Storm Sewer Maintenance	\$325,000	Road Share of Drainage Works	\$378,700
Stormwater Reserve Contribution	\$834,600	Gravel Roads Conversion	\$845,200
Streetlights Reserve Contribution	\$239,000	Less: Revenue From Wind Farms	\$(394,640)
Total Urban	\$1,463,600	Total Rural	\$1,314,060

4.02% of Total Tax Levy for 2022 went to **urban-only** expenses

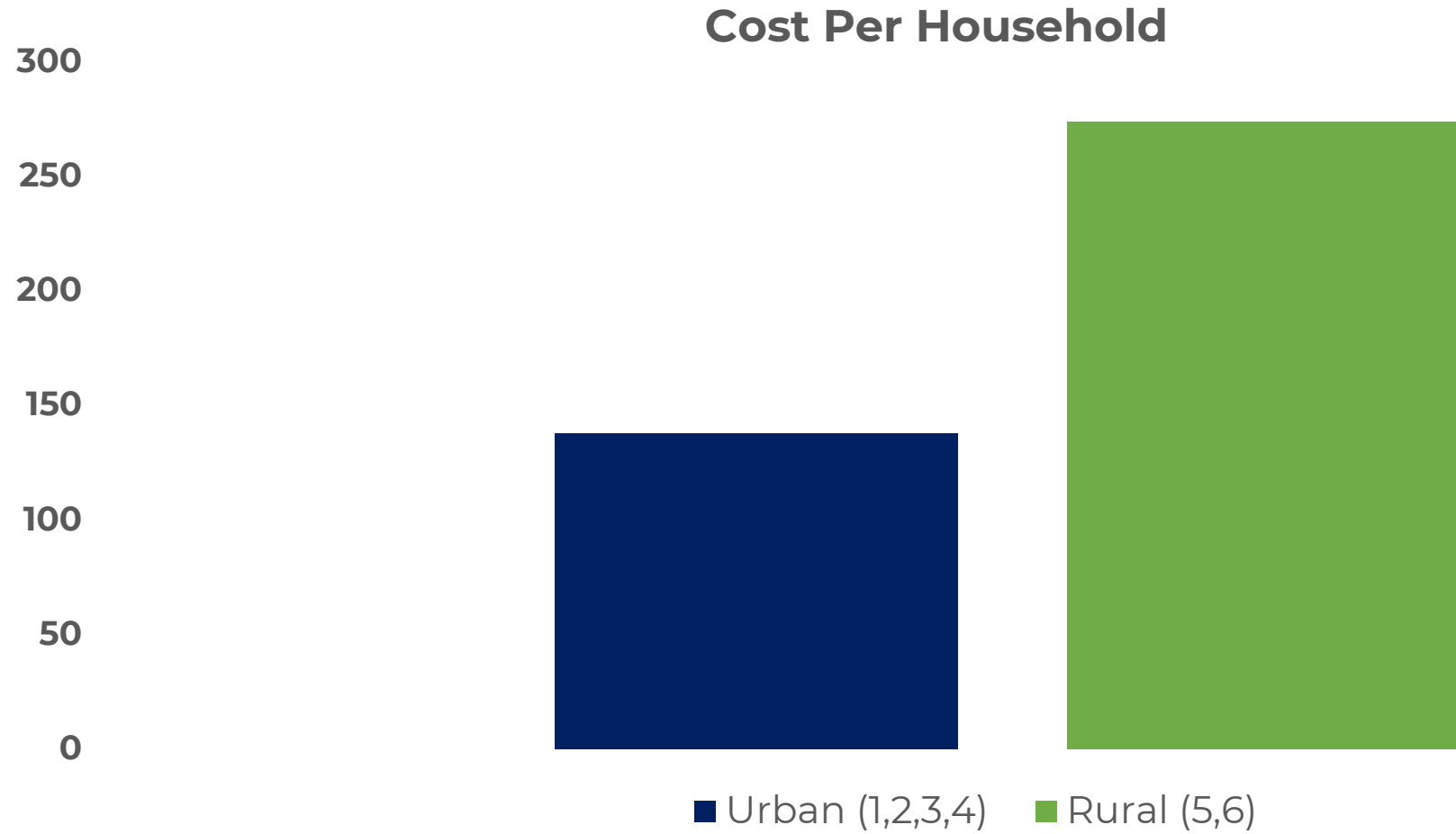
3.61% of Total Tax Levy for 2022 went to **rural-only** expenses

Difference of \$149,540

Percentage of Ward Revenue Spent on Area-specific Funding



Spending Per Household Urban vs Rural



Conclusion/Review

- **Tax revenue generation:**
 - Urban wards = 69%
 - Rural wards = 31%
- **2022 tax levy generation:**
 - Urban wards = \$25.1 million
 - Rural wards = \$11.3 million
- **Expenses:**
 - Urban-only = \$1.5 million
 - Rural-only (minus revenue) = \$1.3 million
 - Difference of \$149,540 (2.5%)
- **Assessment and area-specific costs:**
 - Rural areas = 31% of the assessment and 47.5% of total area-specific cost.
- **Cost per household:**
 - Urban specific activities = \$138
 - Rural specific activities = \$273
- Overall, the cost to fund activities in rural-only areas is higher as a percentage and on a per-household cost
- Urban areas subsidizing rural areas.

Questions?

Municipality of Lakeshore – Report to Council

Corporate Services

Accounting and Revenue Services



To: Mayor & Members of Council

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

Date: November 9, 2023

Subject: 2024 User Fee By-Law

Recommendation

Approve the changes to the User Fee schedule, as described at the December 12, 2023 Council meeting; and

Direct the Clerk to read By-Law 95-2023 during the Consideration of By-laws.

Background

The *Municipal Act, 2001* authorizes a municipality to impose fees and charges on persons for services or activities provided. During 2021, the Municipality of Lakeshore engaged Watson and Associates to do a comprehensive review of all user fees in the municipality, however due to timing issues this review is not completed and is currently in Draft Report Status. It is however important to keep user fees in line with the consumer price index, as such the User Fee By-Law before Council does not contemplate much change until the review is completed in 2024.

Comments

This report is provided to advise Council of recommended changes for the 2024 User Fee By-law 95-2023, which is also before Council for consideration. Adoption of this By-law as presented will: 1) continue fees and user rates previously adopted by Council, 2) allow for indexing based on the Consumer Price Index as applicable, and 3) approve the elimination or creation of any new fees and rates as recommended in this report.

The previous User Fee By-law (By-law 11-2023) will be repealed upon adoption of the new by-law. The fees in Schedules A through I have been adjusted in accordance with the applied year over year change in the CPI currently 4% for 2024. Schedule J has been adjusted to reflect the water/wastewater rate study completed in 2022 as indicated below.

By-law 95-2023 will take effect on the 1st of January, except for Schedule H and Schedule I rates which are effective the 1st of April. New fees proposed are shown at the

recommended 2024 rates; therefore, those fees have not been adjusted by the CPI index in 2024.

Schedules have been revised to move fees into correct Schedules as per organizational department change. Below is a table outlining these changes.

Previous Schedule	Fees	New Schedule
Schedule D	Police Services	Included in Schedule E
Schedule E	Fire Services	Schedule D
Schedule F	Legal and Legislative Services	Schedule E
Schedule G	Operations	Schedule F
Schedule H	Finance and Administration	Schedule G
Schedule I	Arena – Ice Rates (April 1)	Schedule H
Schedule J	Marina (April 1)	Schedule I
Schedule K	Water Rates	Schedule J

New fees and fee changes are recommended as outlined in the tables below. The fees and rates recommended below are also included in the schedules to By-law 95-2023. Applicable taxes will be added to all fees.

New Fees/Deleted Fees for 2024		
Description of Fee	2024 Proposed Rate	Change
Schedule A – Building and By Law Services		
Inspection Fee – no show/not ready / Failed	\$100.00	Increase to cover scope of work required.
Construction Water	\$200.00	Increase due to volume of water used.
Swimming Pool Permit (all types)	\$250.00	Increase to cover scope of work required.
Tent Permit	\$117.00	New fee for 2024
Permit Cancellation Fee	\$100.00	New fee for 2024 to recover costs incurred to process permits that are then cancelled.

Fill Permit	\$250.00	Increase to cover scope of work required.
Construction – Residential Application Fee Deposit (minimum)	\$1000.00	No longer required.
Changes to Permits already issued	\$200.00	Increase to cover scope of work.
Indemnity Deposit for Site Plan (Minor)	\$4000.00	Increased per Watson Report
Indemnity Deposit for Site Plan (Major)	\$25000.00	Increased per Watson Report
Permit Refund Administration Fee	\$40.00	Add administration fee not identified in previous User Fee Bylaws
Schedule C – Community Services		
Arena Floor (non-ice) (no air conditioning) – Commercial – per hour	\$82.50	New fee for 2024
Atlas Tube Recreation Centre Lobby or Common Area(s) – Commercial – per hour	\$155.00	New fee for 2024
Birthday Parties	Various	Revised for 2024 to identify specific parties, no food
Active Net Payment Processing Fee – Credit Card	2.5 % of transaction	New for 2024, user to be charged for credit card payment options in line with other municipal departments
Activity Guide Advertising	\$0.00	Removed from schedule
Schedule E – Legislative and Legal Services		
Animal Control and Dog Pound Fees		Now included in Schedule A (By Law Services)
Alarm Registration – Annual	\$25.00	Moved from Schedule D
False Alarm Fees	\$148.00	Moved from Schedule D
Police Service Fees		Moved from single Schedule D to be included in Schedule E
Schedule F - Operations		
Inspection Fee – inspect water service when building is demolished	\$100.00	Increase to cover scope of work required.

No access to water meter for repair/replacement	\$40.00	New fee for 2024, noncompliance of By-law
Manual Water Read Fee – monthly per property	\$200.00	Increase to cover scope of work required.
Water Meter administration fee	\$40.00	New fee for 2024, recover administrative costs for meter distribution
Schedule G – Finance and Administration		
Final Notice Letter per property - arrears	\$60.00	New fee for 2024, to recover time and costs
Tax Sale -Extension Agreement	\$500.00	Increase to cover scope of work required.
Tax Sale - Tender Opening and examination	\$750.00	Increase to cover scope of work required.
Prepare and Register Tax Deed	\$1000.00	Increase to cover scope of work required.
Schedule H – Arena – Ice Rentals		
Ice Rentals – all rentals	No increase	

In the area of planning and building fees, amendments have been made as outlined in the Watson & Associates Development Application Fees Review of October 10, 2023. Starting in 2024, per the Watson report, deposits for planning applications will no longer be collected at the time of application. This process change will increase efficiencies and reduce administrative responsibilities. Administration is also recommending a similar 3-year limit on claims back for developer deposits that have not met the conditions of the development process.

Water and Wastewater operations are not taxation-funded but are to be ‘self-funding’ through water and wastewater user rates. The user rates set for these services are established to provide sustainable funding of both current and long-term costs for operations and capital infrastructure. Rate recommendations are based on strategic planning documents including the Asset Management Plan, Water and Wastewater Master Plan, Water Financial Plan and the Water and Wastewater rate study completed in 2022.

Both Water and Wastewater rates have proposed increases that are significant and are designed to ensure fiscally responsible planning for the future cost of capital and operations for both streams of business operations. The following is a table of proposed rates from the study till 2028:

Municipality of Lakeshore
Average Annual Water and Wastewater Bill Based on 175 cu.m. of Volume

Description	2022	2023	2024	2025	2026	2027	2028
Water							
Base Monthly Charge	\$20.85	\$21.68	\$22.55	\$23.45	\$24.39	\$25.37	\$26.38
Volume Rate	\$1.56	\$1.62	\$1.68	\$1.75	\$1.82	\$1.89	\$1.97
Annual Base Charge	\$250.20	\$260.21	\$270.62	\$281.44	\$292.70	\$304.41	\$316.58
Annual Volume Charge	\$273.00	\$283.50	\$294.00	\$306.25	\$318.50	\$330.75	\$344.75
Total Water Bill	\$523.20	\$543.71	\$564.62	\$587.69	\$611.20	\$635.16	\$661.33
Wastewater							
Base Monthly Charge	\$21.32	\$23.24	\$25.33	\$27.61	\$30.09	\$32.80	\$35.76
Volume Rate	\$1.68	\$1.83	\$1.99	\$2.17	\$2.37	\$2.58	\$2.81
Annual Base Charge	\$255.84	\$278.87	\$303.96	\$331.32	\$361.14	\$393.64	\$429.07
Annual Volume Charge	\$294.00	\$320.25	\$348.25	\$379.75	\$414.75	\$451.50	\$491.75
Total Wastewater Bill	\$549.84	\$599.12	\$652.21	\$711.07	\$775.89	\$845.14	\$920.82
Total Water and Wastewater Bill	\$1,073.04	\$1,142.82	\$1,216.83	\$1,298.76	\$1,387.09	\$1,480.30	\$1,582.15
Annual % Increase (rounded)		6.5%	6.5%	6.7%	6.8%	6.7%	6.9%

Others Consulted

Watson & Associates were consulted on the timelines of the user fee review.

Financial Impacts

User fees and charges for taxation funded service areas are designed to mitigate the costs associated with providing services to individuals. Fees are recommended with consideration to recovering direct program costs, such as program supplies, but generally do not cover the full cost of the service.

Fee revenue is included in annual budget requests to offset the cost of programs and services that must otherwise be recovered through taxation. Revenue impacts of the recommended changes identified above have been provided in the 2024 recommended budget where applicable.

Attachments: 2024 User Fees – Final Indexed with By-Law Schedules A – J.

Report Approval Details

Document Title:	2024 User Fees .docx
Attachments:	- All Schedules.pdf
Final Approval Date:	Dec 7, 2023

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

Prepared by Justin Rousseau and Michelle Heslop

Approved by Truper McBride

**2024 User Fee By-Law 95-2023
Schedule A**

(Applicable taxes will be added to all fees)

Growth and Sustainability Building and By Law Services	
All applications shall be paid for within 6 months of the fee owing or the application shall be rejected and re-application shall be required at the current fees.	
Construction - New	
Building Permit Fees (building, plumbing & septic) will be charged at twice the applicable rate if any work requiring a permit is commenced prior to receiving a Building Permit.	
New Residential (per square foot of living area)	\$1.39
Modular Homes/Relocated Dwellings – per square foot	\$0.54
New Non-Residential (including Mezzanines) per square ft	\$1.02
Finished Basement (per square foot)	\$0.31
Renovation Application after house is completed	15.00 per 1000 ft.
Greenhouses (per square foot)	\$0.05
Greenhouse related Structures – per square foot	\$0.34
Construction - Addition or Renovations	
Permit fees for all other construction not shown will be calculated per thousand dollars of the construction cost . The construction cost will be reflective of labour and materials and will be as determined by the Chief Building Official where a valuation is not provided in this schedule.	\$15.00
Detached Garage/Shed (per square foot)	\$0.31
Pole Barn – per square foot (Agricultural Use)	\$0.20

Flat Fees	
Inspection fee (no show/not ready for inspection / failed)	\$100.00
Minimum Building Permit fee	\$117.00
Construction Water	\$200.00
Fence Permit	\$71.00
Application for variance to Fence By-law	\$535.00
Application for variance to Sign By-law	\$535.00
Swimming Pool Permit (Above Ground)	\$100.00
Swimming Pool Permit (In-Ground)	\$250.00
Sign Permit	\$88.00
Plumbing Permit (per washroom)	\$113.00
Driveway Approach	\$201.00
Demolition Permit	\$130.00
Deck Permit	\$189.00
Solar Panel Permit - per panel rate (max. \$605; min. \$117)	\$18.00
Lawyer letters (per property inquiry)	\$80.00
Liquour Licence Permit	\$204.00
All 911 Address Signs and Posts	Actual Cost
All 911 Address Signs Only	Actual Cost
911 Sign for undeveloped properties	\$101.00
Tent Permit	\$117.00

**2024 User Fee By-Law 95-2023
Schedule A**

(Applicable taxes will be added to all fees)

Growth and Sustainability Building and By Law Services	
All applications shall be paid for within 6 months of the fee owing or the application shall be rejected and re-application shall be required at the current fees.	
Wind Turbines with an output over 1.5 megawatts, per turbine	\$13,590.00
Permit Cancellation Fee	\$100.00
Changes to Permits already issued	\$200.00
Fill Permit	\$250.00
Indemnity Deposits	
All Indemnity Deposits – refundable up to 3 years from issuance of permit. Only refunded if all accounts in the Municipality are current.	
Residential	\$3,000.00
Site Plan (Minor)	\$4,000.00
Site Plan (Major)	\$25,000.00
Swimming Pool (Inground)	\$1,000.00
Detached Garage/Shed	\$1,000.00
All Other Construction not listed	\$1,000.00
Demolition Permit Indemnity Deposit	\$1,000.00
Demolition Permit Secondary Dwelling	\$20,000.00
Fill Permit Indemnity (1.5 to 2 acres)	\$2,500.00
Fill Permit Indemnity (2 to 4 acres)	\$5,500.00
Fill Permit Indemnity (4 to 5 acres)	\$7,500.00
Fill Permit Indemnity (over 5 acres)	\$7,500 plus \$2,500 per acre
Part 8 (O.B.C.) Program	
Permit - Class 4 – Septic New or Replacement System	\$1,035.00
Permit – Class Tertiary System	\$1,035.00
Permit – Class 4 – Tank Replacement only	\$438.00
Permit - Class 5 – Holding Tank	\$1,035.00
Refund Policy	
Percentage below is refunded to applicant	
Application filed, preliminary review of plans performed	80%
Application filed, plans reviewed and permit issued	75%
Additional deduction for each field inspection performed	5%
Permits valued at less than \$100	0%
Refund Administration Fee	\$40.00
Property Standards	
Yard Maintenance Order	actual cost plus 20% admin fee, minimum \$50.00
Property Standards Order	Actual cost plus up to 20% admin fee

**2024 User Fee By-Law 95-2023
Schedule A**

(Applicable taxes will be added to all fees)

Growth and Sustainability Building and By Law Services	
All applications shall be paid for within 6 months of the fee owing or the application shall be rejected and re-application shall be required at the current fees.	
Application for variance to Noise By-law	\$535.00
Animal Control and Dog Pound Fees	
Dog Pound Impound Fee Per Day	\$ 15.00
Dog At Large Second Offence	\$ 71.00
Dog At Large Third Offence	\$ 138.00
Dog Tags	\$ 23.00
Dog Tag Penalty if Purchased after March 31	\$ 10.00
Replacement of lost dog tag	\$ 7.00
Kennel Licence - In designated zoning areas only	\$ 73.00
Dangerous Dog Sign	\$ 31.00
Trap rental – per day, up to 7 continuous days, plus \$50 refundable deposit	\$ 10.00
Trap rental – per day beyond 7 continuous days	\$ 5.00

**2024 User Fee By-Law 95-2023
Schedule B**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning

Description	Flat Fee
Official Plan amendments	
Major (see definition below)	\$5,100.00
Minor (see definition below)	\$5,100.00
Zoning By-law amendments	
Major (see definition below)	\$7,500.00
Minor (see definition below)	\$2,500.00
Temporary Use By-law	\$1,941.00
By-law to extend the time limit for a Temporary Use	\$1,267.00
“H” Removal By-law	\$2,459.00
Deeming By-law	\$1,295.00
Site Plan Approval – Minor	
Site Plan Approval - Minor	\$6,448.00
Amendment (see definition below)	\$6,133.00
Site Plan Approval – Major	
Site Plan Approval - Major	\$12,837.00
Amendment (see definition below)	\$9,147.00
Telecommunications Facilities	
Letter of Recommendation without Public Consultation	\$649.00
Public Consultation	\$1,944.00
Subdivision Applications	
Subdivision Application	\$6,470.00
Revisions to Draft Approved Plans	
Revisions to a Draft Approved Plan of <u>Subdivision</u> (Red Line Revision)	
Minor Revision (see definition below)	\$3,237.00
Major Revision (see definition below)	\$5,277.00
Request to Extend Draft Approval	\$3,408.00
Clearance letter from County	\$1,843.00
Condominium Application	\$6,470.00
Revisions to a Draft Approved Plan of <u>Condominium</u> (Red Line Revision)	
Minor Revision (see definition below)	\$3,237.00
Major Revision (see definition below)	\$5,277.00
Request to Extend Draft Approval	\$3,408.00
Clearance letter to County	\$1,843.00
Condominium Conversion	\$2,151.00
Lift Part Lot Control	\$3,406.00

**2024 User Fee By-Law 95-2023
Schedule B**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning

Description	Flat Fee
Extend Part Lot Control	\$649.00
Minor Variance, Consent and Rezoning Applications	
Minor Variance Application	\$1,155.00
Amendment when Recirculation Required	\$262.00
Special Hearing	\$649.00
Consent	\$1,470.00
Stamping Fee (Certificate):	
For consent, new lot & lot additions	\$132.00
For lease and easement	\$86.00

**2024 User Fee By-Law 95-2023
Schedule B**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning

Description	Flat Fee
Other Fees	
Compliance Letters	\$132.00
Heritage Permit Application	\$7,239.00
Peer Review of all Specialized Reports/Studies	Actual Costs
OLT Costs	Actual Costs
Photocopies – per page	\$0.32
Information search (per hour)	\$40.00
More than one Open House or Public Meeting Required	\$391.00
Notice to Cancel Public Meeting or Open House	\$262.00
Recirculation of Public Notices	\$262.00
Engineering Review Fee	Actual Costs
Legal Review Fee	Actual Costs
Request for Security Release	\$262.00
Preconsultation Meeting (Stage 1)	\$250.00
Preconsultation Meeting (Stage 2)	\$3,974.00
Temporary Patio Application	\$250.00
Amendment to Development or Subdivision Agreement	\$3,607.00
Refund Policy	
<p>Refunds for site plan and zoning amendments applications to be refunded as per the Planning Act. Refunds on balance after fee deducted. Where the application is not complete and the deposit has been totally offset by costs, an additional deposit shall be required until the application is complete.</p>	
<p>All Deposits – refundable up to 3 years from date of application. Only refunded if all accounts in the Municipality are current.</p>	
Refund Administration Fee	\$40.00
After file opened but before circulated	90%
After file circulated but before considered at a public meeting	50%
After file considered at a public meeting	0%
Planning Definitions for Major and Minor	
<p><u>Official Plan Amendments</u> Major</p> <ul style="list-style-type: none"> • Proposes a re-designation or change in land use for a property or properties; • Requires many changes to the policies and schedules of the Official Plan; • New golf courses or expansion to existing golf courses; • New waste management facility or expansion to existing waste management facility (including agriculture waste facilities); 	

**2024 User Fee By-Law 95-2023
Schedule B**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning

Description	Flat Fee
<ul style="list-style-type: none"> • Expansion to urban boundary or re-designation of Urban Reserve Area; • Commercial Development over 3,000 square metres; • Deletion or addition of arterial or collector road, and; • Any application that due to the broader policy implications of the Municipality would require the need to review or manage studies or any application deemed to be major by the Manager of Development Services. <p>Minor</p> <ul style="list-style-type: none"> • Proposes a small-scale exception to a specific Official Plan standard (e.g. minor change to the • Proposes a minor change to a specific policy that is limited in scope and typically to one property; • Maintains the intent and purpose of the Official Plan; • Shall have limited impact or policy implications beyond the subject lands, and; • Any application deemed to be minor by the Manager of Development Services. 	

**2024 User Fee By-Law 95-2023
Schedule B**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning

Description	Flat Fee
<p><u>Zoning By-law Amendments</u></p> <p>Major</p> <ul style="list-style-type: none"> • Zone Category Change; • Associated with an Official Plan Amendment; • Associated with a Plan of Subdivision or Condominium; • Application involving multiple properties, and; • Any Application that requires the review of technical support documents or studies (e.g. environmental analysis, transportation studies, retail market studies etc.). <p>Minor</p> <ul style="list-style-type: none"> • Changes within current zone category; • Re-zoning related to a “surplus lot consent” whereby the remnant parcel of farmland must be re-zoned to ensure that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance. <p><u>Site Plan Approval</u></p> <p>Major</p> <ul style="list-style-type: none"> • New buildings of any size or additions greater than 929 square metres (10,000 sq. ft) or greater than 3 storeys in building height or; • Comprehensive changes to on-site grading/servicing/drainage or parking affecting lands greater than .6 hectare (1.5 acres) in land area. <p>Minor</p> <ul style="list-style-type: none"> • Existing buildings or new additions not exceeding 929 square metres (10,000 sq. ft) or up to 3 storeys in building height or; • Changes to landscaping, parking, grading or drainage areas up to .6 hectare (1.5 acres) in land area, including revisions to building elevations, patios or additions thereto. <p><u>Site Plan Amendment</u></p> <p>“Major” and “Minor” categories, as listed above, apply where a previous Site Plan has been approved and/or a Site Plan Agreement has been entered into with the Town.</p> <p><u>Revisions to a Draft Approved Plan of Subdivision or Condominium (Red-Line Revision)</u></p> <p>Major</p> <ul style="list-style-type: none"> • Major changes to the layout or conditions of draft approval of a draft approved plan. <p>Minor</p> <ul style="list-style-type: none"> • Minor changes to the layout or conditions of draft approval of a draft approved plan. 	

**2024 User Fee By-Law 95-2023
Schedule C**

(Applicable taxes will be added to all fees)

Community Services	
Fees – Rooms and Pavilions	
Cancellation fee - all rentals - minimum 72 hrs notice for refunds	\$40.00
Set up and Take Down (Libro / Comber)	\$60.00
Set up and Take Down (ATRC)	\$30.00
Key Deposit - for non-app access using a key (per key required)	\$200.00
Security Deposit (no alcohol function)	\$250.00
Security Deposit (alcohol function)	\$500.00
Rentals - Park Pavilions	
Park Rental: Major Event (Entire Park, Alcohol) (per day)	\$700.00
Park Rental: Major Event (Entire Park, No Alcohol) (per day)	\$350.00
Park Rental: Minor Event (Area of the park, no alcohol) (per day)	\$110.00
Electrical Access (per day)	\$103.00
Community Permit (per hour of staff time)	\$63.00
Sports Facilities and Fields	
Soccer or Baseball – Registered league fees, per user per season	\$16.00
Diamond and Field (per day) (non-league)	\$63.00
Additional dragging (first daily groom, no charge) per diamond	\$30.00
Unauthorized use of recreation facilities - infraction per field/diamond	\$250.00
Tennis and Pickleball Court Key (per season)	\$35.00
Special Events	
Temporary Road Closure (Special Events) (Minor)	\$100.00
Temporary Road Closure (Special Events) (Major)	\$160.00
Rentals – Community and Recreation Centres	
Large Room - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit or Commercial - per day	\$327.00
Large Room - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit - per hour	\$63.00
Large Room - ATRC Renaud Room, Libro CC, Comber CC - Commercial - per hour	\$89.00
Large Room & Kitchen - Alcohol Event - Commercial - per day	\$721.00
Large Room & Kitchen - Alcohol Event - Non-Profit - per day	\$702.00
Small Room - ATRC Program Room, Libro CC - Commercial - per hour	\$63.00
Small Room - ATRC Program Room, Libro CC - Non-Profit - per hour	\$40.00
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit or Commercial - per day	\$197.00
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Commercial - per hour	\$63.00
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit - per hour	\$40.00
Small Room - Alcohol Event - per day	\$375.00
Small Room + hall and servery (Libro Centre) no alcohol - per day	\$251.00
Small Room - Non-Profit Community group (ATRC, Comber, Libro) -regular business hours, non-fee usage, Mgr Rec approval	Free
Lobby and Common Area - Non-Profit Community group (ATRC, Comber, Libro) -regular business hours, non-fee usage, Mgr Rec approval	Free
Muzzatti Gymnasium - Prime Time - half - non-profit (per hour)	\$30.00
Muzzatti Gymnasium - Prime Time - full - non-profit (per hour)	\$50.00

**2024 User Fee By-Law 95-2023
Schedule C**

(Applicable taxes will be added to all fees)

Community Services	
Muzzatti Gymnasium - Prime Time - full only - commercial (per hour)	\$60.00
Muzzatti Gymnasium - Prime Time - full day rental is charged for 10 hours	max 10
Muzzatti Gymnasium - Non-Prime Time - half - non-profit (September-May 6:00am - 4:00pm)	\$18.00
Muzzatti Gymnasium - Non-Prime Time - full - non-profit (September-May 6:00am - 4:00pm)	\$30.00
Muzzatti Gymnasium - Non-Prime Time - full - commercial (September-May 6:00am - 4:00pm)	\$58.00
Muzzatti Gymnasium - Non-Prime Time - full day rental is charged for 10 hours	max 10
Atlas Tube Recreation Centre Lobby or Common Area(s) - Commercial (per hour)	\$156.00
Atlas Tube Recreation Centre Grass Areas -(per day	\$78.00
TV, Screen, or Sound System (per rental date)	\$29.00
Alcohol Event - per Staff Charge - per rental hour - minimum 2 employees	\$31.00
Tables and Chairs (per rental date) (Libro / Comber)	\$10.00
Recreation Fees (Non Aquatic)	
Drop-in Fees (Non Aquatic):	
Gymnasium, Program Rooms - per visit:	
Pre-School & Senior program (>4 & 55+) no instructor - up to 2 hours	\$5.00
Pre-School & Senior program (>4 & 55+) no instructor - up to 2 hours - 10 visit punch pass	\$45.00
Youth & Adult program (5 to 54) no instructor - up to 2 hours	\$6.00

**2024 User Fee By-Law 95-2023
Schedule C**

(Applicable taxes will be added to all fees)

