

Municipality of Lakeshore

Regular Council Meeting Agenda



Tuesday, August 13, 2024, 4:30 PM

Council Chambers, 419 Notre Dame Street, Belle River

Pages

1. Call to Order

2. Closed Session

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

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

Recommendation:

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

- a. Paragraph 239(2)(c) of the *Municipal Act, 2001* to discuss a proposed or pending disposition of land by the municipality relating to the St. Charles Street area.
- b. Paragraph 239(2)(c) of the *Municipal Act, 2001* to discuss a proposed or pending acquisition or disposition of land by the municipality relating to the Duck Creek area.
- c. Paragraph 239(2)(c) of the *Municipal Act, 2001* to discuss a proposed or pending acquisition or disposition of land by the municipality relating to the Denis St. Pierre Water Pollution Control Plant area.
- d. Paragraph 239(2)(b) of the *Municipal Act, 2001* to discuss personal matters about an identifiable individual, including municipal or local board employees, relating to the 2024 Lakeshore Sports Hall of Fame inductees.

3. Singing of O Canada

4. Land Acknowledgement

5. Moment of Reflection

6. Disclosures of Pecuniary Interest

7. Recognitions

8. Announcements by Mayor

9. Public Meetings under the Planning Act

1. Zoning By-law Amendment ZBA-10-2024 – 475 Rochester Townline Road

6

Recommendation:

Approve Zoning By-law Amendment Application ZBA-10-2024 (Zoning By-law 2-2012, as amended), to rezone the lands known legally as, Part of Lot 6 Concession East Ruscom River, Rochester, designated as Part 2, Plan 12R24838; Part of Lots 5 and 6 Concession East Ruscom River, Rochester as in R1125247 except Part 1, Plan 12R12267, Part 1, Plan 12R24838 and Part 1 Plan 12R29786; subject to RO14657 partially surrendered by R254458; subject to an easement in gross over Part 1, Plan 12R23363 as in CE331496; subject to an easement in gross over Parts 1, 2, 3 & 4 on Plan 12R25263 as in CE549039; Town of Lakeshore, being part of the Property Identifier Number 75051-0114(LT), and known municipally as 475 Rochester Townline Road, from “Agriculture (A)” to “Agriculture Zone Exception 1 (A-1)” zone (indicated as “475 Rochester Townline Rd Retained Land” on the Key Map, Appendix B), in the Municipality of Lakeshore; and
Direct the Clerk to read By-law 78-2024 during the Consideration of By-laws, all as presented at the August 13, 2024 Council meeting.

10. Public Presentations

1. C4C Housing Lab - Systems Approach Housing Plan

11. Delegations

1. Craig Ball - Legacy Recognition for Councillor Paddy Byrne

12. Completion of Unfinished Business

13. Approval of Minutes

Recommendation:

Approve minutes of the previous meeting as listed on the agenda.

1. July 9, 2024 Regular Council Meeting Minutes

15

14. Consent Agenda

Recommendation:

Receive the items as listed on the Consent Agenda and endorse the appointments of Kirk Walstedt, Jason Barlow and Antoinetta Giofu to the Essex Region Source Protection Committee.

- | | | |
|----|---|----|
| 1. | Essex Region Conservation Authority - Appointments to Essex Region Source Protection Committee | 23 |
| 2. | Closed Meeting Quarterly Report – Q2 2024 | 25 |
| 3. | 2024 By-law Enforcement Second Quarter Activity Report | 29 |
| 4. | Quarterly Building Activity Report – 2024 Q2 | 32 |
| 5. | 2023 Lakeshore Drinking Water Systems Summary Reports | 35 |

15. Reports for Direction

- | | | |
|----|---|----|
| 1. | Tile Loan Application - Tyson Ruston, 0 County Road 46 | 76 |
|----|---|----|

Recommendation:

Approve the Tile Loan submitted by Tyson Ruston for tiling work to be performed at 0 County Road 46, Con. SMR E, Part Lot 10 (Roll No. 090.000.01200) in the amount of \$50,000 (including HST) subject to Provincial Funding, as presented at the August 13, 2024 meeting.

- | | | |
|----|--|----|
| 2. | Tender Award – 2024 Sidewalk Construction Program | 78 |
|----|--|----|

Recommendation:

Award the tender for the 2024 Sidewalk Construction Program to Giorgi Bros (1994) Inc in the amount of \$294,274.77 including applicable HST; and

Approve an additional \$25,000.00, including applicable HST, to complete the sidewalk missing link on Christina Avenue that has been added to the tender, as presented at the August 13, 2024 Council meeting.

3. **Lakeshore Fire Services Engine 5 and Tanker 2 Vehicle Replacement** 83
- Recommendation:**
 Approve the purchase of two new pumpers to replace Engine 5 and Tanker 2 from City View Specialty Vehicles for \$2,071,284, and preapprove in the 2025 Capital Budget Item Fire-24-6673 to be paid on delivery in the 2025 budget year, as presented at the August 13, 2024 Council meeting.
4. **Housing Accelerator Funding – Round 2** 86
- Recommendation:**
 Approve Option #_____ as presented at the August 13, 2024 Council meeting.
5. **Establishing a Municipal Heritage Committee and Heritage Act Changes** 151
- Recommendation:**
 Direct Administration to implement Option 2, for Council to continue to review Heritage matters; and issue a Request for Proposal to undertake a review of the Heritage List of properties, as required under Bill 23 and Bill 200, the cost of which is to be added to the Community Planning budget in 2025; and
- Direct Administration to include \$5,000 for consideration in the 2025 budget for public education or promotional materials, events or public engagement activities to promote the benefits of designating Heritage properties, all as presented at the August 13, 2024 Council meeting.
6. **Delegation of Authority to Execute Conditional Building Permit Agreements** 177
- Recommendation:**
 Direct the Clerk to read By-law 81-2024, being a by-law to delegate authority to the Chief Building Official to execute conditional building permit agreements, during the Consideration of By-laws, as presented at the August 13, 2024 Council meeting.
7. **Governing Procurement Policy Update** 184
- Recommendation:**
 Direct the Clerk to read By-Law 77-2024, being a by-law to adopt a Procurement Policy, during the Consideration of By-laws, as presented at the August 13, 2024 Council meeting.
16. **Notices of Motion**

17. Reports from County Council Representatives

18. Report from Closed Session

19. Consideration of By-laws

Recommendation:

By-laws 77-2024, 78-2024, 81-2024 and 82-2024 be read and passed in open session on August 13, 2024.

- | | | |
|----|---|-----|
| 1. | By-law 77-2024, Being a By-law to Adopt a Procurement Policy | 186 |
| 2. | By-law 78-2024, Being a By-law to Amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-10-2024) | 217 |
| 3. | By-law 81-2024, Being a By-law to Delegate Authority to the Chief Building Official to Execute Conditional Building Permit Agreements | 219 |
| 4. | By-law 82-2024, Being a By-law to Confirm the Proceedings of the July 9, 2024 Council Meeting | 221 |

20. Non-Agenda Business

21. Addendum

22. Adjournment

Recommendation:

Adjourn the meeting at ____ PM.

Municipality of Lakeshore – Report to Council

Growth and Sustainability

Planning Services



To: Mayor and Members of Council

From: Ian Search, BES
Planner I

Date: July 15, 2024

Subject: Zoning By-law Amendment ZBA-10-2024 – 475 Rochester Townline Road

Recommendation

Approve Zoning By-law Amendment Application ZBA-10-2024 (Zoning By-law 2-2012, as amended), to rezone the lands known legally as, Part of Lot 6 Concession East Ruscom River, Rochester, designated as Part 2, Plan 12R24838; Part of Lots 5 and 6 Concession East Ruscom River, Rochester as in R1125247 except Part 1, Plan 12R12267, Part 1, Plan 12R24838 and Part 1 Plan 12R29786; subject to RO14657 partially surrendered by R254458; subject to an easement in gross over Part 1, Plan 12R23363 as in CE331496; subject to an easement in gross over Parts 1, 2, 3 & 4 on Plan 12R25263 as in CE549039; Town of Lakeshore, being part of the Property Identifier Number 75051-0114(LT), and known municipally as 475 Rochester Townline Road, from “Agriculture (A)” to “Agriculture Zone Exception 1 (A-1)” zone (indicated as “475 Rochester Townline Rd Retained Land” on the Key Map, Appendix B), in the Municipality of Lakeshore; and

Direct the Clerk to read By-law 78-2024 during the Consideration of By-laws, all as presented at the August 13, 2024 Council meeting.

Strategic Objectives

This does not relate to a Strategic Objective; however, it is a core service of the Municipality.

Background

The Municipality of Lakeshore has received a Zoning By-law Amendment application for the farm property known municipally as 475 Rochester Townline Road. The property is zoned “Agriculture” in the Lakeshore Zoning By-law 2-2012. It is currently a 68.27 acre (27.62 hectare) farm located north of County Road 42, south of County Road 2, on the west side of Rochester Townline Road (Appendix A).

A provisional consent (file: B-36-2023) was granted from the Lakeshore Committee of Adjustment on January 31, 2024 to sever a surplus farm dwelling from 475 Rochester Townline Road as a separate residential lot, indicated as Part 1 on Plan 12R-29786 (Appendix C). The lot to be severed will have an area of 1.147 acres (0.46 ha) and a lot frontage of 61.88 metres (203.02 feet), which will incorporate a dwelling and accessory structures (Appendix D).

As a condition of the provisional consent, the applicant is applying to rezone the retained farmland parcel to prohibit residential dwellings on that parcel of land (Appendix B), as required in the Lakeshore Official Plan and Provincial Policy Statement.

Subject Land:	68.27 acres (27.62 hectares) Existing Use – Agriculture Proposed Use – Agriculture and one rural residential lot Access — Rochester Townline Road Services — Municipal water, private sanitary
Surrounding Uses:	North: Agriculture, Canadian Pacific Limited right-of-way South: Agriculture, rural residential lots East: Agriculture West: Agriculture
Official Plan:	Agricultural
Existing Zoning:	Agriculture (A)

Comments

The application was circulated to internal departments and no objections to the rezoning were received.

Provincial Policy Statement (PPS)

The proposed rezoning application is consistent with the PPS. Section 2.3.4.1 requires the planning authority to ensure that new residential dwellings are prohibited on the retained farmland parcel created by a surplus farm dwelling severance. A provisional consent (B-36-2023) was granted to sever a surplus dwelling from the farm as a separate lot. As a condition of consent, and as required by the PPS, the applicants are rezoning the retained farmland parcel to prohibit residential dwellings.

County of Essex Official Plan

The rezoning application conforms to the County of Essex Official Plan and is consistent with their land use policies:

3.3.3.4 Lot Creation

- c) Lot creation to accommodate a habitable residence surplus to a farming operation as a result of farm consolidation is permitted subject to the local Zoning By-law being amended, to prohibit new residential dwellings on the vacant remnant parcel of farmland created by the severance.

Lakeshore Official Plan

The subject property is designated Agricultural in the Lakeshore Official Plan, and the rezoning application conforms to the Agricultural Designation policies.

6.2.3 Agricultural Lot Creation & Lot Adjustment

A consent to sever may be granted for the following purposes:

- b) Where a previous or current farm acquisition has rendered a habitable farm dwelling surplus to the needs of a farm operation, subject to the following conditions:
 - i) the remnant farm parcel will be zoned so as to prohibit the construction of any additional dwellings;
 - ii) the non-farm parcel will be zoned to recognize the non-farm residential use and will not accommodate a livestock operation;
 - iii) any livestock facilities to remain on the retained parcel will not be made unsuitable for further livestock operations if the Minimum Distance Separation I provisions cannot be met; and
 - iv) the implementing Zoning By-law will not impose a setback on nearby expanding livestock operations greater than that required by the application of Minimum Distance Separation II Formula including the Minimum Distance Separation Guidelines.

The application will prohibit the construction of any additional dwellings on the retained farmland parcel in accordance with the Official Plan. The surplus dwelling lot will automatically be recognized in the Zoning By-law for non-farm residential use that cannot accommodate a livestock operation due to its lot size. There are no livestock facilities on the retained farmland parcel and no known facilities in the general area of the severed lot.

Lakeshore Zoning By-law

The subject property is currently zoned Agriculture (A), in the Lakeshore Zoning By-law 2-2012, as amended. The retained farmland parcel will comply with the minimum frontage and area requirements for a parcel of land that supports agricultural uses and will be rezoned to “Agriculture Zone Exception 1” (A-1) which prohibits a single detached dwelling.

The surplus dwelling lot will meet the minimum frontage and area requirements for a rural residential lot zoned Agriculture (A) – no rezoning of this parcel is necessary.

Conclusion

Based on the foregoing, it is recommended that Council approve ZBA-10-2024 (By-law 78-2024) as per the Recommendation section of this report.

Others Consulted

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

Financial Impacts

There are no budget impacts resulting from the recommendation.

Attachments

- Appendix A – Aerial Map
- Appendix B – Key Map
- Appendix C – Registered Survey
- Appendix D – Draft Survey

Report Approval Details

Document Title:	ZBA-10-2024 - 475 Rochester Townline Road.docx
Attachments:	- Appendix A - Aerial Map.pdf - Appendix B - Key Map.pdf - Appendix C - Registered Survey.pdf - Appendix D - Draft Survey.pdf
Final Approval Date:	Jul 26, 2024

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

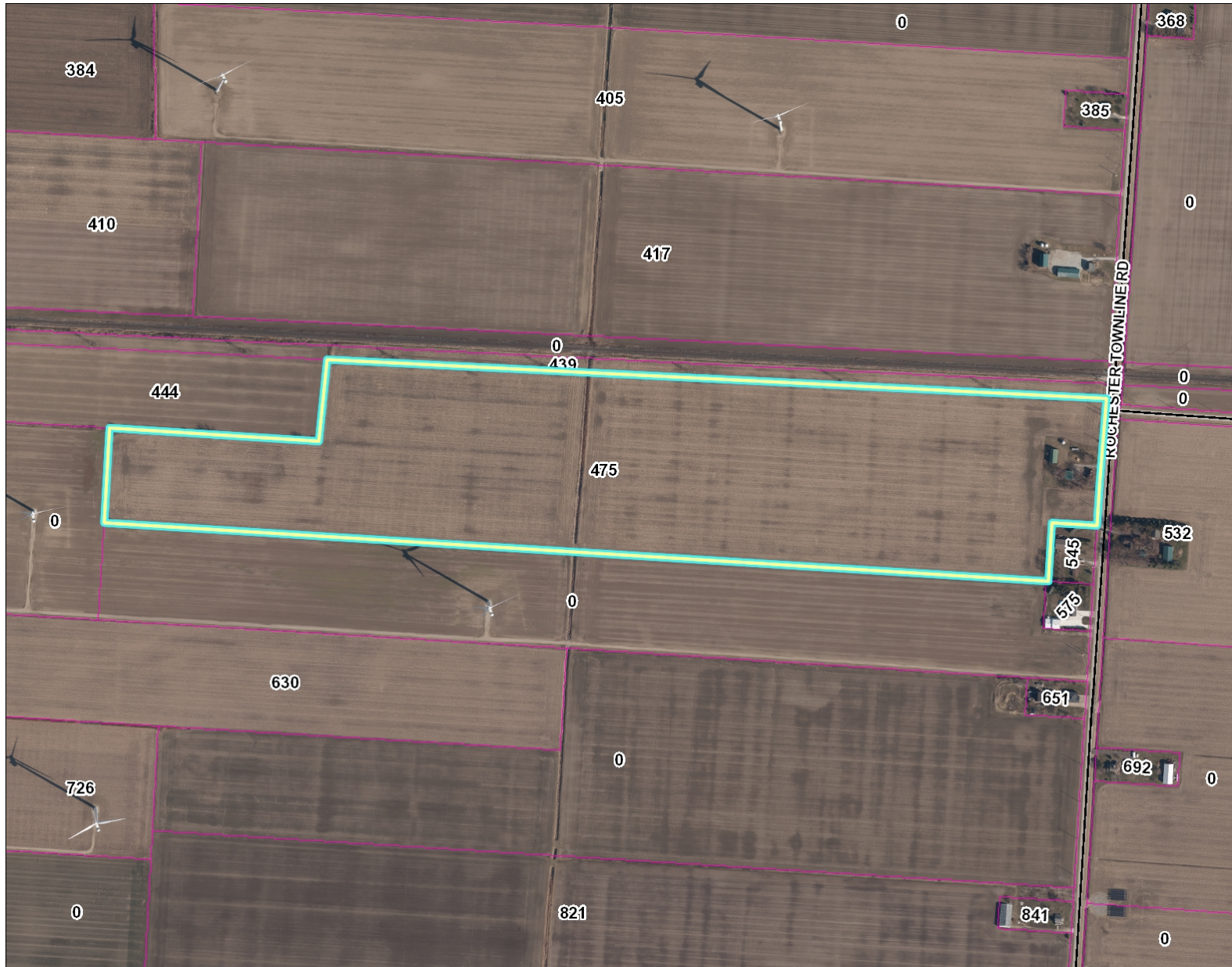
Prepared by Ian Search

Submitted by Urvi Prajapati, Ryan Donally and Tammie Ryall

Approved by the Corporate Leadership Team



475 Rochester Townline Road



Legend

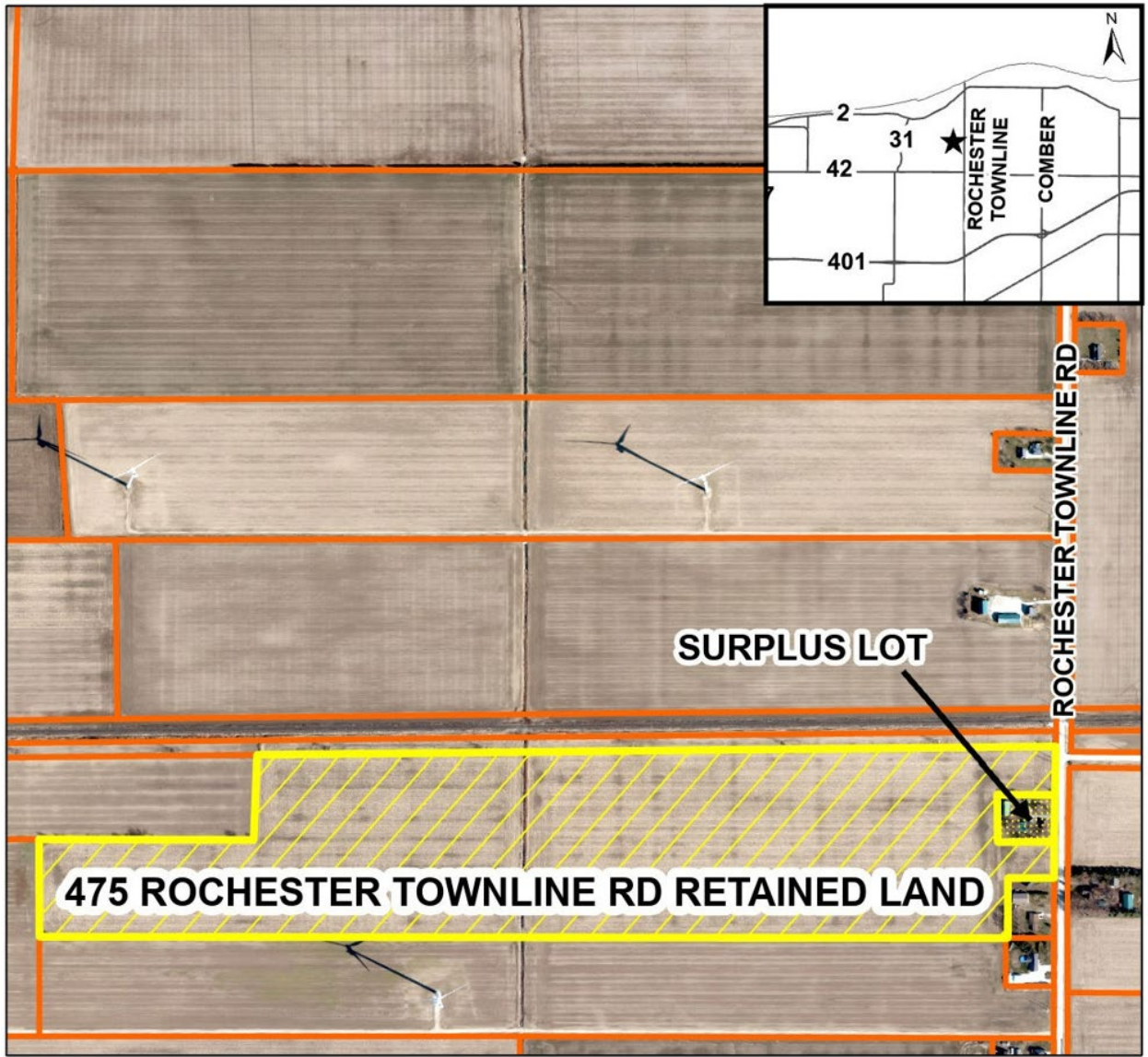
- Address Label
- WorkingParcel
- Street Centreline
 - <all other values>
 - CNTY
 - LAK
 - PRIV
 - PROV
- OwnershipParcel

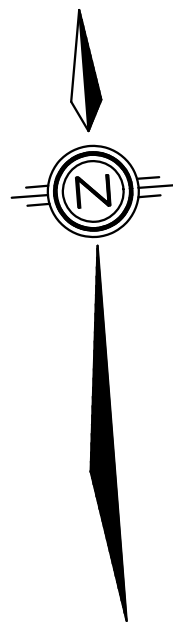
1:7,982



Notes:

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION





PARTS SCHEDULE				
PART	LOT	CON/PLAN	P.I.N.	AREA
1	PART OF LOTS 5 & 6	EAST RUSCOM RIVER	PART OF 75051-0114	1.147 Ac.

PLAN 12R-29786

Received and deposited

July 19th, 2024

Jocelyn Gillespie

Representative for the
Land Registrar of the
Land Titles Division of
Essex (No.12)

CANADIAN PACIFIC RAILWAY

Part 4, Plan 12R-25263
Part 3, Plan 12R-25263
Part 2, Plan 12R-25092
Part 2, Plan 12R-25263
Part 1, Plan 12R-25263

PLAN OF SURVEY
OF
PART OF LOTS 5 & 6
CONCESSION EAST RUSCOM RIVER
GEOGRAPHIC TOWNSHIP OF ROCHESTER
NOW IN THE
MUNICIPALITY OF LAKESHORE
COUNTY OF ESSEX
VERHAEGEN LAND SURVEYORS, A DIVISION OF J.D. BARNES LTD.

SCALE : 1"=20'
0 10.0 20.0 40.0 60.0 100.0 FEET

THE INTENDED PLOT SIZE OF THIS PLAN IS 23" IN WIDTH BY 23" IN HEIGHT
WHEN PLOTTED AT A SCALE OF 1"=20'

"IMPERIAL" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE
IN FEET AND CAN BE CONVERTED TO METRES BY
MULTIPLYING BY 0.3048

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17 NAD83 (CSRS) (2010.0).		
COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.		
POINT ID	NORTHING	EASTING
ORP-A	15361485.03'	1209113.05'
ORP-B	15362015.58'	1209155.92'
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

FOR BEARING COMPARISONS THE FOLLOWING
ROTATIONS WERE APPLIED TO CONVERT
TO GRID BEARINGS

PLAN	CLOCKWISE ROTATION
P1	01°02'25"

LEGEND AND NOTES

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY
REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS)(2010.0).

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING
BY THE COMBINED SCALE FACTOR OF 0.999789

ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.
SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
SSIB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
IB DENOTES 16mm X 16mm X 0.61m IRON BAR
IB φ DENOTES 19mm diameter X 0.61m ROUND IRON BAR
CC DENOTES CUT-CROSS
CP DENOTES 5mm X 50mm STEEL PIN
PB DENOTES PLASTIC BAR
■ DENOTES SURVEY MONUMENT FOUND
□ DENOTES SURVEY MONUMENT SET AND MARKED 1744
WIT. DENOTES WITNESS ⊥ DENOTES PERPENDICULAR
(S) DENOTES SET (M) DENOTES MEASURED (D) DENOTES INST. NO.
ORP DENOTES OBSERVED REFERENCE POINT
ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN
AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH
SECTION 11(4) OF O.REG. 525/91.
(NI) DENOTES NOT IDENTIFIABLE (OU) DENOTES ORIGIN UNKNOWN
(S/P) DENOTES SET PROPORTIONALLY
(1744) DENOTES VERHAEGEN SURVEYORS INC., O.L.S.
(1194) DENOTES JOHN B. SMEETON INC., O.L.S.
(1341) DENOTES RICHARD W. MURRAY, O.L.S.
(P) DENOTES PLAN 12R-24838
(P1) DENOTES PLAN 12R-23363

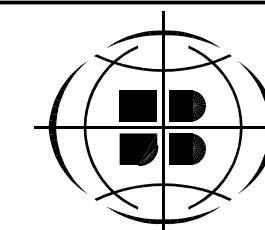
SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT,
THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 - THIS SURVEY WAS COMPLETED ON THE 13th DAY OF March, 2024

DATE March 15th, 2024

Alec S. Mantha
ALEC S. MANTHA
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2216202

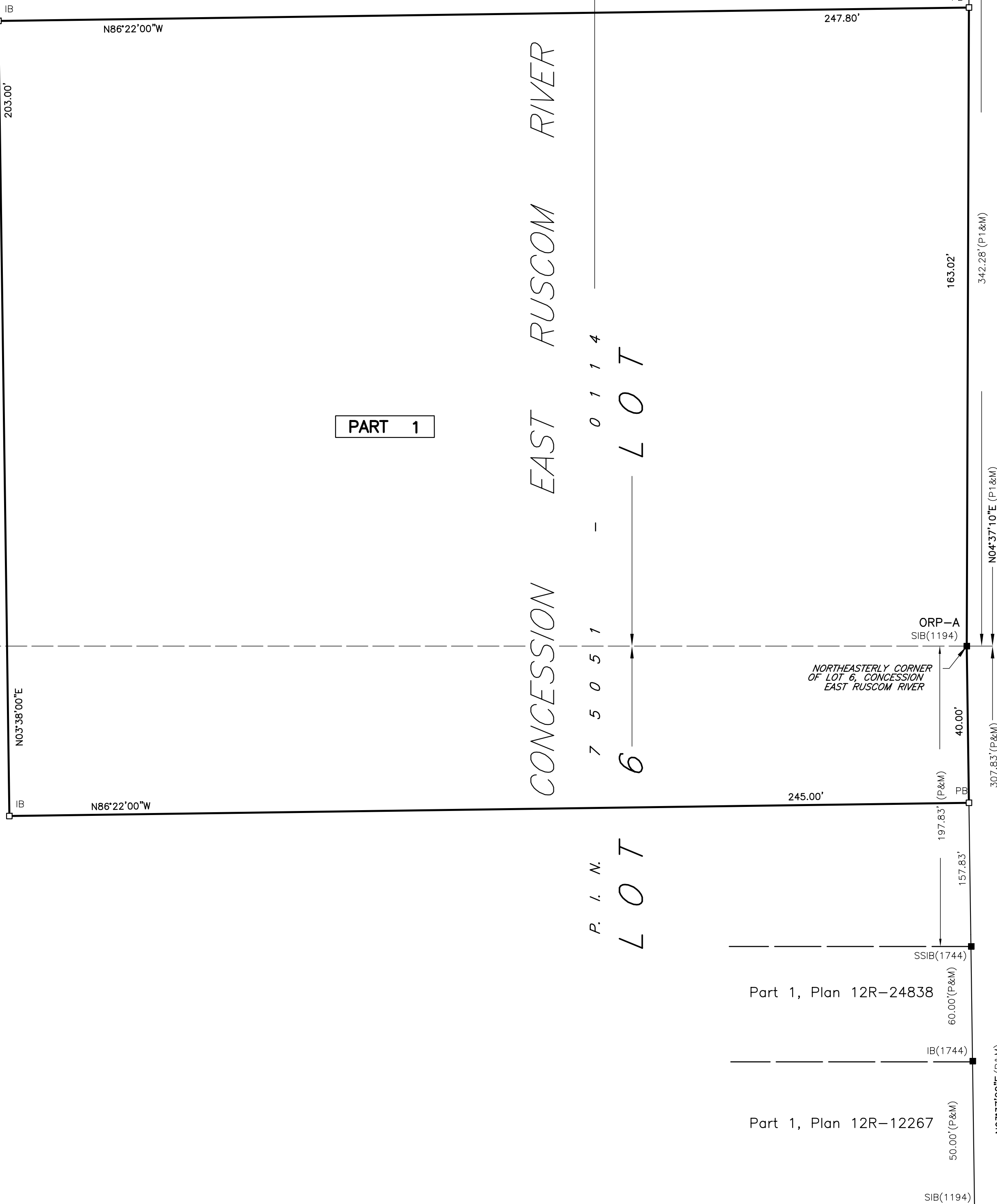


VERHAEGEN
LAND SURVEYORS
A Division of
GIS

J. D. Barnes Limited

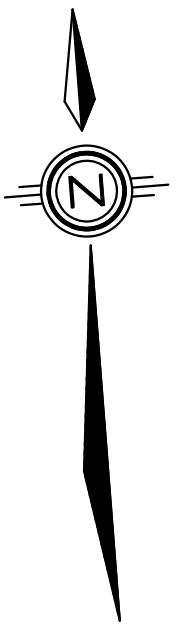
187 TALBOT ST E, LEAMINGTON, ON, N8H 1L8
T: (519) 322-2375 F: (519) 322-2675 www.jdbarnes.com

DRAWN BY: SP	CHECKED BY: AM	REFERENCE NO.: 22-48-205-00
CAD Date: March 15th, 2024		FILE NO.: E-ROCHESTER-ERR-5
CAD File: 22-48-205-00.dwg		



LOCALLY KNOWN AS ROCHESTER TOWNLINE
(TOWNLINE ROAD BETWEEN GEOGRAPHIC TOWNSHIPS OF ROCHESTER AND TILBURY NORTH)

PARTS SCHEDULE				
PART	LOT	CON/PLAN	P.I.N.	AREA
1	PART OF LOTS 5 & 6	EAST RUSCOM ROAD	PART OF 75051-0114	1.147 Ac.



RETAINED LAND
AREA= 71.123 ACRES
(NOT VERIFIED BY THIS SURVEY)

CANADIAN PACIFIC RAILWAY

Part 1, Plan 12R-23363

SEVERANCE SKETCH
OF
PART OF LOTS 5 & 6
CONCESSION EAST RUSCOM ROAD
GEOGRAPHIC TOWNSHIP OF ROCHESTER
NOW IN THE
MUNICIPALITY OF LAKESHORE
COUNTY OF ESSEX, ONTARIO
VERHAEGEN LAND SURVEYORS, A DIVISION OF J.D. BARNES LTD.

SCALE : 1"=20'
0 10.0 20.0 40.0 60.0 100.0
FEET

THE INTENDED PLOT SIZE OF THIS PLAN IS 24" IN WIDTH BY 24" IN HEIGHT
WHEN PLOTTED AT A SCALE OF 1"=20'

"IMPERIAL" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE
IN FEET AND CAN BE CONVERTED TO METRES BY
MULTIPLYING BY 0.3048

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17 NAD83 (CSRS) (2010.0).		
COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.		
POINT ID	NORTHING	EASTING
ORP-A	15361485.03'	1209113.05'
ORP-B	15362015.58'	1209155.92'
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

FOR BEARING COMPARISONS THE FOLLOWING
ROTATIONS WERE APPLIED TO CONVERT
TO GRID BEARINGS

PLAN	CLOCKWISE ROTATION
P1	01°02'25"

LEGEND AND NOTES

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY
REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS)(2010.0).

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING
BY THE COMBINED SCALE FACTOR OF 0.999789

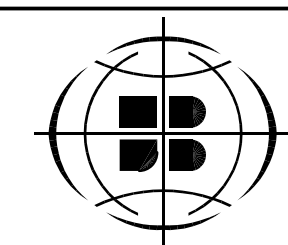
- ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.
- SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
- SS/SIB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
- IB DENOTES 16mm X 16mm X 0.61m IRON BAR
- IB Ø DENOTES 19mm diameter X 0.61m ROUND IRON BAR
- CC DENOTES CUT-CROSS
- CP DENOTES 5mm X 50mm STEEL PIN
- PB DENOTES PLASTIC BAR
- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET AND MARKED 1744
- WIT. DENOTES WITNESS
- (S) DENOTES SET
- (M) DENOTES MEASURED
- (D) DENOTES INST. NO.
- ORP DENOTES OBSERVED REFERENCE POINT
- ALL SET SS/SIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11(4) OF O.REG. 525/91.
- (NI) DENOTES NOT IDENTIFIABLE (OU) DENOTES ORIGIN UNKNOWN
- (S/P) DENOTES SET PROPORTIONALLY
- (1744) DENOTES VERHAEGEN SURVEYORS INC., O.L.S.
- (1194) DENOTES JOHN B. SMEETON INC., O.L.S.
- (1341) DENOTES RICHARD W. MURRAY, O.L.S.
- (P) DENOTES PLAN 12R-24838
- (P1) DENOTES PLAN 12R-23363

SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 - THIS SURVEY WAS COMPLETED ON THE 31st DAY OF AUGUST, 2022

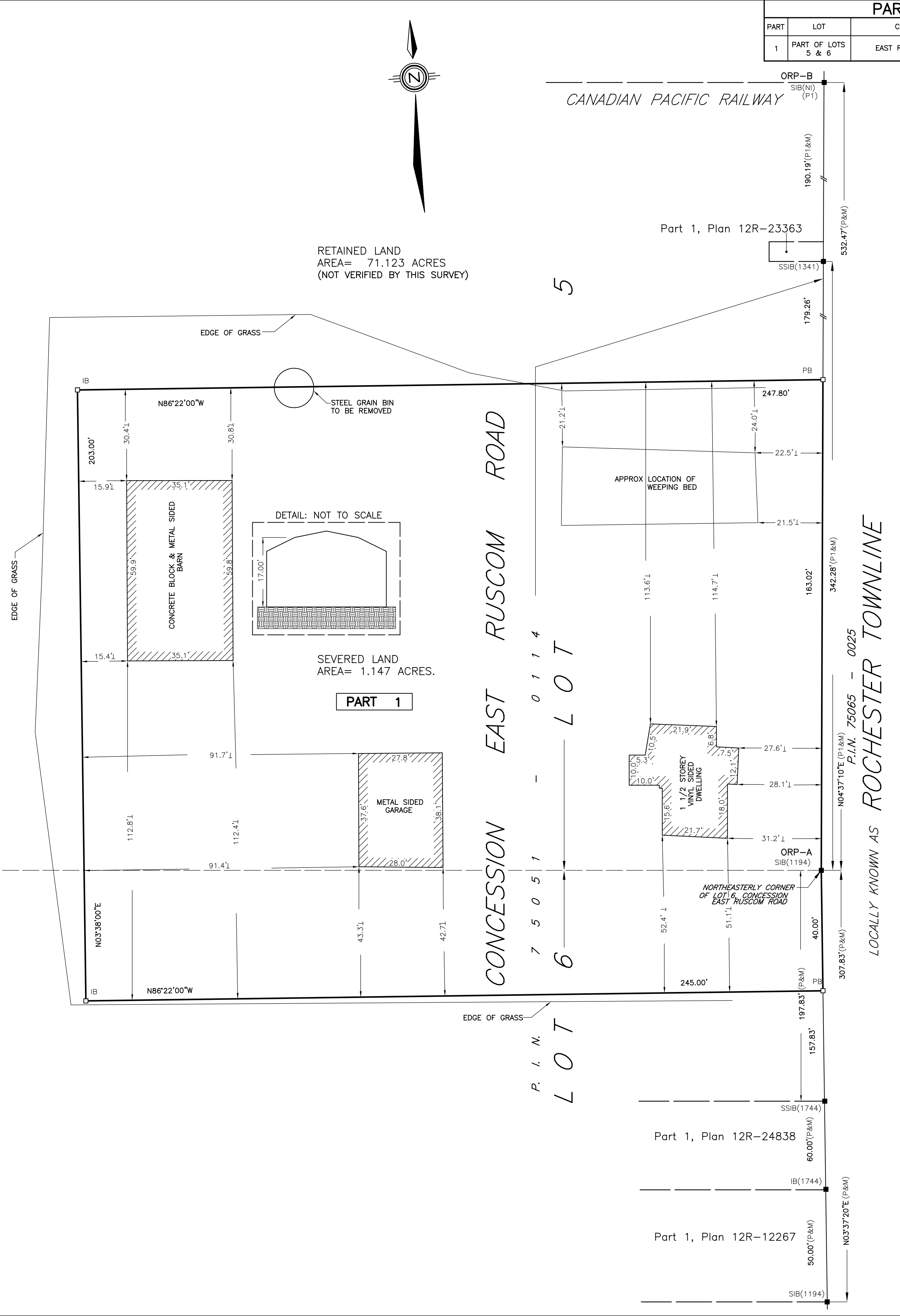
DATE SEPTEMBER 09, 2022
ALEC S. MANTHA
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER XXXXXX



VERHAEGEN
LAND SURVEYORS
A Division of
GIS
J. D. Barnes Limited
187 TALBOT ST E, LEAMINGTON, ON, N8H 1L8
T: (519) 322-2375 F: (519) 322-2675 www.jdbarnes.com

DRAWN BY: SP	CHECKED BY: OLS	REFERENCE NO.: 22-48-205-00
CAD Date: ----		FILE NO.: E-ROCHESTER- ERR- 05
CAD File: ----		



LOCALLY KNOWN AS ROCHESTER TOWNLINE
(TOWNLINE ROAD BETWEEN GEOGRAPHIC TOWNSHIPS OF ROCHESTER AND TILBURY NORTH)

61cm x 0.4 24.0 m²
61cm x 24.0 w (4.0 ft.)

Municipality of Lakeshore

Minutes of the Regular Council Meeting

Tuesday, July 9, 2024, 5:30 PM

Council Chambers, 419 Notre Dame Street, Belle River



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

Staff Present: Interim Chief Administrative Officer - Chief Financial Officer Justin Rousseau, Corporate Leader - Community Health and Safety Frank Jeney, Corporate Leader - Growth and Sustainability Tammie Ryall, Corporate Leader - Operations Krystal Kalbol, Acting Deputy Chief Administrative Officer - Chief Financial Officer Kate Rowe, Chief Workforce Development Officer Lisa Granger, Division Leader - Communications and Engagement Alex Denonville, Division Leader - Economic and Intergovernmental Affairs Ryan Donally, Division Leader - Legal Services Zachary Knox, Division Leader - Legislative Services Brianna Coughlin, Division Leader - Water Management Jason Barlow, Team Leader - Legislative Services Cindy Lanoue, Team Leader - Community Planning Urvi Prajapati, IT Technical Analyst Simon Barno, Financial Analyst Mathew Orosz

1. Call to Order

Mayor Bailey called the meeting to order at 5:31 PM in Council Chambers.

2. Closed Session

241-07-2024

Moved By Councillor Ruston

Seconded By Councillor McNamara

Council move into closed session in Council Chambers at 5:31 PM in accordance with:

- a. Paragraph 239(2)(b) of the *Municipal Act, 2001* for the purpose of discussing personal matters about an identifiable individual, including municipal or local board employees relating to municipal service delivery.

Carried Unanimously

Council returned to open session at 6:07 PM and Mayor Bailey called a recess at this time.

Mayor Bailey reconvened the meeting at 6:17 PM.

3. **Singing of O Canada**
4. **Land Acknowledgement**
5. **Moment of Reflection**
6. **Disclosures of Pecuniary Interest**
7. **Recognitions**

1. **Members of the former Lakeshore Police Services Board**

Council recognized the members of the former Lakeshore Police Services Board, including members Julie Johnston and John Quennell who were present at the meeting.

8. **Announcements by Mayor**
9. **Public Meetings under the Planning Act**
10. **Public Presentations**

1. **Essex Region Conservation Authority Source Water Protection Committee - 2023 Annual Report**

Dr. Stammer and Chair Fuerth provided a PowerPoint presentation as overview of the 2023 Annual Report.

242-07-2024

Moved By Councillor McNamara

Seconded By Deputy Mayor Walstedt

Direct Mayor Bailey to send a letter to the County of Essex, Ministry of Environment, OMAFRA, and local Member of Parliament and Member of Provincial Parliament noting Council's concern relating to the water quality data findings relating to the Leamington tributaries and Ruscom River area.

Carried Unanimously

11. **Delegations**
12. **Completion of Unfinished Business**

13. Approval of Minutes**243-07-2024****Moved By** Councillor Vogler**Seconded By** Councillor Byrne

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

1. June 18, 2024 Special Council Meeting Minutes
2. June 25, 2024 Regular Council Meeting Minutes

Carried Unanimously**14. Consent Agenda****244-07-2024****Moved By** Deputy Mayor Walstedt**Seconded By** Councillor Vogler

Receive the items as listed on the Consent Agenda.

1. Source Water Protection 2023 Annual Reports
2. Changes to the Planning Act under Bill 134, Bill 185, and Bill 200 and the Affordable Housing Bulletin
3. Petition - Wallace Line Parkette

Carried Unanimously**15. Reports for Direction****1. OPP Detachment Board - Budget****245-07-2024****Moved By** Councillor Santarossa**Seconded By** Deputy Mayor Walstedt

Approve the proposed budget for the balance of 2024 for the Essex County OPP Detachment Board #1, as presented at the July 9, 2024 Council meeting;

Direct Administration to send a copy of the approved resolution of Council to the Town of Essex and the Town of Tecumseh; and

Upon approval of all three member municipalities of the Essex County OPP Detachment Board #1, the budget for the balance of 2024 be implemented by the administering municipality, being the Town of Tecumseh.

Carried Unanimously

2. Lakeview Pier Development Project – Expression of Interest

246-07-2024

Moved By Deputy Mayor Walstedt

Seconded By Councillor McNamara

Direct Administration to circulate the Expression of Interest for the Lakeview Pier Development Project, as presented at the July 9, 2024 Council meeting, with the following amendments:

- removal of language relating to any potential for sale of the property; and
- inclusions to allow for proposed hotel space, four-season uses and non-exclusive submissions.

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

Opposed (1): Councillor Kerr

Carried

16. Notices of Motion

1. Councillor Kerr - Additional By-law Compliance Officer Shifts

247-07-2024

Moved By Councillor Kerr

Seconded By Councillor Vogler

Direct Administration to bring back a report on adding evening and weekend By-law Compliance Officer(s). Have included in the report what a Friday, Saturday, and Sunday noon to midnight (3 x 12 hr shifts) from possibly May 1st to November 1st could look like; and that the report be brought back prior to the 2025 Budget deliberations.

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

Opposed (1): Councillor Ruston

Carried

2. Councillor Santarossa - By-law Enforcement Training

248-07-2024

Moved By Councillor Santarossa

Seconded By Councillor McNamara

Direct Administration to prepare a report and accompanying Council training session related to bylaw enforcement ahead of 2025 budget deliberations;

And further, direct Administration to include:

- Lakeshore's current model and practice of reactive enforcement, including OPP services; and
- Key challenges, benefits, and complaint/call volumes under the current model; and
- Options for bylaw service enhancement in alignment with best practices and demonstrated needs.

Carried Unanimously

3. Councillor Vogler - Recreational Vehicle Parking on Properties Abutting Canals

249-07-2024

Moved By Councillor Vogler

Seconded By Mayor Bailey

Whereas zoning bylaw 2-2012, Section 6.46 states:

"Recreational Vehicle and Utility Trailer Storage In any Residential zone, the owner or occupant of any lot may store, in any rear or side yard behind or beside the dwelling, a maximum of two (2) recreational vehicles or two (2) utility trailers or a combination of one (1) recreational vehicle and one (1) utility trailer, provided that they are the owner of such recreational vehicles or utility trailers. For clarity, the storage of recreational vehicles and utility trailers is prohibited in any front yard of any Residential zone.

For the purposes of this section, the temporary keeping of recreational vehicles and utility trailers for loading and unloading in a driveway for up to fourteen (14) days in the given calendar year shall not be considered storage.

Notwithstanding the above, the storage of any recreational vehicle and utility trailer may be permitted within the front yard on a lot

abutting Lake St. Clair, Puce River, Ruscom River and Belle River, provided it is not located within the front yard setback.

Notwithstanding the above, where an existing lot abutting the water is bisected by a street, the storage of any recreational vehicle may be permitted on the lot abutting the water."

And whereas waterfront properties abutting canals are zoned "RW2 Lake St. Clair" and are therefore held to the same standards and requirements as those abutting Lake St. Clair with regards to set-backs and other property standards.

And whereas septic systems are not permitted on the waterfront side of properties abutting canals, thus limiting rear yard space.

And whereas maintaining "waterfront character" is a priority of the Municipality of Lakeshore.

And whereas residents whose properties abut canals enjoy the same lifestyle as those abutting Lake St. Clair, Puce River, Ruscom River and Belle River with regards to boats and on-site docks.

Therefore, direct Administration to bring forward a proposed amendment to the Zoning By-law 2-2012 to permit the storage of any recreational vehicle and utility trailer within the front yard on a lot abutting a canal, provided it is not located within the front yard setback.

Carried Unanimously

- 17. Reports from County Council Representatives**
- 18. Report from Closed Session**
- 19. Consideration of By-laws**

250-07-2024

Moved By Councillor Vogler

Seconded By Councillor McNamara

By-law 76-2024 be read and passed in open session on July 9, 2024.

Carried Unanimously

- 1. By-law 76-2024, Being a By-law to Confirm the Proceedings of the June 18 and June 25, 2024 Council Meetings**
- 20. Non-Agenda Business**
- 21. Addendum**

251-07-2024

Moved By Councillor Santarossa

Seconded By Deputy Mayor Walstedt

Move into Committee of the Whole at 7:55 PM.

Carried Unanimously

22. Committee of the Whole

Mayor Bailey called a recess at 7:56 PM and reconvened the meeting at 8:04 PM.