Community Services	
Youth & Adult program (5 to 54) no instructor - up to 2 hours - 10 visit punch pass	\$54.00
Program Registration (Non- Aquatic):	
Recreation Programs: (per session) - Non Aquatic	
Pre-school and Senior - (>4 & 55+) instructor led	\$5.50
Youth and Adult (5 to 54) instructor led	\$6.50
Recreation Program Discounts (Discounts are not stackable)	
Family Program Registration – 3 or more immediate family members register for programs at full rates	10% discount
ODSP Recipient Program Registration – eligible persons	10% discount
Seniors Program Registration (55 yrs and up)	10% discount
Individual – Multi-Program – 3 or more programs/session	10% discount
Recreation - Camps and Birthday Parties	
Camps: (fees include activity fees and supplies)	
P.A. Day Camps	\$43.00
Summer Camp - Little Lakeshore 4 yoa (per week)	\$171.00
Summer Camp - Little Lakeshore 4 yoa (Short Week - Canada and Civic Holiday)	\$136.00
Summer Camp - Junior and Senior (per week)	\$161.00
Summer Camp - Junior and Senior (Short Week - Canada and Civic Holiday)	\$128.00
March Break Camp - all ages (per week)	\$161.00
Birthday parties (up to 20 participants)	
Ice Birthday Party (Ice 50 mins + program room 2 hours) instructor led	\$381.00
Gym Birthday Party (Gym 50 mins + program room 2 hours) instructor led	\$229.00
Pool Birthday Party (1 hour + program room 2 hours) instructor led	\$317.00
Sports Facilities and Fields	
Soccer or Baseball – Registered league fees, per user per season	\$16.00
Diamond and Field (per day) (non-league)	\$63.00
Tennis and Pickleball Court Key (per season)	\$35.00
Aquatics	
Drop-in Swimming	
Pool Lengths and Leisure swim (no instructor)	\$5.59
Pool – Aquatic Exercise (instructor led)	\$6.42
Recreation Swim (no instructor)	
Child under 24 months (with paid adult)	Free
Pre-School and Senior (2-4 and 55+)	\$4.00
Youth and Adult (5 -54)	\$4.00

**2024 User Fee By-Law 95-2023
Schedule C**

(Applicable taxes will be added to all fees)

Community Services	
Swim Passes:	
Summer Family Swim Pass (Valid from June 26-Labour Day for recreation swims only. Up to 6 immediate family members living in the same household)	\$194.00
Summer Adult Swim Pass (Valid from June 26-Labour Day for recreation swims only)	\$66.00
Summer Youth (up to age 14) Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$60.00
Summer Youth (ages 15-17) Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$53.00
Summer Organization Swim Pass (Valid for a recognized organization up to 6 people)	\$94.00
Memberships and Pass Cards	
Pool Membership (Monthly)	\$46.00
Pool Membership (3 Month)	\$124.00
Pool Membership (6 Month)	\$220.00
Pool Membership (Annual)	\$397.00
Enhanced Pool Membership (Monthly)	\$55.00
Enhanced Pool Membership (3 Month)	\$152.00
Enhanced Pool Membership (6 Month)	\$268.00
Enhanced Pool Membership (Annual)	\$483.00
Swim Pass (10 Sessions)	\$50.00
Enhanced Swim Pass (10 Sessions)	\$58.00
Swimming Lessons – rates per person, per ½ hour:	
Child/Youth (regular ratios)	\$9.00
Adult (regular ratios)	\$8.00
Child/Youth (up to age 14) (1:4 ratios)	\$12.00
Youth (age 15-17) (1:4 ratios)	\$11.00
Private Lessons - individual	\$31.00
Private Lessons – 2 participants (per person)	\$20.00
Private Lessons – 3 or more participants (per person)	\$16.00
Pool Rental:	
1 hour rental -1 pool, 2 lifeguards max. 24 people (base fee)	\$139.00
Extra Lifeguard for Hourly Pool Rental – per additional lifeguard per hour (added to base fee)	\$32.00
Fees	
Active Net Payment Processing Fee - Credit Card	2.5 % of transaction
Administration / Refund Fee	\$40.00

**2024 User Fee By-Law 95-2023
Schedule D**

(Applicable taxes will be added to all fees)

Community and Protective Services Fire Services	
Letters of Compliance	
Fire Prevention Related Letters	\$80.00
Fire Reports for property owners	\$80.00
Fire Inspections	
Inspection and certification of premises for liquor license approval	\$148.00
Inspection by request (day care facility, retirement homes, group homes etc) - excluding residential homes	\$83.00
Inspection resulting in Ontario Fire Code Contraventions	\$94.00
Each additional follow-up to close the inspection (phone call, email, site-re-inspection)	\$52.00
Industrial/Commercial Inspections (includes inspection, file review, letter/report development)	
Premises smaller than 2,500 m ²	\$175.00
Premises greater than 2,500 m ²	\$222.00
Residential Inspections (includes inspection, file review, letter/report development)	
One to Five Storey	\$99.00
Six or More Storey	\$146.00
Special Occasion Permit Inspection	\$43.00
All retrofits	\$439.00
Fire Scene Photographs (each)	\$5.41
Assistance for private standby - Comm'l/Ind'l beyond normal fire protection	Current MTO rates/hour per manned apparatus
Call for Service – Failure to Locate Utilities – per manned fire apparatus	Current MTO rates/hour per manned apparatus
Fire Investigation Reports	\$293.00
Smoke/CO Alarm Inspection- Non Compliance Re Inspection	\$99.00
Fire Safety Plan Review:	
Vulnerable Occupancies Small Facilities (up to 5 residents)	\$332.00
Vulnerable Occupancies Large Facilities (over 5 residents)	\$662.00
General – First Plan Initial Review	\$59.00
General – Plan review per review	\$43.00
Inspections for Propane Dispensing Sites:	
Existing 5,000 USWG or less	\$207.00
New/modified 5,000 USWG or less	\$413.00
Existing greater than 5,000 USWG	\$2,059.00
New/modified greater than 5,000 USWG	\$2,059.00
If necessary to retain 3 rd party engineer/other firm	Actual Cost
False Alarms	
After second false alarm:	
First Hour – per manned apparatus	Current MTO rates/hour per manned apparatus

Each additional half hour – per manned apparatus	Current MTO rates/hour per manned apparatus
Open Burn By-law Cost Recovery Formula	
Fire Administration only attends location	Current MTO rates/hour per manned apparatus
Fire extinguishment – 2 nd or more offence	Current MTO rates/hour per manned apparatus and current hourly rate per fire fighter
Fire extinguishment using less than 6 firefighters	Current MTO rate/hour per single manned fire apparatus
Fire extinguishment using greater than 6 firefighters and less than 12 firefighters	Current MTO rates/hour for 2 manned fire apparatus
Fire extinguishment requiring a 2 station response	Current MTO rate/hour for 4 manned fire apparatus
External Services	
Recovery – external services cost	Actual Costs

**2024 User Fee By-Law 95-2023
Schedule E**

(Applicable taxes will be added to all fees)

Legislative and Legal Services	
Legislative Services	
Appeals	
Appeal to a Hearing Committee (hearings of all by-laws and statutory hearings but for Committee of Adjustment)	\$ 104.00
Costs and Disbursements to attend third party appeals	Actual Costs
Burial Permits	
Burial Permits	\$ 16.00
Commissioning Oaths	
Commissioning of Oaths - per document	\$ 10.00
Election	
Copy of previous election results	\$ 5.00
Copy of Voters List	\$ 25.00
Copy of Ward map	\$ 5.00
Hunting Licences	
Resident Small Game (subject to Ministry approval)	\$ 16.00
Non-Resident Small Game (subject to Ministry approval)	\$ 22.00
Integrity Commissioner	
Formal Complaint to Integrity Commissioner	\$ 10.00
Liquor Licences	
LLBO Acknowledgement Letter	\$26.00
Liquor Licence Permit as per Schedule A - Building Services	\$204.00
Liquor Licence Permit as per Schedule X - Fire Services	\$204.00
Municipal Significance Designation	\$ 52.00
Lottery Licences	
Break open lottery tickets (per box)	\$ 16.00
Bingo/Raffle Licences	3% of Proposed Prize
Marriage Licences and Fees	
Marriage Licence	\$ 163.00
Marriage Solemnization - Ceremony fee (basic)	\$ 332.00
Witness Fee	\$ 26.00
Photocopy Fees	
Photocopying (Per Standard Page)	\$0.32
Property Fees	

**2024 User Fee By-Law 95-2023
Schedule E**

(Applicable taxes will be added to all fees)

Legislative and Legal Services
Legislative Services

Damage to Municipal Property	Cost Recovery (reasonable cost recovery efforts made)
Damage to Municipal Property Administration Fee	Minimum \$50.00 or 2% of Property Damage Cost
Land Transfer Inquiries (lands not yet declared surplus)/ Street Closing	\$ 26.00
Street/ Alley Closing Application Fee (less inquiry fee if paid)	\$ 122.00
Street/ Alley Closing Appraisal	Actual Cost
Street/ Alley Closing Advertising	Actual Cost

**2024 User Fee By-Law 95-2023
Schedule E**

(Applicable taxes will be added to all fees)

Legislative and Legal Services
Legislative Services

Requests under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>

Miscellaneous Charges per Ontario Regulation 823	Per O. Reg 823
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Vehicle for Hire Licences and Fees

Vehicle for Hire Driver	\$ 61.00
Vehicle for Hire Driver Renewal	\$ 49.00
Vehicle for Hire Owner (per vehicle)	\$ 122.00
Private Vehicles for Hire Driver	\$ 61.00
Private Vehicles for Hire Driver Renewal	\$ 49.00
Private Vehicles for Hire Owner (per vehicle)	\$ 122.00
Private Transportation Company	\$ 365.00
Limousine Driver	\$ 61.00
Limousine Drive Renewal	\$ 49.00
Limousine Driver (per vehicle)	\$ 122.00
Broker	\$ 61.00
Replacement of Owner Plate	\$ 31.00
Replacement of Driver Plate	\$ 14.00
Transfer	\$ 44.00

Recovery of Legal Costs

Recovery of legal fees for lawyer associated with tax sales, property disposition (per hour)	\$245.00
Recovery of legal fees for legal assistant (per hour)	\$153.00
Recovery of disbursements	Actual Costs

Police Services

Alarm Registration – Annual	\$24.00
False Alarm Fees:	
Unregistered Premises - Any at fault false alarm call	\$148.00
Registered Premises -Third at fault false alarm and each subsequent call thereafter	\$148.00

**2024 User Fee By-Law 95-2023
Schedule F**

(Applicable taxes will be added to all fees)

Operations	
Public Works Services	
Ditching Policy EN120 - Administrative Fee	\$293.00
Encroachment/entrance permit and other miscellaneous works	\$293.00
Indemnity deposit – refundable up to 3 years from issuance of permit	\$1,300.00
Drainage Services	
Tile Loans – Inspection Fee	\$184.00
Engineering Services	
Lawyer Letters - per property inquiry	\$80.00
Water Services	
Water Shut Off	\$36.00
Water Turn On	\$36.00
Water Shut off - After Hours	\$174.00
Water Turn On - After Hours	\$174.00
Water Shut Off/Turn On - for non payment/compliance	\$58.00
Water Disconnect - complete removal of the water service to the curb box	Actual Cost
Water Reconnect - Installation of the water service to curb box. (Buy-in fee under Tariff of Fees By-law is not applicable if done within 5 years of disconnect)	Actual Cost
Water Account Set up Fee	\$40.00
Water Account Late Payment Fee	3% per month
Water Notice (Shut off/turn on - left at residence)	\$8.00
Relocation of Water Service:	
Short Service (same side of the road)	\$3,399.00
Long Service (across the road)	\$4,215.00
Inspection Fee - inspect water service when building is demolished	\$100.00
Missed appointment / service refusal	\$58.00
Water Meter 5/8"	Actual Cost plus admin fee
Water Meter 1"	Actual Cost plus admin fee
Water Meter Other	Actual Cost plus admin fee
No access to Meter / Estimating Fee	\$40.00
Water Meter Administration Fee	\$40.00
Manual Water Meter Read (monthly - per property)	\$200.00
Water Service Abandonment:	

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 Municipality forces, at the owner's expense, and inspected by the Municipality; after which the basic charge will no longer be applicable

Municipality performs the work	\$361.00
Inspection Fee when property owner performs the work	\$72.00
Water Service Abandonment Reconnection Fee (at property line):	
Municipality performs the work	\$361.00
Inspection Fee when property owner performs the work	\$72.00
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)	Actual Plus Administration

Water and Sanitary Buy-In Fees	
Property Located in Water/Sanitary Sewer DC Service Area	
No Service Connection Exists - Water (Plus DC Costs)	\$5,892.00
No Service Connection Exists - Sanitary (Plus DC Costs)	\$7,297.00
Service Connection Exists - Pay Only DC Costs	See DC costs
Property Not Located in Water/Sanitary Sewer DC Service Area	
Service Connection Exists - Buy-in Water	\$4,781.00
Service Connection Exists - Buy-in Sanitary	\$11,767.00
No Service Connection (Buy- in Fee and costs to physically connect) -water	\$10,672.00
No Service Connection (Buy- in Fee and costs to physically connect) -water Greater than 1"	\$12,078.00
No Service Connection (Buy-in Fee and costs to physically connect) - sanitary	\$19,063.00
Wastewater in South Woodslee	
Service Connection Exists - (already paid buy-in)	Actual Cost
No Service Connection Exists (Buy-in Fee and Costs to physically connect	\$12,106, plus actual costs

**2024 User Fee By-Law 95-2023
Schedule G**

(Applicable taxes will be added to all fees)

Corporate Services

Administration Fees and Service Charges	
Convenience Fee US currency transactions (per item)	\$5.00
Returned Bank Item Charge	\$40.00
Financing Administration Fee (per property)	\$129.00
Interest on trade receivables over 30 days past due per month	1.25%
Penalty and Interest on tax account arrears per month	1.25%
Tax and Water Certificate (each per property inquiry)	\$83.00
Tax and Water Certificate (each per property inquiry within 2 business days)	\$166.00
Property Tax/ Water Bill / Invoice Reprint (Duplicate Service)	\$15.00
Additions to the Property Tax Roll	\$40.00
Refund or Misdirected Payment Fee	\$40.00
Debenture Fee (per property)	\$137.00
Ownership Changes	\$40.00
Property Tax Listing for Mortgage Companies	\$14.00

Tax Sale Fees	
Final Notice Letter (per property)	\$60.00
Farm Debt Mediation Letter (per property)	\$60.00
Preliminary Work:	
Prepare searches to determine owners, Roll, Legal Descriptions, Prepare and Register Tax Arrears Certificate, Title Search, Mailing First Notices, Statutory Declarations, Prepare and Register Tax Arrears Cancellation Certificate ; Prepare Final Notice Letters, Statutory Declarations for final notice letters	\$1,750.00
Extension Agreement	\$500.00
Tender Process:	
Advertising	Actual Cost
Tender Opening and examination	\$500.00
Prepare and Register Tax Deed	\$1,000.00
Pay Proceeds in Court, Closing File	\$650.00

G.I.S. Mapping	
Standard Map Products	
Municipal Wide Street Map - (Double Sided – Colour) 11"x17"	Free
Municipal Wide Street Map - (Double Sided – Colour) 18"x34"	\$8.00
Municipal Wide Street Map - (Double Sided – Colour) 24"x50"	\$15.00
Custom Map Products:	
Custom Mapping - include any plots larger than 11" x 17" up to maximum size 24" x 50" (per hour)	\$58.00

**2024 User Fee By-Law 95-2023
Schedule H**

(Applicable taxes will be added to all fees)

Community Services	
Arena – Ice Rates	
Ice Rentals – hourly rates:	
Non-Prime Time: Monday-Friday 6:00am-4:00pm (September-May)	\$122.50
Summer Prime Time: Monday-Friday 6:00am-4:00pm (June-August)	\$183.50
Prime Time: Monday-Friday 4:00pm - 11:00pm (All Weekend)	\$204.00
Same Day Rental	\$148.00
Ice Rental Cancellation Fee – minimum 48 hours notice	\$40.00
Arena Storage Room – registered leagues	Free
Nets (up to 4 included in rental, no more than 6 nets allowed) each	\$6.00
Staff Overtime (remaining in dressing room beyond 30 mins.)	\$50.00
Arena floor (non-ice) (no airconditioning) - non-profit (per hour)	\$62.50
Arena floor (non-ice) (no airconditioning) - Commercial (per hour)	\$82.50
Arena floor - full day rental is charged for 10 hours	max 10
Hydro fee to add temporary A/C (per day/per unit)	\$50.00
Public Skating:	
Public Skate session (up to age 14)	\$3.00
Public Skate session (over age 14)	\$3.00
Figure Skating practice (Child/Youth to age 14)	\$12.00
Figure Skating practice (Youth ages 15-17)	\$11.00
Free Weekday Ice Programs	Free
Public Skating sponsorship fee - includes ice & 3 staff	\$275.00
Drop-in Hockey: (full equipment is required)	
Child/Youth to age 14	\$5.00
Youth (ages 15-17)	\$5.00
Adult	\$7.00

**2024 User Fee By-Law 95-2023
Schedule I**

(Applicable taxes will be added to all fees)

Community Services	
Belle River Marina Rates	
Slip Rental –Seasonal:	
Fully Serviced - boat or dock whichever is bigger (per foot) plus electrical fee	\$58.00
Un-Serviced - boat or dock whichever is bigger (per foot)	\$46.00
Jet Ski Slip Access - must supply approved floating dock	\$265.00
Jet Ski / Dingy Fee - added to slip	230
Slip Rental – Monthly:	
Docks A and B (Serviced)	\$543.00
Docks C, D, G and F (Serviced)	\$464.00
Docks E and F (Un-serviced)	\$426.00
Slip Rental - Transient	
Slip Rental (per foot)	\$2.00
Other Fees:	
Fully Serviced Dock Electrical Fee (per foot)	\$8.00
Pump Out	\$15.00
Pump Out with \$200 or more in gas, within one transaction	Free
Boat Launch Ramp (Day Pass) tax included	\$15.00
Boat Launch Ramp (Season Pass)	\$190.00
Jet Ski Slip Access - Must Supply and Install Own Dock	\$130.00
Chartering Access – Season Pass	\$586.00

**2024 User Fee By-Law 95-2023
Schedule J**

Operations	
Water Rates	
Consumption - per cubic meter	\$1.68
Basic - per month	\$22.55
Wastewater Rates	
Consumption - per cubic meter	\$1.99
Basic - per month	\$25.33
Bulk Water Rates	
Bulk Water Fill Station Rate - per 1,000 gallons (0.4546 m3)	\$6.00

Municipality of Lakeshore – Report to Council

Operations

Public Works



To: Mayor & Members of Council
From: Jeff Wilson, Division Leader – Public Works
Date: November 24, 2023
Subject: Tender Award for the Purchase of Two (2) Large Fleet Vehicles

Recommendation

Award the tender for the purchase of two (2) large fleet vehicles including a 2025 tandem axle cab & chassis with one-way plow and wing and a 2025 single axle cab & chassis with two-way plow and wing, to Carrier Truck Center Inc. in the amount of \$774,845.31 (including applicable HST);

Approve the overage in the amount of \$74,845.31 (including applicable HST) to be funded from Vehicles and Equipment Reserves; and

Approve the disposal of the Public Works Service Truck (Unit #603) in accordance with the Sale of Corporate Vehicles Policy AD-209, returning the applicable disposal funds to the Vehicle & Equipment Reserves, as presented at the December 12, 2023 Council meeting.

Background

Council approved a budget in 2023 for the above identified large fleet vehicles. These vehicles are proposed to be procured through the LAS program which allows the manufacturer/dealer to access more discounts than going through a formal tender process. This process is allowed through Lakeshore's Purchasing By-law.

Two (2) vehicles are included in this award are replacements for the below:

- Replacement of Unit #603 – Unit #603 is a 2008 plow truck being replaced as it over its useful service life of 12 years, this vehicle will be 17 years old by the time the new unit is delivered in 2025. In the last six years the operating costs for Unit #603 is \$102,390.00, one third of the original purchase price; and
- A new additional single axle unit is being added to the fleet to align with the added km's of roadways in the urban areas and help to maintain our current level of service, while meeting minimum maintenance standards.

Procurement of large vehicles has taken on a new look with 2 plus years delivery time becoming the norm, although administration has exhausted many avenues to try and speed up the progress, assembly and build times are progressively getting worse.

The lifecycle replacement of 12 years is common across the municipal environment, but our procurement process will need to be escalated to include commitments to purchase multiple vehicles years ahead of the actual lifecycle replacements to avoid escalating repair costs and have reliable equipment.

Comments

The procurement for these the two vehicles outlined in this report are being procured through the LAS program, under the Sourcewell Contract # D60920-NVS. It was identified that the purchase of these vehicles through this program has resulted in a cost savings of 48.2% on the tandem axle truck and a 30.3% cost savings on the single axle truck.

It should also be noted that the last tandem truck & plow that was purchased in 2021 for \$321,689.27 (and was not received until late 2023) shows a cost escalation of 35% in purchase price over the last 2 years.

The proposals provided for these two vehicles are good for 30 days. The Municipality does not pay for the vehicles until delivery of the vehicle.

Financial Impacts

The table below outlines the associated costs and financial impact:

Description	Contract Cost (including applicable HST)	2023 Budget	Over/under (including applicable HST)
Carrier Truck Center Inc.			
6x2 Tandem Truck & Plow	\$436,655.78	\$400,000	(\$36,655.78)
4X2 Single Axle Truck & Plow	\$338,189.53	\$300,000	(\$38,189.53)
Total	\$774,845.31	\$700,000	(\$74,845.31)

The 2023 approved budgeted amount of \$700,000 for the purchase of the Tandem Axle Cab & Chassis and the Single Axle Cab & Chassis. The contract amount submitted by Carrier Truck Center is \$774,845.31 including applicable HST with an overage amount of \$74,845.31.

Based on the above, Administration recommends that Council proceed with awarding the contract to Carrier Truck Center in the amount of \$761,443.90 (plus HST). And approve the amount of \$74,845.31 to cover the overage, to be funded from the Vehicle & Equipment Reserves and return the disposal amount received for Unit #603 to the Vehicle & Equipment Reserves.

The estimated closing balance of the Vehicle & Equipment Reserve would be estimated at \$714,475 after the above transfer.

Report Approval Details

Document Title:	Tender Award - Purchase - Large Fleet - Two (2) Trucks.docx
Attachments:	
Final Approval Date:	Dec 4, 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

Municipality of Lakeshore – Report to Council

Operations

Water Management



To: Mayor & Members of Council
From: Krystal Kalbol, P. Eng., Corporate Leader - Operations
Date: December 5, 2023
Subject: North Woodslee RBC Replacement Project - Budget Overage

Recommendation

Approve the additional tender amount of \$102,625.73 (including applicable HST) for supply and install of Rotating Biological Contactor (RBC) Equipment at North Woodslee Wastewater Treatment Plant and approve the unforeseen additional expenses in the amount of \$60,593.82 (including applicable HST) for hauling, draining and cleaning the RBC Chamber; and

Approve the total amount of \$163,219.54 (including applicable HST) to be funded from the Wastewater Reserves, as presented at the December 12, 2023 Council meeting.

Background

Council approved \$510,000.00 in the 2023 Wastewater Budget for the North Woodsee RBC Replacement Shaft project. This project included the replacement of the RBC main shaft, rotor, gear boxes and bearings, media, roof, and HVAC components due to obsolete parts with potential for failure and the timing of the RBC life cycle.

OCWA, acting as our Operating Authority for Wastewater, conducted a Competitive Process to secure quotes, further, BGL Contractors Corp. submitted the lowest bid of \$612,625.73 (including applicable HST). This was secured from a total of five quotes received.

The RBC Replacement Equipment was procured in August 2023, which is presently undergoing installation, with anticipated completion by the end of December 2023. Due to the project's magnitude, further unforeseen additional costs have arisen, exceeding the approved budget without appropriate budget. These additional costs include hauling sludge from the pumping station to Denis St Pierre Wastewater Treatment Plant and draining and cleaning the RBC chamber, necessitated by a substantially high sludge level.

Comments

Administration recommends approving the budget overage for the supply and installation of RBC Equipment to BGL Contractors, given that the equipment has surpassed its life cycle and is integral to the critical processes of our Wastewater Treatment operations.

Furthermore, the Administration advises approving the additional expenses of hauling, draining, and cleaning before the installation of the equipment. This will mitigate potential future operational issues and ensure successful installation of the equipment.

Others Consulted

OCWA was consulted as part of this project.

Financial Impacts

A summary of the financial impacts has been included below:

Facility	Total Project Cost (excluding HST)	Total Project Cost (including applicable HST)	Approved Budget (2023)	Difference (over)/under
North Woodslee RBC Replacement	\$602,030.00	\$612,625.73	\$510,000.00	-\$102,625.73
Hauling sludge	\$40,928.19	\$41,648.53	Additional Costs	-\$41,648.53
Draining and cleaning RBC Chamber	\$18,617.62	\$18,945.29		-\$18,945.29
Total	\$661,575.81	\$673,219.54	\$510,000.00	-\$163,219.54

The difference in the project costs vs the approved budget in the amount of \$169,279.93 is recommended to be funded from the Wastewater reserve and will allow the project to proceed immediately towards completion.

Report Approval Details

Document Title:	North Woodslee RBC Replacement - Budget Overage.docx
Attachments:	
Final Approval Date:	Dec 7, 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

Operations

Public Works



To: Mayor & Members of Council

From: Krystal Kalbol, P. Eng., Corporate Leader – Operations
Jeff Wilson, Division Leader – Public Works

Date: November 30, 2023

Subject: 2024 Reconstruction, Rehabilitation and Gravel Road Conversion Program Direction

Recommendation

Continue to support the completion of an updated Roads Needs Study to be undertaken in 2024;

Approve the budget of \$1,900,000 for the Asphalt Road Rehabilitation (asphalt life cycling) in 2024 to complete the rehabilitation of asphalt roadways;

Approve the budget of \$845,200 for the placement of maintenance lifts and life cycling of current surface treated roadways that require rehabilitation in 2024, foregoing the gravel road conversion plan in 2024; and

Proceed with Option 4) Rehabilitate Patillo Road with no enclosure or widening (cost to be determined), allocating the remaining reserves to complete asphalt road rehabilitation and the required reconstruction projects in 2024, as presented at the December 12, 2023 Council meeting.

Background

Lakeshore undertook a Roads Needs Study in 2008. This study recommended the following Road Program:

- \$1.9 million annually to address all the improvements needed to address deficiencies in the road system;
- \$300,000 in conversion of gravel roads to surface treatment;
- \$500,000 to reconstruct semi urban to urban;
- \$2.8 million for special projects annually; and
- \$170,000 annually railway crossing improvements.

The Road Program recommended a total of \$5.7 million be spent annually over the next 10 years (from 2008 to 2018).

It was further identified that failure to budget this level of funding annually will result in future annual costs rising.

In 2013, Lakeshore updated the above noted Roads Needs Study, however only roadway conditions were reassessed, and the condition tables were updated, the contribution recommendations related to the Road Program remained the same.

In 2018, Lakeshore undertook a roadway condition assessment study. The Road Needs Study was not updated at this time; however, a street scan was completed providing updated information on the condition of the roadways, specifically the pavement condition (no base condition was undertaken).

Since then, modifications to the contributions have been made and currently Council is directing \$7,033,500 annually into the Roads Reserve. \$6,185,249.00 directed to asphalt roads and \$845,200.00 directed to the conversion of gravel roads.

In order to better understand and develop a plan related to Road Reconstruction, Rehabilitation and Gravel Road Conversion, it was recommended in the 2023 budget that a full Roads Needs Study be undertaken in 2023. Based on the above, a full study has not been completed since 2008 and subsequent updates did not include an updated recommendation related to a Roads Program and/or updated financial contributions required to maintain the plan/roads.

The Roads Needs Study will provide a plan for moving forward related to roadway reconstruction, rehabilitation, and conversion of gravel roadways, clearly outlining the financial commitment and long-term impact of the program to the reserve contribution.

In 2023 Council approved the budget to complete a Roads Needs Study. This is currently being prepared and will go through the Request for Proposal (RFP) process for procurement of services to undertake this study. It is expected to be awarded early next year and complete by the end of 2024.

Comments

Table A (attached) shows the requested budget amounts since 2020, annually, for the Roads Program, including road reconstruction projects.

As mentioned above, the current Roads Program is broken down into two distinct areas, Asphalt roadways (which includes rehabilitation and reconstruction) and Gravel converted/surface treated roads with the relative annual contribution to reserves for each area as noted above and identified in Table A.

As you can see, the requested budget amounts are exceeding the annual contribution to the roads reserves, specifically the introduction of the rehabilitation of surface treated roads (gravel converted roadways).

Lakeshore currently has approximately a total of 545 kilometers of roadways. A further breakdown has been provided in each of the below sections.

Asphalt Roadways

Asphalt Road Rehabilitation (Lifecycle Asphalt Resurfacing)

Lakeshore currently has approximately 160 kilometers of asphalt roadways. These roadways consist of rural, semi urban and full urban cross sections.

The below table is a summary of the pavement condition index (PCI) based on the 2018 updated condition assessment:

PCI Condition	PCI Rating	km's of roadway	Percentage
Fair to excellent	above 55	120	75%
Poor Condition	40 to 55	24	15%
Very Poor to Failed	below 40	15	9%
Total		159	100%

As shown in the above table, approximately 15% of the roadways (24 kilometers) are within the critical time for rehabilitation (poor condition) and 9% of Lakeshore’s roadways now require reconstruction (very poor to failed condition). Every year, the PCI condition reduction has the ability to modify the plan.

Attached is a figure outlining the Pavement Life Cycle criteria. This measures the Pavement Condition to Time. The importance of existing Asphalt Rehabilitation is linked to timing of degradation and impacts project costs. Resurfacing asphalt roadways at a critical time is paramount to extend the life-cycling of the asphalt roadways and avoids full reconstruction costs.

It should be noted that in 2021 geotechnical assessments were implemented in advance of recommendations on road rehabilitation projects to get a better understanding of the required level of rehabilitation. Geotechnical information is now being obtained in advance of the budget to understand the amount of rehabilitation required and to provide a more accurate budget of the project to avoid budget over runs.

The following outlines past relative costs for rehabilitation of asphalt roadways:

- 2020 - 1.45 km of resurfacing completed @ \$435,000.00/km

- 2021 - 2.36 km of resurfacing completed @ \$450,000/km
- 2022 - 4 km of resurfacing completed @ \$320,000/km
- 2023 - 1.78 km of resurfacing completed @ \$500,000/km

Thus, making the average cost of rehabilitation (resurfacing and base repairs as required) approximately \$426,000.00/km. The total cost to rehab the required PCI condition segments (those in poor condition) is \$10,224,000.00. Based on the recommended \$1,900,000 annually, this would take approximately 5 years, with additional roadways deteriorating during this time.

It is recommended that until the completion of the Roads Needs Study that Council increase the spend in 2024 to the annual contribution amount of \$1,900,000 (as recommended in the 2008 Roads Needs Study) and resurface roadways that are required to be resurfaced prior to degradation to reconstruction (portion of the 24 km’s that have been identified to be in poor condition, those with a PCI between 40 – 55).