1. 2024 Town Hall Renovation and Implementation Plan (deferred from June 25, 2024 Council Meeting)

The Interim Chief Administrative Officer provided a PowerPoint presentation regarding a draft seating plan with temporary and post-renovation considerations.

252-07-2024

Moved By Councillor McNamara

Seconded By Councillor Byrne

Extend the meeting past 9:30 PM.

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

Opposed (1): Councillor Kerr

Carried

253-07-2024

Moved By Councillor Santarossa

Seconded By Deputy Mayor Walstedt

Move out of Committee of the Whole at 9:22 PM.

Carried Unanimously

254-07-2024

Moved By Councillor Santarossa

Seconded By Councillor McNamara

Defer consideration of the Outcomes of the 2023 Workspace Assessment, to come forward at the same meeting as the follow-up report regarding Town Hall renovation implementation.

Carried Unanimously

23. Adjournment

255-07-2024

Moved By Deputy Mayor Walstedt

Seconded By Councillor McNamara

Adjourn the meeting at 9:25 PM.

Carried Unanimously

Tracey Bailey
Mayor

Brianna Coughlin
Clerk

July 29, 2024

Town of Amherstburg

Town of Essex

Town of Kingsville

Town of LaSalle

Municipality of Leamington

Municipality of Lakeshore

Township of Pelee

Town of Tecumseh

City of Windsor

Attention: Municipal Council Clerks (for distribution)

Re: Essex Region Source Protection Committee – Municipal Representation

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

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

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

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

In the spring of 2024, the term of appointment for Mayor Dennis Rogers, representing Union Water Supply System (UWSS), came to a close when Mayor Rogers became a member of ERCA's Board of Directors and Source Protection Authority. At the July 17, 2024, UWSS Board meeting, they selected Deputy Mayor Kirk Walstedt as their nominee for representation on the SPC.

Albert Dionne, who has represented the Municipality of Lakeshore retired in 2023. Jason Barlow, Division Leader-Water Management, has been selected by the Municipality of Lakeshore as their new representative on the SPC.

Both Mayor Rogers and Mr. Dionne were valued members of the SPC and will be missed. We look forward to working with the newly selected members.

Antonietta Giofu, Director of Infrastructure Services, has served as the representative on the SPC for the Town of Amherstburg for over a decade, with her current 5-year term expiring in November 2024. Ms. Giofu is a valued and active member of the SPC and we are pleased to re-appoint her for another 5-year term as is allowed under s.9(1.1) of O.Reg 288/07.

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

- **Kirk Walstedt, Union Water Supply System**, expected appointment date: October 10, 2024; term of appointment: 5 years
- **Jason Barlow, Municipality of Lakeshore**, expected appointment date: October 10, 2024; term of appointment: 5 years
- **Antonietta Giofu, Town of Amherstburg**, expected appointment date: October 10, 2024; term of appointment: 5 years

Responses in the form of Council Resolutions are kindly requested by **September 30, 2024**. The Essex Region Source Protection Authority is tentatively scheduled to address this matter at their meeting on October 10, 2024.

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

Sincerely,



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



Municipality of Lakeshore - Report to Council

Legislative & Legal Services

Legislative Services



To: Mayor and Members of Council
From: Brianna Coughlin, Division Leader – Legislative Services
Date: July 8, 2024
Subject: Closed Meeting Quarterly Report – Q2 2024

Recommendation

This report is presented at the August 13, 2024 Council meeting, for information only.

Strategic Objectives

This report is not directly related to a Strategic Objective however is part of the ongoing work to provide transparency relating to Council meetings and is directly related to section 40 of the Procedure By-law:

Reporting to the Public - Quarterly

40. (a) On a quarterly basis, the Clerk shall prepare an Information Report for a Meeting open to the public describing the Closed Sessions held during the previous quarter which describes:

- i. the reference to the *Municipal Act, 2001* authorizing the closure of the Meeting;
- ii. the fact of the holding of the Closed Session;
- iii. the general nature of the matter to be considered during the Closed Session; and
- iv. the holding of vote, if any; and
- v. such other information as may be disclosed taking care not to reveal the substance of the deliberations of Council.

Background

The Municipality of Lakeshore (the “Municipality”) is committed to conducting meetings in an open and transparent manner. All meetings of Council are advertised on the Municipality’s website and are video-recorded in order to allow residents to watch the proceedings from their homes or other locations.

Despite this commitment to openness, there are times where Council must deliberate confidentially in order to protect the privacy of an individual or the position of the Municipality.

Section 239(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the “Act”) allows municipalities to go into closed session to consider matters for the following reasons:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Council may also go into closed session pursuant to section 239(3.1) of the *Act* to undertake education or training, as long as no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council.

Comments

Between April 1 and June 30, 2024, Council held 6 closed session meetings in order to consider 12 items. Approximately 4 hours were spent in closed session throughout these meetings.

Please note that a closed session was scheduled for June 11, 2024. However the session was not held due to time constraints.

The following table outlines the dates of the meetings, the subject matter discussed, the reasons the items were discussed during a closed session meeting and the outcome of the discussion.

2024 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
April 9	36 min	Collective bargaining	d), f) and k)	Yes
		Chief Administrative Officer performance evaluation	b)	Yes
April 30	10 min	Litigation regarding an insurance claim	e) and f)	Yes
May 14	22 min	Property on Notre Dame Street	c) and k)	Yes
May 28	1hr 40 min	Ontario Land Tribunal Appeal of Zoning By-law Amendment ZBA-14-2023	e), f) and k)	No
		Personal matters about an identifiable individual relating to municipal service delivery	b)	Yes; Deferred
		Lease agreement for the Belle River Marina restaurant	f) and k)	Yes
		Chief Administrative Officer performance evaluation	b)	Deferred
June 18	37 min	Chief Administrative Officer performance evaluation	b)	Yes

2024 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
June 18	37 min	Initial activities relating to the recruitment of a Chief Administrative Officer	b)	Yes
		Property on Main Street	c) and k)	Yes
June 25	42 min	Initial activities relating to the recruitment of a Chief Administrative Officer	b)	Yes
		Litigation regarding an insurance claim	e) and f)	Yes
		Personal matters about an identifiable individual relating to municipal service delivery	b)	Yes

Financial Impacts

Printing and courier costs associated with the meetings were included in the 2024 Budget and actual costs are within budget.

Report Approval Details

Document Title:	Closed Meeting Quarterly Report - Q2 2024.docx
Attachments:	
Final Approval Date:	Jul 9, 2024

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

Prepared by Brianna Coughlin

Submitted by Susan Hirota

Approved by the Corporate Leadership Team

Municipality of Lakeshore – Report to Council

Legal and Legislative Services

Bylaw Services



To: Mayor and Members of Council
From: Rob Sassine, Division Leader – By-law Services
Date: July 3, 2024
Subject: 2024 By-law Enforcement Second Quarter Activity Report

Recommendation

This report is presented at the August 13, 2024 Council meeting, for information only.

Strategic Objectives

This report does not relate to one of Council’s Strategic Objectives but is a citizen-centered municipal function.

Background

The By-law Enforcement Activity Report is a report prepared to provide a review of the By-law Enforcement activity for the second quarter of 2024.

Comments

The report is broken down into main categories including the number of closed cases during the second quarter of 2024.

Nature of Complaint	Total Cases
Yard Maintenance Long Grass, Garbage and Debris, Derelict Vehicles	241
Zoning Use of Land, Recreational Vehicle Storage, Setback	23
Parking Accessible Parking, Blocking Sidewalks	28
Property Standards Unsafe Buildings and Living Conditions	33

Nature of Complaint	Total Cases
Animal Care Animals Not Permitted, Dangerous Dogs	11
Noise Barking Dog, Loud Music	6
Fence Unsafe Fence, Unguarded Pools	3
Signs Prohibited Location, Sight Visibility	2
Miscellaneous Parks Use, Smoking	9
Light Nuisance Nuisance, Intrusion	4
Total Cases Closed This Quarter	360
Cases Currently Under Investigation	144
Total Cases Closed Year to Date	491
Total Complaints Received	635

By comparison, By-law Compliance Officers closed 190 cases in the second quarter of 2023 which represents an 89% increase in total cases that have been closed in the second quarter year over year.

Due to the year-over-year increase in the number of By-law complaints received, By-law enforcement service levels have been negatively affected. The By-law complaint queue has been at roughly 200 open By-law cases which translates into By-law Compliance Officers conducting their first site inspection approximately 4-6 weeks after receiving the initial complaint.

Report Approval Details

Document Title:	2024 By-law Enforcement Second Quarter Activity Report.docx
Attachments:	
Final Approval Date:	Jul 26, 2024

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

Prepared by Rob Sassine

Submitted by Susan Hirota

Approved by the Corporate Leadership Team

Municipality of Lakeshore – Report to Council

Growth and Sustainability

Building Services



To: Mayor and Members of Council
From: Morris Harding, Division Leader – Building Services and Chief Building Official
Date: July 5, 2024
Subject: Quarterly Building Activity Report – 2024 Q2

Recommendation

This report is presented at the August 13, 2024 Council meeting, for information only.

Strategic Objectives

This does not relate to a Strategic Objective however it is a core service of the Municipality.

Background

The Building Activity Report is a quarterly report prepared to provide a comparison of building activity with the same periods in 2022, 2023 and 2024.

Comments

Year to Date Totals	2024	2023	2022
Number of Permits Issued (January – June)	256	340	480

This comprises of the following units:

New Single-Family Dwellings	19	32	128
New Homes (Semi Detached 2 Units)	2	14	8
New Homes (Multi-Unit Dwellings)	0	0	3
Apartment/Condominium Dwelling Units	58	0	0
Additional Residential Units	1	1	0
Total Dwelling Units Created	80	47	139

Type of Permit	2024	2023	2022
Home Additions/Renovations	30	38	30
Plumbing/Waterline	6	11	14
Commercial (New)	0	0	2
Commercial (Renovations and Additions)	12	3	7
Industrial (New)	0	0	0
Industrial (Renovations and Additions)	0	3	2
Institutional (New)	0	1	0
Institutional (Renovations and Additions)	0	1	4
Agricultural Structures	12	7	14
Garages and Sheds	42	51	54
Swimming Pools	31	54	86
Fences	33	59	59
Decks	16	14	8
Septic Systems	24	26	25
Demolition	15	10	14
Fills	2	3	3
Tents	4	8	9
Signs	4	1	2
Solar Panels	2	0	1
Wind Turbines	0	0	0
Mobile Homes	0	0	4
Liquor Licences	0	3	3

Report Approval Details

Document Title:	Quarterly Building Activity Report - 2024 - Q2.docx
Attachments:	
Final Approval Date:	Aug 1, 2024

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

Prepared by Morris Harding

Submitted by Tammie Ryall

Approved by the Corporate Leadership Team

Municipality of Lakeshore – Report to Council

Operations

Water Management



To: Mayor and Members of Council
From: Jason Barlow, Division Leader – Water Management
Date: July 17, 2024
Subject: 2023 Lakeshore Drinking Water Systems Summary Reports

Recommendation

This report is presented at the August 13, 2024 Council meeting, for information only.

Strategic Objectives

This does not relate to a Strategic Objective however it is a core service of the Municipality.

Background

The following 2023 Drinking Water Systems summary reports are a requirement of Schedule 22 of the Drinking Water Systems Regulation (O. Reg. 170/03) and have been attached that cover the period from January 1, 2023, to December 31, 2023:

- 2023 Lakeshore Annual Summary Report;
- 2023 Stoney Point Annual Summary Report;
- 2023 Tecumseh Annual Summary Report; and
- 2023 Union Water Supply System Summary Report.

These reports are required to be presented to the system Owner (Council) no later than March 31st of the following year.

The summary report must include the following information:

- A list of the requirements of the *Safe Drinking Water Act, 2002*, the regulations, the system's approval, the drinking water works permit, the municipal drinking water license, and any orders that the system failed to meet at any time during the reporting period, specifying the duration of the failure and the measures taken to correct it; and
- A summary of the quantities and flow rates of the water supplied during the reporting period, including monthly averages, maximum daily flow, and daily instantaneous peak flow. These flows must be compared to the rated capacity and flows outlined in

the system's Permit to Take Water (PTTW) and Municipal Drinking Water License (MDWL).

Further, Section 11 of O. Reg 170/03 requires that the Annual Summary Reports be made available for inspection by any member of the public during normal business hours, without charge. The reports are required to be made available for inspection at the office of the Municipality (Town Hall location) and posted on the Municipal website.

The 2023 Annual Summary reports are required to be available by February 28th of each year and were posted on March 21st at [Plans, Publications and Reports - Municipality of Lakeshore](#).

The annual report must cover the period from January 1st to December 31st.

Comments

During the annual Ministry of Environment, Conservation, and Parks (MECP) inspection of the Tecumseh Drinking Water System (currently ongoing), it was brought to Administration's attention on July 17, 2024 that the attached documents were not provided to the Owner (Council) prior to the March 31st deadline as required by Schedule 22 of O. Reg 170/03.

Financial Impacts

This oversight may have potential financial impacts as Lakeshore did not meet the legislative requirements, pending if the MECP wishes to impose fines related to the non-compliance of O. Reg 170/03 as an outcome of the above noted inspection.

Attachments

- Attachment 1) 2023 Lakeshore Annual Summary Report
- Attachment 2) 2023 Stoney Point Annual Summary Report
- Attachment 3) 2023 Tecumseh Annual Summary Report
- Attachment 4) 2023 Union Water Supply System Report

Report Approval Details

Document Title:	2023 Lakeshore Drinking Water Systems Summary Reports.docx
Attachments:	- 2023 Lakeshore Annual Summary Report.pdf - 2023 Stoney Point Annual Summary Report.pdf - 2023 Tecumseh Annual Summary Report.pdf - 2023 UWSS (Lakeshore) Annual Report.pdf
Final Approval Date:	Jul 26, 2024

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

Prepared by Jason Barlow

Submitted by Krystal Kalbol

Approved by the Corporate Leadership Team

February 28, 2024

**MUNICIPALITY OF LAKESHORE
LAKESHORE WATER TREATMENT PLANT AND WATER SERVICE AREA
2023 ANNUAL & SUMMARY REPORT
MADE UNDER O.REG. 170/03**

The Municipality of Lakeshore is required to provide an *Annual Report* for each of its Ministry of the Environment Conservation and Parks (MECP) drinking water systems under Drinking Water Systems Regulation *O.Reg. 170/03* in accordance with the *Safe Drinking Water Act* (as amended). This *Annual Report* is due to be posted for public viewing by the end of February of the following year.

Under *Schedule 22 of Ontario Regulation 170/03*, a regulation made under the *Safe Drinking Water Act 2002*, requires that a large municipal residential drinking-water system must provide to its members of municipal council a Summary Report on various aspects of the system before March 31 of the following year. The Lakeshore Water Service Area is classed as a large municipal residential drinking-water system and is therefore subject to Schedule 22. The purpose of this letter and its attachments is to satisfy this requirement and report on dates from January 1, 2023 until December 31, 2023.

The Municipality of Lakeshore owns and operates four (4) separate drinking water systems under MECP jurisdiction. This letter focusses on the *Lakeshore Water Treatment Plant (WTP) and Water Service Area (WSA)* which is registered as having *Drinking Water System #260091507* under *Municipal Drinking Water License #031-101*. This drinking water system is deemed to be *Large Municipal Residential* having a mathematically assumed population of 31,051 having 11,890 service connections at the end of 2023.

The *John George WTP*, located in Belle River, utilizes a long multibarrier approach to water treatment. This facility has the following process flow: Seasonally chlorinated and screened intake for zebra mussel control, four (4) raw water clarifiers performing coagulation and flocculation with a seasonal taste and odour control option, conventional filtration using Granular Activated Carbon and Sand, Primary Disinfection via UV disinfection, Gaseous Chlorine injection for disinfection both Primary and Secondary. The chemicals utilized at the Belle River WTP are as follows: Poly Aluminum Chloride (DELPAC & STERNPAC Products), Polyelectrolytes, Powdered and Granular Activated Carbon, Chlorine Gas. The WTP does not include Fluoridation in its processes.

The treatment process includes various continuous monitoring equipment for turbidity, chlorine, temperature, pH, UV dose and flows. The WTP's high lift pumps feed the treated water from the *John George* facility to the Belle River Water Tower. The Belle River Water Tower has a maximum operating capacity of 5800 cubic metres and supplies 282 km's of water main under normal operation.

The *John George* WTP is an automated facility that is controlled via a Supervisory Control and Data Acquisition (SCADA) system that has been in place and upgraded since the *John George* WTP was commissioned in 2009. *O.Reg.170/03* also specifies the data that must be downloaded, stored and at what interval by utilizing the online continuous monitors that allow the plant to be automated and comply with all associated regulations. The results of these online instruments as required in this report are listed below in Table I.

TABLE I
2023 OPERATIONAL TESTING
REGULATION 170/03 DURING 2022

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity Filter AVG	8760	0.0 – 0.07	NTU
Chlorine	8760	0.77 – 2.28	Free CL mg/l
Distribution Additional Residuals	829	0.22 – 1.72	Free CL mg/l

NTU – Nephelometric Turbidity Units
8760 – Indicates continuous monitoring equipment used
CL – Chlorine
mg/l – milligram per litre

Under *Schedule 10* of *O.Reg.170/03* the Municipality of Lakeshore is required to complete microbiological testing of its raw intake water, treated water and distribution water. Treated water is sampled immediately prior to the high lift pumps, any sample taken after the high lift pumps is considered distribution. All of these samples are required to be tested by a certified laboratory accredited for drinking water samples. Table II outlines these analytical results.

TABLE II
2023 MICROBIOLOGICAL TESTING DONE UNDER
SCHEDULE 10 OF REGULATION 170/03

	NUMBER OF SAMPLES	RANGE OF E.COLI OR FECAL RESULTS (MIN #)-(MAX #) cfu's	RANGE OF TOTAL COLIFORM RESULTS (MIN #)-(MAX #) cfu's	NUMBER OF HPC SAMPLES	RANGE OF HPC RESULTS (MIN #)-(MAX #) cfu's
Raw	52	0 – 50	0 – 1250	0	NA
Treated	104	0 – 0	0 – 20	104	<10 – 10
Distribution	576	0 – 27	0 – 90	314	<10 - 90

cfu – colony forming units
HPC – heterotrophic plate count

The Municipality of Lakeshore is also required to take treated and distribution samples for various organic and inorganic parameters under *O.Reg. 170/03 Schedule 23 & 24*. Table III and Table IV show the treated water sample results from this regulatory sampling

requirement. No organic or inorganic sample exceeded any regulatory requirement as samples for 2023.

TABLE III
2023 INORGANIC PARAMETERS TESTED
TREATED WATER
REGULATION 170/03

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	October 17 th , 2023	<0.0001	mg/l	NO
Arsenic	October 17 th , 2023	0.0002	mg/l	NO
Barium	October 17 th , 2023	0.014	mg/l	NO
Boron	October 17 th , 2023	0.009	mg/l	NO
Cadmium	October 17 th , 2023	<0.000010	mg/l	NO
Chromium	October 17 th , 2023	<0.002	mg/l	NO
Sodium	October 17 th , 2023	9.0	mg/l	NO
Mercury	October 17 th , 2023	<0.00002	mg/l	NO
Selenium	October 17 th , 2023	<0.001	mg/l	NO
Uranium	October 17 th , 2023	<0.00005	mg/l	NO
Fluoride	October 17 th , 2023	<0.1	mg/l	NO
Nitrite	October 17 th , 2023	<0.1	mg/l	NO
Nitrate	October 17 th , 2023	0.21	mg/l	NO

mg/l – milligram per litre

TABLE IV
2023 ORGANIC PARAMETERS
ANNUAL TREATED WATER REQUIREMENT
REGULATION 170/03

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	October 17 th , 2023	<0.3	ug/l	NO
Atrazine	October 17 th , 2023	<0.5	ug/l	NO
Atrazine (Desethyl)	October 17 th , 2023	<0.5	ug/l	NO
Atrazine + N-dealkylated metabolites	October 17 th , 2023	<0.5	ug/l	NO
Azinphos-methyl	October 17 th , 2023	<1.0	ug/l	NO
Benzene	October 17 th , 2023	<0.5	ug/l	NO
Benzo(a)pyrene	October 17 th , 2023	<0.006	ug/l	NO
Bromoxynil	October 17 th , 2023	<0.5	ug/l	NO
Carbaryl	October 17 th , 2023	<3.0	ug/l	NO
Carbofuran	October 17 th , 2023	<1.0	ug/l	NO
Carbon Tetrachloride	October 17 th , 2023	<0.2	ug/l	NO
Chlorobenzene	October 17 th , 2023	<0.5	ug/l	NO
Chlorpyrifos	October 17 th , 2023	<0.5	ug/l	NO
Diazinon	October 17 th , 2023	<1.0	ug/l	NO
1,2-Dichlorobenzene	October 17 th , 2023	<0.5	ug/l	NO
1,4-Dichlorobenzene	October 17 th , 2023	<0.5	ug/l	NO
1,2-Dichloroethane	October 17 th , 2023	<0.5	ug/l	NO
1,1-Dichloroethylene (Methylene chloride)	October 17 th , 2023	<0.5	ug/l	NO
2-4 Dichlorophenol	October 17 th , 2023	<0.2	ug/l	NO
Diclofop-methyl	October 17 th , 2023	<0.9	ug/l	NO
Dimethoate	October 17 th , 2023	<1.0	ug/l	NO
Diquat	October 17 th , 2023	<5.0	ug/l	NO
Diuron	October 17 th , 2023	<5.0	ug/l	NO
Glyphosate	October 17 th , 2023	<25	ug/l	NO
Malathion	October 17 th , 2023	<5.0	ug/l	NO
Metolachlor	October 17 th , 2023	<3.0	ug/l	NO
Metribuzin	October 17 th , 2023	<3.0	ug/l	NO
Paraquat	October 17 th , 2023	<1.0	ug/l	NO
Pentachlorophenol	October 17 th , 2023	<0.2	ug/l	NO
Phorate	October 17 th , 2023	<0.3	ug/l	NO
Polychlorinated Biphenyls(PCB)	October 17 th , 2023	<0.05	ug/l	NO
Prometryne	October 17 th , 2023	<0.1	ug/l	NO
Simazine	October 17 th , 2023	<0.5	ug/l	NO
Terbufos	October 17 th , 2023	<0.5	ug/l	NO
Tetrachloroethylene	October 17 th , 2023	<0.5	ug/l	NO
2,3,4,6-Tetrachlorophenol	October 17 th , 2023	<0.2	ug/l	NO
Triallate	October 17 th , 2023	<10.0	ug/l	NO
Trichloroethylene	October 17 th , 2023	<0.5	ug/l	NO
2,4,6-Trichlorophenol	October 17 th , 2023	<0.2	ug/l	NO
Trifluralin	October 17 th , 2023	<0.5	ug/l	NO
Vinyl Chloride	October 17 th , 2023	<0.2	ug/l	NO
MCPA	October 17 th , 2023	<10	ug/l	NO
2,4-(2,4-D) Dichlorophenoxy acetic acid,	October 17 th , 2023	<1.0	ug/l	NO
Dicamba	October 17 th , 2023	<1.0	ug/l	NO
Picloram	October 17 th , 2023	<5.0	ug/l	NO

ug/l – microgram per litre

Treated and Distribution water samples are taken for selected organic and inorganic parameters. Trihalomethanes, Haloacetic Acids and Nitrite and Nitrate are sampled quarterly. Lead and alkalinity samples are taken in the distribution system bi-annually. The requirement to take and the amount of samples taken for these parameters falls under O.Reg. 170/03 and is based on population served. Tables V, VI and VII show the results satisfying the regulation.

TABLE V
2023 NITRATE AND NITRITE RESULTS
QUARTERLY TREATED WATER REQUIREMENT
REGULATION 170/03

Parameter	Date	Result	Unit	Exceedance
Nitrate	February 28, 2023	2.28	mg/L	NO
	May 30, 2023	1.27	mg/L	NO
	August 15, 2023	1.70	mg/L	NO
	November 21, 2023	0.57	mg/L	NO
Nitrite	February 28, 2023	<0.05	mg/L	NO
	May 30, 2023	<0.05	mg/L	NO
	August 15, 2023	<0.05	mg/L	NO
	November 21, 2023	<0.05	mg/L	NO
THM's	February 28, 2023	12	ug/L	NO
	May 30, 2023	24	ug/L	NO
	August 15, 2023	33	ug/L	NO
	November 21, 2023	13	ug/L	NO
	RAA	20.5	ug/L	NO

ug/l – microgram per litre
 RAA – Running Annual Average

TABLE VI
2023 TRIHALOMETHANES & HALOACETIC ACIDS RESULTS
QUARTERLY DISTRIBUTION WATER REQUIREMENT
REGULATION 170/03

Parameter	Sample Schedule	Result	Unit of Measure	Exceedance
THM (Treated Water RAA)	Quarterly	20.5	mg/l	NO
THM (Distribution RAA)	Quarterly	30.5	mg/l	NO
HAA (Distribution RAA)	Quarterly	8.85	mg/l	NO

mg/l – milligram per litre

TABLE VII
2023 LEAD & ALKALINITY RESULTS
DISTRIBUTION WATER
REGULATION 170/03

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Distribution (Lead)	14	0.00014 – 0.00103	mg/l	NONE
Distribution (Alkalinity)	14	85 - 102	mg/l	NA

mg/l – milligram per litre

TABLE VIII
2023 RESIDUAL MANAGEMENT
TOTAL SUSPENDED SOLIDS
REQUIRED UNDER MUNICIPAL DRINKING WATER LICENCE

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
May 21, 2021 MDWL 031-101 #4	Total Suspended Solids	RAA	8.1	mg/l

RAA – Running Annual Average (monthly sample averaged)

The water treatment system and service area require extensive maintenance annually. These costs are required to install new equipment and maintain the current assets. A brief description of large priced capital items is listed as part of this letter. Below is Table IX which lists the large expenditures for 2023 within the Lakeshore Water Treatment Plant and Water Service Area.

TABLE IX
2022 PROJECT COSTS

Project	Cost Incurred
Meter Replacement Program	\$566,536
PLC (Programable Logic Controller) replacements	\$104,914
Belle River WTP Lifecycle Assessment	\$25,440
Belle River High Lift Pump Design	\$4,477
CO2 Metering System	\$6,389
Strong Road Watermain Improvements	\$6,099
West Puce Road Watermain Improvements	\$54,301
Railway Avenue Watermain Improvements	\$16,857

Under *O.Reg.170/03* the Municipality is required to report notices submitted in accordance with the *Safe Drinking Water Act*. There were two notices filed and reported to the *Spills Action Centre* and their details can be seen below in Table X.

TABLE X
Detail of ADWQI Notice's filed 2023

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
July 5 th , 2023	Microbiological	1 Total Coliform / Distribution	CFU	Flush and Resample	July 6 th , 2023
July 11 th , 2023	Microbiological	27 Total Coliform / Distribution	CFU	Flush and Resample	July 12 th , 2023
August 18 th , 2023	Chemical / Microbiological	0.20 ug/L Total Microcystin / Treated	ug/L	Resample x 4	August 25 th , 2023

As shown above there were three occasions when the Lakeshore Water Service Area was not in compliance with the 1 requirement of the Safe Drinking Water Act 2002, associated regulations, system approvals, Drinking Water Works Permit, Municipal Drinking Water Licence and provincial officer orders. In Table XI below the specific legislation requirements and corrective measures are stated.

Table XI
Legislative Requirements & Corrective Actions
ADWQI Notice's Filed

Drinking Water Legislation	Requirement(s) the System Failed to Meet	Specify the Duration of the Failure (i.e. date(s))	Describe the Measures Taken to Correct the Failure	Status (complete or outstanding)
Safe Drinking Water Act	Associated Regulations	See Below	See Below	
Ontario Regulations	O.Reg. 169/03	July 5 th , July 11 th , August 18 th	Flush and Resample	Complete
System Approvals	none			
System Drinking Water Works Permit and Municipal Drinking Water Licence	none			
Provincial Officer's Order	None			

A summary of the quantities and flow rates of water supplied during the period covered by the report, including monthly average flows, maximum daily flows and daily maximum flow rates taken per minute is required reporting in the Summary Report.

The Lakeshore Water Service Area operated under the following listed Permits to Take Water and did not exceed its limits in 2023.

(PTTW) Number 3648-B3EQWX issued on August 16, 2018 has the following flow conditions:

- Maximum Allowable Amount Taken per Minute (Litres/Min) **34,722**
- Maximum Allowable Amount Taken Per Day (Litres/Day) **30,000,000**

The maximum amounts of raw water taken during 2023 are as follows:

- Maximum Amount Taken per Minute in 2023 (Litres/Min) **17,034 (October 3, 2023)**
- Maximum Amount Taken Per Day in 2023 (Litres/Day) **18,439,840 (June 4, 2023)**

The Lakeshore Water Service Area operated under Drinking Water Works Permit #031-201 and Municipal Drinking Water Licence (MDWL) #031-101 during 2023:

The MDWL has the following flow conditions:

- The maximum daily volume of treated water that flows from the treatment subsystem to the distribution subsystem shall not exceed **36,400 m³/day**.
- The maximum daily volume of water pumped into the distribution system in 2023 was **18,206 m³/day**

The following Table XII & XIII give the monthly average and maximum flows for the Lakeshore Water Service Area.

Table XII
2023 Raw Water Flow Data
Lake Water Used

Month	Maximum Allowed Flow Rate (m ³ /Day)	Average Flow (m ³ /Day)	Maximum Flow (m ³ /Day)	Maximum Allowed Flow Rate (Litres/Minute)	Maximum Flow Rate (Litres/Minute)
January	30,000	7,870	8,357	34,722	15,246
February	30,000	8,456	15,777	34,722	14,940
March	30,000	7,903	8,342	34,722	14,340
April	30,000	8,477	9,250	34,722	14,412
May	30,000	11,377	17,352	34,722	16,032
June	30,000	13,817	18,439	34,722	16,782
July	30,000	11,337	13,840	34,722	16,530
August	30,000	10,888	13,770	34,722	16,956
September	30,000	11,020	13,399	34,722	16,884
October	30,000	8,817	11,152	34,722	17,034
November	30,000	7,929	8,513	34,722	8,502
December	30,000	8,047	9,485	34,722	8,826

Table XIII
2023 Treated Water Flow Data
Water Sent to Distribution System

Month	Maximum Allowed Flow Rate (m ³ /Day)	Average Daily Flow (m ³ /Day)	Maximum Daily Flow (m ³ /Day)	Maximum Flow Rate (Litres/Minute)
January	36,400	7,848	8,485	11,790
February	36,400	8,410	13,050	12,195
March	36,400	7,946	8,629	11,756
April	36,400	8,483	9,530	11,767
May	36,400	11,275	16,079	12,442
June	36,400	13,613	18,206	36,000
July	36,400	11,171	13,737	15,930
August	36,400	10,766	13,119	17,685
September	36,400	10,773	13,287	17,685
October	36,400	8,745	10,737	11,970
November	36,400	7,980	8,678	23,220
December	36,400	8,075	11,063	11,801

- Flow Metre Calibration, not actual effluent max flow

This report is made available to the public for viewing on the Municipality's website at <https://www.lakeshore.ca/en/municipal-services/plans-publications-and-reports.aspx#Drinking-Water-Annual-Reports>. The report is printed and available for viewing at 419 Notre Dame Street (Town Hall) & 492 Lakeview Dr., Belle River, Ontario. Both versions are available after February 29th, 2024.

February 28, 2024

**MUNICIPALITY OF LAKESHORE
STONE POINT WATER TREATMENT PLANT AND WATER SERVICE AREA
2023 ANNUAL & SUMMARY REPORT
MADE UNDER O.REG. 170/03**

The Municipality of Lakeshore is required to provide an *Annual Report* for each of its Ministry of the Environment Conservation and Parks (MECP) drinking water systems under Drinking Water Systems Regulation *O.Reg. 170/03* in accordance with the *Safe Drinking Water Act* (as amended). This *Annual Report* is due to be posted for public viewing by the end of February of the following year.

Under *Schedule 22 of Ontario Regulation 170/03*, a regulation made under the *Safe Drinking Water Act 2002*, requires that a large municipal residential drinking-water system must provide to its members of municipal council a Summary Report on various aspects of the system before March 31 of the following year. The Stoney Point Water Service Area is classed as a large municipal residential drinking-water system and is therefore subject to Schedule 22. The purpose of this letter and its attachments is to satisfy this requirement and report on dates from January 1, 2023, until December 31, 2023.

The Municipality of Lakeshore owns and operates four (4) separate drinking water systems under MECP jurisdiction. This letter focusses on the *Stoney Point Water Treatment Plant (WTP) and Water Service Area (WSA)* which is registered having *Drinking Water System #260003396* under *Municipal Drinking Water License #031-101*. This drinking water system is deemed to be *Large Municipal Residential* having a mathematically assumed population of 6,854 having 2,447 service connections at the end of 2023.

The *Stoney Point WTP*, located in Stoney Point, services the Stoney Point Water Service Area (WSA). This geographically serves the Municipality of Lakeshore from Lake St. Clair south to County Rd 8 and Rochester Townline Rd east to Big Creek. The plant process includes coagulation, flocculation, sedimentation, chlorination, filtration, taste and odour control systems. In these processes the following chemicals are utilized; Aluminum Sulphate, Activated Carbon, Chlorine Gas. The SPWSA includes approximately 208km of distribution piping ranging in sizes 25 to 300 mm in diameter. The distribution system includes secondary disinfection provided by free chlorine. The SPWSA also includes two (2) pressure boosting stations located in Haycroft and Comber. Both of these facilities include reservoirs and each have the ability to add chlorine gas to ensure free chlorine residual is safe and consistent throughout those portions of the distribution system.

The Stoney Point WTP is an automated facility that is controlled via a Supervisory Control and Data Acquisition (SCADA) system. *O.Reg. 170/03* also specifies what data that must be downloaded, stored and at what interval. The online continuous monitors allow the plant to be automated and comply with all associated regulations. The results of these online instruments as required in this report are listed below in Table I.

TABLE I
2023 OPERATIONAL TESTING
REGULATION 170/03 DURING 2022

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity Filter AVG	8760	0.0 – 0.10	NTU
Chlorine	8760	0 – 2.21	Free CL mg/l
Distribution Additional Residuals	571	0.29 – 1.88	Free CL mg/l

NTU – Nephelometric Turbidity Units
8760 – Indicates continuous monitoring equipment used
CL – Chlorine
mg/l – milligram per litre

Under *Schedule 10* of *O.Reg. 170/03* the Municipality of Lakeshore is required to complete microbiological testing of its raw intake water, treated water and distribution water. Treated water is sampled immediately prior to the high lift pump reservoir, any sample taken after the high lift pumps is considered distribution. All these samples are required to be tested by a certified laboratory accredited for drinking water samples. Table II outlines these analytical results.

TABLE II
2023 MICROBIOLOGICAL TESTING DONE UNDER
SCHEDULE 10 OF REGULATION 170/03

	NUMBER OF SAMPLES	RANGE OF E.COLI OR FECAL RESULTS (MIN #)-(MAX #) cfu's	RANGE OF TOTAL COLIFORM RESULTS (MIN #)-(MAX #) cfu's	NUMBER OF HPC SAMPLES	RANGE OF HPC RESULTS (MIN #)-(MAX #) cfu's
Raw	52	10 – 50	10 – 2000	0	NA
Treated	104	0 – 0	0 – 0	104	<10 – 20
Distribution	261	0 – 0	0 – 0	156	10 - 40

cfu – colony forming units
HPC – heterotrophic plate count

The Municipality of Lakeshore is also required to take treated and distribution samples for various organic and inorganic parameters under *O.Reg. 170/03 Schedule 23 & 24*. In

Table III and Table IV, the treated water sample results from this regulatory sampling requirement are listed. No organic or inorganic sample exceeded any regulatory requirement as sampled for 2023.

TABLE III
2023 INORGANIC PARAMETERS TESTED
TREATED WATER
REGULATION 170/03

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	October 17, 2023	0.0001	mg/l	NO
Arsenic	October 17, 2023	0.0003	mg/l	NO
Barium	October 17, 2023	0.019	mg/l	NO
Boron	October 17, 2023	0.021	mg/l	NO
Cadmium	October 17, 2023	<0.000015	mg/l	NO
Chromium	October 17, 2023	<0.0010	mg/l	NO
Sodium	October 17, 2023	6.5	mg/l	NO
Mercury	October 17, 2023	<0.00002	mg/l	NO
Selenium	October 17, 2023	<0.001	mg/l	NO
Uranium	October 17, 2023	<0.00005	mg/l	NO
Fluoride	October 17, 2023	<0.1	mg/l	NO
Nitrite	October 17, 2023	<0.05	mg/l	NO
Nitrate	October 17, 2023	0.16	mg/l	NO

mg/l – milligram per litre

TABLE IV
2023 ORGANIC PARAMETERS
ANNUAL TREATED WATER REQUIREMENT
REGULATION 170/03

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	October 17, 2023	<0.3	ug/l	NO
Atrazine	October 17, 2023	<0.5	ug/l	NO
Atrazine (Desethyl)	October 17, 2023	<0.5	ug/l	NO
Atrazine + N-dealkylated metabolites	October 17, 2023	<0.5	ug/l	NO
Azinphos-methyl	October 17, 2023	<1.0	ug/l	NO
Benzene	October 17, 2023	<0.5	ug/l	NO
Benzo(a)pyrene	October 17, 2023	<0.006	ug/l	NO
Bromoxynil	October 17, 2023	<0.5	ug/l	NO
Carbaryl	October 17, 2023	<3.0	ug/l	NO
Carbofuran	October 17, 2023	<1.0	ug/l	NO
Carbon Tetrachloride	October 17, 2023	<0.2	ug/l	NO
Chlorpyrifos	October 17, 2023	<0.5	ug/l	NO
Diazinon	October 17, 2023	<1.0	ug/l	NO
1,2-Dichlorobenzene	October 17, 2023	<0.5	ug/l	NO

Table IV – Cont'd

1,4-Dichlorobenzene	October 17, 2023	<0.5	ug/l	NO
1,2-Dichloroethane	October 17, 2023	<0.5	ug/l	NO
1,1-Dichloroethylene (vinylidene chloride)	October 17, 2023	<0.5	ug/l	NO
2-4 Dichlorophenol	October 17, 2023	<0.2	ug/l	NO
Diclofop-methyl	October 17, 2023	<0.9	ug/l	NO
Dimethoate	October 17, 2023	<1.0	ug/l	NO
Diquat	October 17, 2023	<5.0	ug/l	NO
Diuron	October 17, 2023	<5.0	ug/l	NO
Glyphosate	October 17, 2023	<25	ug/l	NO
Malathion	October 17, 2023	<5.0	mg/l	NO
Metolachlor	October 17, 2023	<3.0	ug/l	NO
Metribuzin	October 17, 2023	<3.0	ug/l	NO
Paraquat	October 17, 2023	<1.0	ug/l	NO
Pentachlorophenol	October 17, 2023	<0.2	ug/l	NO
Phorate	October 17, 2023	<0.3	ug/l	NO
Polychlorinated Biphenyls(PCB)	October 17, 2023	<0.05	ug/l	NO
Prometryne	October 17, 2023	<0.1	ug/l	NO
Simazine	October 17, 2023	<0.5	ug/l	NO
Terbufos	October 17, 2023	<0.5	ug/l	NO
Tetrachloroethylene	October 17, 2023	<0.5	mg/l	NO
2,3,4,6-Tetrachlorophenol	October 17, 2023	<0.2	mg/l	NO
Triallate	October 17, 2023	<10	ug/l	NO
Trichloroethylene	October 17, 2023	<0.5	ug/l	NO
2,4,6-Trichlorophenol	October 17, 2023	<0.2	ug/l	NO
Trifluralin	October 17, 2023	<0.5	ug/l	NO
Vinyl Chloride	October 17, 2023	<0.2	ug/l	NO
MCPA	October 17, 2023	<10	ug/l	NO
2,4-(2,4-D) Dichlorophenoxy acetic acid,	October 17, 2023	<1.0	ug/l	NO
Dicamba	October 17, 2023	<1.0	ug/l	NO
Picloram	October 17, 2023	<5.0	ug/l	NO

ug/l – microgram per litre

Treated and Distribution water samples are taken for selected organic and inorganic parameter; Trihalomethanes, Haloacetic Acids, Nitrite and Nitrate are sampled quarterly. Lead and alkalinity samples are taken in the distribution system bi-annually. The requirement to take and the amount of samples taken for these parameters falls under O.Reg. 170/03 and is based on population served. In Tables V, VI and VII shows the results satisfying the regulation.

TABLE V
2023 NITRATE AND NITRITE RESULTS
QUARTERLY TREATED WATER REQUIREMENT
REGULATION 170/03

Parameter	Date	Result	Unit	Exceedance
Nitrate	March 1, 2023	1.61	mg/L	NO
	May 30, 2023	0.86	mg/L	NO
	August 15, 2023	2.26	mg/L	NO
	November 21, 2023	0.68	mg/L	NO
Nitrite	March 1, 2023	<0.05	mg/L	NO
	May 30, 2023	<0.05	mg/L	NO
	August 15, 2023	<0.05	mg/L	NO
	November 21, 2023	<0.05	mg/L	NO
THM's	March 1, 2023	14	ug/L	NO
	May 30, 2023	18	ug/L	NO
	August 15, 2023	51	ug/L	NO
	November 21, 2023	35	ug/L	NO
	RAA	29.5	ug/L	NO

ug/l – microgram per litre

RAA – Running Annual Average

TABLE VI
2023 TRIHALOMETHANES & HALOACETIC ACIDS RESULTS
QUARTERLY DISTRIBUTION WATER REQUIREMENT
REGULATION 170/03

Parameter	Sample Schedule	Result	Unit of Measure	Exceedance
THM (Treated Water RAA)	Quarterly	29.5	mg/l	NO
THM (Distribution RAA)	Quarterly	54	mg/l	NO
HAA (Distribution RAA)	Quarterly	21.3	mg/l	NO

mg/l – milligram per litre

RAA – Running Annual Average

TABLE VII
2023 LEAD & ALKALINITY RESULTS
DISTRIBUTION WATER
REGULATION 170/03

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Distribution (Lead)	8	0.00009 – 0.00177	mg/l	NONE
Distribution (Alkalinity)	8	70 – 101	mg/l	NA

mg/l – milligram per litre

TABLE VIII
2023 RESIDUAL MANAGEMENT
TOTAL SUSPENDED SOLIDS
REQUIRED UNDER MUNICIPAL DRINKING WATER LICENCE

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
May 21, 2021 MDWL 031-101 #4	Total Suspended Solids	RAA	6.61	mg/l

RAA – Running Annual Average (monthly sample averaged)

The water treatment system and service area require extensive maintenance annually. These costs are required to install new equipment and maintain the current assets. There was one capital project completed in the Stoney Point water system which included Programmable Logic Controller (PLC) replacements which incurred \$57,902 in costs.

Under *O.Reg.170/03* the Municipality is required to report notices submitted in accordance with the *Safe Drinking Water Act*, system approvals, Drinking Waterworks Permit, Municipal Drinking Water License. There were three notices reported and filed to the *Spills Action Centre* by the Stoney Point WTP and WSA in 2023, one of which required additional confirmatory sampling. AWQI reports #161424, #163162, #163367 were assigned and Table IX below outlines the important information and dates associated with these AWQI.

TABLE IX
DETAIL OF AWQI NOTICE'S FILED 2023

Incident Date	Parameter	Corrective Action	Corrective Action Date
March 4 th , 2023 #161424	Loss of Pressure Comber Pumping Station	Pressure Restored / Flushing Practices	March 4 th , 2023
August 26 th , 2023 #163162	Loss of Communications / Precautionary	Manual Water Treatment Plant Operation until Communications Restored	August 29 th , 2023
September 11 th , 2023 #163367	Microcystin Detected in Treated Water @ 0.20 ug/ml / Precautionary	Re-sample / Re-test	September 15 th , 2023

As shown above, there were occasions in 2023 when the Stoney Point Water Service Area was not in compliance and two occasions where precautionary reports were made under the requirements of the *Safe Drinking Water Act 2002*, associated regulations,

system approvals, Drinking Water Works Permit, Municipal Drinking Water Licence and provincial officer orders. In Table X below the specific legislation requirements and corrective measures are stated.

Table XI
Legislative Requirements & Corrective Actions
ADWQI Notice's Filed

Drinking Water Legislation	Requirement(s) the System Failed to Meet	Specify the Duration of the Failure (i.e. date(s))	Describe the Measures Taken to Correct the Failure	Status (complete or outstanding)
Safe Drinking Water Act	Associated Regulations	See Below	See Below	
Ontario Regulations	O.Reg. 170/03	26 seconds	Pressure Restored/Residue Restored/Flushing Practices	Complete
System Approvals	none			
System Drinking Water Works Permit and Municipal Drinking Water Licence	none			
Provincial Officer's Order	None			

A summary of the quantities and flow rates of water supplied during the period covered by the report, including monthly average flows, maximum daily flows and daily maximum flow rates taken per minute is required and reported in the Summary Report.

The Stoney Point Water Service Area operated under the following listed Permits to Take Water and did exceed its limits for Peak Flow in 2023.

(PTTW) Number 0452-BM6M4M issued on April 17, 2020 has the following flow conditions:

- Maximum Allowable Amount Taken per Minute (Litres/Min) **3,180**
- Maximum Allowable Amount Taken Per Day (Litres/Day) **4,600,000**

The maximum amounts of raw water taken during 2023 are as follows:

- Maximum Amount Taken per Minute in 2023 (Litres/Min) **6,138 (June 30, July 1, 15, 16, 17, 2023)**
- Maximum Amount Taken Per Day in 2023 (Litres/Day) **30,840 (June 4, 2023)**

The Stoney Point Water Service Area operated under Drinking Water Works Permit #301-201 and Municipal Drinking Water Licence #031-101 during 2023:

The Municipal Drinking Water Licence has the following flow conditions:

- The maximum daily volume of treated water that flows from the treatment subsystem to the distribution subsystem shall not exceed **4,545 m³/day**.
- The maximum daily volume of water pumped into the distribution system in 2023 was **2,974 m³/day (June 3, 2023)**.

The following Table XI & XII give the monthly average and maximum flows for the Stoney Point Water Service Area.

Table XI
2023
Raw Water Flow Data
Lake Water Used

Month	Maximum Allowed Flow Rate (m ³ /Day)	Average Flow (m ³ /Day)	Maximum Flow (m ³ /Day)	Maximum Allowed Flow Rate (Litres/Minute)	Maximum Flow Rate (Litres/Minute)
January	4,600	1,736	2,092	3,180	2,142
February	4,600	1,677	2,046	3,180	1,561
March	4,600	1,621	1,746	3,180	2,406
April	4,600	1,734	2,088	3,180	1,434
May	4,600	2,088	2,902	3,180	3,168
June	4,600	2,295	3,084	3,180	6,138
July	4,600	2,001	2,486	3,180	6,138
August	4,600	2,283	2,785	3,180	2,268
September	4,600	2,477	2,942	3,180	2,268
October	4,600	2,039	2,691	3,180	2,070
November	4,600	1,635	1,778	3,180	1,434
December	4,600	1,624	1,885	3,180	1,866

Table XII
2023 Treated Water Flow Data
Water Sent to Distribution System

Month	Maximum Allowed Flow Rate (m ³ /Day)	Average Daily Flow (m ³ /Day)	Maximum Daily Flow (m ³ /Day)	Maximum Flow Rate (Litres/Minute)
January	4,545	1,627	2,092	4,944
February	4,545	1,578	1,867	2,220
March	4,545	1,621	1,746	3,498
April	4,545	1,734	1,965	6,390
May	4,545	1,991	2,624	3,396
June	4,545	2,187	2,974	15,720
July	4,545	1,897	2,168	3,198
August	4,545	2,176	2,838	4,614
September	4,545	2,364	2,755	4,200
October	4,545	1,935	2,463	4,212
November	4,545	1,559	1,699	3,414
December	4,545	1,555	1,766	2,184

This report is made available to the public for viewing on the Municipalities website at <https://www.lakeshore.ca/en/municipal-services/plans-publications-and-reports.aspx#Drinking-Water-Annual-Reports> . The report is printed and available for viewing at 419 Notre Dame Street (Town Hall) & 492 Lakeview Dr, Belle River, Ontario. Both versions are available after February 29th 2024.

February 28, 2024

**MUNICIPALITY OF LAKESHORE
TECUMSEH WATER SERVICE AREA
2023 ANNUAL & SUMMARY REPORT
MADE UNDER O.REG. 170/03**

The Municipality of Lakeshore is required to provide an *Annual Report* for each of its Ministry of the Environment Conservation and Parks (MECP) drinking water systems under Drinking Water Systems Regulation *O.Reg. 170/03* in accordance with the *Safe Drinking Water Act* (as amended). This *Annual Report* is due to be posted for public viewing by the end of February of the following year.

Under *Schedule 22 of Ontario Regulation 170/03*, a regulation made under the *Safe Drinking Water Act 2002*, requires that a large municipal residential drinking-water system must provide to its members of municipal council a Summary Report on various aspects of the system before March 31 of the following year. The Tecumseh Water Service Area is classed as a small municipal residential drinking-water system and is therefore subject to Schedule 22. The purpose of this letter and its attachments is to satisfy this requirement and report on dates from January 1, 2023, until December 31, 2023.

The Municipality of Lakeshore owns and operates four (4) separate drinking water systems under MECP jurisdiction. This letter focusses on the *Tecumseh Water Service Area (WSA)* which is registered having *Drinking Water System #260004982*. This drinking water system is deemed to be *Small Municipal Residential* having a mathematically assumed population of 159 having 57 service connections at the end of 2023.

The Tecumseh Water Service Area (TWSA) includes the area of Lakeshore generally bounded by County Rd.19, County Rd.42, Scott Side Road and Highway 401. The TWSA encompasses water service connections along the east side of County Rd.19 from County Rd.42 north to County Rd.22 including connections on Little Baseline Road. Through an agreement between the Municipality of Lakeshore and the Town of Tecumseh, the TWSA supplies water to approximately 157 residents located within the Municipality of Lakeshore. The Town of Tecumseh obtains its drinking water from the Windsor Utilities Commission water system. The TWSA distribution system is comprised of approximately 21km of watermains ranging in size from 50 to 200 millimeters in diameter. The distribution system disinfection residual is by free chlorine and includes Fluoride.

The Tecumseh WSA receives its water from the Windsor Utilities Commission WTP via Tecumseh. Because of this no WTP data is reported for this system by the Municipality of Lakeshore. The Municipality of Lakeshore maintains the distribution system and monitors Free Chlorine Residuals and Bacteriological Counts. This is required to ensure water remains disinfected in accordance with the Safe Drinking Water Act and its associated Regulations and Guidance Documents. The results of these distribution system samples are listed below in Table I & II

TABLE I
2023 OPERATIONAL TESTING
REGULATION 170/03 DURING 2023

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Distribution Additional Residuals	417	0.57 – 1.78	Free CL mg/l

CL – Chlorine
mg/l – milligram per litre

Under *Schedule 10* of *O.Reg. 170/03* the Municipality of Lakeshore is required to complete microbiological testing on distribution water. All these samples are required to be tested by a certified laboratory accredited for drinking water samples. Table II outlines these analytical results.

TABLE II
2023 MICROBIOLOGICAL TESTING DONE UNDER
SCHEDULE 10 OF REGULATION 170/03

	NUMBER OF SAMPLES	RANGE OF E.COLI OR FECAL RESULTS (MIN #)-(MAX #) cfu's	RANGE OF TOTAL COLIFORM RESULTS (MIN #)-(MAX #) cfu's	NUMBER OF HPC SAMPLES	RANGE OF HPC RESULTS (MIN #)-(MAX #) cfu's
Distribution	104	0 – 0	0 – 0	104	0 - 10

cfu – colony forming units
HPC – heterotrophic plate count

Distribution water samples are taken for Trihalomethanes (THM) and Haloacetic Acids (HAA) which are sampled quarterly. Lead and alkalinity samples are taken in the distribution system bi-annually. The requirement to take and the amount of samples taken for these parameters falls under *O.Reg. 170/03* and is based on population served. In Tables III, IV and V shows the results satisfying the regulation.

TABLE III
2023 TRIHALOMETHANES & HALOACETIC ACIDS RESULTS
QUARTERLY DISTRIBUTION WATER REQUIREMENT
REGULATION 170/03

Parameter	Sample Schedule	Result	Unit of Measure	Exceedance
THM (Distribution RAA)	Quarterly	29	mg/l	NO
HAA (Distribution RAA)	Quarterly	15.58	mg/l	NO

mg/l – milligram per litre

RAA – Running Annual Average

TABLE IV
2022 LEAD & ALKALINITY RESULTS
BI-ANNUAL DISTRIBUTION WATER REQUIREMENT
REGULATION 170/03

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Distribution (Lead)	4	<0.00002 – 0.00002	mg/l	NONE
Distribution (Alkalinity)	4	87 - 92	mg/l	NA

mg/l – milligram per litre

A water service area can require extensive maintenance annually. These costs are incurred to install new equipment and maintain the current assets. A brief description of any capital items is to be listed as part of this letter, however there were no large capital purchases made for the Tecumseh WSA in 2023.

Under *O.Reg.170/03* the Municipality is required to report notices submitted in accordance with the *Safe Drinking Water Act*, system approvals, Drinking Water Works Permit and Municipal Drinking Water License. There were no notices filed or reported to the *Spills Action Centre* by the Tecumseh WSA in 2023.

This report is made available to the public for viewing on the Municipalities website at <https://www.lakeshore.ca/en/municipal-services/plans-publications-and-reports.aspx#Drinking-Water-Annual-Reports> . The report is printed and available for viewing at 419 Notre Dame Street (Town Hall) & 492 Lakeview Dr, Belle River, Ontario. Both versions are available after February 29th, 2024.



Union Water Supply System Inc.

P.O. Box 340, 1615 Union Avenue,
Ruthven, Ontario, N0P 2G0
Tele: 519-326-1668

Email: rbouchard@unionwater.ca
www.unionwater.ca

SENT BY: EMAIL
February 14, 2024

419 Notre Dame Street
Belle River, Ontario
N0R 1A0

Attention: Mr. Truper McBride, Chief Administration Officer

Mr. McBride,

RE: Annual Report (2023) Requirement Section 11, Reg. 170/03 and Summary Report (2023)
Requirement Schedule 22, Reg. 170/03

Attached are the following items for the Lakeshore Water Distribution System supplied by the Union Water Supply System (UWSS):

1. Annual Report (Section 11, Reg. 170/03)
2. Summary Report (Schedule 22, Reg. 170/03).

Annual Report

The Annual Report must be prepared before February 28, 2024 which requirement is now satisfied. It must also be provided to all members of Council, given at no charge to the public on request and posted on the municipal website.

Summary Report

The Summary Report must be provided to all members of Council before March 31, 2024. Although the Report gives information for all parts of the UWSS, the information that refers to the Lakeshore Water Distribution System satisfies the requirements of Schedule 22, Reg. 170/03.

Please call me if you have any questions or comments.

Yours truly,

A handwritten signature in blue ink, appearing to read 'R. Bouchard', is written over a light blue horizontal line.

Rodney Bouchard, CEO
Union Water Supply System Inc.

kmj
CC: Garry Punt, Krystal Kalbol



Ontario Clean Water Agency
Agence Ontarienne Des Eaux



Annual Performance Report

Lakeshore Distribution System

Drinking Water System # 220004995

2023

Prepared for the Municipality of Lakeshore

By the Ontario Clean Water Agency

ANNUAL REPORT

Drinking Water System Number:	220004995
Drinking Water System Name:	Lakeshore Distribution System (Union AWSS)
Drinking Water System Owner:	The Municipality of Lakeshore
Drinking Water System Category:	Large Municipal Residential
Period being reported:	01-January-2023 to 31-December 2023

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Municipality of Lakeshore Office 419 Notre Dame, Belle River, ON</p> </div>	<p><u>Complete for all other Categories</u></p> <p>Number of Designated Facilities served: <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div> </p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to: <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div> </p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>
--	--

Note: For the following tables below, additional rows or columns may be added, or an appendix may be attached to the report

List all Drinking Water Systems (if any), which receive all their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	N/A

Did you provide a copy of your annual report to all Drinking Water System owners that are connected to you and to whom you provide all drinking water? Yes [] No [N/A]

Indicate how you notified system users that your annual report is available and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method _____

Describe your Drinking Water System

The Lakeshore Distribution System (Union Water Supply System) includes the area of Lakeshore generally bounded by County Rd. 19, County Rd. 8, and Lakeshore Road 245, Rochester Town line Road, Lakeshore Rd. 131 and Highway 401. The Lakeshore Distribution System (Union Water Supply System) supplies approximately 4222 residents located within the Municipality of Lakeshore. The Lakeshore distribution system (UWSS) is comprised of approximately 148 km of water mains ranging in size from 50 to 300 millimeters in diameter.

List all water treatment chemicals used over this reporting period

N/A

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

None.

Provide details on the notices submitted in accordance with subsection 18 (1) of the Safe Drinking Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
None					

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period

	Number of Samples	Range of E. Coli Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	Please see the Annual Report for the Union Water Supply System # 210000853				
Treated	Please see the Annual Report for the Union Water Supply System # 210000853				
Distribution	200	0-0	0-0	100	<10 - <30

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity	Please see the Annual Report for the Union Water Supply System # 210000853		
Chlorine	367	0.59 – 2.02	mg/L
Fluoride (If the DWS provides fluoridation)	N/A		

NOTE: For continuous monitors use 8760 as the number of samples

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
None				

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Nitrite (N)	03-Jan-2023	<0.1	mg/L	No
Nitrate (N)		0.4	mg/L	No
Ammonia N-Total		<0.01	mg/L	No
Nitrite (N)	03-Apr-2023	<0.05	mg/L	No
Nitrate (N)		0.95	mg/L	No
Ammonia N-Total		<0.05	mg/L	No
Nitrite (N)	04-July-2023	< 0.05	mg/L	No
Nitrate (N)		0.48	mg/L	No
Ammonia N-Total		0.05	mg/L	No
Nitrite (N)	03-Oct-2023	<0.05	mg/L	No
Nitrate (N)		<0.05	mg/L	No
Ammonia N-Total		0.12	mg/L	No

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing	N/A			
Distribution	19	0.08 – 0.75	ug/L	None

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
THM	Annual Average	51.00	ug/L	No
HAA	Annual Average	19.23	ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards

Parameter	Result Value	Unit of Measure	Date of Sample
None			



UNION WATER SUPPLY SYSTEM SUMMARY REPORT 2023

Made under Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002

EXPLANATION

Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002 requires that a large municipal residential drinking-water system that is owned by a municipality, municipal board or municipal corporation must provide to its councillors or board members a Summary Report on various aspects of the system before March 31st of the following year. The Union Water Supply System is classed as a large municipal residential drinking-water system and is therefore subject to Schedule 22.

THE SUMMARY REPORT MUST CONTAIN THE FOLLOWING:

- Requirements of the Safe Drinking Water Act, 2002 that the system failed to meet during 2023
- Any requirements of the regulations made under the Safe Drinking Water Act, 2002 that the system failed to meet in 2023
- Any condition of the drinking-water system's drinking water works permit or municipal drinking water license that the system failed to meet during 2023
- Any order that the system failed to meet in 2023, the duration of any such failure and any measures that were taken to correct such failure.
- A summary of the quantities and flow rates of water supplied by the drinking-water system by monthly average and maximum daily flow rates and instantaneous peak flow rates.
- A comparison of actual flow rates with rated capacity and flow rates in the systems approval

A drinking-water system that supplies water to another drinking water system must provide a copy of the Summary Report to that system's owner by March 31st of the year following the year covered in the Summary Report.

The sections below detail the occasions on which the Union Water Supply System (UWSS) and the connected municipal water systems failed to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders in 2023.

UNION WATER SUPPLY SYSTEM (UWSS)

The following provides details of occurrences where the UWSS was not in compliance with the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders.

Non-Compliance Item:

There was one (1) instance of non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Union Water Supply System:

- Low pressure event in the distribution system, caused by storm event. Outage caused loss of communications and the Kingsville Water Tower eventually emptied. Event took place on August 24, 2023 between 3:30 am and 4:30 am. Pressure dropped below 20 psi for 66 minutes. A precautionary boil water advisory was put into place on the morning of August 24th, 2024 for water users within the Kingsville Water tower service area. This was conducted in consultation with the Windsor Essex County Health Unit (WECHU). OCWA operations staff collected samples from the distribution system in the affected area and submitted the samples to an accredited laboratory for bacteriological testing. Laboratory results for these samples were returned late afternoon of August 25th, 2023 with negative results for Total Coliforms and E. coli. Based on these results, WECHU agreed to lift the boil water advisory for the affected area.

LEAMINGTON WATER DISTRIBUTION SYSTEM

Non-Compliance Item:

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Leamington Distribution System that is supplied by the Union Water Supply System.

KINGSVILLE WATER DISTRIBUTION SYSTEM

Non-Compliance Item:

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Kingsville Distribution System that is supplied by the Union Water Supply System.

ESSEX WATER DISTRIBUTION SYSTEM

Non-Compliance Item:

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Essex Distribution System that is supplied by the Union Water Supply System.

LAKESHORE WATER DISTRIBUTION SYSTEM

Non-Compliance Item:

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Lakeshore Distribution System that is supplied by the Union Water Supply System.

SUMMARY OF THE QUANTITIES

The following sections provide information in regard to the Union Water Supply System's Permit to Take Water, issued under Ontario Regulation 387/04 and Drinking Water License issued under the Safe Drinking Water Act, 2002. Information includes the following:

- Flow Rates of Water
- Monthly Average
- Maximum Daily Flows
- Daily Instantaneous Peak Flow Rates

PERMIT TO TAKE WATER

The Union Water Supply System operated under Permit to Take Water (PTTW) Number 0816-9T9SVT, which expires January 31st, 2025. The PTTW has the following flow conditions:

- Maximum Allowable Amount Taken per Minute (Litres/Min) 113,650
- Maximum Allowable Amount Taken Per Day (Litres/Day) 163,656,000

The maximum amounts of raw water taken during 2023 (see Table 1 below) are as follows:

- Maximum Amount Taken per Minute in 2023 (Litres/Min) 88,844
- Maximum Amount Taken Per Day in 2023 (Litres/Day) 115,662,000

The system did not exceed the PTTW limits in 2023.

DRINKING WATER LICENCE

The UWSS operates under Municipal Drinking Water Licence 041-101; issue Number 7 which has been issued for the period July 18, 2021 to July 17, 2024. The Certificate of Approval and licence had the following condition:

- The drinking water system shall not be operated to exceed 124,588 m³/d (27.4 MIGD) on any calendar day, conveyed from the treatment system to the distribution system.
- The maximum daily volume of water pumped into the distribution system was 108,676m³ (23.91 MIGD).

Tables 1A through 3B below provide the monthly average, maximum and peak flows for raw and treated water for the Union Water Supply System.

TABLE 1A						
2023 RAW WATER TAKING FROM LAKE ERIE IN METRIC UNITS						
	Maximum Allowed Flow Rate (m3/Day)	Average Flow (m3/Day)	Maximum Flow (m3/Day)	Maximum Flow (Litres/Day)	Maximum Allowed Flow Rate (Litres/Minute)	Peak Flow (Litres/Minute)
January	163,656	42,504.48	49,749.00	49,749,000	113,650	41,084
February	163,656	47,846.75	58,115.00	58,115,000	113,650	48,234
March	163,656	61,248.29	75,668.00	75,668,000	113,650	59,645
April	163,656	61,651.73	80,244.00	80,244,000	113,650	68,845
May	163,656	77,170.74	106,759.00	106,759,000	113,650	88,844
June	163,656	83,022.30	115,662.00	115,662,000	113,650	88,708
July	163,656	76,728.81	97,729.00	97,729,000	113,650	80,424
August	163,656	72,192.10	95,129.00	95,129,000	113,650	85,586
September	163,656	73,200.67	88,528.00	88,528,000	113,650	79,145
October	163,656	60,178.81	78,684.00	78,684,000	113,650	68,621
November	163,656	52,407.83	65,680.00	65,680,000	113,650	62,677
December	163,656	38,499.94	45,625.00	45,625,000	113,650	54,314

TABLE 1B						
2023 RAW WATER TAKING FROM LAKE ERIE IN IMPERIAL UNITS						
	Maximum Allowed Flow Rate (MGD)	Average Flow (MGD)	Maximum Flow (MGD)	Maximum Allowed Flow Rate (Gallons/Minute)	Peak Flow (Gallons/Minute)	
January	36.00	9.35	10.94	25,000	9,037	
February	36.00	10.52	12.78	25,000	10,610	
March	36.00	13.47	16.64	25,000	13,120	
April	36.00	13.56	17.65	25,000	15,144	
May	36.00	16.98	23.48	25,000	19,543	
June	36.00	18.26	25.44	25,000	19,513	
July	36.00	16.88	21.50	25,000	17,691	
August	36.00	15.88	20.93	25,000	18,826	
September	36.00	16.10	19.47	25,000	17,410	
October	36.00	13.24	17.31	25,000	15,095	
November	36.00	11.53	14.45	25,000	13,787	
December	36.00	8.47	10.04	25,000	11,947	

TABLE 2A

2023 TREATED WATER FLOW INTO DISTRIBUTION SYSTEM IN METRIC UNITS

		Maximum Allowed Flow Rate (m3/Day)	Average Daily Flow (m3/Day)	Maximum Daily Flow (m3/Day)	Peak Instantaneous Flow (Litres/Second)	
	January	124,588	39,183	47,039	907	
	February	124,588	44,216	50,368	1,217	
	March	124,588	50,777	60,295	1,332	
	April	124,588	58,633	77,233	1,506	
	May	124,588	74,985	105,072	1,768	
	June	124,588	80,101	108,676	1,748	
	July	124,588	71,461	88,099	1,900	
	August	124,588	66,820	87,607	1,726	
	September	124,588	67,972	82,557	1,563	
	October	124,588	55,406	71,008	1,368	
	November	124,588	43,440	52,313	1,047	
	December	124,588	38,525	46,015	979	

TABLE 2B

2023 TREATED WATER FLOW INTO DISTRIBUTION SYSTEM IN IMPERIAL UNITS

		Maximum Allowed Flow Rate (MGD)	Average Daily Flow (MGD)	Maximum Daily Flow (MGD)	Peak Instantaneous Flow (Gallons/Second)	
	January	27.4	8.62	10.35	199	
	February	27.4	9.73	11.08	268	
	March	27.4	11.17	13.26	293	
	April	27.4	12.90	16.99	331	
	May	27.4	16.50	23.12	389	
	June	27.4	17.62	23.91	384	
	July	27.4	15.72	19.38	418	
	August	27.4	14.70	19.27	380	
	September	27.4	14.95	18.16	344	
	October	27.4	12.19	15.62	301	
	November	27.4	9.56	11.51	230	
	December	27.4	8.48	10.12	215	

TABLE 3A
2023 TREATED FLOW TO LOCAL MUNICIPALITIES IN METRIC UNITS

	<u>Leamington</u>		<u>Kingsville</u>		<u>Essex</u>		<u>Lakeshore</u>	
	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)
January	690,894	22,287	430,377	13,883	73,940	2,385	54,962	1,773
February	699,975	24,137	444,613	15,331	62,313	2,149	47,837	1,650
March	870,883	28,093	574,918	18,546	88,356	2,850	52,618	1,697
April	911,393	30,380	620,896	20,697	84,347	2,812	49,584	1,653
May	1,343,652	43,344	862,049	27,808	114,547	3,695	72,992	2,355
June	1,397,026	46,568	855,690	28,523	103,126	3,438	77,452	2,582
July	1,319,391	42,561	764,680	24,667	80,570	2,599	65,369	2,109
August	1,228,808	39,639	729,012	23,517	75,038	2,421	61,883	1,996
September	1,138,387	37,946	723,264	24,109	68,797	2,293	59,305	1,977
October	1,058,497	34,145	613,341	19,785	73,230	2,362	60,326	1,946
November	793,903	26,463	403,918	13,464	61,713	2,057	54,111	1,804
December	707,304	22,816	386,549	12,469	66,340	2,140	57,682	1,861
Total	12,160,113	33,198	7,409,307	20,233	952,317	2,600	714,121	1,950

TABLE 3B								
2023 TREATED FLOW TO LOCAL MUNICIPALITIES IN IMPERIAL UNITS								
	<u>Leamington</u>		<u>Kingsville</u>		<u>Essex</u>		<u>Lakeshore</u>	
	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)
January	151,975,434	4.90	94,669,705	3.05	16,264,526	0.52	12,089,950	0.39
February	153,972,975	5.31	97,801,187	3.37	13,706,944	0.47	10,522,669	0.36
March	191,567,479	6.18	126,464,280	4.08	19,435,603	0.63	11,574,342	0.37
April	200,478,433	6.68	136,578,026	4.55	18,553,746	0.62	10,906,955	0.36
May	295,562,120	9.53	189,624,271	6.12	25,196,817	0.81	16,055,995	0.52
June	307,302,759	10.24	188,225,486	6.27	22,684,549	0.76	17,037,058	0.57
July	290,225,446	9.36	168,206,085	5.43	17,722,922	0.57	14,379,170	0.46
August	270,299,972	8.72	160,360,222	5.17	16,506,052	0.53	13,612,357	0.44
September	250,410,133	8.35	159,095,838	5.30	15,133,224	0.50	13,045,276	0.43
October	232,836,789	7.51	134,916,159	4.35	16,108,348	0.52	13,269,865	0.43
November	174,634,246	5.82	88,849,539	2.96	13,574,962	0.45	11,902,756	0.40
December	155,585,129	5.02	85,028,893	2.74	14,592,760	0.47	12,688,266	0.41
Total	2,674,850,916	7.30	1,629,819,691	4.45	209,480,455	0.57	157,084,660	0.43

ANNUAL REPORT

Drinking Water System Number:	220004995
Drinking Water System Name:	Lakeshore Distribution System (Union AWSS)
Drinking Water System Owner:	The Municipality of Lakeshore
Drinking Water System Category:	Large Municipal Residential
Period being reported:	01-January-2023 to 31-December 2023

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Municipality of Lakeshore Office 419 Notre Dame, Belle River, ON</p> </div>	<p><u>Complete for all other Categories</u></p> <p>Number of Designated Facilities served: <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div> </p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to: <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div> </p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>
--	--

Note: For the following tables below, additional rows or columns may be added, or an appendix may be attached to the report

List all Drinking Water Systems (if any), which receive all their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	N/A

Did you provide a copy of your annual report to all Drinking Water System owners that are connected to you and to whom you provide all drinking water? Yes [] No [N/A]

Indicate how you notified system users that your annual report is available and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method _____

Describe your Drinking Water System

The Lakeshore Distribution System (Union Water Supply System) includes the area of Lakeshore generally bounded by County Rd. 19, County Rd. 8, and Lakeshore Road 245, Rochester Town line Road, Lakeshore Rd. 131 and Highway 401. The Lakeshore Distribution System (Union Water Supply System) supplies approximately 4222 residents located within the Municipality of Lakeshore. The Lakeshore distribution system (UWSS) is comprised of approximately 148 km of water mains ranging in size from 50 to 300 millimeters in diameter.

List all water treatment chemicals used over this reporting period

N/A

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

None.

Provide details on the notices submitted in accordance with subsection 18 (1) of the Safe Drinking Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
None					

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period

	Number of Samples	Range of E. Coli Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	Please see the Annual Report for the Union Water Supply System # 210000853				
Treated	Please see the Annual Report for the Union Water Supply System # 210000853				
Distribution	200	0-0	0-0	100	<10 - <30

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity	Please see the Annual Report for the Union Water Supply System # 210000853		
Chlorine	367	0.59 – 2.02	mg/L
Fluoride (If the DWS provides fluoridation)	N/A		

NOTE: For continuous monitors use 8760 as the number of samples

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
None				

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Nitrite (N)	03-Jan-2023	<0.1	mg/L	No
Nitrate (N)		0.4	mg/L	No
Ammonia N-Total		<0.01	mg/L	No
Nitrite (N)	03-Apr-2023	<0.05	mg/L	No
Nitrate (N)		0.95	mg/L	No
Ammonia N-Total		<0.05	mg/L	No
Nitrite (N)	04-July-2023	< 0.05	mg/L	No
Nitrate (N)		0.48	mg/L	No
Ammonia N-Total		0.05	mg/L	No
Nitrite (N)	03-Oct-2023	<0.05	mg/L	No
Nitrate (N)		<0.05	mg/L	No
Ammonia N-Total		0.12	mg/L	No

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing	N/A			
Distribution	19	0.08 – 0.75	ug/L	None

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
THM	Annual Average	51.00	ug/L	No
HAA	Annual Average	19.23	ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards

Parameter	Result Value	Unit of Measure	Date of Sample
None			

Municipality of Lakeshore – Report to Council

Operations

Capital Projects



To: Mayor and Members of Council

From: Jill Fiorito, Drainage Superintendent

Date: July 11, 2024

Subject: Tile Loan Application - Tyson Ruston, 0 County Road 46

Recommendation

Approve the Tile Loan submitted by Tyson Ruston for tiling work to be performed at 0 County Road 46, Con. SMR E, Part Lot 10 (Roll No. 090.000.01200) in the amount of \$50,000 (including HST) subject to Provincial Funding, as presented at the August 13, 2024 meeting.

Strategic Objectives

This does not relate to a Strategic Objective however it is a core service of the Municipality.

Background

An application for a Tile Loan under the Tile Drainage Act in the amount of \$50,000 has been received from Tyson Ruston for tiling work to be performed at 0 County Road 4.

Installing tile drainage is a common land improvement practice among farmers in Ontario. The benefits of tile drainage for crop productivity, farm efficiency and reducing environmental impacts have been studied and are well known to farmers.

In Ontario, the Tile Loan Program authorized by the *Tile Drainage Act* provides loans to agricultural property owners to assist them finance these tile drainage projects

All tile loans have a 10-year term, with repayments made annually. Landowner(s) are eligible to apply for a loan of up to 75% of the value of the tile drainage work.

The Provincial Government sets the interest rate at a competitive level. The rate is fixed for the full term of the loan regardless of the changes in market interest rates. The interest rate is calculated annually.

The Municipality passes an annual borrowing by-law under the *Tile Drainage Act*.

Comments

Upon Council support for the application for the tile loan, the application is submitted to the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA).

The tile loan application must be sent to OMAFRA to confirm the availability of funding. Funds are then administered on a first come first served basis with an interest rate of 6%. The owner then arranges to have the work completed by a licensed tile drainage contractor.

Administration inspects the work and charges a fee for the inspection. The Municipality collects the loan payments from the owner and remits them to OMAFRA. The loan can be repaid in full at any time.

Upon confirmation of expected funding, it is expected that this tiling work will commence in November 2024.

Financial Impacts

The budget impact based on the recommendation to support this application is the need to budget for additional revenue from loan repayments from the applicant for a period of 10 years, as well as additional offsetting loan repayment costs.

These loans are funded by OMAFRA. Only repayment is facilitated through the Municipality. The loans do affect the Municipality's Annual Debt Repayment Limit but are also mandated to be offered to farmers and landowners by legislation.

Report Approval Details

Document Title:	Tile Loan Application - Tyson Ruston, 0 County Road 46.docx
Attachments:	
Final Approval Date:	Jul 31, 2024

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

Prepared by Jill Fiorito

Submitted by Krystal Kalbol

Approved by the Corporate Leadership Team

Municipality of Lakeshore – Report to Council

Operations

Public Works



To: Mayor and Members of Council
From: Jeff Wilson, Division Leader – Public Works
Date: July 25, 2024
Subject: Tender Award – 2024 Sidewalk Construction Program

Recommendation

Award the tender for the 2024 Sidewalk Construction Program to Giorgi Bros (1994) Inc in the amount of \$294,274.77 including applicable HST; and

Approve an additional \$25,000.00, including applicable HST, to complete the sidewalk missing link on Christina Avenue that has been added to the tender, as presented at the August 13, 2024 Council meeting.

Strategic Objectives

This does not relate to a Strategic Objective however it is a core service of the Municipality.

Background

In the 2024 budget, Administration introduced a Sidewalk Missing Link Program that identified urban areas that require pedestrian facility connections from older developments without any existing sidewalks to newer developments that require sidewalks as part of current development standards. This program was designed to complete links to new sidewalks, providing safe pedestrian facilities in these locations. This was proposed as a 5-year plan.

Administration included \$50,000 in the 2024 budget to support the 2024 Sidewalk Missing Link program.

Council approved the above and further, Council passed the following resolution:

Resolution #76-02-2024

Add an additional \$100,000 for missing link sidewalks (item 61 RDS-24-6734 Sidewalk Missing Links, p.216).

The program was approved in the 2024 budget for a total of \$150,000.00, allowing the program to be expedited.

Based on the above, the following locations were identified as part of the 2024 Sidewalk Missing Links program:

- South Middle Road (south boulevard) – County Road 27 to Church Street
- County Road 27 (east boulevard) – South Middle Road to 2516 County Road 27
- Jordan Lane (south boulevard) – 209 Laurendale (rear lot line) to 208 Laurendale (rear lot line)
- Commercial Boulevard (east boulevard) – Amy Croft Drive to 164 Commercial Boulevard (south driveway entrance)

Additional sidewalk work was also included in the tender to support the Active Transportation and Connectivity Program, within the community of Comber, that Council approved at the March 19, 2024 Council Meeting as part of the Hydro One Community Support Agreement (CSA).

Administration included the following locations to provide connections to existing Main Street sidewalks for residential properties along County Road 46:

- County Road 46 (north boulevard) – Abbot Avenue to 7114 County Road 46;
- County Road 46 (south boulevard) – Windsor Avenue to 8007 County Road 46;
- Abbott Avenue (east boulevard) – County Road 46 to 6512 Abbott Avenue; and
- Tracey Drive (east boulevard) – County Road 46 to 6100 County Road 46.

The scope of the work also includes sidewalk repairs as part of the Public Works sidewalk maintenance program from the operating budget in the amount of \$30,000. These areas are identified through the sidewalk inspection process and are generally narrow, depressed areas that have visible cracking or deflections and require improvements to comply with the Minimum Maintenance Standards prescribed by the *Municipal Act, 2001*.

Comments

The following 7 tenders were received prior to tender closing on July 19, 2024:

Tenderer	Price (excluding HST)	Price (including non-refundable HST)
Giorgi Bros (1994) Inc.	\$ 264,617.50	\$269,274.77
DPA Contracting Ltd	\$ 298,287.50	\$303,537.36
Signature Contractors	\$ 312,191.00	\$317,685.56
Vidan Roofing & Contracting Inc.	\$ 313,029.68	\$318,539.00
Advance Excavating & General Contracting Ltd.	\$ 348,490.00	\$385,987.52
Amico Infrastructures Inc.	\$ 382,450.00	\$389,181.12
Chad Hartman Construction	\$ 489,140.00	\$497,748.86

Administration is confident that Giorgi Bros (1994) Inc. has the equipment, experience, and expertise to complete this project. The expected completion date of the program is October 2024.

Financial Impacts

The table below outlines the project costs, budget centers and associated approved budgets:

2024 Sidewalk Construction Program Tender Costs	Total Cost (including applicable HST)	Budget/Funding
Sidewalk Missing Links Program	\$93,115.49	\$150,000.00
Additional Missing Link on Christina (recommended)	\$25,000.00	(from above budget)
HydroOne Networks Inc. (HONI) Community Benefits Project	\$156,316.08	\$250,000.00
Sidewalk Repairs	\$19,843.20	\$30,000.00
Total Tendered Program Cost	\$294,274.77	
2024 Total Approved Budget/Funding		\$430,000.00
Total Surplus/(Deficit)	\$135,725.23	

The 2024 Sidewalk Construction for Missing Links Program, HONI Community Benefits Project and Sidewalk Repairs are within the Council approved budgeted amounts.

Administration recommends the contract be awarded as presented and the remaining funds be allocated as follows:

- Recommend that an additional \$25,000.00, including applicable HST be approved as part of this tender to complete the missing sidewalk link on Christina Avenue from 286 Christina Avenue to St. Peter Street;

- Recommend that any additional overage at the end of the project be returned to the HONI Community Benefits Program fund based on the \$250,000.00 budget; and
- No additional sidewalk repair be completed and that any surplus after project completion be returned to the sidewalk reserve.

It should be noted that although the award is within budgeted amounts, unforeseen issues or field-related obstacles may affect the final tender costs. The expectation is to be below or within funding limits.

Attachments

2024 Sidewalk Tender Map

Report Approval Details

Document Title:	Tender Award - 2024 Sidewalk Construction Program.docx
Attachments:	- 2024_SidewalkTenderMap.pdf
Final Approval Date:	Aug 1, 2024

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

Prepared by Jeff Wilson

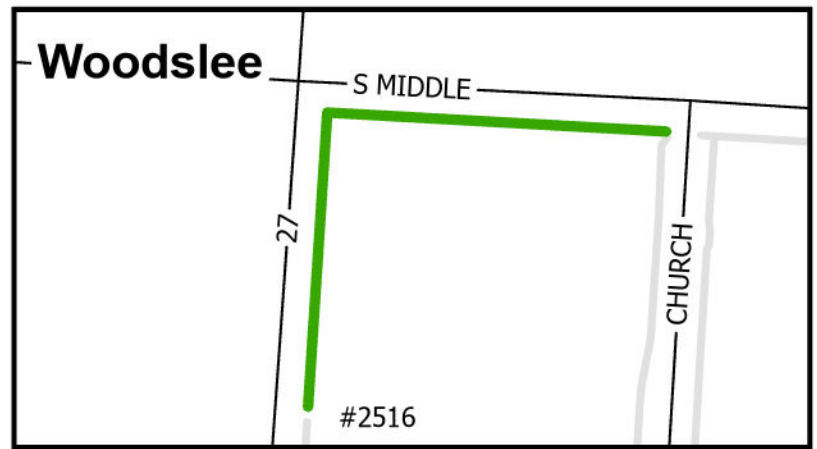
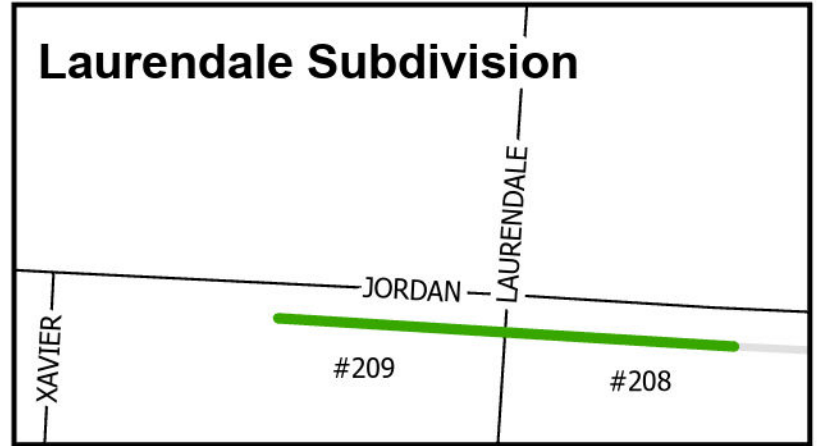
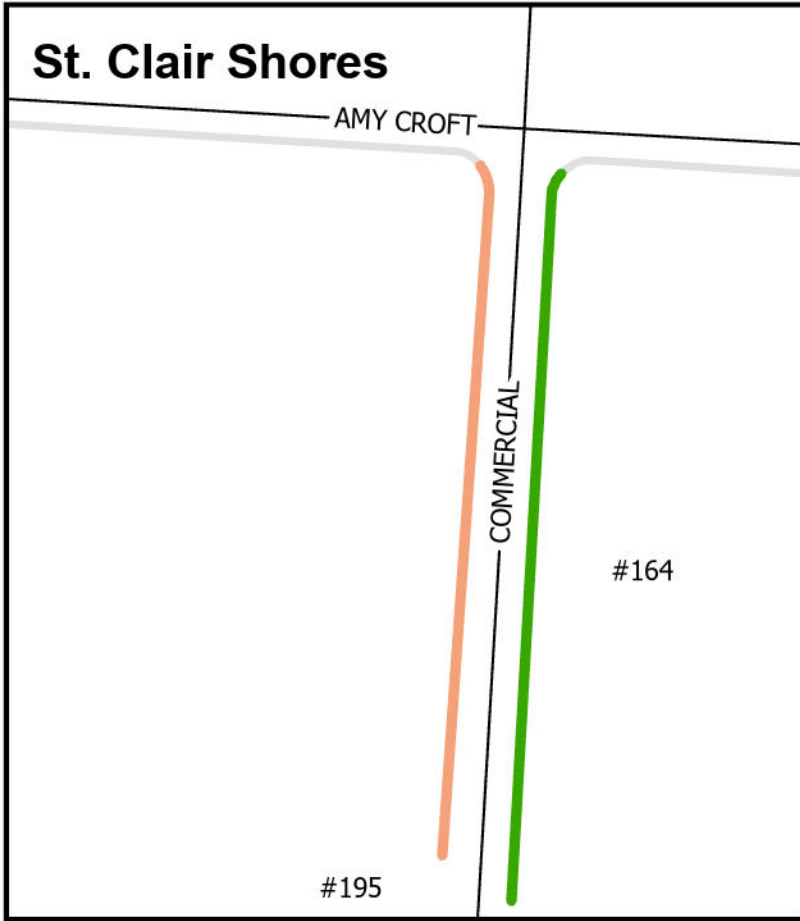
Submitted by Krystal Kalbol

Approved by the Corporate Leadership Team

2024 Sidewalk Tender Map

New Sidewalks

- Confirmed
- Provisional
- Existing Sidewalk



Municipality of Lakeshore – Report to Council

Community Health and Safety

Fire Services



To: Mayor and Members of Council
From: Jason Suchiu – Fire Chief
Date: July 11, 2024
Subject: Lakeshore Fire Services Engine 5 and Tanker 2 Vehicle Replacement

Recommendation

Approve the purchase of two new pumpers to replace Engine 5 and Tanker 2 from City View Specialty Vehicles for \$2,071,284, and preapprove in the 2025 Capital Budget Item Fire-24-6673 to be paid on delivery in the 2025 budget year, as presented at the August 13, 2024 Council meeting.

Strategic Objectives

3b) Modernizing and Enhancing Municipal Functions - Revise business processes to establish and employ a risk management framework, improved workflow management, and financial modelling to inform management of reserves

Background

In the 2024 Capital budget, Council approved developing fire truck specifications and placing orders that will allow us to lock in 2024 pricing and take advantage of available scheduling slots with the intent to receive the trucks within the lifecycle timeframes identified including the replacement of two (2) pumpers in 2025.

The Association of Municipalities of Ontario (AMO) created a program called LAS in 1992 which is a preferred provider of competitively priced business services for Ontario municipalities. That list of preferred providers includes fire truck manufacturers.

Comments

Administration has consulted with three manufacturers and provided them with a list of fire truck specifications matching our requirements for these vehicles. Two manufacturers provided pricing with City View Specialty Vehicles being the better product at the lowest cost.

Currently, the manufacturer is tentatively holding a purchase option for Two (2) 2024 Rosenbauer FXR/RXT Series Pumper for the Lakeshore Fire Department subject to

Council approval. It should be noted that lead times on fire apparatus typically take between 2 and 3 years to build and it is rare to find fire apparatus ready for delivery within 12 months. Additionally, fire apparatus costing has been increasing at a rate of 8-10% year over year due to the high demand and proceeding with this opportunity will save us approximately \$120,000 over deferring this until 2025. The Fire Master Plan also recommends that the existing fire vehicle stock needs to be evaluated and replacing these two apparatuses is the first step in that process.

Administration recommends proceeding with the procurement of these vehicles as permitted by section 3.12 of the Purchasing Policy which states as follows:

Administration recommends proceeding with the procurement of this vehicle as permitted by section 3.12 of the Purchasing Policy which states as follows:

3.12 Cooperative Purchasing

- a) The Town may participate with other government agencies or public authorities in cooperative purchasing where it is in the best interests of the Town to do so and where the purposes, goals and objectives of this policy are complied with by such government agencies and public authorities.
- b) The policies of the government agencies or public authorities calling the cooperative Bid Solicitation are to be the accepted policy for that particular purchase.

The final cost in the recommendation also includes items required after production to outfit the truck to meet our fire service needs. Some of those items include:

- Changeover of Emergency Lighting to meet the Ontario Emergency Vehicle standards allowing for blue and red lighting
- In-cab helmet holders (unable to wear helmets in cabs while the vehicle is in motion)
- Radio equipment installation including base radio and portable radios
- Vehicle decal identification
- Vehicle data terminal

Financial Impacts

The following is a summary of the financial impact of completing the purchase of Lakeshore Fire Service Tanker 2 and Engine 5. The Fire Vehicle and Equipment reserves at the end of 2023 is \$855,000. The reserve balance at the end of 2024 and 2025 is projected to be \$654,000 surplus and \$980,000 deficit.

At the time the order is placed, a deposit of 10% (\$199,906) would be due with the balance being paid in full at the time of delivery.

Item	Total Tender Amount (excluding HST)	Total Tender Amount (including applicable HST)
Lakeshore Tanker 2	\$999,530	\$1,017,122
Additional Outfitting	\$18,200	\$18,520
Lakeshore Engine 5	\$999,530	\$1,017,122
Additional Outfitting	\$18,200	\$18,520
Savings for purchasing two vehicles together	\$10,000	
Total		\$2,071,284

Report Approval Details

Document Title:	Lakeshore Fire Services Engine 5 and Tanker 2 Vehicle Replacement.docx
Attachments:	
Final Approval Date:	Aug 2, 2024

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

Prepared by Jason Suchiu

Submitted by Frank Jeney

Approved by the Corporate Leadership Team

Municipality of Lakeshore – Report to Council

Growth and Sustainability

Planning Services



To: Mayor and Members of Council
From: Ryan Donally, Chief Growth Officer
Date: July 24, 2024
Subject: Housing Accelerator Funding – Round 2

Recommendation

Approve Option #____ as presented at the August 13, 2024 Council meeting.

Strategic Objectives

This does not relate to a Strategic Objective however it would impact the long-term planning for several core services of the Municipality.

Background

In 2023, the federal government launched the \$4-billion Housing Accelerator Fund (HAF), which provides funding to local governments to support initiatives that remove barriers to housing supply, accelerate the growth of supply and support the development of equitable, affordable, low-carbon and climate-resilient communities. The HAF is an application-based program administered by the Canadian Mortgage and Housing Corporation (CMHC). HAF funding can be used to invest in Housing Accelerator Fund Action Plans, affordable housing, housing-related infrastructure (such as drinking water, and wastewater), and community-related infrastructure that supports housing (such as roads and sidewalks).

At its August 15, 2023 meeting, through resolution #240-08-2023, Council supported in principle the draft Lakeshore Housing Action Plan as a component of the Municipality's HAF application which was submitted in 2023. The Council Report, Lakeshore's Housing Action Plan and the Housing Action Plan Initiatives are attached as Appendix A through Appendix C.

Lakeshore was not successful in the first intake. Administration did not receive any justification as to why Lakeshore was not successful.

CMHC has re-opened the HAF for a second round of intake with \$400 million in funding (compared to \$4 billion in the initial round). Applications must be submitted by September 13, 2024.

Additional requirements have been added to this round of funding including the following directive, “You must commit to implementing bylaws for 4 units as-of-right in your updated action plan or have already done so before submitting your application.”

Pending Council commitment to implementing bylaws for 4 units as-of-right and direction regarding Council’s desire to submit for HAF 2, Administration will undertake the work to update the application to HAF for consideration at the September 10th Regular Meeting of Council.