In order to avoid further costs related to full reconstruction, it is expected that the total costs for road rehabilitation will increase in the updated Roads Needs Study as a recommendation based on the current PCI of asphalt roadways and standard practice for rehabilitation.

Asphalt Road Reconstruction

The attached Table A – Roads Reserve Contributions & Budgets identifies the required contribution annually to maintain the reconstruction program.

Further, it was identified that Patillo Road required widening and upgrades associated with the traffic and demand for the area. This was on the 5-year plan and was expected to be constructed in 2024/2025.

The following is the breakdown of the required funds to widen and upgrade Patillo Road:

Year	Budget
2019 (Design & Property)	\$480,000.00
2021 (Grant Received)	\$4,166,500.00
2022 (Design & Property)	\$308,000.00
2023 (Construction Phase 1)	\$9,314,000.00
2024 (Construction Phase 2)	\$15,433,480.00
Total	\$29,701,980.00

The following options are available related to the Asphalt Road reconstruction program for 2024:

- Option 1) Defer the Patillo Road Widening and Reconstruction Project and investigate further funding opportunities and create an annual reserve amount for when the project could be undertaken. This option would forego the \$4,166,500 ICIP grant received in 2021 (if not agreed to be extended by the province). Further, Administration could investigate the potential of long-term debenture borrowing for this project.

- Option 2) Continue to move forward with the Patillo Road Widening and Reconstruction Project and **defer** Wallace Line Reconstruction and St. Charles Street Design. This would put the 5-year road reconstruction plan further behind, drawing down the reserves to -(\$2,176,359). This will defer the project plan by a year and impact the asphalt roadway plan, including rehabilitation.

- Option 3) Continue to move forward with the Patillo Road Widening and Reconstruction Project **and** Wallace Line Reconstruction and St. Charles Street Design in 2024. This would result in a significant negative reserve (as noted in the financial impact section) and will have an impact on the 2025 rehabilitation/reconstruction works, leaving little remaining for any work to be undertaken in 2025, including rehabilitation.

- Option 4) **Recommended** - Rehabilitate Patillo Road with no enclosure or widening (cost to be determined). This option would forego the \$4,166,500 ICIP grant received in 2021. The remaining reserves should be reallocated for the completion of asphalt road rehabilitation/reconstruction projects, as required.

It is expected that the total costs for road reconstruction projects will also increase in the updated Roads Needs Study based on the current needs and past demand for projects (and associated inflationary costs) as shown in Table A.

Surface Treated/Gravel Conversion Roadways

Lakeshore consists of 270 kilometers of surface treated roadways and 115 kilometers of gravel roadways.

Currently, Council approved a contribution of \$845,200.00 annually to convert gravel roadways. However, this did not include life cycling or application of maintenance course lifts to extend the life of the converted roadways and only accommodated the 10-year plan to convert gravel roadways. These converted roadways are not being maintained and the original 10-year conversion program plan continues to be implemented, thus increasing the costs being applied to the surface treated/gravel roads (see attached Table A) to almost \$2,000,000.00 annually, thus exceeding the annual reserve contribution.

The below is a summary of the current applicable costs to complete and maintain the Gravel Road Conversion Plan (and maintain it) including life expectancy:

Item	*Cost per m ²	Life Expectancy of Roadway
Gravel Conversion Cost	\$ 20.00	12 - 15 years, this includes a 3 rd lift the following year.
Maintenance Lift Cost	\$ 6.00	If maintenance lift (4 th lift) is applied, life expectancy is increased to 20 + years.
Rehabilitation Cost	\$ 24.00	12 - 15 <u>or</u> 20 + years (pending placement of maintenance lift (4 th lift)).

*The above are based on 2023 tender costs.

The above identifies that the current contribution for gravel converted roadways and the surface treatment life cycling/rehabilitation is not enough to continue to implement the program and maintain the surface treated roadways in a responsible manner.

It is recommended that until the completion of the Roads Needs Study that Council reduce the spend in 2024 to the annual contribution amount of \$845,200.00 (as approved by Council) and apply these funds to extend the life of the existing previously converted roadways by the application of an additional maintenance lift (as should be applied within 5-7 years of conversion to extend the life of the surface treated roadways) on those roadways which have already been converted. Thus, allowing the roadways from reaching rehabilitation by the placement of a maintenance lift. There will be no gravel converted roadways proposed to be completed in 2024.

Those roadways that did not receive a maintenance lift and exceed 7 years, will require rehabilitation (pulverizing, additional stone and reapplication of tar and chip) over the next several years (failure is expected at 15 years). There is currently no mechanism in place to fund this.

It is expected that the Roads Needs Study will include additional funds be allocated to maintain the surface treated roadways (maintenance lifts) and rehabilitation of these roadways. Associated plans for this will need to be developed to maintain long term longevity of the surface treated roadways.

It is recommended that the reserve amount be held to ensure the level of rehabilitation can be met before continuing to implement the conversion plan.

Financial Impacts

The following is a breakdown of both the Roads Reserves and Roads Development Charges Reserves, should Lakeshore proceed with the proposed budget for 2024, including the funding to complete the Patillo Road Widening Project:

Roads Reserves

Roads Reserve	Opening	Contributions (2024)	Withdrawals (2024 Budget Requests)	Closing Balance
Existing Reserve	\$8,839,149			
Base 2024 Budget Transfer		\$6,185,249		
Asset Management 3% of Tax Rate (proposed in 2024 Budget)		\$1,163,790		
Patillo Road (tax funded) Total is \$23,766,480 for 2024			\$(16,364,547)	
2024 Life Cycle Asphalt			\$(1,900,000)	
2024 Roadside Trails Life Cycle			\$(100,000)	
Wallace Line Reconstruction <i>(recommending deferral for 2024)</i>			\$(3,154,379)	
St Charles Street (design) <i>(recommending deferral for 2024)</i>			\$(500,000)	
Totals	\$8,839,149	\$7,349,039	\$(20,802,610)	\$(5,830,738)

Roads Development Charges Reserves

Roads Development Charges Reserve	Opening Balance	Contributions (2024)	Withdrawals (2024)	Closing
Existing Reserve	\$6,047,642			
Estimated Contributions		\$1,200,000		
Patillo Road DC potion			\$(7,401,932)	
Totals	\$6,047,642	\$1,200,000	\$(7,401,932)	\$(154,289)

The following is a breakdown of the Gravel Roads Conversion Reserve, should Lakeshore proceed with the proposed budget for 2024:

Surface Treated/Gravel Conversion Reserves

Gravel Roads Conversion Reserve	Opening Balance	Contributions (2024)	Withdrawals (2024 Budget Requests)	Closing
Existing Reserve	\$1,153,252			
Annual Contributions		\$845,200		
Lifecycle Surface Treatment (including maintenance lifts)			\$(845,200)	
Gravel Road Conversion			\$0	
Totals	\$1,153,252	\$845,200	\$(845,200)	\$1,153,252

After the 2024 contributions, the balance for roads reserves and roads development charges reserves will have a total balance of \$23,435,830.

Should the recommended 2024 roads plan (Wallace Line and St. Charles Street) and Patillo Road Widening be completed in 2024 it is estimated that all the reserves that fund roads rehabilitation and growth will be in a negative position of \$(5,830,738).

After the 2024 contributions, the balance for gravel conversion reserves will be \$1,998,452. Should the recommended 2024 surface treated roads/gravel conversion be completed in 2024 (as recommended) it is estimated that the reserves that fund the gravel conversion will be in a positive position of \$1,153,252. As noted in the report, this is recommended to be held in reserves until a formal updated plan is determined to continue to convert roadways in a responsible manner while balancing maintenance of previously converted roadways.

Attachments

Attachment 1: Table A – Roads Reserve Contributions and Budgets

Attachment 2: Pavement Life Cycle and Condition

Report Approval Details

Document Title:	2024 Reconstruction, Rehabilitation and Gravel Conversion Program Direction.docx
Attachments:	- Attachment 1 - Table A Roads Reserve Contributions and Budget.pdf - Attachment 2 Pavement Life Cycle and Condition.pdf
Final Approval Date:	Dec 7, 2023

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

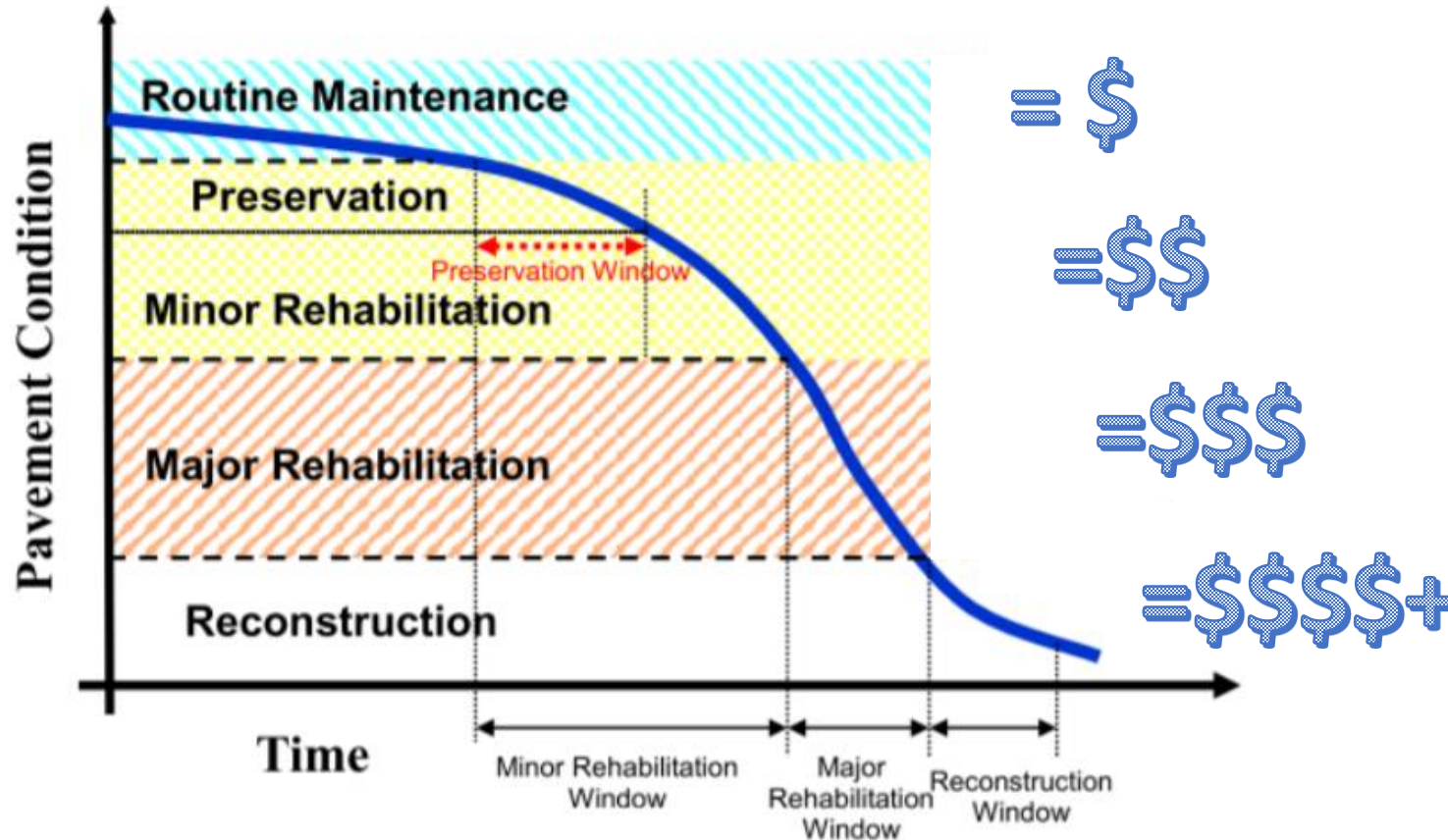
Prepared by Krystal Kalbol and Jeff Wilson

Approved by Justin Rousseau and Truper McBride

TABLE A - ROADS RESERVE CONTRIBUTIONS AND BUDGETS

Item	2008 Roads Needs Study Recommendation	Transfer to Reserves (Current Plan)	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget		2025 Budget	
			Amount	Project	Amount	Project	Amount	Project	Amount	Project	Amount	Project	Amount	Project
Asphalt Roads		\$ 6,185,249												
Asphalt Lifecycling Resurfacing Program	\$ 1,900,000		\$ 700,000		\$ 720,000		\$ 1,142,559		\$ 618,535		\$ 683,684		\$ 200,000	
Road Reconstruction Program														
Reconstruct Semi Urban to Urban	\$ 500,000		\$ 1,000,000	Melody Drive (Construction)	\$ 1,400,000	Melody Drive (Construction)	\$ 100,000	Wallace Line (Design)	\$ 9,314,000	Patillo Road (Construction)	\$ 15,433,480	Patillo Road (Construction)	\$ 650,000	Caille Avenue (Design)
Special Projects	\$ 2,800,000		\$ 1,000,000	Mill Street (Construction)	\$ 240,000	Major & Lilydale (Design)	\$ 870,000	Puce, Major, Lilydale (Design)	\$ 1,875,000	Major Street & Lilydale (Construction)	\$ 3,154,379	Wallace Line (Construction)	\$ 7,000,000	St. Charles Street (Construction)
			\$ 3,000,000	Amy Croft Drive (Design & Construction)	\$ 100,000	Rourke Line (Design)	\$ 1,800,000	Puce Road (Construction)			\$ 500,000	St. Charles Street (Design)		
			\$ 2,900,000	Lanoue Street (Design & Construction)			\$ 2,368,698	Rourke Line (Construction)						
							\$ 308,000	Patillo Road (Design)						
Gravel Road Conversion		\$ 845,200												
Surface Treatment (Life cycling)			\$ 1,242,000		\$ 470,000		\$ 675,000		\$ 847,000		\$ 588,640		\$ 800,000	
Gravel Road Conversion	\$ 300,000		\$ 900,000		\$ 40,000		\$ 1,062,000		\$ 1,505,000		\$ 1,237,526		\$ 1,100,000	
Maintenance Course (New - Required)	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 200,000		\$ 200,000	
Railway Crossing Improvements	\$ 170,000	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Total	\$ 5,670,000	\$ 7,030,449	\$ 10,742,000		\$ 2,970,000		\$ 8,326,257		\$ 14,159,535		\$ 21,797,709		\$ 9,950,000	

PAVEMENT LIFE CYCLE



- Some roadways deteriorated into and below the Minor Rehabilitation level (window)
- **GOAL:** Proactively schedule before a road needs expensive repairs (major rehabilitation or reconstruction)
- *Roadways are prioritized by balancing of key criteria (PCI to age of infrastructure to rehabilitation level required to costs) to avoid more extensive repairs (and costs) on roadways*

Municipality of Lakeshore – Report to Council

Growth & Sustainability

Community Planning



To: Mayor & Members of Council
From: Tammie Ryall MCIP, RPP, Corporate Leader – Growth and Sustainability
Date: November 30, 2023
Subject: Commercial Greenhouse Farm OPA-18 and ZBA- County comments

Recommendation

Direct Administration to meet with the County of Essex and Provincial Ministries to discuss Official Plan Amendment No. 18 to the Municipality of Lakeshore Official Plan and related Zoning By-law Amendment 2-2023 and report back to Council, as presented at the December 12, 2023 Council meeting.

Background

Lakeshore initiated a study to consider the potential impact of Large-Scale Greenhouse development and retained a consultant to prepare an Official Plan Amendment and implementing zoning by-law.

Following two Open House sessions, on February 14th, 2023, Lakeshore held a public meeting with 3 members of the public making verbal presentations on the draft Commercial Greenhouse Official Plan amendment and zoning by-law amendment and received 41 written comments. As a result of the comments and input received, Council directed Administration to prepare changes to the draft Greenhouse Official Plan Amendment and Zoning By-law Amendment, where applicable, to:

- a) change the term from Large Scale Greenhouse Farms to Commercial Greenhouse and to reduce the size specifications in the definition;
- b) to include 1000 metre setbacks from all secondary settlement areas;
- c) to include 550 metre setbacks from residential properties;
- d) to include a setback from the observatory of 5000 metres;
- e) to include a setback from the Town of Essex settlement boundaries and Tilbury settlement boundaries;
- f) to revise subsection 6.2.1(h) para 12 to permit temporary stockpiling only;
- g) to introduce more restrictive language regarding odour emission from the property;
- h) Add determination of community impacts on Lakeshore to draft official plan amendment paragraph 6.2.1(h)(i)(c); and

- i) Include provisions prohibiting light escape from commercial greenhouses.

At the February 28, 2023, Regular Council meeting, Council passed resolution 72-02-2023:

Approve Option 1 as described in the February 28, 2023 Council Report with a revision to include no commercial greenhouses permitted north of County Road 42; and Direct Administration to prepare the necessary by-laws for adoption at the March 7, 2023 Council meeting.

The map showing Option 1 is attached as Attachment 1. The necessary by-laws, By-law 1-2023 and By-law 2-2023 were passed by Council at the following March 7, 2023 Council meeting.

The Storey Samways Greenhouse Report (Nov 29, 2022) stated that Lakeshore could consider undertaking an additional study to consider limiting Commercial Greenhouse Farms (CGFs) to certain designated area(s) where impacts can be managed, and municipal services and utilities could be effectively provided. The Storey Samways report referred to a Greenhouse “Business Park”. At the February 14, 2023, Council meeting, Council directed Administration to prepare a report to consider the scope and budget for the additional study, and subsequently approved the study to proceed. This study is underway, with a consultant retained and actively working on reports. An update to Council is expected in the new year.

Comments

After the Official Plan amendment and the implementing zoning by-law were adopted, Administration submitted both to the County of Essex. The County of Essex is the approval authority for Official Plans and Official Plan amendments of the local municipalities in Essex. As part of this process, the County circulated the amendments to the Province for comment through the Ministry of Municipal Affairs and Housing one-window provincial review and circulated to other relevant stakeholders. Based on these comments the County Planning Manager could pursue the following options: (1) approve the Official Plan Amendment as is, or (2) approve it with modifications, or (3) direct the decision to County Council with a recommendation for refusal.

A response has recently been received from the County of Essex (Attachment 2). County planning staff indicate that the documents were circulated to the Province; and, that County Planning is not in a position to approve the Official Plan amendment as it is not in conformity with the Provincial Policy Statement, 2020:

“...the Official Plan Amendment and more so, the associated Zoning By-law Amendment (ZBA-01-2023) are not in conformity with the Agricultural policies in the Provincial Policy Statement 2020. The Zoning By-law Amendment as passed would severely limit the ability for commercial greenhouses to locate within areas

designated and zoned Agricultural within the municipality. County Planning as the delegated approval authority for local Official Plan Amendments, is not in a position to approve a local OPA that would bring the ZBA into effect, which has been identified not in conformity to the policies in the Provincial Policy Statement.

There are several concerns however, the main concern is the setbacks in the Zoning Bylaw Amendment.

Please provide this correspondence to Council along with a request for planning administration to be directed to meet with County Planning and Provincial Ministries including OMAFRA to discuss solutions to these policy and regulatory issues.”

Based on this letter it is understood that the County would like to meet to discuss modifying both the Official Plan and Zoning By-law amendments to bring them into conformity with provincial policy. Administration recommends meeting with the County and Provincial Ministries to discuss ways to solve or narrow the scope of the issues. Any potential solutions or modifications will be presented to Council for their acceptance as per the Recommendation section of this Report.

Others Consulted

The draft amendments were circulated for comment and notice was given of the statutory Public Meeting (February 14, 2023) in keeping with the requirements of the Planning Act.

Financial Impacts

The total cost of the study was \$53,000 and was funded from the approved Department’s Consulting Services budget. The study was completed on budget.

Attachments

Attachment 1 – Option 1 Constraint Map

Attachment 2 – Comment letter from the County of Essex

Report Approval Details

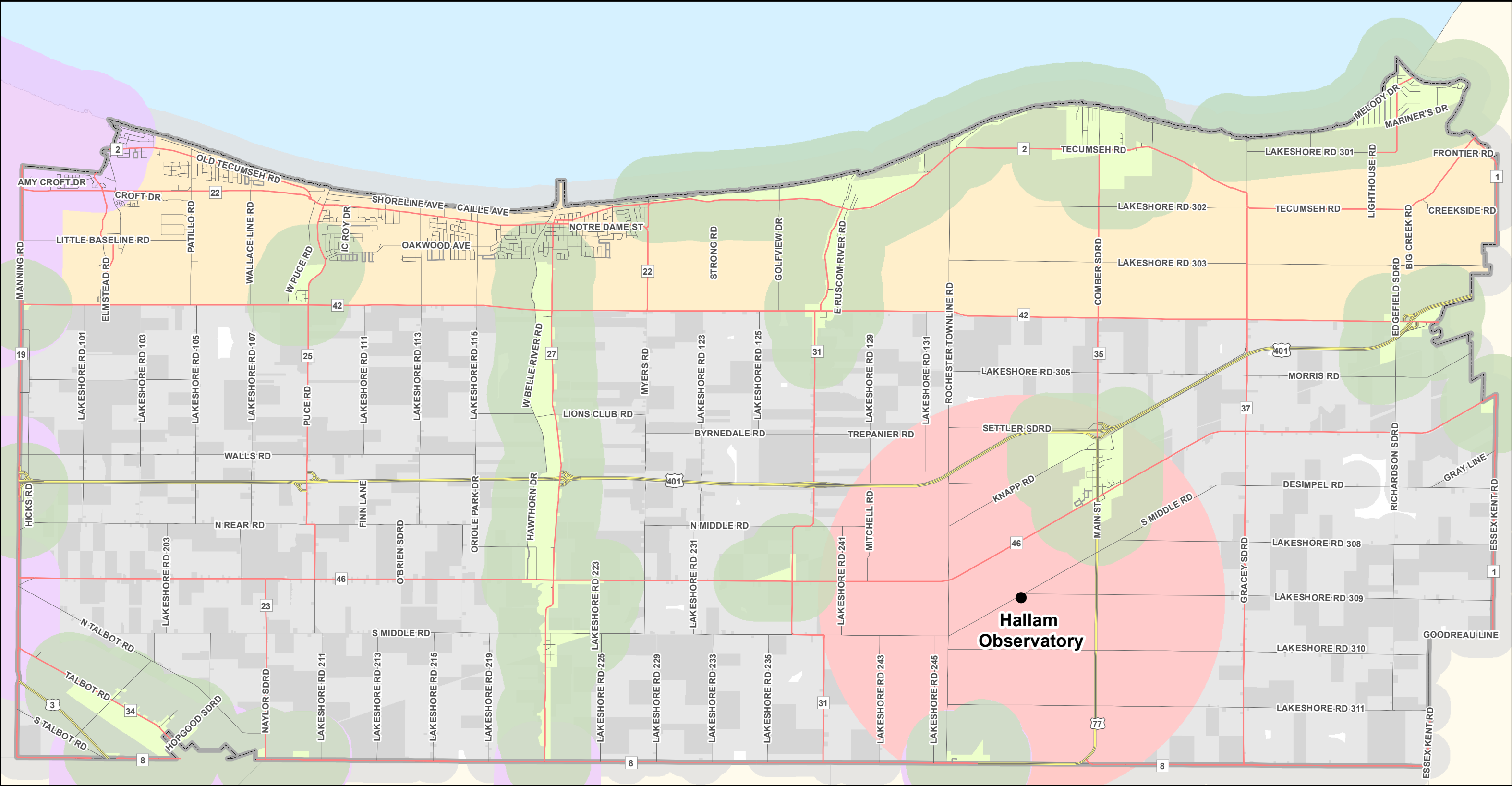
Document Title:	Commercial Greenhouse Farm OPA 18 and ZBA.docx
Attachments:	- Attachment 1 – Option 1 Constraint Map.pdf - Attachment 2 Correspondence from the County of Essex seeking to meet - OPA 18.pdf
Final Approval Date:	Dec 5, 2023

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

Prepared by Tammie Ryall

Approved by Justin Rousseau and Truper McBride

Greenhouse Study



- Lakeshore Settlement Area
 - Lakeshore Settlement Area 1000 Meters Setback
- Neighbour Settlement Area 1000 Meters Setback
 - No GreenHouse Zone (North of County Rd 42)
 - Hallam Observatory 5000 Meters Setback
- Lakeshore Residential Property
 - Lakeshore Residential Property 550 Meters setback

November 24, 2023

Ms. Tammie Ryall
Corporate Leader- Growth and Sustainability
Municipality of Lakeshore
419 Notre Dame Street,
Belle River, ON, NOR 1A0

Dear Ms. Ryall

Re: Official Plan Amendment No.18
Commercial Greenhouse Policies

Thank you for providing the adopted version of Official Plan Amendment No. 18, the Commercial Greenhouse Policies. Following receipt of the municipal submission, the County circulated the Official Plan and Zoning By-law Amendments to the Ministry of Municipal Affairs and Housing (MMAH) and Ontario Ministry of Agriculture, Food and Rural Affairs through the one-window circulation.

As a result of this circulation through the Provincial one-window, the County was advised that the Official Plan Amendment and more so, the associated Zoning By-law Amendment (ZBA-01-2023) are not in conformity with the Agricultural policies in the Provincial Policy Statement 2020. The Zoning By-law Amendment as passed would severely limit the ability for commercial greenhouses to locate within areas designated and zoned Agricultural within the municipality.

County Planning as the delegated approval authority for local Official Plan Amendments, is not in a position to approve a local OPA that would bring the ZBA into effect, which has been identified not in conformity to the policies in the Provincial Policy Statement. There are several concerns however, the main concern is the setbacks in the Zoning By-law Amendment.

Please provide this correspondence to Council along with a request for planning administration to be directed to meet with County Planning and Provincial Ministries including OMAFRA to discuss solutions to these policy and regulatory issues.

Should you require further information, please contact me by email at rbelanger@countyofessex.ca or by phone at extension 1325.

Regards,



Rebecca Belanger, MCIP, RPP
Manager, Planning Services

519-776-6441 ext. 1325
TTY 1-877-624-4832

360 Fairview Ave. W.
Suite # 302 Essex, ON N8M 1Y6

countyofessex.ca

Municipality of Lakeshore – Report to Council

Chief Administrative Officer

Economic and Intergovernmental Affairs



To: Mayor & Members of Council
From: Ryan Donally, Division Leader, Economic & Intergovernmental Affairs
Date: November 17, 2023
Subject: Pier Public Private Partnership Exploration

Recommendation

Direct Administration to undertake the required works to create an Expression of Interest to explore a public-private partnership (P3) model to re-develop the marina and restaurant at Lakeview Park and Pier; and

Direct Administration to bring back the Expression of Interest prior to public release for approval by Council, all as presented at the December 12, 2023 Council meeting.

Background

On January 29, 2020 Council unanimously approved a motion to *Direct Administration to bring back a report regarding what it would take to launch a community competition to re-invent the marina restaurant space.*

On February 14, 2023 Council did not support the tender award for Professional Consulting Services which included detailed design for the Lakeview Park, Marina, Pier & West Beach upgrades as described in the Waterfront Master Plan

Comments

A public-private partnership (P3) is typically defined as a long-term arrangement between a government and private sector institutions where private sector financing of governmental projects is exchanged for a revenue share of the operating entity. Various P3 models exist, and each generally is grounded in a contractual agreement between the private sector partner and the government entity.

Prior to executing a P3 agreement, there can be multiple pathways through the purchasing and procurement process to find a suitable private partner. In this instance, as the actual project has not been defined, Administration is recommending an Expression of Interest (EOI).

The EOI would outline requisite and desired elements to be included in any proposal. Further, the EOI would outline the required next steps to finalize the P3. An evaluation team would be assembled to review any submissions.

Prior to an EOI being developed, additional work needs to be undertaken by staff to fully understand the scope of the ask within the EOI. This includes but is not limited to: fulsome understanding of land-ownership of the pier; required discussion from agencies including Essex Region Conservation Authority, and the Department of Fisheries and Oceans; understanding of current servicing (hydro, natural gas, sanitary); and other potentially impactful requirements that are uncovered.

Business Case and Precedents

To determine the viability of a P3 model being put forward, Administration undertook an initial business case/feasibility study to determine if there *could* be interest if an EOI was produced.

In summation, a business case was proven to be viable for a private developer to enter a P3 model to redevelop the existing facilities to create a 15,000 square foot marina, restaurant, and event mixed-use space. The proposed cost of this facility was estimated to be \$10,000,000 of private funds. The model identified a positive annual cash flow and a positive net present value for the proposed project. This includes a profit splitting agreement between the private partner and Municipality. Of note, this analysis is only a model and was created with assumed inputs. It will be incumbent on the potential developer to determine any specifics for a potential project.

There is likely a required outlay of funding from the Municipality to support the development of a P3. It is expected that some of these costs will be identified by the potential development community through the EOI.

There are multiple risks, challenges, and constraints that need to be considered at some point in the process:

- Site Servicing/ Site Preparation: Hydro servicing is likely not adequate, no natural gas, conveyance constraint in Belle River, expected remediation challenges due to existing building.
- Approval Challenges: ERCA, Department of Fisheries and Oceans, other.
- Parking: there is limited parking at the Marina. The addition of 300 to 400 additional individuals for an event (wedding), plus a dinner service would cause significant parking issues. A global parking solution would need to be considered for the Marina, Lakeview Park, and West Beach.
- Environmental: Fishfly management, other natural challenges

The attached Appendix A – Marina Public-Private Partnership Exploration PowerPoint presentation provides greater depth into the initial works undertaken by Lakeshore Administration. Some of the content from the work will form the basis for any future EOI.

Next Steps and Potential Process

The proposed pathway to formation of a P3 are as follows:

1. Preparation of the EOI (Q1, 2024)
 - a. Form an internal steering committee
 - b. Discussion with appropriate authorities and internal staff
 - c. Prepare EOI
 - d. Prepare appropriate marketing materials and launch strategy
2. Present EOI to Council (Q2, 2024)
 - a. Request direction to release EOI
3. Present EOI Responses to Council (Q3, 2024)
 - a. Partner identification / selection
4. P3 Formation (Q4, 2024)
 - a. Legal agreements
 - b. Funding requirements
 - c. Detailed design works
 - d. Studies and Approvals
5. Potential project commencement (2026 – 2027)
 - a. Alignment with sanitary expansion
6. Project Completion (2027-2028)

Financial Impacts

The initial EOI preparation requires a relatively significant staff time allocation from multiple departments.

Attachments

Appendix A – Marina Public Private Partnership Exploration.