Comments

4 Units As-Of-Right

To be eligible for the funding, CMHC requires 4 units as-of-right in all residential zones. If approved by Council, this would include all of the primary and secondary settlement areas. As is with 3 unit-as-of right, sanitary capacity and conveyance is required. Currently, the only area that would permit 4 units as-of-right would be the area identified by Operations in the immediate vicinity of the Denis St. Pierre Treatment Plant. When additional treatment capacity and conveyance is available to other areas of the Municipality, four units would be permitted without any rezoning. If permitted, Administration estimates up to 10% of units (on the high end) would be converted to fourplexes. Developers/Builders may also choose to incorporate additional units into buildings plans of new

The four-unit dwellings may take multiple different forms including 4 units in a primary dwelling, 3 units plus 1 additional residential unit (ARU), or 2 units in primary and 2 units in an ARU. Council will be able to provide direction through future discussions on the specifics of unit layout.

The allowance of four units as-of-right potentially adds to rental housing stock and therefore should decrease rental rates for potential renters. Currently, Lakeshore has very limited rental stock available.

Approval of 4 units as-a-right may add strain to sanitary capacity systems as well as have impacts on other infrastructure needs and may influence the character of the surrounding neighbourhood. The CMHC funding acts as an incentive to intensify residential development in lieu of increased development and building charges.

Application Best Practices

Municipalities are encouraged to consider CMHC’s 10 HAF best practices in their applications. Pending direction, Administration will work to integrate the best practices into Lakeshore’s Housing Action Plan Initiatives.

1. End exclusionary zoning
2. Make municipally owned lands available for housing
3. Increase process efficiency
4. Prioritized/enhanced development approval process
5. Comprehensive review of development charges and fee schedules

6. Reduce or eliminate parking standards
7. Eliminate restrictions (height/setbacks)
8. Develop affordable housing community improvement plans
9. Design and implement guidelines or pre-approved building plans
10. Develop grant programs

Options

Option 1 – commit to implementing a Zoning By-law Amendment for 4 units as-of-right; direct Administration to amend the Housing Action Plan and direct Administration to apply for the HAF funding.

Option 2 – do not support 4 units as-of-right.

Financial Impacts

Funding provided through the HAF is allocated based on the expected number of additional housing units to be created in the following categories: “missing middle” multi-unit housing, other multi-unit housing, and affordable housing. In its report to Council dated August 7, 2023, Administration estimated that Lakeshore could be eligible for HAF funding up to an estimated \$12,453,750, plus affordable housing bonuses at \$19,000 per unit. This value may change based on new calculations or through discussions with CMHC.

Comparable municipalities that were selected to receive funding through Round 1 include the Town of Tecumseh (population 23,300) and the Township of Woolwich (population 26,999), which are slated to receive \$4.38 million and \$6.7 million, respectively, over three years. The Town of Tecumseh originally estimated that it would receive \$7.83 million; however, the executed agreement with CMHC reflected the lower \$4.38 million as previously identified.

At this time, it is difficult to assess the financial impact of the results of the intensification of the Municipality, but a risk does exist that the cost to infrastructure in sanitary, water, parks and facilities to support population growth may outweigh the cost provided by the HAF Grant.

Attachments

Appendix A – Housing Accelerator Fund Strategy Council Report

Appendix B – Housing Action Plan Initiatives

Appendix C – Lakeshore Housing Action Plan Draft

Report Approval Details

Document Title:	Housing Accelerator Funding - Round 2 .docx
Attachments:	- Appendix A - Housing Accelerator Fund Strategy Council Report.pdf - Appendix B - Housing Plan Initiatives.pdf - Appendix C - Lakeshore Housing Action Plan Draft.pdf
Final Approval Date:	Aug 2, 2024

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

Prepared by Ryan Donally

Submitted by Tammie Ryall

Approved by the Corporate Leadership Team

Municipality of Lakeshore – Report to Council

Chief Administrative Officer

Economic and Intergovernmental Affairs



To: Mayor & Members of Council
From: Ryan Donally – Division Leader – Economic and Intergovernmental Affairs
Date: August 7, 2023
Subject: Housing Accelerator Fund Strategy

Recommendation

Support in principle the Lakeshore Housing Action Plan and associated initiatives; and Direct Administration to proceed with completion of the Housing Accelerator Fund Application, as presented at the August 15, 2023 meeting of Council.

Comments

Housing Accelerator Fund

The Housing Accelerator Fund (HAF) is a \$4 Billion incentive program to local governments to encourage initiatives that remove barriers to housing supply, accelerate the growth of supply and support the development of equitable, affordable, low-carbon and climate-resilient communities. The HAF is administered by the Canadian Mortgage and Housing Corporation (CMHC).

HAF provides financial incentives to the Municipality *only* for housing units that can be attributed to the Housing Action Plan initiatives that are undertaken. Units that would have been built regardless of the initiatives undertaken will not qualify for any funding.

The HAF provides financial incentives for the additional units built from 2024 - 2026.

As part of the application, the Municipality needs to commit to:

1. Present an application, including a Housing Action Plan (HAP) that outlines supply growth targets and specific initiatives to grow housing supply and speed up housing approvals.
 - a. There must be a minimum of 7 initiatives in the action plan.
2. Commit to a housing supply growth target within the action plan that increases the average annual rate of growth by at least 10%. The growth rate must also exceed 1.1%.

3. Complete or update a housing needs assessment report for Lakeshore as part of the new Windsor-Regional Housing Affordability Strategy.
4. Agree to follow the program's reporting requirements.

If the Municipality is successful in the application, funding is based on the overall growth commitments and projected units that align with priority areas. The funding framework includes three components:

1. Base funding: Designed to accelerate all types of supply across the housing spectrum. Each unit projected because of the HAF initiative qualifies for \$20,000.
2. Top-up funding: Designed to accelerate certain types of housing each unit has additional funding formulas.
 - a. Single detached homes: no top-up (base funding only = \$20,000)
 - b. Multi-unit housing (in proximity to rapid transit): \$15,000 + base
 - c. Multi-unit housing (missing middle): \$12,000 + base
 - d. Multi-unit housing (other): \$7,000 + base
3. Affordable Housing Bonus: Designed to reward the increase in share of affordable housing units relative to the projected units. The growth of affordable housing units is multiplied by the per-unit amount of \$19,000 above the permitted affordable units without HAF.

Missing Middle multi-unit housing refers to ground-oriented housing types including garden suites, secondary suites, duplexes, triplexes, fourplexes, row houses, courtyard housing, and low-rise apartments (4-storeys or less).

Permitted Uses of HAF funding:

- Investments in Housing Accelerator Fund Action Plans
- Investments in Affordable Housing
- Investments in Housing-related Infrastructure
- Investments in Community-related Infrastructure that supports housing

Lakeshore Housing Action Plan

The commitment to a Housing Action Plan (HAP) by Council is required to be eligible for the Housing Accelerator Fund financial incentives. To apply, Council needs to provide support in principle for the proposed HAP initiatives as set out below. Administration has attached a DRAFT proposed Lakeshore Housing Action Plan in Appendix A.

The DRAFT Lakeshore Housing Action Plan (LHAF) is being presented to Council for purposes of grant application and to then bring the strategy to the development community for comment prior to returning to Council for final consideration for approval. Should Council have changes they wish to see the LHAF it may be done through resolution. Administration will incorporate any changes in the final document when it is returned to Council.

Administration has also attached a Proposed Initiatives List (Appendix B) for Council's consideration that was pulled from the HAF website.

Lakeshore Housing Action Plan Initiatives

1. Develop a streamlined licensing, regulation, and permitting process and associated bylaw for additional dwelling units (ADU). Develop a "how to" guide with associated video for homeowners to work through the municipal permitting process for an additional dwelling unit either within the primary unit or as an accessory structure.
2. Promotion of infill developments by pre-zoning lands for missing-middle without the need for rezoning in the Belle River Community Improvement Area, along the County Road 22 Corridor, and within the mixed-use zoning in Lakeshore West.
3. Implement a Community Improvement Plan incentive program to encourage higher-density development in the Belle River Community Improvement Area and County Road 22 Corridor (between Belle River and East Pike Creek Road.) Incentives may include a reduction in Development Charge Fees, Planning and Building Permit Fees, and other traditional Community Improvement Plans.
4. Implementation of Municipal transit to support higher density development and access to Lakeshore's Patillo employment centre.
5. Updating of the Lakeshore Zoning By-Law to reflect a reduction in required parking spaces to reflect 1.0 parking spaces for additional dwelling units; 1.0 parking spaces for duplex, triplex, and townhouse dwelling; and 1.0 spaces per apartment dwelling.
6. Align development charges with the costs of infrastructure and servicing.
7. Review the 2016 Lakeshore Affordable Housing Strategy. Identify completed, in-process, and not-started recommendations from the Strategy. Implement a target of a minimum of 20% of all new developments meet the definition of "affordable housing" as defined in the 2016 strategy.
8. Update the Lakeshore Development Manual to reflect alternative and new forms of housing construction including prefabricated or modular housing construction.
9. Implement new and enhanced levels of service to the building and development community by ensuring Cloud Permit is fully integrated and on-line by Q1, 2024 across the relevant departments.
10. Create formal relationships with regional not-for-profit organizations such as, but not limited to: Habitat for Humanity Windsor-Essex, Windsor Essex Community Housing Corporation, Community Living Essex County, Assisted Living Southwestern Ontario. Identify one or more projects that can be implemented within the three-year project window that can benefit affordable housing, supportive housing, or subsidized housing as a result of the formal partnerships.
11. Complete the Water and Wastewater Master Plan (WWWMP). Integrate the proposed density targets outlined in the upcoming County of Essex Official Plan to determine servicing size of infrastructure.
 - a. Sub-Initiative 1: Increase density target in the Belle River Primary Node – build appropriate servicing solutions into the WWWMP

- b. Sub-Initiative 2: Increase density target along County Road 22 from Belle River to Lakeshore West including missing-middle density and areas of high-density.
- c. Sub-Initiative 3: Ensure servicing solution proposed for the Wallace Woods Secondary Planning Area reflects mixed use-multi-floor residential development in proposed areas.

Projected Units with and without HAF

Based on calculations and projections, the Municipality (excluding constraints from infrastructure) is positioned to grow 690 units from 2024 to 2026 (230 units per year).

With HAF funding and the associated initiatives that may be undertaken, the Municipality may grow an additional 405 units (135 units per year).

These additional 405 units will be incentivized through the funding formula which is expanded upon below in the financial section.

In total, there is potential to receive upwards of \$12,500,000 if all targets are achieved.

Council Options

- 1) Council endorse the Lakeshore Housing Action Plan and associated initiatives and direct administration to proceed with completion of the Housing Accelerator Fund Application (due August 18th, 2023).
- 2) Council endorse the Lakeshore Housing Action Plan and associated initiatives - in principle; direct Administration to revise the Lakeshore Housing Action Plan; direct Administration to proceed with completion of the Housing Accelerator Fund Application.
- 3) Receive the report for information.

Financial Impacts

Conditions Of Funding Allocation

Year 1: 25% of total approved funding

- An upfront advance will be provided to the proponent. The upfront advance is intended to enable the proponent to start the initiatives outlined in their action plan and to pursue other investments in housing provided the funds are used for permitted use(s).
- First reporting period (first 6 months of agreement): No later than 6 months following the agreement date the proponent must submit to CMHC a letter (in a prescribed form) attesting that it is on track to undertake items outlined in its action plan and otherwise fulfil its reporting obligations under HAF. No supporting

details are required to be submitted unless expressly requested by CMHC at that time.

Year 2, 3, & 4: 25% of total approved funding per year

Within 60 days of the anniversary date of the agreement the proponent must submit the following:

- A progress report on the action plan initiatives and commitments. This report will be on a prescribed form.
- A report that includes micro-level permit data for residential buildings for all permitted units issued during the annual reporting period. This report will be on a prescribed form.
- A report that outlines how HAF funds were spent by the proponent during the annual reporting period. This report will be on a prescribed form.
- A letter attesting that the proponent is on track to completing the items outlined in their action plan and has fulfilled its annual reporting obligations. This letter will be on a prescribed form.

Fifth Reporting Period (4th year of agreement)

- A report that outlines how HAF funds were spent by the proponent during the annual reporting period. It is expected that all funds be spent before this final report is submitted and fully accounted for in the report. This report will be on a prescribed form.

Funding Calculation

Considering only incentivized units below:

- Base Funding: 405 Units * \$20,000 = \$8,100,000
- Multi-Unit (missing middle): 303.75 Units * \$12,000 = \$3,645,000
- Multi-Unit (other): 101.25 Units * \$7000 = \$708,750
- Affordable Housing Bonus: \$19,000 per unit

Total potential incentives = \$12,453,750+ affordable housing bonuses

Attachments

Appendix A: Lakeshore Housing Action Plan

Appendix B: Housing Action Plan Initiatives

Report Approval Details

Document Title:	Housing Accelerator Fund Strategy .docx
Attachments:	- Appendix A – Lakeshore Housing Action Plan draft.pdf - Appendix B – Housing Plan Initiatives.pdf
Final Approval Date:	Aug 11, 2023

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

Prepared by Ryan Donally

Approved by Truper McBride

Appendix B - Housing Action Plan Initiatives

- Encouraging Accessory Dwelling Units—a second smaller unit on the same property as a primary unit
- Promoting infill developments (adding new units to existing communities) with increased housing density and a variety of unit types (e.g., duplexes or secondary suites)
- Promoting higher density development in primary settlement areas through Community Improvement Plans
- Transit-oriented development
- Implementing revised parking requirements such as reduced or eliminated parking spaces for new developments
- Aligning development charges with the costs of infrastructure and servicing
- Implementing inclusionary zoning (the requirement that a developer builds a certain percentage of their units at affordable (below market) prices or rents) in ways that foster development
- Encouraging alternative forms of housing construction such as modular housing, manufactured housing, and prefabricated housing
- Implementing new/enhanced processes or systems such as case management, e-permitting, land and building modelling.
- Partnering with non-profit housing providers to preserve and increase the stock of affordable housing
- Updating infrastructure planning to align with official community plans, growth targets, and housing needs assessment
- Promoting high-density development without the need for rezoning (as-of-right zoning), e.g., for housing developments up to 10 stories that are in proximity (within 1.5km) of rapid transit stations and reducing car dependency
- Allowing increased housing density (increased number of units and number of storeys) on a single lot including promoting “missing middle” housing forms typically buildings less than 4 stories
- Enable mixed-use redevelopment of city-owned properties, while where appropriate maintaining the current government use, e.g., building housing on top of a library or office space
- Implementing rental only zoning
- Implementing land use changes mandating a minimum number of family units (units with more than two bedrooms) or allowing for office conversions to residential with minimum family unit requirements
- Implementing incentives, costing or fee structures, for example density bonusing, to encourage such things as affordable housing and conversions from non-residential to residential
- Waiving public hearings on all affordable housing projects that conform to the official community plan
- Implementing measures to address or prevent flood plain or climate change risk for example making flood plains park land and/or creating relocation programs to move housing units out of at-risk areas
- Incorporating a climate adaptability plan into Official Community Plan
- Promoting and allowing more housing types that serve vulnerable populations
- Promoting regulated multi-tenanted housing forms (e.g., boarding houses or single room occupancy)
- Create a process for the disposal of city-owned land assets for the development of affordable housing as-of-right (not requiring rezoning)

- Implementing changes to decision making such as delegating development approval authority to municipal staff based on established thresholds or parameters
- Reducing and streamlining urban design and character guidelines, i e , elimination of height restrictions, visual

Municipality
of Lakeshore

Housing Action Plan

DRAFT

August 2023



Contents

Introduction	2
Lakeshore Housing Action Plan – Goals and Objectives.....	3
Regional Housing Plans	4
Population and Density	5
Residential Projections	18
Existing Housing Stock Analysis	23
Infrastructure	33
Mobility	35
Lakeshore Annual Housing Unit Projections – Without HAF	36
Lakeshore Housing Supply Growth Target with HAF.....	39
Lakeshore Housing Plan Initiatives	41
Initiative #1: Streamline licensing, regulation, and permitting processes for (ADUs).....	42
Initiative #2: Promote infill developments in strategic locations	43
Initiative #3: Community Improvement Plan in Belle River/County Road 22 Corridor.....	44
Initiative #4: Municipal Transit	45
Initiative #5: Update Zoning By-law to Reduce Parking Space Requirements	46
Initiative #6: Align Development Charges with Infrastructure/Servicing Costs.....	47
Initiative #7: Review 2016 Affordable Housing Strategy	48
Initiative #8: Update Lakeshore’s Development Manual	49
Initiative #9: New and Enhanced Service Levels for Developers.....	50
Initiative #10: Build Relationships with Housing-related Non-profit Organizations.....	51
Initiative #11: Complete Water and Wastewater Master Plan and Incorporate Density Targets.....	52

Introduction

The Municipality of Lakeshore is in Southwestern Ontario and is one of the seven lower-tier municipalities in the County of Essex. Lakeshore is located 30 minutes from the USA border with Highway 401 access through five interchanges.

Lakeshore's north shore boasts a 250 slip marina, lakefront park and the largest beach on Lake St. Clair. The majority of urban area is concentrated around County Road 22, providing a direct link to Tecumseh (population 25,000) and Windsor (population 200,000+). Lakeshore residents enjoy a relaxed, active lifestyle in a mix of urban, suburban, and rural settings.

Lakeshore has a robust industrial area with a heavy concentration of automotive-related supply plants and tool and mold shops. Commercial property is concentrated along County Rd 22 and in some of the secondary communities.

Regionally, there is significant energy and excitement about the economic and social potential for Windsor-Essex. A generational investment of Canada's first Electric Vehicle Battery Manufacturing Facility by a global joint-venture, NextStar Energy, has created significant spinoff demand for employment lands. The Conference Board of Canada, in 2023 described the Windsor regional economy as "particularly bright" and has pegged the region to "lead the nation in economic growth rate." Large-scale projects such as the NextStar plant, the construction of the Gordie Howe International Bridge, and the upcoming regional "mega-hospital" mean the region is positioned well for continued growth.

The Municipality is keenly aware of the housing crunch, both in available units and price of homes. Constraints to growth exist, however, Council has green-lit projects that prepare the Municipality well for future growth. As the Water and Wastewater Master Plan is completed, Lakeshore Council has the opportunity to once again commit to supporting residential growth.

The Municipality is committed to considering the social, environmental, and economic bottom lines to facilitate responsible and sustainable growth. Lakeshore looks forward to continuing to work with stakeholders to ensure mutual goals can be identified and achieved.

The Lakeshore Housing Action Plan outlines targets for growth through the commitment of five goals and eleven initiatives. The Municipality will regularly review the goals and targets outlined in this document to ensure the needs of current and future residents are met.

Lakeshore Housing Action Plan – Goals and Objectives

The Municipality of Lakeshore recognizes the challenges faced by current and prospective community members related to availability and affordability of housing for all. Furthermore, the Municipality is aware that growth must be conducted in a responsible manner that considers various stakeholder perspectives and the triple bottom line approach to ensure long-term sustainability of our community and our planet. The Municipality commits to the following goals for the Lakeshore Housing Action Plan.

Goal 1: Increase the supply and diversity of housing options to meet the continued demand to live within the Municipality of Lakeshore.

Goal 2: Improve the affordability of housing in both ownership and rental markets.

Goal 3: Streamline municipal processes, policies, and approvals through the development and building process.

Goal 4: Support the development of complete communities consisting of appropriate residential density and a diverse mix of land uses.

Goal 5: Support the development of low-carbon and climate-resilient communities by providing access to a wide variety of amenities and services through public and active transportation.

Growth Target

The following calculations were sourced from the [CMHC Housing Accelerator Fund website](#).

Current Dwellings/Housing Stock	14,385
Total number of housing units projected to receive building permits over 3 years permits without HAF	690
Hosing Supply Growth Target (Total number of housing units projected to received building permit over 3 years with HAF)	1095
Annual Growth Rate	2.54%
Annual Growth Rate Percentage Change	58.7%

Regional Housing Plans

Windsor Essex Housing and Homelessness Master Plan

The City of Windsor and its Human and Health Services Office is the provincially designated Consolidated Municipal Service manager (CMSM) and the federally designated Community Entity (CE) for homelessness and housing support services for all municipalities in the region.

Led by the City of Windsor and the County of Essex, the 2019 [Windsor Essex Housing and Homelessness Master Plan](#) sets out seven (7) goals to ensure Windsor Essex is an inclusive community where everyone has a safe, affordable, accessible, and quality home, and everyone lives where they can actually participate.

Annual updates to the Windsor Essex Housing and Homelessness Master Plan are completed on an annual basis and are located on [dedicated page](#) on the City of Windsor website.

Regional Affordable Housing Strategy and Implementation Plan

In September of 2021, Essex County Council [formally requested](#) the City of Windsor to begin discussions on the development of a Regional Affordable Housing Strategy, including funding responsibilities.

A Request for Proposals (RFP) was posted for a consultant to be retained by the CMSM to prepare a new Regional Affordable Housing Strategy and Implementation for the Windsor-Essex Region. The work is scheduled to commence in 2023 and be completed in 2024.

Expected work to be undertaken in the Regional Affordable Housing Strategy includes:

4

- The current state of social and affordable housing for each municipality in the region;
- The social and affordable housing needs for each municipality (housing needs assessment);
- Best practices and literature review of related materials;
- Upper and lower-tier affordable housing models;
- Incentives and recommendations for incentives to support housing;
- The role of private developers in social and affordable housing needs;
- The role of advocacy to appeal to upper levels of government;
- A recommended plan for each municipality to achieve their social and affordable housing needs.

The work undertaken within this Lakeshore Housing Action Plan and the proposed initiatives identified will be fed into the future work. The required housing needs assessment for the Housing Accelerator Fund application will be undertaken moving forward. The Municipality is committed to supporting the Regional Affordable Housing Strategy.

Population and Density

Source: [2021 Census of Population – Statistics Canada](#)

The official population for the Municipality of Lakeshore is 40,410 residents, up 3799 residents from 2016 to 2021 - a 10.4% growth rate. Lakeshore's population represents 9.56% of the Windsor CMA (Windsor, Lakeshore, Tecumseh, LaSalle, Essex, Leamington, Kingsville, Amherstburg) and 20.94% of the County Population (City of Windsor removed from previous total).

Geographically, Lakeshore is the largest Municipality in the Windsor CMA with a total landmass of 529 square kilometers. This represents 29.3% of the total land area in the Windsor CMA and 31.9% of the total landmass in the County. Lakeshore is almost twice as large from a landmass perspective than the second largest Municipality (Essex).

In 2021, there were 14,386 private dwellings occupied in Lakeshore which represents an increase of 9.1% from previous census.

The Municipality of Lakeshore is the 54th largest community in Ontario and 129th largest in Canada.

This relatively large population and very large landmass creates low population density for the Municipality with only 76.4 residents per square kilometre. This is tied for the lowest density in the County of Essex with the Town of Essex. Comparatively, the City of Windsor has a

population density of 1572.8 residents per square kilometre.

The population of Lakeshore is primarily located in northwestern quadrant of the municipality with the communities of Lakeshore West, Russel Woods, Pike Creek, Puce, Emeryville, and Belle River are located along the County Road 22 Corridor. This 15-kilometre linear strip of development (approximately 21 square kilometers) represents approximately 25,000 residents or 62% of the population of the entire Lakeshore population. Average densities in this area are approximately 1,190 residents per square kilometre. The Belle River core and the County Road 22 corridor area is the densest of the Municipality with 1814 residents per square kilometre. As more mid-high density development comes online, it is expected that the Amy Croft/ Lakeshore West area of the municipality will become the most densely populated.

The County of Essex is currently reviewing the County Official Plan which is expected to identify density targets for residential growth. Assumed greenfield density targets may be between:

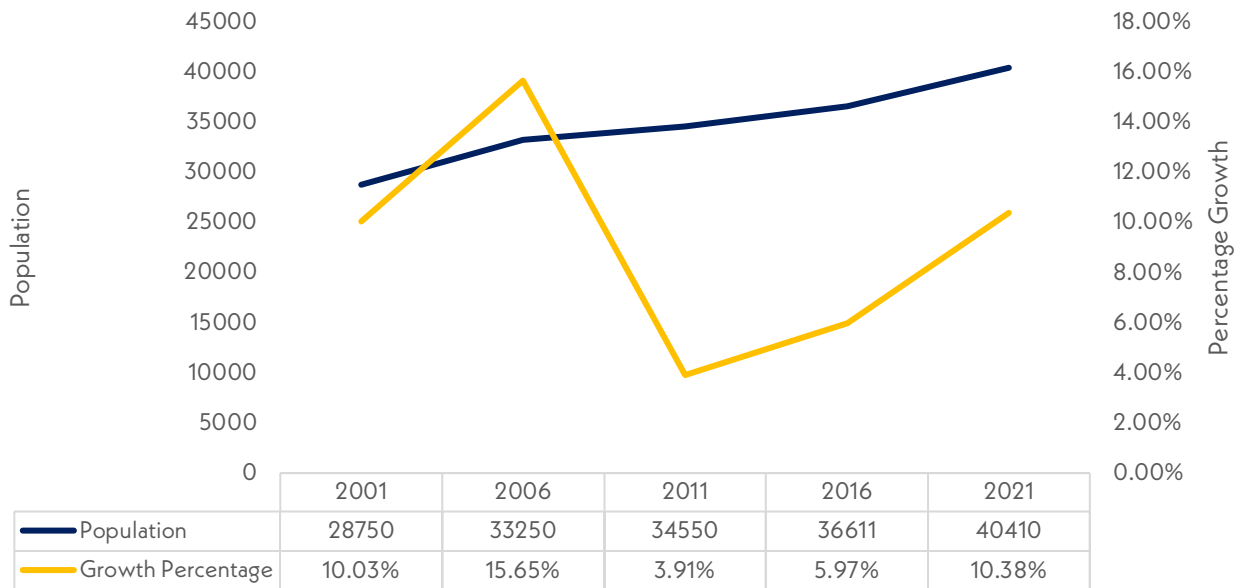
- Low Density: 15 – 20 units per hectare
- Medium Density: 40 – 60 units per hectare
- High Density: 80 – 100 units per hectare

Based on the 2021 Census, the densest dissemination area (DA) in Lakeshore has a population density of 2,870 residents per square kilometre, equating to 28.7 residents per hectare. Assuming 2.7 residents per unit, this equates to 10.6 units per hectare. Therefore, there are no current areas of the Municipality of Lakeshore that reach even the lowest density targets set forward by the County of Essex (prior to 2021). There are only 16 of the 50 DAs that have 5 units per hectare. Furthermore, of the 50 DAs in Lakeshore, 21 have less than 100 residents per acre, or less than 1 person per hectare.

Lakeshore Population

The Municipality of Lakeshore has witnessed strong growth trends over the past five [Canadian Census periods](#).

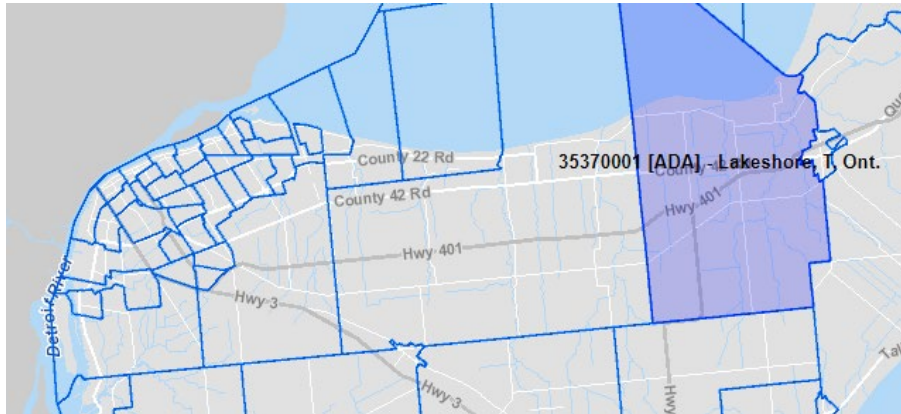
Lakeshore Population Growth



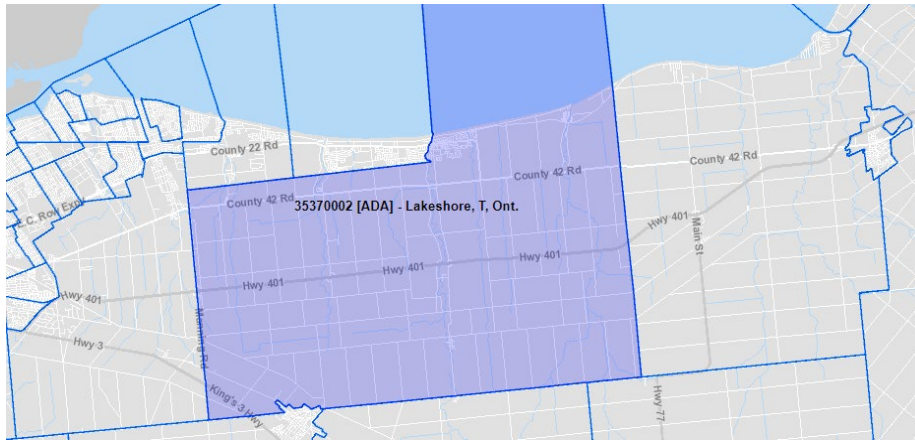
According to the 2021 Census the Windsor CMA is home to 422,630 residents. Lakeshore population of 40,410 represents 9.56% of the Windsor CMA population. Removing the City of Windsor, and only considering the County of Essex, Lakeshore represents 29.34% of the County.

There are four Aggregate Dissemination Areas (ADAs) within the Municipality of Lakeshore. Two of the four are relatively urban and comprise of the primary settlement areas of the Municipality while the other two ADAs are much larger and are more rural.

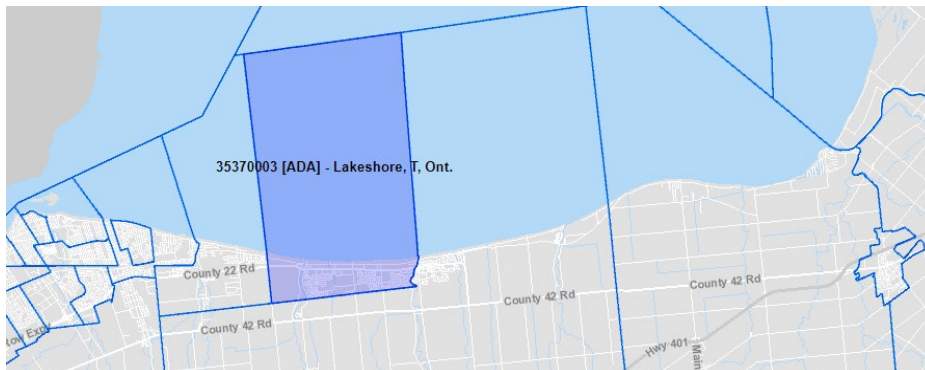
Map of ADA 35370001 (ADA 1)



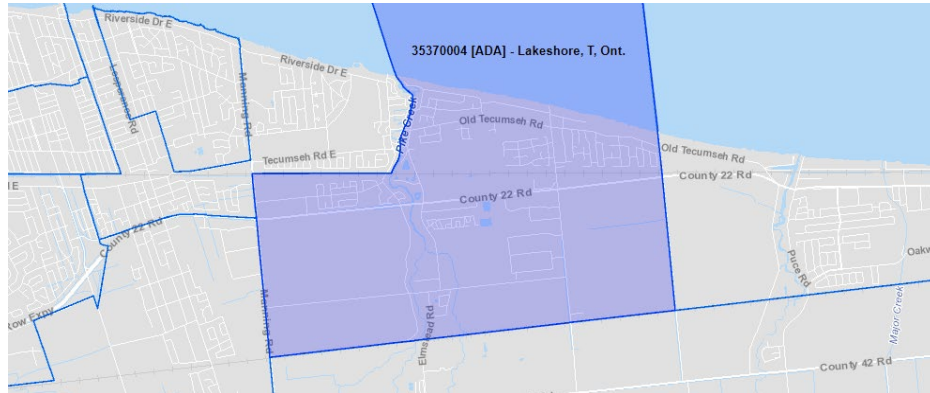
Map of ADA 35370002 (ADA 2)



Map of ADA 35370003 (ADA 3)

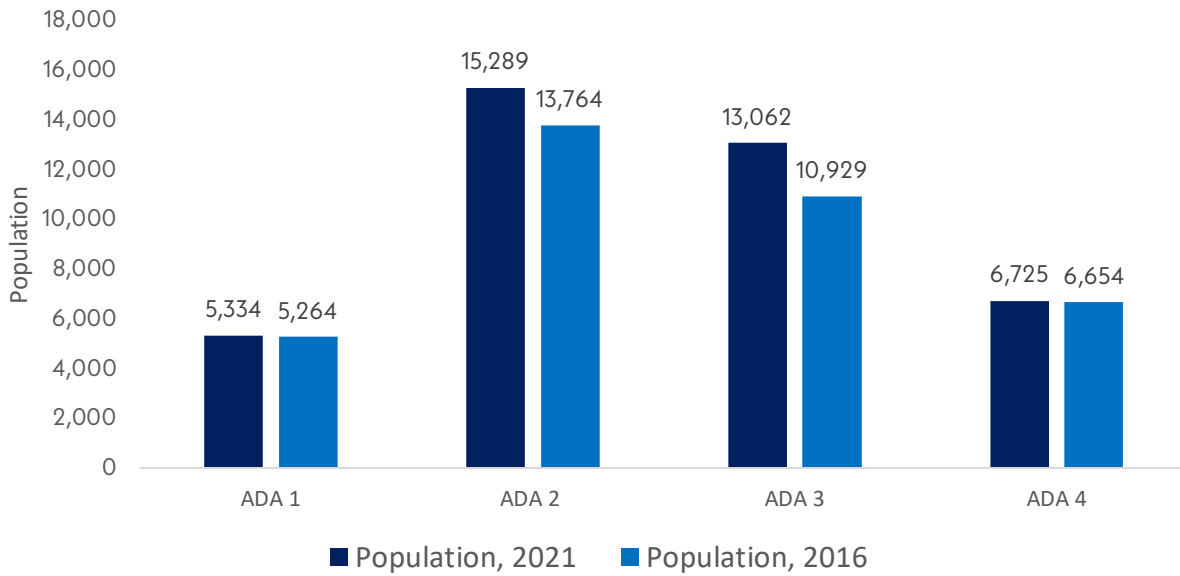


ADA 35370004 (ADA 4)

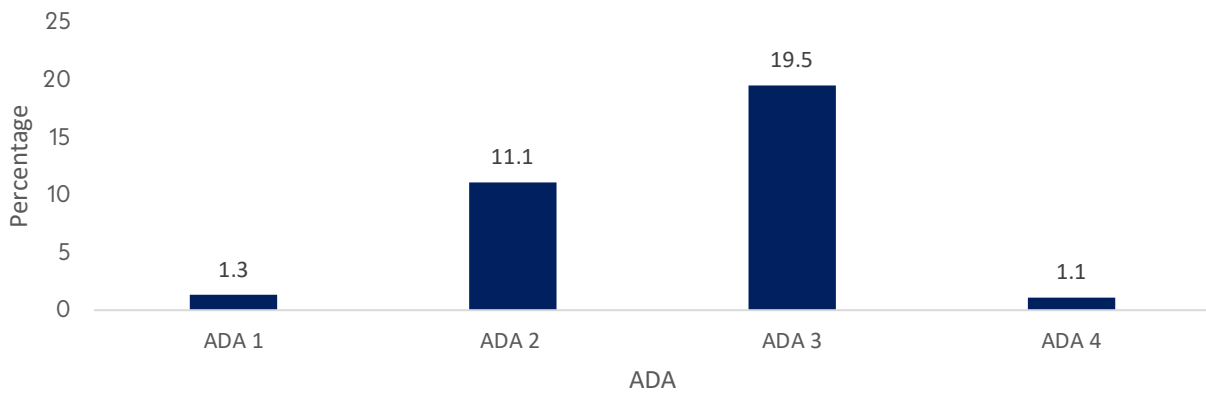


ADA	Communities	Pop. 2021	Pop., 2016	Pop. Growth	Pop % change, 2016 to 2021	Total private dwellings, 2021	Private dwellings occupied by usual residents, 2021	Land area in sq. km., 2021	Pop. density per sq. km., 2021
ADA - 35370001:	Stoney Point, Comber, Lighthouse Cove	5,334	5,264	70	1.3	2,405	2,188	204.63	26.1
ADA 35370002	Deerbrook, Belle River, Woodslee	15,289	13,764	1,525	11.1	5,939	5,760	296.65	51.5
ADA 35370003	Emeryville, Puce	13,062	10,929	2,133	19.5	4,326	4,205	11.98	1,090.00
ADA 35370004	Russell Woods, Amy Croft	6,725	6,654	71	1.1	2,284	2,233	15.73	427.7

Lakeshore Population Growth, by Aggregate Dissemination Area

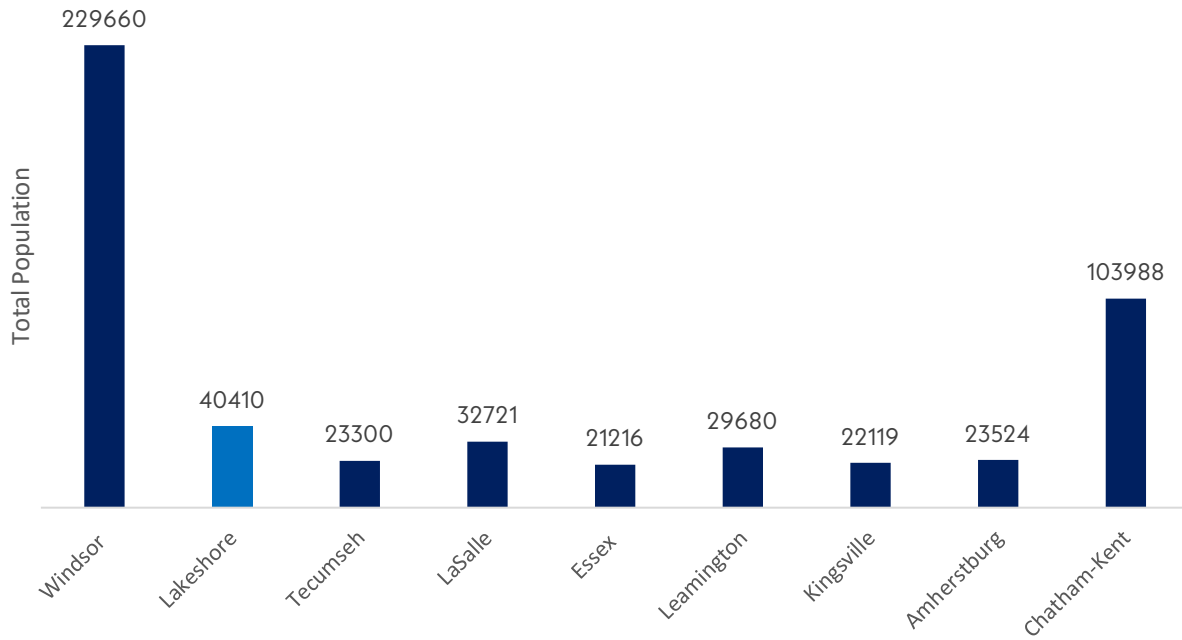


ADA Population Percentage Change, 2016 to 2021

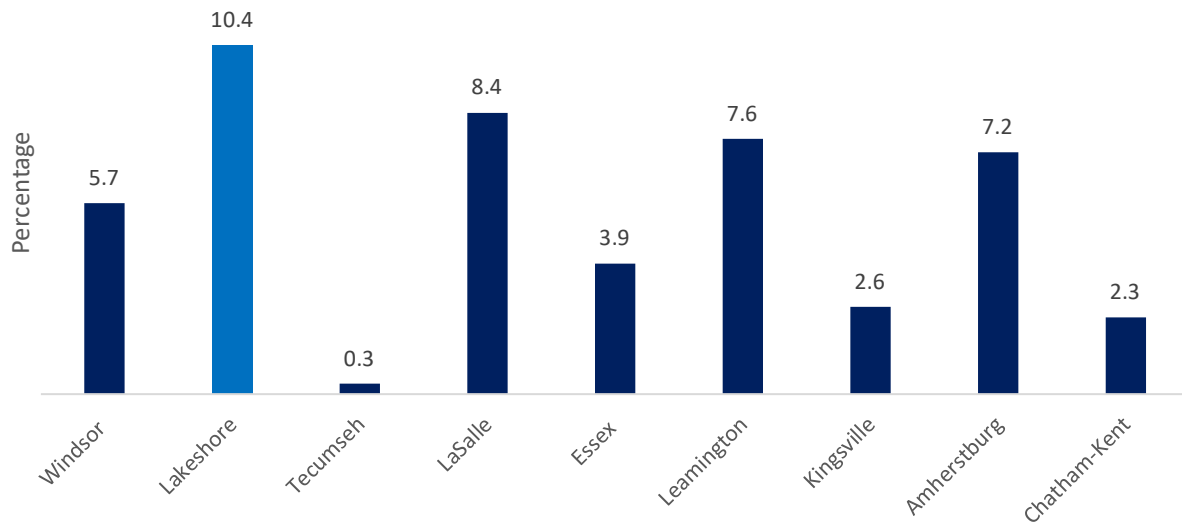


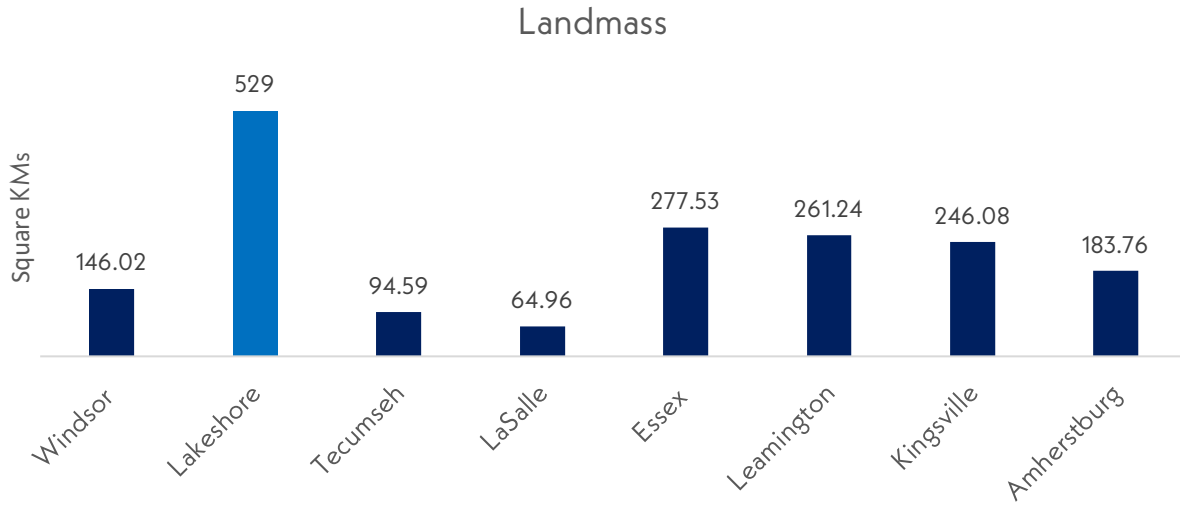
While ADA 1 and ADA 2 are more rural (in general), ADA 2 includes the primary settlement area of Belle River. It is expected that ADA 4 will experience significant growth over the next Census cycle as most proposals for additional density are intended to be located within this dissemination area.

2021 Population - Census

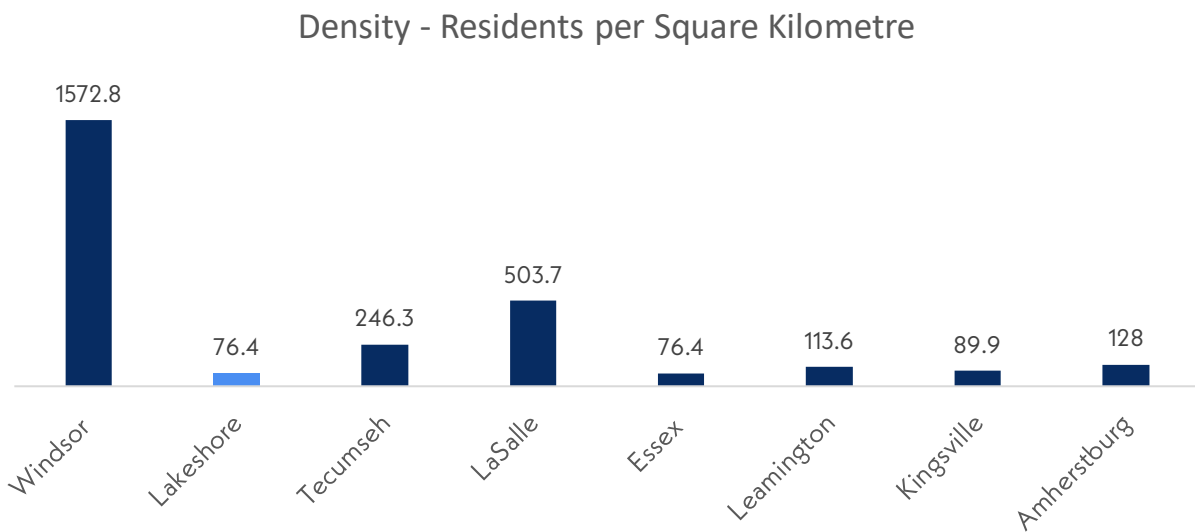


Population Growth 2016 - 2021 - By Percentage





*Chatham-Kent is 2451.9 square kilometers. Inclusion in the chart would skew visuals.

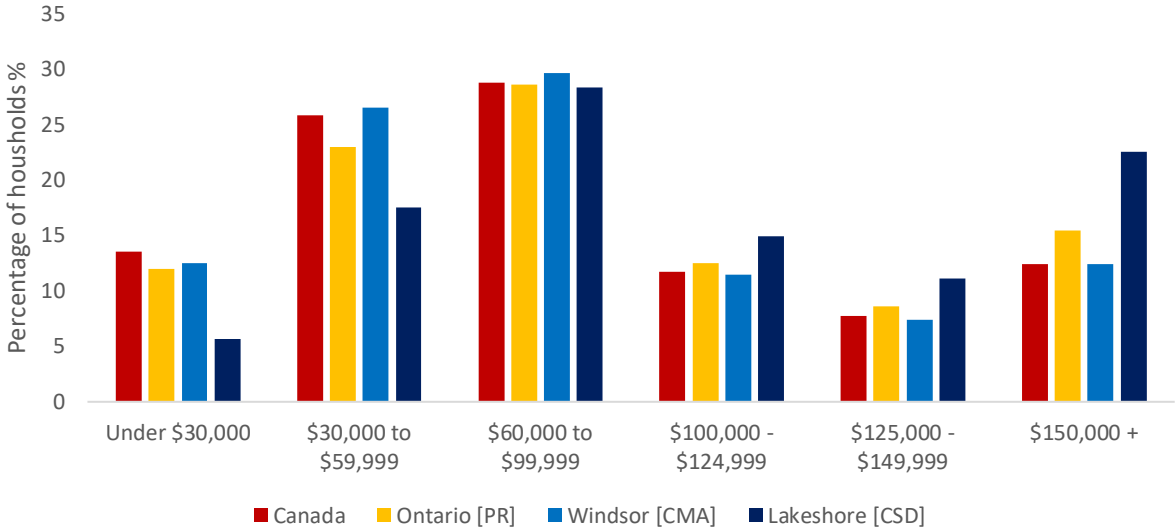


Lakeshore Demographics

Income

As sourced from the 2021 Census, the 2020 median after-tax income in Lakeshore was \$98,000, an increase of 10.1% from \$89,000 in 2015. The average after tax income of the family in Lakeshore was \$125,300 in 2021.

Distribution of Households by After-Tax Income



Gini Coefficient and Low Income

The Gini index or Gini coefficient measures the extent to which the distribution of income or consumption expenditure among individuals or households deviates from a perfectly equal distribution. The range is from zero to one. A score of zero would equal perfectly equal distribution of wealth whereas a score of one would represent one person has all of the access to income. [Unicef](#) has identified that a Gini index of <0.2 corresponds with perfect income equality, 0.2 to 0.3 corresponds with relative equality, 0.3-0.4 corresponds with a relatively reasonable income gap, 0.4 to 0.5 corresponds to high income disparity, and above 0.5 corresponds to sever income disparity.

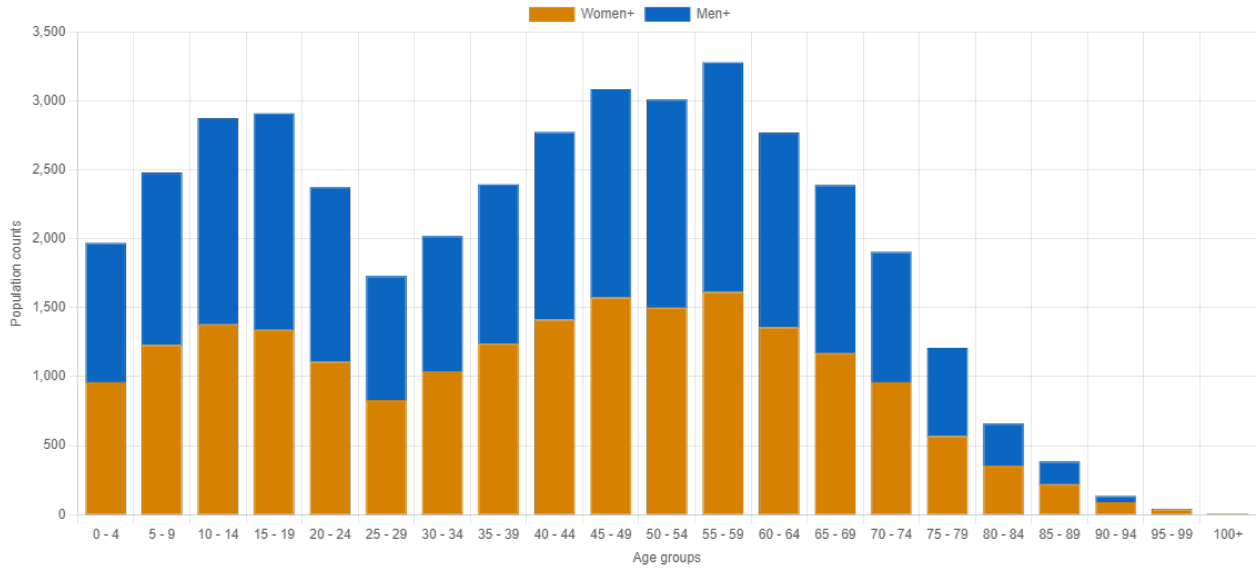
In 2021, the Gini coefficient of Canada was 0.288.

In 2021, the Gini coefficient of Lakeshore was 0.283 or relative equality.

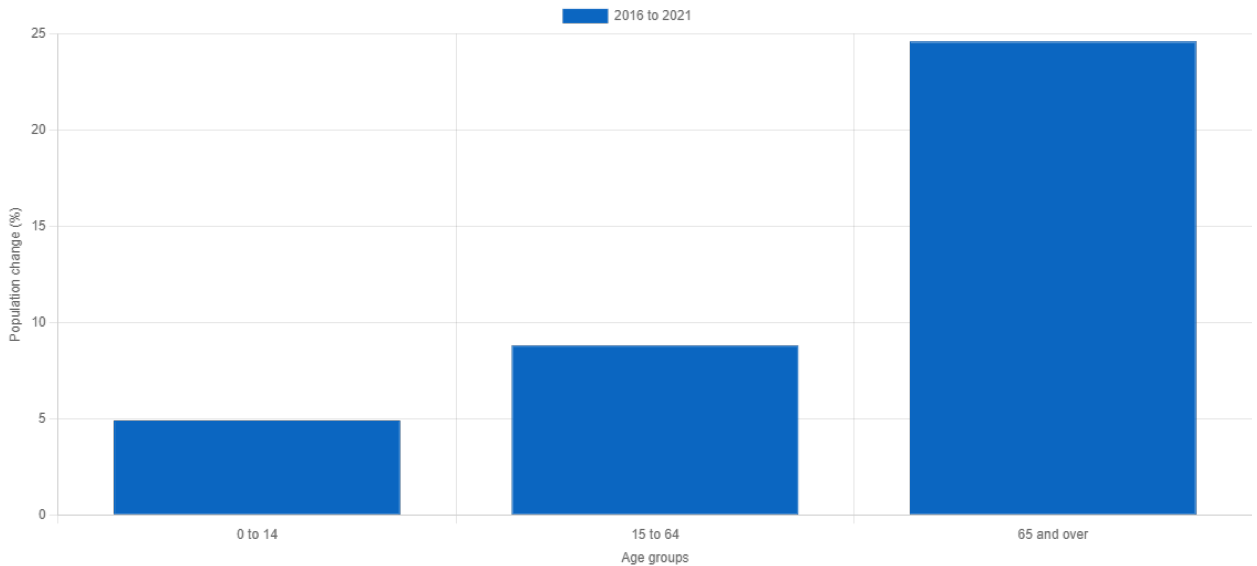
The 2021 Census identifies that 4.7% of Lakeshore’s population is considered low-income which equates to approximately 1800 persons.

Age

Population by five-year age groups and gender, Lakeshore (Town), 2021



Population change by broad age groups, Lakeshore (Town), 2016 to 2021



Language

First Official Language

- English: 94.1%
- French: 4.5%
- Other: 0.4%

Indigenous Population

1,365 residents identified as indigenous with 365 identifying as First Nations (North American Indian) and 925 identifying as Metis. 230 residents of Lakeshore are registered

or Treaty Indian. Registered Indians are persons who are registered under the *Indian Act* of Canada. Treaty Indians are persons who belong to a First Nation or Indian band that signed a treaty with the Crown. Registered or Treaty Indians are sometimes also called Status Indians.

Generation Status

- First Generation: 5,845 (14.5%)
- Second Generation: 7,760 (19%)
- Third Generation or More: 26,620 (66%)

Visible Minority

- Total Visible Minority Population: 4,435 (11%)
 - South Asian: 1,610
 - Chinese: 345
 - Black : 550
 - Filipino: 155
 - Arab: 575
 - Latin American: 250
 - Southeast Asian: 375
 - West Asian: 220
 - Korean: 65
 - Japanese: 35
 - Visible minority, not included elsewhere: 119
 - Multiple visible minorities: 195

Mobility Status

Refers to the status of a person with regard to the place of residence on the reference day, May 11, 2021, in relation to the place of residence on the same date five years earlier at the

provincial level. Persons who have not moved are referred to as non-movers and persons who have moved from one residence to another are referred to as movers. Movers include non-migrants and migrants. Non-migrants are persons who did move but remained in the same city, town, township, village or Indian reserve. Migrants include internal migrants, who moved to a different city, town, township, village or Indian reserve within Canada. External migrants include persons who lived outside Canada at the earlier reference date.

- Non-movers: 26,405
- Movers: 11,875
- Non-migrants: 3,445
- Migrants: 8,425
- Internal migrants: 7,975
- Intraprovincial migrants: 7,625
- Interprovincial migrants: 355
- External migrants: 445

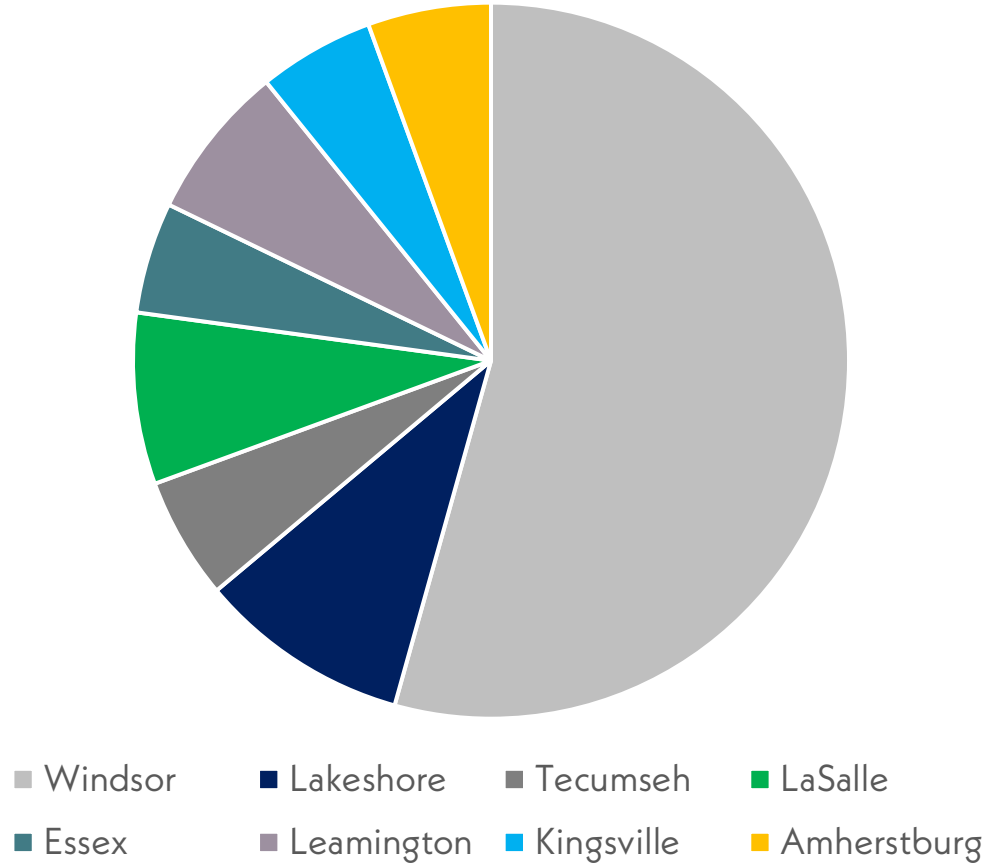
Educational Attainment

Highest certificate, diploma or degree for the population aged 15 years and over in private households (Total of 32,900 residents)

Educational Attainment	Count	Percentage
No certificate, diploma or degree	4,955	15.1%
High (secondary) school diploma or equivalency certificate	9,985	30.3%
Postsecondary certificate, diploma or degree	17,960	54.6%
Postsecondary certificate or diploma below bachelor level	10,420	31.7%
Apprenticeship or trades certificate or diploma	2,310	7%
Non-apprenticeship trades certificate or diploma	785	2.4%
Apprenticeship certificate	1,530	4.7%
College, CEGEP or other non-university certificate or diploma	7,590	23.1%
University certificate or diploma below bachelor level	515	1.6%
Bachelor's degree or higher	7,540	22.9%
Bachelor's degree	5,225	15.9%
University certificate or diploma above bachelor level	595	1.8%
Degree in medicine, dentistry, veterinary medicine or optometry	265	0.8%
Master's degree	1,260	3.8%
Earned doctorate	195	0.6%

Residential Projections

Windsor CMA Population by Municipality



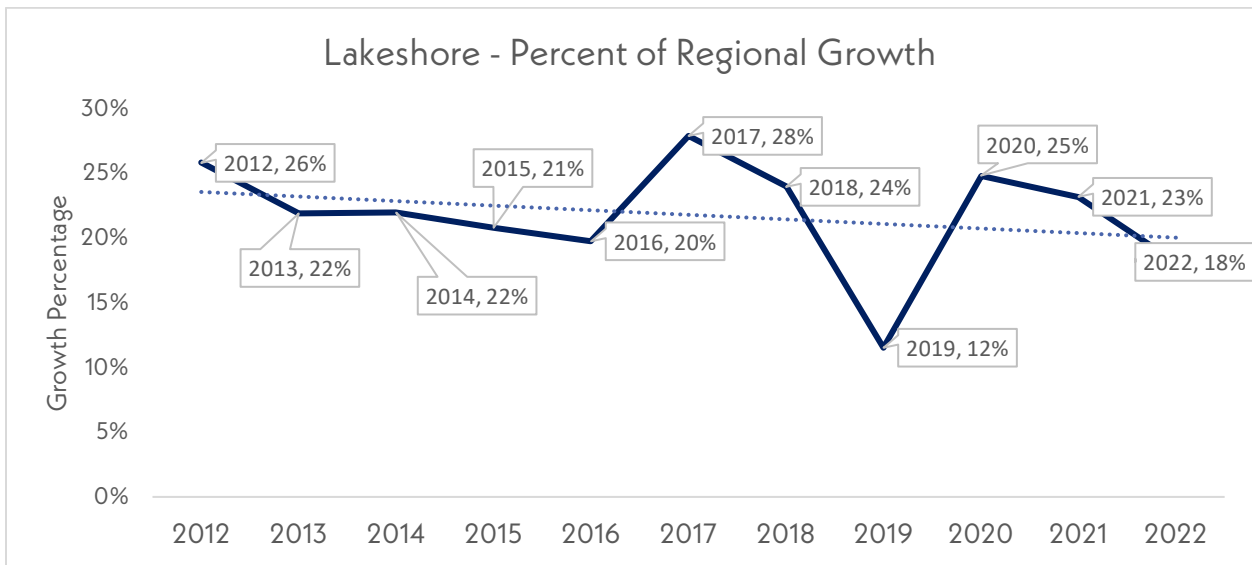
County of Essex Growth Projections

Source: [County of Essex Growth Analysis Report](#)

The County of Essex is currently updating the County Official Plan. As part of this OP update, population and employment projections have been developed with low, medium, and high scenarios. Multiple different inputs were considered in the development of these growth scenarios including Ministry of Labour projections, historical growth rates, employment projections, and migration trends. In October of 2021 Watson and Associates Economists Ltd. Identified Lakeshore’s population growth by 2051 as:

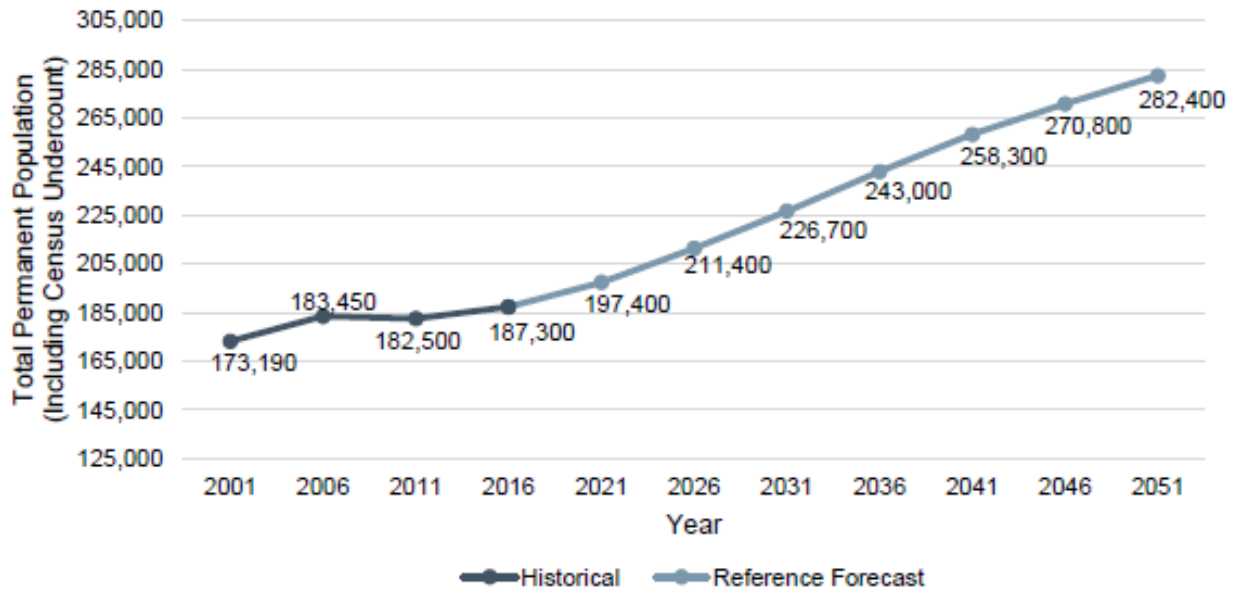
- Low: 55,000
- Medium: 60,300
- High: 64,200

Municipality	Low Scenario	Medium Scenario	High Scenario
Amherstburg	32,800	36,100	38,500
Essex	26,200	28,300	29,900
Kingsville	30,100	33,100	35,200
Lakeshore	55,000	60,300	64,200
LaSalle	45,800	50,500	53,900
Leamington	42,900	47,500	50,900
Tecumseh	35,300	39,300	42,300
County of Essex	268,100	295,000	315,000



Essex County Reference Permanent Population Growth Scenario, 2016 – 2051

Watson and Associates have identified the table below as the “most likely” growth scenario for the County of Essex. Note that this **projection of 282,400 falls between the low and medium scenarios** presented in the County’s Official Plan update.



Note: Population includes the net Census undercount.

Source: Historical from Statistics Canada Census, 2001 to 2016, and forecast by Watson & Associates Economists Ltd.

Table of Low, Medium, and High Growth Scenarios of Local Municipalities

	Low Growth				Medium Growth			High Growth		
	2021 Census	Projected	#	%	Projected	#	%	Projected	#	%
Amherstburg	23524	32800	9276	39%	36100	12576	53%	38500	14976	64%
Essex	21246	26200	4954	23%	28300	7054	33%	29900	8654	41%
Kingsville	22119	30100	7981	36%	33100	10981	50%	35200	13081	59%
Lakeshore	40410	55000	14590	36%	60300	19890	49%	64200	23790	59%
LaSalle	32721	45800	13079	40%	50500	17779	54%	53900	21179	65%
Leamington	29680	42900	13220	45%	47500	17820	60%	50900	21220	71%
Tecumseh	23330	35300	11970	51%	39300	15970	68%	42300	18970	81%
County of Essex	193030	268100	75070	39%	295000	101970	53%	315000	121970	63%

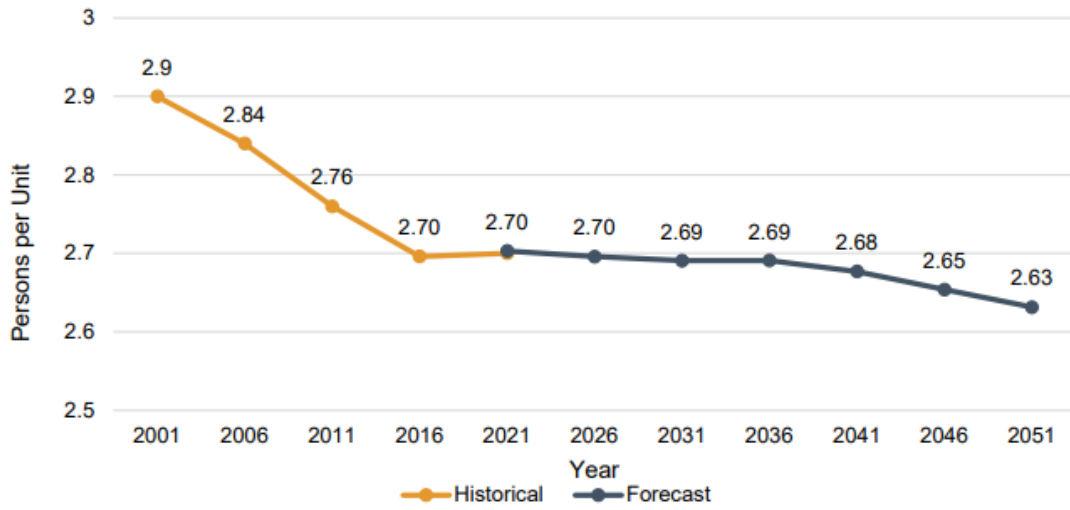
Person Per Unit

For the purposes of this report, we will use the forecast population per unit by 2026 of 2.7 persons per unit (P.P.U.) as identified by the County of Essex Growth Scenarios Report.

This number is consistent with Lakeshore’s current number of persons per unit as per the 2021 Census:

- Lakeshore Population: 40,410
- Total Private Dwellings: 14,385
 - a. Owner: 13,165 Units
 - b. Renter: 1,215 Units
- Persons Per Unit (2021 Census): 2.702 P.P.U.

Figure 5-9
 Essex County
 Forecast Population Per Unit (Medium Scenario), 2021 to 2051



Note: Population used to calculate persons per unit does not include the net Census undercount.
 Source: 2001 to 2021 derived from Statistics Canada Census, forecast by Watson & Associates Economists Ltd. 2022.

Existing Housing Stock Analysis

Historical Housing Starts

Historical Data:

Source: [CMHC](#)

Table of Lakeshore Housing Starts by Year by Type

Year	Single	Semi	Row	Apartment	All
2012	167	0	18	0	185
2013	147	0	8	0	155
2014	175	2	0	0	177
2015	210	0	0	0	210
2016	246	4	0	0	250
2017	295	20	16	0	331
2018	225	0	3	0	228
2019	129	2	24	0	155
2020	158	4	104	120	386
2021	212	22	104	0	338
2022	245	14	16	0	275
Average	200.8	6.2	26.6	10.9	244.5

Lakeshore - Housing Starts by Year by Type

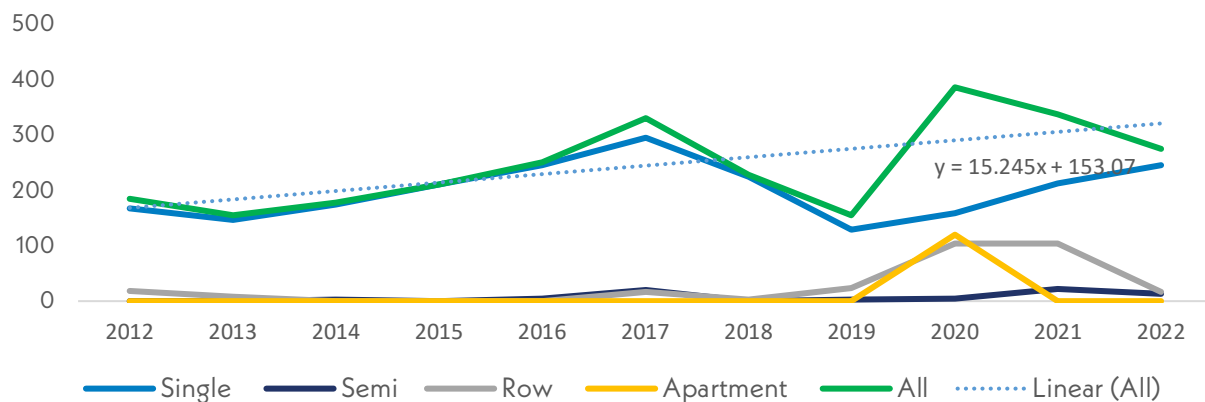
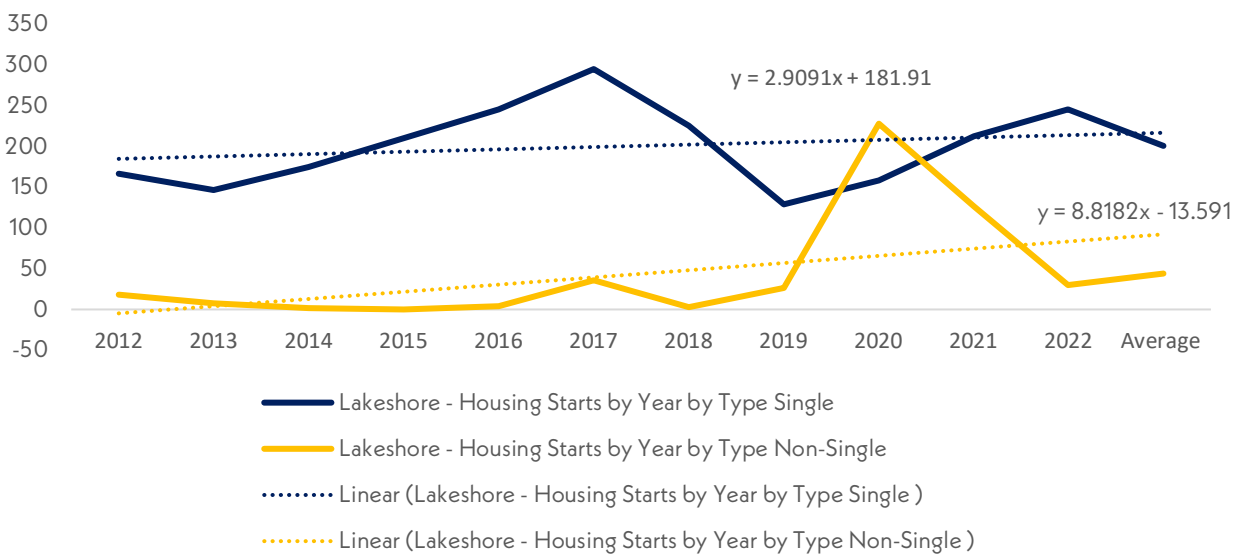


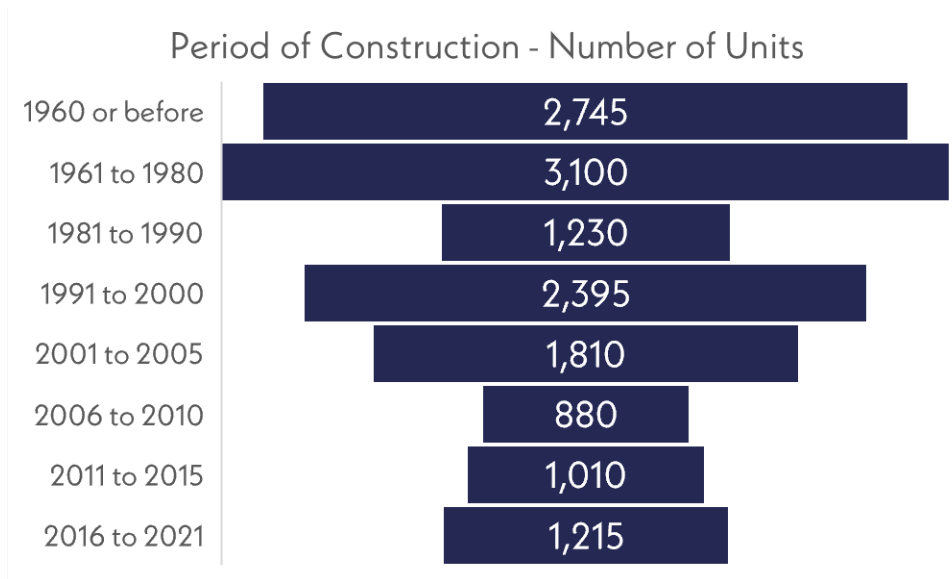
Table of Lakeshore Housing Starts: Single vs. Non-single

Year	Single	Non-Single
2012	167	18
2013	147	8
2014	175	2
2015	210	0
2016	246	4
2017	295	36
2018	225	3
2019	129	26
2020	158	228
2021	212	126
2022	245	30
Average	200.8	43.72727

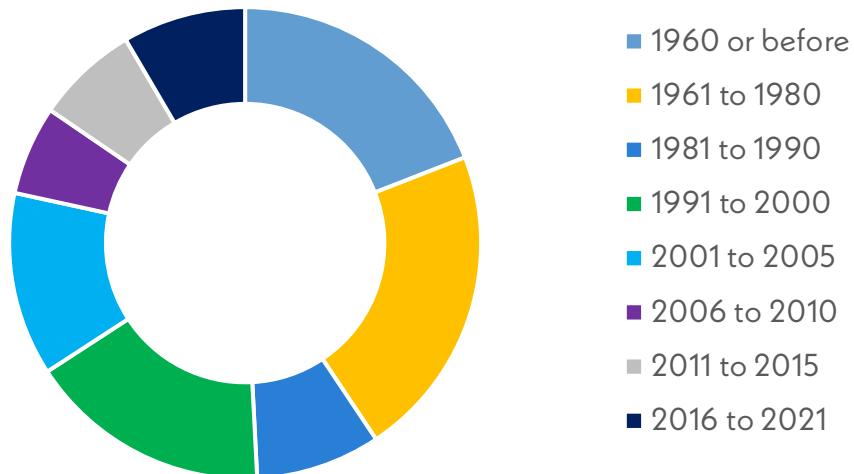
Lakeshore Housing Starts -
Single Detached vs. Non



Construction Period



Period of Construction - Lakeshore Housing



Housing Needs

- 88.7% of owners and tenants are spending less than 30% of income on shelter costs.
- 11.29% of owners and are spending more than 30% of income on shelter costs.
- 440 residents are in core need of housing.

Growth

The Municipality of Lakeshore has experienced significant growth over the past decade. The table above identifies that from 2012 – 2022 (11 years), the average number of new residential units added in Lakeshore is 244.5. From 2018 – 2022 (5 Years), the average number of new residential units is 276.4.

Trends 2012 – 2022:

- Total units: 15.25 units year over year (YOY)
- Single Family: 3.78 units YOY.
- Non-Single Family: 11.46 units YOY

While there is clear growth witnessed over the past 11 years, there has been limited growth in single-family unit growth. Semi-detached, and Row houses have become more popular over the past 5 years. While the 2020 year can be seen as an outlier of apartment units (120 units), it is expected that additional requests for density will be witnessed in the coming years.

Lakeshore expects to see flat or negative growth in single-family home developments and increased towns, rows, and apartments in the coming decade.

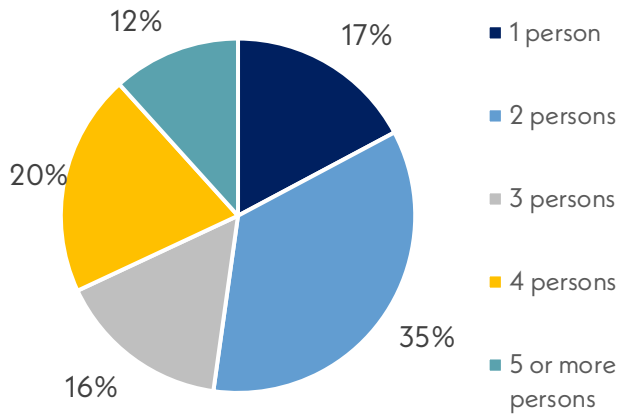
The Municipality of Lakeshore, according to the 2021 Canadian Census has 14,954 homes with 14,385 private occupied dwellings.

Household and Dwelling Characteristics	Municipality of Lakeshore		City of Windsor	
	Total	Percentage	Total	Percentage
Total - Occupied private dwellings by structural type of dwelling - 100% data	14,385	100%	94,275	100%
Single-detached house	13,230	92%	56,625	60.1%
Semi-detached house	220	1.5%	4,370	4.6%
Row house	370	2.6%	6,205	6.6%
Apartment or flat in a duplex	55	0.4%	3,960	4.2%
Apartment in a building that has fewer than five storeys	235	1.6%	10,750	11.4%
Apartment in a building that has five or more storeys	0	0%	12,250	13.0%
Other single-attached house	15	0.1%	105	0.1%
Moveable Dwelling	255	1.8%	10	0%

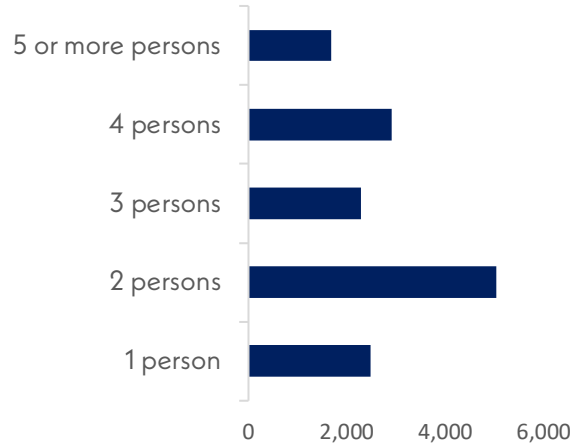
The data above clearly identifies a historical trend in housing types that have been built within the Municipality. Below, additional data will support the clear preference for single-detached homes. Additionally, the City of Windsor data was included to highlight the differential from a urban mid-sized Ontario city, to that of a large predominately suburban/rural community.

As Lakeshore continues to “urbanize”, especially in Lakeshore West, there will be continued pressure to add different housing options that suit the needs of current and future residents.

Person Count Per Dwelling Percentage

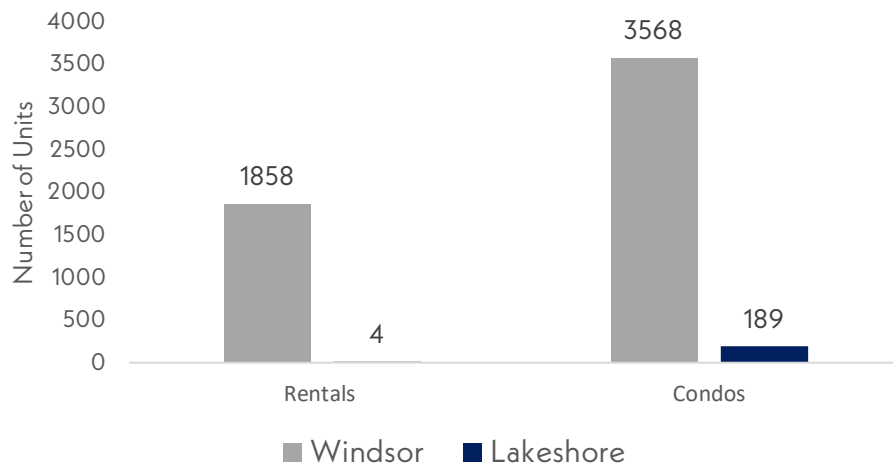


Person Count Per Dwelling Total

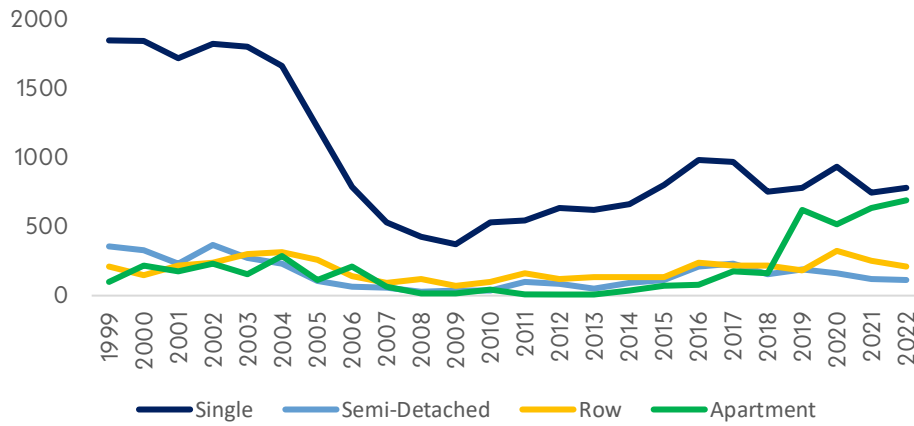


Further, when comparing the Municipality of Lakeshore to the City of Windsor, it is evident that the traditional housing market differs significantly. Whereas the City of Windsor totaled 1858 built intended rentals from 1999 to 2022, Lakeshore has had a total of 4. Further, the difference in condo developments between Windsor and Lakeshore is striking.

Intended Markets: 1999 - 2022



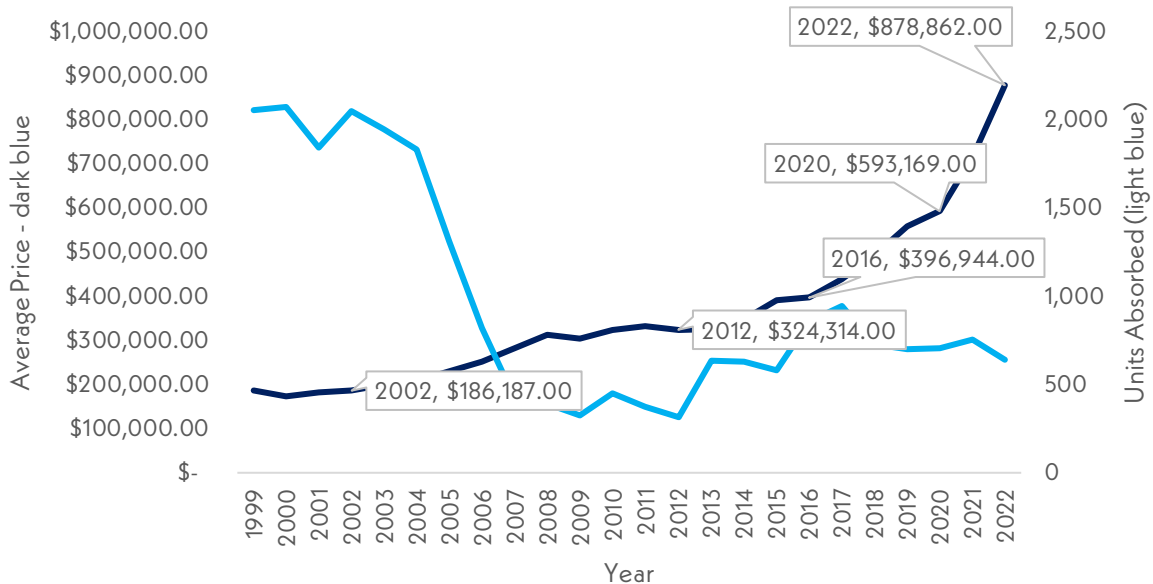
Windsor CMA — Historical Starts by Dwelling Type



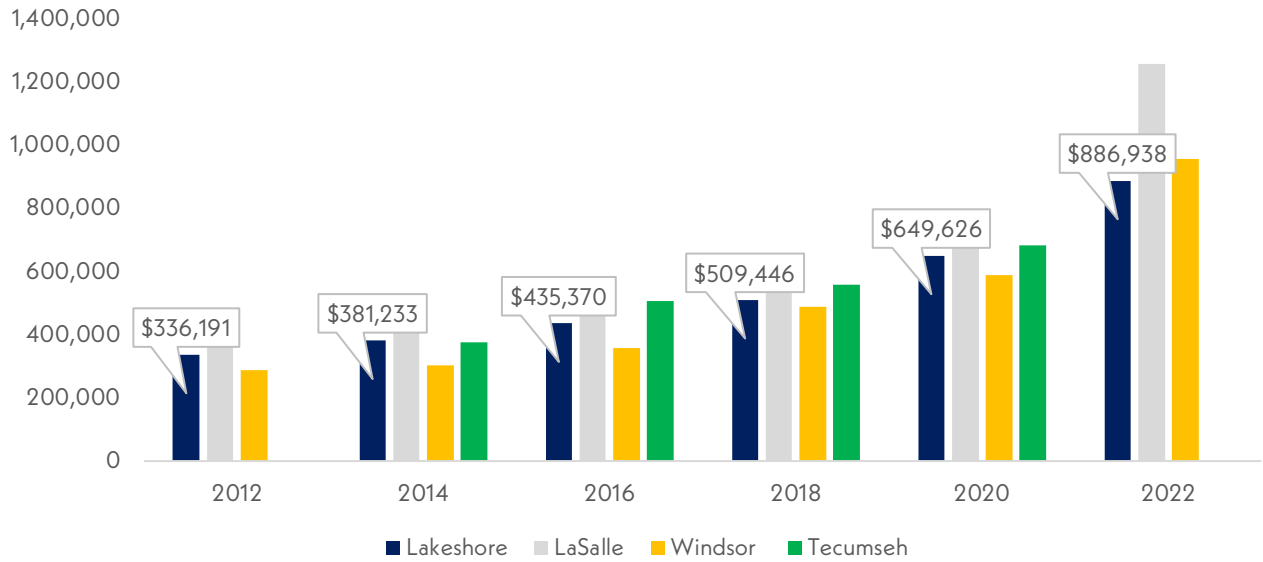
Price Trends: Sales Market

The Windsor Essex region has recognized significant cost increases over the past two decades. From 2014 to 2021 there has been more than a double digit increase of price per average home in six of the eight years. From 2012 to 2022 the average price for the average single or semi-detached home has risen from \$324,314 in 2012 to \$878,862, an increase of 171% or \$554,548. These price increases are witnessed across the board, regardless of pricing percentile.

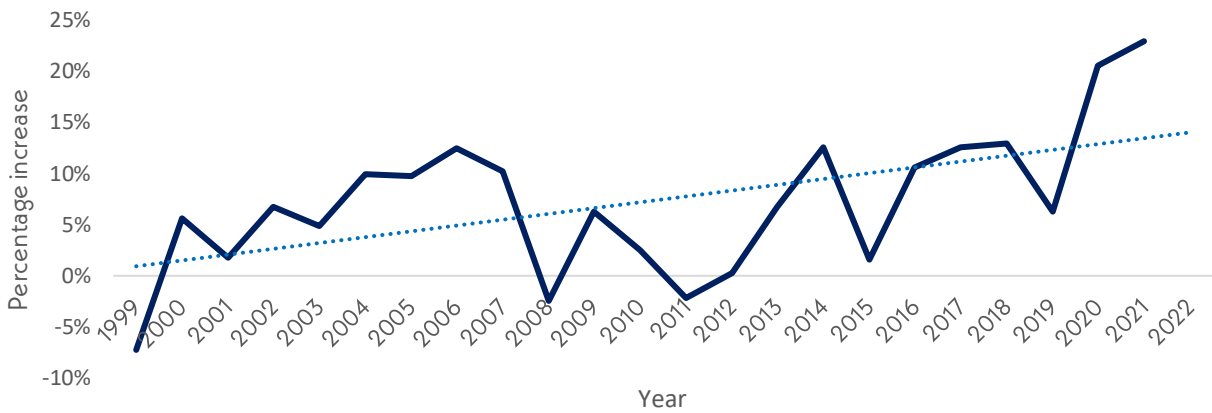
Windsor CMA- Historical Average Price vs Units Absorbed



Average Annual Price by Municipality

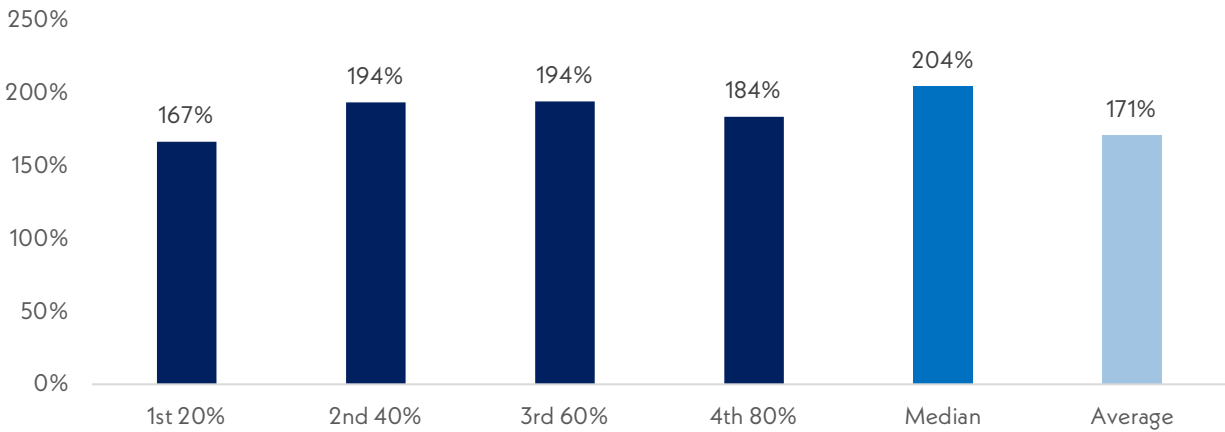


Windsor CMA - Percentage Increase YOY (single-semi)



The table above identifies year over year price increase in the Windsor CMA for single/semi-detached homes. Of note, since 1999, only three years have witnessed a negative price increase while ten of the years have witnessed double digit price increases.