Report Approval Details

Document Title:	Pier Public Private Partnership Exploration.docx
Attachments:	- Appendix A - Marina Public Private Partnership Exploration.pdf
Final Approval Date:	Dec 7, 2023

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

Prepared by Ryan Donally

Approved by Justin Rousseau and Truper McBride

Public-Private Partnerships in Lakeshore

Lakeview Park Marina and Restaurant

Intro to Public-Private Partnerships

Public-Private Partnership (PPP):
“A long-term arrangement between a government and private sector institutions where private capital financing of government projects in exchange for a revenue share of some capacity.” - Neapolis University



Two Types of Waterfront PPPs



Travel and Tourism Development

- Accessory buildings / services that fall outside the scope of a municipality.
 - Hotels, event spaces, restaurants, etc.
- Used as a driver for tourists to engage in other local services.
- Typically involve a long-term land lease for operations.

Operations Management

- Outside investment to revitalize external infrastructure.
- Typically, a speciality firm with a portfolio of specialized services.
- Long-term land lease agreement.
- Outside investor runs operations and shares a revenue split with the government.

Precedents / Case Studies

Prince Arthur's Landing - Thunder Bay (Travel and Tourism)



- Enhances Thunder Bay's existing tourism plan.
- Population of ~148,000 (2021 census).

Publicly Funded Portion

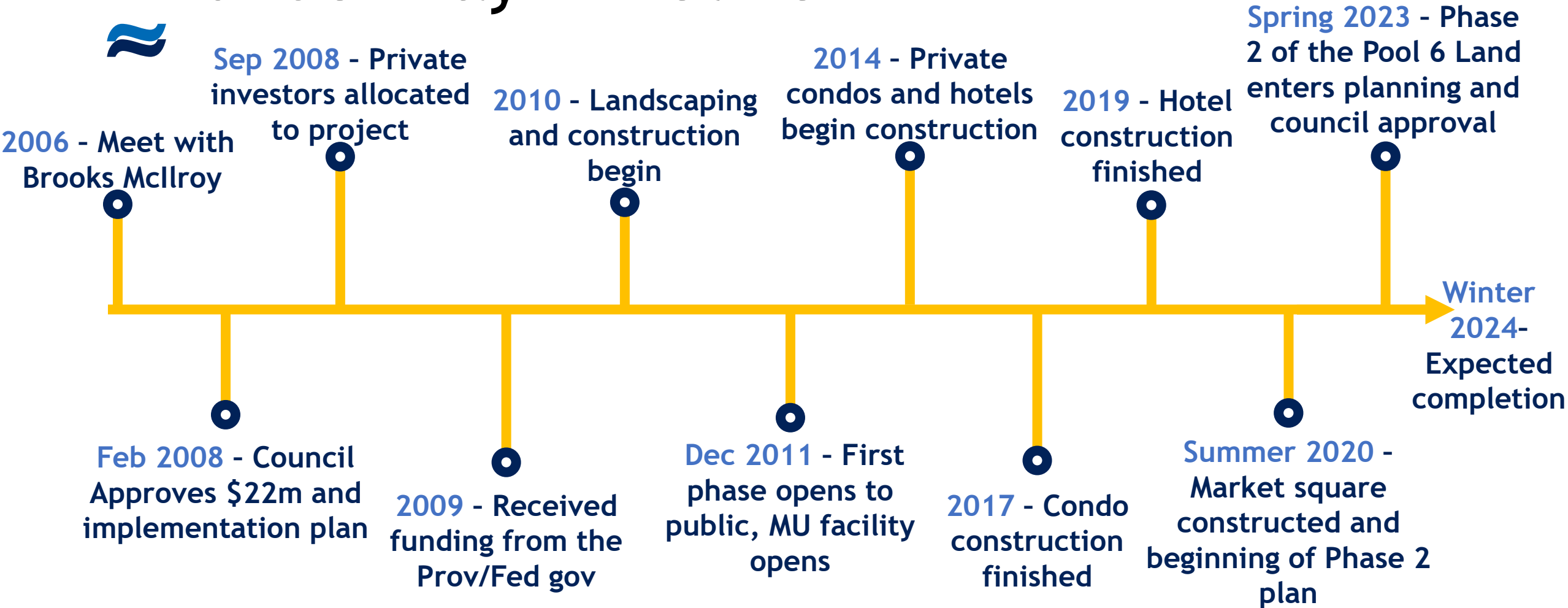
- Semi-Private mixed-use 200-person event center, restaurant, amenities.
- Parks, splashpads, skateparks, walking paths, 276 (5 transient) slip marina.
- \$55,000,000

Privately Funded Portion

- Delta by Marriot hotel.
- Two 7-story condos.
- Waterpark, event center, amenities.
- \$65,000,000



Thunder Bay Timeline



Marina Jack - Sarasota, Florida (Operations Management)



- 316 slip (10 transient) marina and restaurant.
- Prior to 2016 - Marina in disrepair, primary attraction was the restaurant.
- 2016 - \$10,00,000 investment from Suntex Marinas.
- Marina known for service.
- 50/50 revenue and expense split with marina with city.



Local Municipal Comparable



Comparable Population + Demographics

- Lakeshore: 40,410 (2021 Census)
- LaSalle: 32,721 (2021 Census)
- Median incomes ~\$120,000 (2021 Census)



30,000sq.ft Event Center

- Former dry boat storage facility
- Mixed-use open concept able to host markets, events, parties, etc.



Overall Costs

- LaSalle: \$28.39million
- Government Infrastructure grants were sought, but not approved. LaSalle took debt to finance 2 phases (Star).



LaSalle Timeline



Local Municipal Comparable Amherstburg



Population + Demographics

- Lakeshore: 40,410 (2021 Census)
- Amherstburg: 23,524 (2021 Census)
- Amherstburg: Lower medium income of \$86,000 (2021 Census)



Bellevue House PPP Proposition

- i. Restore manor in exchange for property in back.
- ii. Redevelop manor for specific purpose; town owns it.
- iii. Redevelop the manor and land that includes public access.



Value Proposition

- Located on the Detroit River.
- 9 acres of land behind the facility.
- Amherstburg open to visionary development and use of prime land in exchange for saving a historic site.

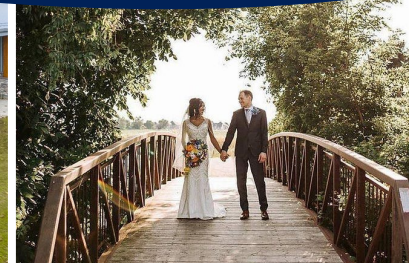


Marina / Pier Options

Vision for Lakeshore

“The Lakeshore waterfront is a regional destination that embraces its geography, creating a unique community-focused series of open spaces. The future of Lakeview Park, Belle River Marina and the West Beach, is to grow on its tradition as a healthy and active place that celebrates its unique location connecting the lake to the community and providing an accessible space for all members of the community.” - Waterfront Master Plan

- Unites the waterfront and creates more of a destination for visitors.
- Modernizes the facilities for marina customers.
- Makes better use of space for residents and visitors alike.



Marina Improvements

- Current building is underutilized.
- Lacks accessible entry to restaurant.
- Dock gates require maintenance.
- Wooden fire escape is rotting.
- Facilities in need of update / general disrepair.
- Pump out station not optimal, would benefit from additional.



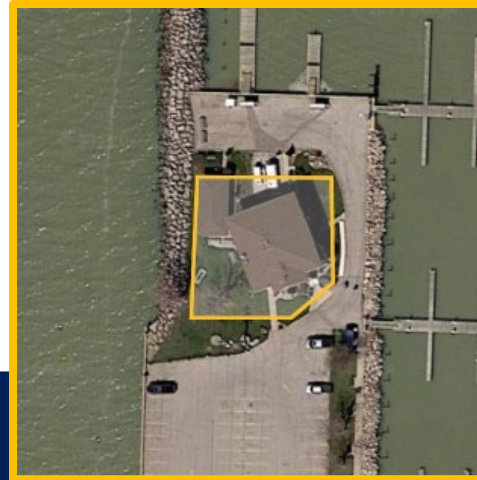
Location Options

Option 1



- Existing marina building
- 15,000sq.ft footprint
- Cannibalizes 32 parking spaces

Option 2



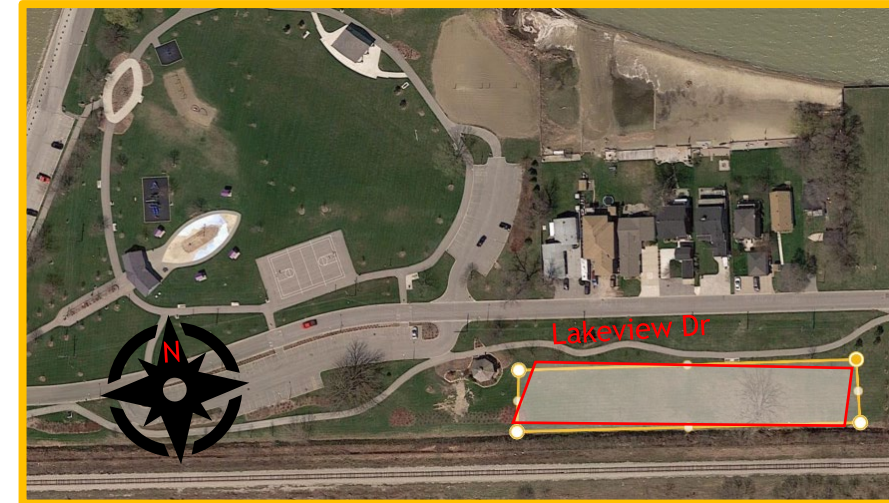
- Existing marina building
- 8,000sq.ft footprint
- Maintains current parking structure

Option 3



- Centrally located with the remaining waterfront plan
- 15,000sq.ft footprint

Parking



- 150 spaces are prescribed for the event center and restaurant, 5 of which are accessible.
- Additional parking South of Lakeview Dr. adds ~108 spaces.
*Need to confirm viability
- Higher density of residents expected during peak times.

Parking Logistics



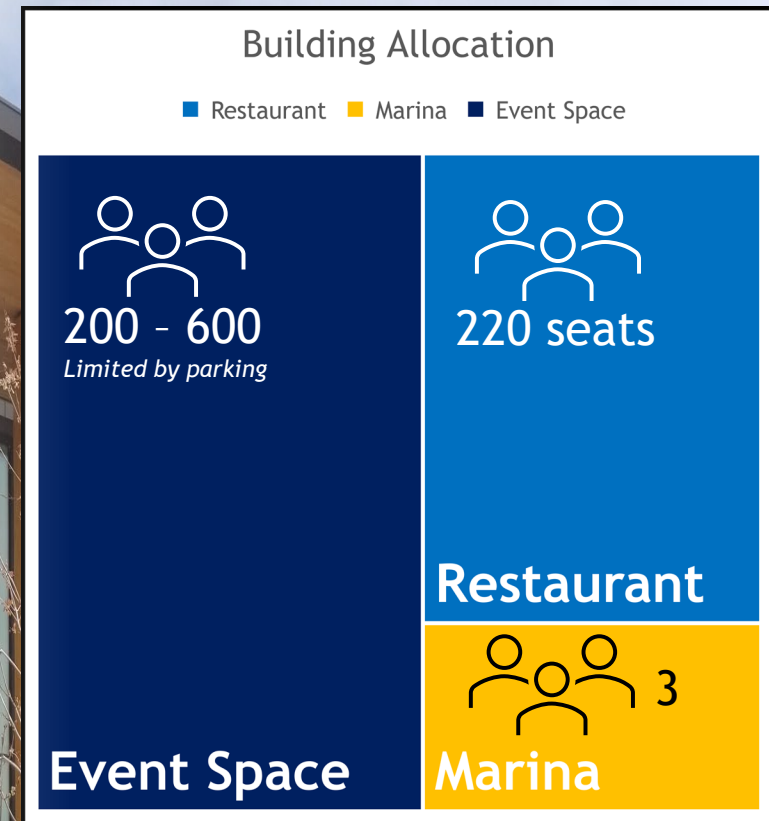
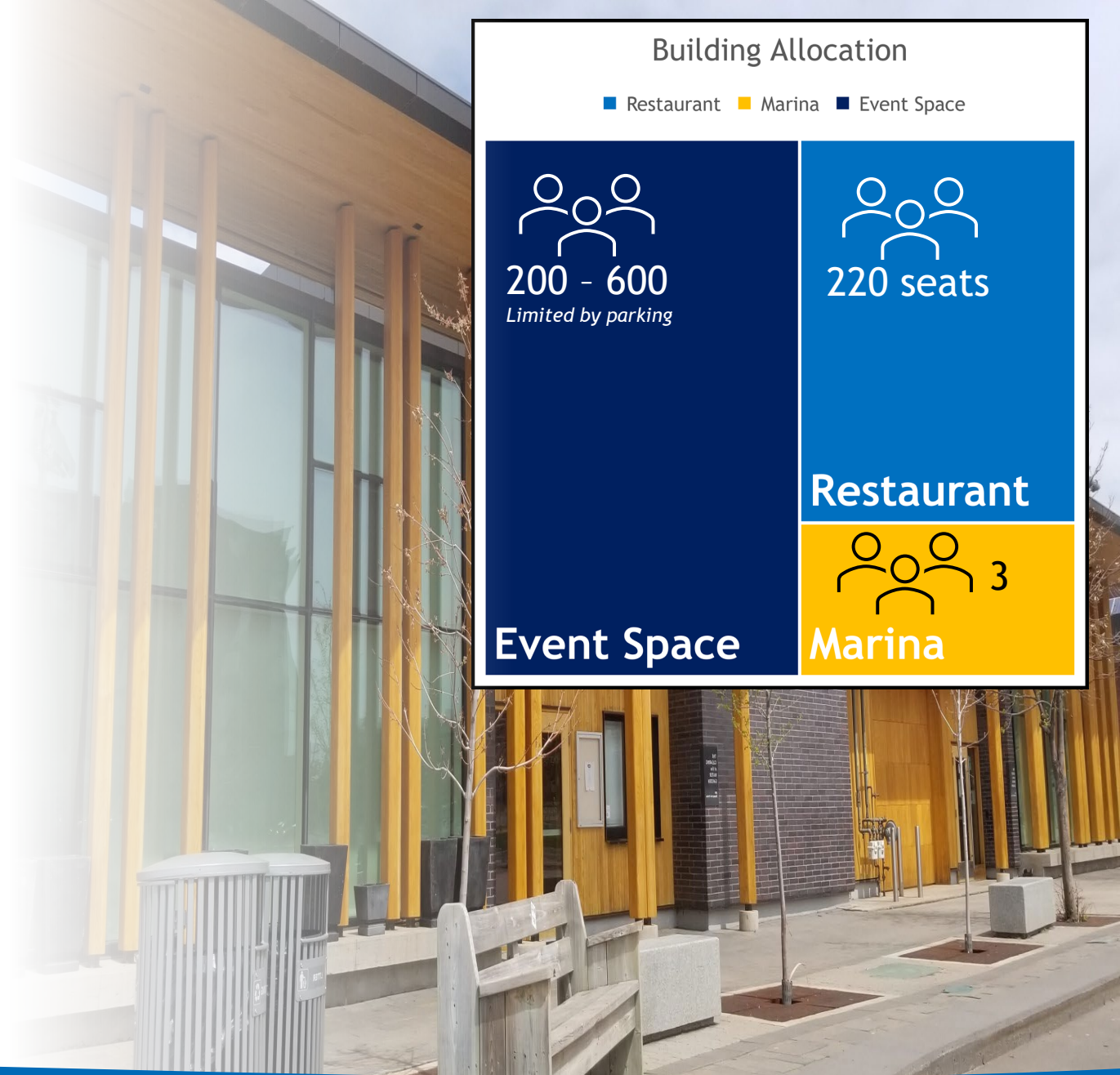
- Potential issues with parking during peak times / event dates.
- Insufficient parking if all boaters were to arrive at once.
- Thunder Bay has less parking spaces, more residents, and a higher tourism density.
 - Additional parking is provided into the city, assisted with public transit not specifically for shuttling people.



Mixed-Use Facility



- ~1/3 allocated to restaurant space / second floor patio.
- ~2/15 allocated to marina operations on ground level. Includes 1000 sq.ft. bay door access storage facility.
 - Lakeshore requires, no lease payment made.
- Remained allocated event space.
- Opportunity on ground level to have additional sub-leases, small stands etc.



Managing Partnership



- Maintaining a *semi-private* experience.
- Strategic placement of bbqs and picnic areas away from prime venue locations.
- Municipal governance over priority of booking times.
 - Ex: limited/prohibitive venue rentals during SunSplash/Labour Day.



Fishfly Strategy



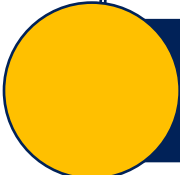



- Problem: Outdoor dining and experiences limited along waterfront due to Fishfly season.
- Limited Use Duration: ~2 months between May and July (longest daylight months extending operating hours)
- Potential Solutions:
 - Air movers on outdoor patios
 - Limited light expose (candles, localized zones)
 - Covered / netting along patios during peak season (think Floridian bird cage).
 - Louvered covers on HVAC vents to prevent buildup.
 - Daily sweeping and cleaning of affected areas.



Conclusion



-  Other municipalities have shown the need and interest for a mixed-use facility in waterfront settings.
-  Best case scenario for both Lakeshore and Partner is to singularly own the event center and restaurant.
-  PPPs are feasible if given the proper financial model.
-  Always the potential to scale the project down and request additional EFIs on what to do with the space.

Thank you.

Questions?

Municipality of Lakeshore – Report to Council

Chief Administrative Officer

Economic and Intergovernmental Affairs



To: Mayor & Members of Council
From: Ryan Donally, Division Leader, Economic Development
Date: November 17, 2023
Subject: 7340 Tecumseh Road Development Potential

Recommendation

Direct the Chief Financial Officer to allocate \$10,000 from the Economic Development Reserve to begin early feasibility studies for the redevelopment of 7340 Tecumseh Road in partnership with the Windsor Essex Community Housing Corporation, as presented at the December 12, 2023 Council meeting.

Background

At the November 9, 2021, Meeting of Council, in question period, Council unanimously supported the following motion, 385-11-2021: Direct Administration to look, through the Stoney Point Park Planning Process, at a centre through which various community services, including library services could be offered.

7340 Tecumseh Road, formerly the Stoney Point Tavern, had been identified as an ideal location for the future home of the Stoney Point Community Hub and for pedestrian access to the Stoney Point Community Park.

In Q3, 2022 Council begun the process to purchase 7340 Tecumseh Road in Stoney Point, formerly home of the Stoney Point Tavern. The purchase closed in Q1, 2023.

In Q3, 2023, the derelict building on the property was demolished. The property in question is currently vacant.

Comments

As noted in previous Council Reports and media releases, 7340 Tecumseh Road is intended to serve multiple purposes for both Stoney Point Park and to the greater community. In both concepts identified on the Municipality's Stoney Point Park Community Visioning Page, the property is identified as parking and park access in the short term, with a potential community hub location in the longer term. This plan is also identified in the Council Report related to the Stoney Point Park Plan heard by Council on the evening of December 12, 2023.

As identified in the Lakeshore Housing Action Plan and as understood by the collective general awareness of the general population, additional housing needs to be created in the Municipality and region. Moreover, this housing needs to be diversified in the type of housing stock and affordability/attainability (condos, apartments, semis, towns, and singles). Residents who have been living and aging in our communities, are being forced to look elsewhere for desired living styles as capabilities of maintenance, and expectation of community tend to change.

Recognizing the initial intended goal of the property and the potential demands of the Stoney Point Community, an initial meeting was coordinated between Lakeshore and the Windsor Essex Community Housing Corporation (WECHC) to determine if there is a potential partnership that could be formed to satisfy multiple goals.

WECHC's mission is to provide well-maintained, safe and affordable community housing in a respectful and fair manner. It is a leader in the housing sector and contributes to the development and support of strong inclusive communities in the City of Windsor and County of Essex. WECHC owns and manages over 4,700 units of housing, in over 732 buildings. Its portfolio includes all types of housing stock with multiple different intended users.

The potential shared vision for 7240 Tecumseh Road is to create a four to six storey mixed-use building with a ground floor commercial/community space and upper floor residential units. This property could also serve as a potential gateway to the Stoney Point Park.

WECHC has identified an initial estimated cost of \$23,500 to complete early works related to a zoning and massing plan, a Class E cost estimate, and the completion of appropriate survey and site reviews.

WECHC has requested \$10,000 from the Municipality to begin exploration of the viability of the project and to complete the works.

Constraints

There are two initial constraints to be considered before this project can move forward. First, there exists no sanitary treatment capacity in the Stoney Point treatment area. Prior to any formal partnerships being formed and actual plans executed, the treatment capacity must be expanded. Although there were some fixtures present in the Stoney Point Tavern, the expected flows from this site far exceed the allocated amount from previously existing structures.

Second, the site itself is quite small for the intended use. To develop a multi-unit, multi-story building, the entire site would likely be required. This creates concerns around lot coverage, parking, and greenspace. It is expected that an initial review of the property will identify that additional space is needed to execute the intended vision.

Planning/ Zoning Considerations

7340 Tecumseh Road, Stoney Point, is located in the Central Area (CA) Mixed Use zone and is designated as CA in the Official Plan. This zone allows for all types of residential uses including townhouse and apartment units. The CA zone allows for 80% lot coverage with appropriate setbacks. A maximum height of 10.5 metres (3 stories) is defined in the Lakeshore Zoning Bylaw for the CA Zone. To achieve a height of 4 of more stories, a Site-Specific Zoning Amendment would need to be completed.

The Lakeshore Official Plan does permit high-density residential in the CA zone designation; however, there are multiple criteria to be considered for higher density to be allowed. These considerations include compatibility with adjacent uses in both height and character. Depending on final designs, an Official Plan Amendment or a Council Resolution may be required to approve the proposed building.

Next Steps

If funding is approved, WECHC will undertake the early works as described. Once completed, a subsequent report will come back to Council as an update and for future direction.

It is understood by both WECHC and Administration that this is not a short-term project and that any development would need to line up with appropriate servicing.

Others Consulted

Windsor Essex Community Housing Corporation.

Financial Impacts

There is no financial or partnership commitment beyond the initial support of funding.

Initial staff time related to this project is relatively minimal.

Report Approval Details

Document Title:	7340 Tecumseh Road Development Potential.docx
Attachments:	
Final Approval Date:	Dec 6, 2023

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

Prepared by Ryan Donally

Approved by Justin Rousseau and Truper McBride

Municipality of Lakeshore – Report to Council

Chief Administrative Officer

Economic and Intergovernmental Affairs



To: Mayor & Members of Council
From: Ryan Donally, Division Leader, Economic Development
Date: November 17, 2023
Subject: Municipal Transit Next Steps

Recommendation

Direct Administration to defer consideration of future transit services for the Municipality until the next iteration of the Transportation Master Plan, as presented at the December 12, 2023 Council meeting.

Background

At the October 12, 2021 Regular Meeting of Council motion 325-10-2021 was passed:

Direct Administration to prepare a business case for implementation of an integrated regional Lakeshore transit/mobility system to include operating permissions, delivery options, feeder services, financial implications, funding sources and a plan for a launch date of 2024 with engagement of the private sector and other regional transit authorities, as further described in the October 12, 2021 Council report; and

Endorse the primary regional route outlined as Option 1a of the Lakeshore Mobility Options Study prepared by Stantec, October 2021.

The primary regional route identified at Option 1a of the Lakeshore Mobility Options Study was the route proposed from Tecumseh Mall to Belle River along the County Road 22 corridor.

Comments

Following Council direction, Administration engaged with potential service providers to understand the magnitude of cost to deliver any or all of the options presented in the Lakeshore Mobility Options Study. These potential costs will remain confidential to not skew any potential RFP bidding process into the future.

Although the Mobility Options Study did identify that there was some demand for transit service offerings, the response rate was far from representative of the entire population

(approximately 100 residential respondents). Further, neither Council, nor Administration has heard from many residents requesting a transit service within the Municipality. Furthermore, Council did not identify transit as a priority project within their 2022-2026 Strategic Plan.

Due to the limited implied demand and lack of strategic priority, Administration did not conduct a full business case analysis for a transit system to service the residential populations of Lakeshore.

Conversely, Administration had received feedback that there was demand for a transit system to support the Patillo Road industrial area. The Mobility Options Study did conduct specific outreach to businesses. Businesses were asked, “Do you think a public transit system would be beneficial for your business and employees?” Response was roughly an even split with 39 businesses identifying “no” and 36 businesses identifying “yes”. Administration took further action to review the viability of at Patillo Road industrial area service.

Patillo Industrial Area Service

Primary and secondary data was collected to review the viability of transit service offerings to support the Patillo Industrial area.

Administration engaged with several industrial area companies. The responding companies represent approximately 1/3 of the estimated 6000 employees. The companies provided non-identifiable employee data, shift schedules, and volume of employees per shift for administration to analyze. In total, data for 1924 employees was captured.

Of the 1924 employees, 33 distinct locations of residences were collected. These were then corresponded to one of the regional municipalities. Results indicated that 65% of the employees resided in Windsor, 12% resided in the Belle River Area Code, 6% from Tecumseh, and 3% or less for the other municipalities, including the remainder of Lakeshore.

The employee data was analyzed in parallel with secondary data including drive-time analysis, integration points with regional transit systems, potential transit connection points, routing analysis, and potential transit stops.

A number of base-case assumptions were made based off secondary data sources to determine the implied demand to the industrial area, as follows:

- 3.5%: Commuters in the Windsor CMA (2021 Census).
- 0.4%: Transit ridership in Tecumseh (Tecumseh statistics)
- 6000: Total employee count in Patillo Road industrial area
- Connections would exist only to Tecumseh Transit and/or Transit Windsor services.

Based on known location data extrapolated to the full employee pool, Administration estimates 51 to 177 employees that *may* consider using transit. The table below provides additional detail.

Municipality	Percentage of Labour Pool	Total Potential Employees (assume 6000 ee's)	Potential Ridership (1% - 3.5%)
Windsor	65%	3,900	39 - 137
Lakeshore	13%	780	8 – 27* Location Dependent
Tecumseh	6%	360	4 – 13
Other	16%	960	No proposed service connections
TOTAL			51 - 177

With an understanding of the proposed upper-limit of transit ridership to the Patillo Road industrial area, Administration next explored potential timing and connectivity to existing regional transit service offerings.

Time Analysis and Viability

The primary intersection point between Tecumseh Transit and Transit Windsor is Tecumseh Mall. Any rider who wishes to connect between the transit systems needs to connect at this location. As such, this transit hub was identified as a primary initiation point for Lakeshore transit planning.

To fully capture all businesses within the Patillo Road industrial area, six stops were proposed. This six-stop loop would take an estimated 30 minutes to complete. To ensure there is both the ability to drop off employees pre-shift, and pick-up employees post shift, a gap must be considered. A suggestion of looping the bus twice was recommended to have a “drop off” loop, followed by a “pick-up loop”.

Tecumseh Mall is approximately 30 minutes headway from Patillo road. Therefore, in order to reach the final drop off of the Patillo, the bus would need to leave Tecumseh Mall approximately one-hour and fifteen minutes before the shift start time at the final drop off location.

The majority of shift start and end times in the industrial (as identified by the survey) are either 6:00 AM or 7:00 AM. There is another spike of start/end times at 4:00 PM, 6:00 PM and midnight.

For a 6:00 AM start time (the peak time identified) this would require a pick-up of 4:45 AM from Tecumseh Mall. For a 7:00 AM start time, this requires a 5:45 AM pick up.

The required start time from Tecumseh Mall to Patillo on a proposed Lakeshore Transit route creates a major issue. Neither Tecumseh Transit nor Transit Windsor offer service at the required time. Further, the 4:45 / 5:45 AM pick up does not consider the headway to get from the employees home stop to the Tecumseh Mall hub. For an employee with a start time of 6:00 AM they would likely need to catch their first bus on either Transit Windsor or Tecumseh Transit in the late 3:00 AM hour or early 4:00 AM hour. For an employee starting at 7:00 AM, they would need to catch the first bus in the late 4:00 AM hour or early 5:00 AM hour. Unless shift schedules can be adjusted by the employers, start schedules for multiple transit routes would need to be adjusted by upwards of two hours.

Administration has also considered a “direct route” whereby three primary transit stop locations tied into a route that primarily uses the E.C. Row Expressway and County Road 22 to access the Patillo Road industrial area (University of Windsor, Devonshire Mall, Tecumseh Mall). This route requires approximately one hour of drive time without considering any stops. This also does not rectify the issue of riders arriving at one of the transit stops.

In summation, unless businesses in the Patillo industrial area are willing to adjust start and end times, a transit system will not aid in moving employees to Patillo.

Options

Option 1 (recommended): defer further work on a Lakeshore transit system until it is considered by the Lakeshore Transportation Master Plan (2025-2026). This Master Plan will be preceded by County of Essex Master Transportation Plan and County of Essex Official Plan which will likely have commentary about regional transit system offerings.

Option 2: Direct administration to conduct primary interviews with Patillo Road industrial area businesses for greater understanding of transit demand, potential cost sharing, and shift scheduling to allow for more flexible start/end times. Upon completion, this report would be brought back to Council in 2024 to explore next steps.

Others Consulted

Town of Tecumseh

Transit Windsor

Financial Impacts

There are no financial impacts at this time.

Attachments

Appendix A – Transit Update, November 2023.

Report Approval Details

Document Title:	Transit Next Steps .docx
Attachments:	- Appendix A – Transit Update, November 2023.pdf
Final Approval Date:	Dec 6, 2023

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

Prepared by Ryan Donally

Approved by Justin Rousseau and Truper McBride

Transit Update

Regular Meeting of Council

December 12, 2023

Transit Timeline Review

- Q3-Q4, 2021: Lakeshore undertakes a Transit/Mobility Feasibility Study.
- October 12, 2021: Lakeshore Council directed administration to prepare a business case for potential launch of 2024.
 - Lakeshore Council “endorsed the primary route of 1a” which was the primary route along CR22 connecting Belle River to a Tecumseh Mall transfer.
 - Lakeshore administration continued ongoing discussions with Tecumseh Transit and Transit Windsor.
- Q2/Q3 2023: Lakeshore administration explored viability of Patillo Road transit service based on suggested demand from industrial businesses and as a first step in determining value of proposed system.
- Transit system not identified as priority from 2023-2027 Lakeshore Council in strategic planning.