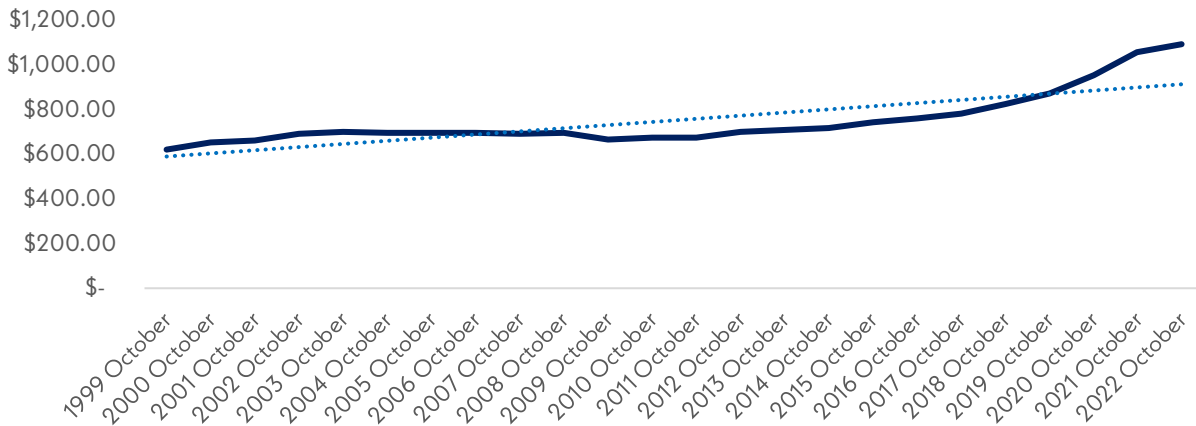
2012 - 2022 Total Percentage Increase (Single/semi-detached - Windsor CMA)



The Table above identifies the spike in total sales price by Average, Median and Price Percentiles. The Median home in the Windsor CMA has risen from \$282,500 in 2012 to \$860,000 in 2022, an increase of 204%.

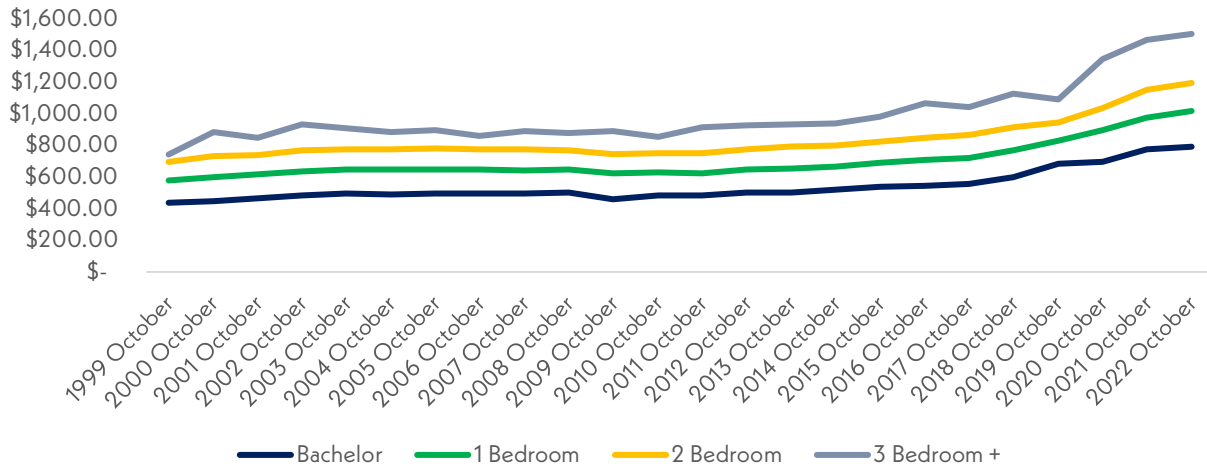
Price Trends: Rental Market

Windsor CMA Average Rental Rates - (Bachelor, 1, 2, 3 - bedroom apts)



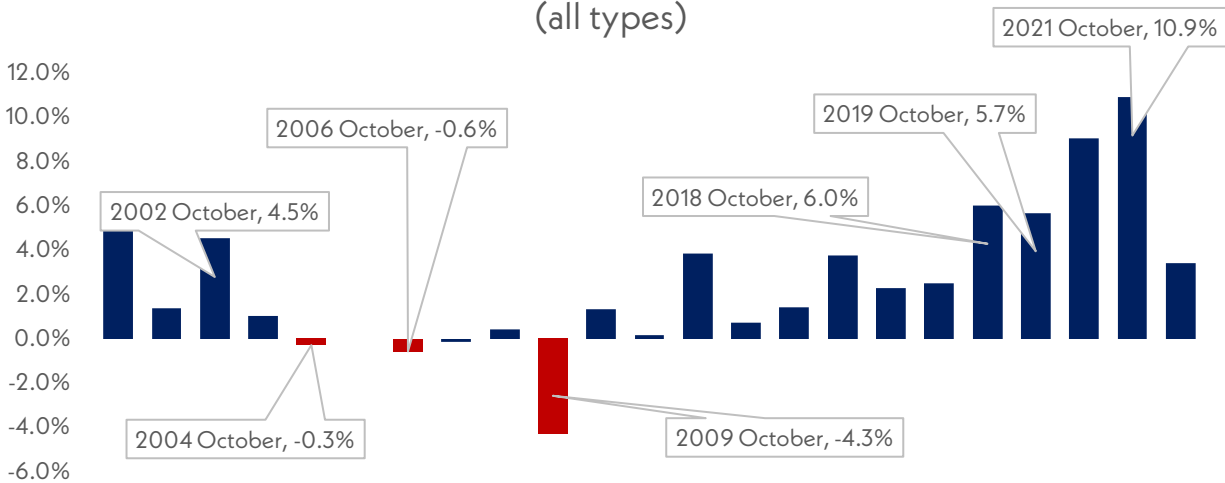
The trendline indicates that there has been a greater than expected increase in rental prices since 2019.

Windsor CMA - Historical Average Rent by Unit Type



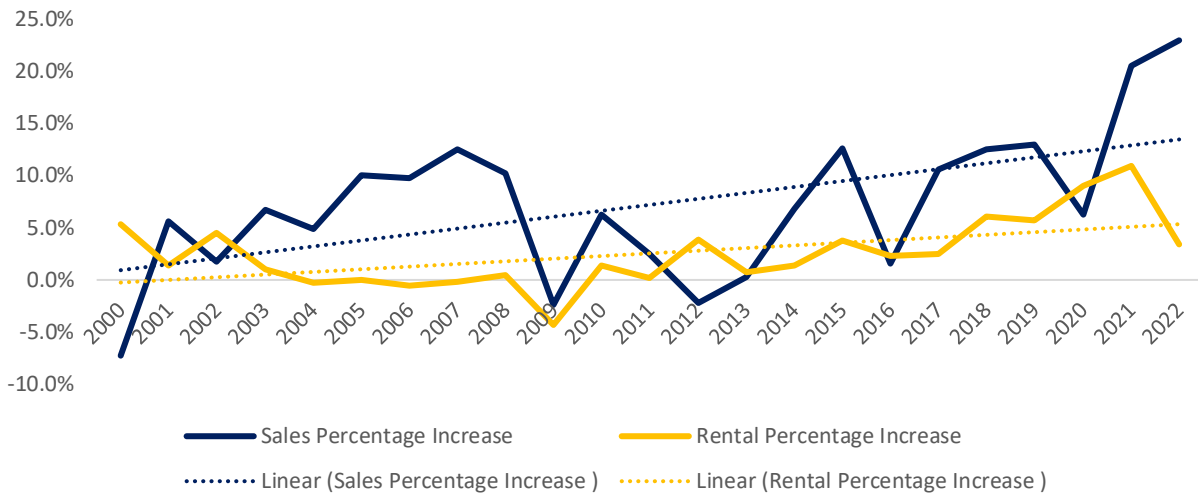
The two tables above indicate the average rental price for rent from 1999 until 2022. The table identifying the average rent by unit type shows evidence of a relatively large jump in 3-bedroom units as compared to other unit types.

Windsor CMA Average Rental Rate YOY (all types)



Generally, the average cost of rent in the Windsor CMA from 1999 to 2017 was relatively stagnant with a total average increase of only 25.6% (1999 = \$621; 2017=\$780). This stable and healthy rental price increase has shifted to a non-manageable average rent price increase of 32% since 2018.

Windsor CMA Sales vs. Rental Rate Change YOY



While the rental market rates have increased significantly over the past 5 years, regularly, the percentage increase of sales price has drastically outpaced the increase in price of rental rates. It will be interesting to see how interest rates influence rental rate vs. sales price rate over the coming year.

Infrastructure

The Municipality of Lakeshore has made significant investments in the Municipal servicing within the primary settlement area. In November, 2021 Lakeshore broke ground on a [significant expansion to the Denis St. Pierre Water Pollution Control Plant \(the DSP Plant\)](#). This \$55 million expansion will add an additional 70% of treatment capacity to the primary treatment facility within the Municipality. The treatment plant is expected to come on-line in Q3-Q4 2023. Currently, the ability to treat additional flows into the facility is at capacity.

Due to the significant growth rate experienced in the Municipality over the past decade, infrastructure constraints exist across much of the municipality. These constraints are limiting the amount of industrial, commercial, and residential development. In two of the secondary settlement areas (Comber and Stoney Point), the treatment systems (lagoons) are at capacity and cannot accept any additional sanitary flows. The area serviced by the DSP Plant is also constrained due to conveyance capacity. In this service area, the Municipality cannot allow for additional development unless a pre-allocated sanitary treatment and conveyance capacity agreement is in place. While the Municipality has witnessed significant residential growth, it is expected that these growth figures will be tightened over the coming years without significant upgrades to infrastructure.

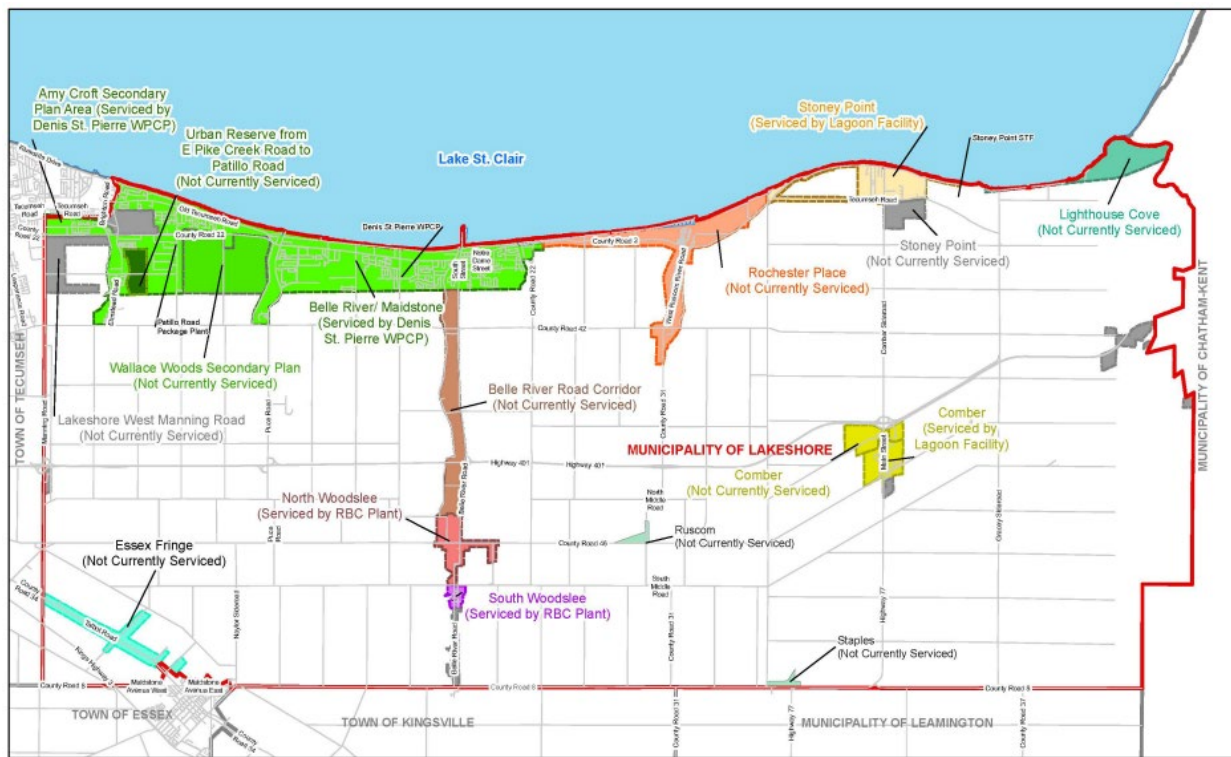
Water and Wastewater Master Plan Update

The Municipality of Lakeshore is conducting an update to its [Water and Wastewater Master Plan \(WWMP\)](#). Lakeshore’s significant growth and increased demand for higher-density development has triggered the need to re-evaluate and address growth and identify future needs related to water and wastewater services.

The update to the Water and Wastewater Master Plan will ensure proper planning and project guidelines towards the implementation of water and wastewater infrastructure improvements over the next 20 years. This WWMP Update will expand and revise the servicing plan that was adopted in 2018.

Significant progress has been made to advance the project. It is expected that a series of servicing options will be presented for public feedback in the Fall of 2023, with a final presentation to Council in 2024. The WWMP will recommend a phased approach to the implementation of any new or upgraded infrastructure. Until such time that the recommended servicing is in place and operational, Lakeshore’s residential growth will be constrained.

Image: Wastewater Serviced/Unserviced Areas by Community.



Mobility

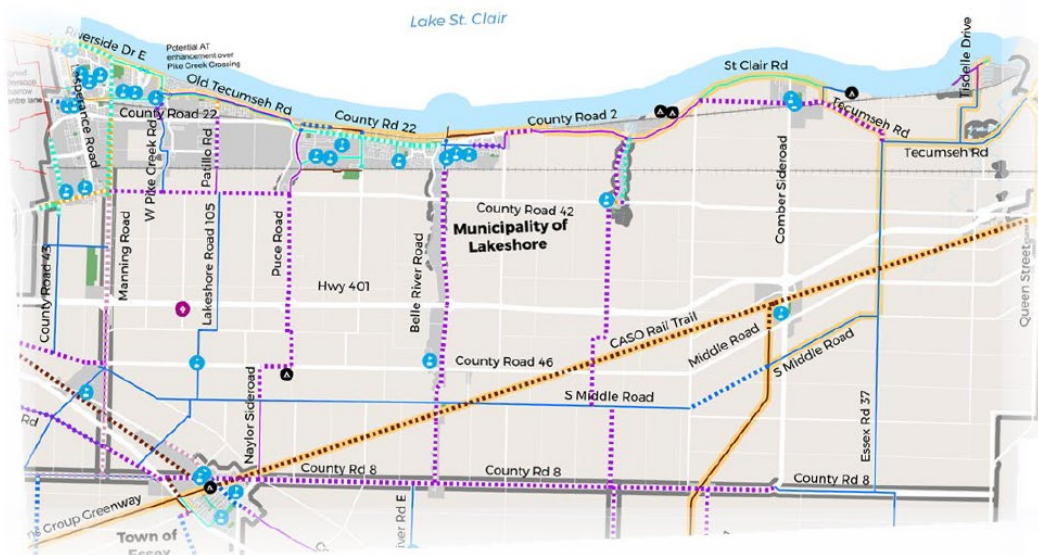
Transit

In the Fall of 2021, the Municipality of Lakeshore endorsed the Mobility Options Study. This study identified multiple route options to service the primary settlement area of the Municipality. The report identified a proposed a service start date for 2024 after a comprehensive business case could be established. Included in the initiatives section of this report, transit servicing is recommended to help support additional densities within the County Road 22 corridor and into Belle River.

Active Transportation

The [County Wide Active Transportation System \(CWATS\)](#), launched in 2012, is designed to connect communities through active transportation. The County of Essex [partnered](#) with Lakeshore and the other six local municipalities, the [Essex Region Conservation Authority \(ERCA\)](#), the [Windsor-Essex County Health Unit \(WECHU\)](#), our neighbouring municipalities and the [Ministry of Transportation Ontario \(MTO\)](#) to build a cycling and pedestrian network. The proposed network originally proposed 793 km of active transportation; however, it has grown to over 1000km of proposed network throughout the County of Essex. As of 2022, 582.5km of the network had been built with 125 km located within Lakeshore. A proposed 132km is still to be built. Lakeshore Council continues to commit resources towards the development of context sensitive active transportation routes throughout the Municipality.

Image: CWATS Network – Lakeshore



Lakeshore Annual Housing Unit Projections – Without HAF

For the purposes of the Lakeshore Housing Action Plan, multiple reports and projections have been considered to create the final base-case unit per year projection. Note that the projections do not consider constraints related to infrastructure.

County of Essex Growth Analysis Report

Projected 246 units per year with range from 180 units per year to 294 units per year based on scenario.

The COE Growth Analysis Report identifies a low medium and high projection for a 30 year planning horizon. The Table below identifies **a range of growth from 180 units per year to 294 units per year with a medium proposal of 246 units per year.** For the purposes of this projection, the medium growth scenario units of 246 will be used.

Lakeshore (2021 - 2051)	Low Growth Scenario	Medium Growth Scenario	High Growth Scenario
Population (30 Year Growth)	14590	19890	23790
Population Growth Per Year	486	663	793
Housing Units (30 Years)	5404	7367	8811
Unit Growth Per Year	180	246	294
Unit Growth: 3-Year Total	540	737	881

County of Essex Growth Analysis Report – Reference Forecast

Projected growth of 215 units per year.

The COE Growth Analysis Report identifies a reference forecast of 282,400 residents added to the County of Essex (COE) by 2051. In 2021, Lakeshore represented 20.9% of the population of the COE. By 2051, this percentage is expected to drop with Lakeshore representing 19.4% of the population of the COE in the low scenario, and 19.5% in both the medium and high scenario.

With the reference forecast projected closest to the medium scenario, Lakeshore representing 19.5% of the 282,400 residents will be used for projected growth. Similarly, 2.7 P.P.U. will be used.

Lakeshore (2021 - 2051)	Reference Forecast
Population (30 Year Growth)	17427
Population Growth Per Year	581
Housing Units	6455
Unit Growth Per Year	215
Assumed 3-Year Growth	645.45

Historical Housing Starts – CMHC (2012-2022 average)

Projected average of 244.5 units per year.

As identified in *Table: Lakeshore Housing Starts by Year by Type*, the average number of units added on a year over year basis from 2012 to 2022 is 244.5 Units.

Stage of Development Approvals- Lakeshore Planning Department (Jan. 2022)

Projected average of 214 units per year.

The following table from the COE Growth Analysis Report identifies the following unit growth at the various stages of the development process. These statistics were provided by the Lakeshore Community Planning Division in January of 2022.

Assuming the 100% Final Approval units (456 unit) and 50% of the Draft Approved units (187 units) will reach build permit stage within the 2024 – 2026 window without the HAF incentives, the Municipality is looking at an additional 643 units over the three-year time horizon of the HAF. While 50% of the draft approved units have been used for this calculation, this does not eliminate these units as part of the consideration set for the HAF incentivized units as the initiatives undertaken may help advance the construction of these units. On an annual basis, this equates to 214 units.

Known Potential Development – January 2022

Stage of Development	Low Density	Medium Density	High Density	Total	Share by Development Approval Status
Total	603	780	391	1774	100%
Pre-Con	259	297	275	831	47%
Final Approval (unbuilt)	171	285	0	456	26%
Draft Approved	173	85	116	374	21%
Application Received	0	113	0	113	6%

Lakeshore Housing Supply Growth Target – Summary Table and Final Projection

Source	Projected Annual Number of Units	Projected Total Units 2024 – 2026
County of Essex Growth Analysis Report – Medium	246	738
County of Essex Growth Analysis Report – Reference Case	215	645
CMHC – Historical Housing Starts	244.5	733.5
Lakeshore Planning – Development Stage	214	642
Proposed Housing Supply Growth Target without Housing Accelerator Funding (average of sources)	230	690

Lakeshore’s Projected Housing Supply Growth Target without Housing Affordability Fund Incentives is **230 units per year or 690 units over the three-year funding period.**

Lakeshore Housing Supply Growth Target with HAF

Potential Development Pool

To calculate the Lakeshore Housing Supply Growth Target with Housing Accelerator Fund Incentives, we will first consider the known potential developments that have come forward to Lakeshore. The Table, Known Potential Development – January 2022 identifies a potential total of 1774 total units. The Final Approval (unbuilt units) likely will not qualify for incentivized units as the permits have been approved.

The remaining 1318 units are considered the “pool” of potential units that *may* be built as a result of the HAF initiatives outlines below.

This pool does not consider additional development that may occur as a result of the initiatives proposed in the Lakeshore Housing Action Plan such as additional dwelling units, assisted living, or other special interest housing developments.

Known Potential Development – January 2022

Stage of Development	Low Density	Medium Density	High Density	Total	Share by Development Approval Status
Total	432	495	391	1318	100%
Pre-Con	259	297	275	831	47%
Final Approval (unbuilt)	171	285	0	456	26%
Draft Approved	173	85	116	374	21%
Application Received	0	113	0	113	6%

Potential Additional Dwelling Units added as a result of HAF incentives: 100 units.

Initiative Increases:

Direct: 355 Units + 15% Attainable Target

- Initiative # 1: ADUs – 100 Units Total
- Initiative # 3: Community Improvement Plan – 120 Units Total
- Initiative # 5: Parking Requirements – 10-15 Units Total
- Initiative # 7: Affordable Housing – 15% of Projected Units
- Initiative # 10: Partnership Housing – 20 Units
- Initiative # 11: Densification in Infrastructure – 100+ Units

Indirect: Approximately 50 units

- Initiative # 2: Rezoning
- Initiative # 4: Transit
- Initiative # 6: Development Charges
- Initiative # 8: Prefab/Modular Development
- Initiative # 9: E-permitting

While none of the initiatives are specific to the development of new homes, each of the initiatives eliminates red-tape, speeds the development process, or satisfies the overall goals of complete and environmentally friendly communities.

Total Lakeshore Housing Supply Growth Target
with Housing Accelerator Funding: 1095

Projected Units **without HAF**: 690

Projected Units **with HAF**: 1095

Projected Incentivized Units: 405

It is likely that **all of** the incentivized units are either missing middle, higher density, affordable housing, or special housing developments.

Lakeshore Housing Plan Initiatives

The initiatives listed below and in the associated Council report are *proposed* actions to assist with the development of housing within the Municipality. Until and unless the appropriate documents, by-laws, or motions are passed by Council or updated at the direction of Council, these initiatives do not have official standing and will not be enforced.

Initiative #1: Streamlined licensing, regulation, and permitting processes for additional dwelling units (ADUs)

Develop a streamlined licensing, regulation, and permitting process and associated bylaw for additional dwelling units (ADU). Develop a “how to” guide with associated video for homeowners to work through the municipal permitting process for an additional dwelling unit either within the primary unit or as an accessory structure.

Implementation

Within **one year** of funding.

Supply Impact

High. By encouraging ADUs and working through the process with the proponent, it could add an additional **100 units over the three-year** HAF time horizon.

Timeline for Units

Within **two years**, depending on infrastructure.

System Impact

High. This action stabilizes a system that is currently broken for the Municipality with many ADUs operating “underground” as Lakeshore’s infrastructure is currently constraining legitimacy of this potentially large housing impact.

Initiative #2: Promotion of infill developments in strategic locations

Promotion of infill developments by pre-zoning lands for missing middle housing without the need for rezoning in the Belle River Community Improvement Area, along the County Road 22 Corridor, and within the mixed-use zoning in Lakeshore West.

Implementation

Within **one year** of funding

Supply Impact

Medium. In and of itself, this does not increase the number of units. It will, however, speed up the process by removing the necessity for rezoning.

Timelines for Units

Within **two years**, depending on infrastructure.

System Impact

Medium. Developers can now clearly understand what will be permitted in various areas of the Municipality.

Initiative #3: Community Improvement Plan in Belle River/County Road 22 Corridor

Implement a Community Improvement Plan incentive program to encourage higher-density development in the Belle River Community Improvement Area and County Road 22 Corridor (between Belle River and East Pike Creek Road.) Incentives may include a reduction in Development Charge Fees, Planning and Building Permit Fees, and other traditional Community Improvement Plans.

Implementation

Within one year of funding

Supply Impact

High. With the correct CIP package, this should incentivize a significant amount of missing middle and higher density development within the proposed areas. This is expected to add approximately 40 units per year (120 total).

Timelines

Within **two years**, depending on infrastructure.

System Impact

Medium. Incentives will help move the needle forward for higher density development, however, an underlying business case still needs to be present for the development to occur.

Initiative #4: Municipal Transit

Implementation of Municipal transit to support higher density development and access to Lakeshore's Patillo employment centre.

Implementation

Within **one year**.

Supply Impact

Medium. This initiative is directly tied to initiative 5 which must work hand-in hand. The demographics of Lakeshore are changing with significant intra-provincial migration. This has led to an expectation of transit services to the Municipality which currently does not exist.

Timelines

Within **one year**.

System Impact

Medium. A transit system creates a more accessible community which can lead to a more stable customer base for higher-density homes. Without a density of 22 units per hectare, transit is not viable.

Initiative #5: Update Zoning By-law to Reduce Parking Space Requirements

Updating Lakeshore's Zoning By-Law to reflect a reduction in required parking spaces to reflect 1.0 parking spaces for additional dwelling units, 1.0 parking spaces for duplex, triplex, and townhouse dwelling, and 1.0 spaces per apartment dwelling.

Implementation

Within **one year**.

Supply Impact

Medium. Parking is rarely a constraint for development within Lakeshore; however, less space means the ability to add a few more units. This may create space for a few additional units per development.

Timelines

Within **one year**, however, this initiative needs to be tied to Initiative #4 as transit will allow for decreased dependency on person vehicles.

System Impact

Medium. With an updated zoning by-law to reduce parking requirements for certain types of units, developers will have greater understanding and predictability of space requirements for proposals.

Initiative #6: Align Development Charges with Infrastructure/Service Costs

Implementation

Within **one year**.

Supply Impact

Low. The Municipality has undertaken a development charge study and will be kicking off a Community Benefits Charge study in the coming months.

While this supply impact is low – relative to this initiative – the overall impact of infrastructure/service is extremely important for any future development.

Timelines

Within **one year**.

System Impact

Low.

Initiative #7: Review the 2016 Affordable Housing Strategy

Review the 2016 Lakeshore Affordable Housing Strategy. Identify completed, in-process, and not-started recommendations from the Strategy. Implement a target of a minimum of 15% of all new developments meet the definition of "attainable housing".

Implementation

Within **two years**.

Supply Impact

High. The potential for increasing the number of attainable units within the municipality will be significant to allow for a more diverse range of incomes to live in Lakeshore.

Timelines

Within **one year**.

System Impact

Low.

Initiative #8: Update Lakeshore's Development Manual

Update the Lakeshore Development Manual to reflect alternative and new forms of housing construction including prefabricated or modular housing construction.

Implementation

Within **one year**.

Supply Impact

Low. There is limited demand for non-traditional housing builds within the municipality. As these forms of building are already in the Ontario Building Code, these types of builds are already permitted to be erected within Lakeshore.

Timelines

Within **one year**.

System Impact

Low.

Initiative #9: New and Enhanced Service Levels for Developers

Implement new and enhanced levels of service to the building and development community by ensuring Cloud Permit is fully integrated and on-line by Q1, 2024 across the relevant departments.

Implementation

Within **one year**.

Supply Impact

Medium. A streamlined process for planning and development of new residential supply will increase the speed of the development process. While turnaround time has not been a constraint to development in previous years, the volume of enquiries and pre-consultation meeting applications has significantly increased in recent years.

Timelines

Within **one year**.

System Impact

High. While in and of itself it does not create a high degree of stability and predictability, many of the municipalities in Windsor-Essex are moving to Cloud Permit software. This will allow developers and builders to have a strong working knowledge of the system and ensure consistency across municipal borders.

Initiative #10: Build Relationships with Housing-related Non-profit Organizations

Create formal relationships with regional non-profit organizations such as, but not limited to: Habitat for Humanity Windsor-Essex, Windsor Essex Community Housing Corporation, Community Living Essex County, and Assisted Living Southwestern Ontario. Identify one or more projects that can be implemented within the three-year project window that can benefit affordable housing, supportive housing, or subsidized housing as a result of the formal partnerships. Consider formalizing a regional committee or working group.

Implementation

Within **two years**.

Supply Impact

Medium/High. Twenty special project units are targeted as the goal for this initiative.

Timelines

Over **two years**. Without a project in the pipeline, it is expected that the time to permitting will be extended towards the end of the HAF window.

System Impact

Low/Medium. Depending on the results of the formalized relationships, the overall system impact may vary significantly. There is a low degree of impact to the greater system, although there may be large impact for specific populations within the community.

Initiative #11: Complete Water and Wastewater Master Plan and Incorporate Density Targets

Complete the Water and Wastewater Master Plan (WWMP). Integrate the proposed density targets outlined in the upcoming County of Essex Official Plan to determine servicing size of infrastructure.

- a) Increase density target in the Belle River Primary Node – build appropriate servicing solutions into the WWMP
- b) Increase density target along County Road 22 from Belle River to Lakeshore West including missing-middle density and areas of high-density.
- c) Ensure servicing solution proposed for the Wallace Woods Secondary Planning Area reflects mixed use-multi-floor residential development in proposed areas.

Implementation

2 to 3+ years. As noted in the infrastructure section of the report, Lakeshore is facing significant infrastructure constraint present throughout the Municipality.

Supply Impact

Extremely High. 120 + Units – significant importance to densification and growth. Without increased conveyance capacity, growth will not continue. This initiative is imperative to any of the previous initiatives.

Timelines

Over **two years.**

System Impact

Extremely high. Once online, the solutions implemented by the WWMP will provide stability and predictability for the municipality to grow.

Municipality of Lakeshore – Report to Council

Growth and Sustainability

Community Planning



To: Mayor and Members of Council

From: Tammie Ryall, R.P.P, Corporate Leader – Growth and Sustainability
Brianna Coughlin, Division Leader – Legislative Services

Date: June 18, 2024

Subject: Establishing a Municipal Heritage Committee and Heritage Act Changes

Recommendation

Direct Administration to implement Option 2, for Council to continue to review Heritage matters; and issue a Request for Proposal to undertake a review of the Heritage List of properties, as required under Bill 23 and Bill 200, the cost of which is to be added to the Community Planning budget in 2025; and

Direct Administration to include \$5,000 for consideration in the 2025 budget for public education or promotional materials, events or public engagement activities to promote the benefits of designating Heritage properties, all as presented at the August 13, 2024 Council meeting.

Strategic Objectives

Establishing a Heritage Advisory Committee - the review of heritage properties does not directly relate to a Strategic Objective. However, reviewing the Lakeshore Heritage list of properties does relate to this Strategic Objective:

3a) Modernizing and Enhancing Municipal Functions - Compile, organize, and index files, records, and data across the corporation to further evolve evidence-based decision making and increase staff efficiencies through accessing information

Background

Section 28 of the *Ontario Heritage Act* permits municipalities to establish a municipal heritage committee to advise and assist the council on matters relating to Part IV and Part V of the Act, or other heritage matters as specified by by-law. Establishing a heritage committee is voluntary and not mandatory. Part IV refers to the conservation of property of cultural heritage value or interest, and Part V refers to heritage conservation

districts. Designation of properties or heritage districts must be done by by-law and remains the responsibility of Council.

In 2008, Lakeshore adopted By-law 19-2008 to establish a Municipal Heritage Committee to provide support to Council in the review of heritage matters. The Committee operated under various departments. In the last term of Council, the Heritage Advisory Committee was assigned to the Planning Division. The operation of a Heritage Advisory Committee became difficult due to the challenges of holding meetings during the pandemic and the lack of interest of some committee members. As a result, it was difficult to hold meetings due to a lack of quorum. Part of the work that the Committee undertook was to provide advice to Council regarding removing heritage properties from the Lakeshore heritage list of properties (Appendix 1 – List of Lakeshore Heritage properties).

At the beginning of the 2022-2026 term of Council, Administration brought forward recommendations relating to existing boards and committees and recommended that the Heritage Committee be dissolved and that any hearing under the Act be undertaken by Council. Activities under the Act, such as designating new heritage designations, can be undertaken by staff with endorsement by Council as required. Council dissolved the committee and repealed By-law 19-2008 in December, 2022.

At the January 9, 2024 meeting, Council received a presentation and request to reinstate the Heritage Committee, and passed Resolution #2-01-2024:

Direct Administration to bring a report regarding the establishment of a Heritage Committee and bring back terms of reference for the committee.

This report is being brought to Council to fulfill that Resolution and to bring legislative changes to Council's attention.

Recent Legislative Changes

Under recent changes to legislation (Bill 23), municipalities must confirm their respective lists of heritage properties or risk having them removed from the list. A full description of the Bill 23 Changes to the Heritage Act and how it impacts Lakeshore is contained in Appendix 3 – Memo from WSP. Bill 200, which received Royal Assent on June 6, 2024, made further changes to the Heritage Act. Any listed properties on the municipal heritage register must be reviewed to determine if those properties should be designated under the Heritage Act. Any listed properties which are not designated under the Act by January 1, 2027 would be removed. If a property is removed from the register, it cannot be added back for another 5 years.

The impact of Bill 200 is that Lakeshore has until Jan 1, 2027 to review the 72 listed properties in Appendix 1 and decide whether to designate the properties under the Heritage Act. If the listed properties are not designated, the properties would be removed and not be able to be added back onto the list for another 5 years.

There are no details of the historic significance or attributes of the listed properties on the Lakeshore list. It is understood that the list was composed by a student, reviewed by the Heritage Advisory Committee, and endorsed by Council at the time.

Comments

The impact of the legislative changes through Bills 23 and 200 is that Lakeshore can no longer maintain a heritage list for many years. Lakeshore needs to actively attempt to change the “listed” heritage properties to properties “designated” under the Heritage Act.

Some municipalities have dedicated heritage planners on staff to support a heritage advisory committee and to undertake research on the significance of buildings or properties. As Lakeshore does not have dedicated staff assigned to this function, it is suggested that a qualified consultant be engaged to provide the expertise to undertake review of the significant features or attributes of heritage properties. Existing staff in the Planning Division could support the Heritage Advisory Committee meetings. However, there is no planner on staff with heritage expertise. It is anticipated that a qualified consultant would undertake this work for between \$60,000- \$70,000 consisting of desk top exercise and field surveys. A more precise amount would need to be provided through the Request for Proposal process. It is anticipated that this review of the non-designated 72 properties on the Heritage list could take up to 2 years.

Administration sets out Options, below, for Council consideration. Administration recommends Option 2.

Option 1 - Maintain the status quo of no formal Heritage Advisory Committee. Heritage responsibilities would continue to be the responsibility of Council. **Review of heritage properties would be undertaken by staff** with recommendations for designation to be reviewed and approved by Council. This approach could be challenged without a qualified person to provide an assessment of the historical attributes or features of individual properties. At this time, there is no capacity for staff to undertake this work. However, staffing for an additional Planner 1 position to undertake heritage and other duties (such as Community Improvement Plan administration) could be brought forward through the 2025 Budget process.

Option 2 – Maintain the status quo of no formal Heritage Advisory Committee. Heritage responsibilities would continue to be the responsibility of Council. **Review of heritage properties would be undertaken through a qualified consultant**, with recommendations to be reviewed and approved by Council. With this approach the chances of challenges are reduced, as a qualified person could provide an assessment of the historical attributes or features of individual properties.

Option 3a and 3b – Establish a Heritage Advisory Committee. **Review of heritage properties would be undertaken by either staff (3a) or by a qualified consultant (3b)**, with recommendations to be reviewed by the Heritage Advisory Committee and approved by Council.

The Terms of Reference for the Committee are attached as Appendix 2. Membership is proposed to be five members, with one member of Council appointed as the Council Representative. Should Council support the establishment of the Committee, a by-law will be prepared for a subsequent Council meeting. Following that, Administration would advertise for committee members.

It is recommended that a review of individual heritage properties would be undertaken by a qualified consultant at the expense of Lakeshore, with recommendations to be reviewed by the Heritage Advisory Committee prior to being considered/approved by Council (Option 3b). If Council prefers this Option, the following motion is recommended:

Direct the Clerk to prepare a by-law to Amend By-law 99-2022 (Boards and Committees By-law) to establish and adopt the terms of reference for a Heritage Advisory Committee to be presented at a future Council Meeting;

Approve \$2,500 to be added to the budget in 2024 for the Heritage Advisory Committee meeting costs; and to approve \$7,500 be placed in the 2025 budget;

In Options 1-3 residents interested in the history of Lakeshore but not appointed to a Heritage Advisory Committee could participate, if they so wish, by forming a Heritage Society or making delegations to Council on specific matters. Regarding a Heritage Society, it is noted that there are local heritage organizations in every region of Ontario. These organizations promote public awareness of their community's heritage through activities such as: exhibits, programs for the public; lectures; walking tours; and other special activities designed for the community. The Ontario government administers a Heritage Organization Development Grant for eligible incorporated historical societies, museums and associations under the *Heritage Act*. Each year, the government issues grants of over \$230,000 to support more than 160 heritage organizations in the province including several organizations in Essex County.

In Options 1-3, it is recommended that public education or promotional materials, events or public engagement activities be considered to explain and promote the benefits of designating properties under the Ontario Heritage Act. Administration recommends an additional \$5,000 be considered in the 2025 budget as per the Recommendation section above.

Financial Impacts

This chart provides a summary of the anticipated costs. The details are outlined below.

Options	Council determines – no Heritage Advisory Committee	Council determines – with the advice of a Heritage Advisory Committee
Option 1	Staff planner 1 - \$100,000 per annum (2025 rates)	
Option 2 (Recommended)	Heritage consultant - \$60,000-\$70,000 over 2 years.	
Option 3a		Staff planner 1 - \$100,000 per annum (2025 rates) \$7,500 meeting expenses \$5,000 committee member training Total: \$112,500
Option 3b		Heritage consultant - \$60,000-\$70,000 over 2 years \$7,500 meeting expenses \$5,000 committee member training Total: \$72,500-82,500

Option 1: Heritage responsibilities would continue to be the responsibility of Council.
Review of heritage properties would be undertaken by staff.

The cost of staff time to assess the non-designated properties can be brought forward through the 2025 budget process.

If a qualified person on staff is chosen, an additional planner 1 position with heritage experience, who could perform other tasks in the planning department, with wages (\$70,00) and benefits is approximately \$100,000.

Option 2: Heritage responsibilities would continue to be the responsibility of Council.
Review of heritage properties would be undertaken by a consultant.

The cost of a qualified consulting firm to assess the non-designated properties on the Heritage Register is estimated to be approximately \$60,000 - \$70,000, to be included in the Community Planning budget centre in 2025. This number needs to be confirmed

through a Request for Proposal. This amount could be split between the 2025 and 2026 fiscal years.

Option 3: Option 3a and 3b – Establish a Heritage Advisory Committee. **Review of heritage properties would be undertaken by either staff (3a) or by a qualified consultant (3b)**, with recommendations to be reviewed by the Heritage Advisory Committee and approved by Council.

Options 1-3 - Should Council wish to include public education or promotional materials, events or public engagement activities to promote the benefits of designating Heritage properties, Administration recommends an additional \$5,000 be considered in the 2025 budget (as indicated in the Recommendation section).

The proposed Terms of Reference for the Heritage Advisory Committee (Appendix 2) include remuneration of \$125 per person per meeting. A five-member committee would be recommended, meeting on a quarterly basis, or more often if required. This would result in a minimum expense of \$2,500 (4 meetings) or up to \$7,500 if meeting monthly (12 meetings).

Further, \$2,500 for meeting expenses is recommended to be added to the 2024 budget (5 members to attend 4 meetings) and \$7,500 is recommended in the 2025 budget (5 members to attend 12 meetings).

Should Council wish to include training and education in heritage matters for the committee members, Administration recommends an additional \$2,500 be considered in the 2024 budget and \$5,000 to be considered in the 2025 budget, to be included in the Committees of Council budget.

Attachments

Appendix 1 – Lakeshore Heritage List

Appendix 2 – Terms of Reference for a Heritage Advisory Committee

Appendix 3 – Summary of Bill 23 Heritage Changes, Memo from WSP

Report Approval Details

Document Title:	Establishing a Municipal Heritage Committee and Heritage Act Changes.docx
Attachments:	<ul style="list-style-type: none">- Appendix 1A Lakeshore Heritage List - Designated under the Heritage Act.pdf- Appendix 1B - Lakeshore Heritage List - Listed Under the Heritage Act.pdf- Appendix 2 Heritage Committee Terms of Reference.docx- Appendix 3 Summary of Bill 23 Heritage Changes, WSP.pdf
Final Approval Date:	Aug 2, 2024

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

Prepared by Tammie Ryall

Approved by the Corporate Leadership Team

Designated under the Heritage Act

<u>Reference Number</u>	<u>Address</u>	<u>Building Name</u>	<u>Zoning</u>	<u>Registration</u>	<u>Bylaw</u>	<u>Year of Construction</u>	<u>Initial Use</u>	<u>Current Use</u>	<u>Heritage Specific Properties</u>	<u>Physical Attributes</u>
1	7119 Tecumseh Rd	Church Of The Annunciation	CA	t IV Designation	84-2007	1905	Religious Facility	Building was removed in 2024; heritage designation still remains on the property.	All physical attributes regarding its exterior and interior are protected by its heritage registration.	Romanesque Revival Style in the French Canadian Tradition. Contains a round, Roman Arch with pilasters surmounted by pinnacles on either side.
2	898 County Rd 42	Puce Memorial Cemetery	I2	t IV Designation	102-2013	1846	Cemetery	Puce Memorial Cemetery	Designated based on its role as a final stop within the underground railroad. Currently used as an active cemetery with several styles used for its markers and monuments.	Contains highly preserved markers and monuments made of several styles, and materials. Many inscriptions and symbolic pieces remain intact.
3	19028 Harbour Dr	One of the 3 Oldest Lighthouse in Ontario - Thames River Lighthouse - 193208 Lower Thames Lane	I2	Part IV Designation	88-2002	1815	Navigational aid for water transport	Lighthouse, Significant Landmark	Historical and contextual significance. Replaced the wooden lighthouse that was destroyed in 1812. Provided sailors with directional guidance for 2 centuries and is a significant landmark to the residents in Lighthouse cove.	One of the three oldest lighthouses still standing.
4	2722 County Rd 42	St. Joachim Catholic Church	I2-2(h10)	t IV Designation	130-2007	1881	Religious Facility	Church	Its use of architecture style, representation of good craftsmanship within southern Ontario, and its value as a French Canadian catholic church has earned its crown as a significant heritage designation	Heavy French Canadian Roman Catholic influence in design choices. Reflected in the Roman arch and bell tower.
5	Wallace Ave	1180 Frame Railways Station - Comber Railway Station	M1	Part IV Designation	39-2019	1872-1873	CSR station used for heavy timber and agricultural services	Current use to be confirmed.	All attributes concerning its form (simple rectangular plane) and its materials used. Finishing techniques such as exterior window and door trims, along with interior finishes	Classical Revival, Carpenter Gothic style, Italianate Style

Listed under the Heritage Act

<u>Reference Number</u>	<u>Address</u>	<u>Current Building Name</u>	<u>Zoning</u>	<u>Registration</u>	<u>Initial Use</u>	<u>Current Use</u>
1	617 W Belle River Rd	Ouellette Homestead And Farm	A	Listed		To be confirmed
2	10258 Highway 77	Farm House	A	Listed	To be confirmed	0
3	942 N Rear Rd	Byrne Farm	A	Listed	Barn	0
4	1078 Countryview Lane	St. Lads Farm	A	Listed		Removed from the list by Council in June 2022
5	2864 County Rd 46	Lajoie Farm House	A	Listed		To be confirmed
6	15628 County Rd 46	St. George'S Cemetery	A	Listed		To be confirmed
7	1022 County Rd 42	Bme Historical Church Site And Cemetery	A	Listed		To be confirmed
8	2423 County Rd 46	Ruscom United Church Cemetery	A	Listed		To be confirmed
9	8847 Highway 77	Windmill	A	Listed		To be confirmed
10	8140 Highway 77	Two Sided Corn Crib	A	Listed		To be confirmed
11	1380 Lakeshore Rd 203	Farm House, Corn Crib, Silo	A	Listed		To be confirmed
12	11550 Gracey Sdrd	Two Sided Corn Crib	A	Listed		To be confirmed
13	537 W Belle River Rd	Jesuit Monument	A	Listed		To be confirmed
14	594 County Rd 2	Murphy Farm House	A	Listed	To be confirmed	Dwelling
15	2200 Gracey Sdrd	Dendooven Farm House	A	Listed	To be confirmed	Dwelling
16	1376 Lakeshore Rd 203	Farm House, Corn Crib, Silo	A-68	Listed		To be confirmed
17	7343 Tecumseh Rd	Annunciation Rectory, School And Cemetery	CA	Listed	To be confirmed	School
18	561 Broadway St	Cooper Court	CA	Listed		To be confirmed
19	504 Notre Dame St	Belle River Legion	CA	Listed		To be confirmed
20	592 Notre Dame St	Victorian Red Brick With Gingerbread Trim	CA	Listed		To be confirmed
21	615 St Charles St	Diesbourg London Brick Duplex	CA	Listed		To be confirmed

22	582 Notre Dame St	"Stone Garden" Bed & Breakfast - Field Stone Arts & Crafts Bungalow	CA	Listed		To be confirmed
23	220 Ouellette St	Apt. Building - Log Structure Built Under Brick	CA	Listed		To be confirmed
24	6310 Main St	Red Brick With Victorian Trim	CA	Listed		To be confirmed
25	6401 Main St	Dunlop Home - London Brick Victorian	CA	Listed		To be confirmed
26	6640 Tecumseh Rd	Log House	CA-8	Listed		Commercial buisness
27	436 Elmstead Rd	Elmstead Grain Elevators	CS-4	Listed		To be confirmed
28	2616 County Rd 27	Woodslee United Church	HC	Listed	To be confirmed	Church
29	1688 County Rd 46	St John'S Catholic Church & Cemetery	HC	Listed	To be confirmed	Church
30	1757 Oriole Park Dr	St. John'S Elementary School	HC	Listed	To be confirmed	School
31	1683 County Rd 46	Abandoned Scottish Cemetery	HR	Listed	To be confirmed	Dwelling
32	2736 County Rd 42	St. Joachim Former Bank Building	HR	Listed	To be confirmed	Dwelling
33	2549 County Rd 27	Dr. Millen'S Homestead	HR	Listed	To be confirmed	Dwelling
34	2613 County Rd 27	Cinder Brick House	HR	Listed	To be confirmed	Dwelling
35	86 Stowe St	Rochester Former School House	HR	Listed	To be confirmed	Dwelling
36	1731 County Rd 42	St. Simon St. Jude Cemetery	I1	Listed		To be confirmed
37	474 St Charles St	St. Simon St. Jude Church & "Angelique" Bell Monument	I1	Listed		To be confirmed
38	6424 Taylor Ave	Church Of Ascension	I1	Listed		To be confirmed
39	6420 Taylor Ave	Continuation School	I1	Listed		To be confirmed
40	6800 Gracey Sdrd	Mcdowell Cemetery	I2	Listed		To be confirmed
41	12997 S Middle Rd	Our Lady Of Lourdes Cemetery	I2	Listed		To be confirmed

42	2974 County Rd 27	Woodslee United Church Cemetery	I2	Listed	Cemetery	Cemetery
43	6512 Main St	Rebekah Hall	I2	Listed	To be confirmed	The building burnt down and hence was removed from the list by Council in June 2022
44	1093 Puce Rd	Maidstone Museum	I2	Listed		To be confirmed
45	859 Puce Rd	John Freeman Wall Black Historical Site	I2	Listed		To be confirmed
46	10405 Highway 77	Maple Grove School & Memorial Forest	I2	Listed		To be confirmed
47	1561 Lakeshore Rd 209	Maidstone Conservation Area	P	Listed		To be confirmed
48	614 St Charles St	Laurin Durocheau Home	R1	Listed		To be confirmed
49	344 South St	Cinder Brick Building	R1	Listed		To be confirmed
50	432 South St	Tudor Style Home And Freight Train Station	R1	Listed		To be confirmed
51	6321 Taylor Ave	Potential Residential District	R1	Listed		To be confirmed
52	6343 Taylor Ave	Potential Residential District	R1	Listed		To be confirmed
53	6341 Taylor Ave	Potential Residential District	R1	Listed		To be confirmed
54	6339 Taylor Ave	Potential Residential District	R1	Listed		To be confirmed
55	6335 Taylor Ave	Potential Residential District	R1	Listed		To be confirmed
56	6327 Taylor Ave	Potential Residential District	R1	Listed		To be confirmed
57	6326 Main St	Cinder Block House	R1	Listed		To be confirmed
58	6322 Main St	Sided House With Gingerbread Trim	R1	Listed		To be confirmed
59	7005 County Rd 46	"This Old House" Bed & Breakfast	R1	Listed		To be confirmed
60	6419 Main St	Red Brick	R1	Listed		To be confirmed
61	6338 Main St	House	R1	Listed		To be confirmed
62	180 Patillo Rd	Patillo Homestead And Orchards	R1	Listed		To be confirmed

63	752 Notre Dame St	Fieldstone House With Fireplace Feature	R1(h8)	Listed		To be confirmed
64	6300 Main St	Former Royal Bank	R1-25	Listed		To be confirmed
65	495 Broadway St	Leo Sylvestre Home	R2	Listed		To be confirmed
66	516 St Charles St	Dr. Poisson Home (Retirement Home)	R2-6	Listed		To be confirmed
67	0 E Ruscom River Rd	Field Stone River Chapel	RW1	Listed		Chapel, prayer location
68	304 E Ruscom River Rd	Log House	RW1	Listed		Dwelling and Garage
69	435 Elmstead Rd	Elmstead General Store & Post Office	RW1-13	Listed		To be confirmed
70	2628 St Clair Rd	Former Goose Inn	RW2	Listed	To be confirmed	Dwelling
71	475 Charron Beach	Foerg Home - Limestone Colonial	RW2	Listed	To be confirmed	Dwelling
72	1565 Lakeshore Rd 131	Tremblay Barn - 300 Year Old Jesuit Pear Tree	W & EP	Listed		To be confirmed
73	145 County Rd 2	Tremblay Beach Conservation Area - Indian Burial	W & EP	Listed		Conservation Park
74	The Belle River	The Belle River		Listed		



Municipality of Lakeshore

Heritage Committee

Terms of Reference

Mandate

The powers and functions of the Committee are as provided in the *Ontario Heritage Act* and related regulations.

The Committee shall advise Council on the designation, or repeal of designation, of properties or districts under the Act.

Term

The term of office of the Committee and the members of the Committee is the same as the term of office of the Council that takes office following the next regular election.

Composition

The Committee shall be composed of four members who are residents and one member of Council.

The Team Leader – Development Approvals shall act as Municipal Liaison for the Committee and provide administrative and procedural support.

Qualifications for Membership

Members of the Committee shall be:

- a) Residents of the Municipality of Lakeshore;
- b) At least 18 years old; and
- c) Available and willing to attend meetings.

Preference will be given to persons who have knowledge of historical matters within the Municipality of Lakeshore or have demonstrated experience working on committees, task forces or similar working groups.

Employees or officers of the Municipality of Lakeshore will not be permitted membership on the Committee.

Meetings

Meetings shall be open to the public and shall be held in accordance with the Lakeshore's Procedure By-law.

Chair

The Committee shall elect a Chair and Vice-Chair at its first meeting.

Proposed Meeting Schedule

The Municipal Liaison shall call the initial meeting of the Committee and chair the meeting until a Committee Chair is elected. The Committee shall meet four times per year. Additional meetings may be held at the call of the Chair.

Reports to Council

The Committee will submit an annual report to Council at the beginning of each year outlining the Committee's activity in the previous year.

Conflict of Interest

Members shall comply with the *Municipal Conflict of Interest Act* and Municipality of Lakeshore's Procedure By-law.

Remuneration

Members shall be remunerated \$125.00 for each meeting attended.



TECHNICAL MEMORANDUM

DATE February 21, 2024

TO Matt Alexander, Principal Planner

CC Heidi Schopf, Cultural Heritage Team Lead

FROM Kanika Kaushal, Senior Cultural Heritage Specialist
Marisa Williams, Project Manager/Senior Planner

EMAIL: Kanika.Kaushal@wsp.com
Marisa.Williams@wsp.com

RE: IMPACTS OF BILL 23 (SCHEDULE 6), *MORE HOMES BUILT FASTER ACT, 2022* ON ONTARIO HERITAGE ACT & ROLE OF HERITAGE ADVISORY COMMITTEE AT MUNICIPALITY OF LAKESHORE, ONTARIO

1.0 INTRODUCTION

The Municipality of Lakeshore (the Client) has retained WSP Canada Ltd. (WSP) to provide an analysis of the impacts of the *More Homes Built Faster Act* (Bill 23) amendments to the *Ontario Heritage Act* (OHA) and how those impacts may affect Council's efforts regarding the conservation of known and potential heritage properties. WSP completed a review the amendments to the OHA that result from Bill 23 and identified high-level implications for the Municipality of Lakeshore (Section 2.0). As shared by the Municipality of Lakeshore, presently there is no Heritage Committee to advise and make recommendations on local Heritage matters. The municipality would thus like to understand what the OHA requires from a Heritage Committee highlighting roles and responsibilities of the Heritage Committee via a Heritage Committee Terms of Reference. WSP completed a review of the OHA and identified requirements for a Heritage Advisory Committee, these have been presented in Sections 2.0 and 3.0 of this memo.

2.0 AMENDMENTS TO THE ONTARIO HERITAGE ACT

Bill 23, the *More Homes Built Faster Act*, was passed by the provincial government and received Royal Assent on November 28, 2022. Schedule 6 of Bill 23 amends the OHA, which impacts processes and planning approvals related to listed and designated heritage properties. The amendments came into effect on January 1, 2023, and all municipalities are required to comply with the changes. A high-level summary of the changes to the OHA made through Bill 23 are summarized below (ERO 2024). A detailed analysis of the amendment is provided in Table 1.

- Listing properties on a municipal heritage register
 - Bill 23 (Schedule 6) imposes changes to municipal heritage registers related to the requirements for the removal and inclusion of listed (non-designated) properties on municipal heritage registers.
 - Listed heritage properties must meet one or more of the following criteria of O. Reg. 9/06 for determining Cultural Heritage Value or Interest (CHVI):
 - 1. The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.
 - 2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.
 - 3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.

-
- 4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
 - 5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.
 - 6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
 - 7. The property has contextual value because it is important in defining, maintaining or supporting the character of an area.
 - 8. The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.
 - 9. The property has contextual value because it is a landmark. O. Reg. 569/22, s. 1.
 - Municipalities must make their heritage registers available on a publicly accessible website
 - Designation
 - A Notice of Intention to Designate may only be issued for properties that are on a municipal heritage register
 - A property must meet two or more criteria of O. Reg. 9/06 to be designated under Part IV of the OHA
 - Heritage Conservation Districts (HCDs)
 - To warrant designation under Part V of the OHA, at least 25% of properties within an HCD must meet two or more criteria of O. Reg. 9/06
 - Bill 23 (Schedule 6) includes an authority to set out processes to amend and repeal existing HCD bylaws. This regulation has not been developed yet and is undergoing consultation with the Ministry of Citizenship and Multiculturalism
 - Bill 23 (Schedule 6) includes amendments related to the demolition or removal of non-contributing (non heritage attribute) buildings or structures within an HCD
 - Other
 - Bill 23 (Schedule 6) establishes new authorities under Part III.1 of the OHA related to the *MCM Standards and Guidelines for the Conservation of Provincial Heritage Properties* (Standards & Guidelines). Specifically, the Crown and provincial agencies may opt out of compliance with the Standards & Guidelines if another provincial priority is deemed to take precedence. Other provincial priorities may include transit, housing, health and long-term care, other infrastructure, and other prescribed provincial priorities

(ERO 2024)

Table 1: Impacts of Bill 23 (Schedule 6) on the *Ontario Heritage Act* and Regulations

BILL 23 (SCHEDULE 6) & ONTARIO HERITAGE ACT	IMPACTS	DISCUSSION
PART III.1 STANDARDS AND GUIDELINES FOR PROVINCIAL HERITAGE PROPERTIES		
Section 25.2		
<p>Section 25.2 of the OHA s amended by adding the following subsection: (3.1) Minister’s review of determination</p> <p>Subsection 25.2 (7) of the Act is repealed and the following substituted: Exemption re compliance</p>	<p>Provincial Requirements for Cultural Heritage</p> <p>The OHA currently permits the Minister [of the Ministry of Citizenship and Multiculturalism (MCM)] to prepare heritage standards and guidelines for the identification, protection, maintenance, use, and disposal of property that is owned by the Crown or occupied by a ministry or prescribed public body and that has cultural heritage value or interest (CHVI).</p> <p>The amendment authorizes the exemption of the Crown, ministry or prescribed public body from having to comply with the MCM Standards & Guidelines (S&Gs) if deemed that such an exemption could potentially advance one or more provincial priorities. At present, provincial priorities include transit, housing, health and long-term care, other infrastructure, and other prescribed provincial priorities.</p> <p>Part III.1 S&Gs for Provincial Heritage Properties of the OHA permits the Minister to review and revise the determination (or part of it) of cultural heritage value or interest (CHVI). This review would be carried out through a revision to the S&Gs and may be applied to determinations made on or before the amendment came into effect.</p>	<p>This amendment applies to Crown owned properties or properties occupied by a provincial agency or a prescribed public body, including Provincial Heritage Properties (PHPs) and Provincial Heritage Properties of Provincial Significance (PHPPS). The implication is that the Crown or provincial agency may opt out of following the MCM S&Gs to advance other provincial priorities.</p> <p>There is no implication to the Municipality of Lakeshore as a result to the amendment to Section 25.2 of the OHA. However, the Municipality of Lakeshore should be aware that the province may opt out of the requirements of the MCM S&G in select cases where another provincial priority takes precedence over cultural heritage.</p>
PART IV CONSERVATION OF PROPERTY OF CULTURAL VALUE OR INTEREST		
Section 27		
<p>Section 27(1) of the OHA is amended by adding the following subsection: 1.1 The clerk of the municipality shall ensure that the information included in the register is accessible to the public on the municipality’s website.</p>	<p>Accessibility of Municipal Heritage Register</p> <p>Section 27 of the OHA currently requires the clerk of each municipality to keep a register that lists all property designated under Part IV and Part V of the OHA and property that has not been designated, but that the municipal council believes to be of potential CHVI. Non-designated properties with potential CHVI are often referred to as ‘listed heritage properties’. The amended Subsection 27(1.1) requires that municipalities posted information on Part IV, Part V, and listed properties on the municipal website.</p>	<p>The current OP Policy 4.2.3.1 Cultural Heritage Resources states: f) The Town may prepare and maintain a cultural heritage database and/or heritage management plans for planning purposes, resulting in inventories of significant heritage buildings, heritage districts, cultural heritage landscapes, archaeological sites, and areas of archaeological potential within the Town.</p> <p>The amended Subsection 27 (1.1) requires that information on properties designated under Part IV or Part V of the OHA or listed on the Municipality of Lakeshore’s heritage register is publicly available on the municipal website.</p>

BILL 23 (SCHEDULE 6) & ONTARIO HERITAGE ACT	IMPACTS	DISCUSSION
<p>Subsection 27 (3) of the OHA is repealed and the following substituted: Non-designated property</p> <p>Subsection 27 (3) is re-enacted to require that non-designated property must meet the criteria for determining whether property is of cultural heritage value or interest, if such criteria are prescribed.</p>	<p>Impacts to Listing Criteria</p> <p>This amendment increases the standard for including a non-designated property on a municipal heritage register by requiring that the property meets prescribed criteria which is defined in O. Reg. 9/06. This requirement would apply to non-designated properties added to the municipal register on or after the date amendments came into force.</p>	<p>The amended Subsection 27 (3) requires that a property must fulfil one criteria under OHA 9/06 in order to be eligible for listing.</p> <p>The amended Subsection 27 (3) requires the Municipality of Lakeshore to establish an administrative process to address the increased workload for the Municipality to conduct evaluations as well as regarding Council approvals.</p>
<p>Subsection 27 (13) – Expanded Objections</p> <p>Subsection 27(13) is re-enacted and the following substituted: (13) In addition to applying to properties included in the register under subsection (3) on and after July 1, 2021, sub sections (7) and (8) apply in respect of properties that were included in the register as of June 30, 2021 under the predecessor of subsection (3).</p>	<p>Objection Process</p> <p>Current subsection 27 (13) is re-enacted to provide that, in addition to applying to properties included in the register on and after July 1, 2021, the objection process set out in subsections 27 (7) and (8) apply to non-designated properties that were included in the register as of June 30, 2021.</p>	<p>All owners of properties listed prior to July 1, 2021 would be able to file a notice of objection to having their property included on the City's Heritage Register regardless of when it was added to the municipal register.</p> <p>The amended Subsection 27 (13) requires the Municipality of Lakeshore to establish an administrative process to address the increase in enquiries as well as reports to Council on any objections.</p>
<p>Subsection 27 (14) Removal of non-designated property</p>	<p>Removal from Heritage Register</p> <p>Bill 23 requires municipalities to remove properties from the heritage register if the municipality has given a notice of intention to designate the property and any of the following circumstances exist:</p> <ol style="list-style-type: none"> 1. The council withdraws its notice of intention to designate; 2. The council does not pass a by-law designating the property within 120 days after the notice of intention to designate is publicized, or in other prescribed circumstances; 3. A by-law passed by council is subject to an appeal to the Ontario Land Tribunal, where the Tribunal repeals the by-law or directs that the by-law be repealed. 	<p>The Municipality of Lakeshore must remove properties from the heritage register if the municipality has given a notice to designate the property and a) council withdraws its intention to designate; b) a designation by-law is not passed within 120 days, or c) the designation by-law is appealed by the Ontario Land Tribunal.</p> <p>Subsection 27 (14) requires the Municipality of Lakeshore to establish an administrative process to remove heritage properties from the register when the three conditions listed above are met.</p>

BILL 23 (SCHEDULE 6) & ONTARIO HERITAGE ACT	IMPACTS	DISCUSSION
<p>Subsections 27 (14) to (18) Prohibition re: including property in register</p> <p>(15), (16) Removal of non-designated property</p> <p>(18) Prohibition re including property in register, subs.</p>	<p>Impact to Properties Listed on a Heritage Register</p> <p>Listed Properties that are not designated under Part IV or Part V of the OHA within the two-year timeframe, from when they are added to the Register or, for existing listings, from the date the Act came into force, are automatically removed from the Register and cannot be placed back on the Register for five years.</p>	<p>These amendments could lead to a major impact if the Municipality of Lakeshore has listed properties on the Municipal Register that need to be evaluated for Cultural Heritage Value or Interest. In this respect, the Municipality should engage with the Heritage Advisory Committee once established to proactively review the existing registry of listed properties to determine if any should be considered for designation. A third-party heritage consultant may be engaged for preliminary assessments and evaluations by the Municipality.</p> <p>Subsections 27 (14-18) require the Municipality of Lakeshore to establish an administrative process to designate listed properties where property meets evaluation criteria and remove listed heritage properties from the register that are not designated after the two-year timeframe.</p>
<p>Subsection 27 (17) Consultation not required</p>	<p>Consultation with Municipal Heritage Committee</p> <p>The Council of a municipality is not required to consult with its municipal heritage committee, if one has been established, before removing a property from the register.</p>	<p>Municipal Council is no longer required to consult with its municipal heritage committee in order to remove a property from the heritage register.</p> <p>Subsection 27 (17) requires an administrative process change with regards to the role of the heritage advisory committee if and when established for the Municipality of Lakeshore.</p>

BILL 23 (SCHEDULE 6) & ONTARIO HERITAGE ACT	IMPACTS	DISCUSSION
Section 29		
<p>Subsection 29 (1.2) of the Act is repealed and the following substituted: Limitation</p> <ol style="list-style-type: none"> Restrictions on Notice of Intention to Designate (NOID) 90 Day timelines to issue NOID 	<p>Impacts on issuance of a Notice of Intention to Designate</p> <p>Bill 23 removed a municipality's ability to issue a notice of intention to designate (NOID) a property under Part IV of the OHA, unless the property is already listed on the register. If a prescribed event occurs with respect to a property (e.g. a development application), a NOID may only be issued if the property was already included in the municipal register as a non-designated property on the date of the prescribed event.</p> <p>The 90-day timeline for a municipality to issue a NOID following a prescribed event would then apply¹. This restriction would only apply where the prescribed event occurs on or after the date Bill 23 came into force.</p>	<p>Subsection 29 (1.2) amendment could lead to a major impact if the Municipality of Lakeshore has inventoried heritage properties that need to be evaluated for Cultural Heritage Value or Interest to include them on the Municipal Heritage Register. Once the property is listed, only then a NOID may be issued. In this respect, the Municipality should engage with the Heritage Advisory Committee once established to proactively review the existing inventoried properties to determine if any property should be listed. A third-party Heritage consultant may be engaged for preliminary assessments and evaluations by the Municipality.</p> <p>Subsection 29(1.2) requires a planning and administrative process change requiring heritage evaluations prior to issuing NOID and issuing NOID within the 90 days timeframe if a prescribed event has occurred.</p>
<p>Subsection 29 (1.2) of the Act is repealed and the following substituted: Limitation</p> <p>Criteria for Designation of Individual Properties</p>	<p>Impacts to Designating a non-designated property under Part IV of the OHA</p> <p>Bill 23 amendments proposed increase in the threshold for designation under Section 29, Part IV from one to two criteria (O.Reg.9/06). Furthermore, this requirement would apply only to properties where the NOID is published on or after the regulatory amendment came into force.</p>	<p>Section 29 amendment's proposed increase in the threshold for designation from one to two criteria may focus more on architecturally significant cultural heritage resources and may lead to marginalization of underrepresented histories and groups.</p> <p>Subsection 29(1.2) requires a planning and administrative process change to review and evaluate the existing registry of listed properties to determine which properties should be considered for designation while ensuring the protection of buildings with high historical value and under-represented communities. A third-party heritage consultant may be engaged for preliminary assessments and evaluations.</p>

¹ [Proposed Changes to the Ontario Heritage Act and its regulations: Bill 23 \(Schedule 6\) - the Proposed More Homes Built Faster Act, 2022 | Environmental Registry of Ontario](#)

BILL 23 (SCHEDULE 6) & ONTARIO HERITAGE ACT	IMPACTS	DISCUSSION
Part V HERITAGE CONSERVATION DISTRICTS Section 41		
<p>Section 41 (1) is repealed and the following substituted:</p> <p>Designation of Heritage Conservation Districts (HCDs)</p>	<p>Impacts to designating a Heritage Conservation District (HCD) property under Part V of the OHA</p> <p>Section 41 (1) of the Act permitted a council of a municipality to designate, by by-law, the municipality or any defined area of it as an HCD, if there is in effect in the municipality an official plan that contains provisions relating to the establishment of an HCD. This subsection is re-enacted to also require the municipality or defined area or areas to meet criteria for determining whether they are of CHVI, if such criteria are prescribed.</p> <p>Changes to O. Reg. 9/06 Criteria for Determining Cultural Heritage Value or Interest to establish that at least 25% of the properties within an HCD must meet two or more criteria in the regulation to be designated.² This amendment would apply only to HCDs where the notice of designation bylaw is published on or after the date the amendments came into force.</p> <p>Bill 23 permits the MCM to prescribe a process for municipalities to amend or repeal existing HCD designation and HCD plan bylaws.</p> <p>The outstanding amendments to the OHA made through Bill 108, the <i>More Homes, More Choice Act, 2019</i>, will also be proclaimed into force on January 1, 2023. These amendments speak specifically to the demolition or removal of an attribute that is not a building or structure within an HCD³.</p>	<p>Section 41 amendment's proposed increase in the threshold for designation of a heritage conservation district by requiring municipalities to apply prescribed criteria to determine an HCD's CHVI.</p> <p>Section 41(1) requires a planning and administrative process change to evaluate HCDs not just from an architectural value perspective but also from a historical and associative value. It is recommended that the Municipality of Lakeshore establish Priority focus areas that may subsequently recommended to be pursued for Part V designation. These may include:</p> <ol style="list-style-type: none"> 1. An area where a group of listed properties are in close proximity to one and another and together may form a cohesive cultural heritage landscape, in addition to the cultural heritage value the properties hold as individuals. 2. Commercial or mixed-use areas that have high cultural value 3. Residential areas (generally lower risk of demolition and redevelopment). <p>The Municipality should work with the Heritage Advisory committee, Council and the community to identify and designate HCDs in the future. The designation will follow the processes prescribed in Sections 40 and 41 of the OHA.</p>

3.0 HERITAGE ADVISORY COMMITTEE

The *Ontario Heritage Act* enables all municipalities to establish a municipal heritage advisory committee to advise, assist and make recommendations to Staff, Council on matters relating to build and cultural heritage matters, and other matters the Council may specify and educate the public. For municipalities with no heritage committees, either there is a delegation authority (bylaw), or the matters are addressed directly to Council for final decision. The Council will review and consider the heritage permit applications factoring in comments and recommendations of the Heritage staff and/or Planning Development Committee (if one exists) to approve the permit without conditions, approve the permit with certain conditions or refuse the permit. All applicants have

² [Proposed Changes to the Ontario Heritage Act and its regulations: Bill 23 \(Schedule 6\) - the Proposed More Homes Built Faster Act, 2022 | Environmental Registry of Ontario](#)

³ Ibid

the right to appeal if a heritage permit application is reduced by the Council or if the applicant does not support any terms or conditions.

Section 28 Municipal Heritage Committee under 'Register and Municipal Heritage Committee' of Part IV 'Conservation of Property of Cultural Heritage Value or Interest' of the *Ontario Heritage Act* provides the following commentary re: a municipal heritage committee:

Municipal heritage committee

28 (1) The council of a municipality may by by-law establish a municipal heritage committee to advise and assist the council on matters relating to this Part, matters relating to Part V and such other heritage matters as the council may specify by by-law. 2002, c. 18, Sched. F, s. 2 (7).

Members

(2) The committee shall be composed of not fewer than five members appointed by the council. 2002, c. 18, Sched. F, s. 2 (7).

Continuation of old committees

(3) Every local architectural conservation advisory committee established by the council of a municipality before the day subsection 2 (7) of Schedule F to the *Government Efficiency Act, 2002* comes into force is continued as the municipal heritage committee of the municipality, and the persons who were the members of the local architectural conservation advisory committee immediately before that day become the members of the municipal heritage committee. 2002, c. 18, Sched. F, s. 2 (7).

At present, the Municipality of Lakeshore does not have a heritage advisory committee. WSP completed a review of the OHA and the approved Lakeshore Official Plan to identify requirements and list the typical roles and responsibilities of a Heritage Advisory Committee. These have been presented in the Table 2.

Table 2: Roles and Responsibilities of a Municipal Heritage Advisory Committee

HERITAGE MATTERS	TYPICAL ROLES AND RESPONSIBILITIES OF THE HERITAGE ADVISORY COMMITTEE
<i>Ontario Heritage Act</i>	<ul style="list-style-type: none"> Advise and assist Council on all matters related to OHA aligning with Section 4.2.3.2 Heritage Committee⁴ within the Lakeshore Official Plan (as approved by the Ontario Municipal Board) November 22, 2010 'Heritage Committee may be established and maintained pursuant to the OHA to advise and assist Council on matters related to the Act and other matters of heritage conservation. Additionally, Council may elect to expand the role of the Heritage Committee to advise and assist Council on other matters of cultural heritage conservation.'
Heritage Register	Aligning with Section 4.2.3.2 Heritage Committee ⁵ policy (b), the Heritage Committee will: <ul style="list-style-type: none"> Provide advice to Council on processes and procedures related to municipal register per Section 27(1) of the OHA. Advise on removal and inclusion of non-designated properties on the register to ensure it meets Bill 23 amendments and make recommendations as and where necessary. Work with Municipal Staff to ensure that Heritage Register is up to date and is publicly accessible online. Seek advice of local historical societies and genealogical societies in addressing cultural heritage matters.
Heritage	Provide recommendations to Council on property designations by

⁴ Lakeshore Official Plan (as approved by the Ontario Municipal Board) November 22, 2010. Accessed online from [1408234-001 Lakeshore_OP_Cov_OMB Approved.cdr](http://1408234-001.Lakeshore.OP.Cov.OMB.Approved.cdr)

⁵ Municipality of Lakeshore Official Plan (March 2021). Accessed online from: [1 \(lakeshore.ca\)](http://1.lakeshore.ca)

HERITAGE MATTERS	TYPICAL ROLES AND RESPONSIBILITIES OF THE HERITAGE ADVISORY COMMITTEE
Designations	identifying properties that meet prescribed criteria per Section 29 of the OHA and are worthy of designation under Part IV or Part V.
Heritage Permits	<ul style="list-style-type: none"> • Heritage attributes, both interior and/or exterior, of a property that is designated under Part IV and/or Part V of the OHA are protected through the heritage permit process. A heritage permit is required for designated heritage properties to: <ol style="list-style-type: none"> a) ensure that the heritage attributes as described in the designation by-law are not obscured, damaged or destroyed by a new development, alternations or any other form of intervention. b) ensure the new feature or any replacement feature does not diminish the heritage value of the property. c) ensure the new feature or any replacement feature is compatible yet distinguishable from the heritage attributes of the heritage property. <p>Section 33 of the OHA states that Council must provide its 'consent in writing' before any alterations can proceed that are likely to affect heritage attributes on properties designated under Part IV of the Act. Section 42 of the OHA applies to properties designated under Part V of the Heritage Act (districts). It should be noted that even though section 33 of the OHA only refers to 'consent in writing' from Council and does not specifically refer to a 'permit', as an Industry practice all municipalities seek Council's consent in writing which is considered as a Heritage Permit.</p> <p>It is the role of the Heritage Committee to reviewing heritage permit applications and provide recommendations to proponents, staff, and Council.</p>
Heritage Property Design Guidelines	<ul style="list-style-type: none"> • Advise and make recommendations on maintenance of and alterations to Heritage Properties to Staff, Applicants and Council on design guidelines for heritage homes and property owners.
Development/ Site Alterations/ Public Works Applications	<ul style="list-style-type: none"> • Review proposed development/site alterations / public works for properties that are: <ul style="list-style-type: none"> • non-designated listed on the Municipal Register as per Section 27(1) of the OHA, • properties Designated under Section 29 of the OHA, • properties within a Heritage Conservation District that are designated under Section 41 of the OHA, or that are being considered for designation under Section 40.1 of the OHA, • properties that are located adjacent to any non-designated or designated property as defined in the Provincial Policy Statement (PPS)
Commemorative Design Features and Heritage Plaques	<ul style="list-style-type: none"> • Advise Staff, Applicant and Council on commemorative features design to promote the history and heritage of the historic site.
Funding Opportunities for Heritage Properties	<ul style="list-style-type: none"> • Advise Staff, Council and public on funding incentives, grants, tax rebates available for Heritage properties.
Public Outreach and Education	<ul style="list-style-type: none"> • To advise and implement programs and activities that enhance public awareness and knowledge of conservation of heritage properties.
Attend Heritage Advisory Committee Meetings	<ul style="list-style-type: none"> • Attend HAC Meetings every month and if unable to attend, provide notification of absence to clerk. • Review materials provided by the clerk prior to the meetings

HERITAGE MATTERS	TYPICAL ROLES AND RESPONSIBILITIES OF THE HERITAGE ADVISORY COMMITTEE
	<ul style="list-style-type: none"> • Provide comments, suggestions and share resources from community members. • Share suggested agenda items to the Chair and clerk for future committee meetings.

To assist the Municipality of Lakeshore in establishing a Heritage Advisory committee, a description for committee members appointment criteria, committee composition and management has been listed below:

HERITAGE COMMITTEE COMPOSITION

As listed in Section 28 of the OHA, the committee shall be composed of not fewer than five members appointed by the council. A committee will work with the Chair, Vice- Chair and support staff.

HERITAGE COMMITTEE MEMBER CRITERIA FOR APPOINTMENT

- Resident of the municipality or works in the municipality or is a business owner in the municipality.
- Interest or knowledge in one or more of the following areas: heritage conservation, history, architecture, archaeology, indigenous history, planning, urban design, heritage trades, education
- Previous or existing volunteering experience within the community
- Committee member should have access to a computer and an email address to participate in virtual meetings and be able to access and review files.

MANAGEMENT

- Meetings: The committee shall meet once every month, e.g. third Wednesday of each month.
- Delegations: Delegations shall be limited to a ten-minute presentation after which the committee will make its recommendations. Delegations will be limited to applicants seeking comments on their applications under the Planning Act, Proponents of heritage permit applications and those seeking comments on their future heritage permit applications and Proponents seeking the designation of properties under their ownership.
- Conflict of Interest (COI): All committee members have the duty to advise of any conflict of interest with respect to all matters before the committee. In cases where there is a COI, the member should decline to participate in the disposal of that specific matter where a real or apparent conflict of interest is present.
- Providing recommendations and final reporting: The minutes of the committee meeting and committee’s recommendations will be forwarded to the Council. Should there be any concerns in regard to the committee’s recommendations, the staff may provide a separate report.

REMUNERATION

- Travel allowances for in person committee meetings.

The above Heritage Committee commentary and guidance is recommended to be referenced to prepare a ‘Heritage Advisory Committee Terms of References’ for the Municipality of Lakeshore and subsequently establish a Heritage Advisory Committee to address Heritage Conservation matters.



4.0 CLOSURE

Should you have any questions regarding this proposal, please do not hesitate to contact the undersigned.

Yours sincerely,

Prepared by:

Kanika Kaushal, M.Arch. CAHP
Senior Cultural Heritage Specialist
kanika.kaushal@wsp.com

Reviewed by:

Heidi Schopf, MES, CAHP
Cultural Heritage Team Lead
heidy.schopf@wsp.com

Marisa Williams, MCIP, RPP
Project Manager and Senior Planner
marisa.williams@wsp.com

WSP Canada Inc.



5.0 REFERENCES CITED

Environmental Registry Ontario (ERO)

- 2024 *Proposed Changes to the Ontario Heritage Act and its regulations: Bill 23 (Schedule 6) - the Proposed More Homes Built Faster Act, 2022*. Available online: [Proposed Changes to the Ontario Heritage Act and its regulations: Bill 23 \(Schedule 6\) - the Proposed More Homes Built Faster Act, 2022 | Environmental Registry of Ontario](#). Last accessed February 7, 2024.

Government of Ontario

- 1990a *Ontario Heritage Act*. Available online: [Ontario Heritage Act, R.S.O. 1990, c. O.18](#). Last accessed February 8, 2024.
- 1990b *O. Reg. 9/06: Criteria for Determining Cultural Heritage Value or Interest*. Available online: [O. Reg. 9/06: CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST \(ontario.ca\)](#). Last accessed February 7, 2024.
- 2022 *Bill 23, More Homes Built Faster Act, 2022*. Available online: [Bill 23, More Homes Built Faster Act, 2022 - Legislative Assembly of Ontario \(ola.org\)](#). Last accessed February 7, 2024.

Ontario Association of Heritage Professionals (OHAP)

- 2023 OHAP/CAHP Submission Proposed Changes to the *Ontario Heritage Act* and its regulations: *Bill 23 (Schedule 6) - the Proposed More Homes Built Faster Act, 2022*

Municipality of Lakeshore – Report to Council

Growth and Sustainability

Building Services



To: Mayor and Members of Council
From: Justin Rousseau, Interim Chief Administrative Officer
Date: July 31, 2024
Subject: Delegation of Authority to Execute Conditional Building Permit Agreements

Recommendation

Direct the Clerk to read By-law 81-2024, being a by-law to delegate authority to the Chief Building Official to execute conditional building permit agreements, during the Consideration of By-laws, as presented at the August 13, 2024 Council meeting.

Strategic Objectives

3c) Modernizing and Enhancing Municipal Functions - Continue investment in modernized services, including the integration of current best practices and automation, by engaging in service transformation and process mapping

Background

Section 8.3 of the *Building Code Act, 1992* authorizes a Chief Building Official to issue a conditional building permit for any stage of construction even though all requirements to obtain a building permit have not been met if:

- compliance with by-laws passed under sections 34 and 38 of the *Planning Act* and with such other applicable law as may be set out in the building code has been achieved in respect of the proposed building or construction;
- the Chief Building Official is of the opinion that unreasonable delays in the construction would occur if a conditional permit is not granted; and
- the applicant and such other person as the Chief Building Official determines agree to:
 - assume all risk in commencing the construction;
 - obtain all necessary approvals in the time set out in the agreement or, if none, as soon practicable;

- file plans and specifications of the complete building in the time set out in the agreement;
- at the applicant's own expense, remove the building and restore the site in the manner specified in the agreement if approvals are not obtained or plans filed in the time set out in the agreement; and
- comply with such other conditions as the Chief Building Official considers necessary, including the provision of security for compliance with subclause (iv).

Section 8(3.1) of the *Building Code Act, 1992* permits a principal authority (defined to include the Council of a municipality) to delegate in writing to the Chief Building Official the power to enter into conditional building permit agreements and may impose conditions or restrictions with respect to the delegation.

Comments

As the ability to enter into conditional building permit agreements has not been delegated to the Chief Building Official, Lakeshore Council retains this authority.

Administration is bringing forward a by-law to authorize the Chief Building Official to enter into conditional building permit agreements in order to streamline the building permit process. Administration intended to bring this forward for Council consideration as part of the Delegation of Authority By-law update, anticipated for September 2024, however, there are a number of pressing developments that have applied or may need to apply for conditional building permits at this time in order to meet developer timelines for construction.

Administration believes this is a key tool to help improve developer relations as outlined in the Service Delivery Review of Building, Planning and Engineering conducted by Strategy Corp.

Financial Impacts

There are no financial impacts as a result of adopting By-law 81-2024.

Report Approval Details

Document Title:	Delegation of Authority to Execute Conditional Building Permit Agreements.docx
Attachments:	- Enforcement by municipalities-Building Code Act.docx
Final Approval Date:	Aug 2, 2024

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

Prepared by Justin Rousseau

Approved by the Corporate Leadership Team

Enforcement by municipalities

3 (1) The council of each municipality is responsible for the enforcement of this Act in the municipality, except where otherwise provided by this Act. 2002, c. 9, s. 6 (1).

Chief building official, inspectors

(2) The council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction. 1992, c. 23, s. 3 (2).

Construction and Demolition

Building permits

8 (1) No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefor by the chief building official. 1992, c. 23, s. 8 (1); 1997, c. 30, Sched. B, s. 7 (1).

Application for permit

(1.1) An application for a permit to construct or demolish a building may be made by a person specified by regulation and the prescribed form or the form approved by the Minister must be used and be accompanied by the documents and information specified by regulation. 2002, c. 9, s. 14 (1); 2006, c. 21, Sched. F, s. 104 (5).

Issuance of permits

(2) The chief building official shall issue a permit referred to in subsection (1) unless,

(a) the proposed building, construction or demolition will contravene this Act, the building code or any other applicable law;

(b) the applicant is a builder or vendor as defined in subsection 1 (1) of the New Home Construction Licensing Act, 2017 and is not licensed under that Act;

(b.1) the Architects Act or the Professional Engineers Act requires that the proposed construction of the building be designed by an architect or a professional engineer or a combination of both and the proposed construction is not so designed;

(c) a person who prepared drawings, plans, specifications or other documents or gave an opinion concerning the compliance of the proposed building or construction with the building code does not have the applicable qualifications, if any, set out in the building code or does not have the insurance, if any, required by the building code;

(d) the plans review certificate, if any, required for the application does not contain the prescribed information;

(e) the application for the permit is not complete; or

(f) any fees due have not been paid. 2002, c. 9, s. 14 (2); 2014, c. 7, Sched. 3, s. 1; 2015, c. 28, Sched. 1, s. 147; 2017, c. 33, Sched. 1, s. 88 (1).

Restriction

(2.1) If the application includes a plans review certificate that contains the prescribed information, the chief building official is not entitled to refuse to issue the permit on the grounds that the proposed construction of the building to which the certificate relates does not comply with the building code. 2002, c. 9, s. 14 (2).

Decision

(2.2) If an application for a permit meets the requirements prescribed by regulation, the chief building official shall, unless the circumstances prescribed by regulation apply, decide within the period prescribed by regulation whether to issue the permit or to refuse to issue it. 2009, c. 33, Sched. 21, s. 2 (2).

Same, reasons for refusal

(2.3) If the chief building official refuses to issue the permit, he or she shall inform the applicant of all of the reasons for the refusal of the permit and shall do so within the period prescribed by regulation. 2002, c. 9, s. 14 (2).

Conditional permit

(3) Even though all requirements have not been met to obtain a permit under subsection (2), the chief building official may issue a conditional permit for any stage of construction if,

(a) compliance with by-laws passed under sections 34 and 38 of the Planning Act and with such other applicable law as may be set out in the building code has been achieved in respect of the proposed building or construction;

(b) the chief building official is of the opinion that unreasonable delays in the construction would occur if a conditional permit is not granted; and

(c) the applicant and such other person as the chief building official determines agree in writing with the municipality, upper-tier municipality, board of health, planning board, conservation authority or the Crown in right of Ontario to,

(i) assume all risk in commencing the construction,

- (ii) obtain all necessary approvals in the time set out in the agreement or, if none, as soon as practicable,
- (iii) file plans and specifications of the complete building in the time set out in the agreement,
- (iv) at the applicant's own expense, remove the building and restore the site in the manner specified in the agreement if approvals are not obtained or plans filed in the time set out in the agreement, and
- (v) comply with such other conditions as the chief building official considers necessary, including the provision of security for compliance with subclause (iv). 1992, c. 23, s. 8 (3); 1997, c. 30, Sched. B, s. 7 (2); 1999, c. 12, Sched. M, s. 5 (1); 2002, c. 17, Sched. F, Table.

Delegation re conditional permits

(3.1) A principal authority may, in writing, delegate to the chief building official the power to enter into agreements described in clause (3) (c) and may impose conditions or restrictions with respect to the delegation. 2002, c. 9, s. 14 (3).

Criteria

(4) In considering whether a conditional permit should be granted, the chief building official shall, among other matters, have regard to the potential difficulty in restoring the site to its original state and use if required approvals are not obtained. 1992, c. 23, s. 8 (4).

Registration

(5) Any agreement entered into under clause (3) (c) may be registered against the land to which it applies and the municipality, upper-tier municipality, board of health, planning board, conservation authority or the Province of Ontario, as the case may be, is entitled to enforce its provisions against the registered owner and, subject to the Registry Act and the Land Titles Act, any person acquiring any interest in the land subsequent to the registration of the agreement. 1999, c. 12, Sched. M, s. 5 (2); 2002, c. 17, Sched. F, Table; 2017, c. 34, Sched. 2, s. 5.

Enforcement of agreement

(6) If the chief building official determines that a building has not been removed or a site restored as required by an agreement under clause (3) (c), the chief building official may cause the building to be removed and the site restored and for this purpose the chief building official, an inspector and their agents may enter upon the land and into the building governed by the agreement at any reasonable time without a warrant. 1992, c. 23, s. 8 (6).

Lien

(7) If the building is in a municipality, the municipality shall have a lien on the land for the amount spent on the removal of the building and restoration of the site under subsection (6) and the amount shall have priority lien status as described in section 1 of the Municipal Act, 2001 or section 3 of the City of Toronto Act, 2006, as the case may be. 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 3 (1).

Municipality of Lakeshore – Report to Council

Corporate Services

Financial Planning and Analysis



To: Mayor and Members of Council
From: Justin Rousseau, Interim Chief Administration Officer
Date: July 15, 2024
Subject: Governing Procurement Policy Update

Recommendation

Direct the Clerk to read By-Law 77-2024, being a by-law to adopt a Procurement Policy, during the Consideration of By-laws, as presented at the August 13, 2024 Council meeting.

Strategic Objectives

5b) Modernize Citizen-Centered Services - Bylaw Modernization (including a calendar of bylaw review and effective enforcement strategies/capabilities)

Background

A report was brought before Council on March 5, 2024, regarding the existing purchasing by-law and policy previously approved by Council on July 10, 2010. The report proposed that Council adopt a revision of the purchasing policy to reflect changes in procedures and best practices which have occurred since the drafting of the by-law 14 years ago.

This report reflects a change in the proposed levels of the Type of Procurement in the table below, per Council's direction on March 5, 2024, to cap the value at \$100,000.00 versus \$500,000.00 as previously proposed.

The following is table reflects the key change proposed by Council, which has been added to the draft Procurement Policy:

Type of Procurement	Proposed Level	Current Level
Informal Quotation	\$10,000 - \$50,000	\$6,500 - \$26,200
Formal Quotation	\$50,001 - \$100,000	\$26,201 - \$45,800
Request for Tenders and Proposals below \$100,000 (No Council Approval)	below \$100,000	\$45,801 - \$98,200
Request for Tenders and Proposals (Council Approval)	Above \$100,000	Above \$98,201

It should also be noted that the policy was shortened and streamlined to reduce duplication in some sections and for ease of internal training and compliance with the policy. This was done in conjunction with Lakeshore departments and procurement best practices.

Comments

If approved, Administration will develop procedures and controls to help modernize and standardize the procurement process to ensure Council goals and priorities can be met in the most efficient way possible.

Financial Impacts

There are no immediate or measurable financial implications to the Municipality arising from the draft revised Procurement Policy. However, it is hoped that through continued improvements to Lakeshore’s procurement processes, including the adoption by Council of the draft revised Procurement Policy, cost savings and administrative efficiency for the Municipality will result.

Report Approval Details

Document Title:	Governing Procurement Policy Update.docx
Attachments:	
Final Approval Date:	Jul 31, 2024

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

Prepared by Justin Rousseau

Approved by the Corporate Leadership Team

Municipality of Lakeshore

By-law 77-2024

Being a By-law to Adopt a Procurement Policy

Whereas pursuant to section 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25, Council shall adopt and maintain policies with respect to its procurement of goods and services;

And whereas Council adopted By-law 58-2010, being a Purchasing By-law, on July 13, 2010, and further amended the Purchasing By-law by adopting By-law 56-2014 and By-law 36-2020;

And whereas it is deemed necessary to adopt a Procurement Policy as recommended by the Interim Chief Administrative Officer at the August 13, 2024 Council meeting;

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

1. Schedule "A" to this By-Law is adopted and shall be referred to as the "Procurement Policy".
2. By-law 58-2010, By-law 56-2014 and By-law 36-2020 are repealed.
3. This by-law shall be known as the "Procurement By-law".
4. This By-law comes into force and effect upon passage.