2023 Transit Business Case

Exploration of Patillo industrial area servicing

2023 Analysis (in-house)

Industrial Area



- Scope
 - Exploration of viability for transit service to extend into Patillo Road industrial area including potential cost and ridership
- Data Analysis
 - Primary Data: location of residence, shift schedule, number of employees
 - Secondary Data: drive-time analysis, transit connection points, employment density, potential routing, travel-schedule from hub locations
 - Not a full response from businesses (2000/6000 ee's)

Assumptions

~ 3.5%

- Commuter rate with Transit Windsor (2021 Census)

~ 0.4%

- Tecumseh Transit Ridership

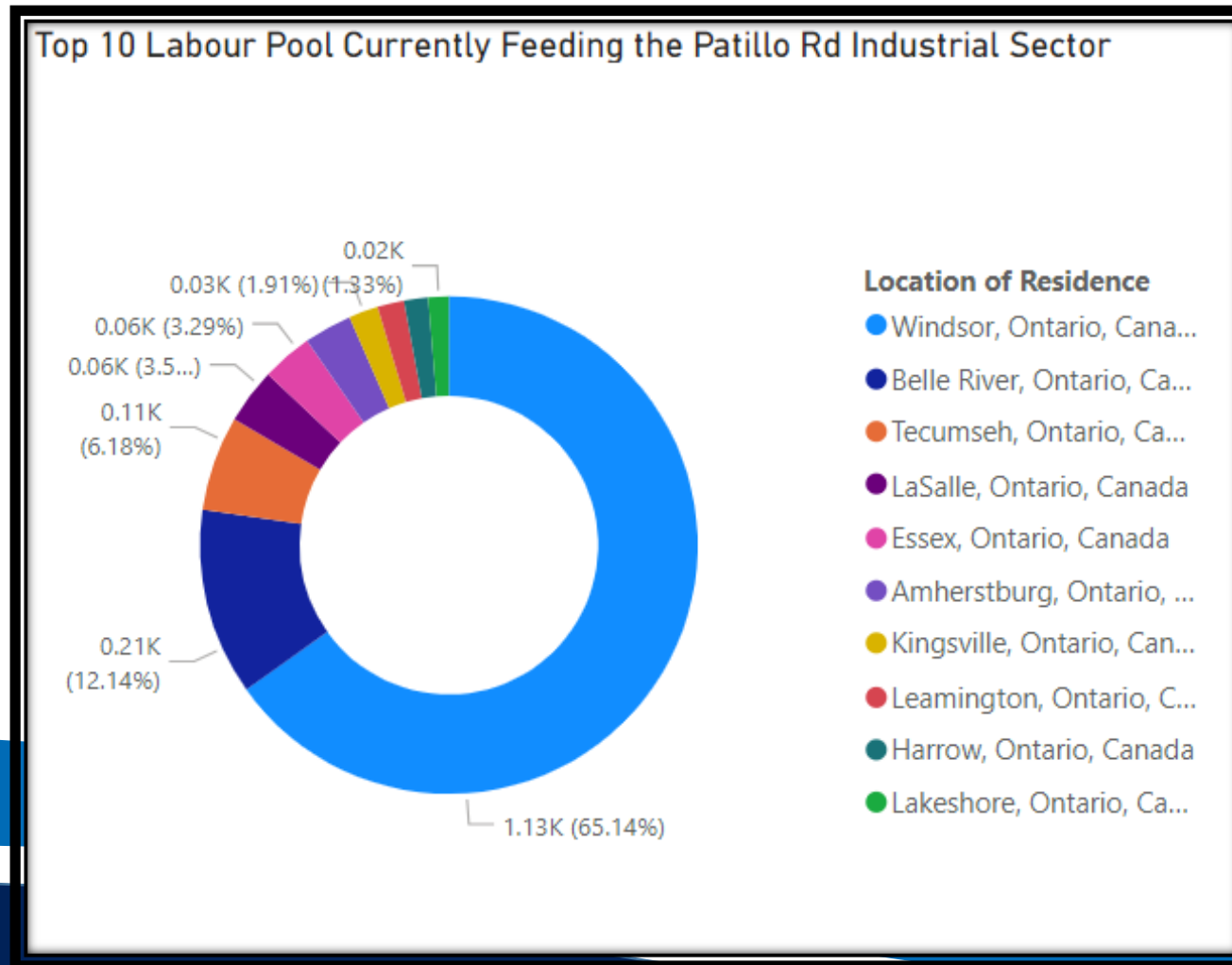
~6000

- Patillo Labour Force

60-210

- Assumed ridership (Range 1% to 3.5% of total Labour Pool)

Employee Residence / Potential Ridership



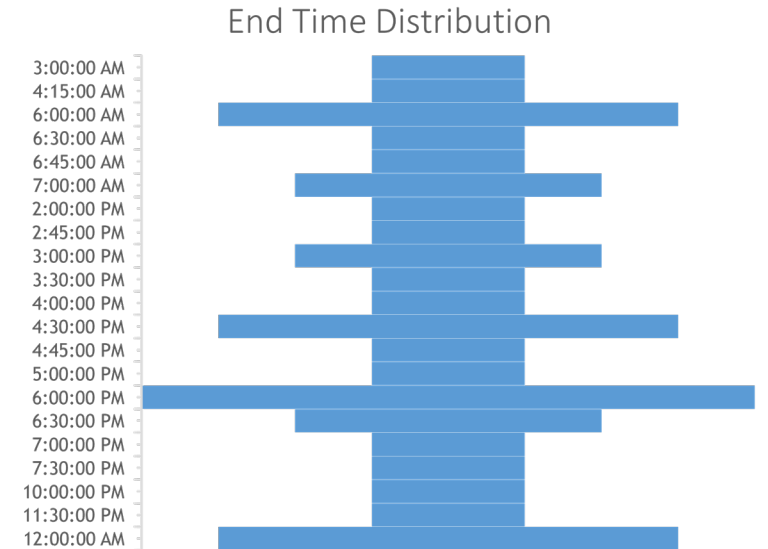
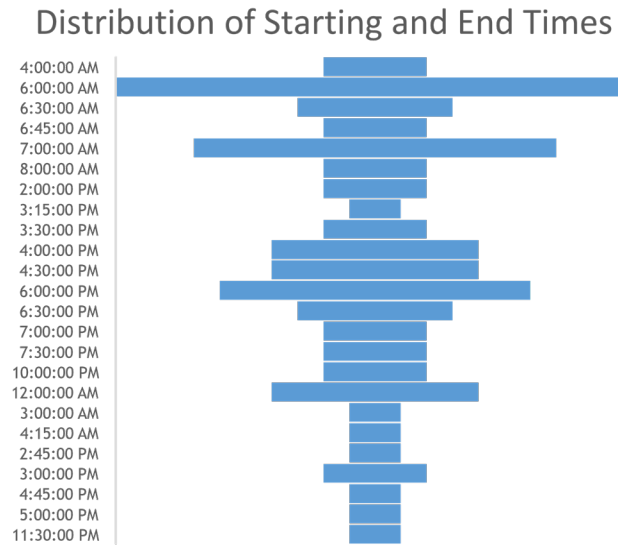
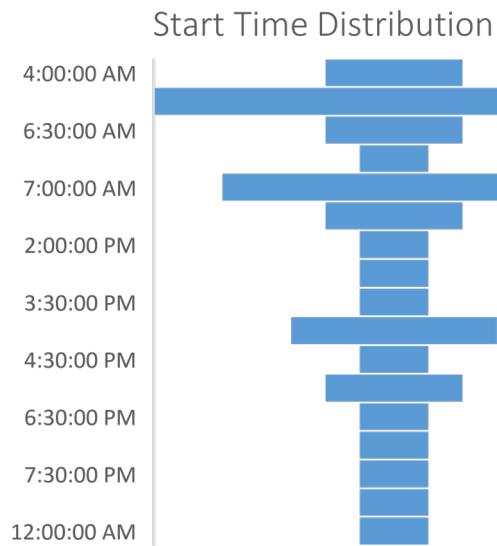
Employee Residence / Potential Ridership



Municipality	Percentage of Labour Pool	Total Potential Employees (assume 6000 ee's)	Potential Ridership (1% - 3.5%)
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Lakeshore	13%	780	8 – 27*Location Dependent
Tecumseh	6%	360	4 – 13
Other	16%	960	No proposed service connections
TOTAL			51 - 177

- The data indicates that there *could be* 50 to 180 riders utilizing service assuming current labour pools
- Anecdotal commentary identifies that many potential employees may not work in Patillo due to lack of transit offerings
- *Lakeshore population is dispersed and may not have access to transit. Belle River to Patillo not yet considered

Shift Start and End Times



- The 6am to 7:30am start time range is peak.
- End of shift is more dispersed.

Potential Costing

Potential Costing

- Preliminary discussions have occurred with a potential service provider.
- Cost estimates should not be disclosed in the event Lakeshore goes to a formal competitive proposal for service
 - Cost is dependent on levels of expected service
- Level of service for both Patillo and greater Lakeshore need to be determined.

Route Considerations

Route Considerations

- Equitable walking travel distance to key locations
- Existing pedestrian infrastructure
 - Sidewalks, Crosswalks, Crossing lights
- Safe from traffic
 - Highly visible location in both direction of travel, in minimally busy areas that are away from bottlenecks.
- Employee entrance facing towards stop
- Tailors towards businesses with a high density of *production / general labour* workers.

Proposed Stop 1

- Located on Advance Blvd
- Accessible to:
 - Vista Print
 - Magna
 - Oasis Plaza
 - Power Play Plaza
 - Good Shephard Church



Proposed Stop 2

- Located on Blanchard Park Way *** Private Road
- Accessible to:
 - Flex N Gate Canada
 - Lakeshore Stamping
 - All other businesses in this area



Proposed Stop 3

- Located on Silver Creek Industrial Drive at the corner of Patillo Rd.
- Accessible to:
 - TRQSS
 - Dakkota
 - Lakeshore Concrete
 - Concord
 - Reko
 - Circle 5
 - QMI Group



Proposed Stop 4

- Located the end of Silver Creek Industrial Dr.
- Accessible to:
 - Leggett & Platt
 - Can Art
 - OnSort Warehouse
 - Mercury Products
 - Plasman



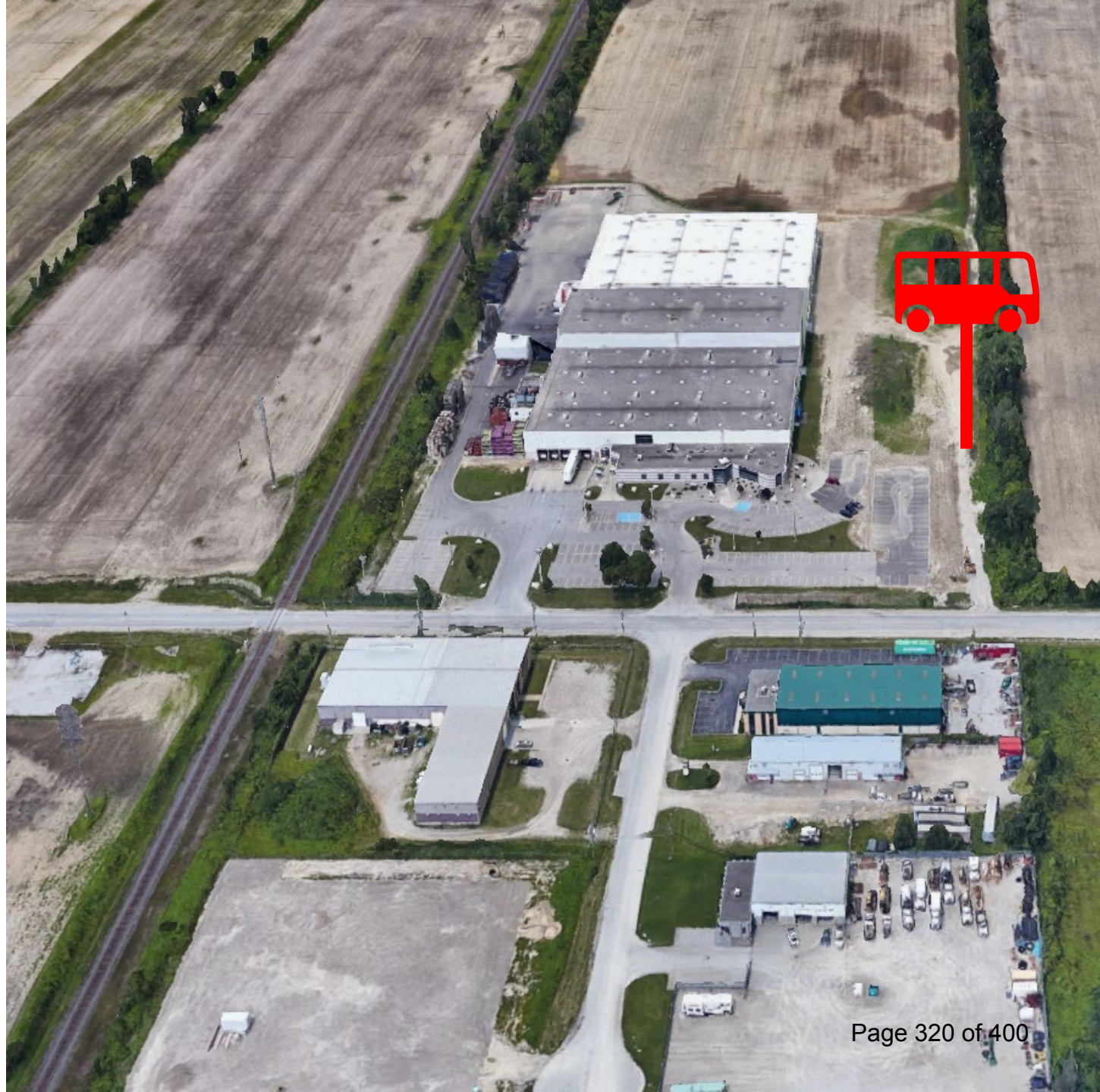
Proposed Stop 5

- Located on Jutras Dr S
- Accessible to:
 - SyBridge Technologies
 - Erie Architectural Products
 - Post packaging of Windsor
 - Precision Stamping Group

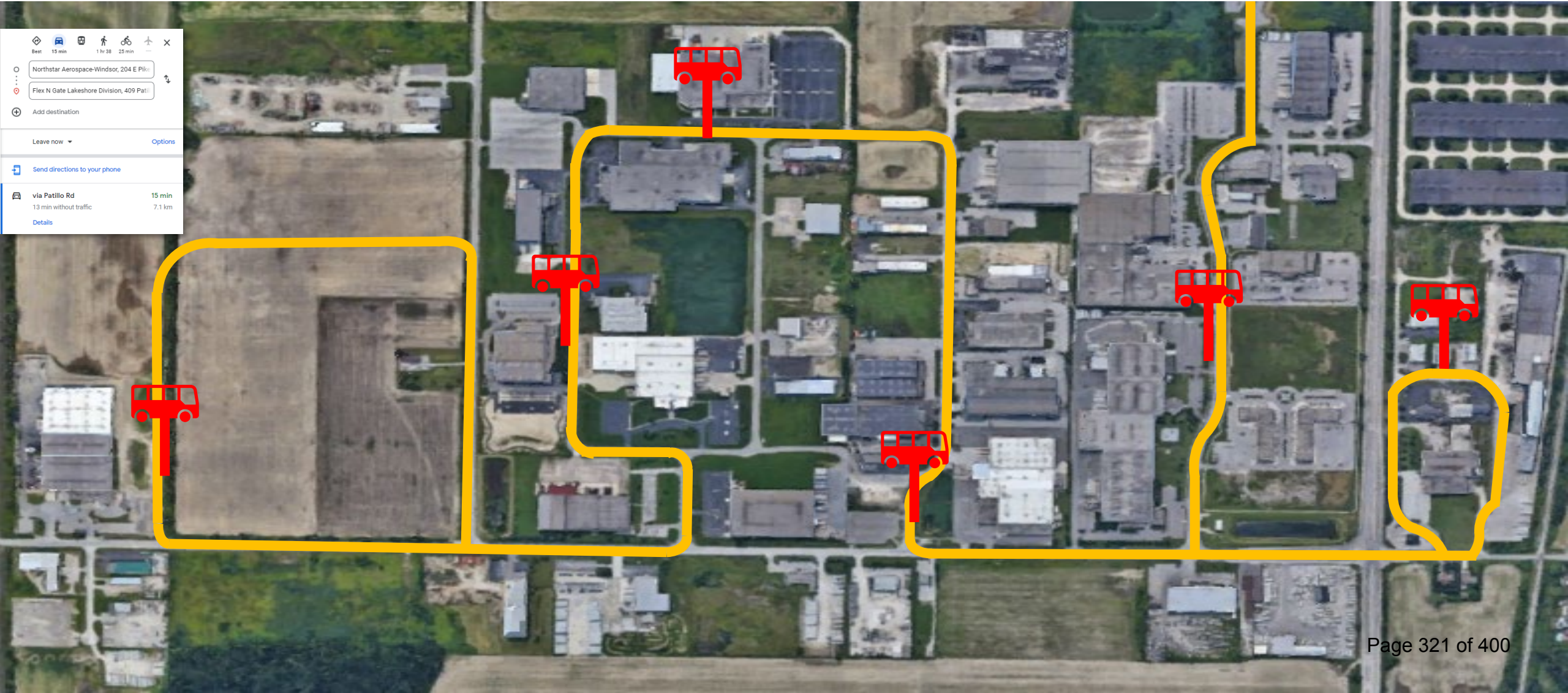


Proposed Stop 6

- Located on future High-Tech Drive
- Accessible to:
 - Flex N Gate lakeshore
 - Astrex Inc
 - All Harvard Dr Businesses



Proposed Route with Stop Map



Route Considerations

- The proposed 6 stop route is approximately 30 minutes
- Route from Tecumseh Mall to Patillo Road is approximately 30 minutes
- Assuming there is a dedicated line from Tecumseh Mall to Patillo Loop
- 2 options
 - Multiple Busses
 - Run the Patillo loop twice
 - Allows riders to get off work and to a stop without sending an empty bus back

Potential Route Timing



Tec Mall ↔ Patillo			
	Schedule 1	Schedule 2	Schedule 3
Departure Tec Mall:	5:00	14:30	17:00
Arrival Stop 1:	5:30	15:00	17:30
Arrival Stop 2:	5:35	15:05	17:35
Arrival Stop 3:	5:40	15:10	17:40
Arrival Stop 4:	5:43	15:13	17:43
Arrival Stop 5:	5:45	15:15	17:45
Arrival Stop 6:	5:50	15:20	17:50
Departure Stop 1:	6:45	16:25	18:35
Departure Stop 2:	6:20	16:05	18:15
Departure Stop 3:	6:25	16:10	18:20
Departure Stop 4:	6:28	16:13	18:23
Departure Stop 5:	6:30	16:15	18:25
Departure Stop 6:	6:35	16:20	18:30
Arrival Tec Mall:	7:15	16:55	18:45

Concerns/Issues with Routing Transit Windsor

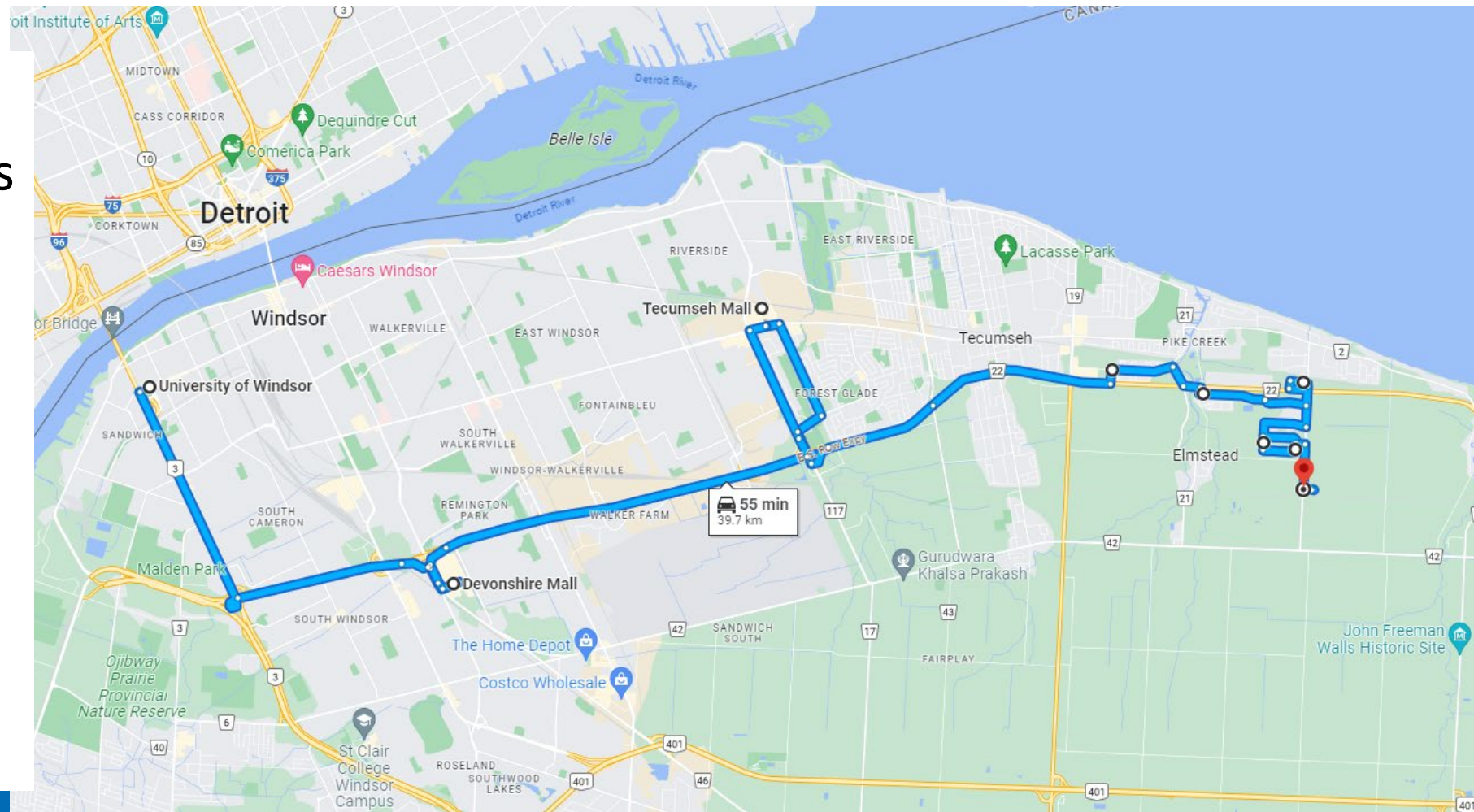


Can someone from Windsor get to Tecumseh Mall from their residence to get to work for a 6:00 am or 7:00 am shift?

- 30 minutes to 1 hour to get from various locations in City to Tecumseh Mall (Ottawa 4, Crosstown 2, Lauzon 10, or Transway 1c)
- Requires Transit Windsor to adjust shift start times of four different bus lines that arrive at Tecumseh Mall (likely to 4:00 am start of line)
- Requires residents to arrive at Tecumseh Mall for 5:00 am or 6:00 am with 1 hour headway to Patillo (depending on drop-off location)
- Would require residents to leave house in the 4:00 am hour to get to Patillo for 6:00 am shift start (assuming all changes could happen with Transit Windsor)

Direct Route? Trans-City Route

- UWindsor, Devonshire, Tec Mall, Patillo – DRIVE Time is 55 mins
- Adding Patillo Loop and stops at 3 locations (approximately 1.5 hour headway from UWindsor to Patillo)
- Does not alleviate requirement to get to these three primary stops



Concerns/Issues with Routing Tecumseh Transit



Can someone from Tecumseh get to Tecumseh Mall from their residence to get to work for a 6:00 am or 7:00 am shift?

- Requires Tecumseh Transit to change shift times to a 4:00 am /4:15 am start (1 hour full- complete loop - headway) to arrive for 5:00 am departure to Patillo on the “Lakeshore Transit” loop.
- Requires extended shift start and end time.
- Current start/end time is 6:00 am and 6:00 pm

**** This is for 4 to 13 passengers (Tecumseh) and 8 – 27 passengers (Lakeshore)*

Concerns/Issues with Routing Tecumseh Transit cont.



Add Patillo Loop to Tecumseh Transit Route?

- Tecumseh Transit to add Patillo Loop to current schedule which would add 40-45 minutes of headway
 - 30 minute Patillo Loop + 15 minute drive time
 - Total Headway of 1.5 hours+
 - This would require an additional bus(es)

Extend Tecumseh Transit into Belle River to pick up Lakeshore residents?

- This would create a 2 to 2.5 hour headway.
 - This would likely require 3 busses.
 - Full analysis for residential transit was not considered in the scope of this project.

***** This is for 4 to 13 passengers (Tecumseh) and 8 – 27 passengers (Lakeshore)**

Concerns/Issues with Routing Lakeshore Transit (or provider)



Can someone from Lakeshore get to Patillo Road from their residence to get to work for a 6:00 am or 7:00 am shift?

- Would require a Belle River to Lakeshore West Loop or Belle River to Patillo if serviced by a different provider West of Patillo
- Unless resident lives within walking distance of CR 22 (likely primary route), how does this service the greater residents?
- This services 8 to 27 passengers

Overall Viability of Patillo Loop

There are significant challenges and logistics constraints to overcome to support early shift start times and some end-times

Employers would likely need to allow for specific start-end times for transit reliant ridership at their facilities.

Thank you.

Municipality of Lakeshore – Report to Council

Corporate Services

Financial Planning and Analysis



To: Mayor & Members of Council
From: Justin Rousseau, Corporate Leader- Chief Financial Officer
Date: November 22, 2023
Subject: 2022 Year End (Q4) Budget to Actual Summaries

Recommendation

Receive the report regarding the 2022 Year End Variances for the general (taxation funded), wastewater (sanitary sewer) and water funds;

Approve the taxation-supported surplus of \$696,585 for the year ended December 31, 2022;

Approve a transfer of \$642,856 to the Assessment Stabilization Reserve;

Approve a transfer of \$25,500 to the Community Benefit Reserve;

Approve a transfer of \$24,229 to the Insurance Reserve;

Approve a transfer of \$111,021 From the Building Services – Operating reserve fund to transfer the 2022 Accumulated Net Deficit per the draft 2022 Building Services Statement;

Approve a transfer of \$1,720,813 representing a surplus from Water operations for the year ended December 31, 2022 be transferred to the Water Reserve Fund; and

Approve a transfer of \$2,085,659 representing a surplus from Wastewater (sanitary sewer) operations for the year ended December 31, 2022 to the Wastewater (Sanitary Sewer) Reserve Fund, all as described in the December 12, 2023 Council meeting report.

Background

The Municipality's budget is established by Council each year for operating and capital purposes as a cash-based budget used for determination of the annual tax levy requirement and user rate impacts.

The cash-based budget estimates are based on Council direction, economic trends and the best estimates and information available at the time. The actual expenditures and revenues in the various budget centers are monitored by Administration in relation to the approved budget on an ongoing basis. The year to date actual and projected results to the end of the year are reported to Council quarterly. The following report provides the final outcomes of the year ended December 31, 2022 (Q4).

It is important to note that the 2022 Results are not reflective of regular Municipal operations given the pervasive impacts of the pandemic (COVID-19) emergency in 2022. Due to the pandemic emergency the Municipality reduced service levels, including staff redeployments and program reductions, implemented alternate service delivery measures and forwent training and professional development for staff. The Municipality also incurred expenses for emergency response such as enhanced cleaning and various health and safety measures, the costs of which were mitigated to some extent by Ontario grant funding through the Ontario Safe Restart program. Across the corporation the investment in staff training and development had to be curtailed due to resources shortages, heavy workload, and operational restrictions, all related to the pandemic emergency.

In 2022 the quarterly projections proved to be a bit more challenging with the COVID-19 pandemic. The extent of the pandemic on levels of service, on revenues and on expenditures required to address COVID process, were estimated at best efforts given all the uncertainty that evolved throughout the year.

Comments

This report is provided to advise Council of the results for the 2022 fiscal year in relation to the cash-based budget, the following is a breakdown of the major variances by various rates.

Taxation Funded Variances

The taxation-funded variance reports a surplus of \$696,585 as shown in **Appendix A**.

Appendix A: the Taxation Funded Variance Summary provides a summary of the projected year end balances for each budget center with comments.

Below are the major components contributing to the overall surplus as of the 2022 Year End (Q4):

Summary of 2022 Year End Variance

Account Description	Surplus (Deficit)
COVID Expenses	(202,581)
Other Miscellaneous	19,591
Shortfall in Legal Fees	(598,106)
Shortfall in Provincial Offences Revenue	(66,917)
Shortfall on Insurance Premiums	(34,929)
Shortfall in Equipment and Vehicle Repair & Maintenance & Gas	(347,416)
Shortfall in Computer Expenses	(293,649)
Shortfall due to adjustment in Recovery of Development Charges	(419,084)
Savings in Bridges & Culverts, Hardtop, Loose top, Roadside, Sidewalk, Storm Sewer, and streetlight maintenance	58,193
Savings in Facility, Grounds, Playground, Sports field, and Trail Maintenance	28,613
Savings in Insurance Claims	24,229
Overall Savings in Advertising, Meetings, Travel, Training, Memberships, and Staff Appreciation	164,416
Savings in Utilities cost	284,848
Investment Income over budget	554,512
Supplementary Tax Revenue	135,386
Wage Subsidy	120,278
Municipal Tax Write-Offs	110,840
Savings in Winter Control	87,725
Savings in Consulting Services	63,907
Overall Wages Savings	293,391
Transfer From Building Reserve	111,021
Total surplus prior to the COVID grant	94,270
COVID Costs to be funded by a transfer from the COVID Recovery Grant Reserve Fund	602,315
Total Surplus including the COVID grant	696,585
Transfer to Self-Insurance Reserve	(24,229)
Community Benefit Funds Not Spent to be Transferred to reserve	(25,500)
Transfer to Reserves Funds	642,856

Highlights of the projected results are as follows:

Costs directly related to COVID have been tracked in a separate account. The total cost to provide protective equipment for all staff, implement enhanced cleaning services, and implement measures for social distancing, the Municipality has and will continue to incur unavoidable expenses because of the pandemic. Administration has been tracking these

costs separately to ensure mitigation measures were implemented where possible. Costs totaled 202,581 by year end.

Much of the other miscellaneous shortfall in revenue of (\$201,365) is attributable to recreation programming and rentals. As the ATRC was returning to pre-pandemic rentals in 2022. This is offset by cost savings in a variety of ways in the budget to have a net effect of a Budget Surplus of \$19,591

The Legal Budget for the municipality ran a negative variance of \$ (598,106) in 2022 and has also run over budget by Q2 of 2022.

Other contributing factors are a loss in Provincial Offences Act revenue of \$(66,917) as the closure of Courts has negatively affected returns of revenue from fines across the region.

A variance of (\$34,929) was seen in 2022 on our insurance premiums as market trends in the insurance industry created a very hard insurance market in 2022 and the years prior.

Overall repairs and maintenance cost for equipment and vehicles ran a negative variance of (\$347,416) with an older fleet and no ability to order new equipment coupled with record gas prices being the reason for the variance.

Computer expense ran a variance of (\$293,649) as additional resources were required to deal with the issues surrounding the enterprise resource program and payroll program design issues faced by Lakeshore.

As outlined in the 2021 year-end report a significant adjustment was required to the municipalities development charges and a complete review of the fund was done back for a number of years. It was determined that the \$780,000 to be recovered for the construction of the ATRC should only be \$360,916 creating a variance of (\$419,084)

Surplus from budget in the amount of \$58,193 for Bridges & Culverts, Hardtop, Loosetop, roadside, sidewalk, storm sewers and streetlights Maintenance were seen in 2022. As well as \$28,613 in Facilities, Grounds, Playground, Sportsfield and Trail Maintenance.

A surplus of \$24,229 was experienced in Insurance claims and to remain compliant with policy it is recommended this be transferred to the Insurance reserve.

It is also being recommended to transfer unspent community benefit grant dollars in 2022 to the reserve to fund the payouts of the grants completed in 2023.

The pandemic has also caused a positive variance on staff training and travel cost of \$164,416 as the impacts of the pandemic and the return to normal operations have not allowed for such activities to be undertaken.

A positive variance trend on utilities cost of \$284,848 has been observed at municipal facilities like the ATRC have been closed to the public, as well as LED conversion programs are starting to show favorable trends in cost savings.

The Municipality of Lakeshore approved its investment policy in late 2021 and in early 2022 the Corporate Leader-CFO implemented an investment strategy using principal guaranteed notes and GICs as secure investments to maximize municipal returns. A positive variance of \$554,512 dollars over budget has been observed.

Supplemental tax revenue has exceeded budget by \$135,386 as new housing assessment continues to come online from building permits.

The Municipality of Lakeshore was successful in obtaining wage subsidies for summer and coop students via the Canada Summer Jobs grant, this totaled \$120,278

Municipal tax write off were less than expected creating a positive surplus of \$110,840.

A mild winter season for 2022 created a surplus in winter control cost of \$87,725.

A variance of 63,907 was observed in consulting services as some of the studies and consulting services did not get completed in fiscal 2022.

A Transfer of \$111,021 from reserves is required to balance the building department as outlined under legislation. Please see Building Operations below for more details

A surplus of \$293,391 in wages cost was observed in 2022 as the municipality returned to normal operations from 2021, however Lakeshore is still experienced staff vacancies. These are offset by additional dollars being spent on the public service unit to maintain service levels for customer service established during the pandemic. The cost overruns of 104,717 are fully recovered from the Safe Restart fund.

The Municipality has received Safe Restart Funds to help offset Covid-19 cost for 2022. The balance of these funds must remain in a reserve until utilized. This must be done to align with the funding requirements and these funds can be used in 2022 to offset COVID-19 cost.

A total of \$602,315 has been recovered into operations for 2022 and covers the following COVID-19 related cost:

COVID Related Variances	
Revenue Shortfall - ATRC	(132,942)
Revenue Shortfall - Recreation	(68,423)
Revenue Shortfall in Provincial Offences Revenue	(66,916)
COVID Expenses	(202,581)
Public Service Wage Variance - PSU (extra customer service support)	(104,717)
COVID- Janitorial Services	(26,733)
Net COVID Costs	(602,315)

Building Operations

Annual building permit collections amounted to \$928,295 representing \$90,005 less than budgeted. This was primarily due to decreased building activity in 2022 as reported in the Quarterly Building Activity report to Council. Cost also exceeded the budget by \$21,016.

Due to the cyclical nature of development, the Building Code Act mandates municipalities to transfer annual Building-related surpluses to reserves so that in underperforming years, that reserve may be drawn upon to cover deficits. It is recommended that a transfer of \$111,021 be made from the Building Operating Reserve Fund to cover this year's deficit. The projected balance in the building reserve fund following this transfer will be approximately \$1,639,194.

User Rate Supported Results:

Water Rate Funded Variances

The water variance reports a surplus of \$1,720,813, as shown in **Appendix A**. A revenue surplus is of \$761,378 primarily due from higher consumption in the summer months. A significant surplus of \$158,798 occurred in staffing due to vacancies.

As outlined in the 2021 year-end report a significant adjustment was required to the municipalities development charges and a complete review of the fund was done back for a number of years. It was determined that the \$1,233,603 can be recovered annually from the Development charge funds to cover the debt payments of the water network. This created a surplus of \$1,233,603 for recovery from the DC reserve.

Offsetting the surplus is the increased cost of (\$99,843) water purchased from Union Water due to an increase in consumption for those areas. Offsetting this added cost is the corresponding revenue included above. Other shortfalls include variances of (\$135,827) in Water Purification Chemicals, (\$115,007) in System repairs and Maintenance and (\$76,276 in materials and supplies).

As water services are under a self-sustaining model, any actual 2022 surplus/(deficit) will be recommended for transfer to/(from) the Water Reserve Fund as part of the year end variance report.

Wastewater Rate Funded Variances (Sanitary Sewage)

The wastewater variance reports a surplus of \$2,085,659, as shown in **Appendix A**. Like Water, an increase in revenue due to an increase in consumption was realized. An outcome of an additional \$486,476 in revenue occurred for 2022. Also contributing to the surplus is a saving in utilities, consulting \$302,733 and \$39,633 respectively. As well as savings in repairs and maintenance of \$176,843. The Inflow and Infiltration program was also under budget by \$351,325 in 2022.

As outlined in the 2021 year-end report a significant adjustment was required to the municipalities development charges and a complete review of the fund was done back for a number of years. It was determined that the \$768,674 can be recovered annually from the Development charge funds to cover the debt payments of the waste water network. This created a surplus of \$768,674 for recovery from the DC reserve.

Higher than anticipated outside service cost and equipment maintenance (\$44,068) primarily related to the OCWA contract and increased chemical cost to operate these items are offsetting the overall surplus.

As wastewater services are under a self-sustaining model, any actual 2022 surplus/(deficit) will be recommended for transfer to/(from) the Wastewater Reserve Fund as part of the year end variance report.

Financial Impacts

Taxation Supported Results:

In accordance with the current Reserve and Reserve Fund Policy FN-389 (**Appendix B**), the working funds reserve fund has been underfunded for several years. The intent of this reserve is to fund day to day operations, maintain general cash flow and ensure business continuity during unforeseen events that may strain financial resources. The recommended target for this reserve is 2 months of operating costs or approximately \$7,900,000 for 2022. The current forecasted balance of the reserve is \$4,689,647 and it is underfunded by \$3,210,353

The Assessment Stabilization reserve is also underfunded and calls for a balance 5% of prior years' municipal tax assessment or \$1,822,425 (\$36,448,510 (2022 levy) *5%).

The current forecasted balance of the reserve is \$100,187 and it is underfunded by \$1,722,238 as this reserve was used to balance the taxation rate in the 2023 budget to the amount of \$1,574,788.

The Contingency Reserve is also underfunded and calls for a balance of 5% of general funds annual operating expenses or 2,612,428 (\$52,248,564 (2022 operating expense) *5%) the current balance of the reserve is \$1,393,248 and it is underfunded by \$1,219,180.

To return to compliance with the Municipal Reserve and Reserve Fund Policy FN-389, it is recommended that the total surplus of \$642,856 be transferred to the Assessment Stabilization reserve. Which would bring the forecasted balance to \$743,043 going into 2024 budget preparation.

In addition, in accordance with the reserve fund policy and the requirements of the Building Code Act, a transfer of \$111,021 will be made from the Building Operating reserve fund based on the 2022 Accumulated Net deficit for Building.

Administration is also recommending a transfer of \$24,229 to the insurance reserve to fund unanticipated future claim costs. This in accordance with the Municipalities Reserve and Reserve Fund Policy. This transfer has been made in the year-end results based on policy.

It is also being recommended to transfer unspent community benefit grant dollars in 2022 of \$25,500 to the reserve to fund the payouts of the grants completed in 2023.

User Rate Supported Results:

User rate supported surpluses are recommended to be transferred both to the Water Reserve Fund and Wastewater Reserve Fund respectively.

Attachments

Appendix A - Taxation Funded, Water Funded, Wastewater Funded Variance Summary

Appendix B - Reserve and Reserve Fund Policy FN-389

Report Approval Details

Document Title:	2022 Year End (Q4) Budget to Actual Summaries and Transfers.docx
Attachments:	- Appendix A- 2022 Year End Variances.pdf - Appendix B - Policy FN-398 Reserves and Reserve Funds.pdf
Final Approval Date:	Dec 5, 2023

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

Prepared by Justin Rousseau

Approved by Truper McBride

Municipality of Lakeshore				
2022 Quarter 4 Year End December 31, 2022				
	Budget	Forecast	Variance (Surplus) / Deficit	% Variance
Chief Administrative Officer				
CAO Office				
Net Total	(407,381)	(415,800)	8,419	-2.07%
Digital Transformation & Cloud Services				
Net Total	(1,024,715)	(1,768,931)	744,216	-72.63%
Council Services				
Net Total	(326,523)	(297,619)	(28,904)	8.85%
Committees of Council				
Net Total	11,225	27,973	(16,748)	149.21%
Officer	(1,747,394)	(2,454,377)	706,983	-40.46%
Strategic & Legal Affairs				
Strategic and Legal Affairs				
Net Total	(223,116)	(225,217)	2,101	-0.94%
Legal Services				
Net Total	(856,333)	(1,482,161)	625,828	-73.08%
Civic Affairs				
Net Total	(616,506)	(620,006)	3,500	-0.57%
Workforce Development				
Net Total	(414,962)	(416,933)	1,971	-0.48%
Animal Control				
Net Total	(30,150)	2,996	(33,146)	109.94%
Fire				
Net Total	(2,273,339)	(2,373,134)	99,795	-4.39%
Police				
Net Total	(4,950,187)	(4,950,013)	(174)	0.00%

Crossing Guards				
Net Total	(67,966)	(73,254)	5,288	-7.78%
Total Strategic & Legal Affairs	(9,432,559)	(10,137,723)	705,164	-7.48%
Growth & Sustainability				
Growth and Sustainability				
Net Total	(210,793)	(201,087)	(9,706)	4.60%
Economic Development &				
Net Total	(193,925)	(181,324)	(12,601)	6.50%
ATRC Facilities & Fields				
Net Total	(2,324,809)	(2,598,770)	273,961	-11.78%
Recreation				
Net Total	(578,234)	(321,091)	(257,143)	44.47%
Marina				
Net Total	(81,150)	53,188	(134,338)	165.54%
Community Planning				
Net Total	(750,725)	(671,690)	(79,035)	10.53%
GIS				
Net Total	(210,058)	(98,538)	(111,520)	53.09%
Building				
Net Total	-	(0)	0	0
By Law				
Net Total	(352,865)	(326,874)	(25,991)	7.37%
Public Service				
Net Total	(616,822)	(625,546)	8,724	-1.41%
Total Growth and Sustainability	(5,319,381)	(4,971,732)	(347,649)	6.54%

Operational Services				
Operational Services Admin				
Net Total	(207,593)	(208,502)	909	-0.44%
Roads & Fleet				
Net Total	(14,778,292)	(14,513,590)	(264,702)	1.78%
Parks & Trails				
Net Total	(1,839,187)	(1,718,935)	(120,252)	6.54%
Engineering and Infrastructure				
Net Total	(746,769)	(606,223)	(140,546)	18.82%
Capital Projects				
Net Total	(351,036)	(351,001)	(35)	0.01%
Drainage				
Net Total	(225,217)	(306,393)	81,176	-36.44%
Facilities (non ATRC) &				
Net Total	(1,756,324)	(1,616,579)	(139,745)	7.96%
Solid Waste				
Net Total	(1,479,075)	(1,487,575)	8,500	-2.58%
Total Operational Services	(21,383,493)	(20,808,797)	(574,696)	2.69%
Finance & Corporate Accounts				
Finance Admin				
Net Total	(224,652)	(181,539)	(43,113)	19.19%
Accounting and Revenue				
Net Total	455,916	1,025,495	(569,579)	124.52%
Financial Planning & Analysis				
Net Total	(364,704)	(390,178)	25,474	-6.98%
Corporate Accounts				
Net Total	38,016,267	38,615,436	(599,169)	1.58%
Accounts	37,882,827	39,069,214	(1,186,387)	3.13%
Total Taxation Funded Accounts	-	696,585	(696,585)	

Water				
Water				
Net Total	-	1,720,813	(1,720,813)	
Total Water	-	1,720,813	(1,720,813)	
Wastewater				
Wastewater				
Net Total	-	2,085,659	(2,085,659)	
Total Wastewater	-	2,085,659	(2,085,659)	

Policy: Reserve and Reserve Fund	Policy #: FN-398
Department: Finance Services	Effective Date: September 14, 2016
	Revision Date: N/A

1.0 Policy Statement

It is the policy of the Corporation of the Town of Lakeshore:

- To establish reserves and reserve funds for planned future capital expenditures, unexpected or unpredicted events, or extraordinary expenditures which would otherwise cause fluctuations in the operating and capital budgets,
- To manage reserves, reserve funds and deferred revenues in a responsible manner, and
- To use reserves, reserve funds and deferred revenues solely for the specific purpose previously determined.

2.0 Purpose

- 2.1** This policy outlines guidelines and criteria for the administration of reserves and reserve funds to ensure good financial management for the ongoing financial stability of the Town. The primary objective of the Reserve and Reserve Fund Policy is to ensure that monies are set aside for the long term goals of the Town and that those funds will be available when needed.
- 2.2** This policy will inform decisions relating to long-range financial planning for capital projects in order to minimize both debt servicing costs and significant annual budget impacts, by allocating costs to benefitting users over a number of years through the prudent use of reserves and reserve funds.
- 2.3** This policy defines and delineates how the Town of Lakeshore reserves and reserve funds are established, amended, closed, allocated to/from and reported.

3.0 Definitions

“Deferred Revenue” means revenue that is considered a liability on the Town’s financial statements until it becomes relevant to current operations, such as prepayment received for goods or services that have not yet been provided. Some Deferred Revenue is set aside in obligatory reserve funds for a specific purpose as required by legislation, regulation, or agreement such as development charges, cash-in-lieu of parkland, and federal gas tax.

"Discretionary Reserve Fund" means reserve funds created at the discretion of Council whenever revenues are earmarked to fund future expenditures of a purpose designated by Council.

"Obligatory Reserve Fund" means reserve funds that are required by legislation or agreement to be segregated from the Town's general revenues for a special purpose or for works to be undertaken on behalf of the contributor. These funds are classified in the financial statements as Deferred Revenue.

"Reserve" means an allocation of accumulated net revenue that makes no reference to any specific asset and does not require the physical segregation of money. Established primarily for the purpose of providing working funds. A reserve may be established for a predetermined purpose and applied for that purpose at the discretion of council.

"Reserve Fund" means a fund that is segregated and restricted to meet a specified purpose and includes both obligatory reserve funds and discretionary reserve funds.

4.0 Scope

4.1 This policy applies to all reserves and reserve funds of the Corporation of the Town of Lakeshore.

5.0 Policy

5.1 Categories and Target Balances

5.1.1 Reserves

Operating reserves

Operating reserves will be maintained to fund operating items that were not anticipated and/or budgeted. Operating reserves can also be used as a mechanism to set funds aside for expenditures in future

years. The Town's Operating Reserves include the reserves listed in Appendix C, as amended by Council from time to time.

Capital reserves

Capital reserves are to be used for long term capital investment projects that will be incurred in the future. Capital reserves are also considered for use of unanticipated expenditures that are related to capital and/or the Town's Infrastructure. The Town's Capital reserves include both lifecycle reserves, for the replacement of capital assets, and non-lifecycle for the development and acquisition of new capital assets. Capital reserves include those listed in Appendix C, as amended by Council from time to time.

5.1.2 Discretionary Reserve Fund

Discretionary reserve funds are established by Council and are deemed to be restricted for certain uses. Discretionary reserve funds shall include those listed in Appendix B, as amended by Council from time to time.

The targeted funding level for the Town's discretionary reserve funds is specific to each fund, and may be influenced by related Council policy and adopted plans, such as the Water Financial Plan.

5.1.3 Obligatory Reserve Fund

Obligatory reserve funds are restricted and are been funded by senior levels of government or third parties for specific purposes that are defined by legislation, agreement and or a municipal By-law. Obligatory reserve funds shall include those listed in Appendix A, as amended by Council from time to time.

These funds will not have a targeted funding level.

5.2 Establishment of Reserves and Reserve Funds

5.2.1 Council approval is required for establishment of any reserve or reserve fund. Before creating a new reserve, the option of adding an incremental contribution to an existing reserve or reserve fund of a like nature will be considered.

5.2.2 A reserve may be established on the recommendation of the Director of Finance, through the annual budget and or through a resolution of Council.

5.2.3 Council, on the recommendation of the Director of Finance, may establish a discretionary reserve fund and shall establish an obligatory reserve fund.

5.2.4 A reserve fund can be recommended only if at least one of the following applies:

- a) A mandatory obligation exists, either pursuant to legislation or contract
- b) The funds are intended for purchasing or maintaining capital assets
- c) The funds are donated for a specific purpose
- d) The funds are intended to fund a future liability

5.2.5 A report which recommends the establishment of a reserve or reserve fund will include the following:

- a) Purpose
- b) Contributions
- c) Designated use
- d) Target balance
- c) Conditions and or restrictions

5.3 Approval of Funding Allocations to and from Reserves and Reserve Funds

5.3.1 Approval of allocations to and from the reserves and discretionary reserve funds will be on the recommendation of the Director of Finance, in accordance with the Town's established policy, budget and or reports to Council, as referred to above.

5.3.2 Allocations to and from obligatory reserve funds will be in accordance with their related legislation and or agreements.

5.4 Allocation of Operating Surplus/Deficit

5.4.1 Year-end Water and Wastewater budget surplus or deficit will be allocated to or funded by appropriate Water or Wastewater reserves respectively.

5.4.2 Year-end General Fund surplus or deficit will be allocated to or funded by appropriate reserves and reserve funds respectively, as approved by Council.

5.5 Interest Allocation

5.5.1 Reserve funds will be invested in accordance with the Town's investment policy. Earnings shall be credited to each separate reserve bank account that invested the funds. Where multiple reserve funds are included in one bank account, interest shall be allocated to reserve funds on a monthly basis based on the actual balance of the reserve fund.

5.5.2 Reserves shall not be allocated interest, and interest earned on reserves shall be reported as earnings of the operating fund.

5.6 Adequacy: The adequacy of an individual reserve or reserve fund is determined on a case by case basis using an estimate of the timing and magnitude of the cost(s) to be mitigated, and a projection of contributions.

5.7 Amending or Closing Reserves and Reserve Funds

5.7.1 If the purpose or purposes for which the reserve or reserve fund was created require amendment, the Director of Finance shall report to Council with a recommendation to amend the purpose or purposes for the reserve or reserve fund.

5.7.2 If the purpose or purposes for which the reserve or reserve fund was created have been accomplished and or the reserve or reserve fund is determined to be no longer necessary, the Director of Finance shall report to Council with recommendations on:

- a) The closure of the reserve or reserve fund
- b) The disposition of any remaining funds
- c) The necessary amendment to any related By-law

5.7.3 A resolution of Council will be required to amend or close a reserve or reserve fund.

5.8 Annual Reporting: Updated forecasts of a reserve or reserve fund will be provided to assist with the evaluation of any increases or decreases in contributions or new expenditures. Forecasts will be developed for each reserve and reserve fund and will be updated annually.

6.0 Responsibilities

6.1 Municipal Council shall:

6.1.1 In accordance with the Municipal Act 2001, Section 224 develop and evaluate policies, ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place and maintain the financial integrity of the municipality.

6.1.2 Establish new reserves, close existing reserves when no longer required, amalgamate reserves, transfer funds to and from reserves via the budget process, and transfer funds to and from reserves through Council resolution not addressed during the budget process.

6.2 Chief Administrative Officer shall:

6.2.1 Support the Director of Finance in ensuring the principles and mandatory requirements contained in this policy are applied consistently across all Town departments.

6.3 Director of Finance / Treasurer shall:

6.3.1 Develop and update this policy as necessary and present changes to Council;

6.3.2 Manage the Town's reserves and reserve funds in accordance with their purpose and any or all conditions and/or restrictions placed upon them by Council and or governing agreements and legislation and shall ensure they continue to be aligned with Council's goals and objectives;

6.3.3 Recommend strategies for the adequacy of reserve levels; and

6.3.4 Report to Council the reserve balances and forecast as part of the annual budget approval process.

6.4 Department Directors shall:

6.4.1 Provide the Director of Finance with the most current capital asset information to be used in the assessment of the adequacy of capital lifecycle reserves.

7.0 Consequences

7.1 Failure to adhere to this policy may result in:

- 7.1.1 Loss of reputation for the Town, if its financial stewardship is perceived to be non-transparent.
- 7.1.2 Violation of the *Municipal Act, 2001*, if reserves are not correctly identified and recorded.
- 7.1.3 Violation of Council policy or external agreements if the conditions and restrictions of reserves are not followed.
- 7.1.4 Disciplinary action against any employee found to be in violation of this policy.

8.0 References

- 8.1 Municipal Act, Development Charges Act, Planning Act, Town By-laws and related Agreements, etc.

Town of Lakeshore					
Reserve Funds and Reserves - Obligatory Reserve Funds					
Name	Purpose	Contributions	Designated use	Targeted Balance	Conditions/Restrictions
Federal Gas Tax	Restricted grant funding provided through Federal Gas Tax Agreement with Canada and transfer agreement with County of Essex	Annual contributions from Federal Gas Tax transfers, plus interest earned on fund balance.	Infrastructure and related projects	Not Applicable	Allowable uses under Federal Gas Tax Agreement and program guidelines as prescribed by Canada.
Development Charges	Development Charges (DC) collected per DC Act in accordance with municipal by-law	Developer contributions per DC Charges schedule; interest earned on fund balance	Growth related portion of capital projects and studies (e.g. Official Plan, DC Study), etc.	Not Applicable	Allowable uses under Development Charges Act
Building Services - Capital	To mitigate activity fluctuations in the Building permit area.	Transfers of cumulative operating surpluses, based on both Building Services direct costs as well as Corporate indirect costs. Interest earned or incurred on any balances in the reserve is also itemized.	Capital purchases for Building Code enforcement activities, including vehicles and computers.	Not Applicable	Allowable uses under the Building Code Act
Building Services - Operating	To mitigate activity fluctuations in the Building permit area.	Any cumulative operating surpluses, less portion transferred to Building Dept. Capital fund, based on both Building Services direct costs as well as Corporate indirect costs. Interest earned or incurred on any balances in the reserve is also itemized.	Building Code enforcement activities, such as a funding a related deficit in a particular year.	Not Applicable	Allowable uses under the Building Code Act
Park Development	Development Fees in lieu of providing parkland - fees collected through development process	Developer contributions under development agreement; interest earned on fund balance	Acquisition of parkland or for other public recreational purposes, including the erection or repair of buildings and the acquisition of machinery for park or other recreational purposes.	Not Applicable	Allowable uses under Planning Act
Parking Lot Development	To provide for adequate parking facilities (non-residential) in the previous Belle River core	Developer contributions per Planning Act, Cash in Lieu of Parking Policy and Zoning By-law 2012, plus interest earned on fund balance	Provision of additional parking spaces (non-residential) within the area defined in Schedule C (core Belle River) to the By-law	Not Applicable	Allowable uses in accordance with Zoning Bylaw 002-2012, Cash-in-lieu of parking policy and Section 40 of the Planning Act
Tree Planting - Subdivisions	Development Fees collected to fund tree planting in the municipal right of way in new subdivisions/developments	Developer contributions per Development Agreements and Development Manual (standards), plus interest earned on fund balance	Planting one tree per lot	Not Applicable	Allowable uses per Development Manual and Development Agreements (various)

Town of Lakeshore					
Reserve Funds and Reserves - Obligatory Reserve Funds					
Name	Purpose	Contributions	Designated use	Targeted Balance	Conditions/Restrictions
Provincial Funding	Ontario Grant Funding for use per agreements and program guidelines as prescribed by Ontario	Province of Ontario grant and contribution funding transfers	Capital infrastructure projects and other eligible expenditures per Ontario program guidelines and agreements	Not Applicable	Allowable uses under agreement and program guidelines as prescribed by Ontario.
Federal Funding	Federal Grant Funding for use per agreements and program guidelines as prescribed by Canada	Federal funding transfers	Capital infrastructure projects and other eligible expenditures per Federal program guidelines and agreements	Not Applicable	Allowable uses under agreement and program guidelines as prescribed by Canada.

Town of Lakeshore					
Reserve Funds and Reserves - Discretionary Reserve Funds					
Name	Purpose	Contributions	Designated use	Targeted Balance	Conditions/Restrictions
Water	Water rate stabilization and capital purchases and renewals	Net Operating surpluses and recovers from development charge collections for growth related capital expenditures financed by the water reserve fund. Plus interest earned on fund balance.	Fund fiscal water operations deficits, capital renewals, and interim financing for growth related capital pending future DC collections. Also, used to repay loan from ELK reserve fund and to transfer funds to the water plant filter	Under Review - Based on the Asset Management Plan, Water Master Plan and Water Financial Plan	
Water Plant Filter	To provide for water plant filter replacements	Transfers from Water Reserve Fund plus interest earned on fund balance.	Replacement of water plant filters	Under Review - Based on the Asset Management Plan, Water Master Plan and Water Financial Plan	
Wastewater	Wastewater rate stabilization and capital purchases and renewals	Net Operating surpluses and recovers from development charge collections for growth related capital expenditures financed by the wastewater reserve fund. Plus interest earned on fund balance.	Fund fiscal wastewater operations deficits, including funding capital renewals, revenue shortfall in relation to expenditures, and interim financing for growth related capital pending future DC collections. Also, used to repay loan from ELK reserve fund.	Under Review - Based on the Asset Management Plan, Wastewater Master Plan and Wastewater Financial Plan	
Debt Reduction	To reduce the need to issue debt to finance capital projects	Initial contribution from proceeds of sale of shares in E.L.K. utility. Annual contributions from repayment of interest bearing loans to operating, water and or wastewater reserve funds. Appropriations made from time to time from operating budgets. Plus interest earned on fund balance.	Internal financing of capital projects for general fund, water and wastewater operations	Not Applicable	
Future Employee Benefits	To provide for current and future employee and retiree benefits, including claims and administrative service fees	Net surplus returned from benefits provider. Interest earned on fund balance.	Fund employee and retiree benefit deficits	Not Applicable	

Town of Lakeshore					
Reserve Funds and Reserves - Reserves					
Name	Purpose	Contributions	Designated use	Targeted Balance	Conditions/Restrictions
Operating (General fund)					
Working Funds	Provide for general cashflow requirements under the general fund	Appropriations made from time to time from operating budgets and operating budget surpluses.	To fund the day-to-day operations and provide the ability to meet current liabilities .	2 months operating expenses	Contribution plan required to repay any disbursements from this reserve
Contingency	Provide funding for one-time, unexpected expenditures or revenue shortfalls.	Appropriations made from time to time from operating budgets and retained indemnity deposits per Tariff of Fees By-law.	To fund one-time, unexpected expenditures or revenue shortfalls.	5% of general fund annual operating expenses	
Assessment Stabilization	Provide for unexpected property assessment changes and related tax adjustments during the year.	Appropriations made from time to time from operating budgets.	To fund shortfall in property tax revenues, such as unexpected in-year assessment change and appeal impacts	5% of prior year municipal tax levy	
Accumulated Sick Leave	Provide for payment of vested, accumulated sick time credits to grandfathered employees upon termination of employment.	No further need for contributions identified - appropriations have been made from past operating budgets.	To fund vested sick time payouts to eligible employees at retirement	Not Applicable	Reserve to be drawn down as grandfathered employees terminate employment, and then closed
CIP	To segregate funds levied but not spent under the Community Improvement Plan (CIP)	Transfers from portion of operating surplus related to CIP	To fund eligible costs under the CIP	Not Applicable	Use per terms of CIP
Community Benefit	Provide for community betterment projects and/or services related to energy efficiency, sustainable development or renewable energy	Community benefit contributions under wind turbine agreements	To fund community betterment initiatives	Not Applicable	Use per terms of wind turbine agreements
Employee Related	Provide for unexpected, periodic and one-time staff related costs	Appropriations made annually from operating budgets.	To fund staff related costs for employment transitions, internal and pay equity adjustments, unexpected WSIB costs and other such costs.	Under Review	
Self Insuring	Provide for unexpected or one-time insurance costs	Appropriations made annually from operating budgets.	To fund under-deductible insurance claim costs and significant premium fluctuations on renewals	Under Review	
Police Operating	Provide for unexpected or one-time costs related to the provision of police services	Appropriations made annually from operating budgets.	To fund fluctuations in policing costs under OPP contract renewals and fiscal expenditures	Under Review	
Technology Software	Provide for cyclical and one-time acquisitions of software to maintain or enhance municipal operations and customer service	Appropriations made annually from operating budgets.	To fund replacement, upgrade and acquisition of softwares	Under Review	
Winter Control	Provide for unexpected operating costs related to extreme winter weather	Appropriations made from time to time from operating budgets.	To fund winter control operations in unusually heavy snowfall and ice years.	50% of 5 year average winter control costs	