Read and passed in open session on August 13, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**



Schedule A to By-law 77-2024

Procurement Policy

Policy #

Date Last Reviewed:

Table of Contents

1	Policy Purpose and Goals.....	2
2	Definitions and Application	3
3	Roles and Responsibilities.....	6
4	Approval Authority	11
5	Procurement Strategy.....	13
6	Direct Purchase.....	17
7	Cooperative Procurement and Buying Groups	19
8	Document Preparation.....	20
9	Notice.....	21
10	Supplier Management	21
11	Contract Management.....	24
12	Surplus Assets	24
13	General Terms	25
14	Summary of Amendments	25
	Schedule "A" – Exemptions from Procurement Policy.....	26
	Schedule "B" – Reference Tools	28



Procurement Policy

Policy #

Date Last Reviewed:

1 Policy Purpose and Goals

1.1 **Purpose.** The purpose of this Policy is:

- (a) To ensure all Purchases of Deliverables of the Municipality of Lakeshore are handled in an open, fair, and transparent manner, in compliance with all applicable laws as well as current best practices in public procurement;
- (b) To ensure the disposal of all surplus assets of the Municipality is handled in an open, fair, and transparent manner, in compliance with all applicable laws as well as current best practices in public procurement;
- (c) To protect the interests of the Municipality, the public, and Suppliers by providing a clear Policy;
- (d) To maintain the integrity of the Purchasing process by ensuring that, whenever possible, competitive Purchasing processes are being used to secure the best value for the Municipality;
- (e) To clearly define the circumstances in which non-competitive Purchasing processes may be used;
- (f) To clearly define the roles and responsibilities related to the Purchasing process;
- (g) To outline the process for co-operative Purchasing; and
- (h) To outline the process for disposing of surplus goods.

1.2 **Goals.** The goals of this Policy are:

- (a) To Purchase Deliverables in the most efficient and cost-effective manner possible, demonstrating best value for money with a high focus on customer service, while maintaining fairness and transparency, and ensuring the Municipality's operational requirements are met;
- (b) To ensure compliance with all applicable laws;
- (c) To develop, support and promote the highest professional standards and transparency in order to serve the public good;



Procurement Policy

Policy #

Date Last Reviewed:

- (d) To comply with and incorporate the requirements of the Accessibility for Ontarians with Disabilities Act, 2005, S.O.2005, c.11 (the "AODA"), as amended, in the Purchasing process of the Municipality; and
- (e) To Purchase Deliverables with due regard to the preservation of the natural environment.

2 Definitions and Application

2.1 **Definitions.** Words and phrases used in this Policy and related procedures have the following meanings, unless expressly stated otherwise:

"**AODA**" means the Accessibility for Ontarians with Disabilities Act, 2005, S.O.2005, c.11, as amended.

"**Approval Authority**" means the authority to approve: (a) procurements; and (b) contract award decisions and/or the signing of contracts, including any changes to such procurements or contracts.

"**Bid Documents**" means Municipal documents used in connection with a Purchasing process including but not limited to RFTs, RFPs and RFQs.

"**Buying Group**" means a cooperative arrangement in which individual members of a formal Buying Group administer the procurement function for specific contracts for the group, and more formal corporate arrangements in which the Buying Group administers procurement for group members. Buying Groups may consist of a variety of entities, including any combination of procuring entities, private sector entities, or not-for-profit organizations.

"**CAO**" means the Chief Administrative Officer of the Municipality.

"**Construction**" means construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other work, but does not include Consulting Services related to the Construction unless they are specifically included in the Purchase.

"**Contract**" means a written agreement for the purchase of Deliverables and can include a Purchase Order.



Procurement Policy

Policy #

Date Last Reviewed:

“Cooperative Procurement” means the purchase of Deliverables with other municipalities and/or government agencies to leverage their collective purchasing power.

“Council” means the Council of the Municipality of Lakeshore.

“Department” means an area of operation of the Municipality as defined by its organizational charts.

“Department Head” means the designated lead of a Department responsible for its direction and operation.

“Delegation of Authority Bylaw” references the Municipality’s Delegation of Authority Bylaw.

“Deliverable” means the Goods, Services, or Construction being purchased.

“Direct Purchase” means acquiring a Deliverable directly from a Supplier without a competitive process.

“Dollar Value” is the amount payable by the Municipality for a Deliverable under a Contract.

“Elected Official” is an elected member of the Municipality’s Council.

“Emergency” has the meaning assigned in Section 6.10.

“Goods” includes supplies, equipment, materials, products, software, furniture, structures and fixtures to be delivered, installed, and/or constructed but does not include Construction.

“Legislation” means all applicable laws, regulations, by-laws, codes, policies and trade treaties/agreements.

“Mayor” means the Mayor of the Municipality.

“Municipal Act” means Municipal Act 2001, S.O. 2001, c. 25.

“Municipality” means the Municipality of Lakeshore.

“Performance Evaluation” has the meaning assigned in Section 10.2.

“Petty Cash” means an accessible store of money kept by the Municipality for expenditure on low dollar value items.



Procurement Policy

Policy #

Date Last Reviewed:

“Policy” means this Procurement Policy.

“Procurement Office” means the Purchasing Specialist or Division Leader – Financial Planning and Analysis, or their designate.

“Purchase” The acquisition of Deliverables by any means, including rental and leasing, and the functions that pertain to the acquisition of Deliverables, and “Purchasing” shall have a corresponding meaning.

“Purchase Order” or **“PO”** means a written offer to acquire Goods and/or Services or a written acceptance of an offer.

“Purchasing Card” means a credit card provided by the Municipality’s Corporate Services Department and its use is bound by the provisions of the Purchasing Card Policy.

“Prequalification” means a request for supplier qualification or, a process used to gather information on supplier capabilities and qualifications with the intent of creating a list of prequalified suppliers for subsequent participation in an invitational solicitation.

“RFP” means a request for proposal, a process in which a need is identified, but the method by which it will be achieved is not necessarily prescribed at the outset and price is not the only evaluation criterion.

“RFQ” means a request for quotations, including Formal Quotations and Informal Quotations, but not including RFPs or RFTs.

“RFT” means a request for tender, a process to request supplier responses to supply Deliverables in compliance with stated requirements, performance specifications and terms and conditions and evaluation is made solely on price.

“Services” means all intangible products not having a physical presence.

“Solicitation” means a document released inviting Submissions.

“Specifications” means the detailed description of, and written requirements and standards for Deliverables contained in a Solicitation to the extent known or available to the Department, and includes any drawings, designs, and models.



Procurement Policy

Policy #

Date Last Reviewed:

“Standing Offer” means a form of Contract requiring a Supplier to supply Deliverables on an “as required” basis under prearranged terms and conditions, including pricing, over the term of the Contract.

“Submission” means the response to a Solicitation.

“Supplier” means a person who submits a Submission to a Solicitation.

“Surplus Assets” has the meaning assigned in Section 12.

2.2 **Application.** This Policy applies to all Purchase and/or disposal of surplus assets, except for the items listed in Schedule A.

2.3 **Unsolicited Proposals.** If an unsolicited proposal is received from any potential Supplier, the unsolicited proposal should be forwarded to the Procurement Office and the appropriate Department Head. The Department Head, with the assistance of the Procurement Office, shall assess such proposal. Any Purchase shall be conducted in accordance with this Policy.

3 Roles and Responsibilities

3.1 **Delegation.** Where any person is authorized to undertake any act under this Policy, such act may also be undertaken by a person properly designated by the authorized person, in writing, with approval of the CAO. The authorized person shall remain responsible for the exercise of delegated authority. Sub delegation is not permitted.

3.2 **Role of Council.** Council shall:

- (a) establish the Municipality’s Policy;
- (b) monitor compliance with this Policy;
- (c) prioritize the Municipality’s Purchasing needs; and,
- (d) disclose all conflicts of interest as required by Legislation.
- (e) Chief Administrative Officer (“CAO”) Responsibilities. The CAO shall:
- (f) maintain ultimate administrative responsibility and control over the Purchasing addressed in this Policy;



Procurement Policy

Policy #

Date Last Reviewed:

- (g) ensure compliance with this Policy by all employees and Suppliers conducting procurements and/or disposing of surplus assets on behalf of the Municipality; and,
- (h) assist Council in fulfilling its role.

3.3 **Treasurer Responsibilities.** The Treasurer shall:

- (a) approve any procedures established under this Policy;
- (b) assist Department Heads, as appropriate, in the administration and compliance with this Policy and related procedures.

3.4 **Department Head Responsibilities.** Department Heads shall:

- (a) provide departmental Purchasing requirements in a timely manner to the Procurement Office following budget approval;
- (b) be responsible for the conduct of all Purchasing activities within their Departments;
- (c) ensure compliance with this Policy, and all related procedures;
- (d) obtain Council authority for Purchase where required by this Policy;
- (e) assign a Project Lead to oversee each Purchasing project or disposal of Surplus Assets by the Department; and,
- (f) identify Surplus Assets for disposal.

3.5 **Project Lead Responsibilities.** Project Leads shall:

- (a) be responsible for the preparation of Bid Documents and Specifications for Purchases;
- (b) identify any additional terms, conditions, and requirements to the Procurement Office for inclusion in the Solicitation or the Contract;
- (c) ensure all Deliverables conform with Contract terms, conditions, and Specifications throughout the term of the Contract; and,
- (d) manage all aspects of the Contract, including:
 - i. verification of payments;



Procurement Policy

Policy #

Date Last Reviewed:

- ii. ensuring that timelines are met;
- iii. obtaining any approvals required by the Contract;
- iv. obtaining any approvals required for Contract amendments;
- v. assisting with enforcement and warranty claims, in support of the Solicitor and the Treasurer; and,
- vi. ensure completion of any Supplier evaluation required.

3.6 **Manager and Supervisor Responsibilities.** Managers and Supervisors shall:

- (a) ensure compliance with this Policy; and,
- (b) monitor all expenditures to ensure compliance with award, Council approvals, and established budgets.

3.7 **Procurement Office Responsibilities.** The Procurement Office shall:

- (a) develop and implement procedures as approved by the Treasurer;
- (b) oversee and coordinate the Municipality's Purchasing and Surplus Asset disposal function except where specifically noted in this Policy;
- (c) ensure the consistent application of this Policy and related procedures;
- (d) report any non-compliance to the Department Head, Treasurer, CAO, or Council as may be required;
- (e) provide Purchasing advice, including addressing issues and concerns regarding the application and interpretation of this Policy or the conduct of a Solicitation, in coordination with the Municipal Solicitor and Treasurer as required;
- (f) develop and maintain all templates related to Purchasing;
- (g) determine the appropriate Purchasing or disposal method for each process;
- (h) fully administer the Purchasing process up to contract execution, including:
 - i. receiving all Submissions;



Procurement Policy

Policy #

Date Last Reviewed:

- ii. determining Supplier eligibility;
- iii. determining Submission compliance;
- iv. overseeing the evaluation of Submissions;
- v. conducting all Supplier communications until Contract execution;
- (i) oversee the disposition of assets that have been declared surplus by the relevant Department Head;
- (j) approve participation in any Buying Group;
- (k) establish and maintain any Co-operative Procurement relationships with other public bodies; and,
- (l) train all staff responsible for or involved in Purchasing.

3.8 **Employee Responsibilities.** Every employee with Purchasing responsibilities shall:

- (a) comply with this Policy and all related procedures;
- (b) participate in any training required;
- (c) understand the limits of the authority granted by this Policy;
- (d) obtain the maximum value for money for the Municipality;
- (e) observe all requirements of confidentiality;
- (f) avoid all actual and perceived Conflicts of Interest.
- (g) upon becoming aware of an actual or perceived conflict of interest, where the conflict could directly affect a material term of the potential Contract, and whose daily work would allow them to have any impact on the preparation of the Specifications, the Purchasing process, or management of the potential Contract, shall immediately refer each and every actual or perceived Conflict of Interest to the CAO and Municipal Solicitor for written direction.

3.9 **Prohibitions.** The following are prohibited:



Procurement Policy

Policy #

Date Last Reviewed:

- (a) avoiding or attempting to avoid the application or requirements of this Policy through any means, including dividing purchases to avoid threshold requirements;
- (b) creating specifications or requirements designed to favour or disadvantage any Supplier;
- (c) purchasing any goods or services through the Municipality for personal use by employee or member of Council for themselves or others;
- (d) providing information to any Supplier that may give an advantage over other Suppliers.

3.10 **Prohibitions.** In procurements with a Dollar Value of \$100,000 or more, unless otherwise approved by Council, the following are prohibited:

- (a) imposing a requirement of prior Contracts with the Municipality as a condition of Supplier participation;
- (b) requiring prior experience where it is not essential to the contract.

3.11 **Supplier Responsibilities.** Suppliers:

- (a) shall be required to disclose any and all Conflicts of Interest prior to or contemporaneously with making a Response;
- (b) shall not engage in any form of bid rigging or collusion of any nature; and,
- (c) shall be forbidden to engage in any conduct which is or could reasonably be construed as any form of political or other lobbying, or as an attempt to influence the outcome of any Purchasing process during the currency of any process prior to an award.

Failure by a Supplier to adhere to the responsibilities outlined in this Policy may result in disqualification from participating in Municipal Purchasing opportunities, in the discretion of the CAO.

3.12 **Unsolicited Offers.** Suppliers wishing to present product or other information to the Municipality outside of a specific Purchasing process must do so through the Procurement Office.



Procurement Policy

Policy #

Date Last Reviewed:

3.13 **Leasing.** No Purchase shall be conducted for a lease, rent-to-own, or other transaction containing financing terms without the prior authorization of the Municipal Treasurer.

3.14 **Employee Failure to Abide by this Policy.** Contravention of this Policy may result in disciplinary action, up to and including termination of employment.

4 Approval Authority

4.1 **When Approval Required.** Approval must be obtained:

- (a) To commence any Solicitation before it is made public;
- (b) Following the closing of a Solicitation and prior to releasing the proposed Contract to any Supplier; and,
- (c) To amend, assign, or terminate a Contract. Only the CAO has the authority to terminate a Contract.

4.2 **Funds Must Be Available.** An approved budget sufficient to cover all costs related to both the Solicitation and the Purchase must be in place before commencing any Solicitation. In the case of a multi-year Contract involving operating funds, an “approved budget” is deemed to exist if there is approved funding in the current year based on a multi-year forecast.

4.3 **Dollar Value.** To estimate the Dollar Value of a Purchase for the purposes of determining necessary approvals and procedures:

- (a) Exclude all taxes and duties;
- (b) In the case of multi-year Contracts, the Dollar Value will be the estimated annual expenditure under the Contract.

4.4 **Leasing.** The Dollar Value of any Purchase by lease, rent-to-own, or containing financing terms shall be established by the Municipal Treasurer for the purposes of this Policy.

4.5 **Purchasing Approval Based on Dollar Value.** Despite any by-law or policy to the contrary, the authority to provide Purchasing Approval for the Purchase of Deliverables is:

- (a) Dollar Value of \$50,000 or less: Manager or Supervisor designated by Department Head pursuant to this Policy.



Procurement Policy

Policy #

Date Last Reviewed:

- (b) Dollar Value of \$100,000 or less: Department Head.
- (c) Dollar Value of \$100,001 or more. Municipal Council.

4.6 **Increase in Dollar Value of Purchase.** In the event the Dollar Value of a Purchase increases at any time, the level of Approval Authority shall change accordingly.

4.7 **Contract Execution Authority.** Despite any by-law or policy to the contrary, the authority to execute Contracts for the Purchase of Deliverables is :

- (a) Dollar Value of \$50,000 or less: Department Heads or Division Leads
- (b) Dollar Value of \$100,000 or less: Department Heads
- (c) Dollar Value of \$100,001. Mayor and Municipal Clerk

Unless otherwise duly authorized by Council Resolution or Bylaw, no other Employees are permitted to sign Contracts on behalf of the Municipality for the Purchase of any Deliverable.

4.8 **Council Approval of Award.** Council approval is required for an award of Contract if:

- (a) The value of the Purchase is greater than \$100,000;
- (b) The value of the Purchase exceeds the Council-approved budget by greater than ten (10) percent;
- (c) There is a legal requirement for Council approval.

4.9 **Contract Renewal and Extension.** Where a Contract contains an option for renewal or extension and it is determined by the Department Head in consultation with the Municipal Treasurer and the Procurement Office that a renewal or extension is desirable, the Department Head shall:

- (a) if Council has approved renewal or extension, request in writing that the Procurement Office process a renewal or extension; or,
- (b) if Council has not approved renewal or extension, obtain Council approval for the renewal or extension.



Procurement Policy

Policy #

Date Last Reviewed:

- 4.10 **Approval of Contract Amendment.** Contract amendments shall be processed in accordance with this section, subject to any approved project management framework.
- 4.11 **Best Interests.** No amendment or revision to a Contract shall be made unless, in the opinion of the Municipal Solicitor, that amendment or revision is in the best interests of the Municipality.
- 4.12 **Scope of Work.** No amendment changing the original Purchase Price of a Contract shall be agreed to without a corresponding change in the requirement or scope of work.
- 4.13 **CAO Approval of Contract Amendment.** The CAO has the authority to approve Contract amendments where b. the amendment is less than the lesser of 50% of the original Purchase Price or \$100,000 and the amendment does not exceed the Council-approved budget.
- 4.14 **Council Approval of Contract Amendment.** Council must approve amendments that result in:
- (a) a significant change in the scope of work;
 - (b) an overrun of the approved budget.; or,
 - (c) the Purchase Price exceeding \$100,000, except where the CAO has Council authority to approve the Contract Amendment.

5 Procurement Strategy

- 5.1 **Solicitation Method.** Where options exist, the most effective and efficient method of Solicitation shall be used.
- 5.2 **Non-Competitive Purchasing.** Unless otherwise noted, non-competitive Purchasing is permitted for purchases of Dollar Value of \$10,000 or less, and competitive Purchasing is required for Purchases in excess of \$100,000.
- 5.3 **Best Value.** Where a non-competitive form of Purchasing is permitted, employees have the duty to obtain best value for money for the Municipality and are therefore encouraged to obtain pricing from at least three Suppliers.
- 5.4 **Petty Cash.** Petty Cash may be used for Purchases up to \$100 in accordance with the Petty Cash Policy.



Procurement Policy

Policy #

Date Last Reviewed:

- 5.5 **Purchase Order.** Purchase Orders may be used for Purchases up to \$10,000.
- 5.6 **Purchasing Card.** Purchasing Cards may be used for purchases up to \$10,000 in accordance with the Purchasing Card Policy.
- 5.7 **Informal RFQ (\$10,000 up to \$50,000):** An Informal RFQ may be used for procurements with a Dollar Value of \$10,000 and up to \$50,000 where the Specifications are clear and no Standing order exists for the Deliverables.
- Only those Suppliers invited to give quotations will receive notice. At least three quotations must be solicited.
 - Quotations may be provided in any form of written communication. Each Supplier may provide only one quotation and may not change or negotiate the quotation.
 - The most favourable response will receive the Contract.
- 5.8 If three quotations are not received, the Department Head may waive this requirement upon receipt of satisfactory written justification as to why three quotes cannot be obtained.
- 5.9 **Formal RFQ (\$10,000 up to \$100,000).** A Formal RFQ may be used for procurements with a Dollar Value of \$10,000 and up to \$100,000 where the Specifications are clear, and no Standing order exists for the Deliverables.
- Notice of a formal RFQ will be given on the Municipality's website.
 - Quotations may be provided in any form of written communication. Each Supplier may provide only one quotation and may not change or negotiate the quotation.
 - The most favorable response will receive the Contract.
- 5.10 If three quotations are not received, the Chief Administrative Officer may waive this requirement upon receipt of satisfactory written justification as to why three quotes cannot be obtained.
- 5.11 **RFT/RFP (greater than \$100,000):** An RFT shall be used when:
- two or more sources are able to supply the Deliverable;
 - the estimated Dollar Value is \$100,000 or greater;



Procurement Policy

Policy #

Date Last Reviewed:

- c. a Standing Offer does not exist;
- d. Specifications are clearly defined; and,
- e. Price is the basis for the award.

5.12 **An RFP shall be issued when:**

- a. two or more sources are capable of supplying the Deliverable;
- b. the estimated Dollar Value is \$100,000 or greater
- c. a Standing Offer does not exist;
- d. The Municipality's need is identified, but the means of accomplishing it is not identified and may involve many variables;
- e. Price is not the sole basis for the award.

5.13 **Conduct of RFP and RFT.** All RFPs and RFTs shall be conducted in accordance with the RFP/RFT Procedure.

5.14 **Standing Offer.** The Procurement Office can establish a Standing Offer when:

- a. one or more Departments repetitively orders the same Deliverables or range of Deliverables and the actual demand (including quantity, delivery date, and delivery point) is not known in advance;
- b. the Deliverables are readily available to be ordered ("called up") as and when the requirement arises; and,
- c. prearranged prices or a prearranged pricing basis can be established at the outset and there is no need or intention to negotiate them at call-up.
- d. Standing Offers shall be established by the competitive Purchasing method prescribed by the estimated annual Dollar Value of the Standing Offer
- e. The Procurement Office shall maintain a list detailing Standing Offers and the associated Deliverables, Suppliers, and pricing.



Procurement Policy

Policy #

Date Last Reviewed:

- f. Where a Standing Offer exists, Deliverables must be Purchased under that Standing Offer.

5.15 **Prequalification.** A Prequalification may be used where:

- a. It is desirable to create a Roster of Suppliers to use for one or more future Purchases;
- b. the qualifications of the Supplier are paramount having regard to the complexity, cost, potential Occupational Health and Safety Act risk, or to specialized equipment, material or financing requirements; or,
- c. the standard of performance of the Deliverables has been established and must be met.

5.16 **The Prequalification shall include:**

- a. a description of the Deliverable;
- b. how long the Prequalification is valid, to a maximum of three years;
- c. a statement that only Prequalified Suppliers will be permitted to participate in the Solicitation and that the Municipality is not obligated to enter into any Contract with a Supplier based on participation in the prequalification; and,
- d. If a Prequalification is established for a Solicitation, only prequalified Suppliers may participate in the Solicitation.

5.17 **Rosters.** Prequalified Suppliers may be placed on a roster for a term of up to three years.

5.18 **No Notice.** Where a roster exists, no public notice is required, and the Solicitation shall be provided directly to the Prequalified Suppliers.

5.19 **Negotiation.** No negotiation is permitted unless the Solicitation specifically contemplates negotiation taking place or under the following circumstances and with prior approval of the Procurement Office:

- a. The Deliverable is being acquired through a Direct Purchase;
- b. no compliant Submissions are received, and it is not practical to run another Solicitation;



Procurement Policy

Policy #

Date Last Reviewed:

- c. the lowest compliant Submission exceeds the available budget, and it is not practical to substantially change the Specifications to run another Solicitation; or,
- d. only one Submission is received.

5.20 **Cancellation of Solicitation.** The Procurement Office may cancel any Solicitation at any time until Award where:

- a. There is a request to do so by the responsible Department Head;
- b. An adequate budget is not available;
- c. The Deliverable is no longer required, or the Specifications are no longer suitable;
- d. In the opinion of the Procurement Office the integrity of the Purchasing process has been compromised and cannot be remedied without cancelling the Solicitation; or,
- e. The Solicitation has failed to elicit competition or any qualified Supplier.

6 Direct Purchase

6.1 **Permitted.** The Municipality may procure Deliverables without a competitive process in the following circumstances:

6.2 **Lack of Competition.** No compliant Submissions received in response to a Solicitation.

6.3 **Single Supplier.** Only one Supplier can provide the Deliverables, and no reasonable alternative or substitute exist as in the case of:

- a. a work of art;
- b. protection of patents, copyrights, or other exclusive rights;
- c. absence of competition for technical reasons;
- d. supply controlled by a Supplier that is a statutory monopoly;
- e. need to ensure compatibility with existing Goods;



Procurement Policy

Policy #

Date Last Reviewed:

- f. OEM maintenance requirements;
- g. work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
- h. work to be performed on a leased property that may be performed only by the lessor; or
- i. subscriptions to newspapers, magazines, or other periodicals.

6.4 **Additional deliveries.** Additional deliveries of Deliverables by the original Supplier that were not included in the initial procurement, if a change of Supplier for such Deliverables:

- a. Cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, Services, or installations procured under the initial Purchase; or
- b. Would cause significant inconvenience or substantial duplication of labour and/or costs for the Municipality.

6.5 **Commodities.** Deliverables purchased on a commodity market such as electricity, postal services, postage, water, fuel, natural gas, furnace oil.

6.6 **Prototype.** Purchase of a prototype or a first Good or Services that is developed in the course of, and for, a particular contract for research, experiment, study, or original development, but does not include quantity production or supply to establish commercial viability or to recover research and development costs.

6.7 **Exceptionally Favorable Circumstance.** Exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, or bankruptcy, but not for routine purchases from regular Suppliers.

6.8 **Design Contest.** An award to a winner of a design contest provided that the contest has been organized in a manner that is consistent with this Policy, in particular relating to the publication of a Solicitation; and the participants are judged by an independent review panel with a view to an Award made to the winner.



Procurement Policy

Policy #

Date Last Reviewed:

6.9 **Confidential Nature.** Deliverables regarding matters of a confidential nature, the disclosure of which could reasonably be expected to compromise confidentiality, result in the waiver of privilege, cause economic disruption, or otherwise be contrary to the public interest.

6.10 **Emergency Purchase.** An emergency purchase may be undertaken in the event of unforeseeable situation of urgency brought when Deliverables could not be obtained in time using an open and competitive process and where there is:

- a. an imminent or actual danger to the life, health or safety of any person;
- b. an imminent or actual danger of injury to or destruction of real or personal property belonging to the Municipality or to a third party to whom the Municipality would be liable;
- c. an imminent or actual unexpected interruption of a public service essential to the community;
- d. an emergency as defined by the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 and the emergency plan formulated thereunder by the Municipality; and an imminent or actual spill of a pollutant as contemplated by Part X (Spills) of the Environmental Protection Act.

7 Cooperative Procurement and Buying Groups

7.1 **Permitted.** The Procurement Office is authorized to enter into arrangements with area municipalities, local boards and other public bodies or authorities for the purchase of Deliverables on a cooperative or joint basis where there are economic advantages to doing so; provided that under any such approved arrangement the methods used are competitive and that all approvals from the relevant Approval Authorities are received before committing to the joint purchase process. The Purchasing Specialist shall maintain a list of approved Buying Groups.

7.2 **Required Notice.** While participating in a Cooperative Procurement process or through an approved Buying Group, the Municipality shall publish notice of its participation in a Cooperative Procurement process or with a Buying Group on the tendering website normally used by the Municipality, and the notice shall provide Suppliers with information about how to participate in such



Procurement Policy

Policy #

Date Last Reviewed:

Cooperative Procurement process and/or how to submit a bid to the Buying Group.

8 Document Preparation

- 8.1 **Template Documents.** The Procurement Office shall maintain all approved template documents for Purchases. No amendments to the approved template documents will be permitted without the prior approval of the CAO, Municipal Solicitor, and Treasurer. All Solicitations shall use only approved template documents, and any amendments or additions must receive prior approval of the Municipal Solicitor and the Treasurer.
- 8.2 **Responsibility for Specifications.** The Project Lead, working in conjunction with the Procurement Office, is responsible for preparing the Bid Documents and Specifications in compliance with AODA, and to obtain approval from the correct Approval Authority prior to public release.
- 8.3 **Consultant shall not Participate.** Any consultant who prepares or assists in preparation of Specifications shall not be permitted to participate in the resulting Solicitation.
- 8.4 ***Accessibility for Ontarians with Disabilities Act, 2005.*** All Bid Documents shall be AODA-compliant.
- 8.5 **Security and Insurance.** The Municipal Solicitor shall determine the necessary thresholds for insurance, bid security, and project security.
- 8.6 **Collaboration and Consultations.** If a Purchase will have an impact on the operations or finances of any other Department beyond the originating Department, that department shall be consulted in respect of the Purchase,
- 8.7 **Technology.** Any acquisition of technology, computer hardware, computer software or software services, the IT Department shall be consulted to ensure that there is no compromise to the Municipality's network or unnecessary cyber security risks.
- 8.8 **Records Management.** Any Purchase that may have an impact on the management of the Municipality's records shall consult with the Municipal Clerk to ensure the procurement aligns with the Municipality's Record Retention Policy.



Procurement Policy

Policy #

Date Last Reviewed:

9 Notice

- 9.1 **Mandatory.** For all Solicitations with a Dollar Value in excess of \$100,000, notice shall be given:
- a. on the Municipality's website;
 - b. on an electronic tendering system that is equally accessible to all Canadian Suppliers; and,
 - c. in any publication or forum deemed relevant by the Department Head and Procurement Office as long as forum is equally accessible to all Canadian Suppliers.
- 9.2 **Date Range.** The notice shall be published from the date of issuance of the Solicitation to the date of closing of the Solicitation.
- 9.3 **Form of Notice.** The form of notice shall be established by the Procurement Office and approved by the Municipal Solicitor and Treasurer.
- 9.4 **Advertising Opportunities.** Advertising opportunities are to be posted to the Municipality's website.

10 Supplier Management

- 10.1 **Debriefing.** Any Suppliers participating in an RFT/RFP may submit a written request to the Procurement Office for a debriefing, which shall be conducted in accordance with any procedure in place under this Policy.
- 10.2 **Performance Evaluation.** Department Heads shall ensure completion of Performance Evaluation of the Supplier as required by the Supplier Performance Procedure.
- a. The Supplier shall be given an opportunity to comment on the Performance Evaluation and all resulting information shall be retained by the Procurement Office.
 - b. Performance Evaluations may be used to determine Supplier eligibility to:
 1. continue to provide Deliverables to the Municipality on a current Contract;



Procurement Policy

Policy #

Date Last Reviewed:

2. become or remain a qualified Supplier on a roster; and/or
3. participate in future procurements as set out in this Policy (Bidder Eligibility).

10.3 **Dispute Resolution.** The following dispute resolution process is available to any Supplier who:

- a. Disputes the fairness of a Purchasing process;
- b. Disputes an award of contract or a determination on a Prequalification;
- c. Disputes any Supplier Performance Evaluation

10.4 **Notice of Dispute.** Within thirty days of the circumstance giving rise to the dispute, the Supplier shall provide a written request for a meeting with the Procurement Office detailing the legal and factual grounds underlying the dispute and the desired outcome and must include any relevant documents.

10.5 **Meeting.** The Procurement Office shall convene a meeting with the Supplier within twenty days of receipt of the request. The meeting may be conducted in writing, in person or by teleconference, and may include any other members of administration deemed necessary by the Procurement Office.

10.6 **Outcome.** If the Procurement Office is satisfied that action should be taken, a report will be provided to the Municipal Solicitor, Treasurer, and CAO advising that such action be taken.

10.7 **Appeal.** If the Supplier is unsatisfied with the outcome of the meeting, the Supplier may provide a written request for a meeting with the Municipal Solicitor, Treasurer, and CAO. This request must detail the legal and factual grounds underlying the claim and the desired outcome and must include any relevant documents.

10.8 **CAO Determination.** The CAO shall convene a meeting with the Supplier within twenty days of receipt of the request. The meeting may be conducted in writing, in person or by teleconference, and may include any other members of administration deemed necessary by the CAO. The determination of the CAO shall be final.

10.9 **Supplier Suspension.** At the discretion of the Chief Administrative Officer in consultation with the Municipal Solicitor, the Municipality may, but is not



Procurement Policy

Policy #

Date Last Reviewed:

required to, suspend a Supplier from participating in the Municipality's Purchasing activities due to:

- a. Litigation or engagement in legal action between the Supplier or any officer or director of the Supplier, directly or indirectly through another corporation, and the Municipality, Consultants engaged by the Municipality in respect of a specific Solicitation, or Municipal employees in relation to any other Contract or service or any matter arising from the Municipality's exercise of its powers, duties or functions if the litigation is likely to affect the Supplier's ability to work with employees or Municipal Consultants or to cost additional staff and legal costs in the administration of a Contract with the Supplier;
- b. poor past performance by the Supplier, any act of dishonesty or failure to meet Contract requirements or health and safety violations, as documented by the Department Head and provided to the Procurement Office;
- c. failure by the Supplier to satisfy a debt due to the Municipality;
- d. any act of collusion, harassment, intimidation, or other act towards or with an employee, elected official, or other Supplier in relation to any Solicitation;
- e. failure by the Supplier to enter into a Contract following an Award;
- f. Conviction or finding of liability under any statute or ordinance pertaining to:
 1. Income Taxation
 2. Criminal or quasi criminal acts
 3. Occupational Health and Safety
 4. Environmental protection
 5. Product Liability
 6. Securities regulation.

10.10 **Response.** A Supplier shall be given an opportunity to respond to an allegation of poor performance. A Supplier shall be given notice of as well as an opportunity to respond to an intent to suspend.



Procurement Policy

Policy #

Date Last Reviewed:

10.11 **Lifting Suspension.** A suspension may be lifted at the discretion of the CAO and Treasurer if the suspended Supplier demonstrates that the reasons for the suspension have been satisfactorily addressed and that the Supplier no longer poses a performance risk to the Municipality.

10.12 **Related Parties.** For the purposes of this Section, a reference to a Supplier includes officers, directors, a majority or controlling shareholder, a partner, or other directing mind of the Supplier.

11 Contract Management

11.1 **Responsibility.** Each Department Head is responsible for management of contract requirements in their respective areas, including:

- a. confirmation that all required insurance and security remain in place during the Contract term;
- b. confirmation that all Deliverables comply with Contract requirements;
- c. confirmation that all invoices comply with the Contract requirements and accurately reflect the work performed or Deliverables received prior to payment;
- d. monitoring of Supplier performance and addressing issues and deficiencies with the assistance of the Procurement Office and Municipal Solicitor.

12 Surplus Assets

12.1 **Identification of Surplus Assets.** Department Heads shall submit a list to the Procurement Office of Surplus Assets, being all goods, equipment and stock which is no longer being used, or which has become obsolete. Net proceeds of disposal, if any, shall accrue to the Department.

12.2 **Redistribution of Surplus Assets.** The Procurement Office shall determine if any Surplus Assets can be utilized by other Municipal Departments and shall authorize distribution.

12.3 **Disposal of Surplus Assets.** If the Surplus Assets cannot be used by the Municipality, the Treasurer may approve that they be disposed of by any of the following methods:

- a. offered for sale to public agencies;



Procurement Policy

Policy #

Date Last Reviewed:

- b. sold by external advertisement, including by tender, quotation, public auction or online auction;
- c. sold or traded to the original supplier or others in that line of business;
- d. donated to a charitable organization;
- e. recycled;

or any other means appropriate and in the best interests of the Municipality, If the Surplus Assets cannot be disposed of, they can be scrapped.

12.4 No employees, Councilors, or related parties as defined by the Code of Conduct for Council, Local Boards, and Committees shall be permitted to receive Surplus Assets unless they are to be scrapped or recycled in accordance with this section, at the discretion of the CAO, or, by purchase through a public process conducted by a third party.

13 General Terms

13.1 **Review.** The Procurement Office shall be responsible to review this Policy at least every four years.

13.2 **Transition Provisions.** Any Solicitation or Purchase commenced but not completed before this Policy becomes effective shall be completed pursuant to the rules then in place governing Purchasing.

14 Summary of Amendments

Date	Amendment(s)
August 13, 2024	Procurement Policy is adopted by By-law 77-2024



Procurement Policy

Policy #

Date Last Reviewed:

Schedule "A" – Exemptions from Procurement Policy

The following are not subject to the competitive procurement requirements in this Policy, but remain subject to all other provisions of this Policy.

1. **General Exclusions.** The following Purchases are excluded from the application of this Policy:
 - a. Goods or Services financed primarily from donations that require the Procurement to be conducted in a manner inconsistent with this Policy;
 - b. Purchases by the Municipality on behalf of an entity not covered by this Policy; and,
 - c. Acquisition of Goods for the purpose of commercial sale or re-sale by the Municipality.

2. **Excluded Services.** The following Services are excluded from the application of this Policy:
 - a. Health or social services;
 - b. Services that may, under applicable law, only be provided by licensed lawyers or notaries;
 - c. Services of expert witnesses or factual witnesses used in court or legal proceedings; and,
 - d. Financial Services respecting the management of government financial assets and liabilities (i.e. treasury operations), including ancillary advisory and information services, whether or not delivered by a financial institution.

3. **Non-Purchase Transactions.** The following transactions are not deemed to be Purchases are excluded from the application of this Policy:
 - a. Insurance products, however, the purchase of insurance advisory Services is not excluded;
 - b. Payments of debts;
 - c. Any form of financial assistance, such as grants, loans, equity infusions, guarantees, and fiscal incentives;



Procurement Policy

Policy #

Date Last Reviewed:

- d. Agreements with a governmental authority or agent of government;
 - e. Acquisition or rental of land, real property payments including land, buildings, leasehold interests, easements, encroachments and licenses, or the like as addressed in the Municipal policy on land disposal.
 - f. Insurance claims, legal settlements and grievance settlements.
 - g. Binding orders, judgments or decisions of an arbitrator, tribunal or court.
 - h. Refundable travel expenses
 - i. Professional memberships and dues
 - j. Professional development (training, workshops, courses, trade shows, conferences, and seminars);
 - k. Testing and examination fees
4. **Specialized Surplus Goods.** Specialized Surplus Goods identified by the Procurement Office as requiring specialized training and/or licensing to operate, buy, or sell, may be offered for sale in any manner deemed appropriate by the Procurement Office.
5. **Commodities.** Deliverables purchased on a commodity market such as electricity, postal services, postage, water, fuel, natural gas, furnace oil.



Procurement Policy

Policy #

Date Last Reviewed:

Schedule "B" – Reference Tools

1. Procurement Types

Dollar Amount	Procurement Type
<\$100	Petty Cash
Up to \$10,000	Purchase Order OR Purchasing Card
\$10,000 to \$50,000	RFQ (informal)
\$10,000 to \$100,000	RFQ (formal)
> \$100,001	RFT OR RFP

- *More formal processes may always be selected if appropriate.*
- *This chart is intended as a quick reference guide and is in all respects subject to section 5 – Procurement Strategy.*



Procurement Policy

Policy #

Date Last Reviewed:

2. Approval Authorities

Dollar Amount	Approver
up to \$50,000	Designated Manager/Supervisor
Up to \$100,000	Department Head
> \$100,001	Municipal Council

- *Higher authority approvals may always be utilized if appropriate.*
- *This chart is intended as a quick reference guide and is in all respects subject to section 4.5.*



Procurement Policy

Policy #

Date Last Reviewed:

3. Contract Execution

Dollar Amount	Signing Authority
Up to \$100,000	Department Head
> \$100,001	Mayor and Municipal Clerk

- *Higher level execution may always be utilized if appropriate.*
- *This chart is intended as a quick reference guide and is in all respects subject to section 4.7.*

Municipality of Lakeshore

By-law 78-2024

Being a By-law to amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-10-2024)

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

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

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

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

1. Schedule "A", Map 68 to By-law 2-2012 is amended by changing the zoning classification of the retained farmland resulting from a severance of the property municipally known as 475 Rochester Townline Road, and legally described as Part of Lot 6 Concession East Ruscom River, Rochester, designated as Part 2, Plan 12R24838; Part of Lots 5 and 6 Concession East Ruscom River, Rochester as in R1125247 except Part 1, Plan 12R12267, Part 1, Plan 12R24838 and Part 1 Plan 12R29786; subject to RO14657 partially surrendered by R254458; subject to an easement in gross over Part 1, Plan 12R23363 as in CE331496; subject to an easement in gross over Parts 1, 2, 3 & 4 on Plan 12R25263 as in CE549039; Town of Lakeshore, being part of the Property Identifier Number 75051-0114(LT), shown hatched for reference only on Schedule "A" attached to and forming part of this by-law, from Agriculture (A) to Agriculture Zone Exception 1 (A-1).
2. This by-law shall come into force and take effect in accordance with section 34 of the *Planning Act*, R.S.O. 1990, c. P. 13.

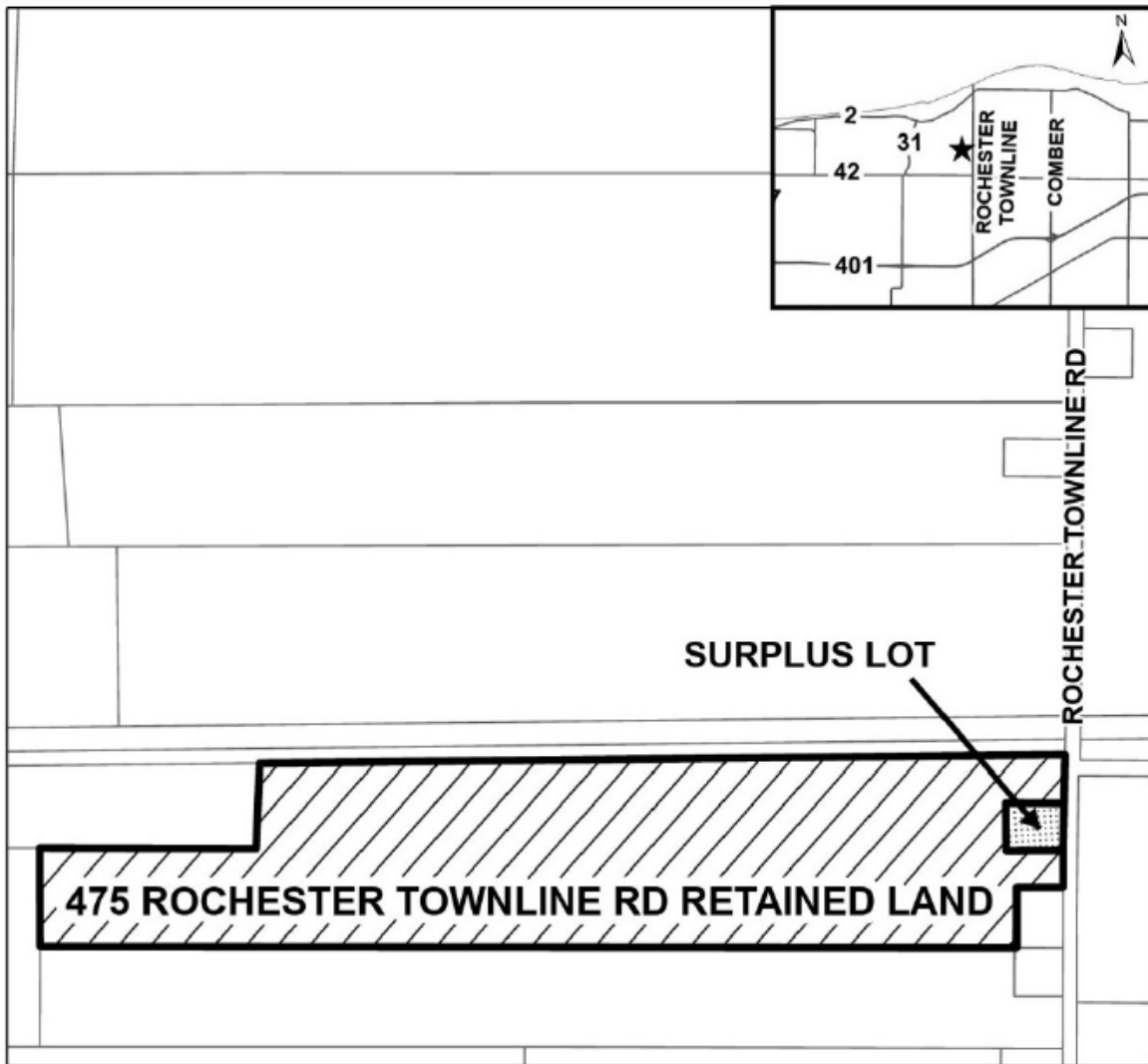
Read and passed in open session on August 13, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**

**Schedule "A"
to By-law 78-2024**

Part of Lot 6 Concession East Ruscom River, Rochester, designated as Part 2, Plan 12R24838; Part of Lots 5 and 6 Concession East Ruscom River, Rochester as in R1125247 except Part 1, Plan 12R12267, Part 1, Plan 12R24838 and Part 1 Plan 12R29786; subject to RO14657 partially surrendered by R254458; subject to an easement in gross over Part 1, Plan 12R23363 as in CE331496; subject to an easement in gross over Parts 1, 2, 3 & 4 on Plan 12R25263 as in CE549039; Town of Lakeshore, being part of the Property Identifier Number 75051-0114(LT).



Amend from "Agriculture (A)" to "Agriculture Zone Exception 1 (A-1)".

Municipality of Lakeshore

By-law 81-2024

Being a By-law to Delegate Authority to the Chief Building Official to Execute Conditional Building Permit Agreements

Whereas pursuant to section 8(3) of the *Building Code Act, 1992*, S.O. 1992, c. 23, the chief building official may issue a conditional permit for any stage of construction if,

- a) compliance with by-laws passed under sections 34 and 38 of the *Planning Act* and with such other applicable law as may be set out in the building code has been achieved in respect of the proposed building or construction;
- b) the chief building official is of the opinion that unreasonable delays in the construction would occur if a conditional permit is not granted; and
- c) the applicant and such other person as the chief building official determines agree in writing with the municipality, upper-tier municipality, board of health, planning board, conservation authority or the Crown in right of Ontario to,
 - i. assume all risk in commencing the construction,
 - ii. obtain all necessary approvals in the time set out in the agreement or, if none, as soon as practicable,
 - iii. file plans and specifications of the complete building in the time set out in the agreement,
 - iv. at the applicant's own expense, remove the building and restore the site in the manner specified in the agreement if approvals are not obtained or plans filed in the time set out in the agreement, and
 - v. comply with such other conditions as the chief building official considers necessary, including the provision of security for compliance with subclause (iv).

And whereas section 8(3.1) of the *Building Code Act, 1992* authorizes Council to delegate to the chief building official the power to enter into conditional building permit agreements;

And whereas it is deemed necessary to delegate authority to the Chief Building Official to enter into conditional building permit agreements as recommended by the Interim Chief Administrative Officer at the August 13, 2024 Council meeting;

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

1. The Chief Building Official is delegated the authority to execute conditional building permit agreements in relation to permits issued pursuant to section 8(3) of the *Building Code Act, 1992*.
2. The delegated authority described in Section 1 includes the authority to execute any related amendments or agreements in furtherance of this agreement.
3. In the event of a conflict between this by-law and another Lakeshore by-law, this by-law prevails.
4. The delegation in this by-law is subject to any restrictions on such delegation under the *Building Code Act, 1992*, S.O. 1992, c. 23, or any other Act.
5. This By-law comes into force and effect upon passage.

Read and passed in open session on August 13, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**

Municipality of Lakeshore

By-law 82-2024

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 July 9, 2024 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 August 13, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**