Town of Lakeshore					
Reserve Funds and Reserves - Reserves					
Name	Purpose	Contributions	Designated use	Targeted Balance	Conditions/Restrictions
Road Share Drainage Works	Provide for road share of municipal drainage costs	Appropriations made annually from operating budgets.	To fund drain maintenance and construction costs assessed as municipal roads share	Under Review	
Building Repairs and Maintenance	Provide for unexpected or one-time costs for repairs and maintenance to municipal facilities	Appropriations made annually from operating budgets.	To fund unexpected or one-time facility repairs and maintenance costs that ensure facilities remain functional and safe during their useful life.	Under Review	
Election	Provide funding for cyclical municipal elections and related costs for council transition	Appropriations made annually from operating budgets.	To fund cost to run the election and to transition council	Under Review	
Tree Replacement	Provide for funding periodic tree replacements on municipal property	Appropriations made from time to time from operating budgets	To fund unexpected or one-time cost for tree replacements on municipal property	Under Review	
Plans and Studies	Provide funding for cyclical plans and study requirements	Appropriations made annually from operating budgets.	To fund cost of plans and studies required on a cyclical basis, such as Official Plan, Zoning By-law, Development Charges Study, Energy Management Plan, etc.	Under Review	
Operating (Water)					
Water Working Funds	Provide for general cashflow requirements under the water fund	Appropriations made from time to time from water operating budget	To fund the day-to-day water operations and provide the ability to meet current liabilities.	2 months operating expenses	Contribution plan required to repay any disbursements from this reserve
Water - Contingency	Provide funding for one-time, unexpected expenditures or revenue shortfalls.	Appropriations made from time to time from operating budgets	To fund one-time, unexpected expenditures or revenue shortfalls.	5% of water fund annual operating expenses	
Capital - Lifecycle (General fund)					
Vehicles and Equipment	Provide funding for replacement and betterments of vehicle and equipment capital assets. Excludes Fire and Building services assets, which are addressed in other reserves and funds.	Appropriations made annually from operating budgets and net proceeds of asset disposals	To fund replacement and betterments to existing vehicles and equipment assets, excluding Fire and Building services related	Under Review - Based on the Asset Management Plan	
Technology and Office Equipment	Provide funding for replacement and betterments of technology and office equipment capital assets.	Appropriations made annually from operating budgets	To fund replacement and betterments to existing technology and office equipment assets.	Under Review - Based on the Asset Management Plan	
Facilities	Provide funding for replacement and betterments of facility capital assets.	Appropriations made annually from operating budgets	To fund replacement and betterments to existing facility assets.	Under Review - Based on the Asset Management Plan	
Fire Vehicles and Equipment	Provide funding for replacement and betterments of fire services vehicles and equipment capital assets.	Appropriations made annually from operating budgets and net proceeds of asset disposals	To fund replacement and betterments to existing fire services vehicles and equipment assets	Under Review - Based on the Asset Management Plan	
Roads	Provide funding for replacement and betterments of road and related capital assets.	Appropriations made annually from operating budgets.	To fund replacement and betterments to existing road and related assets	Under Review - Based on the Asset Management Plan	

Town of Lakeshore					
Reserve Funds and Reserves - Reserves					
Name	Purpose	Contributions	Designated use	Targeted Balance	Conditions/Restrictions
Railway Crossings	Provide funding for replacement and betterments of railway crossing assets.	Appropriations made annually from operating budgets.	To fund replacement and betterments to existing railway crossing assets.	Based on the Asset Management Plan	
Bridges & Culverts	Provide funding for replacement and betterments bridges and culverts (>3m) capital assets.	Appropriations made annually from operating budgets.	To fund replacement and betterments to existing bridge and culvert assets.	Under Review - Based on the Asset Management Plan	
Storm Water	Provide funding for replacement and betterments of storm water related capital assets.	Appropriations made annually from operating budgets.	To fund replacement and betterments of existing storm water related capital assets	Under Review - Based on the Asset Management Plan	
Playground Equipment	Provide funding for replacement and betterments of playground equipment capital assets.	Appropriations made annually from operating budgets.	To fund replacement and betterments to existing playground equipment assets.	Under Review - Based on the Asset Management Plan	
Trails - Existing	Provide funding for replacement and betterments of trail assets.	Appropriations made annually from operating budgets.	To fund replacement and betterments to existing trail assets.	Under Review - Based on the Asset Management Plan	
Gravel Roads Conversion	Provide funding for betterments to gravel road capital assets.	Appropriations made annually from operating budgets.	To fund betterments to existing gravel road assets.	Under Review - Based on the Asset Management Plan	
Capital - Non-Lifecycle (General fund)					
Facility/Property - New	Provide funding for new building and property (land) assets	Appropriations made annually from operating budgets.	To fund acquisition of facility and property assets	Under Review - reference Facility Needs Studies	
Streetlights - New	Provide funding for new streetlight assets	Appropriations made from operating surplus related to streetlight electricity	To fund new streetlight assets for areas of the municipality currently without streetlights	Under Review - Reference Streetlight Needs Review	
Trails - New	Provide funding for new trail assets	Appropriations made annually from operating budgets.	to fund new trail assets	Under Review - Reference Trails Master Plan	

Municipality of Lakeshore – Report to Council

Corporate Services

Workforce Development



To: Mayor & Members of Council
From: Lisa Granger, Division Leader – Workforce Development
Date: November 27, 2023
Subject: Terms of Reference for Executive Committee

Recommendation

Direct Administration to prepare the necessary by-law to implement the terms of reference for an Executive Committee, as presented at the December 12, 2023 Council meeting.

Background

During the Council meeting held October 24, 2023, Council directed Administration to prepare and present a draft terms of reference to implement a hiring committee at Lakeshore. The Council resolution was:

310-10-2023

Council direct Administration to develop a draft terms of reference for a hiring committee to be composed of the Mayor, one member of Council, and two members of administration for the purposes of hiring Division Leader and up, excluding CAO. Brought back next meeting for implementation.

During the Council meeting held November 7, 2023, Council directed Administration to change the terms of reference. The Council resolution was:

326-11-2023

Direct Administration to bring back a framework to establish an executive committee.

Comments

Attached in Appendix A are the draft Terms of Reference for an Executive Committee. The Terms of Reference reflect an adhoc advisory committee whereby the members,

including Council members, will review human resources related matters that require Council approval, provide advice to Administration based on the review and provide recommendations as part of the report to Council. The Committee will review such matters prior to Administration presenting to Council. The types of human resources related matters that the Committee will review include:

- 1) Council policies relating to human resources matters;
- 2) Staff and Council compensation and benefits;
- 3) Mandates for all bargaining negotiations;
- 4) Key performance metrics regarding health and safety and recruitment; and,
- 5) Council policies and/or reports to Council pertaining to staffing matters with respect to attraction and retention.

Council and the Executive Committee will be subject to the role of Council as outlined in the *Municipal Act, 2001*, sections 224 and 225.

Financial Impacts

There will be no significant financial impacts to the budget by implement an Executive Committee based on the attached Terms of Reference. Should Council include a remuneration provision, the cost would be included in the 2024 budget.

Attachments

Appendix A: Draft Terms of Reference for Executive Committee.

Report Approval Details

Document Title:	Terms of Reference for Executive Committee.docx
Attachments:	- Appendix A Terms of Reference for Executive Committee final draft 121223.pdf
Final Approval Date:	Dec 4, 2023

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

Prepared by Lisa Granger

Submitted by Justin Rousseau

Approved by Truper McBride

Municipality of Lakeshore

Executive Committee Terms of Reference

1.0 Purpose

- 1.1** Discuss human resources matters for the Municipality including policy direction, levels of service and compensation relative to the Municipality's human capital assets.
- 1.2** The Committee shall conduct itself within all applicable legislative frameworks as amended from time to time including (but not limited to) the *Municipal Act, 2001*, the *Employment Standards Act*, Council Code of Conduct, *Human Rights Code*, and applicable collective agreements.

2.0 Scope

- 2.1** The Committee shall function in an advisory capacity to Administration and shall be responsible for reviewing human resources matters that require Council approval prior to Administration presenting to Council.
- 2.2** The Committee will provide recommendations to Council regarding the following:
 - 2.2.1** Council policies regarding human resources matters;
 - 2.2.2** Key human resources performance metrics, including recruitment and health and safety;
 - 2.2.3** Staff and Council compensation and benefits;
 - 2.2.4** Mandates for all bargaining negotiations;
 - 2.2.5** Council policies pertaining to staffing matters with respect to attraction and retention.
- 2.3** The role of the Committee is subject to the role of Council as outlined in sections 224 and 225 of the *Municipal Act, 2001*.

3.0 Membership

- 3.1** The Committee will be composed of:
 - 3.1.1** the Mayor;
 - 3.1.2** 1 member of Council elected by Council;

3.1.2.1 The election of the member of Council will follow these steps:

3.1.2.1.1 Members who are interested would submit their names during a meeting of Council or approve the submission of their name by another member of Council.

3.1.2.1.2 A private ballot election would be held when more than one member of Council is brought forward.

3.1.3 the Division Leader – Workforce Development or delegate; and,

3.1.4 the Chief Administrative Officer (CAO) or delegate.

3.2 If the Mayor is not available, then the Deputy Mayor will be asked act as the Mayor's delegate.

3.3 If the Deputy Mayor or the member of Council is not available, then the member of Council delegated on the Mayor's Acting Schedule will be requested to participate as a delegate.

4.0 Meeting & Reporting

4.1 The meetings shall be semi-annually unless otherwise requested by any member of the Committee.

4.2 The Chair will be the Division Leader – Workforce Development or delegate.

4.3 The scheduling of the meetings shall be coordinated by Workforce Development in collaboration with Legislative Services and the Executive Assistant to the Mayor and the CAO.

4.4 Meeting notice, circulation of agendas and minutes, and meeting procedures will adhere to the provisions in the Municipality's Procedure By-law.

4.5 Recommendations to Council as a result of public open session Committee meeting minutes shall be listed for adoption on the Regular Council Agenda. Council may vote on the recommendations collectively or may vote on each recommendation separately.

4.5.1 Where recommendations of the Committee are different from the recommendations of Administration, Council will be presented with all recommendations to deliberate.

4.6 Committee meetings shall be held in public open session. However, a Committee meeting may be closed to the public or proceed into closed session if the subject matter being discussed is one of the exceptions permitted by Section 239(2) or (3.1) of the *Municipal Act, 2001*.

4.6.1 The Clerk shall advise on the requirements and attend any closed session.

5.0 Conflict of Interest

5.1 Members shall comply with the *Municipal Conflict of Interest Act, Council Code of Conduct, Employee Code of Conduct* and the Municipality of Lakeshore's Procedure By-law.

6.0 Confidentiality

6.1 Confidentiality regarding human resources matters is critical. All participants in the Committee must not discuss confidential information outside of the Committee meetings. Only matters discussed in open session may be discussed openly.

6.2 Breach of confidentiality may require the person who is responsible for the breach of confidentiality to be removed from the Committee.

6.3 Breach of confidentiality may result in increased risk of allegations of violations of Human Rights Code, AODA, Employment Standards, and any other relevant legislation. Fines and litigation from breach of confidentiality may be levied against the person who allegedly violated the confidentiality as well as against the Municipality.

6.4 Breach of confidentiality by a member of Council may lead to a complaint submitted to the Integrity Commissioner.

7.0 Remuneration:

7.1 This is a volunteer committee and non-employee members shall not receive remuneration for participation.

8.0 References

8.1 *Municipal Act, 2001*

8.2 *Human Rights Code, 1990*

8.3 *Municipal Conflict of Interest Act*

- 8.4 *Council Code of Conduct*
- 8.5 *Employee Code of Conduct*
- 8.6 Council approved HR policies

9.0 Review of Terms of Reference

- 9.1 These terms of reference will take effect as of January 1, 2024.
- 9.2 The Committee will be established and operational for the term of Council 2022 to 2026.
- 9.3 These terms of reference shall be reviewed and updated from time to time by the Committee on the advice of the Division Leader – Workforce Development.

10.0 Revision Log

Date	Change	Author	Date adopted by Council
Dec 12, 2023	New	Division Leader - Workforce Development	

Municipality of Lakeshore – Report to Council

Community and Protective Services

Community Services



To: Mayor & Members of Council
From: Frank Jeney – Acting Corporate Leader, Community Health and Safety
Date: October 10, 2023
Subject: Lakeshore Flag Protocol Policy Update

Recommendation

Direct Administration to update the Lakeshore Flag Protocol Policy to not allow flag raising ceremonies in Lakeshore, as presented at the December 12, 2023 Council meeting.

Background

The current Flag Protocol Policy (attachment Flag Protocol Policy AD283) came into effect on March 31, 2009. Due to increased requests for flag raisings and displaying, improvements need to be made to the Lakeshore Flag Protocol Policy that creates a clear connection to the Lakeshore proclamation policy. The Procedure By-law section 6.7c) reads:

Requests for Proclamations will not be considered by Council nor included in the agenda.

The main purpose of the Lakeshore Flag Protocol Policy is to provide a protocol and etiquette by which flags are flown throughout the Municipality of Lakeshore.

The Municipality of Lakeshore recognizes that flag raising ceremonies and displays are held in high regard with pride and honor for those involved, and as such, the Lakeshore must protect the integrity of these events.

Comments

The following should be considered when creating a flag raising policy.

- To establish guidelines for the display of flags at municipal facilities and events.
- To provide a uniform and harmonized protocol for the raising, displaying and half-staffing of flags at all properties and facilities owned and operated by the

Municipality of Lakeshore and at events conducted by the Municipality at other locations.

- To ensure that flag-related activities are carried out in a standardized, respectful, and dignified manner across municipal properties and events.
- This policy applies to all flag raisings at properties and facilities owned and operated by the Municipality of Lakeshore, as well as the locations of all municipal-run events, except those that take place where the policies of another government body would take precedence.
- A special request from an agency or organization located in Windsor/Essex wishing to raise their flags at Town Hall or at any property owned and operated by the Municipality of Lakeshore to mark an event will be reviewed and processed by the Corporate Leader – Community Health and Safety to authorize. The special request will be noted on the Council Agenda under the Flag Raising section for information only.
- A special request in writing to the Corporate Leader – Community Health and Safety Services must be made four weeks prior to the requested date.
- The Municipality of Lakeshore reserves the right to choose which flags may or may not be flown and Municipally owned properties.
- At no time will the Municipality of Lakeshore display flags deemed inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.

Options

Option One – recommended option

Council direct Administration to update the Lakeshore Flag Policy to clearly state that Lakeshore will not make declarations or participate in flag raising ceremonies that do not involve the federal, provincial, Franco-Ontario, or municipal flags.

Option Two

Council direct Administration to revise the Flag Policy to establish guidelines for flag raising ceremonies and return to Council with an updated policy.

Others Consulted

Lakeshore Policy Committee

Financial Impacts

None

Attachments

Flag Protocol Policy (2009)

Report Approval Details

Document Title:	Lakeshore Flag Policy Update.docx
Attachments:	Flag Protocol Policy.pdf
Final Approval Date:	Dec 7, 2023

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

Prepared by Frank Jeney

Approved by Justin Rousseau and Truper McBride

Policy: Flag Protocol	Policy #: AD-283
Department: Administration	Effective Date: March 31, 2009
	Revision Date:

1.0 Purpose

- 1.1** The purpose of this policy is to provide a protocol and etiquette by which flags are flown throughout the Town of Lakeshore.
- 1.2** Flags are flown at half-mast to bestow an honour and express the collective sense of sorrow.

2.0 Scope

- 2.0** This policy applies to flags flown at the Town of Lakeshore municipal building.
- 2.1** Flags flown at the Ontario Provincial Police building follow protocol established by the Ontario Provincial Police and are outside the scope of this policy.

3.0 Policy

- 3.1** The National Flag of Canada should be displayed in a manner befitting the national emblem; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The Canadian flag always takes precedence over all other national flags when flown in Canada.
- 3.2** It is not common practice and discouraged to use the National Flag of Canada to cover a statue, monument or plaque for an unveiling ceremony.
- 3.3** The National Flag of Canada should always be flown on its own mast. It is improper to fly two or more flags on the same mast.
- 3.4** If the National Flag of Canada is to be hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the flag.
- 3.5** When the National Flag of Canada is displayed on a speaker's platform, it should be against the wall, or on a flagpole on the left

from the point of view of the congregation audience facing the speaker.

- 3.6** When used in the body of an auditorium, the National Flag of Canada should be to the right of the audience facing the flag.
- 3.7** When three flags are displayed, the location of the position of honour depends on the number of flags flown and the chosen configuration. When two flags or more than three flags are displayed, the position of honour is furthest to the left (to an observer facing the display). When three flags are flown, the National Flag should be at the centre.
- 3.8** The order of precedence for flags is:
 - 3.8.1** National Flag of Canada.
 - 3.8.2** The flags of other sovereign nations in alphabetical order.
 - 3.8.3** The flags of the provinces of Canada (in the order in which they joined Confederation).
 - 3.8.4** The flags of the territories of Canada (in the order in which they joined Confederation).
 - 3.8.5** The flags of municipalities/cities.
 - 3.8.6** Banners of organizations.
 - 3.8.7** Historical Flags
- 3.9** If one simply wishes to create a decorative effect it is preferable to use pennants or coloured buntings and not flags.
- 3.10** The National Flag of Canada should always be raised first and lowered last.
- 3.11** Placing the National Flag of Canada at half-mast:
 - 3.11.1** The National Flag of Canada is to be brought to half-mast position by first raising it to the top of the mast, then immediately lowering it slowly to the half-mast position.
 - 3.11.2** The National Flag of Canada must be lowered to a position recognizably 'half-mast' to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-

masting is to place the centre of the flag exactly half-way down the staff.

3.11.3 Flags flying at municipal buildings will be lowered to half mast and remain lowered until funeral services are completed upon notice of death of any of the following:

3.11.3.1 Present local Federal Member of Parliament

3.11.3.2 Present Provincial Member of the Ontario Legislature

3.11.3.3 Present members of Town of Lakeshore Council

3.11.3.4 Present Town of Lakeshore employees

3.11.3.5 As national and provincial protocol dictates

3.11.3.6 Extraordinary circumstances as determined by the Mayor and Chief Administrative Officer.

3.12 When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately. Such practice will be done by the Community and Development Services Department.

4.0 Responsibilities

4.1 The Community and Development Services department will be responsible for the half-masting and replacement of flags.

4.2 It is the responsibility of the Chief Administrative Officer to ensure that staff are aware of and follow this process.

5.0 Consequences

5.1 Failure to follow this process may result in discipline.

6.0 References

6.1 Heritage Canada

**Notice of Motion submitted by Councillor Santarossa regarding
Pedestrian Crossing at Optimist Park**

Direct Administration to bring forward a recommended solution to develop an interim pedestrian crossing at Optimist Park, on Notre Dame Street in advance of the County Rd 22 Corridor Re-Construction.

Municipality of Lakeshore

By-law 95-2023

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 the Council of Municipality (hereinafter referred to as the “Municipality of Lakeshore”) wishes to pass a by-law respecting fees for services, inspections, activities, document provision, use of property and facilities provided by the Municipality of Lakeshore and related matters;

And whereas section 69 of the *Planning Act*, R.S.O. 1990, c.P.13, authorizes municipalities to pass a by-law imposing a tariff of fees for processing of applications made in respect of planning matters;

And whereas the Council of the Municipality of Lakeshore wishes to establish a tariff of fees for processing applications made under the *Planning Act*:

And whereas section 7 of the *Building Code Act, 1992*, S.O. 1992, c.25, authorizes municipalities to pass a by-law concerning the issuance of permits and related matter requiring the payment of fees for applications regarding the issue of permits;

And whereas the Council of the Municipality of Lakeshore wishes to establish a tariff of fees for processing applications made under the *Building Code Act, 1992*;

And whereas Section 446(1) of the *Municipal Act, 2001*, authorizes the municipality under this or any other Act or under by-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person’s expense;

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

1. Definitions

a. In this by-law:

“Schedule” means Schedules “A” through to and including “J” attached to this by-law which form part of this by-law.

2. Interpretation

- a. Whenever this by-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the by-law with the gender applicable to the circumstances.
- b. References to items in the plural include the singular, as applicable.
- c. The words “include”, “including” and “includes” are not to be read as limiting the phrases or descriptions that precede them. Any examples provided are intended to be representative examples and not intended to be an exhaustive list.
- d. Headings are inserted for ease of reference only and are not to be used as interpretation aids.
- e. Specific references to law in the by-law are meant to refer to the current laws applicable with the Province of Ontario as at the time the by-law was enacted, as they are amended, restated, or replaced from time to time.
- f. Any reference to periods of time stated in number of days shall be deemed applicable on the first Business Day after a Sunday or statutory holiday if the expiration of the time period occurs on a Sunday or statutory holiday.
- g. The obligations imposed by the by-law are in addition to obligations otherwise imposed by law or contract.

3. Severability/Conflict

- a. If any section, subsection, part, or parts of this by-law is declared by any court of law to be bad, illegal or ultra vires, such section, subsection, part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.
- b. Nothing in this by-law relieves any person from complying with any provision of any federal or provincial legislation or any other by-law of the Municipality of Lakeshore or shall be deemed to authorize bonusing contrary to the *Municipal Act, 2001*.

4. Fees Established

- a. The Council of the Municipality of Lakeshore establishes the fees and charges as set out in the Schedules attached to and forming part of this by-law. Where indicated, disbursements or other costs incurred by the

Municipality of Lakeshore shall be charged in addition to the fees identified.

5. Payment Terms

- a. Any person who makes an application to , or a request for any services, activity, use of any municipal property or facility described in a Schedule attached to and forming part of this by-law, or enters into an agreement with or obtains approval from, the municipality, in respect of things or matters set out in this by-law, shall pay to the Treasurer the applicable administrative fees or charges set out in the Schedules to this by-law unless otherwise provided for in this by-law. Such administrative fees and charges are not refundable, unless otherwise provided for in this by-law, and are payable upon the person making such application or requiring services or entering into such agreement or obtaining such approval.
- b. Except as expressly provided to the contrary or where not possible in the circumstances, no application by any person, request by any person for any service, activity, use of any municipal property or facility described in a Schedule and no application to the Committee of Adjustment will be processed or provided unless and until the person making the application or requesting the service, activity or use of municipal property or facility has paid the applicable fee in the prescribed amount as set out in the Schedule, any applicable disbursements or other charges and any applicable Harmonized Sales Tax or other successor tax as may apply.
- c. Notwithstanding subsection 5(a), where a fee or charge levied under this by-law is not due prior to the delivery of service, participation in the activity, or use of the municipal property or facility, or cannot in the circumstances be determined in advance, as for example, in the case of a service charged on an hourly rate, or where the amount of a recoverable disbursement cannot be determined in advance, then an invoice shall be sent to the person responsible for payment, and payment shall be due on the date specified on the invoice.

6. Contribution to Appeals – Planning Applications

- a. On all applications under the Planning Act, including without limitation, applications for minor variance, consent, rezoning, Official Plan amendment, subdivision approval, the applicant shall, in the application for services, undertake to pay a fee in accordance with Schedule F as a contribution towards the municipalities legal fees, costs and disbursements associated the preparation for and attendance at all Land Planning Appeal Tribunal hearings in the event that the application is approved by the Committee of Adjustment or Council as the case may be; the application is appealed by a third party to the Tribunal, and if the

applicant wishes the Municipality of Lakeshore to attend on or participate in the appeal.

- b. The applicant shall pay to the Municipality of Lakeshore in advance of any scheduled hearing date, an amount equal to the number of days the hearing is anticipated to last as established by the Corporate Leader of Legislative & Legal Services, times the fee determined in accordance with Schedule F. In the event that payment is not made or guaranteed to the satisfaction of the Corporate Leader of Legislative & Legal Services, prior to the commencement of the hearing, the Municipality of Lakeshore shall not attend upon the hearing. The applicant shall be responsible to pay any fees required by the Land Planning Appeal Tribunal, whether required to be paid by the Municipality of Lakeshore or not and shall be responsible for payment of any costs associated with his or her own representation at the hearing. Any amount secured by advance payment shall be a debt owing to the Municipality of Lakeshore and bear interest at the rate provided for in this by-law until payment in full.
- c. Nothing in subsection 6.2 limits Council for the Municipality of Lakeshore from determining that the Municipality will attend and participate in the hearing of the third-party appeal without the applicant being required to pay the fee as set out in Schedule F.

7. Interest on Receivables

- a. Unless a contrary rate is provided for elsewhere, overdue amounts owing to the Municipality shall bear interest at the rate set out on Schedule H as the rate payable on overdue amounts, from the due date until payment in full.
- b. Notwithstanding Subsection 7.1, the Treasurer is hereby authorized to reduce or waive accrued interest when she or he is satisfied that it would be unreasonable in the circumstances to require payment of interest at the rate provided or at all.

8. Add to Tax Roll

- a. Fees and charges listed in the attached Schedules to this by-law and imposed on a person or party, constitute a debt of the person or party to the Municipality of Lakeshore. The municipal Treasurer may add unpaid fees and charges imposed by the Municipality to the tax roll for the following property in the municipal limits and shall collect them in the same manner as municipal taxes:
 - l. In the case of fees and charges for the supply of a public utility, the property to which the public utility was charged; and

- II. In all other cases, any property for which all of the owners are responsible for paying the fees and charges.

9. Recovery of Costs for Remedial Action

- a. Where permitted under this or any other by-law, where the municipality has directed or required a person to do a matter of thing, in default of it being done by the person directed or required to do it, the municipality may do the matter or thing at the person's expense. The municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

10. Repeal

- a. Schedule "A", "B", "C", "D", "E", "F", "G" and "J" of By-Law 11-2023 are repealed on January 1, 2024.
- b. By-Law 11-2023 is repealed on April 1, 2024.
- c. Any amount owing under By-Law 11-2023 and unpaid as of the date of repeal shall survive and continue to be a debt owing to the Municipality and is collectible by the Municipality, despite the repeal of By-law 11-2023 or any amendments thereto.

11. Effect

- a. Subject to subsection (b), this by-law shall come into force and effect on January 1, 2024, unless otherwise indicated herein, and save and except where approval of any fee by any regulatory agency or body is required, in which case the fee shall come into effect only upon such approval being granted.
- b. Schedules "H" and "I" come into force and effect on April 1, 2023.

12. Short title

- a. The by-law shall be known as the "User Fee By-law".

Read and passed in open session on December 12, 2023.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**

**2024 User Fee By-Law 95-2023
Schedule A**

(Applicable taxes will be added to all fees)

Growth and Sustainability Building and By Law Services	
All applications shall be paid for within 6 months of the fee owing or the application shall be rejected and re-application shall be required at the current fees.	
Construction - New	
Building Permit Fees (building, plumbing & septic) will be charged at twice the applicable rate if any work requiring a permit is commenced prior to receiving a Building Permit.	
New Residential (per square foot of living area)	\$1.39
Modular Homes/Relocated Dwellings – per square foot	\$0.54
New Non-Residential (including Mezzanines) per square ft	\$1.02
Finished Basement (per square foot)	\$0.31
Renovation Application after house is completed	15.00 per 1000 ft.
Greenhouses (per square foot)	\$0.05
Greenhouse related Structures – per square foot	\$0.34
Construction - Addition or Renovations	
Permit fees for all other construction not shown will be calculated per thousand dollars of the construction cost . The construction cost will be reflective of labour and materials and will be as determined by the Chief Building Official where a valuation is not provided in this schedule.	\$15.00
Detached Garage/Shed (per square foot)	\$0.31
Pole Barn – per square foot (Agricultural Use)	\$0.20

Flat Fees	
Inspection fee (no show/not ready for inspection / failed)	\$100.00
Minimum Building Permit fee	\$117.00
Construction Water	\$200.00
Fence Permit	\$71.00
Application for variance to Fence By-law	\$535.00
Application for variance to Sign By-law	\$535.00
Swimming Pool Permit (Above Ground)	\$100.00
Swimming Pool Permit (In-Ground)	\$250.00
Sign Permit	\$88.00
Plumbing Permit (per washroom)	\$113.00
Driveway Approach	\$201.00
Demolition Permit	\$130.00
Deck Permit	\$189.00
Solar Panel Permit - per panel rate (max. \$605; min. \$117)	\$18.00
Lawyer letters (per property inquiry)	\$80.00
Liquour Licence Permit	\$204.00
All 911 Address Signs and Posts	Actual Cost
All 911 Address Signs Only	Actual Cost
911 Sign for undeveloped properties	\$101.00
Tent Permit	\$117.00

**2024 User Fee By-Law 95-2023
Schedule A**

(Applicable taxes will be added to all fees)

Growth and Sustainability Building and By Law Services	
All applications shall be paid for within 6 months of the fee owing or the application shall be rejected and re-application shall be required at the current fees.	
Wind Turbines with an output over 1.5 megawatts, per turbine	\$13,590.00
Permit Cancellation Fee	\$100.00
Changes to Permits already issued	\$200.00
Fill Permit	\$250.00
Indemnity Deposits	
All Indemnity Deposits – refundable up to 3 years from issuance of permit. Only refunded if all accounts in the Municipality are current.	
Residential	\$3,000.00
Site Plan (Minor)	\$4,000.00
Site Plan (Major)	\$25,000.00
Swimming Pool (Inground)	\$1,000.00
Detached Garage/Shed	\$1,000.00
All Other Construction not listed	\$1,000.00
Demolition Permit Indemnity Deposit	\$1,000.00
Demolition Permit Secondary Dwelling	\$20,000.00
Fill Permit Indemnity (1.5 to 2 acres)	\$2,500.00
Fill Permit Indemnity (2 to 4 acres)	\$5,500.00
Fill Permit Indemnity (4 to 5 acres)	\$7,500.00
Fill Permit Indemnity (over 5 acres)	\$7,500 plus \$2,500 per acre
Part 8 (O.B.C.) Program	
Permit - Class 4 – Septic New or Replacement System	\$1,035.00
Permit – Class Tertiary System	\$1,035.00
Permit – Class 4 – Tank Replacement only	\$438.00
Permit - Class 5 – Holding Tank	\$1,035.00
Refund Policy	
Percentage below is refunded to applicant	
Application filed, preliminary review of plans performed	80%
Application filed, plans reviewed and permit issued	75%
Additional deduction for each field inspection performed	5%
Permits valued at less than \$100	0%
Refund Administration Fee	\$40.00
Property Standards	
Yard Maintenance Order	actual cost plus 20% admin fee, minimum \$50.00
Property Standards Order	Actual cost plus up to 20% admin fee

**2024 User Fee By-Law 95-2023
Schedule A**

(Applicable taxes will be added to all fees)

Growth and Sustainability Building and By Law Services	
All applications shall be paid for within 6 months of the fee owing or the application shall be rejected and re-application shall be required at the current fees.	
Application for variance to Noise By-law	\$535.00
Animal Control and Dog Pound Fees	
Dog Pound Impound Fee Per Day	\$ 15.00
Dog At Large Second Offence	\$ 71.00
Dog At Large Third Offence	\$ 138.00
Dog Tags	\$ 23.00
Dog Tag Penalty if Purchased after March 31	\$ 10.00
Replacement of lost dog tag	\$ 7.00
Kennel Licence - In designated zoning areas only	\$ 73.00
Dangerous Dog Sign	\$ 31.00
Trap rental – per day, up to 7 continuous days, plus \$50 refundable deposit	\$ 10.00
Trap rental – per day beyond 7 continuous days	\$ 5.00

**2024 User Fee By-Law 95-2023
Schedule B**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning

Description	Flat Fee
Official Plan amendments	
Major (see definition below)	\$5,100.00
Minor (see definition below)	\$5,100.00
Zoning By-law amendments	
Major (see definition below)	\$7,500.00
Minor (see definition below)	\$2,500.00
Temporary Use By-law	\$1,941.00
By-law to extend the time limit for a Temporary Use	\$1,267.00
“H” Removal By-law	\$2,459.00
Deeming By-law	\$1,295.00
Site Plan Approval – Minor	
Site Plan Approval - Minor	\$6,448.00
Amendment (see definition below)	\$6,133.00
Site Plan Approval – Major	
Site Plan Approval - Major	\$12,837.00
Amendment (see definition below)	\$9,147.00
Telecommunications Facilities	
Letter of Recommendation without Public Consultation	\$649.00
Public Consultation	\$1,944.00
Subdivision Applications	
Subdivision Application	\$6,470.00
Revisions to Draft Approved Plans	
Revisions to a Draft Approved Plan of <u>Subdivision</u> (Red Line Revision)	
Minor Revision (see definition below)	\$3,237.00
Major Revision (see definition below)	\$5,277.00
Request to Extend Draft Approval	\$3,408.00
Clearance letter from County	\$1,843.00
Condominium Application	\$6,470.00
Revisions to a Draft Approved Plan of <u>Condominium</u> (Red Line Revision)	
Minor Revision (see definition below)	\$3,237.00
Major Revision (see definition below)	\$5,277.00
Request to Extend Draft Approval	\$3,408.00
Clearance letter to County	\$1,843.00
Condominium Conversion	\$2,151.00
Lift Part Lot Control	\$3,406.00

**2024 User Fee By-Law 95-2023
Schedule B**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning

Description	Flat Fee
Extend Part Lot Control	\$649.00
Minor Variance, Consent and Rezoning Applications	
Minor Variance Application	\$1,155.00
Amendment when Recirculation Required	\$262.00
Special Hearing	\$649.00
Consent	\$1,470.00
Stamping Fee (Certificate):	
For consent, new lot & lot additions	\$132.00
For lease and easement	\$86.00

**2024 User Fee By-Law 95-2023
Schedule B**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning

Description	Flat Fee
Other Fees	
Compliance Letters	\$132.00
Heritage Permit Application	\$7,239.00
Peer Review of all Specialized Reports/Studies	Actual Costs
OLT Costs	Actual Costs
Photocopies – per page	\$0.32
Information search (per hour)	\$40.00
More than one Open House or Public Meeting Required	\$391.00
Notice to Cancel Public Meeting or Open House	\$262.00
Recirculation of Public Notices	\$262.00
Engineering Review Fee	Actual Costs
Legal Review Fee	Actual Costs
Request for Security Release	\$262.00
Preconsultation Meeting (Stage 1)	\$250.00
Preconsultation Meeting (Stage 2)	\$3,974.00
Temporary Patio Application	\$250.00
Amendment to Development or Subdivision Agreement	\$3,607.00
Refund Policy	
<p>Refunds for site plan and zoning amendments applications to be refunded as per the Planning Act. Refunds on balance after fee deducted. Where the application is not complete and the deposit has been totally offset by costs, an additional deposit shall be required until the application is complete.</p>	
<p>All Deposits – refundable up to 3 years from date of application. Only refunded if all accounts in the Municipality are current.</p>	
Refund Administration Fee	\$40.00
After file opened but before circulated	90%
After file circulated but before considered at a public meeting	50%
After file considered at a public meeting	0%
Planning Definitions for Major and Minor	
<p><u>Official Plan Amendments</u> Major</p> <ul style="list-style-type: none"> • Proposes a re-designation or change in land use for a property or properties; • Requires many changes to the policies and schedules of the Official Plan; • New golf courses or expansion to existing golf courses; • New waste management facility or expansion to existing waste management facility (including agriculture waste facilities); 	

**2024 User Fee By-Law 95-2023
Schedule B**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning

Description	Flat Fee
<ul style="list-style-type: none"> • Expansion to urban boundary or re-designation of Urban Reserve Area; • Commercial Development over 3,000 square metres; • Deletion or addition of arterial or collector road, and; • Any application that due to the broader policy implications of the Municipality would require the need to review or manage studies or any application deemed to be major by the Manager of Development Services. <p>Minor</p> <ul style="list-style-type: none"> • Proposes a small-scale exception to a specific Official Plan standard (e.g. minor change to the • Proposes a minor change to a specific policy that is limited in scope and typically to one property; • Maintains the intent and purpose of the Official Plan; • Shall have limited impact or policy implications beyond the subject lands, and; • Any application deemed to be minor by the Manager of Development Services. 	

**2024 User Fee By-Law 95-2023
Schedule B**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning

Description	Flat Fee
<p><u>Zoning By-law Amendments</u></p> <p>Major</p> <ul style="list-style-type: none"> • Zone Category Change; • Associated with an Official Plan Amendment; • Associated with a Plan of Subdivision or Condominium; • Application involving multiple properties, and; • Any Application that requires the review of technical support documents or studies (e.g. environmental analysis, transportation studies, retail market studies etc.). <p>Minor</p> <ul style="list-style-type: none"> • Changes within current zone category; • Re-zoning related to a “surplus lot consent” whereby the remnant parcel of farmland must be re-zoned to ensure that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance. <p><u>Site Plan Approval</u></p> <p>Major</p> <ul style="list-style-type: none"> • New buildings of any size or additions greater than 929 square metres (10,000 sq. ft) or greater than 3 storeys in building height or; • Comprehensive changes to on-site grading/servicing/drainage or parking affecting lands greater than .6 hectare (1.5 acres) in land area. <p>Minor</p> <ul style="list-style-type: none"> • Existing buildings or new additions not exceeding 929 square metres (10,000 sq. ft) or up to 3 storeys in building height or; • Changes to landscaping, parking, grading or drainage areas up to .6 hectare (1.5 acres) in land area, including revisions to building elevations, patios or additions thereto. <p><u>Site Plan Amendment</u></p> <p>“Major” and “Minor” categories, as listed above, apply where a previous Site Plan has been approved and/or a Site Plan Agreement has been entered into with the Town.</p> <p><u>Revisions to a Draft Approved Plan of Subdivision or Condominium (Red-Line Revision)</u></p> <p>Major</p> <ul style="list-style-type: none"> • Major changes to the layout or conditions of draft approval of a draft approved plan. <p>Minor</p> <ul style="list-style-type: none"> • Minor changes to the layout or conditions of draft approval of a draft approved plan. 	

**2024 User Fee By-Law 95-2023
Schedule C**

(Applicable taxes will be added to all fees)

Community Services	
Fees – Rooms and Pavilions	
Cancellation fee - all rentals - minimum 72 hrs notice for refunds	\$40.00
Set up and Take Down (Libro / Comber)	\$60.00
Set up and Take Down (ATRC)	\$30.00
Key Deposit - for non-app access using a key (per key required)	\$200.00
Security Deposit (no alcohol function)	\$250.00
Security Deposit (alcohol function)	\$500.00
Rentals - Park Pavilions	
Park Rental: Major Event (Entire Park, Alcohol) (per day)	\$700.00
Park Rental: Major Event (Entire Park, No Alcohol) (per day)	\$350.00
Park Rental: Minor Event (Area of the park, no alcohol) (per day)	\$110.00
Electrical Access (per day)	\$103.00
Community Permit (per hour of staff time)	\$63.00
Sports Facilities and Fields	
Soccer or Baseball – Registered league fees, per user per season	\$16.00
Diamond and Field (per day) (non-league)	\$63.00
Additional dragging (first daily groom, no charge) per diamond	\$30.00
Unauthorized use of recreation facilities - infraction per field/diamond	\$250.00
Tennis and Pickleball Court Key (per season)	\$35.00
Special Events	
Temporary Road Closure (Special Events) (Minor)	\$100.00
Temporary Road Closure (Special Events) (Major)	\$160.00
Rentals – Community and Recreation Centres	
Large Room - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit or Commercial - per day	\$327.00
Large Room - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit - per hour	\$63.00
Large Room - ATRC Renaud Room, Libro CC, Comber CC - Commercial - per hour	\$89.00
Large Room & Kitchen - Alcohol Event - Commercial - per day	\$721.00
Large Room & Kitchen - Alcohol Event - Non-Profit - per day	\$702.00
Small Room - ATRC Program Room, Libro CC - Commercial - per hour	\$63.00
Small Room - ATRC Program Room, Libro CC - Non-Profit - per hour	\$40.00
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit or Commercial - per day	\$197.00
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Commercial - per hour	\$63.00
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit - per hour	\$40.00
Small Room - Alcohol Event - per day	\$375.00
Small Room + hall and servery (Libro Centre) no alcohol - per day	\$251.00
Small Room - Non-Profit Community group (ATRC, Comber, Libro) -regular business hours, non-fee usage, Mgr Rec approval	Free
Lobby and Common Area - Non-Profit Community group (ATRC, Comber, Libro) -regular business hours, non-fee usage, Mgr Rec approval	Free
Muzzatti Gymnasium - Prime Time - half - non-profit (per hour)	\$30.00
Muzzatti Gymnasium - Prime Time - full - non-profit (per hour)	\$50.00

**2024 User Fee By-Law 95-2023
Schedule C**

(Applicable taxes will be added to all fees)

Community Services	
Muzzatti Gymnasium - Prime Time - full only - commercial (per hour)	\$60.00
Muzzatti Gymnasium - Prime Time - full day rental is charged for 10 hours	max 10
Muzzatti Gymnasium - Non-Prime Time - half - non-profit (September-May 6:00am - 4:00pm)	\$18.00
Muzzatti Gymnasium - Non-Prime Time - full - non-profit (September-May 6:00am - 4:00pm)	\$30.00
Muzzatti Gymnasium - Non-Prime Time - full - commercial (September-May 6:00am - 4:00pm)	\$58.00
Muzzatti Gymnasium - Non-Prime Time - full day rental is charged for 10 hours	max 10
Atlas Tube Recreation Centre Lobby or Common Area(s) - Commercial (per hour)	\$156.00
Atlas Tube Recreation Centre Grass Areas -(per day	\$78.00
TV, Screen, or Sound System (per rental date)	\$29.00
Alcohol Event - per Staff Charge - per rental hour - minimum 2 employees	\$31.00
Tables and Chairs (per rental date) (Libro / Comber)	\$10.00
Recreation Fees (Non Aquatic)	
Drop-in Fees (Non Aquatic):	
Gymnasium, Program Rooms - per visit:	
Pre-School & Senior program (>4 & 55+) no instructor - up to 2 hours	\$5.00
Pre-School & Senior program (>4 & 55+) no instructor - up to 2 hours - 10 visit punch pass	\$45.00
Youth & Adult program (5 to 54) no instructor - up to 2 hours	\$6.00

**2024 User Fee By-Law 95-2023
Schedule C**

(Applicable taxes will be added to all fees)

Community Services	
Youth & Adult program (5 to 54) no instructor - up to 2 hours - 10 visit punch pass	\$54.00
Program Registration (Non- Aquatic):	
Recreation Programs: (per session) - Non Aquatic	
Pre-school and Senior - (>4 & 55+) instructor led	\$5.50
Youth and Adult (5 to 54) instructor led	\$6.50
Recreation Program Discounts (Discounts are not stackable)	
Family Program Registration – 3 or more immediate family members register for programs at full rates	10% discount
ODSP Recipient Program Registration – eligible persons	10% discount
Seniors Program Registration (55 yrs and up)	10% discount
Individual – Multi-Program – 3 or more programs/session	10% discount
Recreation - Camps and Birthday Parties	
Camps: (fees include activity fees and supplies)	
P.A. Day Camps	\$43.00
Summer Camp - Little Lakeshore 4 yoa (per week)	\$171.00
Summer Camp - Little Lakeshore 4 yoa (Short Week - Canada and Civic Holiday)	\$136.00
Summer Camp - Junior and Senior (per week)	\$161.00
Summer Camp - Junior and Senior (Short Week - Canada and Civic Holiday)	\$128.00
March Break Camp - all ages (per week)	\$161.00
Birthday parties (up to 20 participants)	
Ice Birthday Party (Ice 50 mins + program room 2 hours) instructor led	\$381.00
Gym Birthday Party (Gym 50 mins + program room 2 hours) instructor led	\$229.00
Pool Birthday Party (1 hour + program room 2 hours) instructor led	\$317.00
Sports Facilities and Fields	
Soccer or Baseball – Registered league fees, per user per season	\$16.00
Diamond and Field (per day) (non-league)	\$63.00
Tennis and Pickleball Court Key (per season)	\$35.00
Aquatics	
Drop-in Swimming	
Pool Lengths and Leisure swim (no instructor)	\$5.59
Pool – Aquatic Exercise (instructor led)	\$6.42
Recreation Swim (no instructor)	
Child under 24 months (with paid adult)	Free
Pre-School and Senior (2-4 and 55+)	\$4.00
Youth and Adult (5 -54)	\$4.00

**2024 User Fee By-Law 95-2023
Schedule C**

(Applicable taxes will be added to all fees)

Community Services	
Swim Passes:	
Summer Family Swim Pass (Valid from June 26-Labour Day for recreation swims only. Up to 6 immediate family members living in the same household)	\$194.00
Summer Adult Swim Pass (Valid from June 26-Labour Day for recreation swims only)	\$66.00
Summer Youth (up to age 14) Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$60.00
Summer Youth (ages 15-17) Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$53.00
Summer Organization Swim Pass (Valid for a recognized organization up to 6 people)	\$94.00
Memberships and Pass Cards	
Pool Membership (Monthly)	\$46.00
Pool Membership (3 Month)	\$124.00
Pool Membership (6 Month)	\$220.00
Pool Membership (Annual)	\$397.00
Enhanced Pool Membership (Monthly)	\$55.00
Enhanced Pool Membership (3 Month)	\$152.00
Enhanced Pool Membership (6 Month)	\$268.00
Enhanced Pool Membership (Annual)	\$483.00
Swim Pass (10 Sessions)	\$50.00
Enhanced Swim Pass (10 Sessions)	\$58.00
Swimming Lessons – rates per person, per ½ hour:	
Child/Youth (regular ratios)	\$9.00
Adult (regular ratios)	\$8.00
Child/Youth (up to age 14) (1:4 ratios)	\$12.00
Youth (age 15-17) (1:4 ratios)	\$11.00
Private Lessons - individual	\$31.00
Private Lessons – 2 participants (per person)	\$20.00
Private Lessons – 3 or more participants (per person)	\$16.00
Pool Rental:	
1 hour rental -1 pool, 2 lifeguards max. 24 people (base fee)	\$139.00
Extra Lifeguard for Hourly Pool Rental – per additional lifeguard per hour (added to base fee)	\$32.00
Fees	
Active Net Payment Processing Fee - Credit Card	2.5 % of transaction
Administration / Refund Fee	\$40.00

**2024 User Fee By-Law 95-2023
Schedule D**

(Applicable taxes will be added to all fees)

Community and Protective Services	
Fire Services	
Letters of Compliance	
Fire Prevention Related Letters	\$80.00
Fire Reports for property owners	\$80.00
Fire Inspections	
Inspection and certification of premises for liquor license approval	\$148.00
Inspection by request (day care facility, retirement homes, group homes etc) - excluding residential homes	\$83.00
Inspection resulting in Ontario Fire Code Contraventions	\$94.00
Each additional follow-up to close the inspection (phone call, email, site-re-inspection)	\$52.00
Industrial/Commercial Inspections (includes inspection, file review, letter/report development)	
Premises smaller than 2,500 m ²	\$175.00
Premises greater than 2,500 m ²	\$222.00
Residential Inspections (includes inspection, file review, letter/report development)	
One to Five Storey	\$99.00
Six or More Storey	\$146.00
Special Occasion Permit Inspection	\$43.00
All retrofits	\$439.00
Fire Scene Photographs (each)	\$5.41
Assistance for private standby - Comm'l/Ind'l beyond normal fire protection	Current MTO rates/hour per manned apparatus
Call for Service – Failure to Locate Utilities – per manned fire apparatus	Current MTO rates/hour per manned apparatus
Fire Investigation Reports	\$293.00
Smoke/CO Alarm Inspection- Non Compliance Re Inspection	\$99.00
Fire Safety Plan Review:	
Vulnerable Occupancies Small Facilities (up to 5 residents)	\$332.00
Vulnerable Occupancies Large Facilities (over 5 residents)	\$662.00
General – First Plan Initial Review	\$59.00
General – Plan review per review	\$43.00
Inspections for Propane Dispensing Sites:	
Existing 5,000 USWG or less	\$207.00
New/modified 5,000 USWG or less	\$413.00
Existing greater than 5,000 USWG	\$2,059.00
New/modified greater than 5,000 USWG	\$2,059.00
If necessary to retain 3 rd party engineer/other firm	Actual Cost
False Alarms	
After second false alarm:	
First Hour – per manned apparatus	Current MTO rates/hour per manned apparatus

Each additional half hour – per manned apparatus	Current MTO rates/hour per manned apparatus
Open Burn By-law Cost Recovery Formula	
Fire Administration only attends location	Current MTO rates/hour per manned apparatus
Fire extinguishment – 2 nd or more offence	Current MTO rates/hour per manned apparatus and current hourly rate per fire fighter
Fire extinguishment using less than 6 firefighters	Current MTO rate/hour per single manned fire apparatus
Fire extinguishment using greater than 6 firefighters and less than 12 firefighters	Current MTO rates/hour for 2 manned fire apparatus
Fire extinguishment requiring a 2 station response	Current MTO rate/hour for 4 manned fire apparatus
External Services	
Recovery – external services cost	Actual Costs

**2024 User Fee By-Law 95-2023
Schedule E**

(Applicable taxes will be added to all fees)

Legislative and Legal Services	
Legislative Services	
Appeals	
Appeal to a Hearing Committee (hearings of all by-laws and statutory hearings but for Committee of Adjustment)	\$ 104.00
Costs and Disbursements to attend third party appeals	Actual Costs
Burial Permits	
Burial Permits	\$ 16.00
Commissioning Oaths	
Commissioning of Oaths - per document	\$ 10.00
Election	
Copy of previous election results	\$ 5.00
Copy of Voters List	\$ 25.00
Copy of Ward map	\$ 5.00
Hunting Licences	
Resident Small Game (subject to Ministry approval)	\$ 16.00
Non-Resident Small Game (subject to Ministry approval)	\$ 22.00
Integrity Commissioner	
Formal Complaint to Integrity Commissioner	\$ 10.00
Liquor Licences	
LLBO Acknowledgement Letter	\$26.00
Liquor Licence Permit as per Schedule A - Building Services	\$204.00
Liquor Licence Permit as per Schedule X - Fire Services	\$204.00
Municipal Significance Designation	\$ 52.00
Lottery Licences	
Break open lottery tickets (per box)	\$ 16.00
Bingo/Raffle Licences	3% of Proposed Prize
Marriage Licences and Fees	
Marriage Licence	\$ 163.00
Marriage Solemnization - Ceremony fee (basic)	\$ 332.00
Witness Fee	\$ 26.00
Photocopy Fees	
Photocopying (Per Standard Page)	\$0.32
Property Fees	

**2024 User Fee By-Law 95-2023
Schedule E**

(Applicable taxes will be added to all fees)

Legislative and Legal Services
Legislative Services

Damage to Municipal Property	Cost Recovery (reasonable cost recovery efforts made)
Damage to Municipal Property Administration Fee	Minimum \$50.00 or 2% of Property Damage Cost
Land Transfer Inquiries (lands not yet declared surplus)/ Street Closing	\$ 26.00
Street/ Alley Closing Application Fee (less inquiry fee if paid)	\$ 122.00
Street/ Alley Closing Appraisal	Actual Cost
Street/ Alley Closing Advertising	Actual Cost

**2024 User Fee By-Law 95-2023
Schedule E**

(Applicable taxes will be added to all fees)

Legislative and Legal Services
Legislative Services

Requests under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>

Miscellaneous Charges per Ontario Regulation 823	Per O. Reg 823
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Vehicle for Hire Licences and Fees

Vehicle for Hire Driver	\$ 61.00
Vehicle for Hire Driver Renewal	\$ 49.00
Vehicle for Hire Owner (per vehicle)	\$ 122.00
Private Vehicles for Hire Driver	\$ 61.00
Private Vehicles for Hire Driver Renewal	\$ 49.00
Private Vehicles for Hire Owner (per vehicle)	\$ 122.00
Private Transportation Company	\$ 365.00
Limousine Driver	\$ 61.00
Limousine Drive Renewal	\$ 49.00
Limousine Driver (per vehicle)	\$ 122.00
Broker	\$ 61.00
Replacement of Owner Plate	\$ 31.00
Replacement of Driver Plate	\$ 14.00
Transfer	\$ 44.00

Recovery of Legal Costs

Recovery of legal fees for lawyer associated with tax sales, property disposition (per hour)	\$245.00
Recovery of legal fees for legal assistant (per hour)	\$153.00
Recovery of disbursements	Actual Costs

Police Services

Alarm Registration – Annual	\$24.00
False Alarm Fees:	
Unregistered Premises - Any at fault false alarm call	\$148.00
Registered Premises -Third at fault false alarm and each subsequent call thereafter	\$148.00

**2024 User Fee By-Law 95-2023
Schedule F**

(Applicable taxes will be added to all fees)

Operations	
Public Works Services	
Ditching Policy EN120 - Administrative Fee	\$293.00
Encroachment/entrance permit and other miscellaneous works	\$293.00
Indemnity deposit – refundable up to 3 years from issuance of permit	\$1,300.00
Drainage Services	
Tile Loans – Inspection Fee	\$184.00
Engineering Services	
Lawyer Letters - per property inquiry	\$80.00
Water Services	
Water Shut Off	\$36.00
Water Turn On	\$36.00
Water Shut off - After Hours	\$174.00
Water Turn On - After Hours	\$174.00
Water Shut Off/Turn On - for non payment/compliance	\$58.00
Water Disconnect - complete removal of the water service to the curb box	Actual Cost
Water Reconnect - Installation of the water service to curb box. (Buy-in fee under Tariff of Fees By-law is not applicable if done within 5 years of disconnect)	Actual Cost
Water Account Set up Fee	\$40.00
Water Account Late Payment Fee	3% per month
Water Notice (Shut off/turn on - left at residence)	\$8.00
Relocation of Water Service:	
Short Service (same side of the road)	\$3,399.00
Long Service (across the road)	\$4,215.00
Inspection Fee - inspect water service when building is demolished	\$100.00
Missed appointment / service refusal	\$58.00
Water Meter 5/8"	Actual Cost plus admin fee
Water Meter 1"	Actual Cost plus admin fee
Water Meter Other	Actual Cost plus admin fee
No access to Meter / Estimating Fee	\$40.00
Water Meter Administration Fee	\$40.00
Manual Water Meter Read (monthly - per property)	\$200.00
Water Service Abandonment:	

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 Municipality forces, at the owner's expense, and inspected by the Municipality; after which the basic charge will no longer be applicable

Municipality performs the work	\$361.00
Inspection Fee when property owner performs the work	\$72.00
Water Service Abandonment Reconnection Fee (at property line):	
Municipality performs the work	\$361.00
Inspection Fee when property owner performs the work	\$72.00
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)	Actual Plus Administration

Water and Sanitary Buy-In Fees	
Property Located in Water/Sanitary Sewer DC Service Area	
No Service Connection Exists - Water (Plus DC Costs)	\$5,892.00
No Service Connection Exists - Sanitary (Plus DC Costs)	\$7,297.00
Service Connection Exists - Pay Only DC Costs	See DC costs
Property Not Located in Water/Sanitary Sewer DC Service Area	
Service Connection Exists - Buy-in Water	\$4,781.00
Service Connection Exists - Buy-in Sanitary	\$11,767.00
No Service Connection (Buy- in Fee and costs to physically connect) -water	\$10,672.00
No Service Connection (Buy- in Fee and costs to physically connect) -water Greater than 1"	\$12,078.00
No Service Connection (Buy-in Fee and costs to physically connect) - sanitary	\$19,063.00
Wastewater in South Woodslee	
Service Connection Exists - (already paid buy-in)	Actual Cost
No Service Connection Exists (Buy-in Fee and Costs to physically connect	\$12,106, plus actual costs

**2024 User Fee By-Law 95-2023
Schedule G**

(Applicable taxes will be added to all fees)

Corporate Services

Administration Fees and Service Charges	
Convenience Fee US currency transactions (per item)	\$5.00
Returned Bank Item Charge	\$40.00
Financing Administration Fee (per property)	\$129.00
Interest on trade receivables over 30 days past due per month	1.25%
Penalty and Interest on tax account arrears per month	1.25%
Tax and Water Certificate (each per property inquiry)	\$83.00
Tax and Water Certificate (each per property inquiry within 2 business days)	\$166.00
Property Tax/ Water Bill / Invoice Reprint (Duplicate Service)	\$15.00
Additions to the Property Tax Roll	\$40.00
Refund or Misdirected Payment Fee	\$40.00
Debenture Fee (per property)	\$137.00
Ownership Changes	\$40.00
Property Tax Listing for Mortgage Companies	\$14.00

Tax Sale Fees	
Final Notice Letter (per property)	\$60.00
Farm Debt Mediation Letter (per property)	\$60.00
Preliminary Work:	
Prepare searches to determine owners, Roll, Legal Descriptions, Prepare and Register Tax Arrears Certificate, Title Search, Mailing First Notices, Statutory Declarations, Prepare and Register Tax Arrears Cancellation Certificate ; Prepare Final Notice Letters, Statutory Declarations for final notice letters	\$1,750.00
Extension Agreement	\$500.00
Tender Process:	
Advertising	Actual Cost
Tender Opening and examination	\$500.00
Prepare and Register Tax Deed	\$1,000.00
Pay Proceeds in Court, Closing File	\$650.00

G.I.S. Mapping	
Standard Map Products	
Municipal Wide Street Map - (Double Sided – Colour) 11"x17"	Free
Municipal Wide Street Map - (Double Sided – Colour) 18"x34"	\$8.00
Municipal Wide Street Map - (Double Sided – Colour) 24"x50"	\$15.00
Custom Map Products:	
Custom Mapping - include any plots larger than 11" x 17" up to maximum size 24" x 50" (per hour)	\$58.00

**2024 User Fee By-Law 95-2023
Schedule H**

(Applicable taxes will be added to all fees)

Community Services	
Arena – Ice Rates	
Ice Rentals – hourly rates:	
Non-Prime Time: Monday-Friday 6:00am-4:00pm (September-May)	\$122.50
Summer Prime Time: Monday-Friday 6:00am-4:00pm (June-August)	\$183.50
Prime Time: Monday-Friday 4:00pm - 11:00pm (All Weekend)	\$204.00
Same Day Rental	\$148.00
Ice Rental Cancellation Fee – minimum 48 hours notice	\$40.00
Arena Storage Room – registered leagues	Free
Nets (up to 4 included in rental, no more than 6 nets allowed) each	\$6.00
Staff Overtime (remaining in dressing room beyond 30 mins.)	\$50.00
Arena floor (non-ice) (no airconditioning) - non-profit (per hour)	\$62.50
Arena floor (non-ice) (no airconditioning) - Commercial (per hour)	\$82.50
Arena floor - full day rental is charged for 10 hours	max 10
Hydro fee to add temporary A/C (per day/per unit)	\$50.00
Public Skating:	
Public Skate session (up to age 14)	\$3.00
Public Skate session (over age 14)	\$3.00
Figure Skating practice (Child/Youth to age 14)	\$12.00
Figure Skating practice (Youth ages 15-17)	\$11.00
Free Weekday Ice Programs	Free
Public Skating sponsorship fee - includes ice & 3 staff	\$275.00
Drop-in Hockey: (full equipment is required)	
Child/Youth to age 14	\$5.00
Youth (ages 15-17)	\$5.00
Adult	\$7.00

**2024 User Fee By-Law 95-2023
Schedule I**

(Applicable taxes will be added to all fees)

Community Services	
Belle River Marina Rates	
Slip Rental –Seasonal:	
Fully Serviced - boat or dock whichever is bigger (per foot) plus electrical fee	\$58.00
Un-Serviced - boat or dock whichever is bigger (per foot)	\$46.00
Jet Ski Slip Access - must supply approved floating dock	\$265.00
Jet Ski / Dingy Fee - added to slip	230
Slip Rental – Monthly:	
Docks A and B (Serviced)	\$543.00
Docks C, D, G and F (Serviced)	\$464.00
Docks E and F (Un-serviced)	\$426.00
Slip Rental - Transient	
Slip Rental (per foot)	\$2.00
Other Fees:	
Fully Serviced Dock Electrical Fee (per foot)	\$8.00
Pump Out	\$15.00
Pump Out with \$200 or more in gas, within one transaction	Free
Boat Launch Ramp (Day Pass) tax included	\$15.00
Boat Launch Ramp (Season Pass)	\$190.00
Jet Ski Slip Access - Must Supply and Install Own Dock	\$130.00
Chartering Access – Season Pass	\$586.00

**2024 User Fee By-Law 95-2023
Schedule J**

Operations	
Water Rates	
Consumption - per cubic meter	\$1.68
Basic - per month	\$22.55
Wastewater Rates	
Consumption - per cubic meter	\$1.99
Basic - per month	\$25.33
Bulk Water Rates	
Bulk Water Fill Station Rate - per 1,000 gallons (0.4546 m3)	\$6.00

Municipality of Lakeshore

By-law 101-2023

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 November 21, 2023 session of Council be adopted and confirmed as if the same were expressly embodied in this By-law.
2. The Mayor or the Deputy Mayor together with the Clerk are authorized and directed to execute all documents necessary to the action taken by this Council as described in paragraph 1 of this By-law and to affix the Seal of the Municipality of Lakeshore to all documents referred to in said paragraph 1 above.

Read and passed in an open session on December 12, 2023.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**